DG Meri
User Manual

Maharashtra Engineering Research Institute

ADDRESS: Dindori Road , beside CDO-MERI Colony, Nashik, Maharashtra 422004

PHONE No: 2532530793

EMAIL: abc@merinasik.com

Login Page

Steps for Institute Login :

1) Go to the Institute Login Page:

- Open your web browser and go to the official login page for the institute portal**.**

2)Enter Your Username and Password:

1) In the provided fields, enter your username (or email address) and password. Ensure that your credentials are entered correctly that has been provided by the institute or set up during registration. Click on the icon to view the password .

3)Complete CAPTCHA Verification:

- Below the password field, you will see a **CAPTCHA box**. This is a security measure to verify that you are a human user.
- **Text-based CAPTCHA:** Enter the characters shown in the distorted image.
- you can usually refresh the CAPTCHA by clicking a **refresh** button near the distorted image box .

4)Click On Sign in button : After entering all the required fields (User ID, Password, and Captcha), the final step is to click the **Login** button to access your institute's portal.

If the CAPTCHA is incorrect, you may not be able to login .you need to try again. Ensure that you follow the instructions carefully and retry if needed.
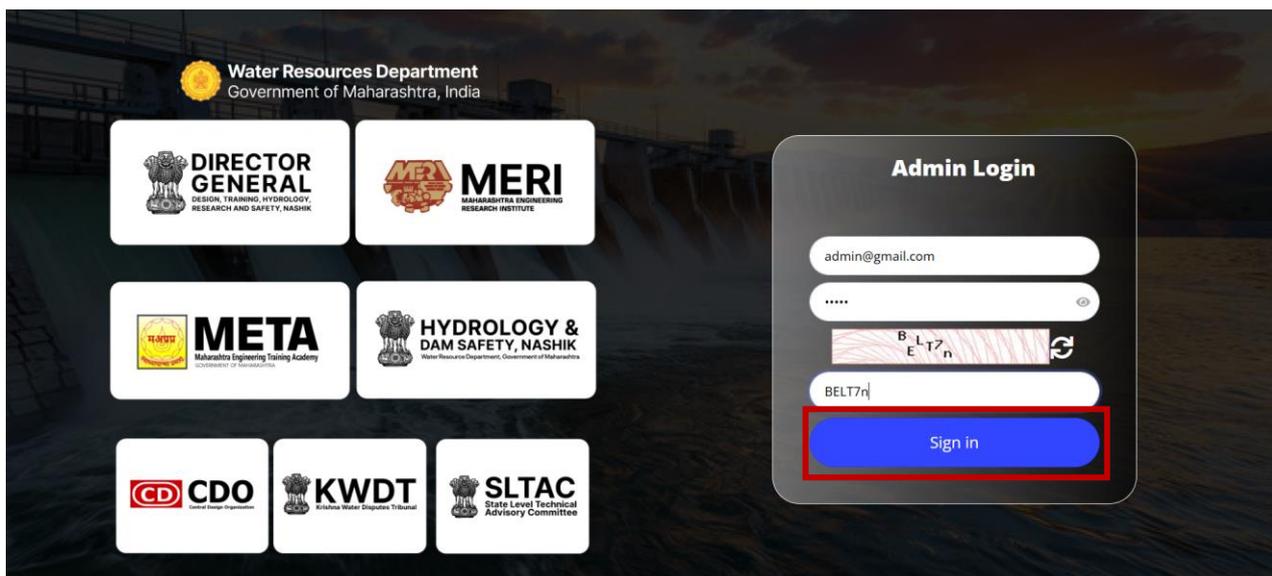
Dashboard Page

The **Main Dashboard** is designed to give you easy access to all the essential tools and features for managing your institute's portal. Here's a breakdown of the key sections available:
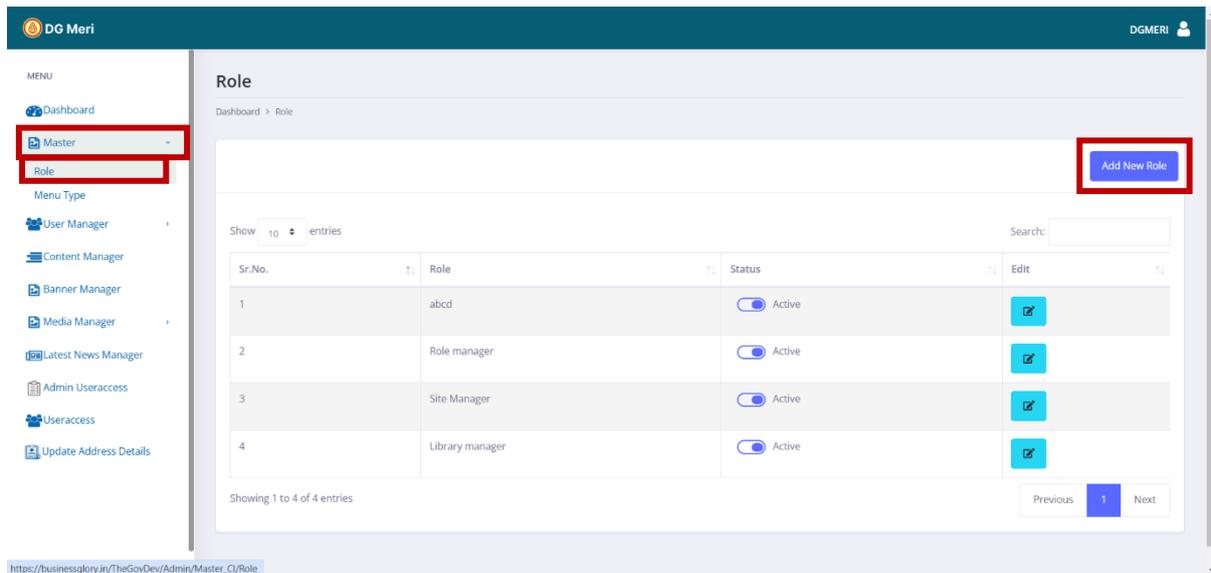

E-commerce Dashboard Template
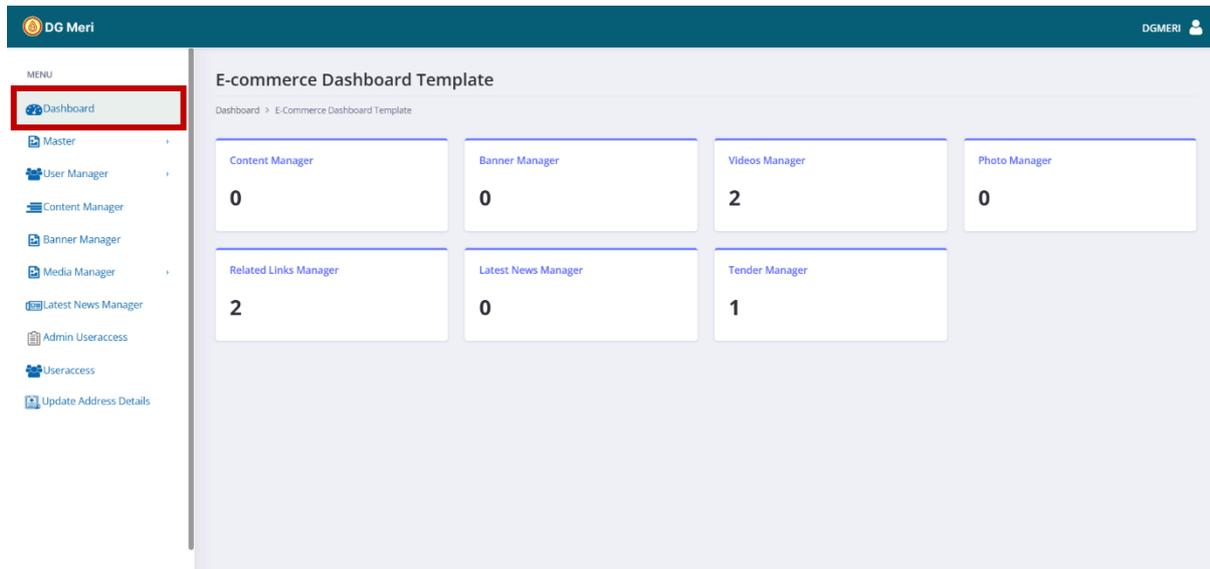
- Content Manager
- Banner Manager
- Videos Manager
- Photo Manager
- Related Links Manager
- Latest News Manager
- Tender Manager

Master Pages

Click on the Master Dropdown button on the left side bar of the page. The **Master** section is where global settings for the entire system are configured , by Creating new role And Adding Menu Type. In this section, administrators can manage configurations that affect the entire platform.

