# Guidelines for e-Courts Management Information System

**Step 1** Login with the user ID and password as you received by e-Mail.

**Step 2** For **your first time login**, **you** will **need** to change **your Password.**
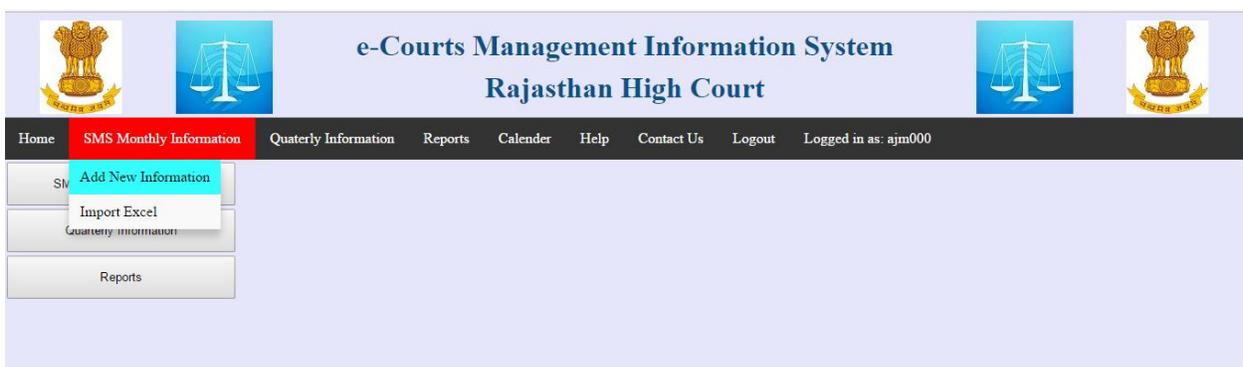
**Note: New Password must be between 8-15 characters.**

**Step 3** Now you can see a left hand side menu and more links added to main menu, having SMS Monthly Information, Quarterly Information and Reports sections as shown below-



## Section – Add *SMS Monthly Information*

For filling SMS Monthly Information move cursor over it, there are two options available either you can fill data using form or directly import it from excel.



## Method 1 :- Add New Information

Fill all the required details marked with *. For example –

Select **Judicial District Name** (already selected), **Report Month** (for which you want to submit details) and Select **Report Year**. For example see to below picture –

Now you will get complete form –

## There are 4 possible cases-

1)      If details are not previously filled for that particular month and previous month data also not available, in this case only blank form will be opened and you need to fill details as shown



After this Press **Save as Draft** button to save details and you can modify these details later also.

And Press **Final Submit** to submit details to Rajasthan High Court.

**Note:-  It would not be possible to modify details after final submission. After this if you still want to change data, then you can request to Rajasthan High Court for access.**

2)   If details are not filled for that particular month and previous month data is available, in this case **previous month data** is shown on right hand side. Please click **'Copy Previous Month Data'** button to copy data into the form. For Example-

Previous month data is shown on right hand side. Please click 'Copy Previous Month Data' button to copy data into the form

| | | |
|---|---|---|
| Judicial District Name * | Ajmer ▼ | |
| Report Month * | December ▼ | |
| Report Year * | 2016 ▼ | Copy Previous Month Data |
| Total no. of court complexes * | | 11 |
| Total no. of court complexes where leased line connection is available * | | 2 |
| Total no. of court complexes where SMS services are functioning * | | 2 |
| Total no. of court complexes where SMS services are not functioning * | | 0 |
| Total no. of SMS sent during last month * | | 322 |
| Total no. of SMS sent so far from 01.01.2016 (including last month) * | | 348 |
| Reason for non functioning | | dfjlsdjf |

Save as Draft    Final Submit

After Pressing **'Copy Previous Month Data'** button, page will display with previous month data. You can make changes accordingly.

