NATIONAL PANCHAYAT PORTAL
Objective

- NPP site aims to provide the unique web identity and presence to each PRI in the country.
- This generates dynamic portals for all district panchayats, intermediate panchayats, village panchayats in the country as well as State PR departments and MoPR site.
- Facilitates content management & exchange among NPP sites.
- Each PRI Portal acts as a window for information & services provided by the respective PRI.
- Each PRI Portal will publish relevant reports generated by various PES Applications.
Introduction

- These dynamic Websites for each State and their Panchayats are already available. Each state just need to get these activated.

- The NPP Site for each of the state and their Panchayats have already been prepared by NIC, and is pending for activation by the State Units.

- These would be activated as and when desired by the State Units.

- Once activated, you will be able to manage the content dynamically all by yourselves, without employing any technically skilled manpower with the easy and user friendly NPP interface.
Each **NPP Site** will comprise of one or more **Portal Pages**, of which one will be designated as a **Home Page** for the site.

- Each Portal Page will consist of one or more **Portlets**.
- Each portlet will contain one or more content items.
- Each Portlet can be configured to display content of specific metadata values of Subject, Audience, Content Type etc.
New Enhancements

- Create content option now available inside the Portlet also for easy and smooth publishing of the content in the desired portlet.

- Provision to upload image and video type content for populating Image and Video galleries on your site.

- Provision for data gathering from various panchayat sites through Form Type Content by higher tier sites.

- Attractive Visual themes and Page layouts.

- Provision for having site specific Metadata Management.

- Easy and more user friendly interface.

- Based on more advanced Portlet technology.
NPP System: Broad Functions

- Complete Content Management
  - Create Content
  - Edit Content
  - Publish Content
  - Archive Content
  - Restore Content

- Easy Content organization & display
  - NPP facilitates display of contents in portlets based on the pre-defined set of rules. (Here Portlet Rule/Configuration is defined at the time of portlet creation)
  - One or more Portlets can be placed inside a portal page for better organization & display of the content

- Supports Unicode based Local Languages
NPP - CONTENT MANAGEMENT
Features – Content Management

Content Item Lifecycle:

- Step 1: Create Content
- Step 2: Edit Content
- Step 3: Publish Content
- Step 4: Archive Content
- Step 5: Restore Content
STEP 1 OF WEB CONTENT MANAGEMENT:- CONTENT CREATION
Features – Content Management

Create Content – Web Content (Actor: Contributor)

• Create content option can be accessed either from any of the portlet.

• Once you have chosen the create web content option available inside the Portlet, the content will be placed automatically inside that Portlet (from where the Create Content Option have been selected).

• Content Item form have provisions for:
  • including typed Text/tables (using html editor)
  • Attaching/removing multiple files (through Hyperlink Option)
  • Specifying Links (URLs)
  • Specifying metadata - Title, Author, Subject, Type, Audience, Expiry Date/Never Expire etc. to facilitate classification, organization and searching of content
  • Previewing content before saving

• Once you submit your content for publication, it will be displayed in Editor’s workspace for further editing.

• In case you also have the Publisher’s privileges, you will be able to directly Publish the Content.
HOW TO CREATE AND DIRECTLY PUBLISH THE WEB CONTENT ITEM (NO WORKFLOW IS ENABLED)
Step 1:- Login through the Contributor’s Role user id
Text Editor Features:

- Text font, Styling & Color
- Normal
- Size
- Bold
- Italics
- Underline
- Strike Through
- Subscript & Superscript
- For aligning the text
- Hyperlink
- Table
- Numbering & Bulleting
Correct Syntax:

- http://www.yahoo.com
You can use a small image or logo for the content. You can either give image URL or Browse it through your Desktop.
Select category
You can Tag the Content

The Metadata/Category is pre-populated as per the chosen Portlet (from which Add New Content has been clicked).
You can schedule your content
You can select the Related assets.

