



Regional Health Research & Development Consortium

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RHRDC Sites Manual



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FOREWORD

This manual is specially tailored for the regional site administrators. This should not be considered as a resource that can provide an in-depth Joomla tutorial.

The modules/components for each RHRDC site are the following: (1) Login; (2) Menu; (3) JEvents; (4) Custommenu; (5) Search; (6) Latest News; (7) Bannerslider; (8) Breadcrumbs; and (9) Footer. In cases where other modules or components need to be added, let the super-administrator know.

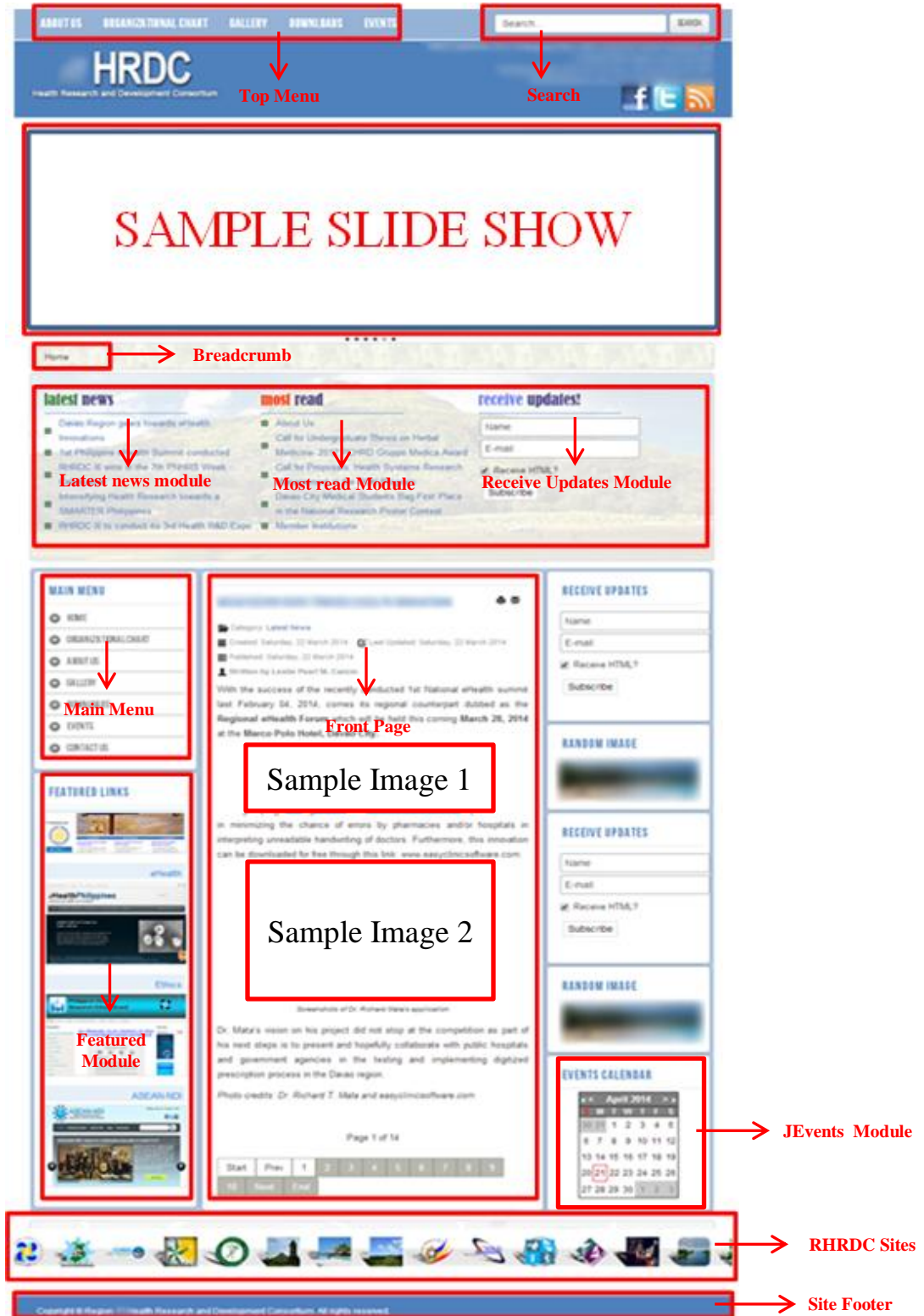
Some installed modules are not included in this manual either because these require a certain level of programming skill or these do not require administration. Specifically, Custommenu requires basic PHP programming skill, so it is taken out of this document. If the need arises to modify the contents of this module, ask the super-administrator to do it. Search, Breadcrumbs, and Bannerslider modules are likewise not covered because these do not need administration.

As a caveat, other instructions in this document may not be performed until some 'file & directory' permissions are explicitly changed on the server. This ensures that the server will remain as locked-down as possible to prevent attacks from hackers. As soon as errors are seen when performing administrative tasks, seek assistance from the super-administrator immediately.

Screenshot of the front-end, showing the modules, is provided in this manual. Also, screenshots of the back-end panel are provided to help ease site administration.



I. FRONT-END SCREENSHOT





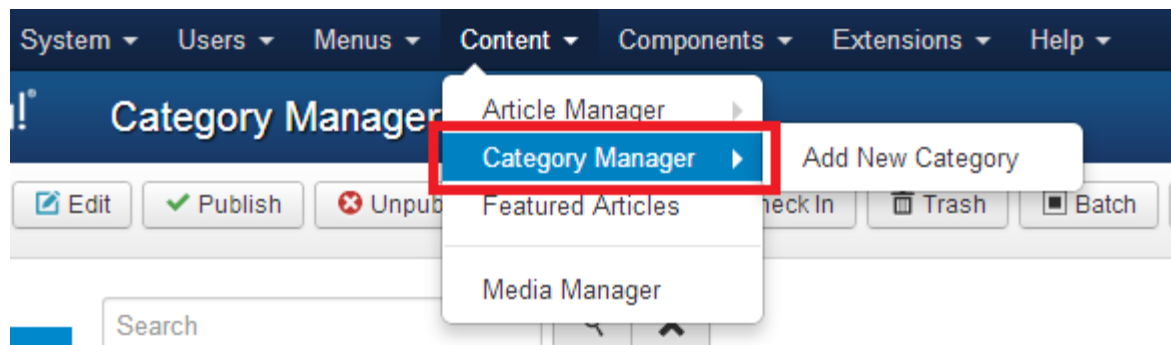
II. LOGIN TO THE BACK-END PANEL

- A. Open a browser of your preference (e.g., Firefox, Google Chrome, IE, Opera, Netscape, etc.). In the address bar of your browser, type the URL of the back-end panel that corresponds to your regional site. See [full list](#) of back-end and front-end URLs on the last page of this manual.
- B. Login using the username and password provided to you by the super-admin. If you did not get your username and password, send your request to citdsadmin@pchrd.dost.gov.ph.

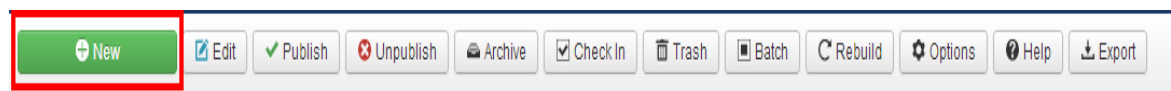


III. CREATE AN ARTICLE CATEGORY

- A. Choose the **Content** menu on top. Click on **Category Manager** menu item.



- B. On the **Category Manager** page, click on **New** button.

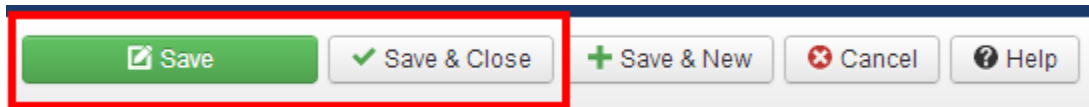




- C. Fill in all required fields (marked with *, an asterisk). You may leave everything else with default values.

