CM Dashboard, Arunachal Pradesh

District Officer

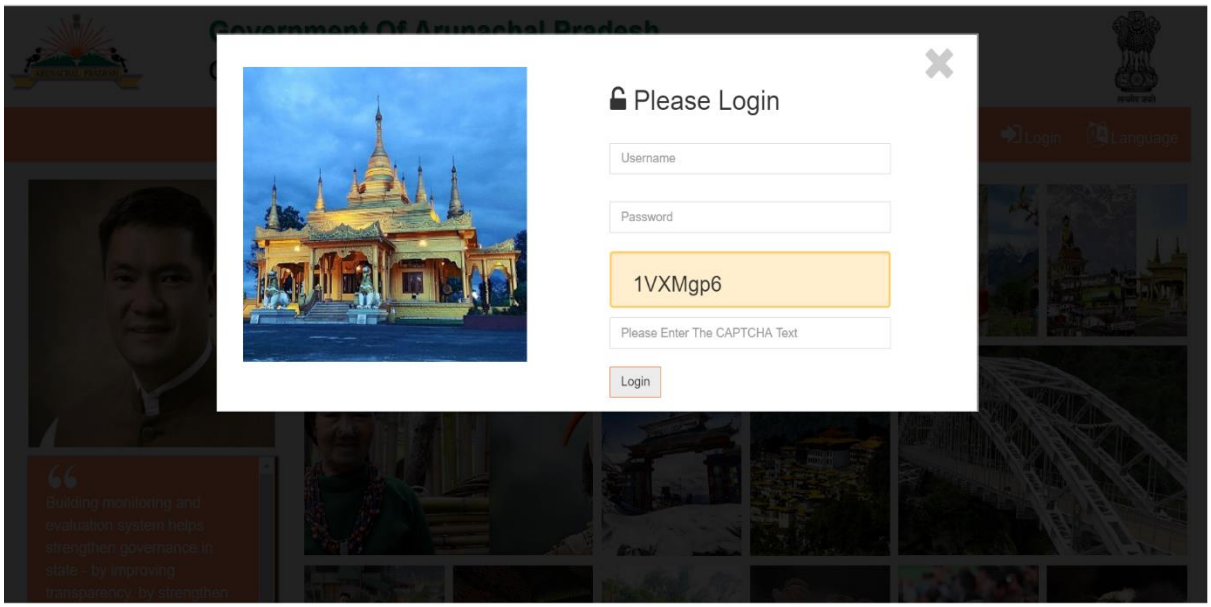
Pre-requisite:

1. Application URL
2. Login Name and Password

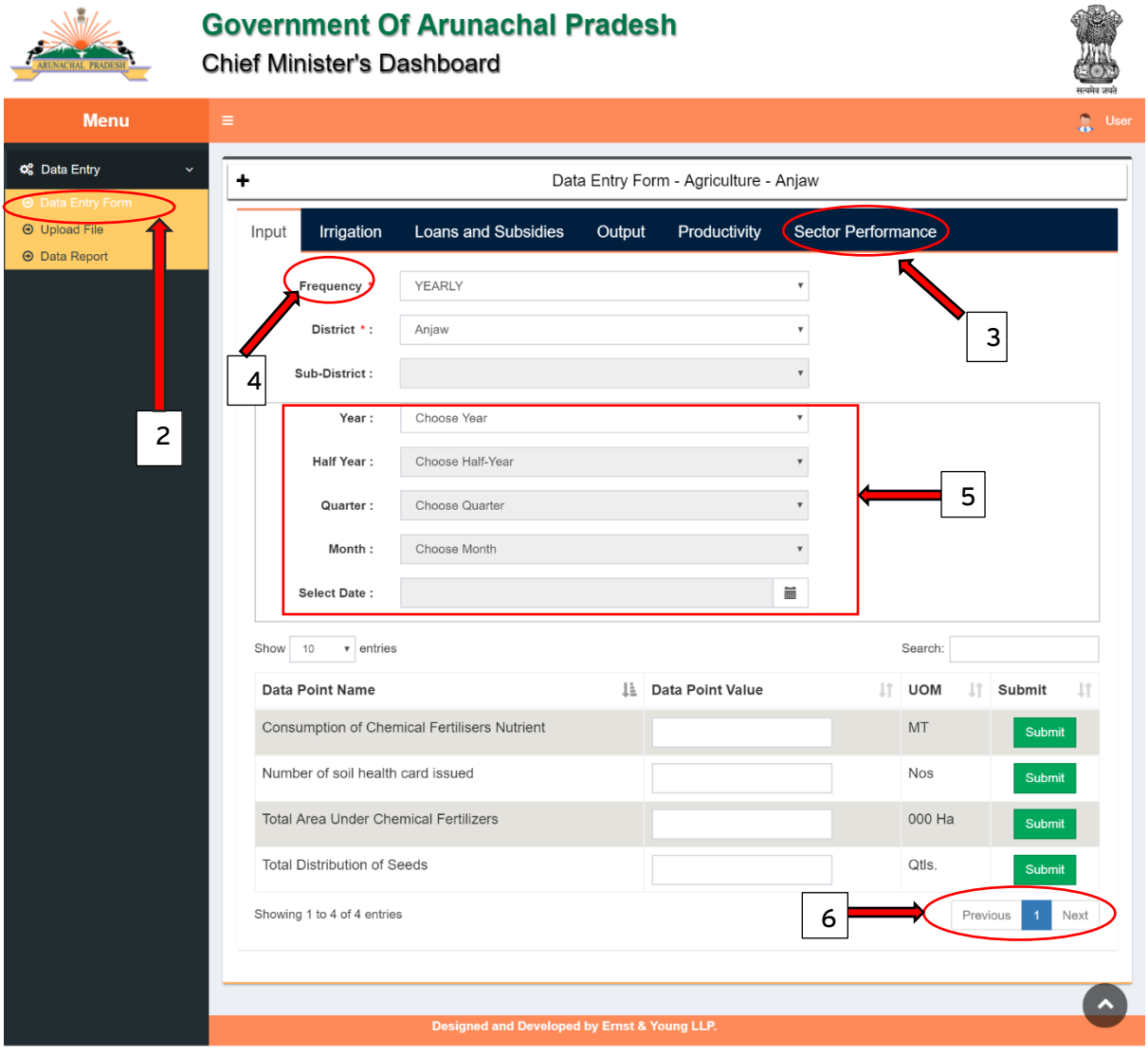
Both will be communicated to the user by Arunachal Pradesh State Council for IT & e-Governance (SCITeG).

