



SHe-Box

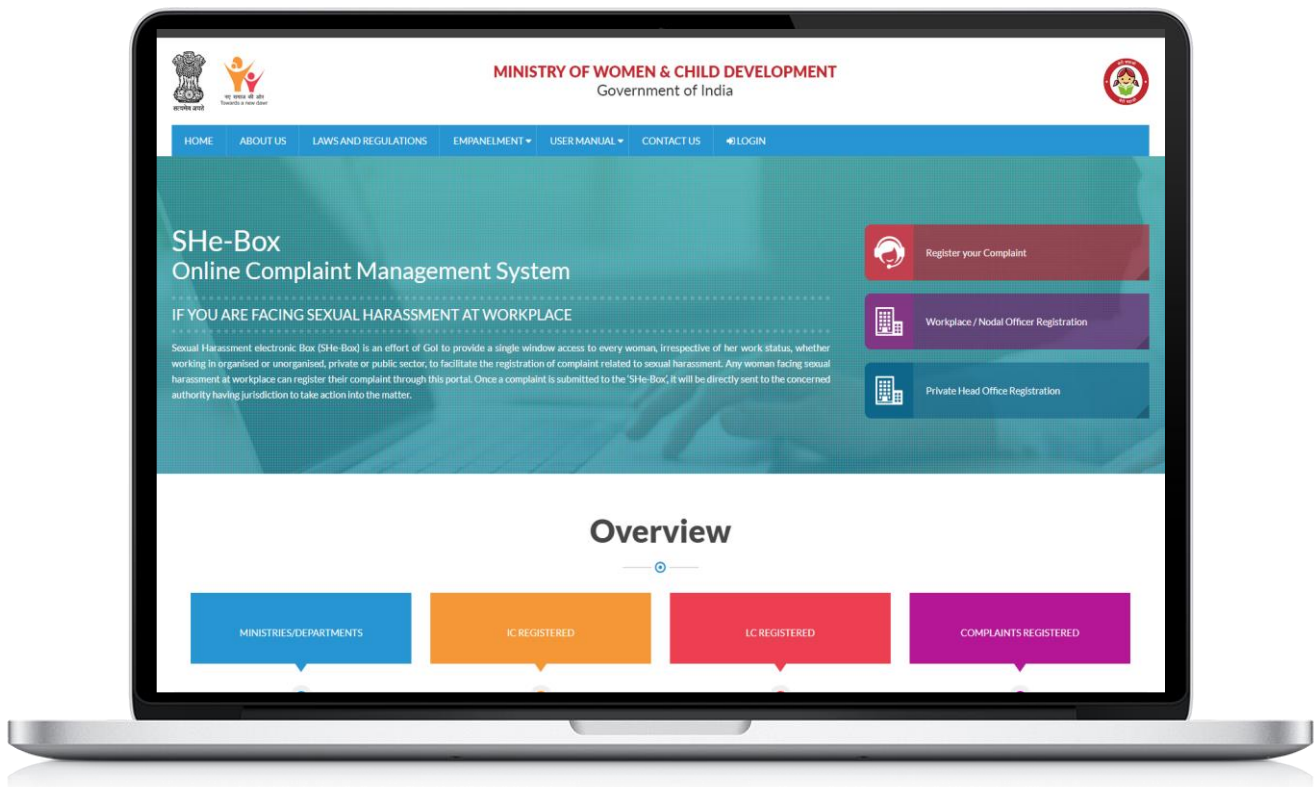
State Nodal Officer: User Manual



SHe-Box Portal

❖ To access the She-Box portal, follow these steps:

- Open your web browser.
- Enter the URL: [https://shebox.wcd.gov.in/].
- You will be directed to the homepage



