NIC Asia Bank CMS

Detailed User Manual

For Product Tags

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Document Control

Version History

Version Number	Date	Author	Comment
1.0	2 Feb 2025	Bivek Kumar Sah	

1. Introduction

1.1 Purpose

Its purpose is to streamline content creation, publishing, and management while ensuring consistency and security across digital platforms. NIC ASIA **CMS** is likely a platform used for managing digital content, such as website pages, blogs, documents, and multimedia, for NIC ASIA Bank.

1.2 Definition, Acronyms, and Abbreviations

Term	Description
CSR	Content Management System
CSR	Corporate Social Responsibility
EN	English
NP	Nepali

2. Login to the CMS

- Login to the CMS of NIC Asia Bank.

I. Open your Browser. Enter URI: **Click here**

II. Enter **"Email".**

III. Enter **"Password".**

IV. Click on the **"Login button".**

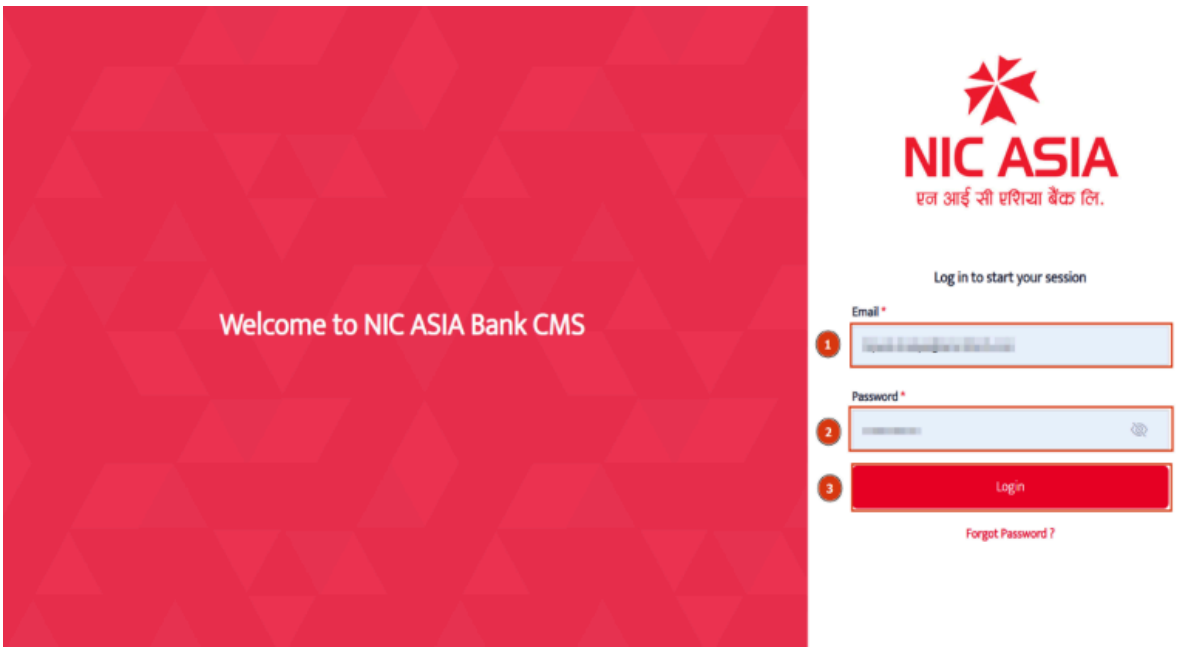

Fig 2:Login Page

- **The User will be redirected to the dashboard.**

2.1 Forget Password

I. Open Your Browser. Enter URL: **Click here**

II. Click on the **"Forget Password?"**

III. Enter **"Email"**

IV. Click on the **"Submit button"**

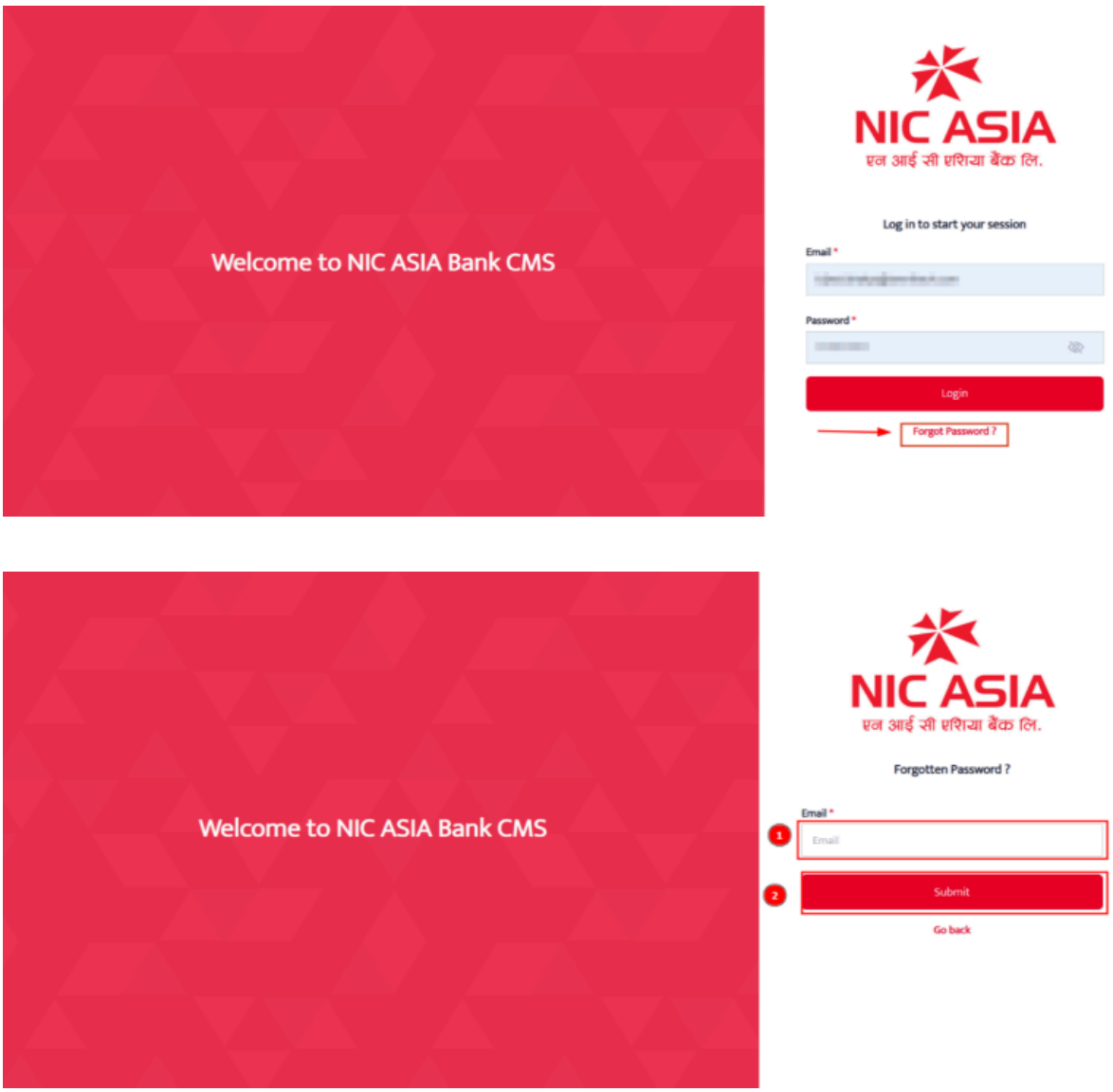

Fig 2.1: Forget password

- **The User will get the OTP and set the new Password.**

3. Functionalities / CRUD operations of Product tags

- As you visit different pages on CMS, the following operations/functionalities will be available.

3.1 Search

- Search for Specific information.

