

Government of Nepal

Ministry of Physical Infrastructure & Transport

**Department of Roads**

# **USER MANUAL**

For Admin Panel of Website

Prepared By:

Department of Roads

**Planning and Monitoring Branch**

**HMIS-ICT Unit**

## Table of Contents

CONTENT:.....

    Homes:.....

    Contents:.....

    Projects: .....

INFORMATION: .....

    News: .....

    Notice:.....

    Downloads: .....

PUBLICATION: .....

    Category:.....

GALLERY: .....

    Banner:.....

    Albums: .....

MISC: .....

Circular: .....

### **CONTENT:**

Content is defined as something that is to be expressed through some medium, as speech, writing, or any of various arts. These are divided into three types:

- Homes
- Projects
- Contents

## Homes:

It is a home page heading and content which is added as default. It can be edited only.

1. Click content > home> click >edit>fill all content>click submit.

The screenshot displays the 'Homes' management page in the Admin Panel. The page title is 'Homes' with a subtitle 'Add, edit, delete homes and more'. The sidebar on the left contains navigation links: Dashboard, Content, Homes, Contents, Projects, Information, Publications, Gallery, Users, and Misc. The main content area features a 'Home Management' breadcrumb and a 'List of Homes' table. The table has columns for SN, Home Heading, Updated On, and Action. Two entries are visible:

SN	Home Heading	Updated On	Action
1	तपाईंलाई सडक विभागमा स्वागत छ।	16 Jun, 2015	<a href="#">Edit</a>
2	महानिर्देशकको सन्देश	23 Nov, 2015	<a href="#">Edit</a>

Below the table, it indicates 'Showing 1 to 2 of 2 entries' and includes pagination controls for 'Previous', '1', and 'Next'.

2. Fill the edit form provided by homes. The sample form is shown in fig below:

### ≡ Edit Home Form

Home Heading ( Nepali )


Home Heading ( English )

Home Uri

Short Description ( Nepali )


Short Description ( English )

Home Description ( Nepali )



आउदैछ..... सडक विभाग ।।।

Home Description ( English )



Department of Roads (DoR) had been established along with Department of Building after splitting from Public Works Department (PWD) in 2027 B.S.

Mr. Dipti Jung Thapa became the chief Engineer of DoR and served as such from 2027 till 2032 BS.

During Rana regime, there was a road office named "Bato Kaj Goshwara" and "Chhembhadel Adda" for construction & maintenance of Civil Engineering works. There were branch offices such as "Banaune Adda" for other parts of the country. Then "Naya Bato Kaj Goshwara" and "Purano Bato Goshwara" were established for new construction and maintenance works respectively. An army unit called "Samarjung" used to carry out the routine maintenance under the "Purano Bato Kaj Goshwara".


Page Title ( Nepali )

Page Title ( English )

Meta Tags

Meta Description

Attachment



[Select image](#)

Show In

Status

- At last, clicks submit to save the edited file.

### Contents:

It is a content heading. Here, you can add new content, edit, delete and published or unpublished.

- Click content > contents > click published to published added contents > click delete to delete added delete > click edit for edit > fill all content > click submit > click add content to add new content.

The screenshot displays the 'Content Management' section of the Admin Panel. The main area shows a table titled 'List of Contents' with the following data:

SN	Content Heading	Published	Updated On	Action
1	HMIS	<input type="checkbox"/>	07 Sep, 2015	<a href="#">Edit</a> <a href="#">Delete</a>
2	Equipment	<input checked="" type="checkbox"/>	06 Oct, 2015	<a href="#">Edit</a> <a href="#">Delete</a>
3	About DoR	<input checked="" type="checkbox"/>	15 Oct, 2015	<a href="#">Edit</a> <a href="#">Delete</a>
4	Features of the MTC Training	<input checked="" type="checkbox"/>	15 Jul, 2015	<a href="#">Edit</a> <a href="#">Delete</a>
5	DOR Projects	<input type="checkbox"/>	23 Nov, 2015	<a href="#">Edit</a> <a href="#">Delete</a>
6	links	<input checked="" type="checkbox"/>	16 Jun, 2015	<a href="#">Edit</a> <a href="#">Delete</a>
7	DoR Vision & Mission	<input checked="" type="checkbox"/>	28 Jun, 2015	<a href="#">Edit</a> <a href="#">Delete</a>
8	Dor Objectives	<input checked="" type="checkbox"/>	18 Nov, 2015	<a href="#">Edit</a> <a href="#">Delete</a>
9	Oraganisation Structure	<input checked="" type="checkbox"/>	28 Jun, 2015	<a href="#">Edit</a> <a href="#">Delete</a>
10	DoR Personnels	<input checked="" type="checkbox"/>	18 Nov, 2015	<a href="#">Edit</a> <a href="#">Delete</a>