Login

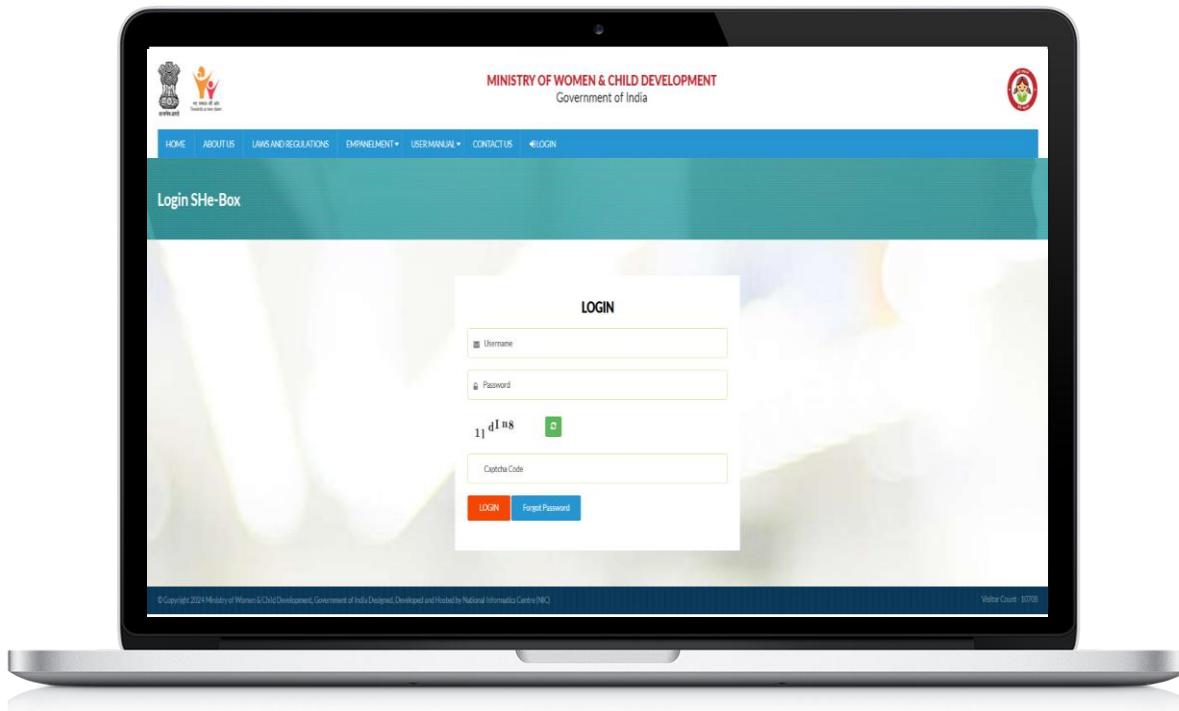
❖ To proceed with Login, please follow these steps:

- Click on "Login".



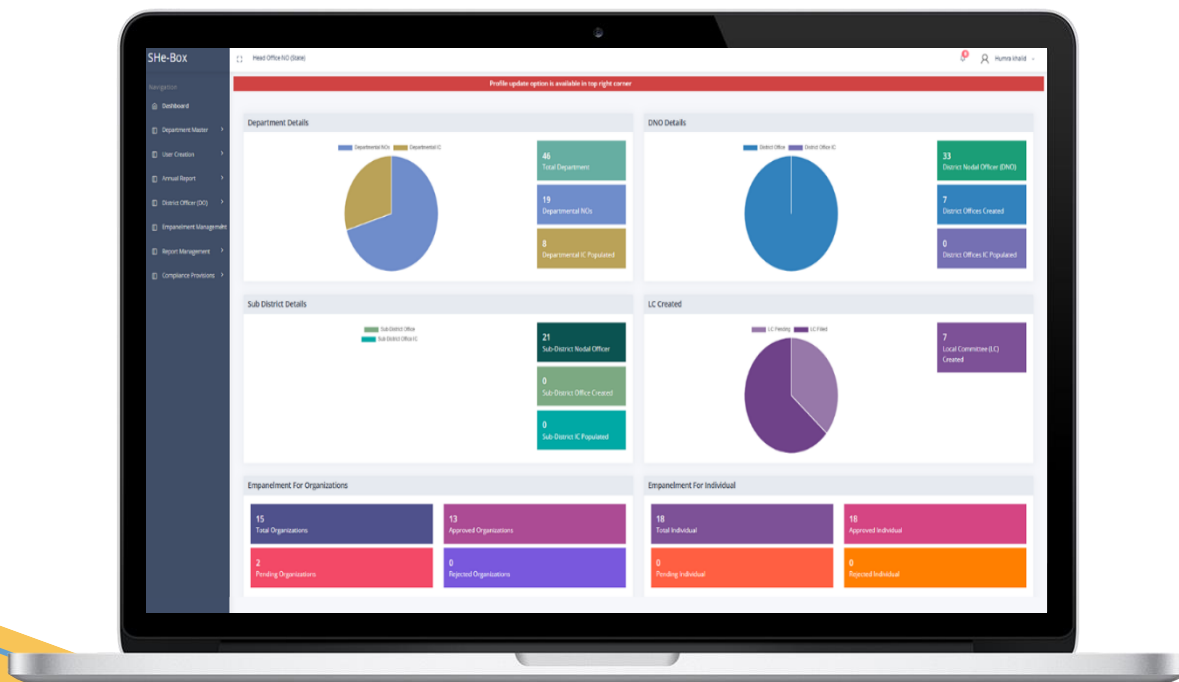
❖ To proceed with logging in, follow these steps:

- Enter your ID, password, and captcha in the respective fields.
- Click on the "Login" button to access your account.



State Nodal Officer Dashboard

After a successful login, the dashboard will Open.



Add Department

❖ To add Department, follow these steps:

- i. Go to Department Master
- ii. Click on Add Department, following form will open.

The screenshot shows the 'Add Department Details' form. The sidebar menu on the left includes: Dashboard, Department Master, Add Department, View Department, User Creation, Report Management, District Officer (DO), Empowerment Management, and Compliance Provisions. The main content area has a header 'Add Department Details' and a breadcrumb 'Home / Add Department Details'. Below the header is a form with a table. The table has three columns: S.No., Name of the Department, and Action. The first row has S.No. 1, an empty text input field for the department name, and a '+ Add More Departments' button. Below the table are 'Submit' and 'Reset' buttons.

iii. Fill all the details and click on Submit.

✚ After submitting this form, the Departmental Nodal Officer can be created.

iv. To View/edit/delete Department, click on 'View Department' on the left menu.

The screenshot shows the 'Department List' page. The sidebar menu on the left includes: Dashboard, Department Master, Add Department, View Department, User Creation, Report Management, District Officer (DO), Empowerment Management, and Compliance Provisions. The main content area has a header 'Department List' and a breadcrumb 'Home / Department List'. Below the header are tabs for 'Copy', 'Excel', 'CSV', 'PDF', and 'Print'. A search bar is also present. The table below has columns S.No., Department, Added On, and Action.

S.No.	Department	Added On	Action
1	Department of Women and Child Development, GNCTD	09-09-2024	Edit Delete
2	Department of Social Welfare	09-09-2024	Edit Delete
3	Department of Law, Justice and Legislative Affairs	15-10-2024	Edit Delete
4	General Administration Department	15-10-2024	Edit Delete
5	N.C.C. Department	22-10-2024	Edit Delete
6	Directorate of Training (UTCS)	22-10-2024	Edit Delete
7	Delhi Consumer Cooperative Wholesale Store Ltd.	22-10-2024	Edit Delete
8	Directorate of Agricultural Marketing	22-10-2024	Edit Delete
9	Art, Culture & Language Department	22-10-2024	Edit Delete
10	Irrigation and Food Control Department	22-10-2024	Edit Delete

User Creation

❖ To add/view Departmental NO, follow these steps:

- i. Go to User Creation.
- ii. Click on Add/view Departmental NO, following form will open.

The screenshot shows a laptop displaying the SHe-Box web application. The left sidebar contains a navigation menu with options: Dashboard, Department Master, User Creation (expanded), Add / View DNO, Add / View Sub District NO (highlighted), Add / View Departmental NO, Report Management, District Officer (DO), Empanment Management, and Compliance Provisions. The main content area is titled 'Add Sub District NO' and contains a form with the following fields: Select District (dropdown), Name (text), SDM/Tehsildar/BDO/CCPO Email Id (text), Mobile Number (text), Landline No (STD Code and Type Landline Number), Pincode (text), and Office Address (text). At the bottom of the form are 'Submit' and 'Reset' buttons. A 'View Sub-District NO List' button is located in the top right corner of the form area. The user's name 'Humra Khalid' is visible in the top right corner of the application.

