User Manual of Daily Activity Monitoring System for Judicial Officers:
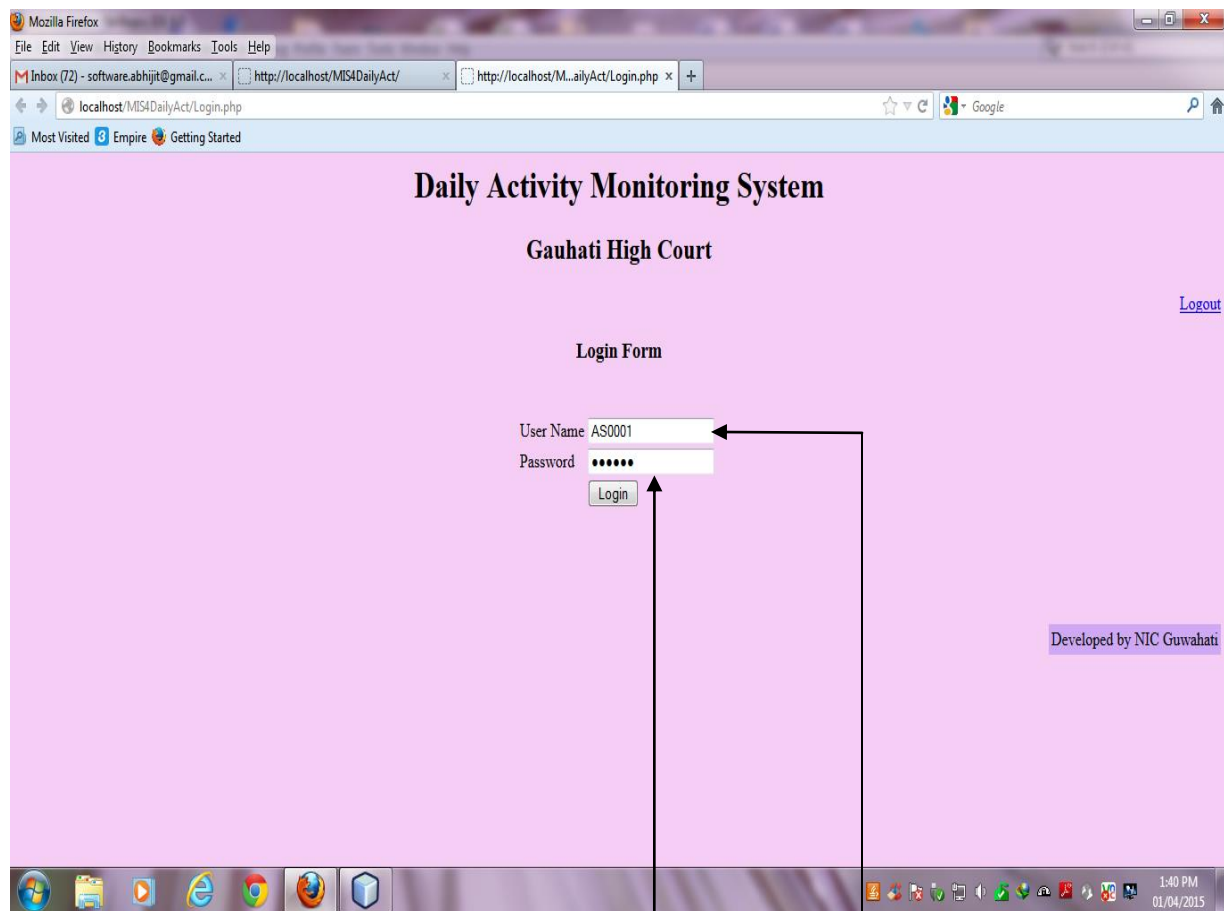
Step-1: Open browser and type the following URL

http://103.8.249.123/dailyactivity/mda/Login.php

Or

Open the dailyactivity application from ghconline.gov.in

Then the following screen will be appear

In **User Name** put your Unique ID
(individual Unique ID for Judicial Officers
i.e., provided by Gauhati High Court

Type the same Uniquie ID as **Password** for first time login

After entering the Username and Password click on Submit button for successful login

Step-2: After successful login, a welcome message will be apear containing your name,designation and present court complex

Check the welcome message and ensure that it is displaying properly.

Step-3: You have to change your password immediately after first time login . For change password, click on Change **Password button**.

Step-4: Follow the following instructions for submiting your daily activies.

a) **Report Date:** Enter the report date i.e., the date for which you want to submit your daily activity clicking on the **calander icon**.

b) **No of Civil Cases:** Enter number of civil cases taken for the respective particualr name selected above.

c) **No of Criminal Cases:** Enter number of criminal cases taken for the respective particualr name selected above.

d) **Remarks:** You can write your remarks here if any for the respective particular.

e) **Insert: After entering all the data for all the particulars, click on Save button for saving your record.** A meesage **" Row inserted"** will be displayed at the bottom of the form after successful insertion of a record.

If you entered any wrong data then follow the step 5 to modify that.

Step-5: To Modify a record

    a) For modify a record, enter the date (from calender)for which you want to modify records.
    b) Click on **Get Record** button, then the records for that particular date will be displayed.
    c) Then modify the wrongly entered data from the respective fields.
    d) Click on **Update** button to save the modified data.

Step-6: After submitting your daily activity report you must log out properly by clicking on **Log Out** button.

---Thank You---