

Glad Admin User Guide



Login to the admin portal



Sign In to Glad Educare

User Name

Password

Continue

Admin can login to the admin portal by accessing the link

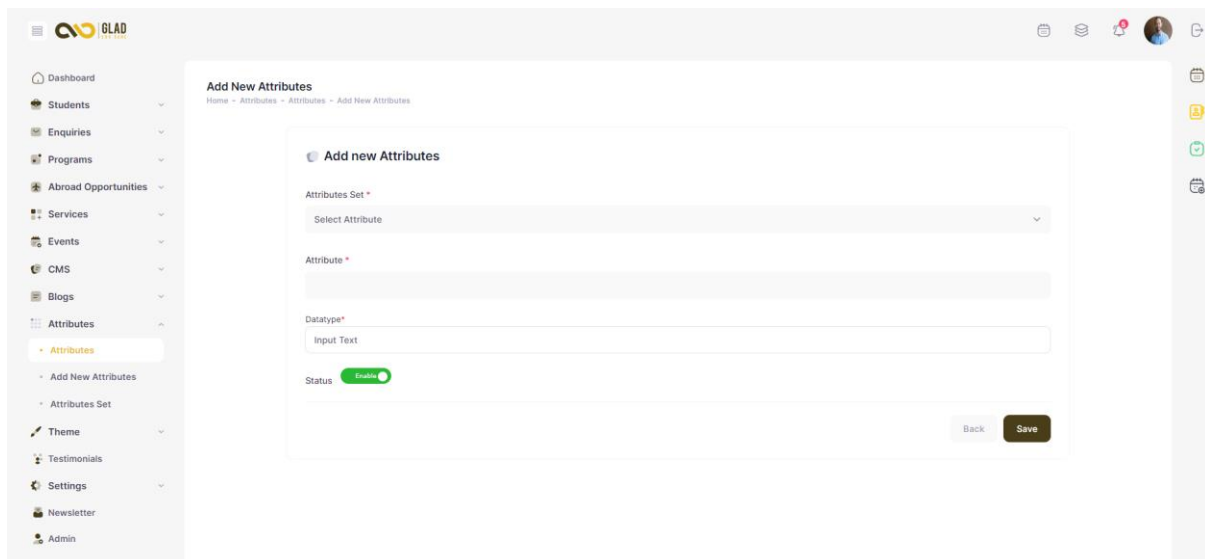
https://glad.icfonline.org/cms_admin

username : admin

password : gladadmin@2023

1) How to create Attributes required for Programs, Abroad Opportunity, Services, Events

Admin can create attributes from [Attributes > Add New Attributes](#)



The screenshot shows the 'Add New Attributes' form in the GLAD CMS admin interface. The form is titled 'Add New Attributes' and is located under the 'Attributes' menu. The form fields are:

- Attributes Set ***: A dropdown menu with the option 'Select Attribute'.
- Attribute ***: A text input field.
- Datatype***: A dropdown menu with the option 'Input Text'.
- Status**: A toggle switch set to 'Enable'.

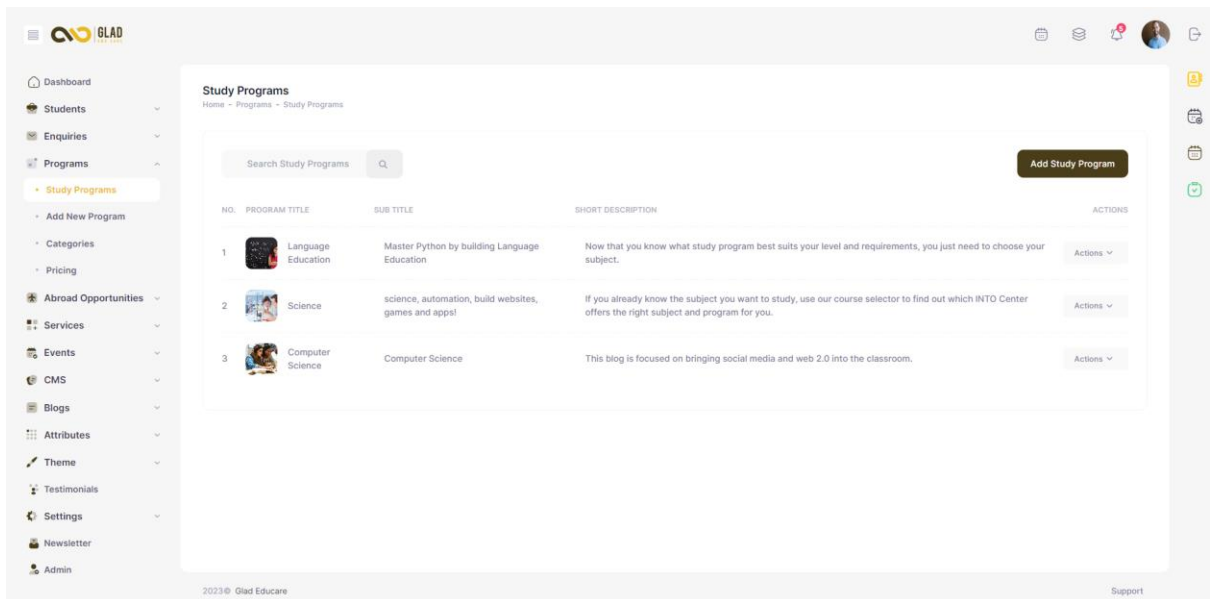
At the bottom right of the form, there are 'Back' and 'Save' buttons.

