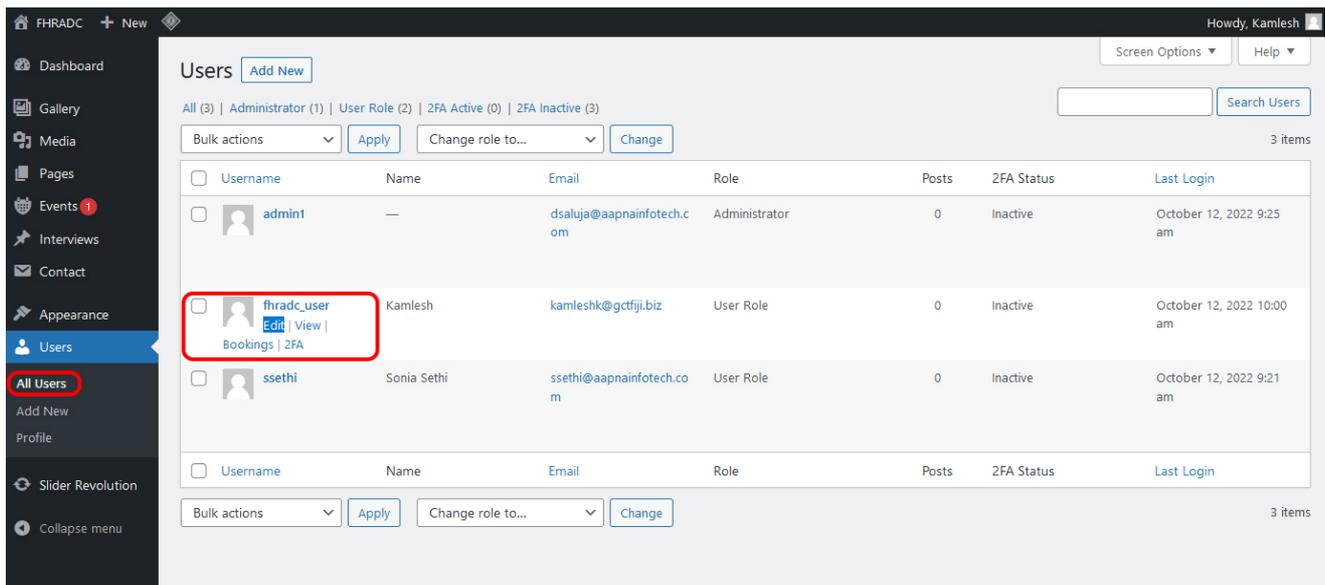


1. PROFILE

Important Note - With this section you can create new user for login in backend.

Step 1 - Click on **Users** tab from the left sidebar > Here you can see all the users > You can add a new page, edit or delete any user.

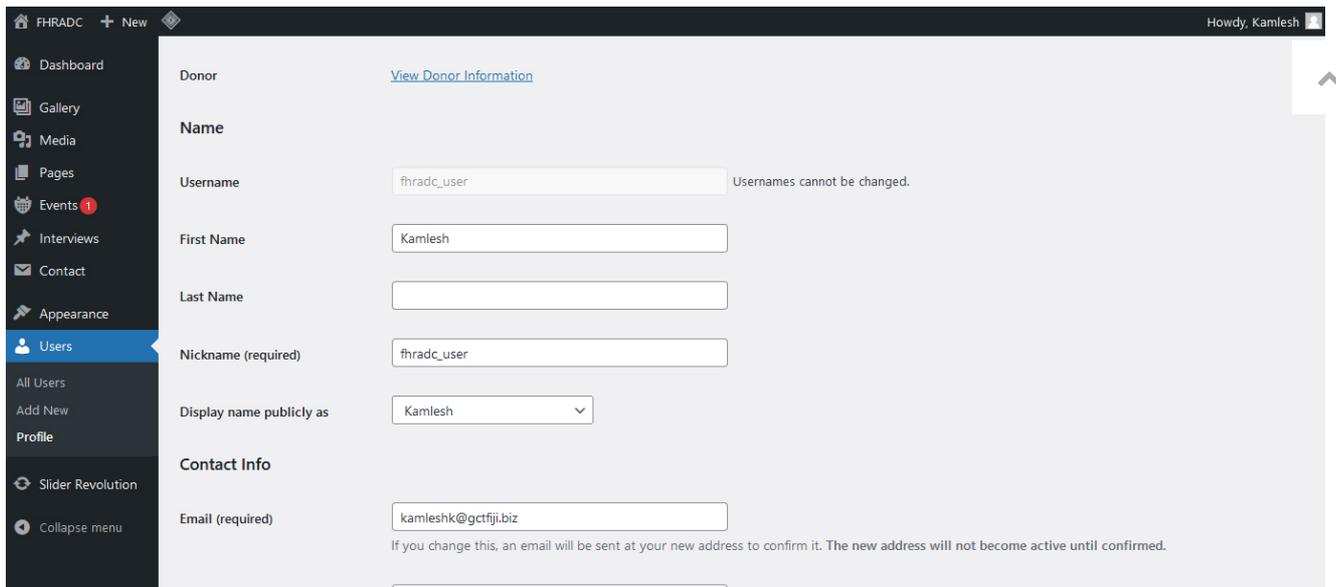


The screenshot displays the HRADC Users management interface. The sidebar on the left shows the 'Users' tab selected, and the 'All Users' button is circled in red. The main content area shows a list of users with columns for Username, Name, Email, Role, Posts, 2FA Status, and Last Login. The user 'fhradc_user' is highlighted with a red box, and the 'Edit' button is also highlighted. The interface includes a search bar, bulk actions, and a 'Change role to...' dropdown.

Username	Name	Email	Role	Posts	2FA Status	Last Login
admin1	—	dsaluja@aapnainfotech.com	Administrator	0	Inactive	October 12, 2022 9:25 am
fhradc_user	Kamlesh	kamleshk@gctfiji.biz	User Role	0	Inactive	October 12, 2022 10:00 am
ssethi	Sonia Sethi	ssethi@aapnainfotech.com	User Role	0	Inactive	October 12, 2022 9:21 am

Step 2 - After clicking **edit** you can change username, user role and password. Click on **Update profile** button after making the changes.

you can also create new user by clicking **add new**.

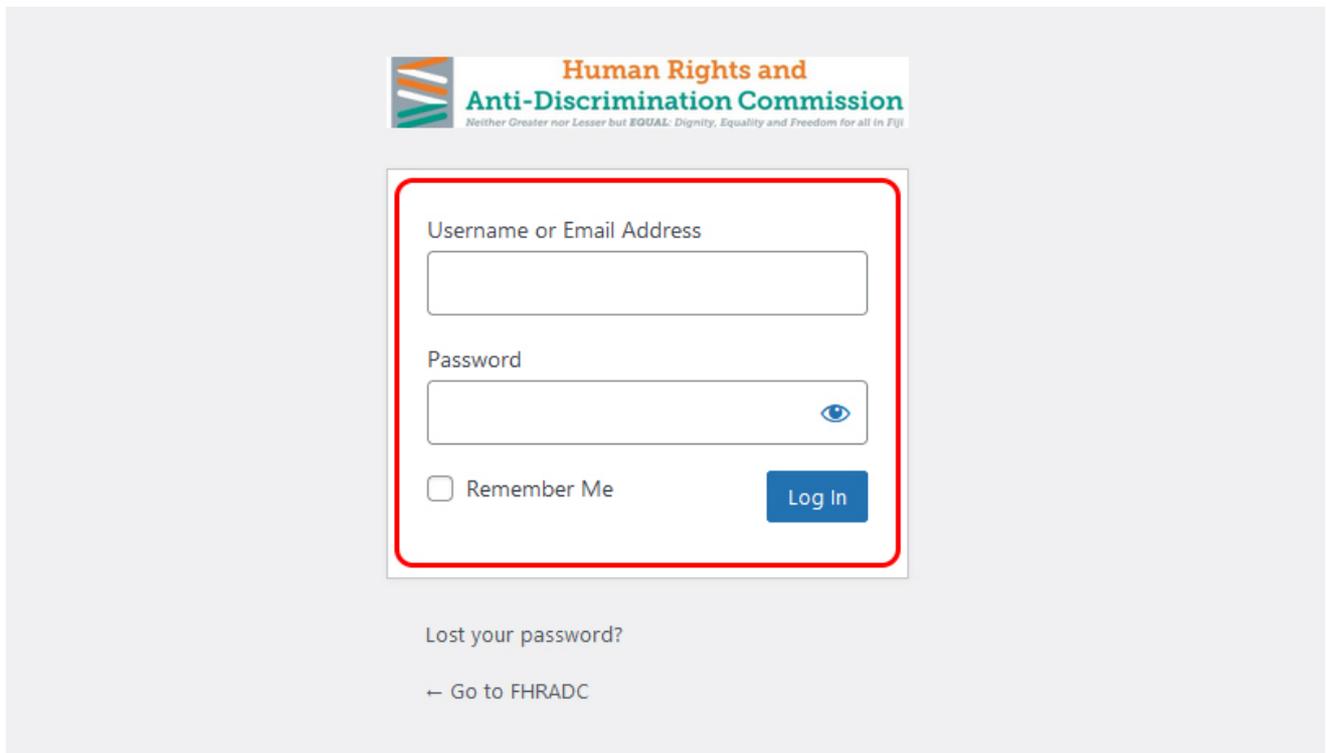


The screenshot shows the HRADC user management interface. The top navigation bar includes 'FHRADC + New' and a user profile 'Howdy, Kamlesh'. The left sidebar lists various menu items, with 'Users' selected. The main content area displays the 'Add New' user form, which includes fields for Name, Username, First Name, Last Name, Nickname (required), Display name publicly as, Contact Info, and Email (required). A 'View Donor Information' link is visible at the top. A note indicates that usernames cannot be changed.

2. LOGIN

Please visit: <https://www.fhradc.org.fj/wp-admin/>

Enter the login details as provided by AAPNA



The screenshot shows the HRADC login page. The header features the logo for the Human Rights and Anti-Discrimination Commission, with the tagline 'Neither Greater nor Lesser but EQUAL: Dignity, Equality and Freedom for all in Fiji'. The login form is highlighted with a red border and includes fields for 'Username or Email Address' and 'Password'. There is a 'Remember Me' checkbox and a 'Log In' button. Below the form, there is a link for 'Lost your password?' and a 'Go to FHRADC' link.

