



USER MANUAL FOR ADMIN PANEL OF MPSCU.IN



USER MANUAL FOR ADMIN PANEL OF MPSCU.IN

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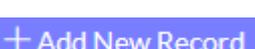
Functions and their use:

These functions work same on all pages, section and element of website.

Status:

-  **Active**  : It shows that the said element is visible on website.
-  **Inactive**  : It shows that the said element is not-visible on website.

Editing function:

-  **View**  : It allow user to view the information in selected item.
-  **Edit**  : It allow user to edit the information in selected item.
-  **Delete**  : It allow user to delete the selected item.
-  **Submit**  : It allow the user to save the changes for the selected item.
-  **Back**  : It allows the user to return to previous section without saving the changes.
-  **Add New Record**  : It allow the user to add a new item in selected section.
-  **Choose file**  **No file chosen** : It allow the user to upload required & allowed files/images etc. to the selected item.

Other Functions:

-  **View Document**  : It allows the user to view the document/images etc. in the selected item.
-  **Page Number**  : It allows user to check the current page number and move between different pages of selected section.
-  **Item Count**  : It shows user the number of entries/items shown for selected section.
-  **Sort**  : It allows user to sort the shown representation of data.
-  **Search**  : It allows the user to search for a specific item in selected section.
-  **No. of Items shown**  **entries** : It allows user to select the number of entries/items shown for selected section on current page.

Always try to upload small files with less size, to conserve server space.

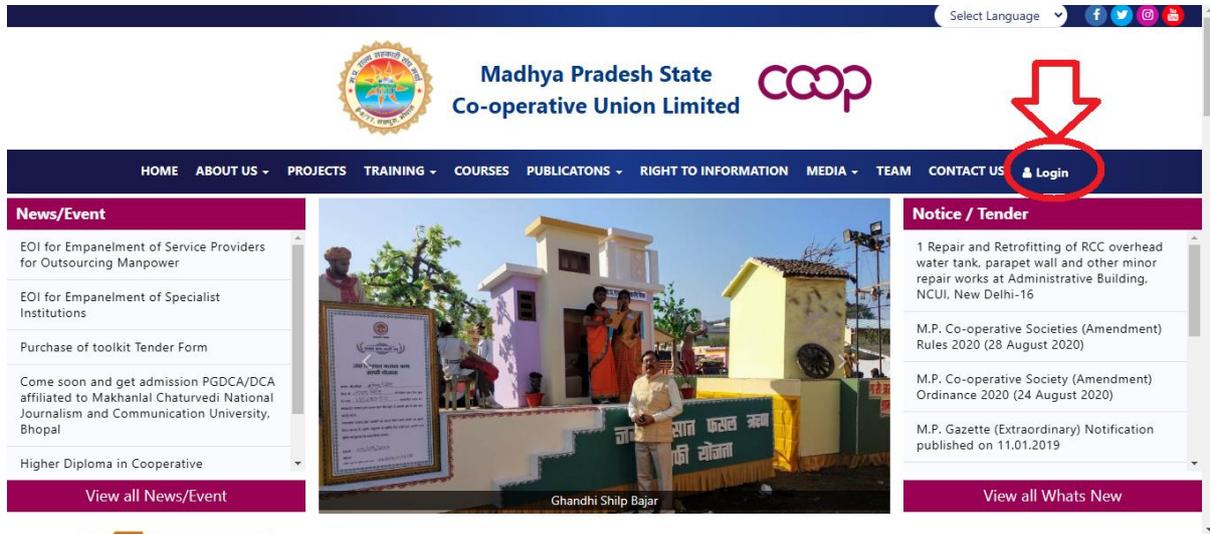
*For Image – Height and Width more than 50*50 px.*

While Editing a record, if you don't want to change some file, then don't upload anything in its place.

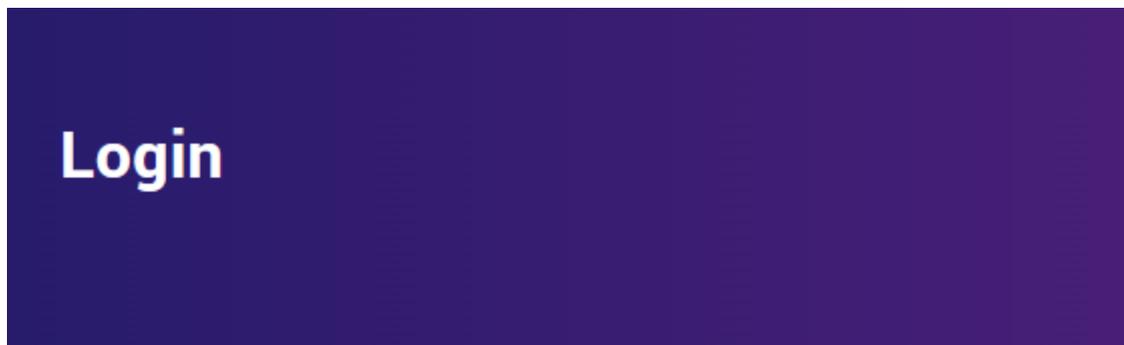
USER MANUAL FOR ADMIN PANEL OF MPSCU.IN

LOGIN:

1. Click **Login**.



2. Select User Type as **“Teacher”** from Drop-Down

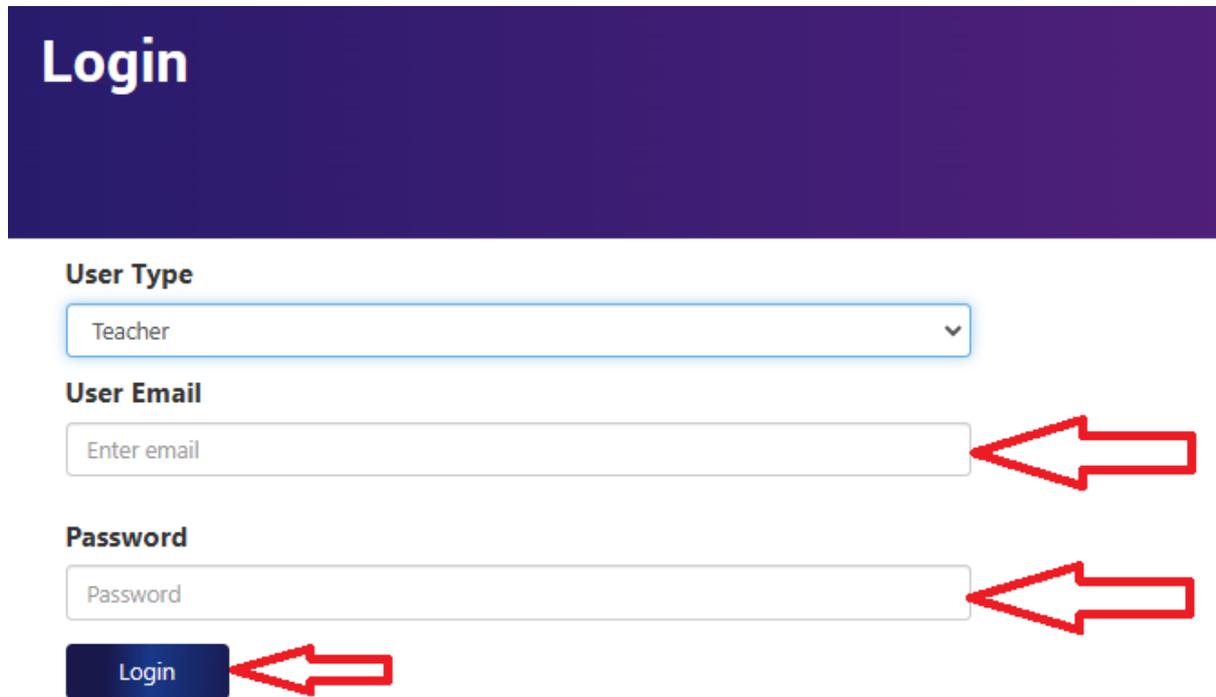


User Type

Password

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3. Enter **User Email** and **Password** of Admin Account, then click **Login Button**.



Login

User Type

Teacher

User Email

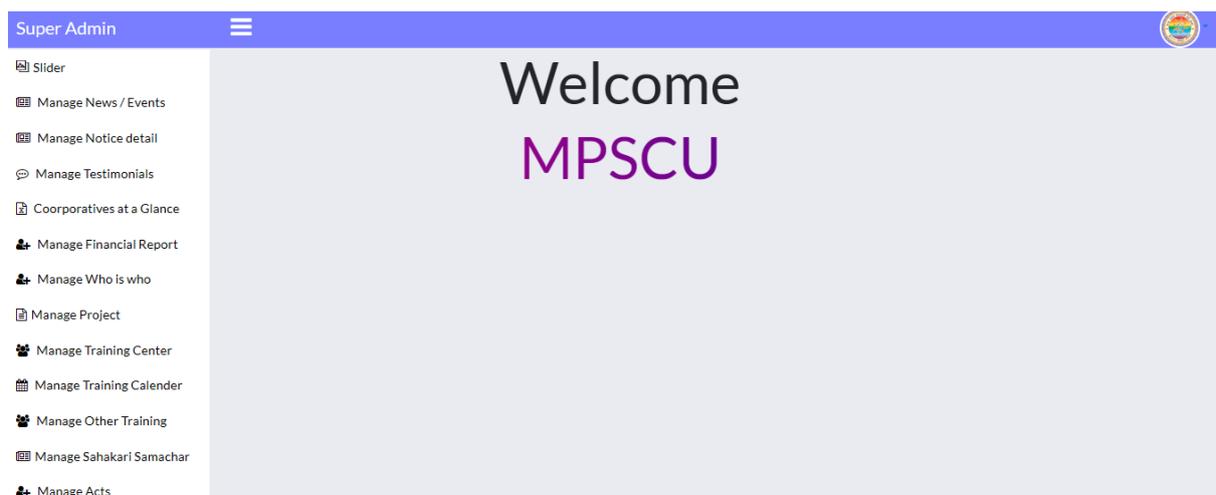
Enter email

Password

Password

Login

4. Now you are logged in to **Admin Panel**, and you will be on **Dashboard**.



Super Admin

Slider

Manage News / Events

Manage Notice detail

Manage Testimonials

Cooperatives at a Glance

Manage Financial Report

Manage Who is who

Manage Project

Manage Training Center

Manage Training Calender

Manage Other Training

Manage Sahakari Samachar

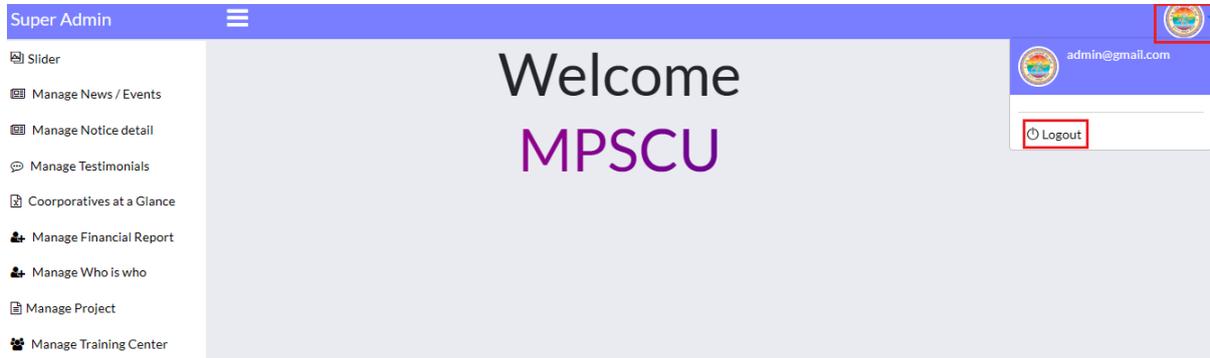
Manage Acts

Welcome
MPSCU

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LOGOUT:

1. From Admin Panel, Click **Profile Button** (Logo on top-left corner of screen)
2. Click **LogOut**.



3. Now you are logged out to **Admin Panel**, and you will be on **Home Page**.



Co-operative Enterprises Build a Better World

[For any update/change/add/edit into records/items you need to login first, after which follow the guide to learn about further changes. The guide itself is divided page wise for ease of understanding.](#)

[Next, we will see how to update/edit/add/delete records/items/entries in different sections of the website, and how the change will affect said pages/sections on both front-end and back-end.](#)

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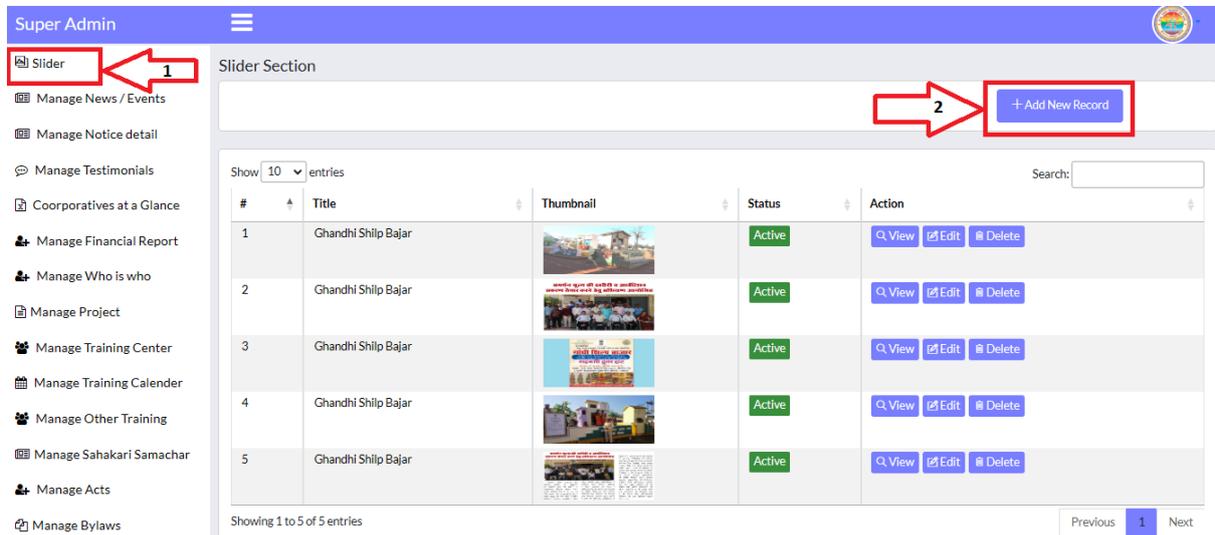
Home:

A. Slider



How to Add new Item:

1. From Admin Panel go to “Slider”
2. Select “Add new record”.



3. Fill the required information and only upload “image file” for this section.
4. Click submit.

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Super Admin

Slider

Slider Section

+ Add New Record

Title

Image

Choose File No file chosen

Status

Active

Submit Back

How to Edit/Update Item:

1. From “Slider” click “EDIT” in front of item/record you want to change.

Super Admin

Slider

Slider Section

+ Add New Record

Show 10 entries

#	Title	Thumbnail	Status	Action
1	Gandhi Shilp Bajar		Active	View Edit Delete
2	Gandhi Shilp Bajar		Active	View Edit Delete
3	Gandhi Shilp Bajar		Active	View Edit Delete
4	Gandhi Shilp Bajar		Active	View Edit Delete
5	Gandhi Shilp Bajar		Active	View Edit Delete

Showing 1 to 5 of 5 entries

Previous 1 Next

2. Change the required details and files (“only Image”) you want to change and click **Submit**.

Super Admin

Slider

Slider Section

+ Add New Record

title

Gandhi Shilp Bajar

Image

Choose File No file chosen

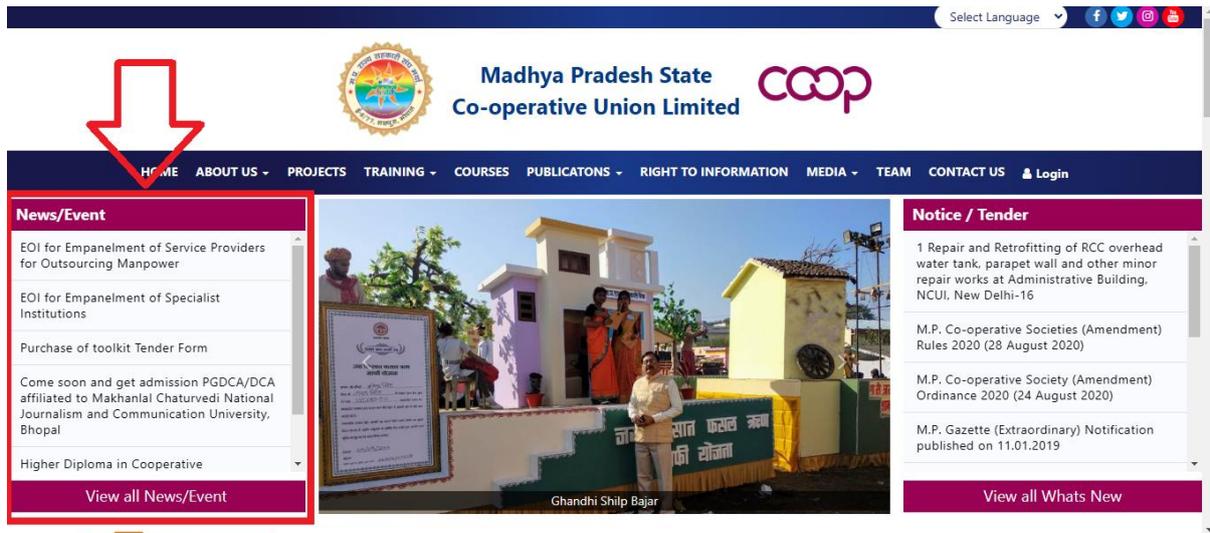
Status

Active

Submit Back

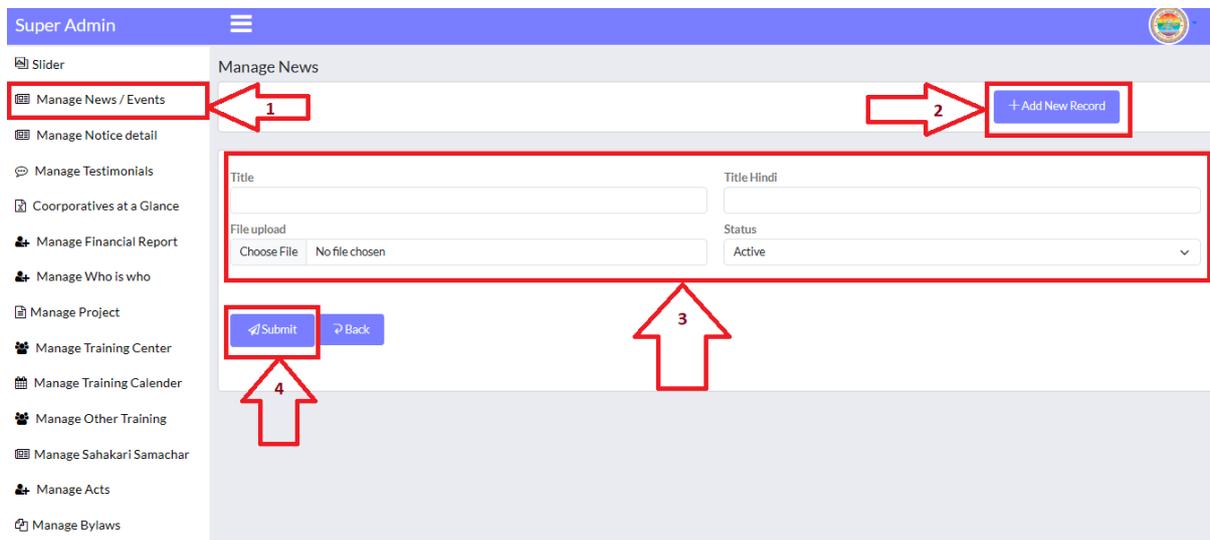
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B. News/Event:



How to Add new Item:

1. From Admin Panel go to **“Manage News / Events”**
2. Select **“Add new record”**.
3. Fill all the required information and only upload **“PDF/ZIP/RAR”** file for this section.
4. Click **Submit**.



How to Edit/Update Item:

1. From **“Manage News / Events”** click **“EDIT”** in front of item/record you want to change.

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The screenshot shows the 'Super Admin' interface. On the left sidebar, 'Manage News / Events' is highlighted with a red box. The main content area is titled 'Manage News' and contains a table with one entry. The 'Action' column for this entry has buttons for 'View Document', 'Delete', and 'Edit'. The 'Edit' button is highlighted with a red box and an arrow labeled '1'.

2. Change the required details and files (“**only PDF/RAR/ZIP**”) you want to change and click **Submit**.

The screenshot shows the 'Edit News' form. The form fields are highlighted with a red border. The fields include: 'Title' (EOI for Empanelment of Service Providers for Outsourcing Manpower), 'Title Hindi' (आउटसोर्सिंग में पावर के लिए सेवा प्रदाताओं के इंपैनेलमेंट हेतु EOI), 'File Upload' (Choose File, No file chosen), 'View Document' (link), and 'Status' (Active). Below the form, a red arrow points to the 'Submit' button.

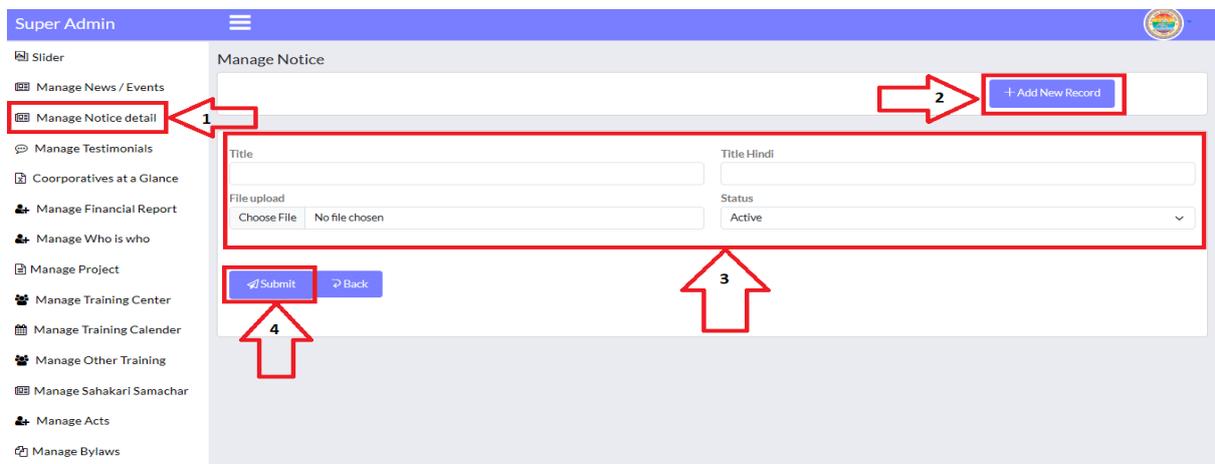
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C. Notice / Tender



How to Add new Item:

1. From Admin Panel go to **“Manage Notice detail”**
2. Select **“Add new record”**.
3. Fill all the required information and only upload **“PDF/ZIP/RAR”** file for this section.
4. Click **Submit**.



How to Edit/Update Item:

1. From **“Manage Notice detail”** click **“EDIT”** in front of item/record you want to change.
2. Change the required details and files (**“only PDF/RAR/ZIP”**) you want to change and click **Submit**.

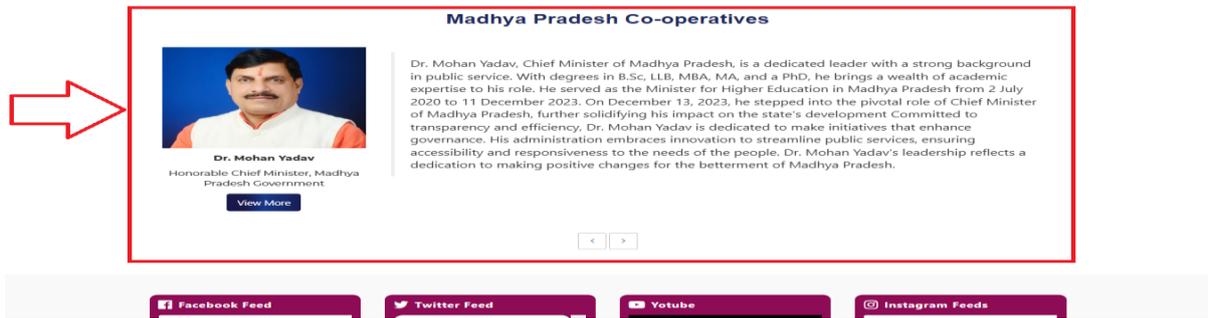


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Title	1 Repair and Retrofitting of RCC overhead water tank, parapet wall and other minor repair w	Title Hindi	प्रशासनिक भवन, एनसीपूआई, नई दिल्ली-16 में आरसीसी ओवरहेड वॉटर टैंक, पेरामेट दीवार और अन्य छोटी र
File Upload	Choose File No file chosen		
View Document			
Status	Active		

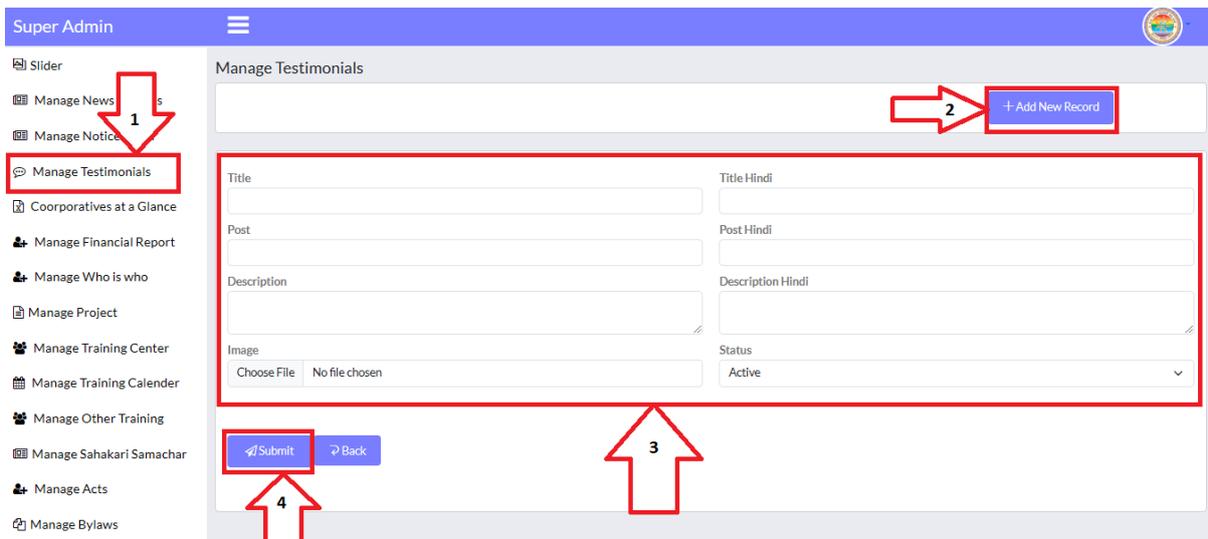
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D. Testimonials



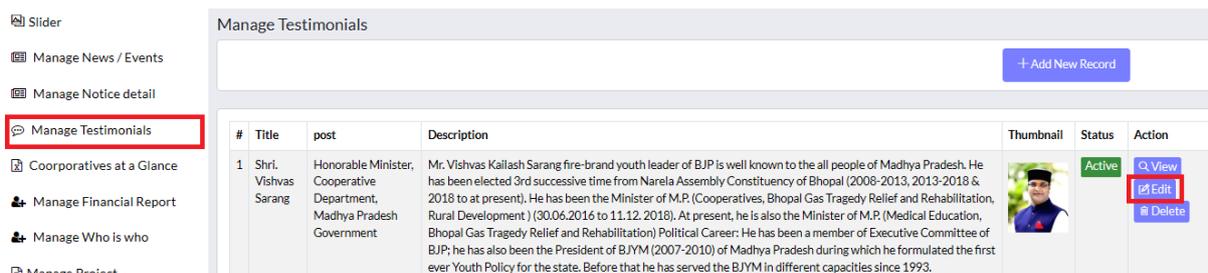
How to Add new Item:

1. From Admin Panel go to “**Manage Testimonials**”
2. Select “**Add new record**”.
3. Fill all the required information and only upload “**image**” file (**more than 50*50 px**) for this section.
4. Click **Submit**.



How to Edit/Update Item:

1. From “**Manage Testimonials**” click “**EDIT**” in front of item/record you want to change.
2. Change the required details and files (“**only image 50*50 px**”) you want to change and click **Submit**.



