



ACTIVE NEWSPAPER CMS
PREMIUM ADVERTISEMENT · NEWSPAPER · MAGAZINE

Documentation

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Software Version : PHP 7.1, PHP 7.2, PHP 7.3, MySQL 5.x

Provided by : codecanyon



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Documentation

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1. How to install the script?

Answer:

Please follow the following procedure to install this script in online server:

1. **Upload** the **zip** file downloaded from CodeCanyon to your server in the **public_html** or, any other directory you intend the script to run.
2. **Extract** the **zip** file in that directory.
3. Create a **new database** from your server MySQL with PhpMyAdmin.
4. Create **db user** to the database and **link** that database to the db user.
5. Go to the **URL** of the **unzipped** folder.
6. Make sure the required files are permitted **writable** in the folder you put them and all the requirements are fulfilled by the server environment.
7. Fill up these Installation forms with your database **hostname**, **database username**, **database user password** and **database name** respectively which you have created in the previous step.
8. **password** and **database name** respectively which you have created in the previous step.
9. Provide your default **admin credentials** in the form.
10. Click on **"Install Newspaper CMS"** and wait for the installation to complete.
11. Links to **"Activation Form"**, **"Admin Panel"** and the **"Frontend"** of the site will appear.
12. First, **activate** the license for your online domain and then browse in it.

Admin login URL will be your_site/admin

2. How to install the script online manually ?

Answer:

Please follow the following procedure to install this script in online server manually:

1. **Upload** the **zip** file downloaded from CodeCanyon to your server in the **public_html** or, any other directory you intend the script to run.
2. **Extract** the zip file in that directory.
3. **Create** a **new database** from your server MySQL with PhpMyAdmin.
4. Create **db user** to the database and link that database to the db user.
5. Make sure the required files are permitted **writable** in the folder you put them and all the requirements are fulfilled by the server environment.
6. Go to PhpMyAdmin and **import** the sql in your created **database** from the extracted files (uploads/installation/**uploadable_database.sql**).
7. Open the application/config/**routes.php** and make:
`$route['default_controller'] = 'home';`
8. Open the application/config/**database.php** file and change the below values with your data:
`'hostname' => 'localhost',`

```
'username' => 'Mysql username',  
'password' => 'Mysql password',  
'database' => 'Database name',
```

9. Copy **config.php** file from uploads/installation folder and paste it to application/config folder. Replace the files with the same name. Make sure sess_driver and sess_save_path are like this:

```
$config['sess_driver']      = 'database';  
$config['sess_save_path'] = 'ci_sessions';
```

10. **Import** the database from uploads/installation/uploadable_database.sql

Finally **browse** the script.

Admin URL : your site/admin , **Email** : admin@newspaper.com, **Password** : 1234

3. How to install the script in a local server manually?

Answer:

Please follow the following procedure to install this script in local server manually:

1. Create a new folder in your **htdocs/www** folder.
2. **Extract** the downloaded script in that folder which you have just created.
3. Go to **PhpMyAdmin** and **create** a new **database** & **import** the **sql** from the extracted files (uploads/installation/uploadable_database.sql).
4. Copy **config.php** file from uploads/installation folder and paste it to application/config folder. Replace the files with the same name.
5. Open the file **routes.php** and set default controller as "home" as below :
\$route['default_controller'] = 'home';
6. Open the application/config/**database.php** file and change the below values with your data:
'hostname' => 'localhost',
'username' => 'phpmyadmin username', //default is root
'password' => 'phpmyadmin password', // default password is blank for
'database' => 'database name',

Finally browse the script.

Admin URL : your site/admin , **Email** : admin@newspaper.com, **Password** : 1234

4. How to activate the script?

Answer:

Following the given procedure below will make the license activated for your domain and you'll be able to use the script smoothly:

1. Open the link in the browser.

2. In the respective fields, put your Name, E-mail, **CodeCanyon Username**, **Purchase Key** and your intended **domain name** for the script and verify the captcha.
3. The form will be submitted to check the purchase key and then activate the licence for that domain.
4. You can change the activation later from this same form. Activating a Regular License again with another domain name will remove the activation of the previous domain.

5. How to upload news?

Answer:

To upload news, we have divided the whole process into sub-processes.

