TECHNICAL USER MANUAL FOR

SCHOOLS,

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WEBSITE

VERSION 2.3

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About CMS

CMS is a Content Management System for Government websites developed under the Early Harvest Scheme of Digital India Programme. This System, developed and based on open source technology, facilitates standardization and improvement in presentation and content delivery of Government websites. CMS enables static websites to migrate to dynamic portals and a set of functional features along with embedded modules (as mentioned below) will be available to websites of Ministries/Departments on adoption of CMS. This System also simplifies content updating of the websites.

Key Features

- ✓ *Responsive Pages*
  Sites built on CMS would be adaptive to all screen sizes across all kinds of devices (desktops/mobiles/tablets) and also across all platforms like Android, iOS and Windows.

- ✓ *Standardized layout*
  The System provides a standardized header and footer which act as identifiers for Government websites. This allows a consistent format for the government websites; at the same time, it also allows for certain customizations to be made as per requirements of the respective Ministry/Department.

- ✓ *Language Translation*
  The System allows both for manual translated input and automatic tool based translation of English content. While the automated translation may not be completely accurate, it would still provide local language content based on present technological advancement and form a basis for manual input. Text presented as images will not be translated.

- ✓ *Content Publishing Workflow*
  The System provides a one-level workflow comprising of content creator/publisher.

- ✓ **GIGW and Web Content Accessibility**

  In-built rule sets and checks ensure that the content migrated to CMS is compliant to the web content accessibility guidelines making the site accessible to the visually challenged.

- ✓ **Visitor Analytic Dashboard**

  This dashboard provides insights on visitor count and access patterns.

- ✓ **Search**

  System provides a comprehensive in-built site search facility (GOI Search)

- ✓ **Security Audited Code**

  The core CMS System has been security audited.

1 Introduction

1.1 Overview

This is to present a detailed description along with reference to images for the **GOI websites being migrated to CMS**. This provides an understanding to the technically inclined officials'/ end users about the standard approaches to be followed while uploading/ managing the content and other related activities in the CMS Migrated websites, intended for both the stakeholders and users of the website.

1.2 Scope

This is intended to make user ease with the following:

- ➢ User Login
- ➢ Main Banner/ Slider
- ➢ Content Management System (CMS)
- ➢ Home page main menu
- ➢ Footer area with Link
- ➢ Announcement & Update section
- ➢ Photo Gallery

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1.3 *Glossary*

S. No	Term	Definition
1	Active Article	The document which is tracked by the system; it is a narrative that is planned to be posted to the public website.
2	Author	Person submitting an article to be reviewed. In case of multiple authors, this term refers to the *principal author*, with whom all communication is made.
3	Editor	Person who receives articles, sends articles for review, and makes final judgments for publications.
4	Field	A cell within a form.
5	Department	The main department for which standardisation is meant to apply.
6	Sub-Department	The department under the main department for which standardisation is meant to apply.
7	Visitor	Anyone visiting the site for information.
8	Review	A written recommendation about the appropriateness of an article for publication; may include suggestions for improvement.
9	Reviewer	A person that examines an article and has the ability to recommend approval of the article for publication or to request that changes be made in the article.
10	Administrator	
11	Stakeholder	Any person with an interest in the project who is not a developer.
12	User	Reviewer or Author.
13	Banner	The section that consists of related / accessibility links.
14	Slider	Main sliding images on the home page.
15	Photo Gallery	A section where department can upload photos & present them as album.
16	Access Rights	Permissions allotted to a user can be read only / write only & both.

17	Mega Menu	Main menu which consists of all items located at header of home page
18	Sub-Menu	The menu items which come under main menu items.
19	Co-Submenu	The menu items which come under sub-menu items.
20	Important Links	Department associated links
21	Related Links	Links such as directly useful or related pages
22	Footer	The section which consists accessibility links located at bottom most of the important links.
23	Content Management System (CMS)	The system through which a user can manage content of the website.

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2 Website Attributes

2.1 Basic Features

This System has been embedded with the following features to the Site/s developed using the CMS System:

2.1.1 Responsive Pages

System built on CMS will be responsive and user friendly, which supports each kind of devices and screen sizes. i.e. Android, iPad, iOS and Windows**.**

2.1.2 Language Translation

The System supports both features, manual and automatic tool based on translation of English website. While automated translation may not be 100% correct, it would still require local language content based on present technology enhancement and form basis for manual input and presented text as images will not be translated.

2.1.2.1 Workflow

The System shall provide a 3- level workflow comprising of a content creator, approver and publisher. Any content will have to pass through these levels of moderation before the same is published on the site.

2.1.3 Web Content Accessibility

In-built rule set checks and ensure that the content migrated to the CMS is compliant to the web content accessibility guidelines and making the site accessible to the visually challenged.

2.1.4 Visitor Analytic Dashboard

This provides complete insight of user behavior and action with website and their source of access.

2.1.5 Search

System provides two types of search
   a) GOI Search
   b) Drupal default search

2.1.6 In built Customizable Modules

Most frequent used features like Photo gallery, feedback management, sliders, social media integration are available as pre-formatted modules.

2.1.6.1 GIGW Compliant

This System is compliant under Guidelines for Indian Government Websites (GIGW).

2.1.7 Security Audited Code:

The core code of System has been security audited.

2.1.7.1 User Registration / Login

Credentials of login

2.1.8 IP Based Access

Only authorized personnel can use this.

a) External Link Dashboard

Accessibility features (Skip to Content, Font Increase/ decrease, and Contrast)

b) Feedback Management

User can send feedback in terms of web content and design.

2.1.9 Feedback Management for Each Page

User can send feedback for every page from same page's content/ design.

2.1.10 Translate

There is an option to translate the whole website along with content.

2.1.11 Website Fast Accessibility

CMS provide caching feature, so that website will improve the speed at low connection speed network. CMS will use same fields and multiple places to avoid creation of multiple tables.

Accessibility and Compliance features
It has the following built in rule sets to ensure that the content migrated is compliant to GIGW norms**.**

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2.1.11.1 ALT Attribute

    I. Alt tags has been kept mandatory for all images

    II. In case of banners the title of the banner will be automatically placed in the alt attribute. The content creator has to ensure that meaningful title is entered while uploading the banner.

2.1.11.2 Title Attribute

    I. For every external text link, the system will automatically add a title attribute with the value "external site that opens in a new window".

    II. For every internal link that opens in a new window (i.e. where target="_blank") the system will automatically add a title attribute with a value "opens in a new window".

    III. For every external link that is a banner (image), the system will automatically add a title attribute with the value "external site that opens in a new window".

2.1.11.3 Accessibility Bar

The accessibility bar has fixed placeholders at the top for skip to content link, font resizing options and contrast options.

3 Content Management Systems

3.1 Search Content

1. Go to Content Management link after login

2. URL: site_url/admin/content-manage

Picture 3.1 shows that there are other options to search content i.e., Title of the content, content type wise, Author name of Content, or Content status.

Picture –3.1

CMS system lets the user to add/ edit/ delete the content in any form. It includes Slider, Banner, Tenders, General Page content etc. User in order to reach here should navigate & click on "Content" present in the header, thereafter click 'Add Content' link. Refer the figure below:

3.2   Add Content

EXAMPLE: We are taking Basic Page content type to create content.

After login please go to Content >> Add content >> School Basic Page

URL: site_url/node/add/school-basic-page **(Refer to Picture 3.2)**

Fields:

1. **Title:** Provide the Title of the content. This is required field.
2. **Language:** Select the content language.
3. **Domain Access Option:** Select the domain of RO for which you need to add content.
4. **Body/Description:** Provide the description of the page. Here normal html tags allowed like <div>, <a> etc., and while using the HTML tags please select the HTML Text Format from Text format.
5. **Attachment File:** Upload the file if needed.
6. **Image:** Upload image if needed.
7. **Published:** Select the Published from moderation state to publish the content.
8. **Save:** Click to save the content.

SPACE LEFT INTENTIONALLY

Picture- 3.2

3.3 *Edit Content*

1. Search Content: Follow the steps from 3.1 to search the content.
2. Look out for the content, click on the edit link and edit.
3. Once you open the form, change the content which you want to change, **(Refer to Picture 3.3)**
4. If you want to change pdf/ image file then click on REMOVE to remove the file, then again upload new file.
5. Publish the content for display.
6. Click Save to save the content.

Picture 3.3

3.4 *Translate*

3.4.1 Content Translation

Step 1: Search the content, **(Refer to Chapter 3.1)**.

Step 2: Click Edit to edit the content, **(Refer to Chapter 3.3)**.

Step 3: If the language is not selected, select the language as displayed in **(Refer to Picture-3.4.1)**
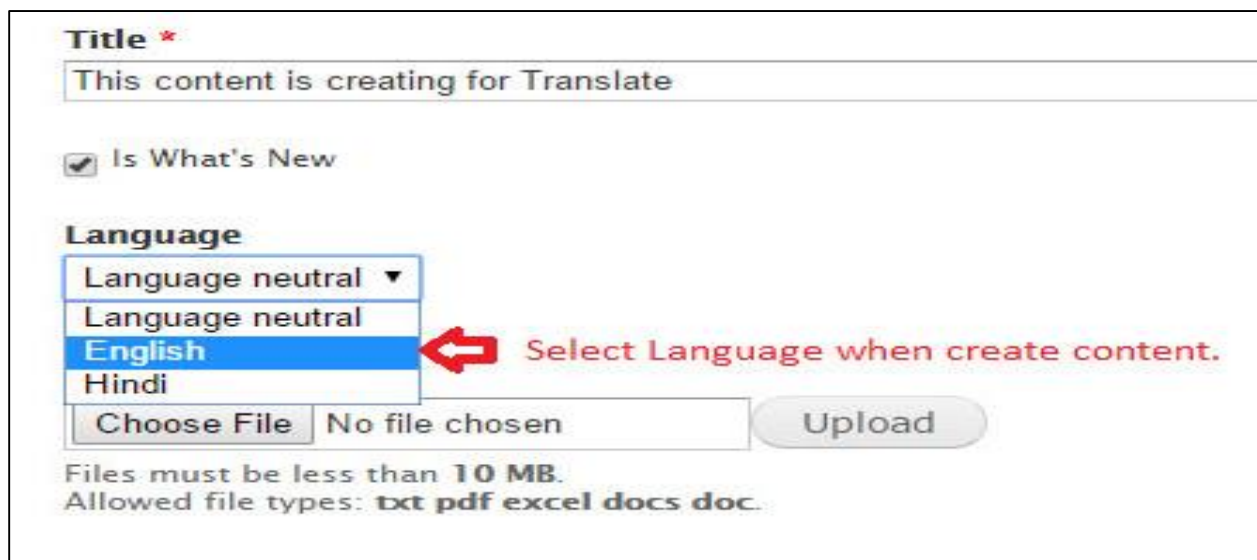
Step 4: Save the content.

Step 5: Edit the content and Click on Translated Lint to translate the content **(Refer to Picture 3.4.2)** (Top right corner).

Step 6: The new form is like **Refer to Picture 3.4.3**. **& 3.4.4** Put the translated content and if the document file is also translated then remove the file and upload the translated file. **(Refer to Picture 3.4.3, 3.4.4)**

Step 7: Publish the Content.

Step 8: Save the content.

Picture - 3.4.1

Picture - 3.4.2

Content | Visitor Data   11 / 20   schooladmin   Log out

Edit School Creative Corner "हमारी पांच इंद्रियों" पर एक स्वयं लिखित कविता – द्वारा: अंकिता राणा 2 बी   **VIEW PUBLISHED** **NEW DRAFT** **MODERATE** **TRANSLATE**

स्थिति: *New draft of live content.*

Title *

"हमारी पांच इंद्रियों" पर एक स्वयं लिखित कविता - द्वारा: अंकिता राणा 2 बी   ← *Provide the Hindi title of the content*

भाषा

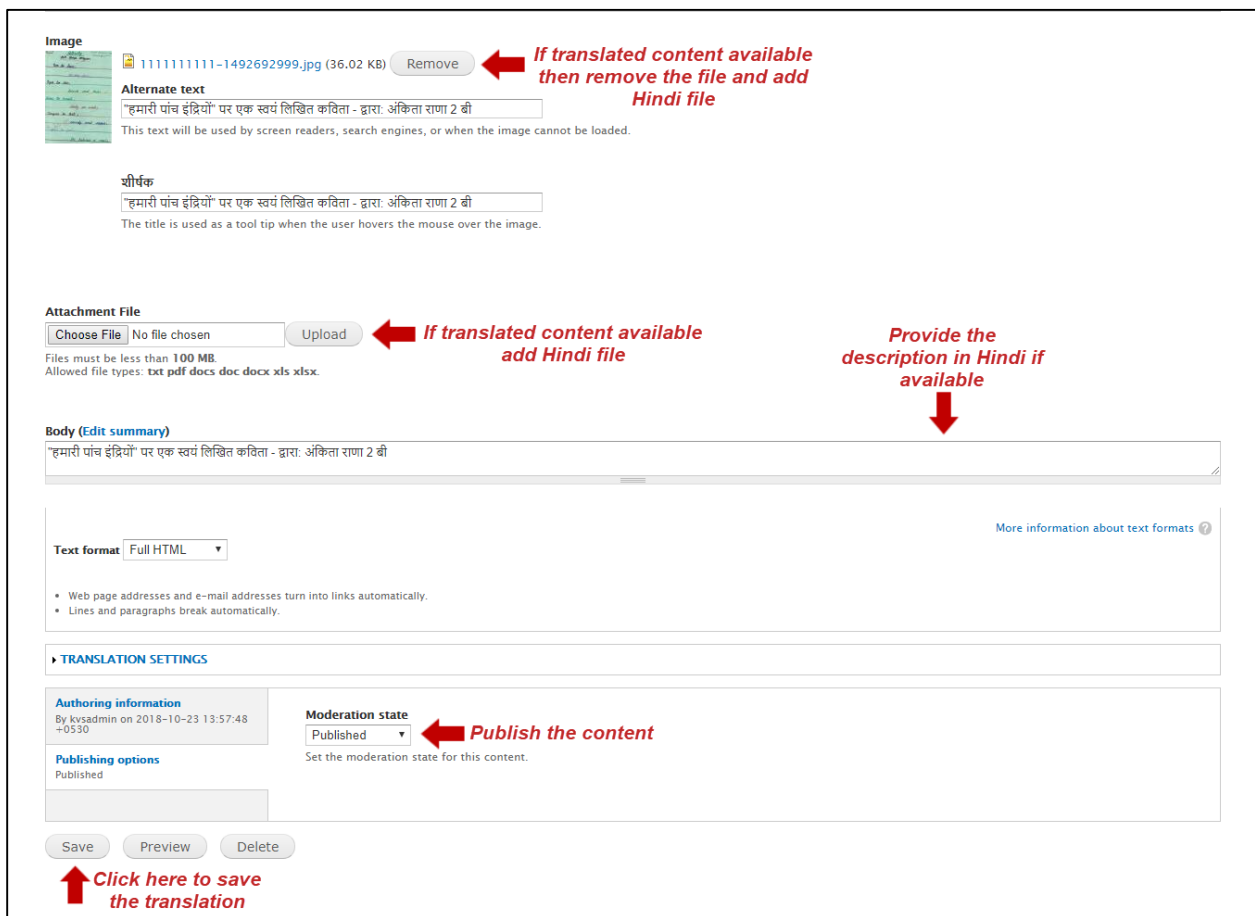Hindi ▼   ← *This is not changeable*

▾ **DOMAIN ACCESS OPTIONS**

☑ Send to all affiliates

Select if this content can be shown to all affiliates. This setting will override the options below, but you must still select a domain that "owns" this content.

Publish to *

Ro School 1

Select which affiliates can access this content.

Picture - 3.4.3

Image

📄 1111111111~1492692999.jpg (36.02 KB)   **Remove**   ← *If translated content available then remove the file and add Hindi file*

Alternate text

"हमारी पांच इंद्रियों" पर एक स्वयं लिखित कविता - द्वारा: अंकिता राणा 2 बी

This text will be used by screen readers, search engines, or when the image cannot be loaded.

शीर्षक

"हमारी पांच इंद्रियों" पर एक स्वयं लिखित कविता - द्वारा: अंकिता राणा 2 बी

The title is used as a tool tip when the user hovers the mouse over the image.

Attachment File

Choose File No file chosen   **Upload**   ← *If translated content available add Hindi file*

Files must be less than **100 MB**.
Allowed file types: **txt pdf docs doc docx xls xlsx**.

Provide the description in Hindi if available ↓

Body (Edit summary)

"हमारी पांच इंद्रियों" पर एक स्वयं लिखित कविता - द्वारा: अंकिता राणा 2 बी

More information about text formats ⍰

Text format Full HTML ▼

• Web page addresses and e-mail addresses turn into links automatically.
• Lines and paragraphs break automatically.

▸ **TRANSLATION SETTINGS**

Authoring information
By kvsadmin on 2018-10-23 13:57:48 +0530

Publishing options
Published

Moderation state

Published ▼   ← *Publish the content*

Set the moderation state for this content.

Save   **Preview**   **Delete**

↑ *Click here to save the translation*

Picture - 3.4.4

4 Content Type/ Content Section

4.1 Header Section

This page will only edit header section of the website.

