

## GUIDE LINES TO UP LOAD THE REPORTED /NOT REPORTED DATA BY THE COLLEGES

The principals are requested to take personal interest to upload the reported / not reported student's data as it plays vital role in deciding the vacancies for the Next Phase of admissions. If there are any errors occurred the Principals will be held responsible. Hence, the principals are requested to co operate with the convener in sending the correct data.

**Login Id and Password** will be sent to the Principal's mobile which was already given to the convener. Using the Login Id and Password the following procedure has to be adopted to upload the data successfully.

1. Connect to Internet Using the Browser either Internet Explorer or Google Chrome and type <https://tsmedadm.tsche.in/reporting/> in the address Bar. The following screen will be displayed. Now click on **college Login button**. **First time you have to change the password compulsorily using the following screens.**

The screenshot shows a web portal interface with a navigation bar at the top containing: Notification, Procedure of Web Counselling, Procedure to ExerciseOptions, Fee Structure, and List of Courses. The main content area is divided into two columns. The left column is titled "Important Instructions" and contains four bullet points: "Candidates will be eligible for giving weboptions only after registration and verification in Help Line Centres(HLC).", "Exercise weboptions as per the schedule.", "Allotments will be made in the order of preference of options and exercise utmost care while entering options.", and "Candidate can download the provisional allotment order and report to the concerned college." The right column is titled "Web Counselling" and contains four menu items: "College Login", "Guidelines for uploading Not Reported data", "Print Saved/Freezed Details", and "Change Password". Below the main content area, there is a blue bar with "Flash News :: Help Desk - |" and a green bar with "HELP DESK :: For queries related to Web Counselling mail to". At the bottom, there is a footer with "Home | Entrance Tests | Related Links | Disclaimer" and "\* Best viewed in 1024 by 768 resolution \*", and "Designed and Developed by Surya Consultancy Services Ltd."

2. Type the Login id and password provided to you and click on **Get OTP** to receive OTP as SMS and after entering it click on **Validate** button.

The screenshot shows a "Reporting Form" with the following fields and buttons: "Login ID \*" with an input box, "Password \*" with an input box, a blue "Get OTP" button, "OTP \*" with an input box, a blue "Validate" button, and a blue "Clear" button.

*Change Password Form*

Login ID  Password  Captcha 

- Enter Login ID and password in the boxes.
- Use minimum of 6 to 10 characters for the password. The password is case sensitive(Lowercase and Uppercase are treated differently).
- No spaces and do not use College Name or College Short Code for the password
- To make password more secure, you are advised to
  - Use combination of letters, numbers and special characters (%^\*!@~)
  - Mix Lower and Uppercase letters

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3. Retype Login Id and Password for cross verification and click **SUBMIT** button. Then the following screen will be displayed where you have to type the password twice then click on **CHANGE PASSWORD** **BUTTON**. Password should be selected from **Alphabets a to z (lower case) or A to Z (Upper case) or numbers from 1 to 9 only allowed. Special characters are not allowed.** Pass word will be updated. From now onwards use new password and do not reveal to others.

*Change Password Form*

Login ID  Password

Change Password

Enter New Password

Re-enter New Password

- Enter Login ID and password in the boxes.
- Use minimum of 6 to 10 characters for the password. The password is case sensitive(Lowercase and Uppercase are treated differently).
- No spaces and do not use College Name or College Short Code for the password
- To make password more secure, you are advised to
  - Use combination of letters, numbers and special characters (%^\*!@~)
  - Mix Lower and Uppercase letters

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4. After updating the pass word successfully, once again it will show the Login Id, password screen, here type the Login Id and new password which we have generated just now and click **SUBMIT** button. The following screen will be displayed.

