



# Shri Software Solutions & Training Center

[www.shrisoftware.co.in](http://www.shrisoftware.co.in)

7588685522 / 8983361283

## POLYTECHNIC THEORY EXAM WEB APPLICATION VERSION 1.4

[www.polyexamsoft.com](http://www.polyexamsoft.com)

[polyexamsoft@gmail.com](mailto:polyexamsoft@gmail.com)

### SUPER-ADMIN HELP MANUAL

Powered by

**Shri Software Solutions & Training Centre**

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



## SUPER-ADMIN HELP MANUAL

**Note :** Institute has to get username and password for super admin login from Company - Shri Software Solutions And Training Center

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



### Shri Polytechnic Theory Exam Web Application

**VERSION : 1.4 Multi-Institute**

Version Updated on : May 2019

Tech Support : support@polyexamsoft.com

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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



Poly Theory Exam Web Application  
VERSION: 1.3  
Multi-Institute  
Version Updated on : Aug 2017  
2018-2019

Poly Theory Exam Web Application  
Demoinstration DVD Link

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

Proceed to Login

Validation code: 

Can't read the image? click [here](#) to refresh.

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

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# SUPER-ADMIN HELP MANUAL

Step 2 : Login to **Super Admin module**  
as shown 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 , Aligre      Exam Name : Summer-2019

**Super Admin Login**

1644  
.....  
Login

**Officer Incharge Login**

Username  
Password  
Login

**Data Entry Login**

Username  
Password  
Login

**Billing Section Login**

Username  
Password  
Login

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# SUPER-ADMIN HELP MANUAL

You will See control Panel for Super admin  
after successful login as below



User : 1644
User Type : SUPER ADMIN
Logout

## Polytechnic Theory Exam Web Application

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

Version - 1.4 - Multiinstitute

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

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

### Super Admin Menu

- Create Users
- Create / Edit / Delete User Account
- Institute Details
- Add/Edit/Delete Institues
- Distribution Center (DC) Details
- Add/Edit/Delete DC
- Officer In-Charge Details
- Add/Edit/Delete Officer In-Charge
- Exam-Controller Details
- Add/Edit/Delete Exam-Controller
- RAC Question Paper Count
- Add/Edit/Delete RAC Q.Paper Count
- Setting
- Change Password
- Logout
- Logout

Poly Exam Soft / SUPER ADMIN

### Welcome to Super Admin Control Panel

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

#### Last Five Login Details

Logged in Time : 22/04/2019 01:16:28 PM

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User - 1644  
Logged in Time : 20/04/2019 09:55:45 AM

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User - 1644  
Logged in Time : 20/04/2019 09:54:00 AM

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# SUPER-ADMIN HELP MANUAL

**Step3 : Create Officer In-Charge , Data entry,  
Billing Users . User can create more than one account as per the need.**

**Polytechnic Theory Exam Web Application** Version - 1.4 - Multiinstitute

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

**Super Admin Menu**

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- Add/Edit/Delete Exam-Controller
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- Add/Edit/Delete RAC Q.Paper Count
- Setting
- Change Password
- Logout
- Logout

Poly Exam Soft / SUPER ADMIN / Create User

[Create New User Account](#)

Please enter proper email id and mobile number here - password will be send to email id and mobile number

Username-	<input type="text" value="Enter Email Id"/>
Usmobno-	<input type="text" value="Enter 10 Digit mobile number only"/>
User Type-	<input type="text" value="OFFICER IN-CHARGE"/>
Password-	<input type="password" value=""/> <small>Password will be Auto Generated</small> <small>Inform User to Check user Email ID Inbox or Spam Folder to get Password</small>
<input type="button" value="Create User"/>	

[Edit / Delete User Accounts](#)

Sr.No.	Username	User Type	Mobile Number	New Password	Edit / Reset Password	Delete
1	sagar_patil19871987@gmail.com	BILLING SECTION	7588685511	<input type="password"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
2	priyankapawar1797@gmail.com	DATA ENTRY	7588685533	<input type="password"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
3	nivasnarkar2018@gmail.com	OFFICER IN-CHARGE	7588685522	<input type="password"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