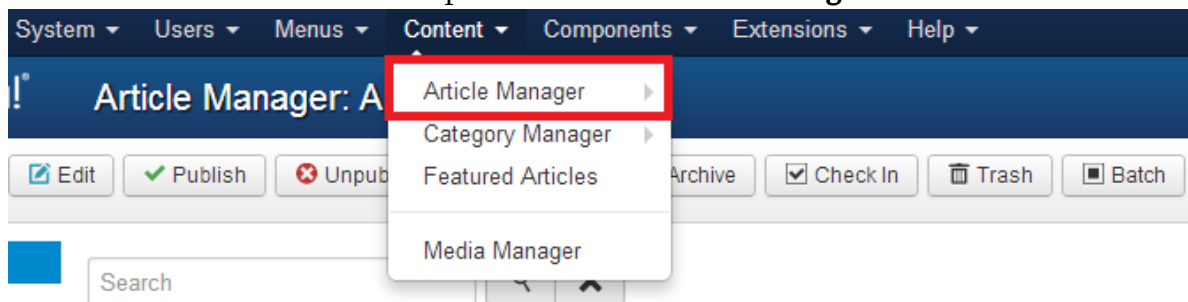
The screenshot shows the article creation interface. At the top, a row of buttons includes 'Save', 'Save & Close', 'Save & New', 'Cancel', and 'Help', all highlighted with a red box. Below this are tabs for 'Category Details', 'Publishing Options', 'Options', 'Metadata Options', and 'Category Permissions'. The 'Details' sidebar on the right contains dropdown menus for 'Parent' (set to '- No parent -'), 'Status' (set to 'Published'), 'Access' (set to 'Public'), and 'Language' (set to 'All'). The main form area includes 'Title *' and 'Alias' fields, both highlighted with red boxes. Below these is a rich text editor for the 'Description' field, also highlighted with a red box. At the bottom, there are 'Article' and 'Image' buttons, and a 'Toggle editor' button.

- D. Click on **Save**, **Save & Close**, or **Save & New** button.

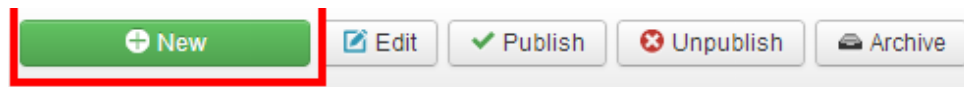


IV. CREATE NEW ARTICLES

- A. Click on the **Content** menu on top. Click on the **Article Manager** menu item.



- B. On the **Article Manager** page, click on New button.



- C. Fill in all the required fields (marked with *, an asterisk). To save the article, click on **Save**, **Save & Close**, or **Save & New** button.



Save Save & Close Save & New Cancel Help

Article Details Publishing Options Article Options Configure Edit Screen Metadata Options Article Permissions

Title: [] Category: - Uncategorised

Status: Published

Access: Public

Featured: No

Language: All

Tags: Select some options

V. MANAGE ARTICLES

A. Click on the **Content** menu on top. Click on **Article Manager** menu item.

B. On the **Article Manager** page, tick the checkbox beside the article that you want to manage. Click on any of the buttons on top to perform desired action.

New Edit Publish Unpublish Featured Archive Check In Trash Batch Options Help Export

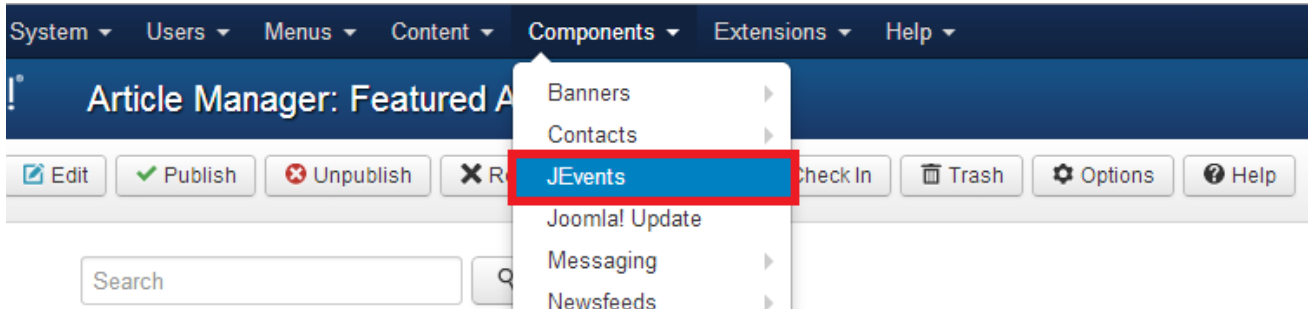
Status	Title	Access	Author	Language	Date	Hits	ID
<input checked="" type="checkbox"/>	10 New Proposals Shortlisted for 2012 Funding Category: Latest News	Public	Super User	All	2012-01-31	827	21
<input checked="" type="checkbox"/>	1st Philippine Category: Latest	Public	Leslie Pearl M. Cancio	All	2014-03-05	57	47
<input checked="" type="checkbox"/>	2012 Outstanding Category: Latest	Public	Super User	All	2012-01-09	489	20
<input checked="" type="checkbox"/>	2014 Call for Health R&D Proposals Category: Announcements	Public	Leslie Pearl M.	All	2013-11-04	166	42

List of articles

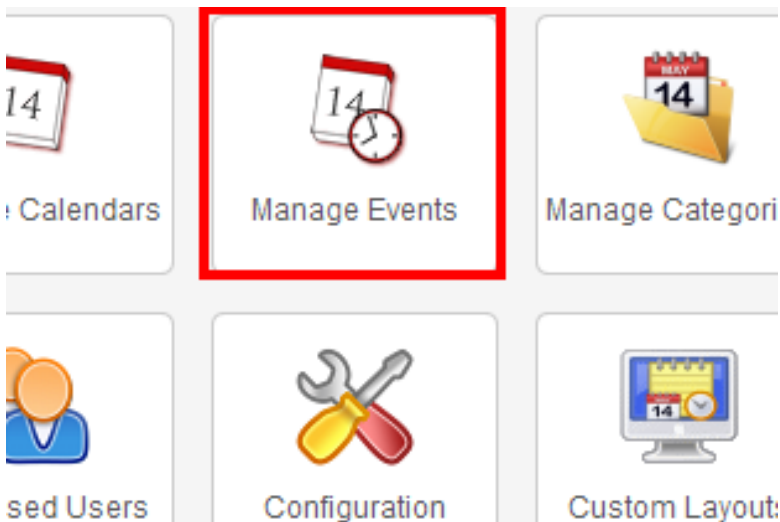


VI. CREATE EVENTS

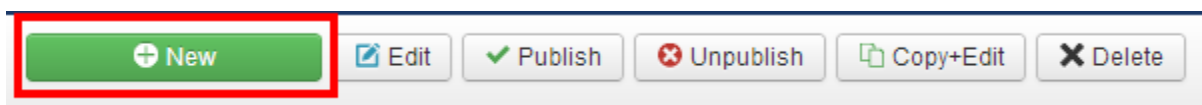
- A. Click on the **Components** menu on top. Click on **JEvents** menu item.



- B. Click on **Manage Events** menu.



- C. On the **Manage Events** page, click on the **New** button.



- D. Fill in all required fields (marked with *, an asterisk) including the **Event subject/title**. Choose a category. Set the optional fields if desired (Activity, Location, Contact, Extra Info).



ApplySave & CloseSave & NewCancel

Common

Calendar

Subject	<input style="width: 95%;" type="text" value="Subject"/>
Event Creator	<input style="width: 95%;" type="text" value="Select user"/>
Categories	<input style="width: 95%;" type="text" value="DEFAULT"/>
Access level	<input style="width: 95%;" type="text" value="Public"/>
State	<input style="width: 95%;" type="text" value="Published"/>
Activity	<div style="border: 1px solid #ccc; padding: 5px;"><div style="border: 2px solid red; height: 150px; width: 100%;"></div></div>
Location	<input style="width: 95%;" type="text"/>
Contact	<input style="width: 95%;" type="text"/>
Extra Info	<div style="border: 1px solid #ccc; padding: 5px; min-height: 80px;"><div style="border: 2px solid red; height: 100%; width: 100%;"></div></div>



- E. Click on **Calendar** tab and set **Start date and time**, and **End date and time**. Change all other fields if needed (All day Event or Unspecified time, 12 Hour, No specific end time, and Repeat type).