After login in backend, refresh frontend page. You can also **edit page** directly from frontend (top black bar will visible after login). As shown in below image.



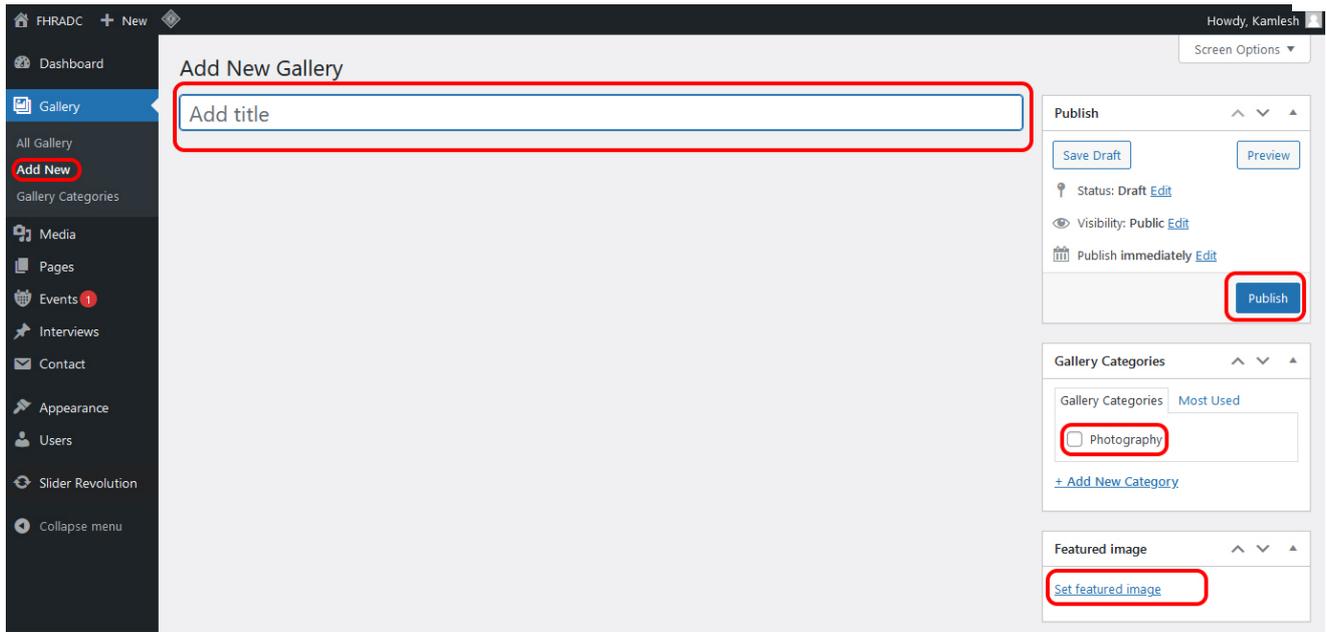
3. GALLERY

Important Note - With this section you can update, add, create new.

Step 1 - Click on **Gallery tab** from the left sidebar > Here you can see all the existing posts > You can add a new page, edit and delete by click on trash

<input type="checkbox"/>	Title	Gallery Categories	Date
<input type="checkbox"/>	UN Photo Gallery 01 Edit Quick Edit Trash View	Photography	Published 2021/12/16 at 6:32 am
<input type="checkbox"/>	UN Photo Gallery 02	Photography	Published 2021/12/16 at 6:33 am
<input type="checkbox"/>	UN Photo Gallery 03	Photography	Published 2021/12/16 at 6:34 am
<input type="checkbox"/>	UN Photo Gallery 04	Photography	Published 2021/12/16 at 6:39 am
<input type="checkbox"/>	UN Photo Gallery 05	Photography	Published 2021/12/16 at 7:01 am
<input type="checkbox"/>	UN Photo Gallery 06	Photography	Published 2021/12/16 at 7:02 am
<input type="checkbox"/>	UN Photo Gallery 07	Photography	Published 2021/12/16 at 7:03 am

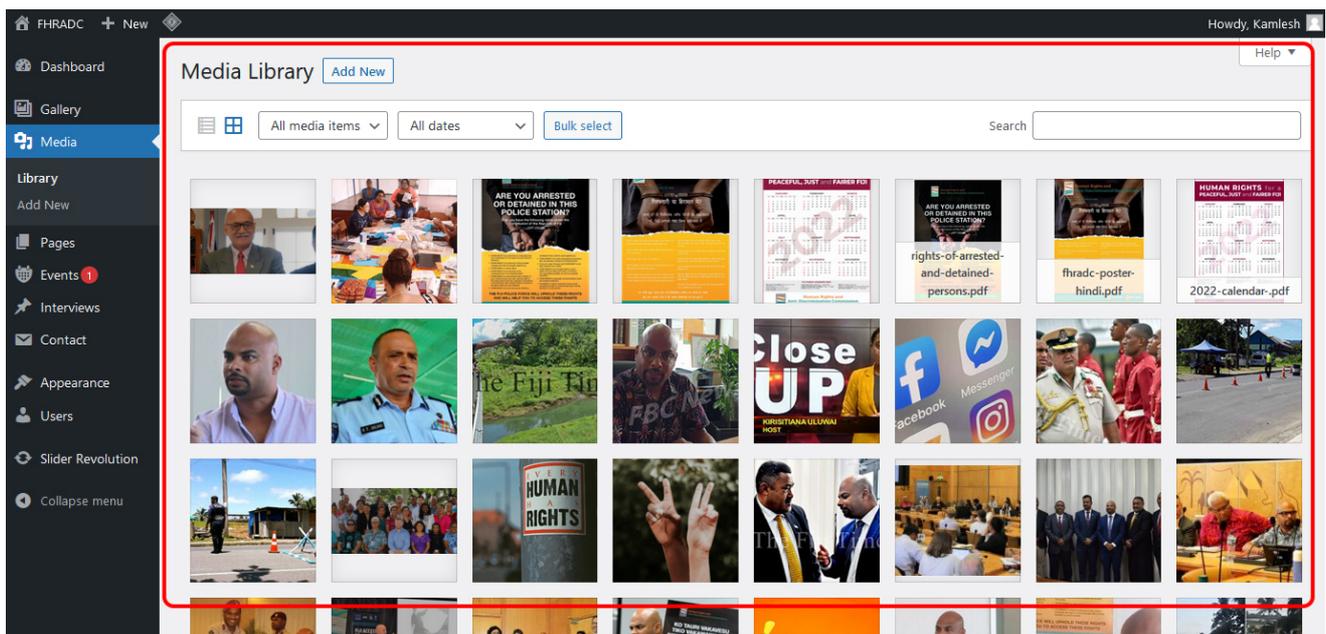
Step 2 - After clicking "Add New" add title under "Add title section" then select the photography option from gallery category. After that add feature image under "feature image section" and click on to update button to save the page. The image will be be added in gallery page.



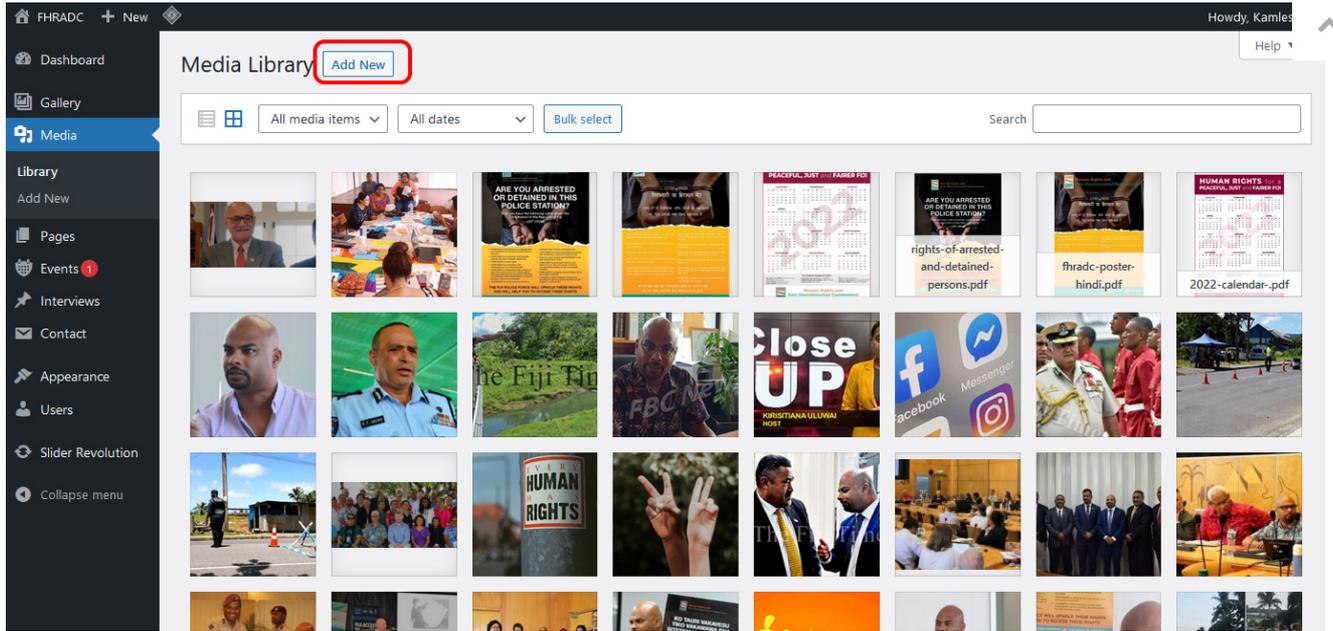
4. MEDIA

Important Note - With this section you can preview and add new images.

