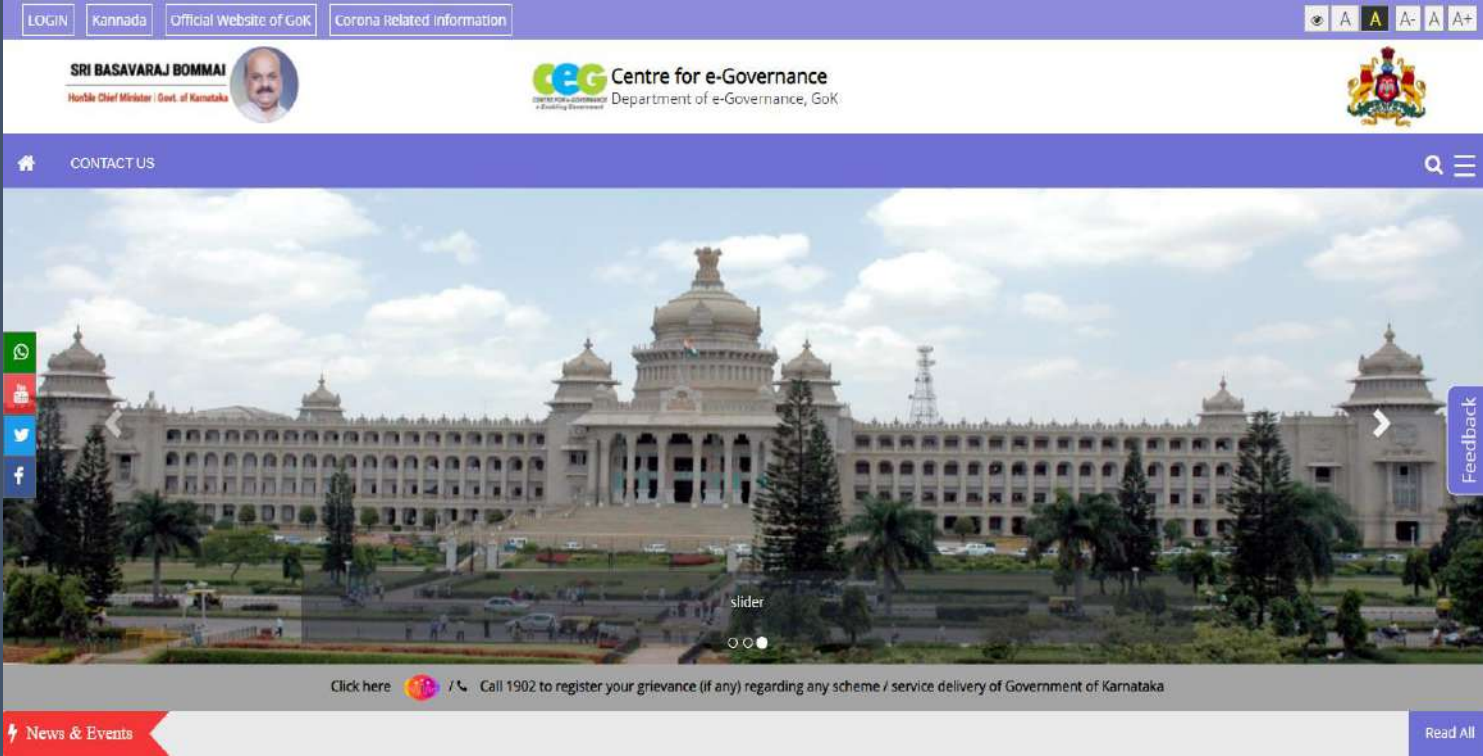




Version: CeG/KRN 2.0.0

Web Portal User Manual

Guidelines, Responsibilities, Activities and Methods



Karnataka State Web Portal

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A. Creator Activities

1. Logging into CMS

Step.1: Sign In

Enter the given website URL in the browser to open the website.

Step 2: Click on Sign in button inside the website



Step 3: Later a new window appears in which

1. Enter the e-mail ID provided
2. Enter the password
3. Enter the CAPCHA
4. Click on the login button

2. Uploading Profile

It is mandatory for users to upload the details in the CMS. Here the users can enter their names, mobile numbers and change their passwords. Follow the below method for change of password.

Step 1: Login to CMS

Step 2: Later click on the **Hi Creator** button on the left side corner of the dashboard.



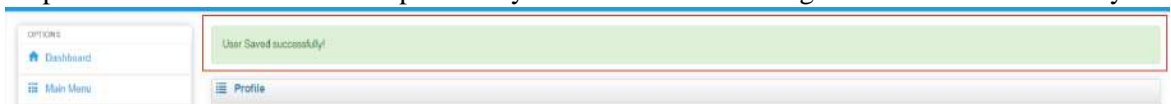
Step 3: Next click on the Profile option



Step 4: Enter the details as mentioned below in the page

- 1- Enter your name
- 2- You will have no option to change the email-id already existing.
- 3- Enter your mobile number
- 4- Your role as the creator is already pre-filled.
- 5- Enter the new password you wish to set. (Prior to entering the new password kindly read the password policy)
- 6- Later, click on the SAVE button.

Step 6: Based on the information provided you will receive a message User Saved Successfully.



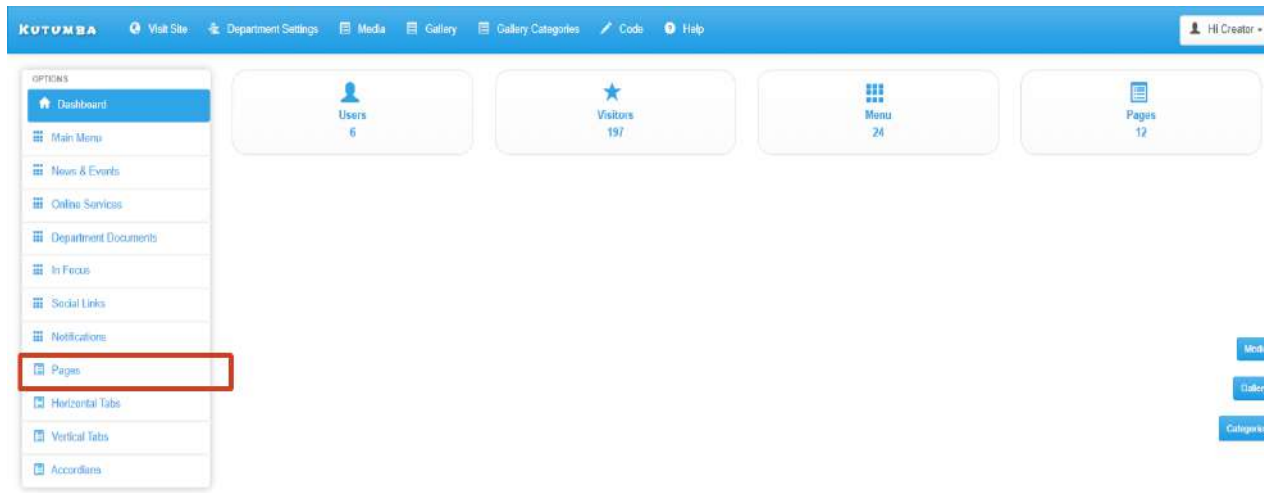
(In case you don't receive this message it means there are some defects while entering information. Kindly, revisit the process and set right the mistakes if any).

3. Creating Pages

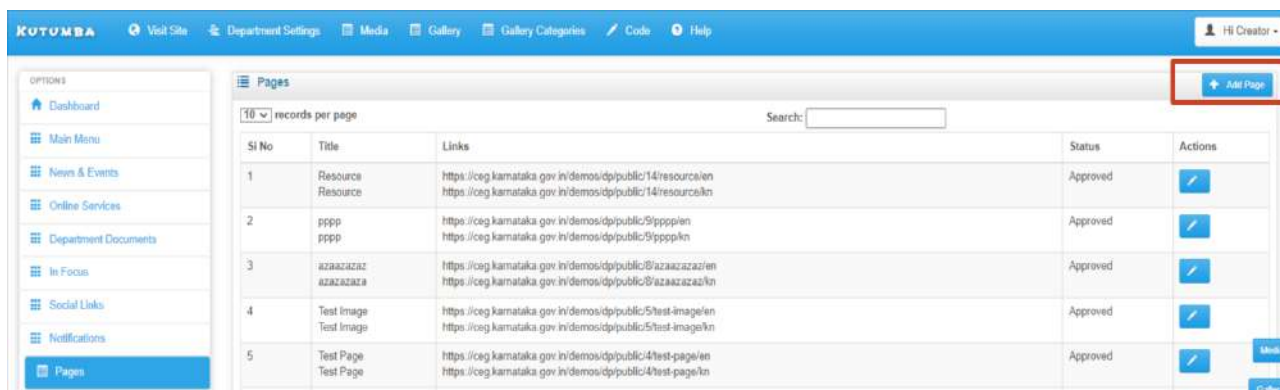
It is important to create pages for it to be displayed on the website. Follow the below steps to create pages in the website.

Step 1: At first login to the CMS of the website.

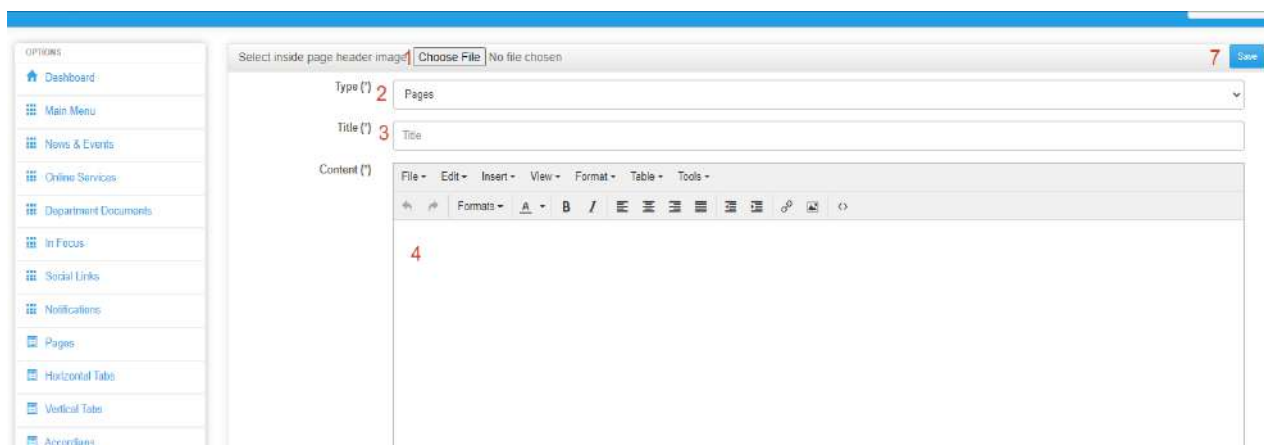
Step 2: Later select **Pages** displayed on the dashboard.

