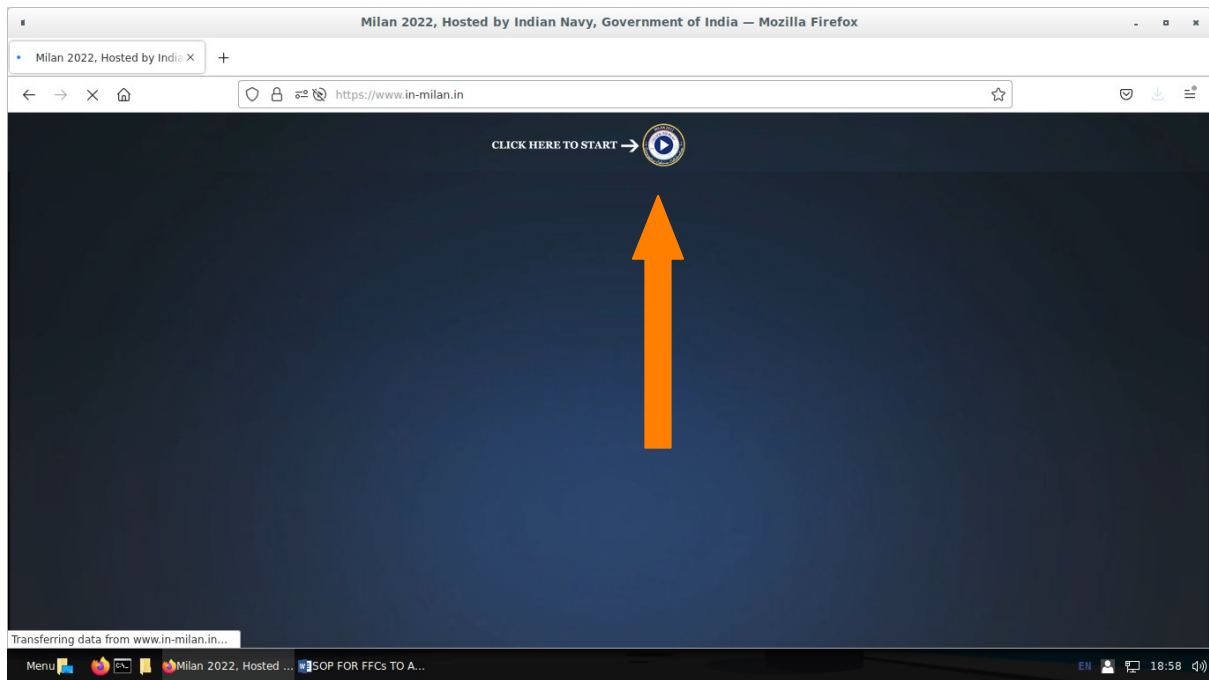


STANDARD OPERATING INSTRUCTIONS - MILAN 24 WEBSITE

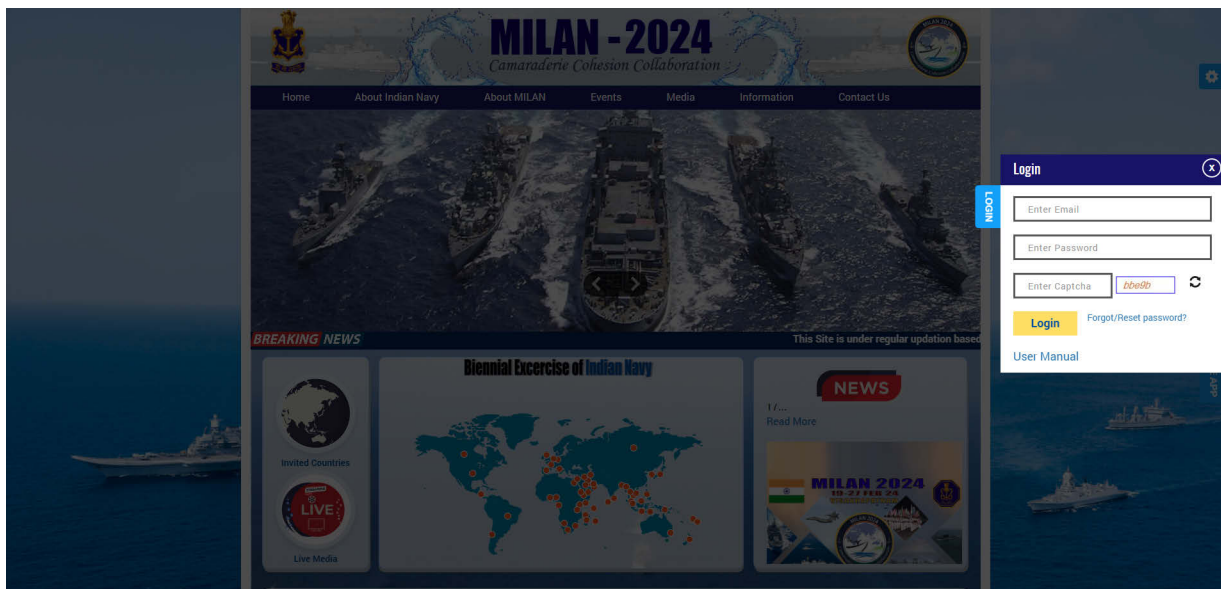
1. MILAN 24 Website has been launched formally by Indian Navy on Nov 23. The website may be accessed through the link : <https://www.in-milan.in>. Additionally the keyword "in-milan.in" may be used to search for the website on respective search engine (Google/Bing/Yahoo etc).
2. The website offers information on various events such as International Maritime Seminar, Subject Matter Expertise Exchange (SMEE), Maritime Expo, MILAN Village, City Parade, Sports and Cultural activities.
3. As part of the design of the website, it is requested that AUTOPLAY (Audio and Video) option be enabled in your respective browser to enable a smooth experience. Alternatively, 'CLICK HERE TO START' icon may be used for opening of the homepage.



