

How To Upload Publications

Step 1. Home Page -

1.1. **Login** –Put the “<http://cwc.gov.in/user>” then the page will be redirected to the following screen is given below.
login with **Editor Credentials**.

Central Water Commission
(Serving the nation since 1945)

Ministry of Water Resources,
River Development & Ganga Rejuvenation
Government of India

Home About Us Organogram Water Info Activities Portals Publications Employee Corners Citizen Corner Old CWC Website

Home » User account

User account

Username * Enter your Username here.

Password * Enter your Password here.

CAPTCHA

This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.

8YNGY

What code is in the image? * Enter Captcha as shown in picture here. like 8YNGY

Log in

What's New in CWC

» A Brainstorming Session with Former Chairmen / Members of CWC was held on 11.5.2019 at New Delhi to discuss various aspects related to role and activities of CWC and to seek their advice for improvement of the same.

21/05/2019

» Draft Concept Note on "Permissible Velocity in Concrete Lined Water Conductor System (Head Race Tunnel) Conveying Water for Power Generation.(Uploaded in Circular section for comments within three weeks)

16/05/2019

Headquarters

Regional Offices

- Username, Password and Captcha are Case-Sensitive.
- Click On **Log in button** after filling details.

- After Login , the page will be redirected to the dashboard of CWC Website user panel, which screen is given below.

Dashboard

Basic page Structure Circular slideshow

Home » Administration

Dashboard

+ Customize dashboard

TITLE	TYPE	STATUS	UPDATED	AUTHOR	LANGUAGE	OPERATIONS
this is first tender by ibo-editor	tender	Publish	2018-03-12 03:27:27pm	ibo-editor	en	Publish

Search

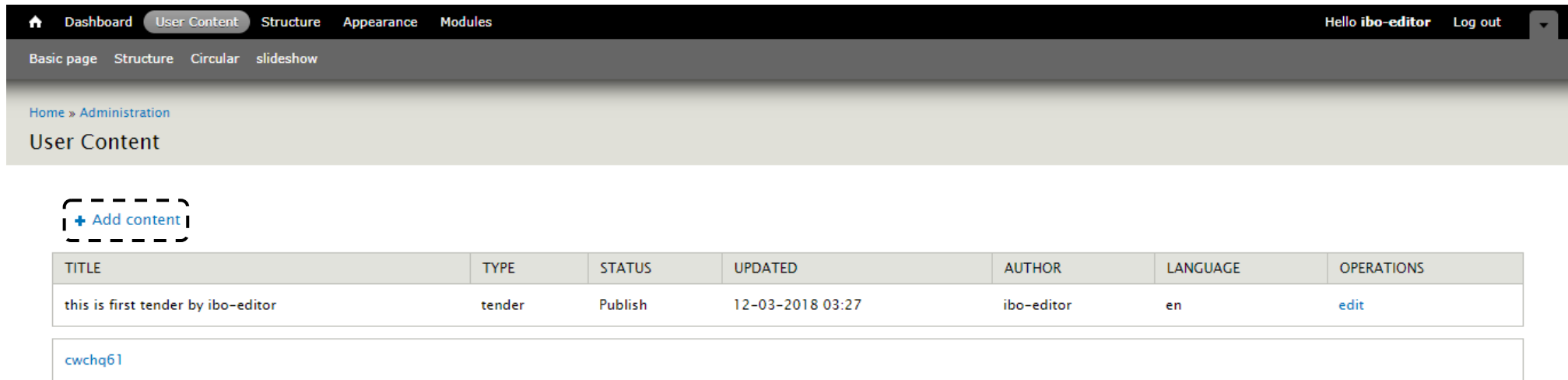
(empty)

My Account

- [View my account](#)
- [Edit my account](#)
- [Logout](#)

- Click on **User Content** (Highlighted in above fig.).

➤ After Click On **User Content** Button This Screen Should Shown Below:



