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# Common Master Login Page:

→ To get login page, you need to open any browser (Mozilla Firefox, Google Chrome, Internet Explorer etc.) and open the RCH Application home page by typing home url: <u>https://rch.nhm.gov.in/RCH/</u>, and browse this page.

	ds, NRI Barr 🕿 Apache Subversion 🗈 🎦 Creating Subversion 🛛 G Google 🄀 Responsive Web Deci
Reproductive and Child H Health and Family Welfare Departmen Government of India	Icalth
Data Entry Reports	<section-header><section-header><section-header><section-header><text><text><text><text></text></text></text></text></section-header></section-header></section-header></section-header>
PM Awards for Excellence in Administra Prime Mi Pub Ouick Links Description of Research International Internation Centre (NIC), Information is provided and updated by ModerPV	ation, 2018 Inister Award for Excellence in Dic Administration 2018 India.govin Internetion

Now, click on, "Common Master", button to get Login Page.

Common Master Login Page URL: <u>https://rch.nhm.gov.in/CM/</u>.

User need to "**Select State**", of registered beneficiary, Provide Admin/Block "**Username**", **Password** and Click **Login** button to Login into the Common Master module.

	login	
	Select State	
Please contact NIC State	Andhra Pradesh	T
making any changes in	Username	
Common Masters or creating	mcts-helpdesk	
additional User IDs for your	Password	
state		
	Login	
Please send email to	<u></u>	
helpdesk-rch-		

# **Common Master Home Page**:

After login home page will appear, where following will be visible:

- 1. State in which you logged in, "Andhra Pradesh".
- 2. User Name from which you logged in, "mcts-helpdesk".
- 3. Logout hyper link option to come out
- 4. Eight (8) Menu Items as Tabs to perform following:
  - → Census Masters
  - → Health Masters
  - → Health Master Mapping
  - → Profile Master
  - → Bulk Update
  - → Reports
  - → Shifting User Request
  - → Reject Records

	Reproductive and Child Health Health and Family Welfare Department Government of India	
State : Andhra Pradesh V	UserName:- mcta-helpdesk	Logout
Census Masters Health Masters Profile Master Bulk Update Reports Shifting User Request Reject Records	WELCOME TO COMMON MASTER ADMINISTRATION	
	Designed and Developed by National Informatics Centre	

Important Prerequisites >

Only Villages entered with LGD code will be available, to view LGD Village / Taluka / District, for getting new entry with available LGD code entered into RCH, state need to get it added through Government or Gazetted notification after getting it added to local government (State).

In case if state requires access to Common Master Module of RCH application, state need to send notification to central so that request can be raised to central NIC to provide the access to Common Master Module of RCH Application

# 1. Census Master

→ On click of census master following sub link will appear: (1.1) Census Village

	<b>Reproductive and Child Health</b> Health and Family Welfare Department Government of India	🎡 🟠	
State : Demo 💌	UserName:- nic01		Logout
Census Masters Census Village		WELCOME TO COMMON MASTER ADMINISTRATION	
Health Masters Health Masters Mapping Profile Master Bulk Update Reports Shifting User Request Reject Records			

### 1.1 Census Village

→ On click of Census Village link, "Census Village Master", Page will open, then you are allowed to do following:

(1.1.1) Add Census Village Master

(1.1.2) Verify Census Village Master

	Repro Health a Governm	ductive and Child Health nd Family Welfare Department nent of India	á	
State : Demo V		UserName:- nic01		Logout
Census Masters <u>Densus Village</u> Health Masters	Add District*	VerifySelect/ALL	Census Village Master	Select
Health Masters Mapping Profile Master Buik Update Reports Shifting User Request Reject Records	Village Name*		IPrant* Village Status* Search Clear	Select/ALL

Mandatory Field	Field Value	Remarks
District	Name of District	Census District (Dhalai District(3))
Taluka/Tehsil/Sub District/Prant	Name of Taluka/Tehsil/Sub District/Prant	Ambassa (0030)
Village Name	Name of Village	Census Village
Village Status Active	Active	Village is live (Active Selected)
Village Status Barren	Barren	Village is Infertile
Village Status Non Habitant	Non Habitant	
Village Status Non Existing	Non Existing	

Field Details Table

- 1.1.1 Add Census Village Master
- → Click on "Add tab", the Add tab will become blue

	Reproductive Health and Famil Government of In	re and Child Health Iy Welfare Department Idia	4		
State : Demo 🔻		UserName:- nic01		Logout	
Census Masters Census Village	Add	Verify	Census Village Master		
Health Masters Health Masters Mapping Profile Master Bulk Update Benorte	District" Village Name"	Select/ALL	Taluka/Tehsil/SubDistrict /Prant* Village Status* Seul <mark>th Clear</mark>	Select	
Reject Records				Non Habitant Non Existing Soloct/ALL	
		Designed and Developed	by National Informatics Centre		

And now we will provide mandatory fields mentioned in the fields detail table above, other than Village name as it will be disabled by default:

Now, click on **"Search"**, **button**, following screen will appear with table having records of selected mandatory fields as search criteria. These records with Verification Status **"Automatic Verified"**, shows that Village is already verified, if not then we have to verify same in the **"Verify Tab**". To change village status, we have to click **"Select link"**, from the Table and the records will be filled in the page, now select desired status and now by clicking, **"Save"**, button the changed status is saved for Verification in **Verify Tab** of same page. Table records can be any time exported to Excel file. "Clear", button is used to refresh the page.

		Add	Verify		Census	Village Master				
pping Villag	:t* e Name'		Dhalai District	3)	Taluka /Prant Village	a/Tehsil/SubDistric	t .	Ambassa (0030) Active	•	
					Search	Clear Save				
	Search By : Name			Search By: <u>Vane</u> Vellow signify record(s) are pending for verification Export To List of Census Villages			Excel •			
Sr.t	lo. ID	Name English	Name Regional	District	Taluka	MDDS Code	Current Status	Requested Status	Verification	Select
1	621	Paschim Nalichhara	Paschim Nalichhara	Dhalai District	Ambassa(0030)	272489	Active	Barren	Need Verification	Select
2	622	Purba Nalichhara	Purba Nalichhara	Dhalai District	Ambassa(0030)	272490	Active	Non Existing	Verified	Select
3	624	Bagmara	Bagmara	Dhalai District	t-mhanne(00000)			A white one	and the state of t	
				bridiar biserice	Ambassa(0050)	272492	Active	Active	venified	Select
4	625	Lalchhari	Laichhari	Dhalai District	Ambassa(0030)	272492 272493	Active	Active	Automatic Verified	Select
4	625 626	Lalchhari Kulai	Laichhari Kulai	Dhalai District Dhalai District	Ambassa(0030) Ambassa(0030) Ambassa(0030)	272492 272493 272494	Active Active Active	Acove	Automatic Verified Automatic Verified	Select Select
4 5 6	625 626 628	Lalchhari Kulai Raipasa	Lalchhari Kulai Raipasa	Dhalai District Dhalai District Dhalai District	Ambassa(0030) Ambassa(0030) Ambassa(0030) Ambassa(0030)	272492 272493 272494 272497	Active Active Active Active	Acove	Automatic Verified Automatic Verified Automatic Verified	Select Select Select
4 5 6 7	625 626 628 629	Lalchhari Kulai Raipasa Jagannathpur	Lalchhari Kulai Raipasa Jagannathpur	Dhalai District Dhalai District Dhalai District Dhalai District	Ambassa(0030) Ambassa(0030) Ambassa(0030) Ambassa(0030)	272492 272493 272494 272497 272498	Active Active Active Active Active	ACUVE	Automatic Verified Automatic Verified Automatic Verified Automatic Verified	Select Select Select Select
4 5 6 7 8	625 626 628 629 630	Lalchhari Kulai Raipasa Jagannathpur Auliralpara	Laichhari Kulai Raipasa Jagannathpur Auliraipara	Dhalai District Dhalai District Dhalai District Dhalai District Dhalai District	Ambassa(0030) Ambassa(0030) Ambassa(0030) Ambassa(0030) Ambassa(0030)	272492 272493 272494 272497 272498 272499	Active Active Active Active Active Active	ALUVE	Automatic Verified Automatic Verified Automatic Verified Automatic Verified Automatic Verified	Select Select Select Select Select Select

#### 1.1.2 Verify Census Village Master

→ Will verify census village status added/ updated through Add Tab.

THERE ON IS	<b>Reproductive and Ch</b> Health and Family Welfare D Government of India	<b>ild Health</b> repartment		
State : Demo Y	ι	JserName:- nic01		Logout
Census Masters Census Village	Add	Verify	Census Village Master	
Health Masters	District*	Select/ALL	<ul> <li>Taluka/Tehsil/SubDistrict</li> <li>/Pront*</li> </ul>	Select V
Health Masters Mapping Profile Master Bulk Update Reports	Village Name*		Village Status* Searth Clear	Select/ALL   Active Barren Non Habitant
Shifting User Request Reject Records				Non Existing Select/ALL

	Repro Health Govern	D <b>ductive and (</b> and Family Welfare ment of India	' <b>hild Health</b> Department				<sup>62</sup> (1)			
State : Demo V			UserName:- n	ic01				Logout		
	1				Census \	/illage Maste	7			
Census Masters	1		A Participant							
Census Village	-	Add	verny							
Health Masters	District*		Dhalai District	(3)	<ul> <li>Taluk</li> <li>/Pront</li> </ul>	a/Tehsil/SubDist	rict	Ambassa (0030)	•	
Health Masters Mapping					n ram			A		
Profile Master	Village Na	mer			vinag	e status		Active	•	
Bulk Update					Const	Class				
Reports					Search	Clear	•			
Shifting User Request	S	earch By : Name			*Ye	llow signify record(s	) are pending for	Export To	Excel •	
Reject Records	-					veriticatio	m			
	List Of Census Villages									
	Sr.No.	ID Name English	Name Regional	District	Taluka	MDDS Code	Current Statu	s Requested Status	Verification Status	Verify *
	1 1	621 Paschim Nalichhara	Paschim Nalichhara	Dhalai District	Ambassa(0030)	272489	Active	Barren	Need Verification	Verify
					Previo	ue 1 Next				

Button Definitions

- 1. Search= To search records for the given search criteria
- 2. Clear= Refresh the page
- 3. Select= To get selected entries filled for change of Status.
- 4. Add Tab= To Add status and verify in Verify Tab
- 5. Verify Tab= To Verify things added through Add Tab
- 6. Save = To Save the changes done using Add Tab

# 2 Health Masters

→ Health Facilities master, On Click of Health Master link following sub link will appear, there you can do the following:

(2.1) HB / Ward / MC / Municipality

(2.2) Health Facility

(2.3) Health Sub Facility

(2.4) Health Sub Village

	<b>Reproductive and Child Health</b> Health and Family Welfare Department Government of India	
State : Demo 🔻	UserName:- nic01	Logout
Census Masters	WELCOME TO COMMON MASTER A	DMINISTRATION
/fealth Masters         HB/Ward/MC /Municipality         Health Facility         Health SubFacility         Health SubFacility         Health Masters Mapping         Profile Master         Bulk Update         Reports         Shifting User Request         Reject Records		

### 2.1 HB/Ward/MC/Municipality

 → On click of "HB/Ward/MC/Municipality" link "Health Block / Ward / MC / Municipality Master", page will open where you can do the following:
 (2.1.1) Add Health Block / Ward / MC / Municipality Master
 (2.1.2) Verify Health Block / Ward / MC / Municipality Master

	<b>Reproductive and C</b> Health and Family Welfare Government of India	<i>hild Health</i> Department		
State : Demo 🔻		UserName:- nic01		Logout
Census Masters		Health Block	/Ward/MC/Municipality Master	
Health Masters	Add	Verify		
HB/Ward/MC /Municipality Health Facility	District*	Select/ALL	Taluka/Tehsil/SubDistrict /Prant <sup>#</sup>	-Select
Health SubFacility	Name*		Name in Regional Language*	
Health SubVillage				
Health Masters Mapping	Туре:*	Select/ALL *	ID*	
Bulk Update				(Auto Generated)
Reports		Search	Clear	
Shifting User Request				
Reject Records				

Mandatory Field	Field Value	Remarks
District	Name of District	Census District
Taluka/Tehsil/Sub	Name of	
District/Prant	Taluka/Tehsil/Sub	
	District/Prant	
Name	HB/Ward/MC/Municipality	
	Name	
Name in Regional	HB/Ward/MC/Municipality	
Language	Regional Language Name	
Type→ Health Block		
→Ward		
→Municipal Corporation		
→ Municipality		
ID	ID given to this entry	Auto generated field read only

2.1.1 Add Health Block / Ward / MC / Municipality Master Follow same steps in section 1.1.1, only change is field details table

2.1.2 Verify Health Block / Ward / MC / Municipality Master Follow same steps in section 1.1.2, only change is field details table

2.2 Health Facility

→ On Click of Health Facility link, Health Facility Master Page will open there you can do the following:

(2.2.1) Add Health Facility Master

(2.2.2) Verify Health Facility Master

Mandatory Field	Field Value	Remarks
District	Name of District	Census District*
Health	Health	Health
Block/Ward/MC/Municipali	Block/Ward/MC/Municipali	Block/Ward/MC/Municipali
ty	ty Name	ty Name*
Located in	Located in	Located in
Taluka/Tehsil/SubDistrict	Taluka/Tehsil/SubDistrict	Taluka/Tehsil/SubDistrict
/Prant	/Prant	/Prant*
Name	Name	Name*
Name in Regional	Name in Regional	Name in Regional
Language	Language	Language*
Rural/Urban	Rural/Urban	Rural/Urban Optional
Туре	Type of Facility	Туре*
Located in	Located in	Located in
Village(Optional)	Village(Optional)	Village(Optional)
Is Notional :	Is Notional :Yes / No	Is Notional :*
Service Delivery Point	Service Delivery Point Yes	Service Delivery Point*
	or No	
Is 24X7	Is 24X7 Yes or No or Don't	Is 24X7*
	Know	
Address of Facility	Address of Facility	Address of Facility
		Optional
Phone No of Facility	Phone No of Facility	Phone No of Facility
		Optional
	Iribal Yes or No	
ID	ID Auto generated read	ID Auto generated read
	only	only
NRHM Code	NRHM Code Auto	NRHM Code Auto
	generated read only	generated read only
NIN Number	NIN Number Auto	NIN Number Auto
	generated read only	generated read only

#### 2.2.1 Add Health Facility Master

Follow same steps in section 1.1.1, only change is field details table

### 2.2.2 Verify Health Facility Master

Follow same steps in section 1.1.2, only change is field details table

### 2.3 Health Sub Facility

 $\rightarrow$  On click of Health Sub Facility link the Health Sub Facility Master page will open there you can do the following:

(2.3.1) Add Health Sub Facility Master

(2.3.2) Verify Health Sub Facility Master

State : Demo 🔻	U	serName:- nic01		Logout
Concue Mactore		Hea	Ith SubFacility Master	125
Health Masters	Add	Verify		
HB/Ward/MC /Municipality Health Facility	District*	Select/ALL	Health Block/Ward/MC/Municipality*:	Select
Health SubFacility Health SubVillage	Located in Taluka/Tehsil/SubDistrict /Prant*	Select	Health Facility :*	Select
Health Masters Mapping Profile Master Bulk Update	Name*		Name in Regional Language*	
Reports Shifting User Request	Туре*	Select/ALL	Tribal*	No 🔻
Reject Records	Is Notional :*	No	Service Delivery Point*	Yes 🔻
	ID		NRHM Code	
	NIN Number	(Auto Generated)		(Auto Generated)
		Search	Clear	

Mandatory Field	Field Value	Remarks
District	Name of District	Census District*
Health	Health	Health
Block/Ward/MC/Municipali	Block/Ward/MC/Municipali	Block/Ward/MC/Municipali
ty	ty Name	ty Name*
Located in	Located in	Located in
Taluka/Tehsil/SubDistrict	Taluka/Tehsil/SubDistrict	Taluka/Tehsil/SubDistrict
/Prant	/Prant	/Prant*
Health Facility :	Health Facility : Name	Health Facility :*
Name	Name	Name*
Name in Regional	Name in Regional	Name in Regional
Language	Language	Language*
Rural/Urban	Rural/Urban	Rural/Urban Optional
Туре	Type of Facility	Type*
Tribal	Tribal Yes or No	Tribal*
Is Notional :	Is Notional :Yes / No	Is Notional :*
Service Delivery Point	Service Delivery Point Yes	Service Delivery Point*
	or No	
ID	ID Auto generated read	ID Auto generated read
	only	only
NRHM Code	NRHM Code Auto	NRHM Code Auto
	generated read only	generated read only
NIN Number	NIN Number Auto	NIN Number Auto
	generated read only	generated read only

