



**DIRECTOR GENERAL**  
DESIGN, TRAINING, HYDROLOGY, RESEARCH AND SAFETY, NASHIK

**Water Resources Department**  
Government of Maharashtra, India



# DG Meri User Manual



**Maharashtra Engineering Research Institute**

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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:

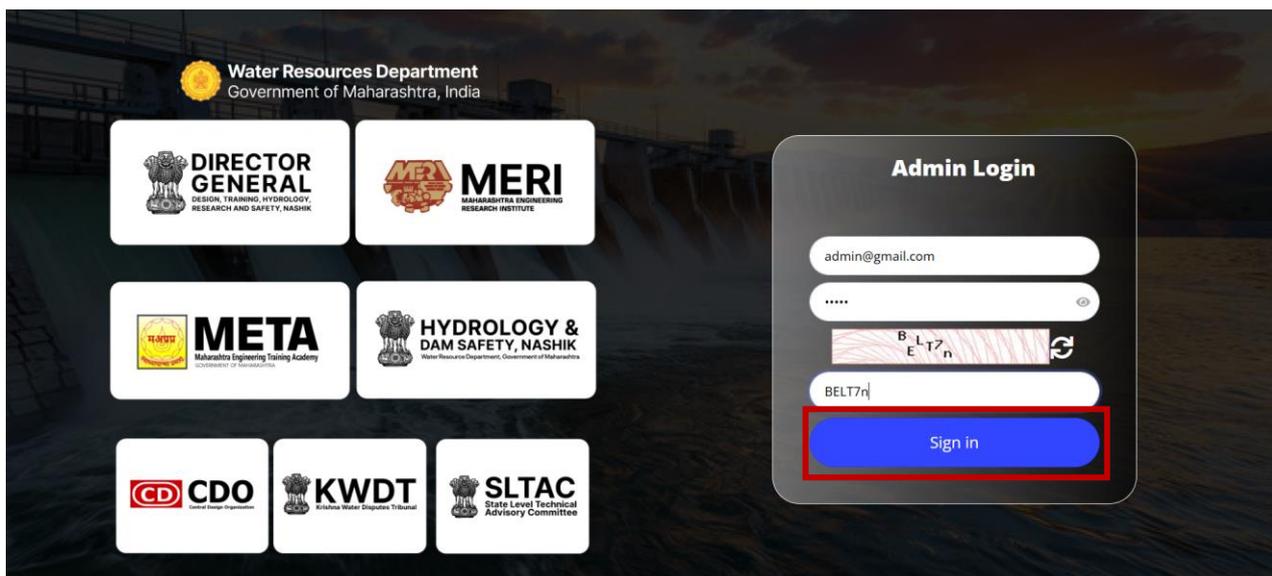
- 1) In the provided fields, enter your username (or email address) and password. Ensure that your credentials are entered correctly that has been provided by the institute or set up during registration. Click on the icon to view the password .

#### 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.

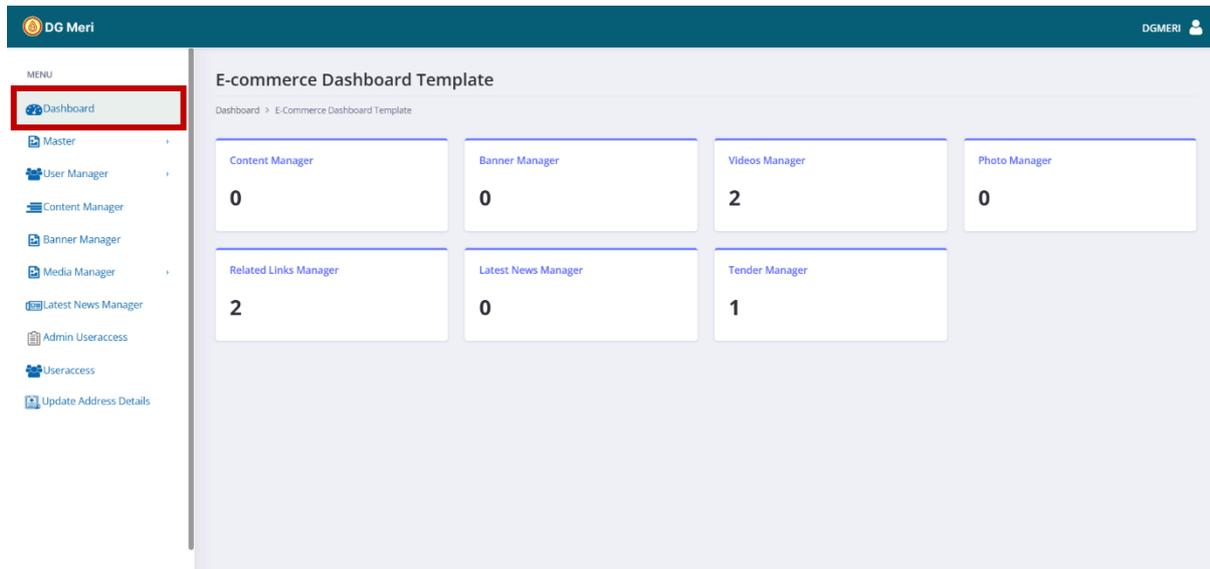
If the CAPTCHA is incorrect, you may not be able to login .you need to try again. Ensure that you follow the instructions carefully and retry if needed.





## 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:



Content Manager	Banner Manager	Videos Manager	Photo Manager
0	0	2	0
Related Links Manager	Latest News Manager	Tender Manager	
2	0	1	

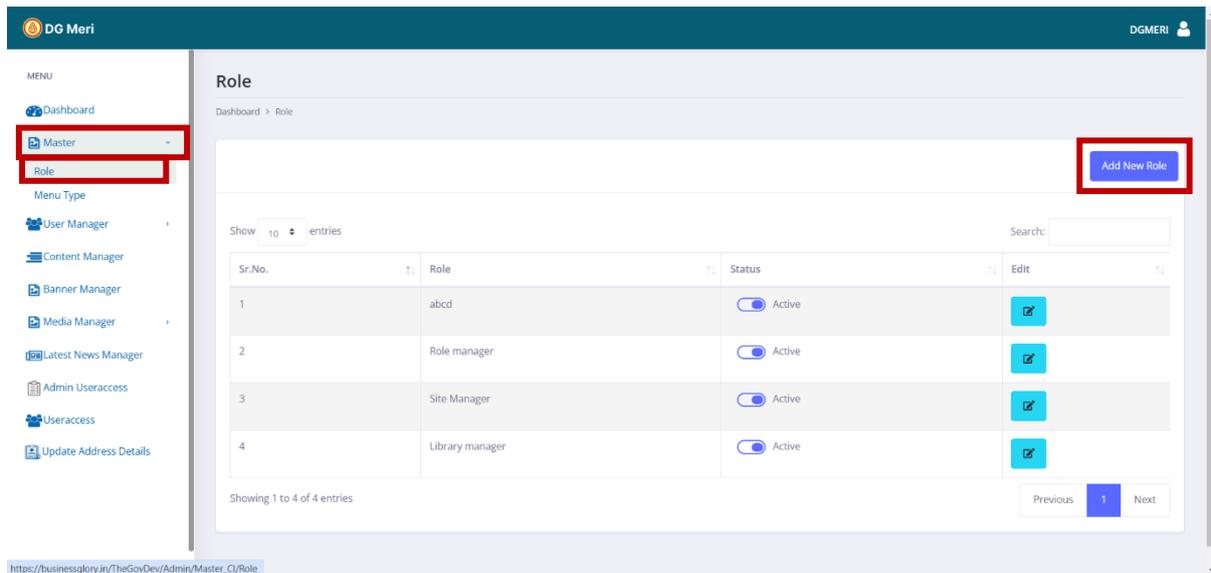
### E-commerce Dashboard Template

- 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.



The screenshot displays the 'Role' management interface in the DG Meri system. On the left, a navigation menu includes 'Dashboard', 'Master', 'Role', 'Menu Type', 'User Manager', 'Content Manager', 'Banner Manager', 'Media Manager', 'Latest News Manager', 'Admin Useraccess', 'Useraccess', and 'Update Address Details'. The 'Master' and 'Role' items are highlighted with red boxes. The main area shows a table of roles with the following data:

Sr.No.	Role	Status	Edit
1	abcd	Active	
2	Role manager	Active	
3	Site Manager	Active	
4	Library manager	Active	

An 'Add New Role' button is located in the top right corner of the main content area. The page also shows a search bar and pagination controls at the bottom.

