Telangana MIS Portal

User Manual

High Court of Telangana (MIS Portal) User Manual For Super Admin

Introduction

Welcome to the Telangana Court User Manual. This guide will help you understand how to use the High Count of Telangana (MIS Portal) effectively to monitor and analyze scanning reports and other relevant data.

Login into the Application:

Access the Application:

Step 1: Open the Portal

Open your web browser and go to the following link:https://mistelcourts.cbslgroup.in/
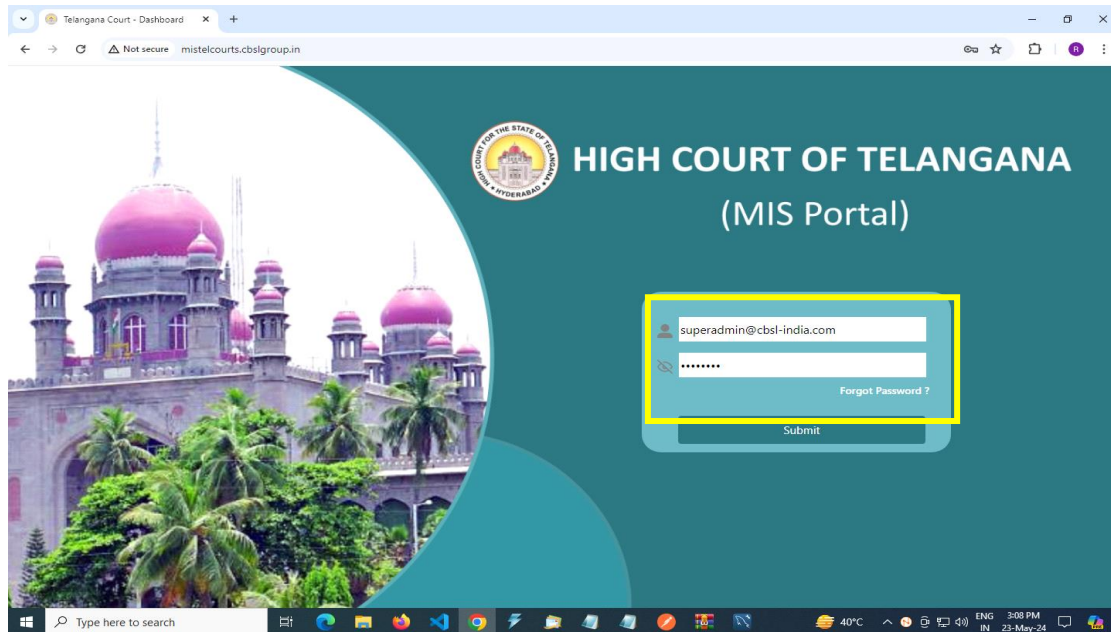
Step 2: Enter Your Email Address

- Locate the email address field on the login page.

- Enter your registered email address in the formatyourname@example.com.

- Example: superadmin@cbsl-india.com

Step 3: Enter Your Password

- Locate the password field.

- Enter your password.

- Example: abc@123

If you want to see the password you entered, click on the eye icon next to the password field.

Step 4: Submit Your Credentials

- Click on the Submit button to log in.

Step 5: Forgot Password

- If you have forgotten your password, click on the Forgot Password? link.

- Follow the instructions provided to reset your password.

