Glad Admin User Guide

Login to the admin portal

Admin can login to the admin portal by accessing the link
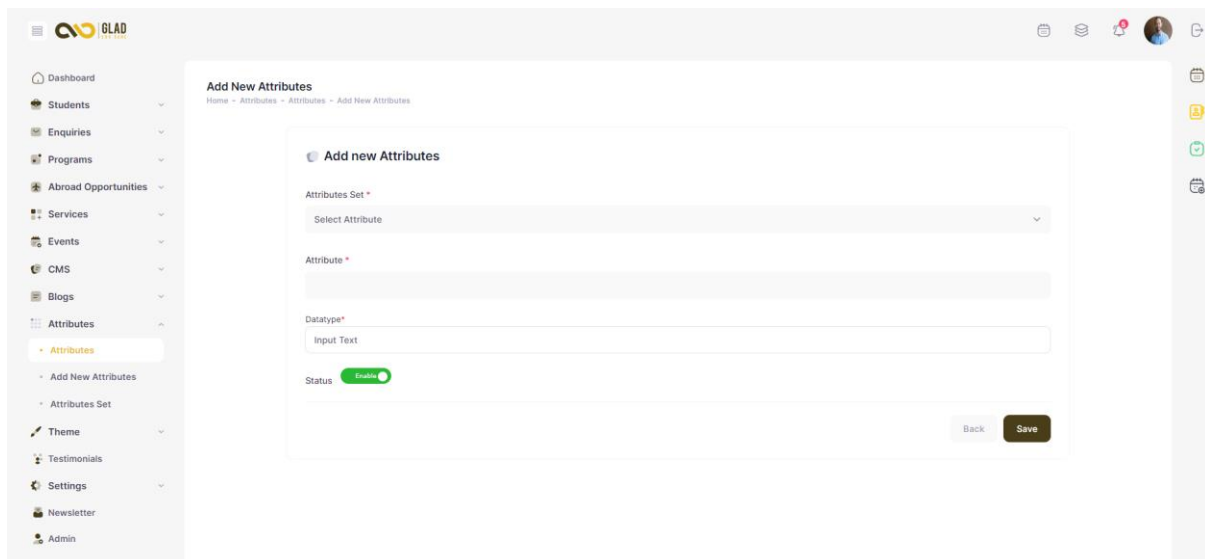
1) How to create Attributes required for Programs, Abroad Opportunity, Services, Events

Admin can create attributes from Attributes > Add New Attributes

Created attributes can view from Attributes > Attributes
It will list all the attributes created. An attribute can view from the list page by clicking the view button. From edit page user can edit or delete the attribute

