

Mission
Basundhara

USER MANUAL

For Department Websites

Standardized Website Framework
of the Government of Assam

www.assam.nic.in

VERSION 1

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1. How to Login to the respective Department site?

Browse URL

For an example, for the GAD site the URL would be,

<https://gad.assam.gov.in/swf/login>

- Enter username and password in the login page, solve the question and click “Log in” button or press “Enter” key.

General Administration SWF 2.0 Login

Username *

Enter your user Name

Password *

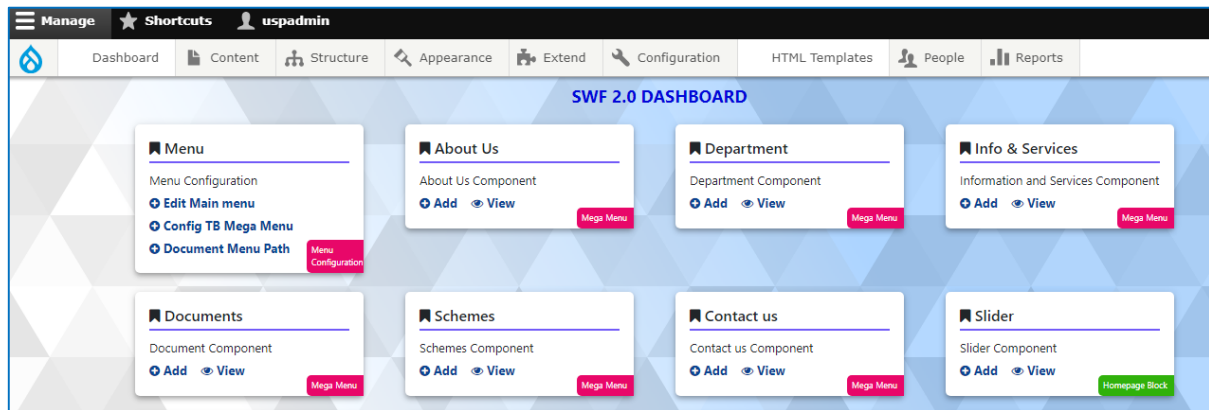
Enter your Password

Math question * $1 + 5 =$

Solve this simple math problem and enter the result. E.g. for 1+3, enter 4.

