

# Office Template by StackIdeas

*Thank you for purchasing the Office template.*



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This is a guide for beginners on how to install this template on their site. You'll be downloading a zip package (pkg\_template\_unzip\_first\_x.x.zip) containing the following:

1. pkg\_template\_quickstart\_unzip\_first.zip  
(Consisting of Joomla 3 and Joomla 4. Extract it first before installation.)
2. tpl\_template.zip  
(Standalone template package)
3. template-readme.pdf

## Helix3 Documentation

Documentation on Helix3 can be found at:

<https://www.joomshaper.com/documentation/helix-framework/helix3/>

## Quickstart Package

The Quickstart package is a complete Joomla website. It's fully functional, the entire Joomla package containing Joomla CMS, components, modules, plugins and the chosen template, Helix3 framework plugin with all the configuration.

### **Warning!**

You cannot install the Quickstart package inside an existing Joomla installation. It requires both fresh space and a database where you can install it like Joomla - step by step.

### **Note**

You don't have to use/keep the sample contents to build your own website, sample contents are only for showing the features of the current template and include the components. Moreover, you can (and you should) delete (or replace) them with your own.



## Template Package

The template package (~3mb) is a Joomla standalone template. This template DOES NOT contain sample content. However, it does contain an installation helper script which will help you configure the necessary modules on your site.

### Note

This installation helper script will only be executed once during the initial installation of the template.

## Quickstart Installation

Quickstart installation should be similar to Joomla itself; step-by-step. It is not possible to install the Quickstart package inside an existing Joomla installation website via the Extension Manager. It is because Quickstart includes the Joomla core files. This package is strictly for use with a new Joomla! Installation to help you to duplicate the demo site with the sample contents.

## Preparations

- Please check and ensure that your web host has the minimum requirements to run Joomla and QuickStart.
- Download the latest version of the template package.
- Unzip the downloaded package (`pkg_template_unzip_first_x.x.x.zip`) to a folder on your hard drive.
- Unzip again the package (`pkg_template_quickstart_unzip_first.zip`) to see the Joomla 3 and Joomla 4 Quickstart package. You shall see 2 zip files (`joomla_3.zip` & `joomla_4.zip`).
- Unzip again the desired Joomla Quickstart package.
- Create a new database using the database wizard in cPanel and assign a database user full permissions. We suggest using a new/fresh database (MySQLi) for all Quickstart installations. But yes, you can use the current ("old") database one as well, but with a new prefix only.
- Remove `index.html` file from the root folder - if you have it.



- Delete old configuration.php file from the root folder - if you have it.
- Upload the extracted Quickstart folders and files to the desired location on your web server (the root directory | public\_html folder mostly. To transfer files from your computer to a web server, you need special SFTP/FTP software, for example, FileZilla - can be a good choice.
- Keeping this FTP/SFTP connection open so you have it handy during the installation.

## Installation

- Open your browser and navigate to your main domain (i.e. <https://mydomain.com>), or to the appropriate subdomain (i.e. <https://new.mydomain.com/new/>), depending on where you have uploaded the Joomla installation package.
- You will be taken to the first screen of the Joomla Web Installer.
- Please do not use "admin" as your default Super Admin Username (!).
- Use something more unique during the installation process - security reasons.
- Default Demo sample data will be automatically installed on your server.
- After a successful installation, you should see a successful message.
- Remove the index.html file from the root folder - if you have it.
- Rename htaccess.txt into .htaccess - SEO and security reasons.
- Login to the backend/administrator area <https://www.domain.com/administrator> or <https://www.new.domain.com/administrator>.

## Notes

\* The root directory is often called httpdocs, htdocs, httpd, public\_html, or www. If you can't find that folder, your web hosting company should be able to help you out.

\*\* If any of the required web server settings aren't met, you won't be able to install Quickstart. In that case, Joomla will display a screen of required settings and mark the ones that require attention. If there are any problems, get in touch with your web hosting company to have them correct the web server settings for you.