- iii. Fill all the details and click on Submit.
- iv. To view, departmental SNO List click on 'View Departmental SNO List' on the right.

This is an identical screenshot to the one above, showing the SHe-Box 'Add Sub District NO' form on a laptop. The navigation menu, form fields, and buttons are the same as described in the previous block.

❖ To add/view DNO, follow these steps:

- i. Go to User Creation.
- ii. Click on Add/view DNO, following form will open.

The screenshot shows a laptop displaying the SHe-Box web application. The left sidebar contains a navigation menu with options: Dashboard, Department Master, User Creation, Add / View DNO (highlighted), Add / View Sub District NO, Add / View Departmental NO, Report Management, District Officer (DO), Empowerment Management, and Compliance Provisions. The main content area is titled 'Add DNO Details' and contains a form with the following fields: Select District (dropdown), Select Department (dropdown, showing 'Department of Women and Child Development, GNCTD'), Name (text input), DNO Email Id (text input), Mobile Number (text input), Landline No (with STD Code and Landline Number sub-fields), Pincode (text input), and Office Address (text input). At the bottom of the form are 'Submit' and 'Reset' buttons. A 'View DNO List' button is located in the top right corner of the form area. The user profile 'Humra Khali' is visible in the top right header.

- iii. Fill all the details and click on Submit.
- iv. To view, DNO List click on 'View DNO List' on the right.

This is a duplicate of the screenshot above, showing the SHe-Box 'Add DNO Details' form. It includes the same navigation sidebar, form fields (Select District, Select Department, Name, DNO Email Id, Mobile Number, Landline No, Pincode, Office Address), and buttons (Submit, Reset, View DNO List) on a laptop screen.

❖ To add/view Sub-district NO, follow these steps:

- i. Go to User Creation.
- ii. Click on Add/view Sub-district NO, following form will open.

The screenshot shows a laptop displaying the SHe-Box web application. The left sidebar contains a navigation menu with options: Dashboard, Department Master, User Creation, Add / View DNO, Add / View Sub District NO (highlighted), Add / View Departmental NO, Annual Report, District Office (DO), Empowerment Management, and Compliance Providers. The main content area is titled 'Add Sub District NO' and features a form with the following fields: Select District (dropdown), Name (text), SDMT/Totalitar/DO/DOPO Email Id (text), Mobile Number (text), Landline No. (text) with a sub-field for STD Code and Type Landline Number, Pincode (text), and Office Address (text). At the bottom of the form are 'Submit' and 'Reset' buttons. A 'View Sub-District NO List' button is located in the top right corner of the main content area.

- iii. Fill all the details and click on Submit.
- iv. To view, DNO List click on 'View DNO List' on the right.

This is an identical screenshot to the one above, showing the 'Add Sub District NO' form in the SHe-Box application. The navigation menu on the left and the form fields in the main content area are the same. The 'Add / View Sub District NO' option in the sidebar is highlighted, and the 'View Sub-District NO List' button is visible in the top right of the main content area.

Add/View District Officer (DO)

❖ To add/view DO, follow these steps:

- Go to District Officer (DO).
- Click on Add/view DO, following form will open.

The screenshot shows the 'Add DO Details' form in the She-Box application. The form is titled 'Add DO Details' and has a 'View DO List' button in the top right corner. The form fields are as follows:

- Select District:** A dropdown menu with a 'Select District' button.
- Name:** A text input field labeled 'Type Name'.
- DO Email Id:** A text input field labeled 'Type DO Email Id'.
- Mobile Number:** A text input field labeled 'Type Mobile Number'.
- Landline No:** Two text input fields labeled 'STD Code' and 'Type Landline Number'.
- Pincode:** A text input field labeled 'Type Pincode'.
- Office Address:** A text input field labeled 'Type Office Address'.

At the bottom of the form are 'Submit' and 'Reset' buttons.

- Fill all the details and click on Submit.

