

USER MANUAL

GUIDELINES FOR ADMIN USERS
MAY 2013

1. GETTING STARTED

Welcome to administrative user guide! This user manual will assist you in working with administrative module. Before you begin please make sure that you have your Username and Password to log into an administrative section.

Logging In

To log into an administrative section

1. Open any browser as per your convenience and type the following URL: http:
2. You will see the following page.

Please enter your username and password	
Username	<input type="text"/>
Password	<input type="password"/>
<input type="button" value="Login"/> forgot password?	

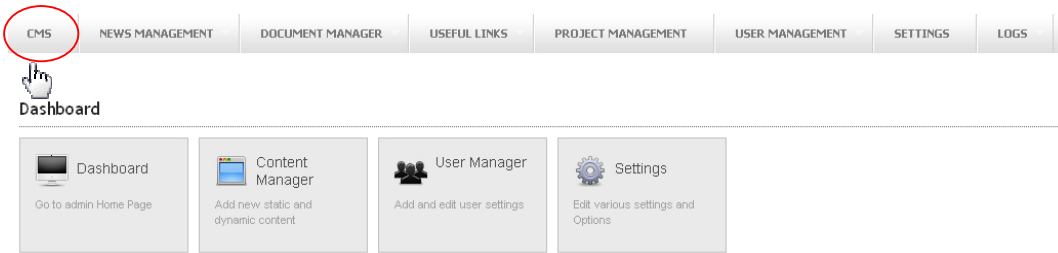


3. Provide your username and password and click on *Login* to open your administrator homepage.

2. MANAGE CMS

1. Click on the 1st link of the menu bar "**CMS**". You can add, edit and delete the menus from the website.

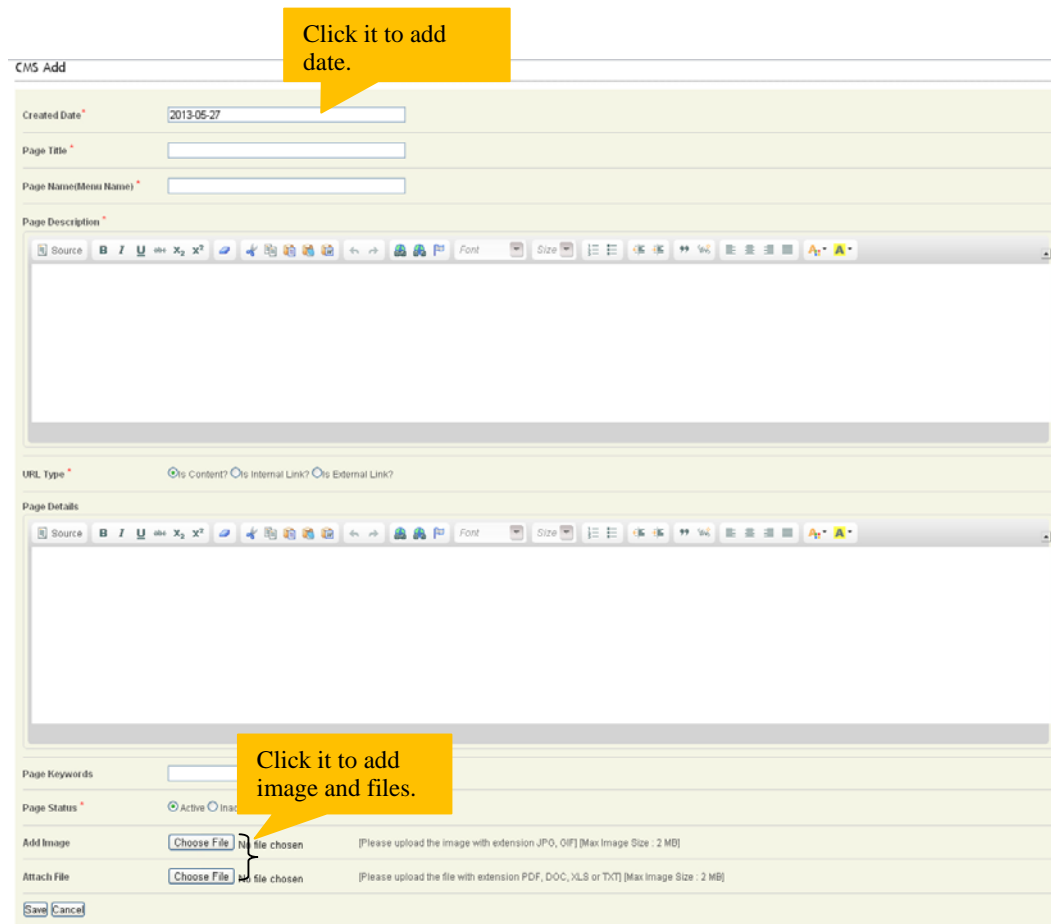
Administrator User Guide



2. You can see the page of CMS.



3. Click on the link "+ Add Page" to add new CMS page. You can see the page of "CMS Add". Add the required fields and click on button "Save" to save the modified content or click on button "Cancel" to cancel the process.



Edit Content

1. Click on the link **"Edit"** to edit the content.

CMS

[+ Add Page](#)

S.No	Creation Date	Title	URL	Status	Action
1	May 10, 2013	Who we are	who-we-are-14.html		
2	May 10, 2013	What we do	what-we-do-15.html		
3	May 10, 2013	How we do it	how-we-do-it-16.html		

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2. You can see **Page Edit** page. Change the required fields and click on button **"Save"** to save the modified content or click on button **"Cancel"** to cancel the process.

CMS Edit

Created Date*

Page Title*

Page Name(Menu Name)*

Page Description*

Source **B** **I** **U** **X₂** **X₂**

Who we are

URL Type* Content? Internal Link? External Link?

Page Details

Source **B** **I** **U** **X₂** **X₂**

Improving Governance and Accountability underpins the agenda of the Government of Nepal (GoN) for building a New Nepal that is prosperous, peaceful and just. Strengthening Public Financial Management (PFM) is a key element of the GoN's strategy for strengthening governance, optimizing outputs from public resources and for ensuring inclusive and broad-based development. Donor Partners have also been expressing their concern about the increasing deterioration of the PFM systems in the country (as evidenced by the growing indiscipline in budget execution, weak and ineffective expenditure controls and lack