

A Guide to Creating Help content

TOC of this guide

1. [Login Details of beta site](#)
2. [Creating a new Help Content](#)
3. [Features provided by the CKeditor](#)
 - CKEditor Full Screen
 - Text Color and Background Color:
 - Font size and Font Family
 - Media Library
 - Bullets - Unordered List
 - Bullets - Ordered List
 - Line Spacing/Line Height
 - Adding Special Characters
 - Inserting tables
4. [Creating URL Alias](#)
5. [Comparing Revisions](#)
6. Internal Linking (Will be updated by Tomorrow)
7. [Screenshots of other Features](#)
 - a. Find & Replace across content
 - b. Find & Replace with in CK Editor
 - c. Meta tag creation interface
 - d. Help Search screens
 - e. Glossary
 - f. Site References

Login Details of Beta site

Url: <http://infydemo.betabasket.net/>

Apache Authentication Credentials:

Username:itddemo

Password:itddemo@123

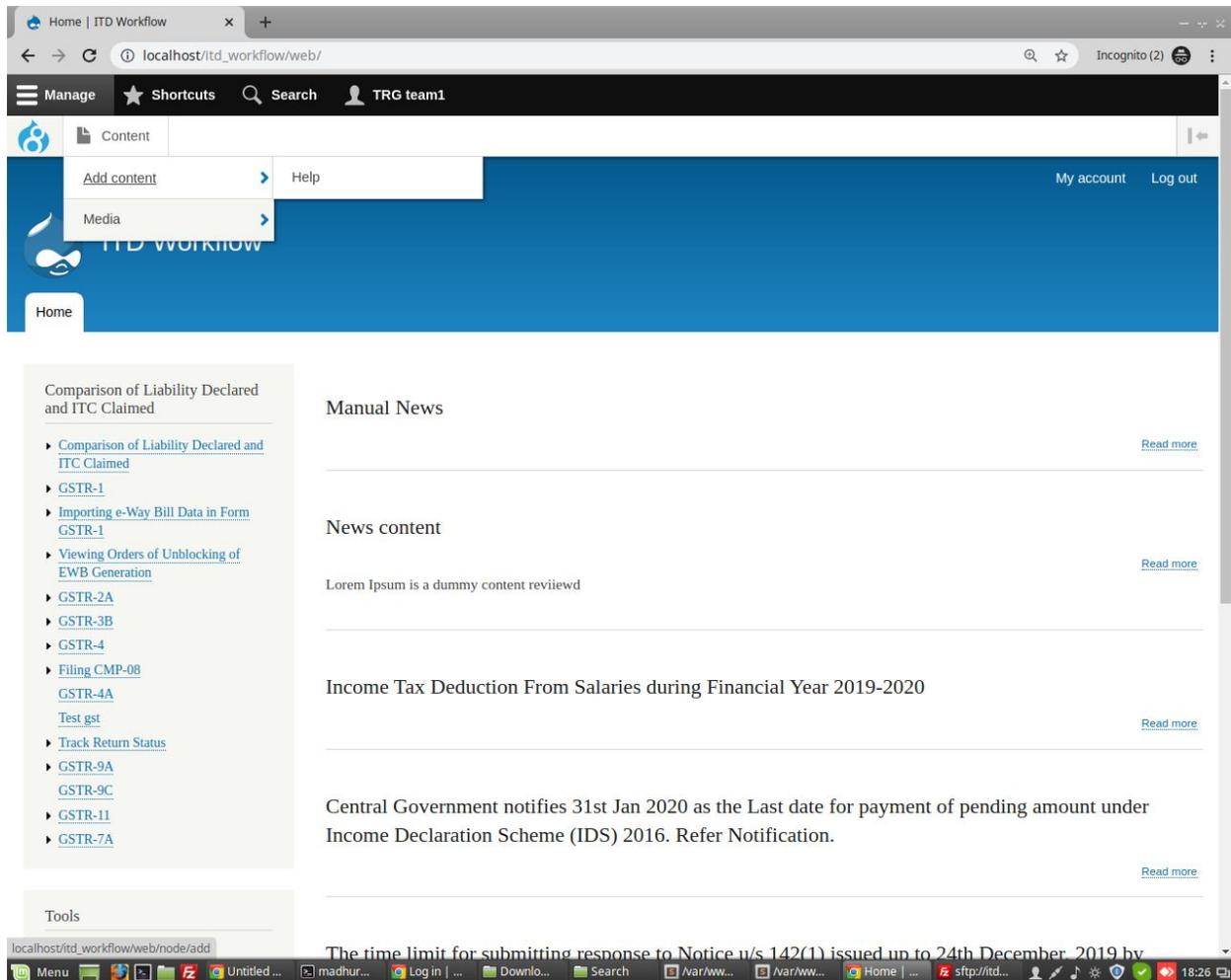
Application Login Credentials: (Click on the login link on the right top corner)

Username: TRG team1

Password: editor

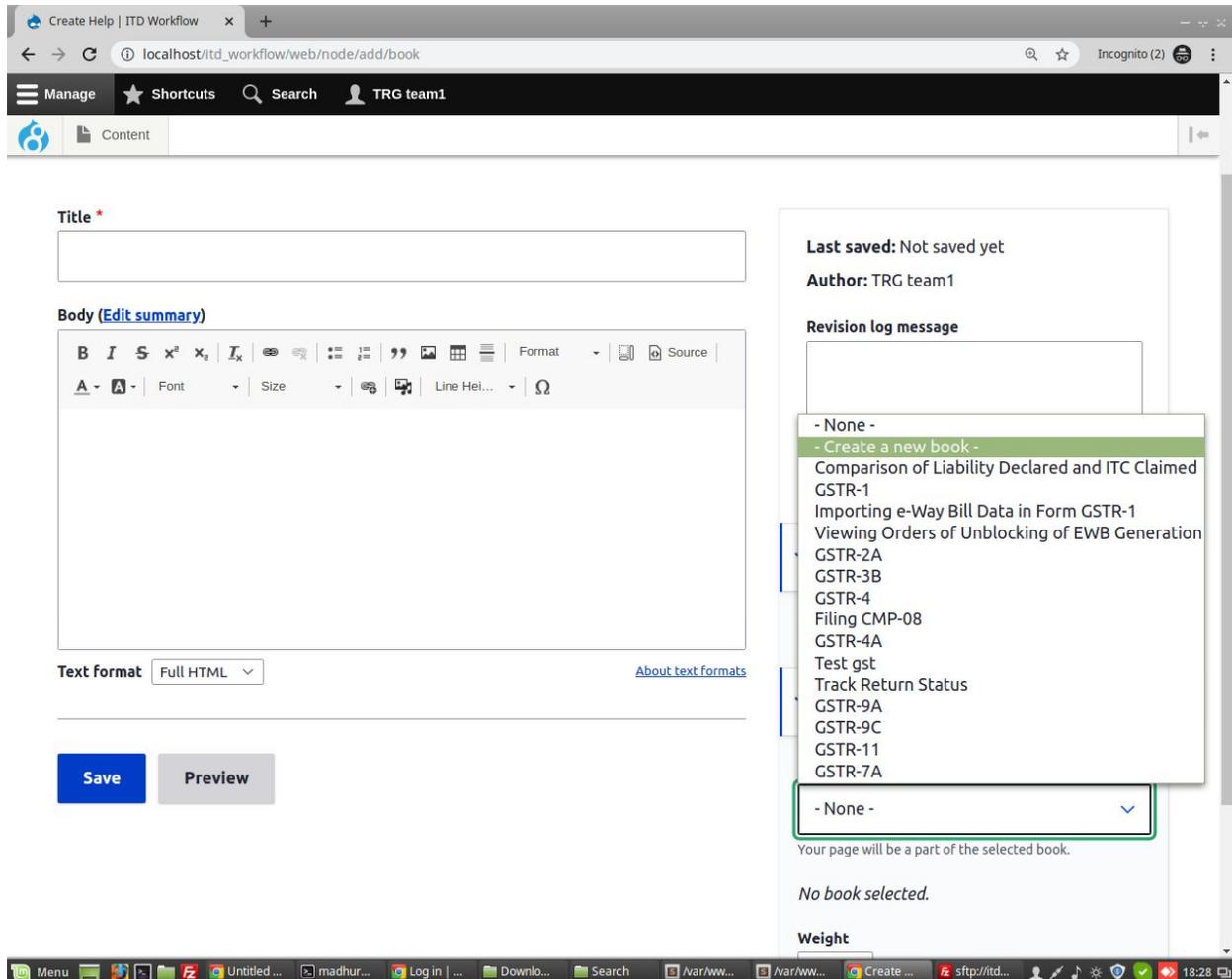
Creating a new Help Content

- 1) For creating a new Help, For Example, GSTR-9A,
In the Manage > Content menu > Add Content > Help

