

# TRAINING MANUAL FOR NATIONAL PORTAL

[www.nepal.gov.np](http://www.nepal.gov.np)

Organized By:



Government of Nepal  
National Information Technology Center,  
Singhdurbar, Kathmandu

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## Splash Page/ Landing Page

The Splash Screen or Landing Page is displayed when the user types URL: [www.nepal.gov.np](http://www.nepal.gov.np). This page provides first impression to the user and visual summary of the national portal showing segregated links to the target group. Such segregation serves users seeking specific information saving page loading time which otherwise would fetch entire information from the backend for general purpose. This page provides picturesque snap of Nepal and official confirmation of the authenticity of the national portal. Four major sections comprise splash screen:

- Home page link which redirects user to general purpose home screen
- Government page link which redirects user to government specific information and service dashboard for e-services provided by various agencies.
- Business page link which redirects user to business specific contents in the home page
- Citizen page link which redirects user to citizen centric information and service dashboard

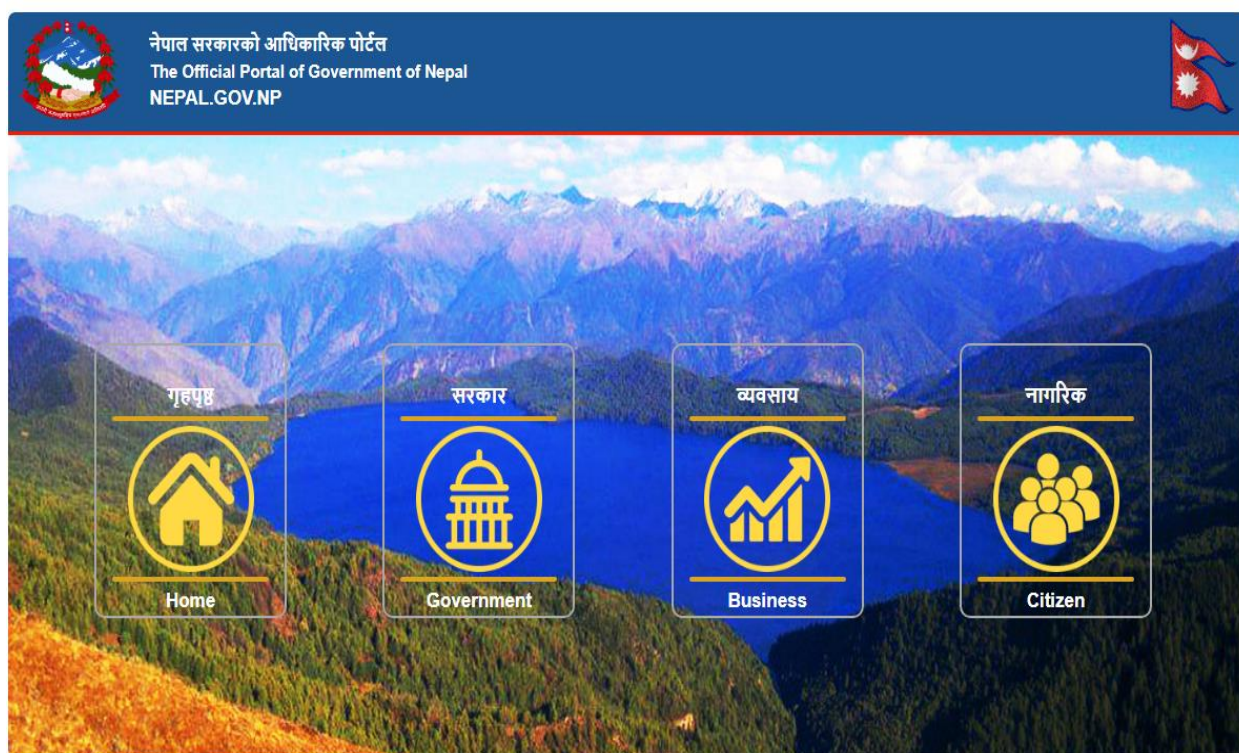



Fig: Splash Screen

# Home Page

The home page provides bilingual display of menus, major body contents and footer section. Above menu section, there is language switch link and Login link for agency users. The page also contains search box, image slider with introductory snapshots of Nepal, grouped menus, section for important decisions of government, twitter feeds from hellosarkar, tabbed menu for utilities and vital information.

The screenshot displays the official portal of the Government of Nepal. At the top, a blue header bar contains the logo, the text 'The Official Portal of Government of Nepal' and 'NEPAL.GOV.NP', and a navigation menu with links: Home, About Nepal, Government, Citizen, Business, Tourism, and Education. A language switcher for 'Nepali' and 'English' is in the top right corner. Below the header is a large image slider featuring a Nepal Airlines aircraft with the text 'Nepal Airlines, The National Carrier'. To the right of the slider is a search box and a section titled 'Important Government Decision' listing Cabinet Decisions, Cabinet Committee Decision, Secretary Meeting Decisions, National Planning Commission Decisions, and National Holidays. Below the slider are four main service categories: GOVERNMENT (with a photo of the Parliament), E-SERVICES (with a flowchart), CITIZEN (with a photo of people), and BUSINESS (with a photo of a landscape). Under these are four columns of links: Legislative Body, Executive Body, Judiciary Body, Company Search, Foreign Exchange Rate, Application Status Details, Employment Opportunities, Healthcare Services, Housing Provision, Running a Business, Economic Scenario, and Invest in Nepal. A central section titled 'e-Governance Initiative' features a diagram of 'e-Governance Initiatives' and lists 'E-GOVERNANCE MASTER PLAN', 'GOVERNMENT ENTERPRISE ARCHITECTURE (GEA)', and 'GOVERNMENT INTEROPERABILITY FRAMEWORK (NEGIF)'. To the right of this is a 'Hello Sarkar on twitter' section showing tweets from @Hello\_Sarkar. The footer is a blue bar with four columns: Quick Links (Home, e-Learning, Terms of Use, Feedback, Help, Our Previous Portal), Social Media (Facebook, Twitter, and mobile app download links for Google Play and App Store), Useful Links (Office of the Prime Minister and Council of Ministers, Ministry of Home Affairs, Ministry of Finance, Public Service Commission, Department of Passport, National Information Technology Center), and Contact Us (National Information Technology Center, Singhdurbar, Kathmandu, Phone: +977-1-4211917, 4211710, 4211527, Fax: +977-1-4243362, Email: info@nitc.gov.np). A copyright notice at the bottom reads '© 2017, Government of Nepal, NITC, All Rights Reserved'.

Fig: Home page in English Language



नेपाल सरकारको आधिकारिक पोर्टल

NEPAL.GOV.NP

गृहपृष्ठ

नेपाल बारे


सरकार

नागरिक

व्यवसाय

पर्यटन

शिक्षा



नेपाल वायु सेवा, राष्ट्रीय वाहक

search

Q

महत्वपूर्ण सरकारी निर्णयहरू

मन्त्रिपरिषद्का निर्णयहरू


मन्त्रिपरिषद् समितिका निर्णयहरू

सचिव बैठकका निर्णयहरू


राष्ट्रिय योजना आयोगको निर्णयहरू

सार्वजनिक विवादहरू


सरकार



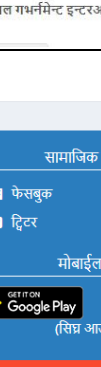
विद्युतीय सेवा



नागरिक



व्यवसाय



व्यवस्थापिका

२०१७-०७-१४

कार्यपालिका

२०१७-०७-१४

न्यायपालिका

२०१७-०७-१४

कम्पनी खोजी

OCR

विदेशी विनिमय दर

NRB

आवेदन स्थिति विवरण

DOLRM

रोजगारी

२०१७-०७-१५

स्वास्थ्य सेवा

२०१७-०७-१४

आवास प्रावधान

२०१७-०७-१५

व्यवसाय सञ्चालन

२०१७-०७-१५

आर्थिक परिदृश्य

२०१७-०७-१५

लगानी

२०१७-०७-१५

विद्युतीय सुशासनतर्फको अग्रसरता

ई-फारम

आपतकालीन सेवा

अन्य उपयोगिता

विद्युतीय सुशासन गुरुयोजना

ड्राफ्ट विद्युतीय सुशासन गुरुयोजना

गभर्नमेन्ट इन्टरप्राइज आर्किटेक्चर

गभर्नमेन्ट इन्टरप्राइज आर्किटेक्चर

नेपाल गभर्नमेन्ट इन्टरअपरेबिलिटी फ्रेमवर्क

नेपाल गभर्नमेन्ट इन्टरअपरेबिलिटी फ्रेमवर्क

विद्युतीय सुशासनतर्फको अग्रसरता

विज्ञान, प्रविधि तथा वातावरण मन्त्रालय

राष्ट्रिय सूचना प्रविधि केन्द्र


नेपाल दूरसञ्चार प्राधिकरण

सूचना प्रविधि विभाग

प्रमाणीकरण नियन्त्रकको कार्यालय

हेलो सरकार twitter मा


Tweets by @Hello\_Sarkar



Hello Sarkar

@Hello\_Sarkar

काठमाडौंका पूर्वाधार सुधार विषयक बैठकका निर्णयहरू ।



Embed

View on Twitter

उपायोगी लिङ्कहरू

गृहपृष्ठ

ई-शिक्षा

सर्त

प्रतिक्रिया

सहयोग

हाम्रो पुरानो पोर्टल

सामाजिक सञ्जाल

फेसबुक

ट्विटर

मोबाईल एस

GET IT ON Google Play

Download on the App Store

(सिधैर आउँदछ)

उपयोगी लिङ्कहरू

गृह मन्त्रालय

राहदानी विभाग

लोक सेवा आयोग

प्रधानमन्त्री तथा मन्त्रिपरिषद्को कार्यालय

राष्ट्रिय सूचना प्रविधि केन्द्र

सम्पर्क

राष्ट्रिय सूचना प्रविधि केन्द्र

सिंहदरबार, काठमाडौं

फोन: +९७७-१-४२११११७, ४२११११७, ४२१११५२७

फ्याक्स: +९७७-१-४२४३३६२

ईमेल: info@nitc.gov.np

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Fig: Home page in Nepali Language



Following major sections can be observed in the home page:

### Single Level Menu

The menu is organized in such a way that the user can see the menu items expanding on mouse hover. Unlike nested menu, the single level menu is easy to trace over mouse hover without multiple clicks. The menu is responsive over mobile screens and capable of hosting images and links (internal and external).



Fig: Single level menu

### Login popup

Login popup is displayed on login attempt by the agency user. The logged in user is able to access Content Management System (CMS) and manage roles/contents.

