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[1.0] Introduction

MeaLEaPR Madhya Pradesh – A web based reporting system is customized to capture the Medical Legal Report (MLR) and Post Mortem Report (PMR) for Directorate of Health Services, Madhya Pradesh. These medico-legal instruments serve many purposes and many users. The courts, the prosecutions and the defense generally face problems in appreciating the Post-mortem and Medico legal reports during the trials as the MLR & PMR are more often than not penned down in illegible handwriting and deciphering these hands written reports during the trials becomes cumbersome.

The Application has following five formats for reporting of MLR/PMR covering Injury, victims/accused of sexual abuse, age estimation, post mortem examination report and post mortem examination report (Foetus).

a. Form-II – Medical Legal Report – Injury
b. Form-III – Medical Legal Report – Victims/Accused of Sexual Abuse
c. Form-IV – Medical Legal Report – Age Estimation
d. Form-VI – Medical Legal Report – Post Mortem Examination Report
e. Form-VI A – Medical Legal Report – Post Mortem Examination Report (Foetus)

Note: Please refer to Annexure to see these formats

The URL of the web site is http://medleapr.mp.gov.in

User can send Email to medleapr.support@mp.gov.in to report their concern.

In the following pages the application process in explained in details.
[2.0] Doctor Module

[2.1] Doctor Login

The URL of the web site is https://medleapr.mp.gov.in

The access to this application is restricted to authorized users only. At the top right side of the portal Download option is provided to download viz. Guidelines, Onboarding Form, Formats, User Manual etc. Trainings option gives statistics of trainings conducted.

The user has to fill a valid username and password as given to access the application. On successful login user will be directed to the home page by the system.

Forget Your Password

In case User forgot his/her password, user has to click on the “Forget Your Password?” In the Login Page. On clicking the system will prompt for the UserID as shown below
As the user enters the User ID and press Submit, the system will ask the Security Question. User has to enter the correct answer of the question and press the submit button.

System will check whether answer is correct or not, if the answer is correct it will redirect the user to the change password screen. Here user enters the New Password and Confirm Password and click the Reset Password Button. Make sure New Password and Confirm Password should be same.

**How to set the Security Question**

After Login to the website through valid user credentials, under “User Management” tab there is an option to Update Your Profile. As the user clicks on this option “Update Doctor Detail” Screen will be shown as below
Here User has to click on the Update Security Question (Click Here) option. A list of Question will be shown on the Screen. User has to select the Security Question and enter the Answer in the space provided and click on the Submit button. As the User click on the Submit button the question and answer will be saved with respect to user id in order to reset the password in future.

After Successful Login

The login user can be a doctor or head of department (HOD) based on his credentials. On successful login application will check for email id & Registration Number for doctor. He will be prompted to update Registration Number & email id if any of them is not available in application.

If the user is accessing the Application for first time he will be prompted to change the password to avoid the security risks.

Upon successful login the Home Page will be displayed as shown below
Any time after the first login, if the user forgets his password; he needs to click the link “Forget your Password”. Application asks a security question set during the first time login by the user and correct answer allows the user to reset the password.

[2.2] Activity-I: Registration

Activity-I has two links Registration and Registration Post Mortem-Foetus for patient registration.

As the user click on registration link on Home Page, He/She will able to see “New Patient Registration and Edit Existing Registration” as shown below.

[2.2.1] New Patient Registration OR Edit Existing Registration

When User click on “New Registration” Radio button, User will be directed to Screen as shown below.
[2.2.1.1] Patient Basic Detail

At the “New Patient Registration” screen, the users will be prompted to enter patient details.

Users need to fill all the patient basics details & click on the Save and Proceed button, the application will ask for further information as shown below.

[2.2.1.2] Case Related Detail

On click of save and Proceed button after supplying required information, user will see this screen

This Screen shows the patient basic detail & asks for following case related details. If User clicks of Back button, it will be redirected to Patient Basic Detail Screen. If users fill the entire patient Case Related detail & click on the Save and Proceed button then application will ask for further information as shown below.
[2.2.1.3] Additional Information Related To Case

On click of **Save and Proceed** button after supplying required information, user will see this screen

This Screen will show Patient Basic Detail & Case Related Detail and ask for details related to case, few information are optional in this screen depending upon the selection of medical certificate type i.e. Form II, Form III etc. By default the screen showing that Fee Accompanied as NA, Lady Accompanied as No, Person Accompanied as No, the application will not show details screen for these columns.

