



EPOKA WEB

User Documentation

Introduction.....	5
Archive.....	6
Organization.....	6
Directories.....	6
Actions with a directory.....	7
Files.....	9
Uploading Files.....	10
Uploading new version of file.....	11
Other actions with files.....	12
Navigation in Archive.....	12
Menus.....	13
Body Menus.....	13
Navigation Menus.....	14
Menu Actions.....	15
Create a Menu.....	15
Menu Properties.....	16
Edit Menu.....	16
Delete Menu.....	17
Reorder Menus.....	18
Add Content To Menus.....	18
Menu Content.....	18
Link.....	19
Route.....	19
Content.....	19
Content Type “Content” with only one tab.....	20
Content Type “Content” with more than one tab.....	21
Components.....	22
Image Component.....	22
Text Component.....	23
Title Component.....	24
Card Component.....	25
Horizontal Tabs Component.....	25
Horizontal Layout Component.....	26
Space Component.....	27
List Component.....	27
List of Documents and Links.....	27
List of Images.....	29
Long Ordered List.....	30
List of paragraphs.....	32
Short Ordered List.....	34
Sections.....	34

Hide/ Unhide Section.....	35
Add Component to Section.....	35
Move Component to other Sections.....	36
News And Events.....	37
News/ Event Properties.....	39
News & Events Actions.....	41
Edit News/ Event.....	41
Publish/ Unpublish News or Event.....	42
Show News in Homepage.....	43
Preview in WEB.....	45
Delete News/ Event.....	45
Study Programs.....	46
Create, Edit, Delete a study Program.....	47
Content of a study program.....	47
Access of a tab in Study Program.....	49
Configurations.....	50
Unit Management.....	50
Create/ Edit/ Delete.....	51
Theme Image and Color.....	52
Unit Icon.....	53
Users.....	54
Add New User.....	54
Other Actions.....	55
Affiliations.....	56
Create/ Edit/ Publish/ Show in Homepage/ Delete.....	57
Unit Sliders.....	58
Create/ Edit/ Delete.....	58
Sort Slides in a slider.....	60
Main Sliders.....	61
Testimonials.....	62
Footer.....	64
Create footer.....	65
Edit Categories of Footer.....	66
Social Buttons.....	68
Maximum Posts.....	69
Dashboard.....	71
Last changes in Unit.....	71
CAMPUS LIFE.....	73
Blog & Events.....	73
Clubs.....	75
Add new Student Club.....	76

Edit and delete a student club.....	77
Extra Information in a club.....	78
Content of a student club.....	79
Clubs Overview Content.....	80
Frequently Asked Questions.....	81
FAQ - Category.....	82
Add New Category.....	82
Active Category.....	83
Edit/ Delete Category.....	84
Sorting Categories.....	84
FAQ - Questions.....	84
Adding a new Question.....	84
Edit a Question.....	85
Delete a Question.....	85
Show Answer.....	85
Reorder Questions.....	85
Transport Timetable.....	86
Configurations.....	86
View Timetable Types.....	86
Preview of Timetables.....	88
View Routes.....	89
Daily Timetable.....	89
Add new Record.....	90
Edit and Delete.....	92
Exception Timetable.....	93
Adding data.....	93

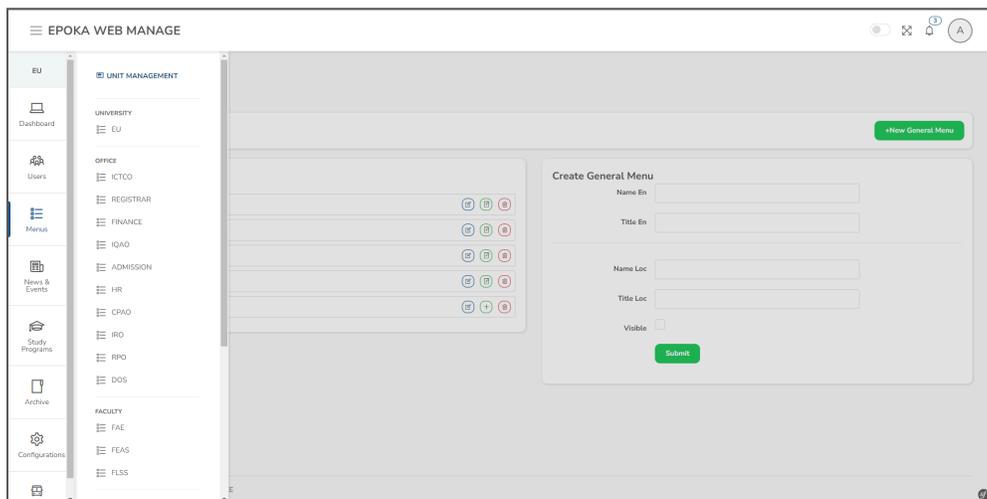
Introduction

What is CMS?

Content Management System (CMS) is a software which allows creating, managing and publishing digital content on the web.

CMS provides the flexibility to make real time changes in the content of Web without having to make changes in code.

CMS consists of modules and access depends on the role and responsibilities that the user has.



Archive

Files are one of the most important components of the CMS operations. An archive is created in order to avoid uploading files in each section where files are needed and at the same time archive every file that is uploaded. In each module where files are used, you will be able to access the archive and select the file/s needed.

Organization

Archive has two main components:

- Directories
- Files

Directories

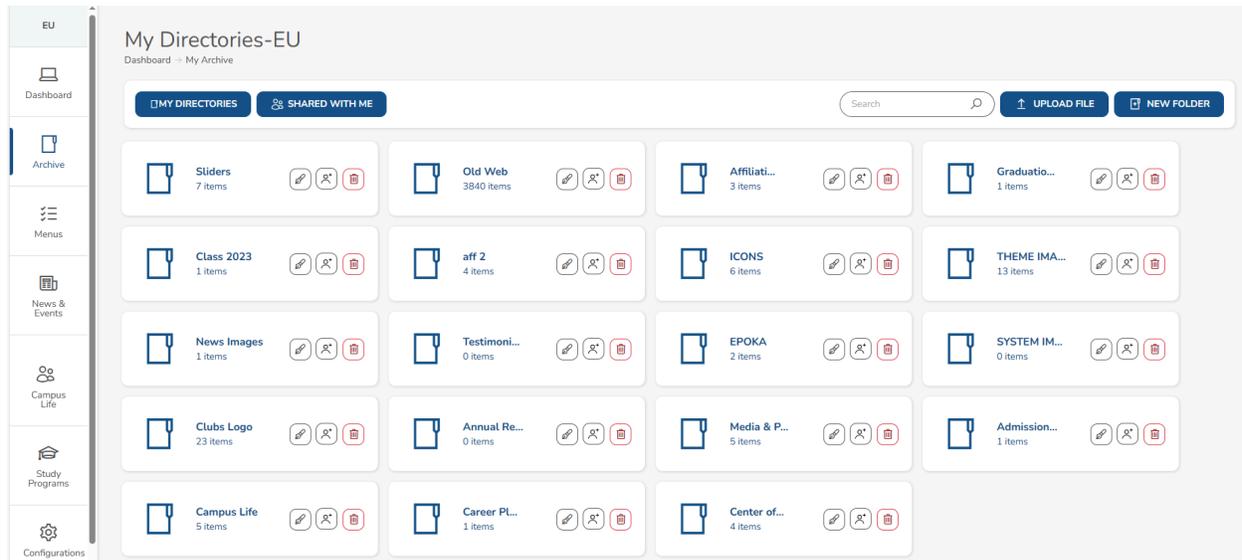
A directory is a folder which contains other directories and files. Its main purpose is to organize the files and other directories so it is easier to find the files you want to use. There are two main directories in the archive: MyDirectories and Shared with Me.

MyDirectories is the directory which contains all the directories that you and other units' administrators create. If your unit has other units in its hierarchy, you can also access the directories of those units. Depending on the relationship between units, the same structure is maintained. For instance, for FAE faculty there is created a directory FAE with parent Epoka University directory and its children are the directories of the departments.

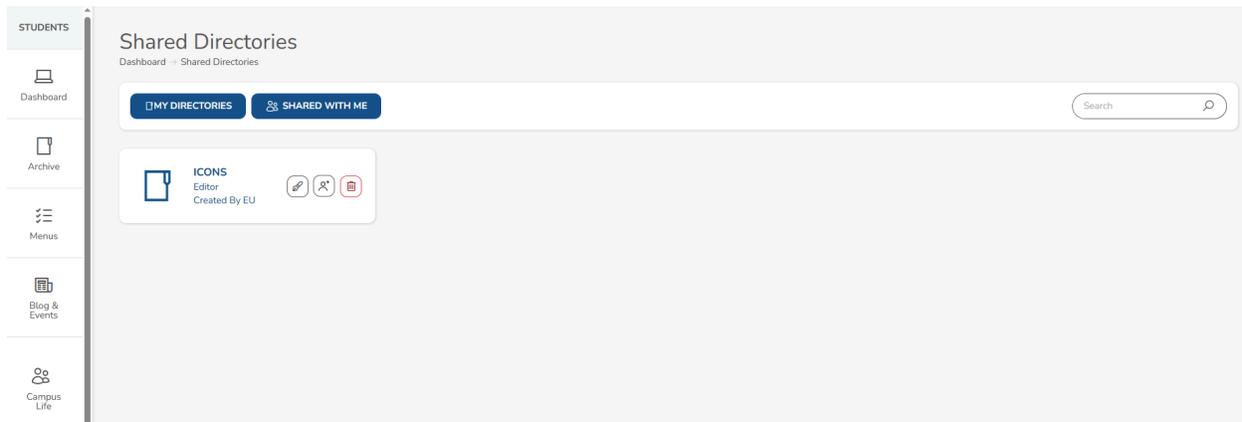
In each directory, where the user has access to edit, the user can upload files and store them in the specified directory.

Shared With Me is a folder with all directories that other units have shared with your unit. If you are a unit administrator, you will be notified by an email for the directory shared. If a directory has an access different from the parent directory, it is shown in the share with me. Otherwise, if its parent directory is shared before and it has the same access type, it is inside that parent directory.

MyDirectories for EU unit



Shared with Me for Students Unit

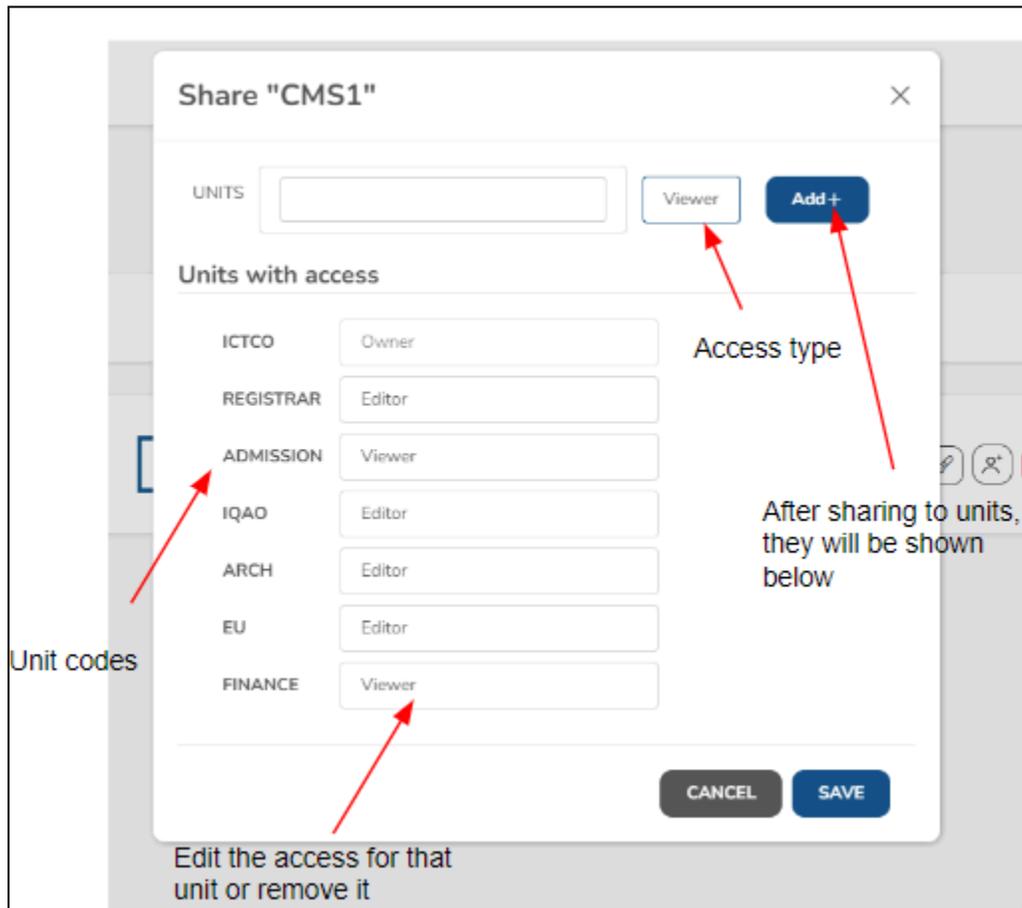


Actions with a directory

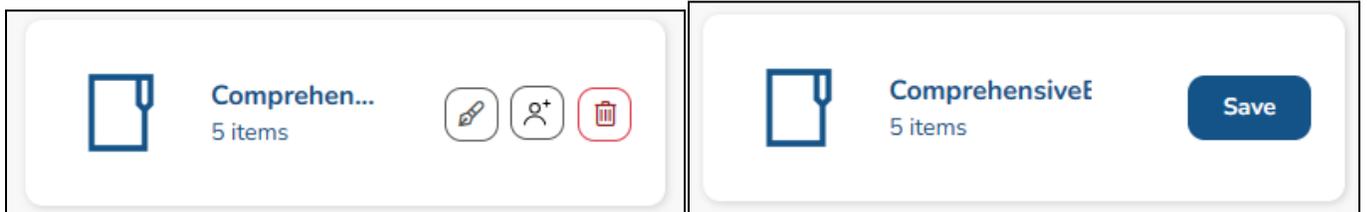
1. Click button **New Folder** to create a new directory and write its name.
2. To rename the folder click the rename button.
3. To share this folder with other units, click **share** button. A modal will be opened. The modal is separated into two sections:
 - > first section is the form where you can add access to one or more units by selecting them and choosing the access type: Viewer (The Viewer can only download and use files, but cannot make changes to them and to directories.
 -) or Editor. After clicking the add button, the units will be shown in the section section list.

-> second section contains the list of all units with their respective access type. In case you want to change or remove access of a specific unit, you can choose the option and then click **save** button to save the changes.

4. To delete a directory, your role should be ROLE_ADMIN and the folder does not have any files inside. (**Note:** These restrictions are placed in order to avoid deleting files that are used in Epoka Website)



Rename

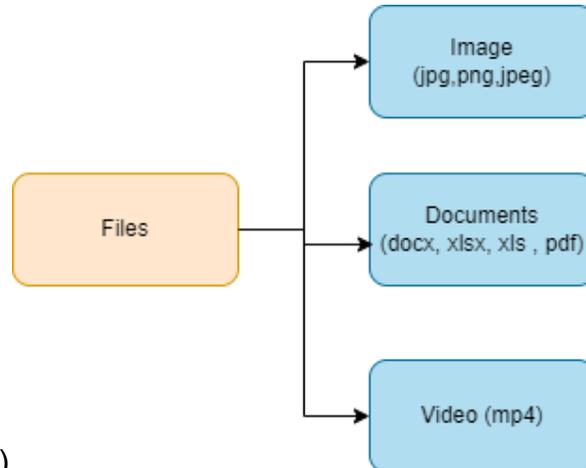


Files

There are three main categories of files that are used in the Epoka Website.

-> Image File (jpg, png, jpeg)

-> Documents (docx,xlsx,xls,pdf)



-> Video (mp4)

	NAME	FILE TYPE	VERSION	
	AnnualReportofthePCQA2022-2023	PDF	VERSION 1	   
	IDEA-Logo-png-225	PNG	VERSION 1	   
	OrganizationalStructure	PNG	VERSION 1	   
	20231108_amended_Guideline_OnExaminations	PDF	VERSION 1	   
	20231108_amended_Guideline_OnExaminations	PDF	VERSION 1	   
	1695823976_1695645948_news	JPG	VERSION 1	   
	1667829610_dnews	JPG	VERSION 1	   

Notes

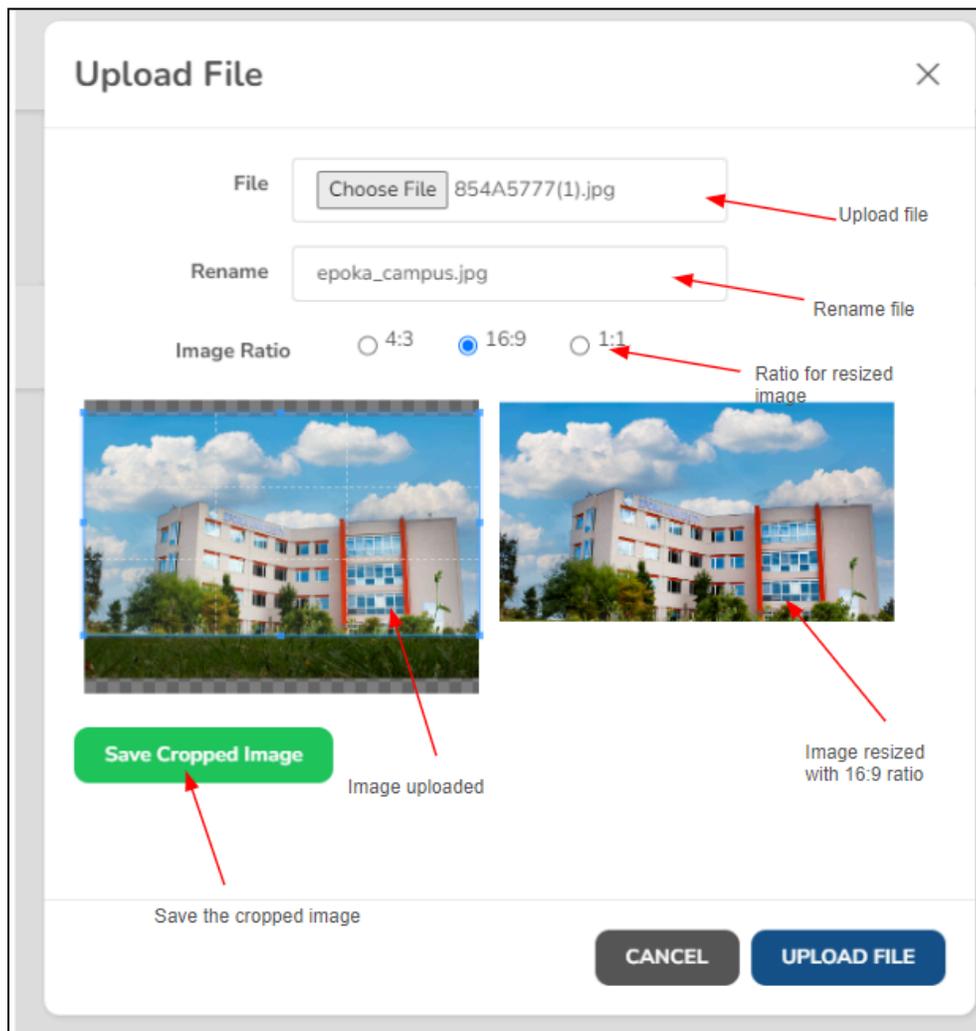
- You can only upload these specific file types.
- Image and Documents Maximum Size: **20MB**
- Video Maximum Size: **200MB**

Uploading Files

To upload files, you have to click Upload File button and a modal will be opened. In case you are uploading an image, you have to resize by applying an aspect ratio. In the Notes box below, you will find when to apply each of the ratios. After you have saved the cropped image, you can upload it.

Notes

- **4:3** is used for images in **lists with images**
- **16:9** is used for images in **News, Affiliations, MainSlider**
- **1:1** is used for **icons** (usually icons used in body menus)
- For images inside menu content, you can apply the most appropriate aspect ratio



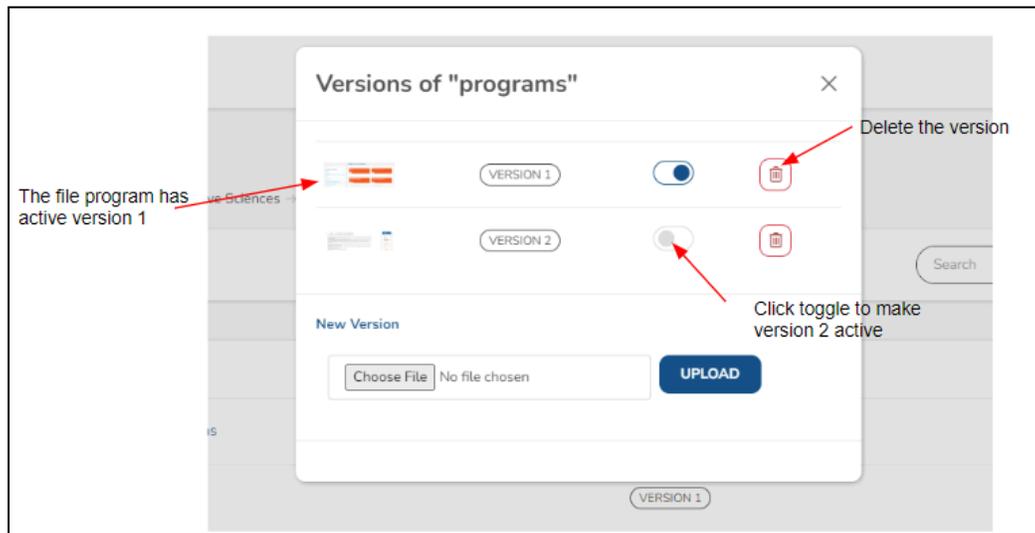
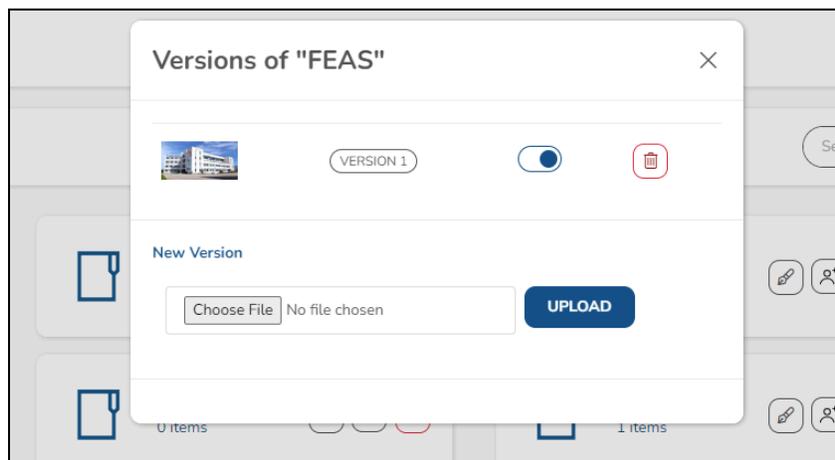
Uploading new version of file

- There are some specific files like the Academic Calendar that change annually. Not to change the menu content, in EPOKA CMS you can directly change that file by uploading a new version. The newest version will be by default active. If you want to make an earlier version active, you can just click the toggle button.

Note that only one version can be active.

Another case where you may want to upload a new version is for images used in multiple menus. Not to change each menu one by one, you can just directly update the image by uploading a new version.

When uploading a new version, the same options as explained before will be shown.



Notes

- Each file has an active version. It means that if a file is used somewhere, it will be displayed with the active version.
- By default, the latest version is the active one.
- The user can also change the active version using the toggle button.

Other actions with files

- Download, copy link of file, and delete
- Note that you cannot delete a file once it is used in other modules. You can delete a version, but not a file.
- If a file has many versions, but it is not used anywhere, by deleting the file, you also delete all the versions.
- You need the external links of files especially for documents (docx, pdf, xls).

The active version of image

NAME	VERSION	Actions
applications	VERSION 1	View the versions of file, Delete all file versions, Download, Copy external link to access this file
programs	VERSION 1	View the versions of file, Delete all file versions, Download, Copy external link to access this file

Active version number

Copy external link to access this file

Navigation in Archive

You can use breadcrumb to navigate to parent directories by just clicking on the respective name.

My Directories-FAE

Dashboard → My Archive → Department of Architecture → Resources → Annual Reports

Access directories quickly by clicking breadcrumb

MY DIRECTORIES SHARED WITH ME

SEARCH UPLOAD FILE NEW FOLDER

NAME	VERSION	Actions
DepartmentofArchitectureAnnualReport2019-2020	VERSION 1	View the versions of file, Delete all file versions, Download, Copy external link to access this file

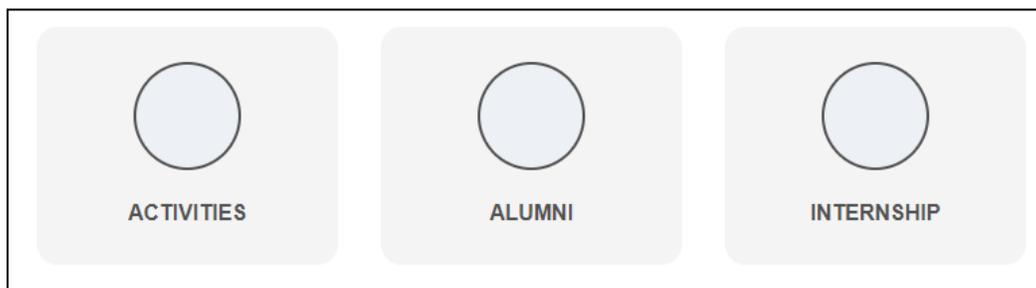
Menus

Menus of EPOKA CMS can be placed in one of the two following positions:

- Navigation Bar
- Body of a Unit's Homepage.

Therefore we distinguish two main menu types: **Navigation** Menu & **Body** Menu.

Body Menu



a. Body Menus representation in EPOKA WEB.

Body Menus are general menus that can be added to the homepage of units of type: Department and Office.

Characteristics

- A Body Menu can have only 1 level.
- Body Menus can be reordered.
- A logo/ icon can be added to each body menu.



b. Body Menus representation in EPOKA CMS

Navigation Menu



a. Navigation Menus representation in EPOKA WEB

Navigation Menus are found throughout the whole web, precisely in the navigation bar of the website. Navigation menus are not unit specific, this means that each unit (Faculty, Department, Office) can create and manage navigation menus.