1. **Log in** to the system with appropriate information.
2. From your panel's navigation, go to **News**.
3. Create a **Category** of the news which you want to upload. If the category is already created, skip this step.
4. Create a **Subcategory** of the news by selecting the right **Category**. If the subcategory is already created, skip this step too.
- 5.
6. Create **News speciality** for placing the news on special spot (eg. top news, detail news, breaking news, top sliding news).
7. Go to **News → All News** where all the news are listed which are uploaded.
8. In the **Top Right** corner above the news list table, a button named '**Create News**' is placed to create news. Click on the button to specify the information of the news.
9. To create a news you will get some field to fill up such as news **Title**, **Summary**, **Description**, news related **Image** with available **Add More Image**, **News Category**, **Sub Category**, **Date**, **Tags**, **News speciality**, **News reporter name**. Two switches are available, one is to **publish/unpublished** the news and another is to add the news **breaking news** section. Then click the Upload button.

6. How to create a poll?

Answer:

1. Log into **Admin Panel**.
2. From the Navigation, go to **Poll → Create Poll**.
3. Write your **Question** and add some **Poll Options** for the question in the form.
4. Finally click on the **Upload** button.

7. How to manage users?

Answer:

1. Log into **Admin Panel**.
2. From the **Navigation**, go to **Manage User**.
3. From here, Admin can view the the customer details.
4. Admin can view a **summary** of the **customer profile** and can delete customer.

5. Admin can **download** the total list of the customers in **pdf, xls** or **csv** file format.

8. How to send a newsletter?

Answer:

- **Log in** to the Admin Panel.
- From the **Navigation**, go to **Messaging → Newsletter**.
- Enter the **emails** of the **users and subscribers**.
- Enter the **email** from where the newsletter will be sent.
- Enter the **subject** and **contents** of the newsletter.
- Finish the process by clicking on the **send** button.

9. How to manage staff and permission role?

Answer:

1. From the Navigation, go to **Staff Panel → Manage Roles**.
2. Click the Create **Role** button.
3. Create a role by giving the permission that you want to handle that role.
4. Then, go to the Staff **Panel → All Staff** and create an admin with the created role.

Admin can edit the role permission and can delete role when it is unnecessary.

10. How to post an Ad?

Answer:

1. Log into **Admin Panel**.
2. From the **Navigation**, go to **Advertisement → Ads Settings**.
3. From the **Left Tab Panel** Admin can select the desired ad **Sections** i.e. **Header, Home** etc.
4. Admin has to **Switch on** the Status from the **Information** section.
5. Then he can change the **Default image** for the desired ad.
6. Then admin has to click the **Update** button to post the ad.

11. How to add multiple pricing options in a single ad?

Answer:

1. Log into **Admin Panel**.
2. From the **Navigation**, go to **Advertisement → Ads Settings**.
3. From the **Left Tab Panel** Admin can select the desired ad **Sections** i.e. **Header, Home** etc.
4. On the right panel, there is a Subscription **Package** section in which the admin can setup different **Packages** (i.e. 1 Week, 1 Month) of the same ad.

5. Admin can setup the **Package Name, Price** and **Seal image** for different packages. He can also choose whether to activate the package or not by checking the **Activate** Checkbox.

12. How to configure Paypal payment gateway?

Answer:

1. Log into **Admin Panel**.
2. From the **Navigation**, go to **Advertisement → Ads Payment Settings**.
3. **Switch on** by clicking the switchery of the paypal payment gateway.
4. Then from navigation, go to **Business Settings → Payment Methods**.
5. In the **Paypal Settings** section, enter your valid **paypal email** and choose the account type.
6. **Sandbox** account type is used for demo transactions. When you will be ready for business change your account type to **original**.

[N.B: If you don't have a paypal account, you can create a paypal account from [Paypal Registration](#) and it's free!]

13. How to configure Stripe payment gateway?

Answer:

1. Log into **Admin Panel**.
2. From the **Navigation**, go to **Advertisement → Ads Payment Settings**.
3. **Switch on** by clicking the switchery of **Stripe** payment gateway.
4. Then from navigation, go to **Business Settings → Payment Methods**.
5. In the **Stripe Settings** section, enter **Stripe Secret Key** and **Stripe Publishable Key** which you have got from your stripe account.

[N.B: If you don't have a stripe account, you can create a new one from [Stripe Registration](#) and it's free!]