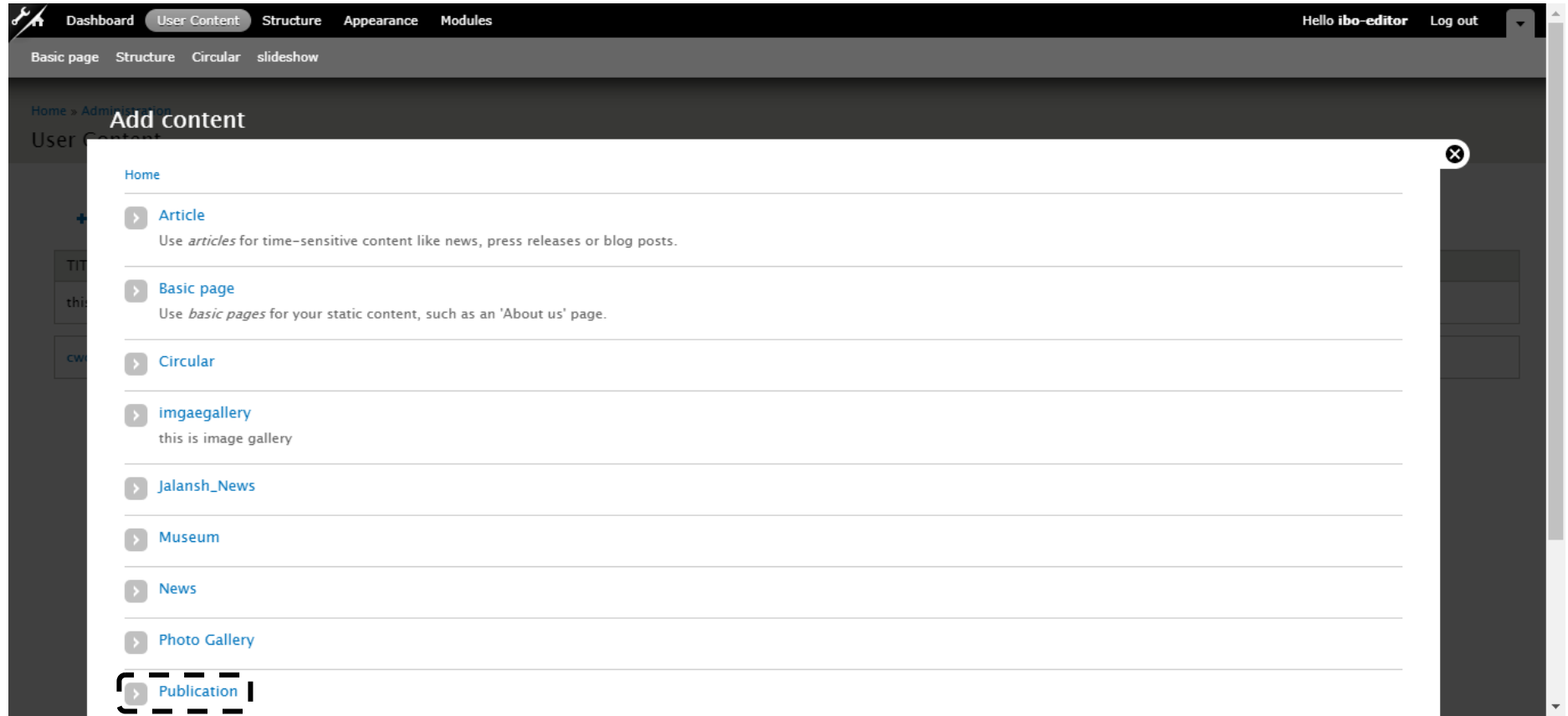
The screenshot shows the 'User Content' management page. At the top, there is a navigation bar with 'Dashboard', 'User Content', 'Structure', 'Appearance', and 'Modules'. The 'User Content' tab is active. Below the navigation bar, there are breadcrumb links: 'Home » Administration'. The main heading is 'User Content'. A '+ Add content' button is highlighted with a dashed red box. Below the button is a table with the following data:

TITLE	TYPE	STATUS	UPDATED	AUTHOR	LANGUAGE	OPERATIONS
this is first tender by ibo-editor	tender	Publish	12-03-2018 03:27	ibo-editor	en	edit

Below the table, there is a text input field containing the value 'cwchq61'.

➤ Click on **+ Add Content** Button (Highlighted in above fig.)

➤ After Click On + **Add Content** Button This Screen Should Shown Below:



➤ Click on **Publication** Button (Highlighted in above fig.)

➤ After Click On + Add Content Button This Screen Should Shown Below:

Dashboard User Content Structure Appearance Modules Hello ibo-editor Log out

Basic page Structure Circular slideshow

Create Publication

Home » Add content

New content: *Your draft will be placed in moderation.*

Title *
Enter Your Title Here .

Language
Language neutral Please Select Language Here (English/Hindi).

Section *
- Select a value - Please Select Section Here (Organization Code).
Select the proper editorial group for this content.

This form may contain more fields than it does for other users.

Body (Edit summary)

Source [Rich Text Editor Icons]

UPLOAD PDF

Add a new file

Choose File No file chosen Upload Click Here to Upload File.

Files must be less than 32 MB.
Allowed file types: txt pdf zip docs jpg xlsx doc.

