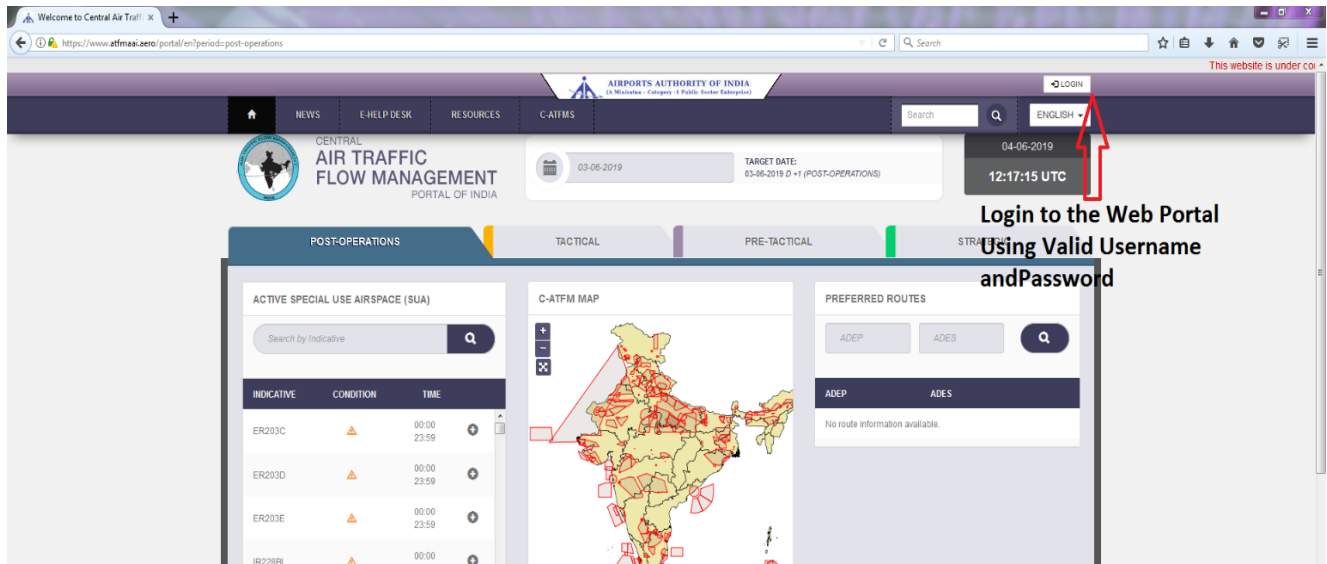
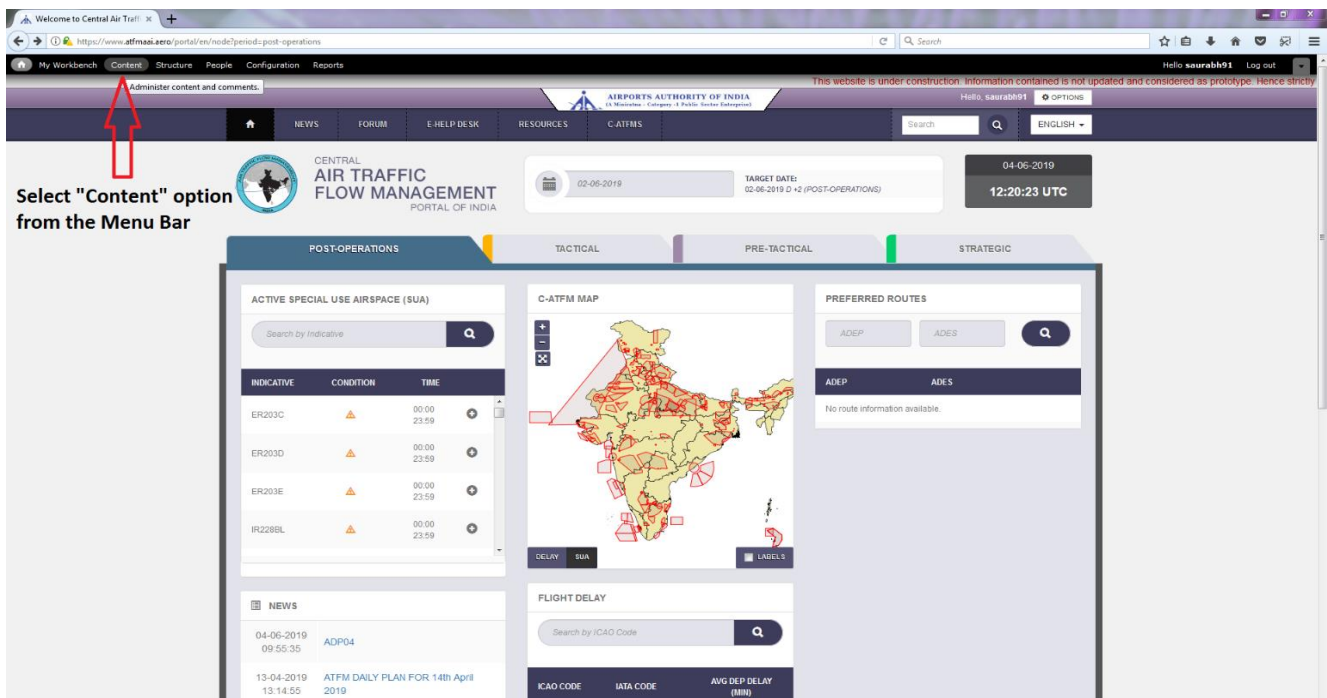