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Title	Shri. Vishvas Sarang	Title Hindi	श्री विश्वास सारंग
Post	Honorable Minister, Cooperative Department, Madhya Pradesh Government	Post Hindi	
Description	Mr. Vishvas Kailash Sarang fire-brand youth leader of BJP is well known to the all people of Madhya Pradesh. He has been elected 3rd successive time from Narela Assembly	Description Hindi	भाजपा के फायर ब्रांड युवा नेता श्री विश्वास कैलाश सारंग को मध्य प्रदेश के सभी लोग अच्छी तरह से जानते हैं। वह भोपाल के नरेला विधानसभा क्षेत्र से लगातार तीसरी बार (2008-2013, 2013-2018 और 2018 से
Document	Choose File No file chosen	Status	Active



[Submit](#) [Back](#)

USER MANUAL FOR ADMIN PANEL OF MPSCU.IN

About Us:

A. Cooperatives at a Glance

The screenshot shows the website header with the logo of Madhya Pradesh State Co-operative Union Limited and social media icons. The navigation menu includes: HOME, ABOUT US, PROJECTS, TRAINING, COURSES, PUBLICATIONS, RIGHT TO INFORMATION, MEDIA, TEAM, CONTACT US, and Logout 1. A dropdown menu is open under 'ABOUT US', with 'COOPERATIVES AT A GLANCE' highlighted by a red box and an arrow.

S.N.	District	Total Societies Under 1960
1	अमृतपुर	133
2	अलीराजपुर	126
3	अशोकनगर	298
4	आगर	294
5	इन्दौर	3496

How to Add new Item:

1. From Admin Panel go to “Cooperatives at a Glance”
2. Select “Add new record”.
3. Fill all the required information for this section.
4. Click **Submit**.

The screenshot shows the Admin Panel interface. The left sidebar contains a menu with 'Cooperatives at a Glance' highlighted by a red box and an arrow labeled '1'. The main content area is titled 'Manage Ecooperatives' and contains a form with the following fields: District Title, Title Hindi, Total Societies, and Status (Active). A blue '+ Add New Record' button is located at the top right of the form, highlighted by a red box and an arrow labeled '2'. Below the form, there are 'Submit' and 'Back' buttons. The 'Submit' button is highlighted by a red box and an arrow labeled '4', and the 'Back' button is highlighted by a red box and an arrow labeled '3'.

How to Edit/Update Item:

1. From “Cooperatives at a Glance” click “EDIT” in front of item/record you want to change.
2. Change the required details you want to change and click **Submit**.

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Super Admin  

 Slider

 Manage News / Events

 Manage Notice detail

 Manage Testimonials

 **Cooperatives at a Glance**

 Manage Financial Report

Manage Ecooperatives

[+ Add New Record](#)

Show entries Search:

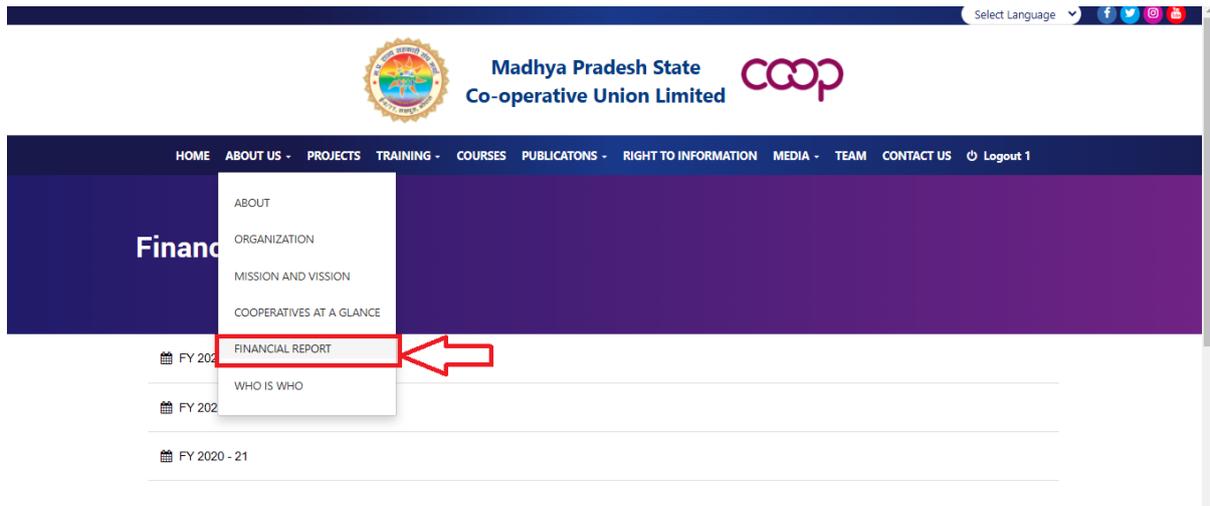
#	District	Total Societies Under 1960	Status	Action
1	अनूपपुर	133	Active	View Edit Delete

Title	अनूपपुर	Title Hindi	अनूपपुर
Total Societies	133	Status	Active <input type="text"/>

[Submit](#) [Back](#)

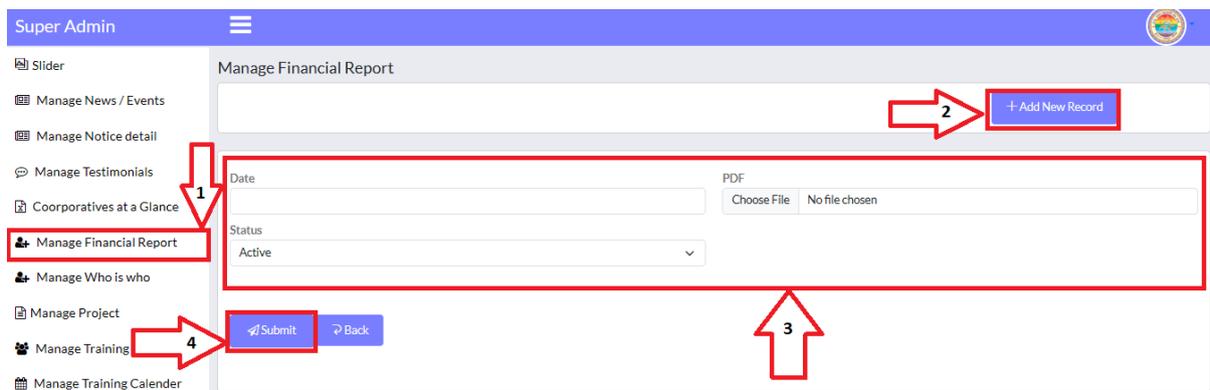
USER MANUAL FOR ADMIN PANEL OF MPSCU.IN

B. Financial Report



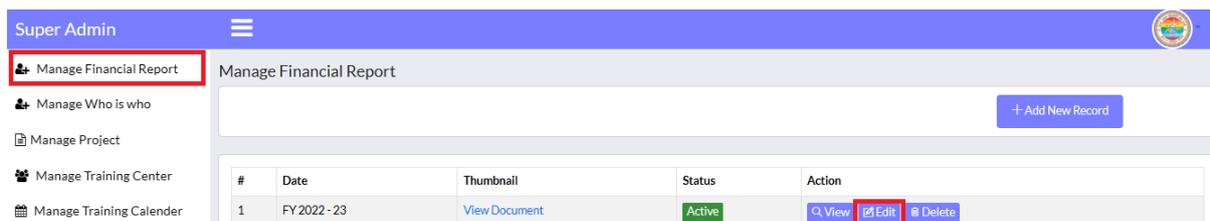
How to Add new Item:

1. From Admin Panel go to “**Manage Financial Report**”
2. Select “**Add new record**”.
3. Fill all the required information and only upload “**PDF**” file for this section.
4. Click **Submit**.



How to Edit/Update Item:

1. From “**Manage Financial Report**” click “**EDIT**” in front of item/record you want to change.
2. Change the required details and files (“**only PDF**”) you want to change and click **Submit**.



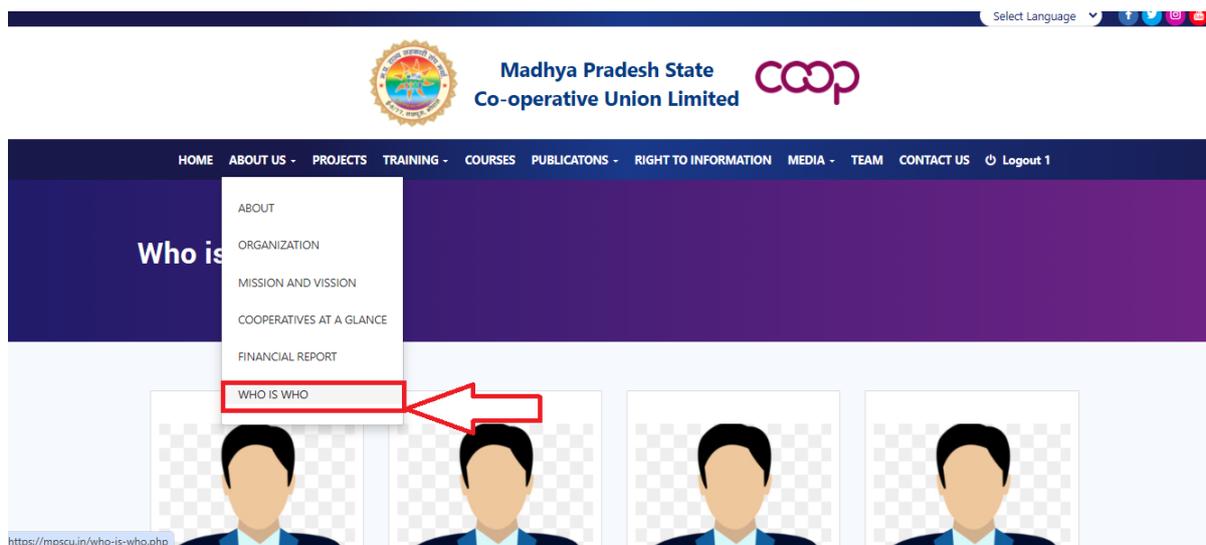
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Date	FY 2022 - 23	Thumbnail	Choose File	No file chosen
Status	Active	View Document		

Submit	Back
------------------------	----------------------

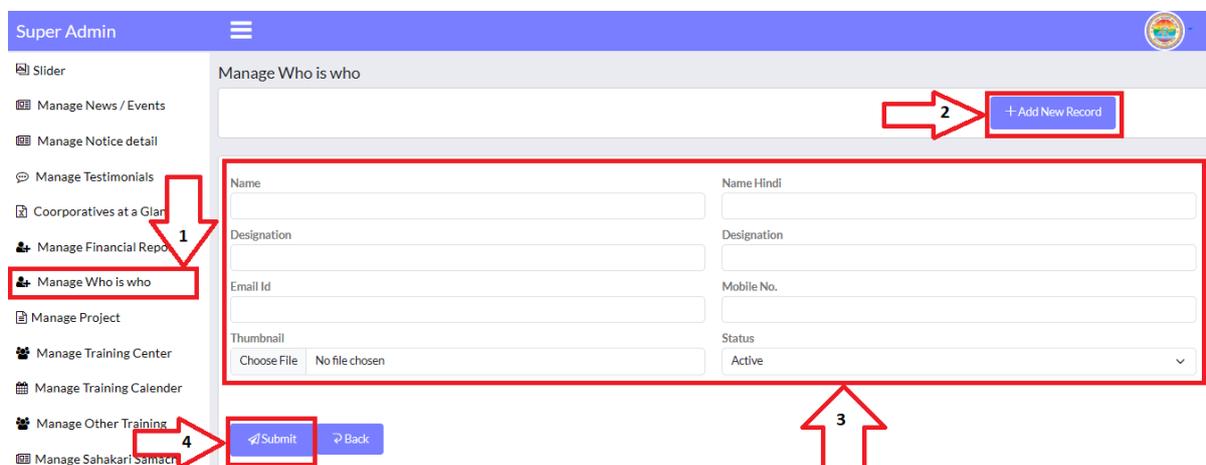
USER MANUAL FOR ADMIN PANEL OF MPSCU.IN

C. Who is Who



How to Add new Item:

1. From Admin Panel go to “**Manage Who is who**”
2. Select “**Add new record**”.
3. Fill all the required information and only upload “**image**” file (more than **50*50 px**) for this section.
4. Click **Submit**.



How to Edit/Update Item:

1. From “**Manage Who is who**” click “**EDIT**” in front of item/record you want to change.
2. Change the required details and files (“**only image 50*50 px**”) you want to change and click **Submit**.