#### 2.3.1 Add Health Sub Facility Master

Follow same steps in section 1.1.1, only change is field details table

### 2.3.2 Verify Health Sub Facility Master

Follow same steps in section 1.1.2, only change is field details table

### 2.4 Health Sub Village

→On Click of Health Sub Village link, Health Sub Village Master page will open, there you can do the following:

(2.4.1) Add Health Sub Village Master

(2.4.2) Verify Health Sub Village Master



Mandatory Field	Field Value	Remarks
District	Name of District	Census District*
Taluka/Tehsil/SubDistrict	Taluka/Tehsil/SubDistrict	Taluka/Tehsil/SubDistrict
/Prant	/Prant Name	/Prant*
Census Village	Census Village Name	Census Village*
MDDS Code	-	Not Used
Name	Name	Name*
Name in Regional	Name in Regional	Name in Regional
Language	Language	Language*
ID	ID Auto generated read	ID Auto generated read
	only	only

2.4.1 Add Health Sub Village/ Non Census Village Master Follow same steps in section 1.1.1, only change is field details table

2.4.2 Verify Health Sub Village Master

Follow same steps in section 1.1.2, only change is field details table

# 3 Health Masters Mapping

→ In Health Master Mapping section we map different health facilities, On Clicking Health Master Mapping you can do the following type of health facilities mapping:

(3.1) Health SC Village Mapping

- (3.2) Health Block Taluka
- (3.3) MDDS Mapping Health Sub Village
- (3.4) Immunization Mapping
- (3.5) Verify Master

	<b>Reproductive and Child Health</b> Health and Family Welfare Department Government of India	
State : Demo 🔻	UserName:- nic01	Logout
Census Masters	WELCOME TO COMMON MASTER ADMINIST	FRATION
Health Masters		
Health Masters Mapping Health SC Village Mapping Health Block Taluka MDDS Mapping HealthSubVillag Immunization Mapping Verifier Master Profile Master Bulk Update Reports Shifting User Request Reject Records		

## 3.1 Health SC Village Mapping

→ On Click of Health SC Village Mapping link, Health Sub Facility Village Mapping Master page will open, there we can do the following: (3.1.1) Add Health Sub Facility Village Mapping Master

(3.1.2) Verify Health Sub Facility Village Mapping Master

414 <sup>1</sup> 4 212	<b>Reproductive and Cl</b> Health and Family Welfare I Government of India	<b>bild Health</b> Department			<b>1</b>	
State : Demo V		UserName:- nic01			Logout	
Census Masters		Hea	alth SubFa	acility Village Mapping Master		
Health Masters	Add	Verify				
Health Masters Mapping						
	District*	Select/ALL	۲	Health Block/Ward/MC /Municipality*	Select	•
Health SC Village Mapping						
Health Block Taluka	HealthFacility*	Select	T	Health SubFacility*	Select	•
MDDS Mapping HealthSubVillag						
Immunization Mapping	Toluko/Tobsil/SubDistrict (Propt	Select		Villago	Salact	
•	Taluka/Tensil/Subbisulict/Franc			vinage		•
Profile Master		S	learch	Clear		
Bulk Update	-				Export To	Excel V
Reports					Export 10	LAUGI .
Shinting User Request						

Mandatory Field	Field Value	Remarks
District	District name	District*
Health Block/Ward/MC	Health Block/Ward/MC	Health Block/Ward/MC
/Municipality	/Municipality Name	/Municipality*
HealthFacility	HealthFacility Name	HealthFacility*
Health SubFacility	Health SubFacility Name	Health SubFacility*
Taluka/Tehsil/SubDistrict	Taluka/Tehsil/SubDistrict	Taluka/Tehsil/SubDistrict
/Prant	/Prant Name	/Prant*
Village	Village Name	Village*

3.1.1 Add Health Sub Facility Village Mapping Master Follow same steps in section 1.1.1, only change is field details table

3.1.2 Verify Health Sub Facility Village Mapping Master Follow same steps in section 1.1.2, only change is field details table

### 3.2 Health Block Taluka

 $\rightarrow$  On Click of Health Block Taluka Link, Health Block Taluka Mapping page will appear where you can perform the following:

(3.2.1) Add Health Block Taluka Mapping

(3.2.2) Verify Health Block Taluka Mapping

ntcrep units	<b>Reproductive and Chi</b> Health and Family Welfare De Government of India	<b>ld Health</b> partment			
State : Demo 🔻	Us	serName:- nic01			Logout
Census Masters			Health	Block Taluka Mapping	
Health Masters	Add	Verify			
Health Masters Mapping					
*	District*	Select/ALL	T	Health Block/Ward/MC /Municipality*	Select T
Health SC Village Mapping					
Health Block Taluka	Located in Taluka/Tehsil/SubDistrict*	Select	•		
MDDS Mapping HealthSubVillag		1.00 million (1.00 million (1.			
Immunization Mapping			Search	Clear	
Verifier Master					
Profile Master					
Bulk Update					
Reports					
Shifting User Request					
Reject Records					

Mandatory Field	Field Value	Remarks
District	District name	District*
Health Block/Ward/MC	Health Block/Ward/MC	Health Block/Ward/MC
/Municipality	/Municipality Name	/Municipality*
Located in	HLocated in	Located in
Taluka/Tehsil/SubDistrict	Taluka/Tehsil/SubDistrict	Taluka/Tehsil/SubDistrict*
	Name	

3.2.1 Add Health Block Taluka Mapping

Follow same steps in section 1.1.1, only change is field details table

3.2.2 Verify Health Block Taluka Mapping Follow same steps in section 1.1.2, only change is field details table

### 3.3 MDDS Mapping Health Sub Village

→ On Click of MDDS Mapping Health Sub Village link, "List of Non Census Villages (not mapped with census)" page will appear, there we can do the following:

(3.3.1) View All

(3.3.2) Mapped & Not Verified

- (3.3.3) Verified Records
- (3.3.4) Unmapped Records

	<b>Reproductive an</b> Health and Family Wel Government of India	<i>d Child Health</i> fare Department		4		
State : Demo 🔻		UserName:- nic01			<u>Logout</u>	
Census Masters		List Of	NonCensus Villages(n	ot mapped with cens	us)	
Health Masters	View All	Mapped & Not Verified	Verified Records	Unmapped Record	IS	
Health Masters Mapping						
Health SC Village Mapping	District*	Select/ALL	<ul> <li>Taluka/Sub</li> </ul>	District*	Select	•
Health Block Taluka						
MDDS Mapping HealthSubVillag	Village Name		MDDS Villa	ge Name	-select	٣
Immunization Mapping		Sh	ow Records Clear			
Verifier Master	)					
Profile Master						
Bulk Update						
Reports						
Shifting User Request						
Reject Records						

### 3.3.1 View All

→ Click on View All tab it will become blue as shown below

	<b>Reproductive an</b> Health and Family Wel Government of India	<i>d Child Health</i> fare Department		government of the second s	
State : Demo 🔻		UserName:- nic01			Logout
Census Masters		List Of	NonCensus Villages(n	ot mapped with cens	us)
Health Masters	View All	Mapped & Not Verified	Verified Records	Unmapped Record	s
Health Masters Mapping Health SC Village Mapping Health Block Taluka	District*	Dhalai District(3)	▼ Taluka/Sub	District*	Ambasa Nagar Panchayet (9001) 🔻
Immunization Mapping	Village Name	Sh	ow Records Clear	ge Name	-select-
Profile Master Bulk Update Reports Shifting User Request Reject Records					

### Provide these field details

Mandatory Field	Field Value	Remarks
District	District name	District*
Taluka/SubDistrict	Taluka/SubDistrict Name	Taluka/SubDistrict*
Village Name	Village Name read only	Village Name read only
MDDS Village Name	MDDS Village Name read	MDDS Village Name read
	only	only

Click Show Records button, following screen will show the list of records in a table below

	<b>Reproductive an</b> Health and Family We Government of India	n <mark>d Child Health</mark> Ifare Department			
State : Demo 🔻		UserName:- nic01		Logout	
Census Masters		List Of NonCensus Vi	llages(not mapped with censu	is)	
Health Masters	View All	Napped & Not Verified Verified Rec	ords Unmapped Records		
Health Masters Mapping					
Health SC Village Mapping	District*	Dhalai District(3) Ta	aluka/SubDistrict*	Ambasa Nagar Panchayet (9001) 🔻	
Health Block Taluka					
MDDS Mapping HealthSubVillag	Villago Namo		DDS Villago Nomo	soloct	
Immunization Mapping	Village Mallie		Class	-seect-	
Verifier Master		Show Records	Clear		
			Export To Excel •		
Profile Master		Mas	ter Reports Details		
Bulk Update					5
Reports	Sr.No. Village Code	Village Name	MDDS Village Code	MDDS Village Name Res	ult
Shifting User Request	1 10001100	Urban Municipality Ward No. 1 (Ambasa)	0		
Reject Records	2 10001101	Urban Municipality Ward No.11 (Ambasa)	0		
		Pre	evious 1 <u>Next</u>		

Export To Button is there to download table records in Excel format On click of clear button, the page is refreshed

urola sing	<b>Reproductive and</b> Health and Family Welfa Government of India	<b>Child Health</b> re Department		A CONTRACTOR OF CONTRACTOR	
State : Demo T		UserName:- nic01			Logout
Census Masters		List Of	NonCensus Villages(n	ot mapped with cens	us)
Health Masters	View All	lapped & Not Verified	Verified Records	Unmapped Record	S
Health Masters Mapping					
Health SC Village Mapping	District*	Select/ALL	<ul> <li>Taluka/Sub</li> </ul>	District*	Ambasa Nagar Panchayet (9001) 🔻
Health Block Taluka					
MDDS Mapping HealthSubVillag	Village Name		MDDS Villag	ge Name	Select •
Immunization Mapping		St	ow Records Clear		
Verifier Master					
Profile Master					
Bulk Update					
Reports					
Shifting User Request					
Reject Records					

#### 3.3.2 Mapped & Not Verified

On Click of Mapped & Not Verified Tab it will become blue

	<b>Reproductive a</b> Health and Family W Government of India	<b>nd Child Health</b> effare Department				
State : Demo 🔻		UserName:- nic01			Logout	
Census Masters		List Of	NonCensus Villages(	not mapped with cens	us)	
Health Masters	View All	Mapped & Not Verified	Verified Records	Unmapped Record	s	
Health Masters Mapping						
Health SC Village Mapping	District*	Dhalai District(3)	▼ Taluka/Sul	bDistrict*	Ambassa (0030)	۲
Health Block Taluka						
MDDS Mapping HealthSubVillag	Village Name		MDDS Villa	age Name	-select-	v
Immunization Mapping		St	now Records Clea	ar		
Verifier Master	-					
Profile Master						
Bulk Update						
Reports						
Shifting User Request						
Reject Records						

#### Provide these field details

Mandatory Field	Field Value	Remarks
District	District name	District* Dhalai District
Taluka/SubDistrict	Taluka/SubDistrict Name	Taluka/SubDistrict*
		Ambassa(0030)
Village Name	Village Name read only	Village Name read only
MDDS Village Name	MDDS Village Name read	MDDS Village Name read
	only	only

Click on Show Records button, following screen will come with a table of list of Mapped and Not Verified Records, where Not Verified Records will have Verify Button in the table column Verify.

	Reproductive and Health and Family Welt Government of India	<i>d Child Health</i> fare Department			NAME AND A CONTRACT OF A CONTR	
State : Demo Y		UserName:- nic01			Logout	
Census Masters		List Of	NonCensus Villages(I	not mapped with ce	nsus)	
Health Masters	View All	Mapped & Not Verified	Verified Records	Unmapped Reco	rds	
Health Masters Mapping Health SC Village Mapping Health Block Taluka	District*	Dhalai District(3)	Taluka/Sut	District*	Ambassa (0030)	•
MDDS Mapping HealthSubVillag Immunization Mapping	Village Name	Sh	MDDS Villa ow Records Clea	ige Name ir	-select	¥
veritter Master				Export To Exce	əl 🔻	
Profile Master			Master Repor	ts Details		
Bulk Update Reports	Sr.No. Village Code	Village Name	MDDS Village Code	MDDS Village Name	Result	Verify
Shifting User Request	1 10001237	ASISH	272499	Auliraipara	Updated and Not verified	Verify
MERCINECOIDS			Previous	1 Next		

On click of Verify, the record is updated as verified and will be available in next tab Verified Records.

Export To Button to Export the list of records in Excel format

riche under	<b>Reproductive and</b> Health and Family We Government of India	<b>nd Child Health</b> elfare Department		4		
State : Demo 🔻		UserName:- nic01			Logout	
Census Masters		List Of N	onCensus Villages(no	ot mapped with cens	sus)	
Health Masters	View All	Mapped & Not Verified	Verified Records	Unmapped Record	ls	
Health Masters Mapping						
Health SC Village Mapping	District*	Dhalai District(3)	<ul> <li>Taluka/SubD</li> </ul>	)istrict*	Ambassa (0030)	•
Health Block Taluka						
MDDS Mapping HealthSubVillag	Village Name		MDDS Villag	e Name	-select	•
Immunization Mapping		Show	v Records Clear			
Verifier Master			Record Updated S	Successfully		
Profile Master						
Bulk Update						
Reports						
Shifting User Request						
Reject Records						

On Click of Clear button the page get refreshed

	<b>Reproductive an</b> Health and Family We Government of India	<i>d Child Health</i> Hare Department		
State : Demo 🔻		UserName:- nic01		Logout
Census Masters		List Of NonCen	sus Villages(not mappe	ed with census)
Health Masters	View All	Mapped & Not Verified Verifie	ed Records Unmap	ped Records
Health Masters Mapping Health SC Village Mapping	District*	Select/ALL	Taluka/SubDistrict*	Ambassa (0030)
Health Block Taluka MDDS Mapping HealthSubVillag Immunization Mapping	Village Name	Show Record	MDDS Village Name	-Select
Verifier Master	8			
Bulk Update				
Reports Shifting User Request				
Reject Records				

### 3.3.3 Verified Records

 $\clubsuit$  On Click of Verified Records following screen will show Verified Records tab as blue color

	<b>Reproductive and</b> Health and Family We Government of India	<b>nd Child Health</b> elfare Department		4	
State : Demo V		UserName:- nic01			Logout
Census Masters		List Of	NonCensus Villages(	not mapped with cens	us)
Health Masters	View All	Mapped & Not Verified	Verified Records	Unmapped Record	s
Health Masters Mapping Health SC Village Mapping Health Block Taluka MDDS Mapping HealthSubVillag	District*	Dhalai District(3)	<ul> <li>Taluka/Sut</li> <li>MDDS Villa</li> </ul>	District*	Ambassa (0030)
Immunization Mapping Verifier Master		Sh	ow Records Clea	ır.	
Profile Master     Bulk Update     Reports     Shifting User Request     Reject Records					

Provide these field details

Mandatory Field	Field Value	Remarks
District	District name	District* Dhalai District
Taluka/SubDistrict	Taluka/SubDistrict Name	Taluka/SubDistrict*
		Ambassa(0030)
Village Name	Village Name read only	Village Name read only
MDDS Village Name	MDDS Village Name read	MDDS Village Name read
	only	only

Click on Show Records button, the Verified record in Tab Mapped & Not Verified will be listed in the table as list.

	<b>Reproductive an</b> Health and Family We Government of India	<b>od Child Health</b> Ifare Department		And the second sec	
State : Demo V		UserName:- nic01			Logout
Census Masters		List Of I	NonCensus Villages(no	t mapped with census)	
Health Masters	View All	Mapped & Not Verified	Verified Records	Unmapped Records	
Health Masters Mapping Health SC Village Mapping Health Block Taluka	District*	Dhalai District(3)	▼ Taluka/SubDi	strict* Amb	assa (0030) 🔹 🔻
MDDS Mapping HealthSubVillag Immunization Mapping	Village Name	She	MDDS Village	Namesel	ect
verifier Master	<u>ti</u>			Export To Excel •	
Profile Master			Master Reports I	Jetails	
Bulk Update Reports	Sr.No. Village Code	Village Name	MDDS Village Code	MDDS Village Name	Result
Shifting User Request	1 10001237	ASISH	272499	Auliraipara	Updated and Verified
Reject Records	Previous 1 Next				

Clear Button to refresh the page

Export To button to download list of table records in excel format

### 3.3.4 Unmapped Records

 $\rightarrow$  Click on Unmapped Records Tab it will become blue as shown in below screen

	<b>Reproductive and</b> Health and Family Welf Government of India	<b>l Child Health</b> are Department		Sector Sector	
State : Demo 🔻		UserName:- nic01			Logout
Census Masters		List Of	NonCensus Villages(n	ot mapped with cens	us)
Health Masters	View All	Mapped & Not Verified	Verified Records	Unmapped Record	s
Health Masters Mapping Health SC Village Mapping Health Block Taluka	District*	Dhalai District(3)	▼ Taluka/SubE	District*	Ambasa Nagar Panchayet (9001) ▼
MDDS Mapping HealthSubVillag Immunization Mapping Verifier Master	Village Name	Sh	MDDS Villag ow Records Clear Save	e Name	Select
Profile Master Buik Update Reports Shifting User Request Reject Records					

Provide these field details

Mandatory Field	Field Value	Remarks
District	District name	District* Dhalai District
Taluka/SubDistrict	Taluka/SubDistrict Name	Taluka/SubDistrict*
		Ambassa(0030)
Village Name	Village Name read only	Village Name read only
MDDS Village Name	MDDS Village Name read	MDDS Village Name read
	only	only

Click on Show Records Button, list of unmapped records will be displayed in the table.