How to upload ATFM Daily Plan in Web Portal:

1. Visit CATFM Portal of India using link <https://atfmaai.aero/portal> and log-in to the system.

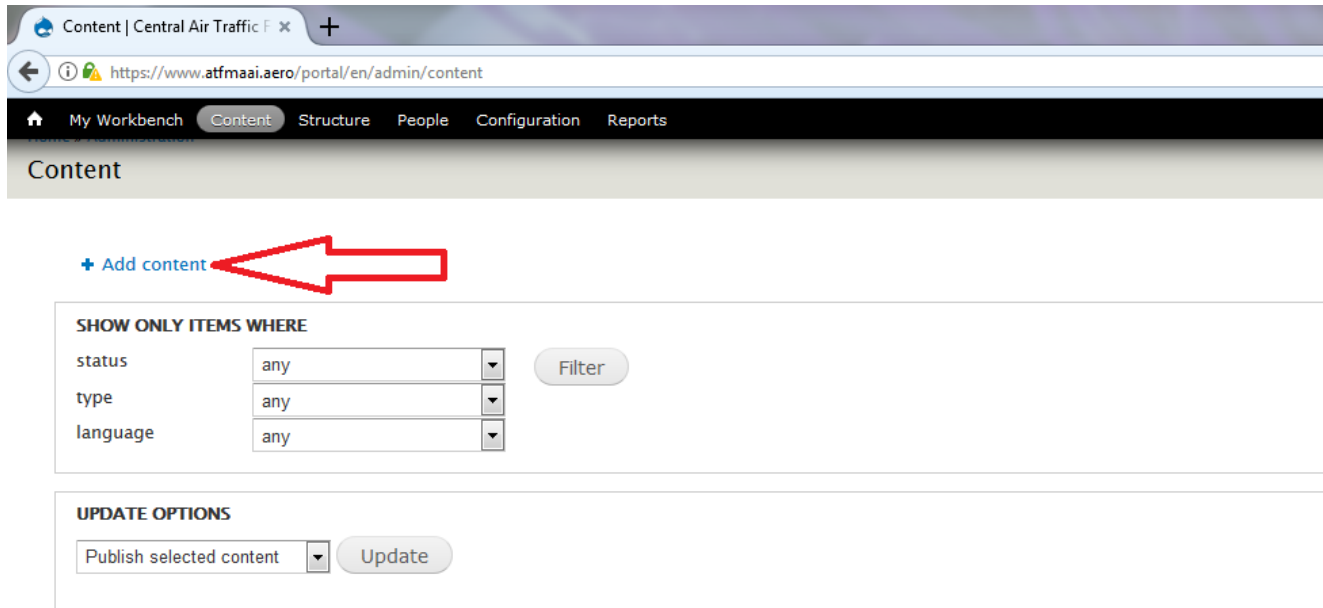


2. Select “Content” from the Menu Bar as indicated below:

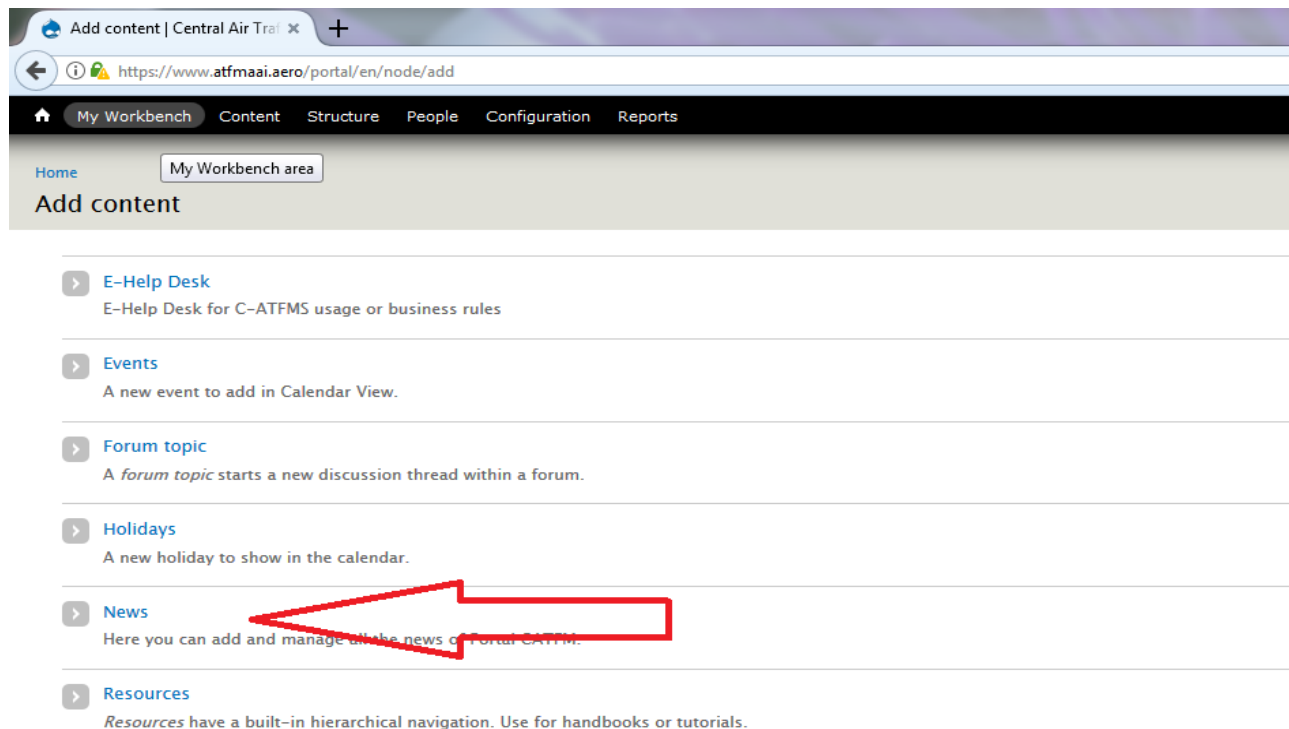


