

1) **How to Enter into Portal**

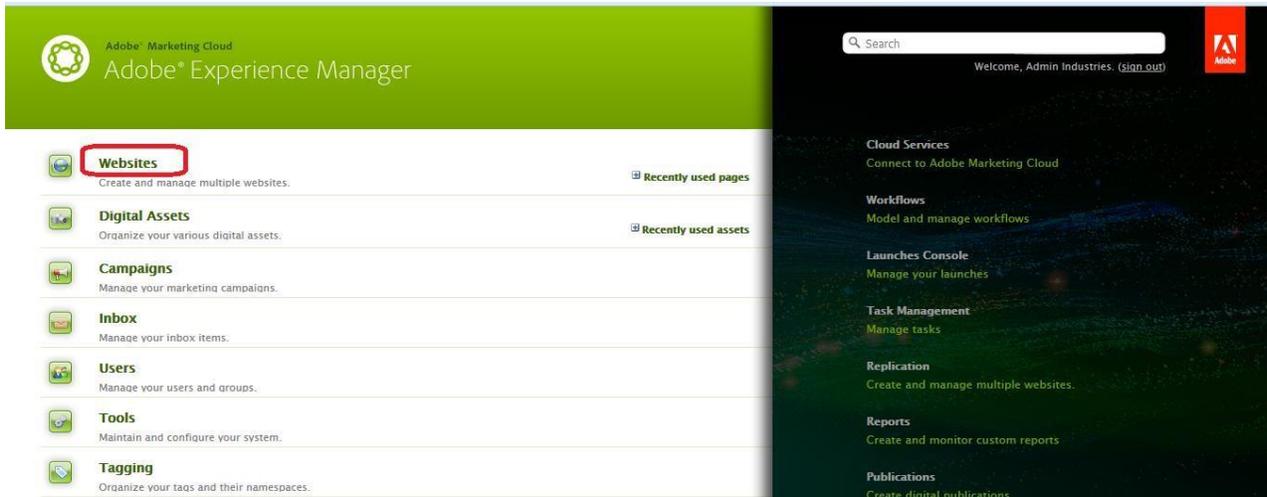
- i) Enter URL: 164.100.222.188
- ii) Enter Respective User Id & Password
- iii) Click on Sign in



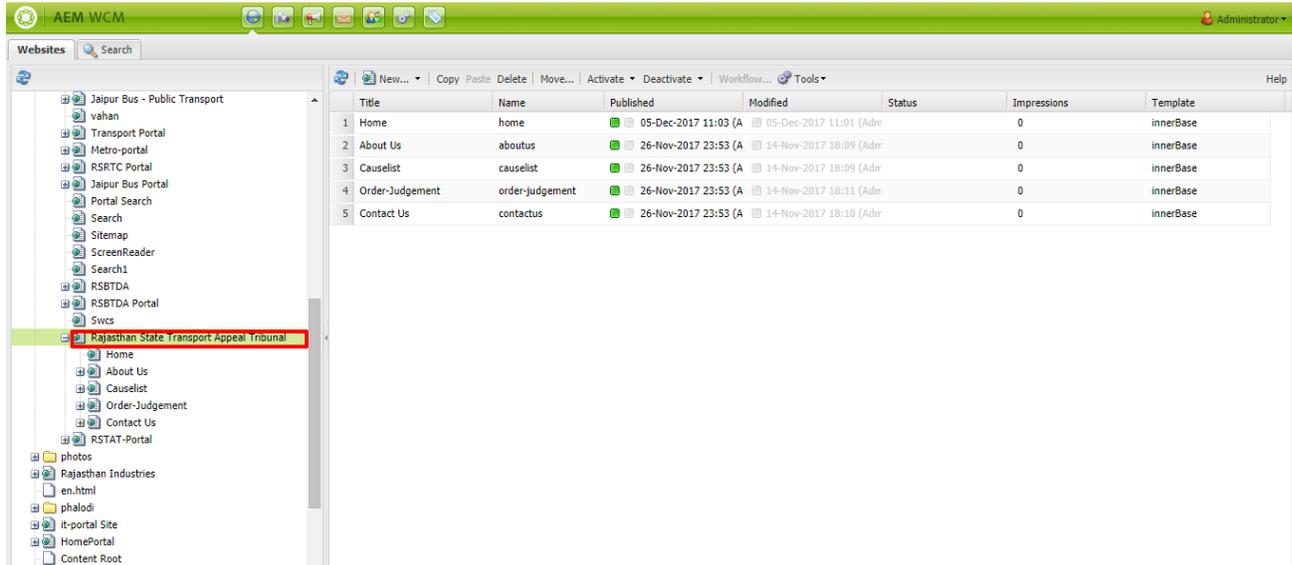
Logged in successfully.

2) **How to Create a page**

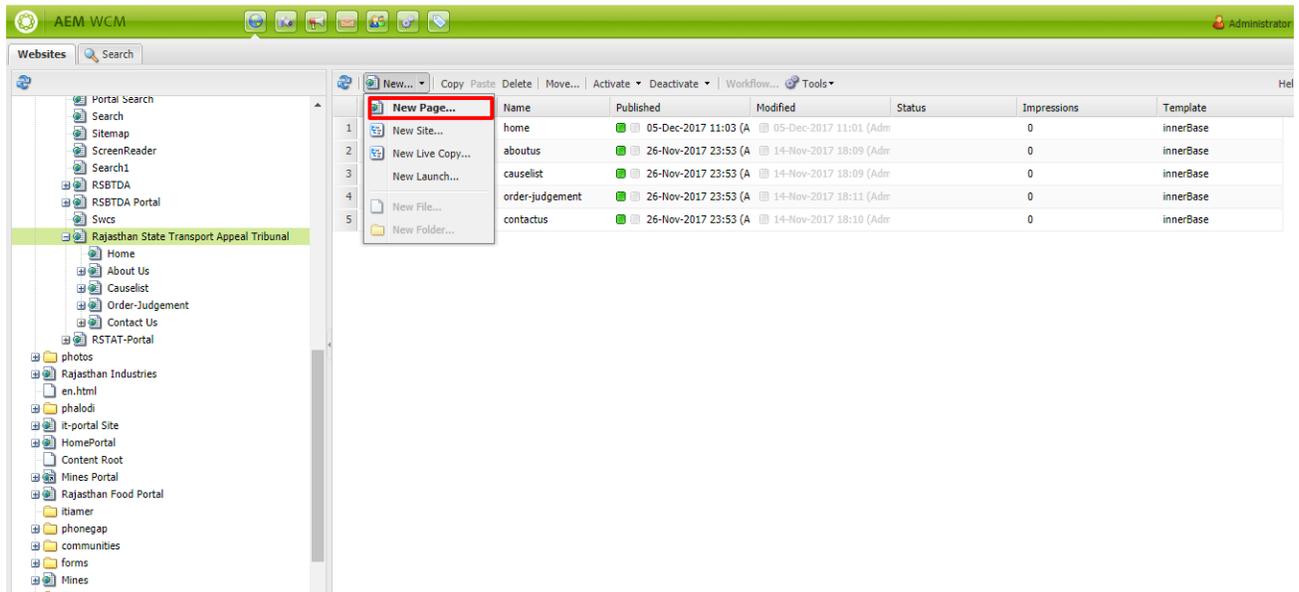
- i) Once you login click on websites



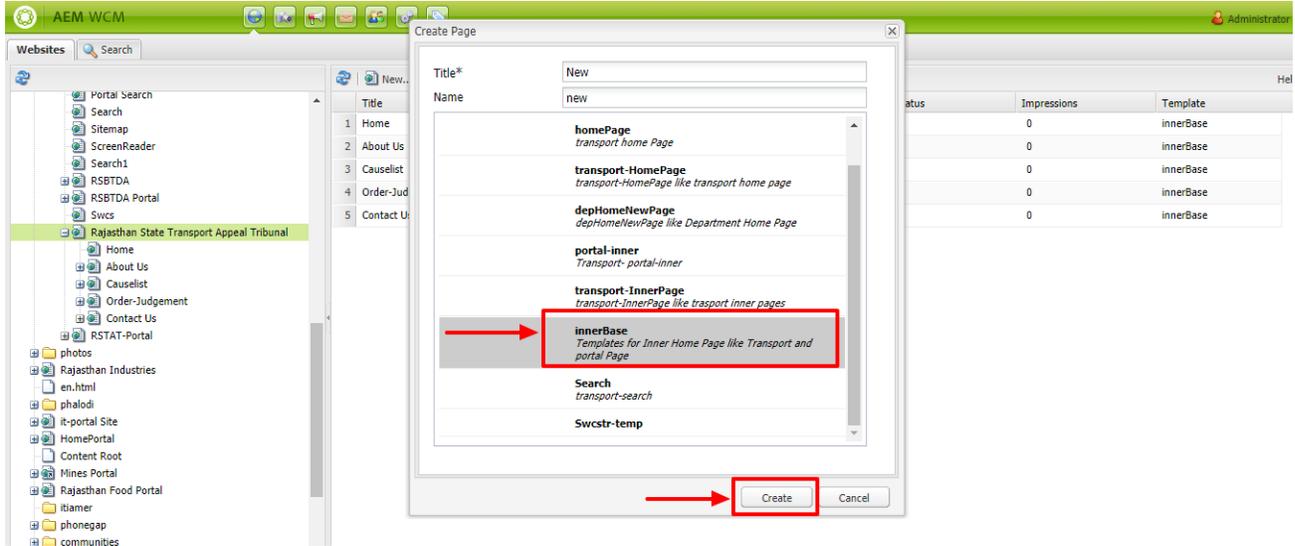
1) Click on respective department



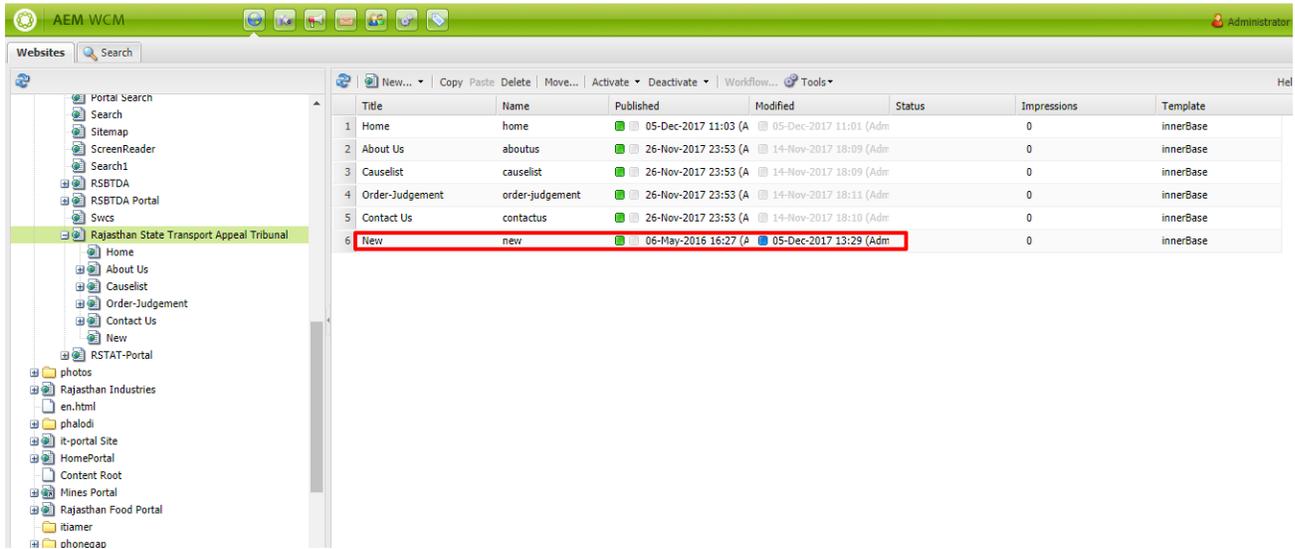
2) Click on NEW, A dropdown will open and then click on New Page.