Log in

After successful Login, the following page will be displayed on the screen

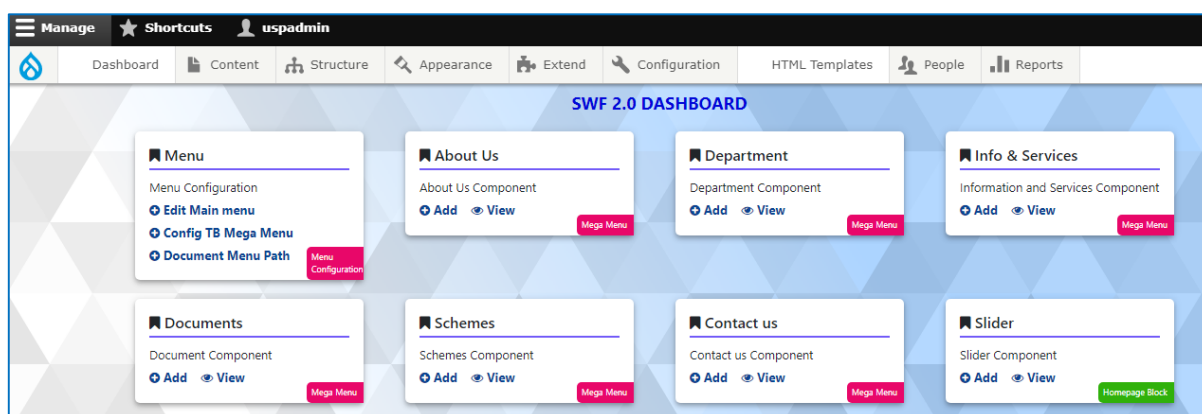


You can re-visit this page by clicking <https://gad.assam.gov.in/swf>

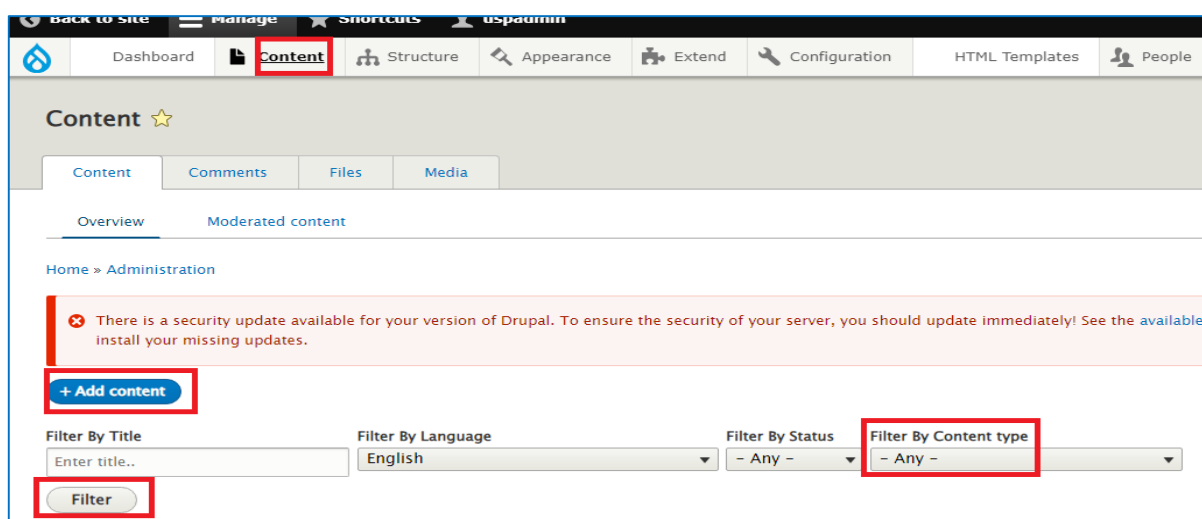
2. How to upload a content?

There are two ways to upload the content. Both ways are described below.

- 1) After successful login to the site as a department user (as already discussed), a page will appear on the screen as shown below. Each component has 2 buttons, like **Add & View**. These two buttons allow users to **upload, update or edit and view** content wherever they need to. **For uploading new content, click on Add, for updates or edits, Click View & click on the Edit button** (opposite the content you want to edit) on the right side of the page.



- 2) After successfully logging in to the site as a department user, a page will be displayed on the screen. The user needs to click on the **content** option at the **top** of the page. Now user can **update or edit and view** the desired content by selecting the **Filter By Content type** option and clicking on the **Filter** button. Similarly, clicking on **Add content** to upload new content will display another screen. The user can upload the content by clicking on the component under which they want to add the content.



A new key feature has been added:

- ***There is a feature called "Does this content have any political face?" in Add media area in every content type. Click on the check box if there is any political figure associated with the content. This feature helps to hide or disable any content having a political figure associated with it in times of elections when Model Code of Conduct is in force without having to search and identify such content individually.***

Add or select media



Name
swf-map-default-image.jpg

Alternative text *

Short description of the image used by screen readers and displayed when the image is not accessible.

Title *

The title is used as a tool tip when the user hovers the mouse over the image.

Does this content have any political face?