## Template Installation

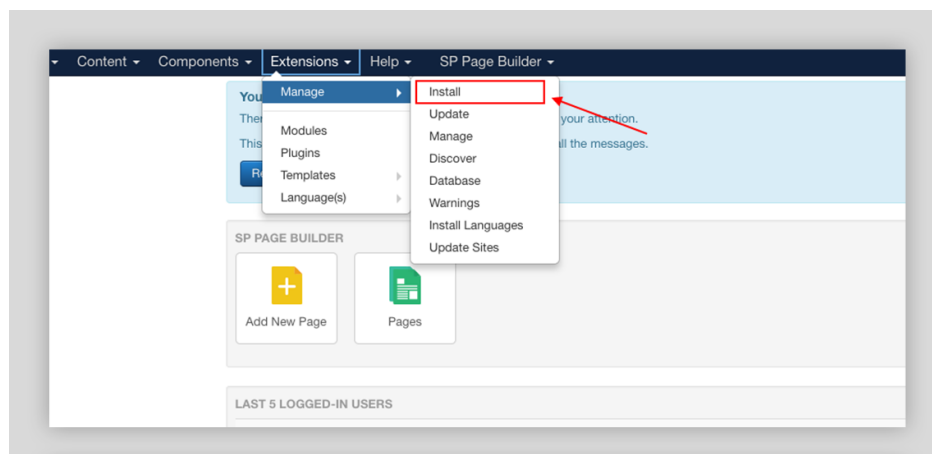
Installing a template in Joomla is always an easy task that doesn't take much of a hassle. If you are new to Joomla, and facing troubles understanding how the core stuff works, you'll need to follow a few simple steps to install and enable a Joomla template. There are several ways to get it done.

### Installing template for Joomla 3

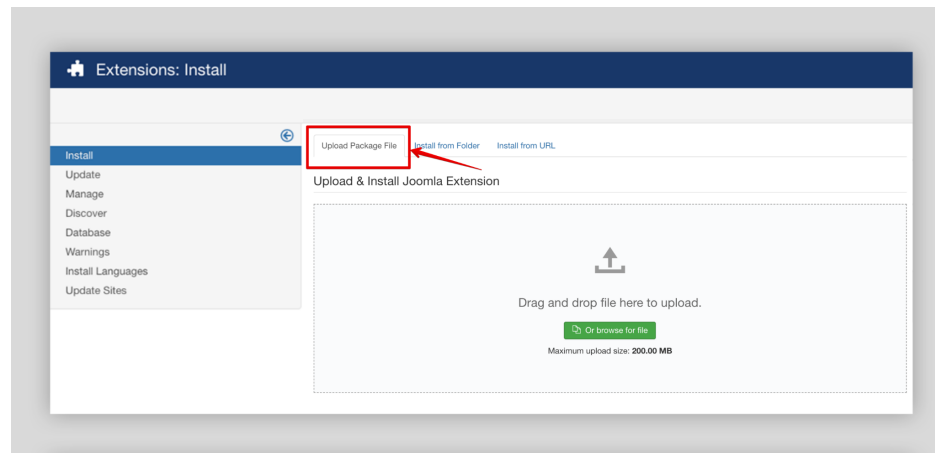
- First of all you have to login to your Joomla control panel using your username and password.



