# Content Uploading

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1. **Add Content in the "Do you want to know more about" section**
   - Select "Content -> Add Content -> Do you want to know more about". A form appears for adding new Content under the section, where you need to select the options in the table one by one and fill the data regarding the new content.
   - Click "Language Setting" and select the desired language from the language dropdown.
   - Click "View Setting" and select the views in which the contents need to be displayed from the view list. Use "Ctrl" key to select multiple views together.
   - Click "Linking to Existing Content" if you have any existing content in the website to link to the content title. It is not required, if you do not want to link existing content. For linking to existing content fill the following information
     - Enter the title of the content in the "Title" textbox.
     - Enter the path of the existing content in the "URL" textbox.
   - Click "Content Page" and fill the following data under the option
     - Enter the name of content in the "Title of Page" textbox.
     - Enter the sl. no. of appearing of new content in that section in the "Order" textbox.
     - Select "Simple Text" in the "Select Content Style" dropdown and enter the content in the Text Editor displayed below. Checklist and "same Page Link" content can also be created by select the appropriate option in the dropdown.
   - Click "Upload File" if you have any file to be attached to the content as downloadable. For attaching downloadable file please do the following
     - Choose the file from the hard disk and click on the "Upload" button. Multiple files can be uploaded by choosing file and clicking "Upload" button repeatedly.
   - Click "Domain Setting" and ensure that the checkbox against the domain name is selected. If not, click on the checkbox to select it. Other settings should not be changed under that option.
   - Click "Publishing Option" and select "Published" in the "Moderation State" dropdown. Comments can be given in the "Moderation Note" textbox.
   - Click "Save" button to publish the content in the website.

2. **Add Content under Sub-menu link (Except under "Organisations" and "Documents")**
   - Select "Content -> Add Content"

- Select the Mega Menu option name under which content will be uploaded. A form appears for adding new Content under the Menu, where you need to select the options in the table one by one and fill the data regarding the new content.
- Click "Language Setting" and select the desired language from the language dropdown.
- Click "Menu Link for Content" and select the Sub-menu link under that Menu for which the contents will be uploaded.
- Click "Linking to Existing Content" if you have any existing content in the website to link to the content title. It is not required, if you do not want to link existing content. For linking to existing content fill the following information
  - Enter the title of the content in the "Title" textbox.
  - Enter the path of the existing content in the "URL" textbox.
- Click "Content Page" and fill the following data under the option
  - Enter the name of content in the "Title of Page" textbox.
  - Enter the sl. no. of appearing of new content in that section in the "Order" textbox.
  - Select "Simple Text" in the "Select Content Style" dropdown and enter the content in the Text Editor displayed below. Checklist and "same Page Link" content can also be created by select the appropriate option in the dropdown.
- Click "Upload File" if you have any file to be attached to the content as downloadable. For attaching downloadable file please do the following
  - Choose the file from the hard disk and click on the "Upload" button. Multiple files can be uploaded by choosing file and clicking "Upload" button repeatedly.
- Click "Domain Setting" and ensure that the checkbox against the domain name is selected. If not, click on the checkbox to select it. Other settings should not be changed under that option.
- Click "Publishing Option" and select "Published" in the "Moderation State" dropdown. Comments can be given in the "Moderation Note" textbox.
- Click "Save" button to publish the content in the website.

3. **Add Content under Sub-menu links under "Documents" menu**
   - Select "Content -> Add Content -> Documents".
     A form appears for uploading new Content under the Documents Menu, where you need to select the options in the table one by one and fill the data regarding the new content.
   - Click "Language Setting" and select the desired language from the language dropdown.

- Click "View Setting" and select the views from the view list in which the content need to be displayed. Use "Ctrl" key to select multiple views together.
- Click "Select Document Category" and select the Sub-menu link under Documents Menu for which the content will be uploaded.
- Click "Content Page" and fill the following data under the option
  - Enter the name of content in the "Title of the Page" textbox.
  - Enter the Author of the document in the "Author" textbox.
  - Enter the description of the document in the Text Editor for "Description".
- Click "Upload File" to upload the document under the selected the sub-menu link. For uploading the document file please do the following
  - Choose the document file from the hard disk and click on the "Upload" button. Multiple documents can be uploaded by choosing document file and clicking "Upload" button repeatedly.
- Click "Validity Period" to enter the availability period of the document in the website. The document will be visible in the website during the period defined in the "From date" and "To Date".
- Click "Domain Setting" for sending notification to the "Latest" section and selecting the domain for publishing. If you want to publish a message in the "Latest" section of the website regarding the uploading the document in the document section, please select the checkbox against the "Send Notification". Also please ensure that the checkbox against the domain name is selected. If not, click on the checkbox to select it.
- Click "Publishing Option" and select "Published" in the "Moderation State" dropdown. Comments can be given in the "Moderation Note" textbox.
- Click "Save" button to publish the document in the website.

