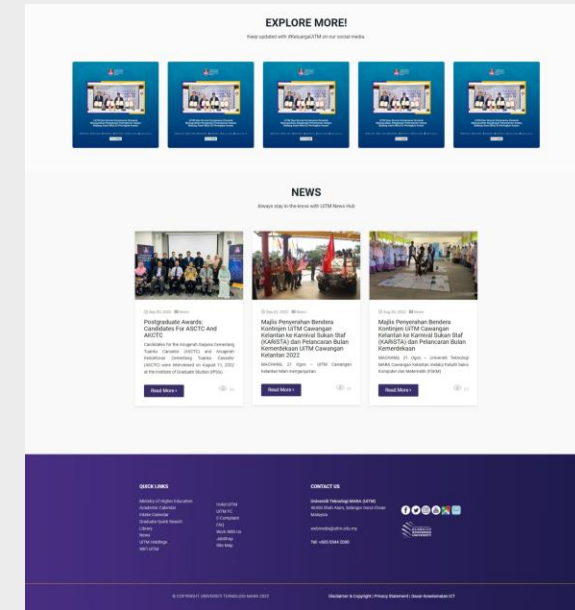
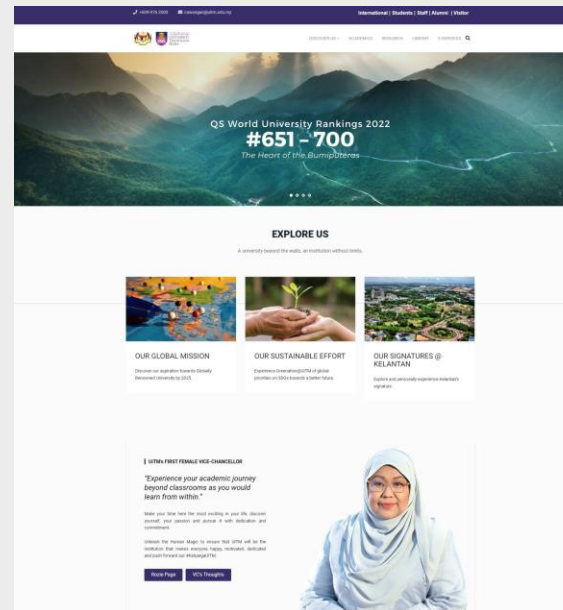


USER MANUAL

for New UiTM Branches Website

[https://\(cawangan\).uitm.edu.my/](https://(cawangan).uitm.edu.my/)



INSIDE THIS MANUAL

- ✓ **A:** Introduction
- ✓ **B:** Layout
- ✓ **C:** Navigations
- ✓ **D:** Content (Landing Page)
 - ✓ D1: Slideshow
 - ✓ D2: Explore Us
 - ✓ D3: Rector's Mandate
 - ✓ D4: Explore More
 - ✓ D5: News

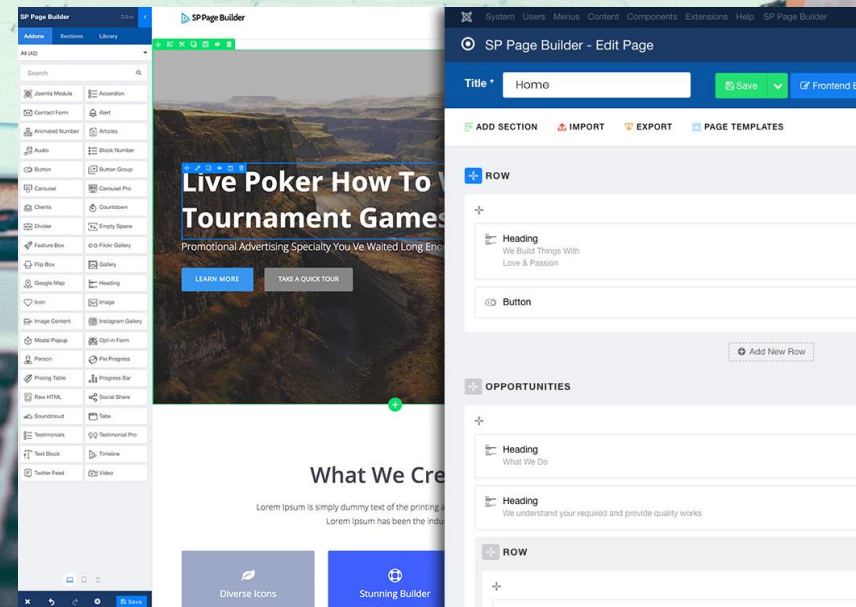
A person is sitting at a desk, writing in a notebook with a red pen. The notebook is open, showing a page with some diagrams and text. In the background, there is a laptop and a tablet. The laptop screen shows a website with a grid of images. The tablet screen shows a document with text and images. The person is wearing a light-colored shirt. The overall scene is dimly lit, with a focus on the person's hands and the notebook.

A : Introduction

A

Introduction

1. The UiTM Website is using Joomla! CMS(Content Management System).
2. For beginner's tutorial for Joomla!, please go to [Tutorials:Beginners-Joomla! Documentation](#)
3. Using [Educon by Joomshaper](#) for the template
4. [SP Page Builder](#) Extension for the Landing Page and the overall page of the website.
5. Please watch the [SP Page Builder Tutorial](#) to get clear picture of the extensions.



A hand-drawn wireframe of a website layout is shown on a blue background. The layout is divided into several sections with labels in French. At the top right, there is a header area with the text "40% de réduction" and two circular icons containing the letters "L" and "T". Below this, the main content area is divided into a grid. On the left side, there is a sidebar with a "FORMATION" section and a "CONSULTER" button. The main content area has sections labeled "DEUX VILLES", "La Puissance", "CARRIÈRES", and "CONSULTER". There are also some decorative elements like a small "A" icon and a "CONSULTER" button at the bottom right. The overall style is a rough, hand-drawn sketch.

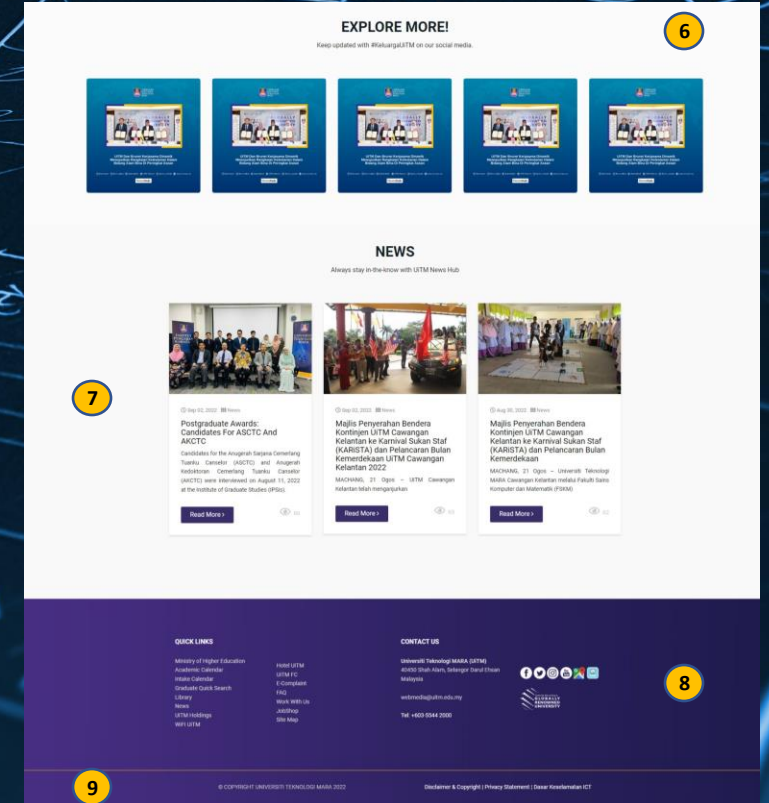
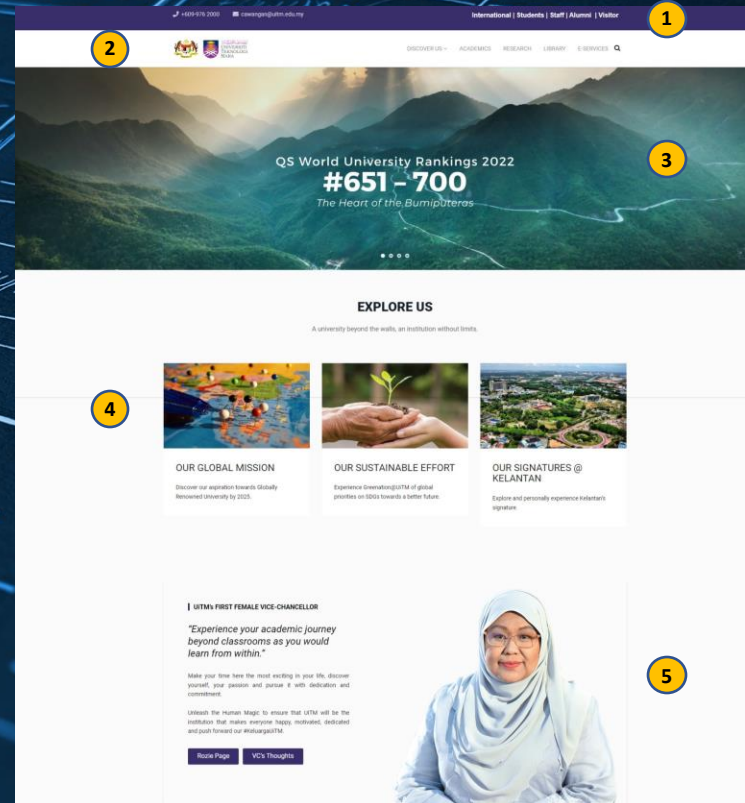
B : Layout

