

NAVODAYA VIDYALAYA SAMITI WEBSITE

USER MANUAL V 1.0

July 2018

CENTRE FOR DEVELOPMENT OF ADVANCED COMPUTING
(A Scientific Society of Department of Information Technology, Ministry
of Communications and Information Technology, Govt. of India)

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Record of Revisions

The following is a list of revisions made to this document.

S. No.	Version	Date	Pages Affected	Prepared By	Reviewed By	Approved By
1.	1.0	4 th -july-2018	All	Poonam Kumari		

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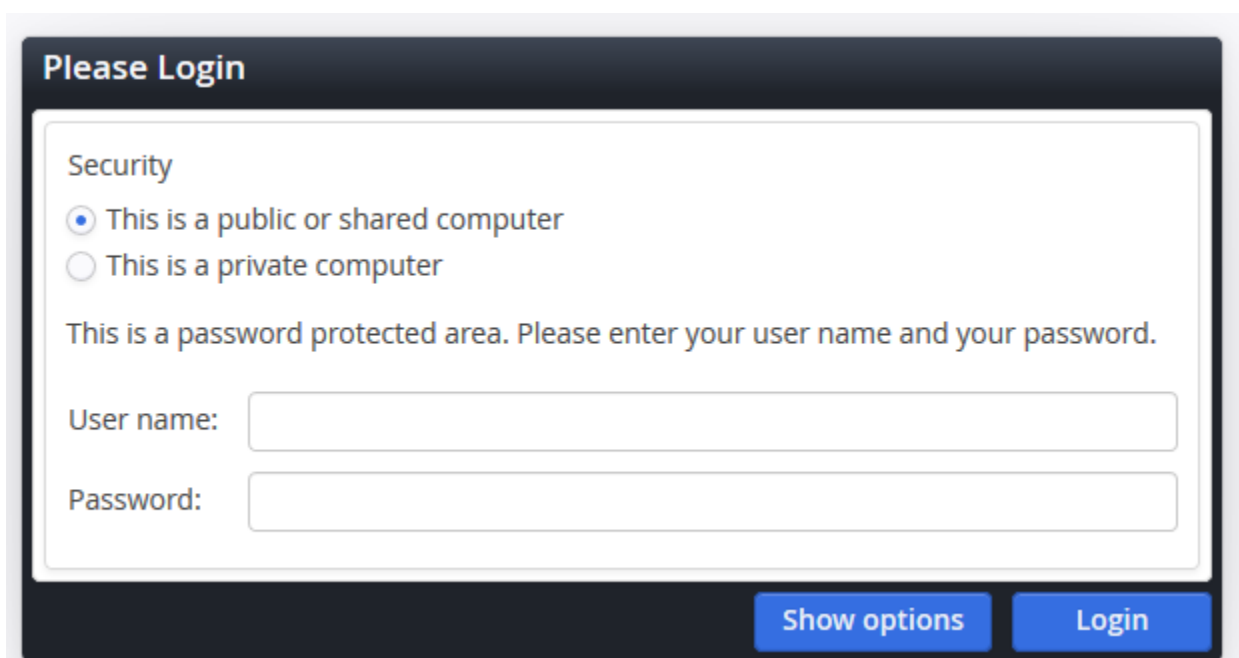
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Login Process

In this process, **User Editor** has to enter the User ID & Password in the respective login screen. As shown below:-

Step 1:-

- ❖ Enter url:- <http://navodaya.gov.in/nvs/system/login>
- ❖ Enter '**user Id**' and '**Password**' then click on '**Login**' button after successful Login menu screen will appear.



Login Form

Errors and exceptions in Login

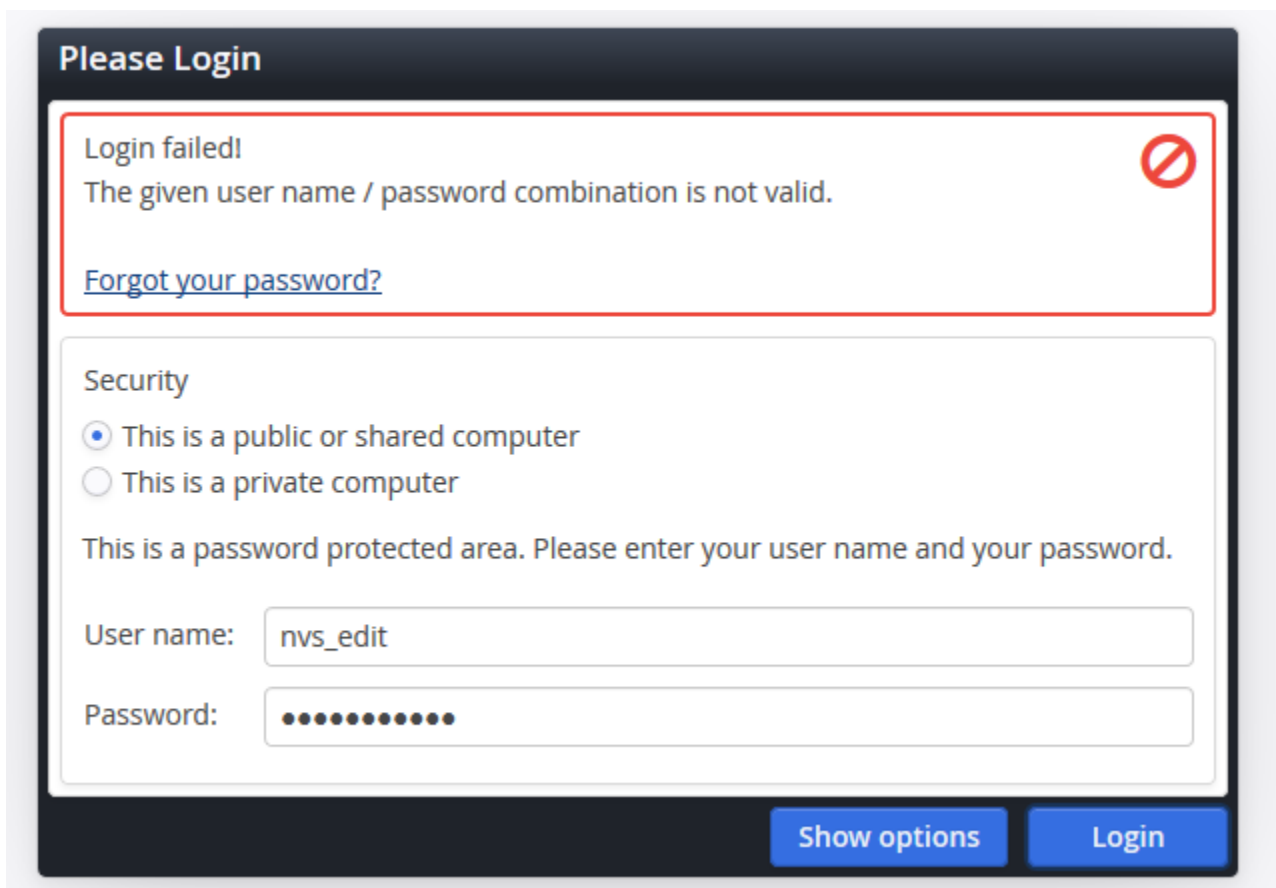
Your Login may fail due to any of the following:

- Incorrect User Id or password
- Network / Server failure

In all cases of errors, the system will display relevant error message.