Health Masters	View All	Mapped & Not Verified Verified I	Records Unmapped Reco	ords		
Health Masters Mapping Health SC Village Mapping	District*	Dhalai District(3)	Taluka/SubDistrict*	Ambassa (0030)	۲	
Health Block Taluka MDDS Mapping HealthSubVillag Immunization Mapping Verifier Master	Village Name	Show Records	MDDS Village Name Clear Save	select	•	
Profile Master			Export To Exc	el 🔻		
Bulk Update			Master Reports Details			
Reports Shifting User Request	Sr.No. Village Code	Village Name	MDDS Village Code	MDDS Village Name	Result	Action
Reject Records	1 10000495	Basudebpara Gram Panchayet				Select
	<b>2</b> 10000496	kakmacherra Gram Panchayet				Select
	<b>3</b> 10000497	Kulai Gram Panchayet				Select
	4 10000498	Paschim Balaram Gram Panchayet				Select
	5 10000501	Paschim Lalchari Gram Panchayet				Select
	<b>6</b> 10000503	Purba Nalicherra Gram Panchayet				Select
	7 10000504	Uttar Nalicherra Gram Panchayet				Select
	8 10000564	Bagmara ADC Village				Select
	9 10000567	Balaram ADC Village				Select
	10 10000569	Chakma Para ADC Village				Select
		Fie	VIOUS I Z D 4 INEXL			

In this table Last column is Action, where you have Select link to click, click on any select (say first) in this example, the details get filled into the Village Name to Map with MDDS Village Name from list of MDDS Village Name say,"Bagmara.

Census Masters			List Of	NonCensus Villages(	not mapped with cer	nsus)		
Health Masters		View All	Mapped & Not Verified	Verified Records	Unmapped Reco	rds		
Health Masters Mapping								
Health SC Village Mapping	District*		Dhalai District(3)	<ul> <li>Taluka/Sul</li> </ul>	bDistrict*	Ambassa (0030)	•	
Health Block Taluka								
MDDS Mapping HealthSubVillag	Village N	lame	Basudebpara Gram Par	nchay MDDS Villa	age Name	Jagannathpur	T	
Immunization Mapping	a second		Sh	ow Records Cle	ar	Auliraipara		
Verifier Master			01	Save		Bagmara		
*						Balaram	_	
Profile Master					Export To Exce	Batabari		
Bulk Update				Master Repo	rts Details	Dangamapara		
Reports	-				MDDC	Gurudhanpara	-	
Shifting User Request	Sr.No.	Village Code	Village Name		Village Code	Harimangalpara		Action
Reject Records	1	10000495	Basudebpara Gram Panchay	et		Jagannathpur Kamalachhara		Select
	2	10000496	kakmacherra Gram Panchay	et		Kanchanpur (Part)		Select
	3	10000497	Kulai Gram Panchayet			Kathalbari		Select
	4	10000498	Paschim Balaram Gram Pano	hayet		Khowaipara		Select
	5	10000501	Paschim Lalchari Gram Panc	hayet		Kulai		Select
	6	10000503	Purba Nalicherra Gram Panc	hayet		Kulai R.F. (Extn.)		Select
	7	10000504	Uttar Nalicherra Gram Panch	ayet		Lalchhara		Select
	8	10000564	Bagmara ADC Village			Lalchhari	•	Select
	9	10000567	Balaram ADC Village					Select
	10	10000569	Chakma Para ADC Village					Select

Now Click on Save button, the mapping will be saved, with status in Result column as, "Updated and Not verified" to be verified in Mapped and Not Verified.

Health Masters		View All	Mapped & Not Verified	Verified Records	Unmapped Records		
Health Masters Mapping							
Health SC Village Mapping	District*		Dhalai District(3)	▼ Taluka/Subl	District* An	nbassa (0030) 🔹 🔻	
MDDS Mapping HealthSubVillag	Village N	lame	Basudeboara Gram Pa	nchay MDDS Villar	ne Name Ba	iomara 🗸	
Immunization Mapping	thage t		Staddopperd Ordin 1 d	now Records Clear			
Verifier Master				Save			
-				Record Updated	Successfully		
Profile Master					Export To Excel T		
Bulk Update	-				Export to Excert		
Reports				Master Report	s Details		
Shifting User Request	Sr No	Villago Codo	Villago Namo	MDDS	MDDS	Pocult	Action
Reject Records	51.140.	vinage code	village Name	Village C	ode Village Name	Result	Action
	1	10000495	Basudebpara Gram Panchayet	272492	Bagmara	Updated and Not verified	Select
	2	10000496	kakmacherra Gram Panchayet				Select
	3	10000497	Kulai Gram Panchayet				Select
	4	10000498	Paschim Balaram Gram Panchay	/et			Select
	5	10000501	Paschim Lalchari Gram Panchay	et			Select
	6	10000503	Purba Nalicherra Gram Panchay	et			Select
	7	10000504	Uttar Nalicherra Gram Panchaye	et			Select
	8	10000564	Bagmara ADC Village				Select
	9	10000567	Balaram ADC Village				Select
	10	10000569	Chakma Para ADC Village				Select

#### Clear Button to refresh page

And Export to button to download records in table as Excel

Verify is similar to section 3.3.2

	Keptoductive an Health and Family We Government of India	<i>d Cnild Fledicit</i> ifare Department				00000
State : Demo		UserName:- nic01			Logout	
Census Masters		List Of	NonCensus Villages(n	ot mapped with censu	s)	
Health Masters	View All	Mapped & Not Verified	Verified Records	Unmapped Records		
Health Masters Mapping						
	District*	Dhalai District(3)	<ul> <li>Taluka/Subl</li> </ul>	)istrict*	Ambassa (0030)	•
Health SC Village Mapping						
MDDS Mapping HealthSubVillac	Alliana Mama		MDDC Villes	a Managa	Calast	_
Immunization Mapping	village Name		aw Dosorda	ename	Select	•
Verifier Master			ow Records Ciear			
•				Export To Excel •		
Profile Master			Master Reports	Details		
Bulk Update			MDDS	MDDS		
Reports	Sr.No. Village Code	Village Name	Village Code	Village Name	Result	Verify
Shifting User Request	1 10000495	Basudebpara Gram Panchayet	272492	Bagmara	Updated and Not verified	Verify
Reject Records			Previous 1	Next		

### 3.4 Immunization Mapping

→ On Click of Immunization Mapping, "List of Immunization Master", page will open, where you can do the following (3.4.1) View All

(3.4.2) Update

Role under	<b>Reproductive and Cha</b> Health and Family Welfare Do Government of India	i <b>ld Health</b> epartment			
State : Demo 🔻	U	serName:- nic01		Logout	
Census Masters			List Of Immunization Ma	ister	
Health Masters	View All	Update			
Health Masters Mapping					
Health SC Village Mapping	State*	Demo	×		
Health Block Taluka	Immunization Name		Status	Select	•
MDDS Mapping HealthSubVillag			Show Deserts Clear		
Immunization Mapping	5		Show Records Clear		
Verifier Master					
Profile Master					
Bulk Update					
Reports					
Shifting User Request					
Reject Records					

### 3.4.1 View All

→ Click on View All button it will become blue in colour

	Reproductive and Ch Health and Family Welfare D Government of India	<b>ild Health</b> epartment		
State : Demo 🔻	υ	JserName:- nic01		Logout
Census Masters		List	Of Immunization Master	
Health Masters	View All	Update		
Health Masters Mapping		40		
Health SC Village Mapping	State*	Demo		
Health Block Taluka	Immunization Name		Status	Select
MDDS Mapping HealthSubVillag		Shou	v Becords Clear	
Immunization Mapping	a <u></u>		Cicui	
Verifier Master				
Profile Master				
Bulk Update				
Reports				
Shifting User Request				
Reject Records				

### Provide these field details

Mandatory Field	Field Value	Remarks
State	State Name read only	State Name read only*
Immunization Name	Immunization Name	Immunization Name
Status	Status Active/inactive	Status Active/inactive

	<b>Reproductive and Cha</b> Health and Family Welfare Do Government of India	i <b>ld Health</b> epartment		
State : Demo 🔻	U	serName:- nic01		Logout
Census Masters			List Of Immunization Master	
Health Masters	View All	Update		
Health Masters Mapping				
Health SC Village Mapping	State*	Demo	×.	
Health Block Taluka	Immunization Name		Status	Selector
MDDS Mapping HealthSubVillag	minorization Marie,			Select
Immunization Mapping			Show Records Clear	InActive
Verifier Master				Active
Profile Master				
Bulk Update				
Reports				
Shifting User Request				
Reject Records				

#### Now Click on "Show Records", Button

			List Of Immunization Ma	ster
	View All	Update		
-				
States		Domo		
state		Demo		
mmuniz	ation Name		Status	Select
			otitus	
			Show Records Clear	
			Export	t To Excel 🔻
			Torona tanking Mandan	
	-		Infinitization Master	
Sr.No.	Immunization		Immunization	Status
0	Name		Short Nmae	Status
31	VITAMIN A-9		VITAMINA9	Active
32	MMR		MMR	Active
33	MR-2		MR2	Active
34	Typhoid		Typhoid	Active
35	Rota Virus Dose-1		RotaVirusDose1	Active
36	Rota Virus Dose-2		RotaVirusDose2	Active
37	Rota Virus Dose-3		RotaVirusDose3	InActive
38	IPV Dose-1		IPVDose1	Active
39	IPV Dose-2		IPVDose2	Active
40	PCV-1		PCV1	Active
Previous 1 2 3 4 5 Next				
	Sr.No. 31 32 33 34 35 36 37 38 39 40	View All State* mmunization Name Sr.No. Immunization Name 31 VITAMIN A-9 32 MMR 33 MR-2 34 Typhoid 35 Rota Virus Dose-1 36 Rota Virus Dose-1 37 Rota Virus Dose-3 38 IPV Dose-1 39 IPV Dose-1 39 IPV Dose-2 40 PCV-1	View All     Update       State*     Demo       mmunization Name     Immunization       Sr.No.     Immunization       31     VITAMIN A-9       32     MMR       33     MR-2       34     Typhoid       35     Rota Virus Dose-1       36     Rota Virus Dose-2       37     Rota Virus Dose-3       38     IPV Dose-1       39     IPV Dose-2       40     PCV-1	List Of Immunization Ma View All Update  State* Demo Status Show Records Clear Expor  Sr.No. Immunization Name Inmunization Shot Nmae Inmunization Inmunization Shot Nmae Inmunization Inmunization Shot Nmae Inmunization Inmunization Shot Nmae Inmunization Inmun

The page will display Active and Inactive Immunization list, which can be downloaded in Excel format, by clicking Export To button.

Clear button is used to refresh the page.

#### 3.4.2 Update

→ Click on update tab will make this tab of blue colour

Juli Maria an	Reproductive and Health and Family Welfa Government of India	Child Health are Department		a and a second s
State : Demo 🔻		UserName:- nic01		Logout
Census Masters			List Of Immunization Ma	ster
Health Masters	View All	Update		
Health Masters Mapping	C C			
Health SC Village Mapping	State*	Demo	Y	
Health Block Taluka	Immunization Name		Status	Select
MDDS Mapping HealthSubVillag			Chan Departs	
Immunization Mapping			Show Records Clear	-
Verifier Master			Jave	
Profile Master				
Bulk Üpdate				
Reports				
Shifting User Request				
Reject Records				

Now Click on "Show Records" button, the list of Immunization will displayed in a table on the same page, it can be downloaded as and Excel format. Clear button is used to refresh the page.

Masters				List Of Immunization	Master	
Vasters		View All	Update			
Masters Mapping			1			
C Village Mapping	State*		Demo	.w.		
ock Taluka	Immuniz	ation Name		Status	Select	×
pping HealthSubVillag						
tion Mapping				Show Records Cle	ar	
aster				Save		
•	-			E	coort To Excel V	
aster						
late				Inimumzation Paster		
Llear Resusat	Sr.No.	Immunization Name		Immunization Short Nmae	Status	Select
sordo	31	VITAMIN A-9		VITAMINA9	Active	Select
orus	32	MMR		MMR	Active	Select
	33	MR-2		MR2	Active	Select
	34	Typhoid		Typhoid	Active	Select
	35	Rota Virus Dose-1		RotaVirusDose1	Active	Select
	36	Rota Virus Dose-2		RotaVirusDose2	Active	Select
	37	Rota Virus Dose-3		RotaVirusDose3	InActive	Select
	38	IPV Dose-1		IPVDose1	Active	Select
	39	IPV Dose-2		IPVDose2	Active	Select
	40	PCV-1		PCV1	Active	Select
				Previous 1 2 3 4 5 Nex	<t< td=""><td></td></t<>	

Now, we can change the Status of Immunization, from Active to Inactive and Inactive To Active. Just click on Select link in the last column of table the Records will be Filled in the above part of page, Say Sr.No 37 as Inactive to change to Active.
sus Masters		6		List of minumization a	naster	
Ith Masters		View All	Update			
h Masters Mapping						
SC Village Mapping	State*		Demo	<b>v</b>		
Block Taluka	C	CONCENSION		11.000		
Mapping HealthSubVillac	Immuniz	ation Name	Rota Virus Dose-3	Status	InActive	•
ization Manning				Show Records Cle	ar	
r Master				Save		
· · · · · · · · · · · · · · · · · · ·				Ex	port To Excel •	
e Master				Temunization Master		
Jpdate						
rts	Sr.No.	Immunization		Immunization Short Nmae	Status	Select
ng User Request	31	VITAMIN A-9		VITAMINA9	Active	Select
t Records	32	MMR		MMR	Active	Select
	33	MR-2		MR2	Active	Select
	34	Typhoid		Typhoid	Active	Select
	35	Rota Virus Dose-1		RotaVirusDose1	Active	Select
	36	Rota Virus Dose-2		RotaVirusDose2	Active	Select
	37	Rota Virus Dose-3		RotaVirusDose3	InActive	Select
	38	IPV Dose-1		IPVDose1	Active	Select
	39	IPV Dose-2		IPVDose2	Active	Select
	40	PCV-1		PCV1	Active	<u>Select</u>
				Previous 1 2 3 4 5 Nex	t	

### Change the status to Active



### Now, Click Save button

Health Masters		View All	Update			
Health Masters Mapping Health SC Village Mapping Health Block Taluka MDDS Mapping HealthSubVillag Immunization Mapping Verifier Master	State* Immuniz	ation Name	Demo Rota Virus Dose-3	Status Show Records Save 1 records has been	InActive Clear	•
Profile Master	-			_	Export To Excel V	
Bulk Update				Immunization Master		·
Reports				and a state of the second state of the		
Shifting User Request	Sr.No.	Immunization Name	II S	mmunization hort Nmae	Status	Select
Reject Records	31	VITAMIN A-9	VI	TAMINA9	Active	Select
	32	MMR	M	MR	Active	Select
	33	MR-2	М	R2	Active	Select
	34	Typhoid	Ту	phoid	Active	Select
	35	Rota Virus Dose-1	R	otaVirusDose1	Active	Select
	36	Rota Virus Dose-2	Re	otaVirusDose2	Active	Select
	37	Rota Virus Dose-3	R	otaVirusDose3	Active	Select
	38	IPV Dose-1	IP	VDose1	Active	Select
	39	IPV Dose-2	IP	VDose2	Active	Select
	40	PCV-1	PC	CV1	Active	Select
				Previous 1 2 3 4 5 N	ext	

Message is displayed 1 record has been updated and Sr,No 37 becomes Active as well as displayed in the table, same is for Active to Inactive status.

