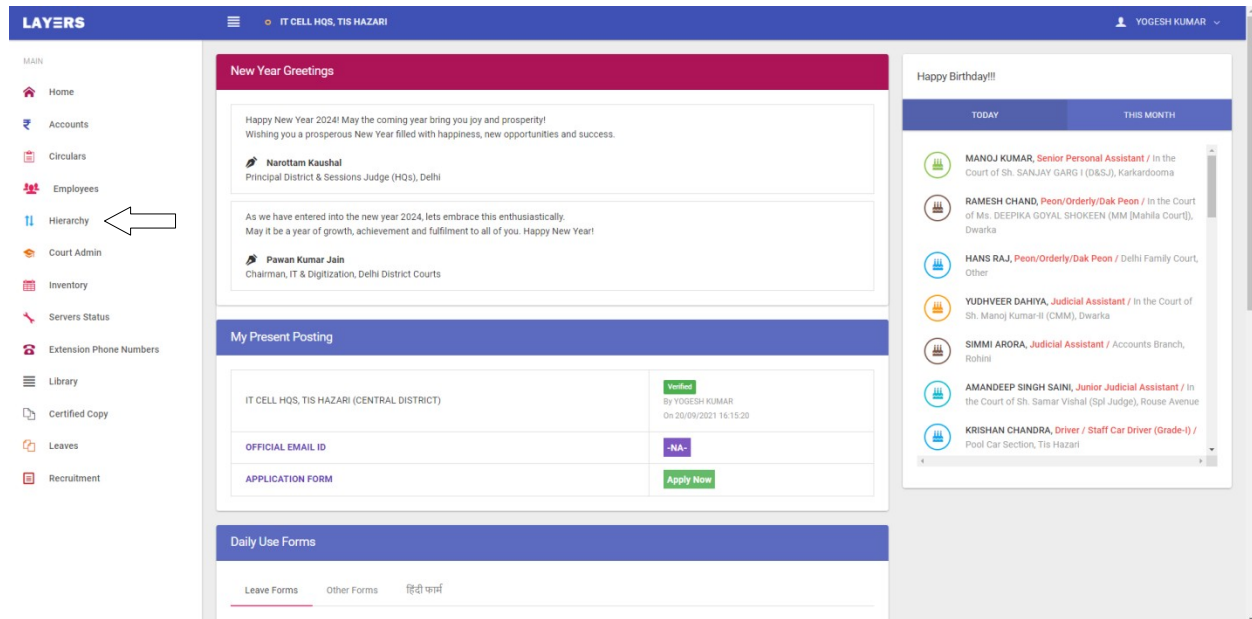
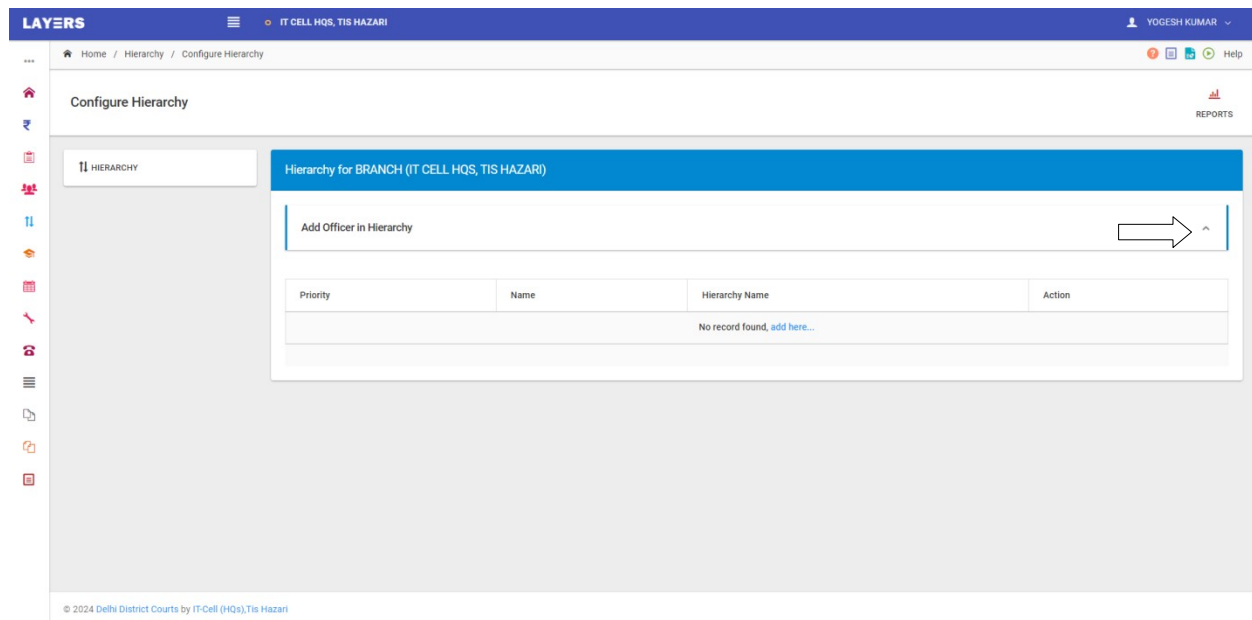


