

Chapter 8 :

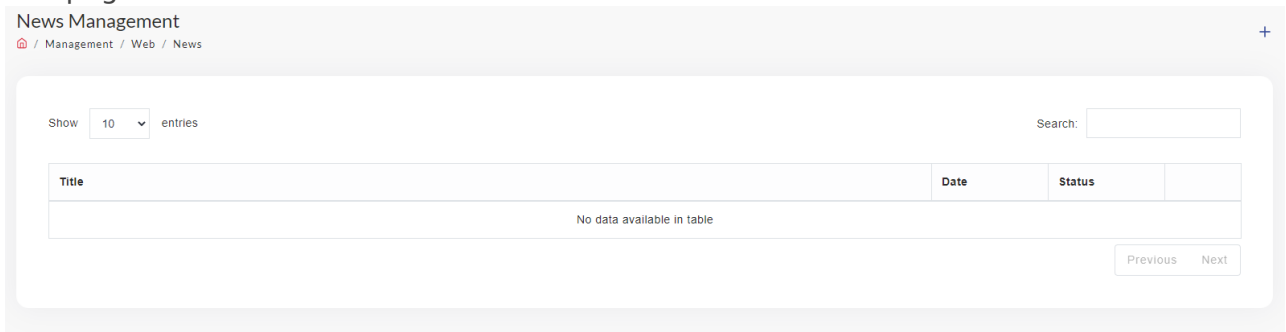
Managing Web

- [News](#)
- [Banners](#)

News

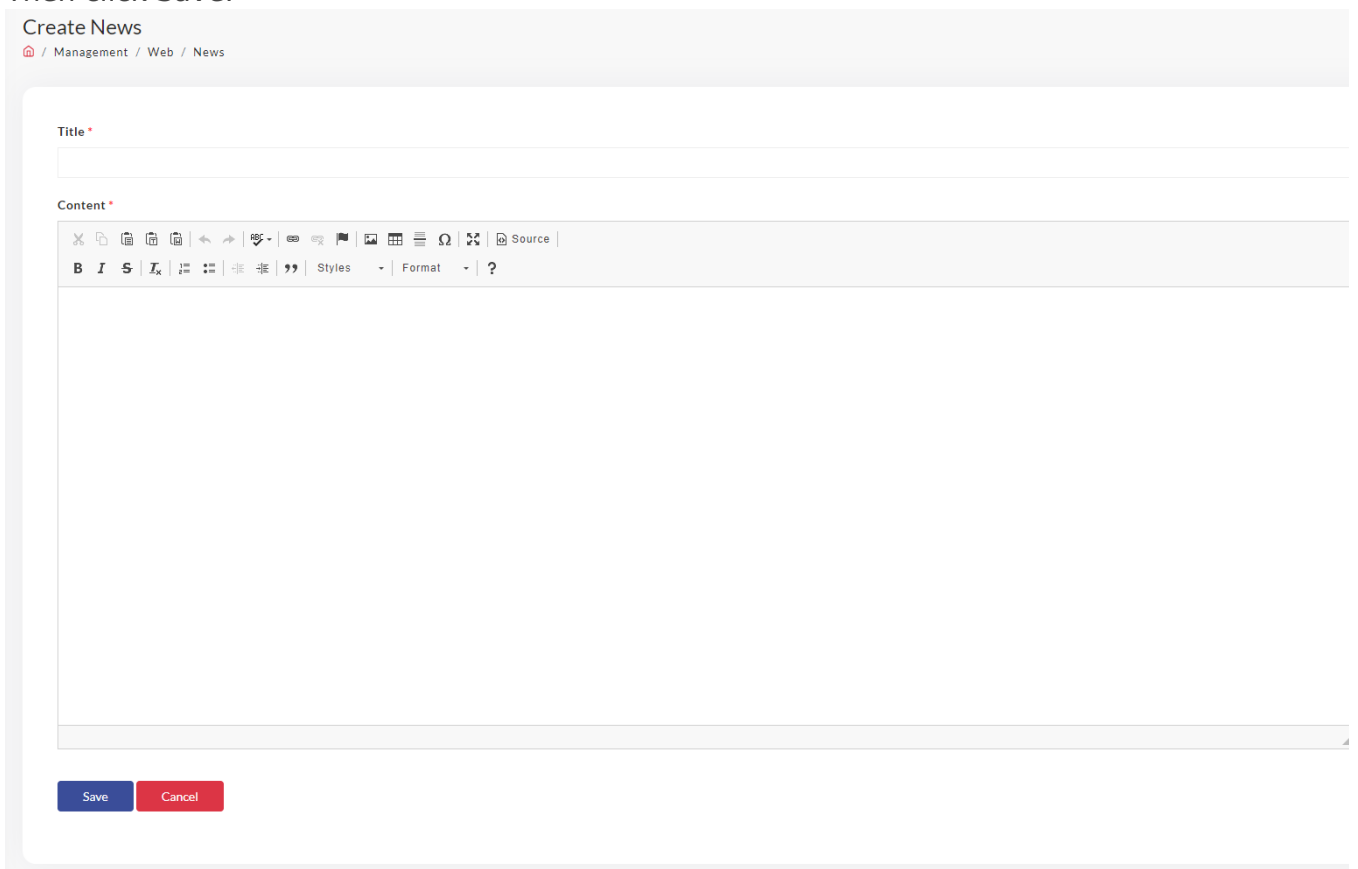
To manage the news in front page of the website,