2) How to Add/View/Edit/Delete Programs

Admin can create new programs from the menu Programs > Study Programs
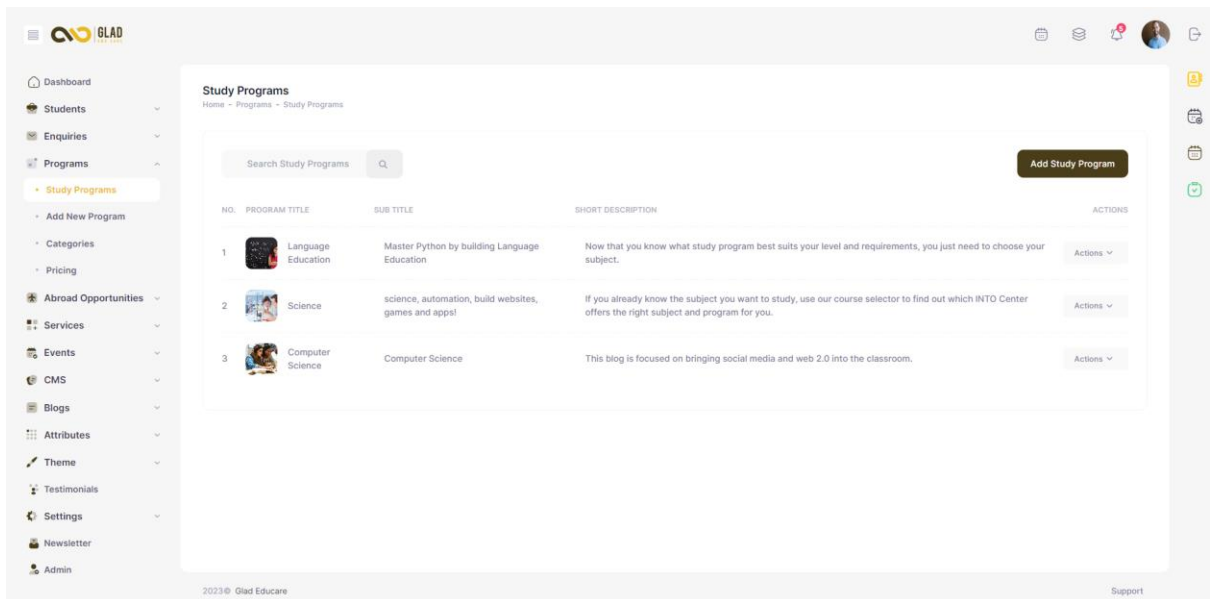
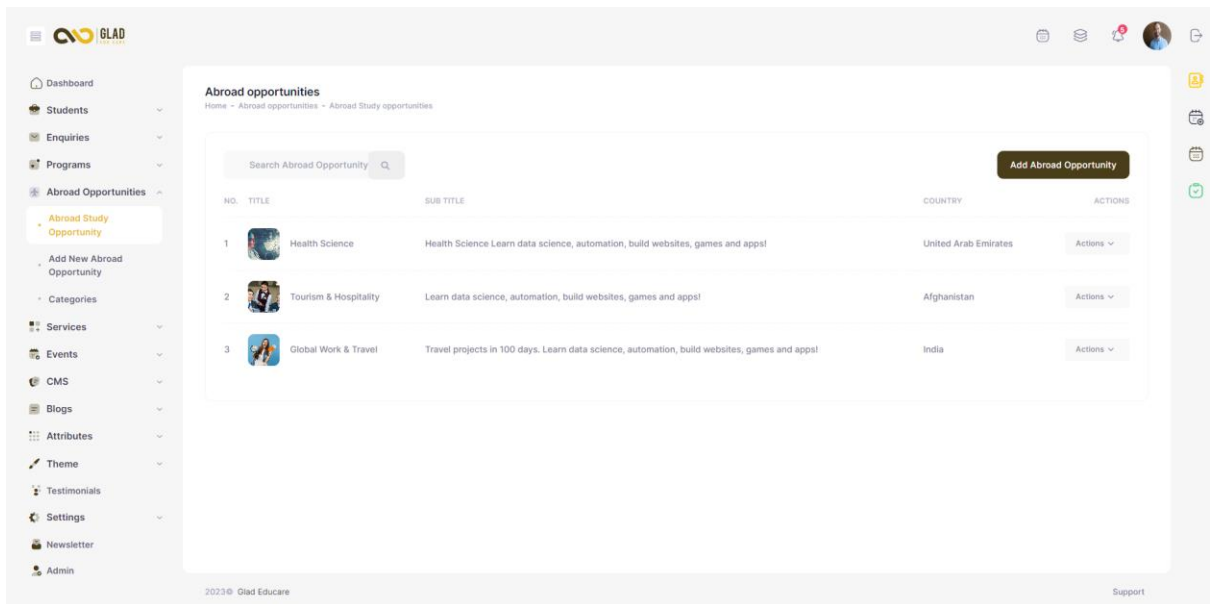Here it will list all the programs that we have already created.

We can add new program by clicking the Add Study program button from list page or by accessing the menu Programs > Add New Program

While adding a study program we can choose the attribute set, which will list all the attributes that we have already created for programs.

