

# GYAN KOSH

## USER MANUAL

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**A PLATFORM TO CONNECT, LEARN, AND SHARE**

**Prepared By**

**Software Cell  
FHQ SSB, New Delhi**

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**User Manual Version: 1.0  
January 2025**

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## Introduction

Gyan Kosh is a centralized knowledge-sharing platform designed to connect, learn, and share information. It allows users to search, access, and manage documents efficiently, and also enables interaction through threads and comments for effective knowledge sharing. This manual provides step-by-step guidance to use the Gyan Kosh software effectively.

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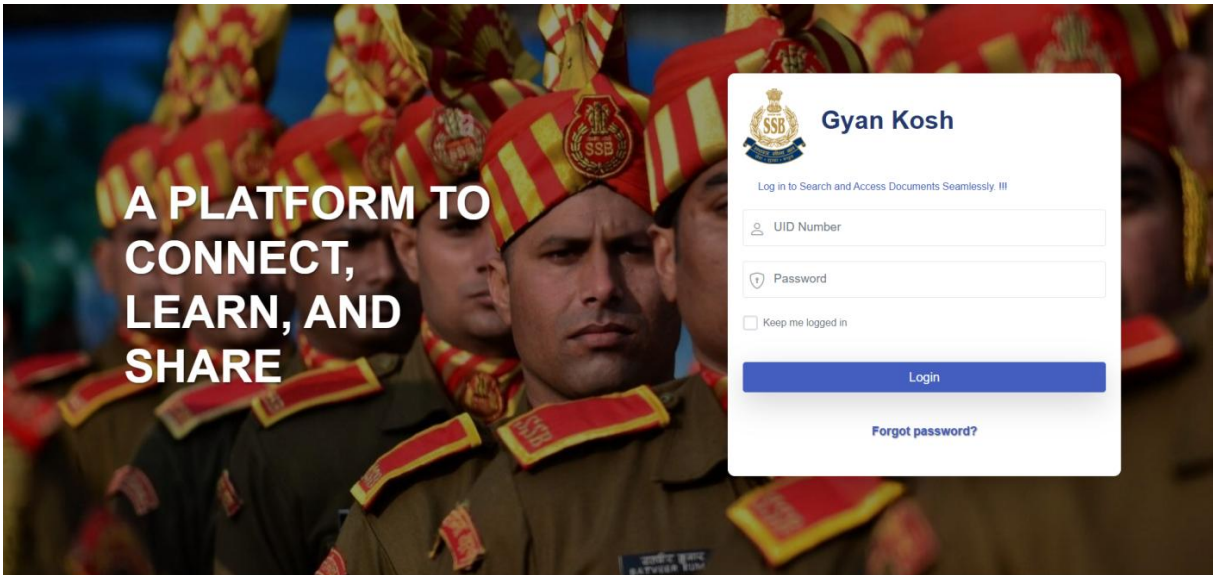
## 1. System Requirements

To use Gyan Kosh, ensure your system meets the following requirements:

- **Web Browser:** Google Chrome, Mozilla Firefox, Microsoft Edge (latest versions).
  - **Operating System:** Windows, macOS, or Linux.
  - **WAN Connection:** Stable connection for seamless access.
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## 2. Logging In

1. Open your web browser and navigate to the Gyan Kosh portal at <http://10.1.1.54>.
2. Enter your UID Number and Password in the respective fields.
3. Click the Login button to access your account.



## Empowering SSB with Information Excellence

This system is designed to serve as a centralized repository for critical information, providing quick and seamless access to resources that every member of SSB can locate, retrieve, and utilize information effortlessly. I urge all personnel to actively contribute to this system by sharing valuable insights, uploading relevant documents, and using this platform to foster a culture of knowledge sharing. Let us work together to build an information-driven SSB, equipped to address challenges with confidence and precision. Together, let us advance towards excellence, driven by innovation and guided by knowledge.




01


02



**Share Your Knowledge**  
Contribute your expertise to help others and build a stronger, informed SSB community.



**Ask Your Questions**  
Create threads to post your queries and get solutions from peers and experts within the organization.



**Search and Learn**  
Find relevant documents, guides, and solutions with a powerful search feature.

## Contact Us

03

Enter your name

Your Message

Send Message



### 3. Dashboard Overview

The Gyan Kosh dashboard is designed for ease of navigation and quick access to essential features. Here is an overview of the key components:

#### Recent Documents and Threads

- Displays the most recently added documents and threads.
- Includes a thumbnail, category, sub-category, topic, and the date it was added.
- Each document/thread includes a **Read More** button for detailed information.