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.

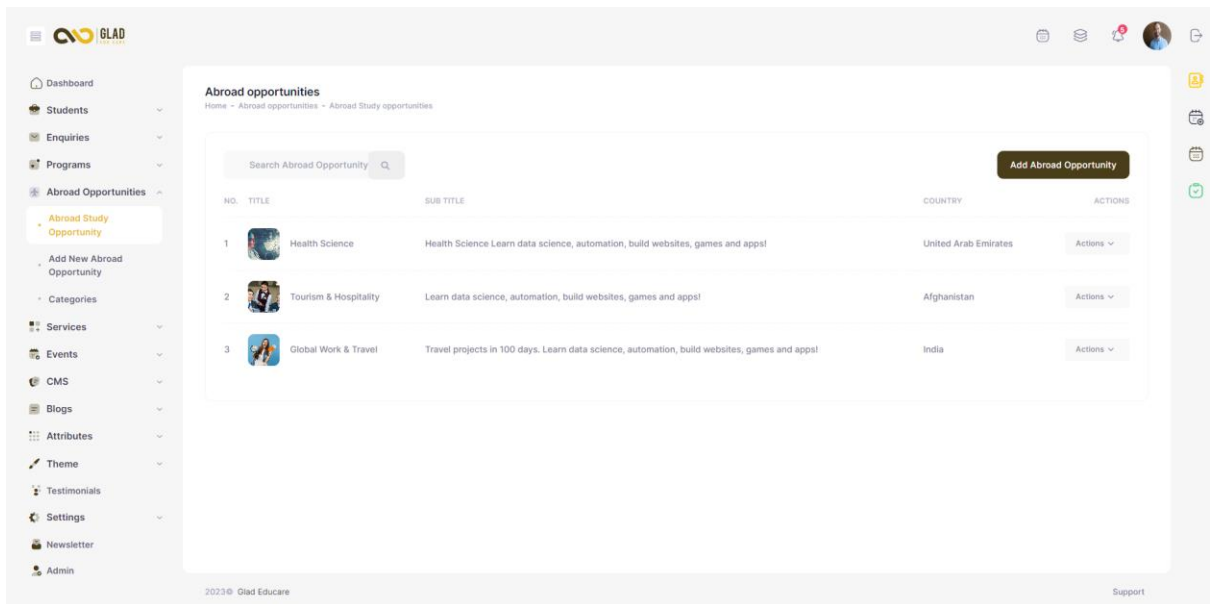
We can add new program by clicking the Add Study program button from list page or by accessing the menu [Programs > Add New Program](#)

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.