B

Layout

1. The **front page(front-end)** layout consist of **9 section**.

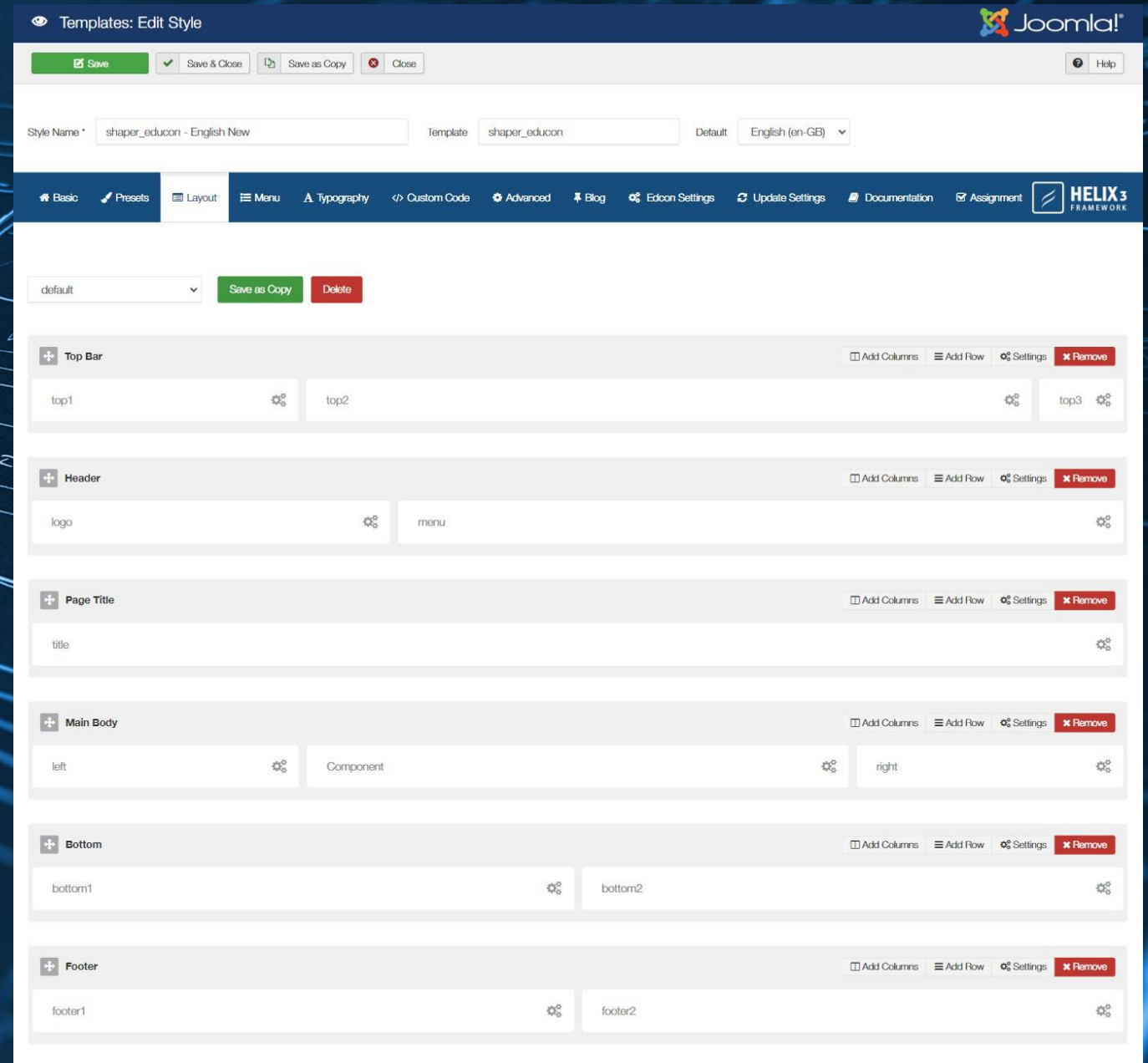
1. User Profiling & Language Switcher.
2. Logo & Menu
3. Slideshow full width row
4. Explore Us
5. Rector's Mandate
6. Explore More
7. News
8. Quick links & Contact Us
9. Legal Statement



B

Layout

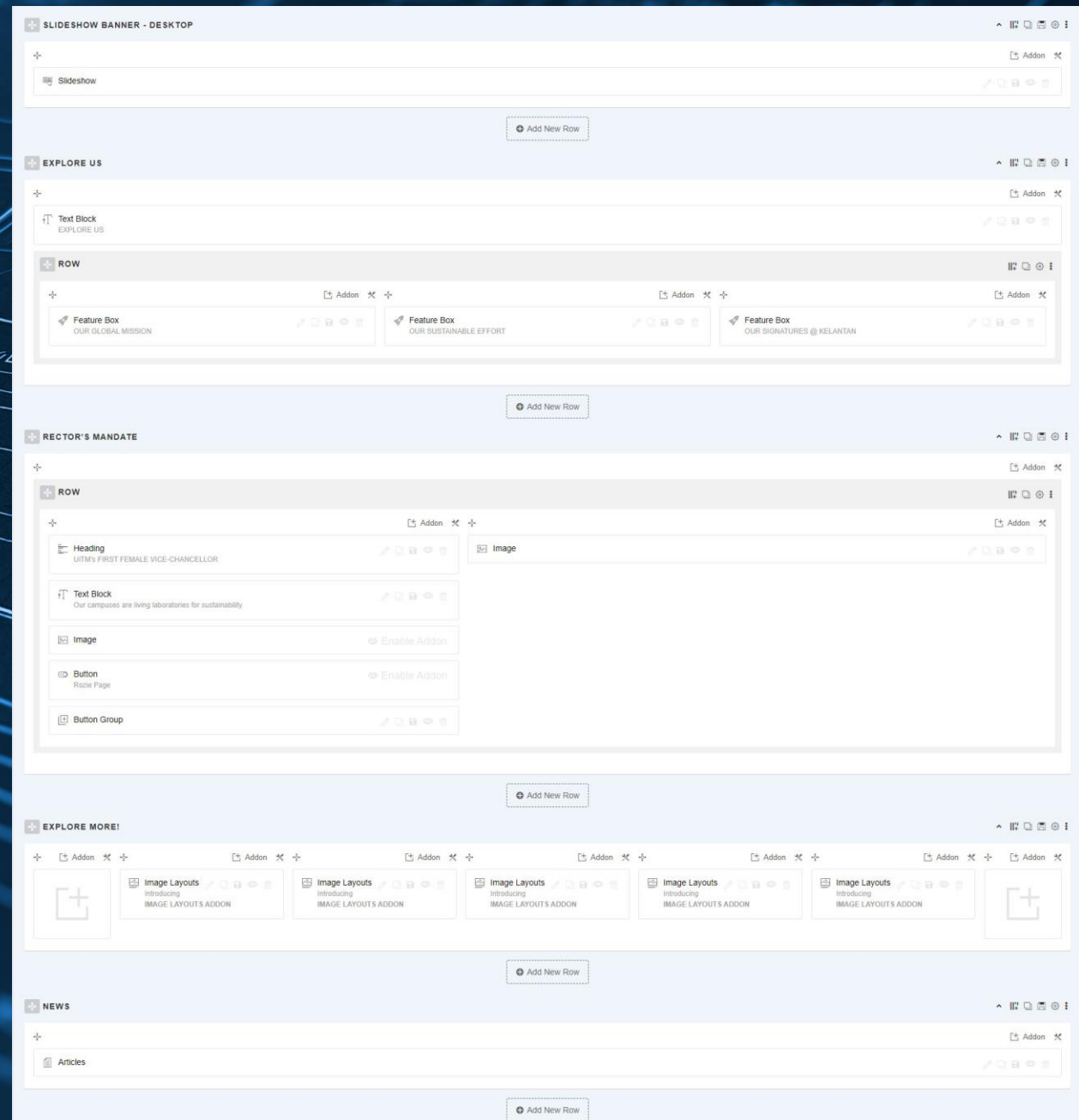
1. This is the **back-end template layout**. The core template layout are working at the template manager. You need to understand clearly at this point as it is tricky at the position setup.
2. **6 row** are set at the back-end of **template manager** layout.
 1. Top Bar
 2. Header
 3. Page Title
 4. Main Body
 5. Bottom
 6. Footer



