

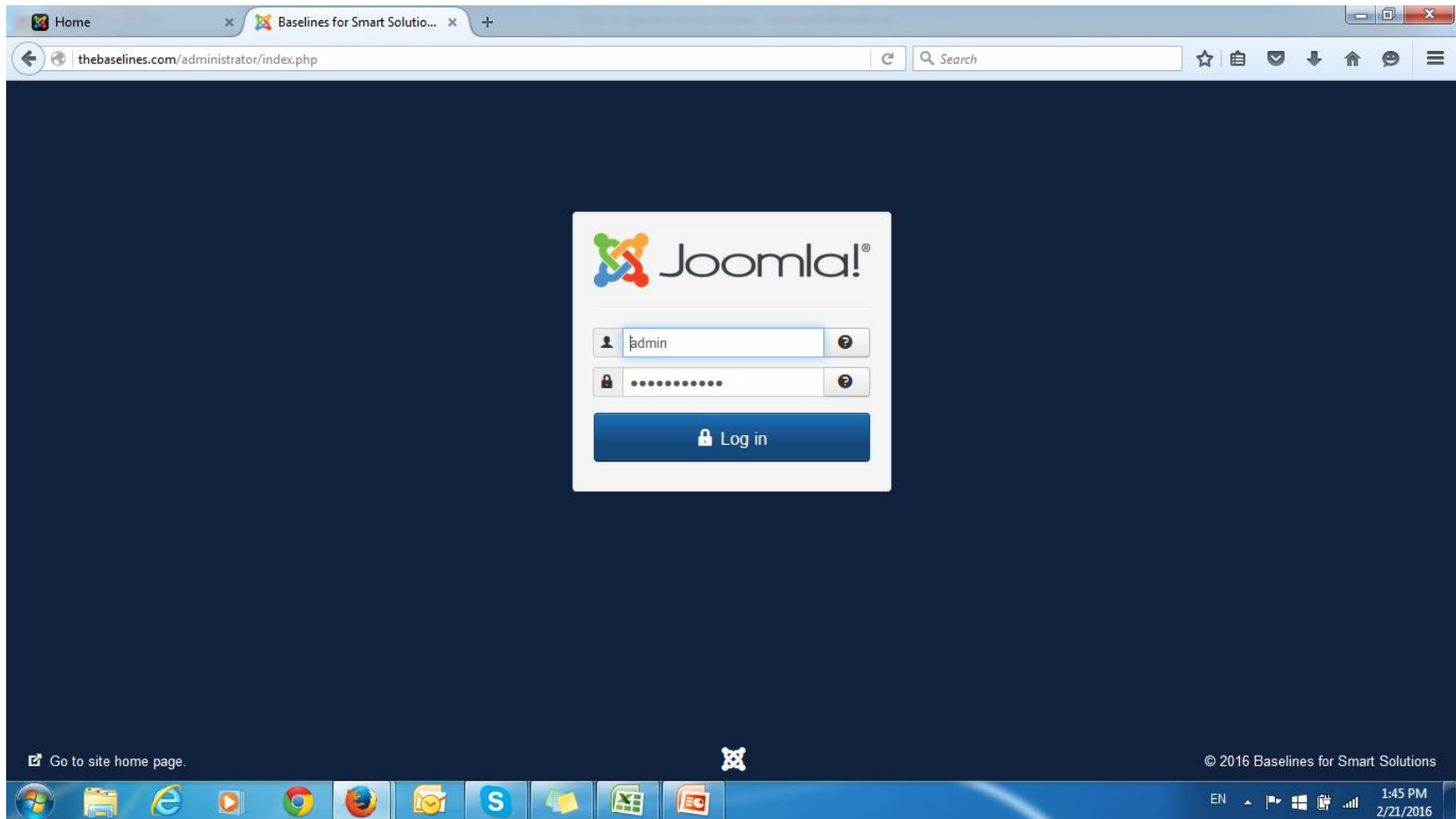
How to upload a file to website

21 February 2016

Go to:

<http://thebaselines.com/administrator>

user: admin – Password: admin072015



Select media manager

The screenshot shows the Joomla! administrator interface. At the top, there is a navigation bar with 'POWERADMIN' and menu items: Site, Users, Menus, Content, Components, Extensions, Help. A search bar is also present. Below this is a 'Control Panel' header with the Joomla! logo. A notification banner indicates 'Joomla! 3.4.8 is available' with an 'Update Now' button. The main content area features a light blue box with the heading 'You have post-installation messages' and a 'Review Messages' button. Below this is a 'JSN IMAGESHOW QUICK ICONS' section with icons for Launch Pad, Showlists Manager, Add New Showlists, Showcase Manager, Add New Showcases, and About. At the bottom, a 'LOGGED-IN USERS' section shows 'Super User Administration' with a last active date of '2016-02-21'. On the left sidebar, under the 'CONTENT' section, the 'Media Manager' option is highlighted with a red rectangle. The browser's address bar shows 'thebaselines.com/administrator/index.php?option=com_media'. The Windows taskbar at the bottom includes icons for various applications and shows the system clock as 1:49 PM on 2/21/2016.

Home x Baselines for Smart Solutio... x

thebaselines.com/administrator/index.php

POWERADMIN Site Users Menus Content Components Extensions Help

Control Panel Joomla!

Joomla! 3.4.8 is available: Update Now

You have post-installation messages
There are important post-installation messages that require your attention. To view those messages please click on the Review Messages button below.
You can review the messages at any time by clicking on the Components, Post-installation messages menu item of your site's Administrator section. This information area won't appear when you have hidden all messages.
Review Messages

JSN IMAGESHOW QUICK ICONS

Launch Pad Showlists Manager Add New Showlists Showcase Manager Add New Showcases About

LOGGED-IN USERS

Super User Administration 2016-02-21

CONTENT

- Add New Article
- Article Manager
- Category Manager
- Media Manager**

STRUCTURE

thebaselines.com/administrator/index.php?option=com_media

Joomla! 3.4.3 — © 2016 Baselines for Smart Solutions

EN 1:49 PM 2/21/2016

Select your folder
e.g.: Baselines_Training
for the 2016 training plan file

The screenshot displays the Joomla! Media Manager interface within a web browser. The browser's address bar shows the URL `thebaselines.com/administrator/index.php?option=com_media`. The Joomla! administrator menu is visible at the top, including 'POWERADMIN', 'Site', 'Users', 'Menus', 'Content', 'Components', 'Extensions', and 'Help'. The Media Manager header includes 'Upload', 'Create New Folder', and 'Delete' buttons, along with 'Help' and 'Options' links. The left sidebar shows a tree view of folders, with 'Baselines_Training' highlighted by a red rectangle. The main content area shows a grid of folder thumbnails under the path 'Root: images'. The thumbnails include several 'Baselines_...' folders, 'banners', 'headers', 'jsn_is_thu...', 'sampledata', 'joomla_bla...', and 'powered_by...'. The bottom status bar indicates 'Joomla! 3.4.3 — © 2016 Baselines for Smart Solutions'. The Windows taskbar at the bottom shows the system tray with the date '2/21/2016' and time '2:02 PM'.

