



National Dental Register

User Manual

(Version – 0.1)

Visit us at - ndr.abdm.gov.in

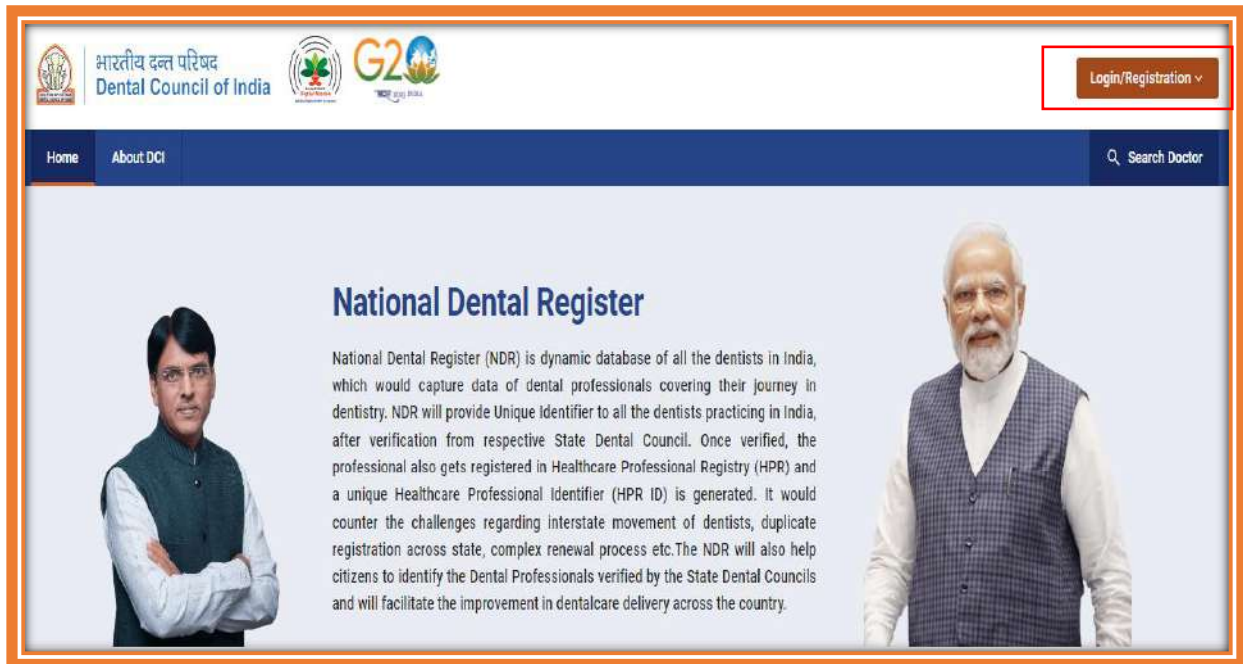
5th February 2024

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1 REGISTRATION PROCESS FOR DOCTORS

Step 1: The user will go to ndr.abdm.gov.in/

The following page will appear-



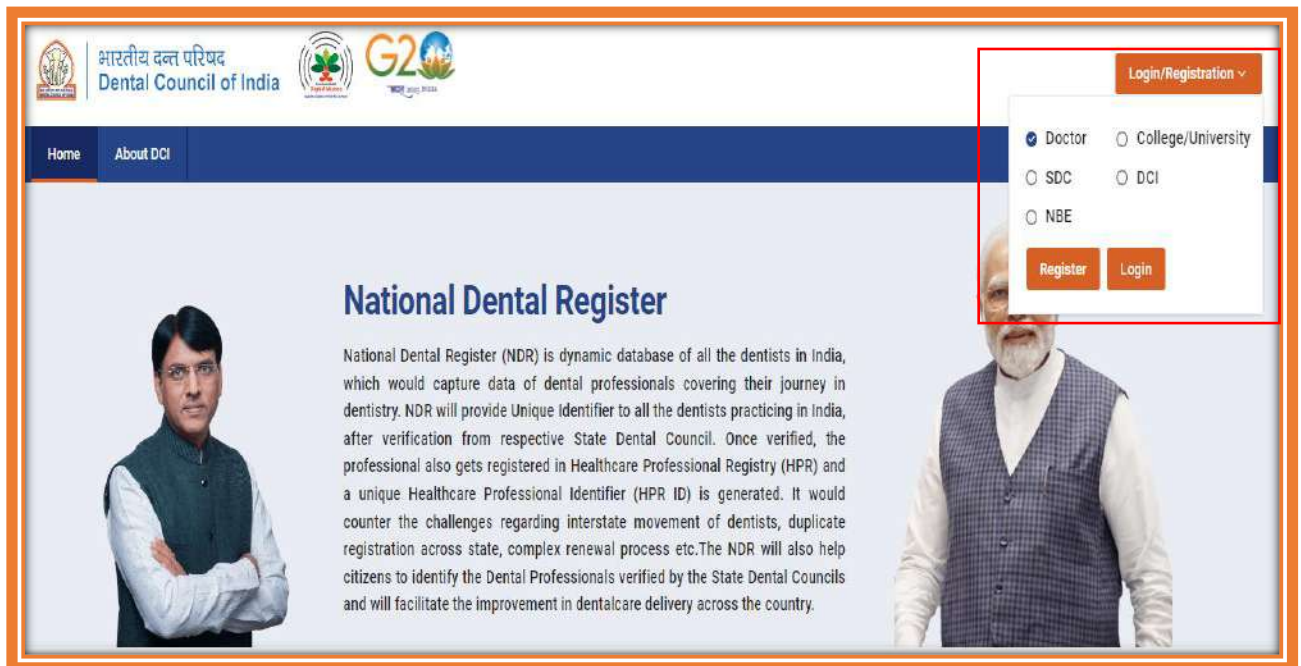
Step 2: The user will click on the 'Login/Registration' button that appears on the top right corner of the screen.

After clicking on the Login/Registration button, the following options will appear-

- Doctor
- SDC
- NBE
- College/University
- DCI

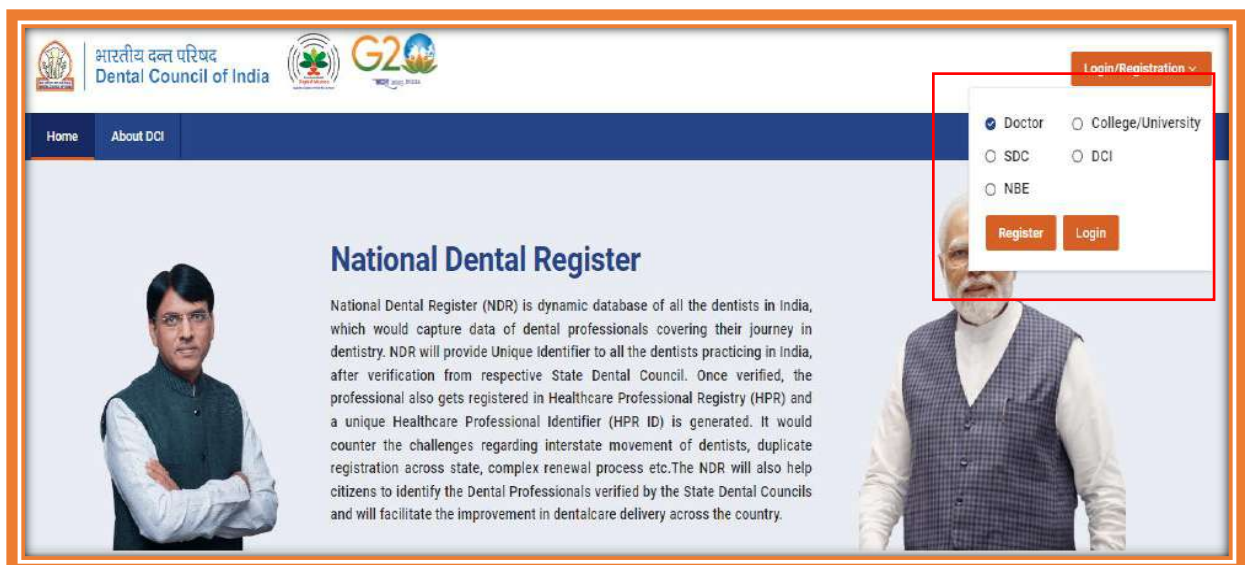
The 'Registration' option is available ONLY for the doctors.

For the other 4 categories, the login credentials will be provided beforehand.



DOCTOR REGISTRATION FLOW-

Step 3: For registration, the doctor will select the option 'Doctor' from the above screen and click on the 'Register' button. After clicking on the button, the following screen will appear-



Step 4: The doctor will click on the 'Register here' button and the following screen will appear-

The screenshot shows the 'Register Your Profile' form on the Dental Council of India website. The form is titled 'Register Your Profile' and includes the instruction: 'Please choose a registration council from the provided options and enter your registration number.' There are two input fields: 'Registered Council*' with a dropdown menu showing 'Select registered council', and 'Registration Number*' with a text input field showing 'Enter registration number'. Below the fields are two buttons: 'Submit' and 'Reset'. The website header includes the Dental Council of India logo, the text 'भारतीय दन्त परिषद Dental Council of India', the G20 logo, and a 'Login/Registration' dropdown menu. The navigation bar has 'Home' and 'About DCI' links, and a search bar with 'Search Doctor'.

