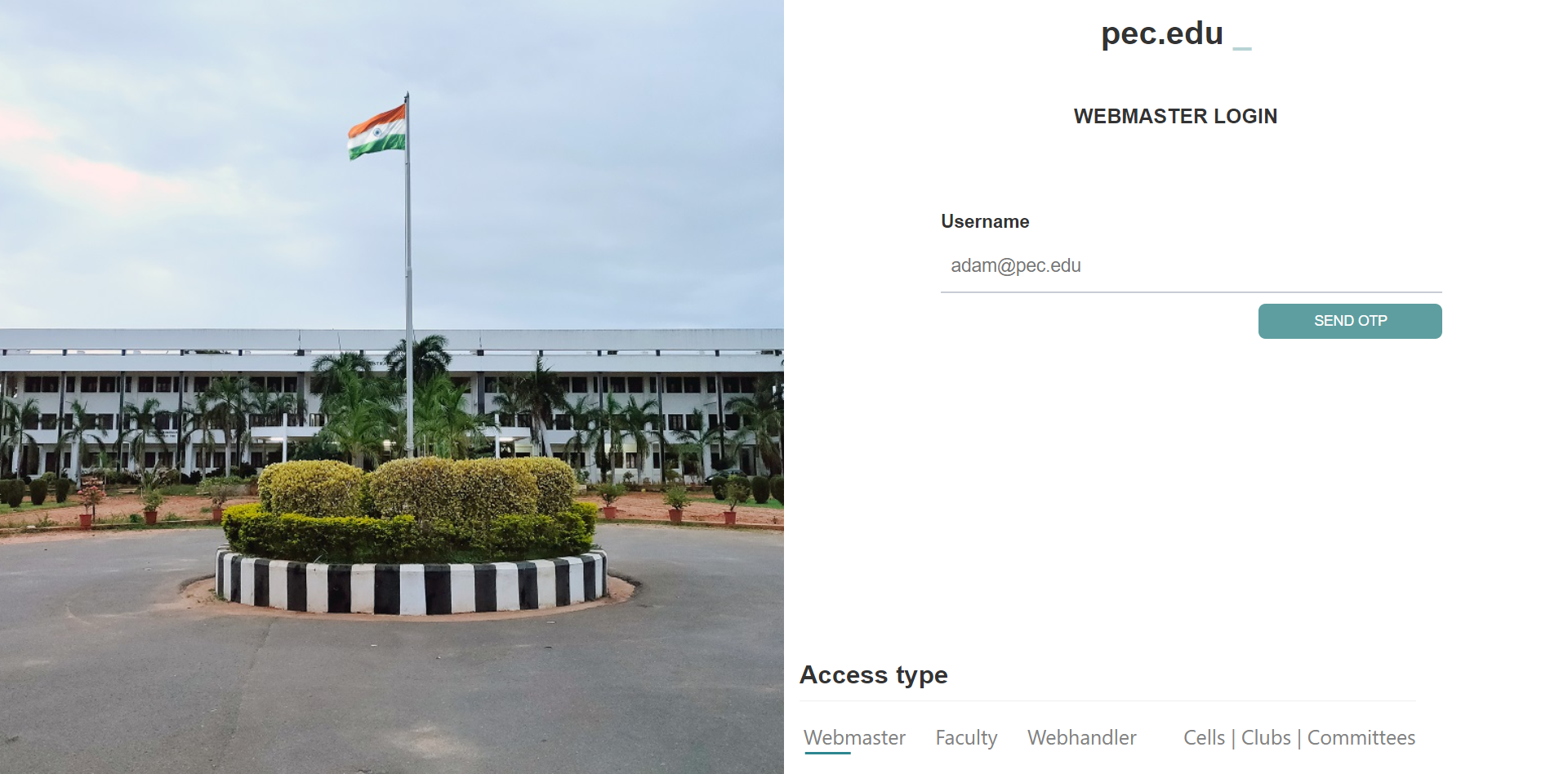
Pec.edu CMS\_ Handbook

# Login



Login for Webmaster, Faculty, Web-handler, 4C accounts-

1. Select the desired ‘Access Type’ from the options given at the bottom.
2. Enter Username i.e. your registered email and press Send OTP.  
   For 4C access select the respective title.
3. OTP will be sent if your mail id matches the registered mail id for the account.  
   The OTP will be sent from [noreply@pec.edu](mailto:noreply@pec.edu) and is an 8 digit PIN number.