- **Incorrect Login name or password**

The system will display **Login Failed** message:-



The screenshot shows a 'Please Login' dialog box with a dark header. A red-bordered box highlights the error message: 'Login failed!' followed by 'The given user name / password combination is not valid.' and a 'Forgot your password?' link. Below this, there is a 'Security' section with two radio buttons: 'This is a public or shared computer' (selected) and 'This is a private computer'. A message states: 'This is a password protected area. Please enter your user name and your password.' Below this are input fields for 'User name:' (containing 'nvs_edit') and 'Password:' (masked with dots). At the bottom right are two buttons: 'Show options' and 'Login'.

This error could occur because the user has entered the User Id /or password incorrectly.

- **Network / Server failure**

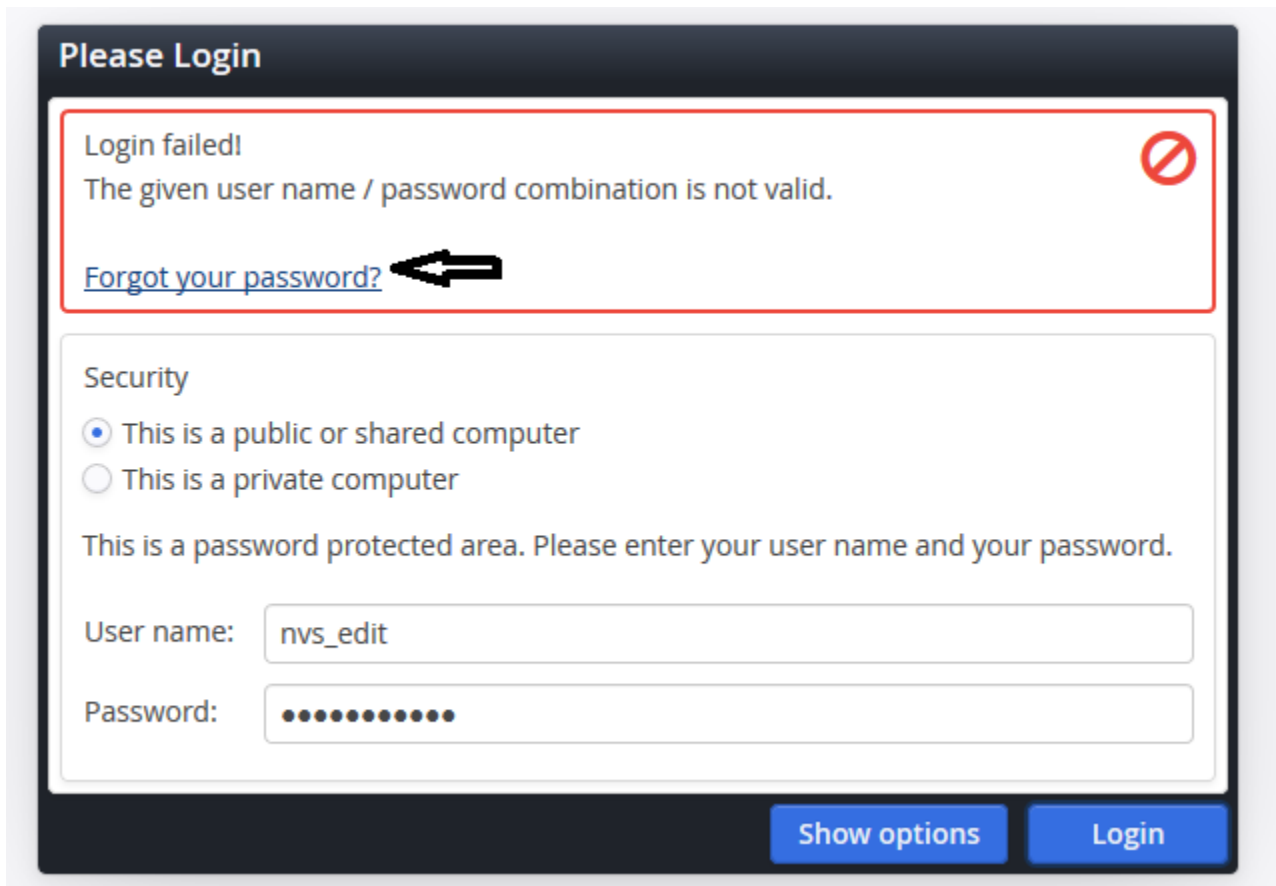
In the case where your system is unable to establish a network connection with the designated server the system will display a message.

Forgot Password:-

All the Users of Navodaya Vidyalaya Samitis has been allotted user name and Password. User name is a name, which will enable the user to log on to the website. The password is like a digital signature. It is very imperative that one should keep one's password a secret. Disclosing your password is like telling the secret code of a number lock to someone. Never disclose your Password to anyone and do not keep your name, family member's names or anything that can be guessed by people around you as Password

Note: - If forgot your password then follow following steps:-

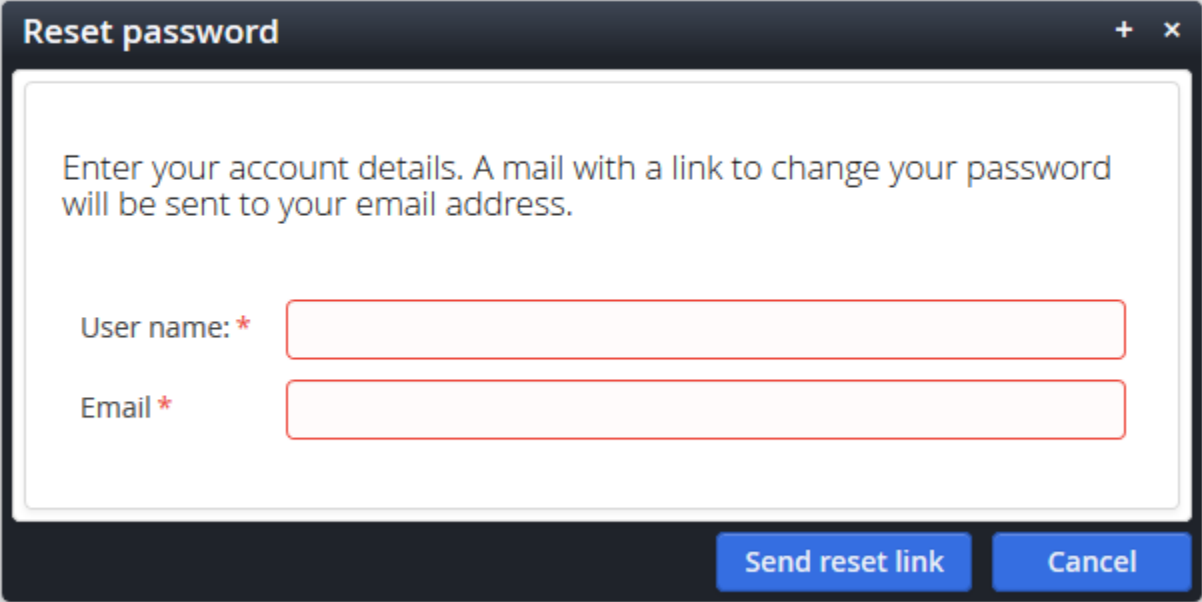
Step 1:- Click on 'Forgot Password'