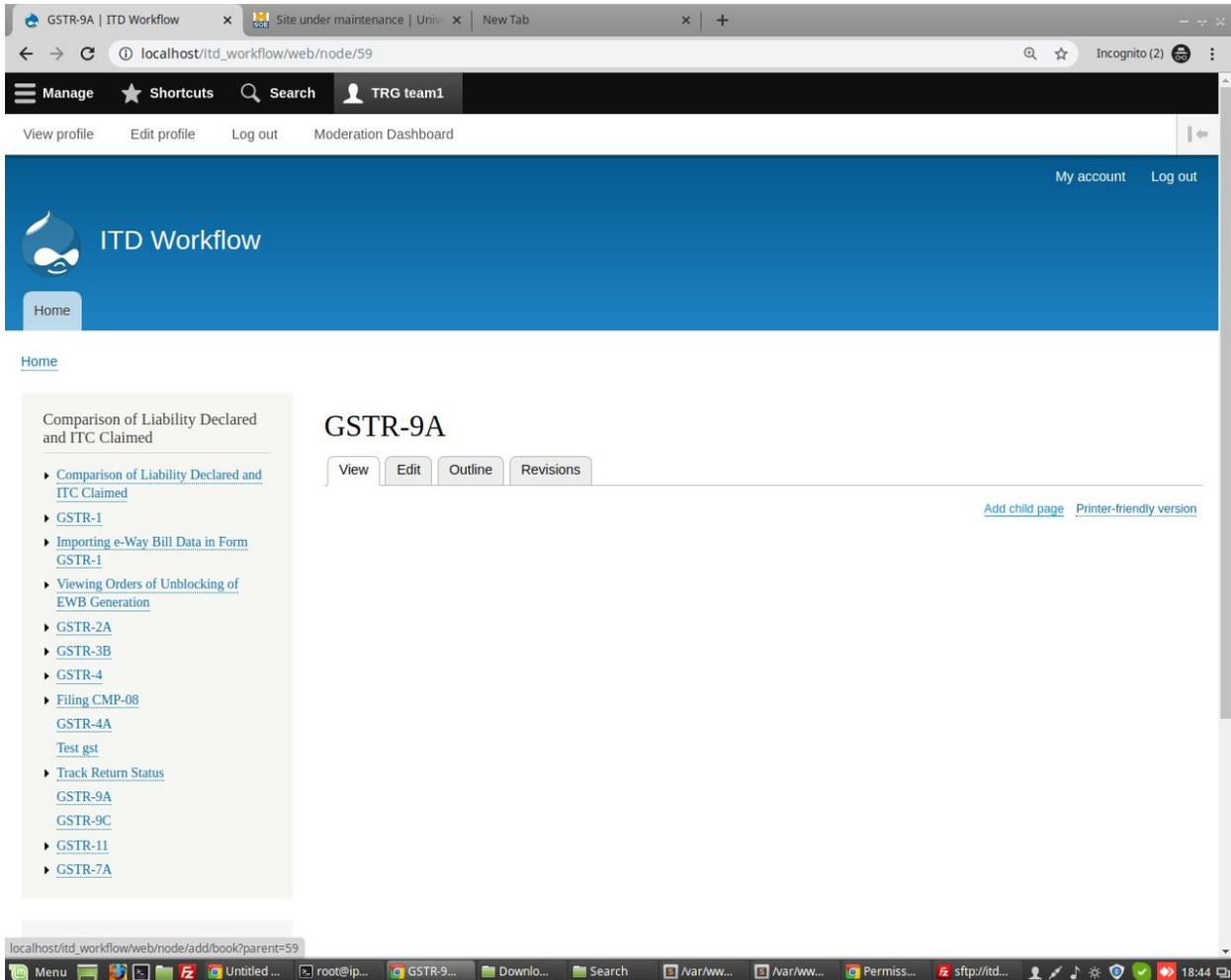


- 2) On the Create Help Page, you can add the Help Title and Body.
- 3) For adding content inside the body, select Text Format as Full HTML(This gives more functionalities compared to basic html).

4) Select Create a New Help under the Help Outline Menu and click on Save

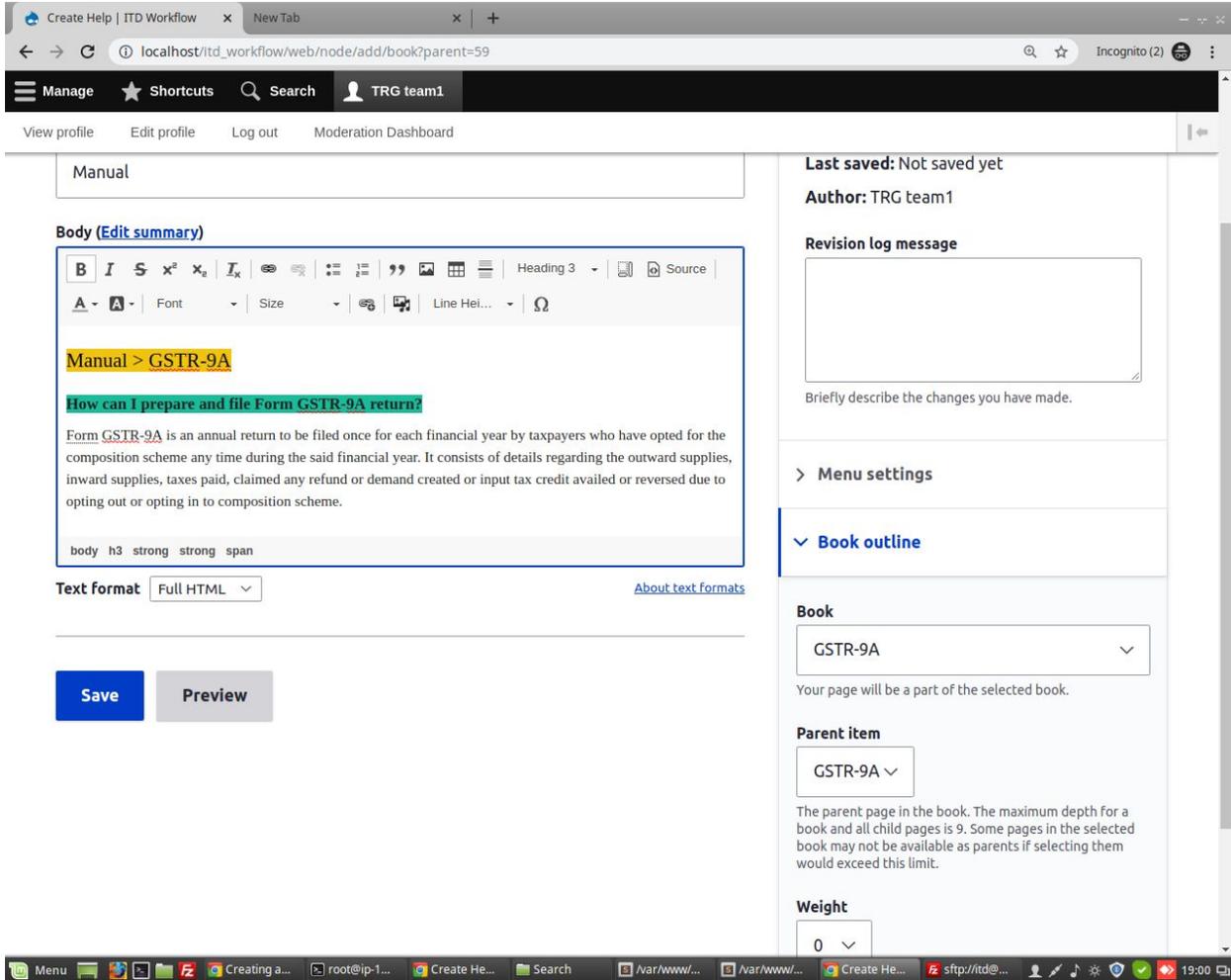


5) Once we have created a new Help, We will be able to add child pages to this Help.



6) If we want to add a child page, 'Manual' to the Help GSTR-9A, we have to select Parent as GSTR-9A. For this child, we can set the weight as 0. (Here, weight is the order in which child pages will be displayed.)

We can add the required content and click on save.



Manual

Body (Edit summary)

Manual > GSTR-9A

How can I prepare and file Form GSTR-9A return?

Form GSTR-9A is an annual return to be filed once for each financial year by taxpayers who have opted for the composition scheme any time during the said financial year. It consists of details regarding the outward supplies, inward supplies, taxes paid, claimed any refund or demand created or input tax credit availed or reversed due to opting out or opting in to composition scheme.

body h3 strong strong span

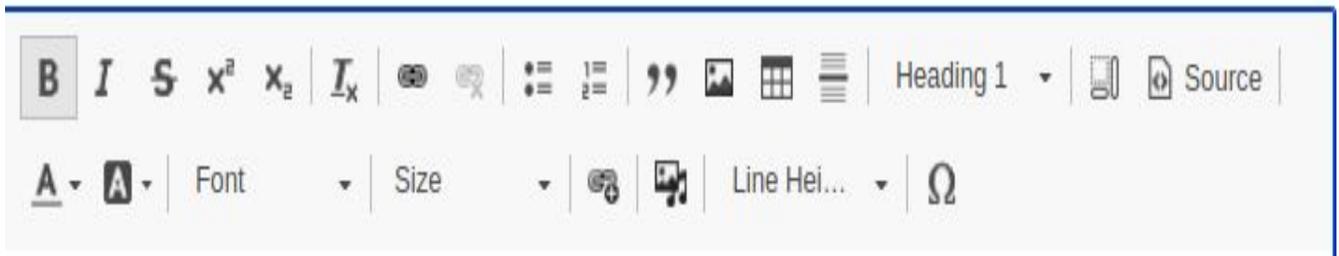
Text format: Full HTML

Save Preview

Last saved: Not saved yet
Author: TRG team1
Revision log message
Menu settings
Book outline
Book: GSTR-9A
Parent item: GSTR-9A
Weight: 0

Now on home page, on click of GSTR-9A, we can see the child page Manual.

Features provided by the CKeditor



The above are the buttons present in the CKEditor.