Upload your file

The screenshot displays the Joomla! Media Manager interface within a web browser. The browser's address bar shows the URL `thebaselines.com/administrator/index.php?option=com_media`. The Joomla! administrator menu is visible at the top, including 'POWERADMIN', 'Site', 'Users', 'Menus', 'Content', 'Components', 'Extensions', and 'Help'. The 'Media Manager' header is prominently displayed, featuring the Joomla! logo and a search bar. Below the header, a toolbar contains several buttons: 'Upload' (highlighted with a red box), 'Create New Folder', and 'Delete'. The main content area is divided into a left sidebar with a file tree and a central workspace. The file tree on the left lists various folders such as 'Baselines_Connections', 'Baselines_Features', 'Baselines_General', 'Baselines_Icons', 'Baselines_Location', 'Baselines_Logo', 'Baselines_News', 'Baselines_Partner', 'Baselines_Training', 'Baselines_homepage_slideshow', 'Baselines_scope', 'banners', 'headers', 'jsn_is_thumbs', 'images', 'Baselines_Logo', 'Baselines_homepage', 'sampledata', and 'fruitshop'. The central workspace shows the current directory path as 'Root: images/Baselines_Training'. In this workspace, there is an 'Upload file' section with a 'Browse...' button, the text 'No files selected.', and a 'Start Upload' button. Below this, the text 'Upload files (Maximum Size: 10 MB)' is visible. The workspace also contains a folder icon and a 'Back' button. At the bottom of the page, a status bar shows 'View Site', '0 Visitors', '1 Admin', and 'Log out'. The Joomla! version '3.4.3' and copyright information '© 2016 Baselines for Smart Solutions' are also present. The Windows taskbar at the very bottom shows the system tray with the date '2/21/2016' and time '2:04 PM'.

Select file then start upload it

File name must only contain alphanumeric characters and no spaces.

The screenshot displays a Joomla! administrator interface with a Windows File Upload dialog box open. The dialog box shows a file named "Example file" selected, with a tooltip displaying its details: Type: Adobe Acrobat Document, Size: 81.8 KB, and Date modified: 2/21/2016 2:07 PM. The Joomla! interface shows a sidebar with folders like banners, headers, and jsn_is_thumbs, and a main content area. The status bar at the bottom indicates Joomla! 3.4.3 and the date 2/21/2016.

Name	Date modified	Type
HR	10/24/2015 4:15 PM	File folder
Example file	2/21/2016 2:07 PM	Adobe Acrobat D...
Example file	2/21/2016 2:06 PM	Microsoft Office P...
How to upload a file to website	2/21/2016 2:07 PM	Microsoft Office P...
To-Do-List	2/21/2016 2:07 PM	Microsoft Office E...
السودان قبل ليلة 30 يوليو 1989	10/25/2015 3:54 PM	Microsoft Office ...
العصرافات	11/1/2015 10:01 AM	Microsoft Office E...
مقاله ايجار	11/1/2015 12:13 PM	Microsoft Office ...

Home Baselines for Smart Solution... Baselines for Smart Solution... +

thebaselines.com/administrator/index.php?option=com_media&folder=Baselines_Training

POWERADMIN Site Users Menus Content Components Extensions Help

Media Manager

Upload Create New Folder Delete

Notice
File name must only contain alphanumeric characters and no spaces.

Thumbnail View Detail View

Upload file Example_file.pdf

Upload files (Maximum Size: 10 MB)

Root: images/Baselines_Training

- Baselines_Connections
- Baselines_Features
- Baselines_General
- Baselines_Icons
- Baselines_Location
- Baselines_Logo
- Baselines_Logo
- Baselines_News
- Baselines_Partner
- Baselines_Training
- Baselines_homepage_slideshow
- Baselines_scope
- banners
- headers
- jsn_is_thumbs
- images
 - Baselines_Logo

View Site 0 Visitors 1 Admin 0 Log out

Home Baselines for Smart Solution... Baselines for Smart

thebaselines.com/administrator/index.php?option=com_media&folder=Baselines_Training

POWERADMIN Site Users Menus Content Components Extensions Help

Media Manager

Upload Create New Folder Delete

Message
Upload Complete: /Baselines_Training/Example_file.pdf

Thumbnail View Detail View

Root: images/Baselines_Training

Example_file...

- Baselines_Connections
- Baselines_Features
- Baselines_General
- Baselines_Icons
- Baselines_Location
- Baselines_Logo
- Baselines_Logo
- Baselines_News
- Baselines_Partner
- Baselines_Training
- Baselines_homepage_slideshow
- Baselines_scope
- banners
- headers
- jsn_is_thumbs
- images
 - Baselines_Logo

View Site 0 Visitors 1 Admin 0 Log out

Go to the article or module you would like to link this file to.
E.g.: training plan file at the home page featured event

go to module manager

The screenshot displays the Joomla! administrator interface. The browser address bar shows the URL `thebaselines.com/administrator/index.php`. The top navigation menu includes **POWERADMIN**, Site, Users, Menus, Content, Components, Extensions, and Help. A search bar is located in the top right corner.