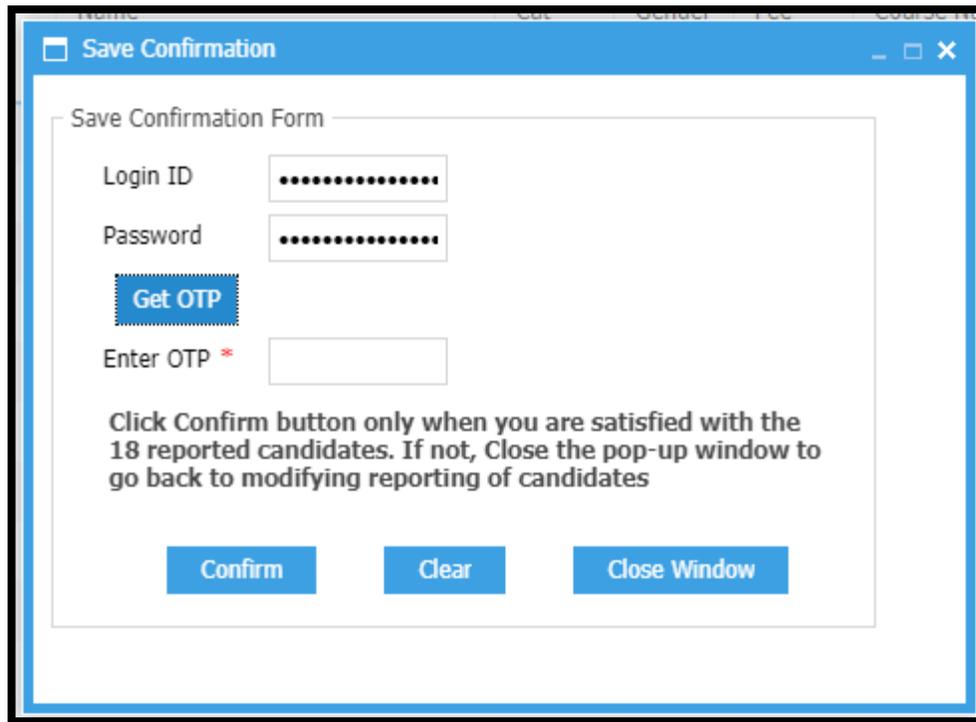
### Course Wise Admitted List

Rank	Htno	Reported	Name	Cat	Sex	Crs	Course Name	MobileNo
						All		
1	97802164	<input checked="" type="checkbox"/>	REGALLA PRAPULLA MANASA	OC	F	MBBS	MBBS	9100084643
3	97801352	<input checked="" type="checkbox"/>	THAPPETA TEJASWINI	BCB	F	MBBS	MBBS	9440424142
4	99711423	<input type="checkbox"/>	ZEESHAN AHMED JALEELI	BCE	M	MBBS	MBBS	9908012671
5	99604320	<input type="checkbox"/>	IKRAM KHAN	OC	M	MBBS	MBBS	7731917745
7	97801359	<input checked="" type="checkbox"/>	MITTAPALLY ALEKYA	BCA	F	MBBS	MBBS	7799277489
8	99506141	<input checked="" type="checkbox"/>	NUZHATH FATIMA	OC	F	MBBS	MBBS	9849210667
11	99506235	<input checked="" type="checkbox"/>	CHAVALY SREE VAISHNAVI MEKHALA	OC	F	MBBS	MBBS	9985300036
12	97102345	<input checked="" type="checkbox"/>	SHEIKH ALMAS	BCE	M	MBBS	MBBS	9848646351
13	98007198	<input type="checkbox"/>	ALLAM SUCHARITHA REDDY	OC	F	MBBS	MBBS	9966756974
14	99710276	<input checked="" type="checkbox"/>	DARAM SHIVA KUMAR	OC	M	MBBS	MBBS	9849936325
17	99502499	<input checked="" type="checkbox"/>	PODICHETI NARSIMHA SREECHARAN	OC	M	MBBS	MBBS	9985542333
18	97204009	<input type="checkbox"/>	KANNEKANTI LAVANYA CHOWDARY	OC	F	MBBS	MBBS	9849591751
21	99603461	<input checked="" type="checkbox"/>	SIDDA NANDITHA	OC	F	MBBS	MBBS	9989256527
22	99706394	<input checked="" type="checkbox"/>	CHITNENI KEERTHI SHARANYA	OC	F	MBBS	MBBS	9912492819
24	97401008	<input checked="" type="checkbox"/>	V ANJALI	OC	F	MBBS	MBBS	9885633649
25	97812086	<input checked="" type="checkbox"/>	DASAM GANGA HANUMAN	OC	M	MBBS	MBBS	9989223737
26	99606515	<input checked="" type="checkbox"/>	M SANJAY	SC	M	MBBS	MBBS	9347950725
28	99710505	<input checked="" type="checkbox"/>	THANGEDA KOUSHIK	OC	M	MBBS	MBBS	9989986868
31	99601361	<input checked="" type="checkbox"/>	KURRE JEEVANA SRUTHI REDDY	OC	F	MBBS	MBBS	9441895958
32	99502328	<input checked="" type="checkbox"/>	M V N NITHISH	OC	M	MBBS	MBBS	9676981832

Note: Once freezed, c\_

[Save](#) | [Logout](#)