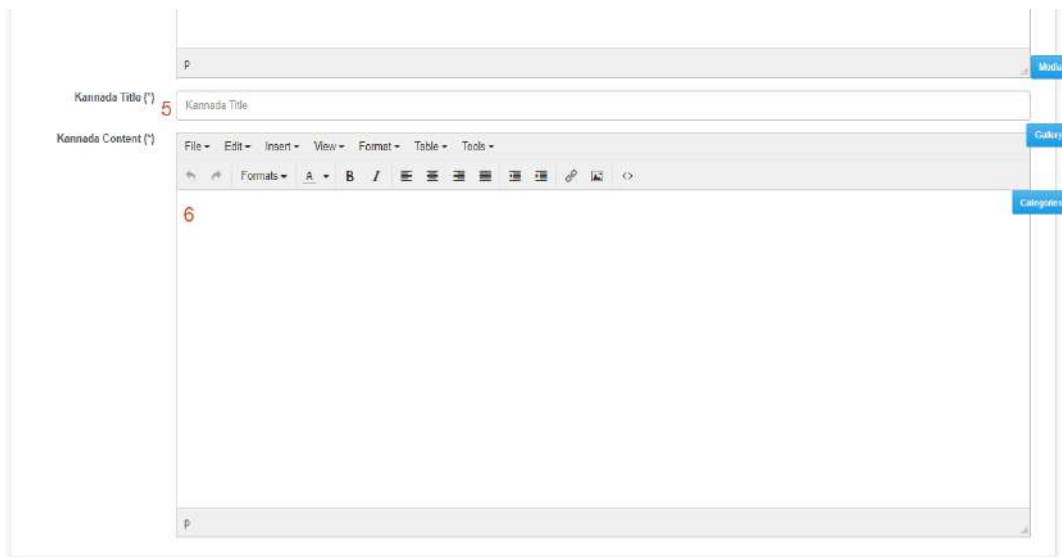


Step 3: Click on the Add Page button located on the left side of the window.



Step 4: Later, enter the following details in the new box





1. For adding banner image to the page click on the Choose File button and selected image to be uploaded (vertical images are preferred). However, it is not mandatory.
2. Do not click on the page button. Incase you click, do not select any of the options.
3. Enter the title in English language.
4. Enter the English content and photographs to be appearing in the content box.
5. Later, enter the Kannada title in the content box.
6. After having entered the title now provide the content in the Kannada language as well as photographs.

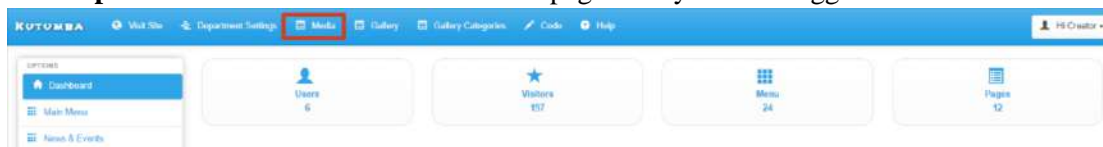
A. Creating tables in the pages

For creating tables, you can either create the table in excel or word and then paste the same in the page or select the **table** option in the **content** box.

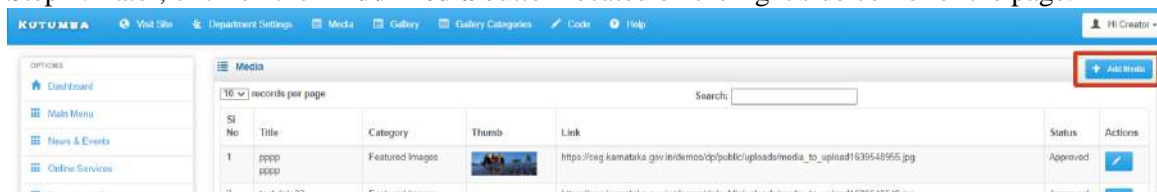
B. Uploading photographs

Follow the below mentioned steps to upload photographs (except for uploading galleries):

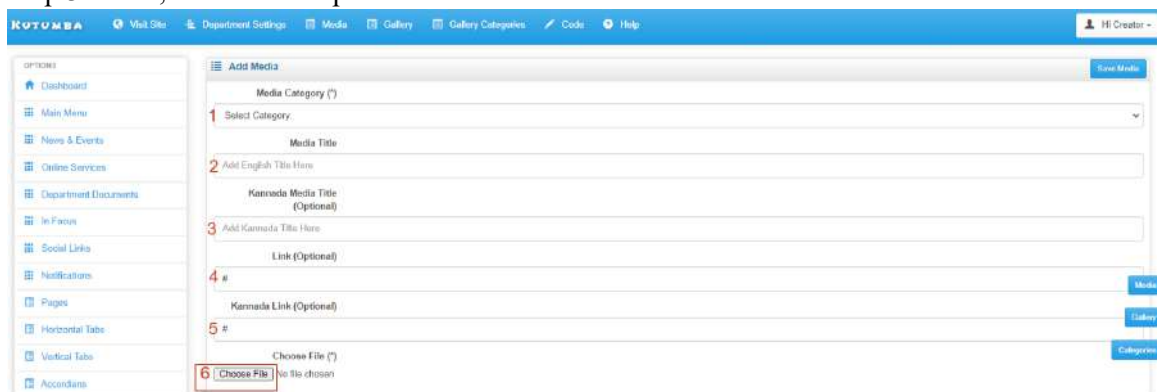
Step 1: Click on the **Media** button on the page after you have logged in.



Step 2: Later, click on the **+Add Media** button located on the right side corner of the page.

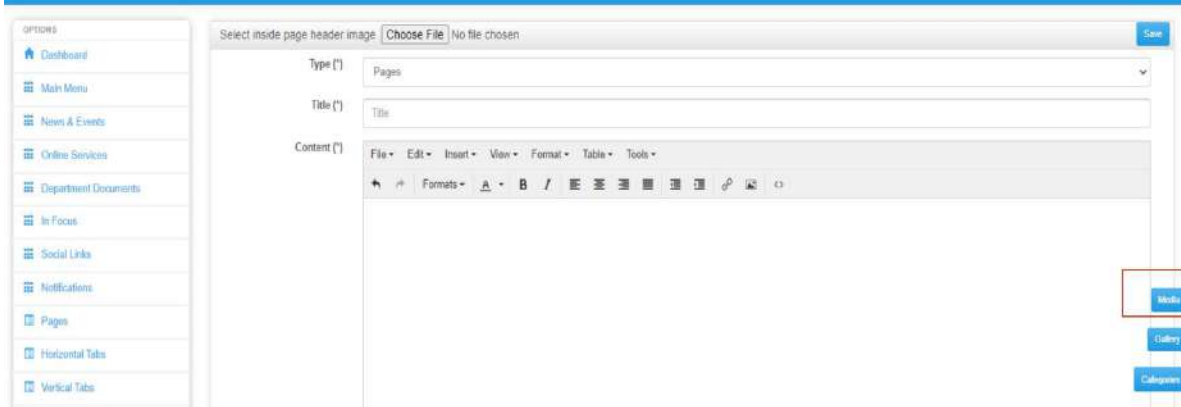


Step 3: Later, follow the steps mentioned below:



- 1- Click on the **Select Category** and later click on the Feature Images option.
- 2- Later, enter the media file title in the **Add English Title Here** column.
- 3- Add Kannada title in Kannada language.
- 4- # Should be retained as it is.
- 5- # Should be retained as it is.
- 6- Click on the Choose File button and select the image from the file to be uploaded.
- 7- After having filled up all the fields, click on the Save Media button located on the top right side.

Step 1: Open the page you wish to upload the images and click on the Media button located on the right side.



Step 2: Later, in the page that opens up copy the URL of the image to be uploaded or click on the copy button as shown in the below image.

10 records per page

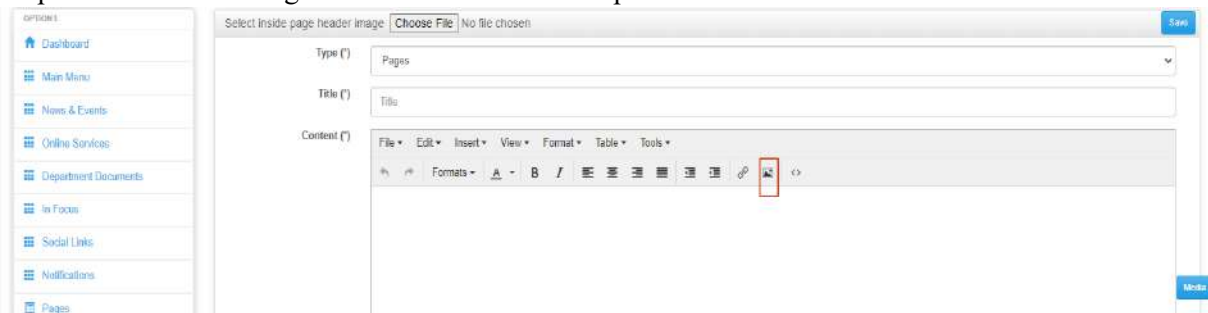
Search:

Sl No	Title	Category	Link	Actions
1	pppp pppp	Featured Images	https://ceg.karnataka.gov.in/demos/dp/public/uploads/media_to_upload1639548955.jpg	
2	test data22 test data22	Featured Images	https://ceg.karnataka.gov.in/demos/dp/public/uploads/media_to_upload1639548540.jpg	
3	test data33333 test data33333	Featured Images	https://ceg.karnataka.gov.in/demos/dp/public/uploads/media_to_upload1639548263.jpg	

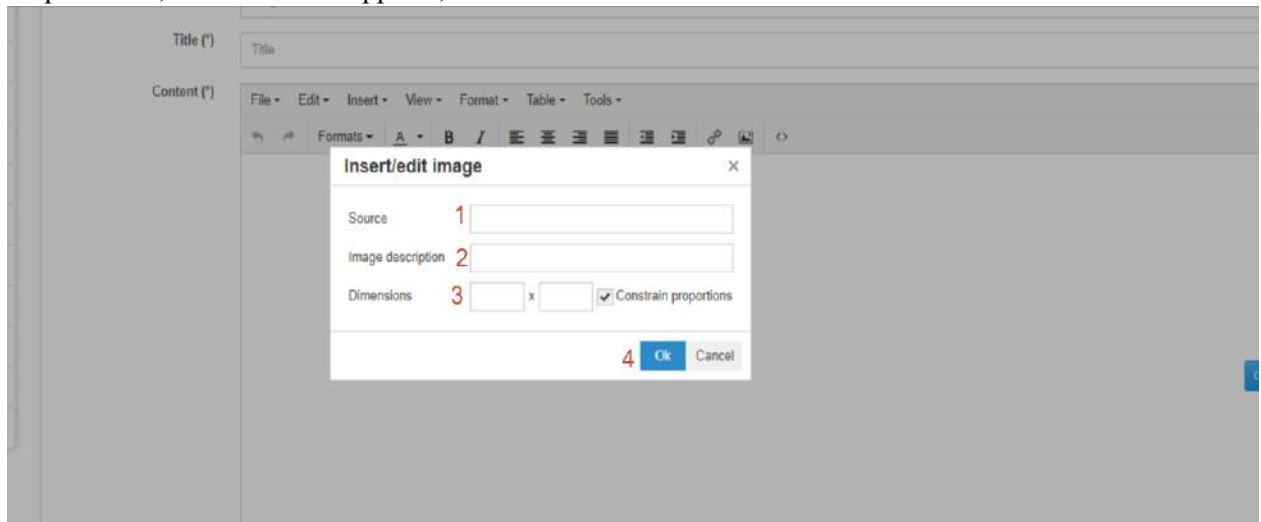
Step 3: Click outside the page.

