



CMS User Manual

<https://www.xiamen.okie.my/>

Prepared by Orangesoft



Table Content

Table Content

- Introduction
- Login
- Add content
- Edit content
 - Content list
 - Edit button
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 - Unpublish
 - Delete
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How to Login



How to Login

Login

Add

Edit

Remove

Access **login page**

- Go to your domain and type “ **/os** ” behind your website url path (https://xiamen.okie.my/os).
- Type in with your **username** and **password** that has been set up.
- Click **Log in** and you will see your Admin Dashboard.

Email: sezhui.chan@xmu.edu.my

Username: sezehuichan

Password: NRyB=o359h|x

Email: najahaliah.mdhayatahmad@xmu.edu.my

Username: najahaliah

Password: ^6Ox0x4GQ}cr

Log in

[Reset your password](#)

Username *

Password *

LOG IN



Introduction



Introduction

Login

Add

Edit

Remove

Content Type

Content Type is a template, it is a pre-defined collection of data type fields which relate to each other by an informational context.

You just need to insert the content into the template and it will show following the preset design of the templates.

There are 13 *content types* in this website:

- Academic Programmes
- Alumni - <https://xiamen.okie.my/students-corner/student-testimonials>
- Awards - <https://xiamen.okie.my/students-corner/awards>
- Basic page
- Career - <https://xiamen.okie.my/faculty/career>
- CoE - <https://xiamen.okie.my/centre-of-excellence/connect> , <https://xiamen.okie.my/centre-of-excellence/kelip-kelip>
- Collaboration - <https://xiamen.okie.my/research-industry/collaboration>
- Homepage Swiper Slide - <https://xiamen.okie.my/>
- News - <https://xiamen.okie.my/news-events/news>
- Research Area - <https://xiamen.okie.my/research-industry/research-area>
- Resources - <https://xiamen.okie.my/about-sece>
- Staff - <https://xiamen.okie.my/faculty/academic-staff> , <https://xiamen.okie.my/faculty/admin-staff>
- Topic - Will show under content research area



Introduction

Login

Add

Edit

Remove

Paragraphs

Paragraphs is the new way of content creation. It allows you more editing power to easily create what you desire.

Instead of putting all their content in one body field including images and videos, end-users can now choose on-the fly between predefined Paragraph Types independently from one another. Paragraph types can be anything you want from a simple text block or image to a complex and configurable slideshow.

There are 9 paragraphs in this website:

- One Column Content
- Accordion
- Two Columns Content
- Tab
- Two Columns Tab
- Swiper
- Marquee
- Graphical List
- Statistics



Two Column Content

Source: <https://xiamen.okie.my/research-industry/facilities-infrastructure-platform>

Chemistry

The Chemistry Laboratory Division consists of five dedicated staff members who support administration, teaching, and instrumentation services. This division features six well-equipped labs that cater to various academic and research needs: **General Chemistry Laboratory, Analytical Chemistry Laboratory, Organic Chemistry Laboratory, Spectroscopy Laboratory, Elemental Analysis Laboratory, Chromatography Laboratory**

Our facilities support the Marine Biotechnology, Marine Environmental Chemistry, New Energy Science and Engineering, and Chemical Engineering programs, along with providing comprehensive research and analytical services.

Two Column Content - basic-two-col

Source: <https://xiamen.okie.my/>



We nurture talents and inspire minds

XMUM SECE provides a supportive and stimulating environment, fostering growth of skills and creativity, empowering every individual with unique potential to unveil their full potential. SECE believes in approaching education holistically, emphasizing critical thinking, problem-solving and emotional intelligence to shape the leaders and innovators of tomorrow.

LEARN MORE

Two Column Content

Source: <https://xiamen.okie.my/about-sece>

Academic Excellence and Recognition

Our commitment to academic excellence is evident in the recognition we have received. The Chemical Engineering programme is accredited by the Engineering Accreditation Council Malaysia (EAC), enabling our graduates to be recognized by engineering organizations in countries that are signatories to the Washington Accord. This recognition provides them with the opportunity to become registered engineers in the United States, the United Kingdom, Canada, Japan, and other participating nations.

