

User Manual

MSTC Corporate Website

Content Management System

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Version 1.0

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Introduction

CMS stands for Content Management System, an integral part of the company's corporate website www.mstcindia.co.in, is developed to formalize and to monitor the addition and updation of contents in the corporate website. This system comes under the requirement of GIGW (Guidelines for Indian Government Websites) certification. All employees of the company are to abide by the process and rules to send a request for modification of website content.

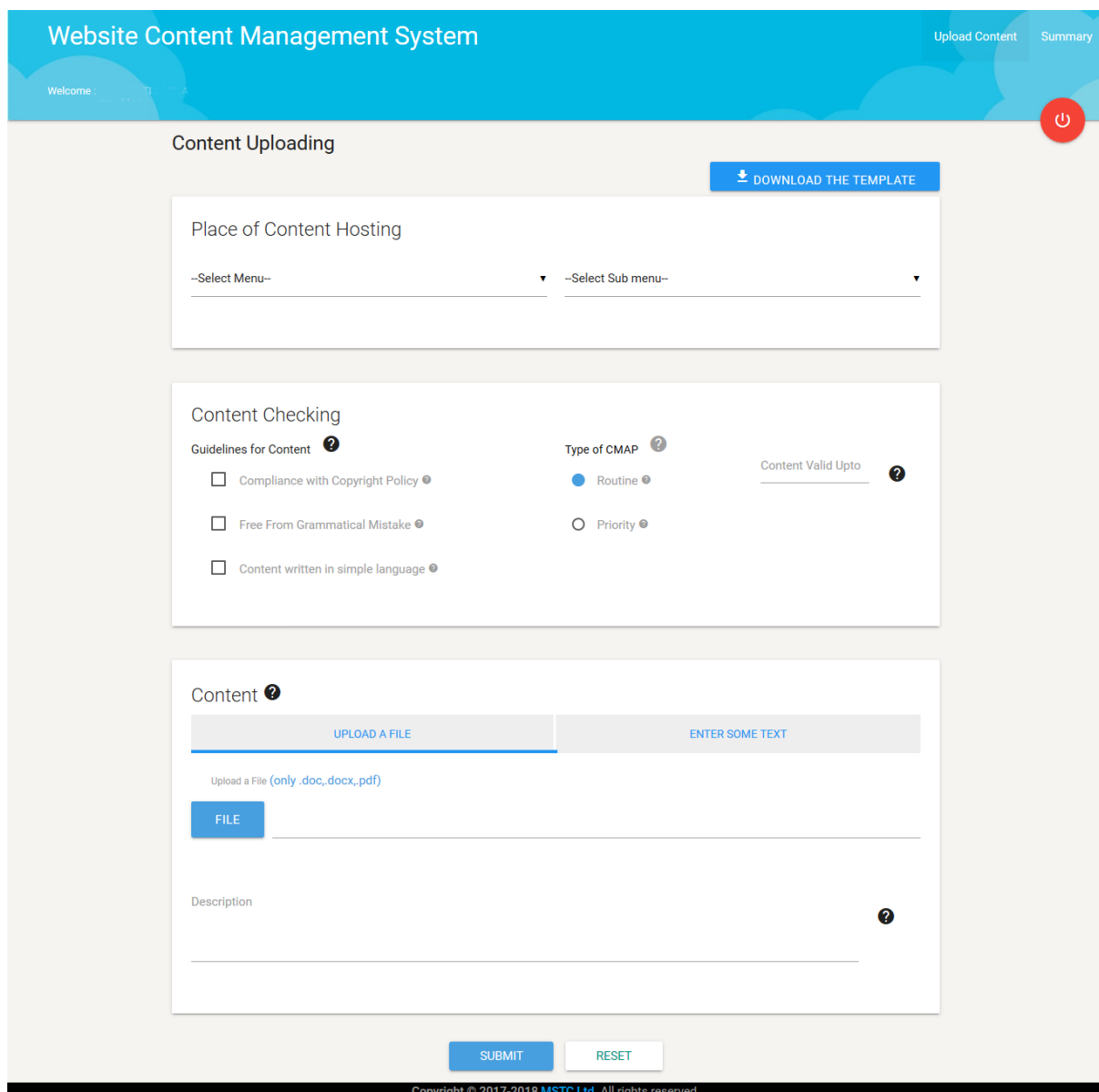
While the CMS application is built with easy-to-use interface, this user manual is hereby presented to the users of the application to get a brief understanding and workaround of the whole process. It is advised to the users that in case of any issue, they should report it to the Systems department (systems@mstcindia.co.in) to get it resolved.

Chapter 1: For General Users

General users are all the employees of MSTC Ltd across all regions and branches except Coal cell and Iron Ore cell and some other specific departments. Users can go to the link <http://www.mstcindia.co.in/cms> and login with their PNA credentials.

