

Telangana MIS Portal

User Manual



High Court of Telangana (MIS Portal) User Manual For CBSL User

Introduction

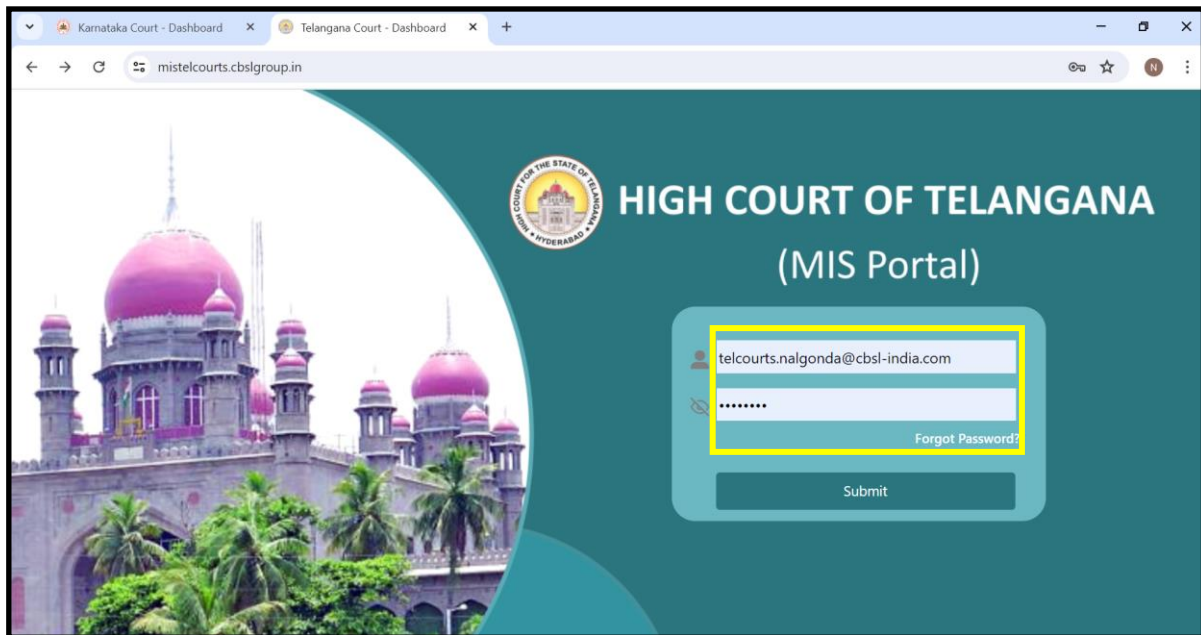
Welcome to the Telangana Court User Manual. This guide will help you understand how to use the High Court of Telangana (MIS Portal) effectively to monitor and analyze scanning reports and other relevant data.

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 format yourname@example.com.
- Example: telcourts.nalgonda@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.

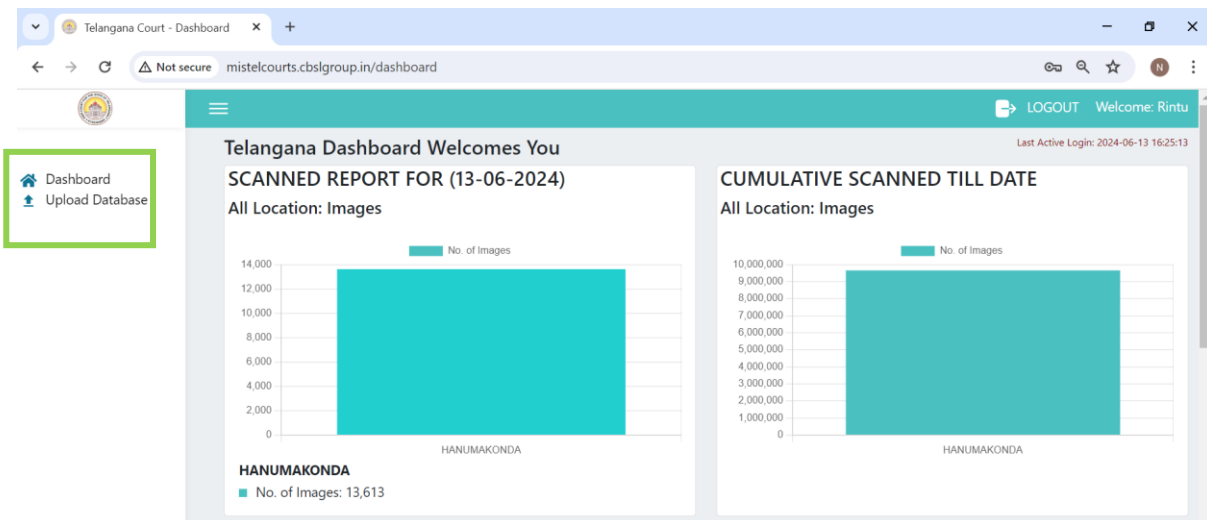
Step 4: Submit Your Credentials

- 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 CBSL User



Navigating the Dashboard

Upon successful login, you will see the main dashboard interface. The primary sections include:

- Dashboard: Overview of all activities.
- Upload Database: Section to upload new data.

Viewing Scanned Reports

The dashboard provides various reports to help you monitor and analyze scanned data.

Scanned Report for a Specific Date

- Scanned Report for (Date): Displays the number of images scanned for a specific date.
- All Location: Images: A bar chart showing the number of images scanned across all locations.

Cumulative Scanned Till Date

- Cumulative Scanned Till Date: Shows the total number of images scanned up to the current date.
- All Location: Images: A bar chart representing the cumulative number of images scanned across all locations.