The New Energy Science and Engineering programme equips students with the knowledge and skills to develop and implement efficient, clean, renewable, and sustainable energy technologies, addressing global energy challenges.

Programmes offered under SECE comply with the Malaysian Qualifications Agency (MQA) standards, recognized internationally, with dual accreditation by both the Malaysian and Chinese governments. This opens doors for employment and further studies in both countries, with international recognition for their achievements.

We embrace a global perspective in our teaching approach. All courses are conducted in English, promoting students' English proficiency and facilitating their transition to continue higher studies abroad, particularly in English-speaking countries. We have established collaborations with prestigious universities worldwide, ensuring that our students receive a top-quality education and become



Two Column Content - vision-mission

Source: <https://xiamen.okie.my/about-sece>

Vision


Xiamen University Malaysia aspires to become a university with a distinct global outlook, featuring first-class teaching and research, and embracing cultural diversity.

Mission

To nurture young talents with dignity and wisdom, turning them into fine citizens of the region who will contribute to the prosperity of the people and social progress of Malaysia, China and Southeast Asia.

Two Column Content - basic-two-col side-bar

Source: <https://xiamen.okie.my/about-sece>



Dedicated Faculty and State-of-the-Art Facilities

Our School of Energy and Chemical Engineering boasts an exceptional and dynamic faculty. Each student is paired with an academic mentor from their freshman year, facilitating regular interactions to provide academic and non-academic guidance. Our well-equipped laboratory facilities adhere to accredited engineering program requirements, ensuring students receive hands-on and practical learning experiences. Simulation integrated pilot plant (SIPP) is a crucial component in chemical engineering, providing a real-world testing environment for processes, equipment, and methodologies before full-scale implementation. It serves as a bridge between laboratory experiments and industrial production, allowing engineers to fine-tune processes, optimize efficiency, and identify potential issues in a controlled setting.

Accordion

Source: <https://xiamen.okie.my/faculty/academic-staff/chen-binghui>

About Me

Prof. Chen Binghui received his Ph.D. Degree from University of Leeds in 1998, Master's Degree from Zhejiang University in 1990 and Bachelor's Degree from Huaqiao University in 1984, all in Chemical Engineering. Currently, he is a Professor and Dean at School of Energy and Chemical Engineering (SECE), Xiamen University Malaysia (XMUM). His research interest is mainly in Catalysis in Hydrogenation and Oxidation. He has won numerous awards including the National Academic and Innovation Award in 1997 and the SinoPec Science and Technology Award in 1996 and 1997.

Academic Background


- Ph.D., Department of Chemical Engineering, University of Leeds, United Kingdoms, 1998 (supported by full Scholarship of British Council)
- Master's Degree, Department of Chemical Engineering, Zhejiang University, China, 1990
- Bachelor's Degree of Engineering, Department of Chemical Engineering, Huaqiao University, China, 1984

Member of Local / International Professional Body

Editorship

Two Column Content - basic-two-col quotation

Source: <https://xiamen.okie.my/about-sece>




A Message from Our Dean, Prof. Chen Binghui

Dear Students, Faculty Members, and Distinguished Guests,

It is my utmost pleasure and privilege to extend a warm welcome to all of you to the School of Energy and Chemical Engineering (SECE) at Xiamen University Malaysia (XMUM).

