



Myanmar National Portal

အသုံးပြုနည်း မွမ်းမံသင်တန်း

June , 2022

Training Agenda

I. Web Content Workflow Management

II. Types of Web Content

III. Employee Functionalities

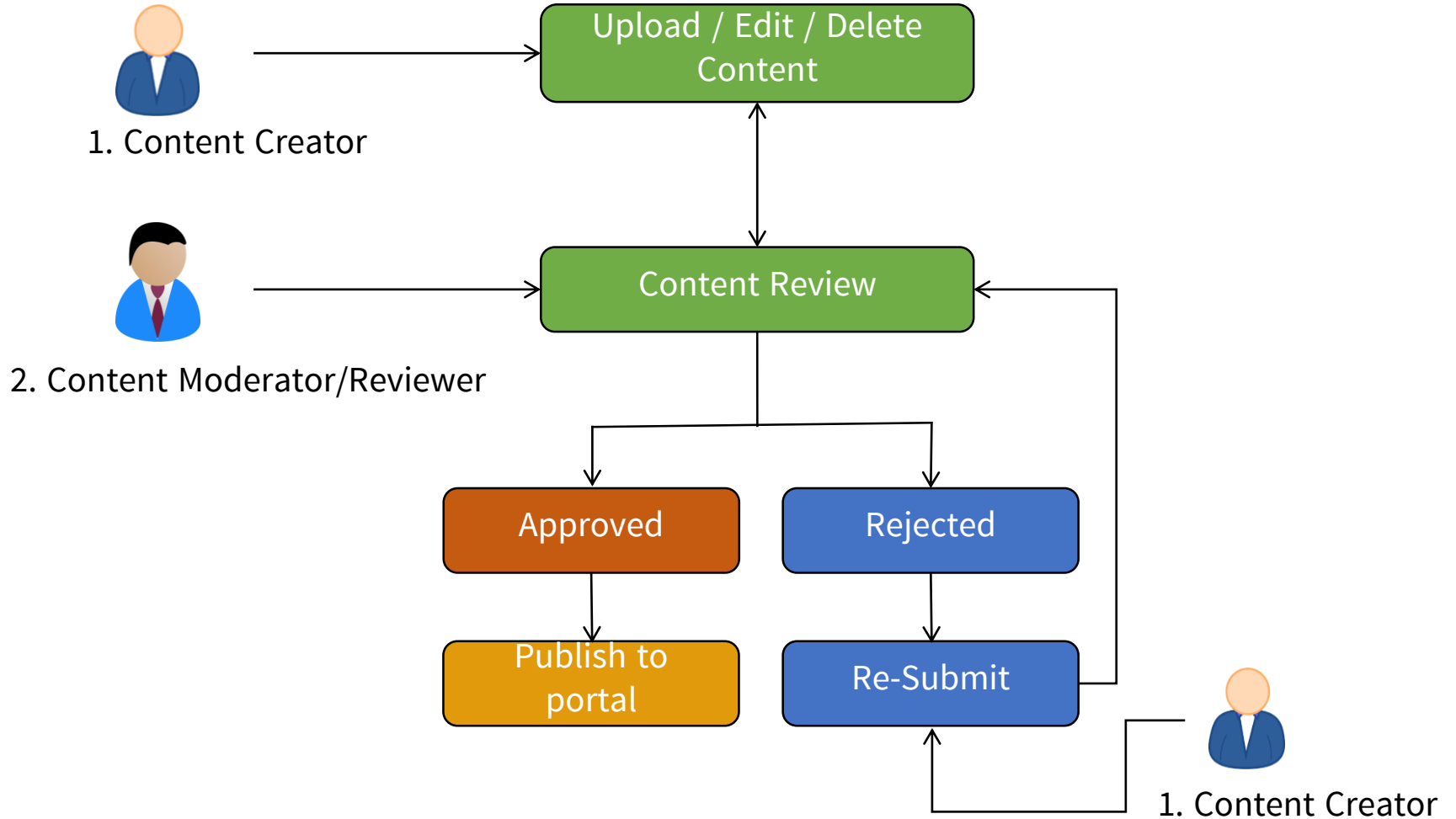
1. Login/Logout

2. Add Content

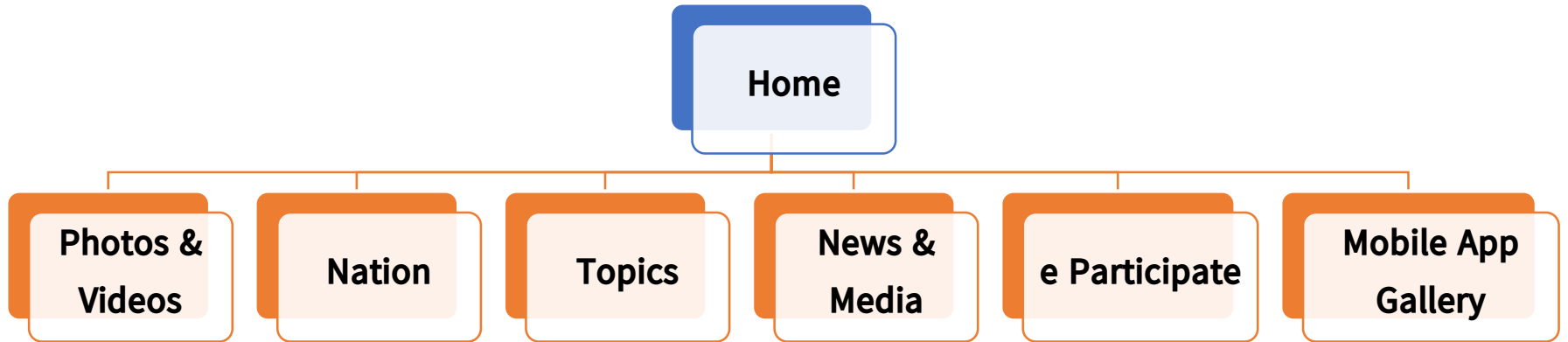
3. Edit Content

4. Review Web Content

Content Workflow Management



Types of Web Content



Employee Functionalities – Login Function

1. Go to <https://www.myanmar.gov.mm>
2. Click on Login and login with provided username and password



User Login

Email Address

Password

[Forgot User ID Or Password](#)

Don't Have A Myanmar Citizen Account ? [Register Now](#)

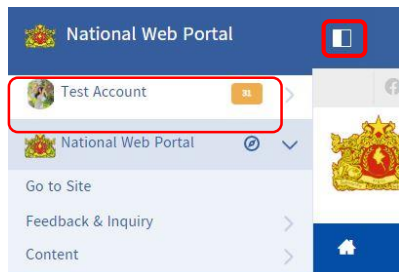
Logout Function

1. You will see the following screen after **logged in**.
2. Click on **Logout**
3. Click on **left menu icon** to explore left side menu pane.



Logout Function

1. You will see following **screen.1** after click on **left menu icon**.
2. Click on **Your Account Name** to expend and you will see following **Screen.2**



Screen.1

3. Click on **Sign Out** to logout.



Screen.2

About Left Menu Pane

1. Click on **Account Settings** from the left menu pane.
2. Then you can update your account information such as name and password accordingly.
3. **My Workflow Tasks** - Please refer to **slide no 86**.
4. **Notifications** - Please refer to **slide no 87**.
5. **My Submissions** - Please refer to **slide no 90**.

National Web Portal Account Settings

Creator_MoTC_ITCSD

My Account

Account Settings

My Workflow Tasks

Notifications 375

My Submissions

Sign Out

User Information Identification Miscellaneous

Screen Name * creator_motc_itcsd

Email Address * creator_motc@myanmar.gov.mm Change Delete

Language English (United States)

User ID 27882763

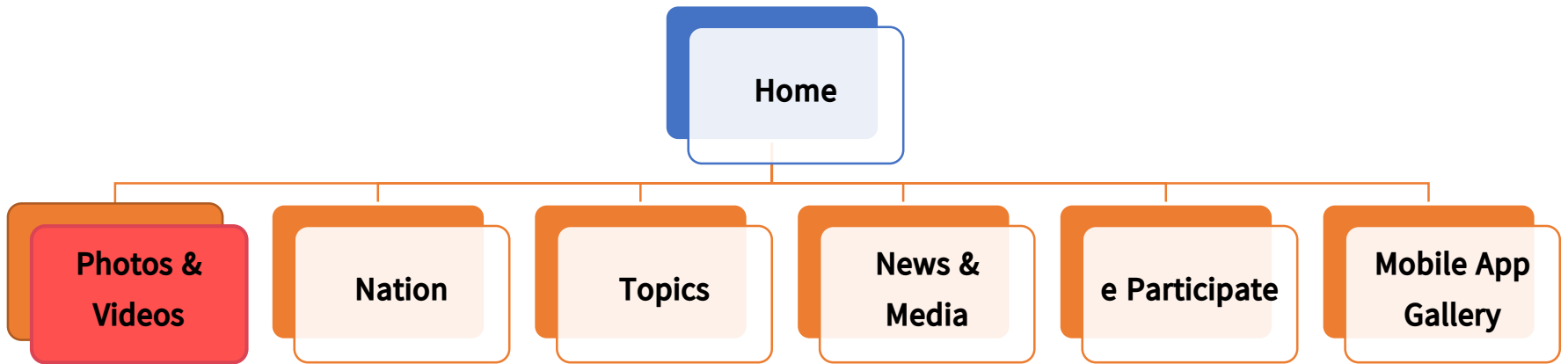
Prefix

Job Title webadmin@myanmar.gov.mm

Name * Creator_MoTC_ITCSD

Suffix

Add/Edit Photos & Videos



Add Content Function

Photos & Videos

1. Click on **National Web Portal > Content > Web Content**
2. Click on **Your Respective Ministry Folder**

The screenshot displays the National Web Portal interface. The top navigation bar includes the National Web Portal logo and the 'Web Content' title. The left sidebar shows a menu with 'Web Content' highlighted by a red box. The main content area shows a list of folders under the heading 'Folders'. The folder 'Ministry of Transport and Communications' is highlighted with a red box. Other folders visible include 'Admin_Securelink, modified 6 Months ago.' and 'MOTC_API Approved'.

Add Content Function

Photos & Videos

1. Click on Photo and Video – Photo

The screenshot displays the National Web Portal interface for the Ministry of Transportation and Communications. The left sidebar shows the user 'Creator_MOTC' and a navigation menu with options: 'Go to Site', 'Content', 'Web Content', 'Documents and Media', 'Forms', 'Dynamic Data Lists', 'Polls', 'Recycle Bin', and 'Calendar'. The main content area lists five items, each with a folder icon, the creator 'FPT-LinhHTT2, modified 1 Month ago.', and a status of 'Approved'. The third item, 'Photo and Video - Photo', is highlighted with a red rectangular box. The bottom of the interface shows '10 Entries' and 'Showing 1 to 10 of 15 entries.' with pagination controls for pages 1 and 2.

Item Name	Creator	Modified	Status
News and Media - Announcement	FPT-LinhHTT2	1 Month ago	Approved
News and Media - Media	FPT-LinhHTT2	1 Month ago	Approved
Photo and Video - Photo	FPT-LinhHTT2	1 Month ago	Approved
Photo and Video - Video	FPT-LinhHTT2	1 Month ago	Approved
Collaboration - Discussion	FPT-LinhHTT2	1 Month ago	Approved

Add Content Function

Photos & Videos

1. Click on the **Plus Icon** to upload new photos

The screenshot displays the National Web Portal interface. At the top, the header shows 'National Web Portal' and 'Photo and Video - Photo'. Below the header, there is a navigation menu on the left with options like 'Go to Site', 'Content', 'Web Content', 'Documents and Media', 'Forms', 'Dynamic Data Lists', 'Polls', 'Recycle Bin', and 'Calendar'. The main content area shows a large smiley face icon and the text 'No web content was found.' Below this, there is a 'Photo & Video Gallery - Photo' button with a plus icon highlighted by a red box. Two blue callout boxes provide instructions: 'You can filter the content which is approved.' and 'You can filter the content by Modified date.'

Add Content Function

Photos & Videos

The screenshot shows the 'New Web Content' form in the National Web Portal. The form is divided into several sections:

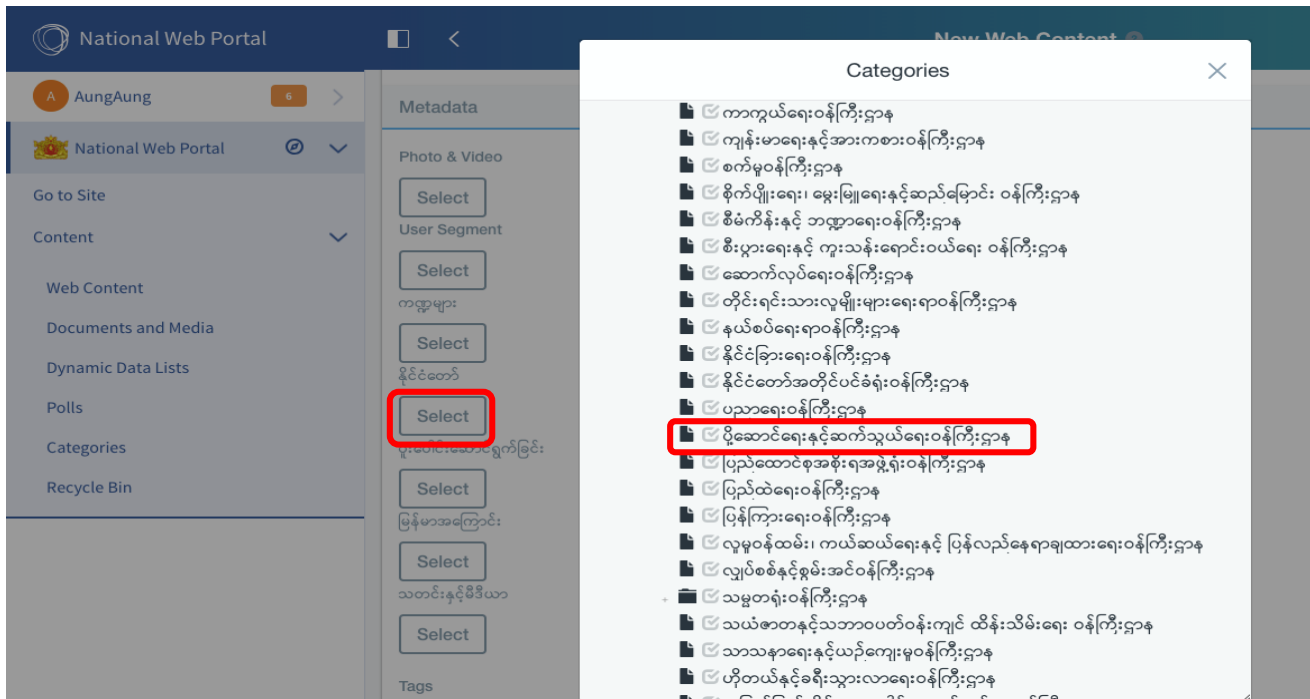
- Title:** A text input field with a red asterisk indicating it is required. Below it, there is a line of Burmese text: "ဤနေရာတွင်ဖြည်းစွက်ရန်လိုအပ်ပါသည်။" (Please insert information here).
- Summary:** A text input field. A blue callout box with the text "Insert required Photos information" points to this field.
- Content:** A large text area with the placeholder text "Write your content here...".
- Photo:** A section for adding a photo, featuring a "Select" button and a placeholder for the image.
- Image Description:** A text input field for describing the photo.

Add Content Function

Photos & Videos

1. To display **Organization Name** regarding uploaded **Photos**, you will also need to do the following:

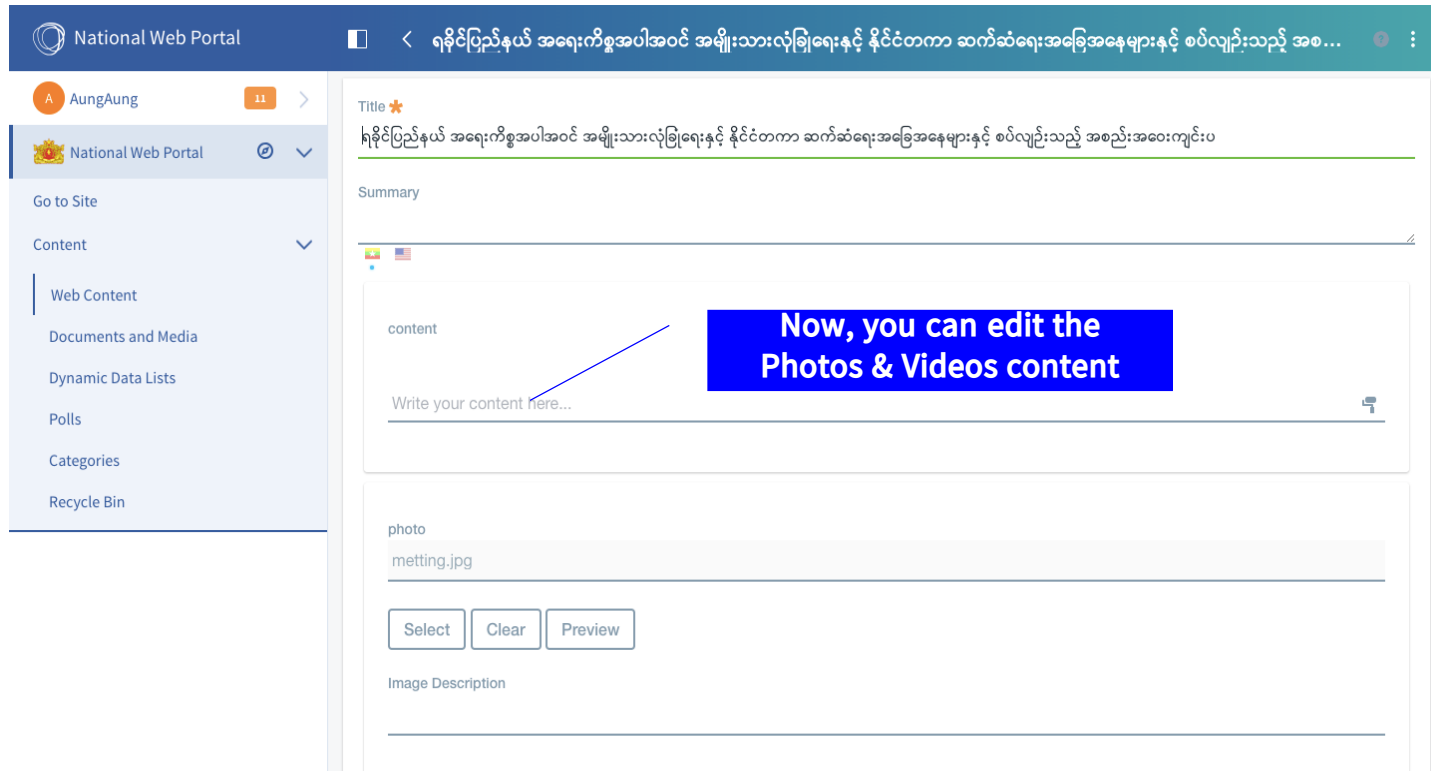
Metadata > Select Nation> Union Government > Ministries > Choose related Ministry name and publish



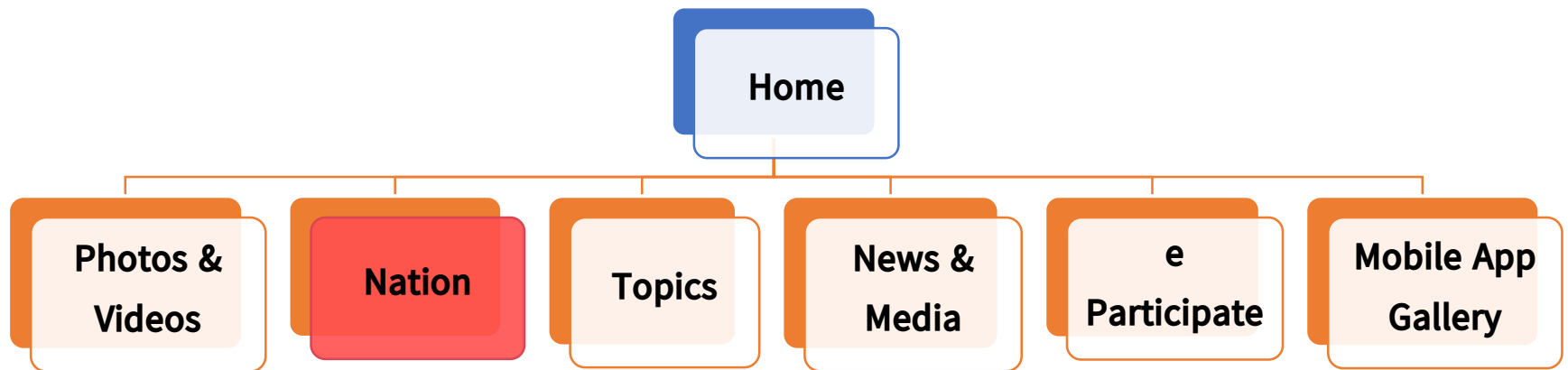
Edit Content Function

Photos & Videos

1. Click on **National Web Portal > Content > Web Content**
2. Click on **Your Respective Ministry Folder**
3. Click on **Photo & Video – Photo**
4. Click on the **Photo content** to edit or click on the right side setting and click edit



Edit Nation Content



Edit Content Function

Nation

1. Click on **National Web Portal > Content > Web Content**
2. Click on **Your Respective Ministry Folder**
3. Click on **Nation – Union Government** (*The folder can be different depend on the Ministries*)
4. Click on the **nation content** to edit or click on the right side settling and click edit

The screenshot displays the National Web Portal interface. The top navigation bar shows 'National Web Portal' and 'Nation - Union Government'. The left sidebar contains a menu with 'Content' expanded to show 'Web Content'. The main content area shows a list of 'Web Content' items. One item is highlighted with a red box, showing a user icon 'K', the name 'kyawhtun, modified 1 Day ago.', and the title 'ပို့ဆောင်ရေးနှင့်ဆက်သွယ်ရေးဝန်ကြီးဌာန' with a green 'Approved' status. To the right of this item, a context menu is open, also highlighted with a red box, listing options: Edit, Move, Preview, View History, Expire, and Move to the Recycle Bin.