All users can upload content and place for approval. Different types of content allowed are – text, files, images, news and events, downloads. An *uploader* can login to the portal and go to *Content Upload* page as shown below:

Content Upload



The screenshot shows the 'Website Content Management System' interface. The header includes a 'Welcome' message and navigation links for 'Upload Content' and 'Summary'. A red power button icon is visible in the top right corner.

The main section is titled 'Content Uploading' and contains a 'DOWNLOAD THE TEMPLATE' button. Below this is a 'Place of Content Hosting' section with two dropdown menus: '--Select Menu--' and '--Select Sub menu--'.

The 'Content Checking' section includes 'Guidelines for Content' with three checkboxes: 'Compliance with Copyright Policy', 'Free From Grammatical Mistake', and 'Content written in simple language'. It also features a 'Type of CMAP' section with radio buttons for 'Routine' (selected) and 'Priority', and a 'Content Valid Upto' field.

The 'Content' section has two tabs: 'UPLOAD A FILE' and 'ENTER SOME TEXT'. The 'UPLOAD A FILE' tab is active, showing a file upload area with a 'FILE' button and a description field. The 'ENTER SOME TEXT' tab is also visible.

At the bottom, there are 'SUBMIT' and 'RESET' buttons. The footer contains the copyright notice: 'Copyright © 2017-2018 MSTC Ltd. All rights reserved.'

In this page, one can upload a file or text to be shown in a specific part of the corporate website. The uploader should check his/her content against the policies mentioned in the *Content Checking* section. A template for creating document is provided in top right corner.

Also a priority of the content can be set by the uploader. A *Routine* content means, the content will go through a chain of approval through *Approver*, *Moderator* and *Publisher*. The roles of each individual are described below:



Process flow for Routine upload of content

Below are the descriptions of each role:

Uploader An uploader uploads the content in the *Content Upload* which can be a text or a file. In the *Content Checking* section of the page, all guidelines for the content being uploaded are given such as, the content should be free of grammatical mistakes, the content follows the copyright policy etc. Most importantly, the uploader should specify the expiry date of the content he/she is providing in the corresponding *validity* textbox. After this, he/she can write the text in the box provided or can upload a file.

Approver After the uploader uploads the content, it goes to the approver for approval. Generally the approver is the reporting manager or HOD of the department of uploader. The duty of the approver includes checking the content for being easy to understand, free from offensive language, free from grammatical error, if the title of the document mentioned and if the content is following copyright policy. A separate link for the *approver* will appear if the approver logs in to the CMS.

The approver can then go to the *Pending Approval* page to see the pending requests waiting to be approved.

Moderator This is a step to be followed exclusively for *Routine* process. In this process HOD of Systems department i.e. Mr. Chittaranjan Giri validates the content. The checklist for moderator is whether the document contains MSTC logo and date, if the content provided is both in English and Hindi etc. After the moderator approves the content, it is ready to be published to the website and goes to the last member of the chain i.e. *Publisher*.

Publisher Publisher is someone from Systems department who does the job of uploading the content to the website. After uploading publisher can write a comment which can be viewed by the

uploader. This is made for the uploader to get a better understanding of the content uploading status.

Now if the uploader selects the *Priority* option while uploading the content, the process flow becomes:

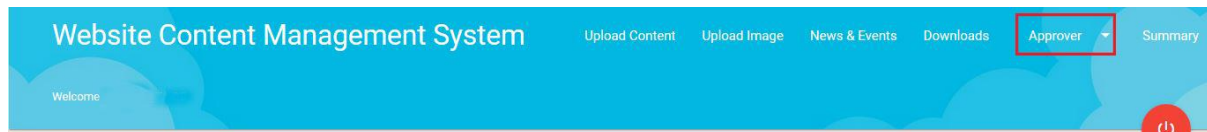


*Process flow for **Priority** upload of content*

The moderator does not intervene in the process so that the process becomes faster, but while selecting *Priority* the uploader **must** mention in the *Description* why it is a priority content.

Chapter 2: For Approver

On any *Approver's* login, an extra option in the menu can be seen.



Approver can approve pending requests in the *Pending Approval* page. Approver also has the responsibility of activating/deactivating image, news/events and downloads. Upon changing the status of these contents, these items will be removed from the website in real time.



Caution!

Activating or deactivating any of the image, news/events or downloads in the *Activate/Deactivate page* will be reflected in the corporate website instantly. So please be careful.

Activate/Deactivate Image:

In this page all the approved Image Uploads will be shown row-wise. On the right side of each row a button is given, clicking that an option for activate or deactivate will be shown. Upon changing the status, and clicking on "*Update*" will change the current status of the image and the change will immediately be reflected to the website.



Warning!

Please note that, **only 5 images** can remain activated at an instance. So if you are activating an image, please make sure to turn off other active images if the total count of activated images is exceeding 5.

