

**The Second Phase of Post-Placement
Reporting System
Operation Manual**

2021-03-25

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1. System Requirement

Please use IE browser (IE9.0 and above) or other popular mainstream browsers such as Chrome, Firefox, Safari, Edge, etc. to access this system.

2. Access Address

Open the browser, enter the URL <http://www.chinaadoptioninfo.cn> in the address bar, enter the Child Placement Information System for Inter-country Adoption, and click on the The Second Phase Post-Placement Reporting System link on the page, as shown in Figure 2.1 below.



Figure 2.1

Enter the login page of Post-Placement Phase II Reporting System, as shown in Figure 2.2 below

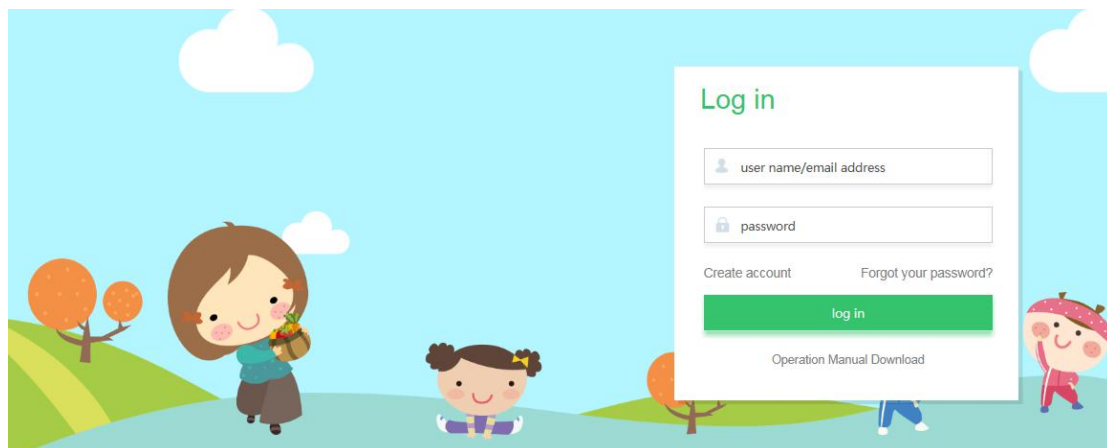


Figure 2.2

3. User Registration

When logging into the Post-Placement Phase II Reporting System at first time, you need to register first. As shown in Figure 3.1 below, click on the **Create account** on the page

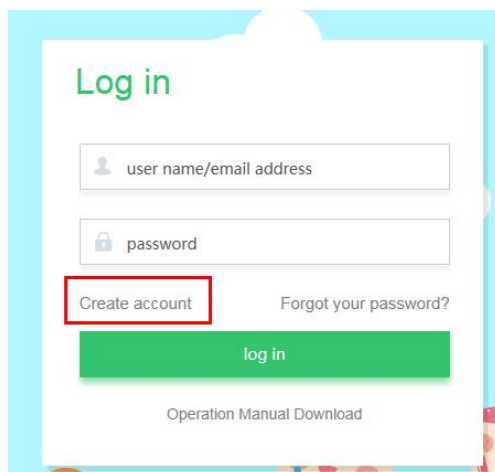


Figure 3.1

Go to the **Create Account** page, as shown in Figure 3.2 below

A screenshot of a "Create account" registration form. The form is titled "Create account" and includes a close button (X). It contains several input fields: "Account name", "Email", "Email verification code" (with a blue "Access verification code" button next to it), "Password", "Re-enter password", and "NO. Of TA". Below the fields is a text box with instructions: "The serial number here must be the same as the number on the Notice of Travelling to China for Adoption issued by China Centre for Children's Welfare and Adoption. If you lose your number, please check with your adoption agency." At the bottom is a blue "create your account" button.

Figure 3.2

Fill in the account name, email, email verification code, password, re-enter password, and the number on the Notice of Travelling to China (NO. of TA) for Adoption to register.

The account name and registered email address are used to login to the system, and the email address is used to receive the registration code when registering an account. Please make sure the email address is valid. In addition, when you forget your login password, you can use your registered email address to retrieve your password.

