Chapter 8 : Managing Web
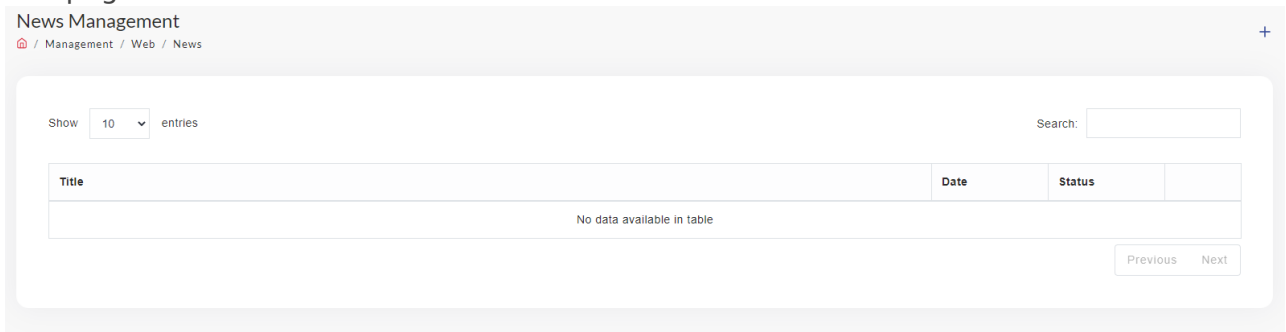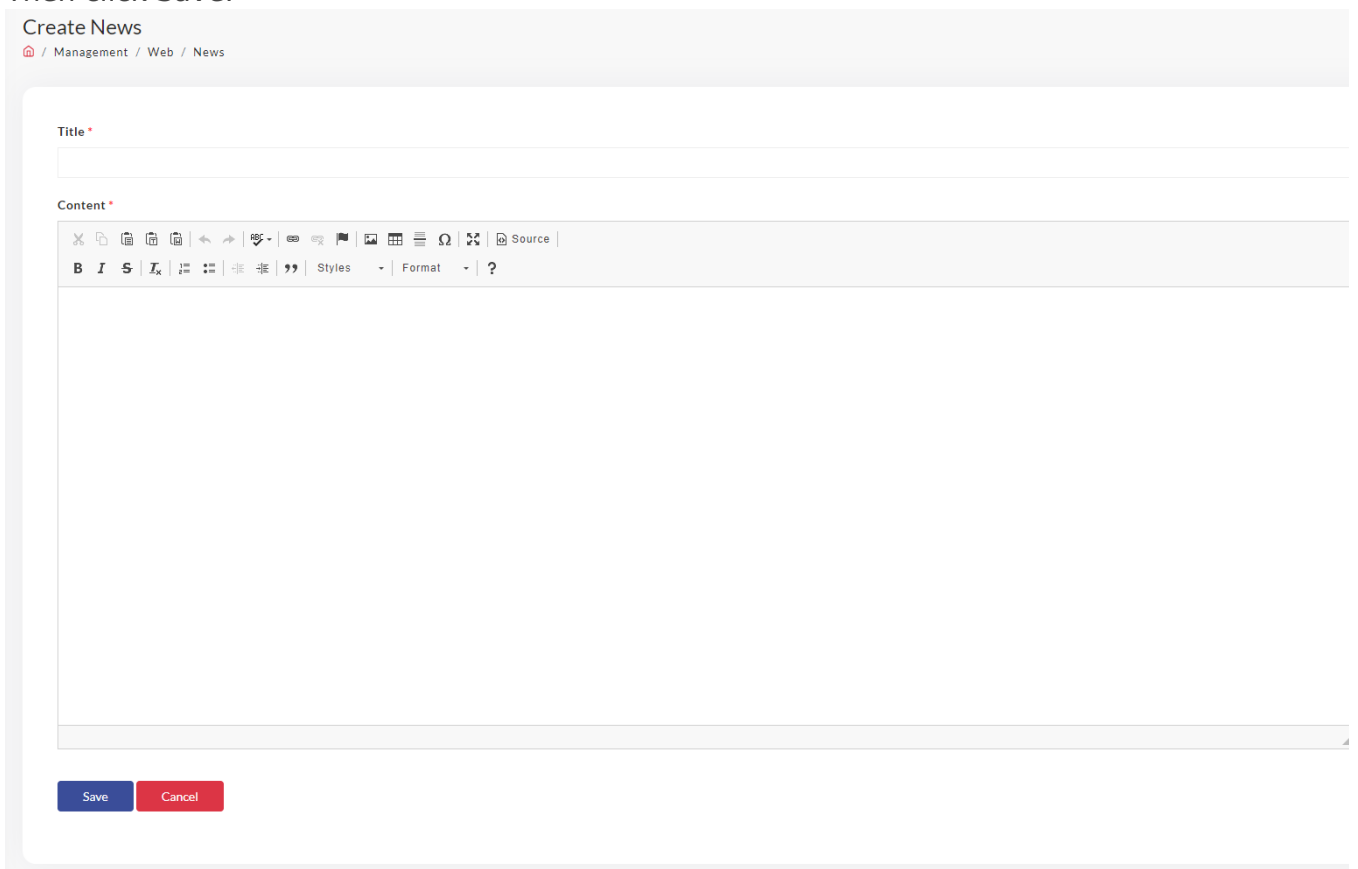
- News
- Banners