14. How to customize Homepage?

Answer:

Homepage Settings is one of the most important features in **Active Newspaper CMS** from where you can change the total outlook of the system. You can easily setup the Homepage by following the steps from the **Navigation**, Go to **Frontend Settings → Display Settings → Theme Settings → Pages** .

The **Pages** option has a Home section which is split into many sub-sections. They are :

- **Scrolling News** : Admin can give any name for this section in the Title field and can set the **number of news** which will be shown in this area. By clicking on **Display Status** switch this portion will be published or not.

- **Top News** : There are two types of top news styles. You can choose any of them and then **Update**.
- **Top Sliding News** : You can give any name for this section in the Title field and can set the **number of news** which will be shown in this area. By clicking on **Display Status** switch this portion will be published or not.
- **Detail News** : Admin can give any name for this section in the Title field and can set the **number of news** and **Sidebar Position**(left/right) which will be shown in this area. By clicking on the **Display Status** switch this portion will be published or not.
- **Photo Gallery** : Admin can give any name for this section in the Title field and can set the **number of news** which will be shown in this area. By clicking on the **Display Status** switch this portion will be published or not.
- **Special Category with Sidebar** : From here you can choose any two **category** wise news for **left and right position** and can set a number **of news** to show the news at homepage. Also you can choose the **sidebar position**(left/right) and **widgets** to show in sidebar.
- **Video Gallery** : There are two types of video gallery styles. You can choose any of them and can edit the title of this section & then **Update**.
- **Category wise News** : You can choose the **outlook & style** of category wise news portion respectively among two outlook and multiple styles. You have to select the category to show the news of those categories. You can visible/invisible this section by the switch of display status.

After finishing the setup of every section you have to **Update** each section.

15. How to customize other pages?

Answer:

There are few elements that are customizable for other pages like **News Description, Category News, News Listing, Photo Gallery, Photo Description, Video Gallery, Video Description, All Reporters, Reporter Details & Archive News**. They are

- **Sidebar Position** : You can fix the sidebar on the left or right.
- **Choose Widgets** : Here you can select which widgets will be shown in the sidebar.
- **Choose Bottom Section** : From here you can choose one bottom section from given options.

After finishing the setup of every page you have to **Update** each page.

16. How to configure General settings?

Answer:

1. Log into **Admin Panel**.

2. From the **Navigation**, go to **Frontend Settings → Site Settings → General Settings**.
3. In the **Left Tab Panel** Admin can setup the General Settings i.e. **System Name, System Email, System Title** etc.
4. Under the **General Settings** tab there are more options like **Smtip Settings, Social links, Terms & Conditions** and **Privacy Policy**. Admin can easily setup the corresponding settings just by filling the forms given there.

17. How to configure SMTP email system?

Answer : To configure SMTP email system, change the following features from your gmail account.

1. Log in to your gmail account and go to '**My Account**' by clicking on the image of top right corner.
2. Click the **Sign-in & Security** tab.
3. Turn off the 2-step verification feature from **Sign in to Google** section.
4. Turn on Allow less secure apps from the Connected **Apps & Sites** section.

After making these changes from your gmail account, go to your **Admin panel** and follow these steps:

1. From the navigation, go to **Frontend Setting → Site Settings → General Settings**.
2. Click on the **Smtip Settings** tab.
3. Fill up the form as below:

Smtip host: ssl://smtp.googlemail.com

Smtip port: 465

Smtip user: YOUR GMAIL ID

Smtip pass: YOUR GMAIL PASSWORD

4. Click on the save button to save the changes.

* If you have any problem, first check to make sure you're using the right password.

* If the tips above didn't help, visit <https://www.google.com/accounts/DisplayUnlockCaptcha> and follow the steps on the page.

[N.B: Sometimes it takes more time than usual to send mail, if the receiver is using other account but not gmail account.]

18. How to configure email templates?

Answer:

1. Log into **Admin Panel**.

2. From the **Navigation**, go to **Frontend Settings → Site Settings → Email Templates..**
3. Each email has a **subject** and a **body**. Change the subject and body according to your desire.
4. In the email body section, **DO NOT** change the words which are started with **double third brackets** (example: `[[to]]`).
5. Then click on the **update** button.
6. Below this section, there is an option for changing the **background** of each email template. **Choose** any one background and then click on the **update** button.

