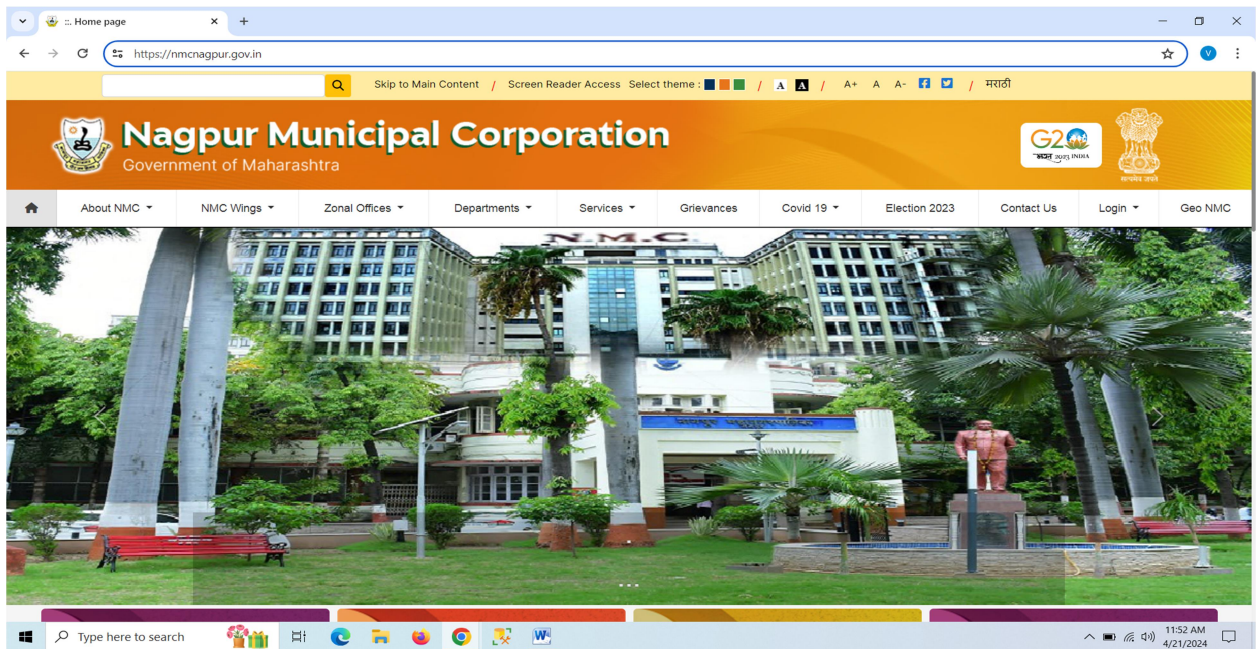
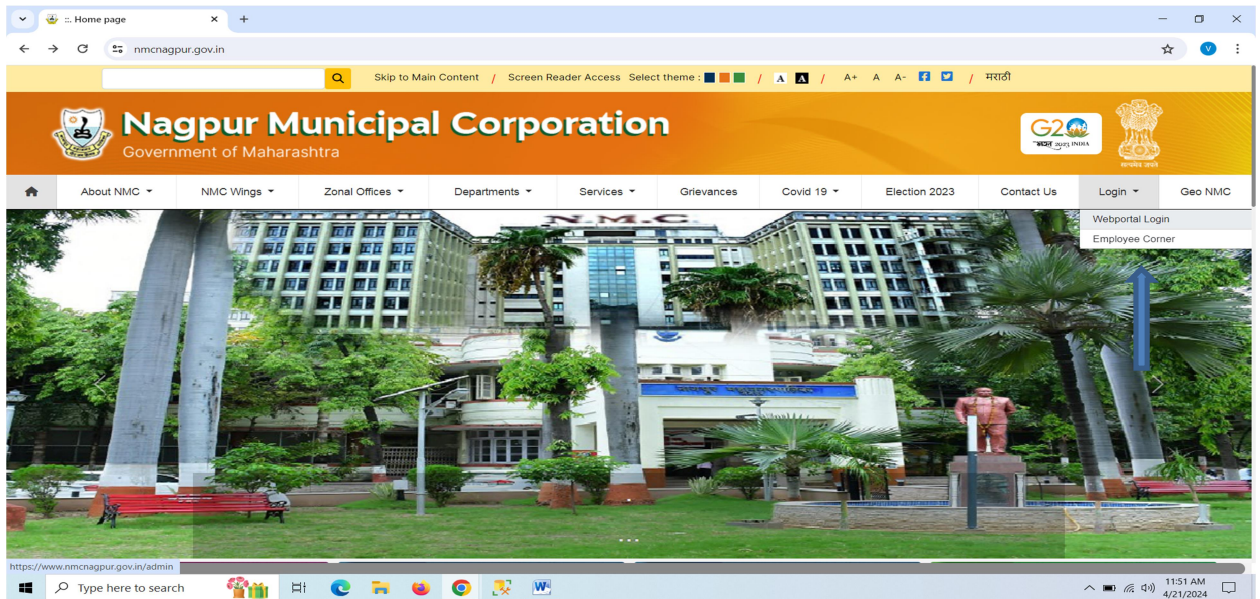