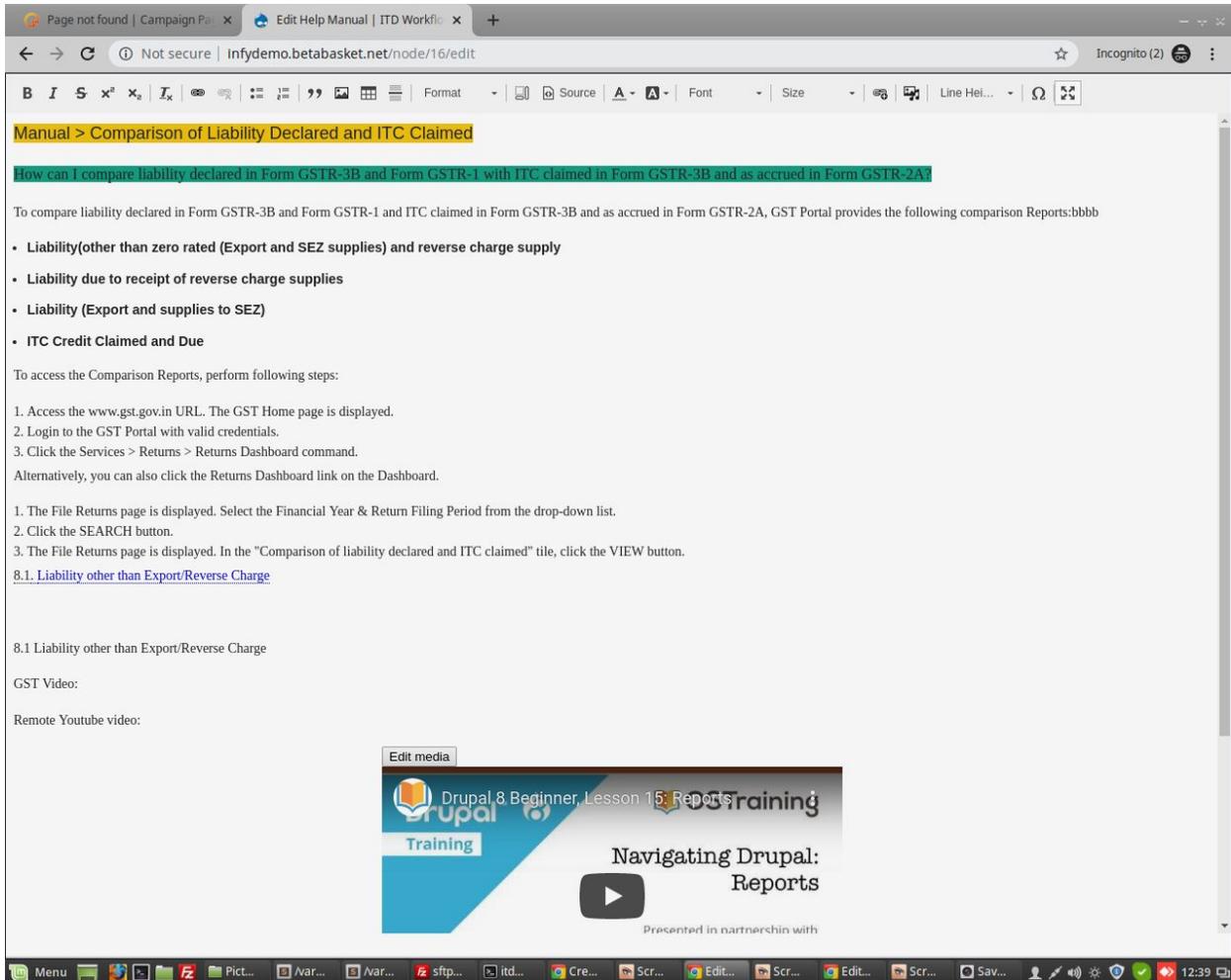
There are buttons for Bold,Italic,Strikethrough,SuperScript,Subscripts etc.

Hovering over the button, shows its name.

Full screen mode:



The above button is the full screen button for CKEditor. On click of this button, CKEditor opens as full screen mode:



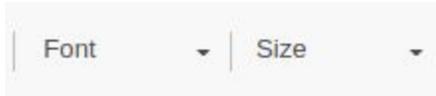
Text Color and Background Color:

The following are the buttons for selecting text and background colors respectively:



Font size and Font Family:

Following are the buttons for selecting font size and font family

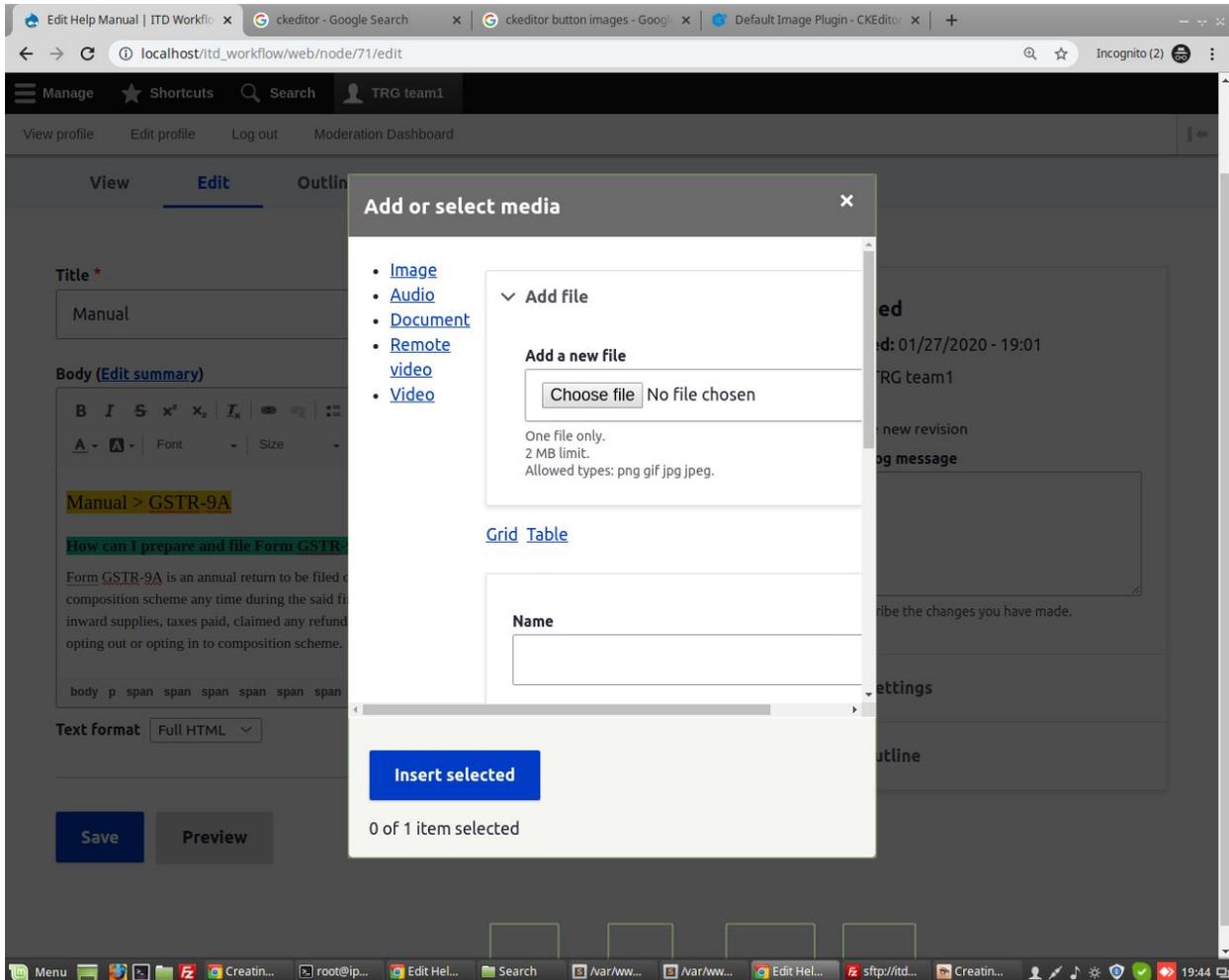


Media Library:

Allows the user to add Audio, Documents, Videos and Images from the media library.



Clicking of this icon, opens a popup where you can select Audios, Documents, Videos, Images to be added to the content.



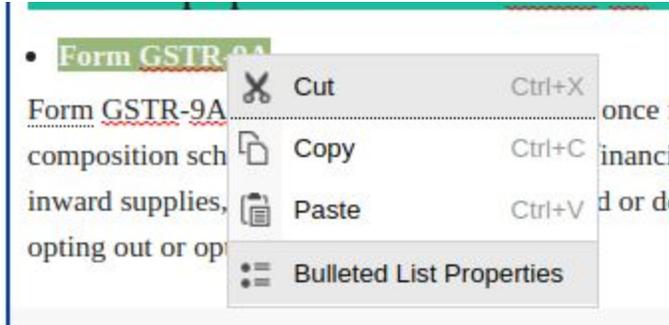
Bullets - Unordered List



In unordered list bullets, we have the option for dot, square bullets

For this, we need to select the content for which we want to add bullets and right click it.