Showing all Sr. No., Role, Status (Active, DeActive), Search, Add & Edit Here.

A) **Role :** Roles are an important feature of the system that help define what a user can and cannot do. By creating roles, you can group specific permissions together and assign them to users. This makes it easy to anage access control, ensuring that each user has the right permissions based on their responsibilities.

- **Creating a New Role :**
  To create a new role, follow these simple steps:
1. **Click on "Add New Role" Button:**
   o From the **User Management** section in the dashboard, click the **Add New Role** button. This will open a form where you can enter details for the new role.
2. **Enter the Role Name:**
   o In the **Role Name** box that appears, type the name of the role (for example, "Editor, & "Manager"). This will be the name used to identify the role. And Click on submit button
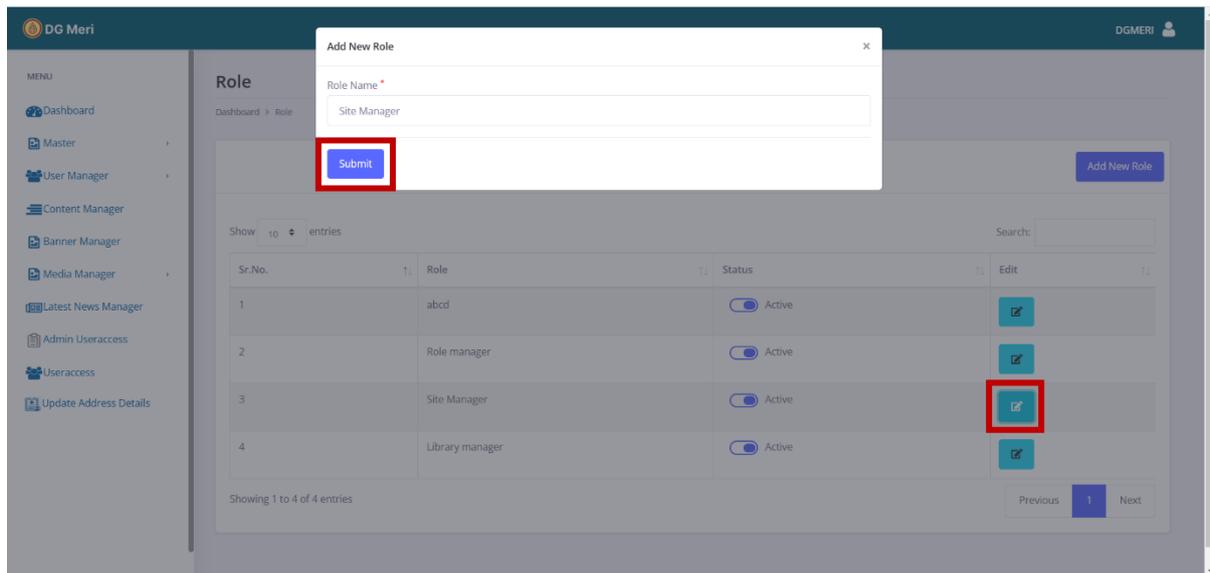
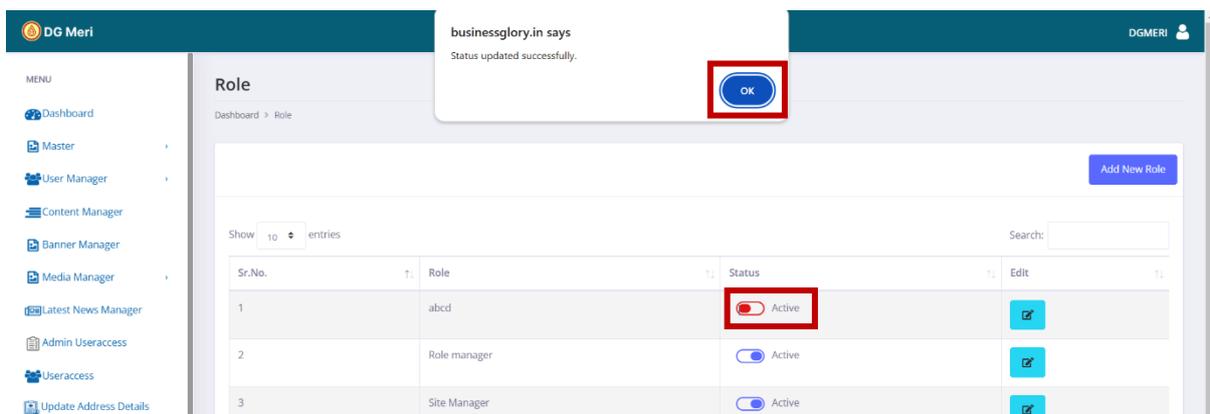**Summary of Features in Role Management**:

- **Add New Role**: Create new roles by naming them and assigning an active or inactive status.
- **Edit Role**: Modify the name or status of existing roles whenever needed.

➢ **Add / Edit Role**

Enter the changed New Role Name then click the Submit Button 🛡

- **Active/Inactive Toggle**: Control whether the role is active and can be assigned to users.

B) Menu Type :

Menu Type is crucial for organizing different kinds of content on your website and making it easy for users to navigate.

➢ The three primary menu types are:

- **Content**: For articles, posts, and pages created through the Content Manager.
- **File**: For downloadable files or documents that users can access.
- **Link**: For external links to other websites or pages.
- **Content Manager** allows you to create, manage, and link content that will appear under the **Content** menu type.

Showing all Sr. No., Menu Type, Status(Active , DeActive) Search Here.

Active/Inactive Toggle:

User Manager

To add a new user to the system :

Go to the User Manager Section:

- From your dashboard, navigate to the **User Manager** section. This is where you can manage all the user accounts for your platform. Click on "Add New' button. This will open the **Add User** form, where you can input the new user's details.
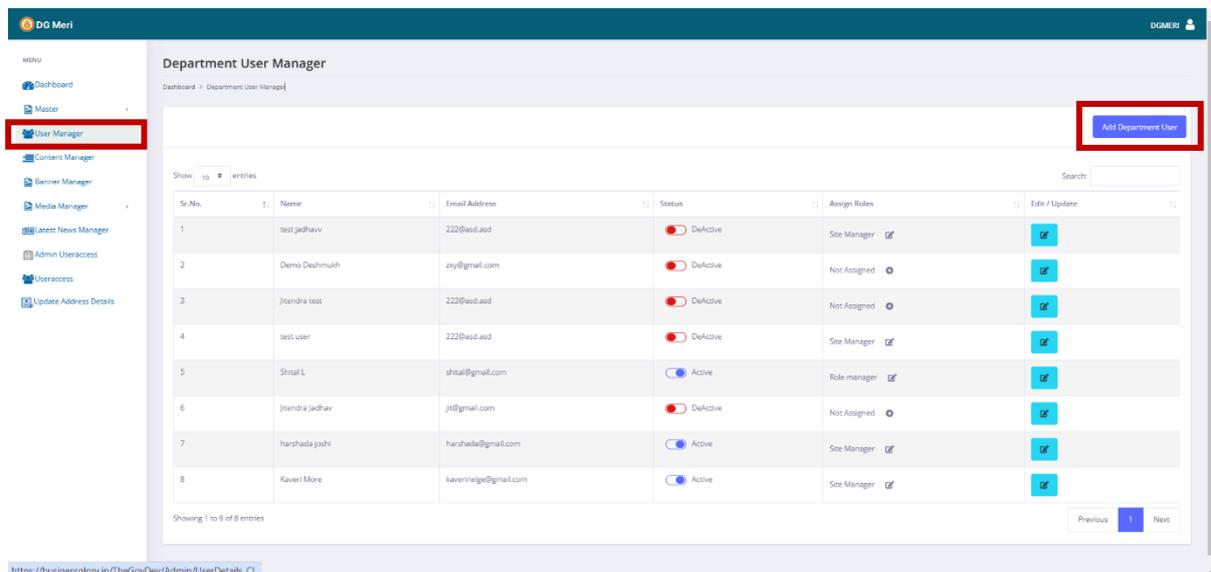
Showing all Sr. No., Name, Email Address, Status Assign Roles, Add, Edit / Update, Search Here.

- **Fill in the User Details:**
    - Name: The full name of the user.
    - Mobile Number: The user's contact number.
    - Address: The user's address .
    - Email: The user's email address.

    Fill in all the required fields in the form to ensure that the user details are complete.

