National Programme for Control of Blindness

USER MANUAL

1. NGO REGISTRATION
2. Camp/ Satellite centre Registration
3. Patient Registration

NGO REGISTRATION

Pre requisites:

- Must have Darpan number (in case Darpan number is available and you are still not able to login , check Darpan application registration status at http://ngodarpan.gov.in). Refer to https://ngodarpan.gov.in/index.php/home/faq in case of any other doubt on Darpan number.
- Keep the following documents handy before registering at NPCB portal.

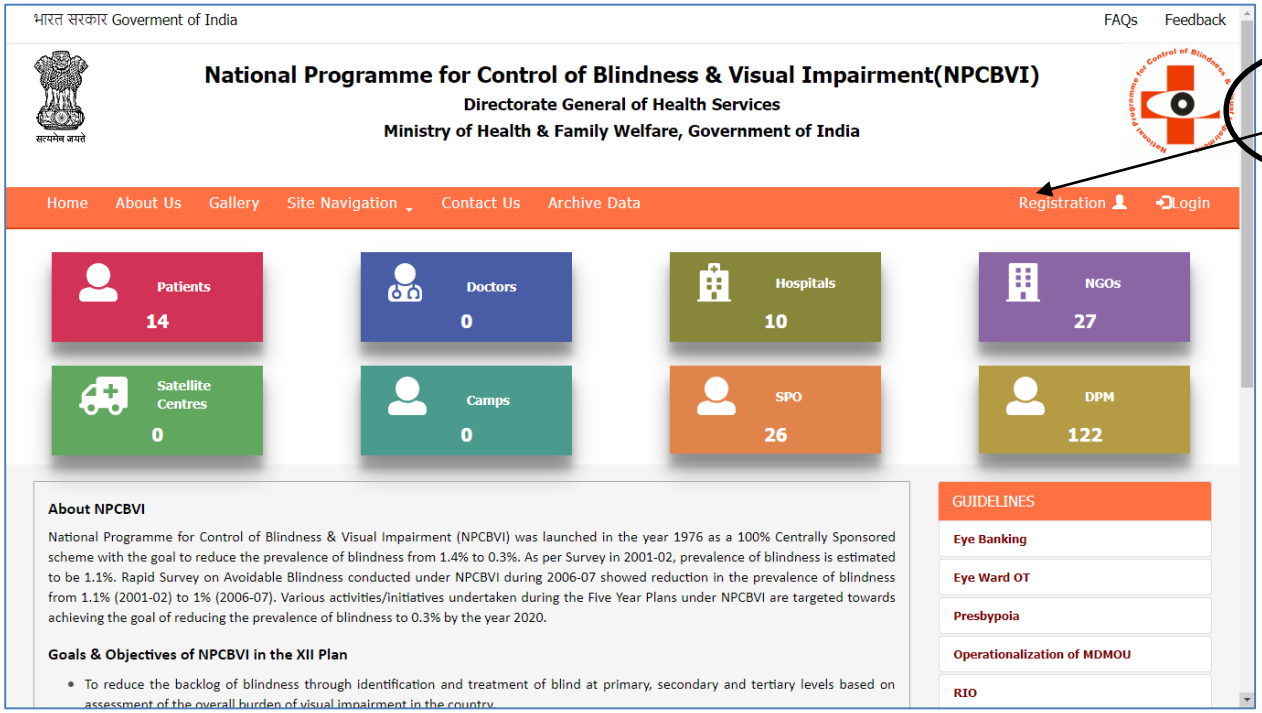
  ✓ Society/Charitable public trust registration certificate.
  ✓ Minimum 3 years of experience certificate.

Enter the URL *http://npcbvi.gov.in* in the browser. Click on Login button at the top-right corner.

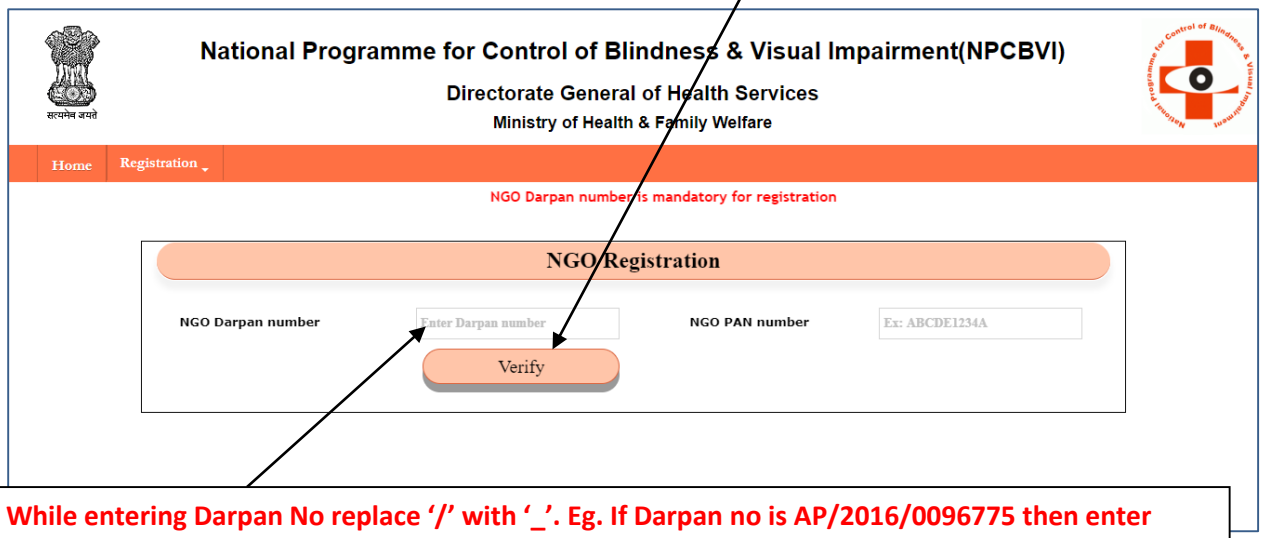
Step1.

Click on the '*Registration*' link in the menu bar and select NGO from drop down for NGO registration.

NOTE: Registration for all NGOs is must at http://npcbvi.gov.in.