Click **Access verification code** to send a verification code to the registered email address.

The password should be at least 6 digits long and should contain numbers, letters and special

characters.

NO. of TA must be in the same format and content as the NO. of TA issued by China Centre of Children's Welfare and Adoption. In case of the loss or forgotten the NO. of TA, please contact the adoption organization for looking up.

After filling in the registration information, click create your account to create an account.

4. User Login

In the login screen shown in Figure 4.1 below, enter your registered account or registered email address, password, and click **log in**.

Note: Can also login with your registered email instead of your account name.

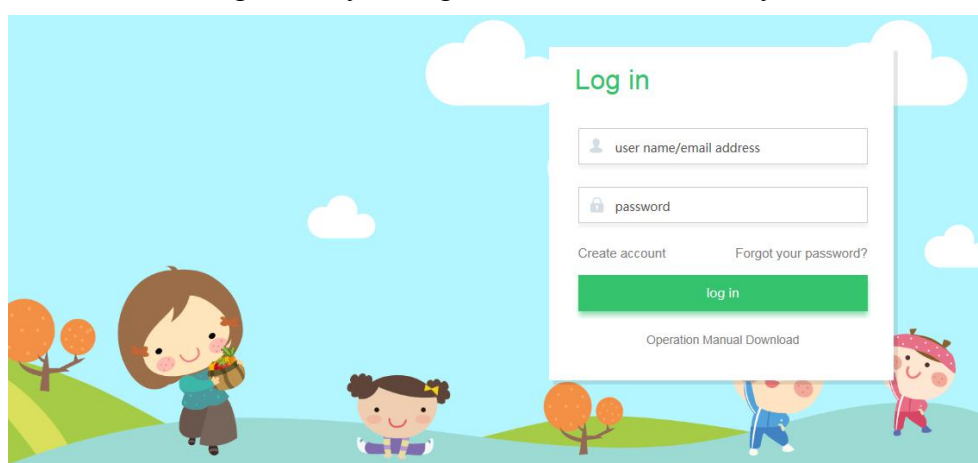


Figure 4.1

5. Password Retrieval

If you forget your password, you can use the password retrieval function to reset your login password. Click **Forgot your password** on the login page, as shown in Figure 5.1.

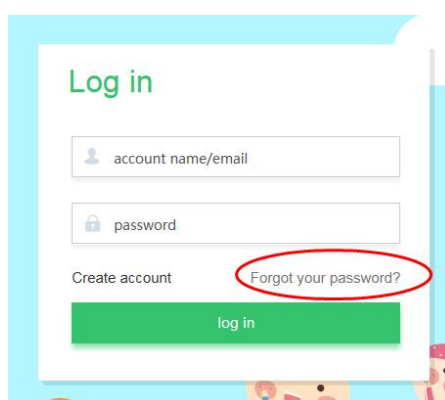


Figure 5.1

Enter the **Password assistance** page, as shown in Figure 5.2

Figure 5.2

Fill in the email address used for account registration, click **Access verification code**, the system will send a verification code to the registered email address. Fill in the **Email verification code** column with the verification code you received and input the reset password and re-enter the reset password for confirmation.

Click **reset password** to rest the password.

6. Operation Interface

After successful login, you will see the operation pate shown in Figure 6 below. The upper part is the navigation area and the lower part is the function area.

The navigation area contains: Pos-placement report feedback, Adopted Child Inf., Adopter basic information, Notice of Travelling to China for Adoption, Account Information, log off

(1) Pos-placement report feedback: upload post-placement phase II report; View the feedbacks of the Post-Placement Phase II Reports uploaded in the past.

(2) Adopted Child Inf.: View the basic information of adopted child.

(3) Adopter basic information: View the basic information of the adopter.

(4) Notice of Travelling to China for Adoption: View the adopter’s Notice of Travelling to China for Adoption.

(5) Account Information: View account registration information.

