#### HELP MANUAL for SHRI\_PES\_Version\_1.3

#### POLYTECHNIC THEORY EXAM SOFTWARE

- Powered by Shri Software Solutions & Training Center

# **DATA ENTRY – HELP MANUAL**

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

Step 1 : Login to Data – Entry module as shown below



#### Step 2 : Select options from left panel



# Step 3 : Upload Time – Table provided by msbte

| Exam Time Table                         |   |
|---|---|
| Add / Edit Time Table                   | Upload Exam Time Table  |
| Delete Time Table                       | Import CSV file   |
| Seating Chart                           | CSV File:   |
| Add / Edit / Delete Seating Chart       | Choose file No file chosen  |
| Theory Marksheets                       | 1   |
| Add / Edit / Delete Marksheet           | Upload C  |
| Q.Paper Inventory                       | Total Records- 02   |
| Add / Edit / Delete Inventory           | Edit Time Table   |
| Extra Or Less Q.Paper Received          | Sr.No. Day Exam_Date Session Exam_Time Subject Code Subject Name Course |
| Add / Edit / Delete                     |   |
| Report Tab - 1                          |   |
| Student Count Comparison Report         |   |
| Detained Students List                  |   |
| Add / Delete Detained Student Seat      |   |
|   |   |
| 100                                     |   |
| 1 C C C C C C C C C C C C C C C C C C C |   |

# After successful uploading time table , user will see the following window

| Add / Edit Time Table   |           |          |               |           | Up               | load Exc        | um Time Table                 |        |               |
|---|-----------|----------|---------------|-----------|------------------|-----------------|-------------------------------|--------|---------------|
| Delete Time Table   | Import C  | SV file  | 5             |           | -                | Will see the    |                               |        |               |
| Seating Chart   | CSV File  |          |               |           |                  |                 |                               |        |               |
| Add / Edit / Delete Seating Chart   | Choose    | e file   | No file chose | n         |                  |                 |                               |        |               |
| Theory Marksheets   | Lininad   |          |               |           |                  |                 |                               |        |               |
| Add / Edit / Delete Marksheet   |           |          |               |           |                  |                 |                               |        |               |
| Q.Paper Inventory   | Total Rec | iondar 3 | 132           |           | Edit Ti          | me Table        |                               |        |               |
| Add / Edit / Delete Inventory   |           |          |               |           |                  |                 |                               |        |               |
| Intra Or Less Q Paper Received  | Sr.No.    | Day      | Exam_Date     | Session   | Exam_Time        | Subject<br>Code | Subject Name                  | Course |               |
| Add / Edit / Delete   |           |          |               |           |                  |                 |                               |        |               |
| Report Tab - 1  |           |          |               |           | 09-20 A M        |                 |                               |        |               |
| Student Count Companison Report   | 1         | 1        | 18-11-2015    | Marning   | to 12:30         | 12082           | ADVANCE SURVEYING             | CE-4-€ | Edit          |
| Detained Students List  |           |          |               |           | P.M.             |                 |                               |        |               |
| Add / Delete Detained Student Seat  |           |          |               |           |                  |                 |                               |        |               |
| with the second s |           | 14       | 10.11.2015    | Marriso   | 09(30 A.M.       | 12106           | ADDI 1815 EL ECTRONICE        | E14.E  | Ente          |
| And / Dalata Subject Code With  | -         | S.,      | an an analy   | Contrada. | P.M.             |                 | Hereite steernonien           | 1220   | Second Second |
| Sections  |           |          |               |           |                  |                 |                               |        |               |
|   |           |          |               |           | 09-30 A.M.       |                 |                               |        | 1000          |
|   | 3         | 3        | 18-11-2015    | Marning   | to 12:30<br>P.M. | 12106           | APPLIED ELECTRONICS           | E(-4-E | Edr           |
|   |           |          |               |           | 2020             |                 |                               |        |               |
|   |           |          |               |           | 200-200 A 147    |                 |                               |        |               |
|   | 4         |          | 10-11-2015    | Morning   | to 12:30         | 17418           | TRANSPORTATION<br>ENGINEERING | CE-4-G | Edit          |
|   |           |          |               |           | P.M.             |                 | a sector and                  |        |               |

