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www.shrisoftware.co.in

7588685522 / 8983361283

POLYTECHNIC THEORY EXAM WEB APPLICATION VERSION 1.4

www.polyexamsoft.com

polyexamsoft@gmail.com

DATA-ENTRY HELP MANUAL

Powered by

Shri Software Solutions & Training Centre

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



DATA-ENTRY HELP MANUAL

Note: please check Help manual – how to create CSV files for more details before uploading CSV files

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

The screenshot shows the web application interface. At the top, there is a header with the logo on the left, the title "Shri Polytechnic Theory Exam Web Application" in the center, and contact information on the right. Below the header is a navigation menu with "Home" selected. The main content area features a login form with a "Proceed to Login" button, a text input field containing "1644", a validation code field showing "3b4sst", and another text input field containing "3b4sst". A red arrow points to the "Proceed" button. To the right of the login form are links for "Download Help Manuals in PDF Format" and "How To Create CSV Files for Data Entry". A banner at the top of the main area states "Free Subscription will not be available from Summer 2019 Exam".

Shri Polytechnic Theory Exam Web Application
VERSION : 1.4 Multi-Institute
Version Updated on : May 2019

Tech Support : support@polyexamsoft.com
Mob: 7588685522 / 8983361283
Email Id : polyexamsoft@gmail.com

Menus Home Summer-2019 Exam Activated...Exam Centres can start to use this application from 16-03-2019 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

[Download Help Manuals in PDF Format](#)

[How To Create CSV Files for Data Entry](#)

[Super Admin Login Help Manual](#)

[Data Entry Login Help Manual](#)

[Billing Section Login Help Manual](#)

[Officer Incharge Login Help Manual](#)

Important Setting to be done in Google Chrome -
Click here to Download Chrome Setting Document File

Poly Theory Exam Web Application Demoinstration DVD Link

Important Note - Use Only **Google Chrome** Download For This Web Application

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DATA-ENTRY HELP MANUAL

Step 2 : Login to **Data – Entry module** as shown below

Polytechnic Theory Exam Web Application Version - 1.4 - Multiinstitute

Subscription Type : PAID Technical Support : 7588685522 / 8983361283
Subscription End Date : 16-Jun-2022 Email ID : polyexamsoft@gmail.com

Exam Centre Code : 1644 Exam Centre Name : Sanjay Ghodawat Polytechnic , Atigre Exam Name : Summer-2019

Super Admin Login

Username

Password

Login

Officer Incharge Login

Username

Password

Login

Data Enrty Login

Username

Password

Login

Billing Section Login

Username

Password

Login

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DATA-ENTRY HELP MANUAL

You will See control Panel for Data-Entry User
after successful login as below



Polytechnic Theory 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 Centre Name : Sanjay Ghodawat Polytechnic , Atigre Exam Name : Summer-2019

Poly Exam Soft / DATA ENTRY

Data Entry Menu

- Exam Time Table
 - Add / Edit Time Table
 - Delete Time Table
- Question Paper Inventory
 - Add / Edit / Delete Q.Paper Inventory
- Seating Arrangement
 - Add / Edit / Delete Seating Arrangement
- Theory Marksheets
 - Add / Edit / Delete Theory Marksheets
- Extra Or Less Q.Paper Received
 - Add / Edit / Delete
- Subject with Sections
 - Add / Delete Subject Code With Sections
- Detained Students List
 - Add / Delete Detained Student Seat Numbers
- Report Tab - 1
 - Student Count Comparison Report
- Setting
 - Change Password
- Logout
- Logout

Welcome to Data Entry Control Panel

Please select main menus from left side panel

Last Five Login Details

User - priyankapawar1797@gmail.com



DATA-ENTRY HELP MANUAL

Step3 -A: : Upload Time – Table provided by msbte in csv format

Polytechnic Theory Exam Web Application

Version - 1.4 - Multiinstitute

Subscription Type : PAID
Subscription End Date : 16-Jun-2022

Technical Support : 7588685522 / 8983361
Email ID : polyexamsoft@gmail.com

Exam Centre Code : 1644

Exam Centre Name : Sanjay Ghodawat Polytechnic , Atigre

Exam Name : Summer-2022

Data Entry Menu

Poly Exam Soft / DATA ENTRY / Exam Time Table -> Add/Edit Time Table

Exam Time Table

Add / Edit Time Table

Delete Time Table

Question Paper Inventory

Add / Edit / Delete Q.Paper
Inventory

Seating Arrangement

Add / Edit / Delete Seating
Arrangement

Theory Marksheets

01

Upload Exam Time Table

Import CSV file

Select MSDOS (CSV) File only:

No file chosen

02



DATA-ENTRY HELP MANUAL

Time Table Records

Add / Delete Subject Code With Sections

Detained Students List

Add / Delete Detained Student Seat Numbers

Report Tab - 1

Student Count Comparison Report

Setting

Change Password

Logout

Logout

Total Records- **844**

Sr.No.	Day	Exam_Date	Session	Exam_Time	Subject Code	Subject Name	Course	Edit
1	13	10-05-2019	Afternoon	02:00 P.M. to 05:00 P.M.	12021	APPLIED SCIENCE (ELECTRICAL)	EE-2-E	
2	13	10-05-2019	Afternoon	02:00 P.M. to 05:00 P.M.	12020	APPLIED SCIENCE (CIVIL)	CE-2-C	
3	13	10-05-2019	Afternoon	02:00 P.M. to 05:00 P.M.	12020	APPLIED SCIENCE (CIVIL)	CE-2-E	
4	13	10-05-2019	Afternoon	02:00 P.M. to 05:00 P.M.	12014	APPLIED SCIENCE (MECHANICAL)	ME-2-C	
5	13	10-05-2019	Afternoon	02:00 P.M. to 05:00 P.M.	12014	APPLIED SCIENCE (MECHANICAL)	ME-2-E	
6	13	10-05-2019	Afternoon	Time	Subject Code	Subject Name	Scheme	

Edit Time Table

Seating Arrangement

Add / Edit / Delete Seating Arrangement

Theory Marksheets

Add / Edit / Delete Theory Marksheets

Extra Or Less Q.Paper Received

Add / Edit / Delete

Subject with Sections

Add / Delete Subject Code With Sections

Detained Students List

Add / Delete Detained Student Seat Numbers

Report Tab - 1

Student Count Comparison Report

Setting

Change Password

Logout

Logout

Time Table Id : - 23621

Particular	current value	New value	Action
Exam Day	13	<input type="text"/>	
Exam Date	10-05-2019	<input type="text" value="dd-mm-yyyy"/>	
Session	Afternoon	<input type="text"/>	
Timing	02:00 P.M. to 05:00 P.M.	<input type="text"/>	
Subject Code	12021	<input type="text"/>	
Subject Name	APPLIED SCIENCE (ELECTRICAL)	<input type="text"/>	
Course Code	EE-2-E	<input type="text"/>	



DATA-ENTRY HELP MANUAL

Step3 -B : User can delete Exam time table - single record or all records as below -

Poly Exam Soft / DATA ENTRY / Exam Time Table -> Delete Time Table

01

03

Exam Time Table

Add / Edit Time Table

Delete Time Table

Question Paper Inventory

Add / Edit / Delete Q.Paper Inventory

Seating Arrangement

Add / Edit / Delete Seating Arrangement

Theory Marksheets

Add / Edit / Delete Theory Marksheets

Extra Or Less Q.Paper Received

Add / Edit / Delete

Subject with Sections

Add / Delete Subject Code With Sections

Delete All Records

Delete Time Table

Search for subcode

Total Records- **844**

02

Sr.No.	Day	Exam_Date	Session	Exam_Time	Subject Code	Subject Name	Course	
1	13	10-05-2019	Afternoon	02:00 P.M. to 05:00 P.M.	12021	APPLIED SCIENCE (ELECTRICAL)	EE-2-E	
2	13	10-05-2019	Afternoon	02:00 P.M. to 05:00 P.M.	12020	APPLIED SCIENCE (CIVIL)	CE-2-C	
3	13	10-05-2019	Afternoon	02:00 P.M. to 05:00 P.M.	12020	APPLIED SCIENCE (CIVIL)	CE-2-E	



DATA-ENTRY HELP MANUAL

Step 4: Upload Inventory of Question Papers provided by msbte in csv format

Exam Centre Code : 1644 Exam Centre Name : Sanjay Ghodawat Polytechnic , Atigre Exam Name : Summer-2019