# 3.5 Verifier Master Mapping

	<b>Reproductive and C</b> Health and Family Welfare Government of India	<i>hild Health</i> Department				
State : Demo 🔻		UserName:- nic01			Logout	
Conque Mactore				Verifier Master		
Census masters	Level of Search*	Select/ALL		State*	Demo	<b>v</b>
Health Masters			E			1
Health Masters Mapping	District	Soloct/ALL	- 1	HealthPlack	Soloct	
A	District	JeletiALL	-	Tealinblock		
Health SC Village Mapping	10 Terrare and the second s					
Health Block Taluka	HealthFacility	Select		Health SubFacility	Select	•
MDDS Mapping HealthSubVillac						
Immunization Manning	Verifier Name*			Verifier ID		
minumization wapping	Status	Select				
Verifier Master		_	Searc	Clear		
The second se			Ocurc			
Profile Master				Save		
Bulk Update						
Reports						
Shifting User Request						
Reject Records						
Malearnagonus						

Mandatory Field	Field Value	Remarks
Level of Search	State	*
	District	State
	Health Block	
	Health Facility	
	Health Sub Facility	
	All	
State	State Name Read Only	State Name Read Only*
District	District Name	District Name
Health Block	Health Block Name	Health Block Name
Health Facility	Health Facility Name	Health Facility Name
Health Sub Facility	Health Sub Facility Name	Health Sub Facility Name
Verifier Name	Verifier Name	Verifier Name*
Verifier ID	Verifier ID Read Only	Verifier ID Read Only
Status	Status Active / Inactive	Status Inactive

On click search, records are displayed in the table on the same page,

ate : Demo 🔻			U	IserName:- nic01			Logout		
ensus Masters						Verifier Master			
ealth Masters	Level of :	Searc	h*	State	۲	State*	Demo	٣	
ealth Masters Mapping	District			Select/ALL	٣	HealthBlock	Select	¥	
alth SC Village Mapping									
ealth Block Taluka	HealthFa	cility		Select	٣	Health SubFacility	Select	Ŧ	
DDS Mapping HealthSubVillag				-	-				
munization Mapping	Verifier	lame*				Verifier ID			
erifier Master	Status			InActive	•				
					Sear	ch Clear			
ofile Master						Save			
ulk Update	-							Expo	tTo E>
eports						Lick of Vosifianc			
hifting User Request						List or verniers			
eject Records	Sr.No.	ID	Name	District	Block	Healthfacility	Healthsubfacility	Status	Choose
	1	13	test 596	No District	No Block	No PHC	No Subcentre	Inactive	Select
	2	15	Sanjay-MCTS	No District	No Block	No PHC	No Subcentre	Inactive	Select
	3	31	Dr. Rachana Parikh	No District	No Block	No PHC	No Subcentre	Inactive	Select
	4	51	sneha	No District	No Block	No PHC	No Subcentre	Inactive	Select
	10122					Previous 1 Next			

now to change status, click on select link in last column choose of the table. Say ID 13 Selected, details are filled in the page.

		-			Anna Anna Anna						
State : Demo V				IserName:- nic01			Logout	Logout			
Census Masters						Verifier Master					
Health Masters	Level of	Searc	h*	State	•	State*	Demo				
Health Masters Mapping	District			Select/ALL	Ŧ	HealthBlock	Select	٣			
Health SC Village Mapping	HealthF	acility		Select		Health SubFacility	Select				
Health Block Taluka		lonicy		001001		rioundrouon doing	- OMON				
MDDS Mapping HealthSubVillag	Verifier	Name <sup>*</sup>		test 596		Verifier ID	13				
Immunization Mapping	Status			InActive							
Verifier Master	Conserved -			Line de la company de la	Sea	ch Clear					
Profile Master						Save					
Bulk Lindate											
Poporto								Ехро	rt To Excel •		
Shifting User Request	1000					List of Verifiers					
Reject Records	Sr No	TD	Namo	District	Block	Healthfacility	Healthsubfacility	Statuc	Choose		
Reject Records	51.110.	12	tast 506	No District	No Black	No. DHC	No Substates	Inactive	Salast		
	1	15	Caning MCTC	No District	No Block	No PHC	No Subcentre	Tractive	Calant		
	2	15	Sanjay-MCIS	No District	NO BIOCK	NO PHC	No Subcentre	Inactive	Select		
	3	31	ur, kachana Parikh	No District	NO BIOCK	NO PRIC	No Subcentre	Inactive	Select		
	4	51	snena	NO District	No Block	NO PHC	NO SUDCENTRE	Inactive	Select		

#### Now change the status as Active



Now click Save button

						Verifier Master			
Census Masters	Level of	Searc	h*	State	•	State*	Demo	¥.	
Health Masters									
Health Masters Mapping	District			Select/ALL	Ŧ	HealthBlock	Select		
Health SC Village Mapping Health Block Taluka	HealthF	acility		Select	Ŧ	Health SubFacility	Select	*	
MDDS Mapping HealthSubVillag	Verifier	Name*				Verifier ID			
Manifer Master	Status			Select	•				
verifier Master					Search	Clear			
Profile Master						Savo	_		
Bulk Update					Record	Updated Sucessfull	/!!		
and the second se									
Reports					1			Export	To Excel •
Reports Shifting User Request								Export	To Excel •
Reports Shifting User Request Reject Records						List of Verifiers		Export	tTo Excel V
Reports Shifting User Request Reject Records	Sr.No.	. ID	Name	District	Block	List of Verifiers Healthfacility	Healthsubfacility	Export Status	t To Excel V Choose
Reports Shifting User Request Reject Records	Sr.No.	. <b>ID</b> 1	Name Dr. Uma Chawla	District No District	Block No Block	List of Verifiers Healthfacility No PHC	Healthsubfacility No Subcentre	Export Status Active	tTo Excel V Choose Select
Reports Shifting User Request Reject Records	Sr.No. 1 2	. ID 1 2	Name Dr. Uma Chawla Sanjay-MCTS	District No District No District	Block No Block No Block	List of Verifiers Healthfacility No PHC No PHC	Healthsubfacility No Subcentre No Subcentre	Export Status Active Active	tTo Excel • Choose Select Select
Reports Shifting User Request Reject Records	Sr.No. 1 2 3	. ID 1 2 3	Name Dr. Uma Chawla Sanjay-MCTS Abhishek-MCTS	District No District No District No District	Block No Block No Block No Block	List of Verifiers Healthfacility No PHC No PHC No PHC	Healthsubfacility No Subcentre No Subcentre No Subcentre	Export Status Active Active Active	Choose Select Select Select
Reports Shifting User Request Reject Records	Sr.No. 1 2 3 4	. ID 1 2 3 4	Name Dr. Uma Chawla Sanjay-MCTS Abhishek-MCTS Dr. Prafful Bharadwaj	District No District No District No District No District	Block No Block No Block No Block No Block	List of Verifiers Healthfacility No PHC No PHC No PHC No PHC	Healthsubfacility No Subcentre No Subcentre No Subcentre No Subcentre	Export Status Active Active Active Active	To     Excel       Choose       Select       Select       Select       Select
Reports Shifting User Request Reject Records	Sr.No. 1 2 3 4 5	. ID 1 2 3 4 5	Name Dr. Uma Chawla Sanjay-MCTS Abhishek-MCTS Dr. Prafhul Bharadwaj Sh. Javed Khan	District No District No District No District No District No District	Block No Block No Block No Block No Block No Block	List of Verifiers Healthfacility No PHC No PHC No PHC No PHC No PHC	Healthsubfacility No Subcentre No Subcentre No Subcentre No Subcentre No Subcentre	Export Status Active Active Active Active Active	Choose       Select       Select       Select       Select       Select       Select
Reports Shifting User Request Reject Records	Sr.No. 1 2 3 4 5 6	. ID 1 2 3 4 5 6	Name Dr. Uma Chawla Sanjay-MCTS Abhishek-MCTS Dr. Prafful Bharadwaj Sh. Javed Khan Sh. Vikash Kumar	District No District No District No District No District No District	Block No Block No Block No Block No Block No Block No Block	List of Verifiers Healthfacility No PHC No PHC No PHC No PHC No PHC No PHC	Healthsubfacility No Subcentre No Subcentre No Subcentre No Subcentre No Subcentre No Subcentre	Export Status Active Active Active Active Active Active	Choose       Select       Select       Select       Select       Select       Select       Select       Select       Select
Reports Shifting User Request Reject Records	Sr.No. 1 2 3 4 5 6 7	• ID 1 2 3 4 5 6 7	Name Dr. Uma Chawla Sanjay-MCTS Abhishek-MCTS Dr. Prafful Bharadwaj Sh. Javed Khan Sh. Vikash Kumar Sh. Amit Agarwal	District No District No District No District No District No District No District No District	Block No Block No Block No Block No Block No Block No Block No Block	List of Ventiliers Healthfacility No PHC No PHC No PHC No PHC No PHC No PHC No PHC	Healthsubfacility No Subcentre No Subcentre No Subcentre No Subcentre No Subcentre No Subcentre No Subcentre	Export Status Active Active Active Active Active Active Active	Choose Select Select Select Select Select Select Select Select
Reports Shifting User Request Reject Records	Sr.No. 1 2 3 4 5 6 7 8	<b>ID</b> 1 2 3 4 5 6 7 8	Name Dr. Uma Chawla Sanjay-MCTS Abhishek-MCTS Dr. Prafful Bharadwaj Sh. Javed Khan Sh. Vikash Kumar Sh. Vikash Kumar Sh. Amit Agarwal Sh. Anj Kamal	District No District No District No District No District No District No District No District No District	Block No Block No Block No Block No Block No Block No Block No Block	List of Verifiers Healthfacility No PHC No PHC No PHC No PHC No PHC No PHC No PHC No PHC	Healthsubfacility No Subcentre No Subcentre No Subcentre No Subcentre No Subcentre No Subcentre No Subcentre No Subcentre	Export Status Active Active Active Active Active Active Active Active	Excel ▼           Choose           Select           Select           Select           Select           Select           Select           Select           Select           Select           Select

#### Now a record updated successfully is shown and ID 13 is Active now.



Clear button is used to refresh the page

Export To button to download list of records in table as Excel format

## 4 Profile Master

➔ On Click of, "Profile Master" following option will appear

- (4.1) Create User
- (4.2) Enter Estimates

иские или	<b>Reproductive and Child Health</b> Health and Family Welfare Department Government of India	
State : Demo V	UserName:- nic01	Logout
Census Masters	WELCOME TO COMMON MASTER ADMINISTR	ATION
Health Masters		
Health Masters Mapping		
Profile Master		
Create User		
Enter Estimates		
Bulk Update		
Reports		
Shifting User Request		
Reject Records		

## 4.1 Create User

→ On Click user link, "Create User", Page will appear, here you can do the following:

(4.1.1) Create User

(4.1.2) Assign Roles

(4.1.3) Assign App Access

Census Masters				Create User		
Health Masters	Create User	Assign Roles	Assign App	Access		
Health Masters Mapping						
Profile Master	User ID			Login Name*		
Create User Enter Estimates	First Name*			Middle Name*		
Bulk Update	Last Name*			Email ID*		
Reports						
Shifting User Request	Address			Phone no*		
Reject Records	Upor Turot	Salast	-	Upor Status	Activo	- 1
	user type			User Status	Active	
	State*	Demo	•	District*	Select/ALL	*
	Health Block/Ward/MC /Municipali	ty*Select	•	Taluka/Tehsil/SubDistrict /Prant*	Select	•
	HealthFacility*	Select	•	Health SubFacility *	Select	
			Save	Search Clear Reset Password		

### 4.1.1 Create User

 $\rightarrow$  Click on Create User tab it will convert to blue in colour and all ready created users list will be displayed as table in the same page.

Health Masters	Create User	Assign Roles	Assign App Access				
Health Masters Mapping							
Profile Master	User ID			Login Name*	LoginFail		
Create User Enter Estimates	First Name*	FirstFail		Middle Name*	MiddleFail		
Bulk Update	Last Name*	LastFail		Email ID*	pankajt1@gmail.com		
Reports							
Shifting User Request	Address			Phone no*	9811435066		
Keject Records	User Type*	State	•	User Status*	Active	•	
	State*	Demo	•	District*	Select/ALL	•	
	Health Block/Ward/MC /Municipality	Select	▼ Taluka/I	Fehsil/SubDistrict /Prant*	Select	v	
	HealthFacility *	Select	v H	lealth SubFacility *	Select	٣	
			Searc Save Clear	h r Reset Password			
	-					Export To	Excel •
			No data	found			

Here we can create new users,

Mandatory Field	Field Value	Remarks
User ID	User ID	User ID
Login Name	Login Name	Login Name* LoginFail
First Name	First Name	First Name* FirstFail
Middle Name	Middle Name	Middle Name* MiddleFail
Last Name	Last Name	Last Name* LastFail
Email ID	Email ID	Email ID*
		pankajt1@gmail.com
Address	Address	Address
Phone no	Phone no	Phone no* 9811435066
User Type	State	*
	District	State
	Health Block	
	Health Facility	
	Health Sub Facility	
	Taluka/Tehsil/SubDistrict	
User Status	Active	*Active
	Inactive	
	Permanently Inactive	
State	State Name	Demo*
District	District Name Read Only	District Name* Read Only
Health Block/Ward/MC	Health Block/Ward/MC	Health Block/Ward/MC
/Municipality	/Municipality Name Read	/Municipality Name* Read
	Only	Only
Taluka/Tehsil/SubDistrict	Taluka/Tehsil/SubDistrict	Taluka/Tehsil/SubDistrict
/Prant	/Prant Read Only	/Prant* Read Only
HealthFacility	HealthFacility Name Read	HealthFacility Name* Read
	Only	Only
Health SubFacility	Health SubFacility Name	Health SubFacility Name*
	Read Only	Read Only

Now click on Save button, "User Added Sucessfully.Now Give Roles to User" message is displayed and created user is shown in the table on same page, with User ID created as 364.

Health Masters	Create User Assi	ign Roles Assign App Ac	cess		
Profile Master	User ID	364	Login Name*	LoginFail	
Create User Enter Estimates	First Name*	FirstFail	Middle Name*	MiddleFail	
Bulk Update	Last Name*	LastFail	Email ID*	pankajt1@gmail.com	
Reports Shifting User Request Reject Reports	Address		Phone no*	9811435066	
Reject Actords	User Type*	State	▼ User Status*	Active	۲
	State*	Demo	District*	Select/ALL	7
	Health Block/Ward/MC /Municipality*	Select	Taluka/Tehsil/SubDistrict /Prant*	Select	۲
	HealthFacility *	Select	<ul> <li>Health SubFacility*</li> </ul>	Select	٣
		Save User Added	Search Clear Reset Password Sucessfully.Now Give Roles to User		
			Lieb Of Henry		Export To Excel V
	Ca No. LoginID	LoginName	DhoneNe De	loc Anno	Edit
	1 364	LoginFail	9811435066	ies Apps	Select

Before moving forward you have to Reset to send default password to your provided email Id pankajt1@gmail.com

User type and features they can access are given to them as per the requirement set for that user.

Apart from Create user you can Search User using search button, Change or Update User information using save button. Refresh page using clear button. Reset password in case password need a reset using Reset Password button the default password is abcd@abcd.