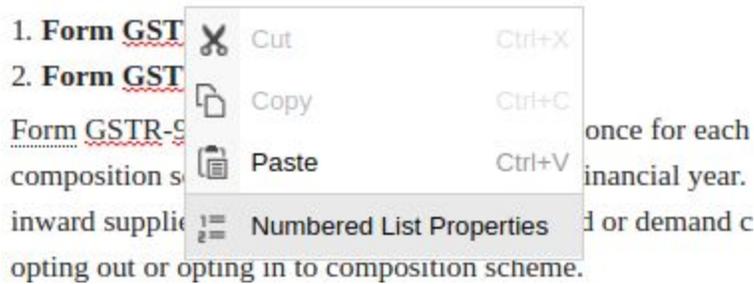
This gives an option, Bulleted List properties, on click of this bulleted list properties, we can select Circle, Disc or Square Bullets

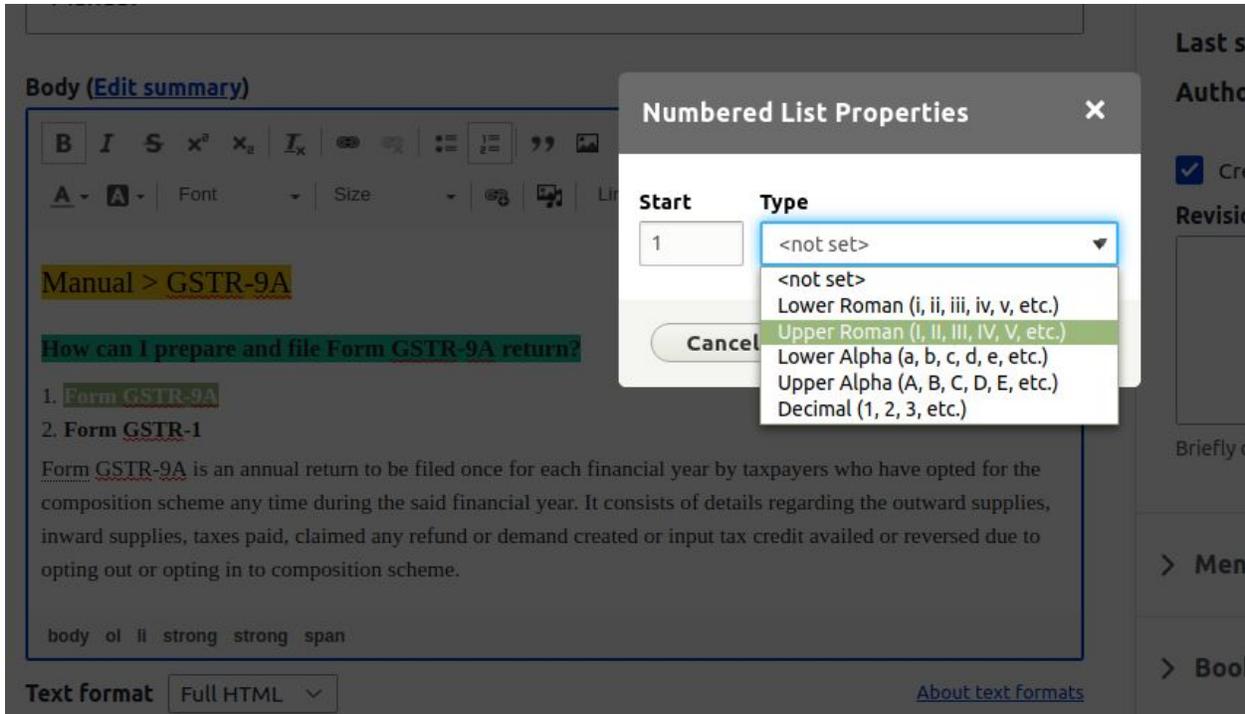


Bullets - Ordered List



The above is the button for ordered list bullets. To get the Numbered List properties option as shown below, we need to select the content and right click on it.

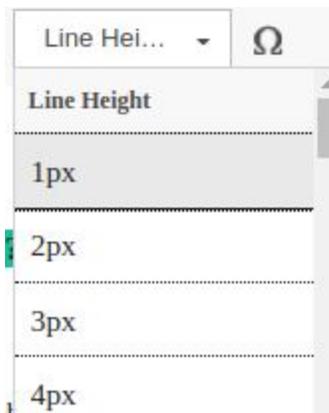




We get a list of options like Roman,Decimal etc

Line Spacing/Line Height:

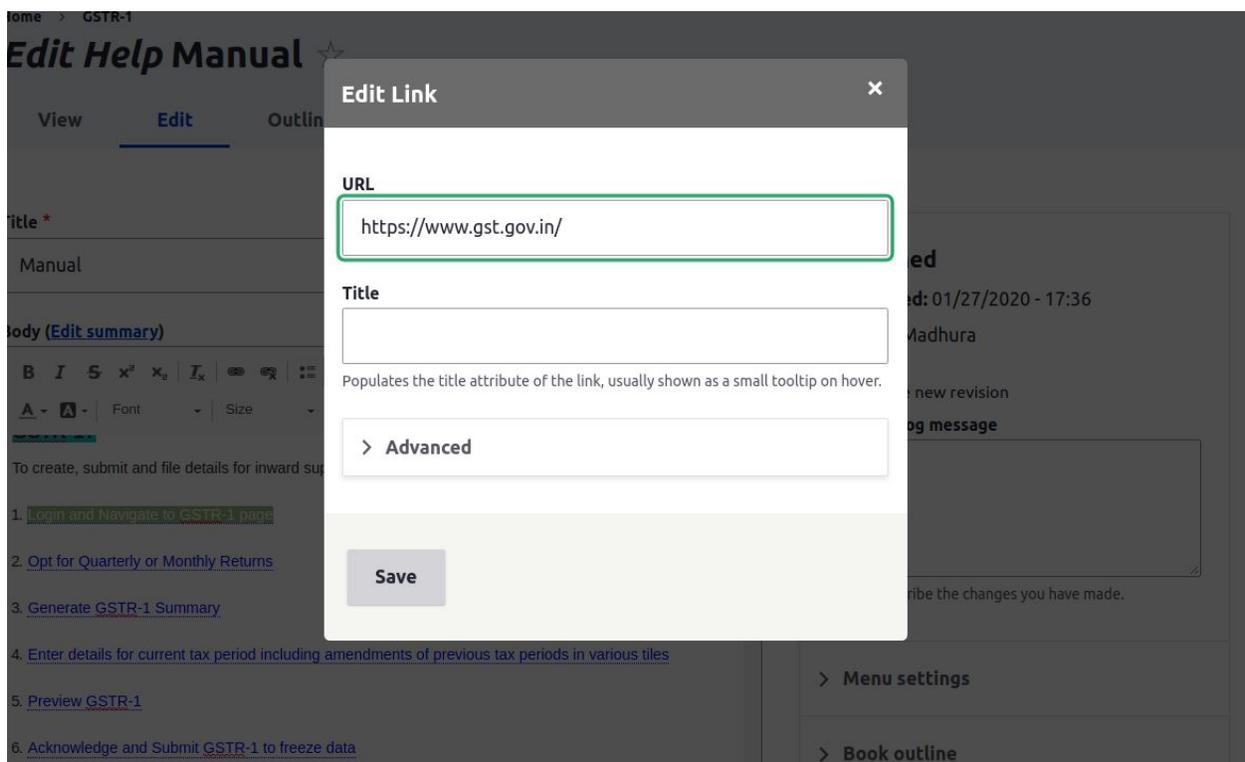
Line height can be used for spacing between lines



Links (Internal links to section of same page and external links to other sites):



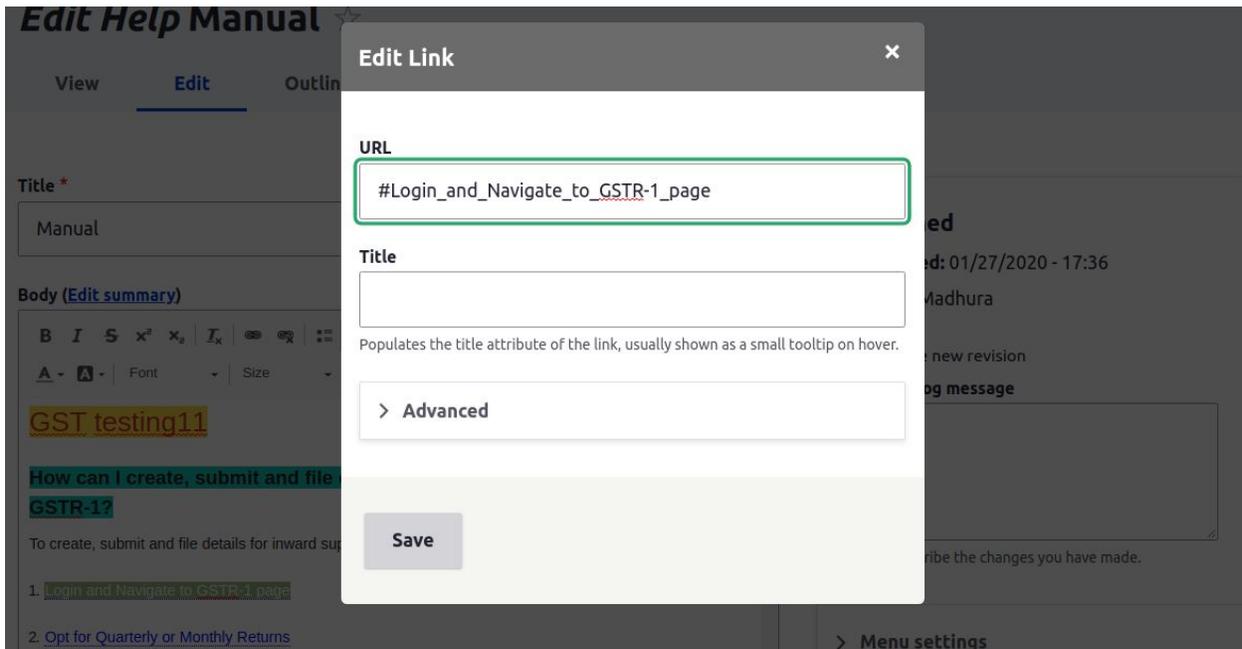
For making a content as link, select the content and click on the above icon. This will open a popup as below, where we can add the **external links** to other sites.



