

USER MANUAL FOR NATIONAL ORGANIZATIONS OF TRADE UNIONS (NOTU) WEBSITE APPLICATION

February 2026



USER MANUAL FOR NATIONAL ORGANIZATIONS OF TRADE UNIONS (NOTU) WEBSITE DEVELOPMENT AND DESIGN.

CONTRACT NUMBER:

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New Wave Technologies Limited

128 Old Kira Road

P. O. Box 24159 Kampala, Uganda

info@nwt.ug

www.nwt.ug

+256 414 389220

SUBMITTED BY:

NEW WAVE TECHNOLOGIES LIMITED

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1. Log in to the NOTU Website Content Management System

To access the Content Management System (CMS):

1. Open your web browser and navigate to:
<https://notu.nwtdemos.com/user>
2. Enter your **Username**.
3. Enter your **Password**.
4. Click the **“Log In”** button.

You will be redirected to the Content Management System dashboard upon successful login.

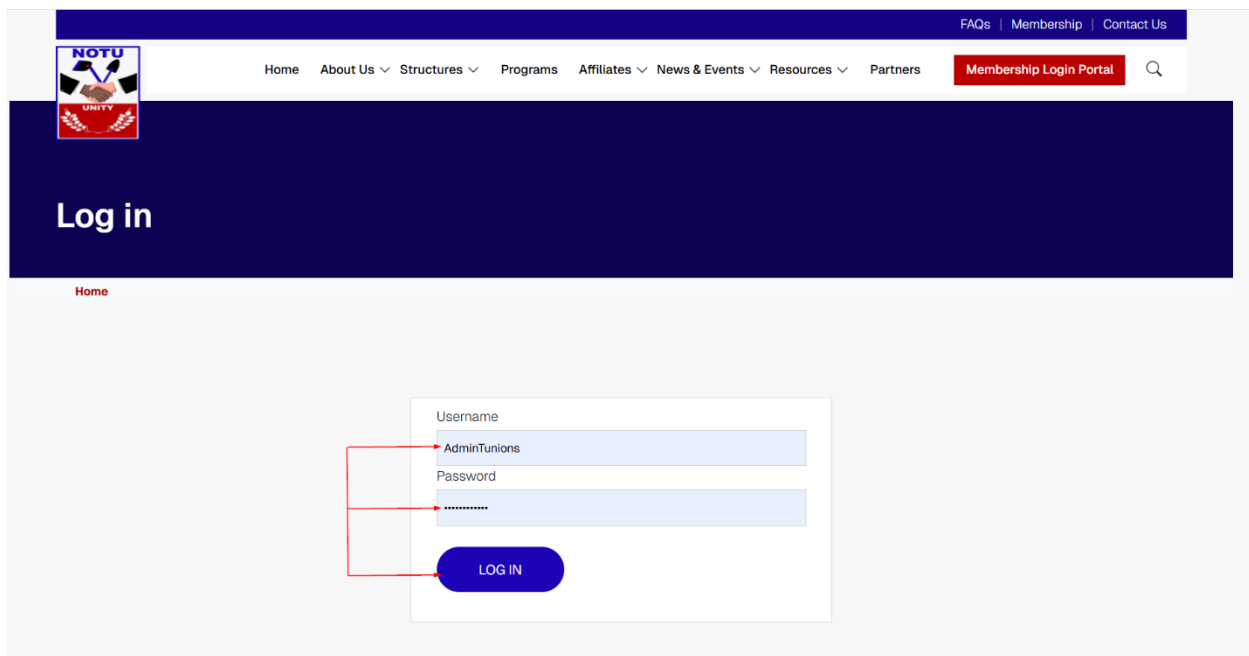


Figure 1: NOTU CMS Login Page

2. View Dashboard

After logging in as an admin, you will land on the **CMS Dashboard**, which serves as the central hub for managing your website.

2.1 Dashboard Overview

The dashboard gives you an at-a-glance view of your website's status and quick access to key management areas:

- **Main Menu / Navigation:**
Access sections like **Content**, **Structure**, **Appearance**, **People**, and **Configuration**.
- **Shortcuts / Quick Links:**
Provides direct links to commonly used admin tasks, such as **Add Content**, **Manage Users**, or **Site Settings**.
- **Site Statistics / Reports:**
Displays website information such as total content items, user activity, and recent updates (depending on your Drupal setup).

2.2 Navigating the Dashboard

1. **Access Content Management:**
Click on **Manage** → **Content** to view, add, edit, or delete website content.
2. **Manage Structure and Menus:**
Click **Manage** → **Structure** to organize navigation menus, blocks, and content types.
3. **Manage Users:**
Click **Manage** → **People** to view user accounts, add new users, assign roles, and set permissions.
4. **View Reports:**
Click **Reports** to access logs, statistics, and site status messages.
5. **Use Shortcuts:**
Shortcut links (usually at the top of the page) allow quick access to frequent tasks without navigating menus.

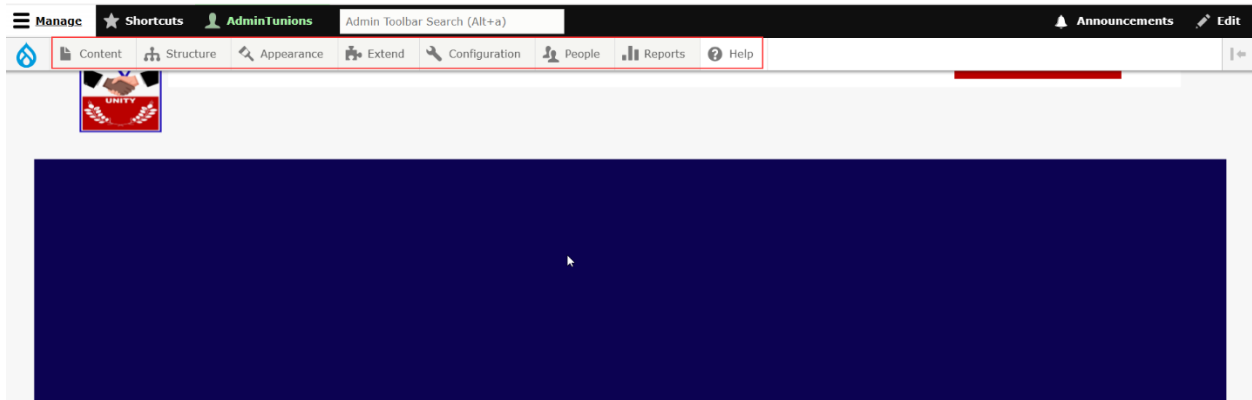


Figure 2: NOTU Website >> CMS Dashboard

3. Editing the Main Menu

The **Main Menu** controls the primary navigation links that appear on the website (e.g., Home, About Us, Programmes, News & Events). As an administrator, you can add, edit, delete, or reorder these links.

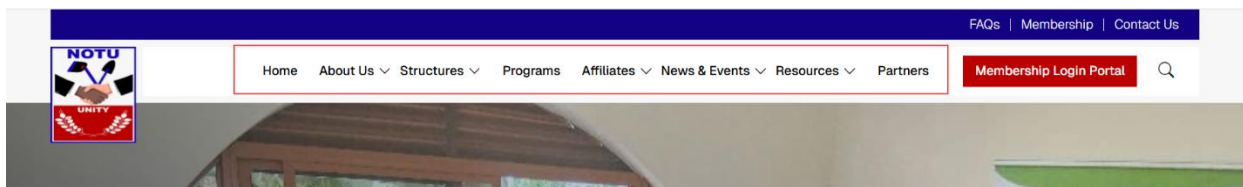


Figure 3: Primary Navigation Menu

3.1 Access the Main Menu Settings

To edit the Main Menu:

1. From the **Dashboard**, click on **Manage** (top admin menu).
2. Click on **Structure**.
3. Select **Menus**.
4. Locate **Main navigation** (Main Menu).
5. Click **Edit menu** or **List links**.

You will now see all the existing menu links.