Poly Exam Soft / DATA ENTRY / Q.Paper Inventory -> Add/Edit/Delete Inventory

Data Entry Menu

- Exam Time Table
 - Add / Edit Time Table
 - Delete Time Table
- Question Paper Inventory
 - Add / Edit / Delete Q.Paper Inventory
- Seating Arrangement
 - Add / Edit / Delete Seating Arrangement
- Theory Marksheets
 - Add / Edit / Delete Theory Marksheets
- Extra Or Less Q.Paper Received
 - Add / Edit / Delete
- Subject with Sections
 - Add / Delete Subject Code With Sections
- Detained Students List
 - Add / Delete Detained Student Seat Numbers
- Report Tab - 1
- Student Count Comparison Report
- Setting
 - Change Password
- Logout
- Logout

01 Upload Inventory

Import CSV/Excel file

CSV/Excel File:
 No file chosen

02 If Delete All Records button is pressed , all records of Q.Paper Inventory will be deleted , and user has to upload new csv file

Edit / Delete Inventory

Search for subcode

Total Records- **178**

Sr.No.	Subject Code	Appearing Students	No of Packets	Institute Code	Action	Action
1	17404	29	1	1644	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
2	22103	126	3	1644	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
3	17659	36	1	1644	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
4	17607	12	1	1644	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
5	17605	135	3	1644	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
6	22342	28	1	1644	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
7	22334	6	1	1644	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
8	22326	19	1	1644	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
9	22319	19	1	1644	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
10	22303	56	2	1644	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
11	17333	18	1	1644	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
12	17324	3	1	1644	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

03 **04**



DATA-ENTRY HELP MANUAL

Step 5: Upload seating arrangement (Q.Paper code wise)provided by msbte

Data Entry Menu

- Exam Time Table
- Add / Edit Time Table
- Delete Time Table
- Question Paper Inventory
- Add / Edit / Delete Q.Paper Inventory
- Seating Arrangement
- Add / Edit / Delete Seating Arrangement
- Theory Marksheets
- Add / Edit / Delete Theory Marksheets
- Extra Or Less Q.Paper Received
- Add / Edit / Delete
- Subject with Sections
- Add / Delete Subject Code With Sections
- Detained Students List
- Add / Delete Detained Student Seat Numbers
- Report Tab - 1
- Student Count Comparison Report
- Setting
- Change Password
- Logout
- Logout

Poly Exam Soft / DATA ENTRY / Seating Chart -> Add/Edit/Delete Seating Arrangement

Upload Seating Arrangement

Import CSV file

Select MSDOS (CSV) File only:

No file chosen

01 **02**

Subject Code wise Delete Records

Enter Subject Code to delete

Edit / Delete Seating Arrangement

Total Records- **7406**

Search for subject code

Sr.No.	Seat No	Course	Subject Code	Institute Code	Action	Action
1	298763	LX-2-E	13081	1229	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
2	298764	LX-2-E	13081	1229	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
3	298765	LX-2-E	13081	1229	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
4	298766	LX-2-E	13081	1229	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
5	298767	LX-2-E	13081	1229	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
6	298768	LX-2-E	13081	1229	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>



DATA-ENTRY HELP MANUAL

Step 6 : Upload theory marksheets provided by msbte in Theory E-mark sheet link

Data Entry Menu

- Exam Time Table
- Add / Edit Time Table
- Delete Time Table
- Question Paper Inventory
- Add / Edit / Delete Q.Paper Inventory
- Seating Arrangement
- Add / Edit / Delete Seating Arrangement
- Theory Marksheets
- Add / Edit / Delete Theory Marksheets
- Extra Or Less Q.Paper Received
- Add / Edit / Delete
- Subject with Sections
- Add / Delete Subject Code With Sections
- Detained Students List
- Add / Delete Detained Student Seat Numbers
- Report Tab - 1
- Student Count Comparison Report
- Setting
- Change Password
- Logout
- Logout

Poly Exam Soft / DATA ENTRY / Theory Marksheets -> Add/Edit/Delete Marksheets

Upload Theory Marksheets

Import CSV/Excel file

Select MSDOS (CSV) File only:

No file chosen

02

Edit / Delete Theory Marksheets

Search for subject code

Total Records- **257**

Sr.No.	Marksheet_No	Subject_Abb	Course	Subject Code	Institute Code	Action	Action
1	179156	HUMAN ANATOMY AND PHYSIOLOGY[HAB]	LX-1-E	13013	1229		
2	179157	HEMATOLOGY AND BLOOD BANKING[HBB]	LX-1-E	13023	1229		
3	179158	BIO CHEMISTRY (MEDICAL)[BCH]	LX-1-E	13024	1229		
4	179159	CLINICAL PATHOLOGY[CLP]	LX-1-E	13025	1229		
5	179278	BACTERIOLOGY, IMMUNOLOGY & SEROLOGY[BIS]	LX-2-E	13077	1229		