I. Click on the **"Search field"** and type the information what you want from there (e.g. Product tags).

II. Click on the **"Product"** then it can show the drop-down arrow.

III. Click on the **"Product tags".**

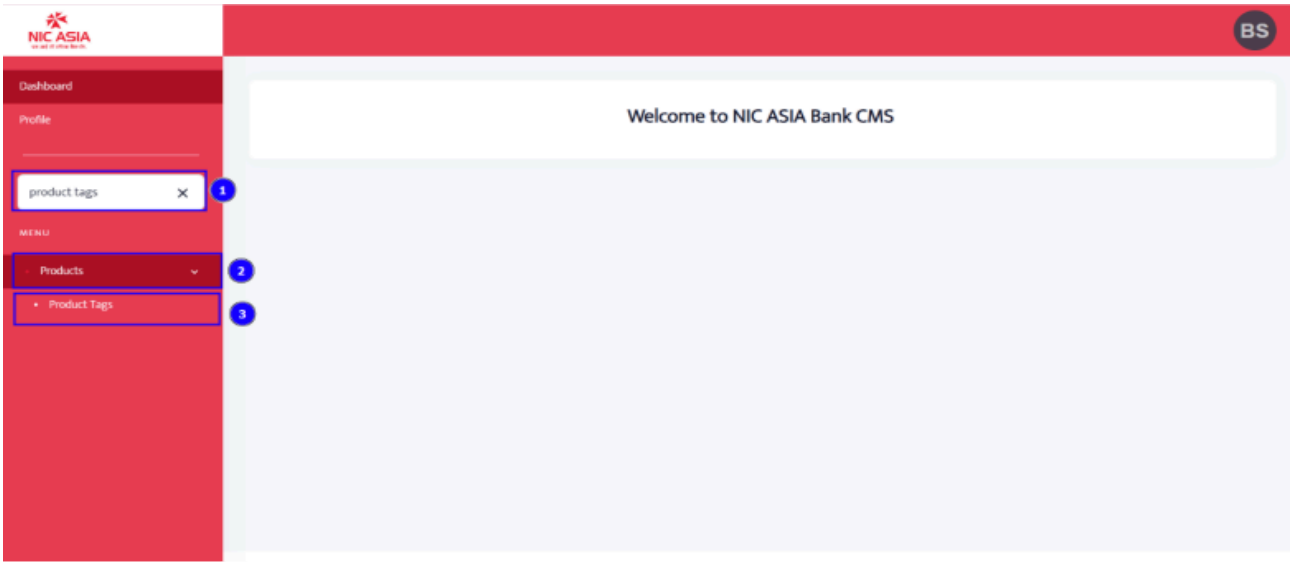

Fig 3.1: Search menu

- **The User will enter into the product tags.**

3.2 Search field for Product tags

- **To Search for specific information.**
  - ☐ **Click on the "Search" field and paste your search text.**

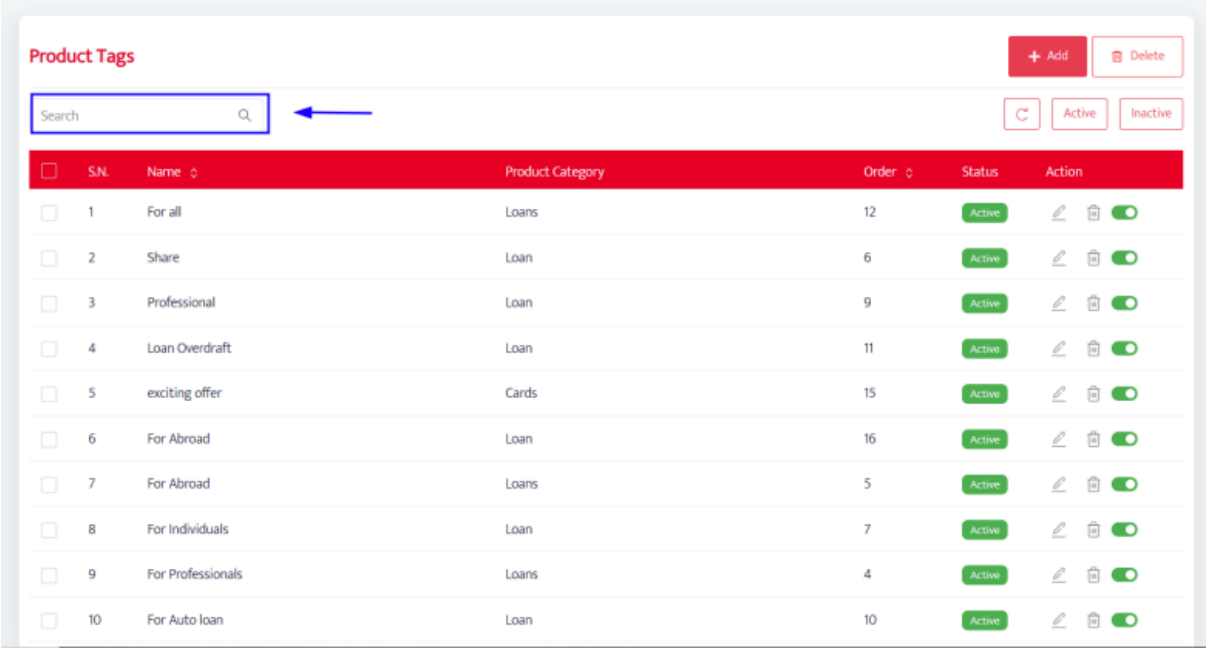

Fig 3.2: Search for information

- **The User will get the detailed information.**

3.3 Active/Inactive

- ☐ **Active/Inactive single information,**
- ☐ **Click on the "Toggle" button under action**

