



**TECHNICAL USER MANUAL FOR  
SCHOOLS,  
KENDRIYA VIDYALAYA SANGATHAN  
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 <i>principal author</i> , 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.

The screenshot displays the 'Content' management interface. At the top, there is a search bar with a red arrow pointing to it and the text 'Provide the title of the content to be searched'. Below the search bar, there are two dropdown menus: 'Title' and 'Type'. A red arrow points to the 'Type' dropdown with the text 'Search the content type if needed'. The 'Type' dropdown is open, showing a list of content types such as 'School Grievance', 'School Gyan Kosh', 'School Header Section', etc. To the right of the dropdowns are 'Apply' and 'Reset' buttons. Below the search filters is a table with columns: 'TITLE', 'TYPE', 'PUBLISHED', 'UPDATED', and 'OPERATIONS'. The 'OPERATIONS' column contains 'edit' and 'delete' links for each row. A red arrow points to the 'edit' link with the text 'Click here to edit the content'. Another red arrow points to the 'delete' link with the text 'Click here to delete the content'. The table contains several rows of content, including 'Slider4', 'Slider3', 'Slider2', 'Slider1', 'Screen Reader Access', and 'Screen Reader'.

TITLE	TYPE	PUBLISHED	UPDATED	OPERATIONS
Slider4 updated	School Slider	Yes	14/03/2019 - 11:55	edit delete
Slider3	School Slider	Yes	14/03/2019 - 11:53	edit delete
Slider2	School Slider	Yes	14/03/2019 - 11:53	edit delete
Slider1	School Slider	Yes	14/03/2019 - 11:52	edit delete
Screen Reader Access	Screen Reader	Yes	12/03/2019 - 10:47	
संतोष मिरधा new	RO Message(Deputy commissioner)	Yes	12/03/2019 - 10:35	
Santosh Mirdha update	RO Message(Deputy commissioner)	Yes	07/03/2019 - 16:40	
Santosh Mirdha new	RO Message(Deputy commissioner)	Yes	05/03/2019 - 12:15	
Screen Reader	Screen Reader	Yes	05/03/2019 - 09:59	
Screen Reader Access	Basic page	Yes	21/02/2019 - 13:03	

**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.

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Content | Visitor Data | 14 / 22 | schooladmin | Log out

### Create School Basic Page

New content: Your draft will be placed in moderation.

**Title \***  
 ← Provide the title of the content

**Language**  
 Language neutral ▼ ← select the language of the content

**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 the domain for which content to be added

Select which affiliates can access this content.

**Image**  
 No file chosen  ← Choose image file if any image to be uploaded

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

Provide description of the 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.

**Authoring information**  
 By schooladmin

**Publishing options**  
 Published

**Moderation state**  
 Published ▼ ← Select published to publish the content  
 Set the moderation state for this content.

↑ Click here to save the content

**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.

Content Visitor Data 11 / 21 schooladmin Log out

**Edit School Announcement Summer Vacation Home Work 2018-19** VIEW PUBLISHED NEW DRAFT MODERATE TRANSLATE

Status: *New draft of live content.*

**Title \***  
 Summer Vacation Home Work 2018-19 **← Change the title of the content**

**Language**  
 Hindi **← Change the language if needed**

**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**  
 11/05/2018  
 E.g., 26/03/2019

**Attachment File**  
 Choose File No file chosen Upload **← Remove the file if needed and the add new file**  
 Files must be less than 100 MB.  
 Allowed file types: txt pdf doc docs docx xls xlsx jpg jpeg rar zip.

**Body (Edit summary)**  
 Summer Vacation Home Work 2018-19

**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.

**TRANSLATION SETTINGS**

**Authoring information**  
 By kvzadmin on 2018-10-18 10:14:49 +0530

**Publishing options**  
 Published

**Moderation state** **← Select published to reflect the changes**  
 Published  
 Set the moderation state for this content.

Save Preview Delete

**↑ Click here to save the changes**

**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)**

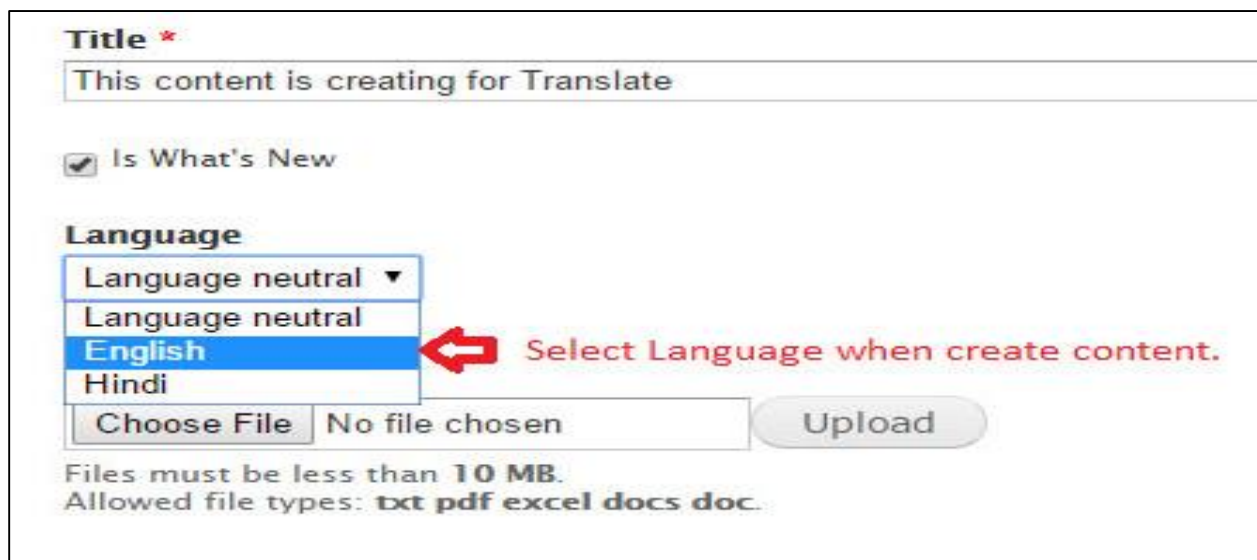
**Step 4:** Save the content.

**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.



**Title \***  
This content is creating for Translate

Is What's New

**Language**  
Language neutral ▾  
Language neutral  
**English**  
Hindi

Choose File No file chosen Upload

Files must be less than **10 MB**.  
Allowed file types: **txt pdf excel docs doc**.

Select Language when create content.

**Picture - 3.4.1**



Content Visitor Data 11/21 schooladm Log out

*Edit School Announcement* Summer Vacation Home Work 2018-19

VIEW PUBLISHED NEW DRAFT MODERATE **TRANSLATE**

Status: *New draft of live content.*

**Title \***  
Summer Vacation Home Work 2018-19

**Language**  
Hindi ▾

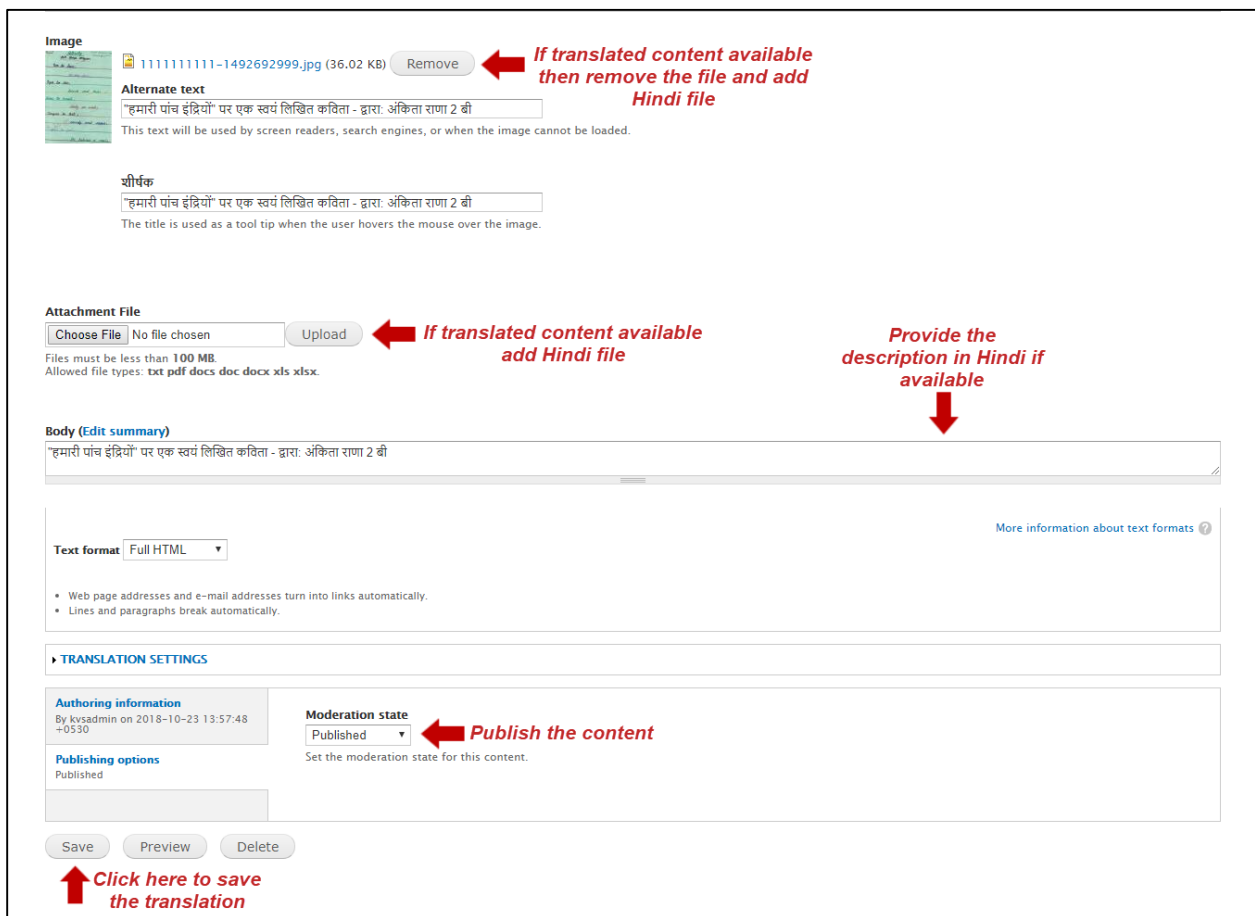
**DOMAIN ACCESS OPTIONS**  
 Send to all affiliates  
Select if this content can be shown to all affiliates. This setting will override the options below, but you must still select a domain that "owns" this content.

Click here to translate the content

**Picture - 3.4.2**



**Picture - 3.4.3**



**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)*

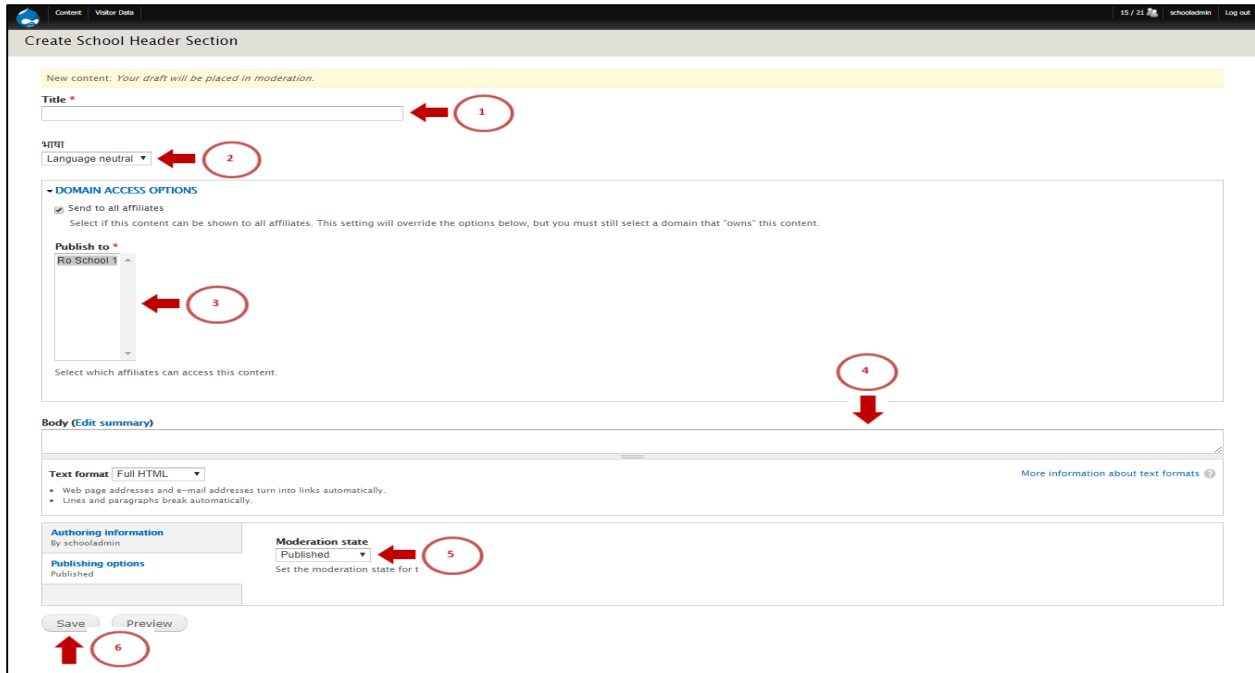
***Step 2: editing Header Section Content for English: (Refer to Picture 4.1)***

- 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.**

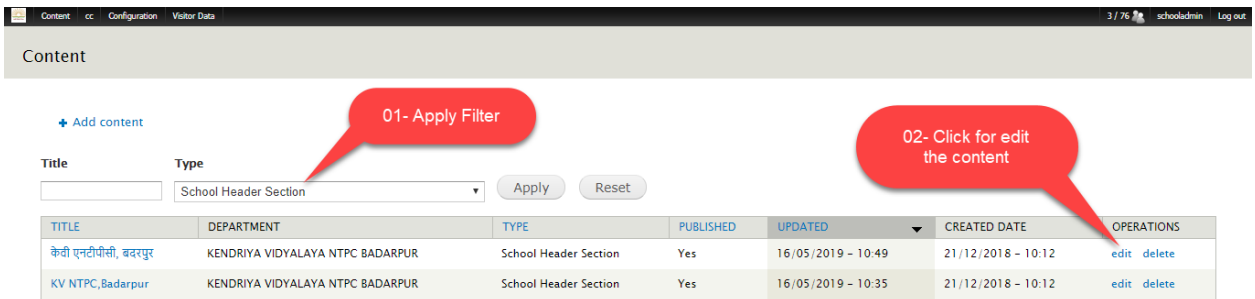
***Step 3: Translation:***

- 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**

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**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**

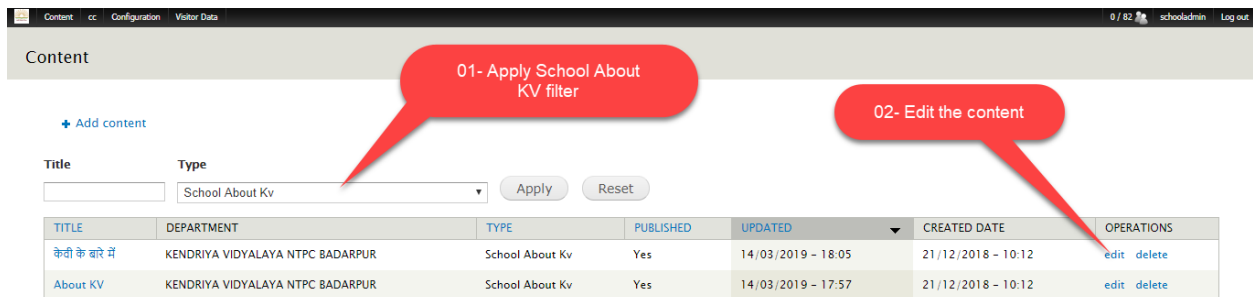
*URL: site url/admin/content and apply School About KV filter and click on edit from operations (Refer to picture 4.2.2)*

