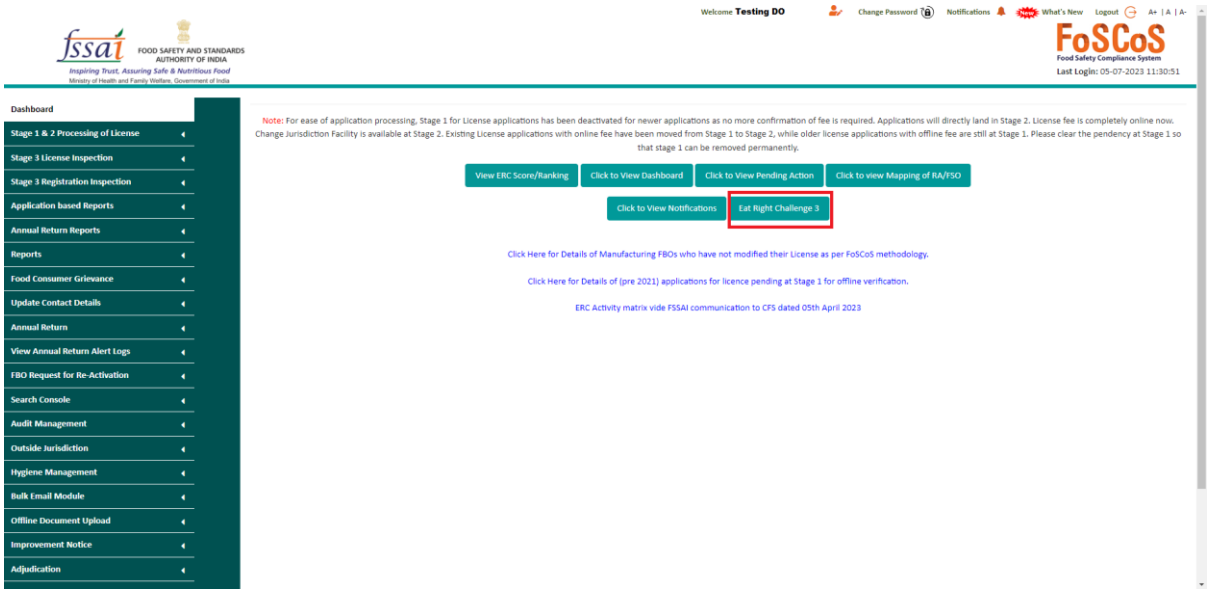
User Manual for Designated Officers – for making entries against Section-D on ERC portal and viewing section-wise details

1. **<u>After successful login into FoSCoS, Click on Eat Right Challenge 3 tab available on the Dashboard</u>**



2. **<u>After clicking on 'Eat Right Challenge 3' tab, the user will be redirected to ERC Dashboard</u>**

3. **<u>Eat Right Challenge 3 Dashboard</u>**

   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. **<u>Details of Section A will be automatically fetched from FOSCOS portal</u>**
5. **<u>Details of Section B will be automatically fetched from Eat Right India portals</u>**
6. **<u>Details of Section C will be automatically fetched from FOSTAC portal</u>**

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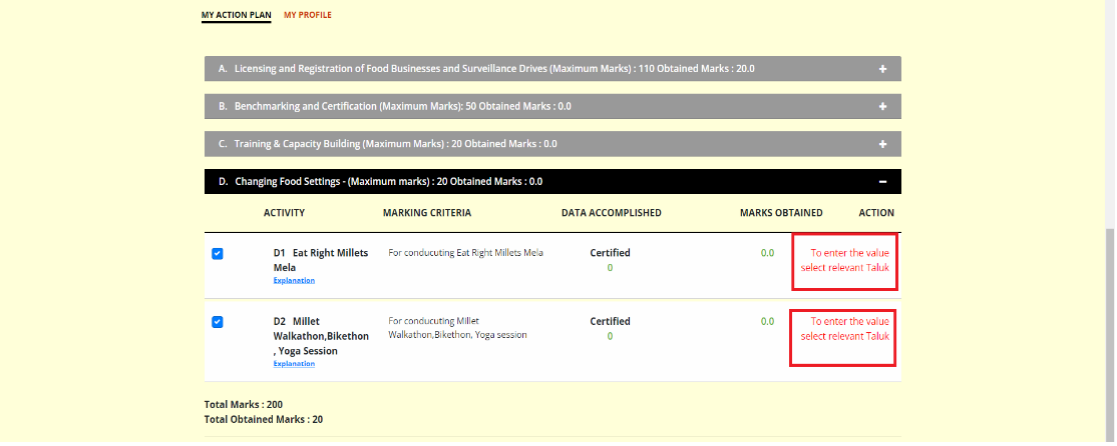
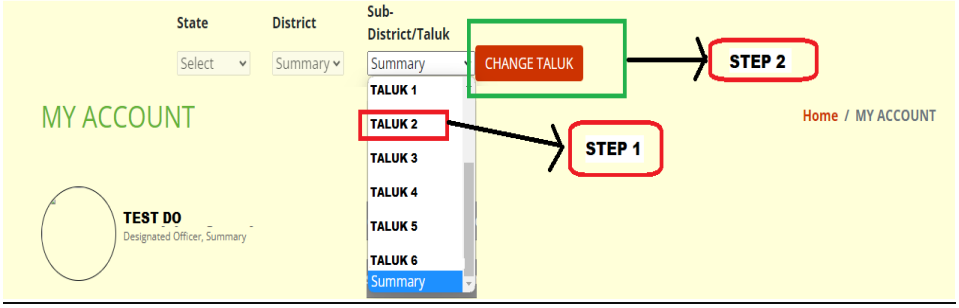
7. Details of Section D need to be manually uploaded by the user

