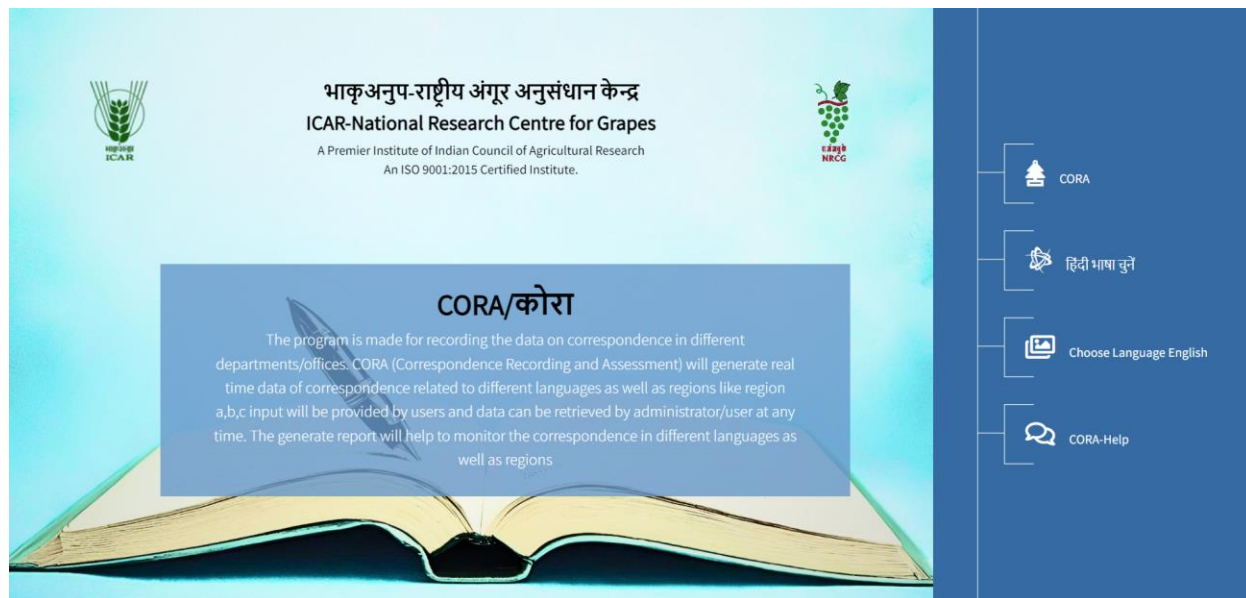


CORA Software User Guide

Introduction: CORA (Correspondence Recording and Assessment) software is designed to manage and track correspondence across various departments or offices. It provides real-time data on correspondence in different languages and regions, facilitating efficient monitoring and analysis.



Language Options: CORA is bilingual, offering users the choice of operating in either Hindi or English.

Getting Started: To sign up for the CORA app for the first time, follow these steps:

1. Send a request email to ento.nrcg@gmail.com with the subject line "CORA Software login credentials".
 - o Include your desired login ID (e.g., ento.nrcg@gmail.com) and a password of your choice (e.g., ento@nrcg).
 - o Specify whether you are an administrator or a regular user.
2. Once your request is processed, you will receive your login credentials.
3. Enter your login ID and password on the CORA login page and submit.


Please Login


Email


Password


[Log IN](#)

Don't Have Account??
Please Mail To Us On ento.nrcg@gmail.com
to get Login ID and Password.

 CORA






 हिंदी भाषा चुनें

 Choose Language English


 CORA-Help


Adding Letter Records: To add letter records to CORA, follow these steps:


Add Letter Record


Select Date:	dd-mm-yyyy 
Enter Inward/Outward Number:	_____
Select Letter Type:	Choose Letter Type 
Select Region Type:	Choose Region Type 
Select Language Type:	Choose Language Type 
Select Department Type:	Choose Department Type 


[Submit](#)


 Log Out

 हिंदी भाषा चुनें

 Choose Language English

 Add Letter Record

 Generate Report

 CORA-Help

1. Select the date on which the letter was sent or received.
2. Choose the type of letter from the available options.
3. Specify the region where the letter was sent or received.
4. Select the language in which the letter is written.
5. Choose the department associated with the letter.
6. If the letter was received, indicate whether a reply was received and, if so, specify the language of the reply.

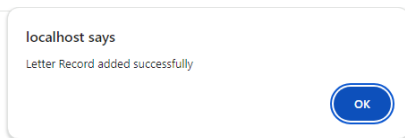
Add Letter Record

Select Date:	05-03-2024
Enter Inward/Outward Number:	
Select Letter Type:	E Mail
Select Region Type:	Rajasthan
Select Language Type:	Hindi
Select Department Type:	Purchase Section