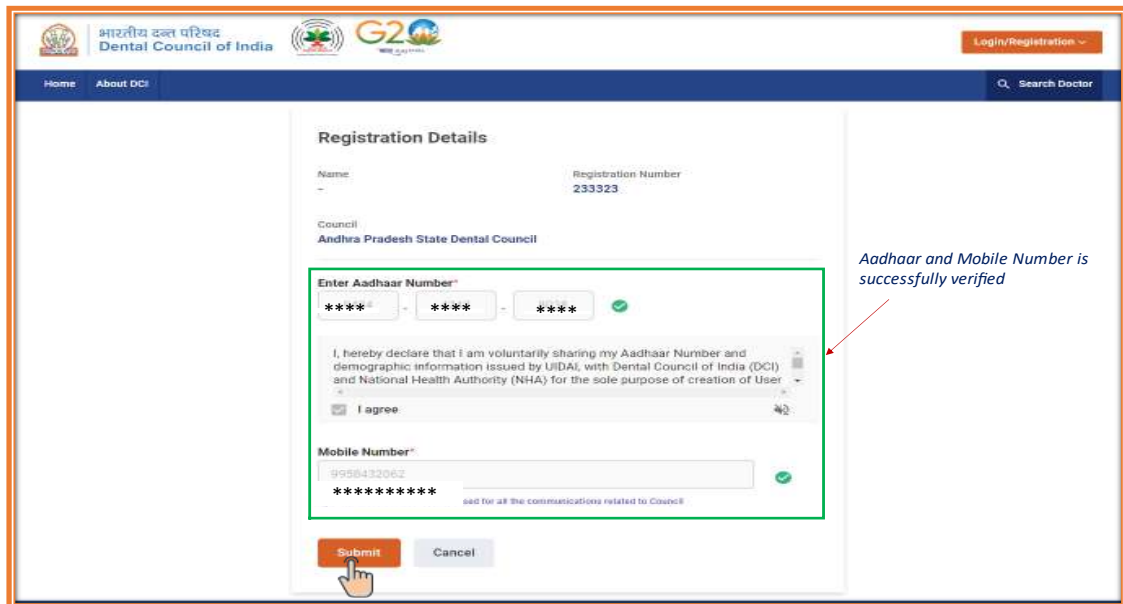
Step 5: In the following screen, the doctor will enter the details about the 'Registered Council' and the 'Registration Number' and click on the 'Submit' button.

The screenshot shows the 'Register Your Profile' form with data entered. The 'Registered Council*' dropdown menu is set to 'Andhra Pradesh State Dental Council'. The 'Registration Number*' text input field contains the number '32332332'. The 'Submit' and 'Reset' buttons are still visible. The website header and navigation bar are the same as in the previous screenshot.

Step 6: System will check the Registration detail with existing data. If the details will not match, then following dialogue box will appear on the screen and the user will click on 'Yes'.

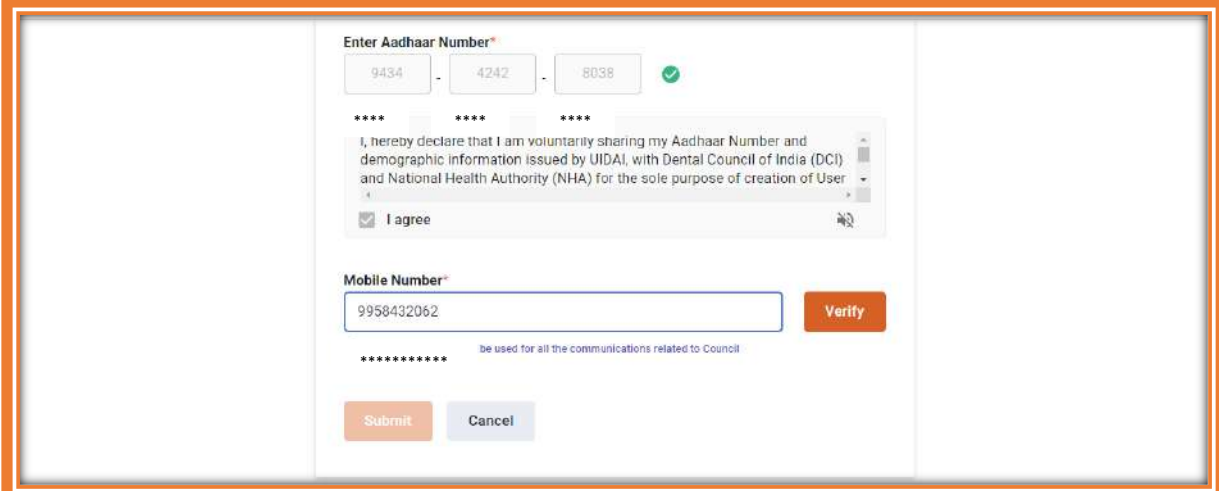


Step 7: After entering the Registration number and the Council details, the user will enter his/her Aadhaar number. Then the user will read the consent and will click on the tick box to give the consent.



Then the OTP will be automatically sent to the mobile number linked with the filled Aadhaar.

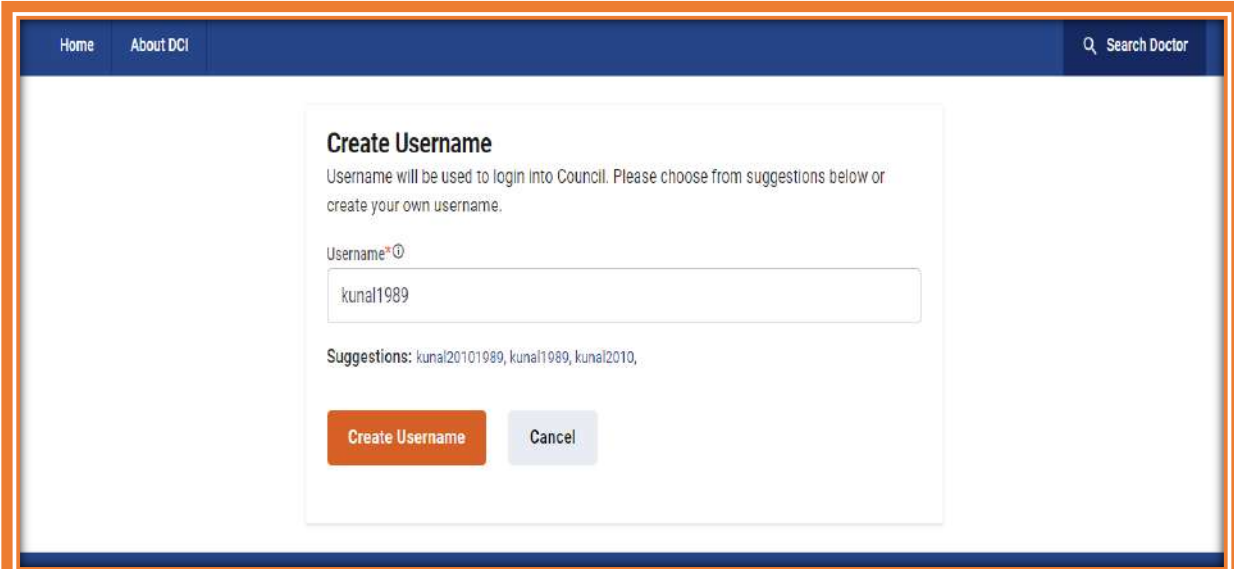
Step 8: Then the user will enter his/her mobile number for communication purposes, and click on the 'Verify' button.



The screenshot shows a registration form with the following elements:

- Enter Aadhaar Number***: Three input fields containing the numbers 9434, 4242, and 8038, followed by a green checkmark icon.
- Declaration**: A text box containing the text: "I, hereby declare that I am voluntarily sharing my Aadhaar Number and demographic information issued by UIDAI, with Dental Council of India (DCI) and National Health Authority (NHA) for the sole purpose of creation of User". Below this is a checked checkbox labeled "I agree".
- Mobile Number***: An input field containing the number 9958432062, followed by an orange "Verify" button.
- Footer**: A note "***** be used for all the communications related to Council" and two buttons: "Submit" (orange) and "Cancel" (grey).

Step 9: Then the following screen will appear where the user will create the username. The user will also get options from the suggestions below, to select as the usernames.

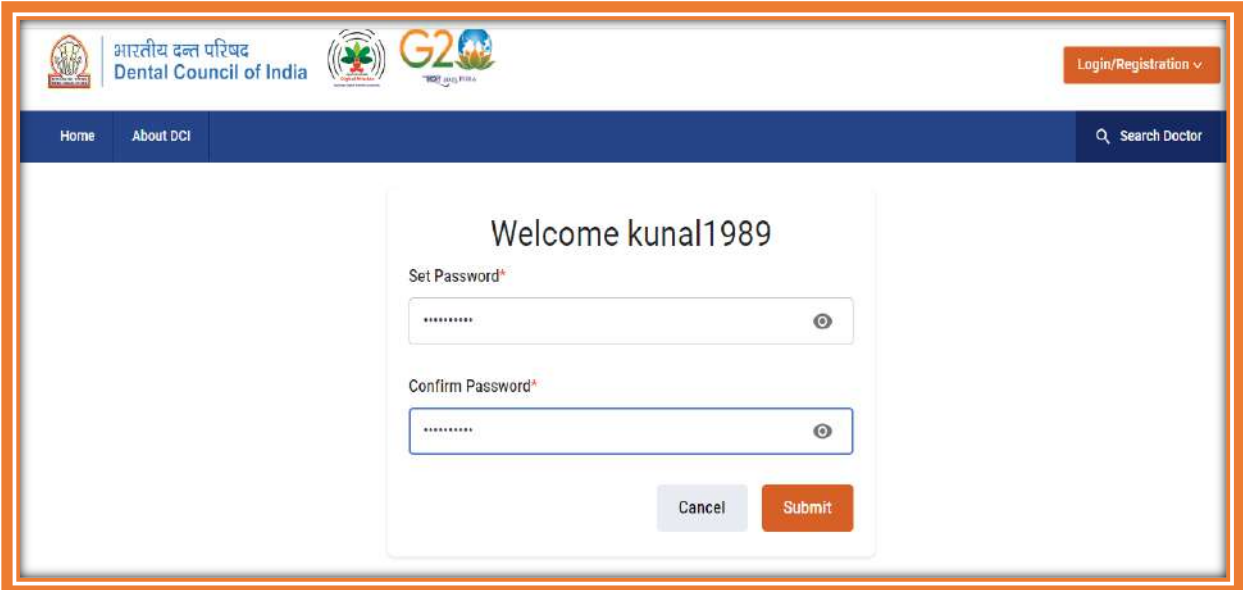


The screenshot shows a registration form with the following elements:

- Navigation**: A dark blue header with "Home" and "About DCI" on the left, and a search bar with "Q Search Doctor" on the right.
- Create Username**: A section with the heading "Create Username" and the text: "Username will be used to login into Council. Please choose from suggestions below or create your own username."
- Username***: An input field containing the text "kunal1989".
- Suggestions**: A list of suggested usernames: "kunal20101989, kunal1989, kunal2010,".
- Buttons**: Two buttons at the bottom: "Create Username" (orange) and "Cancel" (grey).

Then the user will click on the 'Create Username' button.

