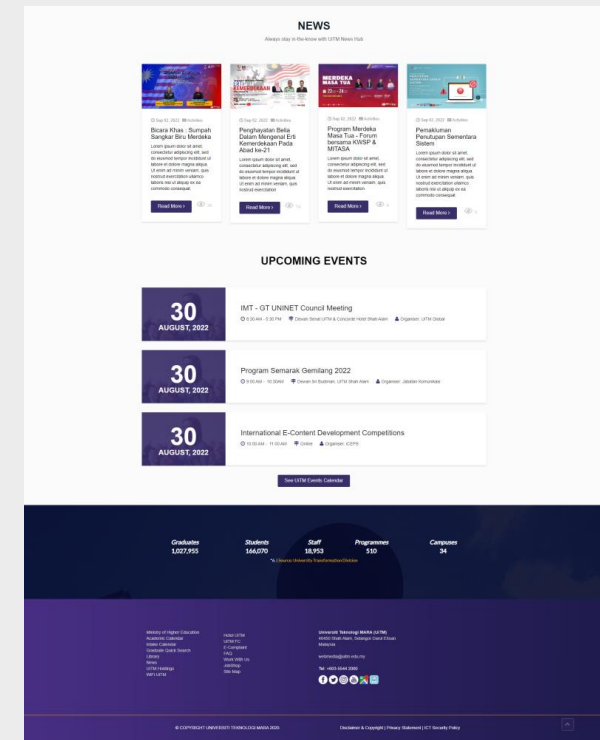
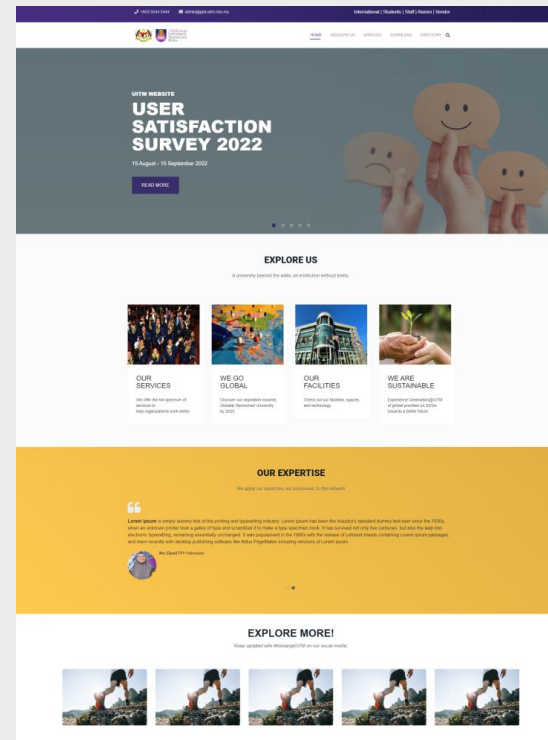


USER MANUAL

for New UiTM PTJ Website

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



INSIDE THIS MANUAL

- ✓ **A:** Introduction
- ✓ **B:** Layout
- ✓ **C:** Navigations
- ✓ **D:** Content (Landing Page)
 - ✓ D1: Slideshow
 - ✓ D2: Explore Us
 - ✓ D3: Our Expertise
 - ✓ D4: Explore More!
 - ✓ D5: News
 - ✓ D6: Upcoming Events
 - ✓ D7: Fact & Figure

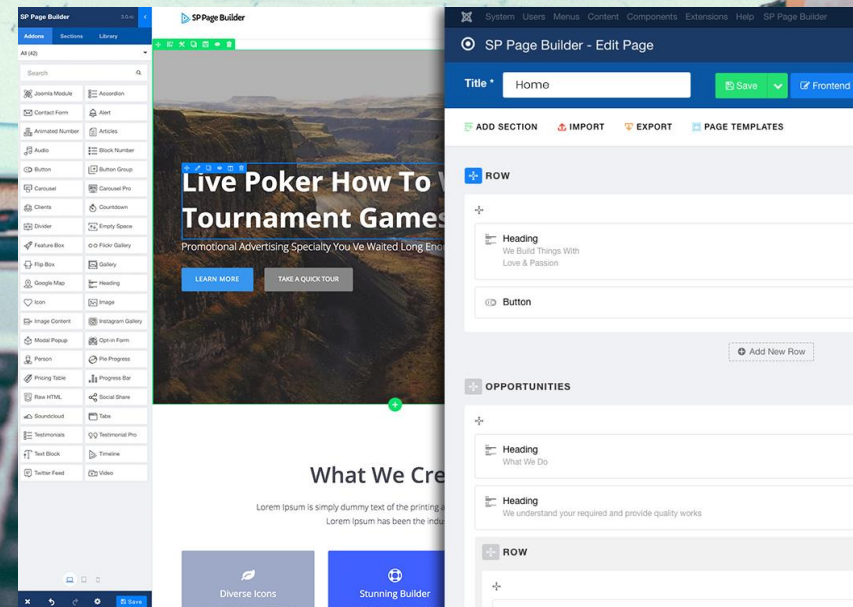
A person is sitting at a desk, writing in a notebook with a red pen. The notebook is open, showing a page with some diagrams and text. In the background, there is a laptop and a tablet. The laptop screen shows a website with a grid of images. The tablet screen shows a document with text and images. The 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 Faculty 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. The left column contains sections labeled "DEUX VILLES", "La Puissance", and "FORMATION". The right column contains sections labeled "CARRIÈRES" and "CONSULTER". At the bottom, there is a large rectangular area with the text "CONSULTER" and a button labeled "CONSULTER". The entire image has a blue tint and a slightly blurred, artistic feel.

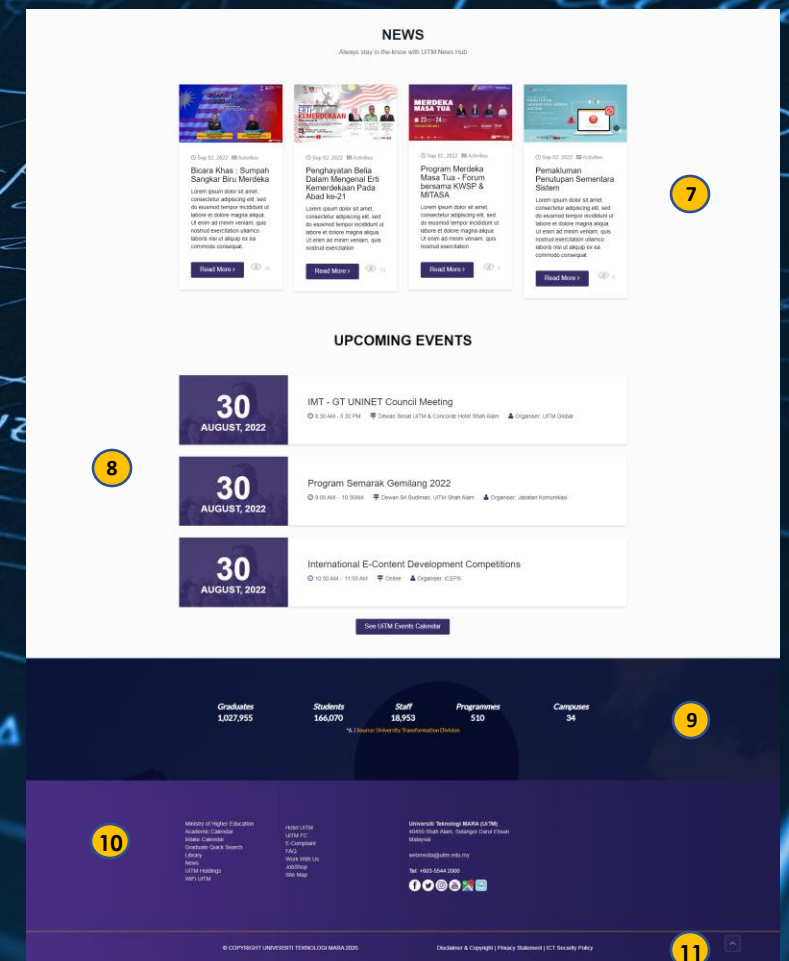
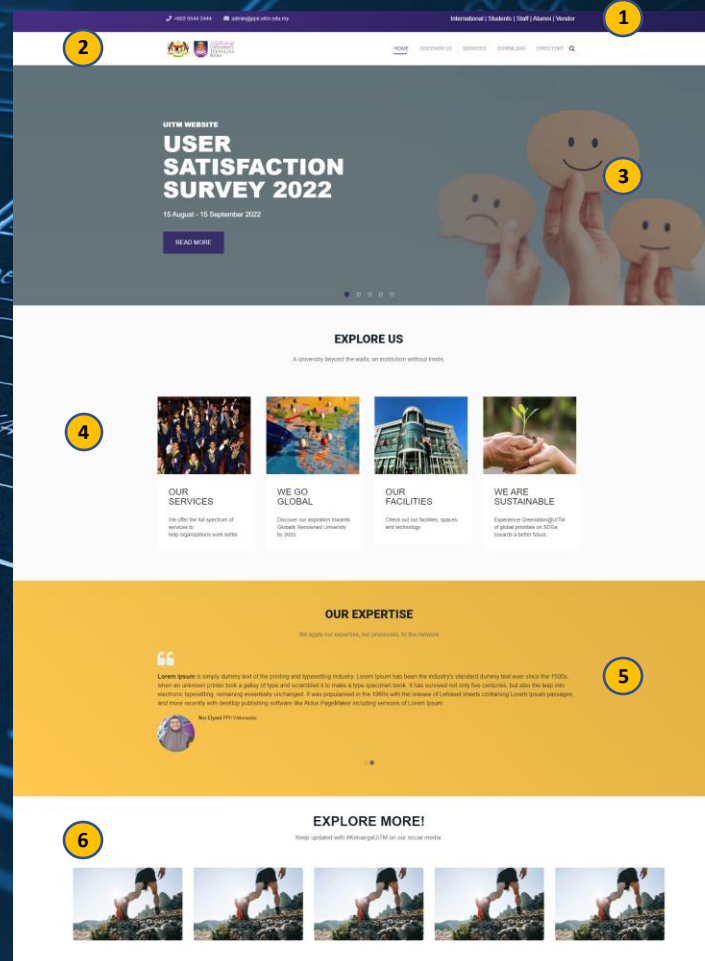
B : Layout