Click Here to choose file from Computer.

DATE

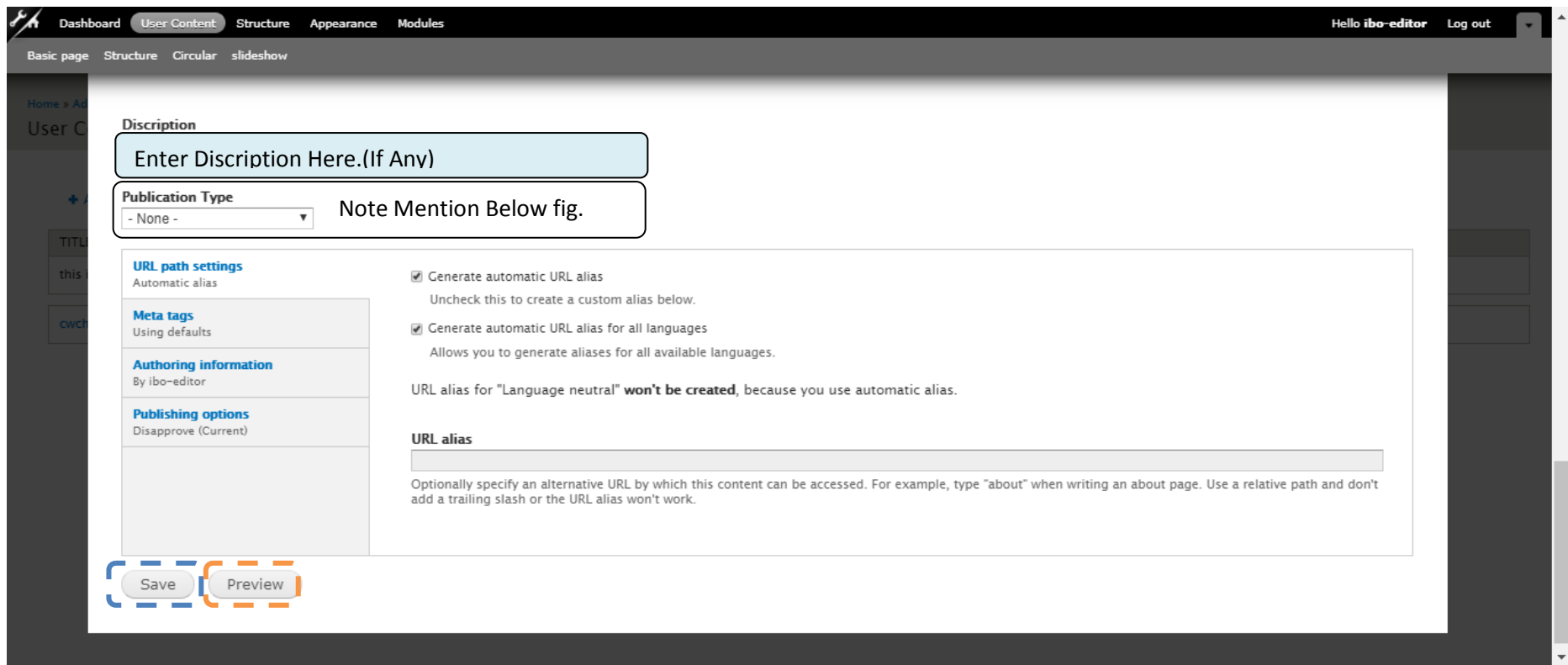
Date Enter Date of Document Issued.
E.g., 01/07/2019

Check this if content is not available

Use in Case of external Page Linking whenever PDF is Not Available. [Show row weights](#)

INTERNAL / EXTERNAL LINK

Title	URL
+ Enter External Title.Example "Click Here to View"	Enter External Url Here.(Whom You Want to link.)



Note: In Case of Flood Forecast/Special Advisory title should be like **Date-Organisation Code** .

Example: 28.05.2019-IBO

Publication Type as Following:

1. Publication Select **None**.
2. Daily Flood Situation Report cum Advisories Select **daily flood report**.
3. Special Advisories Report Select **Special Advisory**



Click On Mention Button to save Document.



Click on Mention button for preview of document.

Dashboard User Content Content Structure Appearance Modules Hello ibo-editor Log out

Basic page Structure Circular slideshow

Home » Administration

Dashboard

[+ Customize dashboard](#)

Recent Content

TITLE	TYPE	STATUS	UPDATED	AUTHOR	LANGUAGE	OPERATIONS
this is first tender by ibo-editor	tender	Publish	2018-03-12 03:27:27pm	ibo-editor	en	Publish

[cwchq61](#) 12-06-2019

search

(empty)

My Account

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- [Logout](#)

- After Save Logout the user.(button Highlighted in above fig.)
- After that login through the credentials of moderator.