On the left sidebar, the **Module Manager** menu item is highlighted with a red rectangular box. Other visible menu items include Site Manager, Site Search, Configuration, and About.

The main content area features a blue notification banner with the heading **You have post-installation messages**. Below this banner is a section titled **JSN IMAGESHOW QUICK ICONS** containing icons for Launch Pad, Showlists Manager, Add New Showlists, Showcase Manager, Add New Showcases, and About. Below that is a **LOGGED-IN USERS** section showing a user named **Super User Administration** with a last login date of 2016-02-21. The **POPULAR ARTICLES** section lists two articles: **Welcome to JSN Ferado** (15430 views, dated 2011-04-01) and **Introducing JSN Ferado** (11130 views, dated 2011-04-01).

The footer of the page indicates the Joomla! version is 3.4.3 and the copyright is © 2016 Baselines for Smart Solutions. The Windows taskbar at the bottom shows the system clock as 2:24 PM on 2/21/2016.

Select page 2

The screenshot displays the Joomla! administrator interface, specifically the Module Manager. The browser address bar shows the URL `thebaselines.com/administrator/index.php?option=com_modules`. The page title is "Module Manager: Modules".

At the top, there is a navigation menu with "POWERADMIN" and links for "Site", "Users", "Menus", "Content", "Components", "Extensions", and "Help". A search bar is also present.

The main content area features a toolbar with buttons for "New", "Edit", "Duplicate", "Publish", "Unpublish", "Check-in", "Batch", and "Trash". On the right side of the toolbar are "Help" and "Options" buttons.

On the left, a "Filter:" sidebar contains several dropdown menus: "Site", "- Select Status -", "- Select Position -", "- Select Type -", "- Select Access -", and "- Select Language -".

The central area contains a table of modules. The table has columns for "Status", "Title", "Position", "Type", "Pages", "Access", "Language", and "ID". The "Position" column is currently set to "None" for most items, but some have specific position names like "archiveload", "articlescategoriesload", "articlescategoryload", "articleslatestload", and "articlespopularload".

Status	Title	Position	Type	Pages	Access	Language	ID
	JSN ImageShow	None	JSN ImageShow	None	Public	All	539
	JSN UniForm	None	JSN UniForm	None	Public	All	540
	mod_easyslider	None	JSN EasySlider	None	Public	All	541
	mod_easyslider	None	JSN EasySlider	None	Public	All	537
	Smart Search Module	None	Smart Search	None	Public	All	538
	Archived Articles	archiveload	Articles - Archived	Selected	Public	All	27
	Articles Categories	articlescategoriesload	Articles - Categories	Selected	Public	All	61
	Articles Category	articlescategoryload	Articles - Category	Selected	Public	All	69
	Latest News	articleslatestload	Articles - Latest	Selected	Public	All	28
	Articles Most Read	articlespopularload	Articles - Most	Selected	Public	All	29

At the bottom of the page, there is a status bar showing "View Site", "0 Visitors", "1 Admin", and "Log out". The Joomla! version is 3.4.3, and the copyright notice is © 2016 Baselines for Smart Solutions. The Windows taskbar at the very bottom shows the system clock as 2:26 PM on 2/21/2016.

Select Recent Activities

The screenshot shows the Joomla! administrator interface for 'thebaselines.com'. The browser address bar displays 'thebaselines.com/administrator/index.php?option=com_modules'. The interface includes a top navigation menu with 'POWERADMIN', 'Site', 'Users', 'Menus', 'Content', 'Components', 'Extensions', and 'Help'. Below this is a toolbar with buttons for 'New', 'Edit', 'Duplicate', 'Publish', 'Unpublish', 'Check-in', 'Batch', and 'Trash'. A search bar is also present.