B

Layout

1. The **front page(front-end)** layout consist of **10 section**.

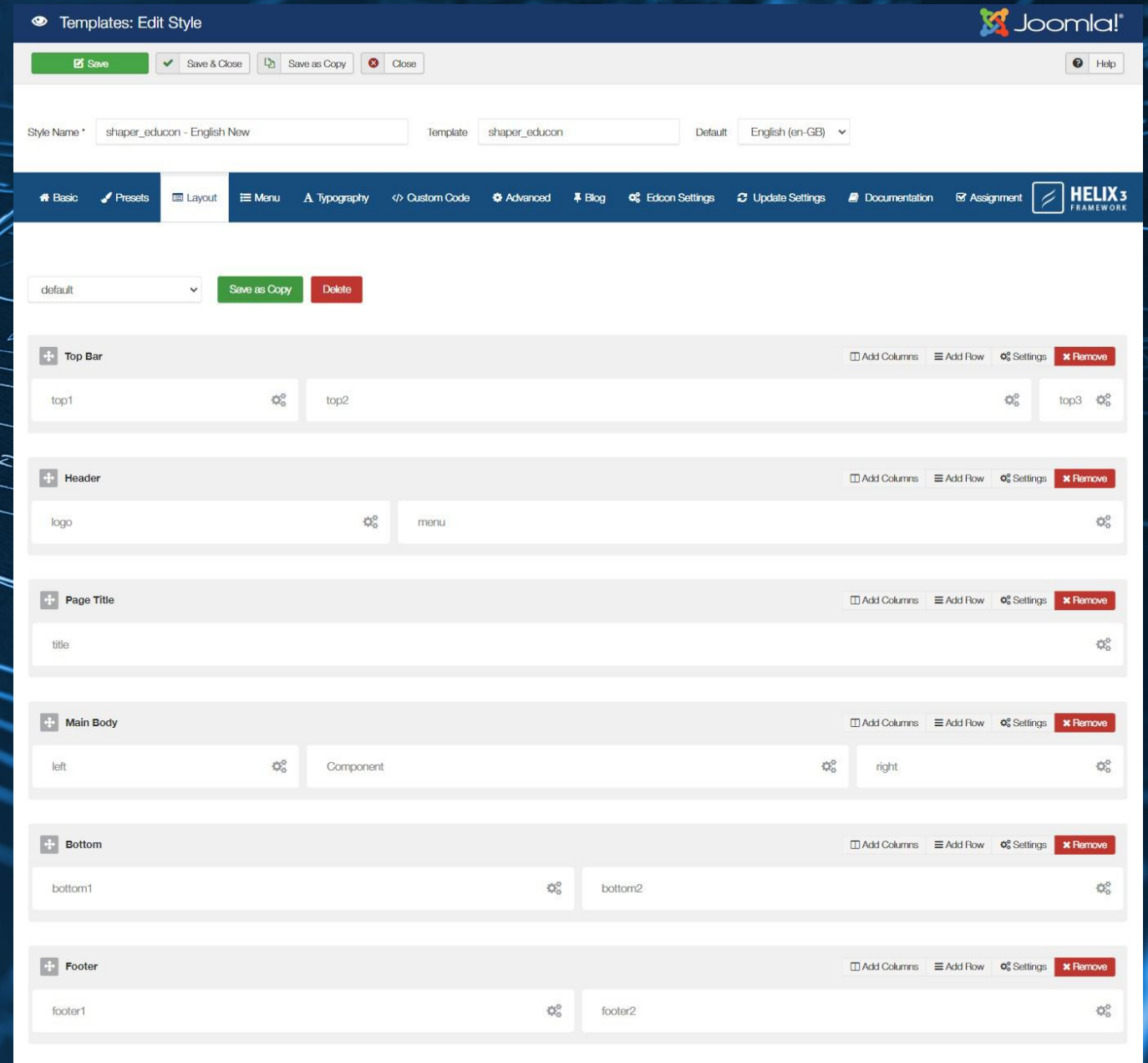
1. User Profiling & Language Swit cher.
2. Logo & Menu
3. Slideshow full width row
4. Explore Us
5. Our Expertise
6. Explore More!
7. News
8. Upcoming Events
9. Fact & Figure
10. Quick links & Contact Us
11. Legal Statement



B

Layout

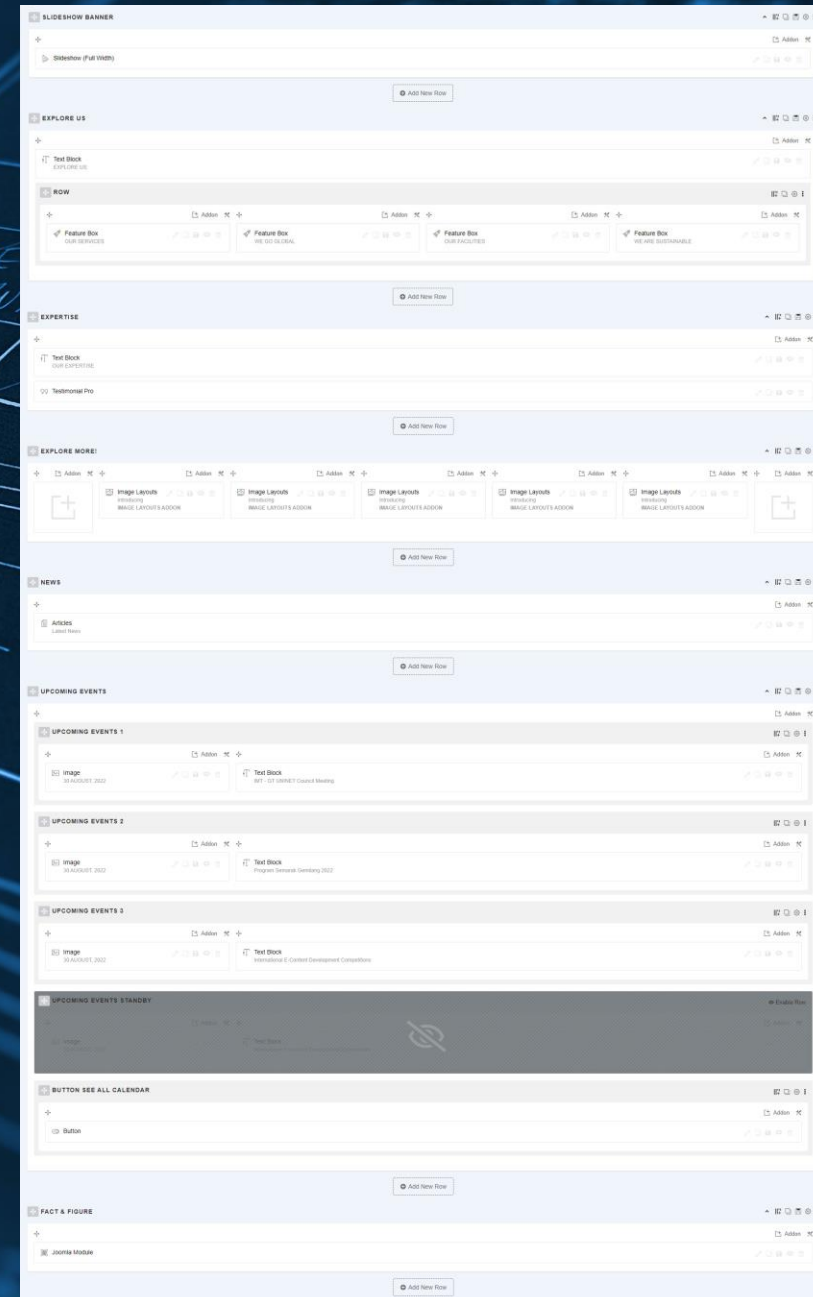
1. This is the **back-end template layout**. The core template layout are working at the template manager. You need to understand clearly at this point as it is tricky at the position setup.
2. **6 row** are set at the back-end of **template manager** layout.
 1. Top Bar
 2. Header
 3. Page Title
 4.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