To add **internal links** to section of same page, select the content and click on the icon.



- This opens a pop up window, where we need to specify the id:



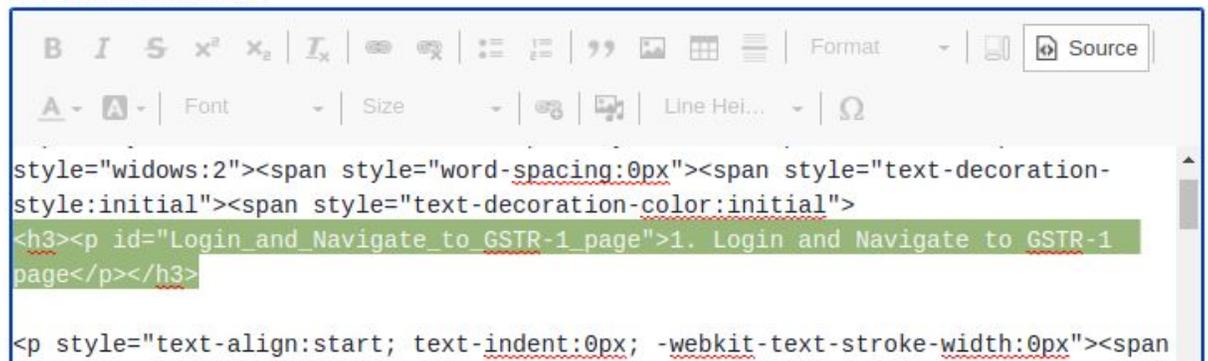
- We need to add the same id to the HTML tag of the section of the page where the link has to be redirected.

- Click on Source icon. This gives the source code.



- Add the same id, Login_and_Navigate_to_GSTR-1_page to the HTML section where the link has to be redirected to and click save:

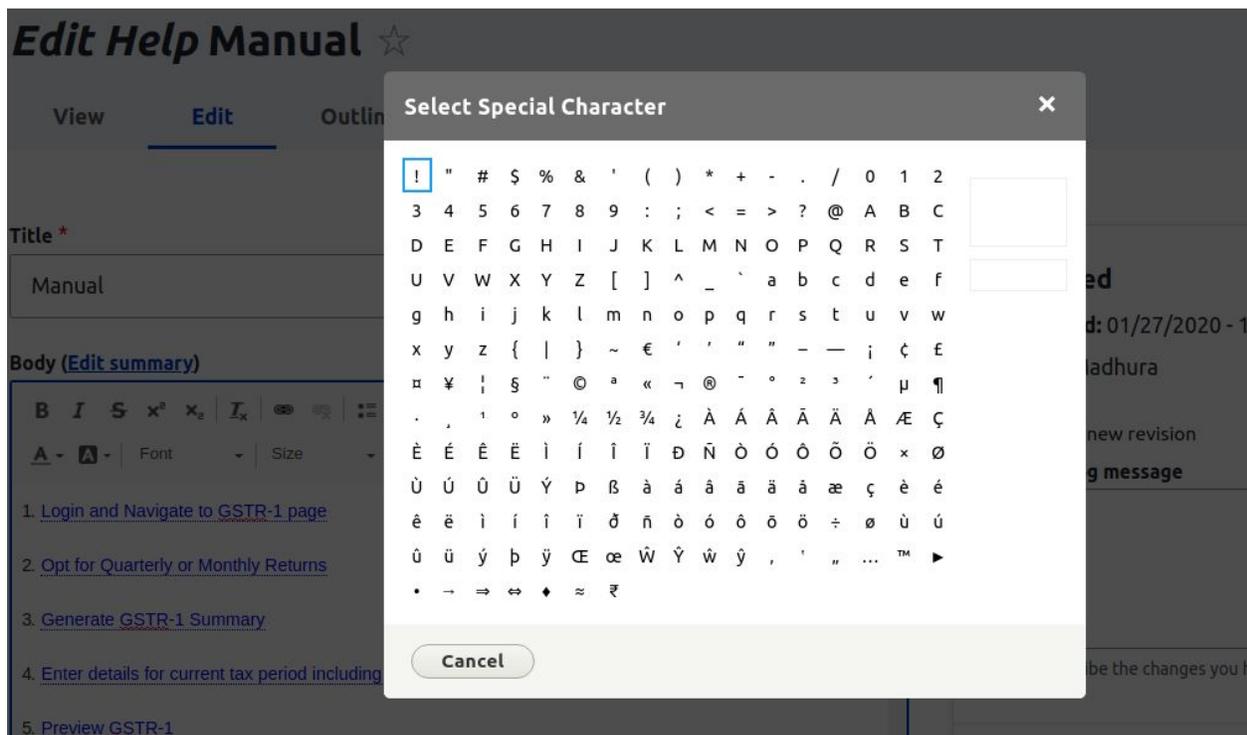
Body (Edit summary)



Adding Special Characters(Ex:₹)



The above is the icon to add special characters. On click of this icon, a pop up window opens, which contains special characters, from which we can select and add to our content.

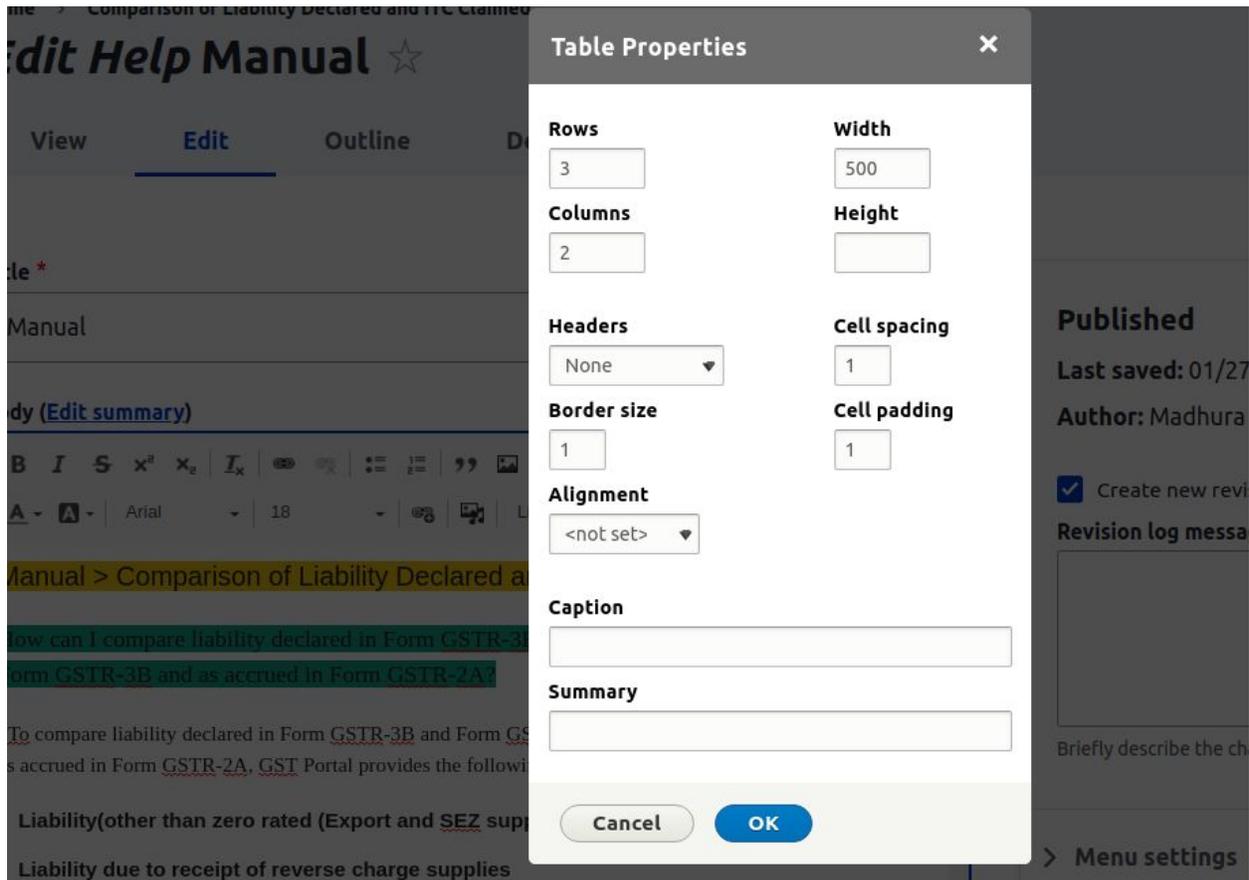


Inserting Tables:



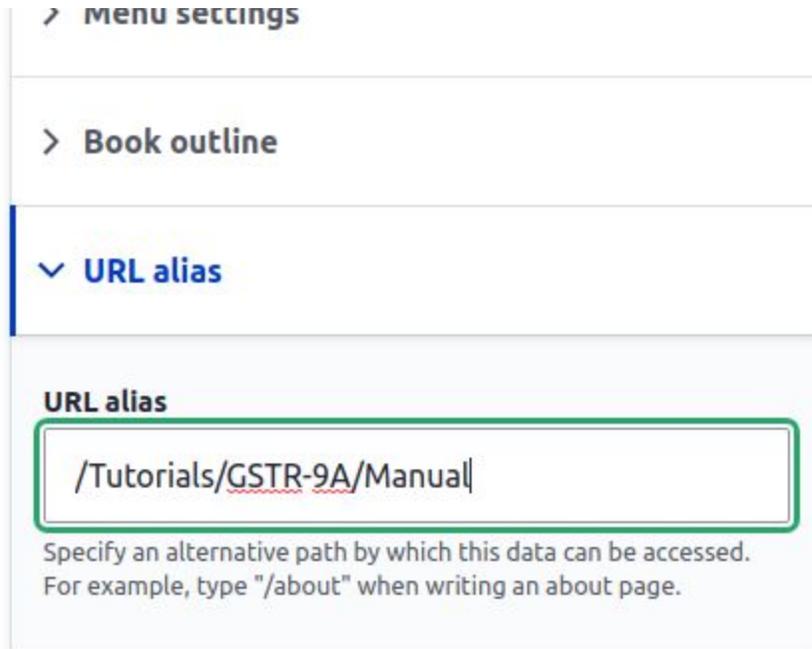
The above icon helps in inserting tables.