Dashboard For Super Admin

SCANNING REPORT OF LAST 30 DAYS
All Location: Images
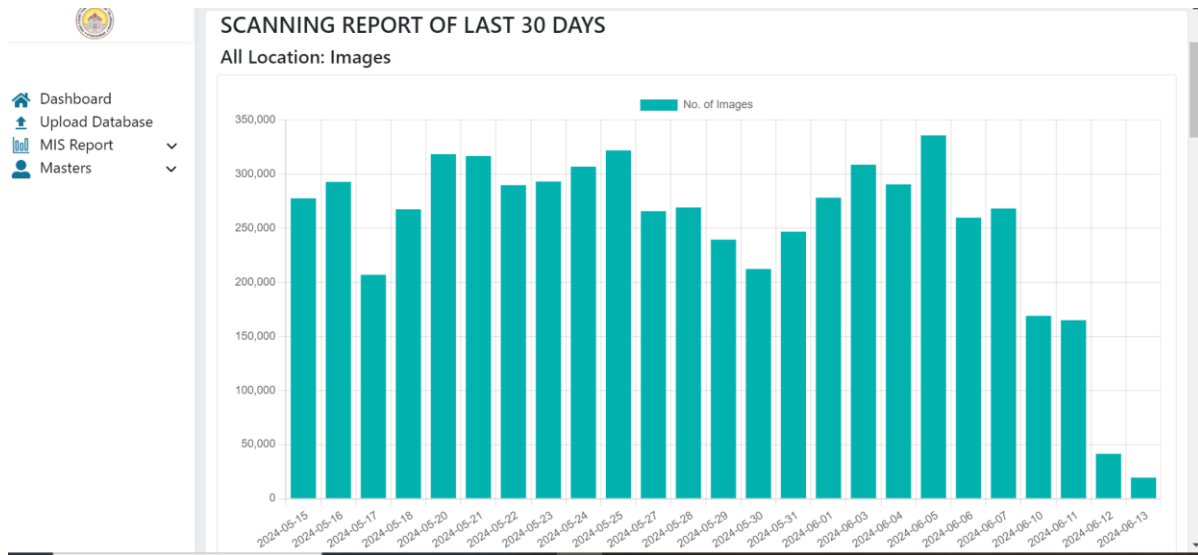
Navigation

➢ **Dashboard:** Provides a summarized view of the platform, including key metrics and recent activity.

➢ **Upload Database:** Allows users to upload and manage image data into the system.

➢ **MIS Report:** Access detailed reports on image scanning activities, including breakdowns by location and time.

➢ **Masters:** Manages user accounts and roles within the platform.

Key Features

➢ Search Locations: Allows users to filter the scanning report by specific locations.

➢ Image Count: Displays the total number of images scanned for each day.
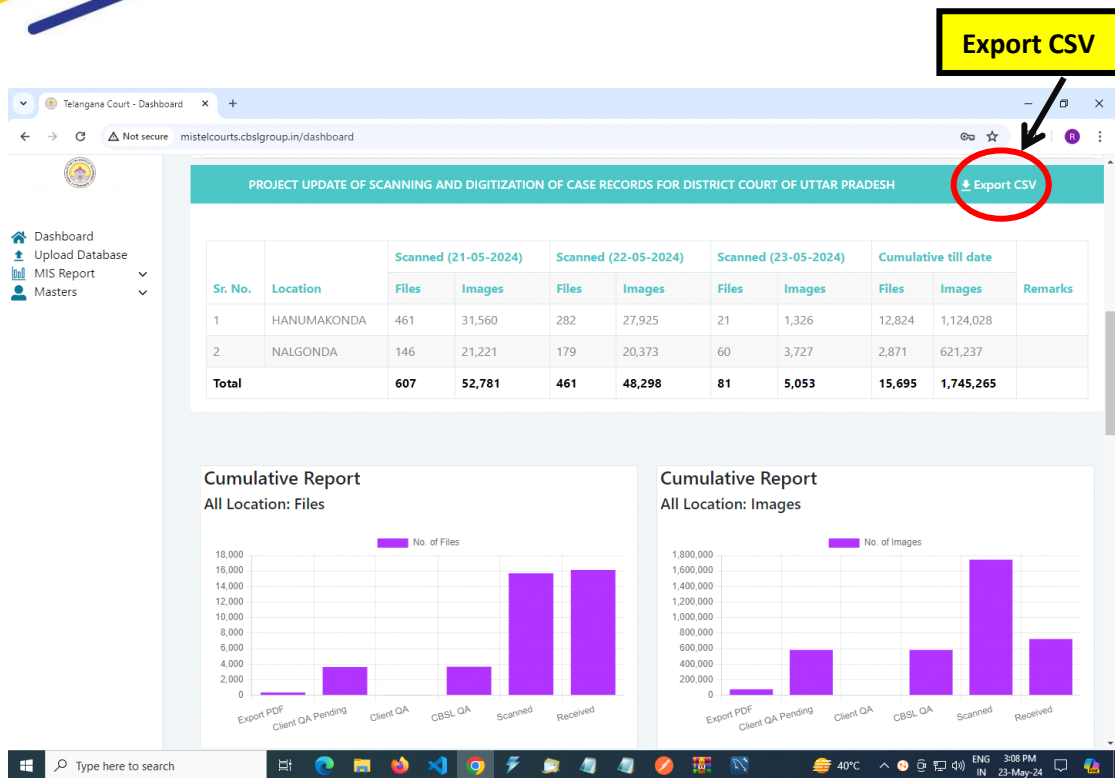
Report Features

1. Daily Scanning Summary

➤ Date Columns: The report includes columns for the latest three days of scanning activity.