Step 4: Click on the space where you wish to insert the image.

Step 5: Click on the image icon shown in the below picture.



Step 6: Later, in the box that appears,



- 1- Paste the link in the **Source** block
- 2- Write the **Image description** if necessary.
- 3- Enter the required image **Dimensions** (H x V Pixels)
- 4- And click on the **Ok** button.
- 8- Later click on the Save button located on the top right side.

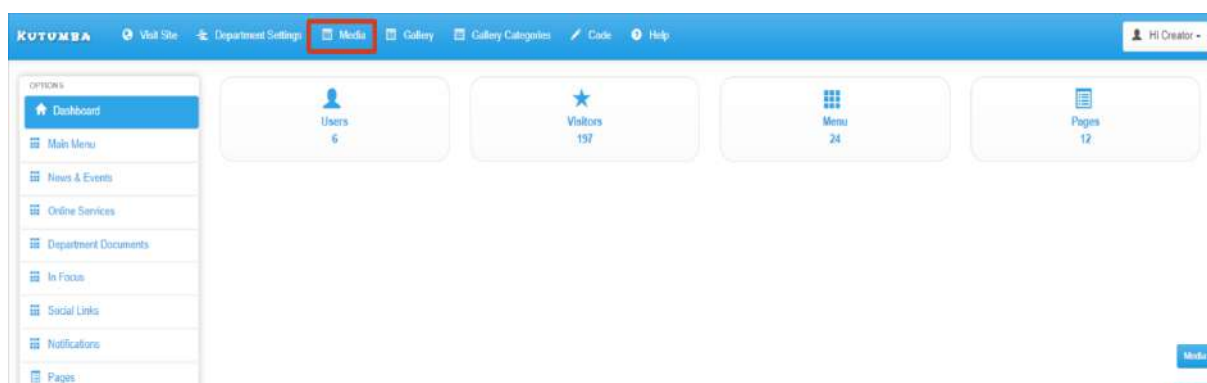
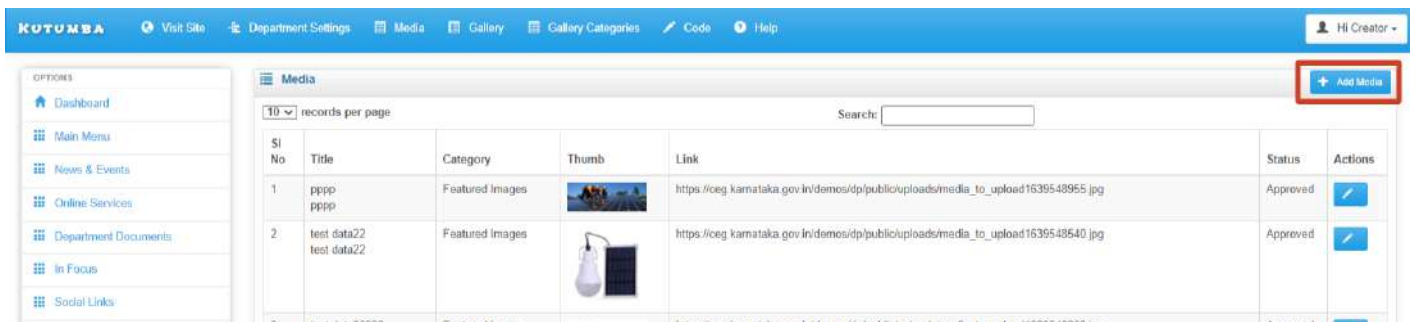
4. Uploading documents to server

To upload PDF, Images, Videos and Sound files in the website, first upload them in the server. Later, copy the URL and the paste it wherever necessary to be published in the website. Follow the below mentioned steps to upload the documents to the server.

Step 1: Login to the website.

Step 2: Later click on the Media button on the CMS home page.

Step 3: In the next page select +Add Media button.



Step 4: In the following page

1- Click on the Media Category and select Documents in the download option.

2- Enter the document title in the English language in the Media Title box.

3- Later, enter the document title in the Kannada language in the Kannada Media Title.

4- Retain the # symbol without making changes.

5- In the Kannada Link retain the # symbol without making changes.

6- Select the Choose File button and select the document to be uploaded.

7- Later, click on the Save button located on the top right corner of the page.

- 1- Click on the Media Category and select Documents in the download option.
- 2- Enter the document title in the English language in the Media Title box.
- 3- Later, enter the document title in the Kannada language in the Kannada Media Title.
- 4- Retain the # symbol without making changes.
- 5- In the Kannada Link retain the # symbol without making changes.
- 6- Select the Choose File button and select the document to be uploaded.
- 7- Later, click on the Save button located on the top right corner of the page.

The uploaded documents can be published in the website by clicking on the Media button from the CMS page.

5. Uploading Title and Logo to the main page



The concerned departments/boards/authorities/corporation are responsible for uploading header and logos to the website. Following steps have be followed to the upload the same.

Step 1: Login to the website.

Step. 2: Later, select Department Settings in the page.



Step 3: Later, a new page opens in which:

- 1- Click on the Choose File and upload the logo in the English language.
- 2- Choose Kannada logo (*) and upload the logo designed in Kannada language.
- 3- Click on the Department Name and enter the department name in the English language.
- 4- Click on the Kannada Department Name (*) and enter the department name in Kannada language.
- 5- Click on the Department Subtitle (*) and enter the Department/Secretariat subtitle in the English language.
- 6- Click on the Kannada Department Subtitle (*) and enter the Department/Secretariat subtitle in the Kannada language.
- 7- Later, click on the Save Department Settings button to save the data entered.

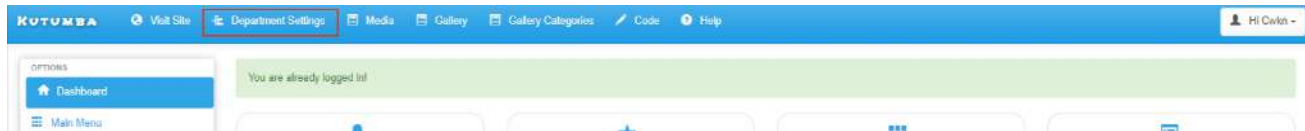
(On clicking on the save department settings you will get a message **Department Settings Saved Successfully**. In case the data entered is wrong the above message will not appear. You will have to revisit the page to re-enter the data.)

6. Uploading information about the department/office into the website

Information about the department has to be upload separately in to the website. Following steps has to be followed to upload the details.

Step 1: Login to the website.

Step. 2: Later click on the Department Settings button in the new page.



Step. 3 : In the Home page About Content section that opens later,

The screenshot shows the 'Home page about content' form. It has a title bar 'Home page about content' and a menu bar 'File Edit Insert View Format Table Tools'. The form contains several sections: 1. 'Department Description (This will appear on the home page about section)' with a text area containing English text about the Centre for e-Governance. 2. 'English Read More Link (*)' with a text field containing 'https://ceg.karnataka.gov.in/info-1/About+Us/en'. 3. 'Kannada Department Description (This will appear on the home page about section)' with a text area containing Kannada text. 4. 'Kannada Read More Link (*)' with a text field containing 'https://ceg.karnataka.gov.in/info-1/About+Us/en'. 5. 'Choose Department about Photo [Image Size: 600px X 600px] (*)' with a 'Choose File' button and 'No file chosen' text. On the right side, there are buttons for 'Media', 'Gallery', and 'Categories'.

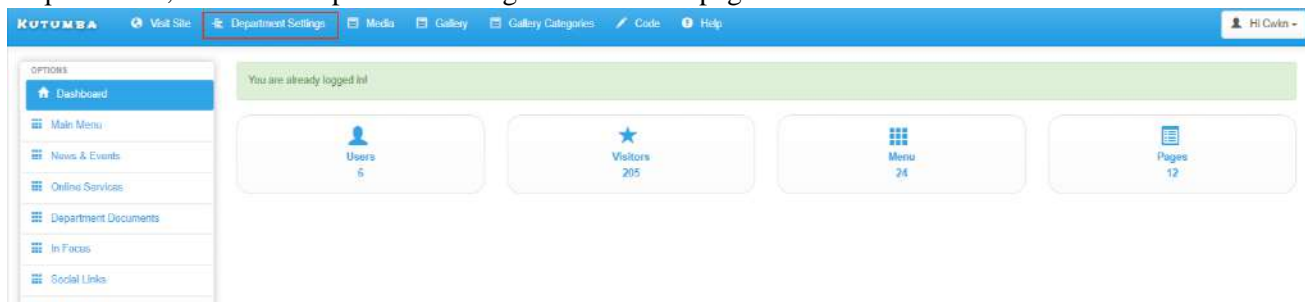
- 1- Enter the Department's brief details in the English language.
- 2- In case of more details create a new page and link the same to the brief.
- 3- Enter the Department's brief details in the Kannada language.
- 4- In case of more details create a new page and link the same to the brief.
- 5- Click on Choose File and upload the Department image.
- 6- Later, click on the Save Settings button located on the right corner of the page to save the data entered.

7. Uploading details/photographs of Ministers and Head of Departments

Following the steps mentioned below to upload details and photographs of Ministers/Head of Departments.

Step 1: Login to the website.

Step. 2: Later, select the Department Settings from the new page.



Step. 3: In the new page that opens enter the details of the concerned Minister and HOD in their respective section.

Minister Profile

Minister Name (*) 1

Kannada Minister Name (*) 2

Minister Designation (*) 3

Kannada Minister Designation (*) 4

Choose Minister Photo [Image Size: 400px X 400px] (*) 5 No file chosen

HOD Profile

HOD Name (*) 6

Kannada HOD Name (*) 7

HOD Designation (*) 8

Kannada HOD Designation (*) 9

Choose HOD Photo [Image Size: 400px X 400px] (*) 10 No file chosen

- 1- Click on Minister Name and enter the name in English language.
- 2- Click on Kannada Minister Name and enter the name in Kannada language.
- 3- Click on Minister Designation and enter the Minister's designation in English language.
- 4- Click on Kannada Minister Designation and enter the Minister's designation in Kannada language
- 5- Click on Choose File and upload the concerned Minister's official image from the gallery.
- 6- Click on HOD Name and enter the name in English language.
- 7- Click on Kannada HOD Name and enter the name in Kannada language
- 8- Click on HOD Designation and enter the designation in English language.
- 9- Click on Kannada HOD Designation and enter the designation in Kannada language.
- 10- Click on Choose File and upload the concerned HOD's image from the gallery.
- 11- Later, click on the Save Department Settings button located on the right top corner of the page.

8. Creation of Navigation Menus

1. Primary Menus

Follow the below mentioned steps to create primary menus

Step 1: Login to the website.

Step 2: Later, click on the Main Menu in the new page.

