



Version: CeG/KRN 2.0.0

Web Portal User Manual

Guidelines, Responsibilities, Activities and Methods

LOGIN Kannada Official Website of GoK Corona Related Information

SRI BASAVARAJ BOMMAI
Hon'ble Chief Minister | Govt. of Karnataka

ceG Centre for e-Governance Department of e-Governance, GoK

CONTACT US

slider

Click here Call 1902 to register your grievance (if any) regarding any scheme / service delivery of Government of Karnataka

News & Events Read All

Feedback

Karnataka State Web Portal

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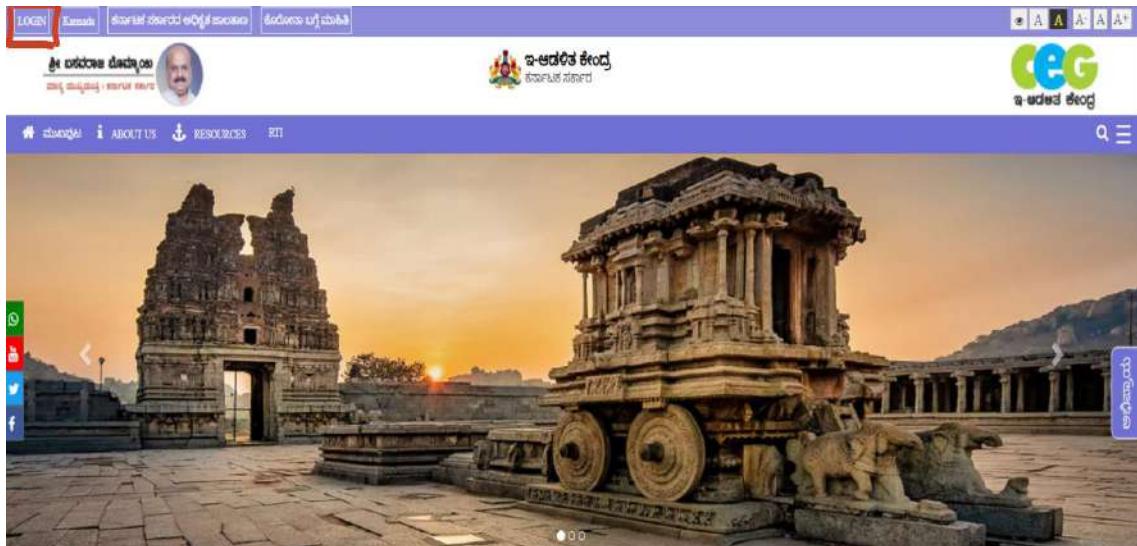
A. Creator Activities

1. Logging into CMS

Step.1: Sign In

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

Step 2: Click on Sign in button inside the website



Step 3: Later a new window appears in which

A screenshot of the 'Welcome to CEG CMS' login page. The page has a light blue header with the text 'Please login with your Username and Password.' Below this is a form with four numbered fields: 1. A user input field with a person icon containing the text 'creator@site'. 2. A password input field with a lock icon containing '.....'. 3. A CAPTCHA input field with the code '7w4Pj' and a placeholder 'Enter Captcha Code'. 4. A blue 'Login' button at the bottom right. The entire form is contained within a white box with rounded corners.

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

2. Uploading Profile

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

Step 1: Login to CMS

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



Step 3: Next click on the Profile option



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



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

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



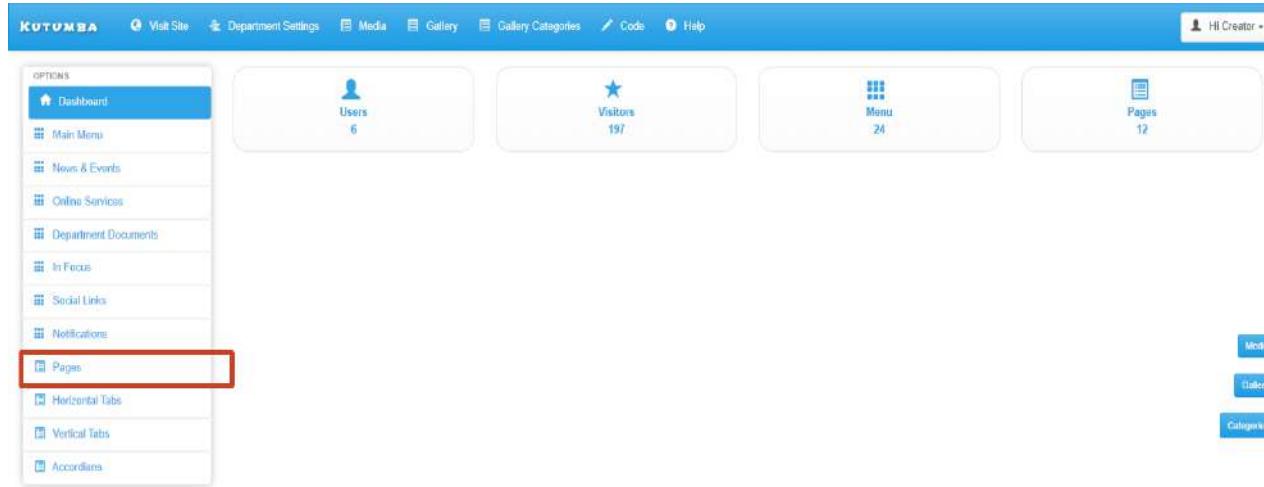
(In case you don't receive this message it means there are some defects while entering information. Kindly, revisit the process and set right the mistakes if any).

3. Creating Pages

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

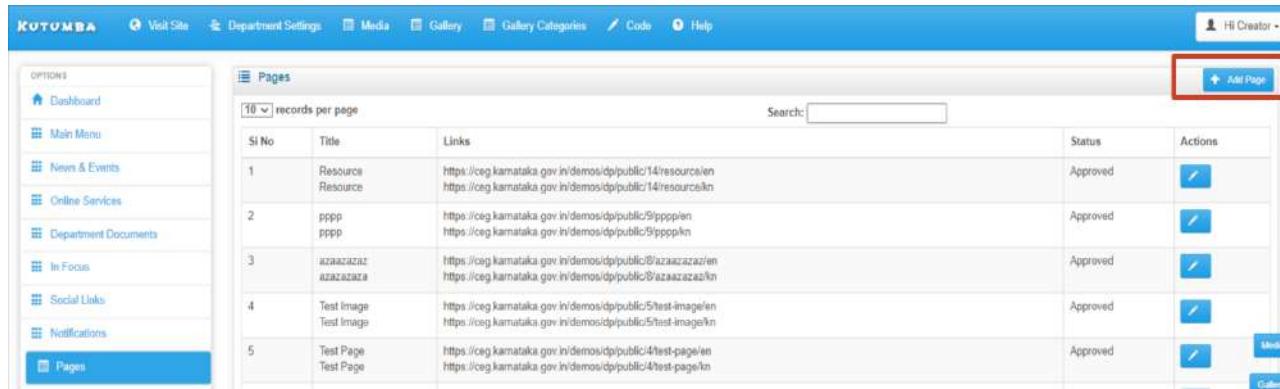
Step 1: At first login to the CMS of the website.

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



The screenshot shows the KUTUMBA CMS dashboard. On the left, there's a sidebar titled 'OPTIONS' with various menu items like 'Dashboard', 'Main Menu', 'News & Events', etc., and 'Pages' which is highlighted with a red box. The main area has four cards: 'Users' (6), 'Visitors' (197), 'Menu' (24), and 'Pages' (12). Below the cards are three buttons: 'Media', 'Gallery', and 'Categories'.