Edit Content Function

Nation

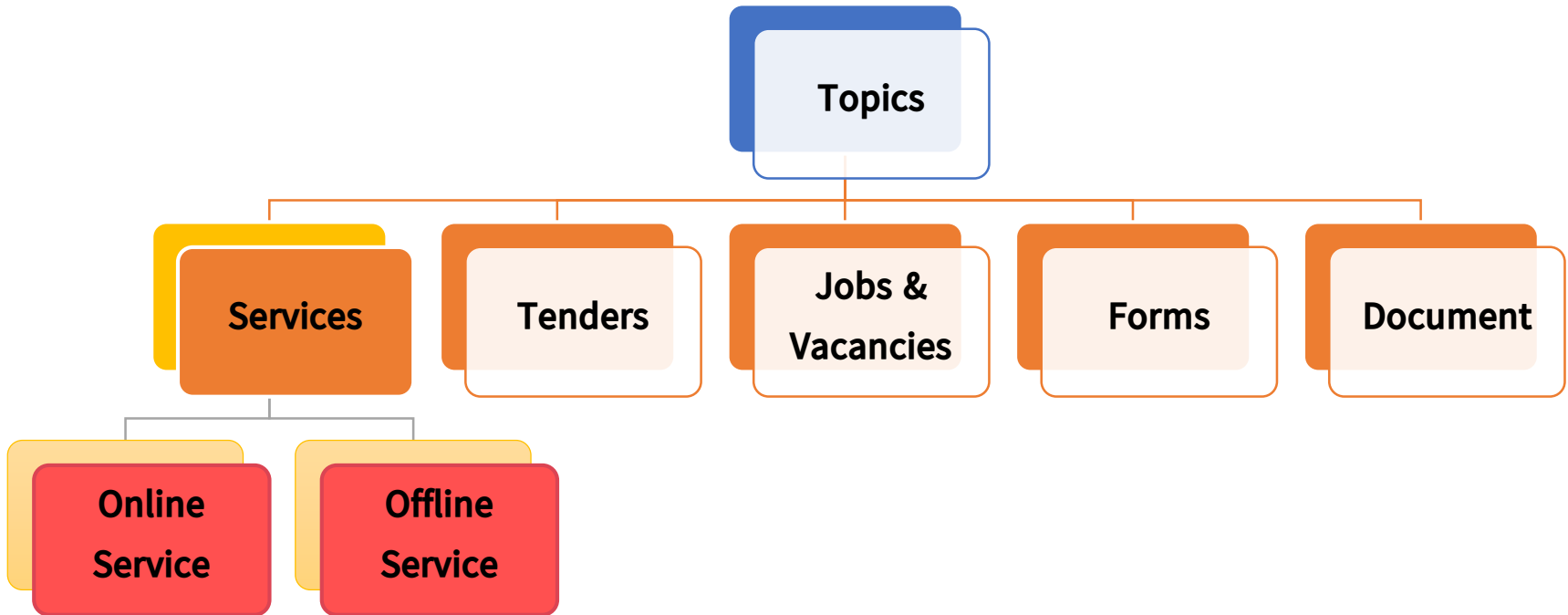
The screenshot shows the National Web Portal content editor. The top navigation bar includes the National Web Portal logo and the text 'ပို့ဆောင်ရေးနှင့်ဆက်သွယ်ရေးဝန်ကြီးဌာန'. The left sidebar contains a menu with 'Creator_MOTC' and 'National Web Portal' (selected), along with options like 'Go to Site', 'Content', 'Web Content', 'Documents and Media', 'Dynamic Data Lists', 'Forms', 'Polls', and 'Recycle Bin'. The main editing area has a 'Title' field with a red asterisk, containing the text 'ပို့ဆောင်ရေးနှင့်ဆက်သွယ်ရေးဝန်ကြီးဌာန'. A blue callout box with white text says 'Now, you can edit the content of your Ministry Information'. Below the title is a 'Summary' field with a small image icon. The 'Image' section has a 'Select' button. The 'Image Description' field is empty. At the bottom is a rich text editor toolbar with various formatting options like bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, table, image, link, and smiley.

Edit Content Function

Nation Sample

1. သမိုင်းကြောင်း (Historical Background)
2. မူဝါဒ (Policy)
3. ရည်မှန်းချက် (Objectives)
4. လုပ်ငန်းစဉ် (Function)
5. ဖွဲ့စည်းပုံ (Structure)
6. Website လိပ်စာ (Website Address)
7. ရရှိနိုင်သော ဝန်ဆောင်မှုများ link (Service Link)

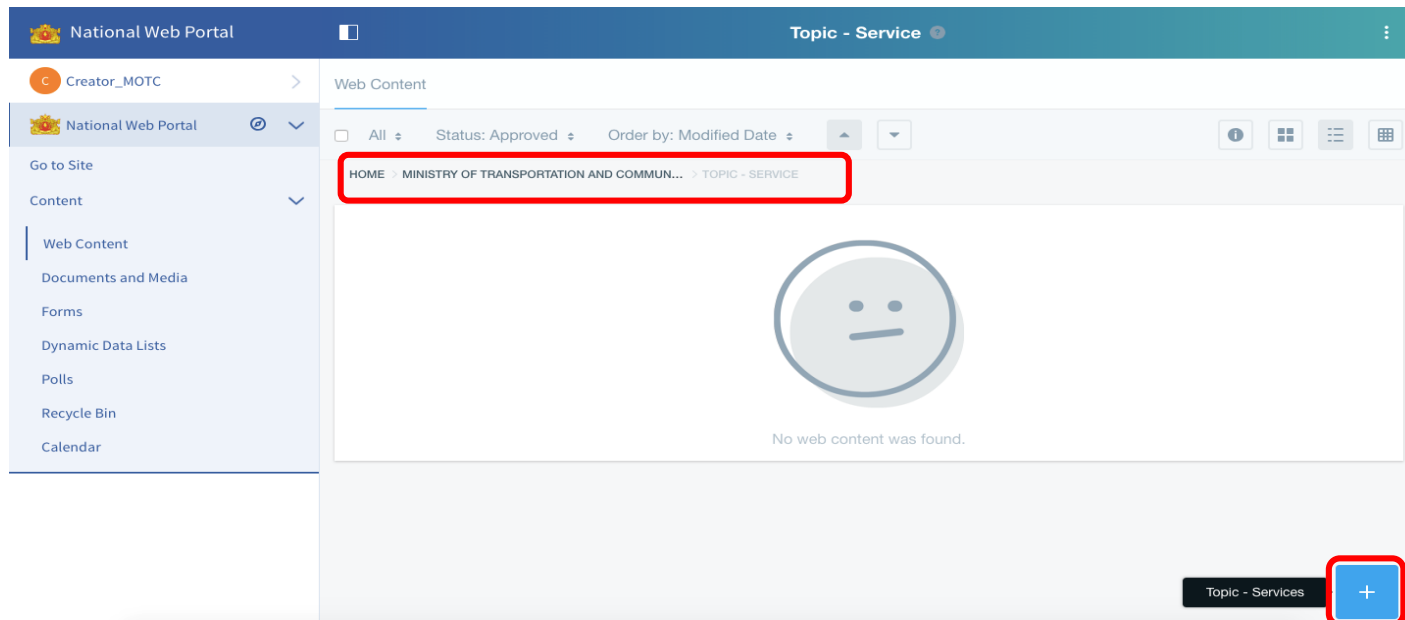
Add/Edit Services



Add Content Function

Service (Online Service / Offline Service)

1. Click on **National Web Portal > Content > Web Content**
2. Click on **Your Respective Ministry Name**
3. Click on **Topics – Online Service/ Offline Service**
4. Click on the **Plus Icon** to upload new services



Add Content Function

Service (Online Service / Offline Service)

The screenshot shows the 'New Web Content' interface on the National Web Portal. The top navigation bar includes the portal name and a breadcrumb trail. A user profile for 'AungAung' is visible. The main content area features a 'Default Language' dropdown set to 'English (United States)' and an 'Add Translation' button. The form itself has several sections:

- Title ***: A required text field with a red asterisk. A blue callout box with the text 'Insert required service information' is overlaid on this field.
- Summary**: A text area for providing a brief overview.
- Content ***: A large text area for the main content, with a placeholder 'Write your content here...'. It includes a small icon for inserting media.
- Requirements**: A section for listing necessary details, with a sub-field for 'Title'.

Add Content Function

Service (Online Service / Offline Service) Sample

1. Basic Requirement (အခြေခံလိုအပ်ချက်များ)
2. Fee (ဝန်ဆောင်ခ)
3. Required Documents (လိုအပ်သောစာရွက်စာတမ်းများ)
4. How to apply (လျှောက်ထားရန်အဆင့်များ)
5. Contact Address (ဆက်သွယ်ရမည့်လိပ်စာ)
6. Service Location (ဝန်ဆောင်မှုရရှိနိုင်မည့် တည်နေရာ)
7. Website Address (Website လိပ်စာ)
8. FAQ (ဝန်ဆောင်မှုနှင့်ပတ်သက်ပြီး မေးလေ့ရှိသော မေးခွန်းများ)

Add Content Function

Service (Online Service / Offline Service) Sample

ပန်ဆောင်မှုရယူရန် အခြေခံလိုအပ်ချက်များ

- (က) eVisa (ကမ္ဘာလှည့်) အတွက် ခွင့်ပြုနိုင်ငံ (၁၀၀) နှင့် eVisa (လုပ်ငန်း)အတွက် ခွင့်ပြု(၅၅)နိုင်ငံမှ နိုင်ငံသားများ ဖြစ်ရမည်။
- (ခ) <https://evisa.moip.gov.mm/> တွင် ဝင်ရောက်လျှောက်ထားရမည်။
- (ဂ) သတ်မှတ်လျှောက်လွှာပုံစံအား ပြည့်စုံမှုမရှိကန့်စားပြည်သွင်းရမည်။
- (ဃ) eVisa (လုပ်ငန်း) အတွက် အောက်ပါအထောက်အထားများ ပူးတွဲလျှောက်ထားရမည်-
 - စီမံကိန်းနှင့် ဘဏ္ဍာရေးဝန်ကြီးဌာနမှ ခွင့်ပြုထုတ်ပေးသည့် ကုမ္ပဏီမှတ်ပုံတင်လက်မှတ် Scan Copy
 - သက်ဆိုင်ရာ ကုမ္ပဏီမှ ဖိတ်ခေါ်စာ
- (င) ဝိစာကြေးအား Visa Card, Master Card, American Express, JCB Card တို့ဖြင့် Online မှ ပေးချေရမည်။

Comment [H1]: Basic requirement

ပန်ဆောင်ခ

- (က) eVisa (ကမ္ဘာလှည့်) - ၅၀ USD
- (ခ) eVisa (လုပ်ငန်း) - ၇၀ USD

Comment [H2]: Fee

လိုအပ်သောစာရွက် စာတမ်းများ

- (က) eVisa (ကမ္ဘာလှည့်)
 - လျှောက်လွှာ
 - ကာလာဓိတိပုံ
- (ခ) eVisa (လုပ်ငန်း)
 - လျှောက်လွှာ
 - ကာလာဓိတိပုံ
 - စီမံကိန်းနှင့် ဘဏ္ဍာရေးဝန်ကြီးဌာနမှ ခွင့်ပြုထုတ်ပေးသည့် ကုမ္ပဏီမှတ်ပုံတင်လက်မှတ်
 - သက်ဆိုင်ရာ ကုမ္ပဏီမှ ဖိတ်ခေါ်စာ

Comment [H3]: Required documents

လျှောက်ထားရန်ဆင့်များ

Comment [H4]: How to apply

အဆင့် - ၁

Comment [H5]: Step x

eVisa Website သို့ ဝင်ရောက်ခြင်း။
<https://evisa.moip.gov.mm/> တွင်ဝင်ရောက်၍ လျှောက်ထားရမည်။

အဆင့် - ၂

စည်းကမ်းသတ်မှတ်ချက်များ (Term and Condition) အား လက်ခံခြင်း။
 ဖော်ပြထားသည့် စည်းကမ်းသတ်မှတ်ချက်များ (Term and Condition) များကို လက်ခံရမည်။

အဆင့် - ၃

လျှောက်လွှာဖြည့်ခြင်း။
<https://evisa.moip.gov.mm/fill-personalinfo.aspx> တွင် လျှောက်လွှာ ဖြည့်သွင်းရမည်။

အဆင့် - ၄

ဝိစာကြေးပေးချေခြင်း။
 Visa Card (သို့မဟုတ်) Master Card (သို့မဟုတ်) American Express (သို့မဟုတ်) JCB Card တစ်မျိုးမျိုးဖြင့် ဝိစာကြေးအား online မှ ပေးချေရမည်။

ဆက်သွယ်ရမည့်လိပ်စာ

Comment [H6]: Contact Address

ဆက်သွယ်ရန် email - contact@moip.gov.mm
 ဆက်သွယ်ရန် ဖုန်းနံပါတ် - +95 67 3431125

ပန်ဆောင်မှုရရှိနိုင် မည့်တည်နေရာ

Comment [H7]: Service Location

<https://evisa.moip.gov.mm/>

Website လိပ်စာ

Comment [H8]: Website address

<https://evisa.moip.gov.mm/>

ပန်ဆောင်မှုနှင့်ပတ်သက်ပြီးမေးလှူသောမေ့ခွဲများ

Comment [H9]: FAQ

Add Content Function

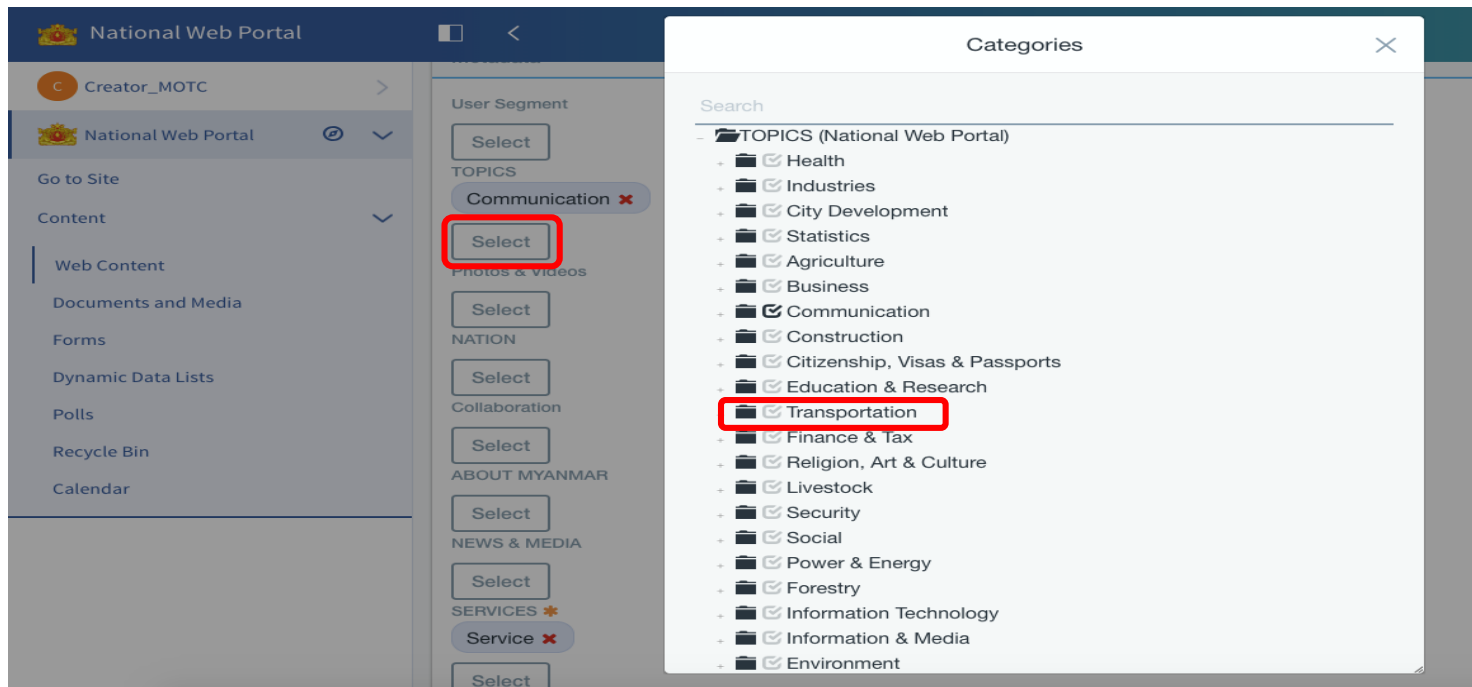
Service (Online Service / Offline Service)

1. To display topic you will also need to do the following:

Metadata > Select Topic > Choose related Topic Name

2. To display **Agency Name** you will also need to do the following:

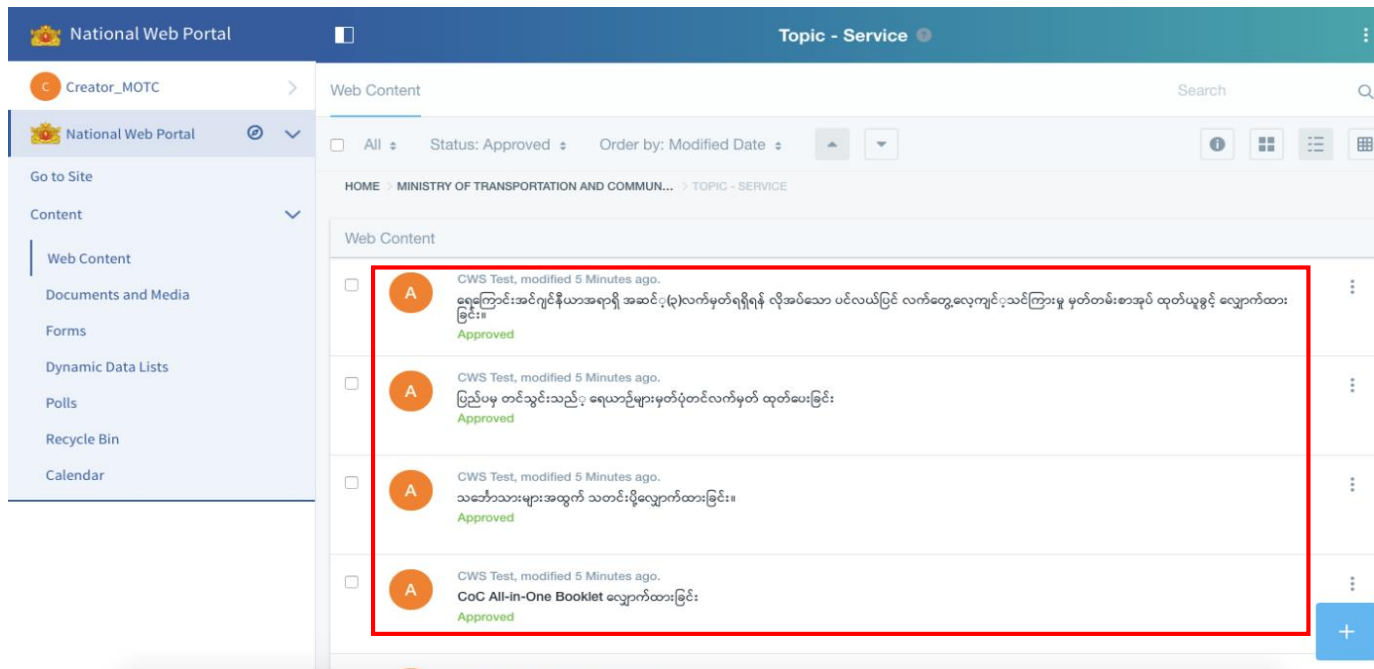
Metadata > Select Nation> Union Government > Ministries > Choose related Ministry name and publish



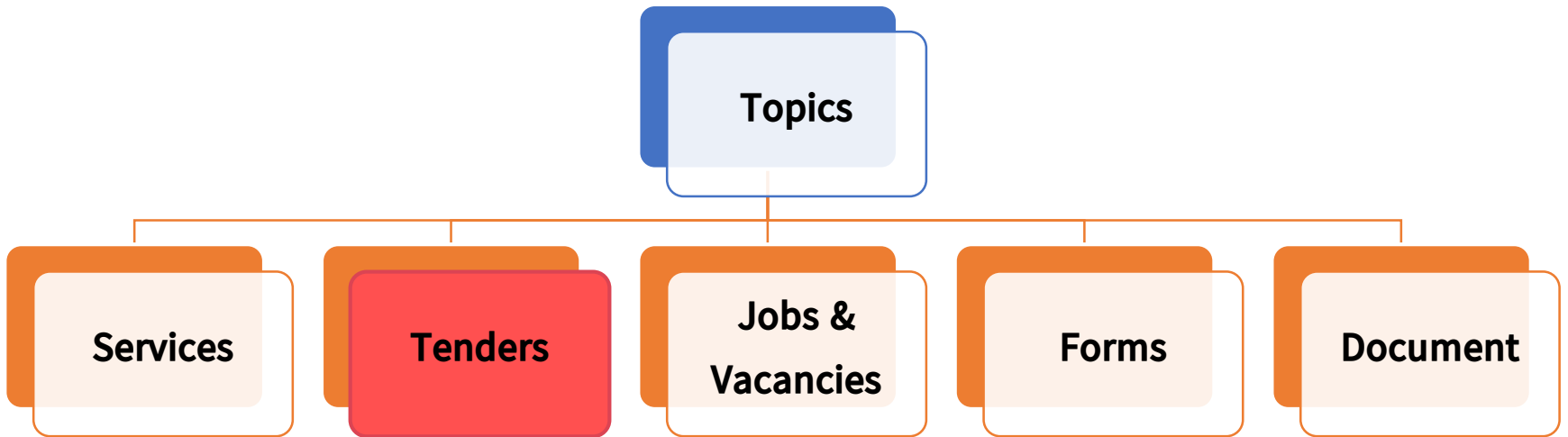
Edit Content Function

Service (Online Service / Offline Service)

1. Click on **National Web Portal > Content > Web Content**
2. Click on **Your Respective Ministry Folder**
3. Click on **Topics – Online Service/ Offline Service**
4. Click on **the content** which you want to edit