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



The screenshot shows the 'News Management' interface. At the top, there's a breadcrumb trail: 'Management / Web / News'. Below this, there's a 'Show' dropdown set to '10' and 'entries'. To the right is a 'Search:' input field. The main area contains a table with columns 'Title', 'Date', and 'Status'. The table is currently empty, displaying the message 'No data available in table'. At the bottom right of the table area are 'Previous' and 'Next' buttons. A blue '+' icon is visible in the top right corner of the page header.


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.



The screenshot shows the 'Create News' form. It has a breadcrumb trail: 'Management / Web / News'. The form consists of two main sections: 'Title *' and 'Content *'. The 'Title' field is a single-line text input. The 'Content' field is a rich text editor with a toolbar containing various icons for text formatting (bold, italic, underline, strikethrough, text color, background color), alignment, bulleted and numbered lists, link, unlink, and source. Below the toolbar is a large text area for entering the content. At the bottom of the form are two buttons: 'Save' (blue) and 'Cancel' (red).

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

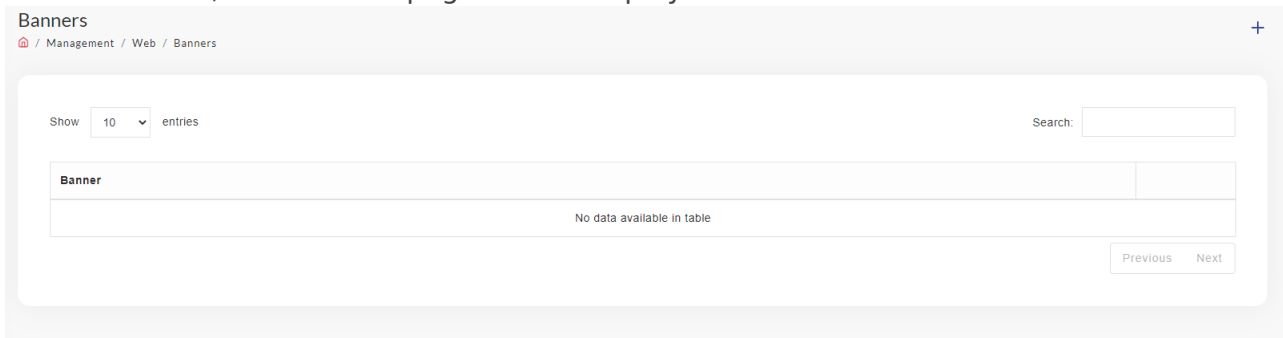
1

Next

Banners

To manage Banner:

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



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