The screenshot shows a login interface titled "Please Login". A red-bordered box highlights a message: "Login failed! The given user name / password combination is not valid." with a red prohibition icon. Below this, a link "Forgot your password?" is shown with a black arrow pointing to it. The form includes a "Security" section with two radio buttons: "This is a public or shared computer" (selected) and "This is a private computer". Below this is a prompt: "This is a password protected area. Please enter your user name and your password." The "User name:" field contains "nvs_edit". The "Password:" field is masked with dots. At the bottom right are two blue buttons: "Show options" and "Login".

Step 2:- Enter User Name and Email.

Step 3:- Click on ‘Send reset link’ button.



The image shows a 'Reset password' dialog box with a dark header and a light gray body. The header contains the title 'Reset password' and window control icons. The body contains the instruction: 'Enter your account details. A mail with a link to change your password will be sent to your email address.' Below this are two input fields: 'User name: *' and 'Email *'. At the bottom right are two buttons: 'Send reset link' and 'Cancel'.

Step 4:- Link will be send to your email id which is already added to your user configuration.Click on that link and reset your password.

After that you will get a message ‘**Your password has been changed**’

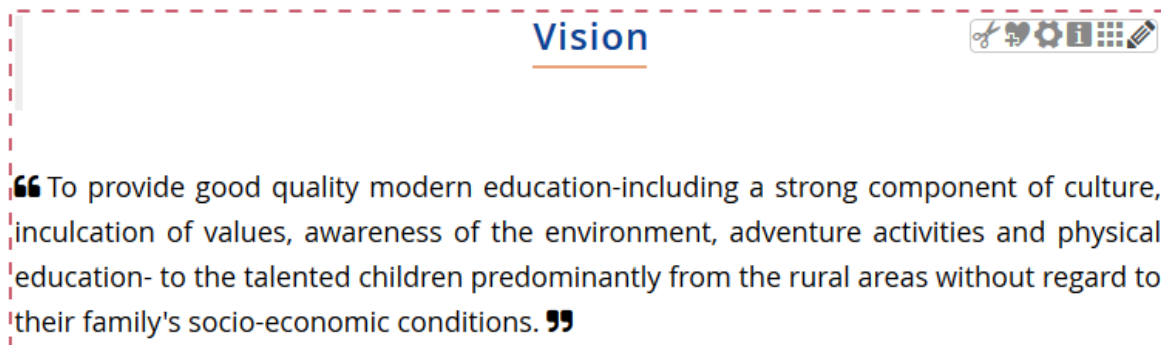
Edit Text Content:-

Step 1:- Click on the edit option

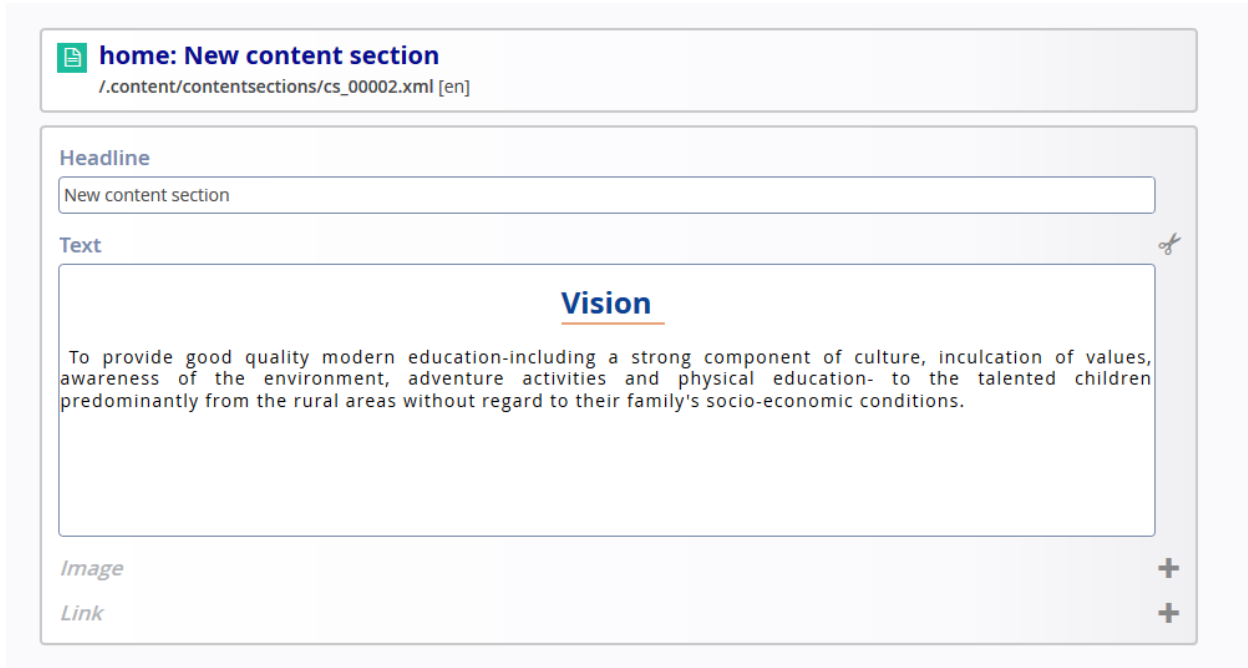


“To provide good quality modern education-including a strong component of culture, inculcation of values, awareness of the environment, adventure activities and physical education- to the talented children predominantly from the rural areas without regard to their family's socio-economic conditions.”