# Step 4 : Upload Inventory of Question Papers provided by msbte

| Contraction of the second s |            |                 |           |           |             |          |         |
|---|------------|-----------------|-----------|-----------|-------------|----------|---------|
| Add / Edit Time Table   |            |                 |           | Uploa     | d Inventory |          |         |
| Delete Time Table   | Import CS  | V/Excel file    |           |           | 21          | -        |         |
| Seating Chart   | CSV/Excel  | File:           |           |           |             |          |         |
| Add / Edit / Delete Seating Chart   | Choose     | file No file ch | iosen     |           |             |          |         |
| Theory Marksheets   | Lipload C  |                 | 9         |           |             |          |         |
| Add / Edit / Delete Marksheet   | lobioad    | <u> </u>        | <u>e</u>  |           |             |          |         |
| Q Paper Inventory   | Total Reco | rds- 94         | esta 1    |           |             |          |         |
| Add / Edit / Delete Inventory   |            |                 | Care      | Inventory |             |          |         |
| Extra Or Less Q Paper Received  | Sr.No.     | Subject         | Appearing | No of     | Institute   |          |         |
| Add / Edit / Delete   |            | code            | Students  | Fackets   | Code        | (E alla) | (Balan) |
| Report Tab - 1  | 1          | 17213           | 5         | 1         | 1224        | Edit     | Delete  |
| Student Count Comparison Report   |            |                 |           |           |             |          |         |
| Detained Students List  | 2          | 12137           | 4         | 1         | 1224        | Edit     | Delete  |
| Add / Delete Detained Student Seat<br>Numbers   |            |                 |           |           |             |          |         |
| Subject with Sections   | 3          | 12187           | 4         | 1         | 1224        | Edit     | Delete  |
| Add / Delete Subject Code With<br>Sections  | 4          | 17502           | 31        | 1         | 1224        | Edit     | Delete  |
|   |            |                 |           |           |             | -        | ()      |
|   | 5          | 17513           | 5         | 1         | 1224        | Edit     | Delete  |
|   | 6          | 17534           | 24        | 1         | 1224        | Edit     | Delete  |

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

| Main Menus                         | Exam Soft -> | DATA EN  | TRY -> Se | ating Chart -> Ad | d/Edit/Delete Seat | ing Chart   |      |        |
|------------------------------------|--------------|----------|-----------|-------------------|--------------------|-------------|------|--------|
| Exam Time Table                    |              |          |           |                   |                    |             |      |        |
| Add / Edit Time Table              |              |          |           |                   | Upload             | Seating Cha | rt   |        |
| Delete Time Table                  | Import CS    | SV file  |           |                   | 1.95               | 1.00        |      |        |
| Seating Chart                      | CSV File:    |          |           |                   |                    |             |      |        |
| Add / Edit / Delete Seating Chart  | Choose       | file No  | file chos | en                |                    |             |      |        |
| Theory Marksheets                  | Upload       | 3        | -0        |                   |                    |             |      |        |
| Add / Edit / Delete Marksheet      | Total Rock   | rde 167  |           |                   |                    |             |      |        |
| Q.Paper Inventory                  | Total Reci   | nus- 167 |           | Edit / Dele       | te Seating Char    | rt          |      |        |
| Add / Edit / Delete Inventory      |              | Seat     |           | -                 | Subject            | Institute   |      |        |
| Add / Edit / Delete                | Sr.No.       | No       |           | Course            | Code               | Code        |      |        |
| Report Tab - 1                     | 1            |          |           |                   |                    |             | Edit | Delete |
| Student Count Comparison Report    |              |          |           |                   |                    |             |      |        |
| Detained Students List             | 2            | 361213   | CE-3-E    |                   | 17301              | 1224        | Edit | Delete |
| Add / Delete Detained Student Seat |              |          |           |                   |                    |             |      |        |
| Subject with Sections              | 3            | 361214   | CE-3-E    |                   | 17301              | 1224        | Edit | Delete |
| Add / Delete Subject Code With     |              |          |           |                   |                    |             |      |        |
| Sections                           | 4            | 361215   | CE-3-E    |                   | 17301              | 1224        | Edit | Delete |
|                                    |              |          |           |                   |                    |             |      |        |
|                                    | 5            | 361216   | CE-3-E    |                   | 17301              | 1224        | Edit | Delete |
|                                    |              |          |           |                   |                    |             |      |        |
|                                    | 6            | 361217   | CE-3-E    |                   | 17301              | 1224        | Edit | Delete |