(6) log off: log off

Figure 6.1

6.1. Input feedback report

Click **Pos-placement report feedback**, enter **Placement Feedback** page, see Figure 6.11

below:

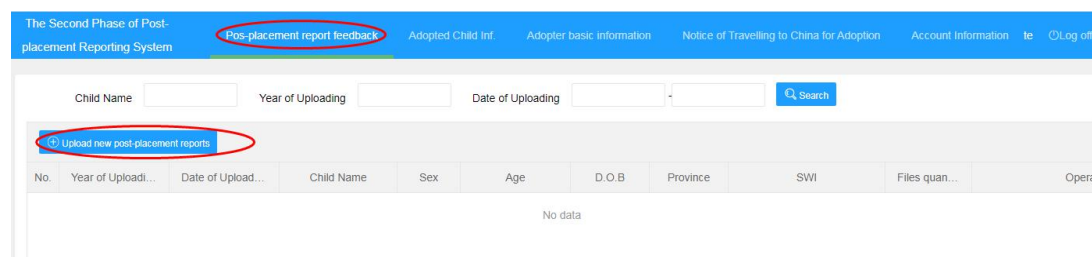


Figure 6.11

This page contains the list of Post-Placement Phase II Report feedback; a row of records represents one feedback. The list is blank if no feedback is given. The list contains following items:

No., Year of upload, Date of Upload, Child Name, Sex, Age, D.O.B, Province, SWI, File quantity, and Operation, which

File quantity indicates the total number of documents included in this feedback.

Operation indicates the operations that can be performed on this feedback record, which includes Upload, Submit, Check, and Delete, which

Upload: upload Post-Placement Phase II Feedback Report.

Submit: Submit the Post-Placement Phase II Feedback Report to China Centre of Children's Welfare and Adoption.

Check: View the uploaded Post-Placement Phase II Feedback Report after submitting it to the centre.

Delete: Delete the report entirely before submitting the Post-Placement Phase II Feedback Report to China Centre of Children's Welfare and Adoption.

Click **Upload new post-placement reports** in Figure 6.11, enter the Adopted Child Selection page, as shown in Figure 6.12, and select the adopted child for the second phase of post-placement reporting, and click **OK**.

Figure 6.12

After successful saving, a new feedback record is added to the list with a File quantity of 0, as shown in Figure 6.13 below

No.	Date of Upload...	Child Name	Sex	Age	D.O.B	Province	SWI	Files quan...	Operation
1	2021-03-29	HONG HAN HAN	Male	5 year 5 months	2015-10...	Jiangxi	Nanchang Social Welfar...	0	Upload Submit Delete

Figure 6.13

6.2. Upload Report

Click the **Upload** shown in Figure 6.21 below to enter the page shown in Figure 6.22.

No.	Date of Upload...	Child Name	Sex	Age	D.O.B	Province	SWI	Files quan...	Operation
1	2021-03-29	HONG HAN HAN	Male	5 year 5 months	2015-10...	Jiangxi	Nanchang Social Welfar...	0	Upload Submit Delete

Figure 6.21

Upload files

Type of the post-placement reports

- Photos
- Videos
- Texts
- Others

Uploading requirements: Photos should be in JPG, JPEG, GIF or PNG format with no less than 5 pictures. Videos should be in MP4 format and made within 1 minute. Texts should be in PDF, DOC or DOCX format. Photos, videos and writing materials should mainly reflect the adopted children's life, medical treatment and rehabilitation, academic achievements, talent display and public welfare or competition activities, etc.

[Upload](#) [Del](#)

No.	Document type	File name	Type	Size	Date	Operatic
No data						

Figure 6.22

The types of reports that can be uploaded include Photos, Videos, Texts, and Others, with the following file upload format requirements:

Photos: Image format can be JPG, JPEG, GIF or PNG, no less than 5 images at a time.

Videos: Video format is MP4, the length of time is limited to 1 minute.

Texts: The text format can be in PDF, DOC or DOCX.

Photos, videos and writing materials should mainly reflect the adopted children's life, medical treatment and rehabilitation, academic achievements, talent display and public welfare or competition activities, etc.