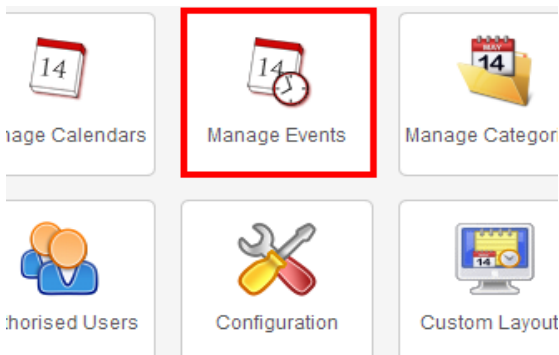
The screenshot shows a web interface for creating an event. At the top, there are four buttons: 'Apply' (green), 'Save & Close' (green), 'Save & New' (green), and 'Cancel' (red). Below these is a tabbed interface with 'Common' and 'Calendar' tabs. The 'Calendar' tab is active. The main section is titled 'Start, End, Duration'. It contains two rows of input fields. The first row is for the start date and time: 'Start date' (2014-04-22), 'Start Time' (08:00), and a dropdown for 'am/pm' (set to 'am'). The second row is for the end date and time: 'End date' (2014-04-22), 'End Time' (05:00), and a dropdown for 'am/pm' (set to 'pm'). To the right of the end time is a checkbox for 'No specific end time'. Below this is the 'Repeat type' section with buttons for 'No Repeat', 'Daily', 'Weekly', 'Monthly', and 'Yearly'. The 'No Repeat' button is highlighted in green.

- F. Click on **Apply**, **Save & Close**, or **Save & New** button.

The screenshot shows the same web interface as above, but with a red box highlighting the four buttons at the top: 'Apply' (green), 'Save & Close' (green), 'Save & New' (green), and 'Cancel' (red).

VII. MANAGE EVENTS

- A. Click on the **Components** menu on top. Click **JEvents** menu item. On the **JEvents** control panel, click **Manage Events**.





- B. On the **Manage Events** page, a list of existing events will be shown. You may show the past events by setting the value of **Hide Past Events** to **No**. To show specific events, you may change the category or the filters.

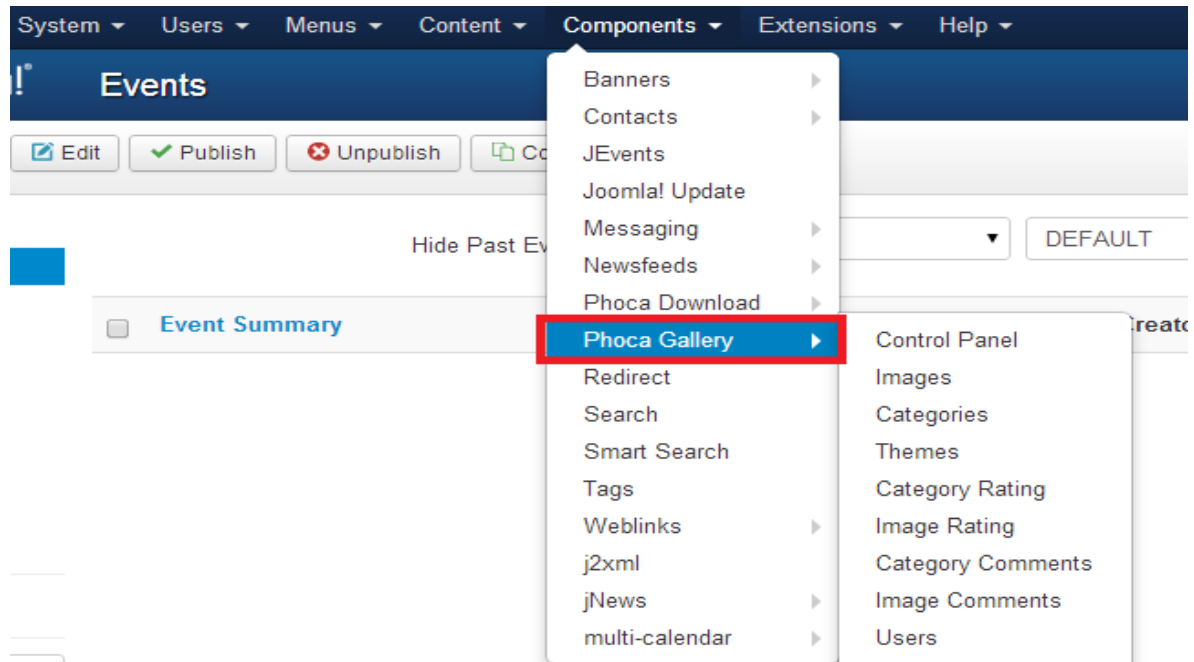
The screenshot displays the 'Manage Events' interface. At the top, there is a toolbar with buttons: 'New' (green), 'Edit' (blue), 'Publish' (green), 'Unpublish' (red), 'Copy+Edit' (green), and 'Delete' (red). Below the toolbar is a control panel with a sidebar menu on the left containing: 'Control Panel', 'Manage Events' (highlighted), 'Manage Calendars', 'Manage Categories', 'Authorised Users', 'Configuration', 'Custom Layouts', 'Support Info', and 'Custom CSS'. The main area has a header with 'Hide Past Events' set to 'No', a 'DEFAULT' dropdown, a search bar, and a '20' dropdown. Below this is a table header with columns: 'Event Summary', 'repeats', 'Event Creator', 'Published', 'Timesheet', 'Created', 'Modified', and 'Access'. The table body is empty.

- C. Tick the checkboxes beside the events listed. Click on any of the buttons on top to perform the desired action.

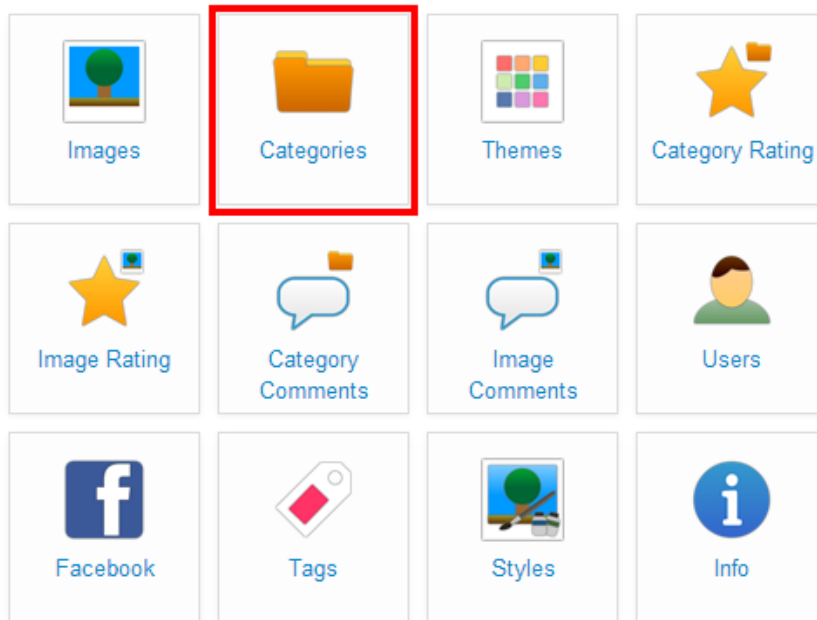
This is a close-up of the toolbar from the previous screenshot, showing the following buttons from left to right: 'New' (green), 'Edit' (blue), 'Publish' (green), 'Unpublish' (red), 'Copy+Edit' (green), and 'Delete' (red).

VIII. CREATE A PHOCA GALLERY CATEGORY

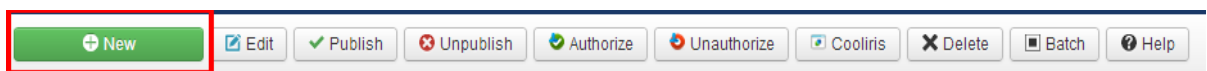
- A. Click on the **Components** menu on top. Click on **Phoca Gallery** menu item.



B. Click on **Categories** menu.



C. Click on **New** button on top.





D. Fill in the required fields (marked by *, asterisk). Select a parent category if the one you are creating is a subcategory under it, otherwise, leave it unchanged. Set other tab options (Publishing and Metadata Options, and Picasa (Google+) and Facebook Settings) when necessary.

