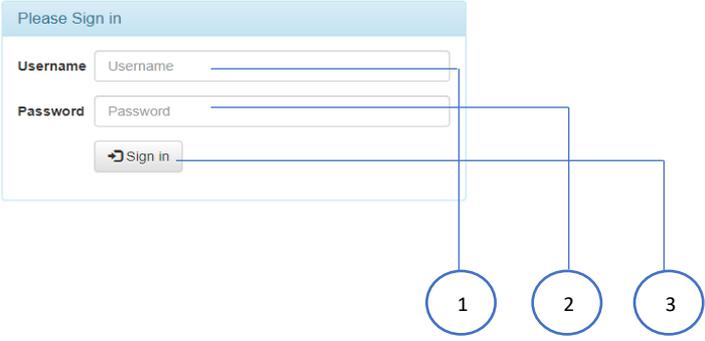


User Manual

SSM, Purba Bardhaman CWSN portal for special educators of SSM,
Purba Bardhaman (<https://cwsn.ssmprbdn.com>)

Designed & Developed By
Samagra Shiksha Mission, Purba Bardhaman
3rd Floor, New Administrative Building
Kachari Road
Bardhaman
West Bengal

A. How to access login



The screenshot shows a login form titled "Please Sign in". It contains three input fields: "Username", "Password", and a "Sign in" button. Three numbered circles (1, 2, 3) are connected to the form by lines. Circle 1 points to the Username field, circle 2 points to the Password field, and circle 3 points to the Sign in button.

	LINKS	CONTACT INFORMATION	TECHNICAL HELP
	Home	New Administrative Building, 3rd floor, Kachari Road, Bardhaman, Purba Bardhaman 700091 West Bengal	ssmpurbabardhaman@gmail.com 9732179666 / 9434362154
	User manual		
	Project Team		

All efforts have been made to make the information as accurate as possible. SSM, Purba Bardhaman, will not be responsible for any loss to any person caused by inaccuracy in the information available on this portal. Any discrepancy found may be brought to the notice of SSM, Purba Bardhaman.

© 2021 Copyright: SSM, Purba Bardhaman

1. Please put registration number as username
2. Please put default password (supplied from District). It is strongly recommended that default password must be changed after first login.
3. Click on "Sign in" button to access your login.

B. User Dashboard and its different options

SSM, PURBA BARDHAMAN. CWSN PORTAL

Dashboard Data:

- 134 As entered in Portal
- 100 As per UDISE
- As per Banglar Shiksha
- As per child register

Following data are based on district portal

Summary Metrics:

- Boy : 82 || Girl : 52 (Gender wise CWSN)
- Yes : 73 || No : 61 (AADHAAR status)
- Yes : 104 || No : 30 (Contact status)
- Yes : 20 || No : 114 (Disability certificate status)
- Yes : 20 || No : 0 (Disability certificate valid)
- Yes : 97 || No : 31 (Therapy required)
- Yes : 57 || No : 40 (Therapy provided)
- 0 (Legal guardianship status)
- 0 (Manabik scheme covered)
- Yes : 126 || No : 8 (Schooling status)
- 1 (CWSN in ICDS)
- Yes : 111 || No : 23 (Bank account status)

CRC wise CWSN

CRC Name	Total CWSN
SASANGA HIGH SCHOOL	39
BISNA F.P. SCHOOL	33
KHEJURHATI F.P. SCHOOL	62

CRC wise school(s) with & without CWSN

CRC Name	Total school	With CWSN	Without CWSN
SASANGA HIGH SCHOOL	32	17	15
BISNA F.P. SCHOOL	20	10	10
KHEJURHATI F.P. SCHOOL	27	8	19

Category wise Special Children

Category	Boys	Girls	Transgender	Total
BLINDNESS	0	0	0	0
LOW-VISION	19	11	0	30
HEARING IMPAIRMENT (DEAF AND HARD OF HEARING)	13	4	0	17
SPEECH AND LANGUAGE DISABILITY	7	1	0	8
LOCOMOTOR DISABILITY	20	15	0	35
MENTAL ILLNESS	0	0	0	0