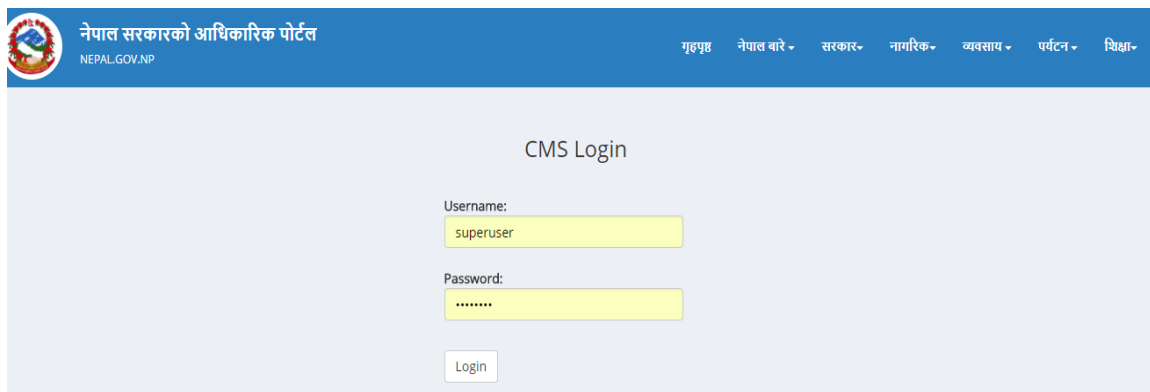


Fig: Login popup

### Search Filter

The Search box navigates the user to the desired content page based on the searched text.

### Important Government Decision

This section redirects to major government decision pages namely:

- Cabinet Decisions (Source: Office of the Prime Minister and Council of Minister)
- Cabinet Committee Decisions (Source: Office of the Prime Minister and Council of Minister)
- Secretary Meeting Decisions (Source: Office of the Prime Minister and Council of Minister)

- National Planning Commission Decisions (Source: National Planning Commission)
- National Holidays (Source: Ministry of Home Affairs)

## **Grouped Menu Section**

This section serves information to the target users based on the links redirected via Splash Screen as per the below content matrix:

<b>Splash Item</b>	<b>Dynamic Grouped Menu</b>
Government / Home	Government, Citizen, Business, e-Services
Citizen	Government, Employment, Health, e-Service
Business	Government, Running a business, Economic Scenario, e-Service

## **e-Service Popup**

On clicking MORE icon in E-Services Group Menu, list of available e-services provided by agencies appear in a popup list.

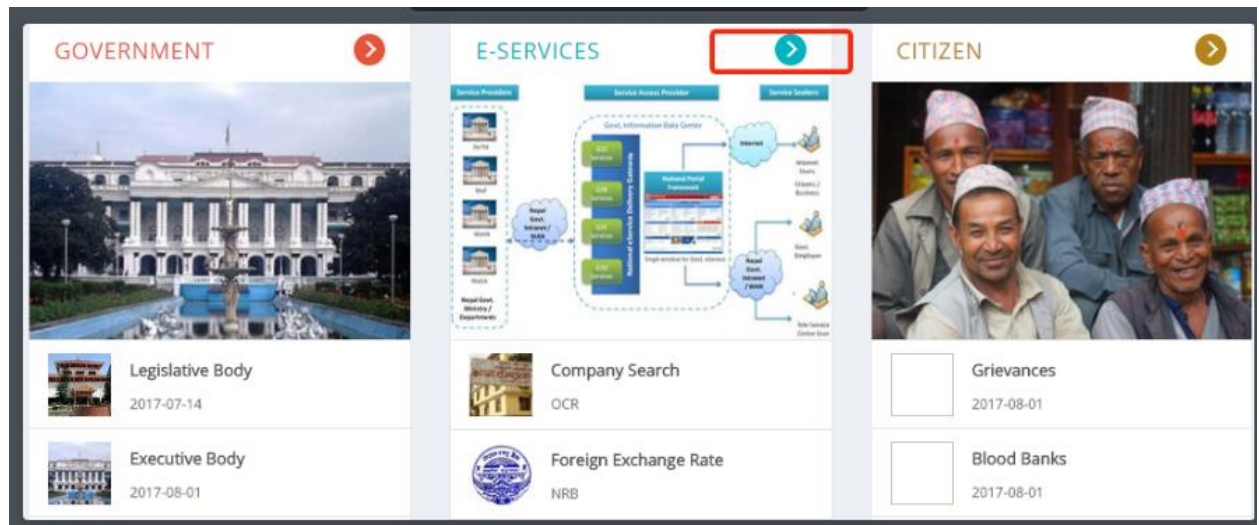


Fig: e-Service MORE Icon








E-SERVICES	
	<b>Hello Sarkar</b> OPMCM
	<b>Bid Opportunities Search</b> PPMO
	<b>Land Property Owner Details</b> DOLRM
	<b>Property Detail Submission Status</b> DOCPR
	<b>Building Permit Tracking System</b> KMC
	<b>Passport Status</b> DOP
	<b>Public Service Recruitment Management System</b> PSC

Fig: Popup List of e-Services

### **Direct from twitter @HelloSarkar**

This section fetches direct live feed from official twitter page of HelloSarkar. User can click the section and navigate directly to the twitter page

### **Tabbed Menu**

Following information is available under the Tabbed menu:

- e-Government Initiatives of the Government of Nepal
- e-Forms related to services provided by various government agencies
- Emergency Services with telephone directory



- Tools and Utilities including daily Weather and Horoscope
- News Feed with major news highlights from Gorkhapatra Daily

## **Footer Contents**

This section contains following information:

- Quick links for most visited pages of the portal
- Social Media and upcoming mobile apps (future scope)
- Useful links
- Contact Us section
- Copyright information

## **Content Display Page**

Content page is the main information page displayed whenever user clicks on sub-menu items or grouped menu items. This page serves detail information about the topic selected including the tree-view (breadcrumb) tracking the user navigation. The page is available in both Nepali and English languages.

The screenshot displays the official portal of the Government of Nepal. The header features the national emblem and the text 'The Official Portal of Government of Nepal' with the URL 'NEPAL.GOV.NP'. A navigation bar includes links for Home, About Nepal, Government, Citizen, Business, Tourism, and Education. The main content area shows a sidebar menu for 'Government' with sub-items like Constitution, Legislative, Judiciary, Executive, and Constitutional Bodies. The selected item, 'Constitution of Nepal', is displayed with a last updated date of 2017-07-14. Below this, it states 'Constitution of Nepal is available in the link below.' and provides a 'Download' link. A source note mentions the Ministry of Law, Justice, Constituent Assembly & Parliamentary Affairs. The footer is divided into four sections: Quick Links (Home, e-Learning, Forum), Social Media (Facebook, Twitter), Useful Links (Office of the Prime Minister and Council of Ministers, Ministry of Home Affairs), and Contact Us (National Information Technology Center, Singhdurbar, Kathmandu).




Fig: Content Display page

## Content Management System (CMS)



The Content Management Dashboard can be navigated by admins and agency users by logging into the CMS via national portal Login Section. The CMS is available in English language only. However, contents for both the languages can be updated via CMS dashboard. Following are the major tasks that can be carried out from CMS dashboard:

- User Registration
- Add/Edit/Remove Agency
- Invite Agency Admin
- Workflow management
- Search Agency/ Contents
- Create/Edit/Remove Menu
- Create/Edit/Remove Tags
- Add/Remove Links (Important Government Decisions, Quick links, etc)
- Organize Group Menu contents and sequence
- Add/Remove Media
- Add/Edit/Remove Pages
- Add/Edit/Remove Slider images/contents
- Create/Edit/Remove Custom Page



Nepal Government

- Dashboard
- Ministry
- Tags
- Assets
- Link













Sanju Poudel

Pages

Title

Search

Add

SN.	TITLE (NP)	TITLE (EN)	MINISTRY	TAG	STATUS	ORDER	
51	व्यवस्थापिका	Legislative Body	MOST	Government	Published	1	 
125	भर्ना प्रक्रिया	Admission Processes	MOST	Education	Published	1	 
78	व्यवसाय सञ्चालन	Running a Business	MOST	Business	Published	1	 
49	गुनासो	Grievances	MOST	Citizen	Published	1	 
25	कार्यपालिका	Executive Body	MOST	Government	Published	2	 

First

Previous

1 of 32

Next

Last

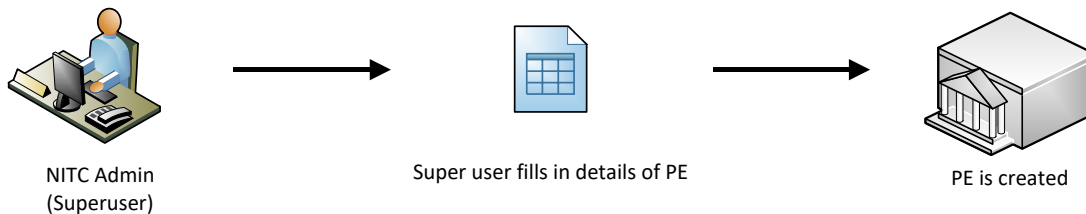
1

Fig: CMS Dashboard

## User Registration

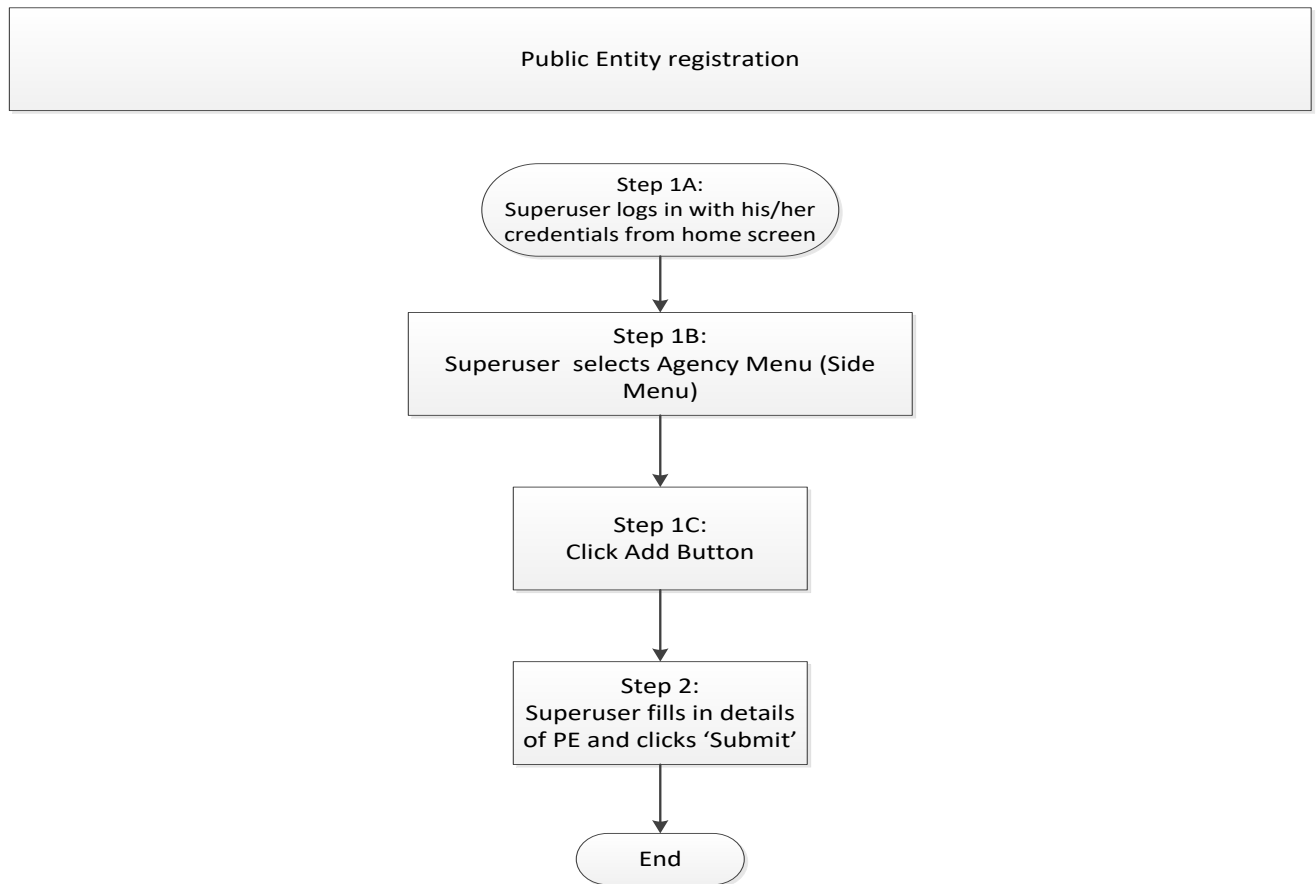
### Business Flow Diagram

#### 1. AGENCY (PE) CREATION



To initiate the registration process, NITC Admin or Superuser visits the national portal ([www.nepal.gov.np](http://www.nepal.gov.np)). Super user fills in the details of agency / public entity and registers it in the system.

