



User Manual

Portal Content Management System (PCMS)

Version 1.0

Release Date: 13th September 2017

Project Title: Membekal, Menghantar, Memasang, Merekabentuk, Membangun, Mengintegrasikan, Menguji, Mentauliah, dan Menyelenggara Perkakasan dan Perisian Sistem Pengurusan Kandungan Portal (PCMS) Bernama.com dan Aplikasi Mudah Alih Telefon Pintar Bernama Mobile App bagi Platform iOS (BER/TDR/2/2016)

Username	
Group	Sub Editor BERNAMA.com

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Introduction

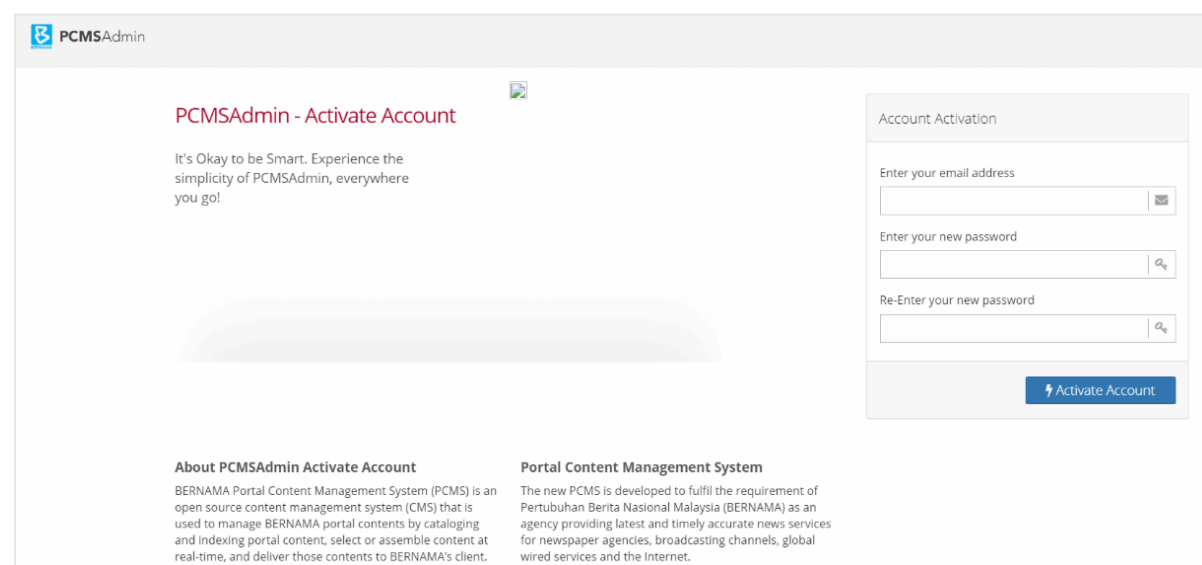
BERNAMA Portal Content Management System (PCMS) is an open source content management system (CMS) that is used to manage BERNAMA portal contents.

General

How to Activate Account

Once Admin create user's account, user shall receive email notification from PCMS BERNAMA and need to activate the account before proceed with Sign in.

Step 1	Click "Activate Account"
Step 2	Enter email address
Step 3	Enter new created password <i>Note: Password must contain at least eight characters, including uppercase, lowercase letters, symbols (except for ' _ ' and '-') and numbers.</i>
Step 4	Enter new password again <i>Note: Same as the above</i>
Step 5	Press Enter or click Activate Account



PCMSAdmin - Activate Account

It's Okay to be Smart. Experience the simplicity of PCMSAdmin, everywhere you go!

Account Activation

Enter your email address

Enter your new password

Re-Enter your new password

Activate Account

About PCMSAdmin Activate Account

BERNAMA Portal Content Management System (PCMS) is an open source content management system (CMS) that is used to manage BERNAMA portal contents by cataloging and indexing portal content, select or assemble content at real-time, and deliver those contents to BERNAMA's client.

Portal Content Management System

The new PCMS is developed to fulfill the requirement of Pertubuhan Berita Nasional Malaysia (BERNAMA) as an agency providing latest and timely accurate news services for newspaper agencies, broadcasting channels, global wired services and the Internet.

Figure 1: Activate Account

How to Sign in

To sign in to PCMS, user required to have a Username and Password. Each user need to activate the account first before login for the first time.

Step 1	Enter username. <i>Eg: username123</i>
Step 2	Enter password.
Step 3	Tick checkbox “Stay signed in” (optional) to save the username and password to web browser
Step 4	Press Enter or click “Sign in” button

Portal Content Management System Administration

It's Okay to be Smart. Experience the simplicity of PCMSAdmin, everywhere you go!

About PCMSAdmin
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Portal Content Management System
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Login form

Sign In

Username
Please Insert Username

Password
Please Insert Password

[Forgot password?](#)

☐ Stay signed in

Sign in

Figure 2: Sign in

How to Sign out

For security reason, user are advice to sign out the system before closing the web browser.

Step 1	Click  to sign out from PCMS
Step 2	Click “Yes”

How to Lock and Unlock PCMS

By default, if the PCMS page is idle for 30 minutes, the system will automatically locked. However user shall also lock the system manually.