4. **Add Level-1 Content in the "How do I" section**
   - Select "Structure -> Taxonomy".
   - Click on "List Term" of "How Do I (Level-1). It will display the list of Level-1 content of How Do I section.   The List can be filtered by selecting specific language in the "Language" dropdown and then clicking on "Apply" button. The filtering should be used to check duplicity of contents in that section of the website.
   - Click on "Add Term" link of appears at the top of the page to add a new Leve-1 Content Heading. A form for adding new Level-1 content under "How Do I" section appears where you need to enter data one by one.
   - Enter the Name of the Content in "Name" textbox.
   - Click "Language" dropdown and select the desired language for the portlet from the dropdown.

- You can use the Link option if you have any existing content in the website to link to the content title. It is not required, if you do not want to link existing content. For linking to existing content fill the following information
  - Enter the title of the content in the "Title" textbox.
  - Enter the path of the existing content in the "URL" textbox.
- If you want to share existing content to this link then enter the following data under it.
  - Enter the Title of the content in the Title textbox
  - Enter the path of the existing content in the URL text box
- Enter the order of appearance in the section in the "Order" textbox
- Click "Select Template" dropdown and select the desired Template for the content.
- Select "Simple Text" in the "Select Template" dropdown and enter the content in the Text Editor displayed below. The "Checklist" and "same Page Link" content can also be created by select the appropriate option in the "Select Template" dropdown.
- Select the desired views in which the content needs to be displayed under the "Accessing as" option.
- Choose the document file from the hard disk and click on the "Upload" button to add downloadable file under the "Attachment file' option. Multiple documents can be uploaded by choosing document file and clicking "Upload" button repeatedly.
- Please ensure that the checkbox against the domain name is selected under the "domain" option. If not selected then click on the checkbox to select it.
- Please ensure that the checkbox against the "Published" is selected under the "Publishing Options". If not selected then click on the checkbox to select it.
- Click "Save" button to save the content.

5. **Add Level-2 Content under "How do I" section**
   - Select "Content -> Add Content -> How Do I (Level-2)".
     A form appears for adding new Level-2 content under "How Do I" section, where you need to select the options in the table one by one and fill the data against each option.
   - Click "Language Setting" and select the desired language from the language dropdown.
   - Click "Select How Do I (Level-1)" and select the Level-1 content of "How Do I" section under which the Level-2 content will be uploaded.
   - Click "Linking to Existing Content" if you have any existing content in the website to link to the content title. It is not required, if you do not want

to link existing content. For linking to existing content fill the following information

- o Enter the title of the content in the "Title" textbox.
- o Enter the path of the existing content in the "URL" textbox.
- Click "Content Page" and fill the following data under the option
    - o Enter the name of content in the "Title of Page" textbox.
    - o Enter the sl. no. of appearing of the content in Level-2 in the "Order" textbox.
    - o Select "Simple Text" in the "Select Content Style" dropdown and enter the content in the Text Editor displayed below. Checklist and "same Page Link" content can also be created by select the appropriate option in the dropdown.
- Click "Upload File" to upload the document under the selected the sub-menu link. For uploading the document file please do the following
    - o Choose the document file from the hard disk and click on the "Upload" button. Multiple documents can be uploaded by choosing document file and clicking "Upload" button repeatedly.
- Click "Domain Setting" and ensure that the checkbox against the domain name is selected. If not, click on the checkbox to select it. Other settings should not be changed under that option.
- Click "Publishing Option" and select "Published" in the "Moderation State" dropdown. Comments can be given in the "Moderation Note" textbox.
- Click "Save" button to publish the document in the website.

6. **Add Level-3 Content under "How do I" section**
    - Select "Content -> Add Content -> How Do I (Level-3)"
    A form appears for adding new Level-3 content under "How Do I" section, where you need to select the options in the table one by one and fill the data against each option.
    - Click "Language Setting" and select the desired language from the language dropdown.
    - Click "Select How Do I (Level-2)" and select the Level-2 content of "How Do I" section under which the Level-3 content will be uploaded. Enter the following data under the option
        - o Select the "How Do I (Level-1)" in the dropdown
        - o Select the "How Do I (Level-2)" under the selected Level-1 in the dropdown
    - Click "Linking to Existing Content" if you have any existing content in the website to link to the content title. It is not required, if you do not want to link existing content. For linking to existing content fill the following information