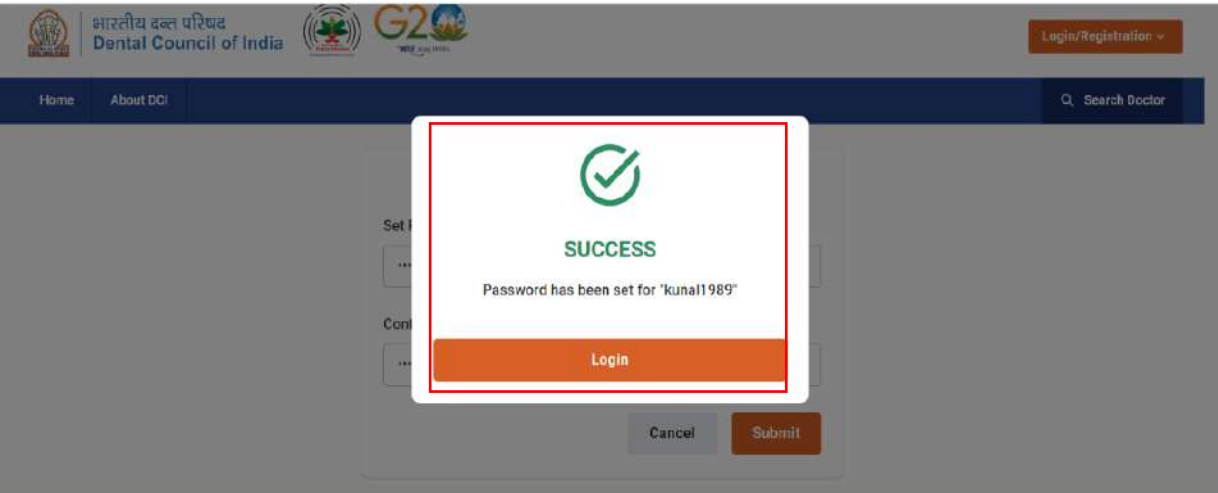
Step 10: Then the user will enter the password and confirm the password and click on the 'Submit' button.



The screenshot shows the website header with the Dental Council of India logo and G20 India 2023 logo. The navigation bar includes 'Home', 'About DCI', and a search bar. The main content area displays a dialog box titled 'Welcome kunal1989'. Inside the dialog, there are two password input fields: 'Set Password*' and 'Confirm Password*'. Both fields contain masked characters (dots). Below the fields are 'Cancel' and 'Submit' buttons.

Then the following dialogue box will appear mentioning that the password has been set for the profile.

After this step, the registration process for the doctor is completed.



The screenshot shows the same website header and navigation bar. A success message dialog box is overlaid on the page. The dialog features a green checkmark icon, the word 'SUCCESS' in green, and the text 'Password has been set for 'kunal1989''. At the bottom of the dialog is a 'Login' button. The background of the website is dimmed.

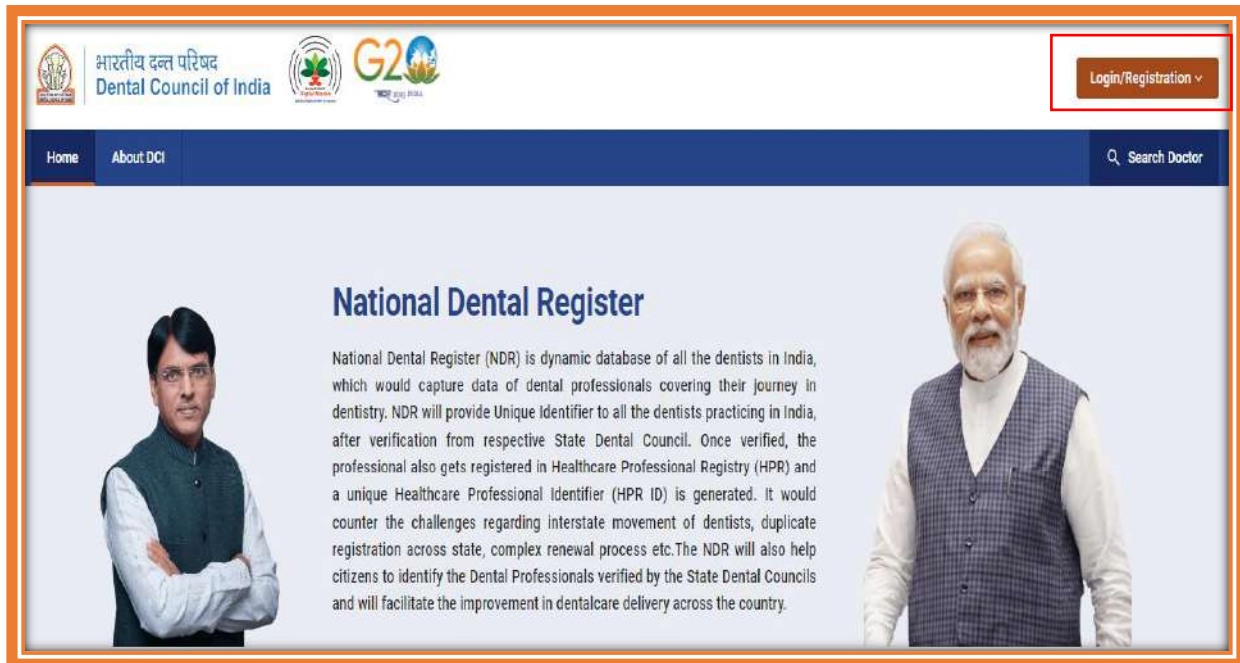
Logins for the following are available-

- Doctor
- College/University
- SDC & NBE
- DCI

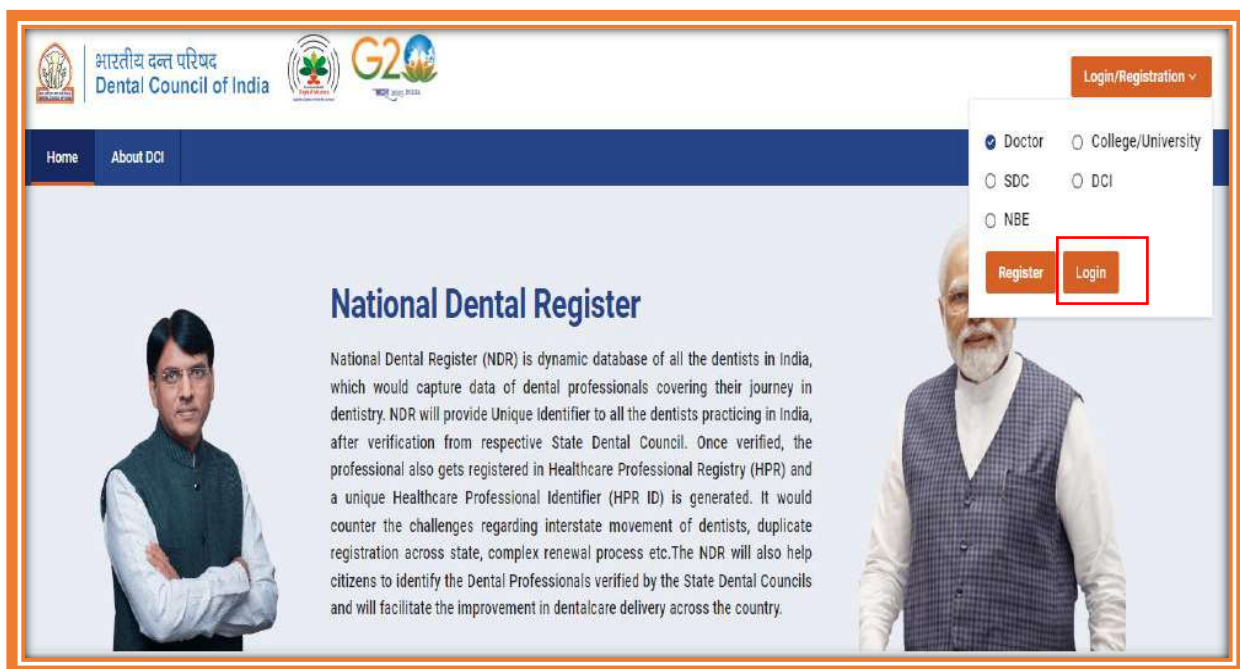
2. DOCTOR LOGIN FLOW

Step 1: To log in to the profile, the user will go to ndr.abdm.gov.in/

The following screen will appear-



Step 2: The following box will appear where the user will click on the 'Doctor' option and then click on the 'Login' button.



Step 3: The following page will appear where the user will click on the 'Username' option and enter the Username and Password.

Doctor Login

Mobile Number Username DCI ID

Username*

kunal1989

Forgot Username?

Password*

6+3=? 9

Forgot Password?

Login Cancel

Don't have an account? [Register here](#)

Step 4: After entering the Captcha, the user will click on the 'Login' button.

Doctor Login

Mobile Number Username DCI ID

Username*

kunal@1989

Forgot Username?

Password*

7*2=? 14

Forgot Password?

Login Cancel

Don't have an account? [Register here](#)

After logging in, the following screen will appear, having the following sections-

- My Profile
- Track Application

My Profile

The following details of the user will be visible-

- Personal Details
- Registration and Academic Details

Personal Details-

Step 5: In this section, the user personal information like Name, DOB, Gender will automatically come from Aadhaar KYC and rest information like Father's Name, Mother's Name, Nationality Communication address needs to fill-up by the user.

Step 6: The user will click on the 'Next' button to fill the Registration and Academic Details

My Profile 3/4

Personal Details

Full Name*	Father's Name	Mother's Name	Spouse Name
Dr. Kunal	ABC	XYZ	ABC
Gender*	Date of Birth*	Nationality*	
Male	20-10-1989	India	

Address as per KYC

Aadhaar Verified Address*

129, Delhi, India, 110051.

Communication Address

House*	Street	Landmark	City/Town/Village
129	-	-	-
District*	Sub District	State/Union Territory*	Country*
East	-	Delhi	India
Pincode*			
110051			

Next

Registration and Academic Details-

On the next screen, the Registration details and the Qualification details of the user are visible.

