

User Manual for Website Tender updation using through CMS

Disclaimer

- Use AD Password for Login.
- All Changes are Audit Logged. So maintain the privacy of the credential.
- User department is responsible for the bilingual (English and Hindi) updation. Hindi contents will be provided by OLC Department on your request.
- If the page is not editable for the maker give update and do the necessary changes.
- For any queries in this regards kindly contact 044-2527 9807

User Manual for Using Tender (Maker)

1. Step 1:

- In **Google Chrome** browser type url:

<https://website.ib.in/wp-admin>

2. Step2:

AD Authentication Enabled. Kindly use AD Username and Password to Login

1. Manual for uploading website page for CO
2. Manual for uploading tender

AD User ID with checkdigit
XXXXXXX

Password
.....

Captcha *
hXy4J

Type the text displayed above:
hXy4J

Click This Link For Reset / Unlock Your AD Password

Forgot Password / User Locked

Login

Enter Your AD User ID with checkdigit

Enter Your Password

Enter Captcha Which Shown Above

Click Login Button

Go to Indian Bank | Your Own Bank ::
Financial services come any

3. Step3: To create a New Tender page.

Bank : Financial... New View Posts Delete Cache English Howdy, test zone

Dashboard

Tenders

Add new Tender

All (202) | Published (202) | Trash (1)

All dates Filter

Step 1: Click Tenders

Step 2: Click Add new Tender

Title	Languages	Department Category	Is Verified?	Date
No Tender found				
Title	Languages	Department Category	Is Verified?	Date

PowerSoft Bank - Financial... + New English Howdy, test zone

Dashboard

Media

Tenders

All Tenders

Add new Tender

Auctions

Departments

Profile

Collapse menu

Add new Tender

English Hindi

Enter title here → Enter your tender title

English Hindi

Tender Group

Tender Pdfs *

Upload Tender Pdfs

Enter Tender Pdf Title

1

Tender Pdf *

No File Selected. Add File → Follow the step 4 from manual for add you files

If tender contains more than one file then click the Add more button → Add More

Last Date Of Tender *

Enter Last Date Of Tender

→ Enter tender last date (this is date-picker)

English Hindi

Tender Option Box

Creator Remark

Enter Remark → Enter the maker's message.

Save Draft Preview

Status: Draft Edit

Visibility: Public Edit

Publish Immediately Edit

Atlast click publish → Publish

Department Category

testZonalOffice

Thank you for creating with WordPress

Version 4.9.6

4. Step4: Upload the tender files.

PowerSoft Bank - Financial... + New English Howdy, test zone

Dashboard

Media

Tenders

All Tenders

Add new Tender

Auctions

Departments

Profile

Collapse menu

Add new Tender

English Hindi

Enter title here

English Hindi

Tender Group

Tender Pdfs *

Upload Tender Pdfs

Enter Tender Pdf Title

1

Tender Pdf *

No File Selected. Add File → Click Add File

Add More

Last Date Of Tender *

Enter Last Date Of Tender

English Hindi

Tender Option Box

Creator Remark

Enter Remark

Save Draft Preview

Status: Draft Edit

Visibility: Public Edit

Publish Immediately Edit

Publish

Department Category

testZonalOffice

Thank you for creating with WordPress

Version 4.9.6

Select File

Upload Files

Media Library

Drop files anywhere to upload

Select Files

Click the select File to browse tender file.

Maximum upload file size: 30 MB.

Select files

Select File

Upload Files

Media Library

All media items

All dates

uploaded file will be selected

Search media items...

PresentationMarch2018.pdf

rate-1.xls

ATMs-With-Poor-Performance-20.02.2019.pdf

rate.xls

uddin-industry.pdf

finalcopy_cuudoc.pdf

HI-RFP2019FINAL.pdf

GI-RFP2019FINAL.pdf

LI-RFP-2019FINAL.pdf

23112018minutesfinal.pdf

POSTAL-BALLOT-FORM-1.pdf

POSTAL-BALLOT-NOTICE-1.pdf

TT.pdf

Export.pdf

Import.pdf

Attachment Details

PresentationMarch2018.pdf

April 5, 2019

2 MB

Delete Permanently

URL

https://10.100.20.153/wp-c

Title

PresentationMarch2018

Caption

Description

Required fields are marked *

Link to URL

Click Select file

Select File

Dashboard

Media

Tenders

Auctions

Departments

Profile

Collapse menu

Bank :: Financial...

English Hindi

Tender Group

Tender Pdfs *

Upload Tender Pdfs

Tender Pdf Title *

Enter Tender Pdf Title

1

Tender Pdf *

Upload Tender Pdf

PresentationMarch2018

Name: PresentationMarch2018.pdf

Size: 2 MB

Add More

Last Date Of Tender *

Enter Last Date Of Tender

English Hindi

Tender Option Box

Creator Remark

Enter Remark

uploaded file will be showed here

User Manual For Using Tender (Checker)

1. Step 1:

- In **Google Chrome** browser type url:

<https://website.ib.in/wp-admin>

2. Step2:

1. [Manual for uploading website page for CO](#)
2. [Manual for uploading tender](#)

5-Digit SR.No. (without checkdigit)
XXXXXXX

Password
••••••••

Captcha *
AJZsb
Type the text displayed above:
AJZsb

☐ Remember Me

Go to Indian Bank | Your Own Bank ::

Step3: To verify new tender page.

Dashboard | Bank : Financial... | + New | View Posts | Delete Cache | English | Howdy, test user2

Tenders | Add new Tender

All (203) | Published (203) | Trash (3)

Bulk Actions | Apply | All dates | Filter

Title	Languages	Department Category	Is Verified?	Date
test1	Languages are not set	testZonalOffice	no	Published 1 min ago

Bulk Actions | Apply

Step1: Click Tenders

Step2: Click this editing title

Dashboard

Media

Tenders

All Tenders

Add new Tender

Auctions

Departments

Profile

Collapse menu

Bank :- Financial...

New

View Tender

English

Howdy, test user2

Screen Options

English

Hindi

test1

Permalink: <https://10.100.20.153/tender/test1/>

English

Hindi

Tender Group

Tender Pdfs *

Upload Tender Pdfs

Tender Pdf Title *

Enter Tender Pdf Title

test

1

Tender Pdf *

Upload Tender Pdf

PresentationMarch2018

Name: PresentationMarch2018.pdf

Size: 2 MB

Add More

Last Date Of Tender *

Enter Last Date Of Tender

2019-04-19

English

Hindi

Publish

Preview Changes

Status: Published

Visibility: Public

Published on: Apr 5, 2019 @ 18:54

Move to Trash

Update

Department Category

testZonalOffice

Atlast click update button