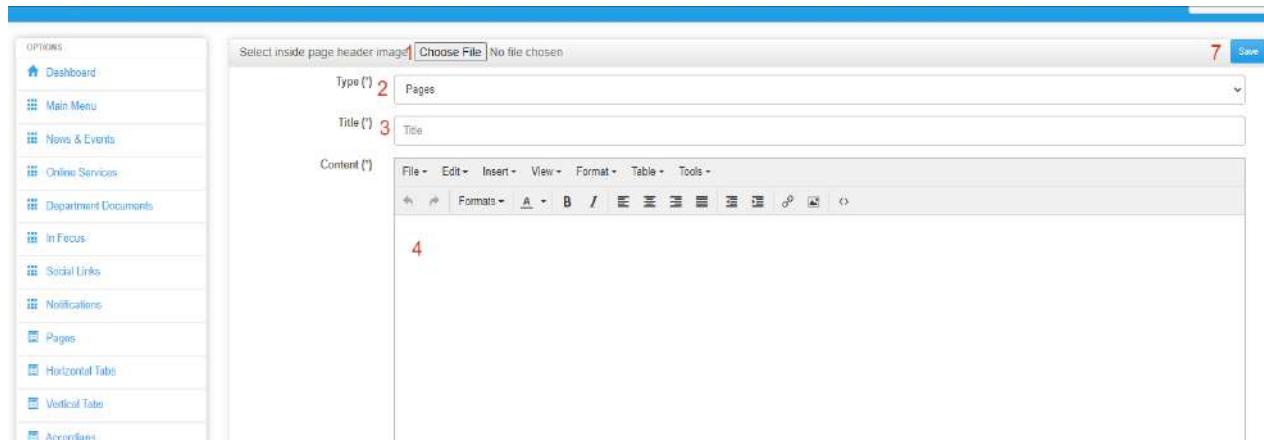
Step 3: Click on the Add Page button located on the left side of the window.



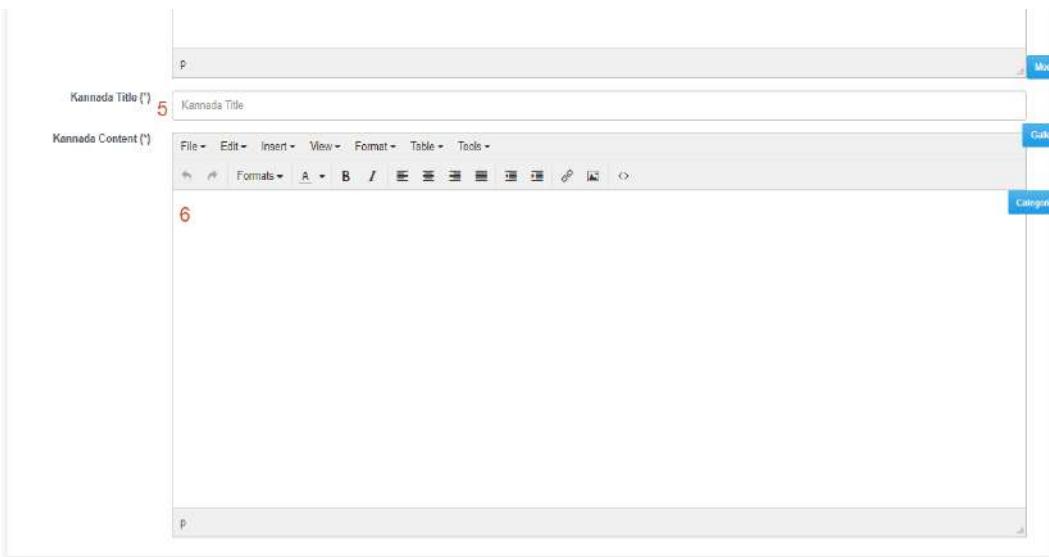
The screenshot shows the 'Pages' list page. The left sidebar has 'Pages' highlighted with a red box. The main table lists five pages with columns for 'SI No', 'Title', 'Links', 'Status', and 'Actions'. A red box highlights the 'Add Page' button at the top right of the table.

SI No	Title	Links	Status	Actions
1	Resource Resource	https://ceg.karnataka.gov.in/demos/dp/public/14/resource/en https://ceg.karnataka.gov.in/demos/dp/public/14/resource/in	Approved	Edit
2	pppp pppp	https://ceg.karnataka.gov.in/demos/dp/public/5/ffffpppp https://ceg.karnataka.gov.in/demos/dp/public/5/ffffpppp/in	Approved	Edit
3	azazazazaz azazazaz	https://ceg.karnataka.gov.in/demos/dp/public/0/azazazazaz/en https://ceg.karnataka.gov.in/demos/dp/public/0/azazazazaz/in	Approved	Edit
4	Test Image Test Image	https://ceg.karnataka.gov.in/demos/dp/public/5/test-image/en https://ceg.karnataka.gov.in/demos/dp/public/5/test-image/in	Approved	Edit
5	Test Page Test Page	https://ceg.karnataka.gov.in/demos/dp/public/4/test-page/en https://ceg.karnataka.gov.in/demos/dp/public/4/test-page/in	Approved	Edit Media Category

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



The screenshot shows the 'Add Page' form. The left sidebar has 'Pages' highlighted with a red box. The form fields include 'Select inside page header image' (with a 'Choose File' button and 'No file chosen' message), 'Type' (set to 'Pages'), 'Title' (set to 'Title'), 'Content' (with a rich text editor toolbar), and a preview area containing the number '4'.



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

A. Creating tables in the pages

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

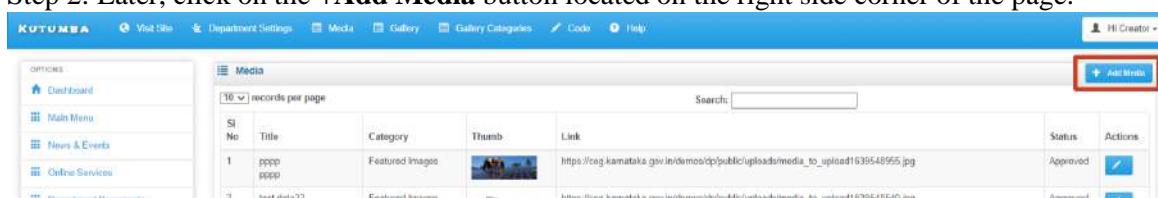
B. Uploading photographs

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

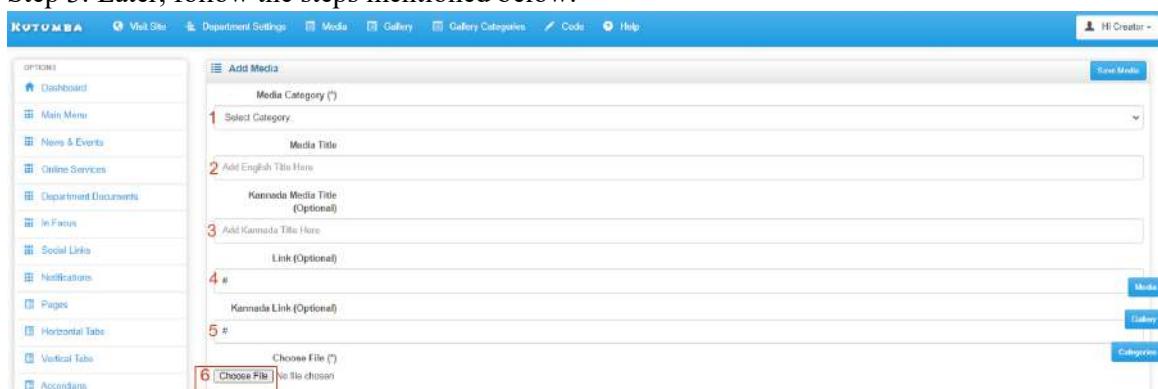
Step 1: Click on the **Media** button on the page after you have logged in.



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

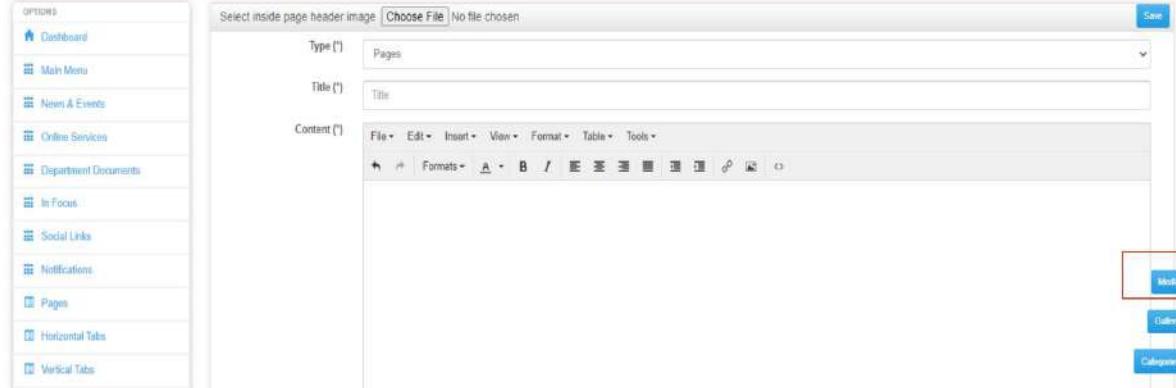


Step 3: Later, follow the steps mentioned below:



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

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



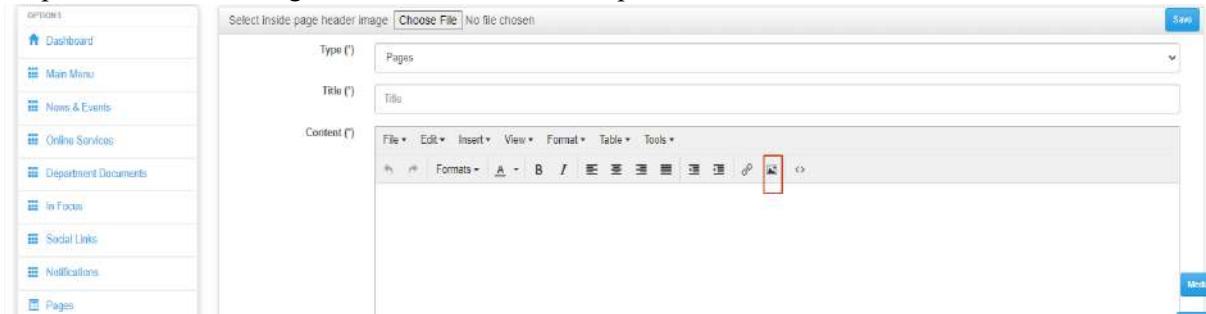
Step 2: Later, in the page that opens up copy the URL of the image to be uploaded or click on the copy button as shown in the below image.

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

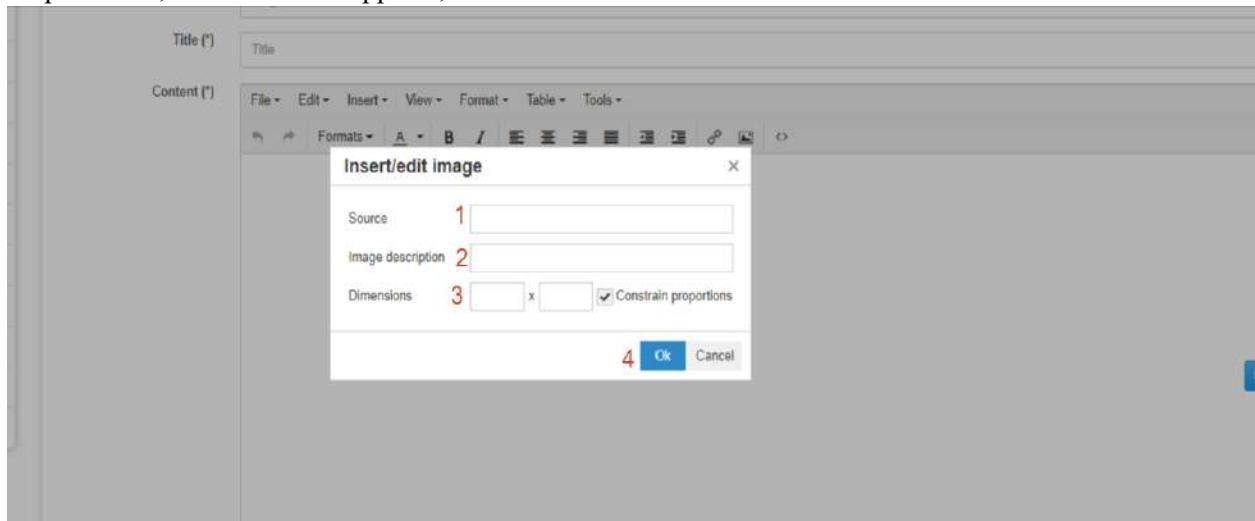
Step 3: Click outside the page.

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

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



Step 6: Later, in the box that appears,



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

4. Uploading documents to server

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

Step 1: Login to the website.

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

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

Sl No	Title	Category	Thumb	Link	Status	Actions
1	pppp pppp	Featured Images		https://ceg.karnataka.gov.in/demos/dp/public/uploads/media_to_upload163954895.jpg	Approved	
2	test data22 test data22	Featured Images		https://ceg.karnataka.gov.in/demos/dp/public/uploads/media_to_upload1639548540.jpg	Approved	
3	test data?????	Featured Images		https://ceg.karnataka.gov.in/demos/dp/public/uploads/media_to_upload1639548263.jpg	Approved	

KUTUMBA Visit Site Department Settings Media Gallery Gallery Categories Code Help Hi Creator

OPTIONS

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

Media

10 records per page Search:

Sl No	Title	Category	Thumb	Link	Status	Actions
1	pppp pppp	Featured Images		https://ceg.karnataka.gov.in/demos/dp/public/uploads/media_to_upload163954895.jpg	Approved	
2	test data22 test data22	Featured Images		https://ceg.karnataka.gov.in/demos/dp/public/uploads/media_to_upload1639548540.jpg	Approved	
3	test data?????	Featured Images		https://ceg.karnataka.gov.in/demos/dp/public/uploads/media_to_upload1639548263.jpg	Approved	

OPTIONS

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

Users 6

Visitors 197

Menu 24

Pages 12

Media

Step 4: In the following page

1 Documents
2 Add English Title Here
3 Add Kannada Title Here
4 #
5 #
6 Choose File No file chosen

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

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

5. Uploading Title and Logo to the main page



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

Step 1: Login to the website.

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



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

Department Settings

Choose Color Code (Optional) 

Department Logo

Choose Logo (png, jpg, Image Width: Must be less than 300px)  No file chosen
View already added image

Choose Kannada Logo (png, jpg, Image Width: Must be less than 300px)  No file chosen
View already added image

Department Name

Department Name (*)  3 Department Name

Kannada Department Name (*)  4 Kannada Department Name

Department Subtitle

Department Subtitle (*)  5 Department Subtitle

Kannada Department Subtitle (*)  6 Kannada Department Subtitle

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

Department Settings Saved successfully!

Dashboard Main Menu News & Events Online Services Department Documents In Focus	<h3>Department Settings</h3> <p>Choose Color Code (Optional) <input type="color" value="#0070C0"/></p> <p>Choose Logo (*) <input type="file" value="Choose File"/> No file chosen</p> <p style="text-align: right;">Save Department Settings</p>
--	--

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

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



Information about the department has to be uploaded separately on the website. Following steps have to be followed to upload the details.

Step 1: Login to the website.

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

The screenshot shows the KUTUMBA website interface. At the top, there's a navigation bar with links for 'Visit Site', 'Department Settings' (which is highlighted in red), 'Media', 'Gallery', 'Gallery Categories', 'Code', and 'Help'. Below the navigation bar, there's a sidebar titled 'OPTIONS' with links for 'Dashboard', 'Main Menu', 'News & Events', 'Online Services', 'Department Documents', 'In Focus', and 'Social Links'. A message 'You are already logged in!' is displayed. The main content area has a title 'Home page about content' and contains two rich-text editors. The first editor (labeled 1) contains text about the Karnataka Centre for e-Governance. The second editor (labeled 2) contains a link to 'https://ceg.karnataka.gov.in/info-1/About+Us/en'. The third editor (labeled 3) contains text in Kannada. The fourth editor (labeled 4) contains another link to 'https://ceg.karnataka.gov.in/info-1/About+Us/en'. At the bottom, there's a section for choosing a department photo with a 'Choose File' button and a note about image size (600px X 600px).

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

This screenshot shows the 'Home page about content' editor with five numbered steps overlaid:

- 1 Enter the Department's brief details in the English language.
- 2 In case of more details create a new page and link the same to the brief.
- 3 Enter the Department's brief details in the Kannada language.
- 4 In case of more details create a new page and link the same to the brief.
- 5 Click on Choose File and upload the Department image.

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

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

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

Step 1: Login to the website.

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

The screenshot shows the KUTUMBA website interface. At the top, there's a navigation bar with links for 'Visit Site', 'Department Settings' (highlighted in red), 'Media', 'Gallery', 'Gallery Categories', 'Code', and 'Help'. Below the navigation bar, there's a sidebar titled 'OPTIONS' with links for 'Dashboard', 'Main Menu', 'News & Events', 'Online Services', 'Department Documents', 'In Focus', and 'Social Links'. A message 'You are already logged in!' is displayed. The main content area shows four boxes: 'Users' (5), 'Visitors' (205), 'Menu' (24), and 'Pages' (12).