### 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:

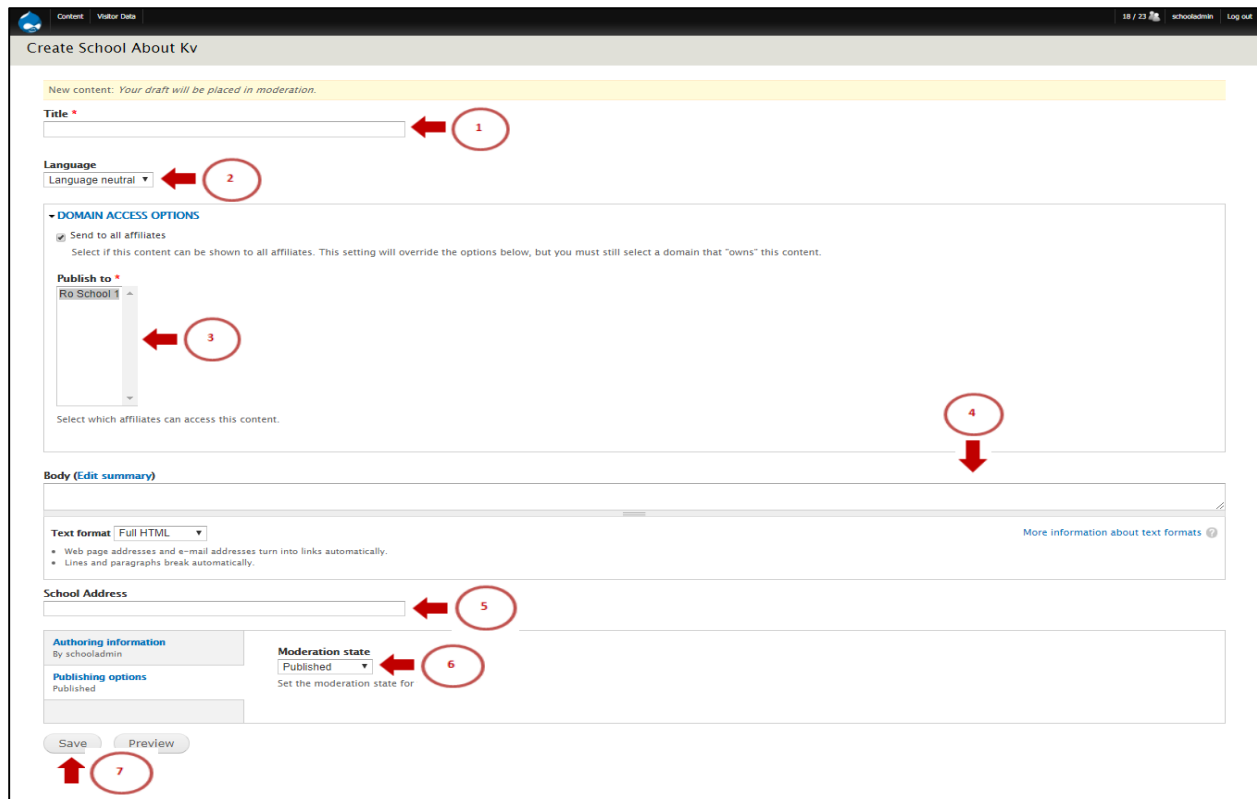
1. Search the Content to **Refer to Chapter 3.1**
2. Edit the Content to **Refer to Chapter 3.3**
3. Translate: **Refer to Chapter 3.4** to Translate content.
4. Provide Hindi content same as English content (step 3)
5. Publish the content.
6. **Save**



The screenshot shows a web application interface for managing content. At the top, there is a navigation bar with links for 'Content', 'cc', 'Configuration', and 'Visitor Data'. On the right side of the navigation bar, it displays '0 / 82' and 'schooladmin' with a 'Log out' link. Below the navigation bar, the main heading is 'Content'. There is a '+ Add content' link. Below this, there is a search filter section with a 'Title' input field and a 'Type' dropdown menu. The 'Type' dropdown is currently set to 'School About Kv'. There are 'Apply' and 'Reset' buttons next to the dropdown. A red callout bubble labeled '01- Apply School About KV filter' points to the 'Type' dropdown. Below the search filter is a table with the following columns: 'TITLE', 'DEPARTMENT', 'TYPE', 'PUBLISHED', 'UPDATED', 'CREATED DATE', and 'OPERATIONS'. The table contains two rows of data. The first row has the title 'केवी के बारे में', department 'KENDRIYA VIDYALAYA NTPC BADARPUR', type 'School About Kv', published 'Yes', updated '14/03/2019 - 18:05', and created date '21/12/2018 - 10:12'. The second row has the title 'About KV', department 'KENDRIYA VIDYALAYA NTPC BADARPUR', type 'School About Kv', published 'Yes', updated '14/03/2019 - 17:57', and created date '21/12/2018 - 10:12'. A red callout bubble labeled '02- Edit the content' points to the 'edit' link in the 'OPERATIONS' column of the first row.

TITLE	DEPARTMENT	TYPE	PUBLISHED	UPDATED	CREATED DATE	OPERATIONS
केवी के बारे में	KENDRIYA VIDYALAYA NTPC BADARPUR	School About Kv	Yes	14/03/2019 - 18:05	21/12/2018 - 10:12	<a href="#">edit</a> <a href="#">delete</a>
About KV	KENDRIYA VIDYALAYA NTPC BADARPUR	School About Kv	Yes	14/03/2019 - 17:57	21/12/2018 - 10:12	<a href="#">edit</a> <a href="#">delete</a>

**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**

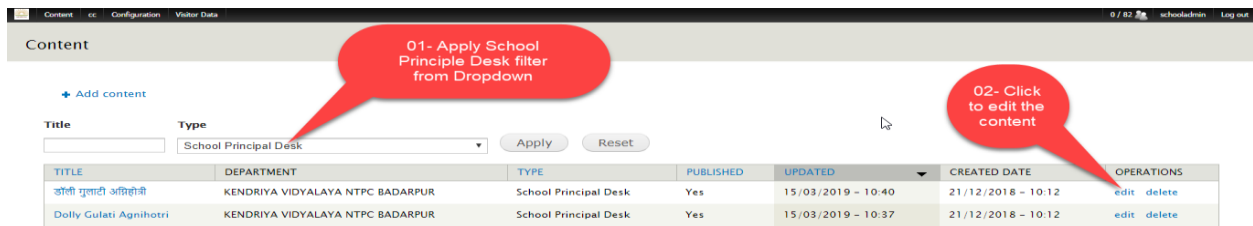
*URL: site url/admin/content and choose School Principle desk and click on edit from operations (Refer to Picture 4.2.3.1)*

### **Step 2: editing Principal’s Message Content for English: (Refer to Picture 4.2.3)**

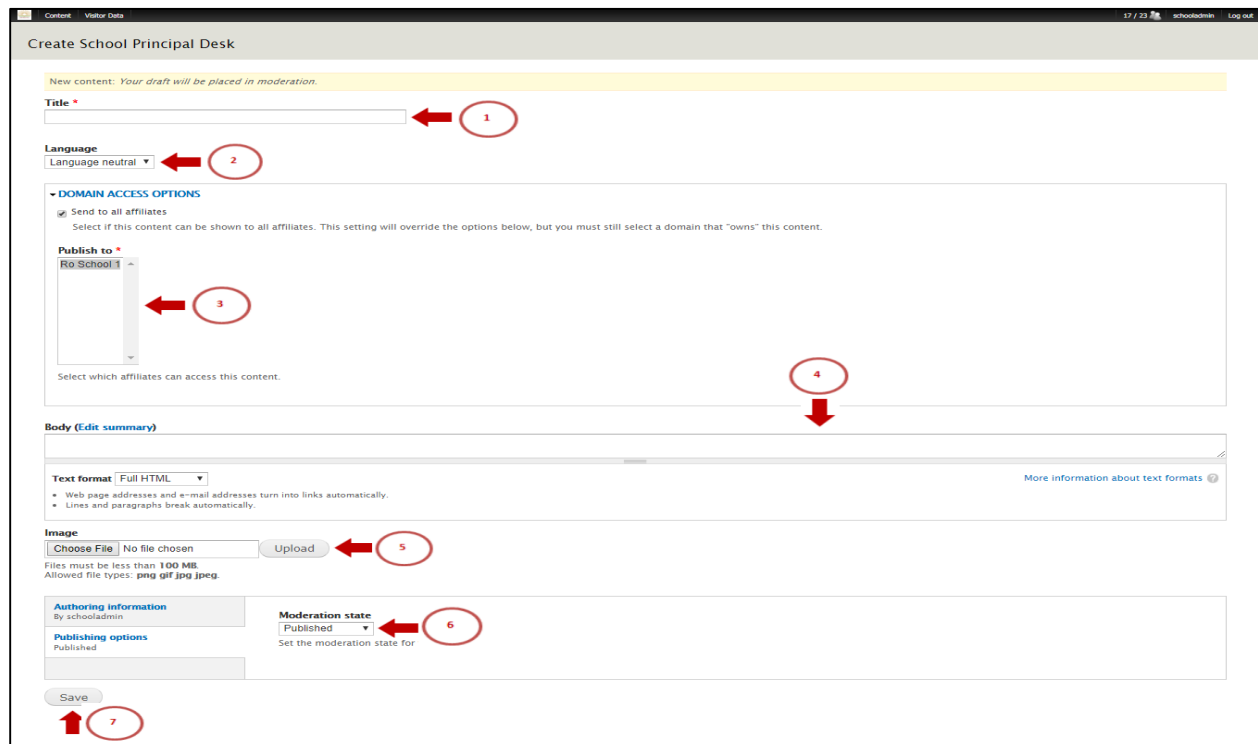
1. **Title:** Provide the Title of the content.
2. **Select Language:** Select English for English Language and Hindi for Hindi Language.
3. **Domain Access Option:** Tick the check box and select the school for which content to be added.
4. **Body/Description:** Provide the description of the content.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



The screenshot shows a web form titled "Create School CBSE Affiliation Report". At the top, there is a yellow banner with the text "New content: Your draft will be placed in moderation." Below this, the form has several sections:

- Title:** A text input field with a red circle and arrow labeled "1".
- Language:** A dropdown menu set to "Language neutral" with a red circle and arrow labeled "2".
- DOMAIN ACCESS OPTIONS:** A section with a checked box "Send to all affiliates" and a "Publish to" dropdown menu set to "No School" with a red circle and arrow labeled "3". Below this is a text area "Select which affiliates can access this content." with a red circle and arrow labeled "4".
- Body (Edit summary):** A large text area for the main content.
- Text format:** A dropdown menu set to "Full HTML" with a link "More information about text formats".
- DATE:** A "Date" field with "26/03/2019" and a red circle and arrow labeled "5".
- Attachment File:** A "Choose File" button, an "Upload" button with a red circle and arrow labeled "6", and a "7" annotation pointing to the section.
- Link:** "Title" and "URL" input fields with a red circle and arrow labeled "8" pointing to the URL field.
- Authoring information:** A section with "Moderation state" dropdown set to "Published" and a red circle and arrow labeled "9".
- Save:** A "Save" button with a red circle and arrow labeled "10".

**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)**

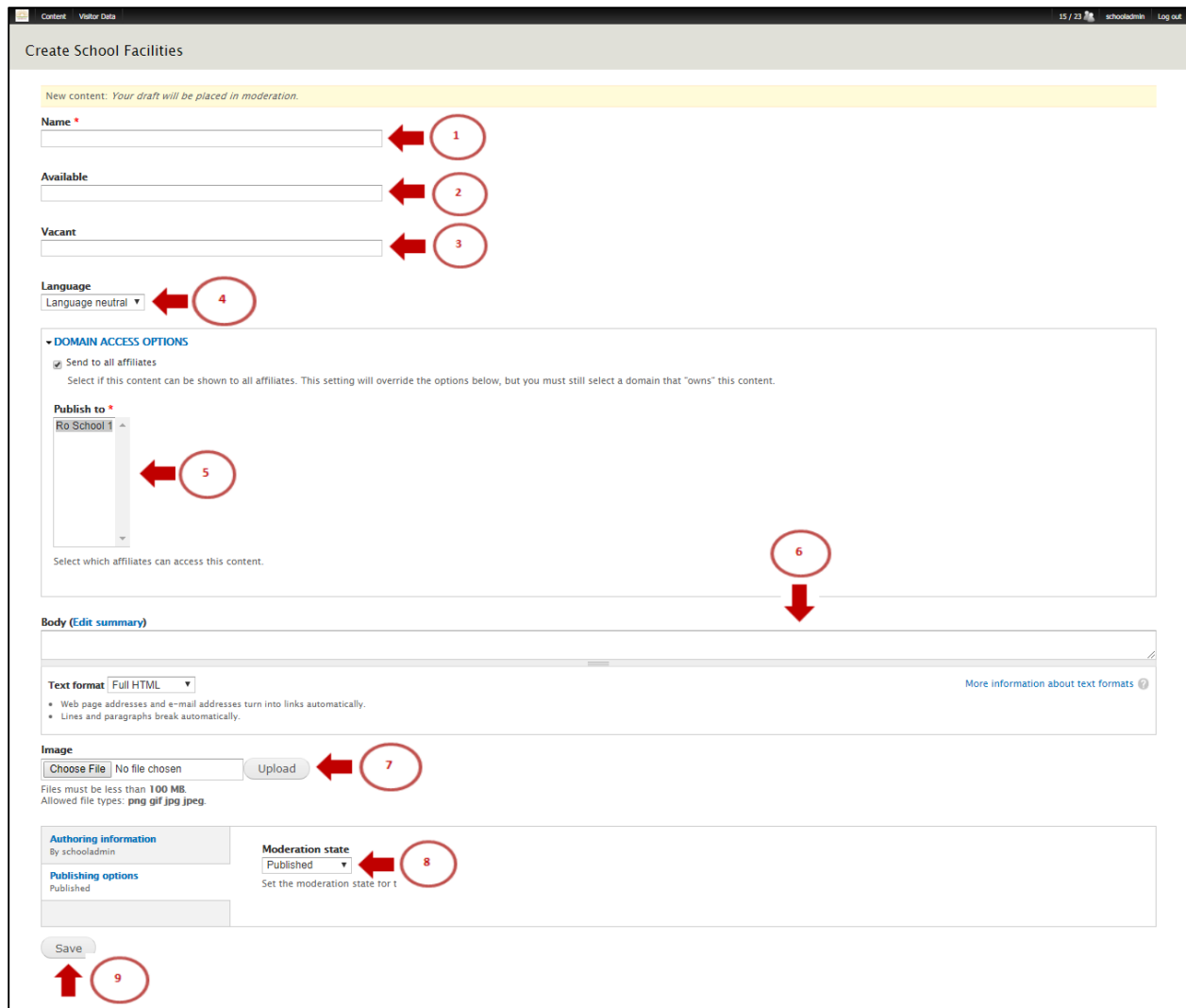
1. **Name:** Provide the Name of the facility.
2. **Available:** Provide the availability of the facility.
3. **Vacant:** Provide the information for vacancy.
4. **Select Language:** Select English for English Language and Hindi for Hindi Language.

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**



**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**

The screenshot shows a web form titled "Create School ICT Infrastructure". At the top, there is a yellow banner that reads "New content: Your draft will be placed in moderation." Below this, the form contains several sections:

- Description:** A text input field with a red arrow and a circled "1" pointing to it.
- Number:** A text input field with a red arrow and a circled "2" pointing to it.
- Remark (Edit summary):** A large text area with a red arrow and a circled "3" pointing to it.
- Text format:** A dropdown menu set to "Full HTML" with a link for "More information about text formats".
- ICT Infrastructure Type:** A dropdown menu set to "- None -" with a red arrow and a circled "4" pointing to it.
- Language:** A dropdown menu set to "Language neutral" with a red arrow and a circled "5" pointing to it.
- DOMAIN ACCESS OPTIONS:** A section with a checked checkbox for "Send to all affiliates" and a note: "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:** A dropdown menu showing "Ro School 1" with a red arrow and a circled "6" pointing to it.
  - Below the dropdown is the text: "Select which affiliates can access this content."
- Authoring information:** A section with "By schooladmin" and "Publishing options" set to "Published".
- Moderation state:** A dropdown menu set to "Published" with a red arrow and a circled "7" pointing to it. Below it is the text: "Set the moderation state for t".
- Save:** A button at the bottom left with a red arrow and a circled "8" pointing to it.