➤ Location Details: Each row represents a different court location, showing the number of files and images scanned daily.

➤ Totals: Daily totals are provided at the bottom of the table.

2. Cumulative Totals

➤ Cumulative till Date: This column shows the total number of files and images scanned to date for each location.

➤ Remarks: Any additional notes or remarks related to the scanning process.

3. Interacting with the Report

➤ Export CSV: Use the "Export CSV" button to download the data for further analysis.

4. Understanding the Data

Daily Scanning Activity

➤ Files and Images: The number of files and images scanned each day.

➤ Variations: Monitor for consistent scanning activity and identify any anomalies.

5. Cumulative Data

➢ <u>Progress Tracking:</u> Keep track of the overall progress by reviewing the cumulative totals.

➢ <u>Performance Insights:</u> Use the data to understand the performance of different locations.

6. Cumulative Report Charts

Files and Images Overview

➢ <u>Cumulative Report - Files:</u> Displays a bar graph showing the total number of files in various stages (e.g., Export PDF, Client QA Pending, Scanned).

➢ <u>Cumulative Report - Images:</u> Displays a bar graph showing the total number of images in various stages.
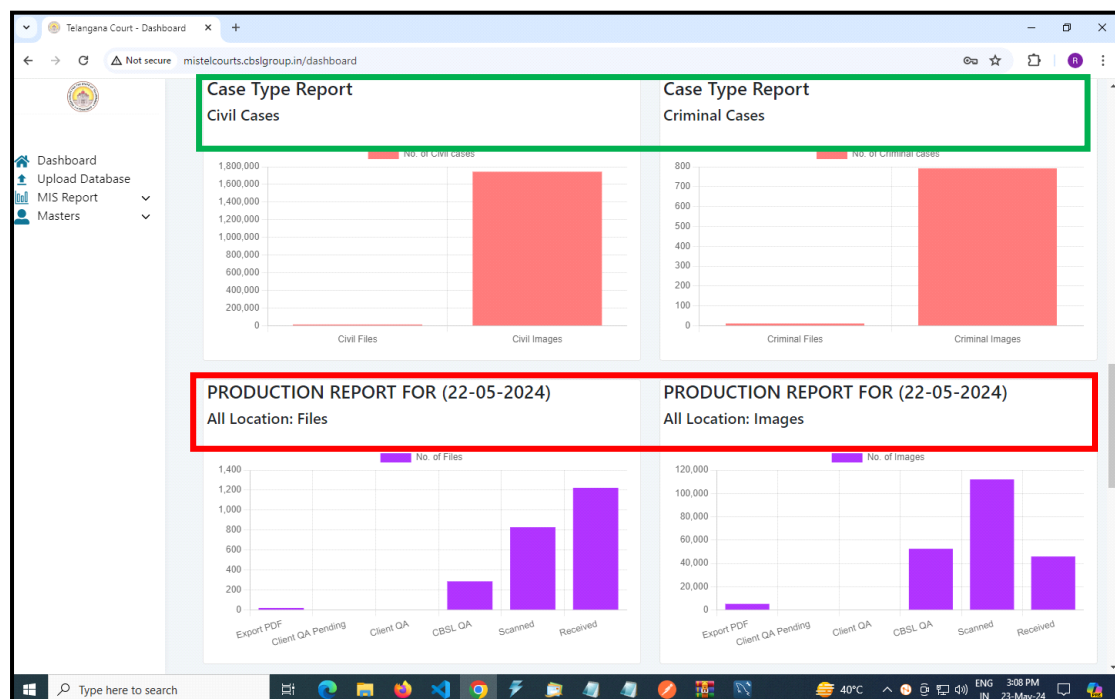
● Case Type Report

Civil Cases

➢ <u>Civil Files and Images:</u> The bar graph shows the number of civil case files and images scanned.

➢ <u>Graph Interpretation:</u> The height of the bars represents the volume of scanned civil files and images.

Criminal Cases

➢ Criminal Files and Images: The bar graph shows the number of criminal case files and images scanned.

➢ Graph Interpretation: The height of the bars represents the volume of scanned criminal files and images.

● **Production Report**

Daily Production Metrics (23-05-2024)

➢ All Location: Files: Displays the number of files processed in different stages such as Export PDF, Client QA Pending, Client QA, CBSL QA, Scanned, and Received.