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 manage 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

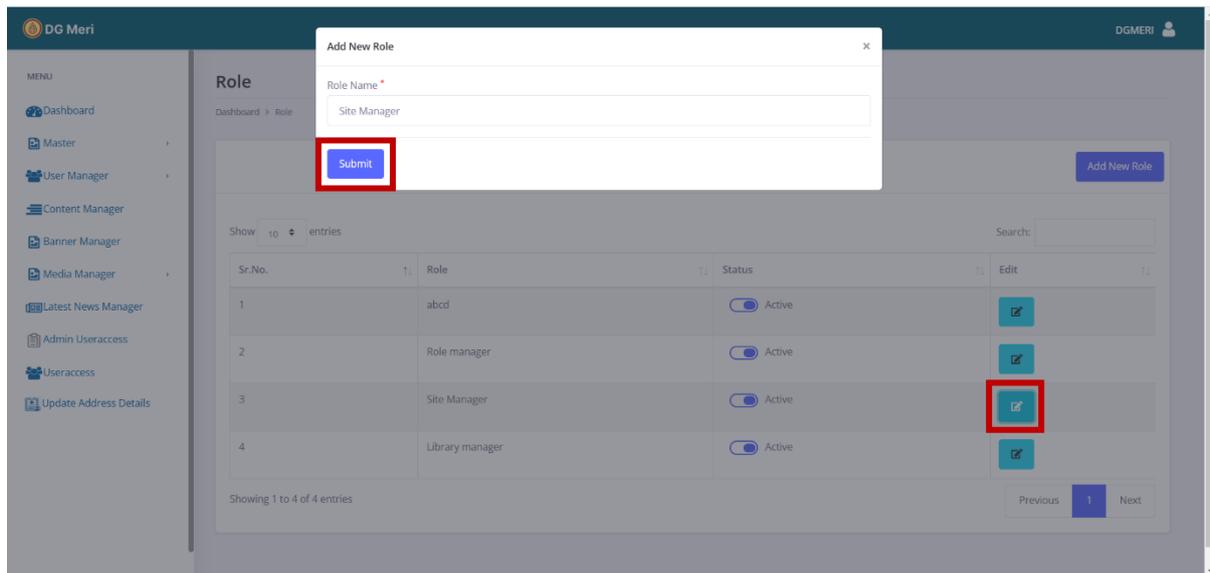


### Summary of Features in Role Management:

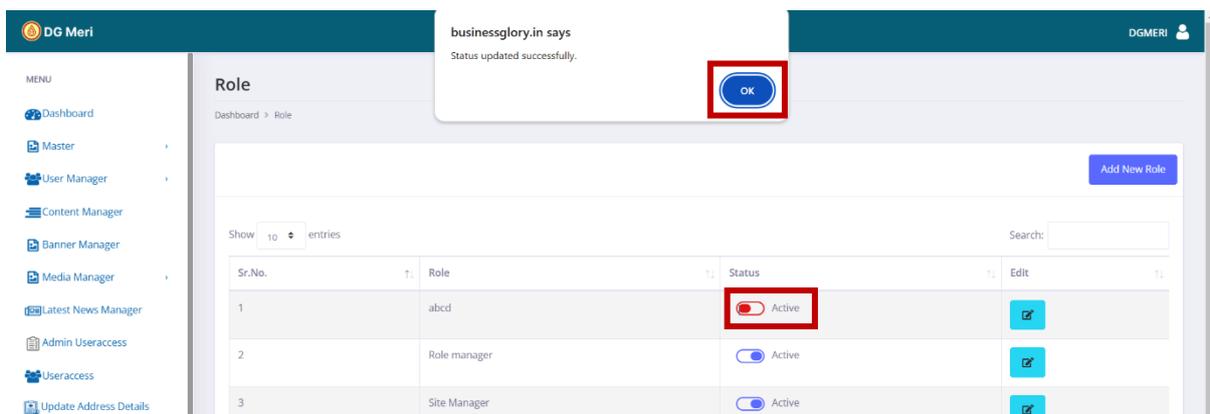
- **Add New Role:** Create new roles by naming them and assigning an active or inactive status.
- **Edit Role:** Modify the name or status of existing roles whenever needed.

#### ➤ Add / Edit Role

Enter the changed New Role Name then click the Submit Button



- **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.

Sr.No.	menu_type	Status
1	Content External	Active
2	Link	Active
3	File	Active
4	Content	Active

**Active/Inactive Toggle:**

Sr.No.	menu_type	Status
1	Content External	Inactive
2	Link	Active
3	File	Active
4	Content	Active

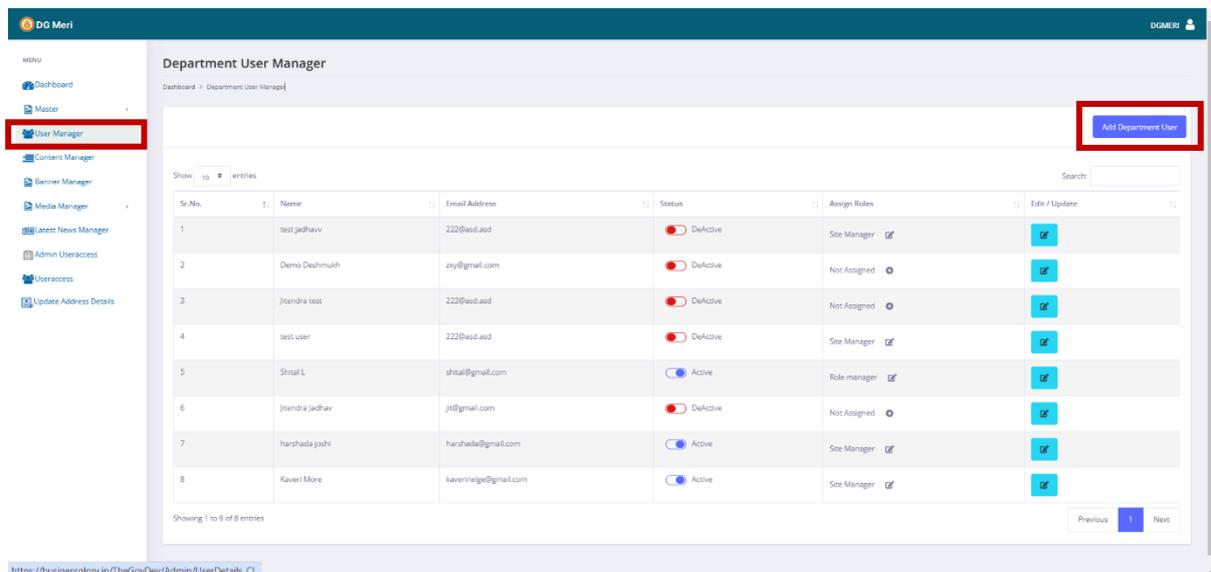


# User Manager

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.

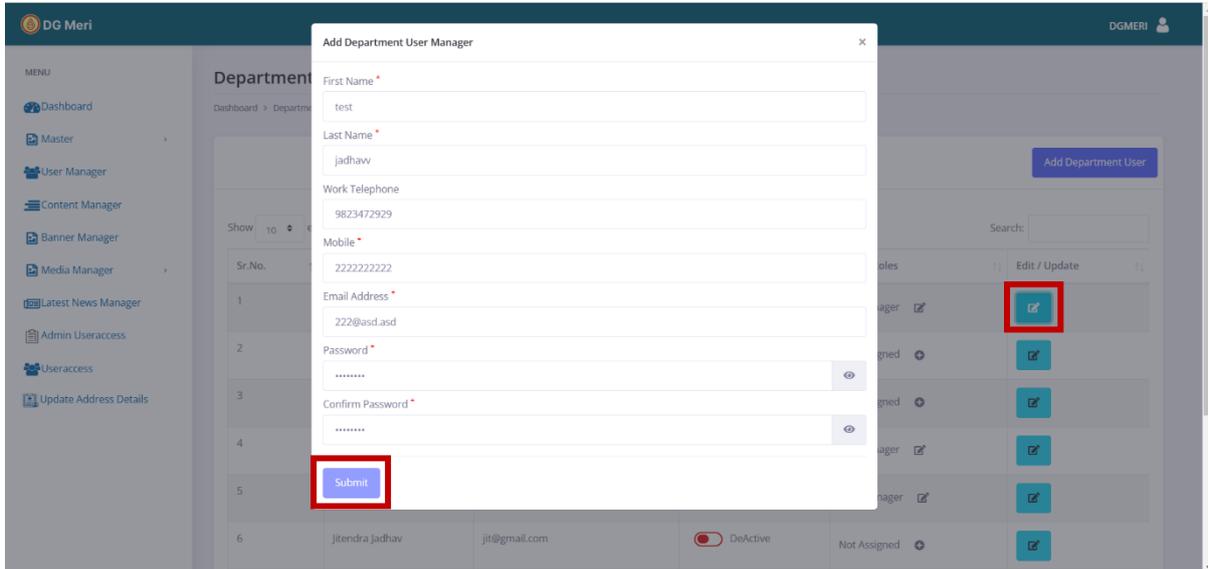
- Fill in the User Details:**
  - Name: The full name of the user.
  - Mobile Number: The user’s contact number.
  - Address: The user’s address .
  - Email: The user’s email address.

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.

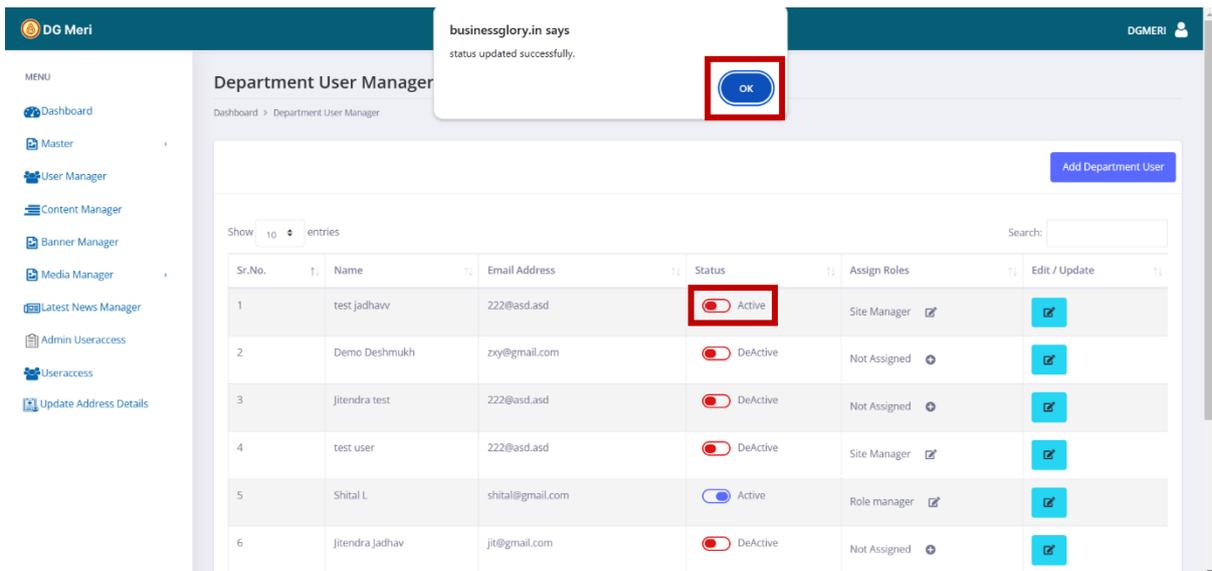


- **Edit Functionality:** Use the Edit button to update any user details or change their status or role.