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Super Admin  

- Manage News / Events
- Manage Notice detail
- Manage Testimonials
- Cooperatives at a Glance
- Manage Financial Report
- Manage Who is who**

Manage Who is who

[+ Add New Record](#)

Show entries Search:

#	Photos	Name	Designation	Email Id	Mobile No.	Status	Action
1		Mr. Rohit Sharma	engineer	rohit@gmail.com	122456788	Active	View Edit Delete

Name	Mr. Rohit Sharma	Name hindi	श्री रोहित शर्मा
Designation	engineer	Name hindi	अभियंता
Email Id	rohit@gmail.com	Mobile No.	122456788
Thumbnail	<input type="button" value="Choose File"/> No file chosen	Status	Active



[Submit](#) [Back](#)

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Projects:

A. Projects

Select Language

Madhya Pradesh State Co-operative Union Limited

HOME ABOUT US - **PROJECTS** TRAINING - COURSES PUBLICATIONS - RIGHT TO INFORMATION MEDIA - TEAM CONTACT US Logout 1

Project

Sr. No.	Document Name	View
1	Madhya pradesh sahkari samachar	View Detail
2	Comprehensive Handicraft Cluster Development Scheme	View Detail

Madhya Pradesh State Co-operative Union Limited
M.P. State Cooperative Union Ltd., E-8/77, Shahpura, Trilanga Road, Bhopal-462003
0755-2926160 0755-2926159
rajyasanghbpl@yahoo.co.in
cmctcbpl@rediffmail.com

M.P. State Co...
View larger map

Useful Links
RCS Department
Co-operative
NCUI
NABARD
EPFO
NIC
MP- info / M.P. Jansampark

Quick Links
About
Team
Photo Gallery
Publications
Help and Support
Courses
Projects
Sahakari Samachar
Contact

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Select Language

Madhya Pradesh State Co-operative Union Limited

HOME ABOUT US - **PROJECTS** TRAINING - COURSES PUBLICATIONS - RIGHT TO INFORMATION MEDIA - TEAM CONTACT US Logout 1

Madhya pradesh sahkari samachar

Madhya pradesh sahkari samachar

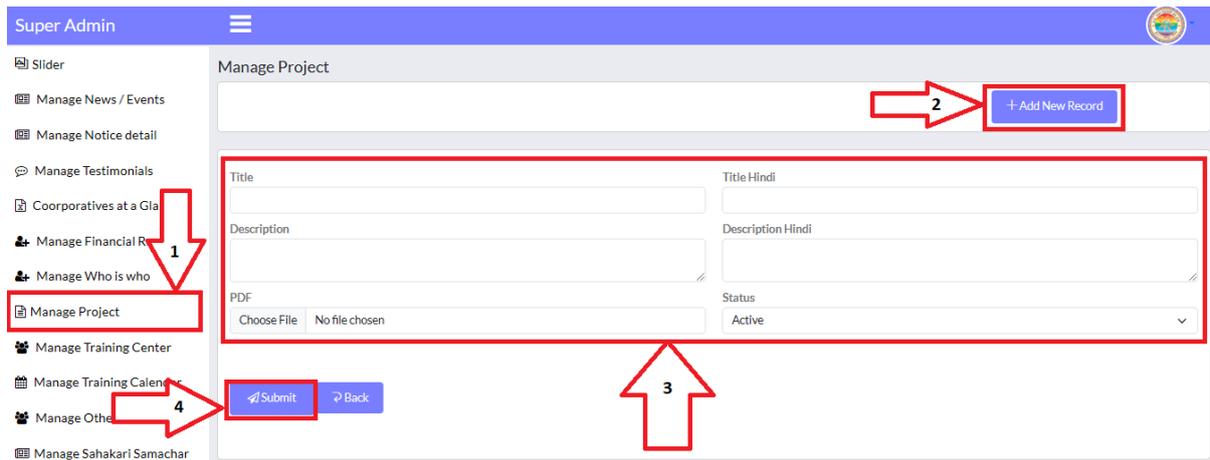
Madhya pradesh sahkari samachar

View Document

How to Add new Item:

1. From Admin Panel go to “**Manage Project**”
2. Select “**Add new record**”.
3. Fill all the required information and only upload “**PDF**” file for this section.
4. Click **Submit**.

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Super Admin

Slider

Manage News / Events

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Manage Testimonials

Cooperatives at a Glance

Manage Financial Report

Manage Who is who

Manage Project

Manage Training Center

Manage Training Calendar

Manage Other

Manage Sahakari Samachar

Manage Project

+ Add New Record

Title

Title Hindi

Description

Description Hindi

PDF

Choose File No file chosen

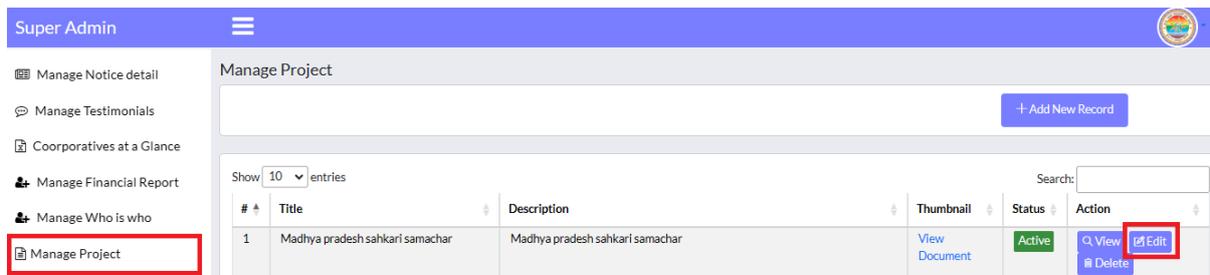
Status

Active

Submit Back

How to Edit/Update Item:

1. From “**Manage Project**” click “**EDIT**” in front of item/record you want to change.
2. Change the required details and files (“**only PDF**”) you want to change and click **Submit**.



Super Admin

Manage Notice detail

Manage Testimonials

Cooperatives at a Glance

Manage Financial Report

Manage Who is who

Manage Project

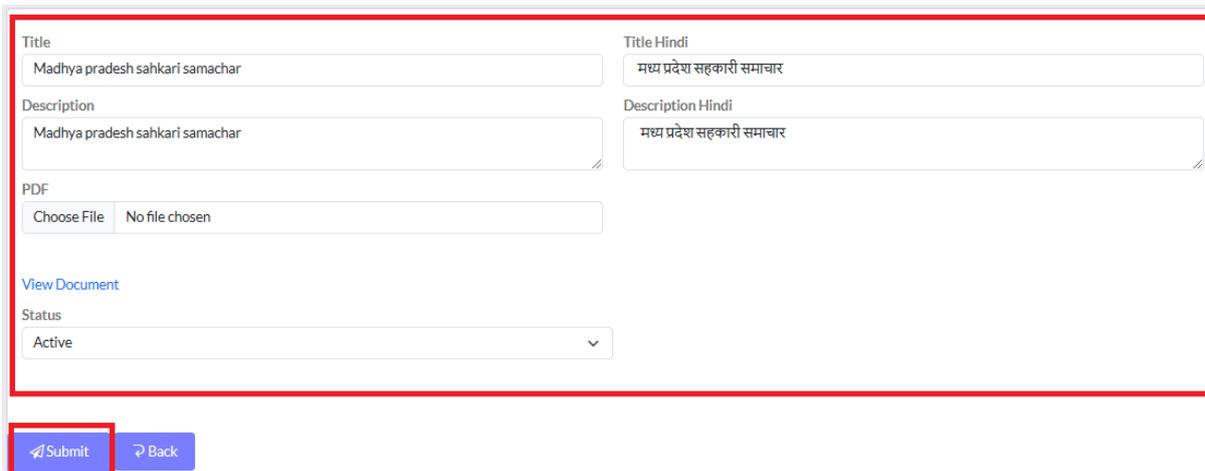
Manage Project

+ Add New Record

Show 10 entries

Search:

#	Title	Description	Thumbnail	Status	Action
1	Madhya pradesh sahkari samachar	Madhya pradesh sahkari samachar	View Document	Active	View Edit Delete



Title

Title Hindi

Description

Description Hindi

PDF

Choose File No file chosen

[View Document](#)

Status

Active

Submit Back

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Training:

A. Training Center

Madhya Pradesh State Co-operative Union Limited

TRAINING CENTERS

TRAINING CALENDAR

OTHER TRAINING

BHOPAL
M.P. State Cooperative Union Limited, Bhopal
Head Office
E 8/77, Shahpura, Trilanga, Bhopal.
8770988938, 9826876158

BHOPAL
M.P. State Cooperative Union Limited, Bhopal
Training Centre
E 8/77, Shahpura, Trilanga, Bhopal.
8770988938, 9826876158, 9893281971

INDORE
Cooperative Training Centre, Indore
Cooperative Training Centre
kila Maidan, Indore (M.P.) 452006
9926451862, 9755343053, 9131393234

JABALPUR
Cooperative Training Centre, Jabalpur
Cooperative Training Centre
udyog bhavan ke samane, aakaashavaanee, katanga rod, javalapur (m.p)-482001
9424782856, 8770152341

How to Add new Item:

1. From Admin Panel go to “**Manage Training Center**”
2. Select “**Add new record**”.
3. Fill all the required information and only upload “**PDF**” file for this section.
4. Click **Submit**.

Super Admin

Manage Training Center

+ Add New Record

Title

Title Hindi

Institute

Institute Hindi

Address

Address Hindi

Location

Location Hindi

Phone Number

Email Id

Website

Pdf

Choose File No file chosen

Status

Active

Submit Back

How to Edit/Update Item:

1. From “**Manage Training Center**” click “**EDIT**” in front of item/record you want to change.
2. Change the required details and files (“**only PDF**”) you want to change and click **Submit**.

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Super Admin  

- Cooperatives at a glance
- Manage Financial Report
- Manage Who is who
- Manage Project
- Manage Training Center**
- Manage Training Calendar
- Manage Other Training
- Manage Subsidized Expenses

Manage Training Center

[+ Add New Record](#)

Show 10 entries

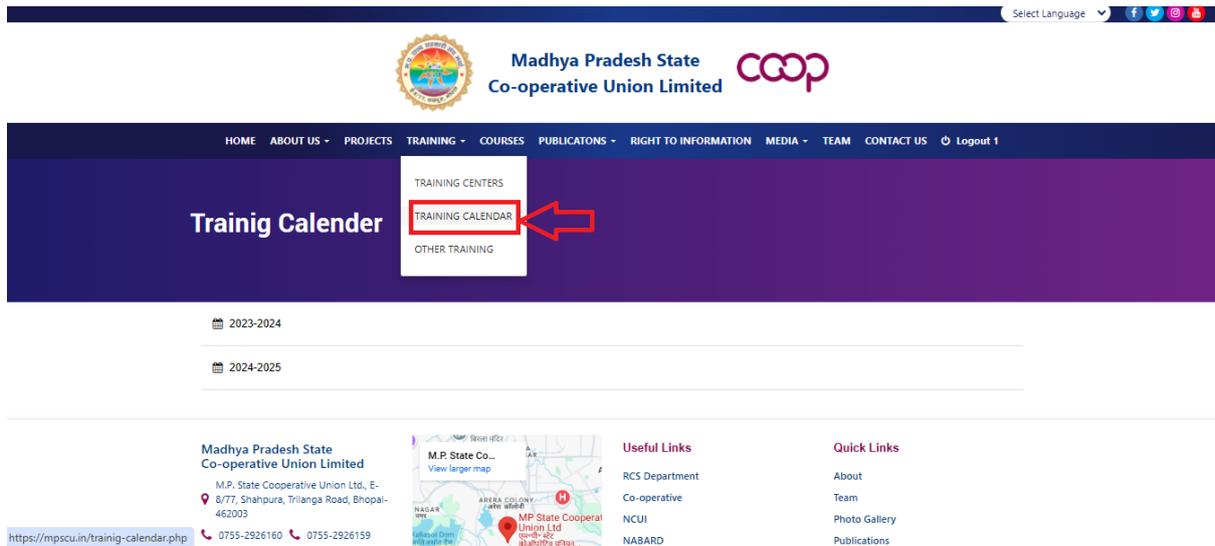
#	Title	Institute	Phone Number	Address	Location	Email Id	Website	Status	Action
1	M.P. State Cooperative Union Limited, Bhopal	Head Office	8770988938, 9826876158, 9893281971	E 8/77, Shahpura, Trilanga, Bhopal,	Bhopal	rajyasanghpl@yahoo.co.in	www.mpscu.in, www.mpscuonline.in	Active	View Edit Delete

Title	M.P. State Cooperative Union Limited, Bhopal	Title Hindi	म.प्र. राज्य सहकारी संघ मर्यादित, भोपाल
Institute	Head Office	Institute Hindi	प्रधान कार्यालय
Address	E 8/77, Shahpura, Trilanga, Bhopal,	Address Hindi	ई 8/77, शाहपुरा, त्रिलंगा, भोपाल,
Location	Bhopal	Location Hindi	भोपाल
Phone Number	8770988938, 9826876158, 9893281971	Email Id	rajyasanghpl@yahoo.co.in
Website	www.mpscu.in, www.mpscuonline.in	Pdf	Choose File No file chosen
Status	Active	View Document	

[Submit](#) [Back](#)

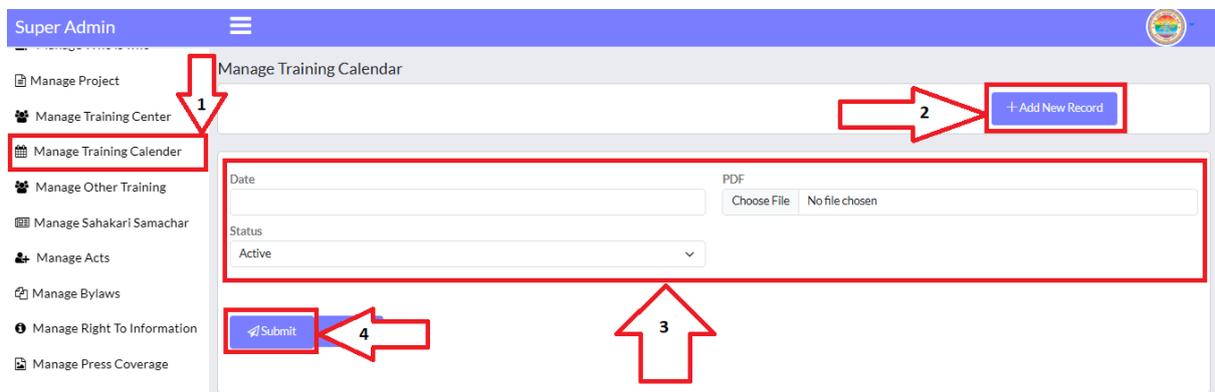
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B. Training Calender



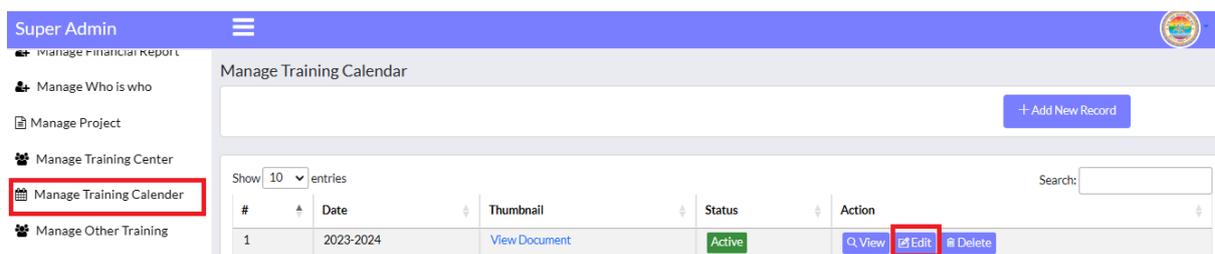
How to Add new Item:

1. From Admin Panel go to “**Manage Training Calender**”
2. Select “**Add new record**”.
3. Fill all the required information and only upload “**PDF**” file for this section.
4. Click **Submit**.



How to Edit/Update Item:

1. From “**Manage Training Calender**” click “**EDIT**” in front of item/record you want to change.
2. Change the required details and files (“**only PDF**”) you want to change and click **Submit**.