This will allow you to map the related content items.
And finally you can save the content using Save as Draft or can Directly Publish the Content.
HOW TO CREATE AND PUBLISH THE WEB CONTENT ITEM IN CASE WORKFLOW IS ENABLED
Step 1:- Login through the Contributor’s Role user id
Portlet under which the Content is to be created
Add The Title

Type your content here

After adding the content, you can submit the content to editor for further Editing. The content will go to Editor Workspace.
Features – Content Management

Edit Content (Actor: Editor/Content Manager)

• Edit content option can be accessed either from Editor’s Workspace or from the portlet where the content is published (in case content is Live i.e. already published on the site)

• Content Created by Contributor pending for publication will be available in Editor’s workspace.

• To edit the content from Workspace, you first need to assign the content to yourself by using the ‘Assign to Me’ option. You may enter the Feedback field while assigning the content to yourself.

• In case you are editing the already published content, system will directly open the Edit form.

• On edit Form, you will be able to edit the content:
  • Modify and include typed Text/tables (using html editor)
  • Attaching/removing multiple files (through Hyperlink Option)
  • Specifying Links (URLs)
  • Modify metadata - Title, Author, Subject, Type, Audience, Expiry Date/Never Expire etc. to facilitate classification, organization and searching of content
  • Preview content before saving

• Once you have reviewed the your content, you can Forward the content to Content Manager’s or Publisher’s workspace for further review and publishing.
CONTENT MANAGEMENT:

EDITING THE CONTENT
Step 1: Login through the Editor’s Role and Go to the Control Panel.
Step 2:- Go To Editor’s Workspace or My Workflow Tasks
Step 3: Assign The Content to Editor’s Assigned to Me.
Make sure that the feedback typed should be relevant.
The editor can Reject the Content if the Content created by the contributor is inappropriate.

Scenario:- The Editor is Rejecting the Content Created by Contributor. This will happen in the case if Editor finds that the content submitted to him by the contributor is inappropriate.
Scenario:- The Editor is Rejecting the Content Created by Contributor

Type in the appropriate reason for rejecting the work
Scenario: The Content Created by Contributor has been Rejected by Editor and now the Contributor will make the Mandatory changes in it.
Please select a tool from the left menu.
Scenario:- The Contributor after making Required changes is Resubmitting his content to Editor’s Workspace.
Advance Options

My Workspace

contributor aruna

My Account
My Pages
My Workspace
My Submissions

Department of Panchayati...

Search Web Content

Portal

Resubmit

Feedback

Appropriate Content has been uploaded

OK Cancel

There are no pending tasks assigned to your roles.

The Site is technically maintained by National Informatics Centre
Content is managed by Ministry of Panchayati Raj, Government of India
For any feedback, write to nicmopr@nic.in

Last Updated On:
Monday 10 September 2012 01:47:53
Scenario: Now the Editor will Login back to his Workspace.
**Scenario:** The editor has moved the content to “Assign to Me” Section.

<table>
<thead>
<tr>
<th>Task</th>
<th>Asset Title</th>
<th>Asset Type</th>
<th>Last Activity Date</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>editing-review</td>
<td>Arunachal Pradesh-14</td>
<td>Create Web Content</td>
<td>9/10/12 7:00 PM</td>
<td>Never</td>
</tr>
<tr>
<td>editing-review</td>
<td>Arunachal Pradesh</td>
<td>Create Web Content</td>
<td>9/10/12 4:48 PM</td>
<td>Never</td>
</tr>
<tr>
<td>editing-review</td>
<td>Othello</td>
<td>Create Web Content</td>
<td>9/10/12 7:51 PM</td>
<td>Never</td>
</tr>
</tbody>
</table>
Assigned to Me

Assign to Me

Feedback

the work is being shifted now

OK Cancel
The content has moved to "Assign to Me" Section.
Scenario:- The Content is approved by the Editor and is submitted to Publisher’s Workspace.
Feedback

the work is good
CONTENT MANAGEMENT:- PUBLISHING THE CONTENT
Features – Content Management

Publish (Actor: Content Manager)

• Content pending for publishing will be available in Publisher’s workspace for Publishing.

• To Publish the Content, you first need to assign the content to yourself using the ‘Assign to Me’ option.

• You will be able to review the content before publishing.

• You can also Preview content before publishing.

• You can reject the content and add the remarks for rejection, in case content is not found to be suitable for publishing.