**If Police Accompanied** is selected as **No**; Following details need to be filled.

After filling details click on “Add to List” Button, information is saved & entered details is shown below the “Add to List” Button
If **Police Accompanied** is selected as **Yes**, it will ask for details as show below

When user enters details & click “Add to list” button record will be shown as below

To change /delete the entered details, user needs to select the record by double clicking it. After making changes he/she will click on update button, the record will be modified. Use Delete button to delete selected record.

If **Lady Accompanied** Selected yes, it will ask for details as show below

When user enters details & clicks “Add to list” button record will be shown as below
To change the entered details, user needs to select the record by double clicking on record and after making changes he/she will click on update button, the record will be modified. For deleting selected record use delete button.

If **Person Accompanied** is selected as Yes, it will ask for details as shown below

When user enters details & clicks **Add to list** button, record will be shown as below

To change the entered details, user needs to select the record by double clicking on record and after making changes he/she will click on update button, the record will be modified. For deleting selected record use delete button.

If User clicks of Back button of** Additional Information Related to Case** Screen, it will be directed back to previous screen of Case Related Detail.
After filling Additional Information Related to Case & click on the **Proceed** button application will directed to the page shown below.

![Image of application interface](image)

**[2.2.1.4] Consent Report with Basic Detail**

Click on “Print consent with basic detail” button, user will get report in popup window of the case for which he/she had click the “Print consent with basic detail” button. Afterwards Proceed Button will be shown to user.

![Image of consent report with basic detail](image)
[2.2.1.5] Edit Patient Registration Detail

On clicking “Edit Existing Patient Registration” Radio button User will be directed to Screen as shown below.

This screen will ask for MLRPMR Transaction number (the computer generated auto number is used to edit the existing registration). In case record does not exist for transaction number entered by user then application will give a message. If transaction number exists it will open the record for editing.

[2.2.1.6] Edit Patient Registration Detail

To edit a patient record the user enters the existing MedLEaPR transaction id. The user can edit the patient registration detail by navigating using back button of each screen. Also follow the sequence of screen to edit the patient detail.
Users can update the victim/patient details & fill Captcha image content & click “Update and Proceed”. The following screen will be seen for updation in case related detail.

User can update the consent language & dying declaration, Provide Captcha & click on “Update and proceed”. The following screen will be seen for updation of Additional Case Related Detail.

User can update the Additional Information related to case as Fee Detail, Person Accompanied Detail, Lady Accompanied Detail & Police Accompanied Detail. Click on “Proceed”, the user will be redirected to Home Page again to carry out Activity-II.
[2.2.2.] New Patient Registration and Edit Existing Registration - Foetus

When User clicks on Registration PostMortem-Foetus link of Home Page, then User will be able to see “New Patient Registration” and “Edit Existing Registration Foetus” as below.

When User clicks on “New Registration” Radio button, User will be directed to Screen as shown below.

[2.2.2.1] Patient Basic Detail- Foetus

As users fill all the patient basics details & click on the Save and Proceed button then application will ask for further information as shown below.
[2.2.2.2] Additional Information Related To Case- Foetus

This Screen will show filled in Patient Basic Detail and ask for following detail related to case, few details are optional in this screen depending on medical certificate type i.e. Form II, Form III etc. For columns viz. Fee Accompanied, Person Accompanied and Police Accompanied, procedure remains the same as described for “Registration” process.

[2.2.2.3] Report with Basic Detail- Foetus

By clicking on “Print consent with basic detail” button, user will get report in popup window as shown below.
[2.2.2.4] Edit Patient Registration Detail – Foetus

On clicking “Edit Existing Patient Registration Foetus” Radio button User will be directed to Screen as shown below.

This screen will ask for MLRPMR Transaction number (the computer generated auto number is used to edit the existing registration). In case registration not exists for transaction number which is entered by user then application will give a message. If transaction number exists it will open the transaction id for editing.

