UserGuide
IACS New Website
Faculty Admin

Every Faculty has their own pages, and also have their admin panel. To maintain individual faculty page, please login through the faculty admin which is situated in faculty page, at the right side of the IACS logo from.

After Successful login user will be in their personal Admin panel.

In Admin panel there are 15 modules.

List of Modules: -
1. Heading
2. Paragraph
3. Bullets
4. Numbering
5. Single Image
6. C'Div 1
7. Testimonials
8. File Upload
9. Marquee
10. Page Menu
11. Name Card
12. Button
13. Video
14. Research
15. Text Editor
Personal Details: - User can update their password and can change the image, phone number, department, sub department and position or designation.

Please Note: - This update will save in database and it will reflect on School pages and Research pages.

Module

1. **Heading**

**Purpose:** - Create heading.
Guideline:

✓ Image on off: - Image on or off, to insert new.gif image (Blink text)
✓ Div Space: - Div space follows the Bootstrap div management. User can choose div space between 1 to 12. If User chose 12 then the heading will place with full width of screen in public view. If user choose 6, then heading will be placed with half width of screen. (Please note: - the screen which was mentioned was between desktop screen to tablet screen)
✓ Heading type: - User can chose h1 to h6. This will configure the heading font-size. h1 is the biggest one and h6 is the smallest one.
✓ On off: - This is for display control over public view.
✓ Text Colour: - To give a colour of a text please select colour.
✓ Background Colour: - To give background color of the text please select colour.
✓ Position: - Position handles the object positioning (example: 1.0001 or 9.009)
✓ Flag: - It is use for Page Menu Creation.
✓ It is recommended to fill-up all the fields, else error will be displayed.
✓ Edit and Delete option was placed in right side of the page.

2. **Paragraph**

![Paragraph example](image)

**Purpose:** - Create paragraph.

Guideline:

✓ Div Space: - Div space follow the Bootstrap div management. User can choose div space between 1 to 12. If User chose 12 then the heading will place with full width of screen in public view. If user chose 6, then heading will placed with half width of screen. (Please note: - the screen which was mentioned was between desktop screen to tablet screen)
✓ On off: - This is for display control over public view.
✓ Text Colour: - To give a colour of a text please select colour.
✓ Background Colour: - To give background colour of the text please select colour.
✓ Position: - Position handles the object positioning (example: 1.0001 or 9.009)
✓ It is recommended to fill-up all the fields; else error is displayed.
✓ Edit and Delete option was placed in right side of the page.
3. **Bullets** – Purpose:

**Create bullets.**

**Guideline:**

- ✓ Div Space: - Div space follow the Bootstrap div management. User can choose div space between 1 to 12. If User chose 12 then the heading will place with full width of screen in public view. If user chose 6, then heading will place with half width of screen. (Please note: - the screen which was mentioned was between desktop screen to tablet screen)
- ✓ On off: - This is for display control over public view.
- ✓ Position: - Position handles the object positioning (example:1.0001or9.009)
- ✓ It is recommended to fill-up all the fields; else error is displayed.
- ✓ Edit and Delete option was placed in right side of the page.
- ✓ Paste the required link once the bullet points are created. (Click the point from right side of the screen, point will show in the left side under the ADDLINK text. Put the URL, and update link.)

4. **Numbering** –

**Numbering**
Purpose: - Create numbering.

Guideline: -

✓ Div Space: - Div space follow the Bootstrap div management. User can choose div space between 1 to 12. If User chose 12 then the heading will place with full width of screen in public view. If user chose 6, then heading will placed with half width of screen. (Please note: - the screen which was mentioned was between desktop screen to tablet screen)
✓ On off: - This is for display control over public view.
✓ Position: - Position handles the object positioning (example:1.0001or9.009)
✓ It is recommended to fill-up all the fields; else error is displayed.
✓ Edit and Delete option was placed in right side of the page.
✓ Paste the required link once the bullet points are created. (Click the point from right side of the screen, point will show in the left side under the ADDLINK text. Put the URL, and update link.)

5. Single Image –

Purpose: - Create Single Image.

Guideline: -

✓ ImageResolution:72 dpi | FileSize:250kb (Max.)
✓ Div Space: - Div space follow the Bootstrap div management. User can choose div space between 1 to 12. If User chose 12 then the heading will place with full width of screen in public view. If user chose 6, then heading will placed with half width of screen. (Please note: - the screen which was mentioned was between desktop screen to tablet screen)
✓ On off: - This is for display control over public view.
✓ Position: - Position handles the object positioning (example:1.0001or9.009)
✓ It is recommended to fill-up all the fields; else error is displayed.
✓ Edit and Delete option was placed in right side of the page.

6. C'Div1 –
**Purpose:** - Create Custom Div 1.

**Guideline:** -
- Div Space: Div space follow the Bootstrap div management. User can choose div space between 1 to 12. If User chose 12 then the heading will place with full width of screen in public view. If user chose 6, then heading will placed with half width of screen. (Please note: the screen which was mentioned was between desktop screen to tablet screen)
- Choose an image, & insert content heading & paragraph for specific style division.
- On off: This is for display control over public view.
- Position: Position handles the object positioning (example: 1.0001 or 9.009)
- It is recommended to fill-up all the fields; else error is displayed.
- Edit and Delete option was placed in right side of the page.