B

Layout

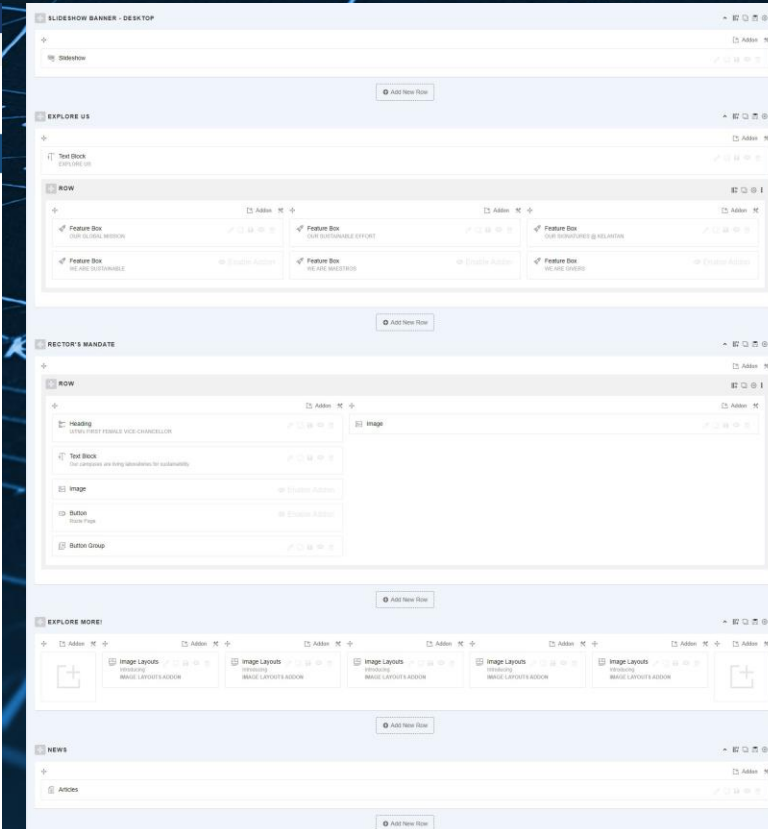
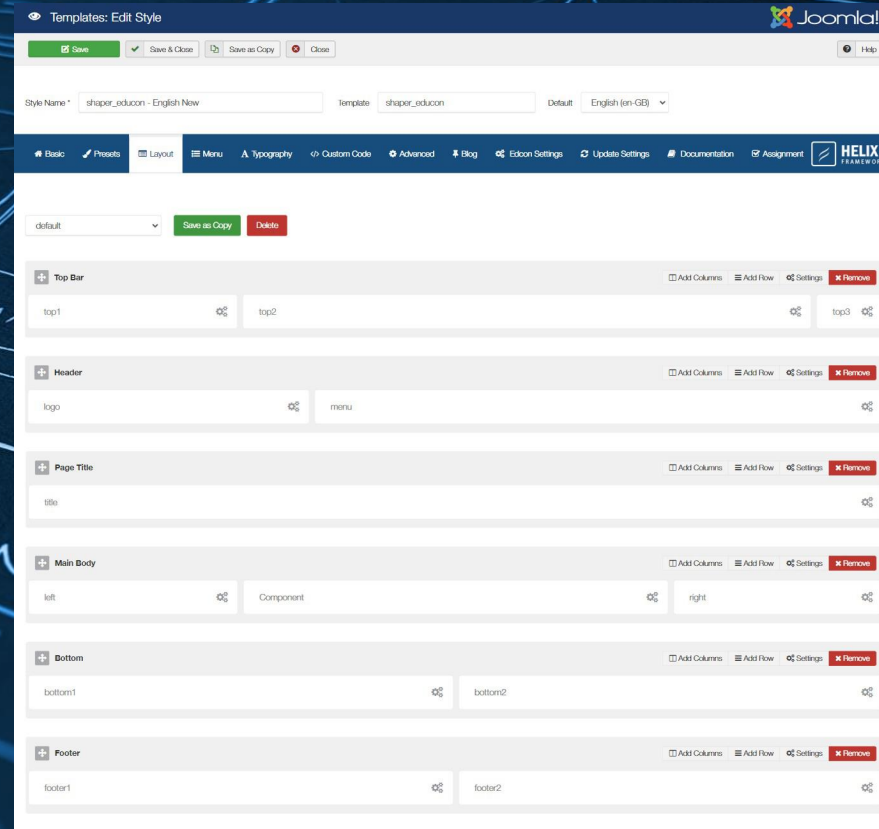
3. From the template manager layout, **SP Page Builder** took place at the position **Main Body**
4. Below is the back-end layout of SP Page Builder for Landing Page
 1. Slideshow full width row
 2. Explore Us
 3. Rector's Mandate
 4. Explore More
 5. News



B

Layout

5. Referring to the front-end layout, here is the **position & section** to help you identify where to edit each section
1. User Profiling & Language Switcher: (Template Manager > top1,top2)
2. Logo & Menu: (Template Manager > logo,menu)
3. Slideshow full width row (SP Page Builder, Slideshow Banner section)
4. Explore Us: (SP Page Builder > Explore Us Section)
5. VC message: (SP Page Builder > Rector's Mandate Section)
6. Explore More!: (SP Page Builder > Explore More Section)
7. News: (SP Page Builder > News Section)
8. Quick links & Contact Us (Template Manager > bottom1,bottom2)
9. Legal Statement (Template Manager > footer1,footer2)



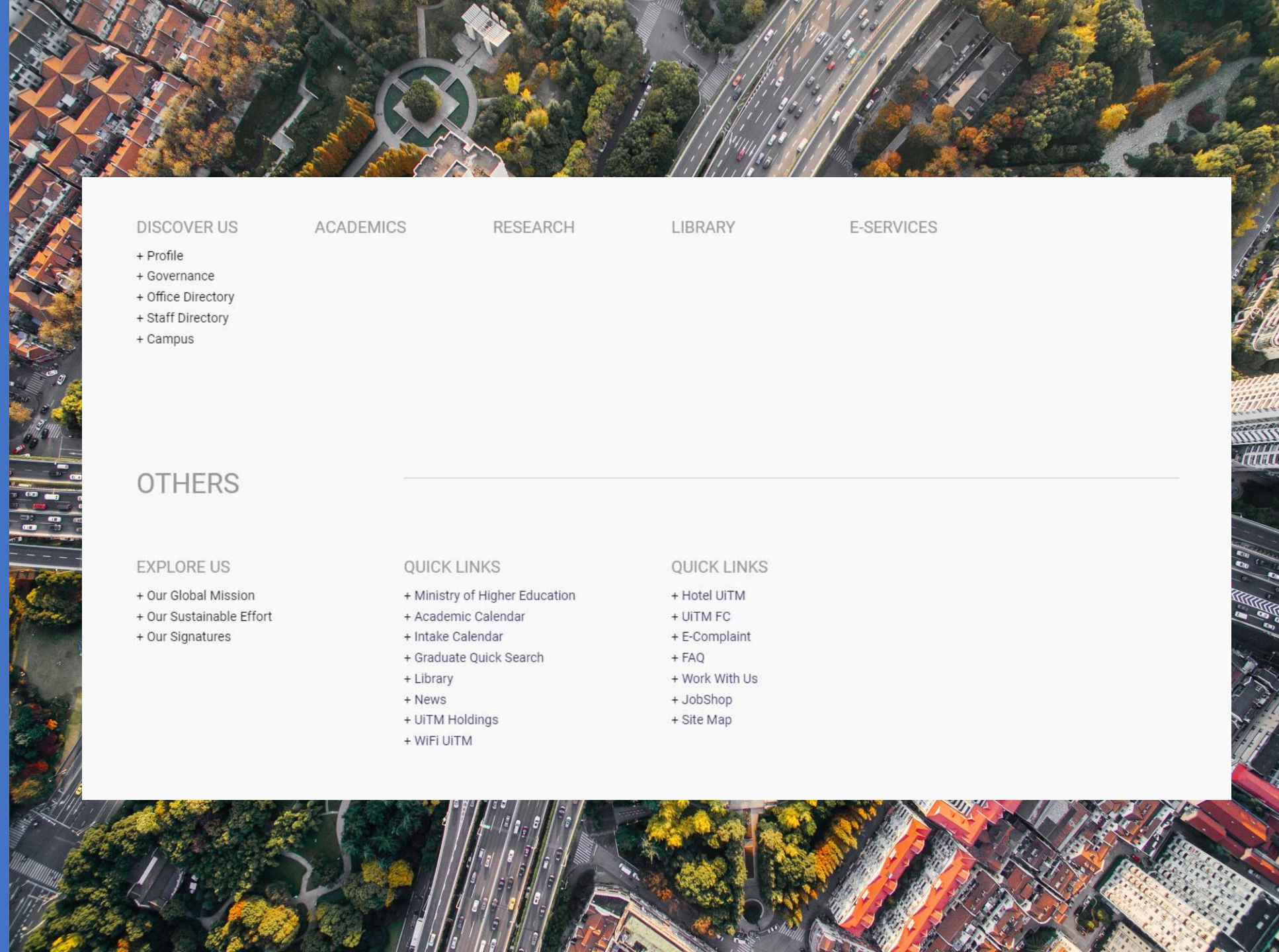


C: Navigation



Navigations

1. User can **navigate** the website through the **Menu** and also **Search function** to help them get what they want.
2. There are 2 menu provided on the website:
 - Main Menu
 - Others
3. The navigation list can be found on the bottom of the website under **Quicklinks>Site Maps**.



DISCOVER US

- + Profile
- + Governance
- + Office Directory
- + Staff Directory
- + Campus

ACADEMICS

RESEARCH

LIBRARY

E-SERVICES

OTHERS

EXPLORE US

- + Our Global Mission
- + Our Sustainable Effort
- + Our Signatures

QUICK LINKS

- + Ministry of Higher Education
- + Academic Calendar
- + Intake Calendar
- + Graduate Quick Search
- + Library
- + News
- + UiTM Holdings
- + WiFi UiTM

QUICK LINKS

- + Hotel UiTM
- + UiTM FC
- + E-Complaint
- + FAQ
- + Work With Us
- + JobShop
- + Site Map

A photograph of a long, empty library aisle. Rows of white bookshelves filled with books stretch into the distance, creating a strong sense of perspective. The floor is light-colored wood, and the ceiling has exposed concrete beams. The lighting is soft and even. In the far distance, a person can be seen walking away from the camera.