Save Save & Close Save & New Picasa (Google+) Import
Facebook Import Facebook Export Cancel Help

General Options Publishing Options Metadata Options Picasa (Google+) Settings
Facebook Settings

Title *	<input type="text"/>
Alias	<input type="text"/>
Parent Category	- Select Category
Ordering	New items default to the last position. The ordering can be changed after this item is saved.
Access	Public
Access Rights	Select some options
Upload Rights	Select some options
Delete Rights	Select some options

E. Click on **Save**, **Save & Close**, or **Save & New** button.

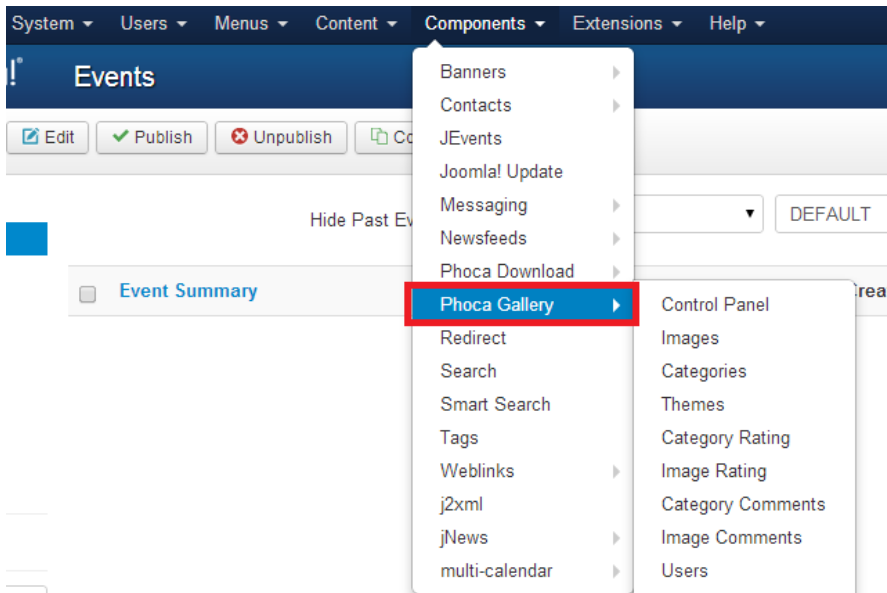
Save Save & Close Save & New Picasa (Google+) Import
Facebook Import Facebook Export Cancel Help



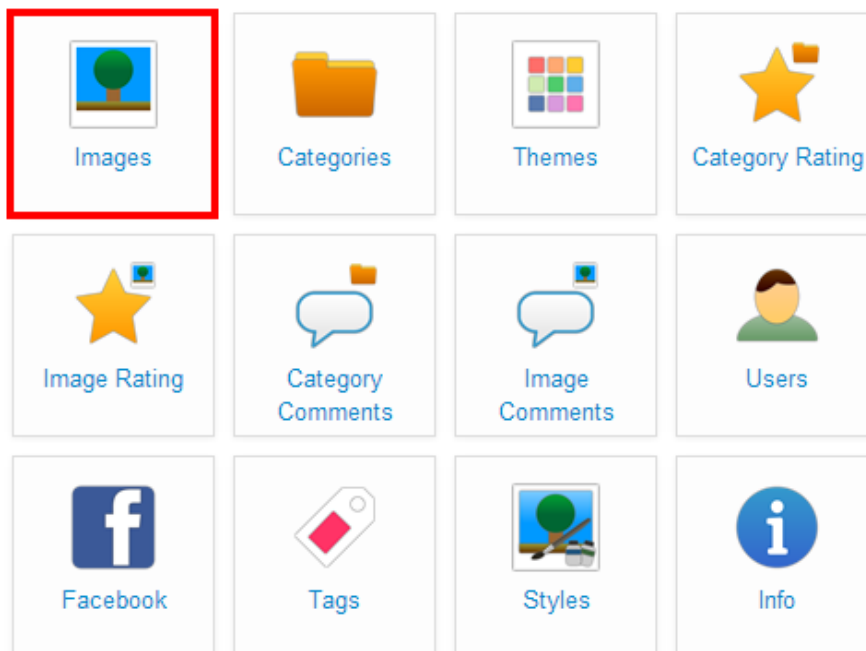
IX. ADD IMAGES TO PHOCA GALLERY

The instructions below require that at least a **Phoca Gallery** category has been created, otherwise, create one by following the previous instructions.

A. Click on the **Components** menu on top. Click on **Phoca Gallery** menu item.

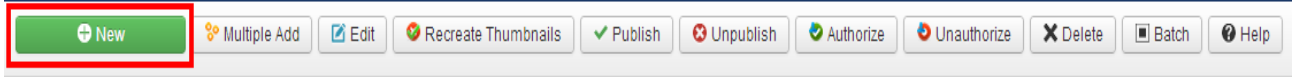


B. Click on **Images**.





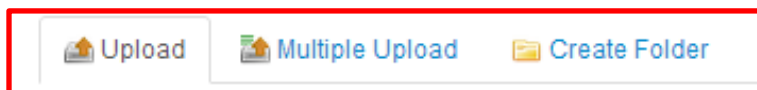
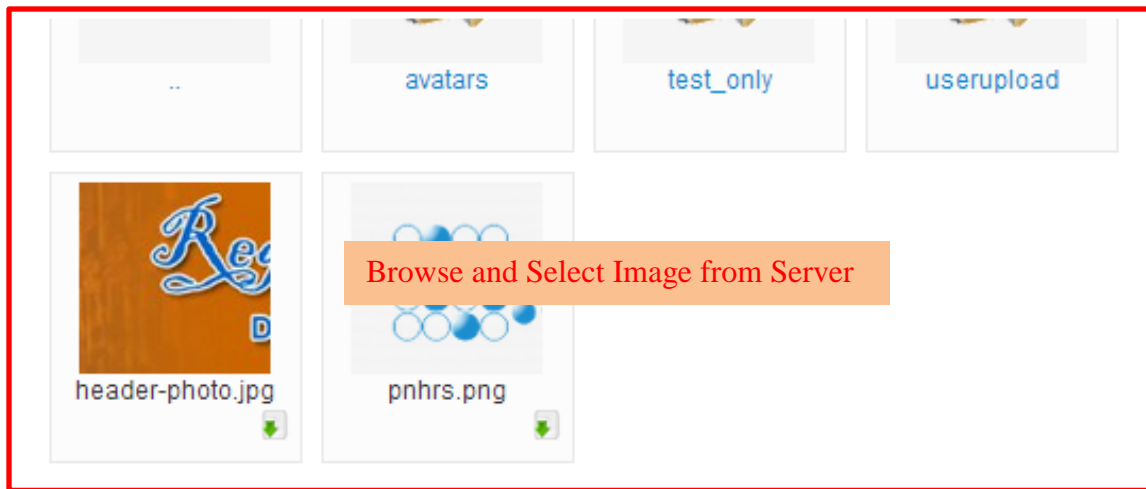
C. On the **Images** page, click on **New** button.



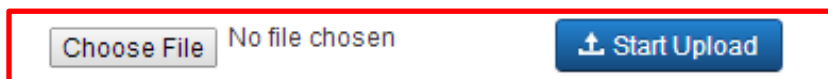
D. Fill in all required fields (marked by *, an asterisk). Click on **Select Filename** button beside the **Filename Field** to pull up the image selector window.

The screenshot shows a form with several fields and buttons. At the top, there is a row of buttons: 'Save' (highlighted with a red box), 'Save & Close', 'Save & New', 'Cancel', and 'Help'. Below this is a tabbed interface with 'General Options', 'Publishing Options', 'Geo Options', 'External Link Options', and 'Metadata Options'. The 'Publishing Options' tab is active. The form fields are: 'Title' (text input), 'Alias' (text input), 'Category *' (dropdown menu with '- Select Category -'), 'Ordering' (text input with a note: 'New items default to the last position. The ordering can be changed after this ite'), 'Filename *' (text input with a 'Select Filename' button), 'Video Code (YouTube)' (text input with a 'Select YouTube' button), and 'VirtueMart Product Id' (text input). A 'Description' button is located at the bottom right of the form area.

E. On the **Image Selector**, browse and select an image file. If the image file is not yet on the server, click on the **Upload** tab. Click on **Choose File** button and select the image from your computer. Click on **Start Upload** button to upload. You may upload multiple files.