To lock:

Step 1	Press Ctrl + L
---------------	----------------

To unlock:

Step 1	Enter password
Step 2	Press Enter or click  button

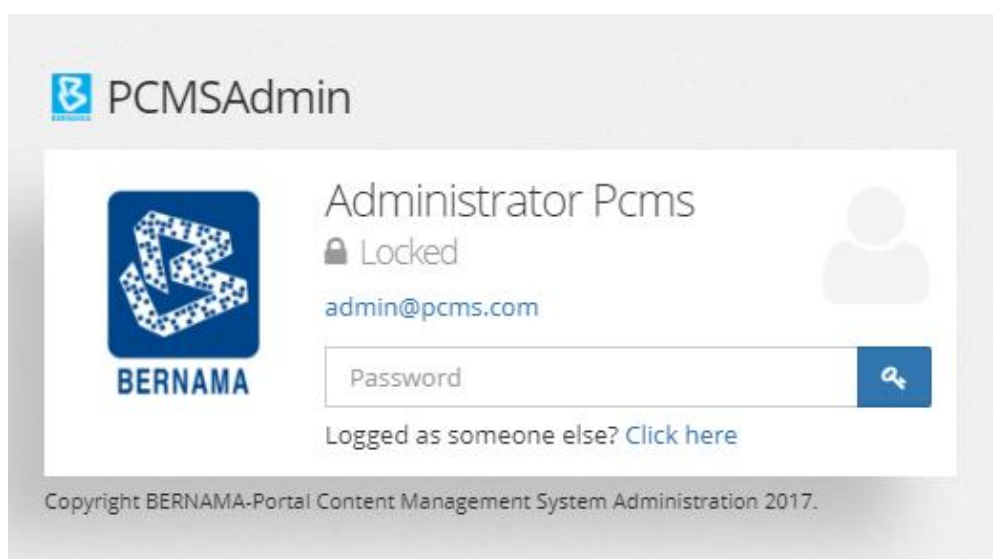


Figure 3: Locked screen

How to reset password

User shall receive email notification from PCMS BERNAMA and need to reset the password before proceed with Sign in.

Step 1	Click “Forgot Password”
Step 2	Enter registered email address
Step 3	Open the email and click “Reset Password”
Step 4	Enter registered email address
Step 5	Enter new created password <i>Note: Password must contain at least eight characters, including uppercase, lowercase letters, symbols (except for ‘_’ and ‘-’) and numbers.</i>
Step 6	Enter new password again <i>Note: Same as the above</i>
Step 7	Press Enter or click Reset Password

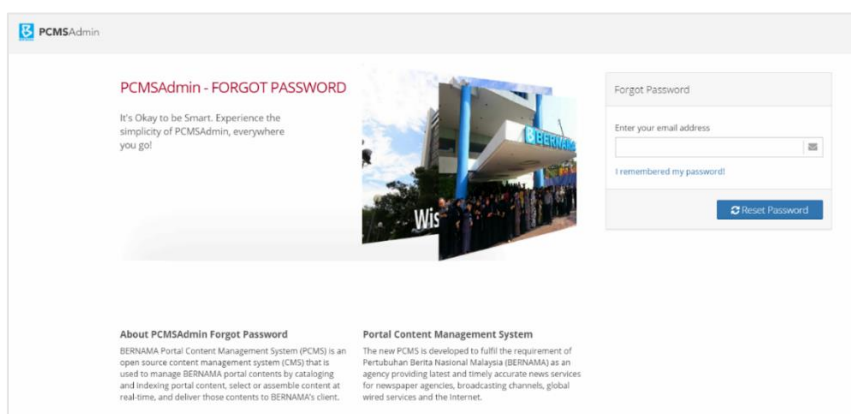


Figure 4: Forgot password

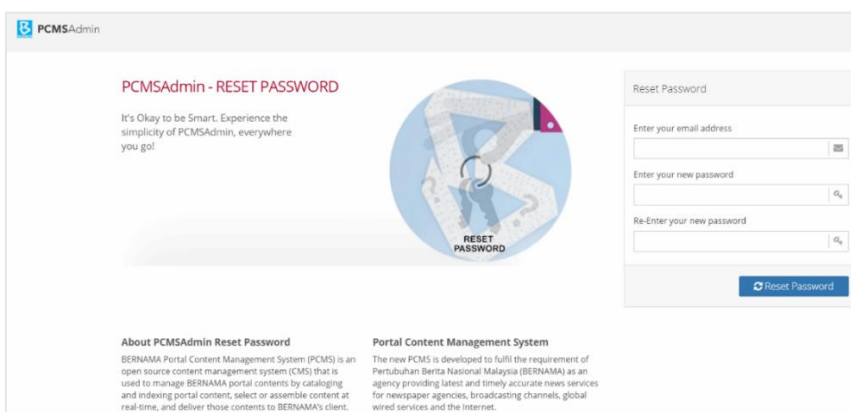


Figure 5: Reset Password

Dashboard

Dashboard is the main page for PCMS. User shall see several items in their dashboard according to their privileges.

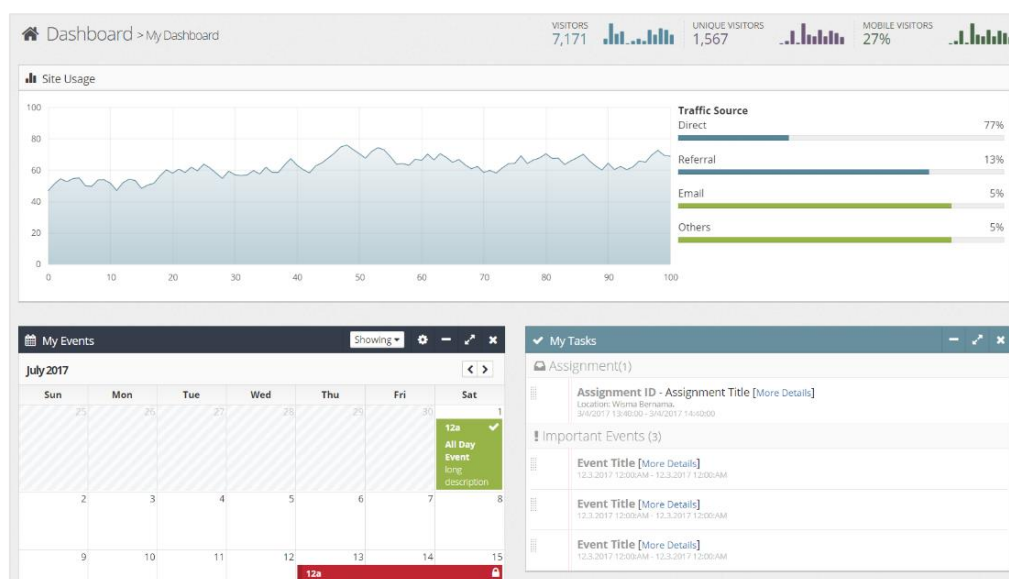


Figure 6: Dashboard

My Dashboard

What is My Events

My Events display list of events that has been assigned to user in calendar format.