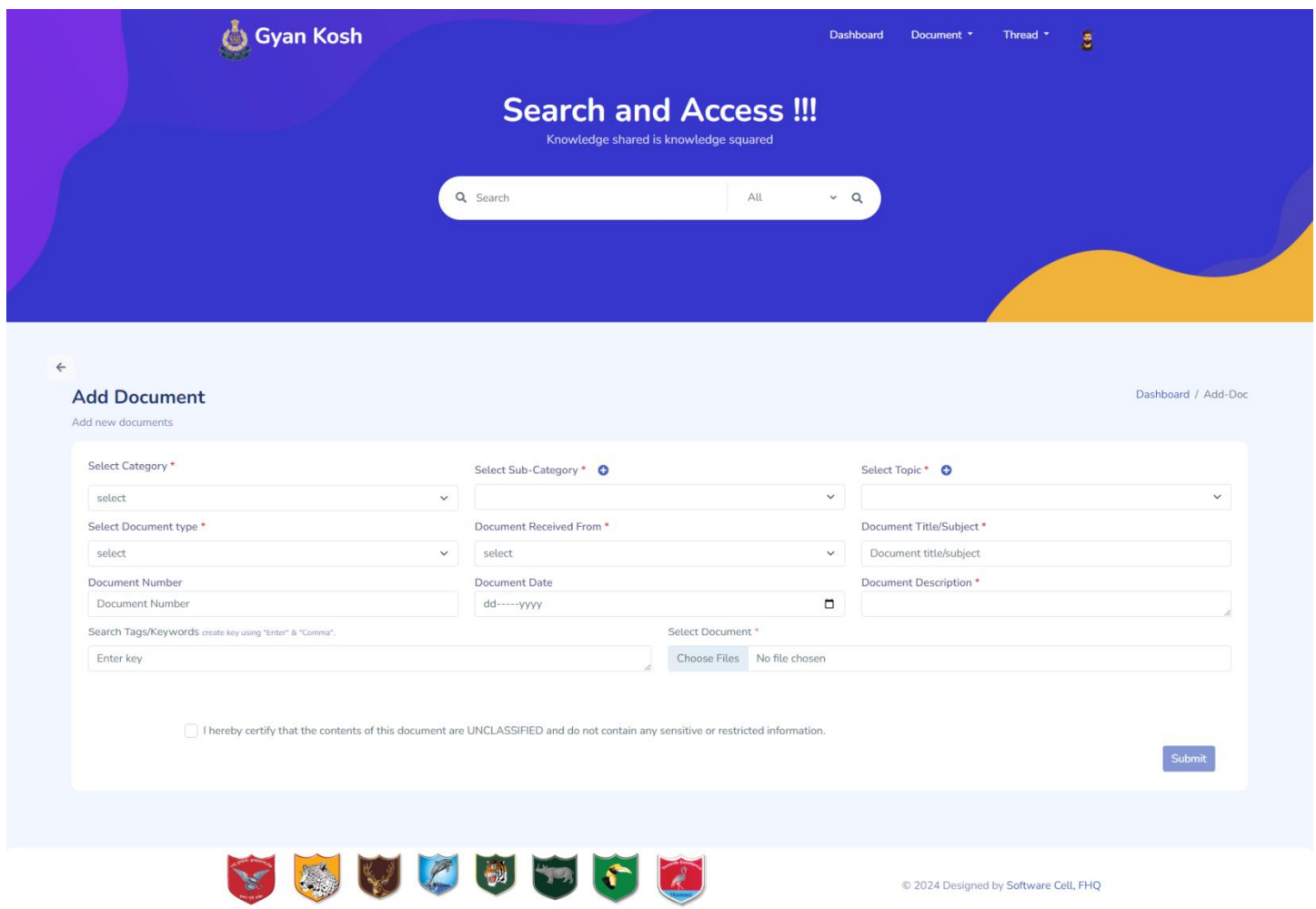
#### Search with Filters

- **Search Bar:** Located below the recent documents section.
- **Filters:** Options to filter documents based on Type, Category, Sub-Category, Topic, Document Type, and Received From.
- **Search Button:** Executes a search based on the entered keywords and selected filters.

