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Karnataka MIS Portal

User Manual

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High Court of Karnataka (MIS Portal) User Manual For All District Head

Introduction

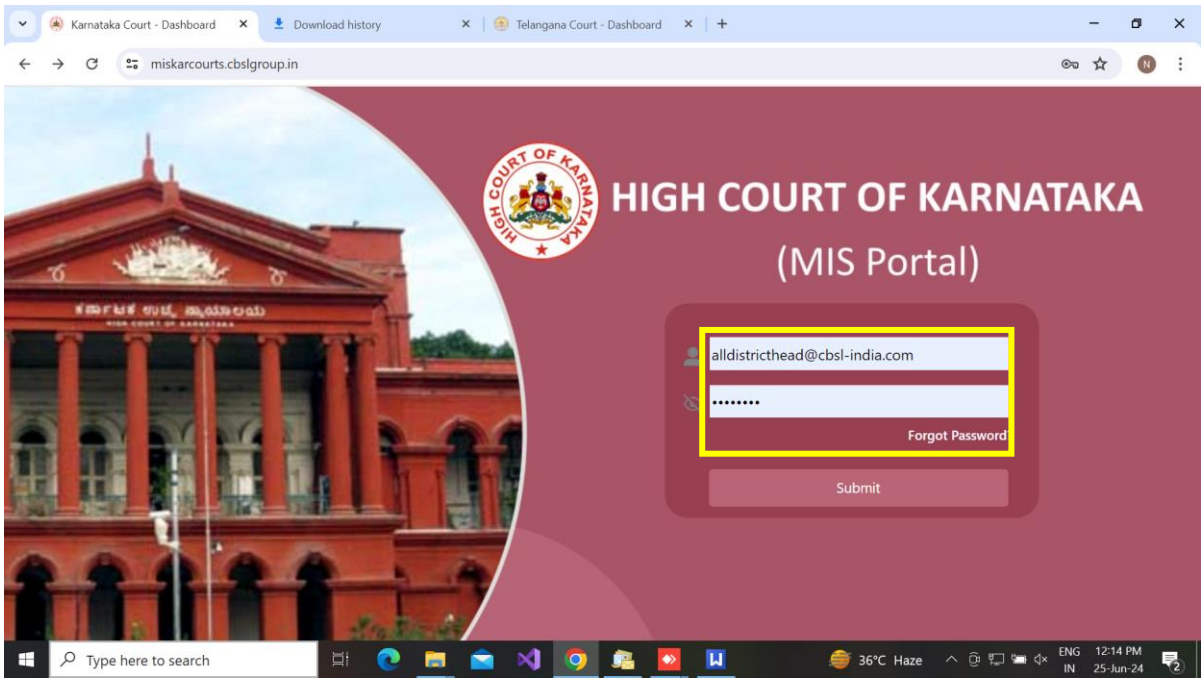
Welcome to the Karnataka Court User Manual. This guide will help you understand how to use the High Count of Karnataka (MIS Portal) effectively to monitor and analyze scanning reports and other relevant data.

Login into the Application:

Access the Application:

Step 1: Open the Portal

Open your web browser and go to the following link:https://miskarcourts.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: admin@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.