Save and select

Save and insert

3. How many menus does a department website have and how to upload content under each menu?

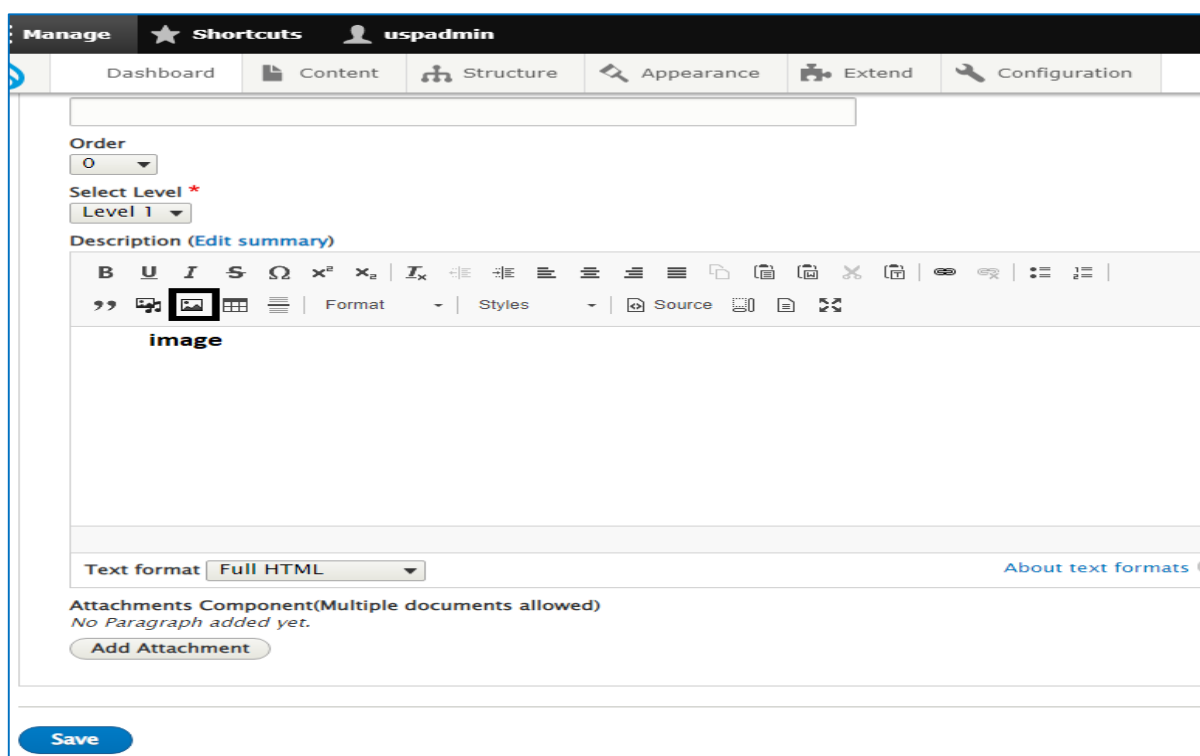
- A department website has 6 menus. These are **ABOUT, INFORMATION & SERVICES, SCHEMES, DOCUMENTS & DOWNLOADS and CONTACT US.**

3.1: How to upload content under About menu?

Select Department component. There are three types of levels.

- Give title of the content
- Give order in a sequential manner
- Select Level (If there are multiple levels of the content, then select the level, otherwise, it is not mandatory. By default, level 1 remains selected)
- Give Description of the content in Body Area
- For insert image under content, select **Image** option at the top of the Description area
- Give Attachment (if any)
- Save it