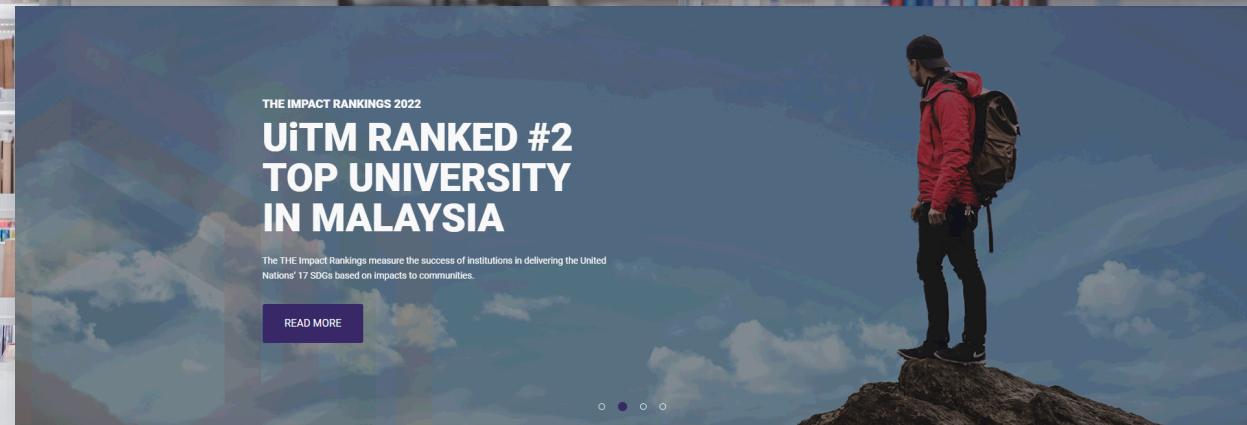
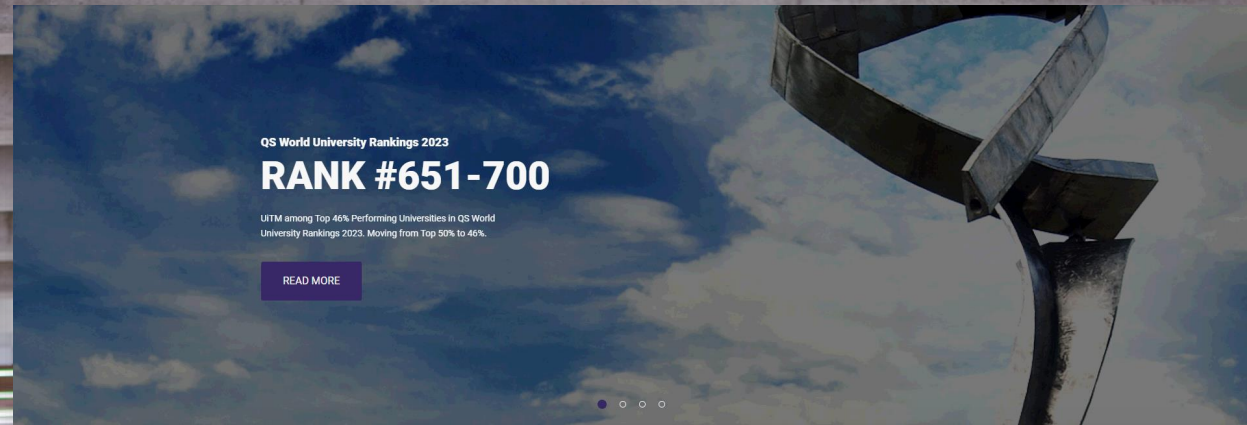
D: Content

D1

Content: Slideshow

D1: Slideshow

- ✓ Web Text + Background Photo Concept
- ✓ Call to action button to full stories/articles



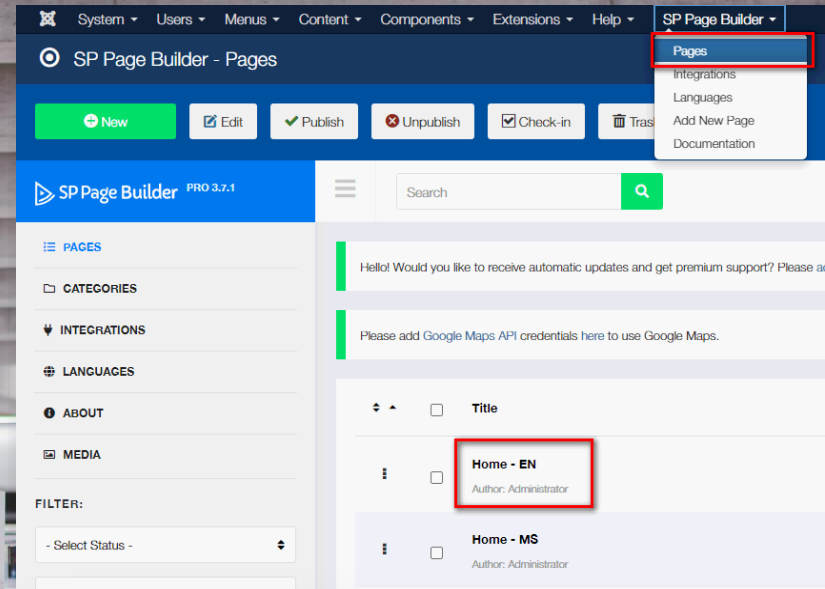
D1

Content: Slideshow

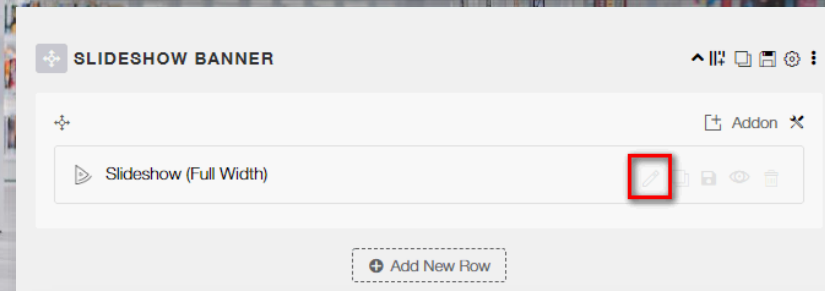
How to edit slideshow

1. Go to **SP Page Builder>Pages>Home EN** (your landing page) Click **edit button** on Home – EN(your landing page) to start edit the slideshow.
2. Click the **edit (pencil icon)** on the slideshow addon.
3. Once a pop-up setting appear, scroll down until you find the item list as shown in picture. One more time click **edit button(screw icon)**

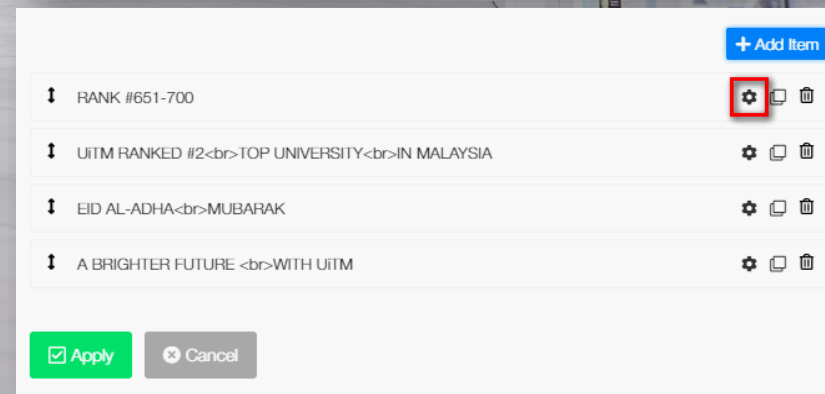
1



2



3



D1

Content: Slideshow

How to edit slideshow

1. Go to **SP Page Builder>Pages>Home EN** (your landing page) Click **edit button** on Home – EN(your landing page) to start edit the slideshow.
2. Click the **edit (pencil icon)** on the slideshow addon.
3. Once a pop-up setting appear, scroll down until you find the item list as shown in picture. One more time click **edit button(screw icon)**.
4. Fill in the information given with your content.
5. Set the target attribute link, Button Text and so on. Click **Apply & Save** the page.
6. To **manage** the slideshow, you can use **clone** and **delete** icon. Clone to add new slideshow and delete to remove old slideshow. (Arrange position banner)

RANK #651-700 Apply

Slide Subtitle
QS World University Rankings 2023
slide sub title will show before title

Slide Title
RANK #651-700
slide title will show after subtitle


Slide Content

File Edit Insert View Format Tools

Formats B I 12pt [Text Alignment Icons]

UiTM among Top 46% Performing Universities in QS World University Rankings 2023. Moving from Top 50% to 46%.

Slide Background Image

 4

images/slideshow/qswur2023-webuitm.jpg

Choose Your Image

Insert a background for this slide item

The target attribute for link
New Window ×
Set target attribute for link

BUTTON 5

Button Text
Read More
This text will be appear in button

Button URL
<https://news.uitm.edu.my/uitm-among-top-46-performing-universities-in-qs-world-university-rank>
This URL for button

Before Button Icon
Select Icon...
This icon will appear in before button

TITLE ANIMATION

+ Add Item

↑ RANK #651-700	⚙️	📄	🗑️
↑ UiTM RANKED #2 TOP UNIVERSITY IN MALAYSIA	⚙️	📄	🗑️
↑ EID AL-ADHA MUBARAK	⚙️	📄	🗑️
↑ A BRIGHTER FUTURE WITH UiTM	⚙️	📄	🗑️

Apply Cancel 6

D2

Content: Explore Us

D2: Explore Us

✓ 3 items

1. Our Global Mission
2. Our Sustainable Effort
3. Our Signatures

EXPLORE US

A university beyond the walls, an institution without limits.



OUR GLOBAL MISSION

Discover our aspiration towards Globally Renowned University by 2025.