Birthday of Special Children for next 7 days

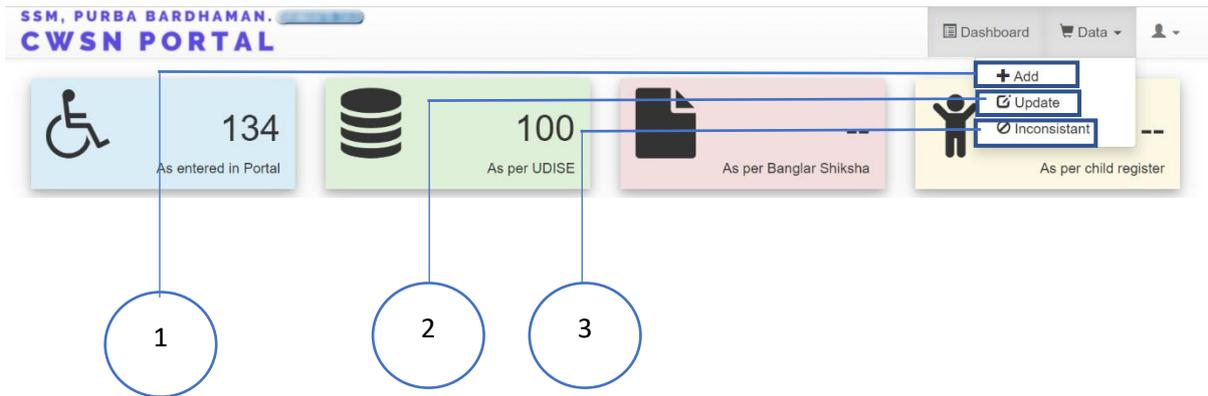
CWSN name	Gender	Disability	Contact no.	DOB.	Age
SANJOY KR SINGH	BOY	HEARING IMPAIRMENT (DEAF AND HARD OF HEARING)	0000000000	1998-10-04	22
SEKH SAMIN	BOY	HEARING IMPAIRMENT (DEAF AND HARD OF HEARING)	9564928081	2010-10-09	10

Callouts:

- Menu area
- Numbers of CWSNs are recorded from different database.
- At a glance different parameter wise CWSNs
- CRC wise CWSN
- 21 nos. Category wise CWSN
- CRC wise total school and having or not having CWSN enrolment
- Birthday of CWSNs for next 7 days.

1. Menu area
2. Numbers of CWSNs are recorded from different database.
3. At a glance different parameter wise CWSNs
4. CRC wise CWSN
5. 21 nos. Category wise CWSN
6. CRC wise total school and having or not having CWSN enrolment
7. Birthday of CWSNs for next 7 days.

C. How to access “Data” menu



1. Click on “Data” -> “Add” to create new CWSN entry. After clicking the “Add” the following page will come.

Home / CWSN / Add CWSN

Add CWSN

Add CWSN

Select CRC* --SELECT--

CWSN Name* CWSN NAME

Father's Name* FATHER'S NAME

Mother's Name* MOTHER'S NAME

Date of birth* Pick date of birth

Gender* --SELECT--

Address line 1* WRITE HABITATION / LOCALITY NAME / VILLAGE / PARA / ROAD

Address line 2* POST OFFICE

Address line 3* THANA

PIN Code* PIN Code

Contact number* Mobile number

AADHAAR AADHAAR

Select disability type* --SELECT--

Is CWSN having disability certificate? --SELECT--

Select provided aids & appliances* --SELECT--

Is therapy required? --SELECT--

Having legal guardianship? --SELECT--

Whether covered under MANABIK scheme? --SELECT--

CWSN is in school? --SELECT--

IFSC --SELECT--

- 1.1 After completion of data entry click on “Save Changes”. After Successfully completion of entry the following message will come.