Upload File [Max Size: 3.00 MB, Max Resolution: 3072 x 2304 px]



F. In Step D, update necessary fields on each tab (Publishing Options, Geo Options, External Link Options, and Metadata Options).

G. To upload multiple images to the server, click on the **Multiple Add** button in Step C.



H. On the **Upload Multiple Images** page, fill in all the necessary fields. Scroll down to find the **Multiple Upload** tab. Click on it to select and add images from your computer. Click on **Start Upload** button.



Save & Close Close Help

Multiple Add

Title

Alias

Published Published

Authorized Authorized

Category - Select Category -

Language All

Path: /htdocs/pnhrs/r11hrdc/images/phocagallery/

Filename

- 1st
- 2nd
- 3rd
- 3rd_Health
- 3rd_Health_Expo_Boya
- AgendaSettingonMCH
- BENCHC
- Herdin

Upload Multiple Upload Create Folder

Upload File [Max Size: 3.00 MB, Max Resolution: 3072 x 2304 px]
Select Images. Add images to the upload queue and click the start button.

Filename	Status	Size
List of Selected Files from Computer		

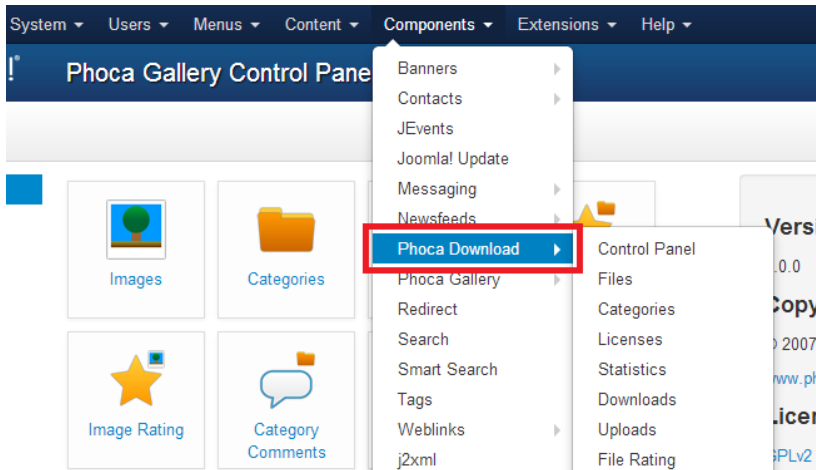
Add Files Start Upload 0% 0 b

I. Click on **Save & Close** button.

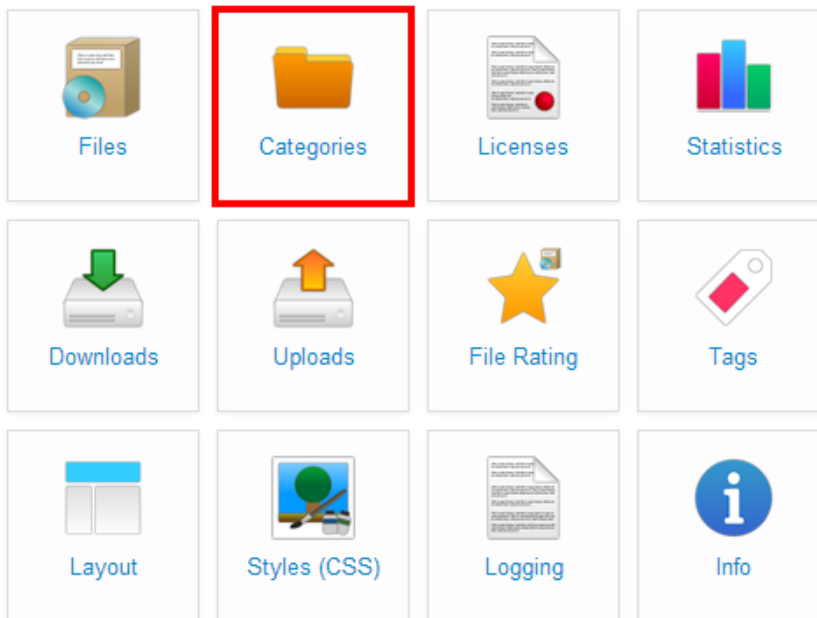


X. CREATE A PHOCA DOWNLOAD CATEGORY

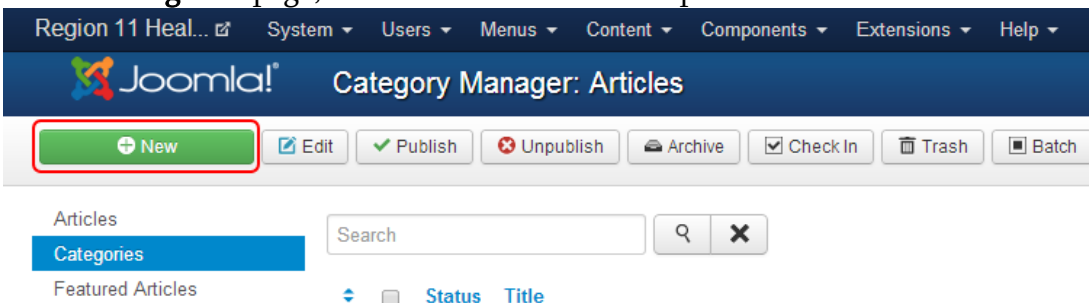
A. Click on the **Components** menu on top. Click on **Phoca Download** menu item.



B. Click on **Categories**.



C. On the **Categories** page, click on **New** button on top.





- D. Fill in all the required fields (marked by *, an asterisk). Select a parent category if necessary. Update other tab options (Publishing and Metadata Options) when needed.

The screenshot shows a software interface with a top navigation bar containing five buttons: Save (green), Save & Close (grey), Save & New (green), Cancel (grey), and Help (grey). Below the navigation bar are three tabs: General Options, Publishing Options (selected), and Metadata Options. The Publishing Options tab contains a form with the following fields:

- Title * (text input)
- Alias (text input)
- Parent Category (dropdown menu with "- Select Category")
- Ordering (text input with the note: "New items default to the last position. The ordering can be changed after this item is saved.")
- Access (dropdown menu with "Public")
- Access Rights (text input with "Select some options")
- Upload Rights (text input with "Select some options")
- Delete Rights (text input with "Select some options")

- E. Click on **Save**, **Save & Close**, or **Save & New** button on top.

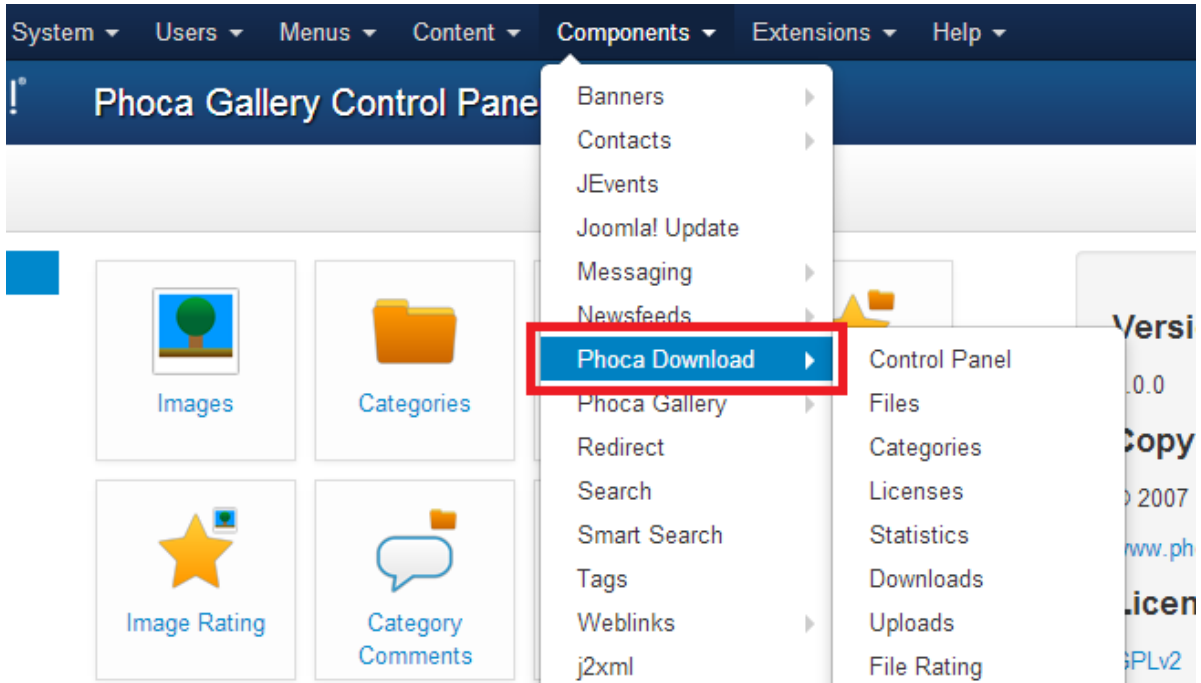
The screenshot shows the top navigation bar with five buttons: Save (green), Save & Close (grey), Save & New (green), Cancel (grey), and Help (grey). A red box highlights these buttons.