- **Save the User:**
- Once all the fields are filled out, click the Submit button to create the new user account.
- **Assign Role:** Assign a specific role to a user to determine their level of access and permissions in the system. You can also edit role of user by Clicking On edit button given in Assign Role Column.

- **Edit Functionality:** Use the Edit button to update any user details or change their status or role.
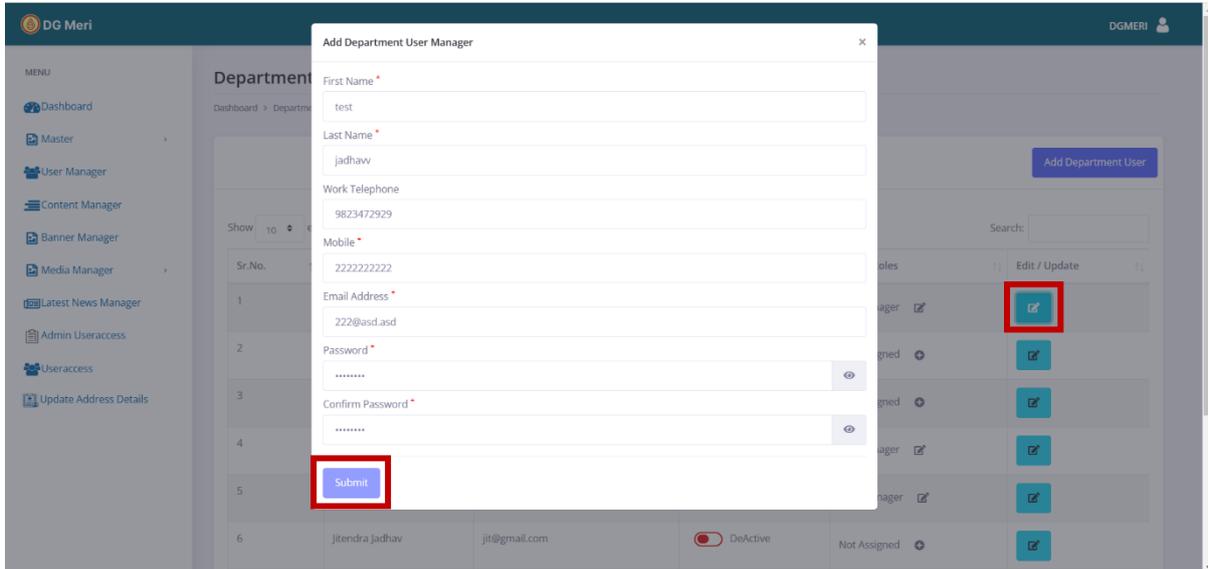
Enter Add First Name *, Last Name, * Work Telephone Mobile *, Email Address *, Password *, Confirm Password *, then Click to Submit Button ⊘ (* All fields are mandatory)

- **Active/Deactivate**: Use the Active/Deactivate toggle to control whether a user has access to the system.
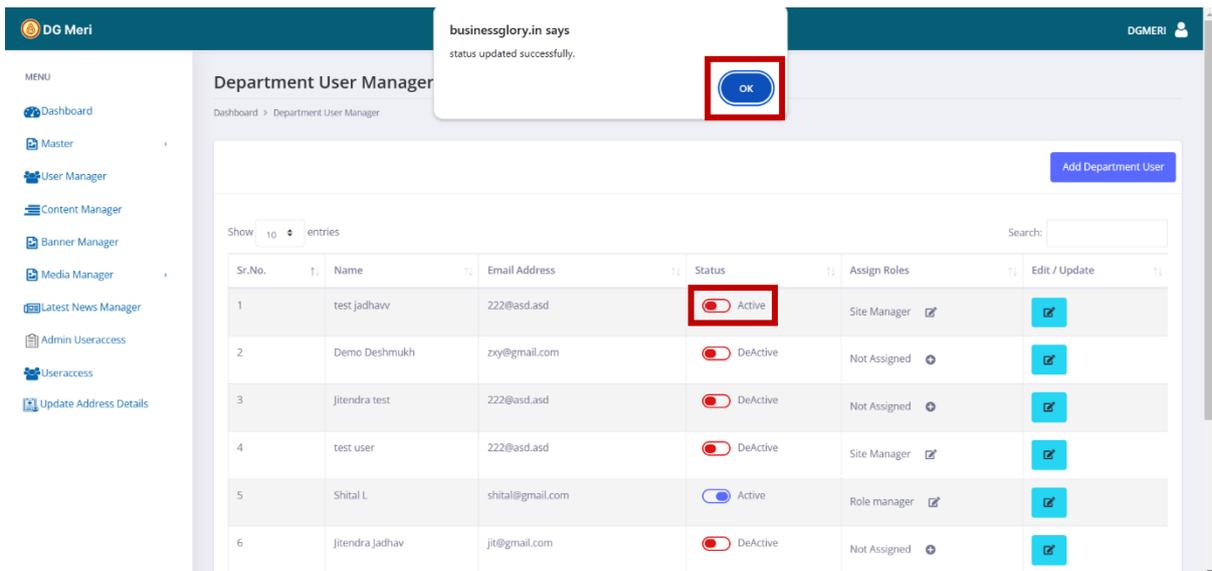
User Access Control | Permission Roles

The **User Access Control** page allows you to manage and assign **permissions** for users based on their roles. This feature helps you control what each user can access and perform on the platform, ensuring that users only have access to the areas and functions they need based on their assigned role.

Showing All No., Roles, Action (Edit / Update) Add & Search Here.
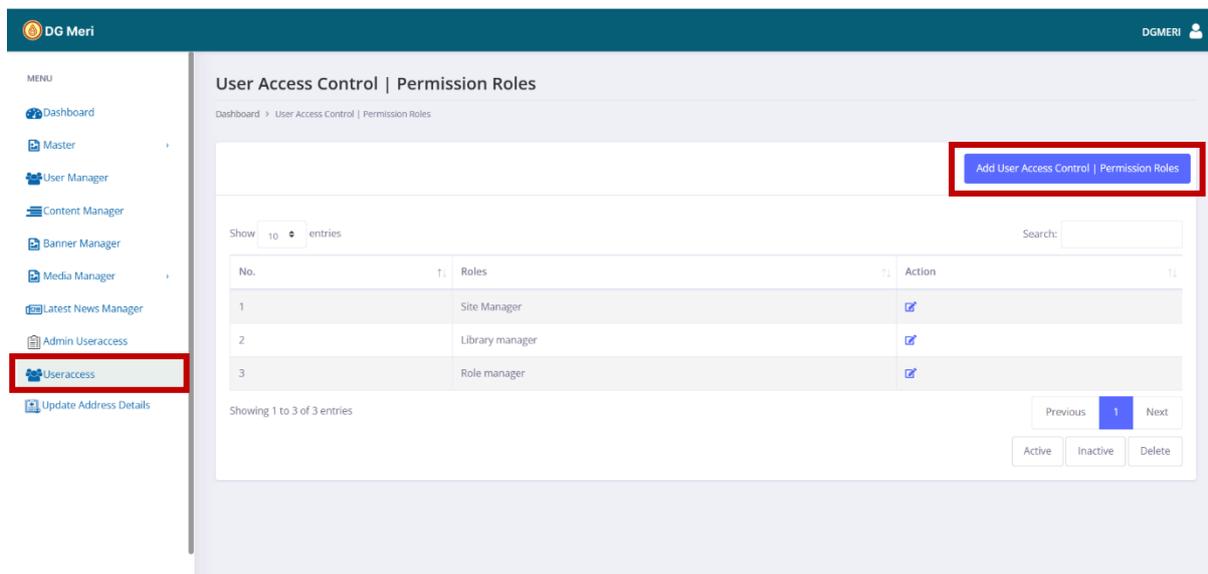
- **User Access Control Page**: This is where you can manage user permissions and access to different sections of the platform.
- **Add User Access Control/Permission Role**: Click this button to create or update a user's access.
- **Select Role**: Choose the user's role (e.g., Admin, Editor, Viewer).
- **Assign Permissions**: Grant or restrict specific permissions based on the selected role.
- **Save**: After configuring the permissions, click **Save** to finalize and apply the changes.