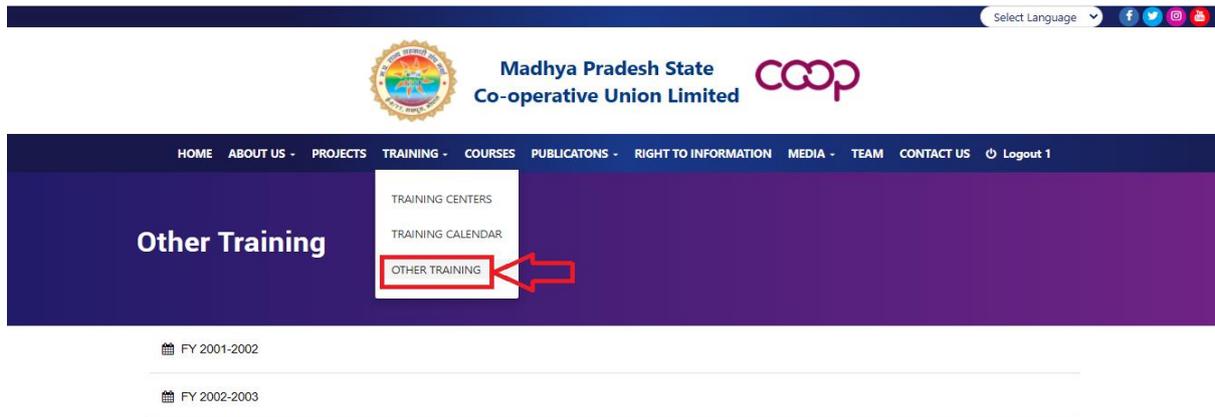
USER MANUAL FOR ADMIN PANEL OF MPSCU.IN

Date	Thumbnail
2023-2024	Choose File No file chosen
	View Document
Status	
Active	

Submit	Back
------------------------	----------------------

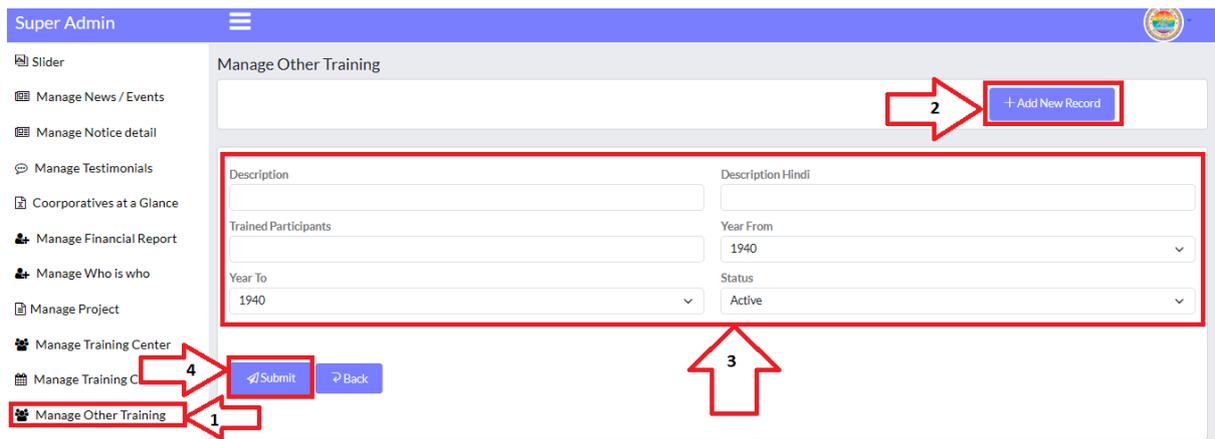
USER MANUAL FOR ADMIN PANEL OF MPSCU.IN

C. Other Training



How to Add new Item:

1. From Admin Panel go to “**Manage Other Training**”
2. Select “**Add new record**”.
3. Fill all the required information for this section.
4. Click **Submit**.



How to Edit/Update Item:

1. From “**Manage Other Training**” click “**EDIT**” in front of item/record you want to change.
2. Change the required details and click **Submit**.



USER MANUAL FOR ADMIN PANEL OF MPSCU.IN

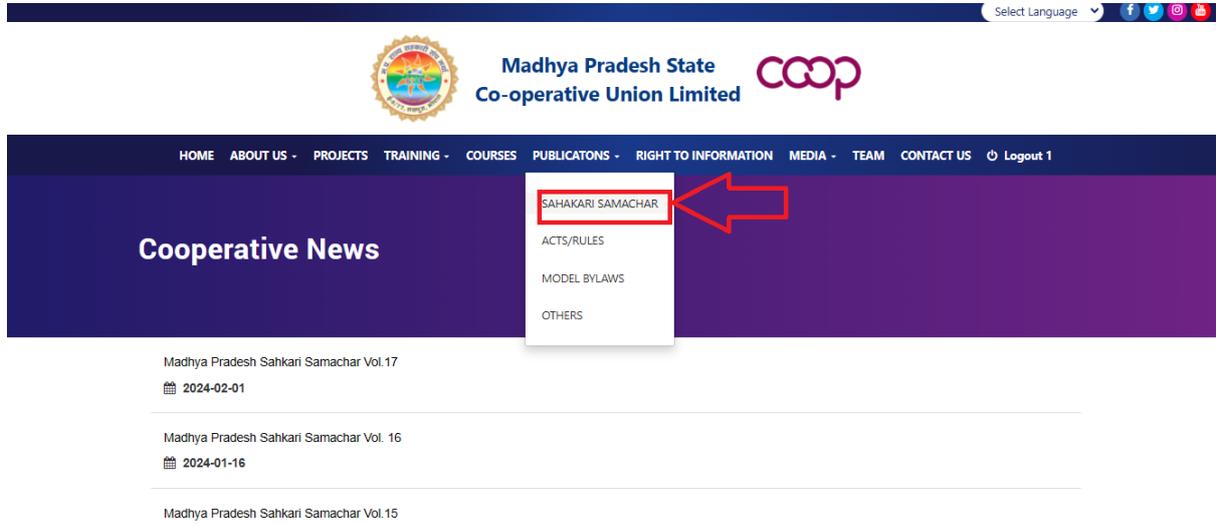
Description	Description Hindi
State level one day training on Judicious application of chemical fertilizers in agriculture	कृषि में रासायनिक उर्वरकों के विवेकपूर्ण प्रयोग पर राज्य स्तरीय एक दिवसीय प्रशिक्षण
Trained Participants	Year From
2769	2001
Year To	Status
2002	Active

[Submit](#) [Back](#)

USER MANUAL FOR ADMIN PANEL OF MPSCU.IN

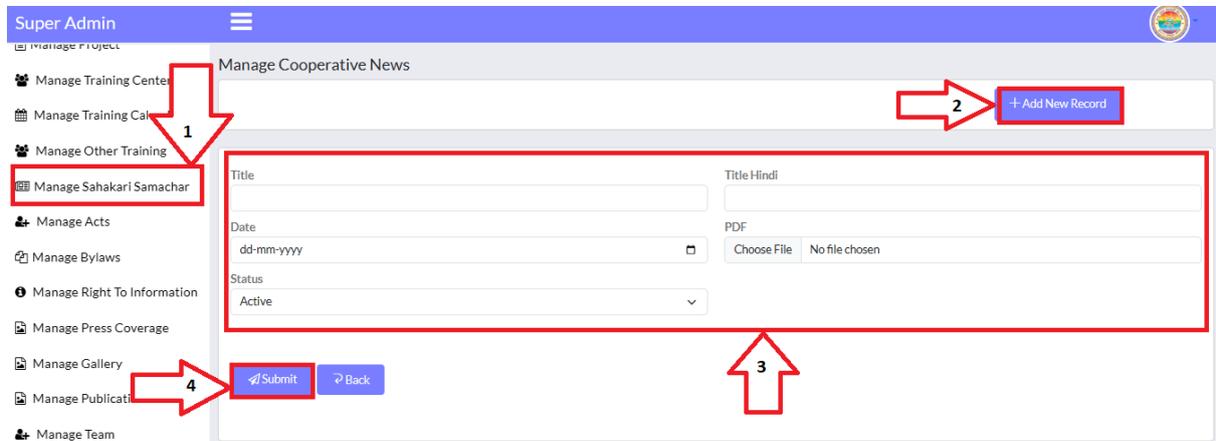
Publicatons:

A. Manage Sahakari Samachar



How to Add new Item:

1. From Admin Panel go to “**Manage Sahakari Samachar**”
2. Select “**Add new record**”.
3. Fill all the required information and only upload “**PDF**” file for this section.
4. Click **Submit**.



How to Edit/Update Item:

1. From “**Manage Sahakari Samachar**” click “**EDIT**” in front of item/record you want to change.
2. Change the required details and files (“**only PDF**”) you want to change and click **Submit**.

USER MANUAL FOR ADMIN PANEL OF MPSCU.IN

Super Admin  

Manage Cooperatives

Manage Sahakari Samachar

- Manage Acts
- Manage Bylaws
- Manage Right To Information
- Manage Press Coverage
- Manage Gallery

Manage Cooperative News

[+ Add New Record](#)

Show entries Search:

#	Title	Thumbnail	Status	Action
1	Madhya Pradesh Sahkari Samachar Vol.17	View Document	Active	View Edit Delete

Title

Title Hindi

Date

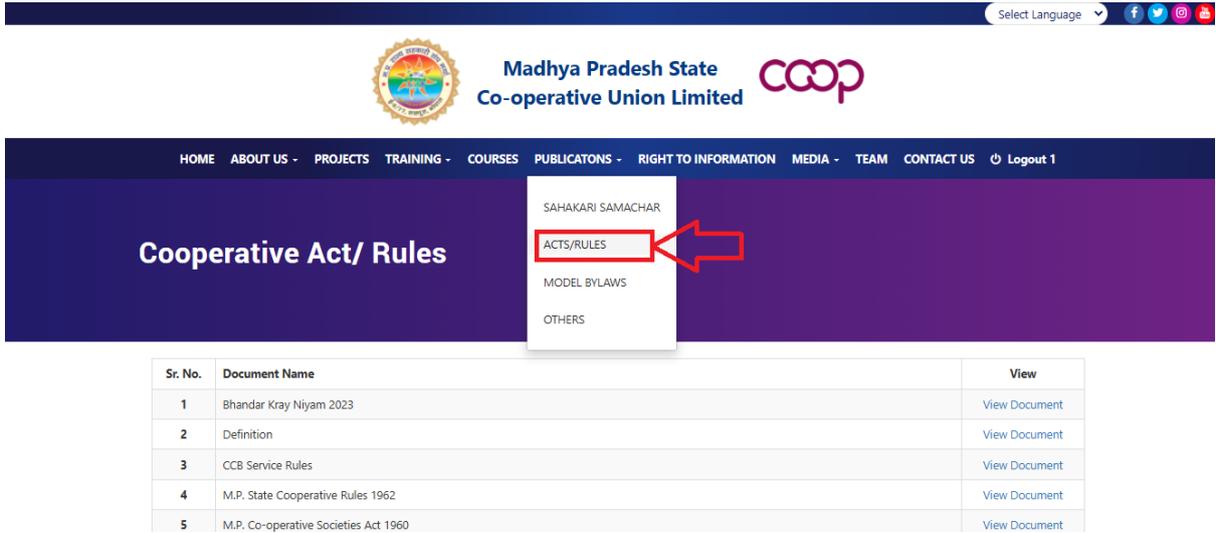
Thumbnail

[View Document](#)

Status

USER MANUAL FOR ADMIN PANEL OF MPSCU.IN

B. Manage Acts



SAHAKARI SAMACHAR

ACTS/RULES

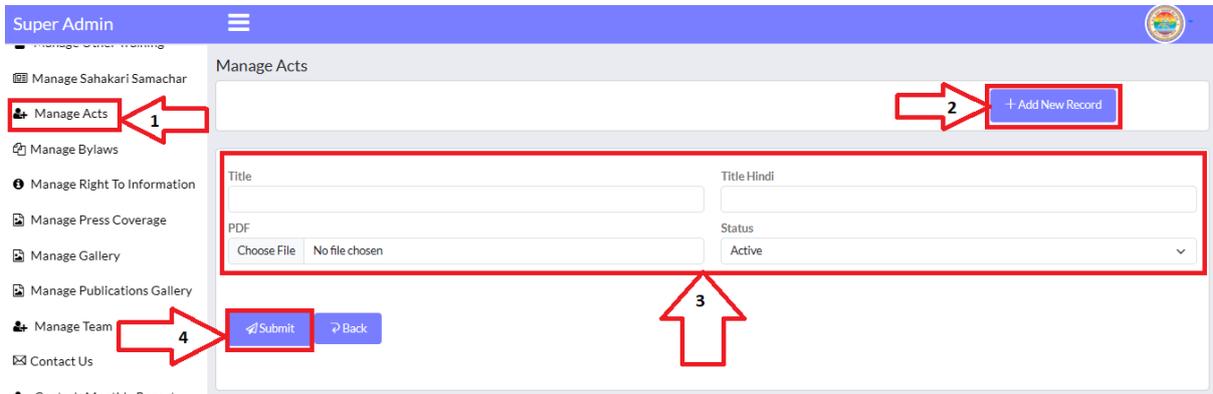
MODEL BYLAWS

OTHERS

Sr. No.	Document Name	View
1	Bhandar Kray Niyam 2023	View Document
2	Definition	View Document
3	CCB Service Rules	View Document
4	M.P. State Cooperative Rules 1962	View Document
5	M.P. Co-operative Societies Act 1960	View Document

How to Add new Item:

1. From Admin Panel go to “**Manage Acts**”
2. Select “**Add new record**”.
3. Fill all the required information and only upload “**PDF**” file for this section.
4. Click **Submit**.



Super Admin

Manage Acts

1 Manage Acts

2 + Add New Record

Title

Title Hindi

PDF

Choose File No file chosen

Status

Active

3 Submit

4 Back

How to Edit/Update Item:

1. From “**Manage Acts**” click “**EDIT**” in front of item/record you want to change.
2. Change the required details and files (“**only PDF**”) you want to change and click **Submit**.



Super Admin

Manage Acts

1 Manage Acts

+ Add New Record

Show 10 entries

#	Title	Thumbnail	Status	Action
1	Bhandar Kray Niyam 2023	View Document	Active	View EDIT Delete

USER MANUAL FOR ADMIN PANEL OF MPSCU.IN

Title	Bhandar Kray Niyam 2023	Title Hindi	भंडार क्राय नियम 2023
Thumbnail	Choose File No file chosen	Status	Active
View Document			

Submit	Back
------------------------	----------------------

USER MANUAL FOR ADMIN PANEL OF MPSCU.IN

C. Manage Bylaws

Sr. No.	Document Name	View
1	Primary Seed Producers Cooperative Society	View Document
2	Krishak Utpadak Sahakari Sanstha (FPO)	View Document

How to Add new Item:

1. From Admin Panel go to “**Manage Bylaws**”
2. Select “**Add new record**”.
3. Fill all the required information and only upload “**PDF**” file for this section.
4. Click **Submit**.