### Registration Steps



### Step 1A:

Super user logs into the national portal ([www.nepal.gov.np](http://www.nepal.gov.np)) from Login link at the top right corner of Home Page.

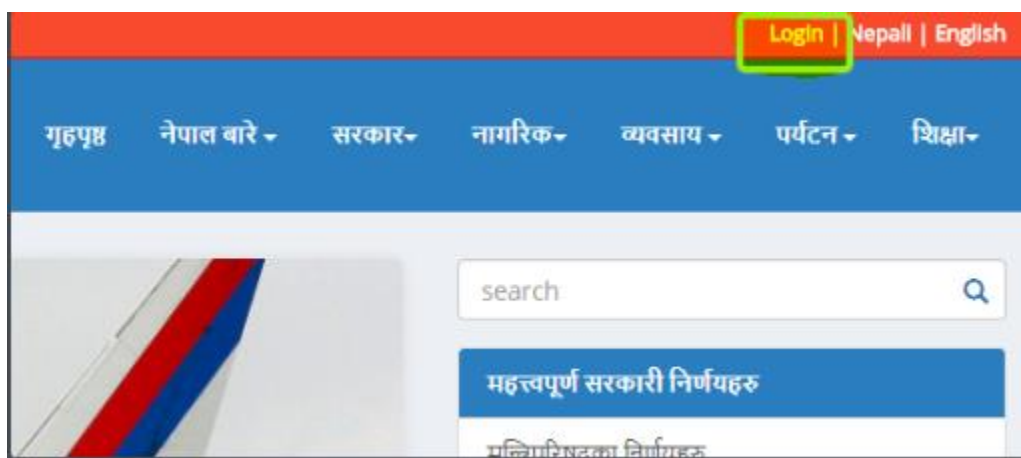


Fig: CMS Login Link in Home Page

नेपाल सरकारको आधिकारिक पोर्टल  
NEPAL.GOV.NP

गृहपृष्ठ नेपाल बारे सरकार नागरिक व्यवसाय पर्यटन शिक्षा

### CMS Login

Username:  
superuser

Password:  
.....

Login

Fig. Login Screen

### Step 1B:

Super user clicks on the AGENCY sub menu from Side Menu at the left screen.

Agency

Name Search Add

SN	NAME (NP)	NAME (EN)	ACRONYM	
21	वैकल्पिक ऊर्जा प्रवर्द्धन केन्द्र	Alternative Energy Promotion Centre	AEPC	✓ ✖
25	सशस्त्र प्रहरी बल	Armed Police Force	APF	✓ ✖
22	नेपाल नागरिक उड्डयन प्राधिकरण	Civil Aviation Authority of Nepal	CAAN	✓ ✖
27	घरेलु तथा साना उद्योग विभाग	Department of Cottage & Small Industry	DOCS	✓ ✖
26	औषधि व्यवस्था विभाग	Department of Drug Administrator	DDA	✓ ✖

1 2 3 4 5 6

Fig. Super user selects Agency sub menu

### Step 1C:

Super User clicks ADD button to get a popup form.

The screenshot shows a web form titled "Edit Ministry" with a close button (X) in the top right corner. The form contains three input fields: "Name (Np)" with the text "वैकल्पिक ऊर्जा प्रवर्द्धन केन्द्र", "Name (En)" with the text "Alternative Energy Promotion Centre", and "Accronym" with the text "AEPC". At the bottom right, there are two buttons: "Edit Ministry" (blue) and "Reset" (orange).

Fig. Public entity creation-Step 1C

### Step 2:

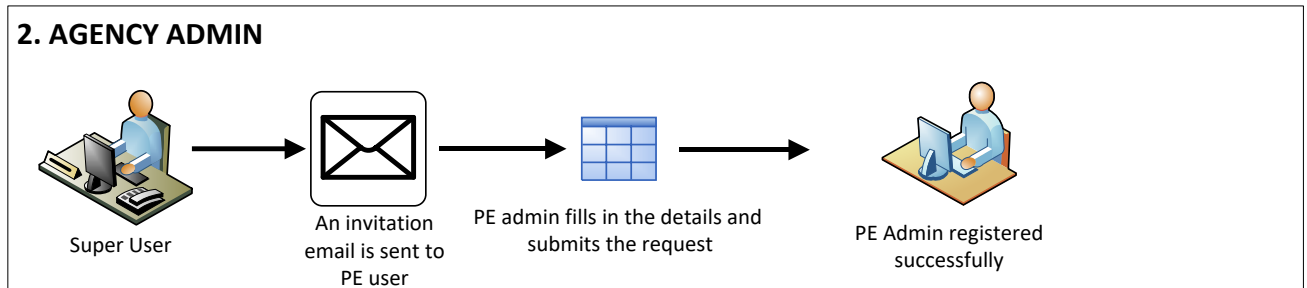
After filling the details, the user clicks EDIT MINISTRY button.



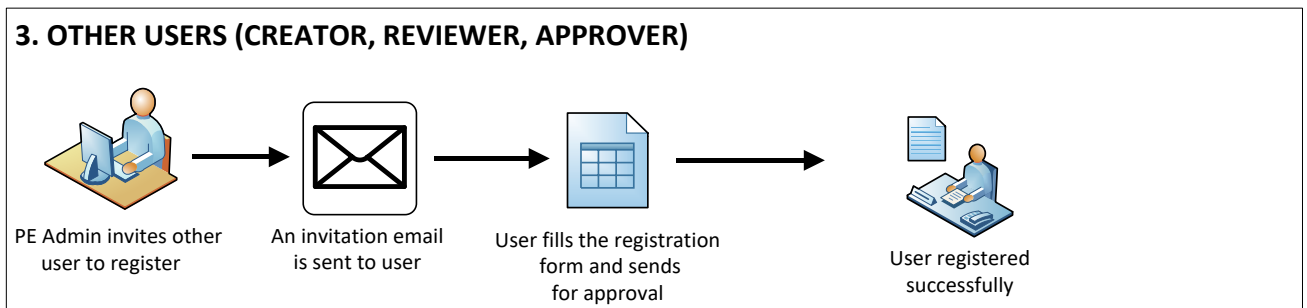
## Agency User Registration

The process for Public Entity User Invitation is described as follows:

### Business Flow Diagram



After registration of public entity in the system, Super User invites Agency/PE admin to register in the system. The invited user fills in the details for registration and registers in the system.



Agency admin then sends invitation email to other users of the entity with pre-defined role. The users fill in their details and registers in the system.

## **Agency Admin Registration**

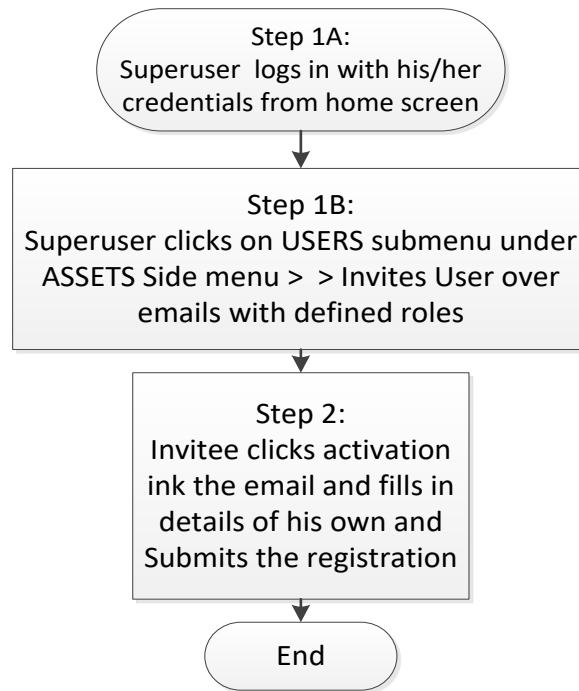


Fig. Agency Admin registration

### **Step 1A:**

To initialize this process, the Superuser will need to login in the system via portal Home Page.

### **Step 1B:**

The Superuser will click USER submenu under ASSETS side menu.

The image shows a sidebar menu on the left with the following items: Assets (with a user icon), Contents, Slider, Important Decisions, E-Download Forms, and Users (with a power icon). The 'Users' item is highlighted with a red rectangle, and its submenu is open, showing 'List Users' and 'Invite Users' options. The main content area on the right is a form for inviting a user. It includes fields for 'Salutation' (with 'Mr.' selected), 'Middle Name' (empty), and 'Email' (with 'raut.basudev@gmail.com' entered). There is a blue 'Invite User' button at the bottom right of the form.

Fig: Users submenu

**Step 2:**

The super user will fill up a form and send the invitation via email.

The image shows two forms stacked vertically. The top form is titled 'Department Information' and has two dropdown menus: 'Ministry' (with 'Civil Aviation Authority of Nepal' selected) and 'Role' (with 'approver' selected). The bottom form is titled 'User Information' and has several fields: 'Salutation' (dropdown with 'Mr.' selected), 'First Name' (text input with 'Basudev'), 'Middle Name' (empty text input), 'Last Name' (text input with 'Raut'), 'Email' (text input with 'raut.basudev@gmail.com'), and 'Confirm Email' (text input with 'raut.basudev@gmail.com'). There is a blue 'Invite User' button at the bottom left of the 'User Information' form.

Fig: Invitation form

**Step 3:**

The invitee will receive an email with an Activation link.

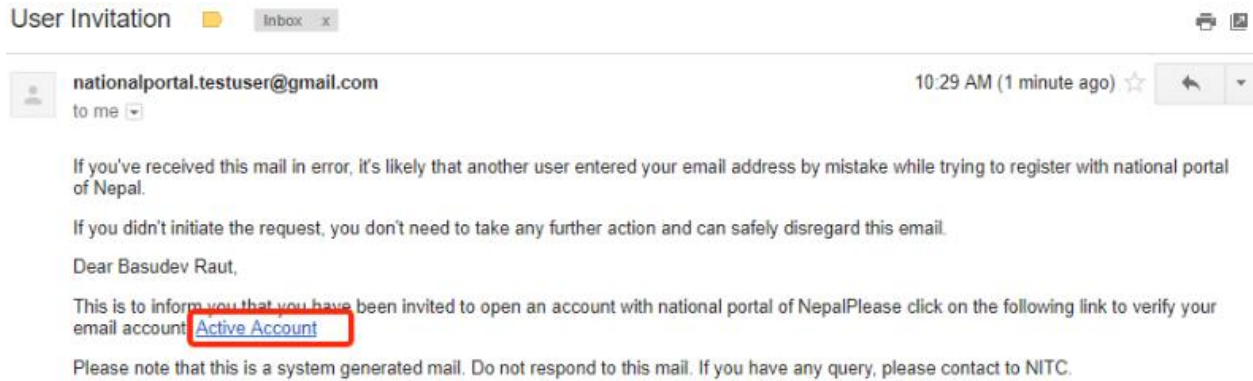


Fig: Activation link

### Step 3:

The invitee fills his personal details and Submit the form completing the registration process.

