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
ii) It will redirect you to Livelihood Portal

iii) Click on respective department
iv) Click on **NEW**, A dropdown will open and then click on **New Page**.

v) Enter Title* and Name that should be displayed on page and then select **livelihood-DepInner** click on **Create**
vi) You can find created page in your department

3) **How to enter Text**

i) Click on AEM Component
ii) Then click on **livelihood** you can find all components

iii) Select **Text** component and drag where you want to enter text
vi) Click on edit option available on tool bar

v) Enter Text and click on OK

You can see the text that you have entered on your page
4) **How to create table**

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

Click on **TABLE**,

![Drag and drop text components](image1)

ii) Enter number of rows and columns that you need to create enter width as 100% & click on **OK**

![Enter number of rows and columns](image2)
iii) Enter text in table and click on OK

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: http://164.100.222.188/damadmin

Click on livelihood and then click on respective department
ii) Create a respective folder (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
iii) Double click on folder that you have created

Click on New dropdown & click on **NEW FILE**

![Image of folder creation process]

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

![Image of file selection process]
v) Click on **UPLOAD**

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 livelihood of AEM components

viii) Click on edit bar

ix) Latest uploaded image will be displaying on top or else you enter name of the image
x) Select the image, drag and drop it

xii) To increase width/size of image

Right click on image click on **EDIT**, select **Advance Image Properties** option and enter size that you want
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) Right click on text, select EDIT option then select text and click on hyperlink icon

ii) Browse file that you want to hyperlink, click on **ASSET** then go to **livelihood** and then select folder having pdf and click on **OK**
iii) Selected file will display and click on **OK**

Pdf is now hyperlinked to Text
7) How to delete a page

Enter [URL: http://164.100.222.188/siteadmin#/]

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
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 to edit Department page (For adding logo component first you need to upload image in DAM folder)

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
12) **How to Activate pages**

Enter URL: - http://164.100.222.188/etc/replication/treeactivation.html

Enter Respective Username password of Publish

ii). Select the page that you have updated (Path: /content/Livelihood/en/RESPECTIVE DEPARTMENT -CREATED /EDITED PAGE) and click OK as shown below
iii). Note: Uncheck the:

- **Only Modified**
- **Ignore Deactivated**

iv). Click on **Dry run**
v) Click on Activate

Now the content is activated and published successfully.