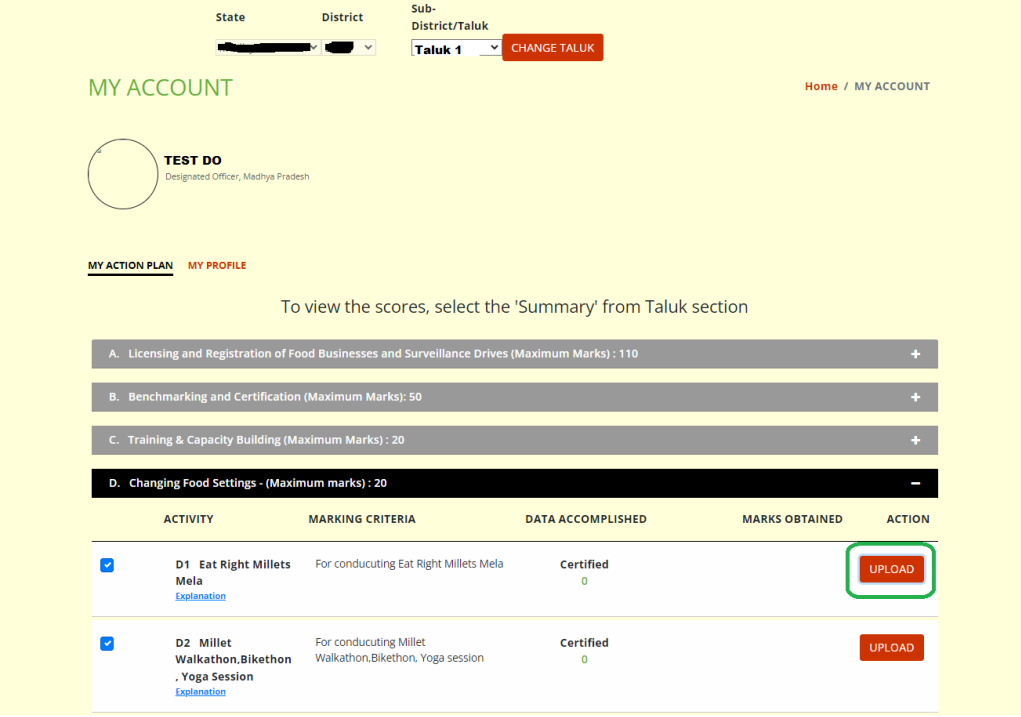
a.