NOTE: The Menu Bar will appear on the top of the web page only after the user has logged in to the web portal.

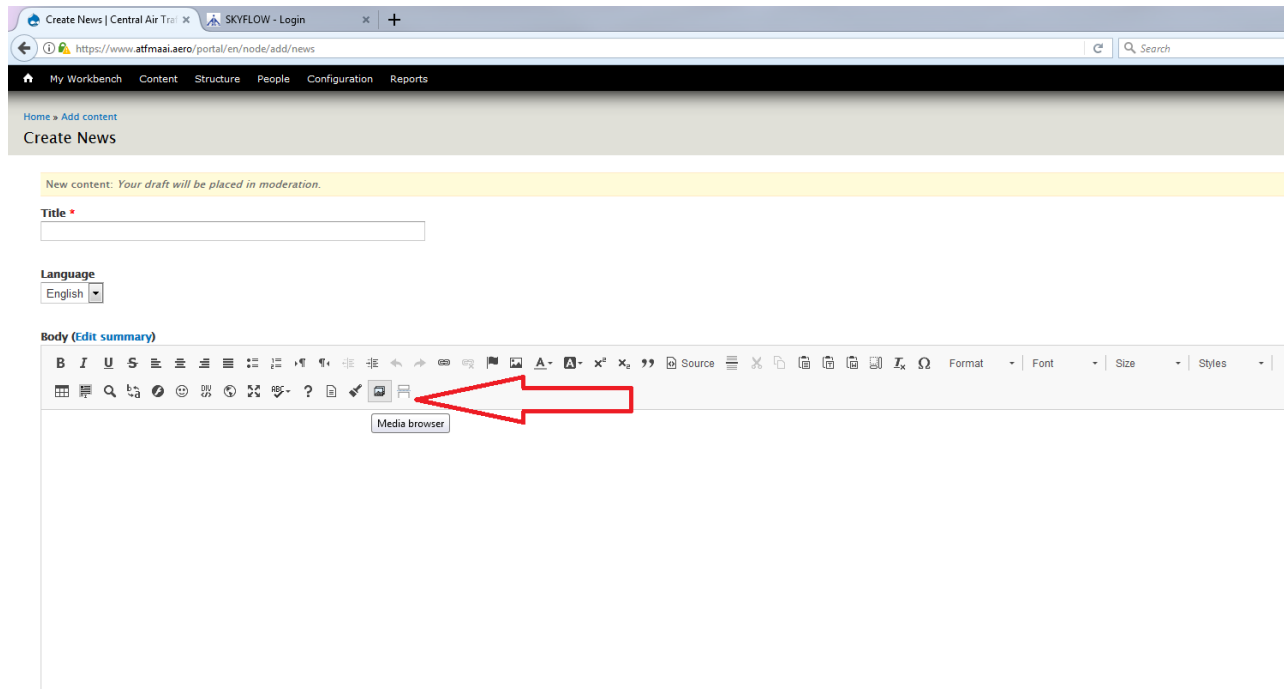
3. Select “**Add Content**” option to upload any type of content i.e. E- Help Desk, Events, **News**, Forum Topic etc.