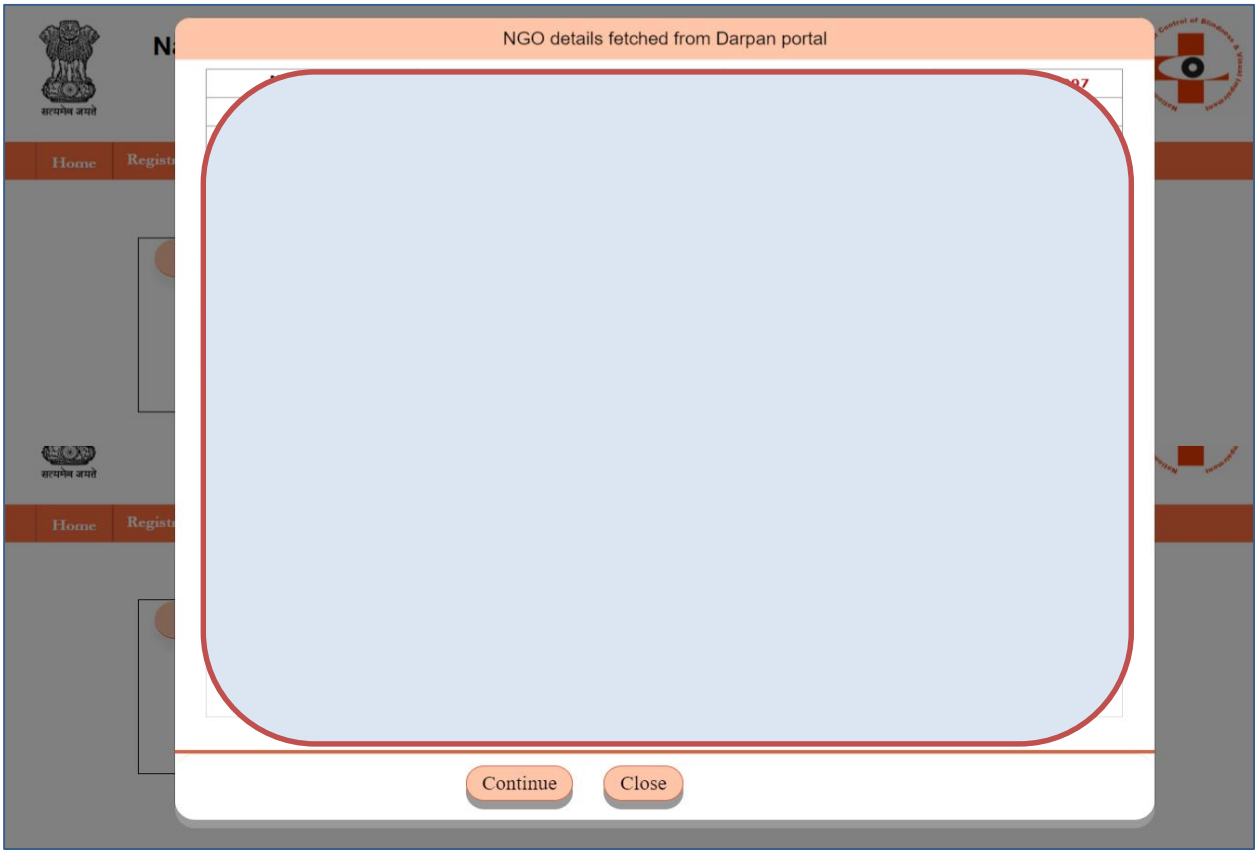


Enter the darpan number and pan number. Click on Verify button.

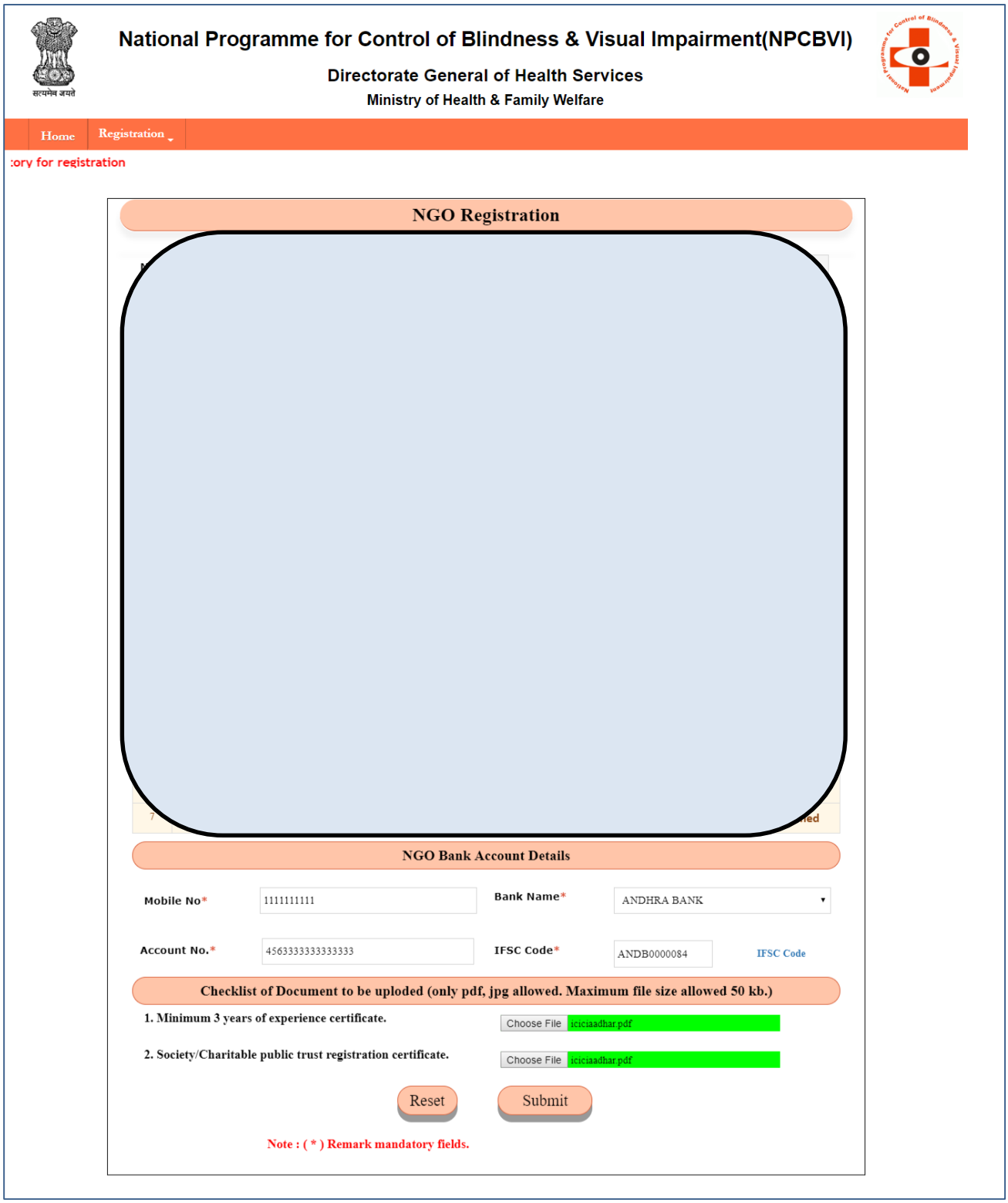


While entering Darpan No replace '/' with '_'. Eg. If Darpan no is AP/2016/0096775 then enter AP_2016_0096775 in the text box.

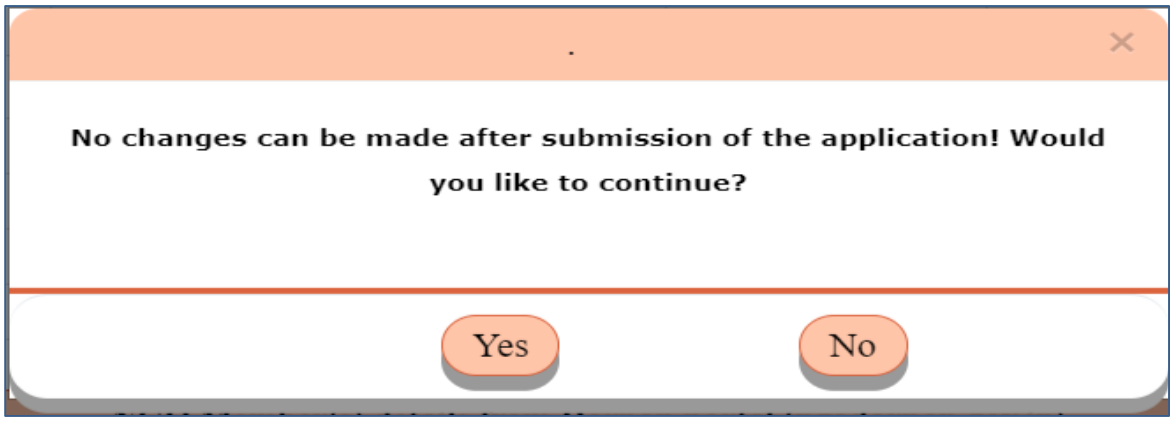
The details as registered with darpan portal will be populated. Click on continue button to proceed with registration process. Click on close button to close the pop up screen.



After clicking on continue button scroll to the bottom of the page and enter NGO Bank account details like mobile number, Bank name, account number, ifsc code. Upload the documents as mentioned in the document checklist and click on submit button.