Scanning Report of Last 30 Days

Scanning Report of Last 30 Days: Provides a detailed view of the number of images scanned over the past 30 days.

- **All Location: Images:** A bar chart showing the daily scanning activity for the last 30 days.

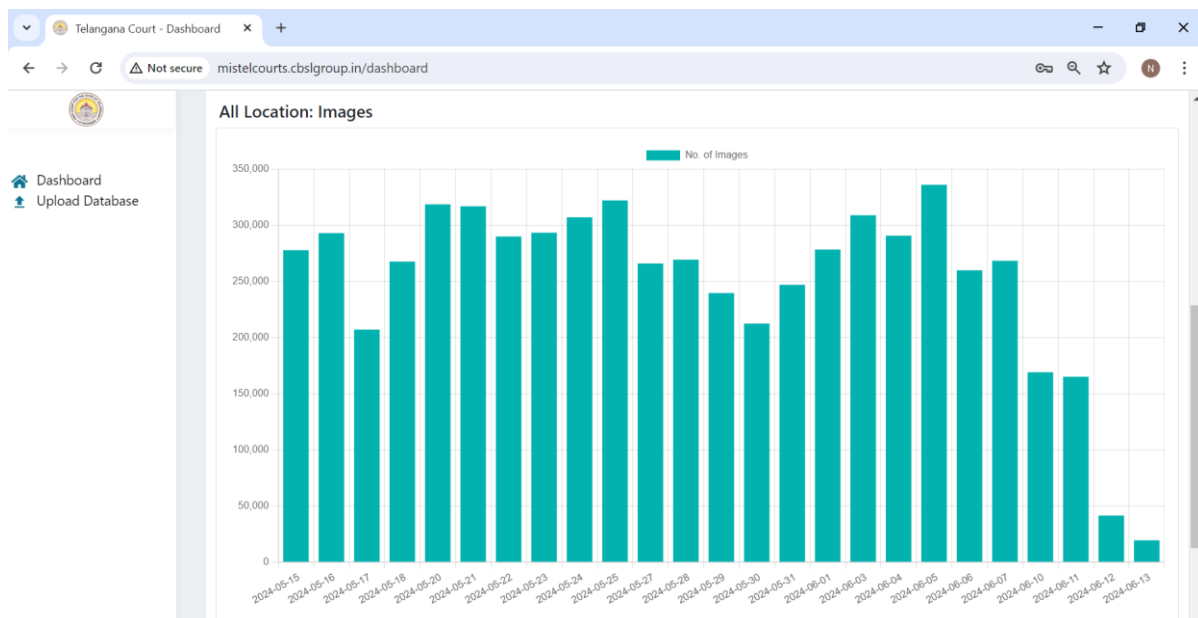
Uploading Data

To upload new data, navigate to the "Upload Database" section:

- Click on the "Upload Database" link in the left sidebar.
- Follow the instructions to upload your data file.

Additional Features

- **Export CSV**
 - Click on the "Export CSV" button to download the scanned data in CSV format.
- **Search Locations**
 - Use the search bar to filter the scanning report by specific locations.

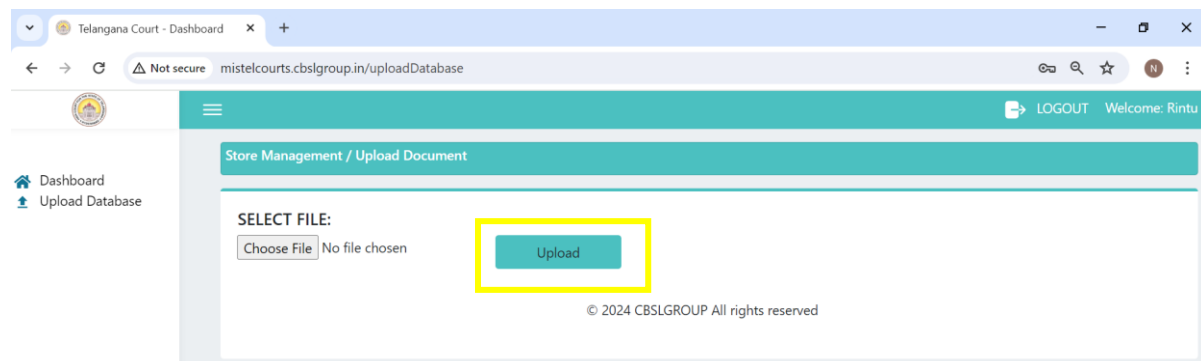


Sr. No.	Location	Scanned (12-06-2024)		Scanned (13-06-2024)		Scanned (14-06-2024)		Cumulative till date		Remarks
		Files	Images	Files	Images	Files	Images	Files	Images	
1	HANUMAKONDA	622	34,978	275	13,613	0	0	107,194	9,651,955	
Total		622	34,978	275	13,613	0	0	107,194	9,651,955	

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Interpreting the Report

- Sr. No.: Serial number of the location.
- Location: Name of the court or location.
- Scanned (Date): Number of files and images scanned on specific dates.
- Cumulative till date: Total number of files and images scanned up to the current date.
- Remarks: Any additional comments or notes.



Uploading Documents

To upload documents, follow these steps:

- Navigate to the "Upload Database" section by clicking on the "Upload Database" link in the left sidebar.
- You will be directed to the "Store Management / Upload Document" page.
- Click on the "Choose File" button to select the file you want to upload from your computer.
- Once the file is selected, click the "Upload" button to upload the document to the portal.

Upload Screen

- Choose File: Click this button to browse and select the file from your computer.

- Upload: Click this button to upload the selected file.

Thanks