**SMS Monthly Information**

Form has been pre-populated with previous month data. Please make changes accordingly.

| | | |
|---|---|---|
| Judicial District Name * | Ajmer ▼ | |
| Report Month * | December ▼ | |
| Report Year * | 2016 ▼ | Copy Previous Month Data |
| Total no. of court complexes * | 11 | 11 |
| Total no. of court complexes where leased line connection is available * | 2 | 2 |
| Total no. of court complexes where SMS services are functioning * | 2 | 2 |
| Total no. of court complexes where SMS services are not functioning * | 0 | 0 |
| Total no. of SMS sent during last month * | 322 | 322 |
| Total no. of SMS sent so far from 01.01.2016 (including last month) * | 348 | 348 |
| Reason for non functioning | dfjlsdjf | dfjlsdjf |

Save as Draft    Final Submit

After this Press **Save as Draft** button to save details and you can modify these details later also. Press **Final Submit** to submit details to Rajasthan High Court.

**Note:-  It would not be possible to modify details after final submission. After this if you still want to change data, then you can request to Rajasthan High Court for access.**

3)  If details are saved as draft for that particular month but not final submitted, in this case **previously saved data** is displayed into the form. You can make changes accordingly.
For Example:

**SMS Monthly Information**

Record already added for March/2016 corresponding to district Ajmer. Press 'Final Submit' button to submit and lock the record.

| | |
|---|---|
| Judicial District Name * | Ajmer ▼ |
| Report Month * | March ▼ |
| Report Year * | 2016 ▼ |
| Total no. of court complexes * | 2 |
| Total no. of court complexes where leased line connection is available * | 5 |
| Total no. of court complexes where SMS services are functioning * | 5 |
| Total no. of court complexes where SMS services are not functioning * | 8 |
| Total no. of SMS sent during last month * | 0 |
| Total no. of SMS sent so far from 01.01.2016 (including last month) * | 213 |
| Reason for non functioning | network error |

Save as Draft    Final Submit

After this Press **Save as Draft** button to save details and you can modify these details later also. Press **Final Submit** to submit details to Rajasthan High Court.

**Note:- It would not be possible to modify details after final submission. After this if you still want to change data, then you can request to Rajasthan High Court for access.**

4) If details are already submitted and locked for that particular month, in this case **Save as Draft** and **Final Submit** buttons will be disabled. You cannot edit or resubmit data for that month.  For Example-
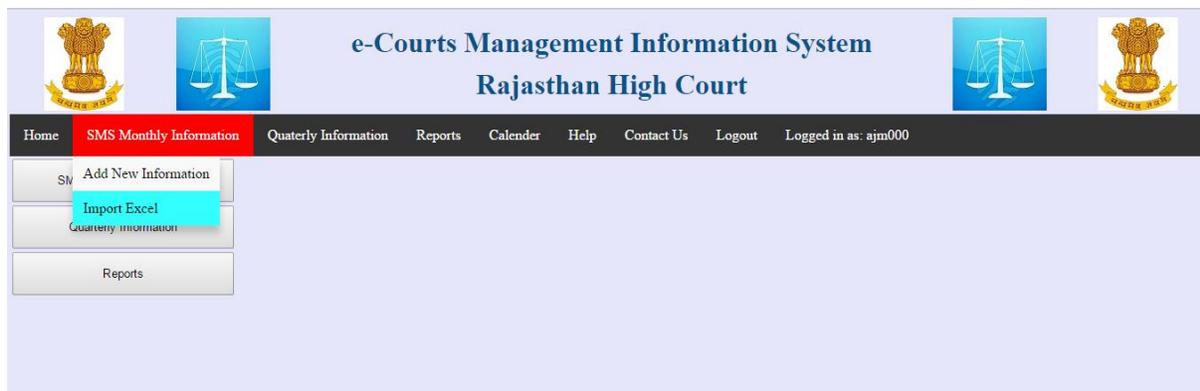


**SMS Monthly Information**

Record already submitted and locked for September/2016 corresponding to district Ajmer

| | |
|---|---|
| Judicial District Name * | Ajmer ▼ |
| Report Month * | September ▼ |
| Report Year * | 2016 ▼ |
| Total no. of court complexes * | 5 |
| Total no. of court complexes where leased line connection is available * | 5 |
| Total no. of court complexes where SMS services are functioning * | 5 |
| Total no. of court complexes where SMS services are not functioning * | 0 |
| Total no. of SMS sent during last month * | 70 |
| Total no. of SMS sent so far from 01.01.2016 (including last month) * | 350 |
| Reason for non functioning | na |

Save as Draft    Final Submit

## Method 2:- Import Excel

Press Import Excel menu, a form will be displayed.



