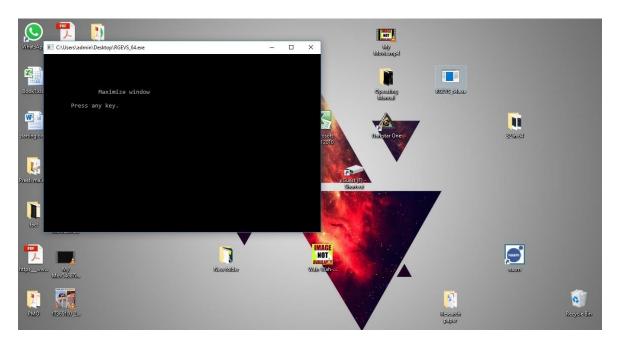
Operating Manual

We prefer you to read Installation Guide First. If already Read, Ignore this message.

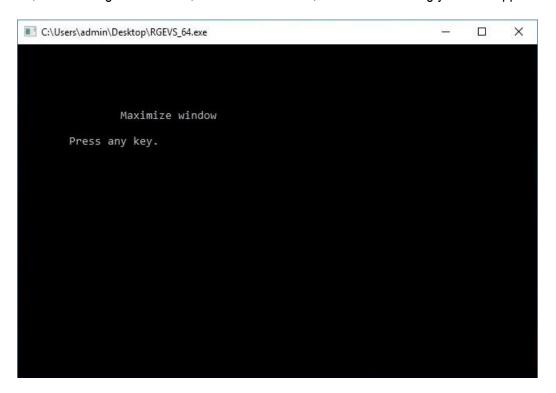
Sr. No	Topics
1	Running the Software for first time on your system.
2	Feeding Password.
3	First Screen of Software
4	Fill a new form
5	Start Voting
6	View previous records/ forms
7	Delete all the forms/ records of a year
8	Modify Passwords
9	Help Desk
10	Show posts in the council
11	Add/ Modify/ Delete posts in the council
12	Exit

Running the software for the first time on your system.

This is how it will look.



As, I am running this on 64 bit, it's not in full screen, so I will be showing you the cropped image.

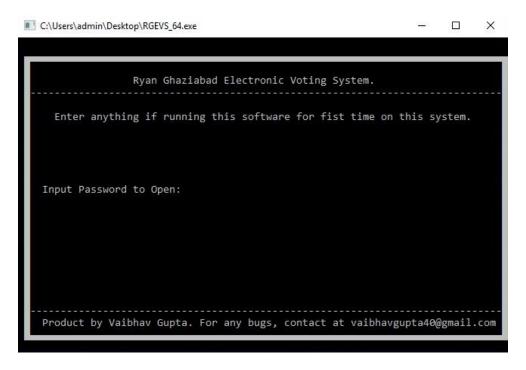


Though you can run full screen mode in 64 bit. For that read the file "To Run Full screen in 64 bit PC.pdf".

There can be difference in fonts and Display in RGEVS_32.exe and RGEVS_64.exe. It is due to compiler.

Feeding Passwords

When you run the software, it asks you to enter password to open.



- If you are running the software for the first time on your system, just Press **Enter**, it will take you to feed passwords.
- There are three types of passwords:
 - 1. Password to open Software.
 - 2. **Modification Password** To modify any type of data.
 - 3. Voting Password- To start and stop voting. Also to see results.
- Type password and then type again to confirm.



- Like this set all three passwords.
- Done! You saved the passwords. It shows, "Passwords Successfully saved".



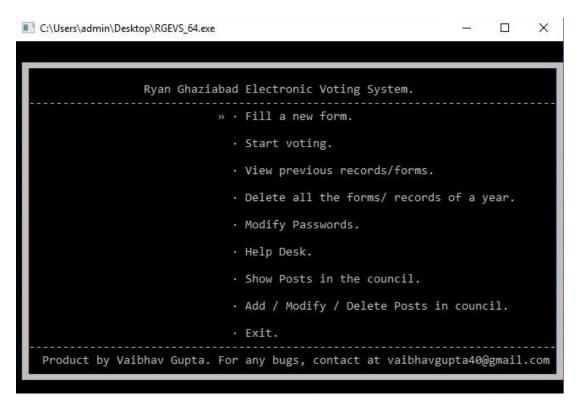
Press Esc

When you press Esc, it shows "WRONG PASSWORD". This is not be worried because technically
the software had no passwords to recognize, and when you press Enter key, it matches the
entered password with nothing, hence shows wrong password.



