Telangana MIS Portal

User Manual

High Court of Telangana (MIS Portal) User Manual For CBSL 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/
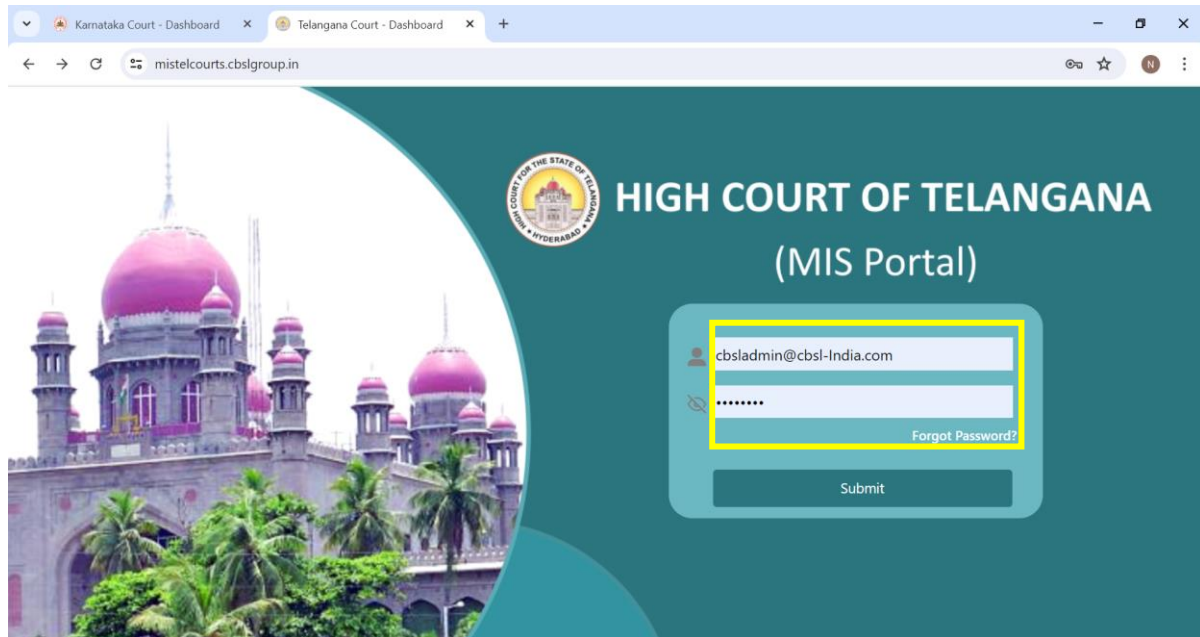
Step 2: Enter Your Email Address

- Locate the email address field on the login page.

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

- Example: cbsladmin@cbsl-india.com

Step 3: Enter Your Password

- Locate the password field.

- Enter your password.

- Example: abc@123

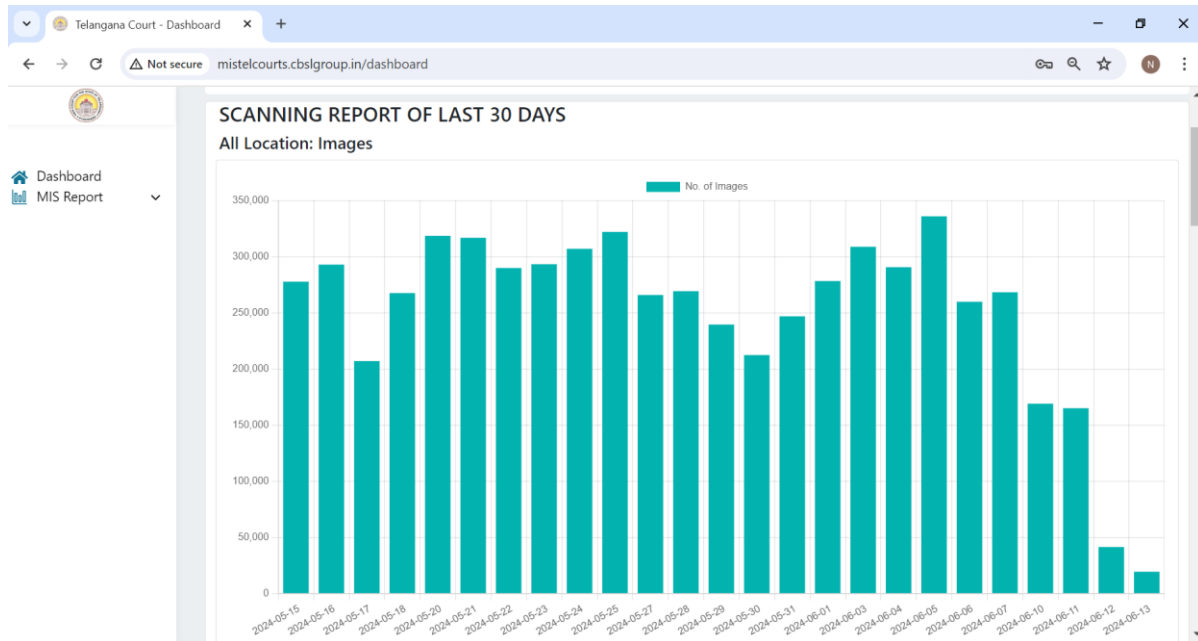If you want to see the password you entered, click on the eye icon next to the password field.

