



Japan International Cooperation Agency (JICA)
Ministry of Public Works and Transport, Lao People's Democratic Republic

Basic Data Collection Study on Low-Emission Public Transport System in Lao PDR

Manual for Updating Website



October 2012

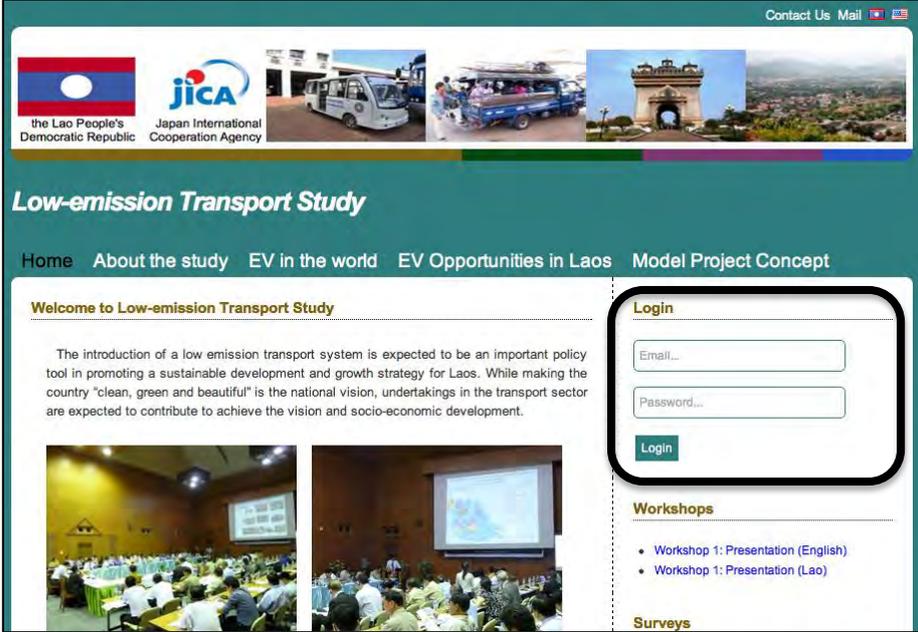
ALMEC
ALMEC CORPORATION

Table of Contents

1. LOGIN	1
2. Administration.....	2
2.1 News system.....	3
2.2 Download Management	7
2.3 Users management	10

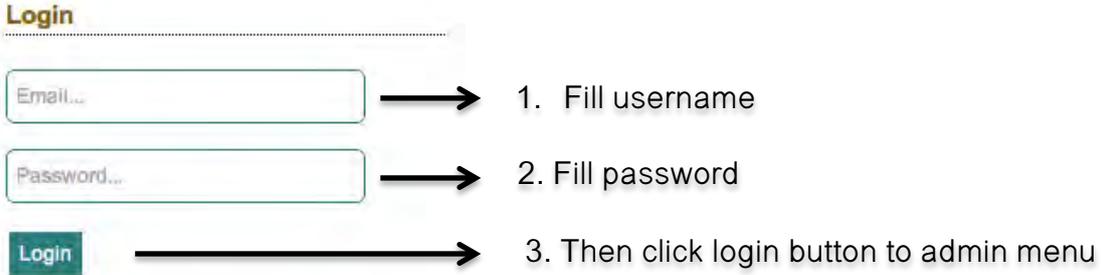
1. LOGIN

Firstly, access to the main page.



Main page

To login to menu admin, fill in the blank boxes and click the login button.



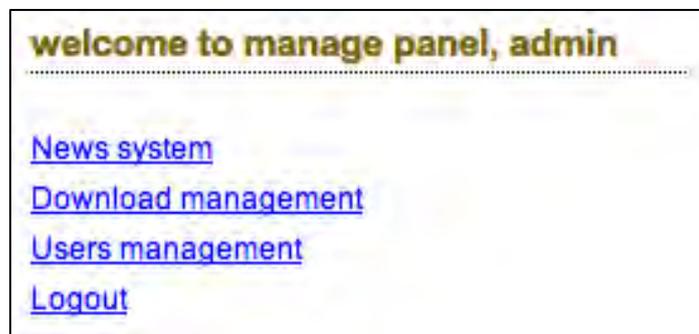
Then, a manage panel will be appeared.

