



## **User Guide for Advocates**

### **Vconsol Court - Kerala Tribunals**

## Introduction

This user guide will be handy to familiarise **Vconsol Court** video conferencing software. It gives a simple look to understand what and how it works.

Install the Vconsol court VC Application on the Desktop / Laptop/ Mobile Devices.

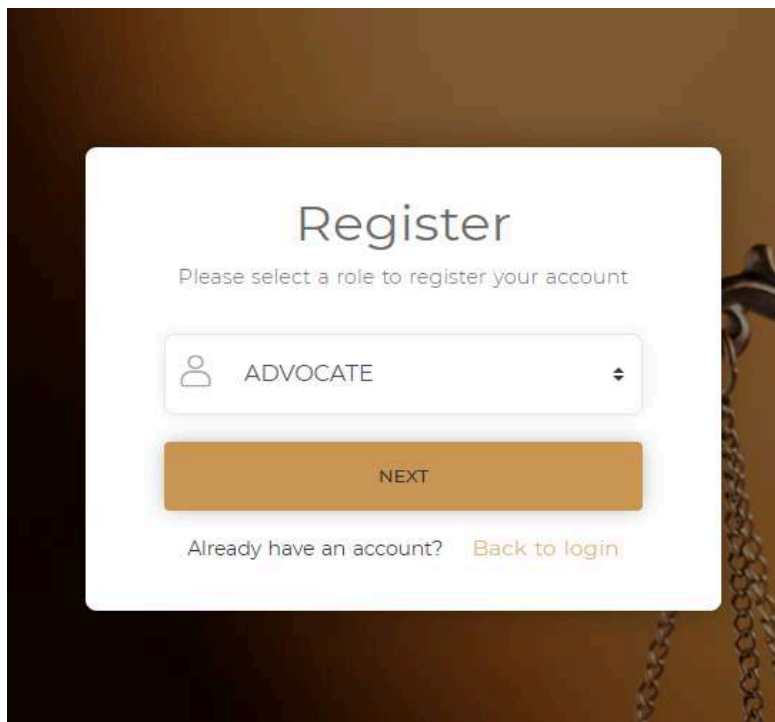
LINKS TO DOWNLOAD THE APPLICATIONS	
Android Mobile Devices	<a href="https://play.google.com/store/apps/details?id=com.v.c.tribunals&amp;pcampaignid=web_share">https://play.google.com/store/apps/details?id=com.v.c.tribunals&amp;pcampaignid=web_share</a>
iOS Devices	<a href="https://apps.apple.com/in/app/vconsol-tribunals/id6743107384">https://apps.apple.com/in/app/vconsol-tribunals/id6743107384</a>

## 1. How to Register as an ADVOCATE/PUBLIC

To register as an advocate/public, please go to the web URL



<https://tribunals.vconsol.com/register>

1. Click on the 'select your role' option
2. Select the option "**ADVOCATE/PARTY IN PERSON/PUBLIC**" from the list and click the next button
3. Fill all the required fields in the registration form and accept the terms and conditions, and click on the **NEXT** button
4. An OTP will be sent to your given phone number. Enter the OTP, type the password for the account and click on the **SUBMIT** button. The registration process is completed, and you can log in with your given **Phone Number** as user ID and password, which is set during registration.

A screenshot of a web registration form titled "Register". The background is a dark brown image of a metal chain. The form is a white card with rounded corners. It contains a title, a subtitle, a role selection dropdown, a "NEXT" button, and a link to login.

