

Webinar Instructions Guide for GHs & RDs (How to access GHs & RDs Webinar Announcement Admin Panel)

The screenshot shows the homepage of the National Productivity Council. The header includes the organization's name in Hindi and English, along with its logo and the motto 'एक कदम स्वच्छता की ओर' (One step towards cleanliness). The left sidebar contains a navigation menu with the following items: Home, About Us, Webinar Announcement (highlighted with a red box), NPC-UNEP Webinars, News & Press Release, Industry Onboarding, Training Onboarding, Offices, Services, Competencies, Training Programmes, Productivity Week, e-Learning, and DIET Internship. The main content area features a large banner with the organization's logo and the text 'Webinar Announcement'.

Prepared By:

IT Team

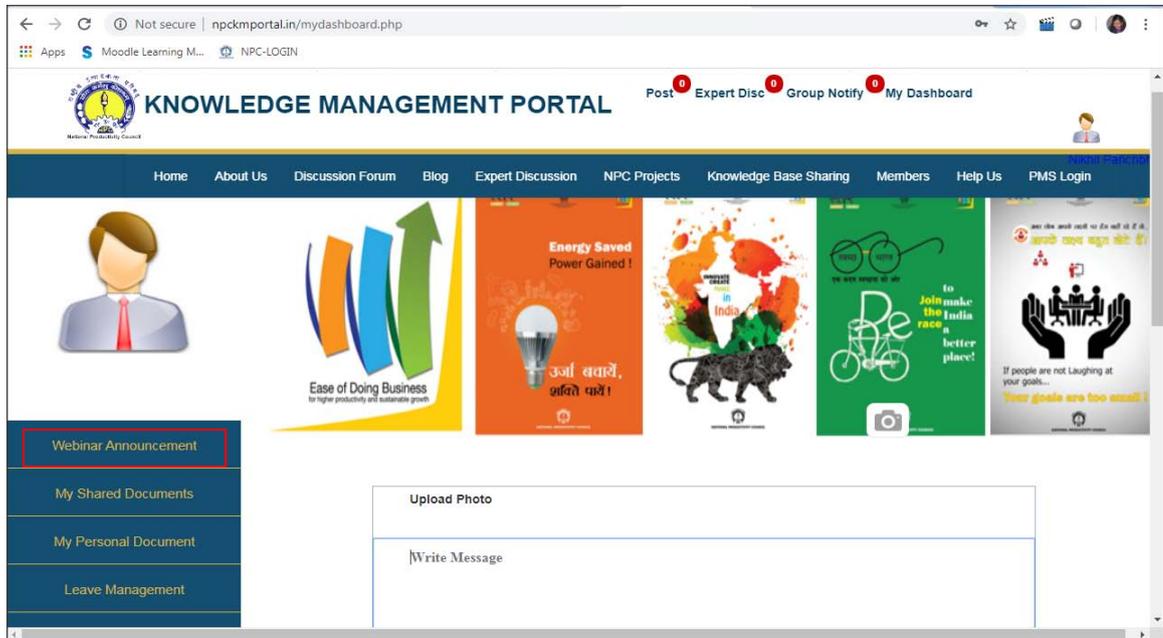


National Productivity Council

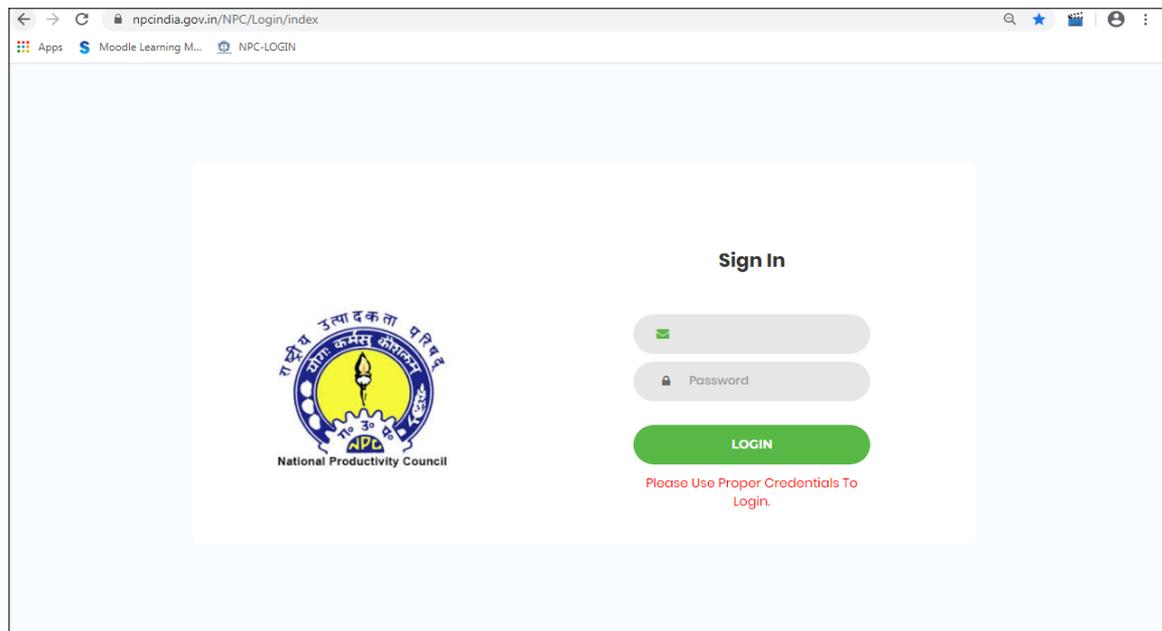
5-6 Institutional Area, Lodi Road, New Delhi-110003