01 Delete All Records button is pressed , all records of theory marksheet will be deleted , and user has to upload new csv file

03 04

05



DATA-ENTRY HELP MANUAL

Step 7 : Insert record of Extra Q.P or Less Q.Paper received in Q.Paper packets. It will reflect in Q.Paper Record Report

User : priyankapawar1797@gmail.com
User Type : DATA ENTRY Logout

Polytechnic Theory Exam Web Application Version - 1.4 - Multiinstitute

Subscription Type : PAID
Technical Support : 7588685522 / 8983361283

Subscription End Date : 16-Jun-2022
Email ID : polyexamsoft@gmail.com

Exam Centre Code : 1644
Exam Centre Name : Sanjay Ghodawat Polytechnic , Atigre
Exam Name : Summer-2019

Data Entry Menu

- Exam Time Table
- Add / Edit Time Table
- Delete Time Table
- Question Paper Inventory
- Add / Edit / Delete Q.Paper Inventory
- Seating Arrangement
- Add / Edit / Delete Seating Arrangement
- Theory Marksheets
- Add / Edit / Delete Theory Marksheets
- Extra Or Less Q.Paper Received
- Add / Edit / Delete **01**
- Subject with Sections
- Add / Delete Subject Code With Sections
- Detained Students List
- Add / Delete Detained Student Seat Numbers
- Report Tab - 1
- Student Count Comparison Report
- Setting
- Change Password
- Logout
- Logout

Poly Exam Soft / DATA ENTRY / Extra OR Less Q.Paper Received -> Add/Edit/Delete

Record Of EXTRA or LESS Q.Paper Received

Q.Paper OR Subject Code	<input type="text"/>	Example : IF Q.P code xxxxxx get extra 2 papers then put value 2 in textbox, if Q.P.code xxxxxx get less 1 paper then put the value -1 in textbox
Extra OR Less Quantity	<input type="text"/>	
Add Record > 02		

Edit / Delete Entry

Total Records- **5**

Sr.No.	Q.Paper / Subject Code	Extra / Less Quantity	Action	
1	22217	<input style="width: 50px;" type="text" value="1"/>	✎	✕
2	17634	<input style="width: 50px;" type="text" value="1"/>	✎	✕
3	22213	<input style="width: 50px;" type="text" value="1"/>	✎	✕
4	17320	<input style="width: 50px;" type="text" value="1"/>	✎	✕
5	22320	<input style="width: 50px;" type="text" value="-1"/>	✎	✕

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DATA-ENTRY HELP MANUAL

Step 8 : Add subject code having sections . This will reflect in Attendance report and supervisor report. Automatically two reports for Section-1 and Section – 2 will be generated.

User : priyankapawar1797@gmail.com User Type : DATA ENTRY [Logout](#)

Polytechnic Theory Exam Web Application

Version - 1.4 - Multiinstitute

Subscription Type : PAID Technical Support : 7588685522 / 8983361283
 Subscription End Date : 16-Jun-2022 Email ID : polyexamsoft@gmail.com

Exam Centre Code : 1644 Exam Centre Name : Sanjay Ghodawat Polytechnic , Atigre Exam Name : Summer-2019

Poly Exam Soft / DATA ENTRY / Subjects with Sections -> Add/Delete Subjects with Sections

Data Entry Menu

- Exam Time Table
 - Add / Edit Time Table
 - Delete Time Table
- Question Paper Inventory
 - Add / Edit / Delete Q.Paper Inventory
- Seating Arrangement
 - Add / Edit / Delete Seating Arrangement
- Theory Marksheets
 - Add / Edit / Delete Theory Marksheets
- Extra Or Less Q.Paper Received
 - Add / Edit / Delete
- Subject with Sections
 - Add / Delete Subject Code With Sections
- Detained Students List
 - Add / Delete Detained Student Seat Numbers
- Report Tab - 1
 - Student Count Comparison Report
- Setting
 - Change Password
 - Logout
 - Logout

01

[Add Subjects having Sections](#)

Enter Subject Code Having Two Sections [Add Record >](#) **02**

[Delete Subject Code](#) [Delete All Records](#)