Empanelment Management

❖ To Approve Organizations, follow these steps:

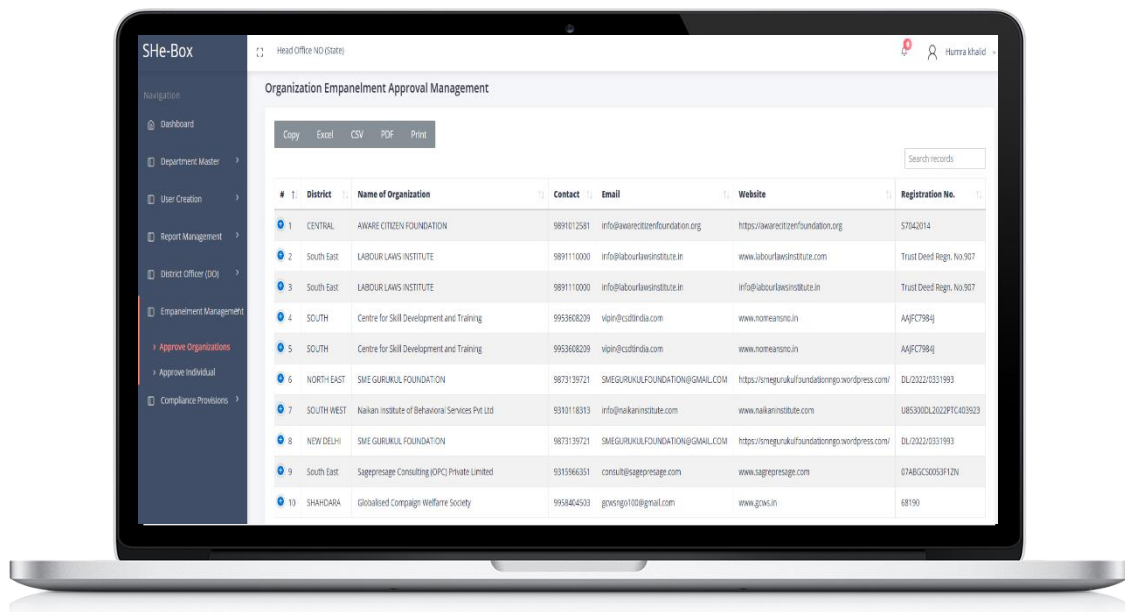
- Go to Empanelment Management.
- Click on Approve Organizations, following form will open.

The screenshot shows the 'Verification Form For Empanelment Of Individual Trainer Report' in the She-Box application. The table lists 10 trainers with their details:

#	District	Name	Contact	Email	Identification Number	Highest Degree	Total Experience	Date
1	CENTRAL	Kanshi Aggarwal	997166252	kanshi.agw@gmail.com	47663502155	LLB	13	2024-12-06
2	NEW DELHI	SUMEDHA DUA	9891560587	advocate.sdua@gmail.com	ACHP09428	LLB	22	2024-12-12
3	WEST	Pooja Vohra	9999140685	adv.poojavohra@gmail.com	345635934984	LLM	8	2024-12-13
4	NORTH WEST	MEGHNA AGGARWAL	9552520231	cmegha.info@gmail.com	AJLP0410G	COMPANY SECRETARY	14	2025-01-16
5	SOUTH WEST	Rajesh Kumar Mishra	9211877349	rajeshmishra.adv@gmail.com	AQH4M4503D	Master of Business Law	18	2025-01-18
6	EAST	Juhi Gupta	9911007580	juhigovil@gmail.com	AEDP1611B	MBA	20	2025-01-27
7	NEW DELHI	Neha Goyal	9560558874	neh.c@gmail.com	ALBGT414E	Company Secretary	13	2025-01-30
8	EAST	HEENA KHURANA NAGPAL	9971949000	heena@hksociates.co.in	BUSPK1333H	M.COM, P.CS, LLB	10	2025-01-31
9	SOUTH WEST	Megha Sharma	9999648999	meghuwritter@gmail.com	DWPS6444D	Post Graduate Diploma in Management	14	2025-02-02
10	NORTH EAST	UJMAL SHARMA	9823139721	SMEGURU/ULFOUNDATION@GMAIL.COM	BAEPS44BH	LLB	22	2025-02-03

❖ To Approve Individual, follow these steps:

- Go to Empanelment Management.
- Click on Approve Individual, following form will open.