➢ All Location: Images: Displays the number of images processed in different stages similar to files.

Interacting with the Reports

➢ Hover for Details: Hover over the bars to see exact numbers for files and images.

➢ Daily Updates: The production report updates daily to provide the latest metrics.
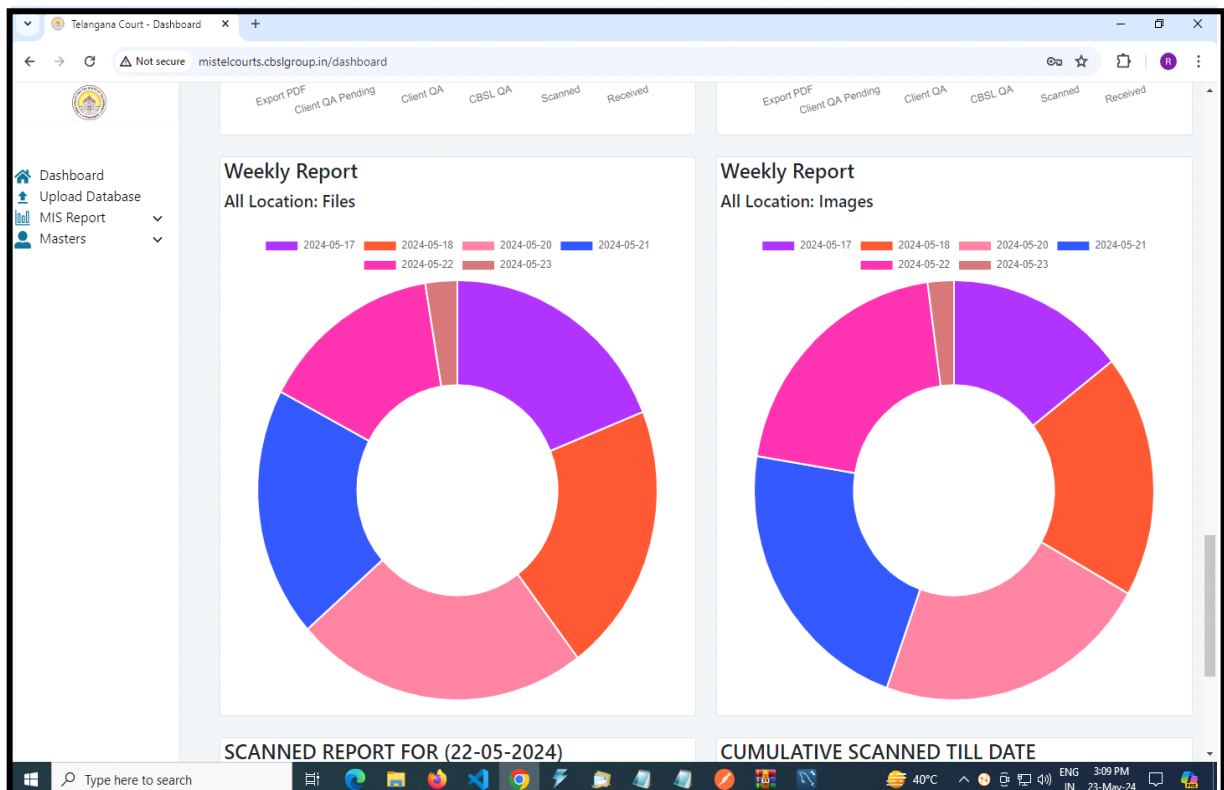
Weekly Report

All Location: Files

➢ Pie Chart: Displays the proportion of files scanned each day over the past week.

➢ Date Legend: Different colors represent different dates, as indicated in the legend.

All Location: Images

➢ Pie Chart: Displays the proportion of images scanned each day over the past week.

➢ Date Legend: Different colors represent different dates, as indicated in the legend.