OUR SUSTAINABLE EFFORT

Experience Greenation@UITM of global priorities on SDGs towards a better future.



OUR SIGNATURES @ KELANTAN

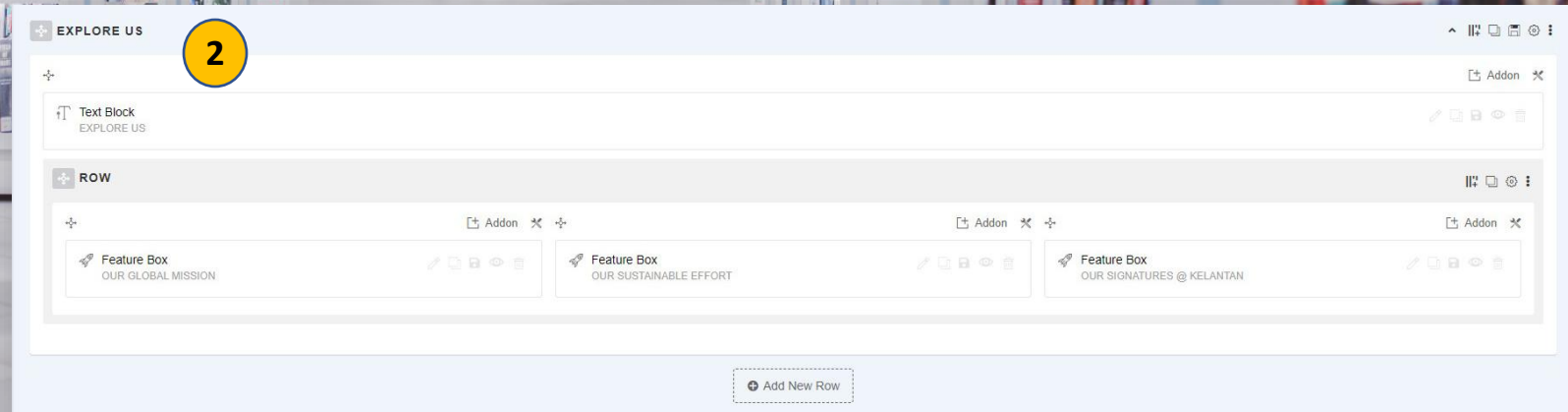
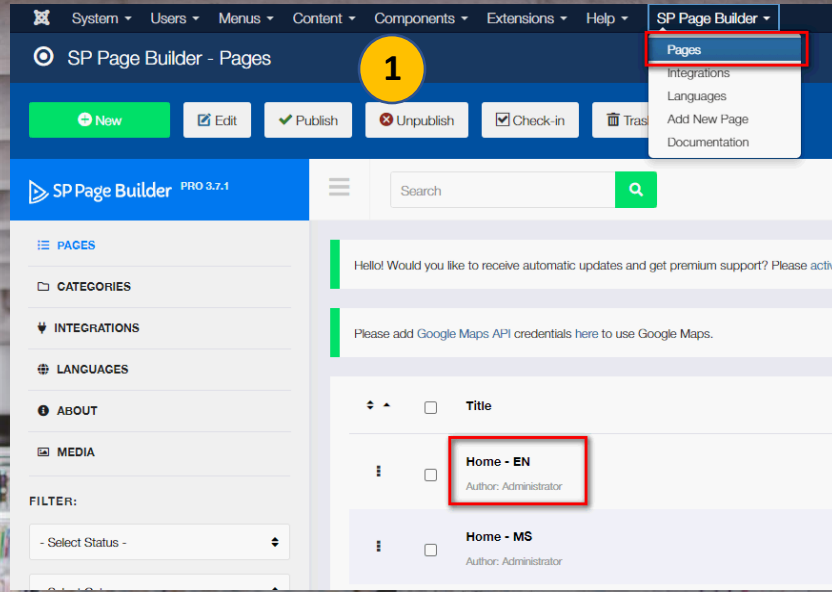
Explore and personally experience Kelantan's signature.

D2

Content: Explore Us

How to manage Explore Us

1. Explore Us section is in the same page as Slideshow.
Go to **SP Page Builder>Pages>Home EN** (your landing page) Click edit button on Home – EN (your landing page)
2. Click the **edit (pencil icon)** on each addon item to edit.



D2

Content: Explore Us

How to manage Explore Us

1. Explore Us section is in the same page as Slideshow.
Go to **SP Page Builder>Pages>Home EN** (your landing page) Click edit button on Home – EN(your landing page)
2. Click the **edit (pencil icon)** on each addon item to edit.
3. Fill in the information as shown in picture
3. Click **Apply** and **Save** after finish.
Setting for all 6 item are same.

3

Title

GRADUATION

Enter your desired text to use as the addon title. Leave blank if no title is needed.

COM_SPPAGEBUILDER_ADDON_FEATURE_BOX_TITLE_URL

index.php/graduation

COM_SPPAGEBUILDER_ADDON_FEATURE_BOX_TITLE_URL_DESC

URL Will Be Used For

Both

URL will be appear in your selected option


Layout Type

COM_SPPAGEBUILDER_ADDON_FEATURE_BOX_LAYOUT_TYPE_IMAGE

Select icon or image layout type from the list. Both option work for Icon/Image Position Left & Right only.

IMAGE OPTIONS

Feature Box Image



images/images/exploreus/Graduation.jpg

Choose Your Image

Select an image for the Feature Box. This will work when the Layout type is selected as image

ADDON OPTIONS

Content

File Edit Insert View Format Tools

Formats B I 12pt

Take another step in life as a graduate of our own.

D3

Content: Rector's Mandate

D3: Rector's Mandate

✓ This is the section of Rector's Mandate

- Heading
- Title
- Text Block
- Button
- Images

| UiTM's FIRST FEMALE VICE-CHANCELLOR

*"Experience your academic journey
beyond classrooms as you would
learn from within."*

Make your time here the most exciting in your life, discover yourself, your passion and pursue it with dedication and commitment.

Unleash the Human Magic to ensure that UiTM will be the institution that makes everyone happy, motivated, dedicated and push forward our #KeluargaUiTM.

[Rozie Page](#)

[VC's Thoughts](#)

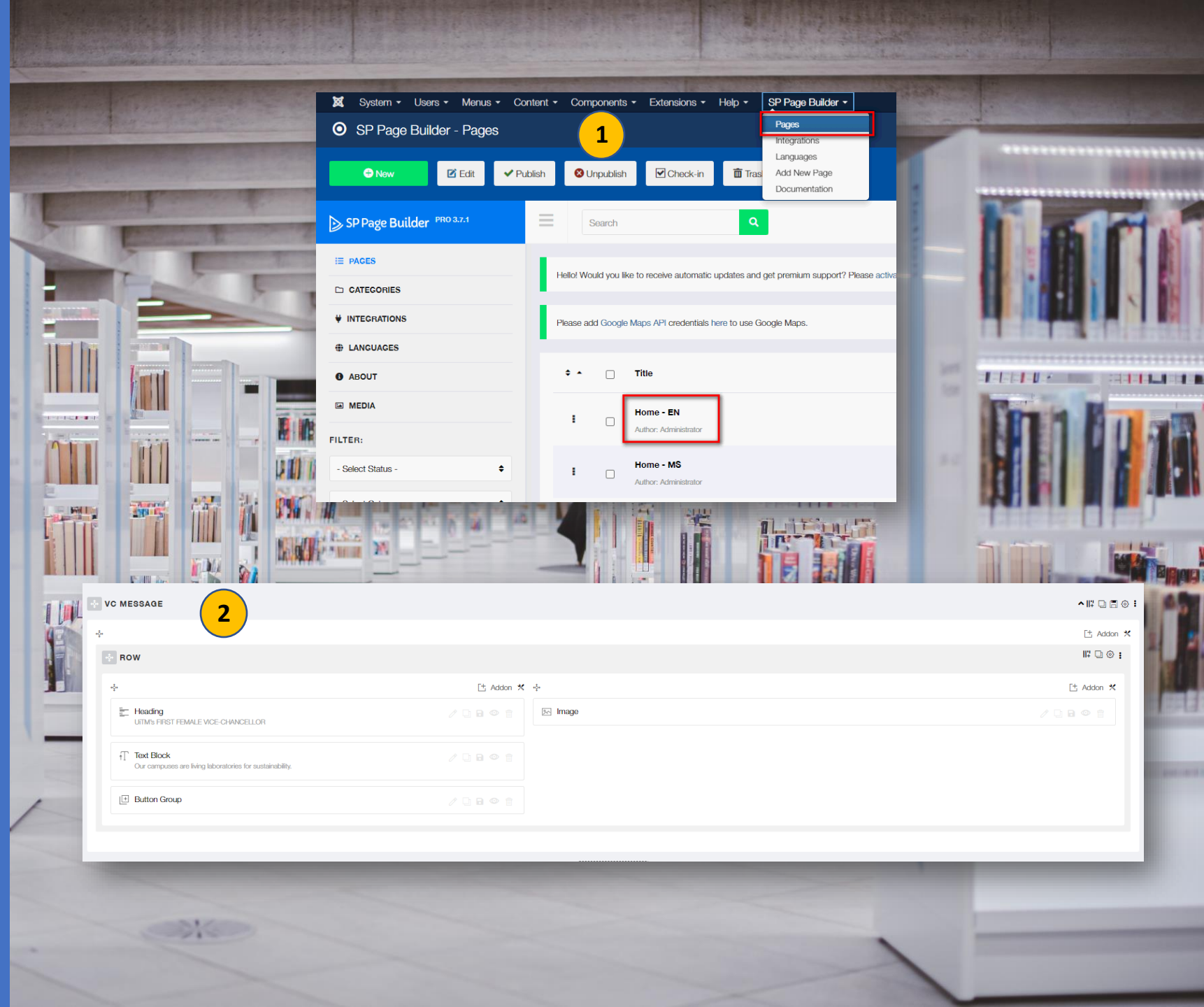


D3

Content: Rector's Mandate

How to manage Rector's Mandate

1. Go to **SP Page Builder>Pages>Home EN** (your landing page) Click edit button on Home – EN (your landing page)
2. Click the **edit (pencil icon)** on each addon item to edit.