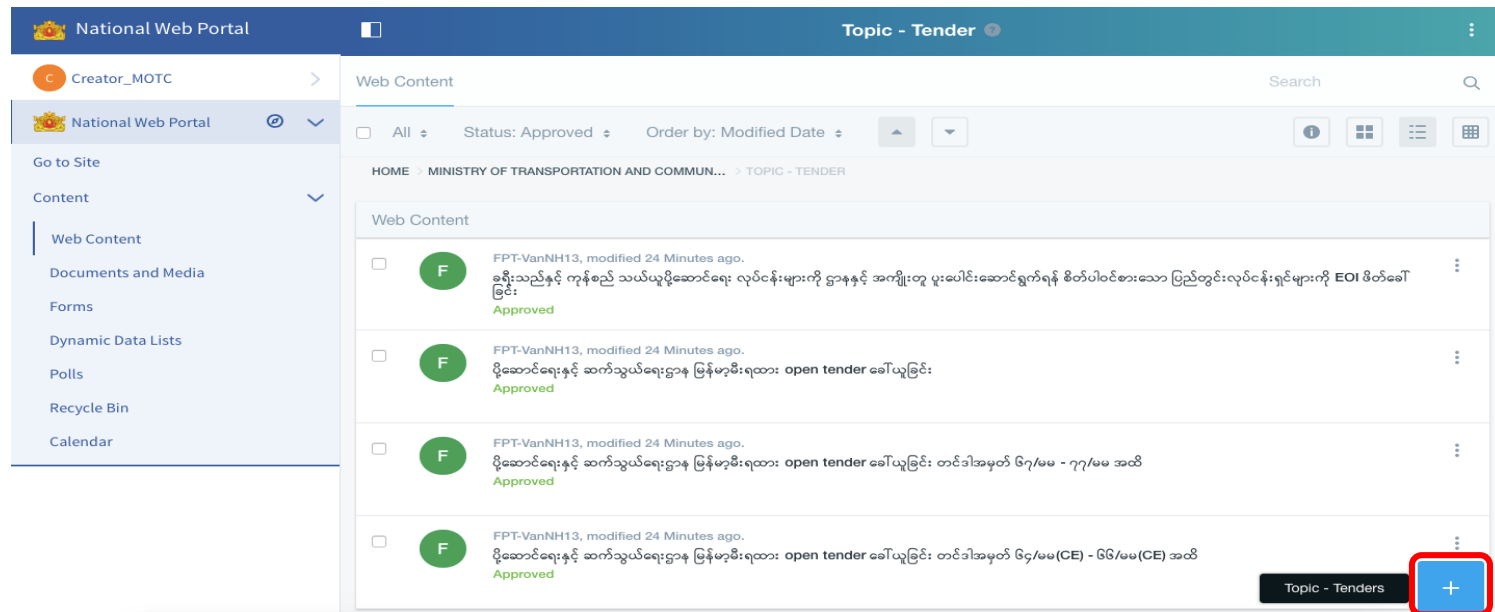
Add/Edit Tenders



Add Content Function

Tender

1. Click on **National Web Portal > Content > Web Content**
2. Click on **Your Respective Ministry Name**
3. Click on **Topics – Tender**
4. Click on the **Plus Icon** to upload new tender



Add Content Function

Tender

National Web Portal

New Web Content

AungAung

Default Language: Burmese (Myanmar) + Add Translation

Title *

This field is required

Summary

Insert required tender information

Link *

Closing Date *

06/16/2018

Searchable YES

Add Content Function

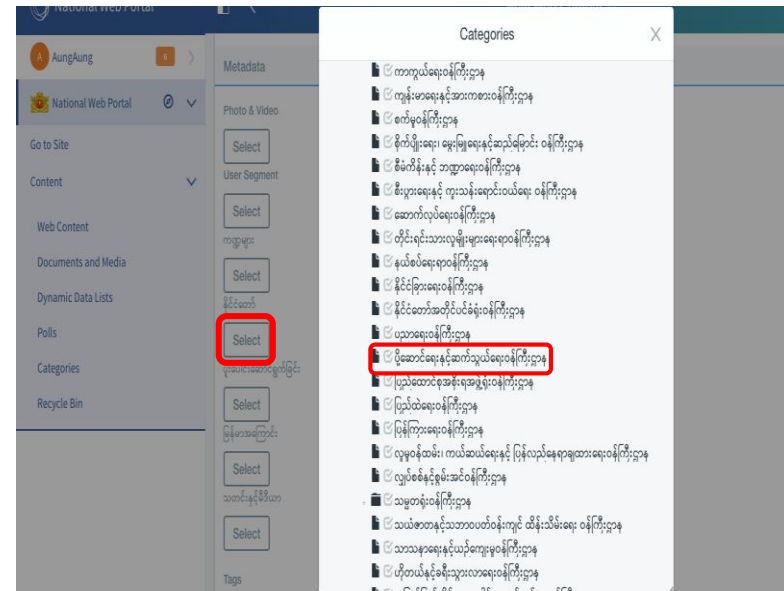
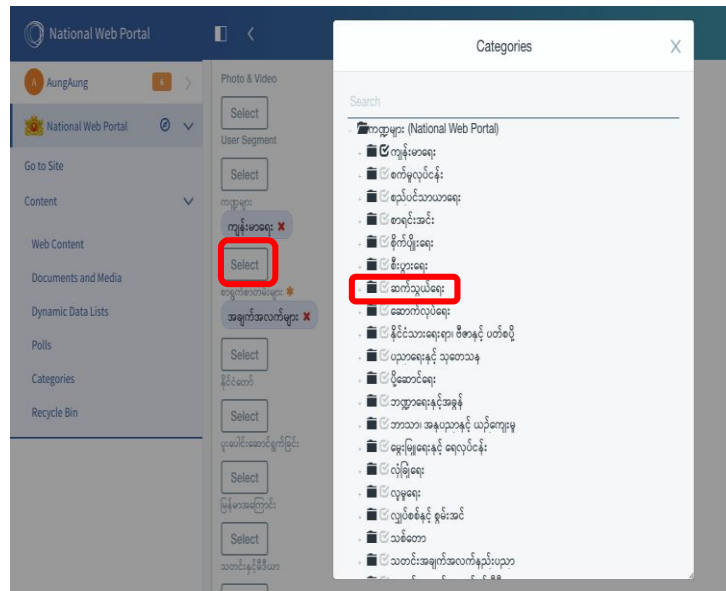
Tender

1. To display topic you will also need to do the following:

Metadata > Select Topic > Choose related Topic Name (*Communication*)

2. To display **Tender issuer Agency Name** you will also need to do the following:

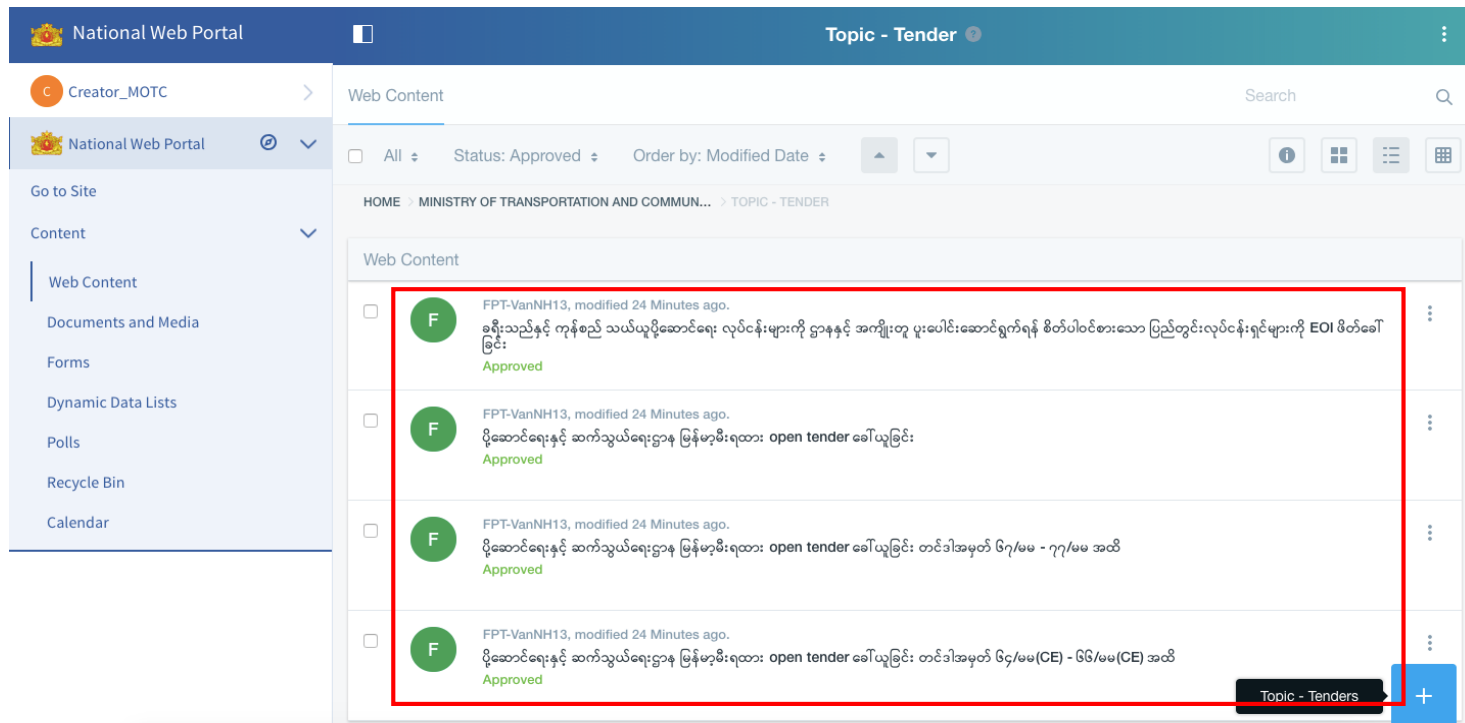
Metadata > Select Nation> Union Government > Ministries > Choose related Ministry name and publish



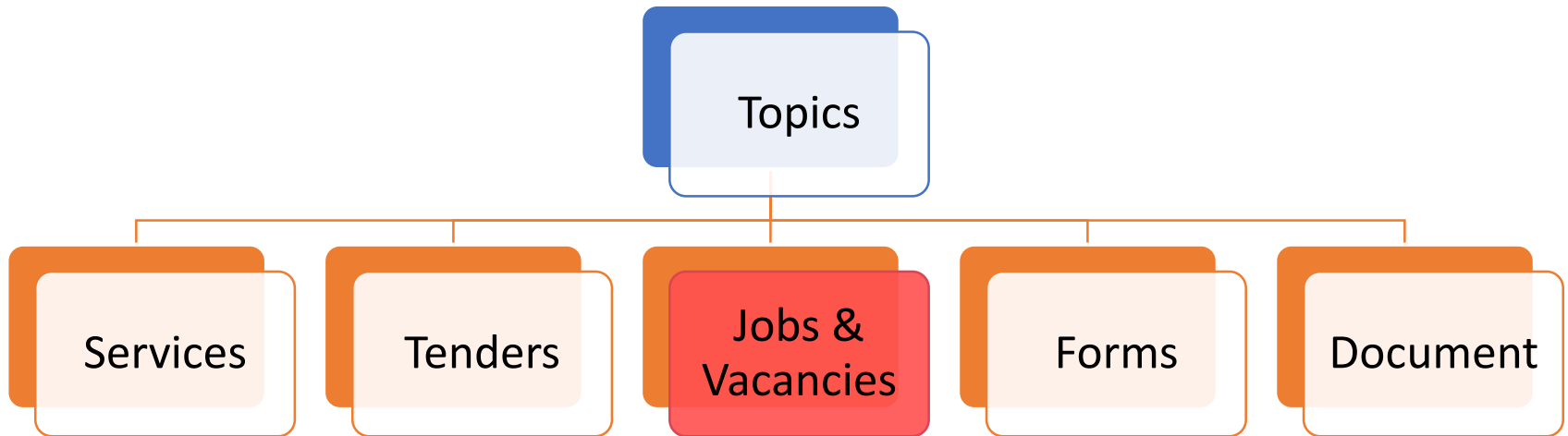
Edit Content Function

Tender

1. Click on **National Web Portal > Content > Web Content**
2. Click on **Your Respective Ministry Name**
3. Click on **Topic – Tender**
4. Click on **the content** which you want to edit



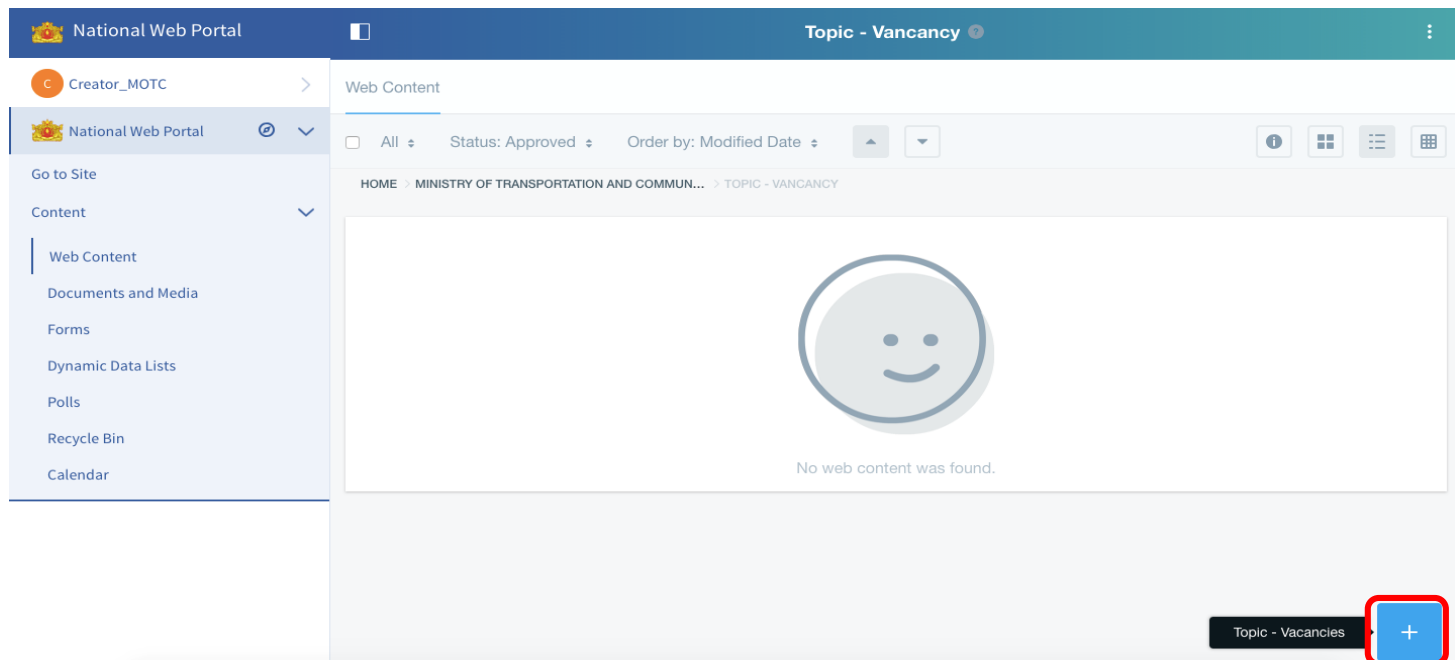
Add/Edit Vacancy



Add Content Function

Jobs & Vacancies

1. Click on **National Web Portal > Content > Web Content**
2. Click on **Your Respective Ministry Name**
3. Click on **Topics – Vacancy**
4. Click on the **Plus Icon** to upload new vacancy



Add Content Function

Jobs & Vacancies

The screenshot shows the 'New Web Content' form in the National Web Portal. The form is titled 'New Web Content' and is accessed by the user 'Creator_MOTC'. The left sidebar contains navigation options: 'Go to Site', 'Content', 'Web Content', 'Documents and Media', 'Forms', 'Dynamic Data Lists', 'Polls', 'Recycle Bin', and 'Calendar'. The main form area includes the following fields:

- Title ***: A text input field with a blue callout box containing the text 'Insert required vacancy information' and a blue diagonal line pointing to the field.
- Summary**: A text input field.
- Vacancy Type ***: A radio button selection with two options: 'External URL' and 'Upload'.
- External URL**: A text input field.
- Upload**: A file upload area with a text input field.

Add Content Function

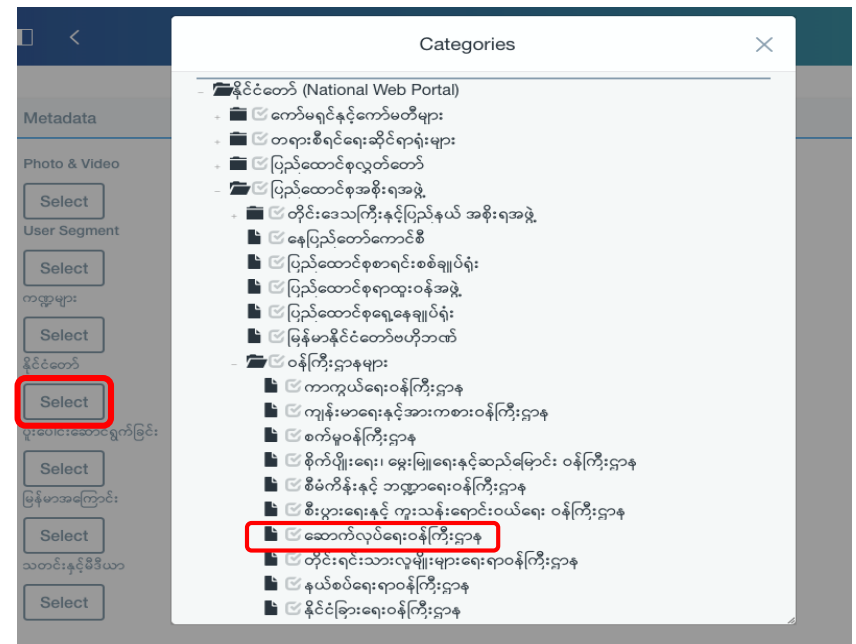
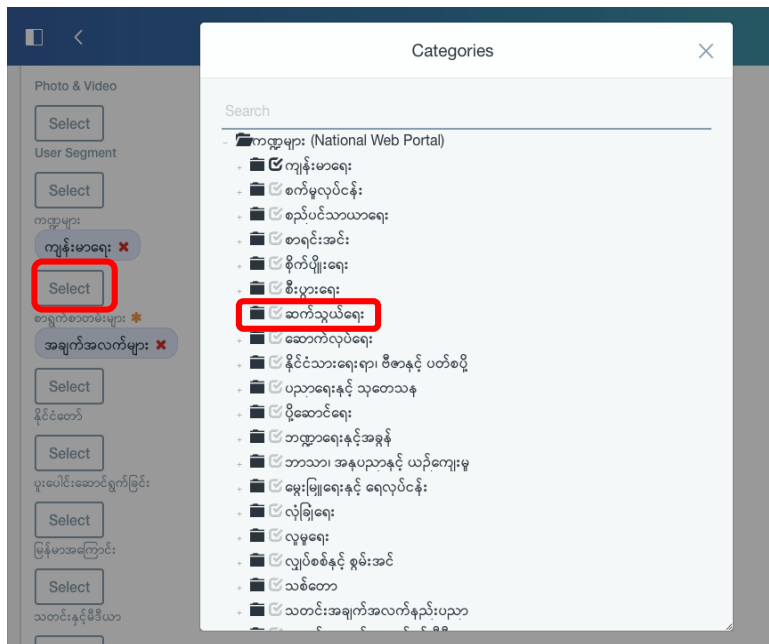
Jobs & Vacancies

1. To display topic you will also need to do the following:

Metadata > Select Topic > Choose related Topic Name

2. To display **Organization Name** you will also need to do the following:

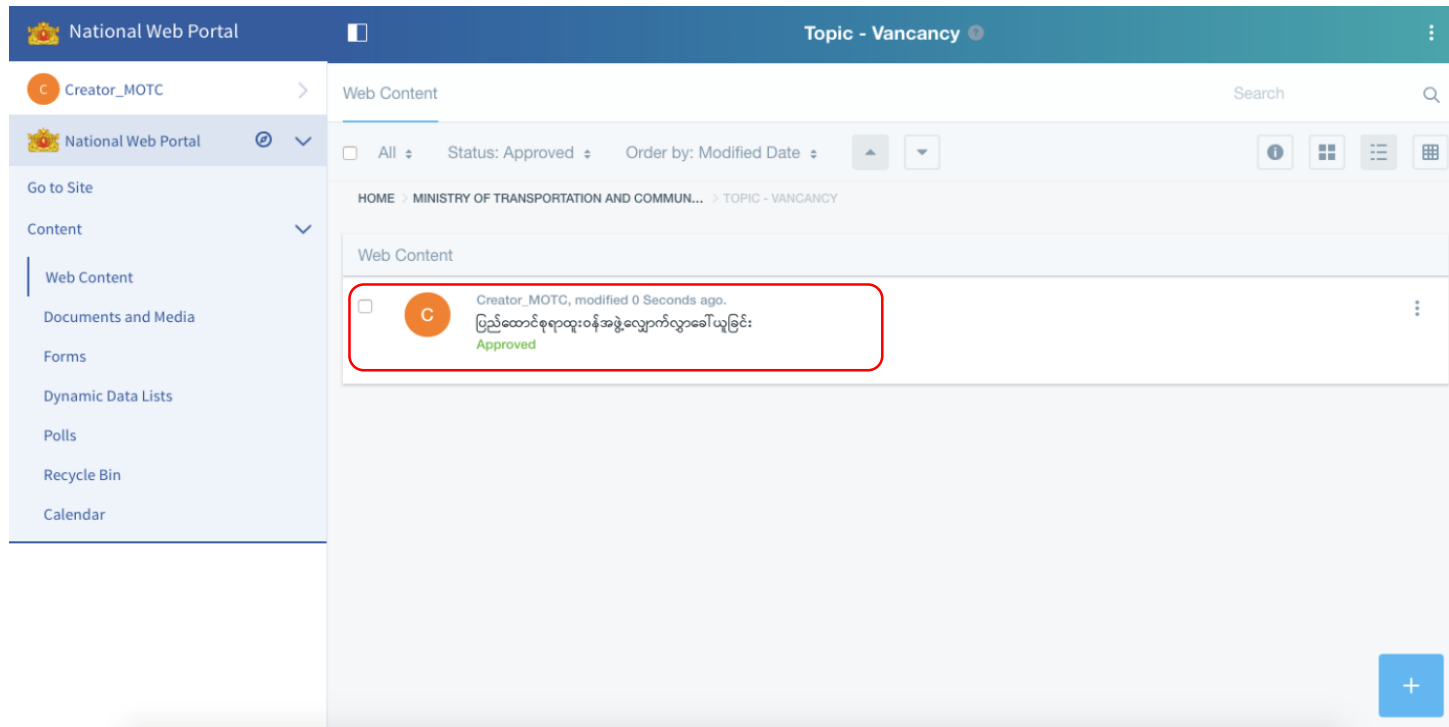
Metadata > Select Nation> Union Government > Ministries > Choose related Ministry name and publish