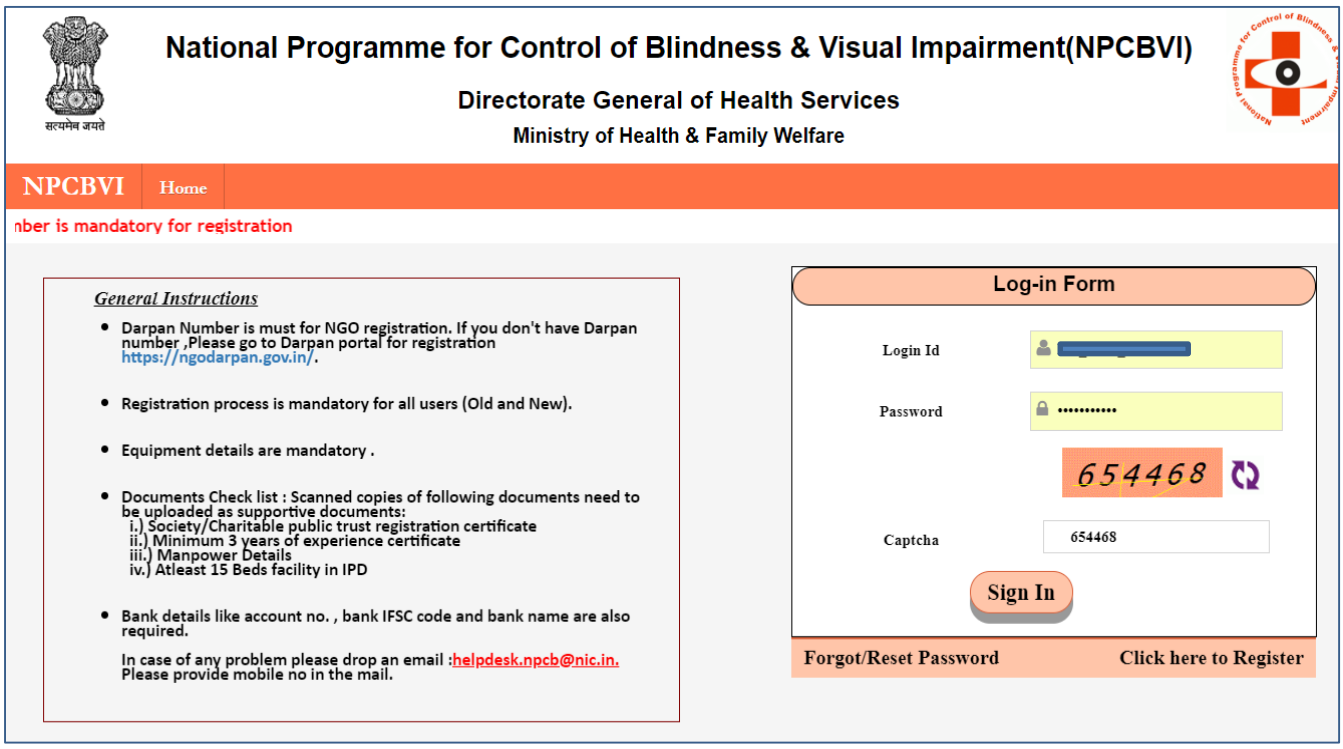
A confirm dialogue box appears. After you confirm, an email is sent on the email id registered with darpan portal.



Check your email after submitting the information.

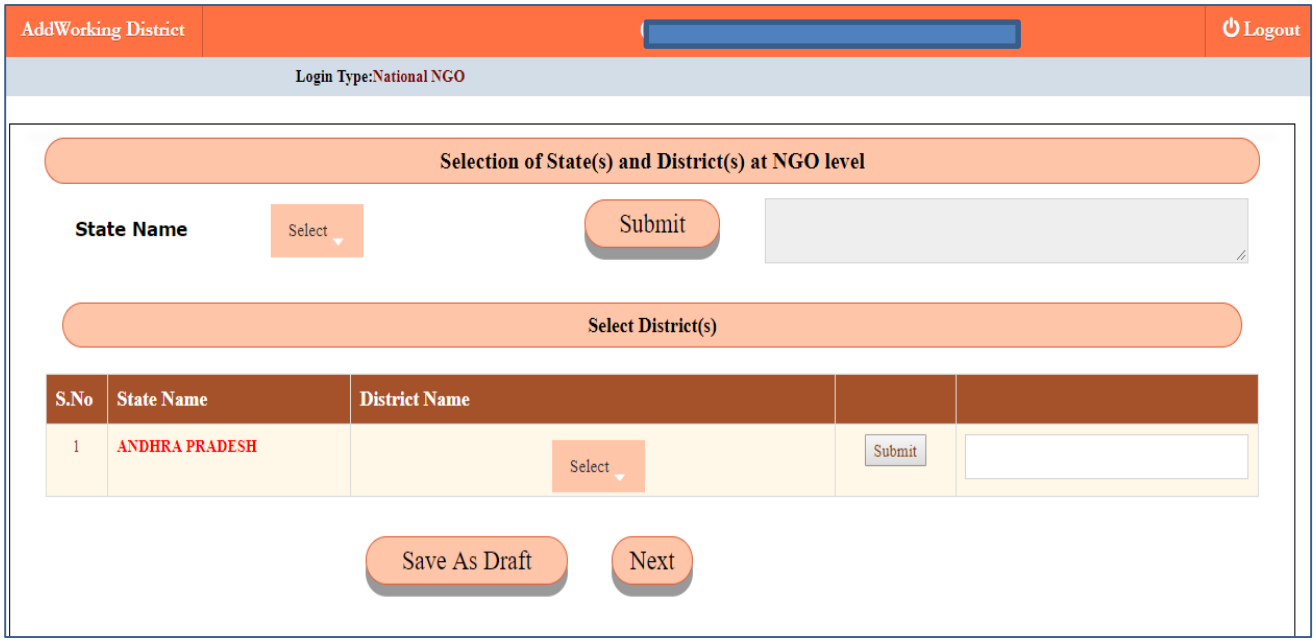
You can then create password through link sent via email.

Now click on Home link and enter the log in id (sent in mail) and password(created by you).