[2.2.2.5] Edit Patient Registration Detail

To edit a patient record the user records existing MedLEaPR transaction id. The user can edit the patient registration detail by navigating with back button of each screen. Also follow the sequence of screen to edit the patient detail.

Users can update the victim/patient detail & fill Captcha image content & click “Update and Proceed”. The following screen will be seen for updation of case related detail.
User can update the consent language & dying declaration, Provide Captcha & click on “Update and Proceed”. The following screen will be seen for updation of Additional Case Related Detail.

User can update the Additional Information related to case as Fee Detail, Person Accompanied Detail, Lady Accompanied Detail & Police Accompanied Detail. Click on “Proceed”, the user will be redirected to Home Page again to carry out Activity-II.

[2.3] Activity-II

For Doctor Users, Activity-II involves entry of Doctor’s examination in one of the five reporting formats, providing Subsequent Opinion for the cases assigned to them by HOD and searching of records based on various parameters.

Following screen is shown on selection of Activity-II.
On Selecting option Doctor Examination Entry following screen is shown

Doctor user can select any of the five reporting formats for entry purpose from below

The entry in Certificate Form-II is explained here in detail. Entry for remaining Certificates/formats is similar to that in Form-II.

Select Form II from the list displayed and selects the transaction ID of the registered case for which form II is to be filled.

The image contains a screenshot of the software interface for the MediLead Madhya Pradesh system, displaying the Doctor Examination Entry screen with various form options and a section for selecting the Certificate Type and Transaction ID.
2.3.1] Form-II Doctor Detail, Examination Place & Patient Identification Detail

By selecting the form II medical legal report Injury, user will be presented above format. He /She has to fill the details in the various fields.

Identification marks

Fill the detail & click on button “Add To List” button the information will show below “Add To List” button. Double click on the row showing below button “Add to List”, fill corresponding row in fields to update/delete record.

Click on the button “Save and Proceed” to fill further information, on click of “Save and Proceed” button the screen shown as below

[2.3.2] Form-II OPD Detail, IPD Detail (if any) & Dying declaration (if any)
Here fill the OPD Details & click on button “Add to List” button the information will be shown below “Add to List” button. To update/delete record, select it by double click on the row showing below button “Add to List”, it fills corresponding row in fields. Thereafter it can be changed or deleted.

If Patient is Admitted (Admitted checkbox is checked), following IPD details are required to be filled.

If Dying declaration is yes (Dying declaration Radio button is Yes), following details need to be filled.

[2.3.3] Form-II Gist of Incident, Injuries Detail, Material Collected
Here Injuries can be added. It is important to note that the user have the facility to freeze the injuries. After entering the Material Collected, Gist of Incident, Injuries Detail click on to “Save and Proceed “option. It will save all the filled data & show below screen for further data entry where injuries can be marked on the picture/figure. After examining the injury doctor has to mark the Freeze injuries option otherwise these injuries cannot be marked on the picture.

The screen contains picture and two list box.

Picture – Here Doctor has to mark the injury listed in the first list box.

List boxes- First List Box contains the list of freezed injury to marks on image (picture), first click on injury listed in list box and then click on a location on image (picture) where doctor wants to mark injury.

Click on the injury in the second list box to remove corresponding mark from the image (picture). First list box will be populated only if injuries are freezed by the user. The screen will be as below
The marked injury will be shifted from first list box to second list box. Once the injury is marked user can draw the injury on marked figure. Use need to click on the option “Draw Figure”.

After click, a Popup window will open up where user can draw on picture as below

After the drawing on figure, user can either click on ‘Save’ or “Clear” button. After saving the picture, user needs to click on ‘Refresh Picture’ link.
If picture is not drawn or saved then following message will be displayed:

![No Picture Drawn](image)

Otherwise saved drawn Picture will be shown as below:

![Drawn Picture](image)

User can delete the drawn Picture by using ‘DELETE’ button. Click on the ‘ZOOM’ button will show the drawn picture.

If you click on “Back” button, then the user redirected to “Form-II Material Collected, Gist of Incident, Injuries Detail” to update Material Collected, Gist of Incident, Injuries Detail. Click on to “Save and Proceed” button to move to screen shown below for further data entry.