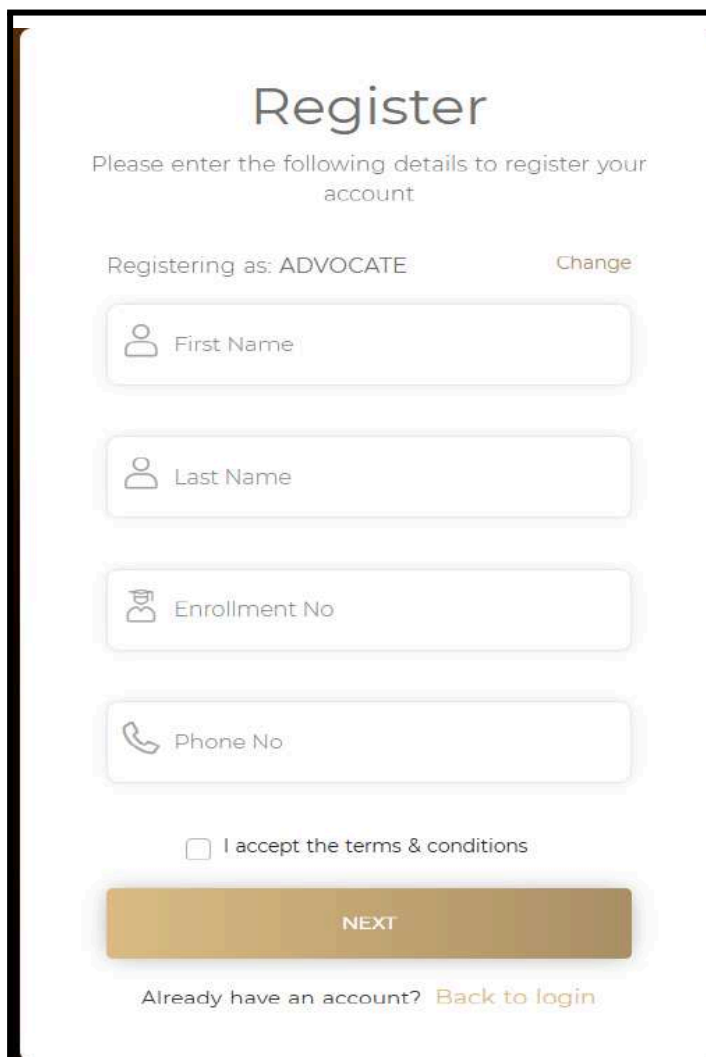
## Register

Please select a role to register your account.

 ADVOCATE 

NEXT


Already have an account? [Back to login](#)


A screenshot of a web registration form titled "Register". The background is a light beige image of a metal chain. The form is a white card with rounded corners. It contains a title, a subtitle, a role selection dropdown, four input fields for personal details, a checkbox for terms and conditions, a "NEXT" button, and a link to login.


## Register


Please enter the following details to register your account.

Registering as: ADVOCATE [Change](#)

 First Name

 Last Name

 Enrollment No

 Phone No

☐ I accept the terms & conditions

NEXT

Already have an account? [Back to login](#)

## Set a password

Password must be 8-16 characters including upper/lowercases, special characters and numbers



OTP



Enter Password



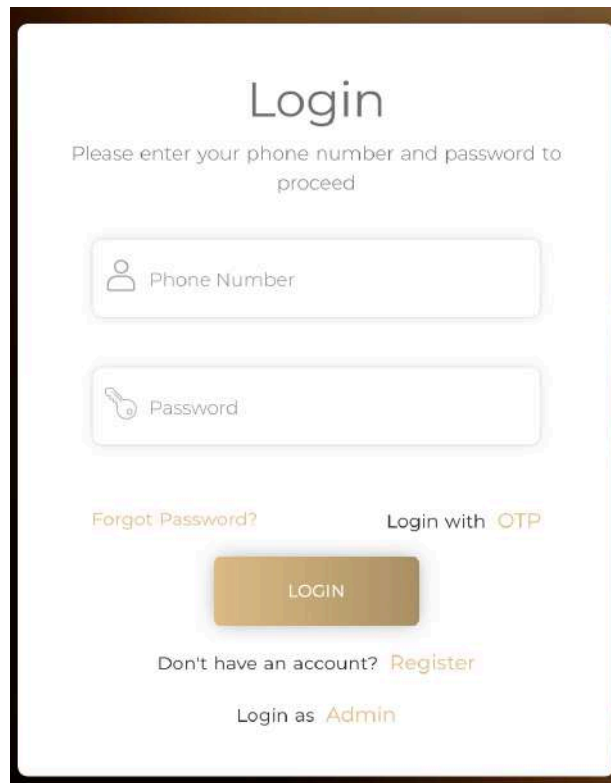
Re-Enter Password

SUBMIT

Cancel

## 2. How to log in as an Advocate/Public and View/Appear in Court Proceedings

1. To log in as an Advocate/Party in person/public on the web, please go to the URL <https://tribunals.vconsol.com/login>

The image shows a web-based login interface for the Vconsol High Court. At the top, the word "Login" is displayed in a large, dark font. Below it, a message reads "Please enter your phone number and password to proceed". There are two input fields: the first is labeled "Phone Number" with a person icon, and the second is labeled "Password" with a key icon. Below the password field, there are two links: "Forgot Password?" and "Login with OTP". A prominent orange "LOGIN" button is centered below these links. At the bottom, there is a link "Don't have an account? Register" and a text label "Login as Admin".