- 1.2 You can enter another data by clicking on “Add new CWSN”.

- Click on “Data” -> “Update” to update any previously entered data. The following page will come.

Manage CWSN

Manage CWSN

Excel Search

#	CWSN Code	Name	Father's Name	Mother's Name	Disability	Schooling status	Manage
1	5994	RABISANKAR KAR	HARADHAN KAR	PUJA KAR	CEREBRAL PALSY	In School	Action
2	5821	SABINA YESMIN	ARHAN ALLI SK	KHADIJA BEGAM	INTELLECTUAL DISABILITY	In School	Edit Remove
3	5822	RADHA ROY	SRIKANTA ROY	SEEMA ROY	LOW-VISION	In School	Action
4	5823	KIRAMAT LAYEK	NULL	NULL	LOCOMOTOR DISABILITY	In School	Action
5	5824	SALMA SULTANA	MOLLA SALAUDDIN	SAMIMA BEGAM	LOCOMOTOR DISABILITY	In School	Action
6	5825	SAMPAD SHAH	RABIUL SHAH	JELEENUR BEGAM	LOCOMOTOR DISABILITY	In School	Action
7	5826	MAMPI KHARAT	ANNANTA KHARAT	SEEMA KHARAT	LOCOMOTOR DISABILITY	In School	Action
8	5827	DIPANKAR RUIDAS	JOYDEV RUIDAS	SHAYAMALI RUIDAS	HEARING IMPAIRMENT (DEAF AND HARD OF HEARING)	In School	Action
9	5851	SK KAMAR UDDIN	SK KUTUBUDDIN	MOMTAZ BEGUM	SPEECH AND LANGUAGE DISABILITY	In School	Action
10	5852	PALASH ROY	SANNYASHI ROY	SUSOMA ROY	HEARING IMPAIRMENT (DEAF AND HARD OF HEARING)	In School	Action

Showing 1 to 10 of 134 entries

Previous 1 2 3 4 5 ... 14 Next

2.1 2.2

2.3

2.5

- Click on “Excel” to download all records in excel format.
- Find any particulars of records by writing anything in “Search” text box. Viz. CWSN name, date of birth etc.
- Click on “Action” button will drop two options 1. “Edit” 2. “Remove”. Click on “Edit” will display the following page.

SSM, PURBA BARDHAMAN.
CWSN PORTAL

Dashboard Data

Home / CWSN /

Edit CWSN

Edit CWSN

Select CRC* KHEJURHATI FP SCHOOL

CWSN Name* RABISANKAR KAR

Father's Name* HARADHAN KAR

Account no. 3167435260

Account holder HARADHAN KAR

Save Changes

2.4

- 2.4 to update the record.
- 2.5 Click on “Remove” to delete a record.

3. Click on “Inconsistent” to view some anomaly of data. The following page will come



3.1 Click on “CWSN over 18 year age” to view those CWSN who are over 18 years of age. The following drop view will display.

The screenshot shows the 'CWSN over 18 year age' category selected. A table displays the following data:

CWSN Code	CWSN Name	Date of Birth	Age
622	SUBRATA DEY	2001-03-22	20
625	DEBASISH DAS	2001-03-30	20
627	PALLABI ROY	2001-07-24	20
628	NAMITA MAJHI	2000-06-10	21
658	ADITI SAHA	2002-01-25	19
659	KAMALA MAJHI	1999-11-03	21
662	SHIBANI GHOSH	2002-04-13	19
663	SUBHAJIT DHAR	2000-05-17	21
664	BAPI DAS	1999-10-08	21
665	SOURAV PATHAK	1998-04-12	23
666	SUPHIYA KHATUN	1999-10-26	21
667	ANUSHREE HAZRA	1998-12-28	22
678	SANTOSH DAS	1996-09-08	25
679	SK SAHAJAMAL	1996-01-19	25
680	SOUMOA MIDYA	1998-01-01	23
706	DHARMADAS SHIL	2002-01-25	19

Below the table, the other inconsistent data categories are visible: 'Duplicate entry' (4), 'Wrong contact no.' (38), and 'Wrong bank account number' (1).