Registration & Academic Details

Registration Details

Registered Council Name*
Andhra Pradesh State Dental Council

Registration Number*
2333232

Date of First Registration*
01-02-2024

NEET Registration Number*
854544

Registration Type*
 Permanent Renewable

Due Date of Renewal*
01-02-2024

Upload Registration Certificate*

Drop and drop files or click to browse
PDF, PNG, JPG, JPEG file types are supported. Maximum size allowed is 5MB.

File Uploaded
Nurse Certificate.png
01 Feb 2024 at 21:24

Is your name in registration certificate, different from your name in Aadhaar?
 Yes No

Dentist uploads the Registration Certificate that will be viewed at the time of verification

Preview Profile:- User need to view preview profile, click on check box of Declaration then submit their application.

The screenshot shows a registration form with the following sections:

- Personal Details:** Full Name (Dr. Kunal), Father's Name, Mother's Name, Spouse Name, Gender (Male), Date of Birth (20-10-1989), Nationality (India).
- Address as per KYC:** Aadhaar Verified Address (123, Delhi, India, 110051).
- Communication Address:** House (123), Street, Landmark, City/Town/Village, District (East), Sub District, State/Union Territory (Delhi), Country (India), Pincode (110051).
- Declaration:** A checkbox is checked, indicating consent. The text reads: "I, hereby declare that I am voluntarily sharing above mentioned particulars and information. I certify that the above information furnished by me is true, complete, and correct to the best of my knowledge. I understand that in the event of my information being found false or incorrect at any stage, I shall be held liable for the same."
- Submit Button:** Located at the bottom right of the form.

Annotations: A red arrow points to the declaration checkbox with the text "Dentist provides consent before submitting the registration application for verification." Another red arrow points to the submit button with the text "Doctor submit their application for verification."

Track Application-

In this section, the user can check the various applications via their request IDs and their submission dates. The status of the applications is also visible.

Once the profile is verified by SMC then Dentist will get the unique DCI ID.

The screenshot shows the 'Track Application' page for a user named Kunal. The page displays the following information:

- User Profile:** Kunal, Status: Approved, DCI ID: 762554411668.
- Application Details:** Track Application / Application Details. Application status: Verification pending by DCI. NOT APPROVED.
- Applications Verified by SMC:** SDC reviewed and verified the application. Application now has been sent to DCI for further verification. 01-02-2024 - 10:53. COMPLETED.
- Application Submitted by Doctor:** 01-02-2024 - 10:53. COMPLETED.
- Application Information:** Request ID: DCI1001134, Type of Application: HP Registration, Date of Submission: 01-02-2024, Pending (Days): 0, Current Status: APPROVED.

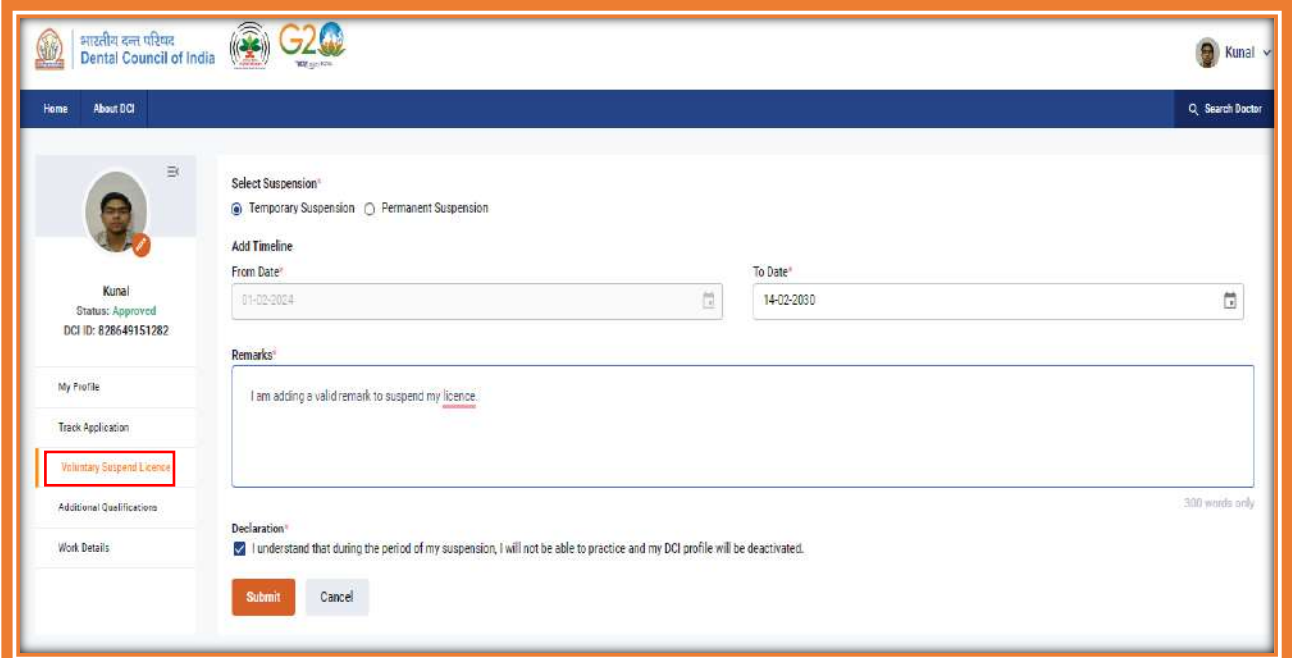
Annotations: A red arrow points to the DCI ID with the text "A unique ID is generated after the verification from State Dental Council". Another red arrow points to the 'Track Application' button in the user profile section.

Voluntary Suspend Licence-

This section allows the user to voluntarily suspend his/her licence.

The user will select if the suspension is temporary or permanent. Then the user will add timelines and remarks about suspending the licence.

The user will click on the **tick box** in Declaration and click on the '**Submit**' button.



The screenshot displays the user interface for the 'Voluntary Suspend Licence' process on the Dental Council of India (DCI) website. The page header includes the DCI logo and navigation links. The user's profile is visible on the left, showing the name 'Kunal', status 'Approved', and DCI ID '828649151282'. The main content area contains the following sections:

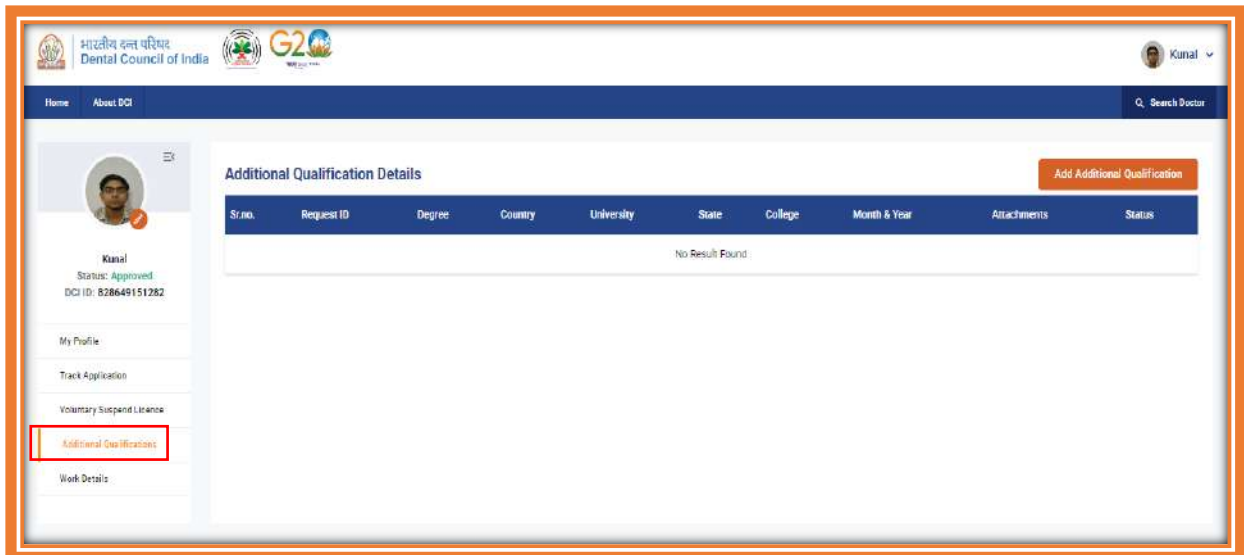
- Select Suspension:** Radio buttons for 'Temporary Suspension' (selected) and 'Permanent Suspension'.
- Add Timeline:** 'From Date' field with value '01-02-2024' and 'To Date' field with value '14-02-2030'.
- Remarks:** A text area containing the text 'I am adding a valid remark to suspend my licence.' with a character count of '300 words only'.
- Declaration:** A checkbox labeled 'I understand that during the period of my suspension, I will not be able to practice and my DCI profile will be deactivated.' which is checked.
- Buttons:** 'Submit' and 'Cancel' buttons at the bottom.

The 'Voluntary Suspend Licence' option in the left sidebar is highlighted with a red box.

Additional Qualifications

In this section, the user will add the details of the **additional qualifications** of the user, if any. This section will appear after verification of Application via SMC.

