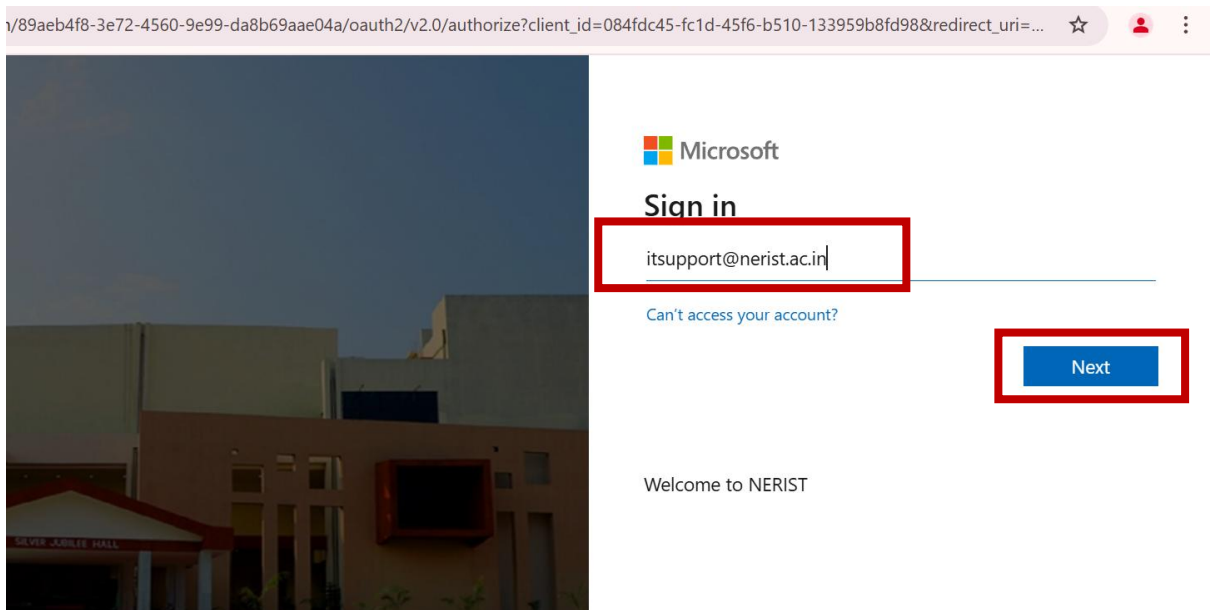## Steps for Updating/Editing Departmental Pages:
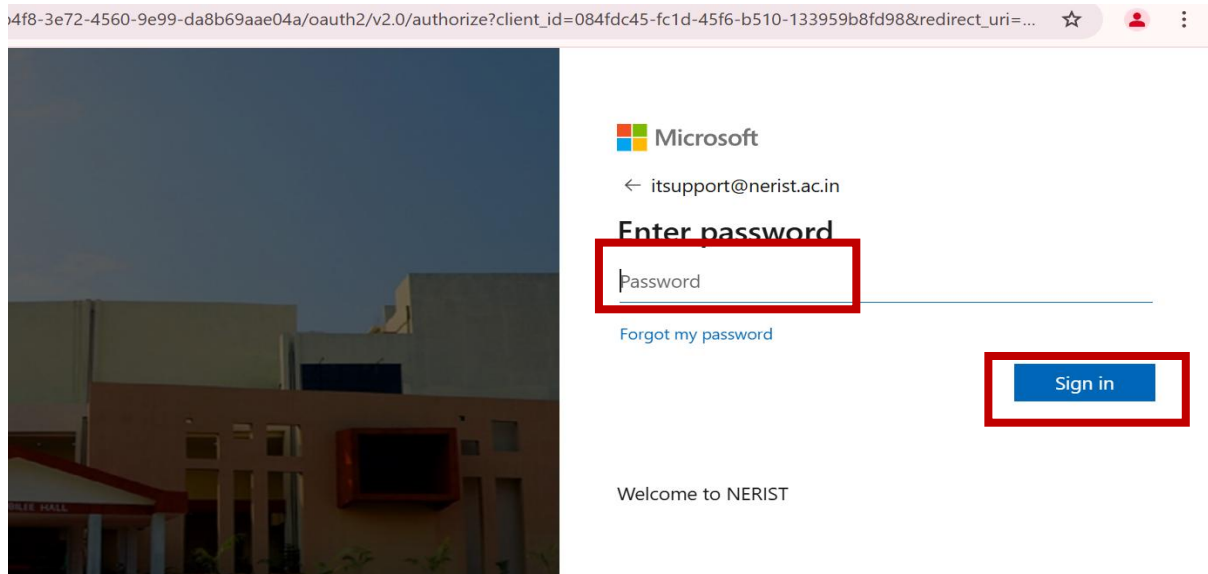
1. Brows the Institute website