SCANNED REPORT FOR (13-06-2024)
All Location: Images

NALGONDA
■ No. of Images: 5,810

CUMULATIVE SCANNED TILL DATE
All Location: Images
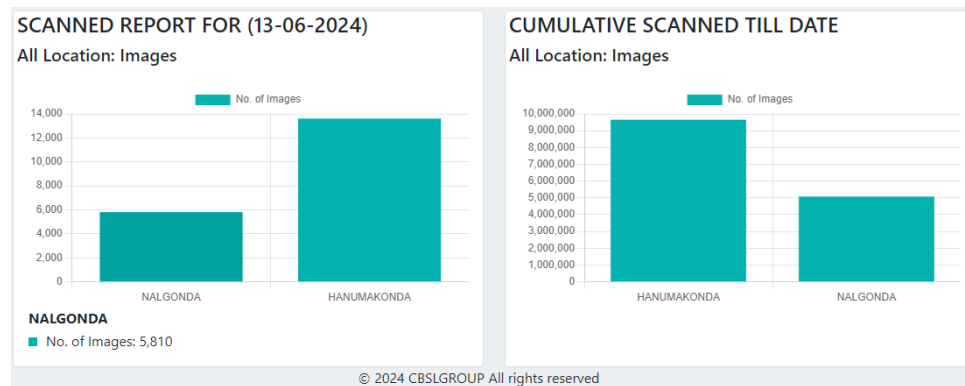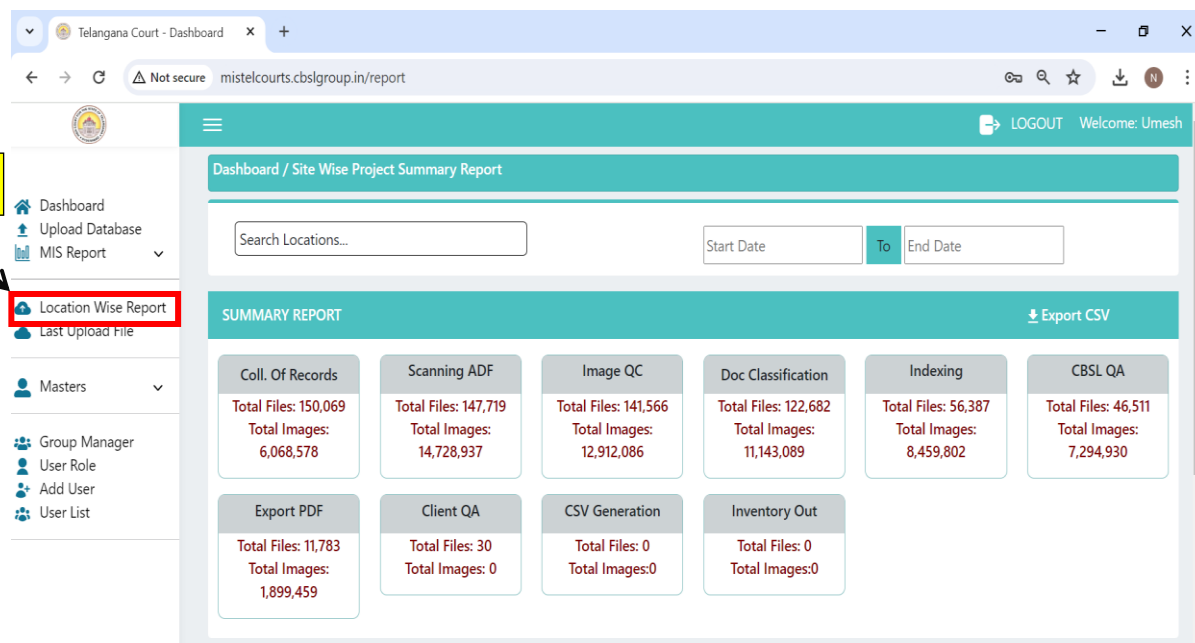
Scanned Report

➢ Access: Go to Dashboard > Scanned Report.

➢ Components:

➢ Daily Report: Number of images scanned on a specific date.

➢ Bar Chart: Visual representation.

➢ Usage: Review daily output, ensure accuracy.

Cumulative Scanned Till Date

➢ Access: Go to Dashboard > Cumulative Scanned Till Date.

➢ Components:

➢ Bar Chart: Cumulative images scanned by location.

➢ Location Breakdown: Data for various locations.

➢ Usage: Track progress, identify high-performing locations.

Understanding the Summary Report

The Summary Report provides a quick overview of various project activities. Here's how to interpret the report:

Components of the Summary Report:

➢ Collection Off: Total number of files and images collected.

➢ Scanning ADF: Total number of files and images scanned using Automatic Document Feeder.

➢ Image QC: Total number of files and images that have passed Quality Control.

➢ Document Classification: Total number of files and images classified.

➢ Indexing: Total number of files and images indexed.

➢ CSBL QA: Total number of files and images that have passed CSBL Quality Assurance.

➢ Export PDF: Total number of files and images exported as PDF.

➢ Client QA: Total number of files and images that have passed Client Quality Assurance.