Step By Step Guide on How to Create Hierarchy:

Step 01: Click on “Hierarchy” button available on Left Menu Bar.



Step 02: Click On the “arrow” button .



Step 03: Click on the Search Button to Search the name of the Officer.

LAYERS IT CELL HQS, TIS HAZARI YOGESH KUMAR

Home / Hierarchy / Configure Hierarchy

Configure Hierarchy

11 HIERARCHY

Hierarchy for BRANCH (IT CELL HQS, TIS HAZARI)

Add Officer in Hierarchy

Search the Employee

District Name CENTRAL

Branch / Court Name IT CELL HQS, TIS HAZARI

Hierarchy Name District & Sessions Judge (HQs), Delhi

ADD OFFICER

Priority	Name	Hierarchy Name	Action
No record found, add here...			

Step 04: Search the officer by his/her Name or Employee Code.

LAYERS IT CELL HQS, TIS HAZARI YOGESH KUMAR

Home / Hierarchy / Configure Hierarchy

Configure Hierarchy

11 HIERARCHY

Hierarchy for BRANCH (IT CELL HQS, TIS HAZARI)

Add Officer in Hierarchy

Search the Employee

District Name CENTRAL

Branch / Court Name IT CELL HQS, TIS HAZARI

Hierarchy Name District & Sessions Judge (HQs), Delhi

ADD OFFICER

Priority	Name	Hierarchy Name	Action
No record found, add here...			

Search Employee

Select Filter Option Employee Code

Enter Filter Text

SEARCH

CLOSE SELECT

Step 05: Enter the Name/Employee Code of the officer.