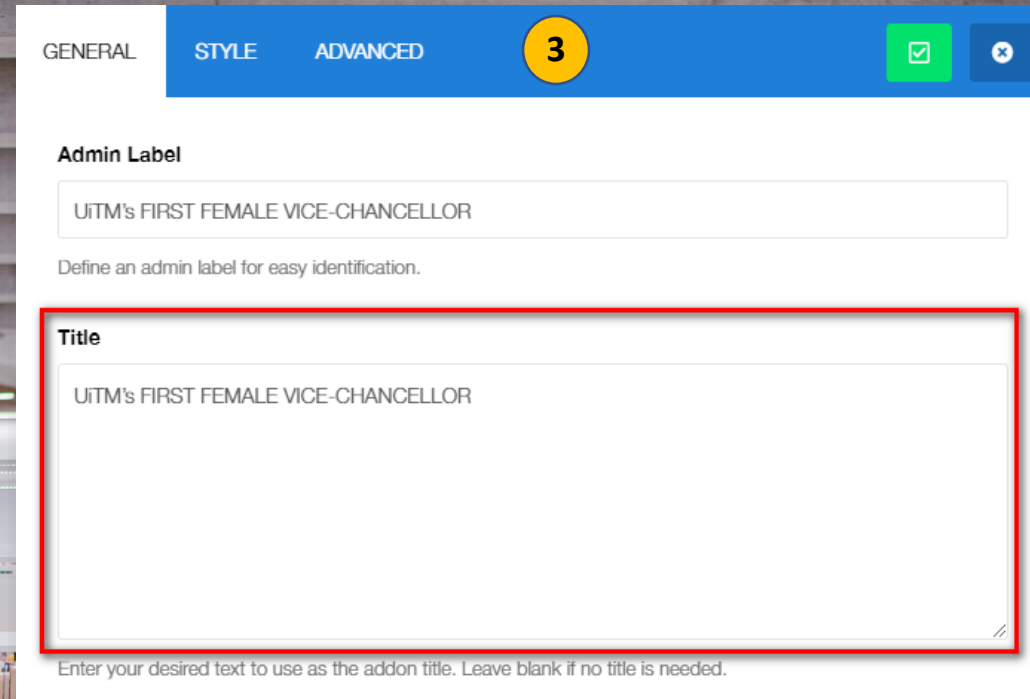
D3

Content: Rector's Mandate

How to manage Rector's Mandate

1. Go to **SP Page Builder>Pages>Home EN** (your landing page) Click edit button on Home – EN(your landing page)
2. Click the **edit (pencil icon)** on each addon item to edit.
3. Fill in the information as shown in picture 3,4,5,6 and 7. Click **Apply** and **Save** after finish.
4. Picture **3** for **Heading**.
Picture **4** for **Title**.

Tips: you can use html code to change the text format (italic,bold and etc.)



GENERAL STYLE ADVANCED **3** ☒

Admin Label

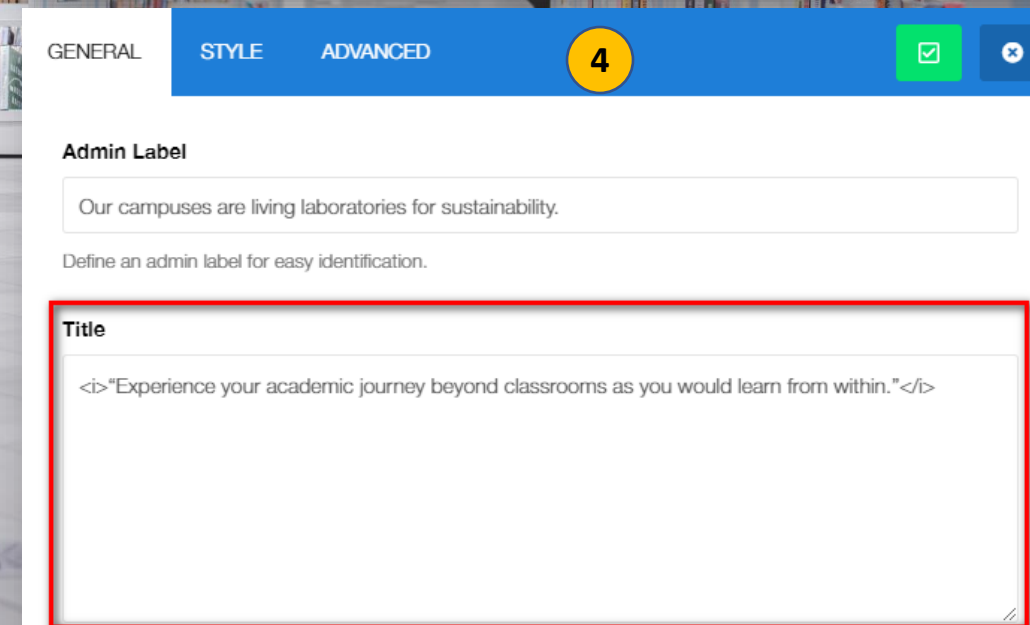
UiTM's FIRST FEMALE VICE-CHANCELLOR

Define an admin label for easy identification.

Title

UiTM's FIRST FEMALE VICE-CHANCELLOR

Enter your desired text to use as the addon title. Leave blank if no title is needed.



GENERAL STYLE ADVANCED **4** ☒

Admin Label

Our campuses are living laboratories for sustainability.

Define an admin label for easy identification.

Title

<i>"Experience your academic journey beyond classrooms as you would learn from within."</i>

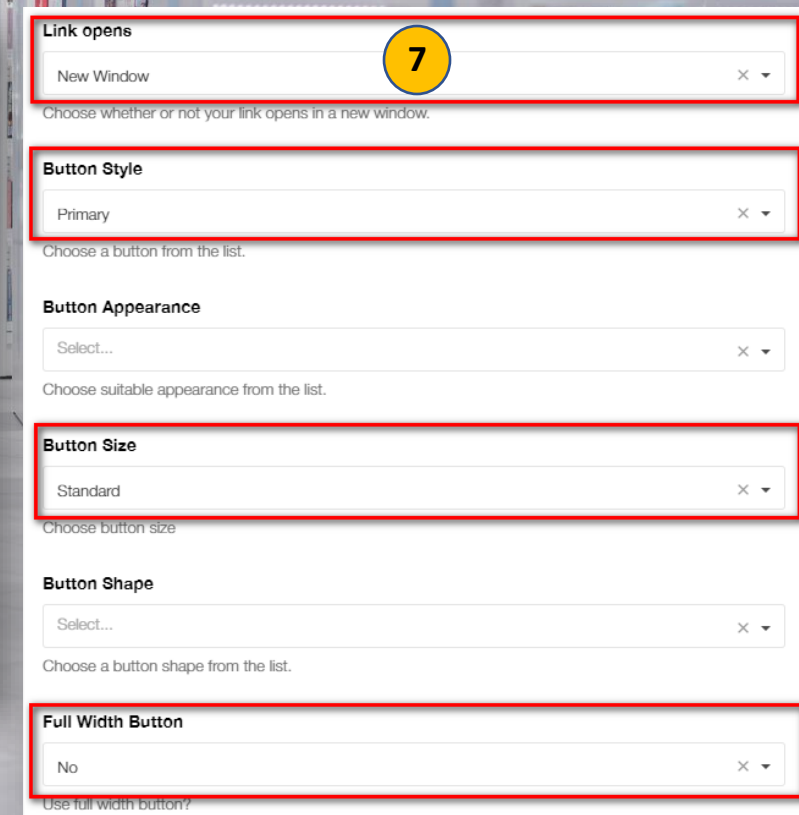
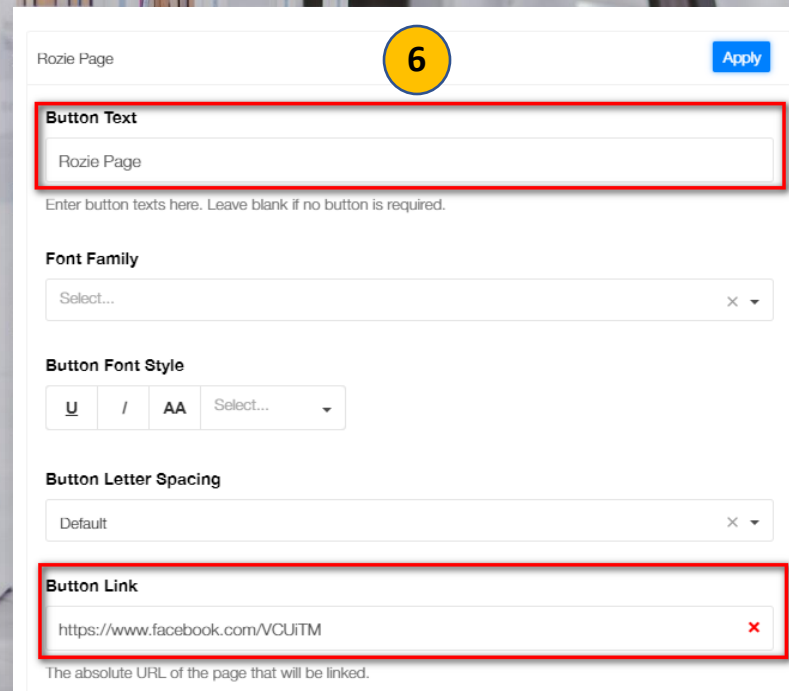
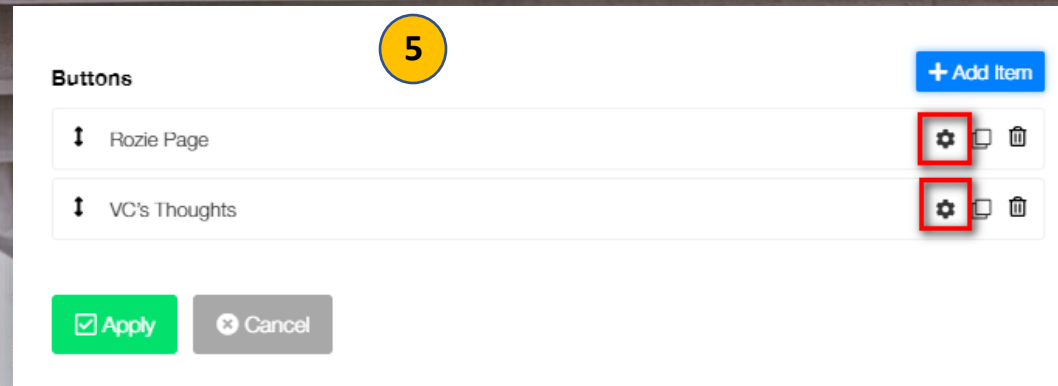
D3

