

SJPU User Manual

For

Mission Vatsalya

missionvatsalya.wcd.gov.in

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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.

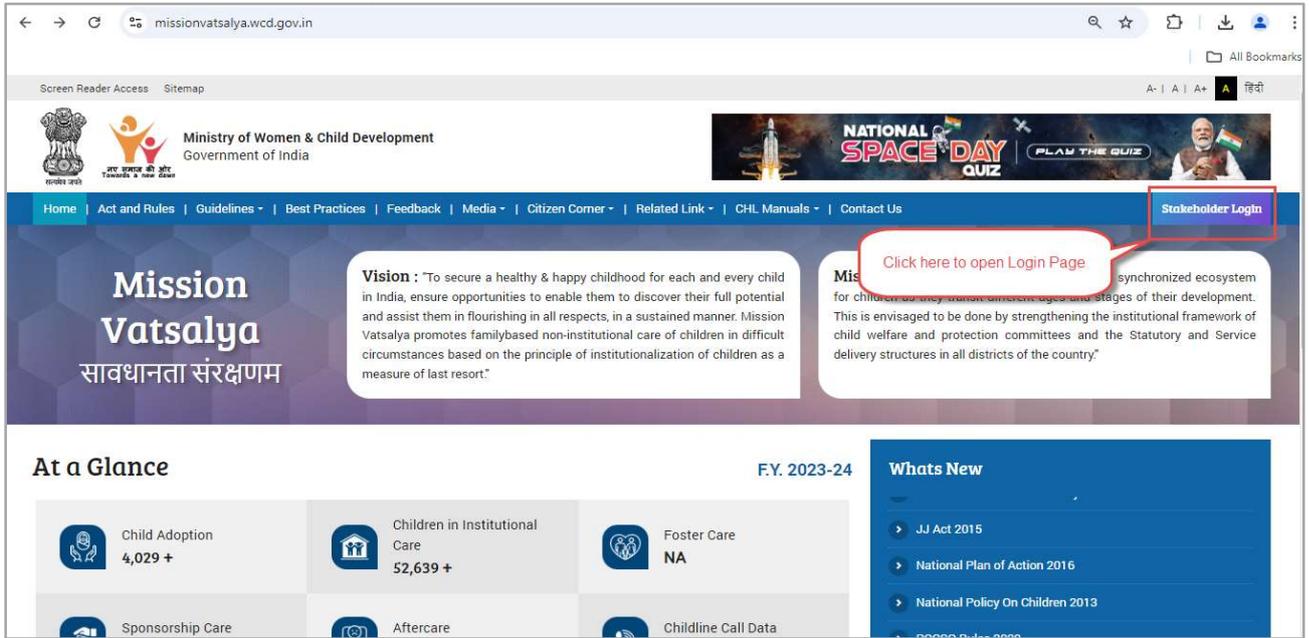


Figure 1-1

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

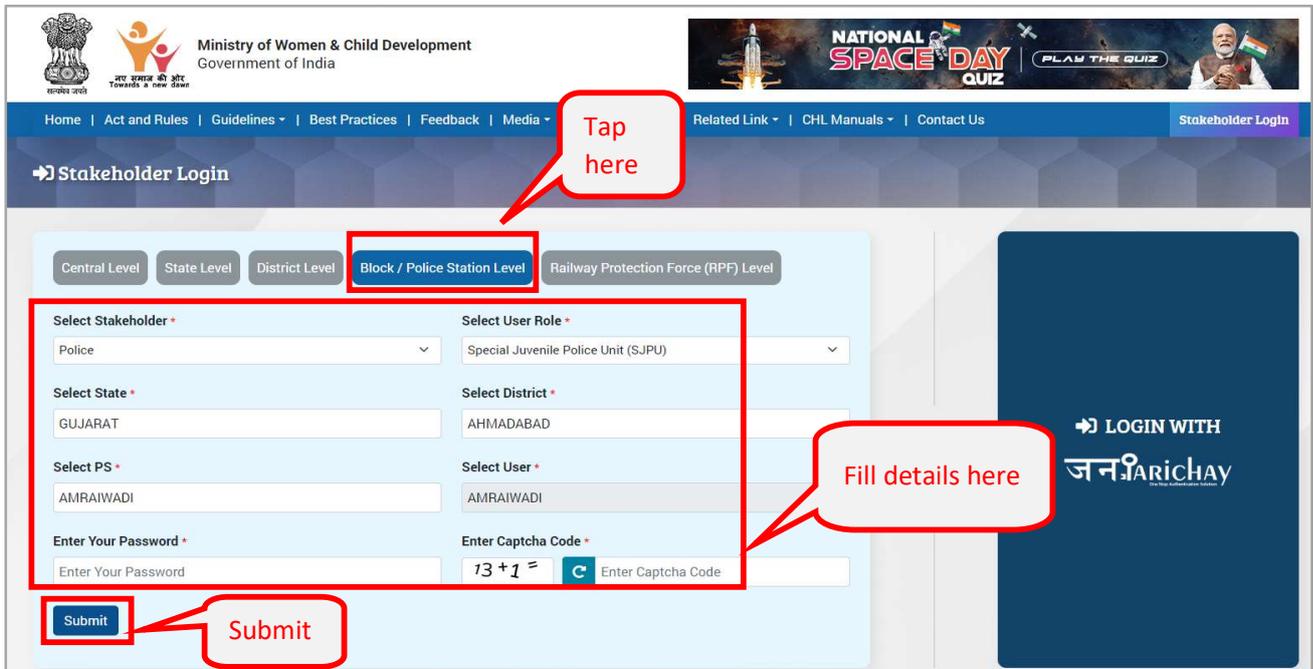


Figure 1-2

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

Process:-

- Click On the “Block/Police Station 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 District from the **Select District** 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

The screenshot shows the MISSION Vatsalya Portal Dashboard. The top navigation bar includes the portal name, a hamburger menu, the title 'Dashboard', the language 'ENGLISH', and the user 'Special Juvenile Police Unit (SJPU)'. The left sidebar menu is highlighted with a red box and labeled 'Side-Menu'. The main content area displays the location 'GUJARAT / AHMADABAD / AMRAIWADI' and a search filter for 'Missing & Found Children' with options for Age (0 to 18 Yrs) and a date range (2022-04-01 to 2024-09-05). The dashboard features five data cards for 'Missing & Found Children' with the following data:

Category	Total	Boys	Girls	Others
Children Reported Missing	0	0	0	0
Children Found	0	0	0	0
Children Matched	0	0	0	0
Children sent to Institutional Care	0	0	0	0
Children Repatriated to Families	0	0	0	0

Figure 2-1

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

3. Sub Menus

3.1 Child Registration & Management

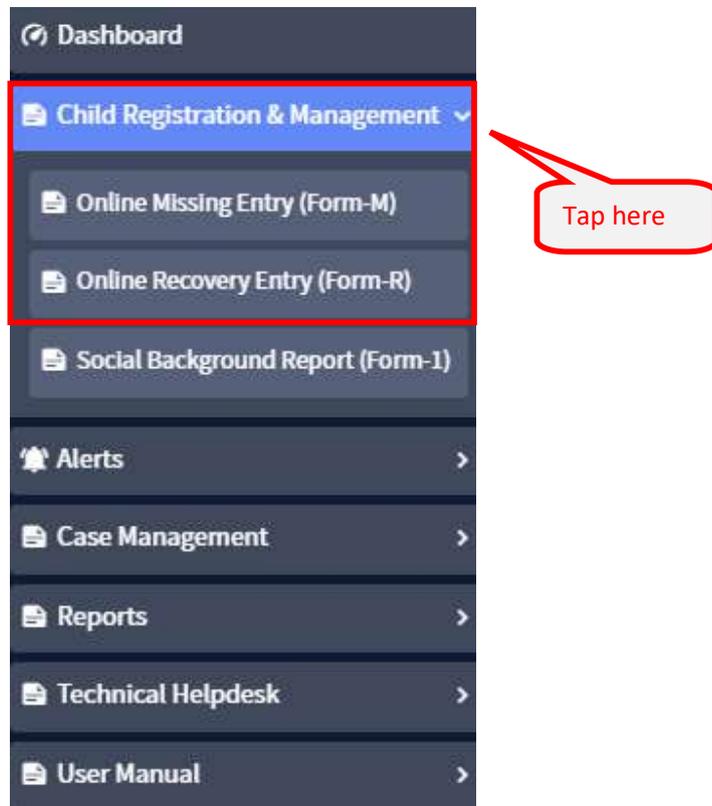