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.

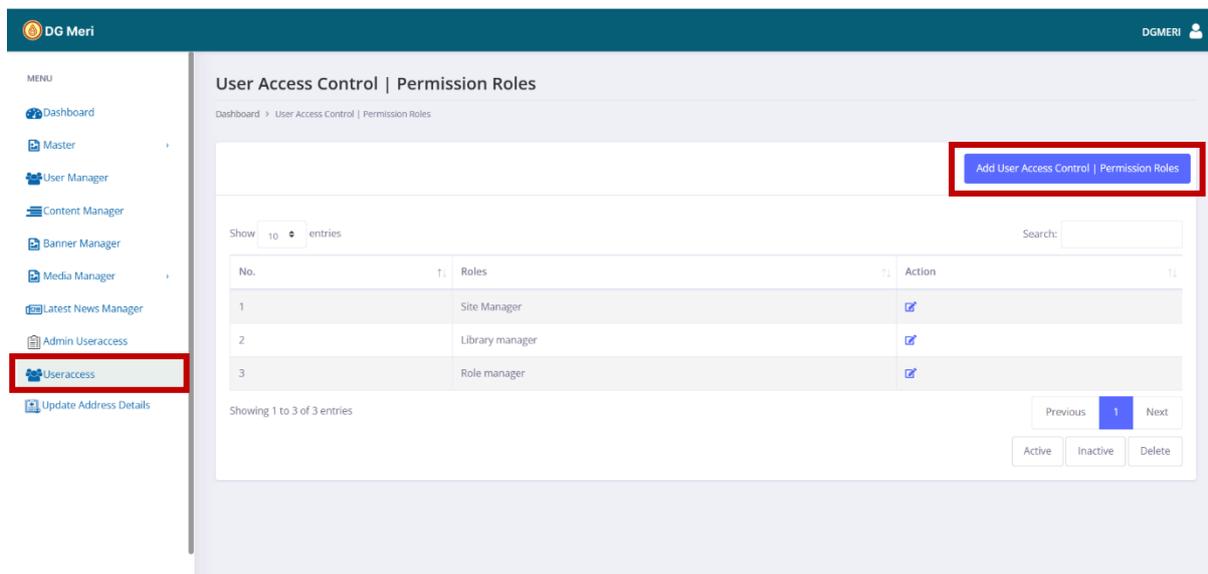




## User Access Control | Permission Roles

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.



The screenshot displays the 'User Access Control | Permission Roles' page. The left sidebar menu has 'Useraccess' highlighted. The main content area features a table with the following data:

No.	Roles	Action
1	Site Manager	
2	Library manager	
3	Role manager	

Additional elements include a search bar, pagination (Showing 1 to 3 of 3 entries), and buttons for 'Active', 'Inactive', and 'Delete'. A red box highlights the 'Add User Access Control | Permission Roles' button in the top right corner of the table area.

- **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

**DG Meri** DGMERI

MENU

- Dashboard
- Master
- User Manager
- Content Manager
- Banner Manager
- Media Manager
- Latest News Manager
- Admin Useraccess
- Useraccess
- Update Address Details

**User Access Control | Permission Roles**

Dashboard > User Access Control | Permission Roles

**Add User Access Control | Permission Roles**

**Create Permissions Roles**

Select Permission Role\* :

Role manager

Set Access

- Dashboard
- 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** **Cancel**

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

**DG Meri** DGMERI

MENU

- Dashboard
- Master
- User Manager
- Content Manager
- Banner Manager
- Media Manager
- Latest News Manager
- Admin Useraccess
- Useraccess
- Update Address Details

**User Access Control | Permission Roles**

Dashboard > User Access Control | Permission Roles

**Add User Access Control | Permission Roles**

**Create Permissions Roles**

Select Permission Role\* :

Select Role

- Role manager
- abcd
- View All

Sr.No	Menu Name	View	Create	Edit	PDF	Excel
1	View All	<input type="checkbox"/>				



➤ **Edit Create Permissions Roles**

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

**User Access Control | Permission Roles**

Dashboard > User Access Control | Permission Roles

[Edit User Access Control | Permission Roles](#)

**Create Permissions Roles**

Permission Role Name\* :  
Site Manager

- Dashboard
- 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** **Cancel**

**User Access Control | Permission Roles**

Dashboard > User Access Control | Permission Roles

[Edit User Access Control | Permission Roles](#)

**Create Permissions Roles**

Permission Role Name\* :  
Site Manager

**Dashboard**

Sr.No	Menu Name	View	Create	Update
1	Dashboard	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

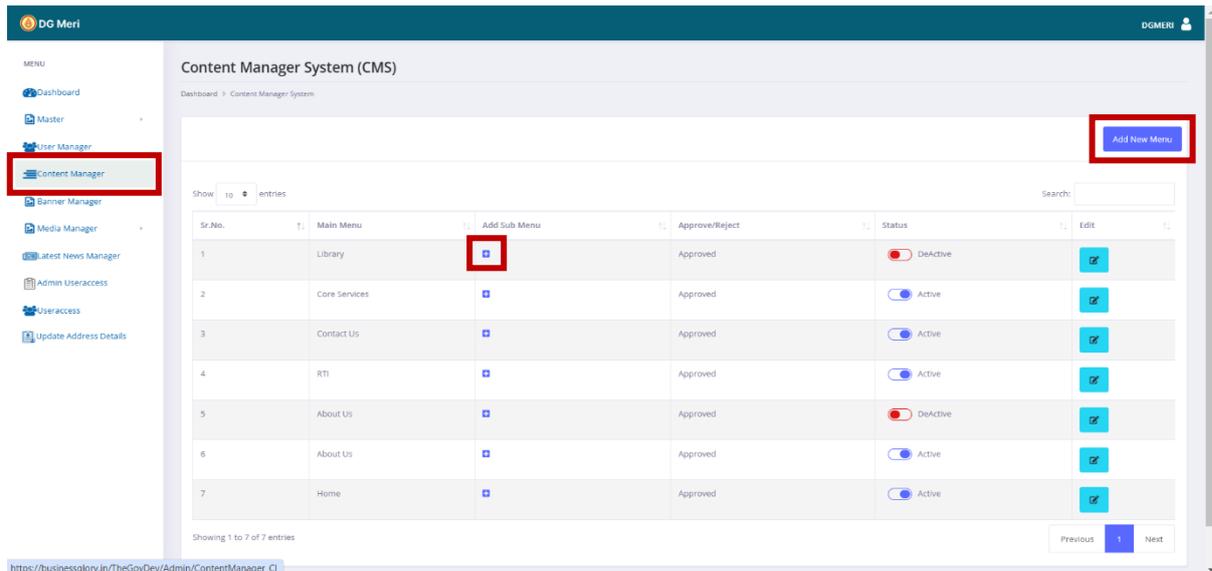
**View All**

Sr.No	Menu Name	View	Create	Update
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## 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.



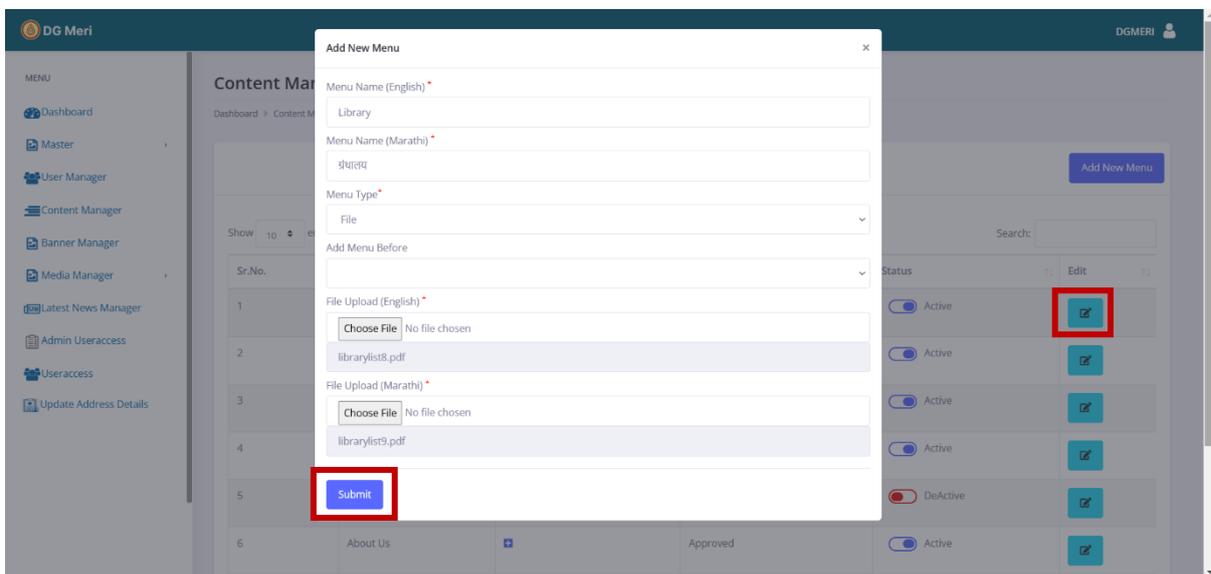
Sr.No.	Main Menu	Add Sub Menu	Approve/Reject	Status	Edit
1	Library		Approved	DeActive	
2	Core Services		Approved	Active	
3	Contact Us		Approved	Active	
4	RTI		Approved	Active	
5	About Us		Approved	DeActive	
6	About Us		Approved	Active	
7	Home		Approved	Active	

