## **SJPU User Manual**

# For Mission Vatsalya <u>missionvatsalya.wcd.gov.in</u>

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## 1. Login Procedure

Enter Portal URL in the address bar of the web browser, and hit the Enter key. Home page will be displayed.



> On the Home page - Click on the Stake Holder Login, to open Login page.

Ministry of Women & Ch Government of India	ild Development	NATION A SPAC	
Home   Act and Rules   Guidelines •   Best Pra DStakeholder Login	ctices   Feedback   Media -   Citizen Comer	•   Related Link •   CHL Manuals •   Contact Us	Stukeholder Log
Tap here Central Level District Le	Vel Block / Police Station Level		Select the relevant options from given drop downs
Police	Select User Role * State Crime Records Bureau	(SCRB) ~	
Select State * Select the respecte	Select User *	0	+) LOGIN WITH
Enter Your Password *	Enter Captcha Code *	r Captcha Code	ST (BARCOTA)
Submit			

Figure 1-2

You will be redirected to Login page. Follow the below mentioned process to login

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#### Process:-

- Click On the "State Level" Tab.
- Select Stakeholder from Select Stake holder dropdown.
- Select User Role from the **Select User Role** dropdown.
- Select the relevant State from the **Select State** dropdown.
- Select the User type from the Select User dropdown.
- Enter Your Password.
- Enter Captcha Code.
- Click On the submit button to submit the details.

## 2. Dashboard

← → C 🙄 missionvatsalya.v	wcd.gov.in/state/scrb/dashboard				☆ ひ ⊻ ≗
					🗅 All Bookmari
MISSION वात्सल्य PORTAL	≡ Dashboard			ENGLISH 🗸 💄 State	Crime Records Bureau (SCRB) 🗸
⑦ Dashboard		UTTAR	PRADESH / SCRB-UTTAR P	RADESH	
🎝 Search Child >					
🖹 Case Management >			Age 0 V	Yrs. To 18 V Yrs. 2022-0	04-01 - 2024-09- V Search
Police Station Profile Mapping >					
Reset Password of Other Stakeholders	Missing & Found Children				
Side Menus	Children Reported Missing Total : 0	Children Found Total : 0	Children Matched Total : 0	Children sent to Institutional Care Total : 0	Children Repatriated to Families Total : 0
	BOYS GIRLS OTHERS 0 0 0	BOYS GIRLS OTHERS 0 0 0	BOYS GIRLS OTHERS 0 0 0	BOYS GIRLS OTHERS 0 0 0	BOYS GIRLS OTHERS 0 0 0
	Website Content Managed by Mi	nistry of Women and Child Dev	velopment GOI		

Figure 2-1

On The Dashboard you can see Various tabs & menus. That will help you to access this web portal.

## 3. Sub Menus



Figure 3-1

### 3.1 **Police Station Profile Mapping**

Police Station Profile Mapping sub-menu is present under the Side Menu which is present on the left side of the dashboard Page.

#### 3.1.1 Profile Mapping Create

IC I DELEL		UTTAR PRADESH / SCRB - UTTA	R PRADESH
	Profile Mapping Create / Update		
>	User Role*	State*	Select Police Commissionerate / District*
t >	Special Juvenile Police Unit (SJPU)	UTTAR PRADESH	✓ Select District
~	Trackchild / NCRB ID *	Enter PS Name *	Police Station Email *
here	Police Station Mobile *		
Other	New Password *:	Confirm Password *:	Password Strength *:
			· · · · · · · · · · · · · · · · · · ·
	Enter New Password	Enter Confirm Password	Password Not Entered ! Enter police
	Enter New Password Password Policy	Enter Confirm Password	Password Not Entered ! Enter polic Station deta
1	Enter New Password Password Policy Password minimum length 8.	Enter Confirm Password	Password Not Entered ! Create Password
	Enter New Password Password Policy Password minimum length 8.	Enter Confirm Password	Password Not Entered ! Create Password
	Enter New Password Password Policy Password minimum length 8. 2 Minimum one Uppercase letter (A-Z). 2 Minimum one Lowercase letter (a-z) 2	Enter Confirm Password	Password Not Entered ! Create Password
	Enter New Password Password Policy Password minimum length 8. Minimum one Uppercase letter (A-Z). Minimum one Lowercase letter (a-z) Minimum one Digit (0-9) Minimum	Enter Confirm Password	Password Not Entered ! Create Password

Figure 3-2

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Click on the Profile Mapping Create which is under the Police Station Profile Mapping. On this page you can map your NCRB/Trackchild police stations with their NCRB/Trackchild User ID with this new Mission Vatsalya Portal. You need to fill the fields present on this page.

#### Enter the details in the following fields:

- User Role Select the user role from the dropdown.
- State Select the relevant state from the dropdown.
- Select Police Commissionerate /District- Select the district of the selected state from the dropdown.
- Trackchild / NCRB ID Add the Trackchild / NCRB ID for mapping.
- Enter PS Name Add the name of the police station.
- Police Station E-mail Add the E-mail of the police station.
- Police Station Mobile Add the Mobile number of the police station.
- New Password Add new password.
- **Confirm Password** Confirm the password.
- Click on **Submit** button to submit.