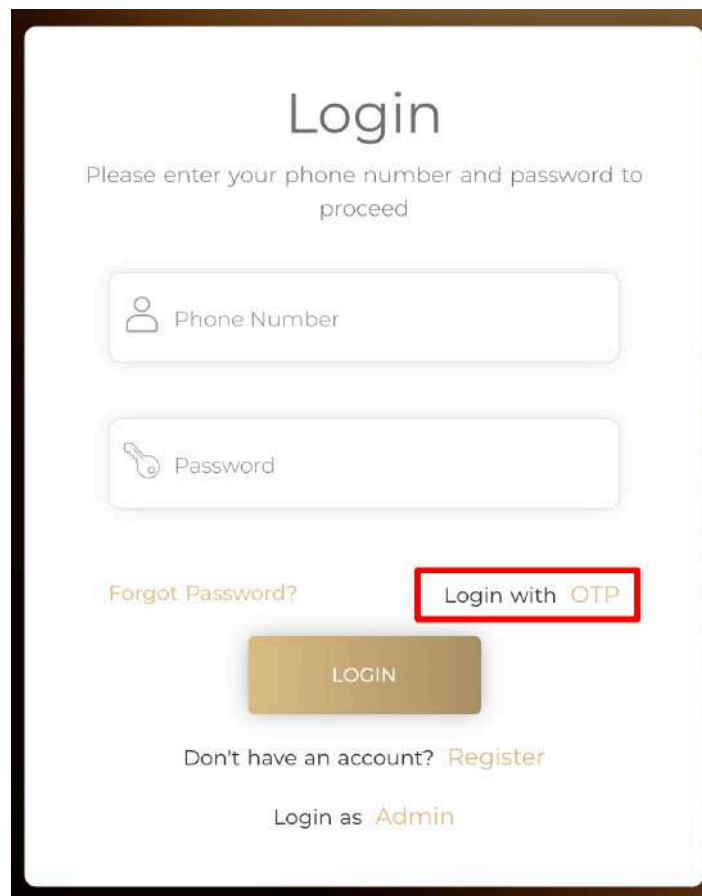
2. After typing the **phone number** (user ID) and **password**, click on the login button. After a successful login, an advocate/public will be redirected to the **Category selection page**

### 3. Log in with OTP

For Login with OTP, click on the Login with OTP link

Enter the registered phone number to get the OTP

Type the correct OTP and click on the login button. You will be redirected to the **Category selection page**.



The image shows a login page with the following elements:

- Login** (Section Header)
- Please enter your phone number and password to proceed.
- Phone Number (Input field with a person icon)
- Password (Input field with a key icon)
- [Forgot Password?](#)
- [Login with OTP](#) (This link is highlighted with a red rectangular box)
- LOGIN** (Button)
- Don't have an account? [Register](#)
- Login as [Admin](#)

## Login with OTP

Please enter your phone number to receive an OTP.

GET OTP

Don't have an account? [Register](#)

Login as [Admin](#)

Login with [password](#)

## Enter OTP

Please enter OTP.

Resend OTP in 39 seconds...

LOGIN

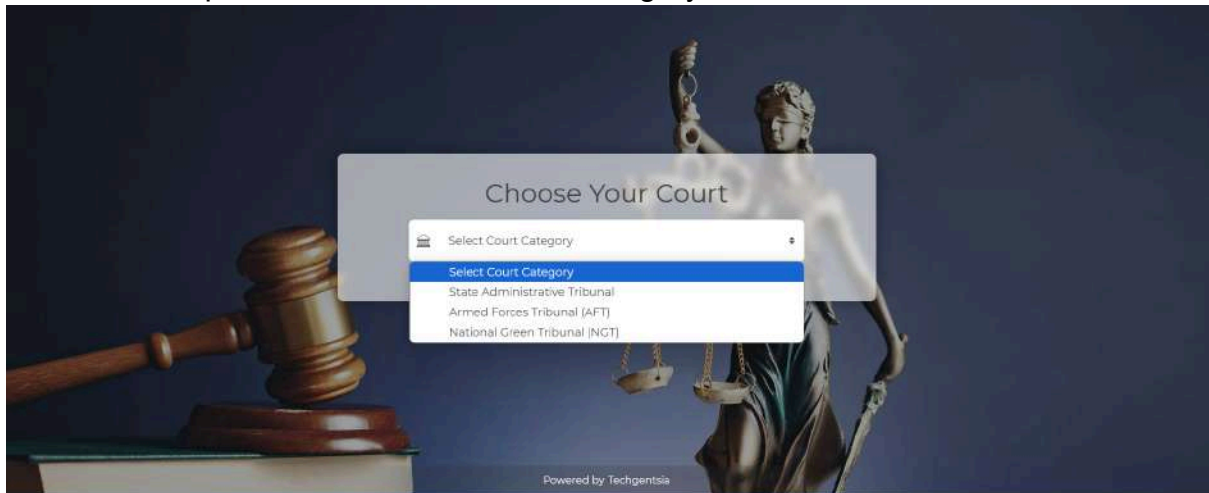
Don't have an account? [Register](#)

