

MISSION SHAKTI-SHEW



National Informatics Centre Ministry of Electronics & Information Technology Government of India

SHEW- User Manual User Manual



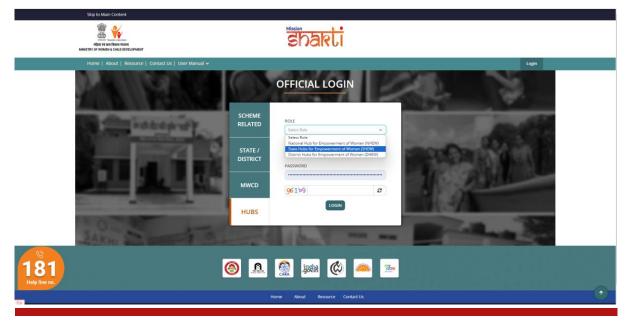
1. Login

To access the Mission Shakti Portal, follow these steps:

- 1. Open your web browser.
- 2. Type in the URL: http://www.missionshakti.wcd.gov.in/.
- 3. You will be directed to the homepage of the Mission Shakti Portal



- To select the State Hubs for Empowerment of Women (SHEW) from the • available options, follow these steps:
- Navigate to the "HUBS" section on the Mission Shakti Portal. •
- Locate and click on the "SHEW" option from the list.
- To proceed with logging in, please follow these steps: •
 - (i) Enter your ID, password, and captcha in the respective fields.
 - (ii) Click on the "Login" button to access your account.



SHEW- USER MANUAL



2. Fill in the Infrastructure Details

To access the infrastructure details, follow these instructions:

- Navigate to the "Infrastructure Details" section.
- Click on the "Add/Edit Infrastructure Details" option.

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Dashboard									
- Infrastructure Details	Infrastructure Details								
Add/Edit Infrastructure Details	Whether HEW is co-located with OSC?		Latitude * Longitude *				Click have for latitude and longitude		
Infrastructure List	Telephone No *		Mobile No *			Office Address *		Pincode *	
SHEW Staff									
Ministry Master	Vehicle	Wi-fi	CCTV Carnera with installations		tions		Direction Signage/Marker for Hub	Publicity of Hub	
Scheme Database	No	No						Mo	
Other Details	Phone Directory	Office Space							
	Desktop					Projector Set			
	Printer Black and White					Printer Colored			
	Furniture	Upload Pictures (You Can Choose Files) No file (Upload Only JPG , PNG , J							
	Sanitation Facilities:								
	Tollet Facility Drinking Water			Santary Pad Dispenser Demarcated Narsing Breastfeeding Room/Area			eastleeding Boom/Area		
					Sa	omit			

- Make sure you fill all the '*' marked fields as they are mandatory
- Click on Submit after filling all the information

3. Fill in the SHEW Staff

To add staff information, follow these steps:

- 1. Navigate to the "SHEW Staff" section.
- 2. Click on the "Add Staff" option.

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Dashboard	Add Staff Details		
Infrastructure Details	AUU SLATE DETAILS		
SHEW Staff	Designation * Vacancy Filled *		
Add New / Edit	State Mission Coordinator		
Ministry Master			
Scheme Database	Designation "Vacancy Filled " Gender Specialist V Ss No		
Other Details			
	Designation * Vacancy Filled *		
	Gender Specialist		
	Designation * Vacancy Filled *		
	Research & Training Specialist		
	Designation * Vacancy Filled *		
	Research & Training Specialist V Yes 🖷 No		
	Designation * Vacancy Filled *		
	Accounts Assistant		
	Designation * Vacancy Filled *		
	Office Assistant with computer knowledge Ves No		
	Designation " Vacancy Filled "		
	MTS Ver 🖷 No		
	<u></u>		

Make sure you fill all the '*' marked fields as they are mandatory



Once you click on 'Yes" in vacancy filed following form will open. Update all fields and click on submit

Designation *	Vacancy Filled *	Name*	Gender*	Mobile No.*	Email Id*
State Mission Coordinator	e Yes ○ No		Select Gender 🗸 🗸		
Recruitment *	Police Verification	Remarks (If any designation Please specify)			
Select 🗸	No No				

4. Department Master

To add Department, follow these steps:

- 1. Navigate to Department name.
- 2. Add the name of the Department and click on submit.

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 Dashboard 				
- Infrastructure Details	Add Ministry			
SHEW Staff	Ministry Name *	Submit		
Ministry Master				
Scheme Database	Ministry List			
Other Details	Ministry List			
	Copy Excel CSV PDF S	ow K0 rows	Search:	
	* · · · · · · · · · · · · · · · · · · ·	Miking Name		
	1	Mnisty of Electronics and Information Technology		
	Showing 1 to 1 of 1 entries		Previous	1 Next

4. Scheme Database

To add Scheme in the database, follow these steps:

- 1. Navigate to Scheme Basic Details.
- 2. Fill in all the details and click on Submit.

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 Dashboard 										
→ Infrastructure Details	Scheme Basic Details									
SHEW Staff	State *	Implementing Department/ Agency								
Department/Agency Master	DELHI		•							
	Name of the Scheme (English) *	Name of the Scheme (Regional Lar		Type of Entitlement *		URL to the Scheme Webpage				
Scheme Database	Enter Scheme Name (English)	Enter Scheme Name (Regional	I Language)	- Select -	*	Enter URL				
(3) Reference Documents	URL of the Scheme Application Form	Brief Description of the Scheme *				Suggested Keywords				
Report Management	Enter URL	(er URL					*			
Other Details		1500/15								
	Keyword (Enter comma separated values)	Helpline Number	Email			Thematic Area *				
	Enter Keyword	Enter mobile number	Enter Email			- Select -				
						- select -				
	Scheme Logo		Scheme Guidelines in English * Scheme Guidelines in Regional Lan			je .				
	Note: (Upload Only JPG , PNG , JPEG (Max 2MB)) Choose File No file chosen		Note: (.pdf file of Max 2MB) Choose File No file chosen		Note: (.pdf file of Max 2MB) Choose File No file chosen					
	Upload Related Document / IEC Material									
	Document Language		Title/Description J		ittach Document (.pdf only) of Max 2MB	Action				
	○ Regional Language ○ English		-Select-	v (Choose File No file chosen	Add M	lore			
				bmit						
			Su	omit						

Make sure you fill all the '*' marked fields as they are mandatory.