The image shows a registration form with two main sections: 'Department Information' and 'User Information'. Under 'Department Information', there are two dropdown menus: 'Department' (set to 'Civil Aviation Authority of Nepal') and 'Role' (set to 'approver'). Under 'User Information', there are several input fields: 'Salutation' (dropdown, set to 'Mr.'), 'First Name' (text, 'Basudev'), 'Middle Name' (text, 'Middle Name'), 'Last Name' (text, 'Raut'), 'Email' (text, 'raut.basudev@gmail.com'), 'Username' (text, 'User Name'), 'Password' (text, 'password'), 'Confirm Password' (text, 'Confirm Password'), 'Address' (text, 'Address'), 'Phone Number 1' (text, 'Phone Number'), and 'Phone Number 2' (text, 'Phone Number'). A blue 'Submit' button is located at the bottom left of the form. The page number '202.45.' is visible in the bottom right corner.

Fig: Registration form

The list of users can be seen from the USERS sub menu. The users can be deactivated or reactivated from the list as and when desired.

## Users

Name		Search			
	NAME	EMAIL	PHONE NUMBER	CREATED DATE	STATUS
Mr.	Manish Pokharel	manish.pokharel@cscpl.com.np	9841338661	2017-08-04 10:28:13	Active <a href="#">Deactivate</a>
Mr.	NITC Admin	sanju.poudelcscpl.com.np	9841338661	2017-08-02 04:15:38	Active <a href="#">Deactivate</a>
Mr.	Shreejan Acharya	sreejan.acharya@yahoo.com	9841338661	2017-08-02 04:15:38	Active <a href="#">Deactivate</a>
Mr.	Subarna KC	subarna.kc@cscpl.com.np	9841338661	2017-08-04 10:28:13	Active <a href="#">Deactivate</a>
Mr.	Suman Maharjan	suman.maharjan@cscpl.com.np	9841338661	2017-08-04 10:28:13	Active <a href="#">Deactivate</a>

1

Fig: User List

### Agency user initiation

The other agency users (Creator, Reviewer, and Approver) can be registered by their respective Agency Admin user similar to the Admin registration process initiated by Superuser.

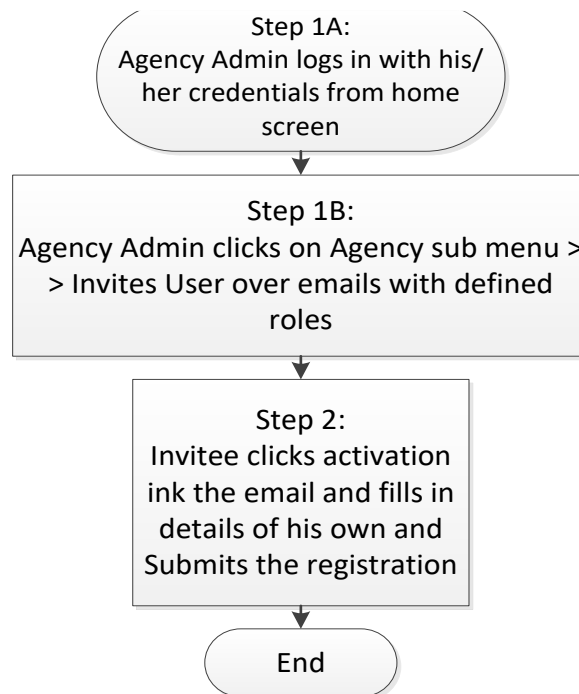


Fig. Agency user initiation

## Workflow Management

The agency users are provided access to specific pages in the national portal. The typical business workflow is as follows:

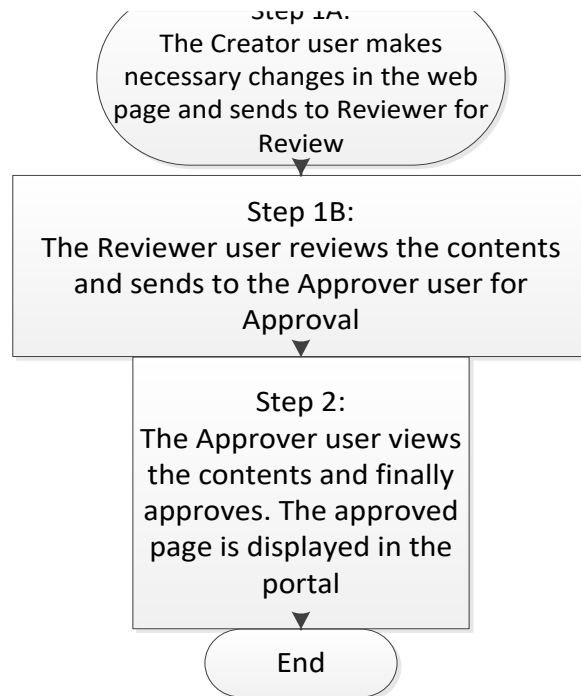


Fig: Business Work flow for content publication

### Step 1:

The creator user logs in to the CMS portal.

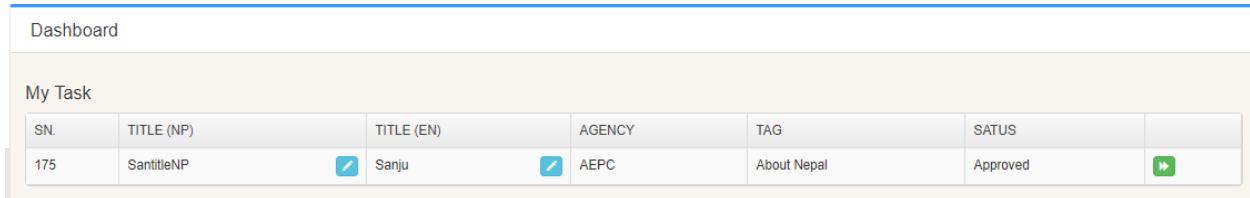
The screenshot shows the CMS Login interface. It features a light blue background with the title 'CMS Login' at the top. Below the title, there are two input fields: 'Username:' with the text 'creator' entered, and 'Password:' with masked characters '.....'. A 'Login' button is positioned below the password field.



Fig: Creator Login

**Step 2:**

The Creator user can see the list of pages related to his agency.



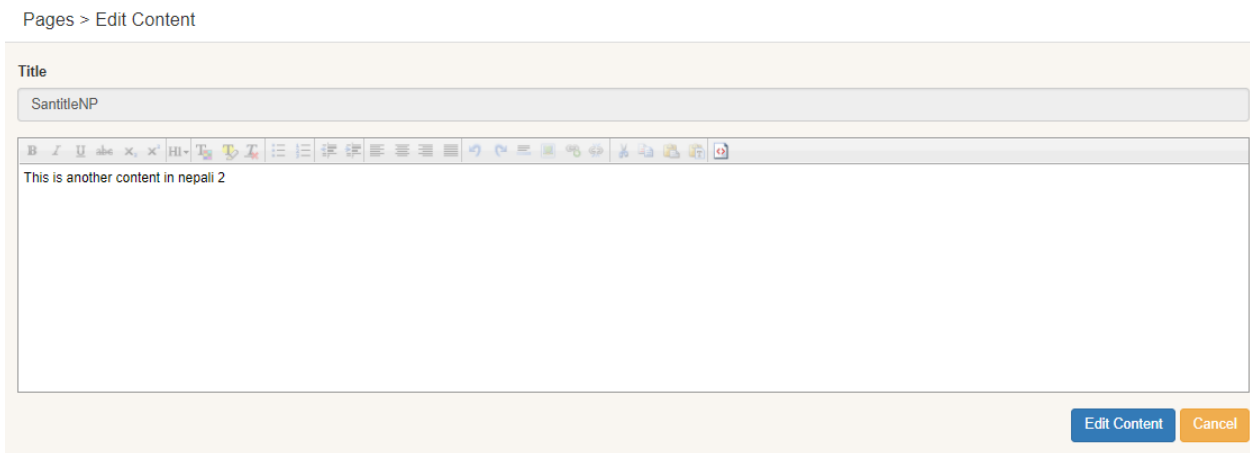
The screenshot shows a dashboard with a header 'Dashboard' and a section 'My Task'. Below this is a table with columns: SN., TITLE (NP), TITLE (EN), AGENCY, TAG, SATUS, and an empty column. The first row contains the values: 175, SantitleNP, Sanju, AEPC, About Nepal, Approved, and a green forward button icon.

SN.	TITLE (NP)	TITLE (EN)	AGENCY	TAG	SATUS	
175	SantitleNP	Sanju	AEPC	About Nepal	Approved	➡

Fig: List of pages related to an agency from Creator's dashboard

**Step 3:**

The creator makes relevant changes from the text/HTML editor.

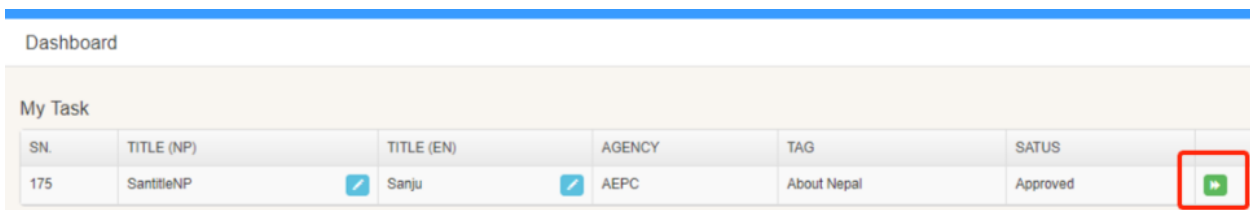


The screenshot shows a text editor interface. At the top, it says 'Pages > Edit Content'. Below this is a 'Title' field with the text 'SantitleNP'. Underneath the title field is a rich text editor with a toolbar containing various icons for text formatting and alignment. The main text area contains the text 'This is another content in nepali 2'. At the bottom right, there are two buttons: 'Edit Content' (blue) and 'Cancel' (orange).

Fig: Text Editor for Creator

**Step 4:**

After making the changes, the creator clicks forward button.



This screenshot is identical to the one in Step 2, showing the 'My Task' table. The green forward button icon in the last column of the first row is highlighted with a red square.

SN.	TITLE (NP)	TITLE (EN)	AGENCY	TAG	SATUS	
175	SantitleNP	Sanju	AEPC	About Nepal	Approved	➡

Fig: Task forward to reviewer for review

**Step 5:**

The creator selects particular reviewer from the dropdown box and clicks SEND FOR REVIEW button.

Initiate Workflow ×

Reviewer :

Select User ▼

Select User

Subarna KC

Send for Review

Fig: Reviewer List

**Step 6:**

Now, the reviewer user logs in to the system (CMS portal).