# WEBMASTER features

## Webmaster initialization

Manual: To add a webmaster manually you have to first enter the fields in the login table (if you are entering manually, please enter the department as others so that a global identity is maintained other than the department specific one) and then add the id and designation associated in the idref and desg columns of role table.

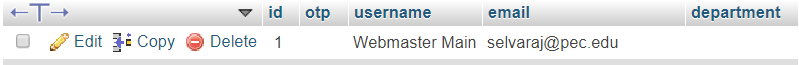


Figure : Fields in login table



Figure : Fields in role table

From CMS: Go to add roles and fill the required fields.

You may delete a webmaster from the ‘View Roles’ option.

## Adding Faculty

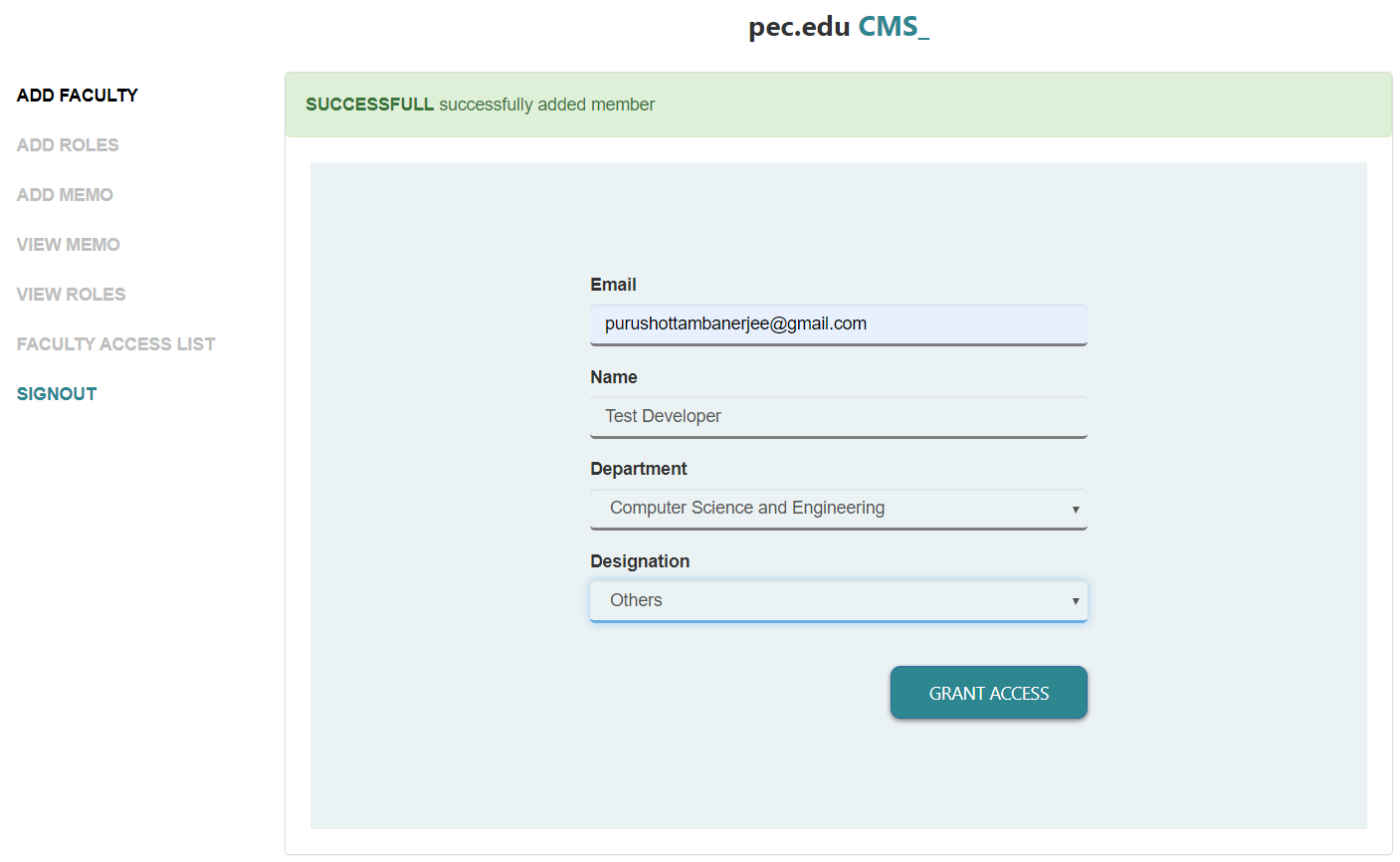


Figure : Adding a faculty

Provide the registered @pec.edu email, name of the Faculty (e.g. Ashok), department and designation (options: Professor, Assoc. Professor, Asst. Professor, Programmer, Others).

