



सत्यमेव जयते



Towards a new dawn



बेटी बचाओ  
बेटी पढ़ाओ

# SHe-Box

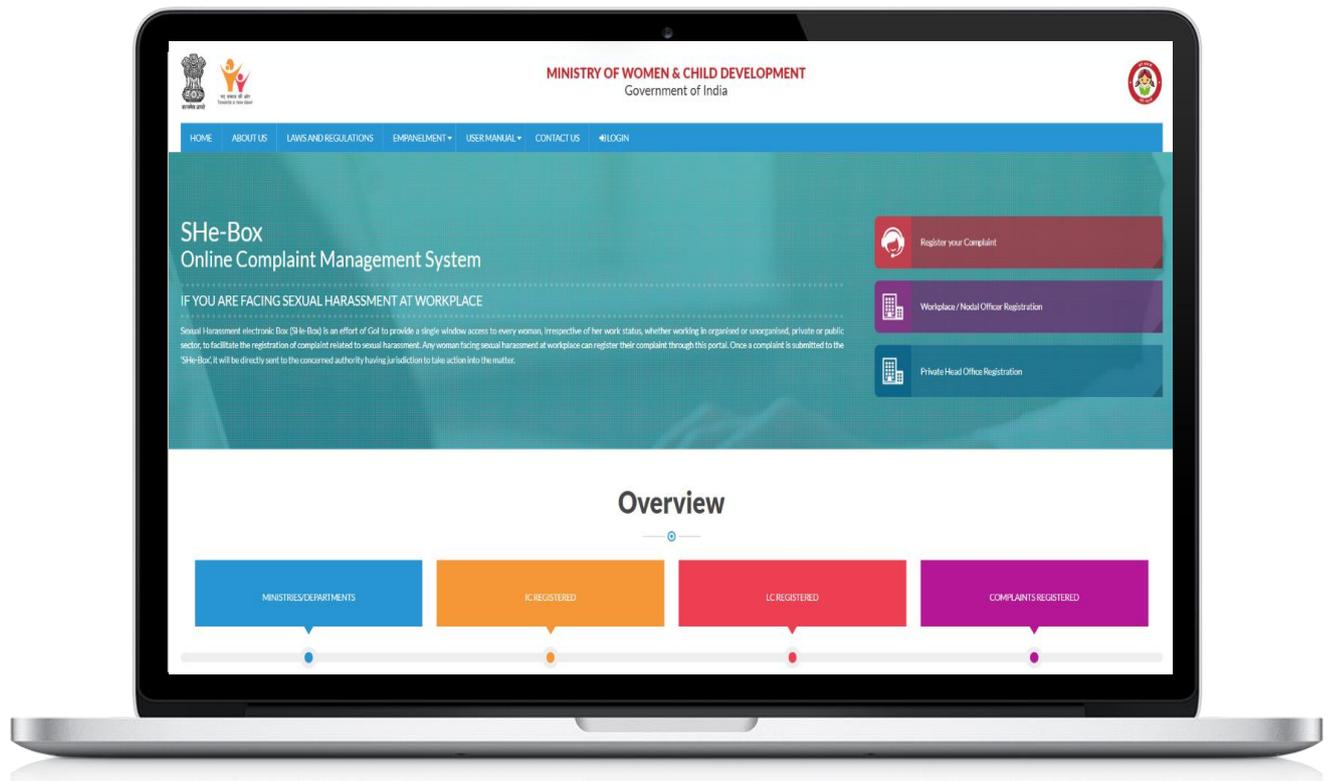
## Central Nodal Officer: User Manual



# She-Box Portal

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

- (i) Open your web browser.
- (ii) Enter the URL: <https://shebox.wcd.gov.in>.
- (iii) You will be directed to the homepage of the She-Box portal.