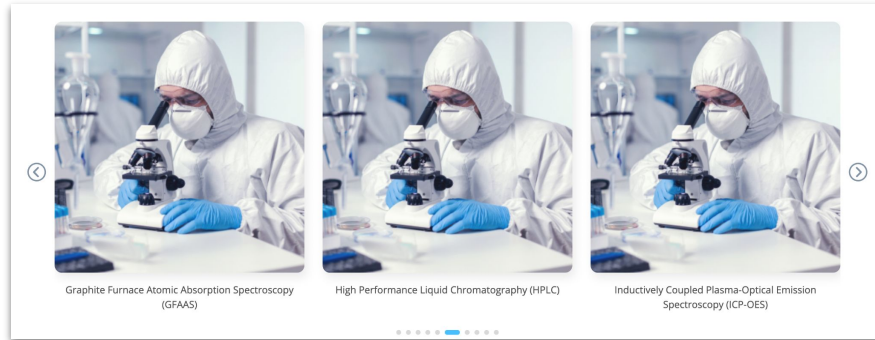
As the Dean of SECE, I am honored to be part of an institution that carries a rich legacy, rooted in the visionary spirit of Mr. Tan Kah Kee, the founder of our main campus, Xiamen University, China (XMU). Mr. Tan Kah Kee, has made an unforgettable impact in the field of education. His legacy as a world-renowned educator, who devoted his entire life to the noble pursuit of education, serves as an unwavering inspiration for all of us at XMUM.

SECE was established in 2016. Since then, we have consistently attracted bright minds from across the globe, fostering a multicultural learning environment.



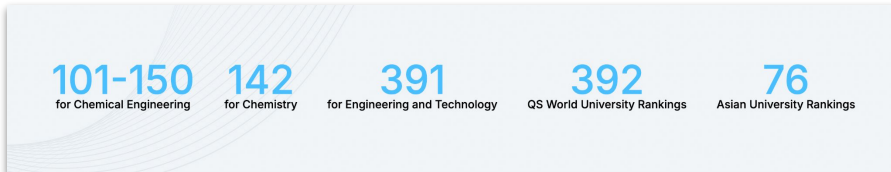
Swiper

Source: <https://xiamen.okie.my/research-industry/facilities-infrastructure-platform>



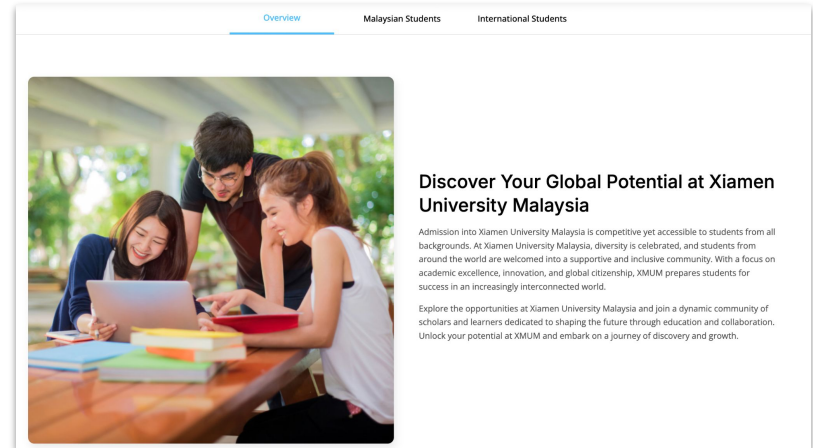
Statistics

Source: <https://xiamen.okie.my/>



Two Columns Tab

Source: <https://xiamen.okie.my/admission>



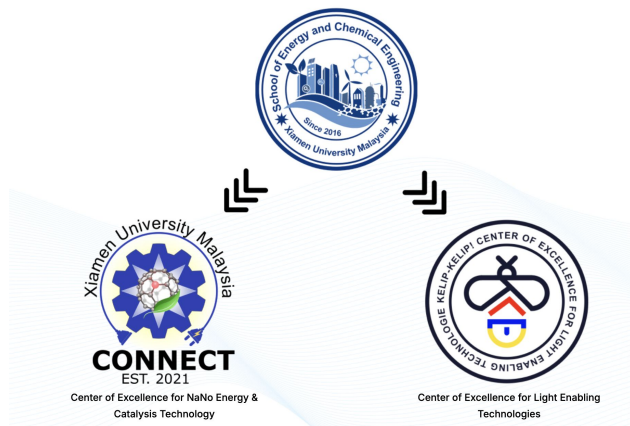
Marquee

Source: <https://xiamen.okie.my/research-industry/collaboration>



One Column Content

Source: <https://xiamen.okie.my/research-industry/facilities-infrastructure-platform>



Graphical List

Source: <https://xiamen.okie.my/research-industry/facilities-infrastructure-platform>

Core Values - ASPIRE

Aspiration

To persevere in the landscape of science and technology toward making an impact on a wider community.

