

Water Resources Department Government of Maharashtra, India

# DG Meri User Manual



### Maharashtra Engineering Research Institute

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

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# 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.

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# **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:

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MENU	E-commerce Dashboard Temp Deshboard > E-Commerce Dashboard Template	Banner Manager O	Videos Manager 2	Photo Manager O
Media Manager  Maria Latest News Manager  Maria Useraccess  Update Address Details	Related Links Manager 2	Latest News Manager O	Tender Manager 1	

### **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.

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Dashboard	Dashboard > Role			
Master v				Add New Role
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Admin Useraccess	3	Site Manager	Active	CZ -
Update Address Details	4	Library manager	Active	đ
	Showing 1 to 4 of 4 entries			Previous 1 Next
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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:
  - 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:
  - 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 $\heartsuit$ 

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		Add New Role		×	-
MENU	Role	Role Name *			
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Update Address Details	3		Site Manager	C Active	B
	4		Library manager	Active	ď
	Showing 1 to 4 of	4 entries			Previous 1 Next

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

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MENU	Role	Status updated successfully.	ОК	
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🚰 User Manager 💦 🕠				Add New Role
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De Latest News Manager	1	abcd	C Active	ß
Admin Useraccess	2	Role manager	Active	
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Update Address Details	3	Site Manager	Active	C

### 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.

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MENU	menu type			
Dashboard	Dashboard > menu type			
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Admin Useraccess	Showing 1 to 4 of 4 entries		Previous 1	Next
Update Address Details				

## Active/Inactive Toggle:

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Admin Useraccess	3	File	Active	
***Useraccess	4	Content	C Active	
Update Address Details	Showing 1 to 4 of 4 entries			Previous 1 Next





#### 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.

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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.

🔘 DG Meri		Add Department User Manage	:r		×		DGMERI 🚨
MENU	Department	First Name *					
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	6	Jitendra Jadhav	jit@gmail.com	DeActive	Not Ass	igned O	2

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.

🙆 DG Meri		businessglory.in says			DGMERI
MENU	Department User Manager	status updated successfully.	ОК		
Dashboard	Dashboard > Department User Manager				
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🖀 User Manager					Add Department User
Content Manager					
Banner Manager	Show 10 ¢ entries				Search:
🗈 Media Manager 💿 🔸	Sr.No. † Name	Email Address	↑↓ Status ↑	Assign Roles	↑↓ Edit / Update ↑↓
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	6 Jitendra Jadhav	jit@gmail.com	DeActive	Not Assigned	ß





# **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.

🙆 DG Meri				DGMERI 🐣
MENU	User Access Control   Permis	ssion Roles		
Dashboard	Dashboard > User Access Control   Permission Roles			
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👑 User Manager			L	Add User Access Control   Permission Roles
Content Manager				
Banner Manager	Show 10 ¢ entries			Search:
🗈 Media Manager 🛛 🔸	No. ↑↓	Roles	11 Action	
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Admin Useraccess	2	Library manager	C.	
Seraccess Useraccess	3	Role manager	C'	
Update Address Details	Showing 1 to 3 of 3 entries			Previous 1 Next
				Active Inactive Delete

- 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.





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MENU	User Access Control   Permission Roles	
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Banner Manager	Create Permissions Roles Select Permission Role* :	
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Useraccess	View All	
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	User Manager	
	Content Manager	
	Banner Manager	
	Trainer Manager	
	Annual Training Program Manager	
	Media Manager	
	Related Links Manager	
	Latest News Manager	
	Tender Manager	
	Recruitment	
	Research Manager	
	Admin Useraccess	
	knowledge Centre Manager	
	Useraccess	
	Library Manager	
	Online Training Program	
	Register User Manager	
	Save Cancel	

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

🙆 DG Meri					
MENU	User Access Cont	rol   Perm	ission	Roles	s
Dashboard	Dashboard > User Access Control	Permission Roles			
Master >					
😁 User Manager 🛛 🔸					
Content Manager					
Banner Manager	Create Permission	ns Roles			
🗈 Media Manager 💦 🔸	Select Pale		ר		
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#### Water Resources Department Government of Maharashtra, India



#### Edit Create Permissions Roles

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

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MENU	User Access Control   Permission Roles
Dashboard	Dashboard > User Access Control   Permission Roles
🔁 Master 🕠	
🚰 User Manager 💦 🕠	Edit User Access Control   Permission Roles
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Admin Useraccess Useraccess Update Address Details	View All Master User Manager Content Manager
	Banner Manager
	Trainer Manager
	Annual Training Program Manager
	Media Manager
	Related Links Manager
	Latest News Manager
	Tender Manager
	Recruitment
	Research Manager
	Admin Useraccess
	knowledge Centre Manager
	Useraccess
	Library Manager
	Online Training Program
	Register User Manager
	Save