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

Minister Profile

Minister Name (*)	<input type="text" value="1 Minister Name"/>
Kannada Minister Name (*)	<input type="text" value="2 Kannada Minister Name"/>
Minister Designation (*)	<input type="text" value="3 Minister Designation"/>
Kannada Minister Designation (*)	<input type="text" value="4 Kannada Minister Designation"/>
Choose Minister Photo [Image Size: 400px X 400px] (*)	<input type="button" value="Choose File"/> No file chosen

HOD Profile

HOD Name (*)	<input type="text" value="6 HOD Name"/>
Kannada HOD Name (*)	<input type="text" value="7 Kannada HOD Name"/>
HOD Designation (*)	<input type="text" value="8 HOD Designation"/>
Kannada HOD Designation (*)	<input type="text" value="9 HOD Designation"/>
Choose HOD Photo [Image Size: 400px X 400px] (*)	<input type="button" value="Choose File"/> No file chosen

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

8. Creation of Navigation Menus

1. Primary Menus

Follow the below mentioned steps to create primary menus

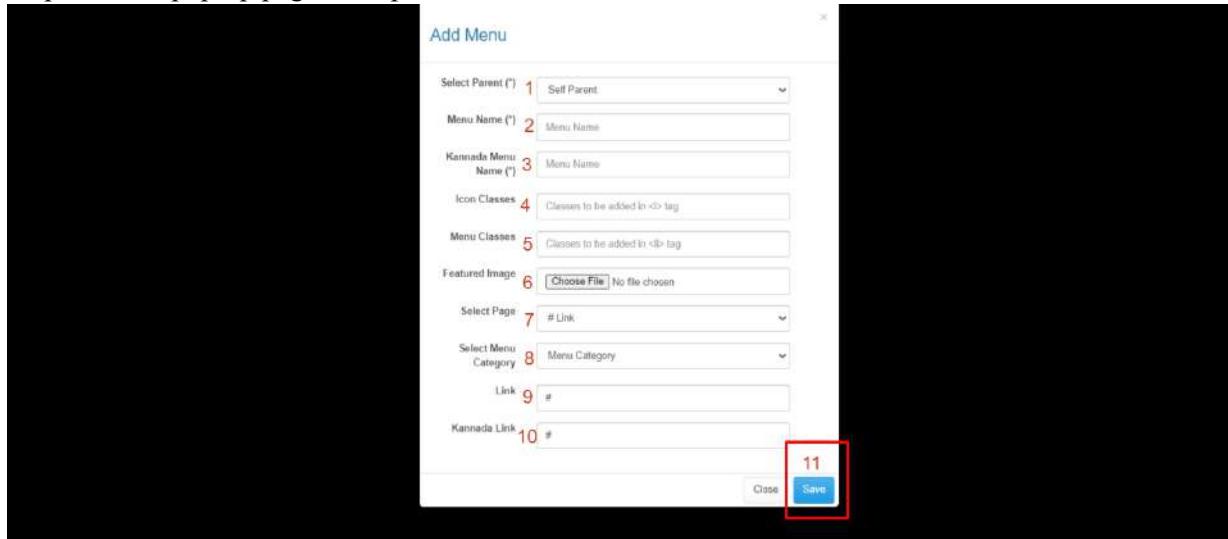
Step 1: Login to the website.

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

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

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

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



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

2. Second stage drop down menus

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

Step 5: Later in the new page that opens:

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

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

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

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

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

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

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

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

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

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

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

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

3. Third Stage Menus

Step 1: Login to the website.

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

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

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Centre for E-Governance

- [Visit Site](#)
- [Department Settings](#)
- [Media](#)
- [Gallery](#)
- [Gallery Categories](#)
- [Code](#)
- [Help](#)

Hi Cokis -

OPTIONS
 Dashboard
Main Menu (highlighted by a red box)
 News & Events
 Online Services
 Department Documents
 In Focus
 Social Links
 Notifications
 ...

English Block Name

 Kannada Block Name

Save Block Name

Menus
 10 records per page

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

Showing 1 to 1 of 1 entries

← Previous | Next →

Media

Step 4: Later in the new page that opens:

Add Menu

Select Parent (*) 1 Self Parent

Menu Name (*) 2 Menu Name

Kannada Menu Name (*) 3 Menu Name

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

Menu Classes 5 Classes to be added in tag

Featured Image 6 Choose File No file chosen

Select Page 7 # Link

Select Menu Category 8 Menu Category

Link 9 #

Kannada Link 10 #

Close 11 Save

- 1- In the Select Parent select the Menu for which Third Level Menu has to be created..
- 2- Enter the name in the English Language in the Menu Name.
- 3- Enter the name in the Kannada language in the Kannada Menu Name section.
- 4- Entering data in Icon Classess is not mandatory. Retain as it is.
- 5- Entering data in Menu Classess is not mandatory. Retain as it is
- 6- Entering data in Feature Image is not mandatory. Retain as it is.
- 7- To publish Select Page Menu select on the option and select the link of the required page (the page has been created earlier). In case of menu to be published in link format # symbol has to be retained.
- 8- Click on Select Menu Category and select Main Menu
- 9- In order to publish the Menu in the Link format remove the # symbol and paste the link of the earlier created Menu in the box.
- 10- In order to publish the Menu in the Kannada Link format remove the # symbol and paste the link of the earlier created Menu in the box. (In case of menu to be published in page format # symbol has to be retained.).
- 11- To Save click on the Save button on the right corner of the page.

9. Uploading Sliders to the Website



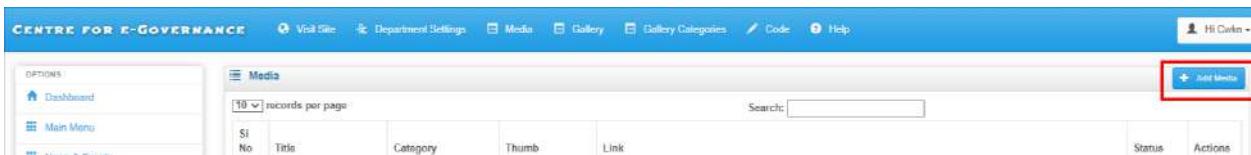
Following the steps mentioned below to upload sliders to the website

Step 1: Login to the website

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



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



Step 4: Later in the new page:

A screenshot of the 'CENTRE FOR E-GOVERNANCE' 'Add Media' form. The top navigation bar and sidebar are identical. The main content area has a form with the following steps numbered:

- Media Category (*)
1 Home Page Slider
- Media Title
2 Add English Title Here
- Kannada Media Title (Optional)
3 Add Kannada Title Here
- Link (Optional)
4 # Kannada Link (Optional)
- Choose File (*) jpg | jpeg | gif | png | Image Size (Width X Height): 1500px X 450px
6 Choose File [No file chosen]
- 7 Save Media

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

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

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

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

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

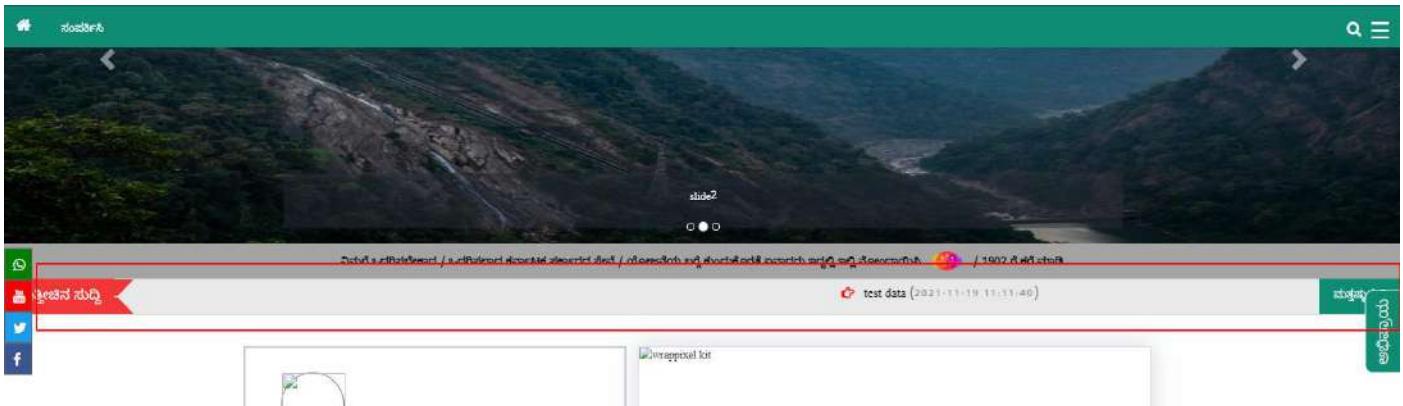
6- To upload the image click on the Choose file and select the required image.