Synergy & Community

To develop a collaborative environment across all disciplines, including academic and industry.

Professionalism

To uphold the integrity and persistence towards lifelong learning by continuously seeking self-improvement.

Innovation

To strive towards novel and original solutions in-face of the dynamic pace of research.

Responsibility

To ensure that our work is conducted ethically in the course of research.

Excellence

To be a motivated and resilient scholar who demonstrates commitment and passion toward our pursuit of excellence.

How to Add Content

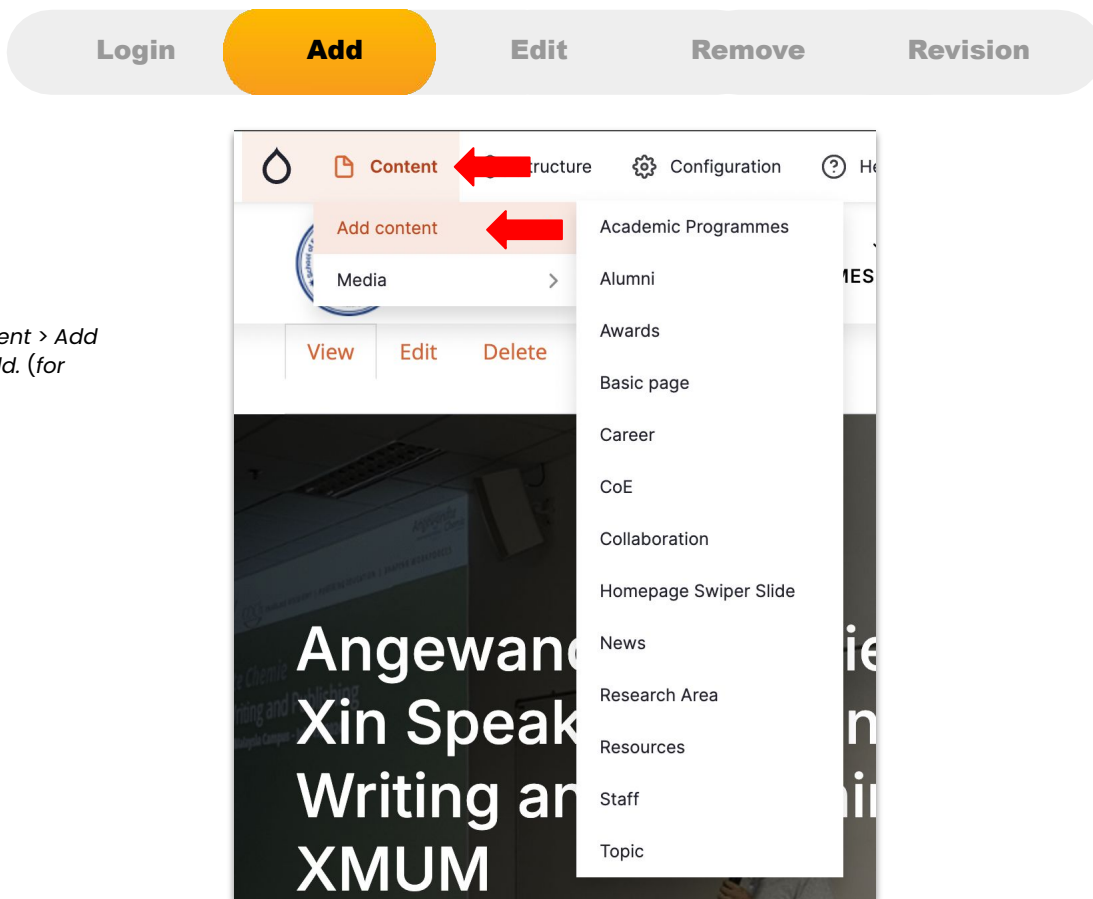


How to Add Content

Step 1:

Select the content type to create content

- In the *Manage* administrative menu, navigate to *Content* > *Add content* > *Select the Content type that you want to add.* (for example *Academic Programmes*).



