



NSTEP

National Service and Tracking of Electronic Processes

National Service and Tracking of Electronic Processes

User Manual

ACTIVITIES TO BE PERFORMED AT STATE LEVEL

National Service and Tracking of
Electronic Processes



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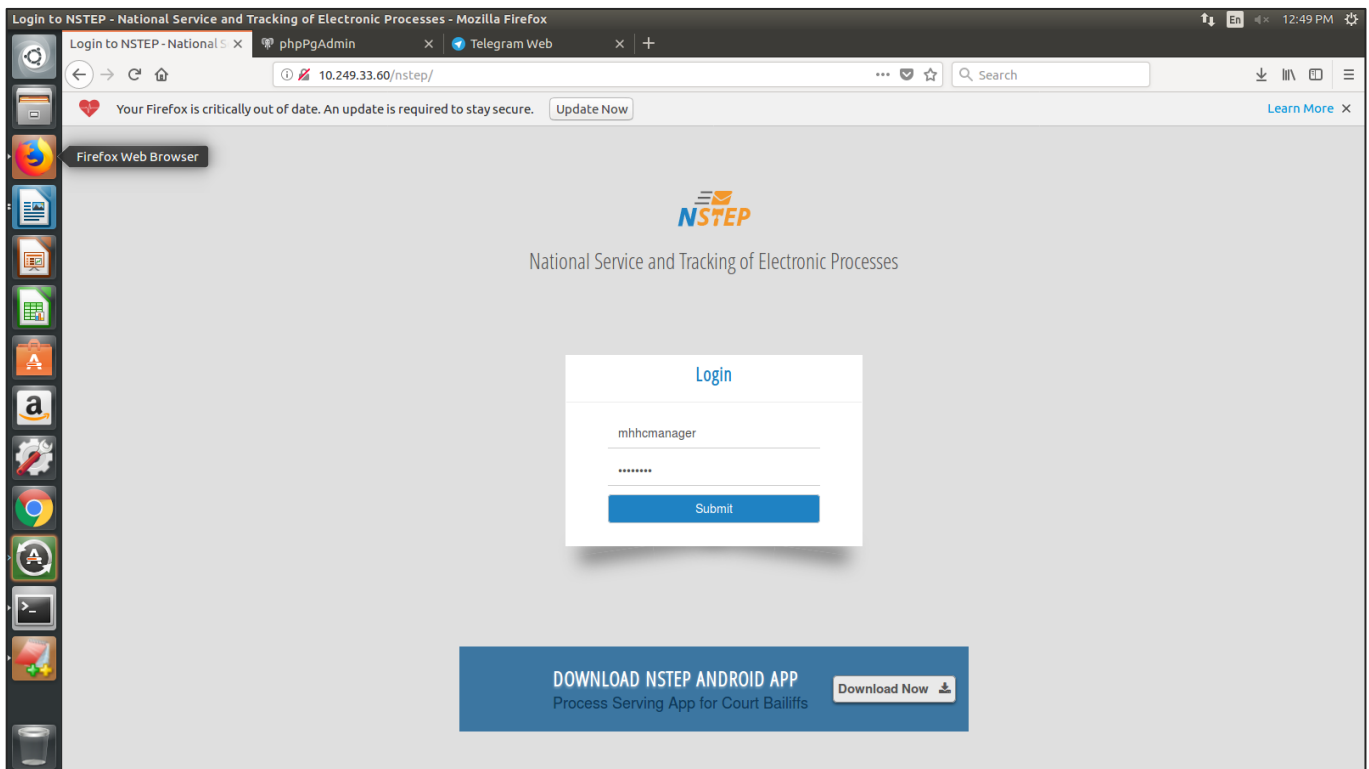
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URL of NSTEP Portal: <http://10.249.33.60/>

ACTIVITIES TO BE PERFORMED AT STATE LEVEL

1. Please give above URL in the browser.
2. Login as State Administrator using Login Password provided by e-Committee.
3. After login for the first time **change the password.**



1. Creation of users for District Administrators

State admin can create user for District Administrators through User Creation form. User Names shall be prefixed with 2 Characters State Code + 2 Characters of District so that it remains unique throughout the country. After creating the Username and password for each district administrator, inform it to the respective district administrators.

The screenshot displays the NSTEP web application interface. The browser title is 'Login to NSTEP - National Service and Tracking of Electronic Processes - Mozilla Firefox'. The address bar shows the URL '10.249.33.60/nstep/?p=main/&token=99a2f39474b5dd3a9f2470d883336ff35398a7aec70708490e'. The page header includes the NSTEP logo, the text 'National Service and Tracking of Electronic Processes', and a 'High Court Manager' button. A search bar is located on the right. The left sidebar contains a menu with 'Master', 'Process Masters', 'User Management', 'User Creation', and 'Change Password'. The main content area shows the 'User Management / User Creation / Add / Modify / Delete / Report' breadcrumb. The 'End User' form is displayed with the following fields: *Username (Maaurdist999), *Full Name (MAHA AUR Dist), *Password (masked), *Confirm Password (masked), E-mail (e.g: abc[at]gmail[dot]com), *Mobile No. (empty), Address (empty), *Role (District Admin), and District (Aurangabad-19). A 'Submit' button is at the bottom right of the form.

End User	
*Username: Maaurdist999	*Full Name: MAHA AUR Dist
*Password: *****	*Confirm Password: *****
E-mail: e.g: abc[at]gmail[dot]com	*Mobile No.:
Address:	
*Role: District Admin	
District: Aurangabad-19	
Submit	

2. Create process messenger list

Your state may be having facility to use different kind of Process Messengers apart from Bailiffs, like Postal Service, Courier Service etc. Provide complete list of such process messengers used. This list will be shown to Process Administrators while allocating the Process.

The screenshot displays the NSTEP web application interface. The top navigation bar includes the NSTEP logo, the text 'National Service and Tracking of Electronic Processes', and a user profile for 'High Court Manager' in 'Maharashtra'. The left sidebar contains a menu with 'Master', 'Process Masters', 'Other Process Messenger', and 'User Management'. The main content area is titled 'Process Messenger' and features a form for adding a new messenger. The form includes fields for 'Process Messenger Code', 'Process Messenger', 'Contact Address', 'Contact Person', 'Mobile No.', 'Phone No.', and 'Email'. A 'Submit' button is located below the form. Below the form, there is a table showing the list of process messengers. The table has columns for 'Process Messenger Code', 'Process Messenger', 'Contact Address', 'Contact Person', 'Mobile No.', 'Phone No.', 'Email', 'Edit', and 'Delete'. The table contains two entries: '1' for 'Indian Post' and '2' for 'DTDC Courier'. The bottom of the interface shows a status bar with the text 'Showing 1 to 1 of 1 entries' and navigation links 'Previous', '1', and 'Next'.

Process Messenger

*Process Messenger Code: *Process Messenger:

Contact Address: Contact Person:

Mobile No.: Phone No.:

Email: e.g. abc[at]gmail[dot]com

Submit

Show 10 entries

Process Messenger Code	Process Messenger	Contact Address	Contact Person	Mobile No.	Phone No.	Email	Edit	Delete
1	Indian Post							
2	DTDC Courier							

Showing 1 to 1 of 1 entries

Previous 1 Next