

User Manual for Website updating 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 CMS (Maker)

1. Step 1:

- a. 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 → Enter Your AD User ID with checkdigit

Password
..... → Enter Your Password

Captcha *
hXy4J
Type the text displayed above:
hXy4J → Enter Captcha Which Shown Above

Click This Link For Reset / Unlock Your AD Password → Forgot Password / User Locked

Log in → Click Login Button

— Go to Indian Bank | Your Own Bank :: Financial services company

3. Step3: To create a page.

- a. **For Adding New Page**

Indian Bank | Your Own Bank :: Financial... + New View Posts Delete Cache English Howdy, test 1 Screen Options

Departments Add New → Click Add New Button For Creating New Page

All (437) | Published (434) | Drafts (2) | Pending (1) | Trash (61)

All dates All Categories Filter

<input type="checkbox"/>	Title	Categories	Languages	Department Category		Date
No departments found.						
<input type="checkbox"/>	Title	Categories	Languages	Department Category		Date

Click Departments Option in Left Side Menu

Left Side Menu: Dashboard, Media, Comments (1), Tenders, Auctions, Departments (selected), All Departments, Add New, Profile, Collapse menu

- b. **Creating New Page**

Indian Bank | Your Own Bank :: Financial... + New Delete Cache English Howdy, test 1

Dashboard
Media
Comments
Tenders
Auctions
Departments
All Departments
Add New
Profile
Collapse menu

Add New Department

English Hindi

Test New Page

Add Media

Visual Text

File Edit View Insert Format Tools Table

Paragraph B I Georgia 12pt

Test New Content

Word count: 3

English Hindi

Post Banner Image

Post Banner Image *

No image selected Add Image

Header Menu

- Select -

Excerpt

Excerpts are optional hand-crafted summaries of your content that can be used in your theme. [Learn more about manual excerpts.](#)

Discussion

☒ Allow comments
☐ Allow [trackbacks and pings](#)

English Hindi

Departments Option Box

Creator Remark

Enter Remark

English Hindi

Categories

Department Category

Test Department

Featured image

[Set featured image](#)

Publish

Save Draft Preview

Status: Draft [Edit](#)

Visibility: Public [Edit](#)

Publish immediately [Edit](#)

Publish

Version 6.2.2

Thank you for creating with [WordPress](#).

Indian Bank | Your Own Bank :: Financial... + New Delete Cache English Howdy, test 1

Actions

Add media
Create gallery
Create audio playlist
Create video playlist
Featured image
Insert from URL