**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**

Content Visitor Data 14 / 25 schooladmin Log out

### Create School Admission Detail

New content: Your draft will be placed in moderation.

**Title \***  ← 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 \***  
Ro School 1 ← 3

Select which affiliates can access this content. 4

**Body (Edit summary)**

**Text format** Full HTML 5 6 [More information about text formats ?](#)

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

**Link**

**Title**  **URL**

The link title is limited to 128 characters maximum.

**Attachment File**

No file chosen  ← 7

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

**DATE**

**Date**  
26/03/2019 ← 8  
E.g., 26/03/2019

**Authoring information**  
By schooladmin

**Publishing options**  
Published

**Moderation state**  
Published ← 9  
Set the moderation state for t

↑ 10

**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*

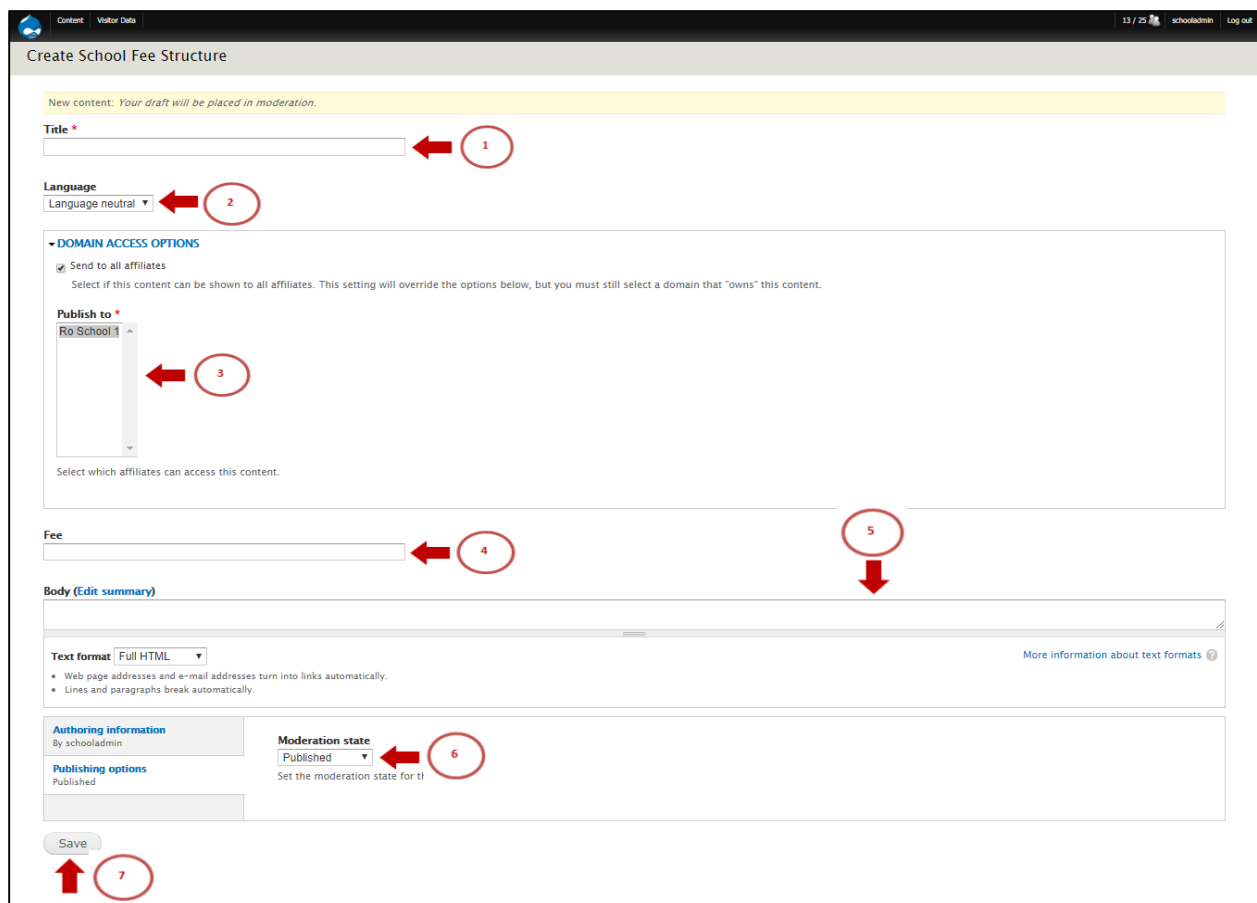
**Step 2: Creating Fee Structure Content for English: (Refer to Picture 4.3.2)**

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*

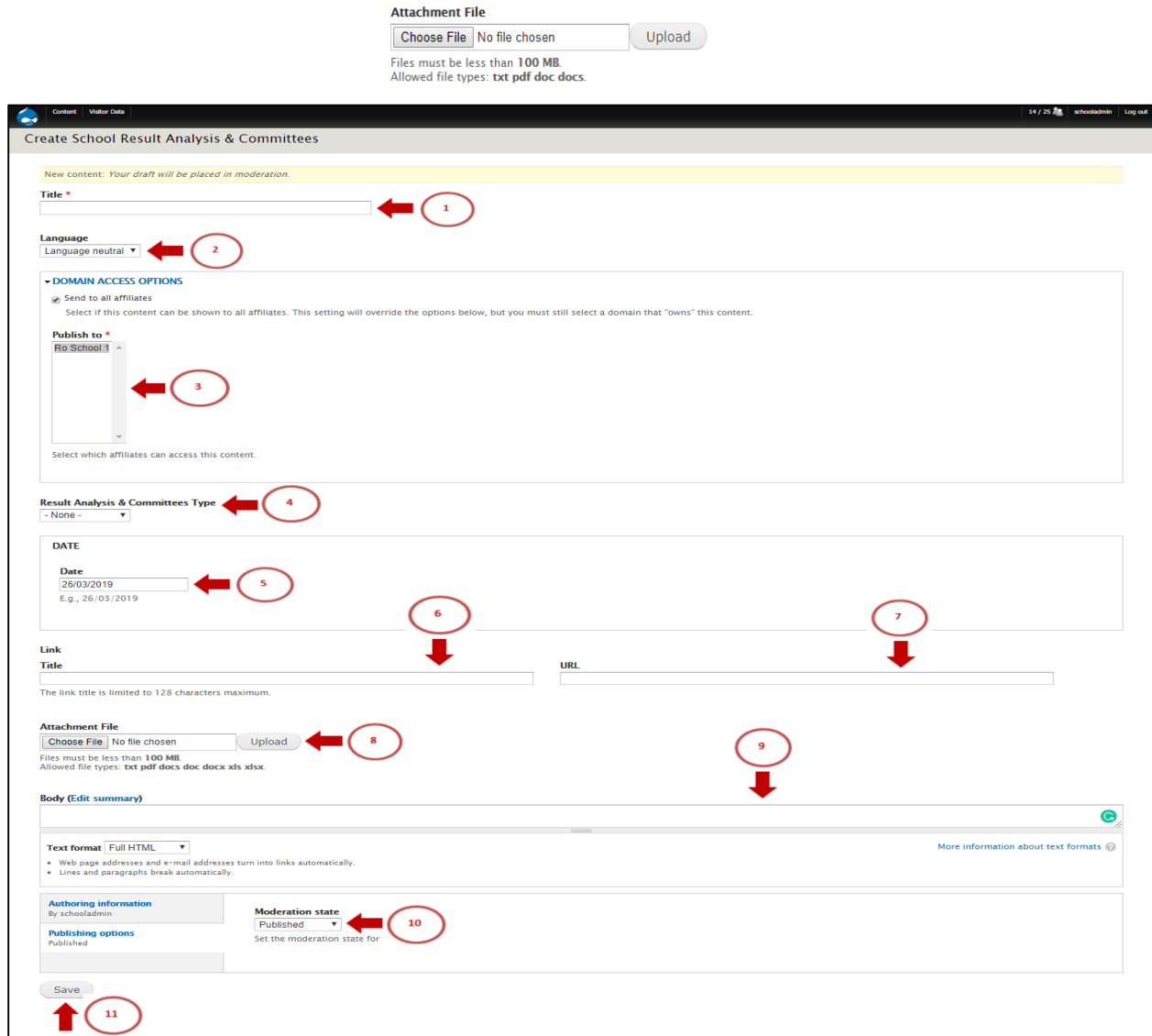
#### **Step 2: Creating Result Analysis Content for English: (Refer to Picture 4.3.3)**

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**





**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**

The screenshot shows a web form titled "Create School Student Achiever". At the top, it says "New content: Your draft will be placed in moderation." The form has several sections:

- Title:** A text input field with a red circle and arrow labeled "1".
- Language:** A dropdown menu with "Language neutral" selected, with a red circle and arrow labeled "2".
- DOMAIN ACCESS OPTIONS:** A section with a checked box "Send to all affiliates" and a note. Below it is a "Publish to" dropdown menu with "Ro School 1" selected, with a red circle and arrow labeled "3".
- Student Achiever:** A dropdown menu with "- None -" selected, with a red circle and arrow labeled "4".
- SCHOOL YEAR:** A section with two "Date" input fields. The first is labeled "Date" with "2019" and "E.g., 2019" below it, with a red circle and arrow labeled "5". The second is labeled "to:" with "Date" and "2019" and "E.g., 2019" below it, with a red circle and arrow labeled "6".
- Class:** A text input field with a red circle and arrow labeled "7".
- Achievement/Remark (Edit summary):** A large text area with a red circle and arrow labeled "8".
- Attachment File:** A section with a "Choose File" button, "No file chosen", and an "Upload" button, with a red circle and arrow labeled "9".
- Authoring information:** A section with "Publishing options" set to "Published" and "Moderation state" set to "Published", with a red circle and arrow labeled "10".
- Save:** A "Save" button at the bottom left with a red circle and arrow labeled "11".

**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*

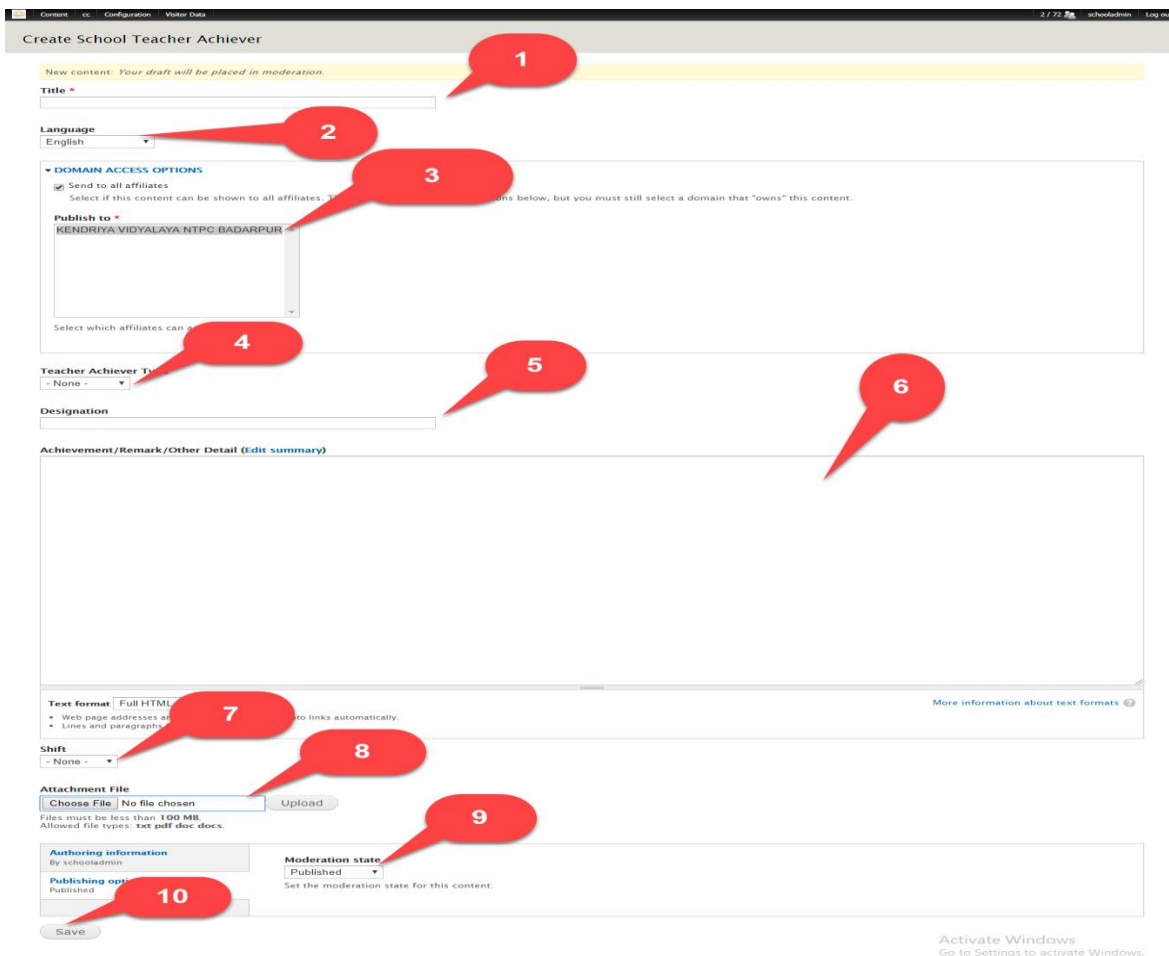
**Step 2: Creating Teacher Achiever Content for English: (Refer to Picture 4.3.5)**

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**

The screenshot shows a web form titled "Create School Result Analysis & Committees". At the top, it says "New content: Your draft will be placed in moderation." The form includes several sections:
 

- Title:** A text input field with a red arrow and circle labeled '1' pointing to it.
- Language:** A dropdown menu showing "Language neutral" with a red arrow and circle labeled '2' pointing to it.
- DOMAIN ACCESS OPTIONS:** A section with a checked box "Send to all affiliates" and a "Publish to" dropdown menu showing "Ro School 1" with a red arrow and circle labeled '3' pointing to it.
- Result Analysis & Committees Type:** A dropdown menu with "None" selected and a red arrow and circle labeled '4' pointing to it.
- DATE:** A section with a "Date" input field showing "26/03/2019" and a red arrow and circle labeled '5' pointing to it.
- Link:** A section with "Link Title" and "URL" input fields. Red arrows and circles labeled '6' and '7' point to the "Link Title" and "URL" fields respectively.
- Attachment File:** A section with "Choose File" and "Upload" buttons. Red arrows and circles labeled '8' and '9' point to the "Choose File" and "Upload" buttons respectively.
- Body (Edit summary):** A large text area for content.
- Authoring information:** A section with "Publishing options" and "Moderation state" dropdown menus. A red arrow and circle labeled '10' points to the "Moderation state" dropdown.
- Save:** A "Save" button at the bottom left with a red arrow and circle labeled '11' pointing to it.