7-Later click on the Save Media.

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

10. Uploading Latest News

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



Step 1: Login to the website

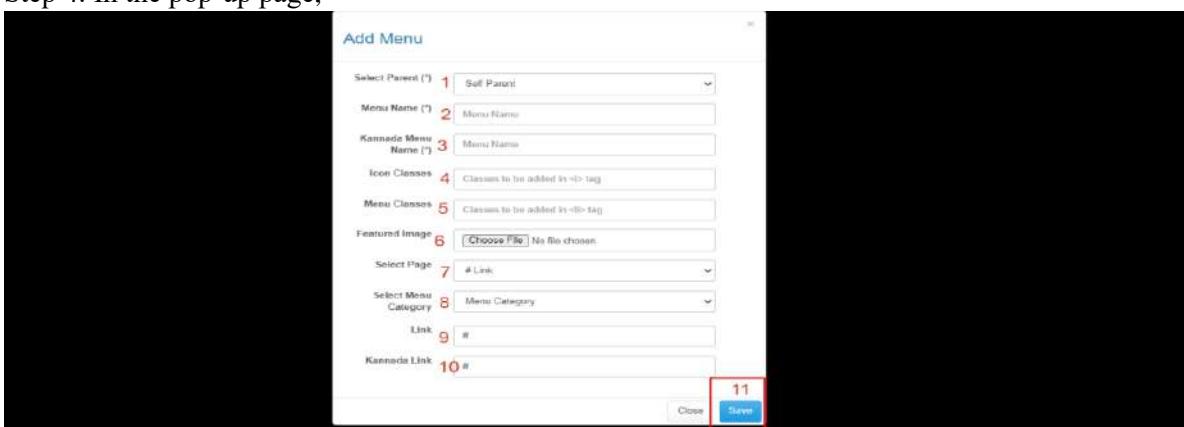
Step 2: Click on the News and Events button in the new page.



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



Step 4: In the pop-up page,



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

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

12. Linking Social Media Accounts to Website



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

Step 1: Login to the website.

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

This screenshot shows the 'Social Links' management page. The left sidebar has a 'Social Links' item highlighted with a red box. The main content area has two input fields: 'English Block Name' (containing 'Social Links') and 'Kannada Block Name' (containing 'Social Links'). Below these is a 'Save Block Name' button. The central part of the screen displays a table titled 'Menus' with one entry:

Si No	Name	Parent	Featured Image	Category	Linked Page	Status
1	Whatsapp Whatsapp			Social Links		Approved

At the bottom, it says 'Showing 1 to 1 of 1 entries' and has navigation buttons for 'Previous', 'Next →', and a search bar.

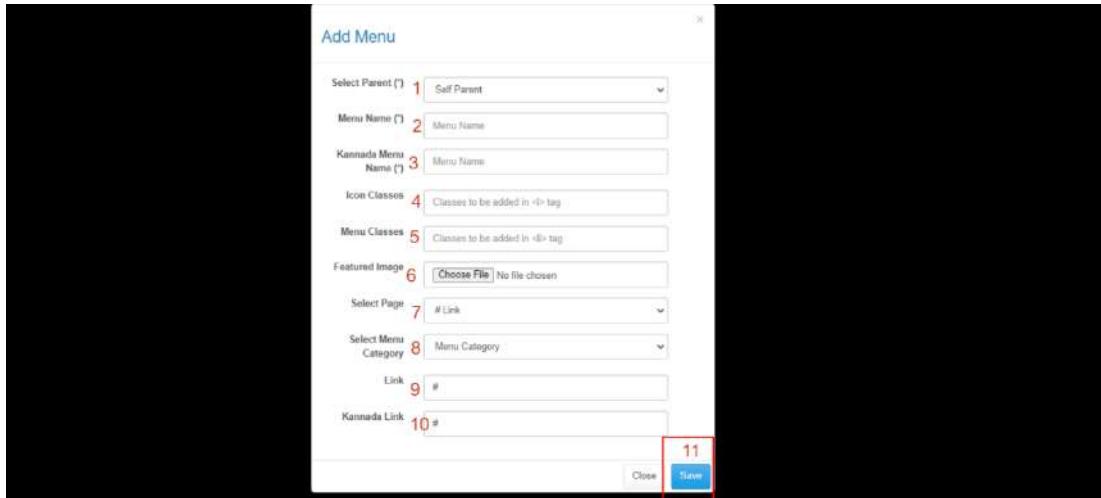
Step 3: Click on the +Add Menu in the new page that opens.

This screenshot shows the '+Add Menu' page. The left sidebar has a 'Social Links' item highlighted with a red box. The main content area has two input fields: 'English Block Name' (containing 'Social Links') and 'Kannada Block Name' (containing 'Social Links'). Below these is a 'Save Block Name' button. The central part of the screen displays a table with a single entry and a 'Add Menu' button.

Si No	Name	Parent	Featured Image	Category	Linked Page	Status	Actions
1	Whatsapp Whatsapp			Social Links		Approved	

At the bottom, it says 'Showing 1 to 1 of 1 entries' and has a 'Search' field and a 'Next →' button.

Step 4: Later in the new page:



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

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

13. Uploading information in the Notification Block

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

To change the heading follow the below mentioned steps

Step 1: Login to the website.

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

OPTION II

Dashboard	English Block Name	Kannada Block Name	Save Block Name
Main Menu	<input type="text" value="Notifications"/>	<input type="text" value="Notifications"/>	
News & Events			
Online Services			
Department Documents			
In Focus			
Social Links			
Notifications			
Horizontal Tabs			

Menus

10 records per page Search:

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

Showing 1 to 3 of 3 entries

[+ Add Menu](#) [Media](#) [Gallery](#) [Categories](#)

Step 3: In the new page:

English Block Name	Kannada Block Name	Save Block Name					
1 Notifications	2 Notifications	3 Save Block Name					
Menus		+ Add Menu					
10 records per page	Search: <input type="text"/>						
Si No	Name	Parent	Featured Image	Category	Linked Page	Status	Actions
1	notification1 notification1			Notifications		Approved	Edit
2	test tets			Notifications		Approved	Edit

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

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

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

Step 1: Click on +Add Menu

Menus

10 records per page Search:

Si No	Name	Parent	Featured Image	Category	Linked Page	Status	Actions
1	ಇಲ್ಲಾರ್ತಿ ಅಂತಿ ಇಲ್ಲಾರ್ತಿ ಅಂತಿ			In Focus		Approved	Edit
2	ಅಂತಿ ಅಂತಿ			In Focus		Approved	Edit
3	programme name 2 ಪ್ರಾರ್ಥನೆ ನಾಮ 2			In Focus		Approved	Edit

[+ Add Menu](#) [Media](#) [Gallery](#)

Step 2: In the new page:

Add Menu

Select Parent (*) **1** Self Parent

Menu Name (*) **2** Menu Name

Kannada Menu Name (*) **3** Menu Name

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

Menu Classes **5** Classes to be added in tag

Featured Image **6** Choose File No file chosen

Select Page **7** # Link

Select Menu Category **8** Menu Category

Link **9** #

Kannada Link **10** #

11 Save

[Close](#)

- 1- Click on the Select Parent and select Self Parent from the available options.**
- In the Menu Name enter the details in the English language.
- In the Kannada Menu Name enter the details in the Kannada language.
- Entering data in Icon Classes is not mandatory. Retain as it is.
- Entering data in Menu Classes is not mandatory. Retain as it is.
- Feature Image Entering data in Feature Image is not mandatory. Retain as it is.
- To publish Select Page Menu in the page format select on the option and select the link of the required page (the page has been created earlier). In case of menu to be published in link format # symbol has to be retained.
- Click on Select Menu Category and select Notification option.
- To publish Menu in the link format click in Link and paste the menu link by removing the # symbol.
- To publish Kannada Menu in the link format click in Link and paste the Kannada menu link by removing the # symbol.
- Later, click on the Save button located on the right side bottom of the page.

14. Uploading information to the In Focus block

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

To change the name in the In Focus Block

Step 1: Login to the website.