Add media

Upload files Media Library

Expand Details

Drop files to upload

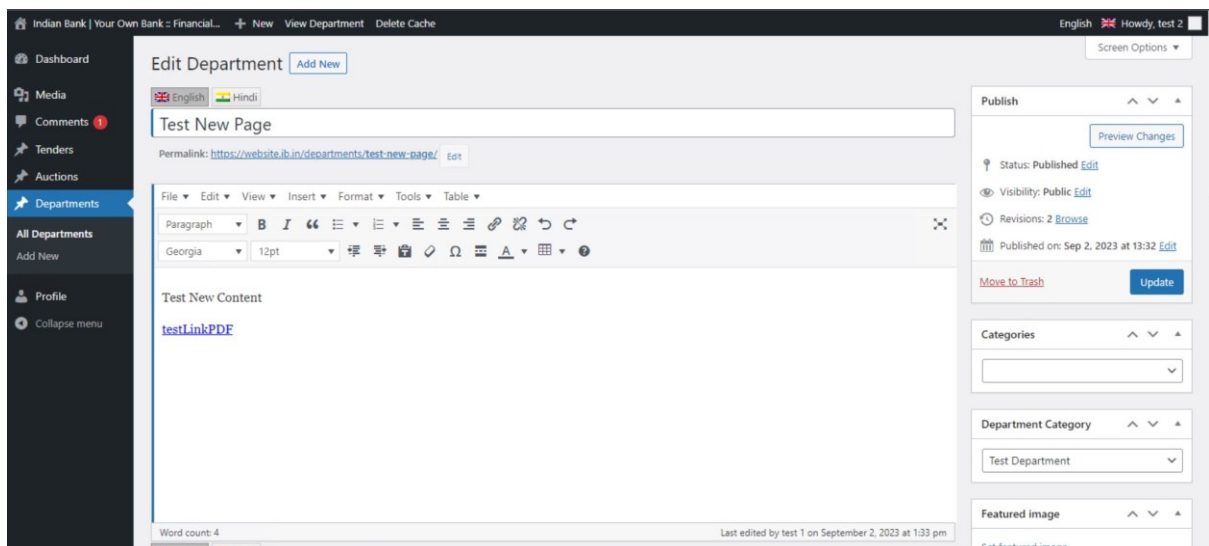
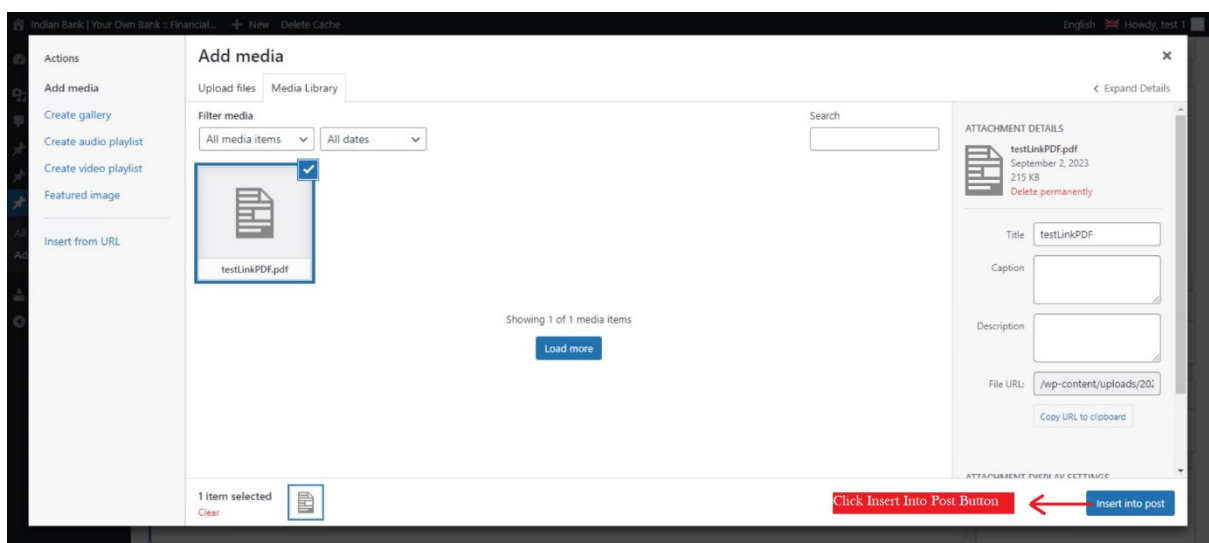
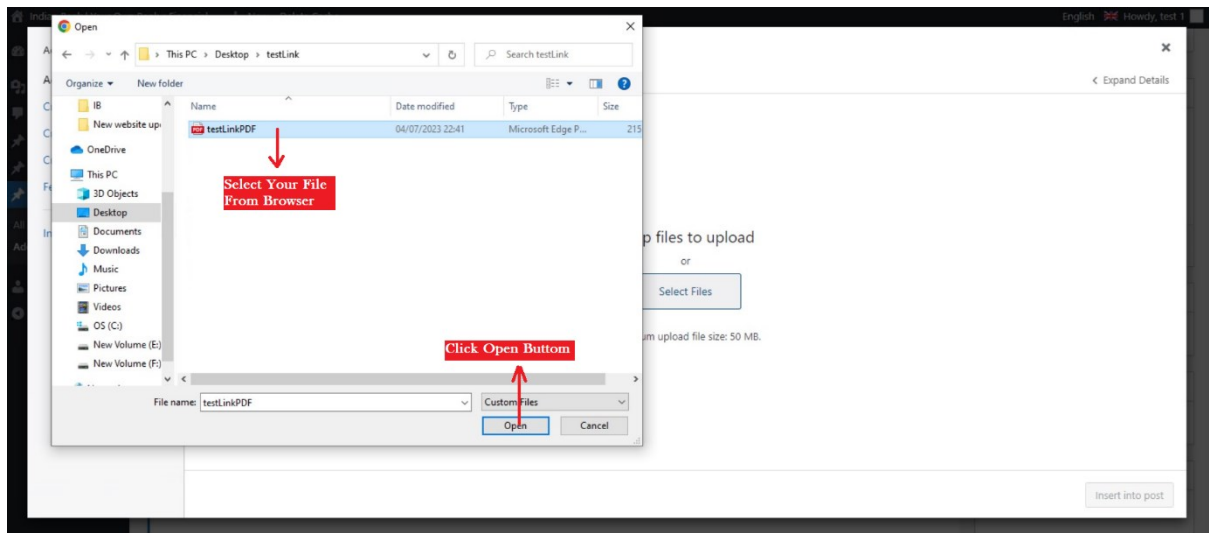
or