The screenshot displays the Gyan Kosh dashboard interface. At the top, the Gyan Kosh logo is on the left, and navigation links for 'Dashboard', 'Document', and 'Thread' are on the right. A user profile icon is also visible. The main heading is 'Search and Access !!!' with the tagline 'Knowledge shared is knowledge squared'. Below this is a search bar with a search icon, a text input field containing 'Search', a dropdown menu set to 'All', and a search icon. The dashboard is divided into two main sections: 'Recent Documents' and 'Recent Threads'. Each section contains a card with a thumbnail, title, category, sub-category, topic, and date. The 'Recent Documents' card shows 'Latest eTAS Form for AT-2025' with a '07 JAN' badge and a 'READ MORE' button. The 'Recent Threads' card shows 'Transfer order' with a '10 JAN' badge and a 'READ MORE' button. Below these sections is a 'Search With Filters' section with dropdown menus for 'Type', 'Category', 'Sub-Category', 'Topic', 'Doc. Type', and 'Received From', and a search input field with a search icon. At the bottom, there is a row of logos for various organizations and a copyright notice: '© 2024 Designed by Software Cell, FHQ'.

## 4. Add Document

1. Navigate to the **Upload** section from the dashboard.
2. Add relevant metadata (category, sub-category, topic, type, received from, title, number, date, description, tags).
3. Click the **Choose File** button to select a document from your computer.
4. Select **Declaration** check box.
5. Click the **Submit** button to save the document to the platform.



**Gyan Kosh** Dashboard Document Thread

**Search and Access !!!**  
Knowledge shared is knowledge squared

Search All

### Add Document

Dashboard / Add-Doc

Add new documents

Select Category *	Select Sub-Category *	Select Topic *
select		
Select Document type *	Document Received From *	Document Title/Subject *
select	select	Document title/subject
Document Number	Document Date	Document Description *
Document Number	dd----yyyy	

Search Tags/Keywords create key using "Enter" & "Comma".

Enter key

Select Document \*

Choose Files No file chosen

I hereby certify that the contents of this document are UNCLASSIFIED and do not contain any sensitive or restricted information.

Submit

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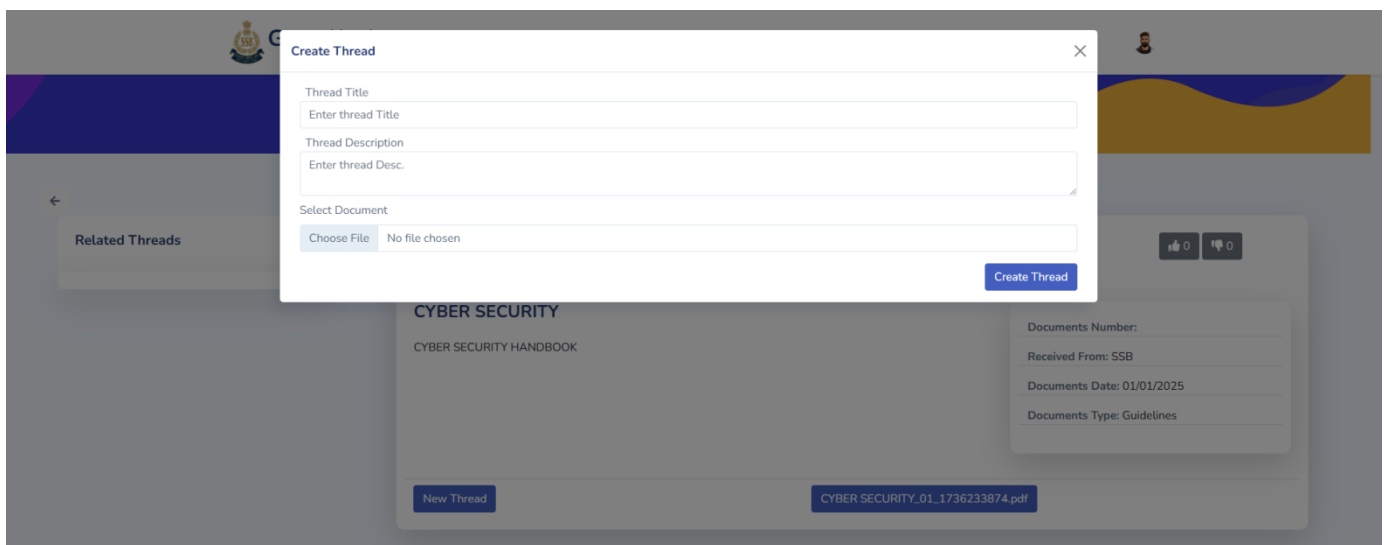
## 5. Managing Threads and Comments

Gyan Kosh allows users to interact with threads and comments for effective knowledge sharing.