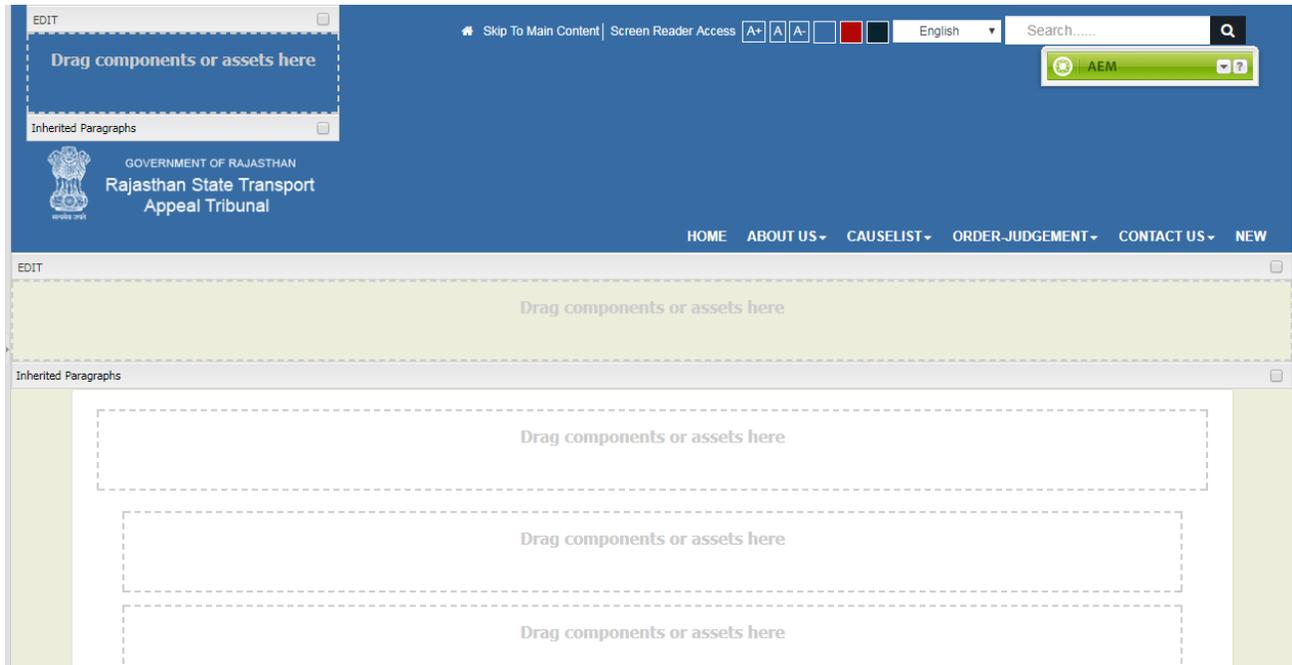
3) Enter Title\* and Name that should be displayed on page and then select **innerBase Template** click on **Create**



4) You can find created page in your department. Double Click On Created Page.

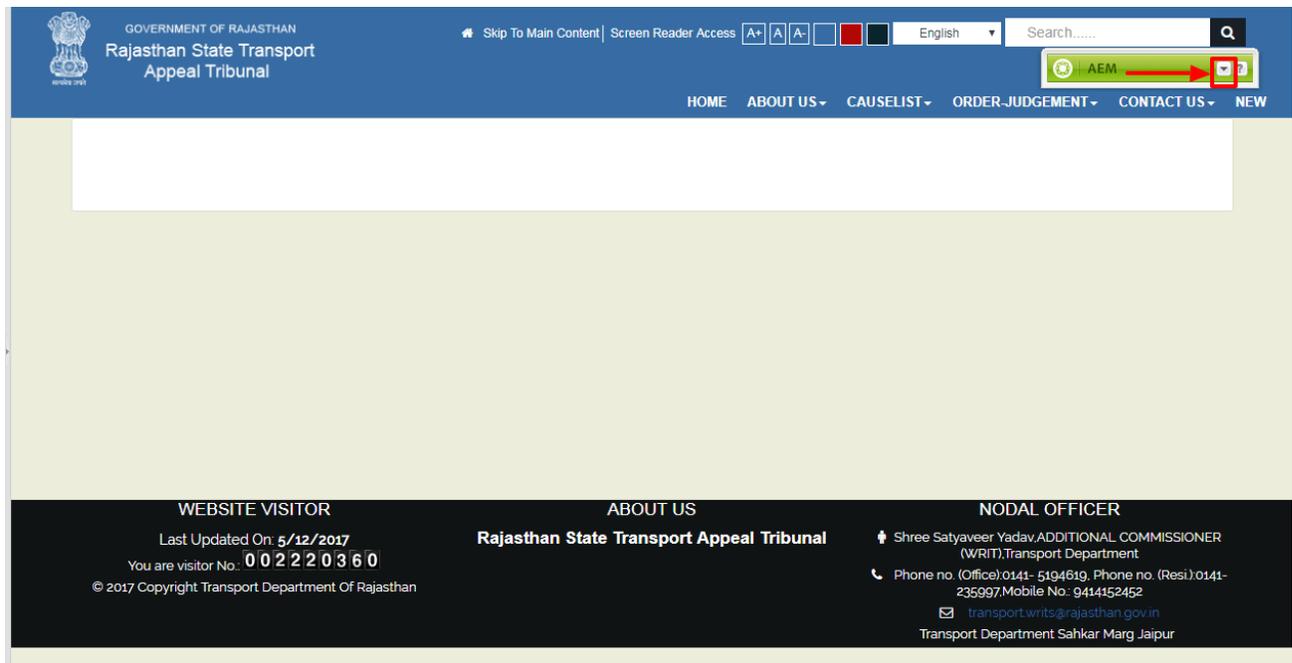


5) Respective page will open in your department.

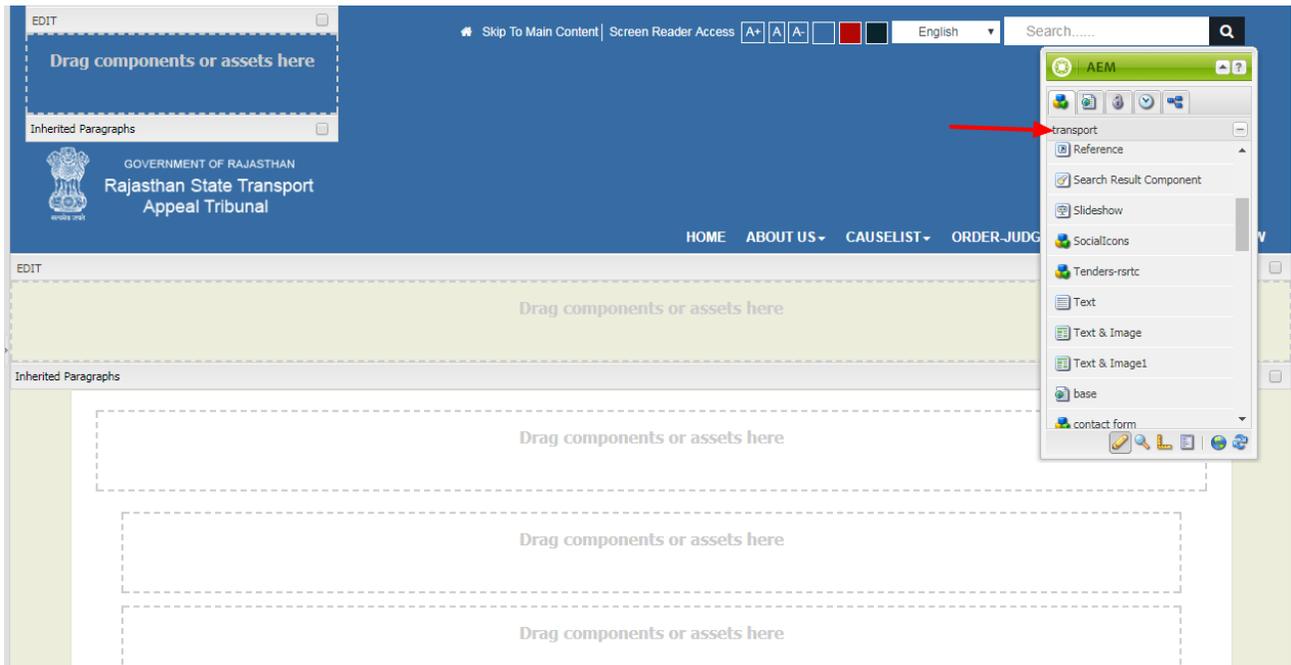


## 6) How to enter Text

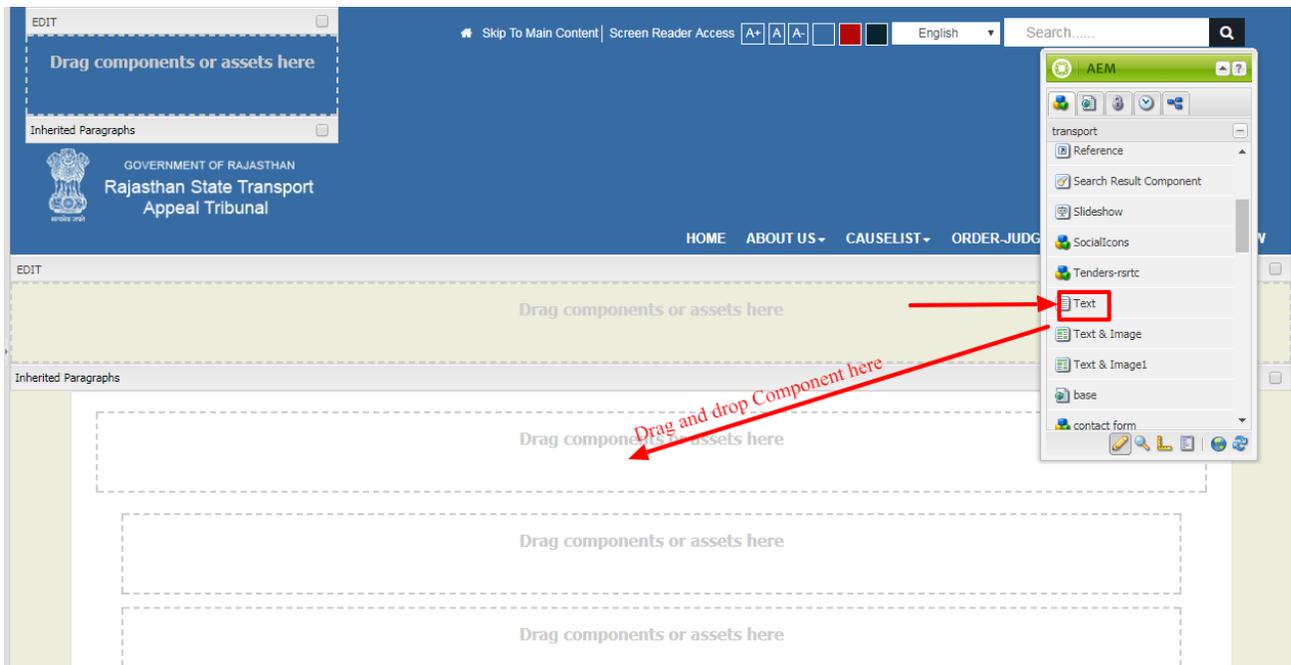
i) Click on AEM Component



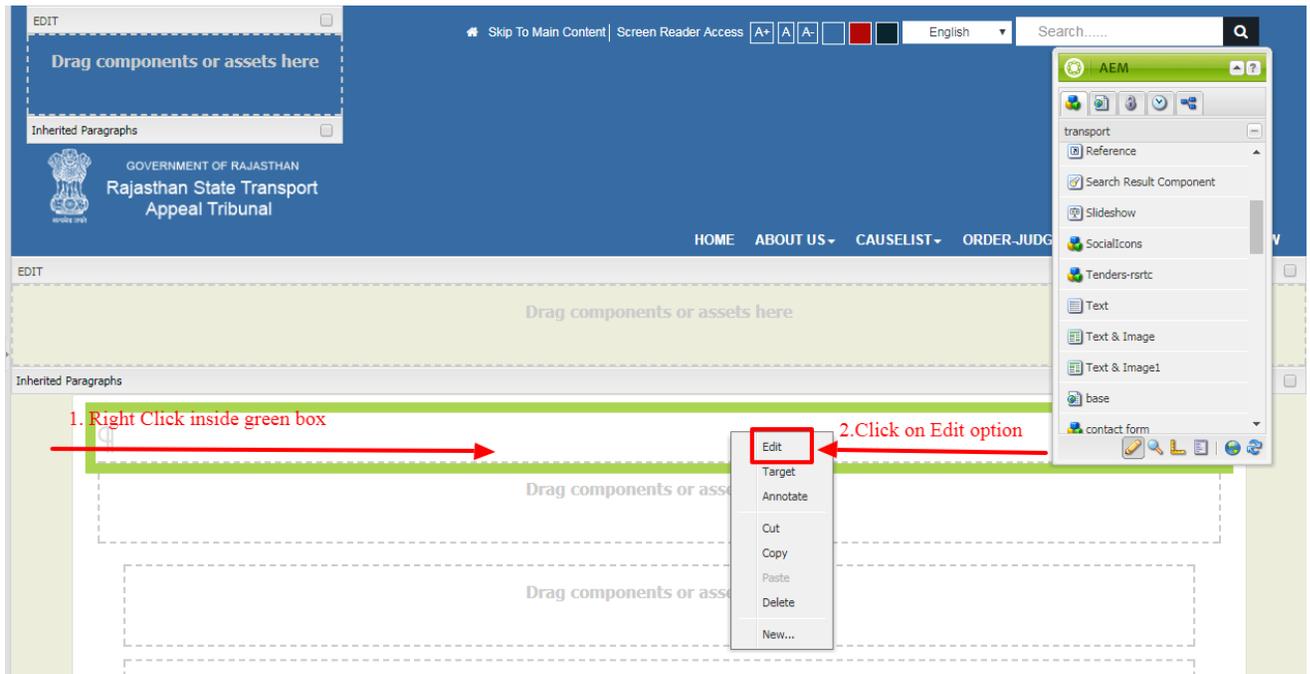
7) Then click on **Transport group components** you can find all components