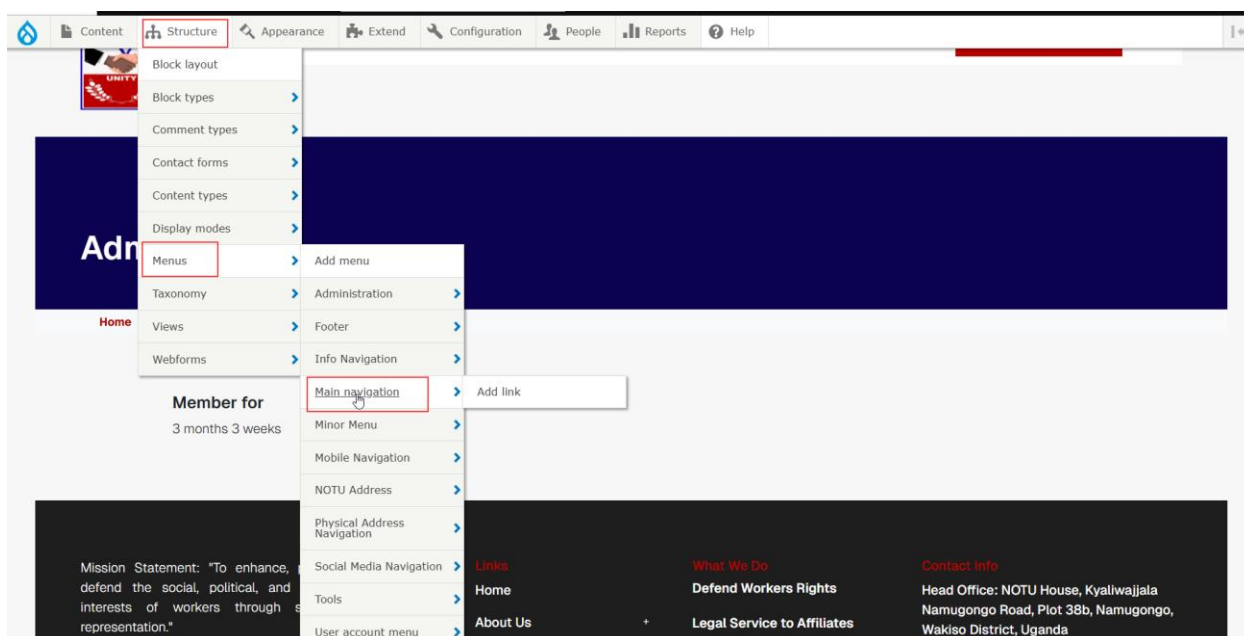


Figure 4: How to access the Main Menu

3.2 Add a New Menu Link

To add a new item to the Main Menu:

1. Click **+ Add link**.
2. Enter the **Menu link title** (this is what users will see).
3. Enter the **Link**:
 - o For an internal page, start typing the page title and select it.
 - o Or enter the internal path (e.g., /about-us).
4. (Optional) Add a **Description** if needed.
5. Choose the **Parent link** (if you want it under another menu item).
6. Click **Save**.

✓ The new menu link will now appear in the Main Menu.

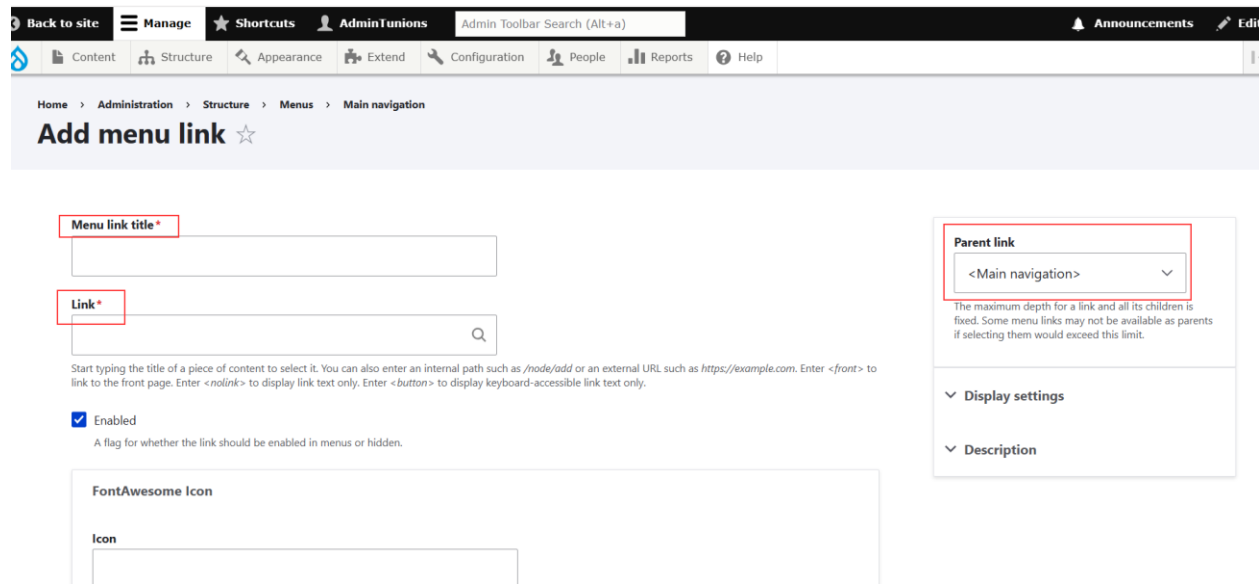


Figure 5: Adding a new link to the Main Menu

3.3 Edit an Existing Menu Link

To modify a menu item:

1. Go to **Manage** → **Structure** → **Menus** → **Main navigation**.
2. Locate the menu item you want to edit. E.g. About Us
3. Click **Edit** next to the item.
4. Update:
 - Menu link title
 - Link path
 - Parent link
5. Click **Save**.

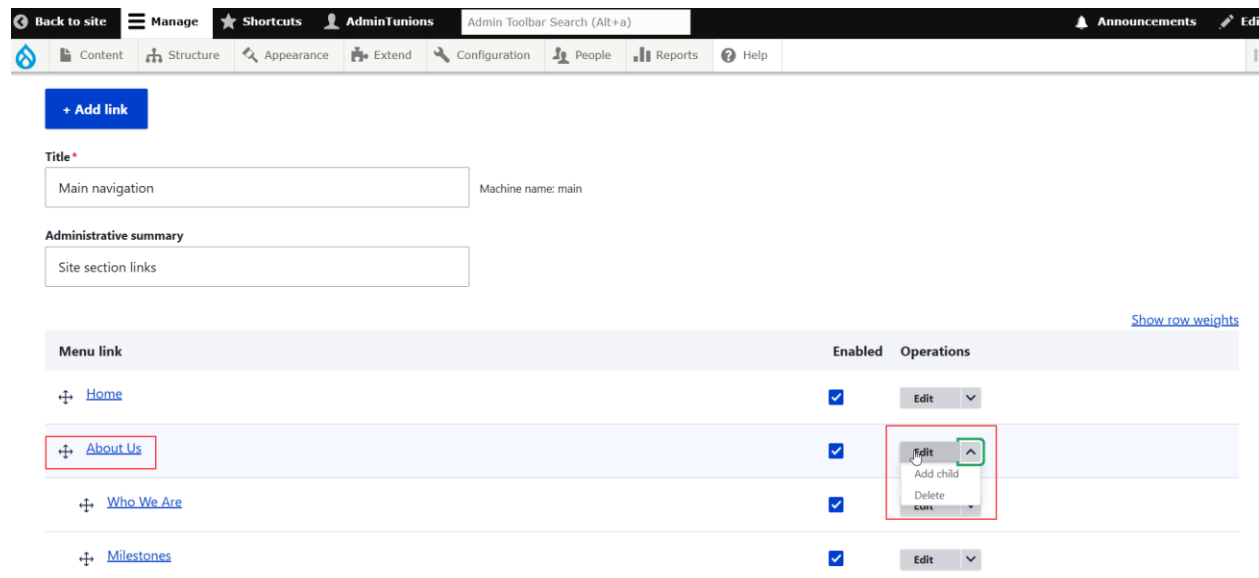


Figure 6: Editing the existing the Main Menu Link

3.4 Delete a Menu Link

To remove a menu item:

1. Navigate to **Manage** → **Structure** → **Menus** → **Main navigation**.
2. Click **Edit** next to the menu item.
3. Click **Delete**.
4. Confirm deletion.