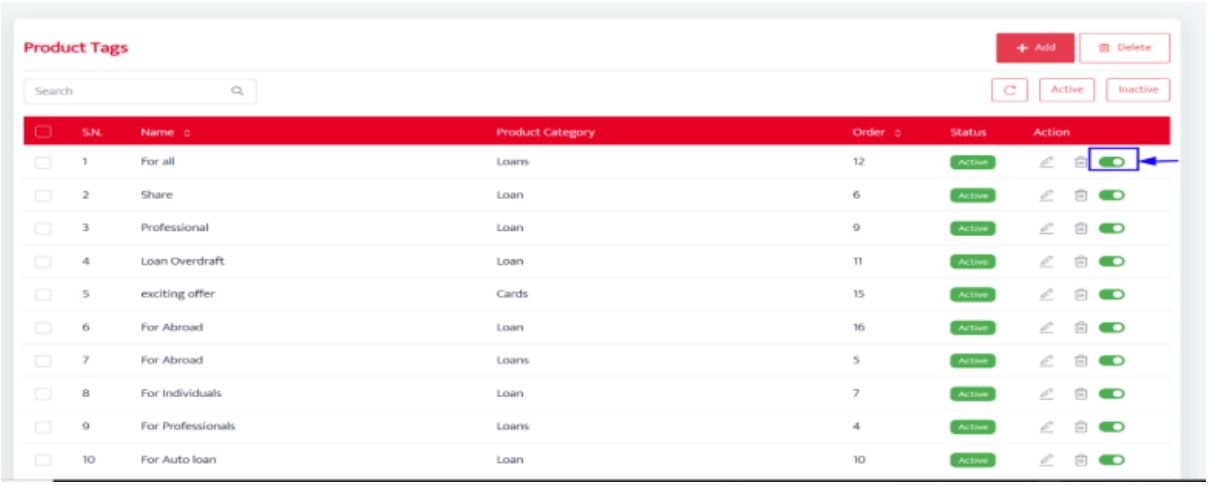

Fig 3.3: Active/Inactive Single information

- **To activate multiple information**
  - ☐ Activate checkboxes besides **"S.N"** .
  - ☐ Click on the **" Active button"** located at the top right below the Delete button .