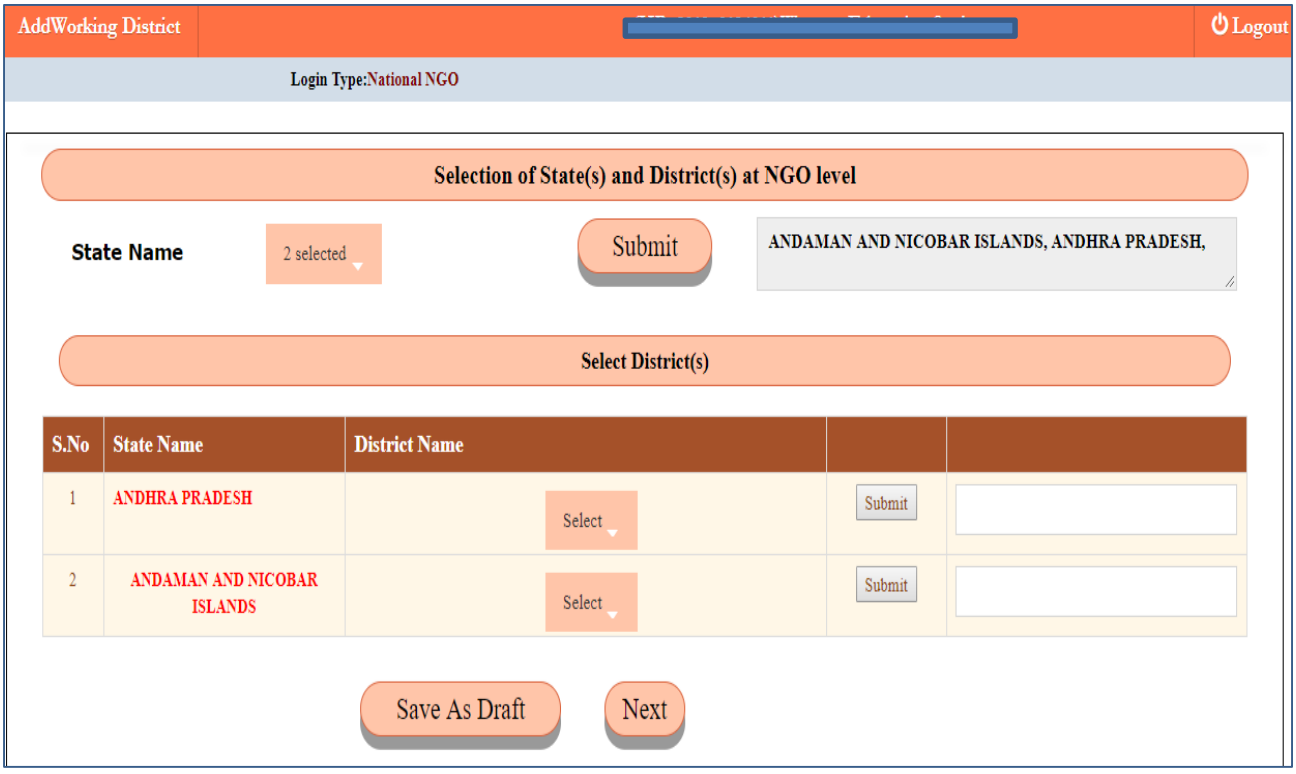
After logging in , Add the States and the respective districts you will be working in.

Click on the drop down list and click the check box against the states that you want to work in. After selecting the states click on submit button.



The district drop downs will be then listed for selected states.

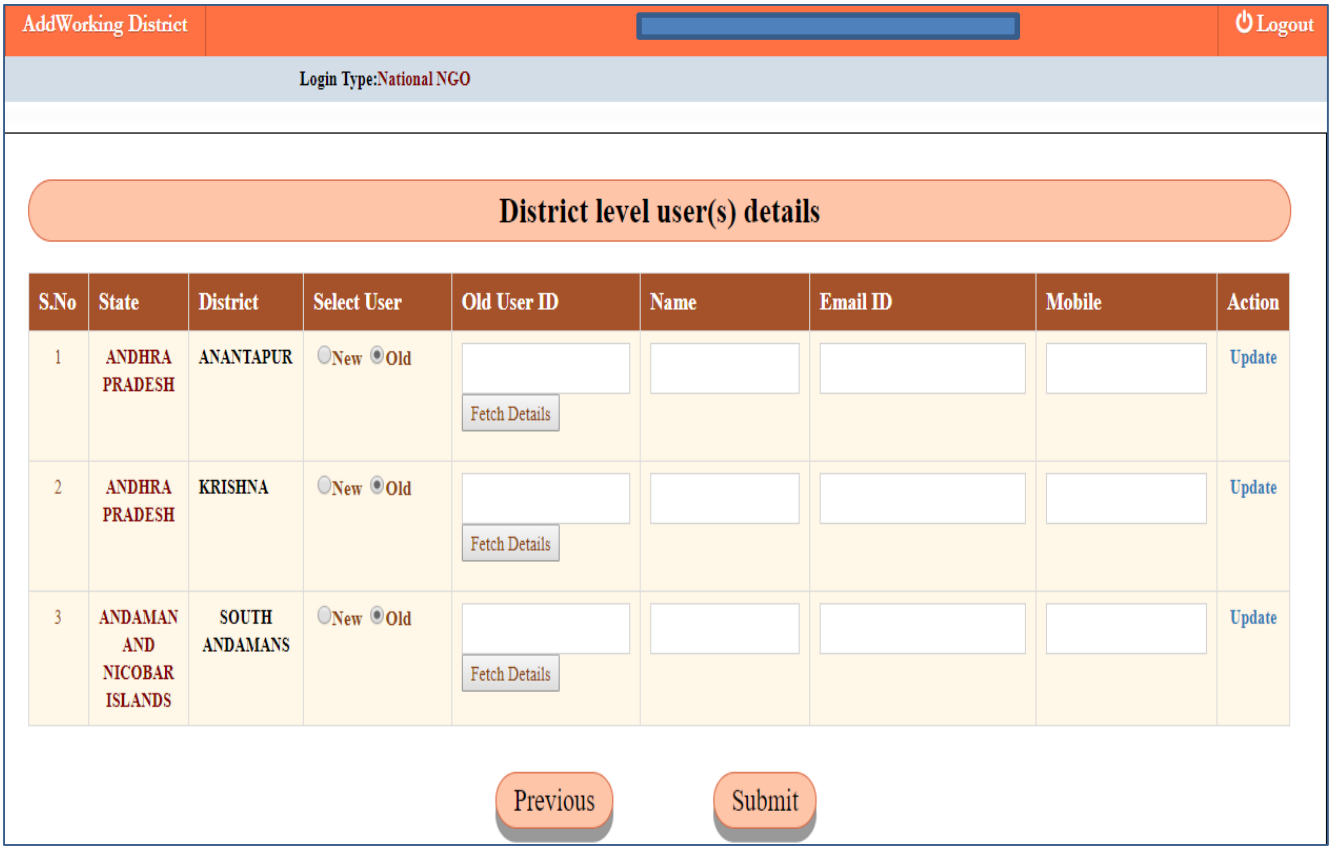
Select the district(s) that you will be working in. After selecting district(s) from drop down click on submit button.



After the district for all states have been selected click on Next button. You can click on Save as draft button at any point of time during data entry.

After clicking on next button, you will be required to enter the user(s) working in the district.

If a user is already working in that district check the old radio button and enter the user id. Now click on fetch details button. The details already present in the system will be populated.



If a new user has to be added, check the new radio button and enter the details required.

Click on Add / Update link as the case may be, to add user in the district.