The main content area displays a list of modules. The 'RECENT ACTIVITIES' module is highlighted with a red box. The table below summarizes the visible modules:

Module Name	Position	Type	Published	Access	View	Count
Purchase Ferado	content-bottom-over	Custom HTML	Selected	Public	All	522
Welcome To Baselines HQ	content-bottom-over	Custom HTML	Selected	Public	All	548
Reviews	content-bottom-overbelow	Custom HTML	Selected	Public	All	524
Welcome to JSN Ferado	content-top	Custom HTML	Selected	Public	All	459
Welcome to Baselines	content-top	Custom HTML	Selected	Public	All	493
Position "content-top"	content-top	Custom HTML	Selected	Public	All	153
Connections	content-top-below	Custom HTML	Selected	Public	All	487
BEST SELLER	content-top-full	Custom HTML	None	Public	All	534
RECENT PRODUCTS	content-top-overbelow	Custom HTML	Selected	Public	All	533
RECENT ACTIVITIES	content-top-overbelow	Custom HTML	Selected	Public	All	547
Custom HTML	customload	Custom HTML	Selected	Public	All	48

The bottom of the interface shows the Joomla! version '3.4.3' and copyright information '© 2016 Baselines for Smart Solutions'. The Windows taskbar at the bottom indicates the time is 2:27 PM on 2/21/2016.

Home Baselines for Smart Solutio... Baselines for Smart Solutio... Baselines for Smart Solutio... +

thebaselines.com/administrator/index.php?option=com_modules&view=module&layout=edit&id=547

POWERADMIN Site Users Menus Content Components Extensions Help

Module Manager: Module Custom HTML

Save Save & Close Save & New Save as Copy Close Help

Title * RECENT ACTIVITIES

Module Menu Assignment Module Permissions Options Advanced

Custom HTML

Site

This module allows you to create your own HTML Module using a WYSIWYG editor.

Default Editor PageBuilder

Heading: Heading 1

Add Element

Show Title Show Hide

Position content-top-overbelow Select position

Status Published

Start Publishing

Finish Publishing

Access Public

View Site 0 Visitors 1 Admin 0 Log out Joomla! 3.4.3 © 2016 Baselines for Smart Solutions

EN 2:35 PM 2/21/2016

Select event , edit icon

The screenshot displays the Joomla! administrator interface for editing a page layout. The browser address bar shows the URL: `thebaselines.com/administrator/index.php?option=com_modules&view=module&layout=edit&id=547`. The top navigation menu includes: POWERADMIN, Site, Users, Menus, Content, Components, Extensions, Help. Below the menu are buttons for Save, Save & Close, Save & New, Save as Copy, and Close. The main content area shows a page layout with several modules. A red box highlights the 'Text: Events' module in the middle column, with a red circle around its edit icon. Other modules include 'Text: Text 1', 'Text: Coming Training', 'Tab: Coming Sessions', 'Button: Contact Us', 'Text: Featured Events', 'Text: Hot Jobs', and 'Divider: Divider 1'. The right sidebar contains settings for Access (Public), Ordering (2. RECENT ACTIVITIES), Language (All), and Note. The bottom status bar shows 'View Site', '0 Visitors', '1 Admin', and 'Log out'. The Joomla! version is 3.4.3, and the copyright is © 2016 Baselines for Smart Solutions. The system tray at the bottom shows the time as 2:36 PM on 2/21/2016.

Select pic or text you would like to hyperlink it

The screenshot displays the Joomla! administrator interface. At the top, the browser address bar shows the URL: `thebaselines.com/administrator/index.php?option=com_modules&view=module&layout=edit&id=547`. The main navigation menu includes: POWERADMIN, Site, Users, Menus, Content, Components, Extensions, and Help. A search bar is located on the right side of the menu.

The central focus is the **Text Settings** dialog box, which is open over the content editor. The dialog has two tabs: **Content** (selected) and **Styling**. In the **Content** tab, the **Element Title** field contains the text "Events". Below this, the **Text Content** area features a rich text editor with various tools (bold, italic, underline, strikethrough, bulleted list, numbered list, indent, outdent, link, unlink, image, table, undo, redo, source code, help) and a text area containing the following text:

- **2016 Training Plan**
- We at Baselines are pleased to present the training catalog for 2016. Our objective is to provide package of exceptional training programs with high quality standards that meet our community requirement.

