

# ELECTION PERSONNEL DEPLOYMENT SYSTEM



03/03/2014

## User Manual for Data Entry

Election Personnel Deployment System – A computerized system for randomization of polling personnel. This manual consists of steps to be followed during data entry

URL of Demo Site :- <http://10.36.96.21:8080/arnepds>

URL of Live Site :- <http://164.100.127.43:8080/arnepds>

# Election Personnel Deployment System

## USER MANUAL FOR DATA ENTRY

### LOGIN

1. Select a District from the drop down list under EMS-Login box.
2. Enter the credentials of the ERO operator provided to you.
3. After successful login, the following data entry form will appear:-

This is the default data entry form for capturing Polling Personnel details after successful login. On the left side of the screen, you can see the NAVIGATION bar for other activities in the application. The options available in the navigation bar is shown below:-

Menu	NAVIGATION
Polling Personnel Entry	NAVIGATION
Edit Polling Personnel	
Configure Polling Station	
Configure Office	
MIS Report	
Data Entry Report	
My Account	
Change Password	
Logout	

**Polling Personnel Entry** option is to be used for data entry of polling personnel details.

**Edit Polling Personnel option** is to be used for editing polling personnel details.

**Configure Polling Station** is to be used for entering Polling Station.

**Configure Office** is to be used for capturing new office in the district.

**Data Entry Report** can be used to see various

reports.

**Change Password** option – To change the password of current user.

## A. Configure Office

The screenshot shows a web interface for configuring office details. At the top, it says 'Office Entry Details' and 'Welcome TAWANG You are Logged in as Operator of LUMLA'. There is a section labeled 'Office' with a dropdown menu showing 'ERO (HQ) LUMLA'. Below that is a section labeled 'Office Details' with the following fields: 'Department Name' (dropdown menu showing '--Select--'), 'Office Type' (dropdown menu showing '--Select--'), 'Office Name' (text input field), and 'Office Address' (text area). A 'Save Record' button is located at the bottom of the 'Office Details' section.

1. Select Department. For example, **Agriculture**
2. Select Office Type. For example, **Office**
3. Enter the office name. For example, **District Agriculture Officer**
4. Enter address of the office.
5. Save the record by clicking on Save Record button.

## B. Polling Personnel Data Entry

1. Select Department from the drop down list.
2. Select Name of Office from the drop down list. If the office is not available, it can be added from Configure Office option available in the left navigation bar.
3. Select Initial.
4. Enter First Name.
5. Enter Last Name.
6. Select Sex.
7. Enter Date of Birth.
8. Select Govt. from the drop-down list.
9. Check Is Gazatted check box, in case of gazetted officers.

10. Select Designation from the drop-down list, if the required designation is not available you can enter the designation by clicking on the **New Designation** link as shown below:-

Initial	--Select--
Sex	Male
Designation	--Select-- New Designation
Grade Pay / Equivalent GP	--Select--

The following screen will popup, enter the designation and click on Save button to add the designation.

Posting Details

ERO (HQ) LUMLA

Department --Select--

Add Designation

Designation

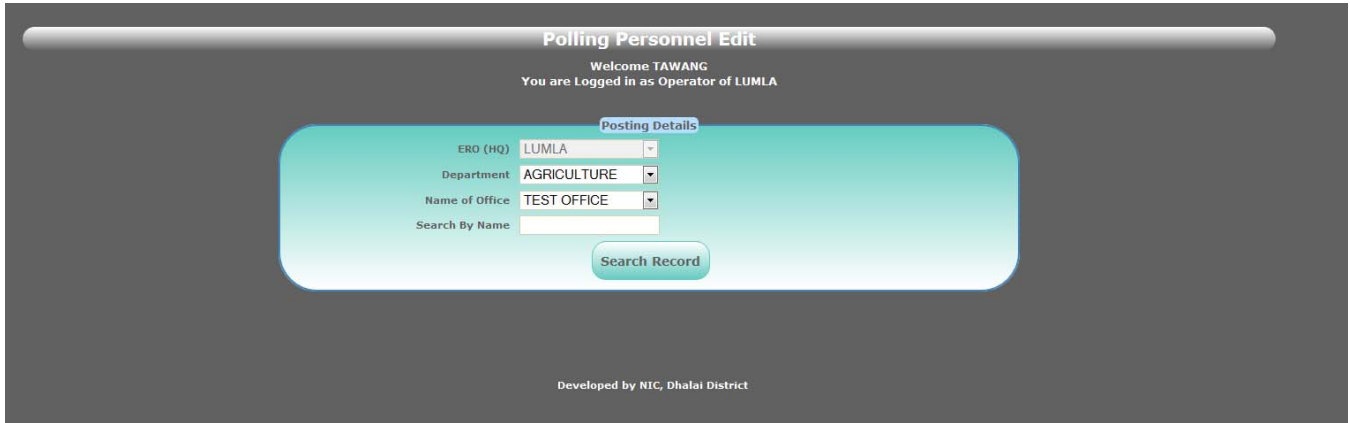
Save

Close(X)