Showing All Sr. No., Main Menu, Add Sub Menu, Approve/Reject, Status (Active, DeActive), Add, Edit / Update, Search Here

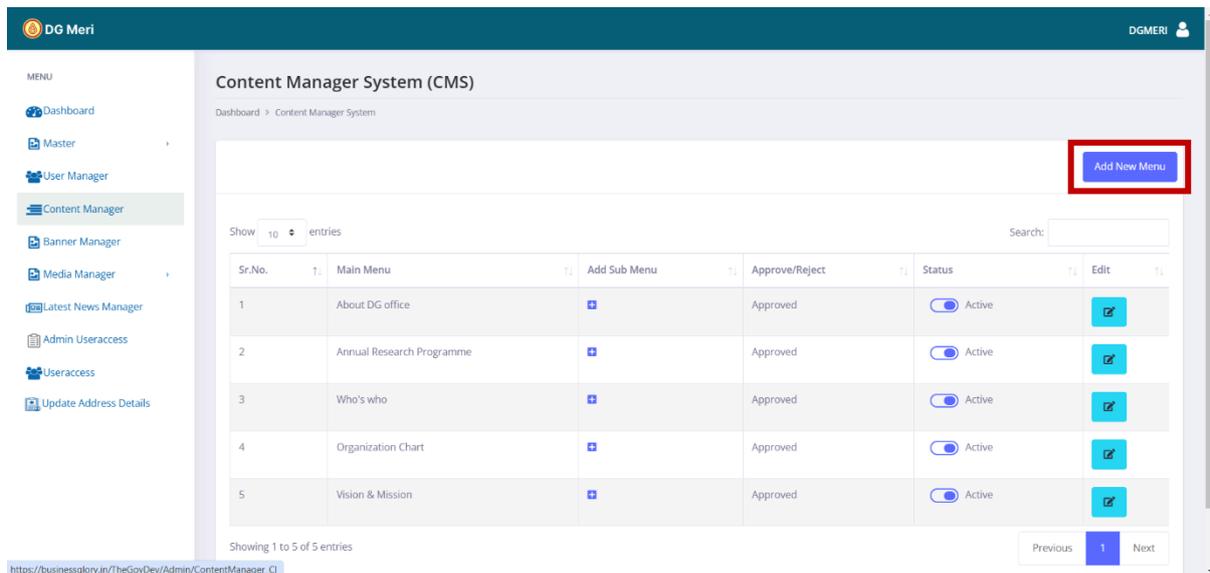
- **Create New Menu Items:** Add new content by clicking **Add New Menu**.
- **Menu Type Selection:** Choose from **Content**, **File**, or **Link** menu types to define the kind of content your menu item will link to.
- **Main and Sub Menus:** Organize your website's menu into **Main Menu** and **Sub 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:

Sr.No.	Main Menu	Add Sub Menu	Approve/Reject	Status	Edit
1	Library	<input type="checkbox"/>	Approved	<input checked="" type="checkbox"/> Active	
2	Core Services	<input type="checkbox"/>	Approved	<input type="checkbox"/> Active	
3	Contact Us	<input type="checkbox"/>	Approved	<input type="checkbox"/> Active	
4	RTI	<input type="checkbox"/>	Approved	<input type="checkbox"/> Active	
5	About Us	<input type="checkbox"/>	Approved	<input checked="" type="checkbox"/> DeActive	
6	About Us	<input type="checkbox"/>	Approved	<input type="checkbox"/> Active	
7	Home	<input type="checkbox"/>	Approved	<input type="checkbox"/> Active	

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.)

The screenshot shows the 'Banner Manager' interface. On the left is a menu with 'Banner Manager' highlighted. The main area displays a table of banners with columns for Sr.No., Title, Status, Approve/Reject, and Edit. An 'Add Banner' button is highlighted in the top right corner.

Sr.No.	Title	Status	Approve/Reject	Edit
1	building photo	Active	Approved	
2	jalvidnyan bhavan	Active	Approved	
3	Group photo	Active	Approved	

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.

The screenshot shows the 'Add Banner' modal open over the Banner Manager interface. The modal contains fields for 'Banner Title (English)', 'Banner Title (Marathi)', and 'File Upload'. A 'Submit' button is highlighted in the bottom left corner of the modal.



- **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.

The screenshot shows the 'Banner Manager' interface. At the top, there is a notification from 'businessglory.in' stating 'Banner status updated successfully.' with an 'OK' button. Below the notification is a table with the following data:

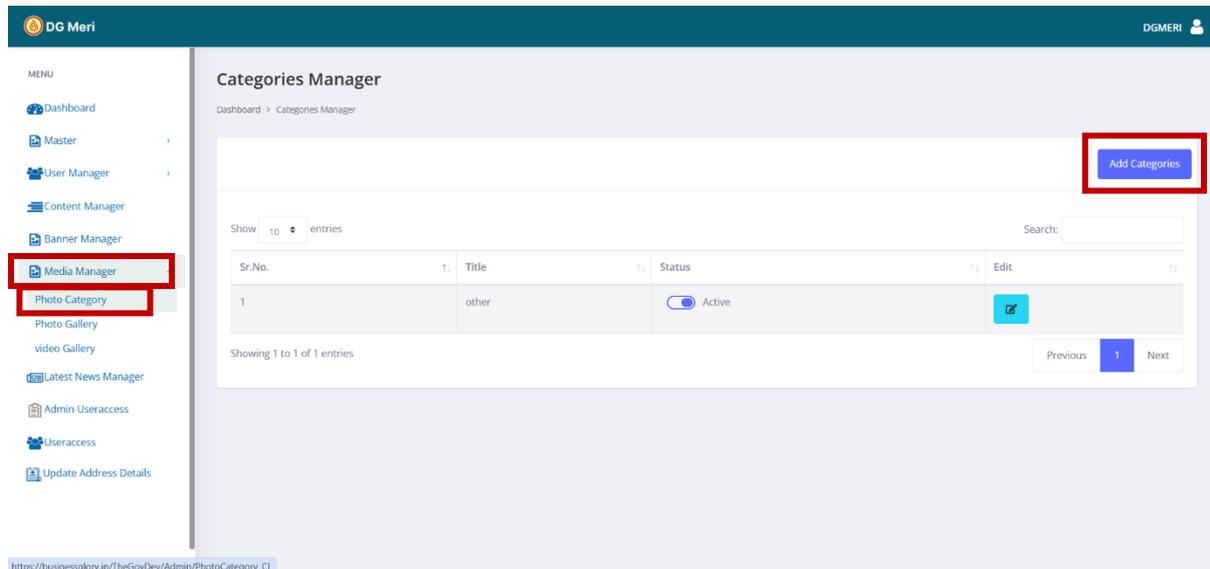
Sr.No.	Title	Status	Approve/Reject	Edit
1	building photo	Active	Approved	
2	jalvidnyan bhavan	Active	Approved	
3	Group photo	Active	Approved	

The 'Active' toggle for the first banner is highlighted with a red box. The interface also includes a sidebar menu, a search bar, and pagination controls at the bottom.



## 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.



The screenshot shows the 'Categories Manager' interface. The sidebar menu includes: Dashboard, Master, User Manager, Content Manager, Banner Manager, Media Manager (highlighted), Photo Category (highlighted), Photo Gallery, video Gallery, Latest News Manager, Admin Useraccess, Useraccess, and Update Address Details. The main content area shows a table with one entry:

Sr.No.	Title	Status	Edit
1	other	Active	

Buttons for 'Add Categories' and 'Edit' are highlighted with red boxes. The status is 'Active' with a toggle switch. The table shows 'Showing 1 to 1 of 1 entries' and navigation buttons for 'Previous', '1', and 'Next'.

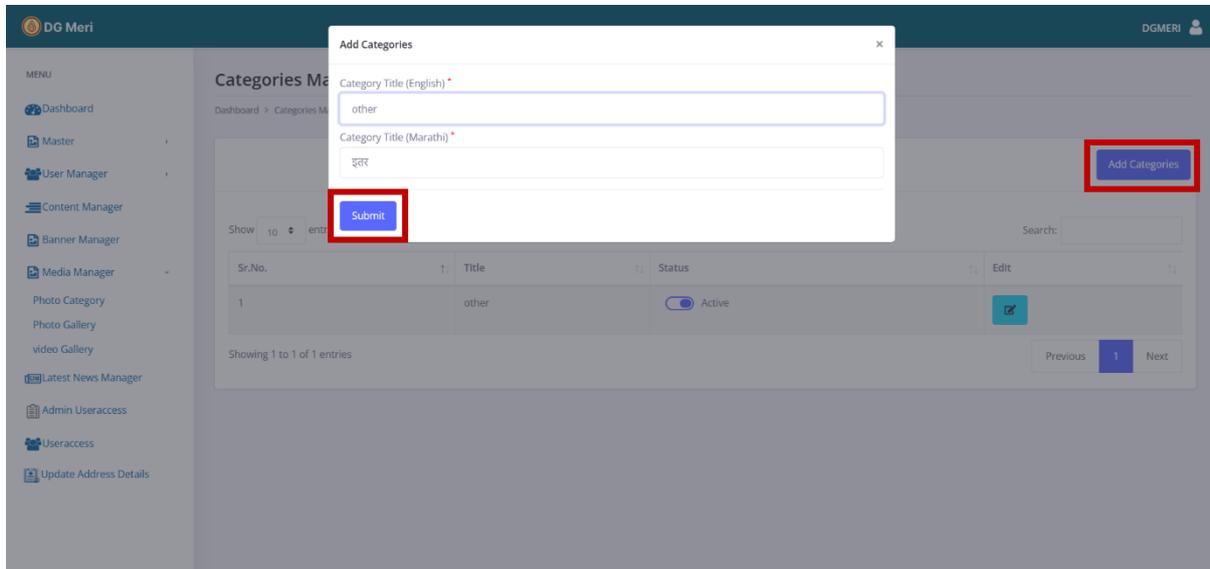
Showing All Sr.No., Title, Status(Active / DeActive), Edit / Update, Add & Search Here

- **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.