2. ADMINISTRATION

After login to the system, you can find manage panel at the top right corner of the page.



You can edit "News system", "Download management" and "Users management".



You can click "Logout" when you want to exit from administration system.

2.1 News system

For news system, you can add, edit and remove articles.

Contact Us Mail

the Lao People's Democratic Republic JICA Japan International Cooperation Agency

Low-emission Transport Study

Home About the study EV in the world EV Opportunities in Laos Model Project Concept Download

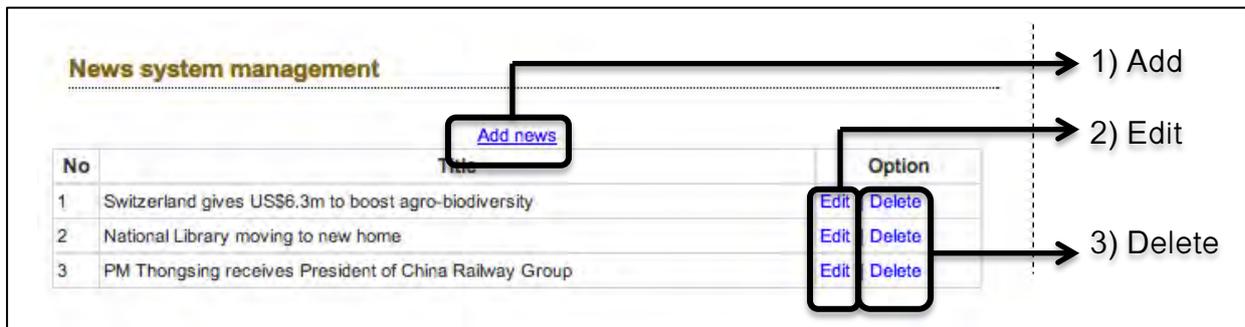
News system management

welcome to manage panel, admin

[Add news](#)

No	Title	Option
1	PM Thongsing receives President of China Railway Group	Edit Delete
2	Arsenal	Edit Delete
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
11	One killed at Canada victory speech	Edit Delete
12	One killed at Canada victory speech	Edit Delete

[News system](#)
[Download management](#)
[Users management](#)
[Logout](#)



1) Add news

When you want to add news, **click the link of "add news"**. Then you will find the following page.

The screenshot shows a web interface titled "News system management". At the top, there is a text input field labeled "Title news..." with a red circle containing the number 1. Below this is a message: "Before upload image file, please resize". Underneath is a file selection area with a red circle containing the number 2 around the "Choose File" button and the text "No file chosen". The main content area is a rich text editor with a red circle containing the number 3 around its toolbar. Below the editor is a large white text area with a red circle containing the number 4. At the bottom left, there is a "POST" button with a red circle containing the number 5.

- ① **Title of news:** type news headline
- ② **Add some photo:** upload some data to click "choose file" button and choose data
- ③ **Editing tools:** edit the style of sentences by using these tools like word
- ④ **Main text:** type content here
- ⑤ **Post the article:** click this to upload the article

2) Edit

When you want to edit existing articles, click "edit". You will find the following page.

News system management

Switzerland gives US\$6.3m to boost agro-biodiversity 1

2 Choose File No file chosen

3

Switzerland has been a long-term partner of the Ministry of Agriculture and Forestry, SDC Regional Director for the Mekong Region, Ms Ruth Huber, said.

SDC'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.

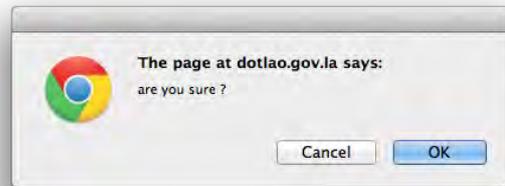
Laos is ecologically rich with an abundance of natural resources, but due to population growth, land use changes, government sanctioned land allocation and village consolidation policies, this biodiversity has eroded over the past 10 years. Impoverished upland farming communities have not been beneficiaries of the influx of commercial resource extraction and large scale commercial agriculture projects. Instead, they face limited access to non-timber forest products, soil degradation, and increasingly scarce water and land.