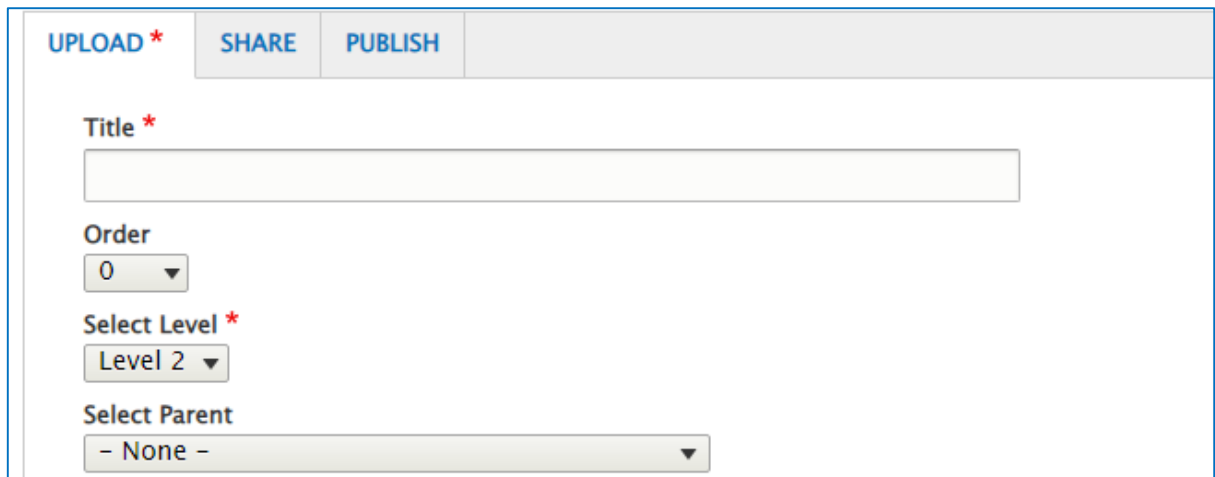
- If there is any confusion regarding upload kindly view existing content. Click View & click on the Edit button (opposite the content you want to view) on the right side of the page.



For 2nd level content

- Give Title
- Provide numbers in an ordered manner
- Select Level
- After selecting the 2nd level, different names will be displayed in the **Select Parent area**. The user needs to select the category under which they want to upload the content.
- Give Description
- For insert image in content, select **Image icon** at the top of the Description area
- Upload Attachment (if any)
- Save it

For example, a screenshot of existing content is displayed below



The screenshot shows a form with a header bar containing three buttons: 'UPLOAD *' (highlighted in blue), 'SHARE', and 'PUBLISH'. Below the header, the form fields are as follows:

- Title ***: A text input field.
- Order**: A dropdown menu with '0' selected.
- Select Level ***: A dropdown menu with 'Level 2' selected.
- Select Parent**: A dropdown menu with '- None -' selected.

For 3rd level content

- Give Title
- Provide numbers in an ordered manner
- Select Level
- After selecting the 3rd level, different names will be displayed in the **Select Parent 3 Level area**. The user needs to select the category under which they want to upload the content.
- Give Description
- For insert image in content, select **Image icon** at the top of the Description area
- Upload Attachment (if any)
- Save it

For example, a screenshot of existing content is displayed below

The screenshot shows a form with the following fields:

- Title ***: A text input field.
- Order**: A dropdown menu with the value '0' selected.
- Select Level ***: A dropdown menu with the value 'Level 3' selected.
- Select Parent 3 Level**: A dropdown menu with the value 'District Employment Exchange-[Skill, Employment & Entrepreneurship]' selected.

3.2: How to upload Information & Services Content?

Select Information & Services Component. There are three types of levels.

- Give title of the content
- Give order in sequential manner
- Select Level (By default it is selected, if there are multiple levels of the content, then select the level, otherwise it is not mandatory)
- Give Description of the content in Body Area
- For insert image in content, select **Image icon** at the top of the Description area
- Upload Attachment (if any)
- Save it

N.B. 2nd & 3rd level is same as About menu.

3.3: How to upload content under Scheme menu?

Select Scheme Component

- Give title of the Scheme
- Give order in a sequential manner
- Give Description in body area
- Give a short description from content in **Content Teaser** area
- Give scheme Cover Image (upload a cover photo related to this scheme)
- Choose a category which is related to this scheme
- Give Attachments (if any)

- Enter highlights (select main point from the scheme)
- Enter Launch Date of the scheme
- If there is any link to apply for the scheme, then enter it in Apply Online Link area
- Link text (same with scheme title)
- Select Departments/Districts

3.4: How to upload Document content?

Select Document component. Areas with star mark are mandatory.

