

Panduan Penggunaan **Website Desa**

Universitas Pembangunan Nasional “Veteran” Jawa Timur
Terakhir diubah pada 4 Oktober 2023

Daftar Isi

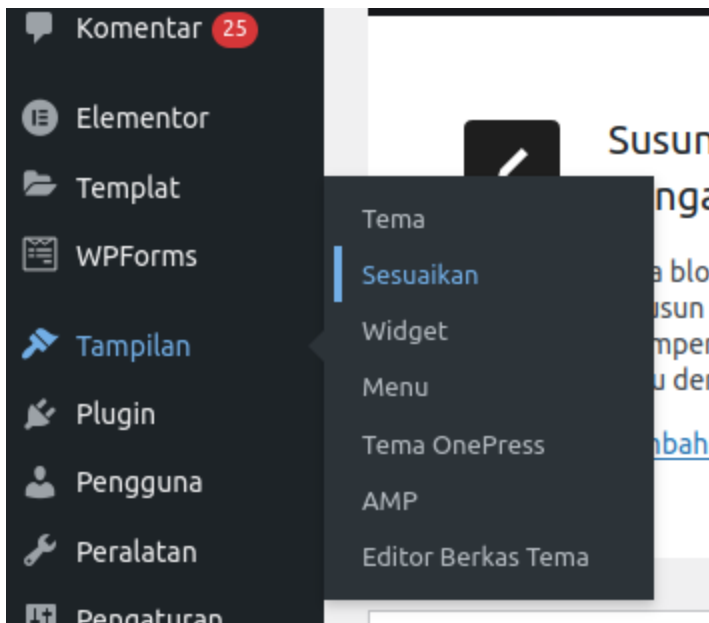
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Mengubah Header dan Footer