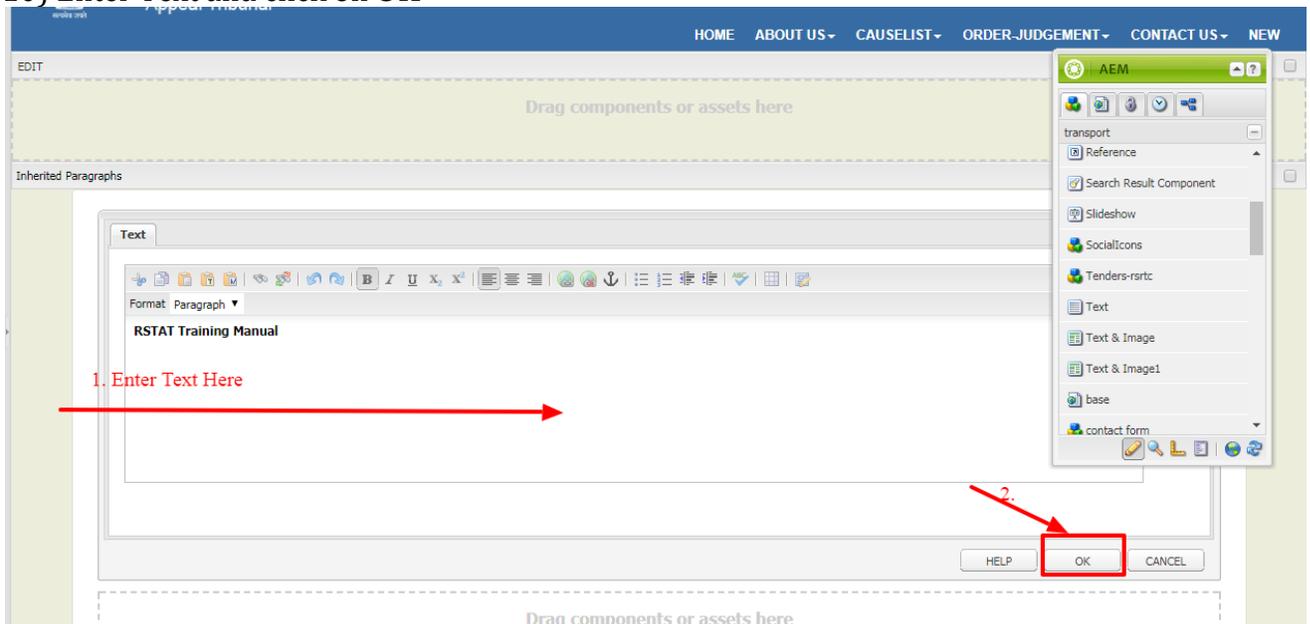
8) Select **Text** component and drag where you want to enter text



9) Select edit option



10) Enter Text and click on OK



You can see the text that you have entered on your page

The screenshot shows the website of the Rajasthan State Transport Appeal Tribunal. The header includes the Government of Rajasthan logo, the text "GOVERNMENT OF RAJASTHAN Rajasthan State Transport Appeal Tribunal", and navigation links: HOME, ABOUT US, CAUSELIST, ORDER-JUDGEMENT, CONTACT US, and NEW. A search bar is present with the text "RSTAT Training Manual" entered. Below the search bar, the text "RSTAT Training Manual" is displayed in a large white box. The footer contains visitor statistics, contact information for the Nodal Officer (Shree Satyaveer Yadav), and copyright information for 2017.

GOVERNMENT OF RAJASTHAN  
Rajasthan State Transport  
Appeal Tribunal

Skip To Main Content | Screen Reader Access | English | Search.....

HOME ABOUT US CAUSELIST ORDER-JUDGEMENT CONTACT US NEW

**RSTAT Training Manual**

WEBSITE VISITOR  
Last Updated On: 5/12/2017  
You are visitor No. 002220377  
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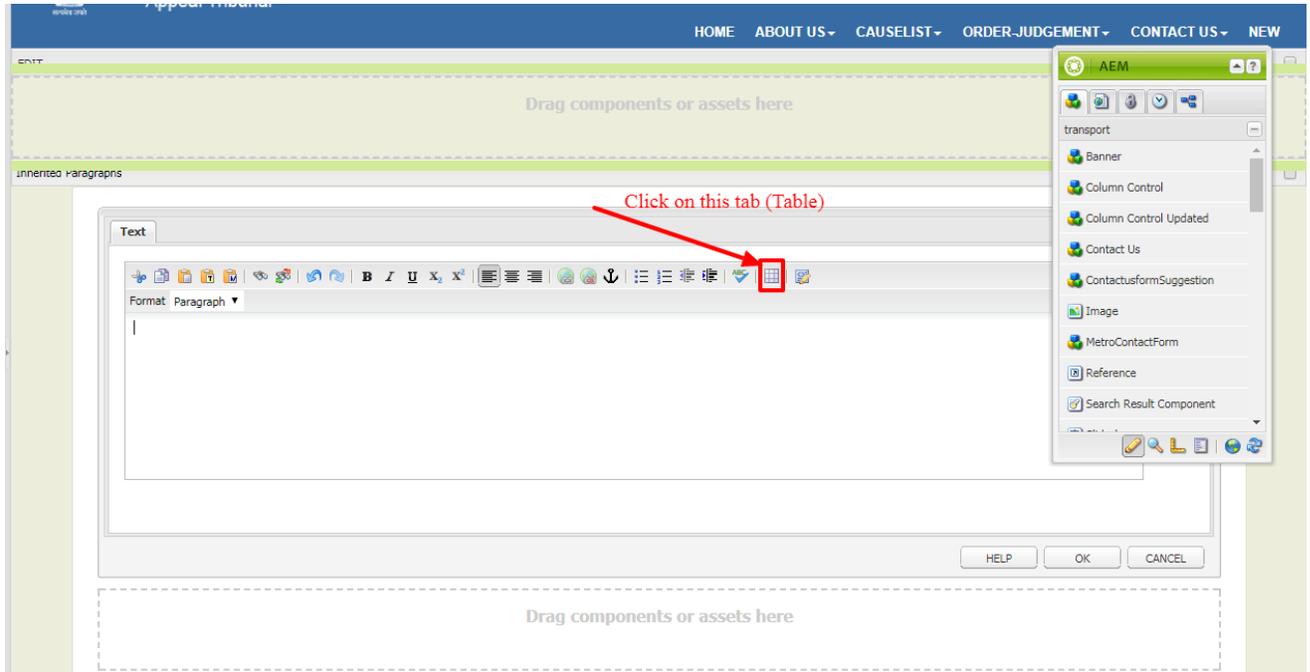
ABOUT US  
**Rajasthan State Transport Appeal Tribunal**

NODAL OFFICER  
Shree Satyaveer Yadav, ADDITIONAL COMMISSIONER (WRIT), Transport Department  
Phone no. (Office): 0141- 5194619, Phone no. (Resi): 0141- 235997, Mobile No.: 9414152452  
transport.writs@rajasthan.gov.in

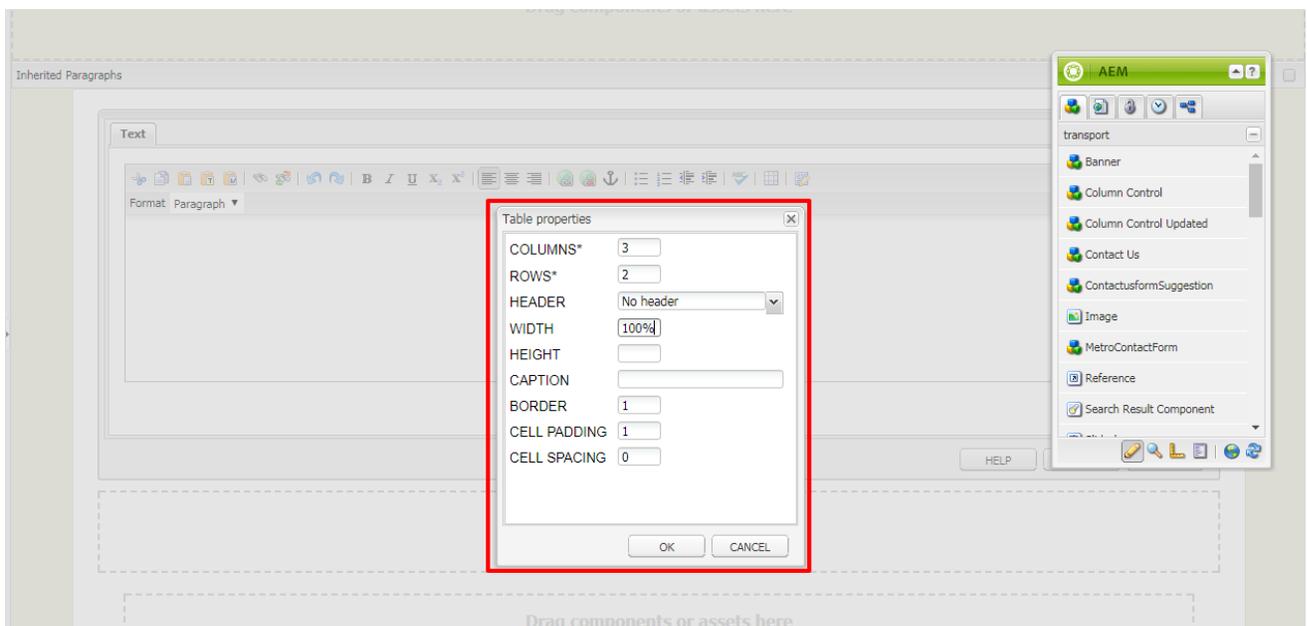
### 3) How to create table

i) Drag and drop text components select **EDIT**

Click on **TABLE**,



ii) Enter number of rows and columns that you need to create enter width as 100% & click on **OK**



iii) Enter text in table and click on **OK**

GOVERNMENT OF RAJASTHAN  
Rajasthan State Transport Appeal Tribunal

HOME ABOUT US CAUSELIST ORDER-JUDGEMENT CONTACT US NEW

S.No	Subject	Pdf
1.	Training Manual	View

WEBSITE VISITOR  
Last Updated On: 5/12/2017  
You are visitor No.: 002220377  
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ABOUT US  
Rajasthan State Transport Appeal Tribunal

NODAL OFFICER  
Shree Satyaveer Yadav ADDITIONAL COMMISSIONER (WRIT) Transport Department  
Phone no. (Office) 0141- 5194619, Phone no. (Resi) 0141- 235997, Mobile No. 9414152452  
transport.wriffs@rajasthan.gov.in  
Transport Department Sahkar Marg Jaipur

## 5) How to add Image

Note: For adding image you should first add image in dam folder.

i) Open a new tab and enter URL: <http://164.100.222.188/damadmin>

Click on Transport Portal ,RSTAT Department site folder.