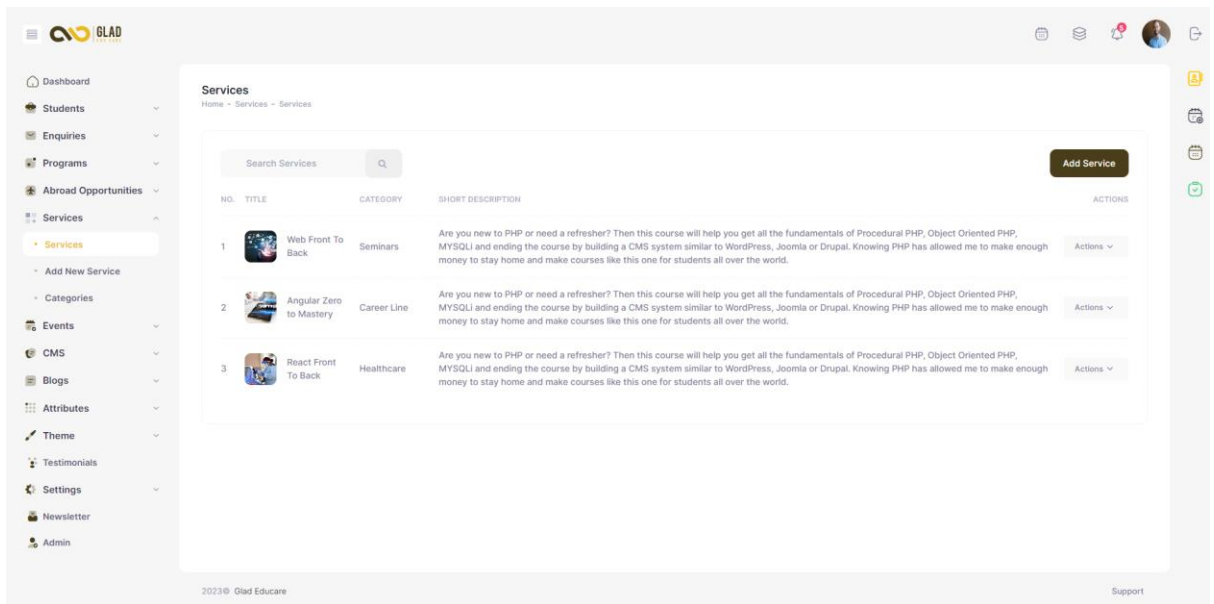
We can add new abroad opportunity by clicking the Add Study program button from list page or by accessing the menu [Abroad Opportunities > Add New Abroad Opportunity](#)

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.

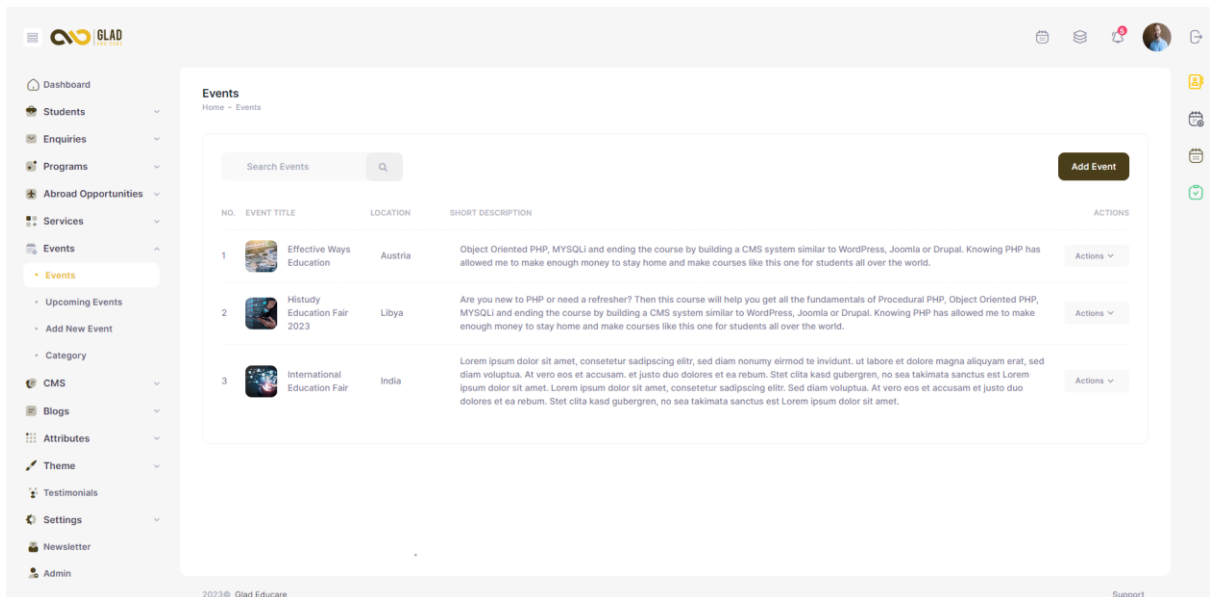
We can add new program by clicking the Add Service button from list page or by accessing the menu [Services > Add New Service](#)

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.