➢ CSV Generation: Total number of files and images for which CSV files have been generated.

➢ Inventory Out: Total number of files and images that have been inventoried out.

Location Wise Detailed Cumulative Report

The Location Wise Detailed Cumulative Report provides a detailed breakdown of the scanning activities for each location. Here's how to interpret the report:

Components of the Detailed Report:

➢ Location: Name of the court or location.

➢ Collection of Records: Number of files and images collected.

➢ Scanning ADF: Number of files and images scanned using Automatic Document Feeder.

➢ Image QC: Number of files and images that have passed Quality Control.

➢ Document Classification: Number of files and images classified.

➢ Indexing: Number of files and images indexed.

➢ CSBL QA: Number of files and images that have passed CSBL Quality Assurance.

Understanding the MIS Report/Last Upload File

The MIS Report/Last Upload File section provides detailed information about the most recent file uploads. Here's how to interpret the report:
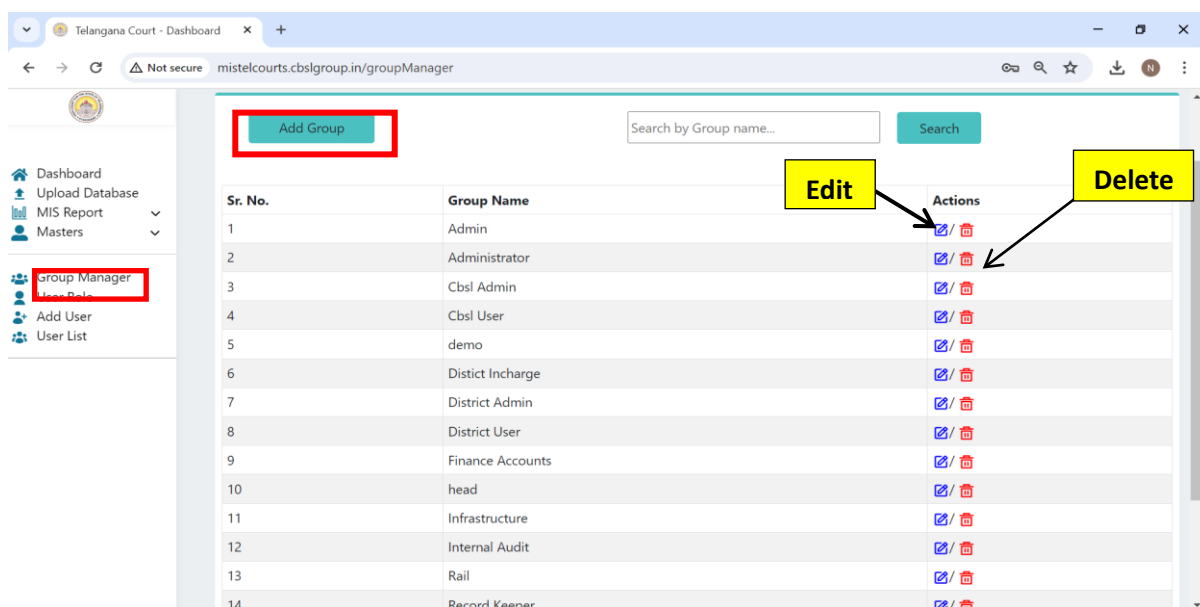
Components of the MIS Report/Last Upload File:

➢ Sr. No.: Serial number of the entry.

➢ Location Name: Name of the court or location.

➢ File Date: Date when the file was created.

➢ Upload Date Time: Date and time when the file was uploaded.

➢ App Version: Version of the application used for the upload.

Search Function:

➢ Use the search bar to filter the report by specific locations or file details.

Group Manager:

Components of the User Group Management:

➤ <u>Sr. No.:</u> Serial number of the entry.

➤ <u>Group Name:</u> Name of the user group.

➤ <u>Actions:</u> Options to edit or delete the user group.

Adding a New Group:

➤ Click on the "Add Group" button.

➤ Enter the group name in the provided field.

➤ Click "Save" to add the new group.

Editing a Group:

➤ Click the edit icon (pencil) next to the group you want to edit.

➤ Modify the group name as needed.

➤ Click "Save" to update the group.

Deleting a Group:

➤ Click the delete icon (trash can) next to the group you want to delete.

➤ Confirm the deletion when prompted.

➤ Searching for a Group:

➤ Use the search bar at the top to filter groups by name.

Thanks