What is My Tasks

My Tasks display list of assignments and events that has been assigned to user. User shall click "*More details*" to view the task.

How to make the page full screen

PCMS provides the full screen feature to see more of the actual page and to hide all the other elements, including the bookmarks bar, menu buttons, any other open tabs and the operating system's clock, taskbar and other items.

Step 1 Press  button

How to change PCMS theme/skin

PCMS provides 7 themes to be choose from.

Step 1 Press  button

Step 2 Select theme

Search

PCMS provides global search and advanced search as searching tools.

How to use Global Search

Step 1	Insert query in search box provided 
Step 2	Press Enter

How to user Advanced Search

Step 1	Insert query in search box provided
Step 2	Select module
Step 3	Press Enter

My Profile



My Profile

07 Aug 2017



Administrator Poms

38294656

[Developer]

Mobile: 07-7886876 (Mobile)

Office: 01235566

Email: admin@poms.com

Company Email: email@domain.com

Gender: ♂ Male

Age: 6, 25 Years old

Username & Admin: [Administrator]



Your Group: [TECHNAMA Portal User]



[My Blog: 195736265](#)



Home Address



My Address

837475, Wangsa Maju

WP Kuala Lumpur, Malaysia



Work Address



KL

Kuala Lumpur

WP Kuala Lumpur, Malaysia



Your Subscriptions

[Individual: 0News]

Update Profile

Figure 7: My profile

Edit Profile

✓ Edit User's Profile

No file chosen



User Information

First Name : administrator	Last name : pcms
Email : admin@pcms.com	Phone : 76866876
Birthday : 30/12/1991	Gender : Male
Address : My Address	
Country : Malaysia	State : WP Kuala Lumpur
City : Wangsa Maju	Postal Code : 897928

System Information

Username : admin	Password :	Confirm Password :	Re-type Password :
Status : Active	User Type : Administrator		
Company : BERNAMA	Designation : Developer		

Figure 8: Update profile

How to view my privileges

Step 1	Click “My Privileges” button
---------------	------------------------------

How to update my profile picture

Step 1	Click “Update profile” button
Step 2	Click “choose file” button
Step 3	Select photo and click “open”

How to update my information

Step 1	Click “Update profile” button
Step 2	Update information i. First name ii. Last name iii. Email iv. Phone v. Birthdate vi. Gender vii. Address viii. Country ix. State x. City xi. Postal code xii. Password xiii. Designation

News

Retrieve news (BESTv2)

Retrieve News (BESTv2)

Retrieve News From BESTv2

Search: Copy Excel Show 10 entries

Filter	Filter Headline	Filter Language	Filter News Categ	Filter Assignment	Filter Date	Filter Status	Action
ID	Headline	Language	News Category	Assignment ID	Date	Status	Retrieve News
752	GOALBALL - MISI HAPUSKAN BADI 12 TAHUN	Malay	SUKAN	BN201709115287	12/09/2017	New	
751	SIARAN RENCANA/FOKUS/LAPORAN KHAS/RUANGAN BERNAMA PADA 12 SEPT; 2017	Malay	RENCANA	NULL	12/09/2017	New	
750	BERTEMPIARAN LARI BILA INDIVIDU MENGAMUK DI RESTORAN	Malay	JENAYAH	NULL	12/09/2017	New	
749	STRONG FISCAL POSITION STRENGTHENS NATION'S ECONOMIC RESILIENCE	English	ECONOMIC NEWS	BN201709085017	12/09/2017	New	
748	MALAYSIA TIDAK "DIJAJAH" OLEH CHINA - LIOW	Malay	BERITA AM	NULL	12/09/2017	New	
747	LATE KEDAH SULTAN TOLD ME TO HELP PM LOOK AFTER NATION - ZAHID	English	GENERAL NEWS	NULL	12/09/2017	New	
745	PERU ISYTIHAR DUTA BESAR KOREA UTARA SEBAGAI PERSONA NON-GRATA	Malay	BERITA LUAR NEGARA	NULL	12/09/2017	New	

Figure 9: List of news from BESTv2

How to search news

Step 1	Enter query in search box. <i>Example: Headline title 1</i>
Step 2	Press enter

How to copy list of news from BESTv2

Step 1	Click "Copy" button
Step 2	Paste (ctrl + v) preferred place.

How to download list of news from BESTv2

Step 1	Click "Excel" button
Step 2	Open downloaded .excel file.

How to control showing entries

Step 1	Select number of entries provided Show 10 entries
---------------	---

How to view news content

Step 1	Click News Headline
---------------	---------------------

How to retrieve news

Step 1	Select news with status = “New”
Step 2	Click  button
Step 3	Click “Retrieve” button

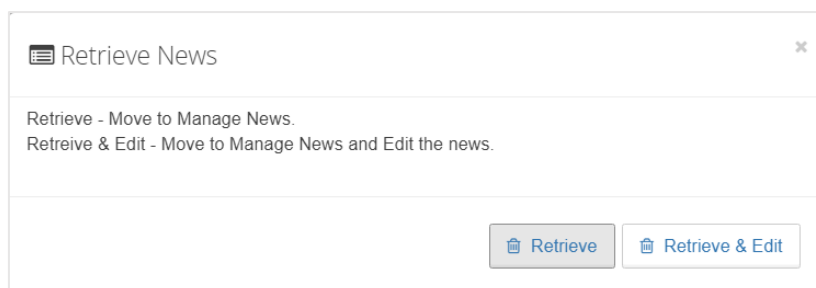


Figure 10: Retrieve news

Why some news cannot be retrieved

News with status = “Done” cannot be retrieve. News can only be retrieved once.