Login as [Admin](#)

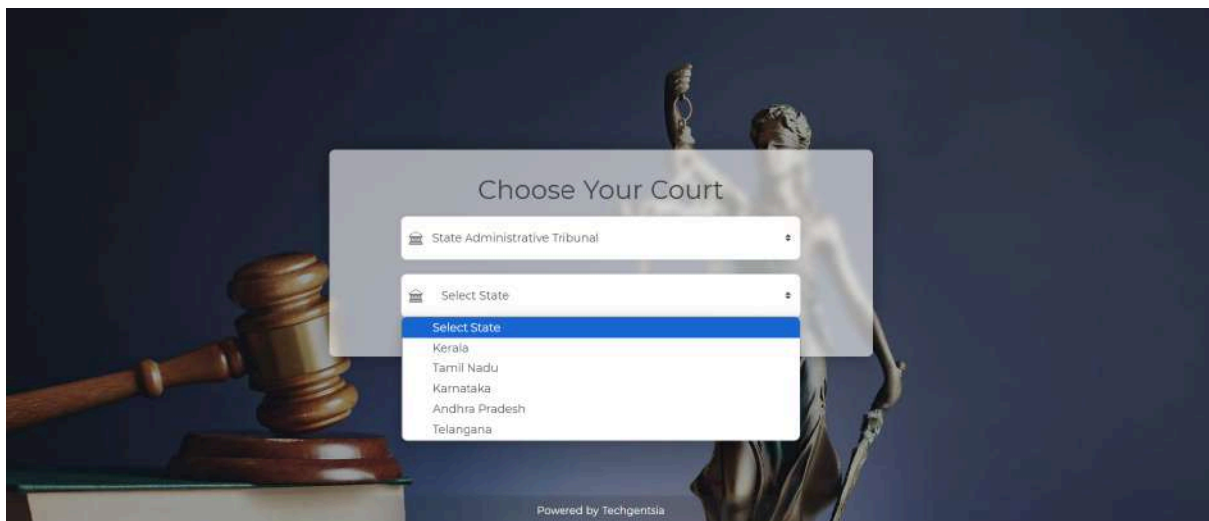
Login with [password](#)

#### 4. How to appear for a Serial Number in a court by an Advocate/Parties

After logging in, the user will be redirected to the Category selection page. where the user has the option to select the tribunal category.



After choosing the tribunal category, the user needs to select the proper state from the state dropdown list.



Once the proper selection of state has been made, the Advocate / will be redirected to the active court listing pages