XI. ADD FILES TO PHOCA DOWNLOAD

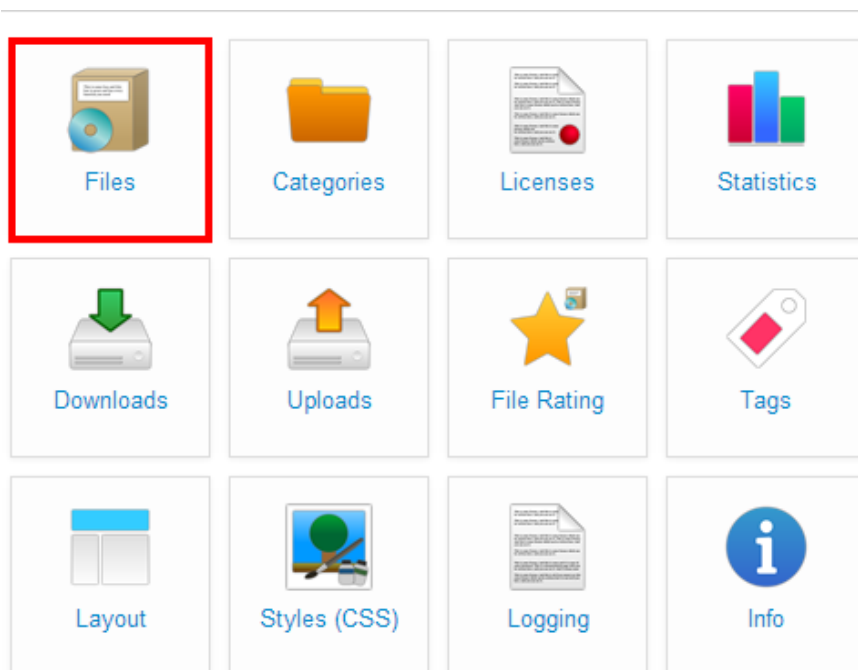
The instructions below require that at least a **Phoca Download** category has been created.



A. Click on the **Components** menu on top. Click on **Phoca Download** menu item.

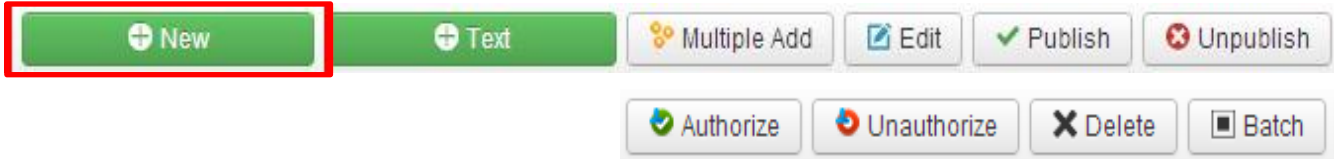


B. Click on **Files**.

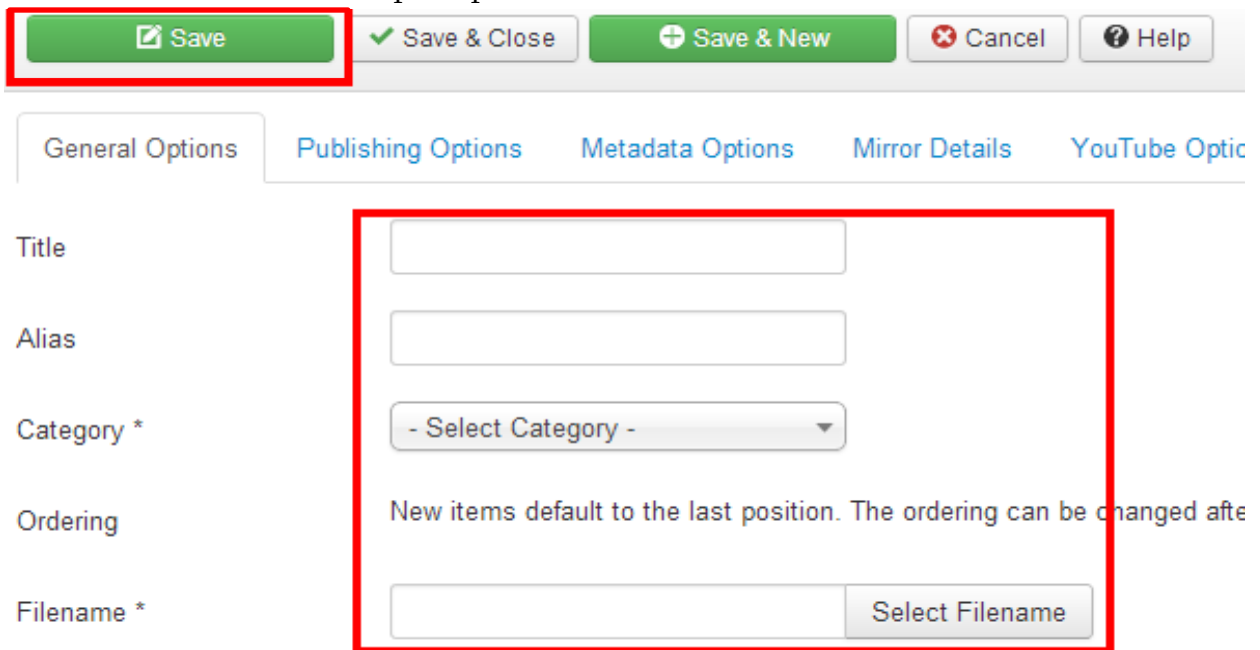




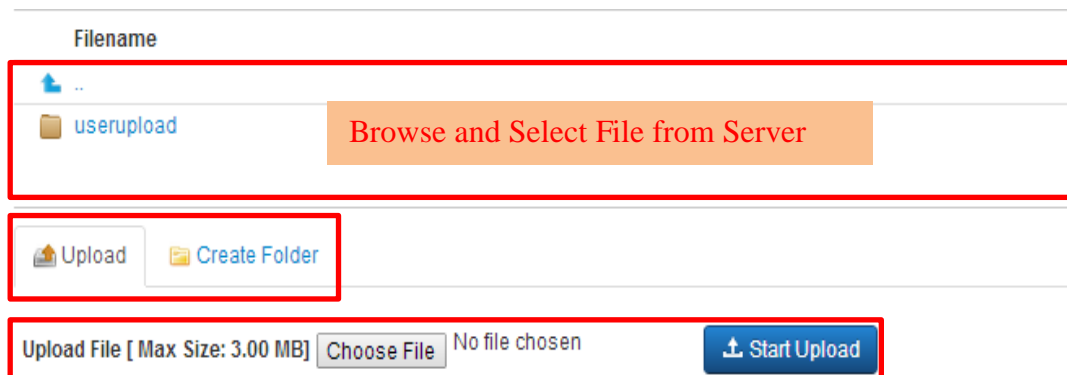
C. Click on **New** button on top.



D. Fill in the required fields (marked by *, an asterisk). Click on **Select Filename** button beside the **Filename** field to pull up the **File Selector** window.



E. On the **File Selector** window, select a file. If the file is not yet on the server, click on **Upload** tab. Click on **Choose File** button and select the file from your computer. Click on **Start Upload** button to upload. You may upload multiple files.





F. In Step D, update necessary fields on each tab (Publishing Options, Metadata Options, Mirror Details, and YouTube Options).