The **Preview** section on the right shows a rendered version of the content. It includes the same bulleted list item and a paragraph of text. Below the text is a graphic for the "2016 TRAINING CATALOG" featuring the Baselines logo and a stylized background of black, white, and red lines.

At the bottom of the dialog box, there are **Save** and **Cancel** buttons. The Joomla! footer at the bottom of the page reads: Joomla! 3.4.3 — © 2016 Baselines for Smart Solutions. The system tray at the very bottom shows the date and time as 2:38 PM on 2/21/2016.

Text Settings

Content Styling

Element Title: Events

Text Content

Edit Insert View Format Table

Tools

B I U [List Bulleted] [List Numbered] Paragraph [List Numbered]

[List Numbered] [List Bulleted] [List Bulleted] [List Numbered] [List Bulleted] [List Numbered] [List Bulleted] [List Numbered]

Insert/edit link

Base/lines

2016 TRAINING

p » img

Preview

- 2016 Training Plan

We at Baselines are pleased to present the training catalog for 2016. Our objective is to provide package of exceptional training programs with high quality standards that meet our community requirement.



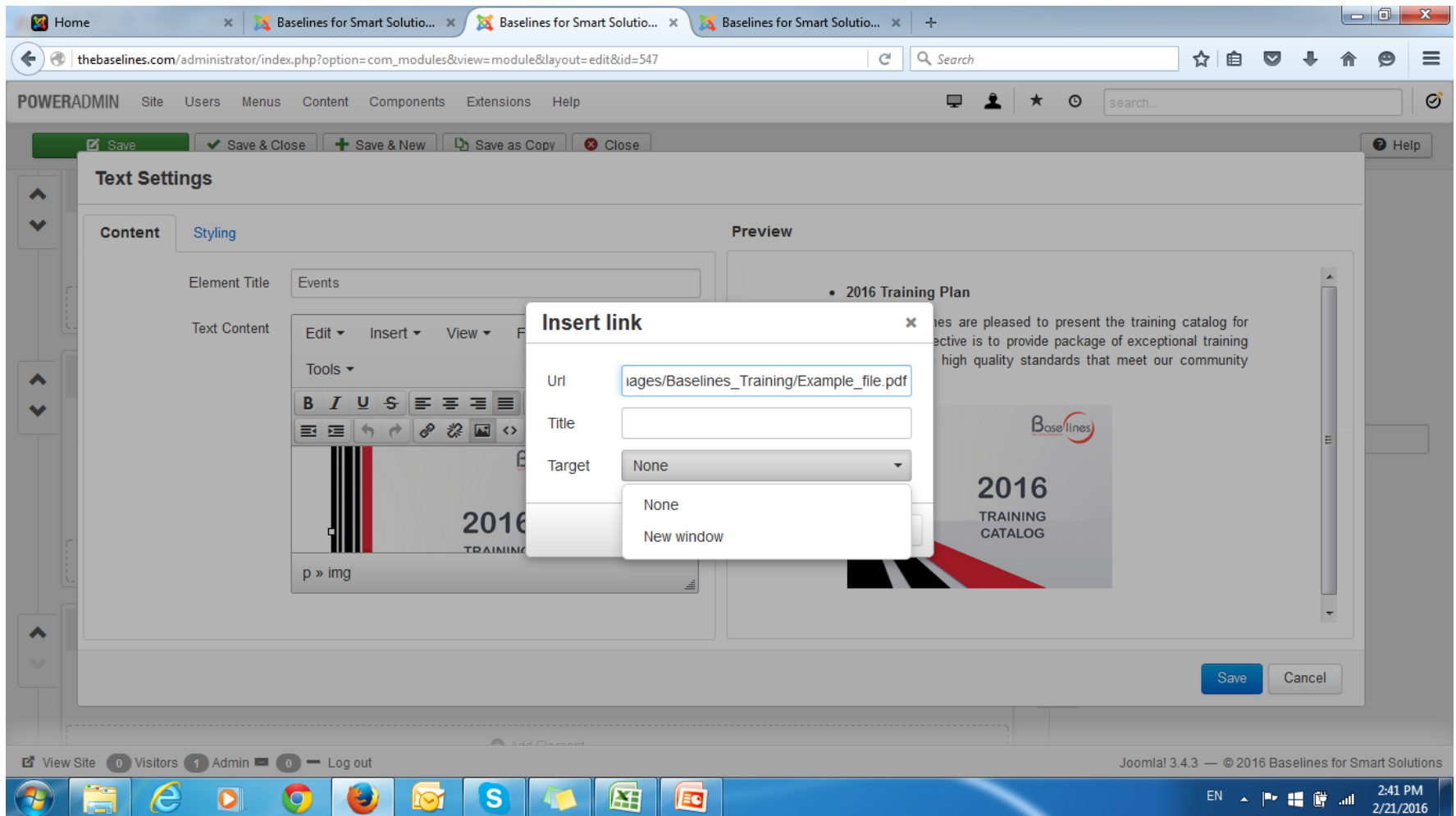
Save Cancel

Write your link

e.g.: images/Baselines_Training/Example_file.pdf

The screenshot displays the Joomla! administrator interface. At the top, the browser address bar shows the URL: `thebaselines.com/administrator/index.php?option=com_modules&view=module&layout=edit&id=547`. The main menu includes 'POWERADMIN', 'Site', 'Users', 'Menus', 'Content', 'Components', 'Extensions', and 'Help'. A toolbar at the top of the content area contains buttons for 'Save', 'Save & Close', 'Save & New', 'Save as Copy', and 'Close'. The 'Text Settings' dialog box is open, showing the 'Content' tab. The 'Element Title' field contains 'Events'. The 'Text Content' field contains a rich text editor with a toolbar and a preview area. The preview area shows a '2016 Training Plan' section