⚠ Deleting a menu link does not delete the page itself — it only removes the link from the navigation.

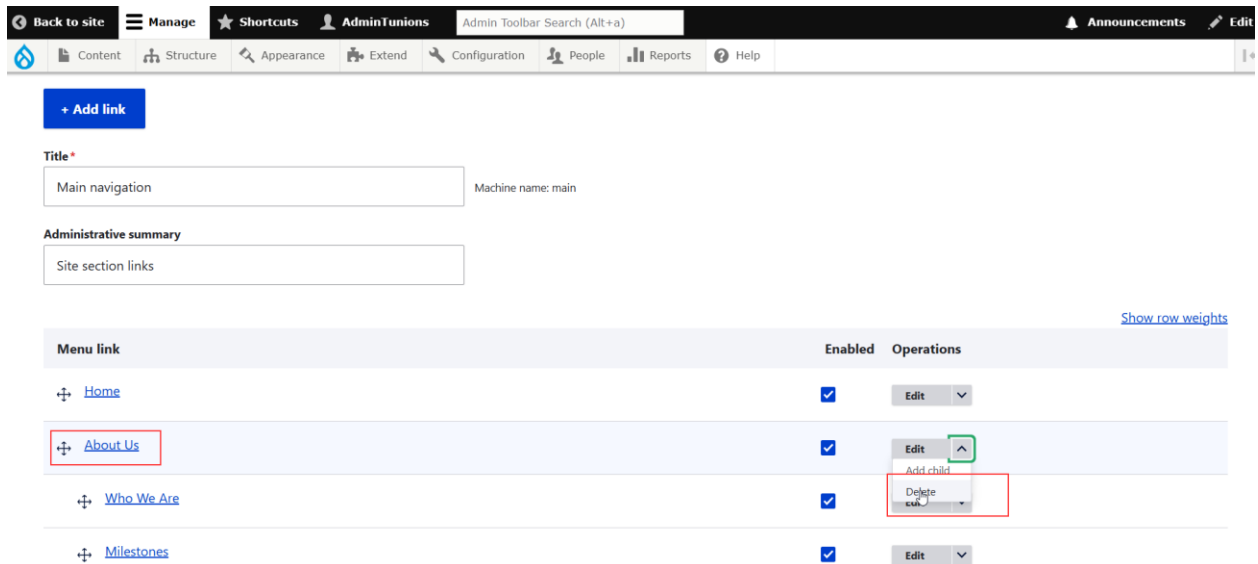


Figure 7: Steps to Delete the Main Menu Link.

4. How to Add Content

The Content Management System allows administrators to create and publish different types of content such as Articles, News, Basic Pages, Bills, and Galleries.

Follow the steps below to add new content:

4.1 Access the Content Section

- From the **Dashboard** (black text on a white background), locate the top administrative menu.
- Identify the **Content** option.
(Other available options include **Structure**, **Appearance**, **Extend**, etc.)
- Hover your cursor over **Content**.
- Click **Add content** from the dropdown menu.

4.2 Select a Content Type

After clicking **Add content**, a list of available content types will be displayed.

Examples include:

- **Article**
- **Bills**
- **Basic Page**
- **Gallery**
- **News**
- (Other custom content types depending on the website configuration)

Refer to Figure 8 for the **Content-Type** selection screen.

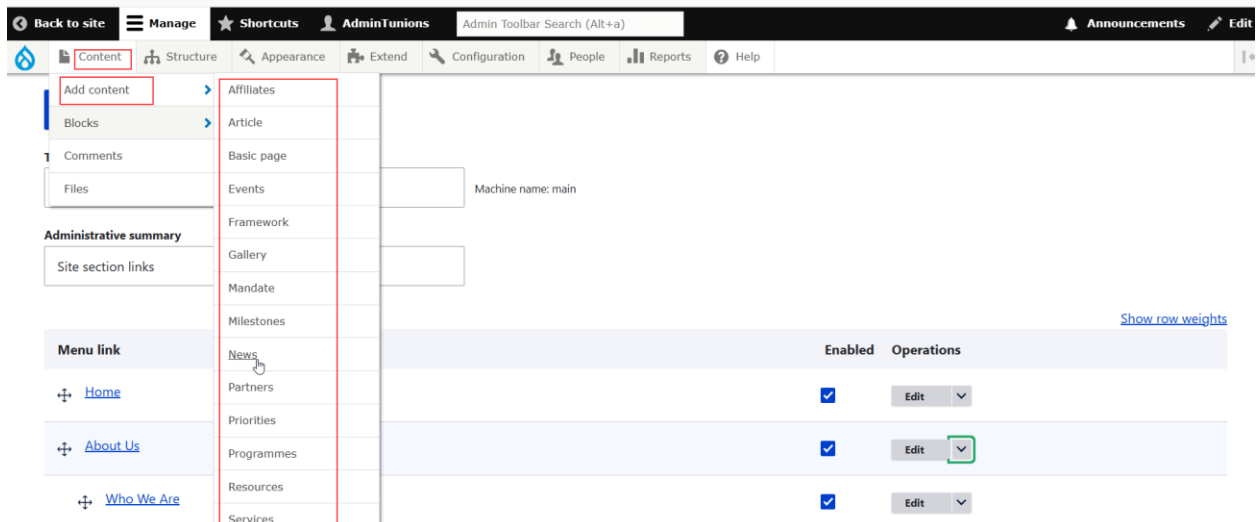


Figure 8: From the dashboard, hover over Content and click Add Content to view available content types.

5. Adding Content – Partners

The Partners content type is used to publish official partners information on the website.

5.1 Select the Partners Content Type

1. From the Dashboard, click Content.
2. Click Add content.
3. From the list of available content types, select Partners.

You will be redirected to the Partners content creation form.

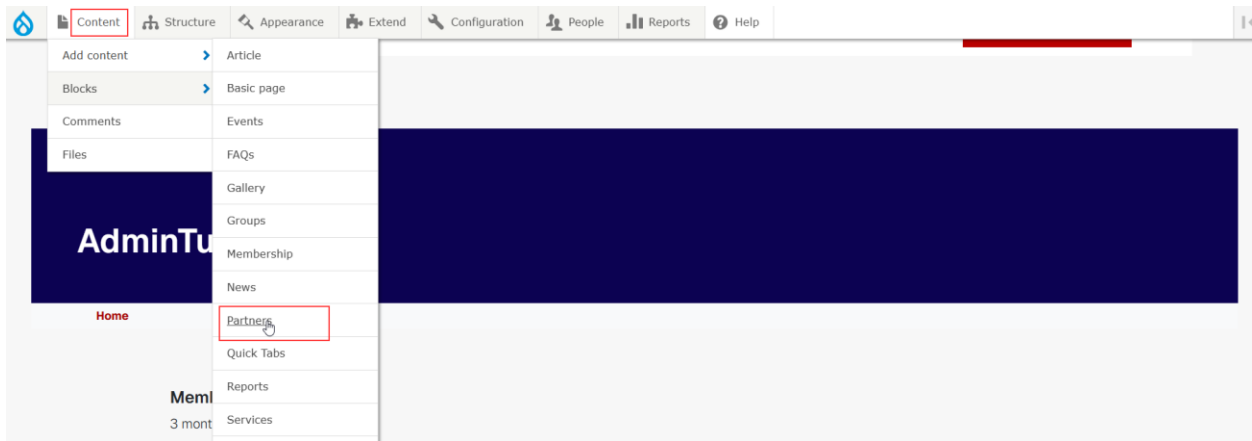
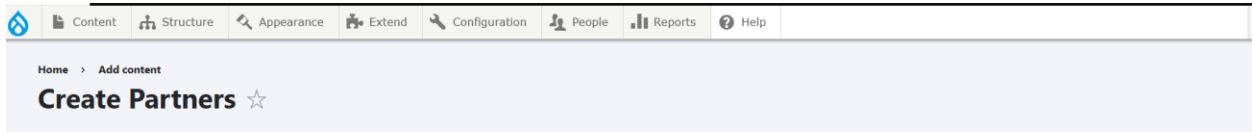


Figure 9: Adding Partners Information

5.2 Enter the Partners Title

1. In the Title field, enter the heading of the mandate.
 - Example: *The Enabel Partner*

⚠ Ensure the title is clear, concise, and properly formatted.