1. Manage Bylaws

2. + Add New Record

3. Form fields

4. Submit

How to Edit/Update Item:

1. From “**Manage Bylaws**” click “**EDIT**” in front of item/record you want to change.
2. Change the required details and files (“**only PDF**”) you want to change and click **Submit**.

#	Title	Thumbnail	Status	Action
1	Primary Seed Producers Cooperative Society	View Document	Active	View Edit Delete

USER MANUAL FOR ADMIN PANEL OF MPSCU.IN

Title	Primary Seed Producers Cooperative Society	Title Hindi	प्राथमिक बीज उत्पादक सहकारी समिति
Thumbnail	Choose File No file chosen		
View Document			
Status	Active		

USER MANUAL FOR ADMIN PANEL OF MPSCU.IN

Right To Information:

A. Right To Information

#	Name of Officer	Designation	Phone Number	Email-id
1	Shri Sanjay Kumar Singh	Appellant Officer	9826821281	rajasanghbpl@yahoo.co.in
2	Shri Ganesh Prashad Manjhi	Public Information Officer	9826876158	rajasanghbpl@yahoo.co.in
3	Shri Gyanu Singh	Asst. Public Information Officer	0755-2725518	rajasanghbpl@yahoo.co.in

How to Add new Item:

1. From Admin Panel go to “**Manage Right To Information**”
2. Select “**Add new record**”.
3. Fill all the required information for this section.
4. Click **Submit**.

Super Admin

Manage Right To Information

+ Add New Record

1

2

3

4

Submit Back

USER MANUAL FOR ADMIN PANEL OF MPSCU.IN

How to Edit/Update Item:

1. From “**Manage Right To Information**” click “**EDIT**” in front of item/record you want to change.
2. Change the required details and click **Submit**.

Super Admin

Manage Acts

Manage Bylaws

Manage Right To Information

Manage Press Coverage

Manage Gallery

Manage Publications Gallery

Manage Right To Information

+ Add New Record

Show 10 entries

#	Name of Officer	Designation	Phone Number	Email Id	Status	Action
1	Shri Sanjay Kumar Singh	Appellant Officer	9826821281	rajyasanghbpl@yahoo.co.in	Active	View Edit Delete

Name of Officer: Shri Sanjay Kumar Singh

Name of Officer Hindi: श्री संजय कुमार सिंह

Designation: Appellant Officer

Designation Hindi: अपीलकर्ता अधिकारी

Phone Number: 9826821281

Email Id: rajyasanghbpl@yahoo.co.in

Status: Active

[Submit](#) [Back](#)

USER MANUAL FOR ADMIN PANEL OF MPSCU.IN

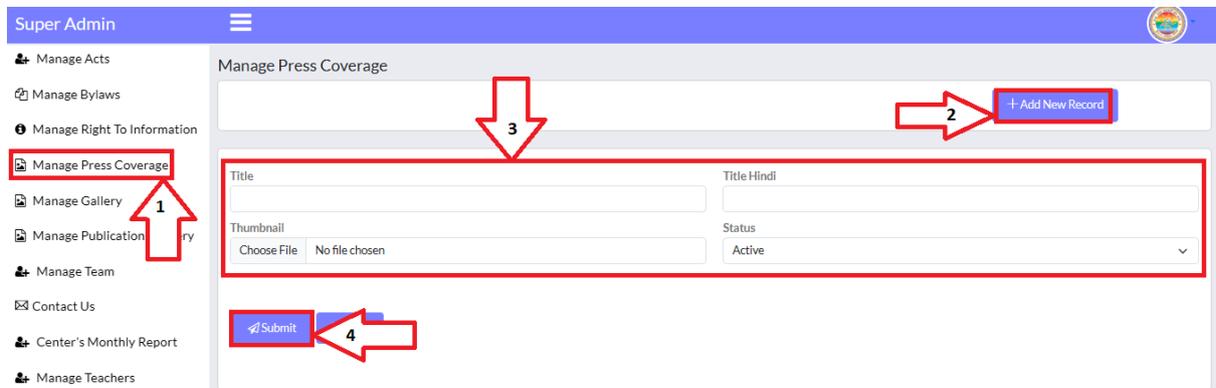
Media:

A. Manage Press Coverage



How to Add new Item:

1. From Admin Panel go to “**Manage Press Coverage**”
2. Select “**Add new record**”.
3. Fill all the required information and only upload “**image**” file (**more than 50*50 px**) for this section.
4. Click **Submit**.



How to Edit/Update Item:

1. From “**Manage Press Coverage**” click “**EDIT**” in front of item/record you want to change.
2. Change the required details and files (“**only image 50*50 px**”) you want to change and click **Submit**.

USER MANUAL FOR ADMIN PANEL OF MPSCU.IN

Super Admin  

- Manage Acts
- Manage Bylaws
- Manage Right To Information
- Manage Press Coverage**
- Manage Gallery
- Manage Publications Gallery

Manage Press Coverage

[+ Add New Record](#)

#	Title	Thumbnail	Created By	Last Updated By	Status	Action
1	AAAA			shall sharma	Active	View Edit Delete

title title hindi

Thumbnail Status



[Submit](#) [Back](#)

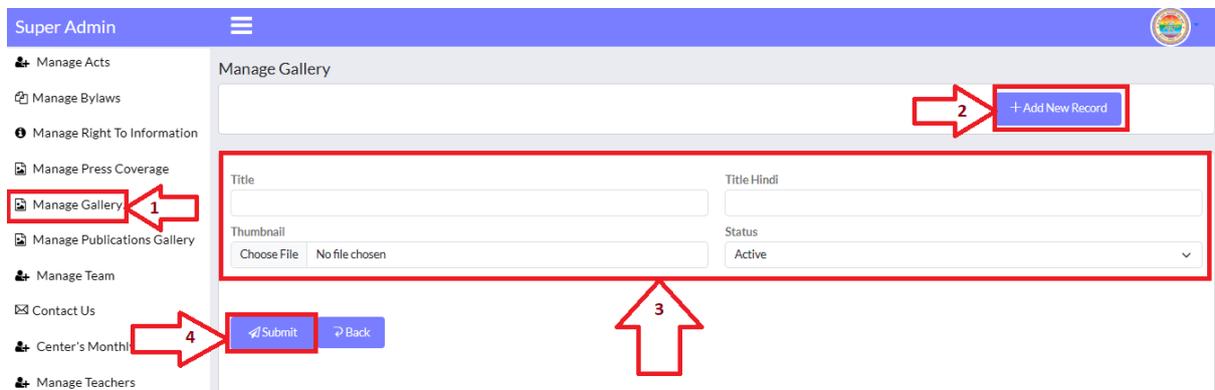
USER MANUAL FOR ADMIN PANEL OF MPSCU.IN

B. Manage Gallery



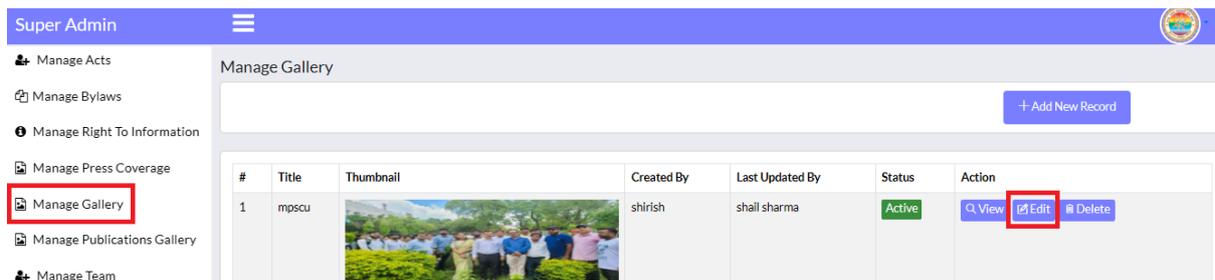
How to Add new Item:

1. From Admin Panel go to “**Manage Gallery**”
2. Select “**Add new record**”.
3. Fill all the required information and only upload “**image**” file (**more than 50*50 px**) for this section.
4. Click **Submit**.



How to Edit/Update Item:

1. From “**Manage Gallery**” click “**EDIT**” in front of item/record you want to change.
2. Change the required details and files (“**only image 50*50 px**”) you want to change and click **Submit**.



USER MANUAL FOR ADMIN PANEL OF MPSCU.IN

Title	<input type="text" value="mpscu"/>	Title Hindi	<input type="text" value="mpscu"/>
Thumbnail	<input type="button" value="Choose File"/> No file chosen	Status	<input type="text" value="Active"/> ▾
			

<input type="button" value="Submit"/>	<input type="button" value="Back"/>
---------------------------------------	-------------------------------------

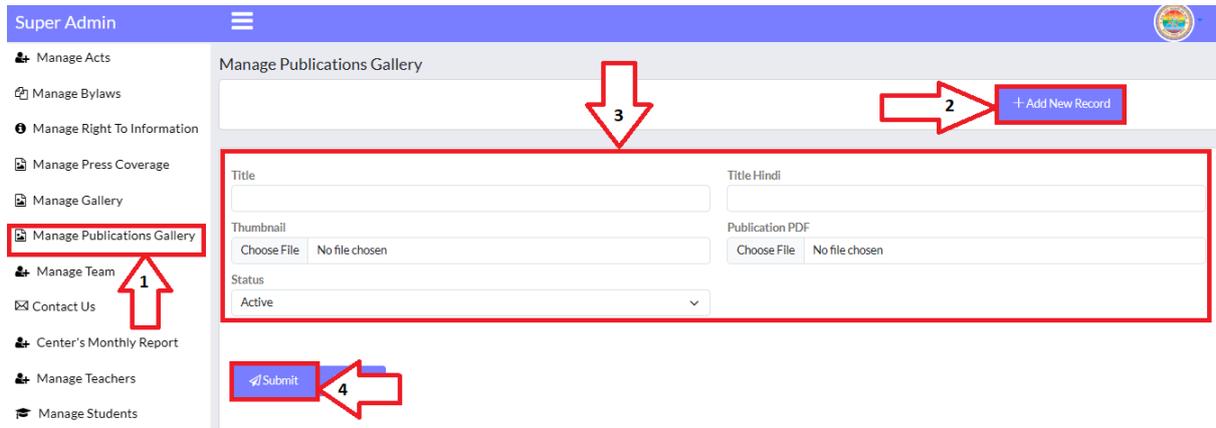
USER MANUAL FOR ADMIN PANEL OF MPSCU.IN

C. Manage Publications Gallery



How to Add new Item:

1. From Admin Panel go to **“Manage Publications Gallery”**
2. Select **“Add new record”**.
3. Fill all the required information and only upload **“image”** file (more than 50*50 px) and **“PDF”** for this section.
4. Click **Submit**.



How to Edit/Update Item:

1. From **“Manage Publications Gallery”** click **“EDIT”** in front of item/record you want to change.
2. Change the required details and files (**“only image 50*50 px and PDF”**) you want to change and click **Submit**.



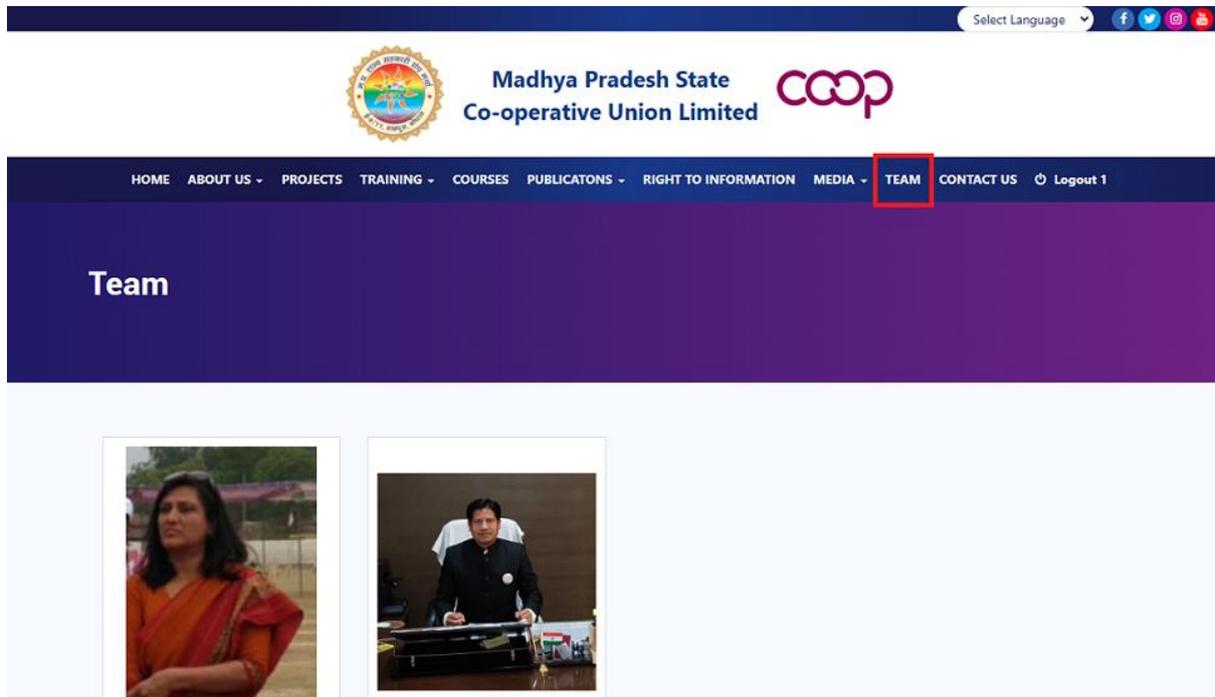
USER MANUAL FOR ADMIN PANEL OF MPSCU.IN

Title	1111	Title hindi	1111
Thumbnail	Choose File No file chosen	Publication PDF	Choose File No file chosen
		View Document	
Status	Active		