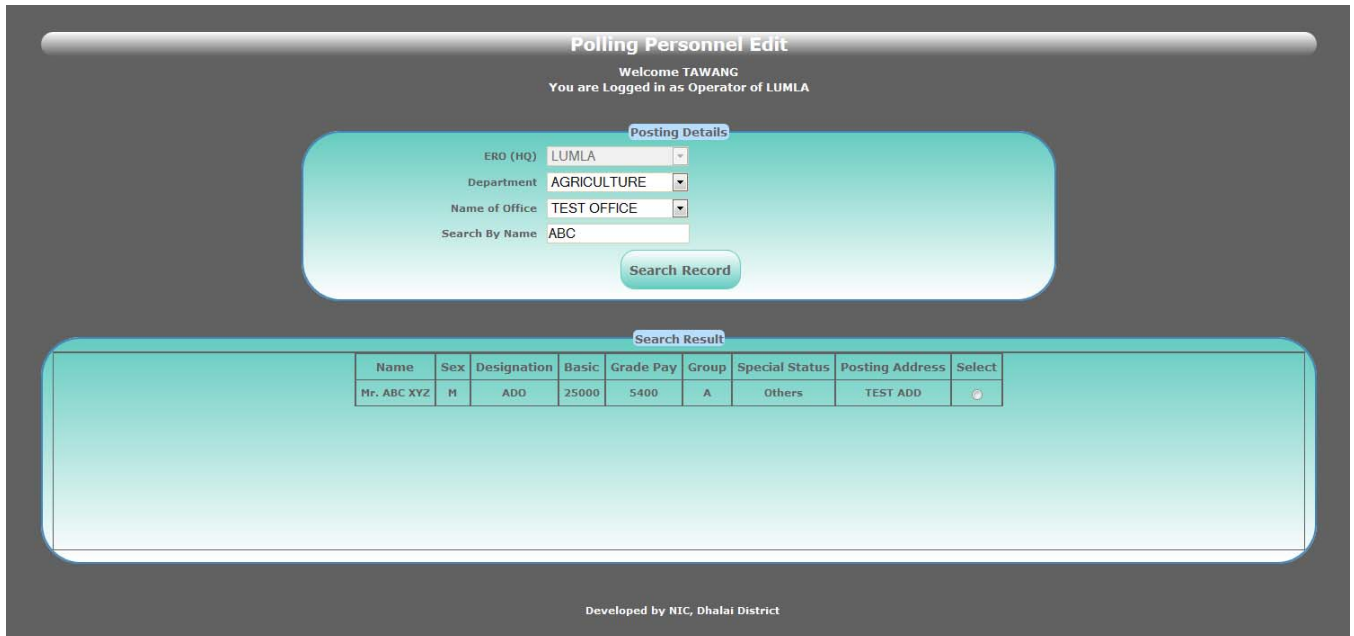
11. Enter Date of Joining to the present post.
12. Select Special Status from the drop-down list. Special status is assigned to group of employees like Female, Cook, Physically Handicapped, etc. who are normally exempted from polling duty during randomization, however if such employees were entered into the system they can be exempted at the time of randomization.
13. Select Group of Employee.
14. Select Grade Pay.
15. Enter present basic pay including grade pay.
16. Enter Mobile number.
17. Enter Posting Address if different from the office address.
18. Enter Address for Sending Appointment, if different from posting address or else tick the check box If Same as Posting Address.

- 19. Enter Electoral Details AC No./Part No./SINo. And Epic No. In case of non-availability of these details enter dummy values as 0 in all the fields.
  - 20. Enter Home Constituency, Posting Constituency and Present Resident Constituency.
- After entering the above details, click on Save Record button to save the record.

### C. Editing Polling Personnel Details



- 1. Select the Department.
- 2. Then, select Office
- 3. Enter the name of employee then click on Search Record button



- 4. Click on the radio button on the rightmost column.
- 5. The employee details get populated on the screen.

Personal Details					
Initial	Mr. ▾	First Name	ABC	Last Name	XYZ
Sex	Male ▾	Date of Birth	01/01/1975	Govt	STATE ▾
Designation	ADO ▾	Date of Joining to the present Post	01/01/2000	Special Status	Others ▾
Grade Pay / Equivalent GP	5400 ▾	Present Basic Including GP	25000	Mobile No.	9999999999 (10 Digits Only)
Address Details					
Posting Address	TEST ADD	Address for Sending Appointment	TEST ADD <input type="checkbox"/> ( Tick If Same as Posting Address )	Elector Details	AC No. / Part No. / SIno. 0 Epic No.
Home Constituency	1 - LUMLA (ST) ▾	Posting Constituency	1 - LUMLA (ST) ▾	Present Resident Constituency	1 - LUMLA (ST) ▾
<input type="button" value="Save Record"/> <input type="button" value="Delete Record"/>					

Developed by NIC, Dhalai District

6. Modify the details and save the record by clicking on Save Record button

## D. Configure Polling Station

### Polling Station Entry Details

Welcome TAWANG  
You are Logged in as Operator of LUMLA

ERO (HQ)

ERO (HQ) --Select-- ▾

#### Polling Details

Constituency Name --Select-- ▾

Polling Station Name

Polling Station Number

Address

Enter all the fields as appeared on the screen.