On click of this icon, a pop up opens where we can select the table properties like rows, columns, width, height, cell spacing, cell padding.



Creating URL Alias

We can create url alias for each content by clicking URL Alias menu and adding the URL Alias and clicking save. Image shown below:



The screenshot shows a sidebar menu with three items: 'Menu settings', 'Book outline', and 'URL alias'. The 'URL alias' item is selected and expanded, showing a text input field containing the path '/Tutorials/GSTR-9A/Manual'. Below the input field is a descriptive text: 'Specify an alternative path by which this data can be accessed. For example, type "/about" when writing an about page.'

> menu settings

> Book outline

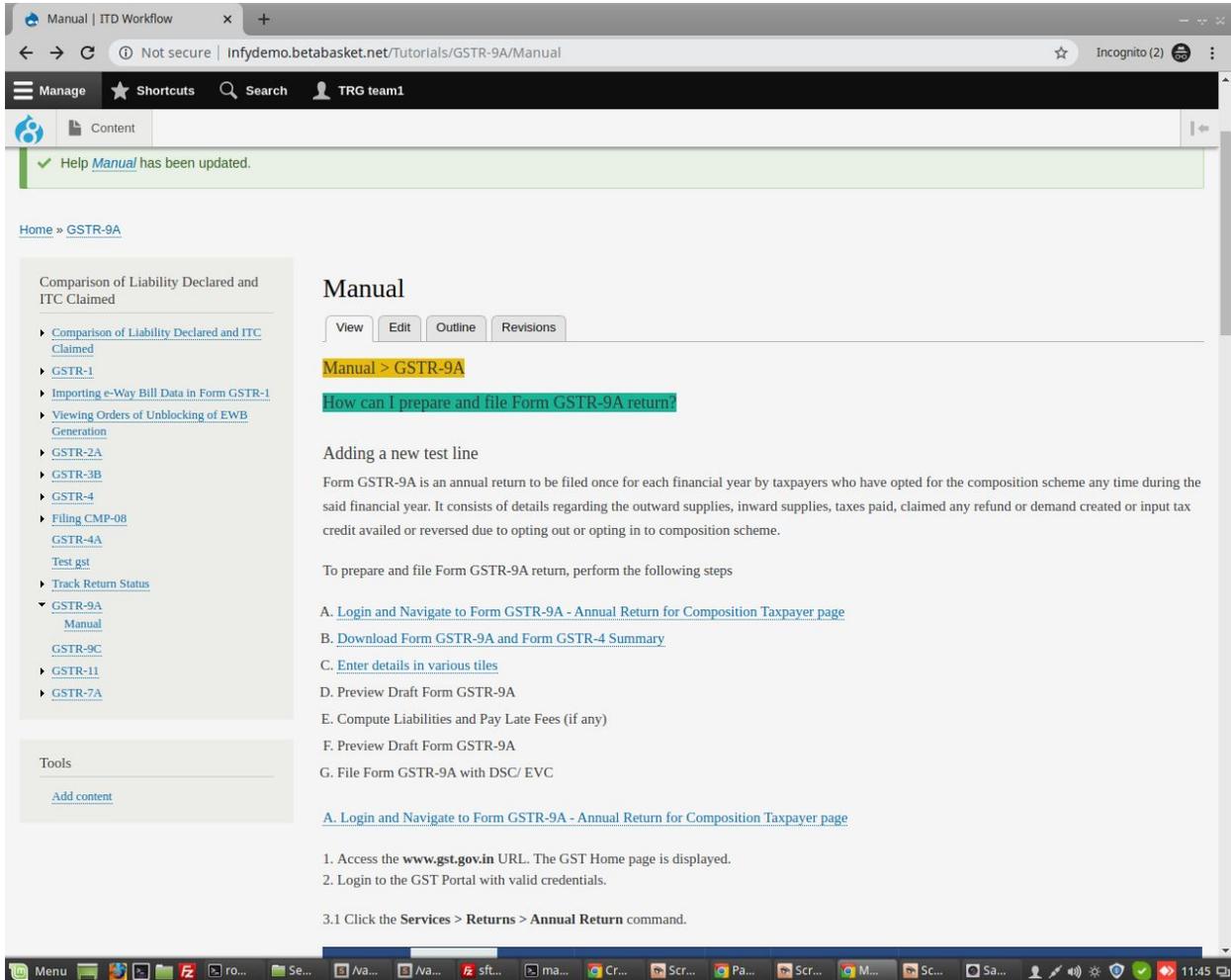
▼ URL alias

URL alias

Specify an alternative path by which this data can be accessed.
For example, type "/about" when writing an about page.

Comparing Revisions

We can find the revisions of a Content on click of Revisions Tab.



Manual | ITD Workflow

Not secure | infydemo.betabasket.net/Tutorials/GSTR-9A/Manual

Manage Shortcuts Search TRG team1

Content

✓ Help *Manual* has been updated.

Home » [GSTR-9A](#)

Comparison of Liability Declared and ITC Claimed

- ▶ [Comparison of Liability Declared and ITC Claimed](#)
- ▶ [GSTR-1](#)
- ▶ [Importing e-Way Bill Data In Form GSTR-1](#)
- ▶ [Viewing Orders of Unblocking of EWB Generation](#)
- ▶ [GSTR-2A](#)
- ▶ [GSTR-3B](#)
- ▶ [GSTR-4](#)
- ▶ [Filing CMP-08](#)
- ▶ [GSTR-4A](#)
- ▶ [Test gst](#)
- ▶ [Track Return Status](#)
- ▶ [GSTR-9A Manual](#)
- ▶ [GSTR-9C](#)
- ▶ [GSTR-11](#)
- ▶ [GSTR-7A](#)

Tools

[Add content](#)

Manual

View Edit Outline Revisions

Manual > GSTR-9A

How can I prepare and file Form GSTR-9A return?

Adding a new test line

Form GSTR-9A is an annual return to be filed once for each financial year by taxpayers who have opted for the composition scheme any time during the said financial year. It consists of details regarding the outward supplies, inward supplies, taxes paid, claimed any refund or demand created or input tax credit availed or reversed due to opting out or opting in to composition scheme.

To prepare and file Form GSTR-9A return, perform the following steps

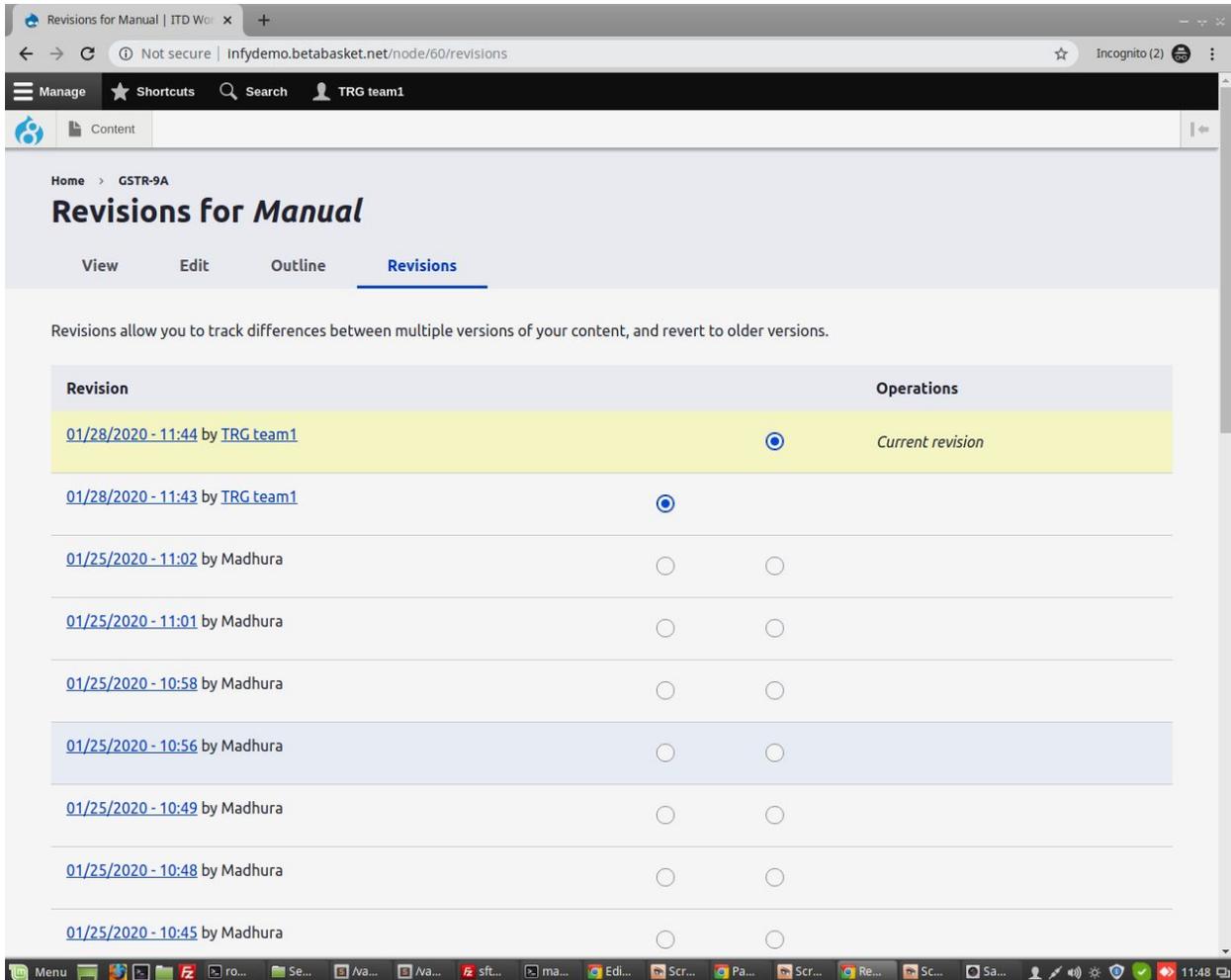
- [Login and Navigate to Form GSTR-9A - Annual Return for Composition Taxpayer page](#)
- [Download Form GSTR-9A and Form GSTR-4 Summary](#)
- [Enter details in various tiles](#)
- Preview Draft Form GSTR-9A
- Compute Liabilities and Pay Late Fees (if any)
- Preview Draft Form GSTR-9A
- File Form GSTR-9A with DSC/ EVC