Characteristics

- A navigation menu can have up to three levels when the content type of each menu level is different from link or route.
- Navigation Menus can be reordered.
- Each Unit has a Home Navigation Menu (Fixed) used to redirect the users to the Homepage of the unit
- Navigation Menus can be divided into **regular & fixed**. Fixed menus can be reordered with fixed menus only, not regular menus.



b. Navigation Menus representation in EPOKA CMS

Menu Actions

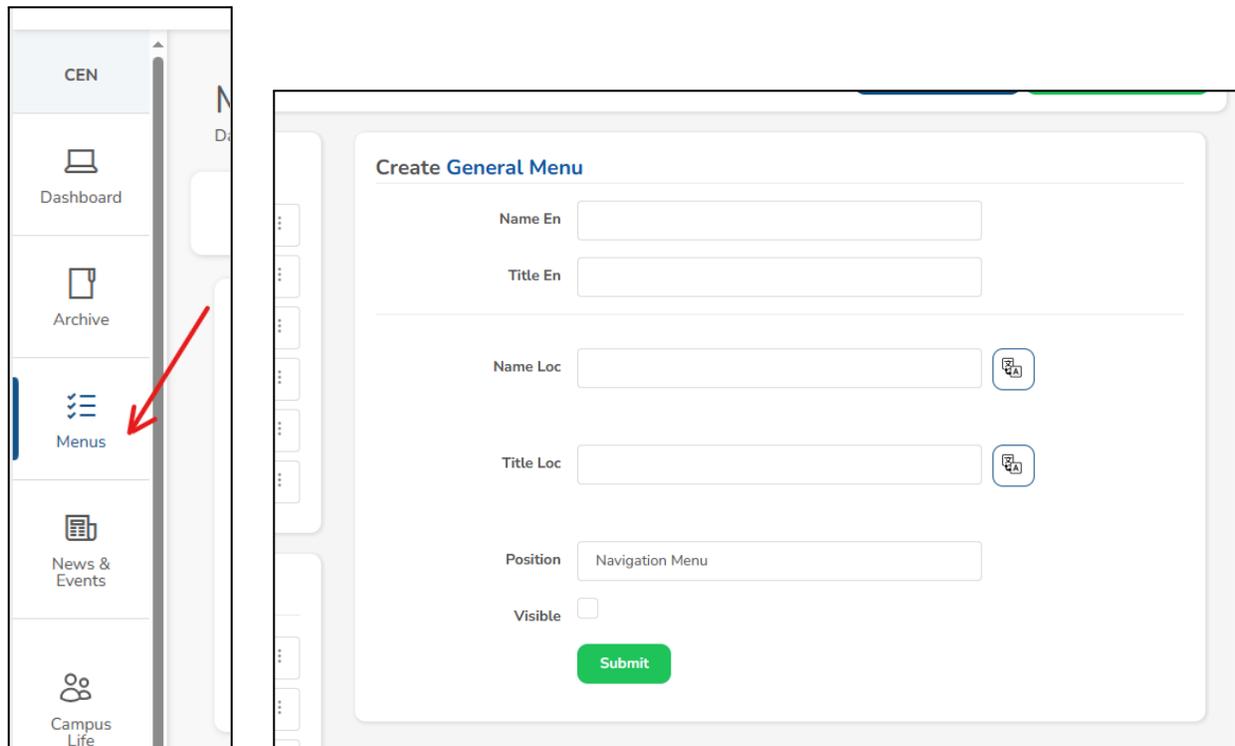
- Create Menu
- Edit Menu
- Edit Content
- Add Submenu
- Delete Menu



a. Dropdown of menu actions in EPOKA CMS

Create a Menu

To create a new Menu the user must access the “Menus” module found in EPOKA CMS Navigation bar and fill the form with the appropriate menu information.



a. Menu Creation form in EPOKA CMS

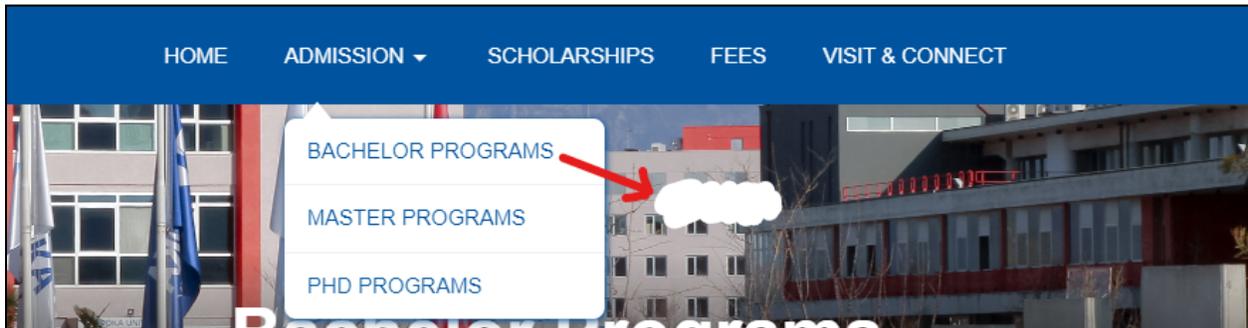
Menu Properties

Name En/ Name Loc: The name that will be displayed in the navigation bar.

Title En/ Title Loc: The title of the menu that will be displayed inside of the content page.

Position: a choice between Navigation Menu & Body Menu.

Visible: if checked the Menu will be displayed in the Unit's page. (Either navigation bar or in the homepage body)

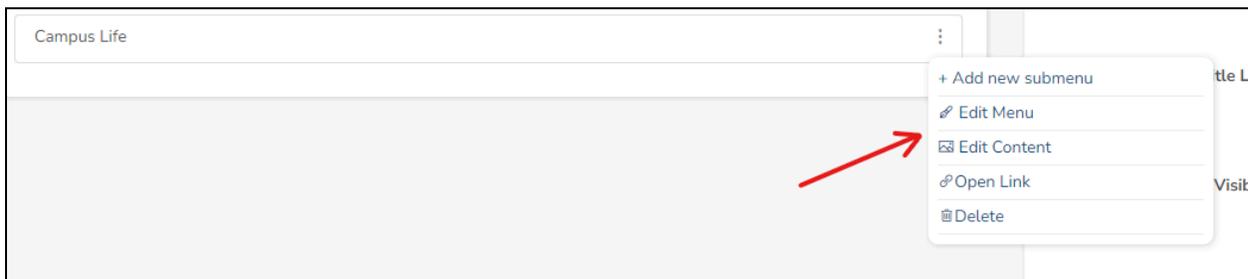


a. Representation of Menu Name in EPOKA WEB



b. Representation of Menu Title in EPOKA WEB

Edit Menu



a. Edit Menu Action in menu actions dropdown represented in EPOKA CMS

To edit the properties of a menu the user is required to click on the Edit Menu action. A form with the configured properties will be displayed. The user is free to change the desired properties and once finished, click “Save” to preserve its changes.

Edit Campus Life

Name En

Title En

Name Loc 

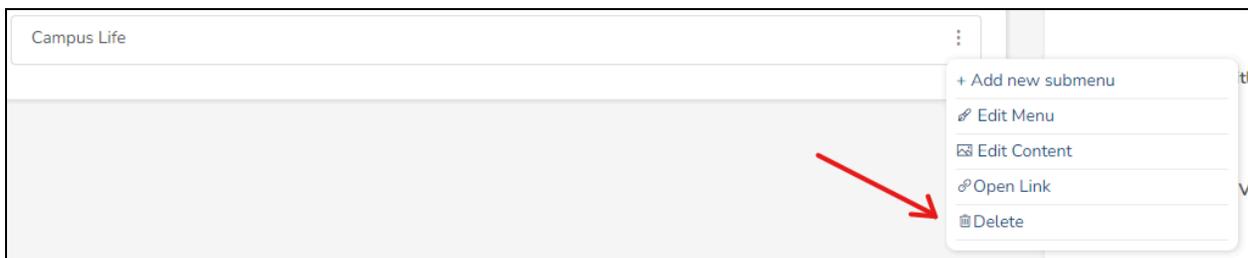
Title Loc 

Visible

b. Edit Menu Properties form in EPOKA CMS

Delete Menu

The user is able to delete Menus from EPOKA CMS. If the menu contains a parent-child relationship, in order to delete the parent menu, the user must delete all the children first.



a. Delete Menu Action in menu actions dropdown represented in EPOKA CMS

Reorder Menus

Users can reorder menus of the same type by dragging and dropping, with the exception that Fixed Menus can only be reordered with other fixed menus, and regular menus can only be reordered with other regular menus in the case of navigation menus.

Add Content To Menu

A user will be able to add content to a newly created menu by choosing one of the three available options:

- Route
- Link
- Content

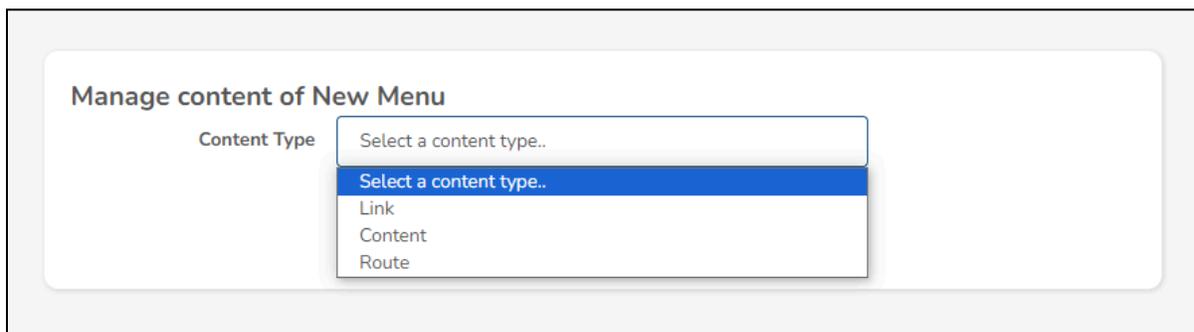


a. Edit Content Action in menu actions dropdown represented in EPOKA CMS

The next section of this document will contain a detailed description of the Menu Content Types.

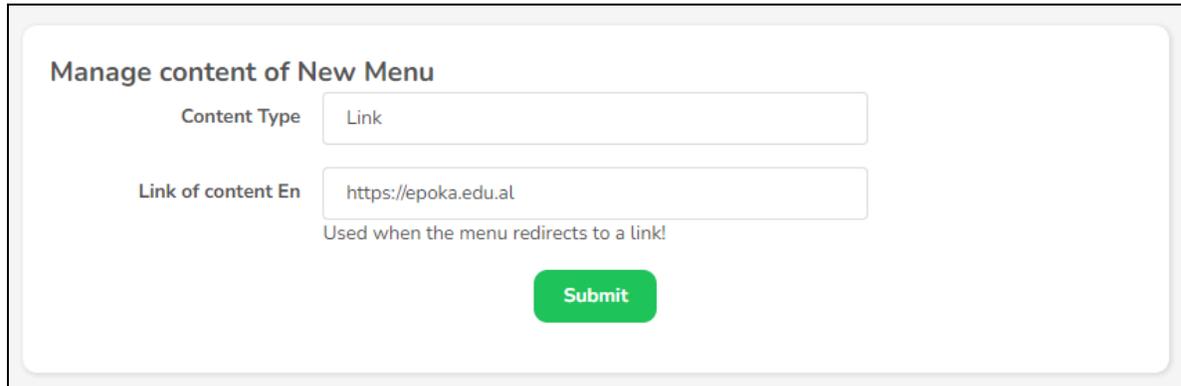
Menu Content

You will be able to choose between Route, Link, and Content when adding content to a Menu.



a. Menu Content options dropdown

Link

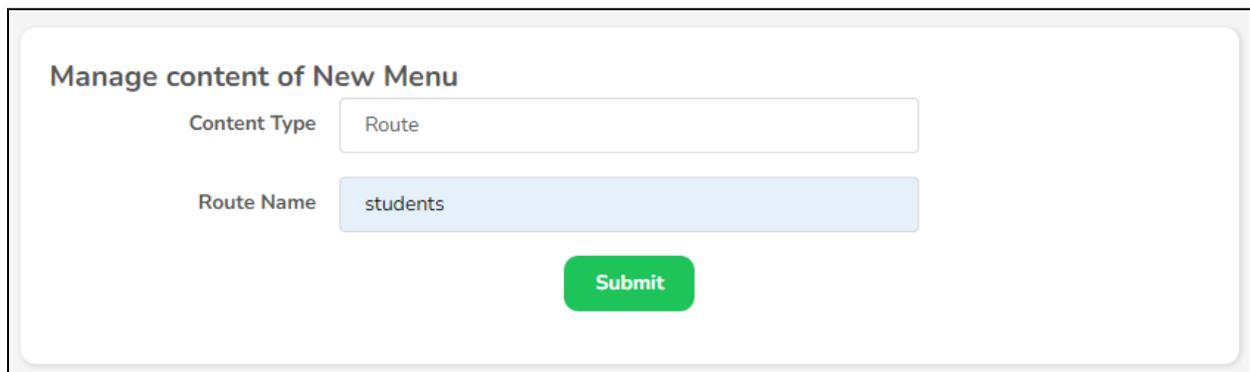


The screenshot shows a form titled "Manage content of New Menu". It has two input fields: "Content Type" with the value "Link" and "Link of content En" with the value "https://epoka.edu.al". Below the second field is the text "Used when the menu redirects to a link!". A green "Submit" button is centered at the bottom of the form.

a. Form of the selection of a link as a menu content type in EPOKA CMS

Choosing the Link as the content of a menu will enable you to add a link of choice you would want to open when the menu is clicked on the WEB.

Route



The screenshot shows a form titled "Manage content of New Menu". It has two input fields: "Content Type" with the value "Route" and "Route Name" with the value "students". A green "Submit" button is centered at the bottom of the form.

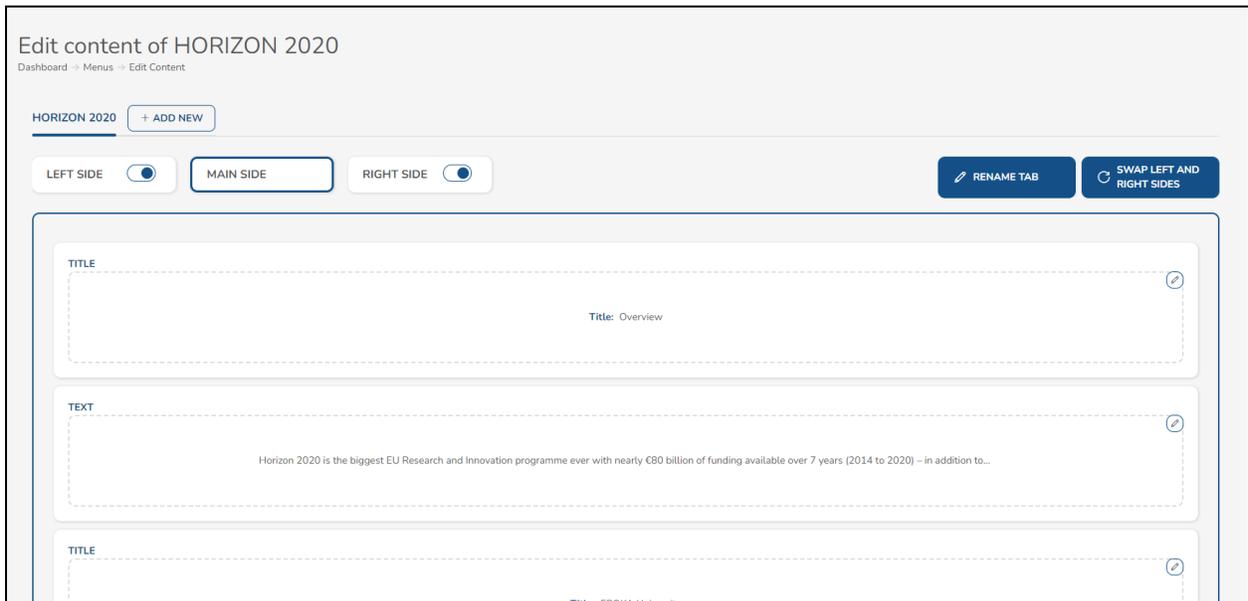
a. Form of the selection of a route as a menu content type in EPOKA CMS

Route is a menu content option only available to users of the role "ADMIN". This is a fixed content type that should be chosen in accordance with the development team.

Content

Instead of using link or route, when choosing Content you will be able to fully customize the view of a Menu, through the usage of various components organized in different sections throughout the page.

A menu of content type "Content" may have one or more tabs as desired by you.



a. Tab View of a menu with one tab and three active sections in EPOKA CMS

Horizon 2020: The name of the current existing tab.

+ Add New: Button used to add a new tab to the menu.

Rename Tab: Button used to rename the active tab.

Swap Left and Right Sides: Button used to transfer the components of the Left Section to the Right Section and vice versa.

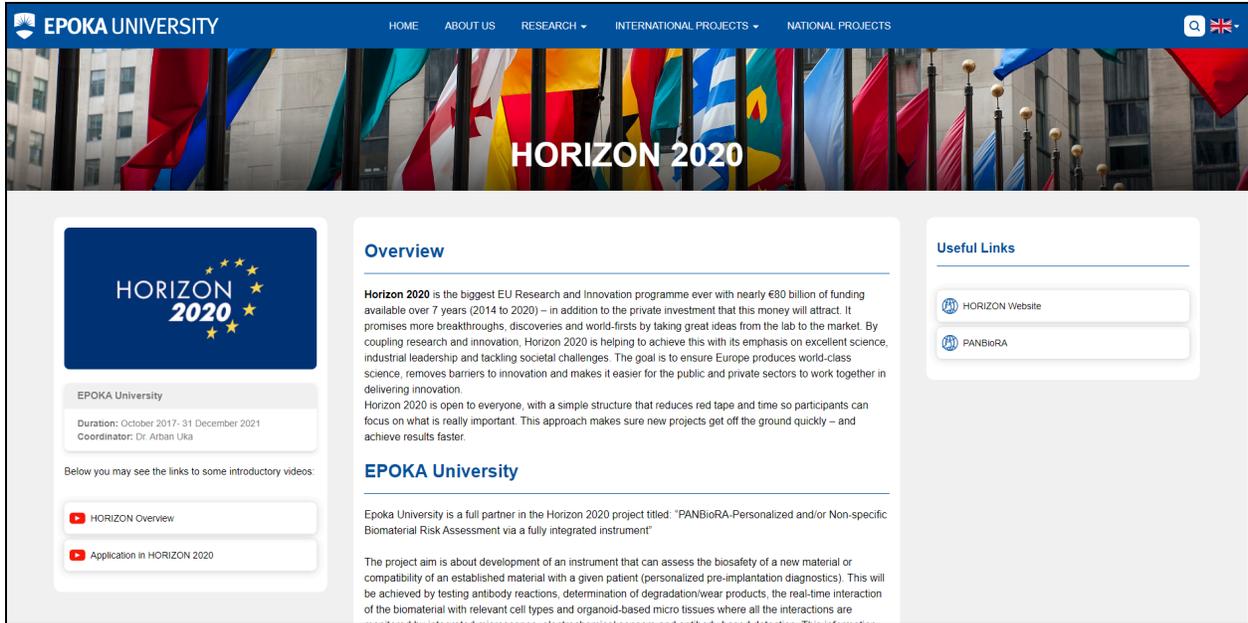
Main Side: Main Section, currently active.

Content Type "Content" with only one tab

When a menu has only one tab, you will be able to add components to three separate sections building up the tab:

- Left Section
- Main Section
- Right Section

Each of these sections is fully customizable meaning that you can add whatever component you desire.



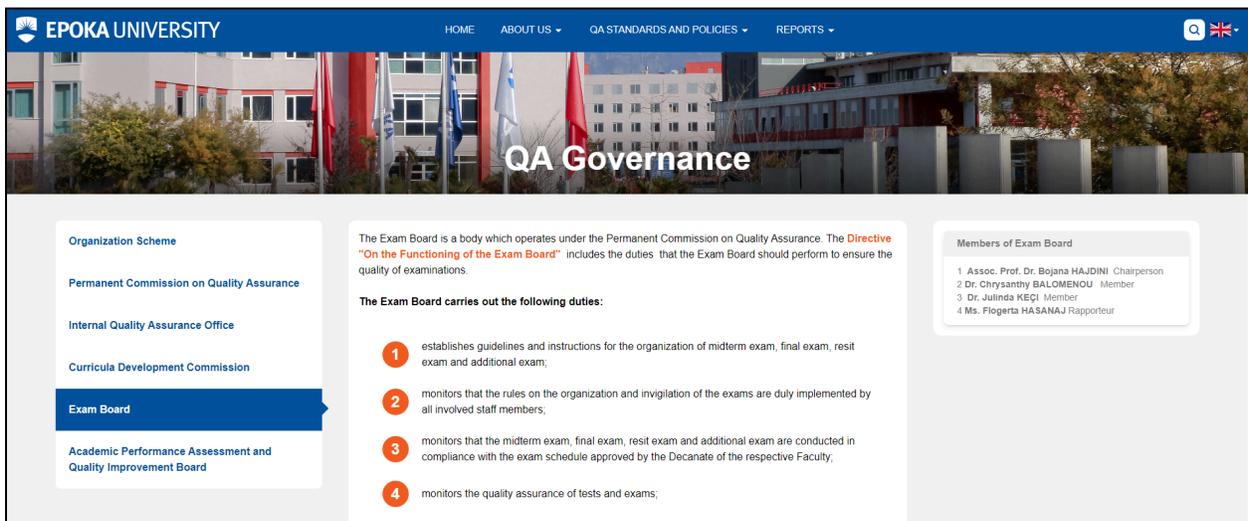
a. Representation of a menu containing one tab and three active sections in EPOKA WEB

Content Type “Content” with more than one tab

A menu with more than one tab will by default have 2 sections:

- A non customizable left section, where the tab names will be displayed in order to enable the navigation between tabs
- A fully customizable Main Section

Since every tab can have up to three sections, you will be able to add aRight Section if desired.



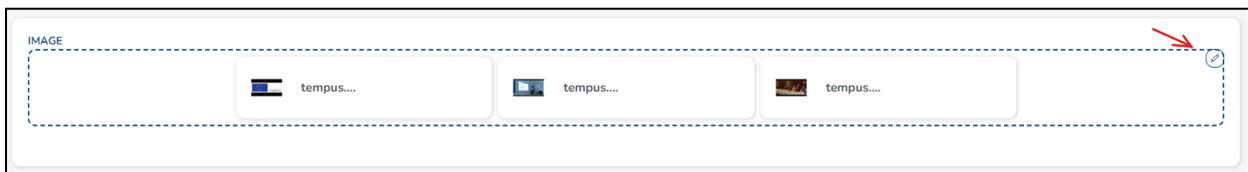
a. Representation of a menu containing more than one tab and two active sections (main and right) in EPOKA WEB

Components

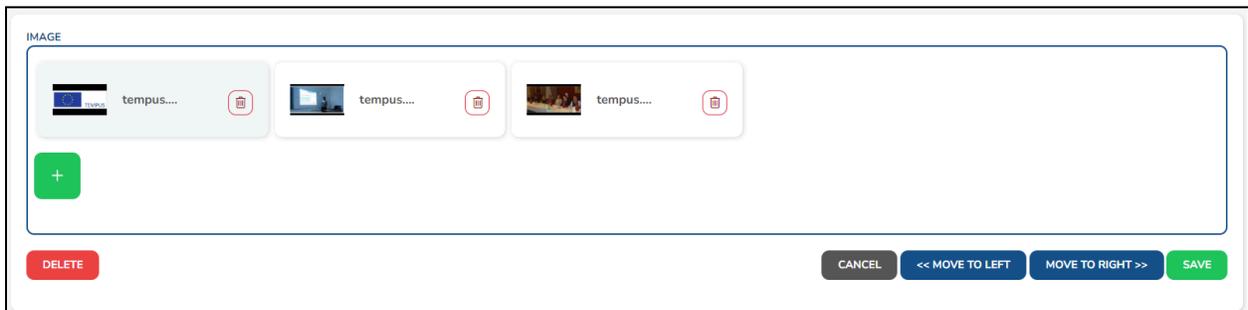
Each section (neglecting the left section for a menu with more than 1 tab), is fully customizable. A user may add, delete, edit, reorder various components in order to achieve a desired interface.

Image Component

The image component can hold an indefinite amount of images. Each image can be added by clicking on the “+” button. These images are accessed from your archive, only by browsing through the directories under your access.



a. Representation of Image Component in Preview Mode in EPOKA CMS



b. Representation of Image Component in Edit Mode in EPOKA CMS

Image Component Representation in EPOKA WEB:

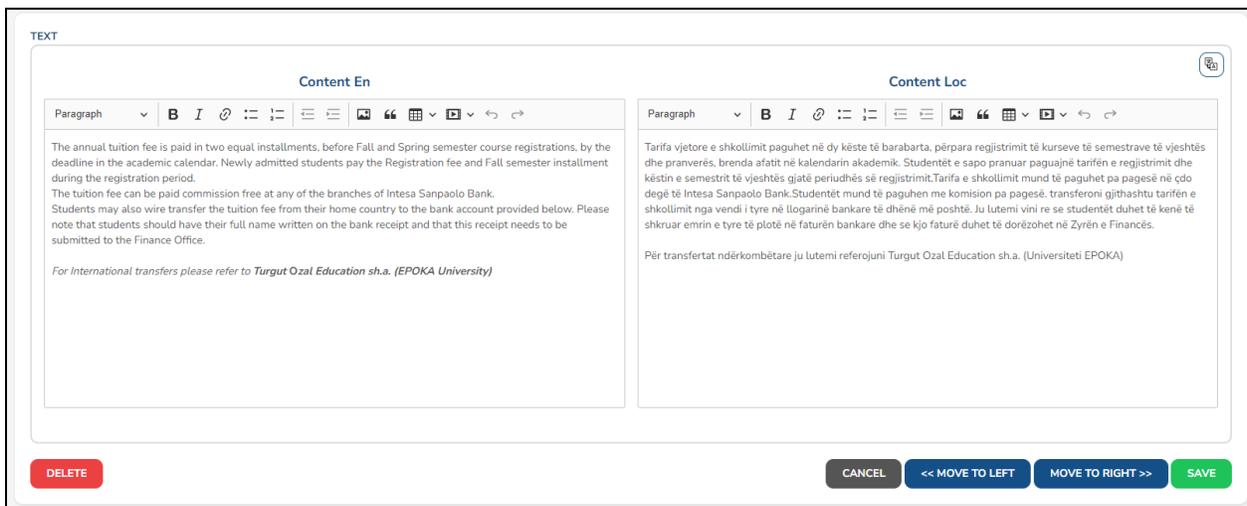
- When only one image is set for the image component, the image will have a regular display with rounded corners maintaining its aspect ratio.
- When more than one image is set for the image component, the images will be displayed as a Slider of Images all preserving the aspect ratio of the first image of the deck.



c. Representation of Image Component with more than one image in EPOKA WEB

Text Component

You will be able to enter text information for each unit through the text component. Two CK editors will be displayed where the content in English and Albanian should be entered respectively.



a. Representation of Text Component in Edit Mode in EPOKA CMS

General Information

The annual tuition fee is paid in two equal installments, before Fall and Spring semester course registrations, by the deadline in the academic calendar. Newly admitted students pay the Registration fee and Fall semester installment during the registration period.

The tuition fee can be paid commission free at any of the branches of Intesa Sanpaolo Bank.

Students may also wire transfer the tuition fee from their home country to the bank account provided below. Please note that students should have their full name written on the bank receipt and that this receipt needs to be submitted to the Finance Office.

*For International transfers please refer to **Turgut Ozal Education sh.a. (EPOKA University)***

b. Title and Text Component Representation in EPOKA WEB

Title Component

The title component can be used to add a Title in your section in order to divide the components.

You will be required to enter this title in both English and Albanian.

TITLE

Title En	Title Loc
General Information	Informacion i pergjithshem

DELETE CANCEL << MOVE TO LEFT MOVE TO RIGHT >> SAVE

a. Representation of Title Component in Edit Mode in EPOKA CMS

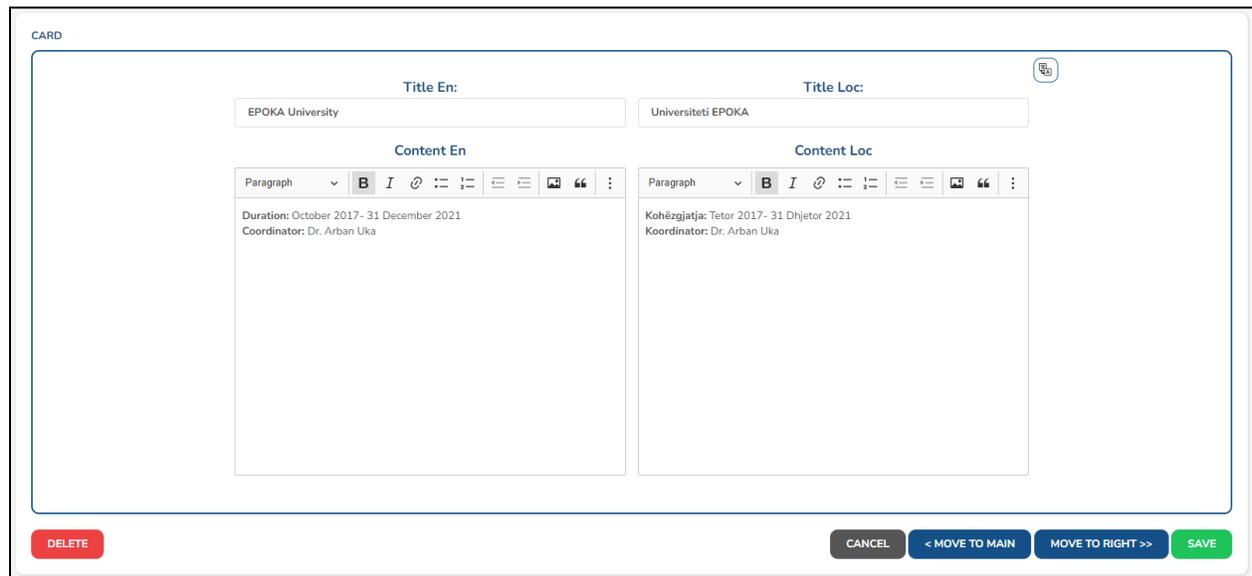
General Information

b. Title Component Representation in EPOKA WEB

Card Component

The card component can be used to add a card in your section. This component should be used to display short information such as a Contact Point, or the members of a project and so on.

It is best practice to include this component either in the left or right section.