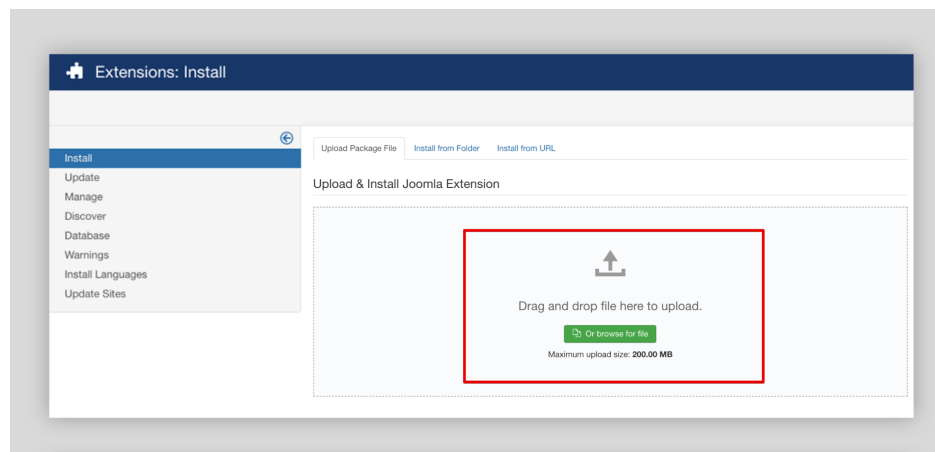
- Click extensions. On the top of the drop-down menu, click "Manage" and then select "Install".



- In the Install page, select the option “Upload Package File”.

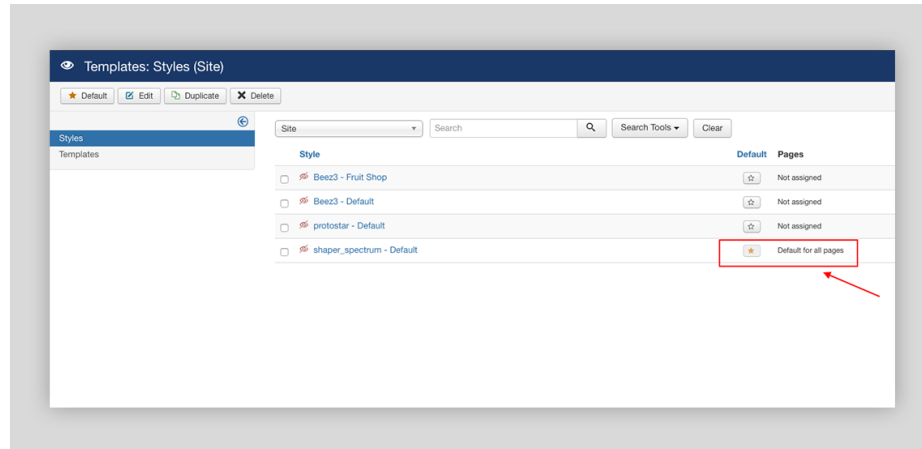


- Drag and drop file here to upload or click the “Browse for file” option. Bravo, the template has now been installed (if you’ve chosen the right package)! Your template is good to go.





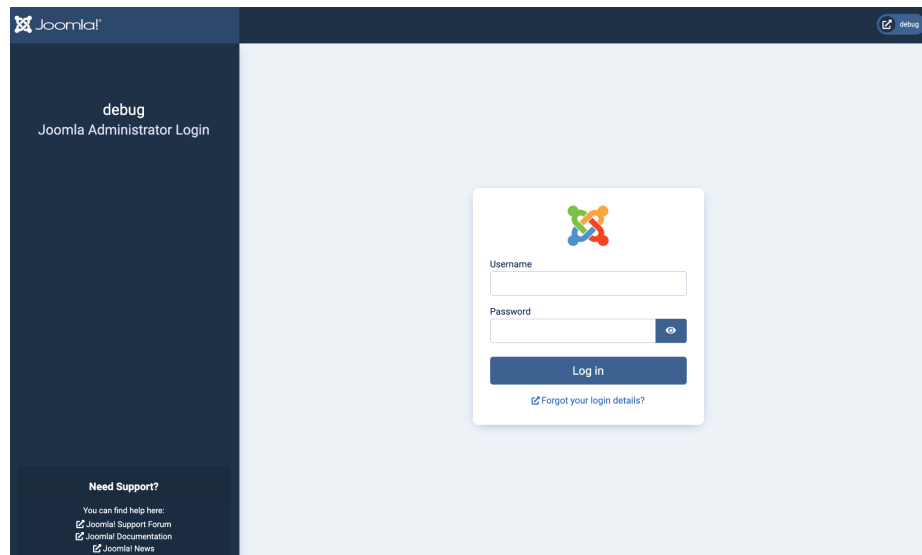
- By default on the fresh installation, this template will be automatically enabled for you. However, if you wish to check out the option, go to Extensions > Templates > Styles. Now set your template to default (click the star button).