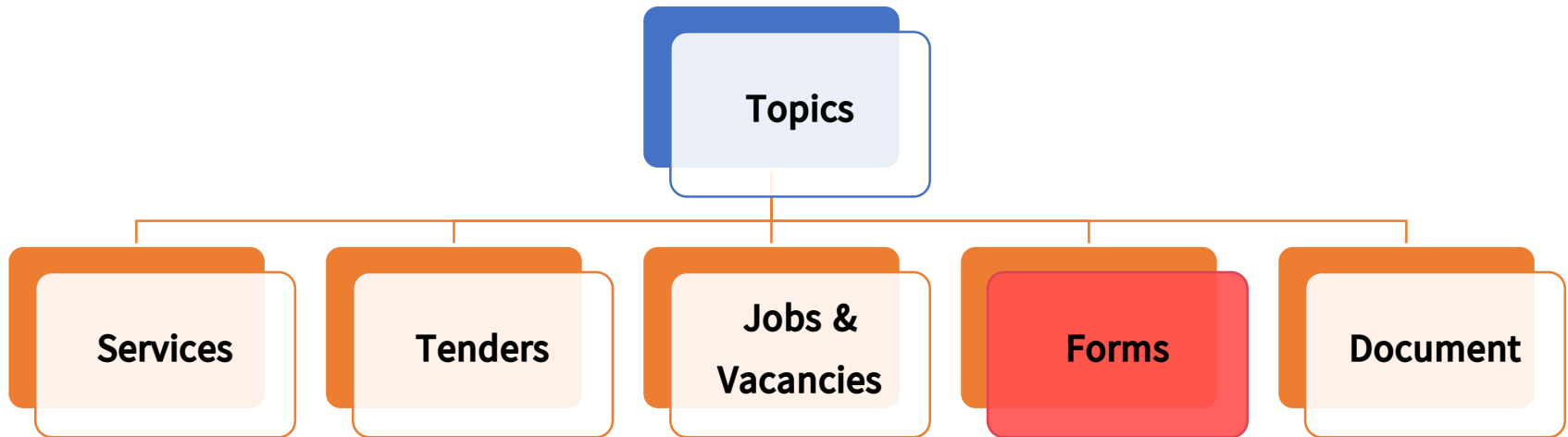
Edit Content Function

Jobs & Vacancies

1. Click on **National Web Portal > Content > Web Content**
2. Click on **Your Respective Ministry Name** Click on **Topic – Vacancy**
3. Click on **the content** which you want to edit



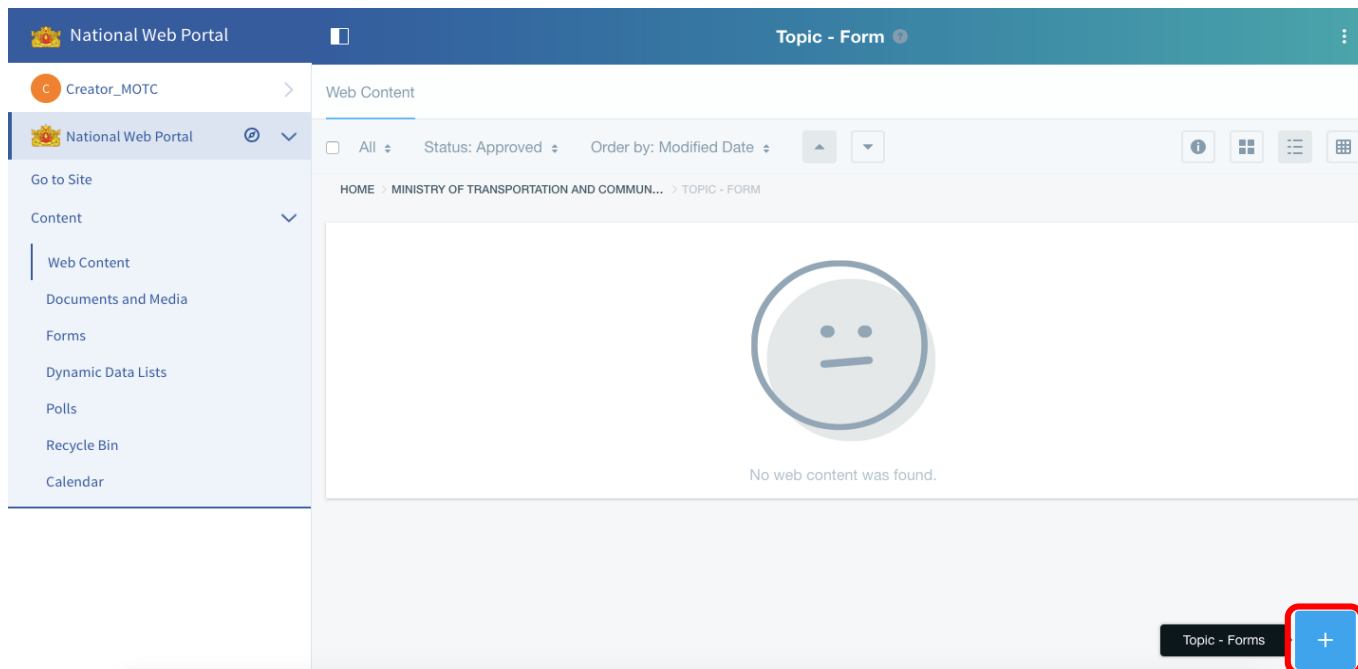
Add/Edit Forms



Add Content Function

Forms

1. Click on **National Web Portal > Content > Web Content**
2. Click on **Your Respective Ministry Name**
3. Click on **Topics – Form**
4. Click on the **Plus Icon** to upload new Form



Add Content Function

Forms

The screenshot shows the 'New Web Content' interface on the National Web Portal. On the left is a navigation menu with options like 'Go to Site', 'Content', 'Web Content', 'Documents and Media', 'Forms', 'Dynamic Data Lists', 'Polls', 'Recycle Bin', and 'Calendar'. The main form area contains the following fields:

- Title ***: A text input field with a blue callout box containing the text "Insert required form information".
- Summary**: A text input field.
- Small Image ***: A section containing a light gray image placeholder, a "Select" button, and an "Image Description" text input field.
- Form Type ***: A section with two radio button options: "External URL" and "Upload".

Add Content Function

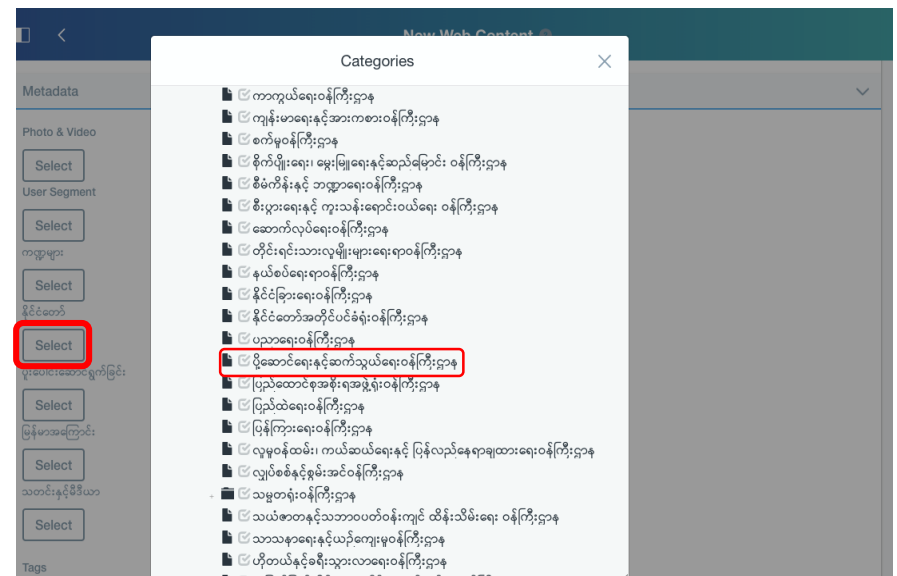
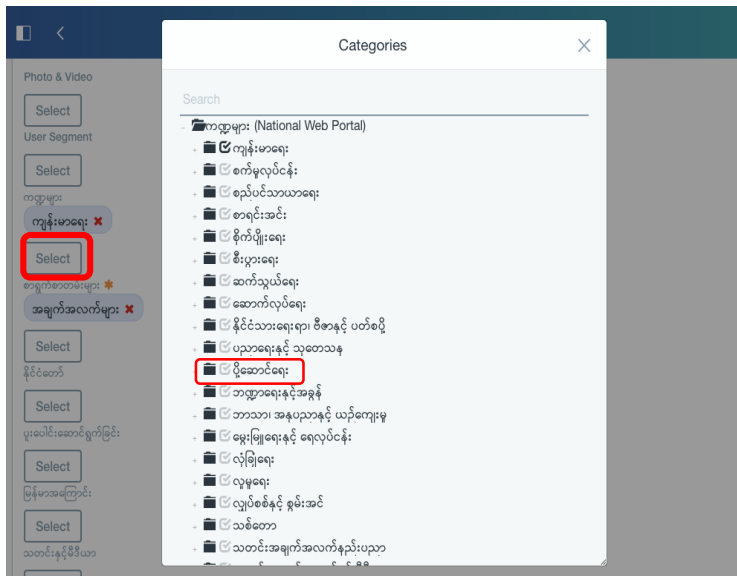
Forms

1. To display the content properly under topic of Transportation you will also need to do the following:

Metadata > Select Topic > Choose related Topic Name (*Transportation*)

2. To display **Organization Name** which provide the forms you will also need to do the following:

Metadata > Select Nation> Union Government > Ministries > Choose related Ministry name and publish



Edit Content Function

Forms

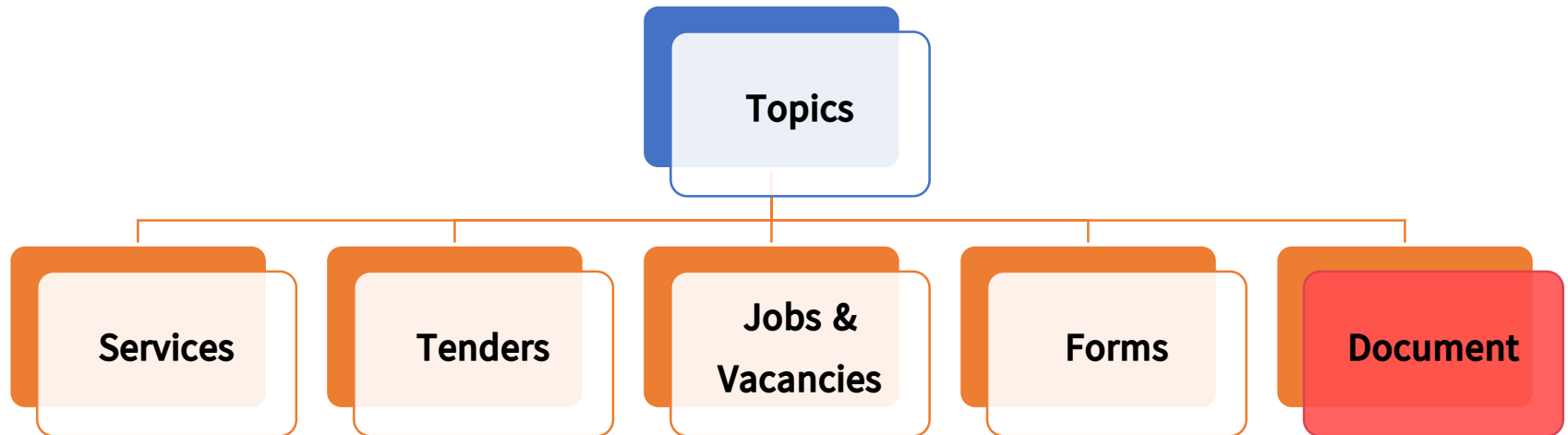
1. Click on **National Web Portal > Content > Web Content**
2. Click on **Your Respective Ministry Name**
3. Click on **Topics – Forms**
4. Click on **the content** which you want to edit.

The screenshot shows the 'New Web Content' form in the National Web Portal. The left sidebar contains a navigation menu with 'Content' expanded to show 'Web Content', 'Documents and Media', 'Forms', 'Dynamic Data Lists', 'Polls', 'Recycle Bin', and 'Calendar'. The main form area has the following fields:

- Title ***: ကြားကာလအကြမ်းလုပ်ကိုင်သူများ မှတ်ပုံတင်ခြင်း
- Summary**: (Empty text area)
- Small Image ***: documents_pic.jpg (with 'Select', 'Clear', and 'Preview' buttons)
- Image Description**: (Empty text area)
- Form Type ***: External URL, Upload

A blue callout box with white text says "Now, you can edit the forms information" and points to the Small Image field.

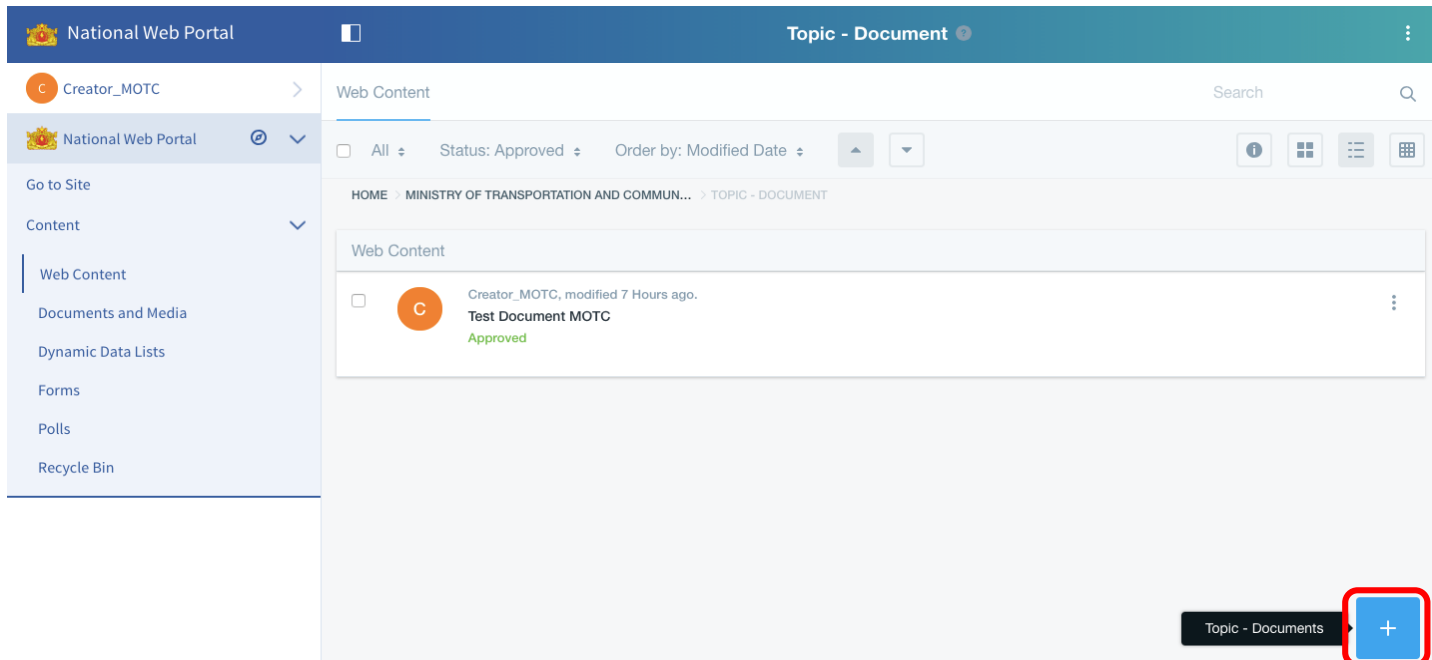
Add/Edit Document



Add Content Function

Document

1. Click on **National Web Portal > Content > Web Content**
2. Click on **Your Respective Ministry Name**
3. Click on **Topic - Documents**
4. Click on the **Plus Icon** to upload new document



The screenshot shows the National Web Portal interface. The top navigation bar includes the National Web Portal logo and the text 'Topic - Document'. The left sidebar contains a menu with options: 'Go to Site', 'Content', 'Web Content', 'Documents and Media', 'Dynamic Data Lists', 'Forms', 'Polls', and 'Recycle Bin'. The main content area displays a list of documents under the heading 'Web Content'. The first document is 'Test Document MOTC' by 'Creator_MOTC', modified 7 hours ago, with a status of 'Approved'. A red box highlights the plus icon in the bottom right corner of the page, indicating where to click to add a new document.

Add Content Function

Document

The screenshot shows the 'New Web Content' form in the National Web Portal. The left sidebar contains navigation options: 'Go to Site', 'Content', 'Web Content', 'Documents and Media', 'Dynamic Data Lists', 'Forms', 'Polls', and 'Recycle Bin'. The main form area has the following fields:

- Title ***: A text input field.
- Summary**: A text area with a blue border.
- Publisher**: A text input field with a blue callout box overlaid on it containing the text "Insert required Document information".
- Publication Date**: A text input field with a date mask "mm/dd/yyyy" and a "Disable" checkbox below it.
- Pages**: A text input field.

Add Content Function

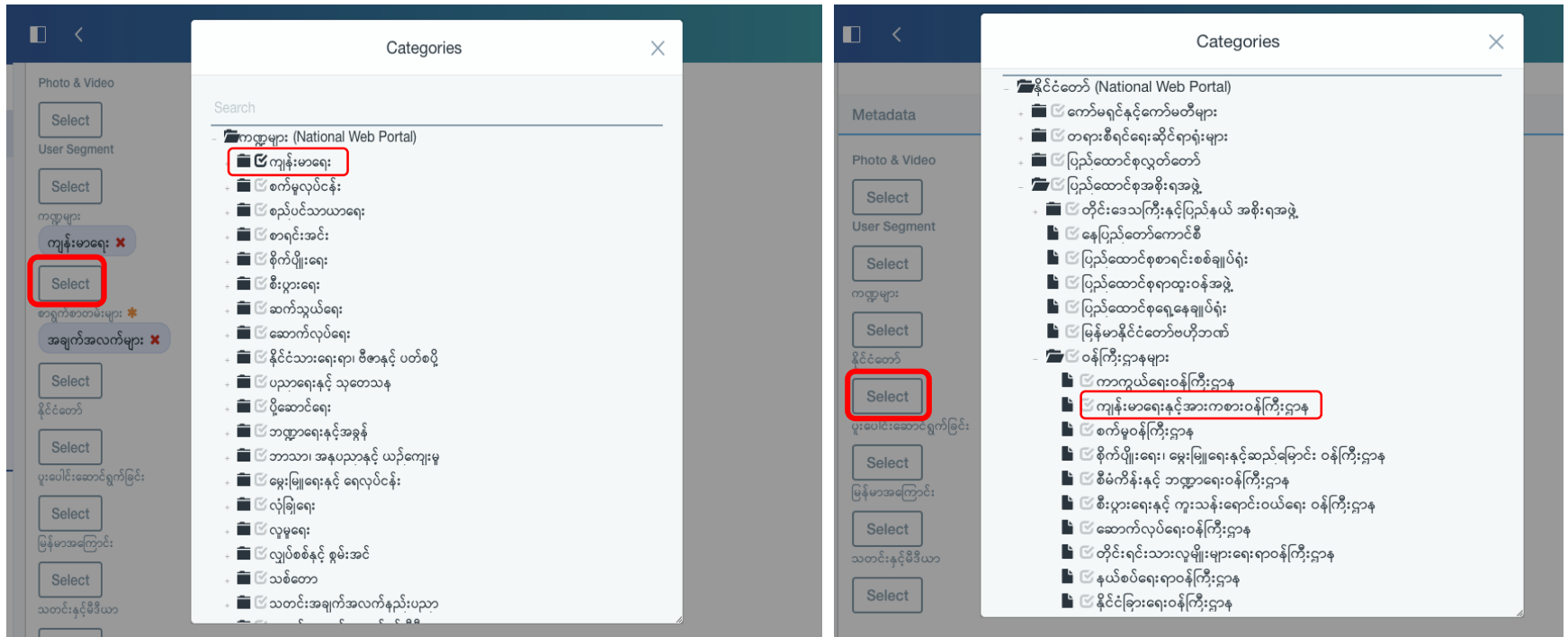
Document

1. To display topic you will also need to do the following:

Metadata > Select Topic > Choose related Topic Name

2. To display **Organization Name** which publish the document you will also need to do the following:

Metadata > Select Nation > Union Government > Ministries > Choose related Ministry name and publish



Edit Content Function

Document

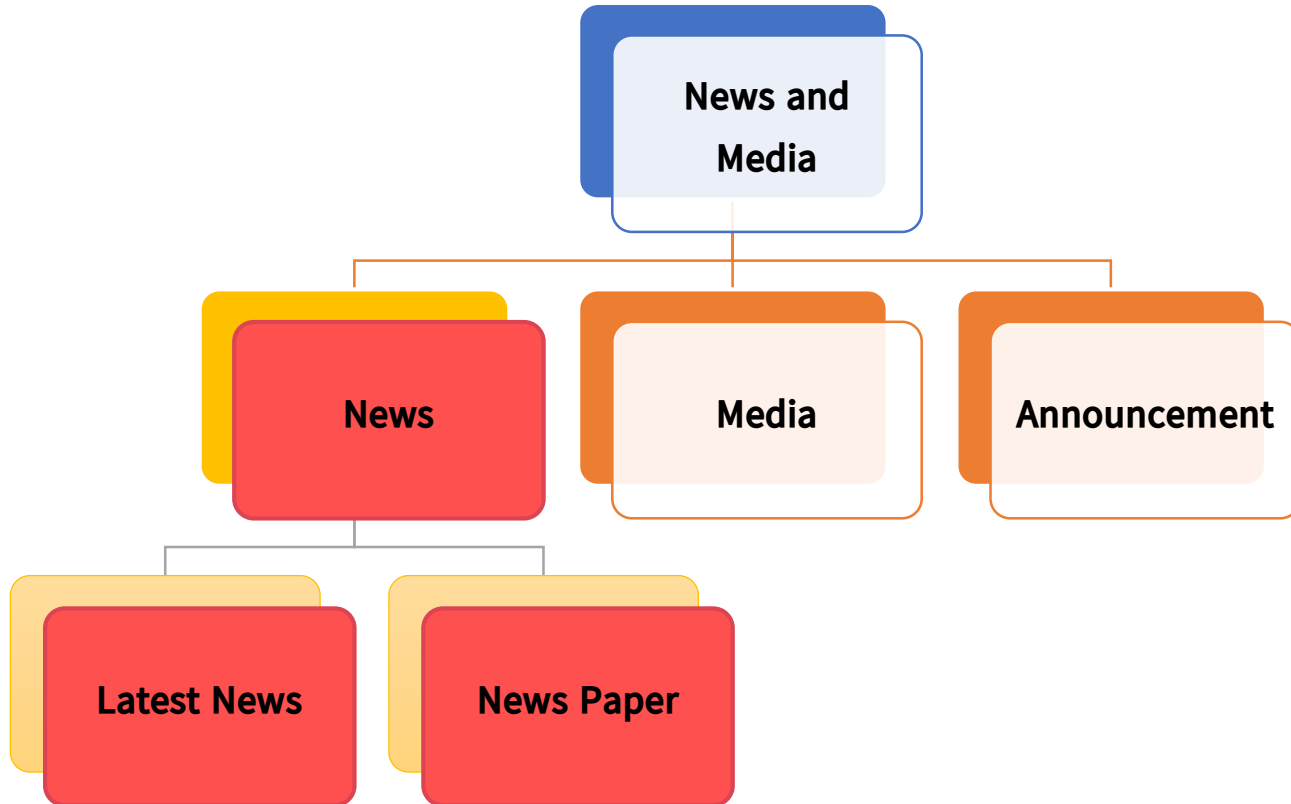
1. Click on **National Web Portal > Content > Web Content**
2. Click on **Your Respective Ministry Name**
3. Click on **Topic - Documents**
4. Click on **the content** which you want to edit.