The screenshot shows the 'CARD' component in edit mode. It features two columns for editing. The left column has a 'Title En' field with the text 'EPOKA University' and a 'Content En' field with a rich text editor containing 'Duration: October 2017- 31 December 2021' and 'Coordinator: Dr. Arban Uka'. The right column has a 'Title Loc' field with the text 'Universiteti EPOKA' and a 'Content Loc' field with a rich text editor containing 'Kohëzgjatja: Tetor 2017- 31 Dhjetor 2021' and 'Koordinator: Dr. Arban Uka'. At the bottom, there are buttons for 'DELETE', 'CANCEL', '< MOVE TO MAIN', 'MOVE TO RIGHT >>', and 'SAVE'.

a. Representation of Card Component in Edit Mode in EPOKA CMS



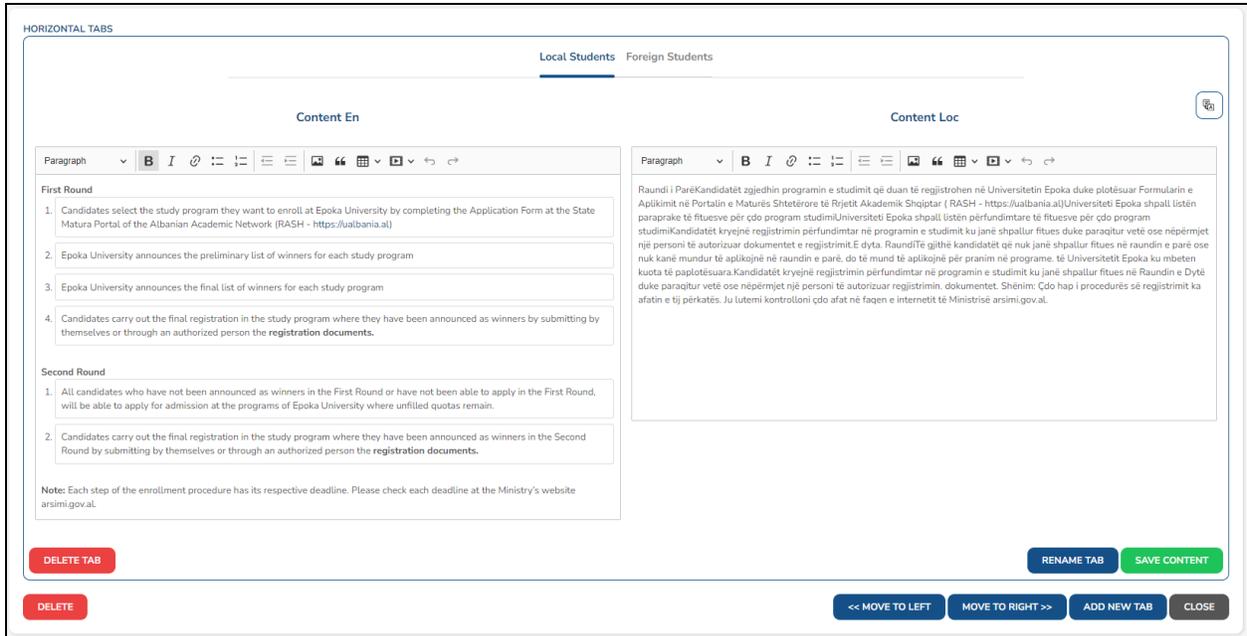
b. Card Component Representation in EPOKA WEB

Horizontal Tabs Component

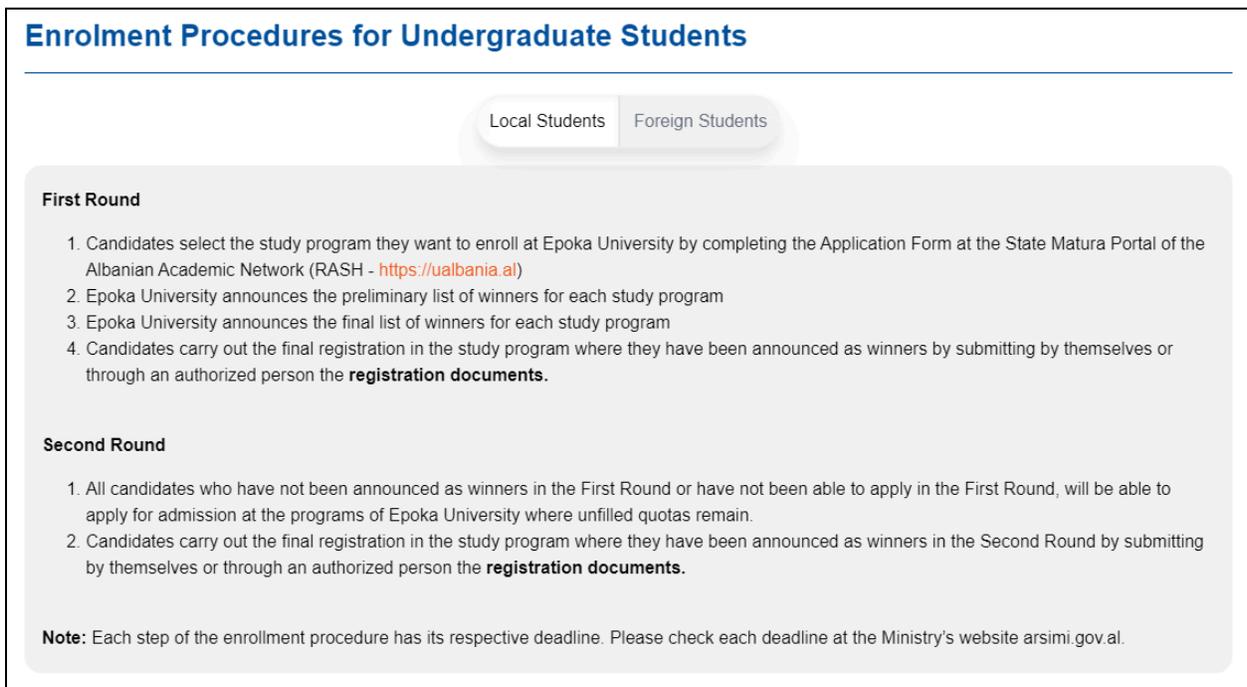
Horizontal tabs can be used to represent varied content perspectives on the same topic. You can add as much text as you want to each tab.

By default, a horizontal tabs component will have 2 tabs and you will be required to modify both of them.

Each tab name can be changed by clicking on the "Rename Tab" button.



a. Representation of Horizontal tabs in Edit Mode in EPOKA CMS



b. Horizontal tabs representation in EPOKA WEB

Horizontal Layout Component

The horizontal layout component serves as a container for arranging multiple components side by side. You are allowed to add as many components as you want however, the horizontal component sections will be split according to the number of components available. Therefore it

is important to add a reasonable number of components such that the content does not get squished.

Space Component

The space component can be used to add a fixed vertical space between components.

Mobile Screens: 24px

Larger Screens: 32px



a. Space Component Representation in EPOKA CMS

List Component

EPOKA CMS offers its users the ability to pick one of the the following list types when encountering List as a Template Component:

1. List of Documents and Links
2. Long Ordered List
3. Short Ordered List
 - a. Small
 - b. Large
4. List with images
5. List of paragraphs

Each list can have an infinite number of elements. These list elements have some general attributes in each list type such as:

- List element title in both English and Albanian
- List element link in both English and Albanian
- List element content

Each list element in a list element:

- Can be reordered by dragging and dropping between elements
- Can have a color.

List of Documents and Links

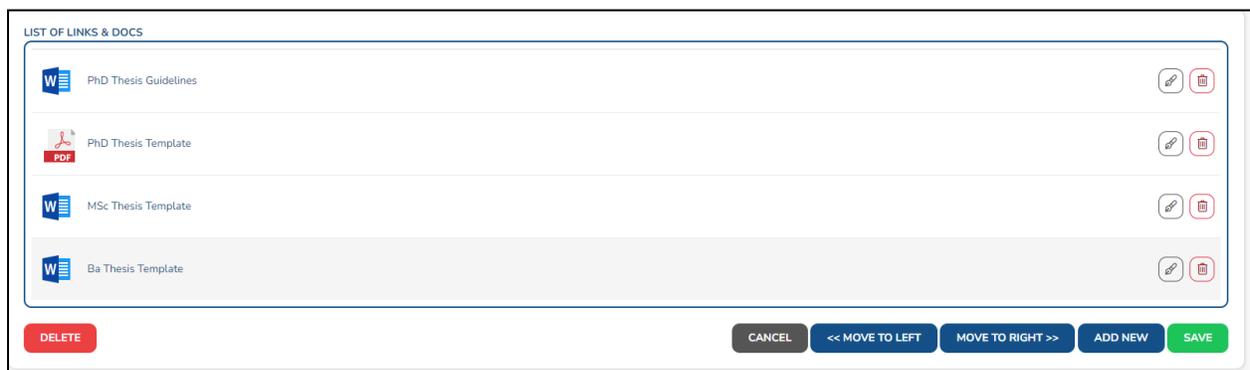
The list of documents and Links elements in comparison with the other list types, do not have a color. Instead when creating this list type you are required to enter the type of content for each list element.

This content can be:

- A Word Document
- An Excel Document
- A PDF Document
- A YouTube Link
- An External Link



a. Representation of List of Documents and Links in Preview Mode in EPOKA CMS



b. Representation of List of Documents and Links in Edit Mode in EPOKA CMS

You can choose to delete the whole list by clicking on the “Delete” button or an individual list element by clicking on the “Bin” button.

To the left of the “Bin” button you can access the Edit button responsible for editing a specific list element.

“Add New” is used to add a new list element to the list

.

LIST OF LINKS & DOCS

Title En:

Title Loc: 

Link En:

Link Loc:

Type:

- Select document type
- Select document type
- Word
- Excel
- PDF
- External Link
- Youtube Link

DELETE CANCEL << MOVE TO LEFT MOVE TO RIGHT >> ADD NEW SAVE

c. Representation of the form responsible for adding a new List Element - Case: List of Documents and Links

Click the link below to download thesis guidelines or templates:

 PhD Thesis Guidelines

 PhD Thesis Template

 MSc Thesis Template

 Ba Thesis Template

d. Representation of List of Documents and Links in EPOKA WEB

List of Images

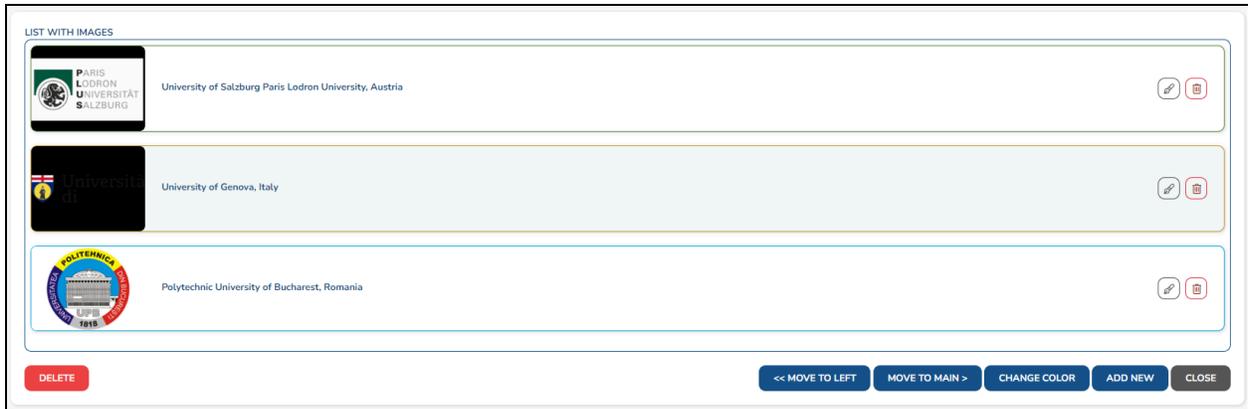
Each element of a list of images can have a title and associated image as represented in the following images.

LIST WITH IMAGES

 University of Salzburg Paris Lodron University, Austria

 University of Genova, Italy

a. Representation of List of Images in Preview Mode in EPOKA CMS



b. Representation of List of Images in Edit Mode in EPOKA CMS

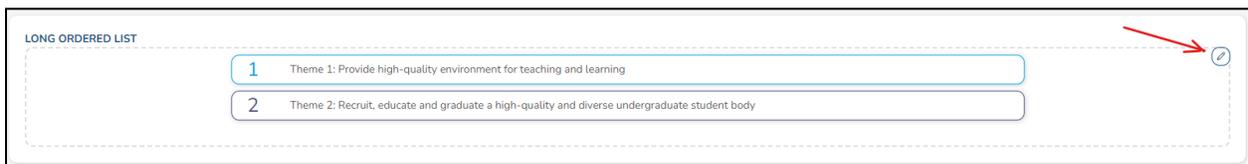


c. Representation of List of Images in EPOKA WEB

Long Ordered List

As described in the name of this list type, its elements are associated with a specific number defining their order in the list.

This List Element can have a paragraph for content with no specified limit.



a. Representation of Long Ordered List in Preview Mode in EPOKA CMS

LONG ORDERED LIST

- 1** **Theme 1: Provide high-quality environment for teaching and learning**

It is crucial to keep and make stronger our tradition of teaching and learning while at the same time develop an attributions set of operations, goals and desired accomplishments. The department of Architecture is invested in design grounded in critical representation where students learn how to beautifully draw, built and creatively think our mission is to educate professional architects and to advance architectural knowledge and creative practice through design-centered teaching and research. EPOKA University is an institution that highly values and supports successful students learning in and out of the classroom and studios. It is a well known university for offering high quality student instructions. The department is a community of learners with students at the core of how they think, act and feel. Student's engagement and satisfaction with their learning experience is a significant priority and teaching system is one of the pillars of the University. We then call for further development. Specific goals for the Theme 1Goal 1.1 To ensure the continuation of professional and academic training of members of Department of ArchitectureGoal 1.2 Improve staff retention by giving the possibility for the academic staff members to organize their activities such as site visits, field trips, attendance of conferences and workshops, organization of installations and expositions, publication of research papersGoal 1.3 To facilitate the integration of the new staff through the organization of introductory social activities and trainingsGoal 1.4 To improve the quality and to increase the quantity of research activities in the department by academic staff members Measures in order to reach mentions goals under Theme 1Measure 1.1 To promote the exchange of experience in different well known architectural schools, to participate in interdisciplinary research opportunities, to support the activities of the academicians addressed to upgrade their scientific titles and to create Research Unit for the academic staff as well for the students, where research projects can be developedMeasure 1.2 Increase of participation in conferences, research projects and workshops through the allocation of the supportive funds and establishment of a scientific journal of DepartmentMeasure 1.3 To introduce the newcomers with the organization of the department's workflow through invitation of the high quality students of the recent courses to participate in the selected classes as student assistantsMeasure 1.4 To keep the Curriculum updated, to establish the collaboration between the school and architectural professionals, to establish a division within the department by research profiles such as Architectural Design, Building System, Landscape, urban Design and Interior Design and to provide a Research Unit or Laboratory for each division, to establish scientific architectural journal of the Department and a yearbook of the best architectural projects.
- 2** **Theme 2: Recruit, educate and graduate a high-quality and diverse undergraduate student body**

It is particularly important that we maintain this leadership role at a time when advancing technologies permit rapid communication among many people distributed throughout the world. Diversifying the class and creating additional opportunities for international experiences will remain priorities for the Department of Architecture. We will continue to provide leadership to the state and nation in recruiting initiatives by remaining one of the nation's best suppliers of new, well-trained designers. Specific goals for the Theme 2Goal 2.1. Enable a culture of innovation through flexibility and learner-centered pedagogies in the region to become a showcase for instructional excellenceGoal 2.2 To improve the student - professor ratio and to diversify the themes, which are available for study and research within the Department of Architecture Measures in order to reach mentions goals under Theme 2Measure 2.1. Increase the annual percentage of students involved in international experiences, including study abroad, service learning, and internshipsMeasure 2.2. To increase the number of full-time and half-time academic staff specialized in different areas of architecture and design as well as to recruit within the department the adequate quantity of research assistants
- 3** **Theme 3: Recruit, educate and graduate a high-quality and diverse master student body**

The Department of Architecture offers an integrated five-year program (Bachelor + Master). The first three years of the program (the undergraduate level) focus on architectural design studios. In the last two years (graduate level), students specialize in different profiles. In order to support a rapidly expanding research portfolio the department will create additional opportunities for international experiences. Not only, the department will greatly increase its resources for graduate teaching assistantships in order to prepare competitive graduates in the academic field as well. Specific goals for the Theme 3Goal 3.1. Develop programs in research and innovation that link EPOKA University to the nation and to the world, by defining core programs that address societal needs, integrate the activities of multiple organizations across the region, and build upon our existing strengths and proximity to research sponsors and partnersMeasures in order to reach mentions goals under Theme 3Measure 3.1. Increase the number of cross-disciplinary programs identified as viable research opportunities, as well as increase the number of funded programs in core research areas.
- 4** **Theme 4: Recruit, educate and graduate a high-quality and diverse PhD student body**

The enrollment of the students in PhD program is based on the student's performance during the previous study, actual and innovative research proposal and the availability of the supervisor. Within the program the candidate may focus on one of the following topics, which are offered by Department of Architecture, such as Architecture, Design, Theory, Criticism and Current Evaluation, City/Culture and Architecture, Architectural approach, architectural approach, perception in architecture, image, meaning and identity, Human sciences in architecture and studies with psychological content, Space, Language, Meaning, Form, Advanced design studies, Architecture and Technology, Studies on communication technology options in architectural design, Architectural Design and implementation problems, Education in Architectural DesignCurrent issues in Housing, Urban environmental studies, Environment, behavior theories, quality/Sustainability in Architecture, Ecology and Special Topics in Urban Planning and Design. The professors involved in the PhD program each semester may concentrate on the specific topics, selected from the pool of elective courses. Scope of PhD research is selected by student based on the supervisors' specialization and the needs of market for further research. Every year the University allocates a fund to cover expenses of research projects for the doctorate students. Specific goals for the Theme 4Goal 4.1. To promote studies that may respond to critical national needs, multidisciplinary research and the recent international state of knowledgeMeasures in order to reach mentions goals under Theme 4Measure 4.1. To increase the number of PhD students enrolled into the program.
- 5** **Theme 5: Provide a high quality environment for research**

The department has strengths in architectural design, sustainable building, landscape and infrastructure practices, as well as housing and planning at all scales. This in combination with the department's strengths in design, information visualization, and history and theory, give strength and depth to the Department. However, the environment for training highly qualified employees and research is constantly changing. Businesses are facing workforce challenges, seeking to recruit employees who are highly competent in both the scientific and technical fields, who can integrate into a milieu that is rapidly changing. Specific goals for the Theme 5Goal 5.1. Create a culture of research and design excellence that derives innovation in the professional practicesGoal 5.2. Increase contribution of the Department into the national and international architectural research and therefore increase recognition of the Department of Architecture of EPOKA UniversityMeasures in order to reach mentions goals under Theme 5Measure 5.1. Host national and international, symposia and research conferencesMeasure 5.2. Increase the number of papers, which are published in the magazines with high impact factor.

DELETE << MOVE TO LEFT MOVE TO RIGHT >> CHANGE COLOR ADD NEW CLOSE

b. Representation of Long Ordered List in Edit Mode in EPOKA CMS.

You can choose to delete the whole list by clicking on the “Delete” button or an individual list element by clicking on the “Bin” button.

To the left of the “Bin” button you can access the Edit button responsible for editing a specific list element.

“Add New” is used to add a new list element to the list

LONG ORDERED LIST

Title En:

Title Loc: 

Link En:

Link Loc:

Color 

Content En

Content Loc 

Paragraph **B** *I*                               

Submit

DELETE << MOVE TO LEFT MOVE TO RIGHT >> CHANGE COLOR ADD NEW CLOSE

c. Representation of the form responsible for adding a new List Element - Case: Long Ordered List

A CK Editor is used to add Text Content to this type of list, and this content should be added in both English and Albanian.

The screenshot displays a vertical list of five themes, each with a numbered icon and a title. Theme 3 is expanded, showing detailed text content. The themes are:

- 1 Theme 1: Provide high-quality environment for teaching and learning
- 2 Theme 2: Recruit, educate and graduate a high-quality and diverse undergraduate student body
- 3 Theme 3: Recruit, educate and graduate a high-quality and diverse master student body
The Department of Architecture offers an integrated five-year program (Bachelor + Master). The first three years of the program (the undergraduate level) focus on architectural design studios. In the last two years (graduate level), students specialize in different profiles. In order to support a rapidly expanding research portfolio the department will create additional opportunities for international experiences. Not only, the department will greatly increase its resources for graduate teaching assistantships in order to prepare competitive graduates in the academic field as well.
Specific goals for the Theme 3
Goal 3.1. Develop programs in research and innovation that link EPOKA University to the nation and to the world, by defining core programs that address societal needs, integrate the activities of multiple organizations across the region, and build upon our existing strengths and proximity to research sponsors and partners. Measures in order to reach mentions goals under Theme 3.
Measure 3.1. Increase the number of cross-disciplinary programs identified as viable research opportunities, as well as increase the number of funded programs in core research areas.
- 4 Theme 4: Recruit, educate and graduate a high-quality and diverse PhD student body
- 5 Theme 5: Provide a high quality environment for research

d. Representation of Long Ordered List in EPOKA WEB

List of paragraphs

This list inherits the same characteristics as the Long Ordered Lists with the exception that the numbers will no longer be present, although the list elements may be re-ordered as per user desire.

The screenshot shows a preview of a list of paragraphs. The list is titled "LIST WITH PARAGRAPHS" and contains two paragraphs: "COST Action CA15221" and "COST Action CA16228". A red arrow points to a circular icon in the top right corner of the list container, which likely represents a re-ordering or edit function.

a. Representation of List of Paragraphs in Preview Mode in EPOKA CMS.

LIST WITH PARAGRAPHS

COST Action CA15221
 Advancing effective institutional models towards cohesive teaching, learning, research and writing development. Duration: 24/10/2016 - 23/10/2020 Epoka University Cost Participant: Assoc. Prof. Eglantina Hysa, Assoc. Prof. Dr. Alba Kruja Short Description: This Action addresses the challenge of creating synergy among the increasingly more specialized and centralized supports for four key higher education activities - research, writing, teaching and learning - which frequently fail to capitalize on their shared territories and common ground.

COST Action CA15212
 Citizen Science to promote creativity, scientific literacy, and innovation throughout Europe Duration: 21/09/2016 - 20/09/2020 Epoka University Cost Participant: Dr. Esmir Demaj Short Description: We are witnessing a remarkable growth of citizen science (CS), that is, the participation of people from all walks of life in scientific research. The main aim of this Action is to bundle capacities across Europe to investigate and extend the impact of the scientific, educational, policy, and civic outcomes of citizen science with the stakeholders from all sectors concerned (e.g., policy makers, social innovators, citizens, cultural organizations, researchers, charities, and NGOs), to gauge the potential of citizen science as enabler of social innovation and socio-ecological transition.

DELETE

<< MOVE TO LEFT
MOVE TO RIGHT >>
CHANGE COLOR
ADD NEW
CLOSE

b. Representation of List of Paragraphs in Edit Mode in EPOKA CMS.

COST Action CA15221 ▲

Advancing effective institutional models towards cohesive teaching, learning, research and writing development.
Duration: 24/10/2016 - 23/10/2020
Epoka University Cost Participant: Assoc. Prof. Eglantina Hysa, Assoc. Prof. Dr. Alba Kruja
Short Description:
 This Action addresses the challenge of creating synergy among the increasingly more specialized and centralized supports for four key higher education activities - research, writing, teaching and learning - which frequently fail to capitalize on their shared territories and common ground.

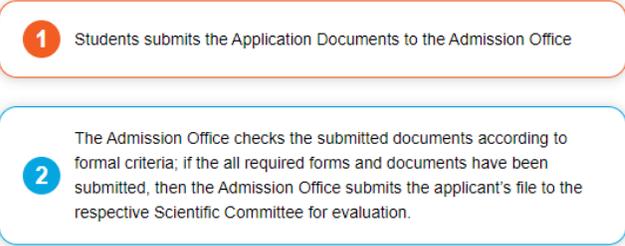
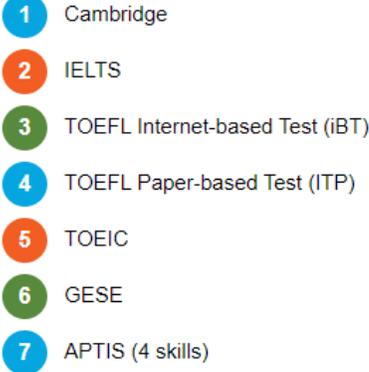
COST Action CA16228 ▼

COST Action CA18236 ▼

COST Action CA15212 ▼

c. Representation of List of Paragraphs in EPOKA WEB

Short Ordered List

Big	Small
<ul style="list-style-type: none">- Each list element can contain a title and a description- Interface: 	<ul style="list-style-type: none">- Each list element contains only a title- Interface: 

Just like every other list type, each element of a short ordered list (big or small) can be reordered by dragging and dropping between the elements.

Sections

When the menu content is composed of only 1 tab, you are free to add up to three sections to that tab.



a. Representation of Tab Sections in EPOKA CMS

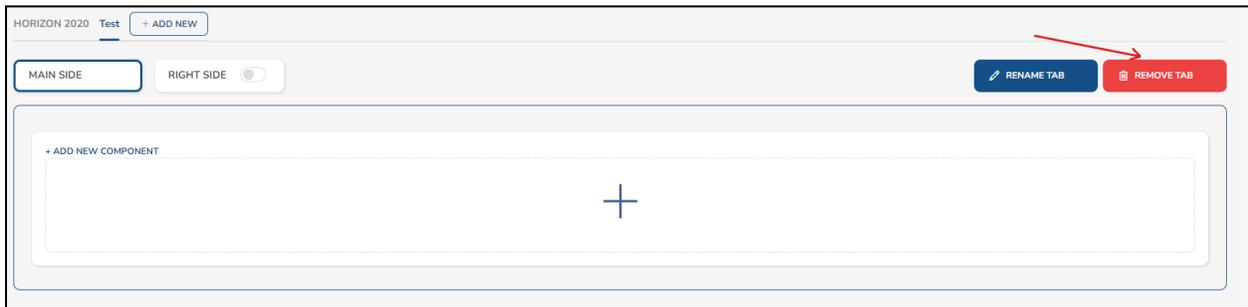
When clicking on a Section it automatically becomes **active** and all the available components of that section will be displayed.

You can drag and drop these components to give a desired order and achieve a specific view for a section

When adding a New Tab for the menu, the Left Section of the first tab “HORIZON 2020” will become inactive (hidden) and it will not be visible in EPOKA WEB. Instead the left section will be substituted with the list of tab names, used to navigate between the tabs of a menu.

However, if you choose to return to the primary stage when the menu had only 1 tab and three sections, all you need to do is:

- Remove the newly created tab using the “Remove Tab” button
- Toggle the show/ hide button of the Left Section to display its contents.



b. Remove Tab Button

Hide/ Unhide Section

The toggle buttons on the side of the Right and Left sections are used to Show/ Hide the section.

By default, you are required to add components to the Main Section, because this section will always be visible in EPOKA CMS. However you can decide to show or hide a section based on your needs.

Add Component to Section

To add components to a section you first need to select and activate the section you want to modify by clicking on it.



c. Add Component Button

Choose a desired component and Click Save to preserve your choice.

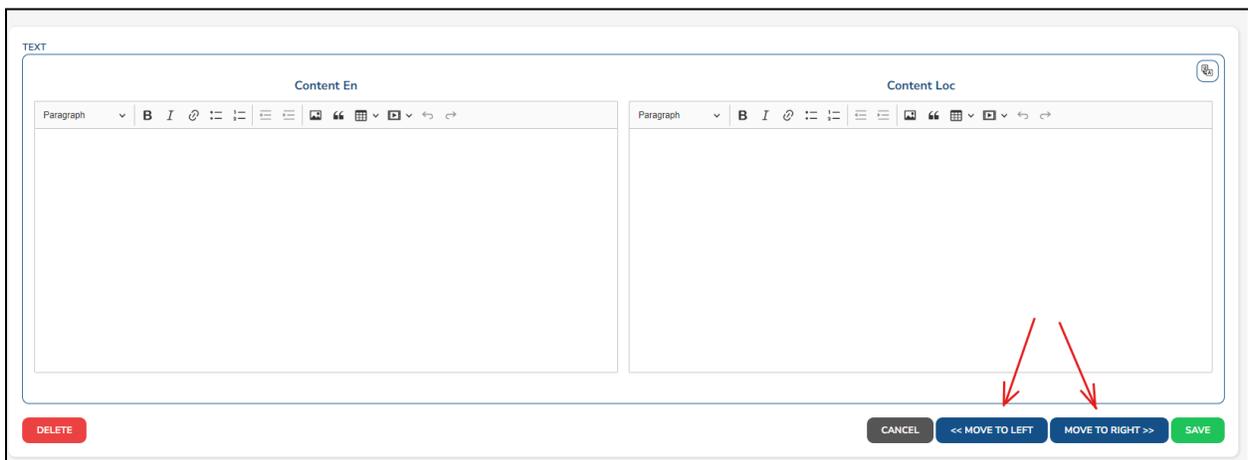


d. Component Selection View after clicking the "+" Button

After Saving the selection, the component will be created and ready to be modified.