OPTIONS

- [Dashboard](#)
- [Main Menu](#)
- [News & Events](#)
- [Online Services](#)
- [Department Documents](#)
- [In Focus](#)
- [Social Links](#)
- [Notifications](#)
- [Pages](#)
- [Horizontal Tabs](#)
- [Vertical Tabs](#)
- [Accordions](#)

English Block Name

Kannada Block Name

Menus

10 records per page

Search:

Sl No	Name	Parent	Featured Image	Category	Linked Page	Status	Actions
1	Contact Us			Main Menu		Approved	Edit

Showing 1 to 1 of 1 entries

[← Previous](#)
[1](#)
[Next →](#)

[Menus](#)
[Gallery](#)
[Categories](#)

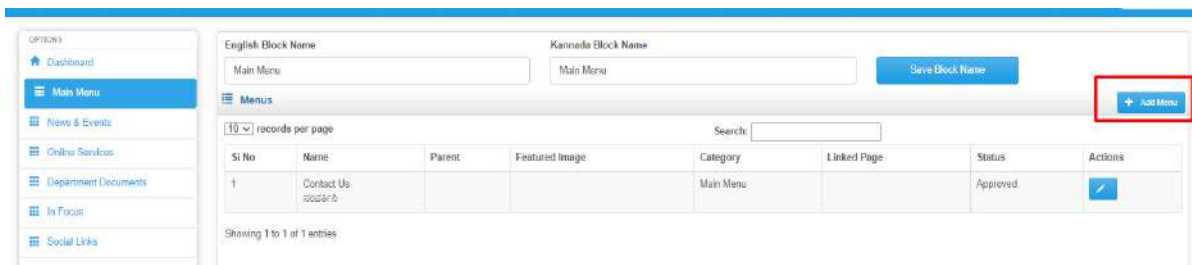
Step 3: Select +Add menu from the new page.

Step 4: In the pop-up page that opens later,

- 1-Click on Select Parent and opt Self Parent option.
 - 2- In the Menu Name section enter the name in English language.
 - 3- Enter the name in Kannada language in the Kannada Menu Name section.
 - 4- Entering details in Icon Classess is not mandatory.
 - 5- Entering details in Menu Classess is not mandatory.
 - 6- Entering details in Feature Image is not mandatory.
 - 7- To publish Select Page Menu select on the option and select the link of the required page (the page has be created earlier). In case of menu to be published in link format # symbol has to be retained.
 - 8- Click on Select Menu Category and select Main Menu.
 - 9-In order to publish the Menu in the Link format remove the # symbol and paste the link of the earlier created Menu in the box.
 - 10- In order to publish the Menu in the Kannada Link format remove the # symbol and paste the link of the earlier created Menu in the box. (In case of menu to be published in page format # symbol has to be retained.)
 - 11-To Save click on the Save button on the right corner of the page.
- (Note: In case you want to create a blank menu, do not make any changes in the Page, Link and Kannada Link. Retain the page as it is and then select SAVE button.)**

2. Second stage drop down menus

- Step 1: Login to the website.
- Step 2: Create the necessary blank menu.
- Step 3: Click on the Main Menu again.
- Step 4: Click on the +Add New as shown in the image.



Step 5: Later in the new page that opens:

1- In the Select Parent select the Menu for which Second Menu has to be created.

2- Enter the name in the English Language in the Menu Name.

3- Enter the name in the Kannada language in the Kannada Menu Name section.

4- Entering data in Icon Classess is not mandatory. Retain as it is.

5- Entering data in Menu Classess is not mandatory. Retain as it is.

6- Entering data in Feature Image is not mandatory. Retain as it is.

7- To publish Select Page Menu select on the option and select the link of the required page (the page has be created earlier). In case of menu to be published in link format # symbol has to be retained.

8- Click on Select Menu Category and select Main Menu.

9- In order to publish the Menu in the Link format remove the # symbol and paste the link of the earlier created Menu in the box.

10- In order to publish the Menu in the Kannada Link format remove the # symbol and paste the link of the earlier created Menu in the box. (In case of menu to be published in page format # symbol has to be retained.)

11- To Save click on the Save button on the right corner of the page.

(Note: In case you want to create a blank menu, do not make any changes in the Page, Link and Kannada Link. Retain the page as it is and then select SAVE button.)

3. Third Stage Menus

Step 1: Login to the website.

Step 2: Create the necessary blank menu (primary menu).

Step 3: Click on the Main Menu again and click on the +Add New as shown in the image.

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Centre for E-Governance

Visit Site Department Settings Media Gallery Gallery Categories Code Help

Hi Cwlin

OPTIONS

- Dashboard
- Main Menu**
- News & Events
- Online Services
- Department Documents
- In Focus
- Social Links
- Notifications

English Block Name: Main Menu

Kannada Block Name: Main Menu

Save Block Name

Menus

10 records per page

Search:

Sl No	Name	Parent	Featured Image	Category	Linked Page	Status	Actions
1	Contact Us			Main Menu		Approved	

Showing 1 to 1 of 1 entries

Previous 1 Next

Add Menu

Step 4: Later in the new page that opens:

Add Menu

Select Parent (*) 1 Self Parent

Menu Name (*) 2 Menu Name

Kannada Menu Name (*) 3 Menu Name

Icon Classes 4 Classes to be added in <i> tag

Menu Classes 5 Classes to be added in <i> tag

Featured Image 6 Choose File No file chosen

Select Page 7 # Link

Select Menu Category 8 Menu Category

Link 9#

Kannada Link 10#

Close Save

1- In the Select Parent select the Menu for which Third Level Menu has to be created..

2- Enter the name in the English Language in the Menu Name.

3- Enter the name in the Kannada language in the Kannada Menu Name section.

4- Entering data in Icon Classess is not mandatory. Retain as it is.

5- Entering data in Menu Classess is not mandatory. Retain as it is

6- Entering data in Feature Image is not mandatory. Retain as it is.

7- To publish Select Page Menu select on the option and select the link of the required page (the page has been created earlier). In case of menu to be published in link format # symbol has to be retained.

8- Click on Select Menu Category and select Main Menu

9- In order to publish the Menu in the Link format remove the # symbol and paste the link of the earlier created Menu in the box.

10- In order to publish the Menu in the Kannada Link format remove the # symbol and paste the link of the earlier created Menu in the box. (In case of menu to be published in page format # symbol has to be retained.).

11- To Save click on the Save button on the right corner of the page.

9. Uploading Sliders to the Website



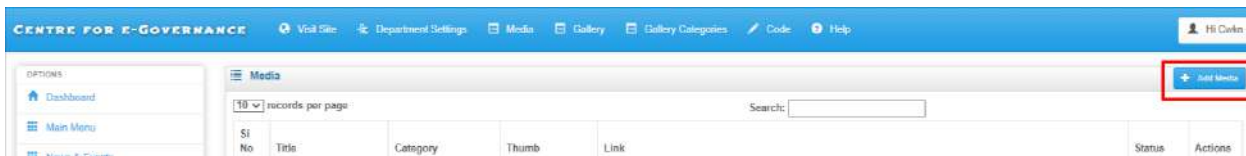
Following the steps mentioned below to upload sliders to the website

Step 1: Login to the website

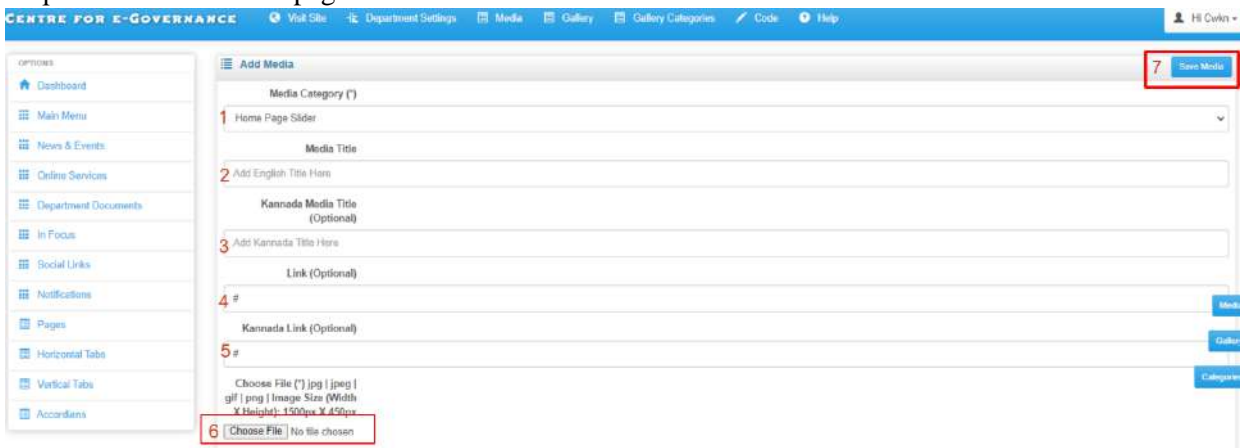
Step 2: Later click on the Media button in the new page



Step 3: Click on the +Add New in the page as shown in the image



Step 4: Later in the new page:



1-In the Media Category select the Home Page Slider option.

2-Enter the title in English language under the Media Title option.

3-Enter the title in Kannada language under the Kannada Media Title option.

4- To paste the hyperlink to slider images remove the # symbol and paste the link under Link (optional) segment. Else retain the # symbol.

5- To paste the Kannada hyperlink under the Kannada Link (optional) remove the # symbol and paste the link under Link (optional) segment. Else retain the # symbol.

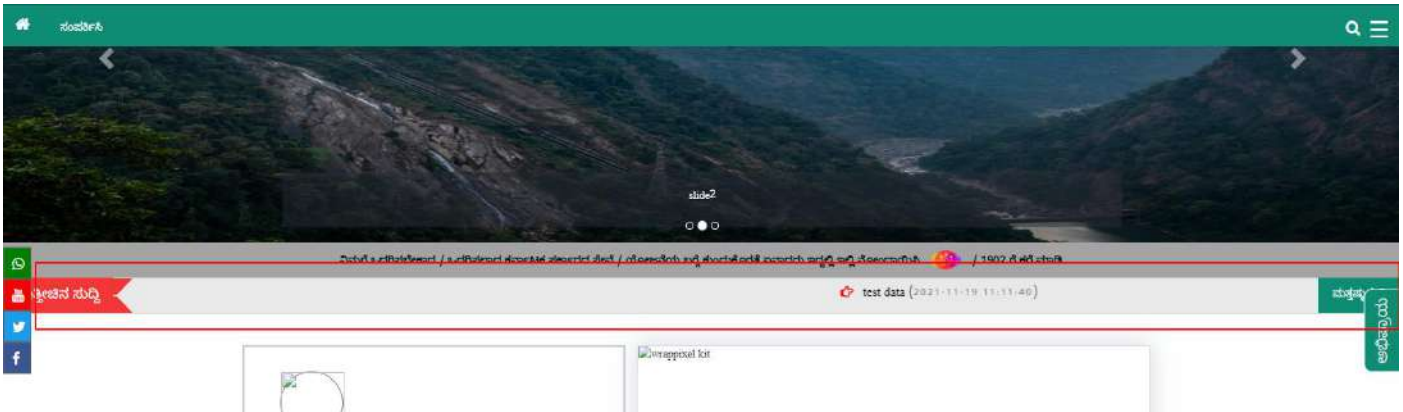
6- To upload the image click on the Choose file and select the required image.

7-Later click on the Save Media.