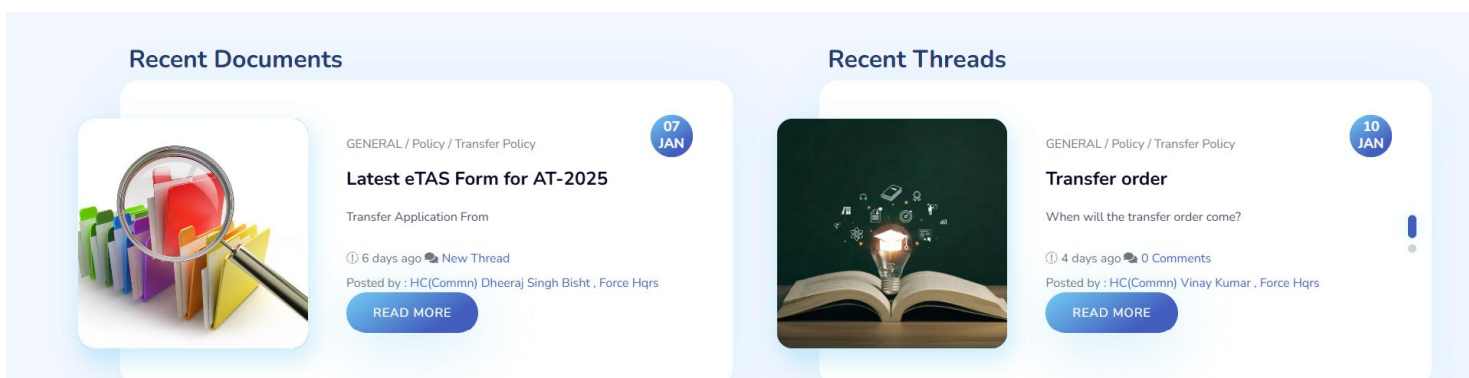
### Creating Threads

Threads can be created in three methods:

1. Click on the **New Thread** button in the document view page. These threads are linked to that specific document.



2. Click on the **New Thread** button in the dashboard's recent document section. These threads are also linked to the respective document.



3. Select the **Create Thread** button from the navigation bar and enter details such as category, sub-category, topic, title, description, subject, tags, and any media files.

The screenshot displays the 'Add Thread' form on the Gyan Kosh platform. The header features the Gyan Kosh logo and navigation links for Dashboard, Document, and Thread. A search bar is prominently displayed with the text 'Search and Access !!!' and the tagline 'Knowledge shared is knowledge squared'. A 'Create Thread' button is visible in the top right corner.

The 'Add Thread' form includes the following fields:

- Select Category \***: A dropdown menu with 'select' as the current value.
- Select Sub-Category \***: A dropdown menu with a plus icon.
- Select Topic \***: A dropdown menu with a plus icon.
- Thread Title \***: A text input field with 'Thread title' as the placeholder.
- Thread Description \***: A text area with 'Thread Description' as the placeholder.
- Thread Subject**: A text input field with 'Thread subject' as the placeholder.
- Select Document**: A file selection area with a 'Choose File' button and 'No file chosen' text.
- Search Tags/Keywords**: A text input field with 'Enter key' as the placeholder and a note: 'create key using "Enter" & "Comma".'

A 'Submit' button is located at the bottom right of the form. The footer of the page features a row of seven colorful logos and the copyright notice: '© 2024 Designed by Software Cell, FHQ'.

## Closing and Freezing Threads

1. Select the **View Thread** button from the navigation bar; all the threads are shown on the page.
2. Click the **Close** button in front of the thread that you want to close.
3. Click the **Freeze** button in front of the thread that you want to prevent further comments.
4. Confirm the action in the dialog box.