of transparency in procurement), that poses significant fiduciary risks to donor financed projects as well. Overall, there has been increasing demand for effective use of resources provided for development efforts in order to ensure value for money through a sound PFM system and for better results measured through technical reviews of performance. The GoN's intention of establishing a sound PFM system that will ensure the transparent, efficient, economical and accountable use of budgetary resources and donor funds has resulted in several initiatives to strengthen PFM in Nepal.

Nepal's PFM performance benchmarks were measured as of July 2007. The GoN initiated the process with the support of the World Bank and in collaboration with other development partners, which assessed the performance of the country's PFM systems in comparison with internationally accepted benchmarks. This assessment followed the Public Financial Management Performance Measurement Framework prepared by Public Expenditure Working Group (World Bank, IMF and Joint Donor Public Expenditure and Financial Accountability Unit, available at <http://www.pefa.org/Documents.htm>). The methodology examined the soundness of the PFM framework by rating 28+3 indicators (the three are related to donor practices) using specific criteria provided by the guidelines. The scope of the assessment covered **fiscal and debt management, budget formulation, budget execution, internal controls, procurement, accounting and reporting, auditing, transparency and external scrutiny** based on specific criteria for ratings for each indicator provided in the methodological document provided in the Public Financial Management Performance Measurement Framework (PFM) document.

Page Keywords

Page Status* Active Inactive

[Download Image](#) [Remove Image](#)

Add Image No file chosen [Please upload the image with extension JPG, GIF] [Max Image Size : 2 MB]










Attach File No file chosen [Please upload the file with extension PDF, DOC, XLS or TXT] [Max Image Size : 2 MB]

Delete Content

1. Click on the link **"Delete"** to delete the content. You can see the page of **Delete Content Management**.

CMS

+ Add Page










S.No	Creation Date	Title	URL	Status	Action
1	May 10, 2013	Who we are	who-we-are-14.html	✔	  
2	May 10, 2013	What we do	what-we-do-15.html	✔	  
3	May 10, 2013	How we do it	how-we-do-16.html	✔	  

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2. You can see the alert message box. Click on **"OK"** to delete it or click on **"Cancel"** to cancel the process.

