

CMS Task based Procedure Manual for updating the website Ver Jan 2022

Ministry of Heavy Industries

User Manual for updating the website (Quick)

1. How to Upload content in the website through Content Management System

- 1.1. Open any web browser and enter the url:
http://heavyindustries.gov.in/AdminPanel
- 1.2. Enter user name (user name is case sensitive) & Enter password
- 1.3. CAPTCHA (Auto generated random alpha numeric code) is displayed
- 1.4. Enter verification code as displayed in step 1.3
- 1.5. Click on login button
- 1.6. If it is giving error due to wrong credential or captcha it will display
- 1.7. This is common to all SOP

2. How to add Content in What' s New (modules)

- 2.1. After login at adminpanel
- 2.2. Go to Module Management
- 2.3. Select Important Messages (What' s New)
- 2.4. Click at "Add Important Message (Whats New)"
- 2.5. Now
 - 2.5.1. Select Language English or Hindi
 - 2.5.2. Fill Title, (No special character espl & and dot
 - 2.5.3. Click upload
 - 2.5.4. Select your local pdf want to upload (no dots / special characters and length of file name to be less than 50 characters)
 - 2.5.5. Start Publish Date
 - 2.5.6. End Publish Date
 - 2.5.7. Check box publish
 - 2.5.8. Save
 - 2.5.9. logout
 - 2.5.10. Confirm under whats new box

Note – File size should not more than 20 MB, File Name should not contain any special characters.

3. How to add Content in Schemes or in particular page

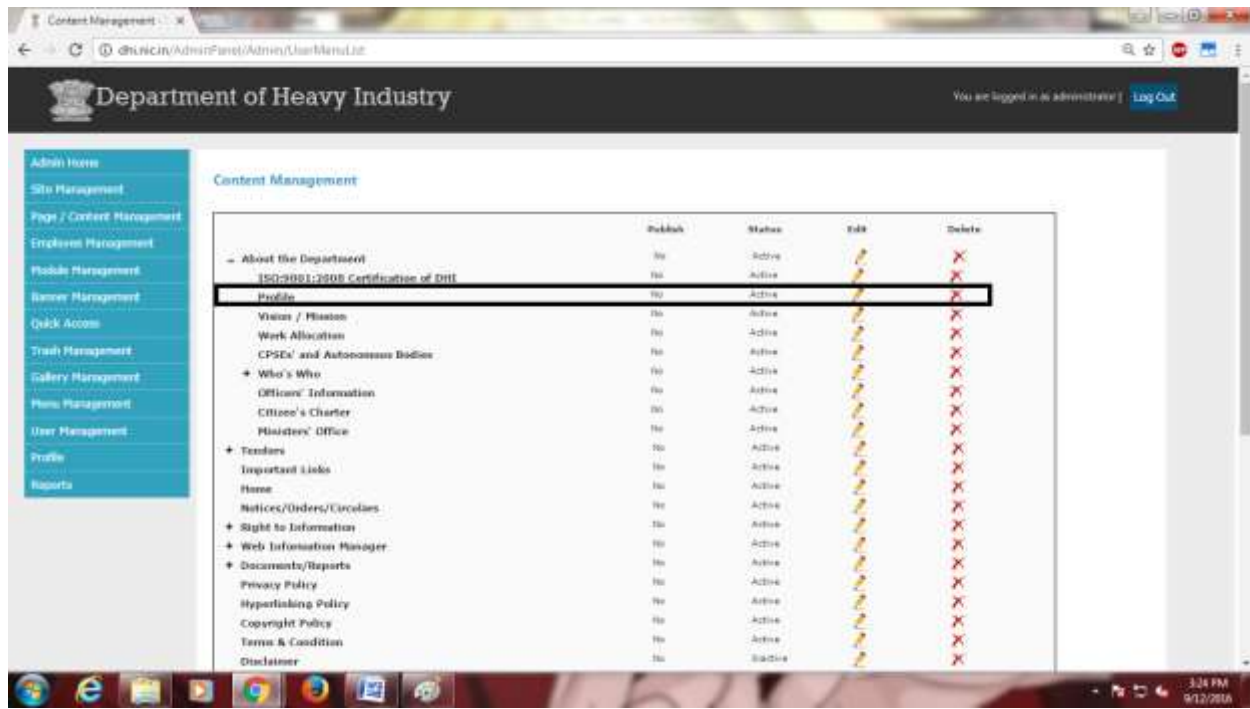
- 3.1. After login at adminpanel
- 3.2. Go to Page Content Management
- 3.3. Select Page Content Management Manager
- 3.4. Select the content menu you want sample if Auto select Automotive Industry
- 3.5. Click the pencil where to edit
- 3.6. Wait for some time so that it load properly
- 3.7. A text editor along with content will come
- 3.8. Modify whatever you want
- 3.9. Then click the save button (Floppy icon)
- 3.10. Now modifier work has been done but not published. It should be approved by approver
- 3.11. Approver , repeat the steps 3.4 to 3.9
- 3.12. Scroll down. under common information log list , click the publish
- 3.13. logout
- 3.14. AN email alert would be sent to IT manager, NIC and to the approver who did this
- 3.15. Check in the website