Category is a mandatory field while adding/updating a program. Which can be created by accessing the menu Programs > Categories

3) How to Add/View/Edit/Delete Abroad Opportunities

Admin can create new programs from the menu Abroad Opportunities > Abroad Study Opportunities

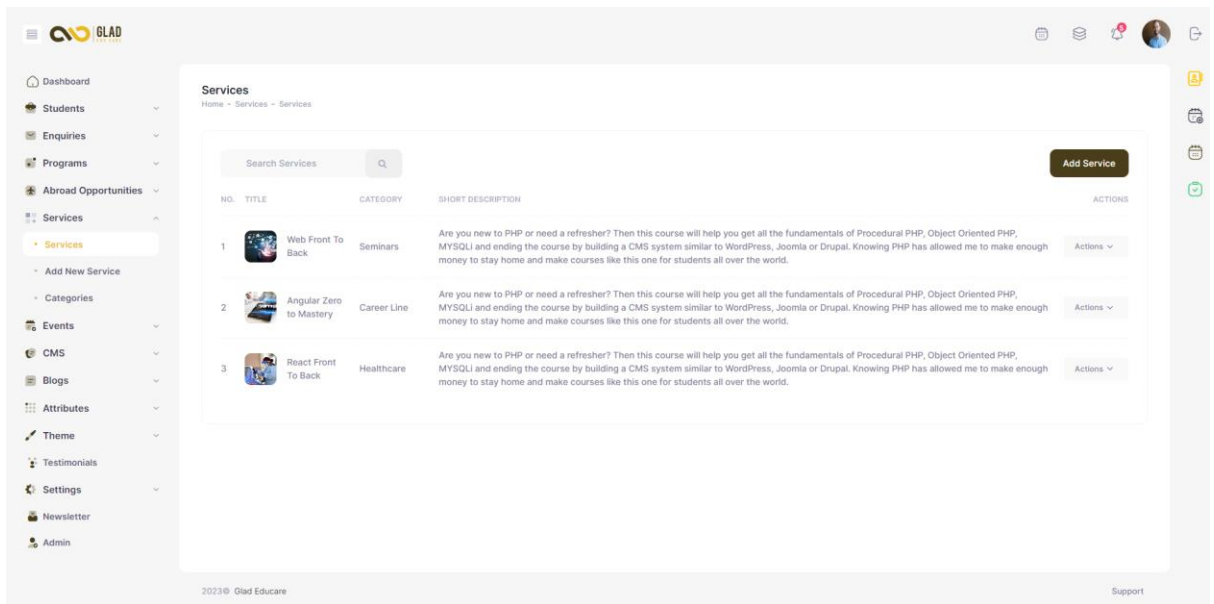Here it will list all the abroad opportunities that we have already created.

We can add new abroad opportunity by clicking the Add Study program button from list page or by accessing the menu Abroad Opportunities > Add New Abroad Opportunity

While adding an abroad opportunity we can choose the attribute set, which will list all the attributes that we have already created for abroad opportunity.

Category is a mandatory field while adding/updating an abroad opportunity. Which can be created by accessing the menu Abroad Opportunities > Categories