🔞 DG Meri	
MENU	Dashboard > User Access Control   Permission Roles
Dashboard	
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🚰 User Manager 💦 🔸	Create Permissions Roles
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Admin Useraccess	i Dashbuaru 🖬 🗅 🖬
Magazine Construction Construct	View All
Update Address Details	Sr.No Menu Name View Create Update



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# **Content Manager System (CMS)**

DIRECTOR GENERAL

DESIGN, TRAINING, HYDROLOGY, RESEARCH AND SAFETY, NASHI

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.

IENU	Con	tent Manager	System (CMS)				
Dashboard	Dashbor	ard > Content Manager Syst	em.				
Master >							
User Manager							Add New Men
Content Manager							
Banner Manager	Sho	W 10 C entries					Search:
🔁 Media Manager 💦 🔸	Sr	.No. †	Main Menu	1. Add Sub Menu 1.	Approve/Reject	Status	†↓ Edit
Latest News Manager	1		Library	•	Approved	DeActive	68
Admin Useraccess	2		Core Services	0	Approved	Active	
Useraccess							8
Update Address Details	3		Contact Us		Approved	Active	<b>B</b>
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	5		About Us		Approved	Deactive	8
	6		About Us	•	Approved	Active	C.
	7		Home	0	Approved	Active	2

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

🔘 DG Meri		Add New Menu			×		DGMERI
MENU	Content Mai	Menu Name (English)*					
2 Dashboard	Dashboard > Content M	Library					
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📽 User Manager		ग्रंथालय					Add New Menu
Content Manager		Menu Type*					
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Useraccess	2	librarylist8.pdf				Active	<b>₽</b>
Undate Address Details	3	File Upload (Marathi) *				Active	
opuace Address Details		Choose File No file chose	1				
	4	librarylist9.pdf				Active	Z
	5	Submit				DeActive	<b>∠</b>
	6	About Us		Approved		Active	
							ß

## After Click Add Sub Menus Add Button

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MENU	Conter	Content Manager System (CMS)										
Dashboard	Dashboard >	Dashboard > Content Manager System										
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Banner Manager	Show	10 ¢ ent	ries				S	Search:				
🔁 Media Manager 💿 🔸	Sr.No.	ţ1	Main Menu		Add Sub Menu	Approve/Reject	Status		Edit î			
De Latest News Manager	1		About DG office		Ð	Approved	Active		B,			
Admin Useraccess	2		Annual Research Programme		0	Approved	Active		C.			
Update Address Details	3		Who's who		0	Approved	Active		ß			
	4		Organization Chart		0	Approved	Active		B,			
	5		Vision & Mission		0	Approved	Active		C,			
	Showing	1 to 5 of 5 e	ntries					Previous	1 Next			