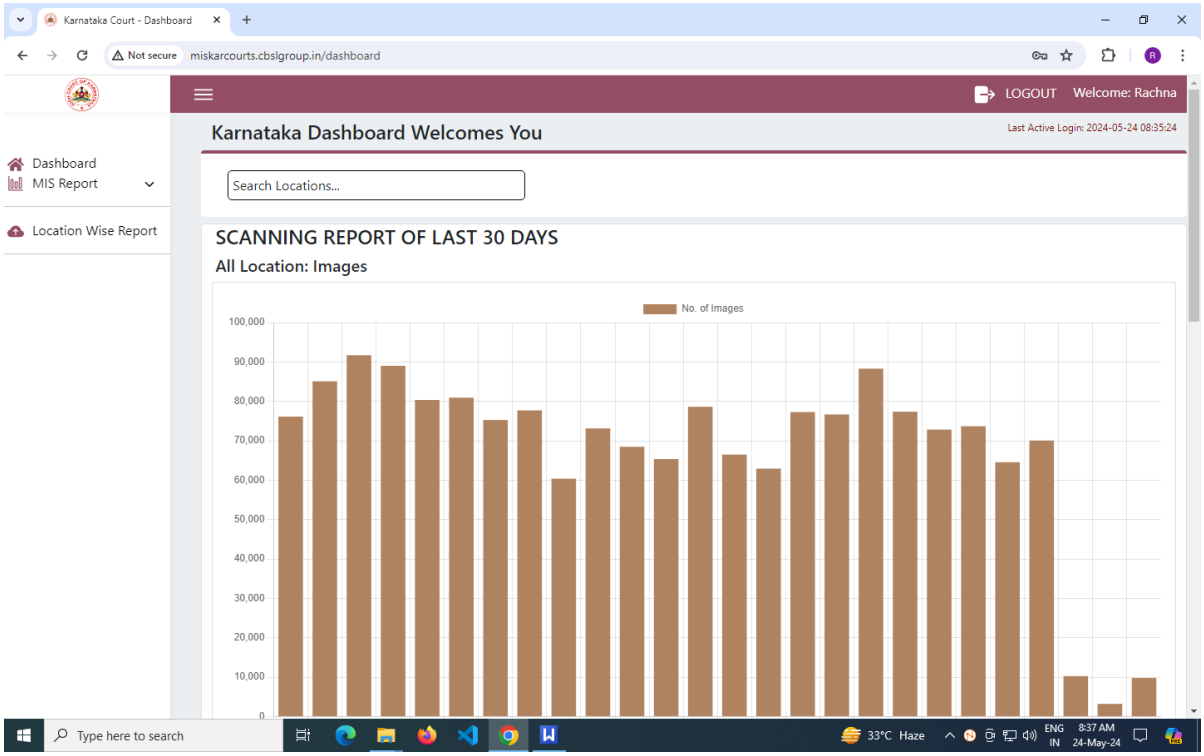
Step 4: Submit Your Credentials

- 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 All District Head:



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

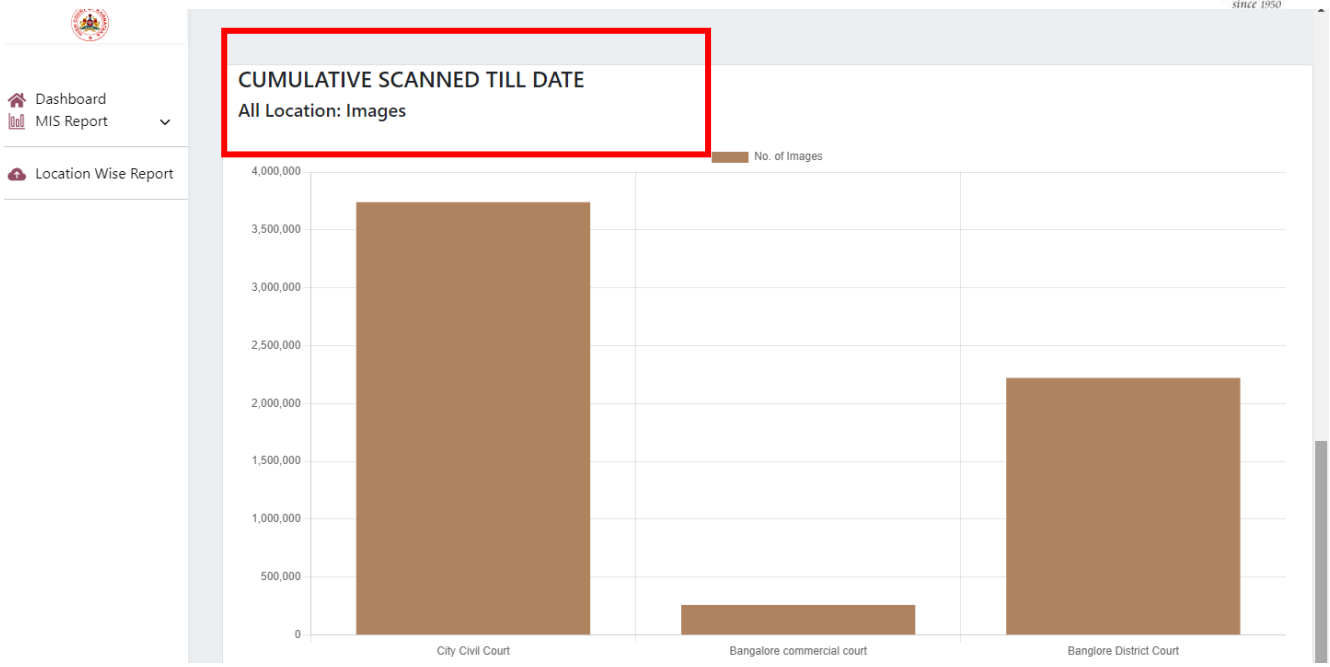
- Click on the "LOGOUT" button at the top right corner to securely log out of the portal.