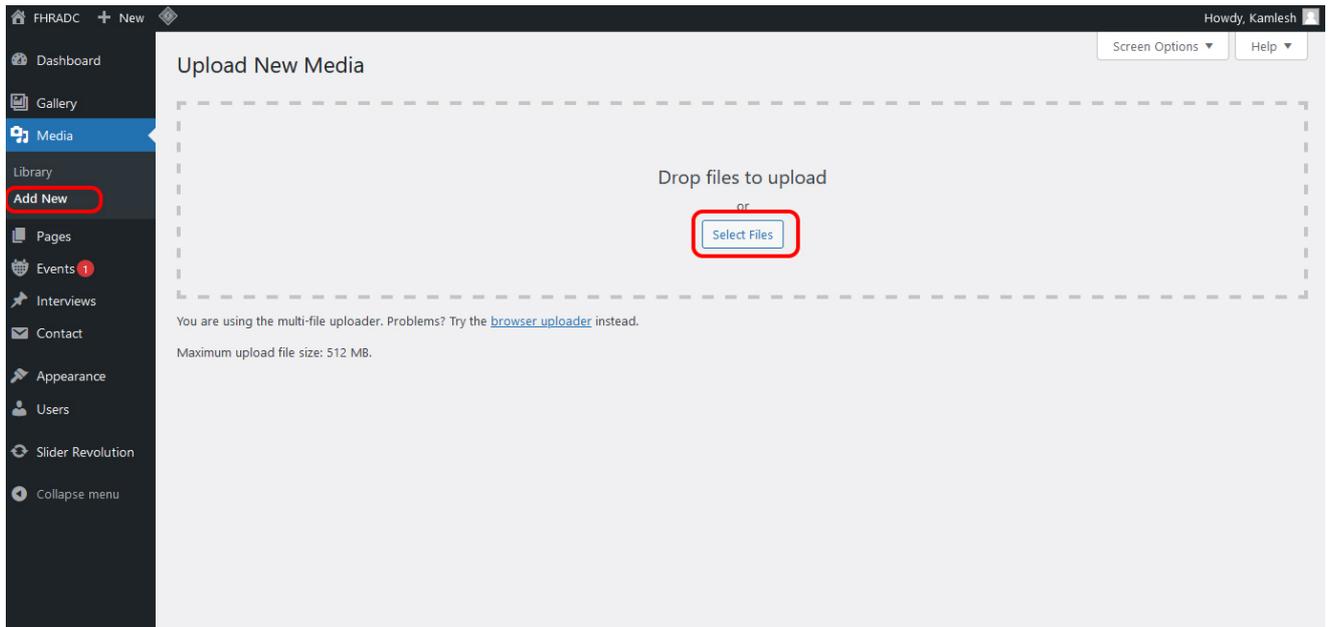
Step 1 - Click on **media tab** from the left sidebar > Here you can see all the existing images.



Step 2 - You can add new images by clicking on the **Add New** button as highlighted in red outline



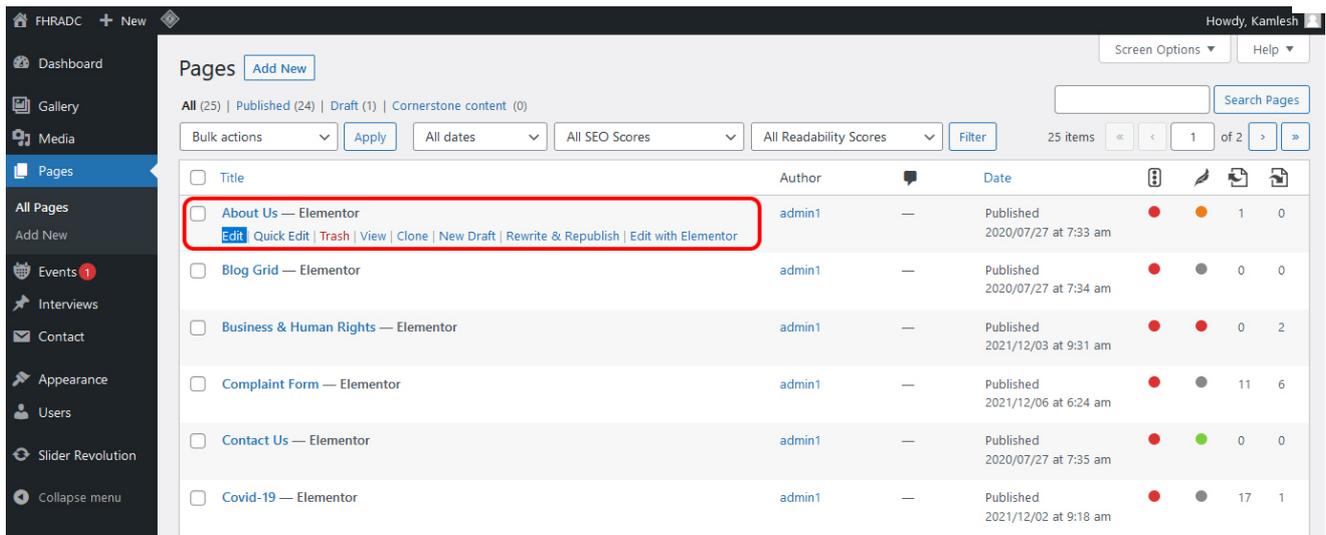
Step 3 - To select the files you want to upload from the system, click on **Select Files** button as highlighted in red outline



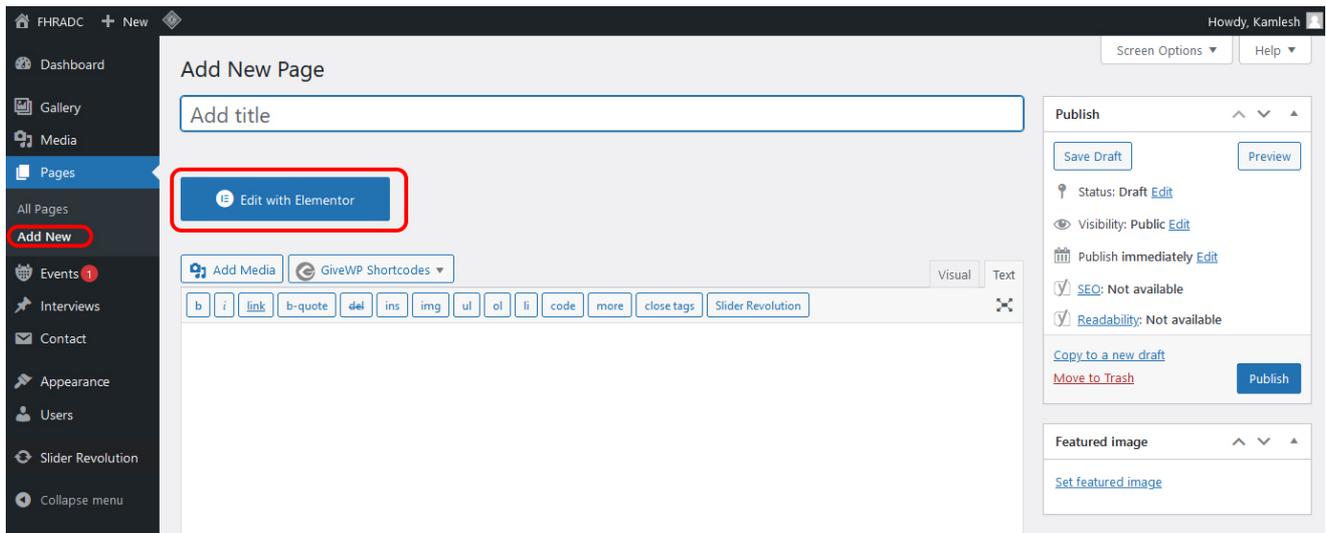
5. PAGES

Important Note - With this section you can update, add, create new article.

Step 1 - Click on **Pages** tab from the left sidebar > Here you can see all the existing Pages > You can add a new page, edit, delete and take replica (Clone) of existing posts or save as draft.

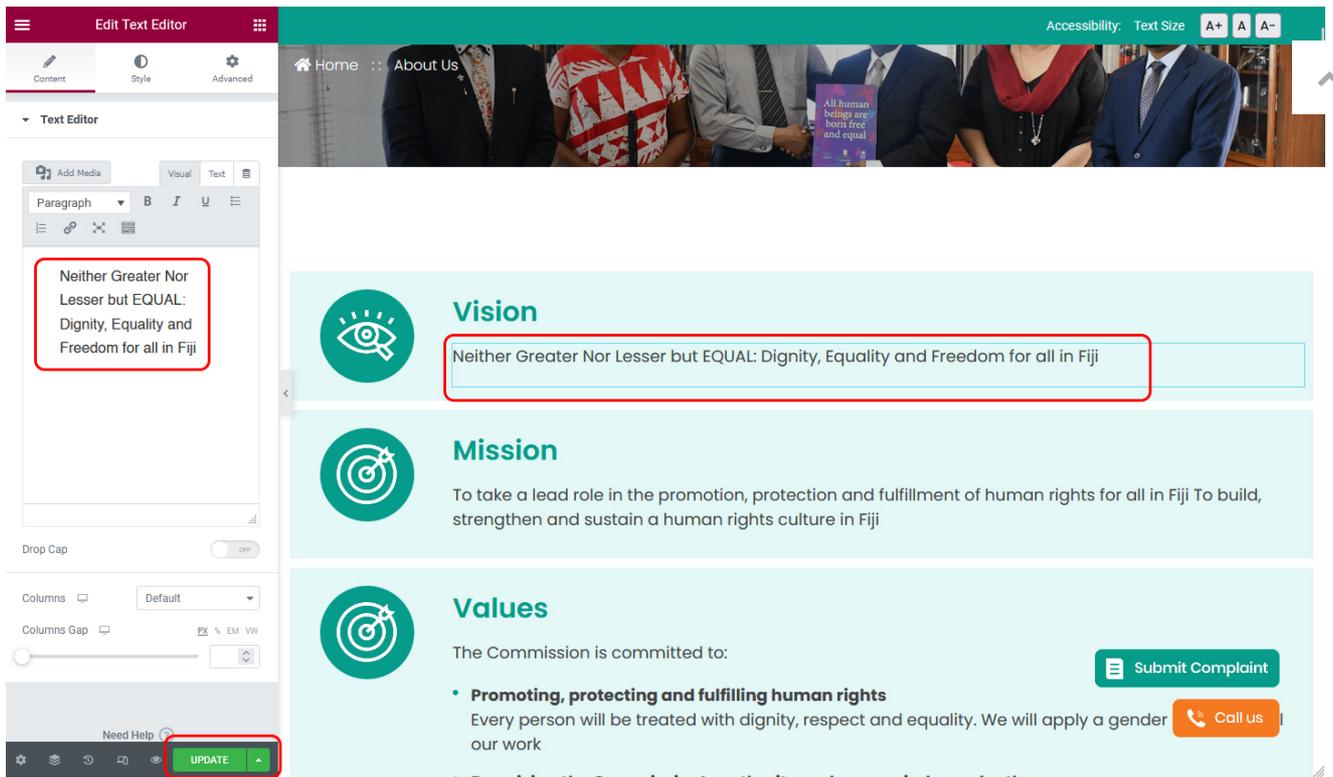


Step 2 - After clicking "Edit" button as highlighted in blue (Above screen). You can see below screen with **Edit with Elementor** button as highlighted in red outline. Please click on it to edit or change content.



