SUSTAINABLE DEVELOPMENT GOALS
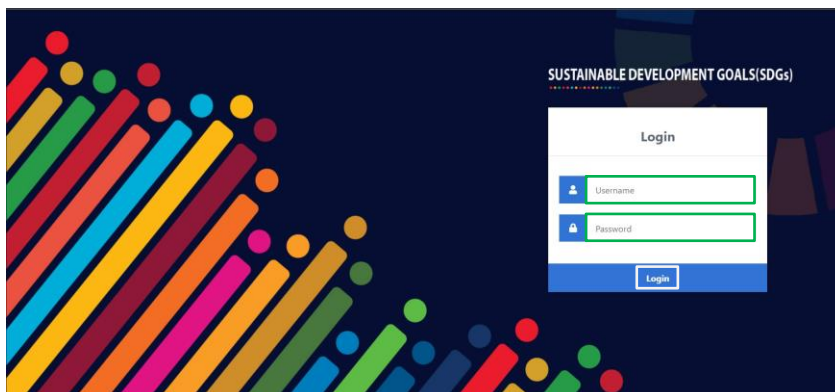
Data Updation User Manual

Step-1 : Login to the SDG portal

- Open Internet browser (Microsoft Edge, Google Chrome, Mozilla Firefox)
- Enter the following URL
  www.apsdg.ap.gov.in
- Click on the **DATA ENTRY**

Step-2 : Login Screen

- Enter the User Name
- Enter the password
- Click on Login Button

Step-3 : DATA UPDATION STATUS

- From this screen you will view
  - **Data Updation Status** - Status of the Monthly data updation for the 61 indicators (last 3 months data updation will be displayed here)
  - **DATA UPDATION Button** – Click to update the data
  - **DAHSBOARD Button**– Click to access the dashboard

Step-3 : DATA UPDATION screen

- Click on the department name to show the indicator
- Click on the update button to open the indicator updation panel

Step-4 : Data Updating Panel

- Click on the month radio button then enter the numerator and denominator then click on the submit button
- After clicking the submit button indicator month value will be updated
- To edit the entered value then again click on the radio button then enter the numerator and denominator then click on the submit button

Step-5 : Trend chart

Click on the trend icon to view the month wise data in BARCHART

Step-6 : Goal Information

- Click on SDG goal icon to know the Goal Information and indicators aligned with the goal.
- Then click out side to close the panel.

STEP –7 : Return back to MAIN page
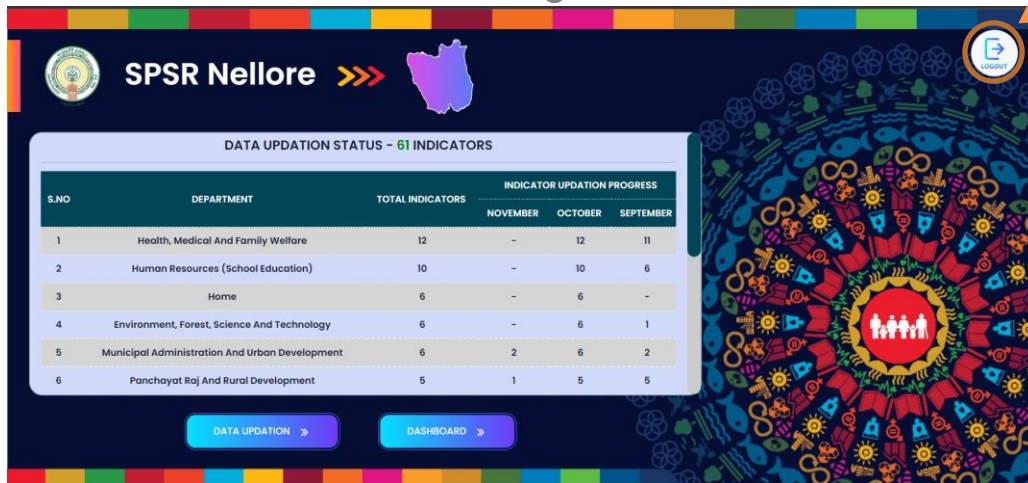
- Click on the SDG wheel to return to main page

STEP –7 : Logout

- Click on **LOGOUT** button to logout

*********THANK YOU*********