How to retrieve and edit news

Step 1	Select news with status = “New”
Step 2	Click  button
Step 3	Click “Retrieve & Edit” button
Step 4	Edit news information i. Select assignment (optional) ii. Select status iii. Select display iv. Edit headline (optional) v. Insert keyword (optional) vi. Tick Exclusive (byline) vii. Insert notes (optional) viii. Embargo for transmit (optional)
Step 5	Edit news classification i. Select language ii. Select news category iii. Select state news (optional) iv. Tick Topstory, Highlight (optional)
Step 6	Insert news summary (optional)
Step 7	Edit news content
Step 8	Insert photo (optional)

Step 9	Insert video (optional)
Step 10	Click “Done” button <i>Note: Once click “Done”, news will be saved as per status selected.</i>

Retrieve and Edit

Done Distribute Preview

News Information

Assignment : Please Choose

Status : Draft Display : Please Choose

News Headline : STATE LEADERS, POLITICAL PARTIES CONVEY CONDOLENCES ON KEDAH SULTAN'S DEMISE

Keyword : Insert Keyword Author : Please Choose

Exclusive :

Note : Notes

Embargo for transit on:

News Classification

Language : Please Choose News Category : Please Choose

Top Story Highlight None

State News : Please Choose

News Summary

News Content

MELAKA, Sept 12 (Bernama) – Melaka Chief Minister Datuk Seri Idris Haron conveyed his condolences on the demise of the Sultan of Kedah, Sultan Abdul Halim Mu'adzam Shah.

"The late sultan was a people's ruler and was highly respected during the two terms that he reigned as Yang di-Pertuan Agong as well as the ruler of Kedah," he said in a statement here today.

Sultan Abdul Halim passed away at 2.30pm yesterday at Istana Anak Bukit in Alor Setar, Kedah. His Royal Highness was 89.

Idris said the demise of Sultan Abdul Halim was a huge loss to the people of the country, especially Kedahans.

On behalf of the Melaka government, he expressed sadness and conveyed his condolences to the Kedah royal family.

– MORE

SULTAN-CONDOLENCES 2 MELAKA

"May the Almighty bless his soul and place him among the righteous. Al-Fatihah," he said.

Photo

Selected Photos

Choose Photo Album

Video

Selected Video

Choose Video Album

Figure 11: Retrieve & Edit news

Retrieve news (Reuters)

Retrieve News (Reuters)

Retrieve News From Reuters

Search:

Show 10 entries

Filter Filename

Filename	Status	Retrieve News
2013-06-07T151215Z_54940_TRE7AA35D_RTROPTT-LNK_0_OUKWD-LINK.XML	Done	⊗
2013-06-16T144251Z_55855_TRE7AA35D_RTROPTT-LNK_0_OUKWD-LINK.XML	Done	⊗
2013-06-16T150738Z_55856_TRE7AA35D_RTROPTT-LNK_0_OUKWD-LINK.XML	Done	⊗
2013-06-16T151045Z_55857_TRE7AA35D_RTROPTT-LNK_0_OUKWD-LINK.XML	Done	⊗
2013-06-16T151710Z_55858_TRE7AA35D_RTROPTT-LNK_0_OUKWD-LINK.XML	New	⚡
2013-06-16T152223Z_55859_TRE7AA35D_RTROPTT-LNK_0_OUKWD-LINK.XML	New	⚡
2013-06-16T152456Z_55860_TRE7AA35D_RTROPTT-LNK_0_OUKWD-LINK.XML	New	⚡
2013-06-16T154025Z_55861_TRE7AA35D_RTROPTT-LNK_0_OUKWD-LINK.XML	Done	⊗

Figure 12: Retrieve news (Reuters)

How to search .xml files

Step 1	Enter query in search box. <i>Example: xmlfile1</i>
Step 2	Press enter

How to copy list of .xml file from Reuters

Step 1	Click “Copy” button
Step 2	Paste (ctrl + v) preferred place.

How to download list of .xml file from Reuters

Step 1	Click “Excel” button
Step 2	Open downloaded .excel file.

How to control showing entries

Step 1	Select number of entries provided Show 10 entries
---------------	--

How to retrieve .xml file

Step 1	Select news with status = “New”
Step 2	Click  button
Step 3	Click “Yes” when confirmation message pop-up <i>Note: Retrieved file will move to manage news. If file contains images, the images will be stored in Photo Gallery</i>

Why some file cannot be retrieved

.xml file with status = “Done” cannot be retrieve. XML file can only be retrieved once.

Where to view retrieved .xml file

User can view news in Manage News

Create News

Create News

Done

Distribute

Preview

News Information

Assignment : Please Choose

Status : Please Choose

News Headline : News Headline

Keyword : Insert Keyword

Exclusive :

Note : Notes

Embargo for transmit on:

Display : Please Choose

Author : Please Choose

News Classification

Language : Please Choose

News Category : Please Choose

State News : Please Choose

☒ Top Story ☐ Highlight ☐ None

News Summary

Open Sans

News Content

Open Sans

Photo

Selected Photos

Choose Photo Album

Video

Selected Video

Choose Video Album

Figure 13: Create News

How to create news

Step 1	Insert news information - Select assignment (optional) - Select status - Select display - Enter news headline (optional) - Enter keyword (optional) - Tick Exclusive (byline) - Insert notes (optional) - Embargo for transmit (optional)
Step 2	Insert news classification - Select language - Select news category - Select state news (optional) - Tick Topstory, Highlight (optional)
Step 3	Insert news summary (optional)
Step 4	Insert news content
Step 5	Insert photo (optional)
Step 6	Insert video (optional)
Step 7	Click “Done” button <i>Note: Once click “Done”, news will be saved as per status selected.</i>

Manage News

List Of News												
Sent to Client												
Search:					Copy Excel		Show 10 entries					
ID	Author	Headline	Language	News Category	Assignment ID	Last Updated	Updated by	Status	Newsbrief@7	News Classification	Action	
83	-	Riot police quell protests ahead of Erdogan rally	-	-	-	2017/09/12 16:09	Shazmin Z	Draft	No	-		
84	-	Putin arrives late for Syria talks with Cameron ahead of G8	-	-	-	2017/09/12 16:09	Shazmin Z	Draft	No	-		
85	-	Gunmen kill four Shi'ite Lebanese in Bekaa Valley	-	-	-	2017/09/12 16:09	Shazmin Z	Draft	No	-		
79	-	KPKT BAKAL LAWAT TAPAK CADANGAN PROJEK PPR P.PINANG	Malay	Am	-	2017/09/12 13:50	Mardiana Ahmad	On	No	Site Category Microsite List of Site Category Banking & Finance News-sub category Focus		
82	-	BOMBA BANTU MURID TERPERANGKAP DALAM KEBUN	Malay	Am	-	2017/09/11 22:10	Shazmin Z	On	Yes	-		

Figure 14: Manage news

How to search news

Step 1	Enter query in search box. <i>Example: newsheadline1</i>
Step 2	Press enter

How to copy list of news

Step 1	Click "Copy" button
Step 2	Paste (ctrl + v) preferred place.

