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7588685522 / 8983361283

POLYTECHNIC THEORY EXAM WEB APPLICATION VERSION 1.4

www.polyexamsoft.com

polyexamsoft@gmail.com

SUPER-ADMIN HELP MANUAL

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Shri Software Solutions & Training Centre

H.No.2885 , Shri Siddhivinayak , Chapholi Road, Patan , Tal-Patan , Dist-Satara , Maharashtra , Pin-415206



SUPER-ADMIN HELP MANUAL

Note : Institute has to get username and password for super admin login from Company - Shri Software Solutions And Training Center

Step 1: Open Google Chrome and type www.polyexamsoft.com in address bar

Shri Po	Shri Polytechnic Theory Exam Web Application				
	VERSION : 1.4 Multi-Institute Version Updated on : May 2019				
Menus Home St	ummer-2019 Exam ActivatedExam Centres can start to use this aplication from 1	6-03-2019 Webmail Login ADMIN Login			
	Free Subscription will not be available from Summer 2019 Exam				
Click on the following Link or Image to download DVD Contents	Proceed to Login	Download Help Manuals in PDF Format			
23 Sturry Land Contract	1644	How To Create CSV Files for Data Entry			
VERSION 1.3	Validation code:	Super Admin Login Help Manual 🕹			
Version Understed on: Aug 2017 2018-2019	Can't read the image? click here to refresh.	Billing Section Login Help Manual 🕹			
Poly Theory Exam Web Application	3b4sst	Officer Incharge Login Help Manual 🛓			
Important Note - Use Only Google Chrome Download For This Web Application	Proceed	Important Setting to be done in Google Chrome - Click here to Download Chrome Setting Document File			
Powered by : 🥳 Shri Soft	ware Solutions & Training Center Copyright © 2016 All Rights Reserved by : Shri Software Solutions & Training Cente	er Polyexamsoft.com Team			



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Step 2 : Login to Super Admin module as shown below

oscription Type : PAID oscription End Date : 16-Jun-2	022		Technical Support : 7588685522 / 898336128 Email ID : polyexamsoft@gmail.co
xam Centre Code : 1644	Exam Centre Name : Sanjay Ghodawat Polytechnic , Atigre		Exam Name : Summer-2019
Sector 1			
Super	Admin Login	Officer Incharge Login	
4	1644	Lusername	
94		A Password	
	Login	Login	
<u>i</u>			
Data E	l nrty Login	Billing Section Login	
4	Username	Lusername	
94	Password	A Password	
	Login	Login	



You will See control Panel for Super admin after successful login as below

User : 1644	User Type : SUPER ADMIN (+ Logout
Polytechnic Theor	y Exam Web Application Version - 1.4 - Multiinstitute
Subscription Type : PAID Subscription End Date : 16-Jun-2022	Technical Support : 7588685522 / 8983361283 Email ID : polyexamsoft@gmail.com
Exam Centre Code : 1644 Exam Centr	e Name : Sanjay Ghodawat Polytechnic , Atigre Exam Name : Summer-2019
Super Admin Menu	Poly Exam Soft / SUPER ADMIN
Create Users	
Create / Edit / Delete User Account	
Institute Details	Welsons to Cuper Admin Control Danel
Add/Edit/Delete Institues	Necome to Super Admin Control Panel
Distribution Center (DC) Details	Please select main menus from left side panel
Add/Edit/Delete DC	
Officer In-Charge Details	
Add/Edit/Delete Officer In-Charge	Last Five Login Details
Exam-Controller Details	Logged In Time : 22/04/2019 01:16:28 PM
Add/Edit/Delete Exam-Controller	User - 1644
RAC Question Paper Count	Logged in Time : 20/04/2019 09:55:45 AM
Add/Edit/Delete RAC Q.Paper Count	User - 1644
Setting	Logged in Time : 20/04/2019 09:54:00 AM
Change Password	
Logout	
Logout	
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Step3 : Create Officer In-Charge , Data entry, Billing Users . User can create more than one account as per the need.