Click **Upload** shown in Figure 6.22 to enter the file upload page, as shown in Figure 6.23 below

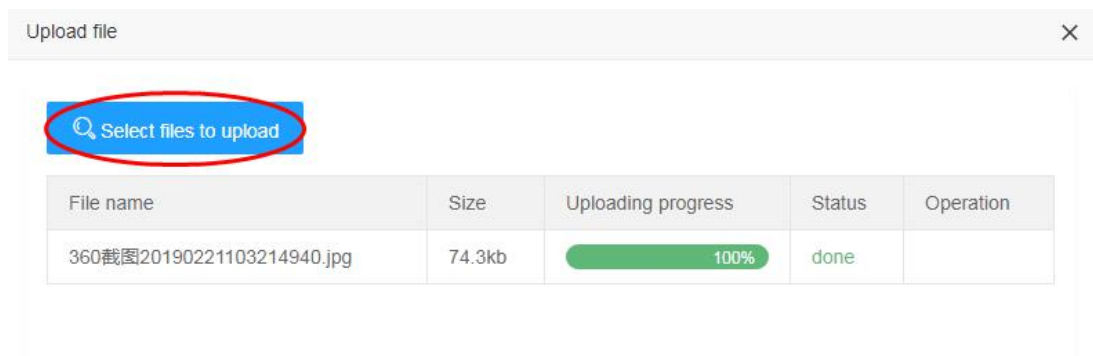


Figure 6.23

Click **Select files to upload** shown in Figure 6.23, select the files and upload them. When the files are uploaded successfully, the **Uploading Progress** shows 100% and **Status** shows done, continue to click **Select files to upload** until all the photos that need to be uploaded have been uploaded. After uploading, click **Close** shown in Figure 6.24.

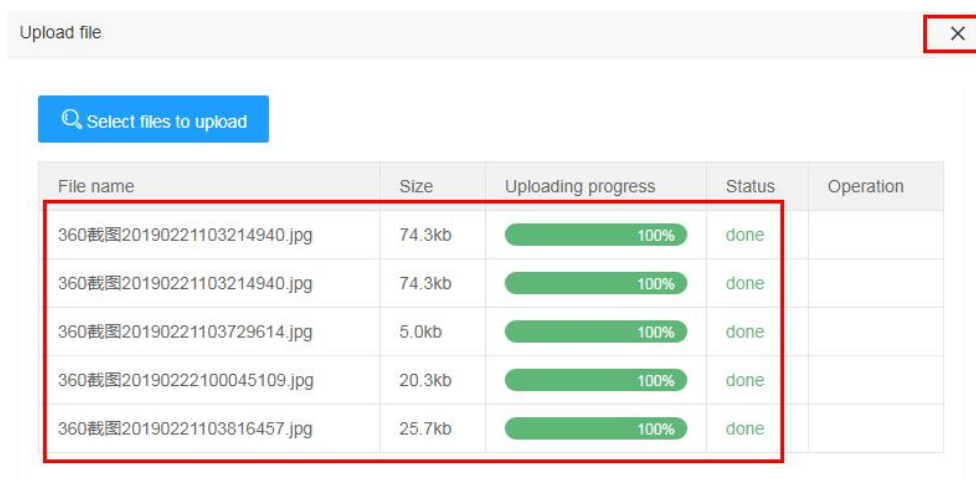


Figure 6.24

Return to the report upload type selection page, showing the image just uploaded, see Figure 6.25.

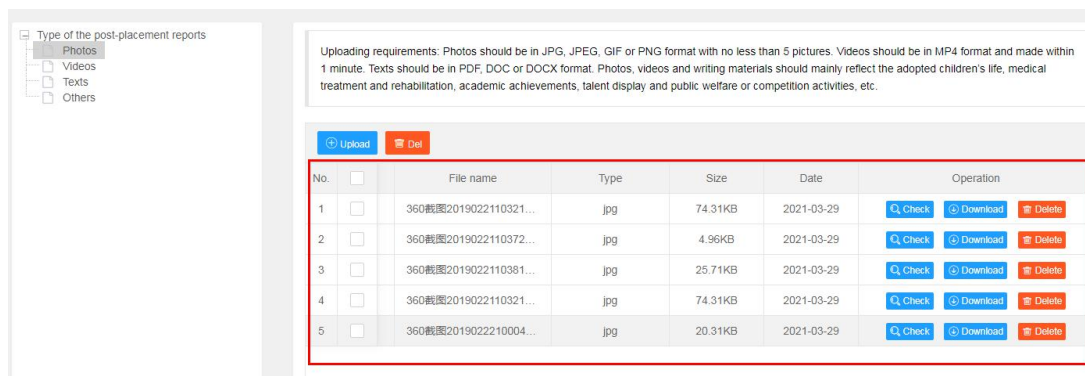


Figure 6.25

In Figure 6.25,
Click **Check** to view uploaded images;