### 4.1.2 Assign Roles

→ On Click of Assign Roles tab it will change to blue in colour

	Reproductive Health and Family Government of Inc	<b>and Child Health</b> Welfare Department <sup>Jia</sup>	4			
State : Demo 🔻		UserName:- nic01		Logout		
Census Masters			Create User			
Health Masters	Create User	Assign Roles Assign App Access				
Health Masters Mapping						
Profile Master	User ID*	364	User Name*	LoginFail		
Create User Enter Estimates	Roles*	Data Entry Operator Data Entry Operator State Level User	▼ Save			10
Rulk Undete		ANM / ASHA and Beneficiary Verification			Export To	Excel •
Reports		Shift User	No data found			
Shifting User Request		JSK User <u>F</u>	revious Next			
Reject Records						

Provide details as below to Assign Roles

Mandatory Field	Field Value	Remarks
UserID	User ID Read Only	User ID Read Only*
User Name	User Name	User Name*
Roles	Data Entry Operator State Level User ANM /ASHA and Beneficiary Verification Report User Shift User JSK User	*And Multiple can be Added on by one

Add All Roles one by one by selecting and clicking save button

		<b>Reproduction</b> Health and Fami Government of I	<b>ve and Child Heali</b> Iy Welfare Department <sup>ndia</sup>	tfi		<b>@</b> it'		
State : Demo 🔻			UserName:- nic	:01		Logout		
Census Masters Health Masters Health Masters Mapping		Create User	Assign Roles	Assign App Access	Create User			
Profile Master Create User		User ID Roles	364 Data Entry Op	erator 🔹	User Name*	LoginFail		
Enter Estimates				Add Role Add	ed Role of User			Export To Excel
Reports					List Of Users			
Shifting User Request Reject Records	Sr.No.	LoginID 364	LoginName LoginFail	PhoneNo 9811435066 Pr	Roles Data Entry evious 1 Next	Operator	Apps	Edit Select

Data Entry Operator to JSK User all are added one by one by clicking Save button

		<b>Reproduction</b> Health and Fam Government of	ve and Child Heal ily Welfare Department ndia	a.				
Demo 🔻			UserName:- n	ic01		Logout		
Masters					Create User			
Masters Masters Mapping		Create User	Assign Roles	Assign App Acce	ss			
Master		User ID*	364		User Name*	LoginFail		
Iser timates		Roles*	JSK User	Add Ro	le V Save			
date							Export	To
					List Of Users			
User Request	C. No.	L l- TD	a contration of	Discontro				C 414
Records	Sr.No.	Loginit	Loginivame	PhoneNo	Roles		Apps	Edit
	2	364	LoginFail	9811435066	State Level Liser			Calact
	3	364	LoginFail	9811435066	ANM / ASHA and Beneficiary Verification			Select
	4	364	LoginFail	9811435066	Report User			Select
	5	364	LoginFail	9811435066	Shift User			Select

### 4.1.3 Assign App Access

→ On Click of Assign App Access Tab it will become blue



Add Application Access to the user, Reproductive Child Health and Reproductive Child Health Report User one by one by selecting and clicking save button.

	Reproductive and Chila Health and Family Welfare Dep Government of India	<b>l Health</b> artment				
State : Demo V	UserNam	1e:- nic01		Logout		
Census Masters			Create User			
Health Masters	Create Liser Assign Poles	Assign Ann Access				
Health Masters Manning	Create Oser Assign Roles	Assign App Access				
reard wasters wapping						
Profile Master	User ID* 364		User Name*	LoginFail		
	Application* Reproc	Juctive Child Health-Report				
Create User	A francisco de la construcción d	Add Application	▼ Save			
Enter Estimates		Added Appl	ication Access to User			
Bulk Lindate					Expect To	Evcel V
Papade					Export to	EXCEL 1
Chiffing Llear Dogwoot			List of users			
Simong Oser Request	Sr.No. LoginID LoginName PhoneNo	Roles			Apps	Edit
Reject Records	1 364 LoginFail 9811435066	Data Entry Operator, State Level User, ANM / AS	5HA and Beneficiary Ver, Report User, Shift User,	JSK	Reproductive Child Health	Select
		Pre	vious 1 Next			
			and the second			

		Rep Health Gover	roductiv 1 and Family nment of In	<b>e and Chil</b> y Welfare Dep Idia	<i>d Health</i> nartment				
State : Demo 🔻				UserNa	ne:- nic01		Logou	<u>it</u>	
Census Masters Health Masters Health Masters Mapping	Cr	eate User	As	sign Roles	Assign App Access	Create User			
Profile Master Create User Enter Estimates		User Applica	D* lion <sup>*</sup>	364 Repro	ductive Child Health-Report	User Name* alion • Save Application Access to User	LoginFail		
Bulk Update Reports						List Of Users		Export To	Excel ¥
Shifting User Request Reject Records	Sr.No. 1 1 3 2 3	LoginID Lo 164 Lo 164 Lo	<b>ginName</b> ginFail ginFail	PhoneNo 9811435066 9811435066	Roles Data Entry Operator, State Level User, ANM Data Entry Operator, State Level User, ANM	/ ASHA and Beneficiary Ver, Report User, Shift / ASHA and Beneficiary Ver, Report User, Shift	User, JSK User, JSK	Apps Reproductive Child Health Reproductive Child Health-Report	Edit Select
			- AA243			Previous 1 Next			

# 4.2 Enter Estimates

On Click of link Enter Estimates, "Estimate Entry Master", Page will Appear where we can enter the estimates.

	Reproductive as Health and Family We Government of India	<b>nd Child Health</b> elfare Department	<u>(</u>	<b>í</b>	
State : Demo 🔻		UserName:- nic01		Logout	
Census Masters Health Masters Health Masters Mapping Profile Master	Estimates Entry of* State*	Select Test-Tripura	Estimates Entry Master Financial Year* District *	2018-2019 Select/ALL	¥ ¥
Create User	Health Block/Ward/MC /Municipality*	Select	HealthFacility *     Search     Address from Village profile Entry     Save All     Clear	Select	•
Reports Shifting User Request Reject Records				Calculate	Export To Excel V

Provide the fields details

Mandatory Field	Field Value	Remarks
Estimates Entry of	State	Estimates Entry of*
	District	
	Health Block	
	Health Facility	
Financial Year	Financial Year	Financial Year*
State	State Name	State Name*
District	District Name	District Name*
Health Block/Ward/MC	Health Block/Ward/MC	Health Block/Ward/MC
/Municipality	/Municipality Name	/Municipality Name*
HealthFacility	HealthFacility Name	HealthFacility Name*

Click on the Search button, updateable Estimates will be displayed

	0.04	be web									LAA.
State : Demo 💌				UserName:- nic	01		Logout				
Census Masters	-				Estimates Entry Ma						
Health Masters	Estimate	Estimates Entry of*		State	State Financial Yea			2018-2019			
Health Masters Mapping	State*			Test-Tripura		District*		-Select/ALL-		T	
Profile Master											
Create User	Health B	llock/V	/ard/MC /Municipality*	Select	Ŧ	HealthFacility*		-Select-		•	
Enter Estimates						Search					
Pulk Lindete					*Estimated Pr	pulation is calculated from	Village profile Entry				
Reports					Sa	e All	Clear				
Shifting User Request									Calculate	Export To	Excel V
Reject Records	List Of Masters for Estimate Entry										
	Sr.No.	. ID	Name	Estimated Mother	Estimated Infant		Estimated EC		Estimated Population		Status
	1	1	West District	0	0		0		0		Save
	2	2	South District	0	0		0		0		Save
	3	3	Dhalai District	0	0		0		0		Save
	4	4	North District	0	0		0		0		Save
	5	5	Sepahijala District	0	0		0		0		Save
	6	6	Khowai District	0	0		0		0		Save
	7	7	Gomati District	0	0		0		0		Save
	8	8	Unakoti District	0	0		0		0		Save
	-					Previous 1 Nex	t				

Fill the estimates and click save, number on entries updated will be flashed as message

ate : Demo 🔻	UserName:- nic01 Logout										
Census Masters					i.	stimates Entry Ma	ister				
Health Masters	Estimate	Entry of		State	•	Financial Year*		2018-2019	7		
Health Masters Mapping								E Paladiti I			
Profile Master	State*			i test-tripura	•	District *		-Select/ALL-	*		
	Health B	ock/Ward	/MC /Municipality *	Select	Ŧ	HealthFacility*		-Select-	¥		
Dreate User											
Enter Estimates						Search					
Bulk Update				<u> </u>	"Estimated P	re All	rilage profile Entry Slean				
Reports					2 records has b	en updated and 6	has been inserted.				
Shifting User Request	an.							c	alculate Export To	Excel 🔻	
Reject Records	List Of Masters for Estimate Entry										
	Sr.No.	ID Na	ame	Estimated Mother	Estimated		Estimated EC	Esti Pop	mated ulation	Status	
	1	1 We	est District	2000	0		0	0		Save	
	2	2 Sol	uth District	3000	0		0	0		Save	
	3	3 Dh	alai District	4000	0	1	0	0		Save	
	4	4 Nor	rth District	5000	0		0	0		Save	
	5	5 Se;	pahijala District	0	0		0	0		Save	
	6	6 Kh	owai District	0	0		0	0		Save	
	7	7 Go	mati District	0	0		0	0		Save	
	8	8 110	akoti District	0	0		0	0		Save	

Clear button is given to refresh the page

# 5 Bulk Update

→ On Click of Bulk Update, "Update Master", Link will appear here you can:
(5.1) Update Master

	Reproductive and Child Health Health and Family Welfare Department Government of India	<b>@</b>
State : Demo T	UserName:- nic01	Logout
Census Masters	WELCOME TO COMMON MAST	ER ADMINISTRATION
Health Masters		
Health Masters Mapping		
Profile Master		
Bulk Update		
Update Master		
Reports		
Shifting User Request		
Reject Records		

## 5.1 Update Master

→ On Click of Update Master, "Update List", Page will appear where you can: (5.1.1) Bulk Update Users

		<b>Reproductive and Child Health</b> Health and Family Welfare Department Government of India			<b>i</b>	
State : Demo 🔻		UserName:- nic01			Logout	
Census Masters Health Masters	List of*	-Select-	٠	Update List Action*	Select	<b>.</b>
Profile Master	Level of Search*	Select/ALL	•	State*	Demo	×
Bulk Update	District	Select/ALL	•	HealthBlock	Select	•
Update Master	Taluka	Select	•	HealthFacility	Select	•
Reports Shifting User Request Reject Records	Health SubFacilit	ySelect	Searc	n Clear Save		

### 5.1.1 Bulk Update

→ Here you can search and bulk update list of items in the List of Drop Down

	Reproducts Health and Far Government of	<b>ive and Child Health</b> mily Welfare Department I India	4		
State : Demo 🔻		UserName:- nic01		Logout	
			Lindate List		
Census Masters Health Masters	List of*	Select	Action*	Select	Ŧ
Health Masters Mapping Profile Master	Level of Search*	Users Health Facility R/U Status	State*	Demo	٣
Bulk Update	District	Health Facility Type Health SubFacility Type Enable Shifting	HealthBlock	Select	*
Update Master	Taluka	Anm/Asha Transfer ON/OFF	HealthFacility	Select	•
Reports Shifting User Request Reject Records	Health SubFacility	Select	Search Clear Save		

### Provide the fields details

Mandatory Field	Field Value	Remarks		
List of	Users Health Facility R/U Status Health Facility Type Health SubFacility Type Enable Shifting Anm/Asha Transfer ON/OFF	Users*		
Action	Reset	Reset*		
Level of Search	State District Health Block Health Facility Health SubFacility Taluka/Tehsil/SubDistrict Select/ALL	State*		
State	State Name Read Only	State Name Read Only*		
District	District Name Read Only	District Name Read Only		
Health Block	Health Block Name Read Only	Health Block Name Read Only		
Taluka	Taluka Name Read Only	Taluka Name Read Only		
Health Facility	Health Facility Name Read Only	Health Facility Name Read Only		
Health Sub Facility	Health Sub Facility Name Read Only	Health Sub Facility Name Read Only		

On Click of Search button, all State level users will appear in the Table and we can select one and click save to reset users or select multiple or All as next screen



#### Multiple selected



Select All

				an an	1000000											
ate: Demo 🔻	7					UserName:- nic01 Logout										
Census Masters lealth Masters	List of			Users			T	Update L Action*	ist	Reset	•					
Health Masters Mapping Profile Master	Level of S	earch*		State			•	State*		Demo	<b>v</b>					
Bulk Update	District			Sele	ct/ALL		٣	HealthBlock		-Select	<b>v</b>					
Update Master	Taluka			Sele	ct		Ŧ	HealthFacility		Select	Y					
Reports Shifting User Request Reject Records	Health Su	bFacility		-Sele	d		▼ Searc	Save	Clear							
	-										Export To	Excel ¥				
					Liet for updation											
	Sr.No.	ID Name		District	Taluka	Block	Health	facility	Healthsubfacility	Days Left to Update Passowro	ł					
	1	44 md-trp-n	tim	1		8	52			-155		2				
	2	50 nrhm+tr.d	h.lon	2	1	40	47			-155						
	3	59 nrhm-tr.s	ad.nar	÷.	2 <b>.</b>	-	-			-155		10				
	4	60 nrhm-tr.v	t.dpm	S.	1	20	20		•	-155		×.				
	5	61 nrhm-tr.s	nam.be	5-		82	40		-	-155		2				
	6	62 nrhm-tr.s	ad.kat	2						-155		8				
	7	63 nrhm-tr.s	ad.cha	12	12	20	20		2	-155						
	8	64 nrhm-tr.s	nod.be			÷.	÷.		*	-155						
	9	65 nrhm-tr.s	ad.bam	1	1	5	50			-155		2				
	10	66 nrhm-tr.s	nom.be	<u>i</u> .	<i>i</i> .	÷.	-		•	-155						
						Previous *	234	678910	11 12 13 14 15 16 Ne	<u>d</u>						

Finally on click of Save all selected user will get their password reset. Clear button is used to refresh the page. Export to button for downloading users in Excel format.

## 6 Reports

→ On Click of Report Tab following link will appear

(6.1) Master Report

	Reproductive and Child Health Health and Family Welfare Department Government of India	
State : Demo 💌	UserName:- nic01	Logout
Census Masters Health Masters Health Masters Mapping Profile Master Bulk Update Reports Master Reports Shifting User Request Reject Records	WELCOME TO COMMON MASTER ADMINISTRATIC	N

## 6.1 Master Report

 $\rightarrow$  On Click of Master Report Link, "Report Details" page will appear where you can do the following:

- (6.1.1) Master Report
- (6.1.2) Non-Census Village Report
- (6.1.3) Estimate Report
- (6.1.4) NIN Report

		<b>Reproductive and Child Health</b> Health and Family Welfare Department Government of India		<b>@</b>	0000
State : Demo 🔻		UserName:- nic01		Logout	
Census Masters Health Masters Health Masters Mapping	Master Report	Non-Census Village Report Statimate Report NIN Report	Report Details		
Profile Master	Financial year	2018-2019	Report type	select	Y
Bulk Update	District"	-Select/ALL-	Taluka	select	<u>v</u>
Reports	Health Block	-Select-	PHC	Select	*
Master Reports	SubCentre	-Select- Show Records	Clear	Download	
Shifting User Request Reject Records					

## 6.1.1 Master Report

→ On Click of Master Report tab, it will change colour to blue

		<b>Reproductive and Child Health</b> Health and Family Welfare Department Government of India			🙀 👬	
State : [Demo V]		UserName:- nic01			Logout	
Census Masters		1		Report Details		
Health Masters	Master Report	Non-Census Village Report 为 Estimate Report 🌖	NIN Report			
Health Masters Mapping						
Profile Master	Financial year	2018-2019	٣	Report type	select	*
Bulk Update	District	Select/ALL	<b>v</b>	Taluka	-Select-	¥.
Reports	Health Block	-Select-	Υ.	PHC	Select	٣
	SubCentre	-Select-	7			
Master Reports			Show Records	Clear	Download	
Shifting User Request						
Reject Records						

Provide the fields details

Mandatory Field	Field Value	Remarks
Financial year	Financial year Read Only	Financial year Read Only
Report type	All Block wise Report	Report type All Block wise
	All PHC wise Report	Report
	All Sub centre wise Report	
	All Village wise Report	
District	District Name	District Name* Dhalai
		District(3)
Taluka	Taluka Name Read Only	Taluka Name Read Only
Health Block	Health Block Name Read	Health Block Name Read
	Only	Only
PHC	PHC Name Read Only	PHC Name Read Only
Sub Centre	Sub Centre Name Read	Sub Centre Name Read
	Only	Only

On Click of Show Records button, "All Block Wise Report" will be shown in the table. Clear button is used to refresh the page and Export to button is used to download the report in Excel format, Same happens when Download button is clicked.

