

ສາທາລະນະລັດ ປະຊາທິປະໄຕ ປະຊາຊົນລາວ ກະຊວງໂຍທາທິການ ແລະຂົນສິ່ງ



# ການສຶກສາລະບົບການຂົນສິ່ງມືນ ລະພິດຕ່ຳໃນ ສ.ປ.ປ ລາວ

ຄູ່ມືການນຳໃຊ້ສຳລັບການ ປັບປຸງເວບໄຊ

ຕຸລາ 2012



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## 1. ໜ້າຫຼັກຂອງເວັບໄຊລ໌



## ເລີ່ມຕົ້ນໃຊ້ງານໂດຍການ Login ເຂົ້າສູ່ລະບົບ

Login	
Email	ປ້ອນ Username ຫຼື Email
Password	ປ້ອນລະຫັດຜ່ານ
Login ——> ແລ້ວຄຼິກນີ	ີ້ກປຸ່ມ Login ເພື່ອເຂົ້າສູ່ລະບົບ

### ແລ້ວຈະປະກົດໜ້າຕ່າງລຸ່ມນີ້ຂຶ້ນມາ



ຫຼັງຈາກ Login ເຂົ້າສູ່ລະບົບ ຈະເຫັນບ່ອນ manage panel ສຳຫຼັບຈັດການສ່ວນຕ່າງໆ ໃນເວັບໄຊລ໌ ໂດຍຈະອະທິບາຍສ່ວນຕ່າງໆລຸ່ມນີ້:



## 2. News system (ລະບົບບໍລິຫານຂ່າວ)

ເປັນລະບົບທີ່ຜູ້ບໍລິຫານເວັບໄຊລ໌ ໃຊ້ອັບເດດຂ່າວສານ, ແກ້ໄຂ ແລະ ລຶບຂໍ້ມູນຂ່າວສານ ເປັນຕົ້ນ. ເມື່ອຄຼິກໃສ່ News system ກໍຈະປະກົດໜ້າຕ່າງດັ່ງລຸ່ມນີ້:

			Contact Us Mail 🛄 🚟
ti Der	e Lao People's nocratic Republic Japan International Cooperation Agency		
Ha	ow-emission Transport Study ome About the study EV in the world EV Opportunities i lews system management	n Laos	Model Project Concept Download welcome to manage panel, admin
No	Title	Option	Download management
1	PM Thongsing receives President of China Railway Group	Edit    Delete	Users management
2	Arsenal	Edit    Delete	Logout
3	Google+	Edit    Delete	
4	Hanks, Roberts, Douglas among stars who 'Stand Up to Cancer' on telethon; poignant Swift song	Edit    Delete	
5	Gangnam Style	Edit    Delete	
6	Liverpool manager Brendan Rodgers urges players to 'man up'	Edit    Delete	
7	Mac Web Design Software Review 2012 - TopTenREVIEWS	Edit    Delete	
8	Bacary Sagna reveals doubts about Arsenal transfer policy	Edit    Delete	
9	Hanks, Roberts, Douglas among stars who 'Stand Up to Cancer' on telethon; poignant Swift song	Edit    Delete	
10	Sky News Australia See realtime coverage Another dismal month	Edit    Delete	
1.5.1			
11	One killed at Canada victory speech	Edit    Delete	

Me	ws system management	
	Add news	2.2 ແກ້ໄຂຂ່າວ
No	Title	Option
1	Switzerland gives US\$6.3m to boost agro-biodiversity	Edit
2	National Library moving to new home	Edit   Delete
3	PM Thongsing receives President of China Railway Group	Edit Delete

2.3 ລຶບຂ່າວ

### 2.1 Add news (ເພີ່ມຂ່າວ)

ເປັນບ່ອນປ້ອນຂໍ້ມູນຂ່າວສານທີ່ຕ້ອງການໂພສລົງເວັບໄຊລ໌ ເມື່ອຄຼິກໃສ່ "Add news" ກໍຈະປະກົດໜ້າຕ່າງດັ່ງລຸ່ມນີ້:

Title news	(	1		
Before upload image file, pleas Choose File No file chosen	e resize			
Source 📘 🗋 💁 📕	8 B 🗎	<b>6</b> (16) 6	HA 🚓 🔟 🍕	ABC +
□		1		
B I g == x <sub>2</sub> x = ;- B I g == 0		, , , , , , , , , , , , , , , , , , ,		
Styles 👻 Format 📼	Font 👻	Size 🔫 🔺	• A• @ ©	?
4				

- 1. ຊ່ອງປ້ອນຫົວຂໍ້ຂ່າວ.
- 2. ຊ່ອງເລືອກຮູບພາບປະກອບຂ່າວສານໃນຄອມພິວເຕີຂອງທ່ານ.
- 3. ເຄື່ອງມືຊ່ວຍໃນການກຳນົດຂະໜາດ, ສີ ຂອງຕົວອັກສອນ ແລະ ອື່ນໆ.
- 4. ຊ່ອງປ້ອນເນື້ອໃນຂ່າວທີ່ທ່ານຈະທຳການປ້ອນລົງໄປ.
- 5. ເມື່ອທຳການປ້ອນຂໍ້ມູນແລ້ວ ໃຫ້ຄຼິກທີ່ "Post" ແລ້ວເນື້ອໃນຂ່າວສານຈະຖືກໂພສລົງ ເວັບໄຊລ໌.

#### Edit (ແກ້ໄຂຂ່າວ) 2.2

	Switzerland gives US\$6.3m to boost agro-biodiversity
	Choose File No file chosen 2
	Source 🔜 🗋 🗔 🚔 🗉 🥪 🛍 🍓 📾 🦘 🔺 🖓 🗮 🥙 🕬
:3	
B	<i>I</i> <u>U</u> → X <sub>2</sub> X <sup>2</sup> <i>Q</i> <u>1</u> Ξ Ξ Ξ → 1 1 1
3	🙊 🏱 🔳 🕘 😂 🕰 🖶 😻
sty	les 🐨 Format 🐨 Font 🐨 Size 🐨 🗛 🖝 👜 🕵 💽
Sw Dir SD - a an oio ber	ritzerland has been a long-term partner of the Ministry of Agriculture and Forestry, SDC Regional ector for the Mekong Region, Ms Ruth Huber, said. C's activities have always focused on the northern uplands – one of the nation's poorest regions and which is now facing unprecedented rapid economic, social, and ecological change. To sis ecologically rich with an abundance of natural resources, but due to population growth, id use changes, government sanctioned land allocation and village consolidation policies, this diversity has eroded over the past 10 years. Impoverished upland farming communities have not en beneficiaries of the influx of commercial resource extraction and large scale commercial riculture projects. Instead, they face limited access to non-timber forest products, soil pradation, and increasingly scarce water and land.
	gradation, and increasingly scalce water and land.

- 1. ແກ້ໄຂຫົວຂໍ້ຂ່າວ.
- 2. ແກ້ໄຂຮູບພາບ. 3. ແກ້ໄຂເນື້ອໃນ.
- 4. ເມື່ອແກ້ໄຂທຸກຢ່າງ ໃຫ້ກົດປຸ່ມ "Post" ເພື່ອທຳການໂພສລົງເວັບໄຊລ໌.

## 2.3 Delete (ລຶບຂ່າວ)

ແມ່ນການລຶບຂ່າວສານທີ່ບໍ່ຕ້ອງການ ໂດຍຄຼິກໃສ່ "Delete" ແລ້ວຈະມີ pop up ໂຊວ໌ ຂຶ້ນມາວ່າທ່ານຕ້ອງການລຶບຂໍ້ມູນນັ້ນຫຼື ບໍ່? ໃຫ້ຄຼິກ ok ເມື່ອຕ້ອງການລຶບ.