Figure 3-1

Child Registration & Management menu is present under the Side Menu which is present on the left side of the dashboard Page.

3.1.1 Online Missing Entry (Form - M)

Personal Details form page

MISSION વાતસલ્યા PORTAL

GUJARAT / AHMADABAD / AMRAIWADI

Do you want to fetch details from CCTNS ?
 No

Form *M* (For Missing Child)

Save Draft

Missing Child's Name*
First Name Middle Name Last Name

Child's Nick Names
First Nick Name Second Nick Name Third Nick Name

Gender*
 Male Female Transgender

Enter Date of Birth
--OR--
 Enter Age

Date of Birth*
DD/MM/YYYY

Nationality*
INDIAN

Child Education
Please Select

Father's Name
First Name Middle Name Last Name

Father's Alias Name
Alias Name

Mother's Name
First Name Middle Name Last Name

Mother's Alias Name
Alias Name

No of Siblings
Name(s) of Siblings
First Name Second Name Third Name

Name of Local Guardian

Relationship with Missing Child
Please Select

Mother Tongue
Please Select

Religion
Please Select

Personal Details
Contact Details
Missing Event Details
Informant's Details
Suspects
Photograph
Physical Features
Special Identification Marks
Peculiarities & Disabilities
Landmark Information

Tap here

Fill the details

Fill all the form pages from personal details to Landmark Info

Figure 3-2

Click on the Online Missing Entry (Form-M) which is under the Child Registration & Management. On this menu you can enter all the details of the missing child with this new Mission Vatsalya Portal. You need to fill the fields present on all the pages of the menu.