First Screen of Software (Main Menu)

This is how the first screen looks like, now we will look for each function in detail.

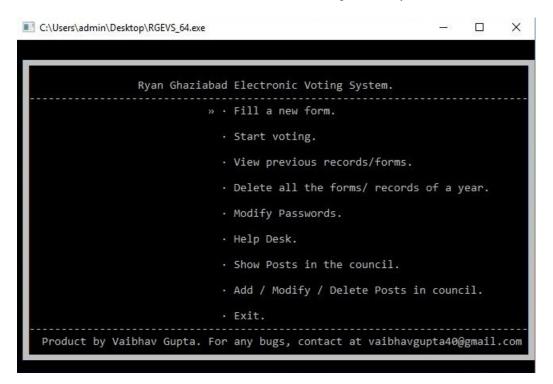


Mouse and Numeric keypad is strictly prohibited for the use of this software.

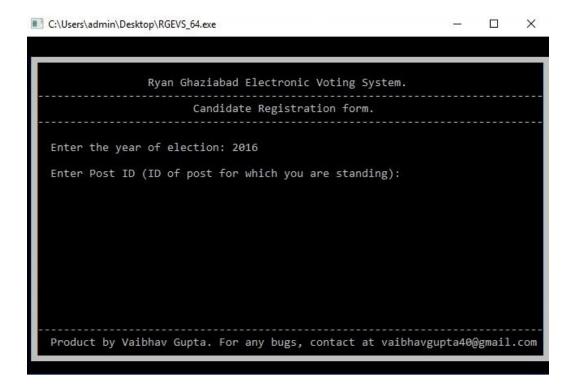
Use Arrow keys and Keyboard.

Fill a new form

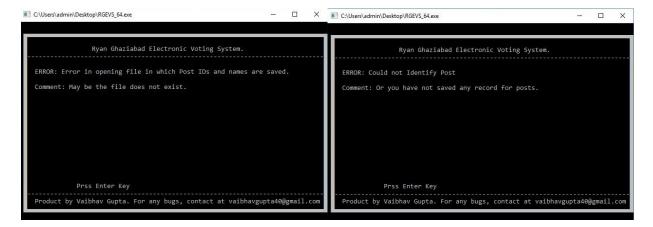
1. To fill a new form, select "Fill a new form" using arrow key and then Press Enter.



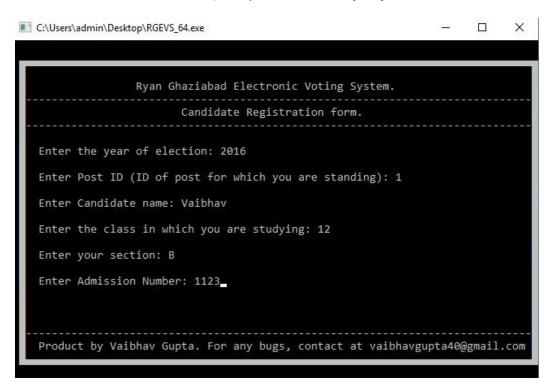
2. Enter the year. And then it will ask you to enter Post ID.



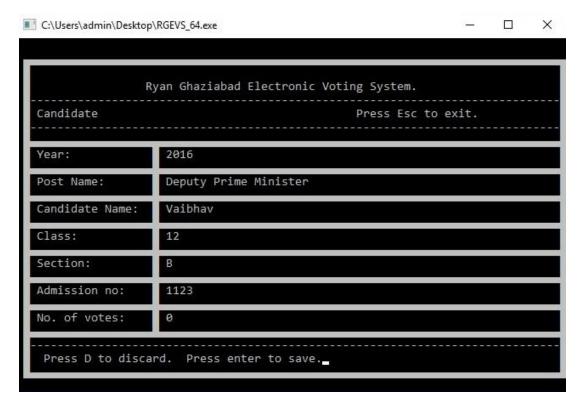
- 3. Post ID is a primary key for the Post names. It is an integral value. It will tell the software for which post you are standing in election.
- 4. You can see the Post ID's by opting, "Show posts in council" in main menu.
- 5. If you are running software for first time and haven't feed any post names, type any integer, it will show error and return to main menu. There you can opt to add posts.