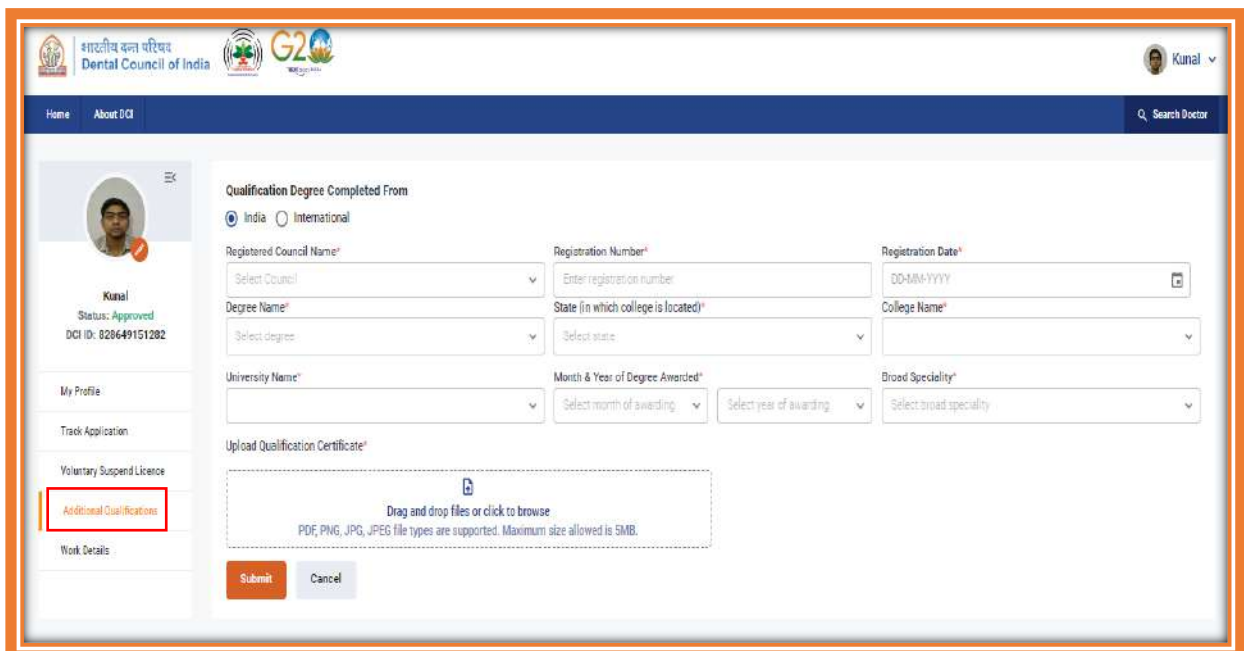
The user will click on the '**Add Additional Qualification**' button visible on the top right section of the screen.



The user will enter the **details of the additional qualification** by filling the details of Registered Council, Registration Number, Registration Date

The details of Degree, College, University along with the degree certificate would be added and uploaded in the given section.

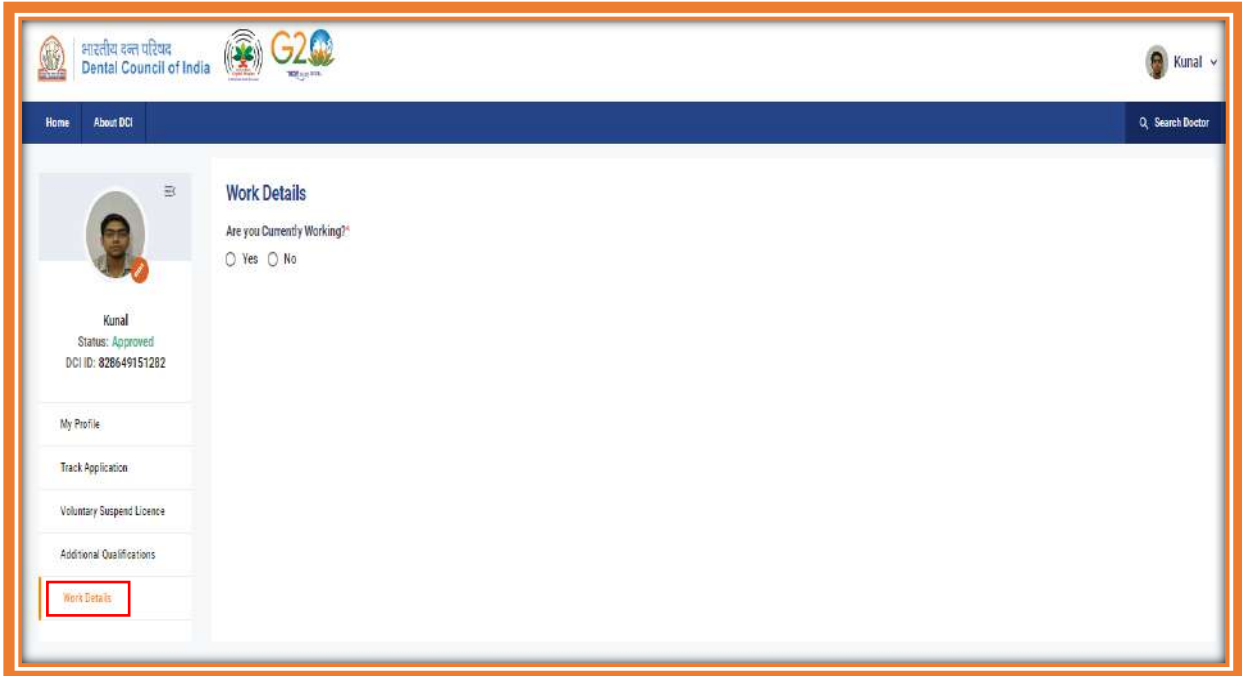
After filling all the details, the user will click on the '**Submit**' button.



Work Details

The user can add the current work details in this section.

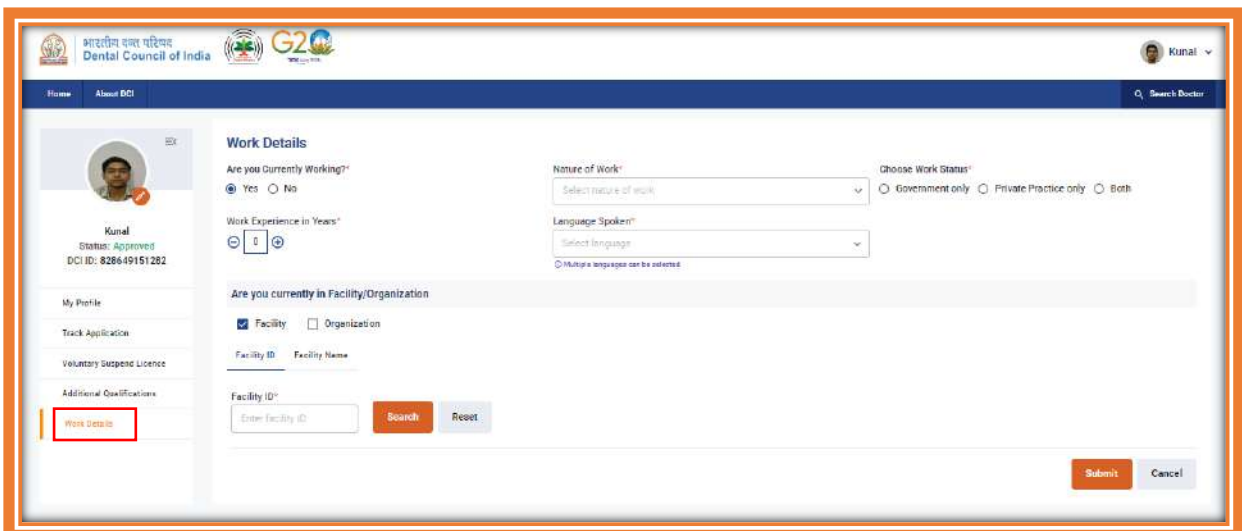
The user will **click and confirm** if he/she is currently working or not.



The screenshot shows the user profile page for 'Kunal' on the Dental Council of India website. The user's status is 'Approved' and their DCI ID is '828649151282'. The 'Work Details' section is highlighted with a red box. The 'Work Details' section contains the question 'Are you Currently Working?' with radio buttons for 'Yes' and 'No'.

After clicking on **Yes**, the following screen will appear-

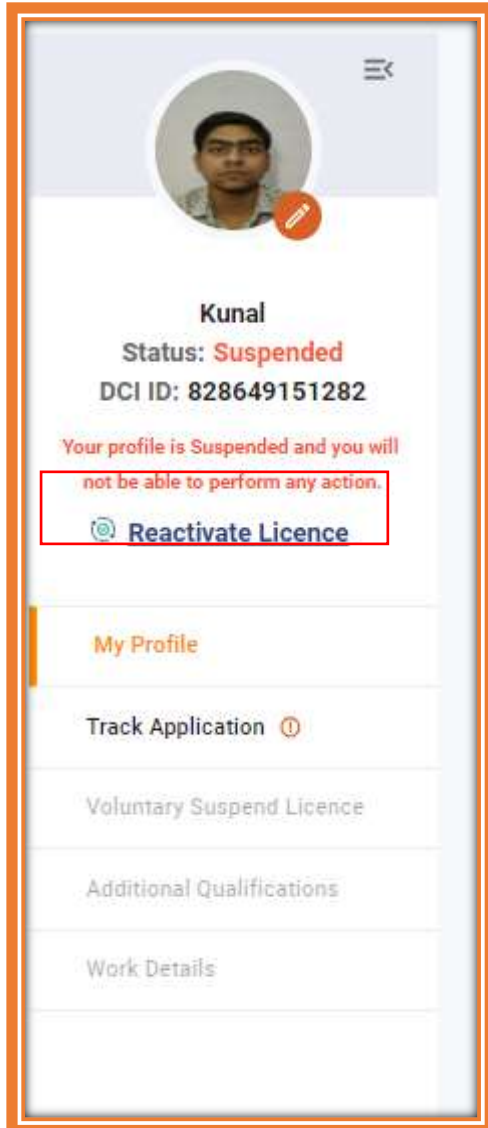
The user will **add the details** of work- nature of work, work experience, language spoken. If the user works in the facility, he/she would enter the Facility ID details and click on the '**Submit**' button.



The screenshot shows the 'Work Details' section after clicking 'Yes'. The 'Are you Currently Working?' question is now answered with 'Yes'. The 'Nature of Work' dropdown menu is set to 'Select nature of work'. The 'Choose Work Status' section has radio buttons for 'Government only', 'Private Practice only', and 'Both'. The 'Language Spoken' dropdown menu is set to 'Select language'. The 'Are you currently in Facility/Organization' section has a checked box for 'Facility' and an unchecked box for 'Organization'. The 'Facility ID' and 'Facility Name' fields are visible. The 'Facility ID' field has a 'Search' button and a 'Reset' button. The 'Submit' and 'Cancel' buttons are at the bottom right.