CMS Login

Username:

reviewer

Password:

.....

Login

Fig: Reviewer Login

**Step 7:**

The reviewer sees the pending task in his dashboard.

Dashboard

My Task




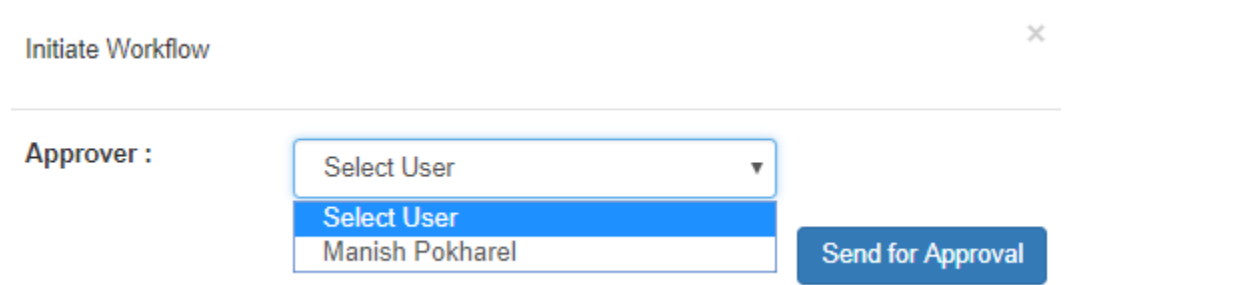
SN.	TITLE (NP)		TITLE (EN)		AGENCY	TAG	SATUS	
175	SantitleNP		Sanju		AEPC	About Nepal	Review Pending	

Fig: Reviewer task

**Step 8:**

The reviewer forwards the page for approval if the changes made by creator are satisfactory.

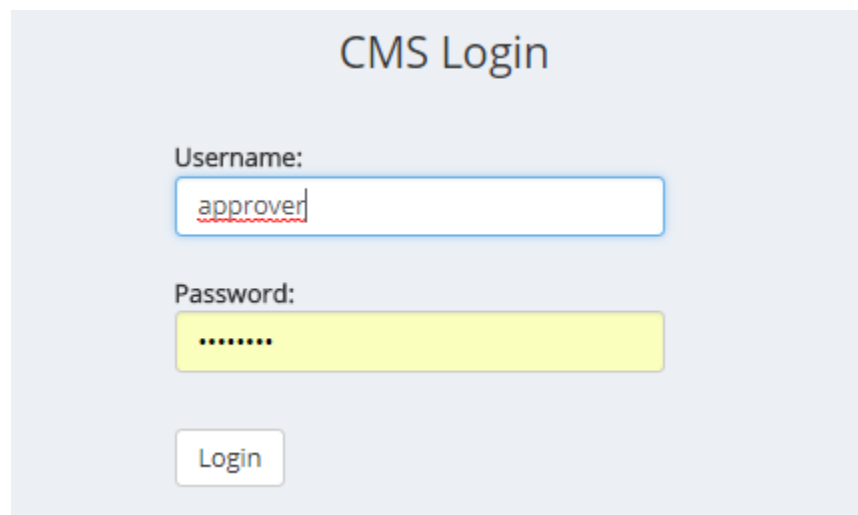


The image shows a dialog box titled "Initiate Workflow" with a close button (X) in the top right corner. Inside the dialog, there is a label "Approver :" followed by a dropdown menu. The dropdown menu is open, showing two options: "Select User" (highlighted in blue) and "Manish Pokharel". To the right of the dropdown menu is a blue button labeled "Send for Approval".

Fig: Approver list

**Step 9:**

The approver user logs in to the system.

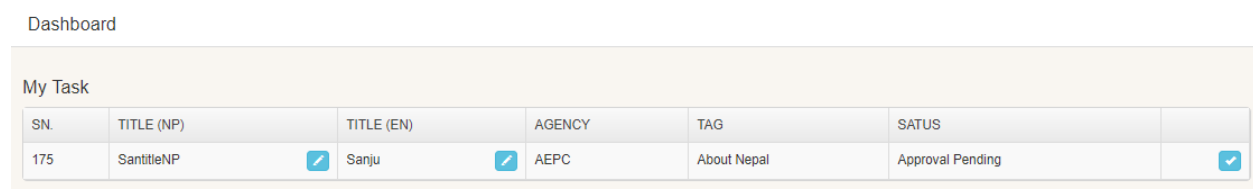


The image shows a "CMS Login" form. It has a title "CMS Login" at the top. Below the title, there are two input fields: "Username:" and "Password:". The "Username:" field contains the text "approver". The "Password:" field contains a series of dots. Below the input fields is a "Login" button.

Fig: Approver login

**Step 10:**

The approver user views the pending approval tasks in his dashboard.



The image shows a dashboard with a table titled "My Task". The table has seven columns: SN, TITLE (NP), TITLE (EN), AGENCY, TAG, SATUS, and an empty column. The first row of data shows SN 175, TITLE (NP) SantitleNP, TITLE (EN) Sanju, AGENCY AEPC, TAG About Nepal, SATUS Approval Pending, and a blue checkmark icon in the empty column.

SN	TITLE (NP)	TITLE (EN)	AGENCY	TAG	SATUS	
175	SantitleNP	Sanju	AEPC	About Nepal	Approval Pending	✓

Fig: Approver's task list

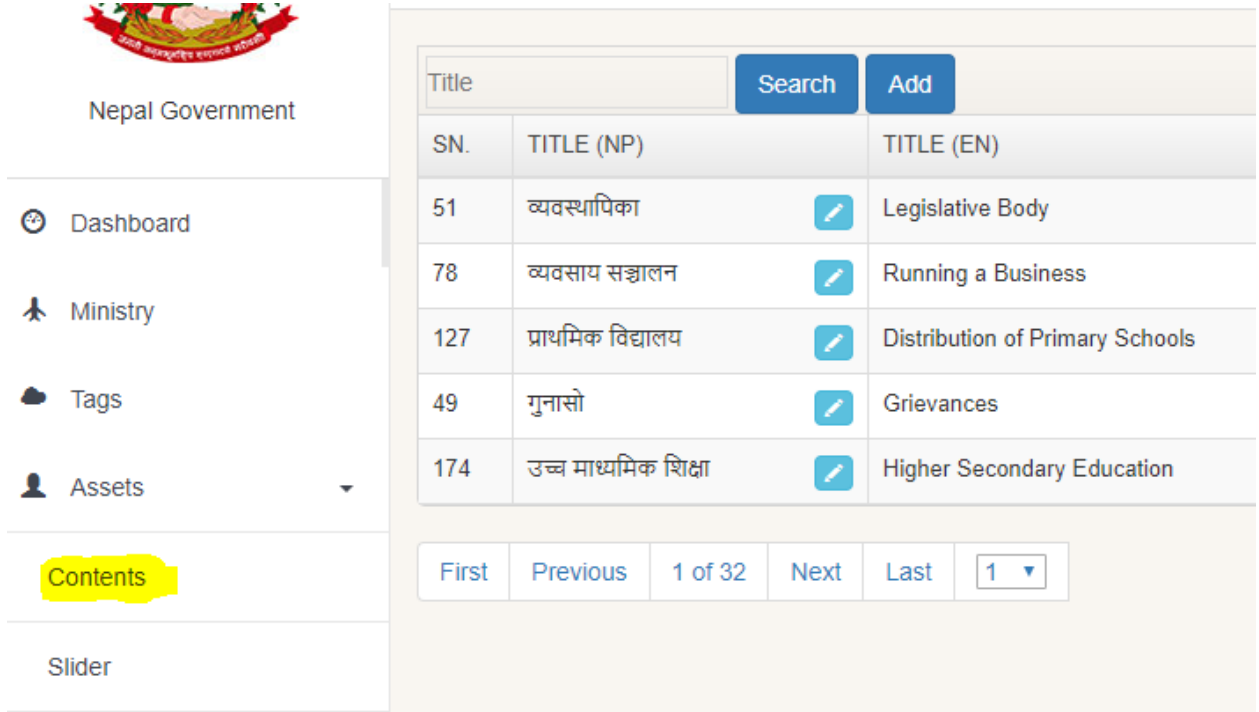
If the contents are satisfactory, the approver clicks the Approve TICK MARK to finally publish the changes in the portal.

## Menu and Tag/Tree Management

The Home Page Menu and the Display Page Tree view can be easily managed from NITC Admin/Superuser login in CMS.

### Edit Menu

Clicking CONTENTS sub menu under ASSETS Menu in the sidebar, the Pages available in the Portal are available.



The screenshot displays the NITC Admin/Superuser login interface. On the left, the 'Nepal Government' logo is visible above the sidebar menu. The sidebar menu includes 'Dashboard', 'Ministry', 'Tags', 'Assets', 'Contents', and 'Slider'. The 'Contents' sub menu is highlighted in yellow. The main content area shows a table of available pages with columns for SN., TITLE (NP), and TITLE (EN). The table lists five items: 51 (व्यवस्थापिका), 78 (व्यवसाय सञ्चालन), 127 (प्राथमिक विद्यालय), 49 (गुनासो), and 174 (उच्च माध्यमिक शिक्षा). Each item has an edit icon (pencil) next to its NP title. Below the table, there are pagination controls: 'First', 'Previous', '1 of 32', 'Next', 'Last', and a dropdown menu showing '1'.

SN.	TITLE (NP)	TITLE (EN)
51	व्यवस्थापिका	Legislative Body
78	व्यवसाय सञ्चालन	Running a Business
127	प्राथमिक विद्यालय	Distribution of Primary Schools
49	गुनासो	Grievances
174	उच्च माध्यमिक शिक्षा	Higher Secondary Education

Fig: Contents sub menu

To go to the MENU setting, the user can use search feature by typing the MENU.

Pages								
Menu		Search		Add				
SN.	TITLE (NP)		TITLE (EN)		MINISTRY	TAG	STATUS	ORDER
51	व्यवस्थापिका		Legislative Body		MOST	Government	Published	1
78	व्यवसाय सञ्चालन		Running a Business		MOST	Business	Published	1
127	प्राथमिक विद्यालय		Distribution of Primary Schools		MOST	Education	Published	1
49	गुनासो		Grievances		MOST	Citizen	Published	1
174	उच्च माध्यमिक शिक्षा		Higher Secondary Education		MOST	Education	Published	2
<a href="#">First</a> <a href="#">Previous</a> 1 of 32 <a href="#">Next</a> <a href="#">Last</a> 1								

Fig: Menu Search

On search, the Menu item is listed in the dashboard. The first item named MENU is for Nepali content and the second item is for English content page. The user can select edit button for respective content page editing.

Pages								
Menu		Search		Add				
SN.	TITLE (NP)		TITLE (EN)		MINISTRY	TAG	STATUS	ORDER
143	Main Menu		Main Menu		MOST	Menu	Published	100
136	Menu		Menu		MOST	Menu	Published	100
1								

Fig: Menu Edit

After clicking the edit icon, the text editor screen opens. The user can either use the text editor or edit as HTML.

[illegible]

Fig: Text Editor for Menu configuration

To change to HTML configuration, the user can simply switch to HTML view from text editor SWITCH icon at the right top corner.

