SJPU User Manual

For

Mission Vatsalya

missionvatsalya.wcd.gov.in

-:<u>Index</u>:-

1. Login Procedure

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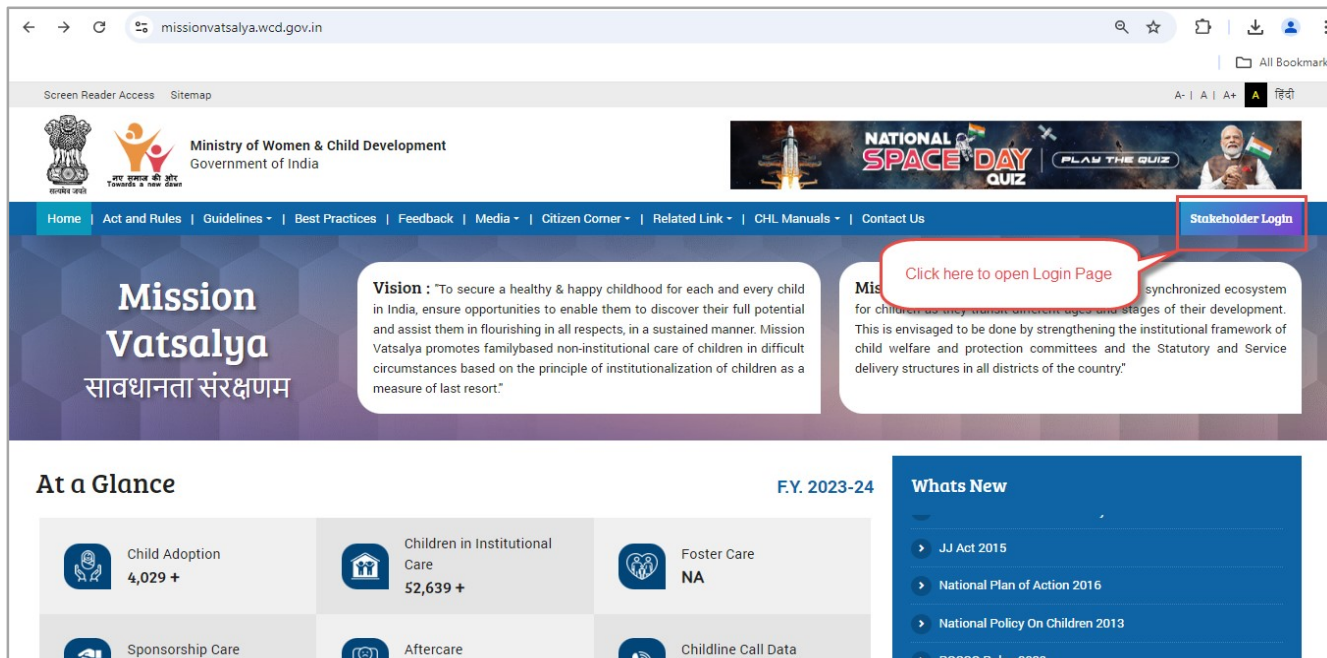

Figure 1-1

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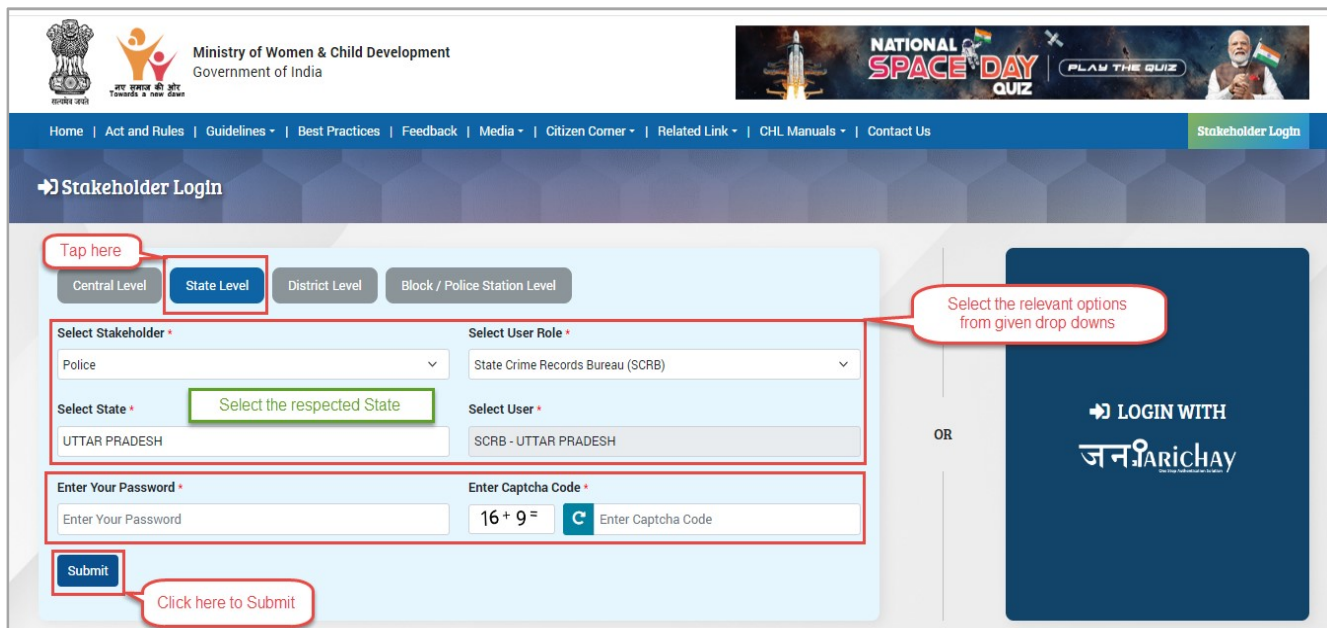

