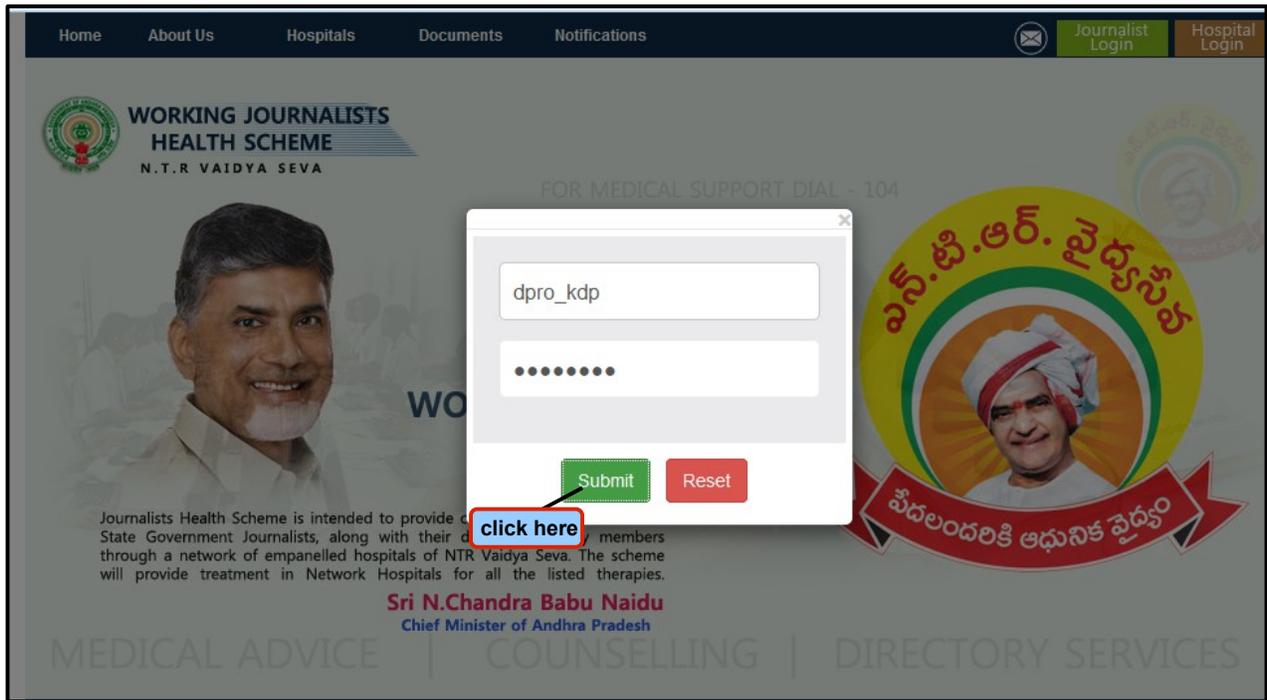


## JOURNALIST – ENROLLMENT PROCESS

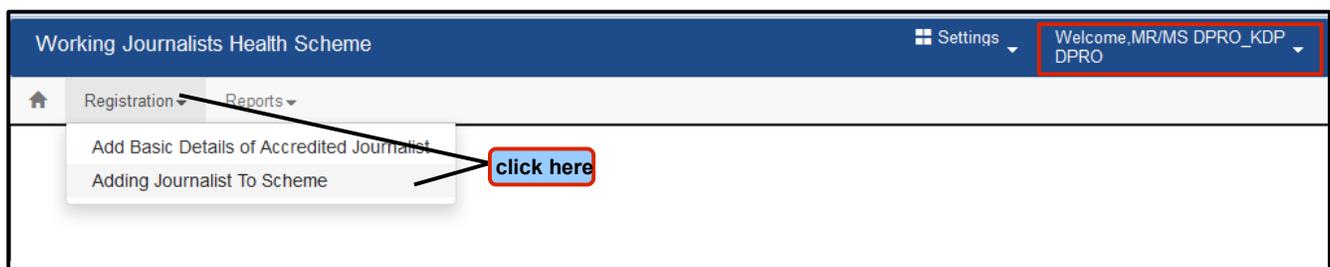
### USER MANUAL

1. Journalist should contact respective DPRO(District Public Relations Officer) and share the relevant details for registration into the scheme. After which DPRO should login into the portal [www.wjhs.ap.gov.in](http://www.wjhs.ap.gov.in) with login credentials as shown in screen shot 1.



