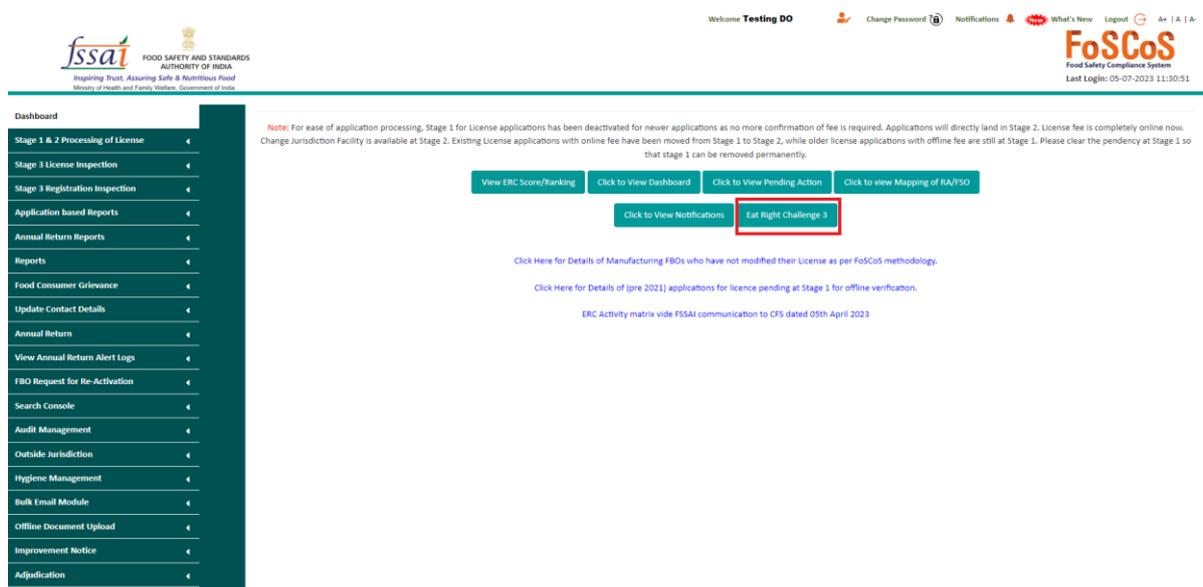


# User Manual for Designated Officers – for making entries against Section-D on ERC portal and viewing section-wise details

## 1. After successful login into FoSCoS, Click on Eat Right Challenge 3 tab available on the Dashboard



## 2. After clicking on 'Eat Right Challenge 3' tab, the user will be redirected to ERC Dashboard

## 3. Eat Right Challenge 3 Dashboard

You will be redirected to ERC 3 dashboard, wherein by default the summary sheet will be selected. The summary sheet is the sum of data of all the taluks under a DO's jurisdiction. The final score will be based on the values of the summary sheet.



## 4. Details of Section A will be automatically fetched from FOSCOS portal

## 5. Details of Section B will be automatically fetched from Eat Right India portals

## 6. Details of Section C will be automatically fetched from FOSTAC portal

# User Manual for Designated Officers – for making entries against Section-D on ERC portal and viewing section-wise details

## 7. Details of Section D need to be manually uploaded by the user

a.

ACTIVITY	MARKING CRITERIA	DATA ACCOMPLISHED	MARKS OBTAINED	ACTION
<input checked="" type="checkbox"/> D1 Eat Right Millets Mela <a href="#">Explanation</a>	For conducting Eat Right Millets Mela	Certified 0	0.0	To enter the value, select relevant Taluk.
<input checked="" type="checkbox"/> D2 Millet Walkathon, Bikethon, Yoga Session <a href="#">Explanation</a>	For conducting Millet Walkathon, Bikethon, Yoga session	Certified 0	0.0	To enter the value, select relevant Taluk.

Total Marks : 200  
Total Obtained Marks : 20

b. The user will have to switch to the relevant taluk prior uploading the details

State: Select | District: Summary | Sub-District/Taluk: Summary

CHANGE TALUK → STEP 2

TALUK 1  
TALUK 2 → STEP 1  
TALUK 3  
TALUK 4  
TALUK 5  
TALUK 6  
Summary

c. Go to section D and press the upload button against relevant activity

State: [Redacted] | District: [Redacted] | Sub-District/Taluk: Taluk 1 | CHANGE TALUK

MY ACCOUNT | Home / MY ACCOUNT

TEST DO  
Designated Officer, Madhya Pradesh

MY ACTION PLAN | MY PROFILE

To view the scores, select the 'Summary' from Taluk section

ACTIVITY	MARKING CRITERIA	DATA ACCOMPLISHED	MARKS OBTAINED	ACTION
<input checked="" type="checkbox"/> D1 Eat Right Millets Mela <a href="#">Explanation</a>	For conducting Eat Right Millets Mela	Certified 0		UPLOAD
<input checked="" type="checkbox"/> D2 Millet Walkathon, Bikethon, Yoga Session <a href="#">Explanation</a>	For conducting Millet Walkathon, Bikethon, Yoga session	Certified 0		UPLOAD