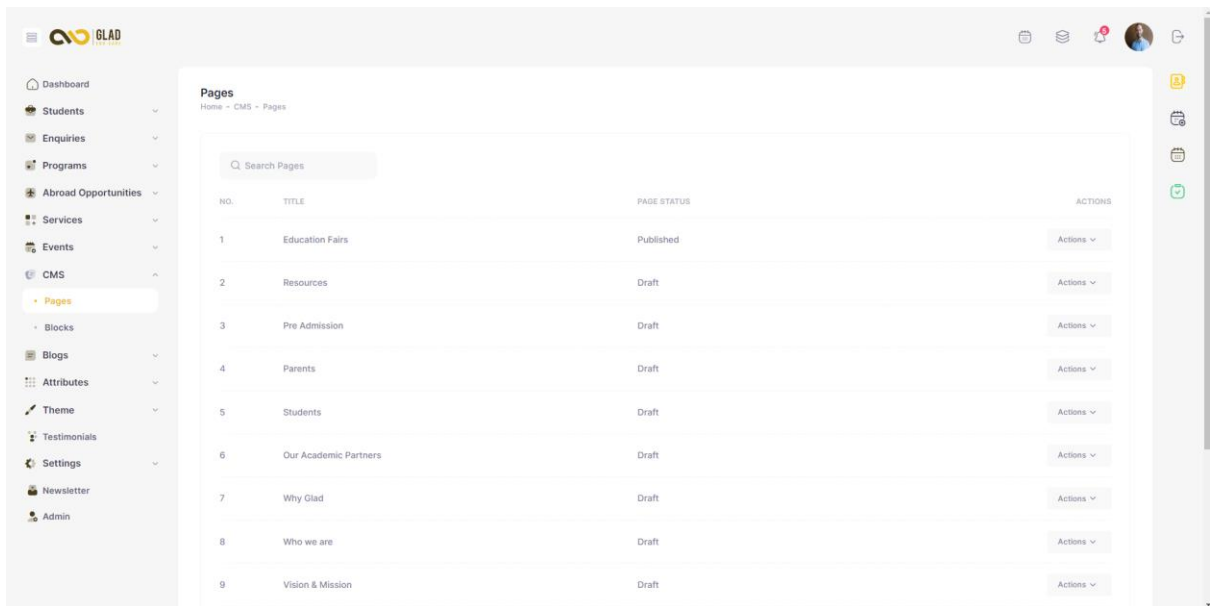
We can add new program by clicking the Add Service button from list page or by accessing the menu [Events > Add New Event](#)

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](#)

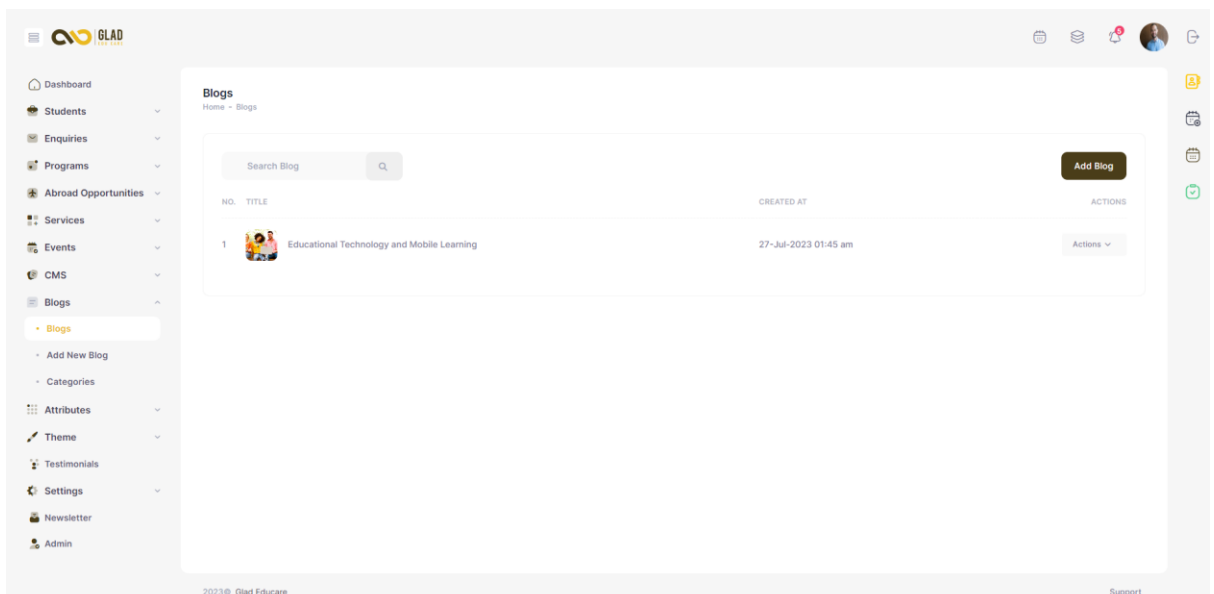


We can choose the page from list view. When clicking the action button 2 options will show, i.e., View or edit.

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](#)