# User manual for Web Portal (For only Departmental login)

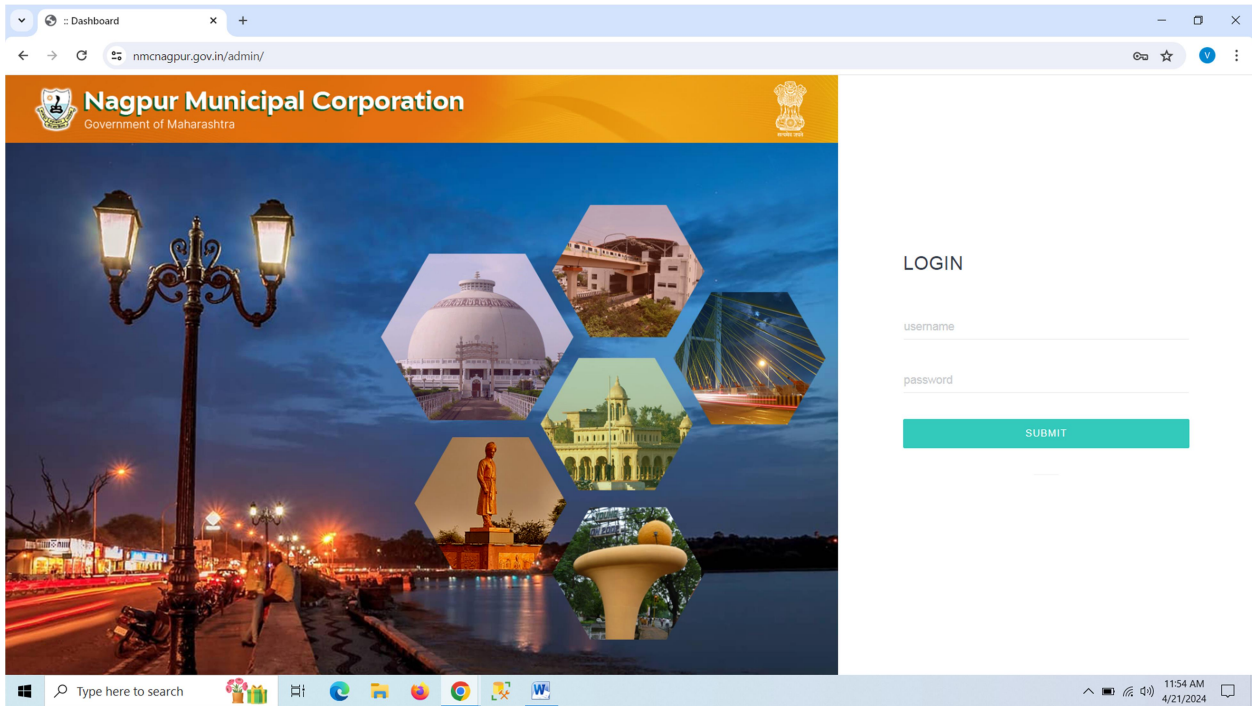
- 1) Link from web site -  
<https://nmcnagpur.gov.in>



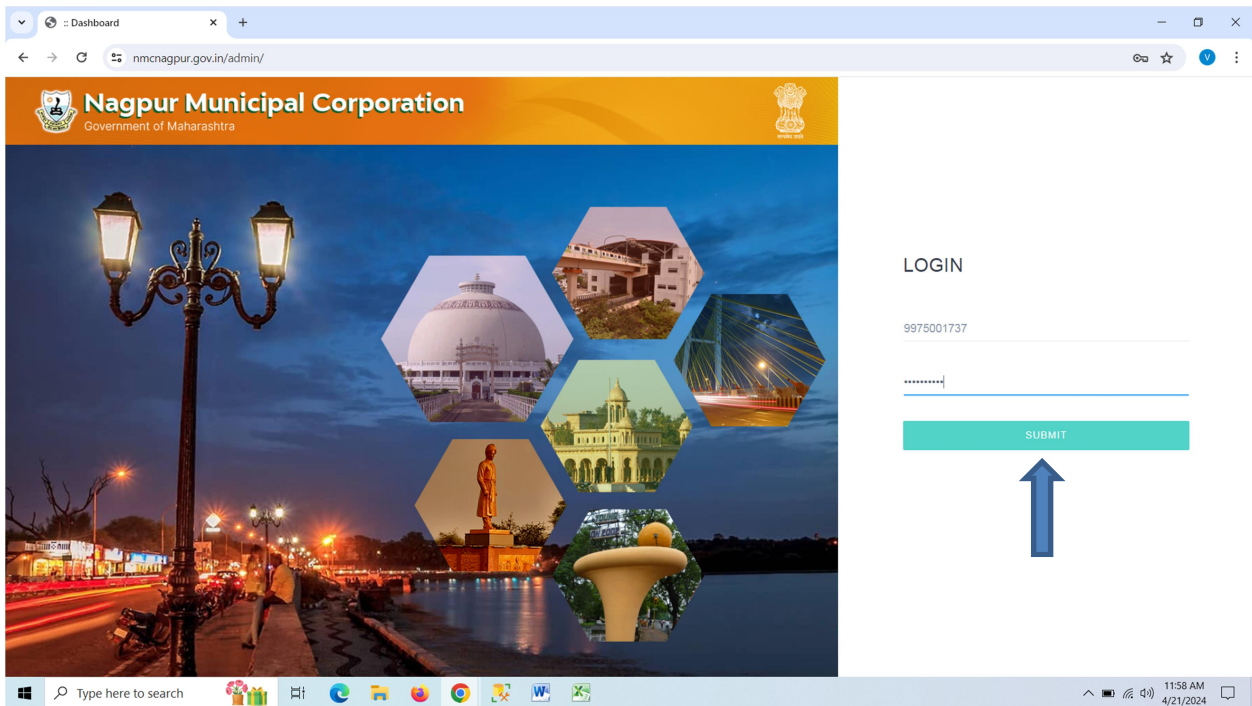
- 2) In Website Homepage click on:-  
Login → Web Portal Login tab.



