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

	Adobe Marketing Cloud Adobe * Experience Manager		Q Search Welcome, Admin Industri	es. (sign out)
	Websites		Cloud Services Connect to Adobe Marketing Cloud	
<u> </u>	Create and manage multiple websites.	Recently used pages		
_			Workflows	
	Digital Assets	Becently used assets	Model and manage workflows	
	Organize your various digital assets.			
2	Campaigns		Manage your launcher	
	Manage your marketing campaigns.		Manage your launcies	
	Inhaw		Task Management	
	Manage your inhere items			
	Manage your mook items.			
	Users		Replication	
	Manage your users and groups.		Create and manage multiple websites.	
3	Tools		Reports	
	Maintain and configure your system.		Create and monitor custom reports	
-				
	lagging		Publications	
	Organize your tags and their namespaces.		Create digital publications	

1) Click on respective department

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

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3) Enter Title* and Name that should be displayed on page and then select **inner**Base T**emplate** click on **Create**



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

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5) Respective page will open in your department.

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		Drag components or asset	s here				
		Drag components or asset	s here				
		Drag components or asset	s here				

6) How to enter Text

i) Click on AEM Component

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You are visitor No.: 0 0 2 2 2 0 3 6 0 © 2017 Copyright Transport Department Of Bajasthan			🖕 Phone n	o. (Office):0141- 5194619, Ph	none no. (Resi.):0141	
			E	235997,Mobile No. 94141 → transport.writs@rajasth	an.gov.in	
			Tran	Isport Department Sahkar I	Marg Jaipur	

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

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		Drag components or assets here		
		Drag components or assets here		

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

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PRECISE AUTOMATION & ROBOTICS

9) Select edit option

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10) Enter Text and click on **OK**

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

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	RSTAT Training Manual	
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Last Updated On: 5/12/2017 You are visitor No.: 0 0 2 2 2 0 3 7 7 © 2017 Copyright Transport Department Of Rajasthan	Rajasthan State Transport Appeal Tribunal	 Shree Satyaveer Vadav.ADDITIONAL COMMISSIONER (WRIT).Transport Department Phone no. (Office):0141- 5194619, Phone no. (Resi):0141- 235997.Mobile No: 9414152452 transport.writs@rajasthan.govin

3) How to create table

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

Click on TABLE,

		O AEM
	Drag components or assets here	🕹 创 🕹 唑 📹
		transport
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ii) Enter number of rows and columns that you need to create enter width as 100% & click on \mathbf{OK}

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

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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: <u>http://164.100.222.188/damadmin</u>

Click on Transport Portal ,RSTAT Department site folder.

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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

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iii) Double click on folder that you have created

Click on New dropdown & click on NEW FILE

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



v) Click on UPLOAD

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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

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

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bg.jpg P45.jpg		WEBSITE VISITOR Last Updated On: 5/12/2 You are visitor No. 0 0 2 2 2 0 © 2017 Copyright Transport Depa Rajasthan	R ABOUT US 2017 Rajasthan State Transport Appeal 0 7 9 4 Tribunal	NODAL OFFICER ♦ Shree Satyaveer Yadav.ADDITIONAL COMMISSIONER (WRIT).Transport Department • Phone no. (Office):0141 - 5194619, Phone no. (Resi):0141 - 235997.Mobile No: 9414152452 E transport writs@ralacthang.govin Transport Department Sahkar Marg Jaipur

x) Select the image, drag and drop it

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xi) To increase width/size of image

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

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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

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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**

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PRECISE AUTOMATION & ROBOTICS

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

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7) How to delete a page

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

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

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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.

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

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Click on ok

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

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

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

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	business challenges team More	
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Help Terms of Use Privacy Policy and Cookies	© 2015 Adobe Systems Incorporated	d. All Rights Reserved.

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

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				Copy Paste Delete Move Activate Deactivate Workflow Roll-out Properties							

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.