Select Files

Click Select Files

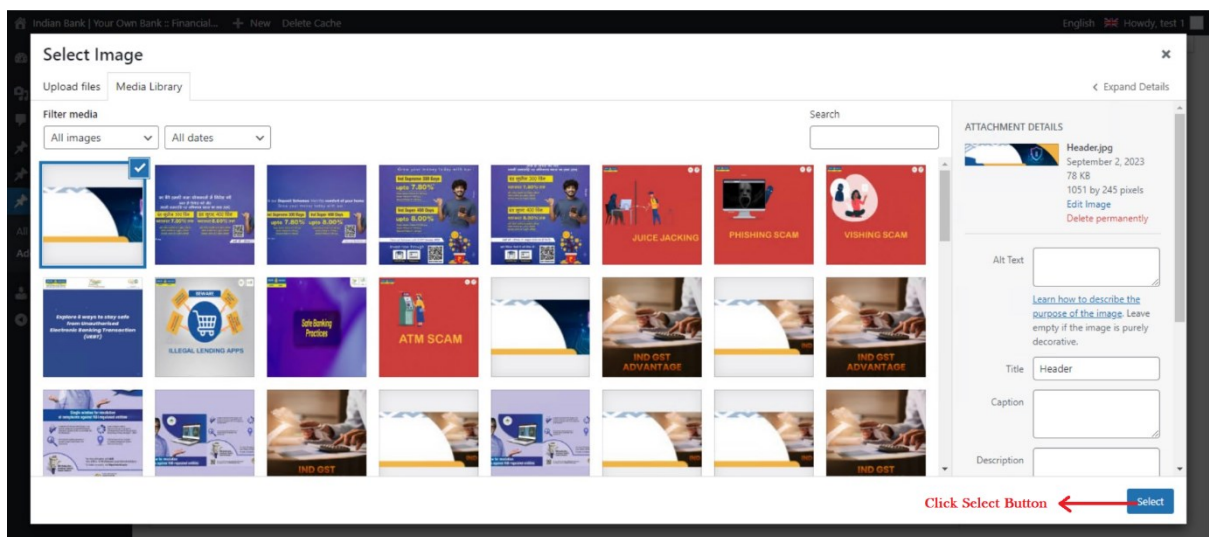
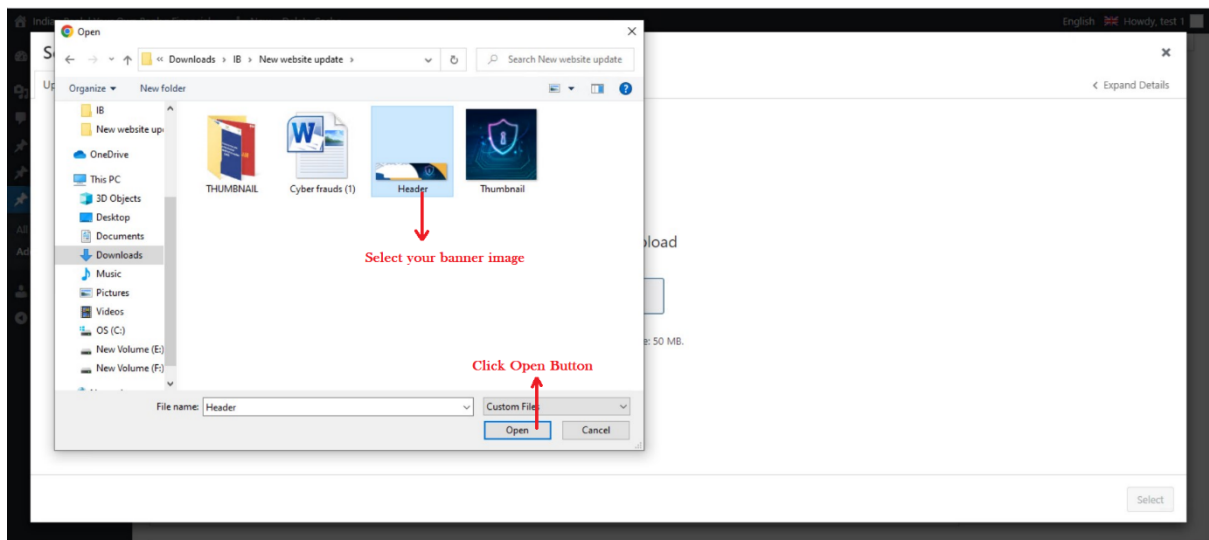
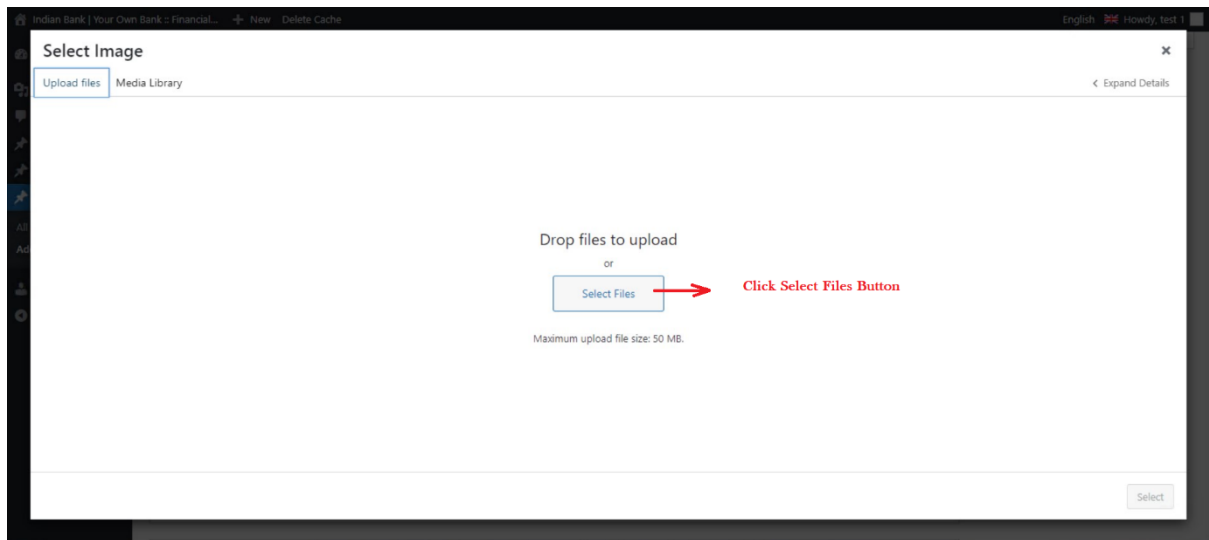
Maximum upload file size: 50 MB.