Polytechnic Theor	y Exam	Web	Application	N Version - 1.4	- Multiinstitute			ß
Subscription Type: PAID Subscription End Date: 16-Jun-2022					Techi	nical Support : 7 Email ID	7588685522 / 3 : polyexamsoft	398336128 @gmail.coi
Exam Centre Code : 1644 Exam Centr	e Name : Sanjay G	Shodawat Pol	ytechnic , Atigre			Exa	m Name : Sum	imer-2019
Super Admin Menu	Poly Exam Soft /	SUPER ADMIN	/ Create User					
Create Users								
Create / Edit / Delete User Account	01							
Institute Details	Crea	ate New Us	er Account					
Add/Edit/Delete Institues	Please e	nter proper en	nail id and mobile number here - p	password will be send	to email id and mobile	number		
Distribution Center (DC) Details	Usern	iame-	Enter Email Id					
Add/Edit/Delete DC	Usern	Usermobno- Enter 10 Digit mobile number only						
Officer In-Charge Details	User	Туре-	OFFICER IN-CHARGE •					
Add/Edit/Delete Officer In-Charge	Passv	word-		Password will be	Auto Generated			
Exam-Controller Details			Inform User to Check user Email ID	Inbox or Spam Folder to	get Password			
Add/Edit/Delete Exam-Controller			Create User					
RAC Question Paper Count								
Add/Edit/Delete RAC Q.Paper Count								
Setting	Edit /	Delete Use	er Accounts				03	U4
Change Password	Sr.No.	Username		User Type	Mobile Number	New	Edit /	Delete
Logout						Password	Reset Password	
Logout	1	sagar_patil	19871987@gmail.com	BILLING SECTION	7588685511		Edit	Delete
	2	priyankapa	war1797@gmail.com	DATA ENTRY	7588685533		Edit	Delete
	3	nivasnarka	2018@gmail.com	OFFICER IN- CHARGE	7588685522		Edit	Delete



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Step 4 : Add Institute Details * including exam center also * Version 1.4 supports multi-institute. It means if exam center has 2 or more than two connected institute's exams, then application will support it.

Polytechnic Theory	ı Exam	We	eb Application version -	1.4 - Multiinstitute		Ś
Subscription Type : PAID Subscription End Date : 16-Jun-2022				Technical Support: Email ID	75886855 : polyexa	22 / 8983361283 msoft@gmail.com
Exam Centre Code : 1644 Exam Centre	Name : Sanjay G	hodawat	t Polytechnic , Atigre	Exa	m Name	: Summer-2019
Super Admin Menu	Poly Exam Soft /	SUPER AD	DMIN / Institute Details / Add -Edit -Delete Institute			
Create Users						
Create / Edit / Delete User Account						
Institute Details	Add	Institu	te Details			
Add/Edit/Delete Institues	01 te : A	dd here a	ll the institutes for which your institute work as Exam C	enter , including this exam center (i.e. Add E.	xam	
Distribution Center (DC) Details	Conter D	Details and	d Connected Institute Details for Theory Examination)			
Add/Edit/Delete DC	Conne	ected Ins	stitute Code-	e only		
Officer In-Charge Details	Institu	ite Name	-			
Add/Edit/Delete Officer In-Charge	Institu	ite Addre	DSS-			
Exam-Controller Details					h	
Add/Edit/Delete Exam-Controller			Add Institute Details	2		
RAC Question Paper Count						
Add/Edit/Delete RAC Q.Paper Count	Edit /	Delete	Institute Details		03	04
Setting						
Change Password	Sr.No.	Inst. Code	Inst. Name	Inst. Address	Edit	Delete
Logout	1	1644	Sanjay Ghodawat Polytechnic	Gat No 552, A/P : Atigre. Taluka : 🔺	Edit	Delete
Logout				Hatkanangale, Dist :Kolhapur. Pin Code 416118.		
	2	1229	Late Sou Sushila Danchand Ghodawat Medi	Jaysingpur.	Edit	Delete