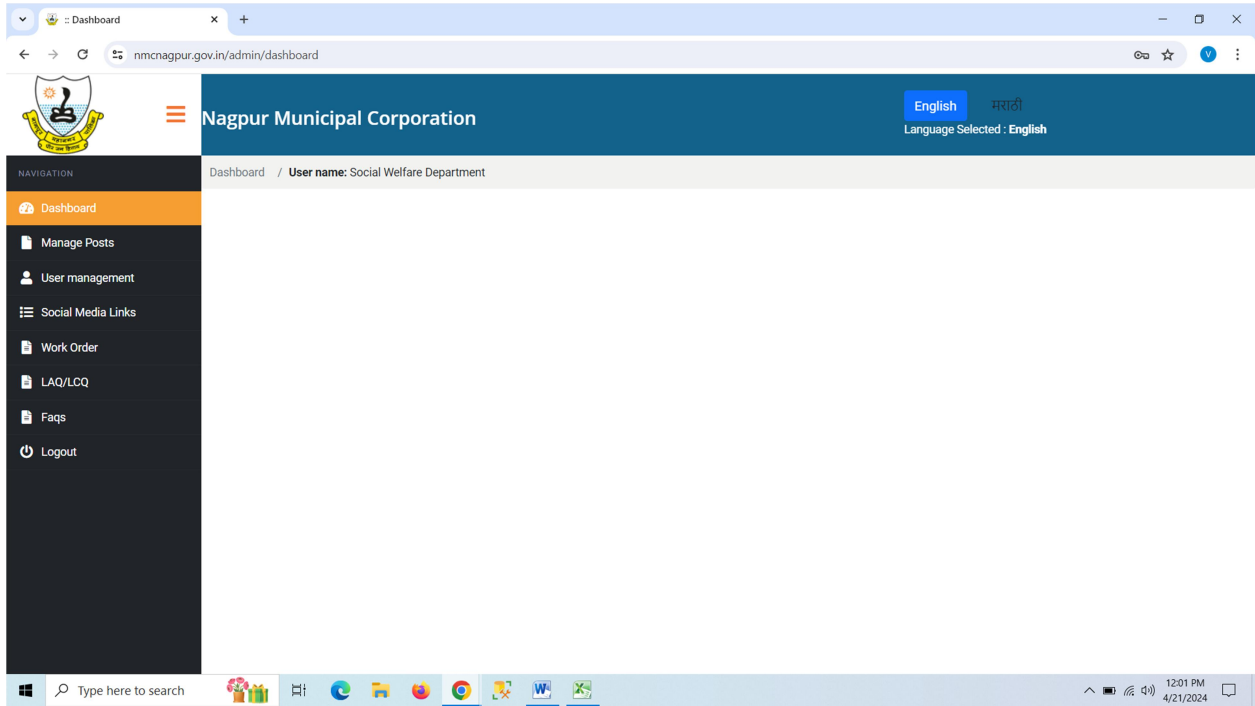
3) Here login with your Username & Password.