Step 3 - Here you can edit/change/delete all the article content as per your need. **On right side** - Pages preview panel and on **Left side Pages editing tool panel**. You can select section, line, image etc and can update things using left side panel as shown in screen-shot.

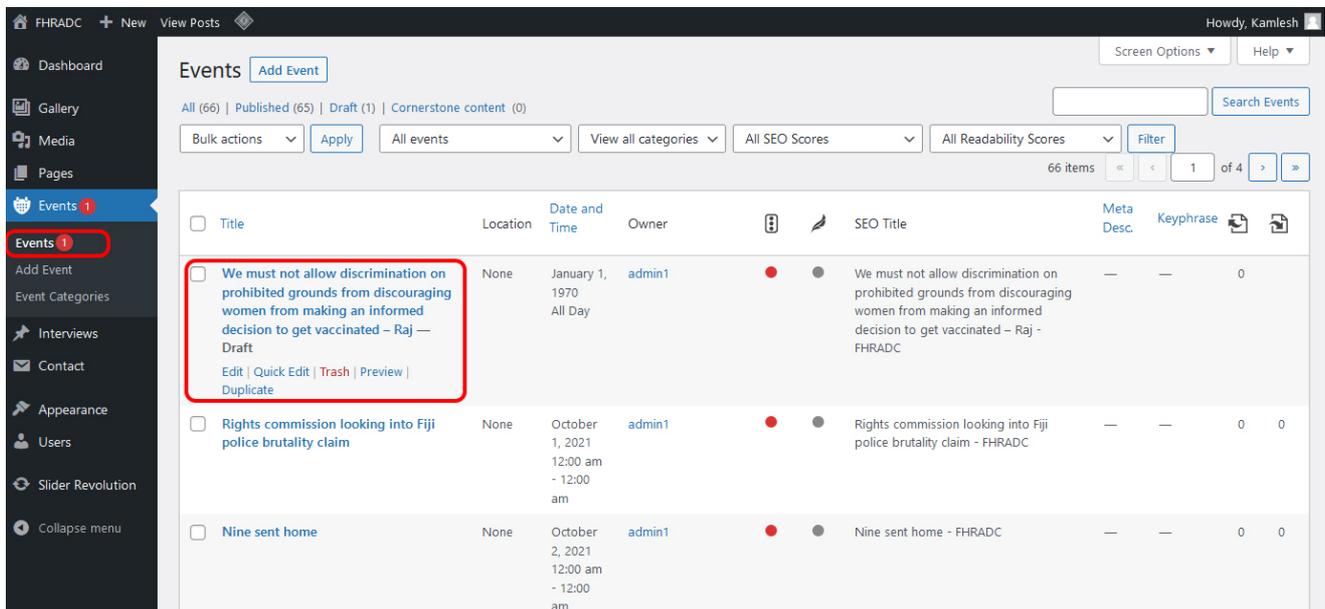
After done all the changes. Click on **update** button to save the changes.



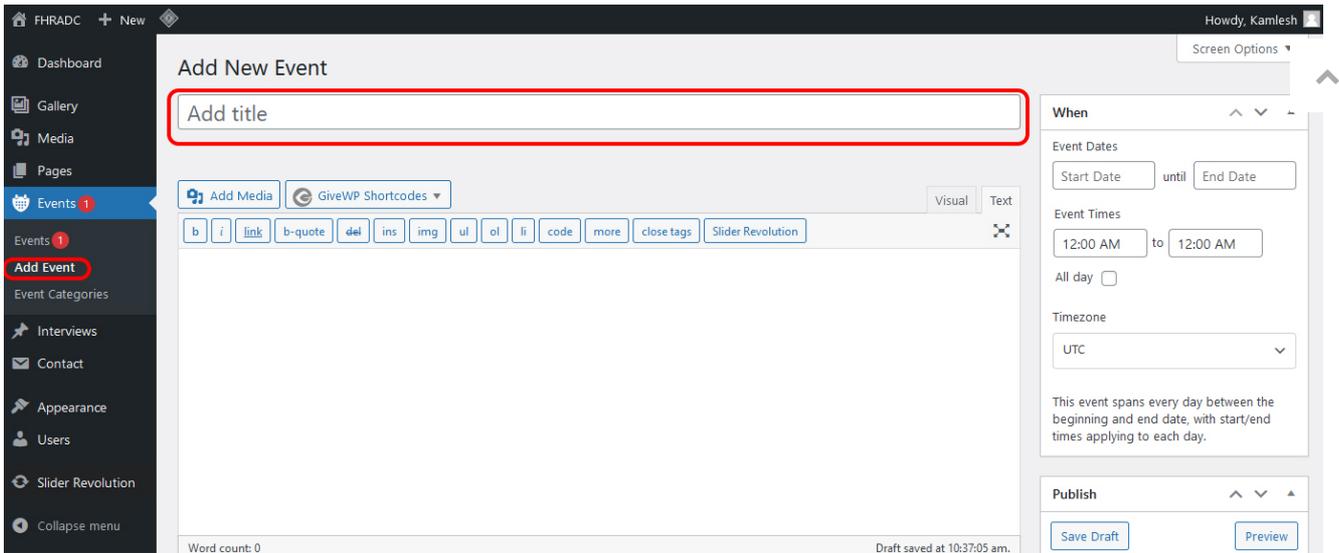
6. EVENTS

Important Note - With this section you can add or delete any Event

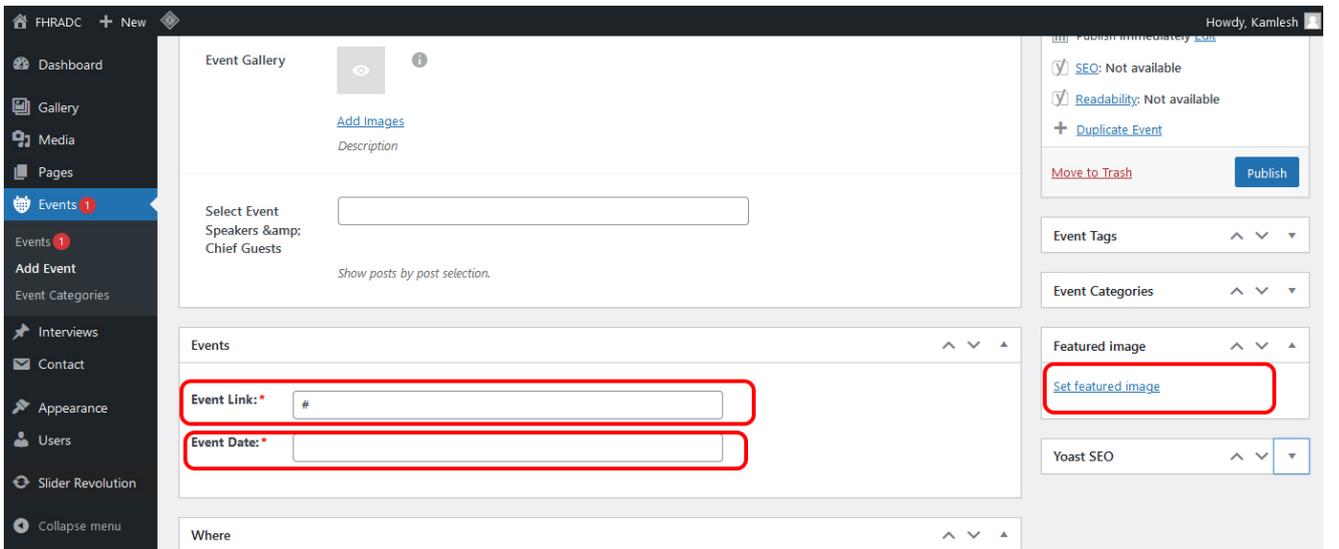
Step 1 - Click on **Event** tab from the left sidebar > Here you can see all the Events > You can add a new page, edit or delete any event.



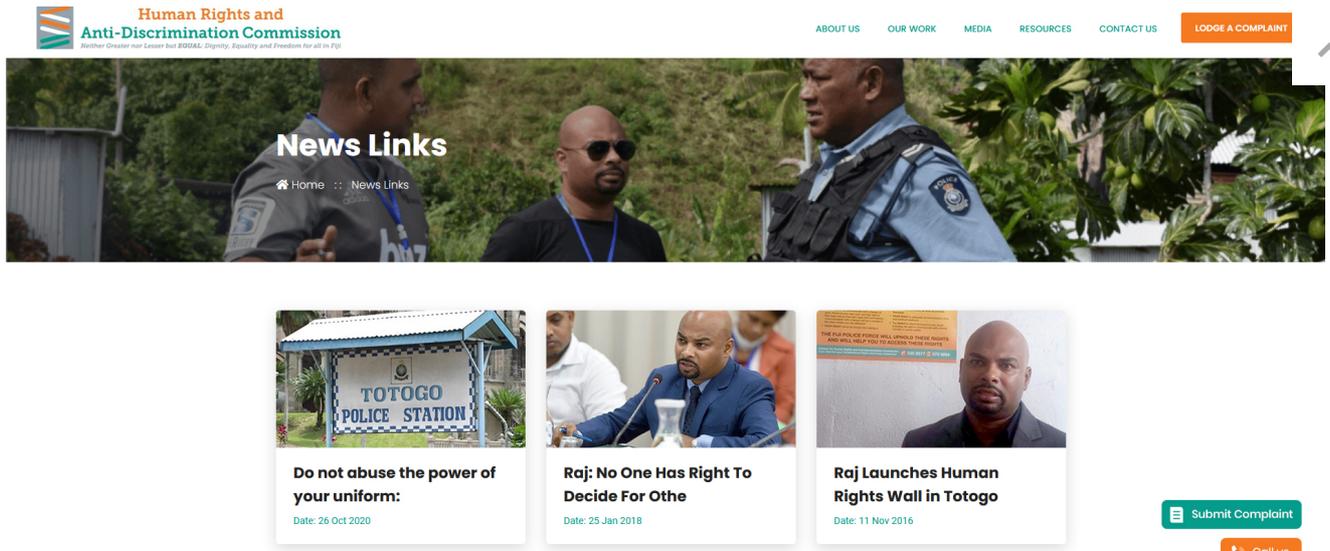
Step 2 - After clicking "Add New" add title under "Add title section"



Step 3 - then add the event link, date, upload feature image and publish the page.