4. How to update about the department profile" page

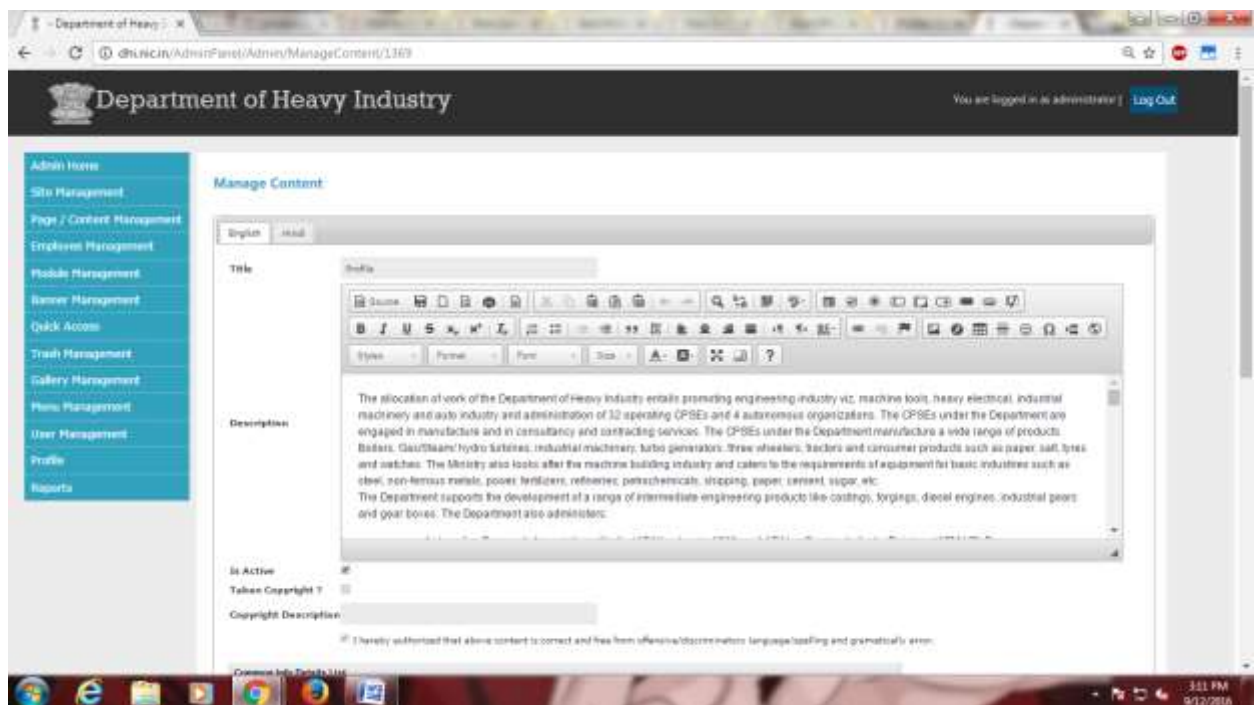
Step 1: Login in to <https://heavyindustries.gov.in/adminpanel> or click the link MHI admin at the footer in the Home page

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Step 4: After clicking plus icon (+), a sub menu should be visible now. Click on pencil icon which is aligned with "profile" under "About the department" .



