BRIEF DESCRIPTION FOR MIS REPORTS

Report Name	Type	Definition
File Closed	Detailed	This report displays list of files closed by department(s)/section(s)/user(s) within a date range.
	Month wise	This report displays the total no. of files closed by dept/section(s) within a date range or **as on date.** User cannot view the details of the files. Section(s) with no data for given period will not be displayed in report.
	Summary	This report displays the no. of files closed by department(s)/section(s) within a certain date range (in numerical count). When clicked on numerical count, user gets the details list of closed files. Section(s) with no data for given period will not be displayed in report.
File Conversion	Summary	This report displays the no. of physical files (created in eFile) converted into electronic files by department(s)/section(s) within a certain date range (in numerical count). When clicked on numerical count, user gets the details list of converted files.
File Forwarded	Detailed	This report displays list of files forwarded by department(s)/section(s)/user(s) within a date range.
	Month wise	This report displays the total no. of files forwarded by different department(s) /section(s) within a date range or **as on date** (in numerical count). User cannot view the details of the files. Section(s) with no data for given period will not be displayed in report.
	Summary	This report displays no. of files forwarded by department(s)/section(s) within a date range (in numerical count). When clicked on numerical count (other than zero), user gets the details list of forwarded files. Section(s) with no data for given period will not be displayed in report.

File Migration	Summary	This report displays the no. of files migrated into eFile (using file migration module of eFile) by department(s)/section(s) within a certain date range (in numerical count). When clicked on numerical count, user gets the details list of migrated files.
File Parked	Detailed	This report displays list of files parked by department(s)/section(s)/user(s) within a date range.
	Summary	This report displays the no. of files parked by department(s)/section(s) within a certain date range (in numerical count). When clicked on numerical count (other than zero), user gets the details list of closed files. Section(s) with no data for given period will not be displayed in report.
File Pendency	Pending files of	This report displays list of files created in selected department/section(s) and which are pending with other department/section(s).
	Pending files with	This report displays list of pending files with the selected department/section(s). And were created in department/section(s) other than the selected department/section(s).
File Received	Detailed	This report displays list of files received by department(s)/section(s)/user(s) within a date range. Self movement will be excluded.
	Month wise	This report displays the total no. of files created by different department(s)/section(s) within a date range or **as on date** (in numerical count). User cannot view the details of the files. Section(s) with no data for given period will not be displayed in report.
	Summary	This report displays no. of files received by department(s)/section(s) within a date range (in numerical count). When clicked on numerical count (other than zero), user gets the details list of closed files. Section(s) with no data for given period will not be displayed in report.

File Register	Detailed	This report displays a list of the files generated by the department(s)/section(s)/user(s) within a date range.
	Month wise	This report displays the total no. of files created by different department(s)/section(s) within a date range or **as on date** (in numerical count). User cannot view the details of the files. Section(s) with no data for given period will not be displayed in report.
	Summary	This report displays the no. of files generated by department(s)/section(s) within a date range (in numerical count). When clicked on numerical count, user gets the detailed report. Section(s) with no data for given period will not be displayed in report.
Diary Register	Detailed	This report displays a list of the receipts diarized by department(s)/section(s)/user(s) within a date range.
	Month wise	This report displays the total no. of receipts diarized by different department(s)/section(s) within a date range or **as on date** (in numerical count). User cannot view the details of the receipts. Section(s) with no data for given period will not be displayed in report.
	Summary	This report displays the no. of receipts diarized by department(s)/section(s) within a date range (in numerical count). When clicked on numerical count, user gets the detailed report. Section(s) with no data for given period will not be displayed in report.
Receipt Closed	Detailed	This report displays a list of the receipts closed by department(s)/section(s)/user(s) within a date range.
	Month wise	This report displays the total no. of receipts closed by different department(s)/section(s) within a date range or **as on date** (in numerical count). User cannot view the details of the receipts.
	Summary	This report displays the no. of receipts diarized by department(s)/section(s) within a date range (in numerical count). When clicked on numerical count, user gets the detailed report.