(Note: One image can be uploaded at once. To upload more image repeat the above mentioned steps.)

10. Uploading Latest News

Follow the below mentioned steps to upload latest news in the website.



Step 1: Login to the website

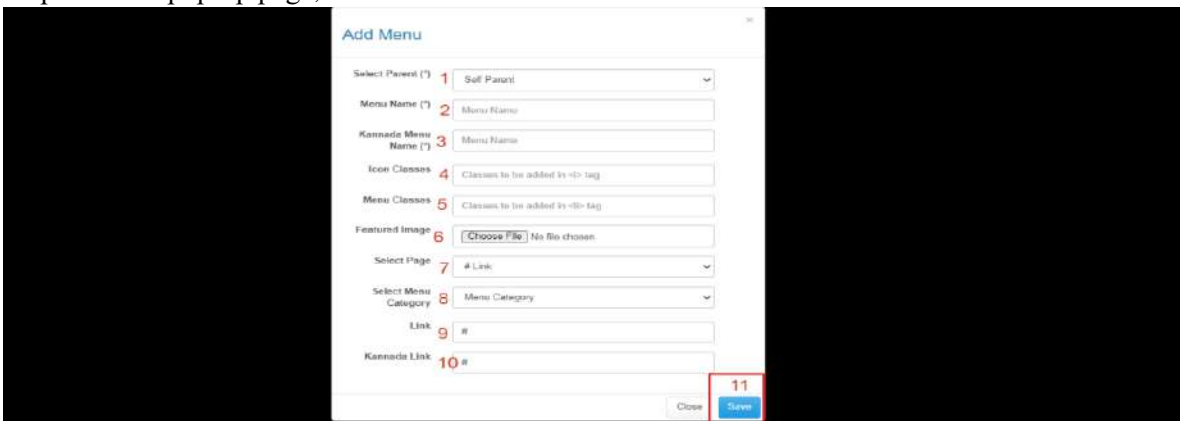
Step 2: Click on the News and Events button in the new page.



Step 3: In the next page select +Add Menu located on the right side of the page.



Step 4: In the pop-up page,



- 1- Click on the Select Parent and select Self Parent from the available options.
- 2- Enter the details in the English language in the Menu Name
- 3- Enter the details in the Kannada language in the Kannada Menu Name
- 4- Entering data in Icon Classess is not mandatory. Retain as it is.
- 5- Entering data in Menu Classess is not mandatory. Retain as it is.
- 6- Entering data in Feature Image is not mandatory. Retain as it is.
- 7- To publish Select Page Menu select on the option and select the link of the required page (the page has be created earlier). In case of menu to be published in link format # symbol has to be retained.
- 8- Click on Select Menu Category and select News & Events.

- 9- In the Link section remove the # symbol and paste the link of the English Menu to be published in the link format.
- 10- In the Kannada Link section remove the # symbol and paste the link of the Kannada Menu to be published in the link format.
- 11- Later click on the Save button located on the right side corner to save the data entered.

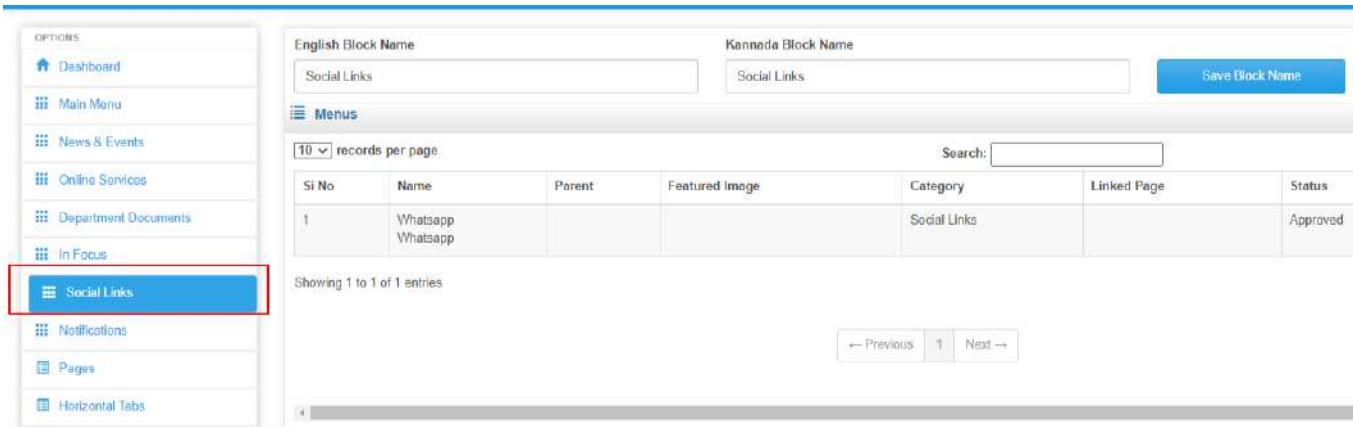
12. Linking Social Media Accounts to Website



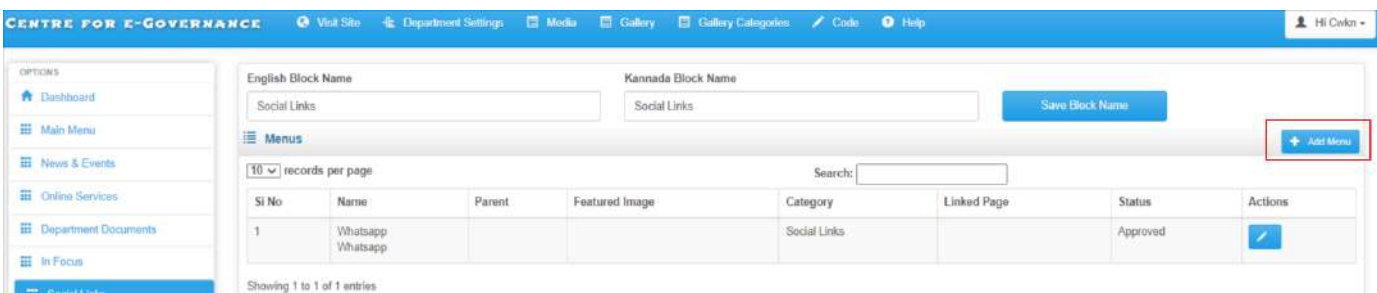
Follow the below mentioned steps to link Department owned social media accounts to the website.

Step 1: Login to the website.

Step 2: Click on Social Links located on the left side of the new page.



Step 3: Click on the +Add Menu in the new page that opens.



Step 4: Later in the new page:

The screenshot shows a web form titled 'Add Menu'. It contains several input fields and dropdown menus, each with a number indicating a step in the process:

- 1. Select Parent (dropdown menu set to 'Self Parent')
- 2. Menu Name (text input field)
- 3. Kannada Menu Name (text input field)
- 4. Icon Classes (text input field)
- 5. Menu Classes (text input field)
- 6. Featured Image ('Choose File' button, 'No file chosen' text)
- 7. Select Page (dropdown menu set to '# Link')
- 8. Select Menu Category (dropdown menu set to 'Menu Category')
- 9. Link (text input field)
- 10. Kannada Link (text input field)
- 11. Save (button, highlighted with a red box)

- 1- Click on the Select Parent and select Self Parent from the available options.
- 2- In the Menu Name enter the social media name in the English lanaguge.
- 3- In the Kannada Menu Name enter the social media name in the Kannada lanaguge.
- 4- Click on the Icon Classess and select the required logo of the social media.
- 5- Entering data in Menu Classess is not mandatory. Retain as it is
- 6- Entering data in Feature Image is not mandatory. Retain as it is
- 7- Retain the # symbol in the Select Page section.
- 8- Select Menu Category and click on Social Links.
- 9- Remove the # in Link section, and the paste the social media in the section.
- 10- In the Kannada Link section remove the # symbol and paste the social media Kannada link.
- 11- Later, click on the Save button located on the bottom right corner of the page.

Note: One social media link can be uploaded at once. To upload more social media links repeat the above mentioned steps.

13. Uploading information in the Notificiation Block

The screenshot shows a website interface with a notification block. The notification block is highlighted with a red box and contains a list of notifications:

- notification1 (2021-12-14 12:54:02)
- teta (2021-11-29 12:12:28)
- test (2021-11-29 12:12:20)

The notification block is titled 'Notifications' and has a 'ಮತ್ತಷ್ಟು ಓದಿ' (Read More) button.

The above marked space in the website is known as Notification Block. Heading to this section can be uploaded according to the information available.

To change the heading follow the below mentioned steps

Step 1: Login to the website.

Step 2: Click on the Notifications button located on the left side of the page.

CENTRE FOR E-GOVERNANCE Visit Site Department Settings Media Gallery Gallery Categories Code Help Hi Cwlm

OPTIONS

- Dashboard
- Main Menu
- News & Events
- Online Services
- Department Documents
- In Focus
- Social Links
- Notifications**
- Horizontal Tabs

English Block Name: Notifications
Kannada Block Name: Notifications
Save Block Name

Menus + Add Menu

10 records per page Search:

Sl No	Name	Parent	Featured Image	Category	Linked Page	Status	Actions
1	notification1 notification1			Notifications		Approved	
2	test tets			Notifications		Approved	
3	test test			Notifications		Approved	

Showing 1 to 3 of 3 entries

Media Gallery Categories

Step 3: In the new page:

English Block Name: 1 Notifications
Kannada Block Name: 2 Notifications
3 Save Block Name

Menus + Add Menu

10 records per page Search:

Sl No	Name	Parent	Featured Image	Category	Linked Page	Status	Actions
1	notification1 notification1			Notifications		Approved	
2	test tets			Notifications		Approved	

- 1- Enter the desired headline in the English language under the English Block Name section.
- 2- Enter the desired headline in the Kannada language under the Kannada Block Name section.
- 3- Later, click on the Save Block Name.



The Heading of the Notification Block changes as soon as the information is saved.

To upload content in the Notification Block follow the below mentioned steps

Step 1: Click on +Add Menu

Menus + Add Menu

10 records per page Search:

Sl No	Name	Parent	Featured Image	Category	Linked Page	Status	Actions
1	ಮಾಹಿತಿ ಪಡೆ ಮಾಹಿತಿ ಪಡೆ			In Focus		Approved	
2	ಪರೀಕ್ಷೆ ಪರೀಕ್ಷೆ			In Focus		Approved	
3	programme name 2 ಪೋಗ್ರಾಮ್ ನೇಮ್ 2			In Focus		Approved	

Media Gallery

Step 2: In the new page:

Add Menu

Select Parent (*) 1 Self Parent

Menu Name (*) 2 Menu Name

Kannada Menu Name (*) 3 Menu Name

Icon Classes 4 Classes to be added in <i> tag

Menu Classes 5 Classes to be added in <i> tag

Featured Image 6 Choose File No file chosen

Select Page 7 # Link

Select Menu Category 8 Menu Category

Link 9 #

Kannada Link 10 #

11 Save

1- Click on the Select Parent and select Self Parent from the available options.

2- In the Menu Name enter the details in the English language.

3- In the Kannada Menu Name enter the details in the Kannada language.

4- Entering data in Icon Classess is not mandatory. Retain as it is.

5- Entering data in Menu Classess is not mandatory. Retain as it is.

