



## **User Manual**

for

### **“Posting of E-Advertisement”**

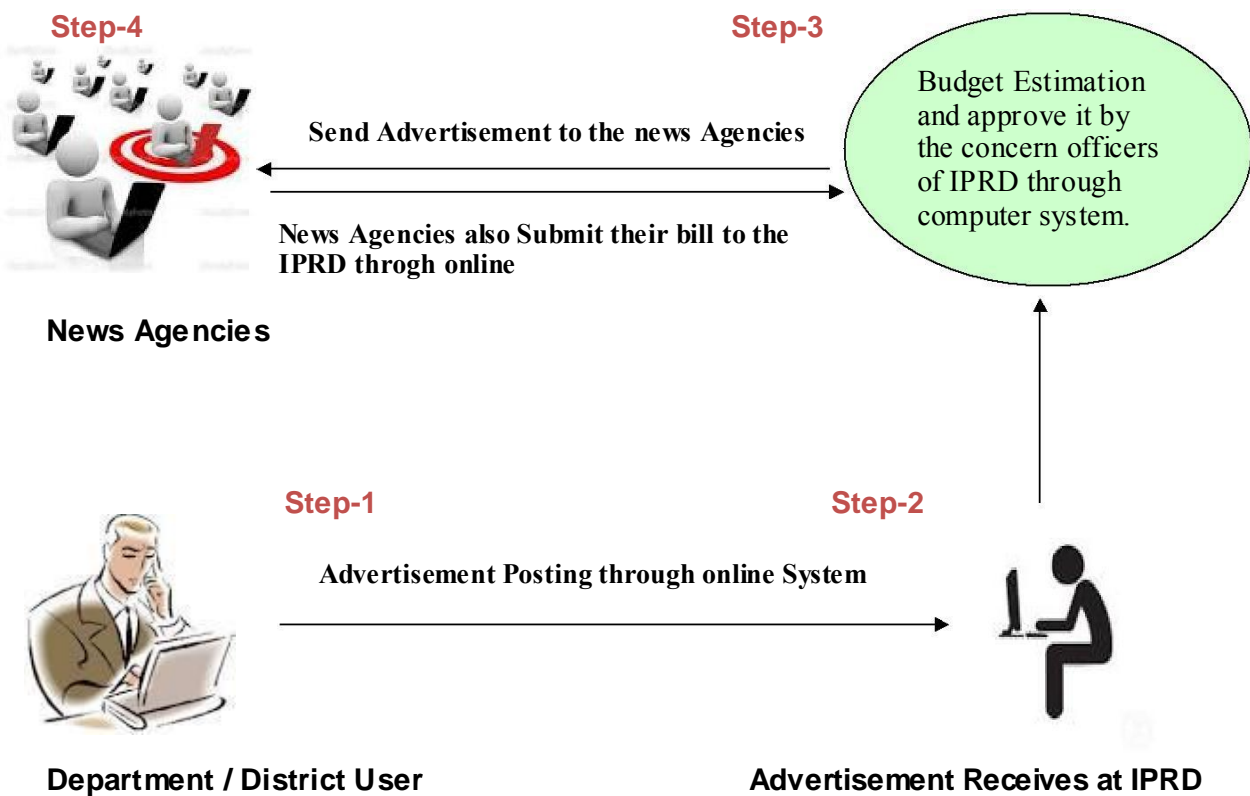
Department of Information and Public Relations  
Department, Govt.of Jharkhand



### General Description:

Various Departments, Districts of the state of Jharkhand sends advertisement to IPRD. IPRD has the authority to publish an ad in newspapers. The department has various sections of user to approve the advertisements. After the advertisement has been approved then It sends to the news agencies. News agencies publish it and after publication of news they send their bill to the IPRD. The context diagram shown in the below is a view of the entire system.