The screenshot displays the 'National Web Portal' interface for editing a document titled 'Test Document MOTC'. The left sidebar shows the navigation path: National Web Portal > Content > Web Content. The main content area contains the following fields:

- Title:** Test Document MOTC
- Summary:** (Empty field)
- Publisher:** MOTC
- Publication Date:** 06/16/2018
- Pages:** 20

A blue callout box with the text 'Now, you can edit the document information' is overlaid on the 'Publisher' field.

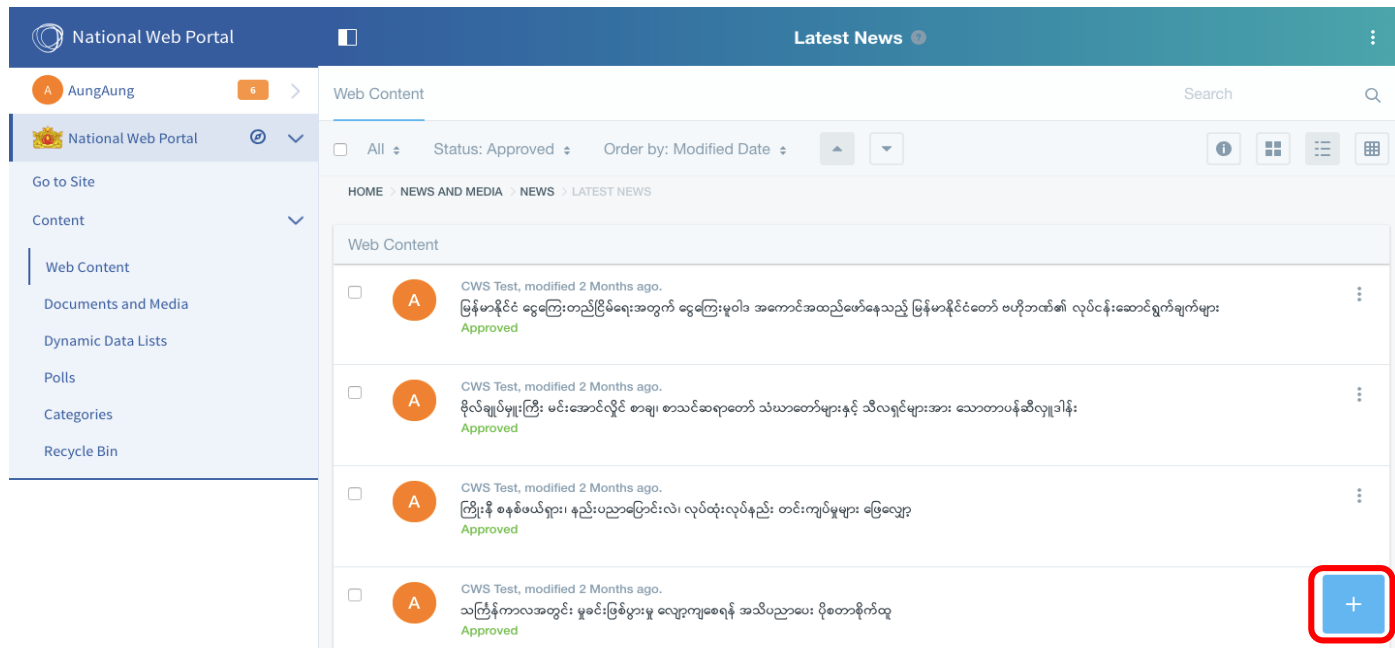
Add/Edit News and News Paper



Add Content Function

Latest News

1. Click on **National Web Portal > Content > Web Content**
2. Click on **Your Respective Ministry Name**
3. Click on **News and Media – Latest News**
4. Click on the **Plus Icon** to upload latest news under news and media section.



Add Content Function

Latest News

Web content image file size >> 1GB

Web content image type >> .gif,.jpeg,.jpg,.png,.ico

National Web Portal

New Web Content

Default Language: English (United States) Change + Add Translation

Insert required latest news content

Title

Summary

Image

Select

Image Description

The Mirror

Add Content Function

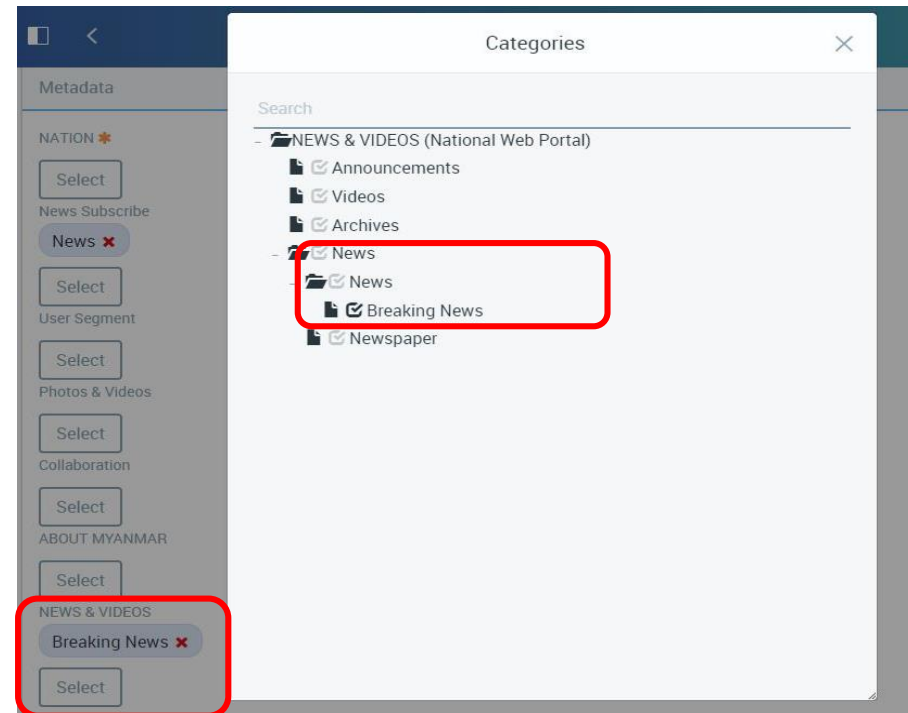
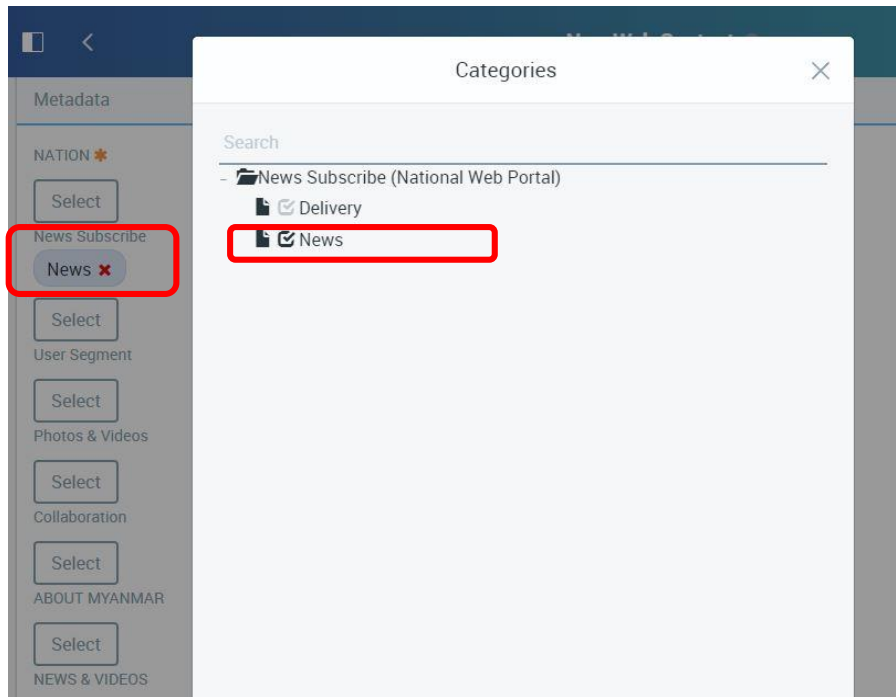
Latest News

1. To allow the news for subscribe you will also need to do the following:

Metadata > Select News Subscribe> News

2. To display **Breaking News** you will also need to do the following:

Metadata > Select News & Videos> News> News > Breaking News and publish



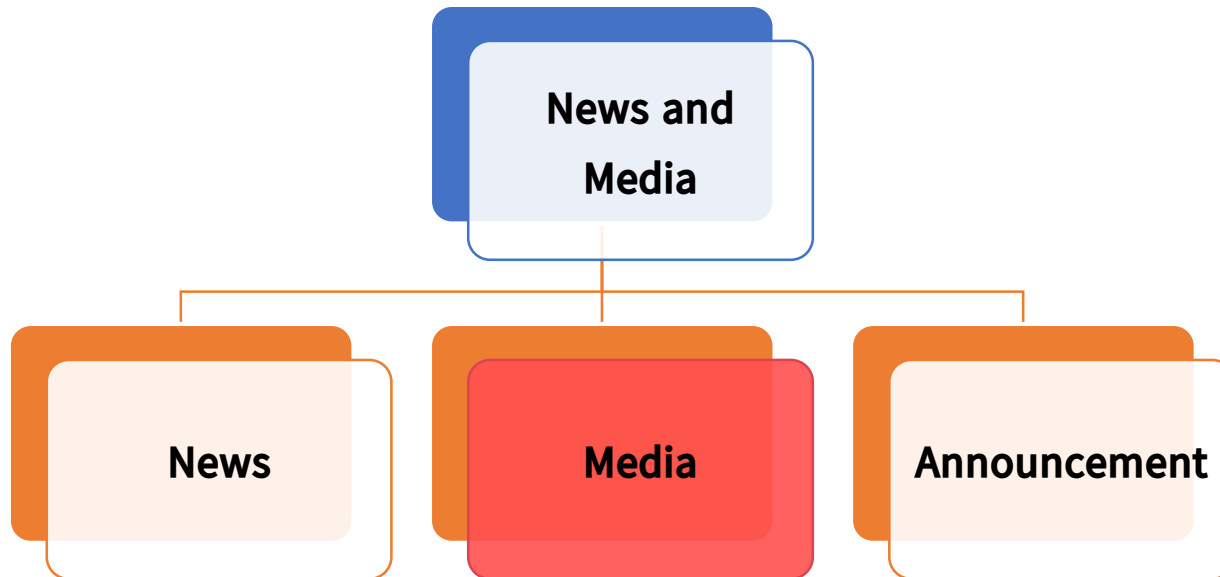
Edit Content Function

Edit Latest News

1. Click on **National Web Portal > Content > Web Content**
2. Click on **Your Respective Ministry Name**
3. Click on **News and Media – Latest News**
4. Click on **the content** which you want to edit.

The screenshot shows the National Web Portal interface. The top navigation bar includes the National Web Portal logo and the current page title 'Latest News for PAUSE'. A left sidebar menu is visible, with 'Web Content' selected under the 'Content' category. The main content area displays the editing form for a news item titled 'Latest News for PAUSE'. A blue callout box with the text 'Now, you can edit the latest news' is overlaid on the form, with a blue arrow pointing to the title field. The form fields include: 'Title' (with a red asterisk) containing 'Latest News for PAUSE'; 'Summary' containing 'Latest News for PAUSE'; 'Image' (with a red asterisk) containing 'IMG_0254.JPG', with 'Select', 'Clear', and 'Preview' buttons below it; 'Image Description' (empty); and 'Ministries' containing 'Ministry of Transport and Communication'.

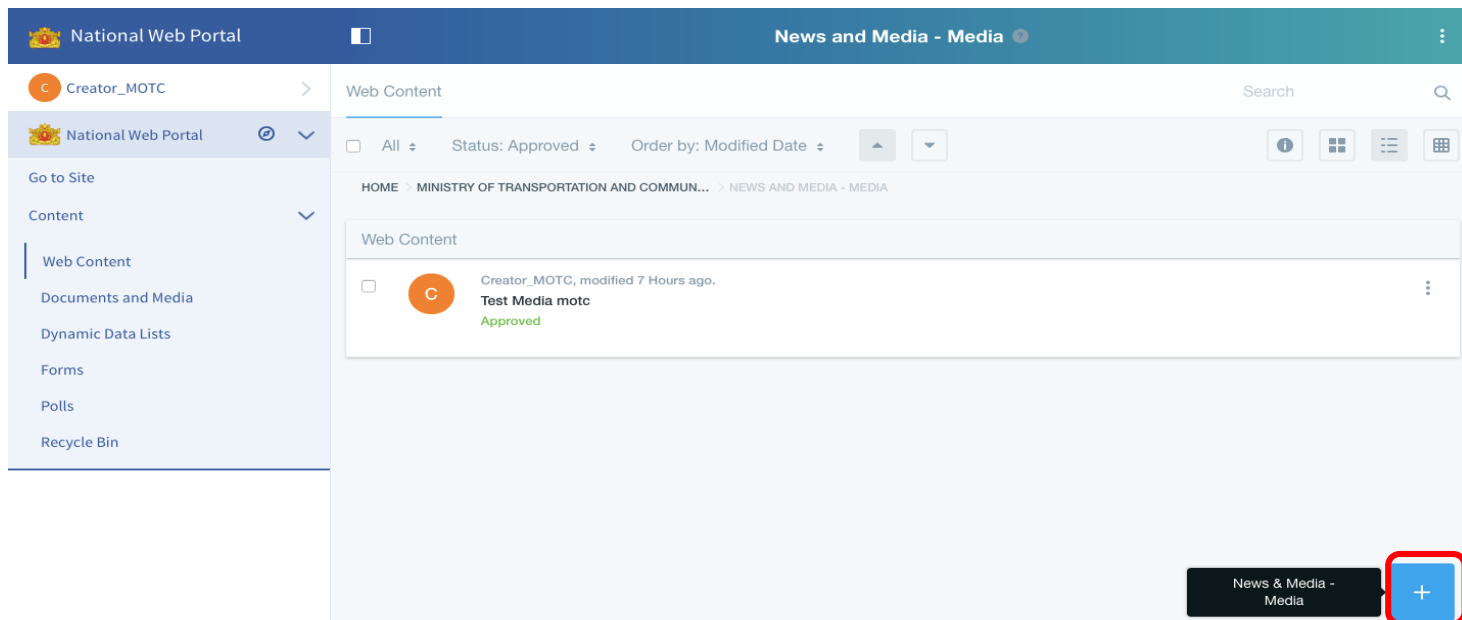
Add/Edit Media



Add Content Function

Media

1. Click on **National Web Portal > Content > Web Content**
2. Click on **Your Respective Ministry Name**
3. Click on **News and Media – Media**
4. Click on the **Plus Icon** to upload media files under news and media section.



Add Content Function

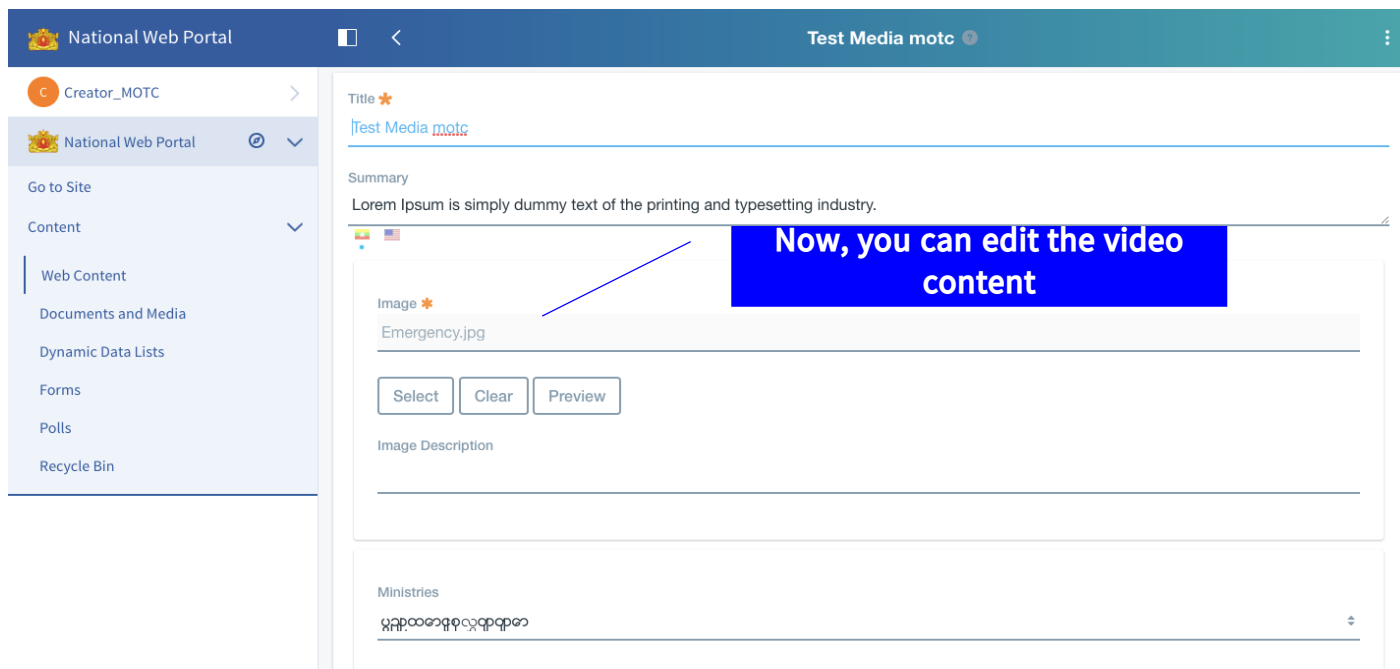
Media

The screenshot displays the 'New Web Content' interface of the National Web Portal. The top navigation bar includes the portal logo and the title 'New Web Content'. A sidebar on the left lists navigation options: 'Go to Site', 'Content', 'Web Content', 'Documents and Media', 'Dynamic Data Lists', 'Polls', 'Categories', and 'Recycle Bin'. The main content area features a 'Default Language' dropdown set to 'English (United States)' with a 'Change' button and an '+ Add Translation' button. Below this is a 'Title' field containing Burmese text. A blue callout box with the text 'Insert required Media content' is overlaid on the 'Summary' field. The 'Image' section includes a 'Select' button and an 'Image Description' field.

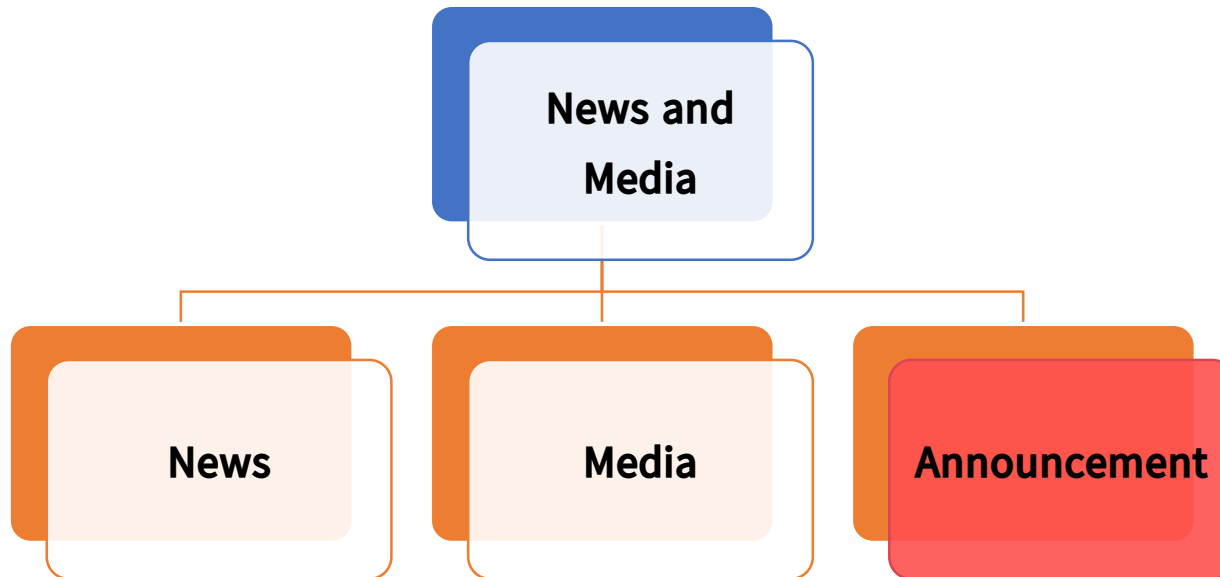
Edit Content Function

Media

1. Click on **National Web Portal > Content > Web Content**
2. Click on **Your Respective Ministry Name**
3. Click on **News and Media – Media**
4. Click on **the content** which you want to edit.



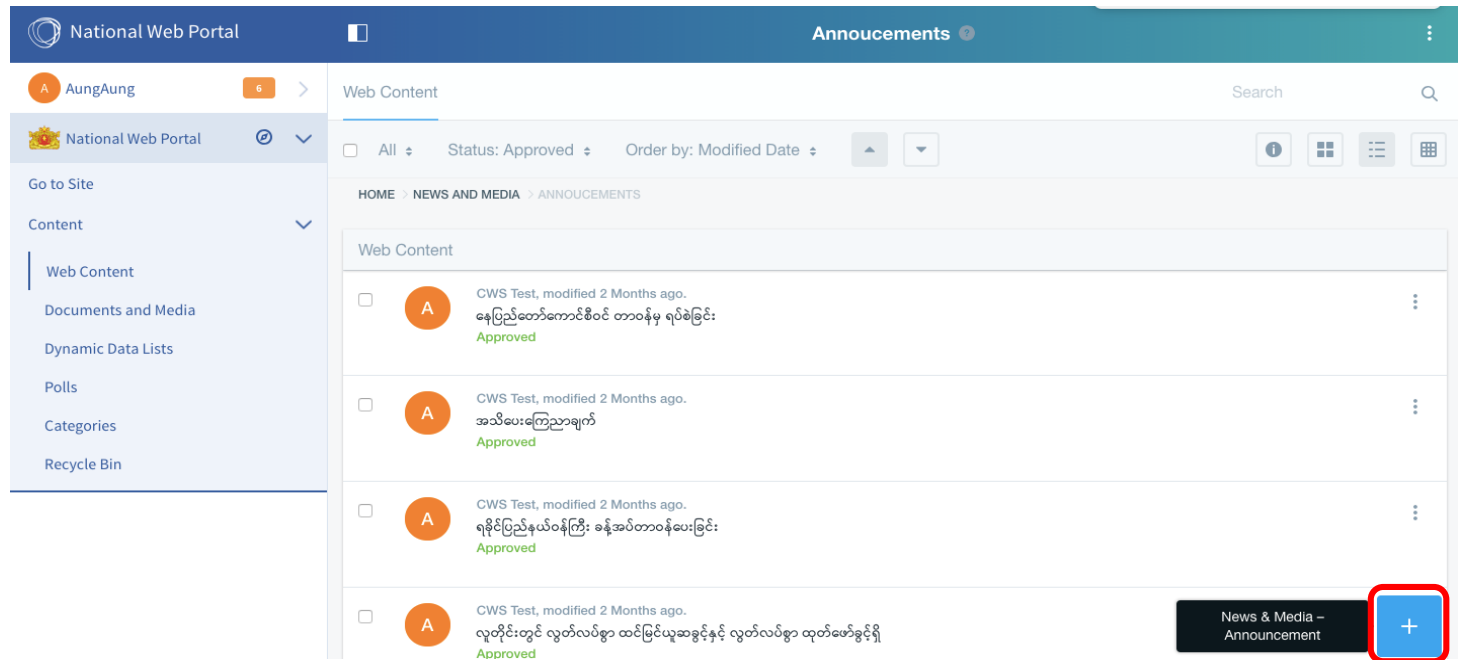
Add/Edit Announcement



Add Content Function

Announcement

1. Click on **National Web Portal > Content > Web Content**
2. Click on **Your Respective Ministry Name**
3. Click on **News and Media – Announcement**
4. Click on the **Plus Icon** to upload announcement under news and media section.