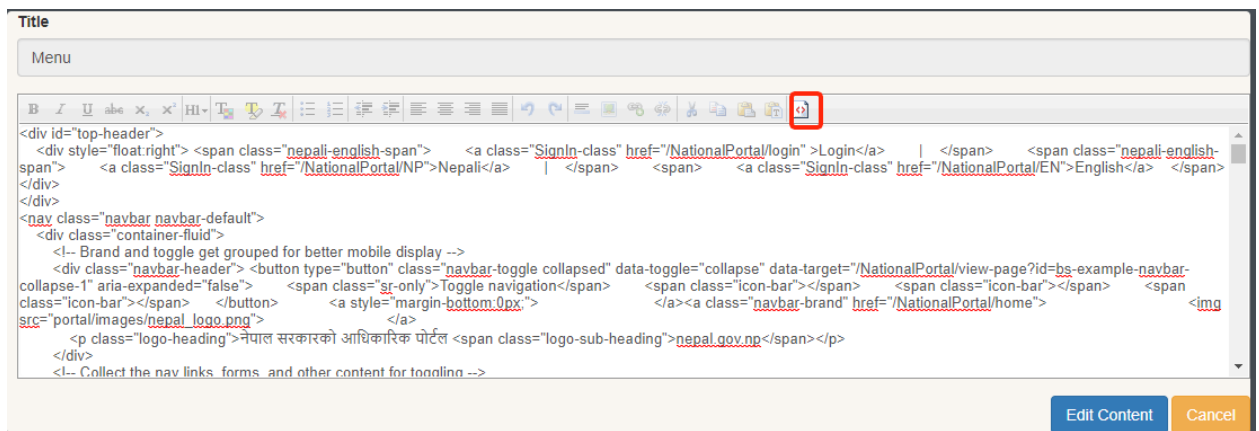


Fig: HTML view of Menu Text Editor

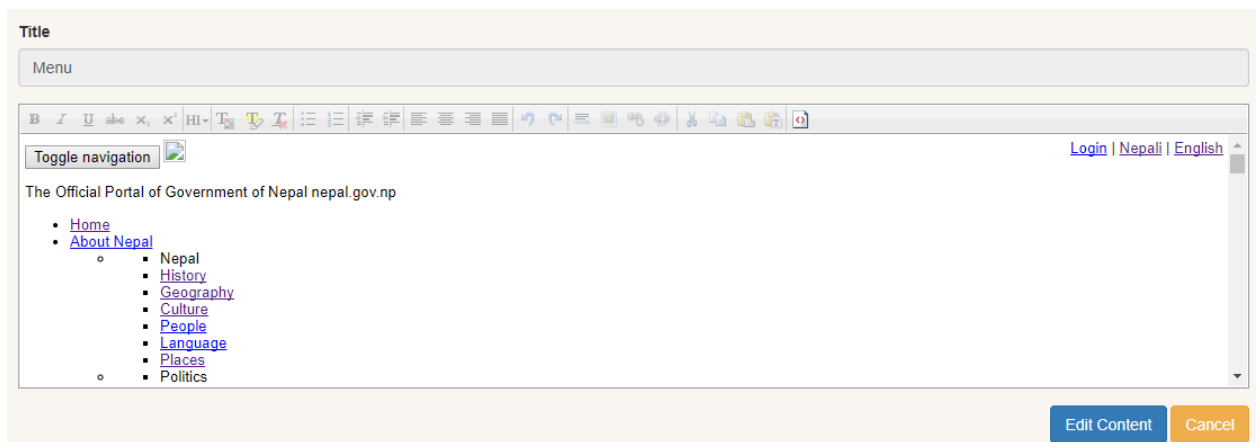




Fig: English Menu Text Editor

### Edit Tag

In order to perfectly match Menu items in the header with Tree view of Display page, contents are organized with their Tags under TAGS sub menu in the CMS dashboard side bar.

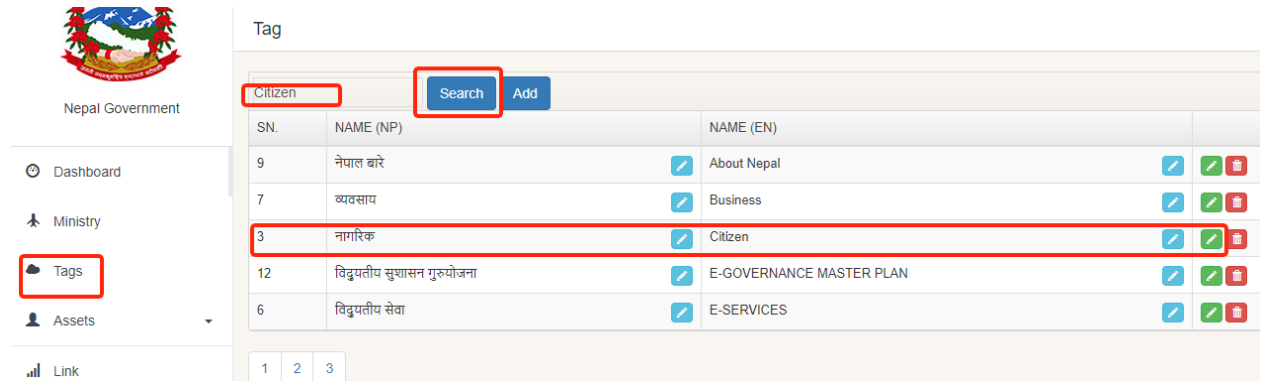


Fig: Tags Sub menu

On clicking the EDIT icon, the tags text editor opens.

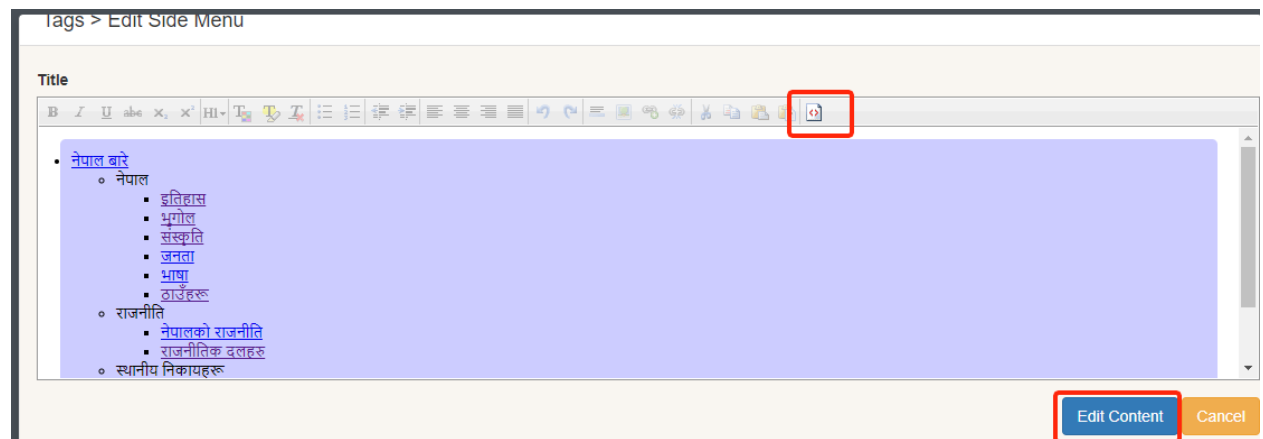


Fig: Tags Text editor

The page id related to the tree view items under TAGS should exactly match with the page id in the MENU section.

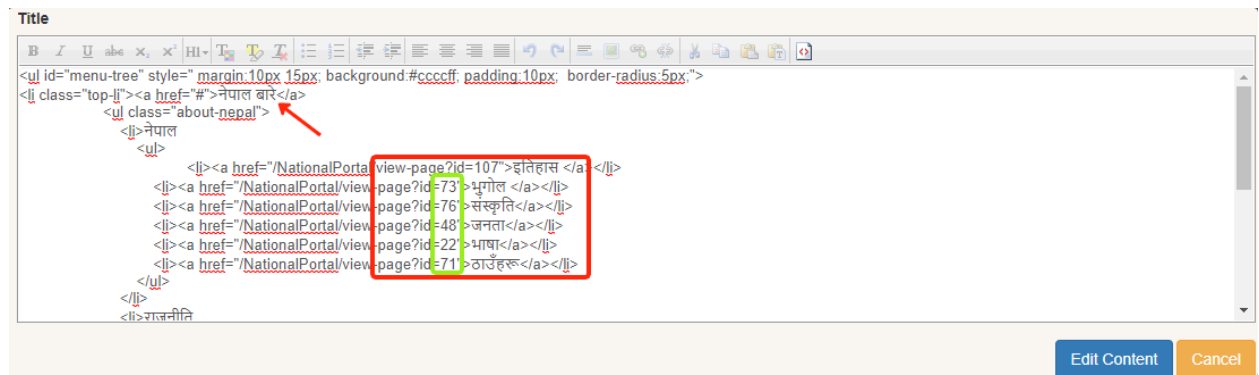


Fig: HTML text editor for Tags

Once the Tags Page Ids are perfectly matched with the Menu Page Ids, the contents are reflected same both from Tree view items and menu items.



Fig: Tree view items similar to menu items

## Group Menu Management

Group Menu in the Home Page can be managed by Superuser login in the CMS. The order of Group menu items displayed in the homepage can be maintained as well.



Fig: Group Menu in the Home Page

The logged in super user can search for group menu items from the CONTENTS page setting in CMS dashboard. The main identifiers for group menu items are TAG and ORDER.

#### Pages

Title							
		Search	Add				
SN.	TITLE (NP)		TITLE (EN)	MINISTRY	TAG	STATUS	ORDER
78	व्यवसाय सञ्चालन		Running a Business	MOST	Business	Published	1
51	व्यवस्थापिका		Legislative Body	MOST	Government	Published	1
49	गुनासो		Grievances	MOST	Citizen	Published	1
127	प्राथमिक विद्यालय		Distribution of Primary Schools	MOST	Education	Published	1
144	आर्थिक परिदृश्य		Economic Scenario	MOST	Business	Published	2

First Previous 1 of 32 Next Last 1

Fig: Group Menu items (Pages)

User can click EDIT icon beside ORDER column and make the changes in ORDER for Group menu item sequence in the home page.

Edit Page
×

Title (NP)

व्यवस्थापिका

Title (EN)

Legislative Body

Ministry

Ministry of Science and Technology

Tag

Government

Status

Published

Order

1


Edit Page

Reset

Fig: Group Menu item linkage and sequence edit window.

## Footer Management

The Footer items in the national portal can be managed from Superuser login into the CMS. The user may search FOOTER from the CONTENTS sub menu in the side bar and click EDIT icon for Nepali (first icon) and English (second icon).






Nepal Government

- Dashboard
- Ministry
- Tags
- Assets

Pages

Footer

Search Add

SN.	TITLE (NP)	TITLE (EN)	MINISTRY	TAG	STATUS	ORDER	
2	Footer	Footer	MOST	Others	Published	100	  

1

Fig: Footer Settings

On clicking the respective EDIT icon, the Text Editor opens. The changes can be done from editor or HTML view similar to other contents.

[illegible]

Fig: Footer text editor

## Important Government Decision Section Management

The IMPORTANT GOVERNMENT DECISIONS section of the home page can be managed from CMS login by Superuser.