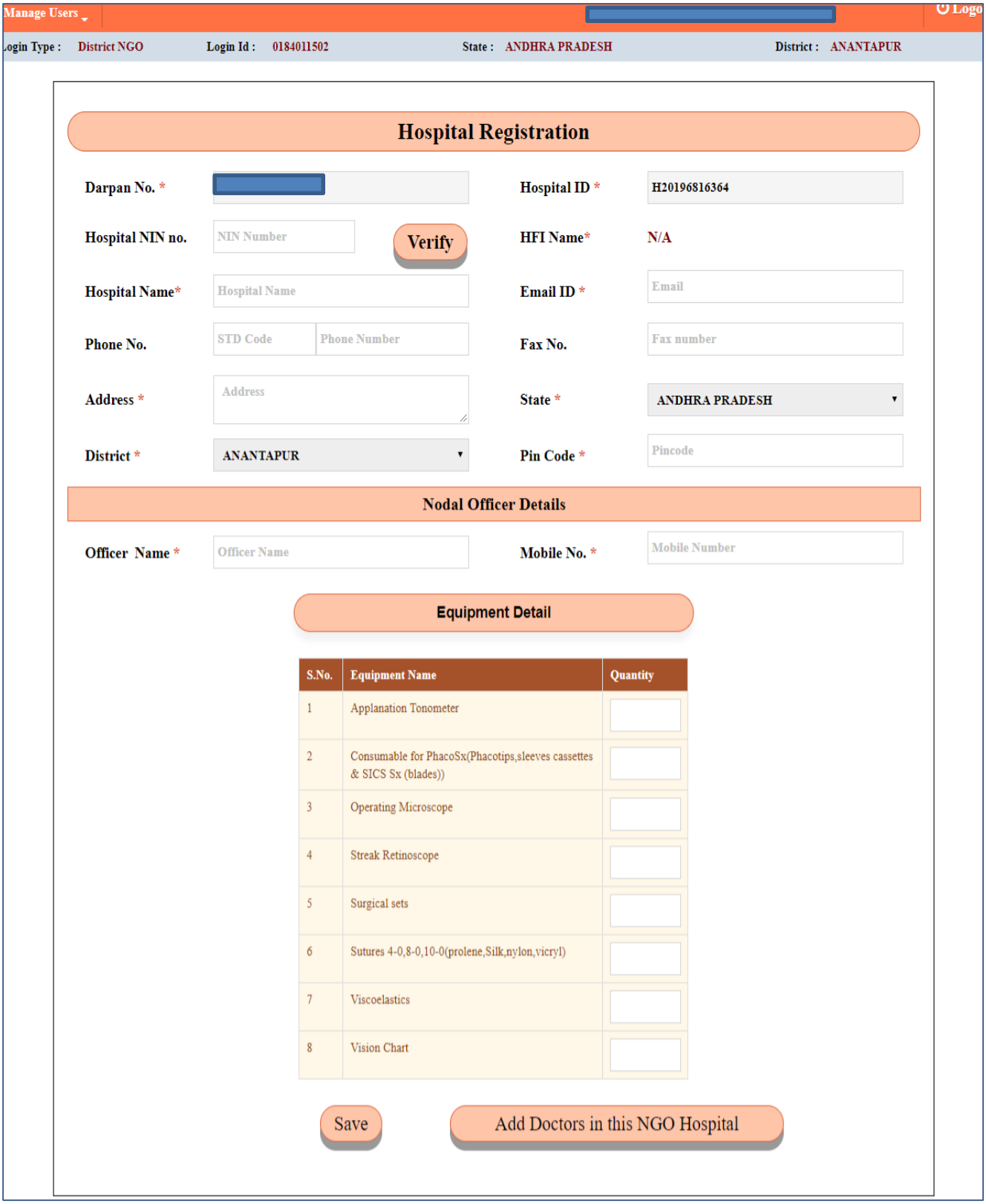
After all ngo district users have been added, click on submit button.

All the users created will be intimated via email that they have been registered/added to work in *xyz* district of *abc* state.

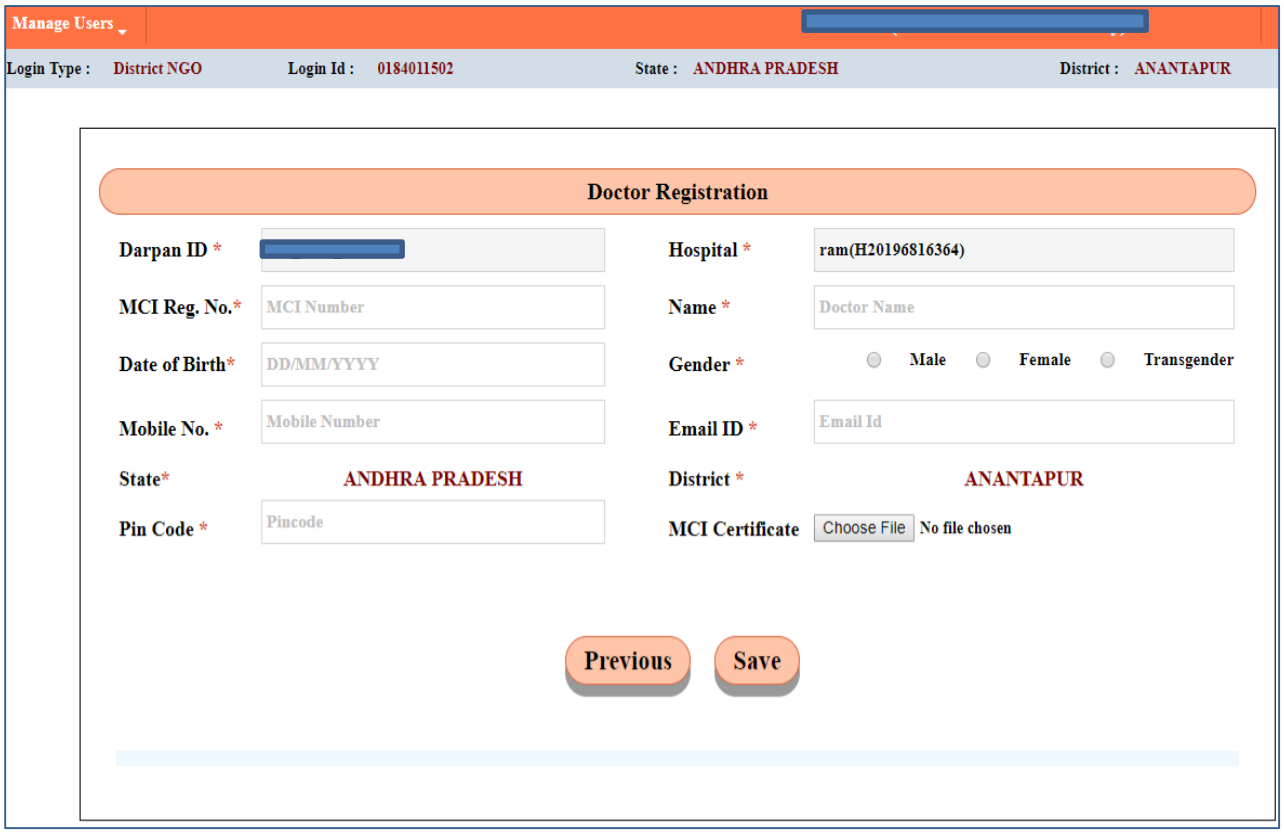
The NGO member can now create password through link sent on the email id.

Login now using login id sent on email and password as created.

Click on Manage Users at the top menu bar. Then select NGO Hospital, then Add NGO Hospital.

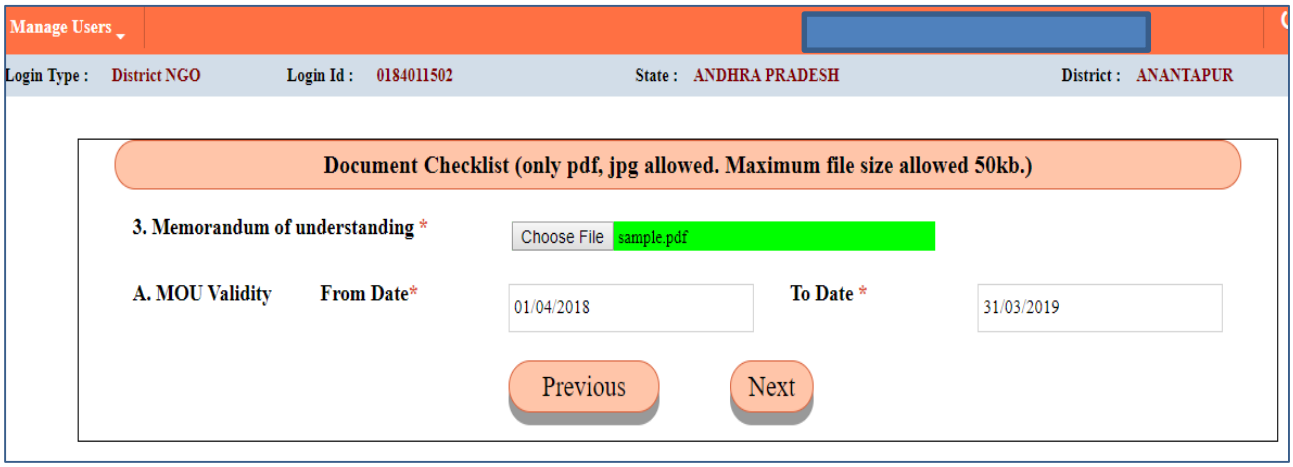


Enter all the details (field marked * are mandatory). Click on next button to add doctors working in this hospital.