Note: This will add the faculty to the login table (for cms login) and basic\_faculty\_info (for department view) table. In case the faculty name is to be changed (e.g. Ashok -> Dr. Ashok) please visit the basic\_faculty\_info table and change the name there.   
Warning: The faculty list is to be added seniority wise as the listing is done based on the automatically generated id.

On addition, the card will be automatically added to the department with empty data which the faculty can fill from Faculty login.



Figure : Faculty card by default on department view

## Adding a department HOD

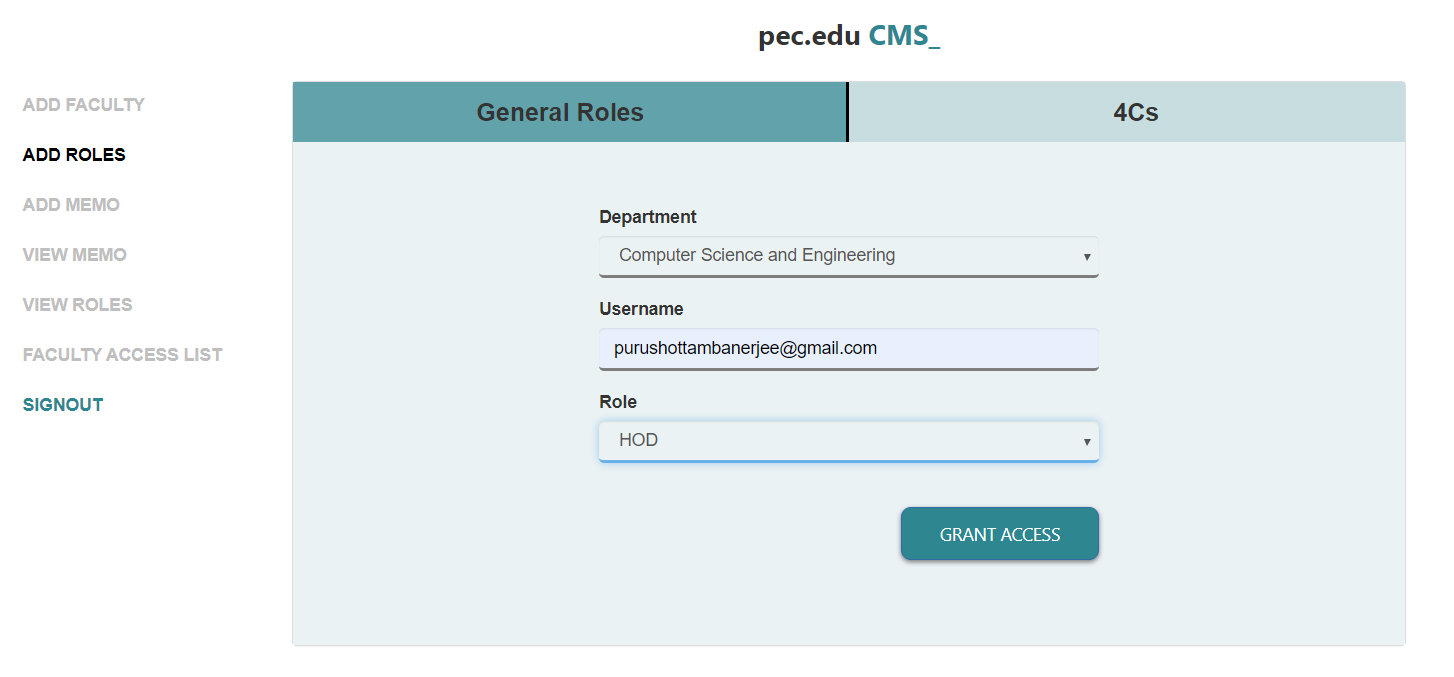


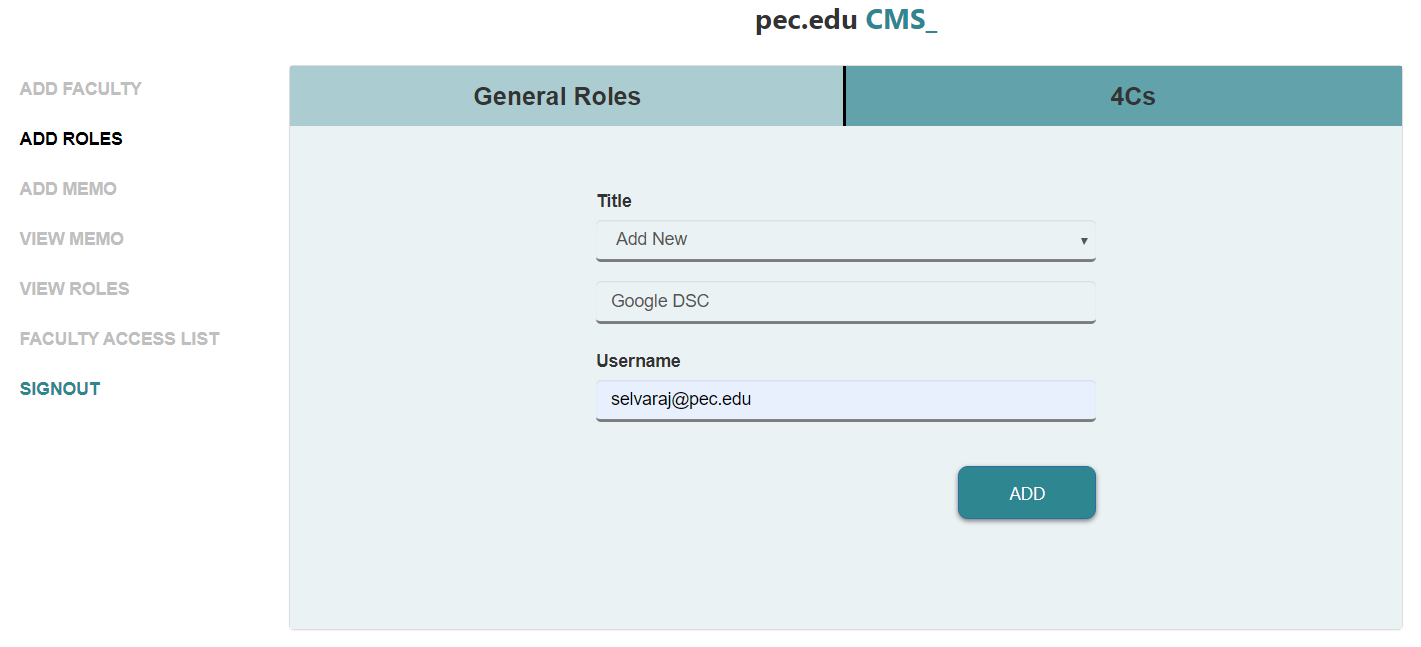
Figure : Adding HOD

Select the department, enter the associated mail id of the faculty and select the role as HOD.

Note: Only one HOD is associated with a department. It considers the newest entry. A department HOD has the additional option of adding staffs of the department from the Faculty login console. The tables associated are login and role directly and basic\_faculty\_info indirectly.

## Adding a 4C convener

Select the 4Cs tab in the ‘Add Roles’ option.



Select the title from the drop-down and give the associated convener mail id.

If the title is not given select ‘Add New’ from the dropdown, a field will prompt for the new title.