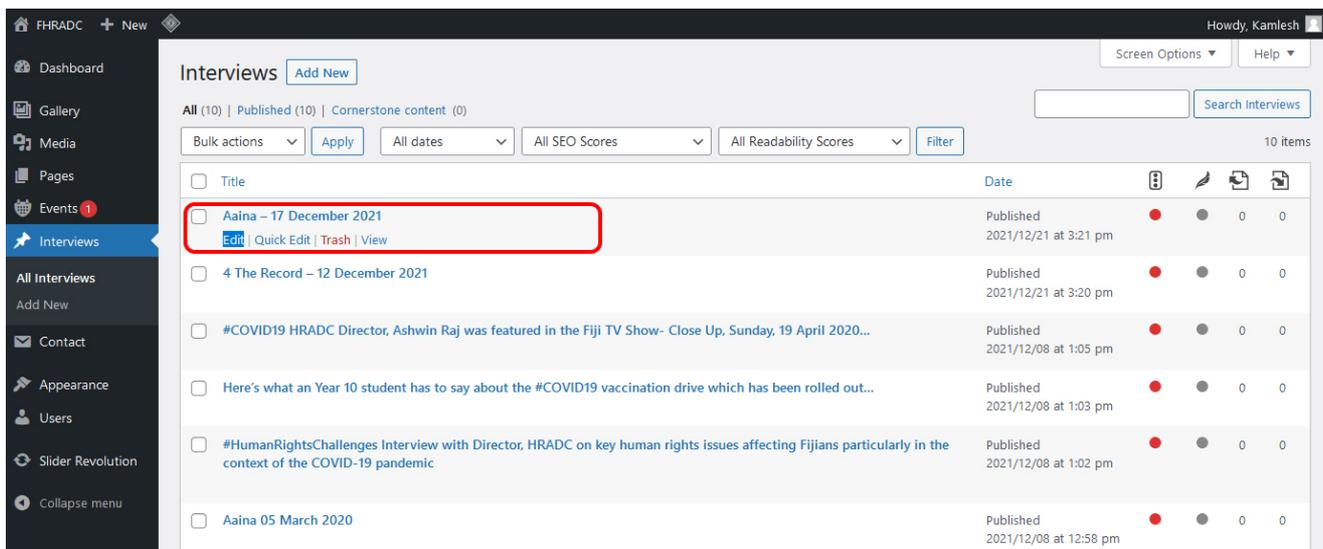
Step 4 - The uploaded event will be added under **News Links** sharing the screenshot below.



7. INTERVIEWS

Important Note - With this section you can add or delete any interview

Step 1 - Click on **Interview tab** from the left sidebar > Here you can see all the interviews > You can add a new page, edit or delete any interview.



Step 2 - After clicking "Add New" **add title** under "Add title section" then add the interview URL under "Interview Link" upload the image under **featured section** and publish the page.

The screenshot shows the 'Add New Interview' form in a WordPress dashboard. The 'Add title' field at the top is highlighted with a red box. Below the title field is a rich text editor with various formatting options. At the bottom of the form, the 'Interview Link' field is also highlighted with a red box. On the right sidebar, the 'Publish' button is highlighted with a red box, indicating the final step in creating the interview post.

Step 3 - The new interview will be added under below screen (interview page)

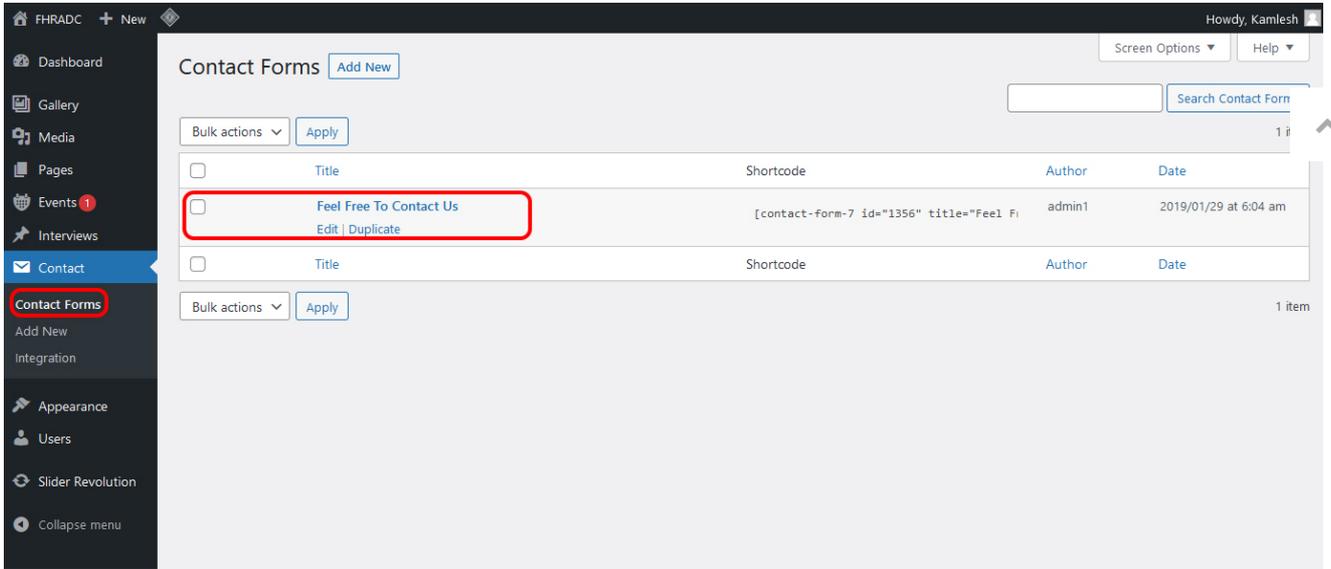


A grid of six interview thumbnails is displayed, each with a red border. The thumbnails show various interview subjects and topics, including 'Aaina - 17 December 2021', 'The Record - 12 December 2021', '#COVID19 HRADC Director, Ashwin Raj was featured in the Fiji...', 'Here's what an Year 10 student has to say about the #COVID...', '#HumanRightsChallenges Interview with Director, HRADC on key...', and 'Aaina 05 March 2020'. A 'Submit Complaint' button is visible in the bottom right corner of the grid area.

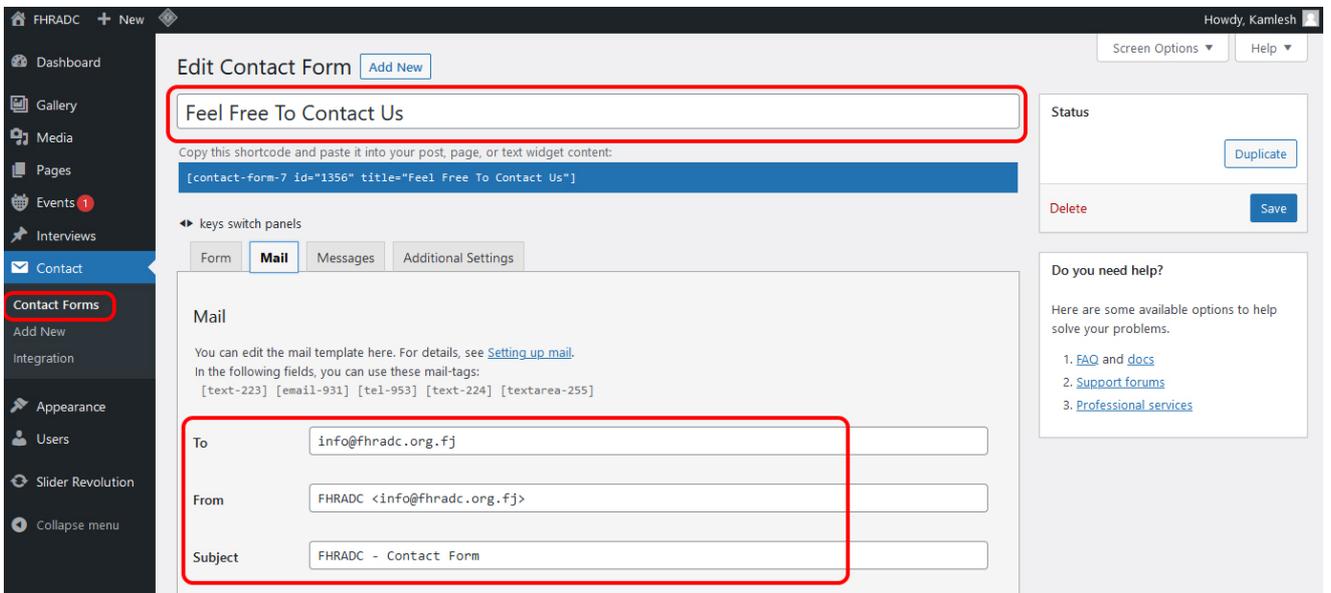
8. CONTACT

Important Note - With this section you can add or edit any contact form

Step 1 - Click on **Contact Form** from the left sidebar > Here you can see all the forms > You can add a new page, edit or delete any form.