Screen Shot 1

2. Click on **Registration** → **Add Journalist to Scheme** (incase the journalist is not yet enrolled into Working Journalist Health Scheme) as shown in screen shot 2.



Screen Shot 2

3. On clicking 'adding journalist to scheme', a page will be displayed where the user has a provision to enter first name and last name along with which the user has to select the department, designation and district from the dropdown box provided as shown in screen shot 3.

Once mandatory fields are entered, the user needs to click on 'submit' button.

**Adding Journalist To Scheme**

First Name test	Last Name test	Department JOURNALIST
Designation Working Journalist	District YSR KADAPA	

click here
Submit
Reset

**Screen Shot 3**

- On clicking 'submit' , a message 'Journalist Code: KDP1 Created Successfully' will pop up as shown in screen shot 4.

Journalist code: KDP1 created successfully

Prevent this page from creating additional dialogs

OK

**Screen Shot 4**

- Once the journalist login details are created, the user should navigate to 'add basic details of accredited journalist' menu as shown in screen shot 5.

**Registration → Add Basic Details of Accredited Journalist**

**Working Journalists Health Scheme**

Settings Welcome, MR/MS DPRO\_KI DPRO

Registration
Reports

- Add Basic Details of Accredited Journalist
- Adding Journalist To Scheme

click here

**Screen Shot 5**

6. On clicking 'add basic details of accredited journalist', a page will be displayed where the user needs to check the appropriate journalist ID and then clicks on 'upload details' as shown in screen shot 6.



The screenshot displays the 'Journalist Registration' interface. At the top, there is a search bar with 'Advanced Search' and a count of '1' for the selected journalist. Below this is a table with the following data:

Journalist ID	Name	Mobile number	District	Upload Details for Registration
KDP1	TEST TEST		YSR KADAPA	<a href="#">Upload Details</a>

A red box highlights the first row of the table, and a callout box labeled 'click here' points to the 'Upload Details' link in the fifth column.

**Screen Shot 6**

7. On clicking 'upload details for registration', the page will navigate to 'registration form' onto which journalist ID, name and location of the journalist will be autopopulated as shown in screen shot 7. Here the user now has a provision to fill the personal details, working details, identification details, address for correspondence and add attachments if any.,

After entering all the mandatory fields, the user should 'save' the details as shown in screen shot 7.

Registration Form		
Journalist ID KDP1	<input checked="" type="radio"/> Aadhaar ID <input type="radio"/> Aadhaar EID   ✓	Aadhaar ID/EID : 123456789258
Personal Details		
Name C.Govinda Reddy	Date of Birth 19/02/1985   ✓	Gender <input checked="" type="radio"/> Male <input type="radio"/> Female
Marital Status Married   ✓	Community OC   ✓	Photo Upload Photo : Browse... 4.jpg
Disabled <input type="radio"/> Yes <input checked="" type="radio"/> No   ✓	Educational Qualification Graduate   ✓	
Working Details		
Name of the Media/Newspaper 10- TV   ✓	Designation ASSOCIATE EDITOR   ✓	Date of Entry into Journalism 01/01/2012
Total Experience 3	State Andhra Pradesh   ✓	District YSR KADAPA
Identification Details		
Identification Marks1 test   ✓	Identification Marks2 test	
Ration Card Details	<input type="radio"/> White <input type="radio"/> Pink <input checked="" type="radio"/> None   ✓	
Aarogyasri Journalist Card Details	<input type="radio"/> Yes <input checked="" type="radio"/> No   ✓	
Accreditation Card No	<input checked="" type="radio"/> Yes <input type="radio"/> No   ✓	1234
EPF Number	<input type="radio"/> Yes <input checked="" type="radio"/> No   ✓	
Address for Correspondence		
House No 12   ✓	Street Name alpha   ✓	State Andhra Pradesh
District YSR KADAPA   ✓	Mandal/Municipality Selection Mandal   ✓	Mandal/Municipality B.KODUR
Villages/Cities/Towns B.KODUR   ✓	Pincode 555555   ✓	Email test@gmail.com
Mobile Number +91 9999999999   ✓		
Attachments		
Aadhaar ID/EID Proof :	Browse... 7.jpg   ✓	
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid black; padding: 2px 5px; background-color: #0056b3; color: white; text-decoration: none;">+ Add Details of Family Member</div> <div style="border: 1px solid black; padding: 2px 5px; background-color: #0056b3; color: white; text-decoration: none;">Save</div> </div>		