4. Select “News” option to open the uploading page (*ATFM Daily Plan will be uploaded in News section under **Daily ATFM News Category***).

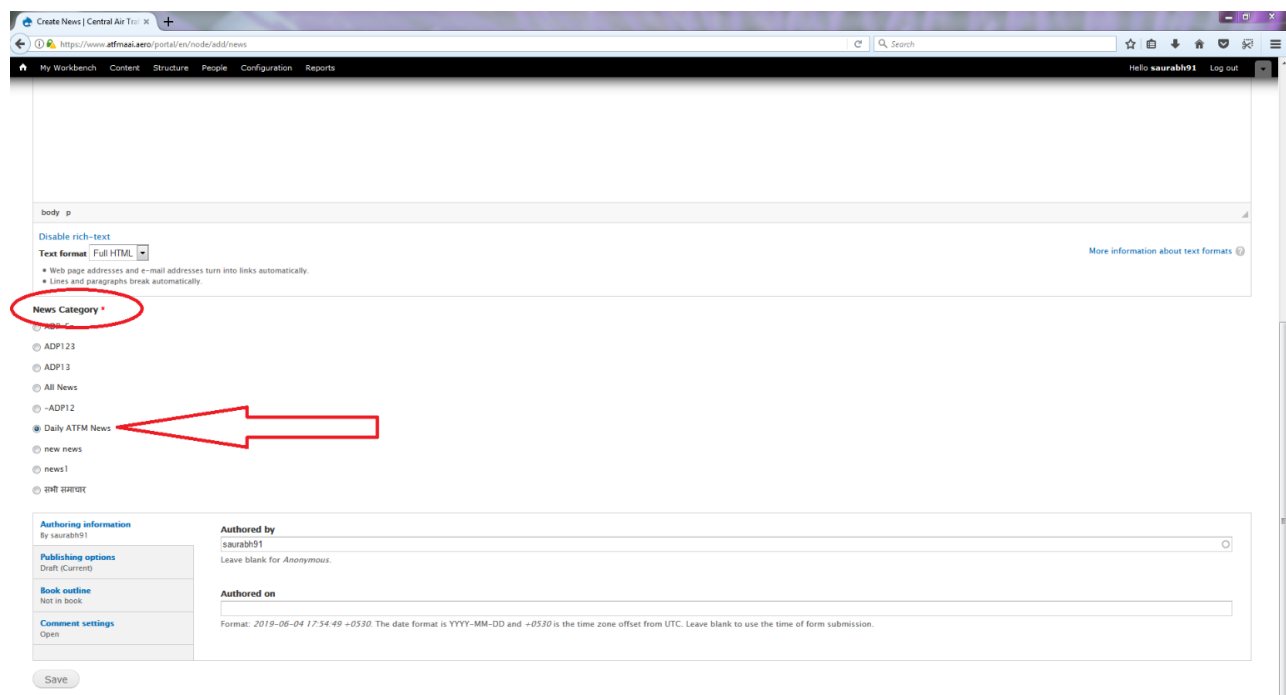


5. Fill the required fields and select “Media Browser” option to **Browse** and **Upload** appropriate ADP file (*“Media Browser” option allows to upload files of Allowed file types: .jpg, .jpeg, .gif, .png, .txt, .doc, .docx, .xls, .xlsx, .pdf, .ppt, .pptx, .pps, .ppsx, .odt, .ods, .odp, .mp3, .mov, .mp4, .m4a, .m4v, .mpeg, .avi, .ogg, .oga, .ogv, .weba, .webp and .webm with files size less than 128 MB.*)



The screenshot shows the 'Create News' interface. At the top, there's a navigation bar with 'My Workbench', 'Content', 'Structure', 'People', 'Configuration', and 'Reports'. Below this is a 'Create News' section with a yellow banner stating 'New content: Your draft will be placed in moderation.' The form has a 'Title' field, a 'Language' dropdown set to 'English', and a 'Body' field with a rich text editor. A red arrow points to the 'Media browser' icon in the editor's toolbar.

6. Once the file is uploaded select “**Daily ATFM News**” under the **News Category** and “**Save**” as shown:



This screenshot shows the 'News Category' dropdown menu. The 'Daily ATFM News' option is selected and highlighted with a red arrow. The 'Save' button is visible at the bottom of the form. The form also includes sections for 'Authoring information', 'Publishing options', 'Book outline', and 'Comment settings'.