4) How to Add/View/Edit/Delete Services

Admin can create new programs from the menu Services > Services

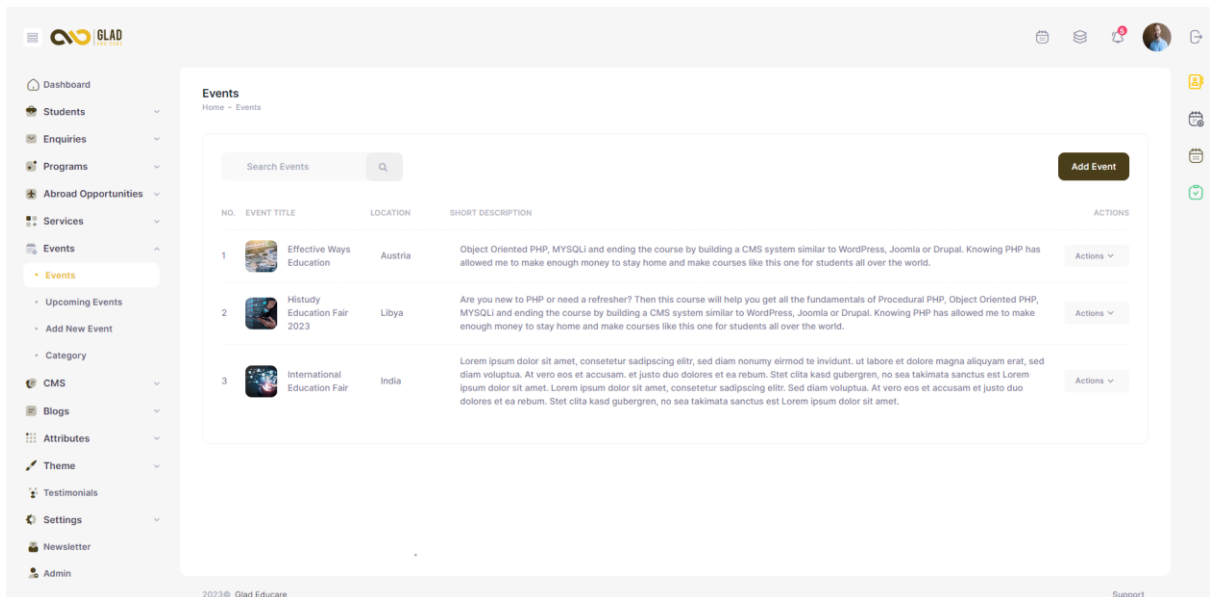Here it will list all the services that we have already created.

We can add new program by clicking the Add Service button from list page or by accessing the menu Services > Add New Service

While adding a service we can choose the attribute set, which will list all the attributes that we have already created for service.

Category is a mandatory field while adding/updating services. Which can be created by accessing the menu Services > Categories

5) How to Add/View/Edit/Delete Events

Admin can create new events from the menu Events > Events

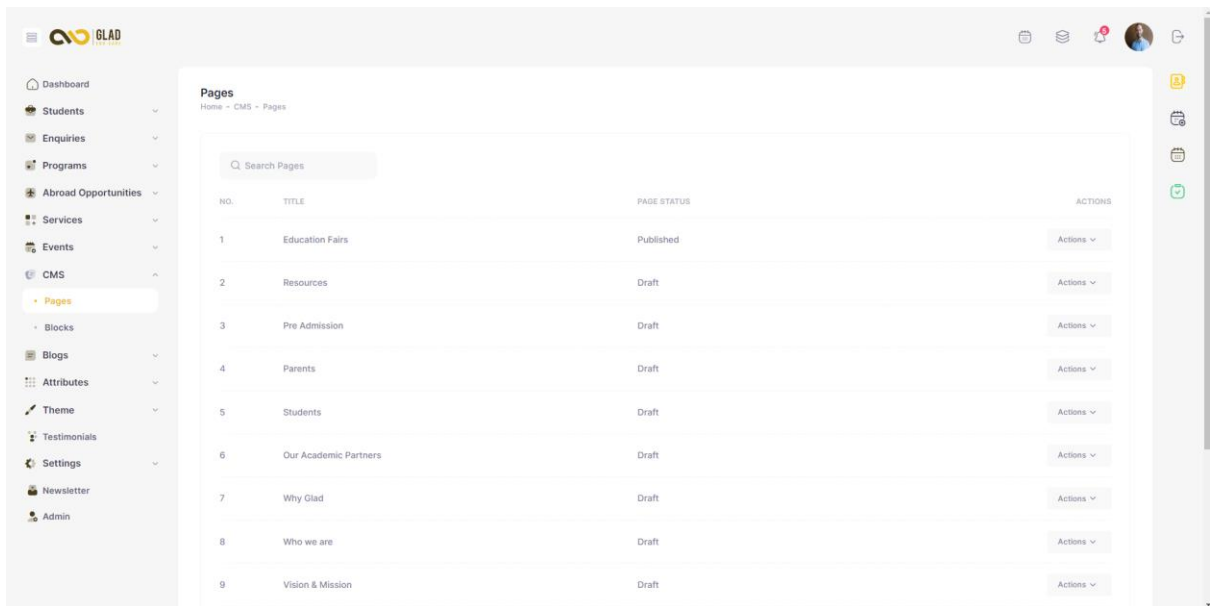Here it will list all the events that we have already created.

