Circular Upload Module

URL for IntraMoWR : http://mowr.nic.in

Step by Step Manual:

Step: 1

For Login Click on login button on top left side
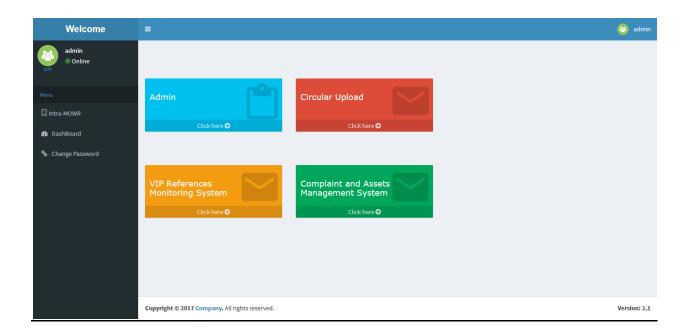
Step: 2

Enter Login Credentials

Step: 3

Click on Dashboard to enter into dashboard

Step: 4

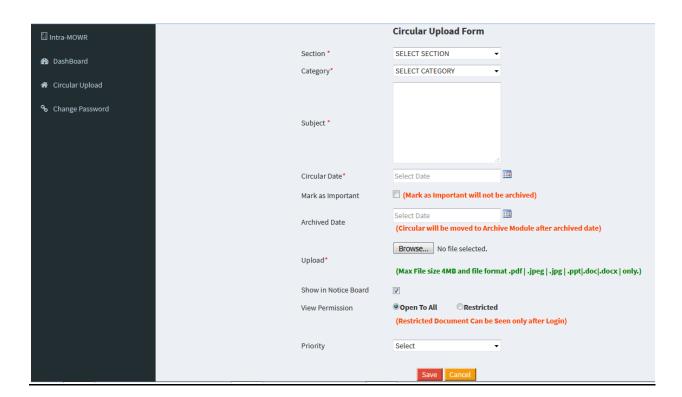**Click on Circular upload module**

Note: Other Modules cannot be accessed without permission

Step: 5

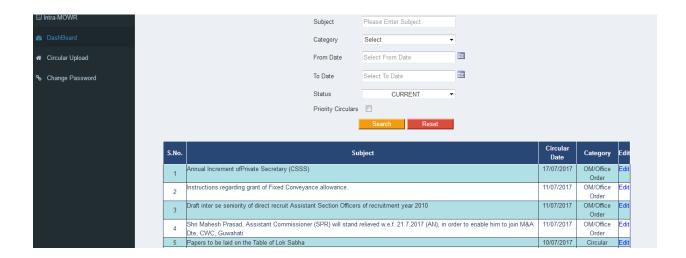**Click on Add New Circular to upload new circular**

Step: 6

Fill all the mandatory fields (*) and then click on Save to upload the circular

Note:

- Mark as Important (circular will not be archived/ Expired)
- Archived Date (Circular will be moved to Archive Module after archived date)
- File Upload (Max File size 4MB and file format .pdf | .jpeg | .jpg | .ppt|.doc|.docx | only)

- View Permission (Restricted Document Can be Seen only after Login)
- Show in Notice Board (If checkbox is checked then only it will appear on the Intra-MoWR Notice Board)
- Priority (priority can be set from 1 to 5, same will be appeared on the notice board)

Step: 7

After uploading, Circular can be searched & Click edit button to Edit

Step: 8

User Can change password and logout by clicking on right side top corner