CMS

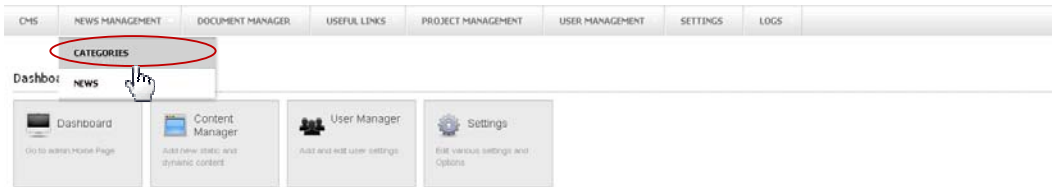
+ Add Page

S.No	Creation Date	Title	URL	Status	Action
1	May 10, 2013	Who we are		✔	  
2	May 10, 2013	What we do		✔	  
3	May 10, 2013	How we do it	how-we-do-16.html	✔	  

The page at 192.168.50.5 says:
Are you sure you want to delete this page?
OK Cancel

3. MANAGE NEWS

1. Click on the 2nd link of the menu bar **"News Management"** and after that click on sub-menu **"Categories"**.



2. You can see the page of **Category**. Fill the category name and click **"Save"** to save the category.

News Category






Category Name

Category Name (in Korean)

Category Status Active Inactive

Save Cancel

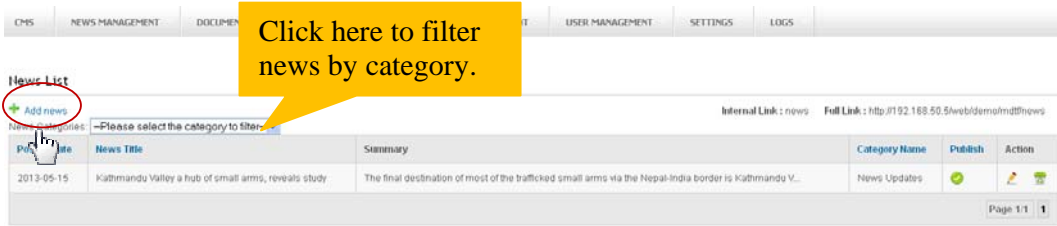
News Category List

SN	Category Name	Category Name (in Korean)	URL	Status	Action
1	What's New	이민 새로운 기쁨	/news/whats-new-4.html	✔	 Cannot be deleted
2	Press Releases	보도 자료	/news/press-releases-3.html	✔	 Cannot be deleted
3	Activities	Activities	/news/activities-2.html	✔	 Cannot be deleted
4	Notice	Notice	/news/notice-1.html	✔	 

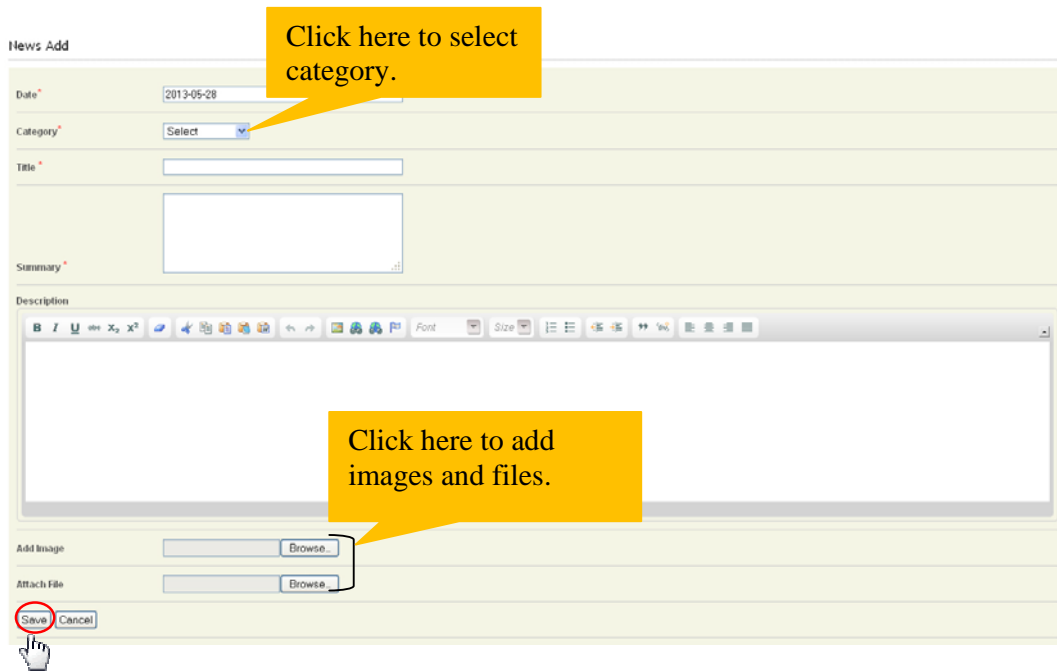
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To manage the news Add News