SUPER-ADMIN HELP MANUAL

Step5: Add distribution center details. Note: user can add only one DC per Exam

User : 1644			User Type : SUPER ADMIN			🕒 Logout
Polytechnic Theory	Exam	We	b Application version -	1.4 - Multiinstitute		ß
Subscription Type : PAID Subscription End Date : 16-Jun-2022				Technical Support Email I	: 758868552 ID : polyexan	22 / 8983361283 nsoft@gmail.com
Exam Centre Code : 1644 Exam Centre I	Name : Sanjay Gh	odawat P	olytechnic , Atigre	E	xam Name :	Summer-2019
Super Admin Menu	Poly Exam Soft / S	SUPER ADMI	N / DC Details / Add -Edit -Delete DC Details			
Create Users						
Create / Edit / Delete User Account						
Institute Details	Add I	Distribut	ion Center (DC) Details			
Add/Edit/Delete Institues	Note : Use	r can add only	one Distribution Center Details			
Distribution Center (DC) Details	DC Co	de-	Enter 4 Digit Distribution Centre Code only	/		
Add/Edit/Delete DC	DC Na	me-				
Officer In-Charge Details	DC Add	dress-				
Add/Edit/Delete Officer In-Charge						
Exam-Controller Details			Add DC Details			
Add/Edit/Delete Exam-Controller						
RAC Question Paper Count	Edit / I	Delete Di	istribution Center (DC) Details		03	04
Add/Edit/Delete RAC Q.Paper Count						
Setting	Sr.No.	DC. E	DC. Name	DC. Address	Edit	Delete
Change Password	1	0968	Sharad Institute of Technology Polytechnic	Yadray	Edit	Delete
Logout					Eun	Delete
Logout						



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Step 6: Add Officer In-Charge Details. Note:User can add only one Officer –In charge at a time. When Officer In-Charge changes, user can delete old record add new record over here.

User : 1644	User Type : SUPER ADMIN							
Polytechnic Theor	Polytechnic Theory Exam Web Application Version - 1.4 - Multiinstitute							
Subscription Type : PAID Subscription End Date : 16-Jun-2022						Technical Support : 758868 Email ID : polyes	5522 / 8983361283 amsoft@gmail.com	
Exam Centre Code : 1644 Exam Centr	e Name : Sanjay (Ghodawat Polytech	nic , Atigre			Exam Nam	e : Summer-2019	
Super Admin Menu	Poly Exam Soft /	SUPER ADMIN / Off	icer In-Charge [Details / Add -Edit -Delete Of	fficer In-Charge Details			
Create Users								
Create / Edit / Delete User Account								
Institute Details	Add	d Officer In-Char	ge Details					
Add/Edit/Delete Institues	Note : U	ser can add only one Office	er Incharge Details]	
Distribution Center (DC) Details	Name	9-						
Add/Edit/Delete DC	Qualification -							
Officer In-Charge Details	Desig	nation -						
Add/Edit/Delete Officer In-Charge	01		Add Offic	er In-Charge Details	02			
Exam-Controller Details						·		
Add/Edit/Delete Exam-Controller	Edit /	Delete Officer I	n-Charge [Details		03	04	
RAC Question Paper Count								
Add/Edit/Delete RAC Q.Paper Count	Sr.No.	Name		Qualification	designatio	n Edit	Delete	
Setting	1	Patil S.R.		M.E.	Lecturer	Edit	Delete	
Change Password								
Logout								
Logout								



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Step 7: Add Controller details. User has to change Controller details, if new controller has been allocated by DC. First Delete old record and add new record. This option is optional