## 3. Download Management

the Lao People's emocratic Republic	Iternational Ion Agency	Contact Us Mail
ow-emission Tr ome About the stud Upload file system	<b>ransport Study</b> ly EV in the world EV Opportunities in Laos M	odel Project Concept Download welcome to manage panel, admin
	Upload new file	News system
Category	Workshops \$	Download management
Description		Logout
File	Choose File No file chosen	
	Upload	
lle management		
Workshops		

#### 3.1 Upload file system

ແມ່ນໜ້າຕ່າງການອັບໂຫຼດໄຟລ໌ຈາກເຄື່ອງຄອມພິວເຕີໄປຍັງ Server ເຊິ່ງມີລາຍລະອຸງດ ດັ່ງລຸ່ມນີ້ :

	Upload new file
Category	Workshops +
Description	
File	Choose File No file chosen

Category : ເລືອກໝວດ ຫຼື ປະເພດ ໃຫ້ກັບ file ທີ່ຈະ upload ດັ່ງຮູບລຸ່ມນີ້



- Description : ຊຽນຊື່ທີ່ກ່ຽວກັບ file ນັ້ນໆ.
- File : ຄິກທີ່ choose file ຫຼື browse ເພື່ອເລືອກໄຟລ໌ທີ່ຕ້ອງການອັບໂຫຼດລົງ server ແລ້ວຄິກທີ່ "Upload" ເພື່ອທຳການ upload.

#### 3.2 File management

ແມ່ນການຈັດການໄຟລ໌ທີ່ທຳການອັບໂຫຼດລົງໃນໝວດຕ່າງໆ ດັ່ງຮູບ:

lle	management
1	Vorkshops
	Workshop 1: Presentation (English) Edit    Delete
	Workshop 1: Presentation (Lao) Edit    Delete
-	Burveys
	Vehicle operating condition survey Edit    Delete
	Transport attitude survey Edit    Delete
	Vehicle operating condition survey Edit    Delete
,	lewsletters
	Vol1: Only Lao <u>Edit</u>    <u>Delete</u>
	Vol1: Only English Edit    Delete
	Vol2: Only English Edit    Delete
	Vol3: Only English <u>Edit</u>    <u>Delete</u>
F	Report
	Inception Report (English) Edit    Delete
	Progress Report I: Summary (Lao) Edit    Delete
	Progress Report I: Summary (English) Edit    Delete

#### • Edit : ການແກ້ໄຂໄຟລ໌

U	plo	bad	file	SV	stem
-	P	100.00	1110	~ J	STREET.

Category	Workshops ‡
Description	Workshop 1: Presentation 2
File	Choose File No file chosen 3
	Update Cancel

ເລືອກໄຟລ໌ທີ່ຕ້ອງການຢາກແກ້ໄຂ:

- 1. ເລືອກໝວດ ຫຼື ປະເພດໃຫ້ແກ່ໄຟລ໌ນັ້ນໆ.
- 2. ແກ້ໄຂຂໍ້ຄວາມ.
- 3. ເລືອກໄຟລ໌ທີ່ຕ້ອງການອັບໂຫຼດ.
- 4. ຄຼິກທີ່ "Update" ເພື່ອແກ້ໄຂຂໍ້ມູນ ຫຼື "Cancel" ເພື່ອຍົກເລິກ.
- Delete : ແມ່ນສ່ວນຂອງການລຶບໄຟລ໌ທີ່ບໍ່ຕ້ອງການ.

