User’s Manual

For

Department of Women and child development and Mission Shakti,
Govt. of Odisha

Anganwadi Engagement Portal (Public Users)

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Submitted By

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1. WCD Portal

Go to Portal by entering valid URL: http://engagement-awc.odisha.gov.in/landing

Then below page will display.

1.1 PUBLIC USER SIGNUP

- Go to Portal by entering valid URL: http://engagement-awc.odisha.gov.in/landing
- Click on ‘PUBLIC SIGNUP’ button present at the right top.

- Now ‘Public User Registration’ page will display on the screen.
**Reset Button:** All input data cleared from fields.

**Cancel:** To cancel the ‘Public User Registration’ page.

- **First Name:** Enter first name into field.
- **Last Name:** Enter Last name into field.
- **User Id:** Enter User Id into field and it should be unique (Duplicate id not allowed).
- **Password:** Enter valid password as per the password criteria.
- **Confirm password:** Retype the same password which you have entered.
- **Mobile Number:** Enter mobile number into field.
- **Email ID:** Enter valid Email Id into field.
- Click on ‘Submit’ button.
- Then confirmation popup message is displaying having ‘Yes’ and ‘No’.
**No button**: Cancelled the confirmation popup message.

- Click on ‘Yes’ button. Now ‘Sign Up’ successfully.
- Successful popup message will displayed.

**Public user has been registered successfully.**
1.2 PUBLIC USER LOGIN

Following steps to login the application.

- Go to WCD portal.
- Click on ‘PUBLIC LOGIN’ button.

- Now login page will displayed on the screen.
- Enter valid User name/User Id into ‘Username’ field.
- Enter valid Password into ‘Password’ field.
- Enter valid ‘Captcha’ into field.
- Click on ‘Login’ button.
Back To Portal: while click on ‘Back to Portal’ hyperlink, it will re-directed to portal page.

View AWW Engagement Ads: To view the list of Engagement Ads.

1.3 VIEW ACTIVE ENGAGEMENT Ads

Here Public User can view the Active Engagement Ads list by the following steps.

- Go to WCD portal.
- Click on ‘PUBLIC LOGIN’ button.
- Login page will display.
- Then Click on ‘View AWW Engagement Ads’ hyper link.
1.4 OTHER WAY TO VIEW ACTIVE ENGAGEMENT Ads

To view the active engagement ads by the following steps.

- Go to WCD portal.
- Click on ‘PUBLIC LOGIN’ button.
• Login page will display.
• Enter valid **username** and **password** into field.
• Enter valid **captcha** into field.
• Click on ‘Login’ button.

After login successfully the dashboard page will display on the screen.
• Click on ‘AWW Engagement’ menu.
• Click on ‘Engagement Ads’ sub-menu.

Now **AWW Engagement Ads** page will display.

**Note**: ‘Active Engagement Ads’: Here active engagement list will display. User can apply against the active engagement list

**Note**: ‘On-Hold Engagement Ads’: Here on-hold engagement list will display. Some reason the engagement ads are hold for some times.

**Note**: ‘Cancelled Engagement Ads’: Here only cancelled engagement list will display. Once engagement are cancelled, applicant unable to do any action further against this engagement Ads.
- Go to the **Active Engagement Ads** tab.
- List of **Active Engagement Ads** will display on the screen.
1.5 HOW TO APPLY

Application form is able to apply whose applicant is belonging to the same Gram Panchayat.

To apply the application form by the following steps.

- Go to WCD portal.
- Click on ‘PUBLIC LOGIN’ button.
- Login page will display.

- Then Click on ‘AWW Engagement Ads’ hyper link.
- By default ‘Active Engagement’ list will display on the screen.
- Click on ‘Apply’ button.
** (Apply button will enable if the Engagement Ads start date is already started and disabled after complete the end date)

** (User is able apply the application form within start date to End date)

- After click on ‘Apply’ button.
- The page will re-directed to the login page.

After login successfully. Then page will redirected to the application form page.
**Reset button:** To cleared all data into fields.

**Back button:** Go back to the previous page.

**Save as Draft button:** It means that you will save the details whatever it is you are trying to save but you will submit it at another time. If you want to update the details in future you can click on ‘Save as Draft’ button. Once click on submit you can’t be able to update further.

- Engagement Details section *(Auto Populate the details)*
- Applicant Details: Enter valid details into the ‘Applicant details’ section. *(District/Subdivision/Address Type/Block/Gram Panchayat are auto populate from the dropdown box)*
- Educational Details: Here you can enter you educational details.
- Attachment Section: Applicant must be upload valid attachment document into mandatory field *. And other are optional.
- Tick the declaration checkbox.
- Click on ‘Submit’ button. Now application form successfully registered.

**1.6 OTHER WAY TO APPLY APPLICATION FORM**

To apply the application form by the following steps.

- Go to WCD portal.
- Click on ‘PUBLIC LOGIN’ button.
- Login page will display.
Enter valid username and password into field.
Enter valid captcha into field.
Click on ‘Login’ button.

After login successfully the dashboard page will display on the screen.
- Click on ‘AWW ENGAGEMENT’ menu.
- Click on ‘Engagement Ads’ sub-menu.

- Now **AWW Engagement Ads** page will display.