Move Component to other Sections

To move a component between sections you can make use of the "Move to" buttons. If you want to move a component to the Right or Left Sections please make sure to activate them first if inactive, using the toggle buttons.



e. "Move to <section>" buttons in a random component

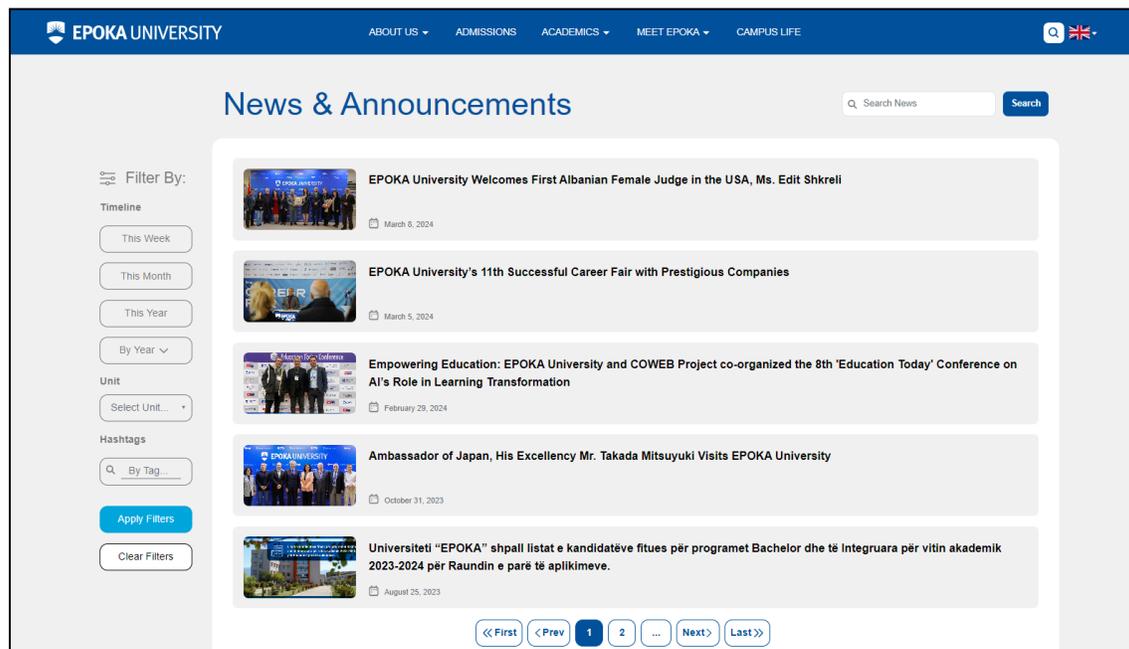
News And Events

News and Events are an important component of EPOKA WEB.

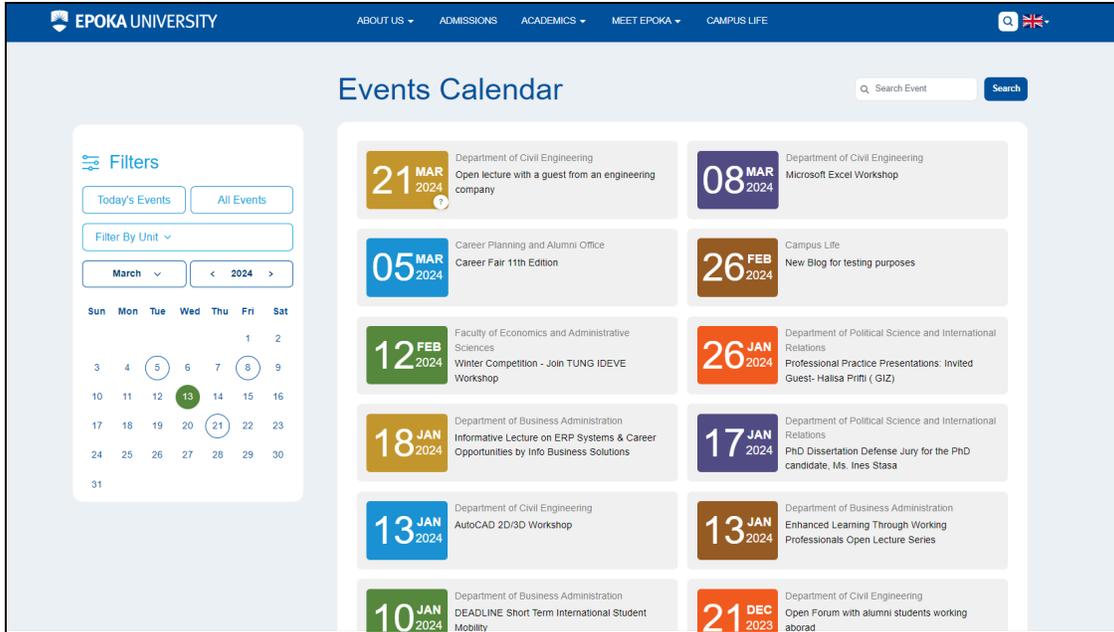
News - contains information about an occasion that is bound to happen or has already happened.

Event - contains information about an occasion that is bound to happen in the near future.

Each user under the role “UNIT_ADMIN” will be able to add News And Events in the web but this news and events will be displayed in a general news/events page for Epoka University.

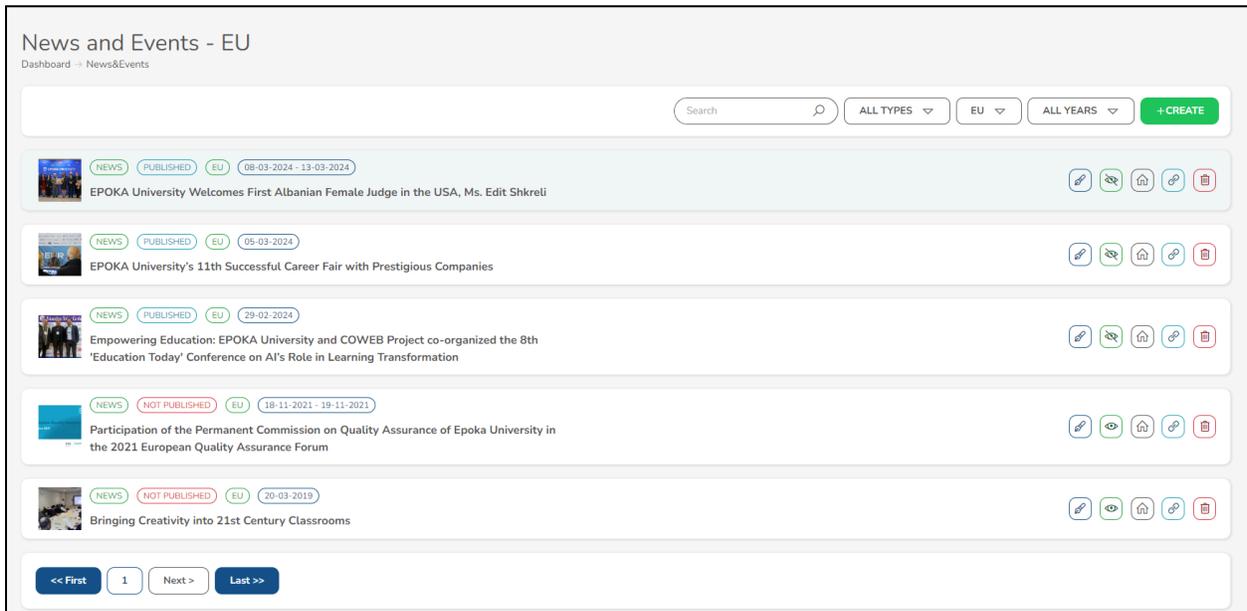


a. News Page in EPOKA WEB



b. Events Page in EPOKA WEB

To Create and Edit these News and Events you can make use of the “News And Events” module of EPOKA CMS.



a. Representation of News and Events module in EPOKA CMS

To create a News or Event you should click on the green “Create” button. Automatically a form will appear which will prompt you to enter all the information for a particular News or Event. The information should be available in both English and Albanian.

The screenshot shows a form for creating a News or Event. At the top, there are language options: English (English content) and Albanian (Local content). The form fields are:

- Title en: A text input field.
- Type: A dropdown menu currently showing 'News'.
- Start date: A date picker field with the format 'mm/dd/yyyy'.
- End date: A date picker field with the format 'mm/dd/yyyy'.
- Images: A large empty area with a '+' button on the right for adding images.
- Hashtags: A text input field.
- Content en: A rich text editor with a toolbar containing options for Paragraph, Bold (B), Italic (I), Link (🔗), List (☰), and other editing tools.

b. Representation of the form responsible for creating a News or Event.

News/ Event Properties

Each news or event has the following properties or data which should be correctly set whenever creating a new News or Event:

- Title En: The title of the news or event in English
- Type: Used to define whether you want to create a “News” or an “Event”
- Start Date: The starting date of the news or event. This is a required property. No News or Event should be existing without a starting date.
- End Date: The ending date of the news or event. This is not a required property.
- Images: You may select one or multiple images to be associated with the news/ event you are creating. Each one of the images should be selected from your own archive.
- Hashtags: Hashtags can be created or chosen from an existing list of hashtags. It is important to set hashtags for every created news/ event in order to create an interconnection between these news.
- Content En: The Content of the News or Event.

This close-up shows the 'Type' dropdown menu. The dropdown is open, displaying two options: 'News' (which is highlighted in blue) and 'Event'. The 'Start date' label is visible to the left of the dropdown.

a. Representation of the Type Dropdown in the News/ Event creation form

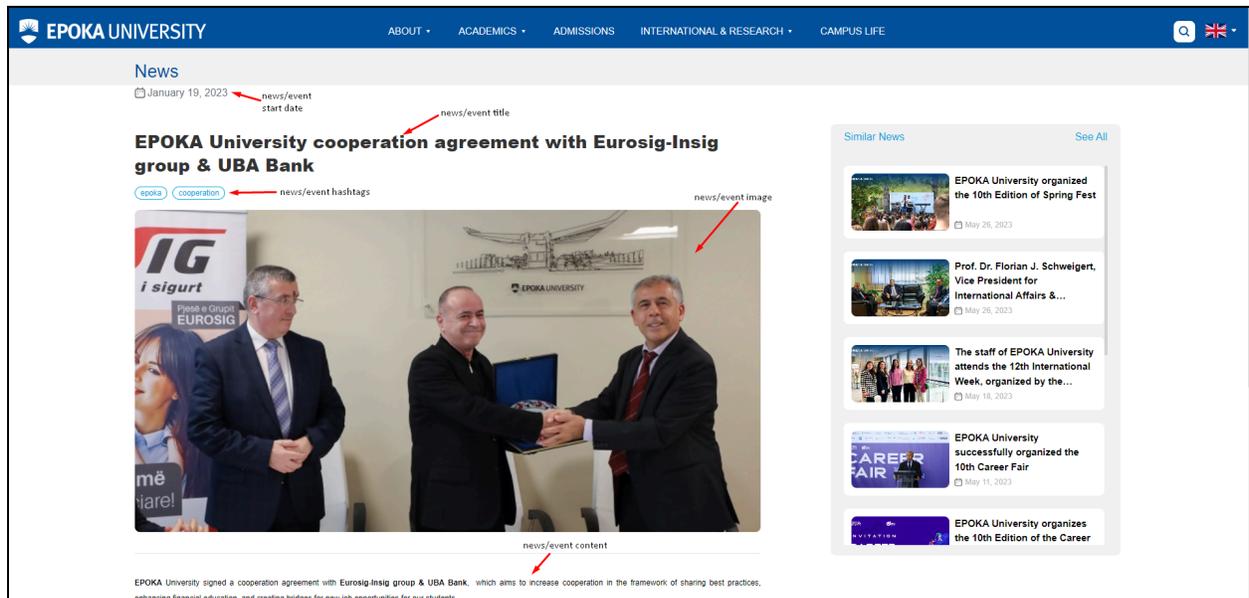


b. A list of Existing Hashtags to select as hashtags for a News/ Event



c. Creation of a new Hashtag

It is important to mention that properties such as Title & Content should be set in both English and Albanian.

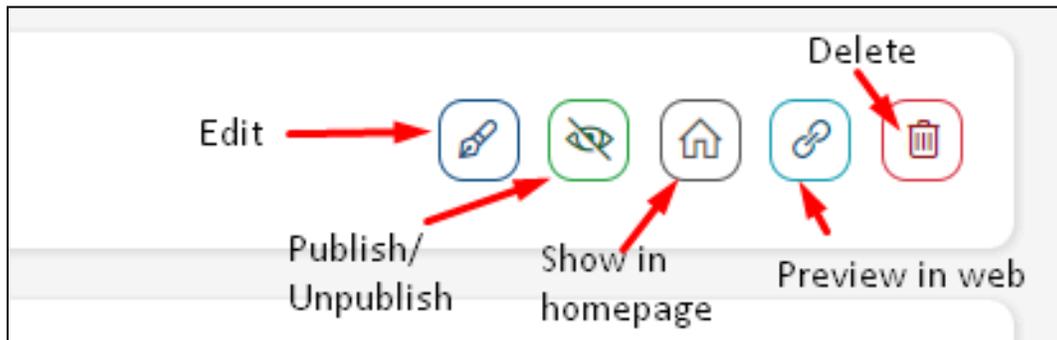


a. Representation of a News in EPOKA WEB

News & Events Actions

Besides creating a News/ Event you can perform the following actions on a News/ Event using EPOKA CMS:

- Edit a News/ Event
- Publish/ Unpublish a News/ Event
- Show a News in EPOKA WEB's homepage
- Preview a News/ Event in EPOKA WEB
- Delete a News/ Event



Edit News/ Event

To edit a News or Event you simply click on the “Edit” button and the form with the available information will be displayed.

After modifying the desired properties, you can preserve your changes by clicking on Submit.

English Albanian
English content Local content

Title en EPOKA University Welcomes First Albanian Female Judge in the USA, Ms. Edit Shkreli

Type News

Start date 03/08/2024

End date mm/dd/yyyy

Images

	854A660		854A657		854A636
	854A625		854A624		854A621
	854A616		854A615		854A612
	854A609				

Hashtags epoka

Content en Paragraph

EPOKA University proudly welcomed Ms. Edit Shkreli, the first Albanian female judge in the USA. The esteemed judge engaged students and the Department of Law in a captivating discussion about her remarkable journey and the challenges she overcame to achieve this historic milestone.

English Albanian
English content Local content

Title loc Universiteti EPOKA mirëpret gjyqtaren e parë shqiptare në SHBA, znj. Edit Shkreli

Content loc Paragraph

Universiteti EPOKA priti me krenari znj. Edit Shkreli, gjyqtarja e parë femër shqiptare në SHBA. Gjyqtarja e nderuar angazhoi studentët dhe Departamentin e Drejtësisë në një diskutim tërheqës rreth rrugëtimit të saj të jashtëzakonshëm dhe sfidave që kapërceu për të arritur këtë moment historik. Gjyqtari Shkreli u prit ngrohtësisht nga Rektori i Universitetit EPOKA, Prof. Dr. Ahmet Oztas, Dekani i Fakultetit të Drejtësisë dhe Shkencave Sociale Assoc. Prof. "Irfan" Njës nga pikat kryesore të aktivitetit ishte diskutimi i gjyqtarit Shkreli me temën "Integriteti gjyqësor: Mbatja e besimit dhe drejtësisë në sistemin ligjor shqiptar". Kuptimi i saj i thellë i temës dhe përkushtimi i saj për të respektuar parimet e drejtësisë dhe transparencës ndezën një dialog nxitës mes të pranishmëve, duke i bërë të gjithë të kuptojnë se sa vendimtar është gjyqësori në ruajtjen e një shoqërie të drejtë të dhëna. -cke-filler=true">Ndër pjesëmarrësit ishte edhe këshilltarja e lartë e nderuar e Ambasadës së Holandës, znj. Edlira Osmani dhe profesor Gledis Nano. Profesor Gledis Nano hodhi dritë mbi rëndësinë e integritetit si gjyqtar dhe theksoi rrugëtimin, përgjekjen që duhet të bëjë çdo student për të arritur suksesin. Vizita e Shkreli nxiti frymëzimin dhe besidën domethënëse për drejtësinë dhe integritetin brenda sistemit ligjor shqiptar dhe atij amerikan. Ngjarja shërbeu si një dëshmi e përkushtimit të universitetit për të promovuar drejtësinë dhe për të nxitur shkëmbimin intelektual brenda mjedisit akademik. Universiteti EPOKA shpreh mirënjohjen e tij për gjyqtarin Shkreli për ndarjen e njohurive dhe përvojës së saj me studentët dhe stafin e EPOKA-s. I urojmë suksese të mëtejshme në rrugëtimin e saj profesional.

Submit

PREVIOUS NEXT

Publish/ Unpublish News or Event

By clicking on the Publish/ Unpublish button you can manage the visibility of your News or Event in the main pages of EPOKA WEB.

If the News/ Event is published:

- A "Published" label will appear above the News Title in EPOKA CMS.
- The News/ Event is currently displayed in the News Page of EPOKA WEB.

- By clicking the Publish/ Unpublish button, the News/ Event will become unpublished and the “Published” label will be replaced with the “Not Published” one.

If the News/ Event is not published:

- A “Not Published” label will appear above the News Title in EPOKA CMS.
- The News/ Event is currently not displayed in the News/ Events Page of EPOKA WEB.
- By clicking the Publish/ Unpublish button, the News/ Event will become published and the “Not Published” label will be replaced with the “Published” one.



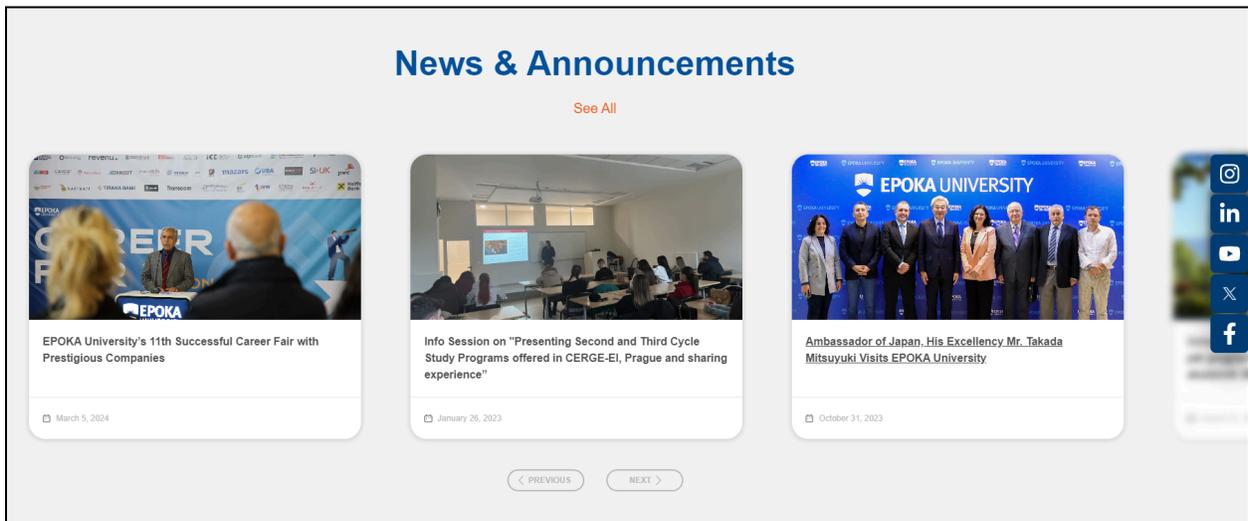
a. Representation of a published News in EPOKA CMS



b. Representation of a not published News in EPOKA CMS

Show News in Homepage

EPOKA WEB’s homepage contains a News Swiper displaying a maximum of 6 News. You can manage the News of the Swiper directly from the Dashboard & News and Events modules of EPOKA CMS.



a. News and Announcements Swiper

In the Dashboard of your account you can access the list of News currently added to the News Swiper.

By clicking on the Home Icon you can remove a News from the Homepage Slider.

The screenshot displays a user dashboard with the following components:

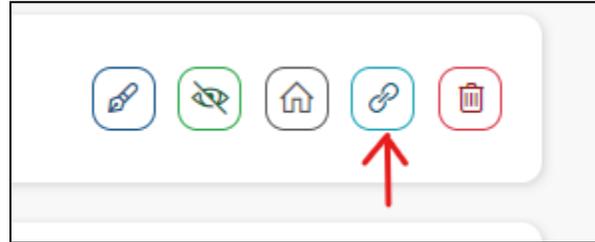
- Dashboard Header:** Includes the title "Dashboard" and a link "Dashboard → Login".
- Important Directories Section:** Contains four buttons: "My Directories", "Shared With Me", "THEME IMA...", and "ICONS".
- News In Homepage Section:** Lists five news items, each with a thumbnail, a title, and a set of four action icons (edit, delete, home, and clipboard).

News Item	Thumbnail	Title	Icons
1		Ambassador of Japan, His Excellency Mr. ...	[Edit] [Delete] [Home] [Clipboard]
2		Info Session on "Presenting Second and ...	[Edit] [Delete] [Home] [Clipboard]
3		Empowering Education: EPOKA University a...	[Edit] [Delete] [Home] [Clipboard]
4		EPOKA University's 11th Successful Caree...	[Edit] [Delete] [Home] [Clipboard]
5		EPOKA University Welcomes First Albanian...	[Edit] [Delete] [Home] [Clipboard]

In the News & Events Module, by clicking on the Home Icon you can choose to remove or add a News to the Homepage Slider.

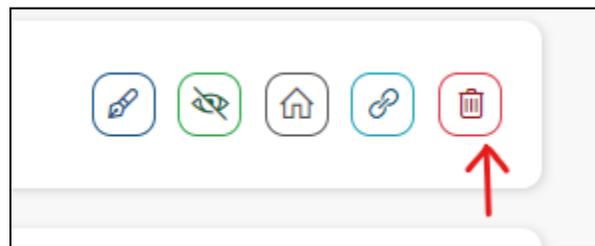
Whenever the slider contains 6 News, you will not be able to add another News to the swiper, therefore you will be required to replace an News with a new one.

Preview in WEB



If you have created and published a News/ Event on the web, by making use of this button you will be able to see how this news will appear on EPOKA WEB.

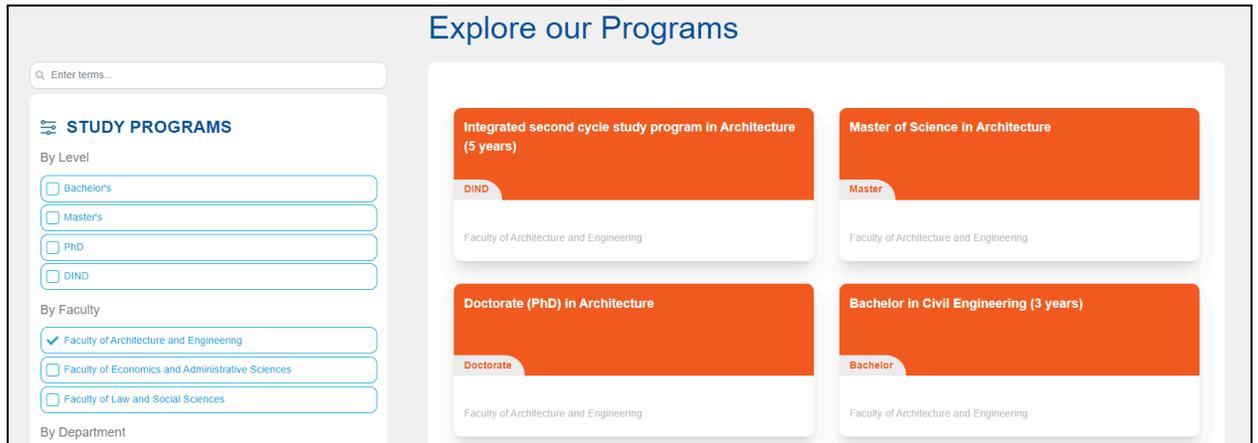
Delete News/ Event



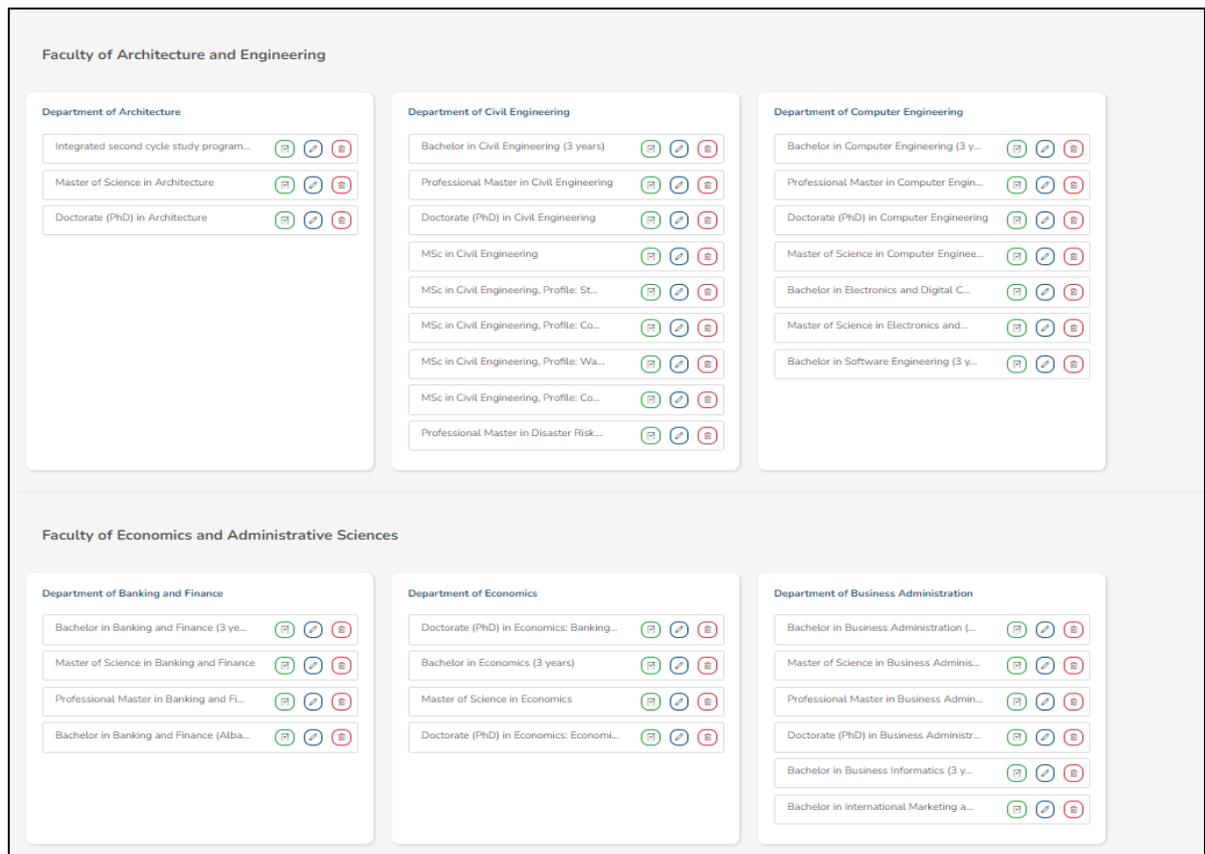
By making use of this button you will be able to remove a News/ Event.

Study Programs

- Each department and faculty in Epoka Website will have a menu “Study Programs”.
- To edit the content that will be shown in this menu, you will need to access “Study Programs”



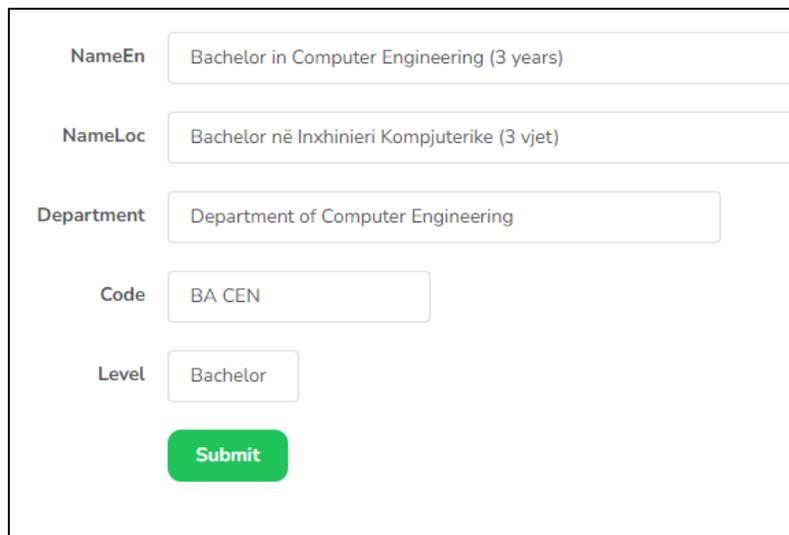
Each study program is categorized in its own faculty and department respectively.