 A screenshot of the 'Create Partners' form fields. The 'Title' field is highlighted with a red box. Below it is an 'Image' field with a 'Choose file' button circled in red. The 'Link' field is also highlighted with a red box. On the right side, there are sections for 'Last saved: Not saved yet', 'Author: AdminTunions', 'Revision log message' (with a text area), 'Menu settings' (set to 'Not in menu'), and 'URL alias' (set to 'Automatic alias').

Figure 10: Upload the partner logo

5.3 Upload the partners logo

1. In the image field, upload the image logo.
2. Use the link:
 - Add the website link of the partner
 - Add alternate text for the logo
 - Insert links if necessary

5.4 Save and Publish the Content

1. Scroll down to review all entered information.
2. Ensure the content is set to Published (if you want it visible to the public).
3. Click Save.

The Partner content will now be created and available on the website.

The screenshot displays a content management interface. On the left, there is a large, empty text area. Below it, a 'Text format' dropdown menu is set to 'Basic HTML'. To the right of the text area is a link labeled 'About text formats'. Below the text area, there is a checked checkbox labeled 'Published'. At the bottom left, there are two buttons: a blue 'Save' button and a grey 'Preview' button. On the right side, there is a sidebar with several sections: 'Menu settings' (Not in menu), 'URL alias' (Automatic alias), 'Authoring information' (By AdminTunions (1) on 2026-02-19), and 'Promotion options' (Not promoted).

Figure 11: Save Added Partner Information

6. Add Content via the Gallery

- To add a **Gallery** content type, follow the **same steps** used for the Directorates content type.
- Fill in all the **required fields** and click **Save** to publish the gallery.

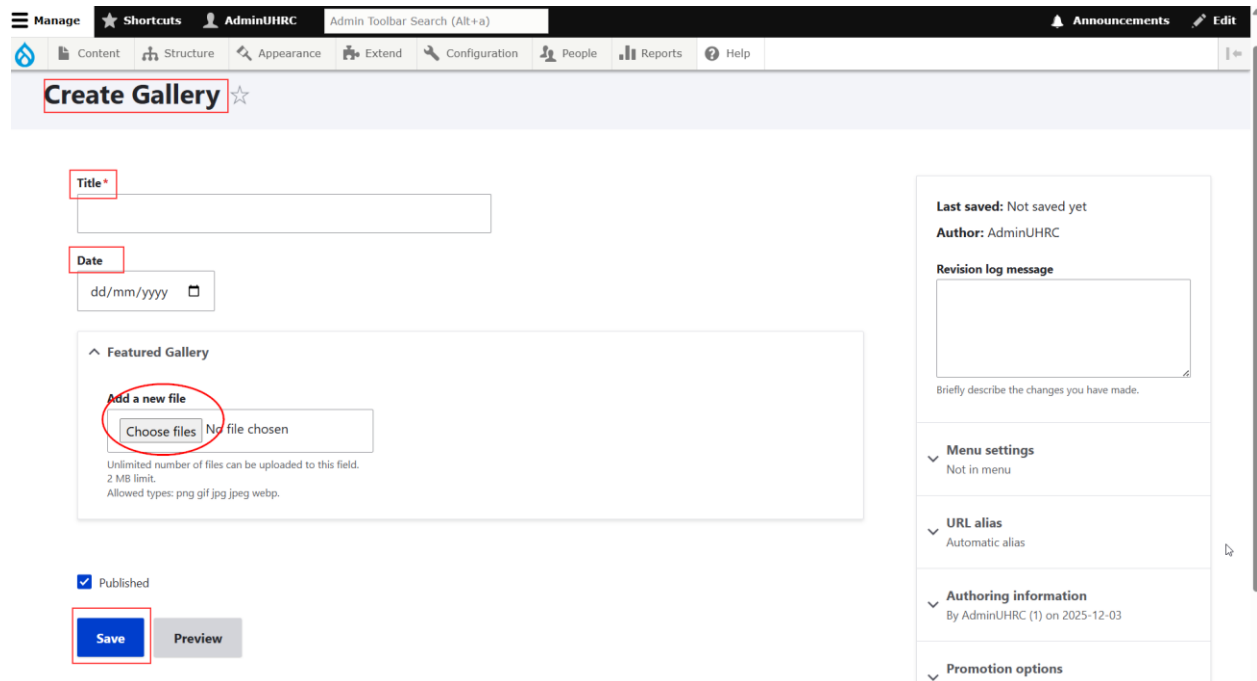


Figure 12: Adding Gallery

7. Add Content via the News

Repeat the same process as shown in Figure 4.

Go to **Add content** and select **News**.

The **News dashboard page** will be displayed (see Figure 9).

Fill in the required fields:

- **Title** (required)
- **News Date** (required)
- **News Photo** (optional)

The screenshot shows the 'Create News' form in a CMS. The form has several sections:

- Title***: A text input field.
- News Date**: A date picker showing 'dd/mm/yyyy'.
- News Photo***: A file upload area with a 'Choose file' button and 'No file chosen' text. Below it, it says 'One file only. 2 MB limit. Allowed types: png gif jpg jpeg webp.'
- Body (Edit summary)**: A rich text editor with a toolbar containing bold, italic, link, list, and other icons. The current paragraph format is selected.
- Right Sidebar**: Contains metadata:
 - Last saved:** Not saved yet
 - Author:** AdminUHRC
 - Revision log message**: A text area for describing changes.
 - Menu settings**: Not in menu
 - URL alias**: Automatic alias
 - Authoring information**: By AdminUHRC (1) on 2025-12-03

Figure 13: Adding News in CMS

Add the **Body** with information about the news.

Click **Save** to publish the news item.

This screenshot shows the bottom portion of the form:

- Text format**: A dropdown menu currently set to 'Basic HTML'.
- Reporter***: A text input field.
- Feature News on Slider**: A dropdown menu set to '- None'.
- Published**: A checked checkbox.
- Buttons**: A blue 'Save' button and a grey 'Preview' button.

Figure 14: Adding News >> Click Save Button

8. How to upload an image within the body section

- Before uploading an image within the body,
- Select **FULL HTML** Text Format as shown below;

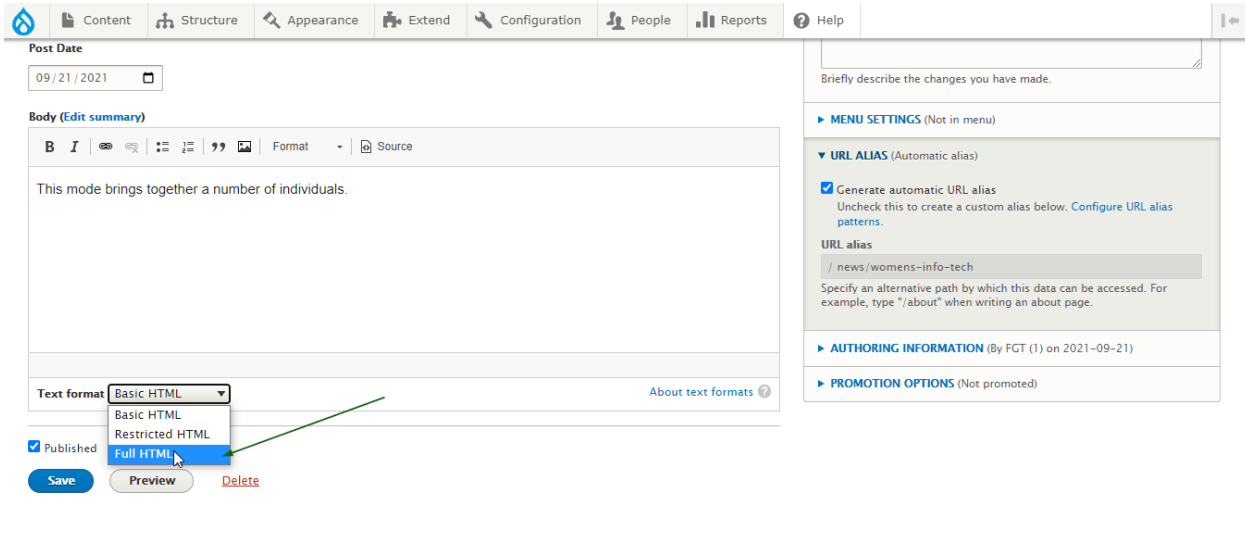


Figure 15: How to upload an image from the source location within the body section.