The interface also includes a sidebar with navigation options, a search bar, and pagination controls at the bottom showing 'Showing 1 to 10 of 67 entries'.

- Fill the edit form provided by contents. The sample form is shown in fig below:

≡ Add Content Form

Parent

Content Heading ( Nepali ) \*

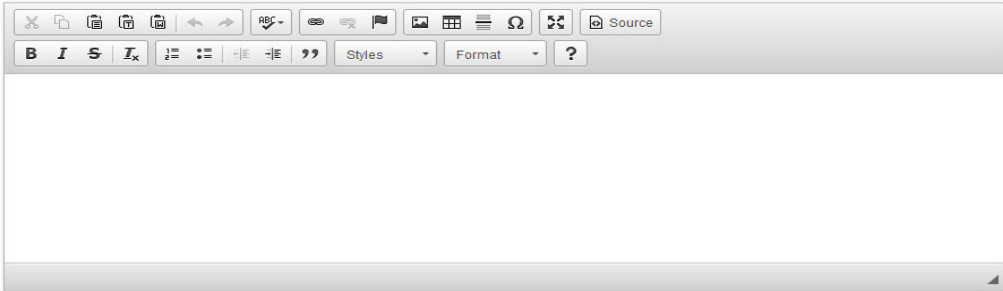
Content Heading ( English ) \*

Content Uri \*   
Note: valid characters are alpha numeric, - (dash)

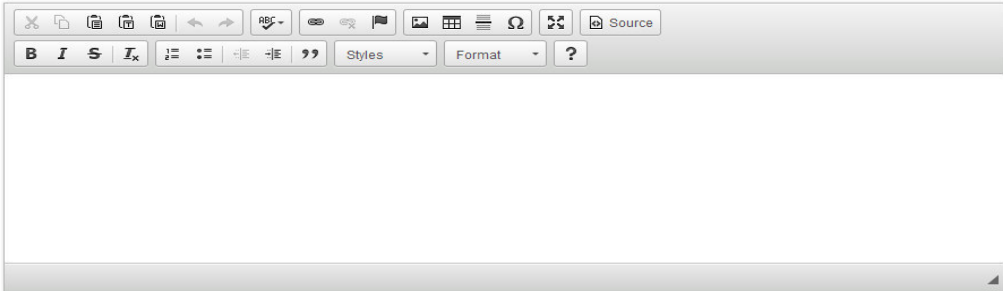
Short Description ( Nepali )

Short Description ( English )

Content Description ( Nepali ) \*



Content Description ( English ) \*



Page Title ( Nepali )

Page Title ( English )

Meta Tags

Meta Description



Select image

Add Attachment Fields (Please use file size Maximum 5 MB.)

Document title   No file selected.

Show In  Header  Footer

Status

- At last, clicks submit to save the edited file.

## Projects:

Here, you can add projects of DOR from where you edit, delete, published or unpublished and add projects.

1. Click content > projects > click published to published projects > click delete to delete projects > click edit to edit project > click add projects to add projects.

The screenshot shows the 'Project Management' section of the DOR Admin Panel. The main content area displays a 'List of Projects' table with the following data:

SN	Project Heading	Published	Updated On	Action
1	Dhulikhel Sindhuli Bardibas Road Project	<input checked="" type="checkbox"/>	28 Jun, 2015	<a href="#">Edit</a> <a href="#">Delete</a>
2	Kakarbhitta-Charali	<input checked="" type="checkbox"/>	25 Jun, 2015	<a href="#">Edit</a> <a href="#">Delete</a>
3	Kanti Lokpath Road Project	<input checked="" type="checkbox"/>	28 Jun, 2015	<a href="#">Edit</a> <a href="#">Delete</a>
4	Kathmandu Valley Road Improvement Project	<input checked="" type="checkbox"/>	28 Jun, 2015	<a href="#">Edit</a> <a href="#">Delete</a>
5	Road Network Development Project (RNDP)	<input checked="" type="checkbox"/>	28 Jun, 2015	<a href="#">Edit</a> <a href="#">Delete</a>
6	Road Maintenance & Development Project (RMDP)	<input checked="" type="checkbox"/>	28 Jun, 2015	<a href="#">Edit</a> <a href="#">Delete</a>
7	Road Sector Development Project (RSDP)	<input checked="" type="checkbox"/>	28 Jun, 2015	<a href="#">Edit</a> <a href="#">Delete</a>
8	Road Sector Development Project (RSDP) Project Under Preperation	<input type="checkbox"/>	28 Jun, 2015	<a href="#">Edit</a> <a href="#">Delete</a>
9	Division Sadak Kanyalaya	<input type="checkbox"/>	24 Sep, 2015	<a href="#">Edit</a> <a href="#">Delete</a>
10	Midhill west	<input checked="" type="checkbox"/>	08 Oct, 2015	<a href="#">Edit</a> <a href="#">Delete</a>

The table shows 10 entries out of 17 total. The 'Published' column contains checkboxes, and the 'Action' column contains 'Edit' and 'Delete' links. Two checkboxes in the 'Published' column and two 'Delete' links in the 'Action' column are circled in red. A '+ Add Project' button is visible in the top right corner of the main content area.

2. Fill the edit form provided by projects. The sample form is shown in fig below:

**≡ Add Project Form**

Project Heading ( Nepali ) \*

Project Heading ( English ) \*

Project Uri \*   
Note: valid characters are alpha numeric, - (dash) and \_ (underscore)

Short Description ( Nepali )

Short Description ( English )

Project Description ( Nepali ) \*

Rich text editor toolbar with icons for Undo, Redo, Bold, Italic, Underline, Bulleted List, Numbered List, Link, Unlink, Text Color, Background Color, Table, Table Border, Source, and Help.

Project Description ( English ) \*

Rich text editor toolbar with icons for Undo, Redo, Bold, Italic, Underline, Bulleted List, Numbered List, Link, Unlink, Text Color, Background Color, Table, Table Border, Source, and Help.

Page Title ( Nepali )

Page Title ( English )

Meta Tags

Meta Description

Project Class :  Project Ref No:

Project Link Code :  Project BT:

Project GR :  Project ER:

Project UC :  Project PL:

Search Map :

Map of Nepal showing Kathmandu and Annapurna Conservation Area. A red pin is placed in the central region of Nepal.

Latitude :  Longitude:

Zoom:

Status



3. At last, clicks submit to save the edited file.

## INFORMATION:

Information means what is conveyed or represented by a particular arrangement or sequence of things. These are divided into 6 types:

- News
- Notice
- Downloads

## News:

1. Click information > click news > click published to published or unpublished > click delete to delete news > click add news to add new news > click edit to edit news.

The screenshot shows the 'News Management' interface in the Admin Panel. The sidebar on the left contains navigation options: Dashboard, Content, Information, News, Notice, Tender Notice, Press, Downloads, Bills, Publications, Gallery, and Users. The main content area is titled 'News Management' and includes a '+ Add News' button. Below this is a 'List of News' section with a search bar and a table of news entries.

SN	News Heading	Published	Updated On	Action
1	News About E-bidding	<input checked="" type="checkbox"/>	12 Jul, 2015	<a href="#">Edit</a> <a href="#">Delete</a>
2	PMEU_UNIT_Progress_Format_part 1	<input checked="" type="checkbox"/>	12 Jul, 2015	<a href="#">Edit</a> <a href="#">Delete</a>
3	PMEU_UNIT_Progress_Format_part 2	<input checked="" type="checkbox"/>	12 Jul, 2015	<a href="#">Edit</a> <a href="#">Delete</a>
4	Telephone List	<input checked="" type="checkbox"/>	12 Jul, 2015	<a href="#">Edit</a> <a href="#">Delete</a>
5	Quarterly Progress Report Grievance Redressal System	<input checked="" type="checkbox"/>	16 Jul, 2015	<a href="#">Edit</a> <a href="#">Delete</a>