Submit

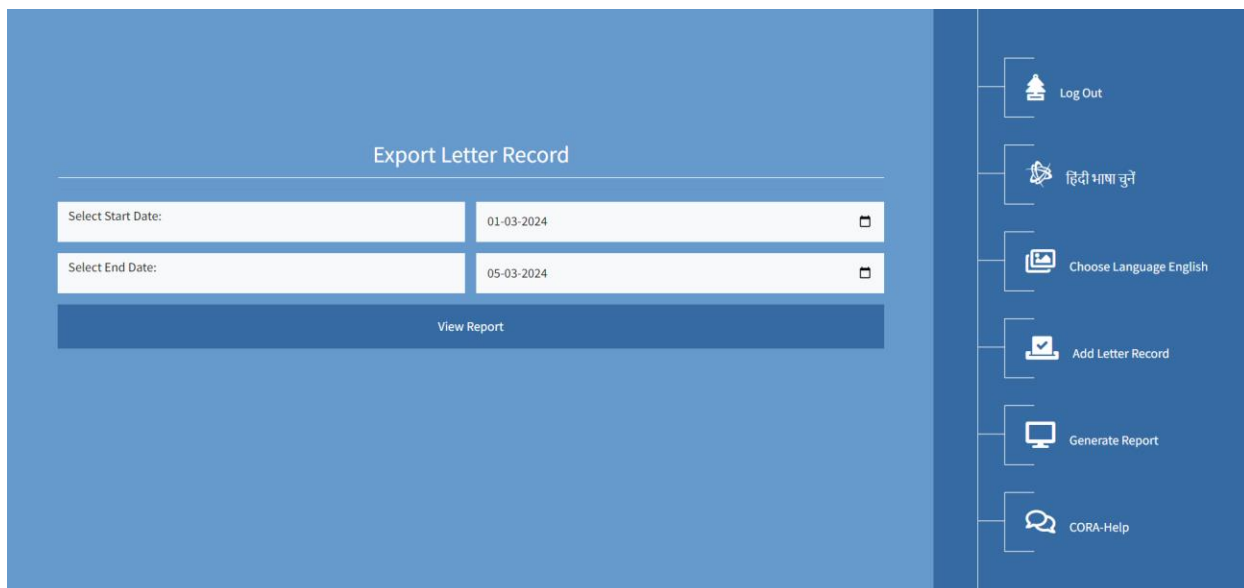
- Log Out
- हिंदी भाषा चुनें
- Choose Language English
- Add Letter Record
- Generate Report
- CORA-Help

7. Once all details are selected, click on the submit button to save the record to the database.



Generating Reports in Excel Format: To generate reports in Excel format, follow these steps:

1. Choose the date range (i.e., start date and end date) for which you want to collect letter records.



2. Click on the option to export data in Excel format.
3. The data file will be downloaded in Excel format, allowing for easy analysis and reporting.

भारत-राष्ट्रीय अंगूर अनुसंधान केन्द्र, पुणे					
ICAR-National Research Centre for Grapes, Pune					
Letter Report From 2024-03-01 To 2024-03-05					
Hindi Letter Report	No. Of Letter Recieved In Hindi	No. Of Letter Replied In Hindi	No. Of Letter Replied In English	No. Of Letter No Need Reply	No. Of Letter Sent In Hindi
Region A	1	1	0	0	1
Region B	0	0	0	0	0
Region C	0	0	0	0	0
Total Count	1	1	0	0	1
No. Of Letter English Letter Report	No. Of Letter Recieved In English	No. Of Letter Replied In Hindi	No. Of Letter Replied In English	No. Of Letter No Need Reply	No. Of Letter Sent In English
Region A	0	0	0	0	0
Region B	0	0	0	0	0
Region C	0	0	0	0	0
Total Count	0	0	0	0	0
Other Language Letter Report	No. Of Letter Recieved In Other Language	No. Of Letter Replied In Hindi	No. Of Letter Replied In English	No. Of Letter No Need Reply	No. Of Letter Sent In Other Language
Region A	0	0	0	0	0
Region B	0	0	0	0	0
Region C	0	0	0	0	0
Total Count	0	0	0	0	0
E-Mail/Fax Region	E-Mail/Fax In Hindi	E-Mail/Fax In English			
Region A	1	0			
Region B	0	0			
Region C	0	0			
Total Count	1	0			
No. Of Notings In Hindi	No. Of Notings In English	No. Of Orders In Hindi	No. Of Orders In English	No. Of Meetings In Trisemester	Discussion Of Meetings In Hindi/English
Name Of The Officer	Signature With Date				

Disclaimer: The reports generated by this software rely on user inputs. ICAR and/or NRCG do not accept responsibility for incorrect inputs entered into the software. Please give inputs correctly.

Export Report

For Admin Report:

Export Letter Record

Select Start Date:

Select End Date:

View Report

- Log Out
- हिंदी भाषा चुनें
- Choose Language English
- Add Letter Record
- Generate Report
- Admin Report
- CORR-Help

भारत-अनुसंधान राष्ट्रीय और अनुसंधान केन्द्र पुणे																											
ICAR-National Research Centre for Grapes,Pune																											
Letter Report From 2024-03-01 To 2024-03-05																											
Department	Region	Hindi Letter Report					English Letter Report					Other Letter Report					E Mail Report			Notings Report		Order Report					
		Letters Sent in Hindi	Letters Recieved in hindi	Letters replied in hindi	Letters replied in english	Letters replied in Other	Letters not replied	Letters in English	Letters Recieved in English	Letters replied in English	Letters replied in Hindi	Letters replied in Other	Letters not replied	Letters in Other	Letters Recieved in Other	Letters replied in Hindi	Letters replied in English	Letters replied in Other	Letters not replied	E Mail Hindi	E Mail English	E Mail Other	Noting Hindi	Noting English	Order Hindi	Order English	
Purchase Section	Region A	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Region B	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	Region C	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	Total Count	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Director Cell	Region A	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	Region B	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	Region C	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	Total Count	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

विशेषता: इस सॉफ्टवेयर द्वारा उत्पन्न रिपोर्ट उपयोगकर्ता द्वारा ही निर्धारित की जाती है। आईसीएआर और एनआरसीसी सॉफ्टवेयर में दर्ज किए गए मूल्य इनपुट के लिए नियमावली स्वीकार नहीं करते हैं। कृपया इनपुट सही दें।

Export Report

For any further assistance or inquiries, please contact the administrator at ento.nrcg@gmail.com.