AEM ASSETS

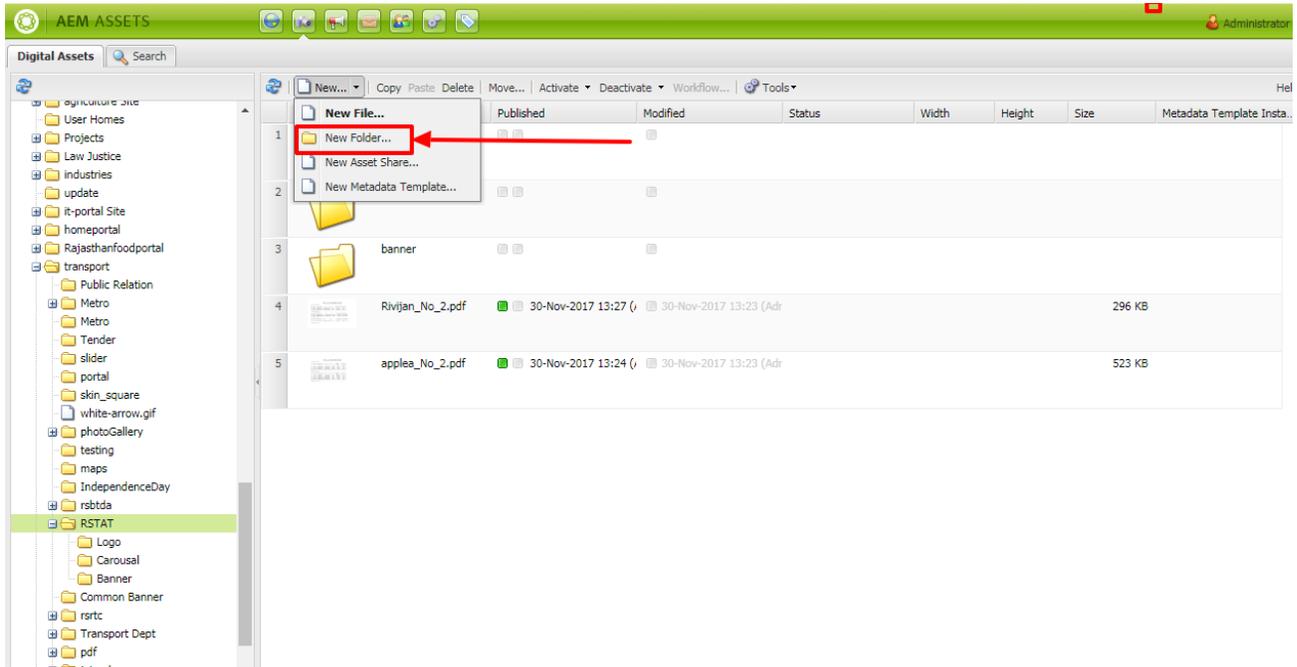
Digital Assets

1. Click on Transport portal Folder

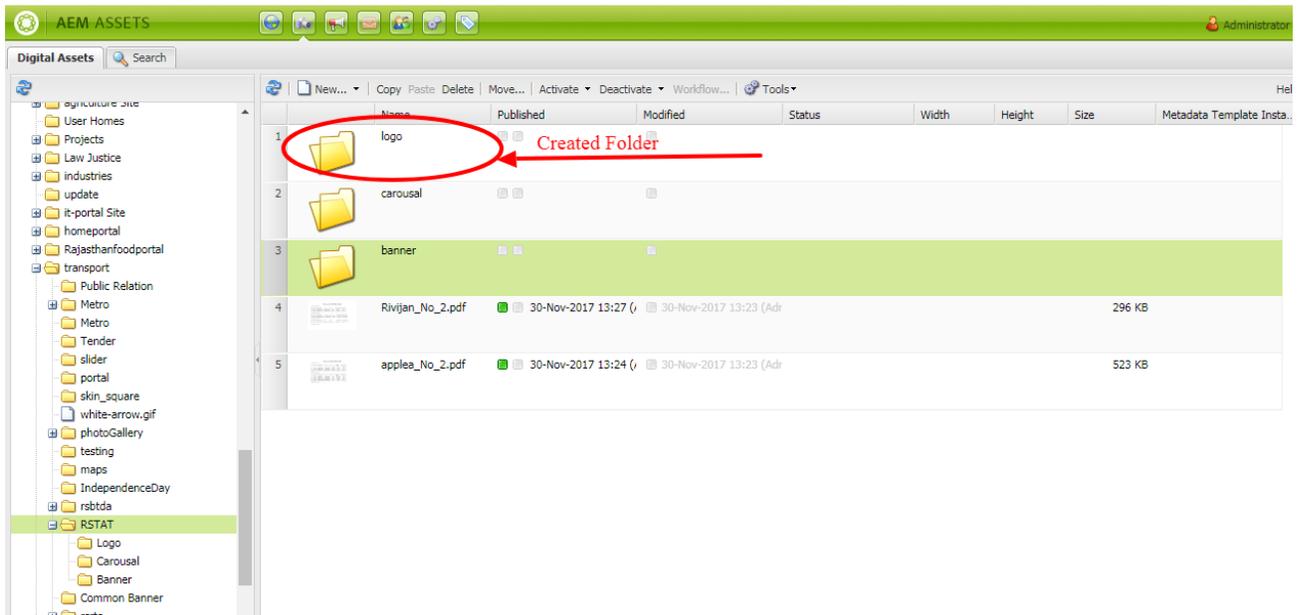
2. Click on Department Folder

Name	Published	Modified	Status	Width	Height	Size	Metadata Template Insta..
avatar1.jpg	Published	05-Oct-2015 16:15 (Adn)		270	270	23 KB	
avatar2.jpg	Published	05-Oct-2015 16:15 (Adn)		270	270	20 KB	
avatar3.jpg	Published	05-Oct-2015 16:15 (Adn)		270	270	19 KB	
advertisement.jpg	Published	05-Oct-2015 16:16 (Adn)		870	483	482 KB	
Banner.jpg	Published	05-Oct-2015 16:16 (Adn)		1000	150	43 KB	
bus.jpg	Published	05-Oct-2015 16:17 (Adn)		870	635	46 KB	
cm.png	Published	22-Apr-2016 15:12 (r) 03-Feb-2016 12:28 (Adn)		173	223	82 KB	
car.jpg	Published	27-Oct-2015 11:58 (f) 05-Oct-2015 16:16 (Adn)		870	653	34 KB	
greece.jpg	Published	05-Oct-2015 16:16 (Adn)		870	653	90 KB	

ii) Create a respective folder in your Department (i.e.: images) Click on new dropdown icon, then click on **NEW FOLDER** enter Name and Title and click on **CREATE**.

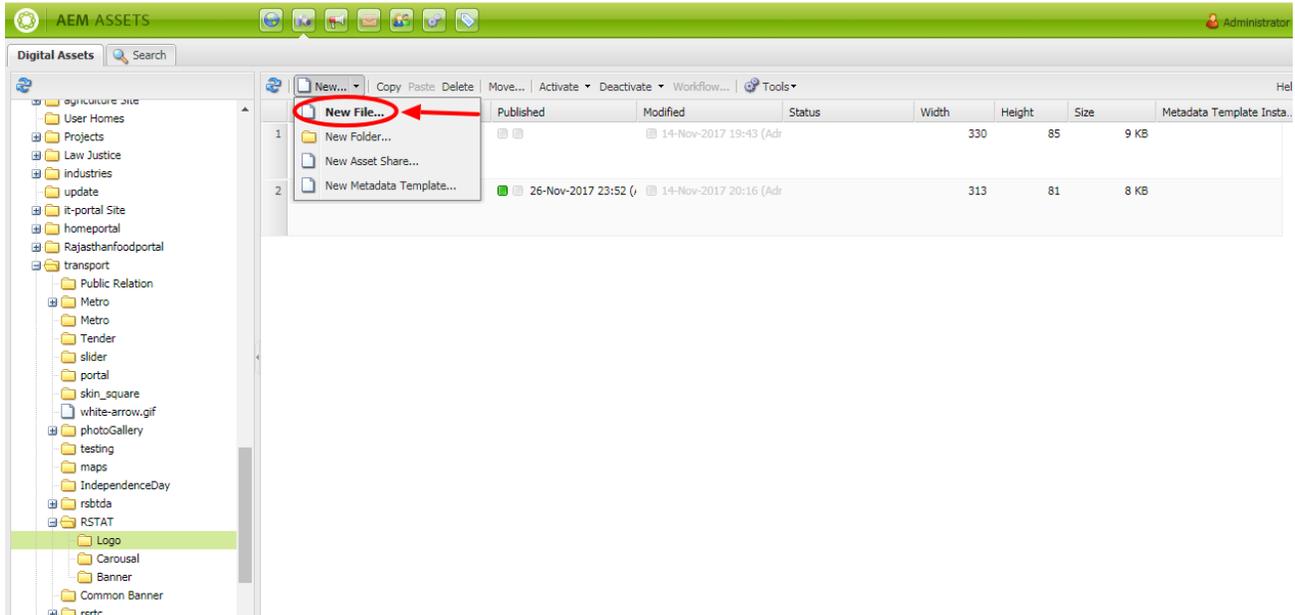


Now you can see the folder that you have created

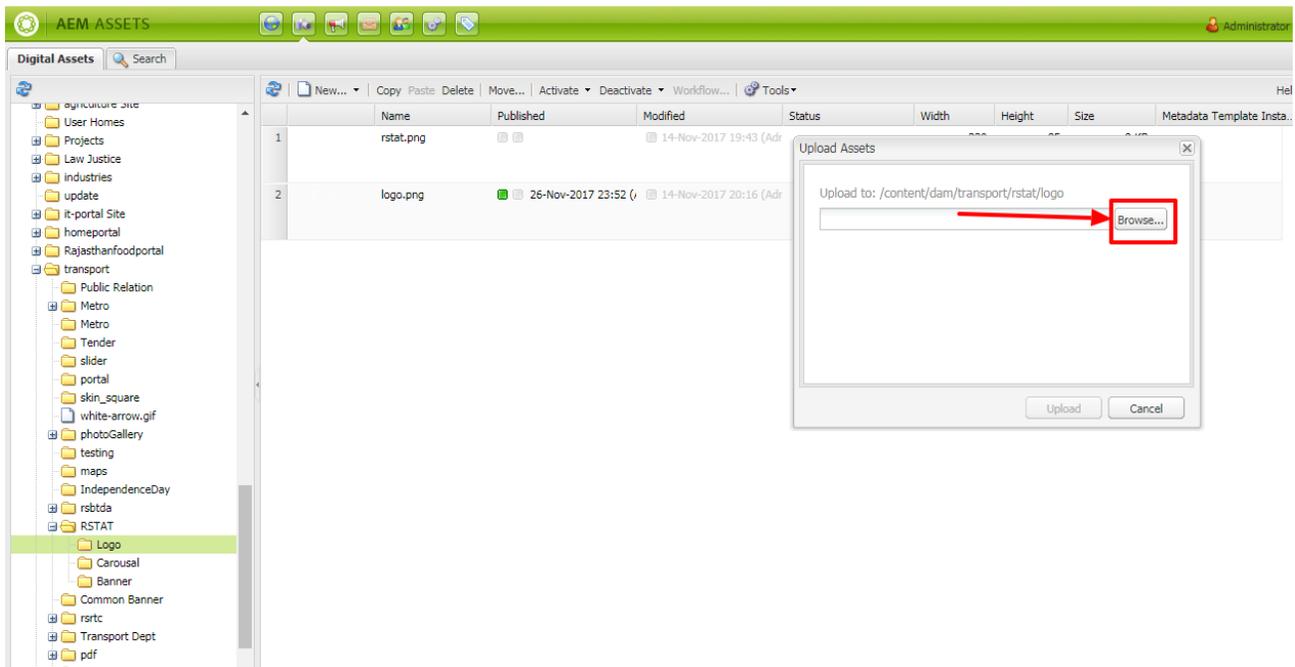


iii) Double click on folder that you have created

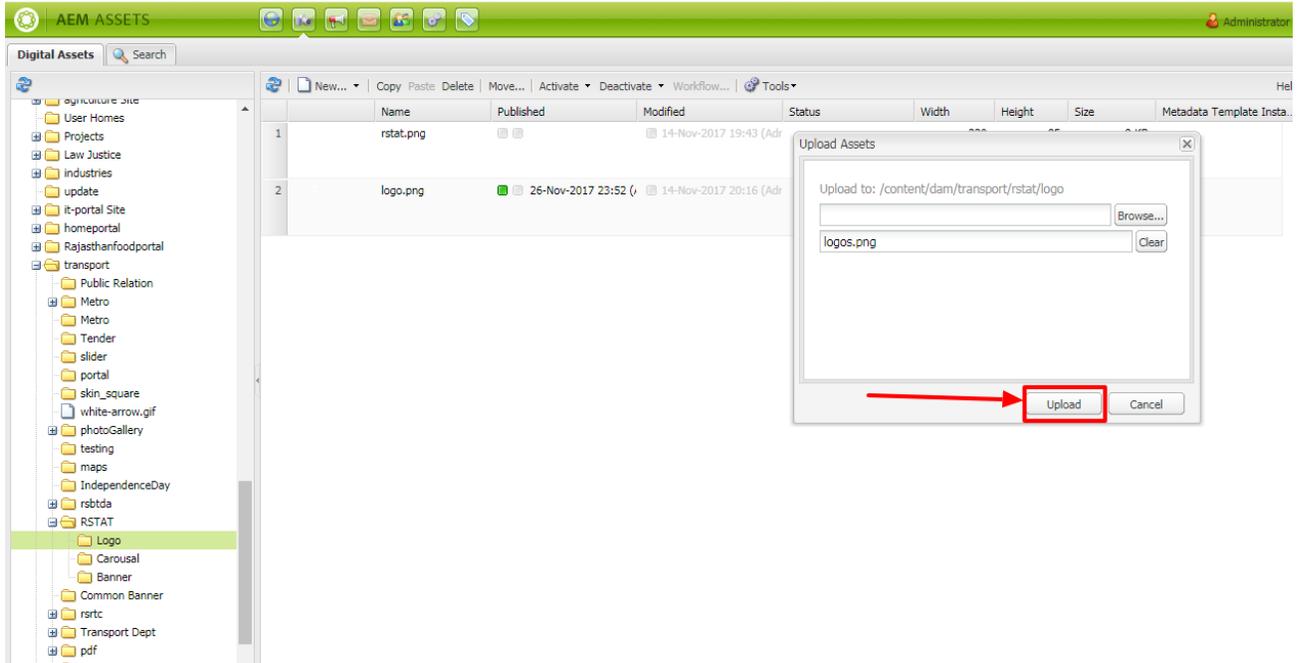
Click on New dropdown & click on **NEW FILE**