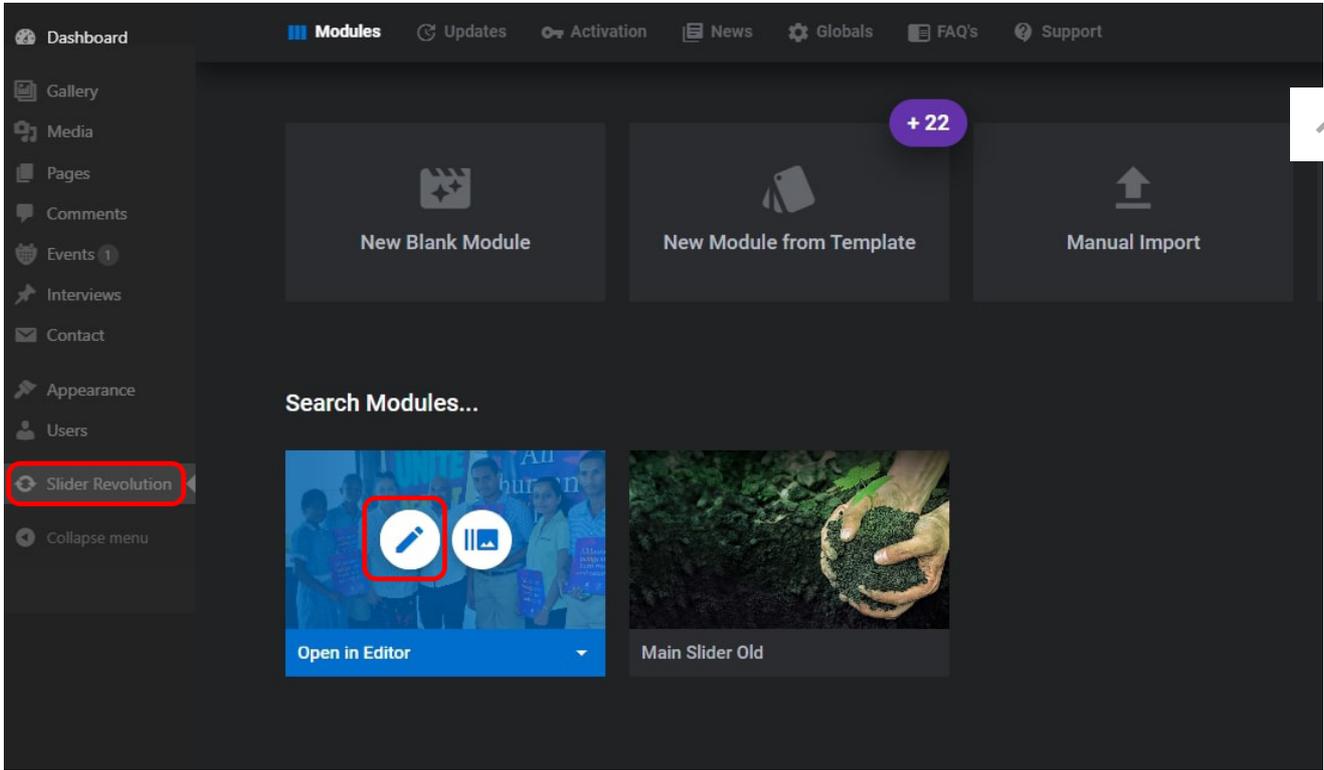
Step 2 - After clicking **Edit** you can change the Heading, Subject and Email id of forms.



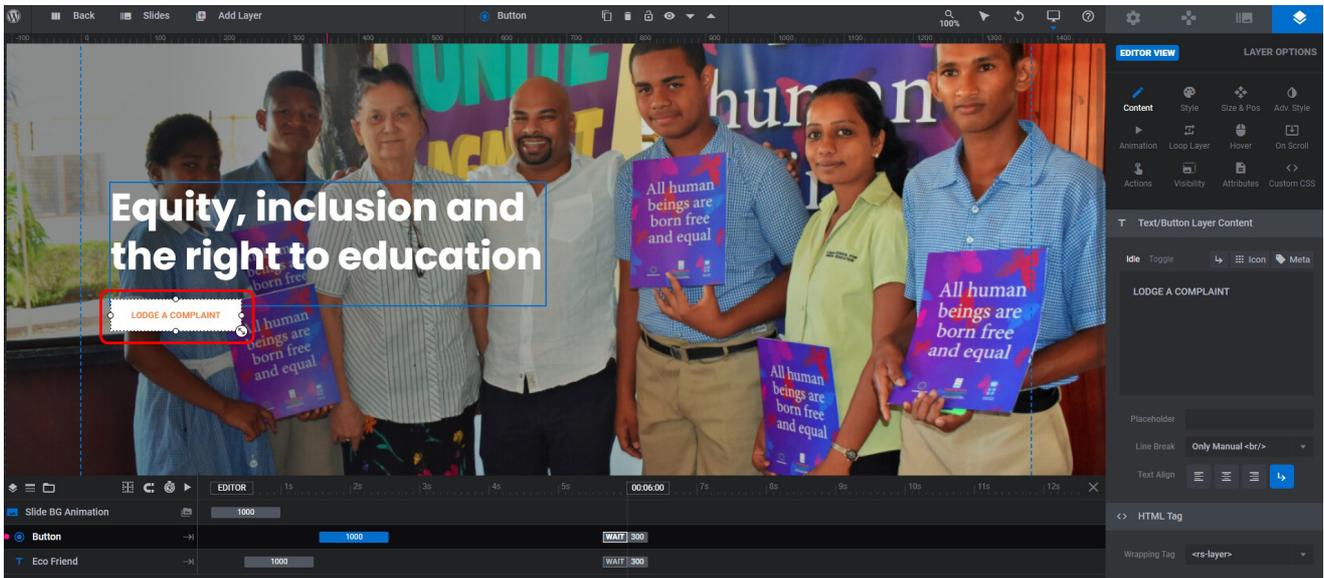
9. SLIDER

Important Note - With this section you can create slider

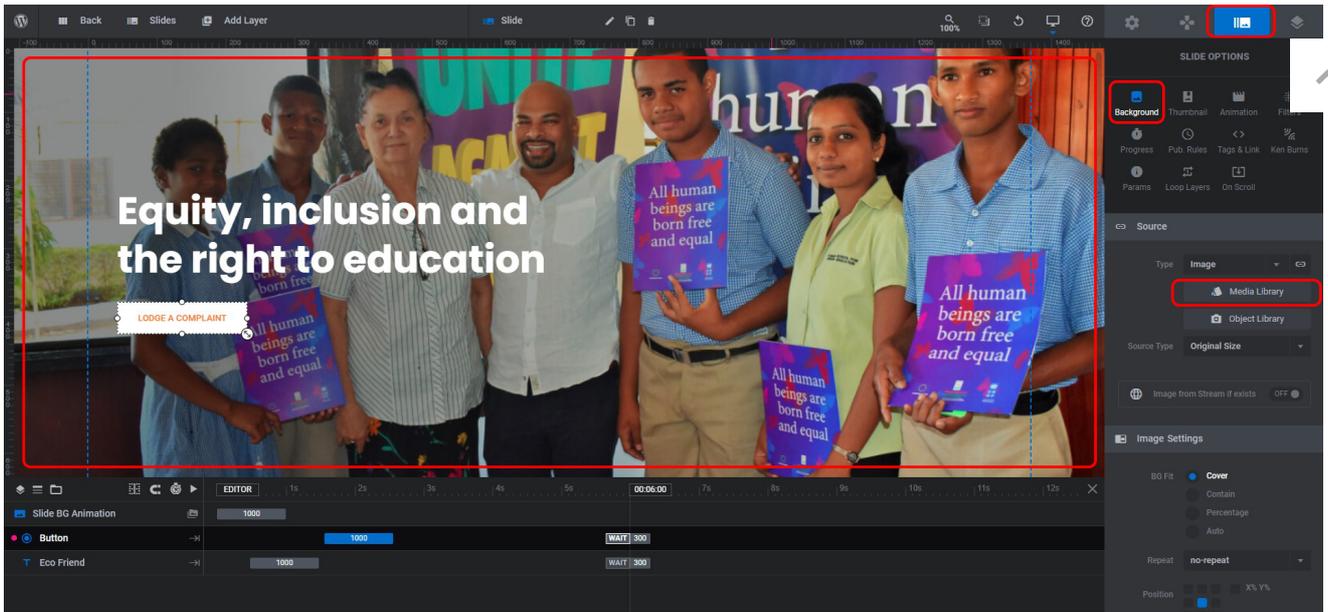
Step 1 - Click on **Slider Revolution** from the left sidebar > Here you can see the slider used in homepage > You can add edit it by clicking pencil icon.



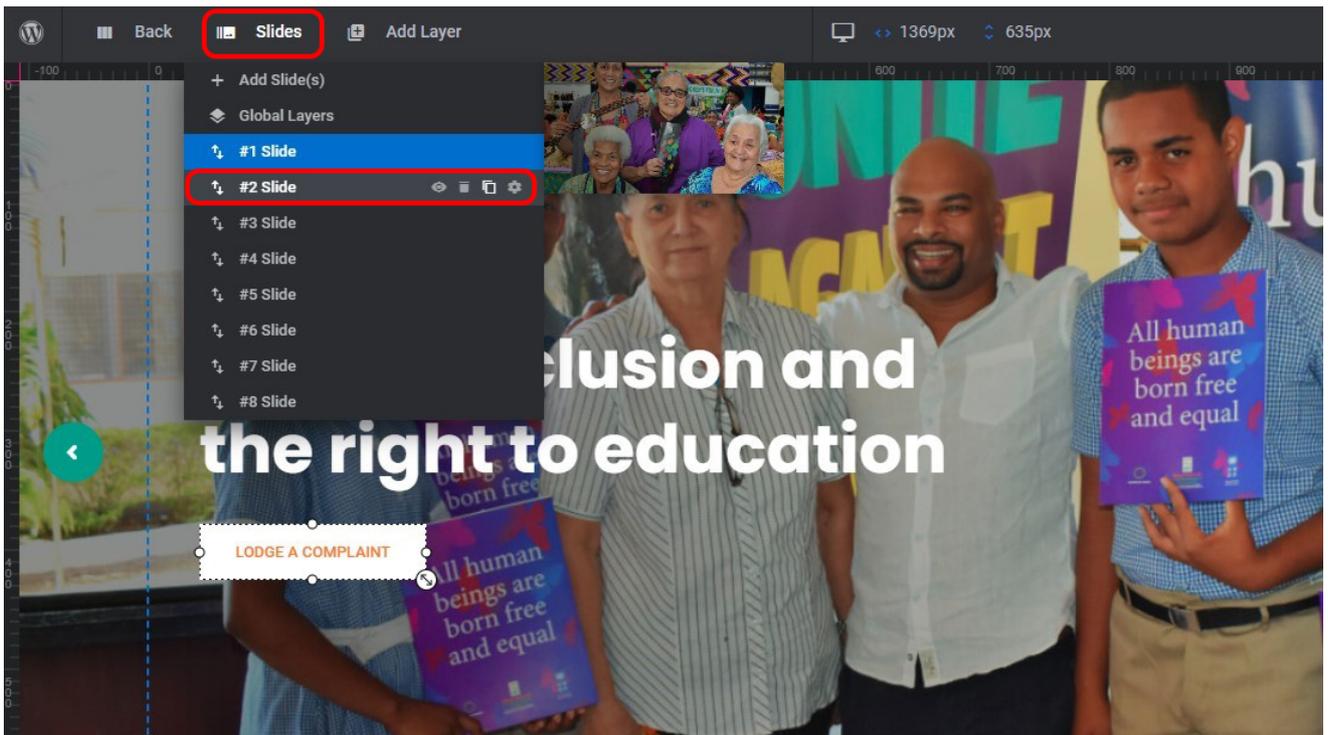
Step 2 - After clicking "Edit" you can change the text from right hand side panel after select below highlighted button.