https://nerist.ac.in . Go to the Footer portion and click on **CMS Login.**
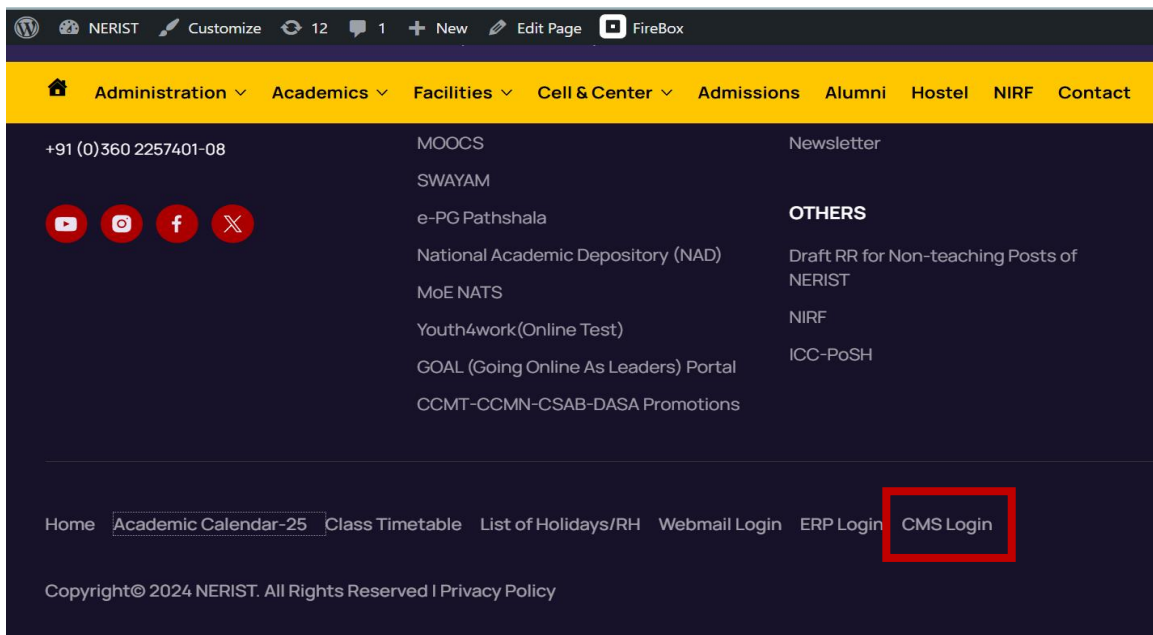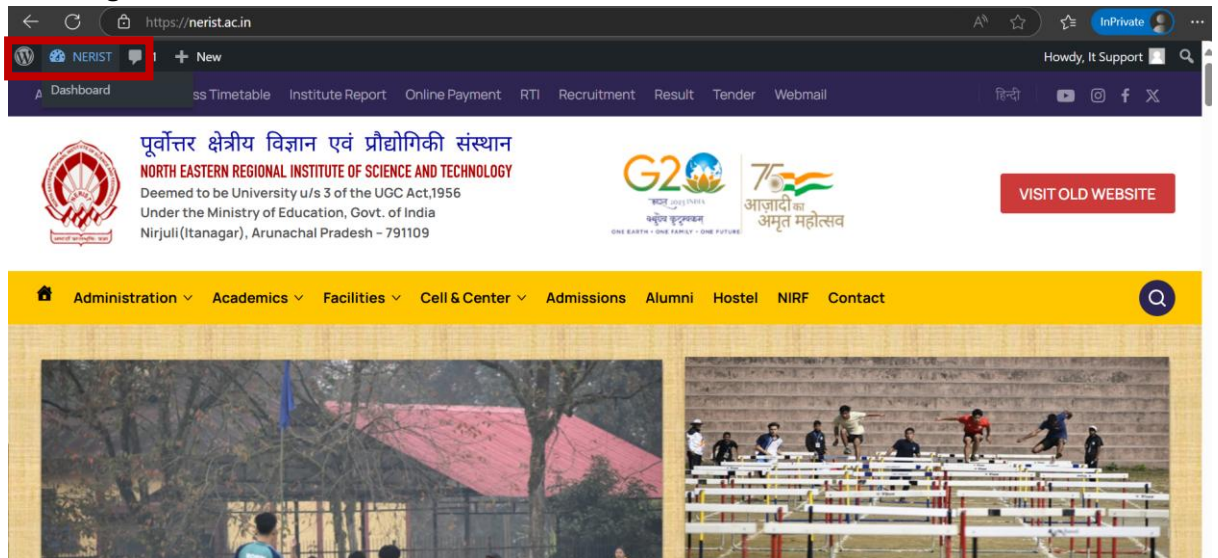