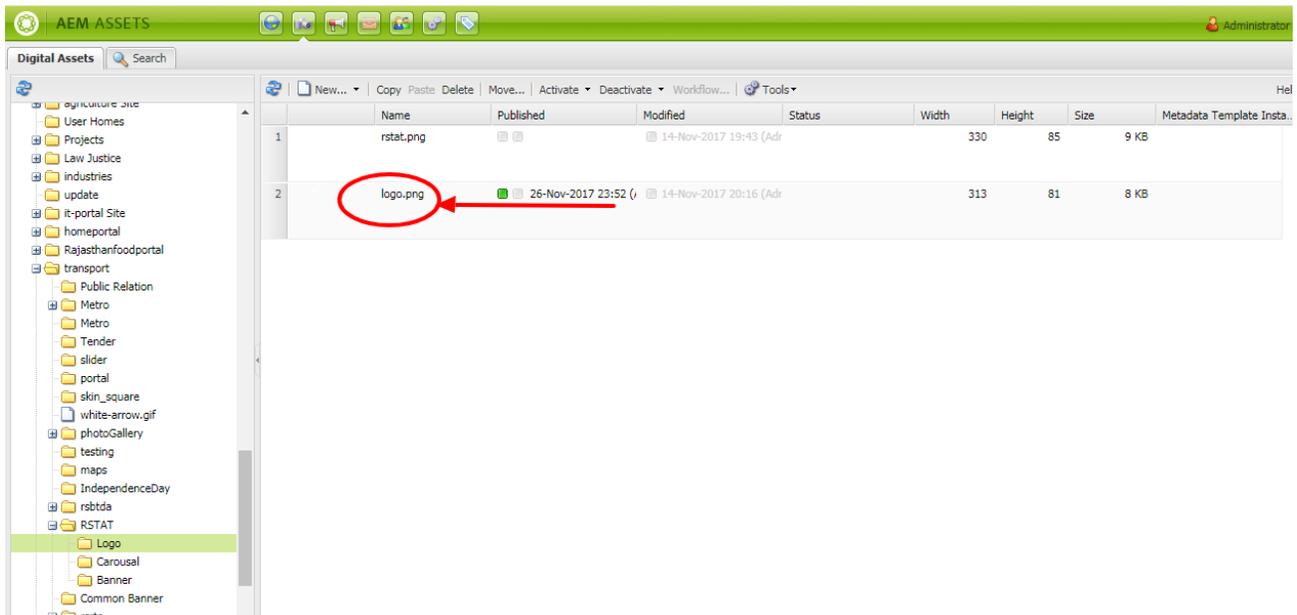
iv) Then click on Browse option and select the file from your desktop and click on **OPEN**



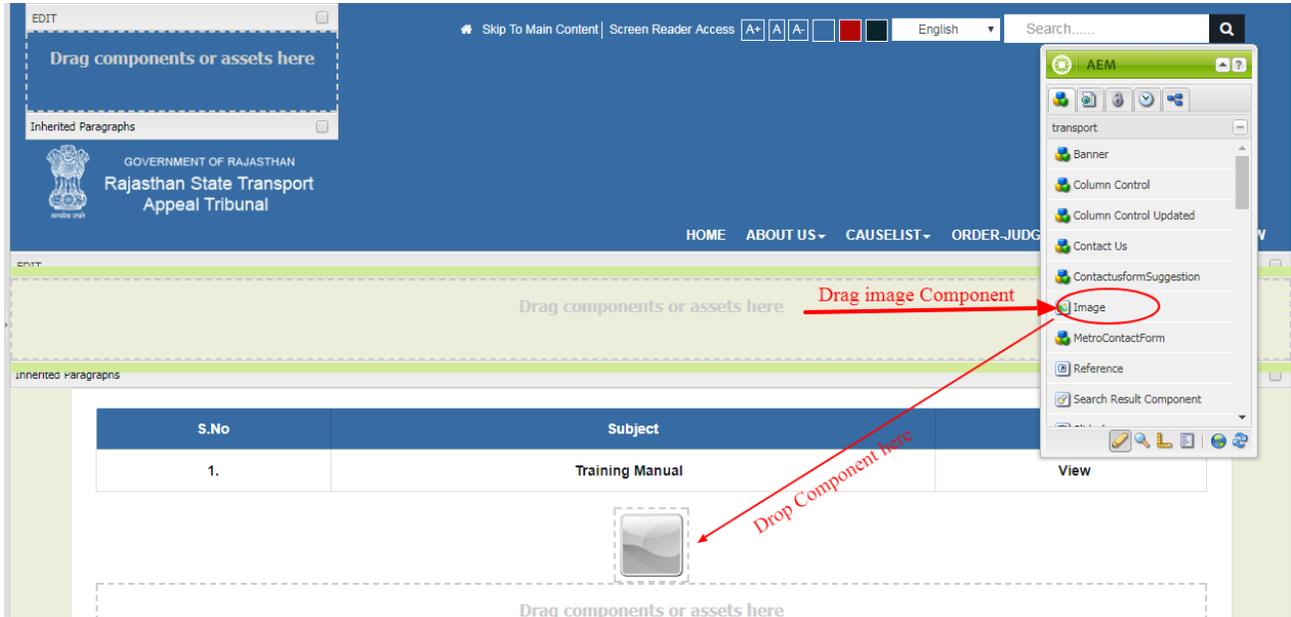
v) Click on **UPLOAD**



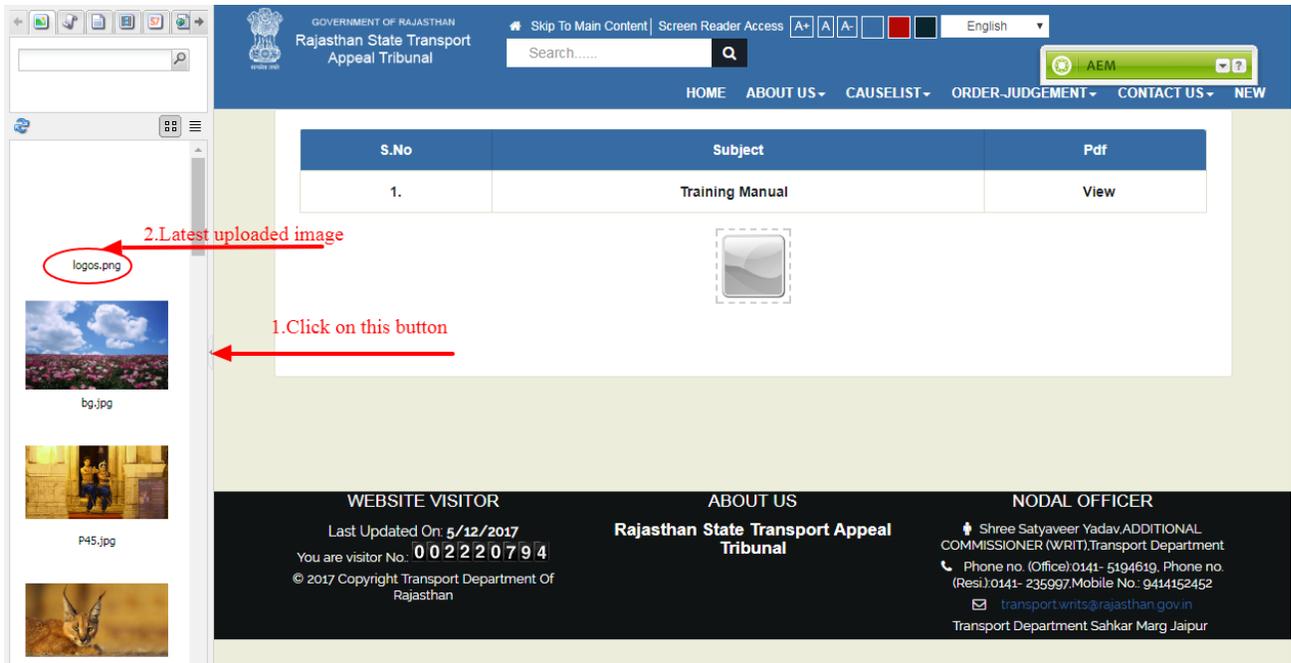
vi) You can find the image that you have uploaded



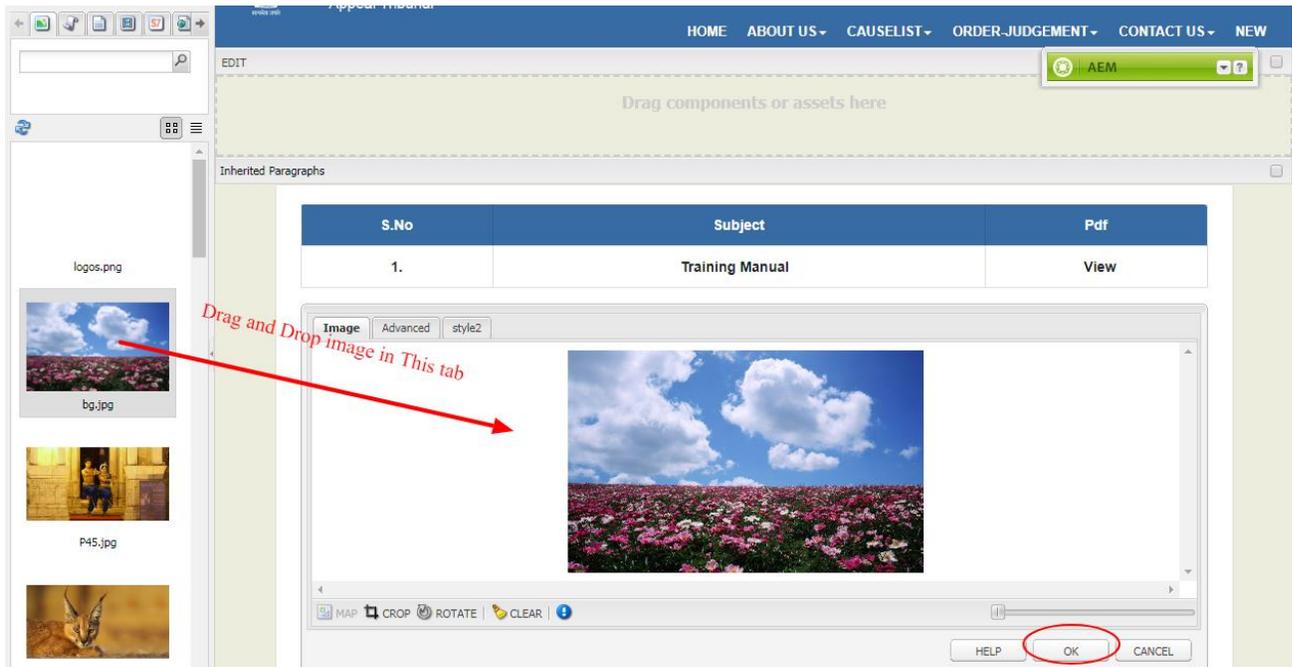
- vii) Now go back to page that you have created. Drag and drop the **Image** component from Transport group of AEM components
- viii) Click on edit bar



- ix) Latest uploaded image will be displaying on top or else you enter name of the image