[A. Login and Navigate to Form GSTR-9A - Annual Return for Composition Taxpayer page](#)

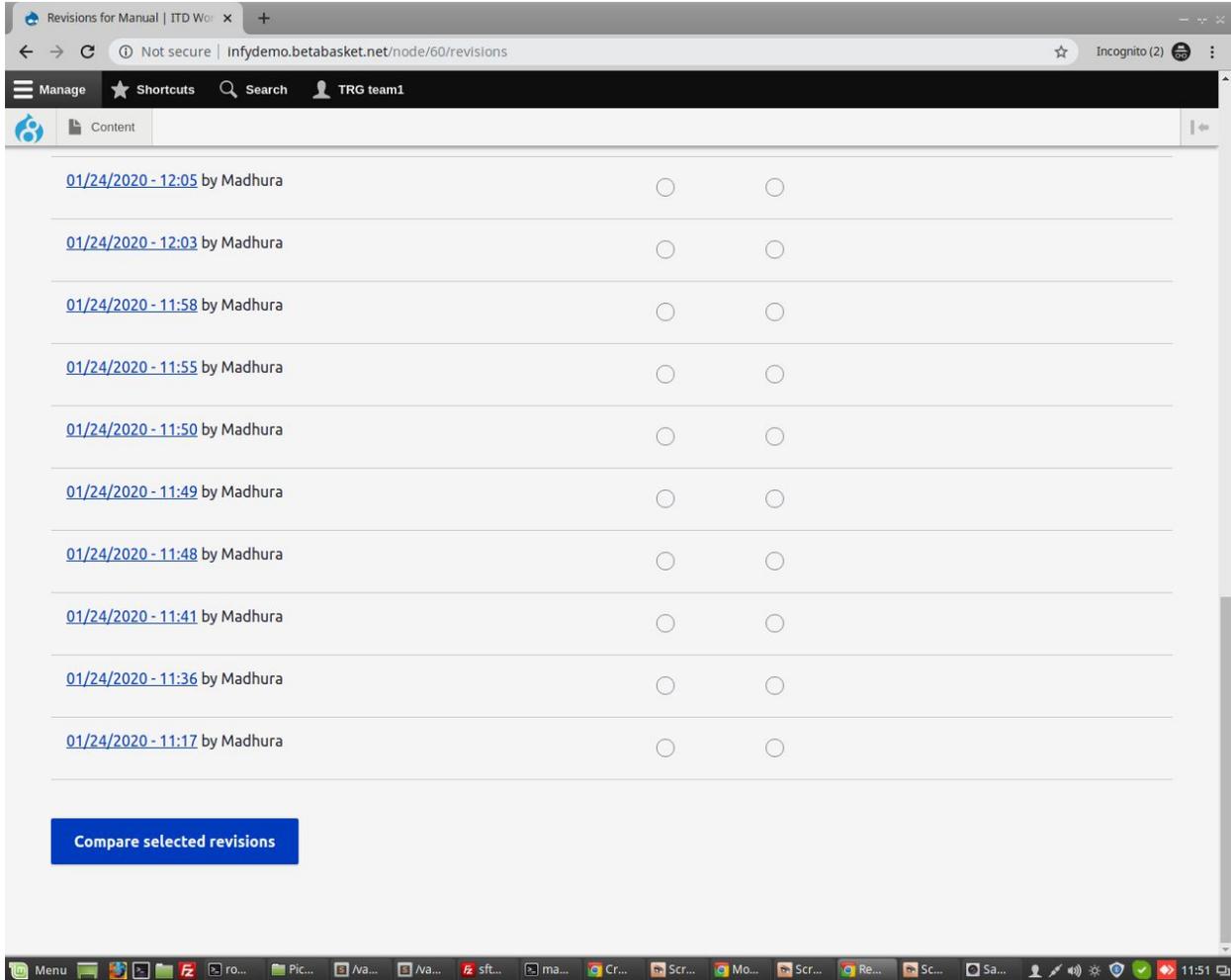
- Access the www.gst.gov.in URL. The GST Home page is displayed.
- Login to the GST Portal with valid credentials.

3.1 Click the **Services > Returns > Annual Return** command.

On click of Revisions Tab, shows all revisions of a Content as shown below:



We can also **compare 2 revisions** of a Content by selecting Compare Selected Revisions:



On click of this button, we get to see what content has changed and who has changed the content:

Changes to Manual | ITD Work x +

Not secure | infydemo.betabasket.net/node/60/revisions/view/259/260/visual_inline

Manage Shortcuts Search TRG team1

Content

Changes to *Manual*

| Navigation | Comparing | |
|---------------------------------|--------------------|-----------|
| Previous change | 01/28/2020 - 11:44 | TRG team1 |
| | 01/28/2020 - 11:43 | TRG team1 |

Layout: Visual Inline | View mode: Default

Manual

Manual > GSTR-9A^{new}

How can I prepare and file Form GSTR-9A return?

[Adding a new test line](#)

Form GSTR-9A is an annual return to be filed once for each financial year by taxpayers who have opted for the composition scheme any time during the said financial year. It consists of details regarding the outward supplies, inward supplies, taxes paid, claimed any refund or demand created or input tax credit availed or reversed due to opting out or opting in to composition scheme.

To prepare and file Form GSTR-9A return, perform the following steps

1. [Login and Navigate to Form GSTR-9A - Annual Return for Composition Taxpayer page](#)
2. [Download Form GSTR-9A and Form GSTR-4 Summary](#)
3. [Enter details in various tiles](#)
4. Preview Draft Form GSTR-9A
5. Compute Liabilities and Pay Late Fees (if any)
6. Preview Draft Form GSTR-9A
7. File Form GSTR-9A with DSC/ EVC

[A. Login and Navigate to Form GSTR-9A - Annual Return for Composition Taxpayer page](#)