Content: Rector's Mandate

How to manage Rector's Mandate

1. Go to **SP Page Builder>Pages>Home EN** (your landing page) Click edit button on Home – EN(your landing page)
2. Click the **edit (pencil icon)** on each addon item to edit.
3. Fill in the information as shown in picture 3,4,5,6 and 7. Click **Apply** and **Save** after finish.
4. Picture **3** for **Heading**.
Picture **4** for **Title**.
Picture **5,6 & 7** for **Button Group**.

Tips: you can use html code to change the text format (italic,bold and et c.)



D3

Content: Rector's Mandate

How to manage Rector's Mandate

1. Go to **SP Page Builder>Pages>Home EN** (your landing page) Click edit button on Home – EN(your landing page)
2. Click the **edit (pencil icon)** on each addon item to edit.
3. Fill in the information as shown in picture 3,4,5,6 and 7. Click **Apply** and **Save** after finish.
4. Picture **3** for **Heading**.
Picture **4** for **Title**.
Picture **5,6 & 7** for **Button Group**.
Picture **8** for **VC's Image**.


Tips: you can use html code to change the text format (italic,bold and etc.)


GENERAL

STYLE

ADVANCED

8






Admin Label

Define an admin label for easy identification.

Title

Enter your desired text to use as the addon title. Leave blank if no title is needed.

Select Image


Choose Your Image

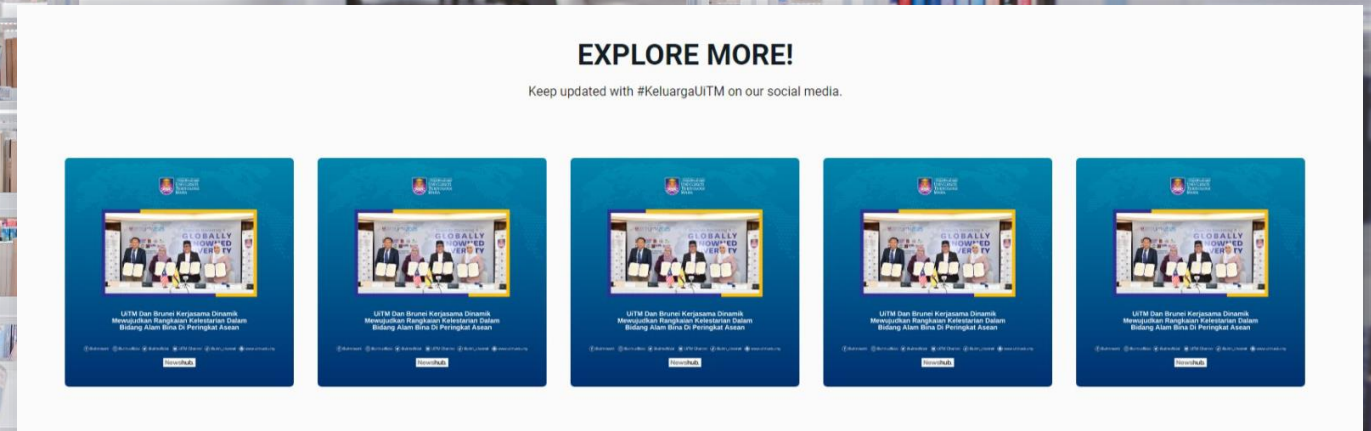
Select an image from your Joomla! directory or upload a picture

D4

Content: Explore More

D4: Explore More

- ✓ This is the section of Explore More
 - Content from social media UiTM.
 - Social media feed concept.

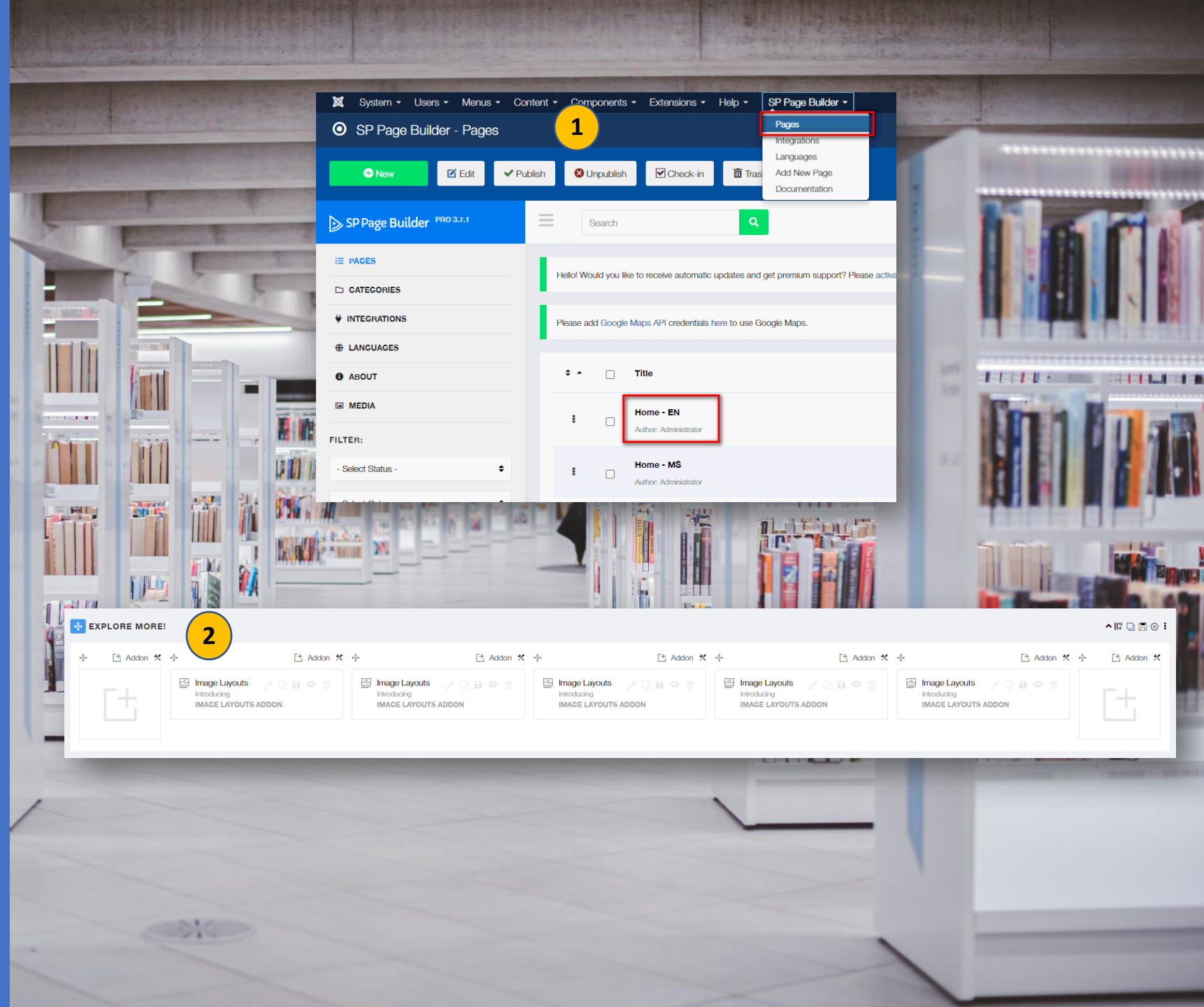


D4

Content: Explore More

How to manage Explore More

1. Go to **SP Page Builder>Pages>Home EN** (your landing page) Click edit button on Home – EN (your landing page)
2. Click the **edit (pencil icon)** on each addon item to edit.



D4

Content: Explore More

How to manage Explore More

1. Go to **SP Page Builder>Pages>Home EN** (your landing page) Click edit button on Home – EN(your landing page)
2. Click the **edit (pencil icon)** on each addon item to edit.
3. Fill in the information as shown in picture
3. Click **Apply** and **Save** after finish.
Setting for all 5 item are same.

