HELP MANUAL for SHRI_PES_Version_1.3

POLYTECHNIC THEORY EXAM SOFTWARE

– Powered by **Shri Software Solutions & Training Center**

Billing Section   – HELP MANUAL

Note : Billing Section is optional , but if you want to generate Office orders of Supervisor And Reliever and Allocate Supervisors to Blocks , you can use some part of this module . Other part of billing is covered in msbtebill.com from Summer -2017 examination which is also running under our company .

Step 1 : Login to Billing Section module as shown below .

Step 2 : Add Staff Details
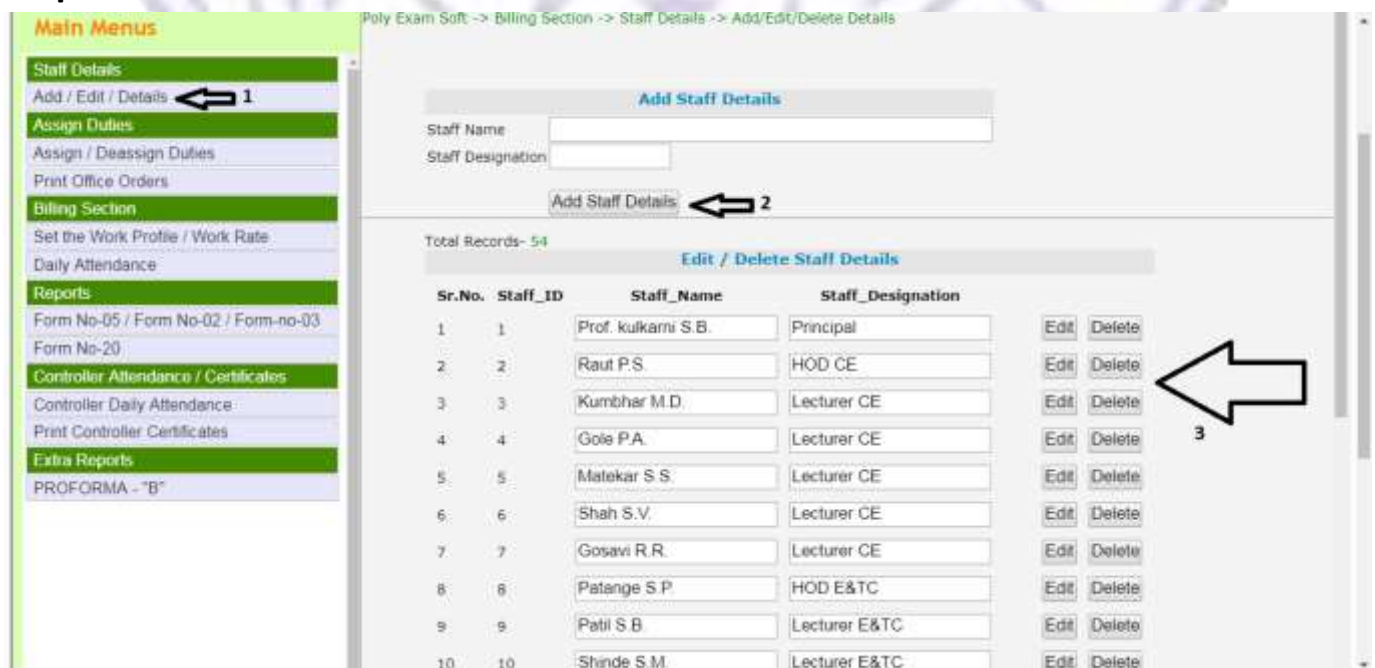
Step 3 : Assign Staff Duties .

Main Menus

Staff Details
Add / Edit / Details
Assign Duties
Assign / Deassign Duties ⇐ 1
Print Office Orders
Billing Section
Set the Work Profile / Work Rate
Daily Attendance
Reports
Form No-05 / Form No-02 / Form-no-03
Form No-20
Controller Attendance / Certificates
Controller Daily Attendance
Print Controller Certificates
Extra Reports
PROFORMA - "B"

Assign Staff Duties

Select Staff: Prof. kulkarni S.B. ▾
Date: dd-mm-yyyy
Session: Morning ▾
Time:
Duty Work: Supervisor ▾

Assign Duties ⇐ 2

Total Records- 2

Edit / Delete Duties

Sr.No.	Staff Name	Duty_Date	Duty_Session	Duty_Time	Duty_Work	
1	Raut P.S.	02-08-2017	Morning	8 to 1	Supervisor	Deassign
2	Raut P.S.	09-08-2017	Afternoon	2 to 6	Supervisor	Deassign	⇐ 3

Step 4 : Print Staff Orders for Supervision and Reliever only

Main Menus

Staff Details
Add / Edit / Details
Assign Duties
Assign / Deassign Duties
Print Office Orders ⇐ 1
Billing Section
Set the Work Profile / Work Rate
Daily Attendance
Reports
Form No-05 / Form No-02 / Form-no-03
Form No-20
Controller Attendance / Certificates
Controller Daily Attendance
Print Controller Certificates
Extra Reports
PROFORMA - "B"

Print Office Orders of Supervisor / Reliever

Sr. No.	Staff Name	Print
1	Raut P.S.	Print ⇐ 2

Step 5 : The remaining part of billing is already covered in msbtebill.com portal

So , no need to use it, Even though for institute reference , Inst can use these options

Main Menus

Staff Details
Add / Edit / Details

Assign Duties
Assign / Deassign Duties
Print Office Orders

Billing Section
Set the Work Profile / Work Rate
Daily Attendance

Reports
Form No-05 / Form No-02 / Form-no-03
Form No-20

Controller Attendance / Certificates
Controller Daily Attendance
Print Controller Certificates

Extra Reports
PROFORMA - "B"

Poly Exam Soft -> Billing Section

Welcome to Billing User Control Panel

Please select main menus from left side panel ....

**This part is already covered in msbtebill.com portal
... No need to use this**