Step 1: Go to Content >>admin/content

URL: site url/admin/content and apply the School Header Section filter and click on edit: ***(Refer to Picture 4.1.1)***
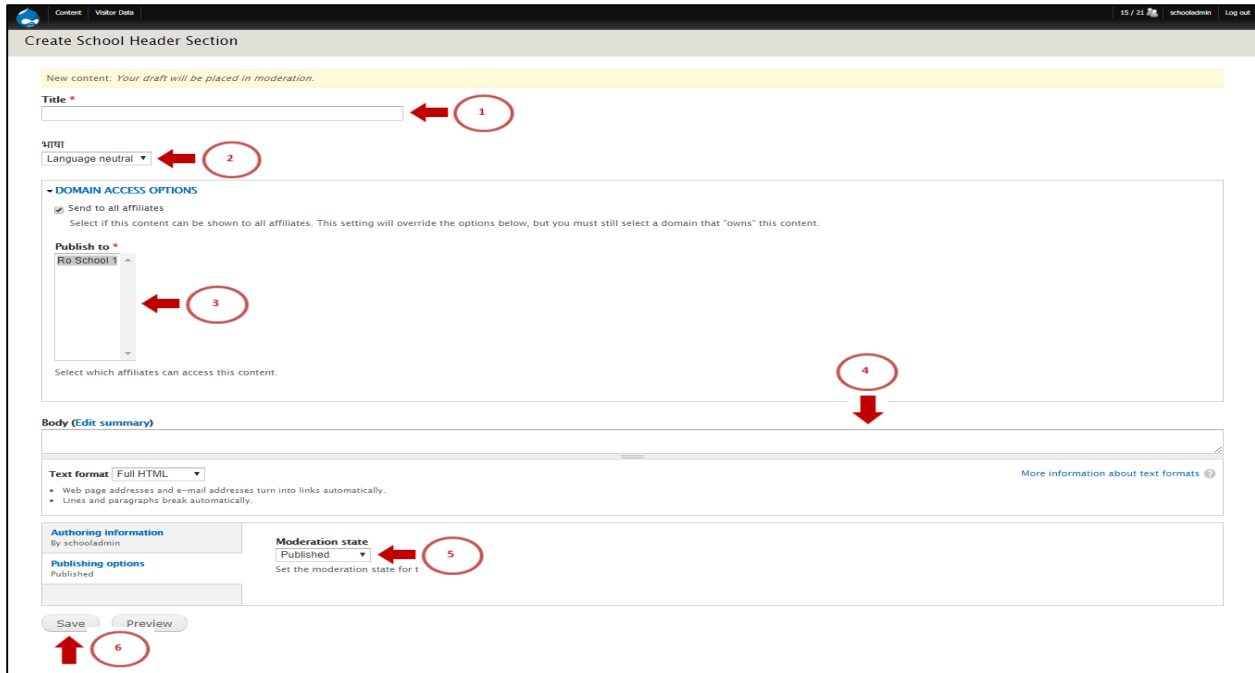
Step 2: editing Header Section Content for English: (Refer to Picture 4.1)

1. **Title:** Provide the Title of the content.
2. **Select Language:** Select English for English Language and Hindi for Hindi Language.
3. **Domain Access Option:** Tick the check box and select the school for which content to be added.
4. **Body/Description:** Provide the description of the content.
5. Publish the content.
6. **Save.**

Step 3: Translation:

1. Search the Content to **Refer to Chapter 3.1**
2. Edit the Content to **Refer to Chapter 3.3**
3. Translate: **Refer to Chapter 3.4** to Translate content.
4. Provide Hindi content same as English content (step 3)
5. Publish the content.
6. **Save**

SPACE LEFT INTENTIONALLY

Picture – 4.1

Picture – 4.1.1

4.2   About Us

4.2.1   About KV

This page will have some text and links, links can be: External links, Link to PDF or DOC file link to internal basic page.
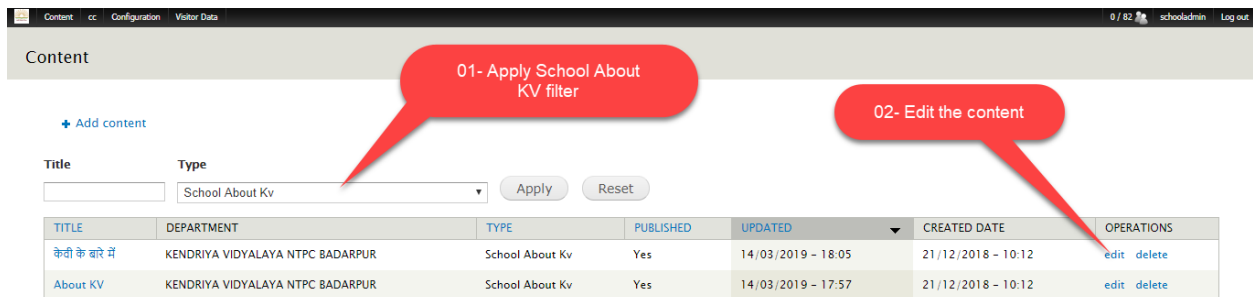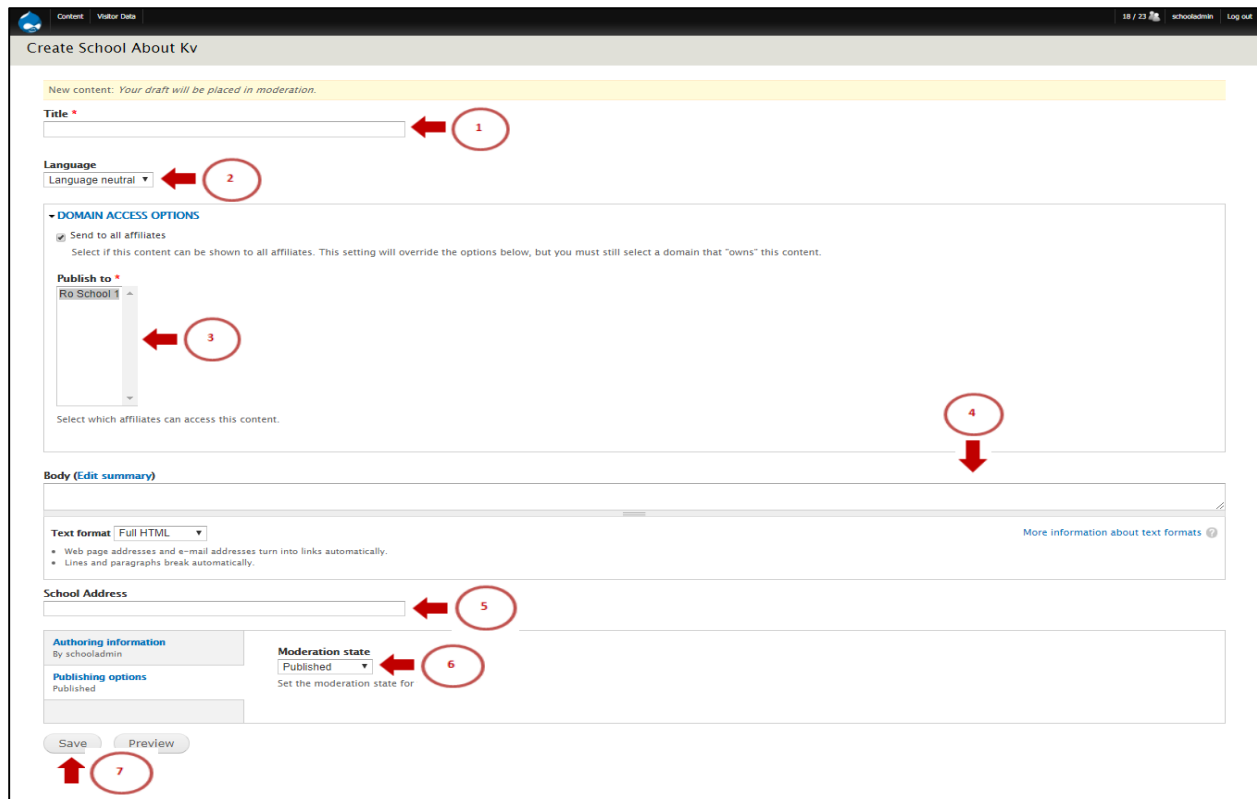
Step 1: Content >> School About KV

*URL: site url/admin/content and apply School About KV filter and click on edit from operations **(Refer to picture 4.2.2)***

Step 2: Edit About KV Content for English: (Refer to Picture 4.2.1)

1. **Title:** Provide the Title of the content.

2. **Select Language:** Select English for English Language and Hindi for Hindi Language.

3. **Domain Access Option:** Tick the check box and select the school for which content to be added.

4. **Body/Description:** Provide the description of the content.

5. **School Address**: Provide the address of school.

6. **Publish the content.**

7. **Save.**

Step 3: Translation:

1. Search the Content to **Refer to Chapter 3.1**

2. Edit the Content to **Refer to Chapter 3.3**

3. Translate: **Refer to Chapter 3.4** to Translate content.

4. Provide Hindi content same as English content (step 3)

5. Publish the content.

6. **Save**

Picture – 4.2.2

Picture – 4.2.1

4.2.2   Principal's Message

This page will have some text and links, links can be: External links, Link to PDF or DOC file link to internal basic page.

Step 1: Content >> School Principal Desk

*URL: site url/admin/content and choose School Principle desk and click on edit from operations **(Refer to Picture 4.2.3.1)***

Step 2: editing Principal's Message Content for English: (Refer to Picture 4.2.3)
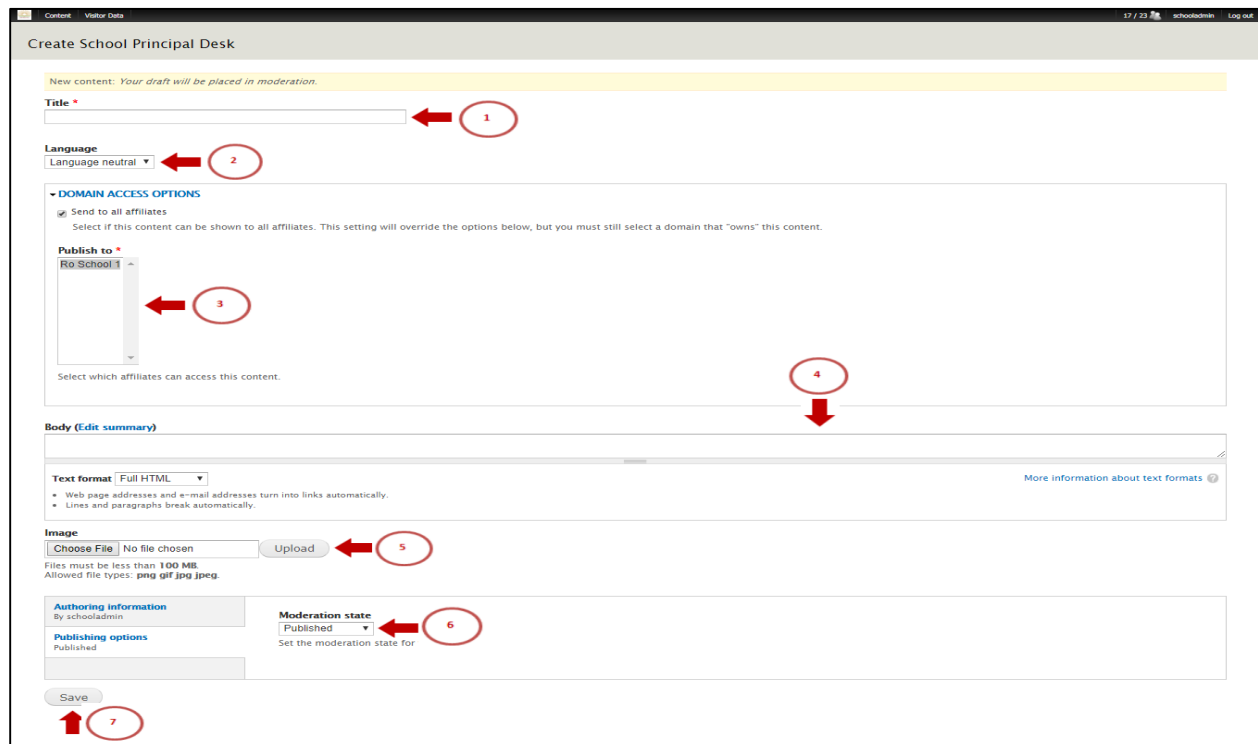
1. **Title:** Provide the Title of the content.

2. **Select Language:** Select English for English Language and Hindi for Hindi Language.

3. **Domain Access Option:** Tick the check box and select the school for which content to be added.

4. **Body/Description:** Provide the description of the content.

5. **Upload Image:** Upload image file.

6. Publish the content.

7. **Save.**

Step 3: Translation:

1. Search the Content to **Refer to Chapter 3.1**
2. Edit the Content to **Refer to Chapter 3.3**
3. Translate: **Refer to Chapter 3.4** to Translate content.
4. Provide Hindi content same as English content (step 3)
5. Publish the content.
6. **Save**
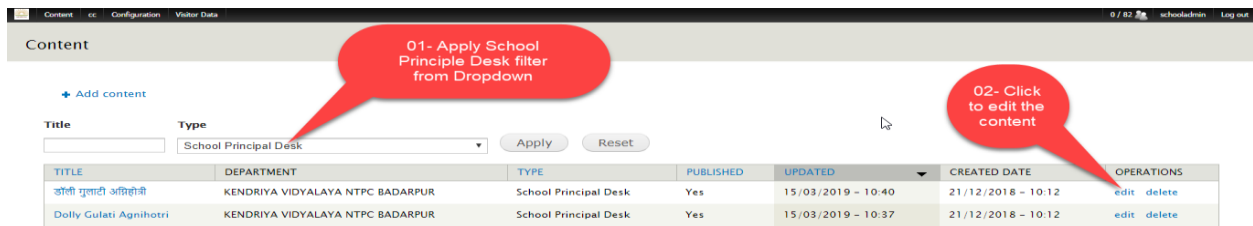
Picture – 4.2.3.1

Picture – 4.2.3

4.2.3 CBSE Affiliation Report

This page will have some text and links, links can be: External links, Link to PDF or DOC file link to internal basic page.

Step 1: Content >> Add Content >> School CBSE Affiliation Report

URL: site url/node/add/school-cbse-affiliation-report

Step 2: Creating CBSE Affiliation Report Content for English: (Refer to Picture 4.2.4)

1. **Title:** Provide the Title of the content.
2. **Select Language:** Select English for English Language and Hindi for Hindi Language.
3. **Domain Access Option:** Tick the check box and select the school for which content to be added.
4. **Body/Description:** Provide the description of the content.
5. **Date:** Provide the date in date field.
6. **Attachment File:** Upload the file.
7. **Link Title:** Provide this only when the URL Field exists.
8. **URL:** Provide the URL of the content; add URL if you don't upload any files for this content.
9. Publish the content.
10. **Save.**

Step 3: Translation:

1. Search the Content to **Refer to Chapter 3.1**
2. Edit the Content to **Refer to Chapter 3.3**
3. Translate: **Refer to Chapter 3.4** to Translate content.
4. Provide Hindi content same as English content (step 3)
5. Publish the content.
6. **Save**

Create School CBSE Affiliation Report

New content: *Your draft will be placed in moderation.*

Title *

Language
Language neutral ▼

▾ DOMAIN ACCESS OPTIONS
☑ Send to all affiliates
    Select if this content can be shown to all affiliates. This setting will override the options below, but you must still select a domain that "owns" this content.

Publish to *
Ro School 1

Select which affiliates can access this content.

Body (Edit summary)

Text format Full HTML ▼
   • Web page addresses and e-mail addresses turn into links automatically.
   • Lines and paragraphs break automatically.

More information about text formats ⓘ

DATE

Date
26/03/2019
E.g., 26/03/2019

Attachment File
Choose File   No file chosen   Upload
Files must be less than 100 MB.
Allowed file types: **txt pdf docs doc docx.**

Link
Title   URL

The link title is limited to 128 characters maximum.

Authoring information	**Moderation state**
By schooladmin	Published ▼
Publishing options	Set the moderation state for t
Published	

Save

Picture – 4.2.4

4.2.4   Facilities

This page will have some text and links, links can be: External links, Link to PDF or DOC file link to internal basic page.

Step 1: Content >> Add Content >> School Facilities

URL: site url/node/add/school-facilities

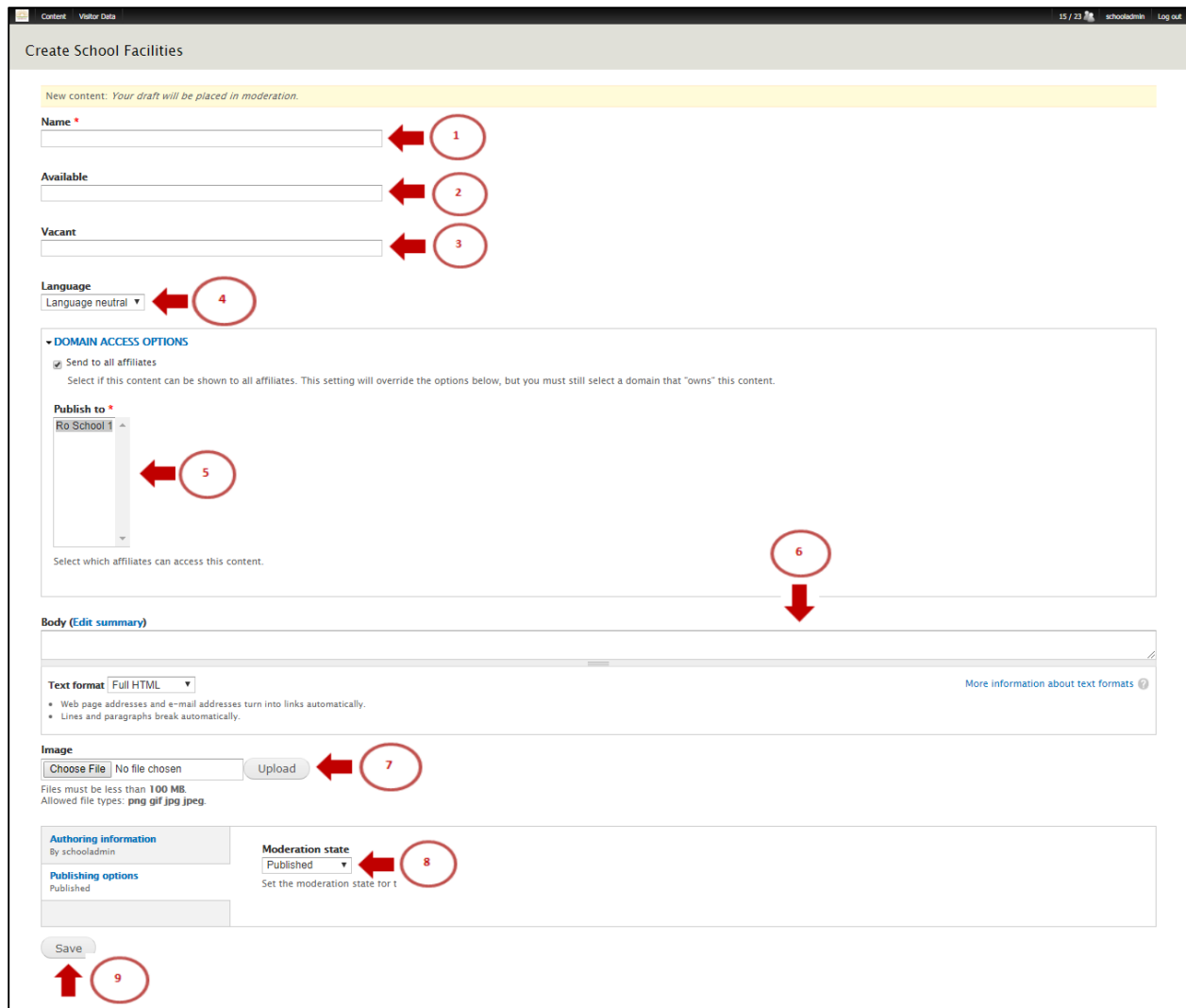***Step 2: Creating Facilities Content for English: (Refer to Picture 4.2.5)***

1. **Name:** Provide the Name of the facility.
2. **Available:** Provide the availability of the facility.
3. **Vacant:** Provide the information for vacancy.
4. **Select Language:** Select English for English Language and Hindi for Hindi Language.