Create, Edit, Delete a study Program

To create a study program, the necessary information are:

- name in english and albanian,
- department in which it is created
- code (note that the code should be the same as the study program that is available in EIS)
- level (Bachelor, Master, Doctorate, DIND)



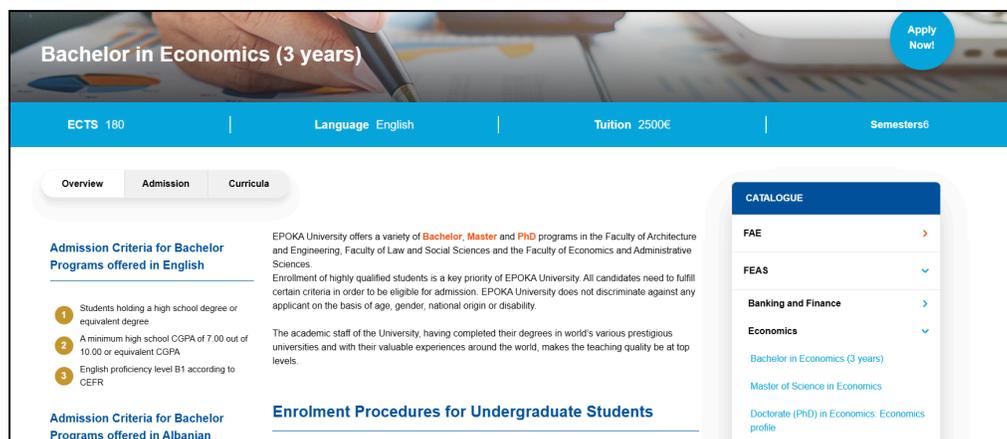
The form contains the following fields:

- NameEn:** Bachelor in Computer Engineering (3 years)
- NameLoc:** Bachelor në Inxhinieri Kompjuterike (3 vjet)
- Department:** Department of Computer Engineering
- Code:** BA CEN
- Level:** Bachelor

A green **Submit** button is located at the bottom of the form.

You can edit all fields of the form when editing a study program if you have role **ROLE_ADMIN** or you are the unit administrator for the faculty or department (**ROLE_UNIT_ADMIN**) where the study program is.

Content of a study program



The page displays the following information:

- Program Name:** Bachelor in Economics (3 years)
- ECTS:** 180
- Language:** English
- Tuition:** 2500€
- Semesters:** 6

Navigation: Overview | Admission | Curricula

Admission Criteria for Bachelor Programs offered in English:

- 1 Students holding a high school degree or equivalent degree.
- 2 A minimum high school CGPA of 7.00 out of 10.00 or equivalent CGPA.
- 3 English proficiency level B1 according to CEFR.

Enrolment Procedures for Undergraduate Students:

EPOKA University offers a variety of **Bachelor, Master and PhD** programs in the Faculty of Architecture and Engineering, Faculty of Law and Social Sciences and the Faculty of Economics and Administrative Sciences. Enrollment of highly qualified students is a key priority of EPOKA University. All candidates need to fulfill certain criteria in order to be eligible for admission. EPOKA University does not discriminate against any applicant on the basis of age, gender, national origin or disability.

The academic staff of the University, having completed their degrees in world's various prestigious universities and with their valuable experiences around the world, makes the teaching quality be at top levels.

CATALOGUE:

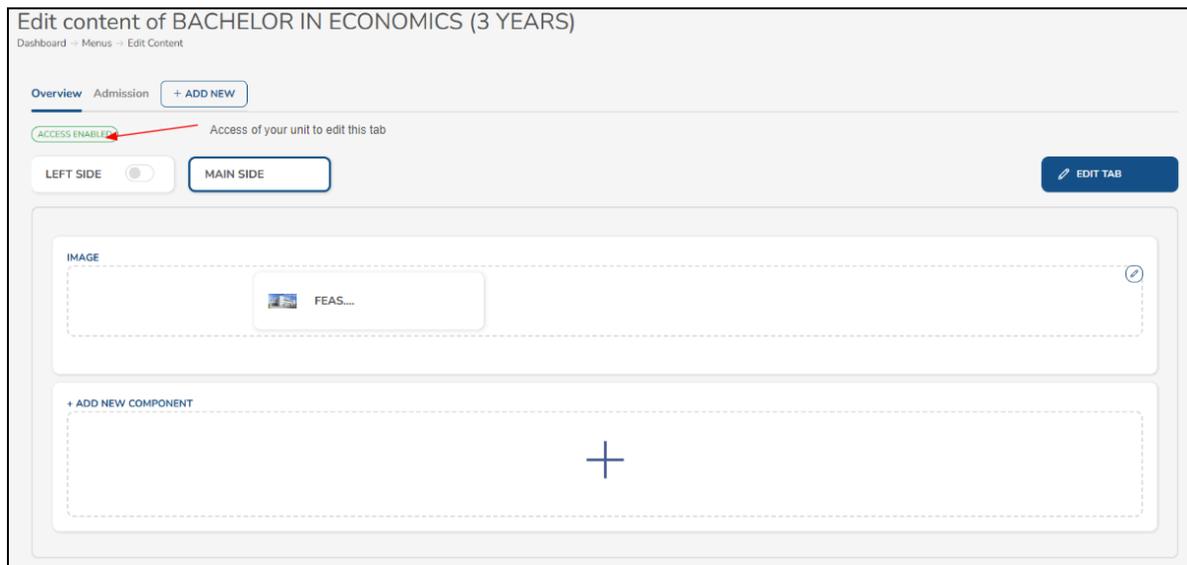
- FAE
- FEAS
 - Banking and Finance
 - Economics
 - Bachelor in Economics (3 years)
 - Master of Science in Economics
 - Doctorate (PhD) in Economics: Economics profile

A study program can have at maximum 4 tabs. There are 3 default tabs and one tab is optional to be added or not.

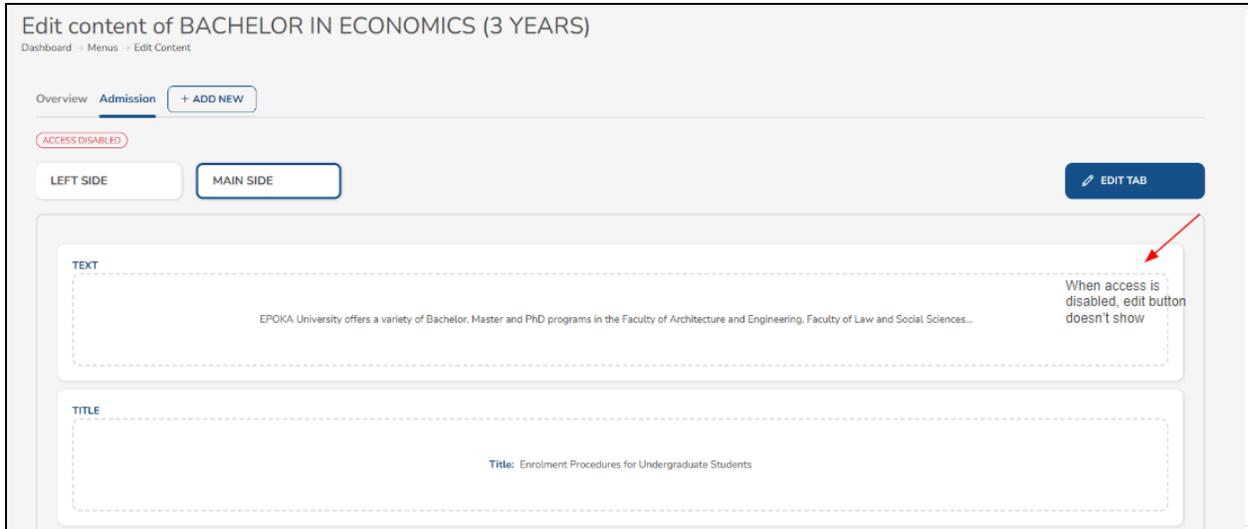
- **Overview:** General Information for the study program
- **Admission:** It takes the content from Admission Office menus. (If a study program is bachelor level, Admission Tab will have information about application in bachelor programs)
- **Curricula:** It is taken from EIS (No access to modify it)
- Optional tab to be added

Notes

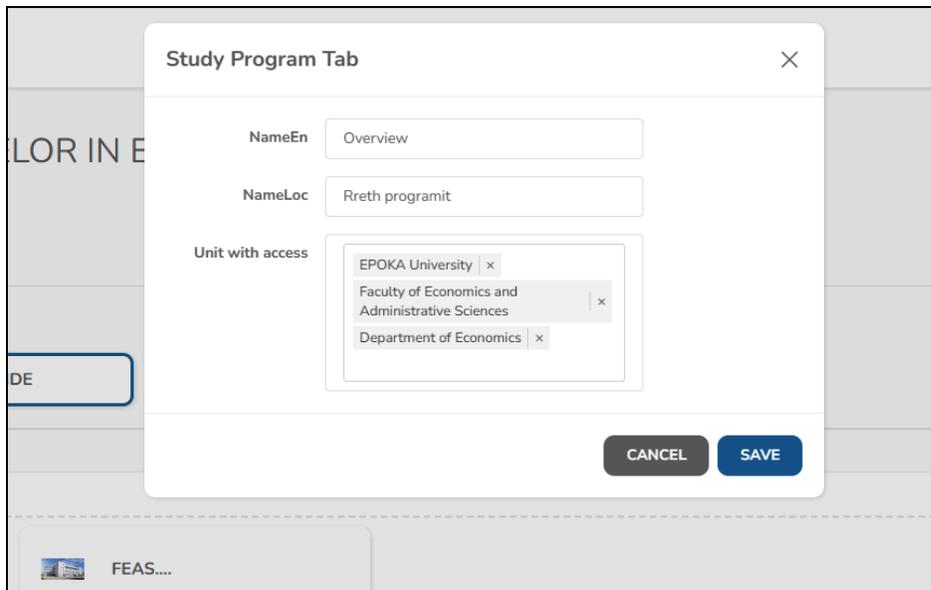
- To edit content of a tab, you will follow the same steps as editing content of the menu.
- A tab in the study program should have content.
- A tab in the study program can have only the left and main side.
- The Admission tab can only be edited by unit administrators of the Admission Unit.
- If edit buttons for components in a tab do not show, it means that you do not have access to edit that tab.
- You can edit all faculties study programs if your role is Admin.



As it can be seen from the images, some tabs have access enabled and disabled. To edit the access of a tab, click the **EDIT TAB** button. Units which have access to edit a tab, can also edit access of other units for that tab.

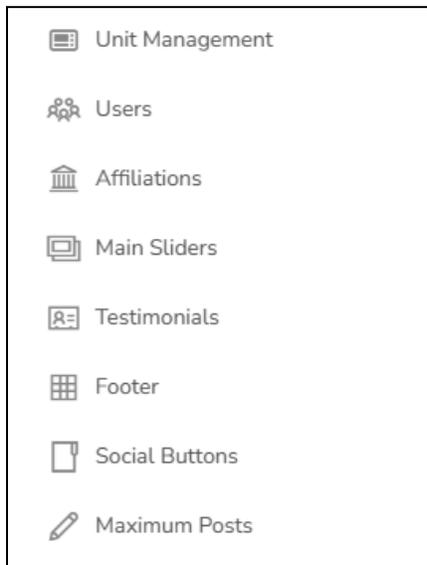


Access of a tab in Study Program



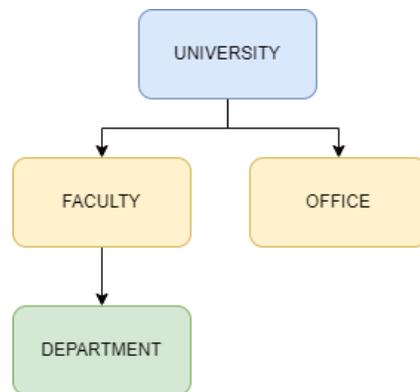
The data required for a tab are: Name en, al and the units which can have access to edit the content. After adding or removing units' access, you should click the **Save** button to save the changes for that tab.

Configurations



Unit Management

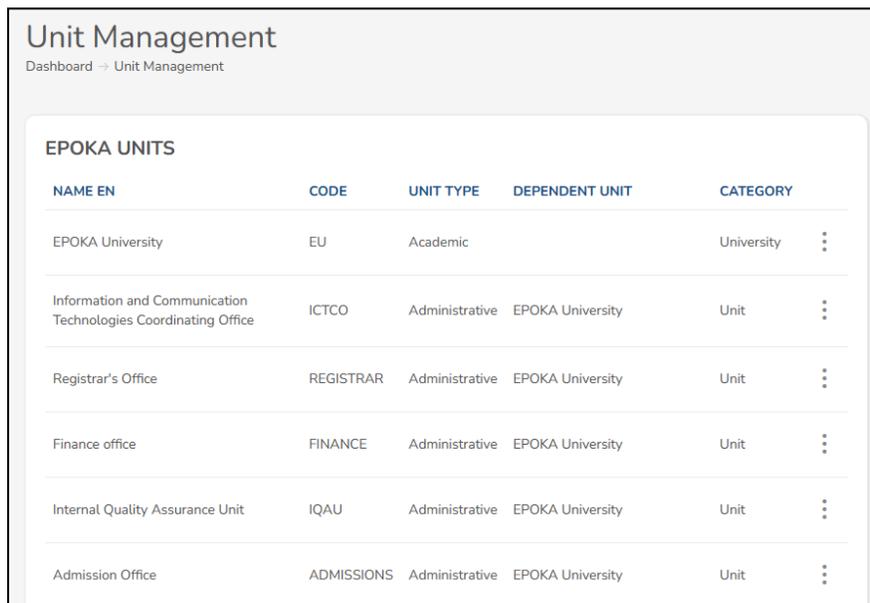
Unit Management is a module where admin can manage options for each unit in EPOKA CMS.



In CMS, units are separated into 4 categories:

- University
- Faculty
- Department
- Office

The access in units is based on the role and the unit to which the user belongs. In the unit management index page, there is a list of all units and options for each unit.

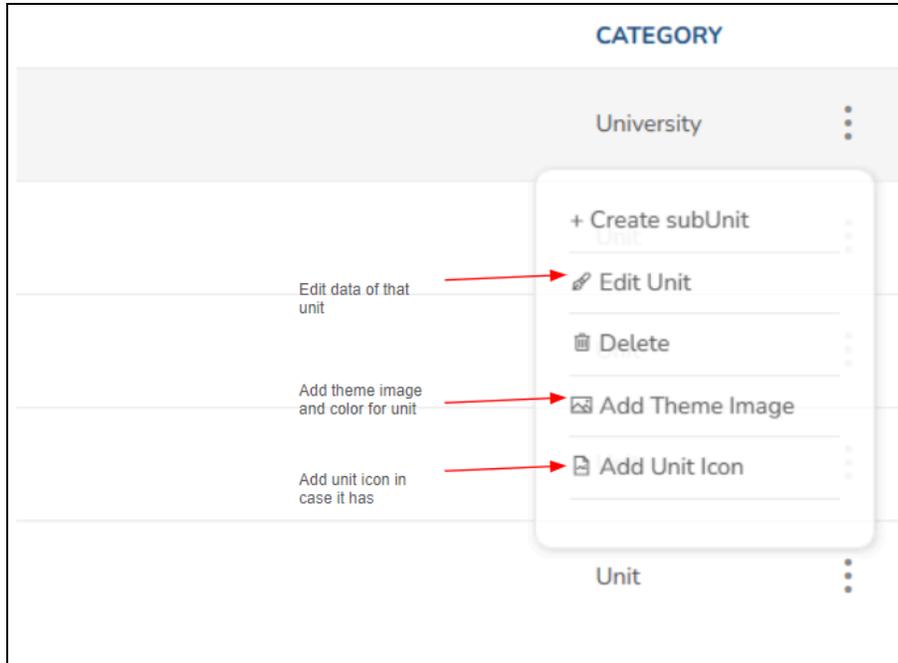


The screenshot shows a web interface titled "Unit Management" with a breadcrumb "Dashboard → Unit Management". Below the title is a table labeled "EPOKA UNITS". The table has five columns: "NAME EN", "CODE", "UNIT TYPE", "DEPENDENT UNIT", and "CATEGORY". Each row represents a unit, and each row ends with a vertical ellipsis menu icon.

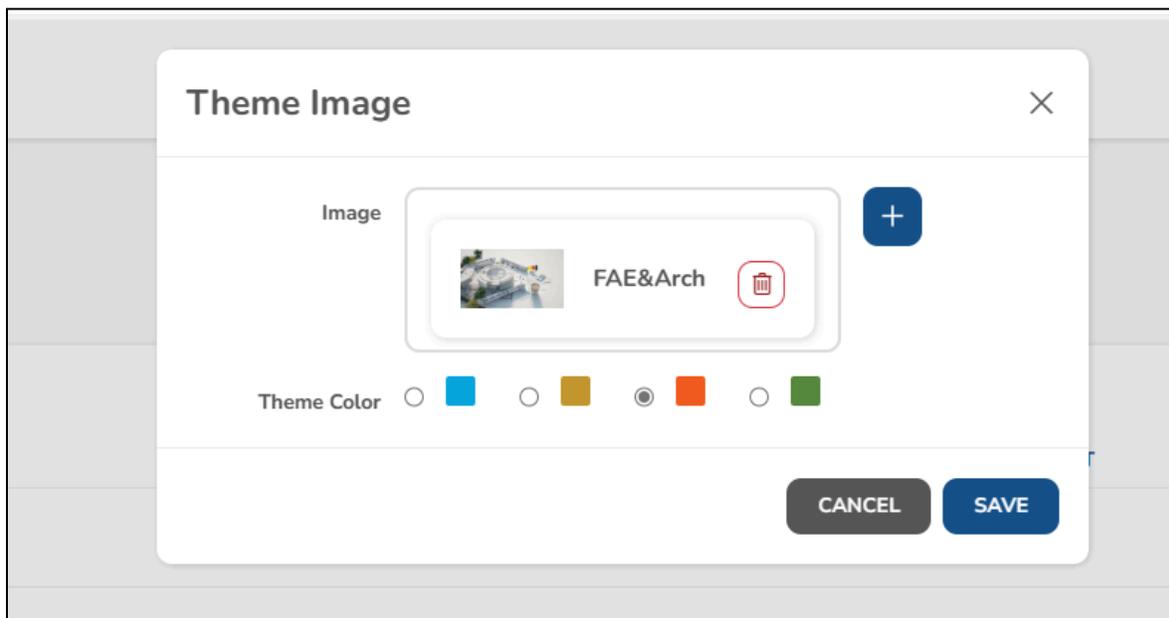
NAME EN	CODE	UNIT TYPE	DEPENDENT UNIT	CATEGORY
EPOKA University	EU	Academic		University
Information and Communication Technologies Coordinating Office	ICTCO	Administrative	EPOKA University	Unit
Registrar's Office	REGISTRAR	Administrative	EPOKA University	Unit
Finance office	FINANCE	Administrative	EPOKA University	Unit
Internal Quality Assurance Unit	IQAU	Administrative	EPOKA University	Unit
Admission Office	ADMISSIONS	Administrative	EPOKA University	Unit

Create/ Edit/ Delete

- To create a unit, you firstly need to select the unit under which it will have dependency. If you want to create an office, (as explained in the graphic above), you need to hover in the options of EPOKA University and click the Create SubUnit option.
- The information needed for the unit are: name in English and Albanian, unit code, domain that will be used for that unit and unit type.
- If a unit is created from EPOKA University, if the unit type selected is administrative, it means that unit is office . If it is selected academic, it means that the unit is faculty. If a unit is created under faculty, by default it is academic type and it is a department.
- If a unit has a lot of data like menus, files etc, it cannot be deleted. In order to be shown in EPOKA Web, you need to deactivate the unit by untick the active box in the edit form.



Theme Image and Color



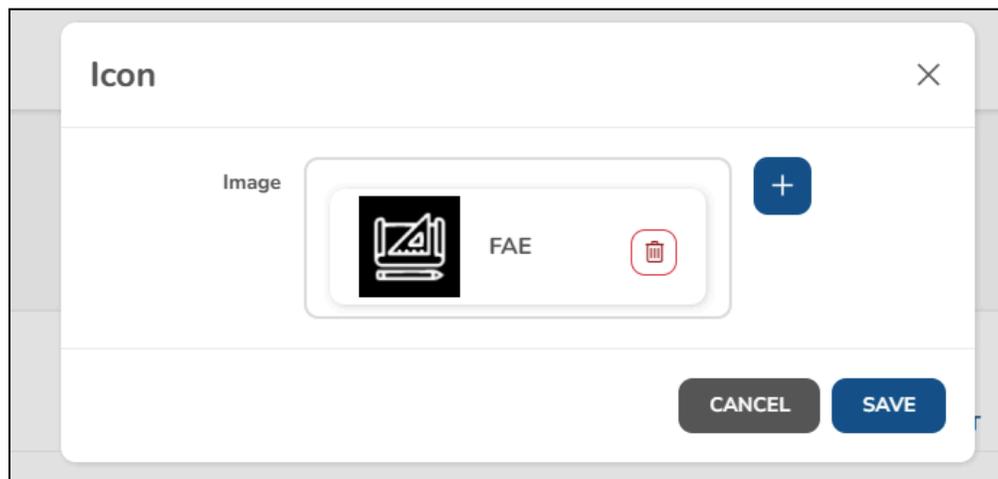
When clicking Add Theme Image, you have to select one image from Archive and one theme color that might be used for that unit.

Theme image is used specifically for menu content. It is a standard background image for menu title.



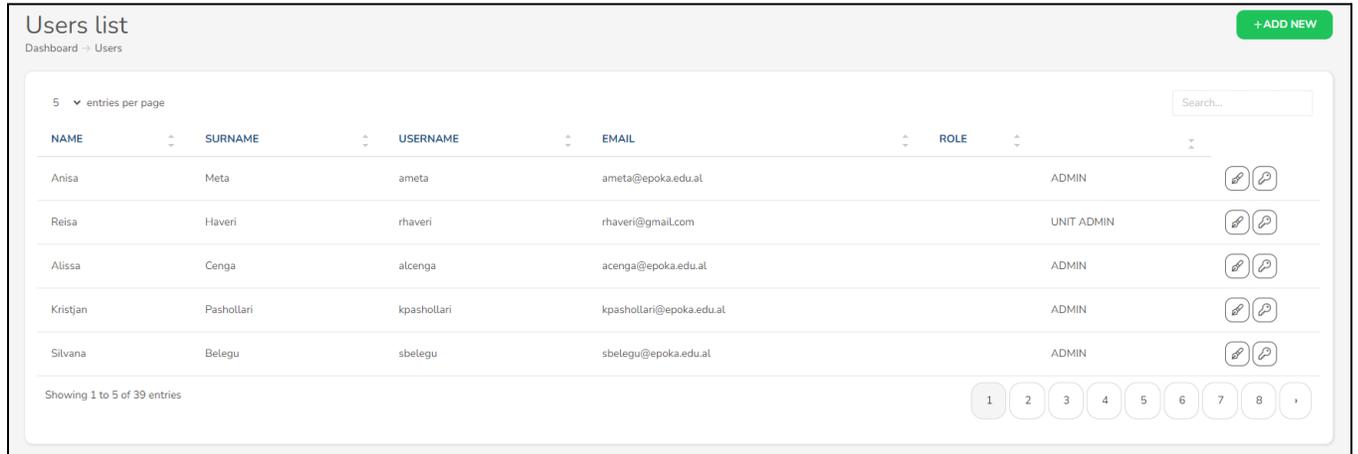
Unit Icon

If a unit has icon like faculties or project offices, you have the option to set the logo to unit. You can access the image from the archive. It is preferable to use the **ICONS** directory to store all icons that will be used on the web.



Users

In the Users module, only users with role “ROLE_ADMIN” can access and make modifications.



The screenshot shows a web interface titled "Users list" with a breadcrumb "Dashboard -> Users" and a "+ADD NEW" button. Below the title is a search bar and a dropdown for "5 entries per page". The main content is a table with the following data:

NAME	SURNAME	USERNAME	EMAIL	ROLE	
Anisa	Meta	ameta	ameta@epoka.edu.al	ADMIN	 
Reisa	Haveri	rhaveri	rhaveri@gmail.com	UNIT ADMIN	 
Alissa	Cenga	alcenga	acenga@epoka.edu.al	ADMIN	 
Kristjan	Pashollari	kpashollari	kpashollari@epoka.edu.al	ADMIN	 
Silvana	Belegu	sbelegu	sbelegu@epoka.edu.al	ADMIN	 

At the bottom of the table, it says "Showing 1 to 5 of 39 entries" and a pagination control with buttons for 1, 2, 3, 4, 5, 6, 7, 8, and a right arrow.

Add New User

To add a new user, you need to click the button “+ADD NEW”. The required information for the new user are:

- Name
- Surname
- Email
- Role (In total there are four types of roles: Admin, Unit Admin, News Manager, Transport Manager)
- If the role selected is Unit Admin or News Manager, there will be another field Unit, where you have to select a unit for which the user will be responsible for.

Form if user has selected Role Admin or Transport Manager

Name:

Surname:

Email:

Role:

Form if user has selected Role Unit Admin or News Manager

Name:

Surname:

Email:

Role:

Unit:

Other Actions

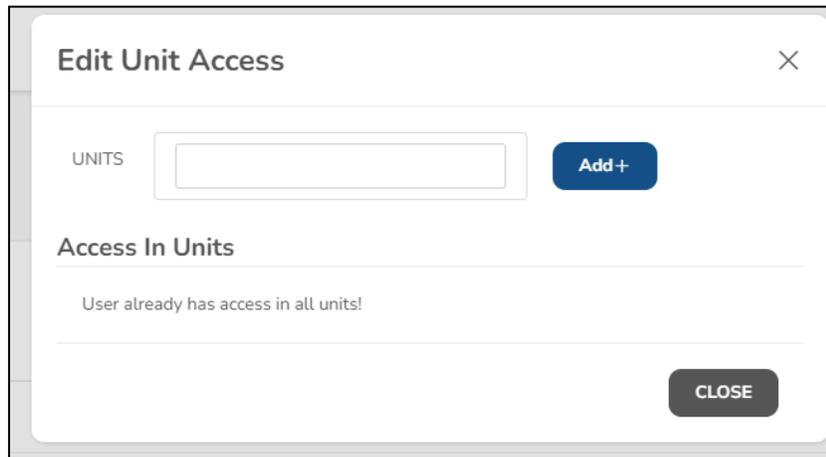
ADMIN	 
UNIT ADMIN	 

For each user, you can perform two actions:

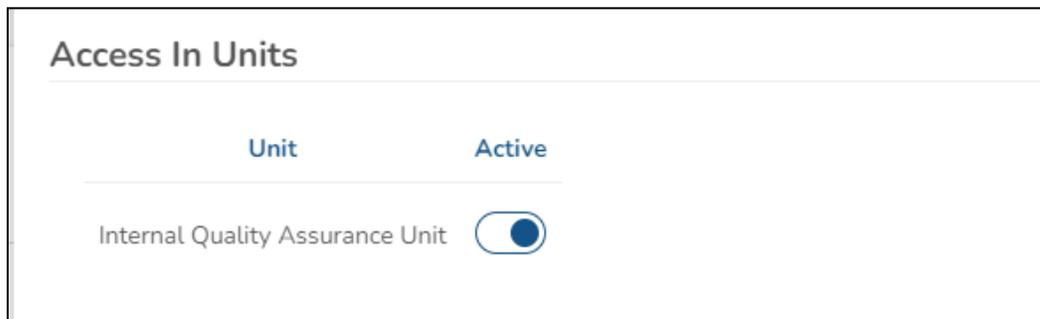
- Edit: you can edit the credential of the user (but not the role)

- Edit Unit Access: you can add and remove access of a user from units

When clicking the edit Unit Access a modal will appear.



- If a user has Role Admin, it means that he/she has access to all units.
- If a new unit is created, the access is added directly to all of the users with role Admin.
- If a user has other roles, you can add access to multiple units. The units to which the user has access are listed in the second section of the modal.



- If you deactivate and activate an access in a unit, you just need to press on the toggle button.
- Note that users cannot be deleted, because the activity that users have in EPOKA CMS is saved.

Affiliations

Affiliations is the unit where admin can edit the Networking & Developments Section in the EPOKA Homepage. There are four main sections in networking: Accreditation, Rankings, Our Memberships and Awards.