User : 1644 User Type : SUPER ADMIN 🕞 Logout											
Polytechnic Theo	ory I	Exam	We	eb App	licatio)n _{Version}	n - 1.4 - M u	ltiinstitute		(6
Subscription Type : PAID Subscription End Date : 16-Jun-2022								Technical Sup En	port : 758868 nail ID : polyes	5522 / 89833 amsoft@gm	36128 nail.com
Exam Centre Code : 1644 Exam C	entre Nam	ne : Sanjay (Ghodawa	Polytechnic , At	igre				Exam Nam	e : Summer-	-2019
Super Admin Menu	Po	oly Exam Soft /	SUPER AD	OMIN / Controller D	etails / Add -Ed	t -Delete Controll	er Details				
Create Users											
Create / Edit / Delete User Account		Add I	Exam-Co	ontroller Detail	s						
Institute Details											
Add/Edit/Delete Institues		Note : User	can add mor	e than one Exam-Contro	ller Details						
Distribution Center (DC) Details		Name-									
Add/Edit/Delete DC		Qualific	ation -								
Officer In Charge Details		Designa	ation -								
		Institute	e Code-		Ente	r 4 Digit Institu	ite Code only				
Add/Edit/Delete Officer In-Charge		Institute	Name -								
Exam-Controller Details		MSBTE	Order N	o / Outward No							
Add/Edit/Delete Exam-Controller	UI)ato								
RAC Question Paper Count		Order L	ale -		dd-r	іт-уууу					
Add/Edit/Delete RAC Q.Paper Count					Ado	Exam-Controlle	er Details	02			
Setting											
Change Password		e lu		Even of the l	Det 1					03 0)4
Logout		Edit /	Delete	Exam-Control	ier Details						
Logout		Sr.No.	Name	Qualification	designation	Inst.Code	Inst Name	MSBTE Order.NO	Order Date	Edit Del	lete
		4	1				1				



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Step 8 : Add RAC Q.Paper Details . Set hereno of Q.Papers added in AB bundle which will be used in RAC. This is important link as it reflects count of Q.P in Q.Paper Records Report.

User : 1644	l	Jser Type : SUPER ADMIN		C Logout
Polytechnic Theor	ry Exam Web	Application version - 1.4 -	Multiinstitute	E .
Subscription Type : PAID Subscription End Date : 16-Jun-2022			Technical Support Email I	: 7588685522 / 8983361283 D : polyexamsoft@gmail.com
Exam Centre Code : 1644 Exam Cent	tre Name : Sanjay Ghodawat Polyte	echnic , Atigre	E	xam Name : Summer-2019
Super Admin Menu	Poly Exam Soft / SUPER ADMIN /	RAC Q.P. Count / Add -Edit -Delete RAC Q.Paper Count		
Create Users				
Create / Edit / Delete User Account	Add RAC Q. Pap	per Count		
Institute Details	Nets a User and details and	- Decent Des Franciscus		
Add/Edit/Delete Institues	Q. Papers required	for RAC with Sealed Answrbooks-	1 •	
Distribution Center (DC) Details				
Add/Edit/Delete DC			Aud NAC QF Count	02
Officer In-Charge Details		A OD Count		
Add/Edit/Delete Officer In-Charge	Edit / Delete RAC	, QP Count		
Exam-Controller Details	Sr.No.	RAC QP Count	Delete	
Add/Edit/Delete Exam-Controller	1	2	Delete	13
RAC Question Paper Count				
Add/Edit/Delete RAC Q.Paper Count	01			
Setting				
Change Password				
Logout				
Logout				
	1			



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Step 9 : Super admin can change current password by clicking on setting menu

Polytechnic Theol	Exam Web Application Version - 1.4 - Multiinstitute	9
Subscription Type : PAID	Tech	nical Support:7588685522 / 898336128. Email ID:nolvexamsoft@amail.con
Exam Centre Code : 1644 Exam Cent	Name : Sanjay Ghodawat Polytechnic , Atigre	Exam Name : Summer-2019
Super Admin Menu	Poly Exam Soft / SUPER ADMIN / SETTING / CHANGE PASSWORD	
Create Users		
Create / Edit / Delete User Account		
Institute Details	Change Password	
Add/Edit/Delete Institues	Current Password	
Distribution Center (DC) Details	New Password	
Add/Edit/Delete DC	Reenter New Password	
Officer In-Charge Details		
Add/Edit/Delete Officer In-Charge	Change Password	
Exam-Controller Details		
Add/Edit/Delete Exam-Controller		
RAC Question Paper Count		
Add/Edit/Delete RAC Q.Paper Count		
Setting		
Change Password 01		
Logout		
Logout		