4. The Home Page and the contents can be viewed by all. The Home Page is depicted below:-



5. Contents pertaining to few events (Harbour phase, sea phase, International Maritime Seminar and Young Officers Interaction) are password protected for confidentiality purposes and would require the user to login. The LOGIN page is shown below:-



6. The credentials for LOGIN will be sent separately.

7. After LOGIN, the website facilitates following:-

(a) Access to password protected contents (International Maritime Seminar, Young Officers Interaction, Harbour Phase and Sea Phase).



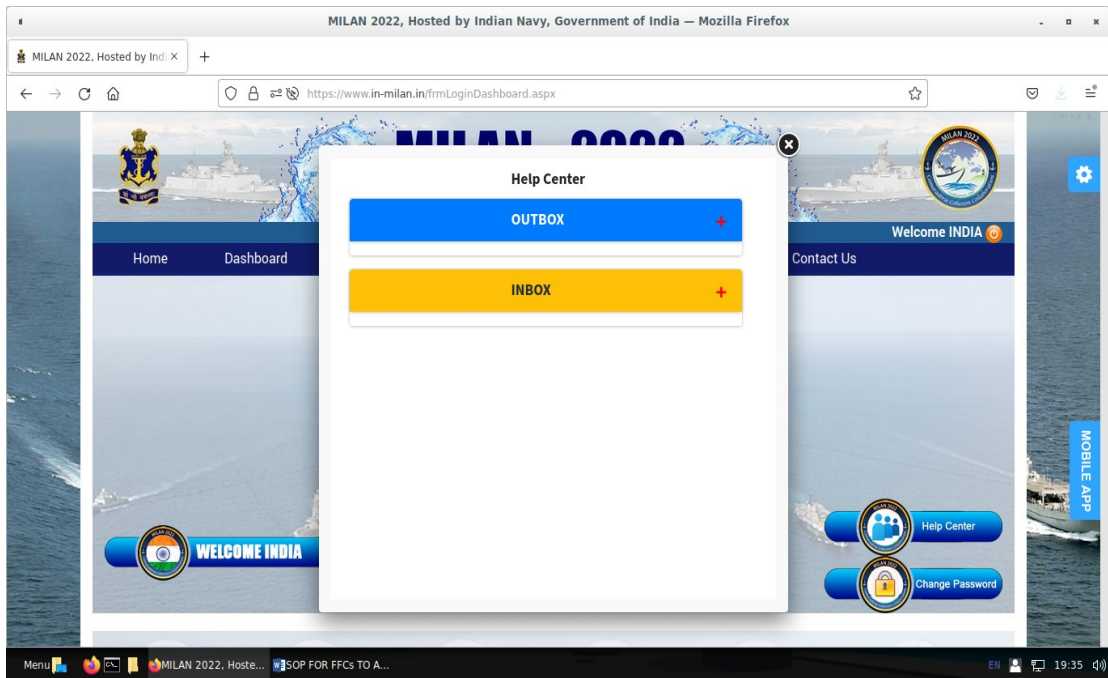
(b) Interaction with website admin through “HELP CENTRE” is available on dashboard for queries if any.