- Place the cursor within the body where you want an image to appear.
- On the body navigation Menu, double-click on the image icon as shown below;

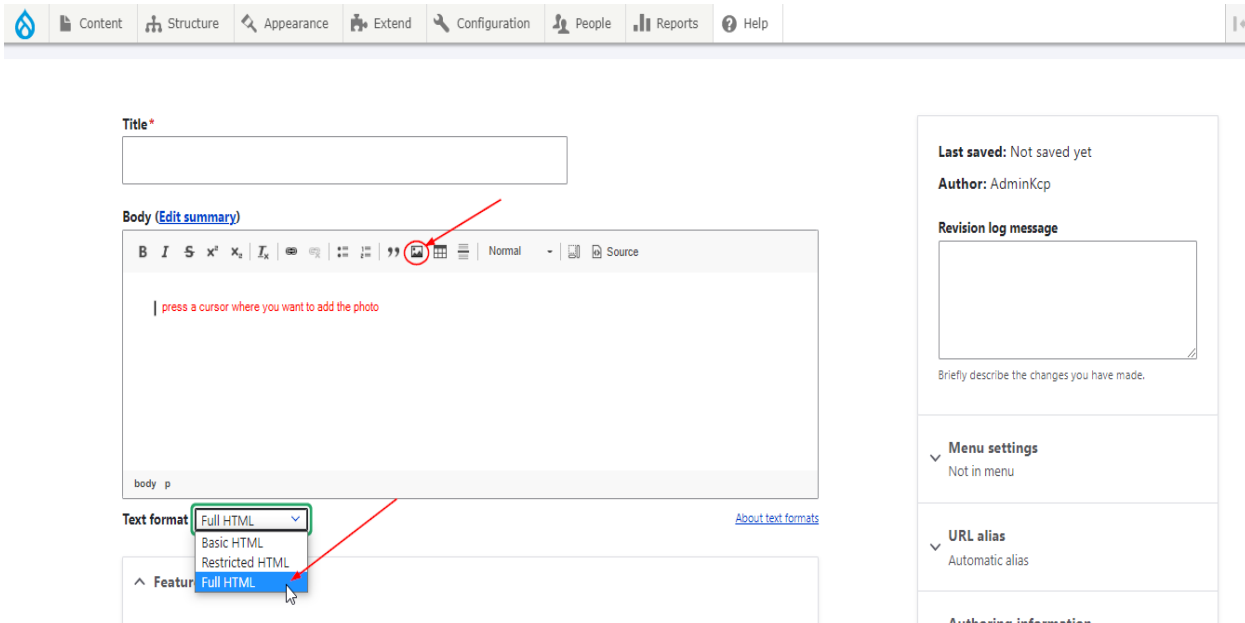


Figure 16: How to upload an image from the source location within the body section.

- Choose a file from any source location where the image is stored

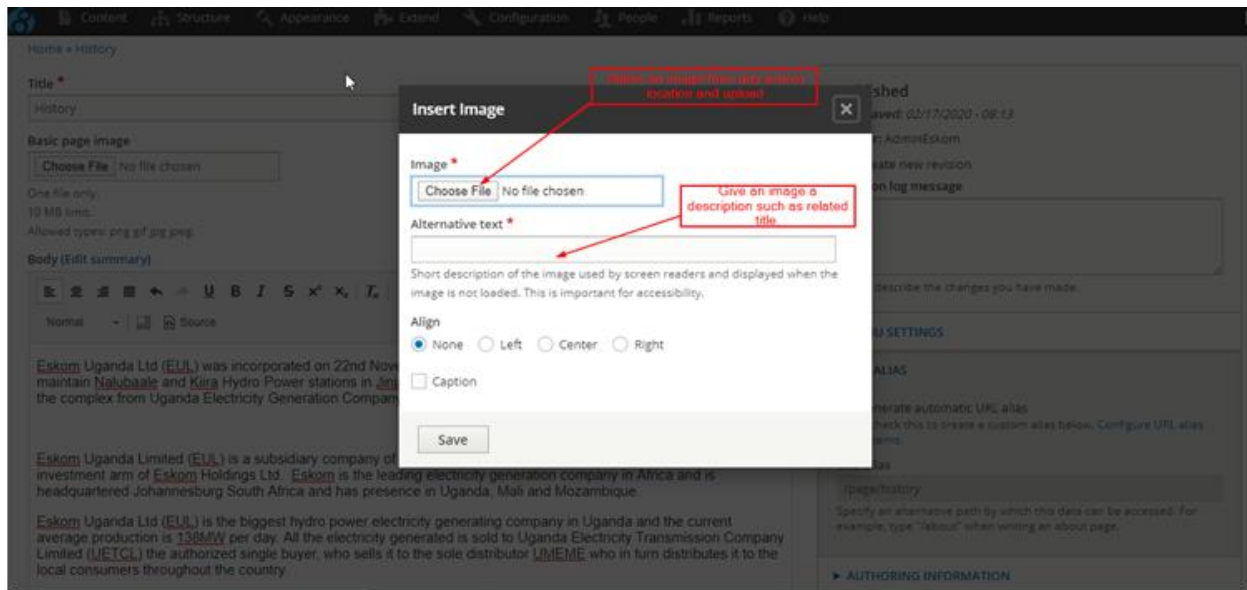


Figure 17: How to choose an Image from the source location.

- Select the image and click open as shown below;

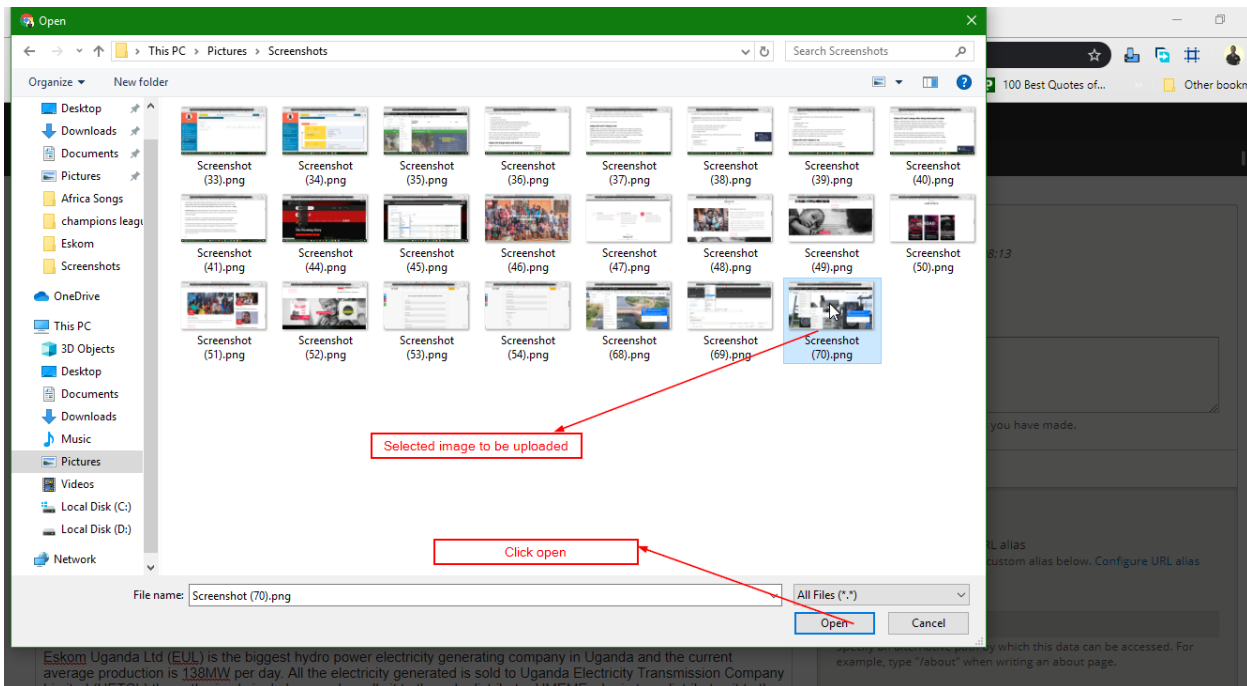


Figure 14: How to upload an image from the source location within the body section