Add Content Function

Announcements

National Web Portal

New Web Content

Creator_MOTC

National Web Portal

Go to Site

Content

Web Content

Documents and Media

Dynamic Data Lists

Forms

Polls

Recycle Bin

Title *

This field is required

Summary

Insert required Announcement content

Ministries

Pyihtaungsu Hluttaw

Location

Content

B I U S x_2 x^2 I_x A **A** |

Edit Content Function

Announcements

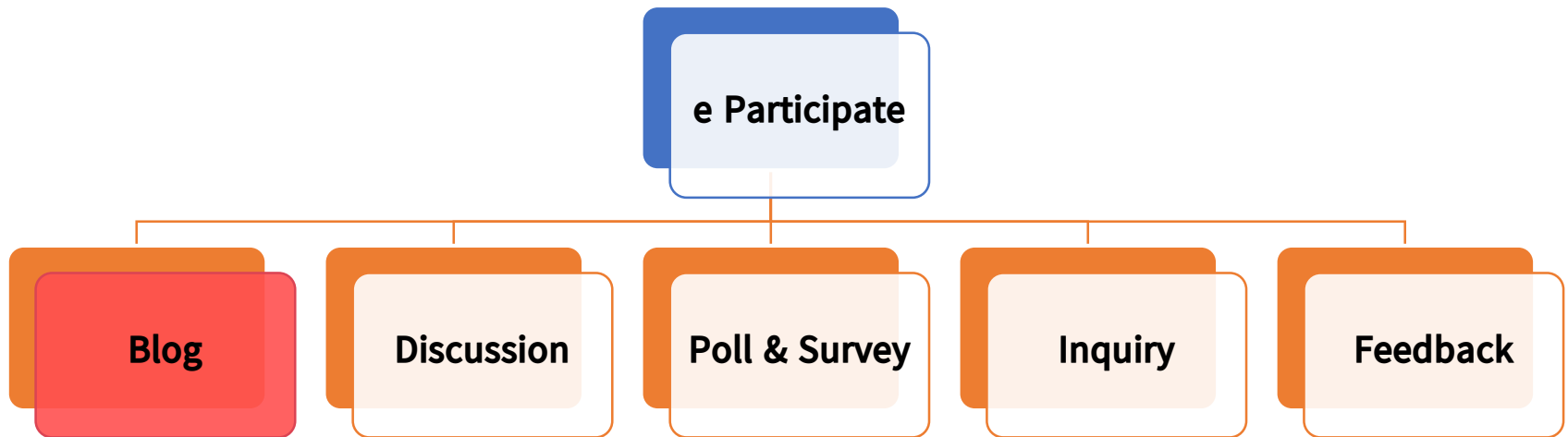
1. Click on **National Web Portal > Content > Web Content**
2. Click on **Your Respective Ministry Name**
3. Click on **News and Media – Announcement**
4. Click on **the content** which you want to edit.

The screenshot shows the National Web Portal interface for editing an announcement. The top navigation bar includes the portal logo, a back arrow, and the announcement title "Announcement 11/7/2018". A left sidebar menu shows the navigation path: "National Web Portal" > "Content" > "Web Content". The main editing area contains the following fields:

- Title:** Announcement 11/7/2018
- Summary:** Announcement 11/7/2018
- Ministries:** Pyihtaungsu Hluttaw
- Location:** NPT
- Content:** A rich text editor with a toolbar containing various formatting options like bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, image, video, and media.

A blue callout box with white text is overlaid on the right side of the page, stating: "Now, you can edit the Announcement content". A blue arrow points from this box to the "Summary" field.

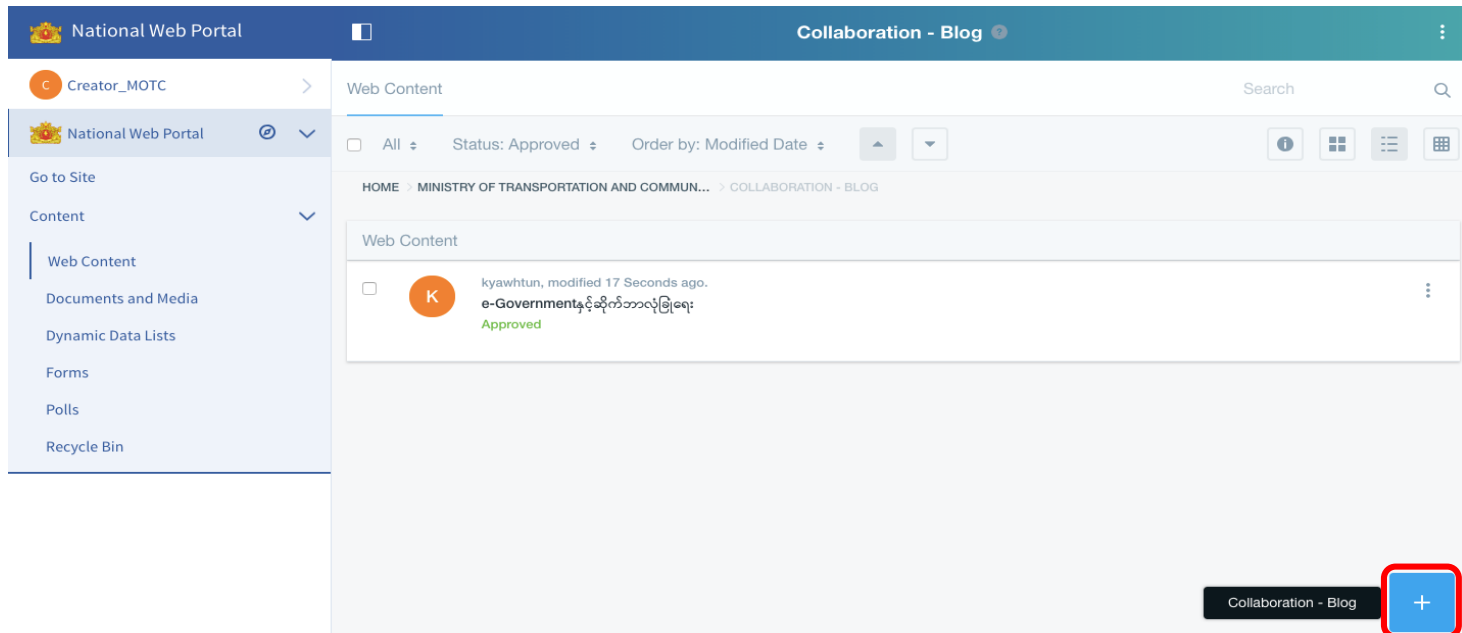
Add/Edit Blog



Add Content Function

Blogs

1. Click on **National Web Portal > Content > Web Content**
2. Click on **Your Respective Ministry Name Folder**
3. Click on **Collaboration - Blog**
4. Click on the **Plus Icon** to upload blog content.



Add Content Function

Blog

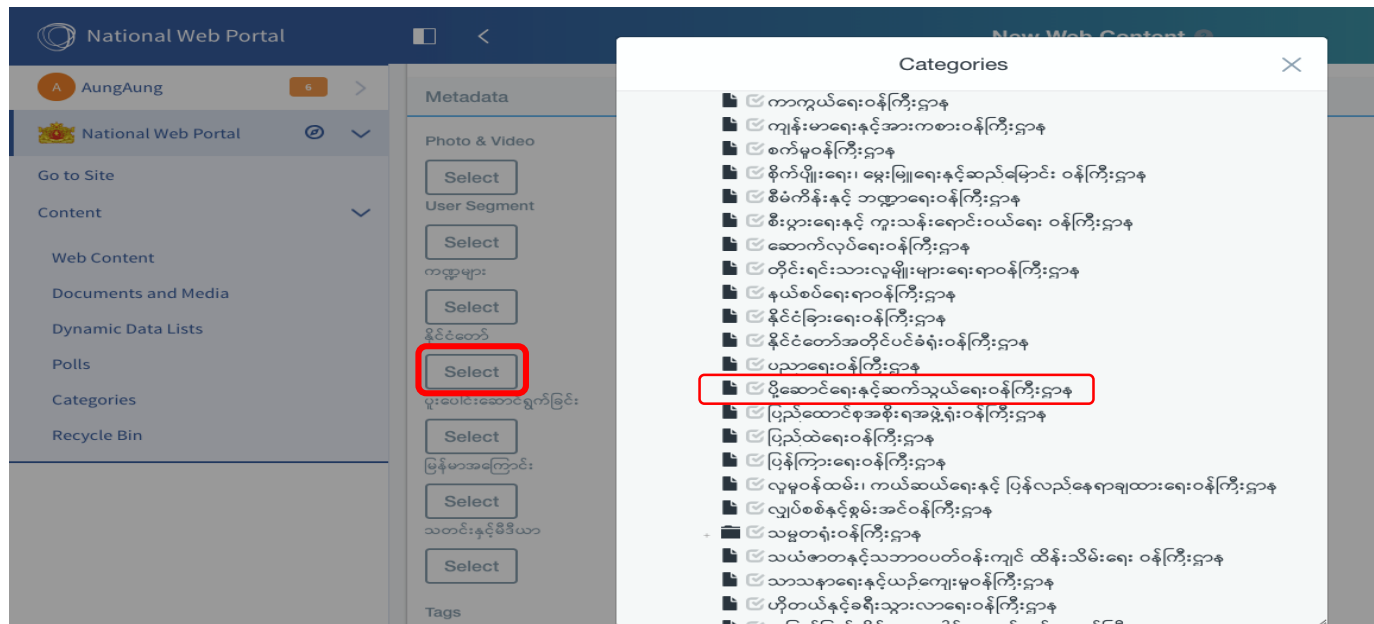
The screenshot shows the 'New Web Content' interface for the National Web Portal. The top navigation bar includes the portal logo, a user profile for 'AungAung', and the page title 'New Web Content'. A language selector is set to 'Burmese (Myanmar)'. A blue callout box with the text 'Insert required Blog content' points to the 'Title' field. The 'Title' field contains the Burmese text 'ပြန်လေ့ကျင့်ရေးစာတမ်းကိုအဖွဲ့ပါသည့်။'. Below the title is a 'Summary' field. The 'Image' section includes a 'Select' button and an 'Image Description' field.

Add Content Function

Blog

1. To display **Organization Name** which submitted the **Blog** content you will also need to do the following:

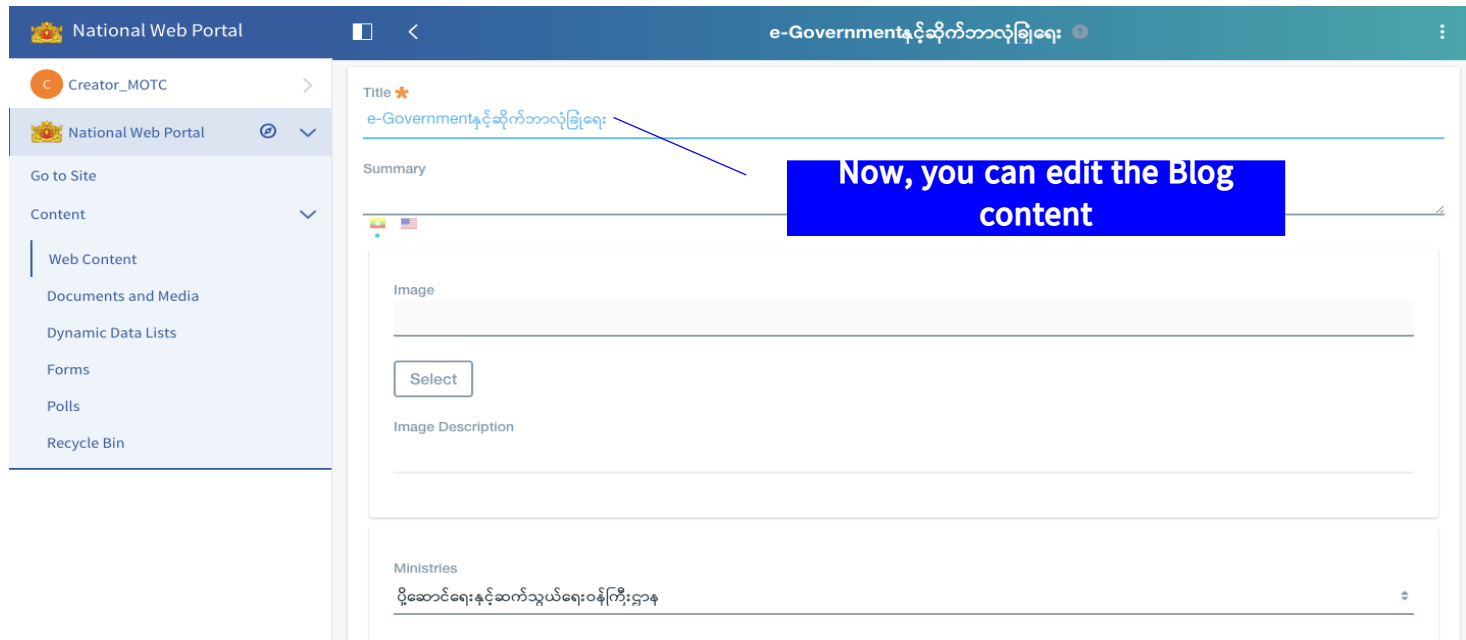
Metadata > Select Nation> Union Government > Ministries > Choose related Ministry name and publish



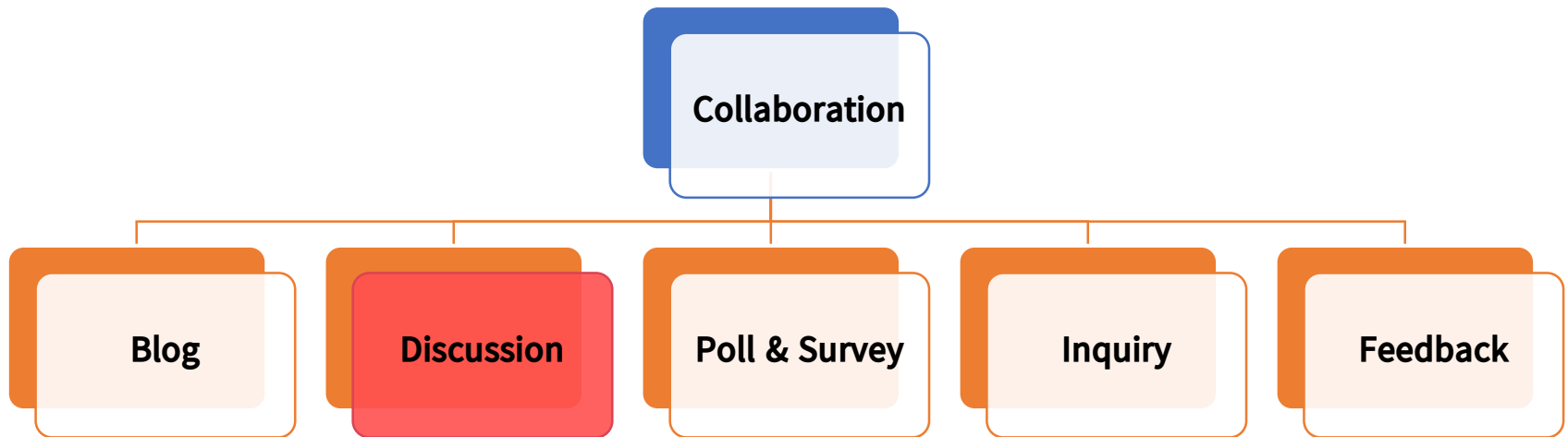
Edit Content Function

Blog

1. Click on **National Web Portal > Content > Web Content**
2. Click on **Your Respective Ministry Name Folder**
3. Click on **Collaboration - Blog**
4. Click on **the content** which you want to edit.



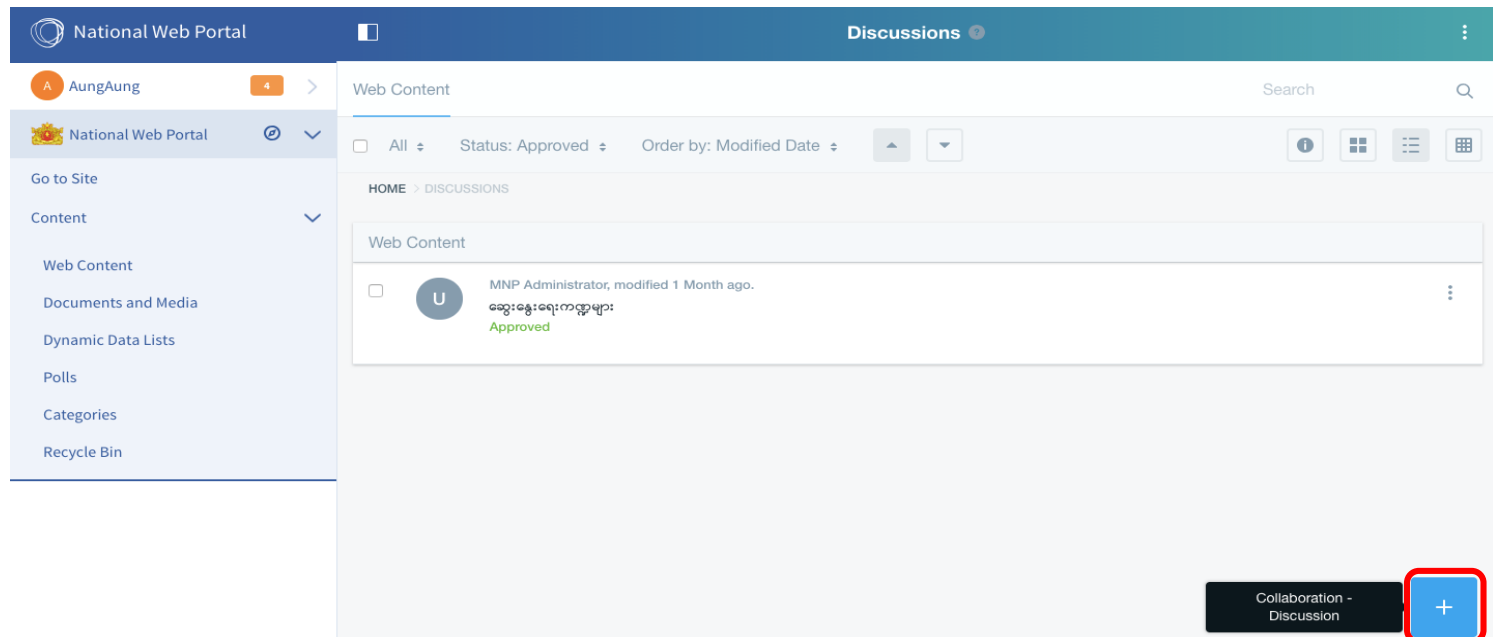
Add/Edit Discussion



Add Content Function

Discussion

1. Click on **National Web Portal > Content > Web Content**
2. Click on **Your Respective Ministry Folder**
3. Click on **Collaboration - Discussions**
4. Click on the **Plus Icon** to upload new discussion.



