

## Manav Sampada Tutorials

### Tutorial 9: Generate a list of all offices in a block/district

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**Step: 1)** Go to <http://admis.hp.nic.in/genpmis/> or just type **Manav Sampada** in Google and click on first web link.

**Step: 2)** Login (as taught in **Tutorial 1**)

**Step: 3)** Go to: **Reports/Queries → Administrator Reports → List of Offices**



**Step 4)** Now, **Select Office Level: Middle/ Primary School**, district name and click on generate report.

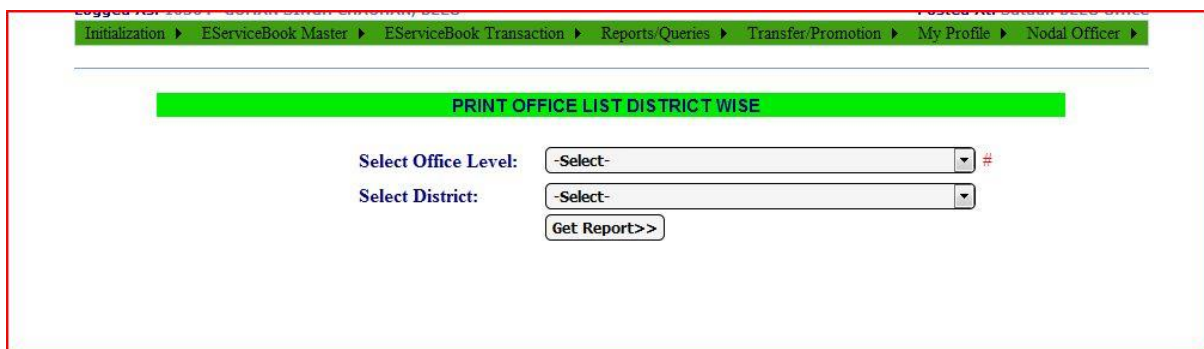



Fig (iii): Select Office Level and District

**Step 5)** The list of schools will have a Reporting Office heading. This reporting office will be names of different blocks.

In case you want to search for offices in your block: **Type your block name in the search box**

(in yellow circle) and press  button. To go to the next page, press the arrow button (in red circle).

Department of Elementary Education  
Himachal Pradesh, Shimla-171001



PRINT OFFICE LIST DISTRICT WISE

Select Office Level: Middle/Primary School #

Select District: KANGRA

Get Report>>

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Main Report

dharamshala

100%

Office Level wise List of all offices  
ELEMENTARY EDUCATION

Step 6) To view in excel or PDF, click on export (the button inside the yellow circle).

PRINT OFFICE LIST DISTRICT WISE

Select Office Level: Block/High School #

Select District: KINNAUR

Get Report>>

1 / 1

Main Report

100%

Office Level wise List of all offices  
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Office Level Selected: Block/High School

Sr.No.	OfficeID & OfficeName	Office Address	Telephone
1	Reporting Office : Kalpa BEEO Office at Peo 010703000000->Kalpa BEEO Office at Peo	BEEO Office Kalpa at Peo	NA
2	Reporting Office : Nichar BEEO Office 010702000000->Nichar BEEO Office	BEEO Office Nichar	NA
3	Reporting Office : Pooh BEEO Office 010701000000->Pooh BEEO Office	BEEO Office Pooh	NA

Step 7) Under "Please select an export format from the list", select PDF or excel whatever you want.

Export Options

Please select an Export format from the list.

Enter the page range that you want to export

All

Pages

From: 1 To: 1

Formats:

- Formats:
- Crystal Reports (RPT)
- Acrobat Format (PDF)
- MS Word
- MS Excel 97-2000
- MS Excel 97-2000 (Data Only)
- Rich Text Format

OK