Networking & Developments

Accreditations

Rankings

Our Memberships

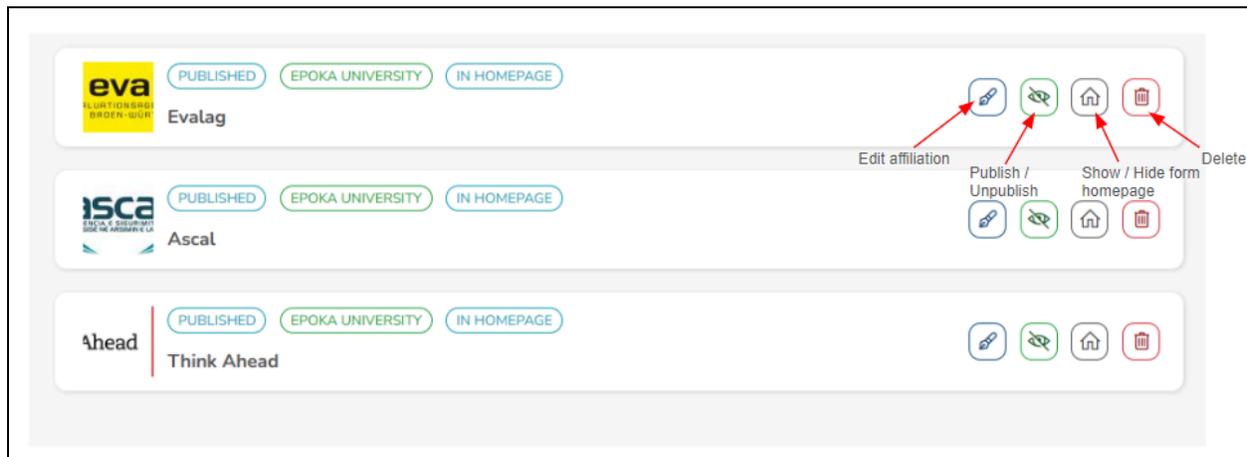
Awards

Create/ Edit/ Publish/ Show in Homepage/ Delete

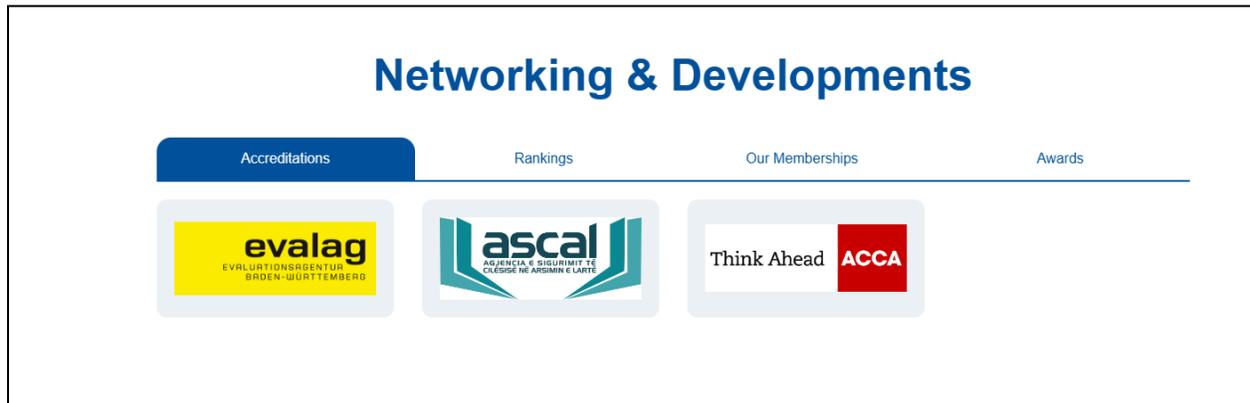
The necessary information for an affiliation are:

- Title (name of the affiliation)
 - Link (link which redirects to the official affiliation's website)
 - Logo
 - Type (you have to select one of the four categories that were listed above)
- To create and edit an affiliation, you are required to fill the same form.
 - To show an affiliation in the homepage, you are required to publish and then show in homepage.
 - You can also hover over the buttons to get hints for their usage.

Affiliations in EPOKA CMS



Affiliations in EPOKA WEBSITE



Unit Sliders

Each unit faculty and department homepage has slides. In sliders, you can show the main activities that your unit has done. Each unit is configured to allow at maximum 6 slides per swiper.

The required information for a slide are:

- A long title
- A chosen content type
- A Bullet Color
- A link depending on the chosen content type (could be a link to a news or an external article the slider may be referencing.)

The content of a slide can be:

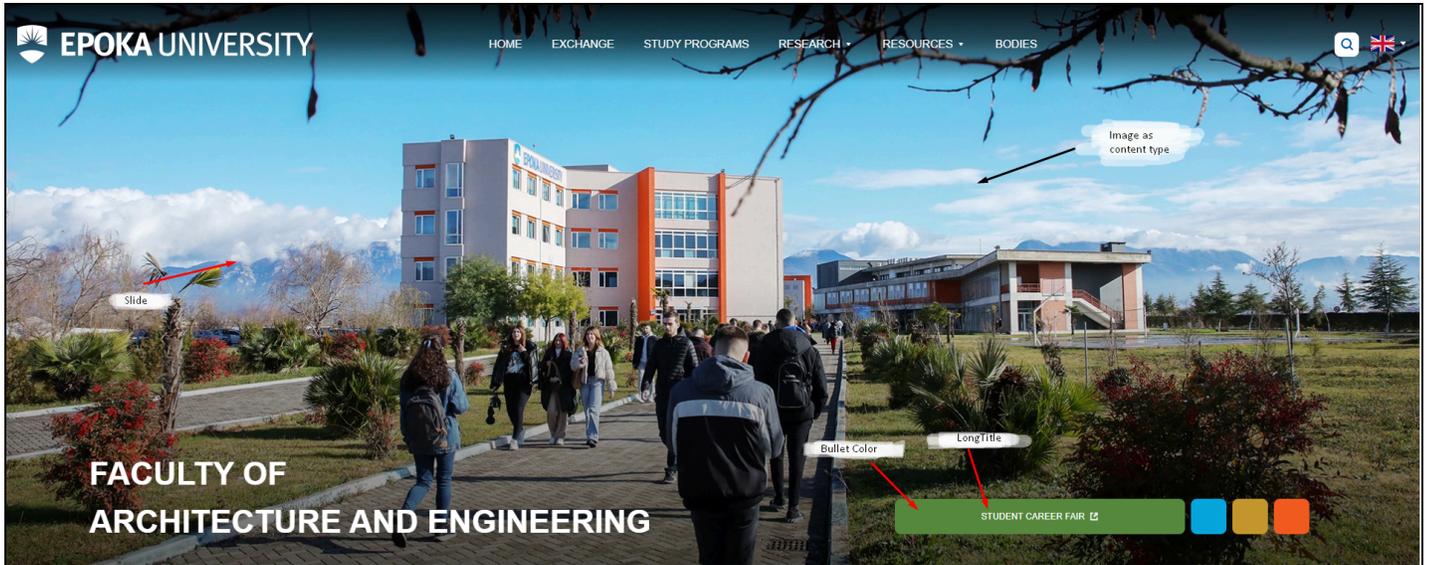
- An image
- A video previously uploaded in the CMS Archive
- A youtube video

Create/ Edit/ Delete

To customize the Main Slider of a Unit:

- CMS -> Configurations -> Main Slider

To create a new slide we simply press on the “Add New” Button.



Add new slider MAIN SLIDERS

Dashboard → Main Sliders → New Slider

Short Title:

Long Title:

Bullet Color

Type Image Video Youtube Video

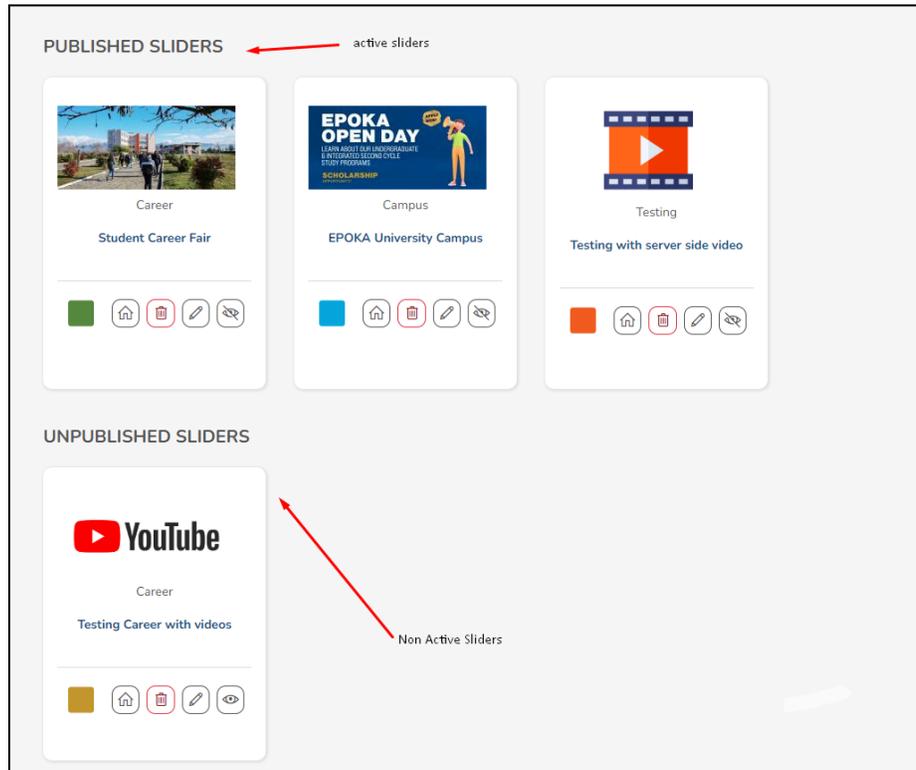
Image

Link

Active

- Notes**
- If you choose content type Image, you can select one image from archive
 - If you choose a **Video** as the content of a slide, the logic will be the same as the Image.
 - If you choose a YouTube video, you can copy and paste the URL of the video in the link field.
 - When the **ACTIVE** checkbox is checked, the slider will be published to the unit's homepage. If left unchecked, the slide will remain unpublished and can be further edited.

- You can publish at maximum 6 sliders
- The link field is not set when the content type is a video from the user's archive.

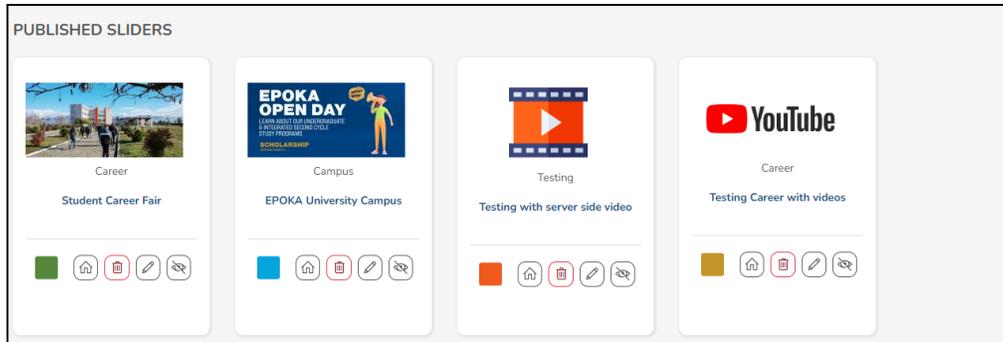


Sort Slides in a slider

Once the sliders are created, you will be able to see the sliders divided into published and unpublished. You can only sort videos which are published.

To sort the slides of a slider:

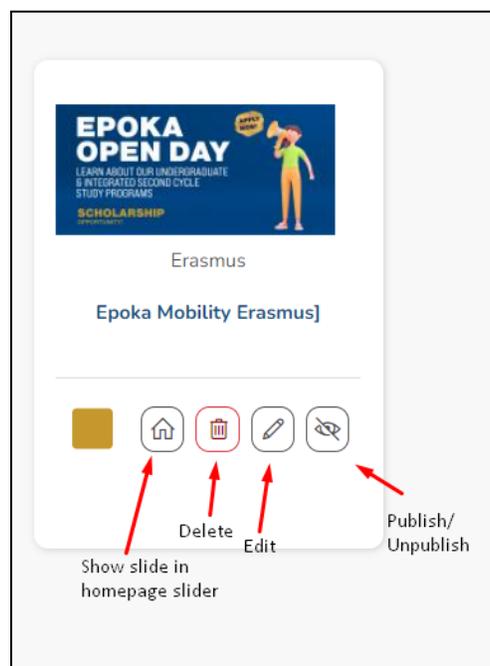
- You need to drag and drop each slide into the correct position until it reaches the desired order.
- It is important to mention that Youtube Videos are not allowed to be the first slide of a slider, therefore a warning will be generated whenever the user tries to place a Youtube slide into the first position.



Main Sliders

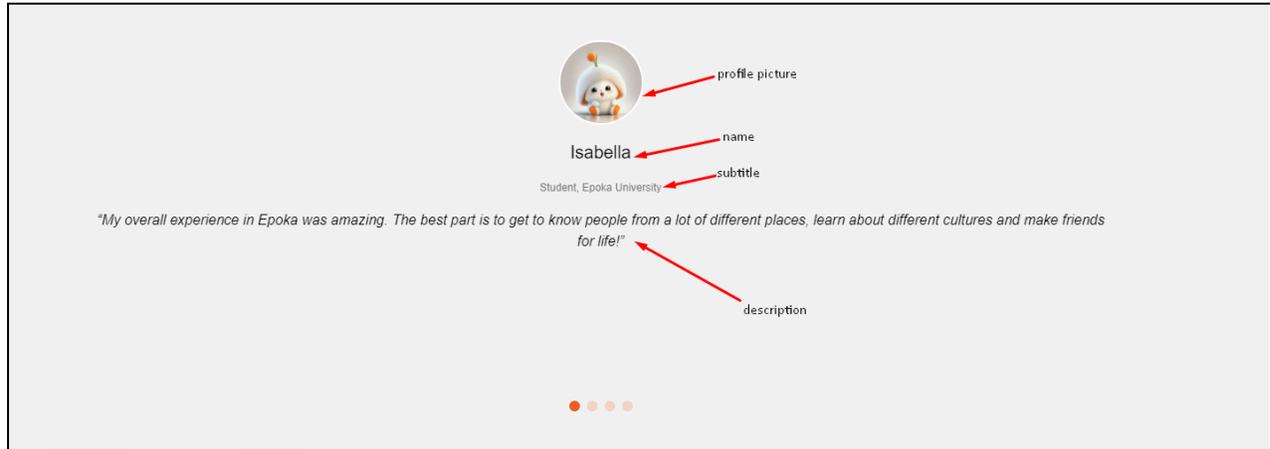
Each slide card will enable the user with the following quick actions.

- The bullet color and content type of each slide can be easily accessed from this view.
- The user will be able to add a slide to the homepage main slider if the maximum number of slides is not reached, although we encourage customizing only the respective unit's main slider.
- The user will be able to delete and edit by clicking the respective buttons of each slide.



Testimonials

Each user under the role “UNIT_ADMIN” that is responsible for a unit of type faculty will be able to customize the testimonials section of the unit’s homepage.

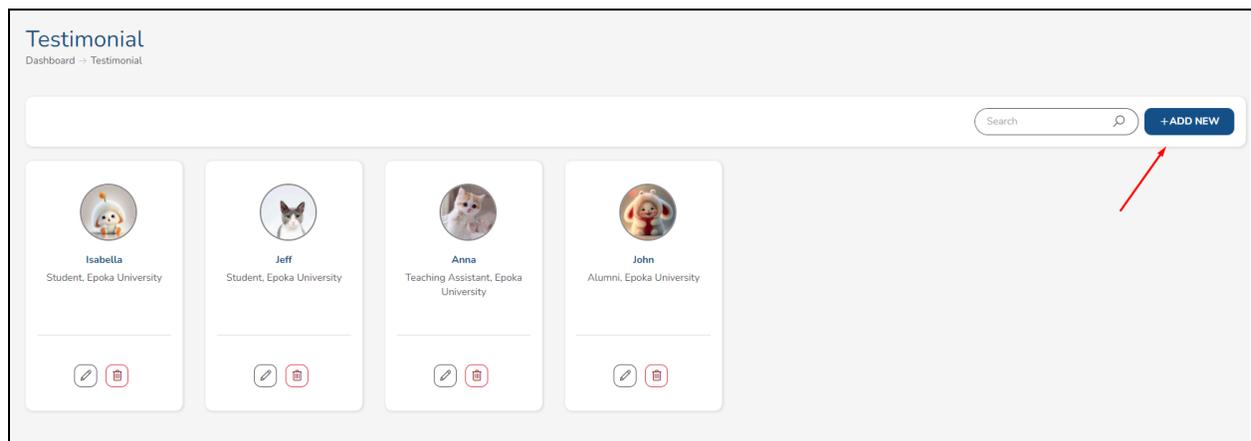


To edit testimonials, you need to follow the given menu CMS -> Configurations -> Testimonials

The required information for a testimonial are:

- Name
- Subtitle
- Profile Image accessed from the user’s archive
- A short description in English
- A short description in Albanian

To create a new testimonial we simply press on the “Add New” Button. The button redirects to a new page where the user is required to enter the information for each component of a testimonial.



Add new testimonial

Dashboard → Testimonials → New Testimonial

TESTIMONIALS

Name

Subtitle

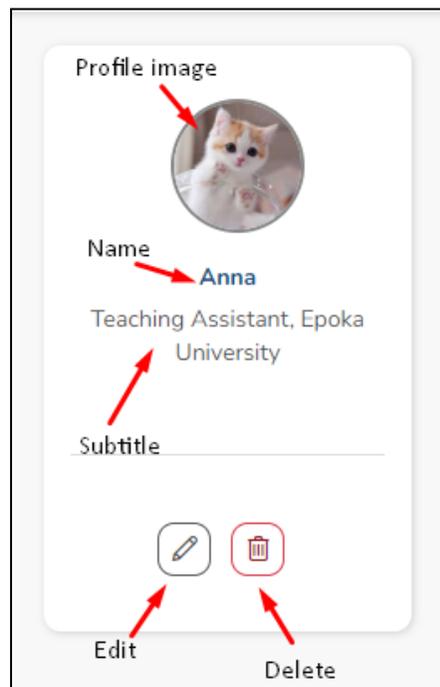
Profile Image +

Description En

Description Loc

Notes

- A testimonial cannot be unpublished. If you want to hide the testimonial from the unit's homepage you need to permanently delete the testimonial.
- Testimonials cannot be reordered. The order of display will be from recently created to oldest.



Footer

- Footer can only be edited by role "ROLE_ADMIN". All webpages of EPOKA WEB will have the same footer.
- In the footer there are useful links of menus inside the web or external links useful for users. Those links are categorized into 4 sections.
- Sections that are available are listed as below:
 - > Staff
 - > Students
 - > Services
 - > Faculties
- You can edit these categories' names, but in total there will always be 4 sections in the footer.

The screenshot displays the 'Footer' management interface. At the top left, it says 'Footer' and 'Dashboard → Footer'. In the top right, there are two buttons: 'PREVIEW IN WEB' and '+ ADD NEW'. A red arrow points to the 'PREVIEW IN WEB' button. Below the buttons, the text 'Footer in EPOKA web' is visible. The main area is divided into four sections: 'Staff', 'Students', 'Services', and 'Faculties'. Each section has a list of links with edit and delete icons. A red arrow points to the '+ ADD NEW' button, and a label 'Add new footer link' is positioned next to it.

Section	Item	Edit	Delete
Staff	Staff Guide	✎	🗑️
	Organization Schema	✎	🗑️
	Join our Team	✎	🗑️
Students	Student Guide	✎	🗑️
	Student Clubs	✎	🗑️
	Academic Calendar	✎	🗑️
Services	Transport	✎	🗑️
	Library	✎	🗑️
	IT Support	✎	🗑️
Faculties	Faculty of Architecture and Engineering	✎	🗑️
	Faculty of Economics and Administrative Sciences	✎	🗑️
	Faculty of Law and Social Sciences	✎	🗑️

Create footer

The required information to create a footer are:

- Title in En and AL
 - Name
 - Category (you are required to select one of four)
 - Link Source: Link can be from menus inside (Menu) or an external link (other websites)
- If you choose link option, you will just copy and paste the link in the input box

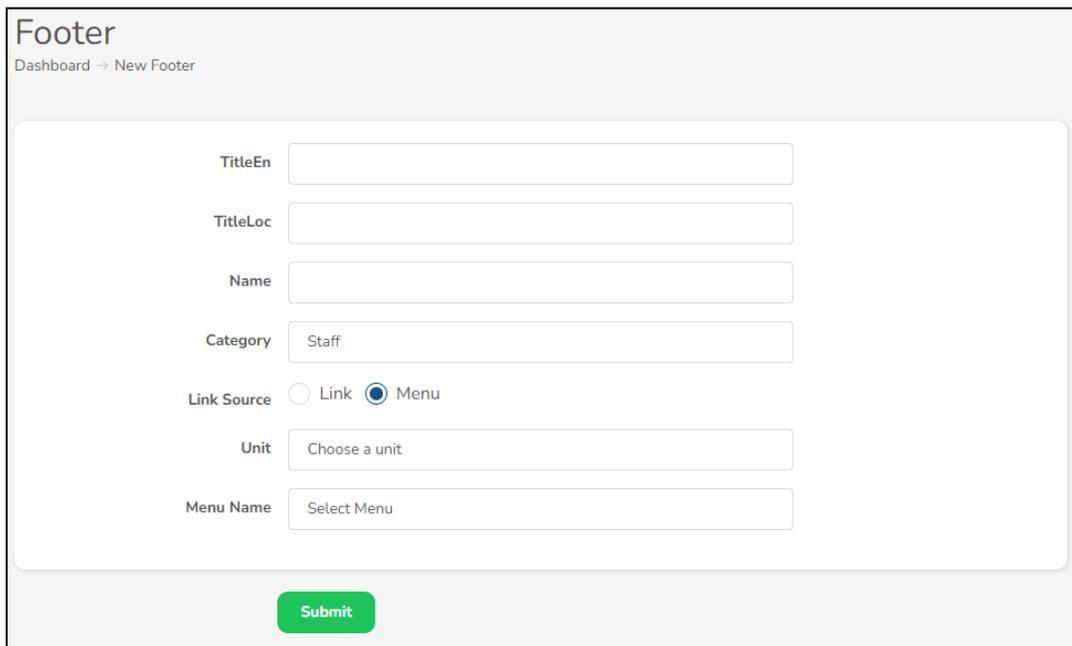


A screenshot of a form section titled "Link Source". It contains two radio buttons: "Link" (which is selected) and "Menu". Below this, there is a text input field labeled "Link" with a placeholder box.

- If you choose the menu option, you have to select firstly the unit where the menu is located, and then select the menu which you want.



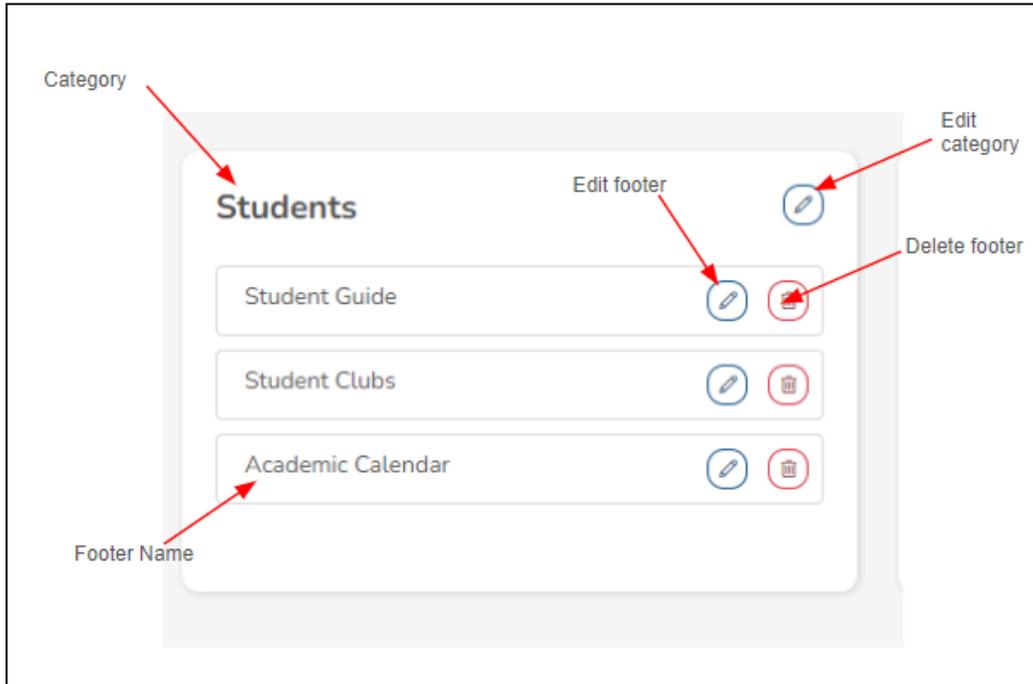
A screenshot of a form section titled "Link Source". It contains two radio buttons: "Link" and "Menu" (which is selected). Below this, there are two dropdown menus: "Unit" with the placeholder text "Choose a unit" and "Menu Name" with the placeholder text "Select Menu".



A screenshot of the full "Footer" creation form. The title "Footer" is at the top left, with a breadcrumb "Dashboard → New Footer" below it. The form contains several input fields: "TitleEn", "TitleLoc", "Name", "Category" (with a dropdown menu showing "Staff"), "Link Source" (with radio buttons for "Link" and "Menu", where "Menu" is selected), "Unit" (with a dropdown menu showing "Choose a unit"), and "Menu Name" (with a dropdown menu showing "Select Menu"). At the bottom center, there is a green "Submit" button.

This is the form that you are required to fill in when creating and editing a footer.

- When editing a footer, you can change from one link source to another.

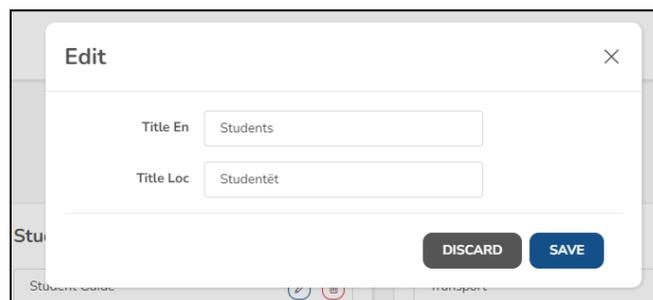


Notes

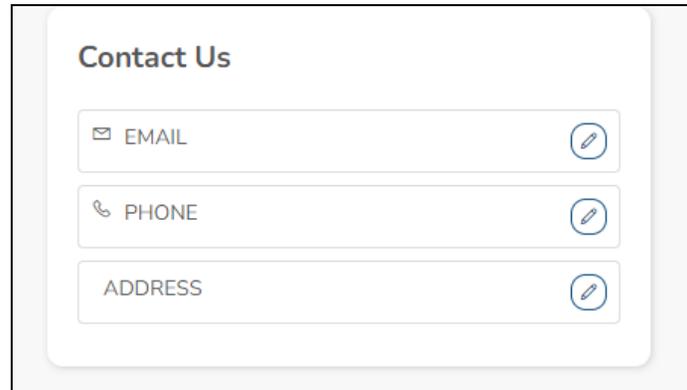
- Footer links cannot be sorted.
- Footer categories cannot be sorted.

Edit Categories of Footer

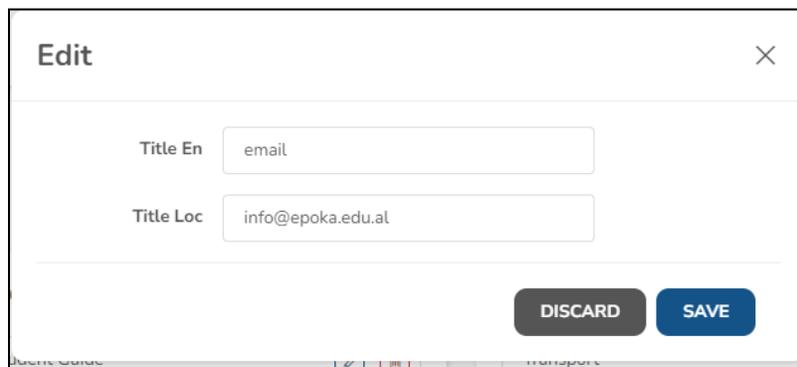
To edit the footer category, you should press on the button edit next to the category name. Then, you have to click Save button to save the changes for the title of category.



In the Footer Module, there is also a fixed section which contains the contact details for EPOKA University.



To edit one contact detail, you should click the edit button and then a modal similar to editing a category will be opened.



Social Buttons

Social Buttons can be found on the right of the EPOKA Homepage. They are fixed, so you are required to only change the link of the social media in case there is a change in the link.



Edit
✕

Name

Link

DISCARD
SAVE

Maximum Posts

In the Maximum Post, the admin can view all the configuration numbers that are used inside EPOKA CMS. The type of configurations are fixed, but their values can be changed. The configuration values are listed as below. In case there is a need to add another new configuration, you need to contact the ICTCO Office.

TYPE	MAX POST	EDIT
HOME PAGE SLIDERS	5	
UNIT SLIDERS	6	
NEWS IN HOME PAGE	6	
CARDS FACULTY	3	
TESTIMONIALS	6	
DEPARTMENT GENERAL MENUS	2	
FACULTY GENERAL MENU	1	
BODY MENUS	6	
EVENTS IN HOME PAGE	7	

- Explanation for one configuration: HOMEPAGE Sliders have max post value equal to 5. It means that in the EPOKA Homepage, the admin cannot publish more than 5 slides in the homepage. Another example is body menus. In departments and office homepages, the UNIT_ADMIN cannot create more than 6 body menus.
- To edit the value, you need to click on the respective edit button and a modal will be opened. To save the changes, you need to click the Save button.