								Mepor	LUCEBINS					-
	Master	Report 3	ion-Census	Village Report	Estimate Re	port NI	Report							
Mapping														
FIRE	nciai ye	ar		4	018-2019			Report typ	Ne .		All Block	wise Report	•	
Dist	riot"			D	halai District(3)		•	Taluka			ALL			
	-	_	_		ATT			PHC			Select-		Ŧ	
Sub	Centre				Select		¥.							
							how Records	C	lear	Download				
-	_											1	Б	sport To
No.	of Rec	ords :- 333												
								Il Report Deta	vils					
			District		Taluka		Health		dia.				Village	
Sr No	State	District	MDDS Code	Taluka	MDDS Code	Block	Block Taluka	PHC	Taluka	SubCentre	Taluka	Village	MDDS Code	Taluka
1	Test- Tripura	Dhalai District(3)	291	Ambasa Nagar Panchayet(9001)		test-1(31)		**	**	**		**		
2	Test- Tripura	Dhalai District(3)	291	Ambasa Nagar Panchayet(9001)		testHD(28)		-12			-			2
3	Test- Tripura	Dhalai District(3)	291	Ambasa Nagar Panchayet(9001)		Testttt(25)	<del>(</del> )	(**)			**			
4	Test- Tripura	Dhalai District(3)	291	Ambasa Nagar Panchayet(9001)		TestWard(32)	-							
5	Test- Tripura	Dhalai District(3)	291	Ambasa Nagar Panchayet(9001)		Vikash Kumar(26)	Ambasa Nagar Panchayet	CHC Kajal(242)	Ambasa Nagar Panchayet	ABHINAV(1154)	Ambasa Nagar Panchayet	ASISH *(10001237)	272/499	Ambassa
6	Test- Tripura	Dhalai District(3)	291	Ambasa Nagar Panchayet(9001)		Vikash Kumar(26)	Ambasa Nagar Panchayet	CHC Kajal(242)	Ambasa Nagar Panchayet	ABHINAV(1154)	Ambasa Nagar Panchayet	Auliralpara (630)(630)	272499	Ambassa
7	Test- Tripura	Dhalai District(3)	291	Ambassa(0030)	1951							Bagmara (624)(624)	272492	Ambassa
	Test-	Dhalai	291	Ambassa(0030)	1951							Baluchhara (641)(641)	272510	Ambassa
8	Tripura	District(3)												
8	Tripura Test- Tripura	District(3) Dhalai District(3)	291	Ambassa(0030)	1951			**	-	** 1		Basudebpara Gram Panchayet *(10000495)	272492	Ambassa

### 6.1.2 Non-Census Village Report

→ On Click of Non-Census Village report tab it will change the colour to blue

	E Co	eproductive and Child Health alth and Family Welfare Department vernment of India		4	
State : Demo 🔻		UserName:- nic01			Logout
Census Masters				Report Details	
Health Masters	Master Repo	n-Census Village Report	eport		
Health Masters Mapping					
Profile Master	Financial year		*	Report type	-select
Bulk Update	District*	Select/ALL	٣	Taluka	-select-
Reports	Health Block	Select	٣	PHC	All District wise Report All Taluka wise Report
insporta-	SubCentre	-Select-	٣		
Master Reports		SH	ow Records	Clear D	ownload
Shifting User Request					
Reject Records					

Mandatory Field	Field Value	Remarks
Financial year	Financial year Read Only	Financial year Read Only
Report type	All District wise Report	Report type All District
	All Taluka wise Report	wise Report
District	District Name Read Only	District Name Read Only *
Taluka	Taluka Name Read Only	Taluka Name Read Only
Health Block	Health Block Name Read	Health Block Name Read
	Only	Only
PHC	PHC Name Read Only	PHC Name Read Only
Sub Centre	Sub Centre Name Read	Sub Centre Name Read
	Only	Only

Rest all is same as section 6.1.1

### 6.1.3 Estimate Report

→ On Click of Estimate Report tab it will change colour to blue

	2	<b>Reproductive and Child Health</b> Health and Family Welfare Department Government of India			<b>i</b>
State : Demo 🔻		UserName:- nic01			Logout
Census Masters Health Masters Health Masters Mapping	Master Report	Non-Census Village Report Estimate Report NIN Report	R	leport Details	
Profile Master	Financial year	2018-2019	• Repr	ort type	select
Bulk Update	District*	Select/ALL	Talu	ka	-select-
Reports	Health Block	Select	PHC		All Block wise Report
Toporto -	SubCentre	Select	T		All PHC wise Report
Master Reports		Yellow color sho	ws the estimat	ted entered in CM and Profile entry doesn't match.	All Subcentre wise Report
Shifting User Request Reject Records		Show Records		Clear Download	

Mandatory Field	Field Value	Remarks
Financial year	Financial year Read Only	Financial year Read Only
Report type	All District wise Report	Report type All District
	All Block wise Report	wise Report
	All PHC wise Report	
	All Sub Centre wise Report	
District	District Name Read Only	District Name Read Only *
Taluka	Taluka Name Read Only	Taluka Name Read Only
Health Block	Health Block Name Read	Health Block Name Read
	Only	Only
PHC	PHC Name Read Only	PHC Name Read Only
Sub Centre	Sub Centre Name Read	Sub Centre Name Read
	Only	Only

Rest all is same as section 6.1.1

### 6.1.4 NIN Reports

→ On click of NIN Report tab, it will change colour to blue

		Reproductive and Child Health lealth and Family Welfare Department overnment of India			<b>K</b> î
State : Demo 🔻		UserName:- nic01			Logout
Census Masters Health Masters Health Masters Mapping	Master Report	Non-Census VIIIage Report DEstimate Report	D	Report Details	
Profile Master	Financial year	2018-2019	۲	Report type	select
Bulk Update	District	Select/ALL		Taluka	select
Reports	Health Block	-Select-	Ψ.	PHC	Health Subfacility With NIN
Master Reports	SubCentre	Select-	▼ cords	Clear Download	Health Facility Without NIN Health Subfacility Without NIN
Shifting User Request Reject Records					

Mandatory Field	Field Value	Remarks
Financial year	Financial year Read Only	Financial year Read Only
Report type	Health Facility With NIN	Report type Health Facility
	Health Subfacility With	With NIN
	NIN	
	Health Facility Without	
	NIN	
	Health Subfacility Without	
	NIN	
District	District Name Read Only	District Name Read Only *
Taluka	Taluka Name Read Only	Taluka Name Read Only
Health Block	Health Block Name Read	Health Block Name Read
	Only	Only
PHC	PHC Name Read Only	PHC Name Read Only
Sub Centre	Sub Centre Name Read	Sub Centre Name Read
	Only	Only

Rest all is same as section 6.1.1

# 7 Shifting User Request

→ On Click of this menu item following link will appear

- (7.1) Disable Hierarchy
- (7.2) Unverify Hierarchy
- (7.3) Shifting Reports

	Reproductive and Child Health Health and Family Welfare Department Government of India	<b>@</b> 🔥
State : [Demo ]	UserName:- nic01	Logout
Census Masters Health Masters Health Masters Mapping Profile Master Bulk Update Reports Shifting User Request Disable Hierarchy Unverify Hierarchy Shifting Reports Reject Records	WELCOME TO COM	NON MASTER ADMINISTRATION

## 7.1 Disable Hierarchy

 $\rightarrow$  On Click of Disable Hierarchy link, "De-Activate Hierarchy", Page will appear, here you can do the following:

- (7.1.1) Health Block
- (7.1.2) Health Block Taluka
- (7.1.3) Health Facility
- (7.1.4) Health Sub Facility
- (7.1.5) Health Sub Facility Village Mapping
- (7.1.6) Health Village

	Reproductin Health and Fam Government of I	<b>ve and Child Health</b> ily Welfare Department India			
State : Demo V		UserName:- nic01			Logout
Census Masters Health Masters Health Masters Manning	Health Block Health Block Taluka	Health Facility Health SubFacility	HealthSubfacility VillageMap	pping Health Village	
Profile Master Bulk Update Reports	Action District Taluka/Tehesil/SubDistrict	Select ALL Select	T Health BLock*	-5	elect
Shifting User Request	Health BLock Taluka* Health SubCentre*	-Select-	Health PHC*     Health Village*     Svimit	-Si -Si	elect
Unverify Hierarchy Shifting Reports Reject Records					

### 7.1.1 Health Block

→ On Click of health block tab, it will change colour to blue



#### Provide the fields details

Mandatory Field	Field Value	Remarks
Action	De-Activate	De-Activate*
District	District Name	District Name*
Health Block	Health Block Name	Health Block Name*
Taluka / Tehesil / Sub District	Taluka / Tehesil / Sub District	Taluka / Tehesil / Sub District
	Name Read Only	Name Read Only*
Health Block Taluka	Health Block Taluka Name Read	Health Block Taluka Name Read
	Only	Only*
Health PHC	Health PHC Name Read Only	Health PHC Name Read Only*
Health Sub Centre	Health Sub Centre Name Read	Health Sub Centre Name Read
	Only	Only*
Health Village	Health Village Name Read Only	Health Village Name Read Only*

Click on Submit button, the message flagged is, "De-Activation request has been initiated for Health Block!!.."

	Reproducti Health and Fan Government of	<b>ve and Child Health</b> iily Welfare Department India		A Second Se	<b>K</b>	
State : Demo V		UserName:- nic01			Logout	
Census Masters Health Masters Health Masters Mapping	Health Block Health Block Taluka	Health Facility Health SubFac	-: De-Activate Hi Ity HealthSubfacility VillageN	terarchy :- tapping Health Village		
Profile Master Bulk Update	Action* District*	De-Activate Sepahijala District	▼ ▼ Health BLock*		Melaghar Municipal Council (17)	,
Reports Shifting User Request	Taluka/Tehesil/SubDistrict* Health BLock Taluka* Health SubCentre*	Select- ALL Select-	V Health PHC*		-Select-	-
Disable Hierarchy Unverify Hierarchy Shifting Reports Reject Records		De-A	street ctivation request has been in	Point nitiated for Health Block!!	D	

Click on Reset button to refresh the page

### 7.1.2 Health Block Taluka

→ On Click of Health Block Taluka tab, it will change colour to blue

	Reproductive a Health and Family Wi Covernment of India	<b>nd Child Health</b> Slfare Department		<b>í</b>
State : Demo V		UserName:- nic01		Logout
Census Masters Health Masters Health Masters Mapping	Mealth Bloc Mealth Block Taluka	fealth Pacility 💙 Health SubPacility 🏷 Heal	-: De-Activate Hierarchy :- thSobfactility VillageMapping Health Village	
Profile Master Bulk Update Reports	Action* District* Taluka/Teheail/SubDistrict*	De-Activate Sepahijala District Select-	Health BLock*	Bishalghar Health Sub-division (12)
Shifting User Request	Health BLook Taluka* Health SubCentre*	Bishalgarh(0013) Select	Health PHC* Health Village*	ALL V
Disable Hierarchy Unverify Hierarchy Shifting Reports Reject Records		_	Submit Reset	

### Provide the fields details

Mandatory Field	Field Value	Remarks
Action	De-Activate	De-Activate*
District	District Name	District Name*
Health Block	Health Block Name	Health Block Name*
Taluka / Tehesil / Sub District	Taluka / Tehesil / Sub District	Taluka / Tehesil / Sub District
	Name Read Only	Name Read Only*
Health Block Taluka	Health Block Taluka Name	Health Block Taluka Name *
Health PHC	Health PHC Name Read Only	Health PHC Name Read Only*
Health Sub Centre	Health Sub Centre Name Read	Health Sub Centre Name Read
	Only	Only*
Health Village	Health Village Name Read Only	Health Village Name Read Only*

Click on Submit button, the message flagged is, "De-Activation request has been initiated for Health Block Taluka!!.."

	Reproductive Health and Famil Government of In	<b>e and Child Health</b> y Welfare Department <sub>dia</sub>	4	<u>&gt; k</u> î
State : Demo 🔻		UserName:- nic01		Logout
Census Masters Health Masters Health Masters Mapping	Health Block Taluka	Health Facility Health SubFacility	-: De-Activate Hierarchy :- HealthSubfacility VillageMapping Health	Village
Profile Master Bulk Update Reports	Action" District" Taluka/Tehesil/SubDistrict"	Sepahijala District Select	▼ Health BLock*	Bishalghar Health Sub-division (12)
Shifting User Request	Health BLock Taluka* Health SubCentre*	Bishalghar Nagar Panchayet(9011) Select	Health PHC*     Health Village*	ALL
Disable Hierarchy Unverify Hierarchy Shifting Reports Reject Records		De-Activation re	Submit Reset iquest has been initiated for Health B	lock Taluka!!

Click on Reset button to refresh the page

## 7.1.3 Health Facility

→ On Click of Health Facility, it will be changed to blue in colour

	Health and Family Government of In	e <b>and Child Health</b> Welfare Department dia	4	● 前
State : Demo V		UserName:- nic01		Logout
Congue Machara			-: De-Activate Hierarchy :-	
Health Masters	Health Block Health Block Taluk	Health Facility	HealthSubfacility VillageMapping	alth Village
Profile Master	Action*	De-Activate	•	
Bulk Undate	District*	Sepahijala District	Health BLock*	Bishalghar Health Sub-division (12)
Reports	Taluka/Tehesil/SubDistrict*	-Select	*	
Shifting Hans Damagak	Health BLock Taluka*	Bishalgarh(0013)	Health PHC*	-ALL-
Shirung Oser Request	Health SubCentre*	Select	T Health Village*	Dayarampara PHC (126)
Disable Hierarchy Unverify Hierarchy Shifting Reports			Submit Reset	Bisharangan PHC (137) Madhupur PHC (183) Bishalgarh SDH (203) ALL-

Provide the fields details

Mandatory Field	Field Value	Remarks
Action	De-Activate	De-Activate*
District	District Name	District Name*
Health Block	Health Block Name	Health Block Name*
Taluka / Tehesil / Sub District	Taluka / Tehesil / Sub District	Taluka / Tehesil / Sub District
	Name Read Only	Name Read Only*
Health Block Taluka	Health Block Taluka Name	Health Block Taluka Name *
Health PHC	Health PHC Name	Health PHC Name*
Health Sub Centre	Health Sub Centre Name Read	Health Sub Centre Name Read
	Only	Only*
Health Village	Health Village Name Read Only	Health Village Name Read Only*

Click on Submit button, the message flagged is, "De-Activation request has been initiated for Health Facility!!.."

	Reproductive Health and Family Government of Inc	<b>and Child Health</b> Welfare Department lia		<b>@</b>	
State : Demo V		UserName:- nic01		Logout	
Census Masters Health Masters Health Masters Profile Master Bulk Update Reports Shifting User Request	Action* District* Taluka*Desk/SubDistrict* Health BLock Taluka*	Health Facility Da-Activate Sepanjala District Select- Jampujala(0012)	-; De-Activate Hierarch HeatthSubfactitty VillageMapping V Heatth BLock* V Heatth PHO*	V :- Health Village Bishaighar Health Sub-division (12) Thelakung PHC (224)	· •
Disable Hierarchy Unverify Hierarchy Shifting Reports Reject Records	Health SubCentre"	-Select-	Health Village*     Start     The start Village*     Start     The start Village*     Start     Start	-Selec-	Y

Click on Reset button to refresh the page

### 7.1.4 Health Sub Facility

→ On Click of Health Sub Facility Tab it will change the colour to blue

	Reproductin Health and Fam Government of	<b>ve and Child Health</b> ily Welfare Department India				
State : Demo 💌		UserName:- nic01			Logout	
Census Masters Health Masters	Health Block Health Block Taluka	Health Facility	-: De-Activate Hier	archy :- ping Health Village		
Profile Master Bulk Update Reports	Action* District* Taluka/Tehesil/SubDistrict*	De-Activate Sepahijala District Select	▼ ▼ Health BLock*		Bishalghar Health Sub-division (12)	•
Shifting User Request Disable Hierarchy Unverify Hierarchy Shifting Reports	Health BLock Taluka* Health SubCentre*	Bishaigarh(0013) Select Shipahijala (Sub-centre) (300) Nabashantigani (Sub-centre) (743) Gologhati (Sub-centre) (744) Dayarampara MCH (Notional) Clinic (11 Select-	Health PHC*     Health Village*     Ju mit	Reset	Dayarampara PHC (128) Select-	¥ T

#### Provide the fields details

Mandatory Field	Field Value	Remarks
Action	De-Activate	De-Activate*
District	District Name	District Name*
Health Block	Health Block Name	Health Block Name*
Taluka / Tehesil / Sub District	Taluka / Tehesil / Sub District	Taluka / Tehesil / Sub District
	Name Read Only	Name Read Only*
Health Block Taluka	Health Block Taluka Name	Health Block Taluka Name *
Health PHC	Health PHC Name	Health PHC Name*
Health Sub Centre	Health Sub Centre Name	Health Sub Centre Name*
Health Village	Health Village Name Read Only	Health Village Name Read Only*

Rest all similar to section 7.1.1

## 7.1.5 Health Sub Facility Village Mapping

→ On Click of Health Sub Facility Village Mapping Tab it will change colour to blue

	Reproductive Health and Family Government of Ind	<b>and Child Health</b> Welfare Department ia			<b>í</b>
State : Demo 💌		UserName:- nic01			Logout
Census Masters Health Masters Health Masters Mapping	Health Block Health Block Tatuka	Health Facility Health SubFacility	Healths	De-Activate Hierarchy :- Subfacility VillageMapping	
Bulk Undate	District	Sepahijala District	Ŧ	Health BLock*	Bishalohar Health Sub-division (12)
Reports	Taluka/Teheail/SubDistrict*	-Select	٣		
Shifting User Request	Health BLock Taluka*	Bishalgarh(0013)	٣	Health PHC*	Dayarampara PHC (126)
Comming Caci requeat	Health SubCentre*	Shipahijala (Sub-centre) (300)	۲	Health Village*	Select 🔻
Disable Hierarchy			S	u mit Reset	Golaghati Gram Panchayet *
Unverify Hierarchy Shifting Reports Reject Records					