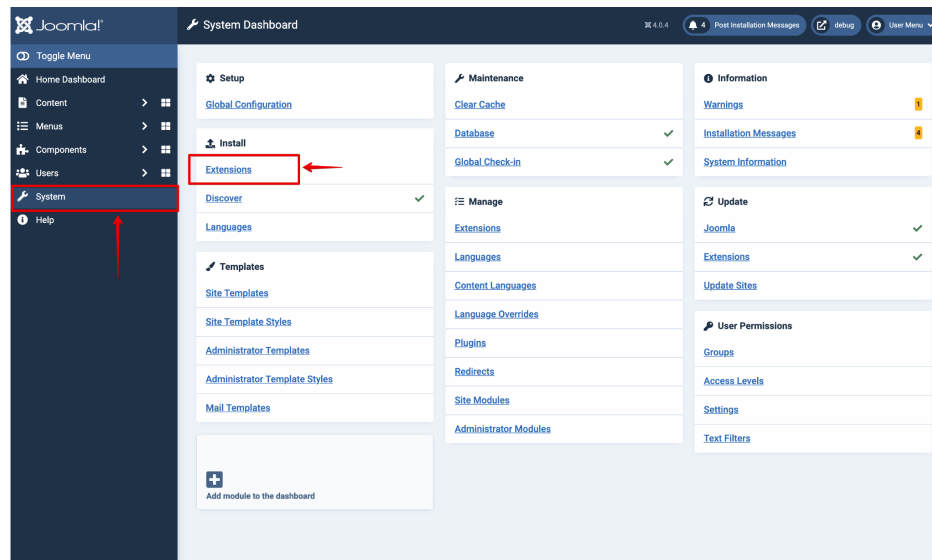


## Installing template for Joomla 4

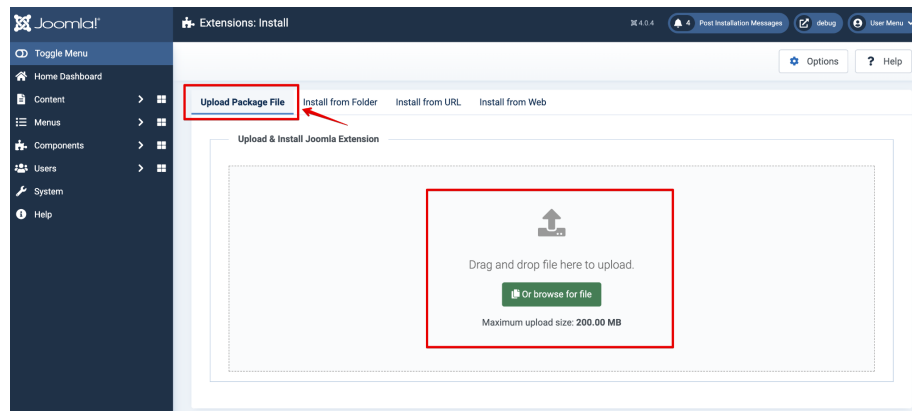
- First of all you have to login to your Joomla control panel using your username and password.