5. **Domain Access Option:** Tick the check box and select the school for which content to be added.
6. **Body/Description:** Provide the description of the content.
7. **Image:** Upload the image file.
8. Publish the content.
9. **Save.**

Step 3: Translation:

1. Search the Content to **Refer to Chapter 3.1**
2. Edit the Content to **Refer to Chapter 3.3**
3. Translate: **Refer to Chapter 3.4** to Translate content.
4. Provide Hindi content same as English content (step 3)
5. Publish the content.
6. **Save**

SPACE LEFT INTENTIONALLY

Create School Facilities

New content: *Your draft will be placed in moderation.*

Name *
[   ] ← 1

Available
[   ] ← 2

Vacant
[   ] ← 3

Language
[Language neutral ▼] ← 4

▼ DOMAIN ACCESS OPTIONS
☑ Send to all affiliates
   Select if this content can be shown to all affiliates. This setting will override the options below, but you must still select a domain that "owns" this content.

Publish to *
Ro School 1

← 5

                                                    6 ↓

Select which affiliates can access this content.

Body (Edit summary)
[   ]

Text format [Full HTML ▼]   More information about text formats ?
  • Web page addresses and e-mail addresses turn into links automatically.
  • Lines and paragraphs break automatically.

Image
[Choose File] No file chosen   [Upload] ← 7
Files must be less than **100 MB**.
Allowed file types: **png gif jpg jpeg**.

Authoring information   **Moderation state**
By schooladmin   [Published ▼] ← 8
                                 Set the moderation state for t
Publishing options
Published

[Save]
↑ 9

Picture – 4.2.5

4.2.5 ICT Infrastructure

This page will have some text and links, links can be: External links, Link to PDF or DOC file link to internal basic page.

Step 1: Content >> Add Content >> School ICT Infrastructure

URL: site url/node/add/school-ict-infrastructure

Step 2: Creating ICT Infrastructure Content for English: (Refer to Picture 4.2.6)

1. **Description:** Provide the description of the content.

2. **Number:** Provide the Number of infrastructure.

3. **Remark:** Provide the brief of the content.

4. **ICT Infrastructure Type**: Select the type of Infrastructure.

5. **Select Language:** Select English for English Language and Hindi for Hindi Language.

6. **Domain Access Option:** Tick the check box and select the school for which content to be added.

7. Publish the content.

8. **Save.**

Step 3: Translation:

1. Search the Content to **Refer to Chapter 3.1**

2. Edit the Content to **Refer to Chapter 3.3**

3. Translate: **Refer to Chapter 3.4** to Translate content.

4. Provide Hindi content same as English content (step 3)

5. Publish the content.

6. **Save**

Picture – 4.2.6

4.3 *Academics*

4.3.1 Admission Details

This page will have some text and links, links can be: External links, Link to PDF or DOC file link to internal basic page.

Step 1: Content >> Add Content >> School Admission Details

URL: site url/node/add/school-admission-detail

Step 2: Creating Admission Details Content for English: (Refer to Picture 4.3.1)

1. **Title:** Provide the Title of the content.
2. **Select Language:** Select English for English Language and Hindi for Hindi Language.
3. **Domain Access Option:** Tick the check box and select the school for which content to be added.
4. **Body/Description:** Provide the description of the content.
5. **Link Title:** Provide this only when the URL Field exists.
6. **URL:** Provide the URL of the content; add URL if you don't upload any files for this content.
7. **Attachment File:** Upload the file.
8. **Date:** Provide the date in date field.
9. Publish the content.
10. **Save.**

Step 3: Translation:

1. Search the Content to **Refer to Chapter 3.1**
2. Edit the Content to **Refer to Chapter 3.3**
3. Translate: **Refer to Chapter 3.4** to Translate content.
4. Provide Hindi content same as English content (step 3)
5. Publish the content.
6. **Save**

SPACE LEFT INTENTIONALLY

Picture – 4.3.1

4.3.2 Fee Structure

This page will have some text and links, links can be: External links, Link to PDF or DOC file link to internal basic page.

Step 1: Content >> Add Content >> School Fee Structure

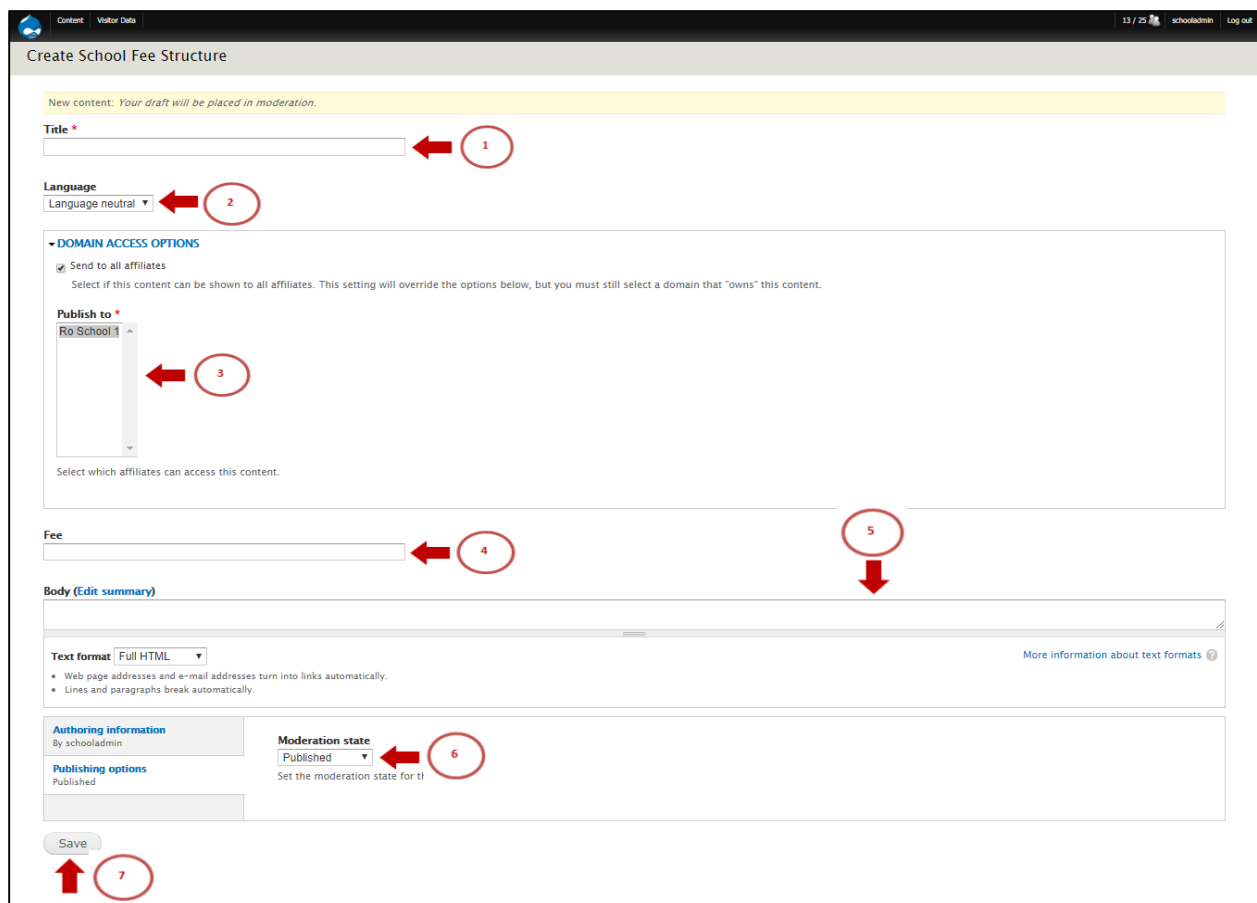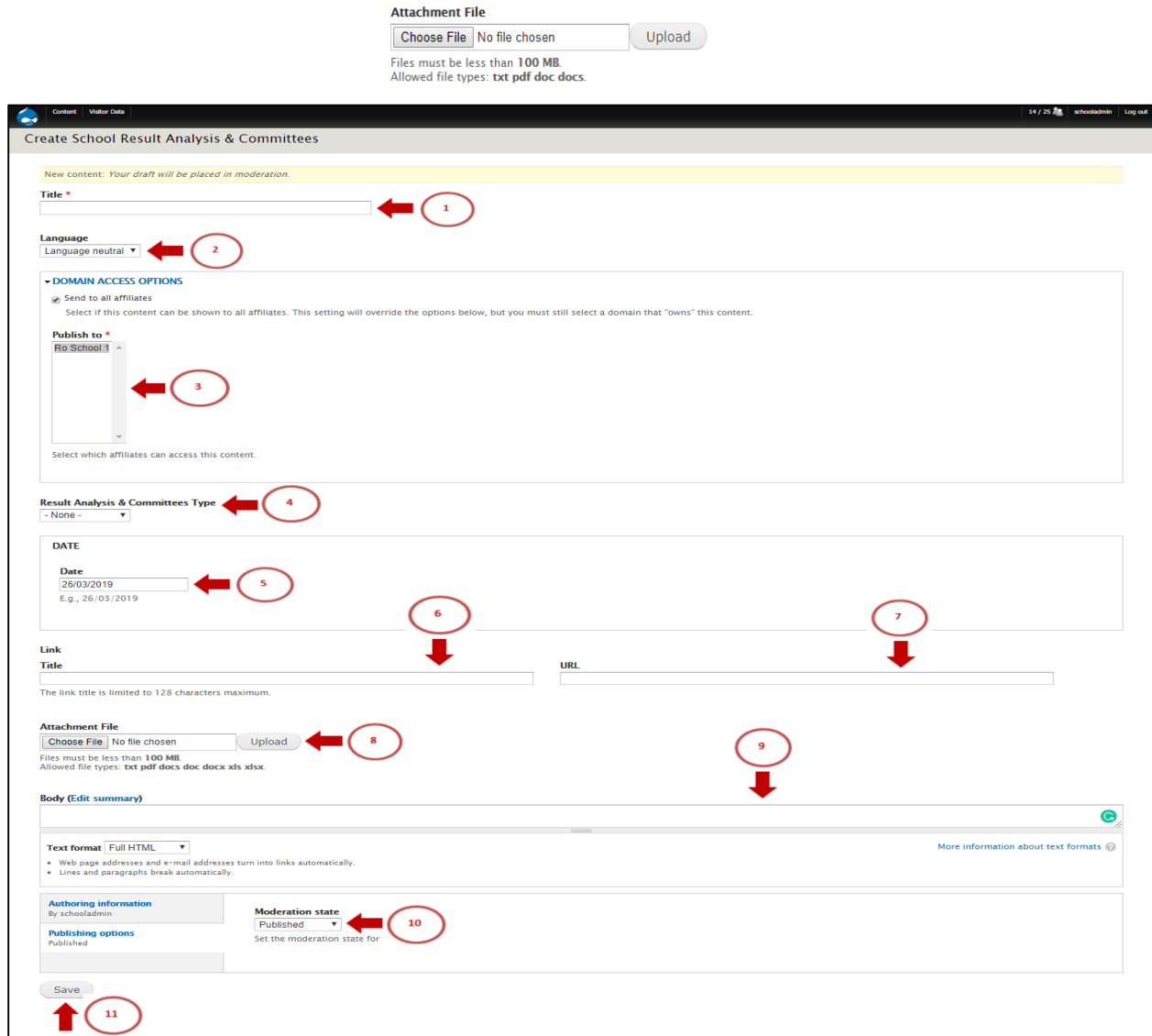*URL: site url/node/add/school-fee-structure*

Step 2: Creating Fee Structure Content for English: (Refer to Picture 4.3.2)

1. **Title:** Provide the Title of the content.

2. **Select Language:** Select English for English Language and Hindi for Hindi Language.

3. **Domain Access Option:** Tick the check box and select the school for which content to be added.

4. **Fee:** Provide the Fees for the admission.

5. **Body/Description:** Provide the description of the content.

6. Publish the content.

7. **Save.**

Step 3: Translation:

1. Search the Content to **Refer to Chapter 3.1**

2. Edit the Content to **Refer to Chapter 3.3**

3. Translate: **Refer to Chapter 3.4** to Translate content.

4. Provide Hindi content same as English content (step 3)

5. Publish the content.

6. **Save**

Picture – 4.3.2

4.3.3 Result Analysis

This page will have some text and links, links can be: External links, Link to PDF or DOC file link to internal basic page.

Step 1: Content >> Add Content >> School Result Analysis & Committees

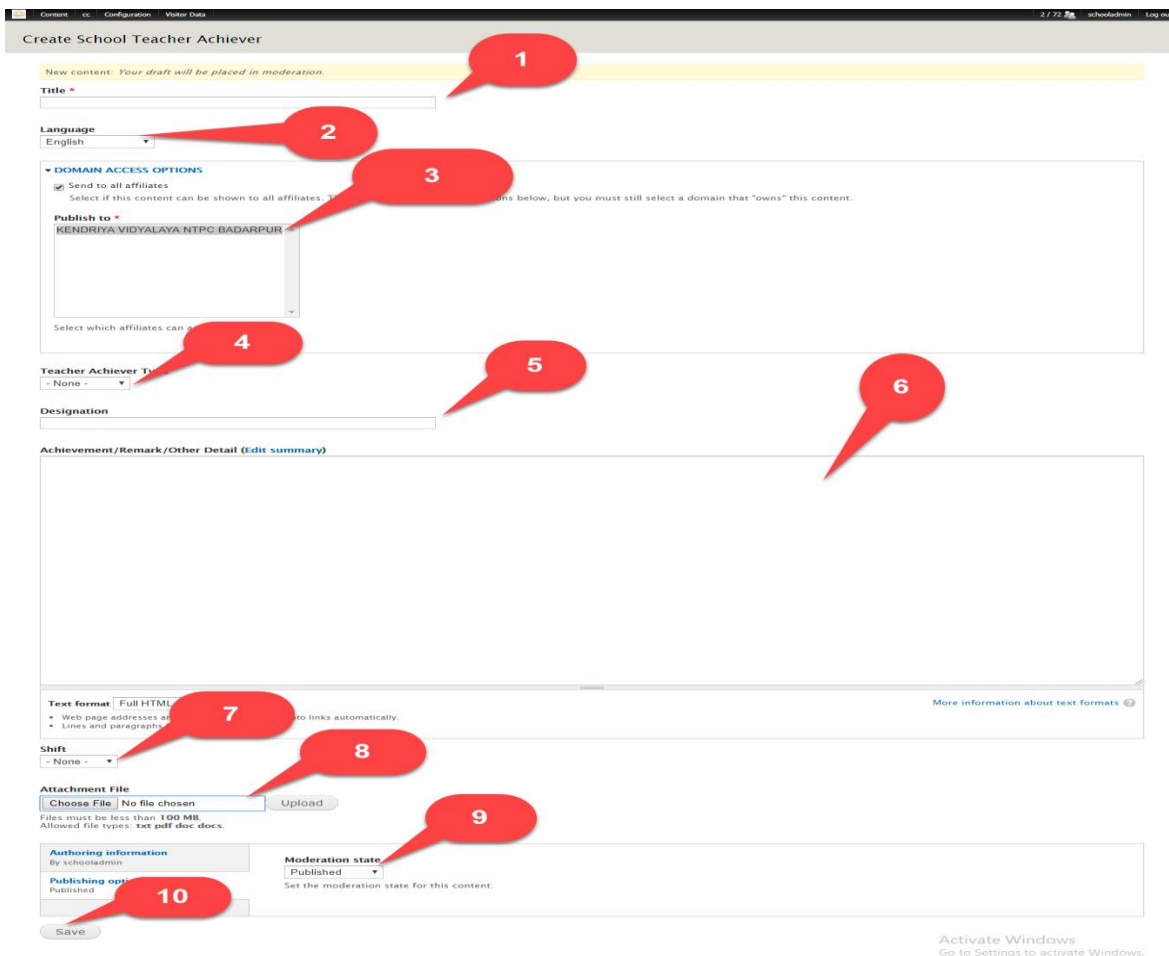*URL: site url/node/add/school-result-analysis*

Step 2: Creating Result Analysis Content for English: (Refer to Picture 4.3.3)

1. **Title:** Provide the Title of the content.
2. **Select Language:** Select English for English Language and Hindi for Hindi Language.
3. **Domain Access Option:** Tick the check box and select the school for which content to be added.
4. **Result Analysis & Committees type:** Select the Type of result if adding content for result.
5. **Date:** Provide the date in date field.
6. **Link Title:** Provide this only when the URL Field exists.
7. **URL:** Provide the URL of the content; add URL if you don't upload any files for this content.
8. **Attachment File:** Upload the file.
9. **Body/Description:** Provide the description of the content.
10. Publish the content.
11. **Save.**

Step 3: Translation:

1. Search the Content to **Refer to Chapter 3.1**
2. Edit the Content to **Refer to Chapter 3.3**
3. Translate: **Refer to Chapter 3.4** to Translate content.
4. Provide Hindi content same as English content (step 3)
5. Publish the content.
6. **Save**

Attachment File

Choose File | No file chosen | Upload

Files must be less than **100 MB**.
Allowed file types: **txt pdf doc docs**.

Picture – 4.3.3

4.3.4 Student Achiever

This page will have some text and links, links can be: External links, Link to PDF or DOC file link to internal basic page.

Step 1: Content >> Add Content >> School Student Achiever

URL: site url/node/add/school-student-achiever

Step 2: Creating Student Achiever Content for English: (Refer to Picture 4.3.4)

1. **Title:** Provide the Title of the content.
2. **Select Language:** Select English for English Language and Hindi for Hindi Language.

3. **Domain Access Option:** Tick the check box and select the school for which content to be added.
4. **Student Achiever:** Select the Type of student achiever.
5. **From Date:** Provide the date in first date field.
6. **To Date:** Provide the date in second date field.
7. **Class:** Provide the class information.
8. **Achievement/Remark:** Provide the description of the content.
9. **Attachment File:** Upload the file.
10. Publish the content.
11. **Save.**

Step 3: Translation:

1. Search the Content to **Refer to Chapter 3.1**
2. Edit the Content to **Refer to Chapter 3.3**
3. Translate: **Refer to Chapter 3.4** to Translate content.
4. Provide Hindi content same as English content (step 3)
5. Publish the content.
6. **Save**

Picture – 4.3.4

4.3.5 Teacher Achiever

This page will have some text and links, links can be: External links, Link to PDF or DOC file link to internal basic page.

Step 1: Content >> Add Content >> School Teacher Achiever

URL: site url/node/add/school-teacher-achiever

Step 2: Creating Teacher Achiever Content for English: (Refer to Picture 4.3.5)

1. **Title:** Provide the Title of the content.

2. **Select Language:** Select English for English Language and Hindi for Hindi Language.

3. **Domain Access Option:** Tick the check box and select the school for which content to be added.

4. **Teacher Achiever Type:** Select the Type of teacher achiever.

5. **Designation: Provide the designation of the teacher.**

6. **Achievement/Remark:** Provide the description of the content.

7. Choose shift.

8. Choose attachment file.

9. **Published:** Choose moderation state to Published.