B

Layout

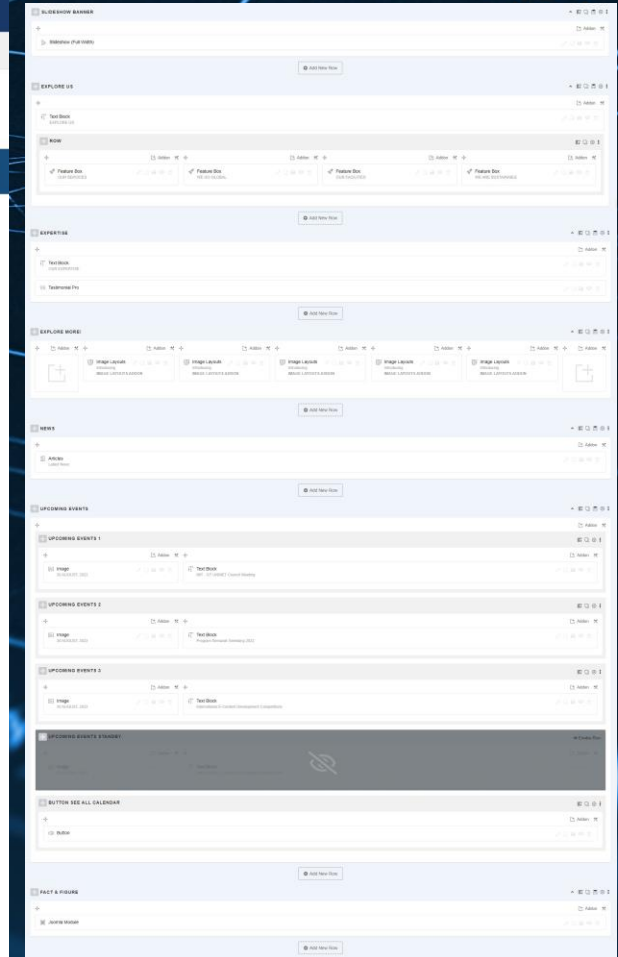
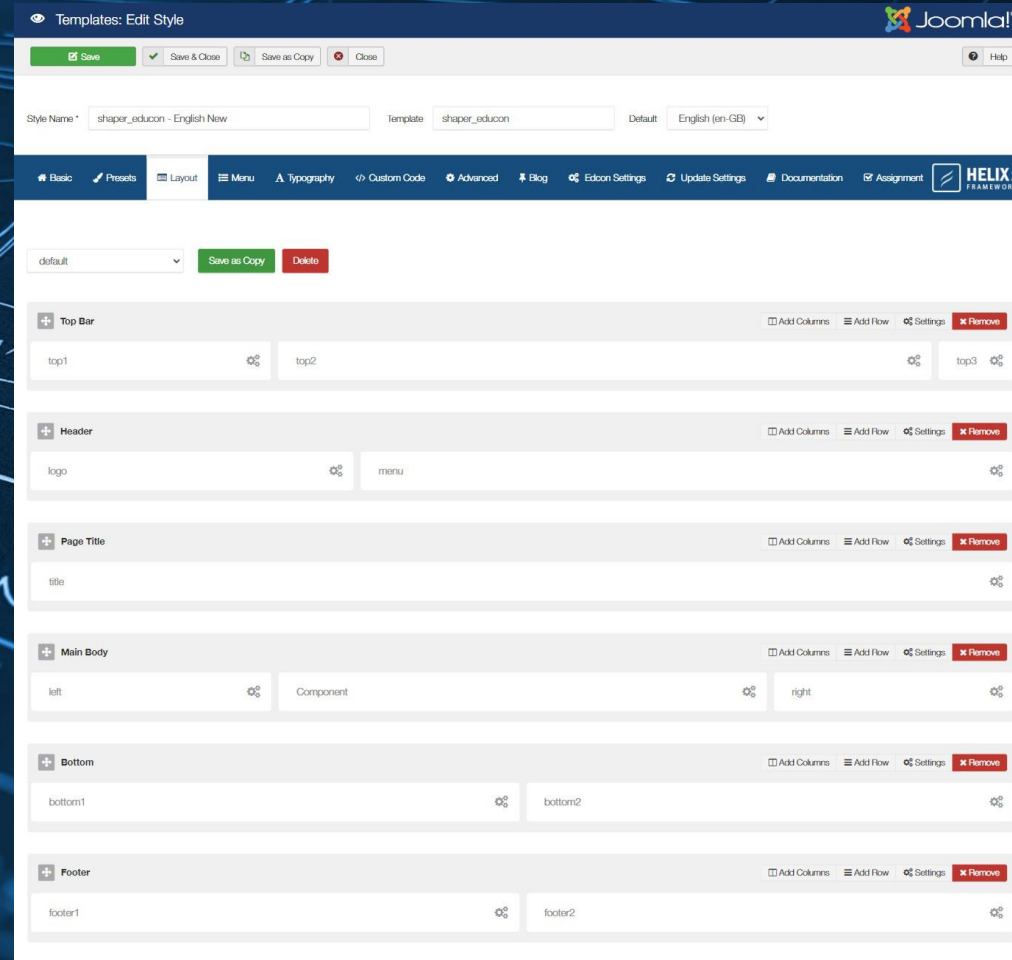
3. From the template manager layout, **SP Page Builder** took place at the position **Main Body**
4. Below is the back-end layout of SP Page Builder for Landing Page
 1. Slideshow Banner
 2. Explore Us
 3. Expertise
 4. Explore More!
 5. News
 6. Upcoming Events
 7. Fact & Figure



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. Expertise: (SP Page Builder > Expertise Section)
6. Explore More!: (SP Page Builder > Explore More! Section)
7. News: (SP Page Builder > News Section)
8. Upcoming Events: (SP Page Builder > Event 1, Event 2, Event 3 & Button)
9. Fact & Figure: (SP Page Builder > Fact & Figure Section)
10. Quick links & Contact Us: (Template Manager > bottom1,bottom2)
11. 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**.

MAIN MENU

DISCOVER US

SERVICES

DOWNLOAD

DIRECTORY

OTHERS

EXPLORE US

- + Our Services
- + We Go Global
- + Our Facilities
- + We Are Sustainable

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 center of the image, the text "D: Content" is overlaid in a large, white, sans-serif font.

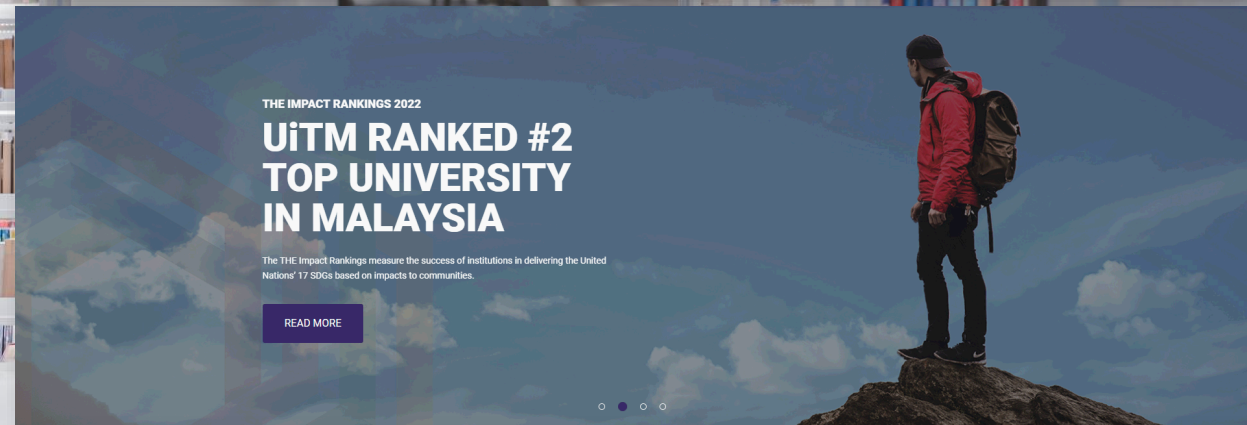
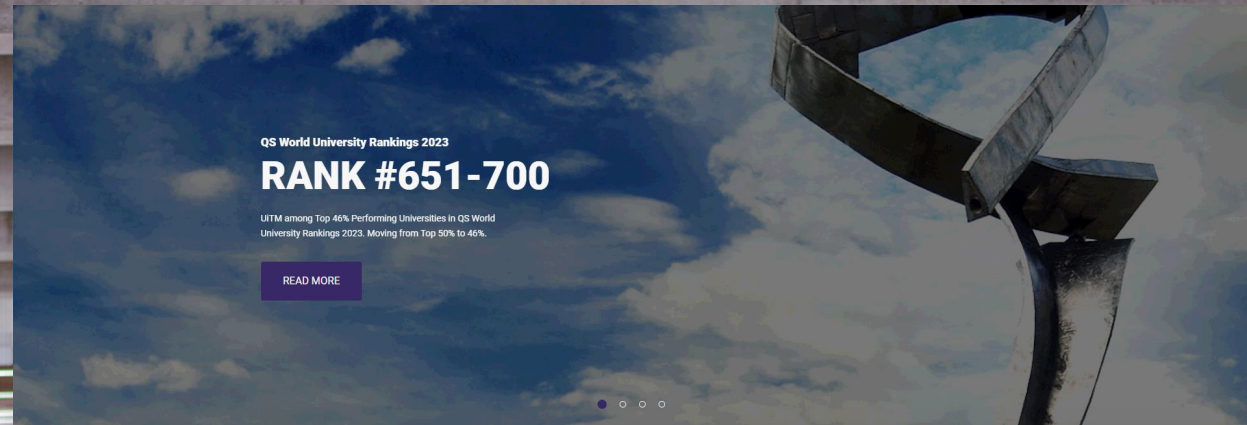
D: Content