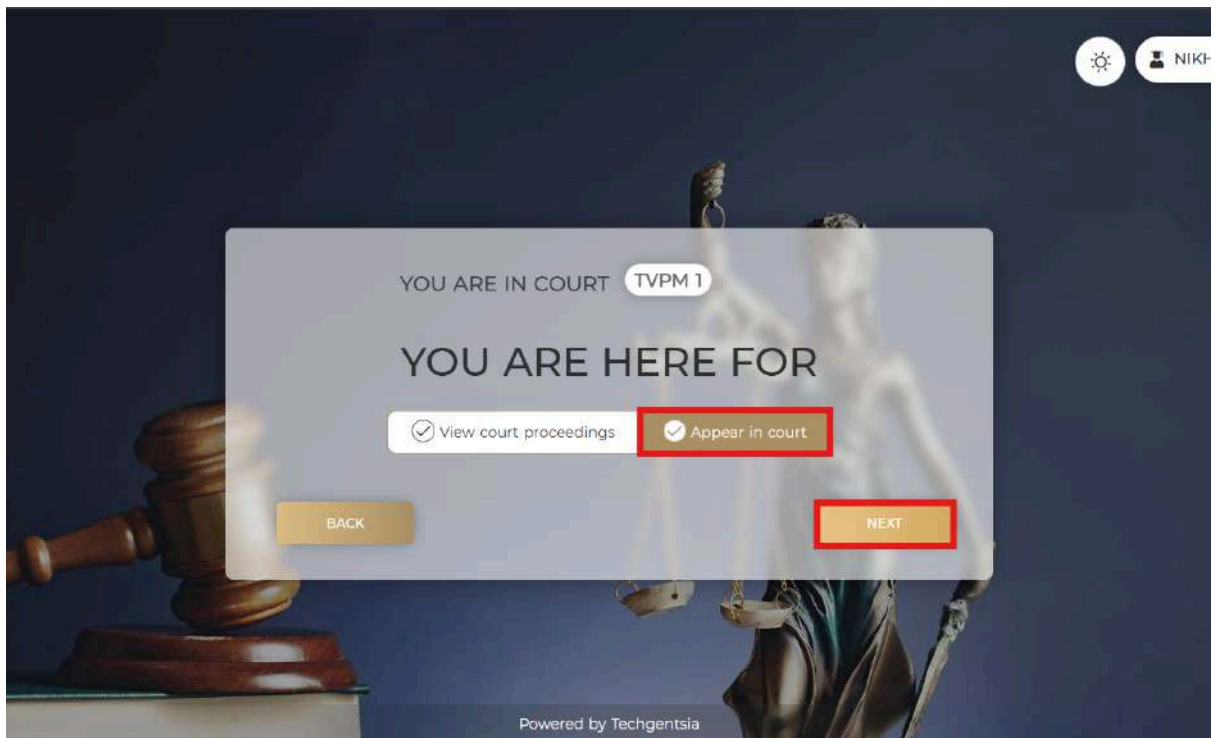
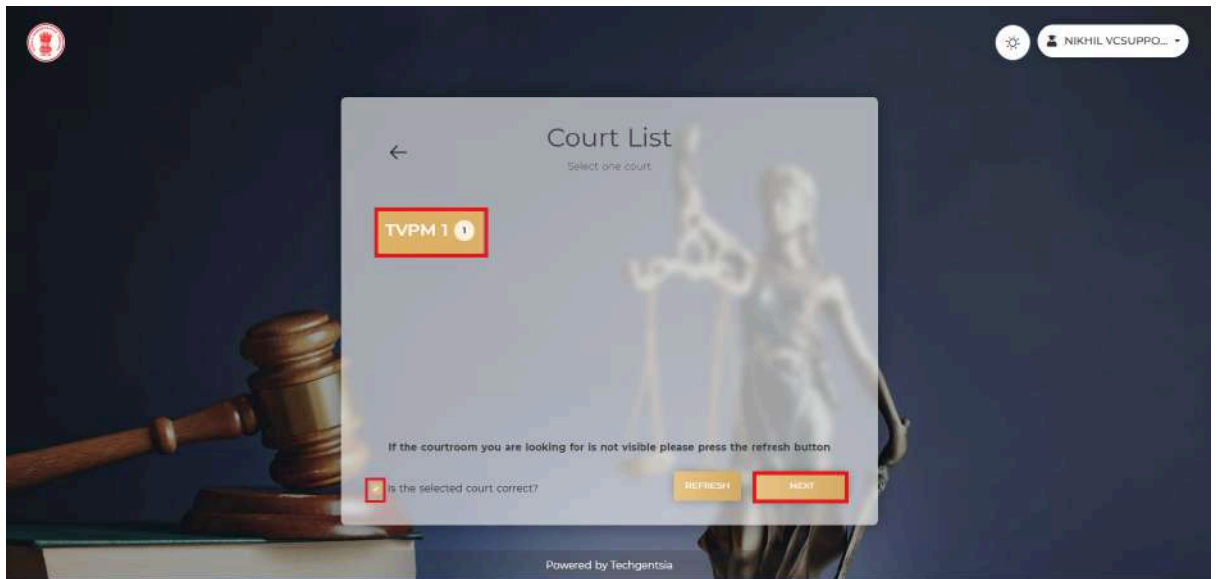
An advocate has an option to choose the active courts where he can appear for a case or he can view. The number right to the Court name denotes the Serial numbers which are called in that court.

**E.g.:** An Advocate wish to enter Court **TVPM1**

First, select the court and confirm that the selected court is correct by clicking the checkbox.

After clicking the checkbox, the **"NEXT"** button gets active





Select the Option “**Appear in Court**” and click on the Next Button

TVPM 1

### Serial Number List

Select serial numbers you are about to appear in court

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21

Do you have any submission to make?

