

संचालनालय महिला एवं बाल विकास

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क्रमांक/मबावि/पो. अभि./2020-21/5353 भोपाल, दिनांक 07/09/2020

प्रति,

जिला कार्यक्रम अधिकारी
महिला एवं बाल विकास
जिला-समस्त (म.प्र.)

विषय:-पोषण माह अंतर्गत आयोजित गतिविधियों की एन्ट्री जन आंदोलन पोर्टल में करने के संबंध में।

संदर्भ:-इस कार्यालय का पत्र क्रमांक-मबावि/ पो.अभि./5287, दिनांक 29.08.2020.

विषय पर संदर्भित पत्र का अवलोकन करने का कष्ट करें। पत्रानुसार पोषण माह अंतर्गत आयोजित गतिविधियों की एन्ट्री जन आंदोलन पोर्टल में करने के संबंध में निर्देश प्रसारित किये गये हैं। इस संबंध में भारत सरकार द्वारा प्राप्त Data Entry User Guide पत्र के साथ संलग्न कर प्रेषित की जा रही है। User Guide में दिये जा रहे निर्देशों के अनुसार जन आंदोलन पोर्टल पर तत्काल प्रविष्टि कराना सुनिश्चित करें।

संलग्न:-उपरोक्तानुसार

(स्वाति मीना नायक)

संचालक

महिला एवं बाल विकास
मध्यप्रदेश

पृष्ठांकन क्र/मबावि/पो.अभि./ 2020/5354
प्रतिलिपि-

भोपाल, दिनांक 07/09/2020

संभागीय संयुक्त संचालक, महिला एवं बाल विकास, समस्त संभाग मध्यप्रदेश की ओर सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित।

संचालक

महिला एवं बाल विकास
मध्यप्रदेश

POSHAN Abhiyaan

PM's Overarching
Scheme for Holistic
Nourishment



सही पोषण – देश रोशन

Data Entry User Guide

POSHAN Abhiyaan Jan Andolan Dashboard

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Introduction

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.

Objective

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

- How to Login
- How to Enter Data
- View Activity Participation
- How to Resolve Issues
- Troubleshooting Guide

How to Login

Visit URL

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

Login Page

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



POSHAN Abhiyaan
PM's Overarching Scheme for Holistic Nourishment
सही पोषण - देश रोशन

Ministry of Women and Child Development
Government of India

POSHAN JAN ANDOLAN DASHBOARD USER MANUAL GALLERY **DATA ENTRY** MONITORING

POSHAN Abhiyaan Jan Andolan

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

Har Ghar Poshan Tyohaar
POSHAN PAKHWADA
8 to 22 March 2020

POSHAN Abhiyaan
PM's Overarching Scheme for Holistic Nourishment
सही पोषण - देश रोशन

USERNAME

PASSWORD


CAPTCHA 3 + 2 =

Sign in

Forgot Password? [POSHAN DASHBOARD](#)

For any technical support, please call
011-23362376, Extn- 212

Login with your **username** and **password**

Login Notes contains the instructions on login and password created for data entry. Below popup screen can be opened by click on the  link present on the top right corner of the login page.

Login Notes

1. If you have logged in earlier (and changed password or entered data) successfully, please continue. Welcome back.
2. If you logging for the first time:
 - a. If you are a person who operates at national, state, district levels - please note your user name and password are in CAPS and will look like this
 - i. National level - MoW&CD-Gol
 - ii. State level - MoW&CD-GUJARAT
 - iii. District level - MoW&CD-SURAT In case the district login does not work in all upper case, please try to enter in following way - MoW&CD-Surat
 - b. If you are from **Block Level**, your code will read like this - ministry, followed by your block code. (e.g. **mow&cd-000000**).
 - i. Please note, just entering your block code will not help; it needs to be preceded by ministry code
 - ii. All letters should be in lowercase
3. If you are not able to login with your default username and password, there's a possibility that someone else in your team might have logged in and changed the password. Please check with you team members about this.
4. In case your are still facing issue, please contact 011-23362376, Extn- 212 or drop us an email with a screenshot of the error to poshanjanandolan@gmail.com
5. For more guidance please refer the User Manual here. It will help resolve a lot of queries. ([click here](#))

User Accounts have been created for 17 ministries at Central level, and 14 Departments at State, District, and Block Levels, that are part of the POSHAN Abhiyaan. These have been shared separately with each Ministry and each State. To ensure ease of identification, a uniform format has been followed for creating usernames. The usernames have two parts: first part is the Ministry identifier and second part is the location identifier.

Example

MoW&CD-PATNA This shows that this id belongs to Ministry of Women and Child Development at Patna district level.

MoW&CD-BIHAR

This shows that this id belongs to Ministry of Women and Child Development at Bihar state level.

mow&cd-1023010

This shows that this id belongs to Ministry of Women and Child Development at Block whose code is 1023010. This code belongs to Maner block in Patna district.

While entering user name for block, please keep all letters in lower case.

- States and districts are identified by names, but blocks are identified by codes. Each of the user id is mapped to the exact location and Department.
- User id and password should be written exactly as they have been shared. If there is space between 2 words in state name or district name, kindly include the space in user id and password too.
- For state and district level usernames, all letters in state name and district name have to be in UPPER CASE -For, block level username, all letters, including ministry name, have to be in lower case.

Profile Update

When login for the first time, a profile page will open up as shown in the screenshot above. The fields highlighted in gray are filled automatically and cannot be changed. The fields in white can be changed.

You can enter password then also enter your phone number, email address, and physical address.