We can add new program by clicking the Add Service button from list page or by accessing the menu Events > Add New Event

While adding an event we can choose the attribute set, which will list all the attributes that we have already created for event.

Category is a mandatory field while adding/updating events. Which can be created by accessing the menu Events > Categories

6) How to View/Edit CMS Page content

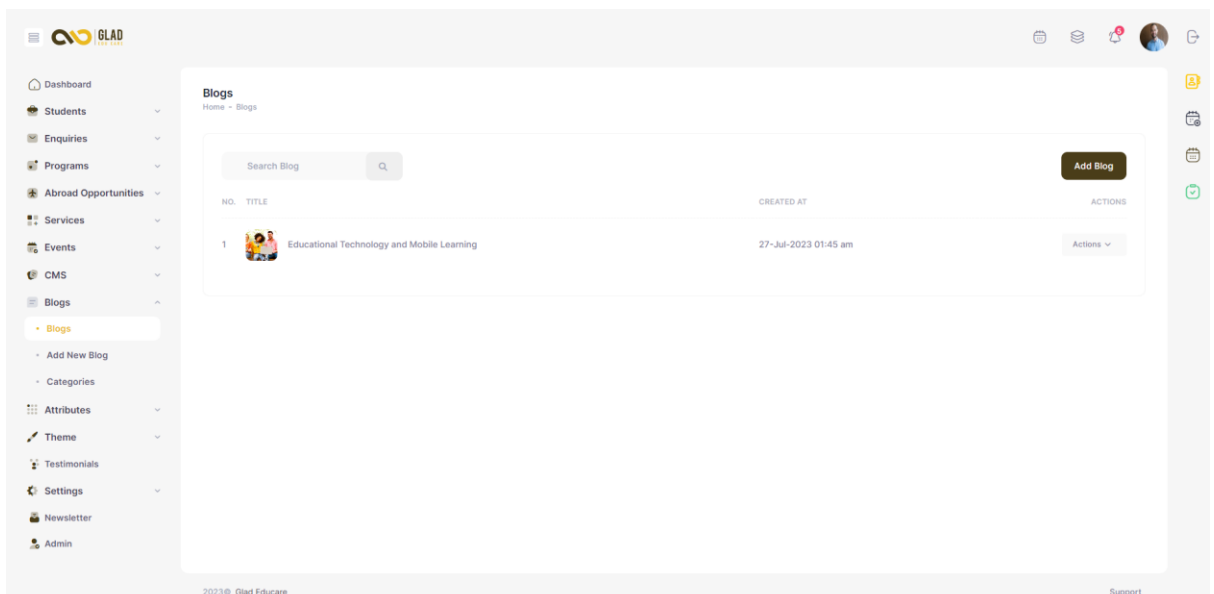Admin can update the CMS Page contents from the menu CMS > Pages

We can choose the page from list view. When clicking the action button 2 options will show, i.e., View or edit.

To Update user can view the page and can add necessary changes

7) How to Add/View/Edit/Delete Blogs

Admin can access the blogs from the menu Blogs > Blogs

Here it will list all the blogs that we have already created.

We can add new blog by clicking the Add Blog button from list page or by accessing the menu Blog > Add New Blog

Already added blog can be view/edit by clicking the action button from list page.

Category is a mandatory field while adding/updating services. Which can be created by accessing the menu Blog > Categories