Note: - Similar draw facility is provided in Form-III and Form-VI. The process remains the same.
Like earlier screen this screen also presents picture and two list boxes. First List Box contains the list of injury to marks on image (picture), click on injury listed in first list box and click on a location on image (picture) where you want to mark injury. The marked injury will be shifted from first list box to second list box. Simply click on injury in second list box to remove corresponding mark from the image (picture).

Click on “Save and Proceed” button will save the entered information and move to screen as shown below for further data entry.
[2.3.5] Form-II Material Collected preserved & handed over to police

Form-II Material Collected preserved & handed over to police for chemical analysis etc (write complete details)

Material Collected:

Add To List | Update | Delete | Cancel

Additional comments pertaining to the pictures can be added here. Click on check box & fill comment in text box corresponding to picture(image) & click on Add button to save comment. Click on edit button to modify comment in the textbox, click update button to save modified comment.
## [2.3.7] Form-II Additional Drawing (If Any)

Likewise drawing can be added here. Click on check box & draw in blank page as per the directives provided in the page. Click on Add button to save drawing. Edit facility is not available so user needs to delete first and the re-draw.

### [2.3.7.1] Add Drawing

If you want add drawing in the Report, firstly you need to click on the ‘Check Box’ then click on ‘Add’ button.

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<th>Additional Drawing (If Any)</th>
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<tr>
<td>![Check]</td>
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</tbody>
</table>

A pop up page will appear on the screen, where figure can be drawn as per the directions given below.
a. **Choose Color** (Black or Red):- You can choose colors to draw figure.

Choose Color:  

![Choose Color](image)

b. **Eraser**: - If you want to remove drawn mistakes, you can use ‘Eraser’ option.

Eraser

![Eraser](image)

c. **Clear**: - If you want to clear whole drawn screen, you can use ‘Clear’ button.

Clear

![Clear](image)

You can also add ‘Noting’ about the drawn figure.

![Noting](image)

After completing the drawing, click on ‘Save’ button to save drawn figure.

Important – After saving the drawing, user cannot modify the drawing. So if you want to make changes after save figure, you need to ‘Delete’ drawing and redraw using by click on ‘Add’.
Finally, **Save** button & a Freeze Report check box are to be used to save the report. If **Freeze Report** is not checked while saving then record remains editable. If it is checked during saving then record is no more available for edit purpose. Click on save button will save the information and option to print will appear.

[2.3.8] **Form-II Report**

On clicking Print button report will be generated as shown below

![Image of Form-II Report]

[2.4] **Subsequent Opinion**

When user checks Freeze Report check button & click on save button (in any of the Form II, Form III, Form IV, Form VI last screen) then he will be allowed to take print out only. In case of Freeze Record, the information will not be editable anymore & report can be viewed in print format and the final report is stored in database for future reference.

The **doctor who has created the report** or the **doctor to whom report is assigned by HOD** can give his/her subsequent opinion. As you click on Subsequent Opinion in Activity –II, you will see following screen

![Image of Subsequent Opinion]

Assigned MLR/PMR reports for subsequent opinion to the doctor will be shown as below
Also doctor can enter MLR/PMR Transaction ID & Click on Go. If Record Is not Freezed or not assign to user, user will get Message that entered transaction id does not exist. Otherwise user will see following screen

It contains victim/patient basic details. User can enter the opinion in given space and Click on Save button to save the opinion. He/She can freeze while saving (click on check box then click on Save) or can freeze later. However if any record for subsequent opinion is unfreeze, she/he can’t give any more opinion till the opinion is freezed. After freeze the following screen will appear.

Print out of Subsequent opinion can be taken as above. New opinion without freezing, shown as below
To freeze or edit click on select, it will fill saved opinion in text box for updation /modification.

The procedure to enter for remaining reporting certificates (Form-III, Form-IV, Form-VI & Form-VIA) are same as explained above.

[2.5] **Quick Edit**

'Quick Edit' facility is given to edit the complete un-freezed case detail in a single page as below

After click on this option following page will be shown
Firstly you need to search the record of desired case detail; there are various parameters to search record, like: by MLR/ PMR Transaction No., Police Accompanied, FIR Details, From Date-To date. After selecting type of certificate viz. Form-II, Form-III etc., then fill search parameters and click on ‘Search’ button.