1. Access the www.gst.gov.in URL. The GST Home page is displayed.
2. Login to the GST Portal with valid credentials.

3.1 Click the **Services > Returns > Annual Return** command.

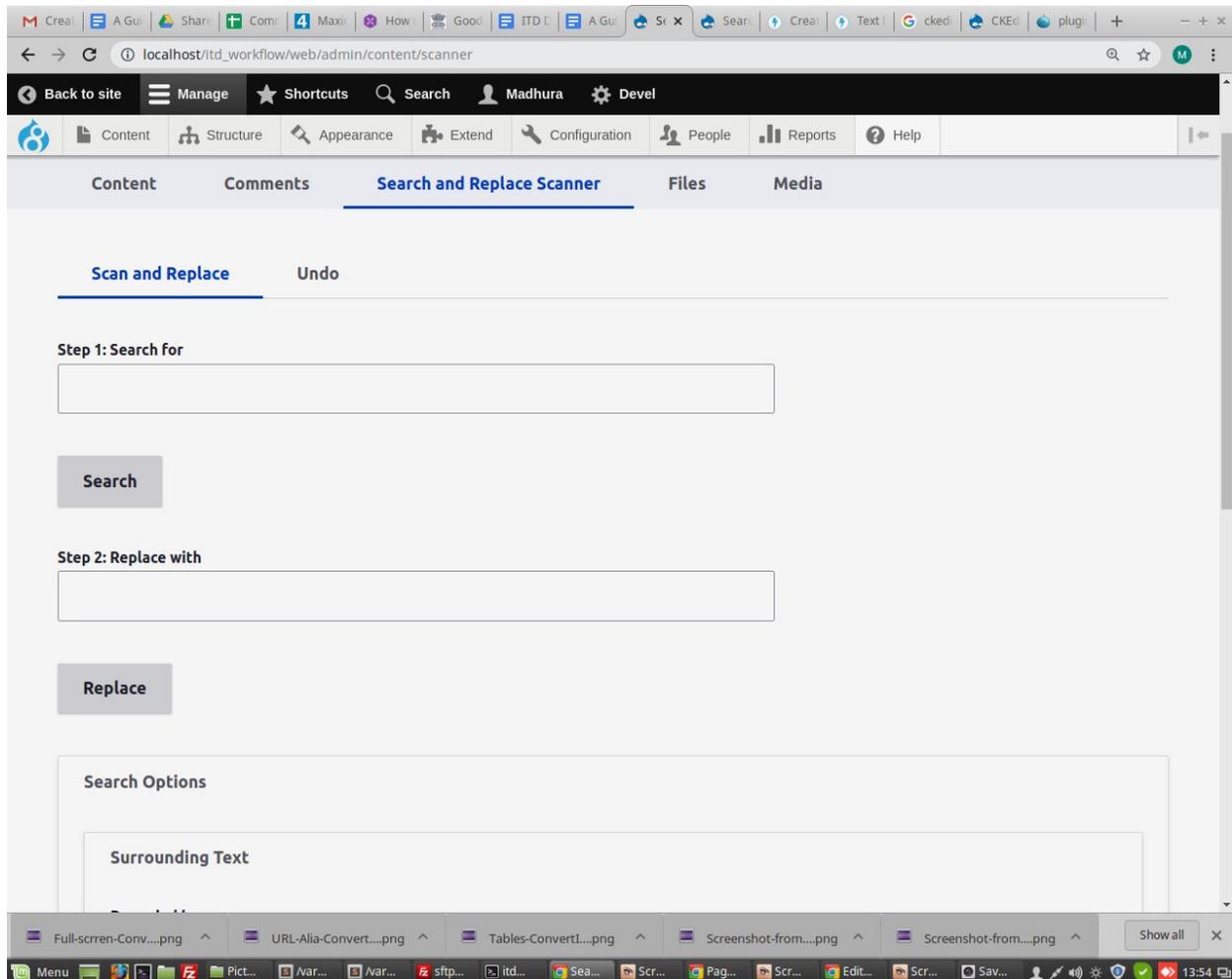
Tools

[Add content](#)

Menu | ro... | Pic... | /va... | /va... | sft... | ma... | Cr... | Scr... | Mo... | Scr... | Ch... | Sa... | 11:53

Screenshots of other Features

Find & Replace across content



Meta tag creation interface

Briefly describe the changes you have made.

► MENU SETTINGS

▼ META TAG

Configure the meta tags below.
 To view a summary of the individual meta tags and the pattern for a specific configuration, click on its name below. Use tokens to avoid redundant meta data and search engine penalization. For example, a 'keyword' value of "example" will be shown on all content using this configuration, whereas using the [node:field_keywords] automatically inserts the "keywords" values from the current entity (node, term, etc).

Browse available tokens.

▼ BASIC TAGS

Simple meta tags.

Page title

[node:title] | [site:name]

The text to display in the title bar of a visitor's web browser when they view this page. This meta tag may also be used as the title of the page when a visitor bookmarks or favorites this page, or as the page title in a search engine result. It is common to append "[site:name]" to the end of this, so the site's name is automatically added. It is recommended that the title is no greater than 55 - 65 characters long, including spaces.

Description

[node:summary]

A brief and concise summary of the page's content, preferably 320 characters or less. The description meta tag may be used by search engines to display a snippet about the page in search results.

Abstract

UniMity Solutions is a software development and IT consultancy services organization. UniMity have been one of Pioneers in Drupal Development in India. Our Expertise has been tailoring effective Drupal based solutions for Newspapers in Drupal, Education & E-Learning in Drupal, E-commerce in Drupal and Drupal for Large Enterprises. Our Unique D2L in Drupal approach enables us to provide Contemporary Business Solutions - bringing best Design & Development approaches, Tailor made Cloud Infrastructure, Solutions to build User

A brief and concise summary of the page's content, preferably 150 characters or less. Where as the description meta tag may be used by search engines to display a snippet about the page in search results, the abstract tag may be used to archive a summary about the page. This meta tag is *no longer* supported by major search engines.

Keywords

Web2.0 Services,Drupal Development, Drupal Development India, Drupal Outsourcing, Responsive Design, Drupal Custorr

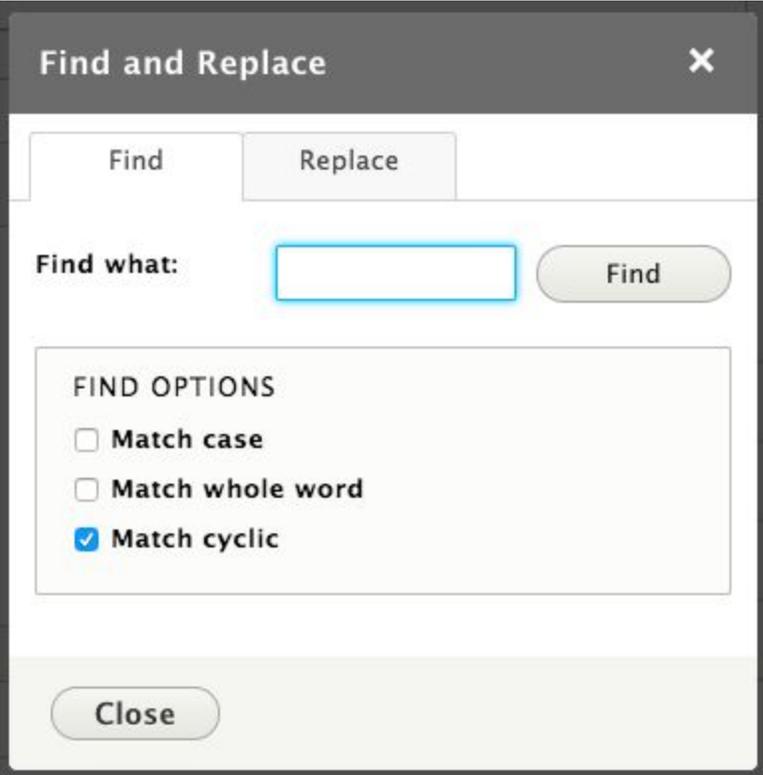
A comma-separated list of keywords about the page. This meta tag is *no longer* supported by most search engines.

► ADVANCED

► SITE VERIFICATION

⌂
Login

Find & Replace

A screenshot of a "Find and Replace" dialog box. The title bar reads "Find and Replace" with a close button (X) on the right. Below the title bar are two tabs: "Find" (selected) and "Replace". Under the "Find" tab, there is a "Find what:" label followed by an empty text input field with a blue border. To the right of the input field is a "Find" button. Below the input field is a section titled "FIND OPTIONS" containing three checkboxes: "Match case" (unchecked), "Match whole word" (unchecked), and "Match cyclic" (checked). At the bottom of the dialog is a "Close" button.

Find and Replace

Find Replace

Find what: Find

FIND OPTIONS

- Match case
- Match whole word
- Match cyclic

Close

Help Search screens

Below is the search widget built in an education portal.

Browser tabs: Inbox (3.6) x, Creating x, Home | IT x, ITD Demo x, D8 Editor x, editor_ad x, Create bo x, CKEditor x, Home | U x

Address bar: Not secure | soetest.betabasket.net

Info for: **Prospective Students** ▾

CONNECT VISIT APPLY GIVE SEARCH

Search 🔍 ✕



Need Answers?
[View FAQs >](#)



Email, Phone, and Addresses
[View Directory >](#)



Explore Degrees
[See All >](#)

M EDUCATION ABOUT SOE ACADEMICS & ADMISSIONS STUDENT EXPERIENCE RESEARCH & ENGAGEMENT

Transparency Porta...jpg ^ homepage-concept.jpg ^ portal_outcome.json ^ portal_country_ou...json ^ Show all x

Type here to search

Taskbar: ENG IN 01:20 PM 28-01-2020

Also checkout: <https://www.timeoutdubai.com/search/key/dubai?sort=relevance>

NEWS THINGS TO DO BRUNCH VEGAN DUBAI LADIES' NIGHTS RESTAURANTS BARS & NIGHTLIFE DSF 2020 VALENTINE'S DAY SPORT & WELLBEING KIDS MORE

YOU SEARCHED FOR **Dubai** SORT BY Date **SEARCH**

Top 19 Competitive Intelligence Tools for Advanced Market Research

Check Them Out 



We found 33513 results for your search

FILTER RESULTS BY

CONTENT

- Video
- Gallery
- News/Features
- Reviews
- Offers

AREA

- Abu Hail
- Academic City

Manchester City is hosting football clinics for girls in Dubai and Abu Dhabi

The sessions are part of a campaign to get more females into the sport

28 January 2020 10:17



Five new restaurants to try in Dubai

Burger joints, food halls, casual dining and more newcomers to check out

28 January 2020 08:46



agoda

Instant discount on thousands of rooms

Book now!

Newsletters

Get the best of

Glossary implementation

Simple Glossary Page

A glossary, also known as a vocabulary or clavis, is an alphabetical list of terms in a particular domain of knowledge with the definitions for those terms.

A
B
C
D
E
F
G
H
I
J
K
L
M
N
O
P
Q
R
S
T
U
V
W
X
Y
Z

| | |
|--|---|
| <p>AVI Audio Video Interleave</p> | <p>AMR Adaptive Multi</p> |
| <p>AAC Advanced Audio Coding</p> | <p>ARPANET Advanced Research Project Agency Network.</p> |
| <p>AM/FM Amplitude/ Frequency Modulation.</p> | <p>ADSL Asymmetric Digital Subscriber Line</p> |
| <p>AGP Accelerated Graphics Port</p> | <p>ALI Acer Labs</p> |
| <p>ALU Arithmetic Logic Unit</p> | <p>AMD Advanced Micro Devices</p> |

Search directory



All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Showing 1 - 20 of 31 Results [Clear Search](#)

Filter By ▾

Sort by A - Z ▾



Batoul Abdallah



Daniel Adkins



Karen Ahn



Chandra L. Alston

Other Site References

<https://www.amalgamatedbank.com/FAQs>

<https://www.socialgoat.in/>

<https://www.ahlanlive.com/>