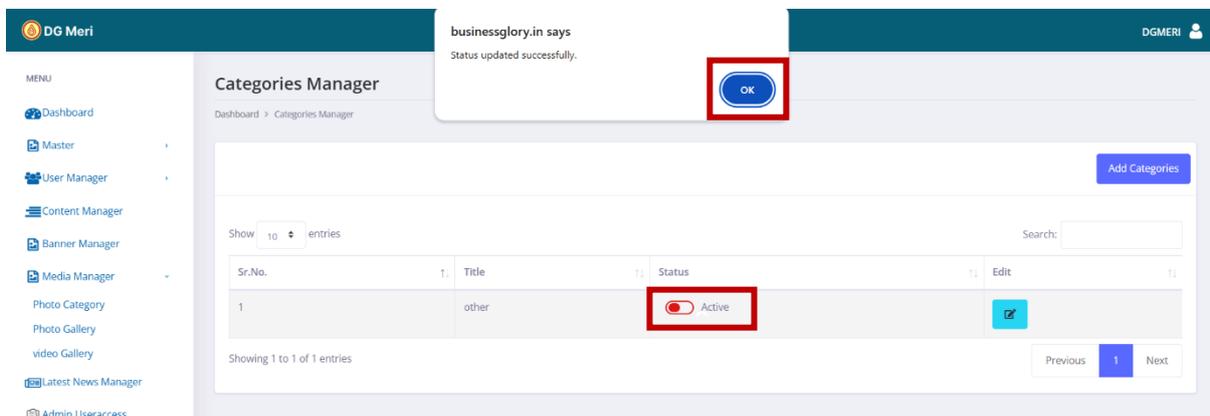


➤ **Add / Edit Photo Categories**

Enter the changed Category Title (English)\*, Category Title (Marathi)\*, then Click to Submit Button✔



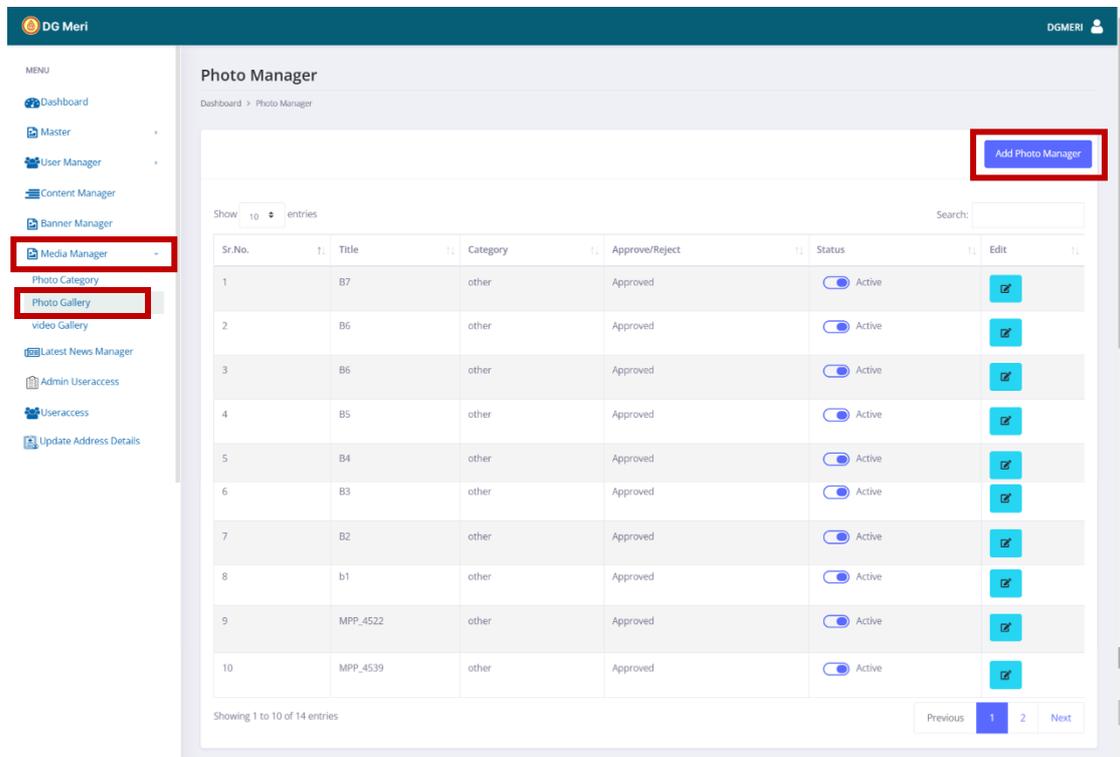
This popup show after click on Active or DeActive Button - status updated successfully. Then click on Ok button.





## Media Manager – Photo Gallery

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



The screenshot shows the 'Photo Manager' interface. The sidebar menu includes 'Media Manager' and 'Photo Gallery', both highlighted with red boxes. The main content area features a table with 10 entries. The table columns are Sr.No., Title, Category, Approve/Reject, Status, and Edit. The 'Add Photo Manager' button is highlighted in the top right corner.

Sr.No.	Title	Category	Approve/Reject	Status	Edit
1	B7	other	Approved	Active	
2	B6	other	Approved	Active	
3	B6	other	Approved	Active	
4	B5	other	Approved	Active	
5	B4	other	Approved	Active	
6	B3	other	Approved	Active	
7	B2	other	Approved	Active	
8	b1	other	Approved	Active	
9	MPP_4522	other	Approved	Active	
10	MPP_4539	other	Approved	Active	

### Steps to Use Add Photo Gallery :

- 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.
- 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.
- 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.
- 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.
- 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.

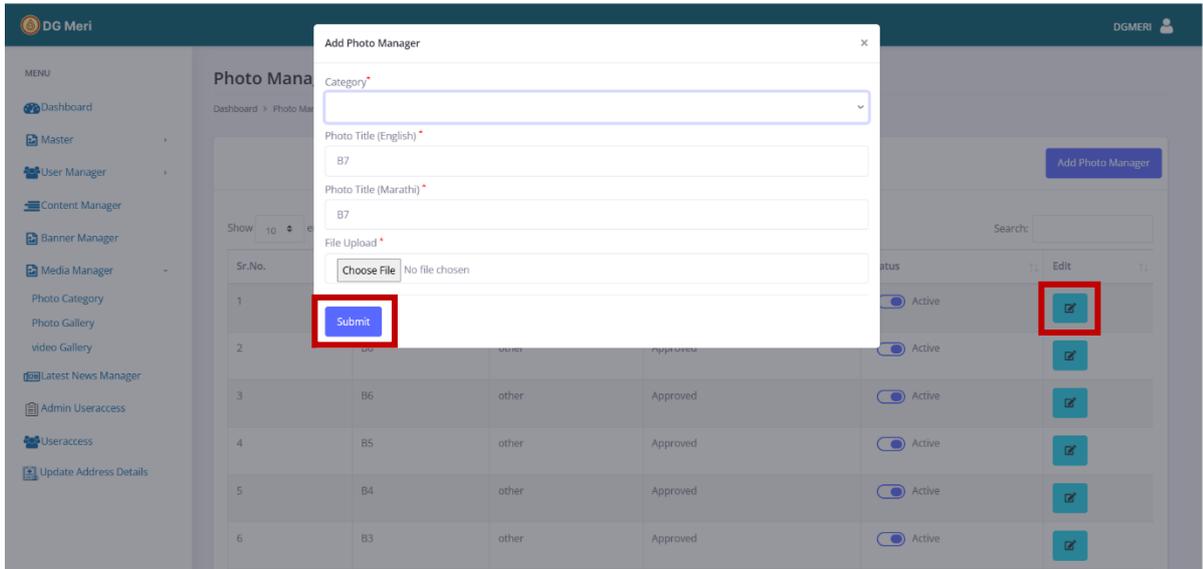


## Additional Features

### ➤ Add / Edit Photo Manager

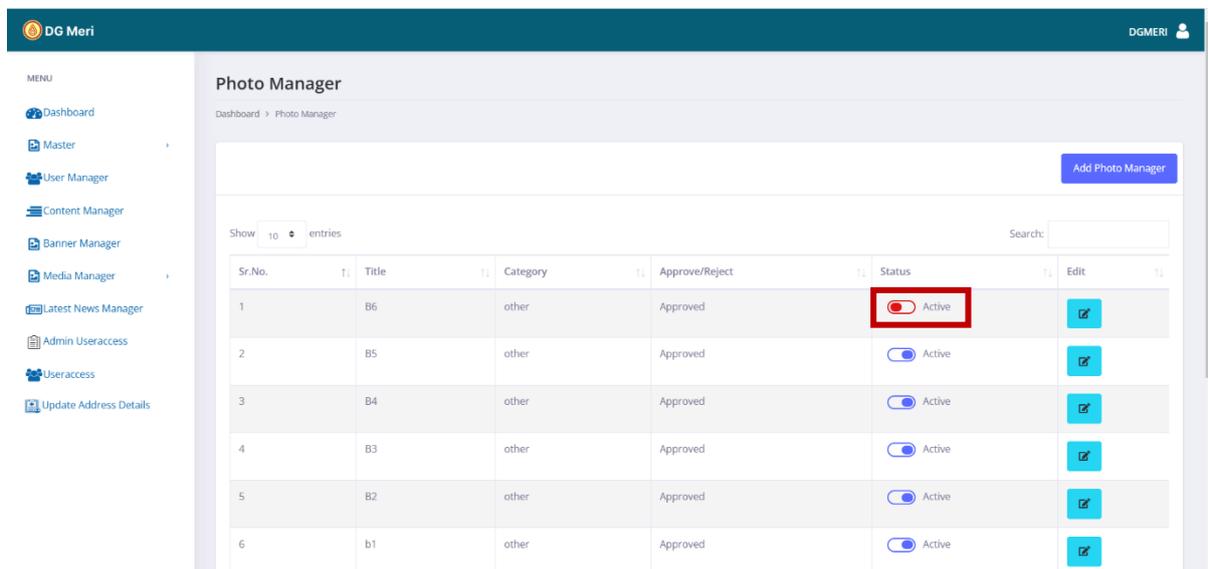
#### 1. Edit Photo Information:

- 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 re-uploading the file, and then save the changes after editing.