with a 'Base lines' logo and the text '2016 TRAINING CATALOG'. An 'Insert link' sub-dialog box is open over the 'Text Content' field, with fields for 'Url', 'Title', and 'Target' (set to 'None'). The 'Ok' and 'Cancel' buttons are visible at the bottom of the sub-dialog. The bottom status bar shows 'View Site', '0 Visitors', '1 Admin', and 'Log out'. The Joomla! version is 3.4.3, and the copyright is © 2016 Baselines for Smart Solutions. The system tray at the bottom right shows the date and time: '2:40 PM 2/21/2016'.

And select option to be open in the same window (none)
or to be opened in a new window (new window)
highly recommended to select: new window



Now save it

thebaselines.com/administrator/index.php?option=com_modules&view=module&layout=edit&id=547

POWERADMIN Site Users Menus Content Components Extensions Help

Save Save & Close Save & New Save as Copy Close Help

Text Settings

Content Styling


Element Title: Events

Text Content: Edit Insert View Format Table Tools Paragraph

Preview

- 2016 Training Plan

We at Baselines are pleased to present the training catalog for 2016. Our objective is to provide package of exceptional training programs with high quality standards that meet our community requirement.



Save Cancel

View Site 0 Visitors 1 Admin 0 Log out Joomla! 3.4.3 © 2016 Baselines for Smart Solutions EN 2:42 PM 2/21/2016

Then save all the module

The screenshot displays the Joomla! administrator interface for editing a module. The browser address bar shows the URL: `thebaselines.com/administrator/index.php?option=com_modules&view=module&layout=edit&id=547`. The top navigation menu includes "POWERADMIN", "Site", "Users", "Menus", "Content", "Components", "Extensions", and "Help". A search bar is located on the right side of the top menu.

Below the navigation menu, a toolbar contains several action buttons: "Save" (highlighted with a red circle), "Save & Close", "Save & New", "Save as Copy", and "Close".