10. Save

Step 3: Translation:

1. Search the Content to **Refer to Chapter 3.1**

2. Edit the Content to **Refer to Chapter 3.3**

3. Translate: **Refer to Chapter 3.4** to Translate content.

4. Provide Hindi content same as English content (step 3)

5. Publish the content.

6. **Save**

Picture – 4.3.5

4.4 Administration

4.4.1 Vidyalaya Committees

This page will have some text and links, links can be: External links, Link to PDF or DOC file link to internal basic page.

Step 1: Content >> Add Content >> School Result Analysis & Committees

URL: site url/node/add/school-result-analysis

Step 2: Creating Vidyalaya Committees Content for English: (Refer to Picture 4.4.1)

1. **Title:** Provide the Title of the content.
2. **Select Language:** Select English for English Language and Hindi for Hindi Language.
3. **Domain Access Option:** Tick the check box and select the school for which content to be added.
4. **Result Analysis & Committees type:** Select the Type of result if adding content for result.
5. **Date:** Provide the date in date field.
6. **Link Title:** Provide this only when the URL Field exists.
7. **URL:** Provide the URL of the content; add URL if you don't upload any files for this content.
8. **Attachment File:** Upload the file.
9. **Body/Description:** Provide the description of the content.
10. Publish the content.
11. **Save.**

Step 3: Translation:

1. Search the Content to **Refer to Chapter 3.1**
2. Edit the Content to **Refer to Chapter 3.3**
3. Translate: **Refer to Chapter 3.4** to Translate content.
4. Provide Hindi content same as English content (step 3)
5. Publish the content.
6. **Save**

Picture – 4.4.1

4.4.2 Staff Details Manualy

This page will have some text and links, links can be: External links, Link to PDF or DOC file link to internal basic page.

Step 1: Content >> Add Content >> School Staff Member

*URL: site url/node/add/school-staff-member*

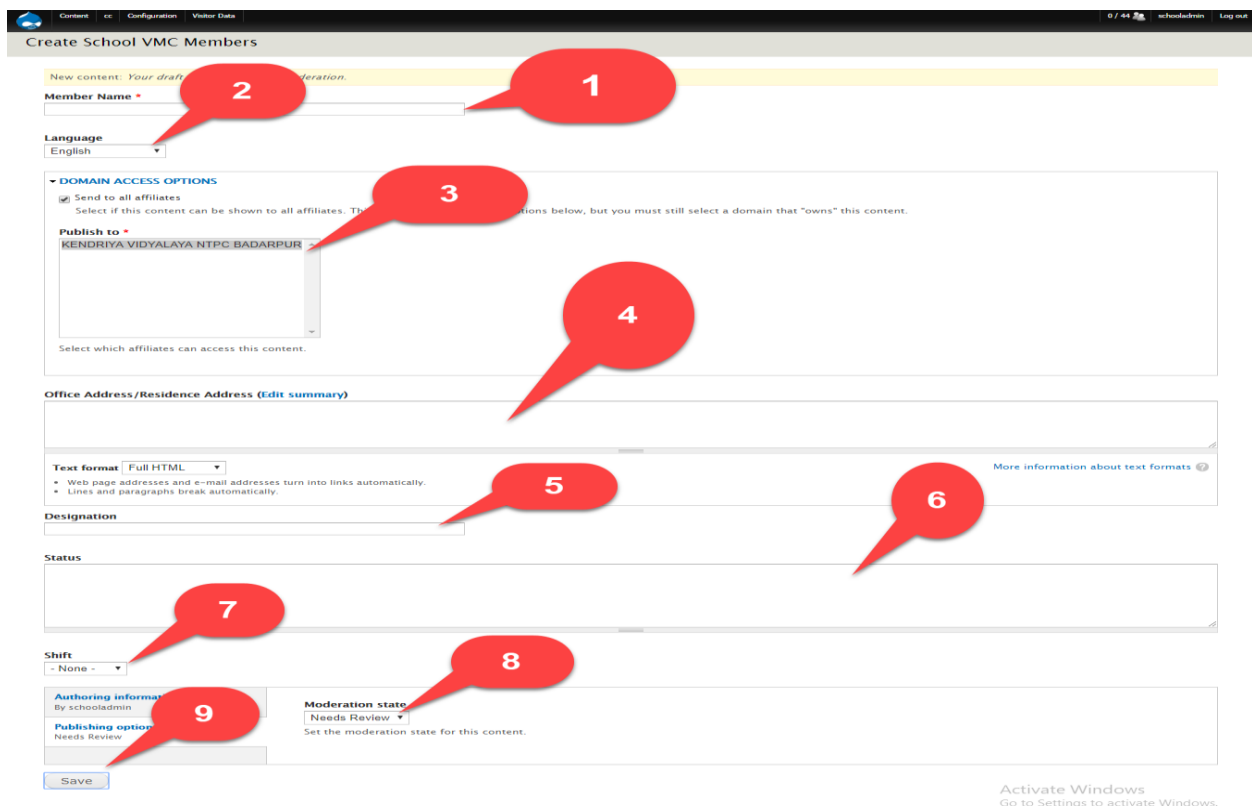***Step 2: Creating Staff Member Content for English: (Refer to Picture 4.4.2, 4.4.3)***

1. **Staff Name:** Provide the Name of the Staff member.
2. **Select Language:** Select English for English Language and Hindi for Hindi Language.
3. **Domain Access Option:** Tick the check box and select the school for which content to be added.
4. **Shift:** Select the type of Shift.
   i. First Shift.
   ii. Second Shift.
5. **Staff Member:** Select the type of member.

6. **Designation:** Provide the designation of the staff.

7. **Date of Joining Present KV:** Provide the date when Staff joined the present KV.

8. **Date of joining Present Post:** Provide the date when staff joined the present post.

9. **Employee Code:** Provide the code of the employee.

10. **Image:** Upload the image file.

11. **Weight**: Provide the weight of the content accordingly please set the weight of all employee if you want to add new employee on the 4th number so choose weight 4 for the same.

12. **Publish the content.**

13. **Save.**

Step 3: Translation:

1. Search the Content to **Refer to Chapter 3.1**

2. Edit the Content to **Refer to Chapter 3.3**

3. Translate: **Refer to Chapter 3.4** to Translate content.

4. Provide Hindi content same as English content (step 3)

5. Change moderation state to Publish the content.

6. **Save:** Click to save the content.
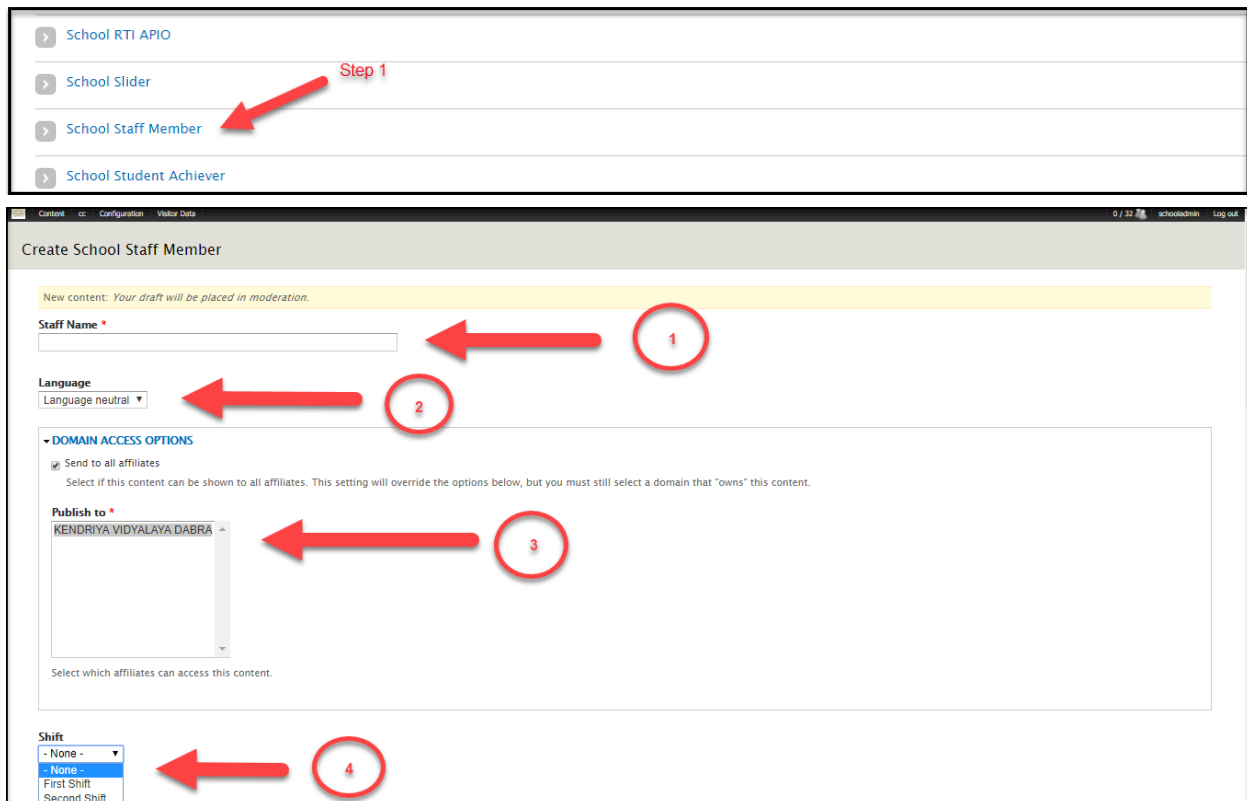
Picture – 4.4.2

Picture – 4.4.3

4.4.3 VMC Member Manually

This page will have some text and links, links can be: External links, Link to PDF or DOC file link to internal basic page.

Step 1: Content >> Add Content >> School VMC Member

URL: site url/node/add/school-vmc-members

Step 2: Creating VMC Member Content for English: (Refer to Picture 4.4.4)

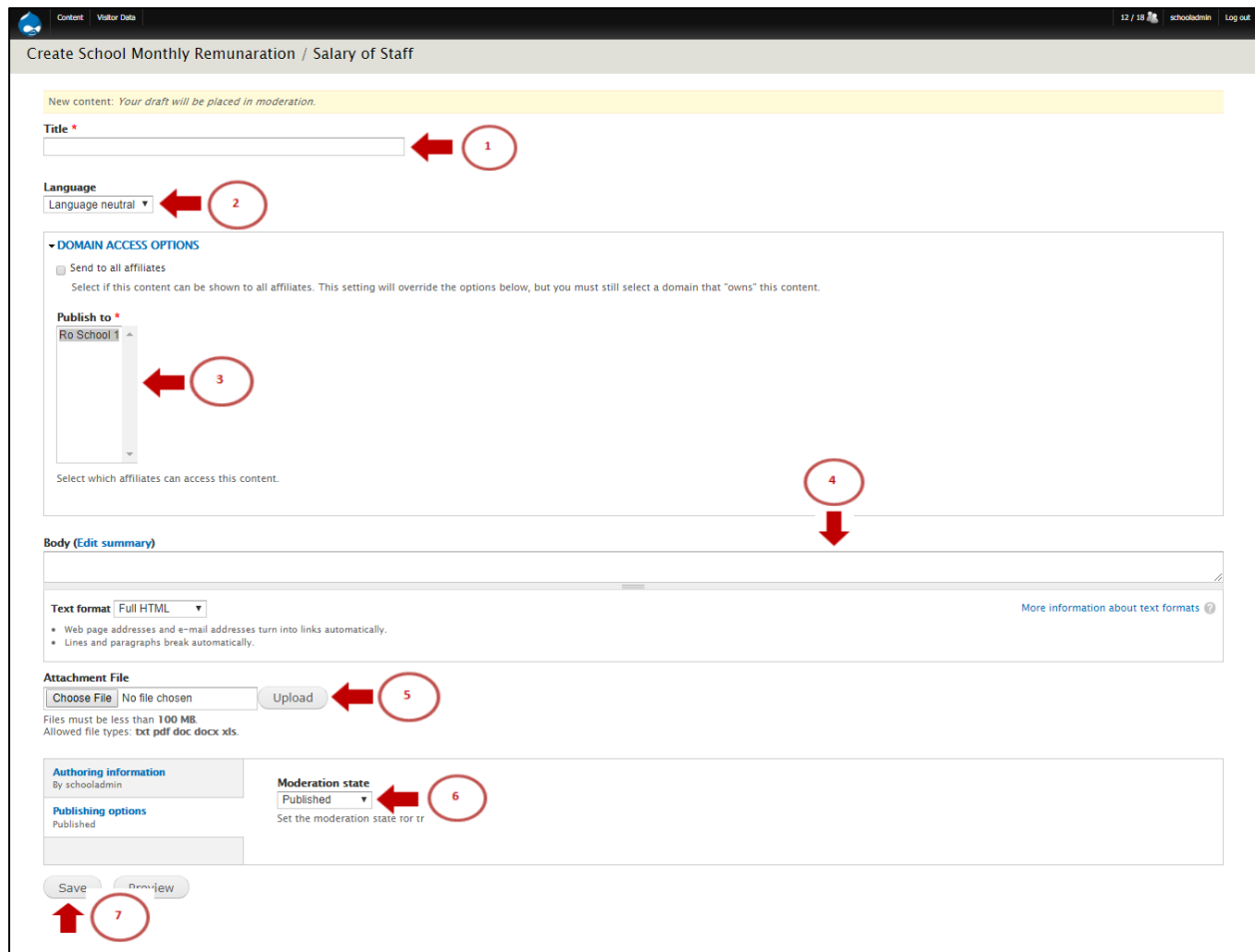1. **Member Name:** Provide the Name of the member.

2. **Select Language:** Select English for English Language and Hindi for Hindi Language.

3. **Domain Access Option:** Tick the check box and select the school for which content to be added.

4. **Office/Residence Address:** Provide the Address of the member either office or residence.

5. **Designation:** Provide the designation of the staff.

6. **Status:** Provide the Status of the member.

7. **Shift**: Choose the shift option if any.

8. Choose moderation state to Published.

9. **Save:** Click to save the content**.**

Step 3: Translation:

1. Search the Content to **Refer to Chapter 3.1**
2. Edit the Content to **Refer to Chapter 3.3**
3. Translate: **Refer to Chapter 3.4** to Translate content.
4. Provide Hindi content same as English content (step 3)
5. Publish the content.
6. **Save**

Picture – 4.4.4

4.4.4 RTI APIO

This page will have some text and links, links can be: External links, Link to PDF or DOC file link to internal basic page.

Step 1: Content >> Add Content >> School RTI APIO

URL: site url/node/add/school-rti-apio

Step 2: Creating RTI APIO Content for English: (Refer to Picture 4.4.5)

1. **Name of the APIO:** Provide the Name of the APIO.
2. **Select Language:** Select English for English Language and Hindi for Hindi Language.
3. **Domain Access Option:** Tick the check box and select the school for which content to be added.
4. **Postal Address:** Provide the Postal Address of the APIO.
5. **Phone Number:** Provide phone number of the APIO.
6. **Fax Number:** Provide Fax number of the APIO.
7. **E-mail of Principal:** Provide the Email of principal.
8. Publish the content.
9. **Save.**

Step 3: Translation:

1. Search the Content to **Refer to Chapter 3.1**
2. Edit the Content to **Refer to Chapter 3.3**
3. Translate: **Refer to Chapter 3.4** to Translate content.
4. Provide Hindi content same as English content (step 3)
5. Publish the content.
6. **Save**
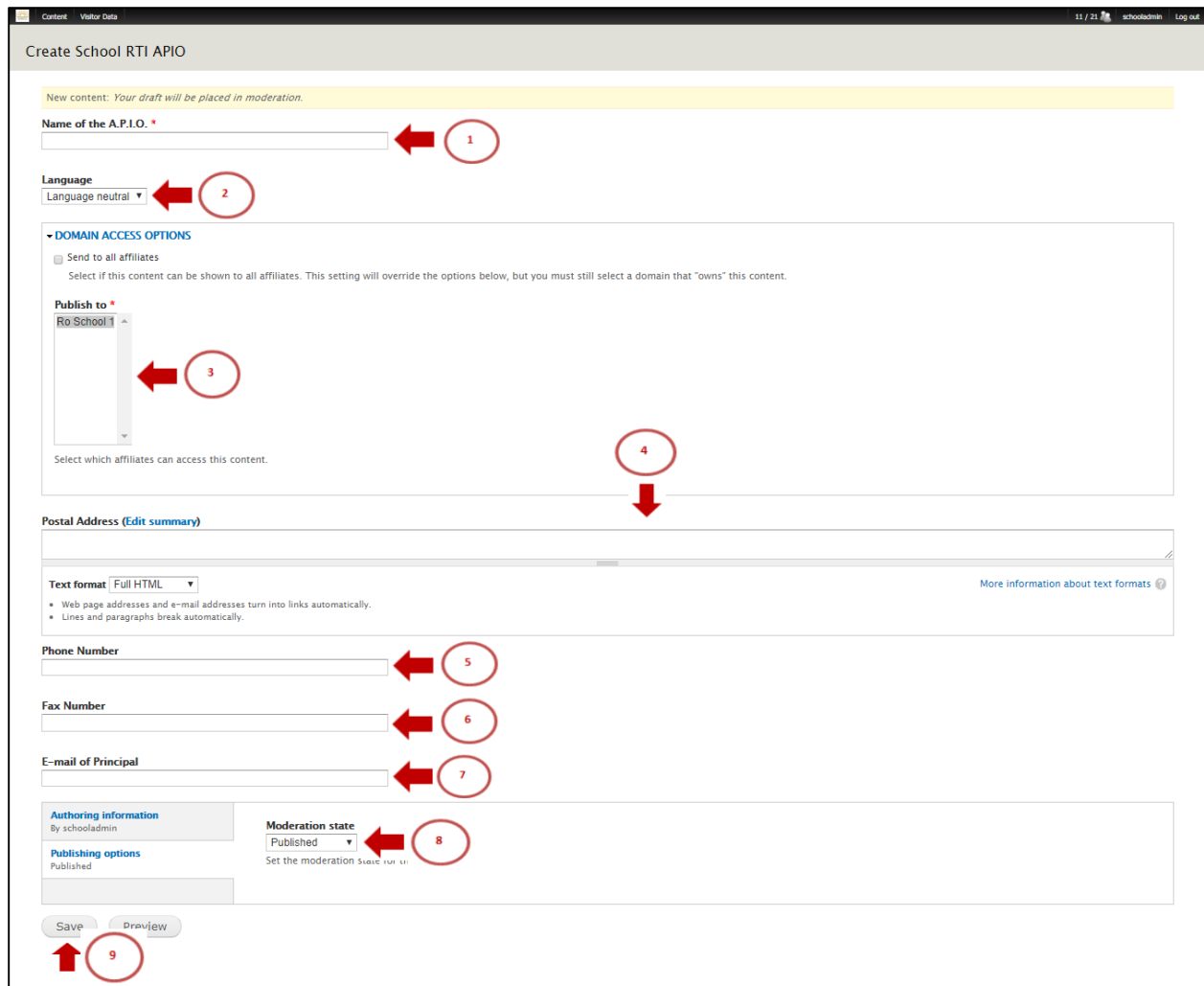
Picture – 4.4.5

4.4.5 Monthly Remuneration/ Salary of Staff

This page will have some text and links, links can be: External links, Link to PDF or DOC file link to internal basic page.