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**Testimonials**

**Purpose:** - Create Testimonial.

**Guideline:** -
- Image Resolution: 72 dpi | File Size: 250kb (Max.)
- Div Space: Div space follow the Bootstrap div management. User can choose div space between 1 to 12. If User chose 12 then the heading will place with full width of screen in public view. If user chose 6, then heading will placed with half width of screen. (Please note: the screen which was mentioned was between desktop screen to tablet screen)
- Choose an image, & insert content heading & paragraph for specific style division.
- On off: This is for display control over public view.
- Position: Position handles the object positioning (example: 1.0001 or 9.009)
- It is recommended to fill-up all the fields, else error is displayed.
- Edit and Delete option was placed in right side of the page.
- Facebook, Twitter Links are optional
8. **File Upload**

**Purpose:** - Create File Upload.

**Guideline:** -
- ✓ Recommended file format. doc/.pdf/.xls etc.
- ✓ Give a heading for file. In public view this heading will be shown as a link. If click on the heading file will be shown in new tab.
- ✓ Div Space: - Div space follow the Bootstrap div management. User can choose div space between 1 to 12. If User chose 12 then the heading will place with full width of screen in public view. If user chose 6, then heading will placed with half width of screen. (Please note: - the screen which was mentioned was between desktop screen to tablet screen)
- ✓ On off: - This is for display control over public view.
- ✓ Position: - Position handles the object positioning (example: 1.0001 or 9.009)
- ✓ It is recommended to fill-up all the fields, else error is displayed.
- ✓ Edit and Delete option was placed in right side of the page.

9. **Marquee**

**Purpose:** - Create Marquee.

**Guideline:** -
- ✓ Give a Marquee text. Marquee will visible in public view, where the text moved ride side to left side continuously.
- ✓ Give a link of the marquee text.
- ✓ Div Space: - Div space follow the Bootstrap div management. User can choose div space between 1 to 12. If User chose 12 then the heading will place with full width of screen in public view. If user chose 6, then heading will placed with half width of screen. (Please note: - the screen which was mentioned was between desktop screen to tablet screen)
- ✓ On off: - This is for display control over public view.
- ✓ Position: - Position handles the object positioning (example: 1.0001 or 9.009)
- ✓ It is recommended to fill-up all the fields, else error is displayed.
- ✓ Edit and Delete option was placed in right side of the page.
10. **Page Menu –**

**Purpose:** - Create Page Menu.

**Guideline:**
- ✓ Enter a page menu name.
- ✓ Page menu will be present in left side of public view. This menu can redirect focus accordingly the menu location in the same page.
- ✓ Copy the code for the target heading, and paste there.
- ✓ It is recommended to fill-up all the fields, else error is displayed.
- ✓ Edit and Delete option was placed in right side of the page.

11. **Name Card –**

**Purpose:** - Create Name Card.

**Guideline:**
- ✓ This Name card will be present in public view like: - Name will be placed in top, after that image will be placed and then heading & details.
- ✓ Name card usually we used for the group member.
- ✓ For ImageResolution: 72 dpi | FileSize: 250kb (Max.)
- ✓ Insert Name, Heading & Details.
- ✓ Div Space: - Div space follow the Bootstrap div management Recommended (3)
- ✓ On off: - This is for display control over public view.
- ✓ Position: - Position handles the object positioning (example: 1.000.1 or 9.009)
- ✓ It is recommended to fill-up all the fields, else error is displayed.
- ✓ Edit and Delete option was placed in right side of the page.
12. **Button**

**Purpose:** Create Button.

**Guideline:**
- ✓ Specify Button name & Link.
- ✓ Div Space: Div space follow the Bootstrap div management **Recommended (1)**
- ✓ On off: This is for display control over public view.
- ✓ Position: Position handles the object positioning (example: 1.0001 or 9.009)
- ✓ It is recommended to fill up all the fields, else error is displayed.
- ✓ Edit and Delete option was placed in right side of the page.

13. **Video**

**Purpose:** Create Video Link.

**Guideline:**
- ✓ Specify Video name & Link **Recommended (YouTube Link).**
- ✓ Div Space: Div space follow the Bootstrap div management **Recommended (1)**
- ✓ On off: This is for display control over public view.
- ✓ Position: Position handles the object positioning (example: 1.0001 or 9.009)
- ✓ It is recommended to fill up all the fields, else error is displayed.
- ✓ Edit and Delete option was placed in right side of the page.
14. **Research**

**Purpose:** - Create Research.

**Guideline:** -
- Chose Department from dropdown list.
- Enter Sub-department & Topic accordingly.

**Please Note:** -
This research section directly connects with IACS Research page.

15. **Text Editor**

**Purpose:** - Text Editor.

**Guideline:** -
- Div Space: - Divspace follow the Bootstrap div management Recommended(1)
- On off: - This is for display control over public view.
- Position: - Position handles the object positioning (example: 1.0001 or 9.009)
- It is recommended to fill-up all the fields, else error is displayed.
- Edit and Delete option was placed in right side of the page.