☐ Mentioning 1 ( 10:30 AM-10:45 AM )

☐ Mentioning 2 ( 1:00 PM-3:00 PM )

BACK PROCEED

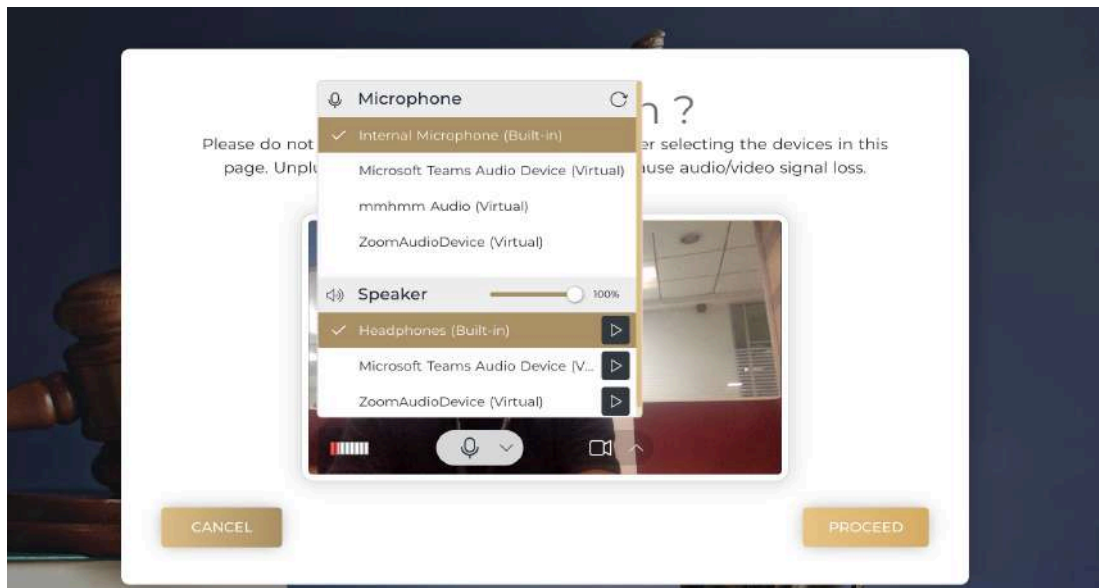
On this page, an Advocate has an option to select the **Serial Numbers** / Submission that they wish to appear.

On clicking the **PROCEED** button, you are redirected to the Audio/Video input Settings Page.  
where you can select your audio/video devices connected to the Computer/Laptop.

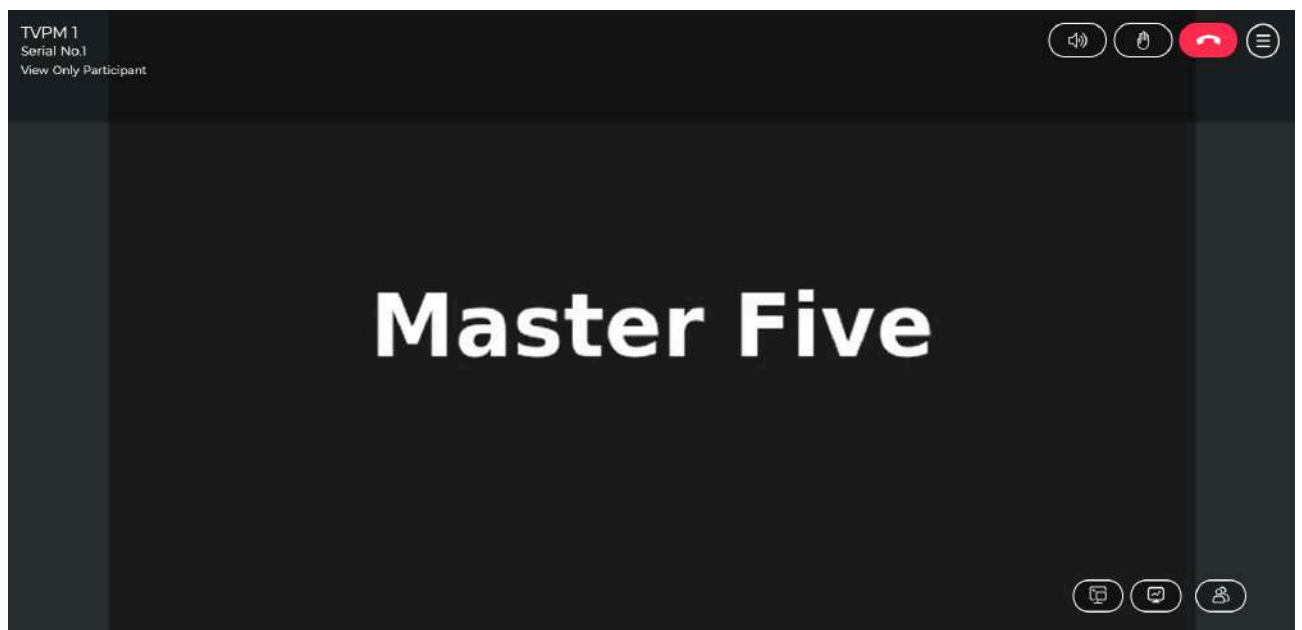
#### 4.1 Audio/Video input Settings selection page

It provides an option to select the proper audio input devices, like Microphones, audio output devices such as Headphones and video input such as Cameras.