Update Password

The new password must contain 1 Upper case, 1 lower case, 1 number, 1 special character and the length of the password must minimum of 8 characters

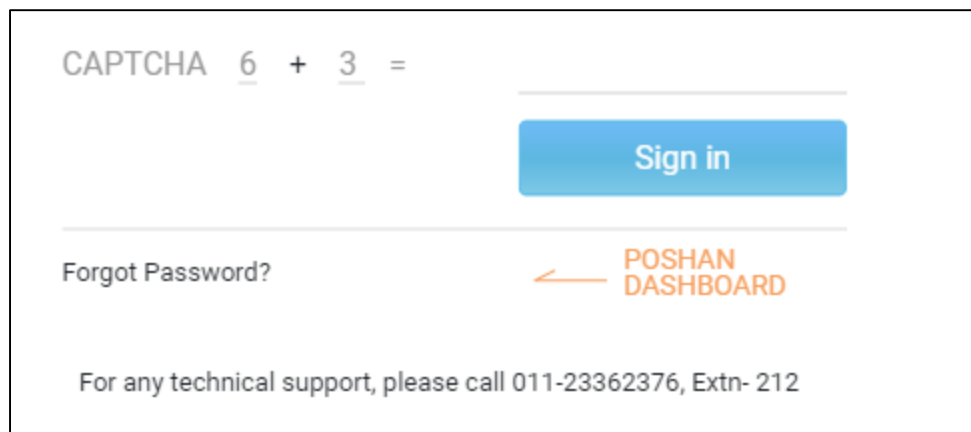
First Name *	SHIV	Last Name	
Username *	shiv	Password *	shiv
Role *	USER	Email	
Phone Number		Address	
Profile Image	Choose File No file chosen	Department	Child Development

NEVER GIVE UP

UPDATE CANCEL

Forgot Password

In case the user forgets the password, the user should contact the high level authorized user to reset the password. Select the forgot password option on the login page to view the information on which level of authorized user to contact.



CAPTCHA 6 + 3 =

Sign in

Forgot Password? [← POSHAN DASHBOARD](#)

For any technical support, please call 011-23362376, Extn- 212

Below information will be shown on click on Forgot Password option.



Forgot Password

Please refer to the below table to contact the authorized user who can reset your password based on your user level.

User Level	Authorized user who can reset the password
Block level user	National, State, District level users can reset password
District level user	National, State level users can reset password
State level user	National level users can reset password
National level user	CPMU team can reset password

Change Password

The user has the option to change the password by clicking on the “Change Password” option on the top right corner of the page that loads after signing in (see below figure).

ACTIVITY PARTICIPATION FORM JAN ANDOLAN FOR POSHAN ABHIYAAN MoW&CD-HARYANA

USER MANUAL
CHANGE PASSWORD
LOGOUT

ACTIVITY DETAILS

Activity*
Theme*

Level*
State
Organizer*
Social Welfare , Women & Child Development

Group
From Date*
3/5/2020
To Date*
3/5/2020

TOTAL PARTICIPANTS*
Number

	MALE	FEMALE	TOTAL
Adult			
Child			

Upload a picture
Maximum limit 2 MB

Description

CANCEL SUBMIT

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On selecting the change password option the user has to enter the current password followed by a new password and then confirming the same.

JAN ANDOLAN FOR POSHAN ABHIYAAN MoW&CD-HARYANA

Change Password

Current Password*
New Password*
Confirm Password*

SAVE CANCEL

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How to Enter Data

After successful login, you will be able to see the data entry screen. Here you can enter details of a new activity.

Please make data entry only for activities that have been completed, and NOT for activities that are planned. You can only enter data for your level or level below you, but not for level above you. For example, a district level authority can enter data for district, or for a block under that district, or at village/AWC level, but cannot enter data for the state or Centre.

Based on the level of the user the data entry module shows various options. The following explains the data entry views based on the user level.

Data Entry – Block User View

When login as a block level the user can enter the data using the first option **Activity Participation Form** and view all the data entered in that block using the Activity Participation View. Below figure shows the data entry view of a block level user.

ACTIVITY PARTICIPATION FORM | JAN ANDOLAN FOR POSHAN ABHIYAAN | CPMU-WCD-HINDUPUR

ACTIVITY DETAILS

Activity*
Theme*

Level*
Block

Organizer*
Women & Child Development

Group

From Date*
3/5/2020

To Date*
3/5/2020

TOTAL PARTICIPANTS*

	MALE	FEMALE	TOTAL
Adult			
Child			

Upload a picture
Maximum limit 2 MB

Description

CANCEL SUBMIT

POSHAN © 2019. Powered by POSHAN

Data Entry – National, State and District User View

When login as a National, State or District level the user can enter the data using the first option **Activity Participation Form**. This level of user will also see various options as mentioned in the below figure.

ACTIVITY PARTICIPATION FORM JAN ANDOLAN FOR POSHAN ABHIYAAN CPMU

ACTIVITY DETAILS

Activity* Theme* Level* Central Organizer* Women & Child Development - MoW&CD Group From Date* 3/6/2020 To Date* 3/6/2020

TOTAL PARTICIPANTS* Number

	MALE	FEMALE	TOTAL
Adult			

Upload a picture (Maximum limit 2 MB)

Description

1. Participation Form
2. View Activities
3. Reset Password
4. Advance Filter
5. View Duplicate Entries Users
6. Top 50 Participation Reporting Users
7. Top 5 Reporting Ministries
8. Bottom 5 Reporting Ministries

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Let us know learn how to do data entry to report for the activities conducted under the Poshan program.

The data entry form starts by first entering the activity type. **It is important to note that the activities are mapped to their relevant ministries. The activity list will be populated based on the ministry of the user who has logged in. Select Activity** from the drop down. If the activity you have conducted it not present in the drop down list, you can select **“Other”** from the list and enter the description of that other activity in the text box that appears when **“Other”** activity is selected.

After selecting the activity, **Select Theme(s)** from the next drop down list which is present below the activity list. You can select one or more themes from the theme list.

Activity* DAY-NRLM SHG Meet

Theme* Antenatal Checkup, Breastfeeding, Compl. Feeding, Diarrho...

You can select only one Activity per record. Every Activity that you conduct, may cover one or more themes. Please make the selections accordingly.

Below is the list of all the activities and themes, you can also find the mapping of activities to the relevant ministry.

