

User Manual: DLR Data Management System

This manual provides comprehensive instructions for navigating and utilizing the DLR Data Management System. It covers system authentication, data entry procedures, and the generation of administrative reports.

System Flow Diagram

Software System Workflow: Data Entry to Reporting

System Access & Data Entry



Authentication & Dashboard

Securely log into the system to access the central dashboard interface.

DLR & SLR Record Creation

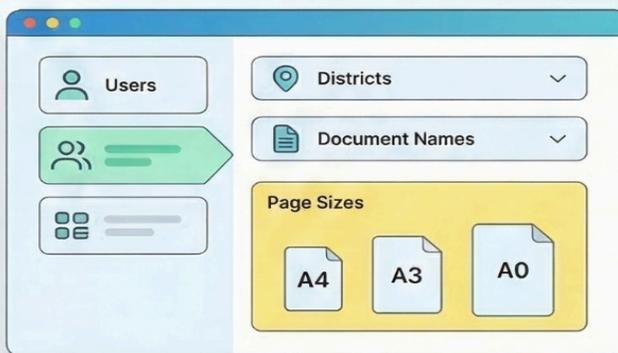
Enter taluka, village, document type, page types, and user-specific date information.

A form with a green header bar containing a user profile icon. The form has several sections: 'Taluka' and 'Village' (location pickers), 'Document Type' (document icon picker), 'Page Types' (document icon picker), and 'User-Specific Date Information' (calendar icon). At the bottom are two buttons, one yellow and one red.

Real-Time Record Tracking

View and verify all created records immediately on the entry page.

Reporting & Exporting



Diverse Report Generation

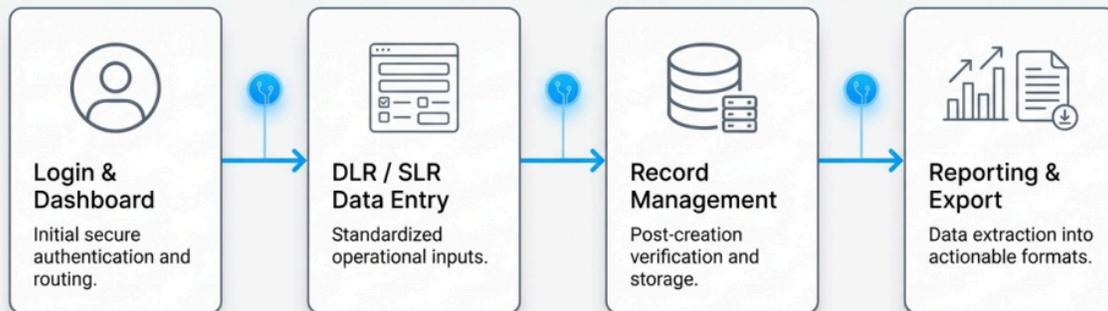
Generate reports based on users, districts, document names, or page sizes (A4, A3, A0).



Multi-Format Exporting

Export finalized reports directly into Word, PDF, or Excel formats for external use.

The complete lifecycle of a record through the system



1. System Access and Authentication

Here Login Screen

The **Login Screen** serves as the primary entry point for the DLR Data Management System. Access is restricted to authorized personnel. To access the system, enter your assigned credentials into the login interface. Authorized users must authenticate to gain access to the DLR entry modules and the reporting dashboard.