## Login

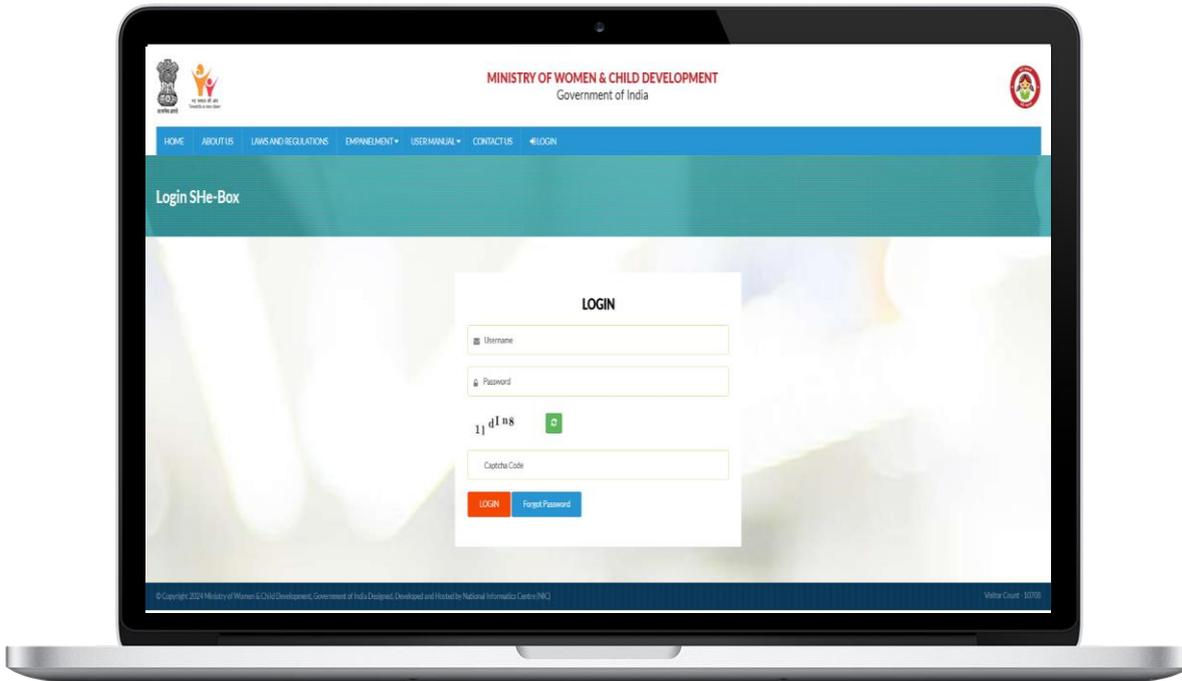
❖ To proceed with Login, please follow these steps:

- i. Click on "Login".