1. When the user enters the URL for the application, the following page will be displayed as the landing page.

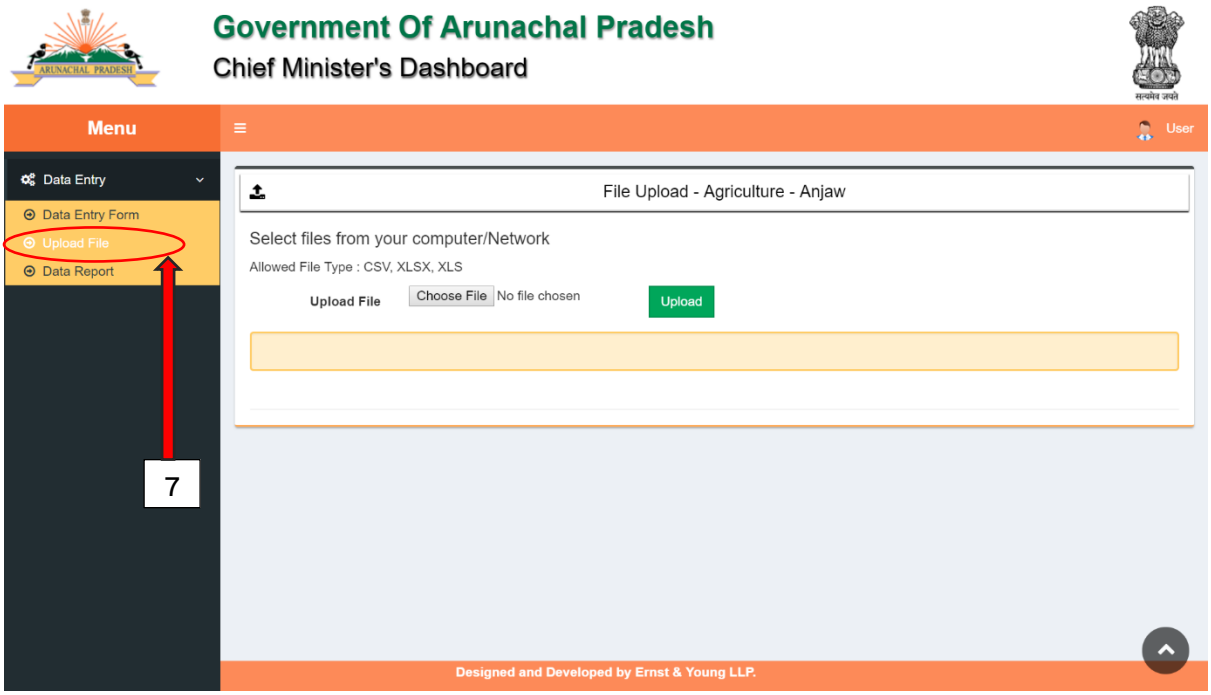
2. To Login to the dashboard, the user needs to click on the Login Icon (highlighted by Icon 1) present in the landing page.
3. When the user clicks on the Login Icon the following page will be displayed.