Step 3 - The banner image can be changed from media library under background tab.



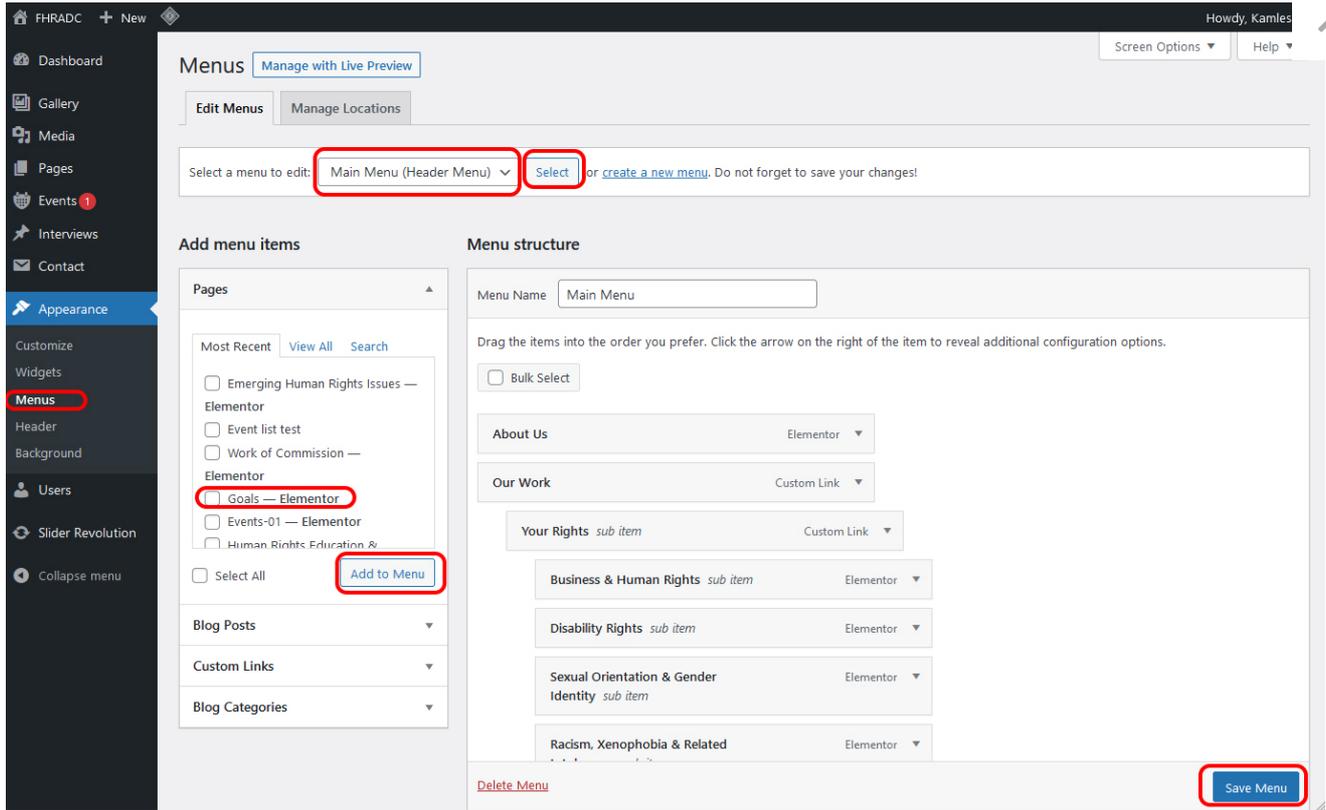
Step 4 - To select the other slide click on slide tab as shown below. you can delete or duplicate the slide by clicking on icons.



10. MAIN MENU

Important Note - With this section you can add or delete any page from the top main menu.

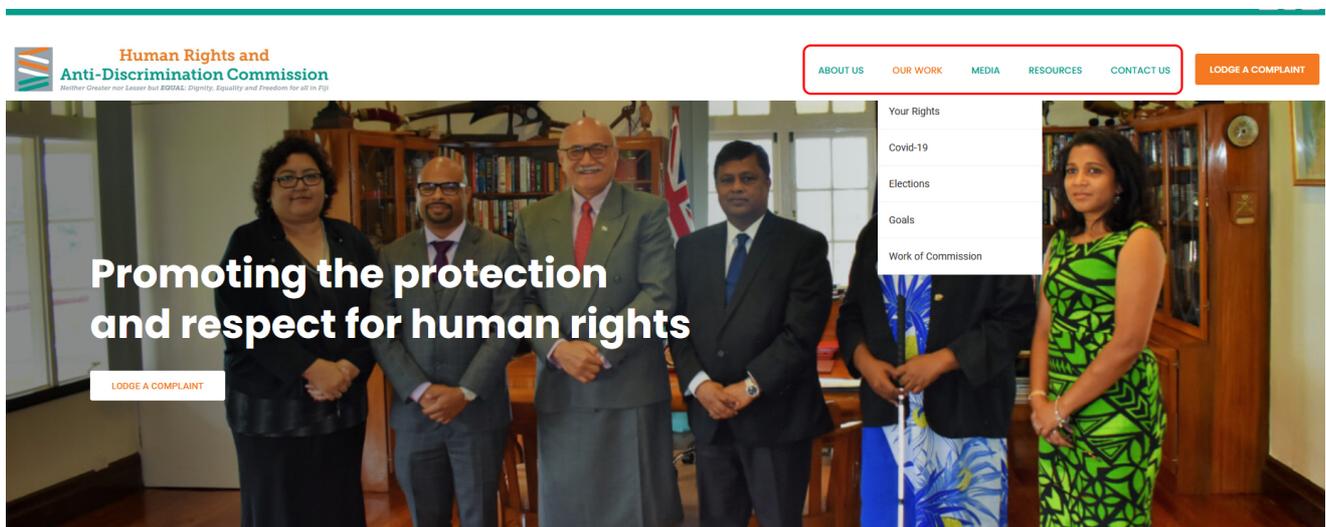
Step 1 - Click on **Menus** under appearance from the left sidebar > Here you can see all the existing menu list > You can add a new or delete existing menu.



Step 2 - After clicking menu select "**main menu (header menu)**" from "select a menu to edit" option and the click on select button.

Step 3 - Under page section select the page which you want to add in menu, after that click on "add to menu" button. It will get added in bottom of list. You can drag it up and down(to change position). Click on "**Save Menu**" after updates.

Menu will get added under below screen section.



11. FOOTER

Important Note - With this section you can add or delete any page from the footer menu.

Step 1 - Click on **Menus** under appearance from the left sidebar > Here you can see all the existing menu list > You can add a new or delete existing menu.

The screenshot displays the 'Menus' management interface. At the top, there are tabs for 'Edit Menus' and 'Manage Locations'. A dropdown menu is set to 'Quick Links', with a 'Select' button next to it. Below this, the 'Add menu items' section is active, showing a list of pages under the 'Pages' category. The 'Goals — Elementor' item is selected, and the 'Add to Menu' button is highlighted. The 'Menu structure' section shows the current menu items: 'About Us', 'Human Rights Education & advocacy', 'Business & Human Rights', 'Covid-19', 'Goals', and 'Contact Us'. At the bottom right, the 'Save Menu' button is highlighted.

Step 2 - After clicking menu select "**Quick Links**" from "select a menu to edit" option and the click on select button.

Step 3 - Under page section select the page which you want to add in menu, after that click on "add to menu" button. It will get added in bottom of list. You can drag it up and down(to change position). Click on "**Save Menu**" after updates.

Menu will get added under below screen section.

Gallery



Quick Links

- About Us
- Human Rights Education & advocacy
- Business & Human Rights
- Covid-19
- Goals
- Contact Us