Insert into post



d. Post Banner Image Is Required.

The screenshot displays the WordPress 'Add New Department' interface. At the top, there's a title field containing 'Test New Page'. Below it is a rich text editor with 'Test New Content'. A red arrow points to the 'Add Image' button in the 'Post Banner Image' section. The right sidebar includes a 'Publish' section with 'Save Draft' and 'Preview' buttons, 'Status: Draft', 'Visibility: Public', and 'Publish immediately'. Below this are 'Categories', 'Department Category', and 'Featured image' sections.



Indian Bank | Your Own Bank :: Financial...

NewDelete Cache

EnglishHowdy, test 1

Screen Options

Dashboard

Media

Comments1

Tenders

Auctions

Departments

All Departments

Add New

Profile

Collapse menu

Add New Department

EnglishHindi

Test New Page

Add Media

VisualText

FileEditViewInsertFormatToolsTable

ParagraphGeorgia12pt

Test New Content


testLinkPDF

Word count: 4

EnglishHindi

Post Banner Image

Post Banner Image*



Publish

Save DraftPreview

Status: DraftEdit

Visibility: PublicEdit

Publish immediatelyEdit

Publish

Categories

Department Category

Test Department

Featured image

Set featured image

4. Step 4: Final Steps for create a new page.

Indian Bank | Your Own Bank :: Financial...

