

Data Entry Guidance Note (Desktop/Laptop)

POSHAN Abhiyaan Jan Andolan Dashboard

About the Jan Andolan Dashboard

POSHAN Abhiyaan is India's flagship programme to improve nutritional outcomes for children, adolescents, pregnant women and lactating mothers by leveraging technology, a targeted approach and convergence.

An Online dashboard has been prepared to showcase live and real time performance of Jan Andolan and the data for the same will be entered through an online form and app.

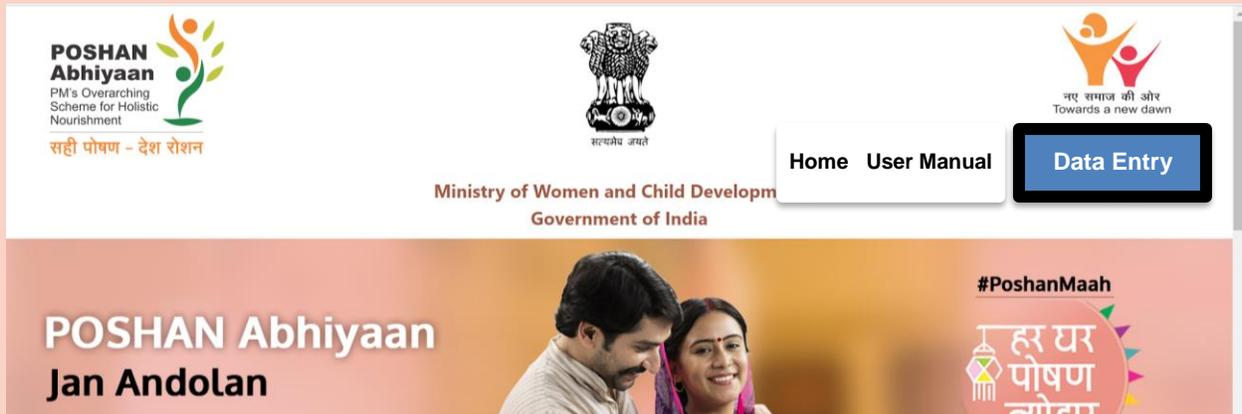
This note will guide you on the following steps for the online data entry form:

- 1. How to Login**
- 2. How to Enter Data**
- 3. How to Resolve any problems**

How to Login

Step 0: Please visit this URL to reach the Jan Andolan Dashboard webpage:
<https://poshanabhiyaan.gov.in>

Step 1: Click on **Data Entry** on the top right corner of the Dashboard page.

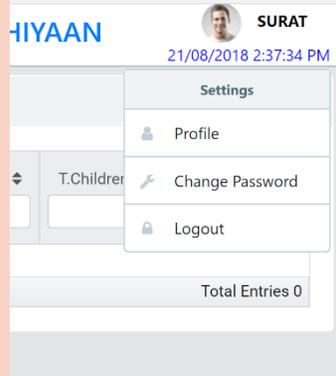


Step 2: Login with your username and password

The screenshot shows the login form for the POSHAN dashboard. The form is titled 'POSHAN' and contains the following elements: a username input field with the placeholder 'abcd', a password input field with four dots, a 'Remember me' checkbox which is checked, a 'Forgot password?' link, and a blue 'Sign in' button.

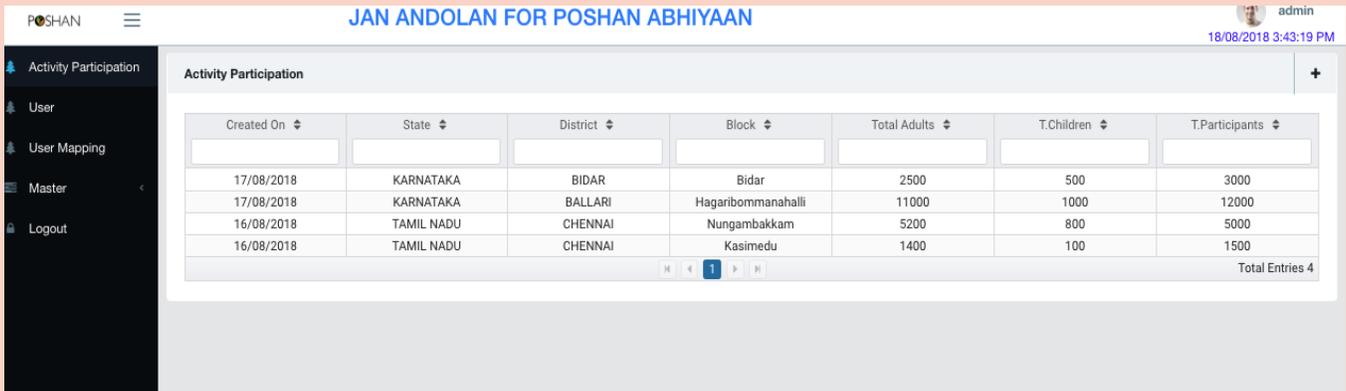
Changing Password

The default username and password are the name of your state/district/block. The first time you login, please change the password by clicking on the profile picture on top right corner, as shown in the screenshot below.