6- Feature Image Entering data in Feature Image is not mandatory. Retain as it is.

7- To publish Select Page Menu in the page format select on the option and select the link of the required page (the page has been created earlier). In case of menu to be published in link format # symbol has to be retained.

8- Click on Select Menu Category and select Notification option.

9- To publish Menu in the link format click in Link and paste the menu link by removing the # symbol.

10- To publish Kannada Menu in the link format click in Link and paste the Kannada menu link by removing the # symbol.

11- Later, click on the Save button located on the right side bottom of the page.

14. Uploading information to the In Focus block

Depending on the information available title to the In Focus name can be changed. Follow the below steps to make the desired changes.

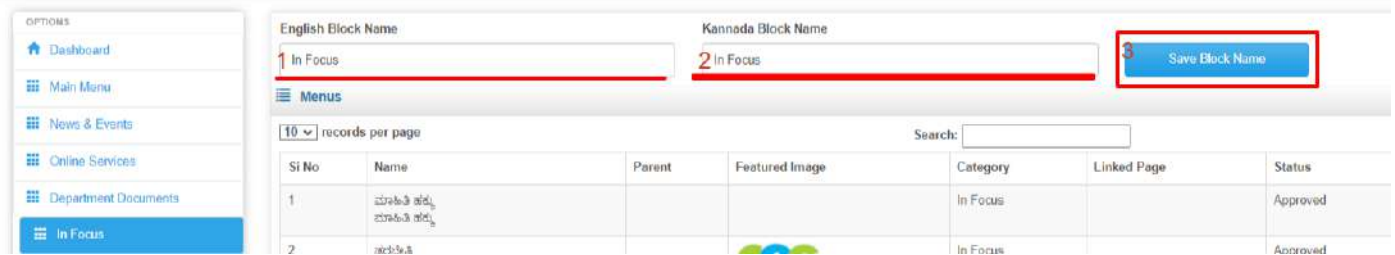
To change the name in the In Focus Block

Step 1: Login to the website.

Step 2: Click on the In Focus button on the left side of the page.



Step 3: Later, in the new page:



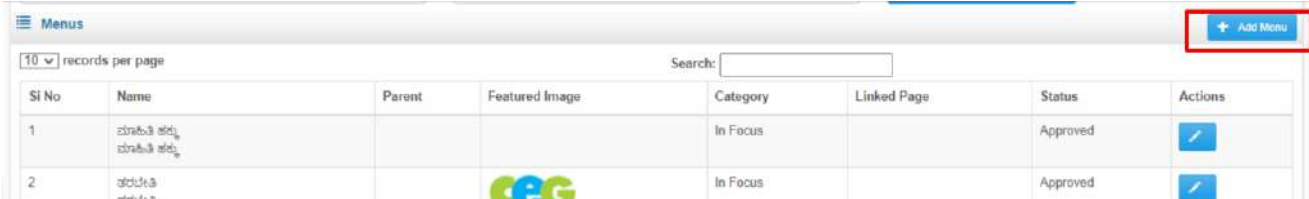
1- Enter the block title in the English Block Name

2- Enter the block title in Kannada language in the Kannada Block Name section.

3- Later, click on the Save Block Name to the change of the block.

To enter content in the block follow the below mentioned steps

Step 1: Click on the +Add Menu button.



Step 2: In the pop-up page:

The 'Add Menu' form includes the following fields:

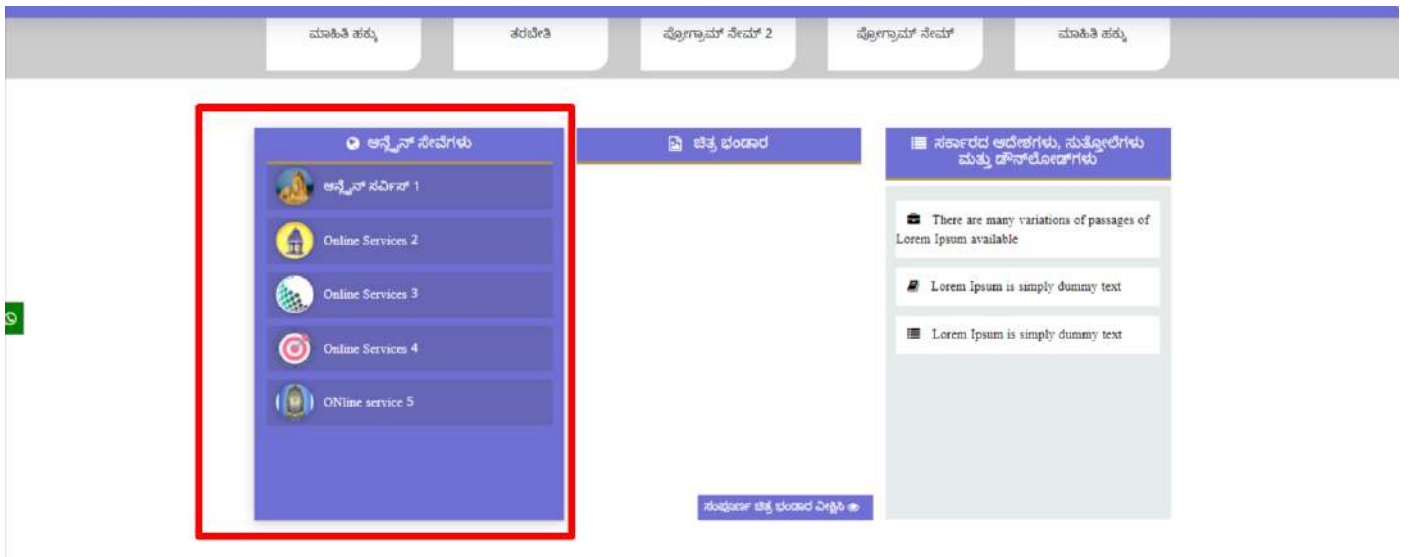
- 1. Select Parent (*)
- 2. Menu Name (*)
- 3. Kannada Menu Name (*)
- 4. Icon Classes
- 5. Menu Classes
- 6. Featured Image
- 7. Select Page
- 8. Select Menu Category
- 9. Link
- 10. Kannada Link

A 'Save' button is located at the bottom right, highlighted with a red box and the number 11.

- 1- Click on the Select Parent and select Self Parent from the available options
- 2- In the Menu Name section enter the title in the English language.
- 3-Next, enter the title in the Kannada language in the Kannada Menu Name section
- 4- Entering data in Icon Classess is not mandatory. Retain as it is.
- 5-- Entering data in Menu Classess is not mandatory. Retain as it is.
- 6- Click on the Feature Image and select the desired image to be uploaded.
- 7- To publish Select Page Menu in the page format select on the option and select the link of the required page (the page has be created earlier). In case of menu to be published in link format # symbol has to be retained.
- 8- Click on Select Menu Category and select In Focus option.
- 9- To publish Menu in the link format click in Link and paste the menu link by removing the # symbol
- 10- To publish Kannada Menu in the link format click in Link and paste the Kannada menu link by removing the # symbol.
- 12- Later, click on the Save button located on the right side bottom of the page.

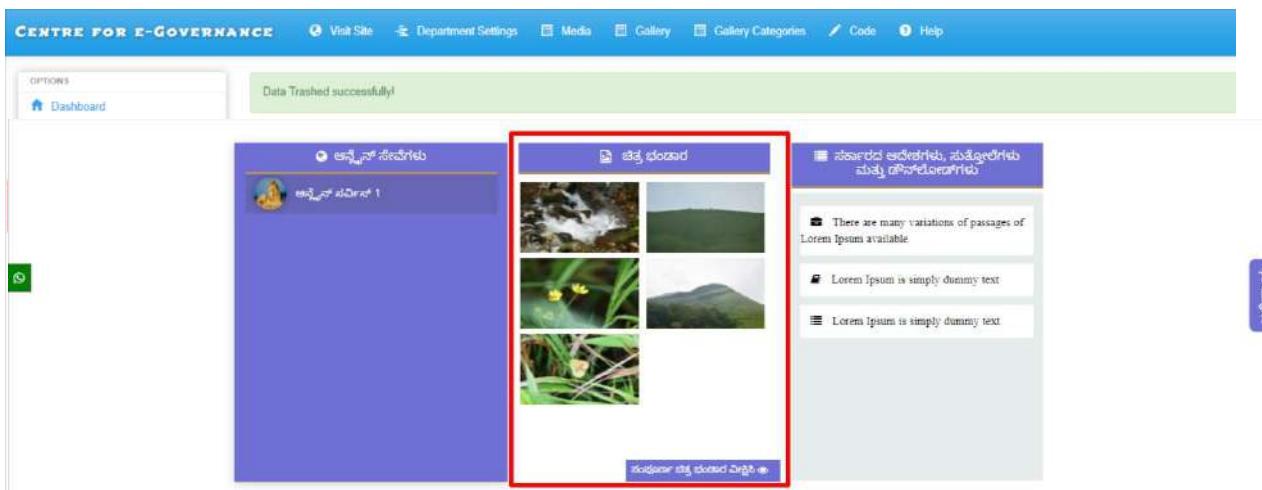
15. Uploading information about Online Services

To enter content about Online Services in the website follow the below mentioned steps

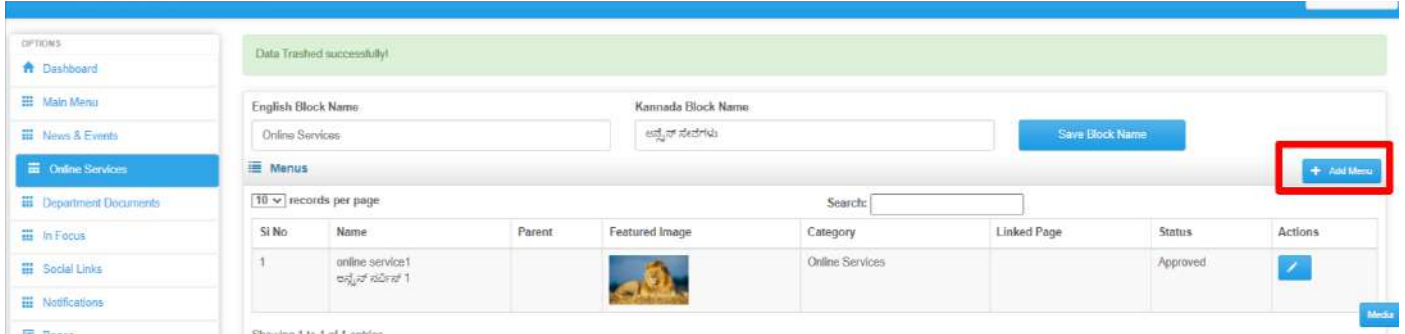


Step 1: Login to the website.