## 4. Users management(ລະບົບບໍລິຫານຜູ້ໃຊ້)

ເປັນການບໍລິຫານຜູ້ໃຊ້ທີ່ແອດມິນສາມາດເພີ່ມ, ແກ້ໄຂ ແລະ ລຶບຜູ້ໃຊ້ງານໃນລະບົບໄດ້ ໂດຍຄຼິກທີ່ "Users" ຈະປະກົດໜ້າຕ່າງລຸ່ມນີ້:

Act news       News system         Download management       News system <th>Image: With the study is provided with the s</th> <th></th> <th></th> <th></th> <th>-</th> <th></th>	Image: With the study is provided with the s				-	
B Lao People's Cooperation Agency       Japan International Cooperation Agency         w-emission Transport Study         me       About the study       EV in the world       EV Opportunities in Laos       Model Project Concept       Download         ser management       welcome to manage panel, admin         Add news       News system         admin       Phonesouphanh THEPBANDITH       Edit    Delete	Image: People's Decoration Agency       Japan International Cooperation Agency         Image: People's Decoration Agency       Image: People's Decoration Agency         Image: People's Decor		•		17-1200	
w-emission Transport Study         me       About the study         EV       Opportunities in Laos         Model Project Concept       Download         ser management       welcome to manage panel, admin         Add news       News system         Add news       Option         admin       Phonesouphanh THEPBANDITH         Edit    Delete       Logout	ww-emission Transport Study         ome       About the study         EV       Opportunities in Laos       Model Project Concept       Download         ser management       welcome to manage panel, admin         Add news       Option       News system         O       Username       Option         admin       Phonesouphanh THEPBANDITH       Edit    Delete	e L	ao People's	Japan International	A LADORE	
w-emission Transport Study         me       About the study       EV in the world       EV Opportunities in Laos       Model Project Concept       Download         ser management       welcome to manage panel, admin         Add news       News system         Option       Download management         Username       Firstname Lastname       Option         admin       Phonesouphanh THEPBANDITH       Edit    Delete       Users management	w-emission Transport Study         me       About the study       EV in the world       EV Opportunities in Laos       Model Project Concept       Download         ser management       welcome to manage panel, admin         Add news       welcome to manage panel, admin         V       Add news       News system         V       Username       Option         admin       Phonesouphanh THEPBANDITH       Edit    Delete	100	ratic Republic C	cooperation Agency		
w-emission Transport Study         me       About the study       EV in the world       EV Opportunities in Laos       Model Project Concept       Download         ser management       welcome to manage panel, admin         Add nows       News system         Username       Firstname Lastname       Option         admin       Phonesouphanh THEPBANDITH       Edit    Delete       Dewnload management	w-emission Transport Study         me       About the study       EV in the world       EV Opportunities in Laos       Model Project Concept       Download         ser management       welcome to manage panel, admin         Add news       Option       Download management         Just admin       Phonesouphanh THEPBANDITH       Edt    Delete       Download management					
About the study       EV in the world       EV Opportunities in Laos       Model Project Concept       Download         ser management	About the study       EV in the world       EV Opportunities in Laos       Model Project Concept       Download         ser management       welcome to manage panel, admin         Add news       welcome to manage panel, admin         Username       Firstname Lastname       Option         admin       Phonesouphanh THEPBANDITH       Edt    Delete	W	r-emissio	on Transport Study		
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Add news     News system       Username     Firstname Lastname     Option       admin     Phonesouphanh THEPBANDITH     Edit    Delete       Logout	Add news         News system           o         Username         Firstname Lastname         Option         Download management           admin         Phonesouphanh THEPBANDITH         Edit    Delete         Users management           Logout         Logout	om	e About the	e study EV in the world EV Op	portunities in Laos	Model Project Concept Download
admin Phonesouphanh THEPBANDITH Edit    Delete Users management Logout	o         Username         Pristname Lastname         Option         Download management           admin         Phonesouphanh THEPBANDITH         Edit    Delete         Users management           Logout         Logout         Logout	se	e About th	e study EV in the world EV Op t	oportunities in Laos	Model Project Concept Download welcome to manage panel, admin
admin Phonesoupnann i HEPBANUTI H Edit    Delete Users management Logout	admin Phonesoupnann i HEPBANDI i H Edit    Delete <u>Users management</u> Logout	se	e About the	e study EV in the world EV Op t	oportunities in Laos	Model Project Concept Download welcome to manage panel, admin News system
Logout	Logout	se	e About the r management Username	e study EV in the world EV Op t <u>Add news</u> Firstname Lastname	oportunities in Laos Option	Model Project Concept Download welcome to manage panel, admin News system Download management
		om Ise	e About th r managemen Username admin	e study EV in the world EV Op t Add news Firstname Lastname Phonesouphanh THEPBANDITH	Option Edit    Delete	Model Project Concept Download welcome to manage panel, admin News system Download management Users management
Logout	Logout	Use	e About the	e study EV in the world EV Op t	oportunities in Laos	Model Project Concept Down welcome to manage panel, a <u>News system</u>
		om Jse	e About th r managemen Username admin	e study EV in the world EV Op t Add news Firstname Lastname Phonesouphanh THEPBANDITH	Option Edit    Delete	Model Project Concept Download welcome to manage panel, admin News system Download management Users management Logout