- Give Document title
- Select category (In case of adding a new category, the user needs to **hover** on the **structure**/click on the **taxonomy**/click on the **list term** against the **document category**/click on **add term** and add category)
- Select source if any. Otherwise it is not mandatory (In case of adding a new category, the user needs to **hover** on the **structure**/click on the **taxonomy**/click on the **list term** against the **document source**/click on **add term** and add source)
- Give **Document Number** (if Document has a number)
- Give Document Date
- Give Document Year
- Give scheme start date and end date in **VALID THRU** area
- Give Document title and add Attachment in **NORMAL ATTACHMENT** area (in case of Disable Friendly Attachment, check box in “**Check If the Disable Friendly document available?**” area)
- Save it

If there is any confusion regarding upload kindly view existing content. Click View & click on the Edit button (opposite the content you want to view) on the right side of the page.

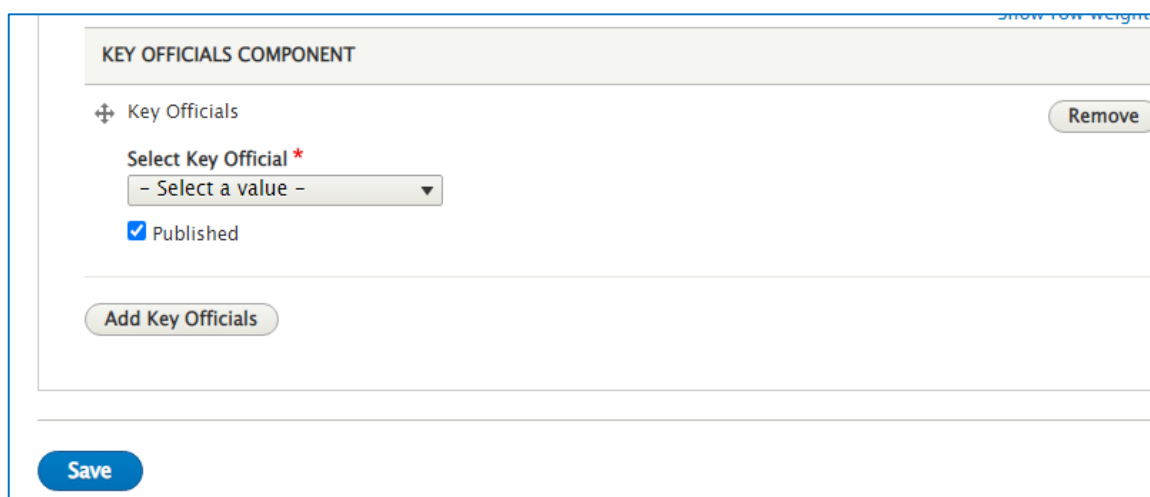
3.5: How to upload Contact Us Content?

Select Contact Us Component

- Click on add or edit
- Go to the bottom
- Click on add key official
- Select key official (If the official's name is already inserted, select the name, otherwise, go to the web directory and add the name of the official you want to insert. This is described in detail below.)
- Save it

If there is any confusion regarding upload kindly view existing content. Click View & click on the Edit button (opposite the content you want to view) on the right side of the page.

For example, a screenshot of area is displayed below:



The screenshot shows a form titled "KEY OFFICIALS COMPONENT". At the top right of the form area, there is a link that says "show row weights". Below the title, there is a section for "Key Officials" with a plus icon on the left and a "Remove" button on the right. Underneath, there is a label "Select Key Official *" followed by a dropdown menu currently showing "- Select a value -". Below the dropdown is a checked checkbox labeled "Published". At the bottom of this section is a button labeled "Add Key Officials". At the very bottom of the form is a blue "Save" button.

4. How to add a name in Web Directory?

Select Web Directory Component. Areas with star mark are mandatory.