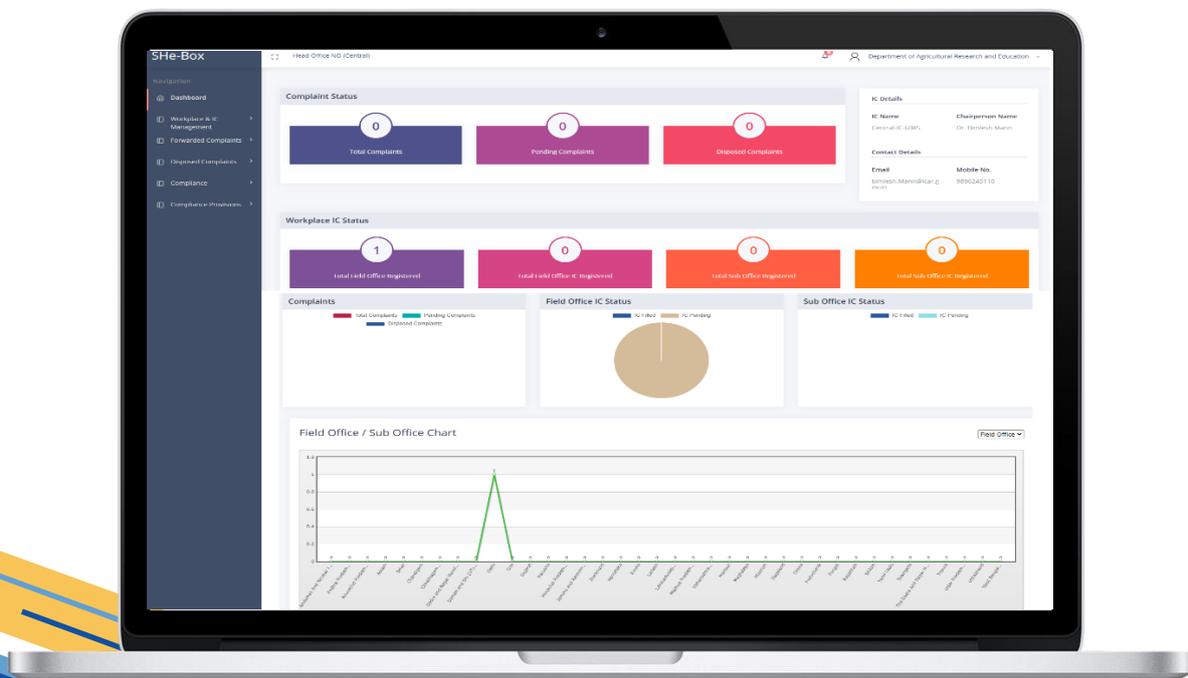
## Username and Password

- ❖ 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.



## Central Nodal Officer Dashboard

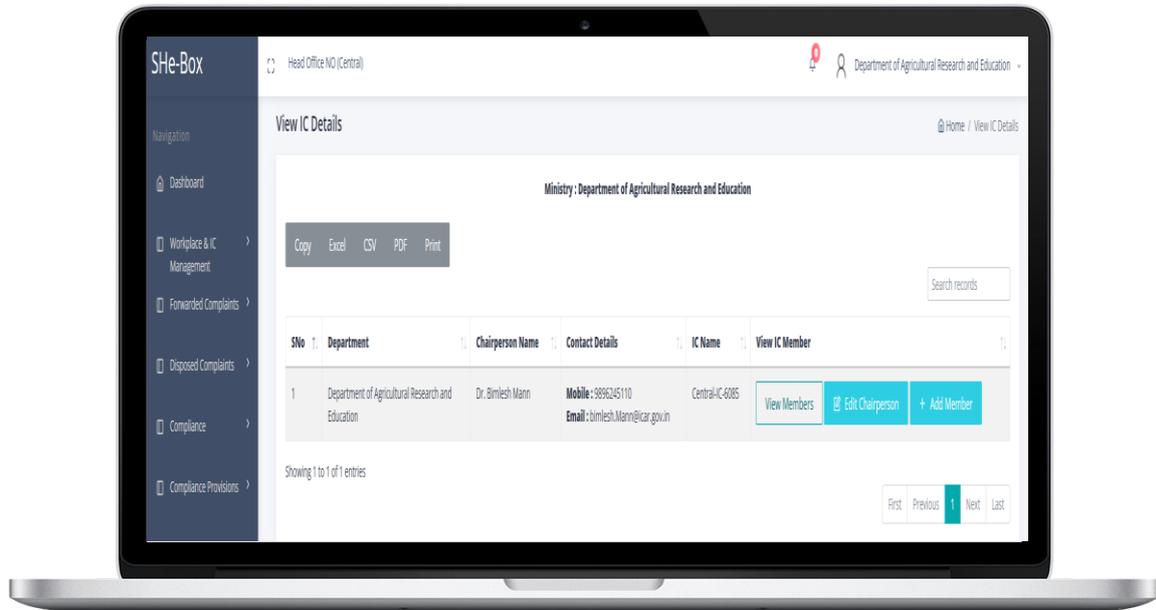
- After a successful login, the dashboard will Open.