D1

Content: Slideshow

D1: Slideshow

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



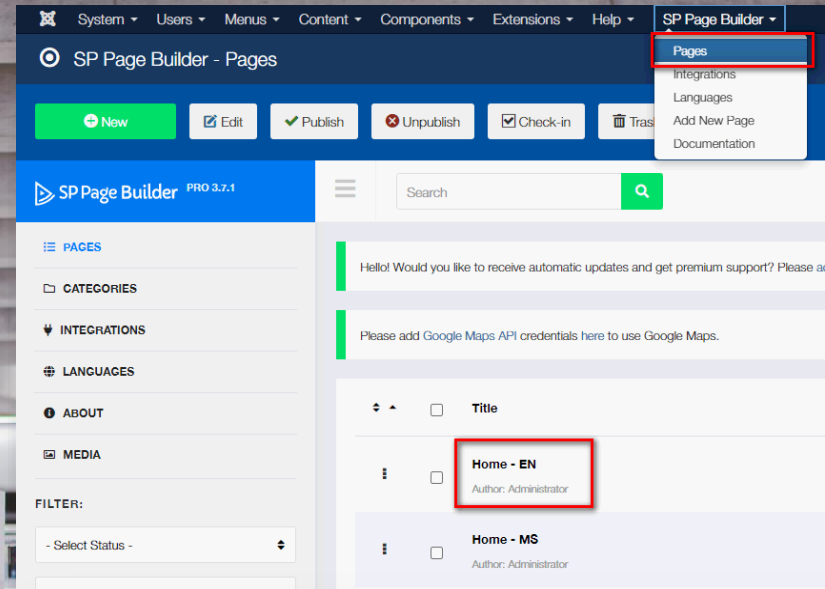
D1

Content: Slideshow

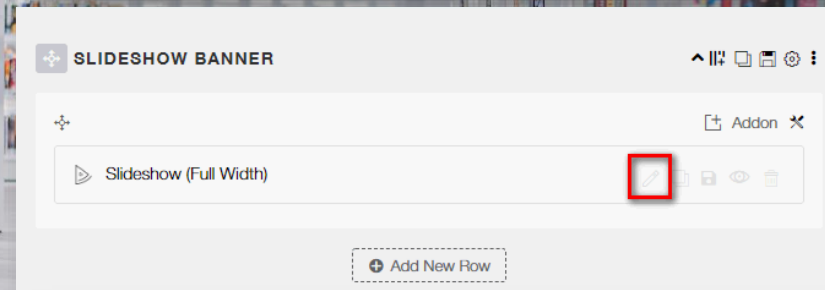
How to edit slideshow

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)**

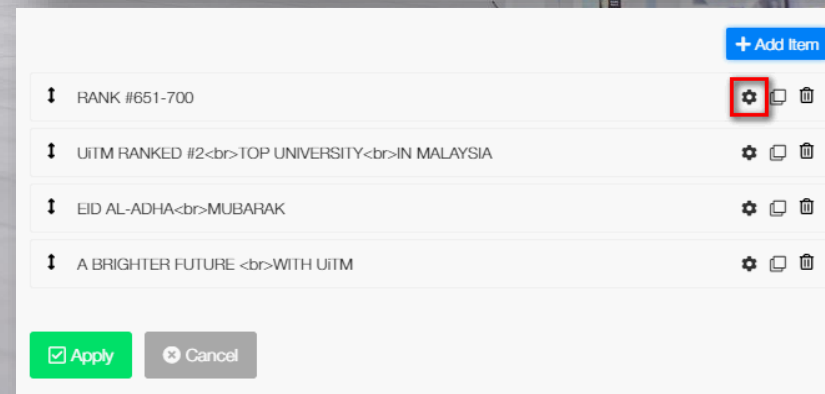
1



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

✓ 4 items

1. Our Services
2. We Go Global
3. Our Facilities
4. We Are Sustainable

EXPLORE US

A university beyond the walls, an institution without limits.



OUR SERVICES

We offer the full spectrum of services to help organizations work better.



WE GO GLOBAL

Discover our aspiration towards Globally Renowned University by 2025.



OUR FACILITIES

Check out our facilities, spaces, and technology.



WE ARE SUSTAINABLE

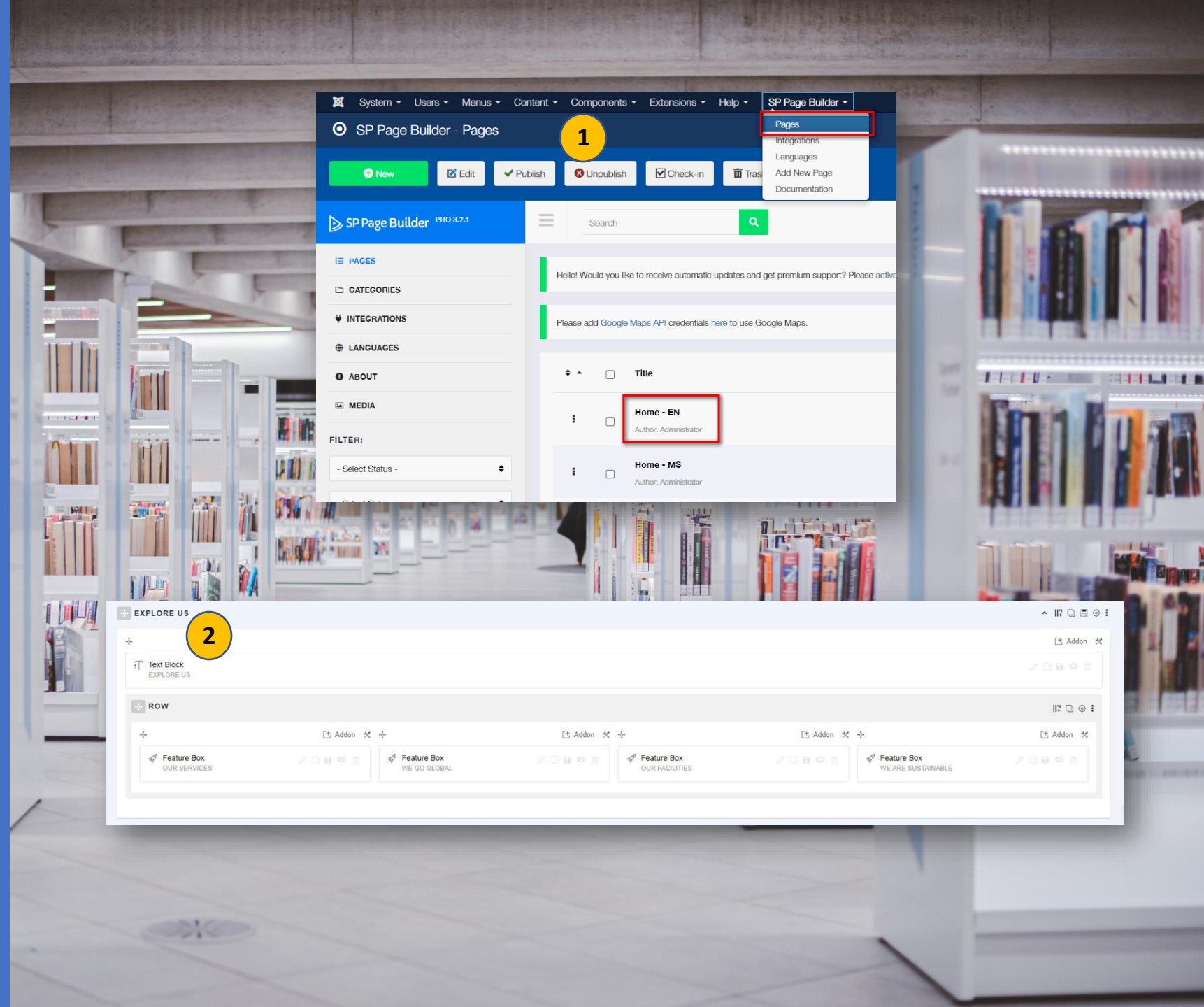
Experience Greenation@UITM of global priorities on SDGs towards a better future.