➢ **Add Create Permissions Roles**

Enter Select Create Permissions Roles, Clicked Checkbox - Menu Name -
View, Create, Update then Click to Save Button ⊘

➢ **Edit Create Permissions Roles**

Enter the Changed Clicked Checkbox - Menu Name - View, Create, Update then Click to Save Button ⊘

Content Manager System (CMS)

The **Content Manager** plays a crucial role in uploading and managing content on your website. It is where you create, organize, and control the data that will be displayed under the **Main Menu** and **Sub Menu** on your website.
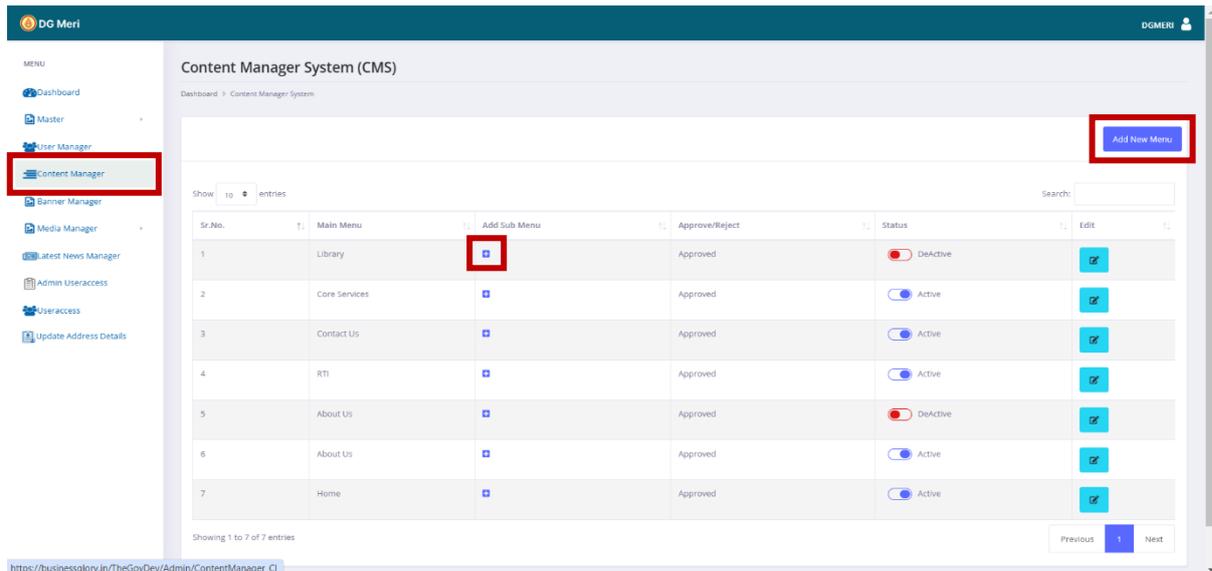
Showing All Sr. No., Main Menu, Add Sub Menu, Approve/Reject, Status (Acitve, DeActive), Add, Edit / Update, Search Here

- **Create New Menu Items**: Add new content by clicking **Add New Menu**.

- **Menu Type Selection**: Choose from **Content**, **File**, or **Link** menu types to define the kind of content your menu item will link to.

- **Main and Sub Menus**: Organize your website's menu into **Main Menu** and **Sub Menu** categories for better navigation.

- **Menu Positioning**: Place new menu items **Before** or **After** other items to control the order of the content on your website.

- **Easy Content Uploading**: Upload and manage all content types (articles, documents, external links) from within the Content Manager.

- **Sub Menu**: This item will be nested under a main menu item, making it accessible when a user hovers over or clicks the main menu item. We can add sub menu from same page where in front of main menu's Plus button is given .
- **Edit Content Manager System (CMS)**
  Enter the changed Menu Name (English)*, Menu Name (Marathi) *, Menu Type*(Select), Add Menu Before(Select), File Upload (English) * (Choose File), File Upload (Marathi) * (Choose File), then Click to Submit Button
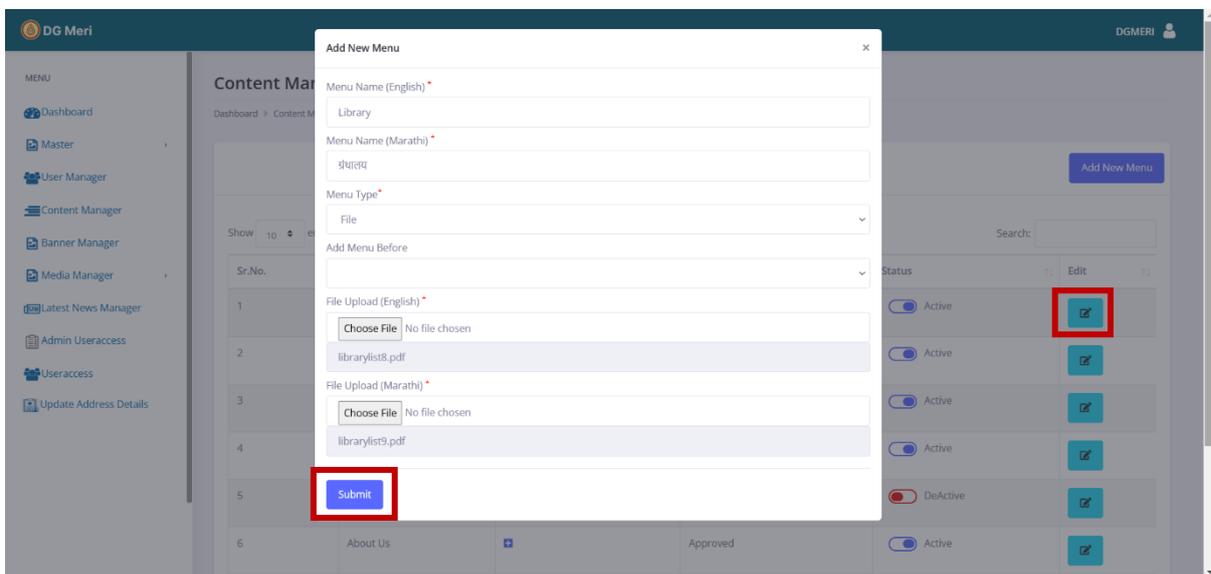
After Click Add Sub Menus Add Button
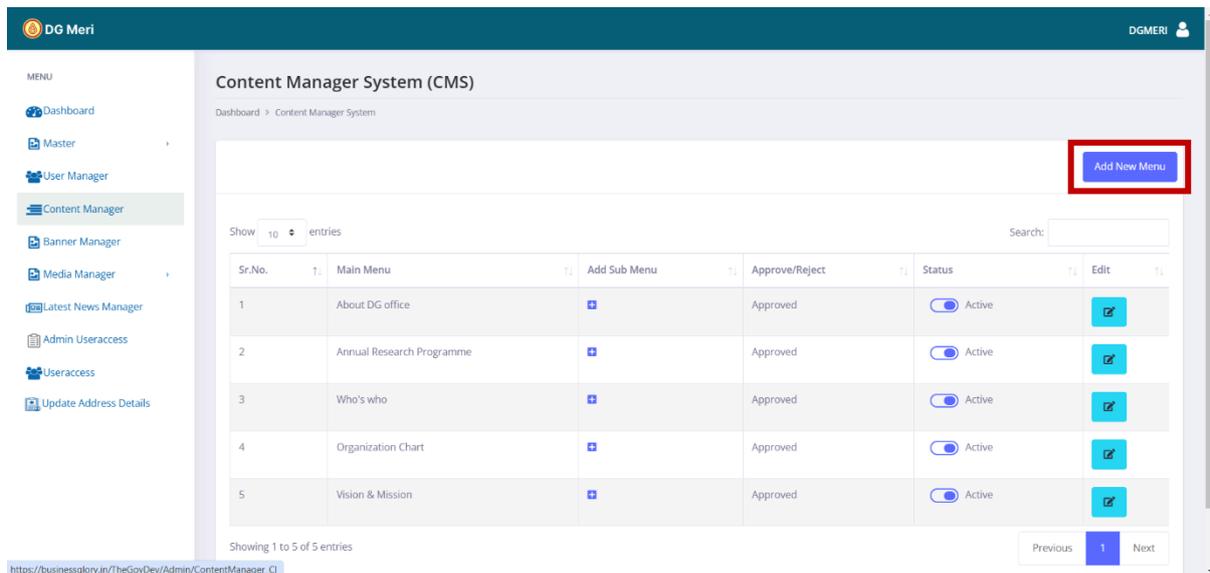
After Click Add Sub Menu - Add / Edit Button

Active/Deactivate:

This popup show after click on Active or DeActive Button - status updated successfully.

Then click on Ok button.

Banner Manager

The Banner Manager allows you to upload, manage, and display banners on your website while uploading image for banner this will be file type , and this will be size of image (Type as - jpg, png, jpeg and size-20480kb, 20 mb.)