List of Activities

Anemia Camp	Panchayat Meeting
CBE-Community Based Events (ICDS)	Poshan Mela
Community Radio Activities	Poshan Rally
Cooperative/Federation	Poshan Walk
Cycle Rally	Poshan Workshop/Seminar
DAY-NRLM SHG Meet	Prabhat Faree
Defeat Diarrhoea Campaign (D2)	Providing Water to the Toilets
Farmer Club Meeting	Safe Drinking Water in Anganwadi Centres
Haat Bazaar Activities	Safe Drinking Water in Schools
Harvest Festival	School Based Activities
Home Visits	VHSND
Local Leader Meeting	Youth Group Meeting
Nukkad natak/Folk Shows	Other

List of Themes

Adolescent Ed, Diet, Age of Marriage
Anemia
Antenatal Checkup
Breastfeeding
Compl. Feeding
Diarrhoea
ECCE
Food Fortification & Micronutrients
Growth Monitoring
Hygiene, Water, Sanitation
Immunization
Poshan (Overall Nutrition)

Mapping of Activities to the Ministries

#	Activity	Ministry
1	CBE-Community Based Events (ICDS)	MoW&CD
2	VHSND	MoHFW
3	Anemia Camp	MoHFW
4	Area level Federation(ALF) Meetings	MoPR
5	Community Radio Activities	MoIB
6	Cooperative/Federation Meetings	ALL
7	Cycle Rally	ALL
8	DAY-NRLM SHG Meet	MoRD
9	Defeat Diarrhoea Campaign (D2)	MoHFW
10	Farmer Club Meeting	MoA&FW
11	Haat Bazaar Activities	ALL
12	Harvest Festival	MoA&FW
13	Home Visits	MoW&CD and MoHFW
14	Local Leader Meeting	ALL
15	Nukkad natak/Folk Shows	ALL
16	Other	-
17	Panchayat Meeting	MoPR
18	Poshan Mela	ALL
19	Poshan Rally	ALL

20	Poshan Walk	ALL
21	Poshan Workshop/Seminar	ALL
22	Prabhat Faree	ALL
23	Providing Water to the Toilets	MoJS
24	Safe Drinking Water in Anganwadi Centres	MoJS
25	Safe Drinking Water in Schools	MoJS
26	School Based Activities	MoHRD
27	Self Helping Groups(SHG) Meetings	MoRD
28	Youth Group Meeting	ALL

Next you have to **Select Level** for which you are entering data. There are five levels for data entry: National, State, District, Block and Village/AWC. Based on the user level that Level drop down list gets populated. If you are a block level user, the list will have option to select Block or Village/AWC. Please note, the level selected here is dependent on where the activity is conducted, and not the user level who is entering data of the activity.

After selecting the level, the use has to **Select Organizers**. **You will note that the ministry / department which the user is mapped to is auto selected. You can unselect your ministry / department.** You can select the organizers as Ministries or Departments or field level functionaries who participated in the Activity. Select the organizers from the list below. You can select multiple organizers for an activity.



The screenshot shows a form with two dropdown menus. The first menu is labeled 'Level*' and has 'Central' selected. The second menu is labeled 'Organizer*' and has 'Women & Child Development - MoW&CD, Agriculture & Far...' selected. Both menus have a search icon on the right side.

Select Group from the next drop down in case if it is a calendar specific activity. If there's no special Group that day, then you can skip that step.

A Group is basically a key day/week that has been specifically marked for Poshan Jan Andolan. Example - National Nutrition Month or International Women's Day.

Select Date on which the activity is conducted should be entered next. By default, the From date is set to current date. User is restricted to select a From date which is not before 5 days from current date.

Group

Poshan Pakhwada

From Date*

2/8/2020

To Date*

2/13/2020

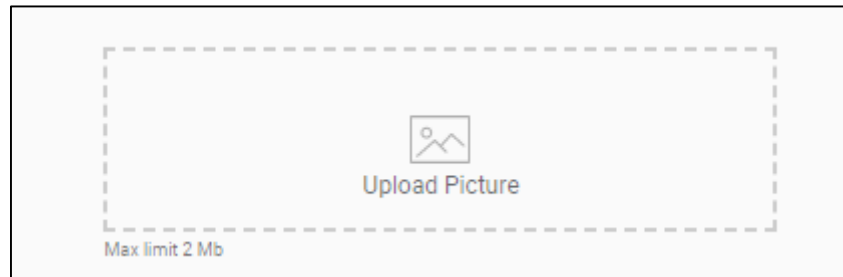
After entering date, you can enter **Number of Total Participants** participated in the activity.

You cannot enter a participation of more than 50,000 numbers.

NUMBER OF TOTAL PARTICIPANTS*			
	MALE	FEMALE	TOTAL
ADULT	Adult Male	Adult Female	
CHILD	Child Male	Child Female	

Next you enter the breakup of participation by adults and children. Enter total adult male and female, and children male and children female. The totals of adult and children are calculated automatically. You can skip entering the data for male and female breakup if you do not have this information. If the totals do not match the individual numbers, then the user will get a warning, **"Disaggregation numbers do not match total participants"**.

Upload 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. The photo size cannot exceed 2 MB.

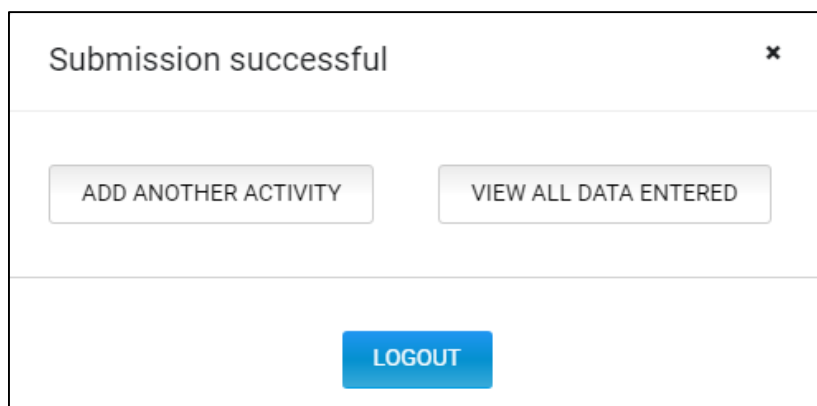


It is mandatory to upload a photo if the total participation reported is more than 1000 numbers.