The screenshot displays the Gyan Kosh web application interface. At the top, the logo and name 'Gyan Kosh' are visible on the left, and navigation links for 'Dashboard', 'Document', and 'Thread' are on the right. A search bar is prominently featured in the center with the text 'Search and Access !!!' and the tagline 'Knowledge shared is knowledge squared'. Below the search bar, there is a dropdown menu for 'All' and a search icon. A floating menu on the right contains 'Create Thread' and 'View Thread' options. The main content area is titled 'Show Thread' and includes a table of threads. The table has columns for '#', 'TITLE', 'CATEGORY', 'SUB-CATEGORY', 'TOPIC', 'DESCRIPTION', 'LIKES', 'DISLIKES', 'FREEZE UPTO', and 'ACTION'. A single thread is listed with the title 'Transfer order', category 'GENERAL', sub-category 'Policy', topic 'Transfer Policy', and description 'When will the transfer order come?'. The 'ACTION' column for this thread contains 'Freeze' and 'Close' buttons. Below the table, it says 'Showing 1 to 1 of 1 entries'. At the bottom of the page, there is a row of eight colorful icons representing different departments or subjects, and a copyright notice: '© 2024 Designed by Software Cell, FHQ'.

← Show Thread Dashboard / Show-Thread

10 entries per page Search...

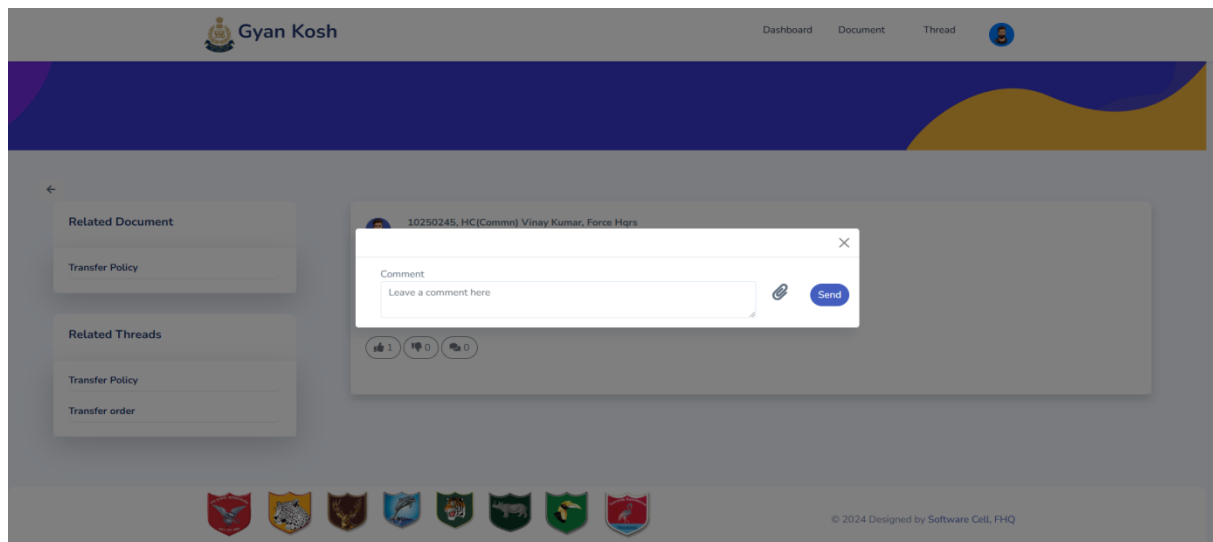
#	TITLE	CATEGORY	SUB-CATEGORY	TOPIC	DESCRIPTION	LIKES	DISLIKES	FREEZE UPTO	ACTION
1	Transfer order	GENERAL	Policy	Transfer Policy	When will the transfer order come?	1	0		<a href="#">Freeze</a> <a href="#">Close</a>