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 3 item are same.

3

Title

STUDENT'S LIFE

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/students-life

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/2022/09/02/graduationexploreus.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.

span

D3

Content: Our Expertise

D3: Our Expertise

✓ This is the section of Our Expertise

- Title
- Text Content
- Images

OUR EXPERTISE

We apply our expertise, our processes, to the network



Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum



Nor Elyani PPII Webmaster

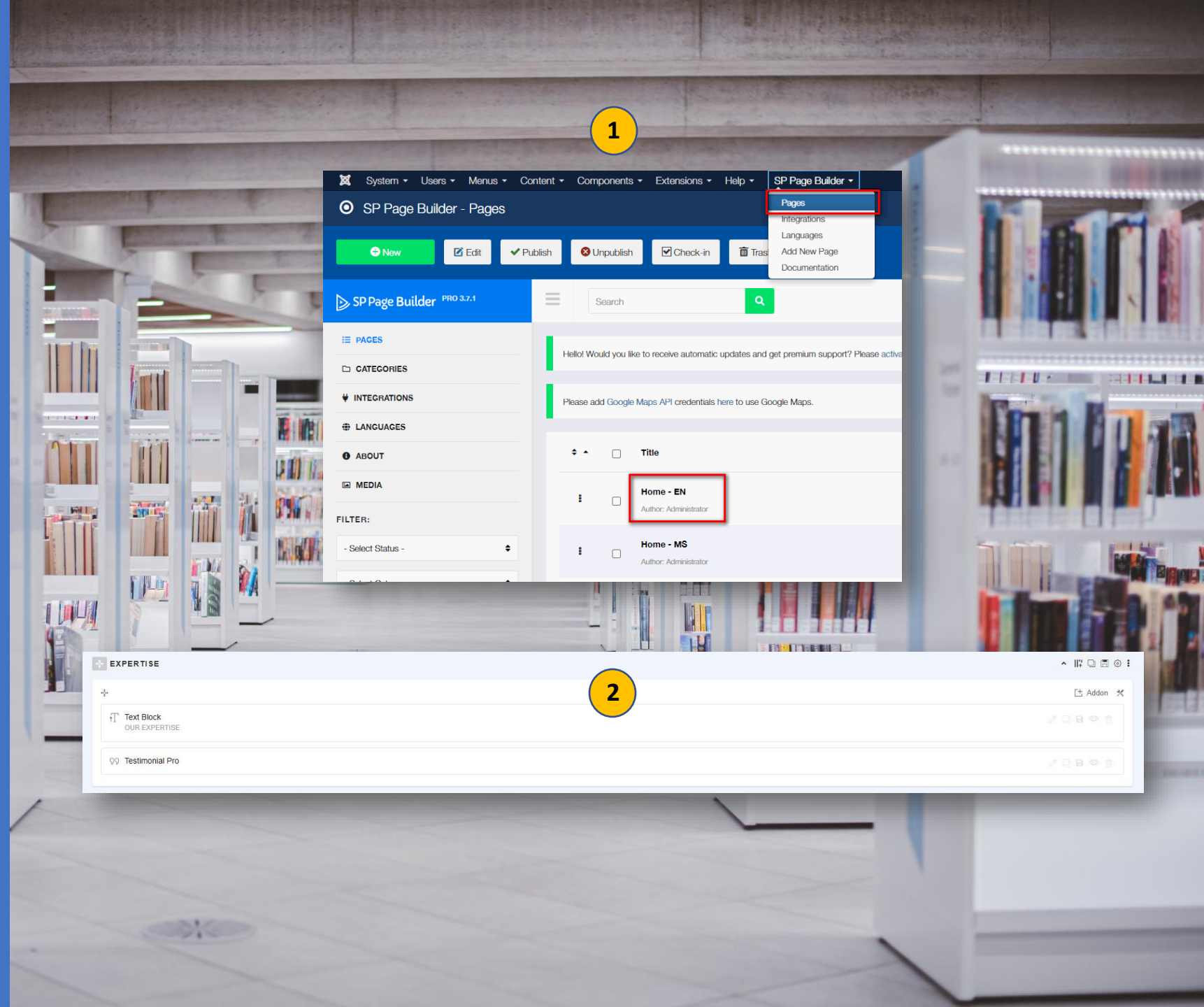


D3

Content: Our Expertise

How to manage Our Expertise

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: Our Expertise

How to manage Our Expertise

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 and 6. Click **Apply** and **Save** after finish.
4. Picture **3 & 4** for **Title**.
Picture **5 & 6** for **Text Content & Images**.

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

Title

OUR EXPERTISE

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

HTML Element

h3

Select HTML element from the list

Font Family

Roboto

Select a font family for the addon title.

Title Font Size

32

Title Line Height

42

Title Font Style

/ / AA Black

Content

We apply our expertise, our processes, to the network.

Do not use JavaScript nor Shortcode(s) in this field.

Content Alignment

Center

Set the alignment of the contents.

Content Font Family

Roboto

Select a font family for the addon content.

Content Font Size

16

Content Line Height

28

Content Font Weight

400


Haji Ahmad Faizar

Client Name

Haji Ahmad Faizar

Enter the name of the client.

Client Avatar



https://ptar.utm.edu.my/libguide/assets/users/_faizar/headshot_large.jpg

Choose Your Image

Enter client photo. Leave blank if no photo is required.

Testimonial Message

Department: **Digital Library Division**
Skill: PHP, Digital Library, MOOCs.

The advance of technology is based on making it fit in so that you don't really even notice it, so it's part of everyday life.

div

Client testimonial message.

Client URL

Enter client URL. Leave blank if no URL is required.

Client Designation

UITM Library Webmaster

Enter client designation. Leave blank if no designation is required.

AVATAR OPTIONS

Avatar Width

100

Set the avatar width.

Avatar Shape

Circle

Avatar On Top

☐ NO

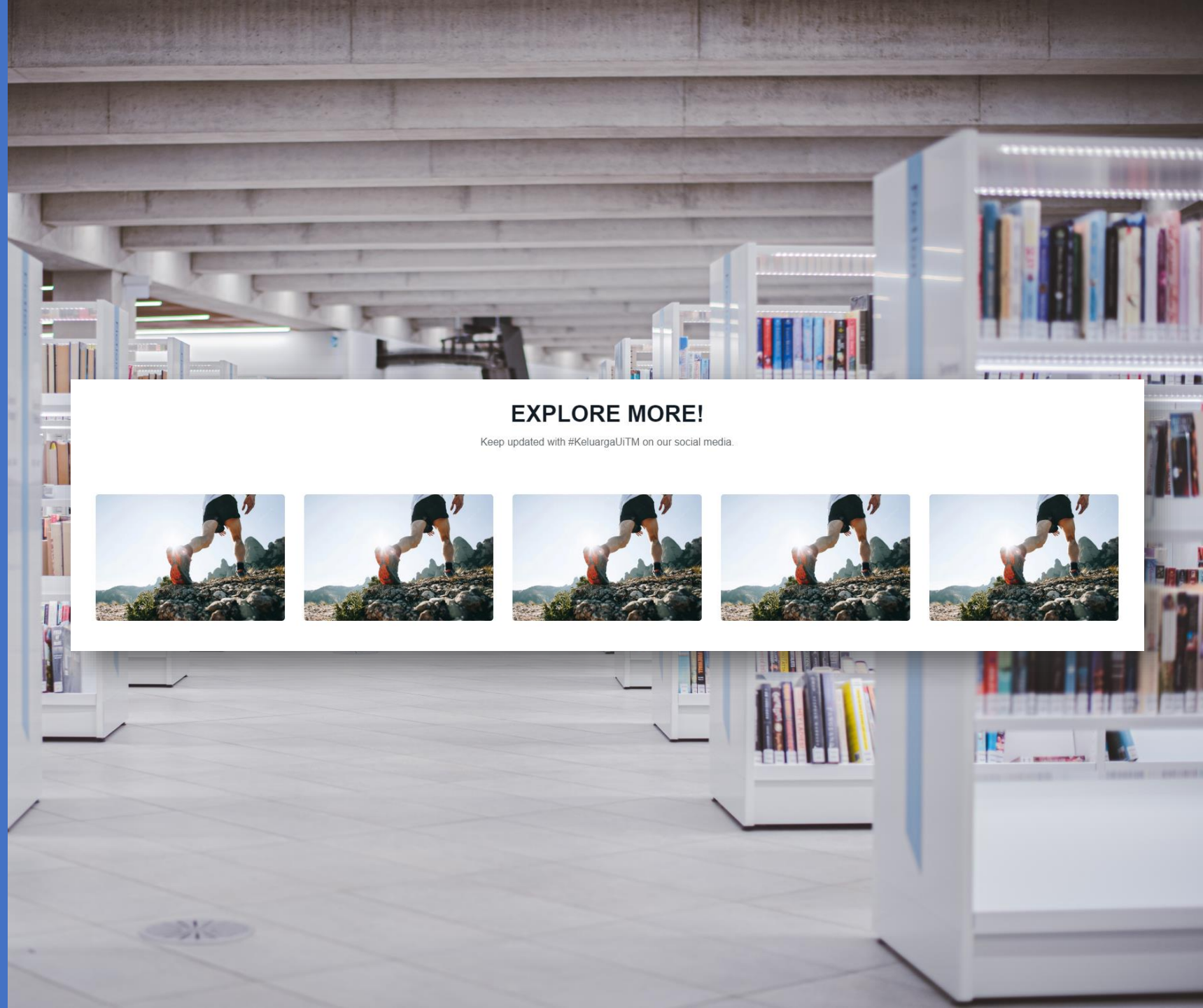
Want to show avatar on top? Select 'Yes' to show.