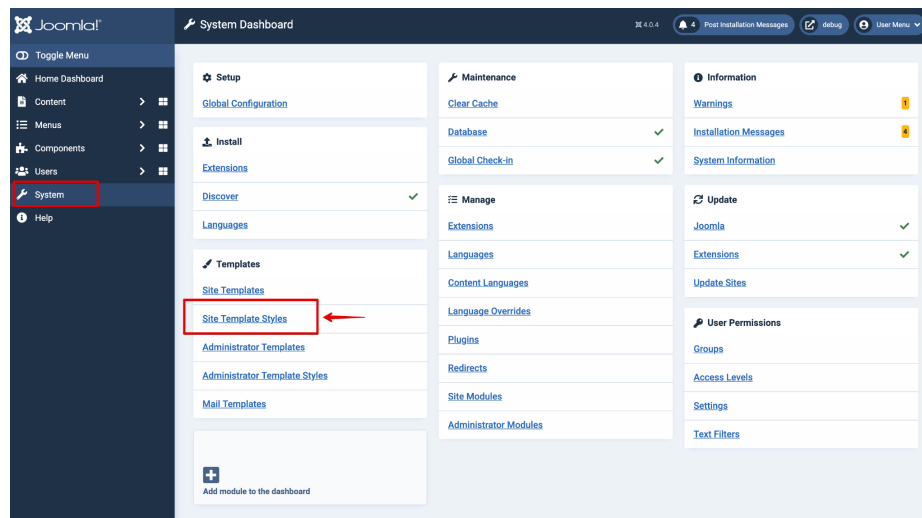
- Click on System from the sidebar and choose Install > Extensions as shown below.



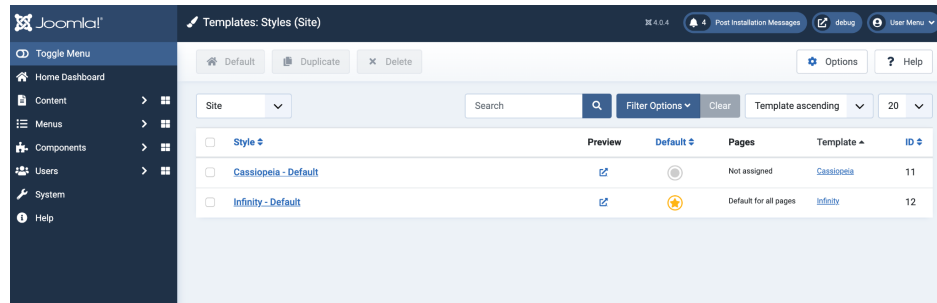
- In the Install page, select the option “Upload Package File”. Drag and drop file here to upload or click the “Browse for file” option. Bravo, the template has now been installed (if you’ve chosen the right package)! Your template is good to go.



- By default on the fresh installation, this template will be automatically enabled for you. However, if you wish to check out the option, go to System > Templates > Site Template Styles.



- Now set your template to default (click the star button).



So, this is the process to install a Joomla template. It's that much easy and straightforward! After installing the template, you can start customizing the pages with your contents. Also, get your necessary extensions, components, modules and so on.

## Office Template

The EasySocial component is required by the Office template to achieve the desired template layout.

## Configure Office

Following are the template configurations.

### Note

You can also append `?help=1` in the url bar to show the build-in notices to help you configure the template. Example: `https://yoursite.com?help=1`

## Login Page

You'll need to make the EasySocial Dashboard menu as default to achieve the login page. Without the EasySocial Dashboard menu, the login page will not show as advertised.

OFFICE Login Register

### Office Template

This is a creative community of designers, artists, photographers and everyone who creates, loves and appreciates arts in every way.

**Don't have an account yet?**  
Register now and start interacting with people from this community today!

Register new account

**Already have an account?**

Your username or email address

Your password

Keep me logged in

I forgot my username / password

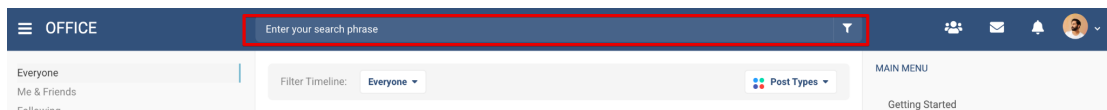
Login with social accounts

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## Header

The Header section will be automatically enabled for you upon installation. However, you'll need to enable a few modules to achieve the desired functionality.