PAGE 05- polyexamsoft.com/SUPERADMIN/HELP-MAUAL

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# SUPER-ADMIN HELP MANUAL

**Step 4 : Add Institute Details \* including exam center also \***

**Version 1.4 supports multi-institute.**

**It means if exam center has 2 or more than two connected institute's exams, then application will support it.**

## Polytechnic Theory Exam Web Application Version - 1.4 - Multiinstitute

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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 Menu**

- Create Users
- Create / Edit / Delete User Account
- Institute Details
- Add/Edit/Delete Institutes
- Distribution Center (DC) Details
- Add/Edit/Delete DC
- Officer In-Charge Details
- Add/Edit/Delete Officer In-Charge
- Exam-Controller Details
- Add/Edit/Delete Exam-Controller
- RAC Question Paper Count
- Add/Edit/Delete RAC Q.Paper Count
- Setting
- Change Password
- Logout
- Logout

Poly Exam Soft / SUPER ADMIN / Institute Details / Add -Edit -Delete Institute

Add Institute Details

Note : Add here all the institutes for which your institute work as Exam Center , including this exam center (i.e. Add Exam Center Details and Connected Institute Details for Theory Examination)

Exam Center / Connected Institute Code-	<input type="text" value="Enter 4 digit Exam Centre Code only"/>
Institute Name-	<input type="text"/>
Institute Address-	<input style="height: 30px;" type="text"/>
<a href="#" style="background-color: #3498db; color: white; padding: 5px 10px; border: none;">Add Institute Details</a>	

Edit / Delete Institute Details

Sr.No.	Inst. Code	Inst. Name	Inst. Address	Edit	Delete
1	1644	Sanjay Ghodawat Polytechnic	Gat No 552, A/P : Atigre. Taluka : Hatkanangale, Dist :Kolhapur. Pin Code 416118.	<a href="#" style="background-color: #27ae60; color: white; padding: 2px 5px; border: none;">Edit</a>	<a href="#" style="background-color: #e74c3c; color: white; padding: 2px 5px; border: none;">Delete</a>
2	1229	Late Sou Sushila Danchand Ghodawat Medi	Jaysingpur.	<a href="#" style="background-color: #27ae60; color: white; padding: 2px 5px; border: none;">Edit</a>	<a href="#" style="background-color: #e74c3c; color: white; padding: 2px 5px; border: none;">Delete</a>



# SUPER-ADMIN HELP MANUAL

## Step5: Add distribution center details.

**Note: user can add only one DC per Exam**

User : 1644 User Type : SUPER ADMIN [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 / SUPER ADMIN / DC Details / Add -Edit -Delete DC Details

**01** Super Admin Menu

- Create Users
- Create / Edit / Delete User Account
- Institute Details
- Add/Edit/Delete Institues
- Distribution Center (DC) Details
- Add/Edit/Delete DC
- Officer In-Charge Details
- Add/Edit/Delete Officer In-Charge
- Exam-Controller Details
- Add/Edit/Delete Exam-Controller
- RAC Question Paper Count
- Add/Edit/Delete RAC Q.Paper Count
- Setting
- Change Password
- Logout
- Logout

**02** Add Distribution Center (DC) Details

Note : User can add only one Distribution Center Details

DC Code-

DC Name-

DC Address-

**03** **04** [Add DC Details](#)

**03** **04** [Edit / Delete Distribution Center \(DC\) Details](#)

Sr.No.	DC. Code	DC. Name	DC. Address	Edit	Delete
1	0968	Sharad Institute of Technology Polytechnic	Yadrav	<a href="#">Edit</a>	<a href="#">Delete</a>



# SUPER-ADMIN HELP MANUAL

## Step 6: Add Officer In-Charge Details.

**Note:** User can add only one Officer –In charge at a time.  
When Officer In-Charge changes,  
user can delete old record add new record over here.