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 Admin

Navigating the Dashboard

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

➢ Dashboard: Overview of all activities.

➢ MIS Report: Section to view various reports.

➢ Location Wise Report: Section to view reports based on specific locations.
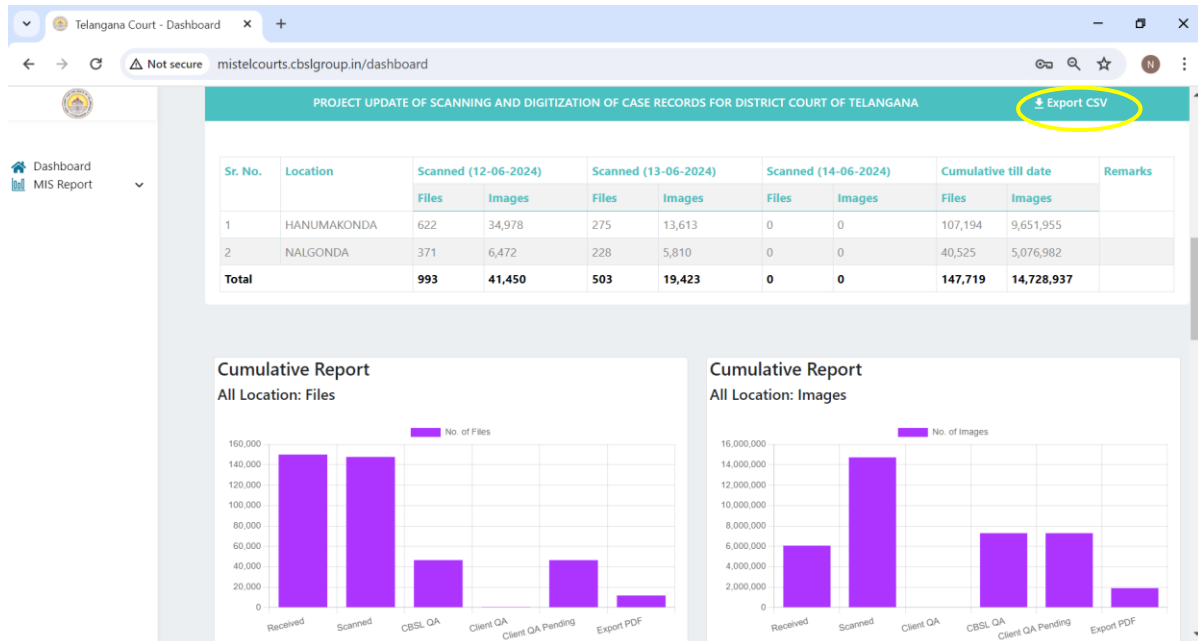
Scanning Report Overview

The "Scanning Report Overview" section provides a detailed view of the number of files and images scanned over the last 30 days.

Export CSV

➢ Click on the "Export CSV" button to download the scanned data in CSV format.

Logout

➢ Click on the "LOGOUT" button at the top right corner to securely log out of the portal.