19. How to configure reCaptcha?

Answer:

To configure your recaptcha you will need a google reCAPTCHA Site Key and a google reCAPTCHA Secret key. To obtain these API keys follow these steps:

1. You need to sign up on <http://www.google.com/recaptcha/admin> .
2. Click on the Get reCAPTCHA button.
3. If You don't have any sites registered, then Register a new site by your domain. [reCAPTCHA will work for its subdomain automatically]
4. Then you will get Site Key and Secret key.
5. Go to **Frontend Settings → Site Settings → Third Party Settings → Captcha Settings** of your admin panel and set API keys.
6. Turn on the captcha status.

20. How to configure Facebook login API?

Answer:

For Facebook:

1. From the Navigation, go to **Frontend Settings → Site Settings → Third party Settings → Social Login Configuration.**
2. Turn the facebook login setting status on.
3. For the App ID & App Secret, go to **developers.facebook.com** and log in your facebook account.
4. After log in, from the menu go to **My Apps → Add a new App.**
5. Give your app a display name, your contact email and choose a category for your app. Then create your **App ID**.
6. After creating the **App ID** you will be redirected to your App ID settings.
7. Go to **Settings → Basic**, fill up the form and in the bottom of the form you will see a button **Add Platform**. Click the button and choose the website. Then set your website url in this section. [N.B: in the app domain section use "http://", then www.yourwebsite.com]
8. Go to **App Review** and make your app public just turning on the switch.
9. From the **Dashboard**, click on the show button to see the **App Secret**.

10. Now copy the **App ID** and **App Secret** and paste it into your system and click **save** button.

21. How to configure Google+ login API?

Answer:

1. From the Navigation, go to **Frontend Settings → Site Settings → Third party Settings → Social Login Configuration**.
2. Turn the google login setting status on.
3. For the client id, client secret and API key, go to **console.developers.google.com** and login to google account.
4. From the sidebar click on the credentials and **create a project**.
5. Then create credentials by choosing the **OAuth Client ID**.
6. **Configure consent screen** by giving the proper information and then save.
7. Choose the **application type, name** and set the **restrictions** and create the credentials.
8. After that, you will get the **Client ID** and **Client Secret**.
9. Then click on the **create credentials and choose API key** and you will get API key.
10. From the **Library** find out the google+ api. Click on it and enable the api.
11. **Copy** the **Client ID, Client Secret** and **API key** and **paste** these to your system and set the redirect url. Then click on the **save** button.

22. How to set up commenting in the news?

Answer:

1. Log into **Admin Panel**.
2. From the **Navigation**, go to **Frontend Settings → Site Settings → Third Party Settings**.
3. On the **Left Tab** select the **News Comment Settings**.
4. Admin has to provide the comment **Type, Discus ID** and **Fb Comment ID** and click the **Save** button to set the **News Comment Settings**.

23. How to add Google Map API key?

Answer:

1. Go to Google API Console.
2. From the projects list, select a project or create a new one.
3. If the API Manager page isn't already open, open the left side menu and select API Manager.
4. On the left, choose Credentials.
5. Click Create credentials and then select API key.
6. Copy the API key and paste it to **Frontend Settings → Site Settings → Third Party Settings → Google map**.
7. Click on the save button to save the changes.

24. How to add a Language?

Answer:

1. Open **google chrome** and install this **extension** to your browser.
<https://chrome.google.com/webstore/detail/google-translate/aapbdbdomjkkjkaonfhbkikfgjllcleb>
2. Log in to your **Admin panel** and go to Language.
3. Click on the **Add Language** button and fill up the form.
4. From the **Language list** table, find your added language and click on the **set translation** button.
5. Click on the extension icon located at the top of your browser and click on **TRANSLATE THIS PAGE**.
6. Image like below will appear on the top of your browser.
7. Choose your language from the drop-down and this will translate the whole page.
8. After that, scroll down and click on the **Translate** button. (the text "Translate" will be translated to your language)
9. Click on the **save all** button to translate the words. (the text "Save All" will be translated to your language)
10. From the bottom of the word list, click on the pagination and follow the step 8 & 9 to set the translation for the rest of the words of the list

25. How to create blog's subscription packages?

Answer:

1. Log in to the admin panel.
2. From the **Navigation**, Go to **Subscription**.
3. Select option **Packages**.
4. Admin has access to **Edit** any desired **Package** by clicking the **Edit** button.
5. **Admin** will get the options for arranging his/her **Subscription** packages under this attributes :
 - **Name**
 - **Amount (USD)**
 - **Amount of Posts**
 - **Amount of Videos**
 - **Amount of Images**
6. Upload a **Subscription Image** for the package, and then click the **Upload** button.