Step 5: After that, a text editor will be open inside the page, now update the content in editor and at last, click on save button.

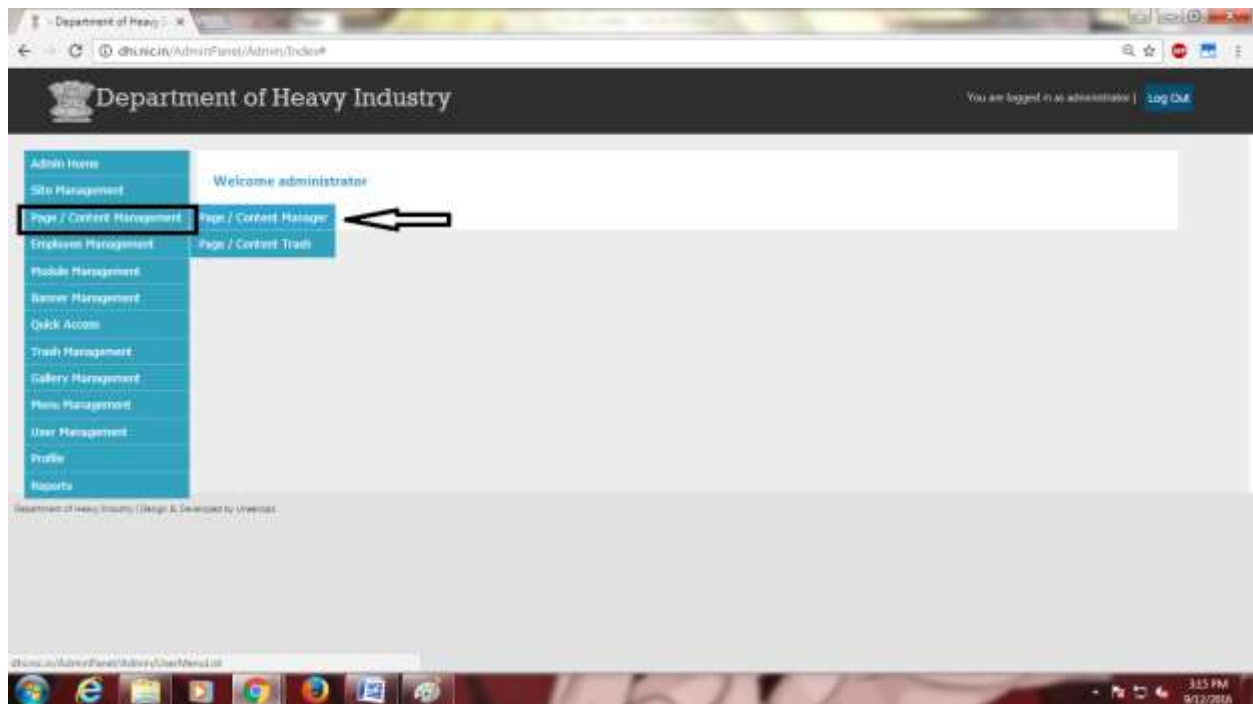


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5. How to update “about the department>vision / mission” page

