Index card Application (Forms & Reports) Users Guide

Table of Content

1. Login Page

It begins with validation Page where the credentials entered by the user. If the user is the valid user of the System, then only it allows the user to navigate the site.
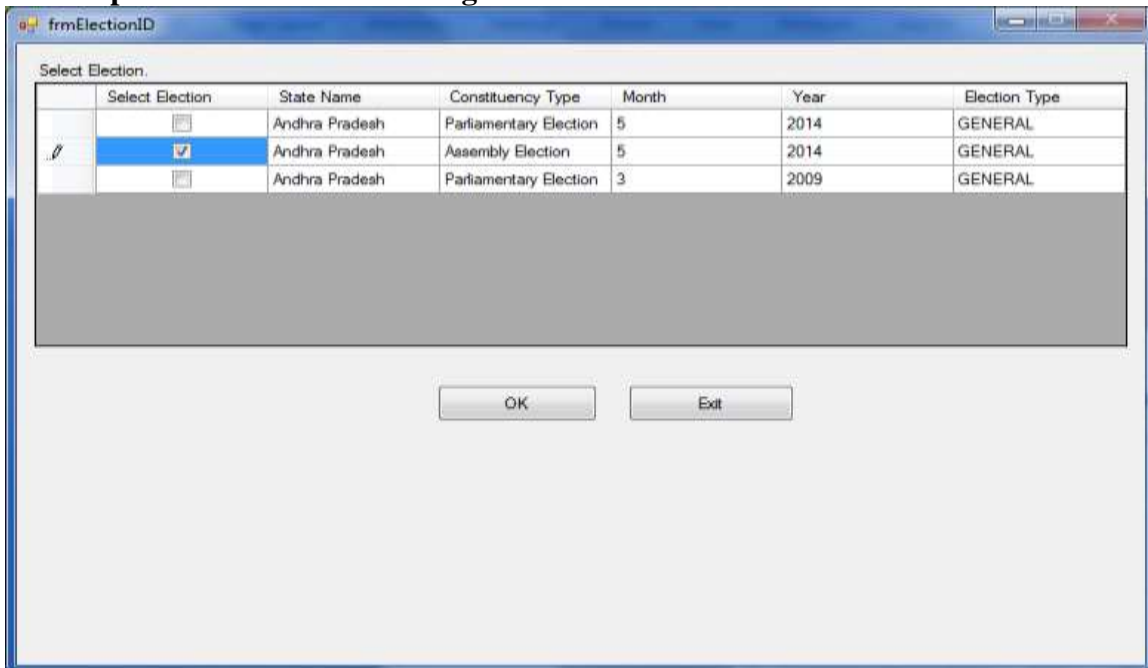
Fig 1.Login

The application opens when the correct user name, password and Election Year are given.

It will open the Select Election Page as shown below

Select election and click ok button, it will open the Main Menu Page for that election as shown below

2. Main Menu for Assembly Election

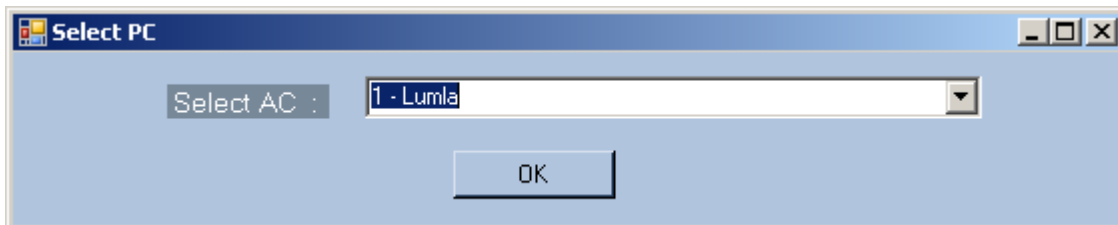This is the main page to display the following links:
- Data Entry Form
- Index Card Report
- Finalized Reports
- Statistical Reports

3. Entering Data Entry Form

Invoked from: - Login ->Data entry Form->Index Card Data Entry for assembly Election

Select Assembly Constituency for data entry.