## User Manual for Designated Officers – for making entries against Section-D on ERC portal and viewing section-wise details

### d. Enter the requested data and press submit

**MY ACCOUNT** Home / MY ACCOUNT

**Update information**

Update Details

Enter Target Achieved Value: 0

Please choose file: Choose File No file chosen

**Eat Right Millets Mela**

Eat Right Millets Mela Details \*:  
(Write a brief summary of the events (2000 words limit))

Start Date\*: dd-mm-yyyy

End Date\*: dd-mm-yyyy

Chief Guest of the Event Name\*:

Total Participation/Jan Bhagidari\*:  
0

Upload upto Five pics of the Events\*:  
Choose Files No file chosen

Submit

Uploaded File - null

<input checked="" type="checkbox"/>	<b>D2 Millet Walkathon, Bikethon, Yoga Session</b> <a href="#">Explanation</a>	For conducting Millet Walkathon, Bikethon, Yoga session	Certified 0	UPLOAD
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### 8. To again view Section-wise details, Select 'Summary' from the dropdown under Taluk Section

**Eat Right India** Home About the Challenge Activities Resources Results Contact us My Account Logout

**Eat Right Challenge for Districts**

State: District: Sub-District/Taluk: Summary CHANGE TALUK

**MY ACCOUNT** Home / MY ACCOUNT

**TEST DO**

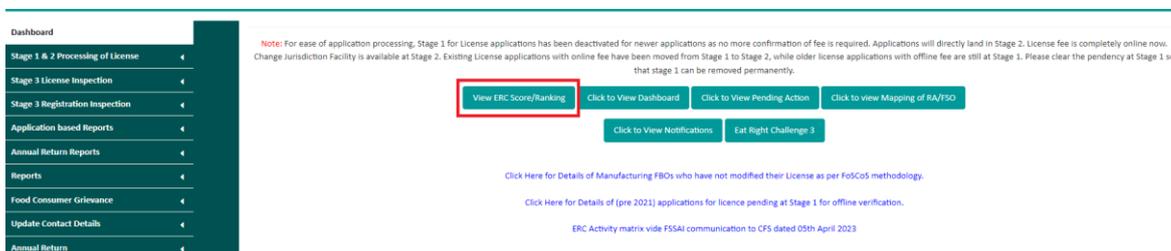
**MY ACTION PLAN** MY PROFILE

A. Licensing and Registration of Food Businesses and Surveillance Drives (Maximum Marks): 110 Obtained Marks: 20.0	+
B. Benchmarking and Certification (Maximum Marks): 50 Obtained Marks: 0.0	+
C. Training & Capacity Building (Maximum Marks): 20 Obtained Marks: 0.0	+
D. Changing Food Settings (Maximum marks): 20 Obtained Marks: 0.0	+

Total Marks: 200  
Total Obtained Marks: 20

## User Manual for Designated Officers – for making entries against Section-D on ERC portal and viewing section-wise details

9. **Scores and Rankings are updated every night on FoSCoS. To view latest Scores and Rankings, Go to FoSCoS Dashboard and click on View ERC Score/Ranking**



The screenshot shows the FoSCoS Dashboard interface. On the left is a dark green sidebar with a 'Dashboard' header and several menu items: 'Stage 1 & 2 Processing of License', 'Stage 3 License Inspection', 'Stage 3 Registration Inspection', 'Application based Reports', 'Annual Return Reports', 'Reports', 'Food Consumer Grievance', 'Update Contact Details', and 'Annual Return'. The main content area has a white background. At the top, there is a red note: 'Note: For ease of application processing, Stage 1 for License applications has been deactivated for newer applications as no more confirmation of fee is required. Applications will directly land in Stage 2. License fee is completely online now. Change jurisdiction Facility is available at Stage 2. Existing License applications with online fee have been moved from Stage 1 to Stage 2, while older license applications with offline fee are still at Stage 1. Please clear the pendency at Stage 1 so that stage 1 can be removed permanently.' Below the note are several buttons: 'View ERC Score/Ranking' (highlighted with a red box), 'Click to View Dashboard', 'Click to View Pending Action', 'Click to view Mapping of RA/FSD', 'Click to View Notifications', and 'Eat Right Challenge 3'. At the bottom, there are two links: 'Click Here for Details of Manufacturing FBOs who have not modified their License as per FoSCoS methodology.' and 'Click Here for Details of (pre 2021) applications for licence pending at Stage 1 for offline verification.' A footer link reads 'ERC Activity matrix vide FSSAI communication to CFS dated 09th April 2023'.

10. **For reporting any issue pertaining to ERC portal Scores and Ranking, please send it to your respective onsite managers through email. Do enclose screenshots of the error / discrepancy.**
- Onsite Manager, NR, ro-northern@fssai.gov.in**
  - Onsite Manager, WR, ro-western@fssai.gov.in**
  - Onsite Manager, ER, ro-eastern@fssai.gov.in**
  - Onsite Manager, SR, ro-southern@fssai.gov.in**