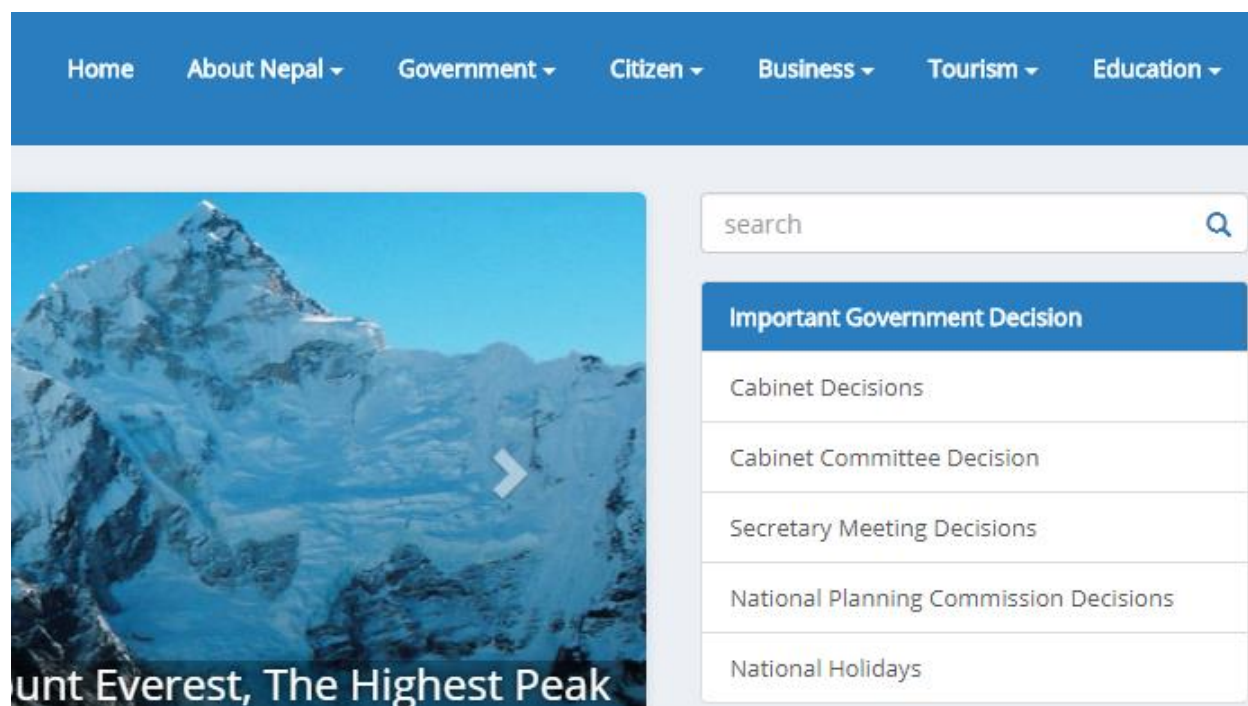
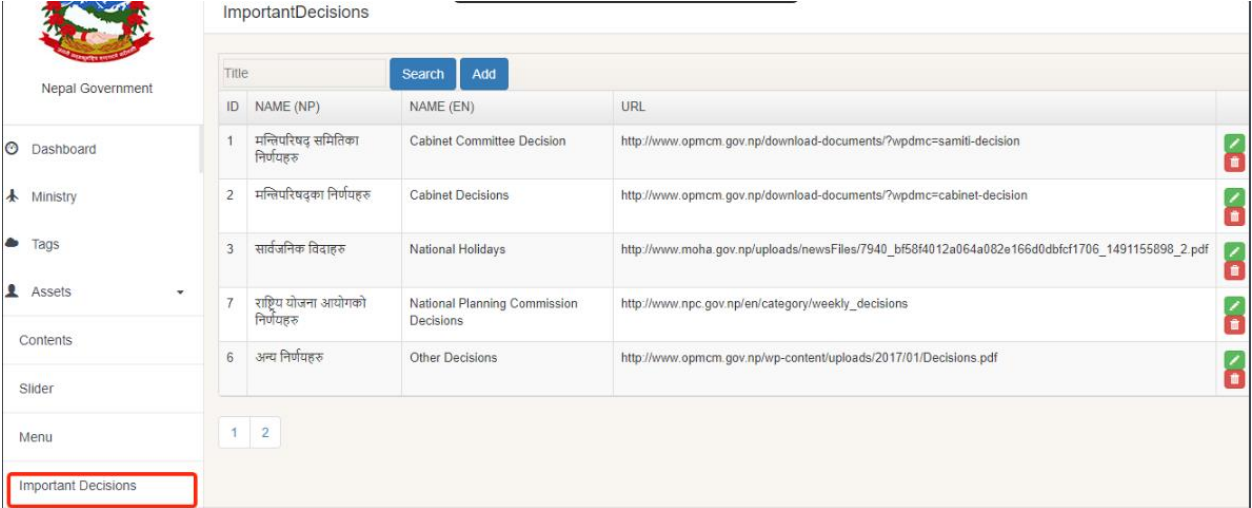


Fig: Important Government Decision section

Under ASSETS menu in the sidebar, there is IMPORTANT DECISIONS sub menu item. On clicking the item, the editor window opens up. The respective changes can be made via EDIT icon similar to the content edit process followed earlier.



ImportantDecisions

Title

ID	NAME (NP)	NAME (EN)	URL	
1	मन्त्रिपरिषद् समितिका निर्णयहरू	Cabinet Committee Decision	<a href="http://www.opmcm.gov.np/download-documents/?wpdmc=samiti-decision">http://www.opmcm.gov.np/download-documents/?wpdmc=samiti-decision</a>	<input type="checkbox"/>
2	मन्त्रिपरिषद्का निर्णयहरू	Cabinet Decisions	<a href="http://www.opmcm.gov.np/download-documents/?wpdmc=cabinet-decision">http://www.opmcm.gov.np/download-documents/?wpdmc=cabinet-decision</a>	<input type="checkbox"/>
3	सार्वजनिक विदाहरू	National Holidays	<a href="http://www.moha.gov.np/uploads/newsFiles/7940_bf58f4012a064a082e166d0dbcf1706_1491155898_2.pdf">http://www.moha.gov.np/uploads/newsFiles/7940_bf58f4012a064a082e166d0dbcf1706_1491155898_2.pdf</a>	<input type="checkbox"/>
7	राष्ट्रिय योजना आयोगको निर्णयहरू	National Planning Commission Decisions	<a href="http://www.npc.gov.np/en/category/weekly_decisions">http://www.npc.gov.np/en/category/weekly_decisions</a>	<input type="checkbox"/>
6	अन्य निर्णयहरू	Other Decisions	<a href="http://www.opmcm.gov.np/wp-content/uploads/2017/01/Decisions.pdf">http://www.opmcm.gov.np/wp-content/uploads/2017/01/Decisions.pdf</a>	<input type="checkbox"/>

1 2

Fig: Important Government Decision section settings

## Image Slider Management

The image slider in the home page can be managed from CMS via Superuser Login.



Fig: Image slider window in Home Page



The user needs to click on the SLIDER submenu under ASSETS sidebar menu to get the list of existing slider content including the images. The user can change/add/remove the list and Save the action in order to reflect the changes in the Home page screen.

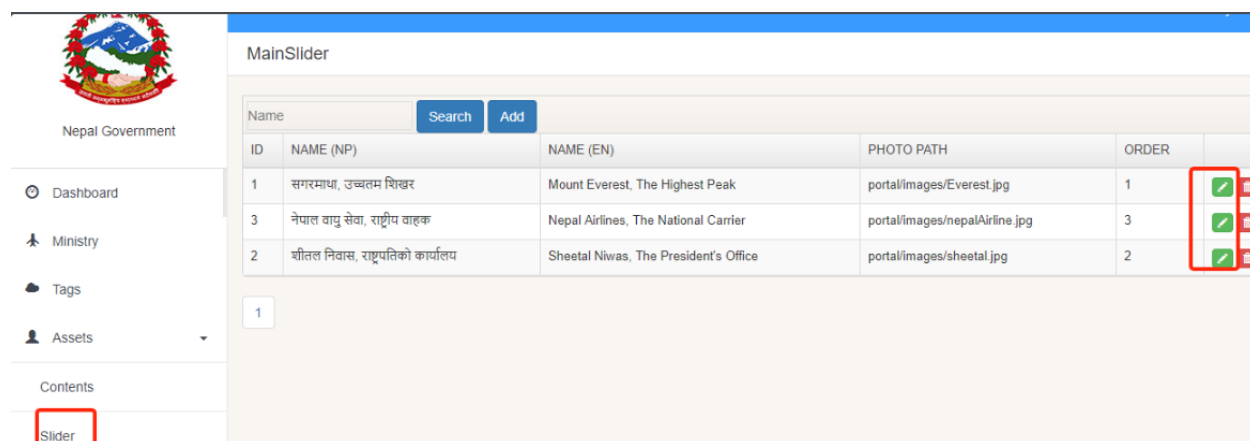


Fig: Image slider settings in CMS

## e-Forms Management

The e-Forms Tab contents in the Home page can be managed from CMS via Superuser Login.

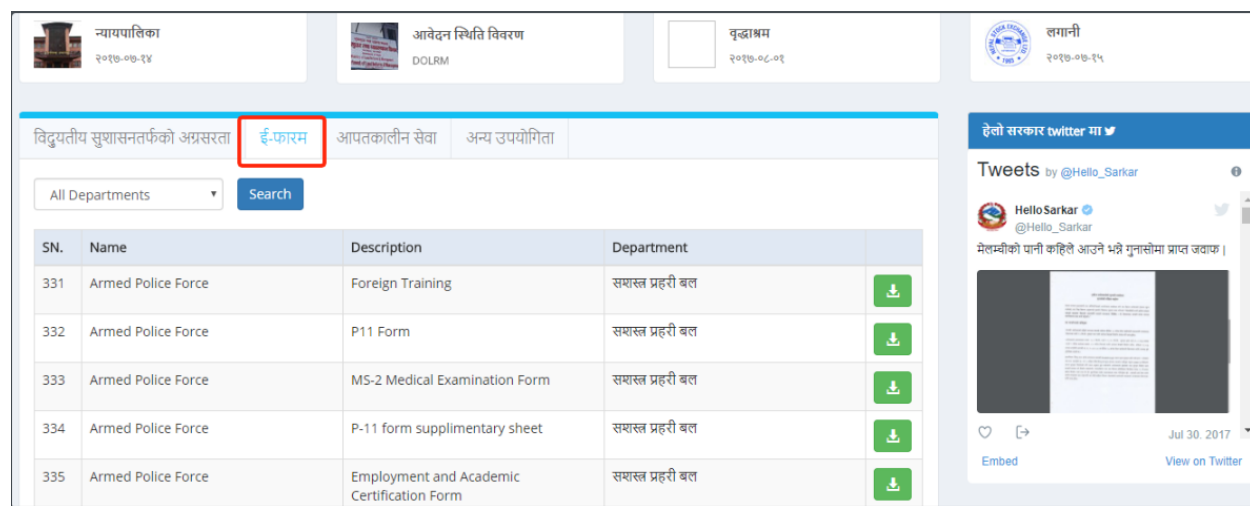



Fig: e-Forms Tab in Home Page

Under ASSETS side bar menu, there is E-Download Forms sub menu which needs to be clicked to open the existing e-Forms filtered from the list of Agencies available in the Dropdown. Any new e-Forms can be added from ADD button.