+ New Delete Cache

English Howdy, test 1

Screen Options

Dashboard

Media

Comments

Tenders

Auctions

Departments

All Departments

Add New

Profile

Collapse menu

Add New Department

English Hindi

Test New Page

Add Media

Visual Text

File Edit View Insert Format Tools Table

Paragraph

B I

Quote

List

Table

Link

Image

Media

Code

Georgia

12pt

Align

Indent

Outdent

Undo

Redo

Test New Content

testLinkPDF

Word count: 4

English Hindi

Post Banner Image

Post Banner Image *

Header Menu

- Select -

Excerpt

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Discussion

☒ Allow comments
 ☐ Allow [trackbacks and pings](#)

English Hindi

Departments Option Box

Creator Remark

New Test Page Created

Publish

Save Draft

Preview

Status: Draft [Edit](#)

Visibility: Public [Edit](#)

Publish immediately [Edit](#)

Publish

Categories

Department Category

Test Department

Featured image

[Set featured image](#)

Thank you for creating with WordPress.

Give Creator Remark for newly created page

Version 6.2.2

Indian Bank | Your Own Bank : Financial...

NewDelete Cache

EnglishHowdy, test 1

Screen Options

Dashboard

Media

Comments1

Tenders

Auctions

Departments

All Departments

Add New

Profile

Collapse menu

Add New Department

EnglishHindi

Test New Page

Add Media

VisualText

FileEditViewInsertFormatToolsTable

ParagraphBIBGeorgia12pt

Test New Content

testLinkPDF

Word count: 4

EnglishHindi

Post Banner Image

Post Banner Image*

Header Menu

- Select -

Excerpt

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Discussion

☒ Allow comments

☐ Allow [trackbacks and pingbacks](#)

EnglishHindi

Departments Option Box

Creator Remark

New Test Page Created

Publish

Save DraftPreview

Status: DraftEdit

Visibility: PublicEdit

Publish immediatelyEdit

Click Publish Button

Publish

Categories

Department Category

Test Department

Featured image

Set featured image

Thank you for creating with [WordPress](#).

Version 6.2.2

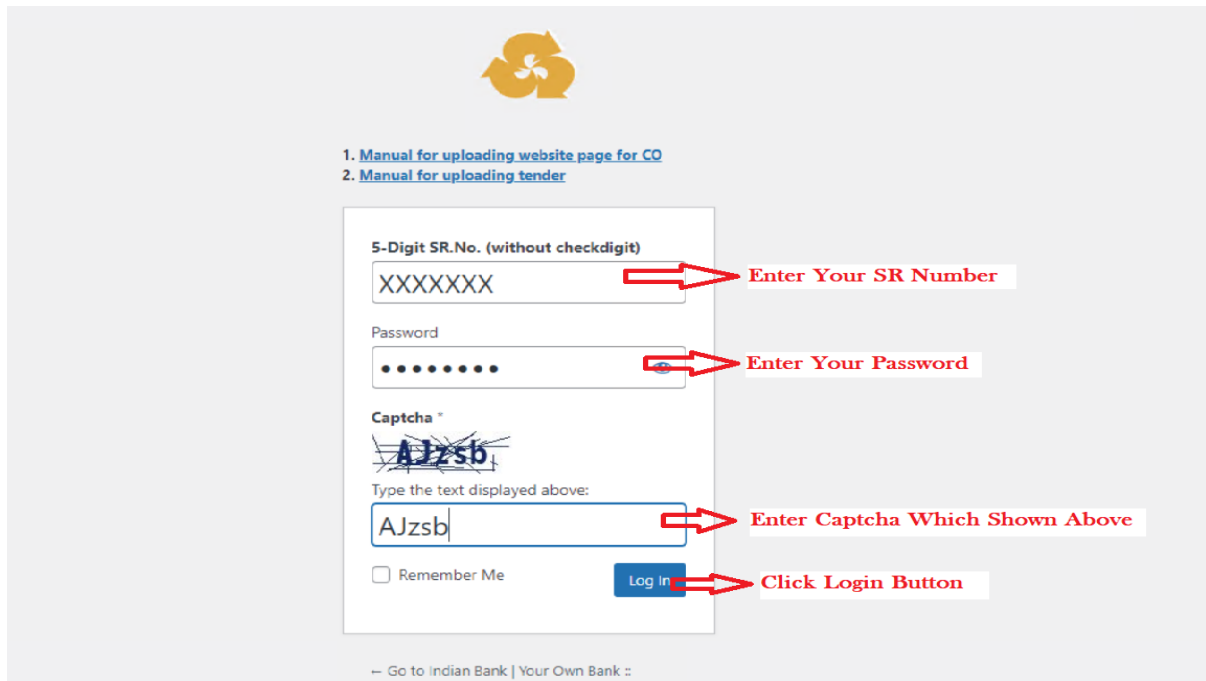
User Manual For Using CMS (Checker)