➤ After Login , the page will be redirected to the dashboard of CWC Website user panel, which screen is given below.

Dashboard **User Content** Content Structure Appearance Modules Hello Log out

Basic page Structure Circular slideshow

Home » Administration

Dashboard

[+ Customize dashboard](#)

Recent Content

TITLE	TYPE	STATUS	UPDATED	AUTHOR	LANGUAGE	OPERATIONS
this is first tender by ibo-editor	tender	Publish	2018-03-12 03:27:27pm	ibo-editor	en	Publish

[cwchq61](#) 12-06-2019

search

(empty)

My Account

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- [Edit my account](#)
- [Logout](#)

➤ Click on **User Content** (Highlighted in above fig.).

➤ After Click On **User Content** Button This Screen Should Shown Below:

Dashboard **User Content** Structure Appearance Modules Hello moderator Log out

Basic page Structure Circular slideshow Forms

Home > Administration

User Content

TITLE	TYPE	STATUS	UPDATED	AUTHOR	LANGUAGE	OPERATIONS
demo New	publication	Unpublish	31-05-2019 08:55	ibo-editor	en	edit
this is first tender by ibo-editor	tender	Publish	12-03-2018 03:7	ibo-editor	en	Publish

cwchq61

Hello moderator Log out

	AUTHOR	LANGUAGE	OPERATIONS
5	ibo-editor	en	edit
7	ibo-editor	en	Publish

➤ Click on **Edit** Button (Highlighted in above fig.)

➤ You are on **Publication Form Now** . Check and Verify that Content is **OK**. Scroll to bottom of page you find like in fig.

The screenshot shows the 'Publication Form Now' interface. At the top, there is a navigation bar with 'Dashboard', 'User Content', 'Content', 'Structure', 'Appearance', and 'Modules'. Below this is a breadcrumb trail: 'Basic page > Structure > Circular > slideshow > Forms'. The main content area includes a 'Discription' text field, a 'Publication Type' dropdown menu (currently set to '- None -'), and a section for 'Authoring information' and 'Publishing options'. The 'Publishing options' section is highlighted with a red box, and a callout box with the text 'Click here for publishing Options' points to it. Below the 'Publishing options' section are three buttons: 'Save', 'Preview', and 'Delete'.

➤ After Click On Publishing Option screen will be like mentioned below.

The screenshot shows the 'Publication Form Now' interface after clicking on the 'Publishing options' section. The 'Publishing options' section is now expanded, showing 'Approve' as the selected option. Below this, there are two checkboxes: 'Promoted to front page' and 'Sticky at top of lists', both of which are unchecked. There is a 'Moderation notes' text area containing the text 'Edited by moderator.' Below this is a text area for providing an explanation of the changes. At the bottom, there is a 'Moderation state' dropdown menu set to 'Approve'. Below the 'Moderation state' section are three buttons: 'Save', 'Preview', and 'Delete'.

➤ Click on save button and logout the user.

- After that login through the credentials of Publisher.
- After Login , the page will be redirected to the dashboard of CWC Website user panel, which screen is given below.

Dashboard

Basic page Structure Circular slideshow

Home » Administration

Dashboard

+ Customize dashboard

Recent Content

TITLE	TYPE	STATUS	UPDATED	AUTHOR	LANGUAGE	OPERATIONS
this is first tender by ibo-editor	tender	Publish	2018-03-12 03:27:27pm	ibo-editor	en	Publish

[cwchq61](#) 12-06-2019

search

(empty)

My Account

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- [Edit my account](#)
- [Logout](#)

- Click on **User Content** (Highlighted in above fig.).

➤ After Click On User Content Button This Screen Should Shown Below:

TITLE	TYPE	STATUS	UPDATED	AUTHOR	LANGUAGE	OPERATIONS
demo New	publication	Unpublish	31-05-2019 08:55	ibo-editor	en	edit
this is first tender by ibo-editor	tender	Publish	12-03-2018 03:27	ibo-editor	en	Publish

Search:

Hello moderator Log out

	AUTHOR	LANGUAGE	OPERATIONS
5	ibo-editor	en	edit
7	ibo-editor	en	Publish

➤ Click on **Edit** Button (Highlighted in above fig.)

➤ You are on **Publication Form Now** . Check and Verify that Content is **OK**. Scroll to bottom of page you find like in fig.