### After Click Add Sub Menu - Add / Edit Button

🔘 DG Meri			Add New Menu	×		DGM	ERI 🚨
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Content Manager			Content	~			
Banner Manager	Show <sub>10</sub> ¢ entrie	es	Add Mean Refere			Search:	
Media Manager	Sr.No.	Main Menu	Before About DG office	~	11 Status	11 Edit	11
			Page Content (English) *	_	Anting		
Complatest News Manager			X ℃ @ @ @ ★ → ♥- == = ■ = Ω X @ Source		Active	<b>B</b>	
Admin Useraccess		Annual Res	B I 5   I <sub>x</sub>   := := :: :: :: :: :: :: :: ?? Styles -   Format -   ?		Active		
Seraccess			The Maharashira Environmention Desearch Institute (MEDI) operation in Nachik is not only the dam but also the brain of	^	_		
Update Address Details	3	Who's who	constructions across the state. MER's work is very disciplined. MER's has established its distinction on the trid of research, study and training.	11	Active	C C C C C C C C C C C C C C C C C C C	
	4	Organizatio	The entire credit goes to the Maharashtra Engineering Research institute (MERI) for whatever dams are built across the state. There is only one identity of this institution in the whole state. But, does MERI do just that? So Knowing MERI's		Active	Z	
			work, we not only understand her contribution in the development of the state, but also feel great respect for MERI. MERI is proving how much and how much work an administrative organization can do to become a milestone. Governments		_		
		Vision & Mi	have to build roads, dams and other construction works across the state, so it was thought in the fifties that studies and	<b>•</b>	Active	C.	
			Page Content (Marathi) *				
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			राज्यभरता भी काड़ी परने बांधनी जातात तापे संपूर्व केय हे महत्याष्ट्र पीथीभोगि शिर्वा दृष्टित्युट (मेटे) संशेत को, केवता प्रथवी एकव ओराव या संशेषी राजभरता अंधु एक, मेरी केवत तेवेश कार्वा केवने कार (तर सही, मेरीमा कार्यती ओराव वरून पेताल राजमा शिरकारतीत मेरी भारता राज स्वयु पुर्वा केवा कार्य मेरीका आत्मारा कार्य आत्म कार्य कार्य, व्याया कार्यता भारती सा दराज, अते कार्य सितो क की कह सकते. पात प्रध्य में से अल्डे राजभरता सते, एक आति प्रदर्शी घांच्यामे सरकारता करती सा राज्य, अंत कार्य सितो क की कह सकते. पात प्रध्य मेरी का अंत राजमा तर तथा, एक आति प्रदर्शी बांच्यामे सरकारता करती राज्य के बातां साम अंत्या अति केवले विद्या प्रधा के सात्रा अंता कियर प्रधानमा यक्तका आता. यात द साथ बार झा झात. संस्थ सांची आती, कार नसवे आति हरती विद्यार्थ कार राज का झाता. अंते र १९९१ मामें मेरी के साथ गढ़ा बुर्वटमें बारच्या तथी.	÷			ŀ
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### Active/Deactivate:

🙆 DG Meri			businessglory.in says			DGMERI 🔒
MENU	Content Manager Deshboard > Content Manager Systemeter	System (CMS)	Status updated successfully.			
Master ·						Add New Menu
Content Manager	Show 10 © entries					Search:
Media Manager	Sr.No.	Main Menu	11 Add Sub Menu	Approve/Reject	↑↓ Status	†↓ Edit †↓
Latest News Manager	1	Library	•	Approved	( Active	C2
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Update Address Details	3	Contact Us	•	Approved	Active	C
	4	RTI	•	Approved	Active	C
	5	About Us	•	Approved	DeActive	C
	6	About Us	•	Approved	C Active	ß
	7	Home	٥	Approved	Active	C C
	Showing 1 to 7 of 7 entries					Previous 1 Next

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

Then click on Ok button.



# ۲

# **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.)

🙆 DG Meri				DGMERI 🐣
MENU	Banner Manager			
Dashboard	Dashboard > Banner Manager			
🔁 Master 🕠				
🖀 User Manager 🔹 🕠				Add Banner
Content Manager				
Banner Manager	Show 10 ¢ entries			Search:
🔁 Media Manager 🛛 🔸	Sr.No.	↑↓ Status	Approve/Reject	↑↓ Edit ↑↓
📾 Latest News Manager	1 building photo	Active	Approved	C2
Admin Useraccess	2 jalvidnyan bhava	n Active	Approved	
<b>W</b> useraccess				
Update Address Details	3 Group photo	Active	Approved	<b>B</b>
	Showing 1 to 3 of 3 entries			Previous 1 Next

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.

🔘 DG Meri		Add Banner		×	DGMERI
MENU	Banner Mana	Banner Title (English) *			
Dashboard	Dashboard > Banner Mana	jalvidnyan bhavan			
🛃 Master 🕠		Banner Title (Marathi) *			
Ser Manager		जलविद्यान भवन			Add Banner
Content Manager		File Upload (Upload banner of 628px x 246p	x size) *		
🔁 Banner Manager	Show <sub>10</sub> ¢ entr				Search:
🔁 Media Manager 💦 🕴	Sr.No.	Submit			TI Edit
Con Latest News Manager	1	building photo	C Active	Approved	C'
Admin Useraccess	2	jalvidnyan bhavan	Active	Approved	×.
Update Address Details	3	Group photo	C Active	Approved	Z
	Showing 1 to 3 of 3 ent	ries			Previous 1 Next



• 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.