How to Add Content

Login

Add

Edit

Remove

Revision

Step 2:

In the *Edit* page

- Fill in the fields as shown on the node page. Also, you can add the related Paragraph.
- By clicking the *Source* button in the rich text editor toolbar, you can see the HTML source code of the text that you are editing.

Step 3:

Save / Preview the updates

- Click *Preview* to ensure everything looks like expected.
- Click *Back to content editing*.
- Click *Save*. The content is saved and can be found on the *Content* page.

The screenshot shows a web application interface for creating academic programmes. At the top, there is a navigation bar with buttons for 'Login', 'Add' (highlighted in orange), 'Edit', 'Remove', and 'Revision'. Below this, a breadcrumb trail shows 'Content' as the active page. The main heading is 'Create Academic Programmes'. To the right of the heading are a 'Published' toggle switch, and 'Preview' and 'Save' buttons. The form contains several input fields: 'Title *', 'Programme Type *' (with radio buttons for 'Postgraduate' and 'Undergraduate'), and 'Programme Code'. Below these is a 'Paragraphs' section with a table header 'Paragraphs' and a column 'Order'. A button 'Add One Column Content' is visible. At the bottom, there is a 'Banner Image' section with a file upload area and a link to 'Open File Browser'. On the right side, there is a sidebar with a 'Last s' section containing 'Autho' and 'Revisio', and a 'Me' section with 'Not' and 'UR'.

How to Edit Content



How to Edit Content

Step 1:

Select node in the *Content* page

- In the *Manage* administrative menu, navigate to *Content* tab.
- If the content item you want to edit was updated or created recently, it should appear near the top of the content list on that page. If not, you can use the *Content type*, *Title*, or other filters to locate the content item.

Step 2:

Find the *node* that you want to edit

- Click *Edit* in the row of the content item you want to edit (e.g TAN JI SIANG), to open the content editing page.

The screenshot displays the Content management interface. At the top, there is a navigation bar with buttons: Login, Add, Edit (highlighted in orange), Remove, and Revision. Below this, a dropdown menu is open for the 'Content' tab, showing options: Add content and Media. The main content area is titled 'Content'. Below the title, there is a filter bar with fields for Title, Content type (set to '- Any -'), Published status (set to '- Any -'), and Language (set to '- Any -'), along with a Filter button. Below the filter bar, there is a table listing content items. The table has columns: Title, Content type, Author, Status, Updated, and Operations. The table contains four rows of data, each with an 'Edit' button in the Operations column.

<input type="checkbox"/>	Title	Content type	Author	Status	Updated	Operations
<input type="checkbox"/>	TAN JI SIANG	Staff	szehuichan	Unpublished	09/13/2024 - 16:56	Edit
<input type="checkbox"/>	LIM Lih Wei	Staff	webmaster	Published	09/13/2024 - 16:25	Edit
<input type="checkbox"/>	Mohd Zuhelmy bin AHMAD	Staff	webmaster	Published	09/13/2024 - 16:23	Edit
<input type="checkbox"/>	Nur Izzati Binti MOHD RAZALI	Staff	webmaster	Published	09/13/2024 - 16:22	Edit

How to Edit Content

Step 3:

Edit the page

- On the Edit page, update the fields on the node page such as *Title*, *Programme Code* or related *Paragraphs*.
- By clicking the *Source* button in the rich text editor toolbar, you can see the HTML source code of the text that you are editing.

Step 4:

Save / Preview the updates

- Click *Preview* to ensure everything looks like expected.
- Click *Back to content editing*.
- Click *Save* to save your changes.
- You will be redirected back to the *Content* page, and there should be a message showing that the content item was updated. Refer the screenshot below.