ROJECT UPDATE OF SCANNING AND DIGITIZATION OF CASE RECORDS FOR DISTRICT COURT OF KARNATAKA Export CSV

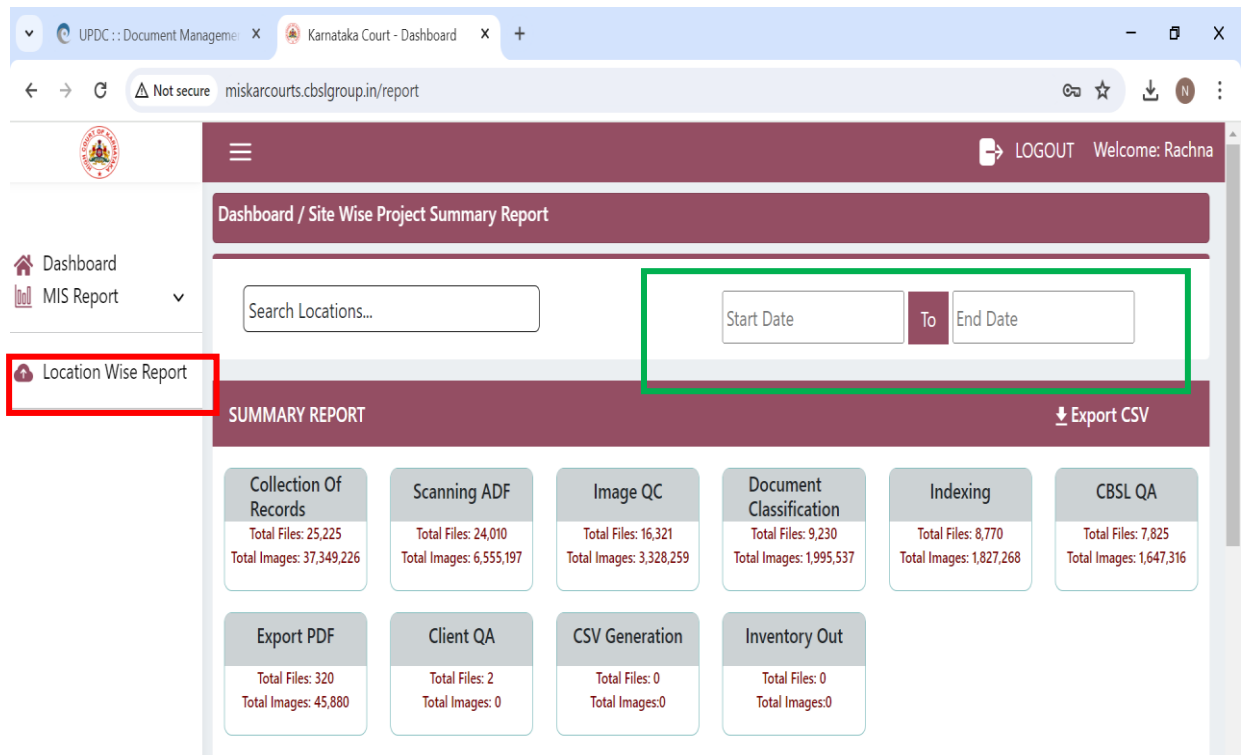
Location	Scanned (11-06-2024)		Scanned (12-06-2024)		Scanned (13-06-2024)		Cumulative till date		Remarks
	Files	Images	Files	Images	Files	Images	Files	Images	
Bangalore commercial court	32	9,130	32	8,446	0	0	1,282	411,922	
Banglore District Court	85	28,562	107	36,756	0	0	12,271	2,750,117	
City Civil Court	88	33,772	53	25,679	0	0	13,466	4,323,093	
	205	**71,464**	**192**	**70,881**	**0**	**0**	**27,019**	**7,485,132**	