• On publishing the content gets displayed on your site.

• The Content will be published inside that Portlet from where the Create Content option was accessed.
Scenario:- After the Necessary Changes has been done by the editor, the Content would be submitted to Publisher’s Workspace for publishing.
There are no pending tasks assigned to you.
Feedback
this is done by now

OK
Cancel
Scenario: The publisher has Rejected the Content Edited by Editor.
Advance Options

My Workspace

publisher aruna

Reject

Feedback

the content needs some more editing work to be done

OK Cancel

There are no pending tasks assigned to your roles.
Scenario: - The Content Rejected by Publisher have been submitted to Editor’s Workspace for further Editing and Editor is logging back to its Session for further Editing of the Content.
Please select a tool from the left menu.
Click on the Required Asset Title to edit it.
The Site is technically maintained by National Informatics Centre
Content is managed by Ministry of Panchayati Raj, Government of India
Scenario: The publisher has Approved the Content submitted by Editor for publishing.
Scenario:- The content is published and is live on the site.
How to edit the content which has already been published?
The user with Editor privileges will be able to Edit the already published Content.
2nd Method to Edit Contents
How to Archive a Content which has already been Published?
Features – Content Management

Archive Content Item (Actor: Content Manager)

• Content can be archived from the portal page where it is being currently displayed on the site.

• You may view the Content Item to be archived.

• Choose the desired content item to be Archived.

• On Archiving, the content item gets removed from the site.

• Archived Content items will be available for Restore in the Archived Content Item Portlet.
Only the publisher has the administrative right to Archive the already published
Click on “OK” button to Archive the Content.
HOW TO RESTORE THE ARCHIVED CONTENT?
Features – Content Management

Restore Content Item (Actor: Content Manager)

- All Archived Content Items will be available for Restoring back on the site through Restore Option.
- All Archived Content items will be available for Restore in the Archived Content Item Portlet.
- You may view the Content Item to be Restored before restoring it.
- You may Restore the desired content item.
- On Restoring, the content item will again start reflecting on the site.
Only the Publisher has the administrative right to Restore the already Archived Content.
You can archive contents through Publisher's Session. Once you click on “Restore” Button the Content would be Restored under its original Root portlet.
ADDING MEDIA LIBRARY CONTENTS
Features – Content Management

Media Library Content (Actor: Contributor)

• You will be able to add any image or video or any other document file through this Media Library feature.

• Here you can create the folder in which you need to place your file.

• You can then add image or video or any other document file to any of these folders.

• You can add your image/video/other document using the ‘Add Media-> Basic Document’ form.

• This Add Folder and Add Basic Document option can be accessed either through “Document and Media” or “Media Gallery” Portlets.

• This form captures the details like Title, Description, and browsing of the file option.

• On creation of the content, the content will go to the Editor and Publisher for further editing and Publishing as similar to any other web content.

• Once published the file will be visible in the folder in which Contributor have created the Content (Media Library document).

• It is to be noted that to use the Media Library feature, your site must have “Document and Media” and “Media Gallery” Portlets.
How to Create and Directly Publish the Media Type Content Item (No Workflow is Enabled)
Login with contributor privileges
To add photos and Media documents click on photo gallery.
You can upload media files like photos, videos etc.
Click on Publish and the uploaded file will directly get published on site.
HOW TO CREATE AND PUBLISH THE MEDIA TYPE CONTENT ITEM IN CASE WORKFLOW IS ENABLED
Login with contributor privileges
Features – Content Management
Add New Media Library Content Screen-A:
Features – Content Management
Add New Media Library Content Screen-B:
Once the Media Content has been uploaded by the contributor it needs to be submitted to Editor’s Workspace for editing. Now login with Editor role user.
Please select a tool from the left menu.
The Media Content Created by the Contributor has been approved by the Editor.
<table>
<thead>
<tr>
<th>Task</th>
<th>Asset Title</th>
<th>Asset Type</th>
<th>Last Activity Date</th>
<th>Due Date</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>editing-review</td>
<td>Arunachal Pradesh-14</td>
<td>Create Web Content</td>
<td>9/10/12 7:00 PM</td>
<td>Never</td>
<td></td>
</tr>
<tr>
<td>editing-review</td>
<td>test for 123</td>
<td>Create Web Content</td>
<td>9/11/12 12:15 PM</td>
<td>Never</td>
<td></td>
</tr>
<tr>
<td>editing-review</td>
<td>test for 123</td>
<td>Documents and Media Document</td>
<td>9/11/12 12:15 PM</td>
<td>Never</td>
<td></td>
</tr>
<tr>
<td>editing-review</td>
<td>suresh</td>
<td>Documents and Media Document</td>
<td>9/11/12 6:18 PM</td>
<td>Never</td>
<td></td>
</tr>
<tr>
<td>editing-review</td>
<td>Arunachal Pradesh -1</td>
<td>Create Web Content</td>
<td>9/11/12 7:48 PM</td>
<td>Never</td>
<td></td>
</tr>
<tr>
<td>editing-review</td>
<td>Arunachal Beauty</td>
<td>Documents and Media Document</td>
<td>9/11/12 7:48 PM</td>
<td>Never</td>
<td></td>
</tr>
</tbody>
</table>

