1. Login into the KVK Portal and click on Upload Details > Krishi Kalyan Abhiyan (this menu will only appear to the KVKs of those districts where Krishi Kalyan Abhiyan is going on).

2. Next, the user will be redirected to the Krishi Kalyan Abhiyan data uploading page

3. Select the activity from drop down

4. A new form screen will appear as shown below:

- Village name – Select the village where activity has happened.
- Date – Select the date of activity.
- Total Target – Enter the number of total target.

A sample screen-shot is provided below on how to fill the number of total target:

1	2	3
SI. No.	Activity	Total Target
		Beneficiaries
1.	Distribution of Soil Health Cards* (100% saturation) to all	
2.	Distribution of Mini Kits of * pulses and oilseeds to all	
3.	Distribution of Horticulture/Agro Forestry/Bamboo plant (5 per family) (Location appropriate)	
4.	Making 20 NADAP Pits in each village (20/village)	20
5.	FMD: Bovine Vaccination** in each village (100% Saturation)	
6.	Vaccination of Sheep & Goat*** for eradication of PPR	
7.	Artificial Insemination Saturation (100/village)	100
8.	Training Programe in each of the villages by ICAR/KVKs in these three areas (i) Bee Keeping (ii) Mushroom cultivation (iii) Kitchen garden)	50
9.	Distribution of 10 to 20 agriculture implements per village	20
10.	Demonstration of integrated cropping practice	
11.	Demonstration of programme on Micro irrigation	

Note :   * Target – Total number of farmers with land holdings in village.

   ** Total number of cattle & buffalo in village.

   *** Total number of sheep & goat in village.

- No. of Beneficiary – Enter the number of Beneficiary.
- In the test text box, fill the number as below:

Note – Second last label changes accordingly to the selected activity name (highlighted in above image), fill this field.

- Image – Maximum 2 images of activities can be uploaded.

5. After filling the details click on **ADD** button as shown in above image.

A Pop up screen will be appeared as given below.

Click on OK.

Record will be added successfully and displayed in the bottom of screen.

6. To **Edit** the existing record click on **Edit** button.

New screen will appear as shown below –

Edit the information and click on **Update** Button as shown in above image.

7. To delete the record, click on **Delete** Button

It will ask for permission **"Do you want to delete this record?"** Click on **OK,** Record will be deleted.