Showing 1 to 5 of 5 entries

Navigation: ← Previous 1 Next →

2. Fill the edit form provided by news. The sample form is shown in fig below:

**Add News Form**

News Heading ( Nepali ) \*

News Heading ( English ) \*

News Url \*   
Note: valid characters are alpha numeric, - (dash) and \_ (underscore)

Short Description ( Nepali )

Short Description ( English )

News Description ( Nepali ) \*

News Description ( English ) \*

Page Title ( Nepali )

Page Title ( English )

Published Date \*

Meta Tags

Meta Description

Attachment   
  
[Select Attachment](#)

Status

[Submit](#) [Cancel](#)

3. At last, clicks submit to save the edited file.

**Notice:**

It means a statement telling someone that an agreement, job, etc.

1. Click information> notice > click published to published added contents > click delete to delete added delete > click edit for edit > fill all content > click submit > click add notice to add new notice.

The screenshot shows the 'Notice Management' section of the Admin Panel. The sidebar on the left contains various navigation options. The main content area displays a table titled 'List of Notices' with the following data:

SN	Notice Heading	Published	Updated On	Action
1	List of Shortlisted Consulting Firms Mid Hill Western Section	<input checked="" type="checkbox"/>	12 Jul, 2015	<a href="#">Edit</a> <a href="#">Delete</a>
2	Letter of Intention of Acceptance RFP NO 12.071.72 Bridge Branch Inbox x	<input checked="" type="checkbox"/>	12 Jul, 2015	<a href="#">Edit</a> <a href="#">Delete</a>
3	TPPF-PPC-2 : Notice of Award of Contract Project Directorate/ADB	<input checked="" type="checkbox"/>	16 Jul, 2015	<a href="#">Edit</a> <a href="#">Delete</a>
4	Intention to Award Cosnultancy Service MidHill Western Section 06/26/2015	<input checked="" type="checkbox"/>	16 Jul, 2015	<a href="#">Edit</a> <a href="#">Delete</a>

Below the table, it indicates 'Showing 1 to 4 of 4 entries' and provides navigation buttons for 'Previous', '1', and 'Next'.

2. Fill the edit form provided by notice. The sample form is shown in fig below:

**≡ Add Notice Form**

Notice Heading ( Nepali ) \*

Notice Heading ( English ) \*

Notice Uri \*  
Note: valid characters are alpha numeric, - (dash) and \_ (underscore)

Short Description ( Nepali )

Short Description ( English )

Notice Description ( Nepali ) \*

Notice Description ( English ) \*

Page Title ( Nepali )

Page Title ( English )

Published Date \*

Meta Tags

Meta Description

Attachment

Status

3. At last, clicks submit to save the edited file.

## Downloads:

1. Click information> downloads > click published to published added contents > click delete to delete added delete > click edit for edit > fill all content > click submit > click add download to add new downloaded file.

The screenshot displays the 'Downloads' management interface. On the left is a teal sidebar with navigation links. The main area has a dark header with 'DOR Department of Roads, Chakupat Lalitpur' and a user profile 'sunil'. Below the header, there's a breadcrumb 'Download Management' and an '+ Add Download' button. The central part features a 'List of Downloads' table with the following data:

SN	Download Title	Published	Updated On	Action
1	document edit	<input checked="" type="checkbox"/>	28 Jun, 2015	<a href="#">Edit</a> <a href="#">Delete</a>
2	New eng	<input type="checkbox"/>	28 Jun, 2015	<a href="#">Edit</a> <a href="#">Delete</a>

Below the table, it says 'Showing 1 to 2 of 2 entries' with 'Previous', '1', and 'Next' navigation buttons.

2. Fill the edit form provided by download. The sample form is shown in fig below:

The screenshot shows the 'Add Download Form' page. The sidebar is consistent with the previous screenshot. The main area has a dark header with 'DOR Department of Roads, Chakupat Lalitpur' and a user profile 'sunil'. Below the header, there's a breadcrumb 'Download Management > Add Download' and an '+ Add Download' button. The central part features an 'Add Download Form' with the following fields:

- Download Heading ( Nepali ) \*
- Download Heading ( English ) \*
- Download Url \*
- Published Date \*
- Attachment: A circular placeholder with the text 'NO IMAGE AVAILABLE' and a 'Select Attachment' button below it.
- Status: A dropdown menu currently showing 'Unpublished'.