- Give title
- Give order
- In case of **Web Information Manager**, then only check the box in “**Notify Contact Us Menu Block**”
- Select Prefix
- Select Directory
- Give Designation (In case of adding a new Designation, the user needs to **hover** on the **structure**/click on the **taxonomy**/click on the **list term** against the **Designation**/click on **add term** & add source)
- Add cover photo of the official
- Give Location
- Give Phone Number
- Give Fax Number
- Give Email Address
- Give Facebook URL
- Give Twitter URL
- Give Instagram URL
- Save it

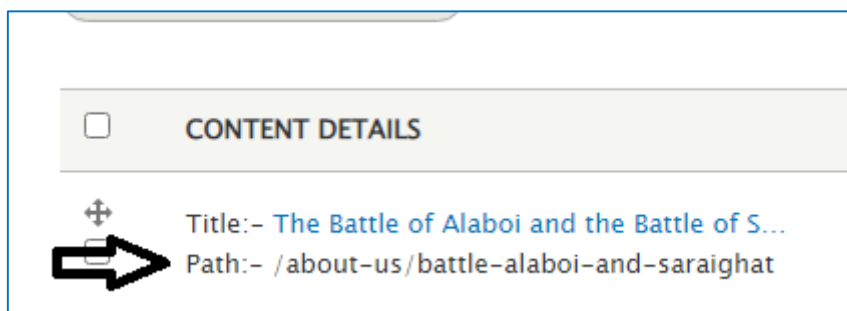
If there is any confusion regarding upload kindly view existing content. Click View & click on the Edit button (opposite the content you want to view) on the right side of the page.

5. How to add link in menu content?

It is necessary to add link in every content of the menu. Otherwise, the user will not be able to see the content. When we upload a content, a link is created automatically. The process for adding links to ABOUT, DEPARTMENTS, INFORMATION & SERVICES and SCHEMES content is the same.

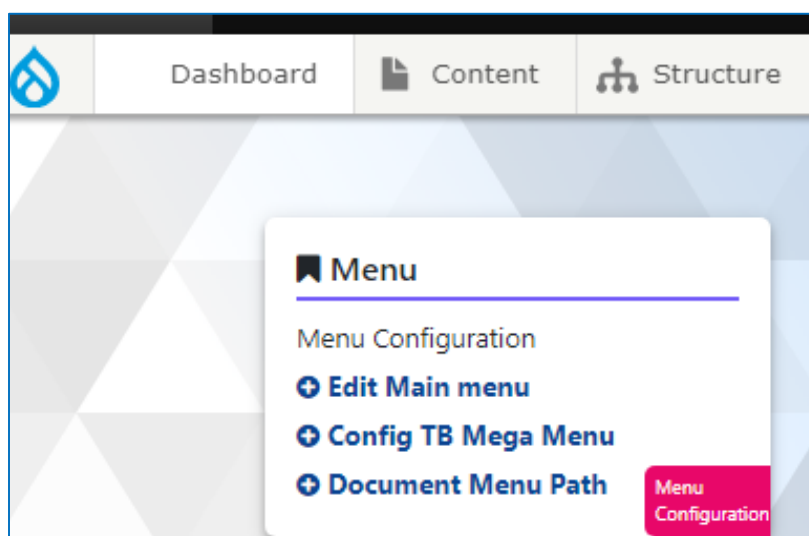
Before adding a link to the menu content, we need to know where we are going to get the link from.

- For the content we are looking for a link to, click on the view of the component related to that content. For example, if it is About menu content then, click on About Us Component. Next, we will see a link called Path under the name of each content. User will copy that link and paste it into the link on the Add menu link page.



How to add links to the menu is described below

- There is an option on the dashboard called Menu. We need to click on Edit Main menu



After that click on **add link**. Now a new page will be opened.