Select Image



images/stories/socialmediafeed/utrm-meterai-kerjasama-dengan-64-institusi-pendidikan-farmasi-indon

Choose Your Image

Select an image from your Joomla! directory or upload a picture

Border Radius

Set border radius in pixel(px) value. Maximum value is 1000.

Alt Text

Insert Alt text, which is an important for SEO purposes and part of making a site accessible.

Fit Image

☒ YES

If you want to stretch image to fit div then select 'Yes'.

Open in Lightbox

☐ NO

Enable this option to open image in lightbox when visitors clicks on the image.

Image Click Link

Set image click link here. You can add attachment also.

Open Link In New Tab

☒ YES

Select 'Yes' if you want to open in new tab.

D5

Content: News

D5: News

- ✓ This is the section of News
 - Content from **UiTM News Hub** category "Headline News".

NEWS

Always stay in-the-know with UiTM News Hub



🕒 Sep 02, 2022 📰 News

Postgraduate Awards: Candidates For ASCTC And AKCTC

Candidates for the Anugerah Sarjana Cemerlang Tuanku Canselor (ASCTC) and Anugerah Kedoktoran Cemerlang Tuanku Canselor (AKCTC) were interviewed on August 11, 2022 at the Institute of Graduate Studies (IGS).

[Read More >](#)



🕒 Sep 02, 2022 📰 News

Majlis Penyerahan Bendera Kontinjen UiTM Cawangan Kelantan ke Karnival Sukan Staf (KARiSTA) dan Pelancaran Bulan Kemerdekaan UiTM Cawangan Kelantan 2022

MACHANG, 21 Ogos – UiTM Cawangan Kelantan telah menganjurkan

[Read More >](#)



🕒 Aug 30, 2022 📰 News

Majlis Penyerahan Bendera Kontinjen UiTM Cawangan Kelantan ke Karnival Sukan Staf (KARiSTA) dan Pelancaran Bulan Kemerdekaan

MACHANG, 21 Ogos – Universiti Teknologi MARA Cawangan Kelantan melalui Fakulti Sains Komputer dan Matematik (FSKM)

[Read More >](#)

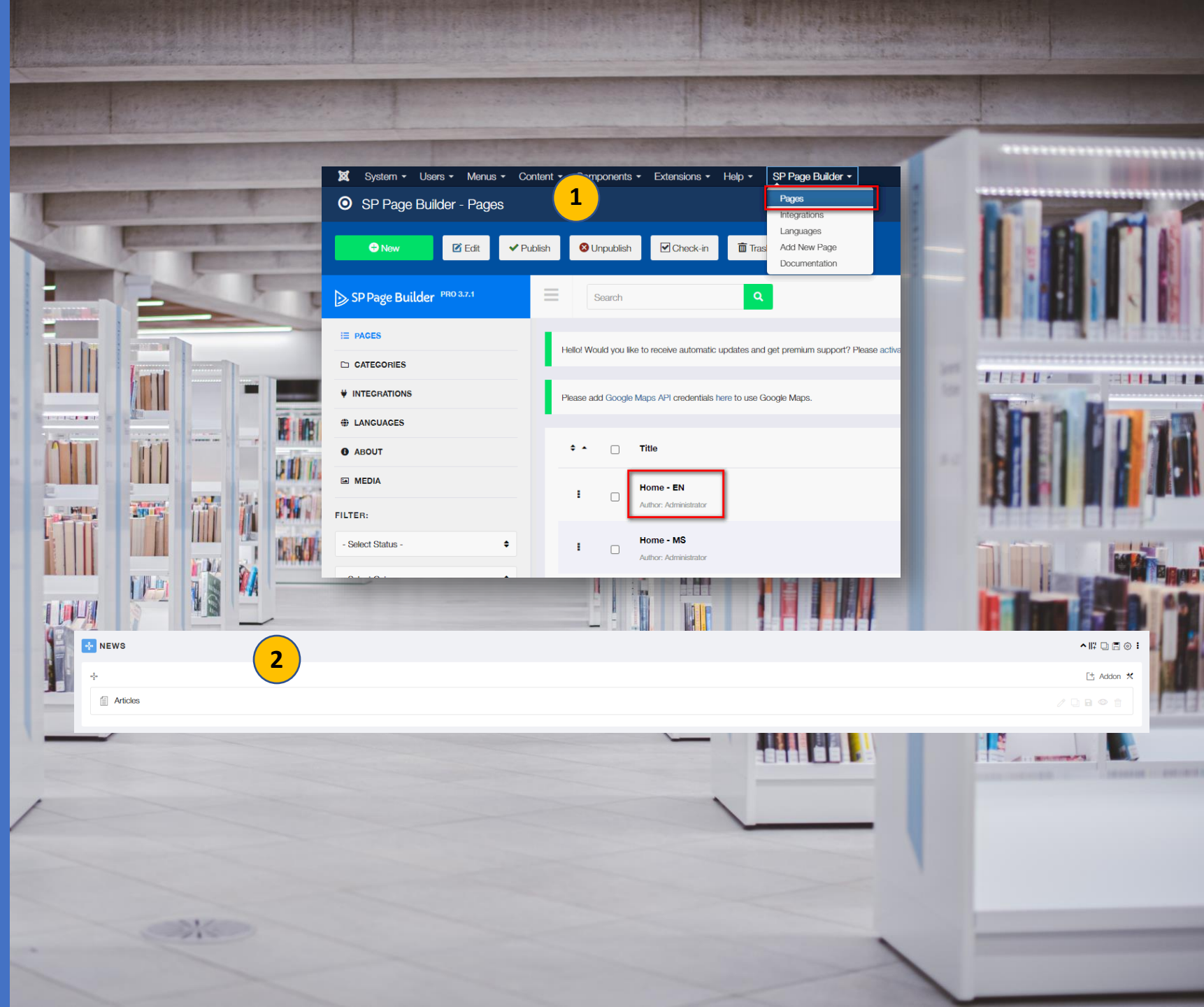


D5

Content:News

How to manage News

1. Go to **SP Page Builder>Pages>Home EN** (your landing page) Click edit button on Home – EN(your landing page)
2. Click the **edit (pencil icon)** on each addon item to edit.



D5

Content: News

How to manage News

1. Go to **SP Page Builder>Pages>Home EN** (your landing page) Click edit button on Home – EN(your landing page)
2. Click the **edit (pencil icon)** on each addon item to edit.
3. News Section is using "**Addon: Articles**". Fill in the information as shown in picture 3 &
4. Click **Apply** and **Save** after finish.

3

Addon: Articles

GENERAL OPTIONS STYLE ADVANCED

Admin Label

Define an admin label for easy identification.

Title

Enter your desired text to use as the addon title. Leave blank if no title is needed.

ADDON OPTIONS

Choose Resource

Joomla Article

Select a content resource from the list. if you choose k2 then you must have to installed K2 component.

Select Category

- Latest News

Select a Joomla article category from the list. All items from subcategories will be shown automatically.

Post Type

All Post Types

Select a post type which you want to show.

Ordering

Latest

Select articles ordering from the list.

4

Limit

4

Set the number of articles you want to display.

Columns

2

Set the number of article columns for each row.

Show Introtext

YES ☐

Whether to show instrotext.

Introtext characters limit.

300

Set the characters limit for article introtext.

CSS Class

If you wish to style a particular content element differently, then use this field to add a class name and also refer to it in your css file.

☒ Apply

D5

Content: News

How to manage News

1. Go to **SP Page Builder>Pages>Home EN** (your landing page) Click edit button on Home – EN(your landing page)
2. Click the **edit (pencil icon)** on each addon item to edit.
3. News Section is using "**Addon: Articles**". Fill in the information as shown in picture 3 &
4. Click **Apply** and **Save** after finish.
4. To **add new news**, you need to add new Articles in **Content>Articles**. Fill in the information as shown in **picture 5,6 & 7**. Click **Save** after finish.

The screenshot displays the Joomla! 'Articles: Edit' interface. The top navigation bar includes 'Articles: Edit' and the Joomla! logo. Below the navigation bar, there are tabs for 'Content', 'Images and Links', 'Options', 'Helix Blog Options', 'Publishing', 'Associations', 'Configure Edit Screen', and 'Permissions'. The 'Publishing' tab is currently selected. The form contains several fields and sections:

- Title:** 'Robots & AI : An International Partnership' (highlighted with a red box and a yellow circle with the number 5).
- Status:** 'Published' (highlighted with a red box).
- Category:** '- Latest News (en-GB)' (highlighted with a red box).
- Featured:** 'No' (highlighted with a red box).
- Access:** 'Public' (highlighted with a red box).
- Language:** 'English (en-GB)' (highlighted with a red box).
- Tags:** 'Type or select some tags' (highlighted with a red box).
- Content:** The main text area containing the article content, including a date '1 July 2022' and a title 'Telah berlangsung program "Robots & AI: An International Partnership" antara UTM & EUREKA Robotics Centre, Cardiff Metropolitan University bertempat di Dewan Berlian, Bangunan Wawasan UTM Shah Alam. Majlis diadiri oleh YBhg. Profesor Ts. Dr Norazah Abd Rahman'.
- Images and Links:** This tab is highlighted with a red box and a yellow circle with the number 6. It contains fields for 'Intro Image', 'Image Float', 'Alt Text', and 'Caption'. The 'Intro Image' field is highlighted with a red box and a yellow circle with the number 7.
- Options:** This tab is highlighted with a red box and a yellow circle with the number 7. It contains fields for 'Start Publishing', 'Finish Publishing', 'Created Date', 'Created By', 'Created by Alias', 'Modified Date', 'Modified By', 'Revision', and 'Hits'. The 'Start Publishing' and 'Created Date' fields are highlighted with red boxes.

Thank You

Manual for New UiTM Branches Website