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

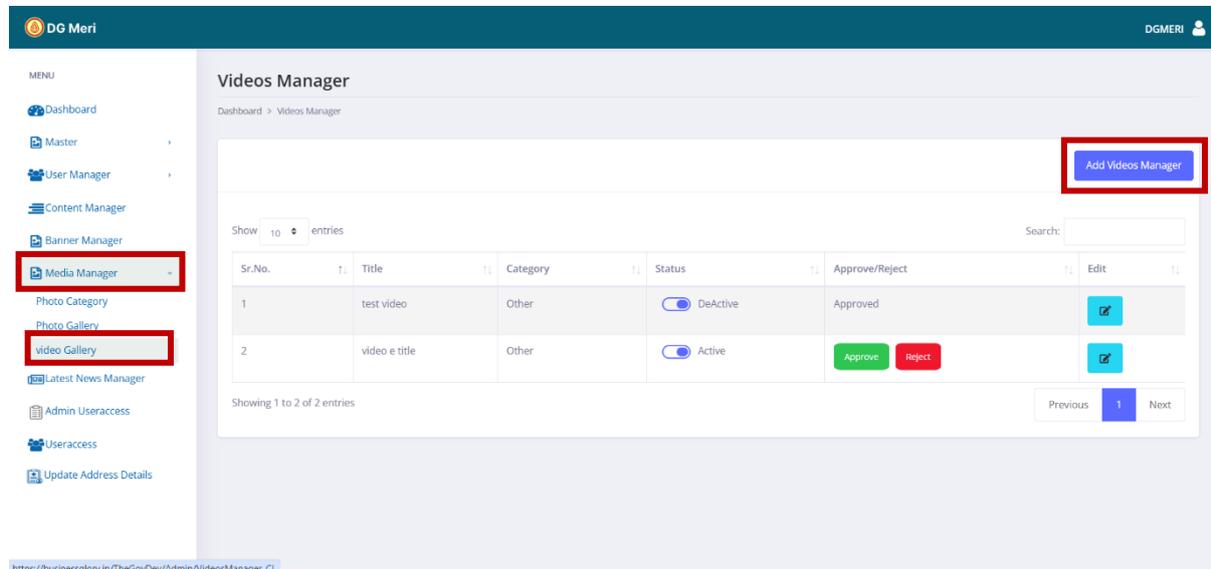
- Once the photo is uploaded, you can manage its visibility by using the **Active/Deactivate** button.
- **Active:** If you want the photo to be visible on the website, keep it active.
- **Deactivate:** If you want to temporarily remove the photo from the gallery or webpage, you can deactivate it.





## Media Manager – Video Gallery

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



The screenshot shows the 'Videos Manager' interface. On the left, a sidebar menu lists various management options, with 'Media Manager' and 'Video Gallery' highlighted. The main area displays a table of video entries. A red box highlights the 'Add Videos Manager' button in the top right corner of the main content area.

Sr.No.	Title	Category	Status	Approve/Reject	Edit
1	test video	Other	DeActive	Approved	
2	video e title	Other	Active	<span>Approve</span> <span>Reject</span>	

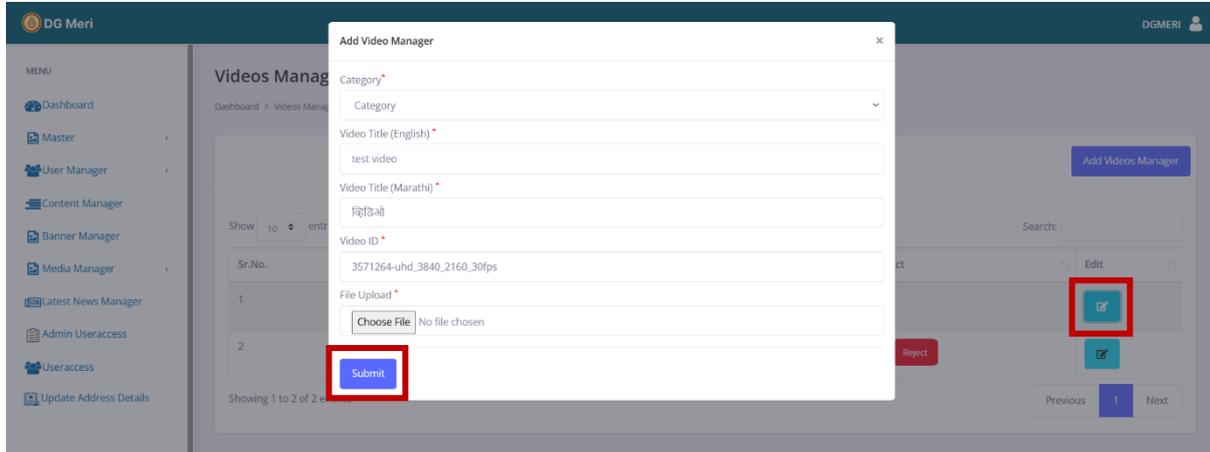
### Steps to Use Add Video manager:

- 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**

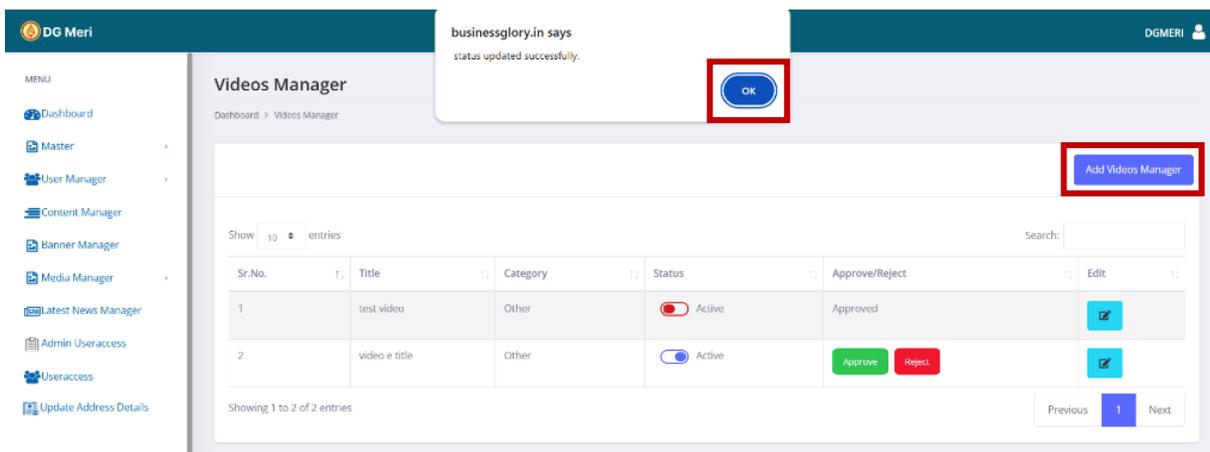
- By clicking the **Edit** button, you can update the title, re-upload the file, or adjust the category, and then save the changes.



**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), Edit / Update, Delete, Add & Search Here.

The screenshot shows the 'Latest News Manager' interface. On the left is a sidebar menu with options like Dashboard, Master, User Manager, Content Manager, Banner Manager, Media Manager, Latest News Manager (highlighted), Admin Useraccess, Useraccess, and Update Address Details. The main area displays a table of news entries with columns for Sr.No., Title, Start Date, End Date, Type, Source of Information, Publish Date, Page Description, Approve/Reject, Status, and Edit. A red box highlights the 'Add Latest News Manager' button in the top right corner of the table area.