Figure 1-2

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

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] submit button to submit the details.

2. **Dashboard**
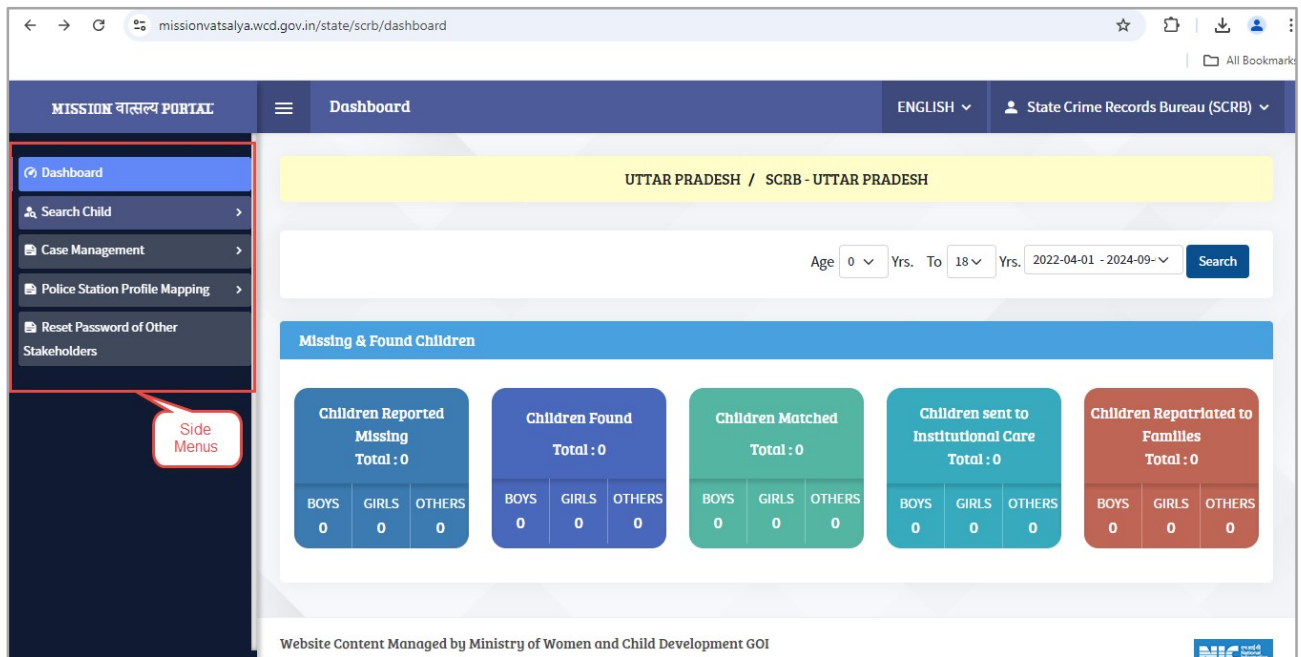
On The Dashboard you can see Various tabs & menus. That will help you to access this web portal.
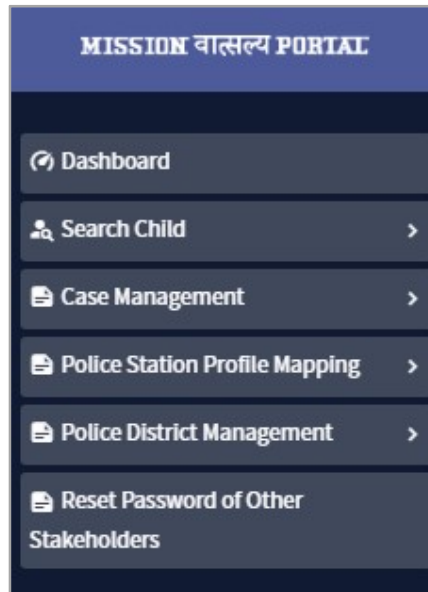
3. Sub Menus