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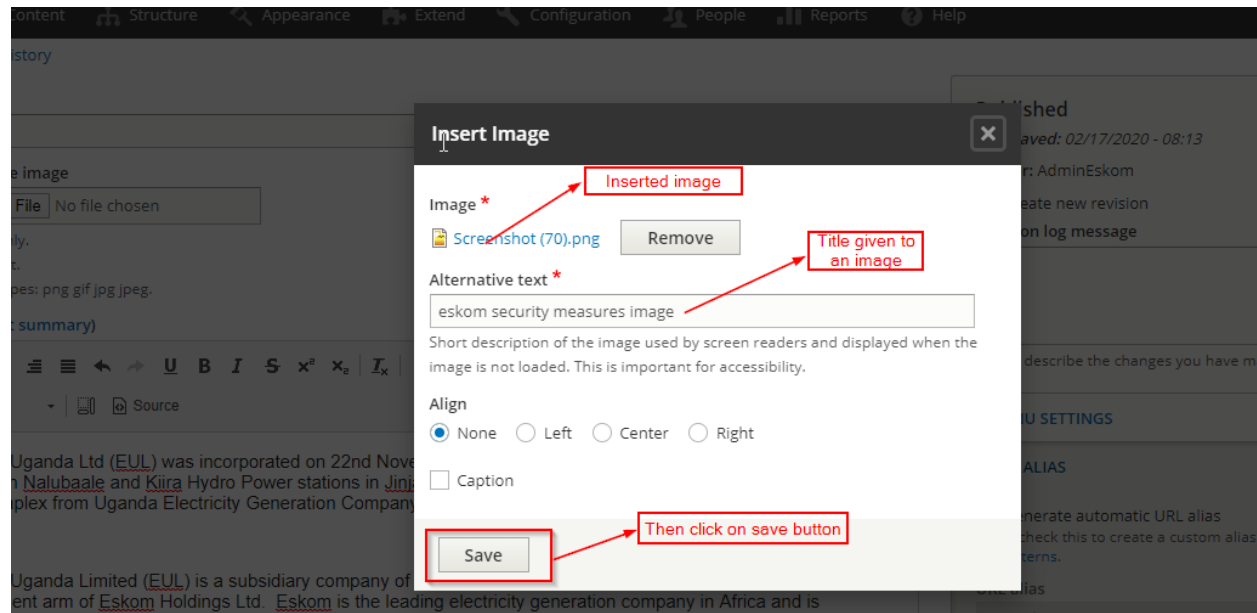


Figure 18: How to upload an image from the source location within the body section.

- Click the save button down the page to save the changes made.

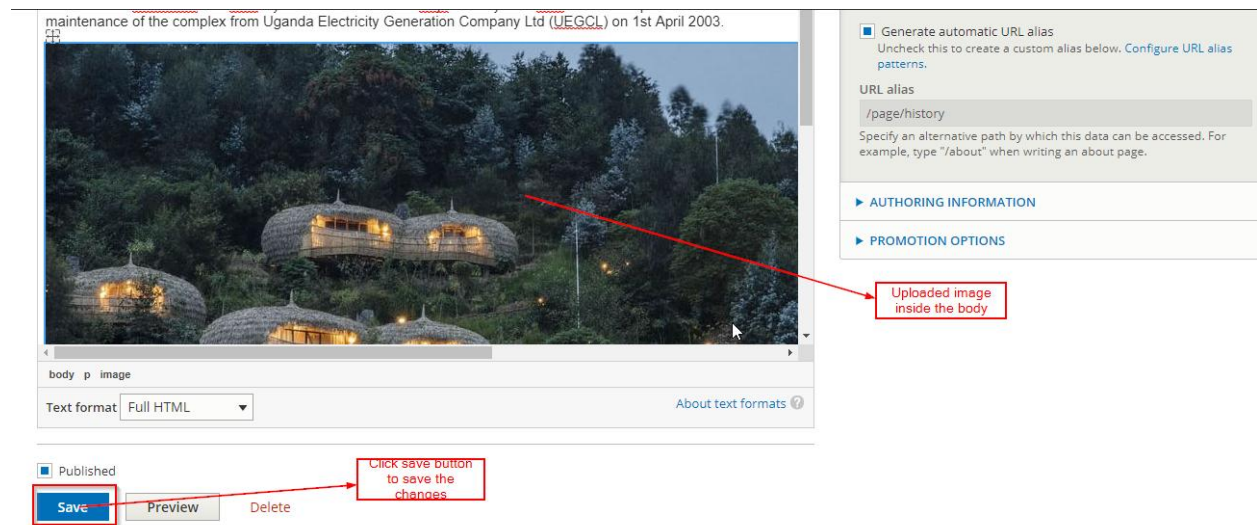


Figure 19: How to upload an image from the source location within the body section.

9. Adding The Team

- To add **Team** information, go to **Add content**, then select **Team**.
- Double clicks on the Governance link, the page will be displayed.
- Add the **Title (Staff Name) [required]**, **Team Photo [required]**,
- Add **Position (Staff Title/profession) [required]**;

The screenshot shows the 'Create The Team' form in a CMS. The form has three main input areas: 'Title *', 'Team Photo *', and 'Position *'. The 'Team Photo *' section includes an 'Add a new file *' button with a 'Choose File' button and 'No file chosen' text. Below this, it specifies 'One file only. 2 MB limit. Allowed types: png gif jpg jpeg.' The right sidebar contains 'Last saved: Not saved yet', 'Author: AdminMbarara', 'Revision log message' (with a text area), 'Menu settings' (set to 'Not in menu'), and 'URL alias'.

Figure 20: Adding a Team in CMS

Add Body – information about the team member.

- Add a weight value to arrange a member in a certain order.
- Click the save button down the page to save the page.

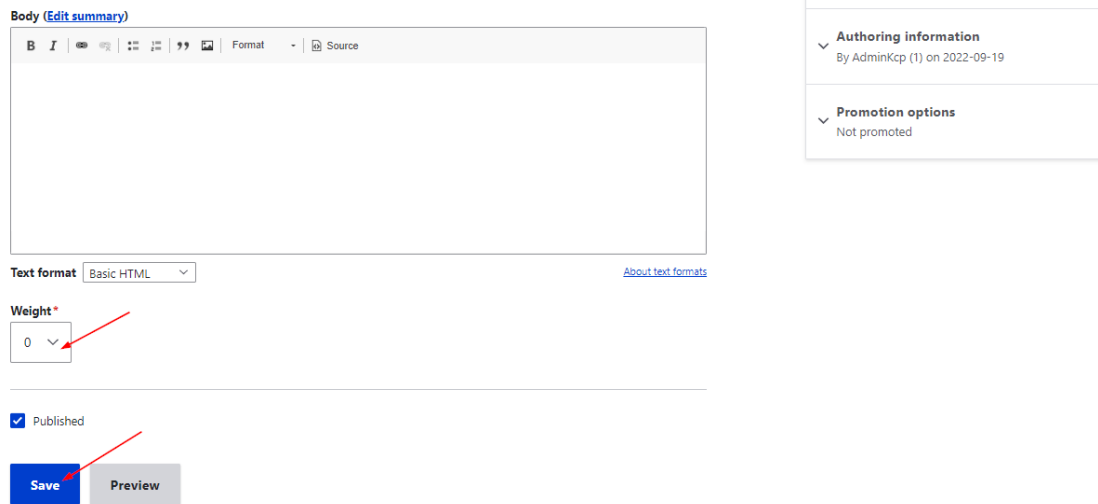


Figure 21: Adding Team >> Click Save Button

10. Adding FAQs

Repeat processes in fig.4.