Showing All Sr. No., Title, Status(Active, DeActive), Approve/Reject, Edit / Update, Add & Search Here

- **Add Banner**: Click **Add Banner**, enter a title, upload the banner image, and click **Submit** to upload it to the site.
- **Edit Banner**: Use the **Edit** button to change the title or image of an existing banner.

- **Active/Deactivate**: Use the **Active/Inactive** toggle to control whether the banner is visible on the site. Active banners are shown, and inactive banners are hidden, making it easy to manage the visibility of your banners.

Media Manager – Photo Category

The Media Manager allows you to manage all the media files (images, videos, audio, etc.) used throughout your platform. This section helps you organize and store media files, making it easy to access them when needed.

Showing All Sr.No., Title, Status(Active / DeActive), Edit / Update, Add & Search Here

- **Upload/Remove Media Files**: Add new media files or delete outdated ones.
- **Organize Media**: Categorize or tag media files for easier searching and management.
- **Preview**: View or edit media files before using them in content or other areas of the platform.

➢ **Add / Edit Photo Categories**

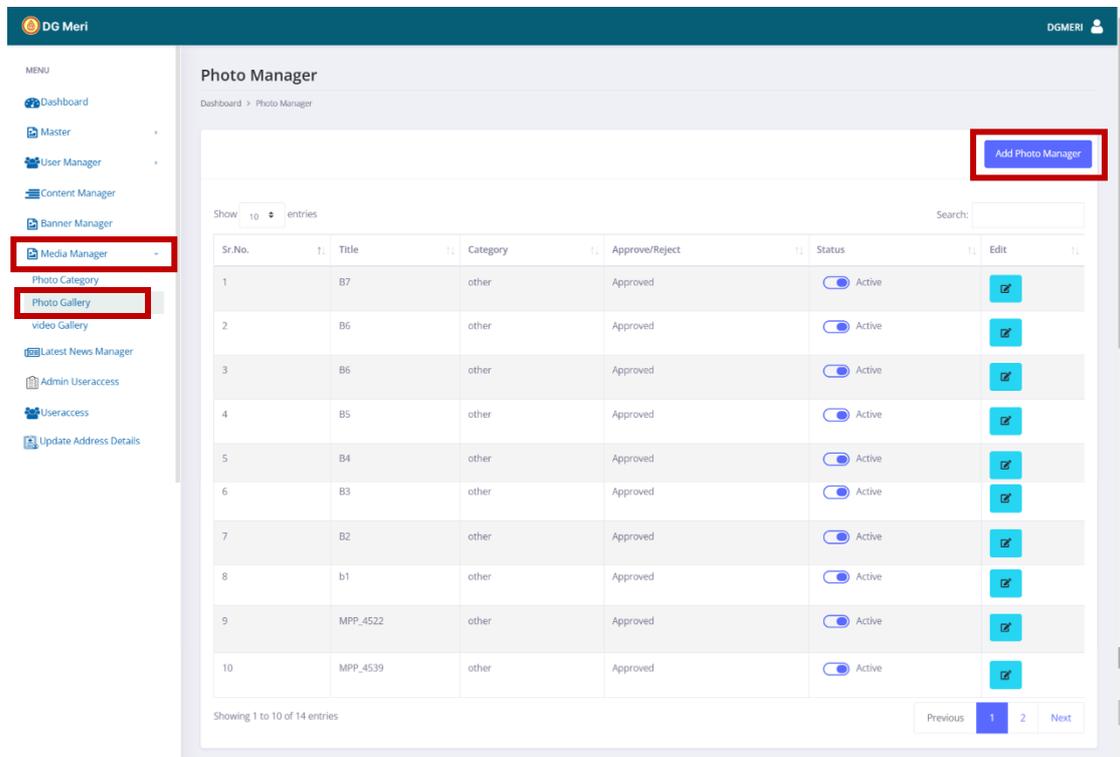Enter the changed Category Title (English)*, Category Title (Marathi)*, then Click to Submit Button ⊘
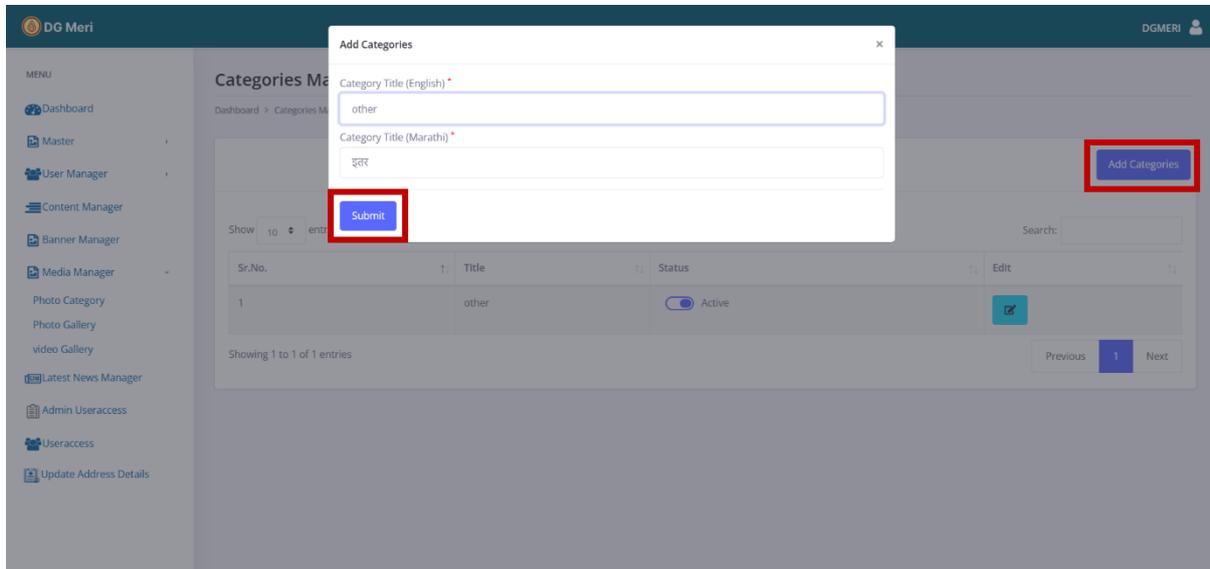
This popup show after click on Active or DeActive Button - status updated successfully. Then click on Ok button.
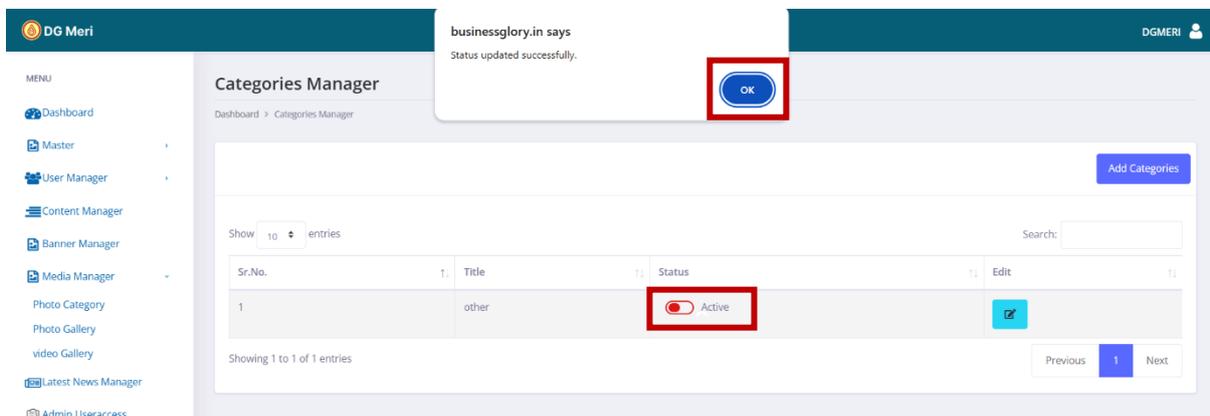
Media Manager – Photo Gallery

Showing All Sr. No., Title, Category, Approve/Reject, Status (Active,DeActive), Edit / Update, Add & Search Here.