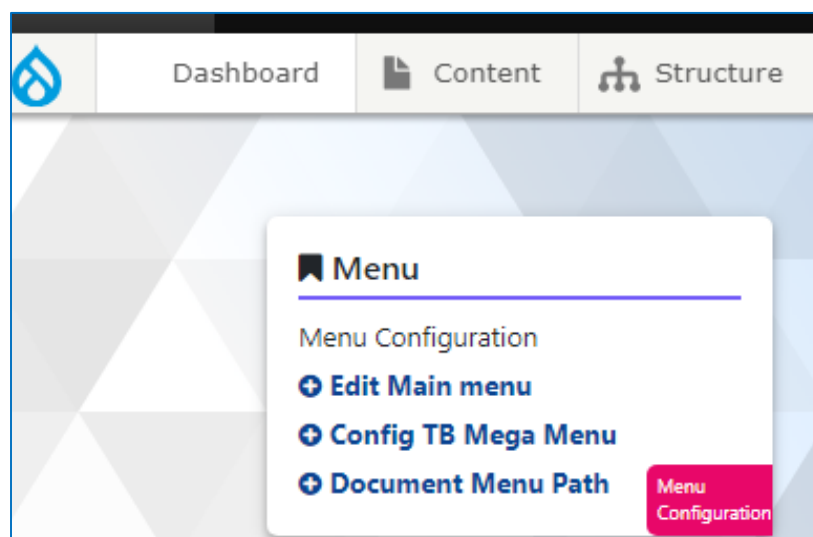
- Give content name in **Menu link title**
- Give link.
- Give description (same with the title)
- Give **Parent link** (Select the menu under which the content is located. If it is scheme menu then select scheme)

- Save it

If there is any confusion regarding add menu link, kindly view existing content. Click on Edit Main menu and see.

6. How to add link in Document menu content?

There is an option on the dashboard called Menu. We need to click on Document Menu Path.



Now a new page will be opened. Copy the path of the category the user wants to add. After that paste it into the category where you want under Document menu.

Document Menu Path ☆

[Home](#) » [Administration](#) » [Content](#)

✘ There is a security update available for your version of Drupal. To ensure the security of your server, you should install your missing updates.

DOCUMENT CATEGORY NAME	➔	PATH
Acts/Rules		/document/actsrules
Budget		/document/budget

7. How to upload a Slider?

After making a new 1350 × 375 px slider:

- Select Slider Component (click on view)
- click on edit against **Front Page Slider Component**
- Add slider in **SLIDER IMAGE** area
- Give **Short Description** if any
- Select **Hyperlink Medium**. If Slider have any kind of link to give, then select **link and in case of attachment** then select **attachment** in **Hyperlink Medium area**. By default, it selects none.
- Save it.

8. How to upload Department Highlights?

Department Highlights component is the place where users can give content about some important information of the **Department**.

Select **Department Highlights** component

- Click on add
- Add photo of the related place in **FEATURED IMAGE** area
- Give URL of the related place

- Give link text same with the title
- Give order
- Save it

9. How to upload content in HOD Profile area?

This field provides facility to upload profile of Department minister & HOD.

Select HOD component

- Click on add
- Give title (title is Head of Department Profile)
- Give **HOD's Name (Minister name)**
- Select Portfolio Type
- Upload **HOD's photo** in **HOD PHOTO** area
- Give short description
- Give description about DC. Click View Profile on the home page to see the details
- Give Facebook Link (If available)
- Give Instagram Link (If available)
- Give Twitter Link (If available)
- Give LinkedIn Link (If available)
- Give Email ID
- Give Contact Detail

Click on Add HOD Profile to upload HOD's details

- Give HOD's name

Rest of the details are same as above

- Save it

10. How to upload content in quick Access?

Select Quick Access component

- Click on add
- Give title
- Give order
- Give description
- Give URL of the content
- Add image of the relevant content
- Save it

11. How to upload Important Links?

Select Important Links Component. By default, each department site will have a few links. If users want to add any new links, they can do so. Before adding the URL link to the Important links component, the user must upload the content related to said link. Otherwise, the user will not be able to see the content.

- Click on add
- Give Title of the link
- Give order
- Give URL of respective Link (For latest it will be, **/latest**, for Video Gallery it will be, **/video-gallery-page**, for Press Releases it will be, **/document/press-release**, for Events it will be, **/all-events**, for FAQs it will be, **/frequently-asked-questions**, for Photo Gallery it will be, **/photo-gallery**)
- Give link text same with the title
- If you want to highlight the link, then check the box in **highlight area**
- Save it

12. How to upload Content in Our Services area?

When we upload the content of a service, if we enter 1 in order, the service will automatically display on the front page along with the photo

Select services Component

- Give title of the online service
- Give order
- Select **service delivery type**
- Give description about service in description area

- Give URL of respective service
- Give image of respective service in **Featured Image** area
- Save it

13. How to upload content in Know more About Component?

In this place you can display any important content from anywhere of the department.