After adding doctor details click on Save button. Click on Add Another Doctor button to add more doctors in the same hospital.

Click on Next button to proceed. Upload the required documents and click on Next button.



Click on next button and select the services provided by NGO.

Click on Save button and then Click on Final Submit button. Confirm submission of the application and check your mail.

In case of new user the application is submitted to District Program Manager for approval.

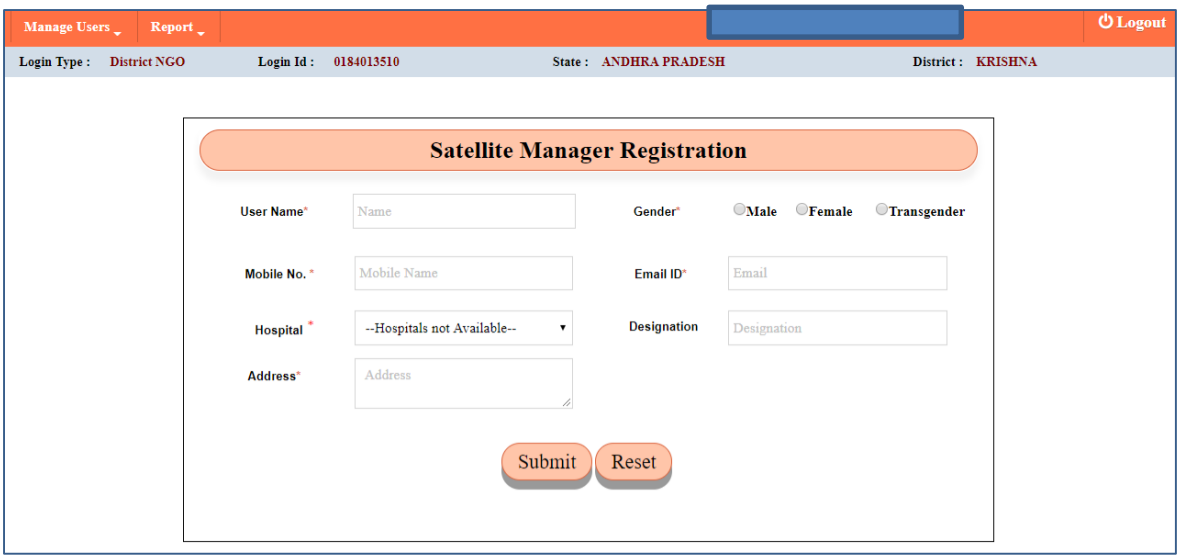
Now hospitals and doctors will be intimated via email that they have been registered with *abc* Ngo in *xyz* district.

Adding CAMPS/SATTELITE CENTRES

Click on *Add Camp Manager* link to add camp manager.

Enter the details and click on Submit button.

Then click on *screening camp* link for camp registration. The camp managers added above will be displayed in a dropdown.



Similarly a Satellite Manager can be added by clicking on *Add Satellite Manager link*.

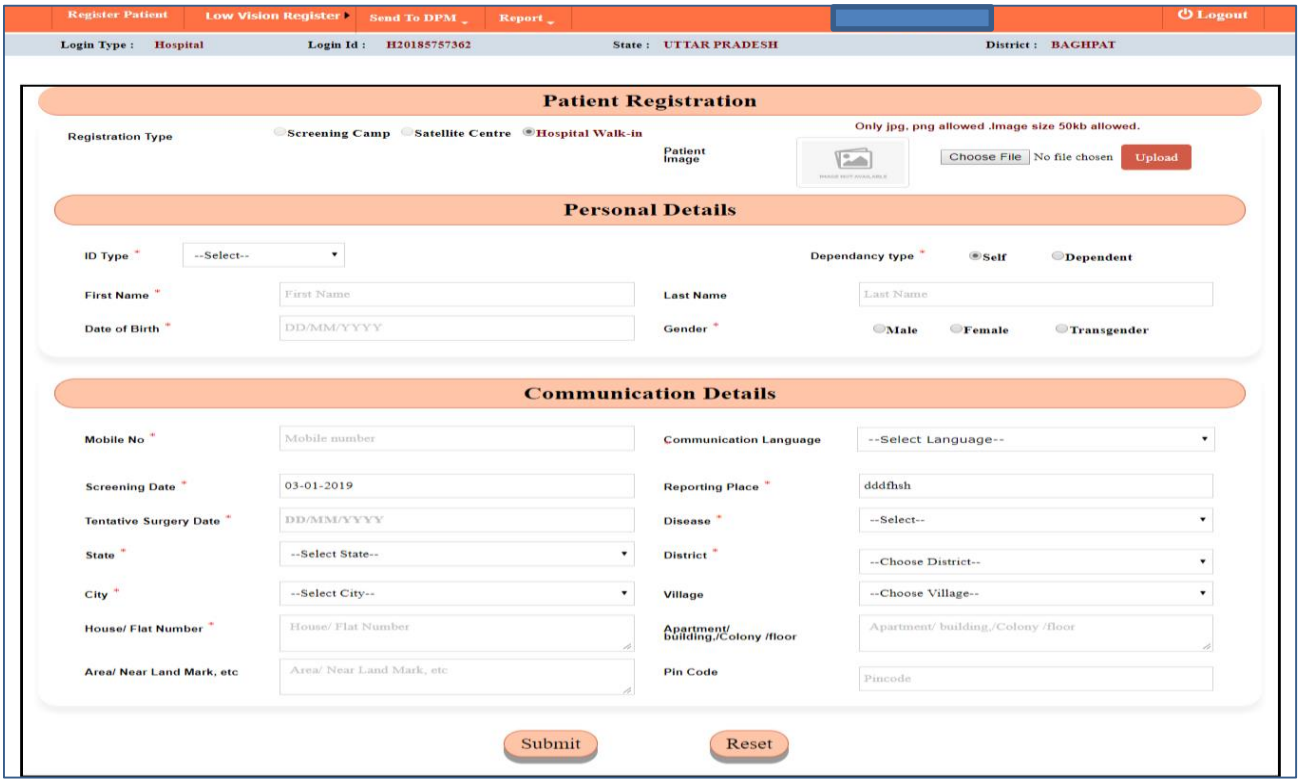
Similarly Satellite centre can be added after registration of Satellite centre.

The name of Camp Manager/ Satellite Manager can be selected from the drop down.

Hospital, Satellite centres and camp managers can now login and register patients.