1. Click on 2nd sub-menu **"News"** to add new news. You can see the page of **"News List"**



2. Click on the link "**+Add Page**" to add new news content in top left of the page. You can see the page of **Add News Management**. Fill all the required fields and click on button "**Save**" to add the new content or click on button "**Cancel**" to cancel the process.



Edit News

1. Click on the link "**Edit**" to edit the news.



2. You can see the page of **News Edit**. Change the required fields and click on button "**Save**" to save the modified content or click on button "**Cancel**" to cancel the process.

News Edit

Date* 2013-05-15

Category* News Updates

Title* Kathmandu Valley a hub of small arms, reveals st.

Summary* The final destination of most of the trafficked small arms via the Nepal-India border is Kathmandu Valley, a study has revealed.

Description

The final destination of most of the trafficked small arms via the Nepal-India border is Kathmandu Valley, a study has revealed.

The recent research conducted jointly by the Small Arms Survey (SAS), Nepal Armed Violence Assessment (NAVA) and Interdisciplinary Analysts estimates Kathmandu Valley is currently housing more than 10,000 of the total 395,000 privately-owned illegal firearms throughout the country. According to available data, only 55,000 of the weapons are registered.

The research attributes the high density of illegal firearms in the Valley to various factors, including hooliganism, high-end organised and economically motivated crime.

"Being the political and economic centre of the country, the Kathmandu valley has long been affected by violence and armed group activity," the report says.

"Armed groups here have extended their links to other urban centres in the country, where they pursue similar activities, including extortion and smuggling of various kinds." The study also briefly outlines the link between armed groups in the Capital and politicians. "At various times, all political parties have been shown to have connections with controversial individuals and businessmen," the report states. It divides the types of armed groups operating in the Capital as clandestine groups, politically affiliated groups and youth organisations of political parties.

Download Image Remove Image

Add Image Browse...

Download File Remove File

Attach File Browse...

Save Cancel

Delete News

1. Click on the link "**Delete**" to delete the news.

CMS NEWS MANAGEMENT DOCUMENT MANAGER USEFUL LINKS PROJECT MANAGEMENT USER MANAGEMENT SETTINGS LOGS

News List

Internal Link : news Full Link : http://192.168.50.5/web/demoinst/news

News Categories: --Please select the category to filter--

Posted Date	News Title	Summary	Category Name	Publish	Action
2013-05-15	Kathmandu Valley a hub of small arms, reveals study	The final destination of most of the trafficked small arms via the Nepal-India border is Kathmandu V...	News Updates		

Page 1 of 1

2. You can see the alert message box. Click on "**OK**" to delete it or click on "**Cancel**" to cancel the process.

Are you sure you want to delete this news?

OK Cancel

News List

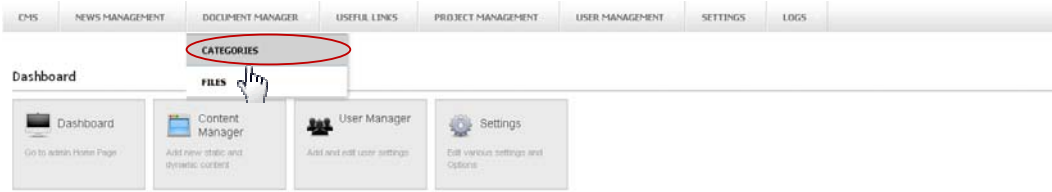
Internal Link : news Full Link : http://192.168.50.5/web/demoinst/news

