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 .

Click Here to register your Exam Center DR	Super Admin Login	Officer Incharge Login	
o check Registration Status of our Exam Center	usemame	username	
	Password	Password	
	Login	Login	
	Data Enrty Login	Username Password	

Step 2 : Add Staff Details

Main Menus	ing shall out ->	reming dec	tion -> Staff Details -> Adx	CONTRACTOR DECISIO			
Staff Oelails							
Add / Edit / Details 🗲 1			Add Staff Deta	nils			
Assign Duties	Staff Nat	ne					
usign / Deassign Duties	Staff Des	signation					
Print Office Orders				2			
illing Section		140	td Staff Details	2			
et the Work Profile / Work Rate	Total Rec	cords- 54					
ally Attendance			Edit / De	lete Stall Details			
teports	Sr.No.	Staff_ID	Staff_Name	Staff_Designation			
orm No-05 / Form No-02 / Form-no-03	1	1	Prof. kulkarni S.B.	Principal	Edit	Delete	
orm No-20	2	2	Raut P.S.	HOD CE	Edit	Delete	_
ontroller Attendance / Certificales			1.00	and the second		<	
ontroller Daily Attendance	3	3	Kumbhar M.D.	Lecturer CE	Edit	Delete	
rint Controller Certificates	4	4	Gole P.A.	Lecturer CE	Edit	Delete 3	
xtra Reports ROFORMA - "B"	5	5	Matekar S S	Lecturer CE	Edit	Delete	
	6	6	Shah S.V.	Lecturer CE	Edit	Delete	
	7	7	Gosavi R.R.	Lecturer CE	Edit	Delete	
	8	8	Patange S.P.	HOD E&TC	Edt	Delete	
	9	9	Patil S B	Lecturer E&TC	Edit	Delete	
	10	10	Shinde S.M.	Lecturer E&TC	Edit	Delete	

Step 3 : Assign Staff Duties .

Main Menus	Poly Exam Soft ->	Daniel Ser	and the standard of	NUCS IN POSIDIU	Accessing parties				
Staff Details									
Add / Edit / Details		Assig	in Staff Dutit	56 ()					
Assign Duties	Select Sta	aft Prof. ku	ilkami S.B. •						
Assign / Deassign Dubes 🗲 1	Date	dd-mm-	уууу						
Print Office Orders	Session	Morning							
Billing Section	Time								
Set the Work Profile / Work Rate	Duty Wor	k Superv	isor •						
Daily Attendance		Accise 1	Dudine:						
Reports		Assign I		2					
Form No-05 / Form No-02 / Form-no-03	Total Reco	ords- 2		anal statements					
Form No-20				Edit / Delete	Duties				
Controller Atlendance / Certificates	5r.No.	Staff	Duty_Date	Duty_Session	Duty_Time	Duty_Work			
Controller Daily Attendance		Name							
Print Controller Certificates									
Extra Reports	1	Raut P.S.	02-08-2017	Morning	8 to 1	Supervisor	Deassign		
PROFORMA - "B"								< 7	
	2	Raut P.S.	09-08-2017		2 to 6	Supervisor	Deassign		
						1999 (1991). 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 -	Sectore and the sector of the		

Step 4 : Print Staff Orders for Supervision and Reliever only

Main Menus Poly Exa	m Soft -> Billing Section -> Assign Dubes	-> Print Office Orders					
Staff Delaits							
Add / Edit / Details	Print Office Orders of Supervisor / Reliever						
Assign Duties	Sr. No.	Staff Name	Print	1			
Assign / Deassign Duties	1	Raut P.S.	Erint 🗲	2			
Print Office Orders 🧲 1			Y				
Billing Section							
Set the Work Profile / Work Rate							
Daily Attendance							
Reports							
Form No-D5 / Form No-D2 / Form-no-D3							
Form No-20							
Controller Attendance / Certificates							
Controller Daily Attendance							
Print Controller Certificates							
Extra Reports							
PROFORMA - "B"							
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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