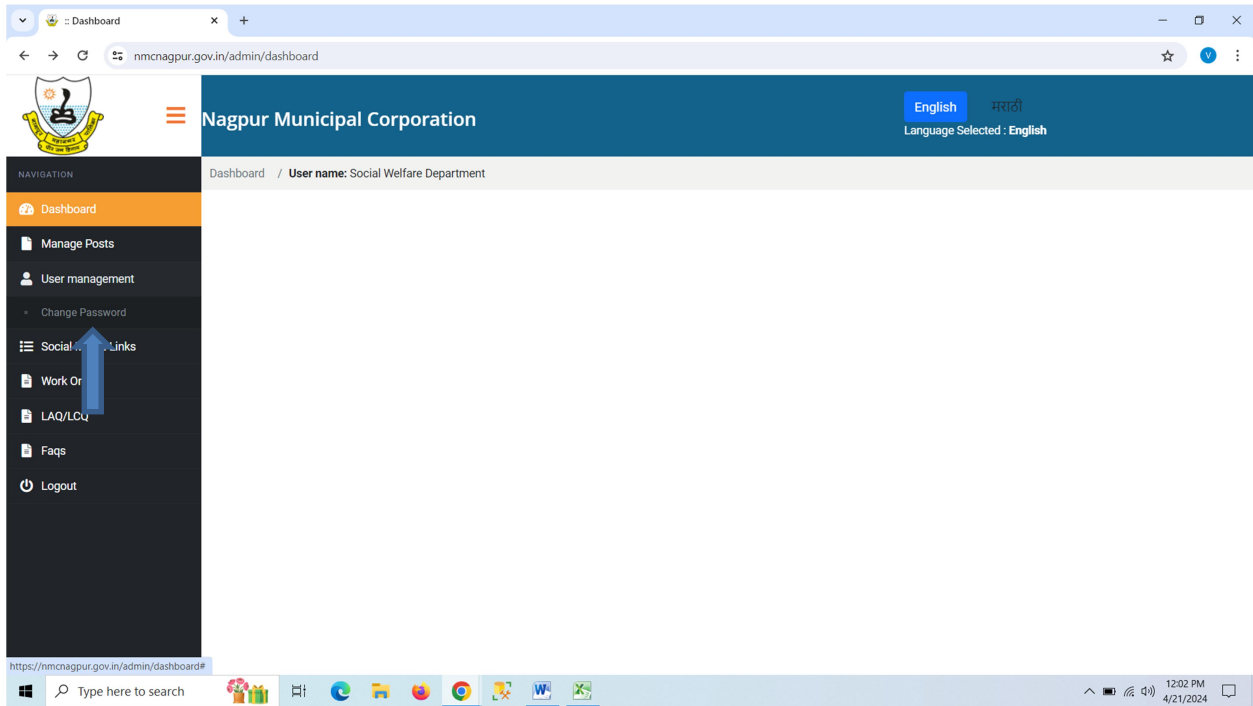
4) After username and password click on submit button.



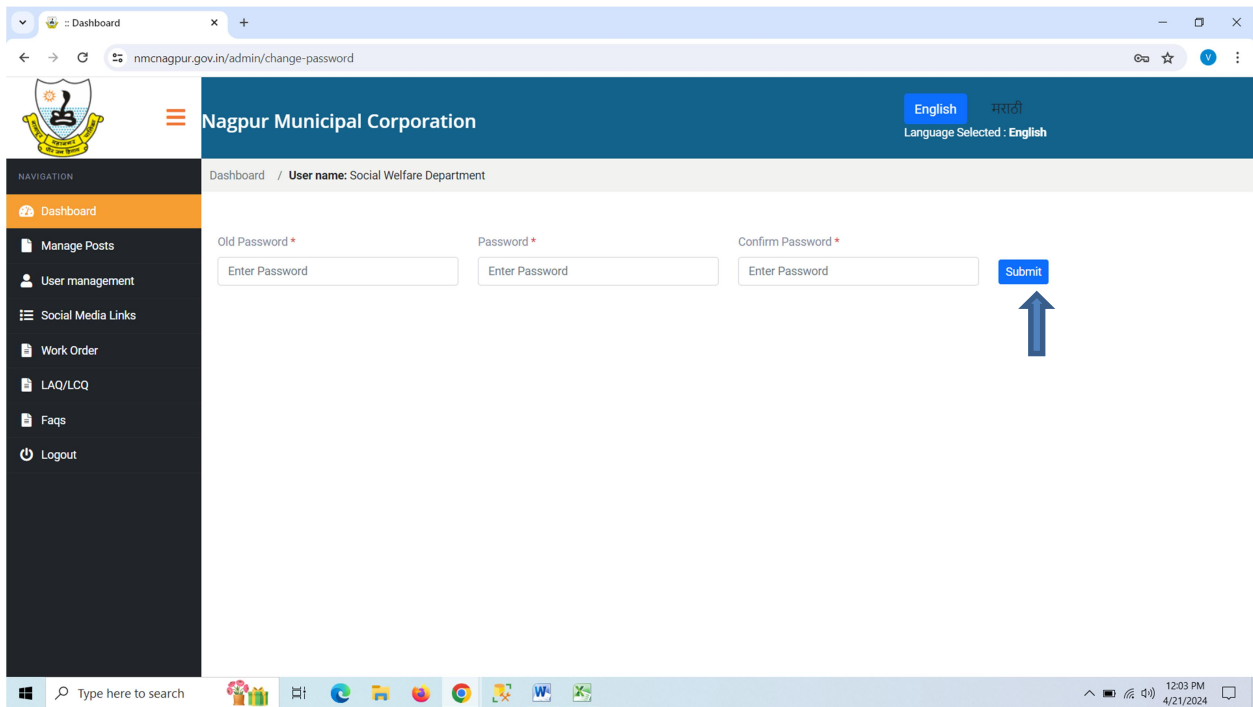
5) Screen Shows Like Below after login.