4 Post

- ① **Headline:** edit the headline here
- ② **Add or Change some photo**
- ③ **Edit content**
- ④ **Update the article:** when you complete to revise the article, just click "post" to update the article

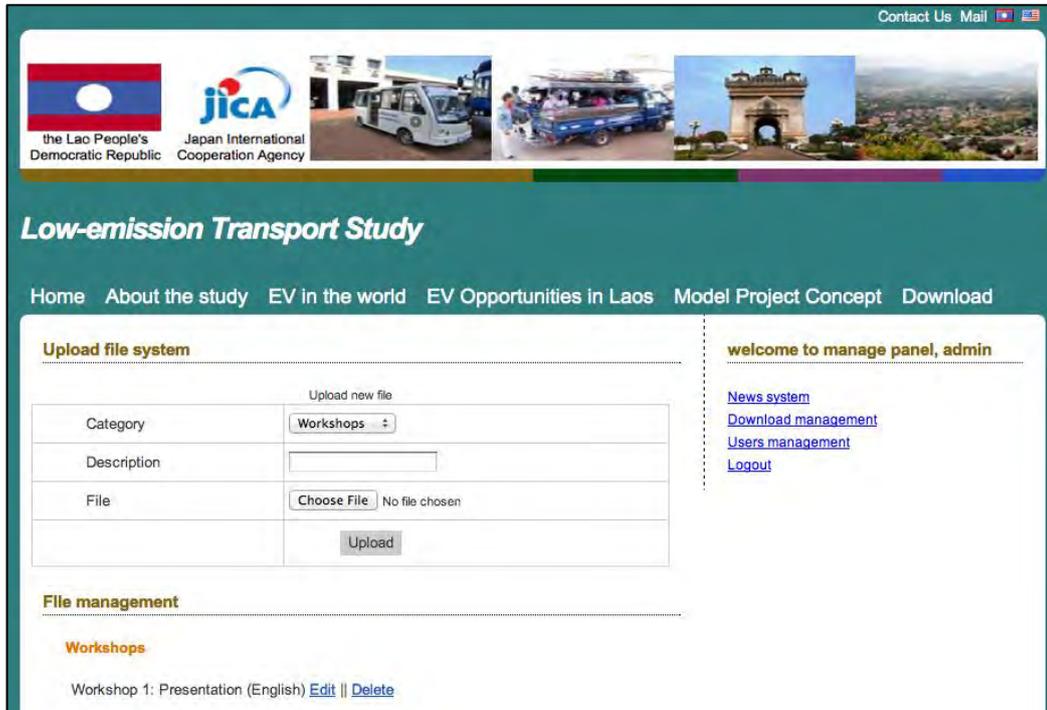
3) Delete

When you need to delete some news, just click delete button. There will be alert message box. Just click OK button to confirm deletion.



2.2 Download Management

When you click "Download Management", you can find the following page. On this page, you can upload file and manage files.



The screenshot displays a web application interface for the "Low-emission Transport Study". At the top, there are logos for the Lao People's Democratic Republic and JICA (Japan International Cooperation Agency), along with navigation links for "Contact Us" and "Mail". The main header features the title "Low-emission Transport Study" and a navigation menu with items: "Home", "About the study", "EV in the world", "EV Opportunities in Laos", "Model Project Concept", and "Download".

The central part of the interface is divided into two main sections:

- Upload file system:** This section contains a form for uploading new files. It includes a "Category" dropdown menu set to "Workshops", a "Description" text input field, a "File" field with a "Choose File" button and the text "No file chosen", and an "Upload" button.
- File management:** This section shows a list of files under the category "Workshops". A single file is listed: "Workshop 1: Presentation (English)" with "Edit" and "Delete" links.

On the right side of the interface, there is a sidebar with the text "welcome to manage panel, admin" and several navigation links: "News system", "Download management", "Users management", and "Logout".