ວິທີການເພີ່ມ, ແກ້ໄຂ ຫຼື ລຶບ ຜູ້ໃຊ້ງານ:

#### User management

		Add news					
No	Username	Firstname Lastname	Option				
1	admin	Phonesouphanh THEPBANDITH	Edit    Delete				

## 4.1 Add news (ເພີ່ມຜູ້ໃຊ້ງານໃໝ່)

User management	management		
Add users			
Username			
Password			
Confirm Password			
Firstname			
Lastname	1		
Add Cancel			

- Username : ປ້ອນຊື່ທີ່ຈະໃຊ້ໃນການ Login ເຂົ້າສູ່ລະບົບ.
- Password : ປ້ອນລະຫັດຜ່ານ.
- Confirm Password : ປ້ອນລະຫັດຜ່ານອີກຄັ້ງ ເພື່ອທຳການຢືນຍັນ.
- Firstname : ຊື່ຂອງທ່ານ.
- Lastname : บามสะกุม.

ແລ້ວຄຼິກທີ່ "Add" ເພື່ອທຳການເພີ່ມຜູ້ໃຊ້ງານ.

## 4.2 Edit (ແກ້ໄຂຜູ້ໃຊ້ງານ)

#### User management

Username	admin	
Firstname	Phonesouphanh	$\binom{2}{2}$
lastname	THEPBANDITH 3	
Update Reset	$\smile$	

- 1. ແກ້ໄຂຊື່ທີ່ໃຊ້ໃນການ Login.
- 2. ແກ້ໄຂຊື່ແຫ້.
- 3. ແກ້ໄຂນາມສະກຸນ.

ແລ້ວຄຼິກທີ່ "Update" ເພື່ອແກ້ໄຂຂໍ້ມູນດັ່ງກ່າວ.

Old password	
Old password	4.1
New Password	
New password	4.2
Confirm passwo	ord
Confirm passw	4.3
Change	$\cup$

- 4.1 Old password : ປ້ອນລະຫັດເກົ່າ.
- 4.2 New password : ປ້ອນລະຫັດໃໝ່.
- 4.3 Confirm password : ຢືນຍັນລະຫັດໃໝ່ອີກຄັ້ງ.
- ແລ້ວຄຼິກທີ່ "Change" ເພື່ອປ່ຽນລະຫັດ.

## 4.3 Delete(ລຶບຜູ້ໃຊ້ງານ).

ເປັນການລຶບຜູ້ໃຊ້ງານ (User)ທີ່ບໍ່ຕ້ອງການໃຫ້ສາມາດເຂົ້າສູ່ລະບົບໄດ້ອີກ ໂດຍຄຼິກທີ່ ປຸ່ມ "Delete" ແລ້ວຈະມີ pop up ຂຶ້ນມາ ວ່າຕ້ອງການລຶບຜູ້ໃຊ້ນີ້ຫຼືບໍ່?



## 5. Logout

ແມ່ນການອອກຈາກລະບົບ