## Add/view IC

### ❖ To add/view IC, follow these steps:

- i. Go to Workplace & IC Management.
- ii. Click on Add/view IC Details, following form will open.

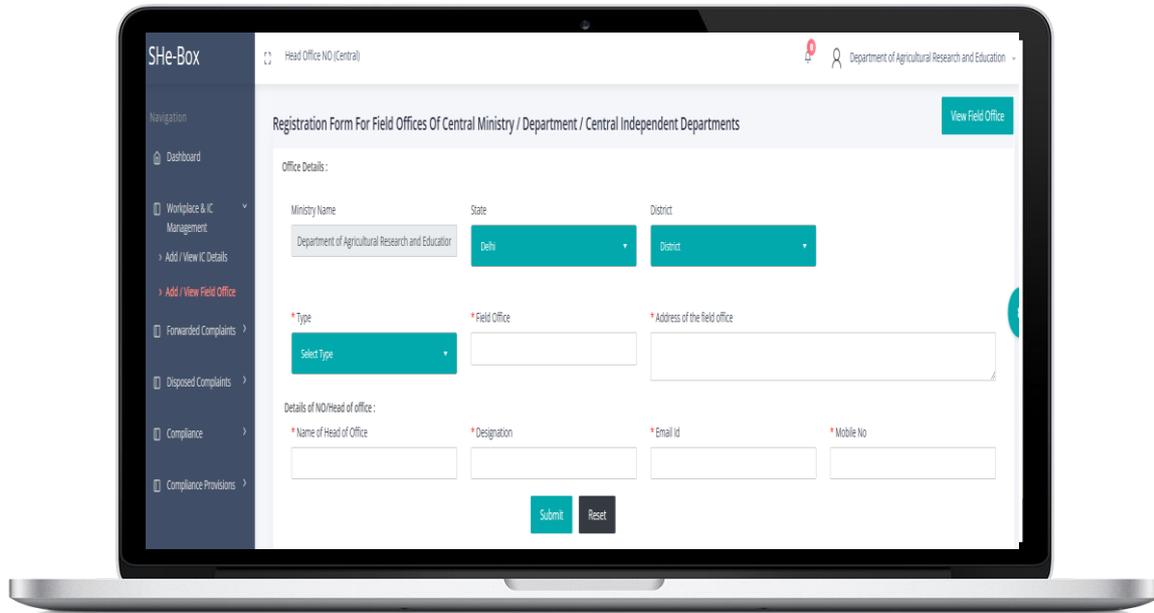


- iii. Fill all the details and click on Submit.
- iv. User can create IC members.

## Add/view Field Office

### ❖ To add/view Field Office, follow these steps:

- i. Go to Workplace & IC Management.
- ii. Click on **Add/View Field Office**, following form will open.