Nepal Government

- Dashboard
- Ministry
- Tags
- Assets
- Contents
- Slider
- Menu
- Important Decisions
- E-Download Forms**

### e-Forms Download

All Departments

Search

Add

SN.	NAME (NP)	NAME (EN)	DESCRIPTION (NP)	DESCRIPTION (EN)	DEPARTMENT	
31	सशस्त्र प्रहरी बल	Armed Police Force	Foreign Training	Foreign Training	सशस्त्र प्रहरी बल	
26	सशस्त्र प्रहरी बल	Armed Police Force	P11 Form	P11 Form	सशस्त्र प्रहरी बल	
29	सशस्त्र प्रहरी बल	Armed Police Force	MS-2 Medical Examination Form	MS-2 Medical Examination Form	सशस्त्र प्रहरी बल	
25	सशस्त्र प्रहरी बल	Armed Police Force	P-11 form supplementary sheet	P-11 form supplementary sheet	सशस्त्र प्रहरी बल	
30	सशस्त्र प्रहरी बल	Armed Police Force	Employment and Academic Certification Form	Employment and Academic Certification Form	सशस्त्र प्रहरी बल	

First

Previous

1 of 34

Next

Last

1

Fig: e-Forms setting in CMS

## Page Management

All the content pages in the national portal can be managed from CMS by authorized Agency users or NITC Superuser.

### Add Page

Pages

Title

Search

Add

SN.	TITLE (NP)	TITLE (EN)	MINISTRY	TAG	STATUS	ORDER	
51	व्यवस्थापिका	Legislative Body	MOST	Government	Published	1	
78	व्यवसाय सञ्चालन	Running a Business	MOST	Business	Published	1	
127	प्राथमिक विद्यालय	Distribution of Primary Schools	MOST	Education	Published	1	
49	गुनासो	Grievances	MOST	Citizen	Published	1	
174	उच्च माध्यमिक शिक्षा	Higher Secondary Education	MOST	Education	Published	2	

First

Previous

1 of 32

Next

Last

1

Fig: Page Settings in CMS

For Editing the page title and identifiers, user needs to click on EDIT icon at the last column beside ORDER column.

Edit Page ✕

---

**Title (NP)**

**Title (EN)**

**Ministry**

**Tag**

**Status**

**Order**

Edit Page

Reset

Fig: Page Title edit from CMS

For editing the page contents itself, the user needs to select the EDIT icon for the contents in corresponding language.

Pages

running a business

Search

Add

SN.	TITLE (NP)	TITLE (EN)	MINISTRY	TAG	STATUS	ORDER	
78	व्यवसाय सञ्चालन	Running a Business	MOST	Business	Published	1	<div><div></div><div></div></div>

Fig: Page Content Edit from CMS



Edit Page

---

<b>Title (NP)</b>	<b>Title (EN)</b>
<input type="text" value="व्यवस्थापिका"/>	<input type="text" value="Legislative Body"/>
<b>Ministry</b>	<b>Tag</b>
<input type="text" value="Ministry of Science and Technology"/>	<input type="text" value="Government"/>
<b>Status</b>	<b>Order</b>
<input type="text" value="Published"/>	<input type="text" value="1"/>

Edit Page

Reset

---

Fig: Page Title edit from CMS

## Custom Portal Management

National Portal allows creation for custom URL by Agency admin and display the page as a sub-directory of the national portal such as [www.nepal.gov.np/agencyX](http://www.nepal.gov.np/agencyX). This URL can be used as a website by those agencies which do not have their own portals.

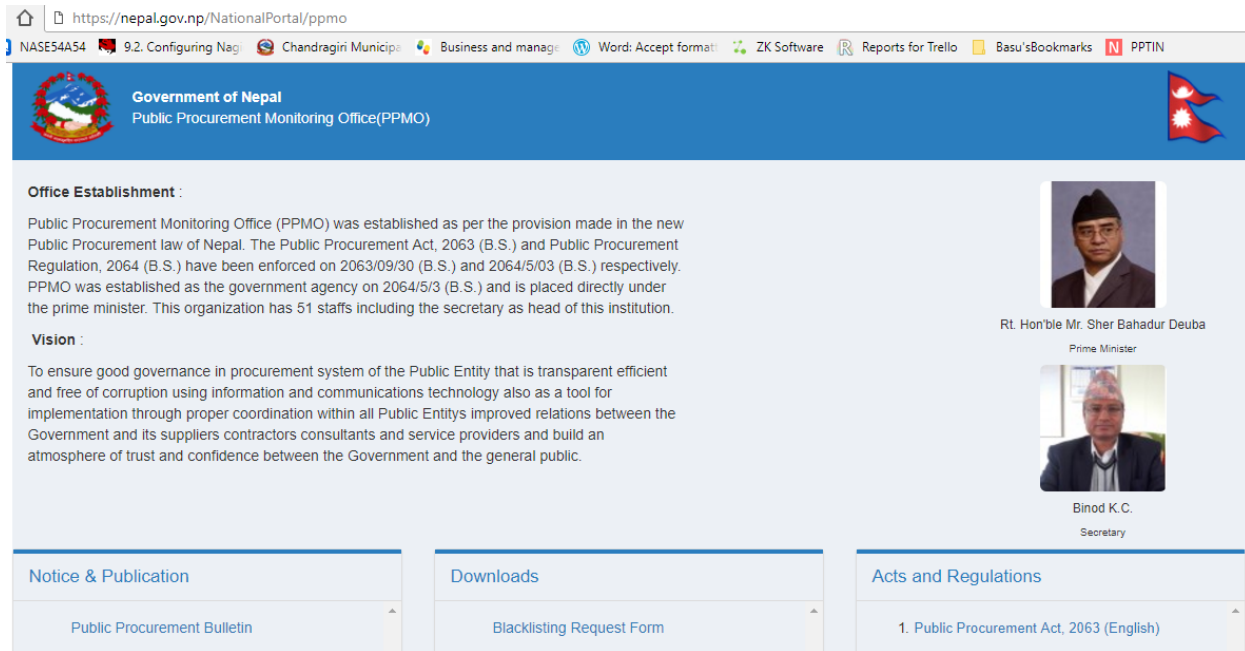


Fig: Custom Page view in the National Portal

The Admin user of the agency is assigned to update the custom portal. The user logs in to the national portal CMS and clicks CUSTOM PAGE under ASSETS side bar menu. On clicking the ACTION button, the content editor opens.

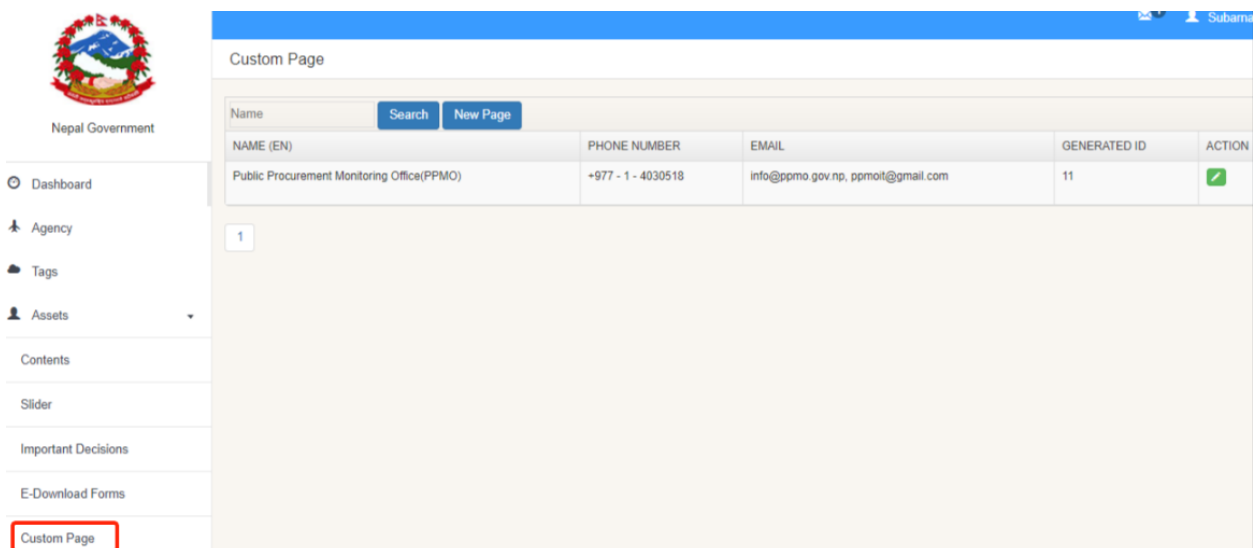


Fig: Custom Page Edit section in Admin Dashboard

[Pages > Edit Content](#)

[Home](#)[Description](#)[Image 1](#)[Image 2](#)[About Us](#)[Downloads](#)[Contact Us](#)[Vacancy](#)[Notice & Publication](#)

## General Information

**Department**

Public Procurement Monitoring Office(PPMO) ▼

**Phone Number\***

+977 - 1 - 4030518

**Fax**

+977 - 1 - 4030642

**Email\***

info@ppmo.gov.np, ppmoit@gmail.com

**Website**

http://ppmo.gov.np/

Save

Fig: Custom Page Content Editor

[Home](#)
[Description](#)
[Image 1](#)
[Image 2](#)
[About Us](#)
[Downloads](#)
[Contact Us](#)
[Vacancy](#)
[Notice & Publication](#)

**Office Establishment :**


Public Procurement Monitoring Office (PPMO) was established as per the provision made in the new Public Procurement law of Nepal. The Public Procurement Act, 2063 (B.S.) and Public Procurement Regulation, 2064 (B.S.) have been enforced on 2063/09/30 (B.S.) and 2064/5/03 (B.S.) respectively. PPMO was established as the government agency on 2064/5/3 (B.S.) and is placed directly under the prime minister. This organization has 51 staffs including the secretary as head of this institution.

**Vision :**

To ensure good governance in procurement system of the Public Entity that is transparent efficient and free of corruption using information and communications technology also as a tool for implementation through proper coordination within all Public Entitys improved relations between the Government and its suppliers contractors consultants and service providers and build an atmosphere of trust and confidence between the Government and the general public.

Fig: Custom Page Content Editor

## User Profile Management



Nepal Government

- Dashboard
- Ministry
- Tags
- Assets

Pages

Search Add

SN.	TITLE (NP)	TITLE (EN)	MINISTRY	TAG	STATUS	ORDER
51	व्यवस्थापिका	Legislative Body	MOST	Government	Published	1
78	व्यवसाय सञ्चालन	Running a Business	MOST	Business	Published	1
127	प्राथमिक विद्यालय	Distribution of Primary Schools	MOST	Education	Published	1
49	गुनासो	Grievances	MOST	Citizen	Published	1
174	उच्च माध्यमिक शिक्षा	Higher Secondary Education	MOST	Education	Published	2

1

NTC Admin

SETTINGS

My Profile

Logout

Fig: User profile management

The user can change password and other details including email address from the profile.

### User Information

**Salutation**

Ms.

**First Name**

Subarna

**Middle Name**

Middle Name

**Last Name**

KC

**Email**

subarna.kc@cscpl.com.np

**Username**

superuser

**Address**

Kathmandu

**Phone Number 1**

9841338661

Submit

Fig: Profile Details