

MISSION SHAKTI-SHAKTI SADAN-(DISTRICT NODAL OFFICER) DNO DASHBOARD

Mission Sharu

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

Shakti Sadan- District Nodal Officer (DNO) -User Manual

User Manual



1. Login

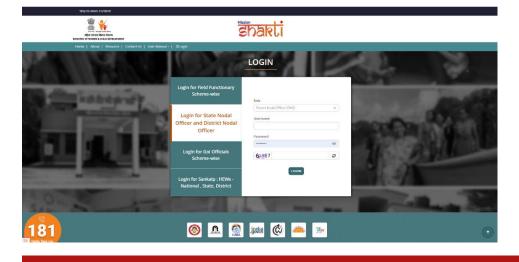
To access the Mission Shakti Portal, follow these steps:

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



2. Click on State/District

- To select the "District Nodal Officer (DNO)" from the given options, follow these steps:
- Go to the "Roles" section.
- Click on the "District Nodal Officer (DNO)" option from the list of Roles.
- 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 open your account



SHAKTI SADAN- DISTRICT NODAL OFFICER (DNO) - USER MANUAL



3. User Creation

To create a User, follow these instructions:

- Go to the "User Creation" section.
- Click on the "Add/View" option.

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User Creation	Shakti Sadan User Lis	•					
Add/View	Shaka Sadah Soor Elo						
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Report Management	• ÷	Username ÷	Status ÷	Remark ÷	Created Date	Action	÷.
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- Click on Add User option on the top right corner.
- Following form will open -

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Add Shakti Sadan Users				
Name of Centre *		Date of Operationalization *	State DELH	District
Pincode *		Address		
Enter Pincode				
Contact Details				
Name of Contact Person *	Designation *	Phone Number *	Email Address of the Centre	
Enter Name of Contact Person	Designation	Enter Phone Number	Enter Email Address of the Centre	
Landine *				
Enter Landline				
Register				
	Enter Name of Centre Proces	Add Shakti Sadari Users Nanc of Cetter * Enter Name of Cetter Procede * Enter Procede Contact Detaile Neme of Contact Person * Enter Name of Center Per	Add Shakti Sadan Users Nans of Cetter * Enter Name of Cetter Person Contact Details Neme of Center Person Enter Name of Center Person	Add Shakil Sadan Users Nanc of Cetter * Date of Opentionalization * Date Enter Name of Cetter * dolomeryyry Date Procet * Address Etter Monosia Enter Noncols Etter Noncols Etter Noncols Contract Details Enter Noncol Contact Person * Designation * Neur of Contact Person * Designation * Proce Number * Enter Email Address of the Centre Etter Name of Contact Person * Designation * Enter Number * Enter Email Address of the Centre Ladrer * Enter Linatione Enter Second Contact Person * Designation * Enter Number *

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

4. Approval

- (i) To view, approve and review Shakti Sadan infrastructure, follow these steps:
 - Go to the "Approval" section.
 - Click on "Shakti Sadan Infrastructure" option.

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User Creation	Shakti Sadan Infra	structure List				
Approval	SNo.	Year	Shakti Sadan Name	Latitude & Longitude	Shakti Sadan Address	Action
Report Management	1	2024	ssd-dlont	Latitude : 28.6108004 Longitude : 77.2050128		C



• User can view the infrastructure details of Shakti Sadan by Clicking on "View" icon under Action.

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• User can approve the Infrastructure details of Shakti Sadan by clicking on "Correct" icon under Action.

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	Approval	SNo.	Year	Shakti Sadan Name	Latitude & Longitude	Shakti Sadan Address	Action	
	Report Management	1	2024	aad-diont			C 🗸	

• User can review the Infrastructure details of Shakti Sadan by clicking on "Review" icon under Action.

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User Creation	_					
Approval	SNo.			Latitude & Longitude	Action	
Report Management	1	2024	ssd-dient	Latitude : 28.6108004 Longitude : 77.2660128		

- After clicking on "Review" icon, a pop-up screen will appear Stating "Please specify the issue".
- User can enter their remarks in the text box given below.

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Please specify the issue	