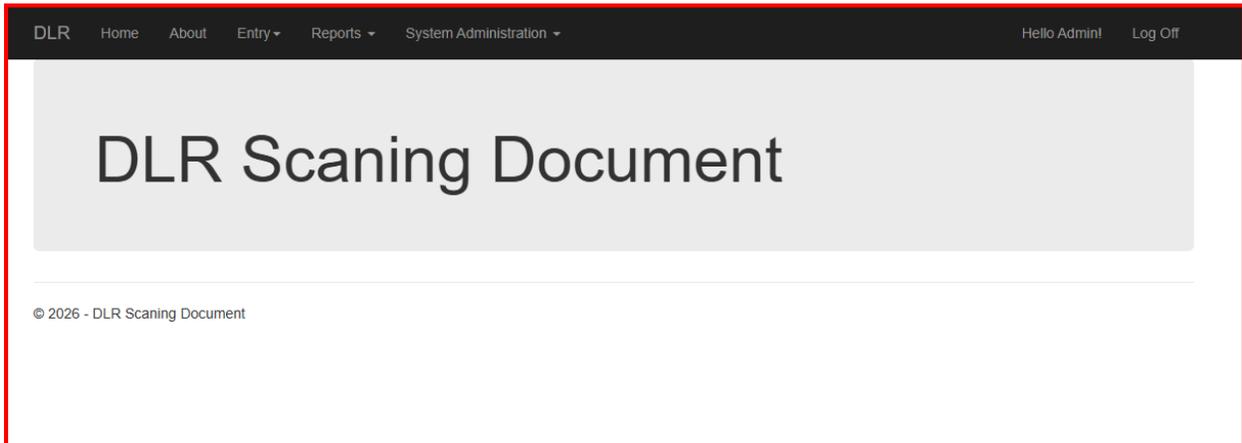
The screenshot shows the DLR Login screen. At the top, there is a navigation bar with links for DLR, Home, About, and Entry. A red box highlights the 'Log In' button in the top right corner. The main content area features a 'Log In' heading with a lock icon and the instruction 'Use a local account to access this site'. Below this, there are input fields for 'Username' and 'Password', a 'Remember me?' checkbox, and a 'Log In' button. A red line points to the 'Log In' button. At the bottom, there is a link for 'Forgot your password?' and a copyright notice: '© 2026 - DLR Scanning Document'.

2. Dashboard Navigation

After Login Dashboard screen

Upon successful authentication, the system displays the **Dashboard**. This screen serves as the central hub for all system operations. To begin data management tasks, locate the primary

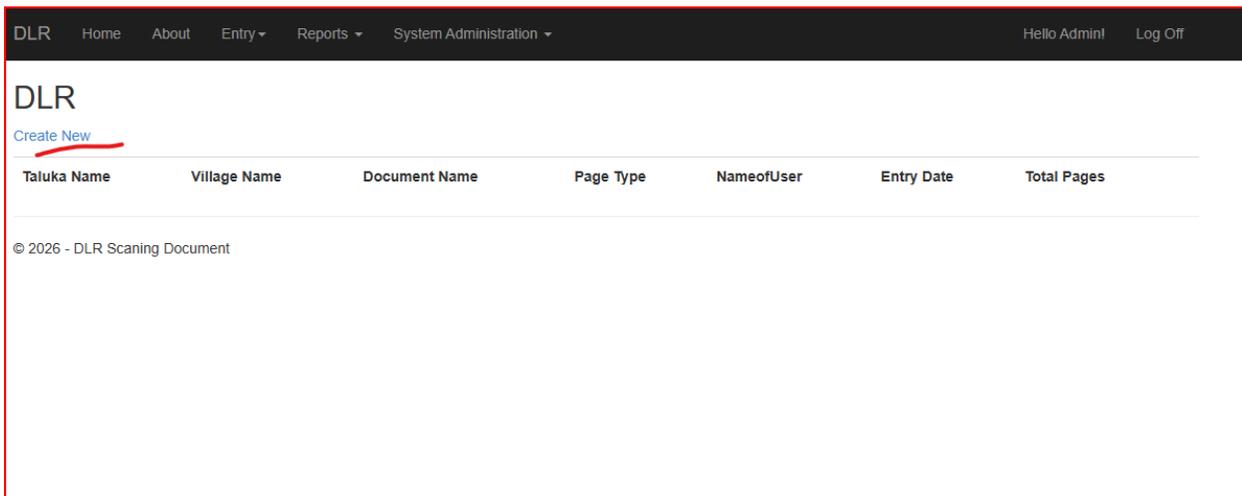
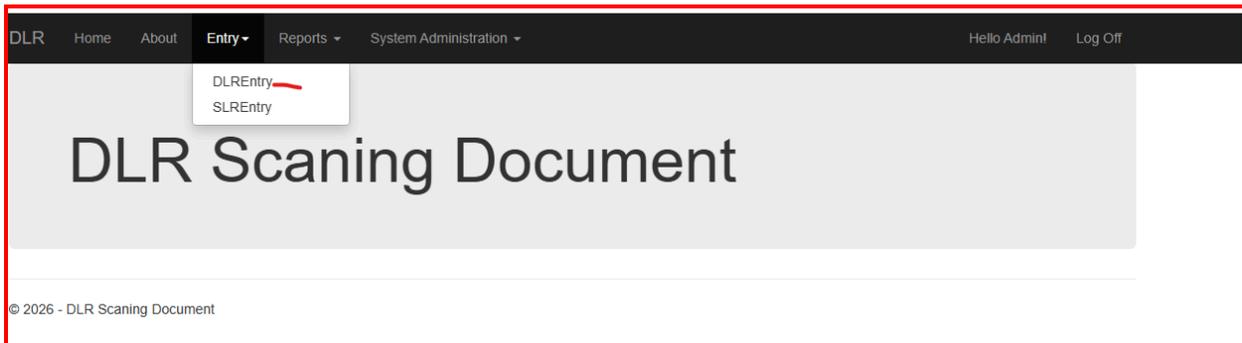
navigation pane on the left-hand side of the screen. From this interface, you can locate the **DLR Data Entry** menu to access the input modules.