Posted Date	News Title	Summary	Category Name	Publish	Action
2013-05-15	Kathmandu Valley a hub of small arms, reveals study	The final destination of most of the trafficked small arms via the Nepal-India border is Kathmandu V...	News Updates		

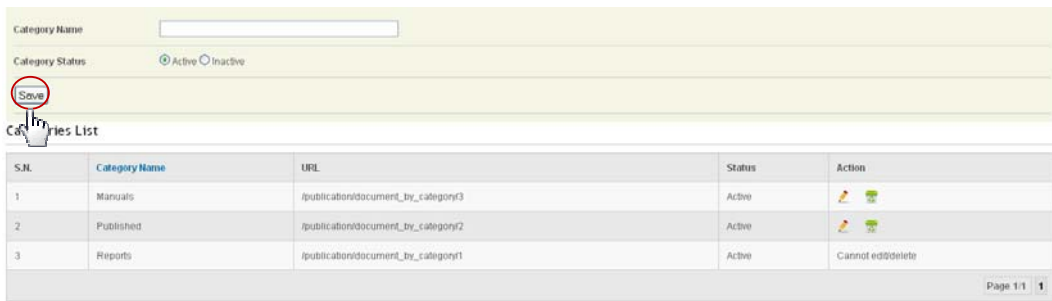
Page 1 of 1

4. MANAGE DOCUMENT

1. Click on the 3rd link of the menu bar "**Document Manager**" and after that click on sub-menu "**Categories**".

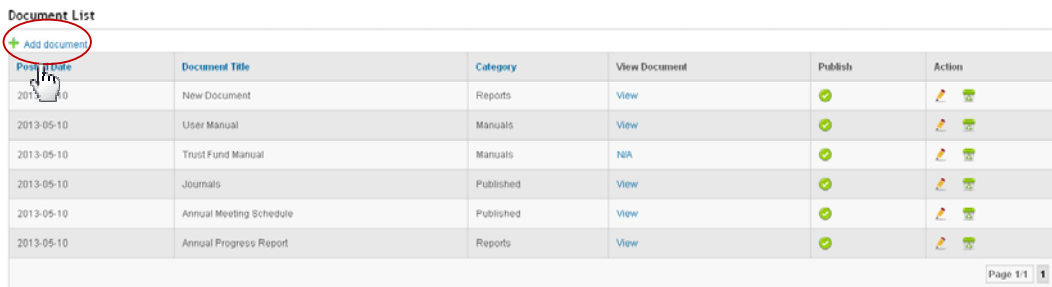


2. You can see the page of **Category**. Fill the category name and click "**Save**" to save the category.



To add document

1. Click on 2nd sub-menu "**Files**" to add new documents. You can see the page of "**Document List**"



2. Click on the link "**+ Add Document**" to add new documents. You can see the page of "**Document Add**". Fill all the required fields and click on button "**Save**" to new profile or click on button "**Cancel**" to cancel the process.

Click here to select category.

Click here to add image.












The screenshot shows a form for creating a document. It includes fields for Date (2013-05), Category (a dropdown menu), Title, Summary, and Description (a rich text editor). Below the description are fields for 'Add Image' and 'Attach File', each with a 'Browse...' button. At the bottom left, there are 'Save' and 'Cancel' buttons. A yellow callout points to the 'Category' dropdown, and another yellow callout points to the 'Add Image' field. A mouse cursor is pointing at the 'Save' button.

Edit Document

1. Click on the link "**Edit**" to edit the Profile.

Document List

+ Add document

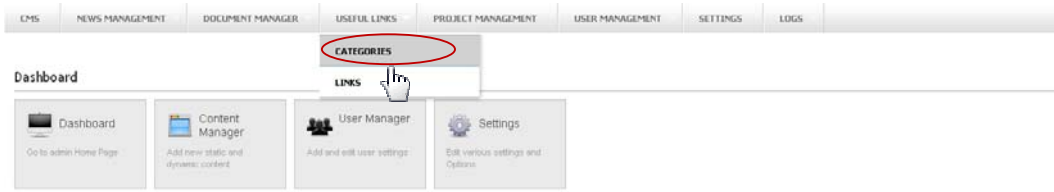
Posted Date	Document Title	Category	View Document	Publish	Action
2013-05-10	New Document	Reports	View	✓	 
2013-05-10	User Manual	Manuals	View	✓	 
2013-05-10	Trust Fund Manual	Manuals	N/A	✓	 
2013-05-10	Journals	Published	View	✓	 
2013-05-10	Annual Meeting Schedule	Published	View	✓	 
2013-05-10	Annual Progress Report	Reports	View	✓	 