Provide the fields details

Mandatory Field	Field Value	Remarks
Action	De-Activate	De-Activate*
District	District Name	District Name*
Health Block	Health Block Name	Health Block Name*
Taluka / Tehesil / Sub District	Taluka / Tehesil / Sub District	Taluka / Tehesil / Sub District
	Name Read Only	Name Read Only*
Health Block Taluka	Health Block Taluka Name	Health Block Taluka Name *
Health PHC	Health PHC Name	Health PHC Name*
Health Sub Centre	Health Sub Centre Name	Health Sub Centre Name*
Health Village	Health Village Name	Health Village Name*

Rest all similar to section 7.1.1
# 7.1.6 Health Village

→ On Click of Health Village tab it will change to blue in colour

	Reproductive a Health and Family W Government of India	<b>nd Child Health</b> elfare Department	🌰 i	
State : Demo 🔻		UserName:- nic01		Logout
Census Masters Health Masters	Health Block Health Block Taluka	Health Facility SHealth SubFacility SHeal	-: De-Activate Hierarchy :- thSubfacility VillageMappin 1 Health Village	
Health Masters Mapping Profile Master	Action*	De-Activate		
Bulk Update Reports	District Taluka/Tehesil/SubDistrict	Sepahijala District Bishalgarh (0013)	Health BLock*	(-ALL V)
Shifting User Request	Health BLock Taluka* Health SubCentre*	ALL	Health PHC* Health Village*	ALL- T Bishramganj Gram Panchayet(10000120)
Disable Hierarchy Unverify Hierarchy Shifting Reports		_	Submit Reset	Bishramganj Gram Panohayet(10000120) Brajapur Gram Panohayet(10000122) -ALL-
Reject Records				

#### Provide the fields details

Mandatory Field	Field Value	Remarks
Action	De-Activate	De-Activate*
District	District Name	District Name *
Health Block	Health Block Name Read Only	Health Block Name Read
		Only *
Taluka / Tehesil / Sub District	Taluka / Tehesil / Sub District	Taluka / Tehesil / Sub District
	Name Read Only	Name Read Only*
Health Block Taluka	Health Block Taluka Name Read	Health Block Taluka Name Read
	Only	Only *
Health PHC	Health PHC Name Read Only	Health PHC Name Read Only *
Health Sub Centre	Health Sub Centre Name Read	Health Sub Centre Name Read
	Only	Only *
Health Village	Health Village Name	Health Village Name*

Rest all similar to section 7.1.1

# 7.2 Unverify Hierarchy

➔ On Click of Unverify Hierarchy Link, you will see, "Un-Verify Hierarchy", Page, here you can do the following:

(7.2.1) Health Block

(7.2.2) Health Block Taluka

(7.2.3) Health Facility

(7.2.4) Health Sub Facility

(7.2.5) Health Sub Facility Village Mapping

	Reproductive Health and Family Government of Ind	<b>and Child Health</b> Welfare Department ia			<b>()</b>	
State : Demo		UserName:- nic01				Logout
Census Masters Health Masters Health Masters Mapping Profile Master	Action*	Health Facility Health SubFacility	HealthS	Un-Verify Hierarchy ubfacility VillageMapping Type of Shifting*		t <b>T</b>
Bulk Update Reports Shifting User Request Disable Hierarchy Unverify Hierarchy Shifting Reports Reject Records	Dietrict" Health BLock Taluka" Health SubCentre"	-ALL- -Select- -Select-	Y Y Su	Health BLock* Health PHC* Health Village* bmit Rest	-Said Saide	4

# 7.2.1 Health Block

→ On Click of Health Block Tab, it will change colour to blue

	Reprodu Health and Covernmen	<b>ctive and Child Health</b> Family Welfare Department t of India			
State : Demo		UserName:- nic01			Logout
Census Masters Health Masters Health Masters Mapping Profile Master Bulk Update Bulk Update Bulk Update Shifting User Request Disable Hierarchy Unverify Hierarchy Shifting Reports Reject Records	Nealth Block T Action* Diatrist* Health BLock Taluka* Health SubCentre*	nuka Health Faciny Health Subřa Un-Verify Sepahjala District Select- Select-	-: Un-V ility MeathSubfacilit Type of Health THealth Submit	erify Hierarchy :- y VillageMapping of Shrifting* IBLock* I PHC* Village* Reset	Select ▼ Snit-Taluka Snit-Biock Kukapping Snit-HealthFaolity Snit-HealthFaolity Snit-HealthSubFaolity Snit-Village Snit-SubFaolityMapping Celect

Provide the fields details

Mandatory Field	Field Value	Remarks
Action	Un-Verify	Un-Verify *
Type of Shifting	Shift-Taluka	Shift-Taluka*
	Shift-Block	
	Shift-Block Taluka Mapping	
	Shift-Health Facility	
	Shift-Health Sub Facility	
	Shift-Village	
	Shift-Sub Facility Mapping	
District	District Name	District Name *
Health Block	Health Block Name	Health Block Name *
Health Block Taluka	Health Block Taluka Name Read	Health Block Taluka Name Read
	Only	Only *
Health PHC	Health PHC Name Read Only	Health PHC Name Read Only *
Health Sub Centre	Health Sub Centre Name Read	Health Sub Centre Name Read
	Only	Only *
Health Village	Health Village Name	Health Village Name*

	Reprodu Health and Governmen	<b>Ctive and Child Health</b> Family Welfare Department t of India		<b>@</b>
State : Demo 🔻		UserName:- nic01		Logout
Census Masters Health Masters Health Masters Mapping Profile Master Rold: Lindate	Health Block Health Block T	aluka Mealth Facility Mealth SubFac	-: Un-Verify Hierarch	9 Shih-Taluka
Reports	District* Health BLock Taluka*	Sepahijala District	Health BLock*     Health PHC*	Melaghar Municipal Council (17) (17)
Shifting User Request Disable Hierarchy Unverify Hierarchy Shifting Reports Reject Records	Health SubCentre*	-Select-	▼ Health Village* Submit R	-Select-

Click on Submit button, the message flagged is, "Melaghar Municipal Council (17) (17) block has been deleted successfully!!.."

	Health and Fam Government of	<b>ve and Child Health</b> ily Welfare Department India	000		<b>@</b>	
State : Demo 🔻		UserName:- nic01			Logout	
Census Masters Health Masters Health Masters Mapping	Health Block Health Block Taluka	Health Facility Health SubFaci	lity <b>)</b> HealthS	: Un-Verify Hierarchy ubfacility VillageMapping		
Profile Master Bulk Update	Action*	Un-Verify	•	Type of Shifting*	Shift-Taluka	•
Reports	District*	Sepahijala District		Health BLock*	Melaghar Municipal Council (17) (17)	•
Shifting User Request	Health BLock Taluka*	-ALL-	<b>T</b>	Health PHC*	Select	
Disable Hierarchy Unverify Hierarchy Shifting Reports Reject Records	Health SubCentre"	-Seleci- Melaghar Mu	nicipal Counc	Health Village* Amit Res il (17) (17) block has b	en deleted successfully!!	*

Click on Reset button to refresh the page

#### 7.2.2 Health Block Taluka

→ On Click of Health Block Taluka Tab, it will change colour to blue

	Reprodu Health and I Governmen	<b>ctive and Child Health</b> Family Welfare Department t of India		) <b>(</b> 1
State : Demo 🔻		UserName:- nic01		Logout
Census Masters Health Masters Health Masters Mapping	Health Block	Health Facility Health SubFac	-: Un-Verify Hierarchy :- Illy HealthSubfacility VillageMapping	
Profile Master	Action*	Un-Verify	Type of Shifting*	Shift-Taluka 🔻
Bulk Update Reports Shifting User Request Disable Hierarchy Unverify Hierarchy Shifting Reports Reject Records	District* Health BLock Taluka* Health SubCentre*	Sepahiala District -ALL- -ALL-	Health BLock*     Health PHC*     Health Village*     Submt Reset	Melaghar Municipal Council (17) (17) V -Select

Provide the fields details

Mandatory Field	Field Value	Remarks
Action	Un-Verify	Un-Verify *
Type of Shifting	Shift-Taluka	Shift-Taluka*
	Shift-Block	
	Shift-Block Taluka Mapping	
	Shift-Health Facility	
	Shift-Health Sub Facility	
	Shift-Village	
	Shift-Sub Facility Mapping	
District	District Name	District Name *
Health Block	Health Block Name	Health Block Name *
Health Block Taluka	Health Block Taluka Name	Health Block Taluka Name *
Health PHC	Health PHC Name Read Only	Health PHC Name Read Only *
Health Sub Centre	Health Sub Centre Name Read	Health Sub Centre Name Read
	Only	Only *
Health Village	Health Village Name	Health Village Name*

Rest is similar to section 7.2.1

### 7.2.3 Health Facility

→ On Click of Health Facility Tab, it will change colour to blue

	Reproductive a Health and Family W Government of India	u <b>nd Child Health</b> Velfare Department			🏠 🙀
State : Demo V		UserName:- nic01			Logout
Census Masters Health Masters Health Masters Mapping	Mealth Block Health Block Taluk	Health SubFacility	Health	-: Un-Verify Hierarchy :- Subfacility VillageMapping	
Profile Master	Action*	Un-Verify	•	Type of Shifting*	Shift-Taluka
Reports	District*	Sepahijala District	¥	Health BLock*	Melaghar Municipal Council (17) (17)
Shifting Lleng Request	Health BLock Taluka*	ALL	۲	Health PHC*	Select
Silitung User Request	Health SubCentre*	-Select-	Ψ.	Health Village*	Select-
Disable Hierarchy Unvertly Hierarchy Shifting Reports Reject Records			S	ubmit Reset	

Provide the fields details

Mandatory Field	Field Value	Remarks
Action	Un-Verify	Un-Verify *
Type of Shifting	Shift-Taluka	Shift-Taluka*
	Shift-Block	
	Shift-Block Taluka Mapping	
	Shift-Health Facility	
	Shift-Health Sub Facility	
	Shift-Village	
	Shift-Sub Facility Mapping	
District	District Name	District Name *
Health Block	Health Block Name	Health Block Name *
Health Block Taluka	Health Block Taluka Name	Health Block Taluka Name *
Health PHC	Health PHC Name	Health PHC Name *
Health Sub Centre	Health Sub Centre Name Read	Health Sub Centre Name Read
	Only	Only *
Health Village	Health Village Name	Health Village Name*

Rest is similar to section 7.2.1

### 7.2.4 Health Sub Facility

→ On Click of Health Sub Facility it will change colour to blue

	Reproduces Health and Far Government of	i <b>ve and Child Health</b> nily Welfare Department India			ត់
State : Demo 🔻		UserName:- nic01			Logout
Census Masters Health Masters Health Masters	Health Block Health Block Taluk	a Health Facility Health SubFac	-: Un-Verify I	Hierarchy :- geMapping	
Profile Master	Action*	Un-Verify	Type of Shifti	ing*	Shift-Taluka
Reports	District* Health BLock Taluka*	Sepahijala District	Health BLock     Health PHO*	et.	Melaghar Municipal Council (17) (17)Select
Shifting User Request Disable Hierarchy Unverify Hierarchy	Health SubCentre*	Select- -Select-	V Health Village	e* Reset	Select-
Shifting Reports Reject Records					

Provide the fields details

Mandatory Field	Field Value	Remarks
Action	Un-Verify	Un-Verify *
Type of Shifting	Shift-Taluka	Shift-Taluka*
	Shift-Block	
	Shift-Block Taluka Mapping	
	Shift-Health Facility	
	Shift-Health Sub Facility	
	Shift-Village	
	Shift-Sub Facility Mapping	
District	District Name	District Name *
Health Block	Health Block Name	Health Block Name *
Health Block Taluka	Health Block Taluka Name	Health Block Taluka Name *
Health PHC	Health PHC Name Read Only	Health PHC Name Read Only *
Health Sub Centre	Health Sub Centre Name	Health Sub Centre Name*
Health Village	Health Village Name	Health Village Name*

Rest is similar to section 7.2.1

### 7.2.5 Health Sub Facility Village Mapping

→ On Click of Health Sub Facility Village Mapping Tab, it will change colour to blue

	Reproductive Health and Family Government of In	<b>e and Child Health</b> y Welfare Department dia			<b>@ </b> 橋
State : Demo 🔻		UserName:- nic01			Logout
Census Masters Health Masters Health Masters Mapping	Health Block Health Block Taluks	Health Facility Health SubFacility	Healths	-: Un-Verify Hierarchy - Subfacility VillageMapping	
Profile Master Bulk Undate	Action*	Un-Verify	•	Type of Shifting*	Shift-Taluka
Reports	District*	Sepahijala District	T	Health BLock*	Melaghar Municipal Council (17) (17)
	Health BLock Taluka*	ALL	۲	Health PHC*	Select
Shifting User Request	Health SubCentre*	Select	T	Health Village*	Select
Disable Hierarchy			S	ut <mark>mit Reset</mark>	-Select-
Unverify Hierarchy Shifting Reports Reject Records					

Provide the fields details

Mandatory Field	Field Value	Remarks
Action	Un-Verify	Un-Verify *
Type of Shifting	Shift-Taluka	Shift-Taluka*
	Shift-Block	
	Shift-Block Taluka Mapping	
	Shift-Health Facility	
	Shift-Health Sub Facility	
	Shift-Village	
	Shift-Sub Facility Mapping	
District	District Name	District Name *
Health Block	Health Block Name	Health Block Name *
Health Block Taluka	Health Block Taluka Name	Health Block Taluka Name *
Health PHC	Health PHC Name Read Only	Health PHC Name Read Only *
Health Sub Centre	Health Sub Centre Name Read	Health Sub Centre Name Read
	Only	Only *
Health Village	Health Village Name	Health Village Name*

Rest is similar to section 7.2.1

# 7.3 Shifting Reports

 $\rightarrow$  On Click of Shifting Reports link, you will see, "Final Reports" Page, here you can do the following:

(7.3.1) Missing Mapping

(7.3.2) View New Hierarchy

(7.3.3) Final Reports

(7.3.4) Download Ground Staff

	Rej Heal Gove	productive and Child 9 Ith and Family Welfare Departr ernment of India	f <b>ealth</b> nent		<b>@</b>	
State : Demo Y		UserName:- n	ic01		Log	out
Census Masters Health Masters Profile Master Bulk Update Reports Shifting User Request Disable Hierarchy Unverlify Hierarchy Shifting Reports	Missing Mapping District Shift Type*	View New Heirarchy F	rinal Reports	Final Rept Download Ground Staf	-telet Clear	T Expert To Exe

# 7.3.1 Missing Mapping

→ On Click of Missing Mapping Tab it will change colour to blue

	Reproductive a Health and Family W Government of India	e <b>nd Child Health</b> Velfare Department		<b>@</b>	
State : Demo 💌		UserName:- nic01		Logout	
Census Matters Health Masters Health Masters Mapping Profile Master Bluk Update Reports Shifting User Request Disable Hierarchy Unverly Hierarchy Shifting Reports Reject Records	Missing Mapping District* Shift Type*	International Sectors	Final Reports		Expert To Excel 4

Provide the fields details

Mandatory Field	Field Value	Remarks
District	District Name	District Name*
Shift Type	Shift-Taluka	Shift Type* Shift-Taluka
	Shift-Block	
	Shift-HealthFacility	
	Shift-HealthSubFacility	
Shift Steps	Step1(Taluka)	Shift Steps*
	Step2(HealthBlock)	
	Step3(HealthBlockTalukaMapping)	
	Step4(HealthFacility)	
	Step5(HealthSubcentre)	
	Step6(Village)	
	Step7(SCVillageMapping)	

On click of Show Records button Missing Mapping will be displayed in the table on same page