3. DLR Data Entry Workflow

Accessing the Entry Form

To input new records, navigate to the sidebar and select the **DLR Data Entry** option. Once selected, use this menu to open the standardized input interface in the central workspace.



DLR Entry Form Fields

The **DLR Entry** form requires specific administrative and document-related data. Complete the following fields to ensure accurate record-keeping:

- **Taluka** : Select the specific administrative division or sub-district from the dropdown menu.
- **Village** : Specify the local village associated with the record.
- **Type of Document** : Define the specific category of the document being digitized or entered.
- **Page Type** : Specify the physical dimensions or format of the document (e.g., **A4** , **A3** , **A0**).
- **User** : Select the designated user responsible for this specific entry.
- **Date** : Input the relevant date for the record using the calendar picker.
- **Total Page.:** total page scan for village.

The screenshot shows a web application interface for creating a DLR entry. At the top, there is a navigation bar with links for 'DLR', 'Home', 'About', 'Entry', 'Reports', and 'System Administration'. Below this, the main heading is 'Create DLR Entry'. The form consists of the following fields:

- Taluka Name**: A dropdown menu with the placeholder text 'Select Taluka'.
- Village Name**: A dropdown menu with the value 'Abala' selected.
- Document Name**: A dropdown menu with the placeholder text 'Select Document'.
- Page Type**: A dropdown menu with the value 'A4' selected.
- User Name**: A dropdown menu with the placeholder text 'Select user'.
- Entry Date**: A date picker showing '15/Mar/2026'.
- Total Pages**: A text input field containing the number '0'.

Below the form fields, there is a 'Create' button and a 'Back to List' link.

Record Confirmation

Once you have submitted the form and created the record, the data will be immediately visible and manageable on the **DLR entry page** . This list view allows users to verify, review, and manage successfully saved entries.

Taluka Name	Village Name	Document Name	Page Type	NameofUser	Entry Date	Total Pages	
Bhabhar	Abasana	Consolidation Takta	A4	System Administrator	15/Mar/2026	44	Edit Delete

© 2026 - DLR Scanning Document

4. Reporting and Data Export

The system provides robust reporting tools to monitor productivity and aggregate geographic data.

User-Wise Reporting

The **User wise data entry Report** allows administrators to track individual productivity. Use the **User Report** function to generate a detailed summary of entries associated with specific personnel.