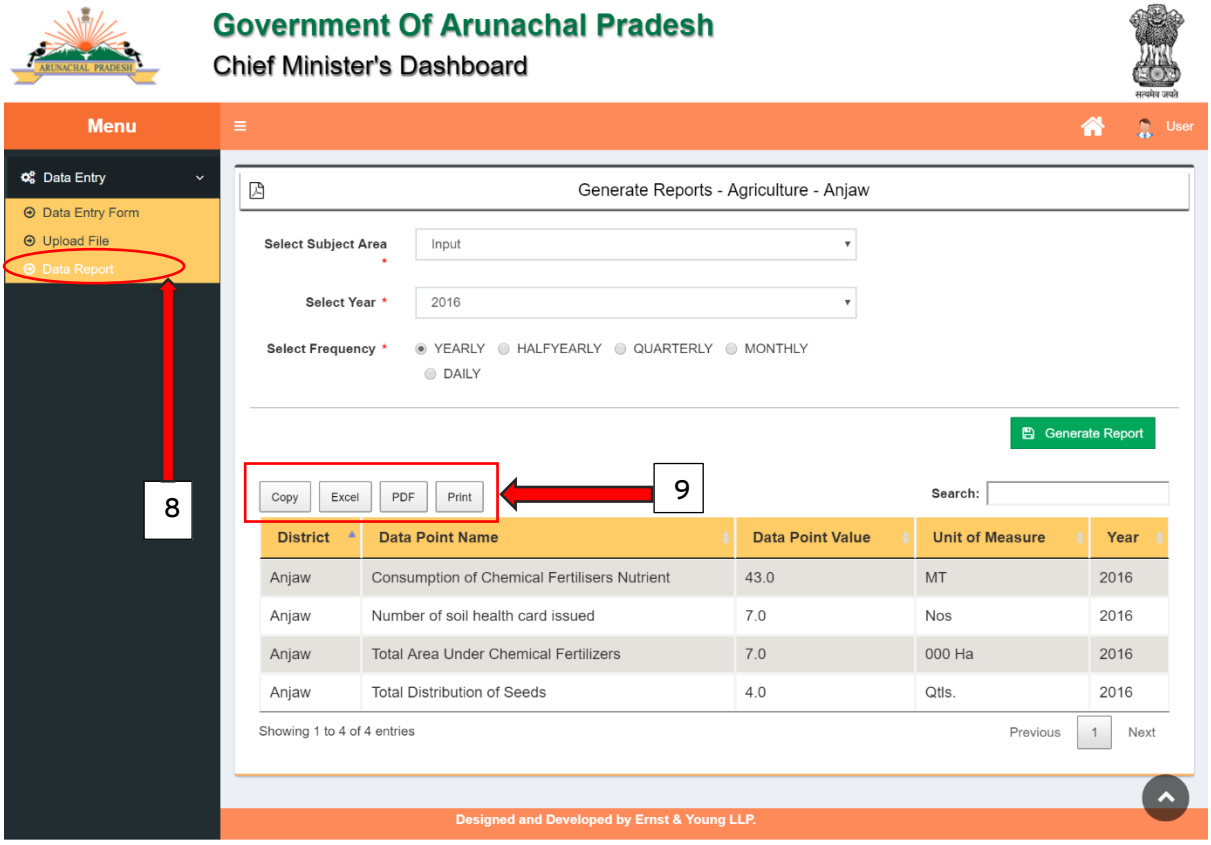
4. The user needs to keyin his/her user name and password for logging into the dashboard
5. Upon successful login, the user should be able to see the Data Entry Form as highlighted by Icon 2 as the landing page.



6. A district officer user can only enter data for his/her district. The District Column will only display the District name for which the operator is created.
7. The different focus area are for the department are displayed as tabs (highlighted by Icon 3). User needs to click on a Focus area tab to view the Data Point present under the selected focus area.
8. User needs to select the Frequency drop down (highlighted by Icon 4) to filter the data points on the basis of their frequency. For e.g. If the user wants to view the data points present for Focus Area 'Input' and Frequency 'Yearly', then the 'Yearly' should be selected from the Frequency drop down. If the user wants to view the data points present for Focus Area 'Input' and Frequency 'Quarterly, then the 'Quarterly' should be selected from the Frequency drop down. There cannot be the same data points having multiple frequency. The frequency of each data point is fixed and unique for the data point.
9. The user need not select the Sub- District. The option is disabled currently.
10. User needs to select the time i.e. the year, month etc. for which the data needs to be filled.
11. If the frequency selected by the user is yearly then Year drop down is enabled and rest are disabled. If the frequency selected by the user is quarterly then the Year and Quarter drop down are enabled and rest are disabled and so on for other frequency. Icon 5 highlights the different periodicity/time periods available to the user according to the selected frequency.
12. After selecting the values for all the columns, the user needs to enter the data for each data point and click on Submit button.
13. User should click on the next/previous button (highlighted by Icon 6) to check that no data point is missed.
14. When the user clicks on the Upload File menu item (Highlighted by Icon 7), the following page is displayed.



15. User should click on the Choose File button and select the file which needs to be uploaded and then click on the Upload button to upload the file.
16. When the user clicks on the Data Report (highlighted by Icon 8), the following web page is displayed.



17. User needs to select the Subject Area, Year and Frequency and then click on the Generate Report button.
18. After clicking on the button a report for the selected combination of value is generated.
19. This report shows the value entered by the user for the data points for the selected combination.
20. User can copy the report contents or download the report in an Excel/CSV/PDF file as highlighted by Icon 9.