Activate/Deactivate News:

Similar to *Activate/Deactivate Image*, only the News and Events part will be updated here.

Activate/Deactivate Downloads:

Similar to above, only the Downloads section will be updated here.

Chapter 3: For Moderator

Moderator is a part of *Routine* requests only. Moderator part is handled by Mr. Chittaranjan Giri, HOD of Systems department. Upon approval of a *Routine* content by the *Approver*, an email notification is sent to the Moderator. The role of moderator is to check if contents are being maintained in correct format or not. This includes checking if the document carries MSTC logo, publishing date and expiry date in the front page, checking if all the content has both English and Hindi version or not etc.

Chapter 4: For Publisher

Upon approval of moderator, the content will go to Publisher who will finally upload the content in the mentioned place of the website. Publisher is generally selected from the Systems department. After the publisher uploads the specified content in the website, he/she can comment on the task requested by the uploader. The uploader can then finish the approval cycle by updating the status of the task.

In case of Image, News/Events and Downloads, the Approver has the power to activate or deactivate items, which will automatically change the content in the corporate website.

Chapter 5: For Special Users

Some employees of the company have special access to some functions of CMS. They have some extra facilities to upload Image, News/Events and Downloads. The home page for them looks like this:

Website Content Management System

[Upload Content](#)
[Upload Image](#)
[News & Events](#)
[Downloads](#)
[Summary](#)

Welcome

Content Uploading

[Download the Template](#)

Place of Content Hosting

--Select Menu--
--Select Sub menu--

Content Checking

Guidelines for Content
☐ Compliance with Copyright Policy
☐ Free From Grammatical Mistake
☐ Content written in simple language

Type of CMAP

☒ Routine
☐ Priority

Content Valid Upto

Content

[Upload a File](#)
[Enter some text](#)

Upload a File (only .doc, .docx, .pdf)

FILE

Description

SUBMIT

RESET

Copyright © 2017-2018 MSTC Ltd. All rights reserved.

Upload Image

The *Upload Image* link can be found by all employees with special access at the top menu. This can be used to upload images to show in gallery section of the website. Only *.jpg*, *.jpeg*, *.png* files can be uploaded here. A title for the image must be provided in the textbox provided. In the right side all the checks must be ensured while uploading an image. Please note, image dimension should be **less than or equal to 1280 x 960 pixel** and **size should be less than 500 KB**. If these conditions are not met, the system will reject the request immediately.

Note: All requests for uploading image are in *Priority* mode in approval process.

Image Uploading For Image Gallery

[SAMPLE IMAGE](#)

Upload Files (only .png,.jpeg,.jpg)

SELECT FILE

?

Enter Description

?

CheckList

- ☐ Compliance with Copyright Policy ?
- ☐ Text on image is Free From Grammatical Mistake ?
- ☐ Image should not be distorted. ?
- ☐ Image should not be more than 500 Kb. ?
- ☐ Image should be of 1280 X 960 Pixel. ?

SUBMIT

RESET

Upload News and Events

This section is used for displaying a news or event notification in the home page of the website. Uploader can provide the required information in the corresponding textboxes along with a small image of specified size, while satisfying all the checks. The page looks like:

Note: All requests for uploading News and Events are in *Priority* mode in approval process.

Upload News & Events

<p>News & Events Title ?</p> <hr/> <p>Upload Image (only .jpeg,.jpg,.png) ?</p> <div style="border: 1px solid #007bff; background-color: #007bff; color: white; padding: 2px 10px; display: inline-block;">SELECT FILE</div> <hr/> <p>Enter full URL ?</p> <hr/> <p>Description ?</p> <hr/>	<h3>Content Checking</h3> <p><input type="checkbox"/> Compliance with Copyright Policy ?</p> <p><input type="checkbox"/> Free From Grammatical Mistake ?</p> <p><input type="checkbox"/> Content written in simple language ?</p> <p><input type="checkbox"/> Free from offensive/discriminatory language ?</p> <p><input type="checkbox"/> Image should not be distorted.(150 x 100) ?</p> <p><input type="checkbox"/> Image should not be more than 50 Kb. ?</p>
<div style="display: inline-block; background-color: #007bff; color: white; padding: 10px 20px; border-radius: 5px;">SUBMIT</div> <div style="display: inline-block; background-color: #e6e6fa; color: #007bff; padding: 10px 20px; border-radius: 5px; margin-left: 20px;">RESET</div>	

Download Section

This section is for uploading any document available for download in the Downloads section of the website. Uploader can provide the required information in the corresponding textboxes along with the document, while satisfying all the checks. The page looks like:

Download Section

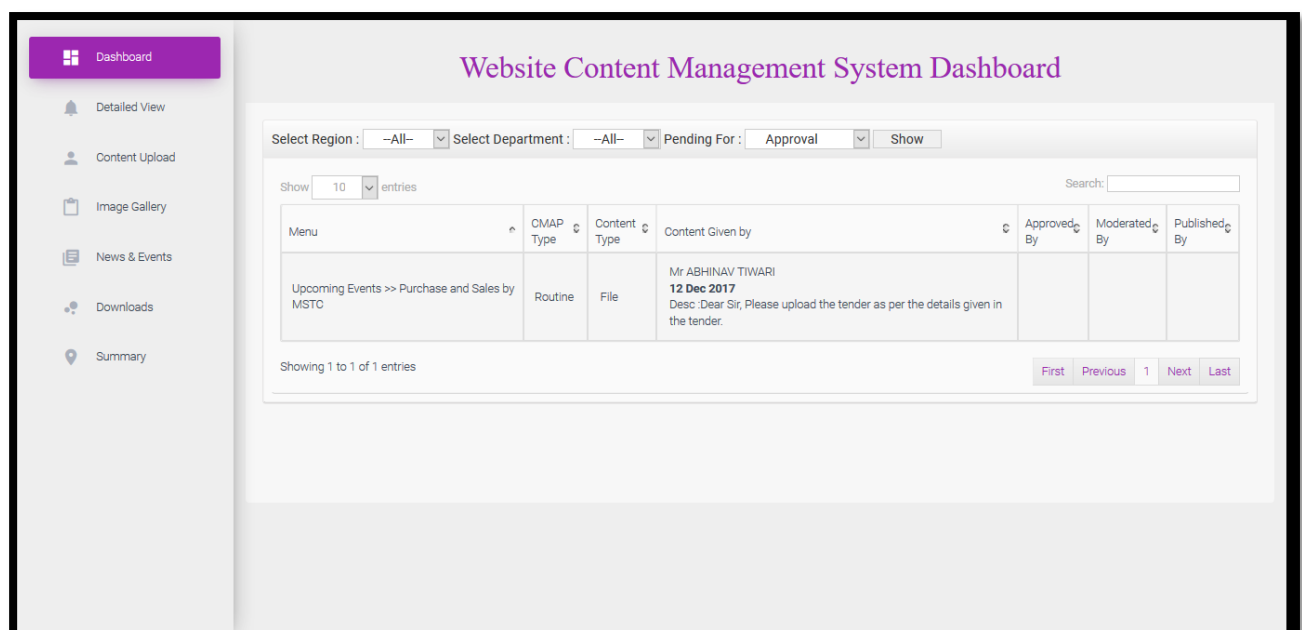
<p>Enter Title ?</p> <hr/> <p>Upload File (.doc,.docx,.pdf,.xls,.xlsx)</p> <div style="border: 1px solid #007bff; background-color: #007bff; color: white; padding: 2px 10px; display: inline-block;">SELECT FILE</div> <hr/> <p>Enter Content Validity ?</p> <hr/>	<h3>Content Checking</h3> <p><input type="checkbox"/> Compliance with Copyright Policy ?</p> <p><input type="checkbox"/> Free From Grammatical Mistake ?</p> <p><input type="checkbox"/> Content written in simple language ?</p> <p><input type="checkbox"/> Free from offensive/discriminatory language ?</p> <p><input type="checkbox"/> Consistency in nomenclature is maintained. ?</p> <p><input type="checkbox"/> Page prints correctly on A4 size paper & is readable. ?</p>
<div style="display: inline-block; background-color: #007bff; color: white; padding: 10px 20px; border-radius: 5px;">SUBMIT</div> <div style="display: inline-block; background-color: #e6e6fa; color: #007bff; padding: 10px 20px; border-radius: 5px; margin-left: 20px;">RESET</div>	

Chapter 6: Dashboard and Monitoring

Publishers has right to view the dashboard and Detailed view of all content uploaded in CMS for Monitoring purpose. Dashboard gives a summarized picture of the content uploaded in the form of Numbers as well as Charts.



Detailed View gives the detail of Content uploaded in CMS in the form of table along with the filters such as Region, Department, and Status etc.



The detailed view displays a table of content entries with various filters and a search bar. The filters include Select Region (All), Select Department (All), and Pending For (Approval). The table shows one entry for 'Upcoming Events >> Purchase and Sales by MSTC' with a routine type and a file content. The entry is approved by Mr. ABHINAV TIWARI on 12 Dec 2017. The table also includes columns for Moderated By and Published By.

Menu	CMAP Type	Content Type	Content Given by	Approved By	Moderated By	Published By
Upcoming Events >> Purchase and Sales by MSTC	Routine	File	Mr ABHINAV TIWARI 12 Dec 2017 Desc :Dear Sir, Please upload the tender as per the details given in the tender.			

Showing 1 to 1 of 1 entries

First Previous 1 Next Last