Step 1: Content >> Add Content >> School Monthly Remuneration/ Salary of Staff

URL: site url/node/add/school-monthly-remunaration-sala

Step 2: Creating Header Section Content for English: (Refer to Picture 4.4.6)

1. **Title:** Provide the Title of the content.

2. **Select Language:** Select English for English Language and Hindi for Hindi Language.

3. **Domain Access Option:** Tick the check box and select the school for which content to be added.

4. **Body/Description:** Provide the description of the content.

5. **Attachment File:** Upload the file.

6. Publish the content.

7. **Save.**

Step 3: Translation:

1. Search the Content to **Refer to Chapter 3.1**

2. Edit the Content to **Refer to Chapter 3.3**

3. Translate: **Refer to Chapter 3.4** to Translate content.

4. Provide Hindi content same as English content (step 3)

5. Publish the content.

6. **Save**

SPACE LEFT INTENTIONALLY

Picture – 4.4.6

4.5 Enrolment Statistics

4.5.1 Class/ Category Wise Enrolment Position

This page will have some text and links, links can be: External links, Link to PDF or DOC file link to internal basic page.

Step 1: Content >> Add Content >> School Class/ Category Wise Enrolment Position

URL: site url/node/add/school-class-wise-enrolment-posi

Step 2: Creating Class/ Category Wise Enrolment Position Content for English: (Refer to Picture 4.5.1, 4.5.2)

1. **Class:** Provide the Class.

2. **Enrolment Position:** Select the type of Enrolment Position.

3. **Select Language:** Select English for English Language and Hindi for Hindi Language.

4. **Domain Access Option:** Tick the check box and select the school for which content to be added.

5. **Provide all the Information in the required fields.**

6. **Body/Description:** Provide the description of the content.

7. Publish the content.

8. **Save.**

Step 3: Translation:

1. Search the Content to **Refer to Chapter 3.1**

2. Edit the Content to **Refer to Chapter 3.3**

3. Translate: **Refer to Chapter 3.4** to Translate content.

4. Provide Hindi content same as English content (step 3)

5. Publish the content.

6. **Save**

Picture – 4.5.1

SPACE LEFT INTENTIONALLY

Picture – 4.5.2

4.5.2 TC Issued

This page will have some text and links, links can be: External links, Link to PDF or DOC file link to internal basic page.

Step 1: Content >> Add Content >> School TC Issued

URL: site url/node/add/school-tc-issued

Step 2: Creating TC Issued Content for English: (Refer to Picture 4.5.3)

1. **Name:** Provide the Name of the student.
2. **Select Language:** Select English for English Language and Hindi for Hindi Language.
3. **Domain Access Option:** Tick the check box and select the school for which content to be added.
4. **Mother Name:** Provide Mother's Name.
5. **Father Name:** Provide Father's Name.
6. **Admission Number:** Provide Student's Admission Number.
7. **Class Left:** Provide the Class which student left.
8. **TC Number:** Provide TC number.

9. **Date:** Provide date in the date field when TC is issued.

10. **Remark:** Provide the remark if any.

11. **Shift:** Select the type of Shift.

      i.   First Shift.

      ii.   Second Shift.

12. Publish the content.

13. **Save.**

Step 3: Translation:

1. Search the Content to **Refer to Chapter 3.1**

2. Edit the Content to **Refer to Chapter 3.3**

3. Translate: **Refer to Chapter 3.4** to Translate content.

4. Provide Hindi content same as English content (step 3)

5. Publish the content.

6. **Save**

Create School TC issued

New content: *Your draft will be placed in moderation.*

Name *
[_____] ← 1

Language
[Language neutral ▼] ← 2

▼ **DOMAIN ACCESS OPTIONS**

☑ Send to all affiliates
Select if this content can be shown to all affiliates. This setting will override the options below, but you must still select a domain that "owns" this content.

Publish to *
[KENDRIYA VIDYALAYA NO.I ITARASI   ] ← 3

Select which affiliates can access this content.

Mother Name
[_____] ← 4

Father Name
[_____] ← 5

Admission number
[_____] ← 6

Class Left
[_____] ← 7

T.C. No.
[_____] ← 8

DATE

Date
[03/07/2019] ← 9
E.g., 03/07/2019

← 10

Remark (Edit summary)
[
                                                                          ]

Text format [Full HTML ▼]   More information about text formats ⓘ
- Web page addresses and e-mail addresses turn into links automatically.
- Lines and paragraphs break automatically.

Shift
[- None - ▼] ← 11

Authoring information   **Authored by**
By schooladmin   [schooladmin   ]
                                        Leave blank for *Anonymous*.
Publishing options
Draft (Current) ← 12   **Authored on**
                                        [   ]
                                        Format: *2019-07-03 16:50:32 +0530*. The date format is YYYY-MM-DD and *+0530* is the time zone offset from UTC. Leave blank to use the time of form submission.

[Save] ← 13

Picture – 4.5.3

4.6 *Activities*

4.6.1 Calendar of Activities

This page will have some text and links, links can be: External links, Link to PDF or DOC file link to internal basic page.

Step 1: Content >> Add Content >> School Calendar of Activities

URL: site url/node/add/school-calendar-of-activities

Step 2: Creating Calendar of Activities Content for English: (Refer to Picture 4.6.1)

1. **Title:** Provide the Title of the content.
2. **Select Language:** Select English for English Language and Hindi for Hindi Language.
3. **Domain Access Option:** Tick the check box and select the school for which content to be added.
4. **Body/Description:** Provide the description of the content.
5. **Image:** Upload the image file.
6. **From Date:** Provide the date in first date field.
7. **To Date:** Provide the date in second date field.
8. **Shift:** Choose the shift from the drop down
9. **Attachment:** choose the attachment file for the content.
10. **Published Option:** Choose moderation state to Published.
11. **Save:** Click to save the content

Step 3: Translation:

1. Search the Content to **Refer to Chapter 3.1**
2. Edit the Content to **Refer to Chapter 3.3**
3. Translate: **Refer to Chapter 3.4** to Translate content.
4. Provide Hindi content same as English content (step 3)
5. Publish the content.
6. **Save**

SPACE LEFT INTENTIONALLY
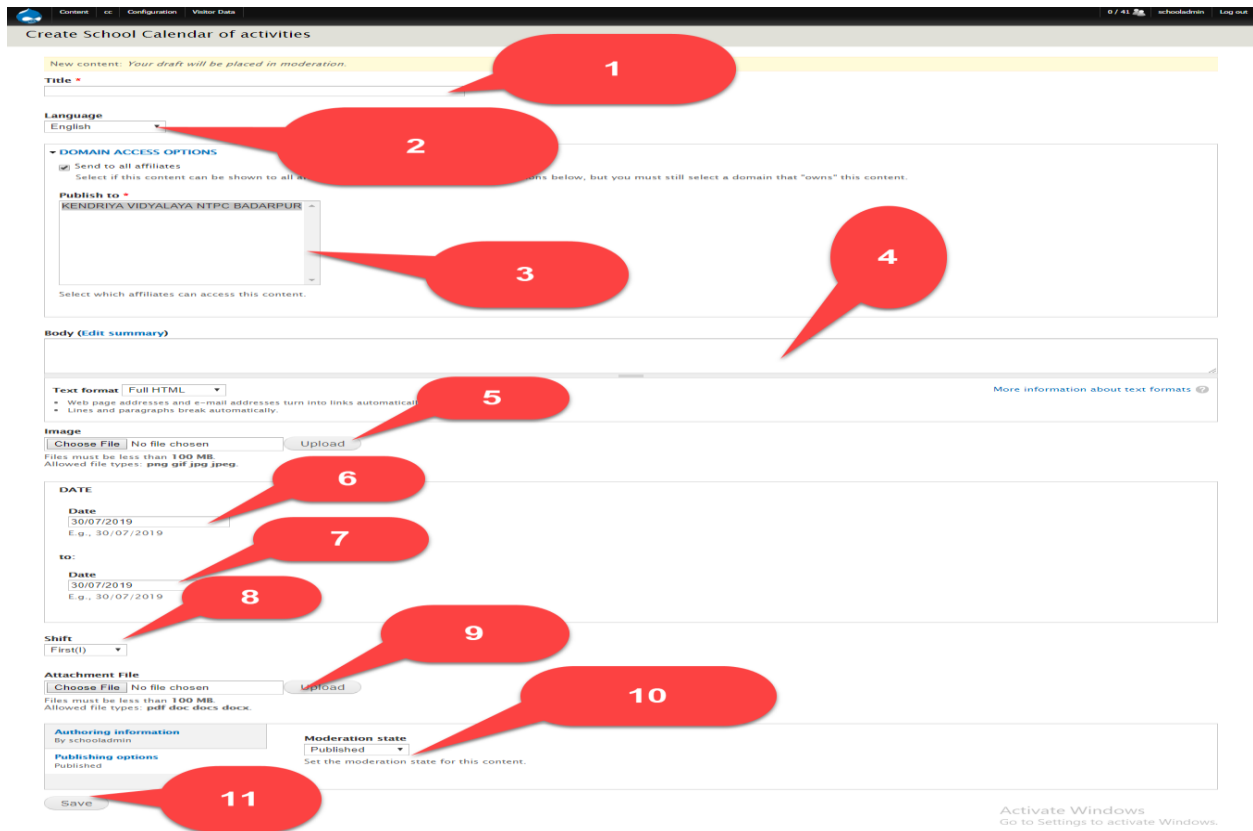
Picture – 4.6.1

4.6.2 Co-Curricular Activities

This page will have some text and links, links can be: External links, Link to PDF or DOC file link to internal basic page.

Step 1: Content >> Add Content >> School Co-Curricular Activities

URL: site url/node/add/school-co-curricular

Step 2: Creating Co-Curricular Activities Content for English: (Refer to Picture 4.6.2)

1. **Title:** Provide the Title of the content.

2. **Select Language:** Select English for English Language and Hindi for Hindi Language.

3. **Domain Access Option:** Tick the check box and select the school for which content to be added.

4. **Body/Description:** Provide the description of the content.

5. Publish the content.

6. **Save.**

Step 3: Translation:

1. Search the Content to **Refer to Chapter 3.1**

2. Edit the Content to **Refer to Chapter 3.3**

3. Translate: **Refer to Chapter 3.4** to Translate content.

4. Provide Hindi content same as English content (step 3)

5. Publish the content.

6. **Save**

Picture – 4.6.2

4.6.3 Innovations

This page will have some text and links, links can be: External links, Link to PDF or DOC file link to internal basic page.

Step 1: Content >> Add Content >> School Innovations

URL: site url/node/add/school-inovations

Step 2: Creating Innovations Content for English: (Refer to Picture 4.6.3, 4.6.4)

1. **Innovations and Experiments:** Provide the Innovations & Experiments.

2. **Select Language:** Select English for English Language and Hindi for Hindi Language.

3. **Domain Access Option:** Tick the check box and select the school for which content to be added.

4. **Provide the required information in all the fields.**

5. **Body/Description:** Provide the description of the content.

6. Publish the content.

7. **Save.**

Step 3: Translation:

1. Search the Content to **Refer to Chapter 3.1**

2. Edit the Content to **Refer to Chapter 3.3**

3. Translate: **Refer to Chapter 3.4** to Translate content.

4. Provide Hindi content same as English content (step 3)

5. Publish the content.

6. **Save**

Picture – 4.6.3

Picture – 4.6.4

4.7 Work

This page will have some text and links, links can be: External links, Link to PDF or DOC file link to internal basic page.

Step 1: Content >> Add Content >> School Work

URL: site url/node/add/school-work

Step 2: Creating Work Content for English: (Refer to Picture 4.7)

1. **Title:** Provide the Title of the content.

2. **Select Language:** Select English for English Language and Hindi for Hindi Language.

3. **Domain Access Option:** Tick the check box and select the school for which content to be added.

4. **Body/Description:** Provide the description of the content.

5. **Date:** Provide the date in date field.

6. **Attachment File:** Upload the file.

7. **Link Title:** Provide this only when the URL Field exists.

8. **URL:** Provide the URL of the content; add URL if you don't upload any files for this content.

9. Publish the content.

10. **Save.**

Step 3: Translation:

1. Search the Content to **Refer to Chapter 3.1**

2. Edit the Content to **Refer to Chapter 3.3**

3. Translate: **Refer to Chapter 3.4** to Translate content.

4. Provide Hindi content same as English content (step 3)

5. Publish the content.

6. **Save**

Picture – 4.7

4.8 *Gallery*

4.8.1 Photo Gallery (You can add multiple photos)

This page will have some text file link to internal basic page.

Step 1: Content >> Add Content >> School Album Category (Firstly create Album)

Refer to Point no. 4.8.2.

Step 2: Content >> Add Content >> School Photo Gallery

URL: site url/node/add/school-photo-gallery

Step 3: Creating Photo Gallery Content for English: (Refer to Picture 4.8.1)

1. **Title:** Provide the title of the content.
2. **Select Language:** Select English for English Language and Hindi for Hindi Language or Language neutral for both.
3. **Domain Access Option:** Tick the check box and select the School for which content to be added.
4. **Image:** Upload the Single Image of the content and provide the alt text and title text.
5. **School Album Category:** Select album category from the dropdown list.
6. **Multiple Image:** Upload the multiple Image of the content and provide the alt text and title text.
7. **Publish the content**: Click on Publishing option and change moderation state to Published.
8. **Save:** Click to save the content**.**

Step 5: Translation:

Search the Content to **Refer to Chapter 3.1**

1. Edit the Content to **Refer to Chapter 3.3**
2. Translate: **Refer to Chapter 3.4** to Translate content.
3. Provide Hindi content same as English content (step 3)
4. Publish the content.
5. **Save**

SPACE LEFT INTENTIONALLY
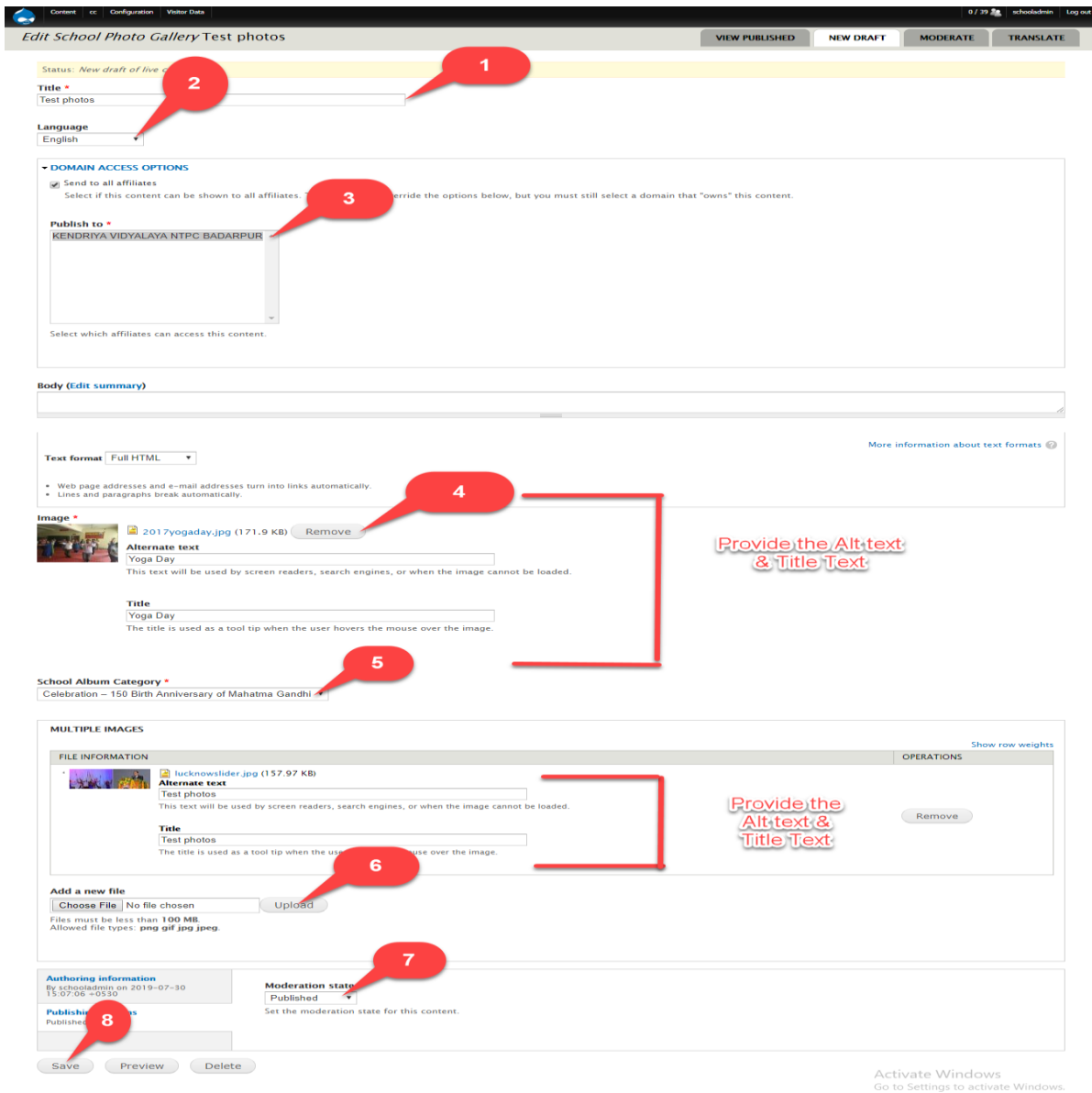
Picture – 4.8.1

4.8.2 School Album Category

This page will have some text file link to internal basic page.

Step 1: Content >> Add Content >> School Album Category (Firstly create Album)

Step 2: Creating Album Category Content: (Refer to Picture 4.8.2)

9. **Title:** Provide the title of the content.
10. **Select Language:** Select English for English Language and Hindi for Hindi Language.

11. **Domain Access Option:** Tick the check box and select the School for which content to be added.

12. **Image:** Upload the Image.

13. **Publish the content**: Click on Publishing option and change moderation state to Published.

14. **Save:** Click to save the content.

(Picture 4.8.2)

4.8.3 Video Gallery

This page will have some text and links, links can be: External links, Link to PDF or DOC file link to internal basic page.

Step 1: Content >> Add Content >> School Video

URL: site url/node/add/school-video

Step 2: Creating Video Gallery Content for English: (Refer to Picture 4.8.2)

1. **Title:** Provide the title of the content.

2. **Select Language:** Select English for English Language and Hindi for Hindi Language.

3. **Domain Access Option:** Tick the check box and select the School for which content to be added.