Sr.No.	Title	Start Date	End Date	Type	Source of Information	Publish Date	Page Description	Approve/Reject	Status	Edit
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	Active	[Edit] [Delete]
2	Dg meri event link	2024-11-19	2024-12-03	Current Events	news	2024-11-19	q	Approved	Active	[Edit] [Delete]
3	Dg meri event File	2024-11-19	2024-12-03	Current Events	news	2024-11-19	a	Approved	Active	[Edit] [Delete]
4	Dg meri event content	2024-11-19	2024-12-10	Current Events	news	2024-11-26	a	Approved	Active	[Edit] [Delete]
5	Dg meri news link internal	2024-11-19	2024-12-10	Latest News	aa	2024-11-26	a	Approved	Active	[Edit] [Delete]
6	Dg meri news link	2024-11-19	2024-11-26	Latest News	aa	2024-11-20	a	Approved	Active	[Edit] [Delete]
7	Dg meri news File	2024-11-12	2024-12-03	Latest News	news	2024-11-19	a	Approved	Active	[Edit] [Delete]
8	Dg meri news content	2024-11-19	2024-12-03	Latest News	news	2024-11-19	a	Approved	Active	[Edit] [Delete]

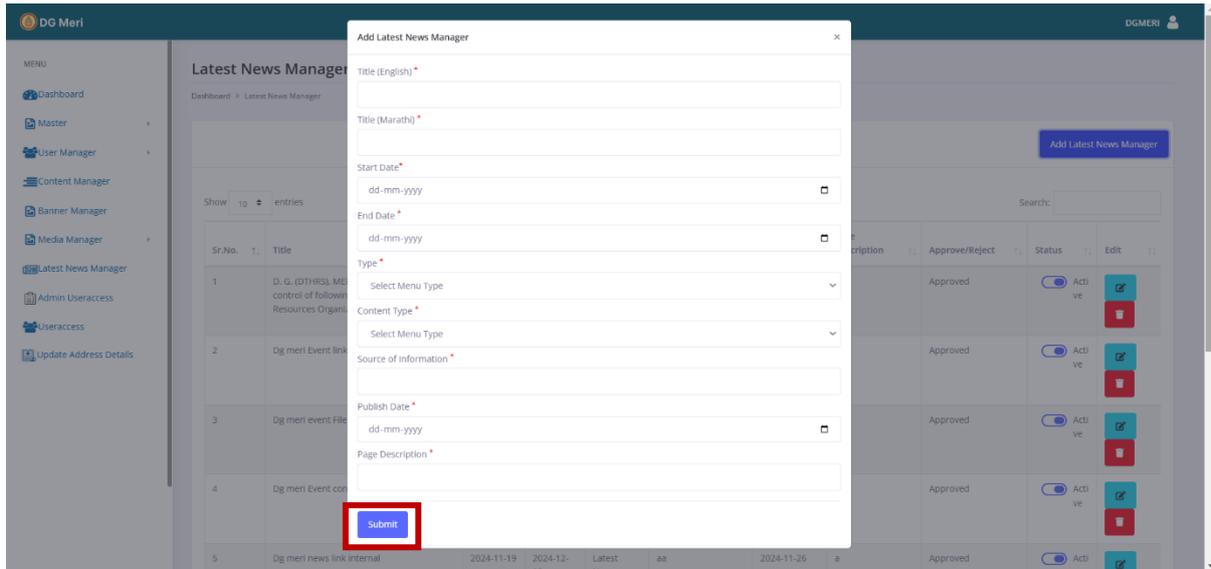
## Key Features:

- **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.

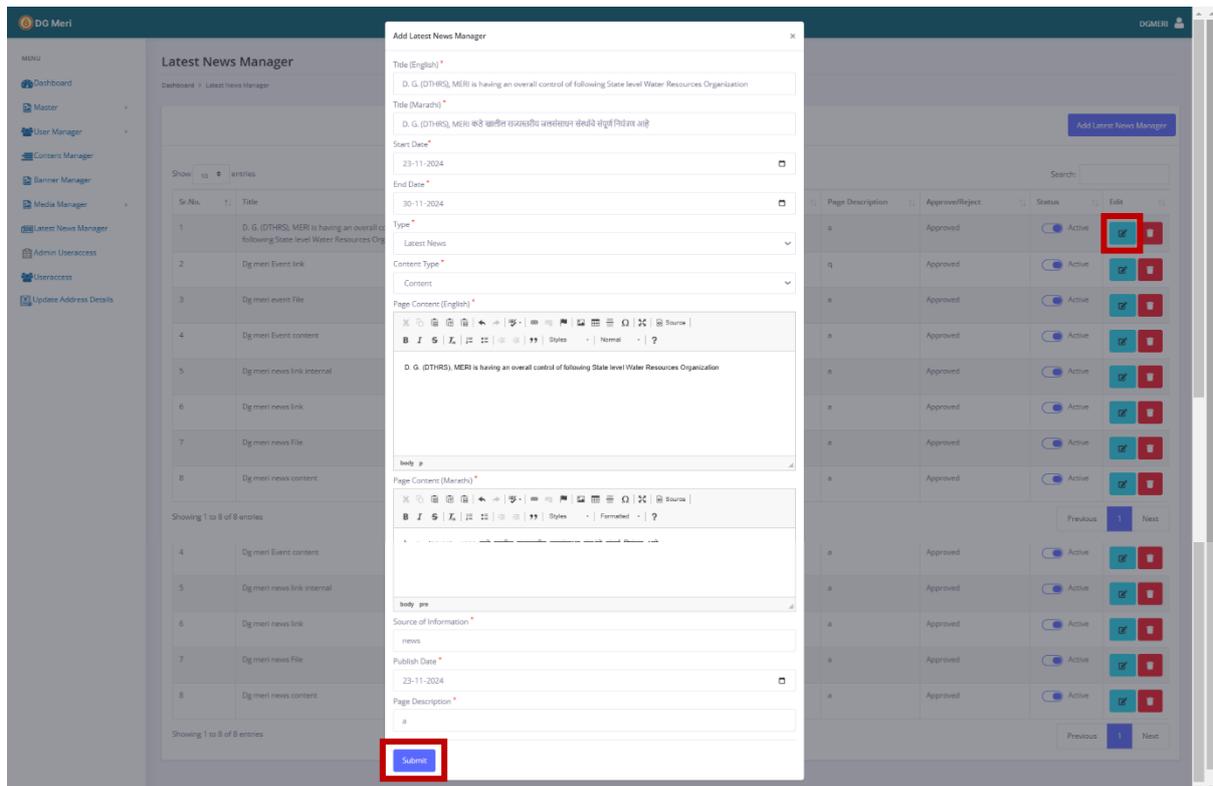


➤ **Add Latest News Manager**

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.

Dashboard > Latest News Manager

News deleted successfully.

Sr.No.	Title	Start Date	End Date	Type	Source of Information	Publish Date	Page Description	Approve/Reject	Status	Edit
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	DeActive	
2	Dg meri Event link	2024-11-19	2024-12-03	Current Events	news	2024-11-19	q	Approved	Active	

➤ **After clicking the Status Active**

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

businessglory.in says  
Banner status updated successfully.

OK

Dashboard > Latest News Manager

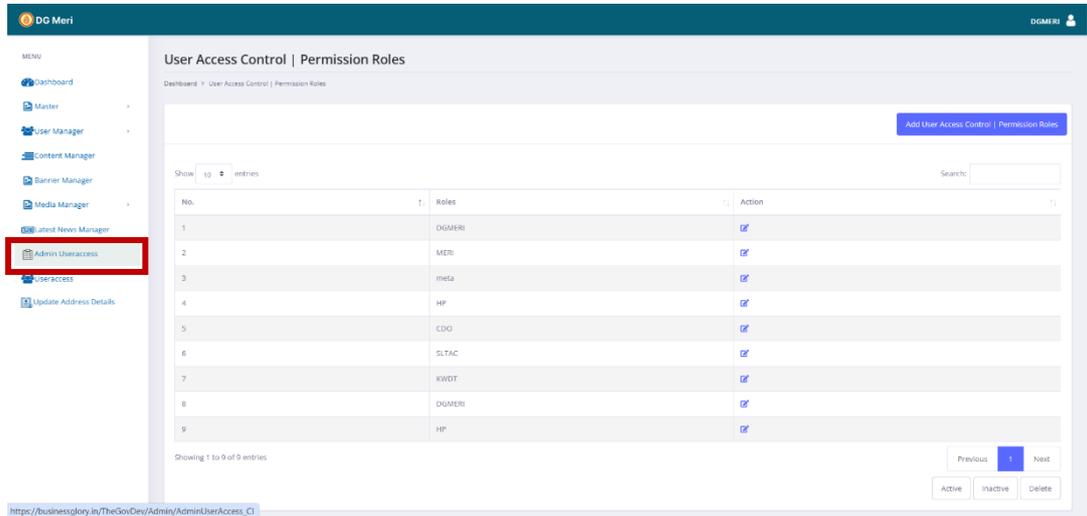
Sr.No.	Title	Start Date	End Date	Type	Source of Information	Publish Date	Page Description	Approve/Reject	Status	Edit
1	D. G. (DTHRS), MERI is having an overall control of following State level Water Resources Organization	2024-11-23	2024-11-30	Latest News	news	2024-11-23	a	Approved	DeActive	
2	Dg meri Event link	2024-11-19	2024-12-03	Current Events	news	2024-11-19	q	Approved	Active	
3	Dg meri events File	2024-11-19	2024-12-03	Current Events	news	2024-11-19	a	Approved	Active	
4	Dg meri Event content	2024-11-19	2024-12-10	Current Events	news	2024-11-26	a	Approved	Active	
5	Dg meri news link internal	2024-11-19	2024-11-20	Latest News	aa	2024-11-26	a	Approved	Active	
6	Dg meri news link	2024-11-19	2024-11-26	Latest News	aa	2024-11-20	a	Approved	Active	