Login

Add

Edit

Remove

Revision

The screenshot shows the 'Edit' page for a content item titled 'Bachelor of Chemical Engineering with Honours'. The page is part of a system with a top navigation bar containing 'Login', 'Add', 'Edit', 'Remove', and 'Revision'. The main interface has a top menu with 'Content', 'Structure', 'Appearance', 'Extend', 'People', 'Reports', 'Configuration', and 'Help'. Below this is a breadcrumb 'Back to site | Edit Academic Programmes' and a 'Shortcuts' section with 'webmin'. The main title is 'Bachelor of Chemical Engineering ...' with a star icon, a 'Published' toggle, and 'Preview' and 'Save' buttons. Below the title are tabs for 'View', 'Edit', and 'Revisions'. The 'Edit' tab is active, showing a form with fields for 'Title *' (containing 'Bachelor of Chemical Engineering with Honours'), 'Programme Type *' (with radio buttons for 'Postgraduate' and 'Undergraduate', where 'Undergraduate' is selected), and 'Programme Code' (containing 'R/524/6/0063 * MQA/FA5713'). There is a 'Show row weights' link. Below the form is a 'Paragraphs' section with an 'Edit all' button. At the bottom, there is a list of content items, with one item 'Two Columns Content Exploring Chemical Engineering: Bridging Science and Industry, Chemical...' visible, having an 'Edit' button. On the right side, there is a 'Published' section with 'Last saved: 09/09/2024 - 11:35' and 'Author: webmin'. Below this is a 'Create new revision' toggle and a 'Revision log message' section with a 'Delete' button. Further down is a 'Menu settings' section with 'Menu link title' set to 'Bachelor of Chemical Engineering with Honours' and a 'Provide a menu link' toggle. At the very bottom right is a 'Description' field.



Status message

Academic Programmes *Bachelor of Chemical Engineering with Honours* has been updated.

How to Remove Content



Unpublished Content

[Login](#)[Add](#)[Edit](#)[Remove](#)[Revision](#)

To removed content, you may *Unpublished* or *Delete* it. However, once deleted the action is not reversible. Highly recommended to unpublished rather than deleting it. The content still able to find from the *Content* page.

Method 1: Unpublished Content

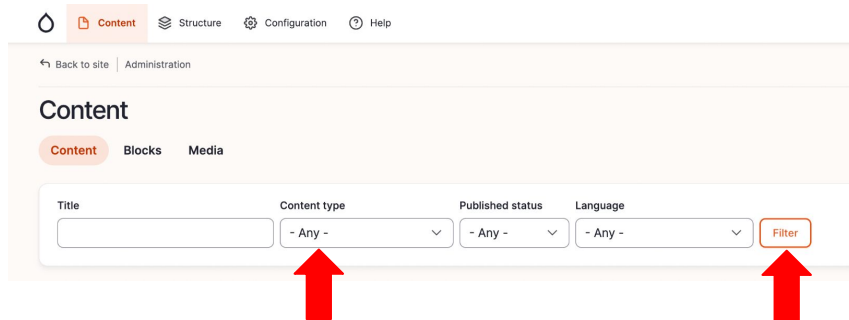
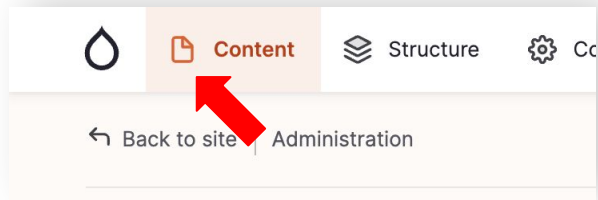
Step 1: Navigate to Content tab

- In the *Manage* administrative menu, navigate to *Content* tab and click it to view the *Content* list

Step 2:

Find the content to Unpublished

- Type in the title of the content on the *Title* field *OR*
- Filter the content by *Content Type*, then click *Filter* button



Unpublished Content

Step 3:

Select the desire Unpublished content

- Select the desire content to unpublished
- Click the *checkbox* on the left of the content list

Note: You can select multiple lists in bulk.