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.
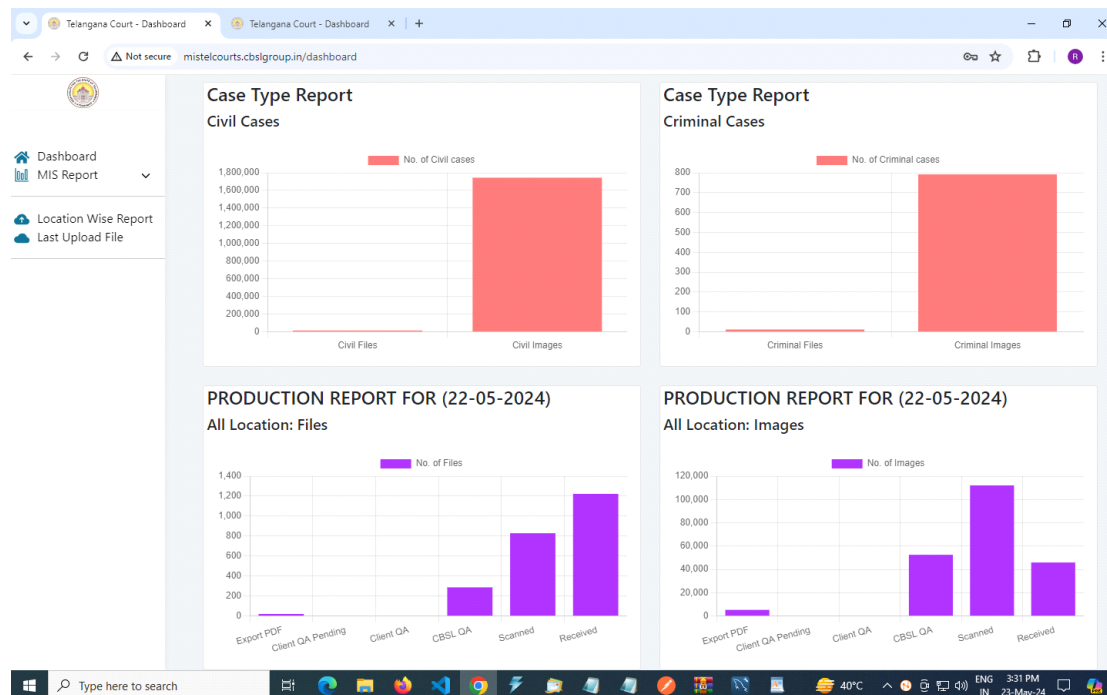
● Case Type Report

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 (22-05-2024)

➢ 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.
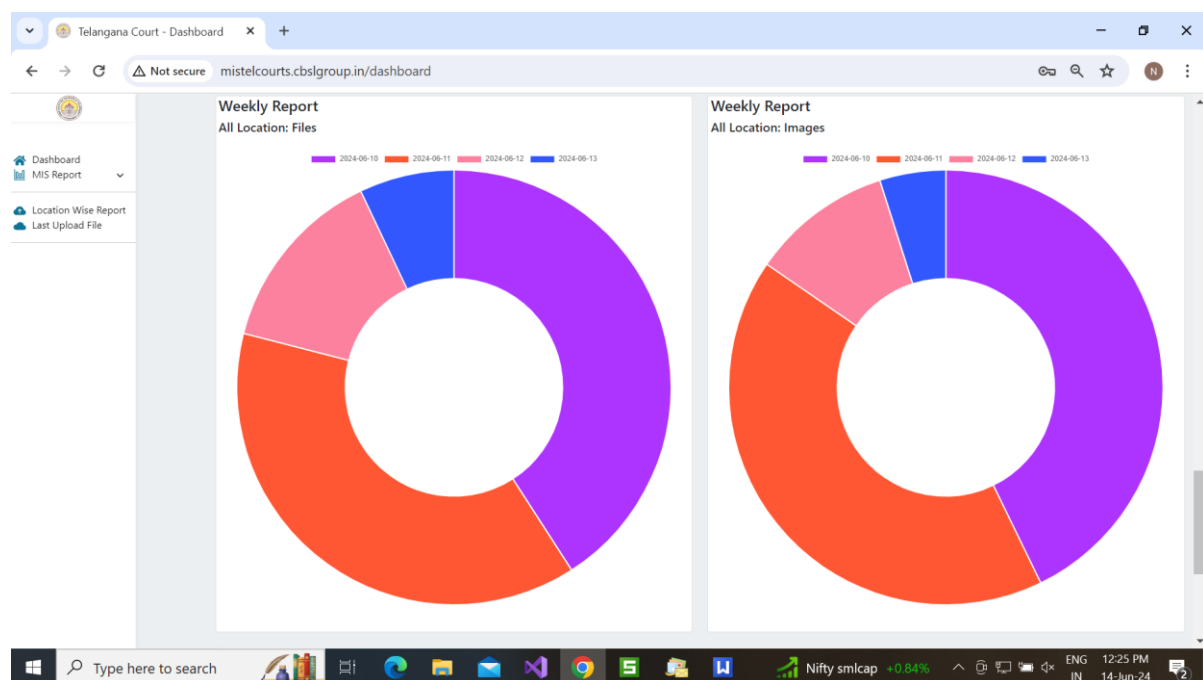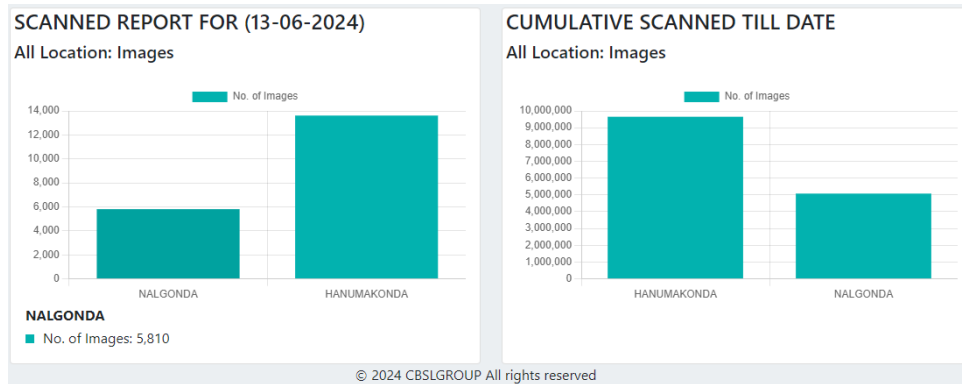