4. **Body:** Provide the embedded code of the video **(Refer Picture 4.8.3, 4.8.4,)**

5. Publish the content.

6. **Save.**

Step 3: Translation:

1. Search the Content to **Refer to Chapter 3.1**

2. Edit the Content to **Refer to Chapter 3.3**

3. Translate: **Refer to Chapter 3.4** to Translate content.

4. Provide Hindi content same as English content (step 3)

5. Publish the content.

6. **Save**
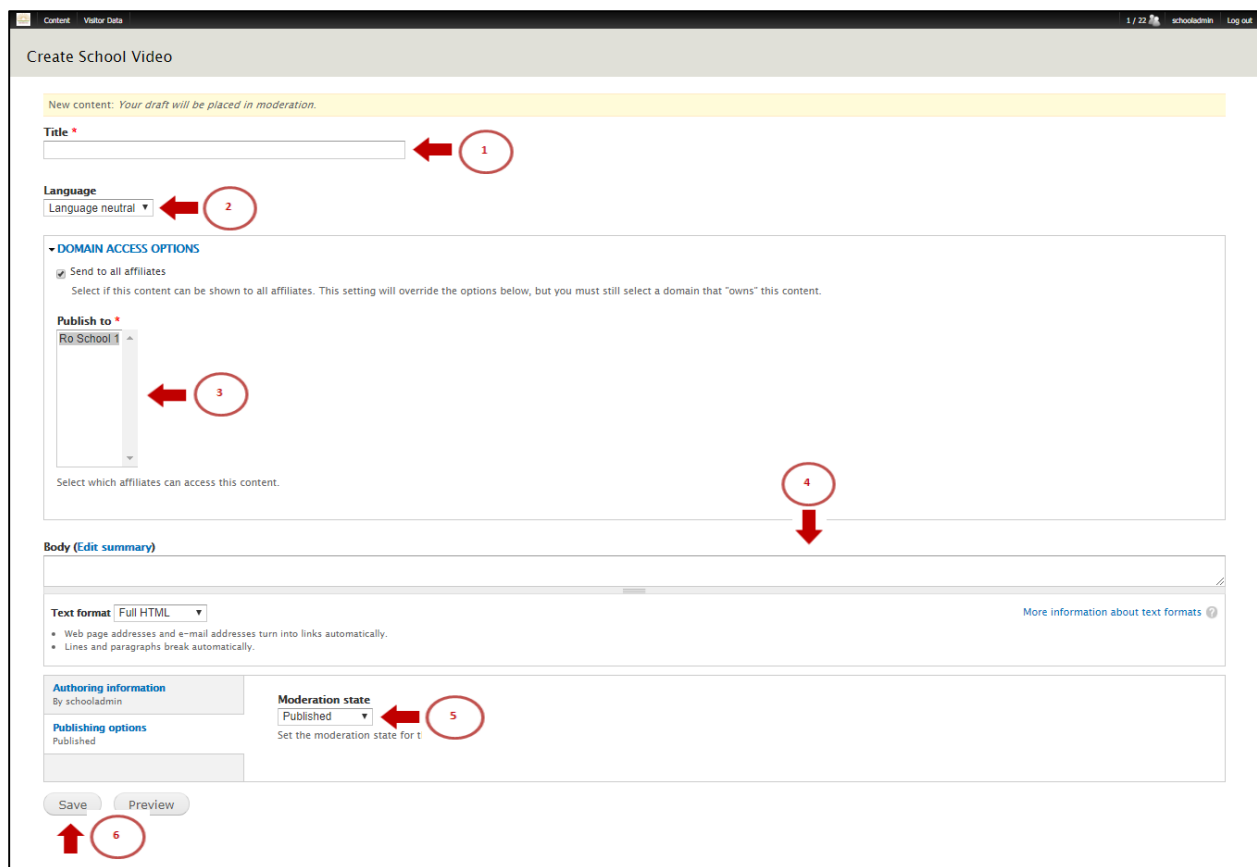
Picture – 4.8.2

Picture 4.8.3

Picture 4.8.4

4.9 Contact Us

This page will have some text and links, links can be: External links, Link to PDF or DOC file link to internal basic page.

Step 1: Content >> edit Content us

*URL: site url/ admin/content and apply School Contact Us and click on edit from operations for English and Hindi content **(Refer to Picture 4.9.1)***

Step 2: Editing Contact Us for English: (Refer to Picture 4.9)

1. **Title:** Provide the Title of the content.

2. **Select Language:** Select English for English Language and Hindi for Hindi Language.

3. **Domain Access Option:** Tick the check box and select the school for which content to be added.

4. **Body/Description:** Provide the description of the content please insure that changes may be made on inside html tags properly.

5. **Contact Us:** Provide all the Required details in contact Us fields.

6. Publish the content.

7. **Save.**

Step 3: Translation:

1. Search the Content to **Refer to Chapter 3.1**

2. Edit the Content to **Refer to Chapter 3.3**

3. Translate: **Refer to Chapter 3.4** to Translate content.

4. Provide Hindi content same as English content (step 3)

5. Publish the content.

6. **Save**

Picture 4.9.1

Picture 4.9

4.10 *Vision & Mission*

This page will have some text and links, links can be: External links, Link to PDF or DOC file link to internal basic page.

Step 1: Content >> School Vision & Mission

URL: site url/admin/content and apply school Vision & Mission from Dropdown and click on edit from operations to edit the Hindi and English Content. ***(Refer to Picture 4.11)***

Step 2: Editing Vision & Mission for English: (Refer to Picture 4.10)

1. **Title:** Provide the Title of the content.

2. **Select Language:** Select English for English Language and Hindi for Hindi Language.

3. **Domain Access Option:** Tick the check box and select the school for which content to be added.

4. **Vision:** Provide the description of the vision.

5. **Mission**: Provide the description of the Mission.

6. Publish the content.

7. **Save.**

Step 3: Translation:

1. Search the Content to **Refer to Chapter 3.1**

2. Edit the Content to **Refer to Chapter 3.3**

3. Translate: **Refer to Chapter 3.4** to Translate content.

4. Provide Hindi content same as English content (step 3)

5. Publish the content.

6. **Save**

Picture 4.11

Picture 4.10

4.11 *Announcements*

This page will have some text and links, links can be: External links, Link to PDF or DOC file link to internal basic page.

Step 1: Content >> Add Content >> School Announcements

URL: site url/node/add/school-announcement

Step 2: Creating Announcements Content for English: (Refer to Picture 4.11)

1. **Title:** Provide the Title of the content.
2. **Select Language:** Select English for English Language and Hindi for Hindi Language.
3. **Domain Access Option:** Tick the check box and select the school for which content to be added.
4. **Date**: Provide date in the date field.
5. **Attachment File:** Upload the file.
6. **Body/Description:** Provide the description of the content.
7. **Title**: Provide title of the url if any.
8. **URL**: Provide url with e.g. https://badarpurntpc.kvs.ac.in/
9. Publish the content.
10. **Save.**

Step 3: Translation:

1. Search the Content to **Refer to Chapter 3.1**
2. Edit the Content to **Refer to Chapter 3.3**
3. Translate: **Refer to Chapter 3.4** to Translate content.
4. Provide Hindi content same as English content (step 3)
5. Publish the content.
6. **Save**

Picture 4.11

4.12 *Creative Corner*

This page will have some text and links, links can be: External links, Link to PDF or DOC file link to internal basic page.

Step 1: Content >> Add Content >> School Creative Corner

URL: site url/node/add/school-creative-corner

Step 2: Creating Creative Corner for English: (Refer to Picture 4.12)

1. **Select Language:** Select English for English Language and Hindi for Hindi Language.
2. **Title:** Provide the Title of the content.

3. **Domain Access Option:** Tick the check box and select the school for which content to be added.

4. **Date:** Provide the date in date field.

5. **Image:** Upload the Image file.

6. **Attachment:** Upload the file.

7. **Body/Description:** Provide the description of the content.

8. **Publish the content.**

9. **Save.**

Step 3: Translation:

1. Search the Content to **Refer to Chapter 3.1**

2. Edit the Content to **Refer to Chapter 3.3**

3. Translate: **Refer to Chapter 3.4** to Translate content.

4. Provide Hindi content same as English content (step 3)

5. Publish the content.

6. **Save**

Create School Creative Corner

New content: *Your draft will be placed in moderation.*

Language
Language neutral ▾

Title *
[   ]

▾ DOMAIN ACCESS OPTIONS

☐ Send to all affiliates
Select if this content can be shown to all affiliates. This setting will override the options below, but you must still select a domain that "owns" this content.

Publish to *
Ro School 1

Select which affiliates can access this content.

DATE

Date
27/03/2019
E.g., 27/03/2019

Image
Choose File | No file chosen | Upload
Files must be less than 100 MB.
Allowed file types: **png gif jpg jpeg**.

Attachment File
Choose File | No file chosen | Upload
Files must be less than 100 MB.
Allowed file types: **txt pdf docs doc docx xls xlsx**.

Body (Edit summary)

Text format Full HTML ▾   More information about text formats
- Web page addresses and e-mail addresses turn into links automatically.
- Lines and paragraphs break automatically.

Authoring information	Moderation state
By schooladmin	Published ▾
Publishing options	Set the moderation state for
Published	

Save   Preview

Picture 4.12

4.13 *KVS News*

This page will have some text and links, links can be: External links, Link to PDF or DOC file link to internal basic page.

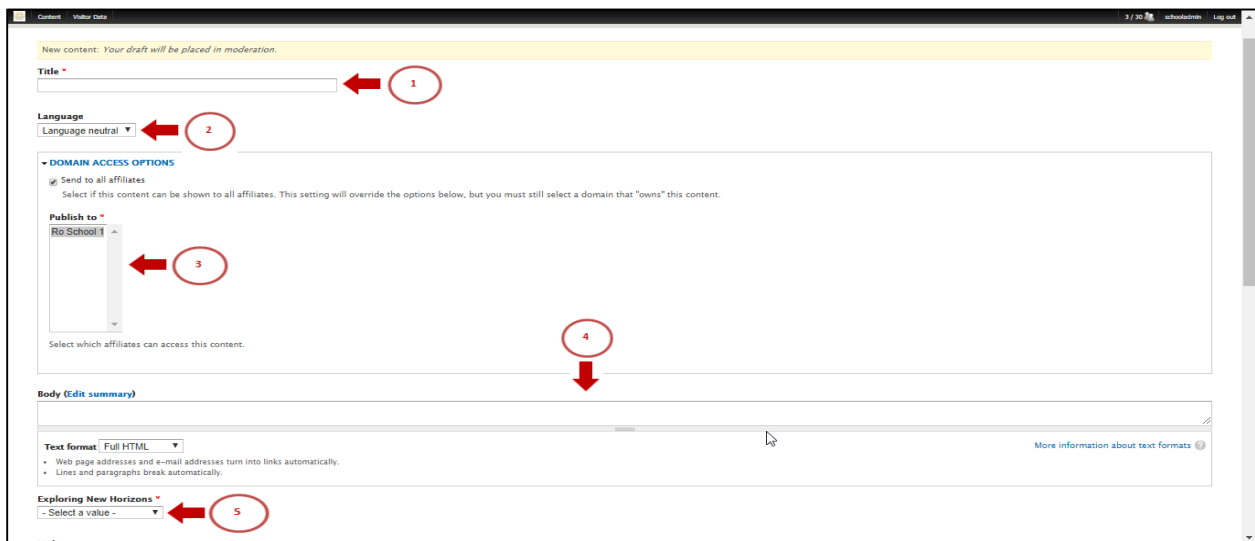***Step 1: Content >> Add Content >> School KVS News***

URL: site url/node/add/school-kvs-news

Step 2: Creating KVS News for English: (Refer to Picture 4.13)

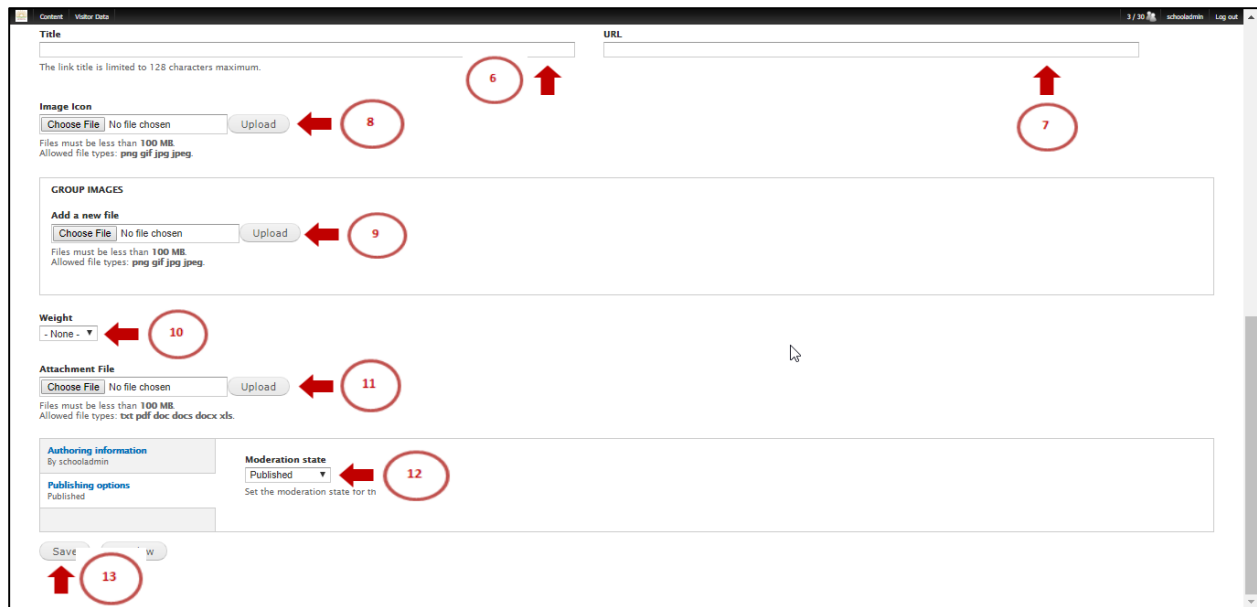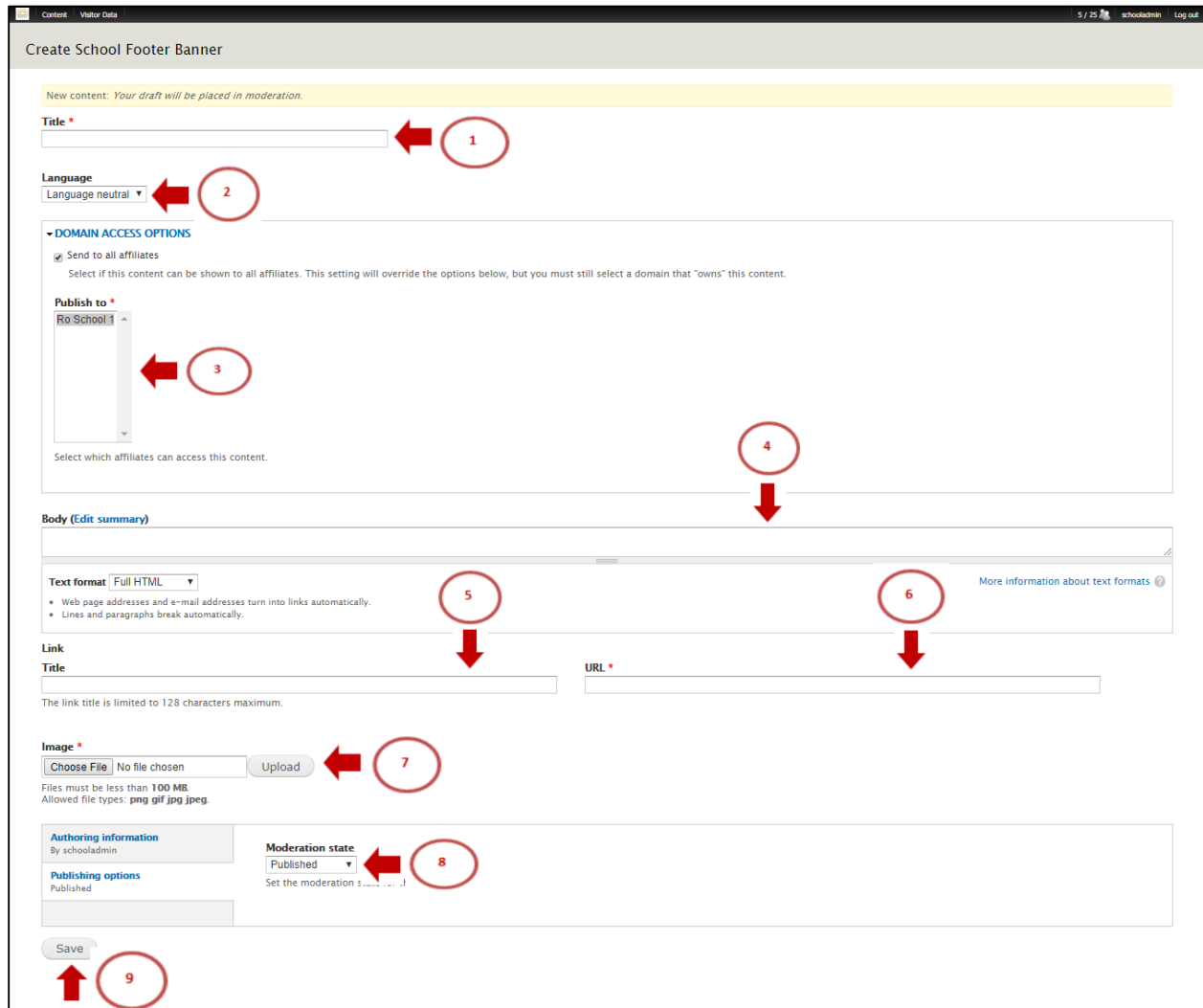1. **Title:** Provide the Title of the content.

2. **Select Language:** Select English for English Language and Hindi for Hindi Language.

3. **Domain Access Option:** Tick the check box and select the school for which content to be added.

4. **Body/Description:** Provide the description of the content.

5. **Date:** Provide the date in date field.

6. **Image:** Upload the image file.

7. **Link Title:** Provide this only when the URL Field exists.

8. **URL:** Provide the URL of the content; add URL if you don't upload any files for this content.