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



Si No	Name	Pa
1	ಮಾಹಿತಿ ಕರ್ತೃ ಮಾಹಿತಿ ಕರ್ತೃ	
2	ತರಬೇತಿ ತರಬೇತಿ	

Step 3: Later, in the new page:



OPTIONS	English Block Name	Kannada Block Name	
Dashboard	1 In Focus	2 In Focus	3 Save Block Name
Main Menu			
News & Events			
Online Services			
Department Documents			
In Focus			

Si No	Name	Parent	Featured Image	Category	Linked Page	Status
1	ಮಾಹಿತಿ ಕರ್ತೃ ಮಾಹಿತಿ ಕರ್ತೃ			In Focus		Approved
2	ತರಬೇತಿ			In Focus		Approved

1-Enter the block title in the English Block Name

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

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

To enter content in the block follow the below mentioned steps

Step 1: Click on the +Add Menu button.



Menus		+ Add Menu					
10 records per page	Search: <input type="text"/>						
Si No	Name	Parent	Featured Image	Category	Linked Page	Status	Actions
1	ಮಾಹಿತಿ ಕರ್ತೃ ಮಾಹಿತಿ ಕರ್ತೃ			In Focus		Approved	
2	ತರಬೇತಿ			In Focus		Approved	

Step 2: In the pop-up page:

The screenshot shows a 'Add Menu' form with various input fields and dropdowns. The fields are numbered 1 through 11. The 'Save' button at the bottom right is highlighted with a red box.

Select Parent (1)	Self Parent
Menu Name (2)	Menu Name
Kannada Menu Name (3)	Menu Name
Icon Classes (4)	Classes to be added in <i> tag
Menu Classes (5)	Classes to be added in tag
Featured Image (6)	Choose File No file chosen
Select Page (7)	# Link
Select Menu Category (8)	Menu Category
Link (9)	#
Kannada Link (10)	#
Close	
Save	

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

2- In the Menu Name section enter the title in the English language.

3-Next, enter the title in the Kannada language in the Kannada Menu Name section

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

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

6- Click on the Feature Image and select the desired image to be uploaded.

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

8- Click on Select Menu Category and select In Focus option.

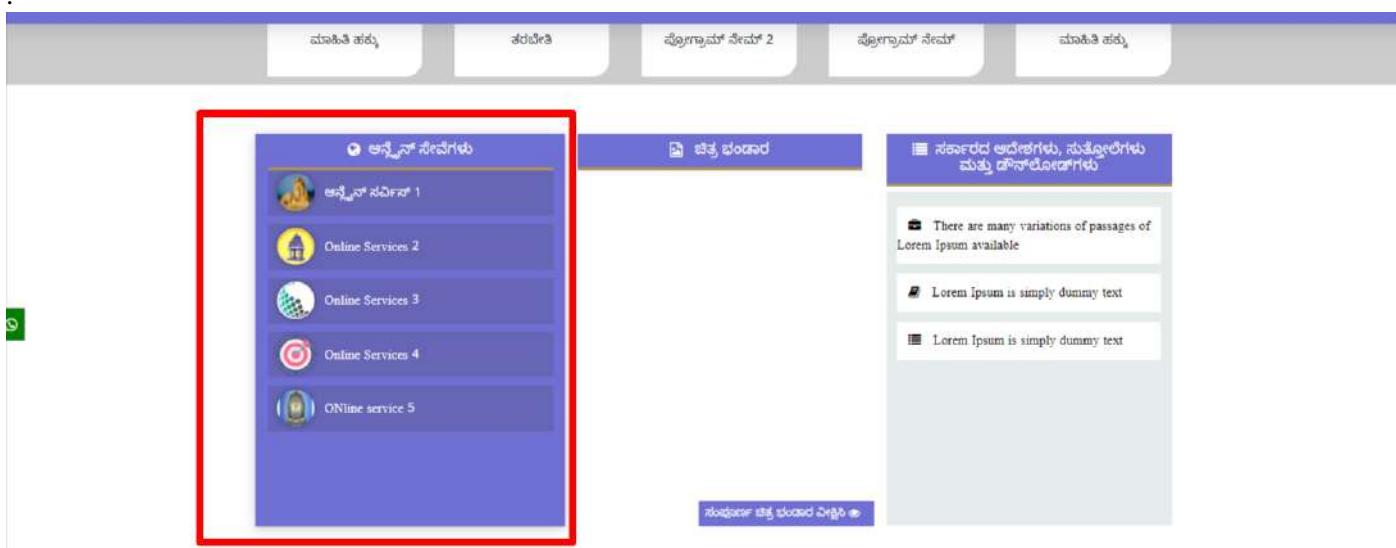
9- To publish Menu in the link format click in Link and paste the menu link by removing the # symbol

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

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

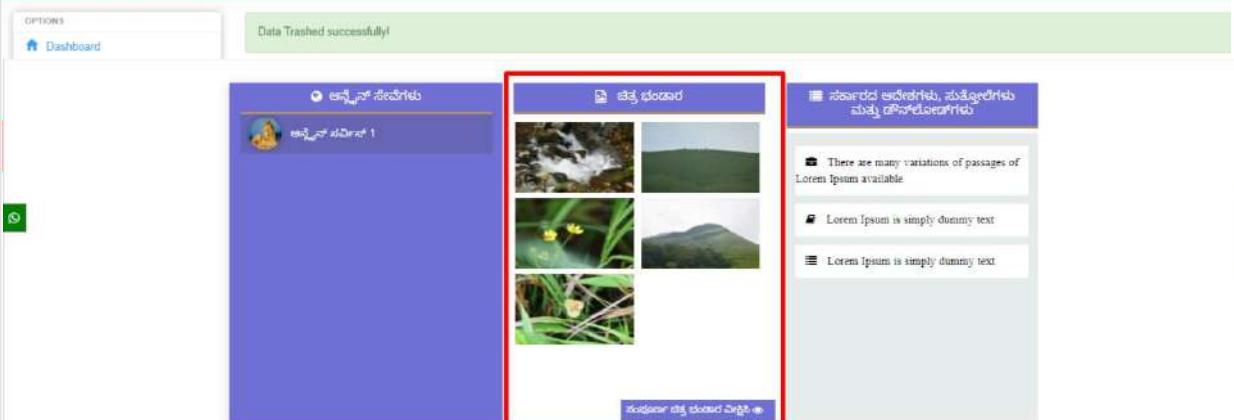
15. Uploading information about Online Services

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



Step 1: Login to the website.

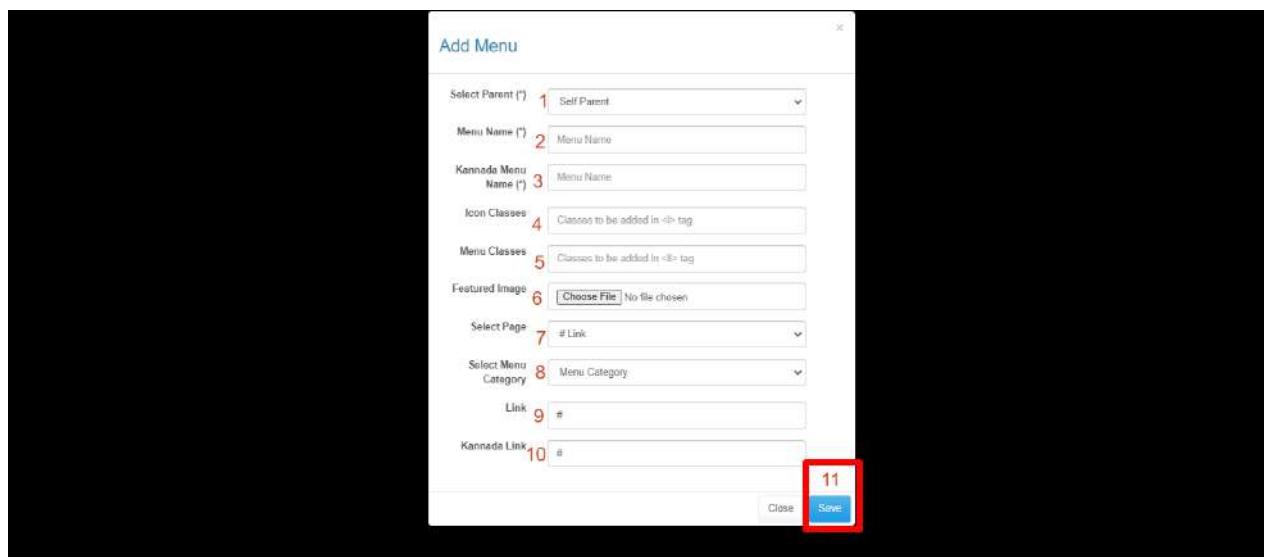
Step 2: In the next page click on the Online Services button located on the leftside.