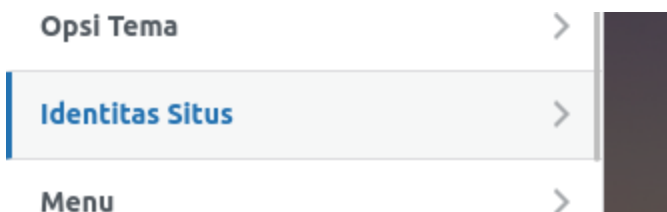
Mengubah Header

Mengganti Logo

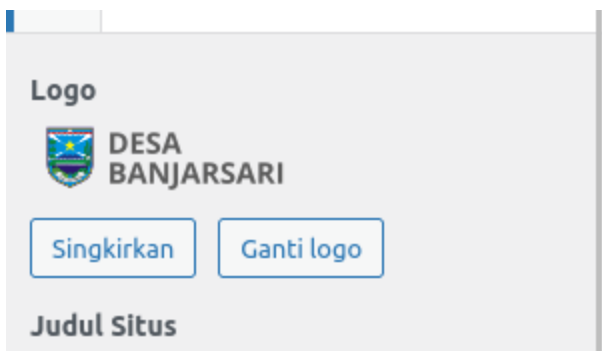
1. Buka Tampilan > Sesuaikan



2. Buka Identitas Situs

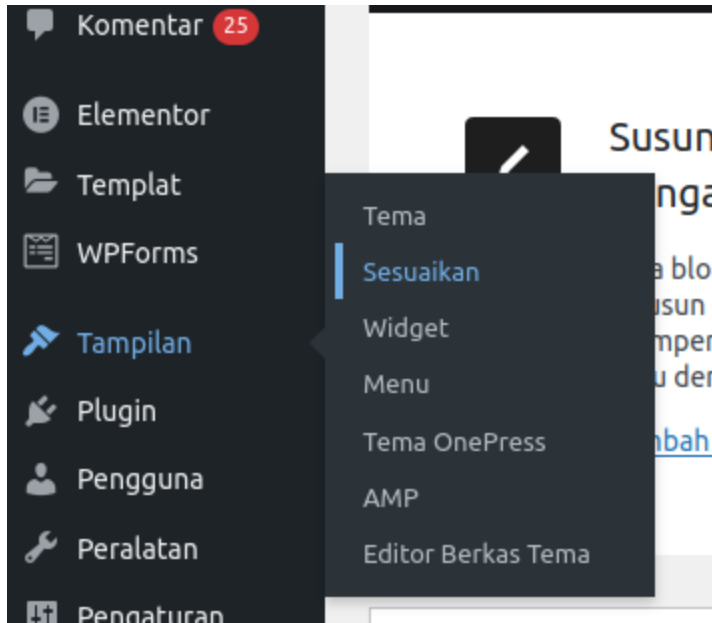


3. Ubah bagian Logo

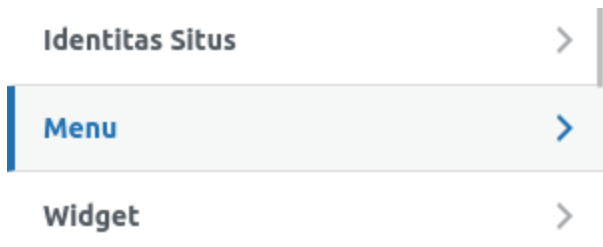


Mengubah Menu

1. Buka Tampilan > Sesuaikan



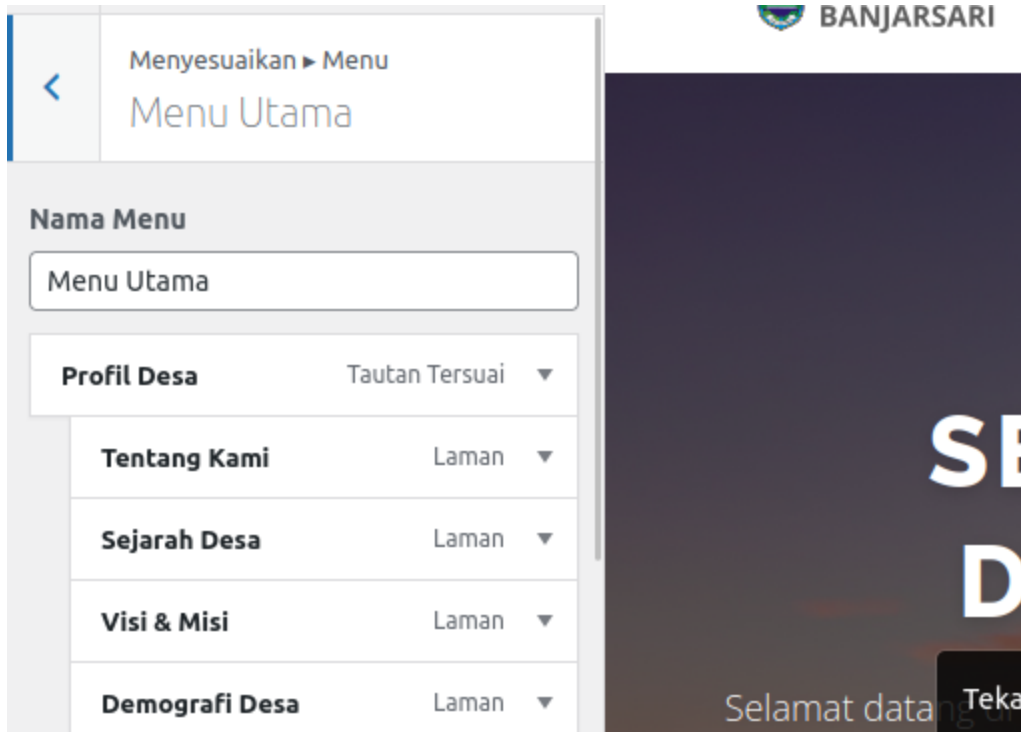
2. Buka Menu



3. Menu Utama



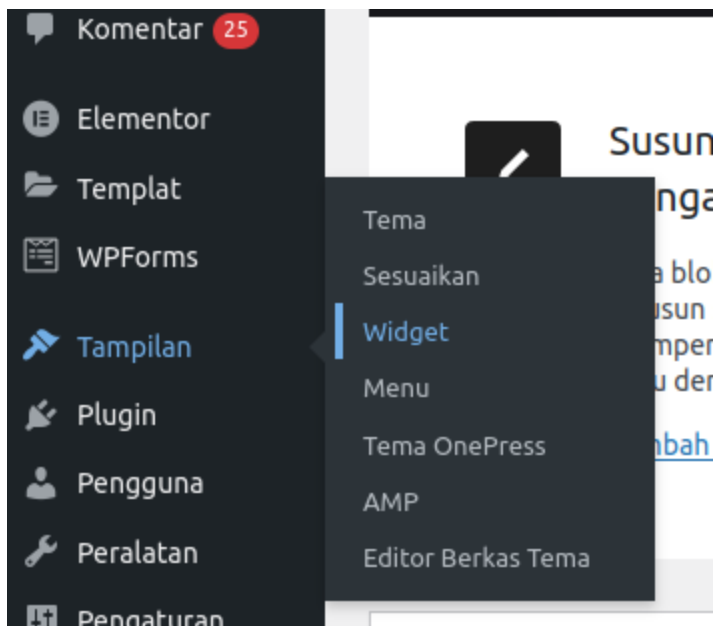