Showing 1 to 1 of 1 entries

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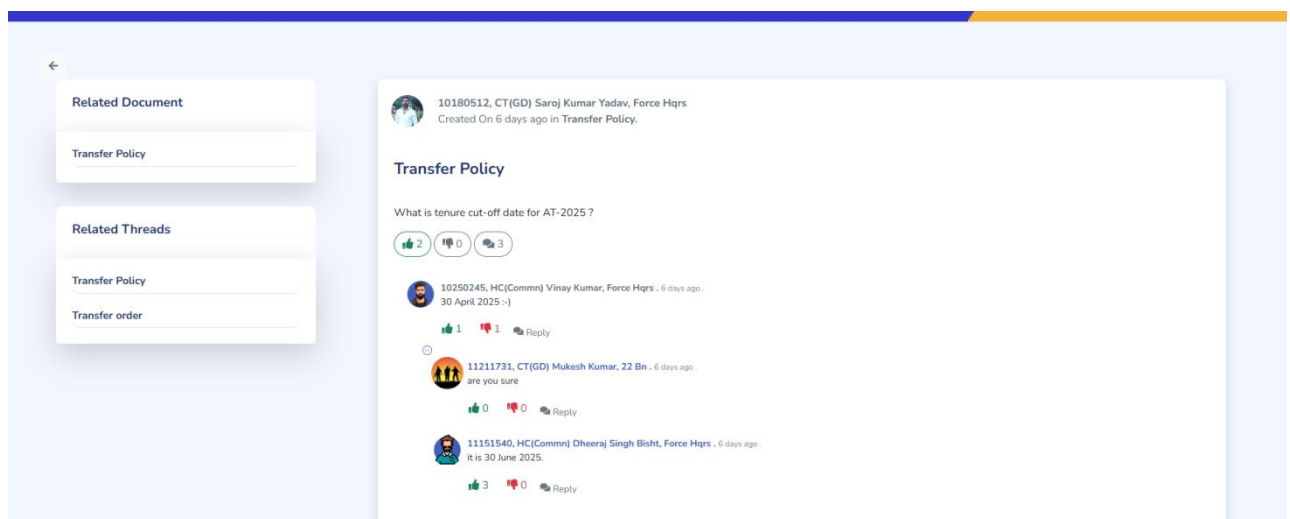
## Commenting on Threads

1. Open a thread and click on the comment button.
2. Comment modal is open.
3. Enter your comment in the text box.
4. And also attach the media file in the comment.
5. Click **send** button to add your comment.



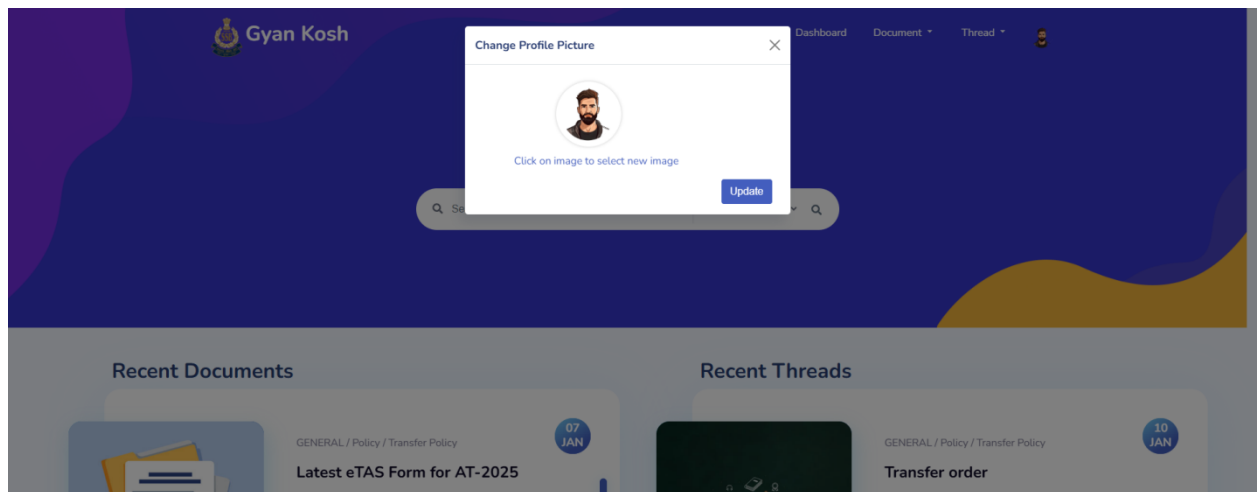
## Reply on Comments

1. Click the **Reply** button below the comment you want to respond to.
2. Enter your reply in the text box.
3. Click **Post Reply** to submit your response.