6) First you need to change your password.

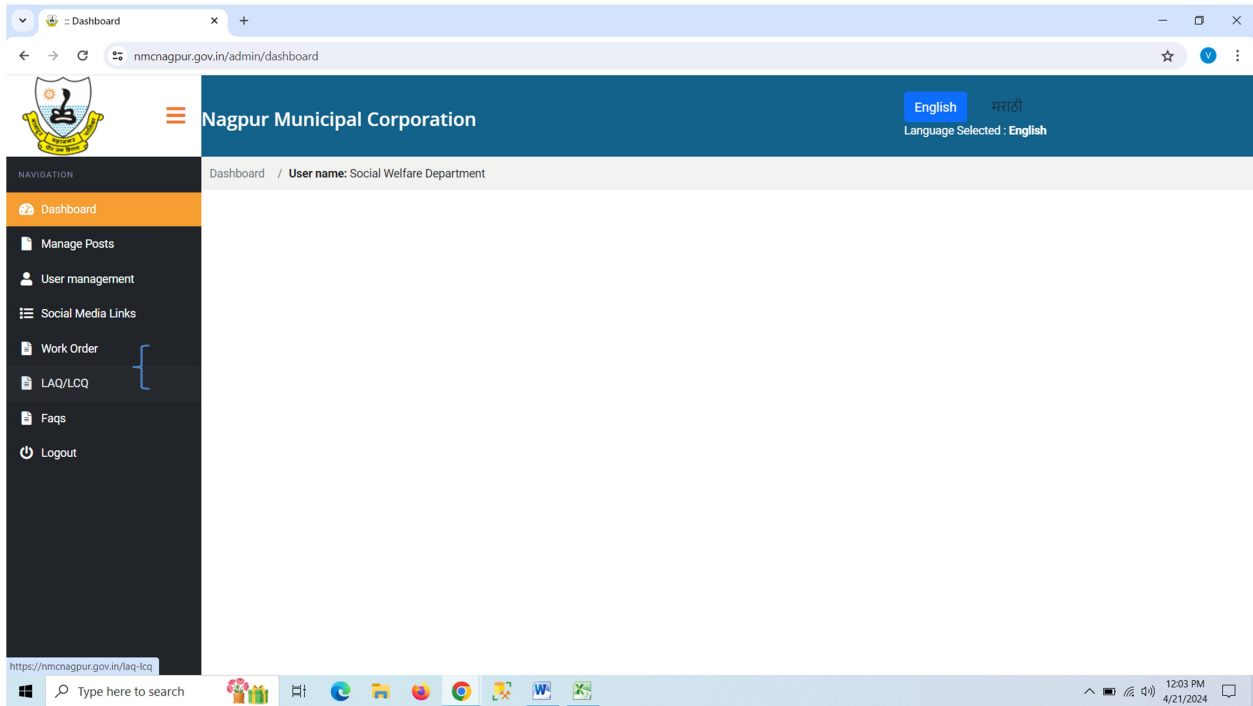


This screenshot shows the Nagpur Municipal Corporation admin dashboard. The browser address bar displays `nmcnagpur.gov.in/admin/dashboard`. The page header includes the logo, the name "Nagpur Municipal Corporation", and language options for "English" and "मराठी". The user is logged in as "Social Welfare Department". A navigation sidebar on the left lists various functions, with a blue arrow pointing to "Change Password".