4. Modifikasi di sini



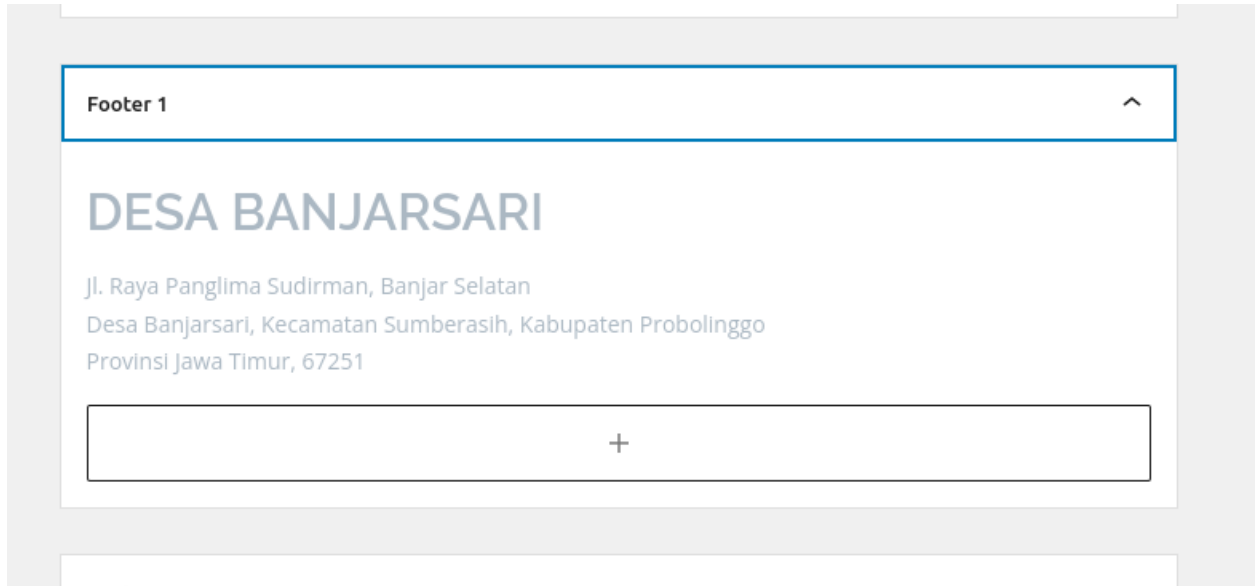
Mengubah Footer

Mengubah Alamat

1. Buka Tampilan > Widget

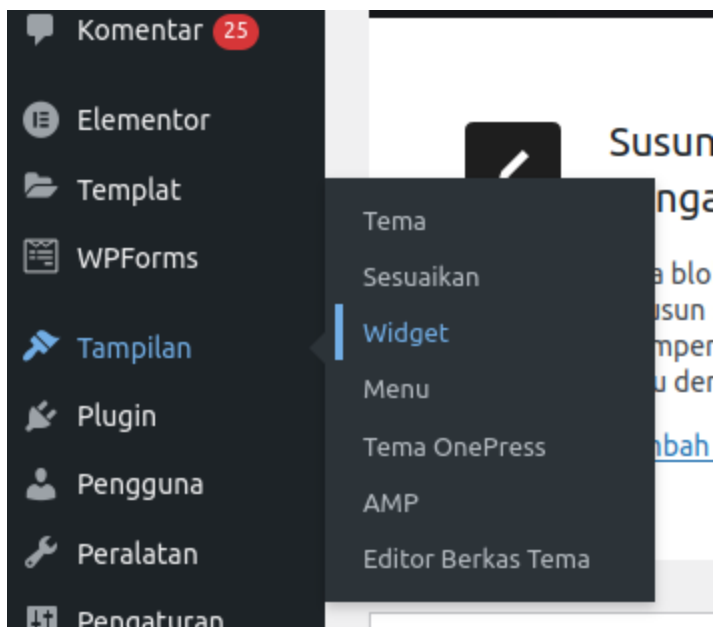


- Ubah bagian Footer 1

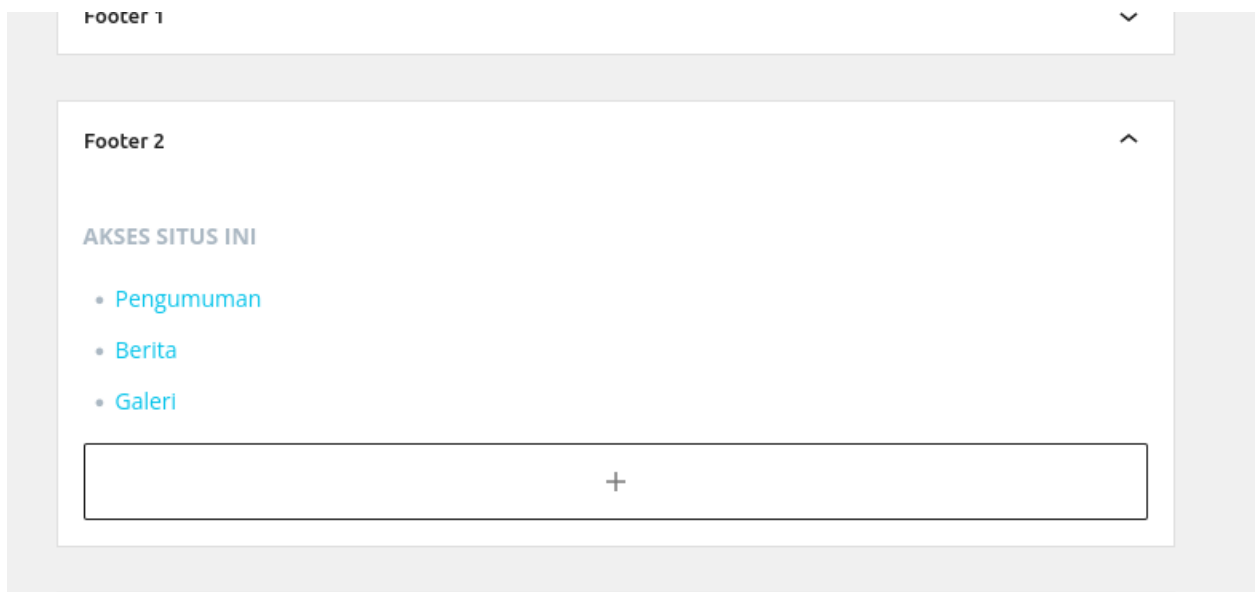


Mengubah "Akses Situs Ini"

- Buka Tampilan > Widget

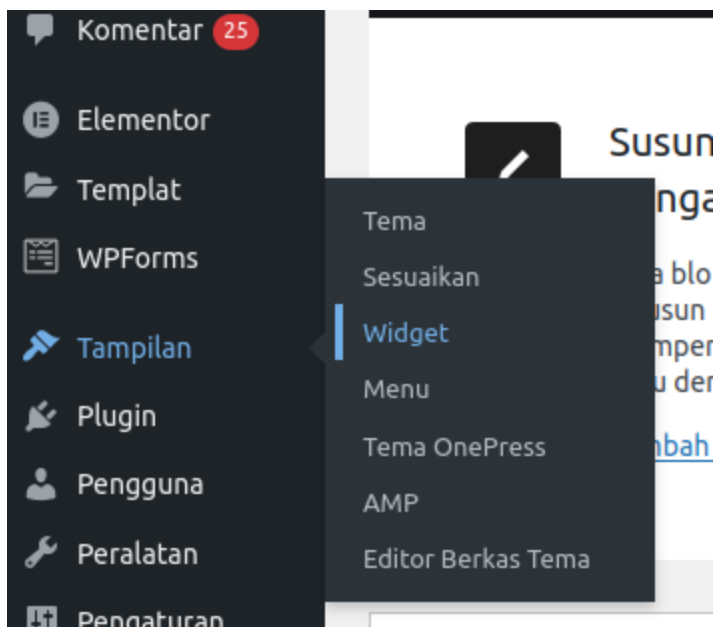


2. Ubah bagian Footer 2

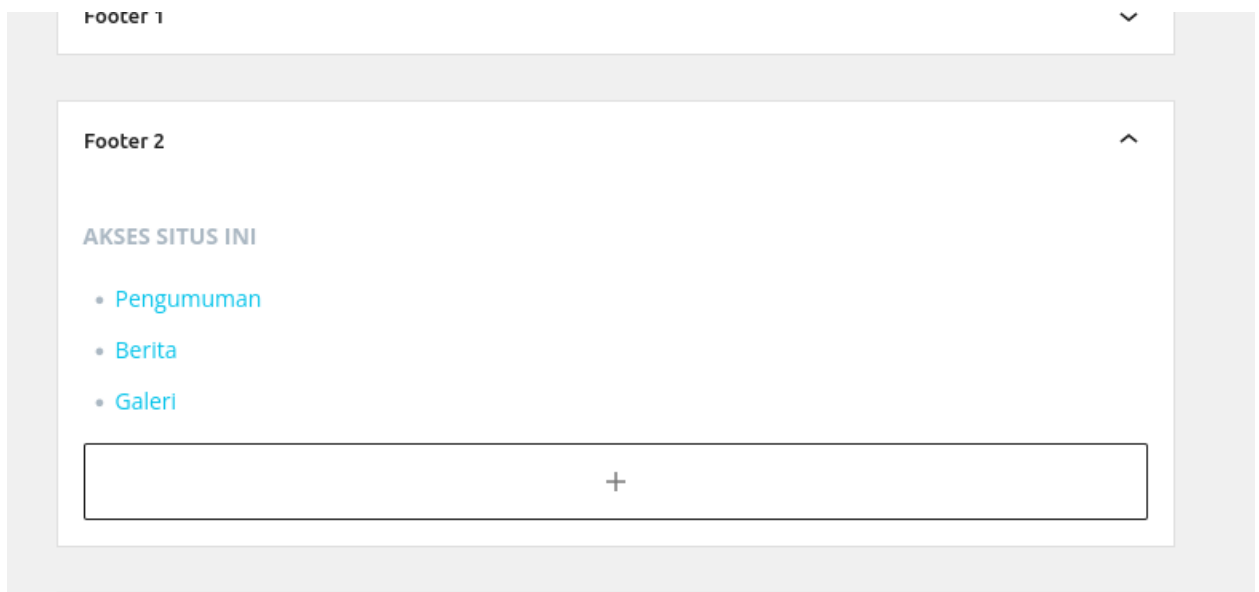


Mengubah “Layanan”