🔘 DG Meri				businessglory.in says				DGMERI					
MENU	Banne	r Manager		Banner status updated suc	ccessfully.		ОК						
Dashboard	Dashboard	Banner Manager											
🖬 Master 🕠											_		
🖀 User Manager 💿 🕴											Ad	d Banner	
E Content Manager													
🔁 Banner Manager	Show	10 🗢 entries							Si	earch:			
🛃 Media Manager 💿 🔸	Sr.No	t. ti	Title			Status			Approve/Reject		Edit		
😰 Latest News Manager	1		building pho	ito		Active			Approved		B,		
Admin Useraccess	2		jalvidnyan b	havan		Active			Approved				
Seraccess 4													
🔛 Update Address Details	3		Group photo	2		Active			Approved		<b>B</b>		
	Showin	g 1 to 3 of 3 entries								Pre	evious 1	Next	





# **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.

🙆 DG Meri				DGMERI
MENU	Categories Manager			
Dashboard	Dashboard > Categories Manager			
Master →				Add Categories
Content Manager	Show 10 + entries			Search:
<ul> <li>Banner Manager</li> <li>Media Manager</li> </ul>	Sr.No.	↑⊥ Title	†⊥ Status	1 Edit 1
Photo Category Photo Gallery	1	other	Active	(2)
video Gallery Latest News Manager	Showing 1 to 1 of 1 entries			Previous 1 Next
Admin Useraccess				
Market Contractions and				
Lupdate Address Details				

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)<sup>\*,</sup> Category Title (Marathi)<sup>\*,</sup> then Click to Submit Button $\emptyset$ 

🔘 DG Meri		Add Categories			<		DGMERI 🚨
MENU	Categories Ma Dashboard > Categories Ma Show 10 e entr	Category Title (English) * other Category Title (Marathi) * इतर Submit				Search:	Add Categories
<ul> <li>Hedia Manager -</li> <li>Photo Category</li> <li>Photo Callery</li> <li>wideo Gallery</li> <li>Gallery</li> <li>Admin Useraccess</li> <li>Useraccess</li> <li>Update Address Details</li> </ul>	Sr.No. 1 Showing 1 to 1 of 1 er	1. Titl	le 1	Status C Active		Edit Control Previous	1 Next

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

🙆 DG Meri		businessglory.in says		DGMER	4
MENU	Categories Manager	Status updated successfully.	ОК		
Dashboard	Dashboard > Categories Manager				
🗈 Master 🕠					
🐏 User Manager 🔹 🔸				Add Categories	
Content Manager					
🛃 Banner Manager	Show 10 🗢 entries			Search:	
🛃 Media Manager 🚽 👻	Sr.No.	↑↓ Title	↑↓ Status	Edit 11	
Photo Category	1	other	Active	R	
Photo Gallery					
video Gallery	Showing 1 to 1 of 1 entries			Previous 1 Next	
Con Latest News Manager					
Admin Useraccess					





# **Media Manager – Photo Gallery**

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

🖲 DG Meri						DGMER
MENU	Photo Manager					
Dashboard	Dashboard > Photo Manager					
🗈 Master 🔹 🔸						
User Manager 🔹 🔸						Add Photo Manage
Content Manager	the second se					
🖹 Banner Manager	snow 10 € entries					Search:
🗈 Media Manager 🚽 👻	Sr.No. ↑↓	Title 11	Category 11	Approve/Reject	Status	11 Edit 11
Photo Category Photo Gallery	1	87	other	Approved	Active	<b>₽</b>
video Gallery	2	B6	other	Approved	Active	C2
Latest News Manager	2	P.C	other	Amproved	Action	
Admin Useraccess	5	Do	other	Approved	Acuve	<b>B</b>
Useraccess	4	B5	other	Approved	Active	C2
🛃 Update Address Details	5	B4	other	Approved	Active	ß
	6	B3	other	Approved	Active	C.
	7	B2	other	Approved	Active	Z'
	8	b1	other	Approved	Active	C2
	9	MPP_4522	other	Approved	Active	ß
	10	MPP_4539	other	Approved	Active	(2)
	Showing 1 to 10 of 14 entr	ies				Previous 1 2 Next

#### 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:
  - 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.
  - Click the **Edit** button to make changes, such as updating the title or reuploading the file, and then save the changes after editing.

🔘 DG Meri	Ad	dd Photo Manager			×	DGMERI 💄
MENU	Photo Mana ca	ategory				
Dashboard	Dashboard > Photo Mar			,	•	
🔁 Master 🕠	PH	noto Title (English) *				
😁 User Manager 💦 🕠		B7				Add Photo Manager
Content Manager	Ph	noto Title (Marathi) * B7				
🔁 Banner Manager	Show 10 ¢ e	le Upload *			Search:	
🔁 Media Manager 🚽 👻	Sr.No.	Choose File No file chosen			atus 👔 I	ldit 11
Photo Category Photo Gallery	1	Submit			Active	2
video Gallery	2		oulei	Approved	Active	ď
Den Latest News Manager	3			Approved	Artino	
Admin Useraccess					Active	<b>B</b> ,
Wseraccess	4	85	other	Approved	Active	C .
Update Address Details	5	B4	other	Approved	Active	C'
	6	83	other	Approved	Active	e .