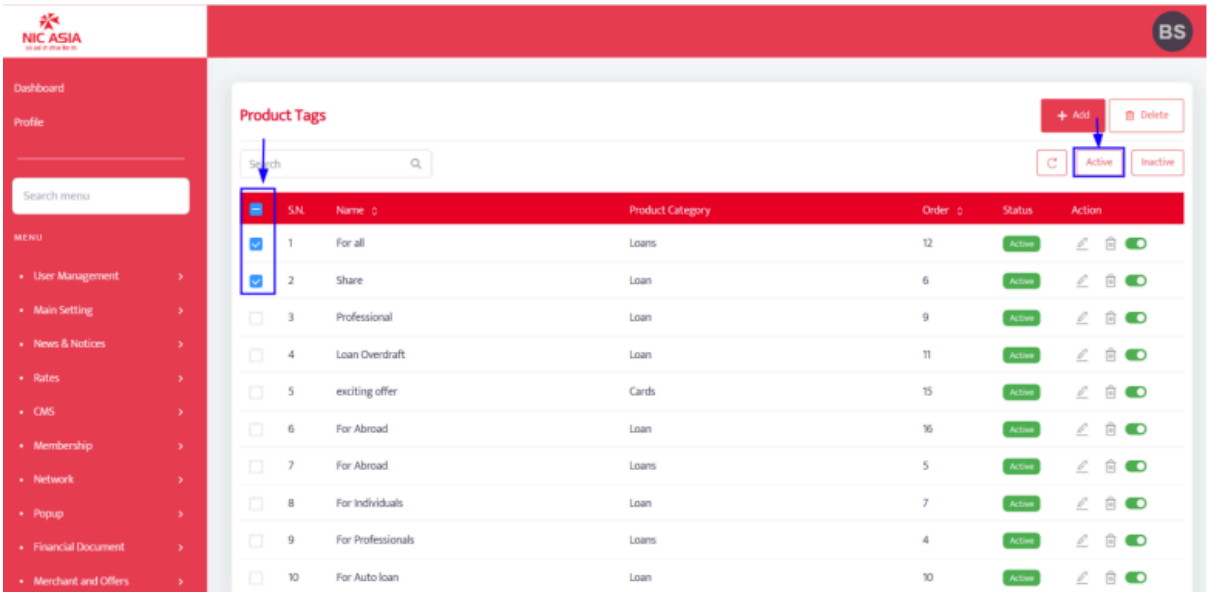

Fig 3.4:Activate Multiple Information

- **To deactivate multiple information**

☐ **Activate checkboxes besides "S.N" .**

☐ **Click on the "Inactive" button located at the top right below the "Delete" button .**