At the bottom of the form are 'Submit' and 'Cancel' buttons.

3. At last, clicks submit to save the edited file.

## PUBLICATION:

### Category:

Here you can add heading of different projects report named as category heading. It also contains heading of different publications.

1. Click publication>category> click published to published added contents > click delete to delete added delete > click edit for edit > fill all content > click submit > click add category to add new category.

DOR Department of Roads, Chakupat Lalitpur sunil

Category Management + Add Category

List of Categories

10 records per page Search:

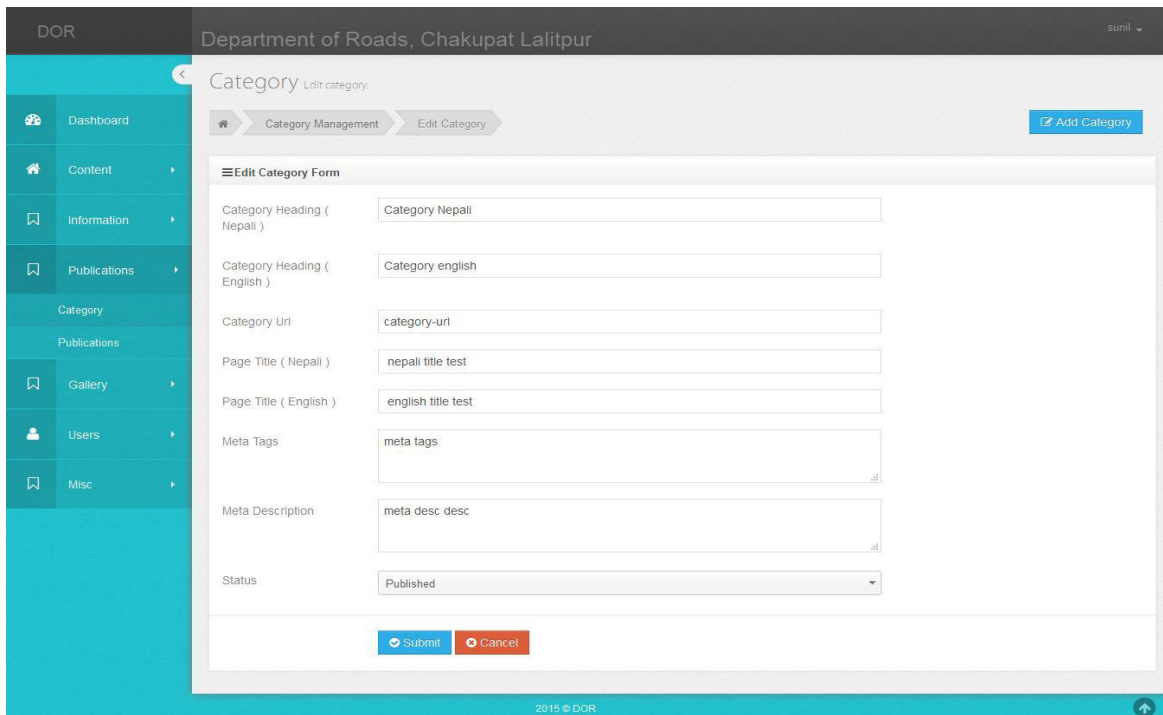
SN	Category Heading	Published	Updated On	Action
1	Category english	<input checked="" type="checkbox"/>	20 May, 2015	<a href="#">Edit</a> <a href="#">Delete</a>
2	english category	<input checked="" type="checkbox"/>	26 May, 2015	<a href="#">Edit</a> <a href="#">Delete</a>

Showing 1 to 2 of 2 entries

← Previous 1 Next →

**Publications:**

1. Click publication > input content given below > click submit to save in filled category.



The screenshot displays the 'Edit Category Form' within the Admin Panel. The interface includes a sidebar with navigation options: Dashboard, Content, Information, Publications, Category, Publications, Gallery, Users, and Misc. The main content area shows the 'Edit Category Form' with the following fields:

- Category Heading ( Nepali ): Category Nepali
- Category Heading ( English ): Category english
- Category Uri: category-uri
- Page Title ( Nepali ): nepali title test
- Page Title ( English ): english title test
- Meta Tags: meta tags
- Meta Description: meta desc desc
- Status: Published

At the bottom of the form, there are 'Submit' and 'Cancel' buttons. The footer of the page indicates '2015 © DOR'.