#### 2. Activate/Deactivate the Photo:

- Once the photo is uploaded, you can manage its visibility by using the **Active/Deactivate** button.
- Active: If you want the photo to be visible on the website, keep it active.
- **Deactivate**: If you want to temporarily remove the photo from the gallery or webpage, you can deactivate it.

🙆 DG Meri						DGMERI
MENU	Photo Manager					
Dashboard	Dashboard > Photo Manager					
🔁 Master 🕠						
📸 User Manager						Add Photo Manager
Content Manager						
Banner Manager	Show 10 • entries				Search:	
🔁 Media Manager 💿 🔸	Sr.No.	↓ Title ↑↓	Category 11	Approve/Reject	Status 11	Edit 11
En Latest News Manager	1	B6	other	Approved	Active	ß
Admin Useraccess	2	B5	other	Approved	Active	C.
Update Address Details	3	B4	other	Approved	Active	B
	4	B3	other	Approved	Active	<b>B</b>
	5	B2	other	Approved	Active	C
	6	b1	other	Approved	Active	E,





# **Media Manager – Video Gallery**

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

🙆 DG Meri						DGMERI 🐣
MENU	Videos Manage	r				
Dashboard	Dashboard > Videos Manager					
🛃 Master 🕠						
🖀 User Manager 💦 🕠						Add Videos Manager
E Content Manager						
🗈 Banner Manager	Show 10 ¢ entries					Search:
🗈 Media Manager 🔷 👻	Sr.No.	Title 11	Category 1	Status 11	Approve/Reject	↑↓ Edit ↑↓
Photo Category	1	test video	Other	DeActive	Approved	Ca.
Photo Gallery video Gallery	2	video e title	Other	Active	_	
Du Latest News Manager					Approve Reject	<b>Z</b> ,
Admin Useraccess	Showing 1 to 2 of 2 entri	PS				Previous 1 Next
Update Address Details						
	Nide and American					

#### 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

• By clicking the **Edit** button, you can update the title, re-upload the file, or adjust the category, and then save the changes.

🔘 DG Meri		Add Wideo Menore		DGMERI 🐣
MENU	Videos Manag	Add Video Manager		
Dashboard	Dashboard 🗧 Videos Manag	Category		
🗈 Master 🕠		Video Title (English)*		
😂 User Manager 🔹 🕠		test video		Add Videos Manager
Content Manager		Video Title (Marathi) * হিটিজন		
🗈 Banner Manager	Show 10 ¢ entr	Video ID *	Search	
🗈 Media Manager 💦 🕠	Sr.No.	3571264-uhd_3840_2160_30fps	ct	11 Edit 11
📾 Latest News Manager	1	File Upload * Choose File No file chosen		ď
📽 Useraccess	2 Showing 1 to 2 of 2 e	Submit	Reject	revious 1 Next

#### 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.

🙆 DG Meri		businessglory.in says			dgmeri 🐣
MENU	Videos Manager	status updated successfully.	ОК		
Dashboard	Dashboard > Videos Manager				
🔁 Master 🕠					
Ser Manager 💦 💡					Add Videos Manager
Content Manager					
🛃 Banner Manager	Show 10 ¢ entries				Search:
🗈 Media Manager 💿 🔸	Sr.No. †: Title	Category	Status	Approve/Reject	11 Edit 11
Latest News Manager	1 test video	Other	Active	Approved	C2
Admin Useraccess	7 virian a titla	Other	Activa		
2 Useraccess	- Theorem States			Approve Reject	B,
🔛 Update Address Details	Showing 1 to 2 of 2 entries				Previous 1 Next