USER MANUAL FOR ADMIN PANEL OF MPSCU.IN

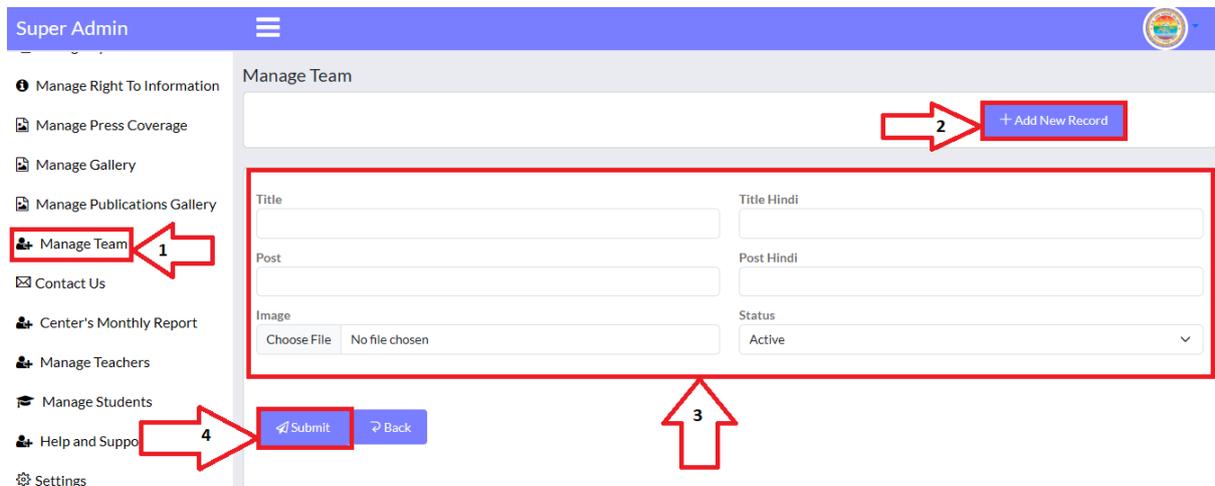
Team:

A. Manage Team



How to Add new Item:

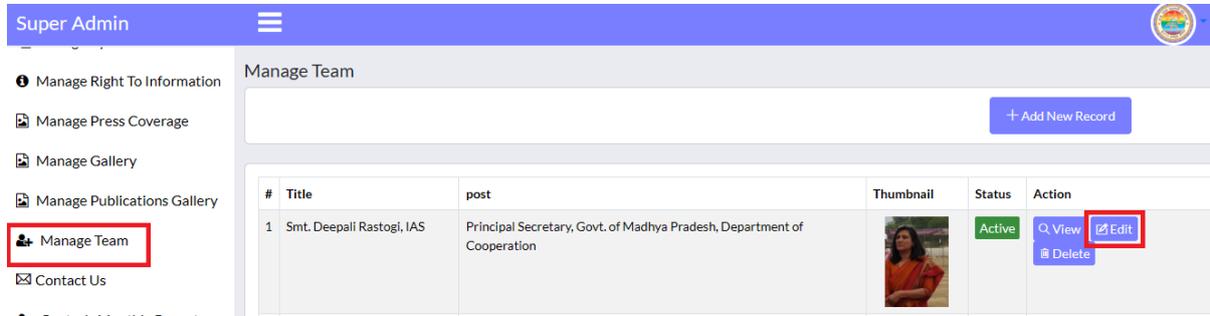
1. From Admin Panel go to “**Manage Team**”
2. Select “**Add new record**”.
3. Fill all the required information and only upload “**image**” file (**more than 50*50 px**) for this section.
4. Click **Submit**.



USER MANUAL FOR ADMIN PANEL OF MPSCU.IN

How to Edit/Update Item:

1. From “**Manage Team**” click “**EDIT**” in front of item/record you want to change.
2. Change the required details and files (“**only image 50*50 px**”) you want to change and click **Submit**.



Super Admin

Manage Team

+ Add New Record

#	Title	post	Thumbnail	Status	Action
1	Smt. Deepali Rastogi, IAS	Principal Secretary, Govt. of Madhya Pradesh, Department of Cooperation		Active	View Edit Delete



Title: Smt. Deepali Rastogi, IAS

Title Hindi: श्रीमती दीपाली रस्तोगी, आईएएस

Post: Principal Secretary, Govt. of Madhya Pradesh, Department of Cooperation

Post Hindi: प्रमुख सचिव, सरकार, मध्य प्रदेश, सहकारिता विभाग

Document: Choose File No file chosen

Status: Active



[Submit](#) [Back](#)

USER MANUAL FOR ADMIN PANEL OF MPSCU.IN

Contact us:

A. Contact us

Select Language

Madhya Pradesh State Co-operative Union Limited

HOME ABOUT US PROJECTS TRAINING COURSES PUBLICATONS RIGHT TO INFORMATION MEDIA TEAM CONTACT US Logout 1

Contact us

If you require any further information / assistance regarding any of our product and services. Please fill the below form to get connect with us.

Please enter your full name

Enter your full name*

Postal Address
Madhya Pradesh State Cooperative Union Limited, E-8/77, Shahpura, Trilanga, Bhopal -462039

Working Hours
10:30 AM - 01:30 PM 02:00 PM - 05:30 PM 2-3 Saturday/Sunday - Holiday

“New record/ item /enquiry can only be added by visitor/user for this section. Admin can only view /delete these records”

How to View Item:

1. From Admin Panel go to **“Contact Us”**, and click **“VIEW”** in front of item/record you want to change.
2. Click **Back** to go back to Contact Us Page.

Super Admin

Manage Right To Information

Manage Press Coverage

Manage Gallery

Manage Publications Gallery

Manage Team

Contact Us

contact Detail

#	Full Name	Emailid	Mobile Number	subject	message	Action
1	Atoms Group	infoatomsgroups@gmail.com	7999082386	Demo	For Demo Purpose	View Delete

Full Name
Atoms Group

Mobile Number
7999082386

message
For Demo Purpose

Emailid
infoatomsgroups@gmail.com

subject
Demo

Submission Time
2024-08-29 05:02:07

[Back](#)

USER MANUAL FOR ADMIN PANEL OF MPSCU.IN

How to Delete Item:

1. From “**Contact Us**” click “**DELETE**” in front of item/record you want to change.
2. Click **OK** on the next prompt.

The screenshot shows the 'Super Admin' interface with a confirmation dialog box overlaid. The dialog box contains the text 'mpscu.in says Really want to delete this.' and two buttons: 'OK' (highlighted with a red box) and 'Cancel'. Below the dialog box is a table titled 'contact Detail' with the following data:

#	Full Name	Emailid	Mobile Number	subject	message	Action
1	Atoms Group	infoatmsgroups@gmail.com	7999082386	Demo	For Demo Purpose	View Delete
2	Ankur Sharma	abc@gmail.com	1234567890	abcd	ABCDEFGHIJKLMNPOQRSTUVWXYZ	View Delete

The 'Contact Us' menu item in the left sidebar is also highlighted with a red box.

The screenshot shows the 'Super Admin' interface with a single contact record displayed in a table. The table has a search bar and pagination controls. The data is as follows:

#	Full Name	Emailid	Mobile Number	subject	message	Action
1	Atoms Group	infoatmsgroups@gmail.com	7999082386	Demo	For Demo Purpose	View Delete

The table includes a search bar, a 'Showing 1 to 1 of 1 entries' indicator, and pagination buttons for 'Previous', '1', and 'Next'.

USER MANUAL FOR ADMIN PANEL OF MPSCU.IN

Help and Support:

A. Help and Support

The screenshot shows the top section of the MPSCU website. At the top right, there is a 'Select Language' dropdown menu and social media icons for Facebook, Twitter, Instagram, and YouTube. Below this is the MPSCU logo, which includes a circular emblem with a sun and wheat, and the text 'Madhya Pradesh State Co-operative Union Limited' next to a stylized 'COOP' logo. A dark blue navigation bar contains the following links: HOME, ABOUT US, PROJECTS, TRAINING, COURSES, PUBLICATIONS, RIGHT TO INFORMATION, MEDIA, TEAM, CONTACT US, and Logout 1. Below the navigation bar, the main content area is divided into three columns. The left column contains contact information for 'Madhya Pradesh State Co-operative Union Limited', including the address (8/77, Shahpura, Trilanga Road, Bhopal-462003), phone numbers (0755-2926160 and 0755-2926159), and email addresses (rajyasanghbp@yahoo.co.in and ccmtcbpl@rediffmail.com). The middle column features a Google Map showing the location of 'M.P. State Co-operative Union Ltd' in Bhopal, with a red pin and a search bar. The right column lists 'Useful Links' (RCS Department, Co-operative, NCUI, NABARD, EPFO, NIC, MP- info / M.P Jansampark) and 'Quick Links' (About, Team, Photo Gallery, Publications, Help and Support, Courses, Projects, Sahakari Samachar, Contact). The 'Help and Support' link in the Quick Links section is highlighted with a red box. At the bottom of the page, there is a copyright notice: '© 2022 MPSCU. All Rights Reserved'.

Enquiry Form

If you require any further information / assistance regarding any of our product and services. Please fill the below form to get connect with us.

[Please Track Your request](#)
[Click Here](#)

Please enter your full name

Please enter your valid email id

Please enter your contact no.

Please enter your message

Submit

“User /Visitor can send their support request/ grievances/ etc. directly here, and after submitting of said request, a Tracking Id to check status of their request.”

Keep in mind always check this section, and update the report on said message accordingly.”

USER MANUAL FOR ADMIN PANEL OF MPSCU.IN

HOME ABOUT US ▾ PROJECTS TRAINING ▾ COURSES PUBLICATONS ▾ RIGHT TO INFORMATION MEDIA ▾ TEAM CONTACT US Logout 1

Enquiry Form

Tracking Id : 019277508016

Please Track Your request
[Click Here](#)

Help and Support

Please enter your tracking id

Help and Support

Tracking Id : 019277508016

Status :
Pending

“New record/ item /enquiry can only be added by visitor/user for this section.”

How to Edit/Update Item:

1. From Admin Panel go to **“Help and Support”** click **“EDIT”** in front of item/record you want to change.
2. Type the Solution, upload a solution **“PDF”** (optional).
3. Select Active from drop down and click **Submit**.

USER MANUAL FOR ADMIN PANEL OF MPSCU.IN

“IMPORTANT – IF YOU NOT SET THE STATUS ACTIVE, THE REQUEST WILL BE TREATED AS PENDING, AND NO UPDATE WILL BE SHOWN TO THE USER.”

Super Admin

Manage Support/help

Show 10 entries

#	Tracking Id	Title	Emailid	Mobile No.	Message	Status	Action
1	019277508016	Demo	demo@gmail.com	1234567890	abcde	Inactive	View Edit Delete
2	46828573991	ATOMS GROUP	infoatomsgroups@gmail.com	7999082386	FOR DEMO PURPOSE	Inactive	View Edit Delete

Showing 1 to 2 of 2 entries

Previous 1 Next

Help and Support

Solution

Pdf

Choose File No file chosen

View Document

Status

Inactive

Active

Inactive

Submit Back

USER MANUAL FOR ADMIN PANEL OF MPSCU.IN

Manage Training Centre:

“IMPORTANT – This section is for managing training centre, except gallery no other information will be shown on front end (website). Only by logging in Admin Panel these items can be edited/ viewed”

“MAKE SURE TO NOT USE SAME PASSWORD FOR EVERY USER”

A. Center's Monthly Report

How to Add new Item:

1. From Admin Panel go to “Center's Monthly Report”
2. Select “Add new record”.
3. Fill all the required information and only upload “PDF” file for this section
4. Click **Submit**.

“If more than one trainer name needs to be added, it can be done via editing the record. If you need to add images, you can do that via editing the record.”

Super Admin

Manage Training Center Monthly Report

+ Add New Record

Title

District

Year
2024

Month
January

No. of Training Days

No. of Trainee

PDF
Choose File No file chosen

Trainer Name

Category
Sc

Center's Monthly Report

Super Admin

PDF
Choose File No file chosen

Trainer Name

Category
Sc

St

OBC

General

Submit Back

USER MANUAL FOR ADMIN PANEL OF MPSCU.IN

How to Edit/Update Item:

1. From “**Center's Monthly Report**” click “**EDIT**” in front of item/record you want to change.
2. Change the required details and files (“**only PDF**”) you want to change and click **Submit**.

Super Admin

Manage Training Center Monthly Report

+ Add New Record

#	Title Name	District	No. of Training Days	Date	Action
1	Demo Report	Demo	15	01 - 2024	View Edit Delete

Center's Monthly Report

Title: Demo Report

District: Demo

Year: 2024

Month: January

No. of Training Days: 15

No. of Trainee: 100

PDF: Choose File (No file chosen) [View Document](#)

Trainer Name: Demo Person 1

Category: Sc

St: 25

OBC: 25

General: 25

[Submit](#) [Back](#)

3. How to add multiple trainer name –
 - Go to **Trainer Name**
 - Click “**Add New Row**”
 - Add all the Trainers
 - Click **Submit** (right under this section)
4. How to add multiple Images –
 - Go to **Upload Multi Image**
 - Click “**Choose File**”
 - Select all the images you want to add

USER MANUAL FOR ADMIN PANEL OF MPSCU.IN

o Click **Uploads** (right under this section)

Submit Back

Trainer Name **For adding multiple trainer Name**

Trainee Name	Action
<input type="text"/>	-

Add new row

Submit Back

Upload Multi Image **For adding Multiple Image**

File

Choose File No file chosen

Uploads

How to View Item:

1. From “**Center's Monthly Report**” click “**VIEW**” in front of item/record you want to change.
2. Click **Back** to go back to previous section.

Super Admin

Manage Acts

Manage Bylaws

Manage Right To Information

Manage Press Coverage

Manage Gallery

Manage Publications Gallery

Manage Team

Contact Us

Center's Monthly Report

Manage Training Center Monthly Report

+ Add New Record

Show 10 entries Search:

#	Title Name	District	No. of Training Days	Date	Action
1	Demo Report	Demo	15	01 - 2024	View Edit Delete
2	demo	Bhopal	20	01 - 2024	View Edit Delete

Showing 1 to 2 of 2 entries

Previous 1 Next

USER MANUAL FOR ADMIN PANEL OF MPSCU.IN

Title
Demo Report

District
Demo

Trainer Name
Demo Person 1

Date
01 - 2024

No. of Trainee
100

Sc
25

St
25

Obc
25

General
25

Images

Trainer Names

No. of Training Days
15

Pdf
[View Document](#)



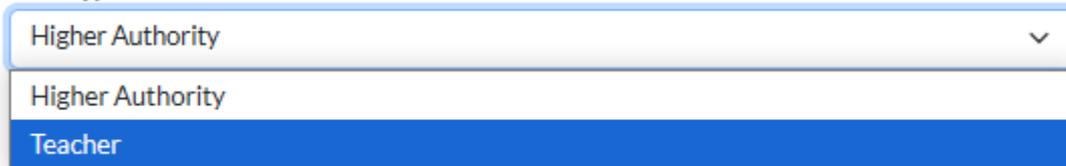
USER MANUAL FOR ADMIN PANEL OF MPSCU.IN

B. Manage Teachers

How to Add new Item:

1. From Admin Panel go to “**Manage Teachers**”
2. Select “**Add new record**”.
3. Fill all the required information for this section.
4. In “**User Type**”
 - ✚ Higher Authority –
 - They can create new **Teachers** account for their Centre.
 - Only make one **Higher Authority**, per centre, ex – Principal/ Vice-Principal.
 - They can add photos to centre galley.
 - Create new Students account.
 - ✚ Teachers –
 - They can create new **Students** account.
 - They can add photos to centre galley.
 - Create new Students account.