Feedback

Doing it Right

Assign to Me

OK    Cancel
### My Workspace

**Pending**

**Completed**

#### Advanced Search

#### Assigned to Me

<table>
<thead>
<tr>
<th>Task</th>
<th>Asset Title</th>
<th>Asset Type</th>
<th>Last Activity Date</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>editing-review</td>
<td>Arunachal Pradesh-14</td>
<td>Create Web Content</td>
<td>9/10/12 7:00 PM</td>
<td>Never</td>
</tr>
<tr>
<td>editing-review</td>
<td><strong>Arunachal Beauty</strong></td>
<td>Documents and Media Document</td>
<td>9/11/12 8:06 PM</td>
<td>Never</td>
</tr>
<tr>
<td>editing-review</td>
<td>Arunachal Pradesh-1</td>
<td>Create Web Content</td>
<td>9/11/12 8:03 PM</td>
<td>Never</td>
</tr>
</tbody>
</table>

Showing 3 results.

### Assigned to My Roles

<table>
<thead>
<tr>
<th>Task</th>
<th>Asset Title</th>
<th>Asset Type</th>
<th>Last Activity Date</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>editing-review</td>
<td>Arunachal Pradesh</td>
<td>Create Web Content</td>
<td>9/7/12 4:25 PM</td>
<td>Never</td>
</tr>
</tbody>
</table>
The Edited Media Content has been submitted to Publisher’s Workspace.
Once the Media content have been submitted to Publisher’s Session you need to log out from Editor’s role and need to login into Publisher’s Role.
Please select a tool from the left menu.
Advance Options

My Workspace

Pending Completed

Search

Advanced »

Assigned to Me

There are no pending tasks assigned to you.

Assigned to My Roles

<table>
<thead>
<tr>
<th>Task</th>
<th>Asset Title</th>
<th>Asset Type</th>
<th>Last Activity Date</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>publishing-review</td>
<td>Arunachal Pradesh</td>
<td>Create Web Content</td>
<td>9/11/12 8:09 PM</td>
<td>Never</td>
</tr>
<tr>
<td>publishing-review</td>
<td>Arunachal Beauty</td>
<td>Documents and Media Document</td>
<td>9/11/12 8:09 PM</td>
<td>Never</td>
</tr>
</tbody>
</table>

Showing 2 results.
### My Workspace

#### Pending

<table>
<thead>
<tr>
<th>Task</th>
<th>Asset Title</th>
<th>Asset Type</th>
<th>Last Activity Date</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>publishing- review</td>
<td>Arunachal Pradesh-1</td>
<td>Create Web Content</td>
<td>9/11/2012 8:09 PM</td>
<td>Never</td>
</tr>
<tr>
<td>publishing- review</td>
<td>Arunachal Beauty</td>
<td>Documents and Media Document</td>
<td>9/11/2012 8:15 PM</td>
<td>Never</td>
</tr>
</tbody>
</table>

Showing 2 results.

### Assigned to Me

There are no pending tasks assigned to you.