LOGIN

Step 1: Type URL: <https://www.npcindia.gov.in/NPC/Login/index> OR Click Webinar Announcement button under Dashboard on KM Portal



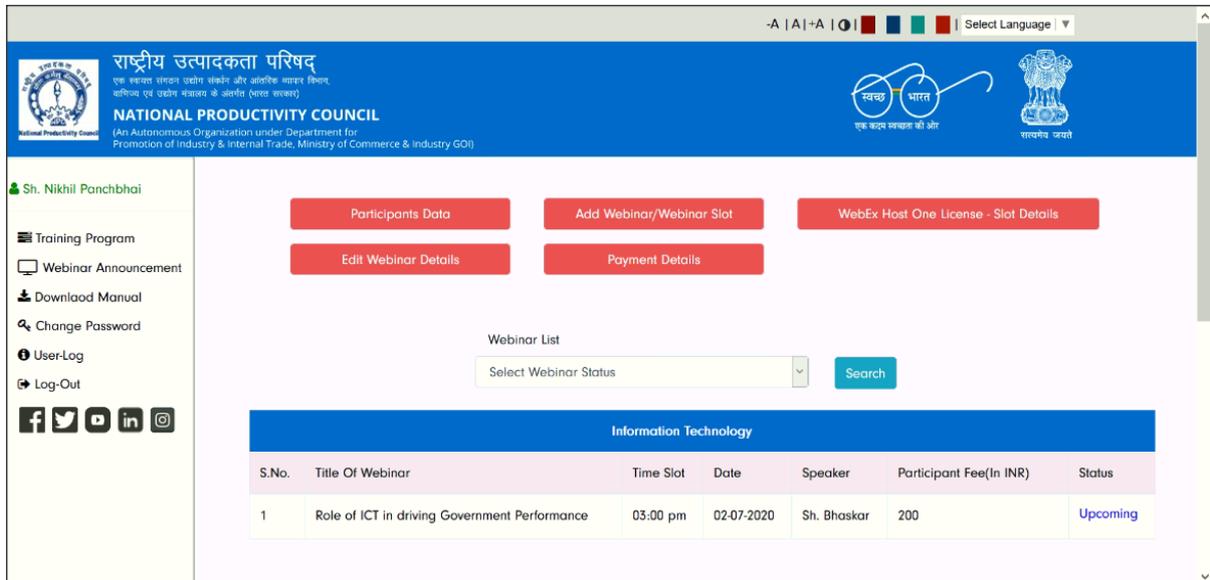
Step 2: After the completion of Step 1 above, following screen appears:



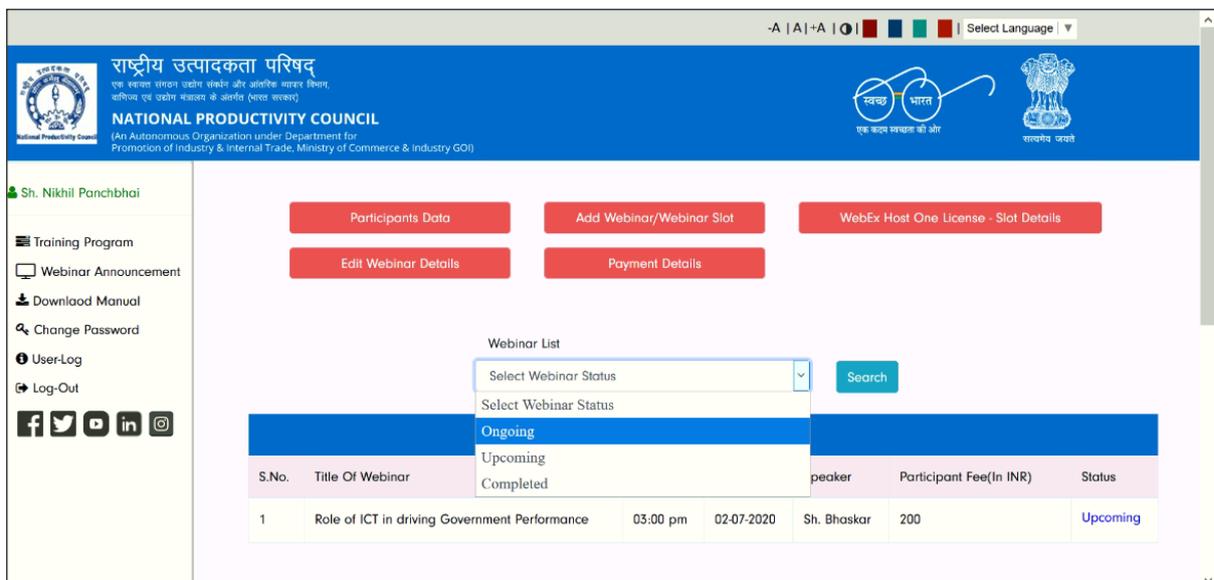
Step 3: Enter User Name (NPC Official Email Id) & Password, Click on “**LOGIN**” Button

WEBINAR ANNOUNCEMENT DASHBOARD

Step 4: After submitting the login details, user is redirected to the following default Webinar Announcement screen as shown below:



Here GH/RD can filter their respective Webinars on the basis of following webinar status (Completed/Ongoing/Upcoming) as shown below:



User will be presented with the following features:

1. Add Webinar/Webinar Slot :

- Step 1: This feature provide the facility to **book webinar slots online as per the CISCO WebEx Common licenses amongst RD's & HQ Groups** and at the same time **upload Webinar details on NPC Website for clients.**
- Step 2: System/portal will only allow RD's & HQ Groups to book Webinar slots from their respective CISCO WebEx Common licenses. *Eg. RD Chandigarh, RD Kanpur & RD Jaipur is only allowed to book webinar slot(s) through CISCO WebEx Common licenses Five etc.*
- Edit Webinar details** : This feature allows the GHs/RDs/User to edit/remove webinar slots/details uploaded online by various GHs/RDs. Changes done in the edit section will get automatically reflected on NPC website.
 - WebEx CISCO WebEx License Host Slot details** : This feature allows GHs/RDs to see all the webinar slot bookings under their respective *CISCO WebEx Common Host licenses*
 - Participants Data** : This feature allows GHs/RDs to check/track the number & status of the participants registered under their respective webinars
 - Payment details**: This feature allows GHs/RDs/User to check/track the payment status (Like transaction details etc) of the participants

1. Add Webinar/Webinar Slot: To book webinar slot under respective GHs/RDs CISCO WebEx Common Host License and to upload webinar details on NPC website, user will perform the following steps:

Step 1: Click on “Add Webinar/Webinar Slot, user will be presented with following screen:

The screenshot shows a web form titled "Add Webinar Slot & Upload Webinar Details on NPC Website". On the left is a sidebar with user information "Sh. Nikhil Panchbhai" and navigation links: Training Program, Webinar Announcement, Download Manual, Change Password, User Log, Log Out, and social media icons. The main form area contains the following fields and controls:

- Webinar Title :** A text input field labeled "Webinar Title".
- Webinar Mode :** Radio buttons for "Paid" and "Free".
- Name of the Speaker/Expert:** A text input field labeled "Name of the Speaker/Expert".
- Enter Cisco WebEx Attended Link:** A text input field labeled "Only URL".
- Select Webinar Date:** A date picker field labeled "dd / mm / yyyy".
- Select Webinar Slot :** A dropdown menu labeled "Select Start time".
- Name of Group/Regional Directorate:** A dropdown menu labeled "--Department Name--".
- Select WebEx Host :** A dropdown menu labeled "--Select WebEx Host--".
- Webinar Description(word limit 200) :** A large text area.

At the bottom of the form, there is a blue button labeled "Upload Webinar Template" and a teal button labeled "Submit".