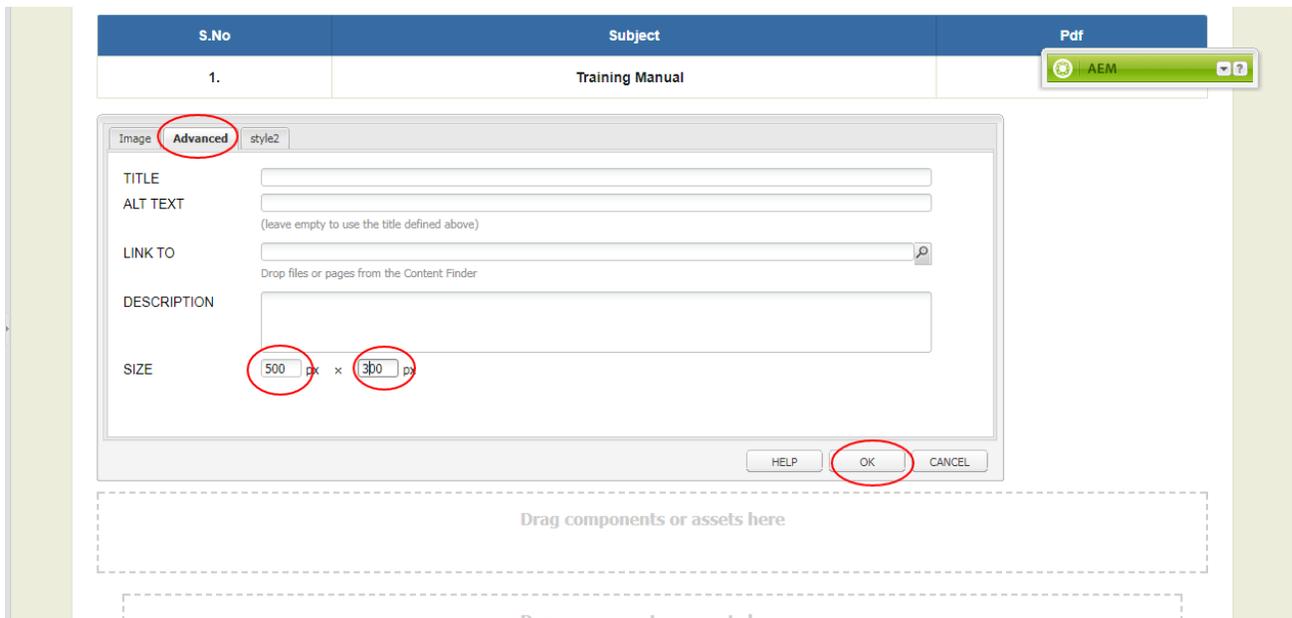


x) Select the image, drag and drop it



xi) To increase width/size of image

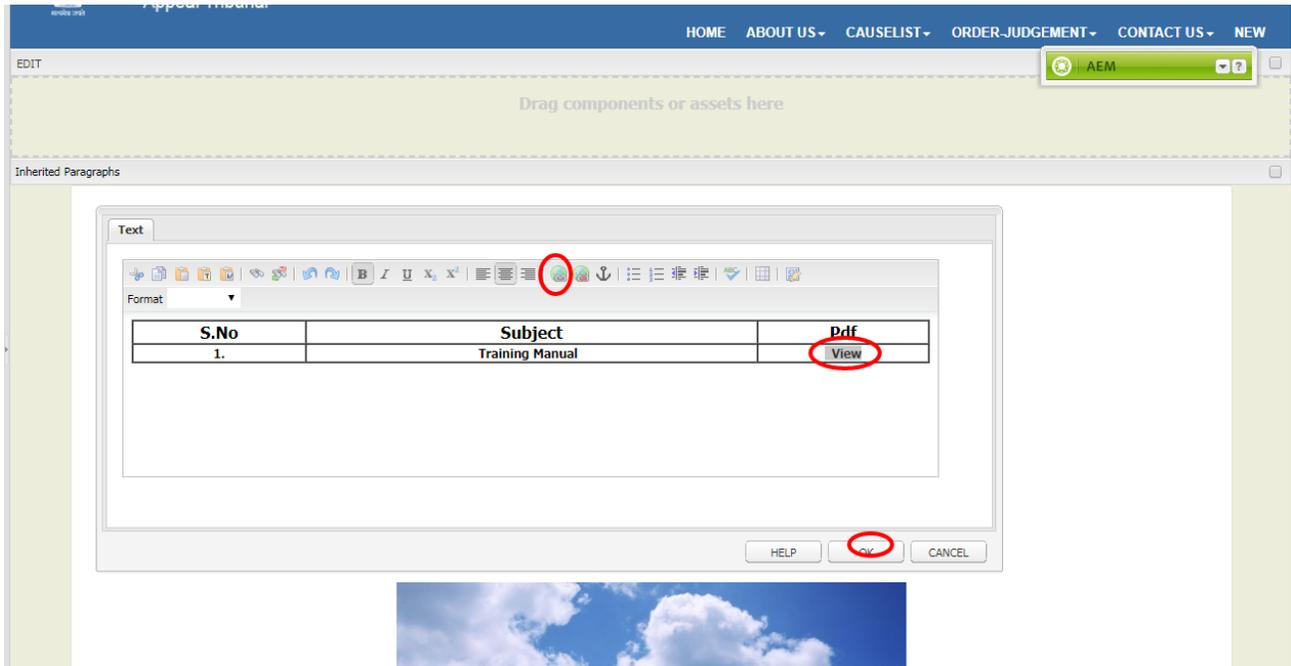
Right click on image click on **EDIT**, select **Advance** option and enter size that you want



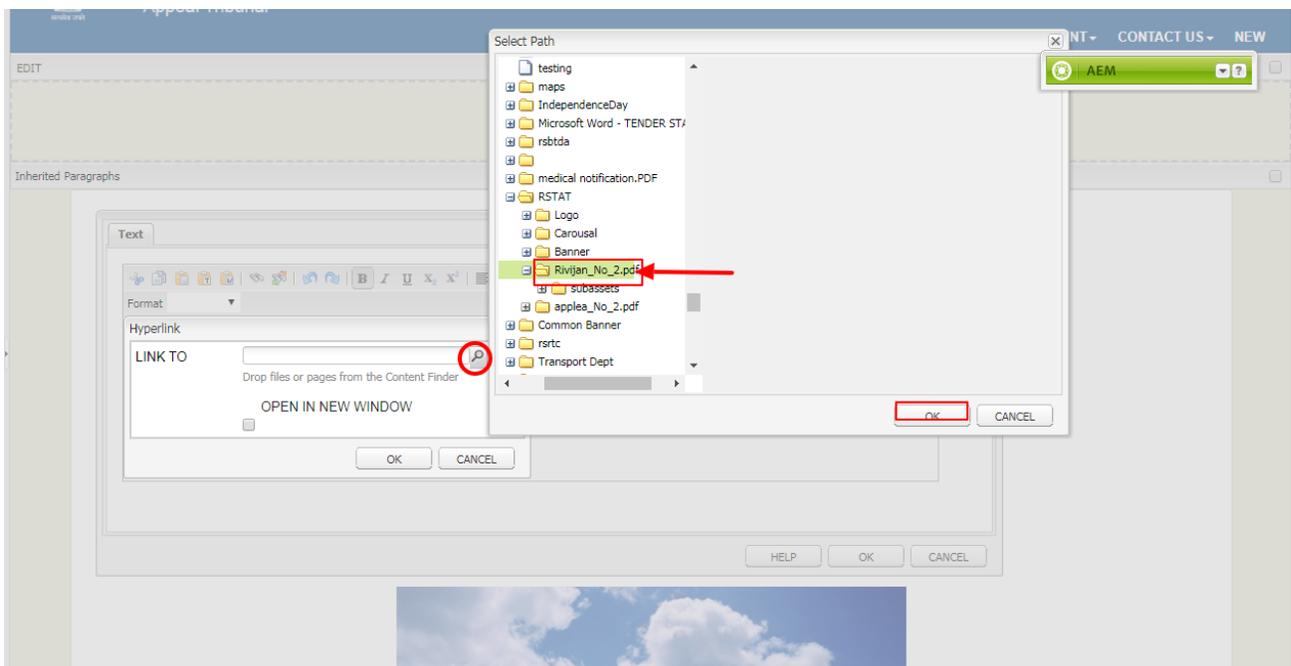
### 6) How to give Hyperlink to text

Note: For hyper linking PDF/Image to a text, first add PDF in dam folder i.e. to follow same steps as mentioned above for adding an image

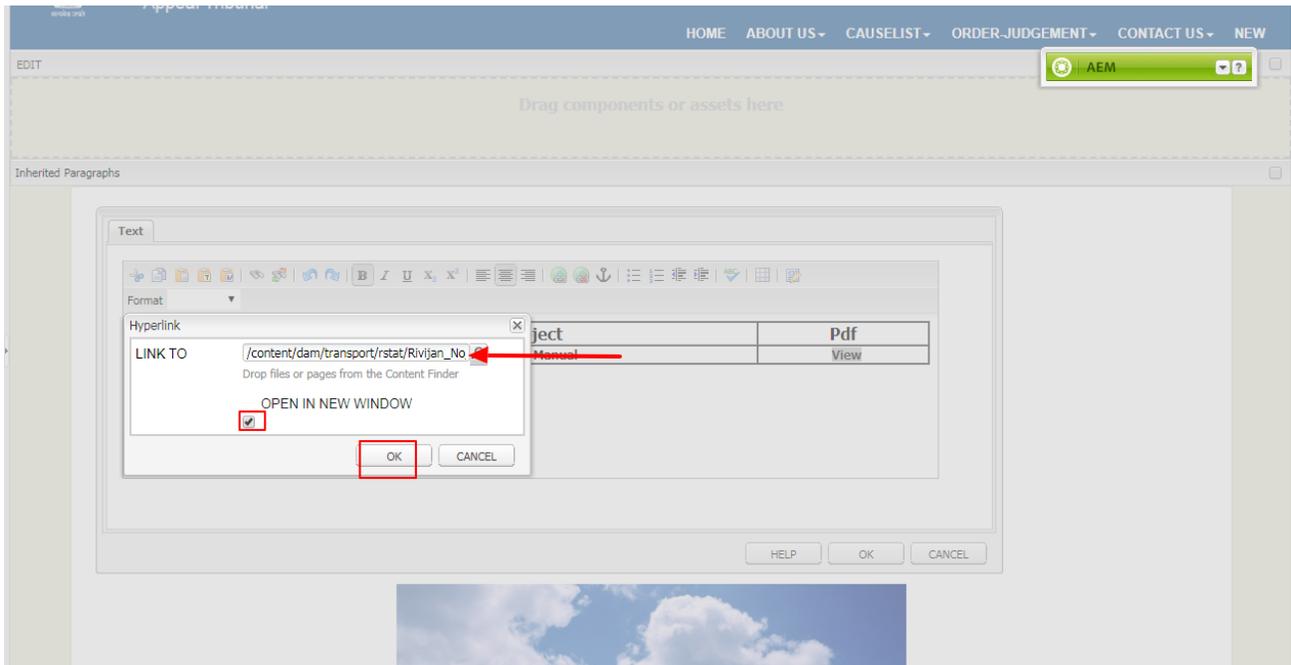
i) Select EDIT option then select text and click on hyperlink icon



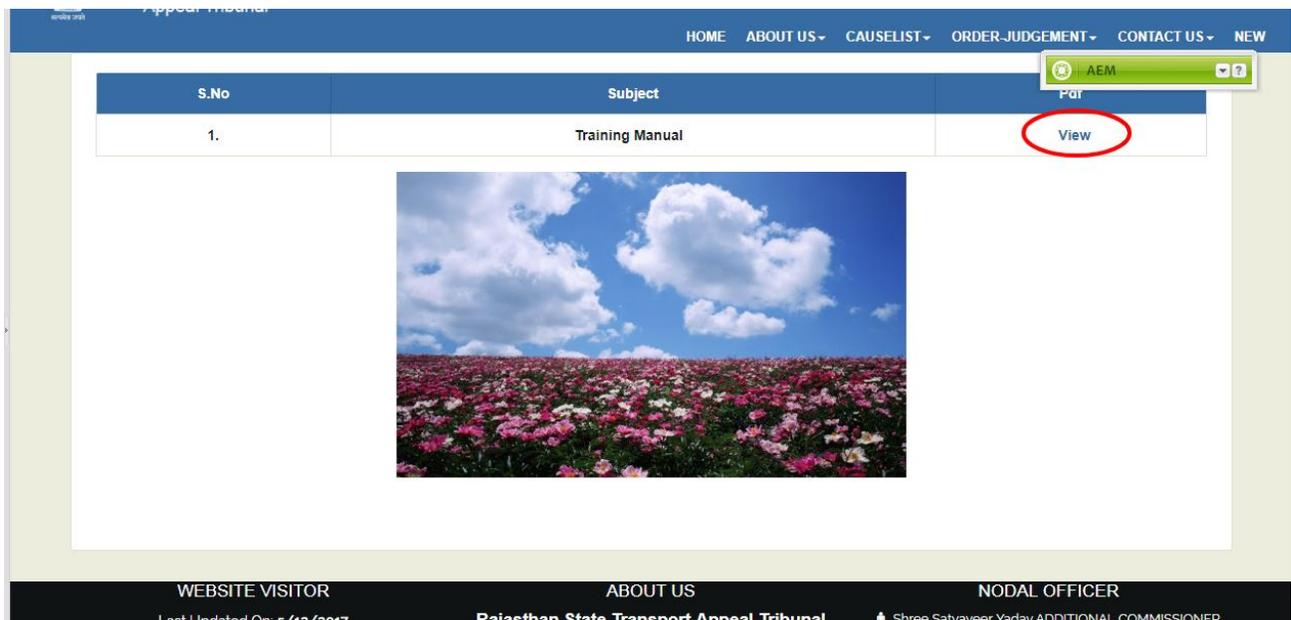
ii) Browse file that you want to hyperlink, click on **ASSET** then go to Transport,RSTAT **site** and then select folder having pdf and click on **OK**