User : 1644 User Type : SUPER ADMIN [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 / SUPER ADMIN / Officer In-Charge Details / [Add/Edit/Delete Officer In-Charge Details](#)

**Super Admin Menu**

- Create Users
- Create / Edit / Delete User Account
- Institute Details
- Add/Edit/Delete Institutes
- Distribution Center (DC) Details
- Add/Edit/Delete DC
- Officer In-Charge Details**
- Add/Edit/Delete Officer In-Charge **01**
- Exam-Controller Details
- Add/Edit/Delete Exam-Controller
- RAC Question Paper Count
- Add/Edit/Delete RAC Q.Paper Count
- Setting
- Change Password
- Logout
- Logout

**Add Officer In-Charge Details**

**Note : User can add only one Officer Incharge Details**

Name-

Qualification -

Designation -

**02**

**Edit / Delete Officer In-Charge Details** **03 04**

Sr.No.	Name	Qualification	designation	Edit	Delete
1	Patil S.R.	M.E.	Lecturer	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>



# SUPER-ADMIN HELP MANUAL

**Step 7: Add Controller details. User has to change Controller details, if new controller has been allocated by DC. First Delete old record and add new record. This option is optional**

User : 1644
User Type : SUPER ADMIN
[Logout](#)

## Polytechnic Theory Exam Web Application

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

Version - 1.4 - Multiinstitute

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### Super Admin Menu

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- Add/Edit/Delete Exam-Controller
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- Add/Edit/Delete RAC Q.Paper Count
- Setting
- Change Password
- Logout
- Logout

Poly Exam Soft / SUPER ADMIN / Controller Details / Add -Edit -Delete Controller Details

### Add Exam-Controller Details

Note : User can add more than one Exam-Controller Details

Name-	<input type="text"/>
Qualification -	<input type="text"/>
Designation -	<input type="text"/>
Institute Code-	<input type="text" value="Enter 4 Digit Institute Code only"/>
Institute Name -	<input type="text"/>
MSBTE Order No / Outward No -	<input type="text"/>
Order Date -	<input type="text" value="dd-mm-yyyy"/>

[Add Exam-Controller Details](#)

### Edit / Delete Exam-Controller Details

Sr.No.	Name	Qualification	designation	Inst.Code	Inst Name	MSBTE Order.NO	Order Date	Edit	Delete

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# SUPER-ADMIN HELP MANUAL

**Step 8 : Add RAC Q.Paper Details . Set hereno of Q.Papers added in AB bundle which will be used in RAC. This is important link as it reflects count of Q.P in Q.Paper Records Report.**

User : 1644 User Type : SUPER ADMIN [Logout](#)

## Polytechnic Theory Exam Web Application

Version - 1.4 - Multiinstitute

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Poly Exam Soft / SUPER ADMIN / RAC Q,P. Count / Add -Edit -Delete RAC Q.Paper Count

**01** Add RAC Q. Paper Count

Note : User can add only one Record Per Examination

Q. Papers required for RAC with Sealed Answrbooks-  **02** Add RAC QP Count

Edit / Delete RAC QP Count

Sr.No.	RAC QP Count	Delete
1	2	<b>03</b> Delete

**Super Admin Menu**

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  - Add/Edit/Delete Officer In-Charge
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  - Add/Edit/Delete Exam-Controller
- RAC Question Paper Count
  - Add/Edit/Delete RAC Q.Paper Count
- Setting
  - Change Password
- Logout



# SUPER-ADMIN HELP MANUAL

**Step 9 : Super admin can change current password by clicking on setting menu**

User : 1644
User Type : SUPER ADMIN
Logout

## Polytechnic Theory Exam Web Application

Version - 1.4 - Multiinstitute

Subscription Type : PAID
Technical Support : 7588685522 / 8983361283

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Exam Centre Code : 1644
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### Super Admin Menu

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- RAC Question Paper Count
- Add/Edit/Delete RAC Q.Paper Count
- Setting
- Change Password 01
- Logout
- Logout

Poly Exam Soft / SUPER ADMIN / SETTING / CHANGE PASSWORD

Change Password

Current Password	<input type="password"/>
New Password	<input type="password"/>
Reenter New Password	<input type="password"/>
<input type="button" value="Change Password"/>	<span style="background-color: red; color: white; padding: 5px 10px; font-weight: bold;">02</span>

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