

Rafikul Islam – admin manual

All the admin pages requires authority, must be logged in.

LOGIN

URL to access login: [login.php](#)

Username: **admin**

Password: **[hidden]**

Password can be changed from cpanel. Go to *file manager > validates > loginprocess.php*

It is recommended to change the password by webmaster.

CHANGE SLIDER

Home slider is fixed size, 960x340px. Any uploaded image will be cropped to fit the slider. It is recommended to upload exact sized image.

To change the slider go to *Change home slider > change slider (choose slider image) > choose file > change now*

ADDING LINK

URL to access add link: [admin.php?addlink](#)

Go to *Admin > Add links*

Required fields are title and URL. It is recommended to enter full URL, example: <http://www.ucom.my>

Once filled and clicked “Add link”, information will be stored into database and displayed at Links.

DELETING LINK

Go to links, there is “Delete” button in front of each title. When it is clicked system will ask to confirm, once it is confirmed, link will be deleted from the database.

Note: Delete button is only available when admin is logged in.

UPLOAD WORK

URL to access upload work: [admin.php?uploadwork](#)

Go to *Admin > Upload work*

Required fields are title, category and file. Dropdown categories are dynamically displayed from database, admin can add new category.

Once filled and clicked “Add work”, information will be stored into database and displayed at My Works.

ADD NEW CATEGORY (work)

Click “Add new category”, type category name and click “Add category”. Once new category is added, it will be displayed in dropdown menu of Upload work as well as top menu.

Allowed file type: .pdf

Maximum size: 4MB

DELETING WORK

Go to My Works, there is “Delete” button in front of each title. When it is clicked system will ask to confirm, once it is confirmed, link will be deleted from the database.

Note: Delete button is only available when admin is logged in.

UPLOAD RESOURCE

URL to access upload resource: <admin.php?uploadresource>

Go to *Admin > Upload resource*

Required fields are title, category and file. Dropdown categories are dynamically displayed from database, admin can add new category.

Once filled and clicked “Add resource”, information will be stored into database and displayed at Resource.

ADD NEW CATEGORY (resource)

Click “Add new category”, type category name and click “Add category”. Once new category is added, it will be displayed in dropdown menu of Upload resource as well as top menu.

Allowed file type: .pdf

Maximum size: 4MB

DELETING RESOURCE

Go to My Works, there is “Delete” button in front of each title. When it is clicked system will ask to confirm, once it is confirmed, link will be deleted from the database.

Note: Delete button is only available when admin is logged in.

UPLOAD PHOTO TO GALLERY

URL to access add photo to gallery: <admin.php?addphoto>

Go to *Admin > Add photo to gallery*

Required fields are title, category and file.

Note! If there is already an existing category and user wants to upload photos under that category, user must type the category name correctly.

Once filled and clicked “Add photo”, information will be stored into database and displayed at Gallery.

Any uploaded image width will be resized to 1020px and copy of it will be cropped 230 X 200px as thumbnail.

Allowed file types: .jpg, .jpeg, .pjpeg, .gif, .png, .x-png

Maximum size: 8MB