- To add FAQs, go to **Add content**, then click on **FAQS** amongst the lists displayed.
- The **FAQs** page will be displayed.
- Add the **Title [required]**, **Body**.

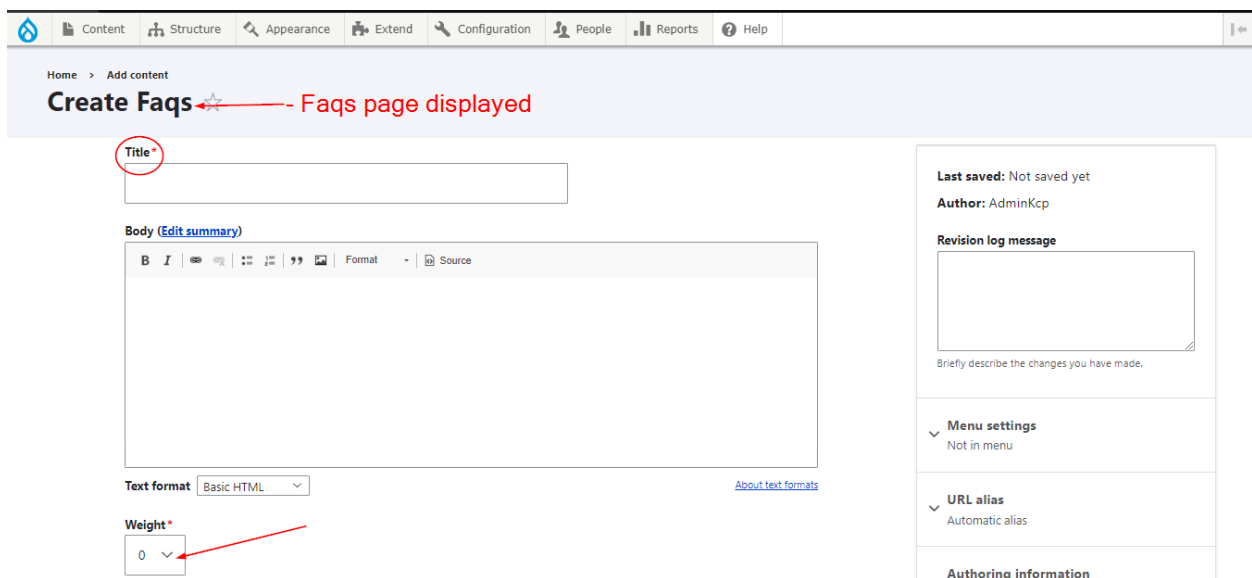


Figure 22: Adding FAQs in CMS

- Add **Body** – information about FAQs.
- Add a **weight** value to arrange the FAQs in a certain order.
- Click the **save** button down the page to save the page.

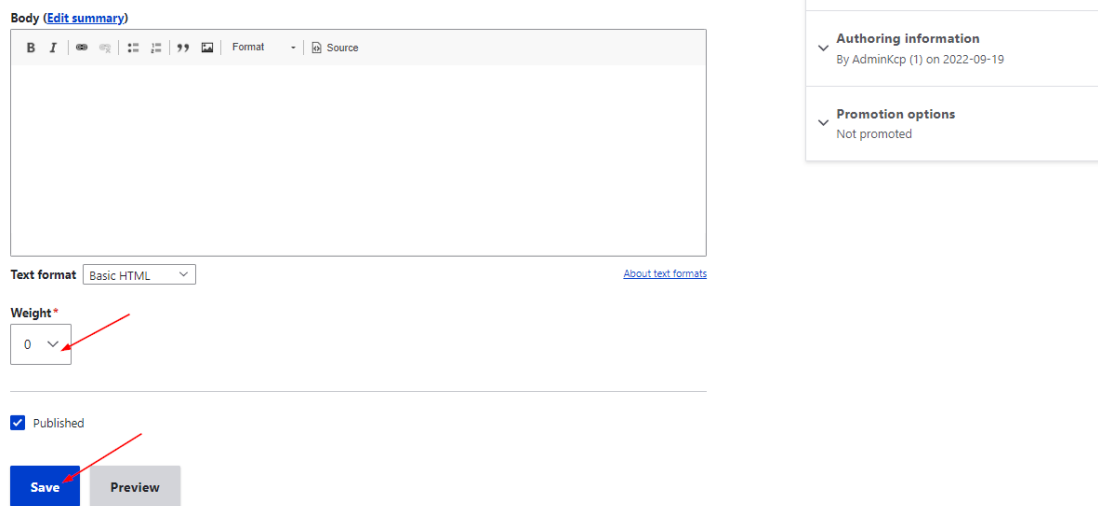


Figure 23: Adding FAQs >> Click Save Button

1. How to Edit Existing Content

If you need to update or correct previously published content (e.g., Mandate, Article, Basic Page), follow the steps below.

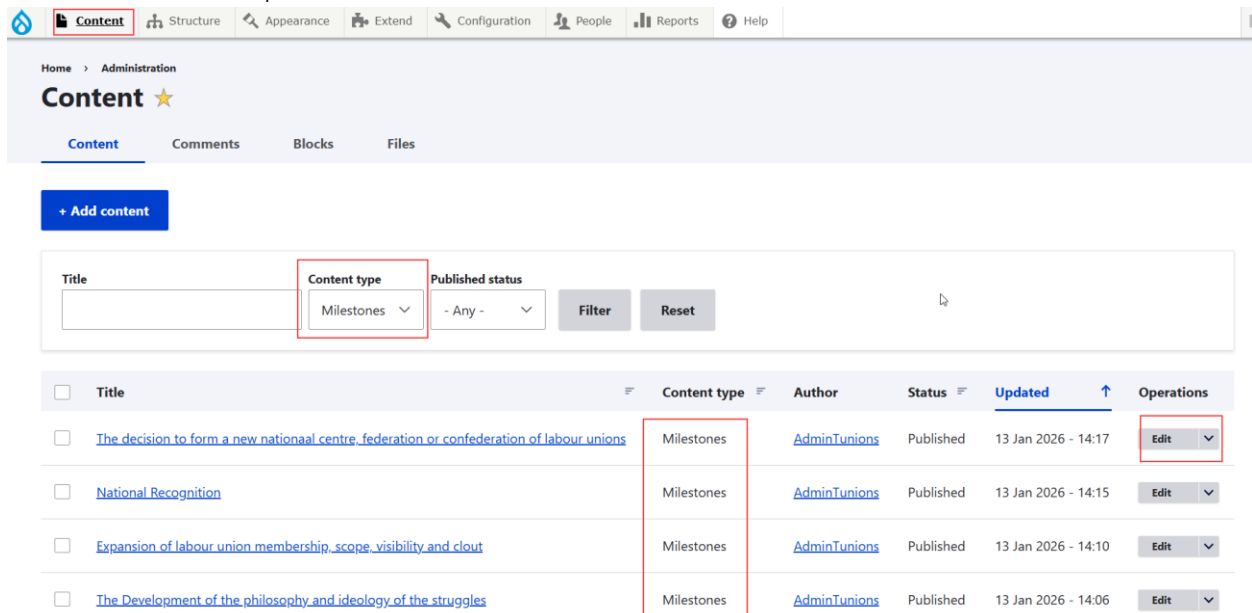


Figure 24: Edit the Existing Content

11.1 Access the Content List

1. From the **Dashboard**, click **Content**.
2. You will be redirected to the **Content listing page**, where all existing content is displayed.
 - o The list includes the **Title**, **Content Type**, **Author**, **Status**, and **Operation**.