Table Columns:

- Sr. No.: Serial number of the court location.
- Location: Name of the court or location.
- Scanned (11-06-2024): Number of files and images scanned on June 11, 2024.
- Scanned (12-06-2024): Number of files and images scanned on June 12, 2024.
- Scanned (13-06-2024): Number of files and images scanned on June 13, 2024.
- Cumulative till date: Total number of files and images scanned up to the current date.
- Remarks: Any additional comments or notes.



- Navigation Menu: Located on the left side, it includes options such as "Dashboard," "MIS Report," and "Location Wise Report."
- Cumulative Scanned Till Date Chart: Displays a bar chart showing the total number of images scanned for each court location.



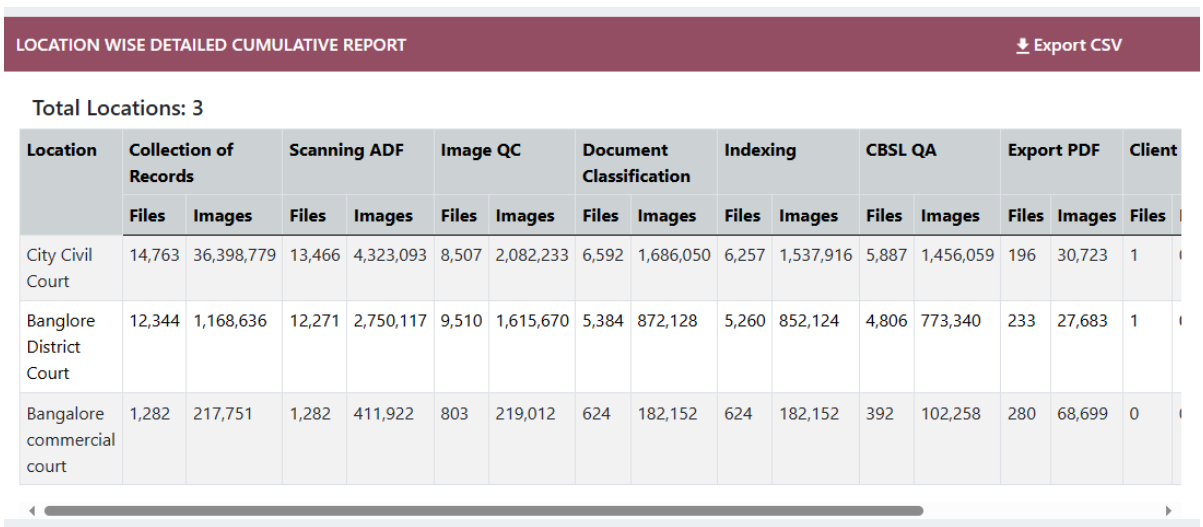
Summary Report Components:

- 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 DETAILED CUMULATIVE REPORT

Export CSV

Total Locations: 3

Location	Collection of Records		Scanning ADF		Image QC		Document Classification		Indexing		CBSL QA		Export PDF		Client
	Files	Images	Files	Images	Files	Images	Files	Images	Files	Images	Files	Images	Files	Images	Files
City Civil Court	14,763	36,398,779	13,466	4,323,093	8,507	2,082,233	6,592	1,686,050	6,257	1,537,916	5,887	1,456,059	196	30,723	1
Banglore District Court	12,344	1,168,636	12,271	2,750,117	9,510	1,615,670	5,384	872,128	5,260	852,124	4,806	773,340	233	27,683	1
Bangalore commercial court	1,282	217,751	1,282	411,922	803	219,012	624	182,152	624	182,152	392	102,258	280	68,699	0

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.

Thank

You!