It will display the screen as shown:-

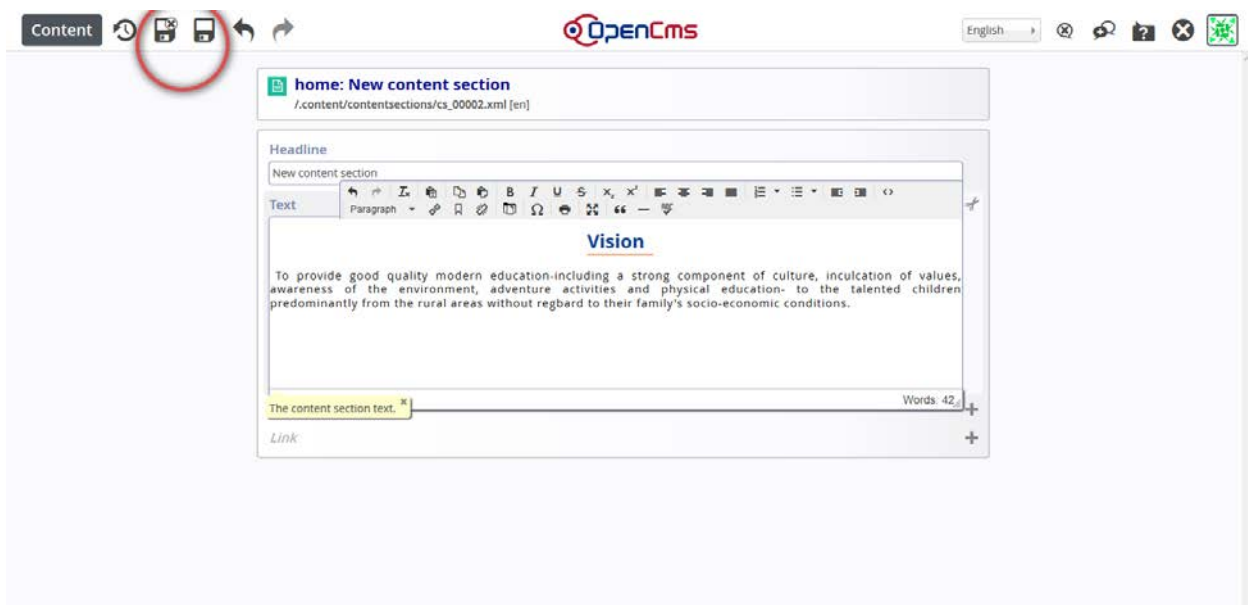


Step 2:- Clicking on **pencil icon**, following screen will open:-



Clicking on the text, now you can edit or change the text content.

Step 2:- After editing content save the content on clicking the save or save & exit button from the top. As shown in screenshot