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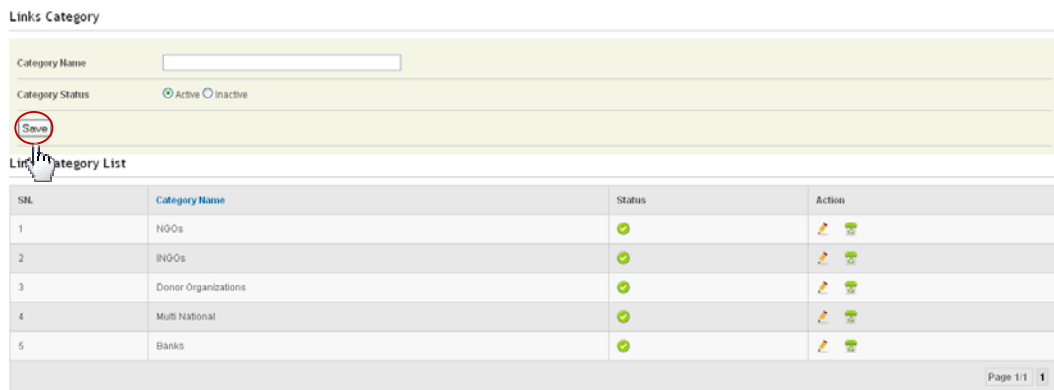
2. You can see the page of **Document Edit**. Change the required fields and click on button "**Save**" to save the modified content or click on button "**Cancel**" to cancel the process.

5. MANAGE LINKS

1. Click on the 4th link of the menu bar **"Useful Links"** and after that click on sub-menu **"Categories"**.

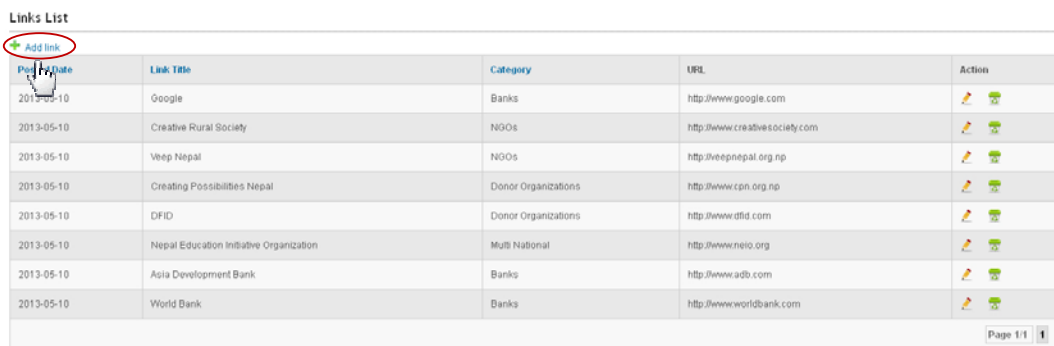


2. You can see the page of **Link Category**. Fill the category name and click **"Save"** to save the category.



To add links

1. Click on 2nd sub-menu **"Links"** to add new links. You can see the page of **"Links List"**



3. Click on the link **"+ Add Links"** to add new links. You can see the page of **"Link Add"**. Fill all the required fields and click on button **"Save"** to new links or click on button **"Cancel"** to cancel the process.

Link Add

Date: 2013-05-28

Category: **Select**

Title:

URL:

Image: (Please upload the file with extension JPG, GIF or PNG) (Max Image Size : 90x90 px and 2 MB).

Click here to select category.