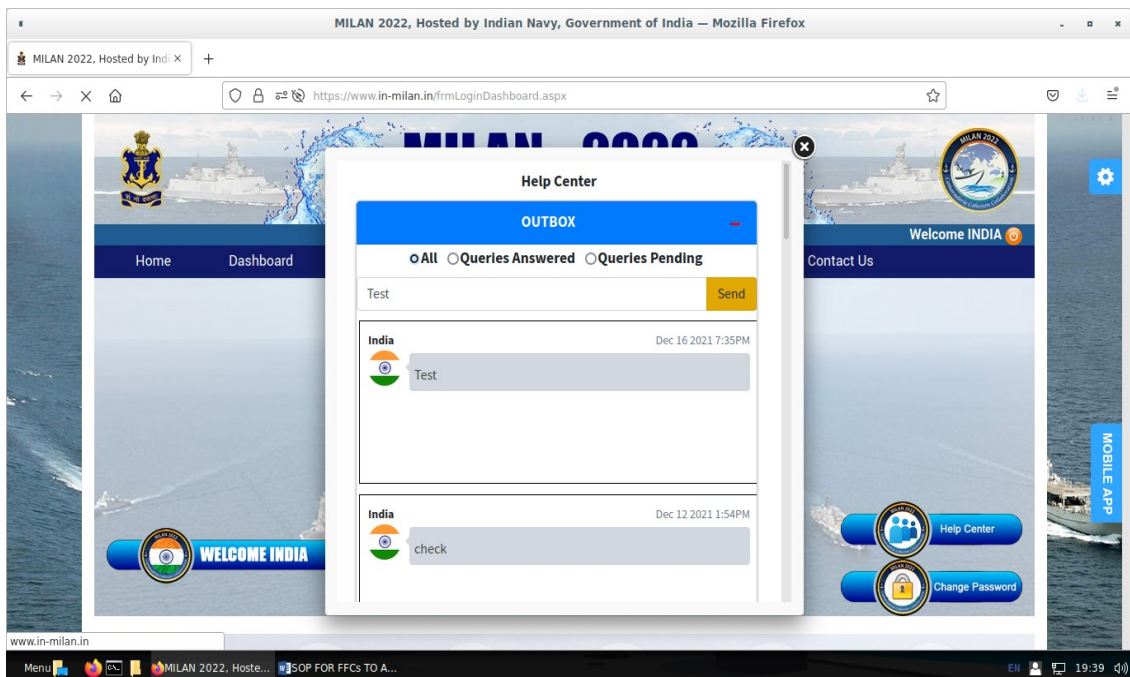
(c) The dashboard can also be accessed through the ‘WELCOME’ tab on the top right corner.



(d) The user can ask queries and get replies through ‘INBOX’ and ‘OUTBOX’



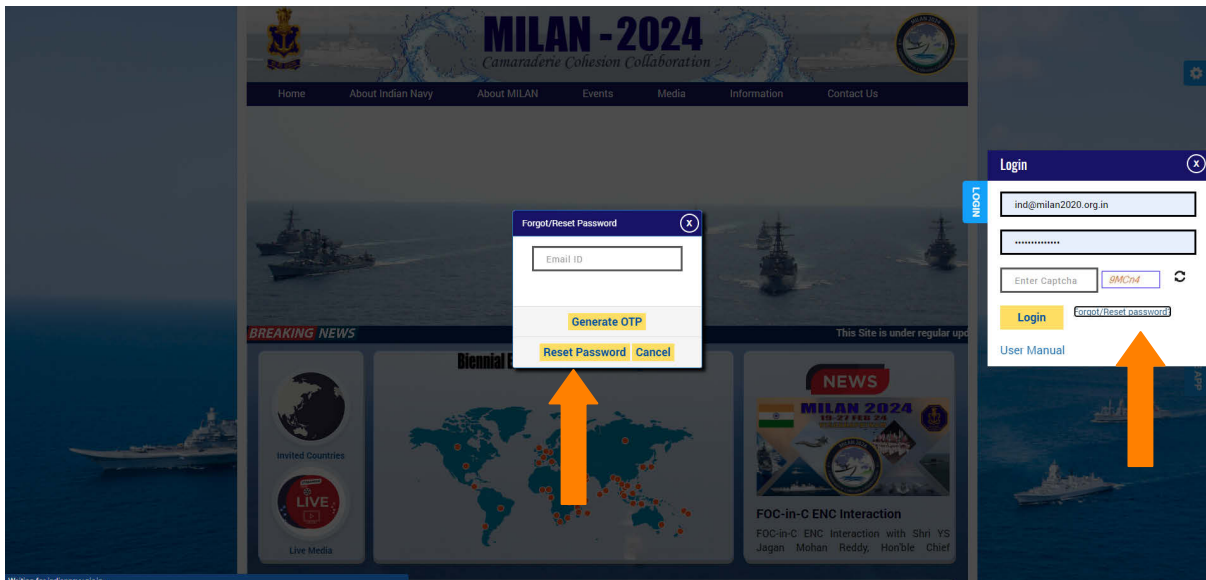
(e) The 'OUTBOX' can be used to send message/ queries to the admin. The messages in the 'OUTBOX' and 'INBOX' can be sorted as 'ANSWERED' and 'PENDING'.



8. The 'CHANGE PASSWORD' tab can be used to change the password by the user. The 'CHANGE PASSWORD' tab is shown below:-



9. The 'RESET PASSWORD' tab can be used to reset the password to default password provided. The LOGIN ID is required to be entered for reset of password. The 'RESET PASSWORD' tab is shown below:-



10. The user can also contact admin through 'CONTACT US' tab an reach us through e-mail or phone, for any additional queries.