D4

Content: Explore More

D4: Explore More

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

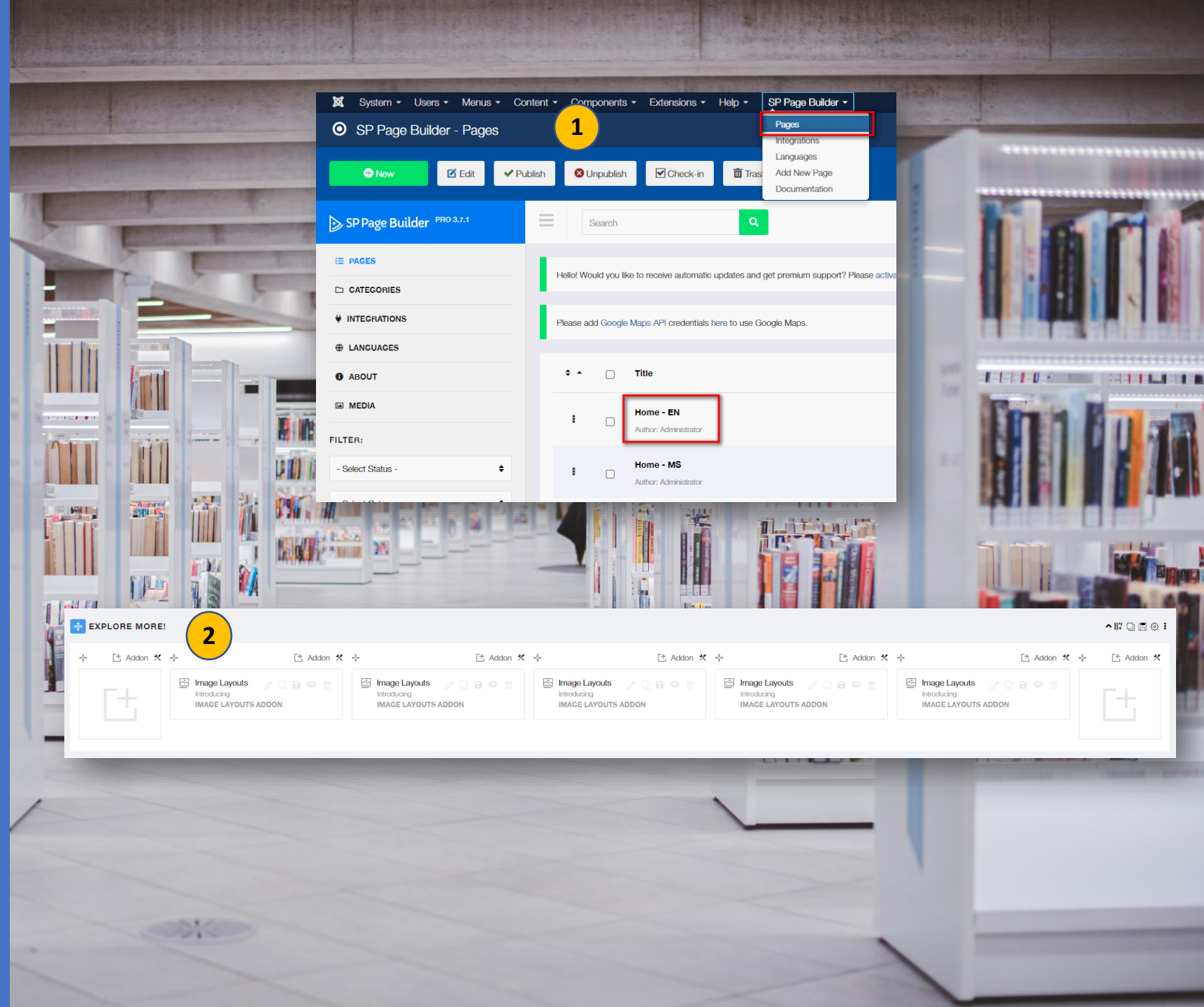


D4

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/uttm-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.

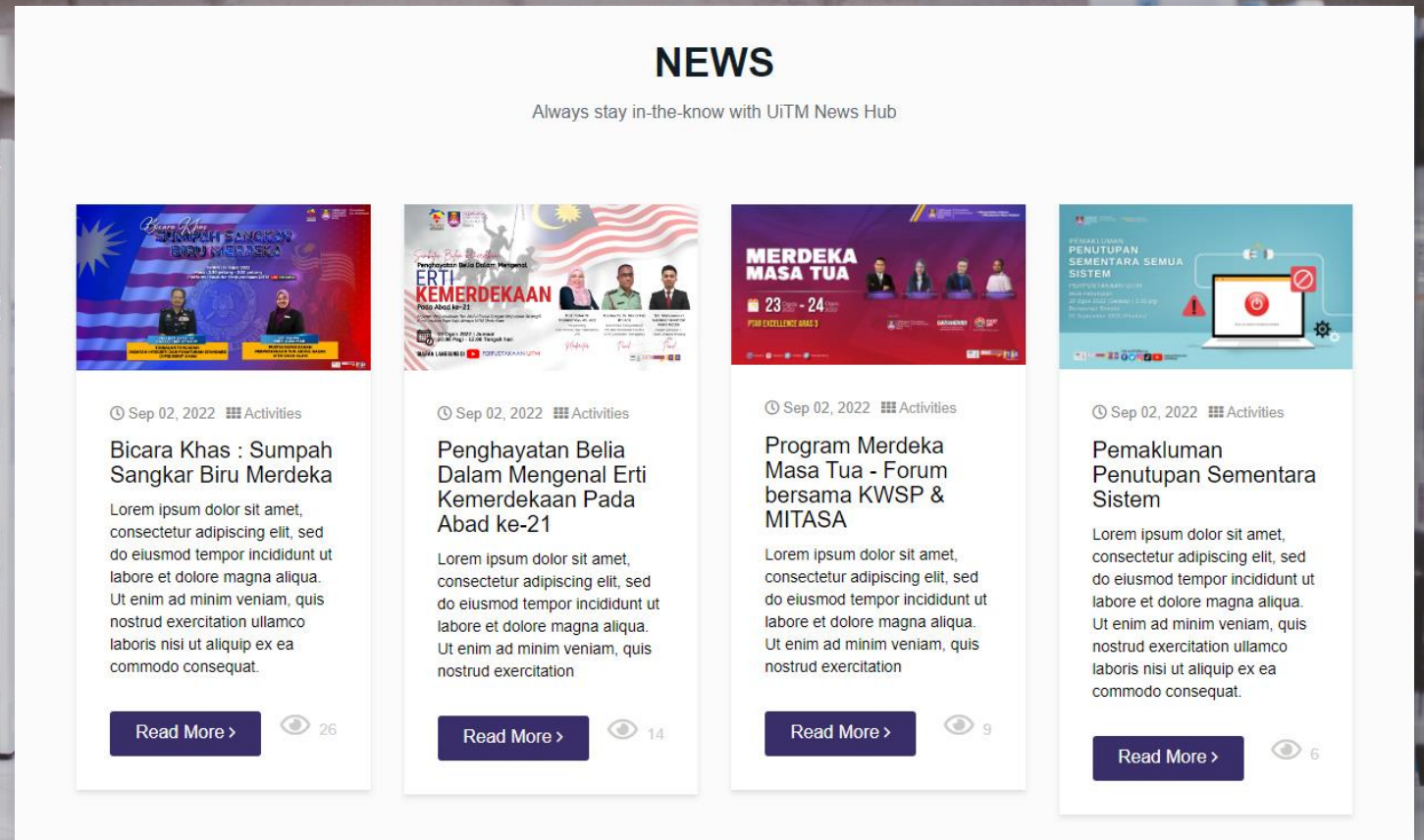
D5

Content: News

D5: News

✓ This is the section of News

- RSS feed module **mod_uitmnewshub**
- Content from latest **UiTM News Hub** post.