#### Step 6 : Upload theory marksheets provided by msbte in Theory Emarksheet link

| Main Menus                                  | Poly Exam Soft -> | DATA ENTRY -> The   | eory Marksheets -> Add/Edi                      | /Delete Ma | irksheets   |           |        |               |
|---|-------------------|---------------------|---|------------|-------------|-----------|--------|---------------|
| Exam Time Table 🏾 🛸                         |                   |                     |   |            |             |           |        |               |
| Add / Edit Time Table                       |                   |                     | Uple  | ad Theo    | ry Mark     | sheets    |        |               |
| Delete Time Table                           | JImport C         | SV/Excel file       |   |            | 27592323250 |           |        |               |
| Seating Chart                               | CSV/Exce          | I File              |   |            |             |           |        |               |
| vdd / Edit / Delete Seating Chart           | Choose            | e file No file chos | en  |            |             |           |        |               |
| heory Marksheets                            | Linioad           | -2                  |   |            |             |           |        |               |
| kdd / Edit / Delete Marksheet               | opidadi           |                     |   |            |             |           |        |               |
| 2 Paper Inventory                           | Total Rec         | ords- 159           | Edit / Delete Theo                              | ev Markel  | neets       |           |        |               |
| dd / Edit / Delete Inventory                |                   |                     | curt / Delete meo                               | ry marks   | lects       |           |        |               |
| Extra Or Less Q.Paper Received              | Sr.No.            | Marksheet_No        | Subject_Abb                                     | Course     | Subject     | Institute |        |               |
| dd / Edit / Delete                          |                   |                     |   |            | Damor       | coue      | -      | (manufacture) |
| eport Tab - 1                               | 1                 | 0                   | Subject Name                                    | Scheme     | Code        | Nam       | Edit   | Delete        |
| udent Count Comparison Report               |                   |                     |   |            |             |           |        |               |
| etained Students List                       |                   | 101010              | ANALOG  | EL A C     | 17440       | 105       | Edit   | Doloto        |
| dd / Delete Detained Student Seat<br>umbers | 2                 | 181918              | COMMUNICATION[ACO]                              | EJ-4-G     | 1/440       | 105       | Euli   | Delete        |
| ubject with Sections                        |                   |                     | INDUSTRIAL                                      |            |             |           | (Track | Datata        |
| dd / Delete Subject Code With<br>ections    | 3                 | 181917              | MEASUREMENTS[IME]                               | EJ-4-G     | 1/434       | 105       | Ean    | Delete        |
|   | 4                 | 180432              | ANALOG<br>COMMUNICATION[ACO]                    | E)-4-E     | 17440       | 105       | Edit   | Delete        |
|   | 5                 | 180431              | ELECTRONIC<br>INSTRUMENTS &<br>MEASUREMENT[EIM] | E]-4-E     | 17435       | 105       | Edit   | Delete        |

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

| Main Menus                                    | oly Exam Soft -> DATA E | NTRY -> Extra OR Less Q.Pape | r Received -> Add/ | Edit/Delete     |                    |                                  |              |
|---|-------------------------|------------------------------|--------------------|-----------------|--------------------|----------------------------------|--------------|
| Exam Time Table                               |                         |                              |                    |                 |                    |                                  |              |
| Add / Edit Time Table                         |                         | Recor                        | d Of EXTRA or      | LESS Q.Pa       | per Received       |                                  |              |
| Delete Time Table                             | 0.000000                |                              |                    |                 |                    |                                  |              |
| Seating Chart                                 | Subject Code            | 17201                        |                    |                 |                    |                                  |              |
| Add / Edit / Delete Seating Chart             | Extra OR Less           | E                            | Example : IF (     | Q.P code xxxx   | xx get extra 2 pa  | pers then put value 2 in textbox | , if Q.P.I   |
| Theory Marksheets                             | Quantity                |                              | xxxxxx get le      | ss 1 paper ther | n put the value -1 | in textbox                       | terra Cerrai |
| Add / Edit / Delete Marksheet                 |                         | Add Record                   |                    |                 |                    |                                  |              |
| Q.Paper Inventory                             | -                       |                              |                    |                 |                    |                                  |              |
| Add / Edit / Delete Inventory                 | Total Records- 1        | Edit T                       | oventory           |                 |                    |                                  |              |
| Extra Or Less Q.Paper Received                |                         |                              | Extra / Less       |                 |                    | 1                                |              |
| Add / Edit / Delete                           | Sr.No.                  | Q.Paper / Subject Code       | Quantity           |                 |                    | 1                                |              |
| Report Tab - 1                                | *                       | 17201                        | 5                  | Edit            | Delete             |                                  |              |
| Student Count Comparison Report               | -                       | 17201                        |                    | Lung            | Derete             |                                  |              |
| Detained Students List                        | -                       | h                            |                    |                 |                    | -                                |              |
| Add / Delete Detained Student Seat<br>Numbers |                         |                              |                    |                 |                    |                                  |              |
| Subject with Sections                         |                         |                              |                    |                 |                    |                                  |              |
| Add / Delete Subject Code With                |                         |                              |                    |                 |                    |                                  |              |