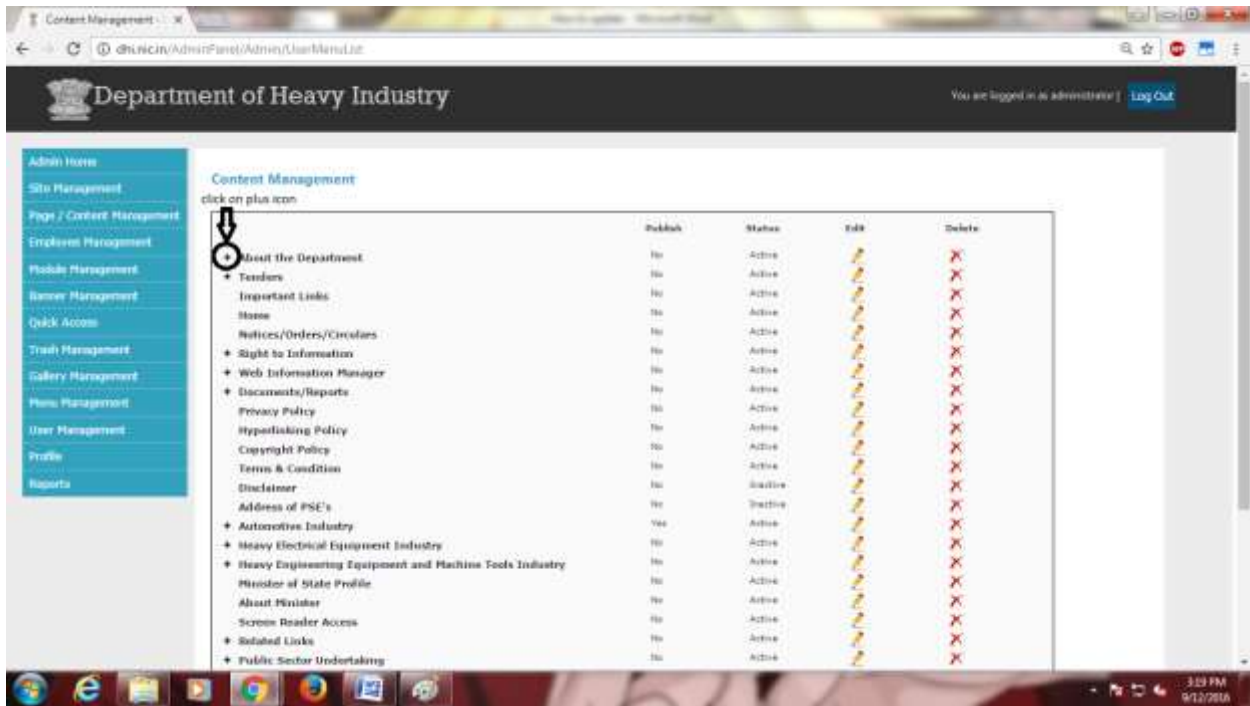
Step 1: Login in to <http://dhi.nic.in/adminpanel>

Step 2: Click on “page / content manager” under “page / content management” tab in menu present in left side of page.