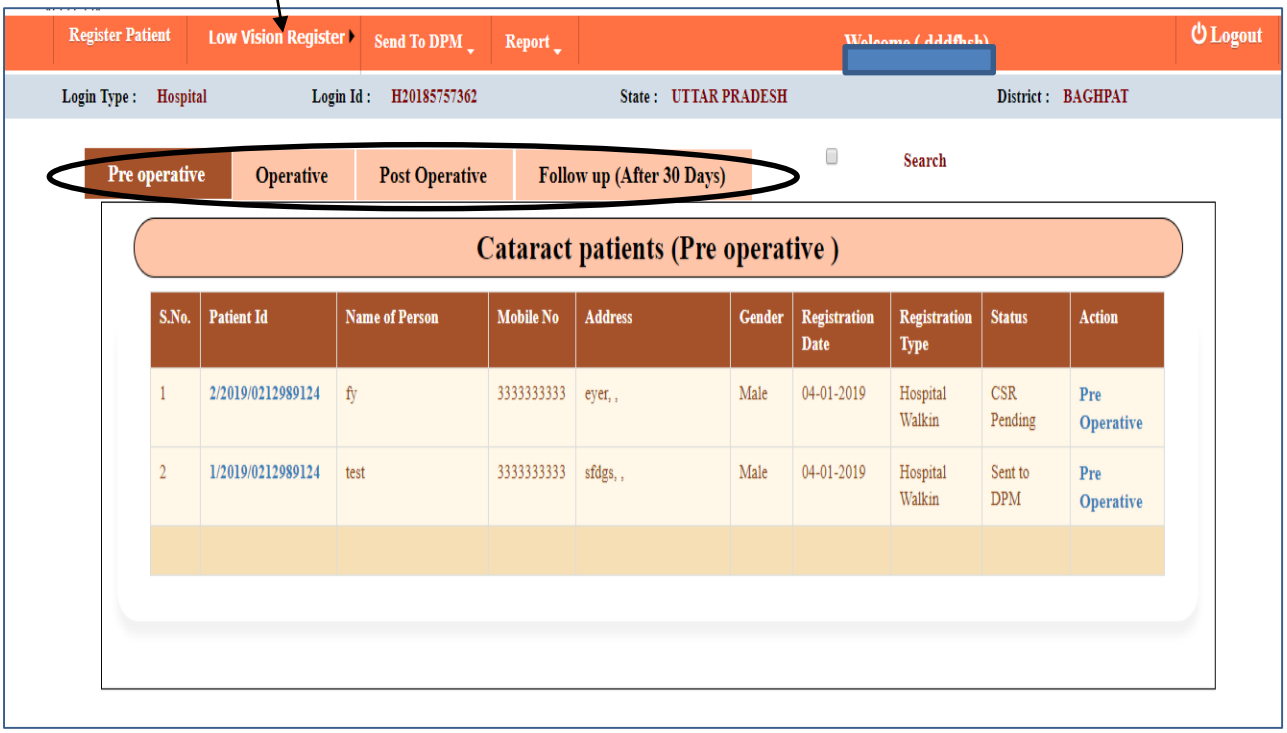
PATIENT REGISTRATION

After login Click on Register Patient.

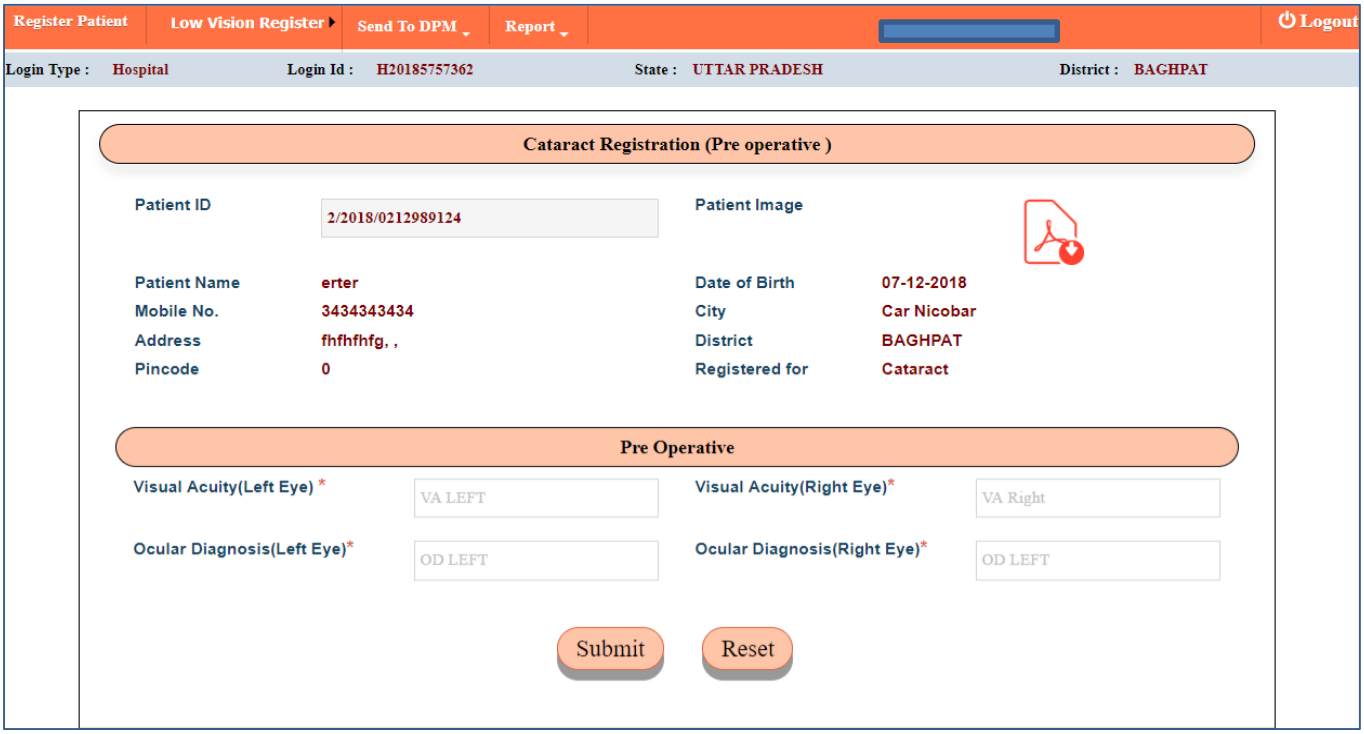


Enter the details and click on Submit button.

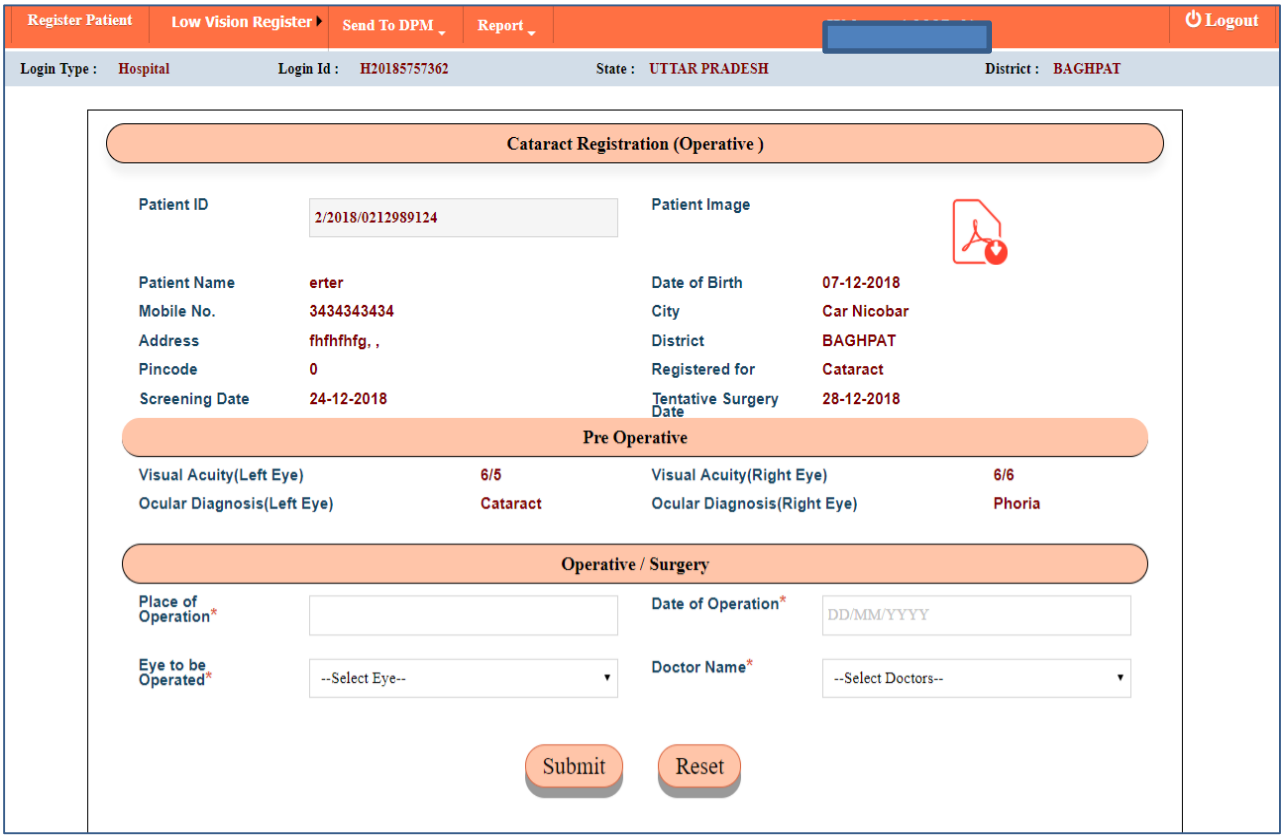
Click on low vision register and click on Cataract. Then fill data for Pre-operative, Operative, Post-Operative and Follow up as the case may be.



