To decide Workflow for Movement of Nomination and to publish & translate the Questionnaire in local Language.

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 as Gram Panchayat Only.
6. User have to select all Tier as per state , All tier are mandatory.
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.

C. To Translate the Questionnaire in local Language.
1. Once the Questionnaire Published by state admin then,
2. Go To Questionnaire Translation→ Add. All the published questionnaire will show in list.
3. Click on the Translate icon and select the language as per state language.
4. Questionnaire will get translated by Google translator to the local language.
5. View all the questions one by one by clicking on next button or question number icon and save the questionnaire.
6. Now go to Manage →Questionnaire Translation and click on edit button (If any translated words need to be corrected.)
7. If translated questionnaire is correct then please freeze the questionnaire.

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