1) Upload file system

This is a menu to upload file to server. The form of data must be MS office file, zip or rar.

Upload file system

Upload new file

Category	Workshops
Description	
File	Choose File No file chosen
Upload	

- ✓ Workshops
- Surveys
- Newsletters
- Report

- ① **Category:** choose the type of the file
- ② **Description:** type description the file
- ③ **File:** choose the file which you want to upload
- ④ **Upload:** click "upload", and then the file will be uploaded to the server

2) File management

The following is a file management menu. You can edit and delete the file uploaded to the server.

File management

Workshops

- Workshop 1: Presentation (English) [Edit](#) || [Delete](#)
- Workshop 1: Presentation (Lao) [Edit](#) || [Delete](#)

Surveys

- Vehicle operating condition survey [Edit](#) || [Delete](#)
- Transport attitude survey [Edit](#) || [Delete](#)
- Vehicle operating condition survey [Edit](#) || [Delete](#)

Newsletters

- Vol1: Only Lao [Edit](#) || [Delete](#)
- Vol1: Only English [Edit](#) || [Delete](#)
- Vol2: Only English [Edit](#) || [Delete](#)
- Vol3: Only English [Edit](#) || [Delete](#)

Report

- Inception Report (English) [Edit](#) || [Delete](#)
- Progress Report I: Summary (Lao) [Edit](#) || [Delete](#)
- Progress Report I: Summary (English) [Edit](#) || [Delete](#)

- **Edit**

① Choose a file that you need to edit

Upload file system

Category	Workshops ▾
Description	Workshop 1: Presentation
File	<input type="button" value="Choose File"/> No file chosen
<input type="button" value="Update"/> <input type="button" value="Cancel"/>	

② **Category:** edit category

③ **Description:** edit description

④ **File:** Select a new file or unselect it will use old file

⑤ **Update or Cancel:** click "Update" to finish uploading or "Cancel" to cancel uploading

- **Delete**

Click "Delete" when you want to delete the file from server.

2.3 Users management

When you want to add new user, edit or remove existing user, access “Users management”.

The screenshot shows a web application interface for 'Low-emission Transport Study'. The header includes logos for the Lao People's Democratic Republic and JICA (Japan International Cooperation Agency). The navigation menu includes: Home, About the study, EV in the world, EV Opportunities in Laos, Model Project Concept, Download. The main content area is titled 'User management' and contains a table of users. A callout box highlights the 'User management' table.

User management

[Add news](#)

No	Username	Firstname Lastname	Option
1	admin	Phonesouphanh THEPBANDITH	Edit Delete

welcome to manage panel, admin

[News system](#)
[Download management](#)
[Users management](#)
[Logout](#)

1) Add news

User management

Add users

Username	<input type="text"/>
Password	<input type="password"/>
Confirm Password	<input type="password"/>
Firstname	<input type="text"/>
Lastname	<input type="text"/>
<input type="button" value="Add"/> <input type="button" value="Cancel"/>	

- ① **Username:** fill username or email.
- ② **Password:** fill password
- ③ **Confirm Password:** fill password again
- ④ **Firstname:** type first name
- ⑤ **Lastname:** type last name
- ⑥ **Add:** click add button to finish.

2) Edit

The screenshot shows a 'User management' form with the following fields and buttons:

Username	admin
Firstname	Phonesouphanh
lastname	THEPBANDITH

Buttons: Update, Reset

Link: [Change password?](#)

Numbered callouts: 1 (Username), 2 (Firstname), 3 (lastname), 4 (Update button), 5 (Change password? link)

- ① **Edit username to login**
- ② **Edit firstname**
- ③ **Edit lastname**
- ④ **Update:** Click update button to confirm.
- ⑤ **Change password:** If you need to change user password to just click change password.

The screenshot shows the 'Change password' section of the 'User management' form:

Old password: (callout a)

New Password: (callout b)

Confirm password: (callout c)

Change button

- a: type the old password
b: type the new password
c: type the new password again to confirm it.

Click change button to update new password.

3) Delete

If you need to delete some user, you just click delete button of the user. Then the following alert box will be shown, just click OK button to confirm deletion.