### Context Diagram :



**Website Url: [www.prdjharkhand.in](http://www.prdjharkhand.in)**



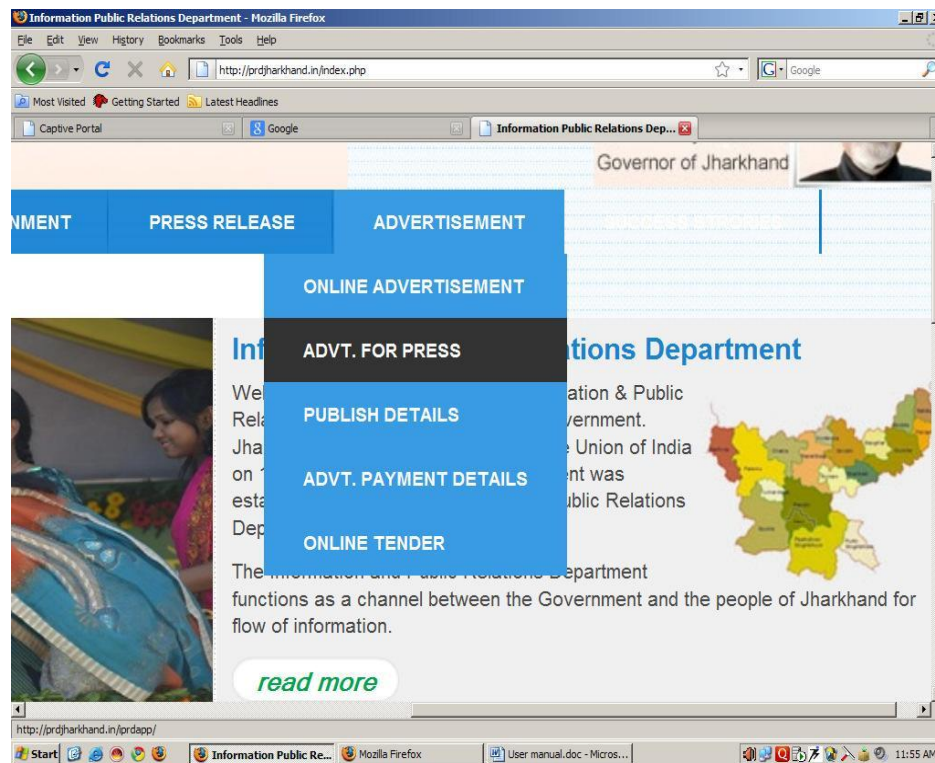
## How do You Login to the application ?

- For various login click in the “**e Advertisement**” symbolic link as like below on the wesite homepage:



OR

- Go through the “**ADVERTISEMENT**” panel and click on the “**ADVT. FOR PRESS**” in the home page of website as refer to the below:



## The Login panel :



There are five login panels are as follows:

- ☐ **IPRD LOGIN** : IPRD officers can login here only
- ☐ **Admin Login** : For Administrator Login only
- ☐ **Department Login** : Various Dept. can Login
- ☐ **District Login** : For DPROs & NIC Login
- ☐ **News Agency Login** : Various news Agency Can Login here

## Posting of advertisement:

- ☐ Please log in properly as provided to you userid and password
- ☐ After login you will get a window and then click on the “Advertisement Posting” as refer to the below screen shot.

Post Advertisement - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Post Advertisement x Information Public Relation Department x +

192.168.1.200/prdapp/index.php?sp=a5e00132373a7031000fd987a3c9f87b

Government of Jharkhand

Advertisement

Advertisement Posting

Advertisement Posting List

You are logged in as Ranchi, District H, Ranchi | Logout

### Advertisement Posting

|   |   |                           |            |
|---|---|---------------------------|------------|
| Ad Type*:                                   | --Select--  | Advertiser Name*:         |            |
| Office Type*:                               | --Select--  | Designation Name*:        | Select One |
| Dept./District Name*:                       | Select One  | Advertiser Dept*:         |            |
| Ref PR No.:                                 |   | Ad Palce*:                | --Select-- |
| Last Date(As in ad)*:                       |   | Messenger Name*:          |            |
| Ad Posted On*:                              | 23/11/2013  | Messenger Desig*:         | --Select-- |
| Letter Date*:                               |   | Total Word (In Number):   | 0          |
| Letter No.*:                                |   | Total Page (In Number):   | 0          |
| Mode*:                                      | --Select--  | Sub Mode:                 | Select One |
| Advertisement Level:                        | <input type="checkbox"/> state <input checked="" type="checkbox"/> district <input type="checkbox"/> national <input type="checkbox"/> others | If Others Please Specify: |            |
| Advt. Matter*:                              | Browse... No file selected.<br>(Please upload only .doc,.png,.jpg,.jpeg,.gif,docx format)   |                           |            |
| Term & Condition<br>(Only for tender cases) | Browse... No file selected.<br>(Please upload only .doc,.pdf,.png,.jpg,.jpeg,.gif,docx,xls,xlsx format)                                       |                           |            |
| Messenger E-mail ID:                        |   |                           |            |
| Messenger Mobile No*:                       |   |                           |            |
|   |   | Comments:                 |            |

192.168.1.200/prdapp/index.php?sp=a5e00132373a7031000fd987a3c9f87b

Submit Cancel

start Post Advertisement - ... Desktop 12:47 PM

## Note:

- ☐ All red star marked (\*) filed are mandatory.
- ☐ Before upload Matter please check it properly.
- ☐ Before upload Term & Condition for tender case only, please check it properly.
- ☐ Please check all data's are correct and proper before submitting.
- ☐ After submitted please “**forward**” it to IPRD then go to the “**Advertisement Posting List**” you will get all details as you posted. Please note your “**Advt.Id**” number still you didn't get your “**PR No**”.
- ☐ Your advertisement will be verified after receiving the advertisement at IPRD. After verified you will get your receipt in the “**Advertisement Posting List**” and you will get your “**PR No**” in the receipt.
- ☐ Please keep the “**PR No**” and your “**Letter No**” with you for tracking your advertisement status details.



## How do you get the advertisement status details ?

- ☐ Go to the website home page



- ☐ Please enter the PR NO and Letter no as in the above diagram:
- ☐ You will get status details of the advertisement.

If any quires or any technical support please contact as given below:

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**Vishal Jayswal :9534777268**

## Thank You