**Picture – 4.4.1**

## 4.4.2 Staff Details 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 Staff Member**

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

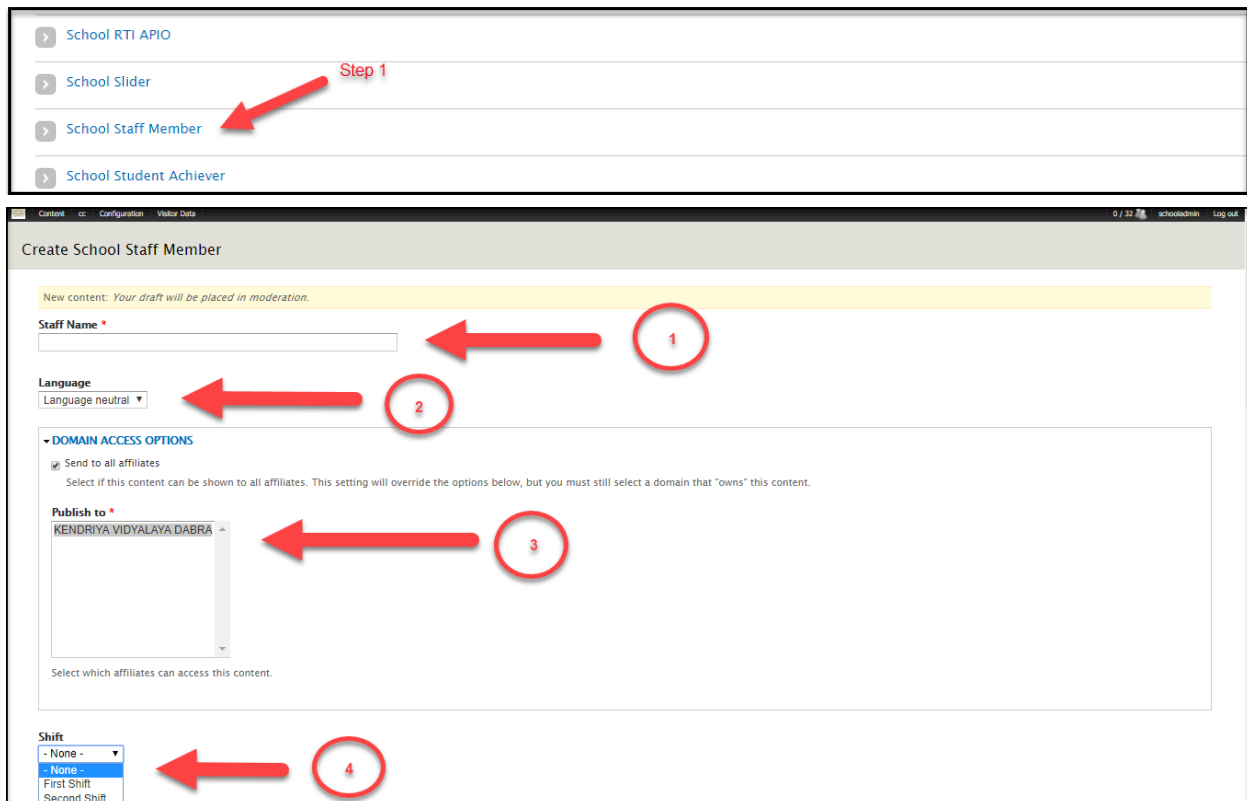
**Step 2: Creating Staff Member Content for English: (Refer to Picture 4.4.2, 4.4.3)**

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 4<sup>th</sup> 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**

Staff Member  
Principal

Designation

DT. JOINING PRESENT K.V.  
Date  
30/07/2019  
E.g., 30/07/2019

DT. JOINING PRESENT POST  
Date  
30/07/2019  
E.g., 30/07/2019

Employee Code

Body (Edit summary)

Text format Full HTML

Image  
Choose File No file chosen Upload

Weight  
1

Authoring information  
By schooladmin

Publishing options  
Published

Moderation state  
Published

Save

**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)**

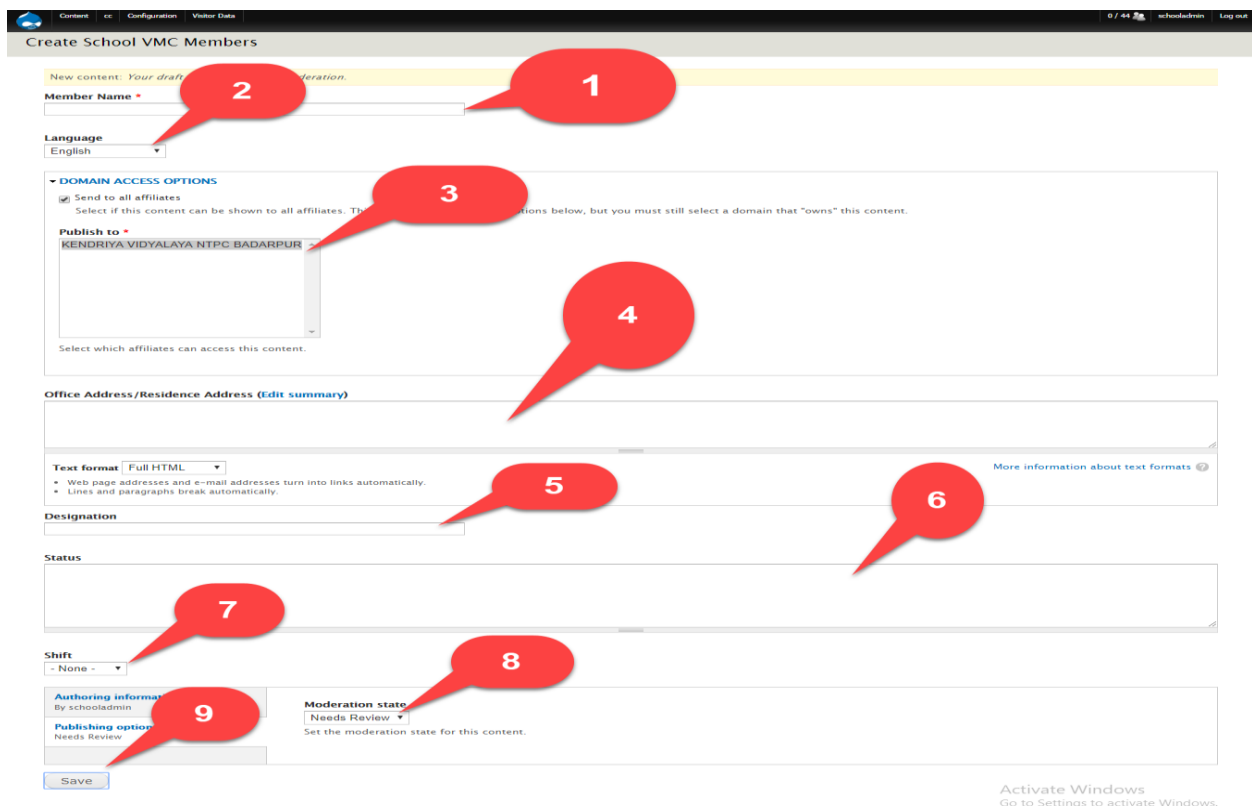
1. **Member Name:** Provide the Name of the member.
2. **Select Language:** Select English for English Language and Hindi for Hindi Language.
3. **Domain Access Option:** Tick the check box and select the school for which content to be added.
4. **Office/Residence Address:** Provide the Address of the 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**

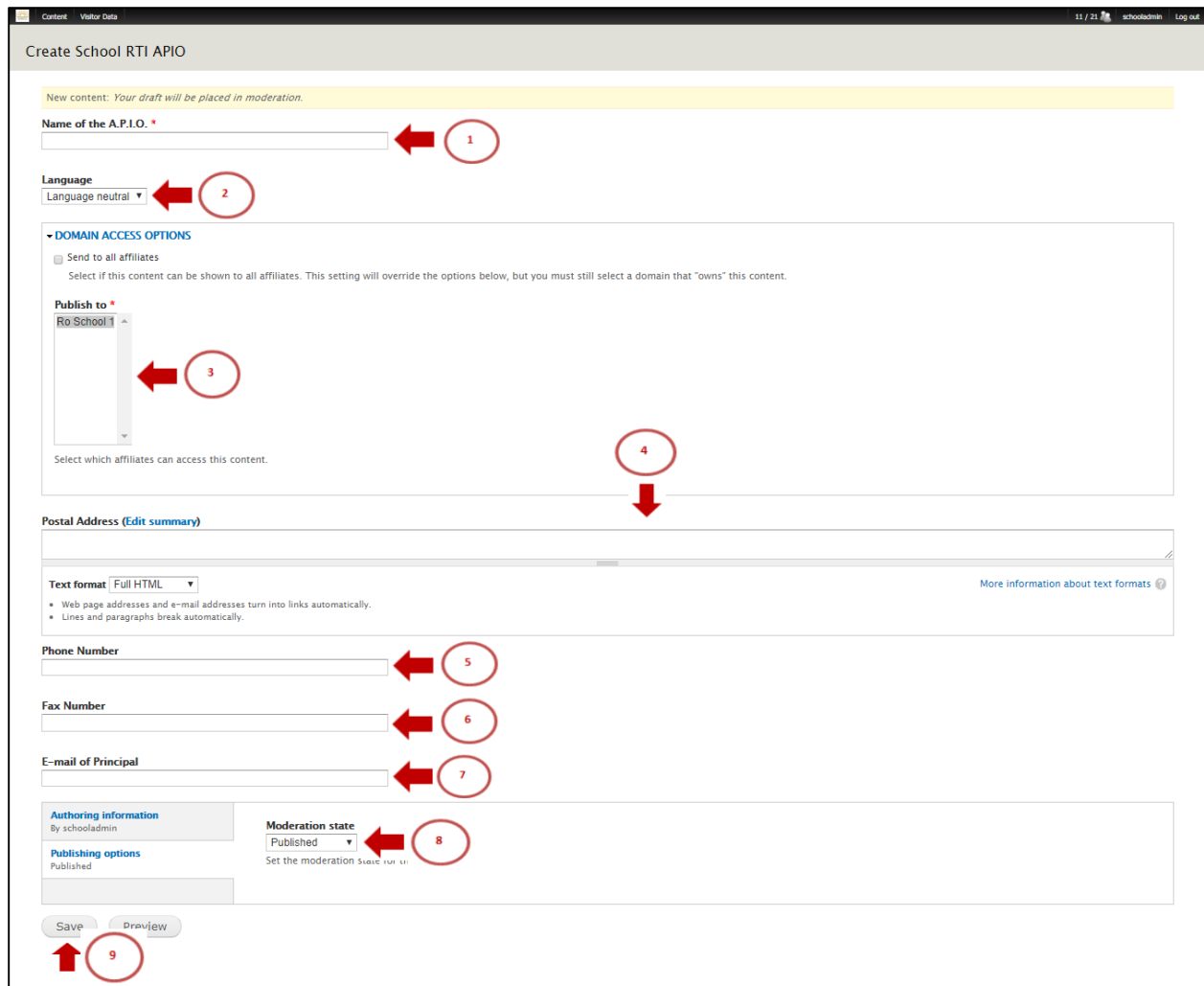
*URL: site url/node/add/school-rti-apio*

***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-remuneration-sala*

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

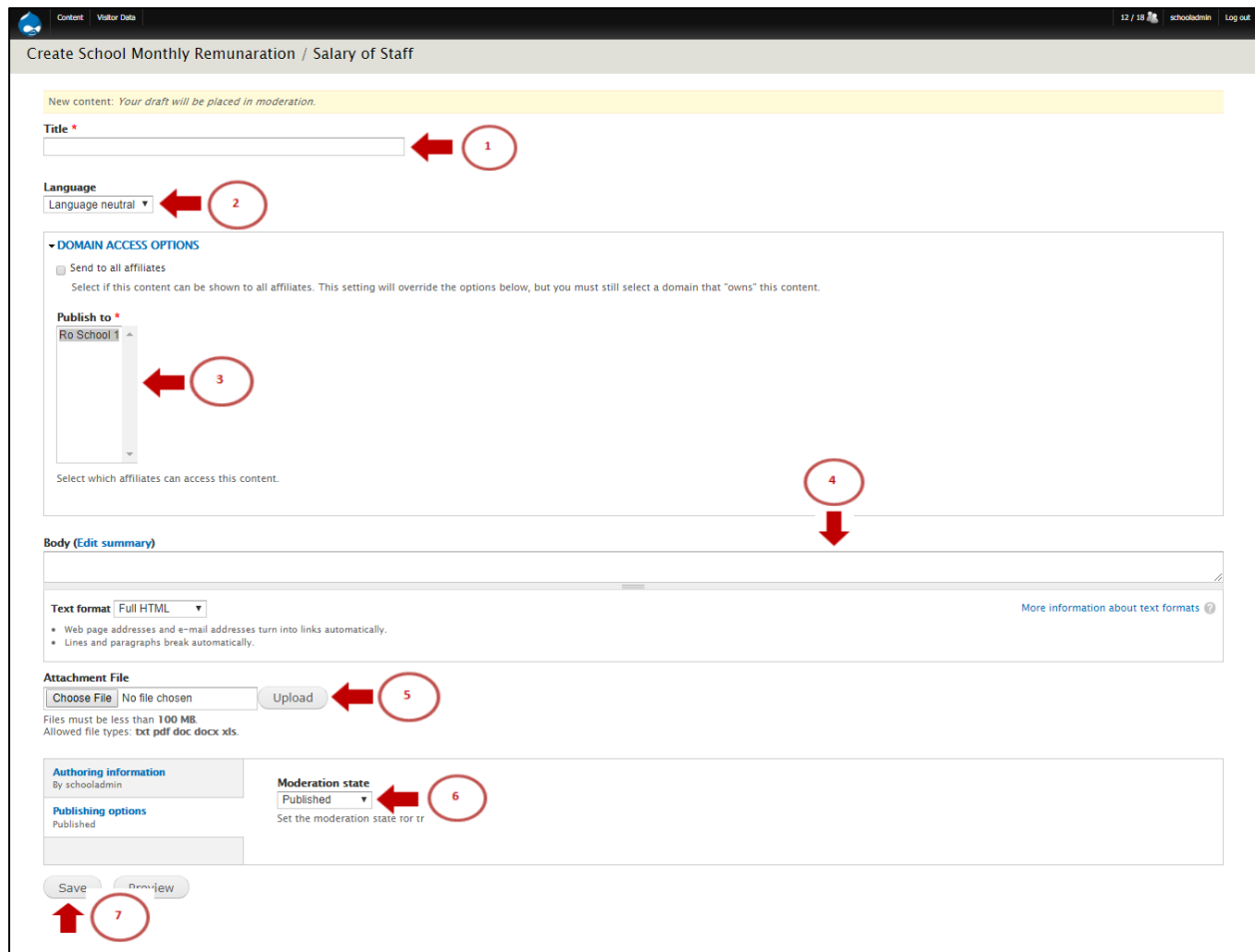
1. **Title:** Provide the Title of the content.
2. **Select Language:** Select English for English Language and Hindi for Hindi Language.
3. **Domain Access Option:** Tick the check box and select the school for which content to be added.
4. **Body/Description:** Provide the description of the content.

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**

The screenshot shows a web form titled "Create School Class/Category-Wise Enrolment Position". At the top, there is a navigation bar with "Content" and "Visitor Data" on the left, and "11 / 17 schooladmin Log out" on the right. Below the title, a yellow banner states "New content: Your draft will be placed in moderation." The form contains several fields: "Class" (a text input field with a red arrow and circle labeled '1'), "Enrolment Position" (a dropdown menu with "- Select a value -" and a red arrow and circle labeled '2'), "Language" (a dropdown menu with "Language neutral" and a red arrow and circle labeled '3'), and "DOMAIN ACCESS OPTIONS" (an expanded section containing a checked "Send to all affiliates" checkbox and a "Publish to" dropdown menu with "Ro School 1" selected and a red arrow and circle labeled '4'). Below the "Publish to" dropdown, there is a text prompt: "Select which affiliates can access this content."

**Picture – 4.5.1**

**SPACE LEFT INTENTIONALLY**

The image shows a web form with the following sections:

- Student Details:** A series of input fields for 'No. of Sections', 'Autd. Intake Capacity', 'Boys', 'Girls', 'S. C./Cat 1', 'S. T./Cat 2', 'O. B. C./Cat 3', 'P. H./Cat 4', 'General/Cat 5', 'Minority[Inc. Muslim]', 'Muslims/Cat 6', and 'Total/Total Students Enrolled'. A red bracket groups these fields, and a red circle with the number 5 points to the right.
- Body (Edit summary):** A text area for content.
- Text format:** A dropdown menu set to 'Full HTML'.
- Authoring information:** Shows 'By schooladmin'.
- Publishing options:** Shows 'Published'.
- Moderation state:** A dropdown menu set to 'Published'. A red arrow points to this dropdown, and a red circle with the number 6 is next to it.
- Save button:** A button labeled 'Save' with a red arrow pointing to it and a red circle with the number 7 next to it.