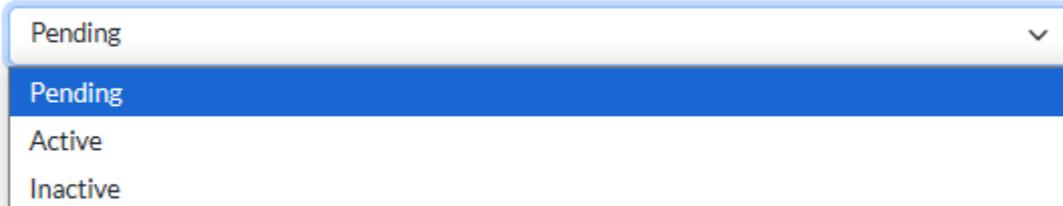
User Type



The image shows a dropdown menu titled "User Type". The current selection is "Higher Authority", indicated by a small downward arrow on the right. Below the dropdown, a list of options is visible: "Higher Authority" and "Teacher". The "Teacher" option is highlighted with a blue background.

5. In “**Status**”
 - ✚ Active – User is can login and use all the assigned function.
 - ✚ Inactive – User can’t login, nor use assigned function.
 - ✚ Pending – When Higher Authority creates a new Teacher account, it’s status is shown pending, until Admin approves it, in this case also, User can’t login, nor use assigned function.

Status



The image shows a dropdown menu titled "Status". The current selection is "Pending", indicated by a small downward arrow on the right. Below the dropdown, a list of options is visible: "Pending", "Active", and "Inactive". The "Pending" option is highlighted with a blue background.

6. Click **Submit**.

USER MANUAL FOR ADMIN PANEL OF MPSCU.IN

Super Admin

Manage Teachers

+ Add New Record

Name

Email Id

Phone No.

Date Of Birth

Fathers Name

Gender

Male Female

Password

Training Center Location

Bhopal

User Type

Higher Authority

Status

Pending

Submit Back

How to Edit/Update Item:

1. From “**Manage Teachers**” click “**EDIT**” in front of item/record you want to change.
2. Change the required details and click **Submit**.

Super Admin

Manage Teachers

+ Add New Record

Show 10 entries

#	Teacher Name	Email Id	Phone No.	Date Of Birth	Fathers Name	Gender	Location	User Type	Created By	Last Updated By	Status	Action
1	Meenakshi Bam	minaxi_n@rediffmail.com	9826060594	1994-02-01	G.C. Nagwanshi	Female	Bhopal	Teacher	shall sharma	shall sharma	Active	View Edit Change Password Delete

Manage Teachers

Teachers Name

Email Id

Meenakshi Bam

minaxi_n@rediffmail.com

Phone No.

Date Of Birth

9826060594

1994-02-01

Fathers Name

Gender

G.C. Nagwanshi

Male Female

Location

User Type

Bhopal

Teacher

Status

Active

Submit Back

How to Change Password:

1. From “**Manage Teachers**” click “**Change Password**” in front of item/record for which you want to change the password.
2. Enter new password and click **Submit**.

USER MANUAL FOR ADMIN PANEL OF MPSCU.IN

Super Admin  

- Manage Acts
- Manage Bylaws
- Manage Right To Information
- Manage Press Coverage
- Manage Gallery
- Manage Publications Gallery
- Manage Team
- Contact Us
- Center's Monthly Report
- Manage Teachers**

Manage Teachers

[+ Add New Record](#)

Show entries Search:

#	Teacher Name	Email Id	Phone No.	Date Of Birth	Fathers Name	Gender	Location	User Type	Created By	Last Updated By	Status	Action
1	Meenakshi Bam	minaxi_n@rediffmail.com	9826060594	1994-02-01	G.C. Nagwanshi	Female	Bhopal	Teacher	shail sharma	shail sharma	Active	Q View Edit Change Password Delete

Change Password

Please Enter New Passowrd

[Submit](#)

[Back](#)

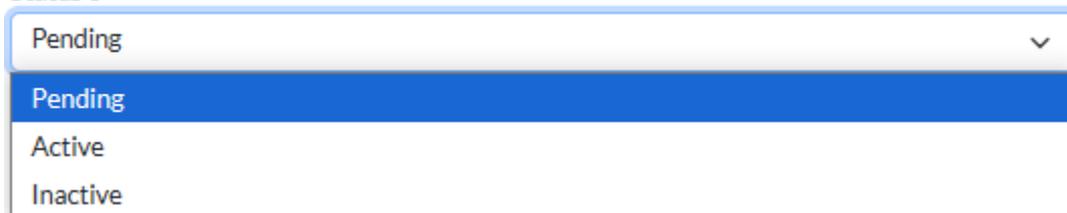
USER MANUAL FOR ADMIN PANEL OF MPSCU.IN

C. Manage Students

How to Add new Item:

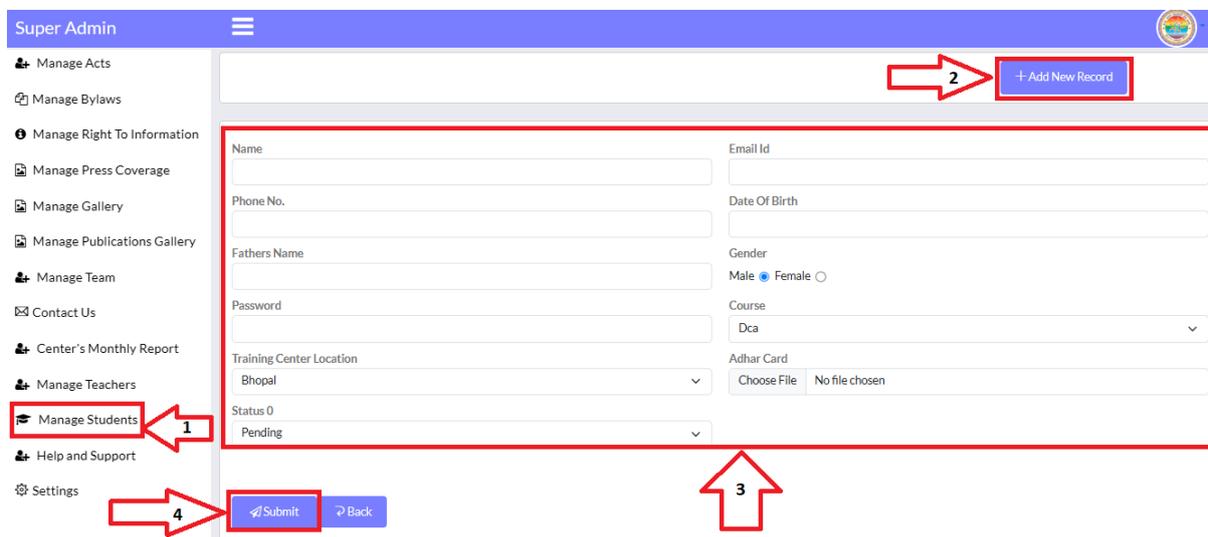
1. From Admin Panel go to “**Manage Students**”
2. Select “**Add new record**”.
3. Fill all the required information and upload only “**Image**” for this section.
4. If you want to add multiple image (ex. PAN card etc.), it can be uploaded on by editing the record.
5. In “**Status 0**”
 - ✚ Active – User is can login and use all the assigned function.
 - ✚ Inactive – User can’t login, nor use assigned function.
 - ✚ Pending – When Higher Authority/ Teacher creates a new Student account, it’s status is shown pending, until Admin approves it, in this case also, User can’t login, nor use assigned function.

Status 0



A screenshot of a dropdown menu titled "Status 0". The menu is open, showing three options: "Pending" (which is highlighted in blue), "Active", and "Inactive".

6. Click **Submit**.



A screenshot of the "Super Admin" interface. The left sidebar contains a menu with "Manage Students" highlighted by a red arrow labeled "1". The main content area shows a form for adding a new student record. The form has several fields: Name, Email Id, Phone No., Date Of Birth, Fathers Name, Gender (Male/Female), Password, Course (Dca), Training Center Location (Bhopal), Adhar Card (Choose File/No file chosen), and Status 0 (Pending). A red box highlights the entire form area. A red arrow labeled "2" points to the "+ Add New Record" button in the top right corner. A red arrow labeled "3" points to the "Status 0" dropdown menu. A red arrow labeled "4" points to the "Submit" button at the bottom of the form.

How to Edit/Update Item:

1. From “**Manage Students**” click “**EDIT**” in front of item/record you want to change.
2. To add multiple image, go to “**Upload Multi Image**”, select all the image files and click **Uploads**.
3. Change the required details and files (“**only Image**”) you want to change click **Submit**.

USER MANUAL FOR ADMIN PANEL OF MPSCU.IN

Super Admin

Manage Other Training

Manage Sahakari Samachar

Manage Acts

Manage Bylaws

Manage Right To Information

Manage Press Coverage

Manage Gallery

Manage Publications Gallery

Manage Team

Contact Us

Center's Monthly Report

Manage Teachers

Manage Students

Manage Students

+ Add New Record

Show 10 entries

Search:

#	Teacher Name	Email Id	Phone No.	Date Of Birth	Fathers Name	Gender	Course	Adhar Card	Location	Created By	Last Updated By	Status	Action
1	deepanshu	deepanshu98sharma@gmail.com	1234567891	2024-05-02	deep	Male	Dca		Bhopal		shall sharma	Active	View Edit Change Password Delete

Showing 1 to 1 of 1 entries

Previous 1 Next

Students Name: deepanshu

Phone No.: 1234567891

Fathers Name: deep

Course: Dca

Adhar Card: Choose File No file chosen

Email Id: deepanshu98sharma@gmail.com

Date Of Birth: 2024-05-02

Gender: Male Female

Training Center Location: Bhopal

Status: Active

[Submit](#) [Back](#)

[Submit](#) [Back](#)

Upload Multi Image

File

Choose File No file chosen

[Uploads](#)



How to Change Password:

1. From “**Manage Students**” click “**Change Password**” in front of item/record for which you want to change the password.
2. Enter new password and click **Submit**.

USER MANUAL FOR ADMIN PANEL OF MPSCU.IN

Super Admin

- Manage Other Training
- Manage Sahakari Samachar
- Manage Acts
- Manage Bylaws
- Manage Right To Information
- Manage Press Coverage
- Manage Gallery
- Manage Publications Gallery
- Manage Team
- Contact Us
- Center's Monthly Report
- Manage Teachers
- Manage Students**

Manage Students

+ Add New Record

Show 10 entries

#	Teacher Name	Email Id	Phone No.	Date Of Birth	Fathers Name	Gender	Course	Adhar Card	Location	Created By	Last Updated By	Status	Action
1	deepanshu	deepanshu98sharma@gmail.com	1234567891	2024-05-02	deep	Male	Dca		Bhopal		shall sharma	Active	View Edit Change Password Delete

Showing 1 to 1 of 1 entries

Previous 1 Next

Change Password

Please Enter New Passowrd

Submit

Back

USER MANUAL FOR ADMIN PANEL OF MPSCU.IN

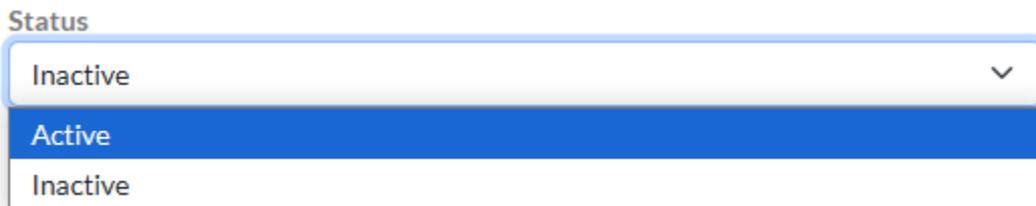
D. Manage Centre Gallery



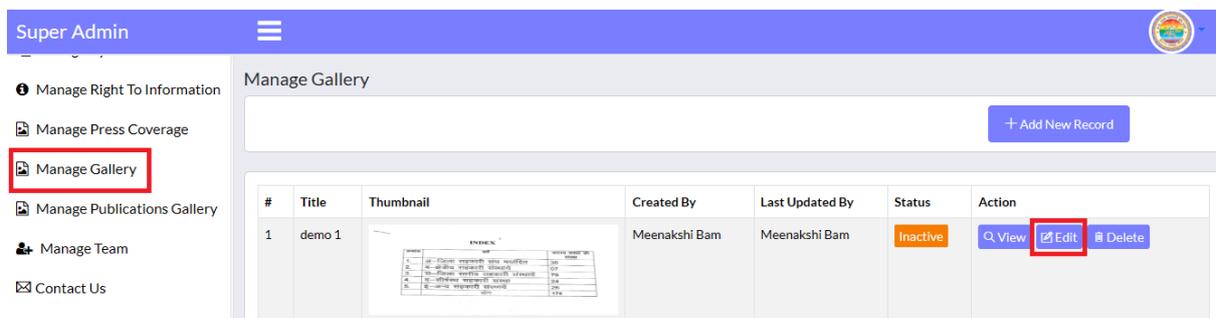
“Only centre can upload photo in their respective centre gallery, after which Admin have to approve said photos for them to appear on website. Admin have full rights to control the images, but won’t be able to upload them.”

How to Edit/Approve Item:

1. From “Gallery” click “EDIT” in front of item/record you want to change.
2. Go to **Status** and select **Active** from the drop down.



3. Change the required details and files (“only image”) you want to change and click **Submit**.



USER MANUAL FOR ADMIN PANEL OF MPSCU.IN

Title	demo 1	Title Hindi	demo 1
Thumbnail	Choose File No file chosen	Status	Active

[Submit](#) [Back](#)

4. Now the **Image** will be displayed in related centres gallery.