iii) Selected file will display and click on **OK**



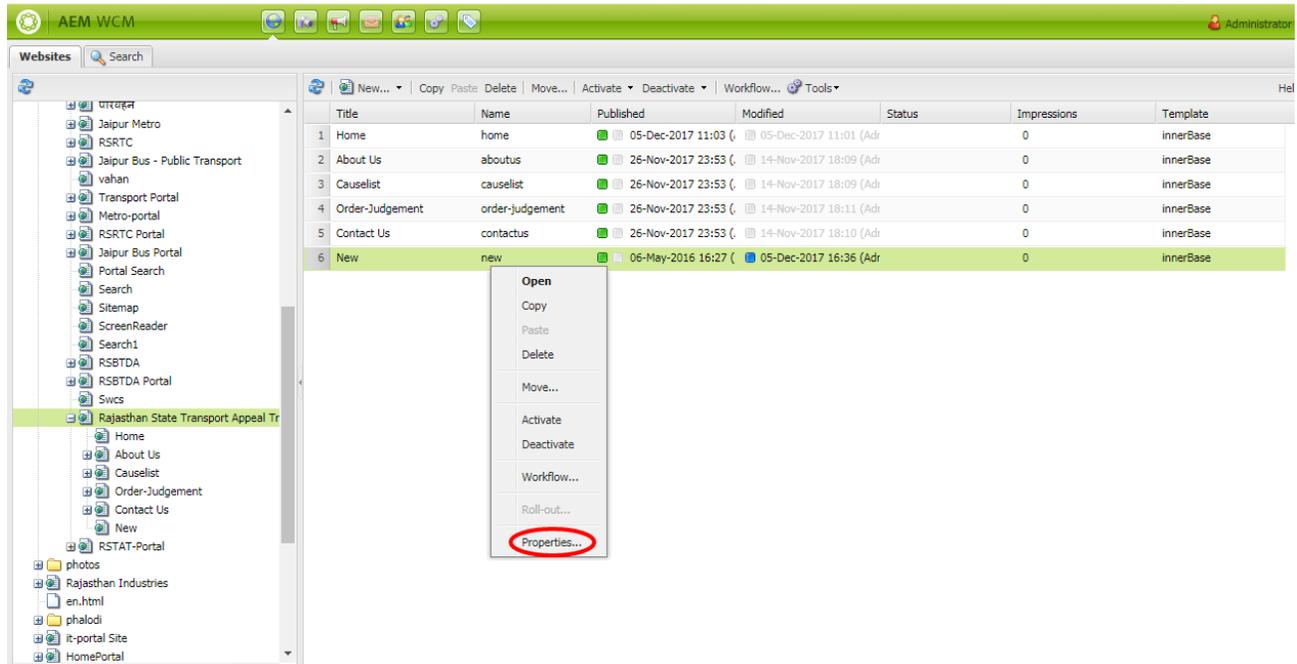
Pdf is now hyperlinked to Text



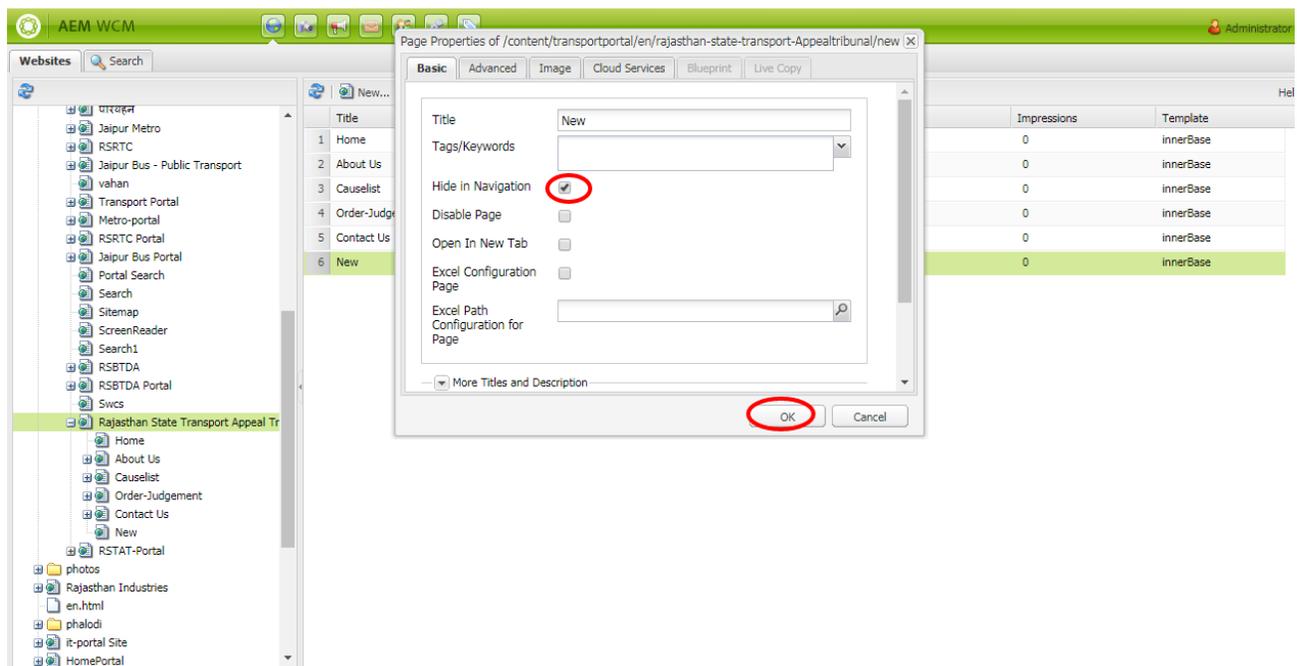
## 7) How to delete a page

Enter URL:- <http://164.100.222.188/siteadmin#/>

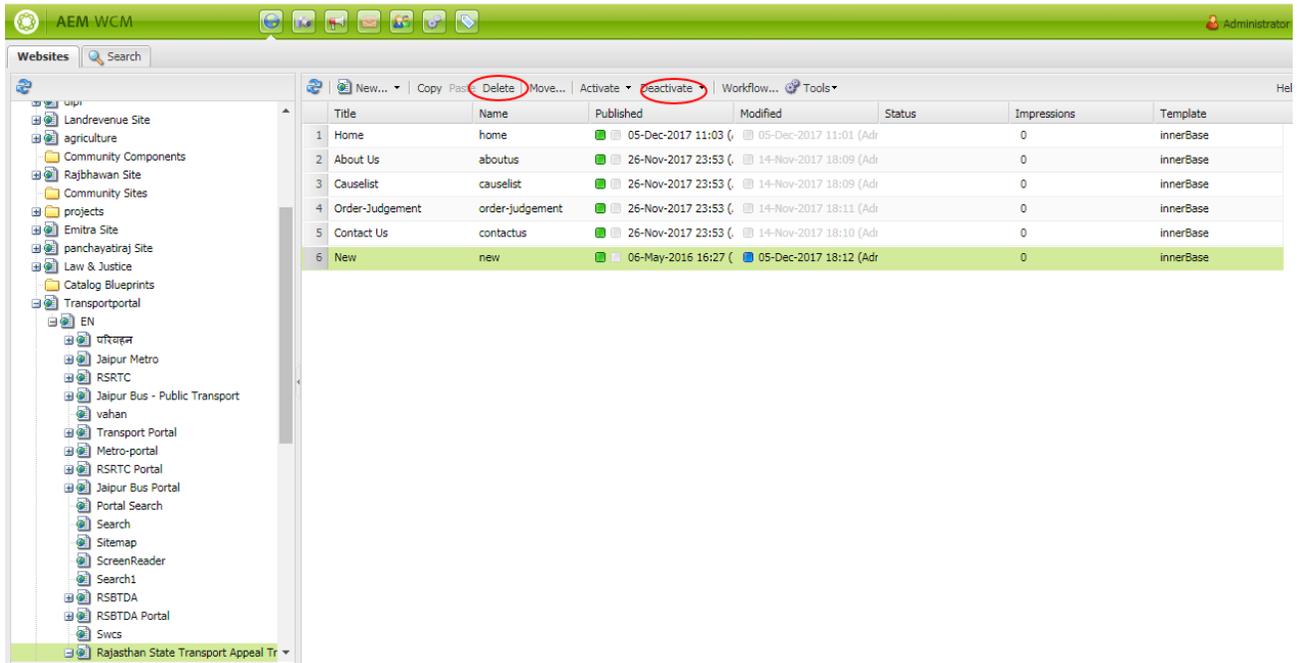
i) Click on department on which you have created page right click on the page and click on properties



ii) Then check **Hide in Navigation** and click on ok. Now page that you created is hidden from main menu



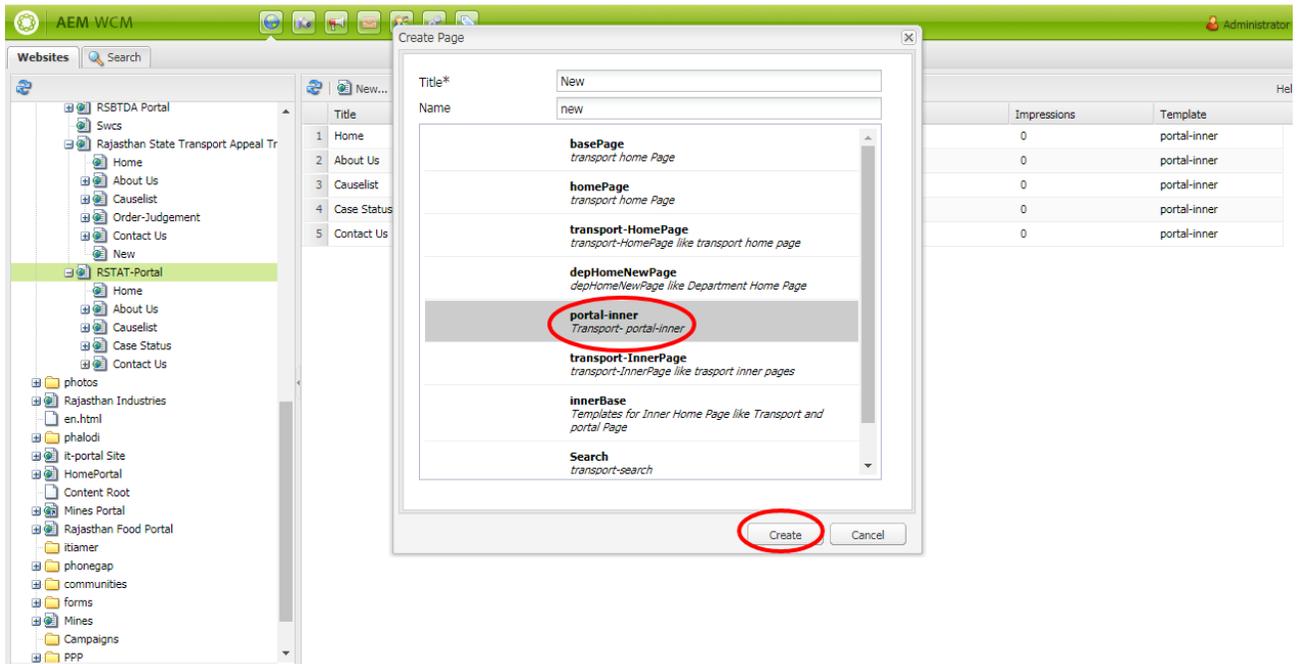
iii) Then click on **Deactivate** and then on **Delete**



**Note:** - Once you click on deactivate page a red icon will be displayed besides the page only and then click on delete.