G. To upload multiple files to the server, click on the **Multiple Add** button in Step C.

The screenshot shows a file management interface. At the top, there is a toolbar with several buttons: 'New', 'Text', 'Multiple Add' (highlighted with a red box), 'Edit', 'Publish', 'Unpublish', 'Authorize', and 'Unauthorize'. Below the toolbar is a 'Control Panel' with a sidebar on the left containing 'Files', 'Categories', 'Licenses', 'Statistics', 'Downloads', 'Uploads', 'File Rating', 'Tags', 'Layout', 'Styles (CSS)', 'Logging', and 'Info'. The main area is a table of files with columns for 'Title', 'Filename', 'Published', 'Authorized', and 'Categ'. Three files are listed, all with 'Published' and 'Authorized' status checked. A red box highlights the first three rows of the table, and an orange callout box with the text 'List of files in the server' is overlaid on the first row.

Title	Filename	Published	Authorized	Categ
2010 Accomplishment Report (Alias:2010-report)	2010 accomplishment report.pdf	✓	✓	2010 Accomp Report
2011 accomplishment report (Alias:2011-accomplishment-report)	2011 accomplishment report.pdf	✓	✓	2011 Accomp Report
3rd health rd expo_guideline_criteria_program (Alias:3rd-health-rd-expo_guideline_criteria_program)	3rd health rd expo_guideline_criteria_program.pdf	✓	✓	3rd Hea Expo_G and Crit

H. Fill in all required fields. Scroll down to find the **Upload** tab. Click on **Choose File** button to browse and select files from your computer. Click on **Start Upload** button to upload. When upload is complete, select the files that you want added to **Phoca Download**.



Path: /htdocs/pnhrs/r11hrdc/phocadownload/

Filename

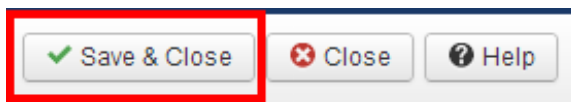
- network
- test
- userupload
- 2010 accomplish
- 2010 accomplish
- 2011 accomplish
- 3rd health rd expo_guideline_criteria_program.pdf
- accomplishment report as of may 2011.pdf
- annex a_health research competition_.pdf
- annex b poster exhibit.pdf

Upload Create Folder

Upload File [Max Size: 3.00 MB] Choose File No file chosen Start Upload

List of files uploaded in the server.

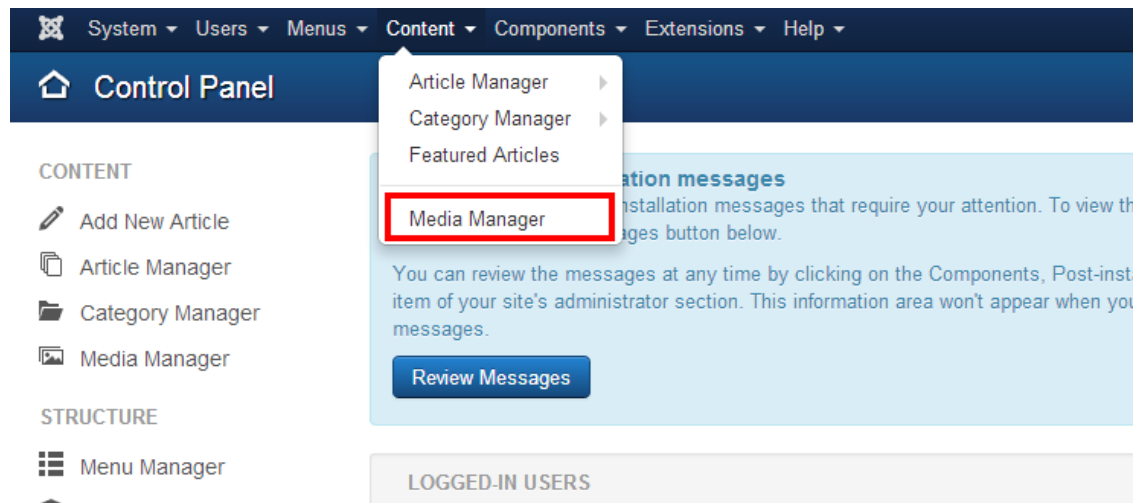
- I. Click on **Save and Close** button on top.



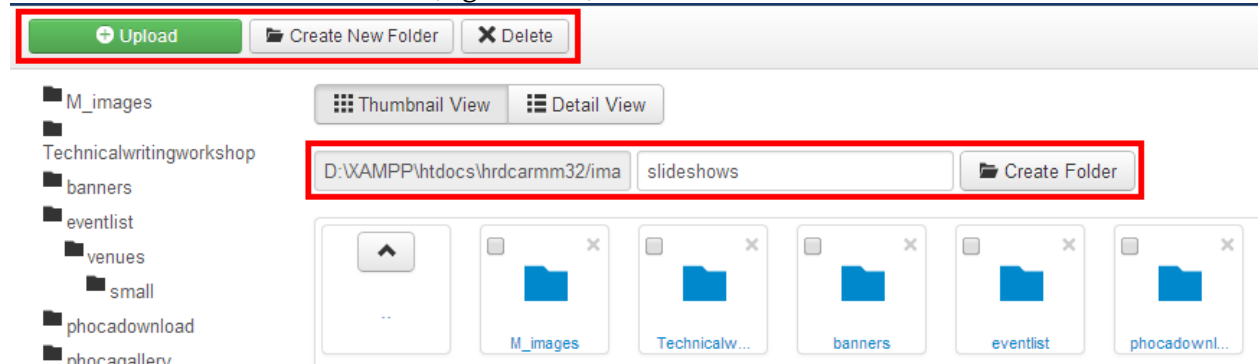
XII. UPLOAD IMAGES FOR SLIDESHOW

Note: Images to be uploaded for the slideshow should have a resolution of 960 pixels (width) x 300 pixels (height).

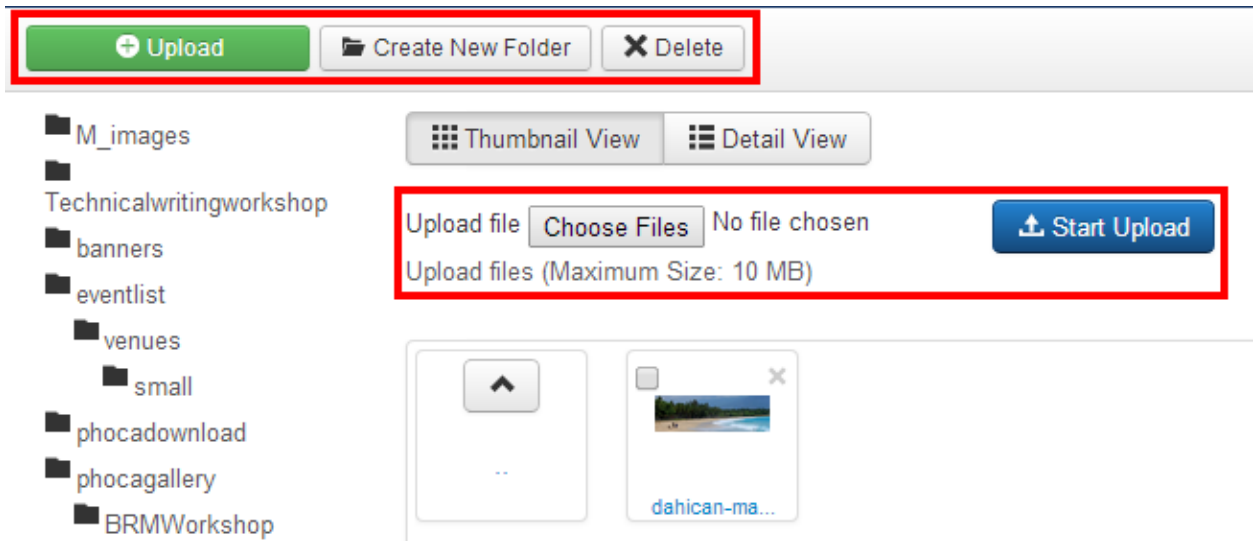
- A. Click on the **Content** menu on top. Click on **Media Manager** menu item.



- B. On the **Media Manager** page, click on **Create New Folder** button to display the **New Folder** form. Type the folder name (e.g., slideshows) and click on **Create Folder** button to create the folder. Open the newly created folder and create another one inside it and name it as desired (e.g., events).