Step 8 : 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.

| Main Menus                                 | oly Exam Soft -> DATA ENTRY -> Report | t (ab - 1 -> Stude) | nt Count Companiso | n Keport          |  |
|--|---------------------------------------|---------------------|--------------------|-------------------|--|
| Exam Time Table 🔶                          |                                       |                     |                    |                   |  |
| Add / Edit Time Table                      |                                       |                     |                    |                   |  |
| Delete Time Table                          |                                       |                     |                    |                   |  |
| Sealing Chart                              | Drint Deport                          |                     |                    |                   |  |
| Add / Edit / Delete Seating Chart          | Ринс керогс                           |                     |                    |                   |  |
| Theory Marksheets                          | Student Count Con                     | parison Re          | eport              |                   |  |
| Add / Edit / Delete Marksheet              | r                                     | Student Count       | Student Count      |                   |  |
| Q Paper Inventory                          | Institute Code Subject Code           | as Per MSBTE        | as per Seating     | Comparison Status |  |
| Add / Edit / Delete Inventory              |                                       | Inventory           | chart uploaded     |                   |  |
| Extra Or Less Q.Paper Received             | 1/213                                 | 5                   | 5                  | Matched           |  |
| Add / Edit / Delete                        | 12137                                 | 4                   | 4                  | Matched           |  |
| Report lab - 1                             | 12187                                 | 4                   | 4                  | Matched           |  |
| Student Count Companion Report             |                                       |                     |                    | 10000             |  |
| Detained Students List                     | 17502                                 | 31                  | 31                 | Matched           |  |
| Numbers                                    | 17513                                 | 5                   | 5                  | Matched           |  |
| Subject with Sections                      | 17534                                 | 24                  | 24                 | Matched           |  |
| Add / Delete Subject Code With<br>Sections | 17104                                 | 52                  | 52                 | Matched           |  |
|  | 17310                                 | 68                  | 68                 | Matched           |  |
|  | 17318                                 | 26                  | 26                 | Matched           |  |
|  | 17331                                 | 6                   | 6                  | Matched           |  |
|  | 17220                                 | 1                   | 1                  | Matched           |  |

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 .

| Main Menus                         | Poly Exam Soft -> DATA ENTRY | -> Detained Student List -> | Add/Delete Exam seat Numbers |  |
|------------------------------------|------------------------------|-----------------------------|------------------------------|--|
| Exam Time Table                    |                              |                             |                              |  |
| Add / Edit Time Table              |                              | Detaine                     | d Student - Add Exam Seat    | Number   |
| Delete Time Table                  | 2 2 32 3                     | in the state of the         |                              |  |
| Seating Chart                      | Exam Seat Number             |                             | 5)                           |  |
| Add / Edit / Delete Seating Chart  |                              | Add Record                  | 5                            | -  |
| Theory Marksheets                  |                              |                             |                              | A REAL PROPERTY AND IN CONTRACT OF A DECISION OF A DECISIONO OF A DECISIO |
| Add / Edit / Delete Marksheet      | Total Records- 3             |                             | Delete All Detained Set      | at Numbers   |
| Q.Paper Inventory                  |                              | Delete Seat Number          |                              |  |
| Add / Edit / Delete Inventory      | Sr.No.                       | Seat No                     |                              |  |
| Extra Or Less Q Paper Received     | 840                          | 361380                      | Delata                       |  |
| Add / Edit / Delete                | 1243                         | 361200                      | Delete                       |  |
| Report Tab - 1                     |                              |                             |                              |  |
| Student Count Comparison Report    | 2                            | 361279                      | Delete                       |  |
| Detained Students List             |                              |                             |                              |  |
| Add / Delete Detained Student Seat | 3                            | 361567                      | Delete                       |  |
| Subject with Sections              | L                            |                             |                              |  |
|                                    |                              |                             |                              |  |

Step 10 : 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.