How to download list of news

Step 1	Click "Excel" button
Step 2	Open downloaded .excel file.

How to control showing entries

Step 1	Select number of entries provided Show 10 entries
---------------	--

How to edit news

Step 1	Click headline title
Step 2	Edit news information

	ix. Select assignment (optional) x. Select status xi. Select display xii. Edit headline (optional) xiii. Insert keyword (optional) xiv. Tick Exclusive (byline) xv. Insert notes (optional) xvi. Embargo for transmit (optional)
Step 3	Edit news classification v. Select language vi. Select news category vii. Select state news (optional) viii. Tick Topstory, Highlight (optional)
Step 4	Insert news summary (optional)
Step 5	Edit news content
Step 6	Insert photo (optional)
Step 7	Insert video (optional)
Step 8	Click “Done” button <i>Note: Once click “Done”, news will be saved as per status selected.</i>

How to preview edited news

Step 1	Select “Preview” button
---------------	-------------------------

How to distribute news

Step 1	Click headline title
Step 2	Click “Distribute” button
Step 3	Make a selection where to distribute the news i. Select Site Category ii. Select List of Site Category iii. Select News category iv. Select News-sub category
Step 4	Preview selection
Step 5	Click “Distribute” button

Figure 15: Distribute news

How to send news to client

Step 1	Tick checkbox beside news headline
Step 2	Click “Send to client” button
Step 3	Select Company
Step 4	Tick the option (optional)
Step 5	Click “Send” button

Figure 16: Send news to client

How to create News Brief@7

Step 1	Click button (under column Action)
Step 2	Insert news information i. Status ii. News Headline
Step 3	Insert news classification i. Select language ii. News category
Step 4	Edit news content
Step 5	Add photo & add video (optional)
Step 6	Click “Preview” button to preview news content
Step 7	Click “Done” button <i>Note: Once click “Done”, news will be saved as per status selected.</i>

The screenshot displays the 'News Briefs@7' form interface. At the top, there are 'Done' and 'Preview' buttons. The form is divided into several sections:

- News Information:** Contains a 'Status' dropdown menu set to 'On' and a 'News Headline' text area with the text 'Riot police quell protests ahead of Erdogan rally'.
- News Classification:** Contains a 'Language' dropdown menu set to 'Malay' and a 'News Category' dropdown menu set to 'Am'.
- News Content:** Features a rich text editor with a toolbar. The content area shows a news article by Daren Butler and Seda Sezer about riot police in Istanbul.
- Photo:** Includes a 'Selected Photos' dropdown menu and a 'Choose Photo Album' dropdown menu.
- Video:** Includes a 'Selected Video' dropdown menu and a 'Choose Video Album' dropdown menu.

Figure 17: News Brief@7

Why some news have symbol under column Action

News with  symbol represent news that already edited as News Brief@7

How to change News Brief@7 status

Step 1	Click news headline
Step 2	Update status
Step 3	Click “Done” button <i>Note: Once click “Done”, news will be saved as per status selected.</i>

Photo Gallery

Create Photo Album

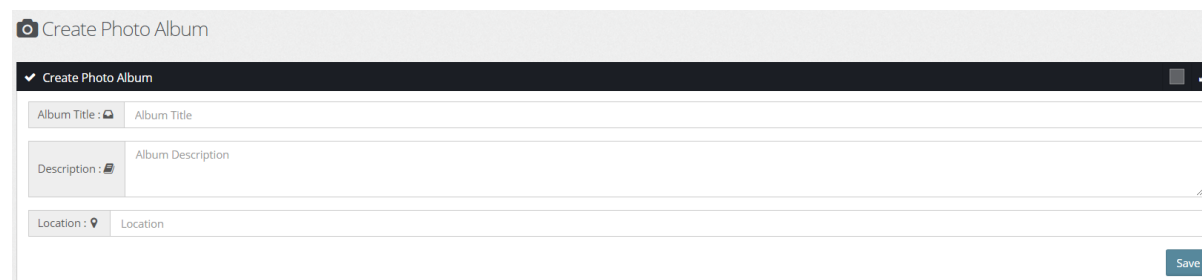
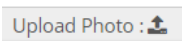


Figure 18: Create photo album

How to create photo album

Step 1	Insert Photo Album information - Album title - Album Description - Location
Step 2	Click “Save” button
Step 3	Click “Save Album” button

How to create photo album & add photo

Step 1	Insert Photo Album information - Album title - Album Description - Location
Step 2	Click “Save” button
Step 3	Click “Save & Add photo”
Step 4	Click 
Step 5	Choose photo and click “open”
Step 6	Edit image - Rotate image - Mirror image - Crop image
Step 7	Click “Watermark” to view images with watermark
Step 8	Insert photo information (optional) - Caption (Malay) - Caption (Secondary) - Photographer

	iv. Photo category v. Object name vi. Credit vii. Headline (Malay) viii. Headline (Secondary) ix. Byline x. Byline title xi. Caption writer xii. Caption string xiii. Photo supplemental category xiv. Photo category
Step 9	Insert location (optional) i. Country ii. Country code iii. Province state iv. City
Step 10	Insert Date & Time (optional) i. Created datetime ii. Release datetime
Step 11	Insert Site category (optional) i. Site category ii. List of site category iii. Language iv. Status
Step 12	Click “Save” button