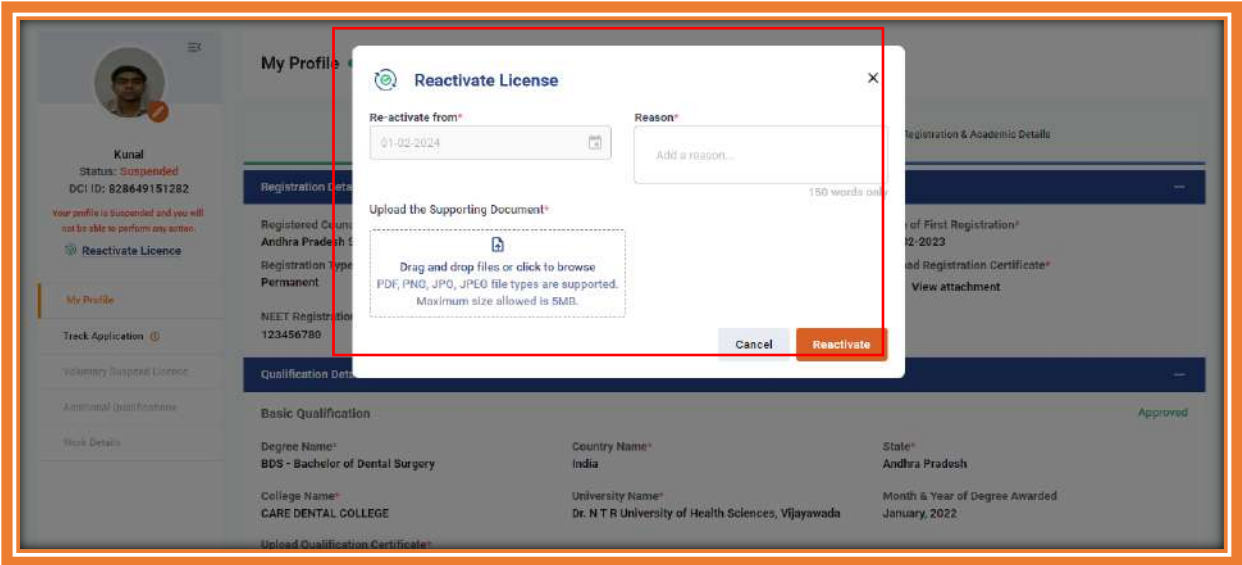
Reactivating the Licence

After the licence gets temporarily suspended, the user can reactivate the licence through the option 'Reactivate Licence'.

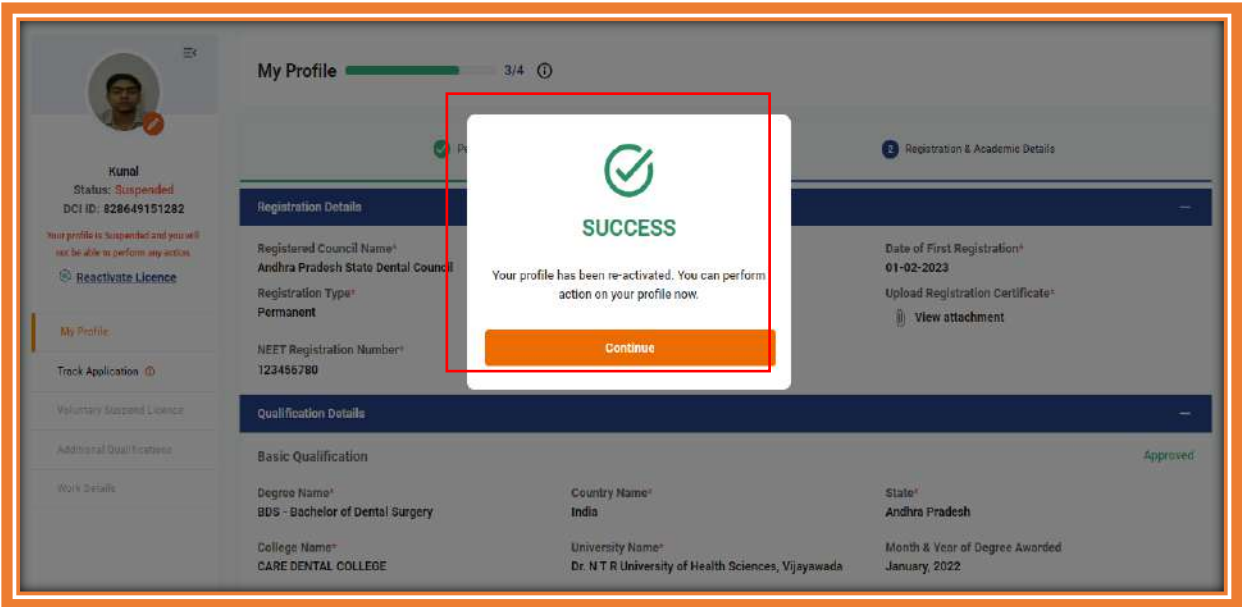


The following dialogue box will appear where the user will enter the details mentioning the reason and attaching the document.

After submitting all the details, the user will click on the 'Submit' button.



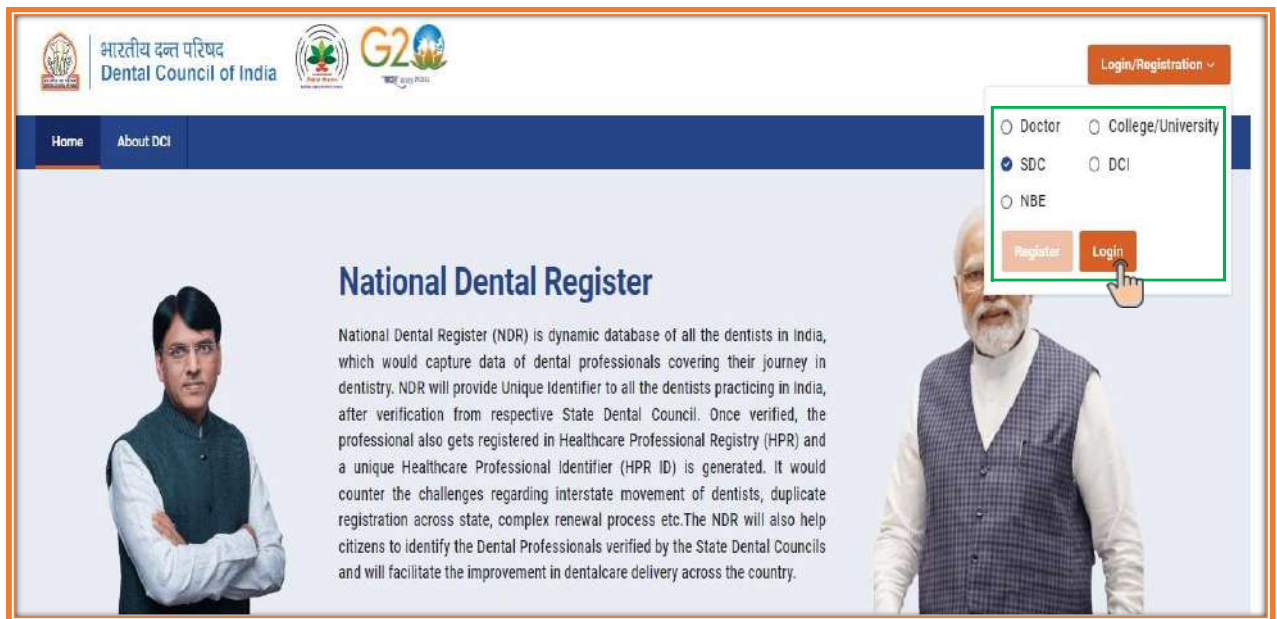
The following dialogue box will appear profile of the user will get re-activated.



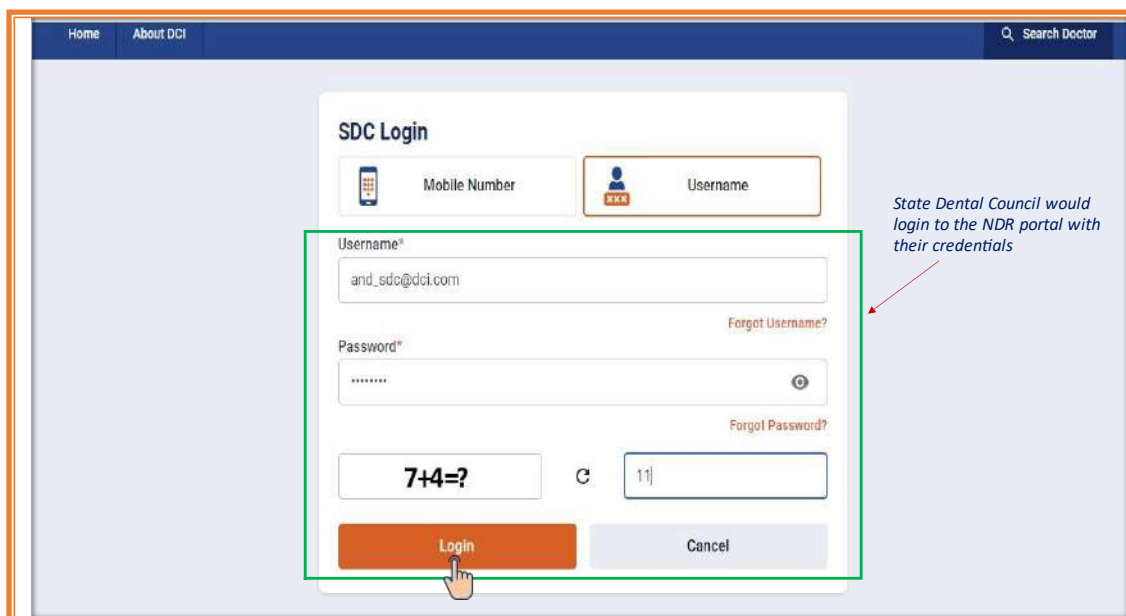
3. SDC Login Flow

Step 1: The user will go to <https://ndr.abdm.gov.in/>

The following screen will appear-



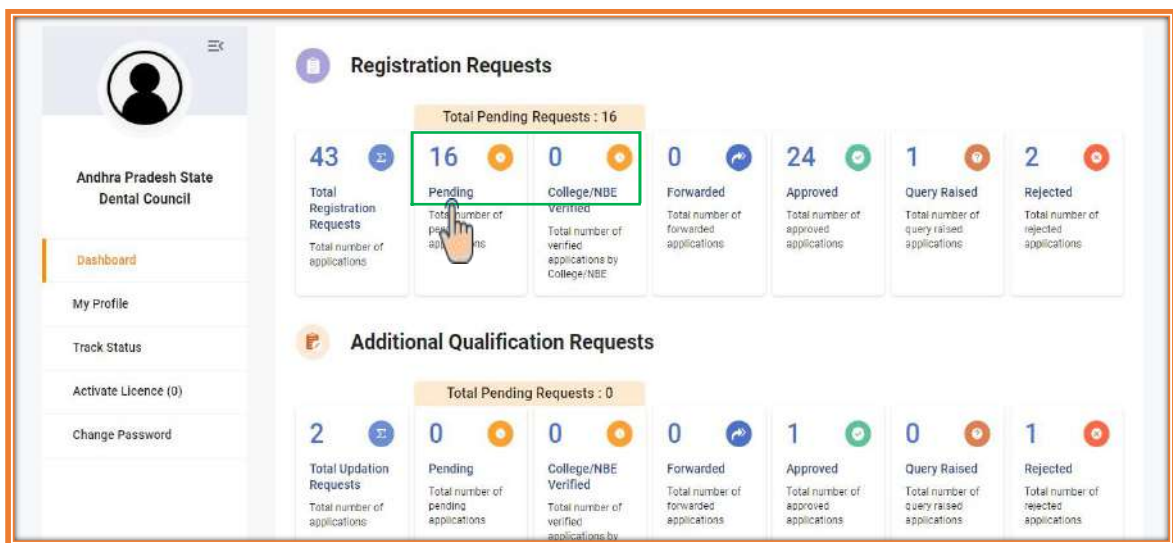
Step 2: The user will click on 'Username' and enter the username and password. State Dental Council will click on the 'SDC' option and then click on the 'Login' button.