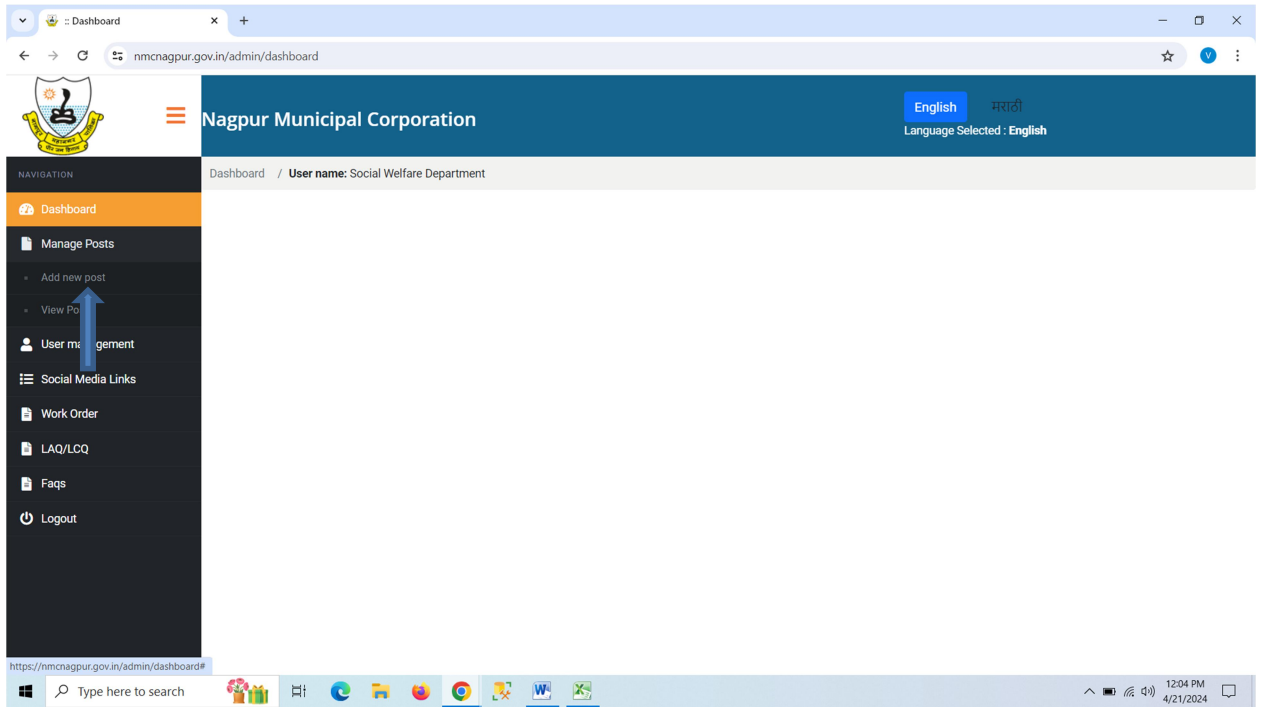
This screenshot shows the "Change Password" form within the Nagpur Municipal Corporation admin dashboard. The browser address bar displays `nmcnagpur.gov.in/admin/change-password`. The form contains three input fields labeled "Old Password \*", "Password \*", and "Confirm Password \*", each with the placeholder text "Enter Password". A blue "Submit" button is located to the right of the fields, with a blue arrow pointing to it.

- 7) Work order / LAQ / LCQ tab is clickable and shows only to departmental logon user.  
After click on that it shows work order and LAQ/ LCQ published