# Admin Useraccess

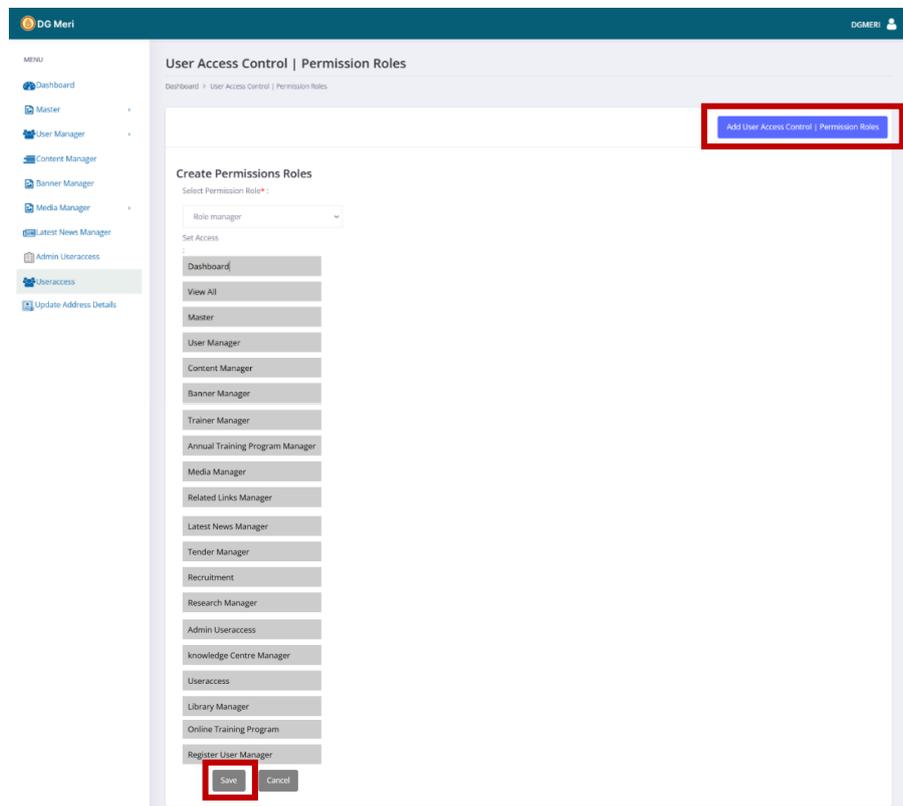
The User Access part allows a role to access which menu submenus of Admin.

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





**Create Permissions Roles**

Select Permission Role\* :

Select Role

Permissions

Sr.No	Menu Name	View	Create	Edit	PDF	Excel
1	Dashboard	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

➤ **Edit Create Permissions Roles**

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

**Create Permissions Roles**

Permission Role Name\* :

DGIMER

Dashboard

Sr.No	Menu Name	View	Create	Update
1	Dashboard	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

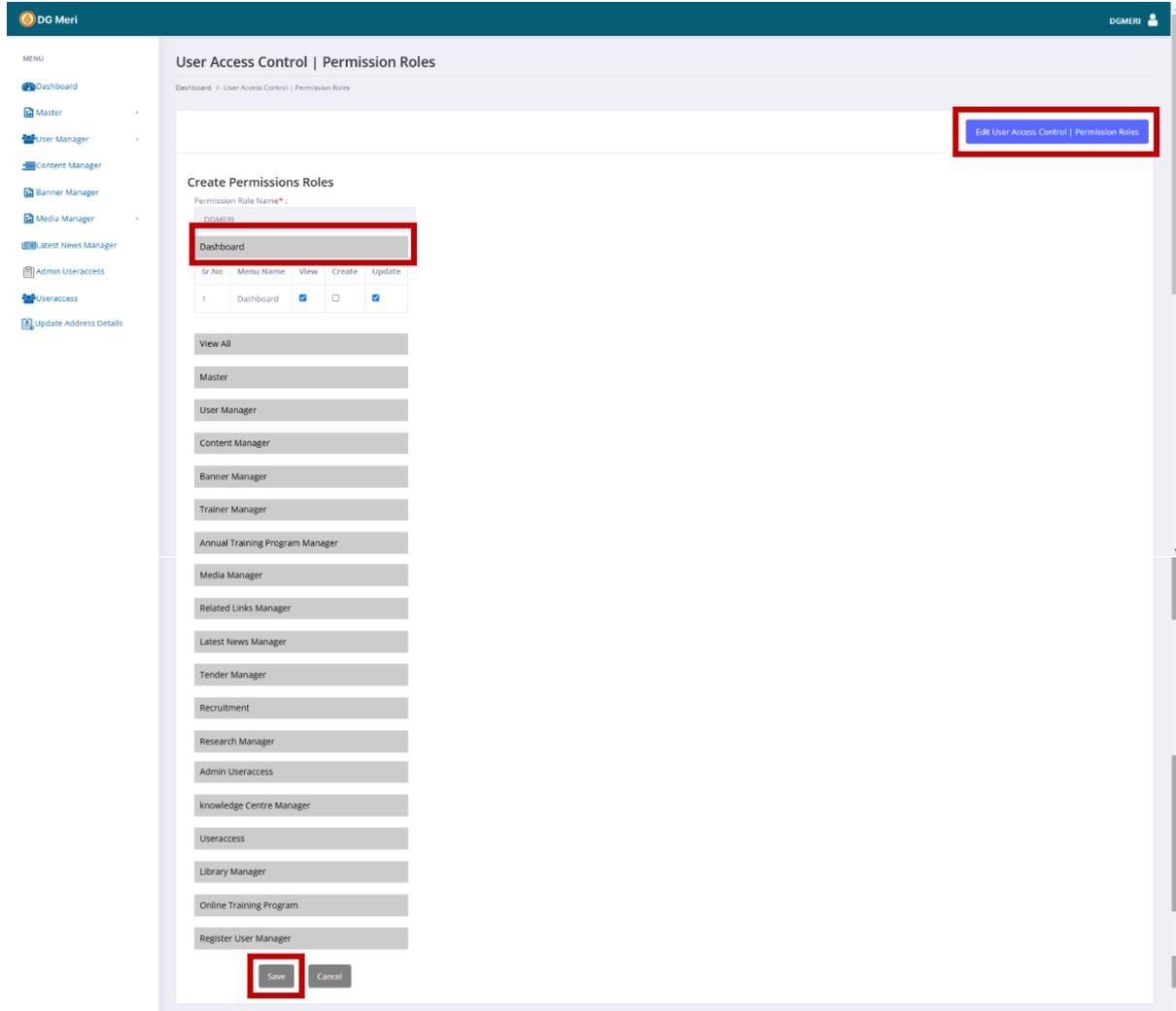
Online Training Program

Register User Manager

Save Cancel



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



Dashboard > User Access Control | Permission Roles

Edk User Access Control | Permission Roles

Create Permissions Roles

Permission Role Name\* : Dashboard

Sl.No	Menu Name	View	Create	Update
1	Dashboard	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

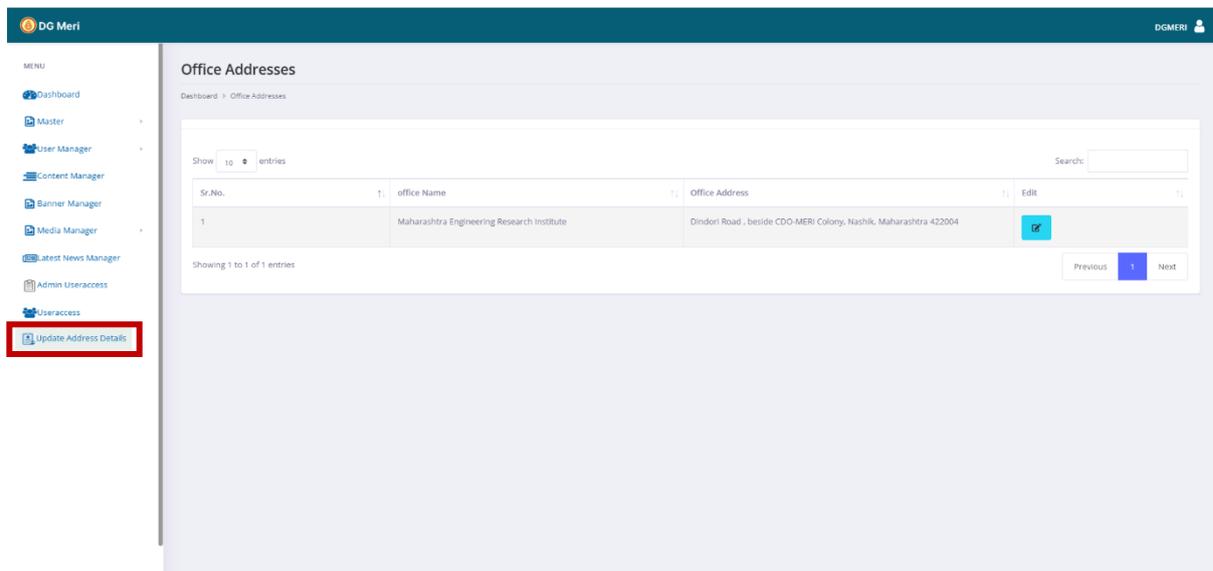
Register User Manager

Save Cancel



## 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.



The screenshot displays the 'Office Addresses' management page. On the left, a sidebar menu lists various system functions, with 'Update Address Details' highlighted in a red box. The main content area shows a table of office addresses. The table has columns for 'Sr.No.', 'office Name', 'Office Address', and 'Edit'. A single entry is visible with 'Sr.No.' 1, 'office Name' 'Maharashtra Engineering Research Institute', and 'Office Address' 'Dindori Road , beside CDO-MERI Colony, Nashik, Maharashtra 422004'. An 'Edit' button is present next to this entry. Above the table, there is a search bar and a 'Show 10 entries' dropdown. Below the table, it indicates 'Showing 1 to 1 of 1 entries' and includes 'Previous' and 'Next' navigation buttons.

Sr.No.	office Name	Office Address	Edit
1	Maharashtra Engineering Research Institute	Dindori Road , beside CDO-MERI Colony, Nashik, Maharashtra 422004	



➤ **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 ✓