9. **Attachment File:** Upload the file.
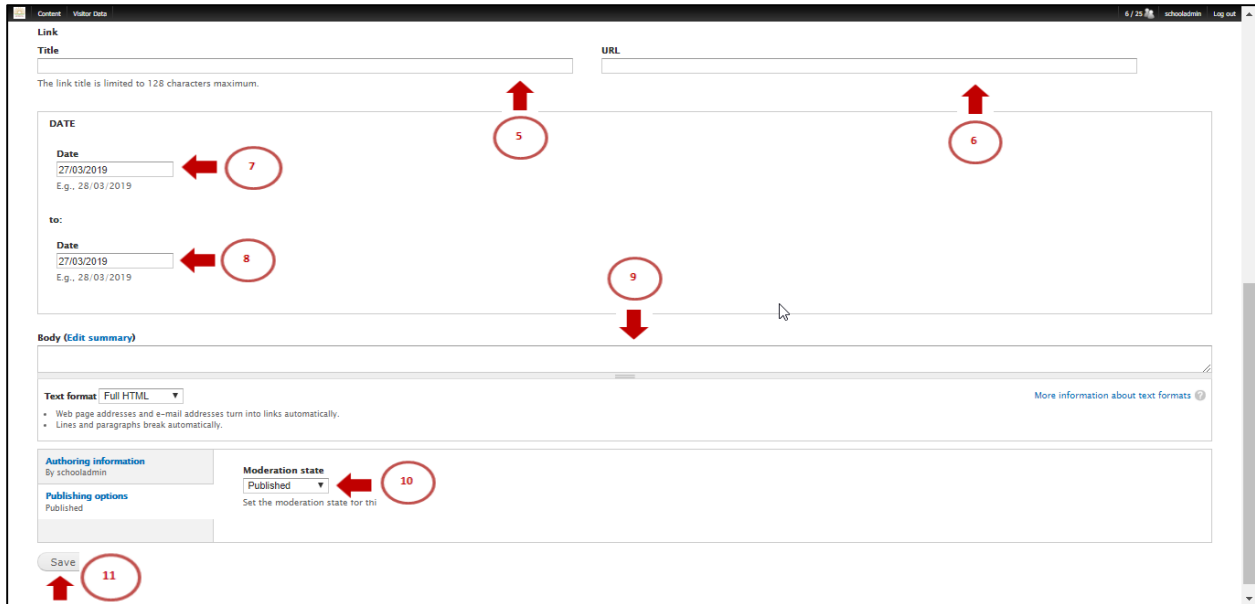
10. Publish the content.

11. **Save.**

Step 3: Translation:

1. Search the Content to **Refer to Chapter 3.1**

2. Edit the Content to **Refer to Chapter 3.3**

3. Translate: **Refer to Chapter 3.4** to Translate content.

4. Provide Hindi content same as English content (step 3)

5. Publish the content.

6. **Save**

SPACE LEFT INTENTIONALLY

Create School KVS News

New content: *Your draft will be placed in moderation.*

Title *

Language
Language neutral ▾

▾ **DOMAIN ACCESS OPTIONS**
☑ Send to all affiliates
    Select if this content can be shown to all affiliates. This setting will override the options below, but you must still select a domain that "owns" this content.

Publish to *
Ro School 1

Select which affiliates can access this content.

Body (Edit summary)

Text format Full HTML ▾

More information about text formats ⓘ

- Web page addresses and e-mail addresses turn into links automatically.
- Lines and paragraphs break automatically.

DATE

Date
27/03/2019
E.g., 28/03/2019

Image
Choose File   No file chosen   Upload
Files must be less than **100 MB**.
Allowed file types: **png gif jpg jpeg**.

Link
Title

The link title is limited to 128 characters maximum.

URL

Attachment File
Choose File   No file chosen   Upload
Files must be less than **100 MB**.
Allowed file types: **txt pdf docs doc docx**.

Authoring information
By schooladmin

Publishing options
Published

Moderation state
Published ▾
Set the moderation state for th...

Save   Preview

Picture 4.13

4.14 *Exploring New Horizons (Academic Overview/ Strengthening of Vidyalayas/ Academic Activities/ Initiatives for Students)*

This page will have some text and links, links can be: External links, Link to PDF or DOC file link to internal basic page.

Step 1: Content >> Add Content >> School Exploring New Horizons

URL: site url/node/add/school-exploring-new-horizons

Step 2: Creating Exploring New Horizons for English: (Refer to Picture 4.14, 4.14.1)

1. **Title:** Provide the Title of the content.

2. **Select Language:** Select English for English Language and Hindi for Hindi Language.

3. **Domain Access Option:** Tick the check box and select the school for which content to be added.

4. **Body/Description:** Provide the description of the content.

5. **Exploring New Horizons:** Select the type of Horizon for which content needs to be added.

6. **Link Title:** Provide this only when the URL Field exists.

7. **URL:** Provide the URL of the content; add URL if you don't upload any files for this content.

8. **Image Icon:** Upload the Icon of the content.

9. **Group Images:** Upload the images to be added in group.

10. **Weight:** Select the weight according to the priority.

11. **Attachment File:** Upload the file.

12. Publish the content.

13. **Save.**

Step 3: Translation:

1. Search the Content to **Refer to Chapter 3.1**

2. Edit the Content to **Refer to Chapter 3.3**

3. Translate: **Refer to Chapter 3.4** to Translate content.

4. Provide Hindi content same as English content (step 3)

5. Publish the content.

6. **Save**

Picture 4.14

Title   URL

The link title is limited to 128 characters maximum.

Image Icon

Choose File | No file chosen   Upload

Files must be less than **100 MB.**
Allowed file types: **png gif jpg jpeg.**

GROUP IMAGES

Add a new file

Choose File | No file chosen   Upload

Files must be less than **100 MB.**
Allowed file types: **png gif jpg jpeg.**

Weight
- None - ▼

Attachment File

Choose File | No file chosen   Upload

Files must be less than **100 MB.**
Allowed file types: **txt pdf doc docs docx xls.**

Authoring information   **Moderation state**
By schooladmin   Published ▼

Publishing options   Set the moderation state for th
Published

Save

Picture 4.14.1

4.15 *Banner (Footer Section Links)*

This page will have some text and links, links can be: External links, Link to PDF or DOC file link to internal basic page.

Step 1: Content >> Add Content >> School Footer Banner

URL: site_url/node/add/school-footer-banner
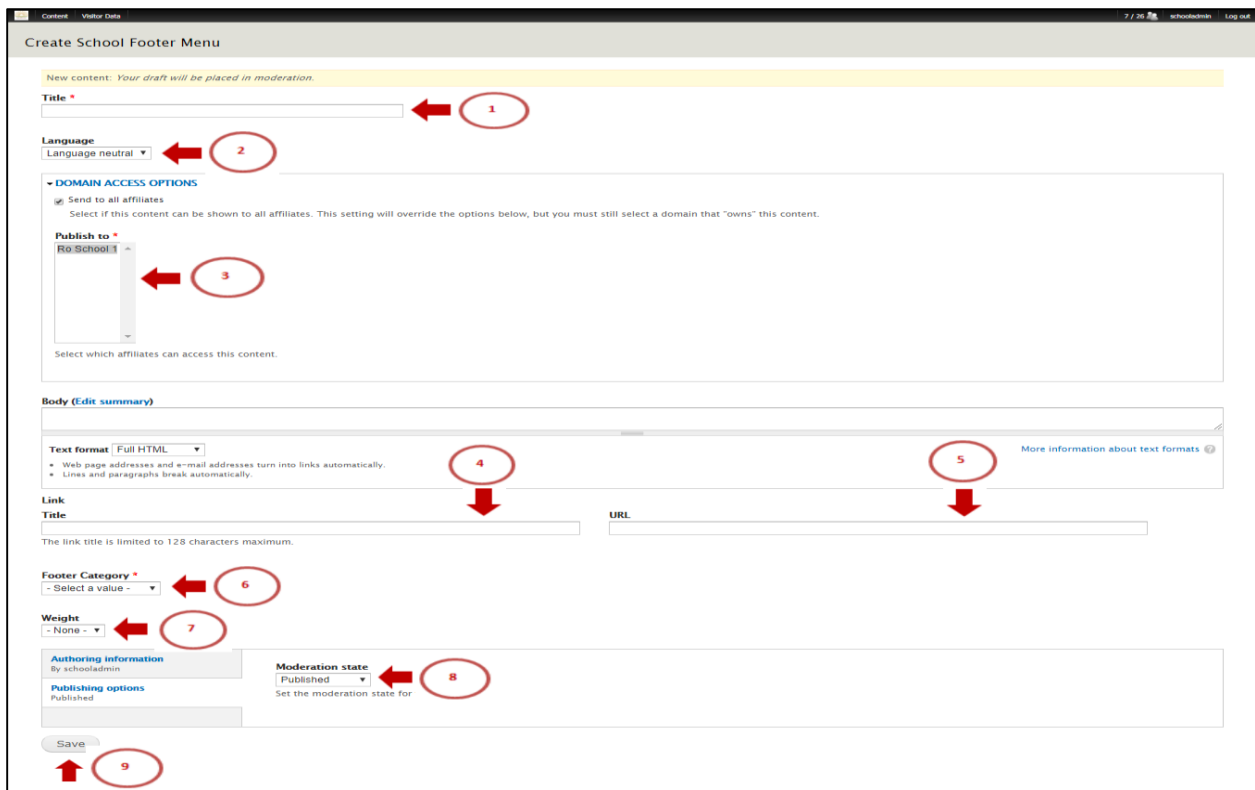
Step 2: Creating Banner Content for English: (Refer to Picture 4.15)

1. **Title:** Provide the title of the content.

2. **Select Language:** Select English for English Language and Hindi for Hindi Language.

3. **Domain Access Option:** Tick the check box and select the School for which content to be added.

4. **Body/ Description:** Provide the description of the content.

5. **Link Title:** Provide this only when the URL Field exists.

6. **URL:** Provide the URL of the content; add URL if you don't upload any files for this content.

7. **Upload Image:** Upload Image file {**width 200, height 150**}.

8. Publish the content.

9. **Save.**

Step 3: Translation:

1. Search the Content to **Refer to Chapter 3.1**

2. Edit the Content to **Refer to Chapter 3.3**

3. Translate: **Refer to Chapter 3.4** to Translate content.
4. Provide Hindi content same as English content (step 3)
5. Publish the content.
6. **Save**

Picture 4.15

4.16 *Tender*

This page will have some text and links, links can be: External links, Link to PDF or DOC file link to internal basic page.

Step 1: Content >> Add Content >> School Tender

URL: site_url/node/add/school-tender

Step 2: Creating Tender Content for English: (Refer to Picture 4.16, 4.16.1)

1. **Title:** Provide the title of the content.

2. **Select Language:** Select English for English Language and Hindi for Hindi Language.

3. **Domain Access Option:** Tick the check box and select the School for which content to be added.

4. **Attachment:** Upload the file.

5. **Link Title:** Provide this only when the URL Field exists.

6. **URL:** Provide the URL of the content; add URL if you don't upload any files for this content.

7. **From Date:** Provide the date in first date field.

8. **To Date:** Provide the date in second date field.

9. **Body/ Description:** Provide the description of the content.

10. Publish the content.

11. **Save.**

Step 3: Translation:

1. Search the Content to **Refer to Chapter 3.1**

2. Edit the Content to **Refer to Chapter 3.3**

3. Translate: **Refer to Chapter 3.4** to Translate content.

4. Provide Hindi content same as English content (step 3)

5. Publish the content.

6. **Save**

Picture 4.16

Picture 4.16.1

4.17 *Grievance*

This page will have some text and links, links can be: External links, Link to PDF or DOC file link to internal basic page.

Step 1: Content >> Add Content >> School Grievance

URL: site_url/node/add/school-grievance

Step 2: Creating Grievance Content for English: (Refer to Picture 4.17)

1. **Name:** Provide the name of the person.
2. **Select Language:** Select English for English Language and Hindi for Hindi Language.
3. **Domain Access Option:** Tick the check box and select the School for which content to be added.
4. **Body/ Description:** Provide the description of the content.
5. **E-mail ID:** Provide the Email ID of the person.
6. **Telephone Number:** Provide the number of the person.
7. **Image:** Upload the image file.
8. Publish the content.
9. **Save.**

Step 3: Translation:

1. Search the Content to **Refer to Chapter 3.1**
2. Edit the Content to **Refer to Chapter 3.3**
3. Translate: **Refer to Chapter 3.4** to Translate content.

4. Provide Hindi content same as English content (step 3)
5. Publish the content.
6. **Save**

Picture 4.17

4.18 *Footer Menu Links (Disclaimer/ Hyperlink Policy/ Terms & Conditions/ Privacy policy)*

This page will have some text and links, links can be: External links, Link to PDF or DOC file link to internal basic page.

Step 1: Edit Content School Footer Menu

*URL: site_url/admin/content Apply School footer Menu filter and click on edit from operations: **(Refer to Picture 4.18.1)***

*Step 2: Creating/editing Footer Menu Content for English: **(Refer to Picture 4.18)***

1. **Title:** Provide the title of the content.
2. **Select Language:** Select English for English Language and Hindi for Hindi Language.

3. **Domain Access Option:** Tick the check box and select the School for which content to be added.

4. **Body/ Description:** Provide the description of the content.

5. **Link Title:** Provide this only when the URL Field exists.

6. **URL:** Provide the URL of the content; add URL if you don't upload any files for this content.

7. **Footer Category:** Select the category for which you are adding content.

8. **Weight:** Select the weight of the content according to the priority.

9. Publish the content.

10. **Save.**

Step 3: Translation:

1. Search the Content to **Refer to Chapter 3.1**

2. Edit the Content to **Refer to Chapter 3.3**

3. Translate: **Refer to Chapter 3.4** to Translate content.

4. Provide Hindi content same as English content (step 3)

5. Publish the content.

6. **Save**

Picture 4.18

Picture 4.18.1

4.19 *Slider*

This page will have some text and links, links can be: External links, Link to PDF or DOC file link to internal basic page.

If you want to edit the slider, then refer to the point no. 3.3.

Step 1: Content >> Add Content >> School Slider

> URL: *site_url/node/add/school-slider*

Step 2: **Creating Slider Content for English: (Refer to Picture 4.19)**

1. **Title:** Provide the Title of the content.
2. **Select Language:** Select English for English Language and Hindi for Hindi Language.
3. **Domain Access Option:** Tick the check box and select the Region for which content to be added.
4. **Image:** Upload the image file **{width 1366, height 480}**.
5. **Body/Description:** Provide the description of the content.
6. Publish the content.
7. **Save**

Step 3: Translation:

1. Search the Content to **Refer to Chapter 3.1**
2. Edit the Content to **Refer to Chapter 3.3**
3. Translate: **Refer to Chapter 3.4** to Translate content.
4. Provide Hindi content same as English content (step 3)
5. Publish the content.
6. **Save**

SPACE LEFT INTENTIONALLY

Picture 4.19

4.20 *Popup Banner*

This page will have some text and Image file to internal basic page.

Step 1: Content >> Add Content >> Pop Up Banner KV (Refer to Picture 4.20)

URL: site_url/node/add/ popup-banner-kv

Step 2: **Creating Slider Content for English: (Refer to Picture 4.21)**

1. **Title:** Provide the Title of the content.
2. **Select Language:** Select English for English Language and Hindi for Hindi Language.
3. **Image:** Upload the image file.

    3.02 **Display:** Select the radio button Show/Hide for pop up banner.

    3.02 Domain Access Option: Tick the check box and select the Region for which content to be added.

4. **Published on domain:** Check the school domain.
5. **Published:** Click on publishing options & select on moderation state to published.
6. **Save:** Click on save button.

Picture 4.20

Picture 4.21

4.21 *TC issued Bulk Uploading*

This page will have some text information through CVS and you will able to bulk upload the tc record.

Step 1: Content >> Import >> Tc issued (Refer to Picture 4.22.0)

URL: site_url/import/tc_issue

Step 2: *Download the csv sample file for uploading the bulk record of Tc issued.* ***(Refer to Picture 4.22.1)*** *and attached sample file with this user manual.*

Step 3: *Select delimiter (,)*

Step 4: *insure that file encoding type is UTF-8.*

Step 5: *Choose the file with proper record entered* ***(Refer to Picture 4.22.1)*** *and click on import.*
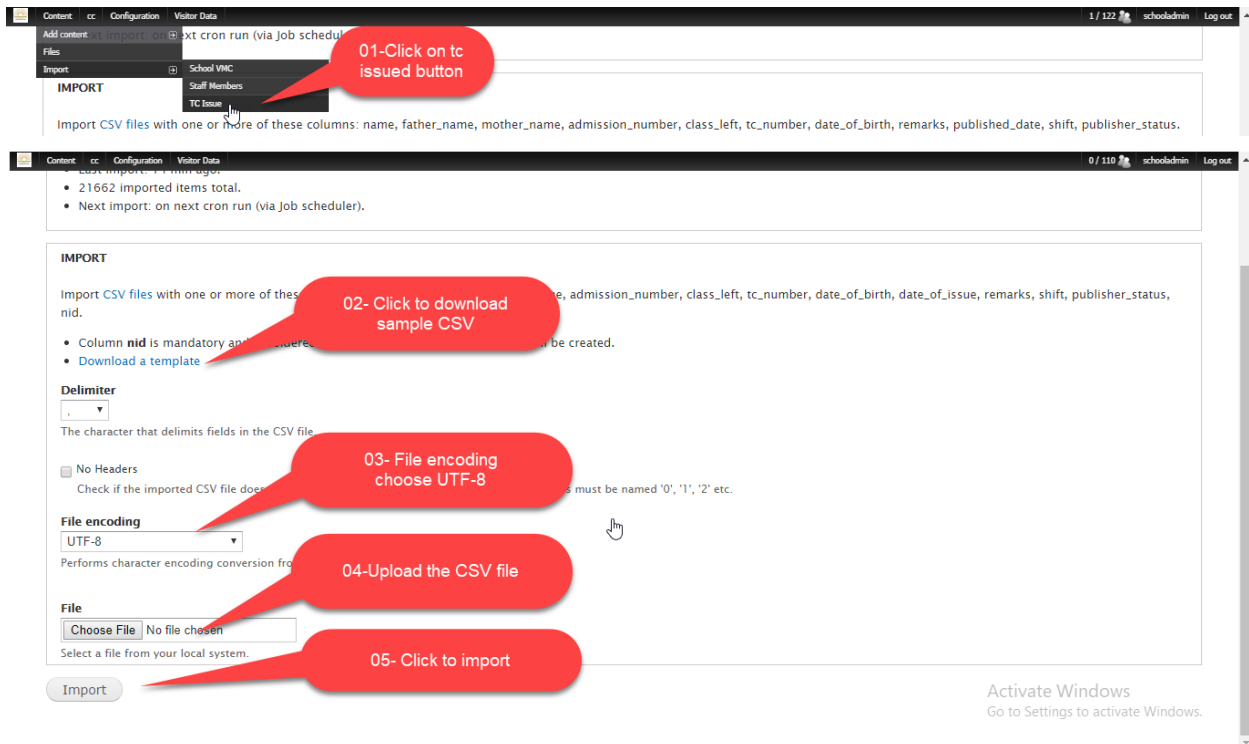
(Picture 4.22.0)

4.22 *TC issued Bulk CSV file formatting.*

You need to created csv file for bulk uploading of TC issued record if you want to download the sample of csv file refer to *(Picture 4.22.0)* Point no.2 and creating csv file **refer to (Picture 4.22.1).**

Step 1: Enter the name, Father's Name, Mother's Name, Admission number, date of birth, remark of the Tc issued record.

Step 2: Check the date of birth and Published date format i.e. dd-mm-yyyy.

Step 3: Enter (0= NA,1= First shift,2= Second Shift) for all tc issuedrecord.