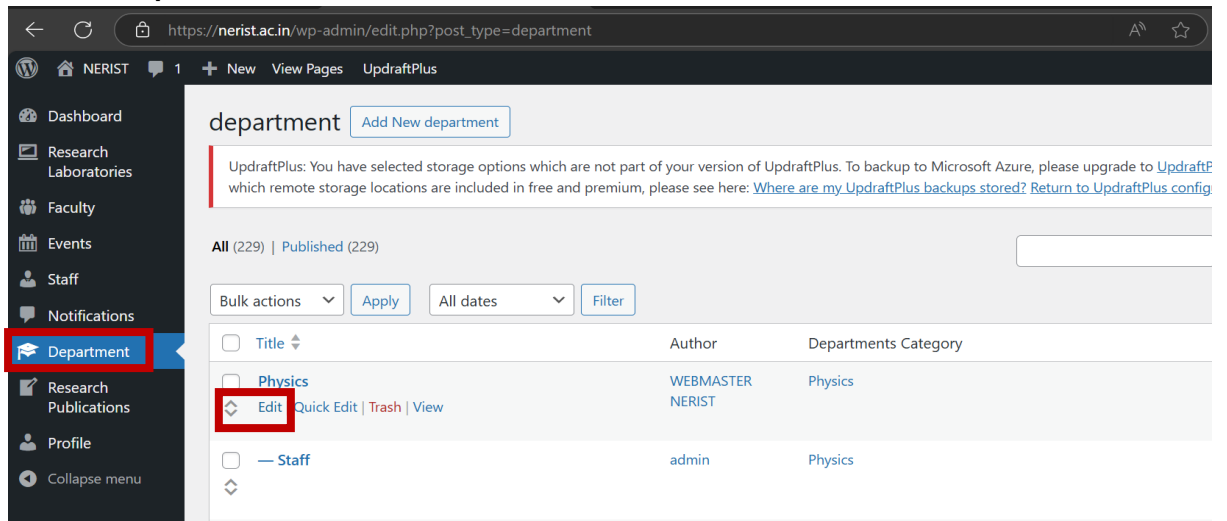2. Provide the **Sign in ID**, which is same as your **email account** and click on **Next.**