Note: The red * Star/Asterisk indicates the mandatory field. On all the form pages you can click on [Save Draft](#) button to save the form page details.

Enter the details in the following fields on personal detail page:

Missing Child's Name - Enter the missing children's name

Child's Nick Names- Nick name of the missing child.

Gender – Gender of the children.

Enter Date of Birth/Enter Age radio button for filling the **Date of Birth *** or **Age**

Nationality – Nationality of child or to which ever nation child belongs to.

Child Education – Education details of children.

Father's Name–Name of children's father.

Father's Alias Name– Alias name of father.

Mother's Name- Name of children's Mother.

Mother's Alias Name- Alias name of Mother.

No of Siblings – Total number of Real brother / sister of children.

Name(s) of Siblings- Name of Real brother / sister of the children.

Name of Local Guardian- Name of the Guardian.

Relationship with Missing Child– Complainer's relation with missing child.

Mother Tongue– Mother language of children.

Religion– Religion of the missing children.

Landmark Information

Form "M" (For Missing Child)

Personal Details

Contact Details

Missing Event Details

Informant's Details

Suspects

Photograph

Physical Features

Special Identification Marks

Peculiarities & Disabilities

Landmark Information

Select Landmark: Please Select

Enter Landmark Name: [Text Field]

Missing Event Description: [Text Area]

Other Information: [Text Area]

Declaration: I would like [Please Select] Police to publish the photograph of my [Please Select] in various media for wide publicity.

Final Submit Clear All

Save Draft

Fill details & submit here

Figure 3-3

Enter the details in the following fields on personal detail page:

- 1) **Enter Landmark Name** – Enter details of missing place.
- 2) **Select Landmark** – Select landmark or missing place type.
- 3) **Missing Event Description**-Enter details about whole missing scenario.
- 4) **Other Information**-Enter any other important details.
- 5) **Declaration**– Consider declaration.
- 6) **Please Select** –Select the relation.

Click on **Final Submit** button to submit the details.

❖ You must fill all the below mentioned 10 form pages:

- 1) Personal Details
- 2) Contact Details
- 3) Missing Event Details
- 4) Informant's Details
- 5) Suspects
- 6) Photograph

- 7) Physical Features
- 8) Special Identification Marks
- 9) Peculiarities & Disabilities
- 10) Landmark Information

3.1.2 Online Recovery Entry (Form-R)

Figure 3-4

Click on the online recovery entry which is under the Child Registration & Management. Here you can add details for missing children's recovery.

Enter the details in the following fields on personal detail page:

Missing Child's Name - Enter the missing children's name

Child's Nick Names- Nick name of the missing child.

Gender – Gender of the children.

Enter Date of Birth/Enter Age radio button for filling the **Date of Birth *** or **Age**

Nationality – Nationality of child or to which ever nation child belongs to.

Child Education – Education details of children.

Father's Name – Name of children's father.

Father's Alias Name– Alias name of father.

Mother's Name- Name of children's Mother.

Mother's Alias Name- Alias name of Mother.

No of Siblings – Total number of Real brother / sister of children.

Name(s) of Siblings- Name of Real brother / sister of the children.

Name of Local Guardian- Name of the Guardian.

Relationship with Missing Child– Complainer’s relation with missing child.

Mother Tongue– Mother language of children.

Religion– Religion of the missing children.

Landmark Information

The screenshot shows a web form titled "Form 'R' (For Recovery Child)". On the left is a vertical navigation menu with items: Personal Details, Contact Details, Recovery Details, Child Hand Over Details, Missing Event Details, Informant's Details, Photograph, Physical Features, Special Identification Marks, Peculiarities & Disabilities, and Landmark Information (which is highlighted with a red box). The main form area has a blue header. Below the header, there are four main sections: "Select Landmark" with a dropdown menu showing "Please Select", "Enter Landmark Name" with a text input field, "Missing Event Description" with a text area, and "Other Information" with a text area. A "Save Draft" button is in the top right. At the bottom, there are "Final Submit" and "Clear All" buttons. A red box highlights the "Final Submit" button, and a callout bubble points to it with the text "Fill details & submit here".

Figure 3-5

Enter the details in the following fields on personal detail page:

Enter Landmark Name – Enter details of missing place.

Select Landmark – Select landmark or missing place type.

Missing Event Description -Enter details about whole missing scenario.

Other Information -Enter any other important details.

Click on **Final Submit** button to submit the details.

❖ **You must fill all the below mentioned 10 form pages:**

- 1) Personal Details
- 2) Contact Details
- 3) Missing Event Details
- 4) Informant's Details
- 5) Suspects
- 6) Photograph
- 7) Physical Features
- 8) Special Identification Marks
- 9) Peculiarities & Disabilities
- 10) Landmark Information