## **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.

4ENU											
	Latest Ne	ews Manager									
Dashboard	Dashboard > Lab	est News Manager									
Master ·									I	Add Latest No	aws Manager
Cost Manager											
Ranner Manager	Show 10	entries							Search	1:	
Media Manager	Sr.No. †	Title	Start Date 11	End Date 11	Туре 🌐	Source of Information	Publish Date	Page Description	Approve/Reject	Status †	Edit 11
Admin Useraccess	1	D. G. (DTHRS), MERI is having an overall control of following State level Water Resources Organization	2024-11- 23	2024-11- 30	Latest News	news	2024-11-23	a	Approved	C A c	<b>6</b>
Update Address Details	2	Dg meri Event link	2024-11- 19	2024-12- 03	Current Events	news	2024-11-19	q	Approved	A c tive	2
	3	Dg meri event File	2024-11- 19	2024-12- 03	Current Events	news	2024-11-19	a	Approved	A c tive	<b>2</b>
	4	Dg meri Event content	2024-11- 19	2024-12- 10	Current Events	news	2024-11-26	a	Approved	A c tive	2
	5	Dg meri news link internal	2024-11- 19	2024-12- 10	Latest News	əə	2024-11-26	a	Approved	C A c	2
	6	Dg meri news link	2024-11- 19	2024-11- 26	Latest News	aa	2024-11-20	a	Approved	C A c	2
	7	Dg meri news File	2024-11- 12	2024-12- 03	Latest News	news	2024-11-19	a	Approved	A c tive	2
	8	Dg meri news content	2024-11- 19	2024-12- 03	Latest News	news	2024-11-19	a	Approved	A c tive	2

## **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)

🔘 DG Meri			Add Latert Menn Menner					DGMERI 🚨
MENU	Latest Ne	ws Manager	Aud Latest news Manager	^				
Dashboard	Dashboard > Late	st News Manager	rice (English)					
🛃 Master 🕠		-	Title (Marathi) *				_	_
📽 User Manager 🔹 🔸							Add Latest	News Manager
Content Manager			start Date*					
Banner Manager	Show 10	entries	End Date *				Search:	
🖬 Media Manager 🔷 🔸	Sr.No. ↑	Title	dd-mm-yyyy		e cription	Approve/Reject	↑. Status ↑.	Edit 11
Latest News Manager		D. G. (DTHRS), MEI	Type *			Approved	Acti	
Admin Useraccess		control of followin Resources Organia	Content Type*	•			ve	
Useraccess			Select Menu Type	~			_	•
Update Address Details	2	Dg meri Event link	Source of Information *			Approved	Acti Ve	C.
			Dublich Data 4					
		Dg meri event File	dd-mm-yyyy			Approved	Acti ve	C.
			Page Description *					
	4	Dg meri Event con				Approved	Acti	R
			Submit				ve	
		Dg meri news link	nternal 2024-11-19 2024-12- Latest aa 2024-11-26	8		Approved	Acti	Ø

### Edit Latest News Manager

🙆 DG Meri			Add Latest News Manager	×				DGMERI	÷ 1
MENU	Latest News	Manager	Title (Endish) *						
Dashboard	Dashboard > Latest Nev	vs Manager	D. G. (DTHRS), MERI is having an overall control of following State level Water Resources Organization						
D Marray			Title (Marathi)*						
			D. G. (DTHRS), MERI कडे खालील राज्यस्तरीय जलसंसाधन संस्थांचे संपूर्ण निर्यत्रण आहे				Add La	itest News Manager	
Ser Manager			Start Date*				_		
Content Manager			23-11-2024	•					
Banner Manager	Show to e		End Date*						
😫 Media Manager 🔷 🔸	Sr.No. †↓	Title	30-11-2024	•	11 Page Description	Approve/Reject	†↓ Status †↓	Edit †1	
(Dillatest News Manager		D. G. (DTHRS), MERI is having an overall cr	Type*			Approved	Active		
Pl Admin Hearanger		following State level Water Resources Org	Latest News	~					
Marini Oscioces		Dg meri Event link	Content Type *		q	Approved	Active		
euseraccess			Content	~					
Update Address Details		Dg meri event File	Page Content (English) *		a	Approved	Active	<b>B 1</b>	
			X 원 법 법 법 속 → 백· 📾 역 📕 🖬 🏛 🗮 Ξ Ω 🔀 Θ Source						
	~		B I S I I = I = I = I = I = I = I = I = I				Acave	<b>Ø</b>	
	5	Dg meri news link internal	D. G. (DTHRS), MERI is having an overall control of following State level Water Resources Organization		a	Approved	Active		
	6	Dg meri news link			•	Approved	Active		Ľ
		Dg meri news File			•	Approved	Active		
	8	Dg meri news content	Page Content (Maradhi) *	A	•	Approved	Active		
6 7 8 94	Showing 1 to 8 of 8	3 entries	A D HE HE HE (A / 2 · 1 = 3 / 1   M HE ≣ M / K   H SOURA   B I S   Z   H HE   4 ∉   19   Styles -   Formatici -   ?				Previous	1 Next	
	4	Dg meri Event content	4			Approved	Active		
		Dg meri news link internal	body pre		a	Approved	Active		
	6	Dg meri news link	Source of Information *			Approved	Active	<b>Z</b>	
		Dg meri news File	Publish Date *			Approved	Active		
			23-11-2024						
	8	Dg meri news content	Page Description *		8	Approved	Active	<b>e</b>	
	Showing 1 to 8 of 8	) entries					Previous	1 Next	
			Subme						

24 | Page





### > After clicking the delete button

This message show - News deleted successfully.