The main content area is divided into three sections, each with a vertical toolbar on its right side containing a plus sign, a pencil icon, and a trash icon. The top section contains a "Text: Text 1" element and an "Add Element" button. The middle section contains three columns of elements: "Text: Coming Training", "Tab: Coming Sessions", and "Button: Contact Us" in the first column; "Text: Featured Events" and "Text: Events" in the second column; and "Text: Hot Jobs" and "Button: Contact Us" in the third column. Each column has an "Add Element" button at the bottom. The bottom section contains a "Divider: Divider 1" element and an "Add Element" button.

On the right side of the interface, there are configuration options: "Access" (set to "Public"), "Ordering" (set to "2. RECENT ACTIVITIES"), "Language" (set to "All"), and a "Note" field.

The bottom status bar shows "View Site", "0 Visitors", "1 Admin", and "Log out". The footer indicates "Joomla! 3.4.3 — © 2016 Baselines for Smart Solutions". The Windows taskbar at the bottom shows the system tray with the date "2/21/2016" and time "2:43 PM".

You will receive this message – then go and check the link at home page – refresh the home page first

The screenshot shows the Joomla! administrator interface. At the top, there are browser tabs and a search bar. The main navigation menu includes 'POWERADMIN', 'Site', 'Users', 'Menus', 'Content', 'Components', 'Extensions', and 'Help'. The current page is 'Module Manager: Module Custom HTML'. A green message box at the top left, highlighted with a red border, says 'Message: Module successfully saved'. Below the message, there are tabs for 'Module', 'Menu Assignment', 'Module Permissions', 'Options', and 'Advanced'. The 'Custom HTML' section is active, showing a 'PageBuilder' editor with a heading 'Heading: Heading 1' and an 'Add Element' button. On the right, there are settings for 'Show Title' (Hide), 'Position' (content-top-overbelow), 'Status' (Published), 'Start Publishing', and 'Finish Publishing'. The footer shows 'Joomla! 3.4.3' and '© 2016 Baselines for Smart Solutions'. The Windows taskbar at the bottom shows the time as 2:44 PM on 2/21/2016.

You done now

The screenshot shows a web browser window with the URL `thebaselines.com/index.php`. The page features three main sections: 'Coming Training', 'Featured Events', and 'Hot Jobs'. Below these are three columns of content: 'ISO 21500 Business Analysis' with a 'Contact Us' button, '2016 Training Plan' with a '2016 TRAINING CATALOG' image and a 'Contact Us' button, and 'Instructors and Consultants Job' with a list of job opportunities and a 'Contact Us' button. The Windows taskbar at the bottom shows the time as 2:46 PM on 2/21/2016.

Home x Baselines for Smart Solutio... x Baselines for Smart Solutio... x Baselines for Smart Solutio... x +

thebaselines.com/index.php Search

Coming Training

Browse our recent sessions below to find out your preference and select a choice.

Featured Events

keep updated with the distinguished nationally and globally latest news and activities.

Hot Jobs

Looking to scale up your career and obtain a better job? Welcome to our job board.

ISO 21500 Business Analysis

Project Management ITIL® Foundation

ISO 21500:2012

Guidance on Project Management

Your guidance to successful projects

Saturday 12th March 2016

Contact Us

- **2016 Training Plan**

We at Baselines are pleased to present the training catalog for 2016. Our objective is to provide package of exceptional training programs with high quality standards that meet our community requirement.

2016
TRAINING
CATALOG

- **Instructors and Consultants Job**

Reputable training centers are seeking for experienced and qualified instructors and consultants to join them for FULL / PART TIME job in Sudan / KSA / UAE as follows:

- Project Management (PMP®) - KSA/UAE
- ITIL® Foundation - KSA
- Contract Management - Sudan/KSA
- Lean six Sigma / Kaizen - Sudan
- PRINCE2® - Sudan/UAE
- TOGAF® Foundation - Sudan/KSA

Contact Us

thebaselines.com/images/Baselines_Training/Example_file.pdf

EN 2:46 PM 2/21/2016