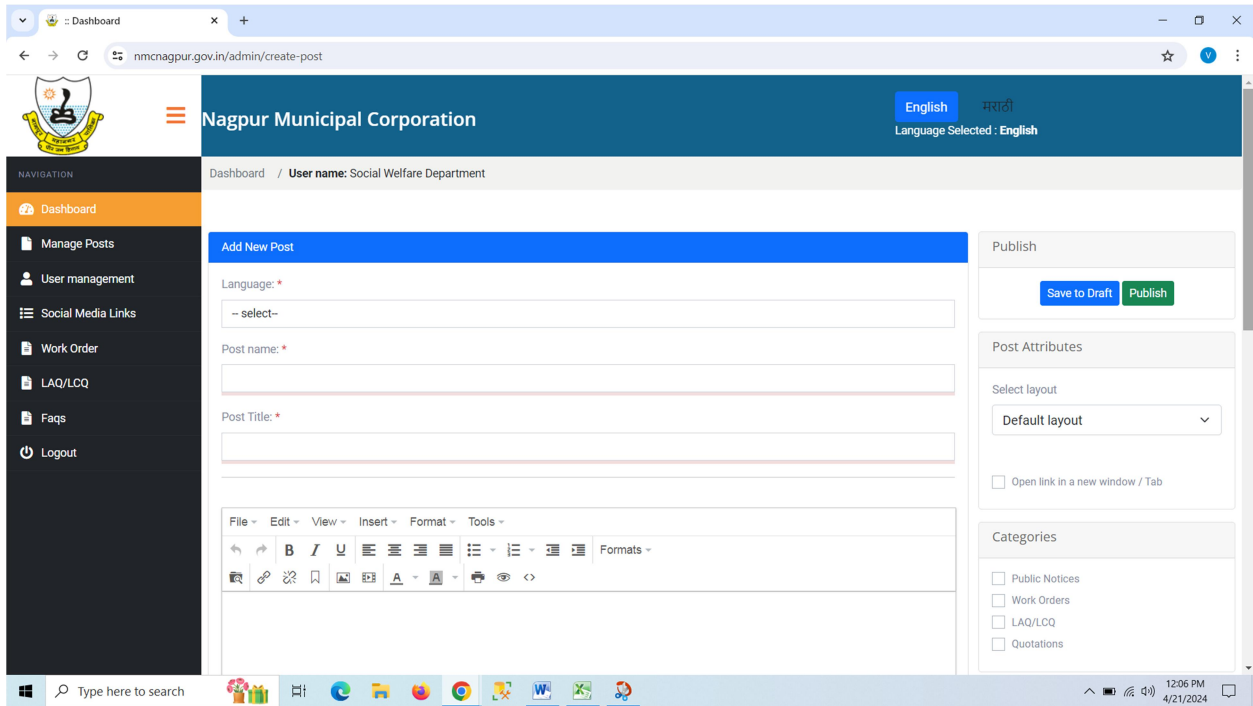




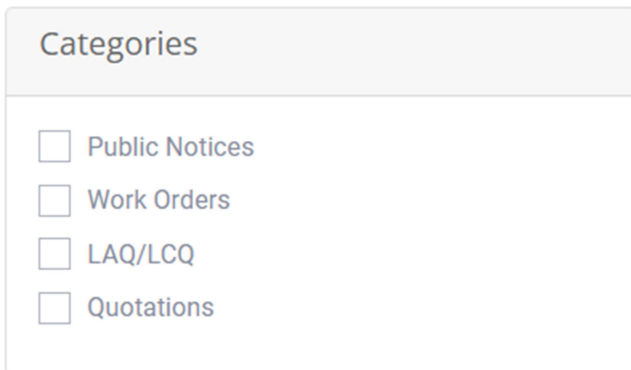
- 8) How to add Public Notices, Work Order, Quotation and LAQ/LCQ  
Click :- Manage post --> Add new post



9) After click it shows page layout and Categories.



- Categories  
As you need click this available categories and create the post.



10) English / Marathi language option is available.  
You can Create any language post with drop down.

The screenshot displays the Nagpur Municipal Corporation administrative dashboard. The top navigation bar includes the logo, the name 'Nagpur Municipal Corporation', and language options for 'English' and 'मराठी', with 'English' currently selected. The user is logged in as 'Social Welfare Department'. The main content area is titled 'Add New Post' and features a 'Language' dropdown menu with options for 'English' and 'Marathi'. A blue arrow points to this dropdown menu. Below the language selection is a 'Post Title' field and a rich text editor with a standard toolbar. On the right side, there are sections for 'Publish' (with 'Save to Draft' and 'Publish' buttons), 'Post Attributes' (including a 'Select layout' dropdown set to 'Default layout' and a checkbox for 'Open link in a new window / Tab'), and 'Categories' (with 'Public Notices' selected and other options like 'Work Orders', 'LAQ/LCQ', and 'Quotations' unselected). The Windows taskbar at the bottom shows the system time as 12:13 PM on 4/21/2024.



- 11) Fill all the mandatory tab for creating the post.  
\* is mandatory fields ( This fields is compulsory)

The screenshot shows the Nagpur Municipal Corporation admin dashboard. The user is logged in as 'General Administration Department'. The 'Add New Post' form is displayed with the following fields:

- Language \***: English
- Post name \***: Post Name - Jr. Engg. Elect - Seniority List
- Post Title \***: Post Name - Jr. Engg. Elect - Seniority List

The form includes a rich text editor with a toolbar and a 'Publish' section with 'Save to Draft' and 'Publish' buttons. The 'Post Attributes' section shows 'Default layout' selected. The 'Categories' section has 'Public Notices' checked.

The screenshot shows the 'Public Notices Details' form in the Nagpur Municipal Corporation admin dashboard. The form includes the following fields:

- Hover title \***: Post Name - Jr. Engg. Elect - Seniority List
- Related Tags \***: Post Name - Jr. Engg. Elect - Seniority List
- Description \***: Post Name - Jr. Engg. Elect - Seniority List
- Subject \***: Post Name - Jr. Engg. Elect - Seniority List

The 'Public Notices Details' section includes:

- Upload File \***: Choose File Jr\_Engg\_Electrical\_Addl\_Provi\_Gradation\_Publish\_removed(1).pdf
- Date \***: 21-02-2024
- Link URL \***: #

A blue arrow points to the 'Date' field.

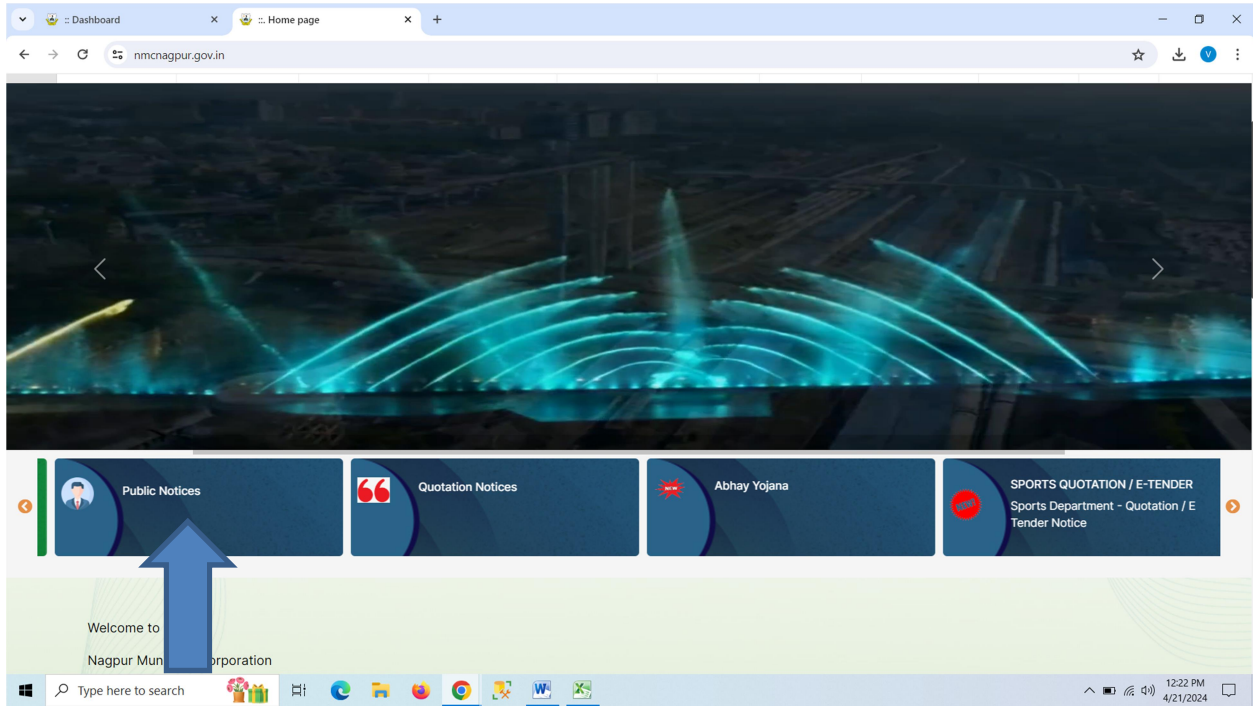
Note - Add the attachment regarding this post.

