

# **User Manual for Web Resource Upload and Management**

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# FOMED DEPARTMENT RESOURCES

## WordPress Plugin

# USER MANUAL

Adding Resources · Using Shortcodes · Troubleshooting

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# 1. Adding a New Resource

Follow these steps to upload a PDF document and make it available on your website.

## Step 1 — Log in to WordPress Admin

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### Access the Admin Dashboard

Open your browser and go to your WordPress login page:

<https://med.uwu.ac.lk/wp-admin>

Enter your username and password, then click Log In.

## Step 2 — Open the Upload Form

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### Navigate to Dept Resources → Upload New

In the left-hand WordPress menu, look for Dept Resources.

Hover over it to reveal the sub-menu, then click Upload New.

The Upload New Resource form will open.

### Quick Tip

You can also reach the upload form by going to Dept Resources → All Resources and clicking the + Upload New button at the top right of the page.

## Step 3 — Fill in the Resource Details

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### Complete the form fields

Fill in all required fields marked with a red asterisk (\*).

Field	Required?	Description
Title	Yes *	A clear, descriptive name for the document. Example: Hand Hygiene Protocol v2.1
Department	Yes *	Select the department this document belongs to from the dropdown list.
Category	Yes *	Choose one of the three document types (see below). Standard Operational Procedure is selected by default.
Description	No	Optional short summary. Displayed on the card if enabled in Settings.
Sort Order	No	A number controlling display order within a category. Lower numbers appear first. Default is 0.
PDF File	Yes *	Click the upload area or drag and drop a PDF file. Maximum size: 20 MB.

## Document Categories

There are three document categories available:

Category	Description
<b>Standard Operational Procedure (SOP)</b>	Step-by-step procedural guidelines. This is the default category selected when opening the form.
<b>Clinical Portfolio</b>	Clinical case documentation, patient portfolios, and competency records.
<b>Research Projects</b>	Research papers, project proposals, and academic publications.

### Step 4 — Select the PDF File

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#### Upload the PDF document

Click anywhere inside the upload area (the dashed box labelled "Click to select PDF"). A file browser will open. Locate your PDF file and click Open. Alternatively, drag a PDF file from your computer directly onto the upload area. Once selected, the file name and size will appear inside the upload area. If you selected the wrong file, click the × button to clear it and choose again.

#### ⚠ File Requirements

- File type: PDF only (.pdf)
- Maximum size: 20 MB per file
- Files smaller than 20 MB are recommended for best loading speed on the website.

### Step 5 — Submit the Upload

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#### Click the Upload Resource button

Scroll to the bottom of the form and click the blue Upload Resource button. A progress bar will appear showing the upload progress. Do not close or refresh the browser while uploading. When the upload is complete, a green success message will appear. You will be automatically redirected to the All Resources list after 1–2 seconds.

#### ✓ What happens next?

The PDF is stored in the WordPress Media Library and recorded in the plugin database. It will immediately appear on any page or post where the matching department shortcode is embedded.

### Step 6 — Editing an Existing Resource (Optional)

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#### To edit a resource after upload

Go to Dept Resources → All Resources.

Find the resource in the table. Use the Department or Category filters at the top to narrow the list.

Click the pencil (edit) icon in the Actions column.

The edit form opens. You can change the Title, Department, Category, Description, or Sort Order.

Note: the PDF file itself cannot be replaced via edit. To replace the file, delete the resource and upload a new one.

Click Save Changes when done.



### Deleting a Resource

In All Resources, click the red trash icon next to the resource you want to remove. A confirmation prompt will appear. Click OK to permanently delete it. This cannot be undone.

## 2. Using Shortcodes

Shortcodes let you display department PDF resources inside any WordPress post or page. When a page containing a shortcode is viewed, the plugin checks for uploaded resources and displays them as cards. If no resources exist for that department, nothing is shown.

### 2.1 Basic Shortcode Format

The general format for all shortcodes is:

```
[fomed_resources department="slug"]
```

Replace **slug** with the department identifier from the table in Section 2.3.

### 2.2 Optional Parameters

You can customise what each shortcode displays by adding optional parameters:

Parameter	Accepted Values	What it does
<code>category</code>	"sop"   "clinical-portfolio" "   "research-projects"	Show only one category instead of all three. Omit this parameter to show all categories.
<code>columns</code>	"1"   "2"   "3"   "4"	Override the number of card columns for this embed. If omitted, the default from Settings is used (factory default: 3).
<code>title</code>	"1" (default)   "0"	Set to "0" to hide the category section headers (the coloured label bars). Useful when you want a clean card grid only.

### 2.3 All Department Shortcodes

Use the exact shortcode below for each department. Copy and paste directly into the WordPress page editor.

