

# PRO Media Management System - User Manual

## 1. Introduction

The PRO Media Management System is a centralized portal for uploading, approving and publishing official departmental images and videos.

Portal URL: <https://pro.mahadiscom.in/PRO/login>

The screenshot displays the login interface for the PRO Media Management System. At the top left is the MAHAVITARAN logo. The top center text reads 'Maharashtra State Electricity Distribution Co. Ltd.' with 'PRO Image Upload' below it. On the top right is a small icon of a deity. The central part of the page is a white login box containing three input fields: 'User Id' (placeholder: Enter User Id), 'Password' (placeholder: Enter Password), and 'Captcha' (placeholder: Enter CAPTCHA, with a 'GCRS' image and a refresh icon). Below these fields are two red buttons: 'Login' and 'Download User Manual'. The footer of the page shows '© 2026 MSEDCL. All Rights Reserved.' and social media icons for Facebook, X, YouTube, and Instagram.

## 2. User Roles

ZONEPRO – Upload images and videos of local news.

HOPRO – Review, approve and forward selected media to Website Team.

### 3. Login

Users must login using User ID, Password and Captcha.

MAHAVITARAN Maharashtra State Electricity Distribution Co. Ltd. PRO Image Upload

User Id \*  
CPRO

Password\*  
.....

Captcha \*  
GCRS GCRS

Login

Download User Manual

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### 4. Upload Media

Select Media Type (Image/Video), enter Title, English and Marathi Description, upload files and click Upload.

MAHAVITARAN Maharashtra State Electricity Distribution Co. Ltd. PRO Image Upload

PRO Media Management Upload My Uploads All Uploads CPRO

Upload Media

Media Type \* Image

Title \*

English Description \*

Marathi Description \*

Drag & Drop Files Here

Upload Images (Multiple)

Choose Files no file chosen

Upload Media

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## 5. Media Upload Process

Step 1: Select Media Type

Step 2: Enter Details

Step 3: Upload Files

Step 4: Click Upload and wait for confirmation.

The screenshot shows the MAHAVITARAN Maharashtra State Electricity Distribution Co. Ltd. PRO Image Upload interface. The form is titled "Upload Media" and includes the following fields and elements:

- Media Type: Image (selected)
- Title: Test
- English Description: Test Description
- Marathi Description: मराठी तपशील
- Drag & Drop Files Here
- Upload Images (Multiple): Choose Files | images.jpg
- Remove button
- Upload Media button

At the bottom of the page, there is a copyright notice: © 2026 MSEDCCL. All Rights Reserved. and social media icons for Facebook, X, YouTube, and Instagram.

Live progress bar appears. After successful upload, confirmation message is displayed. User is redirected to My Uploads page

The screenshot shows the MAHAVITARAN Maharashtra State Electricity Distribution Co. Ltd. PRO Image Upload interface after a successful upload. The form is titled "Upload Media" and includes the following fields and elements:

- Marathi Description: मराठी तपशील
- Drag & Drop Files Here
- Upload Images (Multiple): Choose Files | images.jpg
- Remove button
- Upload Media button
- Confirmation message: Media Uploaded Successfully!
- Progress bar: 100%

## 6. My Uploads

Users can view their uploaded records along with approval status. Click thumbnails to preview images/videos.

**MAHAVITARAN** Maharashtra State Electricity Distribution Co. Ltd.   
PRO Image Upload

PRO Media Management Upload My Uploads PRO-PUNE -

### My Upload History

#	Title	English Description	Marathi Description	Status	Images	Video	Uploaded On
1	Test	Test Description	मराठी संपर्क	PENDING			05-01-2026 11:31:38
2	Vardhapan Din 2025	Vardhapan Din 2025 rally	वार्धपन दिन २०२५	APPROVED	 		05-01-2026 11:04:40
3	Test	Test	मराठी संपर्क	APPROVED			05-01-2026 10:45:07

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PRO Image Upload

ment Upload My Uploads PRO-PUNE -

### My Upload History

#	Title	English Description	Video	Uploaded On
1	Test	Test Description		05-01-2026 11:31:38
2	Vardhapan Din 2025	Vardhapan		05-01-2026 11:04:40
3	Test	Test		05-01-2026 10:45:07



## 7. Approval Process (HOPRO)

HOPRO reviews uploads, selects approved items and system sends secure links to Website Team via email.

**MahaVitaran** Maharashtra State Electricity Distribution Co. Ltd. PRO Image Upload

PRO Media Management Upload My Uploads All Uploads CPRO

### All Uploaded Media (HOPRO Approval)

#	Title	English Description	Marathi Description	Uploaded By	Status	Images	Video	Action
1	Test	Test Description	मराठी तपशील	PRO-PUNE	PENDING			Approve & Send
2	Vardhapan Din 2025	Vardhapan Din 2025 rally	वर्धापन दिन २०२५	PRO-PUNE	APPROVED	 		Approve & Send Approve & Send
3	Test	Test	मराठी तपशील	PRO-PUNE	APPROVED			Approve & Send
4	Test	Test	मराठी तपशील	CPRO	PENDING			Approve & Send
5	Test	Test	मराठी तपशील	CPRO	APPROVED	 		Approve & Send Approve & Send

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Mon 05-01-2026 11:42  
pro\_image@mahadiscom.in  
Approved Media for Website Upload  
To apmumbai17@mahadiscom.in

Dear MSEDCL Website Team,

Please find approved media for website upload.

Title : Test

English Description :  
Test Description

Marathi Description :  
मराठी तपशील

Secure Download Link :  
<https://pro.mahadiscom.in/PRO/api/media/downloadSecure/1804762347ed4113ab5af3da7dbe3ff8>

Regards,  
PRO Department MSEDCL

## 8. Important Rules

Video size must be <=100 MB. Upload only official and high quality media. Marathi & English descriptions are mandatory. Do not upload copyrighted content.

## 9. Change Password

Users can change their password using the Change Password option in the menu.



The screenshot shows the MAHAVITARAN user interface. At the top, the logo and name 'MAHAVITARAN' are on the left, and 'Maharashtra State Electricity Distribution Co. Ltd.' is in the center. Below the logo, there is a navigation bar with 'PRO Media Management', 'Upload', 'My Uploads', and 'All Uploads'. A dropdown menu is open under 'CPRO', showing 'Change Password' and 'Logout' options. Below the menu, there is a table header for 'My Upload History' with columns: '#', 'Title', 'English Description', 'Marathi Description', 'Status', 'Images', 'Video', and 'Uploaded On'.



The screenshot shows the 'Change Password' form in the MAHAVITARAN user interface. The form has two input fields: 'Old Password' and 'New Password'. Below the fields is a blue button labeled 'Update Password'.