12) After filling all the details click the Publish button.

The screenshot shows a web browser window with the URL `nmcnagpur.gov.in/admin/create-post`. The page header includes the Nagpur Municipal Corporation logo and name, along with language selection options for English and Marathi. A navigation sidebar on the left lists various administrative functions. The main content area is titled 'Add New Post' and contains a form with the following fields: Language (English), Post name (Post Name - Jr. Engg. Elect - Seniority List), and Post Title (Post Name - Jr. Engg. Elect - Seniority List). A rich text editor is visible below the form. On the right side, there are sections for 'Publish' (with 'Save to Draft' and 'Publish' buttons), 'Post Attributes' (with a 'Default layout' dropdown), and 'Categories' (with 'Public Notices' selected). A blue arrow points to the 'Publish' button.

- Your post created successfully.

13) Go the website page, in the slider menu it shows Public Notice and Quotation.  
Click respective publish and it will get that notice.



14) Sample of published notices.

Health Department			
Sr.No	Date	Description	Download File
1	14/03/2024	BAMS MO ELIGIBLE & NOT ELIGIBLE LIST	
2	04/03/2024	Application format	
3	01/03/2024	SPECIALIST ADVERTISEMENT	
4	15/01/2024	Staff Nurse Select & Waiting List	
5	10/01/2024	MPW SELECTION LIST	
6	01/01/2024	ALL MPW ELIGIBLE & NOT ELIGIBLE LIST	
7	29/12/2023	UHCW - Rented Advertisement	
8	26/12/2023	Staff Nurse Eligible / Non Eligible List	
9	26/12/2023	Medical Officer Selection List	

Solid waste management			
Sr.No	Date	Description	Download File
1	05/03/2024	Junior Veterineries	

- Click on download file this file will get downloaded.

15) Below Sample is for view post.  
After you create many posts it will shows here.

The screenshot shows the Nagpur Municipal Corporation admin dashboard. The left sidebar contains navigation options: Dashboard, Manage Posts, Add new post, View Posts, User management, Social Media Links, Work Order, LAQ/LCQ, Faqs, and Logout. The main content area displays a table of published posts. A blue arrow points to the 'View Posts' option in the sidebar.

Name	Author	Date
प्राथमिक मुख्याध्यापक (मराठी, हिंदी, उर्दू) तसेच सहाय्यक शिक्षक (मराठी, हिंदी, उर्दू) यांची दि.01.01.2024 रोजीची अंतिम सेवावेहता यादी - Published प्रा	8983375857	Last Modified 16th April, 2024, 16:25:32
वार्डिक नदी प्रकल्प सल्लागार यांची गुणवत्ता यादी - Published तंत	8983375857	Last Modified 16th March, 2024, 12:09:03
प्राथमिक मुख्याध्यापक (मराठी, हिंदी, उर्दू) तसेच प्राथमिक सहा. शिक्षक ((मराठी, हिंदी, उर्दू)यांची दि.01.01.2024 रोजीची प्रारूप सेवावेहता यादी - Published प्रा	8983375857	Last Modified 12th March, 2024, 18:22:06
सोशल मिडीया समन्वयक यांची प्रतिका यादी - Published सोशल	8983375857	Last Modified 6th March, 2024, 14:39:06

16 For Work order you need to follow same process only Agency Name is added here.

The screenshot shows the Nagpur Municipal Corporation admin dashboard for creating a work order. The left sidebar is the same as in the previous screenshot. The main content area shows the 'Work Orders Details' form. A blue arrow points to the 'Agency Name' field in the form.

Subject: \*

Enter Post Related Subject here

Work Orders Details

Upload File \*

Choose File No file chosen

Date \*

Date

Link URL \*

Link URL

Agency Name \*

Agency Name

17) After creating your any post, Logout option is available.