- EasySocial Search Module  
*Enable and place it at position[search].*



- EasySocial Notification Module  
*Enable and place it at position[topnotification].*

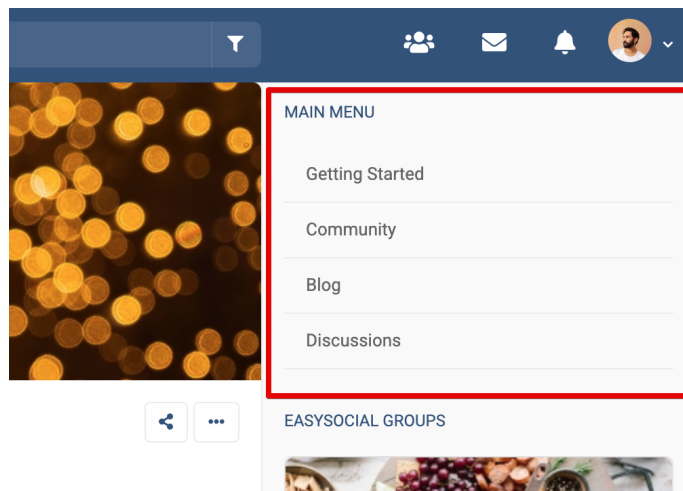


- EasySocial Dropdown Menu Module  
*Enable and place it at position[topesmenu].*



## Menu

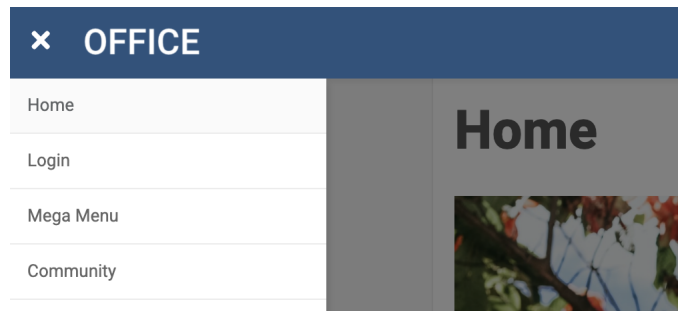
Menu for this template will be rendered on the sidebar. You can also publish the menu module at position[right].



## Offcanvas

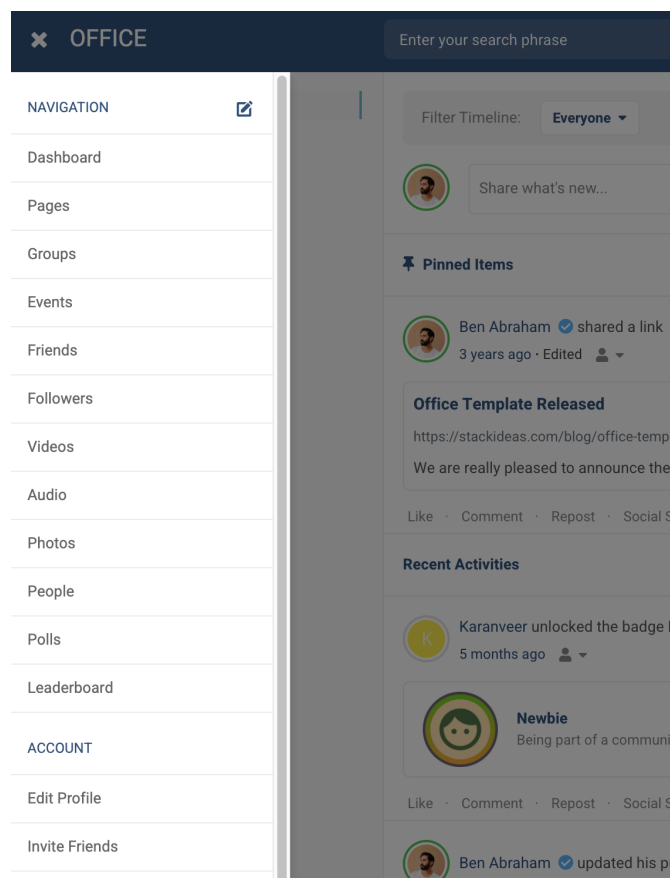
- Menu Module

*By default, this module will be auto-enabled for you. However, if it doesn't, you can enable and place it at position[sidebar].*