News

To manage the news in front page of the website,

1. Click **Web**
2. Click **News.** The News Management page will display as below. All the news will display in this page.

3. To create new news, Click **+**
4. Create News page will display as below. Admin can fill up the news (***** is compulsory). Then click Save.

5. The new news will display as below:

News Management
⌂ / Management / Web / News

Show [10 ▾] entries   Search: [   ]

Title	Date	Status	
Jualan Emas	10/06/2022	Published	✏ 🗑

Previous **1** Next
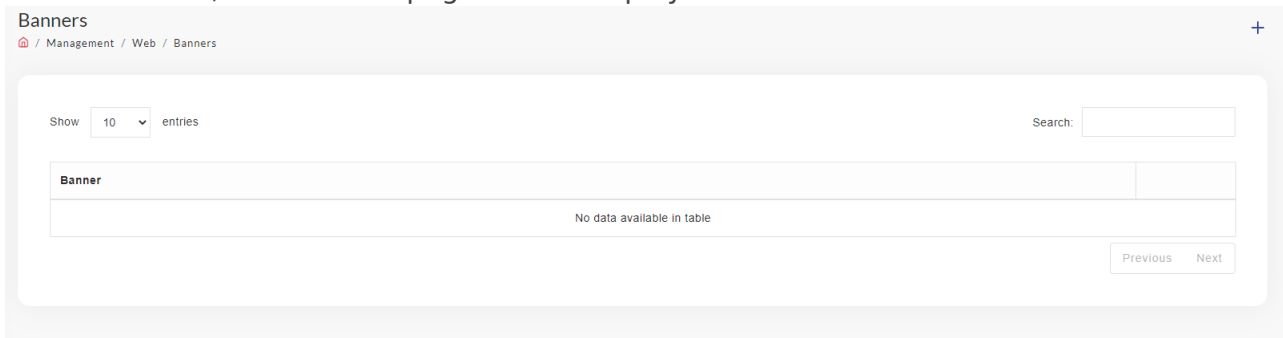
Banners

To manage Banner:

1. Click **Web**
2. Click **Banners**, the banners page will be display as below:

Banners
⌂ / Management / Web / Banners   +

Show 10 ∨ entries   Search:

Banner	
No data available in table	

Previous Next

3. To upload Banner, Click +
4. Upload Banner pop up will appear. User can select image but must comply the requirement in allowed Format, Dimension and maximum size in order to make sure the banner successfully been upload. Click **Submit** to proceed.

Upload Banner   ✕

Select Image *

Choose File   No file chosen

Allowed Format: jpg
Allowed Dimension: 1920 x 540
Maximum Size: 1MB

Cancel   Submit