In this method, first of all download the template from '**Download Template**' button.
Excel template will be downloaded and you need to fill the details of SMS monthly information
of your district and save it.

Select **Judicial District Name** (already selected), **Report Month** (for which you want to fill
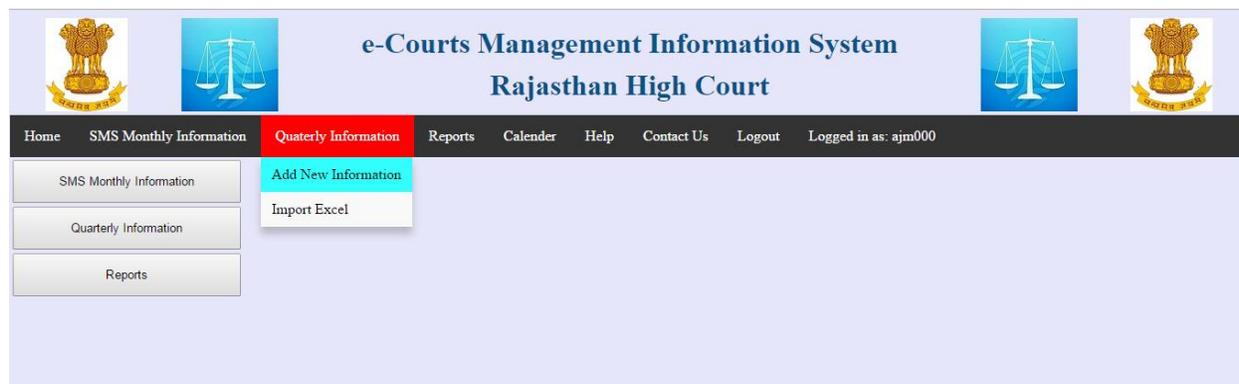details) and Select **Report Year** and **Choose File** (template which you downloaded and filled
with details). For example:



After this upload file and **form has been pre-populated with excel file data. Please make
changes accordingly.**

After this Press **Save as Draft** button to save details and you can modify these details later also.
Press **Final Submit** to submit details to Rajasthan High Court.

**Note:- It would not be possible to modify details after final submission. After this if you still
want to change data, then you can request to Rajasthan High Court for access.**

# Section – Add *Quarterly Information*

For filling Quarterly Information click over it, there are two options available either you can fill your data using form or directly import from excel.



## Method 1 :- Add New Information

Fill all the required details marked with *.

Select **Quarter End Date** (for which you want to fill details), **Judicial District Name** (already selected) and Select **Name of the Court Complex**. For example see to below picture –



Now you will get complete form –

## There are 4 possible cases for selected Quarter-

1) If details are not filled for that particular court complex and previous quarter data also not available, in this case only blank form will be displayed and you need to fill details as shown below:

**Quaterly Progress Information**

| | |
|---|---|
| 0 - Quarter End Date * | 31-03-2016 ▾ |
| 1 - Judicial District Name * | Ajmer ▾ |
| 2 - Name of the Court Complex * | Ajmer District Court Complex ▾ |
| 2a - Latitude/Longitude of the court complex * | |
| 3 - Type of court complex (District/Taluka) * | Select ▾ |
| 4a - Total courts sanctioned * | |
| 4b - Total courts functioning * | |
| 5 - Number of courts covered in the eCourts project * | |
| 6 - Number of courts for which site preparation has taken place * | |
| 7 - Last site preparation date * | Clear |
| 8 - Number of Courts for which LAN has been installed * | |
| 9 - Last LAN installation date * | Clear |
| 10 - Number of court rooms as per LAN survey * | |

After this Press **Save as Draft** button to save details and you can modify these details later also. Press **Final Submit** to submit details to Rajasthan High Court.