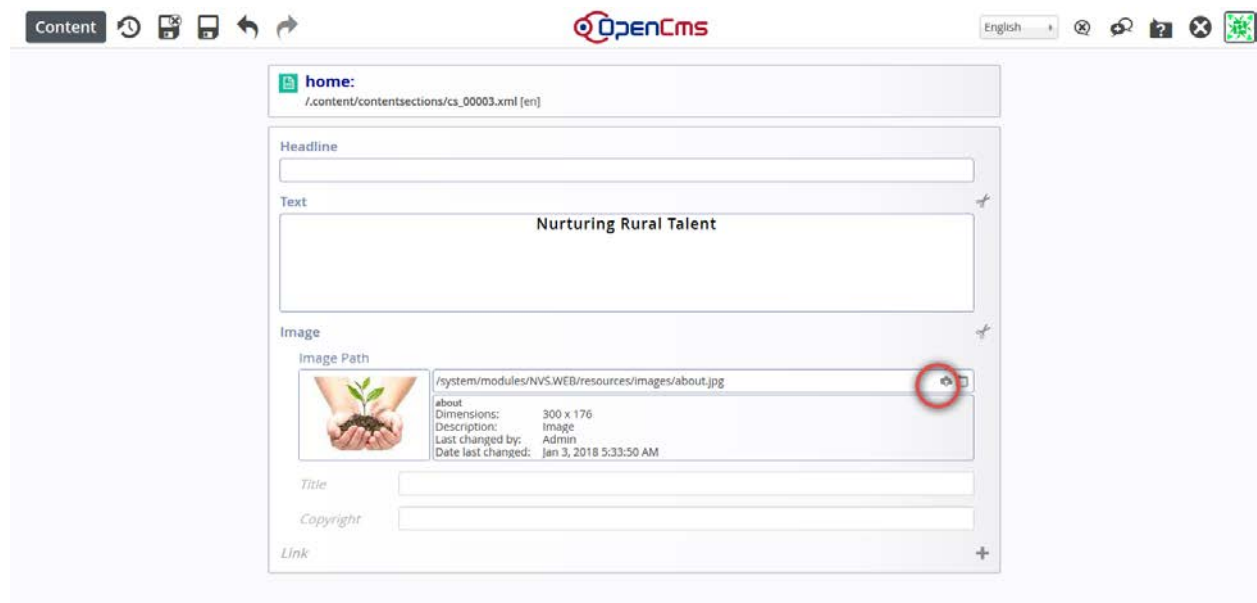


Edit Image :-

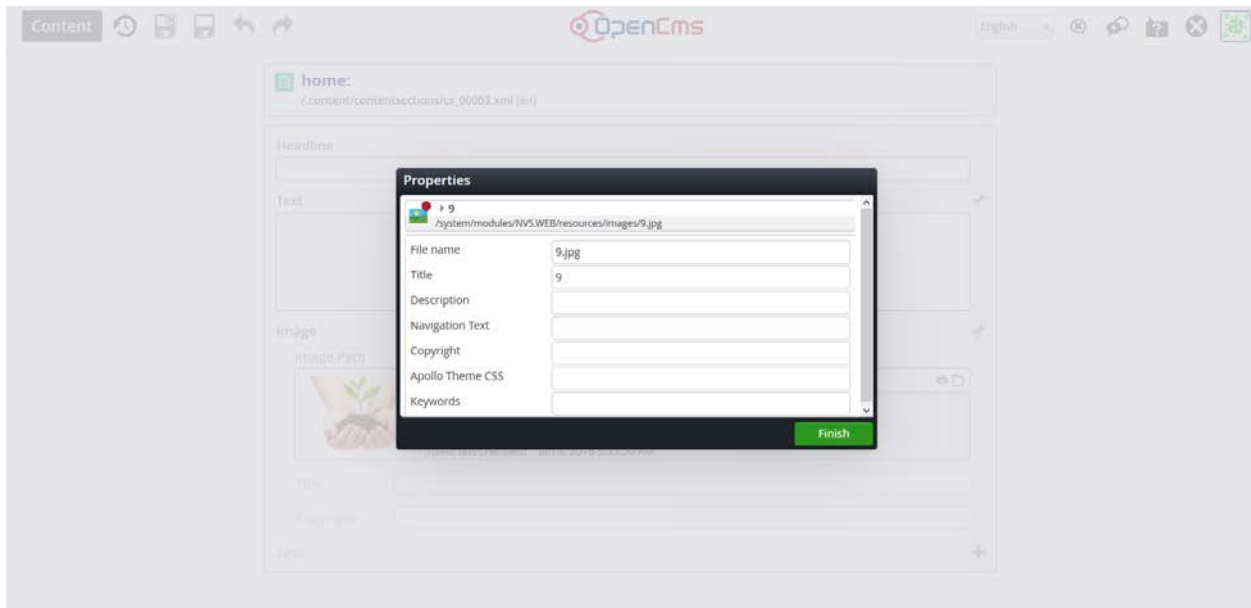
Step 1:- Click on the edit option



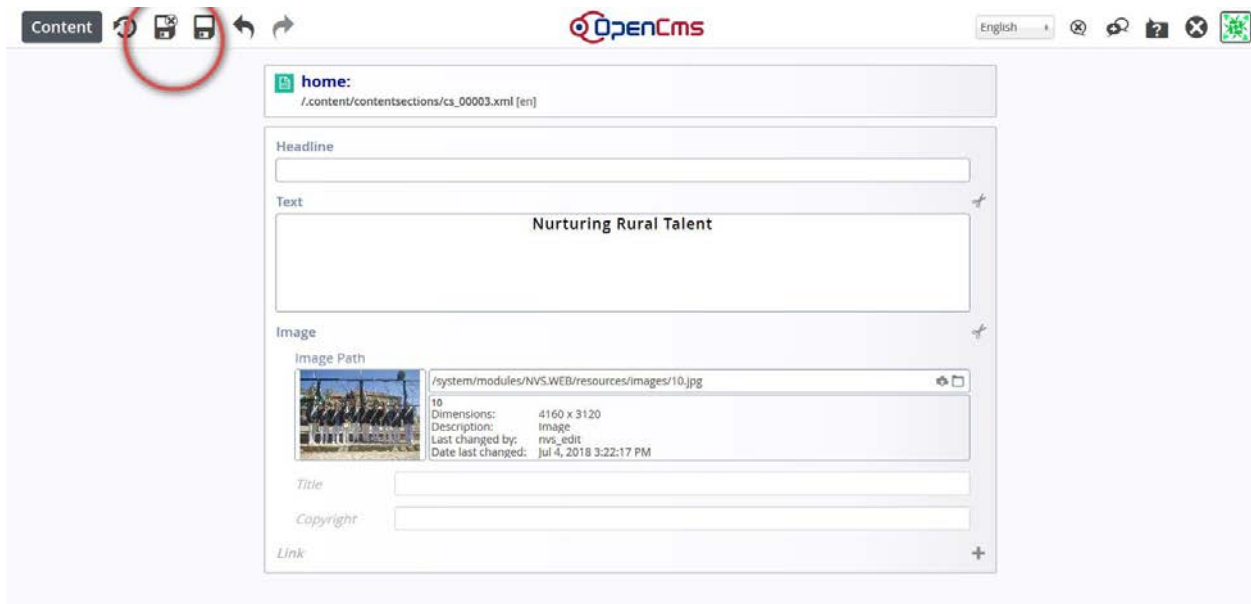
Step 2:- click on the **upload icon** as shown in screenshot



New window will open, upload the image whatever you want from your system and follow the steps click on finish button as shown.

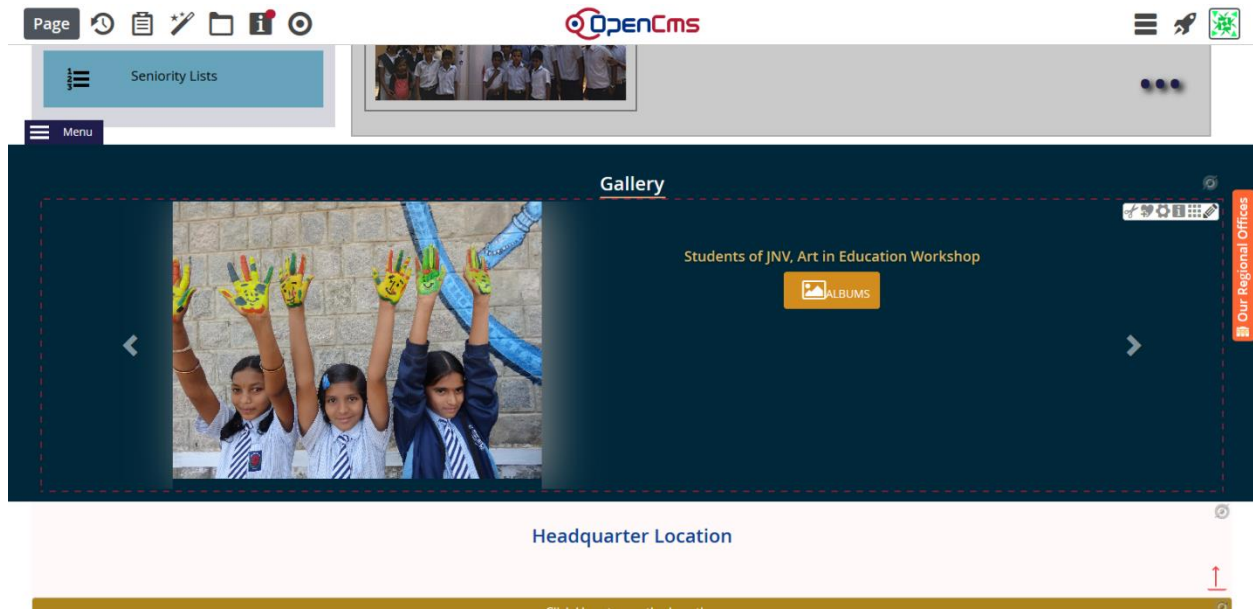


Step 3:- After uploading new image save the content on clicking the save or save & exit button from the top. As shown in screenshot



Edit the Gallery :-

Step 1:- click the edit option to edit gallery as shown:-



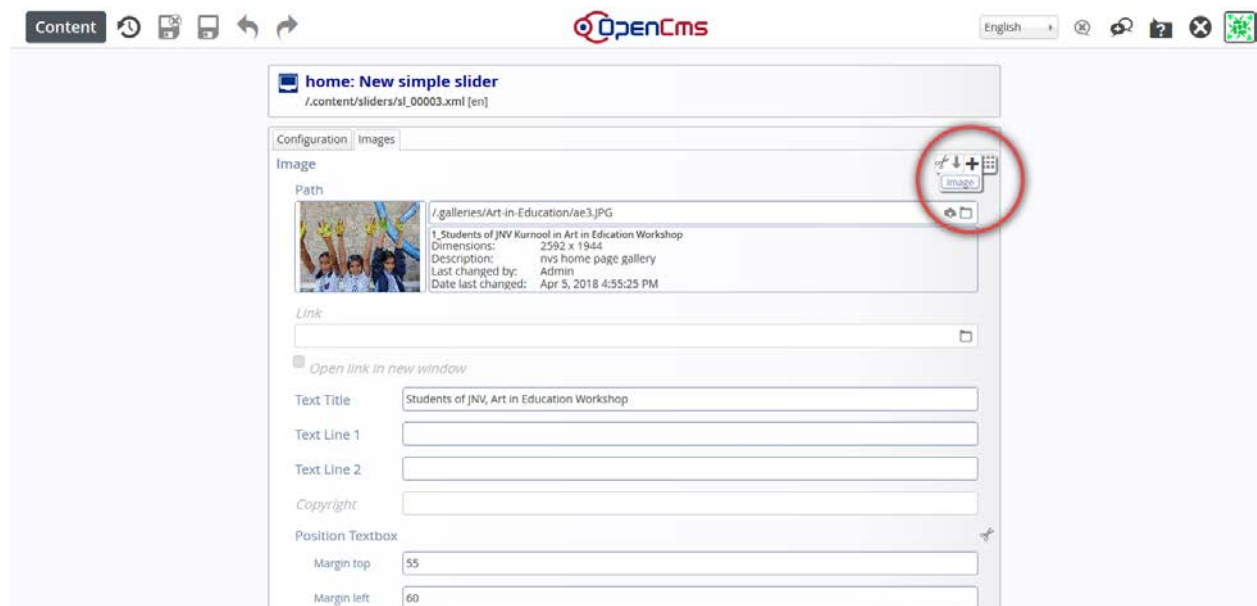
Step 2:- After clicking on edit option following screen will open and click on 'images Tab'



- Click on the **upload icon** button as shown in above screenshot. Upload new image for gallery.
- Add the Title in '**Text Title**' Input box.