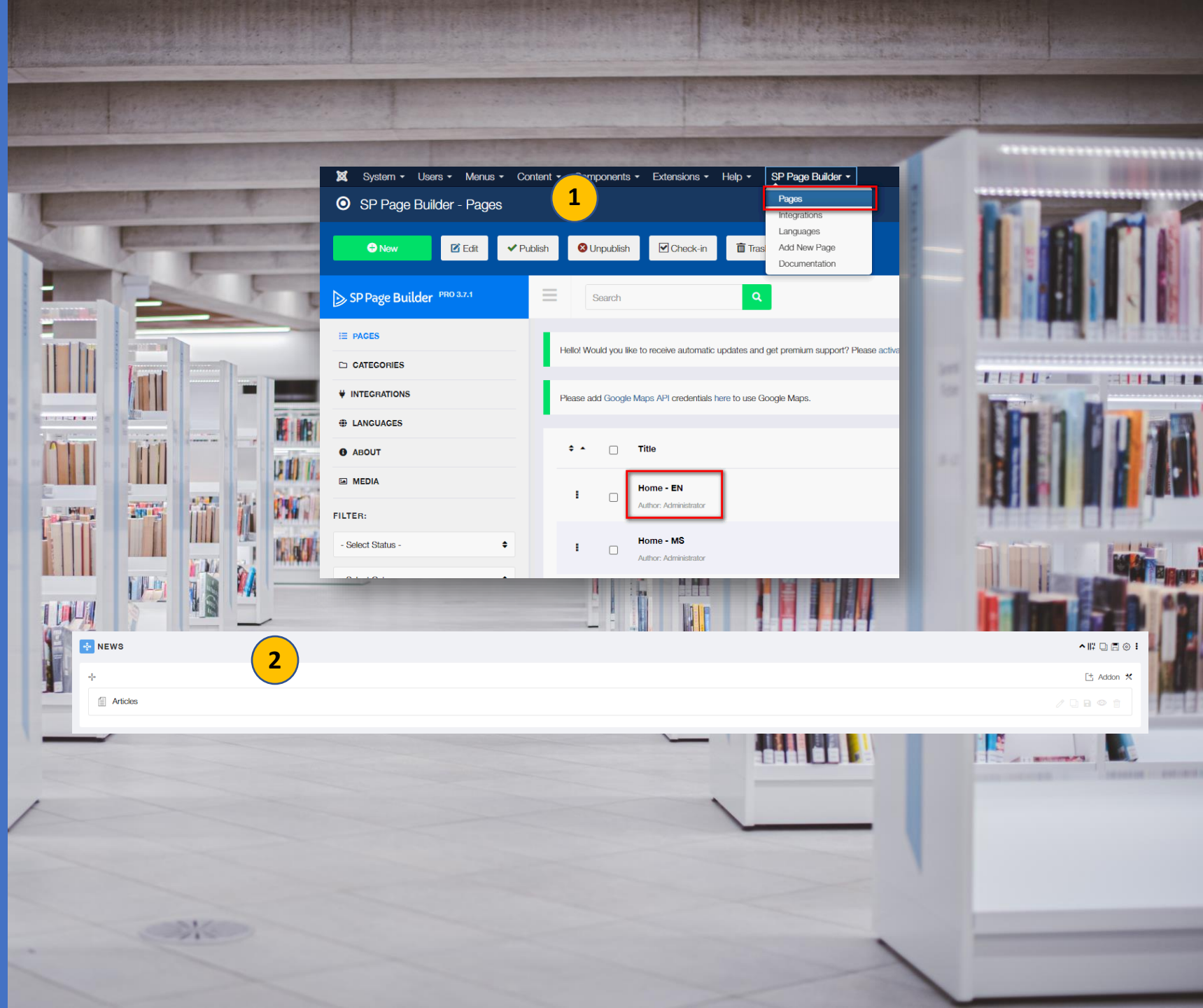


D5

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 introtext.

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 image shows the Joomla! 'Articles: Edit' interface. The main form is divided into several sections. The top section contains the title 'Robots & AI : An International Partnership' and an alias 'robots-ai-an-international-partnership'. Below this is the Joomla! Editor and SP Page Builder tabs. The main content area contains the article text. To the right of the editor are fields for Status (Published), Category (Latest News (en-GB)), Featured (No), Access (Public), Language (English (en-GB)), Tags, and Note.

The bottom section shows the 'Publishing' tab, which contains fields for Start Publishing (2022-07-06 11:09:20), Finish Publishing, Created Date (2022-07-06 11:09:23), Created By (Administrator), Created by Alias, Modified Date (2022-07-12 11:11:27), Modified By (Administrator), Revision (5), and Hits (1100).

The right section shows the 'Images and Links' tab, which contains fields for Intro Image, Image Float (Use Global (Left)), Alt Text, Caption, Full Article Image, Image Float (Use Global (Left)), Alt Text, and Caption.

Numbered callouts: 5 points to the top right of the main form, 6 points to the Publishing tab, and 7 points to the Images and Links tab.

D6

Content: Events

D6: Events

✓ This is the section of Events

- Get the content from Event Management & Protocol Unit, Communications Department.
- "**See UiTM Events Calendar**" button will go to UiTM Google Calendar

UPCOMING EVENTS

30
AUGUST, 2022

IMT - GT UNINET Council Meeting

🕒 8:30 AM - 5:30 PM 📍 Dewan Senat UiTM & Concorde Hotel Shah Alam 🧑 Organisier: UiTM Global

30
AUGUST, 2022

Program Semarak Gemilang 2022

🕒 9:00 AM - 10:30AM 📍 Dewan Sri Budiman, UiTM Shah Alam 🧑 Organisier: Jabatan Komunikasi

30
AUGUST, 2022

International E-Content Development Competitions

🕒 10:00 AM - 11:00 AM 📍 Online 🧑 Organisier: ICEPS

[See UiTM Events Calendar](#)

D6

Content: Events

How to manage Events

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.

The screenshot displays the SP Page Builder interface. At the top, the 'SP Page Builder - Pages' header is visible, with a yellow circle '1' highlighting the 'Pages' dropdown menu. The dropdown menu is open, showing options like 'Integrations', 'Languages', 'Add New Page', and 'Documentation'. Below the header, the left sidebar contains a 'PAGES' section with a list of pages, including 'Home - EN' and 'Home - MS', both authored by 'Administrator'. A red box highlights the 'Home - EN' entry. The main content area shows a list of pages with a search bar and a filter dropdown. Below this, the 'UPCOMING EVENTS' section is visible, with a yellow circle '2' highlighting the 'EVENT 1' entry. The 'EVENT 1' entry shows an 'Image' block and a 'Text Block' with the text '7th International Accounting & Business Conference 2022'. Below 'EVENT 1' are 'EVENT 2' and 'EVENT 3', each with an 'Image' block and a 'Text Block'. At the bottom, there is an 'EVENT STANDBY' section and a 'ROW' section with a 'Button' block. An 'Add New Row' button is located at the bottom right of the interface.

D6

Content: Events

How to manage Events

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. Events Section is using "**Addon: Image, Text Block & Button**". Fill in the information as shown in **picture 3,4,5,6 & 7**. Click **Apply** and **Save** after finish.

Page Builder

Addon: Image

3

GENERAL STYLE ADVANCED

Admin Label

Define an admin label for easy identification.

Title

8SEPTEMBER, 2022

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

HTML Element

h1

Select HTML element from the list

Font Family

Select...

Select a font family for the addon title.

Title Font Size

80

Page Builder

Addon: Text Block

4

GENERAL STYLE ADVANCED

Admin Label

Define an admin label for easy identification.

Title

7th International Accounting & Bussiness Conference 2022

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

HTML Element

h3

Select HTML element from the list

Font Family

Select...

Select a font family for the addon title.

Title Font Size

24

Content

5

File Edit Insert View Format Tools

Formats B I 12pt

- 9:00 AM - 5:00 PM
- Online
- Organiser: UiTM Johor

div

Content Alignment

Left

Set the alignment of the contents.

D6

Content: Events

How to manage Events

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. Events Section is using "**Addon: Image, Text Block & Button**". Fill in the information as shown in picture **3,4,5,6 & 7**. Click **Apply** and **Save** after finish.