**Note:- It would not be possible to modify details after final submission. After this if you still want to change data, then you can request to Rajasthan High Court for access.**

2) If details are not previously filled for that particular court complex and previous quarter data is available, in this case **previous quarter data** is shown on right hand side. Please click **'Copy Previous Quarter Data'** button to copy data into the form. For Example-



**Quaterly Progress Information**

Previous quarter data is shown on right hand side. Please click 'Copy Previous Quarter Data' button to copy data into the form

| | | |
|---|---|---|
| 0 - Quarter End Date * | 31-12-2016 ▾ | |
| 1 - Judicial District Name * | Ajmer ▾ | |
| 2 - Name of the Court Complex * | Ajmer District Court Complex ▾ | Copy Previous Quarter Data |
| 2a - Latitude/Longitude of the court complex * | | 10.25.05.02/10.25.10.25 |
| 3 - Type of court complex (District/Taluka) * | Select ▾ | District |
| 4a - Total courts sanctioned * | | 2 |
| 4b - Total courts functioning * | | 2 |
| 5 - Number of courts covered in the eCourts project * | | 2 |
| 6 - Number of courts for which site preparation has taken place * | | 2 |
| 7 - Last site preparation date * | Clear | |
| 8 - Number of Courts for which LAN has been installed * | | 2 |
| 9 - Last LAN installation date * | Clear | 01/11/2016 |
| 10 - Number of court rooms as per LAN survey * | | 2 |
| 11 - Number of courts for which hardware has been received * | | |

After Pressing button **'Copy Previous Quarter Data'**, page will be displayed with previous quarter data. **You can make changes accordingly.**



After this Press **Save as Draft** button to save details and you can modify these details later also. Press **Final Submit** to submit details to Rajasthan High Court.

**Note:- It would not be possible to modify details after final submission. After this if you still want to change data, then you can request to Rajasthan High Court for access.**

3) If details are saved as draft for that particular court complex but not final submitted, in this case **previously saved data** is displayed into form. For Example-



**You can make changes accordingly.**

After this Press **Save as Draft** button to save details and you can modify these details later also. Press **Final Submit** to submit details to Rajasthan High Court.

**Note:- It would not be possible to modify details after final submission. After this if you still want to change data, then you can request to Rajasthan High Court for access.**

4) If details are already submitted and locked for that particular court complex, in this case **Save as Draft** and **Final Submit** buttons will be disabled. You cannot edit or resubmit data for that court complex. For Example-



## Method 2 :- Import Excel

Press Import excel option, a form will be displayed-

There are two options to import data using excel:

1) **Import for specific Court Complex**- in this case, excel file must be filled with only one court complex details at a time and you need to upload it separately for each and every court complex.
2) **Import for multiple Court Complex** -in this case, excel file can be filled with multiple court complex details at a time and you need to upload it.



In this method, first of all download the template from '**Download Template**' button. Excel template will be downloaded and you need to fill the details of quarterly information of your district and save it.

**Select Quarter End Date** (for which you want to fill details), **Judicial District Name** (already selected) and Select **Court Complex Name** and **Excel File** (template which you downloaded and filled with details). After this upload file.

**Form will be pre-populated with excel file data. Please make changes accordingly and proceed further similar to 'Add New Information' option.**

**Note:- Please don't make changes with Template which you have downloaded. If you make any changes to the template or data format, then excel will not populate data into the form.**

# Section – Reports



In this section you can check your Reports for SMS Monthly Information and Quarterly Information.

## Reports for SMS Monthly Information-

Select Month for which you want to check report, select year and Press '**Generate Report**' button. For Example-



Report for selected month and year will be displayed with two options - Export to Pdf and Export to Excel.



Click on '**Export to Pdf**' button to download report in pdf format.

Click on '**Export to Excel**' button to download report in excel format.

## Reports for Quarterly Information-



Select Quarter End Date for which you want to check report, Judicial District Name is already selected and Press 'Generate Report' button. For Example-



Report for selected quarter end date will be displayed with Export to Excel option.



Click on '**Export to Excel**' button to download report in excel format.