PCMS- User Manual

Add Photo » UPSR 2017

Album Details

Album Title : UPSR 2017

Album Description : UPSR 2017

Location : KL

Date : 2017-09-11 11:05:15

Add Photo

Photo Cropping

Choose File

FW616531_SEA130_210817_KARATE-scr.jpg

Upload Photo

Rotate

Mirror

Crop

Width:

Height:



Add Photo Metadata

Photo Details

Caption (Malay):

KUALA LUMPUR, 23 Ogos -- Atlet karate negara, Syakilla Saini Jeffry Krisnan@Krisnamurthy memenangi pingat emas dalam acara wanita karate kategori Kumite Bawah 55kg Sukan SEA KL2017 di Kuala Lumpur Convention Centre di sini, hari ini 27-8-2017-fotoBERNAMA (2017) HAK CPTA TERSEKUTUANG KUALA LUMPUR, Aug 23 -- Malaysian karate athlete, Syakilla Saini Jeffry Krisnan@Krisnamurthy won the gold in the women's Kumite Under 55kg category at the Kuala Lumpur Convention Centre here, today 27-8-2017-fotoBERNAMA (2017) COPYRIGHT RESERVED?

Caption (Secondary):

Caption

Photographer:

Photographer

Object Name:

Object Name

Photo Category:

SEA

Credit:

fotoBERNAMA

Headline (Malay):

SEA GAMES 2017

Headline (Secondary):

Headline

Byline:

MOHD HELMIZUDDIN DAUD

Byline Title:

KARATE KUMITE WOMEN

Caption Writer:

MIHARNUPRIAMON

Caption String:

Caption String

Photo Supplemental Category:

Please Choose

Photo Status:

Please Choose

Location

Country:

Please Choose

Country Code:

Country Code

Province State:

Photo State

City:

City

Date & Time

Created Datetime:

Created Datetime

Release Datetime:

Release Datetime

Site Category

Site Category:

List of Site Category:

Language:

Status:

Please Choose

Save

Figure 19: Add photo

Manage Photo Album

 Manage Album

List of Photo Album

Search:

Copy

Excel

Show 10 entries

ID	Album Title	Date	Action
85	2013-06-16T151037Z_1_CBR95F165500_RTROPTP_0_OUKWD-UK-TURKEY-PROTESTS.XML	12/09/2017 16:09	
84	Newsbriefs@7	11/09/2017 12:26	
83	2013-06-16T152220Z_1_CBR95F16P900_RTROPTP_0_OUKWD-UK-SYRIA-CRISIS-PUTIN.XML	11/09/2017 11:14	
82	2013-06-16T153946Z_1_CBR95F17IT00_RTROPTP_0_OUKWD-UK-SYRIA-CRISIS-ALEPPO.XML	11/09/2017 11:14	
81	2013-06-16T151037Z_1_CBR95F165500_RTROPTP_0_OUKWD-UK-TURKEY-PROTESTS.XML	11/09/2017 11:14	
80	UPSR 2017	11/09/2017 11:05	
79	Merdeka	08/09/2017 16:49	
76	UPSR 逾44万考生本月应考小六检定考试	08/09/2017 11:29	 
74	KPDNKK	08/09/2017 11:23	
73	uat 2	08/09/2017 11:23	 

Showing 1 to 10 of 39 entries

Previous
1
2
3
4
Next

Figure 20: Manage Photo Album

How to search photo album

Step 1	Enter query in search box. <i>Example: photoalbum1</i>
Step 2	Press enter

How to copy list of photo album

Step 1	Click “Copy” button
Step 2	Paste (ctrl + v) preferred place.

How to download list of photo album

Step 1	Click “Excel” button
Step 2	Open downloaded .excel file.

How to control showing entries

Step 1	Select number of entries provided Show 10 entries
---------------	---

How to edit photo album

Step 1	Click  button
Step 2	Edit Photo Album information i. Album title ii. Album Description iii. Location
Step 3	Click “Update” button
Step 4	Click “Update Album” button

How to delete photo album

Step 1	Click  button
Step 2	Click “yes” when confirmation message pop-up

Why some photo album cannot be deleted

Once photo album contains photo(s), it cannot be deleted. User must delete all photo inside photo album before proceed with delete photo album

How to view photo in photo album

Step 1	Click  button or album title
Step 2	Click on selected photo

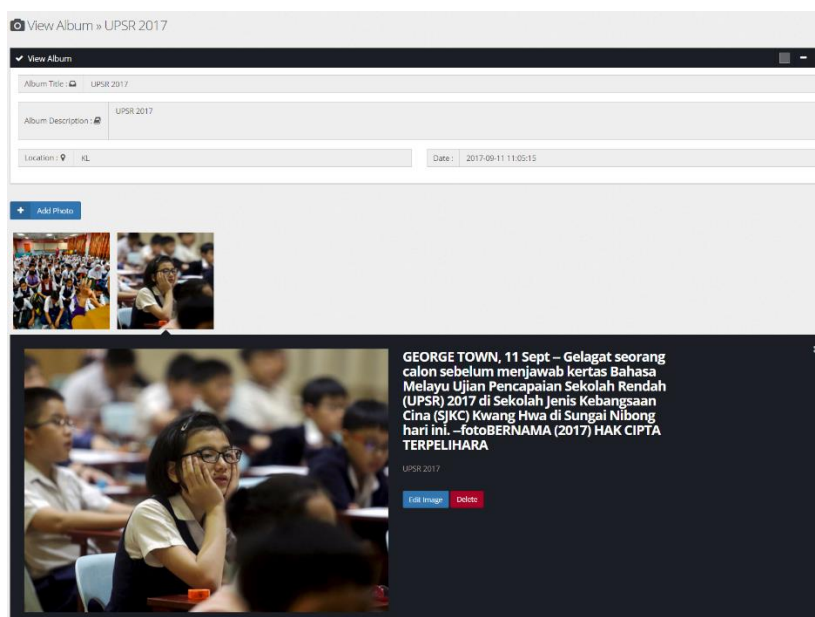
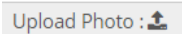
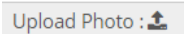