3. Provide the **password** of your **email account** and click on **Sign in**.

4. After Login click on **NERIST** Dashboard.

5. Click on **Department**, then click on **Edit.**

6. For updating **About Department**, go to About **Department section**, update the content, click on **Save.**

7. For updating **Vision/Mission** content, go to **Vision & Mission** sections, update the content and click on **Save.**

8. For editing/updating **Area of Research**, go to **Sub Title** of Area of Research, click on **Add Row**, enter content, click **Save.**

9. For updating **Association details**, go to **Association Section**, provide/update name on **Association Title**, upload **Association image** clicking **Add Image**, update description on **Association Description**, provide **page link** on **View More** section, click on **Save**.

10. **Steps to update/add Recent Research Publication on Home Page:**
    a. Click on **Research Publications**, then click on **Add New Research Publication**

b. Add Research **Publication Title** on **Add title**, assign **Department,** click on **Publish**

11. Steps to Add/Update Departmental Staff :

    a. Go to **Staff,** click on **Edit/Add New Staff**

    b. Give **Profile Name,** click on **Save**

c. To update **staff image**, go to faculty or **faculty or staff image**, click on **Add Image**. Update Name of **name** section, provide **Designation Text** as **Designation**, provide/update **role** of staff on **role section**, then click on **save.**
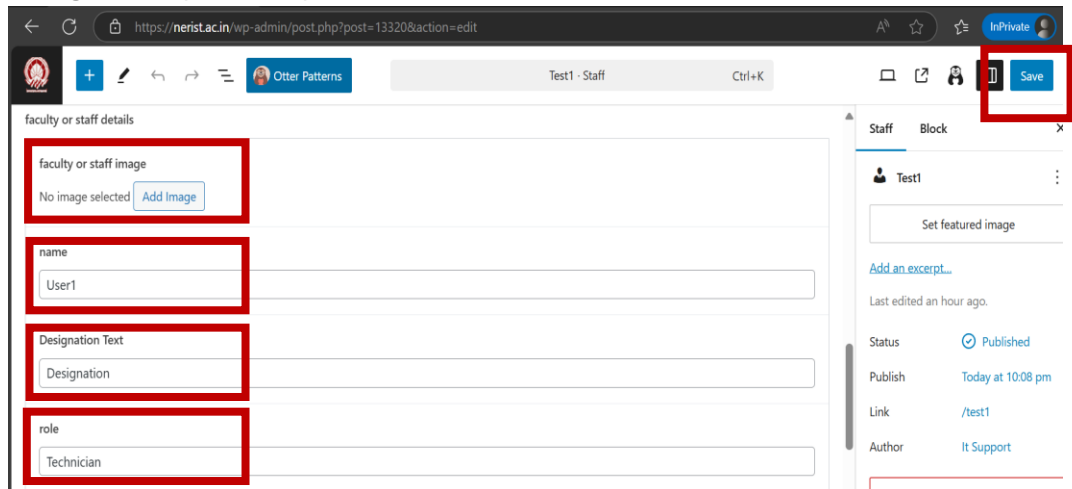
d. To update **contact** number, go to **Contact Number Section**, update **Contact Number**. To update **Email Id** , go to **Email Id section** and provide details and click on **Save**.
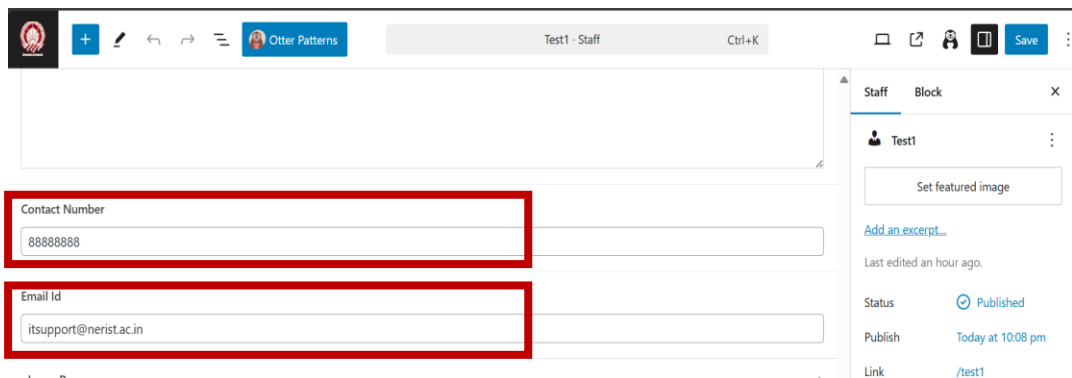
e. To assign the created staff on Departmental Staff page, go to **Department,** click on **Edit Staff**
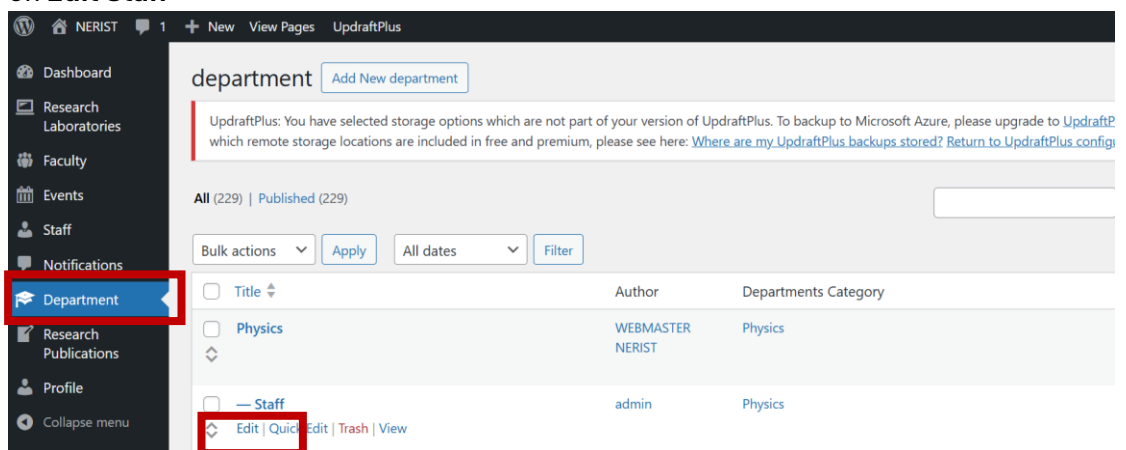
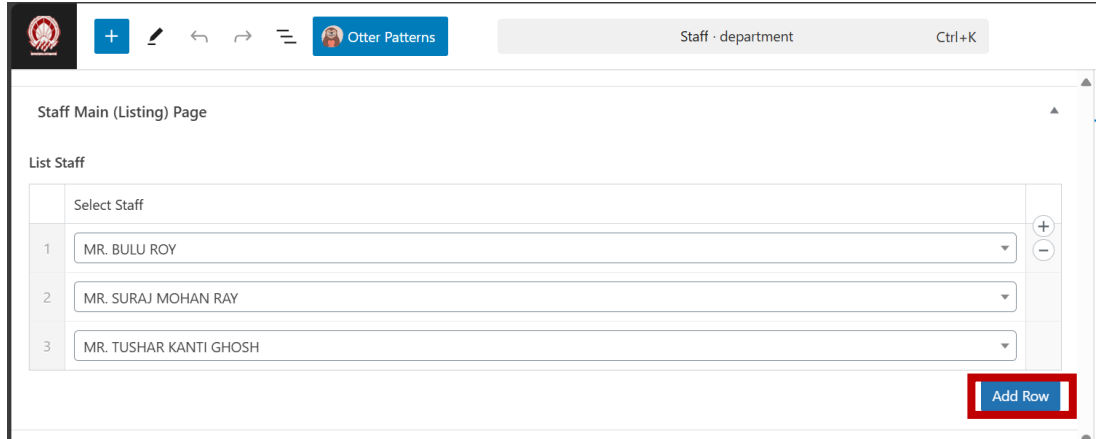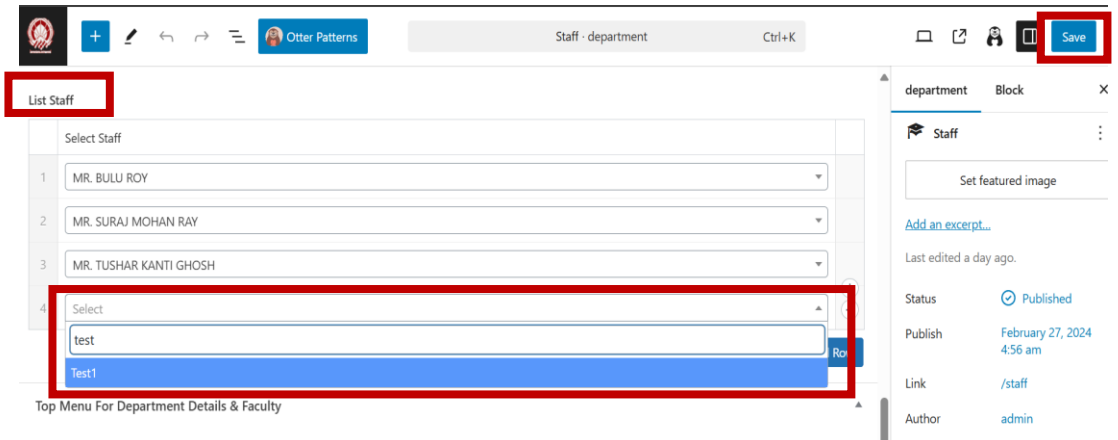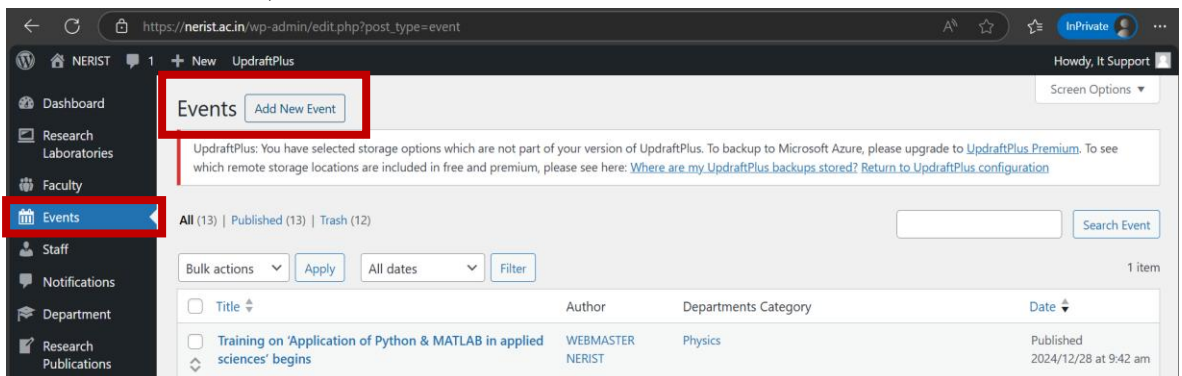**f.** Go to **List Staff** section, click on **Add Row**