- Step 2: Enter Webinar Title
- Step 3: Select Webinar Mode (Paid or Free). If Webinar Mode is Paid, Enter Fee in Numbers only (Eg. 200 or 457) *[Note: Not to prefix or suffix Fee with any alphabetic letter & special characters]*
- Step 4: Enter Name of the Speaker/Expert

- Step 5: Enter Cisco WebEx Attendee Link. The Cisco WebEx Attendee link will be available to the participants who have successfully paid the participation fee
- Step 6: Select Name of Group/Regional Directorate name from drop down list as shown in the below screen:

The screenshot shows a web form titled "Add Webinar Slot & Upload Webinar Details on NPC Website". On the left is a sidebar with user information "Sh. Nikhil Panchbhai" and navigation options: Training Program, Webinar Announcements, Download Manual, Change Password, User-Log, and Log-Out, along with social media icons. The main form contains the following fields:

- Webinar Title :** Text input with "Digital Transformation for Organization".
- Webinar Mode :** Radio buttons for "Paid" (selected) and "Free".
- Name of the Speaker/Expert:** Text input with "Sh. Prabhakar".
- Webinar Amount :** Text input with "200".
- Name of Group/Regional Directorate:** Dropdown menu with "Information Technology" selected.
- Select Webinar Date:** Text input with "dd / mm / yyyy" and a red error message "Please Select the Webinar Date".
- Select WebEx Host :** Dropdown menu with "-Select WebEx Host-" and a red error message "Please Select the Host".
- Select Webinar Slot :** A date-time picker showing "Select Start time".
- Webinar Description(word limit 200) :** A large text area.

- Step 7: Select Webinar Date
- Step 8: Select respective CISCO WebEx HOST License from drop down list
- Step 9: Select Webinar Slot, If Webinar Slot is already booked, a pop up message appears "Webinar Slot is already booked" as shown below

This screenshot shows the same form as above, but with a white pop-up message box in the center that reads "slot already booked" with an "OK" button. The background form is dimmed. The visible fields behind the pop-up include:

- Webinar Title :** "Digital Transformation for Organization"
- Name of the Speaker/Expert:** "Sh. Prabhakar"
- Name of Group/Regional Directorate:** "Information Technology"
- Select WebEx Host :** "WebEx Host One License"
- Select Webinar Slot :** "05 : 00 PM"

[**Kindly Note:** GHs/RDs can book their webinar slots in the time difference of Half an hour, as already conveyed with the approval of Competent Authority]

- Step 10: Enter Description of the Webinar
- Step 11: Upload Webinar Brochure in pdf Format & click on Submit Button.

Add Webinar Slot & Upload Webinar Details on NPC Website

Webinar Title : Webinar Mode : Paid Free

Name of the Speaker/Expert: Webinar Amount :

Name of Group/Regional Directorate: Select Webinar Date:

Select WebEx Host : Select Webinar Slot :

Webinar Description(ward limit 200) :

After Clicking on “**Submit Button**”. The Popup message appears confirming that “The Slot has been booked successfully and the webinar details has successfully been uploaded on NPC website” as shown below:

Slot has been booked successfully and Webinar details has been uploaded on NPC Website successfully !

Click On Proceed

[Proceed](#)

EDIT WEBINAR DETAILS

To edit/remove webinar details on NPC website, user will perform following steps:

Step 1: Click “Edit Webinar details” Tab, user will be presented with the following screen

— Webinar Upcoming Schedule(s) on WebEx Platform (As per the slots provided by Groups/RDs) —

Show: 10 entries

Remove	Edit	S.No.	Webinar Title	Webinar Date	Webinar Mode	Amount	Speaker Name	Group/RD's	Webinar Description	Host	Slot	Webinar Template
Remove	Edit	1	Role of ICT in driving Government Performance	02-07-2020	Paid	200	Sh. Bhaskar	Information Technology	Role of ICT in driving Government Performance	WebEx Host One License	03:00 NPT	

Showing 1 to 1 of 1 entries

All donations towards the Prime Minister's National Relief Fund(PMNRFF) notified for 100% deduction from taxable income under Section 80G of the Income Tax Act,1961.

Last Updated : 30/05/2020

Visit our Portal : 6085515

india.gov.in

Step 2: In case of Webinar Cancellation before the commencement of the Webinar/Webinar completion, the concerned GH/RD has the facility to permanently remove the webinar details from NPC website by clicking on **“Remove Button”**.

Step 3: In case GH/RD want to edit the Webinar details/Slot details, Click on **“Edit Button”**, User will be presented with following Edit Webinar details screen:

Step 4: In case user wants to edit webinar basic details (other than Webinar Time slot), edit details and click on **“Update button”** to update the details on NPC Website.