### 8) How Use Reference component

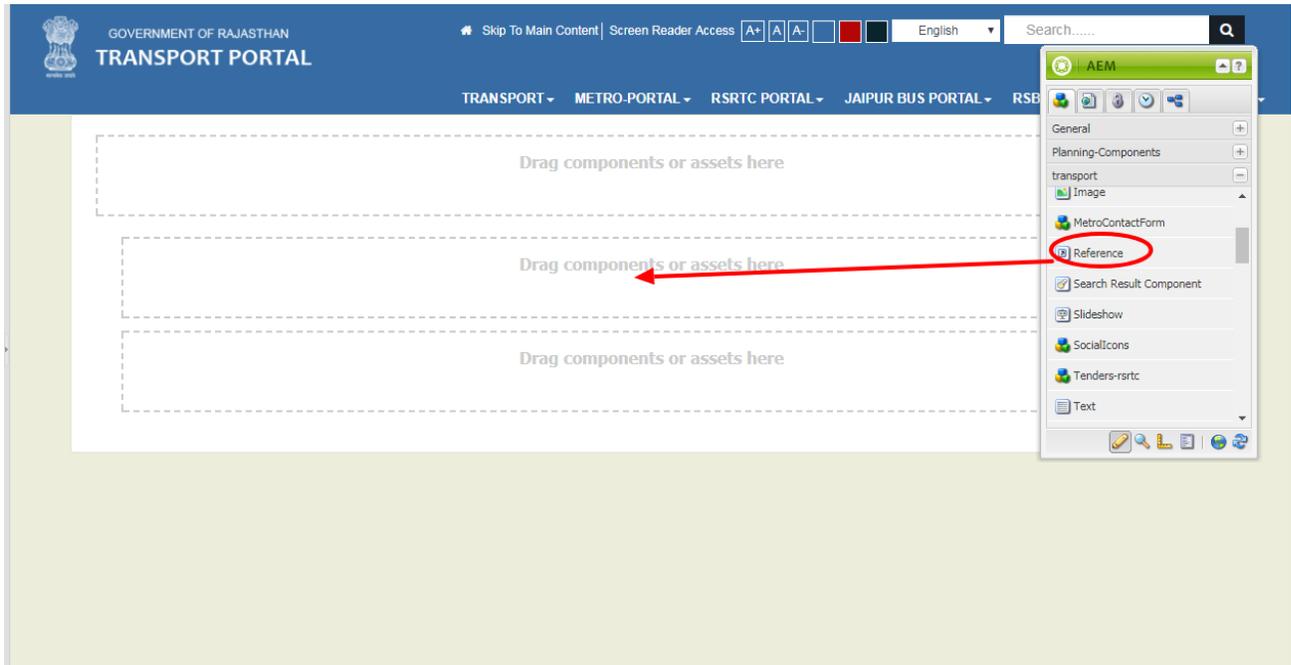
Note :- Create a page with the same name in **portal** as you have created in **Department** (i.e. New Please Note: We have named it as “NEW” )



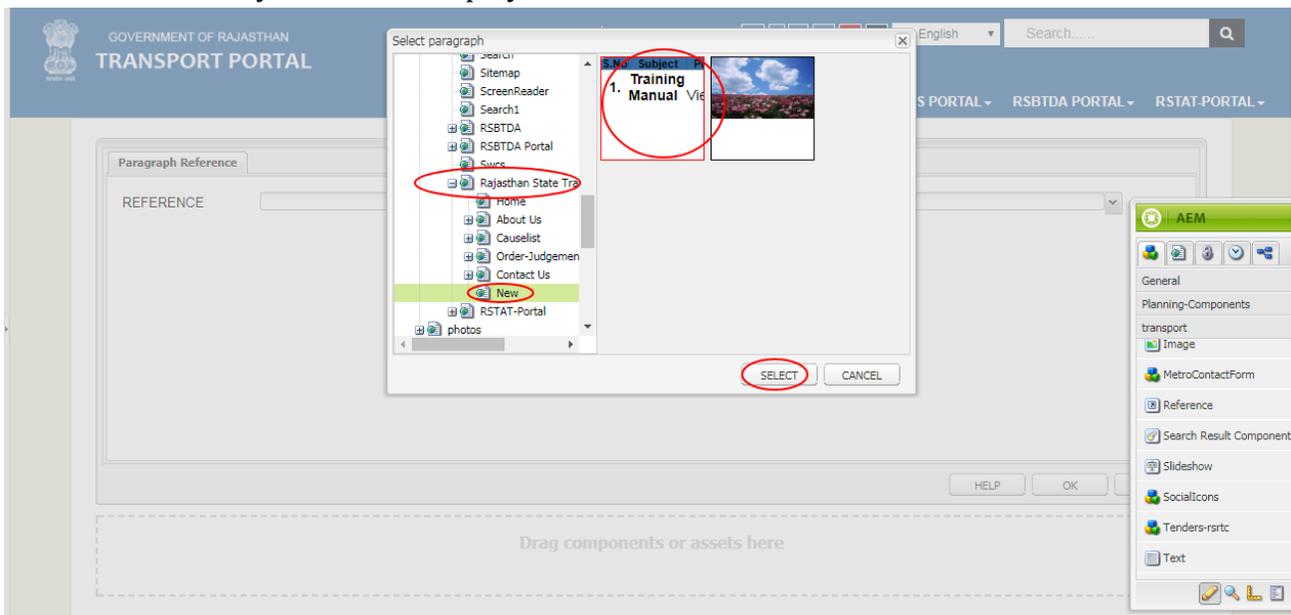
**Note:-** RSTAT-portal indicates as portal pages and RSTAT Department indicates as department pages.

For Creating Portal page please use **portal-Inner template**

Drag and drop the Reference component.

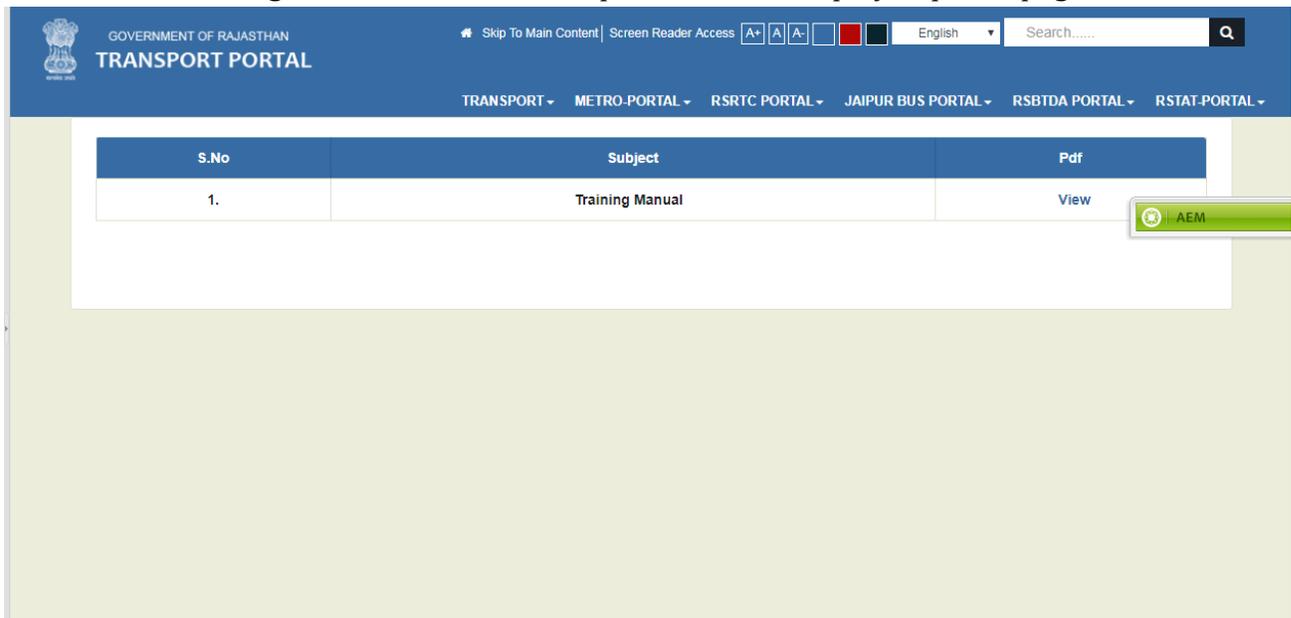


Right click on component and select edit then select page New from your department and select the text that you want to display.



Click on ok

You can see the image that is available in department will display in portal page also



**9) How to edit Department page (For adding logo component first you need to upload image in DAM folder)**

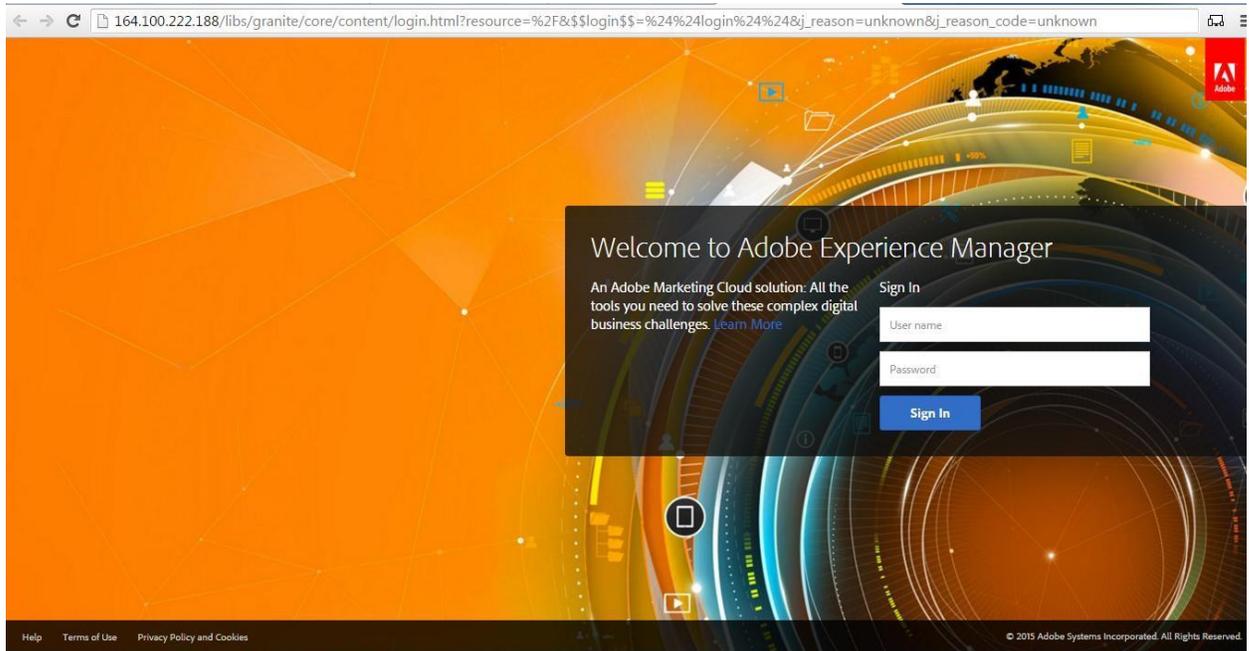
Note 1:- Logo, Footer, Social icons all need to be changed on Department page and it will get effected in all department inner pages

Note 2: For adding image you should first add image in dam folder. Follow same steps as mentioned above for adding image

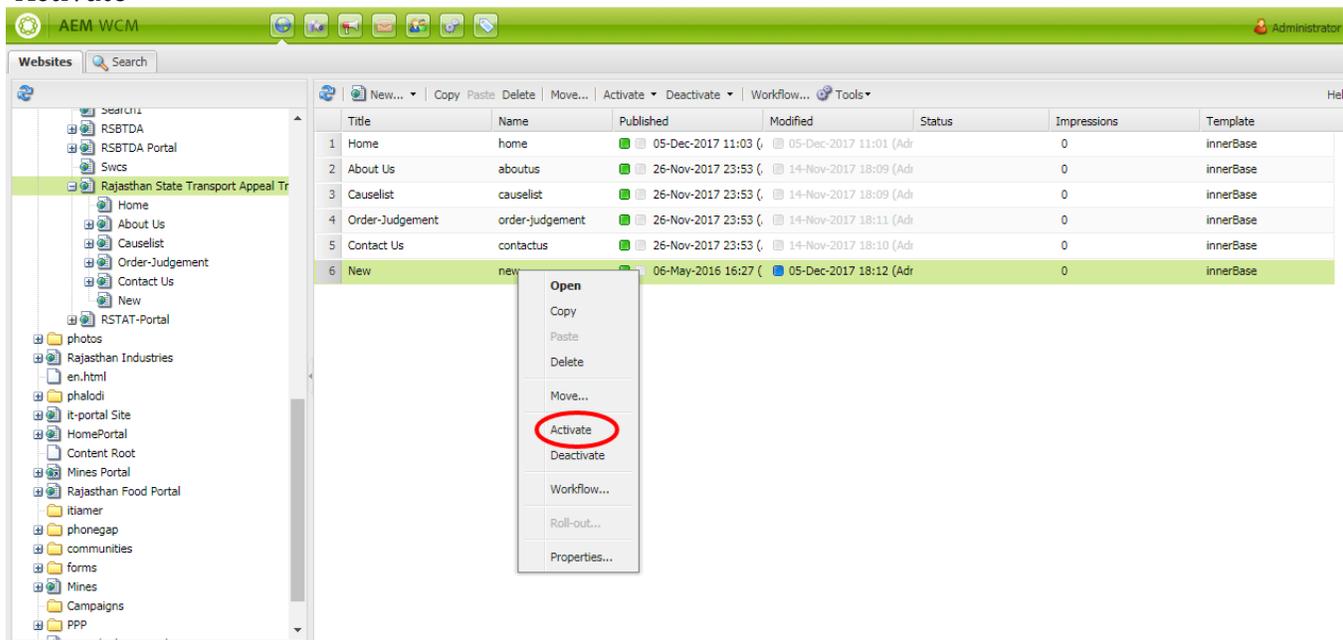
i) Click on AEM Components you can find **Edit** option that is available above of every section clicking on edit you can change all information

## 10) How to Activate pages

i) Enter Respective Username password of Publish



ii) Select the page that you have updated, right click on the page and then click on **Activate**



Now the content is activated and published successfully.

**Contact Details of Help Desk**

**Email:-**

To:helpline1a@precise-automation.in

cc: dsaxena@rajasthan.gov.in, manu.shukla@rajasthan.gov.in

**Contact No:-**

0141:-4113548

0141-2367164

Note:- Please give detail description of issue with screen shot.