This will open following page:

After clicking ok button this will open following page.

Index Card Application

4. **Reports**

Invoked from: - login ->IndexCard Reports

After entering correct data in index card data entry and finalizing it, then only CEO should generate the reports i.e. index card report and statistical reports
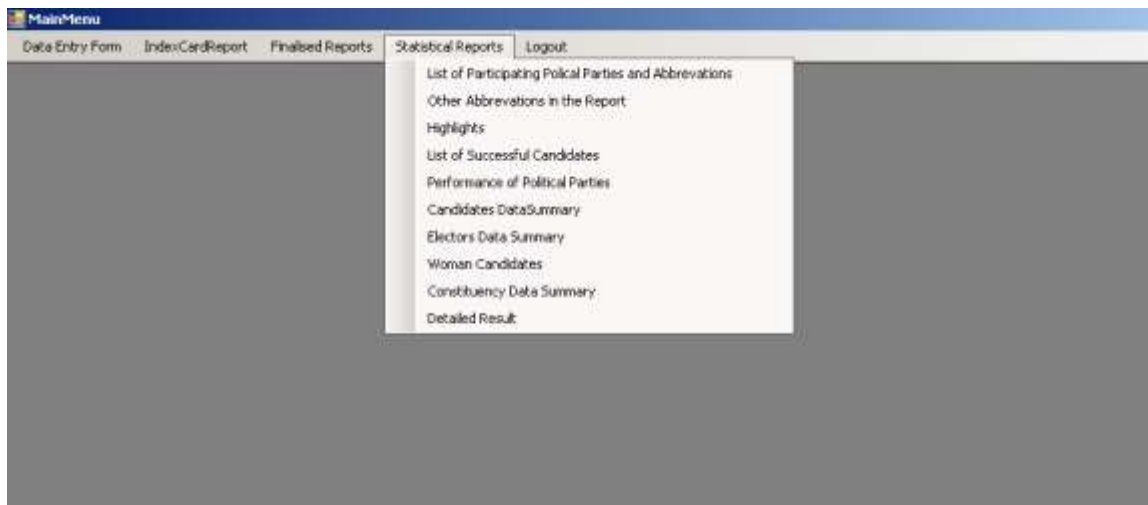This will open following page:

Index Card Report

5. **Finalised Reports**:→CEO can monitor whether each and every assembly has been finalized or not, through various reports

6. **Statistical Reports:**→ CEO should generate 10 statistical reports only after finalizing each and every assembly Index Card data entry form.

7. To Change Election click on change election Menu as shown below

Index Card Application

It will open the Select Election Page as shown below

Here we select Loksabha election and click ok button, it will open the Main Menu Page for that election as shown below

8. Main Menu for Loksabha Election

Index Card Application

This is the main page to display the following links:
- Data Entry Form
- Index Card Report
- Finalized Reports

9. Entering Data Entry Form

Invoked from: - Login ->Data entry Form->Index Card Data Entry

Select Parliamentary Constituency for data entry.

This will open following page:

After clicking ok button this will open following page.

10. **Reports**

Invoked from: - login ->IndexCard Reports

After entering correct data in index card data entry and finalizing it, then only CEO should generate the reports i.e. index card report
This will open following page:

Index Card Report

NOTE (FOR PRINTING A INDEX CARD REPORT):→ If a PC have more than 10 ACs Segment, then you will have to click on Sub report "Details of Votes

Polled by Each Candidate" to get entire AC Segment in one screen and you will able to take print out for this PC with entire AC Segment.

You will get Entire AC Segment of PC in single Screen.

Index Card Application

Finalised Reports: →CEO can monitor whether each and every parliamentary Constituency has been finalized or not, through various reports

Index Card Application