Add Content Function

Discussion

National Web Portal

New Web Content

Creator_MOTC

National Web Portal

Go to Site

Content

- Web Content
- Documents and Media
- Dynamic Data Lists
- Forms
- Polls
- Recycle Bin

Title *

Summary

Insert required Discussion content

Image

Select

Image Description

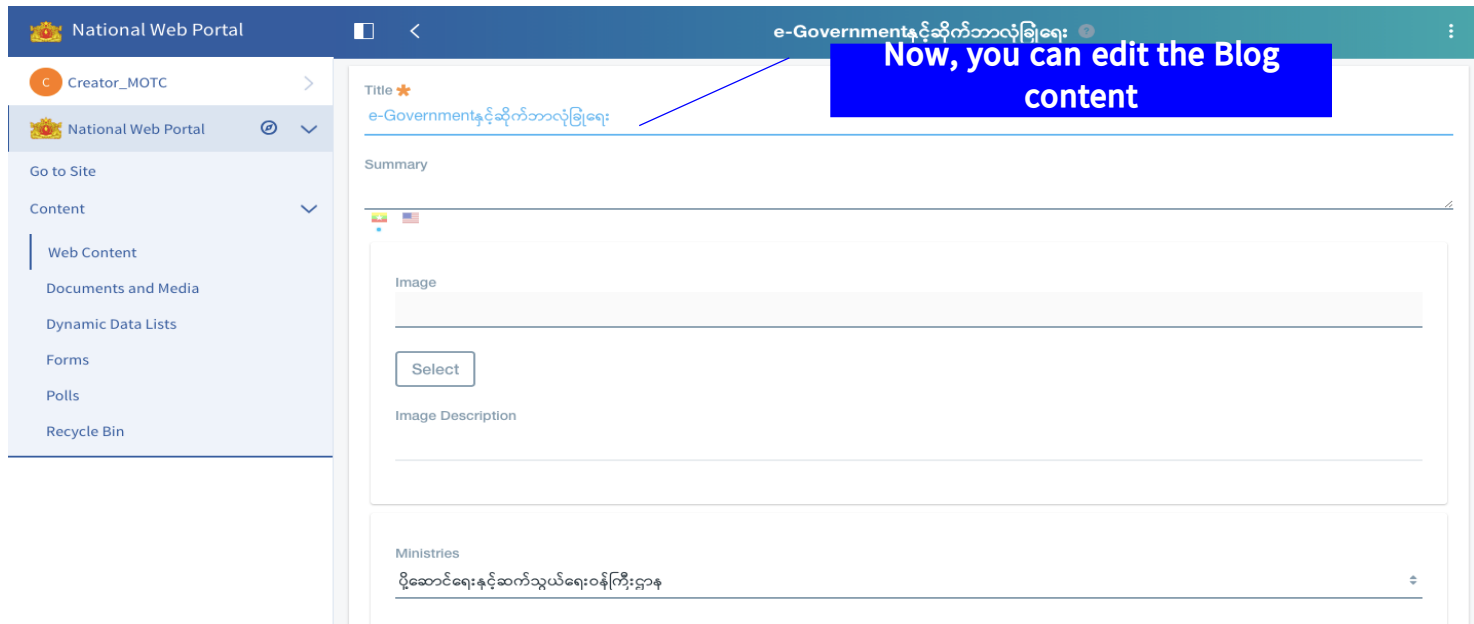
Ministries

ပြည်ထောင်စုလွှတ်တော်

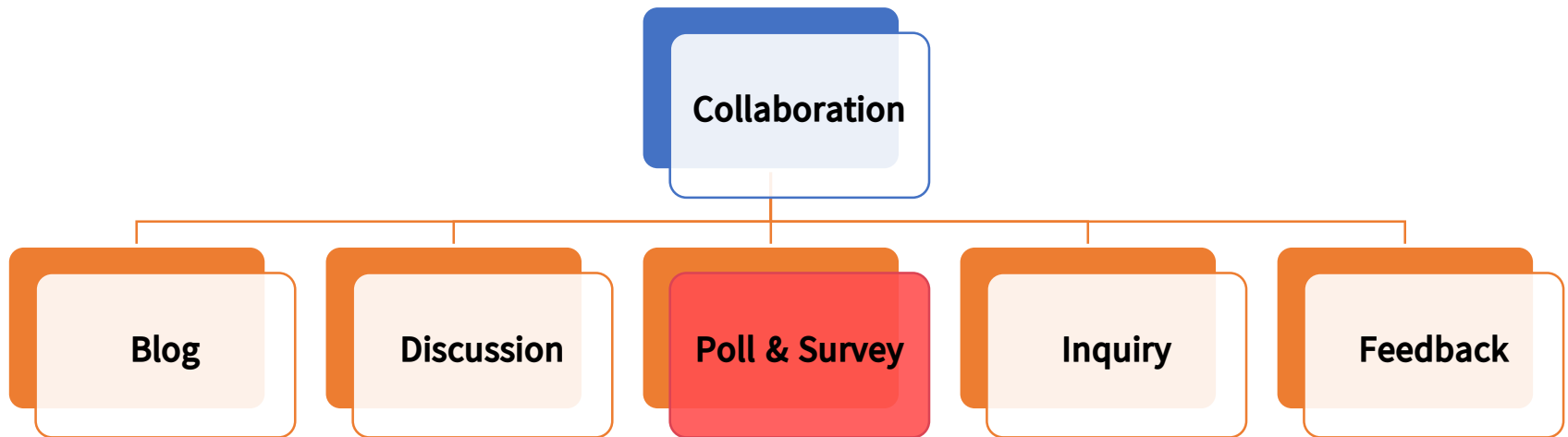
Edit Content Function

Discussion

1. Click on **National Web Portal > Content > Web Content**
2. Click on **Your Respective Ministry Folder**
3. Click on **Collaboration – Discussions**
4. Click on **the content** which you want to edit.



Add/Edit Poll & Survey



Add Content Function

Polls

1. Click on **National Web Portal > Content > Polls**
2. Click on the **Plus Icon** to upload new Polls.

The screenshot shows the National Web Portal interface. The top navigation bar includes 'National Web Portal' and 'Polls'. The left sidebar shows the navigation menu with 'Polls' selected. The main content area displays a table of polls. A blue callout box points to the Poll ID '2848791' in the table.

ID	Title	# of Votes	Last Vote Date	Expiration Date
2848791	ပြန်ကြားရေးဝန်ကြီးဌာနမှ MRTV နှင့် ပတ်သက်သည့် သဘောထားအမြင် အား ကောက်ခံလိုပါက အောက်ပါအတိုင်း ထည့်သွင်းနိုင်ရန် တင်ပြအပ်ပါသည်။	0	Never	Never

Please note that Poll ID will need in the next step for displaying the polls content

Add Poll +

Add Content Function

Polls

National Web Portal

New Poll

AungAung

National Web Portal

Go to Site

Content

Web Content

Documents and Media

Dynamic Data Lists

Polls

Categories

Recycle Bin

Title *

ပြည်ထောင်စုတစ်နိုင်ငံလုံးအကျုံးလုံးအားဖြင့်

Myanmar

Polls Question *

Insert Poll & Survey content

Myanmar

Expiration Date

07/18/2018 03:34 PM

Never Expire

Choices

a.

Myanmar

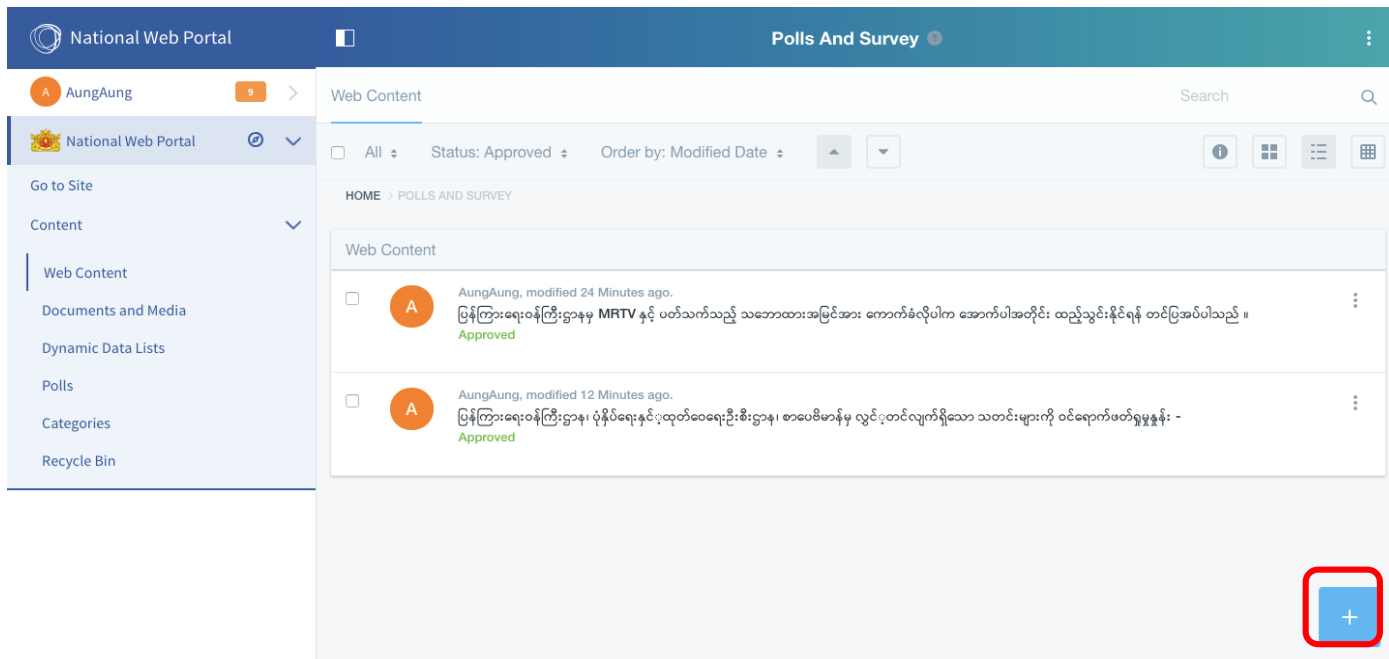
b.

Myanmar

Add Content Function

Polls

1. Click on **National Web Portal > Content > Web Content**
2. Click on **Your Respective Ministry Folder**
3. Click on **Collaboration - Polls & Survey**
4. Click on **Plus Icon** to create new **Polls & Survey**



Add Content Function

Polls & Survey

National Web Portal

New Web Content

Creator_MOTC

National Web Portal

Go to Site

Content

Web Content

Documents and Media

Dynamic Data Lists

Forms

Polls

Recycle Bin

Title *

This field is required

Summary

Type

Survey

Ministries

ပြည်ထောင်စုလွှတ်တော်

Poll Or Survey Id *

Choose type of the content which is Polls or Survey

Copy from Polls ID from Polls section which you want to display and paste it here

Edit/Delete Content Function

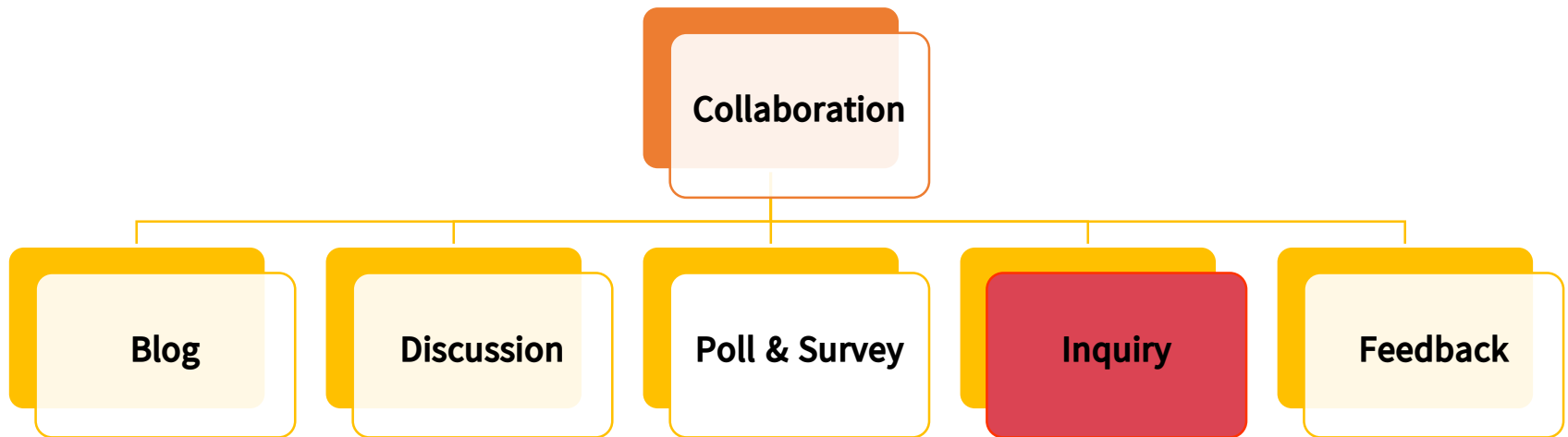
Poll

1. Click on **National Web Portal > Content > Web Content**
2. Click on **Polls**
3. Click on **Setting Icon** right side of the poll content > **Edit**
4. Click on **Setting Icon** right side of the poll content > **Delete**

The screenshot shows the National Web Portal interface. The top navigation bar includes 'National Web Portal' and 'Polls'. The left sidebar shows the navigation menu with 'Content' expanded to 'Web Content', and 'Polls' selected. The main content area displays a table of polls. The table has columns for ID, Title, # of Votes, Last Vote Date, and Expiration Date. A single poll is listed with ID 2848791 and a title in Burmese. A context menu is open over the poll, showing options: Edit, Permissions, Export, and Delete. The 'Edit' and 'Delete' options are highlighted with red boxes. A red box also highlights the three-dot menu icon.

ID	Title	# of Votes	Last Vote Date	Expiration Date
2848791	မြန်ကြားရေးဝန်ကြီးဌာနမှ MRTV နှင့် ပတ်သက်သည့် သဘောထားအမြင် အား ကောက်ခံလိုပါက အောက်ပါအတိုင်း ထည့်သွင်းနိုင်ရန် တင်ပြအပ်ပါသည်။	0	Never	

View / Reply Inquiry



View / Reply Inquiry

Inquiry

1. Click on **National Web Portal > Feedback & Inquiry> View Inquiry**
2. Click on **menu button** to reply Inquiry
3. Click on **Reply**

National Web Portal 376 **View Inquiry**

You can filter inquiry with Status (pending/approved)

Filter: Keyword Status: Any From Date: dd/mm/yyyy To Date: dd/mm/yyyy

You can filter inquiry with keyword

Search Export

View Inquiry

	စက်ခေါင်းမောင်း(ရှ)ဆီလောင်း ရေးမြေ အောင်စာရင်းဘယ်တော့ထွက်မှာလဲဗျ အောင်စာရင်းထွက်ရင်တော ဘယ်မှာကြည့်လို့ရမလဲဗျ။နယ်စားကကြည့်မဲ့သူတောအတွက်ရော ဘယ်လိုများစီစဉ်ထားပေးလဲသိချင်ပါတယ်	
	coocation ဝန်ဆောင်မှု အကြောင်းသိပါရစေ	
	passport ဘယ်လိုလျှောက်ရမလဲ သိချင်ပါတယ်	

inquirer: juniormeymar243995@gmail.com Sending date : 31-May-2022 Status: PENDING

inquirer: Aung Paing Sending date : 30-Mar-2022 Status: APPROVED

inquirer: Test Account Sending date : 24-Mar-2022 Status: APPROVED

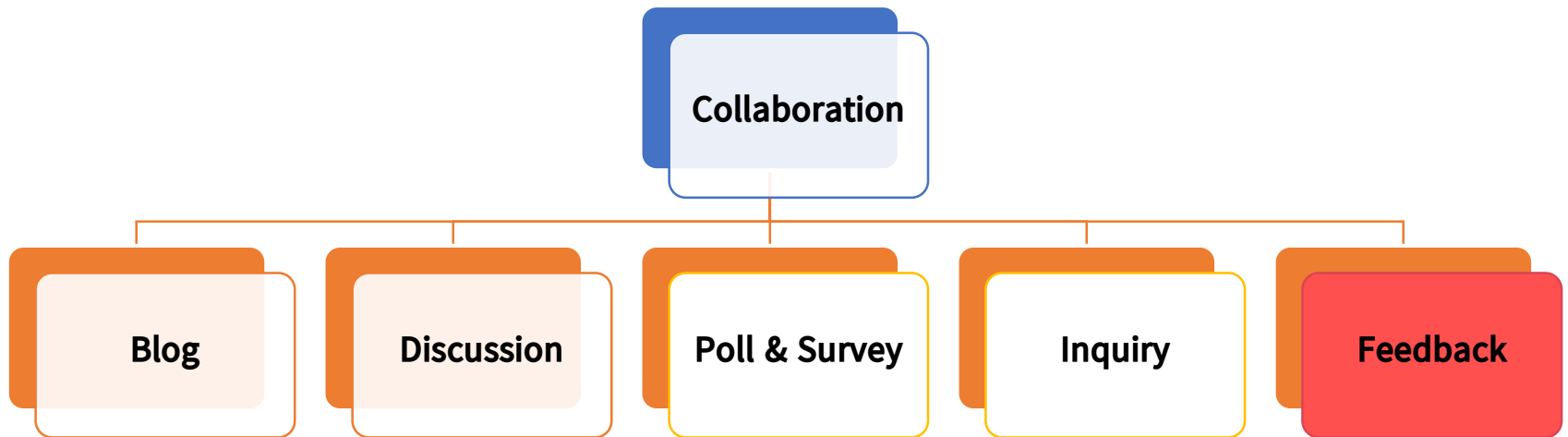
View / Reply Inquiry

Inquiry

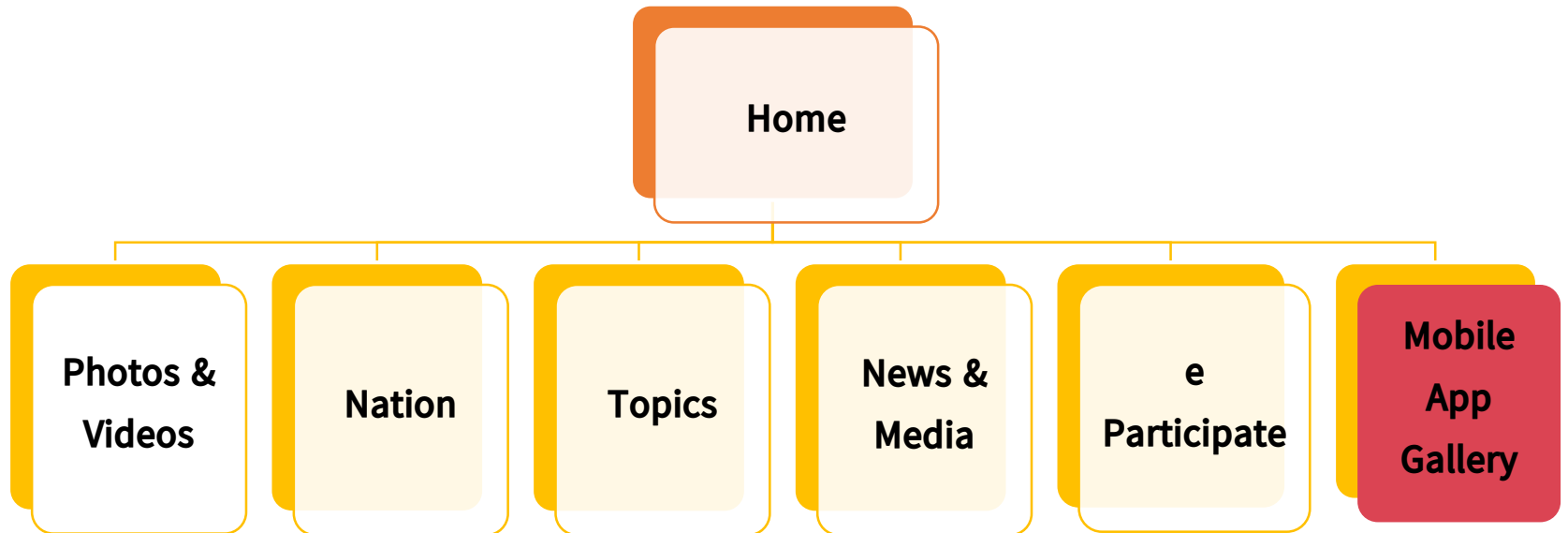
1. To reply (Reply message)
2. Choose File >> one or more attached file can be added
3. Click on **Submit**

The screenshot shows a web interface for replying to an inquiry. At the top, it displays the sender's email address 'juniorneymar243995@gmail.com' and the date 'Sending date: 31-May-2022'. Below this, the recipient is identified as 'Government Organizations :Ministry of Transport and Communications'. The main content area contains a text input field with the placeholder text 'စက်ခေါင်းမောင်း(၅)ဆီလောင်း ရေးခြေ အောင်စာရင်းဘယ်တော့ထွက်မှာလဲဗျ အောင်စာရင်းထွက်ရင်ကော ဘယ်မှာကြည့်လိုရမလဲဗျ။နယ်စားကကြည့်မိသူတော့အတွက်ရော ဘယ်လိုများစီစဉ်ထားလဲသိချင်ပါတယ်' and a 'To reply (Max length: 1500)' label. Below the text input is a 'Choose File' button with the text 'No file chosen' and two circular icons (a plus sign and a minus sign). A blue callout box with white text 'You can add one or more attached file' points to the 'Choose File' button. At the bottom, there is a 'Submit' button (highlighted with a red box) and a 'Cancel' button. The text 'To reply with attachment file (pdf, jpg, jpeg, png) (Max files limit 3)' is visible on the left side of the bottom section.

View Feedback



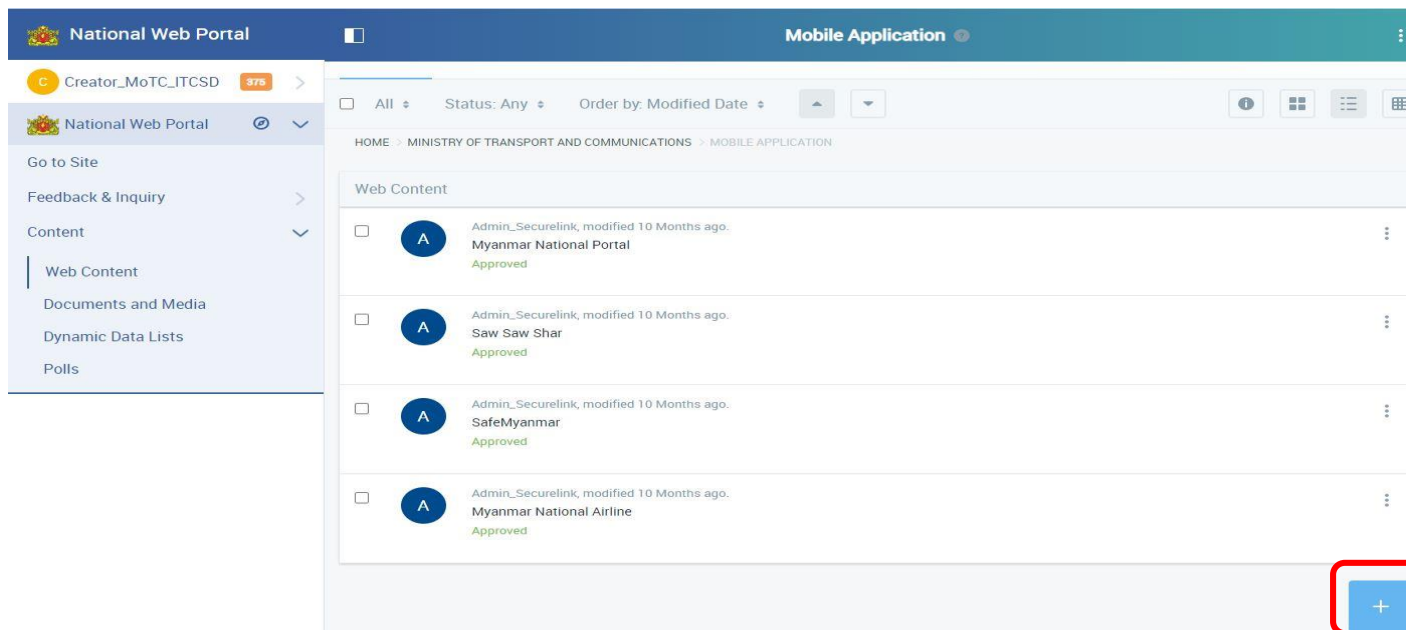
Add/Edit Mobile App Gallery



Add Content Function

Mobile App Gallery

1. Click on **National Web Portal > Content > Web Content**
2. Click on **Your Respective Ministry Folder**
3. Click on **Mobile Application**
4. Click on **Plus Icon** to create new **Mobile Application**



Add Content Function

Mobile App Gallery

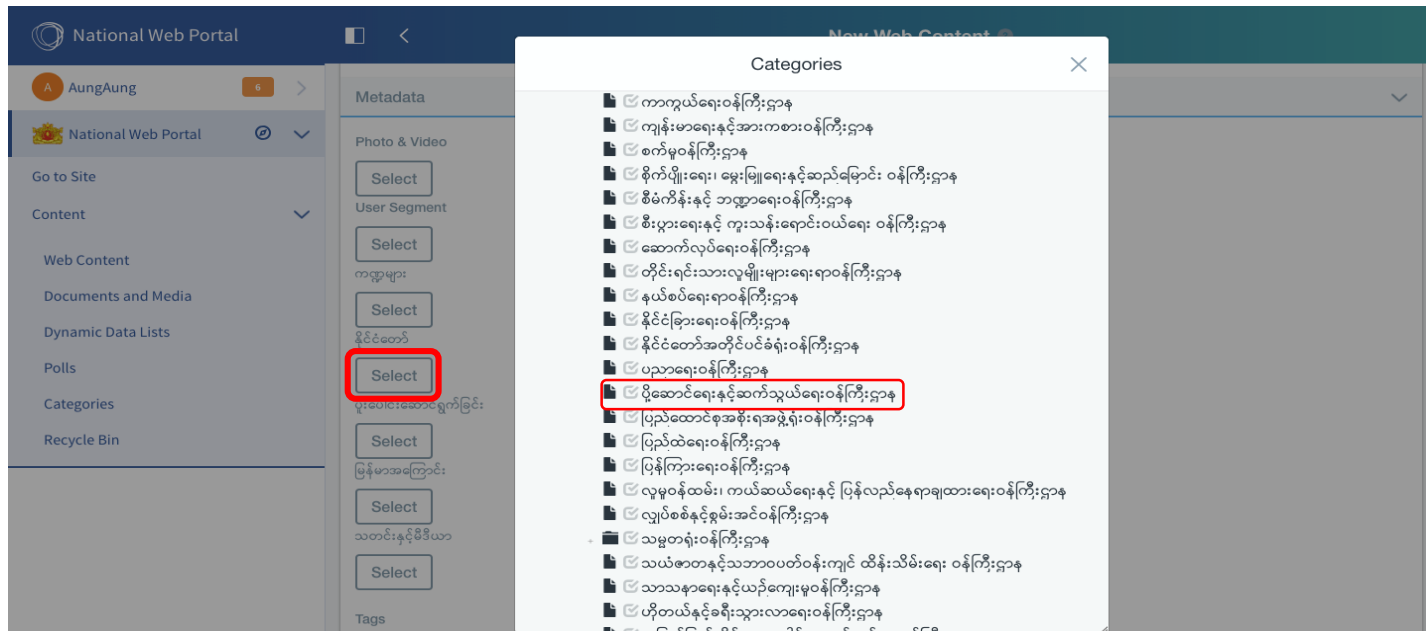
The screenshot shows the 'New Web Content' interface for the National Web Portal. The top navigation bar includes the portal name and a 'New Web Content' button. Below this, the default language is set to 'Burmese (Myanmar)'. A sidebar on the left contains navigation options like 'Go to Site', 'Feedback & Inquiry', 'Content', 'Web Content', 'Documents and Media', 'Dynamic Data Lists', and 'Polls'. The main form area contains several fields: 'Title' (marked as required), 'Summary', 'Content' (with a rich text editor), and 'Application Image' (marked as required). A blue callout box with the text 'Insert required Mobile App information' is positioned over the 'Summary' field, with a blue arrow pointing to it.