Step 4:

Unpublished content

- Choose *Unpublish content* in the *Action* dropdown menu
- Click on *Apply to selected items*
- Once done, the status will changed from *Published* to *Unpublished*.

Login

Add

Edit

Remove

Revision

<input type="checkbox"/>	Title	Content type	Author	Status	Updated	Operations
<input type="checkbox"/>	Bachelor of Chemical Engineering with Honours	Academic Programmes	webmin	Published	09/13/2024 - 18:25	Edit
<input type="checkbox"/>	TAN Ji Siang	Staff	szehuichan	Unpublished	09/13/2024 - 18:23	Edit
<input type="checkbox"/>	LIM Lih Wei	Staff	webmaster	Published	09/13/2024 - 16:25	Edit
<input type="checkbox"/>	Mohd Zulhelmy bin AHMAD	Staff	webmaster	Published	09/13/2024 - 16:23	Edit

<input type="checkbox"/>	Title	Content type	Author	Status	Updated	Operations
<input checked="" type="checkbox"/>	Bachelor of Chemical Engineering with Honours	Academic Programmes	webmin	Published	09/13/2024 - 18:25	Edit
<input checked="" type="checkbox"/>	TAN Ji Siang	Staff	szehuichan	Unpublished	09/13/2024 - 18:23	Edit
<input checked="" type="checkbox"/>	LIM Lih Wei	Staff	webmaster	Published	09/13/2024 - 16:25	Edit
3 items selected Action: Unpublish content Apply to selected items						



Delete Content

Login

Add

Edit

Remove

Revision

Method 2: Delete Content

Step 1:

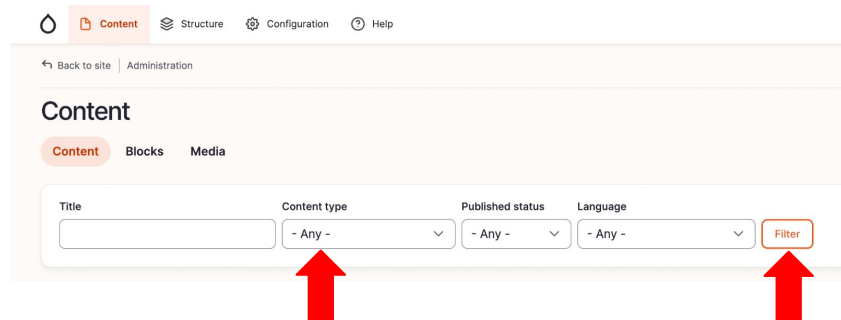
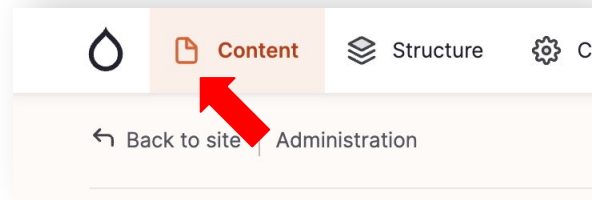
Navigate to Content tab

- In the *Manage* administrative menu, navigate to *Content* tab and click it to view the *Content* list

Step 2:

Select the desire Delete content

- Type in the title of the content on the *Title* field *OR*
- Filter the content by *Content Type*, then click *Filter* button



Delete Content

Step 3:

Select the desire Delete content

- Select the desire content to *Delete*
- Click the *checkbox* on the left of the content list

Note: You can select multiple lists in bulk.

Step 4:

Delete content

- Choose *Delete* in the *Action* dropdown menu
- Click on *Apply to selected items*
- Once deleted, the content will be removed from the system and cannot be reversed.