Weekly Report

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

No. of Images

NALGONDA
■ No. of Images: 5,810

CUMULATIVE SCANNED TILL DATE
All Location: Images

No. of 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.
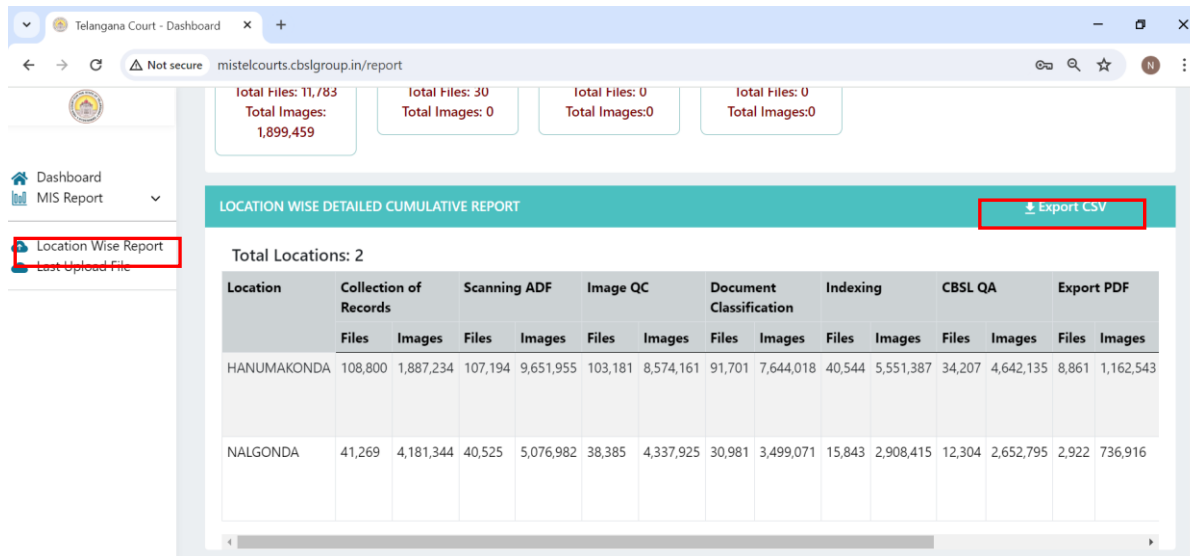
Summary Report Components:
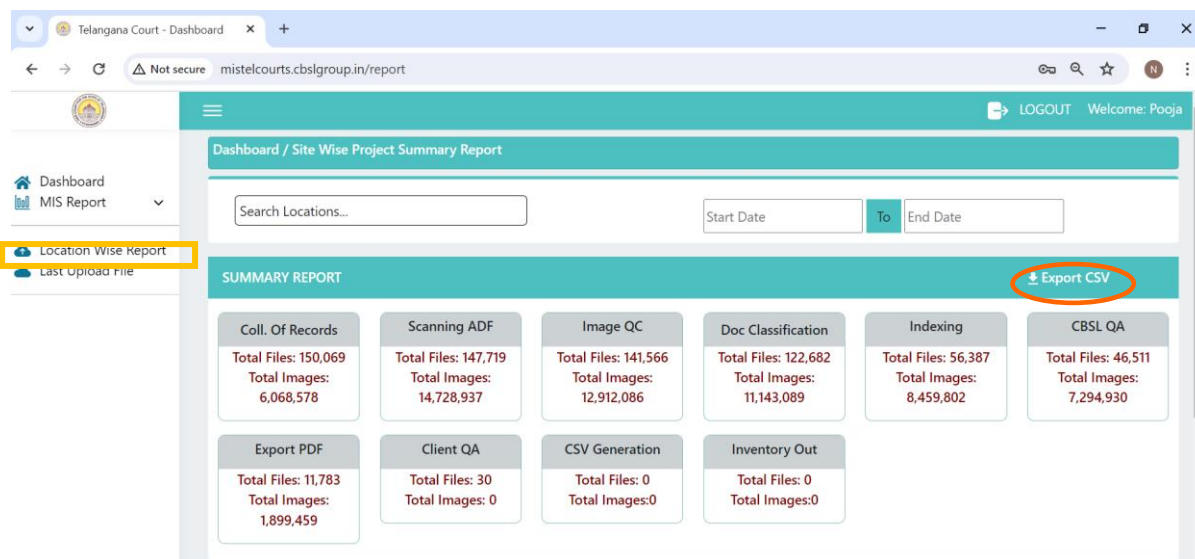
> Collection Of Records: Displays the total number of files and images collected.