Add Description of the Activity to share what happened in the activity. You can give a brief about how the activity was conducted and what was the response from the community.

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.

After submitting the entry form a pop-up window appears, which includes two buttons and success message. You can select any of the three buttons: Add another activity, it will again open a new data entry form or you can select view all data entered, it will take to the activity participation page or you can click to logout from the application.



Limitations for entering data

Duplicate data entry

An entry is identified as duplicate when same participation distribution reported in Total Participation, Adult male, Adult Female, Child Male and Child Female for the same activity, State, District, Block, Level and Date is reported. When a user attempts to enter duplicate a message will appear and the users at higher levels are notified. For example, if a block level attempts to make a duplicate entry the district, state and national level users are notified.

The screenshot displays the 'ACTIVITY PARTICIPATION FORM' for 'JAN ANDOLAN FOR POSHAN ABHIYAAN'. The form is titled 'ACTIVITY DETAILS' and includes fields for Activity, Level, Group, Theme, Organizer, From Date, and To Date. The activity is 'CBE-Community Based Events (ICDS)', the level is 'Block', the group is 'Women & Child Development', the theme is 'Annaprasan Diwas', and the dates are '3/5/2020'.

A modal dialog box titled 'Duplicate Entry!!' is displayed in the center of the screen. It contains a close button (X), a button labeled 'ADD ANOTHER ACTIVITY', a button labeled 'LOGOUT', and buttons labeled 'CANCEL' and 'SUBMIT' at the bottom.

Below the dialog box, there is a table with columns for 'TO' and 'MALE'. The table has two rows: 'Adult' and 'Child'.

On the right side of the form, there is a section for 'Description' with a maximum limit of 2 MB. It includes a text area and a button labeled 'Poshan Day'. There is also a banner for 'पोषण पखवाडा' (Poshan Pakhwaada) with the dates '8 से 22 मार्च 2020'.

The footer of the form shows 'POSHAN © 2019.' and 'Powered by POSHAN'.

Daily data entry limit

The limit of number of activities that can be reported by a user each day is limited to 10 activities per Anganwadi centre. For example, if you are a block user, and under your block you have 300 Anganwadi centres / Villages, you will be allowed to report for $300 * 10 = 3000$ activities per day. Number of activities are not same as number of participation. Each activity can have multiple participation.

The screenshot shows the 'ACTIVITY PARTICIPATION FORM' for 'JAN ANDOLAN FOR POSHAN ABHIYAAN'. The user is logged in as 'mow&cd-2752220'. The form contains fields for Activity (CBE-Community Based Events (ICDS)), Theme (Celebrating coming of age), Level (State), Organizer (Social Welfare, Women & Child Development), Group (Children's Day), From Date (2/14/2020), and To Date (2/14/2020). A red-bordered modal box in the center displays the message: 'Data Entry Daily Limit Reached!!' with a close button (X). Below the message, it says 'You have reached the daily limit of data entry.' and a 'LOGOUT' button. At the bottom of the form, there are 'CANCEL' and 'SUBMIT' buttons. The footer shows 'POSHAN © 2019.' and 'Powered by POSHAN'.

Session time-out in data entry

You will be auto logout after 10 minutes of idle session.

The screenshot shows the 'TOP 50 ENTRIES' page for 'JAN ANDOLAN FOR POSHAN ABHIYAAN'. The user is logged in as 'itechadmin'. A red-bordered modal box in the center displays the message: 'itmdcloud.org says Session Expired' with an 'OK' button. Below the modal, there is a table with columns 'USERNAME' and 'PARTICIPATION COUNT'. The table is empty, showing 'No records found'. At the bottom, there is a pagination control with a red box around the number '1' and a 'TOTAL ENTRIES 0' label. The footer shows 'POSHAN © 2019.' and 'Powered by POSHAN'.

Restrict time for data entry

The data entry will be closed for maintenance from 12:am till 5:00 am every day.

The screenshot shows the 'ACTIVITY PARTICIPATION FORM' for 'JAN ANDOLAN FOR POSHAN ABHIYAAN'. A modal message box is displayed in the center, stating 'Data Entry Closed!!' and 'Data Entry is closed from 12 AM to 5 AM for maintenance.' with a 'LOGOUT' button. The background form is dimmed, showing fields for Activity, Level, Group, Theme, Organizer, From Date, To Date, and a table for participants.

	MALE	
Adult		
Child		

Restrict back dated data entry

You will be able to report the activities for last 5 days during Poshan Maah / Poshan Pakhwada and for last 2 weeks in other time periods.

