

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

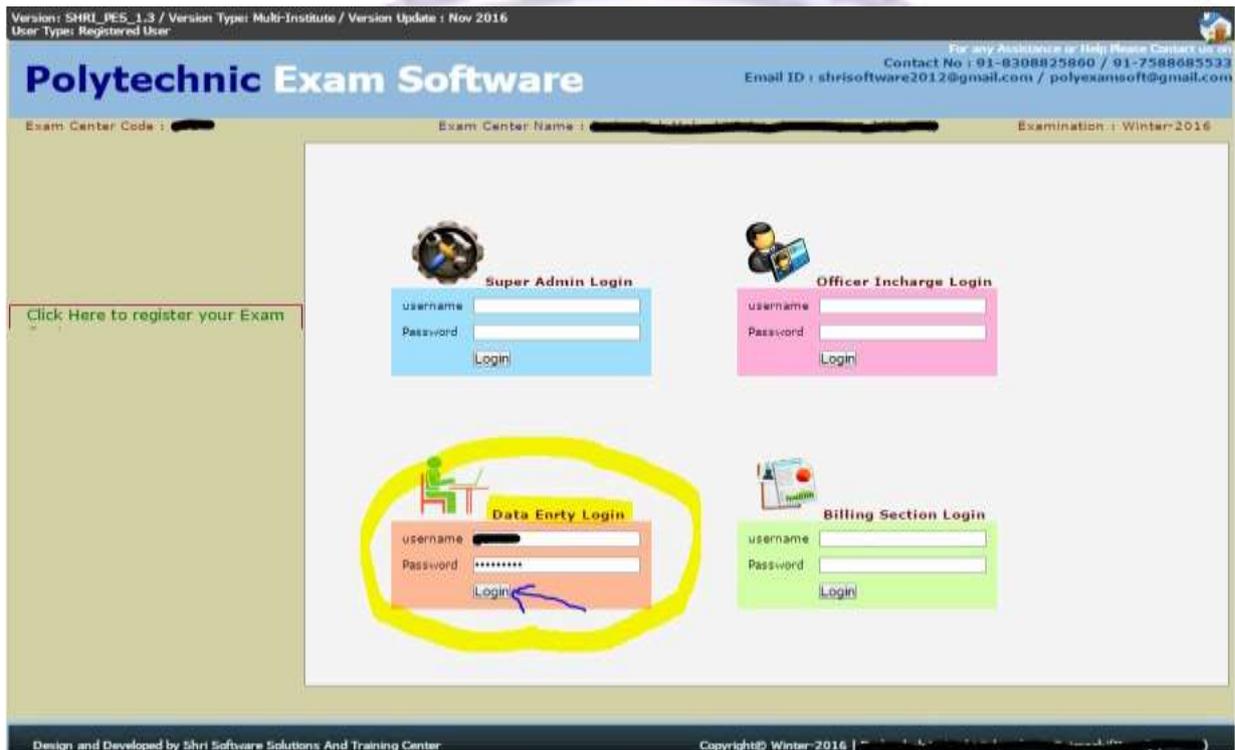
## POLYTECHNIC THEORY EXAM SOFTWARE

– 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

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

**Upload Exam Time Table**

Import CSV file

CSV File:  
Choose file No file chosen

Upload

Total Records- 0

**Edit Time Table**

Sr.No.	Day	Exam_Date	Session	Exam_Time	Subject Code	Subject Name	Course
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After successful uploading time table , user will see the following window

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

**Upload Exam Time Table**

Import CSV file

CSV File:  
Choose file No file chosen

Upload

Total Records- 233

**Edit Time Table**

Sr.No.	Day	Exam_Date	Session	Exam_Time	Subject Code	Subject Name	Course	
1	1	18-11-2015	Morning	09:30 A.M. to 12:30 P.M.	12082	ADVANCE SURVEYING	CE-4-E	<a href="#">Edit</a>
2	1	18-11-2015	Morning	09:30 A.M. to 12:30 P.M.	12106	APPLIED ELECTRONICS	EE-4-E	<a href="#">Edit</a>
3	1	18-11-2015	Morning	09:30 A.M. to 12:30 P.M.	12106	APPLIED ELECTRONICS	EX-4-E	<a href="#">Edit</a>
4	1	18-11-2015	Morning	09:30 A.M. to 12:30 P.M.	17418	TRANSPORTATION ENGINEERING	CE-4-G	<a href="#">Edit</a>

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

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

**Main Menus**

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

**Upload Inventory**

Import CSV/Excel file

CSV/Excel File: No file chosen

Choose file

Upload

Total Records- 94

**Edit Inventory**

Sr.No.	Subject Code	Appearing Students	No of Packets	Institute Code	Edit	Delete
1	17213	5	1	1224	Edit	Delete
2	12137	4	1	1224	Edit	Delete
3	12187	4	1	1224	Edit	Delete
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