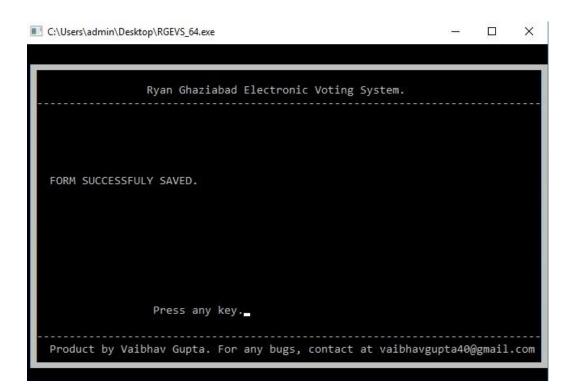
- 6. Read "Add/ Modify/ Delete Posts in council", below, to add Post names in the software.
- 7. Admission number is compulsory as it is a **Primary Key**.



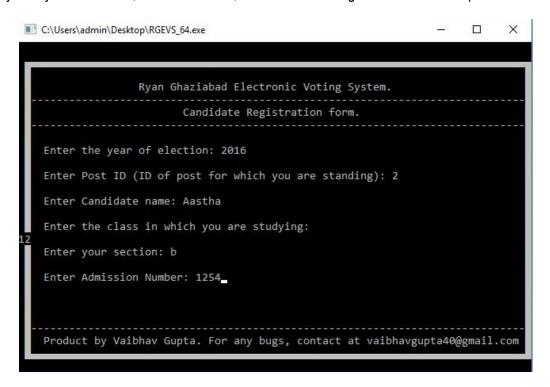
8. After filling all details, Press **ENTER**, it will take you to next window. It will display your form with your Post name and number of votes (which is zero).



- 9. It will give you two options: "Press D to Discard" and "Press Enter to Save"
- 10. If you press "D", it will not register your candidature and return to main menu.
- 11. If you press **ENTER**, it will register you candidature and show you message "FORM SUCCESSFULLY SAVED".
- 12. Not more than 5 candidates can stand for 1 post.

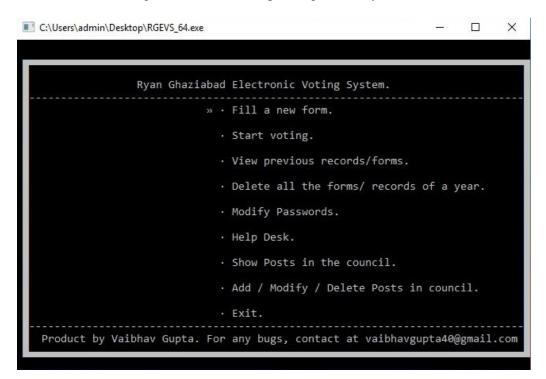


Note: By mistake, while filling data, you press enter without filling information, no need to worry, it will directly take you to next line, as it's not a **GUI**, it will not look that good but will not tamper the software.

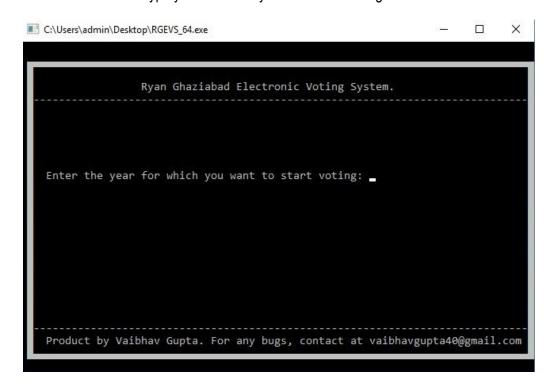


Start Voting

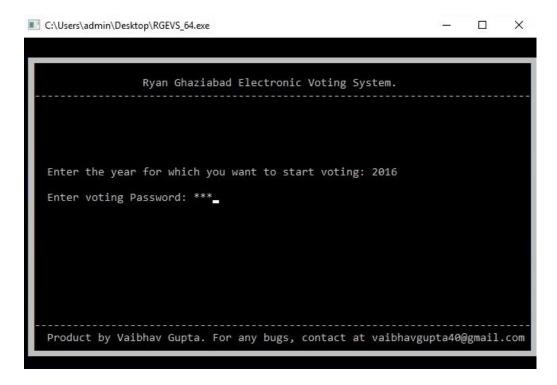
1. To start Voting, select "Start Voting", using arrow keys, in the main menu.