Select Know more About Component

- Click on view
- Click on the Edit button opposite the Know more about component
- Select column (There are two columns. Column 1 & Column 2.)
- Give title of the content
- Give URL link. (For example, if the content is from Information and Services component then the link is **“/information-and-services/independence-day-speeches”**)
- Save it.

14. How to upload content in Top Schemes?

Top Schemes are displayed automatically from the **Scheme menu**. Whenever you update or add a scheme, it will also be displayed in the top schemes

15. How to upload content in Event Component?

Select Event component

- Click on add
- Give title of the event
- Check the box in **highlight area**, if you want to highlight the event
- Give date of the event
- Give Description (c)
- Give image in FEATURED IMAGE area (Multiple images allowed)

- Give EVENT DURATION (if it is one-day event, give start date)
- Give location of the event
- Give order
- Give short Description (will be visible on the home page)
- Give YouTube Video Component (if available)
- Give Attachments (if available)
- Save it

16. How to upload Image in Photo Gallery?

Select Photo Gallery Component

- Click on add
- Give title of the photo
- Upload image (Multiple images allowed)
- Select Departments/Districts
- Give Location related to image
- Save it
-

17. How to upload Video in Video Gallery?

Select Video Gallery Component

- Click on add
- Give title of the Video
- Select Departments/Districts
- Give YouTube Video URL
- Save it

18. How to upload content policies component?

Website Information Manager, Content Management, Disclaimer, Screen Reader, Terms of Use, Grievance Redressal, Website Governance, Copyright Policy, Accessibility Policy, Hyper Linking Policy & Privacy Policy, these contents are covered by the policies component.

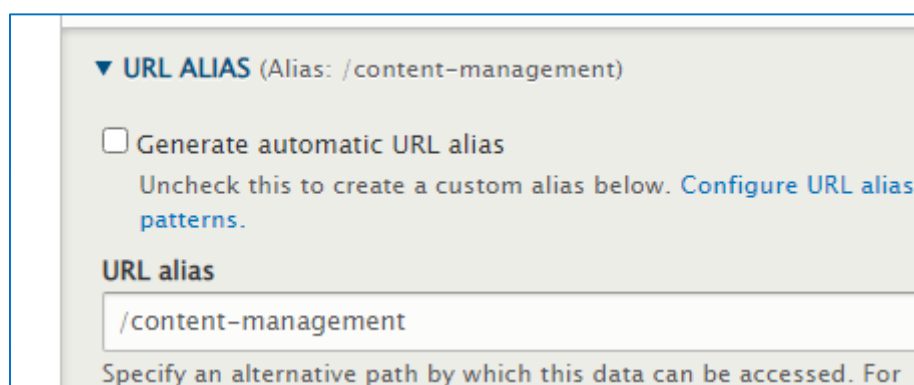
Select policies component

- Click on add

- Give title of the content
- Give Description in the body area
- Give order
- Save it

After creating a content in the Policies component, a link will be created right on the right side of the page and it needs to be linked. Otherwise, it will not be visible on the details page. The Footer Component will allow us to link to the content of the policy.

For example, a screenshot of existing content is displayed below




19. How to paste a link in Footer Component?

All content links under the Policies component will look like this. For example, if it is content management link, then the link to paste into the footer element would be “/policy-page/content-management”. Users must mention “/policy-page” before the link, which is automatically generated in the content. This only applies to the content of the Policies component.

Select footer component

- Click on edit
- Give URL link
- Give link text
- Save it

For example, a screenshot of existing content is displayed below

 Policies Component

LINK *

URL *

Start typing the title of a piece of content to select it. You can also enter an internal path such as `/policy-page/content-management` or an external URL such as `http://example.com`. Enter `<front>` to link to the front page. Enter `<no/` to display no link text only. Enter `<button>` to display keyboard-accessible link text only.

Link text

Published