Department	Shortcode
Department of Anatomy	<code>[fomed_resources department="anatomy"]</code>
Department of Biochemistry	<code>[fomed_resources department="biochemistry"]</code>
Department of Physiology	<code>[fomed_resources department="physiology"]</code>
Department of Medical Education	<code>[fomed_resources department="medical-education"]</code>
Department of Microbiology	<code>[fomed_resources department="microbiology"]</code>
Department of Parasitology	<code>[fomed_resources department="parasitology"]</code>

Department	Shortcode
Department of Pathology	[fomed_resources department="pathology"]
Department of Pharmacology	[fomed_resources department="pharmacology"]
Department of Public Health	[fomed_resources department="public-health"]
Department of Forensic Medicine	[fomed_resources department="forensic-medicine"]
Department of Family Medicine	[fomed_resources department="family-medicine"]
Department of Medicine	[fomed_resources department="medicine"]
Department of Surgery	[fomed_resources department="surgery"]
Department of Obstetrics and Gynaecology	[fomed_resources department="obstetrics-gynaecology"]
Department of Paediatrics	[fomed_resources department="paediatrics"]
Department of Psychiatry	[fomed_resources department="psychiatry"]

## 2.4 Practical Examples

### Example A — All resources for one department

Display all categories (SOP, Clinical Portfolio, Research Projects) for the Surgery department:

```
[fomed_resources department="surgery"]
```

Result: All uploaded PDFs for Surgery are grouped under their category headings and displayed as a 3-column card grid.

### Example B — One category only

Show only Standard Operational Procedures for Anatomy:

```
[fomed_resources department="anatomy" category="sop"]
```

### Example C — Two columns

Display Pathology Research Projects in a 2-column layout:

```
[fomed_resources department="pathology" category="research-projects" columns="2"]
```

### Example D — Cards only, no category headers

Hide the coloured category header bars and show only the PDF cards:

```
[fomed_resources department="medicine" title="0"]
```

## 2.5 How to Insert a Shortcode into a Page

1. Open the post or page where you want to display resources (Pages → All Pages → Edit).
2. In the block editor (Gutenberg), click the + Add Block button.
3. Search for "Shortcode" and select the Shortcode block.
4. Paste or type the shortcode into the block. Example:
- 5.

```
[fomed_resources department="surgery"]
```

6. Click Update or Publish to save.
7. Visit the page to confirm the resource cards appear correctly.

### **i Classic Editor Note**

If you use the Classic Editor, simply type or paste the shortcode directly into the text area of the post/page and click Update.

### 3. Troubleshooting

The following table covers the most common issues and how to resolve them. If a problem is not listed here, contact your site administrator.

#### 3.1 Resource Cards Do Not Appear on the Page

Symptom	Likely Cause	Solution
Page shows blank space where cards should be	No resources have been uploaded for this department yet	Upload at least one PDF for this department via Dept Resources → Upload New.
Shortcode text appears as plain text on the page	The Shortcode block was not used; text was typed as plain content	Edit the page, select the text, delete it, and re-insert it using a Shortcode block.
Nothing appears at all — not even a blank space	The department slug in the shortcode is misspelt	Check the exact slug in Section 2.3 of this manual and update the shortcode.
Only some categories appear	Resources exist only for certain categories	This is correct behaviour. Upload resources for the missing categories to make them appear.

#### 3.2 Upload Failures

Error Message	Likely Cause	Solution
"Only PDF files are allowed"	The uploaded file is not a PDF (e.g. .docx or .jpg)	Convert or export your document as a PDF and upload again.
"File exceeds 20 MB limit"	The PDF is too large	Compress the PDF using a tool such as Adobe Acrobat, Smallpdf, or iLovePDF, then try again.
"Please select a department"	The Department dropdown was not selected before clicking Upload	Scroll up to the form, select a department from the dropdown, then click Upload Resource again.
"Please enter a title"	The Title field was left empty	Enter a descriptive title and resubmit.
Upload progress reaches 100% but no success message appears	Server timeout or PHP memory limit exceeded	Try a smaller file or ask your site administrator to increase PHP upload limits.
Upload form is entirely blank or gives a 403 error	Your WordPress user account does not have the upload_files capability	Ask an Administrator to grant you the Editor or Administrator role.

### 3.3 Shortcode Issues

Symptom	Likely Cause	Solution
Cards appear but have wrong styling (odd fonts or colours)	The theme is overriding the plugin's CSS	Contact your site administrator to check for CSS conflicts.
Cards appear in 1 column instead of 3	Page content area is very narrow (mobile view or narrow sidebar layout)	This is expected responsive behaviour. On screens below 600 px, cards stack to 1 column automatically.
"View / Download" button opens a broken link	The file was deleted from the WordPress Media Library directly, bypassing the plugin	Delete the resource from Dept Resources → All Resources and re-upload the PDF.
Wrong department's resources appear	The department slug in the shortcode belongs to a different department	Verify the slug against the table in Section 2.3 of this manual.
Category filter in shortcode shows no results	Correct category slug not used, e.g. "SOP" instead of "sop"	Category slugs are lowercase with hyphens: sop, clinical-portfolio, research-projects.

### 3.4 Browser & Display Issues

Symptom	Likely Cause	Solution
PDF does not open when clicking View / Download	Browser has PDF opening disabled, or a popup blocker is active	Allow popups for your site, or right-click the button and choose Open in New Tab.
Cards look correct in admin preview but not on the live site	A caching plugin is serving an older version of the page	Clear your caching plugin (e.g. WP Super Cache, W3 Total Cache) and reload the page.
Page loads slowly when many cards are visible	Large number of resources on one page	Consider splitting resources across multiple pages using the category filter parameter in the shortcode.

#### Still need help?

If none of the solutions above resolve your issue, contact your WordPress site administrator and provide:

1. The exact shortcode you used.
2. A screenshot of the problem.
3. The error message (if any) shown on the screen.