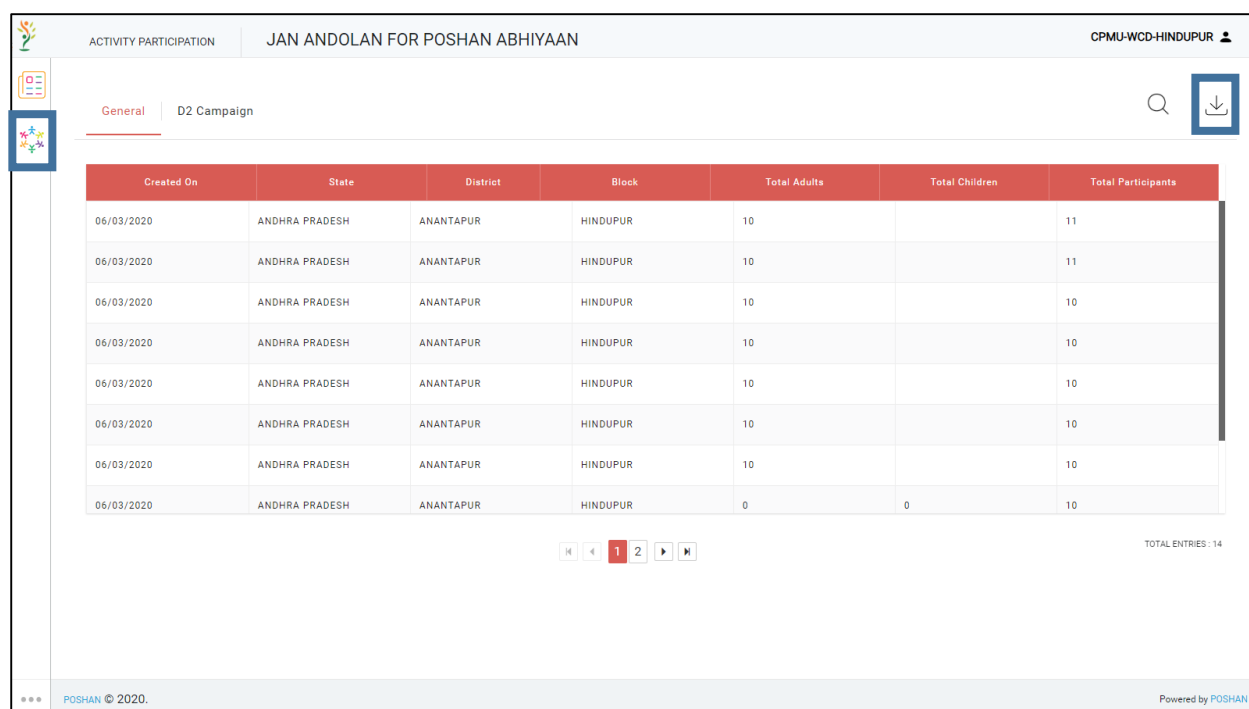
The screenshot shows the 'ACTIVITY PARTICIPATION FORM' for 'JAN ANDOLAN FOR POSHAN ABHIYAAN'. A date selection calendar is open, showing the month of March 2020. The date 3/1/2020 is selected. The background form is dimmed, showing fields for Activity, Level, Group, Theme, Organizer, From Date, To Date, and a table for participants.

	MALE	FEMALE	TOTAL
Adult			
Child			

Other Modules in Data Entry

View activity participation

You can view all the activity participations that you have entered by selecting the Activity Participation icon from the left menu bar. A table as shown in the below figure displays the activity details entered by you. You can view these entries here. You can even download these entries by clicking download button.



Created On	State	District	Block	Total Adults	Total Children	Total Participants
06/03/2020	ANDHRA PRADESH	ANANTAPUR	HINDUPUR	10		11
06/03/2020	ANDHRA PRADESH	ANANTAPUR	HINDUPUR	10		11
06/03/2020	ANDHRA PRADESH	ANANTAPUR	HINDUPUR	10		10
06/03/2020	ANDHRA PRADESH	ANANTAPUR	HINDUPUR	10		10
06/03/2020	ANDHRA PRADESH	ANANTAPUR	HINDUPUR	10		10
06/03/2020	ANDHRA PRADESH	ANANTAPUR	HINDUPUR	10		10
06/03/2020	ANDHRA PRADESH	ANANTAPUR	HINDUPUR	10		10
06/03/2020	ANDHRA PRADESH	ANANTAPUR	HINDUPUR	0	0	10

Navigation: 1 2 TOTAL ENTRIES : 14

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As mentioned in the above sections the users at National, State and District level have access to additional module in the data entry application:

1. Reset password
2. Advance filter
3. Duplicate data entry attempts
4. Top 50 users reporting highest participation
5. Top 5 ministries with highest participation
6. Bottom 5 ministries with lowest participation

Let us understand these options one by one.

Reset Password

In case if you forget the password of your Poshan Dashboard user account you can contact your higher level user who is authorized to reset your password. On the login screen, on click of Forgot Password option you will see the below message that explains you the authorized user to contact to reset your password.

Forget Password

Please refer to the below table to contact the authorized user who can reset your password based on your user level.

User Level	Authorized user who can reset the password
Block level user	National, State, District level users can reset password
District level user	National, State level users can reset password
State level user	National level users can reset password
National level user	CPMU team can reset password

The authorized user has to login into the data entry application and select the Reset password module as shown in the below figure:

FIRST NAME	USERNAME	ROLE	EMAIL
UNICEF	UNICEF	USER	socialwelfarechd@rediffmail.com
CARE	CARE	USER	poshan.dgcd@gmail.com
CPMU	CPMU	USER	
MoW&CD-HIMACHAL PRADESH	MoW&CD-HIMACHAL PRADESH	USER	wcd-hp@nic.in
MoW&CD-JAMMU AND KASHMIR	MoW&CD-JAMMU AND KASHMIR	USER	shahidsocial@gmail.com
MoW&CD-PUNJAB	MoW&CD-PUNJAB	USER	ddcdsheadoffice@rediffmail.com
MoW&CD-SIKKIM	MoW&CD-SIKKIM	USER	director.icds.sikkim@gmail.com
MoW&CD-ARUNACHAL PRADESH	MoW&CD-ARUNACHAL PRADESH	USER	ar.womenchild@gmail.com

TOTAL ENTRIES 108921

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On selecting the reset password module, you will see the list of all users along with their details. You will find an icon like a key. Click on that icon to reset the password of the user. You can also search the user in the list. **On resetting the password, the user name will be set as the password for that user.**

Advance filter

In the left panel below select the Advance filter module as shown in the below figure:

DOWNLOAD JAN ANDOLAN FOR POSHAN ABHIYAAN CPMU

MINISTRIES: Women & Child Development

ACTIVITIES

STATE

FROM DATE: 3/1/2020 TO DATE: 3/1/2020

THEMES

DISTRICT


#	NAME	DISTRICT COUNT	ACTIVITIES	ADULT MALE	ADULT FEMALE	CHILD MALE	CHILD FEMALE	TOTAL*
	ANDAMAN & NICOBAR ISLANDS	2	0	0	0	0	0	0
1	KERALA	14	0	0	0	0	0	0
2	PUDUCHERRY	4	0	0	0	0	0	0
3	TAMIL NADU	32	0	0	0	0	0	0
4	TELANGANA	31	0	0	0	0	0	0
5	UTTAR PRADESH	75	0	0	0	0	0	0
6	ANDHRA PRADESH	13	0	0	0	0	0	0
7	KARNATAKA	30	0	0	0	0	0	0






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The filter allows to search the data on various parameters. You can select one or more criteria for search. Criteria can include ministry, activity, theme, from and to date, state and district. After entering the required criteria click on the search button to view the searched result. You can also download the searched results in excel format file.