		Section(s) with no data for given period will not be displayed in report.
Receipt Forwarded	Detailed	This report displays list of receipts forwarded by department(s)/section(s)/user(s) within a date range.
	Month wise	This report displays the total no. of receipts forwarded by different department(s) /section(s) within a date range or **as on date** (in numerical count). User cannot view the details of the files. Section(s) with no data for given period will not be displayed in report.
	Summary	This report displays no. of receipts forwarded by department(s)/section(s) within a date range (in numerical count). When clicked on numerical count (other than zero), user gets the details list of forwarded files. Section(s) with no data for given period will not be displayed in report.
Receipt Monitoring	Closed Action	This report displays the list of initiated actions with CLOSED status. Option to select initiator and filter for receipts based on Category and VIP type is provided.
	Consolidated Action	This report displays the list of all initiated actions that are with both OPEN (Active) and CLOSED status. Option to select initiator and filter for receipts based on Category and VIP type is provided.
	Open Action	This report displays the list of initiated actions that are with OPEN status. Option to select initiator and filter for receipts based on Category and VIP type is provided.
Receipt Pendency	Pending receipts of	This report displays list of receipts created in selected department/section(s) and which are pending with other department/section(s).
	Pending receipts with	This report displays list of pending receipts with the selected department/section(s). And were created in department/section(s) other than the selected department/section(s).

Receipt Received	Detailed	This report displays list of receipts received by department(s)/section(s)/user(s) within a date range.
	Month wise	This report displays the total no. of receipts received by different department(s) /section(s) within a date range or **as on date** (in numerical count). User cannot view the details of the files. Section(s) with no data for given period will not be displayed in report.
	Summary	This report displays no. of receipts received by department(s)/section(s) within a date range (in numerical count). When clicked on numerical count, user gets the details list of forwarded files. Section(s) with no data for given period will not be displayed in report.
CRU Dispatch		This report displays the details of dispatches made by CRU within a particular time interval.
Dispatch Register	Detailed	This report displays a list of issues/reminders dispatched by department(s)/section(s)/user(s) within a date range.
	Month wise	This report displays the total no. of issues/reminders dispatched by different department(s)/section(s) within a date range or **as on date** (in numerical count). User cannot view the details of the receipts. Section(s) with no data for given period will not be displayed in report.
	Summary	This report displays the no. of issues/reminders dispatched by department(s)/section(s) within a date range (in numerical count). When clicked on numerical count, user gets the detailed report. Section(s) with no data for given period will not be displayed in report.
VIP Diary Register	Detailed	This report displays a list of all VIP receipts diarized by Department(s)/section(s)/user(s) within a date range.
	Summary	This report displays no. of all VIP receipts diarized by Department(s)/section(s) within a date range (in numerical count). When clicked

		on numerical count, user gets the detailed report. Section(s) with no data for given period will not be displayed in report.
VIP References	Summary	This report displays the no. of pending VIP receipts at the department/section level, within a date range or **as on date** (in numerical count). When clicked on numerical count, user gets the detailed report. Section(s) with no data for given period will not be displayed in report.
Reminder (Diary for Active Follow Ups)		This report displays the active follow up notifications created and closed by the users of the department /sections(s). The report will be generated on the basis of **reply due date**.
Reminder (Diary for Active and Closed Follow Ups)		This report displays the active and closed follow up notifications created and closed by the users of the department /sections(s). The report will be generated on the basis of **reply due date**.
Reminder (Diary for Closed Follow Ups)		This report displays the closed follow up notifications created and closed by the users of the department /sections(s).
Reminder (Dispatch Follow Ups for Which Reply is received After Reply Due Date)		This report displays the closed follow up notifications for which reply was received after due date. The report will be generated on the basis of **reply received date**.
Reminder (Dispatch Follow Ups for Which Reply is received Before Reply Due Date)		This report displays the closed follow up notifications for which reply was received before due date. The report will be generated on the basis of **reply received date**.
Reminder (Due – Active Cases for Which Reminders Issued Within Date Range)		This report displays the active follow up notifications for which reply is due for the selected **reminder issue date** range.

Reminder (Reply Due)		This report displays the active follow up notifications for which reply is due for the selected **reply due date** range.