Steps to Use Add Photo Gallery :

1. **click Add Photo Manager :**
   - To begin, click on the **Add Photo manager** button, which is located in the Left section of your admin dashboard in Media manager.
2. **Select Photo Category:**
   - After clicking on "Add Photo gallery," you'll be prompted to **select the photo category**. Categories help organize your photos based on their type, such as "Events," "Team Photos," "Banners," etc.
3. **Enter Title:**
   - Next, you will need to enter a **title** for the photo. The title should be brief and descriptive to help identify the image.
4. **Upload the Photo:**
   - Once the category and title are set, you can now **upload the photo** file. Click the **Upload File** button while uploading photo gallery image – type allow - JPG, PNG, JPEG : size- 2mb max.
5. **Submit the Photo:** After the photo is uploaded, click the **Submit** button to add the photo to the gallery. The photo will now be stored in the system and ready to be displayed in the Photo gallery section on the website.
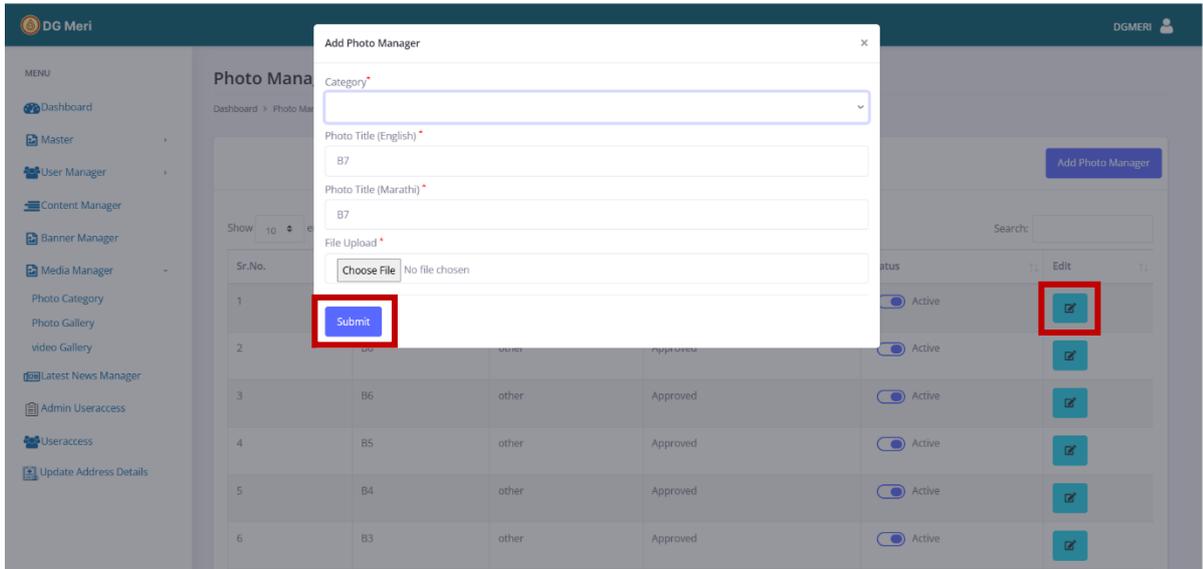
Additional Features

➤ **Add / Edit Photo Manager**
1. Edit Photo Information:
    o If you need to change the title or update any other details of the photo, you can use the **Edit** button next to the photo.
    o Click the **Edit** button to make changes, such as updating the title or re-uploading the file, and then save the changes after editing.
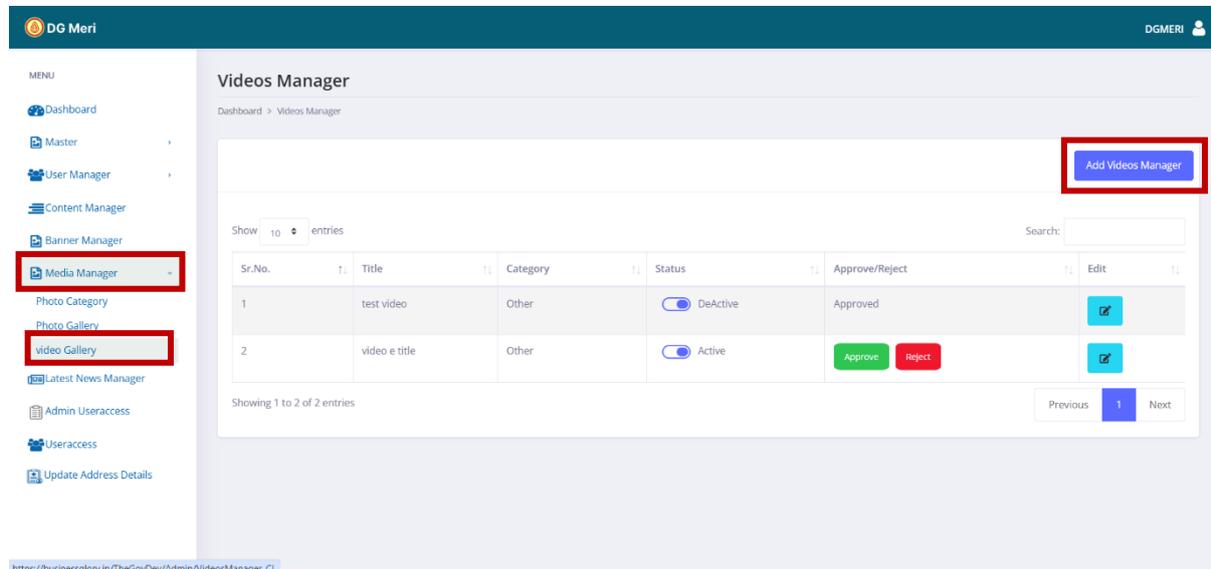

2. **Activate/Deactivate the Photo:**
    o Once the photo is uploaded, you can manage its visibility by using the **Active/Deactivate** button.
    o **Active**: If you want the photo to be visible on the website, keep it active.
    o **Deactivate**: If you want to temporarily remove the photo from the gallery or webpage, you can deactivate it.
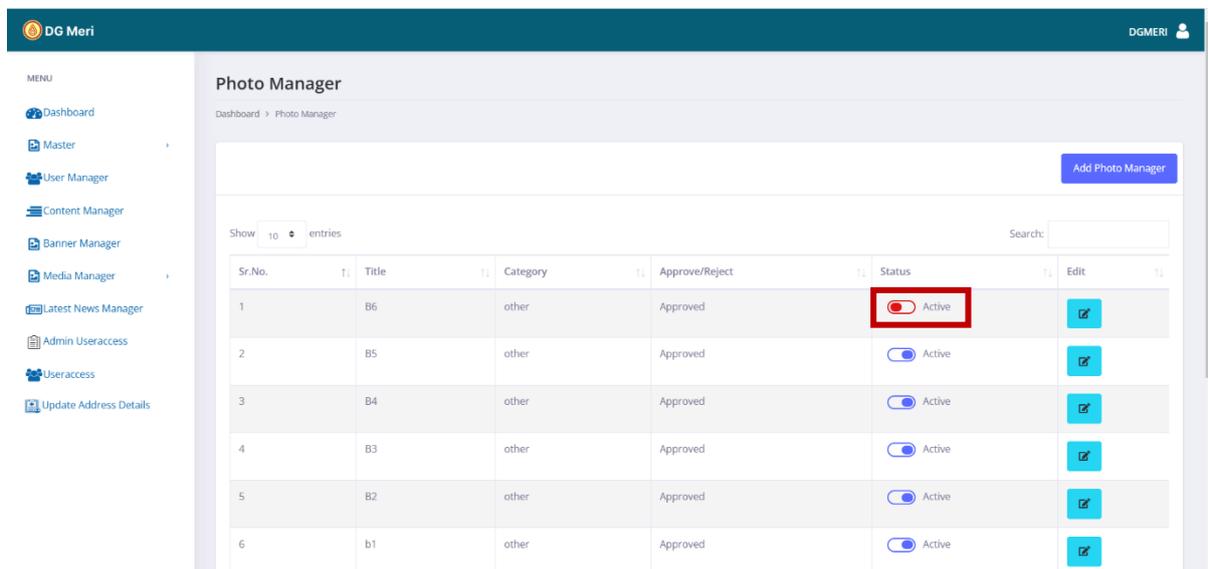
Media Manager – Video Gallery

Showing All Category* Category Video Title (English) * Video Title (Marathi) * Video ID * File Upload *, Edit / Update, Add & Search Here.

Steps to Use Add Video manager:

1. **Click Add Video Manager:**
   - To begin, click on the **Add Video manager** button, which you can find in the left section of the admin dashboard.

2. **Select Video Category:**
   - After clicking on **Add Video Manager**, you will be prompted to select the **video category**. Categories help in organizing your videos, such as "Tutorials," "Events," or "Promotions."

3. **Enter Title:**
   - Next, you need to **enter a title** for the video. This should be a brief and descriptive name that clearly identifies the video content (e.g., "Summer Event Highlights" or "Product Demo").