- At the top College details and then Course wise Admitted list will be displayed. If we observe the data closely, there are 10 fields in the table. The most important field is the **Reported** field. Initially all the Check Boxes are displayed with tick mark indicates that all the students are reported. The Principal has to check or uncheck the boxes provided to each student. **Check means student is reported. Uncheck means student not reported.** Hence the principals are requested to take utmost care while dealing the data.
- Another Important field is the **Crs (course) field** where in a **combo box** is provided. The combo contains all the courses which are offered in that college. By default all the courses data will be displayed. We can filter the data by selecting a particular course from the combo. Then the data pertaining to that course will only be displayed. We can also use **Rank field** to filter the data.
- After making all the changes click on the **Save** Button to save the changes in the server. After clicking the **SAVE Button** another screen will be displayed prompting to enter password as follows. click on GET OTP to receive Saving OTP, enter the OTP and click **confirm button** to send the data to the server. After clicking on the **confirm button** only, the data will be sent to the server.



**Save Confirmation**

Save Confirmation Form

Login ID

Password

**Get OTP**

Enter OTP \*

Click Confirm button only when you are satisfied with the 18 reported candidates. If not, Close the pop-up window to go back to modifying reporting of candidates

**Confirm** **Clear** **Close Window**

8. The data will be saved in the server and the saved data will again be shown on the screen as follows. **Not reported** data will be displayed at the beginning of the list. Use the scroll bar to view the entire list.

Rank	Htno	Reported	Name	Cat	Sex	Crs	Course Name	MobileNo
1	97802164	YES	REGALLA PRAPULLA MANASA	OC	F	MBBS	MBBS	9100084643
3	97801352	YES	THAPPETA TEJASWINI	BCB	F	MBBS	MBBS	9440424142
4	99711423	NOT REPORTED	ZEESHAN AHMED JALEELI	BCE	M	MBBS	MBBS	9908012671
5	99604320	NOT REPORTED	IKRAM KHAN	OC	M	MBBS	MBBS	7731917745
7	97801359	YES	MITTAPALLY ALEKYA	BCA	F	MBBS	MBBS	7799277489
8	99506141	YES	NUZHATH FATIMA	OC	F	MBBS	MBBS	9849210667
11	99506235	YES	CHAVALY SREE VAISHNAVI MEKHALA	OC	F	MBBS	MBBS	9985300036
12	97102345	YES	SHEIKH ALMAS	BCE	M	MBBS	MBBS	9848646351
13	98007198	NOT REPORTED	ALLAM SUCHARITHA REDDY	OC	F	MBBS	MBBS	9966756974
14	99710276	YES	DARAM SHIVA KUMAR	OC	M	MBBS	MBBS	9849936325
17	99502499	YES	PODICHETTI NARSIMHA SREECHARAN	OC	M	MBBS	MBBS	9985542333
18	97204009	NOT REPORTED	KANNEKANTI LAVANYA CHOWDARY	OC	F	MBBS	MBBS	9849591751
21	99603461	YES	SIDDA NANDITHA	OC	F	MBBS	MBBS	9989256527
22	99706394	YES	CHITNENI KEERTHI SHARANYA	OC	F	MBBS	MBBS	9912492819
24	97401008	YES	V ANJALI	OC	F	MBBS	MBBS	9885633649
25	97812086	YES	DASAM GANGA HANUMAN	OC	M	MBBS	MBBS	9989223737
26	99606515	YES	M SANDAY	SC	M	MBBS	MBBS	9347950725
28	99710505	YES	THANGEDA KOUSHIK	OC	M	MBBS	MBBS	9989986868
31	99601361	YES	KURRE JEEVANA SRUTHI REDDY	OC	F	MBBS	MBBS	9441895958
32	99502328	YES	M V N NITHISH	OC	M	MBBS	MBBS	9676981832
34	99502783	YES	BOLLEDDULA PULENDHAR REDDY	OC	M	MBBS	MBBS	9177307688

**Saved Reported/Not-Reported Data as on :: 22/02/2016 10:00:05**

**An SMS has been sent to Mobile :: 99502783 confirming this transaction.**

**Freeze** **Print Saved Options** **Logout**

9. Take a print by clicking on the Print saved options button and keep it for further reference. This data can be saved any number of times.

10. After the due date or after you satisfy that all the students are reported and there will not be any more changes to the data, then **click on the FREEZE** button. If you click the **FREEZE** button then you cannot change the data any more. After **FREEZING**, take a print and keep for further reference.

11. After freezing take the Final freezed data Print

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**THE END**

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