- C. Open the last created folder, from Step B. Click on **Upload** button on top to show the upload form. Click on **Choose Files** button and select an image from your computer (**images should have a resolution of 960 pixels (width) x 300 pixels (height) and its filename should only have alphanumeric characters including hyphens, with no spaces or special characters**). Click on **Start Upload** button to upload.



- D. On your computer, create a new text file using Notepad and follow the sample format below. Save it as “**sliderdescriptions.txt**”, without quotes. Upload this file in the same folder where the images were uploaded.

[ALT]

image1.png = “Text to appear below the image1”

image2.png = “Text to appear below the image2”

image3.jpg = “Text to appear below the image3”

[DESCRIPTION]

image1.png = “Brief description of image1”

image2.png = “May be left blank”

image3.jpg = “”

[LINK]

image1.png = “URL if the image will be linked to certain article”

image2.png = “May be left blank”

image3.jpg = “”

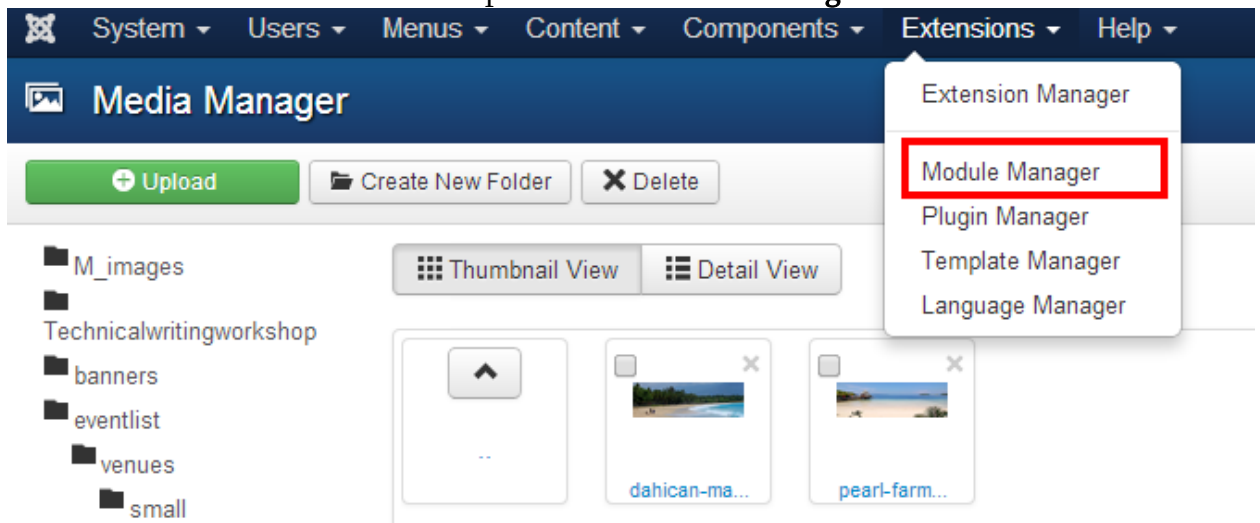


```
C:\Users\ICT\Desktop\sliderdescriptions.txt - Notepad++
File Edit Search View Encoding Language Settings Macro Run Plugins Window ? X
sliderdescriptions.txt
1 [ALT]
2 dahican-mati.png="Dahican Mati"
3 pearl-farm-samal-island.png="Pearl Farm, Samal Island"
4
5 [DESCRIPTION]
6 dahican-mati.png="Dahican Mati"
7 pearl-farm-samal-island.png="Pearl Farm, Samal Island"
8
9 [LINK]
10 dahican-mati.png=""
11 pearl-farm-samal-island.png=""
length: 254 Ln: 2 Col: 1 Sel: 0 Macintosh ANSI INS
```

XIII. ACTIVATE SLIDESHOW

The instructions below require that the steps in the previous section, **UPLOAD IMAGES FOR SLIDESHOW**, have been completed.

- A. Click on the **Extensions** menu on top. Click on **Module Manager** menu item.



- B. On the **Module Manager** page, scroll down to find **Slideshow** or **Slide Show**, tick the



checkbox beside it and click on Edit button on top. Alternatively, you may directly click on the text **Slideshow** or **Slide Show**.

+ New Edit Duplicate Publish Unpublish Check In Trash Batch Help Options									
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Receive Updates	right	jNews Module	Selected only	Public	All	112	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Calendar	right	JEvents Calendar	Selected only	Public	All	87	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Random Image	right	Random Image	Selected only	Public	All	109	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Search	search	Search	All	Public	All	102	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Slide Show	slideshow	ARI Image Slider	Selected only	Public	All	110	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Social Networking	social	Custom HTML	All	Public	All	103	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Top Right	top	Custom HTML	All	Public	All	104	

- C. On the **Edit Slideshow** page, change **Status** to **Published**. In the **Description File** field, type the name of the previously created text file from Step D of the previous section (**UPLOAD IMAGES FOR SLIDESHOW**). Type the location in the **Image Path** field where the images were uploaded (e.g., Images/slideshows/events). Leave the others unchanged.

Save Save & Close Save & New Save as Copy Close Help				
Module	Description	Menu Assignment	Module Permissions	Advanced
ARI Image Slider				
<input type="checkbox"/> Site				
ARI Image Slider module based on Nivo Slider jQuery plugin and provides possibility to create awesome image slider based on images from specific folder(s). Main features: 16 transition effects; No flash. Pure javascript and CSS; Can sort images by...				
Show full description...				
Include jQuery	Yes			
Load jQuery method	Google CDN			
jQuery version	1.8.2			
jQuery noConflict	Yes			
Load method	On Load			
Show Title	Show	Hide		
Position	slideshow			
Status	Published			
Start Publishing	0000-00-00 00:00:00			
Finish Publishing	0000-00-00 00:00:00			
Access	Public			



Support multi-language description

Description file

Default description

Default link

Number of images

Sort by

Sort direction

Subfolders depth level

Scan subfolders

Image path

Use thumbnails

D. Click on the **Menu Assignment** tab below the buttons located on top. Change the **Module Assignment** field to **Only on the Pages Selected**. Click on **Expand All** and uncheck everything else except **Home** under **Main Menu**.

Module **Description** **Menu Assignment** **Module Permissions** **Advanced**

Module Assignment

Menu Selection:

MAIN MENU

- Home (Alias: home)
- About Us (Alias: about-us-2)
- Organizational Chart (Alias: organizational-chart-2)
- Gallery (Alias: gallery-2)
- Downloads (Alias: downloads-2)
- Events (Alias: events-2)
- Contact Us (Alias: contact-us)

TOP MENU

- About Us (Alias: about-us)



E. Click on **Save** or **Save & Close** to save the changes.



XIV. FULL LIST OF RHRDC FRONT-END & BACK-END URLS

REGION	FRONT-END URL	BACK-END URL
REGION 1	http://region1.healthresearch.ph	http://region1.healthresearch.ph/administrator
REGION 2	http://region2.healthresearch.ph	http://region2.healthresearch.ph/administrator
REGION 3	http://region3.healthresearch.ph	http://region3.healthresearch.ph/administrator
REGION 4A	http://region4a.healthresearch.ph	http://region4a.healthresearch.ph/administrator
REGION 4B	http://region4b.healthresearch.ph	http://region4b.healthresearch.ph/administrator
REGION 5	http://region5.healthresearch.ph	http://region5.healthresearch.ph/administrator
REGION 6	http://region6.healthresearch.ph	http://region6.healthresearch.ph/administrator
REGION 7	http://region7.healthresearch.ph	http://region7.healthresearch.ph/administrator
REGION 8	http://region8.healthresearch.ph	http://region8.healthresearch.ph/administrator
REGION 9	http://region9.healthresearch.ph	http://region9.healthresearch.ph/administrator
REGION 10	http://region10.healthresearch.ph	http://region10.healthresearch.ph/administrator
REGION 11	http://region11.healthresearch.ph	http://region11.healthresearch.ph/administrator
REGION 12	http://region12.healthresearch.ph	http://region12.healthresearch.ph/administrator
ARMM	http://arrrm.healthresearch.ph	http://arrrm.healthresearch.ph/administrator
CAR	http://car.healthresearch.ph	http://car.healthresearch.ph/administrator
CARAGA	http://www.caragahealthresearch.org	
MMHRDC	http://mmhrdc.healthresearch.ph	http://mmhrdc.healthresearch.ph/administrator