Total Records- **2** **03**

Sr.No.	Subject Code	Action
1	17210	x
2	22310	x

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DATA-ENTRY HELP MANUAL

Step 9 : Add details of Detained Students Seat numbers before Block arrangement of first day . This is important link to cross verify the detained list and it will reflect in some reports like attendance report , supervisor report , bench arrangement , Attendance -"A" etc
We recommend institute to fill this data before making block arrangement in Officer Incharge Login

Polytechnic Theory Exam Web Application Version - 1.4 - Multiinstitute



Subscription Type : PAID

Technical Support : 7588685522 / 8983361283

Subscription End Date : 16-Jun-2022

Email ID : polyexamsoft@gmail.com

Exam Centre Code : 1644

Exam Centre Name : Sanjay Ghodawat Polytechnic , Atigre

Exam Name : Summer-2019

Data Entry Menu

Poly Exam Soft / DATA ENTRY / Detained Student List -> Add/Delete Exam seat Numbers

Exam Time Table

Add / Edit Time Table

Delete Time Table

Question Paper Inventory

Add / Edit / Delete Q.Paper Inventory

Seating Arrangement

Add / Edit / Delete Seating Arrangement

Theory Marksheets

Add / Edit / Delete Theory Marksheets

Extra Or Less Q.Paper Received

Add / Edit / Delete

Subject with Sections

Add / Delete Subject Code With Sections

Detained Students List

Add / Delete Detained Student Seat Numbers

Report Tab - 1

Student Count Comparison Report

Setting

Change Password

Logout

Detained Student - Add Exam Seat Number

Exam Seat Number

Add Record >

02**01**



DATA-ENTRY HELP MANUAL

Step 10 : (Report tab 1)- Check Student Count Comparison report to verify the number of students as per inventory and uploaded in seating arrangement are same or not . This report is only for verification purpose.

Data Entry Menu

- Exam Time Table
- Add / Edit Time Table
- Delete Time Table
- Question Paper Inventory
- Add / Edit / Delete Q.Paper Inventory
- Seating Arrangement
- Add / Edit / Delete Seating Arrangement
- Theory Marksheets
- Add / Edit / Delete Theory Marksheets
- Extra Or Less Q.Paper Received
- Add / Edit / Delete
- Subject with Sections
- Add / Delete Subject Code

Poly Exam Soft / DATA ENTRY / Report Tab - 1 -> Student Count Comparison Report

[Print Report](#)

Student Count Comparison Report

Institute Code	Subject Code	Student Count as Per MSBTE Inventory	Student Count as per Seating chart uploaded	Comparison Status
1644	13013	14	14	Matched
1644	13023	2	2	Matched
1644	13024	17	17	Matched
1644	13025	9	9	Matched
1644	13077	41	41	Matched
1644	13078	33	33	Matched

This Comparison report will be useful to cross verify the number of student counts as per MSBTE inventory uploaded and actual student count as per seating arrangement uploaded.

Inventory count and seating arrangement count should be same. Or seating arrangement count may be greater in some cases where super-late confirmation of exam forms is done by institute.

Kindly note that MSBTE Inventory count must not be less than Seating Arrangement count. (with super-late confirmation of exam forms)



DATA-ENTRY HELP MANUAL

Step 11 : Data entry User - Change Password

User : priyankapawar1797@gmail.com User Type : DATA ENTRY [Logout](#)

Polytechnic Theory Exam Web Application

Version - 1.4 - Multiinstitute

Subscription Type : PAID Subscription End Date : 16-Jun-2022

Technical Support : 7588685522 / 8983361283
Email ID : polyexamssoft@gmail.com

Exam Centre Code : 1644 Exam Centre Name : Sanjay Ghodawat Polytechnic , Atigre Exam Name : Summer-2019

Poly Exam Soft / DATA ENTRY / Setting -> Change Password

Data Entry Menu

- Exam Time Table
 - Add / Edit Time Table
 - Delete Time Table
- Question Paper Inventory
 - Add / Edit / Delete Q.Paper Inventory
- Seating Arrangement
 - Add / Edit / Delete Seating Arrangement
- Theory Marksheets
 - Add / Edit / Delete Theory Marksheets
- Extra Or Less Q.Paper Received
 - Add / Edit / Delete
- Subject with Sections
 - Add / Delete Subject Code With Sections
- Detained Students List
 - Add / Delete Detained Student Seat Numbers
- Report Tab - 1
 - Student Count Comparison Report
- Setting
 - Change Password** **01**
 - Logout
 - Logout

[Change Password](#)

Current Password	<input type="password"/>
New Password	<input type="password"/>
Reenter New Password	<input type="password"/>
	Change Password 02

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