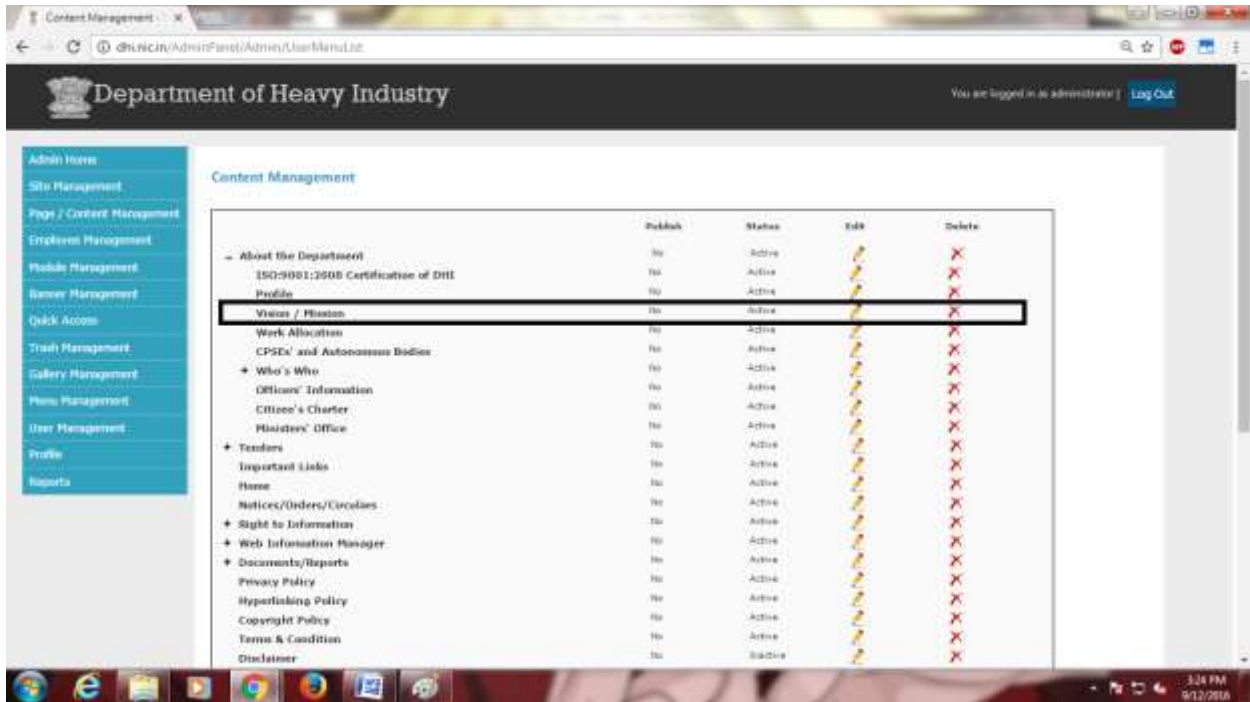


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Step 3: A table will be generated where list of content is shown. Click on plus (+) icon which is placed before "About the department"

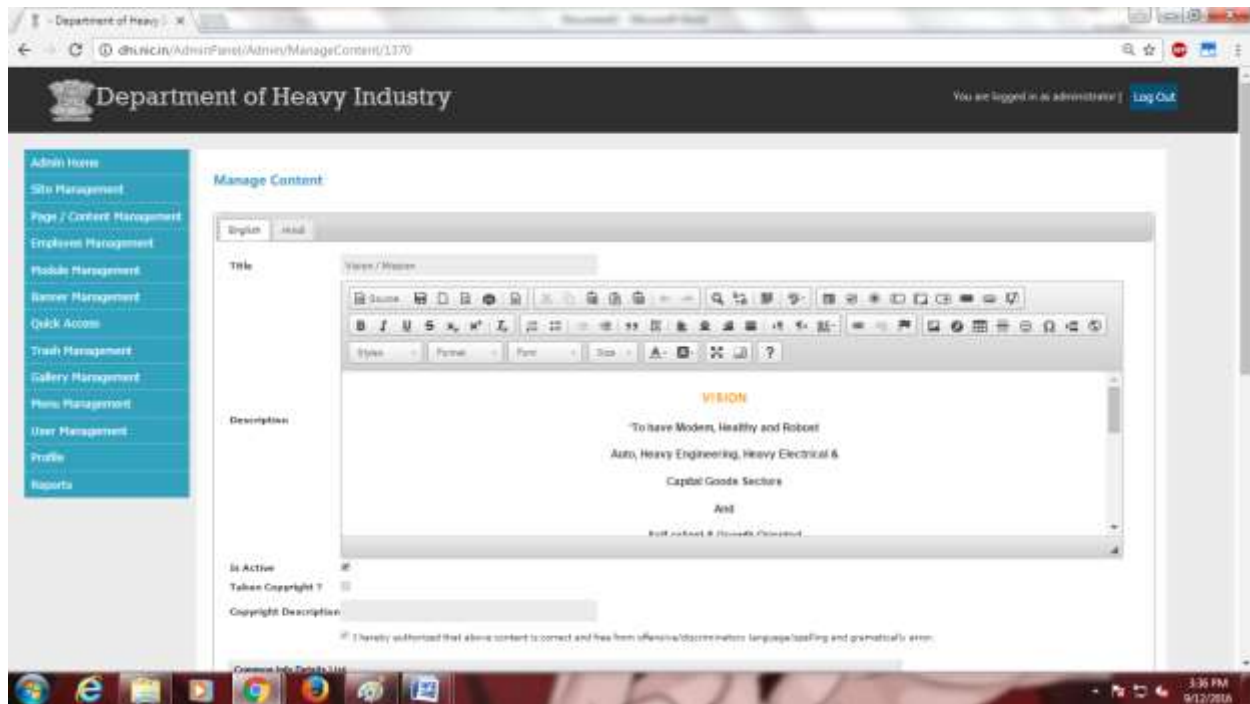


Step 4: After clicking plus icon (+), a sub menu should be visible now. Click on pencil icon which is aligned with "vision / mission" under "About the department" .