- o Enter the title of the content in the "Title" textbox.
- o Enter the path of the existing content in the "URL" textbox.
- Click "Content Page" and fill the following data under the option
  - o Enter the name of content in the "Title of Page" textbox.
  - o Enter the sl. no. of appearing of the content in Level-2 in the "Order" textbox.
  - o Select "Simple Text" in the "Select Content Style" dropdown and enter the content in the Text Editor displayed below. Checklist and "same Page Link" content can also be created by select the appropriate option in the dropdown.
- Click "Upload File" to upload the document under the selected the sub-menu link. For uploading the document file please do the following
  - o Choose the document file from the hard disk and click on the "Upload" button. Multiple documents can be uploaded by choosing document file and clicking "Upload" button repeatedly.
- Click "Domain Setting" and ensure that the checkbox against the domain name is selected. If not, click on the checkbox to select it. Other settings should not be changed under that option.
- Click "Publishing Option" and select "Published" in the "Moderation State" dropdown. Comments can be given in the "Moderation Note" textbox.
- Click "Save" button to publish the document in the website.

7. **Add Level-2 Content under "Portlet"**
- Select "Content -> Add Content -> Portlet (Level-2)"
  A form appears for adding new Level-2 content under "Portlet", where you need to select the options in the table one by one and fill the data against each option.
- Click "Language Setting" and select the desired language from the language dropdown.
- Click "Select Portlet Content (Level-1)" and select the Level-1 content of Portlet under which the Level-2 content will be uploaded.
- Click "Content Page" and fill the following data under the option
  - o Enter the name of content in the "Title of Page" textbox.
  - o Enter the sl. no. of appearing of the content in Level-2 in the "Order" textbox.
  - o Select "Simple Text" in the "Select Content Style" dropdown and enter the content in the Text Editor displayed below. Checklist and "same Page Link" content can also be created by select the appropriate option in the dropdown.
- Click "Upload File" to upload the document under the selected the sub-menu link. For uploading the document file please do the following

- o Choose the document file from the hard disk and click on the "Upload" button. Multiple documents can be uploaded by choosing document file and clicking "Upload" button repeatedly.
- Click "Domain Setting" and ensure that the checkbox against the domain name is selected. If not, click on the checkbox to select it. Other settings should not be changed under that option.
- Click "Publishing Option" and select "Published" in the "Moderation State" dropdown. Comments can be given in the "Moderation Note" textbox.
- Click "Save" button to publish the document in the website.

8. **Add Level-3 Content under "Portlet"**
   - Select "Content -> Add Content -> Portlet (Level-3)"
     A form appears for adding new Level-3 content under "Portlet", where you need to select the options in the table one by one and fill the data against each option.
   - Click "Language Setting" and select the desired language from the language dropdown.
   - Click "Select Portlet Content (Level-1)" and select the Level-1 content of Portlet under which the Level-2 content will be uploaded.
   - Click "Linking to Existing Content" if you have any existing content in the website to link to the content title. It is not required, if you do not want to link existing content. For linking to existing content fill the following information
     - o Enter the title of the content in the "Title" textbox.
     - o Enter the path of the existing content in the "URL" textbox.
   - Click "Content Page" and fill the following data under the option
     - o Enter the name of content in the "Title of Page" textbox.
     - o Enter the sl. no. of appearing of the content in Level-2 in the "Order" textbox.
     - o Select "Simple Text" in the "Select Content Style" dropdown and enter the content in the Text Editor displayed below. Checklist and "same Page Link" content can also be created by select the appropriate option in the dropdown.
   - Click "Upload File" to upload the document under the selected the sub-menu link. For uploading the document file please do the following
     - o Choose the document file from the hard disk and click on the "Upload" button. Multiple documents can be uploaded by choosing document file and clicking "Upload" button repeatedly.
   - Click "Domain Setting" and ensure that the checkbox against the domain name is selected. If not, click on the checkbox to select it. Other settings should not be changed under that option.

- Click "Publishing Option" and select "Published" in the "Moderation State" dropdown. Comments can be given in the "Moderation Note" textbox.
- Click "Save" button to publish the document in the website.

9. **Add Content under "Right Menu"**
   - Select "Content -> Add Content -> Right Menu"
     A form appears for uploading content under various links under "Right Menu" except Media Gallary, Events and Ease of Doing Business where you need to select the options in the table one by one and fill the data against each option.
   - Click "Language Setting" and select the desired language from the language dropdown.
   - Click "Menu Link for the content" and select the Link of the Right menu to which the content will be uploaded.
   - Click "Linking to Existing Content" if you have any existing content in the website to link to the content title. It is not required, if you do not want to link existing content. For linking to existing content fill the following information
     - Enter the title of the content in the "Title" textbox.
     - Enter the path of the existing content in the "URL" textbox.
   - Click "Content Page" and fill the following data under the option
     - Enter the name of content in the "Title of Page" textbox.
     - Select "Simple Text" in the "Select Template" dropdown and enter the content in the Text Editor displayed below. Checklist and "same Page Link" content can also be created by select the appropriate option in the dropdown.
   - Click "Upload File" to upload the document under the selected the sub-menu link. For uploading the document file please do the following
     - Choose the document file from the hard disk and click on the "Upload" button. Multiple documents can be uploaded by choosing document file and clicking "Upload" button repeatedly.
   - Click "Domain Setting" and ensure that the checkbox against the domain name is selected. If not, click on the checkbox to select it. Other settings should not be changed under that option.
   - Click "Publishing Option" and select "Published" in the "Moderation State" dropdown. Comments can be given in the "Moderation Note" textbox.
   - Click "Save" button to publish the document in the website.