**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**





Content cc Configuration Visitor Data 0 / 38 schooladmin Log out

### 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 TARASI ← 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**  
By schooladmin

**Published by**  
Schooladmin

**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*

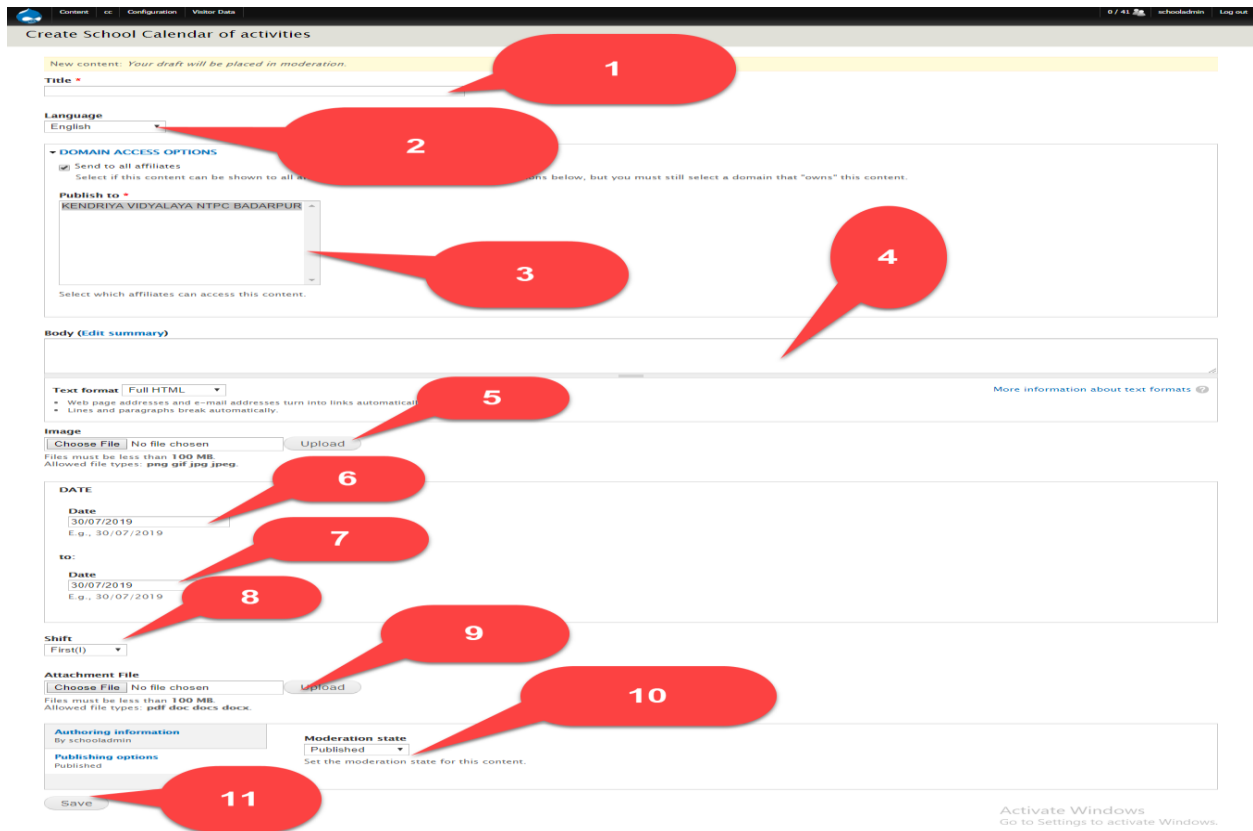
**Step 2: Creating Calendar of Activities Content for English: (Refer to Picture 4.6.1)**

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**

The screenshot shows the 'Create School Co-Curricular' form. At the top, there is a yellow banner that reads 'New content: Your draft will be placed in moderation.' Below this, the form has several sections:

- Title:** A text input field with a red arrow pointing to it and a circled '1' next to it.
- Language:** A dropdown menu currently set to 'Language neutral', with a red arrow pointing to it and a circled '2' next to it.
- DOMAIN ACCESS OPTIONS:** A section containing a checkbox for 'Send to all affiliates' and a 'Publish to' dropdown menu. The 'Publish to' menu is open, showing 'Ro School 1' selected. A red arrow points to the dropdown with a circled '3'. Below the dropdown, there is a text area for selecting affiliates, with a red arrow pointing to it and a circled '4' next to it.
- Body (Edit summary):** A large text area for the content body.
- Text format:** A dropdown menu set to 'Full HTML'.
- Authoring information:** A box showing 'By schooladmin'.
- Publishing options:** A box showing 'Published'.
- Moderation state:** A dropdown menu set to 'Published', with a red arrow pointing to it and a circled '5' next to it.
- Buttons:** 'Save' and 'Preview' buttons at the bottom left. A red arrow points to the 'Save' button with a circled '6' next to it.

**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**

The screenshot shows a web interface for creating school innovations. At the top, there is a navigation bar with 'Content' and 'Visitor Data' on the left, and '2 / 25', 'schooladmin', and 'Log out' on the right. The main heading is 'Create School Innovations'. Below this, a yellow banner displays the message: 'New content: Your draft will be placed in moderation.' The form contains several fields and options:

- Innovation and Experimentation \***: A text input field with a red arrow pointing to it from a red circle containing the number '1'.
- Language**: A dropdown menu currently set to 'Language neutral', with a red arrow pointing to it from a red circle containing the number '2'.
- DOMAIN ACCESS OPTIONS**: A section with a collapsed arrow icon. It contains a checked checkbox labeled 'Send to all affiliates' with the text '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 \***: A dropdown menu showing 'Ro School 1', with a red arrow pointing to it from a red circle containing the number '3'.
- Below the dropdown, there is a text prompt: 'Select which affiliates can access this content.'

**Picture – 4.6.3**

Innovation and Experimentation Type

Class

Subject

Learning objective initially envisaged

Learning objective realised or not

Teacher in-charge

Designation

Body (Edit summary)

Text format | Full HTML

Authoring information  
By schooladmin

Publishing options  
Published

Moderation state  
Published

Save

**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**

The screenshot shows the 'Create School Work' form with the following elements and annotations:

- 1:** Title input field.
- 2:** Language dropdown menu (currently set to 'Language neutral').
- 3:** 'Publish to' dropdown menu (currently set to 'Ro School 1').
- 4:** A red arrow pointing down from the 'Publish to' section towards the 'Body' section.
- 5:** Date input field (currently set to '27/03/2019').
- 6:** 'Choose File' button in the 'Attachment File' section.
- 7:** 'Upload' button in the 'Attachment File' section.
- 8:** A red arrow pointing down from the 'Attachment File' section towards the 'Link' section.
- 9:** 'Moderation state' dropdown menu (currently set to 'Published').
- 10:** 'Save' button at the bottom left of the form.

**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.

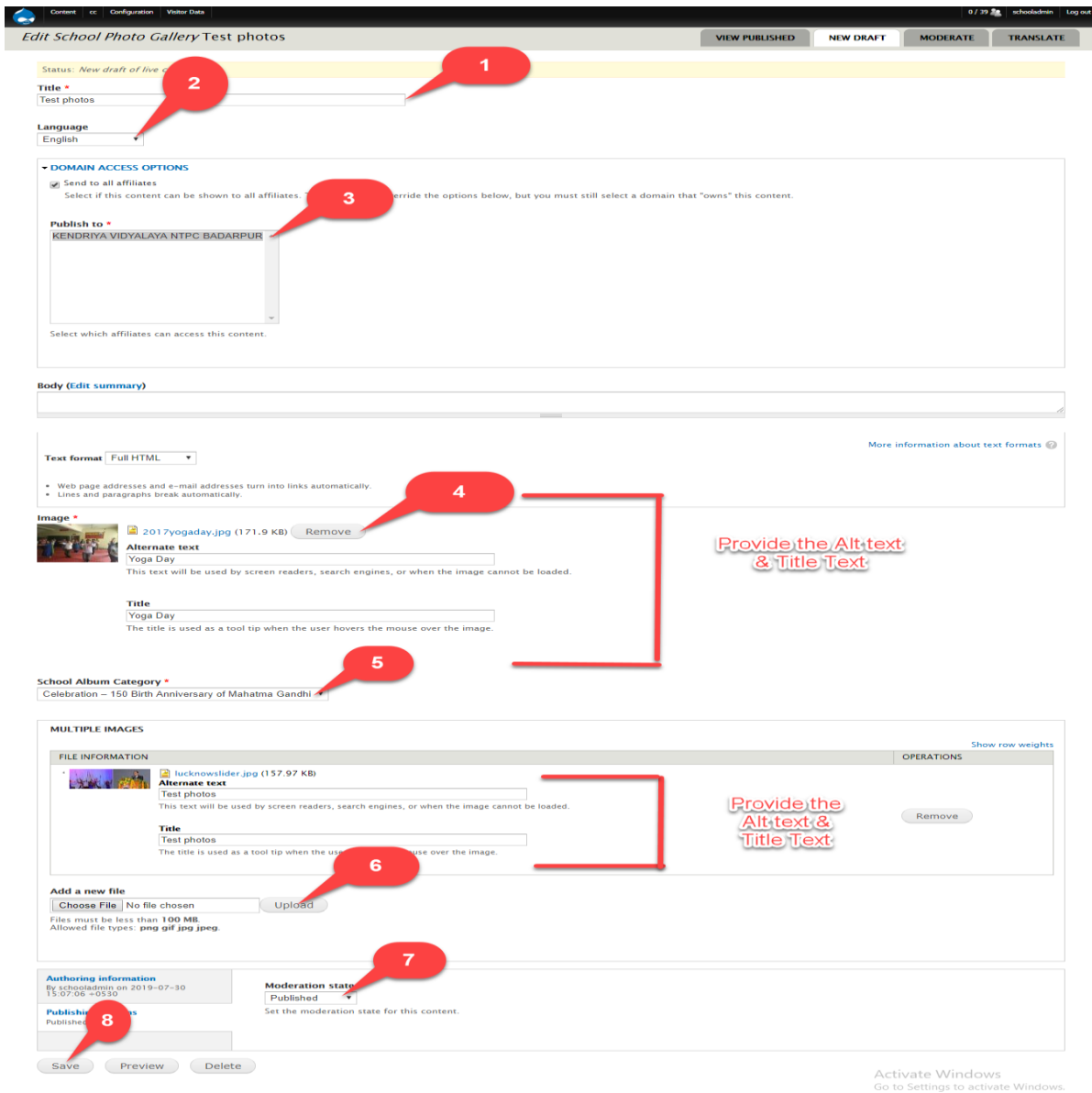
**Step 5: Translation:**

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.

The screenshot shows the 'Create School Album Category' form. It includes a title field, a language dropdown set to 'English', and a 'DOMAIN ACCESS OPTIONS' section with a checked 'Send to all affiliates' box and a 'Publish to' dropdown set to 'KENDRIYA VIDYALAYA RAJGARHI'. Below this is a large text area for the 'Body'. Further down, there's a 'Text format' dropdown set to 'Full HTML', an 'Image' section with a 'Choose File' button and an 'Upload' button, and a 'Publishing state' dropdown set to 'Published'. At the bottom, there are 'Save' and 'Preview' buttons. Red callouts with numbers 1 through 6 point to these specific elements.

(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*

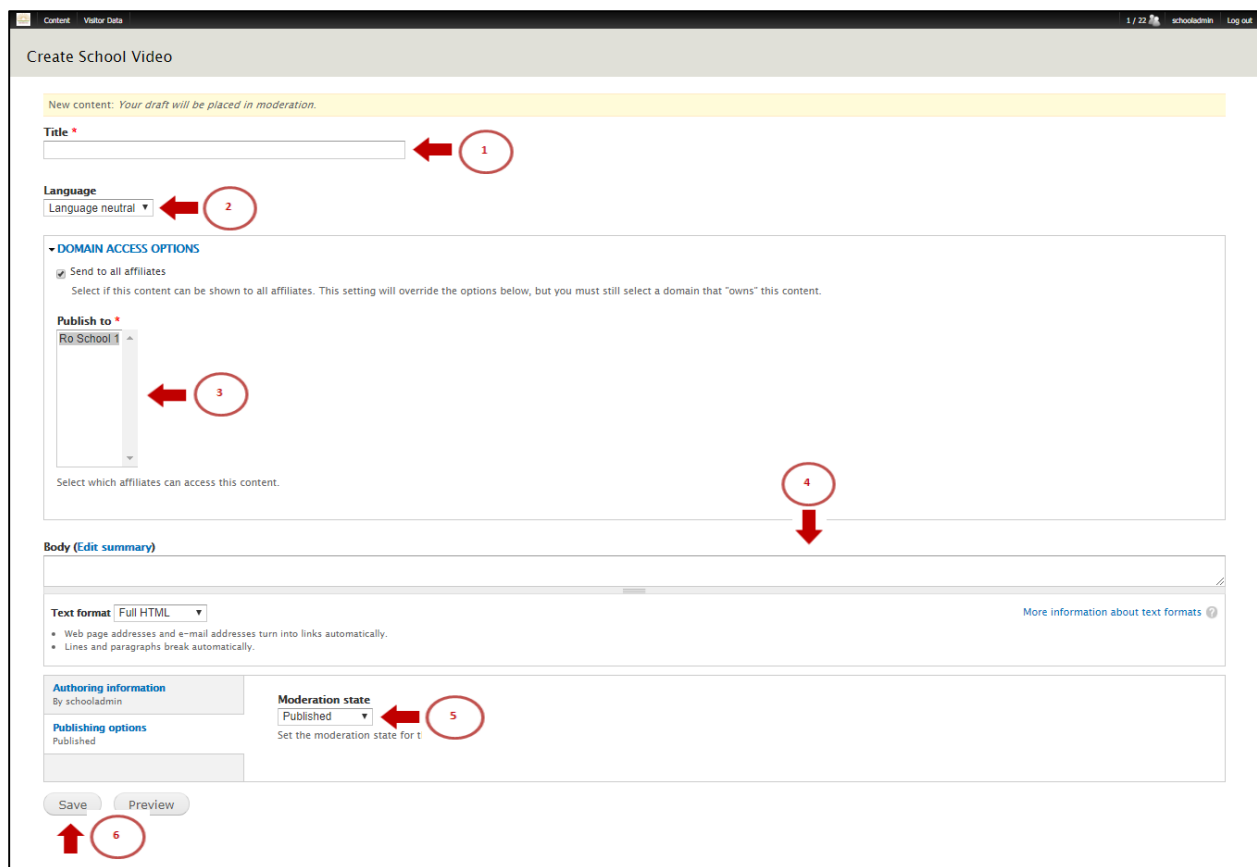
**Step 2: Creating Video Gallery Content for English: (Refer to Picture 4.8.2)**

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**

The screenshot shows the 'Content' management interface. At the top, there are navigation links for 'Content', 'cc', 'Configuration', and 'Visitor Data'. On the right, it shows '0 / 30' items, the user 'schooladmin', and a 'Log out' link. Below the navigation, there is a '+ Add content' button. A search filter is applied to the 'Type' column, showing 'School Contact Us'. The 'Apply' button is highlighted with a red callout labeled '1. Apply Filter'. The table below lists two content items:

TITLE	DEPARTMENT	TYPE	PUBLISHED	UPDATED	CREATED DATE	OPERATIONS
हमसे संपर्क करें <span style="color: red;">new</span>	KENDRIYA VIDYALAYA NTPC BADARPUR	School Contact Us	Yes	22/07/2019 - 08:00	21/12/2018 - 10:12	<a href="#">edit</a> <a href="#">delete</a>
Contact Us	KENDRIYA VIDYALAYA NTPC BADARPUR	School Contact Us	Yes	07/05/2019 - 17:56	21/12/2018 - 10:12	<a href="#">edit</a> <a href="#">delete</a>

Red callouts also point to the 'edit' links for the first row (labeled '2. Edit Hindi Contact Us') and the second row (labeled '2. Edit English Contact Us').

**Picture 4.9.1**

The screenshot shows the 'Create School Contact Us' form. At the top, there is a yellow banner with the text 'New content: Your draft will be placed in moderation.' Below this, the form has several sections:

- Title:** A text input field with a red arrow and a circled '1' pointing to it.
- Language:** A dropdown menu with 'Language neutral' selected, with a red arrow and a circled '2' pointing to it.
- DOMAIN ACCESS OPTIONS:** A section with a checked box for 'Send to all affiliates'. Below it, a 'Publish to' dropdown menu has 'No School' selected, with a red arrow and a circled '3' pointing to it. A red arrow and a circled '4' point to the 'Select which affiliates can access this content.' text.
- Body (Edit summary):** A large text area with a 'Text format' dropdown set to 'Full HTML'.
- CONTACT US:** A form with fields for 'Title', 'EMAIL', 'Telephone Number', 'Designation', and 'Department'. A red arrow and a circled '5' point to the 'Add another item' button below the fields.
- Authoring information:** A section with 'Moderation state' set to 'Published', with a red arrow and a circled '6' pointing to it.
- Save:** A button at the bottom left with a red arrow and a circled '7' pointing to it.