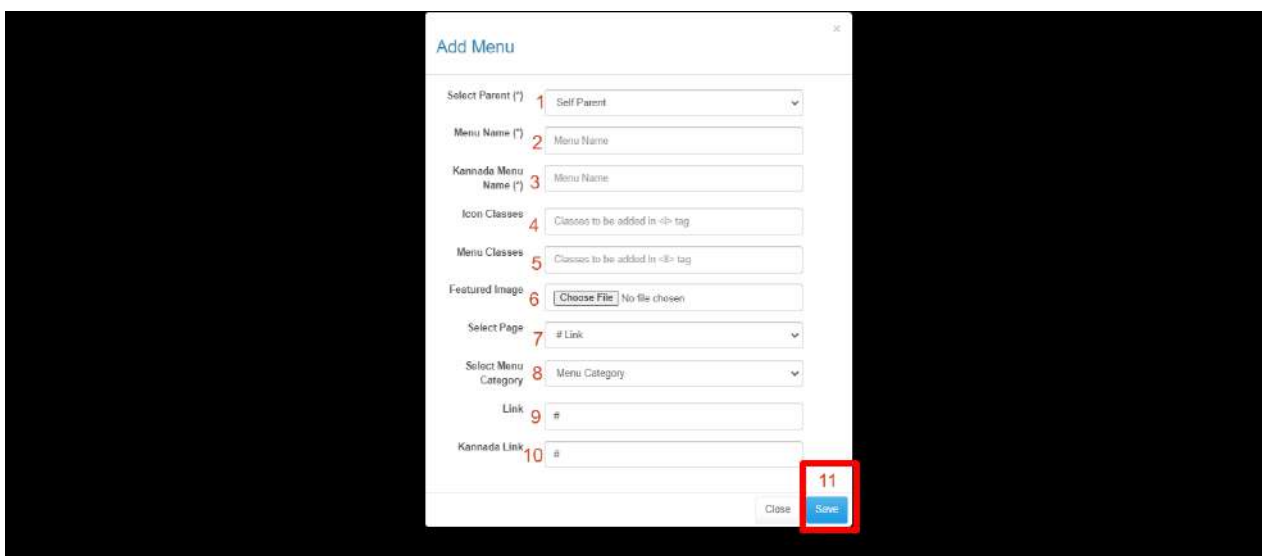
Step 2: In the next page click on the Online Services button located on the leftside.



Step 3: In the next page that opens select +Add Menu.



Step 4: In the Pop-up page



- 1- Click on the Select Parent and select Self Parent from the available options.
- 2- In the Menu Name section enter the title in the English language.
- 3- Next, enter the title in the Kannada language in the Kannada Menu Name section.
- 4- Entering data in Icon Classess is not mandatory. Retain as it is.
- 5- Entering data in Menu Classess is not mandatory. Retain as it is.
- 6- Entering data in Feature Image is not mandatory. Retain as it is.
- 7-Select Page To publish Select Page Menu in the page format select on the option and select the link of the required page (the page has be created earlier). In case of menu to be published in link format # symbol has to be retained.
- 8- Click on Select Menu Category and select Online Services option.

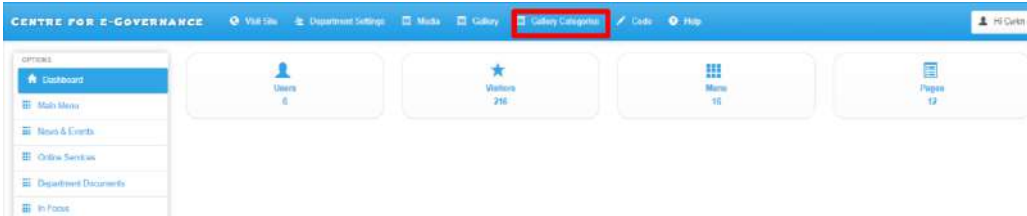
- 9- To publish Menu in the link format click in Link and paste the menu link by removing the # symbol
- 10- To publish Kannada Menu in the link format click in Link and paste the Kannada menu link by removing the # symbol.
- 11- Later, click on the Save button located on the right side bottom of the page.

16. Uploading Video and Image Gallery

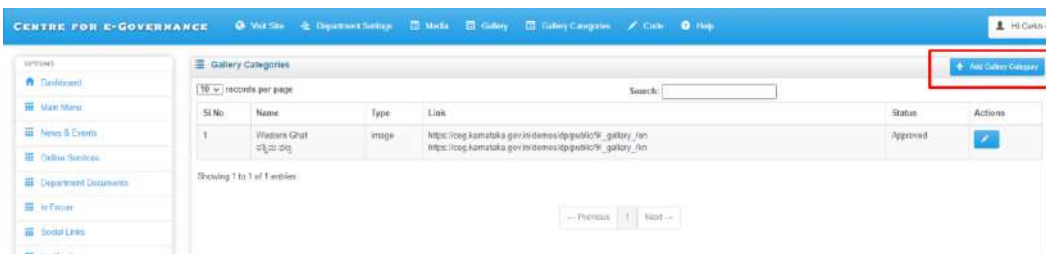
To upload video/image gallery in the website follow the below mentioned steps:

Step 1: Login to the website.

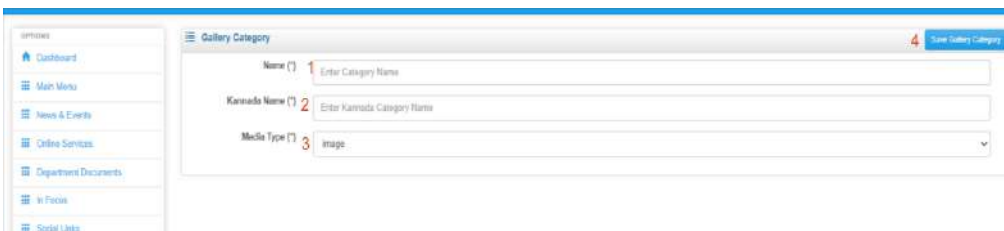
Step 2: Later click on Galleries categories button in the new page



Step 3: In the new page click on +Add Gallery Category

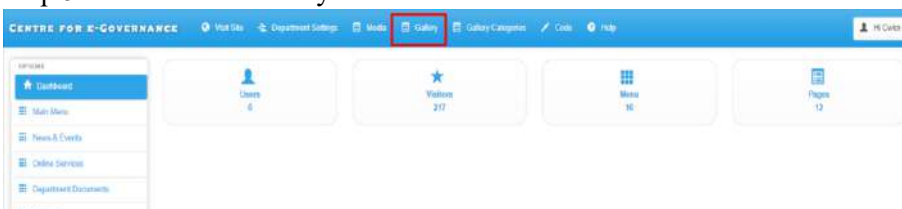


Step 4: In the next page

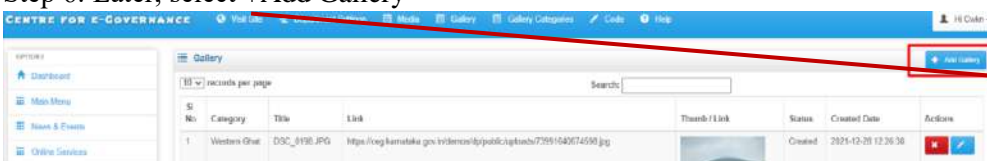


- 1- Enter the name in the English language in the name section.
- 2- In the Kannada Name section enter the name in Kannada language.
- 3- Click on the Media Type and select the image, video and sound clips to be uploaded.
- 4- Later, click on the Save Gallery Category

Step 5: Click on the Gallery button



Step 6: Later, select +Add Gallery



Step 7: In the next page

- 1- Click on the Select Category and select already created Gallery Category option
- 2- Click on the Choose Files and select the images, videos and sound clips
- 3- At the end click on the Save Gallery button.

17. Creating menu in the Department Document Block

(Note: Departments have to create the table as shown below prior to uploading of the documents. (Page has to be created))

Sl. No	Document Name	Date	Language	Document Source	Size	Action
1	Enter the name of the document	01.02.2022	Kannada /English	Namen of the Department	000KB	View / Download

Step 1: Login to the website

Step 2: Select the Department Documents button in the new page.

Step 3: In the new page that opens, select +Add Menu option

Step 5: In the new page that opens later,

The screenshot shows a web form titled "Add Menu". It contains several input fields and dropdown menus, each with a red number indicating a step in the process:

- 1. Select Parent (Dropdown menu, "Self Parent" selected)
- 2. Menu Name (English) (Text input field)
- 3. Kannada Menu Name (Text input field)
- 4. Icon Classess (Text input field)
- 5. Menu Classess (Text input field)
- 6. Featured Image (Text input field, "Choose File" button)
- 7. Select Page (Dropdown menu, "Link" selected)
- 8. Select Menu Category (Dropdown menu, "Menu Category" selected)
- 9. Link (Text input field)
- 10. Kannada Link (Text input field)
- 11. Save (Blue button, highlighted with a red box)

At the bottom right of the form, there is a "Close" button.

1 Click on the Select Parent and select Self Parent from the available options.

2- Enter the name in the English language in the Menu Name section.

3- Enter the name in the English language in the Kannada Menu Name section

4- Entering data in Icon Classess is not mandatory. Retain as it is.

5- Entering data in Menu Classess is not mandatory. Retain as it is.

6- Entering data in Feature Image is not mandatory. Retain as it is.

7-Click on the Select Page option and select the table already created.

8-Later, click on the Select Menu Category and select Department Documents

9- Do not add any content in the Link section.

10-Do not add any content in the Kannada Link

11-Later, on the Save button located on the lower right corner of the page.

18. Signing Out

It is important to logout of the CMS after having uploaded the required information. To logout follow the below mentioned steps.

Step1: Click on the Hi Creator button located in the top left of the login page.

The screenshot shows the CMS dashboard. At the top, there is a blue navigation bar with the text "CENTRE FOR E-GOVERNANCE" and several links: "Visit Site", "Department Settings", "Media", "Gallery", "Gallery Categories", "Code", and "Help". On the right side of this bar, there is a user profile icon and the text "Hi Creator". A red arrow points to this "Hi Creator" button. Below the navigation bar, there is a green banner that says "Menu Saved successfully!". Below the banner, there are two input fields: "English Block Name" (containing "Department Documents") and "Kannada Block Name" (containing "ದರ್ಶನ ದಾಖಲೆಗಳು"). To the right of these fields is a blue button labeled "Save Block Name". At the bottom right of the dashboard, there is a blue button labeled "Add Menu".

Step 2: Later, select the Logout option.

B. Moderator Activities

1. To check the contents uploaded by the Creator
2. To add additional information if necessary to the already existing information
3. To make correction on finding mistakes in the content uploaded by the creator.
4. Finally, to forward the content for final approval to the 'Approver'

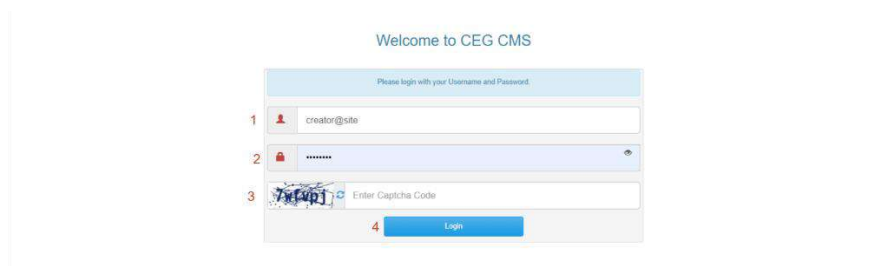
1. Signing in to the website

Step 1: Enter the URL/Domain name provided in the address bar

Step 2: Click on the Login button located on the top right side of the screen.