Click **Download** to download the uploaded images;

Click **Delete** to delete the uploaded images;

In the same way, select Videos, Texts can upload videos and texts.

Once all feedback types such as images, videos and files have been uploaded, click **X** at the top right, see Figure 6.26 below

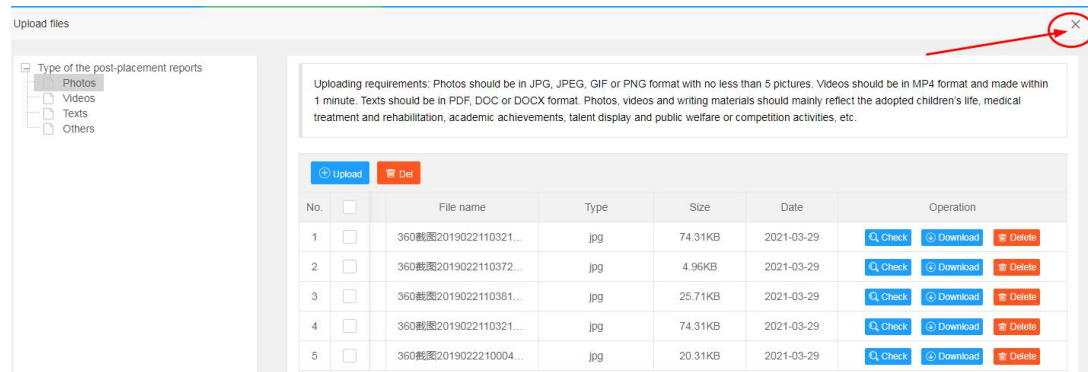


Figure 6.26

Return to the report list page, see Figure 6.27, the File quantity is shown as 6, indicating that the total number of uploaded images and videos for the report is 6.

No.	Date of Upload...	Child Name	Sex	Age	D.O.B	Province	SWI	Files quan...	Operation
1	2021-03-29	HONG HAN HAN	Male	5 year 5 months	2015-10...	Jiangxi	Nanchang Social Welfar...	6	Upload Submit Delete

Figure 6.27

6.3. Submit Report

After the report is uploaded, it must be submitted, otherwise, the report feedback is not completed. Click **Submit** shown in Figure 6.31.

No.	Date of Upload...	Child Name	Sex	Age	D.O.B	Province	SWI	Files quan...	Operation
1	2021-03-29	HONG HAN HAN	Male	5 year 5 months	2015-10...	Jiangxi	Nanchang Social Welfar...	6	Upload Submit Delete

Figure 6.31

Click **OK** in the pop-up "Confirm Submission" dialog box to submit this report to China Centre of Children's Welfare and Adoption.

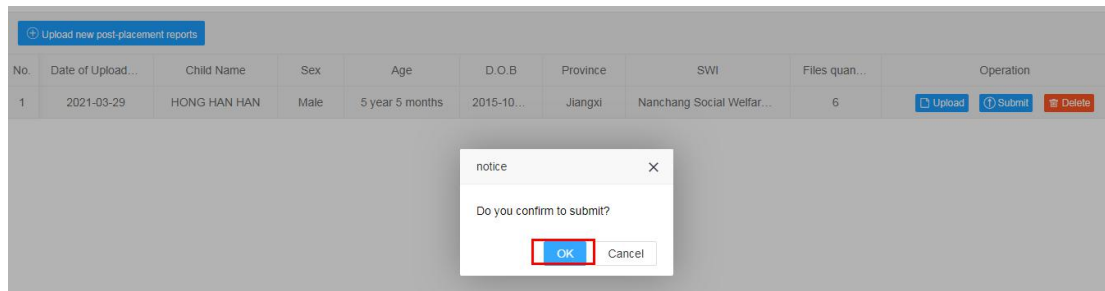


Figure 6.32

After the report is submitted, the feedback report cannot be deleted and can only be viewed. See Figure 6.33 below.