### Assigned to My Roles

The Site is technically maintained by National Informatics Centre

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For any feedback, write to nicmoppr@nic.in
Advance Options

My Workspace

publisher aruna

Assign to Me

Feedback

its final stage

OK Cancel

Showing 2 results.

The Site is technically maintained by National Informatics Centre
Content is managed by Ministry of Panchayati Raj, Government of India
For any feedback, write to nicmpr@nic.in
The Content has moved from “Assigned to My Roles” to “Assign to Me” Section.
### My Workspace

**Pending** | **Completed**
--- | ---

**Search**

**Advanced**

### Assigned to Me

<table>
<thead>
<tr>
<th>Task</th>
<th>Asset Title</th>
<th>Asset Type</th>
<th>Last Activity Date</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>publishing-review</td>
<td>Arunachal Beauty</td>
<td>Documents and Media Document</td>
<td>9/11/12 8:33 PM</td>
<td></td>
</tr>
</tbody>
</table>

Showing 1 result.

### Assigned to My Roles

<table>
<thead>
<tr>
<th>Task</th>
<th>Asset Title</th>
<th>Asset Type</th>
<th>Last Activity Date</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>publishing-review</td>
<td>Arunachal Pradesh -1</td>
<td>Create Web Content</td>
<td>9/11/12 8:09 PM</td>
<td>Never</td>
</tr>
</tbody>
</table>

Showing 1 result.
Advance Options

My Workspace

publisher aruna

My Account
My Pages
My Workspace
My Submissions

Portal

Assigned to My Roles

Task | Asset Title | Asset Type | Last Activity Date | Due Date
--- | --- | --- | --- | ---
publishing-review | Arunachal Pradesh | Create Web Content | 9/11/12 8:09 PM | Never

Showing 1 result.

Approve

Feedback

Arunachal Pradesh picture

OK Cancel
HOW TO SEARCH CONTENTS IN NATIONAL PANCHAYAT PORTAL
You can search contents through Basic Search Mode.
<table>
<thead>
<tr>
<th><strong>ID</strong></th>
<th><strong>Title</strong></th>
<th><strong>Status</strong></th>
<th><strong>Modified Date</strong></th>
<th><strong>Display Date</strong></th>
<th><strong>Author</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>26281</td>
<td>othello</td>
<td>Approved</td>
<td>9/10/12 11:56 AM</td>
<td>9/10/12 11:38 AM</td>
<td>contributor aruna</td>
</tr>
</tbody>
</table>
You can search contents using Advance Search Mode.
HOW TO MANAGE THE USER’S ACCOUNT.
Click on the “My Account” Button.
Advance Options

editor aruna

My Account

User Name: editor aruna
Email Address: editoraruna@aruna.com
First Name: editor
Middle Name:
Last Name: aruna
Suffix:

User Information

Title:
User Name: editor aruna
Email Address: editoraruna@aruna.com
First Name: editor
Middle Name:
Last Name: aruna
Suffix:

User Information

Password
Sites
User Groups
Roles
Miscellaneous
Display Settings
Custom Fields

Save  Cancel
Enter your current Existing Password

Enter your new password which is case sensitive. Make sure that your Confirm password is exactly same as New Password. The password must contain one Capital Alphabet, one special character and one numerical value.
Root Cause: Field data entered is incorrect.
Remedy: Make Sure that you entered the Desired field data correctly.
ERROR HANDLING IN NATIONAL PANCHAYAT PORTAL
Root Cause of Error:- The username or the password or both are incorrect.
Remedy:- Make sure you type the correct username along with its corresponding password. The password must contain one alphabet in Capital letter, one special character and one number.
NPP – OTHER FEATURES
Feature – Multiple Language Support

- Each NPP site supports UNICODE enabled local languages.

- NPP allow easy switching to another language supported by the site without disconnecting from the site.
Way Forward

• Request has to be raised to NIC Delhi by the State to activate the site of Respective Panchayats.

• Once the NPP Site is activated contents can be uploaded to your site using user friendly interface.

• In case, you require to create more Portal Pages and or Portlets on your site you can contact your State unit.

• For any user related query or issue, contact NIC Delhi at the given NPP thread. i.e. npp-epri@googlegroup.com
Thank You