For Adding new image in gallery:-

Step 1:- click on edit option then on **Plus sign (+)**. Follow the same procedure as above upload new image and add the text title for new image. Then save and exit the editor area.



Adding image gallery folder that contain all the images of particular gallery:-

Step 1:- click on **rocket icon**, it will display sitemap, click on **sitemap** as shown in screenshot

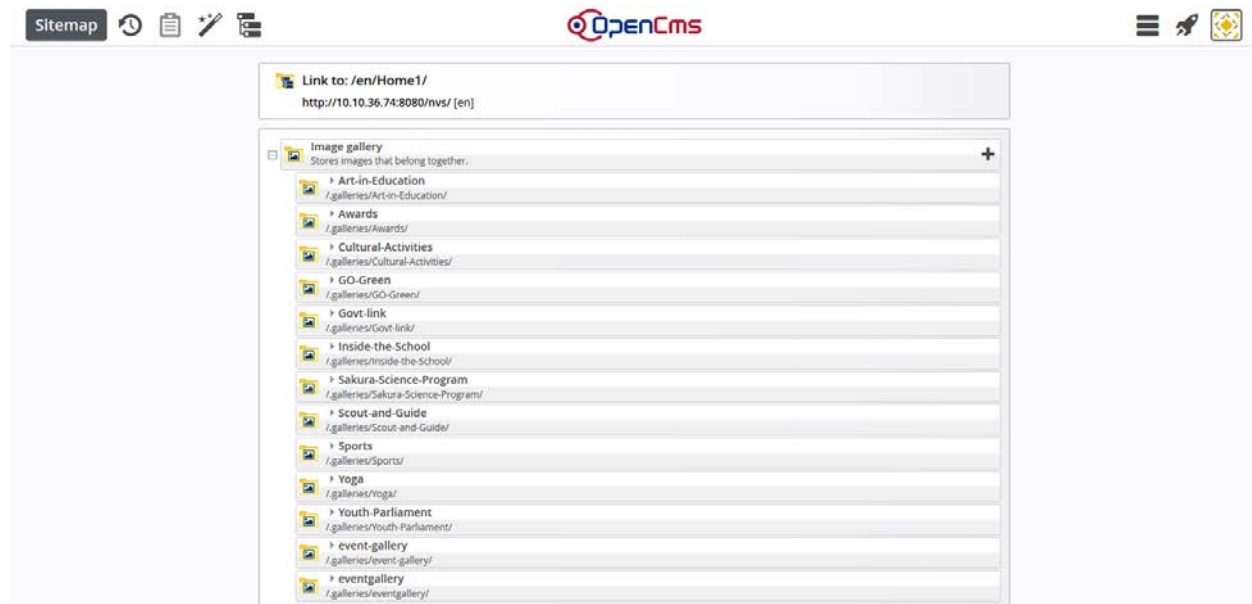


Another screen will appear as shown below:

Step 2:- Click on the icon and then click the galleries as shown.

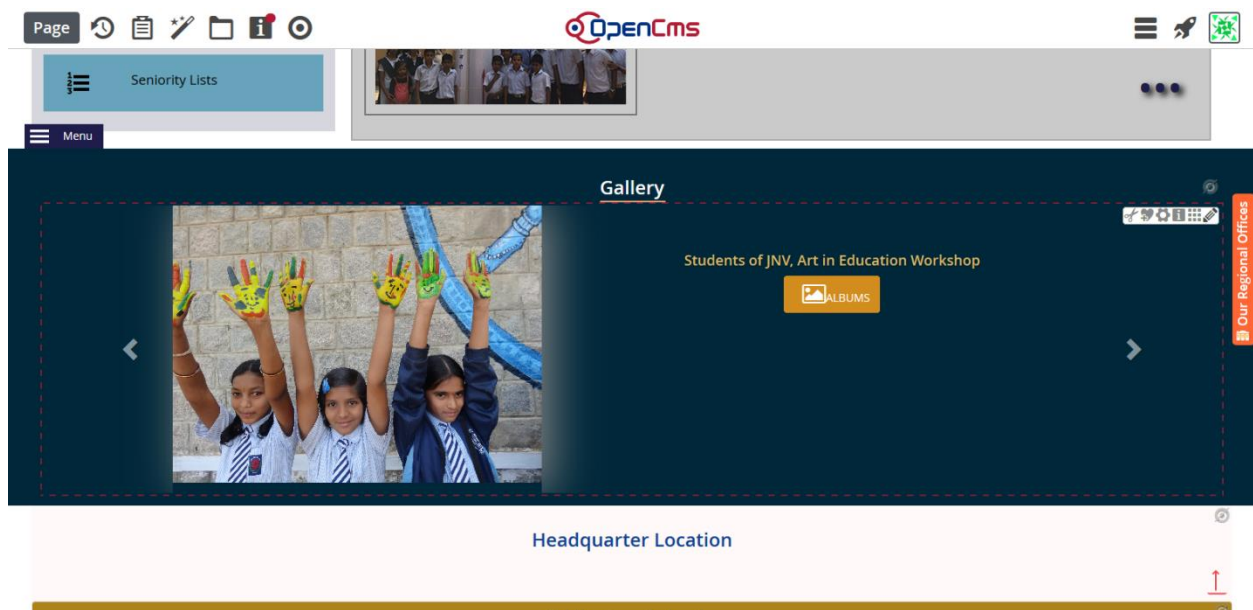


Step 3:- click on **Plus sign(+)** as shown in screenshot. Name the gallery and upload images in gallery using upload icon.