- Office Sidebar Module

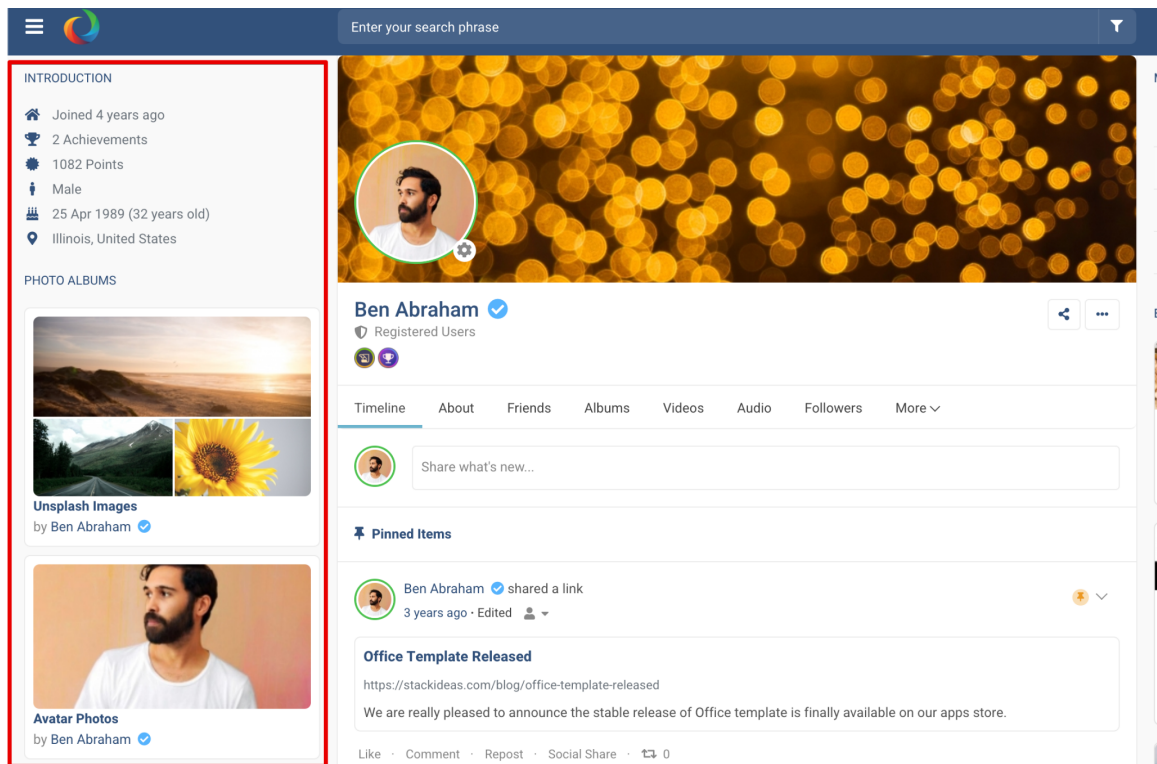
*This module is specifically designed for the Office offcanvas section. This module utilizes the EasySocial component; therefore, EasySocial component must be enabled on your site. If you wish to use this module, simply enable and place this module at position[sidebar].*



## Profile Page

- EasySocial Sidebar Module

*By default, this module will be auto-enabled for you. However, if it doesn't, you can enable and place it at position[**left**].*



## Footer

- Footer section will be auto-generated for you by the template. If you wish to configure this, head to the template setting at the backend.