DLR Reports	
From Date	<input type="text" value="01/Mar/2026"/>
To Date	<input type="text" value="15/Mar/2026"/>
<input type="button" value="Daily Report"/>	

© 2026 - DLR Scanning Document

Export Capabilities

Reports generated within the system can be exported for external use, printing, or archival purposes. The following formats are supported:

- **Microsoft Word**
- **PDF**
- **Microsoft Excel**

User Report				
District Name	Taluka Name	Village Name	User Name	Total Pages
Narmada	Garudeshwar	Akateshwar	TADVI NEHA	2681
Narmada	Nandod	Akuvada	VASAVA RIYA	5301
Narmada	Nandod	Amarpara	TADVI NEHA	2728
Narmada	Nandod	Amletha	TADVI NEHA	98
Narmada	Nandod	Amletha	VASAVA RIYA	535
Narmada	Nandod	Amli	VASAVA RIYA	553
Narmada	Nandod	Anodara	TADVI NEHA	3453
Narmada	Nandod	Anodara	VASAVA KAJAL01	1219
Narmada	Nandod	Anodara	VASAVA RIYA	699
Narmada	Nandod	Ori	VASAVA KAJAL01	957

Advanced Report Categories

In addition to user productivity, the system can generate several specialized reports through the **Other Report** menu:

- **District-wise Report** : Displays aggregated data based on district parameters.
- **Document Name Report** : Provides listings filtered by specific document titles.
- **Page-wise Report** : Categorizes data based on document size (e.g., **A4** , **A3** , **A0** , etc.).

DLR Home About Entry ▾ Reports ▾ System Administration ▾
Hello Admin! Log Off

DLR All Reports

Taluka Name

Village Name

DTV Report

Document Type Wise Repo

Page Size Wise Report

© 2026 - DLR Scanning Document

Report
All District wise report

Taluka Wise Report

District Name	Taluka Name	Village Name	Total Pages
Chhotaudepur	Jetpur Pavi	Ambalag	211
Chhotaudepur	Jetpur Pavi	Ambazati	545
Chhotaudepur	Jetpur Pavi	Aniyadri	652
Chhotaudepur	Jetpur Pavi	Chhotanagar	837
Chhotaudepur	Jetpur Pavi	Chimli	619
Chhotaudepur	Jetpur Pavi	Chudel	837
Chhotaudepur	Jetpur Pavi	Gambhirpura	471
Chhotaudepur	Jetpur Pavi	Ghuntia	785
Chhotaudepur	Jetpur Pavi	Kosum	369
Chhotaudepur	Jetpur Pavi	Thalki	693
Chhotaudepur	Jetpur Pavi	Umarva	185
Chhotaudepur	Jetpur Pavi	Undva	514
Chhotaudepur	Kadval	Ambakhut	905
Chhotaudepur	Kadval	Intvada	297
Chhotaudepur	Kadval	Kadval	3596
Chhotaudepur	Kadval	Kadvapura	220
Chhotaudepur	Kadval	Udhaniya	872
Chhotaudepur	Nasvadi	Katkuva	484