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

This screenshot shows a page titled 'Data Trashed successfully!' with a form for adding a block name. It includes fields for English Block Name ('Online Services') and Kannada Block Name ('ಇನ್‌ಲೈನ್ ಸರ್ವಿಸ್'). A 'Save Block Name' button is visible. On the right, there's a 'Menus' section with a table listing one item ('online service1'). A red box highlights the '+ Add Menu' button at the top right of this section.

Step 4: In the Pop-up page



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

2- In the Menu Name section enter the title in the English language.

3- Next, enter the title in the Kannada language in the Kannada Menu Name section.

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

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

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

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

8- Click on Select Menu Category and select Online Services option.

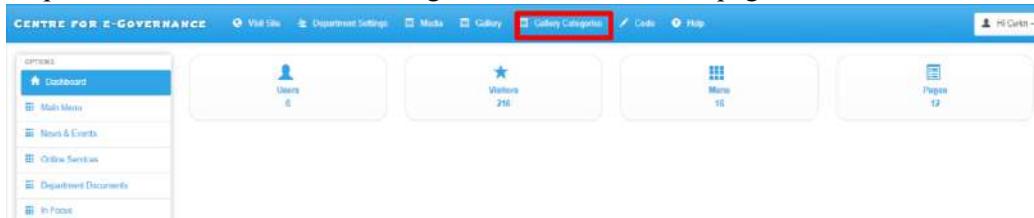
- 9- To publish Menu in the link format click in Link and paste the menu link by removing the # symbol
- 10- To publish Kannada Menu in the link format click in Link and paste the Kannada menu link by removing the # symbol.
- 11- Later, click on the Save button located on the right side bottom of the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

16. Uploading Video and Image Gallery

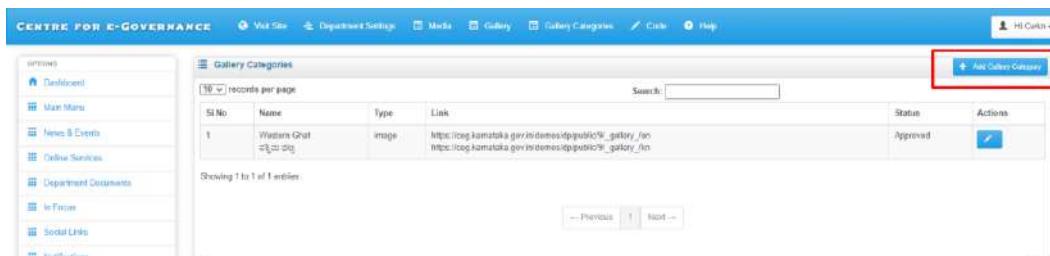
To upload video/image gallery in the website follow the below mentioned steps:

Step 1: Login to the website.

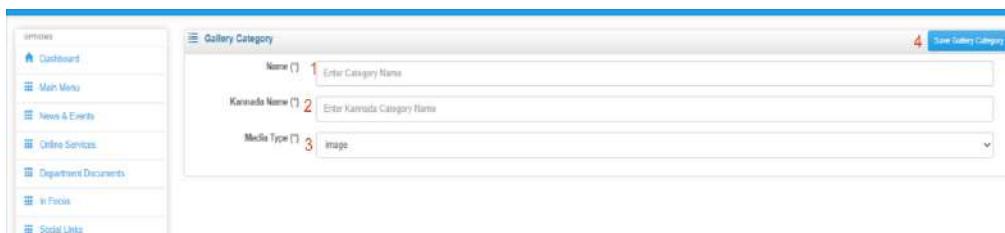
Step 2: Later click on Galleries categories button in the new page



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

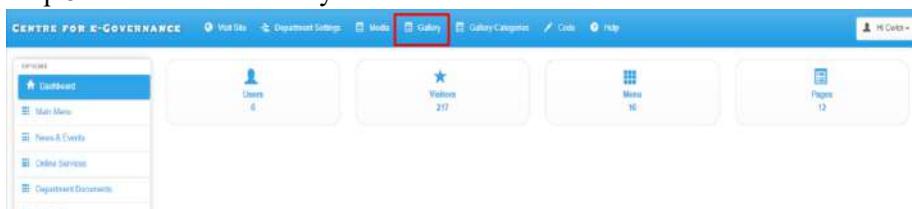


Step 4: In the next page

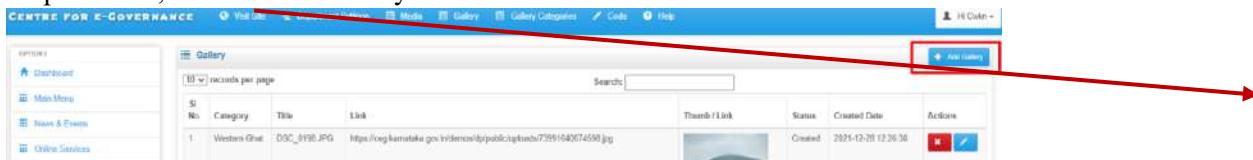


- 1- Enter the name in the English language in the name section.
- 2- In the Kannada Name section enter the name in Kannada language.
- 3- Click on the Media Type and select the image, video and sound clips to be uploaded.
- 4- Later, click on the Save Gallery Category

Step 5: Click on the Gallery button



Step 6: Later, select +Add Gallery



Step 7: In the next page

The screenshot shows a file upload form titled 'Add Gallery'. It includes fields for 'Select Category' (with 'Add Category' option), 'Choose Files' (with options for Image, Document, Audio & Video), and a 'Save Gallery' button. A red box highlights the 'Save Gallery' button.

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

17. Creating menu in the Department Document Block



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

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

Step 1: Login to the website

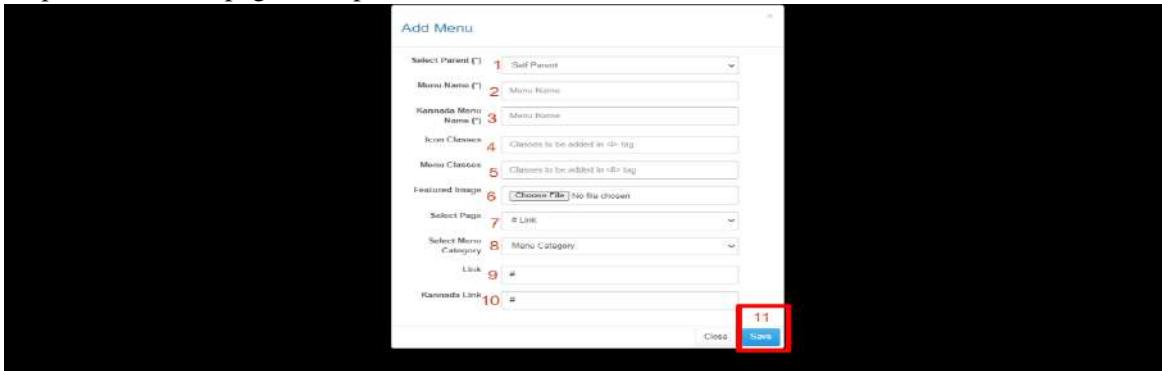
Step 2: Select the Department Documents button in the new page.

The screenshot shows a page titled 'Department Documents'. It features a success message 'Menu Saved successfully!' at the top. Below it is a form with 'English Block Name' (Department Documents) and 'Kannada Block Name' (ಆಧ್ಯಾತ್ಮಿಕ ವರ್ಗ). A 'Save Block Name' button is present. Below the form is a table with columns: SI No, Name, Parent, Featured Image, Category, Linked Page, and Status. The table contains one row with the value 'Department Documents' in the 'Category' column. A red box highlights the 'Save Block Name' button.

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

The screenshot shows a page titled '+Add Menu'. It features a success message 'Menu Saved successfully!' at the top. Below it is a form with 'English Block Name' (Department Documents) and 'Kannada Block Name' (ಆಧ್ಯಾತ್ಮಿಕ ವರ್ಗ). A 'Save Block Name' button is present. Below the form is a table with columns: SI No, Name, Parent, Featured Image, Category, Linked Page, Status, and Actions. The table contains one row with the value 'Department Documents' in the 'Category' column. A red box highlights the 'Save Block Name' button.