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

**Main Menus**

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

**Upload Seating Chart**

Import CSV file

CSV File: No file chosen

Choose file

Upload

Total Records- 1673

**Edit / Delete Seating Chart**

Sr.No.	Seat No	Course	Subject Code	Institute Code	Edit	Delete
1	--				Edit	Delete
2	361213	CE-3-E	17301	1224	Edit	Delete
3	361214	CE-3-E	17301	1224	Edit	Delete
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 E-marksheet link

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

**Main Menus**

- Exam Time Table
  - Add / Edit Time Table
  - Delete Time Table
- Seating Chart
  - Add / Edit / Delete Seating Chart
- Theory Marksheet
  - Add / Edit / Delete Marksheet
- Q.Paper Inventory
  - Add / Edit / Delete Inventory
- Extra Or Less Q.Paper Received
  - Add / Edit / Delete
- Report Tab - 1
  - Student Count Comparison Report
- Detained Students List
  - Add / Delete Detained Student Seat Numbers
- Subject with Sections
  - Add / Delete Subject Code With Sections

**Upload Theory Marksheet**

Import CSV/Excel file

CSV/Excel File  No file chosen

Choose file

Upload

Total Records- 159

**Edit / Delete Theory Marksheet**

Sr.No.	Marksheet_No	Subject_Abb	Course	Subject Code	Institute Code		
1	0	Subject Name	Scheme	Paper Code	Nam	Edit	Delete
2	181918	ANALOG COMMUNICATION[ACO]	EJ-4-G	17440	105	Edit	Delete
3	181917	INDUSTRIAL MEASUREMENTS[IME]	EJ-4-G	17434	105	Edit	Delete
4	180432	ANALOG COMMUNICATION[ACO]	EJ-4-E	17440	105	Edit	Delete
5	180431	ELECTRONIC INSTRUMENTS & MEASUREMENT[EIM]	EJ-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

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

**Main Menus**

- Exam Time Table
  - Add / Edit Time Table
  - Delete Time Table
- Seating Chart
  - Add / Edit / Delete Seating Chart
- Theory Marksheet
  - Add / Edit / Delete Marksheet
- Q.Paper Inventory
  - Add / Edit / Delete Inventory
- Extra Or Less Q.Paper Received
  - Add / Edit / Delete
- Report Tab - 1
  - Student Count Comparison Report
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- Subject with Sections
  - Add / Delete Subject Code With

**Record Of EXTRA or LESS Q.Paper Received**

Q.Paper OR Subject Code

Extra OR Less Quantity  Example : IF Q.P code xxxxxx get extra 2 papers then put value 2 in textbox, if Q.P, xxxxxx get less 1 paper then put the value -1 in textbox

Add Record

Total Records- 1

**Edit Inventory**

Sr.No.	Q.Paper / Subject Code	Extra / Less Quantity		
1	17201	<input type="text" value="5"/>	Edit	Delete

**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.**

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

**Main Menus**

- Exam Time Table
  - Add / Edit Time Table
  - Delete Time Table
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  - Add / Edit / Delete Seating Chart
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  - Add / Edit / Delete Marksheet
- Q.Paper Inventory
  - Add / Edit / Delete Inventory
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  - Detained Students List
- Subject with Sections
  - Add / Delete Subject Code With Sections

**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
██████	17213	5	5	Matched
██████	12137	4	4	Matched
██████	12187	4	4	Matched
██████	17502	31	31	Matched
██████	17513	5	5	Matched
██████	17534	24	24	Matched
██████	17104	52	52	Matched
██████	17310	68	68	Matched
██████	17318	26	26	Matched
██████	17331	6	6	Matched
██████	17330	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 .**

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

**Main Menus**

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

**Detained Student - Add Exam Seat Number**

Exam Seat Number: ██████████

**Add Record**

**Delete All Detained Seat Numbers**

Total Records- 3

**Delete Seat Number**

Sr.No.	Seat No	Delete
1	361280	Delete
2	361279	Delete
3	361567	Delete

**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.**

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

**Main Menu**

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  - Delete Time Table
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  - Add / Edit / Delete Seating Chart
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  - Add / Edit / Delete Marksheet
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  - Add / Delete Detained Student Seat Numbers
- Subject with Sections
  - Add / Delete Subject Code With Sections

**Detained Student - Add Exam Seat Number**

Subject Code Having Two Sections: 17203

Add Record

**Delete All Subject Code**

Total Records- 2

**Delete Subject Code**

Sr.No.	Subject Code	Delete
1	17203	Delete
2	17201	Delete