All Document Name by Report

Document Wise Report

District Name	Taluka Name	Village Name	Document Name	Total Pages
Chhotaudepur	Jetpur Pavi	Ambalag	Aakar bandh	54
Chhotaudepur	Jetpur Pavi	Aniyadri	Aakar bandh	146
Chhotaudepur	Jetpur Pavi	Chhotanagar	Aakar bandh	60
Chhotaudepur	Jetpur Pavi	Chudel	Aakar bandh	33
Chhotaudepur	Jetpur Pavi	Gambhirpura	Aakar bandh	28
Chhotaudepur	Jetpur Pavi	Ghuntia	Aakar bandh	56
Chhotaudepur	Jetpur Pavi	Kosum	Aakar bandh	30
Chhotaudepur	Jetpur Pavi	Thalki	Aakar bandh	42
Chhotaudepur	Jetpur Pavi	Umarva	Aakar bandh	111
Chhotaudepur	Jetpur Pavi	Undva	Aakar bandh	50
Chhotaudepur	Kadval	Ambakhut	Aakar bandh	70
Chhotaudepur	Kadval	Intvada	Aakar bandh	36
Chhotaudepur	Kadval	Kadval	Aakar bandh	274
Chhotaudepur	Kadval	Kadvapura	Aakar bandh	85
Chhotaudepur	Kadval	Udhaniya	Aakar bandh	100
Chhotaudepur	Nasvadi	Katkuva	Aakar bandh	42
Chhotaudepur	Nasvadi	Katkuva	Block Index/Consolidation Register	103
Chhotaudepur	Jetpur Pavi	Chhotanagar	K.J.P.	18
Chhotaudepur	Jetpur Pavi	Chudel	K.J.P.	27
Chhotaudepur	Jetpur Pavi	Gambhirpura	K.J.P.	25

All Pages wise report like (A4,A3,A0..)

Page Size Wise Report									
District Name	Taluka Name	Village Name	A0	A1	A2	A3	A4	Jambo	Total Pages
Chhotaudepur	Jetpur Pavi	Ambalag	0	0	0	0	211	0	211
Chhotaudepur	Jetpur Pavi	Ambazati	0	0	0	500	45	0	545
Chhotaudepur	Jetpur Pavi	Aniyadri	0	0	0	0	652	0	652
Chhotaudepur	Jetpur Pavi	Chhotanagar	0	0	0	0	837	0	837
Chhotaudepur	Jetpur Pavi	Chimli	0	0	0	0	619	0	619
Chhotaudepur	Jetpur Pavi	Chudel	0	0	0	33	804	0	837
Chhotaudepur	Jetpur Pavi	Gambhirpura	0	0	0	28	443	0	471
Chhotaudepur	Jetpur Pavi	Ghuntia	0	0	0	0	785	0	785
Chhotaudepur	Jetpur Pavi	Kosum	0	0	0	0	369	0	369
Chhotaudepur	Jetpur Pavi	Thalki	0	0	0	0	693	0	693
Chhotaudepur	Jetpur Pavi	Umarva	0	0	0	111	74	0	185
Chhotaudepur	Jetpur Pavi	Undva	0	0	0	0	514	0	514
Chhotaudepur	Kadval	Ambakhut	0	0	0	0	905	0	905
Chhotaudepur	Kadval	Intvada	0	0	0	0	297	0	297
Chhotaudepur	Kadval	Kadval	0	0	0	0	3596	0	3596
Chhotaudepur	Kadval	Kadvapura	0	0	0	0	220	0	220
Chhotaudepur	Kadval	Udhaniya	0	0	0	0	872	0	872
Chhotaudepur	Nasvadi	Katkuva	0	0	0	0	484	0	484
Total			0	0	0	672	12420	0	13092

5. SLR and Supplemental Entry

SLR Entry Process

The entry process for **SLR (Settlement Land Records)** follows the same operational logic and interface structure as the DLR module. While accessed via its own dedicated menu to ensure records are stored in the correct database module, the entry parameters remain identical. When performing an SLR entry, complete the following fields as defined in the DLR section:

- **Taluka**
- **Village**
- **Document Type**
- **Page Type** (A4, A3, A0, etc.)
- **User**
- **DateAs** with DLR records, SLR entries will be visible on the entry page immediately after creation and are available for all reporting and export functionalities.

Create

SLR Entry

Taluka Name	<input type="text" value="Bhabhar"/>
Village Name	<input type="text" value="Abasana"/>
Document Name	<input type="text" value="Inquiry register"/>
Page Type	<input type="text" value="A4"/>
User Name	<input type="text" value="System Administrator"/>
Entry Date	<input type="text" value="15/Mar/2026"/>
Total Pages	<input type="text" value="55"/>
<input type="button" value="Create"/>	

[Back to List](#)