HOMEPAGE SLIDERS	5	
------------------	---	-------------------------------------------------------------------------------------

Edit ×

Name

Max Number

DISCARD **SAVE**

Dashboard

Dashboard is designed to have both statistics and quick access to most important and useful modules.

The dashboard interface is titled "Dashboard" and includes a "Login" link. It is organized into several sections:

- Important Directories:** Contains two buttons: "My Directories" and "Shared With Me".
- News In Homepage:** A list of news items with icons for edit, view, and delete. Items include "Second International Symposium K-Force 2...", "Training in the field of Disaster Risk M...", "Professional Activities Open...", "Professional Activities Open Forum/Indus...", and "Announcement of Professional Master in C...".
- Last Changes In Unit:** A list of recent updates, such as "Anisa Meta modified content of Home 13 days ago", "Anisa Meta modified content of Forms 3 months ago", "Brikena Hasa modified content of Erasmus+ 5 months ago", "Brikena Hasa modified content of Bodies 7 months ago", "Brikena Hasa modified content of Publications 9 months ago", "Anisa Meta modified content of Exchange 03/13/2024", "Anisa Meta modified content of Bodies 03/13/2024", "Anisa Meta modified content of COST 03/13/2024", "Anisa Meta modified content of Tempus 03/13/2024", "Anisa Meta modified content of Publications 03/13/2024", "Anisa Meta modified content of news Test News... 5 days ago", "Anisa Meta modified content of event TestEvent... 5 days ago", "User modified content of news 2nd International Co... 6 months ago", "User modified content of news 14th International A... 6 months ago", and "User modified content of news FAE welcomed Members... 6 months ago".
- Users of Faculty of Architecture and Engineering:** A grid of user avatars with initials and names, including RH (Reisa), KP (Kristjan), AC (Alissa), AM (Anisa), NM (Nikolin), BH (Brikena), RL (Rabihana), AC (Alissa), FG (Fadlie), ES (Eugert), MD (Marjano Dashi), AB (Altin Bora), EP (Endri Pajollari).
- Reports:** A table showing statistics for Users, Units, and Menus.

Users	Units	Menus
16	29	17
- Testimonials:** A section for user testimonials.
- Main Sliders in Homepage:** A section for featured content, including "Student Career Fair" and "EPOKA University Campus".

Dashboard changes based on the unit type that the user is accessing. All units have in common five sections:

- Important Directories (quick access to directories)
- Last changes in Unit
- Users (active users inside the unit are logged in)
- News In homepage (News published by the unit, quick access to make changes to them)
- Reports (reports for users, units and menus created inside that unit)

Last changes in Unit

This section shows a list with latest changes that the users have done in menus and in news and events.

Last Changes In Unit

- ☰ **Alissa Cenga** modified content of **PhD Programs** 18 hours ago
- ☰ **Alissa Cenga** modified content of **Bachelor Programs** 22 hours ago
- ☰ **Alissa Cenga** modified content of **Master Programs** 5 days ago
- ☰ **Alissa Cenga** modified content of **Visit & Connect** 5 days ago
- ☰ **Alissa Cenga** modified content of **Fees** 5 days ago

Annotations: "Menu name" points to "PhD Programs", "user" points to "Alissa Cenga", and "Time modified" points to "18 hours ago".

If the user has modified content of news, it will appear as below:

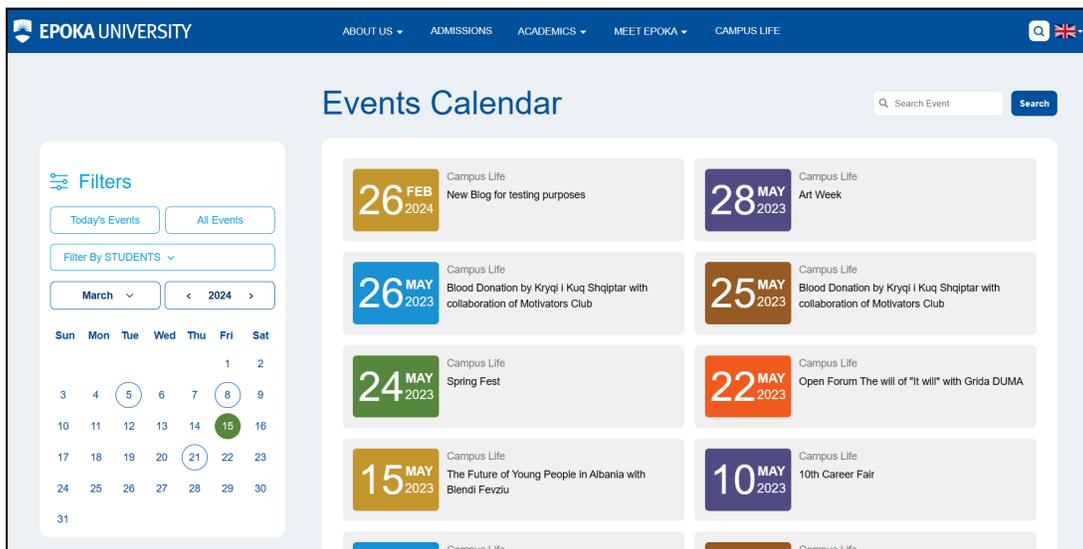
- 📰 **Eugert Skura** modified content of news **Empowering Education...** 11 days ago
- 📰 **Rabihana Lila** modified content of news **Call for Internation...** 2 months ago
- 📰 **Flogerta Hasanaj** modified content of news **Participation of the...** 4 months ago
- 📰 **Flogerta Hasanaj** modified content of news **Bringing Creativity ...** 4 months ago
- 📰 **Flogerta Hasanaj** modified content of news **Training session del...** 4 months ago

CAMPUS LIFE

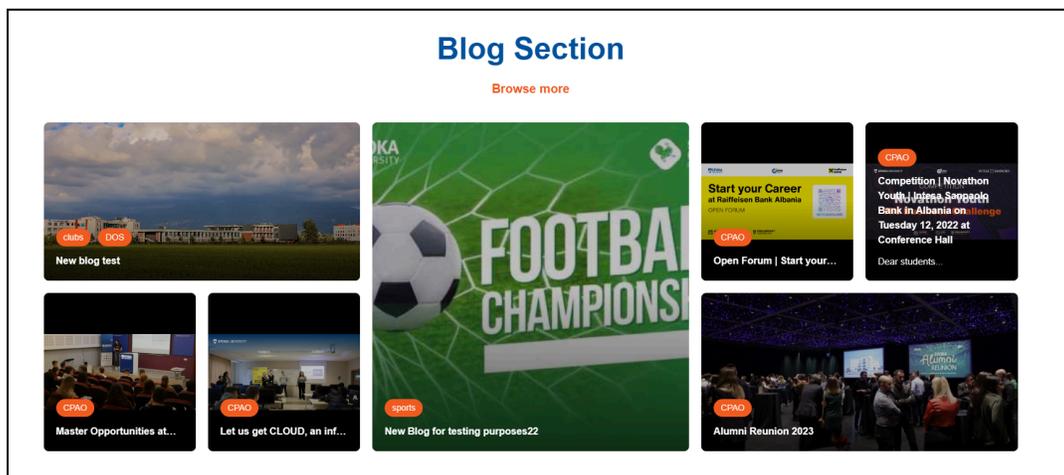
Blog & Events

You have the ability to include events and blogs within the "Campus Life" unit.

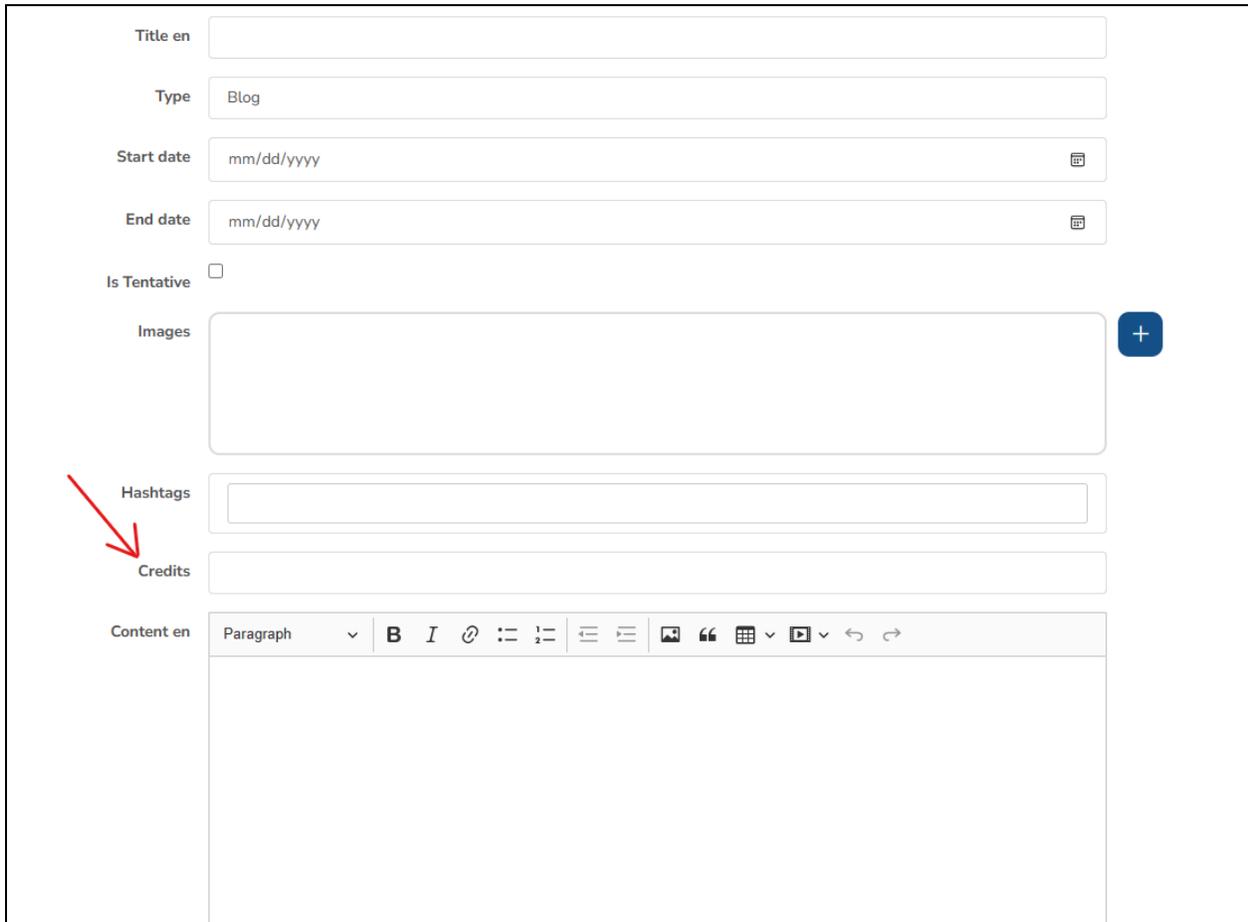
Events function in the same manner as those mentioned in the "News and Events" section. Each event created by a user assigned to the "Students" unit will automatically be categorized under "Campus Life." Consequently, when accessing events on the Campus Life page, you will be presented with a filtered selection of events.



The blog section is made up of Articles which function similarly to the news featured in the "News and Events" section, but with a slight difference..



Articles, being less formal, encourage student involvement and contribution to the online platform. As such, you have the option to attribute credits to each newly created article.



The image shows a form for creating an article. The fields are as follows:

- Title en: [text input]
- Type: [dropdown menu, currently showing 'Blog']
- Start date: [text input with 'mm/dd/yyyy' placeholder and a calendar icon]
- End date: [text input with 'mm/dd/yyyy' placeholder and a calendar icon]
- Is Tentative: [checkbox, currently unchecked]
- Images: [large text area with a blue '+' button on the right]
- Hashtags: [text input]
- Credits: [text input, highlighted with a red arrow pointing to it from the left]
- Content en: [rich text editor with a toolbar containing options like Paragraph, Bold, Italic, Link, List, Indent, Image, Quote, Table, Video, Undo, and Redo]

The Campus Life Blog section is a separate page within EPOKA WEB, where there will be displayed only articles created by a user responsible for the “Students” unit.

Contrary to the News page, filtering by unit will no longer be an option for articles. Instead, filtering will be based on the writer, utilizing the credits assigned to each article.

EPOKA UNIVERSITY HOME DEAN OF STUDENTS REGISTRAR ALUMNI CAREER PLANNING

Campus Life Articles

Search News Search

Filter By:

Timeline

This Week

This Month

This Year

By Year

Writer

Select Writer

Hashtags

By Tag

Apply Filters

Clear Filters

- Football Championship**
New Blog for testing purposes22
February 23, 2024
- New blog test**
January 6, 2024
- Master Opportunities at TUGraz University-Info Session.**
May 18, 2023
- Let us get CLOUD, an info session organized by Raiffeisen Bank**
January 23, 2023
- Alumni Reunion 2023**
January 6, 2023

Every other action regarding Events and Articles can be performed as described in the News & Events section of this document.

Clubs

Student Clubs is a sub-module inside Campus Life. It is used to manage the content for all student clubs inside EPOKA Website.

Student Clubs

Browse more

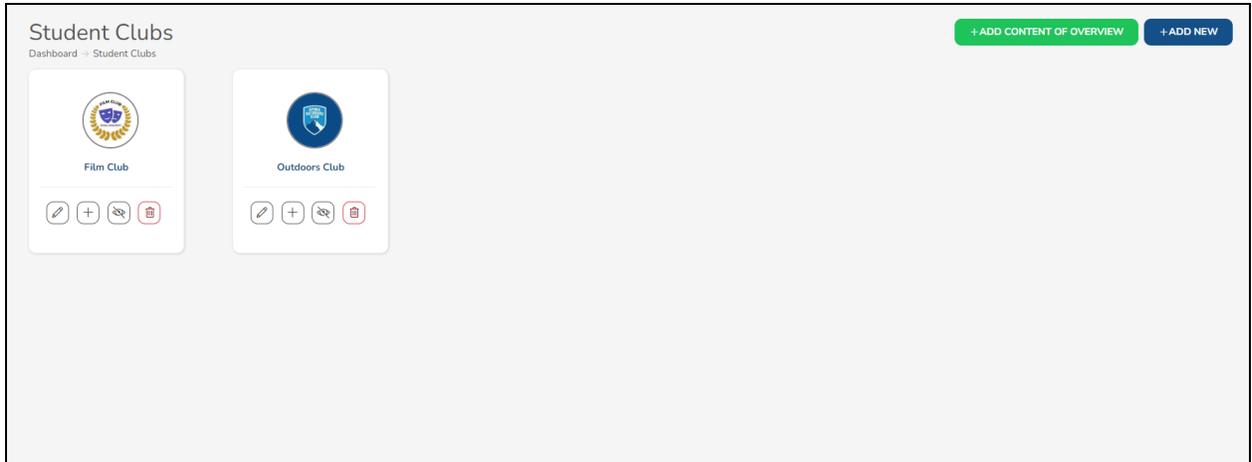
<



FILM CLUB



OUTDOORS CLUB



Add new Student Club

To add a new student club, you need to click the “ADD NEW” button. The information required for a club is:

- Name in English
- Name in Albanian
- Club Code (code used in club’s email)
- Logo
- Visible (it is shown in campus life clubs’ list or not)

Name En

Name Loc

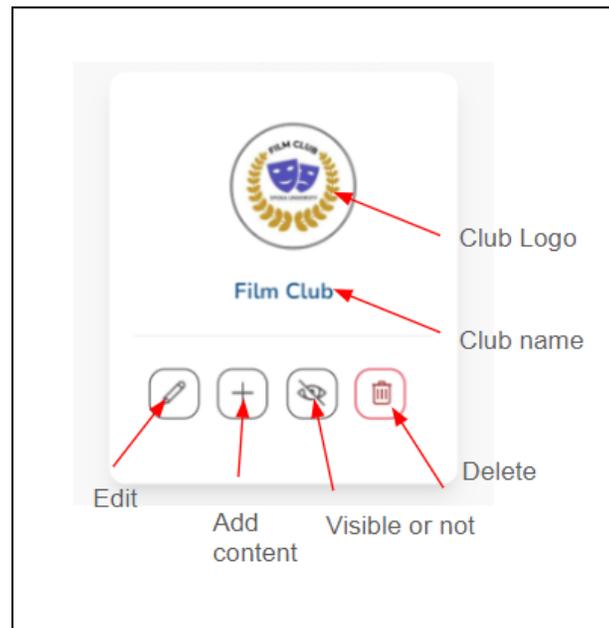
Club Code

Logo 

Visible



Edit and delete a student club



- To make visible or not and delete a club, you just click in the respective buttons.

When editing a club, there are two forms:

1. Form to edit general information of club
2. Form to edit extra information of club

A screenshot of the 'General Information' form for editing a club. The form contains the following fields:

- Name En: Film Club
- Name Loc: Klubi i Filmit
- Club Code: Club2
- Logo: A preview area showing the club logo, the text 'film_epoka', and a trash can icon. A blue plus sign button is located to the right of the preview area.
- Visible:

A green 'Submit' button is located at the bottom of the form.

Extra Information in a club

ITEM NAME	VALUE
Phone	+355 5555555
President	Person Person1

edit delete

Add new

Extra information in EPOKA WEB is shown in a card as below:

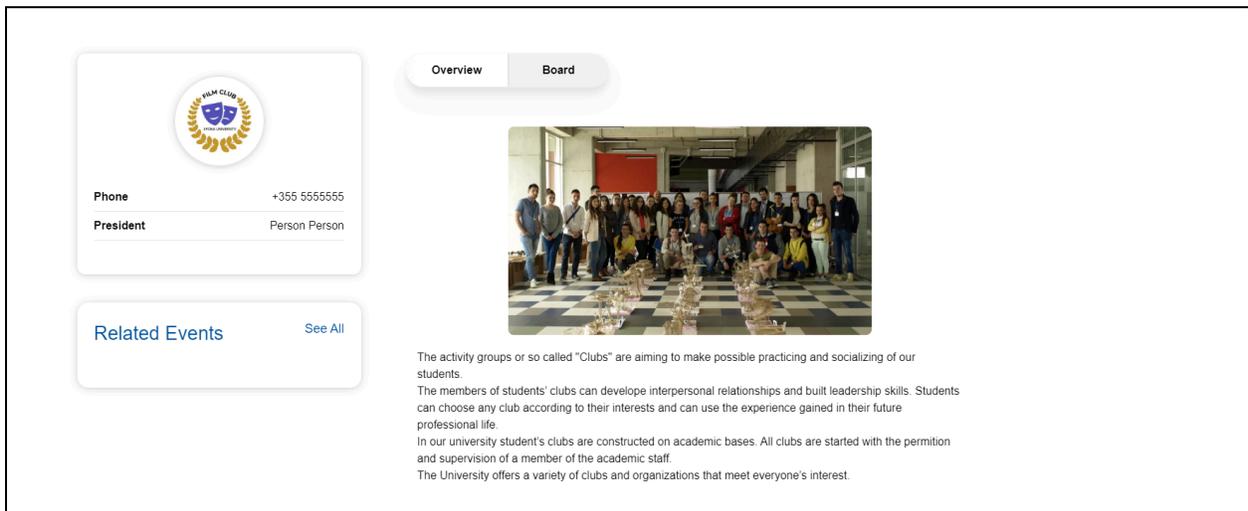
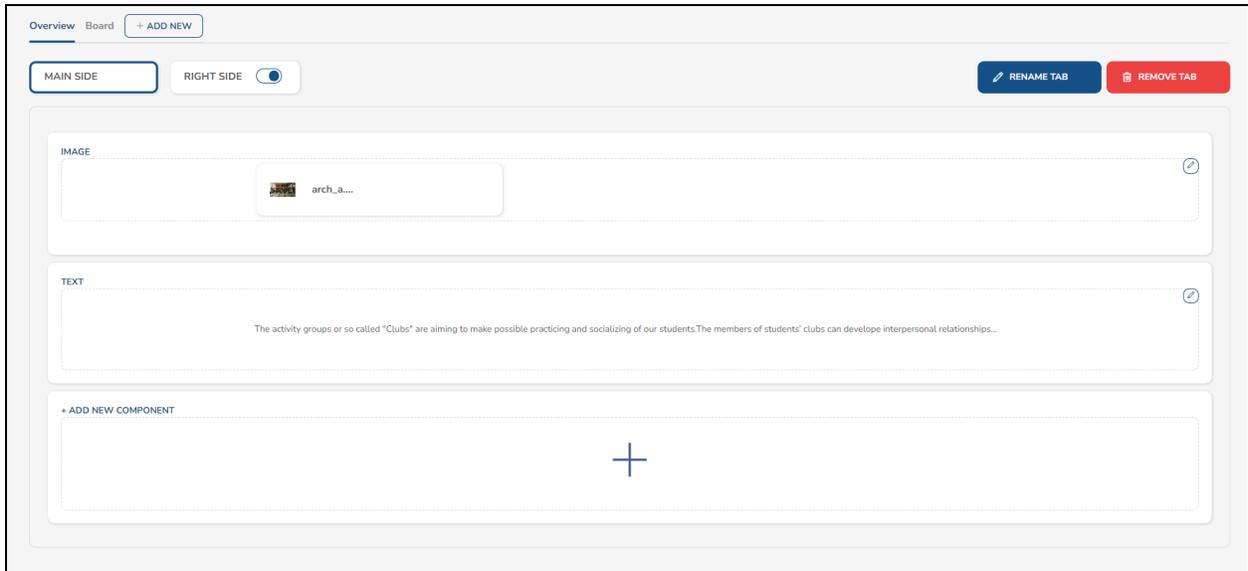
FILM CLUB
EPOKA UNIVERSITY

Phone +355 5555555

President Person Person

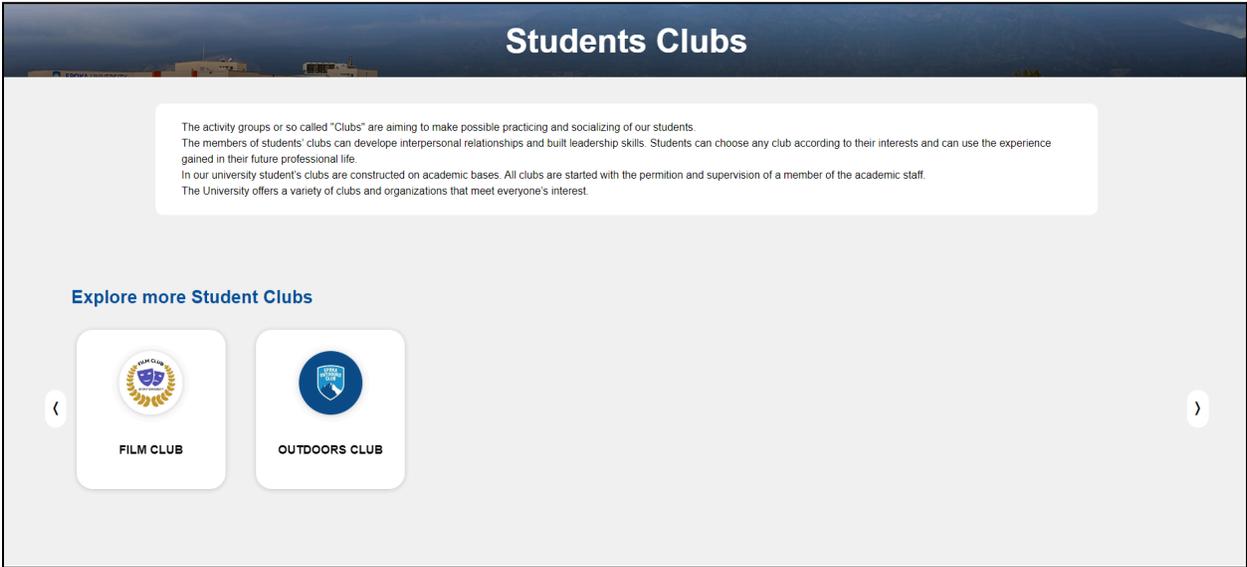
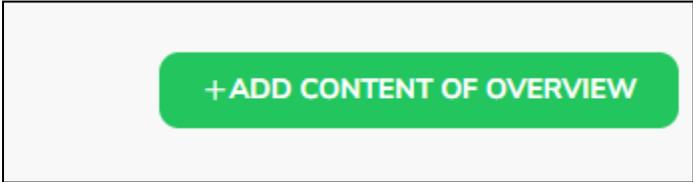
Content of a student club

- To edit content of a club, you need to click on the + button in a club. You will follow the same steps as editing content of a menu.
- Note that in the student club, you cannot add a left layout. (design purpose)



To edit the content of overview for Student clubs, you can click on this button or in menus of EPOKA University unit, you can edit content of **Student Clubs** found in STUDENTS unit.

Clubs Overview Content



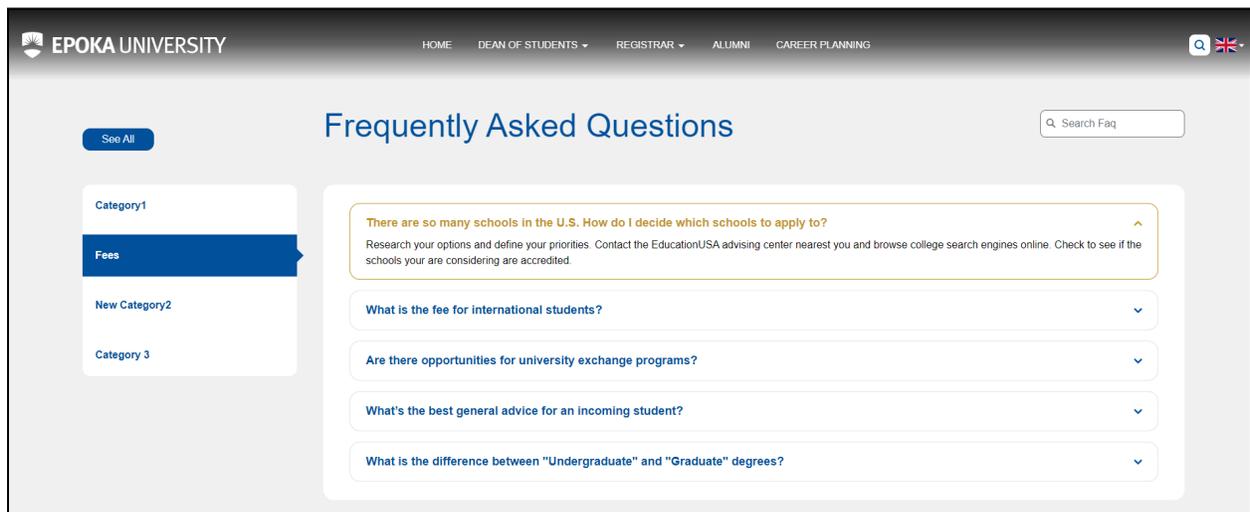
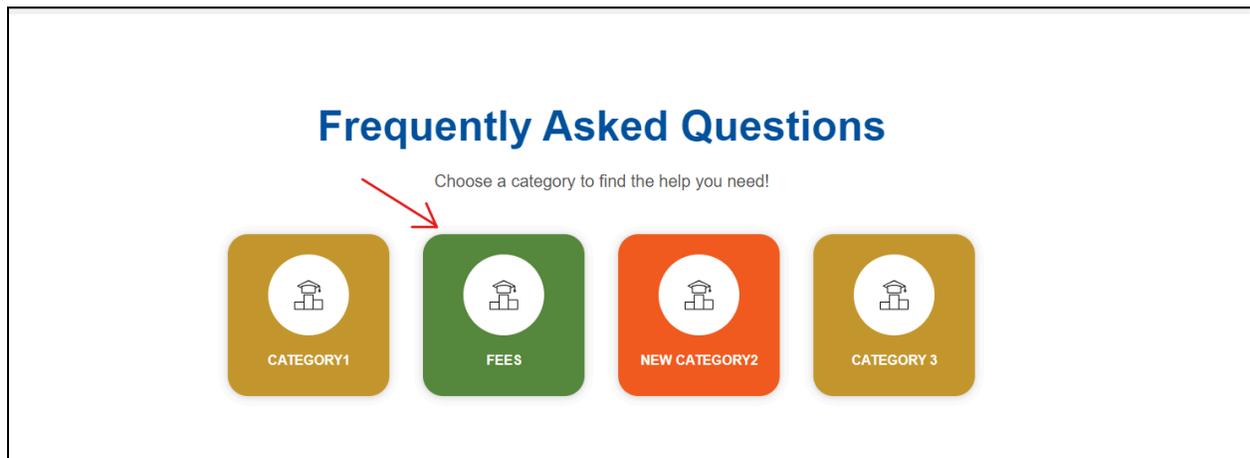
Frequently Asked Questions

Frequently Asked Questions is an important part of “CAMPUS LIFE”. Each student that would like to know more about EPOKA University and its policies may access this part and answer some of his/her lingering questions.

Frequently Asked Questions are divided into categories.