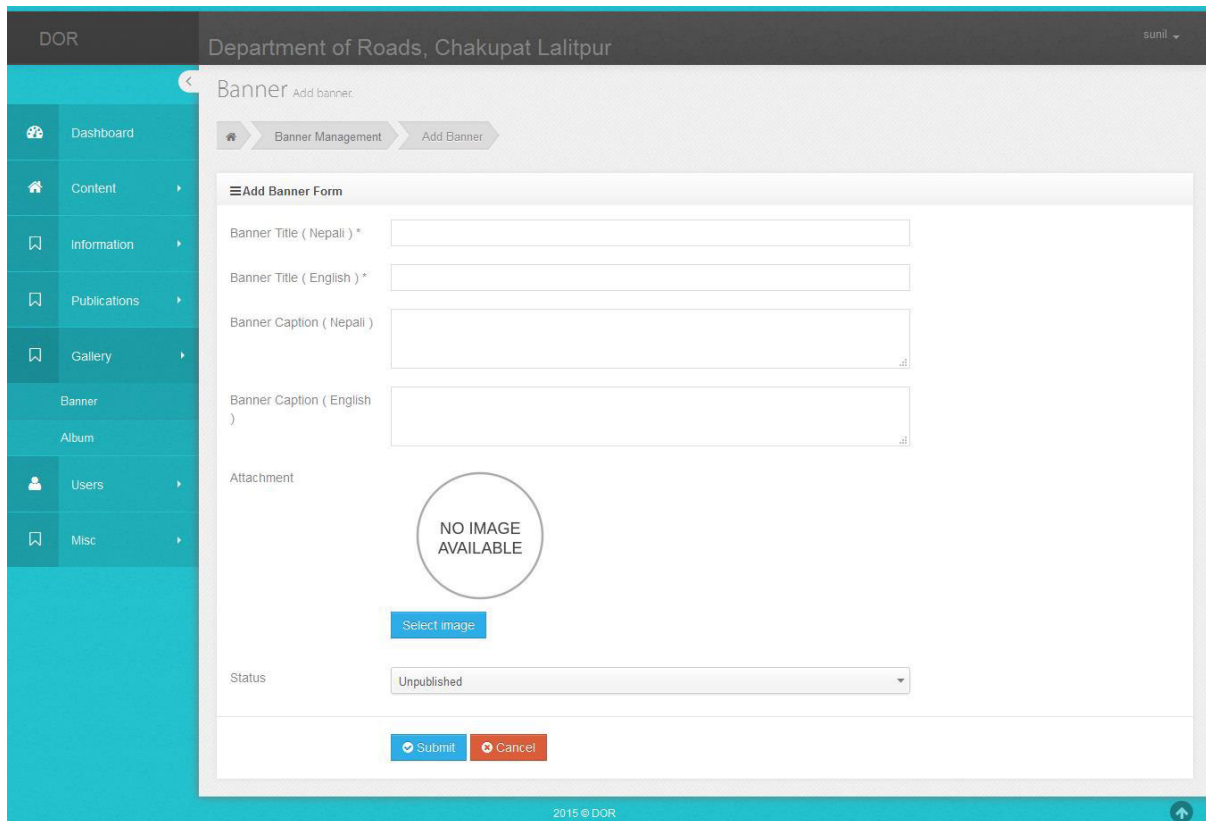
2. At last, clicks submit to save the edited file.

## GALLERY:

Collection of picture called gallery.

## Banner:

1. Click gallery > banner > click edit to edit banner picture > click delete to delete banner picture > click add banner to add banner.
2. Fill the form provided by banner. The sample form is shown in fig below:



The screenshot shows the 'Add Banner' form in the admin panel. The form is titled 'Banner Add banner:' and is located under 'Banner Management' > 'Add Banner'. The form includes the following fields and elements:

- Banner Title ( Nepali ) \***: Text input field.
- Banner Title ( English ) \***: Text input field.
- Banner Caption ( Nepali )**: Text input field.
- Banner Caption ( English )**: Text input field.
- Attachment**: A circular placeholder with the text 'NO IMAGE AVAILABLE' and a 'Select image' button below it.
- Status**: A dropdown menu currently set to 'Unpublished'.
- Buttons**: 'Submit' (blue) and 'Cancel' (red) buttons at the bottom.

