GOVERNMENT OF HARYANA

Department of School Education



[Management Information System]

Introduction: The Government of Haryana launched the MIS portal under the education sector with the name DSE MIS Haryana. This Portal is introduced for serving all education officers, teachers, and students to access all technology systems. All the stakeholders who belong to the School Education Department such as Students, teachers, and other education department employees have their logins on the MIS portal and they can access all the services related to the Academic and Administrative purposes in the Department.

USER MANUAL FOR UPGRADE JOB POSITION(BULK)

This module will be available in the login id of Admin. User will login to his account and shall follow the steps given below

Step 1: - Login: User must login to the account on MIS (OneSchool) Portal. User can login through this link <u>https://mis.oneschoolsuite.com/</u>



Step 2: - Navigate to Upgrade Job Position: After successful login on Oneschool Suite, user must click on the " Upgrade Job Position" tab available on the left side panel.

MIS - Employee	≡ ۵		4 8 B	③ ~
Vielcome Back, I Print Logout	Upgrade Job Posi	tion (In Bulk)		
	Select School/Office for	Upgrade Bulk Job Position	For *	
Search your menu	Creating Job Positions	Select	0 Search	
Initial Appointment				
읍 Create Job Position				
 Delete Job Position Approval 				
🖞 Delete Job Position (In Bulk)				
🖨 Upgrade Job Position (In Bulk)				
 District Cadre Bulk Orders 				
Allocated District				

Step 3: - User will select **School/Office** from the dropdown for which he wants to upgrade job position (Bulk)

MIS - Employee	≡ 🏠		¢ ∂ ⊕	@ ~
Welcome Back, Print Logout	Upgrade Job Posi	tion (In Bulk)		
	Select School/Office for	Upgrade Bulk Job Position Fo	or *	
Search your menu	Creating Job Positions	Select	≎ Search	
		School		
Create Job Position		011		
O Create Job Position (In Bulk)		Office		
 Delete Job Position Approval 				
前 Delete Job Position (In Bulk)				
Upgrade Job Position (In Bulk)				
 District Cadre Bulk Orders 				Activate Windows
Allocated District				Go to Settings to activate Windows.

Step 4: - User can upload the sheet to upgrade the job position (in bulk). User can see the list of uploaded files under the label of "**Uploaded Files listing**"

MIS - Employee	≡ ώ		¢	8 8	0	v			
Welcome Back, Print Logout	Upgrade Job Position (In Bulk)								
Search your menu 0	Data Porting for Job Upload File * Position for School No file selected			Sample format for Bulk Creation					
🖨 Create Job Position	Note : 1. File should be in .xlsx format. 2. File size should not exceed 100 KB.								
Create Job Position (In Bulk) O Delete Job Position Approval	Proceed Search Another School/Office				• File should be in *.xlsx format only.				
団 Delete Job Position (In Bulk)	Uploaded Files Listing								
읍 Upgrade Job Position (In Bulk)	File Name Total	Success	Failure	Uploaded By	Uploaded On	Action			
 District Cadre Bulk Orders Allocated District 	No Records Found								