Duplicate data entry attempts

This module allows to view the users and their details who have attempted duplicate data entries in the dashboard. As mentioned in the previous sections an entry is identified as duplicate when a user attempts to enter the same participation distribution in Total Participation, Adult male, Adult Female, Child Male and Child Female for the same activity, theme, level, organizer and date second time. In the left panel when you click on the duplicate enter attempts module it should show you the user list with details by date who attempted duplicate data entry. You can also see the number of times the user has attempted duplicate data entries and delete the entries after following up.

DUPLICATE		JAN ANDOLAN FOR POSHAN ABHIYAAN			CPMU
USERNAME	STATE	DISTRICT	BLOCK	DUPLICATE ENTRY ATTEMPTS	
Itechadmin				28	 Delete
MoAC&FW-ANDHRA PRADESH	ANDHRA PRADESH			1	
MoW&CD-HIMACHAL PRADESH	HIMACHAL PRADESH			5	
MoW&CD-HARYANA	HARYANA			3	
MoW&CD-CHANDIGARH				1	
UNICEF-HFW-AGRA	UTTAR PRADESH	AGRA		1	
CPMU-WCD-HINDUPUR	ANDHRA PRADESH	ANANTAPUR	HINDUPUR	29	
CPMU-WCD-AP	ANDHRA PRADESH			1	

TOTAL ENTRIES : 10

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Top 50 users reporting highest participation

In the left panel click on top 50 entries to view the 50 users who have reported the highest number of participation. This list will be shown by date. You can select a date and view the user with their details and the participation count in the list. This list can also be downloaded in the excel format.

TOP 50 ENTRIES JAN ANDOLAN FOR POSHAN ABHIYAAN CPMU

Date: 3/6/2020

USERNAME	MINISTRY	STATE	DISTRICT	BLOCK	PARTICIPATION COUNT
CPMU-WCD-HINDUPUR	MoW&CD	ANDHRA PRADESH	ANANTAPUR	HINDUPUR	13
CARE-RD-ACHALPUR	MoRD	MAHARASHTRA	AMRAVATI	ACHALPUR	2
CARE-RD-ACHALPUR	MoHRD	MAHARASHTRA	AMRAVATI	ACHALPUR	1

TOTAL ENTRIES 3

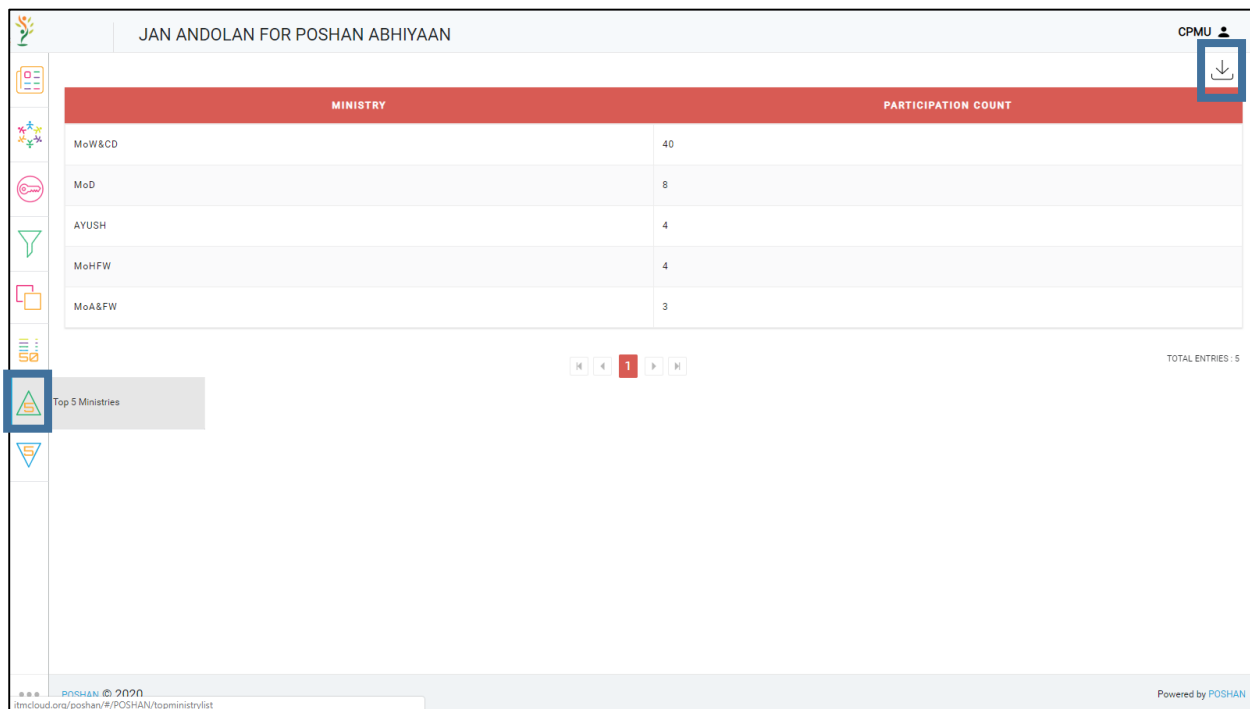
Top 50 Entries

Powered by POSHAN

*** POSHAN ***
<https://mcloud.org/poshan/#/POSHAN/topuserparticipants>

Top 5 ministries with highest participation

In the left panel click on top 5 ministries to view the five ministries with their participation count who are reporting the highest participation. This list will be shown by month. This list can also be downloaded in the excel format.