1. Buka Tampilan > Widget

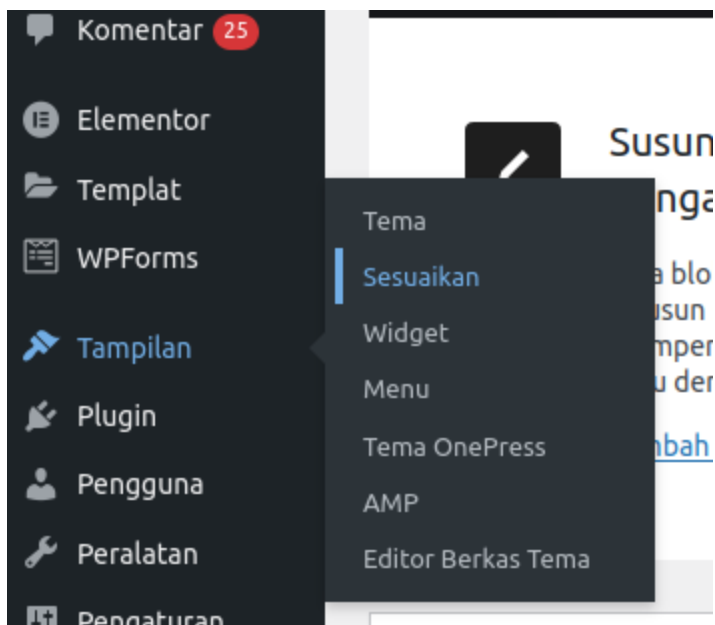


2. Ubah bagian Footer 3

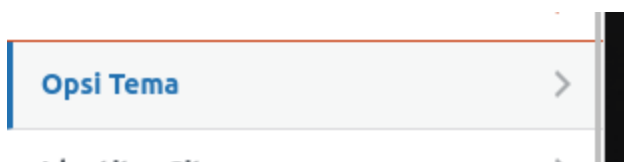


Mengubah Link Sosial Media

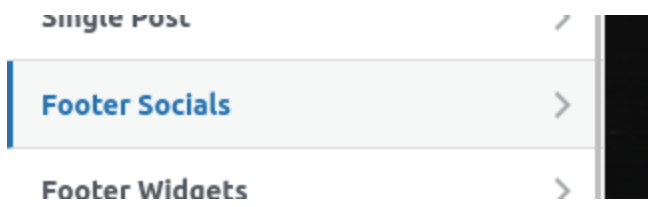
1. Buka Tampilan > Sesuaikan



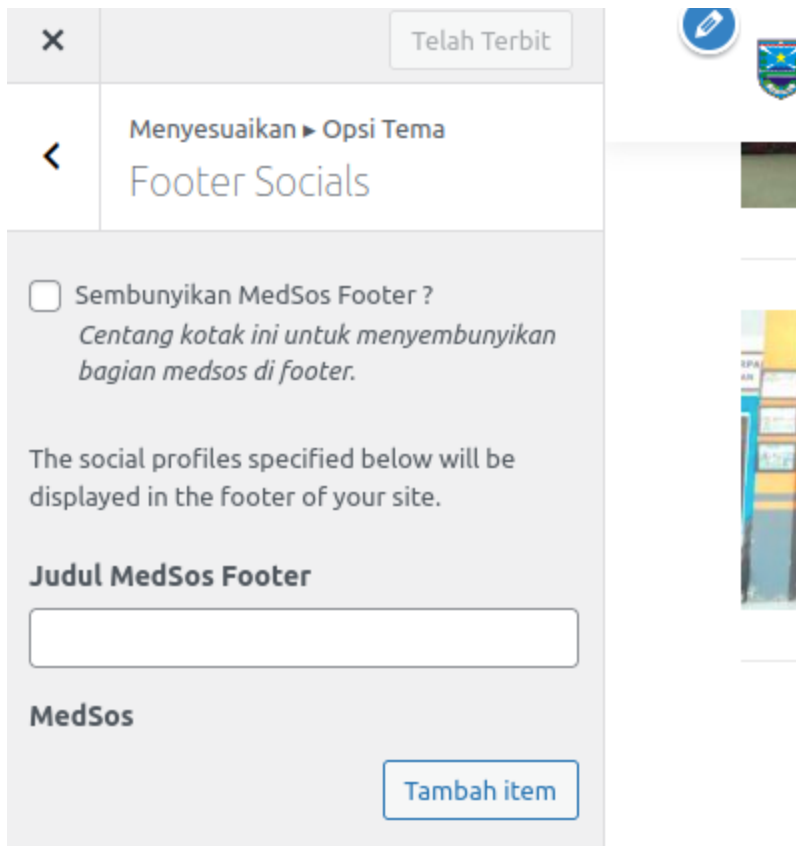
2. Buka Opsi Tema



3. Footer Social



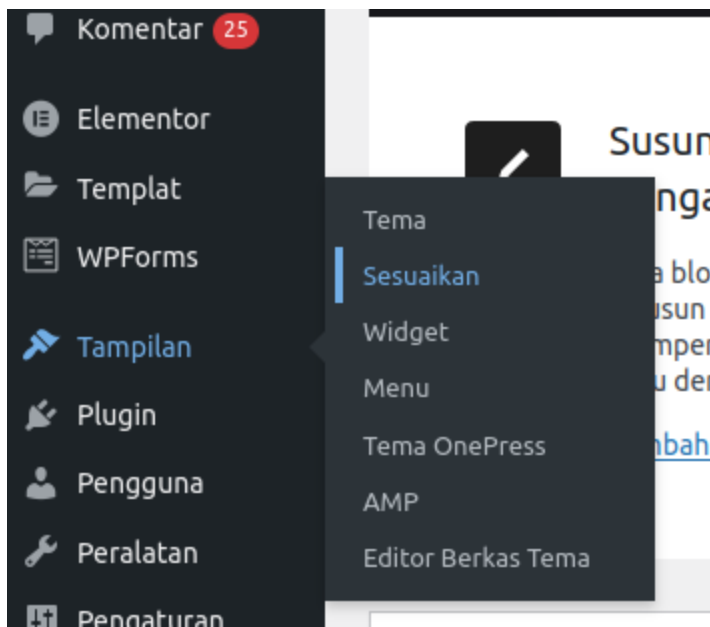
4. Modifikasi di sini



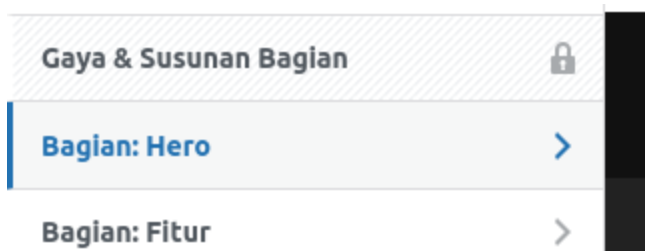
Mengatur Homepage

Mengubah Hero

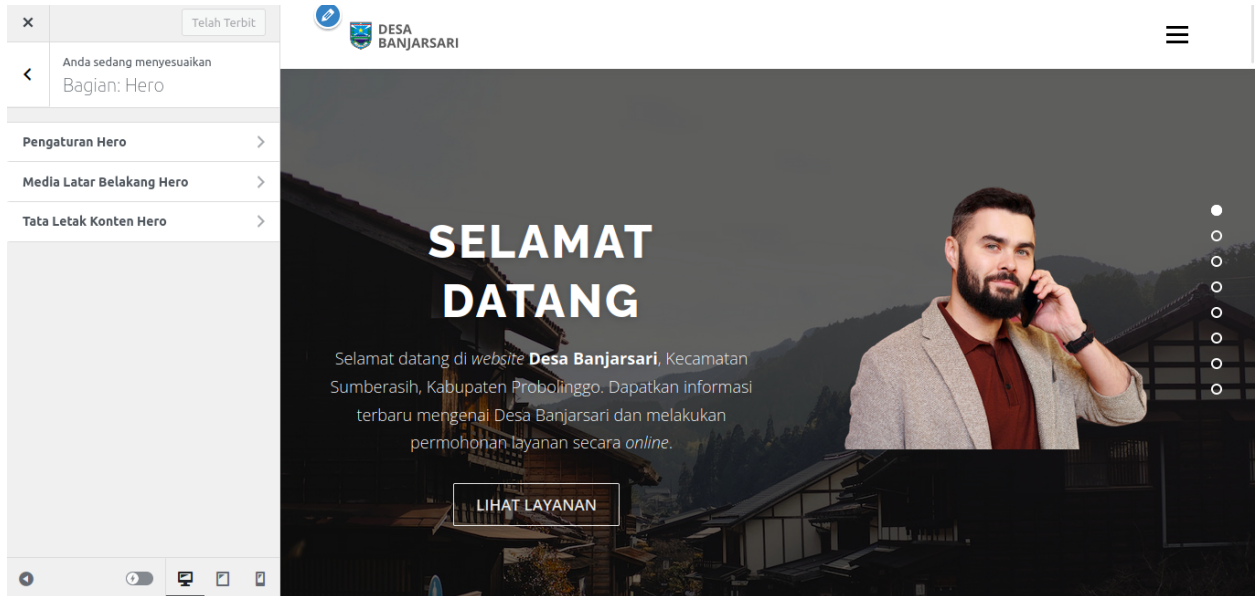
1. Buka Tampilan > Sesuaikan



2. Buka Bagian: Hero

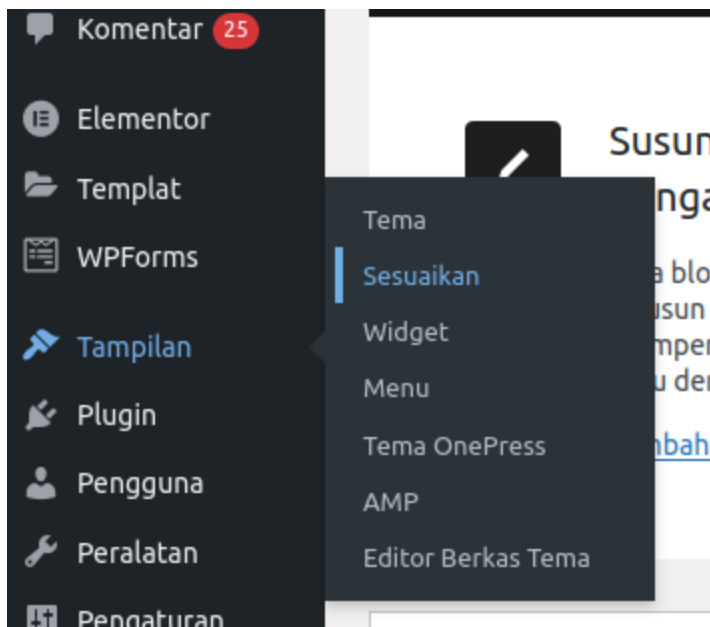


3. Modifikasi di sini

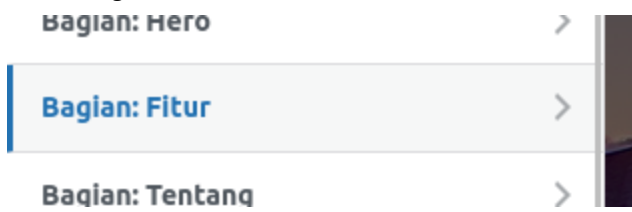


Mengubah “Nilai Kami”

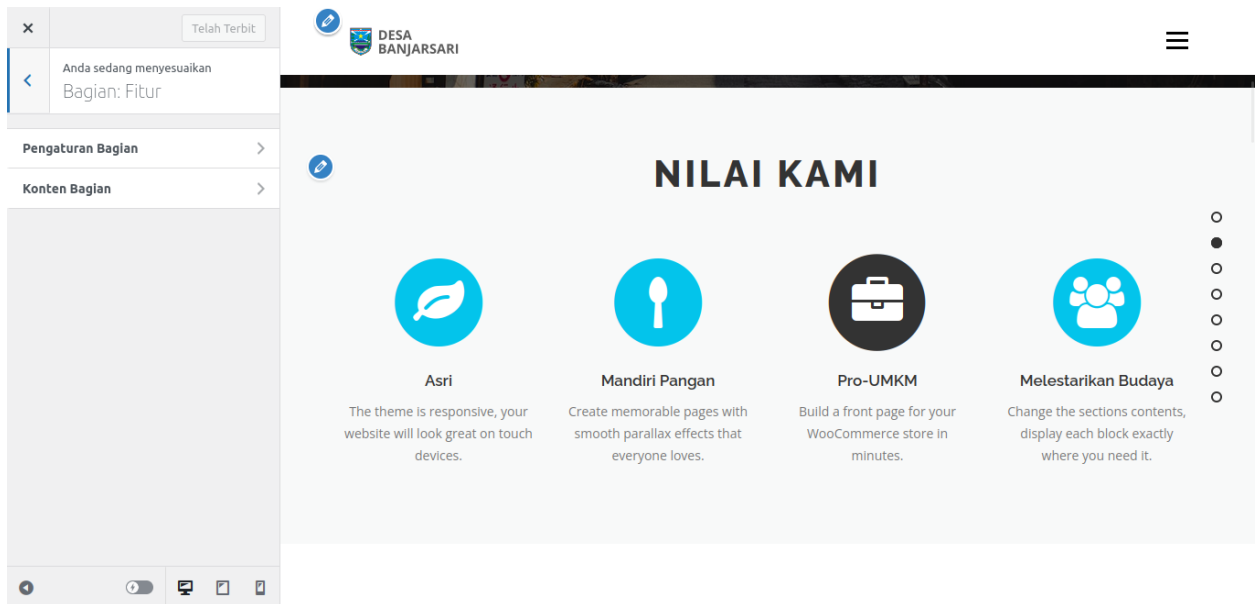
1. Buka Tampilan > Sesuaikan



2. Buka Bagian: Fitur

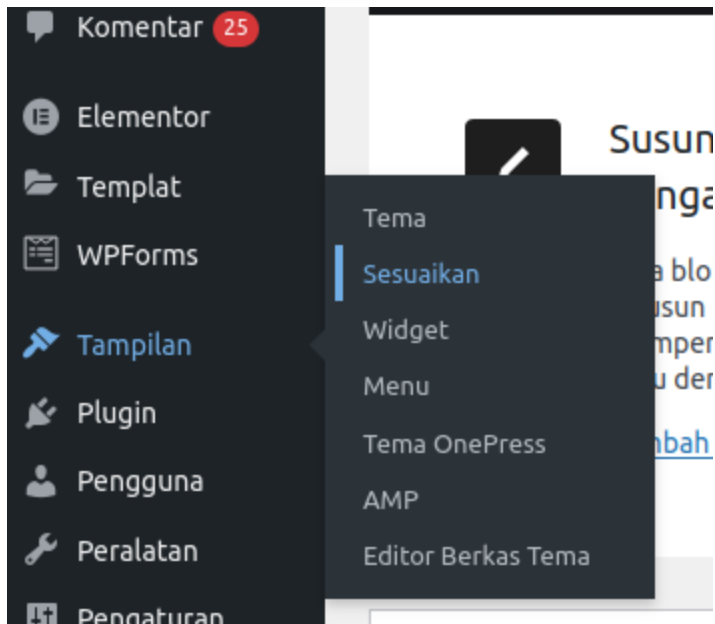


3. Modifikasi di sini

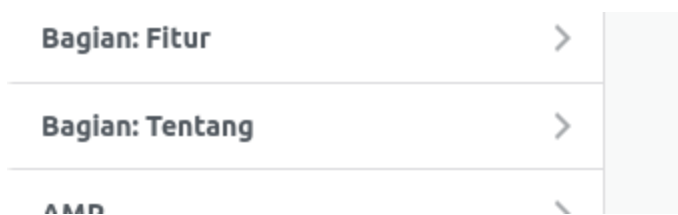


Mengubah “Tentang Kami”

1. Buka Tampilan > Sesuaikan



2. Buka Bagian: Tentang



3. Modifikasi di sini

DESA BANJARSARI

TENTANG KAMI

Desa Banjarsari merupakan salah satu Desa di Kecamatan Sumberasih

Sejarah Desa
Sejarah adalah suatu ilmu pengetahuan yang disusun atas hasil penyelidikan beberapa peristiwa yang dapat dibuktikan dengan

Visi & Misi
Nullam ut tempor eros. Donec faucibus, velit et Imperdiet aliquam, lacus velit luctus urna, vitae porttitor orci libero id felis.

https://banjarsariprobolinggo.com/visi-misi/?customize_changeseet_uuid=43798653-9604-47d5-bd92-423381e3cc42&customize_messenger_channel=preview-0

Mengubah “Layanan Kami”