🙆 DG Meri											DGMERI
MDNU	News delete	d successfully. EVS Manager Heres Menager								Add1a	×
Banner Manager  Media Manager  Media Manager  Manager	Show 10 Sr.No. 1	entries Tote	Start Dote	End Date 11	Туре	Source of Information	Publish Dote	Page Description	Approve/Reject	Search:	Edit 11
Update Address Details	1	D. G. (DTHRD, MER) is having an overall control of following Sates level Water Resources Organization	2024-11-23	2024-11-30	Latest News	news	2024-11-23	a	Approved	e DeActiv	ē
	2	Dg meri Event link	2024-11-19	2024-12-03	Gurrent Events	news	2024-11-19	q	Approved	Active	<b>*</b>

### > After clicking the Status Active

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

DG Meri				busine	ssglory.in	says							DGMERI
AENU	L	atest New	/s Manager	Banner	Banner status updated successfully.								
Dashboard		ashboard > Latest?	News Manager	ОК									
Master )													
User Manager												Add Las	est News Manager
Content Manager													
Banner Manager		Show 10 •	entries									Search:	
Media Manager		Sr.No. †:	Title		Start Date 👘	End Date 👘	Туре 📋	Source of Information	Publish Date	Page Description	Approve/Reject	Status	Edit 📋
Hatest News Manager		1	D. G. (DTHRS), MERI is having an overall control of following Water Resources Organization	g State level	2024-11-23	2024-11-30	Latest News	news	2024-11-23	*	Approved	DeActive	CK.
Admin Useraccess			neer neeren eez ergenneeren										
Useraccess		2	Dg meri Event link		2024-11-19	2024-12-03	Current Events	news	2024-11-19	q	Approved	Active	_
Update Address Details													
		3	Dg meri event file		2024-11-19	2024-12-03	Current Events	news	2024-11-19	•	Approved	Active	C 1
		4	Dg meri Event content		2024-11-19	2024-12-10	Current Events	news	2024-11-26	a	Approved	Active	2
	1	5	Dg meri news link internal		2024-11-19	2024-12-10	Latest News	33	2024-11-26	0	Approved	Active	<b>8</b>
		6	Dg meri news link		2024-11-19	2024-11-26	Latest News	88	2024-11-20	8	Approved	C Active	2
		-					1		2024 11 10			<b>A</b> 11	_





# **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.

MENU	User Access Control   Pe	ermission Roles		
Pashboard .	Deshboard > User Access Control   Permission P	toles		
🗈 Master >				
📲 User Manager 🔷 🔸				Add User Access Control   Permission Role
Content Manager				
Banner Manager	Show 10 Centries			Search:
Media Manager 🔷 👌	No.	†. Roles	11 Action	
Latest News Manager	1	DGMERI	2°	
Admin Useraccess	2	MERI	C'	
Seraccess .	3	meta	C'	
Update Address Details	4	HP	2°	
	5	CDO	œ	
	6	SLTAC	œ	
	7	KWDT	Cr.	
	8	DGMERI	G,	
	9	HP	C,	
	Showing 1 to 9 of 9 entries			Previous 1 Next
				Arthe Inarthe Delete

### > Add Create Permissions Roles

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

MENU	User Access Control   Permission Roles	
Dashboard	Deshboard > User Access Control   Permission Roles	
Master +		
🚰 User Manager 💿		Add User Access Control   Permission Role
Content Manager		
Banner Manager	Create Permissions Roles	
🔁 Media Manager 💦 🕠	Role manager	
Latest News Manager	Set Access	
Admin Useraccess	Dathboard	
Museraccess 4	View All	
Update Address Details	Mater	
	Macket	
	User Manager	
	Concern manager	
	sanner Manager	
	Trainer Manager	
	Annual Training Program Manager	
	Media Manager	
	Related Links Manager	
	Latest News Manager	
	Tender Manager	
	Recruitment	
	Research Manager	
	Admin Useraccess	
	knowledge Centre Manager	
	Useraccess	
	Library Manager	
	Online Training Program	
	Register User Manager Sive Cancel	