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

Figure 3-2

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] **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. @ # ~&).

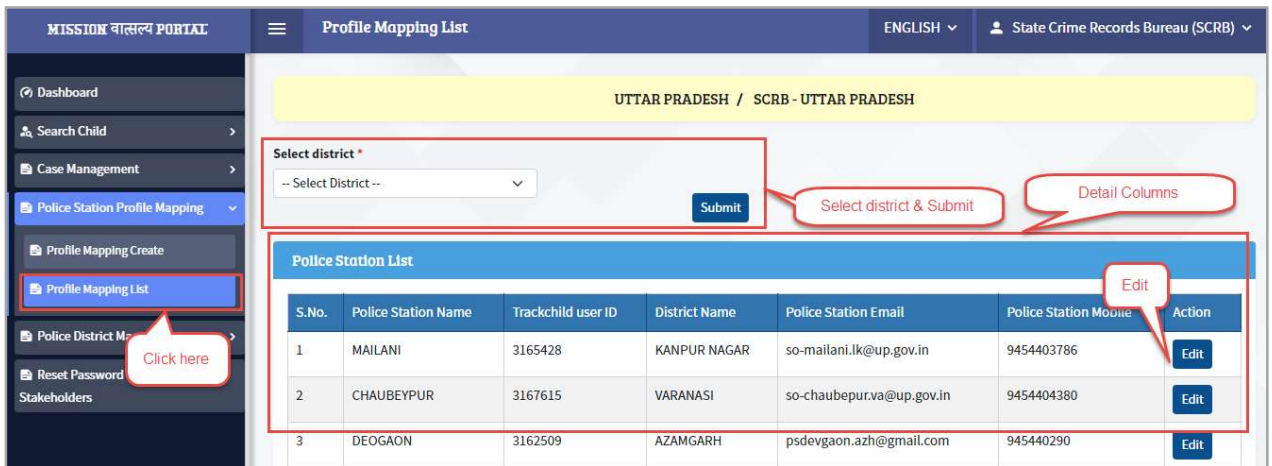## 3.1.2 Profile Mapping List

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** [Edit] **Button.**
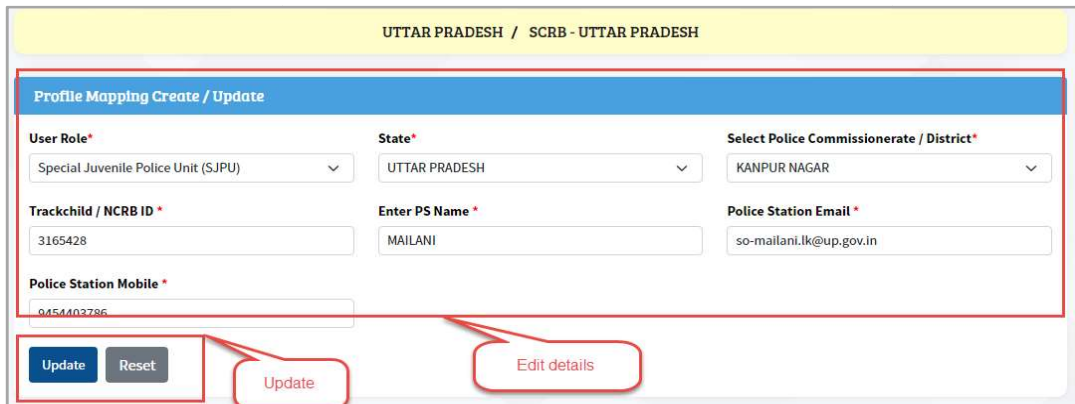

Figure 3-4

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

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 [Submit] 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 [Edit] button to edit the details.

3.2.2 Update/Edit

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 [Update] button to update the details.