**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

The screenshot shows the CMS interface with the following elements:

- Search Bar:** A search bar with the text "School Vision & Mission" and a dropdown arrow. A red callout "1- Apply Filter" points to it.
- Buttons:** "Apply" and "Reset" buttons. A red callout "2- Click for English" points to the "Apply" button, and another red callout "3- Click for Hindi" points to the "Reset" button.
- Table:** A table with columns: TITLE, DEPARTMENT, TYPE, PUBLISHED, UPDATED, CREATED DATE, and OPERATIONS. It contains two rows of data for "School Vision & Mission" content.

**Picture 4.11**

The screenshot shows the "Create School Vision & Mission" form with the following elements:

- Title:** A text input field with a red callout "1" pointing to it.
- Language:** A dropdown menu with "Language neutral" selected. A red callout "2" points to it.
- DOMAIN ACCESS OPTIONS:** A section with a "Publish to" dropdown menu. A red callout "3" points to it.
- Vision:** A text area for entering the vision statement. A red callout "4" points to it.
- Mission:** A text area for entering the mission statement. A red callout "5" points to it.
- Moderation state:** A dropdown menu with "Published" selected. A red callout "6" points to it.
- Save:** A button at the bottom left. A red callout "7" points to it.

**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**



The screenshot shows the 'Create School Announcement' form with the following elements and callouts:

- 1:** A yellow banner at the top stating 'New content: Your draft will be placed in moderation.'
- 2:** The 'Title' input field.
- 3:** The 'Publish to' dropdown menu, currently showing 'KENDRIYA VIDYALAYA NTPC BADARPUR'.
- 4:** The 'Date' input field, showing '30/07/2019'.
- 5:** The 'Attachment File' section, including 'Choose File' and 'Upload' buttons.
- 6:** The 'Body' text area for the announcement.
- 7:** The 'Text format' dropdown menu, set to 'Full HTML'.
- 8:** The 'Link' section, including 'Title' and 'URL' input fields.
- 9:** The 'Moderation state' dropdown menu, set to 'Published'.
- 10:** The 'Publish' button at the bottom left.

Additional form elements include: 'Language' dropdown (English), 'DOMAIN ACCESS OPTIONS' with 'Send to all affiliates' checked, 'Authoring information' (By schooladmin), and 'Save' and 'Preview' buttons at the bottom.

**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**

The screenshot shows the 'Create School Creative Corner' form with the following elements and callouts:

- 1:** Language dropdown menu (set to 'Language neutral').
- 2:** Title input field.
- 3:** 'Publish to' dropdown menu (set to 'Ro School 1').
- 4:** Date input field (set to '27/03/2019').
- 5:** 'Image' section with 'Choose File' and 'Upload' buttons.
- 6:** 'Attachment File' section with 'Choose File' and 'Upload' buttons.
- 7:** A downward arrow pointing to the 'Body' text area.
- 8:** 'Moderation state' dropdown menu (set to 'Published').
- 9:** 'Save' button.

**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**

The screenshot shows the 'Create School KVS News' form with the following fields and annotations:

- 1**: Title field
- 2**: Language dropdown menu
- 3**: Publish to dropdown menu
- 4**: Domain Access Options section
- 5**: Date field
- 6**: Image Upload button
- 7**: Image Link field
- 8**: Image URL field
- 9**: Attachment File Upload button
- 10**: Moderation state dropdown menu
- 11**: Save button

**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**

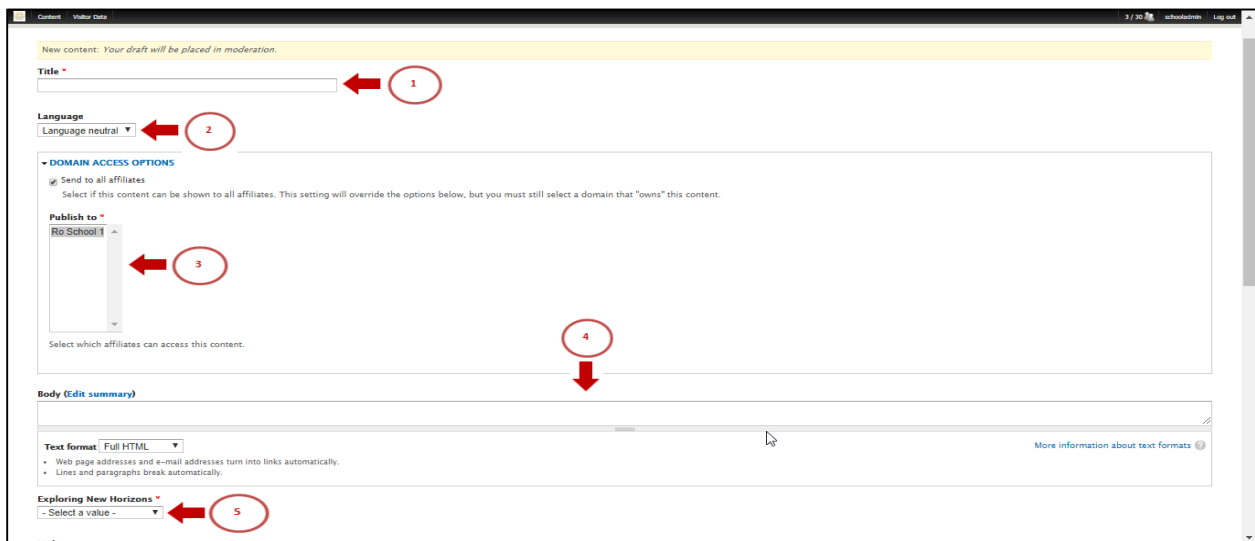
**Step 2: Creating Exploring New Horizons for English: (Refer to Picture 4.14, 4.14.1)**

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

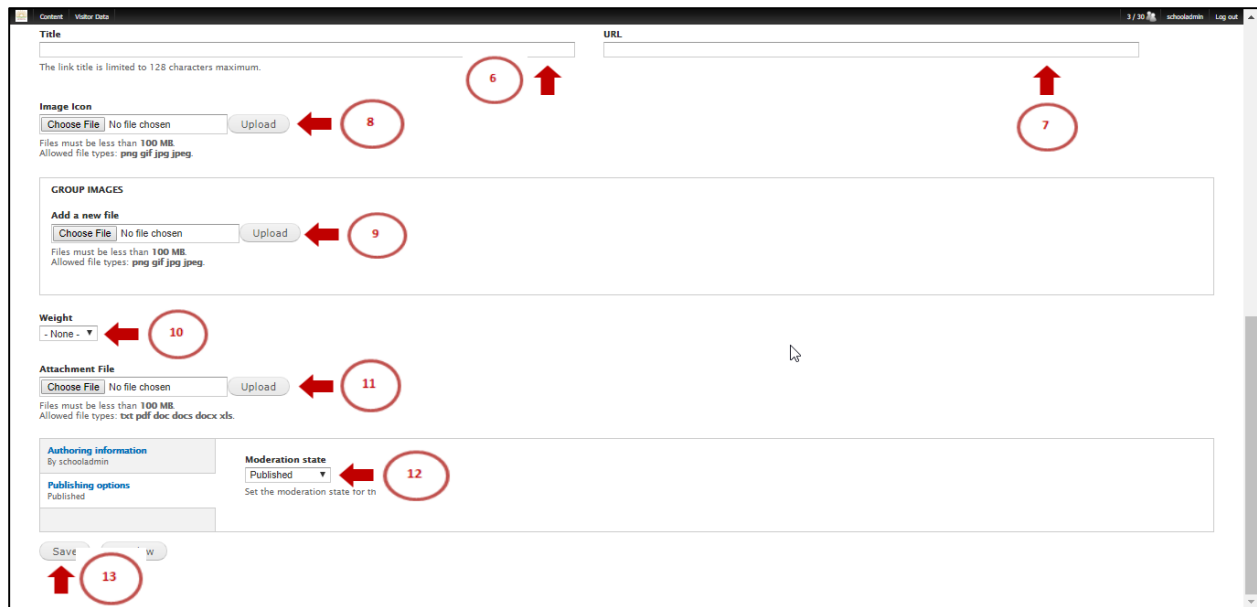
2. **Select Language:** Select English for English Language and Hindi for Hindi Language.
3. **Domain Access Option:** Tick the check box and select the school for which content to be added.
4. **Body/Description:** Provide the description of the content.
5. **Exploring New Horizons:** Select the type 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**



**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*

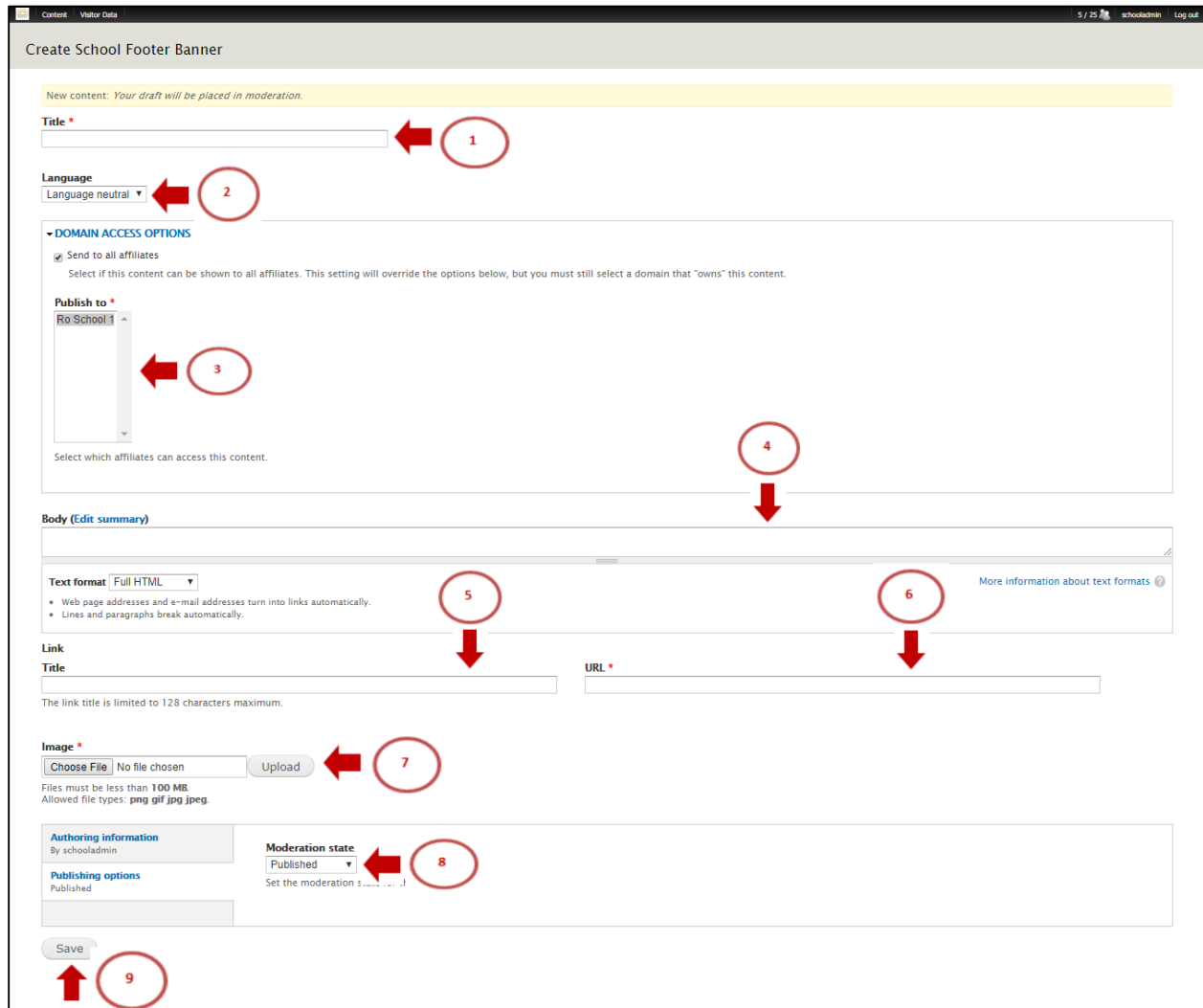
##### **Step 2: Creating Banner Content for English: (Refer to Picture 4.15)**

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.**

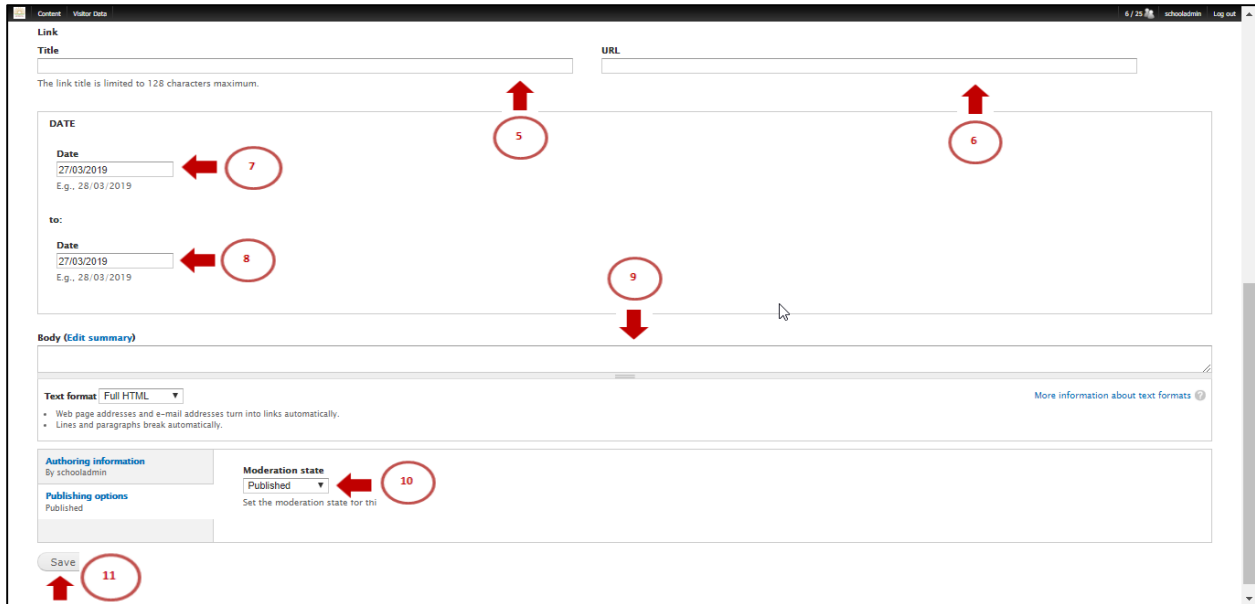
### **Step 3: Translation:**

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**

The screenshot shows a web form titled "Create School Tender". At the top, there is a status bar with "Content" and "Visitor Data" on the left, and "6 / 25", "schooladmin", and "Log out" on the right. Below the title, a yellow banner reads "New content: Your draft will be placed in moderation." The form contains several fields and options:

- Title \***: A text input field with a red arrow pointing to it and a circled "1" next to it.
- Language**: A dropdown menu currently showing "Language neutral", with a red arrow pointing to it and a circled "2" next to it.
- DOMAIN ACCESS OPTIONS**: A section with a checked checkbox "Send to all affiliates" and a sub-note: "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." Below this is a "Publish to \*" dropdown menu showing "Ro School 1", with a red arrow pointing to it and a circled "3" next to it. Below the dropdown is the text "Select which affiliates can access this content." and a mouse cursor.
- Attachment File**: A section with a "Choose File" button (showing "No file chosen") and an "Upload" button, with a red arrow pointing to the "Upload" button and a circled "4" next to it. Below this are the instructions: "Files must be less than 100 MB. Allowed file types: txt pdf docs doc docx xls xlsx."