Step 5: In case user wants to edit Webinar time slot details, user click on **“Change Slot Button”**, Following Select Webinar slot option appears:

The screenshot shows a web application interface for editing webinar details. At the top, there is a warning message: "Warning! Max Size Allowed - 10MB and File Extension Allowed - '.pdf' Only." The main heading is "Edit Webinar Slot/Details". The form contains several input fields and dropdown menus:

- Webinar Title: Digital Transformation for Organization
- Name of the Speaker/Expert: Sh. Prabhakar
- Webinar Amount: 200
- Enter Cisco WebEx Attended Link: Only URL
- Already Selected Webinar Slot: 02:00 pm
- Name of Group/Regional Directorate: Information Technology
- Select Webinar Date: 02 / 07 / 2020
- Select WebEx Host: WebEx Host One License

At the bottom of the form, there is a note: "If you want to change the slot change the date and click on delete slot" and a blue button labeled "Change Slots". At the bottom left, there is a button labeled "Upload Webinar Template" and at the bottom right, there is a "Delete Document" button with a PDF icon.

Step 6: Select new time slot from the available time slots and click on update button to update the webinar details on NPC website.

Step 7: To add or update CISCO WebEx Attendee Link after hosting of the webinar on NPC Website, add CISCO WebEx attendee link for the participants after successful payment under option EDIT WEBINAR DETAILS FORM.

[Kindly Note: Any type of Changes done by the concerned GH/RD in the Add Webinar/Slot booking form, changes will get automatically reflected on NPC website. All GHs/RDs are advised to enter or update information in proper format in the Webinar/Slot booking form as the same information is updating on NPC website]

WEBEX CISCO WEBEX LICENSE HOST SLOT DETAILS

To see all the webinar slot bookings under their respective CISCO WebEx Common Host license, click on “**WebEx Host __ License-Slot Details**” Button as shown below:

Go back one page
Right-click or pull down to show history

— WebEx Host One License Slot Schedule (As per the slots provided by Groups/RDs) —

WebEx Host :

Department

Date/Webinar Time

Month/Year

Show 10 entries Search:

S.No.	Webinar Title	Webinar Date	Webinar Mode	Amount	Group/RD's	Host	Time Slot	Add Date/Time
1	Digital Transformation for Organization	02-07-2020	Paid	200	Information Technology	WebEx Host One License	02:00 pm	2020-07-01 10:05:25
2	Role of ICT in driving Government Performance	02-07-2020	Paid	200	Information Technology	WebEx Host One License	03:00 pm	2020-06-30 13:56:04

PARTICIPANTS DATA

To check/track the number & status of the participants registered under their respective webinars, click on “**Participants Data**” Tab as shown below:

NATIONAL PRODUCTIVITY COUNCIL
(An Autonomous Organization under Department for Promotion of Industry & Internal Trade, Ministry of Commerce & Industry GOI)

Sh. Nikhil Panchbhai

— Webinar Participants applied data (Count = '0') —
(Registration_Successful_Count = '0')
(Incomplete_Registration_Count = '0')
(Free_Count = '0')

Export All Data In Excel:

Department

Department

Webinar

Show 10 entries Search:

S.No.	Participant Name	Email	DOB	Payment Status	Mobile	Webinar Name	Webinar Time	Webinar Fee	Department	Registrat
No data available in table										

PAYMENT DETAILS

To check/track the payment status (Like transaction details etc) of the participants webinar wise, department wise etc, click on **“Payment Details”** Tab as shown below:

— Complete Transaction List —

Department: Webinar:

Show 10 entries Search:

S.No.	Txn Id	Registration Id	Transaction Id	Webinar Title	Slot Time	Department	Txn Date / Time	Txn Status	Amount Paid	Cust
No data available in table										

Previous Next

WEBINAR ANNOUNCEMENT USER VIEW ON NPC WEBSITE:

NOTE: IOB Bank Customer Help-Desk Number : 1800 425 4445 & IOB Bank Contact Details: 044-2888 9350/9338

Webinar Announcement

[Announcement](#) NPC-UNEP Webinars Webinar Instruction(s) Guide Payment Terms & Conditions

Department: Webinar Title: Month(2020):

Agri business Group						
S.No.	Title Of Webinar	Date	Participant Fee(In INR)	Brochure	Action	
AIP Chennai						
S.No.	Title Of Webinar	Date	Participant Fee(In INR)	Brochure	Action	
1	Power Quality impacts on Efficiency, Reliability and Electrical Safety	18-07-2020	300		<input type="button" value="Apply"/>	

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