1. Buka Tampilan > Sesuaikan

Komentar 25

Elementor

Templat

WPForms

Tampilan

Plugin

Pengguna

Peralatan

Pengaturan

Susun

Tema

Sesuaikan

Widget

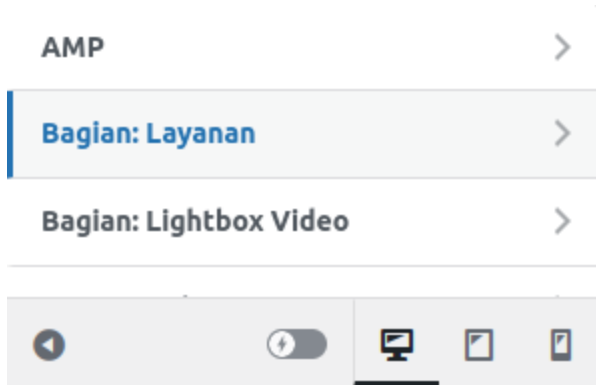
Menu

Tema OnePress

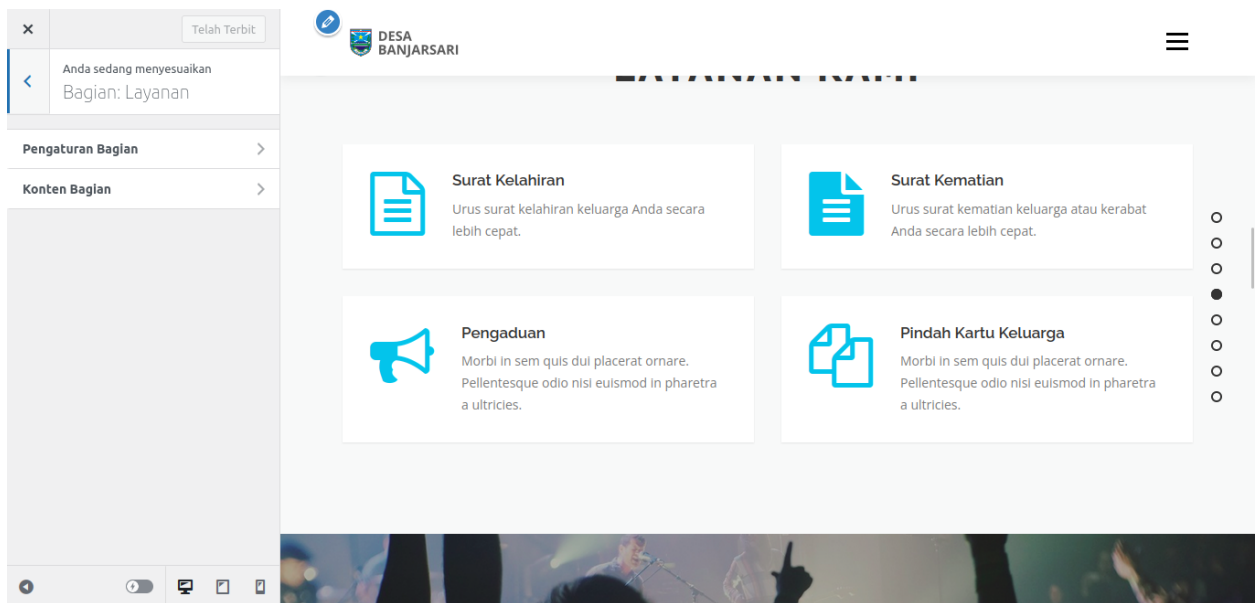
AMP

Editor Berkas Tema

2. Buka Bagian: Layanan

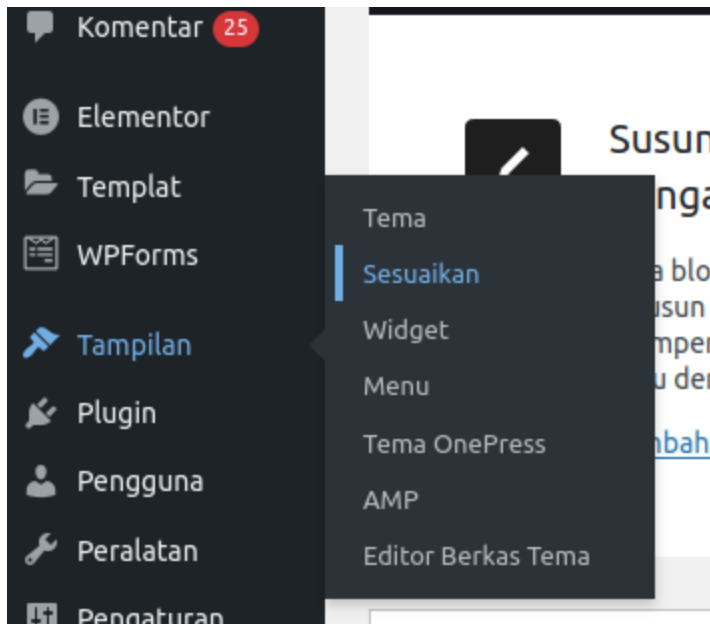


3. Modifikasi di sini

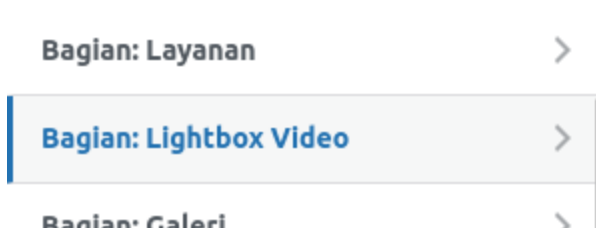


Mengubah “Profil Desa Laweyan”

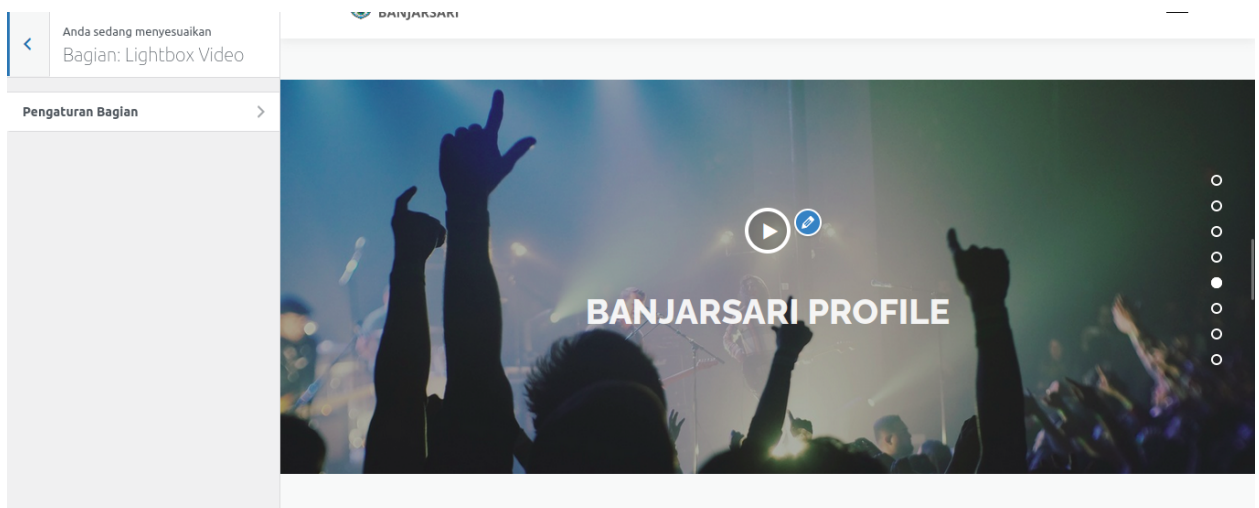
1. Buka Tampilan > Sesuaikan



2. Buka Bagian: Lightbox Video

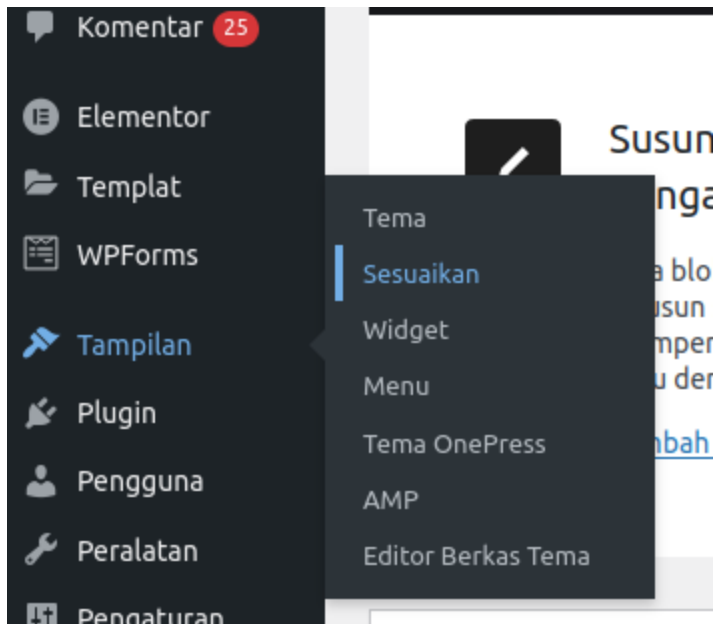


3. Modifikasi di sini

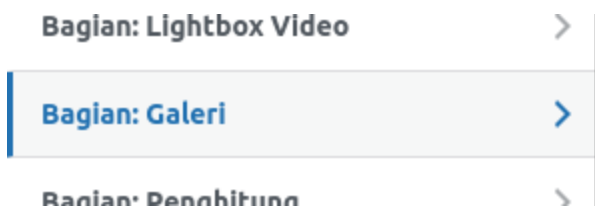


Mengubah “Galeri Kegiatan”