Edit Link

1. Click on the link **"Edit"** to edit the Profile.

Links List

[+ Add link](#)

Posted Date	Link Title	Category	URL	Action
2013-05-10	Google	Banks	http://www.google.com	
2013-05-10	Creative Rural Society	NGOs	http://www.creativesociety.com	
2013-05-10	Veep Nepal	NGOs	http://veepnepal.org.np	
2013-05-10	Creating Possibilities Nepal	Donor Organizations	http://www.cpn.org.np	
2013-05-10	DFID	Donor Organizations	http://www.dfid.com	
2013-05-10	Nepal Education Initiative Organization	Multi National	http://www.neio.org	
2013-05-10	Asia Development Bank	Banks	http://www.adb.com	
2013-05-10	World Bank	Banks	http://www.worldbank.com	

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2. You can see the page of **Link Edit**. Change the required fields and click on button **"Save"** to save the modified link or click on button **"Cancel"** to cancel the process.

Link Edit

Date: 2013-05-10

Category: **Select**

Title: Google

URL: http://www.google.com

Image: (Please upload the file with extension JPG, GIF or PNG) (Max Image Size : 90x90 px and 2 MB).

Delete Link

1. Click on the link **"Delete"** to delete the links.

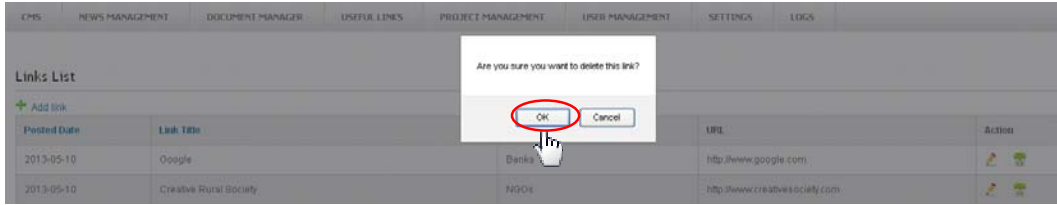
Links List

[+ Add link](#)

Posted Date	Link Title	Category	URL	Action
2013-05-10	Google	Banks	http://www.google.com	
2013-05-10	Creative Rural Society	NGOs	http://www.creativesociety.com	
2013-05-10	Veep Nepal	NGOs	http://veepnepal.org.np	
2013-05-10	Creating Possibilities Nepal	Donor Organizations	http://www.cpn.org.np	
2013-05-10	DFID	Donor Organizations	http://www.dfid.com	
2013-05-10	Nepal Education Initiative Organization	Multi National	http://www.neio.org	
2013-05-10	Asia Development Bank	Banks	http://www.adb.com	
2013-05-10	World Bank	Banks	http://www.worldbank.com	

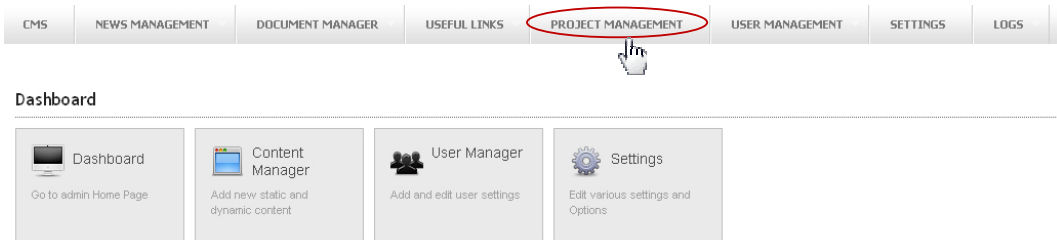
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2. You can see the alert message box. Click on "**OK**" to delete it or click on "**Cancel**" to cancel the process.



6. MANAGE PROJECT

1. Click on the 5th link of the menu bar "**Project Management**".



1. You can see the page of **Project List**. Click on the link "+ **Add Projects**" to add new projects.



2. Then you can see the page of "**Add Project**". Fill all the required fields and click on button "**Save**" to new projects or click on button "**Cancel**" to cancel the process.

Administrator User Guide

Add Project

* denotes mandatory fields

Click here to select category.

Edit Project

1. Click on the link "**Edit**" to edit the Projects.

Projects List

[+ Add Projects](#)

Date	Title	Implementing Agency	Status	Action
2013-05-20	Test Project	Implementing Agency	Inactive	 


2. You can see the page of **Edit Project**. Change the required fields and click on button "**Submit**" to save the modified project or click on button "**Cancel**" to cancel the process.