Figure 6.33

6.4. Delete Report

A placement feedback report can be deleted before it has been submitted to China Centre of Children's Welfare and Adoption. Click **Delete** corresponding to the report, as shown in Figure 6.41 below, to delete the unsubmitted feedback report.



Figure 6.41

6.5. View Report

Click **Check** shown in Figure 6.51 to view the submitted feedback report.



Figure 6.51

6.6. View the adopted child's information

Click "Adopted Child Inf" link shown in Figure 6.61 to view the adopted child's information.

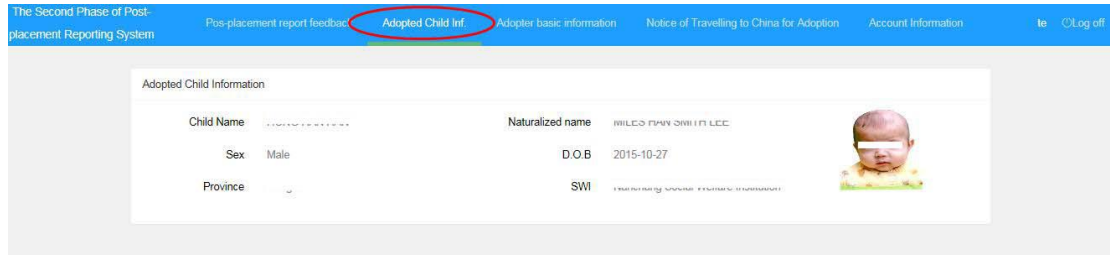


Figure 6.61

6.7. View the adopter’s information

Click **Adopter basic information** as shown in Figure 6.71 to view the adopter’s information.

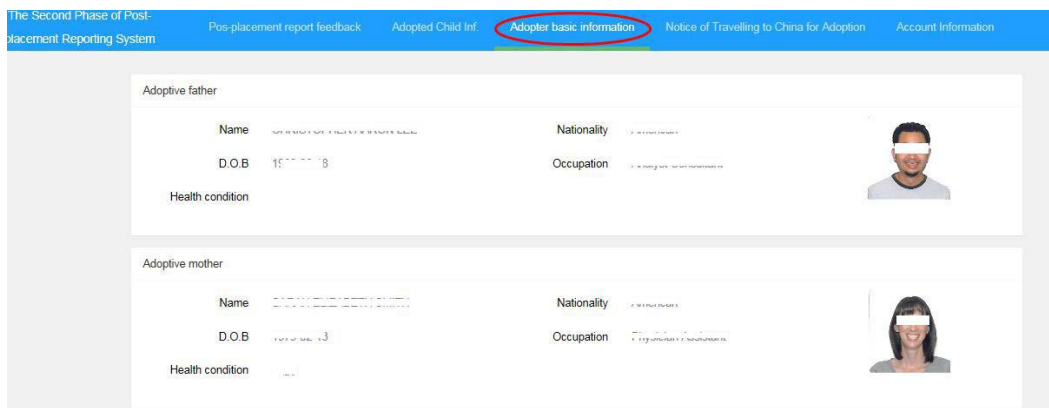


Figure 6.71

6.8. View Notice of Travelling to China for Adoption

Click **Notice of Travelling to China for Adoption** as shown in Figure 6.81 to view the Notice of Travelling to China for Adoption of the adopted child.



Figure 6.81

6.9. Change Account Password

Click **Account Information** as shown in Figure 6.91 to view the registration information of the account and can change login password.

Account information

Account name	te
E-mail	*****@*****.com
Create account time	2021-03-29 01:48:29
Verification time	2021-03-29 01:48:29
Your new password	<input type="password"/>
Confirm your new password	<input type="password"/>

[Change password](#)

Figure 6.91