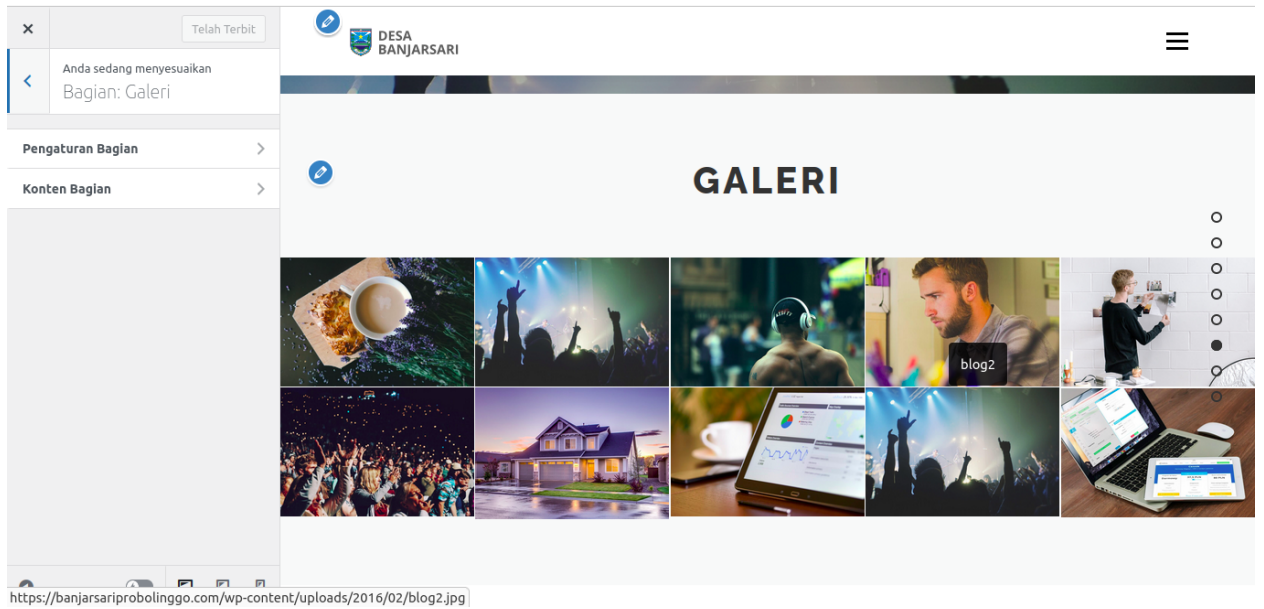
1. Buka Tampilan > Sesuaikan



2. Buka Bagian: Galeri

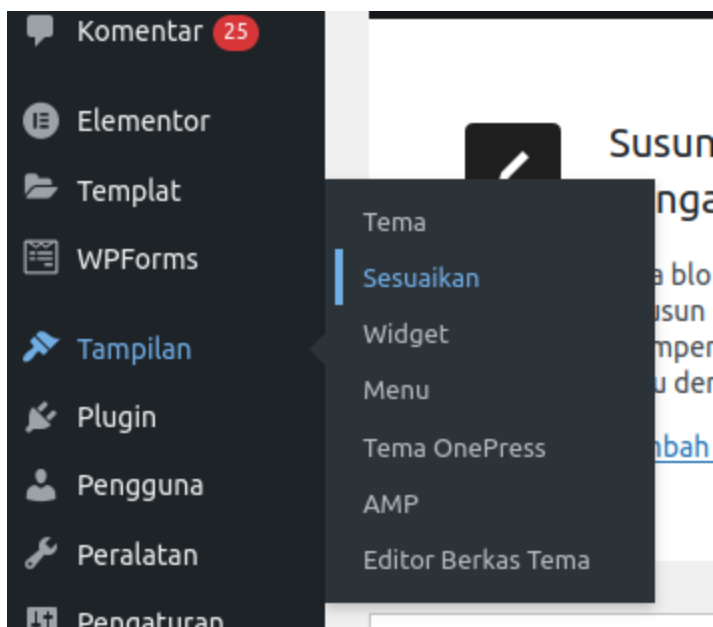


3. Modifikasi di sini

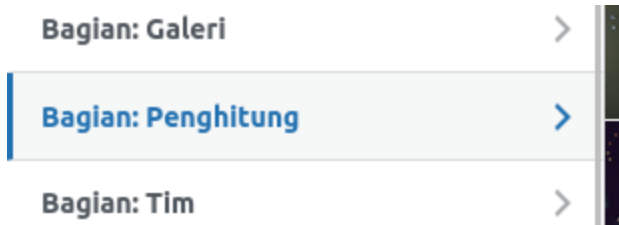


Mengubah “Dalam Angka”

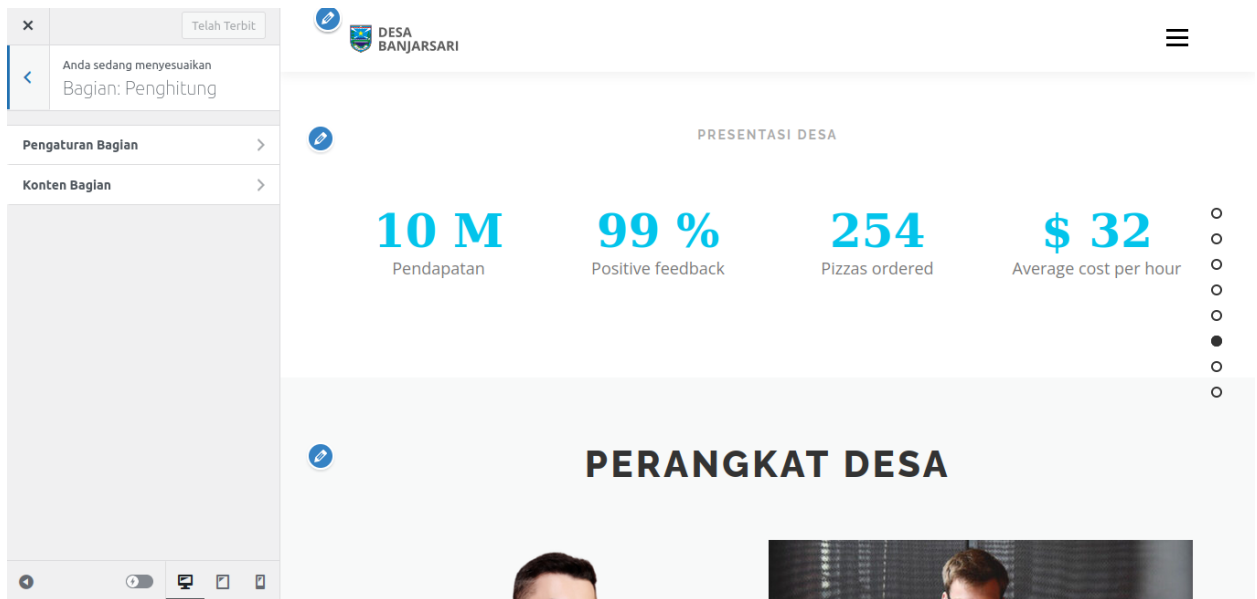
1. Buka Tampilan > Sesuaikan



2. Buka Bagian: Penghitung

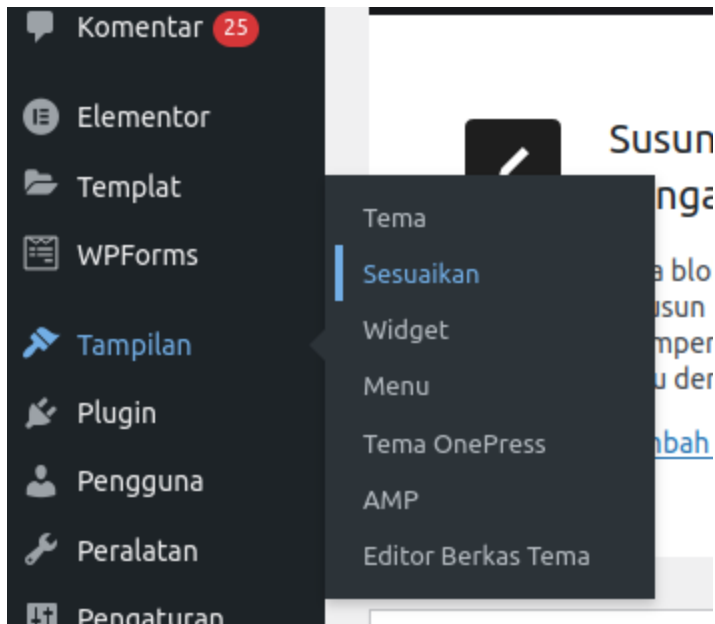


3. Modifikasi di sini



Mengubah “Perangkat Desa”