The footer of the page shows '2015 © DOR' and a user profile icon.

3. At last, clicks submit to save the edited file.



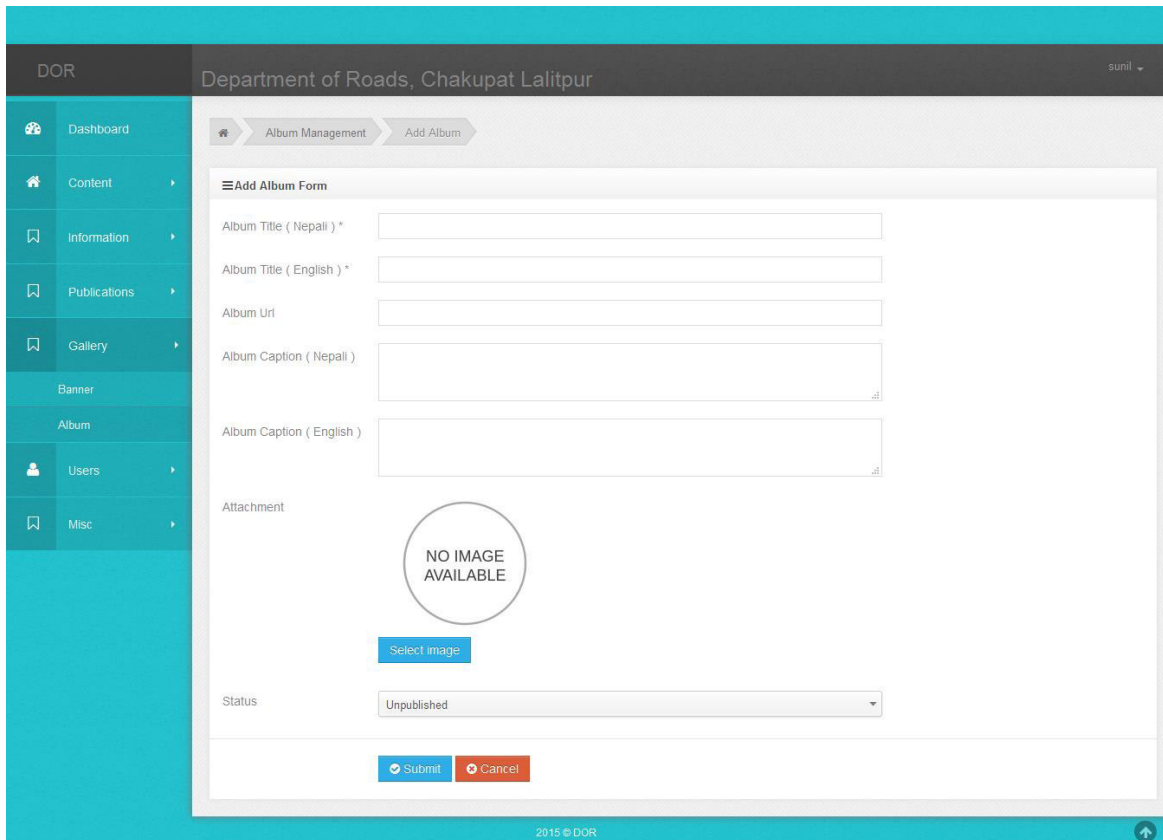
## Albums:

1. Click album>banner> click published to published added contents > click delete to delete added delete > click edit for edit > fill all content > click submit > click add banner to add new banner.

2. To add more images in album click add images and fill the content as shown below:

3. At last, clicks submit to save the edited file.

4. Click add album to add new album and fill shown content below:  
Click album > click add new album > fill all shown content > click submit.



The screenshot displays the 'Add Album Form' in the Admin Panel. The form includes the following fields and elements:

- Album Title ( Nepali ) \***: Text input field.
- Album Title ( English ) \***: Text input field.
- Album Uri**: Text input field.
- Album Caption ( Nepali )**: Text input field.
- Album Caption ( English )**: Text input field.
- Attachment**: A section containing a 'Select image' button and a placeholder image with the text 'NO IMAGE AVAILABLE'.
- Status**: A dropdown menu currently set to 'Unpublished'.
- Submit** and **Cancel** buttons at the bottom of the form.

