

Details required for publishing the contents on Production site from Admin site.

| S.No | Details of the Content | User Response | Requirement/ Best Practice |
|------|---|------------------------------|---|
| 1 | Name of the Content | Vacancy of Sr Calligraphist | |
| 2 | Length of the Name Filed of Content (No of Characters used) | 24 | Limit length to 25 Characters |
| 3 | Special Characters used in the Name Field | No | Do not use any Special Characters including (.) |
| 4 | Title of the Content | Vacancy of Sr Calligraphist | |
| 5 | Length of the Title Filed of Content (No of Characters used) | 24 | Limit length to 25 Characters |
| 6 | Special Characters used in the Title Field | No | Do not use any Special Characters including (.) |
| 7 | Access Permissions of the Content | | Anonymous Portal User Access Right is Compulsory for all the contents to be displayed on Production Site. |
| 8 | PDF File Name | C12.pdf | |
| 9 | Length of PDF File Name | 3 | |
| 10 | Special Characters used in the name of PDF file name including spaces | No | Limit length to 10 Characters |
| 11 | Date of Publishing under Work Flow Tab | Cleared and now current date | Clear the Date mentioned if any and Save the content. |
| 12 | Details of Menu item if any | | |
| 13 | Details of File Resource used if any | | |
| 14 | Details of Navigator if any | | |
| 15 | Path of the Content on Admin Portal | What's New | |
| 16 | No of Contents(siblings) displaying on Production | | |

Note: When Content is created using the Save As option of any existing Content. Please delete the pdf file first and then upload the required pdf file.

Uploaded By: 

Checked By:- 