Step 3: In the next page



- 1- Enter the e-mail id provided.
- 2- Enter the password
- 3- Later, enter the Captcha
- 4- Click the Login button

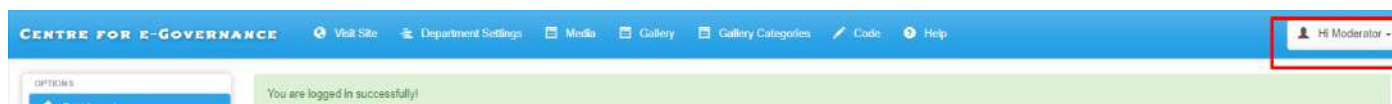
Step 4: After entering into the CMS continue the activities.

2. Uploading Profile

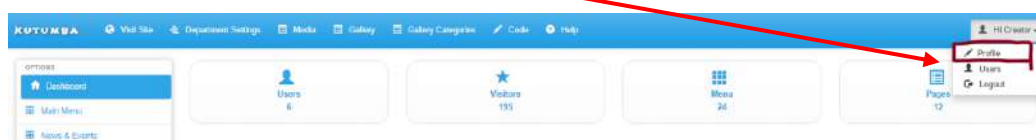
It is important for users to upload their profiles into the CMS. Users can enter their name, mobile number and passwords provided. Users can also change the password. Follow the below mentioned steps to change the password;

Step 1: Login to the CMS

Step 2: Later, click on the Hi Moderator button located on the left top corner of the page.



Step 3: Click on the Profile button in the new page.



Step 4: In the new page,

1 Name-Enter your name

2 email-There is no option to change the e-mail id

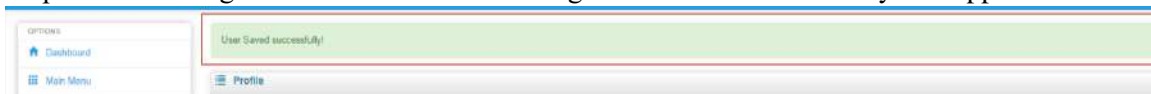
3 Mobile- Enter your mobile number.

4 User Type –You cannot change the role mentioned here

5 Password –Enter the new pass password desired. **(Read the Password policy)**

6-Click the save button.

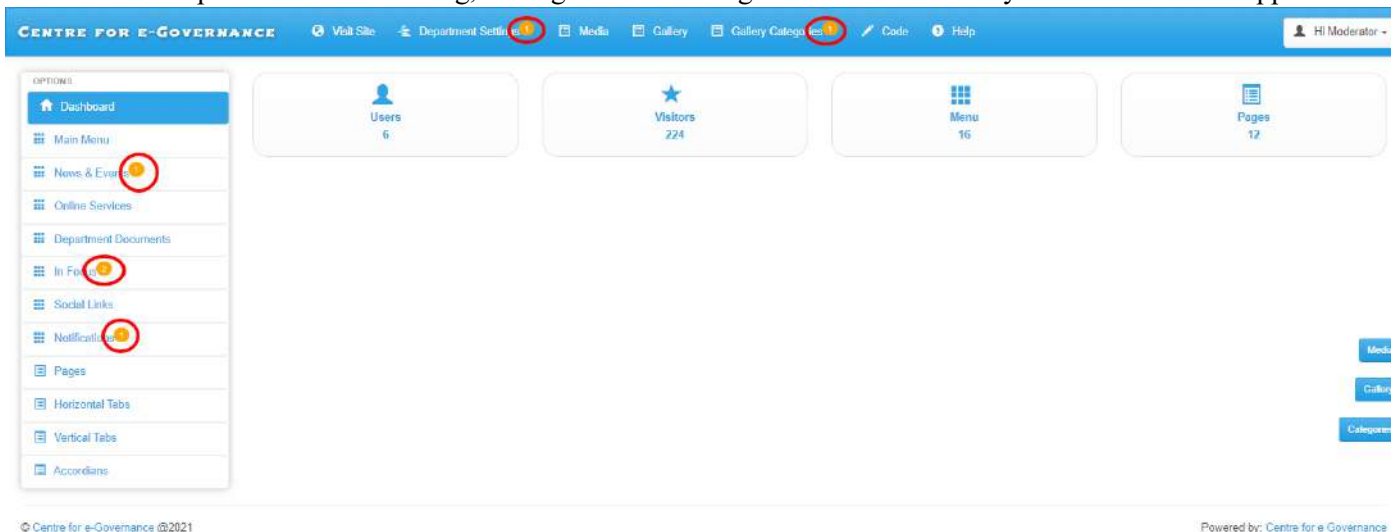
Step 6: On entering correct information a message User Saved Successfully will appear.



(In case you don't receive this message it means there are some defects. Repeat the process and set right the mistakes if any).

3. Examining/Editing and Forwarding the content for approval

Moderator is responsible for examining, editing and forwarding the content created by 'Creator' for final approval.



Step 1: It is important for the Moderator to know that saffron coloured icon appearing in front of various menu signifies that the content already being created.

Step 2: Click on the menu option you wish to check the content.

Step 3: In the next page moderator will notice another saffron icon

Step 4: Click on the blue coloured edit button

Sl No	Name	Parent	Featured image	Category	Linked Page	Status	Actions
1	notification1 notification1			Notifications		Created	

Step 5: In the next page make correction on finding any mistake. Later click on Save or Save Department Settings or Save Gallery Category button depending on the corrections made.

C. Approver/Nodal Officer Responsibilities

- To examine the content forwarded by the Moderator.
- To make corrections to the content on finding mistakes.
- To publish the content provided the information uploaded is correct.

1. Signing-in to the website

Step 1: Enter the URL/Domain Name in the Address Bar to open the website.

Step 2: Later click on the LOGIN button located on the top right corner of the page.



Step 3: In the next page,

- 1-Enter the e-mail provided.
- 2-Enter the password.
- 3-Enter the Captcha
- 4-Click the Login button.

Step 4: Now you have entered the CMS.

2. Uploading Profile

Step 1: Login to the website.

Step 2: Click on Hi Approver in the next page.



Step 3: In the next page,

1 Name-Enter your name

2 email- There is no option to change the e-mail id.

3 Mobile- Enter your mobile number

4 User Type - You cannot change the role mentioned here.

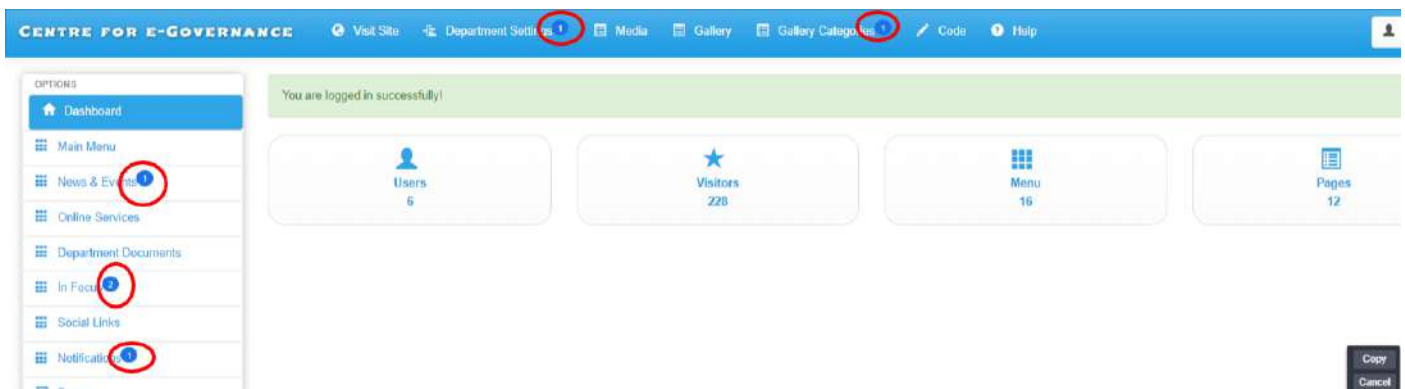
5 Password - Enter the new pass password desired. (Read the Password policy)

6- Click the save button.

3. Examining the content and publishing.

Step 1: Login to the website.

Step 2: The blue icons next to the menus notify that the content has been modified.



Step 3: Click on the menu to make correction and checking the content.

Step 4: You will find another blue colour icon next to content on the new page.

Step 5: Click on the blue coloured icon to edit the content.

SI No	Name	Parent	Featured Image	Category	Linked Page	Status	Actions
1	ಮಾಹಿತಿ ಕೇಂದ್ರ ಮಾಹಿತಿ ಕೇಂದ್ರ			In Focus		Moderated	
2	ಸಚಿವಾಲಯ			In Focus		Moderated	

Step 6: Later, make corrections to the content on finding mistakes before clicking on the Approve button.

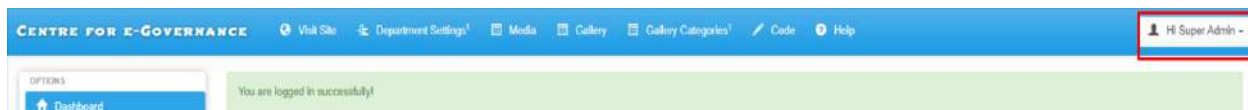
Step 7: Ensure the status is changed as Approved in the content page.

Menus							
10 records per page		Search:					
Sl No	Name	Parent	Featured image	Category	Linked Page	Status	Actions
1	ದೊಡ್ಡ ಶಿಕ್ಷಣ			In Focus		Approved	
2	ದೊಡ್ಡ ಶಿಕ್ಷಣ			In Focus		Moderated	
3	programme name 2			In Focus		Approved	

D. Creating Credentials







Step 1: User credittials can be created by using the Admin/Nodal Officer login credentials.

Step 2: Click on the Hi Admin button from the new page



Step 3: Click on the User option from the new page.

Step 4: In the new page, select Edit Button to make changes to already existing information or click on +Add User to create new credentials.

Users					
10 records per page		Search:			
Sl No	Name	Email	Phone	Role	Actions
1	Super Admin	admin@site.com	0000000000	Super Admin	
2	Admin	admin@admin.com	0000000000	Super Admin	
3	Approver	approver@site.com	0000000000	Approver	 
4	Cwkn	creator@site.com	9191200236	Creator	 
5	Moderator	moderator@site.com	0000000000	Moderator	 

Step 5: In the next page,

The screenshot shows a 'Profile' form with the following fields and steps:

- 1- Name: Enter the user name or designation.
- 2- Email: Enter the e-mail id.
- 3- Mobile: Enter the mobile number.
- 4- User Type: Click on User Type from the user type creator or moderator.
- 5- Password: Create the password.
- 6- Save: Click on the save button.

The 'Save' button is highlighted with a red box and the number 6. The password field has a red error message: 'Password policy: Min 8 Chars, One Lower, One Upper, One Number & one special char [! , @ , # , \$, % , ^ , & , *]'.

- 1- Name: Enter the user name or designation.
- 2- Email: Enter the e-mail id.
- 3- Mobile: Enter the mobile number.
- 4- User Type: Click on User Type from the user type creator or moderator
- 5- Password: Create the password
- 6- Save: Click on the save button.



(A message **User Saved Successfully** will appear)