**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**

The screenshot shows the 'Create School Grievance' form with the following elements and callouts:

- 1:** Points to the 'Name' text input field.
- 2:** Points to the 'Language' dropdown menu, currently set to 'Language neutral'.
- 3:** Points to the 'Publish to' dropdown menu, currently set to 'Ro School T'.
- 4:** Points to the 'Body' text area.
- 5:** Points to the 'E-mail Id' text input field.
- 6:** Points to the 'Telephone Number' text input field.
- 7:** Points to the 'Upload' button next to the 'Image' section.
- 8:** Points to the 'Moderation state' dropdown menu, currently set to 'Published'.
- 9:** Points to the 'Save' button at the bottom left.

**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)*

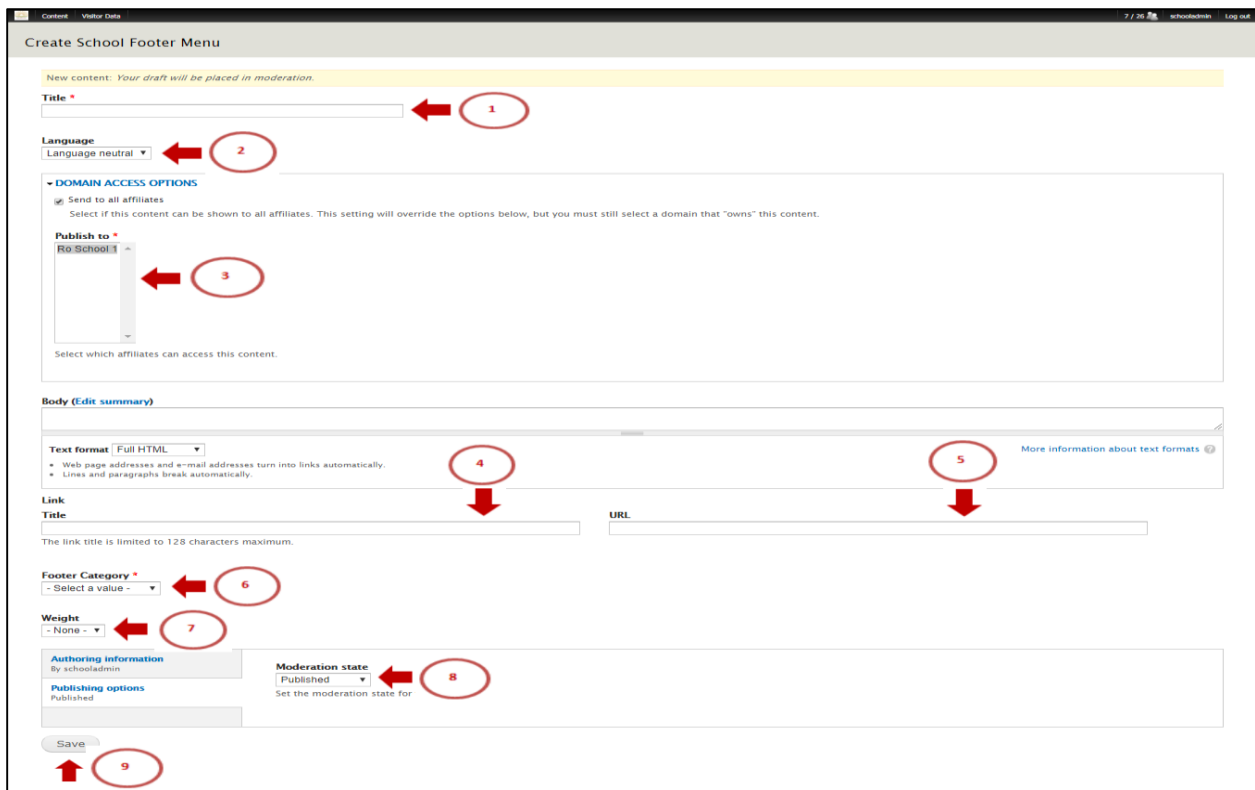
##### **Step 2: Creating/editing Footer Menu Content for English: (Refer to Picture 4.18)**

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**

[+ Add content](#)

Title  Type

1. Apply filter

2- Click for edit

TITLE	DEPARTMENT	TYPE	PUBLISHED	UPDATED	CREATED DATE	OPERATIONS
अस्वीकरण	KENDRIYA VIDYALAYA NTPC BADARPUR	School Footer Menu	Yes	15/03/2019 - 11:25	21/12/2018 - 10:12	<a href="#">edit</a> <a href="#">delete</a>
हाइपरलिंक नीति	KENDRIYA VIDYALAYA NTPC BADARPUR	School Footer Menu	Yes	15/03/2019 - 11:25	21/12/2018 - 10:12	<a href="#">edit</a> <a href="#">delete</a>
गोपनीयता नीति	KENDRIYA VIDYALAYA NTPC BADARPUR	School Footer Menu	Yes	15/03/2019 - 11:24	21/12/2018 - 10:12	<a href="#">edit</a> <a href="#">delete</a>
निचम एवं चर्ते	KENDRIYA VIDYALAYA NTPC BADARPUR	School Footer Menu	Yes	15/03/2019 - 11:23	21/12/2018 - 10:12	<a href="#">edit</a> <a href="#">delete</a>
Disclaimer	KENDRIYA VIDYALAYA NTPC BADARPUR	School Footer Menu	Yes	15/03/2019 - 11:22	21/12/2018 - 10:12	<a href="#">edit</a> <a href="#">delete</a>

**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

The screenshot shows a web form titled "Create School Slider". At the top, there is a navigation bar with "Content" and "Visitor Data" on the left, and "6 / 27 schooladmin Log out" on the right. Below the title, a yellow banner reads "New content: Your draft will be placed in moderation." The form fields are as follows:

- Title \***: A text input field with a red arrow pointing to it from a red circle containing the number "1".
- Language**: A dropdown menu currently set to "Language neutral", with a red arrow pointing to it from a red circle containing the number "2".
- DOMAIN ACCESS OPTIONS**: A section with a checked checkbox "Send to all affiliates" and a sub-section "Publish to \*" with a dropdown menu showing "Ro School 1". A red arrow points to the dropdown from a red circle containing the number "3". Below this is the text "Select which affiliates can access this content."
- Image \***: A "Choose File" button (showing "No file chosen") and an "Upload" button. A red arrow points to the "Upload" button from a red circle containing the number "4". To the right, a red circle containing the number "5" has a red arrow pointing down towards the "Body" section.
- Body (Edit summary)**: A large text area with a "Text format" dropdown set to "Full HTML" and a link for "More information about text formats".
- Authoring information**: A box showing "By schooladmin".
- Publishing options**: A box showing "Published".
- Moderation state**: A dropdown menu set to "Published", with a red arrow pointing to it from a red circle containing the number "6". Below it is the text "Set the moderation state for".
- Buttons**: "Save" and "Preview" buttons at the bottom left. A red arrow points up to the "Save" button from a red circle containing the number "7".

**Picture 4.19**

## 4.20 Popup Banner

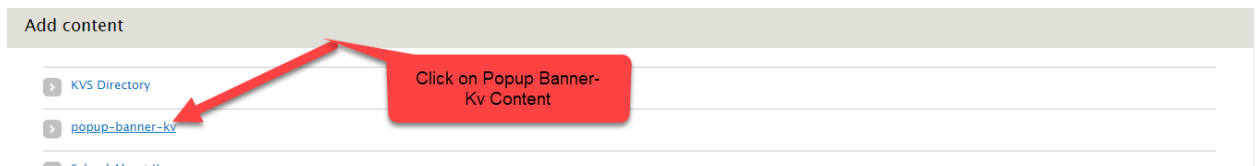
This page will have some text and Image file to internal basic page.

**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**

## Create popup-banner-kv

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

**Title \***  
Test

**Language**  
Hindi

**Image**  
Choose File No file chosen Upload

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

**Display \***  
 Show  
 Hide

**3.01 Select Show/Hide**

**3.02 Check Always on Send to all affiliates**

**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 (AMC) LUCKNOW

**4. Publish the content.**

Select which affiliates can access this content.

**Body**

**Text format** Full HTML [More information about text formats](#)

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

**Authoring information**  
By schooladmin schooladmin

**Publishing options**  
Draft (Current) Leave blank for *Anonymous*.

**Authored on**  
19-05-30 15:56:22 +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

**5. Click on publishing option & select the published.**

**6. Click on save button.**

Save Preview

Activate Windows  
Go to Settings to activate Windows.

**Picture 4.21**



## 4.21 TC issued Bulk Uploading

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

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

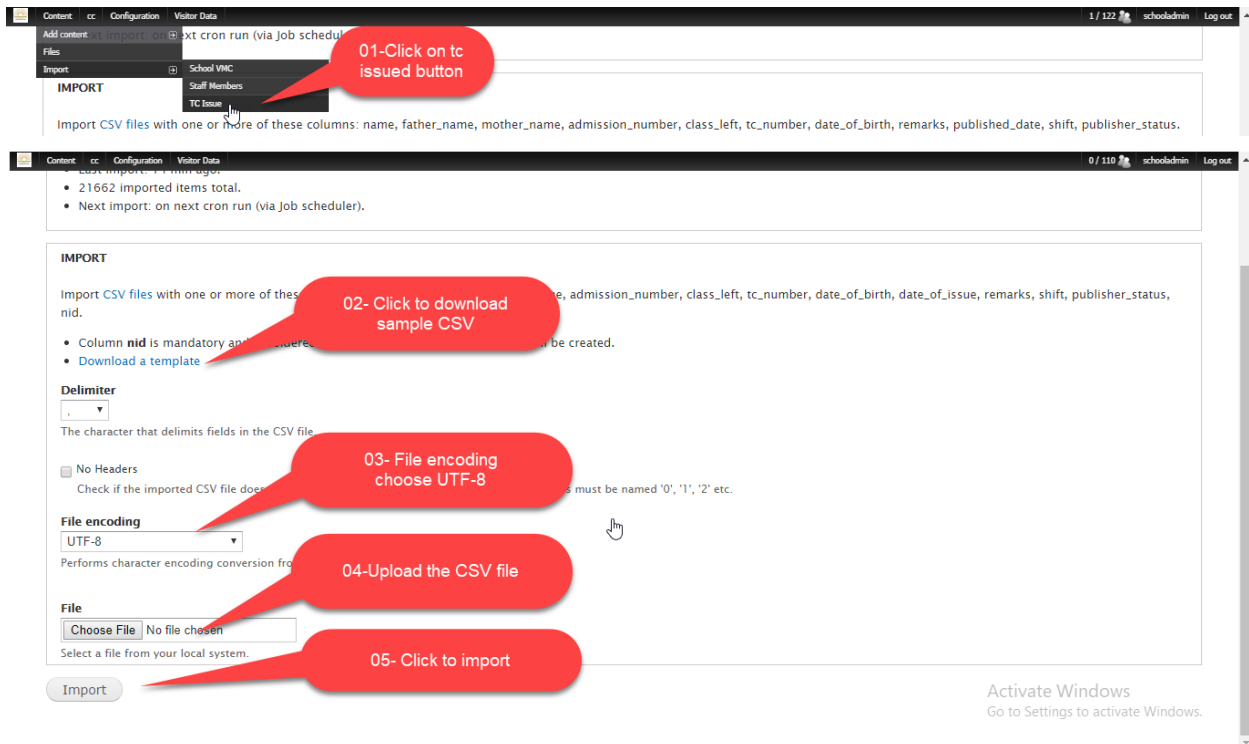
URL: `site_url/import/tc_issue`

**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 create a 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 issued record.

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

name	father_name	mother_name	admission_number	class_left	tc_number	date_of_birth	date_of_issue	remarks	shift	publisher_status
Anas Khan	S. Khan	Gh. Khan	123456	Xth	452	07-08-2019	07-08-2019	Parents Transfer	0	1

(Picture 4.22.1)

#### 4.23 Staff members Bulk Uploading

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

**Step 1: Content >> Import >> import/staff\_members (Refer to Picture 4.23)**

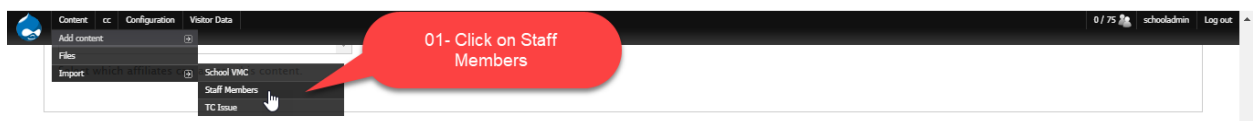
URL: `site_url/import/staff_members`

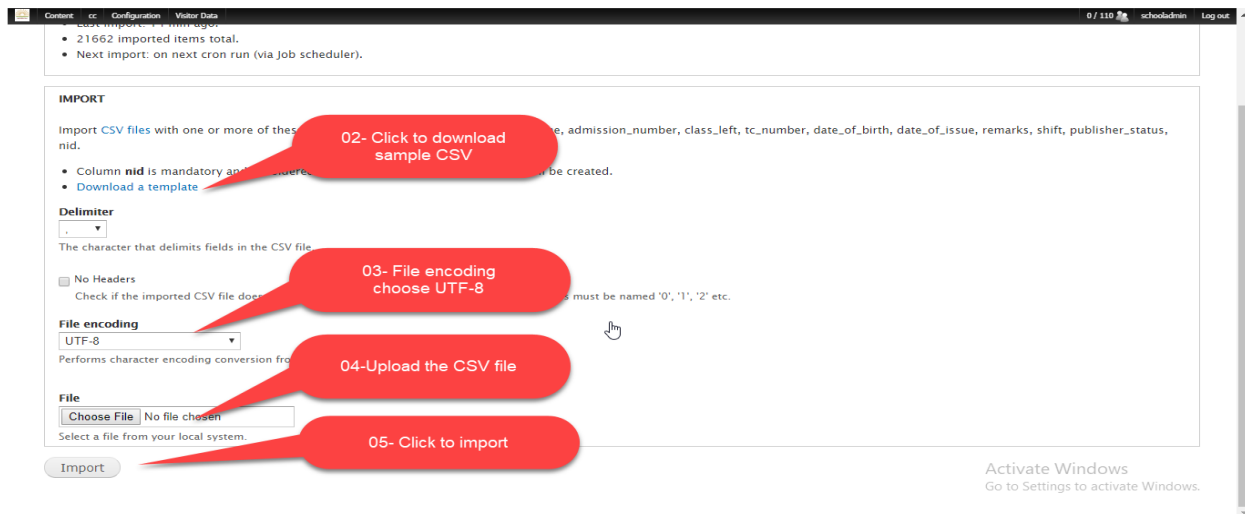
**Step 2:** Download the csv sample file for uploading the bulk record of Staff member. (Refer to Picture 4.23) point no.2 or see attached sample file with this user manual.