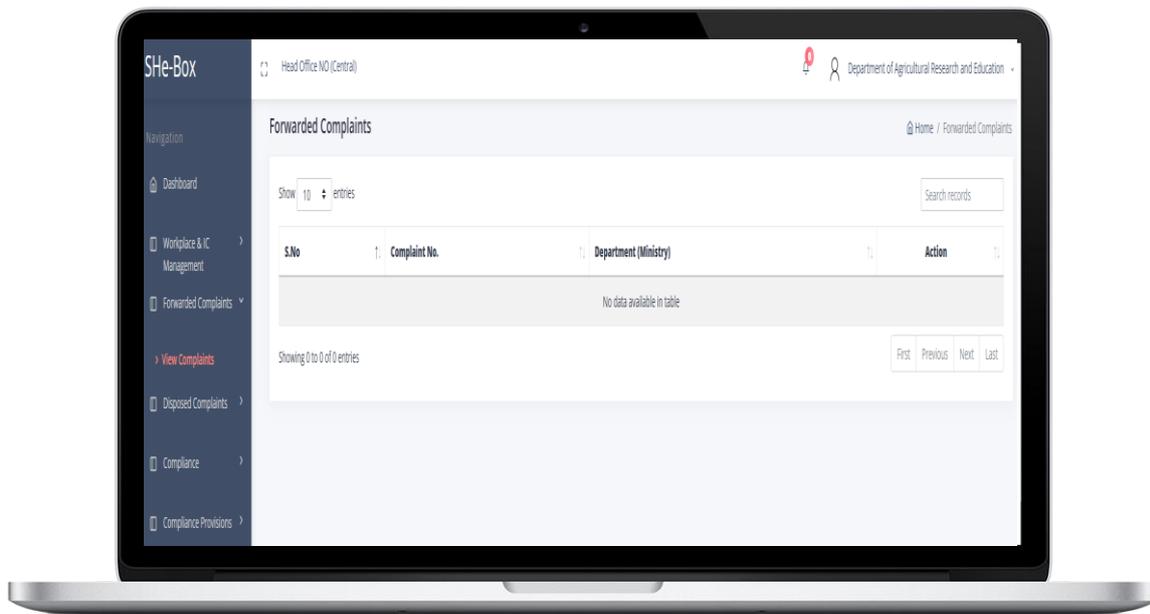


iii. Fill all the details and click on Submit.

## Forwarded Complaints

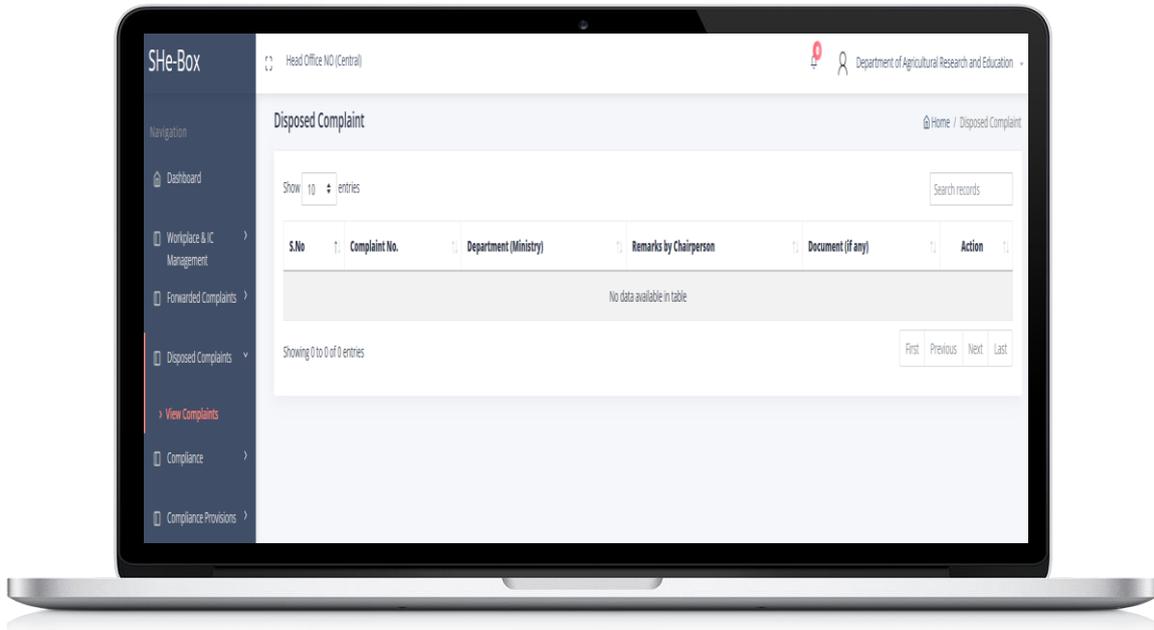
❖ To view Forwarded complaints, follow these steps:

- i. Go to Forwarded Complaints
- ii. Click on View complaints, following screen will open.



