

HELP MANUAL for SHRI_PES_Version_1.3

POLYTECHNIC THEORY EXAM SOFTWARE

– Powered by Shri Software Solutions & Training Center

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 : Login to Super Admin module as shown below .



Step 2 : Create Officer In-Charge Account . User can create more than one account as per the need .



Step 3 : Create Data-Entry Account . User can create more than one account as per the need .

The screenshot shows the 'Poly Exam Soft -> SUPER ADMIN -> Create User -> Data Entry' interface. On the left is a 'Main Menus' sidebar with 'Data Entry' highlighted and marked with a '1'. The main content area has a 'Create Data Entry User' section with 'Username' and 'Password' input fields, and a 'Create User' button marked with a '2'. Below this is an 'Edit / Delete Data Entry Users' section with a table:

Sr.No.	Username	Password	Edit	Delete
1	████	████	Edit	Delete

The 'Delete' button for the first user is marked with a '3'.

Step 4 : Create Billing Section Account . User can create more than one account as per the need .

The screenshot shows the 'Poly Exam Soft -> SUPER ADMIN -> Create User -> Billing Section' interface. On the left is a 'Main Menus' sidebar with 'Billing Section' highlighted and marked with a '1'. The main content area has a 'Create Billing User' section with 'Username' and 'Password' input fields, and a 'Create User' button marked with a '2'. Below this is an 'Edit / Delete Billing Section Users' section with a table:

Sr.No.	Username	Password	Edit	Delete
1	████	████	Edit	Delete
2	████	████	Edit	Delete

The 'Delete' button for the second user is marked with a '3'.

Step 5 : Add Institute Details including exam center also . Version 1.3 supports multi-institute . It means If exam center has 2 or more than two institutes exams , then application will support it .

Poly Exam Soft -> SUPER ADMIN -> Institute Details -> Add/Edit/Delete Inst Details

Add Institute Details

Institute Code-

Institute Name-

Institute Address-

Add Institute Details

Edit / Delete Institute Details

Sr.No.	Inst. Code	Inst. Name	Inst. Address	Edit	Delete
1	[REDACTED]	[REDACTED]	[REDACTED]	Edit	Delete
2	[REDACTED]	[REDACTED]	[REDACTED]	Edit	Delete

Step 6 : Add distribution center details . Note : user can add only one DC per Exam

Poly Exam Soft -> SUPER ADMIN -> Distribution Center Details -> Add/Edit/Delete DC

Add Distribution Center (DC) Details

Note: User can add only one Distribution Center Details

DC Code-

DC Name-

DC Address-

Add DC Details

Edit / Delete Distribution Center (DC) Details

Sr.No.	DC. Code	DC. Name	DC. Address	Edit	Delete
1	[REDACTED]	[REDACTED]	[REDACTED]	Edit	Delete

Step 7 : Add Officer In-Charge Details . Note : User can add only one Officer – Incharge at a time . When Officer In-Charge changes , user can delete old record add new record over here .



Step 8 : 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 .



Step 9 : Add MSBTE Theory Order Details as shown below

The screenshot shows the 'Add MSBTE Order Details' form. On the left is a 'Main Menu' with 'Add/Edit/Delete MSBTE Order Details' highlighted by arrow 1. The form has a breadcrumb: 'Poly Exam Soft -> SUPER ADMIN -> MSBTE Order Details -> Add/Edit/Delete MSBTE Order Details'. Below the breadcrumb is a section titled 'Add MSBTE Order Details' with a note: 'Note / User can add only one MSBTE Order Details Per Examination:'. It contains a text field for 'MSBTE ORDER / OUTWORD No / REFERENCE-' and a date field for 'Order Date-' with a placeholder 'dd-mm-yyyy'. Below the date field is a button 'Add MSBTE ORDER Details' with arrow 2. The main area is titled 'Edit / Delete MSBTE Order Details' and contains a table with one row:

Sr.No.	Outward_No	Order_Date	Edit	Delete
1	MSBTE/S-2016/P-123456	30-02-2016	Edit	Delete

The 'Delete' button in the table is highlighted by arrow 3.

Step 10 : Add RAC Q.Paper Details . Set here no 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.

The screenshot shows the 'Add RAC Q. Paper Details' form. On the left is a 'Main Menu' with 'Add/Edit/Delete RAC Q Paper Details' highlighted by arrow 1. The form has a breadcrumb: 'Poly Exam Soft -> SUPER ADMIN -> RAC Q. Paper -> Add/Edit/Delete RAC Q.Paper Details'. Below the breadcrumb is a section titled 'Add RAC Q. Paper Details' with a note: 'Note / User can add only one Record For Examinations:'. It contains a dropdown menu for 'Q. Papers required for RAC with Selected Answerbooks-' with '1' selected. Below the dropdown is a button 'Add RAC QP Count' with arrow 2. The main area is titled 'Edit / Delete RAC QP Count Details' and contains a table with one row:

Sr.No.	RAC QP Count	Delete
1	4	Delete

The 'Delete' button in the table is highlighted by arrow 3.

Step 11 : Set Exam Name as shown below

The screenshot shows the 'Set Exam Name' interface. On the left is a 'Main Menus' sidebar with 'Set Exam Name' highlighted and marked with a '1'. The main content area has a breadcrumb trail: 'Poly Exam Soft -> SUPER ADMIN -> Set Exam Winter/Summer -> Set Exam Name'. Below this is a 'Set Exam Name' section with a 'Note: User can add only one Record Per Examination'. The 'Exam Name' dropdown is set to 'Winter-2015', and the 'Set Exam Name' button is marked with a '2'. Below is an 'Exam Name Details' table.

Sr.No.	Exam Name
1	Summer 2014

Step 12 : Take back up of Database everyday . Even though it is not mandatory, it is better to take back up , so that for any unwanted circumstances , company will restore your Data and assures you not to loss any data

The screenshot shows the 'Take Back Up' interface. On the left is a 'Main Menus' sidebar with 'Take Back Up' highlighted and marked with a '1'. The main content area has a breadcrumb trail: 'Poly Exam Soft -> SUPER ADMIN -> BACK UP -> Take BACK UP'. Below this is a 'Take Back Up' section with a large empty white box.