4. **Upload the Video:**
   - Once you've entered the title and selected the category, you can now **upload the video file**. Simply click the **Upload File**(mp4, avi, mov, wmv, 3gp) for uploading Video . button, browse your device to find the video file you want to upload, and select it.

5. **Submit the Video:**
   - After the video is uploaded, click on the **Submit** button to add the video to the system. The video will be stored and ready to be shown in the relevant category on the website.

➢ **Add / Edit Videos Manager**
  o By clicking the **Edit** button, you can update the title,
     re-upload the file, or adjust the category, and then save the changes.
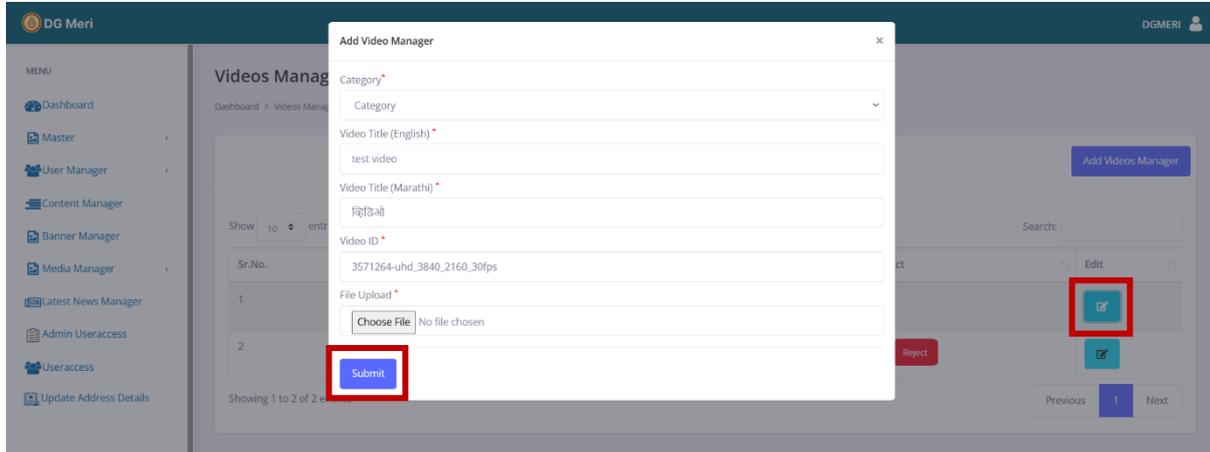
Activate/Deactivate the Video:

After the video is uploaded, you can manage its visibility by using the
Active/Deactivate button.

- **Active**: If you want the video to be visible on the website, ensure it's
  marked as active.
- **Deactivate**: If you wish to temporarily remove the video from the gallery
  or webpage, you can deactivate it.
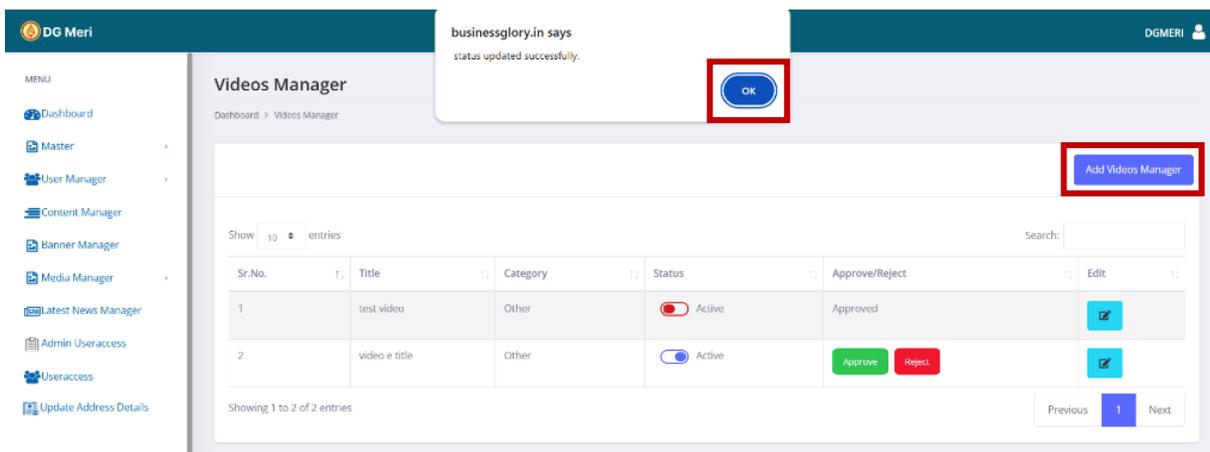
Latest News Manager

The **Latest News Manager** is where you can manage news articles or announcements that are displayed on your platform's homepage or news section.

Showing All Sr.No., Title, Start Date, End Date, Type, Source of Information, Publish Date, Page Description, Approve/Reject, Status(Active, DeActive), EditEdit / Update, Delete, Add & Search Here.

   Key Features:
- **Add/Edit/Delete News**: Post new articles, update existing ones, or remove old news.
- **Set News Categories**: Organize news articles by topics or categories for easier browsing.
- **Scheduling**: Set the publication date and time for news posts or schedule them for later.

➢ **Add Latest News Manager**

Enter Add Title (English)*, Title (Marathi)*, Start Date*(dd-mm-yyyy) Click the calendar icon to select a date, End Date *(dd-mm-yyyy) Click the calendar icon to select a date, Type*(Select Menu Type), Content Type* (Select Menu Type), Source of Information*, Publish Date*(dd-mm-yyyy) Click the calendar icon to select a date, Page Description *, then Click to Submit Button⊘ (* All fields are mandatory)
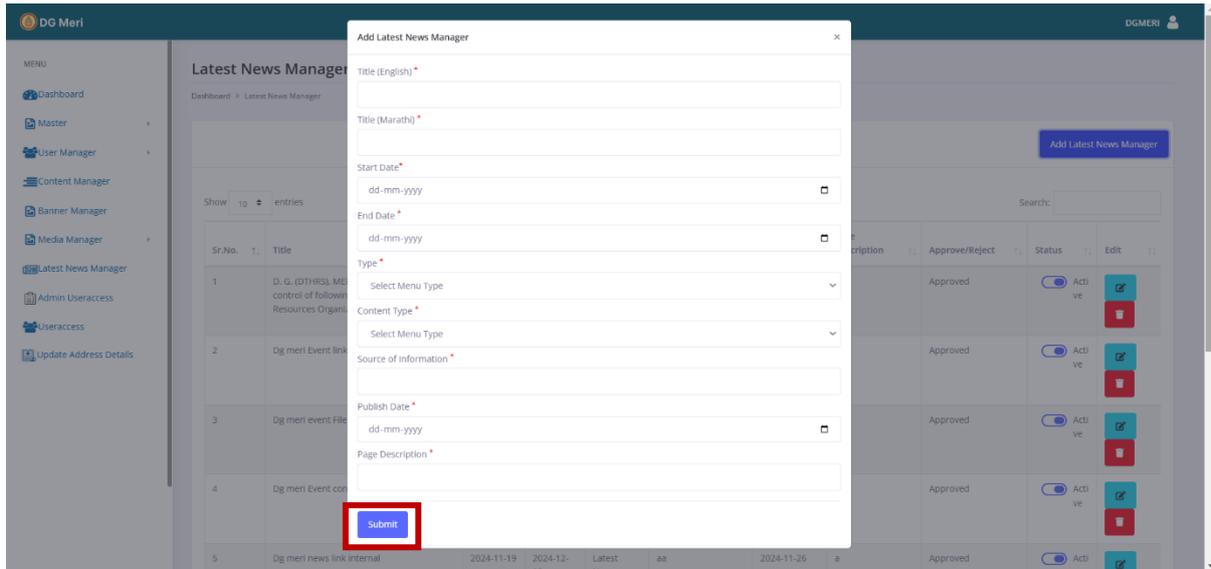
➢ **Edit Latest News Manager**
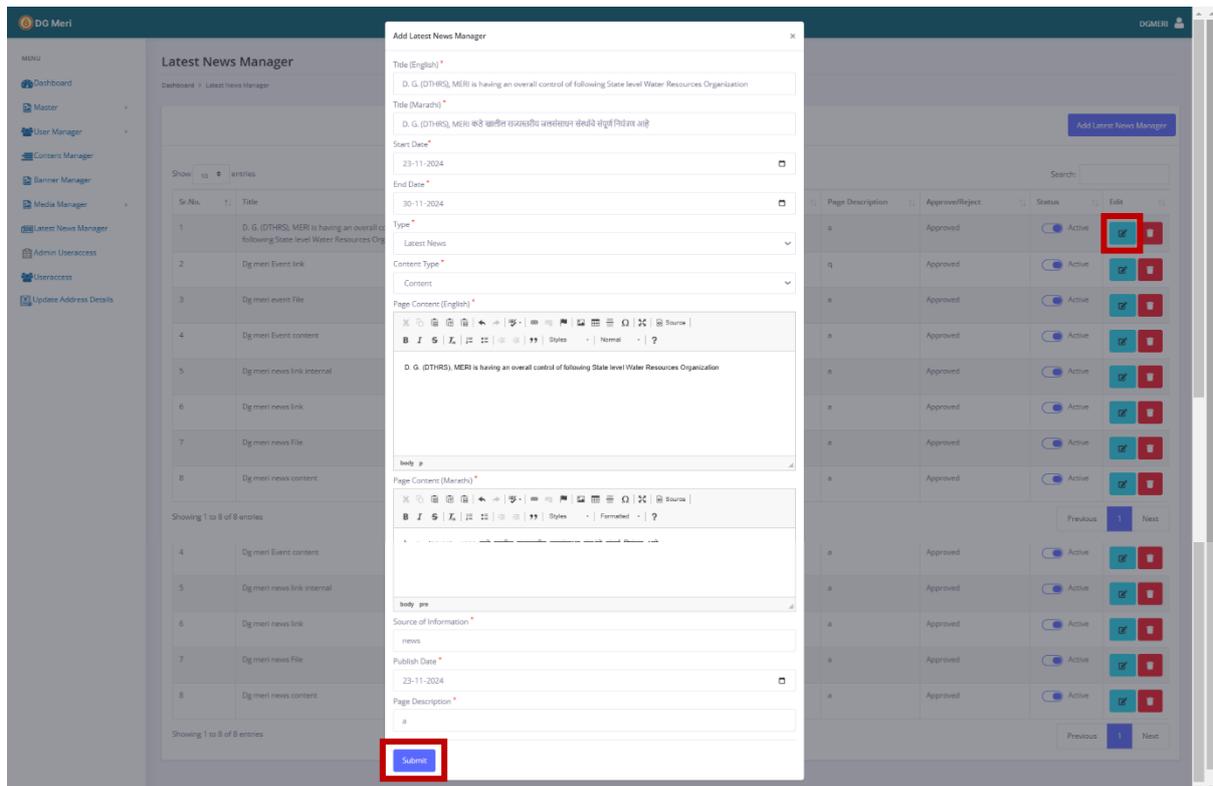
➢ **After clicking the delete button**