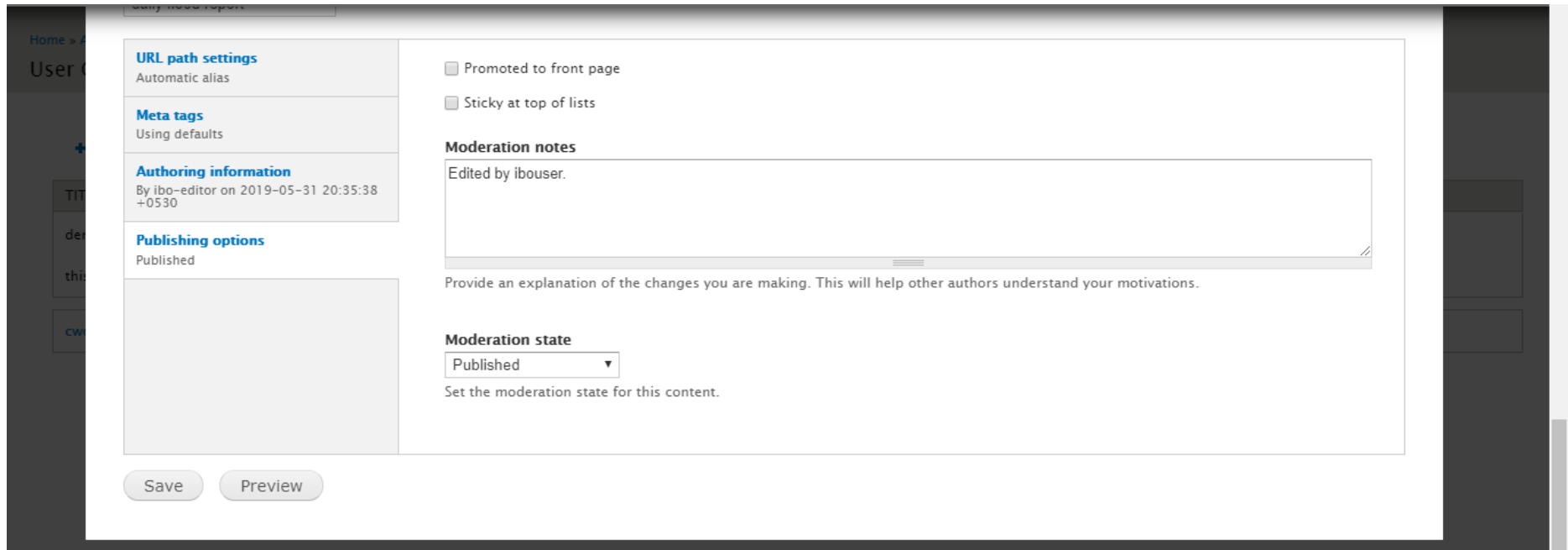
The screenshot shows a Drupal administration page for editing a content item. The breadcrumb trail is: Dashboard > User Content > Structure > Appearance > People > Modules > Permissions. The user is logged in as 'Hello ibouser'. The page title is 'Basic page' and the current view is 'Structure'.

The form contains the following sections:

- Discription:** A text input field.
- Publication Type:** A dropdown menu currently set to 'daily flood report'.
- URL path settings:** A section with a checkbox for 'Generate automatic URL alias' (checked) and a note: 'Uncheck this to create a custom alias below.' Below it is another checkbox for 'Generate automatic URL alias for all languages' (checked) with the note: 'Allows you to generate aliases for all available languages.'
- Meta tags:** A section with the text 'Using defaults'.
- Authoring information:** A section showing 'By ibo-editor on 2019-05-31 20:35:38 +0530'.
- URL alias:** A text input field with a description: 'Optionally specify an alternative URL by which this content can be accessed. For example, type "about" when writing an about page. Use a relative path and don't add a trailing slash or the URL alias won't work.'
- Publishing options:** A section with the text 'Disapprove (Current)'. A callout box with a black border and white background points to this section with the text 'Click here for publishing Options'.

At the bottom of the form are two buttons: 'Save' and 'Preview'.

➤ After Click On Publishing Option screen will be like mentioned below.



- Click on save button .
- Your Document is published Now .
- Logout the User.

In Case of any Difficulty/Problem Please Contact Below Persons:

1.	Sh. Akhil Akhuori	DD,SM Dte.	8447522493	29583603
2.	Sh. Saket Kumar	DD,SM Dte.	9990382799	29583737
3.	Mr. Sumit	Developer	7777003102	
4.	Helpdesk	Helpdesk	29583366	29583377