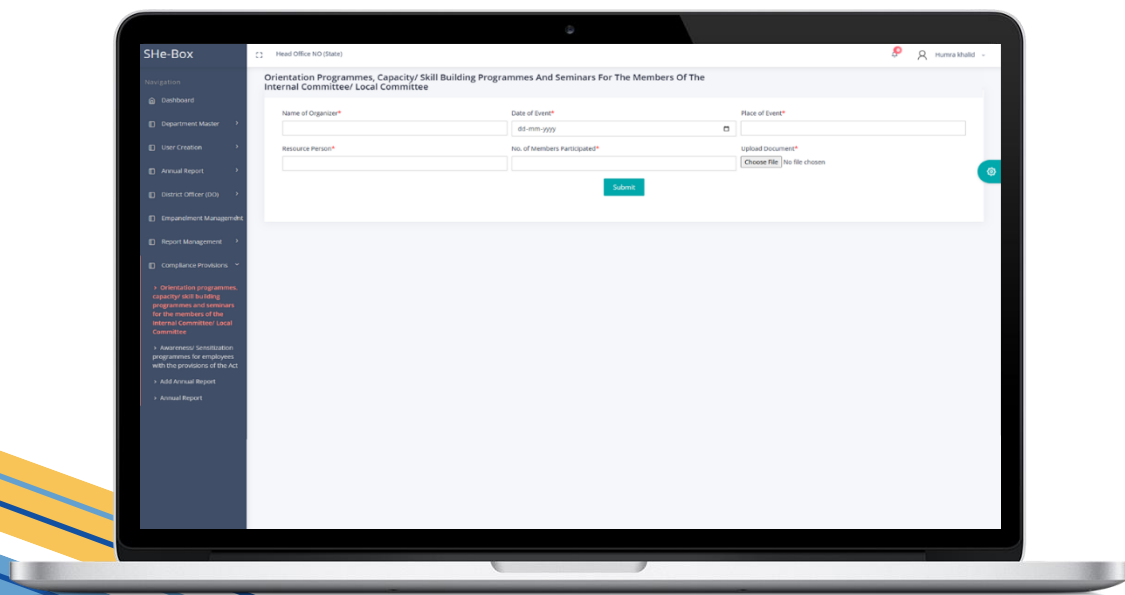


- Click on 'Approve' or 'Reject'.
- If you need to view the details, click on the View icon.

Compliance Provisions

❖ To view compliance provisions, follow these steps:

- Go to Compliance Provisions.
- Click on "Orientation programmes, capacity/ skill building programmes and seminars for the members of the Internal Committee/ Local Committee", following screen will open.



- ✓ Fill all the details and click on Submit.
- iii. Click on “Awareness/ Sensitization programmes for employees with the provisions of the Act”, following screen will open.

The screenshot shows the SHE-Box web application interface. The left sidebar contains a navigation menu with options: Dashboard, Department Master, User Creation, Report Management, District Officer (DO), Empowerment Management, and Compliance Provisions. The main content area displays the title 'Awareness/ Sensitization Programmes For Employees With The Provisions Of The Act'. Below the title, there is a form with the following fields: Name of Organization*, Date of Event* (dd-mm-yyyy), Place of Event*, Resource Person*, No. of Members Participated*, and Upload Document* (Choose File | No file chosen). A green 'Submit' button is located at the bottom center of the form.

- ✓ Fill all the details and click on Submit.
- iv. Click on “Add Annual Report”, following screen will open.

The screenshot shows the SHE-Box web application interface with the 'Add Annual Report' form. The left sidebar is the same as in the previous screenshot. The main content area displays the title 'Add Annual Report'. Below the title, there is a form with the following fields: Display of penal consequences of sexual harassments and the order constituting the Internal Committee at conspicuous place in the workplace u/s Section 4 (1) of the Act, Submission of Annual Report (u/s 21 of SH Act, 2013), No. of complaints of sexual harassment received in the year, No. of cases disposed off during the year, No. of cases pending for more than 90 days, Number of workshops or awareness programs conducted, Number of actions taken by the employer or District Officer, Report Year, Select Report Year, Is report sent? (Select), Date of Report Sent (dd-mm-yyyy), and Attach Report (PDF, DOC, DOCX only) (Choose File | No file chosen). A green 'Submit Report' button is located at the bottom center of the form.

- ✓ Fill all the details and click on Submit.