Page Builder

Addon: Button

6

GENERAL STYLE ADVANCED

Admin Label

Define an admin label for easy identification.

Button Text

See UiTM Events Calendar

Enter button texts here. Leave blank if no button is required.

Content Alignment

Center

Set the alignment of the contents.

Font Family

Select...

Button Link

<https://www.uitm.edu.my/index.php/en/uitm-event-calendar>

The absolute URL of the page that will be linked.

Link opens

Same Window

Choose whether or not your link opens in a new window.

Button Style

Primary

Choose a button from the list.

Button Appearance

Flat

Choose suitable appearance from the list.

Button Size

Standard

Choose button size

7

D7

Content: Fact & Figure

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- ✓ This is the section of Fact & Figure
 - Data from BTU UiTM
 - Install "**UiTM Statistical Data**" module.

Graduates
1,027,955

Students
166,070

Staff
18,953

Programmes
510

Campuses
34

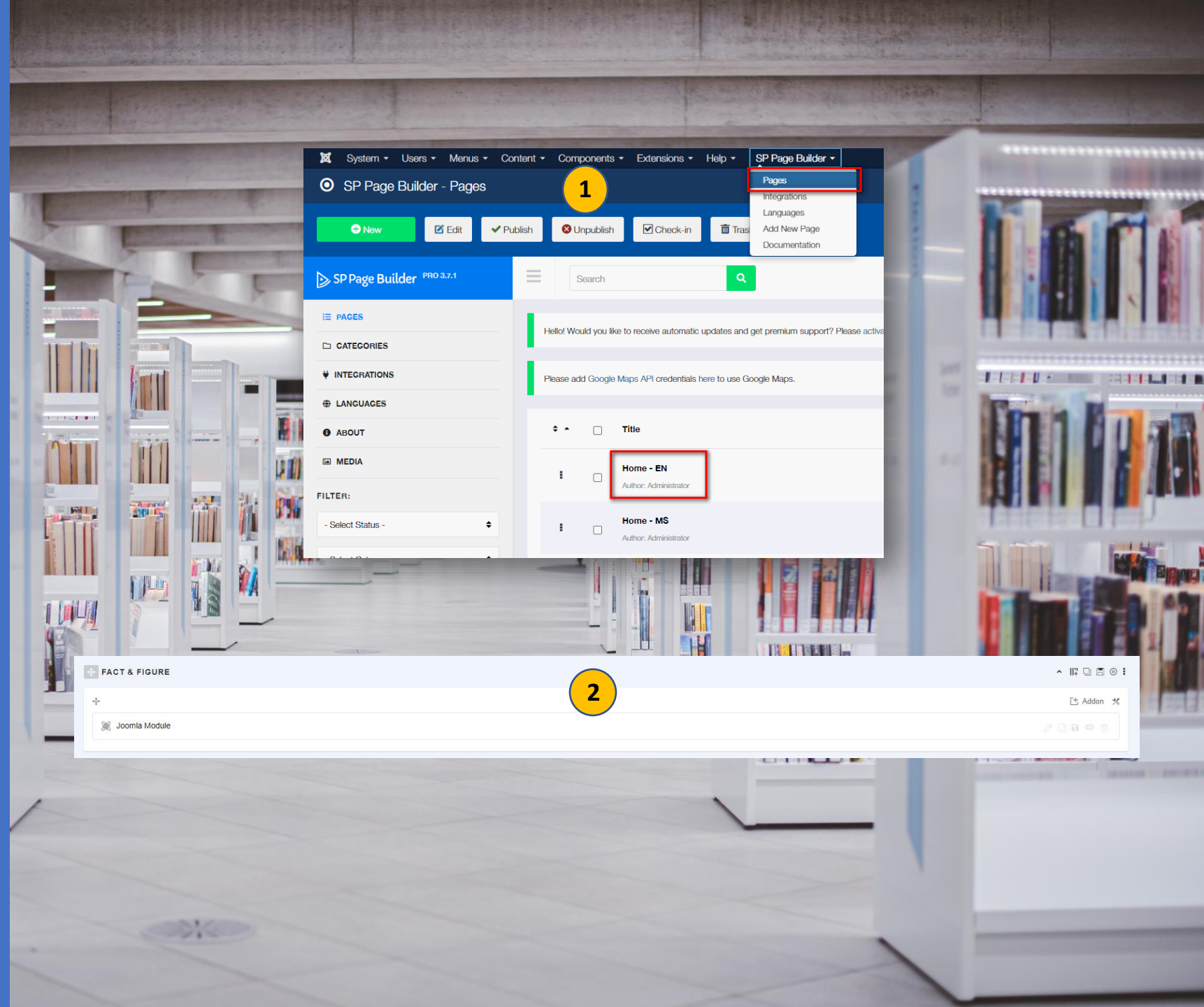
*6. | Source: University Transformation Division

D7

Content: Fact & Figure

How to manage Fact & Figure

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.

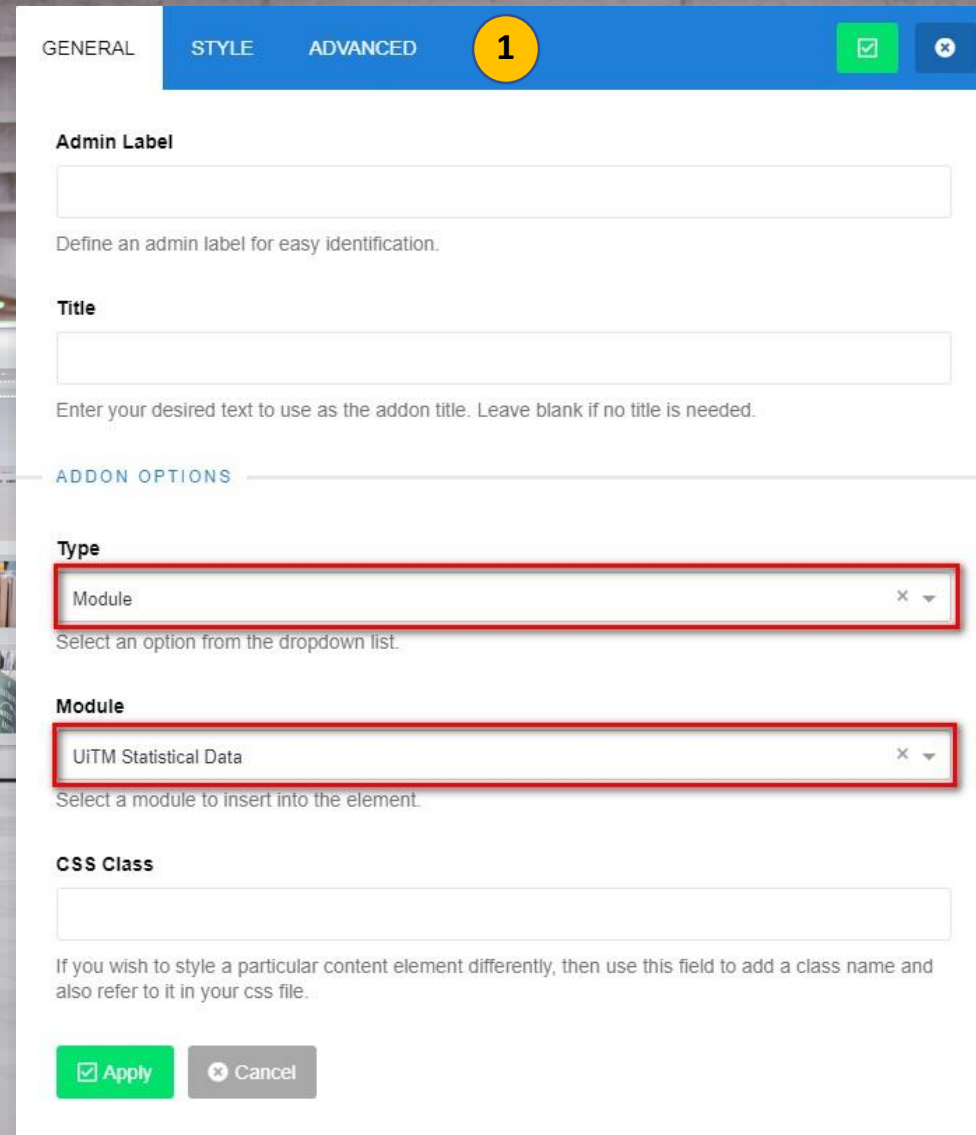


D7

Content: Fact & Figure

How to manage Fact & Figure

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. Fact & Figure Section is using "**Addon: Joomla Module**". You need to install module "**UiTM Statistical Data**" first at the Module Manager. Fill in the information as shown in picture 3. Click **Apply** and **Save** after finish.



GENERAL STYLE ADVANCED 1

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

Type

Module

Select an option from the dropdown list.

Module

UiTM Statistical Data

Select a module to insert into the element.

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 Cancel

Thank You

Manual for New UiTM PTJ Website