g. Select the created **Staff** from drop down list, click on Save.

12. **Steps to add Departmental Events:**

   a. Go to **Events**, click on **Add New Event**

b. Provide **Event Title**, and **contentment of Event**, assign Departments Category, and click on **Save.**

c. To assign **Event Image**, click on **Set featured image**

d. Click on **Upload Files**, click on **Select File.**
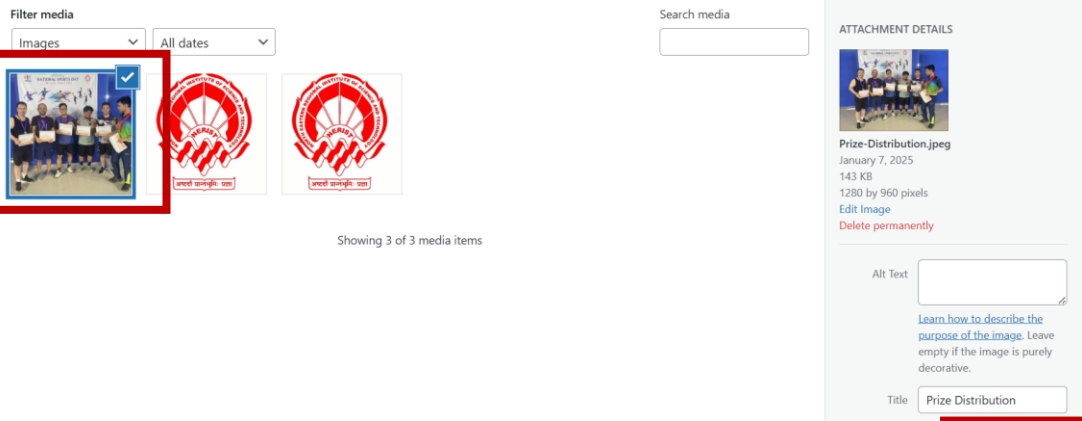
e. Select the uploaded file, click on **Set featured image**
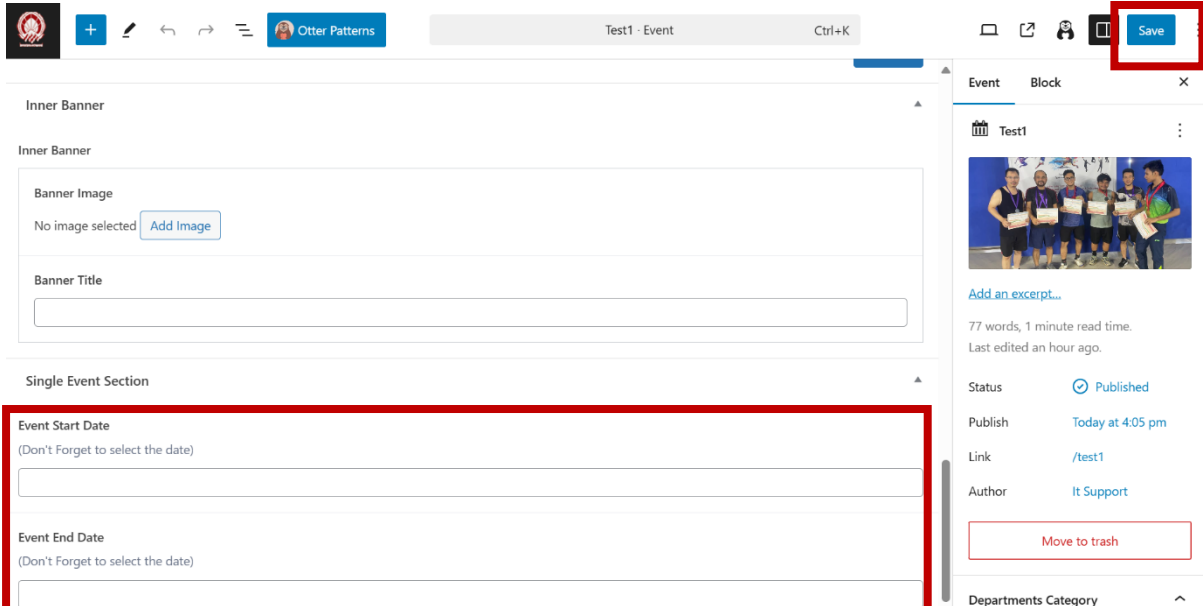
13. To set **Event Date**, Go to **Event Start Date/Event End date** provide same, click on **Save.**
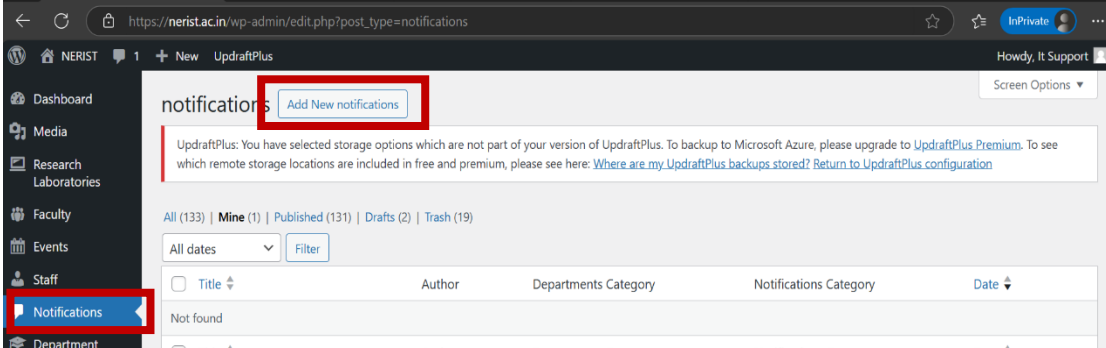
14. Steps to Add Notifications on Departmental Page:

    a. Go to **Notifications**, click on **Add New Notification**

b. Provide the **Notification Title**
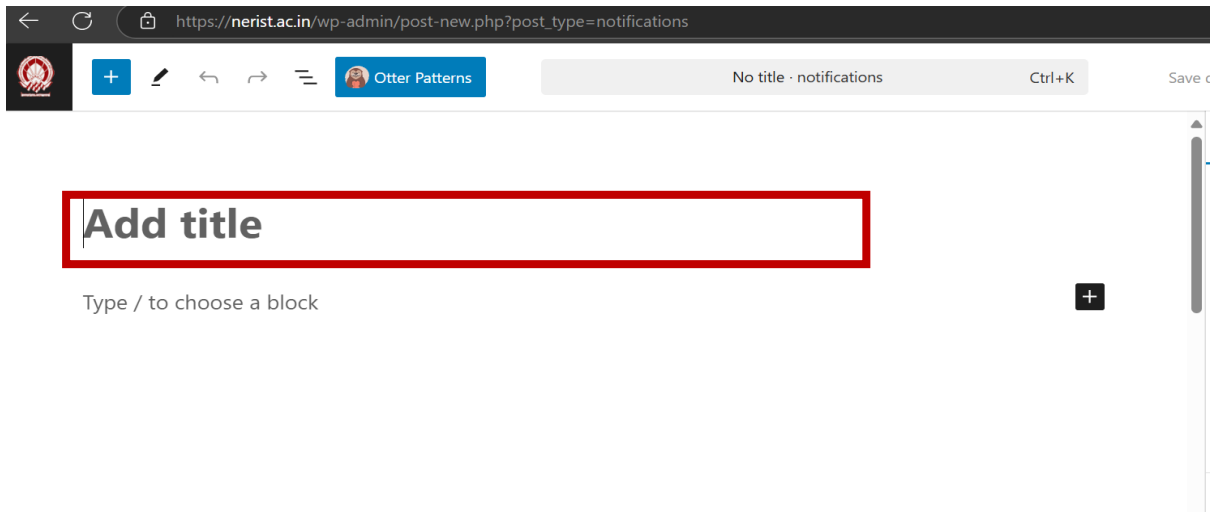
c. To provide **Link for event**, go to the **Link and Text section**, click on **Add Row**, enter text as **Read more**, put Notification Link, select **Department Category**, click on **Publish**.
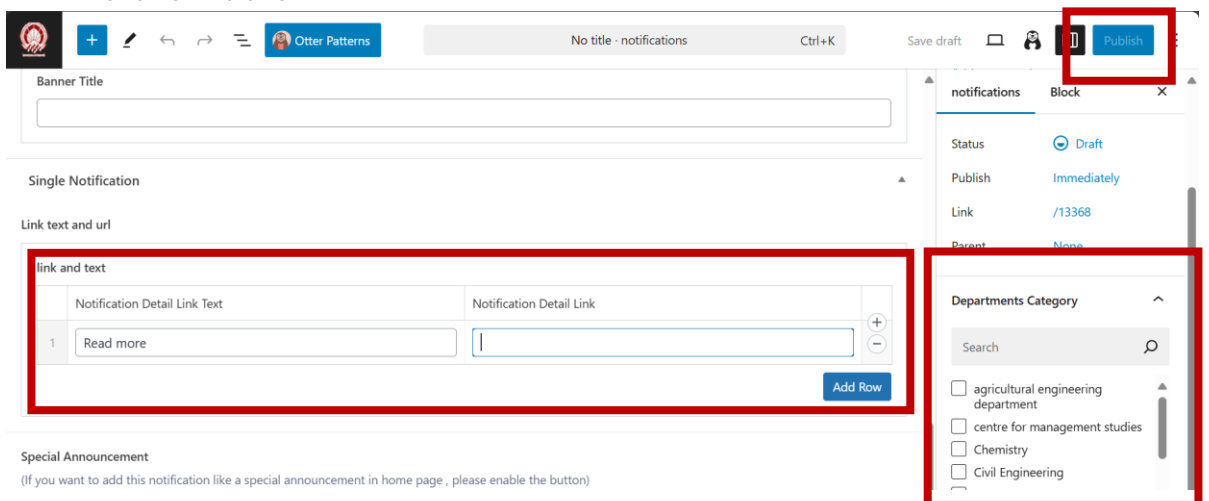
15. Other Instructions:

a. *Please Save every time after updating/editing/adding new contents.*

b. *Use only **good quality Profile Photograph,** not be older than six months.*

c. *Please upload only the appropriate size of image as per the instructions given during upload.*

d. *Content **header** should not be changed.*

e. *Content **body format** should not be changed (i.e. if there are tabular format it should not be changed to paragraph).*

f. *For any Web content update related support, you may contact E.T. Cell.*