10. **Add Photo under "Media Gallery" in the Right Menu**

- Select "Content -> Add Content -> Media Gallery" for uploading photo under Media Gallery,
- Click "Language Setting" and select the desired language from the language dropdown.
- Click "Content Page" and fill the following data under the option
    - Enter the name of photo group in the "Title of Page" textbox.
    - Enter the location of the photos in the "Venue" textbox Select.
    - Enter the Date of the Photo in the Date textbox.
    - Enter the text for searching the photo in the Description Text Editor.
- Click "Upload File" for uploading photo. For uploading the photo file please do the following
    - Choose the photo file from the hard disk and click on the "Upload" button. Multiple photos can be uploaded by choosing photo file and clicking "Upload" button repeatedly.
- Click "Domain Setting" and ensure that the checkbox against the domain name is selected. If not, click on the checkbox to select it. Other settings should not be changed under that option.
- Click "Publishing Option" and select "Published" in the "Moderation State" dropdown. Comments can be given in the "Moderation Note" textbox.
- Click "Save" button to publish the document in the website.


11. **Add event under "Event" in the Right Menu.**
- Select "Content -> Add Content -> Event" for uploading Events under Event category,
- Click "Language Setting" and select the desired language from the language dropdown.
- Click "Content Page" and fill the following data under the option
    - Enter the description of the event in the Body Text Editor.
    - Enter the name of the Event in the "Title" textbox.
    - Enter the location of the Event in the "Location" textbox.
- Click "Upload File" for uploading a photo related to the event. For uploading the photo file please do the following
    - Choose the photo file from the hard disk and click on the "Upload" button.
- Click "Event Date" to enter the period of the event.
- Click "Domain Setting" for sending notification to the "Latest" section and selecting the domain for publishing. If you want to send a notification to the "Latest" section of the website regarding the event, please select the checkbox against the "Send Notification". Also please

ensure that the checkbox against the domain name is selected. If not, click on the checkbox to select it.

- Click "Publishing Option" and select "Published" in the "Moderation State" dropdown. Comments can be given in the "Moderation Note" textbox.
- Click "Save" button to publish the document in the website.

12. **Add content under "Latest" section.**
- Select "Content -> Add Content -> Latest" for uploading content under Latest section
- Click "Language Setting" and select the desired language from the language dropdown.
- Click "Content Page" and fill the following data under the option
   o Enter the Title of the page in the "Title of the Page" textbox.
   o Select "Simple Text" in the "Select Template" dropdown and enter the description in the Description Text Editor.
- Click "Upload File" if you have any file to be attached to the content. For uploading the photo file please do the following
   o Choose the photo file from the hard disk and click on the "Upload" button.
- Click "Domain Setting" for selecting the domain for publishing. Please ensure that the checkbox against the domain name is selected. If not, click on the checkbox to select it.
- Click "Publishing Option" and select "Published" in the "Moderation State" dropdown. Comments can be given in the "Moderation Note" textbox.
- Click "Save" button to publish the document in the website.

13. **Add Photo in the "Slider"**
- Select "Content -> Add Content -> Slider" for uploading photo in the slider.
- Click "Language Setting" and select the desired language from the language dropdown.
- Click "Content Page" and fill the following data under the option
   o Enter the title of the photo in the "Title of the Slider" textbox.
   o Enter the order of appearance of the photo in the "Order" textbox.
   o If you want to provide any link to the slider, you can use this link field. For linking,fill the following information
      * Enter the title of the Link.
      * Enter the path of the link in the "URL" textbox.

- o Enter the banner description of the photo in the "Banner description" Text Editor.
- Click "Upload File" for uploading a photo to the slider. For uploading the photo please do the following
  - o Choose the photo file from the hard disk and click on the "Upload" button. Enter the Alternate Text in the "Alternate Text" textbox and tool tips in the "Title" text box.
- Click "Domain Setting" for selecting the domain for publishing. Please ensure that the checkbox against the domain name is selected. If not, click on the checkbox to select it.
- Click "Publishing Option" and select "Published" in the "Moderation State" dropdown. Comments can be given in the "Moderation Note" textbox.
- Click "Save" button to publish the photo in the website.