Administrator User Guide

Edit Project

* denotes mandatory fields

Date*	2013-05-20
Project ID*	12345
Title*	Test Project
Effective Date*	2013-05-21
Closing Date*	2017-05-31
Grant Amount*	200000000
Implementing Agency*	Implementing Agency
Task Team Leader	Task Team Leader
Description	Description
Objective	Objective
Key Results	
Project Status	Inactive
Download Image Remove Image	
Add Image:	<input type="text"/> <input type="button" value="Browse..."/>
<small>(Max Image Size : 2 MB)</small>	
Download File Remove File	
Project Paper:	<input type="text"/> <input type="button" value="Browse..."/>
<small>(Max File Size : 5 MB)</small>	
Download File Remove File	
Financial Agreement:	<input type="text"/> <input type="button" value="Browse..."/>
<small>(Max File Size : 5 MB)</small>	
Download File Remove File	
AM:	<input type="text"/> <input type="button" value="Browse..."/>
<small>(Max File Size : 5 MB)</small>	
Download File Remove File	
Management Letter:	<input type="text"/> <input type="button" value="Browse..."/>
<small>(Max File Size : 5 MB)</small>	
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	



Delete Project

1. Click on the link "**Delete**" to delete the links.

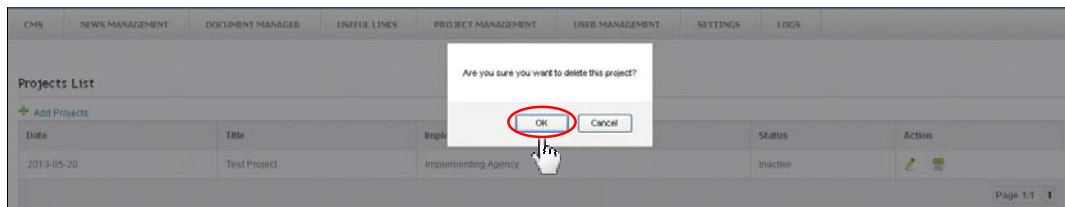
Projects List

[+ Add Projects](#)

Date	Title	Implementing Agency	Status	Action
2013-05-20	Test Project	Implementing Agency	Inactive	

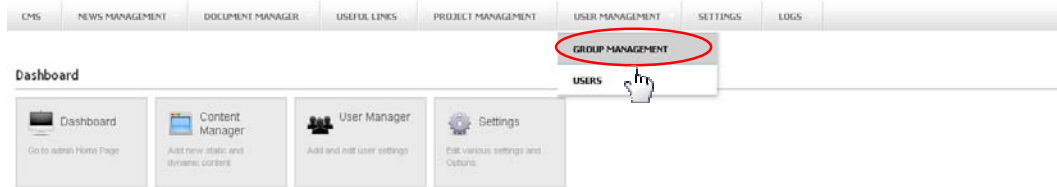


2. You can see the alert message box. Click on "**OK**" to delete it or click on "**Cancel**" to cancel the process.



7. MANAGE USER MANAGEMENT

1. Click on the 6th link of the menu bar "**User Management**" and after that click on sub-menu "**Group Management**".



2. You can see the page of **User Types**.



3. Click on the link "+ **Add User Category**". You can also select category to whom privilege is to be given. Fill all the required fields and click on button "**Save**" to save the content.



Add Users

1. Click on 2nd sub-menu "**Users**" to add new users. You can see the page of "**Users List**".



2. Click on the link "+ **Add Users**" to add new users. Fill all the required fields and click on button "**Save**" to save the page.

Administrator User Guide

User Add

Date *	<input type="text" value="2013-05-24"/>
First Name *	<input type="text"/>
Middle Name	<input type="text"/>
Last Name *	<input type="text"/>
Email *	<input type="text"/>
Address	<input type="text"/>
Phone	<input type="text"/>
Mobile No	<input type="text"/>
Groups *	<input type="text" value="Select User Group"/>
Username *	<input type="text"/>
Password *	<input type="password"/>
Re-Password *	<input type="password"/>