		Reproduce Health and I Government	c <b>tive and (</b> Family Welfard Fof India	C <b>hild Health</b> e Department					<b>*</b> *		
State : Demo T			Use	rName:- nic01					Ŀ	2gout	
Census Masters Health Masters Health Masters Mapping Profile Master Bulk Update Reports Shifting User Request	Missing M District* Shift Type*	Aapping View	New Heirarc Se	hy Final Rep pahijala District ift-Taluka Yes below shov	orts D	Final Pownload Ground	Reports Staf	Clear	Step5(HeathSt	ubcentre): zen.	×
Disable Hierarchy Unverify Hierarchy Shifting Reports		le DistrictNom	o TolukaCo	do TalukoNamo	RicckCa	uda Plaak	цет	URT Taluke	Hoolth Facility C	ada Maalib Easilib	Export To Excel V
Reject Records	5	Sepahijala District	0012	Jampuijala	12	Bishalghar Health Sub- division	0012	Jampuijala	125	Takarjala CHC	311
	5	Sepahijala District	0012	Jampuijala	12	Bishalghar Health Sub- division	0012	Jampuijala	125	Takarjala CHC	312
	5	Sepahijala District	0012	Jampuijala	12	Bishalghar Health Sub-	0012	Jampuijala	125	Takarjala CHC	313

Click on Clear button to refresh the page

#### 7.3.2 View New Hierarch

→ On Click of View New Hierarchy Tab it will change to blue in colour

under so	Reproductive and Health and Family Well Government of India	<b>d Child Health</b> Fare Department				
State : Demo 🔹		UserName:- nic01			Logout	
Census Masters			Final Re	ports		
Health Masters	Missing Mapping	View New Heirarchy	Final Reports	Download Ground Staff		
Health Masters Mapping						
Profile Master	District*	Senahijala District	-			
Bulk Update		ALL				
Reports	Shift Type*	Sepahijala District	shift Step	s*	-select	•
Shifting User Request			Show Reports	Clear		
Disable Hierarchy						Export To Exce
Unverify Hierarchy						
Shifting Reports						
Prince Proceeds						
Reject Records						

Provide the fields details

Mandatory Field	Field Value	Remarks
District	District Name	District Name*
Shift Type	Shift-Taluka	Shift Type* read only
	Shift-Block	
	Shift-HealthFacility	
	Shift-HealthSubFacility	
Shift Steps	Step1(Taluka)	Shift Steps* read only
	Step2(HealthBlock)	
	Step3(HealthBlockTalukaMapping)	
	Step4(HealthFacility)	
	Step5(HealthSubcentre)	
	Step6(Village)	
	Step7(SCVillageMapping)	

On click of Show Records button you can View New Hierarchy which will be displayed in the table on same page

		Reprod Health an Governme	<b>Guctive and (</b> nd Family Welfare ent of India	<b>hild Healt</b> Department	hî			Ń		
ate : Demo 🔻			User	Name:- nic01	Ļ.			Logout		
nsus Masters alth Masters salth Masters Mapping ofile Master Ik Update eports ifting User Request	Missin District* Shift Type*	) Mapping Vi	iew New Heirarc Ser —S	TY Final ahijala District elect Yes below :	Reports Downloa	Final Reports G Ground Staf Shift Steps Reports Reports rect and the Shifti	Clear Ing for the shown hiera	salect rchy will be frozen.		
able Hierarchy /erify Hierarchy fting Reports									E	oort To Exce
ect Records	5	ode District Sepahijala District	TalukaCode 0014	Boxanagar	BlockCode Bloc 0	k HBTcod	ie HealthBlockTalu	ika HealthFacilityCo 0	de HealthFacility He	althSubFa 0
	5	Sepahijala District	0014	Boxanagar	0			0		0
	5	Sepahijala District	0014	Boxanagar	0			0		0
	5	Sepahijala District	0014	Boxanagar	0			0		0
	5	Sepahijala District	0014	Boxanagar	0			0		0

# 7.3.3 Final Reports

→On Click of Final Reports Tab, it will change colour to blue

	Repro Health a Governm	<b>iductive and Child Health</b> and Family Welfare Department ment of India		🎡 🟠	
State : Demo 🔻		UserName:- nic01		Logout	
Census Masters Health Masters Health Masters Mapping	Missing Mapping V	fiew New Heirarch y Final Reports	Final Reports Download Ground Staf		
Profile Master Bulk Update	District*	Sepahijala District	Y Shift Steart	relati	
Shifting User Request			Show Reports Clear		
Disable Hierarchy Unverify Hierarchy Shifting Reports					Export To Excel
Reject Records					

Provide the fields details

Mandatory Field	Field Value	Remarks
District	District Name	District Name*
Shift Type	Shift-Taluka	Shift Type* Read Only
	Shift-Block	
	Shift-HealthFacility	
	Shift-HealthSubFacility	
Shift Steps	Step1(Taluka)	Shift Steps* Read Only
	Step2(HealthBlock)	
	Step3(HealthBlockTalukaMapping)	
	Step4(HealthFacility)	
	Step5(HealthSubcentre)	
	Step6(Village)	
	Step7(SCVillageMapping)	

On click of Show Records button Final Report will be displayed in the table on same page

District*	Sepahjal	a District		•					
Shift Type*	Select-	-		• Shift St	apa*			select	•
	a Ye	es below sl	nown hierarchy i	Show Reports	the Shift	Clear ing for the sh	iown hierar	chy will be frozen.	
								<u> </u>	
199 Sepahijala District(5) Kathal	a(0016) Sonamura Health Sub- division(13) Kathalia(0016)	Kathalia CHC(135)	Kathalia Sub- centre(876)	Kathalia Gram Panchayet * (10000298)	Sepahijala District(5)	Melaghar(0015)	Kathalia(13)	Kathalia(0	
200 Sepahijala District(5) Kathal	la(0016) Health Sub- division(13)	Dhanpur PHC(136)	(0)		Sepahijala District(5)	Melaghar(0015)	Kathalia(13)	Kathalia(0	
201 Sepahijala Kathal District(5)	ia(0016) Sonamura Health Sub- division(13) Kathalia(0016)	Dhanpur PHC(136)	Dhanpur MCH Clinic (Sub-centre) (288)	Dhanpur Gram Panchayet * (10000295)	Sepahijala District(5)	Melaghar(0015)	Kathalia(13)	Kathalia(0	
202 Sepahijala Kathal District(5) Kathal	Ia(0016) Sonamura Health Sub- Kathalia(0016) division(13)	Dhanpur PHC(136)	South Paharpur (Sub-centre)(289)	Dakshin Paharpur Gram Panchayet * (10000293)	Sepahijala District(5)	Melaghar(0015)	Kathalia(13)	Kathalla(0	
203 Sepahijala Kathal District(5)	la(0016) Hoalth Sub- division(13)	Dhanpur PHC(136)	Sovapur (Sub- centre)(290)	Sovapur Gram Panchayet * (10000304)	Sepahijala District(5)	Melaghar(0015)	Kathalia(13)	Kathalia(0	
204 Sepahijala District(5) Kathal	ia(0016) Sonamura Health Sub- division(13) Kathalia(0016)	Dhanpur PHC(136)	Sonapur (Sub- centre)(291)	Sonapur Gram Panchayet * (10000303)	Sepahijala District(5)	Melaghar(0015)	Kathalia(13)	Kathalia(0	
205 Sepahijala Kathal District(5)	la(0016) Sonamura Health Sub- division(13) Kathalia(0016)	Dhanpur PHC(136)	Kaicchakhala Sub centre(997)	Kaichakhola ADC Village * (10000660)	Sepahijala District(5)	Melaghar(0015)	Kathalia(13)	Kathalia(0	
206 Sepahijala District(5) Kathal	la(0016) Health Sub- division(13)	Dhanpur PHC(136)	Monarchak Sub centre(998)	Monarchak Gram Panchayet *(10000299)	Sepahijala District(5)	Melaghar(0015)	Kathalia(13)	Kathalia(0	
207 Sepahijala District(5) Kathal	ia(0016) Sonamura Health Sub- Kathalia(0016) division(13)	Dhanpur PHC(136)	Rabindranagar Sub centre(999)	Rabindranagar Gram Panchayet *(10000302)	Sepahijala District(5)	Melaghar(0015)	Kathalia(13)	Kathalia(0	
N Province	Sonamura	Observer	North Oshannur	Uttar Paharpur	Constitute			- /	

## 7.3.4 Download ground staff

→ On Click of Download Ground Staff tab, it will change colour to blue.

	Hes Gov	<b>productive and Child</b> Illh and Family Welfare Dep rernment of India	<b>d Health</b> artment			<u>) (</u> (		
State : Demo V		UserNam	e:- nic01			Logout		
Census Masters Health Masters Health Masters Mapping Profile Master	Missing Mapping	View New Heirarchy	Final Reports	Fina Download Ground	l Reports Staff			
Bulk Update Reports Shifting User Request	Shift Type*	-Select-	-	Shift Ste     Show Reports	Clear	select	Ŧ	
Disable Hierarchy Unverfity Hierarchy Shifting Reports Reject Records								Export To Exce

Provide the fields details

Mandatory Field	Field Value	Remarks
District	District Name	District Name*
Shift Type	Shift-Taluka	Shift Type* Read Only
	Shift-Block	
	Shift-HealthFacility	
	Shift-HealthSubFacility	
Shift Steps	Step1(Taluka)	Shift Steps* Read Only
	Step2(HealthBlock)	
	Step3(HealthBlockTalukaMapping)	
	Step4(HealthFacility)	
	Step5(HealthSubcentre)	
	Step6(Village)	
	Step7(SCVillageMapping)	

On click of Show Records button Download Ground Staff report will be displayed in the table on same page

Similar to section 7.3.3

# 8 Reject Records

 $\rightarrow$  On Click of Reject Record Menu Item, Remove Unverified Records link will appear, here you can

(8.1) Remove unverified records

	Health and Family Welfare Department Government of India	<b>1</b>
State : Demo 🔻	UserName:- nic01	Logout
Census Masters	WELCOME TO COMMON MA	STER ADMINISTRATION
Health Masters		
Profile Master		
Bulk Update		
Reports		
Shifting User Request		
Reject Records		
Remove unverified record		

## 8.1 Remove unverified records

➔ On Click of Remove unverified records link, "Delete Temporary Records", Page will appear, here you can do the following:

(8.1.1) Health Block

- (8.1.2) Health Block Taluka
- (8.1.3) Health Facility
- (8.1.4) Health Sub Centre
- (8.1.5) Health Sub Village
- (8.1.6) Cen Village
- (8.1.7) Health SC Village

	Reproductive and Child Health Health and Family Welfare Department Government of India	000
State : Demo 💌	UserName:- nic01	Logout
Census Masters	-: Delete Temporary Records :-	
Health Masters	Health Block Health Block Taluka Health Facility Health Subcentre Health Sub Village Cen Village Health Sc village	
Health Masters Mapping		
Profile Master	Search By ID:- Search By Name	
Bulk Update	Sarch Dalate	
Reports		
Shifting User Request		
Reject Records		

### 8.1.1 Health Block

→ On Click of Health Block Tab, it will change colour to blue

	Ż	<b>Reproductiv</b> Health and Famil Government of In	<b>e and Child S</b> y Welfare Depart dia	Health tment			A A A A A A A A A A A A A A A A A A A	
State : Demo V			UserName:-	nic01				Logout
Census Masters					-: Delete Terr	porary Record	ds :-	
Health Masters	Health Block	Health Block Taluka	Health Facility	> Health Subcentre	>Health Sub Village	Cen Village	Health SC village	
Health Masters Mapping Profile Master Bulk Update	Search By ID:-			Search By Name:-	Search	Delete		
Reports Shifting User Request Reject Records								

Provide the fields details

Mandatory Field	Field Value	Remarks
Search By ID:-	Search By ID:- Read Only	Search By ID:- Read Only
Search By Name:-	Search By Name:- Text Box	Search By Name:- Text Box

Example used for Health Facility as we cannot create Health Block, provide the name of Health Facility, and click search, below screen will appear with Temporary unmapped records (Test12112018) in the table.

State : Demo 🔻		UserName:- nic01		Logout	
Census Masters Health Masters Health Masters Mapping Profile Master Bulk Update	Health Block Health Block Tail	k Health Facility Heal	-: Delete Temporary F th Subcentre Health Sub Village Cen V arch By Name- Test12112018 Search	Records :-	
Reports No.c	of Records :- 1		Temporary Record Details		
Reject Records	Health facility Name	District	Taluka	Health Block	Select All
	Test12112018	Dhalai District(3)	Ambasa Nagar Panchayet(9001) <u>Previous</u> 1 <u>Next</u>	Ambassie Health Sub division(4)	

Now select the record to be deleted in the last column Select All of the Table and click Delete button, number of selected records will be deleted with message, "1 records has been deleted!..".

	Reproductive and Child Health Health and Family Welfare Department Government of India	
State : Demo V	UserName:- nic01	Logout
Conque Machare	-: Delete Temporary Records :-	
	realth Block 📏 Health Block Taluka 🚺 Health Facility 🖒 Health Subcentre 🖒 Health Sub Village 🖒 Cen Village 🏷 Health	SC village
Health Masters		
HB/Ward/MC /Municipality	ch By ID:- Test12112018	
Health Facility	Control Control Participation	
Health SubFacility	1 records has been deleted.	
Health SubVillage	f Records - 0	
• •	TRecords .**	
Health Masters Mapping	No data touna	
Profile Master	Flevious Next	
Bulk Update RML		
Reports		
Shifting User Request		
Reject Records		

### 8.1.2 Health Block Taluka

ightarrow On click of Health Block Taluka , it will change colour to blue

	Reproductive and Child Health Health and Family Welfare Department Government of India	
State : Demo 🔻	UserName:- nic01	Logout
Census Masters	-: Delete Temporary Records :-	
Health Masters	Search By ID-	
Health Facility	Sauch Delete	
Health SubFacility		
Health SubVillage		
Health Masters Mapping		
Profile Master		
Bulk Update		
Neports Shift and December		
Painet Pacards		
Reject Records		

Same as 8.1.1

## 8.1.3 Health Facility

→ On Click of Health Facility, it will change colour to blue

	Reproductive and Child Health Health and Family Welfare Department Government of India	000
State : Demo V	UserName:- nic01	Logout
Census Masters	-: Delete Temporary Records :-	
Health Masters	Health Block Health Block Taluk Health Facility Health Subcentre Health Sub Village Cen Village Health SC village	
HB/Ward/MC /Municipality	Search By ID:- Search By Name:-	
Health SubFacility	Search Delete	
Health SubVillage		
Health Masters Mapping		
Profile Master		
Bulk Update		
Reports		
Shifting User Request		
Reject Records		

Same as 8.1.1

# 8.1.4 Health Sub Centre

→ On Click of Health Sub Centre Tab, it will change colour to blue

	Reproductive and Child Health Health and Family Welfare Department Government of India	000
State : Demo Y	UserName:- nic01	Logout
Common Mandaman	-: Delete Temporary Records :-	
Health Masters	Health Block Sub Village Scen Village Health SC village	
HB/Ward/MC /Municipality Health Facility Health SubFacility Health SubVillage	Search By ID- Search By Name- Search Delete	
Health Masters Mapping Profile Master Bulk Update Reports Shifting User Request Reject Records		

Same as 8.1.1

# 8.1.5 Health Sub Village

→ On Click of Health Sub Village Tab, it will change colour to blue

	Reproductive and Child Health Health and Family Welfare Department Government of India	
State : Demo 💌	UserName:- nic01	Logout
Census Masters Health Masters HB/Ward/MC/Municipality Health Facility Latth Secility	-: Delete Temporary Records :- Health Block Taluke Health Facility Health Subcentre Health Sub Village Cen Village Health SC village Search By ID- Search By Name:- Search Delete	
Health Subvillage Health Subvillage Profile Masters Mapping Profile Master Bulk Update Reports Shifting User Request Reject Records		

Same as 8.1.1

## 8.1.6 Cen Village

→ On Click of Cen (Census) Village Tab, it will change colour to blue

	Reproductive and Child Health Health and Family Welfare Department Government of India	
State : Demo T	UserName:- nic01	Logout
Census Masters	-: Delete Temporary Records :-	
Health Masters	Health Block Health Block Taluka Health Facility Health Subcentre Health Sub Village Health SC village	
HB/Ward/MC /Municipality	Search By 10:- Search By Name:-	
Health SubFacility	Search Delete	
Health SubVillage		
Health Masters Mapping		
Profile Master		
Bulk Update		
Reports		
Shifting User Request		
Reject Records		

Same as 8.1.1

## 8.1.7 Health Block

→ On Click of Health Block Tab, it will change colour to blue

	Reproductive and Child Health Health and Family Welfare Department Government of India	
State : Demo 💌	UserName:- nic01	Logout
Census Masters Health Masters HB/Ward/MC /Municipality Health Facility Kath Solution	-: Delete Temporary Records: Delete Temporary Records	
Health Subvillage Health Masters Mapping Profile Master Buik Update Reports Shifting User Request Reject Records		

Same as 8.1.1