**Note**: ‘Active Engagement Ads’: Here active engagement list will display. User can apply against the active engagement list

**Note**: ‘On-Hold Engagement Ads’: Here on-hold engagement list will display. Some reason the engagement ads are hold for some times.

**Note**: ‘Cancelled Engagement Ads’: Here only cancelled engagement list will display. Once engagement are cancelled, applicant unable to do any action further against this engagement Ads.
• Go to the **Active Engagement Ads** tab.
• List of Engagement Ads will display.
• Click on ‘Apply’ button.

Now Application form page will display
• Enter the valid details into all fields.
• Click on ‘Submit’ button.
Reset button: To cleared all data into fields.
**Back button:** Go back to the previous page.

**Save as Draft button:** It means that you will save the details whatever it is you are trying to save but you will submit it at another time. If you want to update the details in future you can click on ‘Save as Draft’ button. Once click on submit you can’t be able to update further.

### 1.7 VIEW THE APPLICATION FORM

Following steps to view the applied application form.

- Click on ‘AWW Engagement’ menu.
- Click on ‘My Application’ sub-menu.

‘My Application’ page will display on the screen.

- Click on ‘View’ button, to view the application form details.
**Back Button:** Go back to the previous page.
Print Button: To print the application form.

1.8 SAVE AS DRAFT

It means that you will save the details whatever it is you are trying to save but you will submit it at another time. If you want to update the details in future you can click on ‘Save as Draft’ button. Once click on submit you can’t be able to update further.

Below steps to do the save as draft functionality.

- Click on ‘AWW ENGAGEMENT’ menu.
- Click on ‘Engagement Ads’ sub-menu.

- Now AWW Engagement Ads page will display.
- Go to the Active Engagement Ads tab.
- List of Engagement Ads will display.
- Click on ‘Apply’ button.
Now Application form page will display
• Enter the valid details into all fields which you want to save.
• Click on ‘Save as Draft’ button.
1.9 UPDATE THE APPLICATION DETAILS
User can update the details whose application is saved as draft.

Following steps to update the application details.

- Click on ‘AWW Engagement’ menu.
- Click on ‘My Application’ sub-menu.

- Click on ‘View’ button whose status as ‘Save as Draft’.
- Now the application page will display.
- Make valid changes as per requirement.
- Click on ‘Submit’ button. Once click on submit button user can’t be update further.
1.10 VIEW VERSION HISTORY

To view the history of a specific application form by the following steps.

- Click on ‘AWW Engagement’ menu.
- Click on ‘My Applications’ sub-menu. The following screen will display on the screen.

- Click on ‘Version History’ button.
- Now version history page will display.
1.11 VIEW ON-HOLD ENGAGEMENT Ads

Here on-hold engagement list will display. Following steps to view the on-hold engagement ads.

- Go to WCD portal.
- Click on ‘PUBLIC LOGIN’ button.
- Login page will display.

Back to Portal: Go back to the Anganwadi Portal page.

- Click on ‘On-Hold Engagement Ads’ tab.
- Hold engagement list will display on the screen with status as ‘Hold’.

Back Button: Go back to the login panel.

View Attachment button: To view the attachment.
1.12 OTHER WAY TO VIEW ON-HOLD ENGAGEMENT Ads

To view the on-hold engagement ads by the following steps.

- Go to WCD portal.
- Click on ‘PUBLIC LOGIN’ button.

- Login page will display.
- Enter valid username and password into field.
- Enter valid captcha into field.
- Click on ‘Login’ button.

After login successfully the dashboard page will display on the screen.
- Click on ‘AWW Engagement’ menu.
- Click on ‘Engagement Ads’ sub-menu.

- Now AWW Engagement Ads page will display.
- Click on ‘On-hold Engagement Ads’ tab.
- All On-hold Engagement Ads will display on the screen.
1.13 VIEW CANCELLED ENGAGEMENT Ads

Here user can view the cancelled engagement list. Once engagement Ads are cancelled then public user can’t perform any action against the cancelled Ads. Cancelled List will get disappeared after 90 days from the date of engagement cancellation date.

Following steps to view the cancelled engagement ads.

- Go to WCD portal.
- Click on ‘PUBLIC LOGIN’ button.
- Login page will display.

Back to Portal: Go back to the Anganwadi Portal page.

- Click on ‘Cancelled Engagement Ads’ tab.
Cancelled engagement list will display on the screen with status as ‘Cancelled’.

**Back Button:** Go back to the login panel

1.14 OTHER WAY TO VIEW CANCELLED ENGAGEMENT Ads

To view the Cancelled engagement ads by the following steps.

- Go to WCD portal.
- Click on ‘PUBLIC LOGIN’ button.

- Login page will display.
- Enter valid **username** and **password** into field.
- Enter valid **captcha** into field.
- Click on ‘Login’ button.
After login successfully the dashboard page will display on the screen.

- Click on ‘AWW Engagement’ menu.
- Click on ‘Engagement Ads’ sub-menu.
- Now **AWW Engagement Ads** page will display.
- Click on ‘Cancelled Engagement Ads’ tab.
- **Cancelled Engagement Ads** will display on this tab with status as ‘Cancelled’.

**Back Button** is used for go to the previous page.