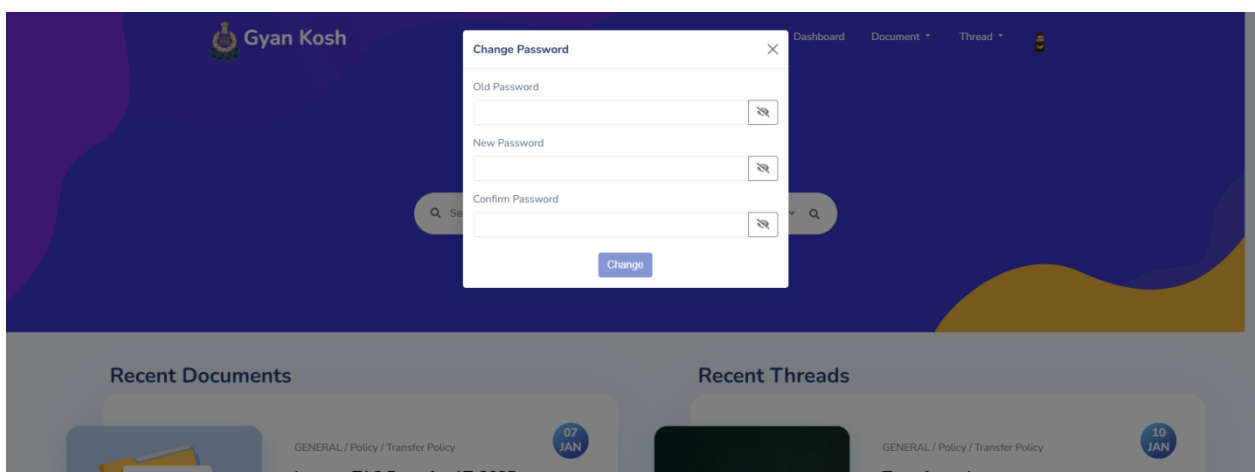
## 6. Change profile Picture.

1. Click on your profile picture in the top-right corner.
2. Select **My Profile** from the dropdown menu.
3. Click on the image to select new Picture form the computer and click update button.



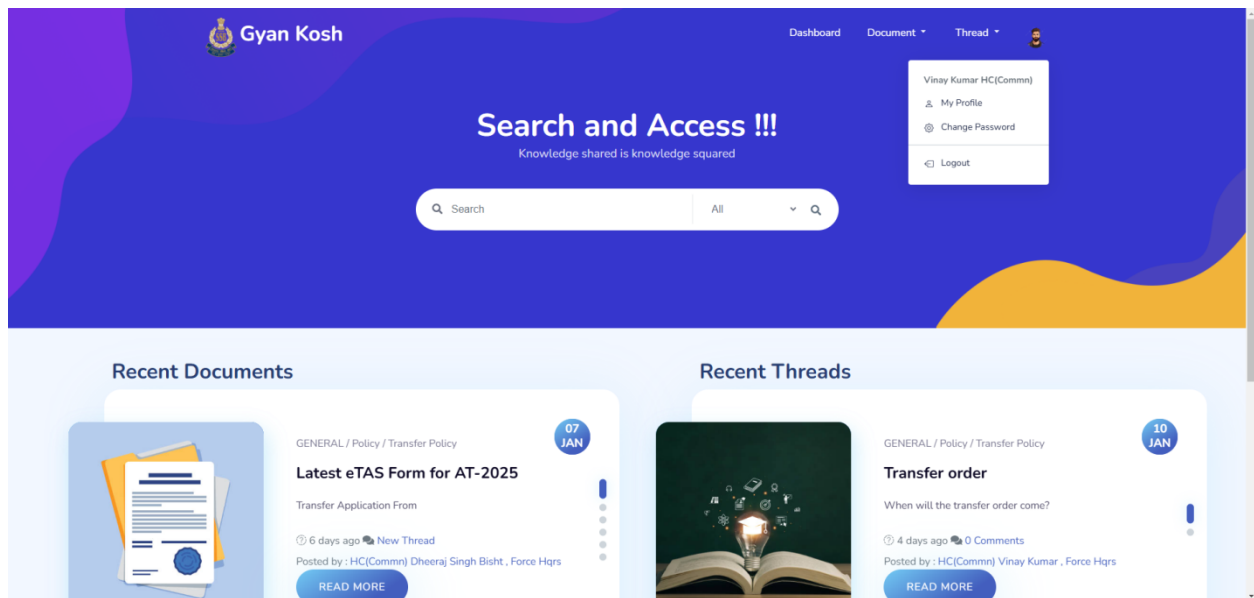
## 7. Change Password

1. Click on your profile picture in the top-right corner.
2. Select **Change password** from the dropdown menu.
3. Enter the old password and new password and click change button.



## 8. Logging Out

1. Click on your profile picture in the top-right corner.
2. Select **Logout** from the dropdown menu.
3. Ensure to log out when using a public or shared computer.



## 9. Support

For assistance, contact the Gyan Kosh support team:

- **Email:** softwarecell.fhq@ssb.gov.in