The user will be redirected to the following screen-

The SDC Login will have the following sections-

- Dashboard
- My Profile
- Track Status
- Activate Licence
- Change Password



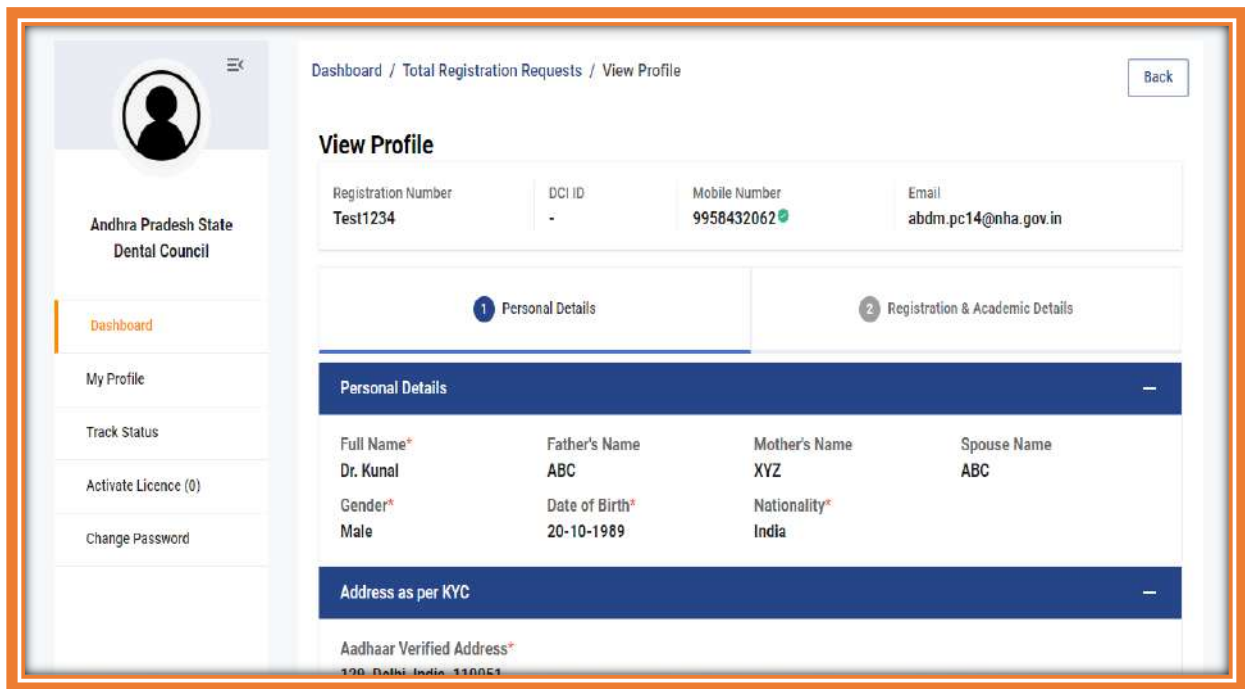
Dashboard

The dashboard section will allow the user to see the various applications along with their request ID and status.

The screenshot displays the SDC Login Dashboard for the Andhra Pradesh State Dental Council, showing a list of Registration Requests. The table below represents the data shown in the screenshot.

S.No.	Request ID	Registration Number	Applicant Name	State Dental Council	Council Status	College/NBE Status	Submission Date	Registry (Days)	Action
1	DCI/001107	21212121	Vareed Rupesh Patel	Andhra Pradesh State Dental Council	Pending	-	24-01-2024	0	View
2	DCI/001108	000000	Vareed Rupesh Patel	Andhra Pradesh State Dental Council	Pending	-	13-01-2024	30	View
3	DCI/001103	35435	Vareed Rupesh Patel	Andhra Pradesh State Dental Council	Pending	-	05-01-2024	27	View
4	DCI/001102	788989	Vareed Rupesh Patel	Andhra Pradesh State Dental Council	Pending	-	03-01-2024	0	View
5	DCI/001089	414141	Vareed Rupesh Patel	Andhra Pradesh State Dental Council	Pending	-	19-12-2023	44	View
6	DCI/001096	13131313	Vareed Rupesh Patel	Andhra Pradesh State Dental Council	Pending	-	19-12-2023	44	View
7	DCI/001097	13131313	Vareed Rupesh Patel	Andhra Pradesh State Dental Council	Pending	-	19-12-2023	44	View
8	DCI/001096	01212121	Vareed Rupesh Patel	Andhra Pradesh State Dental Council	Pending	-	19-12-2023	44	View

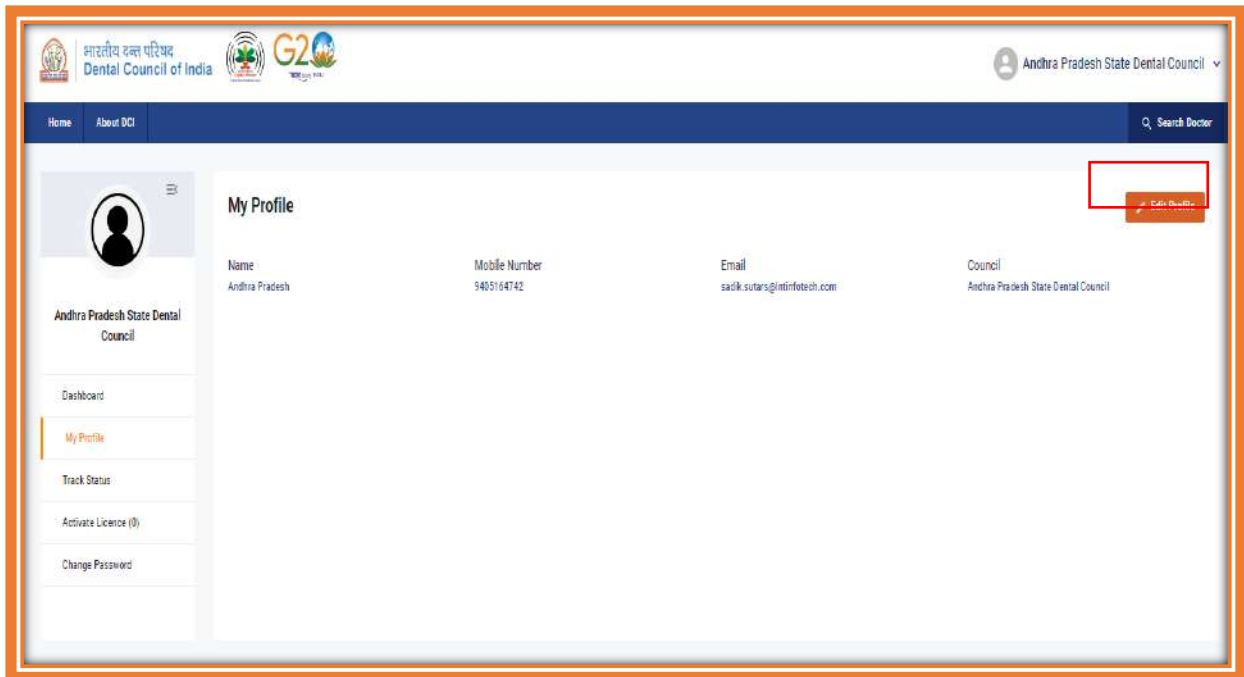
The user can click on the 'View' button and can check the profile of the doctors. In the doctors' profile, the personal details and the registration & academic details would be visible.



My Profile

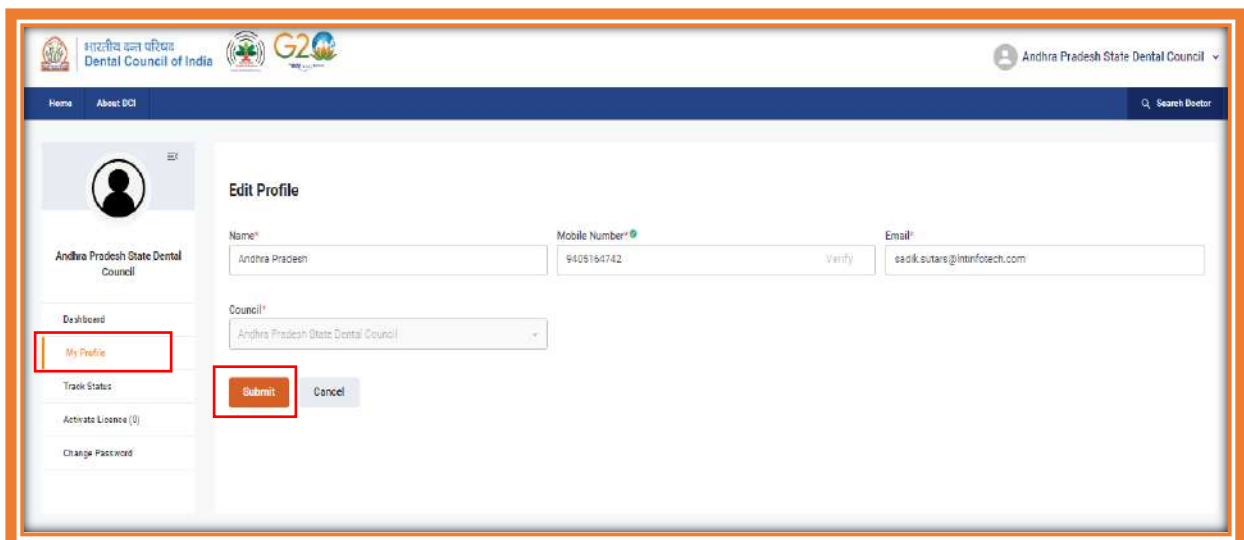
The user can see the details of the SDC Login profile and the user can also edit the profile, if required.

