



Assam University, Silchar  
Notification

This is to inform all that the **Content Federation System Module of Samarth Portal in Assam University** is fully operational and is open for all the Departmental Microsite Administrators to manage Web Content by adding, editing, tracking content, etc. through SAMARTH. The Module Administrator may take action on the requests by publishing/ un-publishing content.

The step by step procedure is attached for doing the above for quick reference of the Microsite Administrator and the Module Administrator.

For any Technical Assistance, Microsite Administrators / Module Administrator may contact Samarth Cell/Computer Centre.

Attachment: As above

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Dated. <sup>21</sup>18/3/2025

  
Registrar

Copy to:

1. PS to VC for kind information of Vice-Chancellor
2. COE/FO/Librarian/DCDC/NO Samarth/DCC for kind information & necessary action
3. All Officers for necessary action
4. All Employees for necessary action
5. All Departmental Microsite Administrators for necessary action
6. File

  
Registrar

## User Manual of Content Federation System of Samarth Portal

This manual is a complete guide for the Content Federation System (CFS) module to be followed by -

- Departmental Microsite Administrators to manage web content by adding, editing and tracking content.
- Administrators to take action on the requests by publishing/un-publishing content.

### **A. Steps to add Content**

1. Open aus.samarth.ac.in using your office credentials.
2. Click on "Data Management" .
3. Under "Content Federation System", click on "Dashboard".
4. Click the "Content" menu item on the left side menu of the dashboard page.
5. Click on the "Add Content" button provided at the top right-hand side.
6. Specify details against the following form fields -
  1. Select the appropriate option from "Type of Content".
  2. Enter "Title".
  3. Enter "Description".
7. Enter date against the following optional fields, if applicable -
  1. Enter "Type of Sub Categories of Content".
  2. Specify "Start date".
  3. Specify "End date".
  4. Specify "Post Expiry Date".
8. Submit the form by clicking the "Add" button.

**Upon addition the status of the content appears as "New Content Added" in the Content index page. An email is sent to the Administrator.**

**The content needs to be submitted for review by the microsite administrator. Once submitted for review, the content can no longer be edited.**

9. On the Content index page, click on the "Submit for Review" icon against the content.
10. Enter remarks and submit the form which opens in the popup.

**Upon submission the status of the content appears as "Submitted For Review" in the Content index page.**



## **B. Steps for Tracking content:**

1. Click the "Tracking" menu item on the left side menu of the dashboard page.
2. Click on the "Track" button provided next to a content entry under details.

**Users can view the chronology of status changes of a content.**

## **Steps to Take Action on Requests:**

1. Open [aus.samarth.ac.in](http://aus.samarth.ac.in) using your office credentials.
2. Click on "Data Management".
3. Under "Content Federation System", click on "Dashboard".
4. Click the "Content" menu item on the left side menu of the dashboard page.
5. Click on the "Action" icon next to a content to get the details against the particular request.
6. Click on Approve/Reject/Hold as appropriate, add a remark and click on "Submit".

**The status of the content will be show accordingly in the Content index page**

7. On the Content index page, click on the "Publish" button to publish the content.

**A published content can be unpublished by clicking on the "Unpublish" button next to it in the Content index page.**