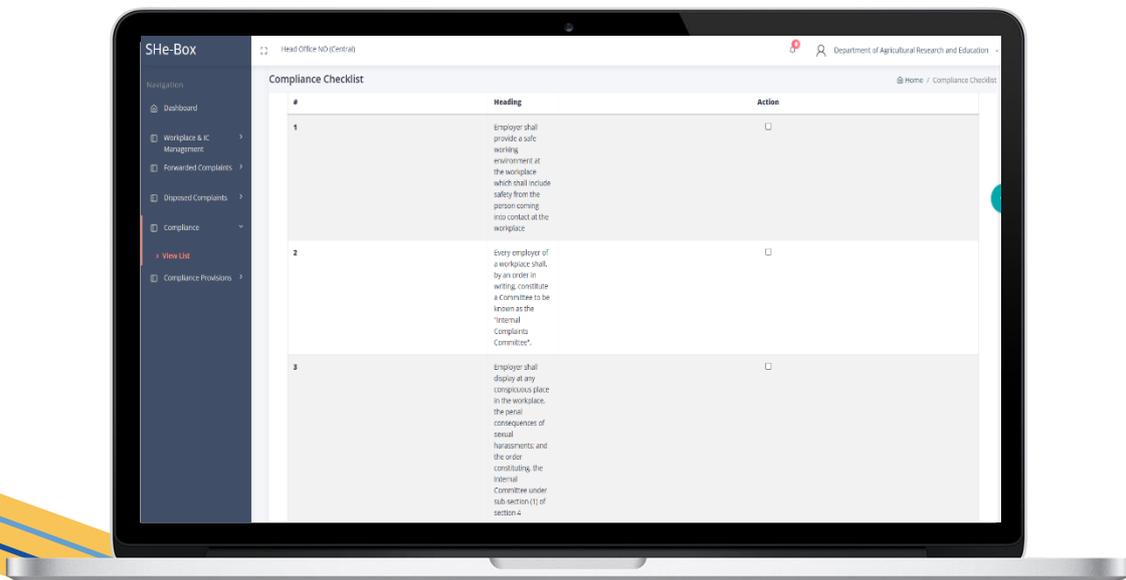
## Disposed Complaints

- ❖ To view disposed complaints, follow these steps:
  - i. Go to Disposed Complaints.
  - ii. Click on View complaints, following screen will open.