Step 5: In the new page that opens later,



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

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

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

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

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

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

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

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

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

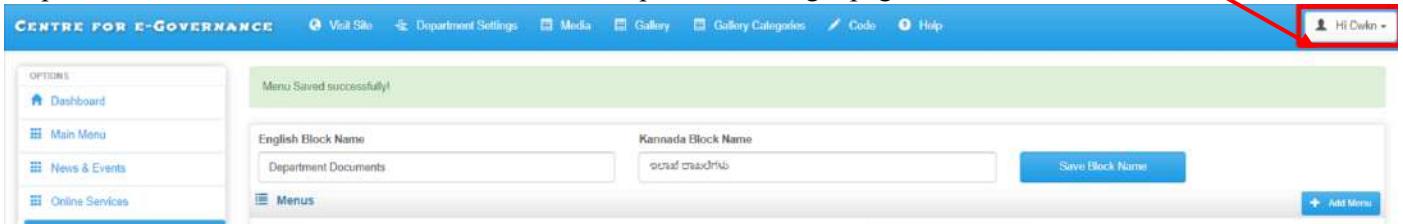
10-Do not add any content in the Kannada Link

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

18. Signing Out

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

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



Step 2: Later, select the Logout option.

B. Moderator Activities

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

1. Signing in to the website

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

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



Step 3: In the next page

Welcome to CEG CMS

Please login with your Username and Password.

1 creator@site

2 *****

3 741401

4

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

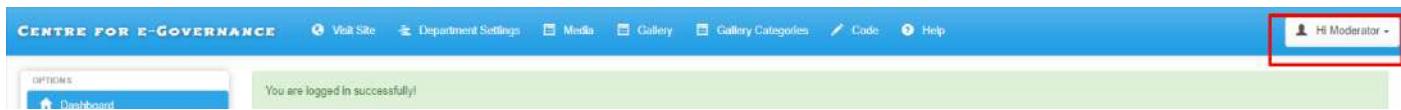
Step 4: After entering into the CMS continue the activities.

2. Uploading Profile

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

Step 1: Login to the CMS

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



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



Step 4: In the new page,

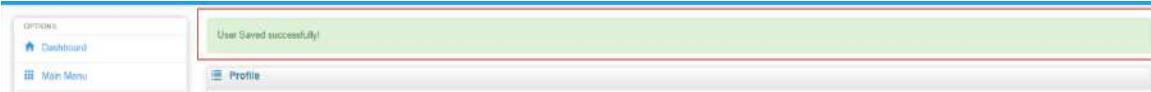
Profile

Name: 1 Creator
Email: 2 creator@data.com
Mobile: 3 0987654321
User Type: 4 Creator
Password: 5 password
Password policy: Min 8 Chars, One Lower, One Upper, One Number & one special char. & A-S-%-%-B-T

Save Delete

- 1 Name-Enter your name
- 2 email-There is no option to change the e-mail id
- 3 Mobile- Enter your mobile number.
- 4 User Type –You cannot change the role mentioned here
- 5 Password –Enter the new pass password desired. (**Read the Password policy**)
- 6-Click the save button.

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



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

3. Examining/Editing and Forwarding the content for approval

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

Centre for e-Governance

Visit Site Department Settings (yellow icon) Media Gallery Code Help Hi Moderator

OPTIONS

Dashboard Main Menu News & Events (yellow icon) Online Services Department Documents In Focus (yellow icon) Social Links Notifications (yellow icon) Pages Horizontal Tabs Vertical Tabs Accordions

Users 6 Visitors 224 Menu 16 Pages 12

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

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

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

Step 4: Click on the blue coloured edit button

Si No	Name	Parent	Featured Image	Category	Linked Page	Status	Actions
1	notification1 notification1			Notifications		Created	

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

Add Menu

Select Parent (*)	<input type="button" value="Self Parent"/>
Menu Name (*)	<input type="text" value="ceg ucPmLd / ucPmLd menu1 selected"/>
Kannada Menu Name (*)	<input type="text" value="ceg ucPmLd / ucPmLd menu1 selected"/>
Icon Classes	<input type="text" value="Classes to be added to <i></i> tag"/>
Menu Classes	<input type="text" value="Classes to be added to tag"/>
Featured Image	<input type="button" value="Choose File"/> No file chosen
Select Page	<input type="button" value="# Link"/>
Select Menu Category	<input type="button" value="News & Events"/>
Link	<input type="text" value="#"/>
Kannada Link	<input type="text" value="#"/>
	<input type="button" value="Close"/> <input style="border: 2px solid red; background-color: #007bff; color: white; border-radius: 5px; padding: 5px; margin-left: 10px;" type="button" value="Save"/>

C. Approver/Nodal Officer Responsibilities

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

1. Signing-in to the website

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

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



Step 3: In the next page,

Welcome to CEG CMS

Please login with your Username and Password.

1	<input type="text" value="creator@site"/>
2	<input type="password" value="*****"/>
3	<input type="text" value="741401"/> <input type="button" value="Enter Captcha Code"/>
4	<input type="button" value="Login"/>

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

Step 4: Now you have entered the CMS.

2. Uploading Profile

Step 1: Login to the website.

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

The screenshot shows the Centre for e-Governance dashboard. At the top right, there is a user profile icon with the text "Hi Approver -". Below it, a sidebar titled "OPTIONS" lists "Dashboard", "Main Menu", "News & Events", "Online Services", "Department Documents", "In Focus", "Social Links", "Notifications", and "Pages". A green banner at the top says "You are logged in successfully!". On the right, there are four cards: "Users" (6), "Visitors" (228), "Menu" (16), and "Pages" (12).

Step 3: In the next page,

This screenshot shows a user profile edit form. It includes fields for Name (1), Email (2), Mobile (3), User Type (4), and Password (5). A note below the password field specifies the password policy: "Password policy (Min 8 Chars, One Lower, One Upper, One Number & one special char), @ # \$ % ^ & .~". A blue "Save" button (6) is at the bottom left, and a "Help" link is at the bottom right.

1 Name-Enter your name

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

3 Mobile- Enter your mobile number

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

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

6- Click the save button.

3. Examining the content and publishing.

Step 1: Login to the website.

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

This screenshot shows the dashboard with several blue circular icons containing numbers (1, 2, 3, 4, 5) placed next to menu items: "News & Events", "In Focus", "Notifications", and "Pages". The top navigation bar includes "Visit Site", "Department Settings" (with a red circle and the number 1), "Media", "Gallery", "Gallery Categories" (with a red circle and the number 1), "Code", and "Help". The sidebar and stats cards are identical to the first screenshot.

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

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

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

This screenshot shows a table listing content items. The columns are: SI No., Name, Parent, Featured Image, Category, Linked Page, Status, and Actions. The "Actions" column contains a blue edit icon with a red border (highlighted in the screenshot) and a "Copy" and "Cancel" button at the bottom right. The table also includes a search bar at the top and a dropdown for "records per page".

SI No.	Name	Parent	Featured Image	Category	Linked Page	Status	Actions
1	పూర్విక కథలు, ప్రాణవిక కథలు			In Focus		Moderated	
2	కాచిత్తములు			In Focus		Moderated	

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

Add Menu

Select Parent (*)	Self Parent
Menu Name (*)	ಕರ್ನಾಟಕ
Kannada Menu Name (*)	ಕರ್ನಾಟಕ
Icon Classes	Classes to be added in <i> tag
Menu Classes	Classes to be added in tag
Featured Image	<input type="button" value="Choose File"/> No file chosen View Image
Select Page	# Link
Select Menu Category	In Focus
Link	#
Kannada Link	#

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

Si No	Name	Parent	Featured Image	Category	Linked Page	Status	Actions
1	ಕರ್ನಾಟಕ ಕರ್ನಾಟಕ			In Focus		Approved	
2	ಗ್ರಂಥಾಲಯ ಗ್ರಂಥಾಲಯ			In Focus		Moderated	
3	programme name 2 ಅಧಿಕಾರ್ಯ ನಾಮ 2			In Focus		Approved	

D. Creating Credentials

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

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

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

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

Si No	Name	Email	Phone	Role	Actions
1	Super Admin	admin@site.com	0000000000	Super Admin	
2	Admin	admin@admin.com	0000000000	Super Admin	
3	Approver	approver@site.com	0000000000	Approver	
4	Cwnk	creator@site.com	9191200236	Creator	
5	Moderator	moderator@site.com	0000000000	Moderator	

Step 5: In the next page,

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

- Name (*) 1: Name
- Email (*) 2: email
- Mobile (*) 3: phone
- User Type (*) 4: Super Admin
- Password 5: password
Password policy: Min 8 Chars, One Lower, One Upper, One Number & one special char [! @ # % ^ & *]

A red box surrounds the 'Save' button at the bottom left.

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



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