JAN ANDOLAN FOR POSHAN ABHIYAAN

CPMU

MINISTRY	PARTICIPATION COUNT
MoW&CD	40
MoD	8
AYUSH	4
MoHFW	4
MoA&FW	3

TOTAL ENTRIES : 5

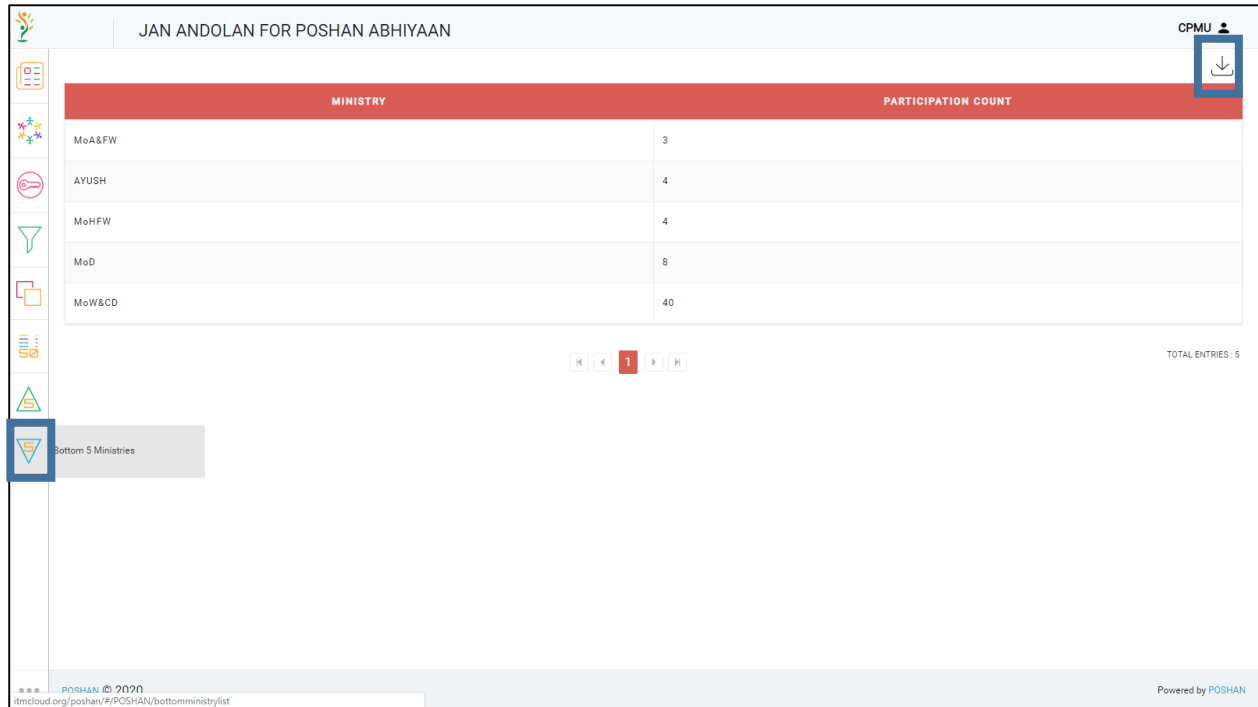
Top 5 Ministries

POSHAN © 2020
itmccloud.org/poshan/#/POSHAN/topministrylist

Powered by POSHAN

Bottom 5 ministries with highest participation

In the left panel click on bottom 5 ministries to view the five ministries with their participation count who are reporting the lowest participation. This list will be shown by month. This list can also be downloaded in the excel format.



The screenshot displays the 'JAN ANDOLAN FOR POSHAN ABHIYAAN' interface. On the left sidebar, the 'Bottom 5 Ministries' option is highlighted. The main content area shows a table with the following data:

MINISTRY	PARTICIPATION COUNT
MoA&FW	3
AYUSH	4
MoHFW	4
MoD	8
MoW&CD	40

Below the table, there is a pagination control showing '1' and 'TOTAL ENTRIES: 5'. In the top right corner, there is a download icon (a blue square with a white download symbol) and a user profile icon labeled 'CPMU'.

At the bottom of the interface, there is a footer with the text 'POSHAN' and a URL: itncloud.org/poshan/#/POSHAN/bottomministrylist. The text 'Powered by POSHAN' is also present.

How to Resolve Issues

A help desk system has been established to provide support on any matter related to dashboard data entry form. In case you face issues, please contact **011-23362376, Extension- 212** or drop us an email with a screenshot of the error to **poshanjanandolan@gmail.com**.

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 users are stuck, and their forms are not loading.
- They find a district or a block missing in data entry fields.

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.

Troubleshooting Guide

Aspect	Issue	Solution
Login and Data Entry	I don't know where to login and enter data.	Please visit https://poshanabhiyaan.gov.in . On the top right corner, click on "Data Entry".
	I have forgotten the password.	Please write an email to reset the password with your username to helpdesk.poshan@gmail.com .
	I don't know my username.	Your username will be the initials of your Ministry followed by your state name, district name, or block code. Example MoW&CD-BIHAR Please ensure the state and district names are in capitals. If there is a space in your state/district name, please ensure you keep the space in username/password too. For blocks, please note the following: - you need to enter the block code, and not the block name. - the ministry initials must be in lower case; Example mow&cd-1020303 If you still have doubts, please contact your supervisor.
	I don't know how to change the password.	After your login, click on change password option present on top right corner.
Capturing Activity	My activity is not listed in the list of Activities.	You can select "Other" from the list of Activities
	I don't know which theme to select for my Activity.	Please contact your supervisor/superior to you
	My Group is not listed in the Groups.	You can select "Other" from the list of Groups.
	I don't know who is the organizer.	Please contact your supervisor/superior to guide you.
	My activity is happening over a range of multiple dates.	You can select the starting date in "From" field, and ending date in "To" field.
Capturing Location	The block for which I want to enter data is not listed in the form.	Please inform your supervisor/superior about this, or write a mail to helpdesk.poshan@gmail.com
Capturing Participation Data	I don't know the male and female participant breakup, but I know the total number of participants.	The form allows you to enter total participants, and leave male and female blank.