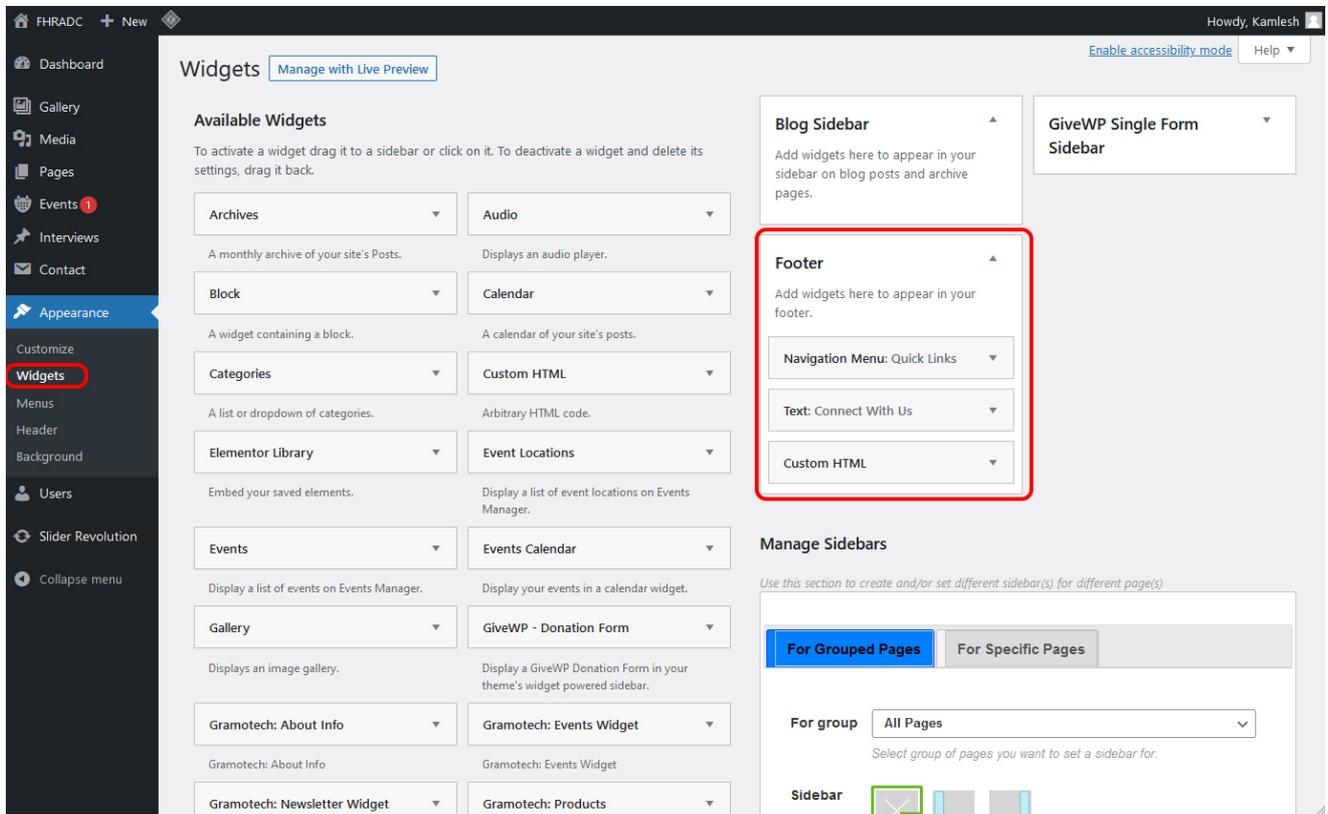
Connect With Us



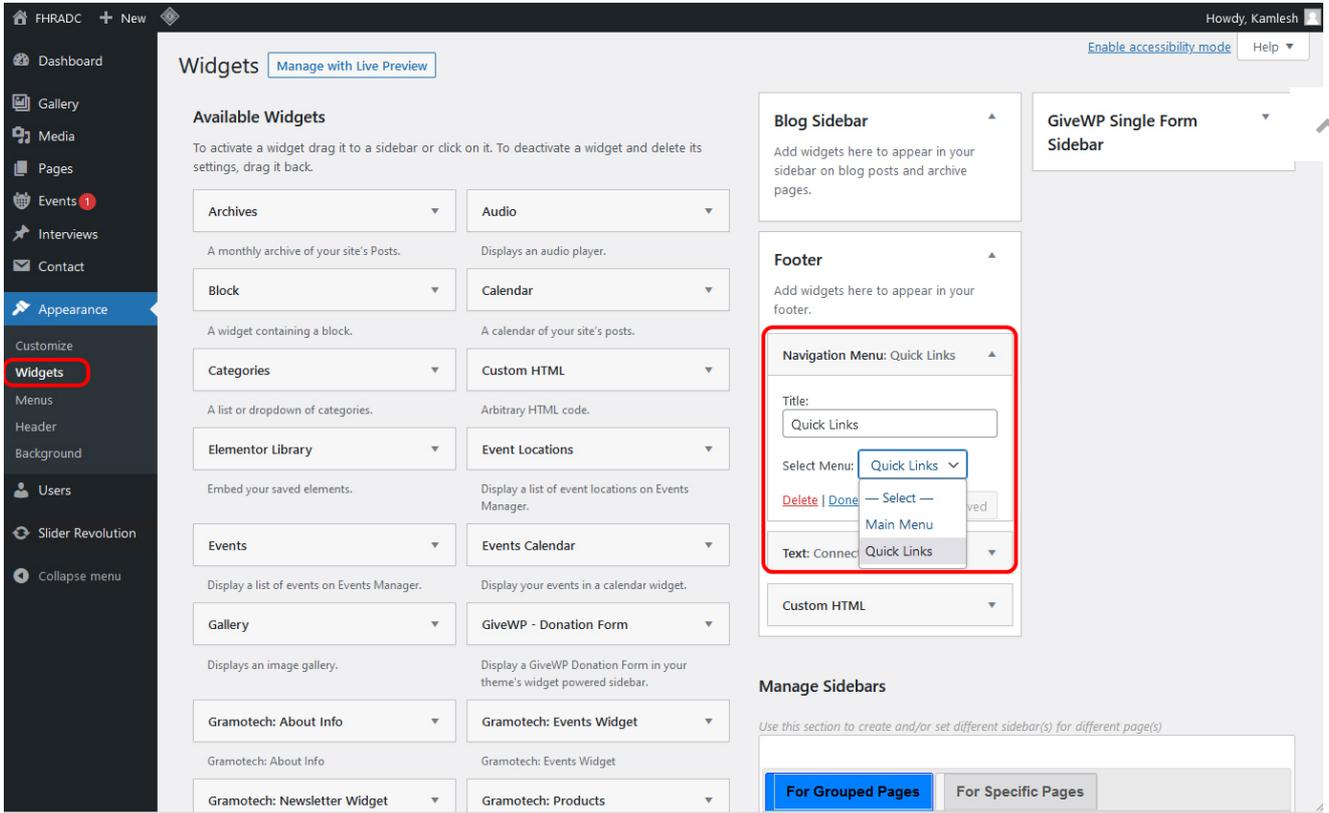
- Human Rights and Anti-Discrimination Commission, Level 2 Naibati House, 9 Goodenough Street, Suva, Fiji Islands
- PH: 330 8577
- FAX: 330 8661



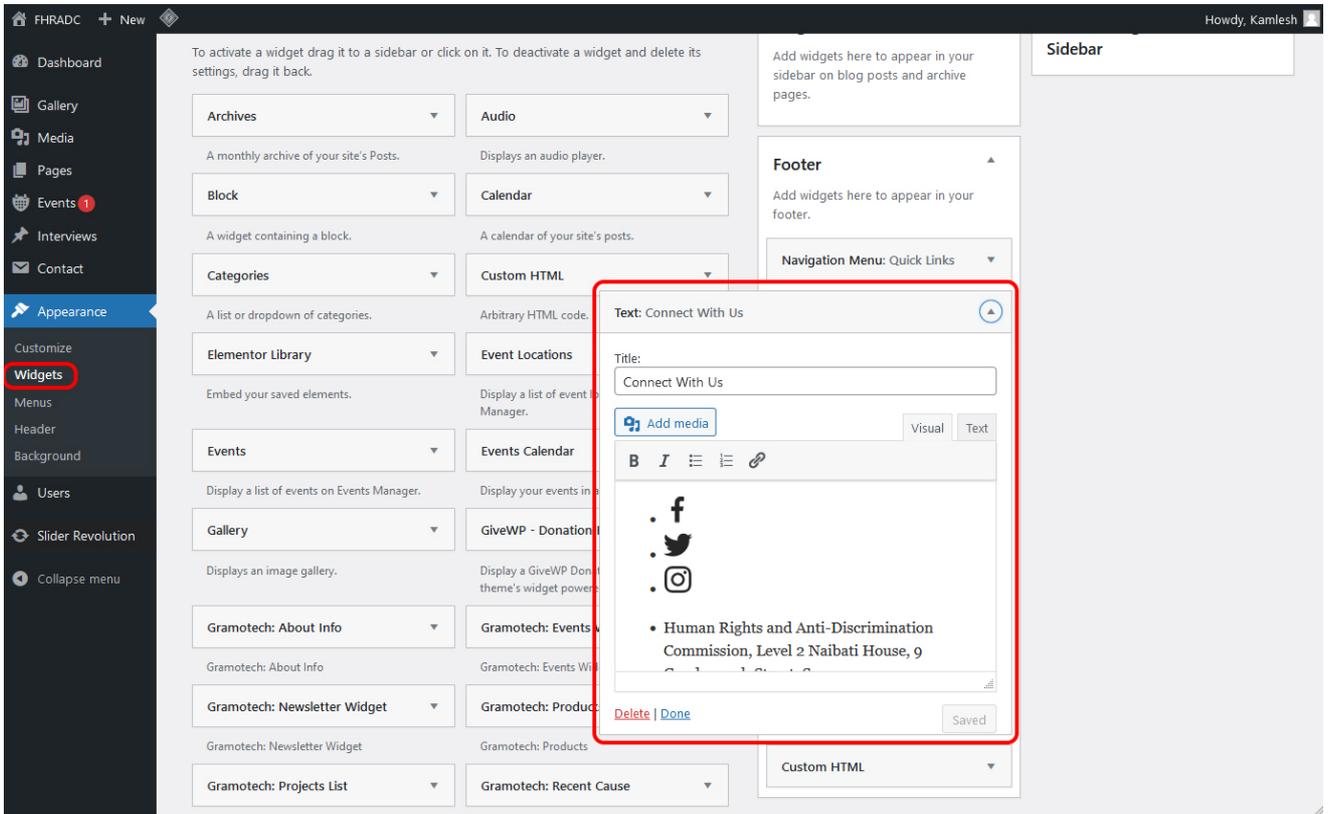
Step 4 - for edit "connect with us" and "map location" section under footer, click on widget tab under appearance from left sidebar > open footer tab under it.



Step 5 - after click on **Navigation Menu** - select "quick links" option to show under footer menu (we have added menu under quick links in **step 1**)



Step 6 - click on **connect with us** to edit title or content.



Step 7 - Click on **custom html** paste the map location embed code

The screenshot shows the HRADC dashboard with the 'Appearance' section selected. The 'Widgets' sub-section is highlighted in red. A 'Custom HTML' widget is selected, and its configuration window is open. The 'Content' field contains the following HTML code:

```
1 <iframe src="https://www.google.com
/maps/embed?pb=!1m18!1m12!1m3!1d3791.44483594936
13!2d178.42251711442108!3d=
18.143410889923082!2m3!1f0!2f0!3m2!1i1024!2i
768!4f13.113m!1m2!1s0x6e1bdc23e9eae399%3A0xd06c
e6c11f16d48!2sFiji%20Human%20Rights%20and%20Anti
-
Discrimination%20Commission!5e0!3m2!1sen!2sin!4v16
38361465534!5m2!1sen!2sin" width="100%"
height="300" style="border:0;"
allowfullscreen="" loading="lazy"></iframe>
```

The 'Title' field is empty. The 'Content' field has a line number '1' at the beginning. Below the code, there are 'Delete' and 'Done' buttons. A 'Saved' button is visible at the bottom right of the configuration window.

Note - click on save button after update any widget.