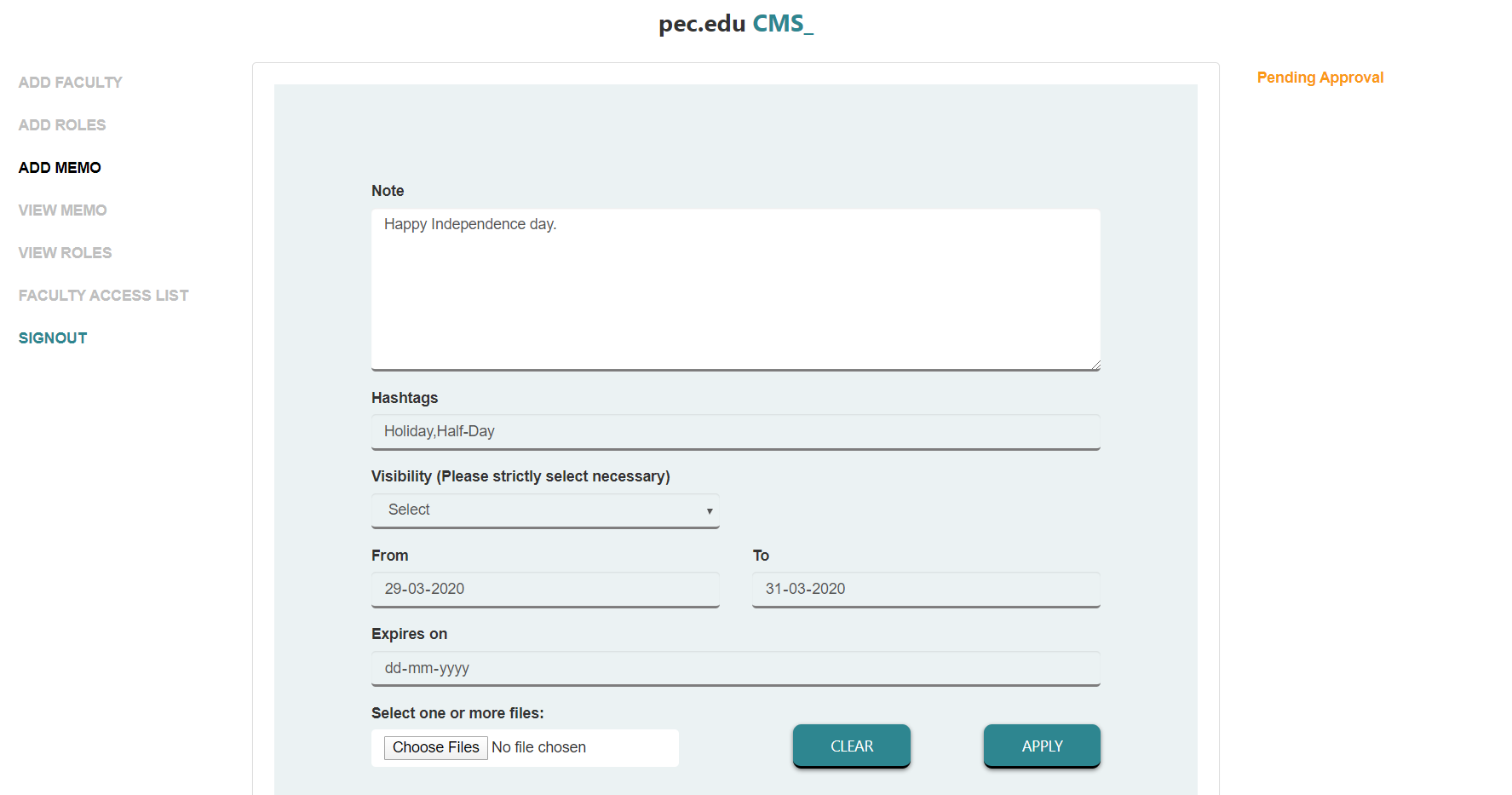
Note: Multiple titles may be associated with same convener mail id (e.g. [Ashok@pec.edu](mailto:Ashok@pec.edu) for clubs X and Y both). The table associated for web-handlers is the login table.

## Adding a Webhander

Done through General Roles tab of ‘Add Roles’ option. Follow regular process. Table associated are login and role.

Note:

## Adding a Memo



Note: Enter your description. Please start with a brief summary as the card will display the first 15 words. Styling is not recommended inside the text field as the text file is automatically processed to generate a downloadable calendar file.

Hashtag: Enter one word descriptions separated by a comma (e.g. Holiday,Half-Day)

Visibility: 3 categories – all departments and main page (displays as departmental notice on home pages and all departs), main page (only home page) and department specific (only that department).

Expiry: The notice shall be hidden on the next day of given expiry date.

Webmasters can choose to upload one or more files with the memo (hold down shift/ctrl while selecting the files).

Webmasters has to approve any notice and update to be posted on the website and applications from faculty can be viewed on the right ‘Pending Approval’ section.

Note: If you encounter any error in adding it would mostly be due to character conflicting. These are additional measures taken considering website security. At such times HTML character codes are to be used. Some known conflicts:   
(Refer: <https://www.rapidtables.com/web/html/html-codes.html>)

|  |  |
| --- | --- |
| View | HTML code |
| ‘ | &#39; |

So, if you want to enter Student’s enter as Student &#39;s