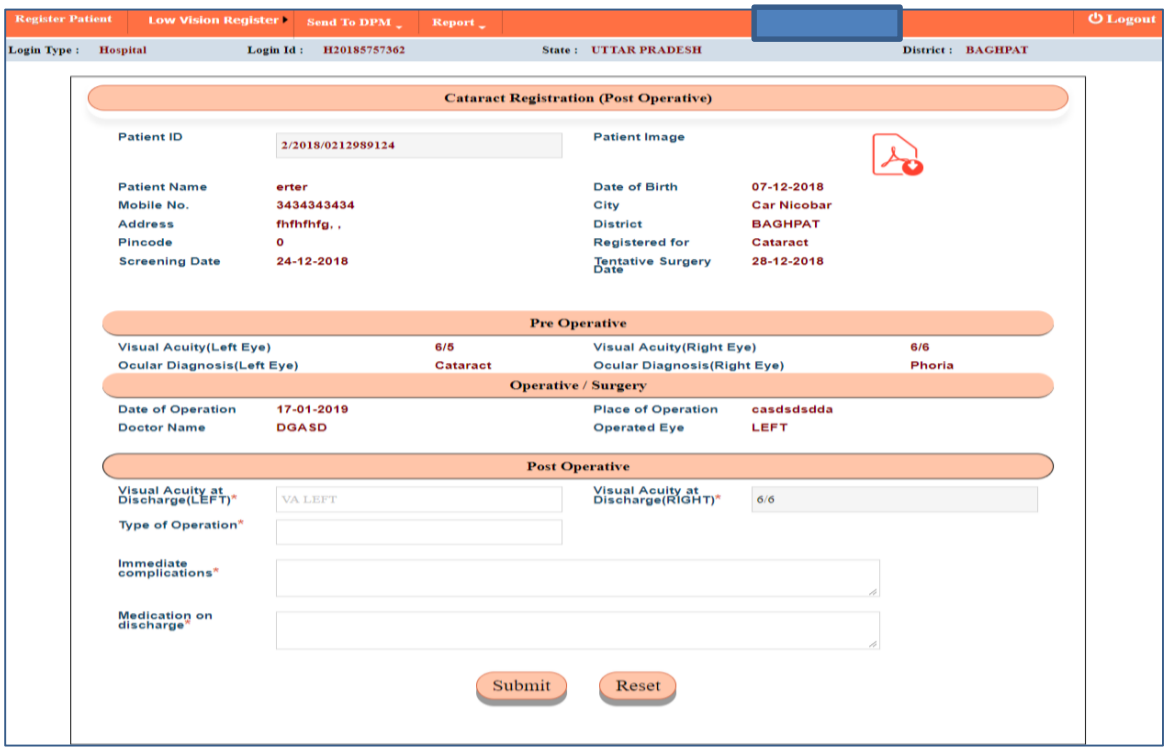
Pre-Operative



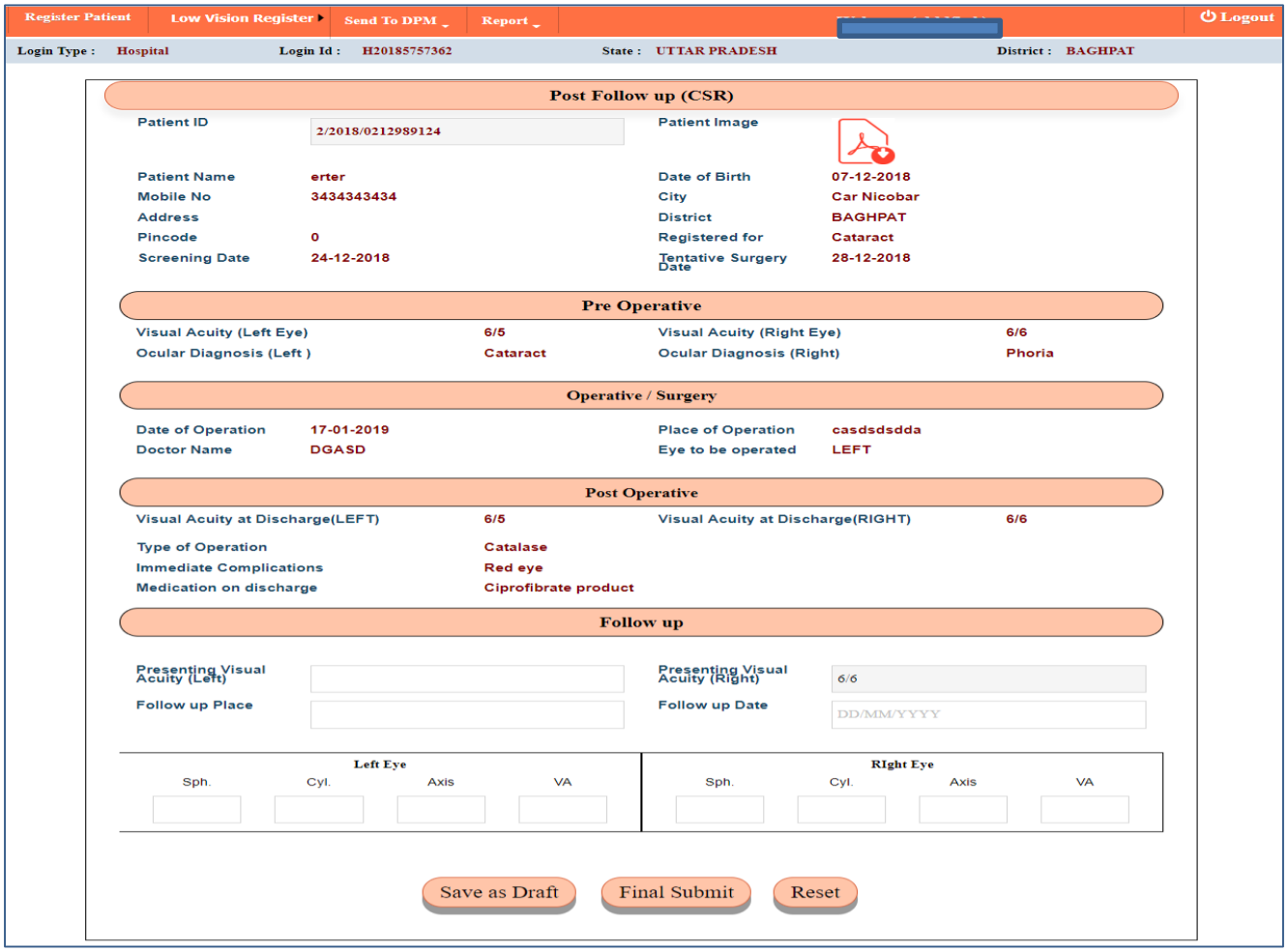
Operative



Post -Operative



If Select Follow up Option.



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