**A user is able to enter the meeting page only after selecting the input/output devices properly.**

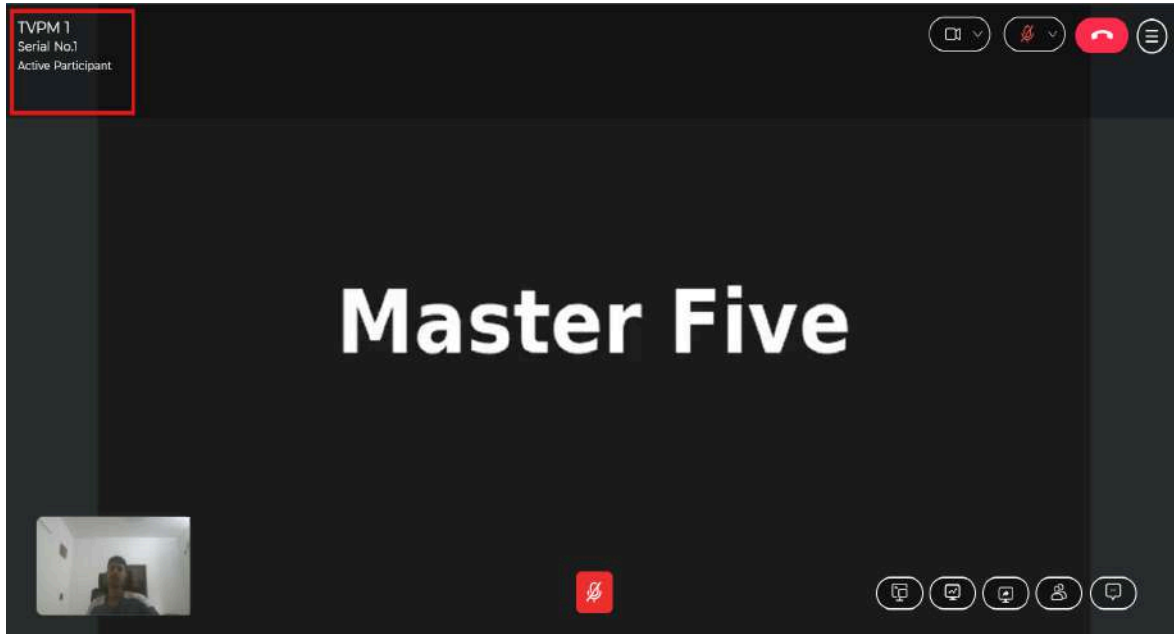


## **5. Court View for an Advocate as a viewer.**



## 5.1 Active User Court View:

When the court Officer calls the Serial numbers selected by the advocates, they are automatically active in that particular case and appear in the court with their audio and video.



### 5.1.1 The meeting room options available for active users are:

#### 1. Raise hand button (For passive users)

This feature allows users to notify the Court Officer when they wish to participate. When an advocate or member of the public uses the "Raise Hand" button, a request is sent to the Court Officer. If the Court Officer approves the request, the user will be promoted to an active participant and will then have the option to speak in the court session.

#### 2. Exit Court button

It will help to exit all the courts.

#### 3. Menu button

It helps the advocate to see all the courts active at present. An advocate can switch to other courts easily and view the proceedings happening in each court.

#### 4. Screen share option (For active users only)

By clicking this button, a request is sent to the court officer's side. After approving the request, the user can share their screen.

**\*\*\*\* Note: Starting screen share from the desktop app on Mac requires additional permission, which is to be enabled from the Security and Privacy section**

### Steps to enable the screen share permission in Mac:

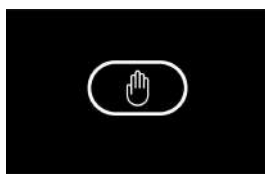
1. Go to the system preferences on Mac
2. Click on Security and privacy
3. Select the vconsole court app from the list

### 6. Participant List

This button provides an option to see the active and passive participants.

### 7. Flash messages

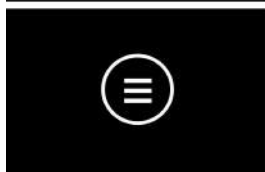
By clicking this button, we can see the Flash messages from the Court officer and admin.