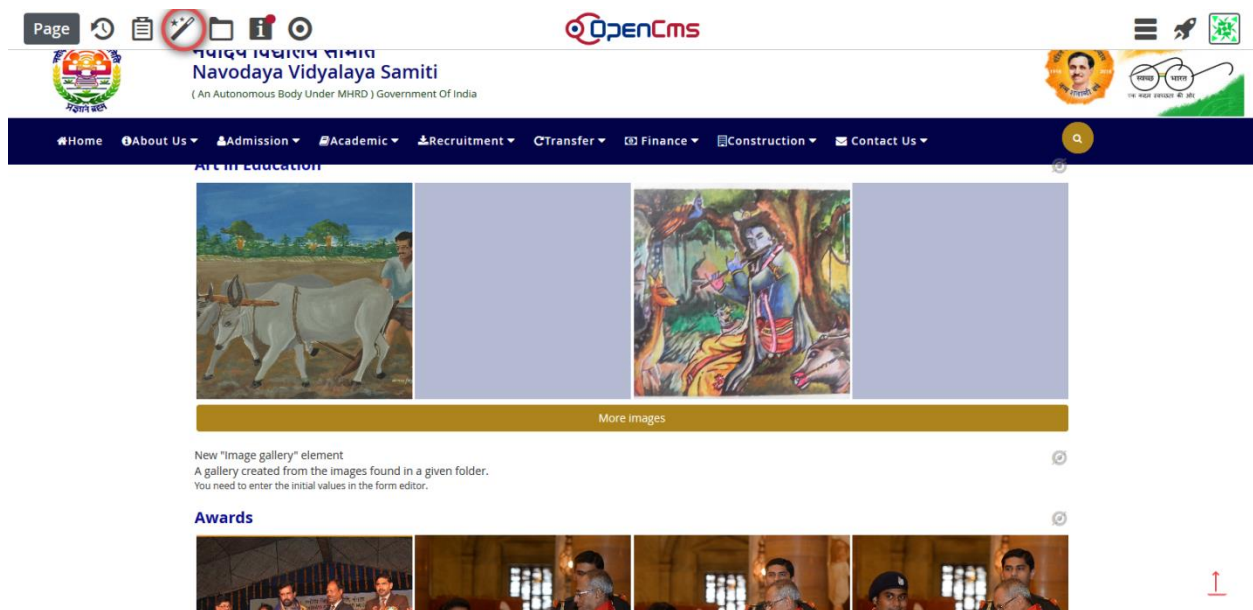


Uploading all the images for the particular gallery now:-

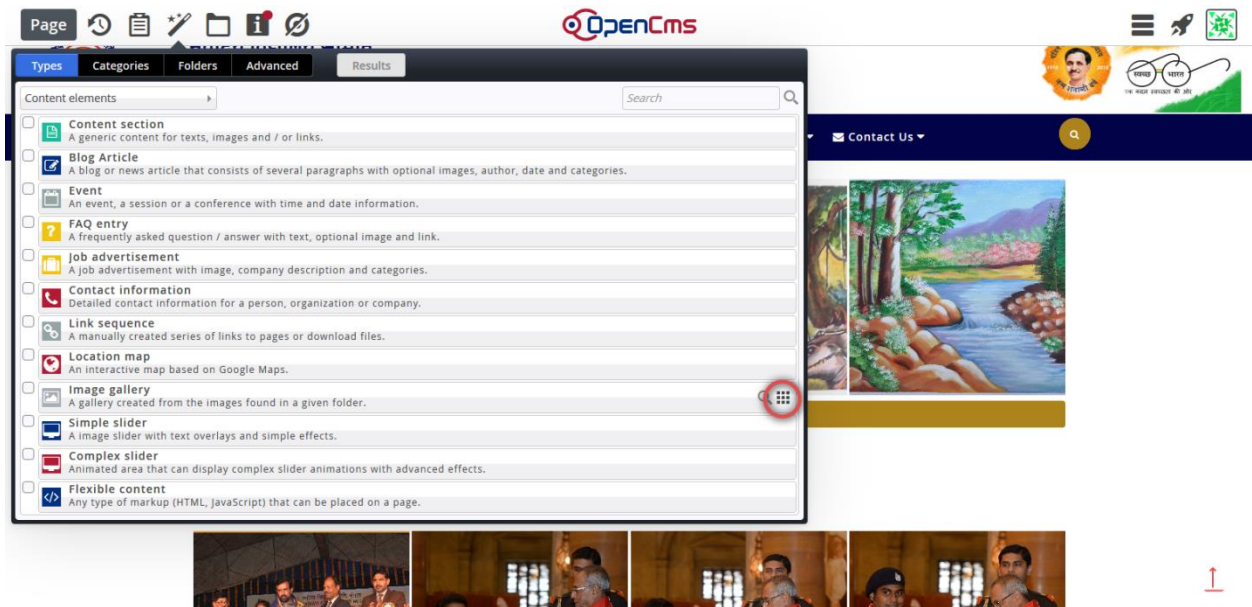
Step 1:- Click on **Albums** button as shown in screenshot. It will open new page.



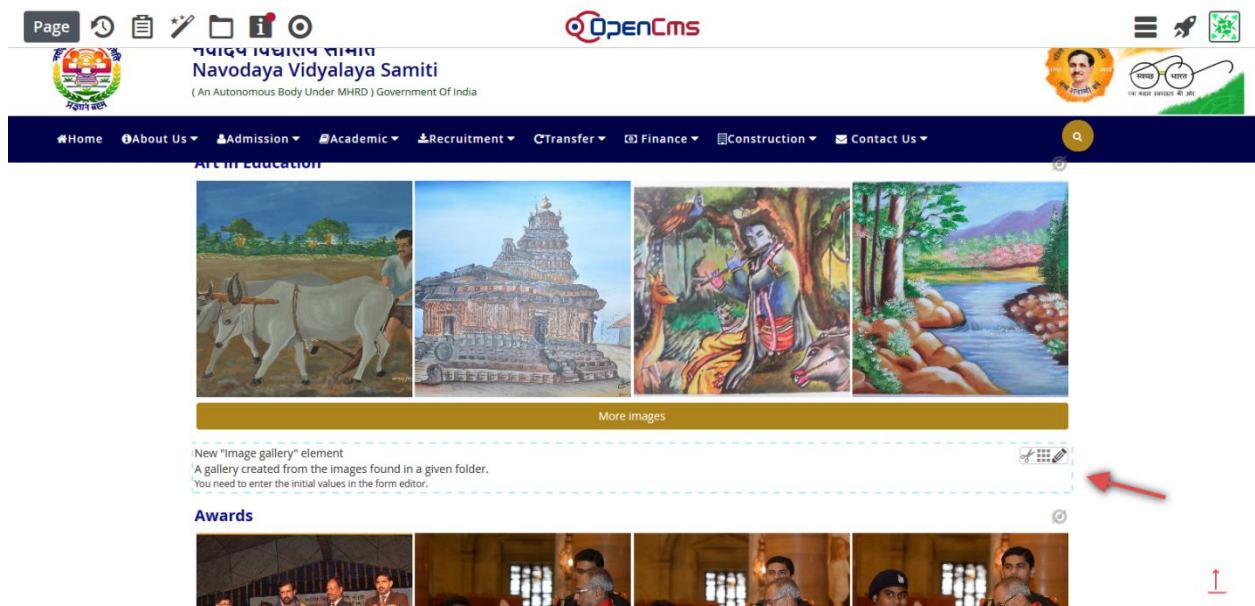
Step 2:- Click on add Content as shown in screenshot:-



Step 3:- It will open a dialog box. Now drag and drop the content of Image gallery as shown.



