HELP MANUAL for SHRI PES Version 1.3

POLYTECHNIC THEORY EXAM SOFTWARE

- Powered by Shri Software Solutions & Training Center

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: Login to Super Admin module as shown below.



Step 2 : Create Officer In-Charge Account . User can create more than one account as per the need .



Step 3: Create Data-Entry Account. User can create more than one account as per the need.



Step 4: Create Billing Section Account. User can create more than one account as per the need.



Step 5 : Add Institute Details including exam center also . Version 1.3 supports multi-institute . It means If exam center has 2 or more than two institues exams , then application will support it .



Step 6: Add distribution center details. Note: user can add only one DC per Exam



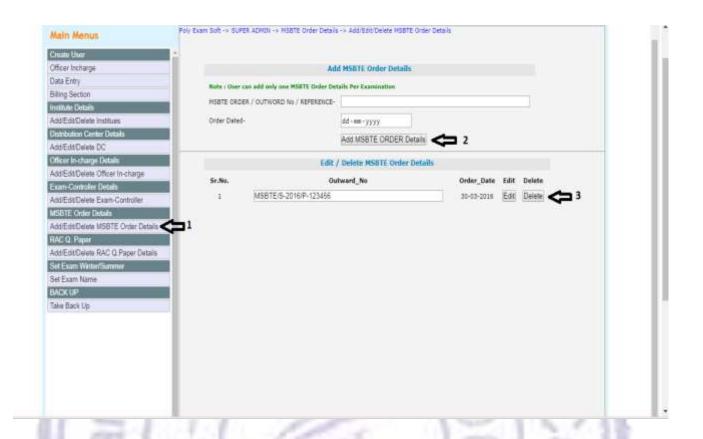
Step 7: Add Officer In-Charge Details. Note: User can add only one Officer – Incharge at a time. When Officer In-Charge changes, user can delete old record add new record over here.



Step 8 : 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 .



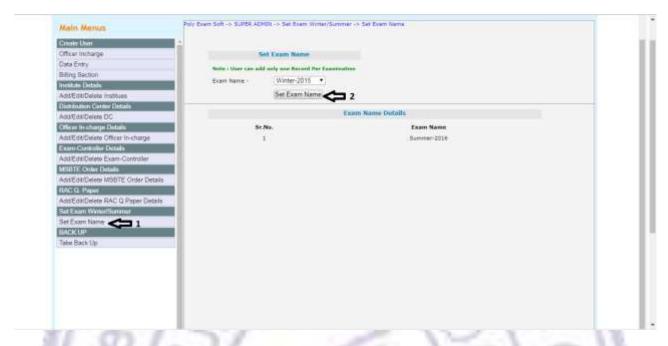
Step 9: Add MSBTE Theory Order Details as shown below



Step 10: Add RAC Q.Paper Details. Set here no 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.



Step 11 : Set Exam Name as shown below



Step 12: Take back up of Database everyday. Even though it is not mandatory, it is better to take back up, so that for any unwanted circumstances, company will restore your Data and assures you not to loss any data