1. Step 1:

- a. In your browser type <https://website.ib.in/wp-admin>

2. Step2:

- a. Enter your Username
- b. Enter your Password

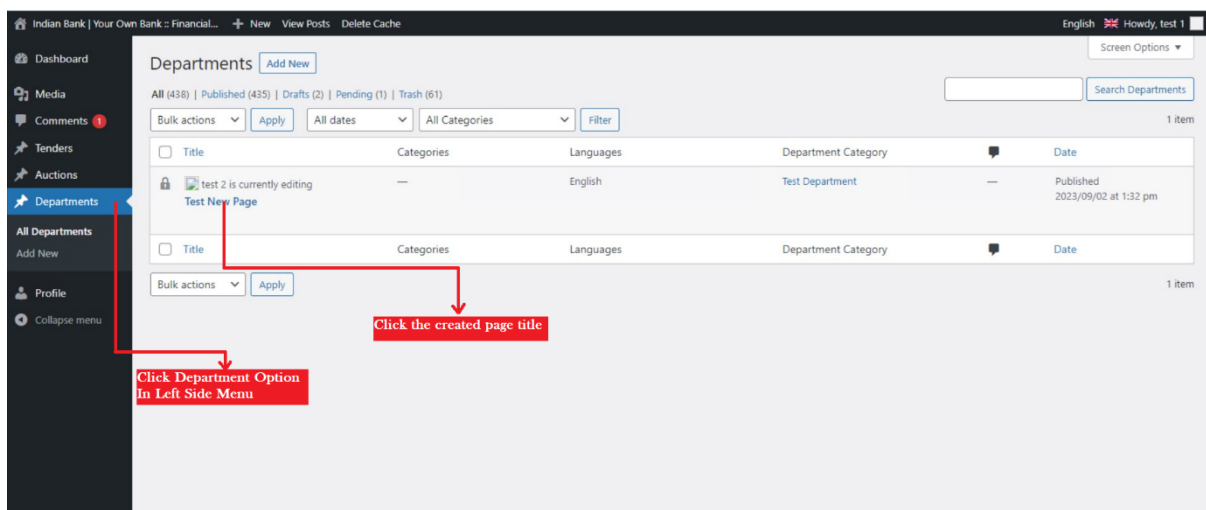


The screenshot shows the CMS login interface. At the top, there is a yellow logo and two links: "1. Manual for uploading website page for CO" and "2. Manual for uploading tender". The login form contains the following fields and annotations:

- 5-Digit SR.No. (without checkdigit):** A text input field with "XXXXXXX" entered. A red arrow points to it with the label "Enter Your SR Number".
- Password:** A password input field with masked characters. A red arrow points to it with the label "Enter Your Password".
- Captcha:** A captcha image showing the text "AJzsb". Below it, a text input field contains "AJzsb". A red arrow points to the input field with the label "Enter Captcha Which Shown Above".
- Remember Me:** A checkbox.
- Login:** A blue button labeled "Log In". A red arrow points to it with the label "Click Login Button".

At the bottom, there is a link: "Go to Indian Bank | Your Own Bank ::".

Step3: To verify a page.



The screenshot shows the CMS 'Departments' page. The left sidebar contains a menu with the following items: Dashboard, Media, Comments, Tenders, Auctions, Departments, All Departments, Add New, Profile, and Collapse menu. The 'Departments' menu item is highlighted. The main content area shows a table of departments. A red arrow points to the 'Test New Page' entry in the table with the label "Click the created page title". Another red arrow points to the 'Departments' menu item in the sidebar with the label "Click Department Option In Left Side Menu".

Title	Categories	Languages	Department Category	Date
test 2 is currently editing Test New Page	---	English	Test Department	Published 2023/09/02 at 1:32 pm