🙆 DG Meri							
MENU	User /	ccess Cont	rol	Permi	ssior	n Rol	es
Dashboard	Dashboard	User Access Control	Permiss	ion Roles			
🛃 Master >							
🐭 User Manager 💦 🔸							
Content Manager	Croa	e Permissio	as Pol	05			
Banner Manager	Selec	Permission Role* :	13 1.01	63			
🗈 Media Manager 🛛 🔸	Se	ect Role				~	
EBLatest News Manager	Set A	rass -					
Admin Useraccess	Das	hboard		_			
Museraccess 4	Sr.I	lo Menu Name	View	Create	Edit	PDF	Excel
Update Address Details	1	Dashboard					

#### Edit Create Permissions Roles

BIRECTOR GENERAL DESIGN, TRAINING, HYDROLOGY, RESEARCH AND SAFETY, NASHIK

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

🙆 DG Meri	
MENU	User Access Control   Permission Ro
Dashboard	Dashboard > User Access Control   Permission Roles
🗈 Master 🔹 🔸	
🖀 User Manager 💦 🔸	
Content Manager	Create Permissions Roles
🖬 Banner Manager	Permission Role Name* :
Collatest News Manager	Dashboard
Admin Useraccess	Sr.No Menu Name View Create Update
Useraccess	1 Dashboard 🗹 🗆 🗹
Update Address Details	
	View All
	Master
	User Manager
	Content Manager
	Banner Manager
	Trainer Manager
	Annual Training Program Manager
	Media Manager
	Delated Links Manager
	reaces care a manager
	Latest News Manager
	Tender Manager
	Recruitment
	Research Manager
	Admin Useraccess
	knowledge Centre Manager
	Useraccess
	Library Manager
	Online Training Program
	Register User Manager
	Save





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

🙆 DG Meri	DGME	RI 🐣
MENU	User Access Control   Permission Roles	
Dashboard	Deshbard > User Access Control   Permission Roles	
🛃 Master >		٦
🖀 User Manager 🛛 🔸	Edit User Access Control   Permission Role	5
Content Manager	Create Permissions Roles	
Banner Manager	Permission Role Name*:	
Media Manager	DOM B	
Admin Useraccess	usentusatu Sr.No Menu Name View Create Update	
Wuseraccess	1 Dashboard 🖬 🗆 🖬	
Update Address Details		
	View All	
	Master	
	User Manager	
	Content Manager	
	Banner Manager	
	Trainer Manager	
	Annual Training Program Manager	
	Media Manager	
	Related Links Manager	
	Latest News Manager	
	Tender Manager	
	Recruitment	
	Research Manager	
	Admin Useraccess	
	knowledge Centre Manager	
	Useraccess	
	Library Manager	
	Online Training Program	
	Register User Manager	
	Save	



# ٢

# **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.

🖲 DG Meri						DGMER
MENU	Office Addresses					
Dashboard	Dashboard > Office Addresses					
🗈 Master >						
User Manager >	Change in a matrice					Canada
Content Manager	Show 10 @ encres					Search
Banner Manager	Sr.No.	↑↓ office Name		Office Address	†↓ Edit	
Media Manager 🔹	1	Maharashtra Engi	neering Research Institute	Dindori Road , beside CDO-MERI Colony, Nashik. Maharashtra 422004	В,	
Latest News Manager	Showing 1 to 1 of 1 entries					Previous 1 Next
Admin Useraccess						
Useraccess						





#### 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 Ø

🖲 DG Meri		Edit Addeser Datalie y	DGMERI 🛔
		Cuit Address Details	
MENU	Office Addresses	Office Name (English)*	
Dashboard	Dashboard > Office Addresses	Maharashtra Engineering Research Institute	
🛃 Master >		Office Name (Marathi) *	
🐭 User Manager 🛛 🔸		महाराष्ट्र अभियांत्रिकी संशोधन संस्था	
-	Show 10 ¢ entries	Address (English) *	Search:
Content Manager	Sr.No.	Dindori Road , beside CDO-MERI Colony, Nashik, Maharashtra 422004	11 Edit 11
Banner Manager			
🛃 Media Manager 🔷 🔸		Address (Marathi)	
ConLatest News Manager		दिडोरी रोड, सीडीओ,मेरी कॉलनीच्या बाजूला, नाशिक, महाराष्ट्र ४२२००४	
Admin Useraccess			PTEYIOUS T INEXE
Seraccess 4 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		Contact Number *	
Update Address Details		2532530793	
		Email*	
		abc@merinasik.com	
		Map URL*	
		https://maps.app.goo.gl/q8DQoBbVFge34gYy9	
			1
		update	