Search will provide the list of case details with two options viz. Download Report and Edit. With the help of Download option you can obtain the report as below.

After click on edit button, you will see all case details in a single page with tabs, First tab being victim registration form as below -
With the help of page tabs, user can directly go to any page for correction purpose.
[3.0] HOD (Head of Department) Module

[3.1] HOD Login

HOD User can provide his/her username and password here.

After successful login user will get following screen.

The HOD user has limited functionality. In the user management besides “Change Password” and “Update Profile” options, user has two more options i.e. “Verify Doctor Transfer”, “Cancel Cases”. 
[3.2] Verify Doctor Transfer

On clicking “Verify Doctor Transfer” link, user will see following screen

It gives user two choices viz. Place of Posting, Multiple Location Request.

On selecting option “Place of posting” HOD can approve doctor transfer and request will disappear from the screen; also email is sent to doctor & HOD of the previous institute. It may please be noted that the Doctor who requests for approval to transfer, should not have any Un-freeze reports with him/her.

On clicking “Multiple Location Request”, HOD will see the list of the doctors who had applied to work in his/her institute using the application. The following screen will be shown
HOD can approve /disapprove the request, when HOD clicks on Disapprove link, he/she will get a message on screen & request will be disappear from the screen, also email is sent to doctor, HOD of his previous institute.

When HOD clicks on approve link, he/she will get a message on screen. Please note that HOD will not be able to approve transfer for the Doctor who had had Un-freeze reports with him/her during request.

[3.3] Cancel Cases

On clicking “Cancel Cases” link, user will see following screen
Application will show records un-freeze cases of last 7 day as shown below and HOD can cancel any case by clicking the Cancel button.

[3.4] Activity-II:: Assignment to Doctor

Activity-II allows HOD to perform two options, which are “Assignment to Doctor” and “Cancellation/Revoke Cases”.

The HOD can assign the freeze report to any doctor of his/her own institute for subsequent opinion. HOD should fill Transaction id of such a case.
If given transaction id exists then following screen will be shown

HOD selects Doctor Name from List to which he/she wants to assign the report for subsequent opinion. Select Doctor and click on Assign button, following screen will display

If the chosen Doctor has been already assigned the report for subsequent opinion then on clicking Assign button will the message “this permission is already assigned”. This way HOD can assign the report to doctor for subsequent opinion.
[3.5] Activity-II :: Cancellation/Revoke Record

HOD can cancel record or revoke any cancel record using this option. HOD fills Transaction id of a case (which is not freeze.)

If supplied transaction id exists and record is unfreeze then following screen will be shown
If supplied transaction id exists and it is cancelled record then following screen will be shown where it can be revoked.

[3.6] Activity-II :: Search Report by HOD

Search facility is provided based on various parameters. The following screen shows the search result example.

HOD can download reports to local machine.
[4.0] User Management

[4.1] Change Password

Under “User Management” user needs to select option “Change Password” to change his/her password. The screen will be shown below:

Click on “OK” button to change the passwords provided and application will be redirected to home page.

[4.2] Update Your Profile/Request Transfer

Under “User Management” select option “Update Your Profile” to update user profile and the following screen will appear.
Users have to fill the detail as mentioned in the above screen and click on “Update” Button, the details will be updated.

In case of User’s Transfer, a link is provided here so that transfer request can be made by the individual and can be sent for approval.

[4.3] User Management :: Multiple Location Request

Doctor can add another institute(s) for MLR/PMR reporting other than his/her place of posting using this option. Under “User Management” He/she needs to select option “Multiple Location Request” link, following screen will be shown.
[4.4] User Management :: Cancel Assigned Institute

Using this option doctor can cancel the institute which has been assigned during multiple location request.

[5.0] Dashboard

In the Home page, there is link in the bottom of the left side as “Dashboard”.
It has got two pages of display. First page display “Districts at Glance” as below

![Districts at Glance](image)

Second page displays “Cases at Glance” as below

![Cases at Glance](image)