These categories can be accessed directly through CAMPUS LIFE homepage.

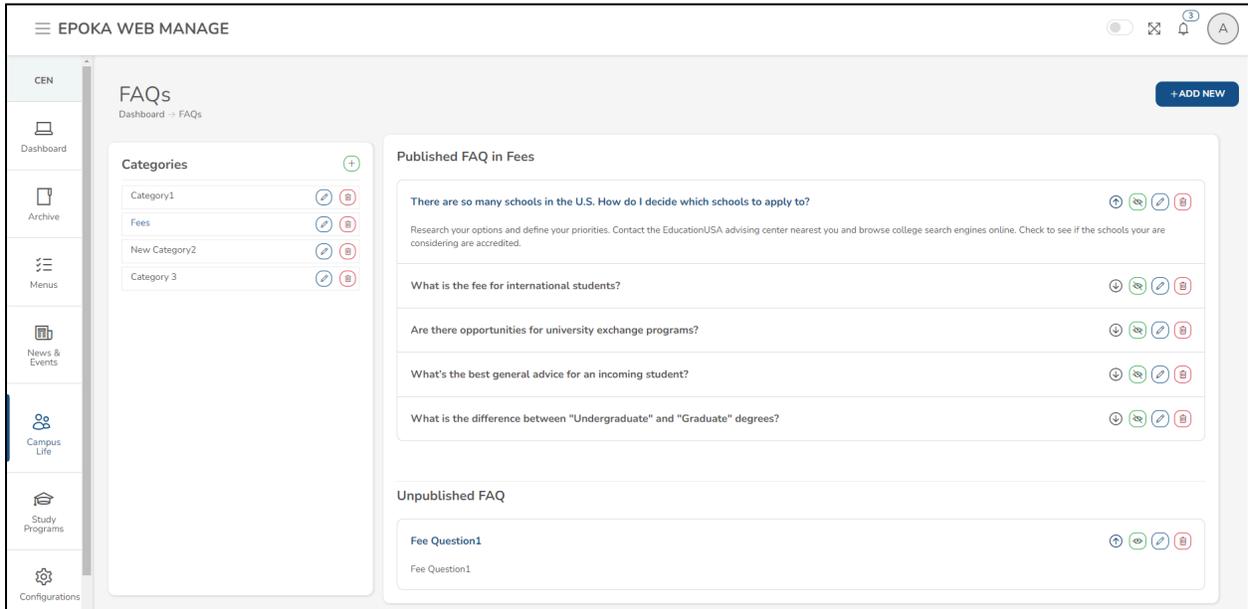
To take a better look at the categories & questions you must click on a desired category.



You can add and edit questions through EPOKA CMS, making sure to properly divide each question into new or existing categories.

When you click the “CAMPUS LIFE” module in the navigation bar of EPOKA CMS, you will be able to select either FAQs or Clubs.

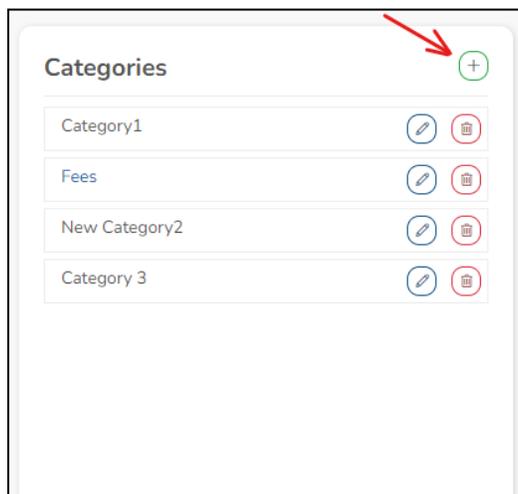
Once selecting FAQ, you will be able to access the existing categories of questions and the respective questions for each category.



FAQ - Category

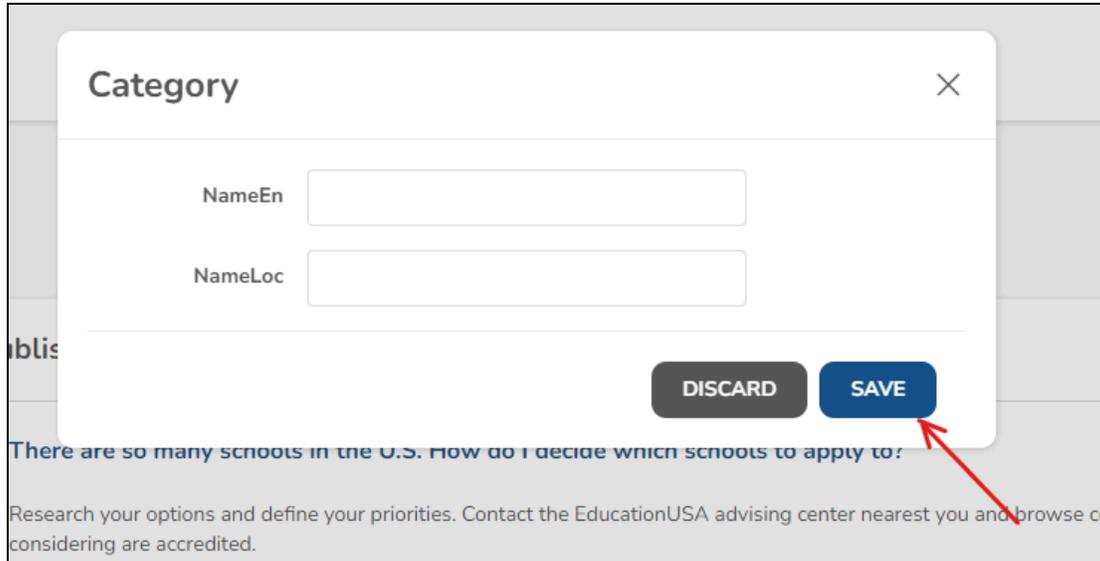
Add New Category

To add a new category to the categories list you will need to click on the “+” button located on top of the categories list.



When clicking on this button you will need to:

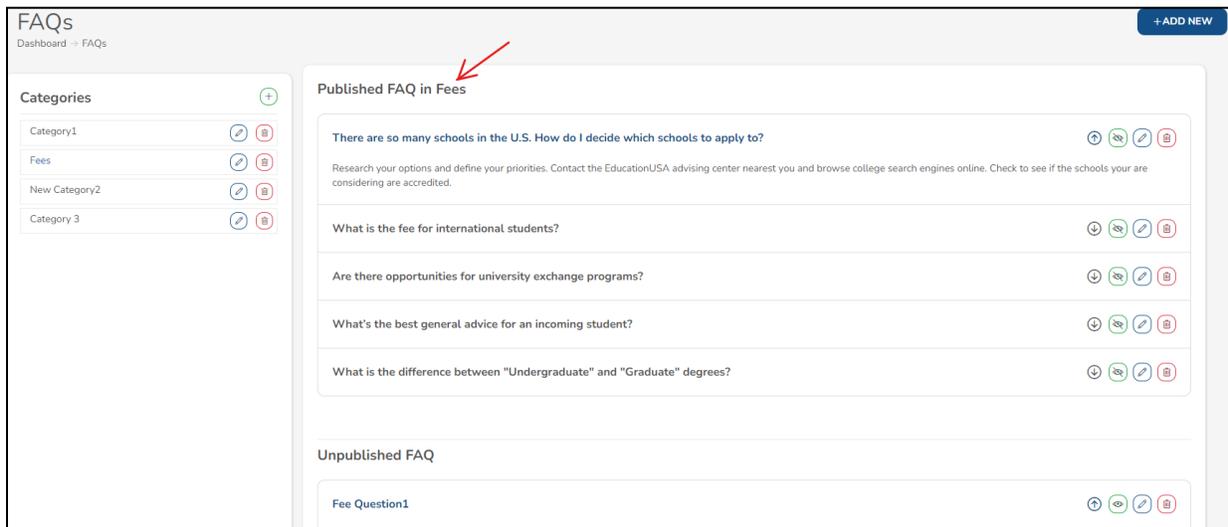
- set the new category name in both English and Albanian,
- Click “Save” to add the category to the categories list



The image shows a modal window titled "Category" with a close button (X) in the top right corner. Inside the modal, there are two text input fields: "NameEn" and "NameLoc". Below the input fields, there are two buttons: "DISCARD" (grey) and "SAVE" (blue). A red arrow points to the "SAVE" button. The modal is overlaid on a blurred background of a website page.

Active Category

To activate a category and be able to check out the existing questions for the category you must click on the category name



The image shows a dashboard titled "FAQs" with a breadcrumb "Dashboard -> FAQs" and a "+ ADD NEW" button in the top right. On the left, there is a "Categories" sidebar with a list of categories: "Category1", "Fees", "New Category2", and "Category 3". Each category has a checkmark icon and a trash icon. A red arrow points to the "Fees" category name. The main content area is divided into two sections: "Published FAQ in Fees" and "Unpublished FAQ". The "Published FAQ in Fees" section contains four FAQ items, each with a title, a description, and a set of icons (up, down, edit, delete). The "Unpublished FAQ" section contains one FAQ item, "Fee Question1", with similar icons.

Edit/ Delete Category

To edit or delete a category you can make use of the 2 buttons located to the right of the category name.

When clicking the “Edit” button, you will be required to Modify the name of the category using the same form that appeared when creating a category.

You will be able to modify the name of the category in both English and Albanian.

When clicking the delete button, the category and its existing questions will be removed.

Sorting Categories

You will be able to give a desired order to each category by simply dragging and dropping between the category names.

FAQ - Questions

Adding a new Question

To add a new question you can make use of the “Add New” button located on top of the page.

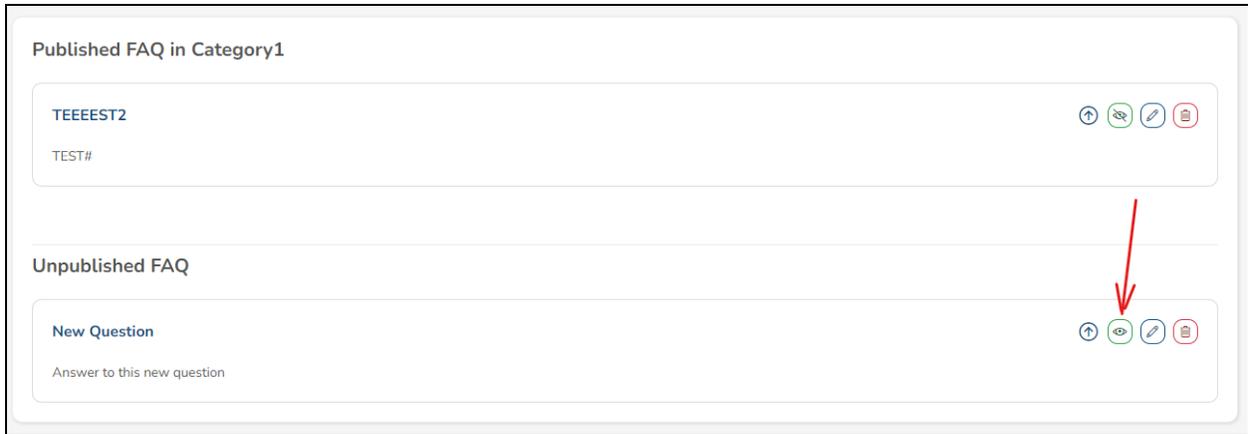
Once clicked, you will be able to access a form used to create a new Frequently Asked Question.

You will be able to select:

- The category to which this question will be assigned
- The question in both English and Albanian
- The answer to the question in both English and Albanian.

When clicking on the Save button, the newly created question will be found under the “Unpublished FAQ” of the category.

If the question is ready to be published on the web, you may click the “Publish/ Unpublish” button.



Edit a Question

You can click on the “Edit” button located on the side of each question to edit:

- The question in English and Albanian
- The answer in English and Albanian



Delete a Question

To delete a FAQ, you can easily click on the “Delete” button.



Show Answer

To display the answer of a question you can either click on top of the question, or toggle the answer by clicking the preview button.

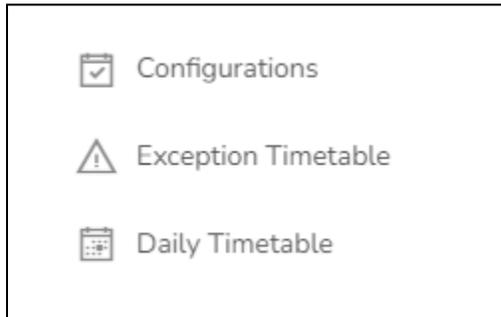


Reorder Questions

You are free to order the published questions of a category as desired by simply dragging and dropping the questions.

Transport Timetable

Transport Timetable is a module that is created to manage the transport timetable data. It consists of three main submodules listed as in the image below.



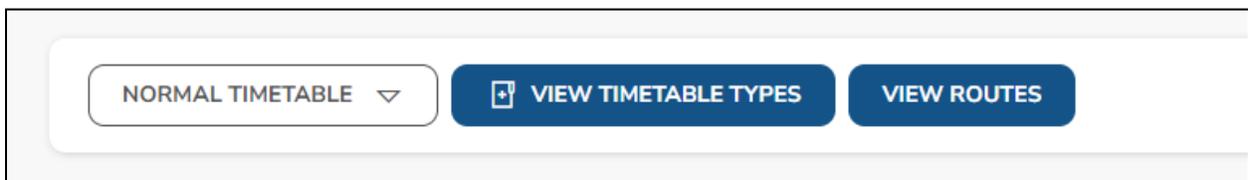
Configurations

Currently, there are three types of timetables:

- Normal Timetable: Timetable that is used during semesters
- Final Exams Timetable: Timetable that is used for two weeks in the final exams season
- MidtermTimetable: Timetable that is used for one week in the midterm exams season.

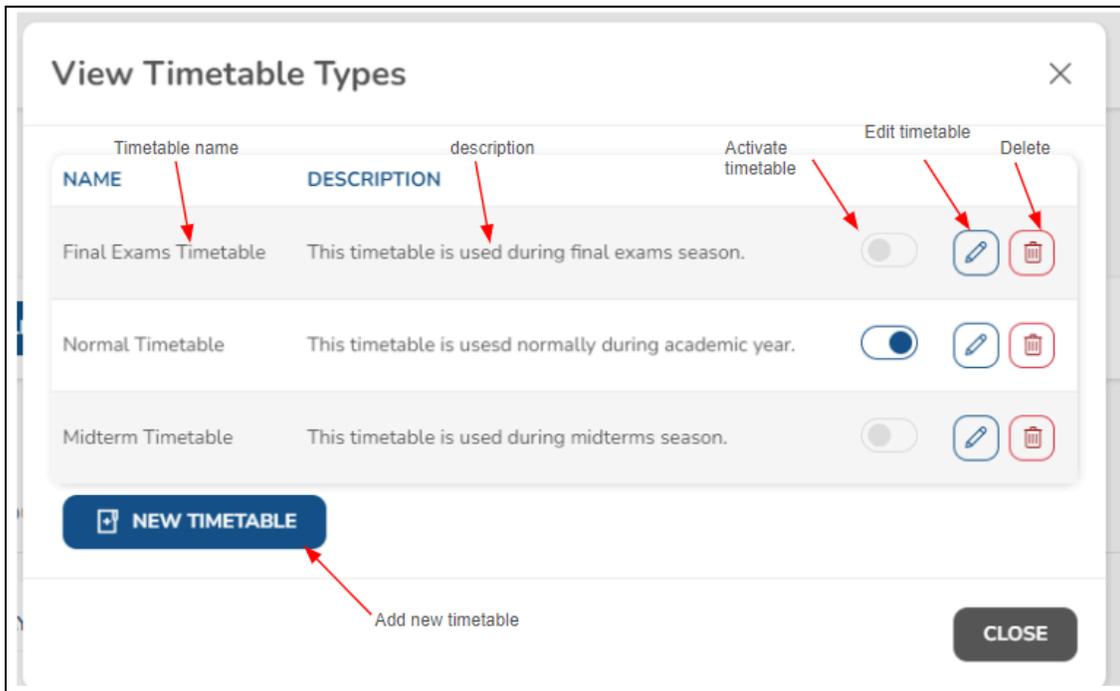
View Timetable Types

To view these timetables, you need to click on the button “View Timetable Types”. When it is clicked, there will be opened a modal with the details of each timetable.



Notes

- There is only one active timetable, so if you activate a timetable, by default the others will be deactivated.
- The data of the active timetable will appear in the transport timetable of EPOKA website.



- When clicking the edit button, there will be opened a modal to edit the name and description of the timetable.

The screenshot shows a form for editing a timetable. It has two main sections:

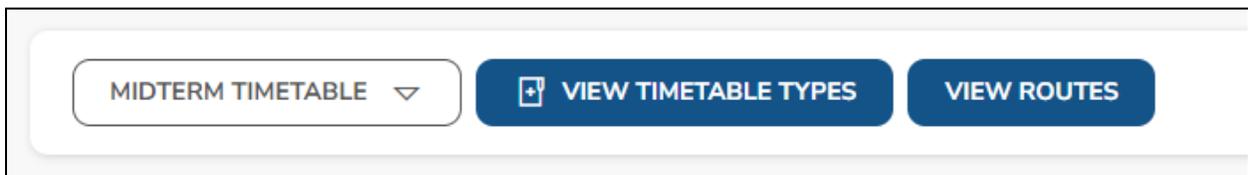
- Name:** A text input field containing "Final Exams Timetable".
- Description:** A text area containing "This timetable is used during final exams season."

- If you want to create a new timetable, click on the "New Timetable" button and you are required to give the **name** and the **description** of the timetable.

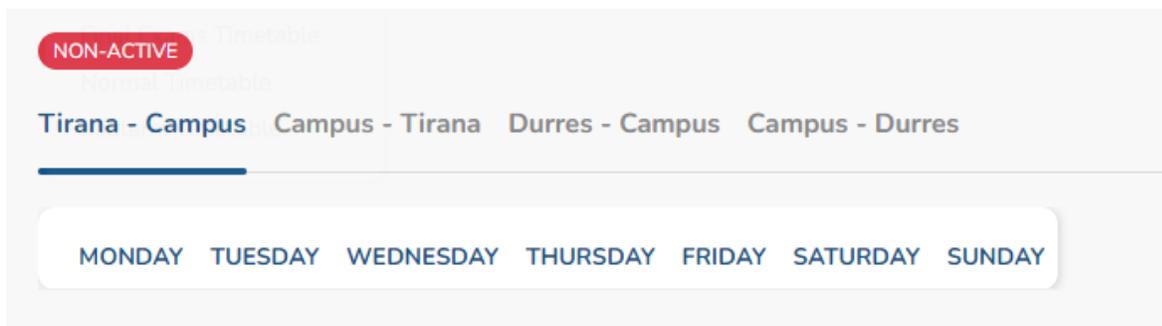
- If you want to delete a timetable, click on the delete button. Note that all data saved for a timetable like times for specific days, all will be deleted.

Preview of Timetables

When hovering and selecting in the first button, you will get a preview of the data that the timetable has.



If the table is not active, it will have a red label “not active”.



If the table is active, it will have a green label “Active timetable”.

Timetable

Dashboard → Configurations → Timetable

NORMAL TIMETABLE ▾ VIEW TIMETABLE TYPES VIEW ROUTES

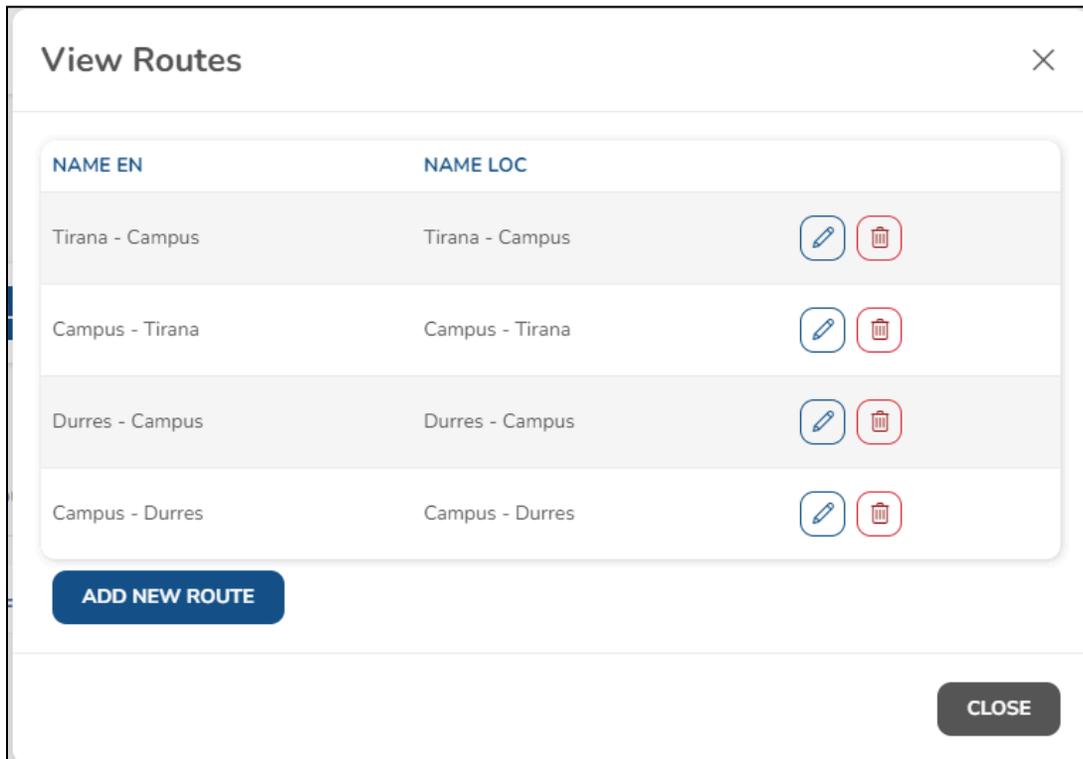
ACTIVE TIMETABLE

Tirana - Campus Campus - Tirana Durres - Campus Campus - Durres

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
07-08	07:30 07:45 Staff Only						
08-09	08:40 Staff Only	08:40	08:40	08:40	08:40		
09-10	09:40 09:40	09:45 Staff Only	09:40	09:40	09:40		

View Routes

Also routes can be managed in this part of the module. To view all the routes available, you need to click on the button “View routes”.



- Each route can be edited and deleted.
- You can add a new route by clicking on the button “Add new route”.

Data required to create a new route are:

- Name of route in English
- Name of route in Albanian

Daily Timetable

Daily Timetable is a timetable that is used for a specific period of time.

To add data to timetables like Normal Timetable, Midterm Timetable, you need to go to Daily Timetable.

Timetable

Dashboard > Daily Timetable

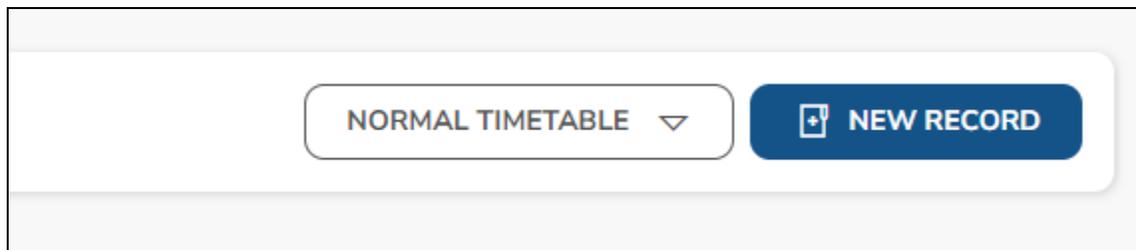
NORMAL TIMETABLE ▾ NEW RECORD

Tirana - Campus Campus - Tirana Durres - Campus Campus - Durres

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
07-08	07:30 07:45 Staff Only	-	-				
08-09	08:40 Staff Only	08:40	08:40	08:40	08:40	-	-
09-10	09:40 09:40	09:45 Staff Only	09:40	09:40	09:40	-	-
10-11	10:40	10:55	10:40	10:40	10:40	-	-
11-12	11:40	11:40	11:40	11:40	11:40	-	-
12-13	12:40	12:40	12:40	12:40	12:40	-	-
13-14	13:40	13:40	13:40	13:40	13:40	-	-
14-15	14:40	14:40	14:40	14:40	14:40	-	-

In the menu, there are two buttons: the first button is a filter which displays data for the selected timetable. The second button is to add a new record for any timetable. When it is clicked, a modal will appear.

Add new Record



The required data to add a new record in the Daily Timetable (Normal Timetable, Final Exams Timetable, Midterm Exams Timetable):

- Route (Tirana-Campus, Campus-Tirana etc)
- Day (Monday - Sunday)
- Departure (time hh:mm)
- Type of Timetable
- Is staff bus or not

Record of daily Timetable

Route: Tirana - Campus

Day: Monday

Departure: 00 : 00

Type: Final Exams Timetable

Staff:

DELETE **SAVE**

After a new record is added, then the time will be displayed in the timetable.

Route selected

Tirana - Campus Campus - Tirana Durres - Campus Campus - Durres

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
07-08	07:30 07:45 Staff Only	-	-				
08-09	08:40 Staff Only	08:40	08:40	08:40	08:40	-	-
09-10	09:40 09:40	09:45 Staff Only	09:40	09:40	09:40	-	-
10-11	10:40	10:55	10:40	10:40	10:40	-	-
11-12	11:40	11:40	11:40	11:40	11:40	-	-
12-13	12:40	12:40	12:40	12:40	12:40	-	-
13-14	13:40	13:40	13:40	13:40	13:40	-	-

The time highlighted with green is for staff

Data of the selected timetable and active route

- You need to click the route in order to display time data for the selected timetable.
- The time highlighted in green is for staff only.

Edit and Delete

To edit a specific time, you need to select the proper timetable and the proper route. Then, click in the specific time you want to edit.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
07-08	07:30 07:45 Staff Only	-	-				
08-09	08:40 Staff Only	08:40	08:40	08:40	08:40	-	-
09-10	09:40 09:40	09:45 Staff Only	09:40	09:40	09:40	Click here to edit or - delete	

- When the time data is clicked, a similar modal will be opened with the select data. To save changes, you have to click the “Save” button.
- To delete data, you need to click button “Delete”

Record of daily Timetable

am

Departure

Staff

HU

7:30

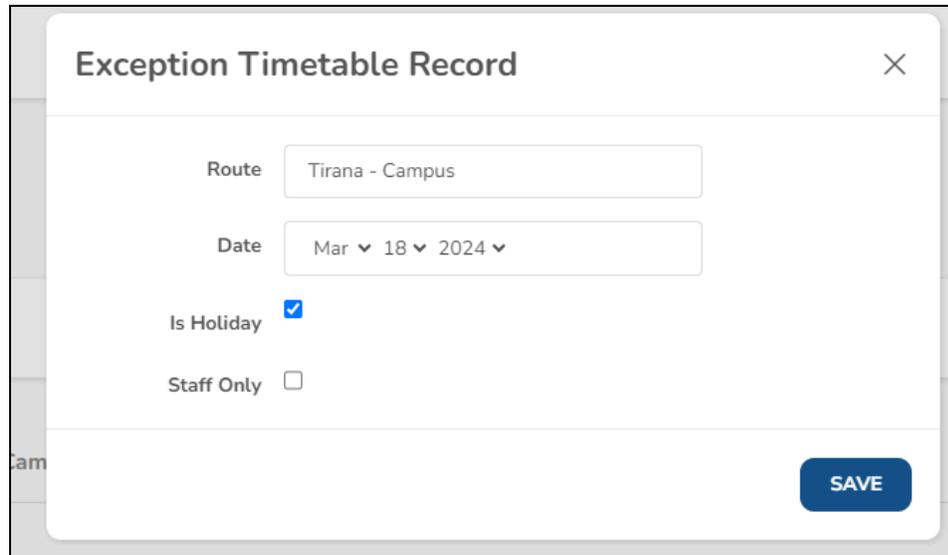
7:4

DELETE **SAVE**

Exception Timetable

Exception Timetable is a module created to create specific exception dates and times for any event that will occur in EPOKA. You can create these exceptions dates in advance and the system will automatically show when it is needed.

Adding data

1. 

- If you choose a day to be a holiday, it will appear with orange color in that week.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
07-08	07:30 07:45 Staff Only	07:30 07:45 Staff Only	07:30 07:45 Staff Only	07:30 07:45 Staff Only			
08-09	08:40 Staff Only	08:40	08:40	08:40			
09-10	09:40 09:40	09:45 Staff Only	09:40	09:40			
10-11	10:40	10:55	10:40	10:40			

- In Exception module, the records entered will appear like this:

Tirana - Campus Campus - Tirana Durres - Campus Campus - Durres

2024-03-18
16:00

- If you want to edit or delete one record, you can simply click on the card.

Exception Timetable Record ✕

Date

Is Holiday

Departure

Staff Only

Cam

Notes

- Exception dates are automatically deleted after the day has passed.
- For a holiday, you don't need to provide departures, you just mark the day as a holiday.

