

### **To decide Workflow for Movement of Nomination and to publish the Questionnaire**

Before start answering questionnaire by each level of panchayat, it is necessary for all state/UT to decide and freeze workflow and then publish questionnaire.

#### **A. To decide workflow:**

1. Login through State Admin user name and password.
2. Go to the workflow option in the menu bar on the left pane.
3. Select workflow -> Add
4. On the screen, select Award type and Entity (level of Panchayat) type.
5. Select level of Panchayat.
6. User may keep/remove the levels by drag and drop option in any level, except SPPAC (mandatory) to decide the movement of nomination.
7. Do it for all type of Awards and each entity (level of Panchayat).
8. Click on the Save button. You can still modify through workflow-> manage option.
9. Click on Freeze button, once you have finalized workflow. Now, workflow cannot be changed.
10. Do the same for all type of awards.

#### **B. To Publish Questionnaire:**

1. Once workflow has been frozen then, the Admin has to publish questionnaire.
2. Go to questionnaire option in left menu.
3. Click Questionnaire-> Manage.
4. Choose Award type and theme if specific questionnaire are to be published, else click "Get data" for publishing all type of questionnaire.
5. In the thematic questionnaire, the modify button is available to prepare and publish thematic questionnaire for Intermediate and District Panchayats.