26. How to export RSS?

Answer:

1. Log into **Admin Panel**.
2. From the **Navigation**, Go to **RSS**.
3. Here an Admin can get the **Permalink** for selecting **Categories** and the **Limit of Feeds**.

Permalink is the link from where the feeds will be shown. Then **Click** on the **Save** button to save your configurations.

27. How to manage a blog in admin panel?

Answer:

1. Log into **Admin Panel**.
2. From the **Navigation**, Go to **Blog→ Blogs** where you can see a table of **Blog List** which were created before by a **Blogger**.
3. Here an **Admin** can see the **Blog Info**, **View** it from the **Frontend**, **Edit** or **Delete** any **Blog** posted by a **Blogger**. **Admin** can also hide a **Blog** by changing the **Publish Status** of any **Blog** from **Published** to **Unpublished**.
4. **Admin** can also manage Blog Gallery or Blog Videos from the **Navigation→Blog→ Blog Gallery or Blog Videos** depending on what he/she wants to manage.

28. How to manage Blog Category and Sub-Category in admin panel?

Answer:

1. Log into **Admin Panel**.
2. From the **Navigation**, Go to **Blog→ Blog Category** where you can see a table of existing **Blog category List** which were created before by an **Admin**.
3. New **Categories** can be added by clicking the **Create Blog Category button** on top right side of the page. Now click **Save** to save the new category.
4. **Admin** can also edit any existing categories by clicking the **Edit** option beside each category. After editing a category click the **Save** button to save the newly edited category.
5. To add a **Sub-Category** under any existing category go to **Blog→ Blog Sub-Category**. Click the **Create Blog Subcategory button**. Now select the sub-category name and the category under which it will be placed and click the **Save** button to add the new Sub-Category. If the category doesn't exist then simply follow the steps 2-4 and then **Add** the sub-category under that category.

29. How to be a Blogger?

Answer:

1. Go to **Sign in** section **on the top right of the site** and click **Sign up now** for new user registration.
2. Fill up the required fields like name, email, address etc.

3. If a user wants to be a blogger then check mark the **I Also Want To Be A Blogger** option.

30. How to purchase Packages for “Premium Post”?

Answer:

1. To purchase **Premium Packages** make sure you registered as a **Blogger** first. For that go to **Active Newspaper Home Page** and register as a blogger.
2. Now **Sign In** to your **User** account. From **Profile** select the **Premium Blog Packages** option.
3. There are five premium packages excluding the default one in total i.e.
 - a. **Bronze**
 - b. **Silver**
 - c. **Gold**
 - d. **Platinum**
 - e. **Diamond**

According to the amounts of **Blogs, Photos & Videos** a **Blogger** can purchase an additional **Package** which will add the amounts of **Blogs, Photos & Videos posts** with the remaining amounts from previously purchased **Package**.

4. Select your desired **Package** and click on the **Next** button.
5. From there you will be taken to the payment option page. Select your desired payment option i.e. **PayPal** or **Stripe**.
6. Complete the payment using your **PayPal** or **Stripe** account.

31. How to post a blog?

Answer:

1. Log in to **Blogger** account
2. From **Profile** select the **Blog Post** option.
3. In **BLOG POST** a blogger can fill up the **Title, Summary, Description**, can choose **Category & Subcategory, Tags & Dates**.
4. Blogger can select multiple images for a **blog** by clicking **Select multiple Image** if he wants to.
5. For posting an image blog, go to **BLOG IMAGE POST** option; fill up the form with **Title, Description** and upload **Image**.
6. For video blog post, go to **BLOG VIDEO POST** option; fill up the form with **Title, Description**, from **Video option** choose the option for uploading or sharing video. Choose option from **sharing site** or **Choose file** and select your video and click **Submit**.

7. By clicking the Submit button, for every **Blog, Image, & Video** posting a confirm notification will be pop-up to notify the blogger that it will cost from his/her purchase package. Click **Confirm** to post the blog.