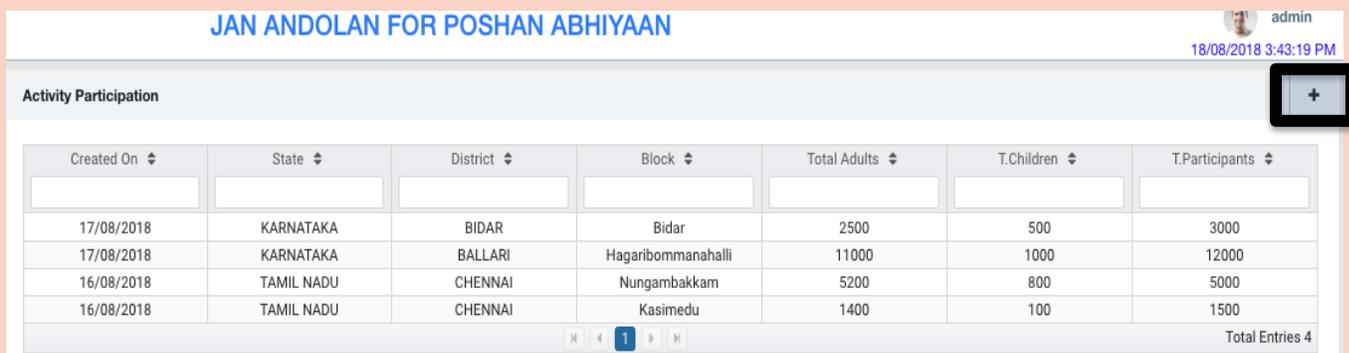
Step 3: Once you login, you will be able to see all the data entered previously. Please note, you will not be able to edit data that was submitted previously.

be able to see all the data you will not be able to edit previously.



If you are logging in for the first time, then it will show zero records.

Step 4: Click on plus (+) button on top right corner, to enter details of a new activity.



How to Enter Data

 admin
 18/08/2018 5:31:20 PM

JAN ANDOLAN FOR POSHAN ABHIYAAN

Activity Participation Form «

State <input type="text"/>	District <input type="text"/>	Block <input type="text"/>	
Village <input type="text"/>	AWC <input type="text"/>		
Activity * <input type="text"/>	Level * <input type="text" value="State"/>	Group * <input type="text"/>	
Theme * (Multi Select) <input type="text"/>	Organizer * (Multi Select) <input type="text"/>	From <input type="text" value="dd/mm/yyyy"/>	To <input type="text" value="dd/mm/yyyy"/>

Participants

Total Participants * <input type="text"/>			
Adult Male <input type="text"/>	Adult Female <input type="text"/>	Total Adults <input type="text"/>	
Children Male <input type="text"/>	Children Female <input type="text"/>	Total Children <input type="text"/>	

Upload Pictures Screen Shot ...2.17.47.png



Step 5: Please make data entry only for activities that have been completed, and NOT for activities that are planned.

Make the complete selection of state/district/block/village/AWC, depending on the level at which you are entering data.

Note:

1. The village list will only show one name for no and it will be selected automatically. Do not worry about this; at a later stage, village names will be introduced.

- You can only enter data for your level of level below you, but not for level above you. For eg. a district level authority can enter data for district, or for a block under that district, or for a AWC, but s/he cannot enter data for state.

State	<input type="text"/>	District	<input type="text"/>	Block	<input type="text"/>
Village	<input type="text"/>	AWC	<input type="text"/>		

Step 6: Select the Activity from the drop down, and select the relevant theme or themes from the list below. You can press “Ctrl” on your keyboard and select or deselect multiple themes for an activity.

Activity *	<input type="text" value="Cycle Rally - A"/>
Theme * (Multi Select)	<input type="checkbox"/> Growth Monitoring - A5 <input type="checkbox"/> Hygiene, Water, Sanitation - A8 <input checked="" type="checkbox"/> Immunisation - A4 <input type="checkbox"/> Poshan (Overall Nutrition) - A1

Step 7: Select the level for which you are entering data.

Eg. If you are entering data for an anganwadi, then select AWC for the level. If you are entering data for a district level event, then select the level as District.

The level may have been preselected depending on the location details entered above.

Step 8: Select the Organisers from the list below. You can press “Ctrl” on your keyboard and select multiple organisers for an activity. You can deselect the same way.

Level *

Organizer * (Multi Select)

- Consumer Affairs, Food and Public Distribution
- Drinking Water and Sanitation**
- Health and Family Welfare
- Housing and Urban Affairs**

Step 9: Select the Group from the next drop down and the date will get selected automatically, in case it is a calendar specific activity. If there's no special Group that day, then please select Other. The dates will get set automatically based on the Group that you select, **but they can be modified as required, based on the date of the actual activity.**

Group *

From

To

Step 10: Enter the total participants below. Please enter total adult male and female, and children male and children female. The totals will get calculated automatically. If you do not have data for male and female breakup, then please directly enter total participants. If the totals do not match the individual numbers, then the user will get a warning.

Participants

Total Participants *

Adult Male Adult Female Total Adults

Children Male Children Female Total Children

Step 11: Upload one photograph of the activity, by clicking on Upload Picture. You can upload only one picture, so please upload the best one. You can replace the existing

picture by clicking on Upload Picture again. Please not the photo size cannot exceed 2 MB.

Step 12: Add Description of the Activity and share what happened in the activity.

Upload Pictures	Choose File	Screen Shot ...2.17.47.png	Description	<input type="text"/>
				

Step 13: Please verify all details and click Submit. Data once submitted cannot be changed later. All fields marked with a red asterisk "*" are compulsory and have to be filled.

How to Resolve Issues

A help desk system has been established to provide support on any matter related to dashboard data entry form. The contact details of help desk will be shared at all levels.

The helpdesk number (district wise) is at this link: *Will be updated later.*

Some examples of the queries that the helpdesk will be able to answer are:

- The users of that state are not able to login, or have forgotten the password. The state level person will be able to help out.
- The users are not able to understand a particular field of the data entry form, or have query on the type of activity/theme/organiser, they can seek help from the State level nodal officer

Some queries that should NOT come to the helpdesk are:

- Computer is not turning on/not responding
- No internet connectivity on the computer
- Keyboard/mouse/screen not working
- Other hardware, power related and browser related problems.