**Step 3:** Select delimiter (,)

**Step 4:** ensure 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 create a CSV file for bulk uploading of Staff member records 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.

staff_name	staff_member	designation	date_of_join_present_kv	date_of_join_postkv	employee_code	published_status
HARISH KUMAR	1982	Principal	0 30.07.2016	13.01.2007	3315	1
Mr. Bahadur Ram	1571	PGT-Hindi	0 22.06.2013	05.09.2007	8153	1
Mr. Jyotirmaya Joshi	1571	PGT-CS	0 27.09.2017	2009		1
Mr. Jyotirmaya Joshi	1571	PGT- Math	0 02.10.2017	2014		1

**(Picture 4.23.1)**

```

<div class="field-type-taxonomy-term" data-bbox="115 382 879 677">
  staff-member"
  <div class="form-item form-type-select" data-bbox="115 382 879 677">
    <label for="edit-field-staff-member-und" data-bbox="115 382 879 677">
      <select id="edit-field-staff-member-und" name="field_staff_member[und]" class="form-select" data-bbox="115 382 879 677">
        <option value="" data-bbox="115 382 879 677">Select a value -</option>
        <option value="1982" data-bbox="115 382 879 677">Principal</option>
        <option value="1983" data-bbox="115 382 879 677">Vice Principal</option>
        <option value="1571" data-bbox="115 382 879 677">Post Graduate Teacher</option>
        <option value="2652" data-bbox="115 382 879 677">Head Master</option>
        <option value="1572" data-bbox="115 382 879 677">Trained Graduate Teacher</option>
        <option value="2653" data-bbox="115 382 879 677">Primary Teacher</option>
        <option value="2654" data-bbox="115 382 879 677">Assistant Section Officer</option>
        <option value="2655" data-bbox="115 382 879 677">Senior Secretariat Assistant</option>
        <option value="2656" data-bbox="115 382 879 677">Junior Secretariat Assistant</option>
        <option value="2657" data-bbox="115 382 879 677">Lab Assistant</option>
        <option value="2658" data-bbox="115 382 879 677">Sub-staff</option>
        <option value="1574" data-bbox="115 382 879 677">Others</option>
      </select>
    </div>
  </div>
</div>

```

**(Picture 4.23.2)**

```

<div class="form-item form-type-select form-item-field-tc-issue-shift-ur" data-bbox="190 707 807 853">
  <label for="edit-field-tc-issue-shift-und" data-bbox="190 707 807 853">Shift </label>
  <select id="edit-field-tc-issue-shift-und" name="field_tc_issue_shift[und]" data-bbox="190 707 807 853">
    <option value="" data-bbox="190 707 807 853">- None -</option>
    <option value="1" data-bbox="190 707 807 853">First</option>
    <option value="2" data-bbox="190 707 807 853">Second</option>
    <option value="0" data-bbox="190 707 807 853">NA</option>
  </select>
</div> == $0

```

**(Picture 4.23.3)**

## 4.25 VMC members Bulk Uploading

This page will have some text information through CVS and you will be 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.**

The screenshot shows the 'Import' page for 'School VMC' in a web application. The interface includes a navigation menu, a status bar, and a main content area with the following elements:

- 01- click on School VMC:** A red callout pointing to the 'School VMC' link in the 'Import' dropdown menu.
- 02- Click to download sample CSV:** A red callout pointing to the 'Download a template' link in the 'IMPORT' section.
- 03- File encoding choose UTF-8:** A red callout pointing to the 'File encoding' dropdown menu, which is currently set to 'UTF-8'.
- 04- Upload the CSV file:** A red callout pointing to the 'Choose File' button in the 'File' section.
- 05- Click to import:** A red callout pointing to the 'Import' button at the bottom left of the form.

Additional visible text in the interface includes: '21662 imported items total.', 'Next import: on next cron run (via Job scheduler).', 'IMPORT', 'Import CSV files with one or more of these...', 'Column nid is mandatory and...', 'Delimiter', 'The character that delimits fields in the CSV file', 'No Headers', 'Check if the imported CSV file does...', 'File encoding', 'Performs character encoding conversion from', 'File', 'Choose File', 'No file chosen', 'Select a file from your local system.', and 'Activate Windows Go to Settings to activate Windows.'

(Picture 4.25)

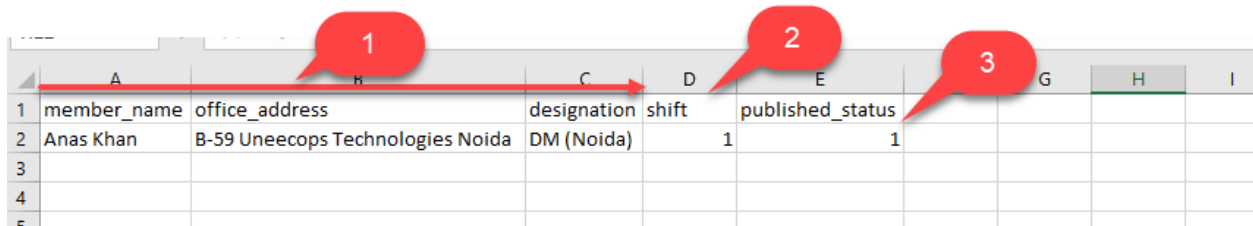
#### 4.26 VMC member Bulk CSV file formatting.

You need to create a CSV file for bulk uploading of VMC member records 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 records.



	A	B	C	D	E	F	G	H	I
1	member_name	office_address	designation	shift	published_status				
2	Anas Khan	B-59 Uneecops Technologies Noida	DM (Noida)	1	1				
3									
4									
5									

(Picture 4.25.1)

```
<div class="form-item form-type-select form-item-field-tc-issue-shift-ur
  <label for="edit-field-tc-issue-shift-und">Shift </label>
  <select id="edit-field-tc-issue-shift-und" name="field_tc_issue_shift[
    <option value=" none">- None -</option>
    <option value="1">First</option>
    <option value="2">Second</option>
    <option value="0">NA</option>
  </select>
</div> == $0
```

(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](#)

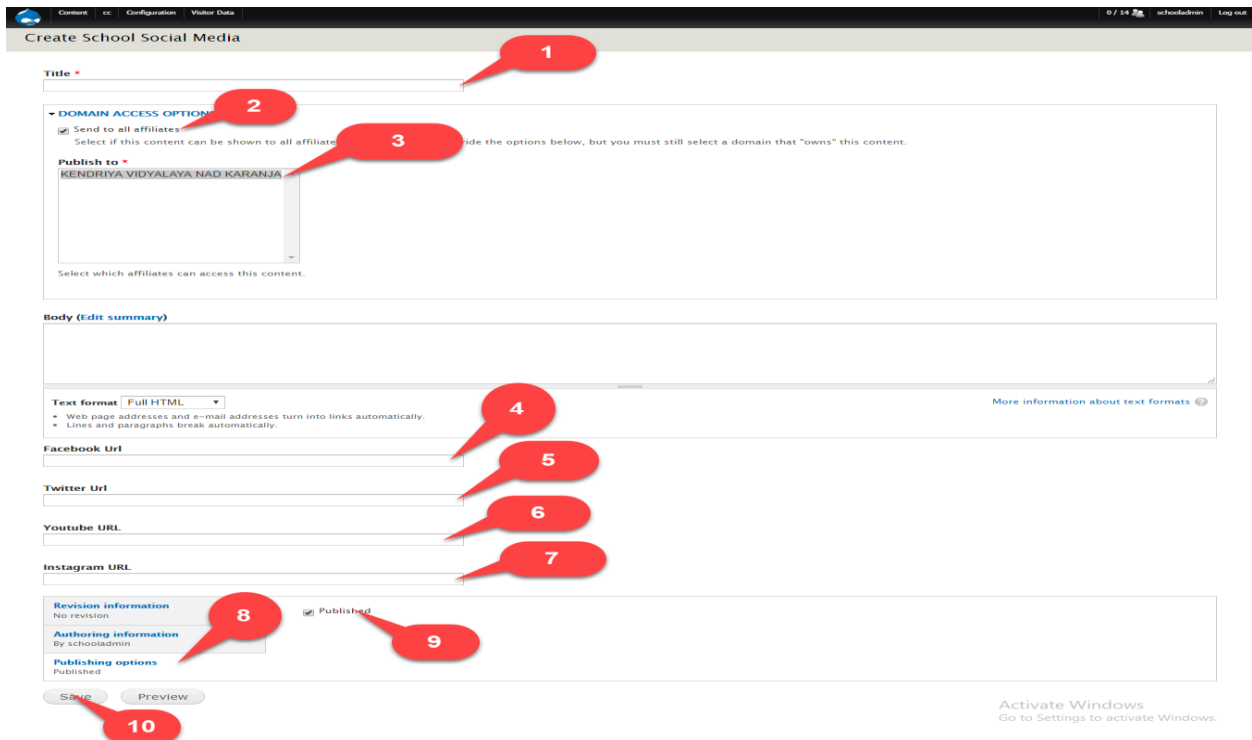
**Step 2: Creating School Social Media Content for English: (Refer to Picture 4.27)**

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 be able to bulk upload the Student Vacancy record.

**Step 1: Content >> import/school\_vmc (Refer to Picture 4.28)**

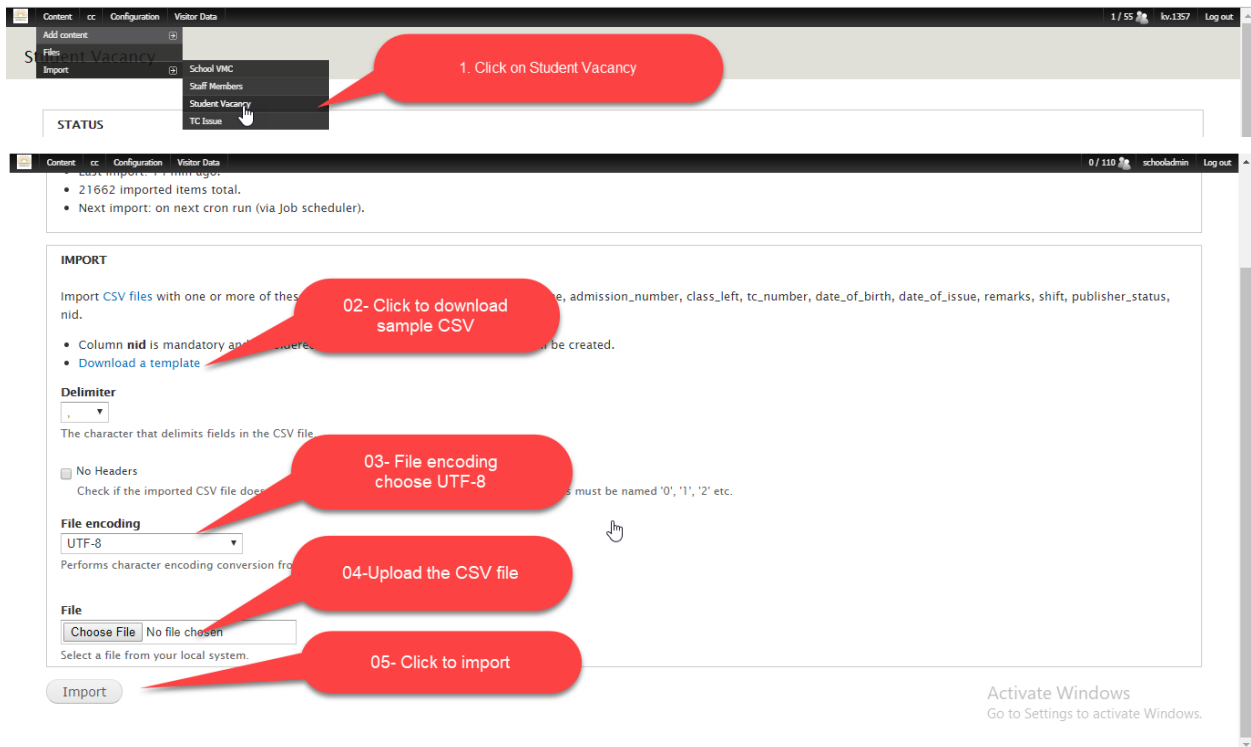
URL: `site_url/import/student_vacancy`

**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 create a CSV file for bulk uploading of VMC member records 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 values="I", "II", "III", "IV", "V", "VI", "VII", "VIII", "IX", "X", "XI", "XII" **(Picture 4.28.2)**.

**Step 2:** Enter the Enrollment 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.

vacancy_class	present_enrollment	number_of_section	average_enrollment	total_seats	category	published_status	shift	vacancy_title
I	452	2	3	10	SC	1	0	Student Vacancy- Class 1
II	453	1	5	10	GEN	1	0	Student Vacancy- Class 2
III	454	2	5	10	GEN	1	0	Student Vacancy- Class 3
IV	455	3	5	10	GEN	1	0	Student Vacancy- Class 4
V	456	2	3	10	SC	1	0	Student Vacancy- Class 5

**(Picture 4.28.1)**

```

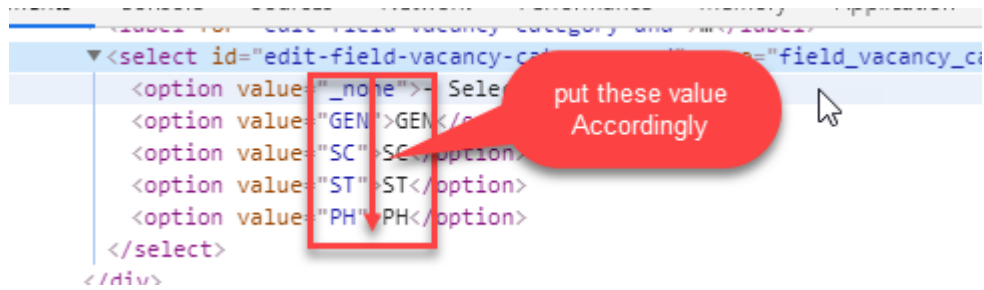
<option value=" none">- Select a value -</option>
<option value=" I">I</option>
<option value=" II">II</option>
<option value=" III">III</option>
<option value=" IV">IV</option>
<option value=" V">V</option>
<option value=" VI">VI</option>
<option value=" VII">VII</option>
<option value=" VIII">VIII</option>
<option value=" IX">IX</option>
<option value=" X">X</option>
<option value=" XI">XI</option>
<option value=" XII">XII</option>
</select>

```

**(Picture 4.28.2)**

```
<table border="1" data-bbox="197 87 799 105">
| code | field | vacancy | category | and | name | priority |
| --- | --- | --- | --- | --- | --- | --- |
| ▼ <select id="edit-field-vacancy-cat" data-bbox="197 105 799 125" type="text" value="">field_vacancy_cat</select> | | | | | | |
| <option value="" data-bbox="197 125 799 140">_none</option> - Sele | | | | | | |
| <option value="GEN" data-bbox="197 140 799 155">GEN</option> | | | | | | |
| <option value="SC" data-bbox="197 155 799 170">SC</option> | | | | | | |
| <option value="ST" data-bbox="197 170 799 185">ST</option> | | | | | | |
| <option value="PH" data-bbox="197 185 799 200">PH</option> | | | | | | |
| </select> | | | | | | |
| </div> | | | | | | |

```



(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**

The screenshot shows the 'Create Student Vacancy' form with 13 numbered callouts:

- 1: School Work
- 2: Title
- 3: Language
- 4: DOMAIN ACCESS OPTION
- 5: Publish to
- 6: Text format
- 7: Number of Section
- 8: Present Enrollment
- 9: Average Enrollment per Section
- 10: Vacancy Category
- 11: Vacancy class
- 12: Moderation state
- 13: Publishing options

**(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**

🔍 Search Results

▶ School Teacher Achiever

▶ School Teacher Vacancy

1- click on School  
Teacher VAcancy

Content: cc Configuration Visitor Data 2 / 16 kv.1357 Log out

## Create School Teacher Vacancy

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

**Title \***

**Language**  
English

**DOMAIN ACCESS OPTIONS**

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

**Publish to \***  
KENDRIYA VIDYALAYA AFS CHANDI NAGAR

Select which affiliates can access this content.

**Vacancy Designation \***  
Trained Graduate Teacher Physical And Health Education

**Number of Post Sanctioned**

**Number in Position**

**Number of Post vacant**

**DATE FROM WHICH VACANT**

**Date**  
22/08/2019  
E.g., 22/08/2019

**Number of Post Surplus**

**Remarks (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**  
By kv.1357

**Publishing information**  
Published

**Moderation state**  
Published  
Set the moderation state for this content.

Save Preview

Activate Windows  
Go to Settings to activate Windows.

(Picture 4.31)

### 4.32 School Gyan Kosh.

This page will have some text information, Attachment for 10<sup>th</sup> & 12<sup>th</sup> 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 10<sup>th</sup> Class:** Provide Attachment for 10<sup>th</sup> Class.
8. **Title & URLs:** Provide the Provide the Title of the URLs and URLs.
9. **Attachment for 12<sup>th</sup> Class:** Provide Attachment for 12<sup>th</sup> 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](#)

› [School ICT Infrastructure](#)

1. Click on School Gyankosh

## Create School Gyan Kosh

New content: Your draft will be placed in moderation.

**Title \***

**Language**  
English

**DOMAIN ACCESS OPTION**

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

**Publish to \***  
KENDRIYA VIDYALAYA AFS CHANDI NAGAR

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.

**DATE**

**Date**  
22/08/2019  
E.g., 22/08/2019

**Attachment File**

No file chosen

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.

**UPLOAD FILE**

**Add a new file**

No file chosen

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

**Authoring information**  
By kv.1357

**Publishing options**  
Preview

**Moderation state**  
Preview  
Set the moderation state for this content.

Activate Windows  
Go to Settings to activate Windows.

(Picture 4.32)

----THE END----