**Screen Shot 7**

8. After entering all the mandatory fields, the user has provision to click on 'add details of family members' to add the beneficiary details as shown in screen shot 7(a).

+ Add Details of Family Members

Aadhaar ID  Aadhaar EID

Aadhaar ID/EID: 987564321456

Name: test

Gender:  Male  Female

Date Of Birth: 24/06/1987

Disabled:  Yes  No

RelationShip: Wife

Is Spouse Govt Employee/Pensioner:  Yes  No

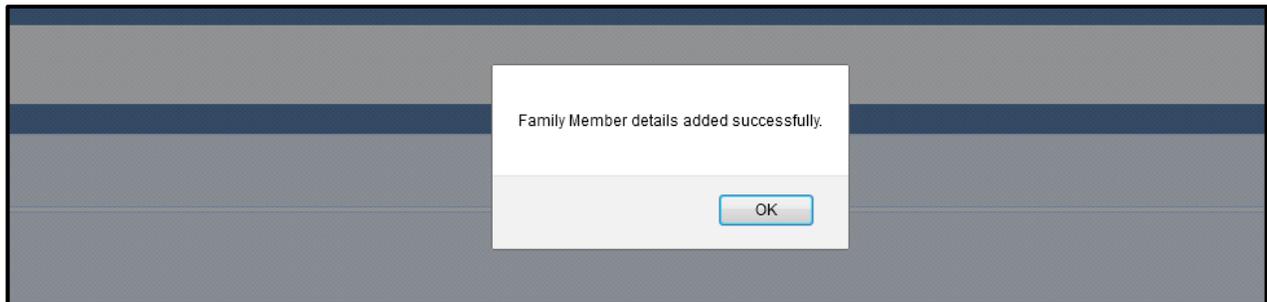
Aadhaar ID/EID Proof: Browse... 7.jpg

Photo: Browse... 1.jpg

click here Save Family Member Details Reset

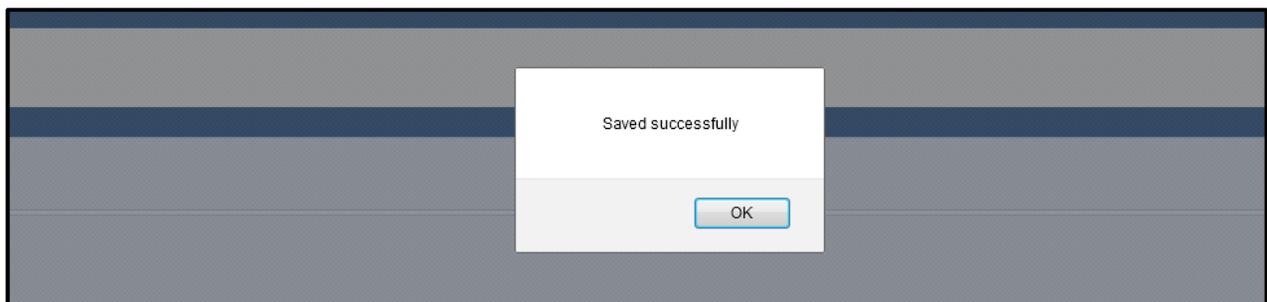
**Screen Shot 7(a)**

9. On clicking 'save family member details', a message 'family member details added successfully' will pop up as shown in screen shot 7(b).