LoginAddEditRemoveRevision

<input type="checkbox"/>	Title	Content type	Author	Status	Updated	Operations
<input type="checkbox"/>	Bachelor of Chemical Engineering with Honours	Academic Programmes	webmin	Published	09/13/2024 - 18:25	<div>Edit</div>
<input type="checkbox"/>	TAN Ji Siang	Staff	szehuichan	Unpublished	09/13/2024 - 18:23	<div>Edit</div>
<input type="checkbox"/>	LIM Lih Wei	Staff	webmaster	Published	09/13/2024 - 16:25	<div>Edit</div>
<input type="checkbox"/>	Mohd Zulhelmy bin AHMAD	Staff	webmaster	Published	09/13/2024 - 16:23	<div>Edit</div>

<input type="checkbox"/>	Title	Content type	Author	Status	Updated	Operations
<input checked="" type="checkbox"/>	Bachelor of Chemical Engineering with Honours	Academic Programmes	webmin	Published	09/13/2024 - 18:25	<div>Edit</div>
<input checked="" type="checkbox"/>	TAN Ji Siang	Staff	szehuichan	Unpublished	09/13/2024 - 18:23	<div>Edit</div>
<input checked="" type="checkbox"/>	LIM Lih Wei	Staff	webmaster	Published	09/13/2024 - 16:25	<div>Edit</div>

3 items selected

Action:

Delete content

Apply to selected items

Content Revision



Revert Content

This revision function would come in handy when we want to quickly go back to the previous content.

Step 1:

Select node in the *Content* page

- In the *Manage* administrative menu, navigate to *Content* tab.
- If the content item you want to edit was updated or created recently, it should appear near the top of the content list on that page. If not, you can use the *Content type*, *Title*, or other filters to locate the content item.

Step 2:

Find the *node* that you want to edit

- Click *Edit* in the row of the content item you want to edit (e.g Contact), to open the content editing page.

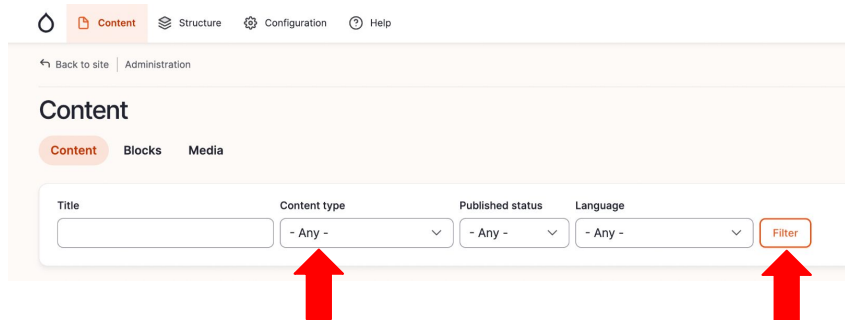
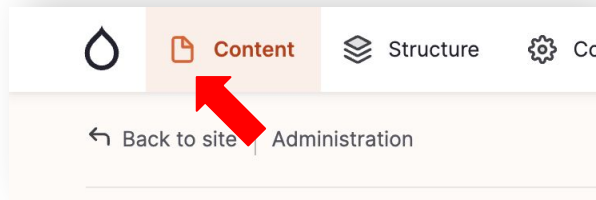
Login

Add

Edit

Remove

Revision



Revert Content

Step 3:

In the *Edit* page

- Click on Revision tab to show all the version of that content.
- You can click on the Time and date that is highlighted in orange to have a preview of the previous version. Open it in a new tab.

Step 3:

Revert button

- Click *Revert* when you are sure that it is the version you want
- Click *Revert again to confirm the action*

[Login](#)[Add](#)[Edit](#)[Remove](#)[Revision](#)

Bachelor of Chemical Engineering ...



Published

[Preview](#)[Save](#)[View](#)[Edit](#)[Revisions](#)

Revision

Operations

09/09/2024 - 11:32 by oswebmaster

Current revision

07/17/2024 - 09:09 by webmin

Revert



07/17/2024 - 08:55 by webmin

Revert



07/17/2024 - 08:53 by webmin

Revert



07/17/2024 - 08:39 by webmin

Revert

