

Training Webinar on Data Governance Quality Index Dashboard – 7th April, 2022

- Participants are requested to please enter following details in the chat box as soon as they enter the meeting-
 - **Name,**
 - **Designation,**
 - **Ministry/Department**
- Participants are **on mute** by default to avoid disturbances. They are requested to be on mute during the Webinar.
- If anyone wants to **raise any queries** during the presentation, they are requested to **please type the same in the chat box.**
- The floor will be opened to obtain any further **feedbacks / suggestions after the presentation**
- The Webinar will be **recorded** for documentation purposes

How to use DGQI Dashboard

Scenario 1 : M/D does not want to create data entry users

M/D Nodal Officer / DSU Head registers as M/D Admin User



Registration approval request sent to DMEO Admin User



DMEO Admin User approves MD Admin User and MD Admin User can now login



MD Admin User to add/edit status of action points under Strategy Tracking Module



MD Admin User to refresh compliance in Part A, Action Plan section



MD Admin User to update and save as draft remaining Part A of the questionnaire



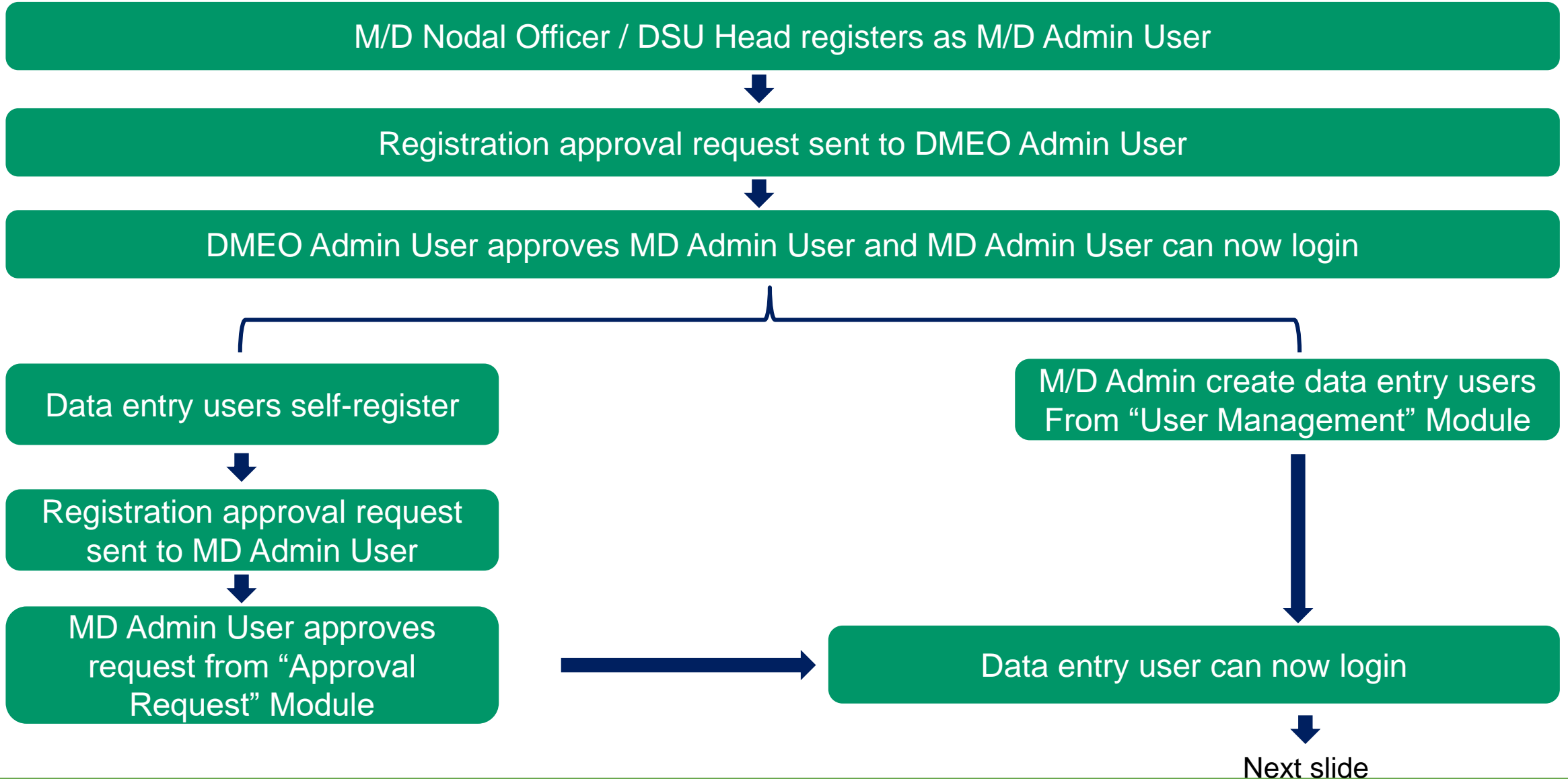
MD Admin User to update and save as draft Part B for all schemes / NSIs



Part A and Part B gets approved and submitted for all schemes / NSIs. MD received congratulations email.

How to use DGQI Dashboard

Scenario 2 : M/D wants to create data entry users (1/2)



How to use DGQI Dashboard

Scenario 2 : M/D wants to create data entry users (2/2)

MD admin user to assign schemes/NSIs to data entry users using the “Master Module”

M/D Admin or any data entry user to edit status of action points under “Strategy Tracking” Module. If MD Admin user edits, changes are directly submitted. If data entry user edits, MD Admin to approve the same.

M/D Admin or any data entry user to refresh compliance in Part A, Action Plan section

MD Admin User or data entry user to update and save as draft remaining Part A of the questionnaire

If MD Admin user submits, Part A is directly submitted. If data entry user submits Part A, MD Admin to approve Part A also under “Questionnaire Approval” Module.

Data entry users to update and save as draft Part B for respective schemes / NSIs

Data entry users to submit Part B for respective schemes/NSIs for approval.

MD Admin to approve all Part B under “Questionnaire Approval” module.

Part A and Part B gets approved and submitted for all schemes / NSIs. MD received congratulations email.

Important points to remember

- Data to be updated for **FY 21- 22 Q4**
- **Schemes/NSIs** can be **exempted ONLY** in the next financial year
- **Inactive Schemes/NSIs** (under Master Module -> Schemes) are **not considered** for this round
- **You can print Part A and Part B** (both in draft mode and submitted) for internal discussion and approvals
- **MD Admin** can both **ADD** and **EDIT** action points. **Data entry user** can only **EDIT** action points.
- 'Original Expected completion date' of action points cannot be changed once entered and submitted. You can add 'revised date of completion' separately.
- **Submit Part A ONLY** after all changes in the Strategy Tracking Module have been approved by the **M/D Admin** to ensure that correct compliance percentage is calculated under **Section B (Action Plan) - Q7**.

***All M/Ds are requested to complete creation of MD Admin and data entry users by today EoD. 4 M/Ds – Civil Aviation, Corporate Affairs, Defence, Development of North Eastern Region have not yet created M/D Admins till now.**

Reference material on DGQI and Dashboard

<https://dmeo.gov.in/content/dgqi-repository>

- DGQI questionnaire and methodology
- Dashboard training videos
- Dashboard User Manuals and Visualization Manuals
- Presentations of previous webinars
- DMEO Nodal information

Thank You!