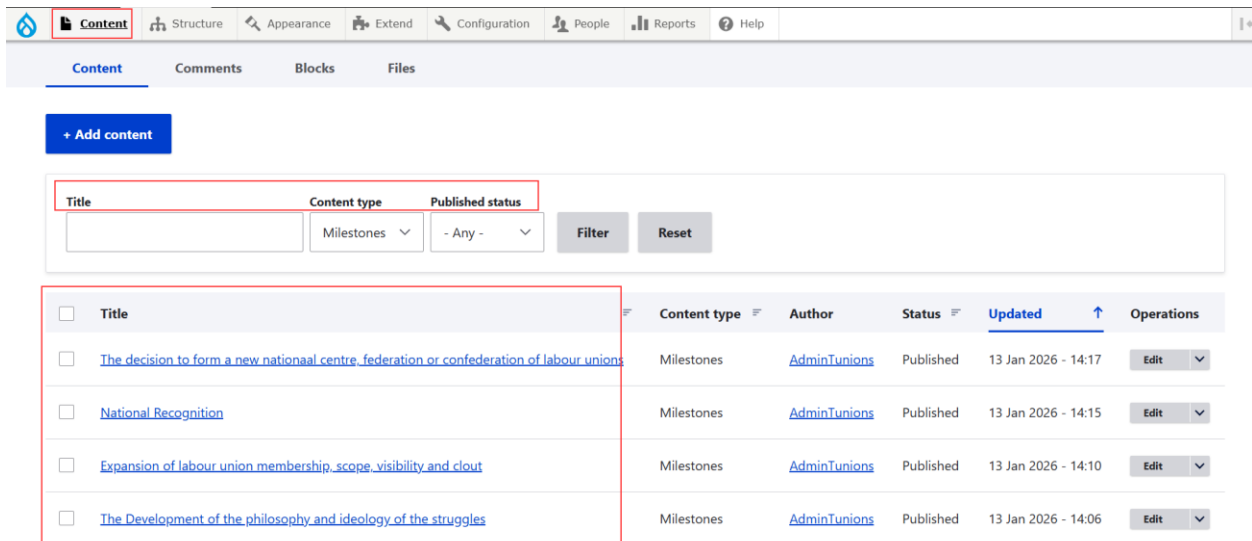


Figure 25: Access the Content List

11.2 Locate the Content to Edit

1. Use the search field or filters (if available) to find the specific content.
2. Identify the content by its **Title** and **Content Type** (e.g., Mandate).
3. Under the **Operations** column, click **Edit** next to the content item.
You will be redirected to the content editing form.

11.3 Update the Content

1. Modify the **Title** if necessary.
2. Update the **Body** field with the new or corrected information.
3. Use the text editor toolbar to adjust formatting if required.
⚠ Ensure all changes are accurate and properly formatted before saving.

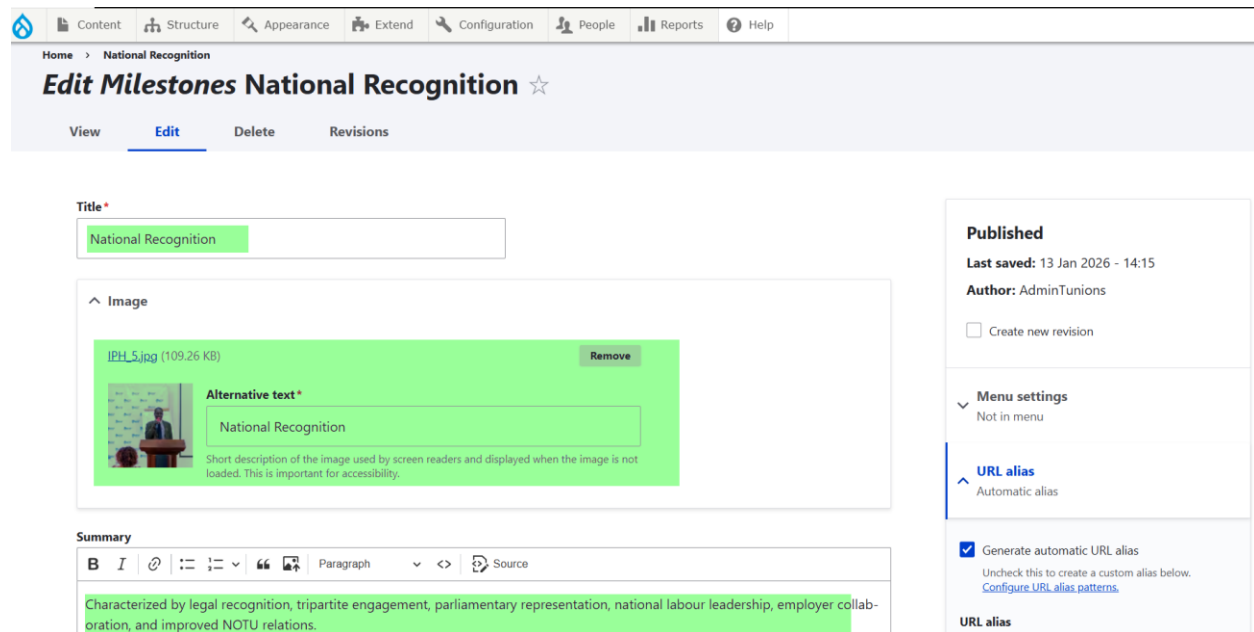


Figure 26: Correct/Edit the content as Highlighted

11.4 Save the Changes

1. Scroll down to review the updated content.
2. Click **Save**.
The system will update the content immediately.

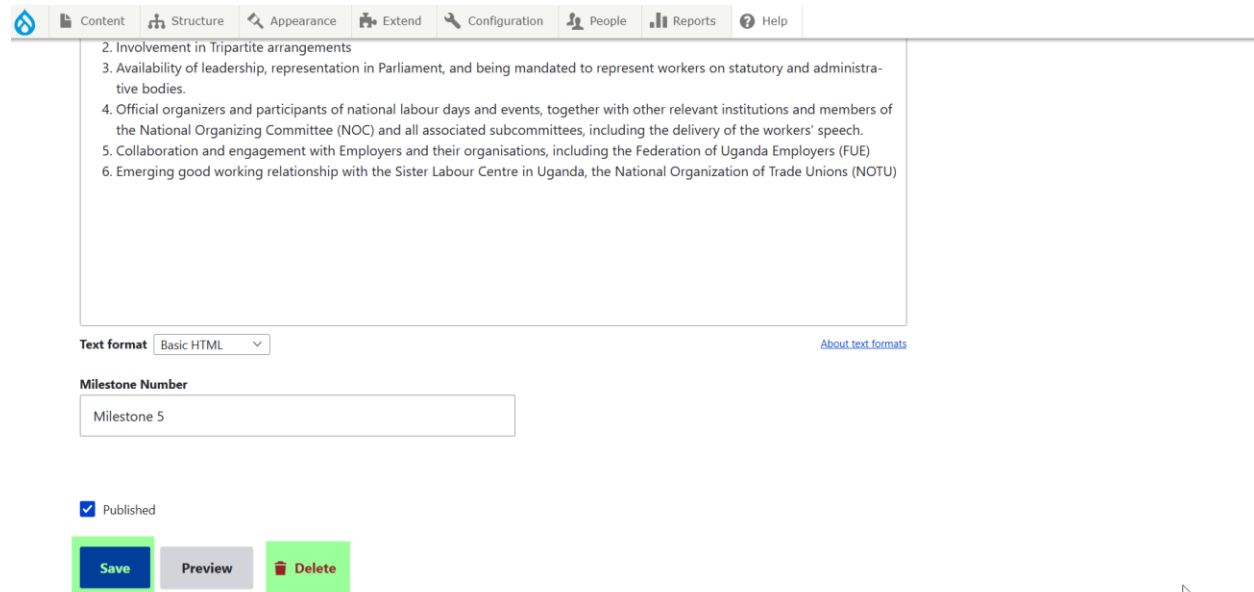


Figure 27: Save the changes