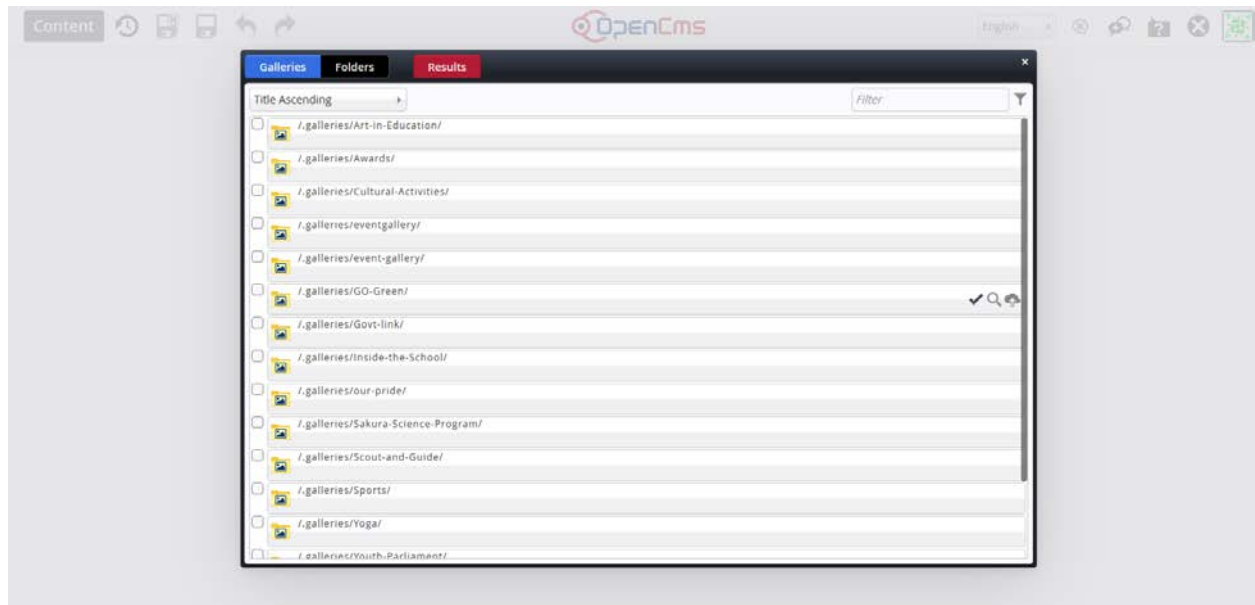
Step 4:- New gallery will be added now. Click on edit option ad shown in below screenshot.



Click on the **folder icon**. It will display all the galleries.



Choose the gallery you want to display By clicking on **right click icon**. Then save and exit.



Upload form to upload PDF files:--

Page
Navodaya Vidyalaya Samiti
(An Autonomous Body Under MHRD) Government Of India
OpenCms

NVS HQ common upload form
Achievement upload

Upload Form:

Select Category:

English Title: *

Hindi Title: *

Select Document Type:

Publish Date: *

End Date: *

Select Upload Type:

What's New: * ☐ Yes ☐ No

Important News: * ☐ Yes ☐ No

List of Circulars/Notifications

	S.No.	Title	Hindi Title	Release Date	Expiry Date	Category	Sub-Category	View/Download	Edit
<input type="checkbox"/>	1	Prospectus For Lateral Entry Admission To Class XI (2018-19) Against Vacant Seats	null	2018-06-12	2018-09-29	8	123		
<input type="checkbox"/>	2	Notification regarding conduct of JNVST 2018, Phase-2, Class VI on 15th July 2018	null	2018-06-15	2018-07-16	10	124		
<input type="checkbox"/>	3	Notification regarding Limited Departmental Examination for Promotion to the Post of Section Officer	null	2015-07-23	2017-12-31	1	108		
<input type="checkbox"/>	4	Download hall ticket for skill test by NEW Candidates for the post of Stenographer	Download hall ticket for skill test by NEW Candidates for the post of Stenographer	2018-06-22	2018-07-28	10	124		
<input type="checkbox"/>	5	Minutes of Pre-Bid Meeting	null	2017-03-28	2020-12-31	6	116		
<input type="checkbox"/>	6	Issuance of Admit Cards - Class IX Lateral Entry Test 2018, Scheduled on Saturday 19th May, 2018	null	2018-05-01	2018-08-31	8	123		
<input type="checkbox"/>	7	Continuance of "Special Allowance" to Teaching Staff in NVS	null	2018-06-15	2018-07-31	10	124		
<input type="checkbox"/>	8	Prospectus For Lateral Entry Admission To Class XI (2018-19) Against Vacant Seats	null	2018-06-12	2018-09-29	8	123		
<input type="checkbox"/>	9	Limited Departmental Examination for Promotion to the Post of Principal / PGTs / Office Superintendent / Upper Division Clerk (JNV Cadre)	null	2018-03-27	2020-12-31	1	108		
<input type="checkbox"/>	10	Notice for document verification i.e. candidates shortlisted for the post of TGTs/Misc Librarian under Direct Recruitment Drive -2016		2018-06-27	2018-08-31	1	102		

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Steps to upload the documents are:-

- Select the category.
- Select its sub-category.
- Enter the English title
- Enter the Hindi Title
- Select the Type of Document
- Enter Publish date
- Enter End Date or Expiry date
- Select the upload type i.e Upload pdf or Upload link
- Select Whats New(yes/no)
- Select Important news(yes/no)
- Then click on submit button

Upload Form:

Select Category:	<input type="text" value="Recruitment"/>
Select Sub-Category:	<input type="text" value="Recruitment-Rules"/>
English Title: *	<input type="text" value="Enter Title"/>
Hindi Title: *	<input type="text" value="Enter Title"/>
Select Document Type:	<input type="text" value="Permanent"/>
Publish Date: *	<input type="text" value="yyyy-mm-dd"/>
Select Upload Type:	<input type="text" value="Upload Document"/>
Upload Document English: *	<input type="button" value="Browse..."/> No file selected.
Upload Document Hindi: *	<input type="button" value="Browse..."/> No file selected.
What's New: *	<input type="radio"/> Yes <input type="radio"/> No
Important News: *	<input type="radio"/> Yes <input type="radio"/> No
<input type="button" value="Submit"/>	

Edit the link list in footer area:-

Step 1:- Click on the edit option it will display the below dialog box. You can add and edit the link in the link list.

Important Links
/content/linksequences/ls_00002.xml [en]

Title
Important Links

Text

Link item

Text
Official Language Hindi (Rajbhasha)

Target
/en/Miscellaneous/Official-Language-Hindi-Rajbhasha/

Official Language Hindi (Rajbhasha)
(Admin) / jan 5, 2018 1:13:04 AM

☐ Open in new window

Link item

Text
Archive

Target
/en/Archive/

Step 2:-

Click on **Plus sign (+)**, you can add new link in the footer.

Enter the title in **Text** input field

Enter the link in **Target** input field

Important Links
/content/linksequences/ls_00002.xml [en]

Title
Important Links

Text

Link item

Text
Official Language Hindi (Rajbhasha)

Target
/en/Miscellaneous/Official-Language-Hindi-Rajbhasha/

Official Language Hindi (Rajbhasha)
(Admin) / jan 5, 2018 1:13:04 AM

☐ Open in new window

Link item

Text

Target