> Scanning ADF: Shows the total number of files and images scanned using the Automatic Document Feeder (ADF).

> Image QC: Indicates the total number of files and images that have undergone quality control.

> Document Classification: Displays the total number of files and images classified.

> Indexing: Shows the total number of files and images indexed.

> CBSL QA: Indicates the total number of files and images that have undergone quality assurance by CBSL.

> Export PDF: Displays the total number of files and images exported to PDF.

> Client QA: Shows the total number of files and images that have undergone client quality assurance.

> CSV Generation: Indicates the total number of files and images for which CSV files have been generated.

> Inventory Out: Displays the total number of files and images that have been inventoried out.

Exporting Data

To export the scanned data for further analysis or record-keeping, follow these steps:

> Click on the "Export CSV" button located in the Summary Report section.

➢ The data will be downloaded in CSV format.

Location Wise Report Components:

➢ Collection Of Records: Displays the total number of files and images collected for each location.

➢ Scanning ADF: Shows the total number of files and images scanned using the Automatic Document Feeder (ADF) for each location.

➢ Image QC: Indicates the total number of files and images that have undergone quality control for each location.

➢ Document Classification: Displays the total number of files and images classified for each location.

➢ Indexing: Shows the total number of files and images indexed for each location.

➢ CBSL QA: Indicates the total number of files and images that have undergone quality assurance by CBSL for each location.

➢ Export PDF: Displays the total number of files and images exported to PDF for each location.

➢ Client QA: Shows the total number of files and images that have undergone client quality assurance for each location.

➢ CSV Generation: Indicates the total number of files and images for which CSV files have been generated for each location.

➢ Inventory Out: Displays the total number of files and images that have been inventoried out for each location.
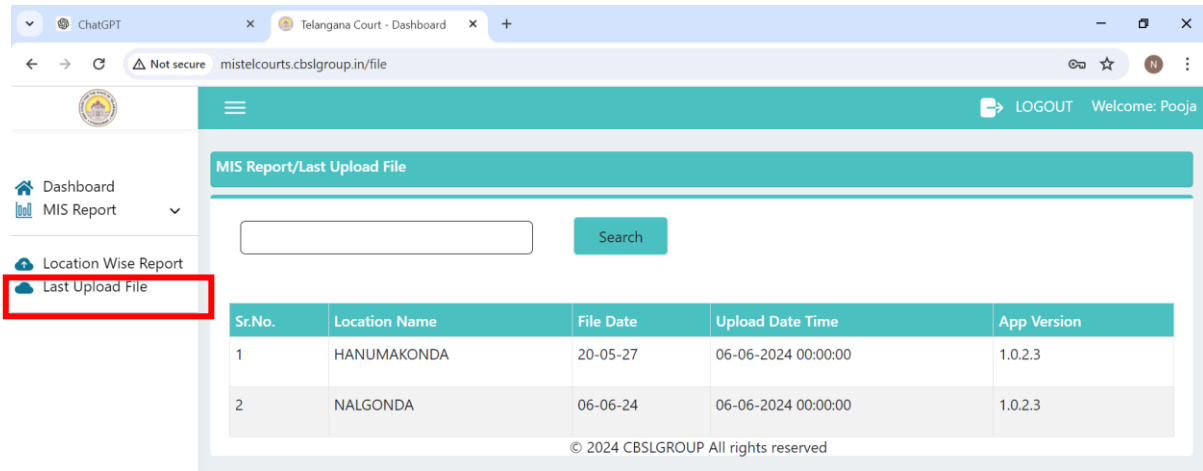
Understanding the MIS Report/Last Upload File

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.

Thanks