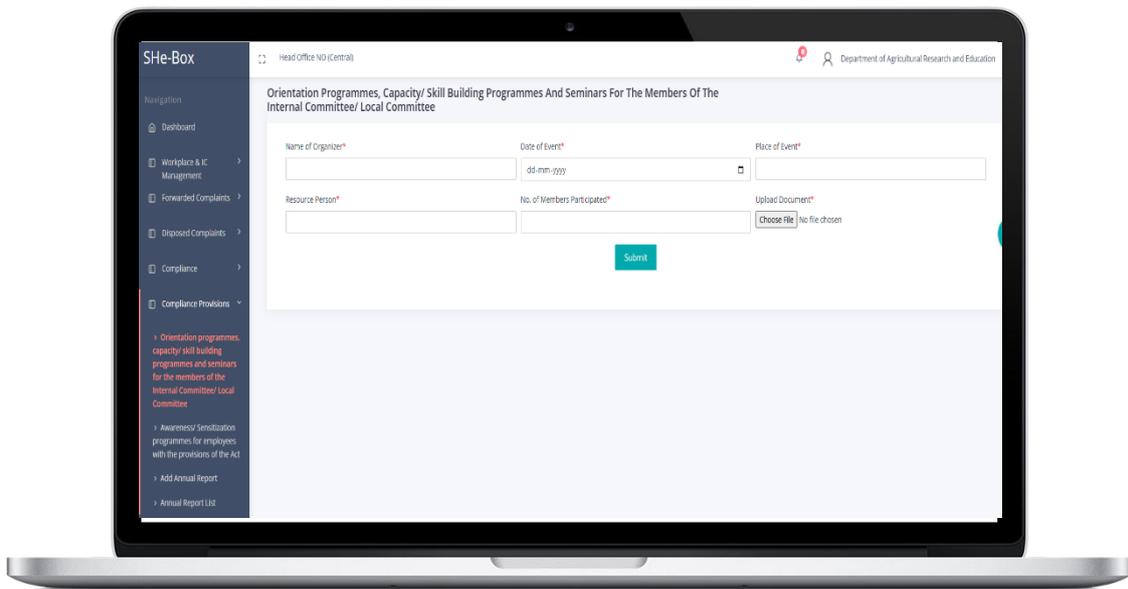
## Compliance

- ❖ To view compliance, follow these steps:
  - i. Go to Compliance.
  - ii. Click on View compliance list, following screen will open.

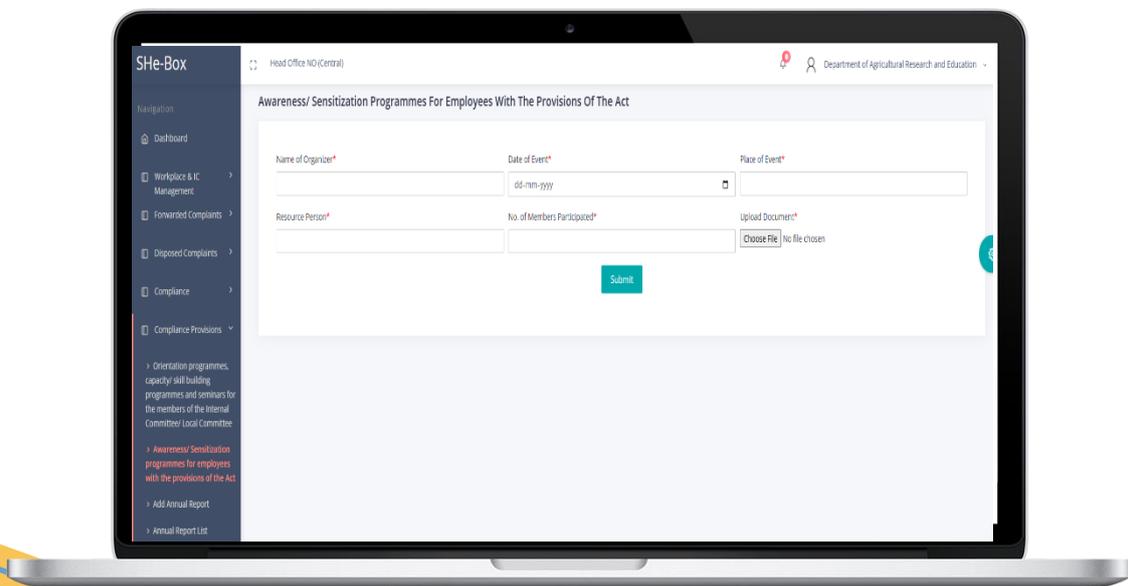


## Compliance Provisions

- ❖ To view compliance provisions, follow these steps:
  - i. Go to Compliance Provisions.
  - ii. Click on ‘Orientation programmes, capacity/ skill building programmes and seminars for the members of the Internal Committee/ Local Committee’, following screen will open.



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



- v. Fill all the details and click on Submit.
- vi. Click on **'Add Annual Report'**, following screen will open.
- vii. Fill all the details and click on Submit.

The screenshot shows a laptop displaying the 'She-Box' web application. The page title is 'Add Annual Report'. The main heading reads: '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'. Below this, it says 'Submission of Annual Report (as 21 of SH Act, 2013)'. The form contains several input fields and a 'Submit Report' button. The fields are: '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' (with a dropdown menu), 'Is report sent?' (with a dropdown menu), 'Date of Report Sent' (with a date picker), and 'Attach Report (PDF, DOC, DOCX only):' (with a 'Choose File' button and 'No file chosen' text). The left sidebar shows a navigation menu with 'Add Annual Report' highlighted in red.