Add Content Function

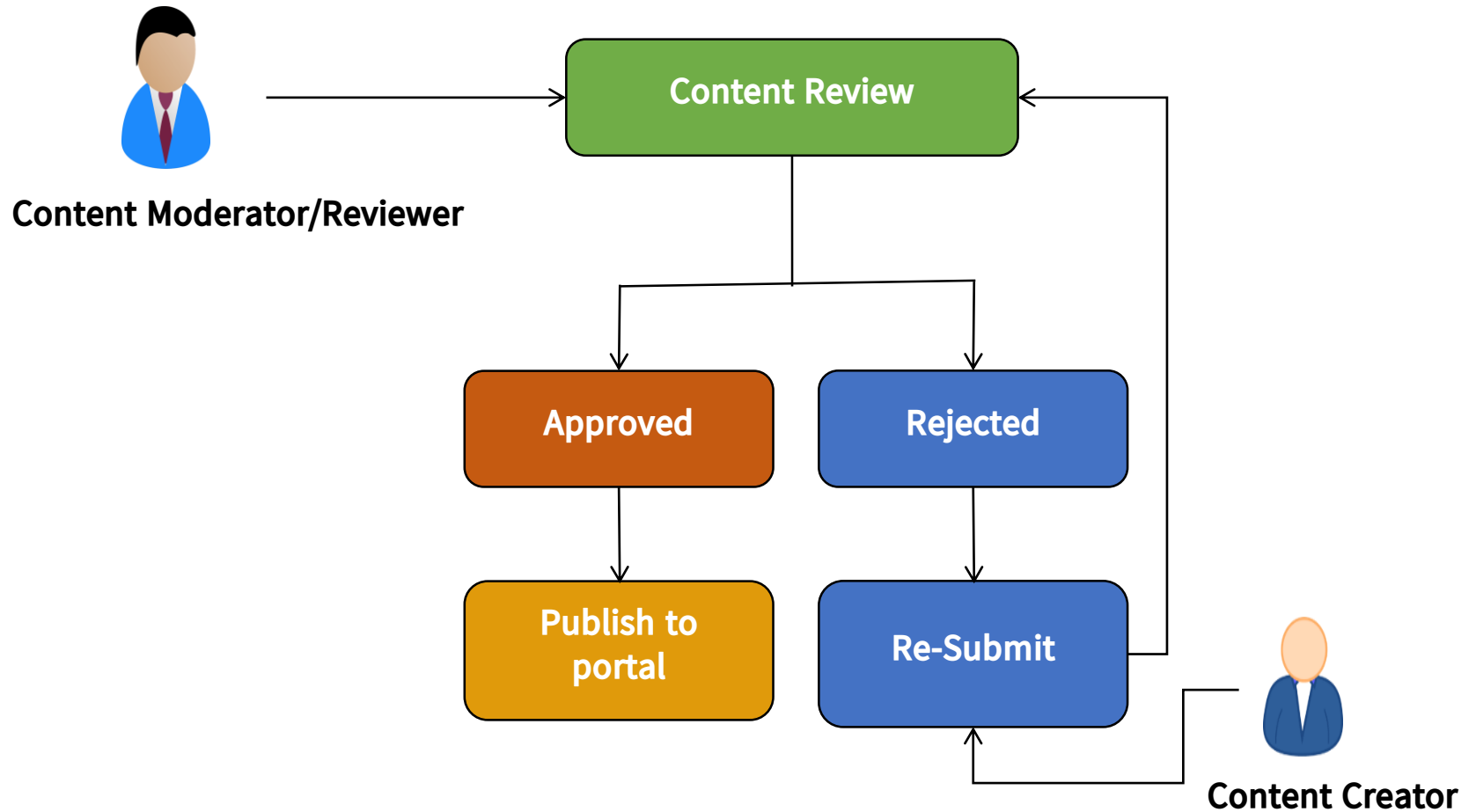
Mobile App Gallery

1. To display **Organization Name** which provide **Mobile App** you will also need to do the following:

Metadata > Select Nation> Union Government > Ministries > Choose related Ministry name and publish



Content Review Workflow



Content Review Function

1. **Login with Content Reviewer Account** to perform this function.
2. Click on **Your Account Name** then you will see **numbers of Notifications** next to your account name.
3. The numbers **(2)** mean there are two content waiting to get your approval to publish.



Content Review Function

1. Click on **My Workflow Tasks** then you will see pending content which you need to **review**.
2. Click on the **content** that is important and to be reviewed on priority basis.
3. You can also check in the **notifications** for pending content which you need to review.

The screenshot displays the 'My Workflow Tasks' interface. The left sidebar contains a menu with 'My Workflow Tasks' highlighted in a red box. The main content area shows a table with columns: Asset Title, Asset Type, Task, Last Activity Date, and Due Date. A red box highlights a row in the 'Pending' section with the title 'Test for workflow', Asset Type 'Web Content Article', Task 'Review', and Last Activity Date '19 Days Ago'.

Asset Title	Asset Type	Task	Last Activity Date	Due Date
Pending				
Test for workflow	Web Content Article	Review	19 Days Ago	
Completed				
ဦးစီးကြားရေးမှူးချုပ်ရုံး CEO မင်္ဂလဒေသနာဆိုင်ရာပစ္စည်း အစီအစဉ်	Web Content Article	Review	1 Month Ago	
ဟိုတယ်နှင့်တက္ကသိုလ်များ လုပ်ငန်းလုံခြုံရေးလျှော့ချထားခွင့်	Web Content Article	Review	19 Days Ago	

Content Review Function

1. Click on **Notifications** then you will see new content which you need to **review**.
2. Click on the **content** that is important and to be reviewed on priority basis.

The screenshot displays the 'National Web Portal' interface. The top navigation bar includes the portal logo and the title 'National Web Portal'. The user is logged in as 'TuanLV16'. The left sidebar contains a menu with items: 'My Account', 'Account Settings', 'My Workflow Tasks', 'Notifications' (highlighted with a red box and a '2' badge), 'My Submissions', 'My Profile', 'My Dashboard', and 'Sign Out'. The main content area is titled 'Notifications' and shows a list of notifications. The first two notifications are from 'Creator_MOTC' and are highlighted with a red box. The third notification is from 'TuanLV16' and is not highlighted. The notifications list includes a search filter 'All', an 'Order by: Date' dropdown, and view options for grid, list, and calendar.

Content Review Function

1. Click on **Assign to me** to edit and approve the entire content.

National Web Portal

Review: ယာဉ်အန္တရာယ်ကင်းရှင်းရေးနှင့်မော်တော်ယာဉ်စီမံခန့်ခွဲမှု နည်းဥပဒေများ

Reviewer_MoTC_ITCSD

My Account

Account Settings

My Workflow Tasks

Notifications 490

My Submissions

Sign Out

Assigned to	Create Date	⋮
Nobody	5/27/22 12:06 PM	Assign to Me
State	Due Date	Assign to...
Review	Never	Update Due Date

Preview of Web Content Article

Click view icon to review the entire content.

ယာဉ်အန္တရာယ်ကင်းရှင်းရေးနှင့်မော်တော်ယာဉ်စီမံခန့်ခွဲမှု နည်းဥပဒေများ
ယာဉ်အန္တရာယ်ကင်းရှင်းရေးနှင့်မော်တော်ယာဉ်စီမံခန့်ခွဲမှု နည်းဥပဒေများ: Publisher : ကုန်းလမ်းပို့ဆောင်ရေးညွှန်ကြားမှုဦးစီးဌာန ...

Comments

Click to Subscribe

Type your comment here.

Content Review Function

1. You can give **comments** on the content if there is anything you want the content creator to **revise**.
2. Click on **view icon** to review the entire content.
3. Click on **edit icon** to edit the content yourself.

National Web Portal

Review: Test for workflow

Assigned to: TuanLV16

Create Date: 7/11/18 11:41 PM

State: Review

Due Date: Never

Actions: Approve, Reject, Assign to..., Update Due Date

Preview of Web Content Article

View

Test for workflow

Test for workflow Pyihtaungsu Hluttaw/ aaaaa / July 11, 2018

Comments

Rich Text Editor: B, I, U, Ix, Styles, Help Option+0

Click view icon to review the entire content.

Click edit icon to edit the content yourself.

You can give comments as mentioned no.1

Content Review Function

1. Click on **My Submissions** to see all the content which you have been submitted
2. You can also check the content status whether your content is approved or not.

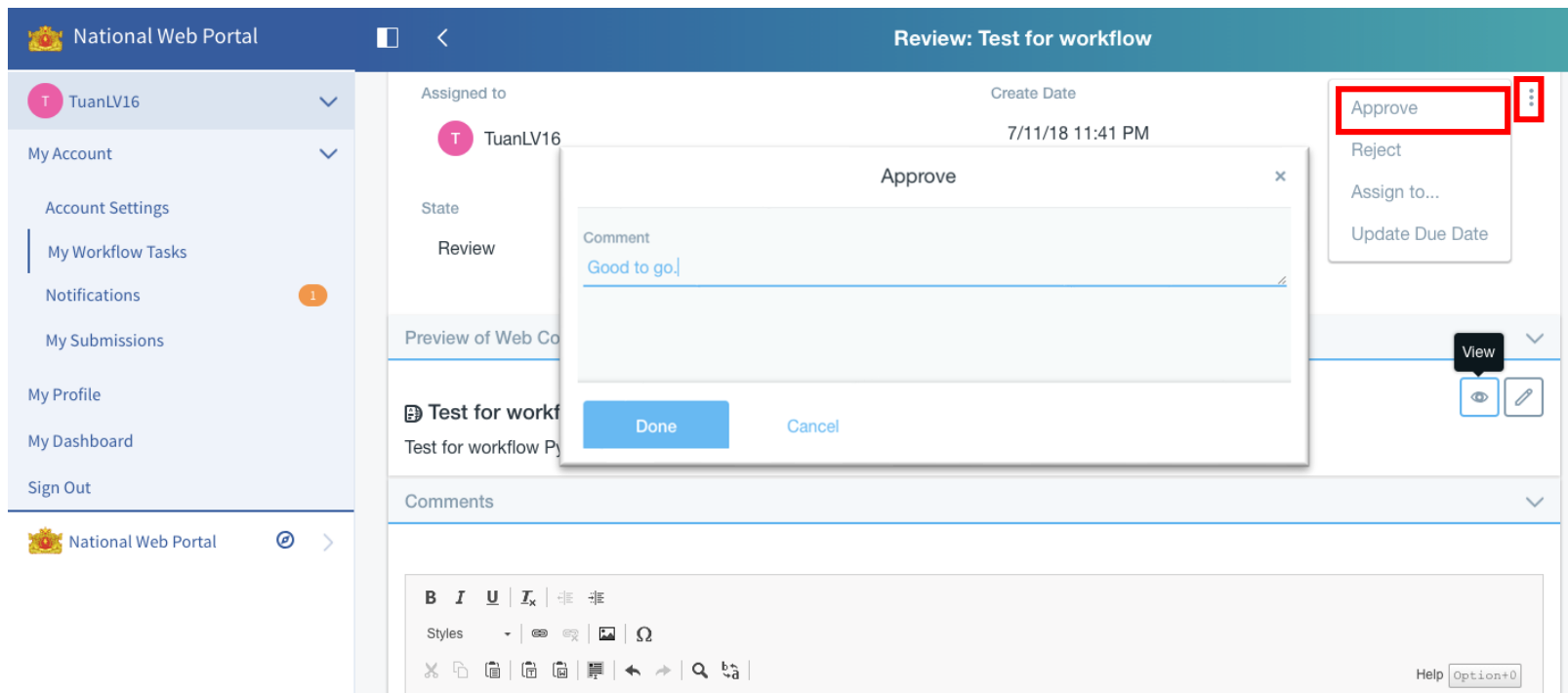
The screenshot displays the 'My Submissions' interface on the National Web Portal. The left sidebar contains a navigation menu with 'My Submissions' highlighted. The main content area shows a table of submitted items. The first item is in 'Update' status, while the other two are in 'Review' status.

Asset Title	Asset Type	Status	Definition	Last Activity Date	End Date
ပြည်ထောင်စုဝန်ကြီး ဦးကျော်တင့်ဆွေ ဂျပန် နိုင်ငံ၌ ကျင်းပသည့် (၂၄) ကြိမ်မြောက် အာရှ အနာဂတ် ဆိုင်ရာ နိုင်ငံတကာဆွေးနွေးပွဲသို့ တက်ရောက်	Web Content Article	Update	Single Approver	1 Month Ago	
ကြေးမုံ (၆-၄-၂၀၁၈)	Web Content Article	Review	Single Approver	5 Days Ago	
မြန်မာ့အလင်း (၁၀-၆-၂၀၁၈)	Web Content Article	Review	Single Approver	5 Days Ago	

Content Review Function

Approve

1. Click on **the setting icon**
2. Click on **Approve** to publish if you don't have any concern on the content then click **done**.



Content Review Function

Reject

1. Click on **the setting icon**
2. Click on **Reject** if you have concern on the content.

The screenshot displays the National Web Portal interface. On the left is a navigation menu with options like 'My Account', 'Account Settings', 'My Workflow Tasks', 'Notifications', 'My Submissions', 'My Profile', 'My Dashboard', and 'Sign Out'. The main area shows a review task titled 'Test for workflow' assigned to 'TuanLV16' on '7/11/18 11:41 PM'. A 'Reject' dialog box is open in the center, containing a text input field with the comment 'I have concern on this content. Please submit again.' and 'Done' and 'Cancel' buttons. On the right, a context menu is visible with options: 'Approve', 'Reject' (highlighted with a red box), 'Assign to...', and 'Update Due Date'. The 'Reject' option is also highlighted with a red box. Below the dialog, there are 'View' and 'Edit' icons. At the bottom, a rich text editor toolbar is visible with various formatting options.

Content Review Function

Re-submit

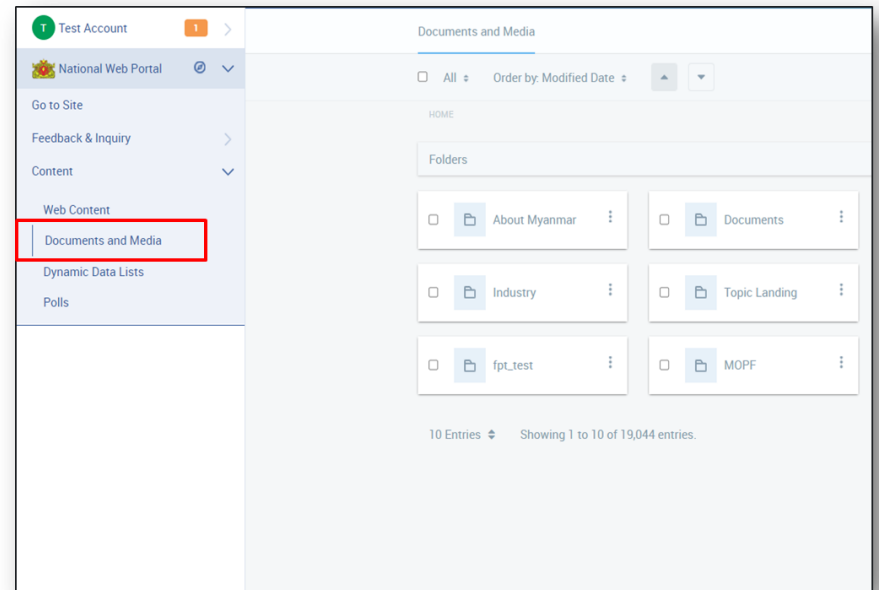
1. On My Workflow Tasks Page, Click on **the setting icon**
2. To **resubmit** the content without editing, click on **the setting icon**, then select **Resubmit**
3. User can click on **the edit icon** to update web content before resubmit

The screenshot displays the National Web Portal interface. On the left, a navigation menu includes 'Control Panel', 'My Account', 'Account Settings', 'My Workflow Tasks' (highlighted with a red box), 'Notifications', 'My Submissions', 'My Organizations', 'My Profile', 'My Dashboard', and 'Sign Out'. The main content area shows a task assigned to 'FPT-LinhHTT2' with a 'Create Date' of '7/26/18 4:19 PM' and a 'Due Date' of 'Never'. A dropdown menu is open, showing 'Resubmit' (highlighted with a red box), 'Assign to...', and 'Update Due Date'. Below this, a 'Preview of Web Content Article' section shows a 'Bog' article titled 'Bog ပြည်ထောင်စုလွှတ်တော် | Jul 26, 2018 Blog' with an 'Edit' icon (highlighted with a red box) and a 'View' icon. A 'Comments' section is visible at the bottom with a text input field.

https://myanmar.gov.mm/group/control_panel/manage/-/my_workflow_tasks/view/7190032?p_p_lifecycle=1&_com_liferay_portal_workflow_task_web_portlet_MyWorkflowTaskPortlet_javax.portlet.action=completeWorkflowTask&_com_liferay_portal_wo...

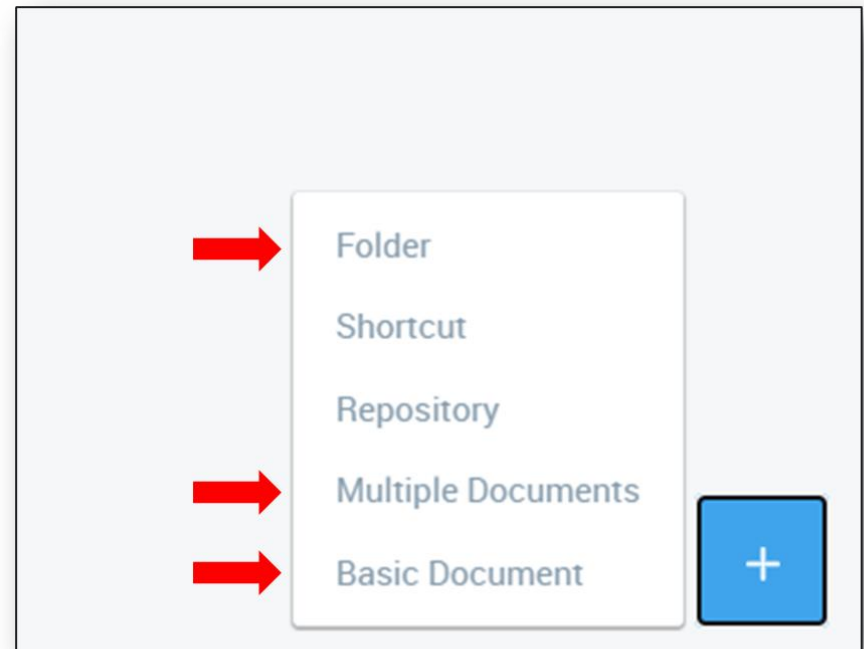
Upload File in Document and Media

- File can be uploaded with own folder
- Can be upload with multiple file type
- Allowed File Size (1GB)
- Allowed File Type
(gif,.jpeg,.jpg,.png,.doc,.docx,.pdf,.mp4
,.avi,.mp3,.wav)



Upload File in Document and Media

- Click Plus Sign
- Folder >> To Create Own Folder
- Multiple Document >> To upload Multiple File
- Basic Document >> To upload single file



Event Sample

- Event Name
- Event Start Date/ End Date
- Description
- Location
- Email Address
- Website Address

Government Directory Sample

- Department Name
- Phone
- Email
- Address

Department Name	:	Pyidaungsu Hluttaw Office
Phone	:	067-591239, 067-591191 (Fax)
Email	:	unionassembly.ict@pds.hluttaw.mm
Address	:	Building (E), Parliament Buildings, Nay Pyi Taw

ဌာနအမည်	:	ပြည်ထောင်စုလွှတ်တော်ရုံး
ဖုန်းနံပါတ်	:	၀၆၇-၅၉၁၂၃၉၊ ၀၆၇-၅၉၁၁၉၁ (Fax)
အီးမေးလ်လိပ်စာ	:	unionassembly.ict@pds.hluttaw.mm
လိပ်စာ	:	(E) ဆောင်၊ လွှတ်တော်အဆောက်အဦ၊ နေပြည်တော်။

Thank you!