#### Note: The red \* star/Asterisk indicates the mandatory field.

#### Password Policy– Rules to follow for setting the password.

- 1. Password minimum length 8.
- 2. Minimum one Uppercase letter (A-Z).
- 3. Minimum one Lowercase letter (a-z)
- 4. Minimum one Digit (0-9)
- 5. Minimum one Special character (e.g. @ # ~&).

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#### 3.1.2 Profile Mapping List

MISSION वात्सल्य PORTAL	≡ Pr	ofile Mapping List			English 🗸	State Crime Records E	ureau (SCRB) 🗸
⑦ Dashboard	-		IIT	TAP PRADESH / SC	TPR - HTTAR PRADESH		
search Child >		-					
Case Management	Select disti	istrict	~			Detail Colu	mns
Police Station Profile Mapping ~		_		Submit	Select district & Submit		
Profile Mapping List	Police	Station List				Edit	
	S.No.	Police Station Name	Trackchild user ID	District Name	Police Station Email	Police Station Mobile	Action
Police District M     Click here	1	MAILANI	3165428	KANPUR NAGAR	so-mailani.lk@up.gov.in	9454403786	Edit
Stakeholders	2	CHAUBEYPUR	3167615	VARANASI	so-chaubepur.va@up.gov.in	9454404380	Edit
	3	DEOGAON	3162509	AZAMGARH	psdevgaon.azh@gmail.com	945440290	Edit

Figure 3-3

Click on the Profile Mapping List which is under the Police Station Profile Mapping. Here you can see the list of police stations which are mapped.

Following are the column details you will see:

- Serial No
- District Name
- Trackchild / NCRB ID
- Police Station Name
- Police Station E-mail
- Police Station Mobile
- Action
- ✤ Action Edit the details by clicking on <sup>IIII</sup> Button.

	Selective Selection Selection of Selection
V UTTAR PRADESH	✓ KANPUR NAGAR ✓
Enter PS Name *	Police Station Email *
MAILANI	so-mailani.lk@up.gov.in
	UTTAR PRADESH Enter PS Name * MAILANI

Figure 3-4

#### Edit the details in the following fields:

- User Role Select the user role from the dropdown.
- State Select the relevant state from the dropdown.
- **Police Commissionerate /District**-Edit the district of the selected state from the dropdown.
- Trackchild / NCRB ID- Add the Trackchild / NCRB ID for mapping.

- Enter PS Name Edit the name of the police station.
- Police Station E-mail Edit the E-mail of the police station.
- Police Station Mobile Edit the Mobile number of the police station.
- Click on **Update** button to Update the details.

## 3.2 Police District Management

In this menu you can add or Edit/Update the police district name.

#### 3.2.1 Add/Update Police District

MISSION वात्सल्य PORIAL	≡ Add / Upda	te Police District		English 🗸	💄 State Crime Records Bureau (SCRB) 🗸
<ul> <li>⑦ Dashboard</li> <li>♣ Search Child</li> <li>&gt; ➡ Case Management</li> </ul>	Add Police Distri	UTTA ct / Commissionerate / GRP District c	R PRADESH / SCRB - UTTAR P	RADESH	id details here
Police Station Profile Mapping	State* UTTAR PRADESH	Select ~ Sel	Revenue District* ect Revenue District	Police	Commissionerate / District *
Add / Update Police District	Submit Reset	Submit or Reset		Download doc	uments
Stakeholders	Revenue District	Police Map List	il Columns		PDF Download Print Download Excel
	SNo	Police Commissionerste / District	Perior	ue District	Search:
	1	SAHARANPUR	SAHAF	RANPUR	Edit
	2	MUZAFFARNAGAR	MUZA	FFARNAGAR	Edit
	3	BIJNOR	BIJNO	DABAD	Edit
	5	RAMPUR	RAMPI	UR	Edit

Figure 3-5

Click on the Add/Update Police District which is under the Police District Management. On this page you can add a new Police Commissionerate/District as well as edit them if required. You need to fill the fields present on this page.

#### Enter the details in below field

- State-Automatically get fills, as you have already chosen the state during login.
- Select Revenue District- Select the district from the dropdown list
- **Police Commissionerate /District** Automatically get fills, as you have already chosen the district in Revenue district.
- Submit Click on button to submit the details.

#### Following are the column details you will see:

- Serial No Shows the Serial number
- Police Commissionerate /District Shows the Police Commissionerate /District name
- Revenue District Shows the Revenue district name
- Action- Contains edit button to update the details.
- Action

Click on 🔤 button to edit the details.

#### 3.2.2 Update/Edit

		UTTAR PRADESH / SCRB-UTTA	AR PRADESH	Edit details here
Add Police District / Commis	sionerate / GRP I	District of State		Palice Commissionerate / District *
	~		×	

Figure 3-6

#### Edit the details in below field

- State Automatically get fills, as you have already chosen the state during login.
- Select Revenue District- Edit the district from the dropdown list
- **Police Commissionerate /District** Automatically get fills, as you have already chosen the district in Revenue district.
- **Update** Click on<sup>Update</sup> button to update the details.