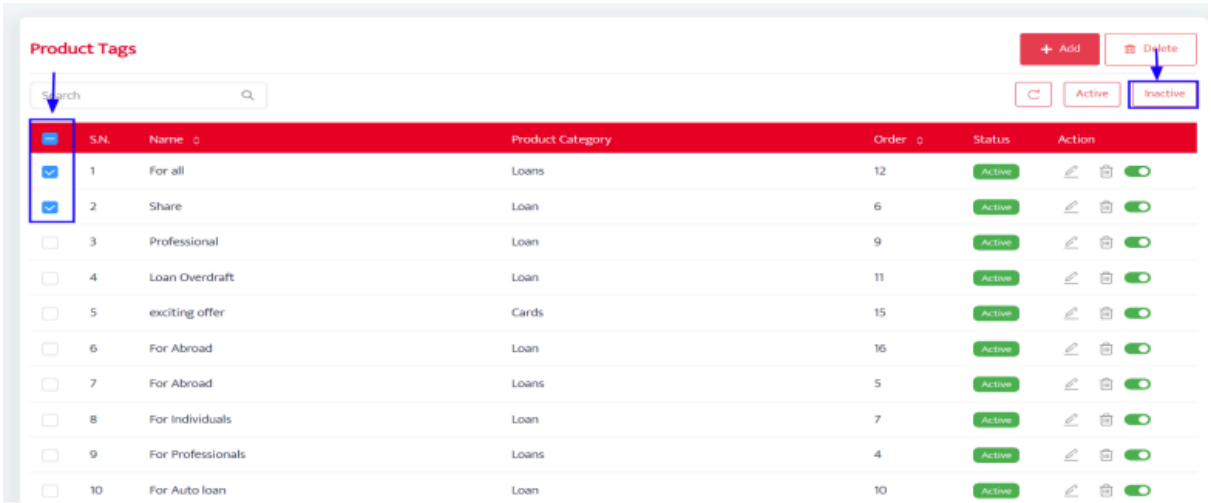

Fig 3.5:Deactivate Multiple Information

4. Add Product Tags

- **To add a new user**

I. **Click on the “Add button” .**

II. **Enter “Name (En)” .**

III. **Enter “Name(Np)” .**

IV. **Select “Product Category” .**

V. **Select “Status option” .**

VI. **Click on the “Save button “ .**

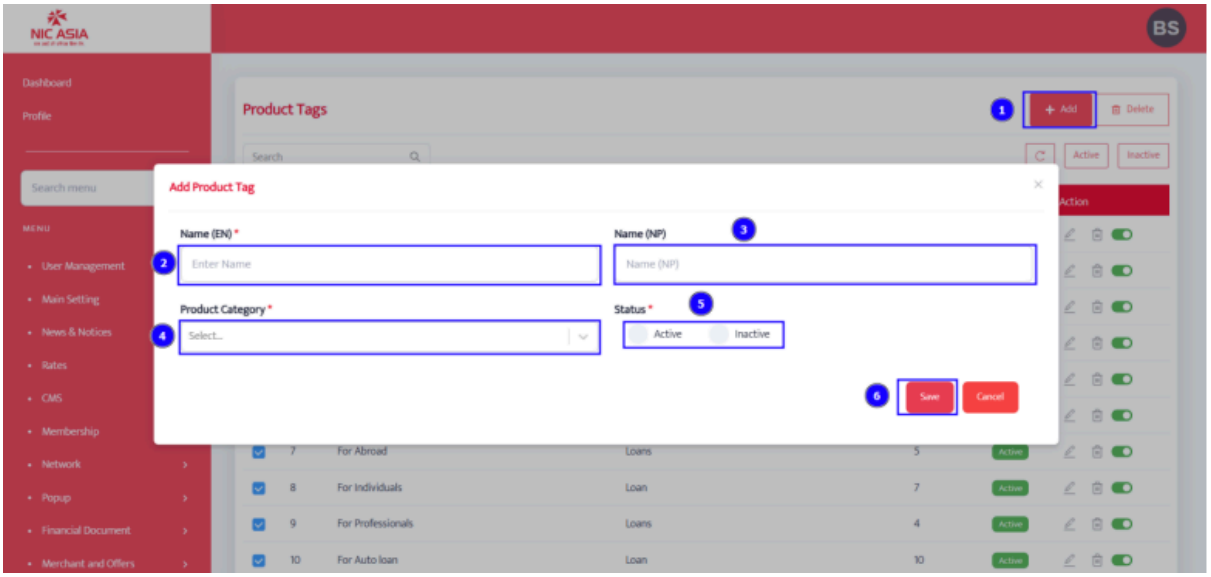

Fig 4:Add User

5. Edit User

- To Edit the exist User.

I. Click on the **“Edit Icon”** under Action .

II. Edit the Name in the **“Name(EN) Field “ and “Name(NP) Field”**.

III. Select the **“Product Category”** .

IV. Select the **“Status “** .

V. Click on the **“Save button”** .

Vi. Click on the **“Cancel button”** if the user doesn't want to edit any of the fields .