**Screen Shot 7(b)**

10. Once all the mandatory fields like personal details, working details, identification details, address for correspondance, family member details are added, the user now clicks on 'SAVE' button onto which a message 'saved successfully' will pop up as shown in screen shot 8.



**Screen Shot 8**

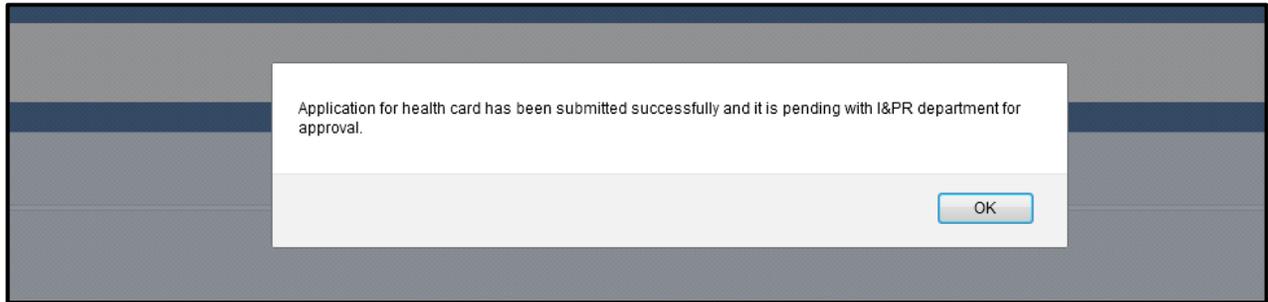
11. On saving the details, the user now has a provision to 'submit application' as shown in screen shot 9.

Registration Form									
Journalist ID KDP1	<input checked="" type="radio"/> Aadhaar ID <input type="radio"/> Aadhaar EID	Aadhaar ID/EID : 123456789258							
Personal Details									
Name C.Govinda Reddy	Date of Birth 19/02/1985	Gender <input checked="" type="radio"/> Male <input type="radio"/> Female							
Marital Status Married	Community OC	Photo 							
Disabled <input type="radio"/> Yes <input checked="" type="radio"/> No	Educational Qualification Graduate								
Working Details									
Name of the Media/Newspaper 10- TV	Designation ASSOCIATE EDITOR	Date of Entry into Journalism 01/01/2012							
Total Experience 3	State Andhra Pradesh	District YSR KADAPA							
Identification Details									
Identification Marks1 test		Identification Marks2 test							
Ration Card Details	<input type="radio"/> White <input type="radio"/> Pink <input checked="" type="radio"/> None								
Aarogyasri Journalist Card Details	<input type="radio"/> Yes <input checked="" type="radio"/> No								
Accreditation Card No	<input checked="" type="radio"/> Yes <input type="radio"/> No	1234							
EPF Number	<input type="radio"/> Yes <input checked="" type="radio"/> No								
Address for Correspondence									
House No 12	Street Name alpha	State Andhra Pradesh							
District YSR KADAPA	Mandal/Municipality Selection Mandal	Mandal/Municipality B.KODUR							
Villages/Cities/Towns B.KODUR	Pincode 555555	Email test@gmail.com							
Mobile Number +91 9999999999									
Attachments									
Aadhaar ID/EID Proof :	<input type="button" value="Browse..."/> No file selected.								
View Attachments									
Aadhaar ID/EID Proof :	<input type="button" value="View Attachment"/>								
Family Members Details									
Aadhaar ID/EID	Name	Relationship	DOB	Gender	Disability	Aadhaar Certificate	Disability Certificate	Photo	
987564321456	test	Wife	24/06/1987	F	N	Aadhaar Certificate	NA	Photo	<input type="button" value="Delete"/>
<input type="button" value="+ Add Details of Family Members"/>									
<input type="button" value="Save"/> <input type="button" value="Submit Application"/> <input type="button" value="Print Form"/>									

[click here](#)

Screen Shot 9

12. On submitting the application, a message ' application for health card has been submitted and it is pending with I&PR department for approval' as shown in screen shot 10.



**Screen Shot 10**