Figure 21: View photo in photo album

How to add photo in photo album

Step 1	Click  button or album title
Step 2	Click “Add Photo” button
Step 3	Click 
Step 4	Choose photo and click “open”
Step 5	Edit image i. Rotate image ii. Mirror image iii. Crop image
Step 6	Click “Watermark” to view images with watermark
Step 7	Insert photo information (optional) i. Caption (Malay) ii. Caption (Secondary) iii. Photographer iv. Photo category v. Object name vi. Credit vii. Headline (Malay) viii. Headline (Secondary) ix. Byline x. Byline title xi. Caption writer xii. Caption string xiii. Photo supplemental category xiv. Photo category
Step 8	Insert location (optional) i. Country ii. Country code iii. Province state iv. City
Step 9	Insert Date & Time (optional) i. Created datetime ii. Release datetime
Step 10	Insert Site category (optional) i. Site category ii. List of site category iii. Language iv. Status
Step 11	Click “Save” button

How to edit photo in photo album

Step 1	Click  button or album title
Step 2	Click “Edit Photo” button
Step 3	Click 
Step 4	Choose photo and click “open”
Step 5	Edit image i. Rotate image ii. Mirror image iii. Crop image
Step 6	Click “Watermark” to view images with watermark
Step 7	Edit photo information (optional) i. Caption (Malay) ii. Caption (Secondary) iii. Photographer iv. Photo category v. Object name vi. Credit vii. Headline (Malay) viii. Headline (Secondary) ix. Byline x. Byline title xi. Caption writer xii. Caption string xiii. Photo supplemental category xiv. Photo category
Step 8	Edit location (optional) i. Country ii. Country code iii. Province state iv. City
Step 9	Edit Date & Time (optional) i. Created datetime ii. Release datetime
Step 10	Edit Site category (optional) i. Site category ii. List of site category iii. Language iv. Status
Step 11	Click “Save” button

How to delete photo

Step 1	Click  button or album title
Step 2	Click on selected photo
Step 3	Click “Delete” button

Video and WebTV

Create Video Album

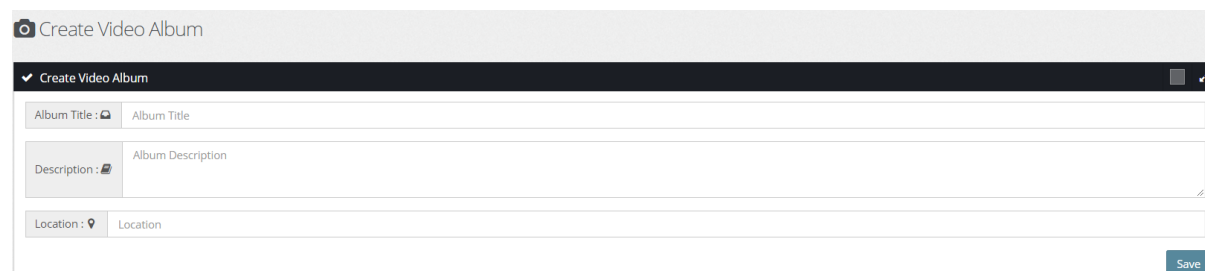


Figure 22: Create video album

How to create video album

Step 1	Insert Video Album information - Album title - Album Description - Location
Step 2	Click “Save” button
Step 3	Click “Save Album” button

How to create video album & add video

Step 1	Insert Video Album information i. Album title ii. Album Description iii. Location
Step 2	Click “Save” button
Step 3	Click “Save & Add video”
Step 4	Insert video information (Youtube) i. Title ii. Description iii. Tags iv. Choose file to upload v. Videographer vi. Company
Step 5	Insert video metadata i. Video category ii. Channel iii. Video category (youtube) iv. Status view
Step 6	Insert location (optional) i. Country ii. Country code iii. Province state
Step 7	Insert Site category (optional) i. Site category ii. List of site category iii. Language iv. Status
Step 8	Click “Upload video” button

Add Video

Album Details

Album Title : video LNY

Album Description : siti

Location : Location

Date : 2017-09-08 16:41:57

Add Video

Video Information (YOUTUBE)

Title : Video Title

Description :

Video Description

Tags : Type and enter to add tag

Upload Video : Choose File No file chosen

Videographer : Please Choose

Company : Please Choose

Video Metadata

Video Category : Please Choose

Channel : Please Choose

Video Category (YouTube) : Please Choose

Status View : Please Choose

Location

Country : Please Choose

Country Code : Country Code

Province State : State

City : City

Site Category

Site Category :

List of Site Category :

Language :

Status : Please Choose

Upload Video

Figure 23: Add video

Manage Video Album

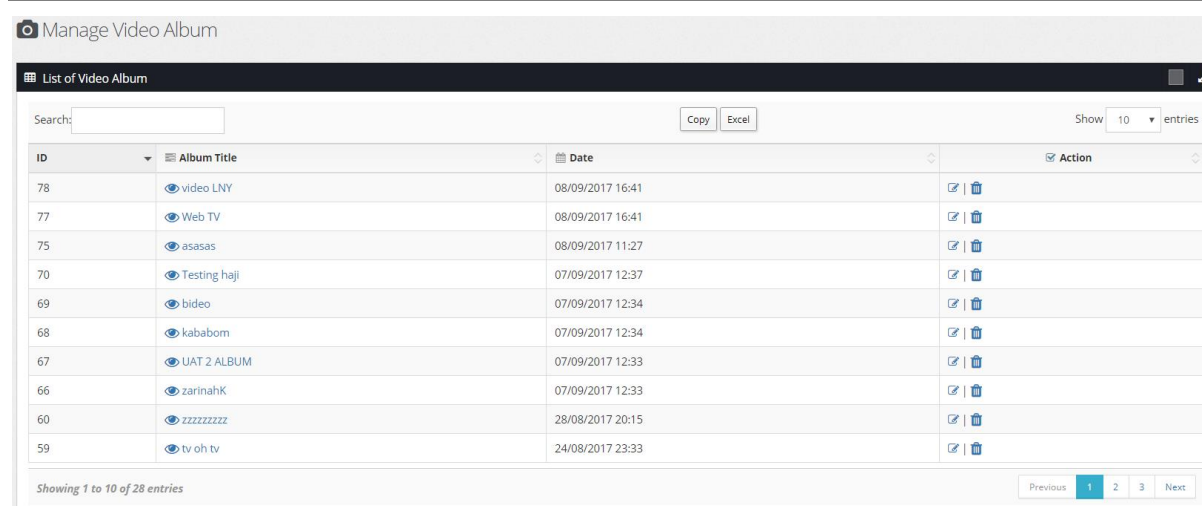


Figure 24: Manage Video Album

How to search video album

Step 1	Enter query in search box. <i>Example: videoalbum1</i>
Step 2	Press enter

How to copy list of video album

Step 1	Click "Copy" button
Step 2	Paste (ctrl + v) preferred place.