The sidebar on the left contains the following menu items: Dashboard, Content, Information, Publications, Gallery, Banner, Album, Users, and Misc. The top header shows 'DOR' and 'Department of Roads, Chakapat Lalitpur'.

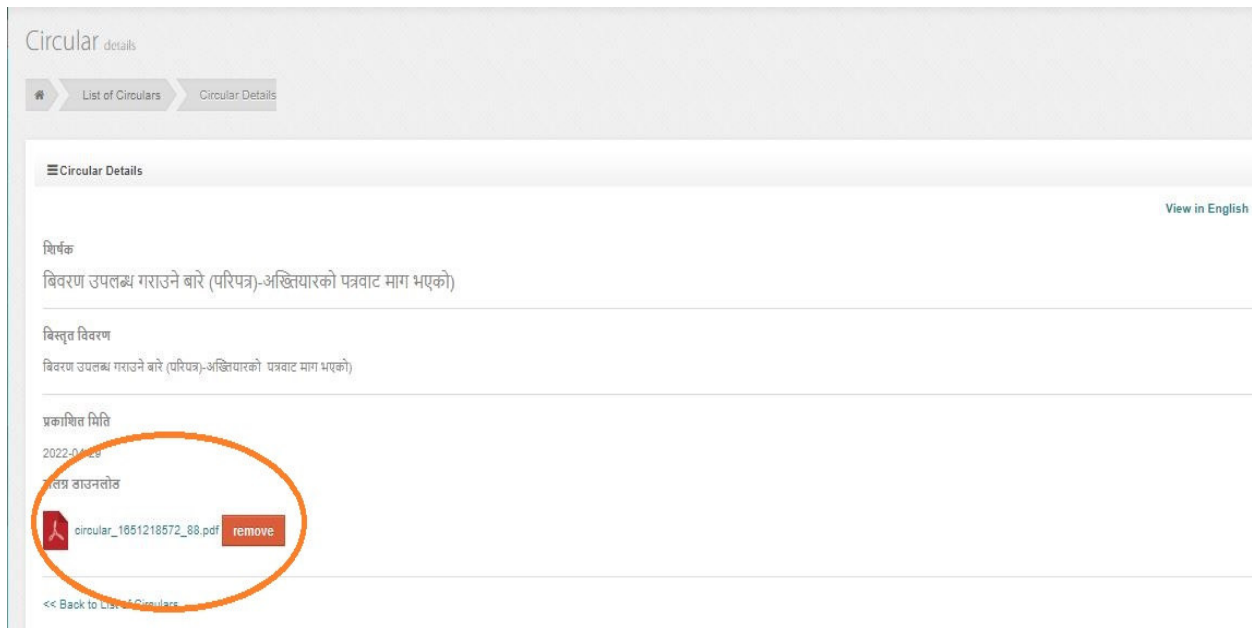
5. At last, clicks submit to save the edited file.

## Circular

Please click at the 'Private Circular' circle to view and download the circular. Instead this, you shall click at the 'Misc' Tab to view the circular to be shown.



Click at 'View' bottom; click at the URL shown for particular circular.



Click at the download icon as shown on the following image at the top of the circular page opens so as to download it to your local drive.

Please choose the destination to save it to your device.

circular\_1651218572\_88.pdf

1 / 5 | - 100% + | [Download] [Share]

1

2

नेपाल सरकार  
भौतिक पूर्वाधार तथा यातायात मन्त्रालय  
सडक विभाग  
योजना तथा अनुगमन महाशाखा  
(योजना अनुगमन तथा मूल्यांकन शाखा)

ई-मेल: dor.pmeu@gmail.com  
फोन नं.: ०१-५००५५२२

पत्र संख्या: पि.एम.ई.यू. (२) ०८८/७९  
च.नं.: C78-१२२८

हाल: चाकुपाट, ललितपुर।  
मिति:-२०७९/०९/१४

विषय: विवरण उपलब्ध गराउने सम्बन्धमा।

श्री स.वि. सम्भार महाशाखा, चाकुपाट, ललितपुर।  
श्री स.वि. योजना तथा अनुगमन महाशाखा, चाकुपाट, ललितपुर।  
श्री स.वि. पुल महाशाखा, चाकुपाट, ललितपुर।