Step 4: Enter the Published status 1 for all record.

(Picture 4.22.1)

4.23 *Staff members Bulk Uploading*

This page will have some text information through CVS and you will able to bulk upload the Staff record without photo.

Step 1: Content >> Import >> import/staff_members (Refer to Picture 4.23)

URL: site_url/import/staff_members

Step 2: *Download the csv sample file for uploading the bulk record of Staff member.* **(Refer to Picture 4.23) point no.2** or see *attached sample file with this user manual.*

Step 3: *Select delimiter (,)*

Step 4: *insure that file encoding type is UTF-8.*

Step 5: *Choose the file with proper record entered **(Refer to Picture 4.23.2)** and attached sample file with this user manual.*
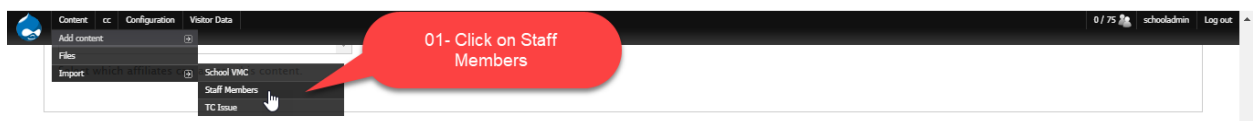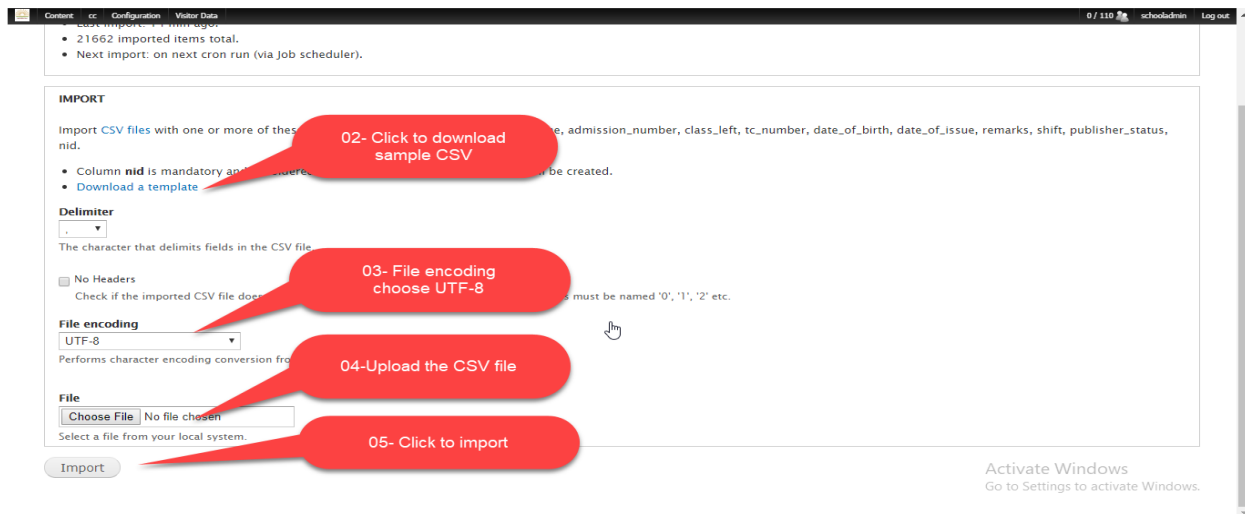
(Picture 4.23)

4.24 *Staff member Bulk CSV file format.*

You need to created csv file for bulk uploading of Staff member record if you want to download the sample of csv file refer to *(Picture 4.23)* Point no.2.

Step 1: Enter the Staff Name.

Step 2: Enter the staff member put the id

1982=Principal

1983=Vice Principal

1571=Post Graduate Teacher

2652=Head Master

1572=Trained Graduate Teacher

2653=Primary Teacher

2654=Assistant Section Officer

2655=Senior Secretariat Assistant

2656=Junior Secretariat Assistant

2657=Lab Assistant

2658=Sub-staff

1574=Others

or refer to *(Picture 4.23.2)*.

Step 3: Enter the Staff designation according to Staff member id (i.e. principle, Senior Secretariat Assistant, PGT (Math etc.).

Step 4: Enter (0= NA,1= First shift,2= Second Shift) staff shift wise refer to *(Picture 4.23.3).*

Step 5: Check the Date of joining in present KV to check the format i.e. dd-mm-yyyy refer to **(Picture 4.23.1).**

Step 6: Enter Date of joining in post in KV format i.e. dd-mm-yyyy refer to **(Picture 4.23.1).**

Step 7: Enter the Employee id.

Step 8: Enter the Published status 1 for all record.

(Picture 4.23.1)

(Picture 4.23.2)

(Picture 4.23.3)

4.25 *VMC members Bulk Uploading*

This page will have some text information through CVS and you will able to bulk upload the VMC member record.

Step 1: Content >> import/school_vmc (Refer to Picture 4.25)

> *URL: site_url /import/school_vmc*

Step 2: *Download the csv sample file for uploading the bulk record of VMC member.* ***(Refer to Picture 4.25) point no.2*** *or see attached sample file with this user manual.*

Step 3: *Select delimiter (,)*

Step 4: *insure that file encoding type is UTF-8.*

Step 5: *Choose the file with proper record entered* ***(Refer to Picture 4.25.1)*** *and attached sample file with this user manual.*

4.26 *VMC member Bulk CSV file formatting.*

You need to created csv file for bulk uploading of VMC member record if you want to download the sample of csv file refer to *(Picture 4.25)* Point no.2.

Step 1: Enter the Staff Name, Office address and designation of VMC members refer to *(Picture 4.25.1)*.

Step 2: Enter (0= NA,1= First shift,2= Second Shift) VMC shift wise refer to *(Picture 4.25.2)* or attached csv file.

Step 3: Enter the Published status 1 for all record.

(Picture 4.25.1)

(Picture 4.25.2)

4.27 *School Social Media.*

This page will have some text and links, links can be: External links.

Step 1: Content >> Add Content >> School Social Media

URL: site_url/node/add/school-social-media

Step 2: Creating School Social Media Content for English: (Refer to Picture 4.27)

1. **Title:** Provide the title of the content.

2. **Check on send to all affiliates:** Ensure that check on send to all affiliates option.

3. **Domain Access Option:** Tick the check box and select the School for which content to be added.

4. **Facebook Url:** Provide this Facebook Page URL of your KV.

5. **Twitter Url:** Provide this Twitter Page URL of your KV.

6. **YouTube Url:** Provide this YouTube Page URL of your KV.

7. **Instagram Url:** Provide this Instagram Page URL of your KV.

8. **Published:** Click on publishing option.

9. **Check on Published:** Ensure that check on published

10. **Save:** Click to save the content

Step 3: Translation:

7. Search the Content to **Refer to Chapter 3.1**

8. Edit the Content to **Refer to Chapter 3.3**

9. Translate: **Refer to Chapter 3.4** to Translate content.

10. Provide Hindi content same as English content (step 3)

11. Publish the content.

12. **Save**
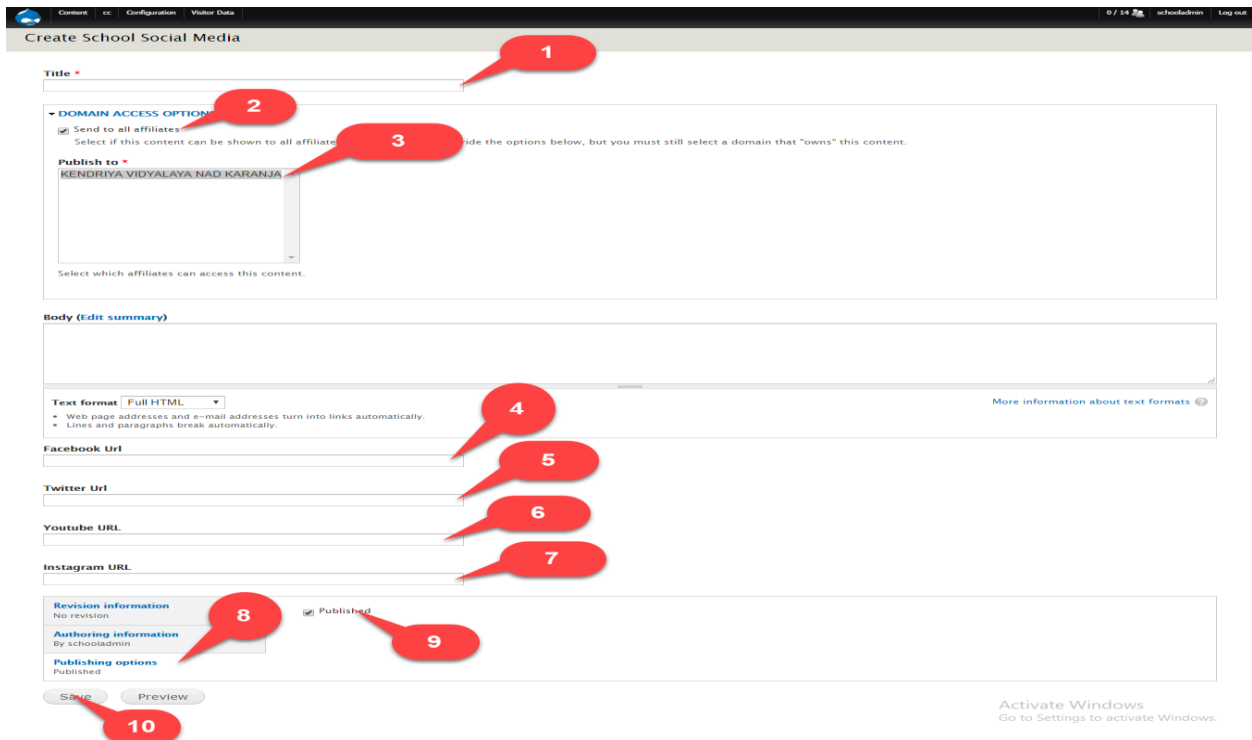
(Picture 4.27)

4.28 *Student Vacancy Bulk Uploading*

This page will have some text information through CVS and you will able to bulk upload the Student Vacancy record.

Step 1: Content >> import/school_vmc (Refer to Picture 4.28)

URL: *site_url/import/student_vacancy*

Step 2: *Download the csv sample file for uploading the bulk record of Student Vacancy.* ***(Refer to Picture 4.28) point no.2*** *or see attached sample file with this user manual.*

Step 3: *Select delimiter (,)*

Step 4: *insure that file encoding type is UTF-8.*

Step 5: *Choose the file with proper record entered* **(Refer to Picture 4.28.1)** *and attached sample file with this user manual.*
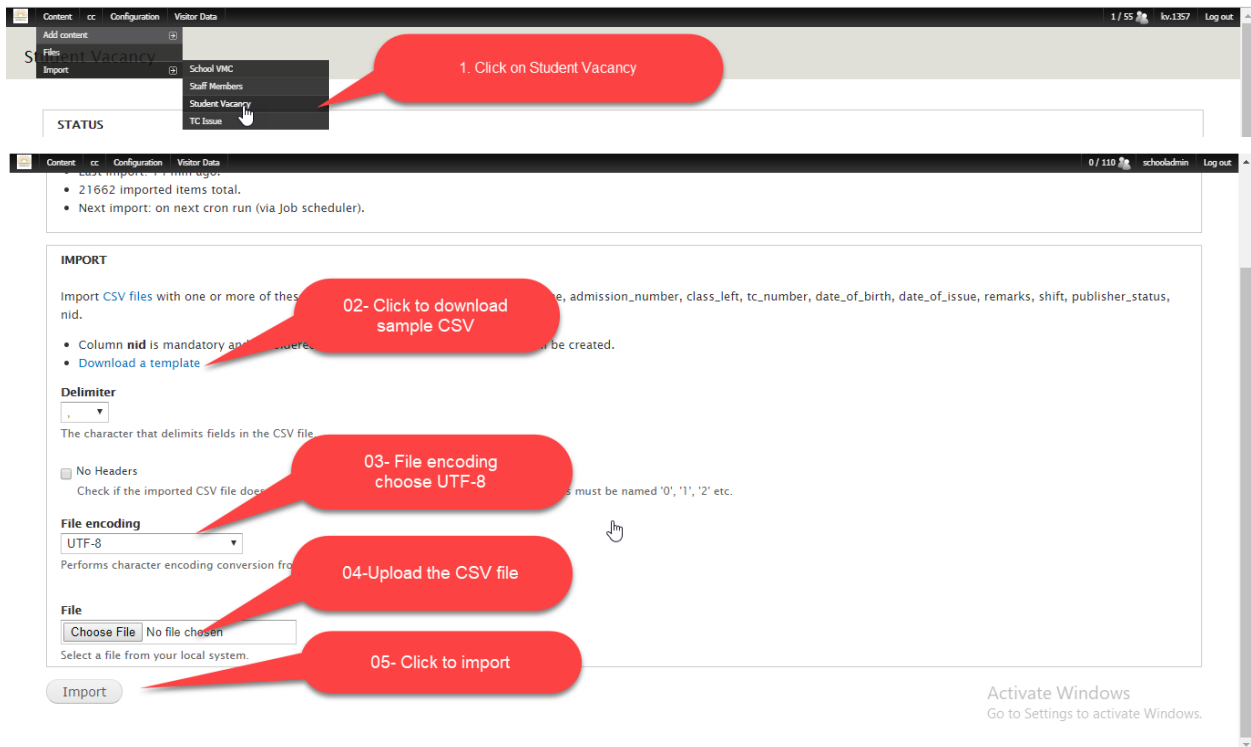
(Picture 4.28)

4.29 Student Vacancy Bulk CSV file formatting.

You need to created csv file for bulk uploading of VMC member record if you want to download the sample of csv file refer to *(Picture 4.28)* Point no.2.

Step 1: Enter the Student Vacancy Class data refer to value="I, "II" , "III" , ,IV" , "V" , "VI" , "VII" , "VIII" , "IX" , "X" , "XI", "XII" *(Picture 4.28.2)*.

Step 2: Enter the Enrolment number, Number of Section and Total Seats data.

Step 3: Enter the Category data accordingly "GEN" , "SC" , "ST" , "PH" **refer to (pic. 4.28.3).**

Step 4: Enter the value 1 for publishing the data.

Step 5: Enter (0= NA,1= First shift,2= Second Shift) VMC shift wise or attached csv file.

Step 6: Enter the Vacancy Title.

(Picture 4.28.1)

(Picture 4.28.2)

(Picture 4.28.3)

4.30 *School Student Vacancy.*

This page will have some text information about Student Vacancy.

Step 1: Content >> Add Content >> Student Vacancy

URL: site_url/node/add/student-vacancy

Step 2: Creating School Student Vacancy Content for English: (Refer to Picture 4.30)

1. **Add Content:** Go to add content and click on **Student Vacancy**.

2. **Title:** Provide the title of the content.

3. **Language:** Select the language English.

4. **Check on send to all affiliates:** Ensure that check on send to all affiliates option.

5. **Domain Access Option:** Tick the check box and select the School for which content to be added.

6. **Name of Section:** Provide this Name of Section.

7. **Present Enrolment:** Provide the Present Enrolment data.

8. **Average Enrollment per Section:** Provide the Average Enrollment per Section data.

9. **Total seat available for fresh admission:** Provide the Total seat available for fresh admission Data.

10. **Vacancy Category:** Provide the Vacancy Category Data**.**

11. **Vacancy class:** Provide the Vacancy class Data.

12. **Published:** Click on publishing option - **Check on Published:** Ensure that check on published.

13. **Save:** Click to save the content

Step 3: Translation:

Search the Content to **Refer to Chapter 3.1**

Edit the Content to **Refer to Chapter 3.3**

Translate: **Refer to Chapter 3.4** to Translate content.

Provide Hindi content same as English content (step 3)

Publish the content.

Save

(Picture 4.30)

4.31 *School Teacher Vacancy.*

This page will have some text information about Teacher Vacancy.

Step 1: Content >> Add Content >> School Teacher Vacancy

URL: site_url/node/add/school-teacher-vacancy

Step 2: Creating School Teacher Vacancy Content for English: (Refer to Picture 4.31)

1. **Add Content:** Go to add content and click on **School Teacher Vacancy**.
2. **Title:** Provide the title of the content.
3. **Language:** Select the language English.
4. **Check on send to all affiliates:** Ensure that check on send to all affiliates option.
5. **Domain Access Option:** Tick the check box and select the School for which content to be added.
6. **Vacancy Designation:** Provide the Vacancy Designation Information.
7. **Number of Post Sanctioned:** Provide the Number of Post Sanctioned.
8. **Number in Position:** Provide the Number in Position data.
9. **Number of Post vacant:** Provide the Number of Post vacant Data.
10. **DATE FROM WHICH VACANCT:** Provide the DATE FROM WHICH VACANCY WAS VACANCT.
11. **Number of Post Surplus:** Provide the Number of Post Surplus.
12. **Remarks:** Provide the *Remarks*.
13. **Published:** Click on publishing option - **Check on Published:** Ensure that check on published.
14. **Save:** Click to save the content

Step 3: Translation:

Search the Content to **Refer to Chapter 3.1**

Edit the Content to **Refer to Chapter 3.3**

Translate: **Refer to Chapter 3.4** to Translate content.

Provide Hindi content same as English content (step 3)

Publish the content.

Save

SPACE LEFT INTENTIONALLY

School TC Issued

School Teacher Achiever

School Teacher Vacancy

1- click on School Teacher VAcancy

(Picture 4.31)

4.32 *School Gyan Kosh.*

This page will have some text information, Attachment for 10th & 12th Level and URLs.

Step 1: Content >> Add Content >> School Gyan Kosh.

URL: site_url/node/add/gyan-kosh

Step 2: Creating School Gyan Kosh Content for English: (Refer to Picture 4.32)

1. **Add Content:** Go to add content and click on **School Gyan Kosh**.
2. **Title:** Provide the title of the content.
3. **Language:** Select the language English.
4. **Check on send to all affiliates:** Ensure that check on send to all affiliates option.
5. **Domain Access Option:** Tick the check box and select the School for which content to be added.
6. **Date:** Provide the Date when you upload the Gyan Kosh.
7. **Attachment for 10th Class:** Provide Attachment for 10th Class.
8. **Title & URLs:** Provide the Provide the Title of the URLs and URLs.
9. **Attachment for 12th Class:** Provide Attachment for 12th Class.
10. **Published:** Click on publishing option - **Check on Published:** Ensure that check on published.
11. **Save:** Click to save the content

Step 3: Translation:

Search the Content to **Refer to Chapter 3.1**

Edit the Content to **Refer to Chapter 3.3**

Translate: **Refer to Chapter 3.4** to Translate content.

Provide Hindi content same as English content (step 3)

Publish the content.

Save

School Grievance

School Gyan Kosh — 1. Click on School Gyankosh

School ICT Infrastructure

(Picture 4.32)

----THE END----