

Configure Website

1. Setting Views
2. Add New Portlet
3. Delete Existing Portlet
4. Interchanging the positions of two Portlets
5. Sharing Portlets with other views/websites
6. Setting the Main Link
7. Add a new Sub-organisation
8. Add new Items in the Sub Menus
9. Formatting Sub-menus
10. Add new Items in the Mega menu

1. Setting the website views

- SelectSite Tree ->CBZ Setting
- Select the checkboxes against the views which are required for the website.
- Click “Save” button for saving the settings.

2. Add a new portlet

- SelectStructure -> Taxonomy
- Click on “list Term” of “Portlet (Level-1)”. It will display the portlets list. The List can be filtered by selecting/typing specific values in the dropdown/textboxes and then clicking on “Apply” button. The filtering should be used to check duplicity of portlets in the website.
- Click on “Add Term” link of appears at the top of the page to add a new portlet. A form for adding new portlet appears where you need to select option one by one and fill the data regarding the new portlet.
- Click “View Setting” and select the view in which this portlet is to be displayed.
- Click “Portlet Details” and fill the following data under the option
 - Select the “Portlet Position” of the new portlet.
 - Enter the “Portlet Order” no. of the new portlet in that portlet position for the selected view.
 - Select “New Portlet” option if the portlet you are adding does not exist in other views of the organisation’s website or in the websites of other organisations of the department. Otherwise select “Existing Portlet” option. If “Existing Portlet” option is selected then select the name of the existing portlet in the dropdown displayed below.
 - Select “Not sharable” option if you don’t want this portlet to be shared in other views or other Organisation’s websites of the department. Otherwise select “Sharable” option.
 - Choose the image file for the portlet from the hard disk and click on the upload button. The image will be uploaded and will display there.
 - Click “Content Page” and enter the “Name” of the New/Existing portlet.
- Click “Upload File” and upload the portlet image under the image option
- Click “Domain Setting” and ensure that the checkbox against the website is selected. If not selected then click on the checkbox to select it.

- Click “Language” dropdown and select the desired language for the portlet from the dropdown.
- Please ensure that the checkbox against the “Published” is selected. If not selected then click on the checkbox to select it.
- Click “Save” button to save the portlet configuration data.

3. Delete a portlet

- Select Structure -> Taxonomy
- Click on “list Term” of “Portlet (English)”. It will list the portlets.
- Click on the checkboxes against the portlets to be deleted from the website.
- Select “Delete Item” option under the operations dropdown.
- Click on “Execute” button.
- Click on “Confirm” button displayed in another page for confirmation of the deletion.

4. Interchanging position of portlets (say position of Portlet-1 and Portlet-2 to be inter-changed)

The procedure for interchange is to place one of the inter-changing portlet (say Portlet-1) to default position, i.e. order 0, at the beginning. Then change the position of the other portlet (Portlet-2) to the position of Portlet-1 by editing the portlet-2 information. Finally, edit the Portlet-1 and change its position from default (0) to the position of Portlet-2.

5. Sharing portlet with different views or websites of various organisations of the department.

Sharing of portlet is allowed with other views of the website and also with websites of other organisations within the same department. There are two steps in sharing a portlet.

Step-1

- Edit the Portlet which need to be shared with other views or websites.
- Click “Content Page” and Select “Sharable” option
- Click “Domain Setting” and ensure that the checkbox against the website is selected. If not selected then click on the checkbox to select it.
- Please ensure that the checkbox against the “Published” is selected. If not selected then click on the checkbox to select it.
- Click “Save” button to save the portlet configuration data.

Step-2

- Click “Add Term” to use the shared portlet

- Click “Content Page” and fill the following data under the option
 - Enter the “Name” of the Sharing portlet.
 - Select “Not sharable” option
- Click “Domain Setting” and ensure that the checkbox against the website is selected. If not selected then click on the checkbox to select it.
- Click “Language” dropdown and select the desired language for the portlet from the dropdown.
- Please ensure that the checkbox against the “Published” is selected. If not selected then click on the checkbox to select it.
- Click “Save” button to save the Portlet configuration data.
- Refresh the website to see the shared Portlet.

6. Setting Main Link in the Mega Menu

- Click on the List Links Icon in the Mega Menu
- Click on “Edit Link” against the “Main” menu item.
- Type the URL of the parent website in the “Path” box.
- Select the language in the “Language” dropdown box.
- Click on the “Save” Button.

7. Add a new Sub-organisation in the organisationSub-menu

- Click on the “List Links” icon in the Mega Menu
- Click on the “Add Link”
- Type the name of the Sub-organisation in the “Menu link title” box
- Type the URL of the sub-organisation in the “Path” box.
- Select the language in the “Language” dropdown box.
- Click on the “Save” Button to save the Sub-organisation link
- The menu name will appear at the end of the list. Drag it and place it in appropriate position under the Organisations Sub-menu.
- Click on the “Save Configuration” Button.

8. Add a Sub-Menu Item under a Menu

It requires 2 steps

- a. Add term links for the Sub-Menu item.
 - b. Add the Sub-Menu Item in the menu and link it to the term link.
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- a. Add term links for the Sub-Menu item
 - Click on Structure -> Taxonomy.

- Click “Add term” against the particular Menu name.
- Type the name of the Sub-Menu Item in the “Name” box. Special characters are allowed in the name.
- Select the language in the “Language” dropdown box.
- Please ensure that the checkbox against the domain name is selected. If not, click on the checkbox to select it.
- Please ensure that the checkbox against the “Published” is selected. If not, click on the checkbox to select it.
- Click on the “Save” Button

b. Add the Sub-Menu Item in the menu

- Click on the List Links Icon in the Mega Menu
- Click on “Add Link” to add a new menu item.
- Type the name of the Sub-menu Item in the “Menu link title” box
- Type the path name in the “Path” box. (Path name is displayed in the table against the sub-menu name while click on the “List Term” against the Menu name).
- Select the language in the “Language” dropdown box.
- Click on the “Save” Button.
- The new Sub-menu name will appear at the end of the list. Drag and place it in appropriate position under the Menu.
- Click on the ‘Save Configuration’ Button.

9. Formatting a Sub-Menu

- Click “Config TB Mega Menu English” icon in Mega Menu for formatting the English menu and “Config TB Mega Menu Assamese” icon for Assamese menu.
- Click on the particular menu name and select the outer box. Enter the width of the menu as 1180 and press “Enter” key. Click on “Justify” button.
- Create 3 columns in the sub-menu by selecting the middle box and clicking on the “+” sign. Then select the last column and add the image block.
- The no. of Sub-menu options may be equally divided between the first 2 columns (if possible) by clicking on the “Right Arrow” and “Left Arrow” button at the appropriate position of the menu.
- Click on the “Save” Button to save the settings.