→ **Hand raise request button to notify a Court master**



→ **Exit Court button**



→ **Menu button to view the Active/Live Court list.**



→ **Screenshare button**



→ **Participant List button**

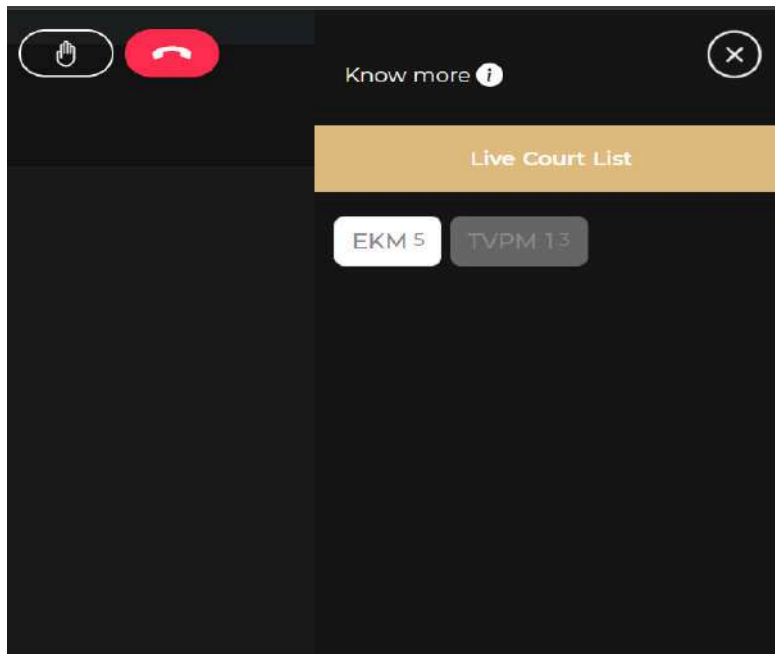


→ **Flash messages**

### 5.1.2 Meeting Page menu

It helps the advocate to see all the courts active at present. An advocate can switch to other courts easily and view the proceedings happening in each court.

>

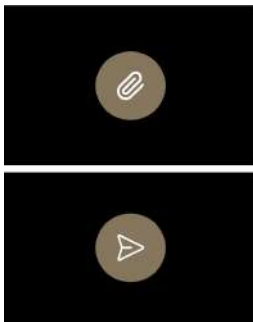
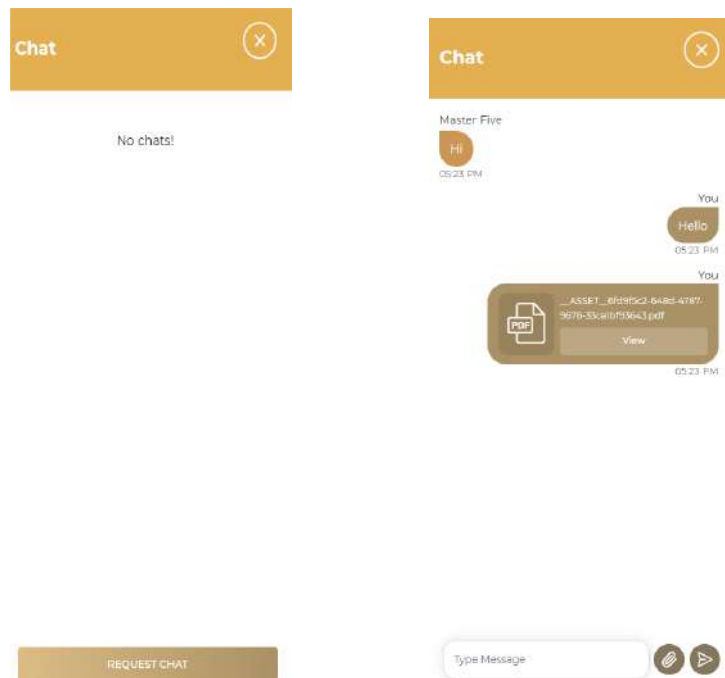


→ An Advocate will easily switch to other courts by clicking the Active courts listed here.

Advocates can chat and share documents once they are active in court, by sending a chat request that must be approved by the court officer.



→ Chat Button



→ The attach file button helps to upload images, PDF files, etc., up to a file size of 10 Mb.

→ Chat Send Button

## 6. How to change/reset the password of an Advocate/Party in person/Public

1. Click on the forgot password link (<https://tribunals.vconsol.com/forgot-password>) on the login page
- 2 . Enter your registered phone number
- 3 . Enter the OTP, new password and click on the submit button.



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