For editing the profile, the user will click on the 'Edit Profile' button on the top right corner of the screen.



For editing the profile, the user will enter the Name of the state, mobile number and email and the council name.

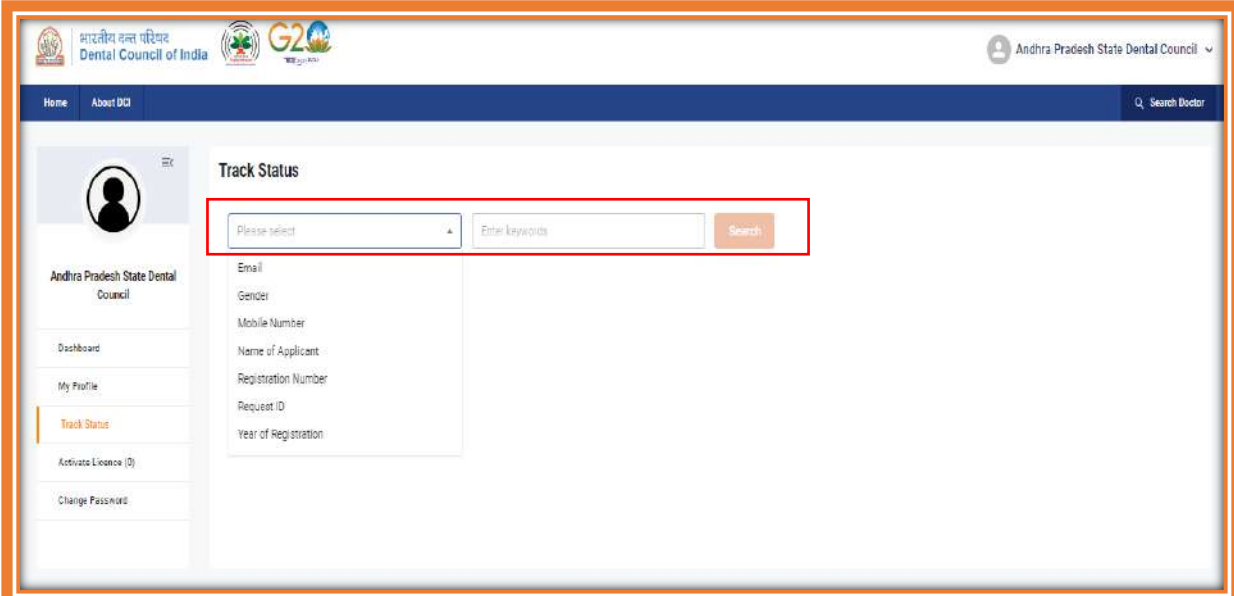
After filling the details, the user will click on the 'Submit' button



Track Status

This section allows the user to track the status of any application.

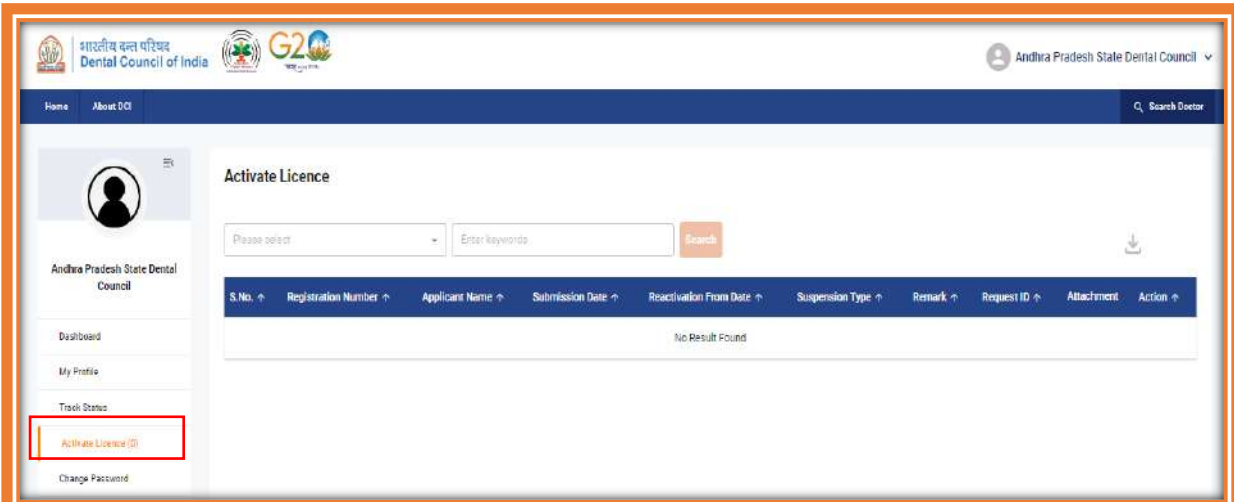
For tracking the status of the application, the user can enter the details in different ways such as Email, Gender, Mobile number, Name of the applicant, Registration number, Request ID, year of registration.



The screenshot shows the 'Track Status' page of the Andhra Pradesh State Dental Council. The page features a navigation bar with 'Home' and 'About DCI' links, and a search bar for 'Search Doctor'. A sidebar on the left contains a user profile icon and links to 'Dashboard', 'My Profile', 'Track Status' (highlighted), 'Activate Licence (0)', and 'Change Password'. The main content area is titled 'Track Status' and contains a search form with a dropdown menu labeled 'Please select', a text input field for 'Enter keywords', and a 'Search' button. A dropdown menu is open, listing search criteria: Email, Gender, Mobile Number, Name of Applicant, Registration Number, Request ID, and Year of Registration.

Activate Licence

In this section, the user can activate the licence of various applications that are deactivated.

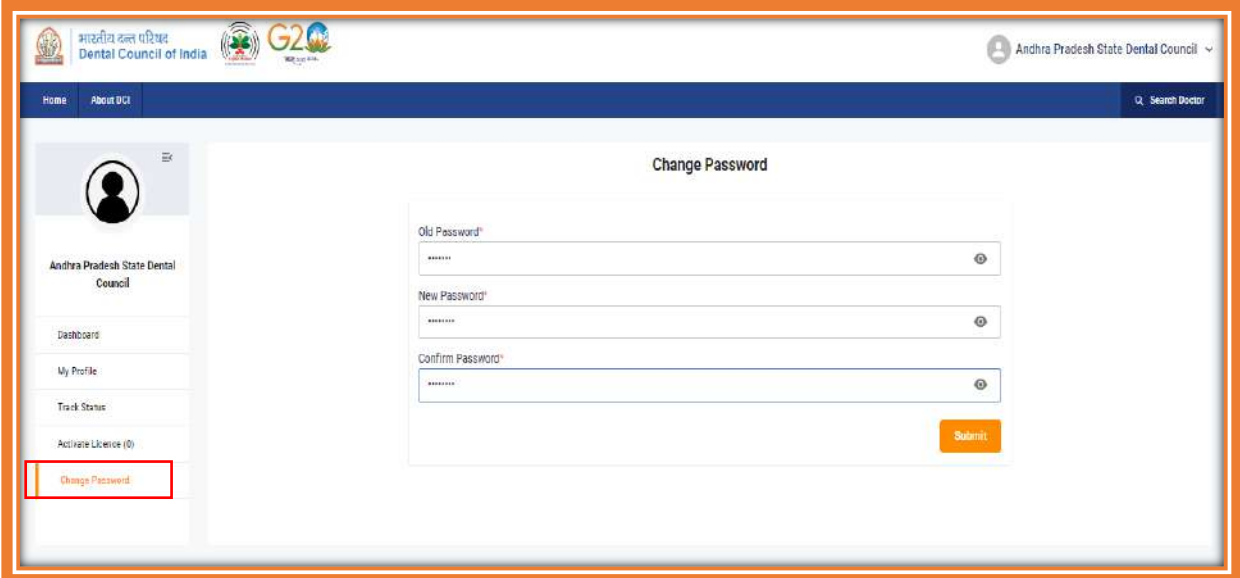


The screenshot shows the 'Activate Licence' page of the Andhra Pradesh State Dental Council. The page features a navigation bar with 'Home' and 'About DCI' links, and a search bar for 'Search Doctor'. A sidebar on the left contains a user profile icon and links to 'Dashboard', 'My Profile', 'Track Status', 'Activate Licence (0)' (highlighted), and 'Change Password'. The main content area is titled 'Activate Licence' and contains a search form with a dropdown menu labeled 'Please select', a text input field for 'Enter keywords', and a 'Search' button. Below the search form is a table with columns: S.No., Registration Number, Applicant Name, Submission Date, Reactivation From Date, Suspension Type, Remark, Request ID, Attachment, and Action. The table currently displays 'No Result Found'.

Change Password

In this section, the user can change the password, if required.

The user will enter the Old password first, then he/she will enter the new password.



The screenshot shows a web interface for changing a password. At the top, there is a header with the Dental Council of India logo and the text 'Dental Council of India'. On the right, it says 'Andhra Pradesh State Dental Council'. Below the header is a navigation bar with 'Home' and 'About DCI' links, and a search bar labeled 'Search Doctor'. The main content area is titled 'Change Password'. It contains three input fields: 'Old Password*', 'New Password*', and 'Confirm Password*'. Each field has a small eye icon to toggle visibility. Below the fields is an orange 'Submit' button. On the left side, there is a sidebar menu with a profile icon and the text 'Andhra Pradesh State Dental Council'. The menu items are 'Dashboard', 'My Profile', 'Track Status', 'Activate Licence (0)', and 'Change Password', which is highlighted with a red box.

After entering the new password, the user will click on the 'Submit' button.