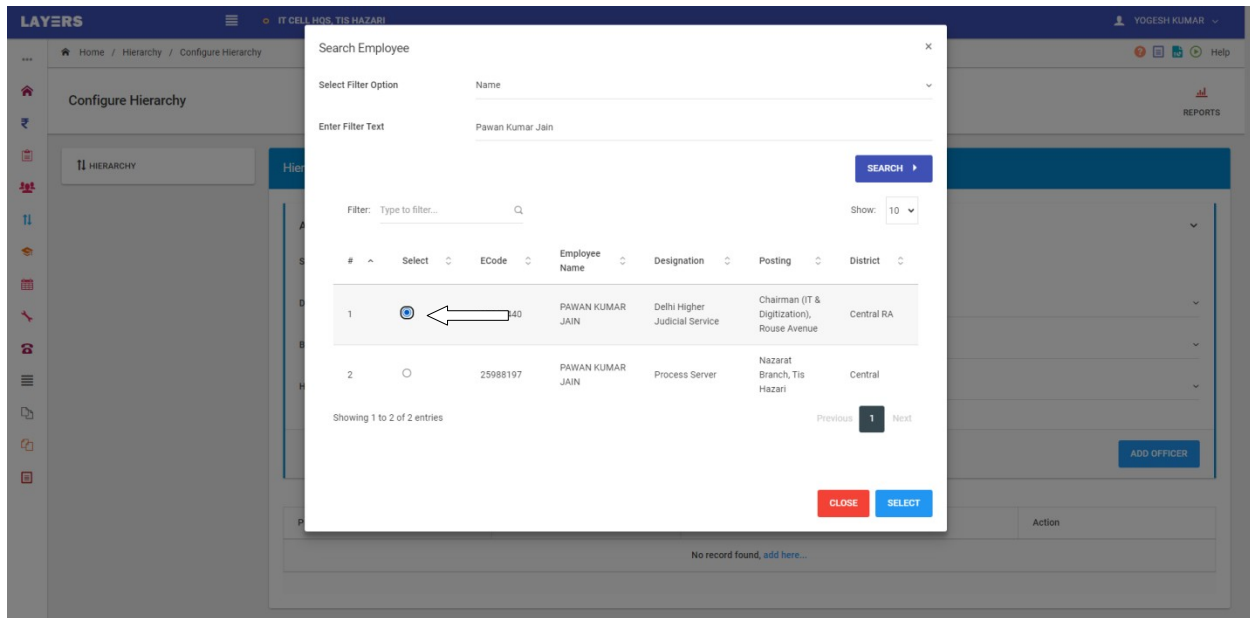
The screenshot shows the 'Configure Hierarchy' interface with a 'Search Employee' modal open. The modal has a 'Select Filter Option' dropdown set to 'Name' and an 'Enter Filter Text' input field containing 'Pawan Kumar Jain'. An arrow points to the input field. The 'SEARCH' button is highlighted in blue. Below the modal, the 'Configure Hierarchy' form is visible, showing fields for District Name (CENTRAL), Branch / Court Name (IT CELL HQS, TIS HAZARI), and Hierarchy Name (District & Sessions Judge (HQs), Delhi). An 'ADD OFFICER' button is at the bottom right. A table at the bottom shows columns for Priority, Name, Hierarchy Name, and Action, with a message 'No record found, add here...'.

Priority	Name	Hierarchy Name	Action
No record found, add here...			

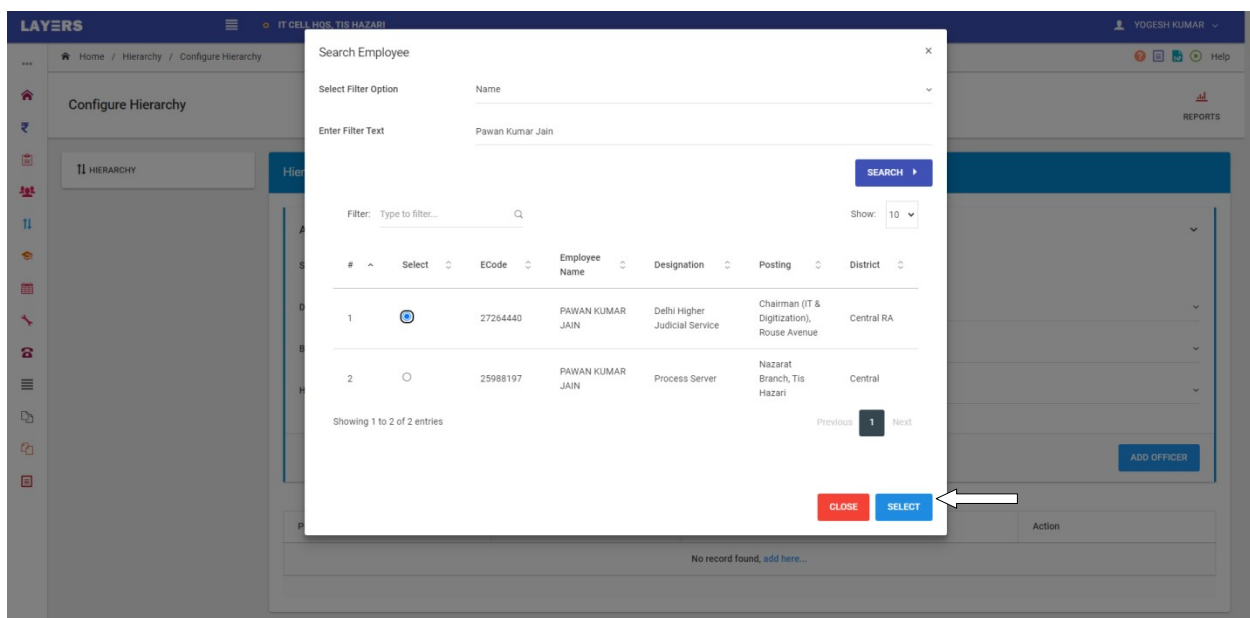
Step 06: Click on Search Button.