8.

32. How to post a blog from the admin panel?

Answer:

1. Log into **Admin Panel**.
2. From the **Navigation**, Go to **Blog→ Blog Post**.
3. Admin will get three options for blog posting.
 - Blog Post- In this section admin will get required fields such as Title, Summary, Description, time and date setting, Multiple image upload option etc.
 - Blog image post - Here admin can post a single main image with its description and title.
 - Blog video post- Admin will get an option to choose between upload or share video links from here.

33. How to Configure Google Analytics?

Answer :

Admin can simply set google analytics to his/her system by following the steps below :

1. Go to **Google Analytics**.
2. Note: If you have a Google account, and are not signed in, click on Sign in. If you do not have a Google account, click on **Create an account**.
3. Once you have signed in to your Google account, click on Access Google Analytics.
4. Click on **Sign up**.
5. Fill in your **Account Name, Website Name, Website URL**, and select an **Industry Category** and **Reporting Time Zone**.
6. Under Data Sharing Options, check the boxes next to the options that you want.
7. Click on **Get Tracking ID**.
8. From the Google Analytics Terms of Service Agreement that opens, click on I Accept.
9. Now log in to your site **Admin** panel and from Navigation go to **Frontend Settings > Site Settings > Google Analytics settings**.
10. Turn on the google analytics **activation switch**.
11. Now input the **Google Analytics Key** previously acquired and save the settings.

34. How to Update from version 2.1 to 3.0?

Answer :

This update will be workable if the installed version is 2.1 and your Server PHP version is 7+

1. **Log in** to your **cPanel**. Open **File Manager**.
2. Open the folder where your **running script** is located.
3. Upload the **application.zip** file from updates/ 2.1 to 3.0 / application.zip which is downloaded from CodeCanyon to your server where your script is running.
4. **Extract** the zip file in the root directory of the running script. (Example: if your script is located in the public_html/newspaper in the server. Then, public_html/newspaper is the root directory.)
5. Go to **PhpMyAdmin** and open the database of your running script.
6. **Import** the **sql file** which is provided in the “updates / 2.1 to 3.0 /” folder.

35. How to Update from version 3.0 to 3.1?

Answer :

This update will be workable if the installed version is 3.0 and your Server PHP version is 7+

7. **Log in** to your **cPanel**. Open **File Manager**.
8. Open the folder where your **running script** is located.
9. Upload the **application.zip** file from updates/ 3.0 to 3.1 / application.zip which is downloaded from CodeCanyon to your server where your script is running.
10. **Extract** the zip file in the root directory of the running script. (Example: if your script is located in the public_html/newspaper in the server. Then, public_html/newspaper is the root directory.)
11. Go to **PhpMyAdmin** and open the database of your running script.
12. **Import** the **sql file** which is provided in the “updates / 3.0 to 3.1 /” folder.

36. How to Upload bulk News?

Answer :

1. Log in to your **admin panel**.
2. Go to **News > News Bulk Add**.
3. Download the **Skeleton File** and fill it with data.
4. You can download the **Example Skeleton File** To understand how the data must be Filled
5. Once you have downloaded and filled the skeleton file , upload it in the form below and submit.
6. Do not upload more than **50** news at a time .
7. News should be uploaded successfully.
8. You will get more information in **News > News Bulk Add**.

37. How to set up currencies?

Answer :

Configure Currency:

1. Log into **Admin Panel**.
2. From the **Navigation**, go to **Currency Settings**.
3. Select **Home default currency** and save it.
4. Select **System default currency** and save it.
Changing System Default Currency Will Require Changing All Price Values
5. Choose the **currency format** from any one of the three.(US format is set to default).
6. Choose the **symbol format** from the given two format.
7. Choose the **no of decimal** points you want to show in the price.
8. Lastly, click on the **save** button to save the changes.

To add new currency

1. Log into **Admin Panel**.
2. From the **Navigation**, go to **Currency Settings**.
3. Go to the bottom of the **All Currencies** list.
4. Fill up the **last row** of the list as below:
 - i. In the **first** column write the **name of your currency**.
 - ii. In the **second** column write the **symbol of your currency**.
 - iii. In the **third** and **fourth** column write the value of your currency which is equal to 1USD.
 - iv. Publish your currency by clicking on the switch.
4. Click on the **save** button to save the changes.