This message show - News deleted successfully.

➢ **After clicking the Status Active**

This popup show after click on Active or DeActive Button - status updated successfully. Then click on Ok button.
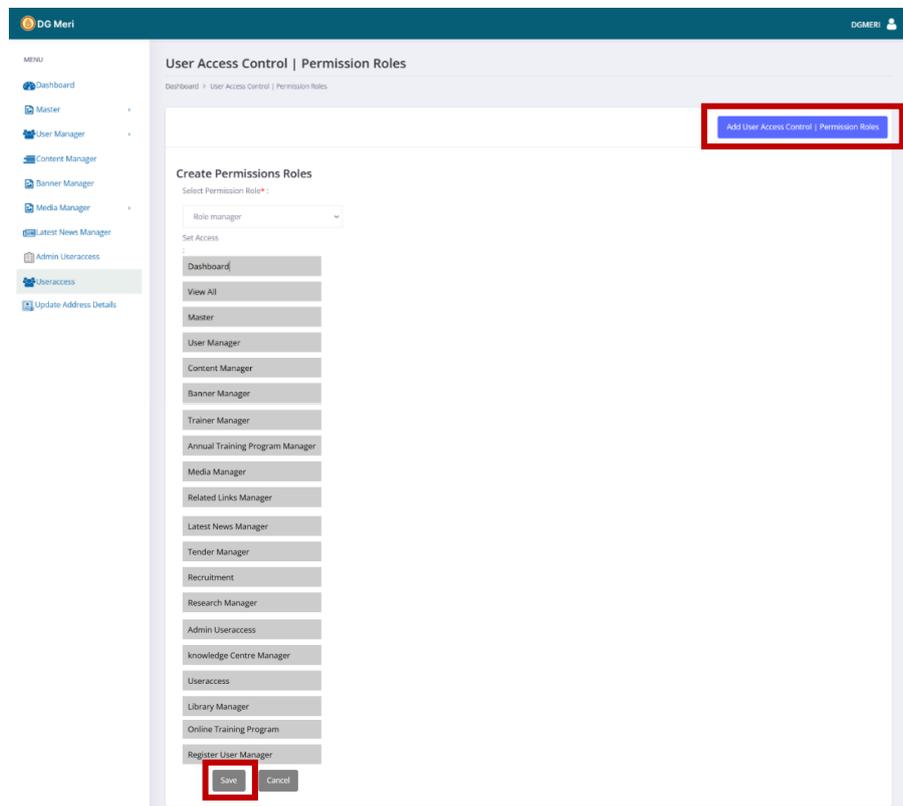
Admin Useraccess

**The User Access part allows a role to access
which menu submenus of Admin.**
Showing All No., Roles, Action, Edit/Update, Add & Search Here.

> ➤ **Add Create Permissions Roles**

Enter Select Create Permissions Roles, Clicked Checkbox - Menu Name,
View, Create, Update then Click to Save Button 🛡

> ➢ **Edit Create Permissions Roles**

Enter the Changed Clicked Checkbox - Menu Name - View, Create, Update
then Click to Save Button ⊘

Enter the Changed Clicked Checkbox - Menu Name - View, Create, Update then Click to Save Button 🛡
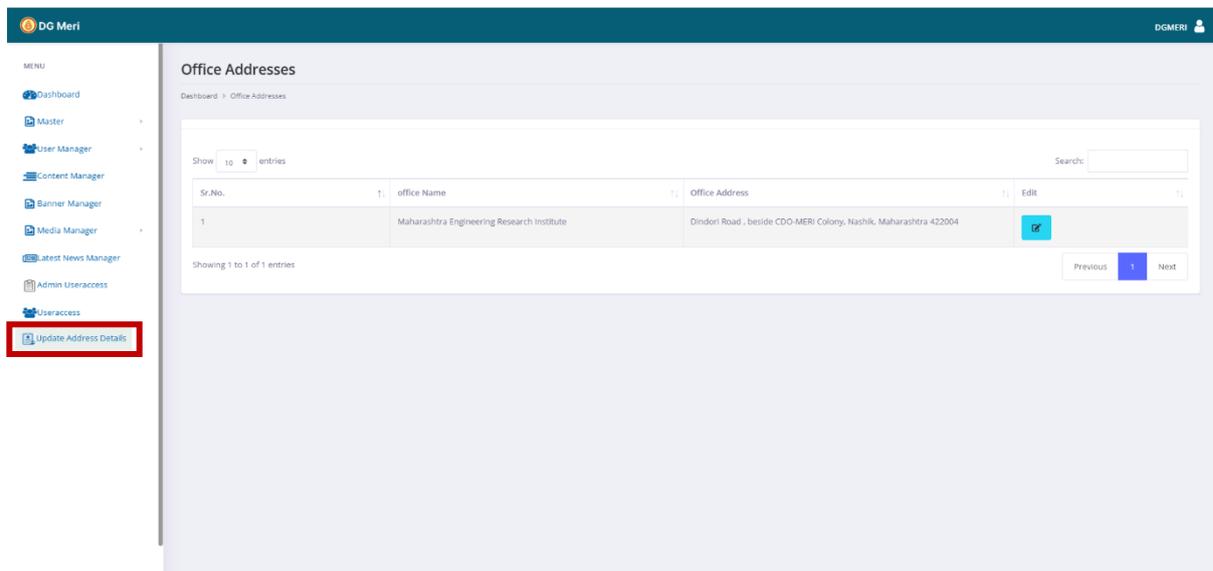
Update Address Details

- Find Your Address Details In the Address Management section, you will see your current saved address.

- Next to the address you wish to update, you will see an **Edit** button. Click on this button to open the address form where you can make changes.

- Once you've updated the information, click the **Save** or **Update** button to save your changes. Your address will now be updated in the system And web page .

- **Search for an Address**: Use the **Search** bar to quickly find and locate a specific address by typing in parts of the address, such as street, city, or postal code.

➢ **Edit Create Permissions Roles**

Enter the Changed Office Name (English)*, Office Name (Marathi) *, Address (English)*, Address (Marathi) *, Contact Number *, Email *, Map URL *, then Click to Update Button ⊘