1. Buka Tampilan > Sesuaikan



2. Buka Bagian: Tim



3. Modifikasi di sini

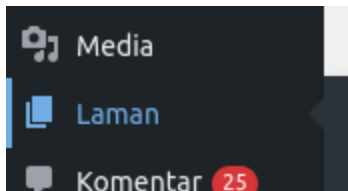
The screenshot displays a mobile application interface for 'PERANGKAT DESA' (Village Tools) in 'DESA BANJARSARI'. The interface is divided into several sections:

- Top Bar:** Features the logo of 'DESA BANJARSARI' and a hamburger menu icon on the right.
- Header:** The main title 'PERANGKAT DESA' is prominently displayed in the center.
- Profile Cards:** Two profile cards are shown side-by-side:
 - ABDUL WAHID:** Labeled as 'KEPALA DESA' (Village Head), featuring a photo of a man with a beard talking on a mobile phone.
 - SANTOSO:** Labeled as 'SEKRETARIS DESA' (Village Secretary), featuring a photo of a man sitting on a yellow chair reading a book.
- Left Sidebar:** A navigation menu with the following items:
 - Close button (X)
 - Notification: 'Telah Terbit' (Already Published)
 - Back arrow and text: 'Anda sedang menyesuaikan Bagian: Tim' (You are adjusting the section: Team)
 - Menu item: 'Pengaturan Bagian' (Section Settings)
 - Menu item: 'Konten Bagian' (Section Content)
- Bottom Bar:** Contains standard mobile navigation icons: back, home, search, and a multi-tab indicator.

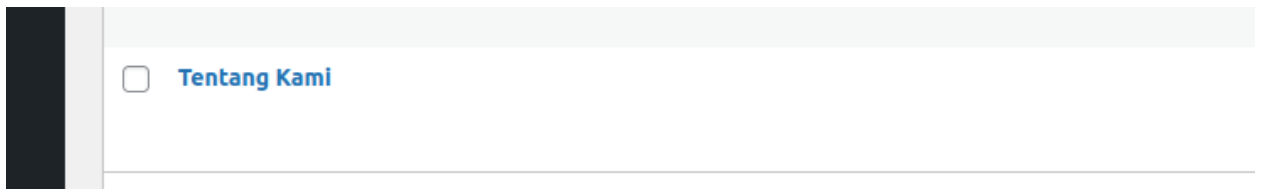
Mengatur Halaman Lain

Profil Desa > Tentang Kami

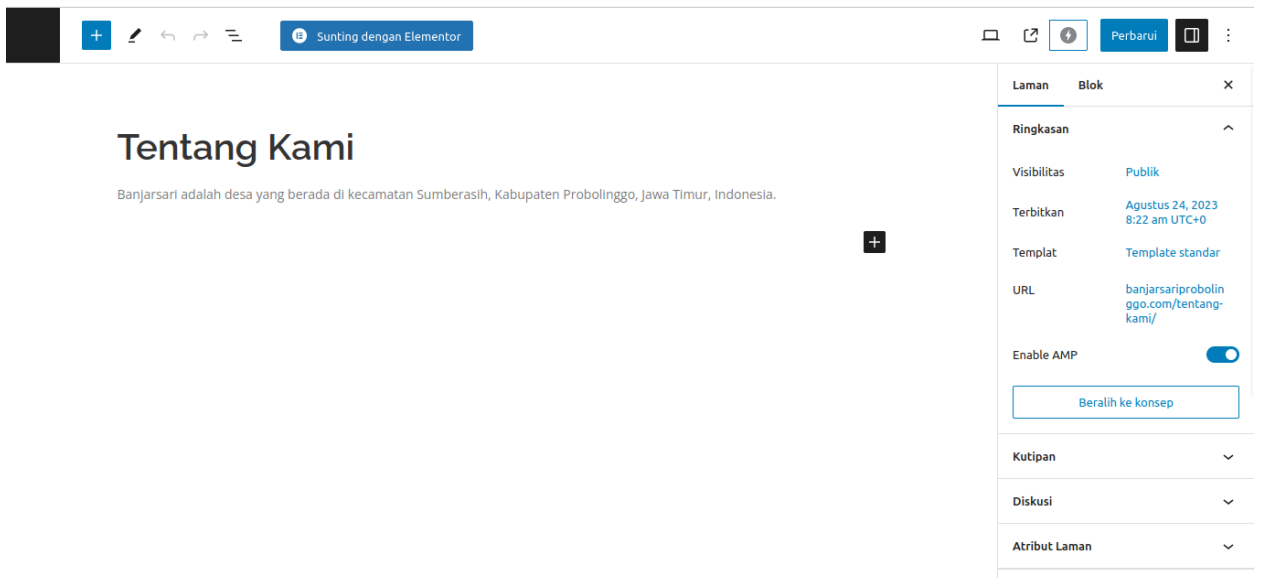
1. Buka Laman



2. Buka Tentang Kami



3. Ubah di Sini

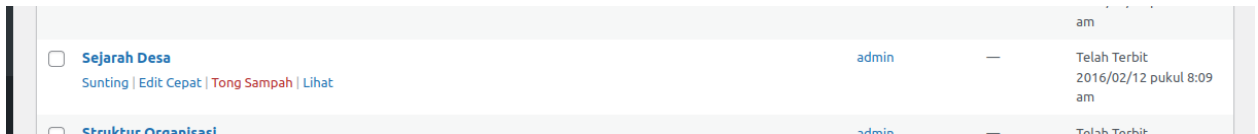


Profil Desa > Sejarah Desa

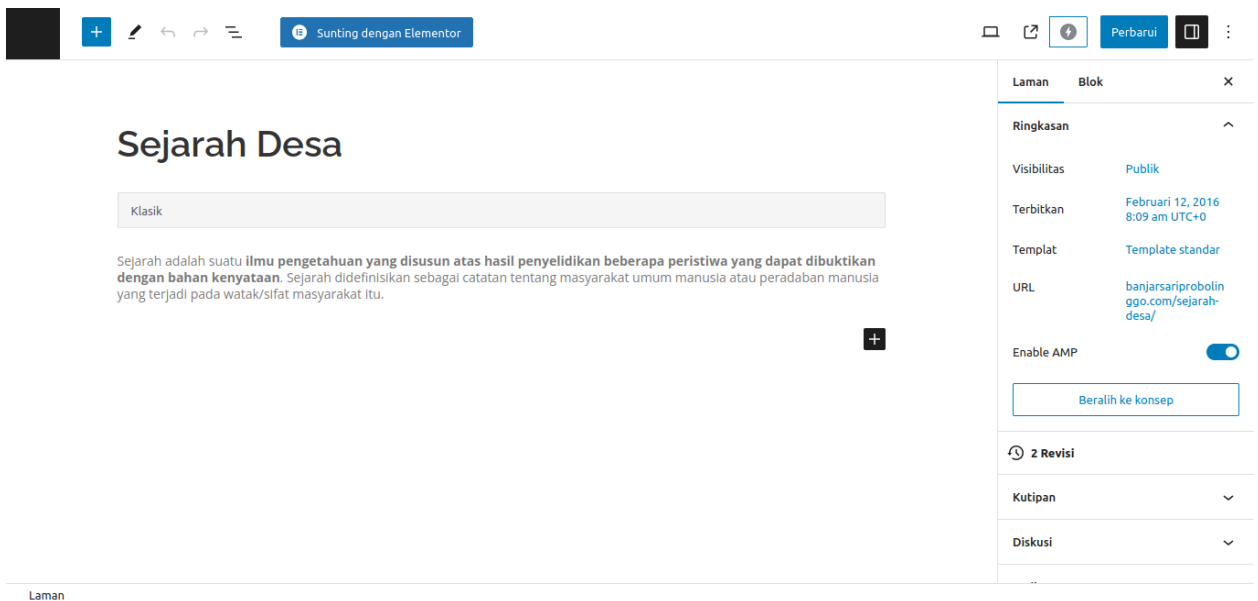
1. Buka Laman



2. Buka Sejarah Desa

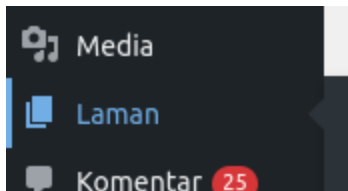


3. Ubah di Sini



Profil Desa > Visi & Misi

1. Buka Laman



2. Buka Visi & Misi

<input type="checkbox"/> Judul ↕	Penulis	ⓘ ↕
<input type="checkbox"/> Visi & Misi	admin	—
<input type="checkbox"/> WPForms Preview — Privat	admin	—

3. Ubah di Sini

Sunting dengan Elementor

Visi & Misi

Klasik

Nullam ut tempor eros. Donec faucibus, velit et imperdiet aliquam, lacus velit luctus urna, vitae porttitor orci libero id felis.