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Step 5: After that, a text editor will be open inside the page, now update the content in editor and at last, click on save button.



6. How to Modify Telephone Directory (Modules)

- 6.1. After login follow the step.
- 6.2. Click Page/Content management. Click on page/content manager.
- 6.3. Click on any edit. Go to url and change the last number which is written to 2407 .for ex:-
- 6.4. <http://dhi.nic.in/AdminPanel/Admin/ManageContent/1204> change the last digit to 2407 like this
<http://dhi.nic.in/AdminPanel/Admin/ManageContent/1204> .
- 6.5. See the description panel and update as needed.
- 6.6. In the common information log list see the latest date on which changes has been done and click

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6.7. on publish and wait till “Approved/Published By” column got filled automatically. Click save and now updates are done.

7. How to Modify who’s who (Modules)

7.1. After login follow the step

7.2. Click Page/Content management. Click on page/content manager.

7.3. Click on ‘+’ sign of “About the Department” .

7.4. Click on “Edit” in front of “Who who”

7.5. See the Description Panel and update as needed.

7.6. In the common information log list see the latest date on which changes has been done and click on publish and wait till “Approved/Published By” column got filled automatically. Click save and now updates are done.

8. How to add Tender Notice (Modules)

8.1. After login follow the step

8.2. Go to Module Management

8.3. Tender and Click It.

8.4. Now Click at “Add Tender”

8.5. Now Select Language English or Hindi, Fill Title, start time, end time and click at Upload Button And save It.

Note – File size should not more than 20 MB, File Name should not contain any special character.

9. How to add Parliament Question (Modules)

9.1. After login follow the step

9.2. Go to Module Management

9.3. Rajya Sabha or Lok Sabha and Click It.

9.4. Now Click at “Add Parliament Rajyasabha or Loksabha Q&A”

9.5. Now Select Language English or Hindi, Fill Title, start time, end time and click at Upload Button And save It.

Note – File size should not more than 20 MB, File Name should not contain any special character

10. How to add Notification (Modules)

- 10.1. After login follow the step
- 10.2. Go to Module Management
- 10.3. Click Announcement
- 10.4. Add Announcements
- 10.5. Now Select Language English or Hindi, Fill Title, publish start time, end time and click at Upload Button And save It. Check publish

Note – File size should not more than 20 MB, File Name should not contain any special character

11. How to Add Announcement (Modules)

- 11.1. After login follow the step
- 11.2. Go to Module Management
- 11.3. Announcement and Click It.
- 11.4. Now Click at “Add Announcements”
- 11.5. Now Select Language English or Hindi, Fill Title, start time, end time and click at Upload Button And save It.

Note – File size should not more than 20 MB, File Name should not contain any special character.

12. How to Add Right to Information (Content)

- 12.1. After login follow the step
- 12.2. Go to Page/Page Content Management-->Page/Page Content Manager
- 12.3. Go to Right to Information and click to Expend at (+) sign.
- 12.4. Go to Information under Section 4(1)(b) and click to Expend at (+) sign.
- 12.5. Click at edit.
- 12.6. Now go to “Add New” and upload Document.

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12.7. Now Select Language English or Hindi, Fill Title, start time, end time and click at Upload Button And save It.

12.8. Now copy the Link Name and go to source view and paste the link at respective document and Save it.

12.9. Again navigate to same page and click at publish Button and wait some time until it published.

Note – File size should not more than 20 MB, File Name should not contain any special character.

13. How to Add RTI Application / Replies (Content)

13.1. After login follow the step

13.2. Go to Page/Page Content Management-->Page/Page Content Manager

13.3. Go to Right to Information and click to Expend at (+) sign.

13.4. Go to RTI Application / Replies.

13.5. Click at edit.

13.6. Now go to "Add New" and upload Document.

13.7. Now Select Language English or Hindi, Fill Title, start time, end time and click at Upload Button And save It.

13.8. Now copy the Link Name and go to source view and paste the link at respective document and Save it.

13.9. Again navigate to same page and click at publish Button and wait some time until it published.

Note – File size should not more than 20 MB, File Name should not contain any special character.