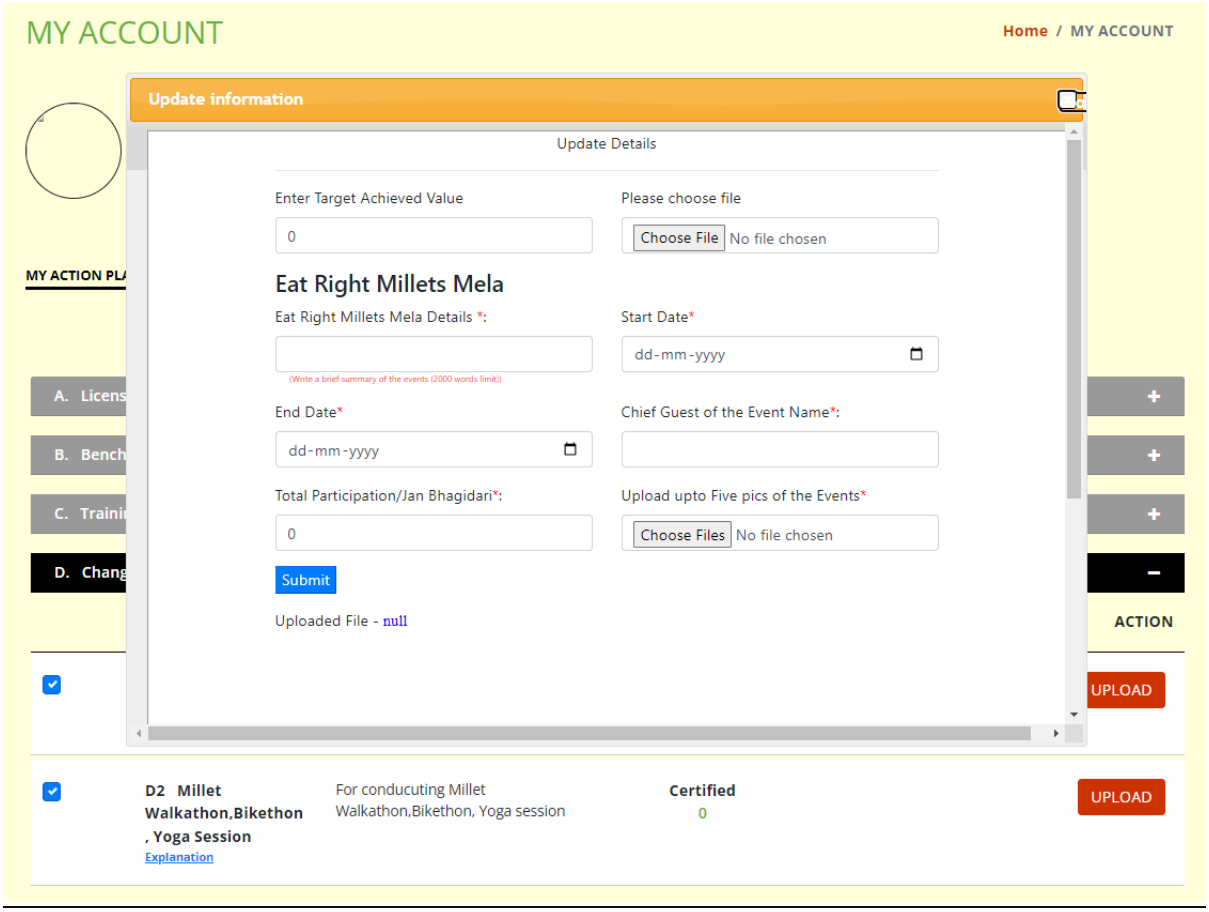
b. The user will have to switch to the relevant taluk prior uploading the details



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



d. <u>Enter the requested data and press submit</u>



8. <u>To again view Section-wise details, Select 'Summary' from the dropdown under Taluk Section</u>

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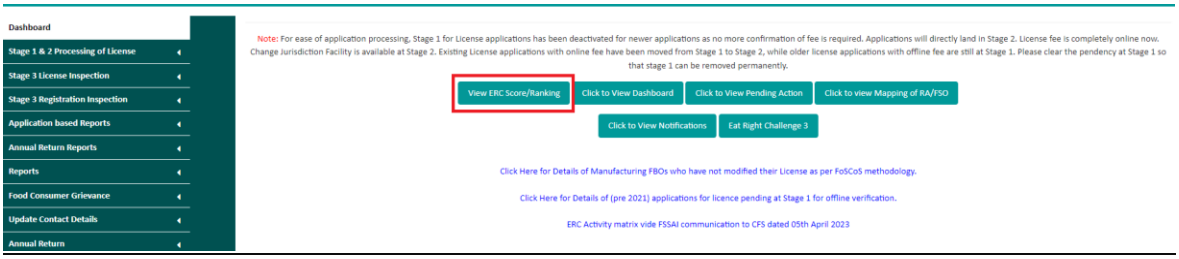
9. **Scores and Rankings are updated every night on FoSCoS. To view latest Scores and Rankings, Go to FoSCoS Dashboard and click on View ERC Score/Ranking**



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.**
    a. **Onsite Manager, NR, ro-northern@fssai.gov.in**
    b. **Onsite Manager, WR, ro-western@fssai.gov.in**
    c. **Onsite Manager, ER, ro-eastern@fssai.gov.in**
    d. **Onsite Manager, SR, ro-southern@fssai.gov.in**