Enable AMP

[Beralih ke konsep](#)

Laman Blok

Ringkasan

Visibilitas Publik

Terbitkan Februari 12, 2016 8:11 am UTC+0

Templat Template standar

URL banjarsari.probolinggo.com/visi-misi/

Kutipan

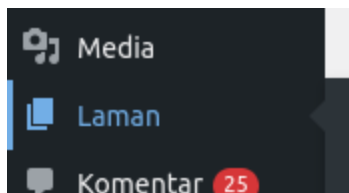
Diskusi

Atribut Laman

Page Settings

Profil Desa > Demografi Desa

1. Buka Laman



2. Buka Demografi Desa

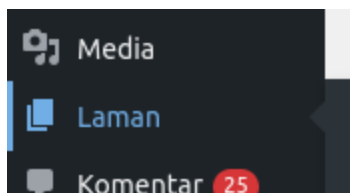
<input type="checkbox"/> Demografi Desa	admin
<input type="checkbox"/> Gallery	admin

3. Ubah di Sini

The screenshot shows the WordPress editor interface. At the top, there is a toolbar with icons for adding content, undo, redo, and a 'Sunting dengan Elementor' button. Below the toolbar, a notification banner states: 'Ada simpanan otomatis dari pos ini yang lebih baru dari versi di bawah.' with a link to 'Lihat penyimpanan otomatis'. The main content area displays the title 'Demografi Desa' and a subtitle: 'Laweyan adalah desa yang berada di kecamatan Sumberasih, Kabupaten Probolinggo, Jawa Timur, Indonesia.' To the right, a sidebar menu is open, showing options for 'Laman' and 'Blok'. The 'Laman' section includes: Ringkasan, Visibilitas (Publik), Terbitkan (Agustus 24, 2023 8:29 am UTC+0), Templat (Template standar), URL (banjarsari.probolinggo.com/demografi-desa/), and Enable AMP (checked). Below these are sections for Kutipan, Diskusi, and Atribut Laman. A 'Beralih ke konsep' button is also visible.

Profil Desa > Geografis Desa

1. Buka Laman



2. Buka Geografis Desa

<input type="checkbox"/>	Geografis Desa Sunting Edit Cepat Tong Sampah Lihat	admin
<input type="checkbox"/>	Home — Laman Depan	admin

3. Ubah di Sini

Geografis Desa

Banjarsari adalah desa yang berada di Kecamatan Sumberasih, Kabupaten Probolinggo, Jawa Timur, Indonesia.

```
[/] Shortcode  
<iframe src="https://www.google.com  
/maps/embed?pb=!1m18!1m12!1m3!1d15813.814928763875!2d113.13190221259622!3d-  
7.741601614218331!2m3!1f0!2f0!3f0!3m2!1i1024!2i768!4f13.1!3m3!1m2!1s0x2dd7b3cd1beb2aed%3A0x1c05c1957  
084066e!2sBanjarsari%2C%20Kec.%20Sumberasih%2C%20Kabupaten%20Probolinggo  
%2C%20Jawa%20Timur!5e0!3m2!1sid!2sid!4v1696222790290!5m2!1sid!2sid" width="600" height="450"  
style="border:0;" allowfullscreen="" loading="lazy" referrerpolicy="no-referrer-when-downgrade">  
</iframe>
```

Laman

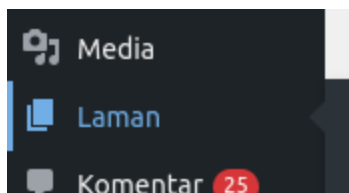
4 Revisi

Kutipan

Diskusi

Pemerintahan > Struktur Organisasi

1. Buka Laman



2. Buka Struktur Organisasi

Struktur Organisasi admin
Sunting | Edit Cepat | Tong Sampah | Lihat

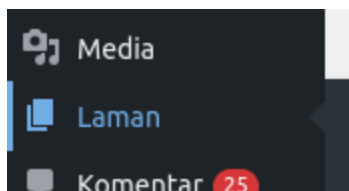
Struktur Organisasi admin

3. Ubah di Sini

The screenshot shows the WordPress Elementor editor interface. The main content area displays the page title "Struktur Organisasi" and a description: "Laweyan adalah desa yang berada di kecamatan Sumberasih, Kabupaten Probolinggo, Jawa Timur, Indonesia." Below the description, there are two sections: "Kepala Desa" with the name "Abdul Wahid" and a list item "1. Mengelola Sumber Daya Manusia (Jobdesknya)", and "Sekretaris" with the name "Siti" and a list item "1. Menegeurus surat menyurat desa". The right sidebar contains settings for the page, including visibility (Public), publication date (August 24, 2023), template (Template standar), URL, and a dropdown menu for the author (admin). There are also buttons for "Beralih ke konsep" and "Pindahkan ke bak sampah", and a "2 Revisi" indicator at the bottom.

Pemerintahan > Perangkat Desa

1. Buka Laman



2. Buka Perangkat Desa

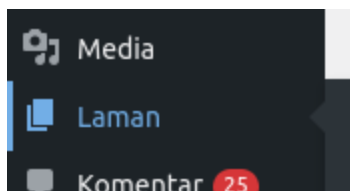
<input type="checkbox"/>	Perangkat Desa	admin
<input type="checkbox"/>	Pindah Kartu Keluarga	admin

3. Ubah di Sini

The screenshot shows the WordPress Elementor editor interface. At the top, there is a toolbar with various icons for editing, including a plus sign, a pencil, undo, redo, and a menu icon. A button labeled "Sunting dengan Elementor" is visible. The main content area displays the title "Perangkat Desa" and a subtitle: "Laweyan adalah desa yang berada di kecamatan Sumberasih, Kabupaten Probolinggo, Jawa Timur, Indonesia." Below the subtitle is a plus sign icon. On the right side, there is a settings panel with tabs for "Laman" and "Blok". The "Laman" tab is active, showing settings for "Ringkasan", "Visibilitas" (set to "Publik"), "Terbitkan" (set to "Agustus 24, 2023 8:29 am UTC+0"), "Templat" (set to "Template standar"), "URL" (set to "banjarsariprobolinggo.com/perangkat-des/"), and "Enable AMP" (set to "On"). There is a button labeled "Beralih ke konsep" and several expandable sections: "Kutipan", "Diskusi", and "Atribut Laman".

Pemerintahan > Lembaga Desa

1. Buka Laman



2. Buka Lembaga Desa

<input type="checkbox"/>	Lembaga Desa	admin
<input type="checkbox"/>	My Account	admin

3. Ubah di Sini

The screenshot shows the WordPress editor interface. At the top, there is a toolbar with icons for adding blocks, undo, redo, and a menu. A button labeled "Sunting dengan Elementor" is visible. The main content area displays the title "Lembaga Desa" and a short paragraph: "Laweyan adalah desa yang berada di kecamatan Sumberasih, Kabupaten Probolinggo, Jawa Timur, Indonesia." A small "+" icon is present on the right side of the content area. On the right, a sidebar is open, showing the "Laman" (Page) settings. The sidebar includes sections for "Ringkasan" (Summary), "Visibilitas" (Visibility), "Terbitkan" (Publish), "Templat" (Template), "URL", "Enable AMP", "Kutipan" (Citation), "Diskusi" (Discussion), and "Atribut Laman" (Page Attributes). The "Ringkasan" section is expanded, showing details like "Publik", "Agustus 24, 2023 8:30 am UTC+0", "Template standar", and the URL "banjarsariprobolinggo.com/lembaga-desas/". There is also a toggle for "Enable AMP" and a button "Beralih ke konsep".

Sunting dengan Elementor

Lembaga Desa

Laweyan adalah desa yang berada di kecamatan Sumberasih, Kabupaten Probolinggo, Jawa Timur, Indonesia.

+

Laman

Laman Blok X

Ringkasan ^

Visibilitas Publik

Terbitkan Agustus 24, 2023 8:30 am UTC+0

Templat Template standar

URL banjarsariprobolinggo.com/lembaga-desas/

Enable AMP

Beralih ke konsep

Kutipan v

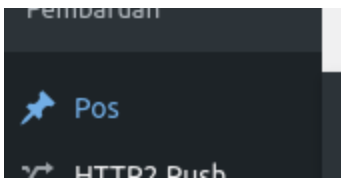
Diskusi v

Atribut Laman v

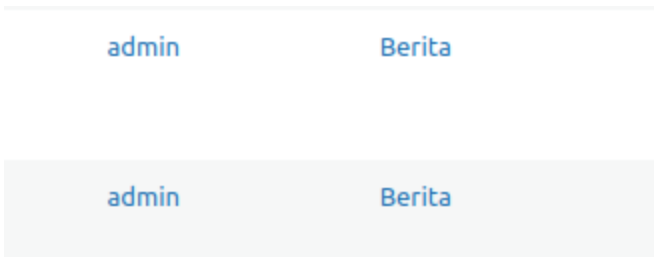
Berita dan Pengumuman

Berita

1. Buka Pos

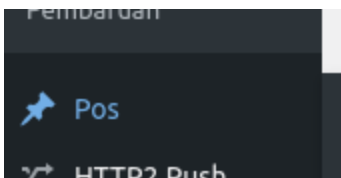


2. Buat atau Ubah dengan Kategori Berita



Pengumuman

1. Buka Pos



2. Buat atau Ubah dengan Kategori Pengumuman