The screenshot shows the same 'Configure Hierarchy' interface with the 'Search Employee' modal open. An arrow points to the 'SEARCH' button, which is highlighted in blue. The 'Enter Filter Text' field still contains 'Pawan Kumar Jain'. The background form and table are the same as in the previous step.

Step 07: Click on the “Radio” button available against the name of the officer, whom you want to add in hierarchy.



Step 08: Click on the “Select Button” available at the bottom.



Step 09: Select the Hierarchy Name of the Concerned Officer.

The screenshot shows the 'Configure Hierarchy' interface. The left sidebar contains a 'HIERARCHY' section. The main content area is titled 'Hierarchy for BRANCH (IT CELL HQS, TIS HAZARI)'. It includes a form with the following fields:

- Add Officer in Hierarchy** (dropdown)
- Search the Employee** (text input)
- Employee Name** (text input)
- District Name** (text input)
- Branch / Court Name** (text input)
- Hierarchy Name** (dropdown menu)

The 'Hierarchy Name' dropdown is open, showing a list of hierarchy names:

- District & Sessions Judge (HQs), Delhi
- District & Sessions Judge
- Chairman (IT & Digitization)
- Officer in-Charge
- Officer in-charge (Link)
- Nodal Officer
- Officer on Special Duty

An arrow points to the 'Hierarchy Name' field. Below the form is a table with the following columns: Priority, Name, Hierarchy Name, and Action. The table is currently empty, with a message 'No record found, [add here...](#)'.

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Step 10: Finally, Click on “Add Officer”.

The screenshot shows the 'Configure Hierarchy' interface. The left sidebar contains a 'HIERARCHY' section. The main content area is titled 'Hierarchy for BRANCH (IT CELL HQS, TIS HAZARI)'. It includes a form with the following fields:

- Add Officer in Hierarchy** (dropdown)
- Search the Employee** (text input)
- Employee Name** (text input)
- District Name** (text input)
- Branch / Court Name** (text input)
- Hierarchy Name** (text input)

The 'Add Officer' button is highlighted with an arrow. Below the form is a table with the following columns: Priority, Name, Hierarchy Name, and Action. The table is currently empty, with a message 'No record found, [add here...](#)'.

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Step 11: Click On the “Ok” button and the officer will be added in hierarchy List. To add more officers in the hierarchy list, repeat the same process.

LAYERS

IT CELL HQS, TIS HAZARI

10.199.31.113 says
Are you sure want to add this employee ?
OK Cancel

YOGESH KUMAR

Home / Hierarchy / Configure Hierarchy

Configure Hierarchy

REPORTS

HERARCHY

Add Officer in Hierarchy

Search the Employee

Employee NamePAWAN KUMAR JAIN

District NameCENTRAL

Branch / Court NameIT CELL HQS, TIS HAZARI

Hierarchy NameChairman (IT & Digitization)

ADD OFFICER

Priority	Name	Hierarchy Name	Action
No record found, add here ...			