	I know only the male or only the female participants.	You can enter the data that you know, and leave others blank.
Uploading Photo	My photo is not getting uploaded.	The form will not allow a photo of more than 2 MB size.
Submission of Data	When I click submit, I get an error.	1. Please check if you have internet connectivity on your desktop/laptop. 2. Some fields are mandatory and are marked with "*". Please ensure you have filled all those fields.
	I submitted wrong data by mistake. What do I do now?	You cannot change data once you have submitted. Please check all details very carefully before clicking on submit. Please inform your supervisor about this.



Jan Andolan Dashboard Protocol

Welcome to Jan Andolan Dashboard!

With the purpose to maintain efficiency, avoid any duplicate entries and convenience in data entry, there are few updates that are made in the dashboard. This document provides the updated data entry terms and condition for Jan Andolan Dashboard, at multiple levels.

I. User Profile

The Users are divided in the following manner:

- a) Geography-wise
 - National
 - State
 - District
 - Block

- b) Ministry-wise.

Similarly, each Line-Ministry is provided with Login details at all Levels.

II. Date Entry

a) Duplicate Data Entry

User will be prompted if the entry is repeated by the User in a day. For example:

Activity 1:

Activity Name – Anemia Camp, Theme – Anemia Prevention, Participation – 20 (5 Male and 15 Female), Date – 9th March

Activity 2:

Activity Name – Anemia Camp, Theme – Anemia Prevention, Participation – 20 (5 Male and 15 Female), Date – 9th March

In this case, the system will not accept the 'Activity 2' entry and will prompt the Error for 'Duplicate Entry!'

b) Data Entry Limit

The entry limit at each level is 10 times the number of Anganwadi Centre under its geography per day. For example: Block A having 50 Anganwadi Centre can enter 500 (50 x 10) activities. (Home Visits are exempted).

c) Session time-out

User will auto-logout after 10 minutes if no activities are conducted during the period.

d) Restrict time for data entry

The Data entry is restricted during 12:00 midnight - 5:00 am daily for maintenance.

e) Restrict back dated data entry

The User cannot enter back dated entry past 5 days from the current date during Poshan Pakhwada. For example: on 15th March, the User can do the entry for 11th to 14th March but will not be able to enter for 10th March and prior.

f) Optimize Photos

The User must upload clear and high-quality images, representing the activities and participation. The Photo to be clicked in optimum light and should not be blurred. The photo uploaded should be maximum of 2 MB size.

III. Forgot Password

The Data Entry Person can request for reset of Password to the Focal Person at the immediate hierarchy and the person at the immediate hierarchy can reset the password. For example: Block Focal Person can request for his/ her password from District level and the District Focal Person can reset the Password for Block, AWC/ Village level.

IV. Thematic Map

The colour of the District and State is based on the average of participation reach and activity done per Anganwadi Centre. On moving the cursor over a State/UT, it reflects the participation coverage and total number of activities.

V. Filters on Dashboard

Filters have been made available in Dashboard for reviewing the progress of Poshan Pakhwada at each level:

a) Dashboard Filter:

The filters on the dashboard are available on Ministry, Date, State and District.

b) Data Entry Filter:

On Date Entry, the filters are available for the following:

Fields	Filter Type
Ministries	Multi-Select
From and To Date	Single Select
Activities	Multi-Select
Themes	Multi-Select
State	Single Select
District	Single Select

To the above selections when no ministry is selected that all ministry data is retrieved, likewise when no date and no state is selected than till date and all states data will be retrieved. When one state and no district is selected than data for all districts of that state will be retrieved.

VI. Activities Mapping

Each User is linked with their respective Ministry. On login from the individual account, the activities of the respective Ministry will only be showcased. For example: User login from MoWCD will be able to see CBE activity, whereas, User login from MoHFW will not be able to find CBE in the activity list.

The table below shows the list of activities mapped with their respective department/ministry:

Activity	Ministry	State/Department
CBE-Community Based Events	MoW&CD	Social Welfare, Women & Child Development
VHSND	MoHFW	Health & Family Welfare
Farmer Club Meeting	MoA&FW	Agriculture & Farmers Welfare
Harvest Festival	MoA&FW	Agriculture & Farmers Welfare
Anemia Camp	MoHFW	Health & Family Welfare
Defeat Diarrhoea Campaign (D2)	MoHFW	Health & Family Welfare
School Based Activities	MoHRD	School and Mass Education
Community Radio Activities	MoIB	Information & Public Relations
Providing Water to the Toilets	MoJS	Drinking Water & Sanitation
Safe Drinking Water in Anganwadi Centres	MoJS	Drinking Water & Sanitation
Safe Drinking Water in Schools	MoJS	Drinking Water & Sanitation
Area level Federation(ALF) Meetings	MoPR	Panchayati Raj
Panchayat Meeting	MoPR	Panchayati Raj
DAY-NRLM SHG Meet	MoRD	Rural Development
Self Help Groups (SHGs) Meeting	MoRD	Rural Development
Home Visits	MoW&CD	Social Welfare, Women & Child Development
Home Visits	MoHFW	Health & Family Welfare

Note: The field institute/Autonomous body under respective Department/Ministry would report the activities through National level Data entry, using credential of Department/Ministry.

There are Generic activities which will be allowed to report by all ministries. State/District to assign a lead organiser who only will enter data even it is a convergent activity and participated by more than one department. (For example: For VHSND, the Lead Ministry is MoHFW, but it would include MoWCD, MoRD, MoPR, etc, based on their presence in the Converged Ministry section. This will help contain double posting of same activity.)

S.No.	Activity	Ministry
1	Cooperative/Federation	ALL
2	Cycle Rally	ALL
3	Haat Bazaar Activities	ALL
4	Local Leader Meeting	ALL
5	Nukkad natak/Folk Shows	ALL
6	Poshan Mela	ALL
7	Poshan Rally	ALL
8	Poshan Walk	ALL
9	Poshan Workshop/Seminar	ALL
10	Prabhat Faree	ALL
11	Youth Group Meeting	ALL