How to download list of video album

Step 1	Click "Excel" button
Step 2	Open downloaded .excel file.

How to control showing entries

Step 1	Select number of entries provided Show 10 ▼ entries
---------------	---

How to edit video album

Step 1	Click  button
Step 2	Edit Video Album information i. Album title ii. Album Description iii. Location
Step 3	Click “Update” button
Step 4	Click “Update Album” button

How to delete video album

Step 1	Click  button
Step 2	Click “yes” when confirmation message pop-up

Why some video album cannot be deleted

Once video album contains video(s), it cannot be deleted. User must delete all video inside video album before proceed with delete video album. Note that deleted video in PCMS will not affected video in Youtube. User must manually delete video in Youtube.

How to view video in video album

Step 1	Click  button or album title
Step 2	Click on video thumbnail

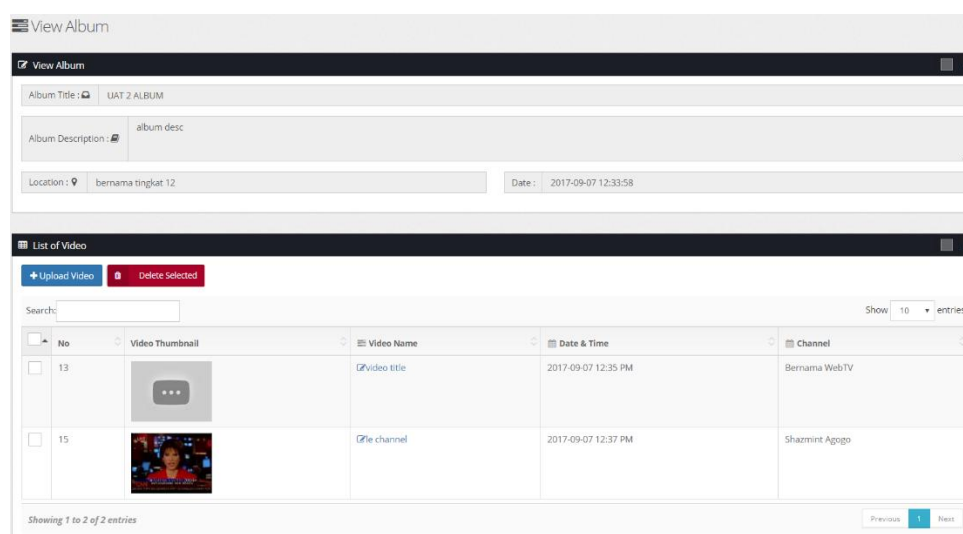


Figure 25: View video in video album

How to upload video in video album

Step 1	Click  button or album title
Step 2	Click “Upload Video” button
Step 3	Insert video information (Youtube) - Title - Description - Tags - Choose file to upload - Videographer - Company
Step 4	Insert video metadata - Video category - Channel - Video category (youtube) - Status view
Step 5	Insert location (optional) - Country - Country code - Province state
Step 6	Insert Site category (optional) - Site category - List of site category - Language - Status
Step 7	Click “Upload video” button

How to edit video in video album

Step 1	Click  button or album title
Step 2	Click “Video Title”
Step 3	Edit video information (Youtube) - Title - Description - Tags - Choose file to upload - Videographer - Company
Step 4	Edit video metadata - Video category - Channel - Video category (youtube)

	iv. Status view
Step 5	Edit location (optional) i. Country ii. Country code iii. Province state
Step 6	Edit Site category (optional) i. Site category ii. List of site category iii. Language iv. Status
Step 7	Click “Save” button

How to delete video

Step 1	Click  button or album title
Step 2	Tick on selected video
Step 3	Click “Delete” button
Step 4	Click “Yes” when confirmation message pop-up

Forex

Manage Forex

ID	Forex	Market	Action												
5	<table border="1"> <thead> <tr> <th>Currency</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>£</td> <td>2.22/3.654</td> </tr> <tr> <td>USD</td> <td>2.22/3.654</td> </tr> <tr> <td>EURO</td> <td>2.22/3.654</td> </tr> <tr> <td>SGD</td> <td>2.22/3.654</td> </tr> <tr> <td>Yen</td> <td>3.125</td> </tr> </tbody> </table>	Currency	Value	£	2.22/3.654	USD	2.22/3.654	EURO	2.22/3.654	SGD	2.22/3.654	Yen	3.125	Opening	Edit Delete
Currency	Value														
£	2.22/3.654														
USD	2.22/3.654														
EURO	2.22/3.654														
SGD	2.22/3.654														
Yen	3.125														

Figure 26: Manage forex

How to add forex

Currency	Value	Market
£		Please Choose
USD		
EURO		
SGD		
Yen		

Save

Figure 27: Add Forex

Step 1	Click “Add Forex” button
Step 2	Insert value for each currency
Step 3	Select market
Step 4	Click “Save” button

How to edit forex

Step 1	Click button
Step 2	Edit value for each currency
Step 3	Select market
Step 4	Click “Save” button

How to delete forex

Step 1	Click  button
Step 2	Click yes when confirmation pop-up displayed

Audit Trail

View Activity

What is Audit trail

Audit trail is a record of the changes that have been made to a PCMS database.

How to view audit trail

Step 1	Click one of sub module
Step 2	View activity log