3.2 Click on “Duplicate entry” to view more than one entry of a same CWSN. The following drop view will display.

SSM, PURBA BARDHAMAN. Dashboard Data

CWSN PORTAL

Inconsistent data need to check and update

CWSN over 18 year age 16

Duplicate entry 4

CWSN Code	CWSN Name	Father's Name	Date of birth
684	ANIL MALLICK	ASOKE MALLICK	2013-11-05
685	ANIL MALLICK	ASOKE MALLICK	2013-11-05
710	KIRON DAS	GORA CHAND DAS	2009-03-07
711	KIRON DAS	GORA CHAND DAS	2009-03-07

Wrong contact no. 38

Wrong bank account number 1

3.3 Click on “Wrong contact no.” to view list of wrong contact number or no number. The following drop view will display.

SSM, PURBA BARDHAMAN. Dashboard Data

CWSN PORTAL

Inconsistent data need to check and update

CWSN over 18 year age 8

Duplicate entry 0

Wrong contact no. 11

CWSN Code	CWSN name	Father's name	Contact number
465	TAPUR MONDAL	ACHINTA MONDAL	1747801454
466	TUPUR MONDAL	ACHINTA MONDAL	1747801454
473	JHUMUR BAG	MADHAB BAG	00
483	ANKAN MONDAL	RAGHUNAYH MONDAL	0000000000
486	BIRAJ KARMAKAR	SANTOSH KARMAKAR	0
487	SHUBHADIP BAURI	PRASANTA BAURI	0
490	RADHIKA BAURI	JIBAN BAURI	0
491	ABIR BAURI	JIBAN BAURI	0
497	BARSHA BAURI	KUSH BAURI	0
500	BRISTI BAURI	DULAL BAURI	0
501	RAJIB MONDAL	MONDAL	0

Wrong bank account number 2

3.4 Click on “Wrong contact no.” to view list of wrong contact number or no number. The following drop view will display.

The screenshot shows the CWSN Portal dashboard with the following elements:

- Header: SSM, PURBA BARDHAMAN. CWSN PORTAL
- Navigation: Dashboard, Data, User profile icon
- Alert: Inconsistent data need to check and update
- Summary Cards:
 - CWSN over 18 year age: 8
 - Duplicate entry: 0
 - Wrong contact no.: 11
 - Wrong bank account number: 2
- Table:

CWSN Code	CWSN Name	Account holder's name	Bank account number
472	SOUMIK MUKHARJEE	JHUMA MUKHARJEE	00
500	BRISTI BAURI	BRISTI BAURI	00

D. How to change password and user details

The screenshot shows the user menu in the CWSN Portal with the following elements:

- Header: SSM, PURBA BARDHAMAN. CWSN PORTAL
- Navigation: Dashboard, Data, User profile icon
- Breadcrumbs: Home / Setting
- User Menu: Setting, Logout
- Annotations: Two circles labeled '1.' and '2.' are connected by lines to the 'Setting' and 'Logout' options respectively.

1. To change user profile and password click on “Settings”. The following page will arrive.

SSM, PURBA BARDHAMAN, CWSN PORTAL

Dashboard Data

Home / Setting

Setting

Change personal details

Registration no. [input field]

New registration no. (if any) [input field: New registration no. (if any)]

Special educator name [input field]

Rehabilitation qualification [input field: DVTE (MR)]

Rehabilitation validity [input field]

Contact no. 1 [input field]

Contact no. 2 [input field: Contact no. 2]

Email [input field: Email]

Save Changes

Change Password

Current Password [input field: Current Password]

New password [input field: New Password]

Confirm Password [input field: Confirm Password]

Save Changes

2. Log out from portal
To log out from portal please click on “logout”