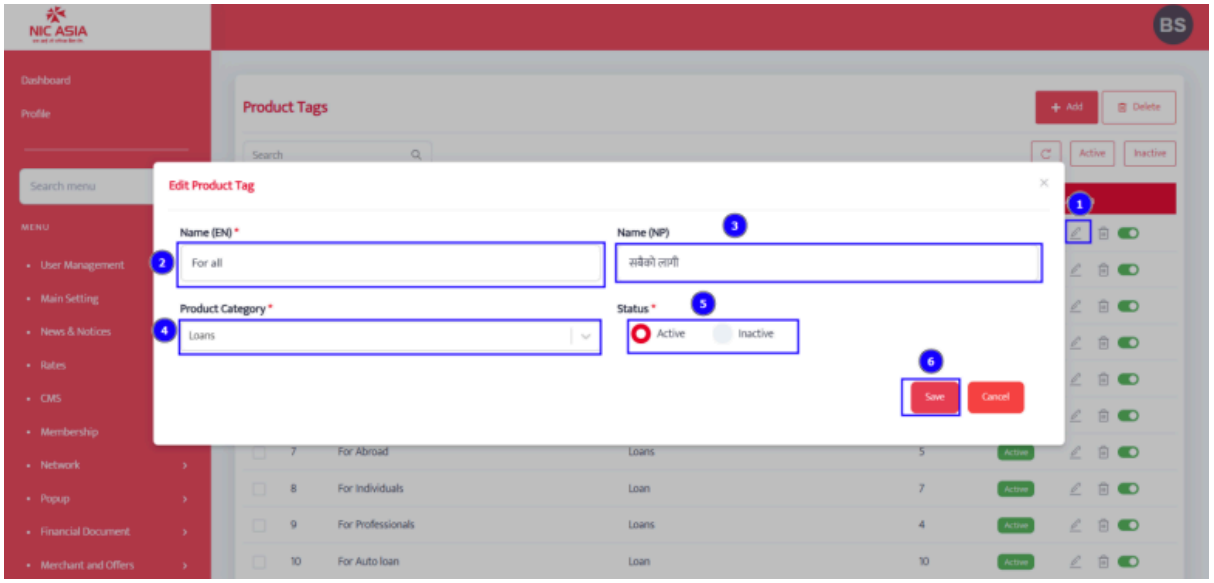

Fig 5: Edit User

6. Delete User

6.1 Delete Single User

I. Click on **“Delete Icon”** under Action .

II. Select **“OK” or “Cancel”** .

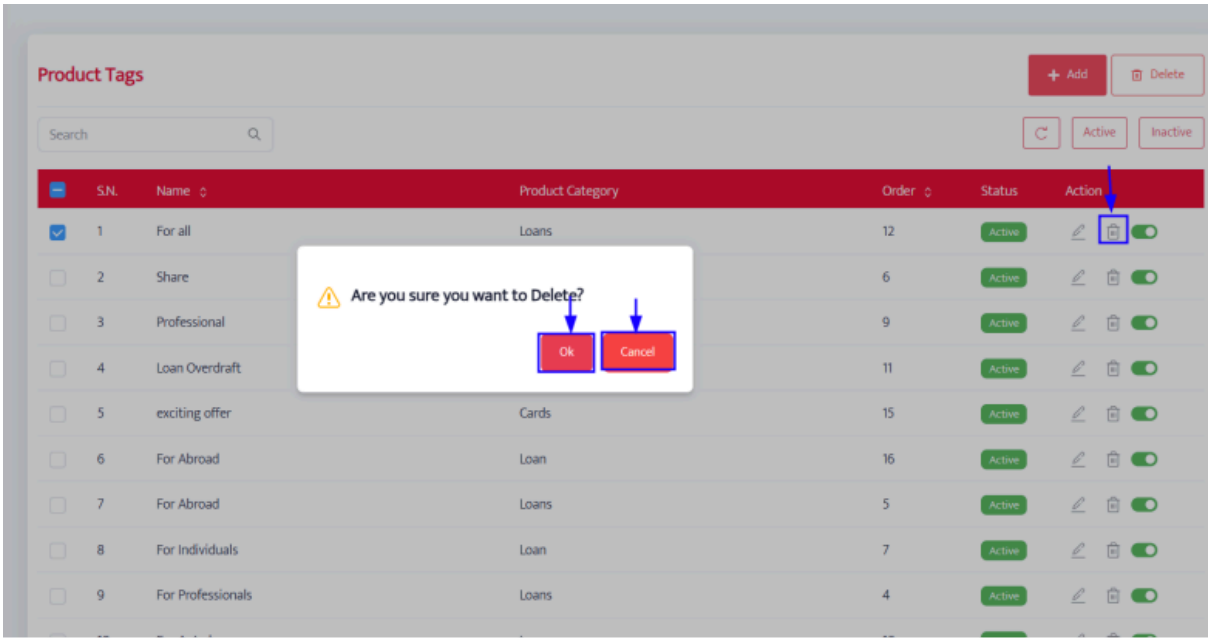

Fig 6.1:Delete Single User

6.2 Delete Multiple User

I. Delete checkboxes besides **"S.N"** .

II. Click on the **"Delete button"** .

III. Select **"OK button" or "Cancel button"** .

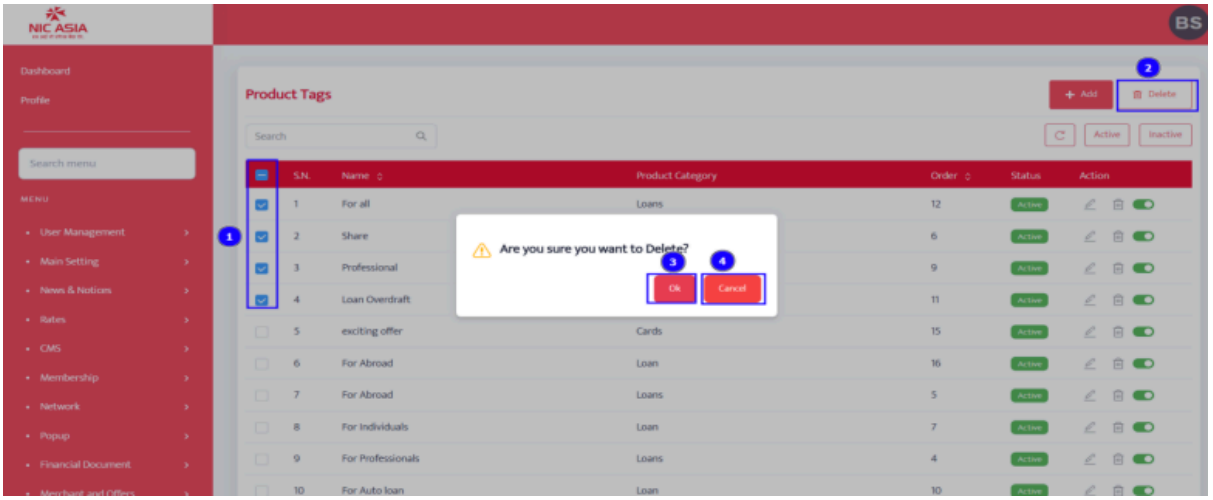

Fig 6.2:Delete Multiple User