2. You need to type year for which you want to do voting.



3. It will ask you for the voting password (the one which was fed in starting).

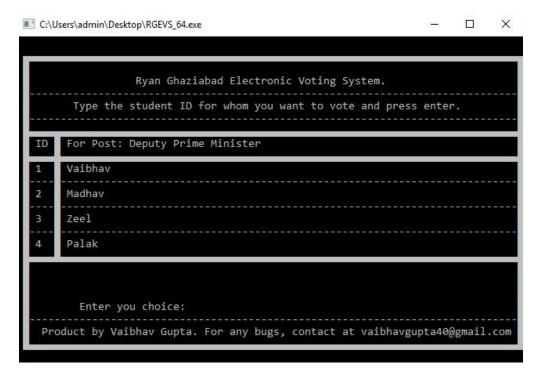


4. Of course for voting we need more than one candidates, I have made 2-3 forms of my own, as an example.



5. It will display the Post for which you will do voting.

- 6. Press Enter.
- 7. It will show you the names of the students, standing for that post, with their ID's.
- 8. Type the ID of the candidate and press ENTER.



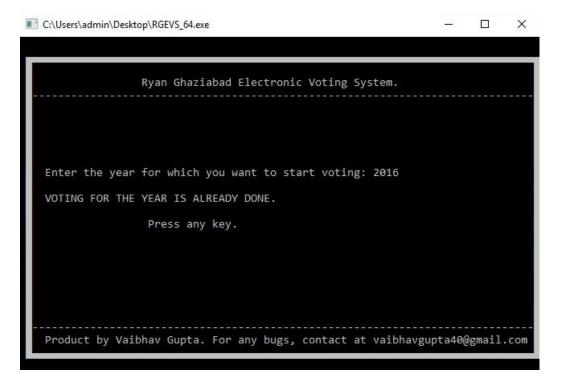
- 9. After voting is done for every Post.
- 10. It will display you a thankyou message for 4 seconds.
- 11. Then it will ask you to stop voting or again start voting.
- 12. Opt accordingly as it will displayed on the screen.
- 13. If you opt for "Stop Voting", you need to enter "Voting Password" to stop voting.



- 14. Once voting is stopped, i.e. voting is completed; all the Data will be fixed. That means you cannot even modify the data or Delete it.
- 15. To see Results, Opt for "View Previous records/ forms" in main menu.
- 16. Type the year.
- 17. It will show you that voting is done for the year and hence you need to enter voting password to see them.



18. Once voting stopped; you can't start voting again.

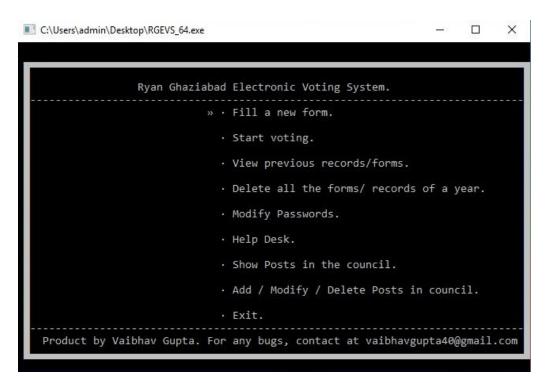


However if due to technical problems, voting is stopped, it can be re started using master control.

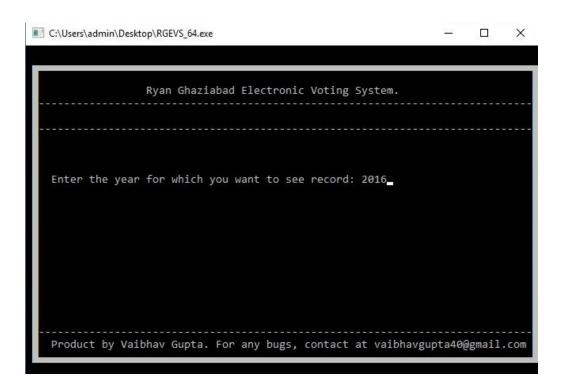
Read "Maser Control.pdf" for that. Click to Go to Index.

View Previous records/ forms

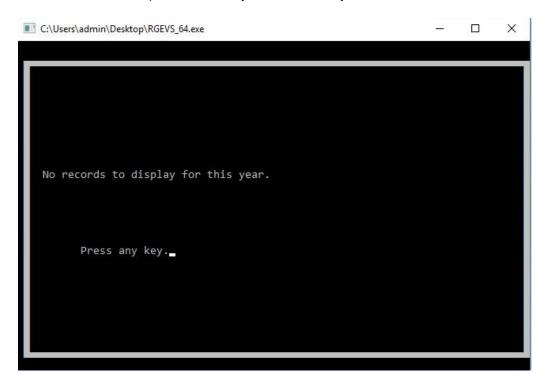
1. To see previous records/ results, select for "View previous records/ forms", using arrow keys, in main menu.



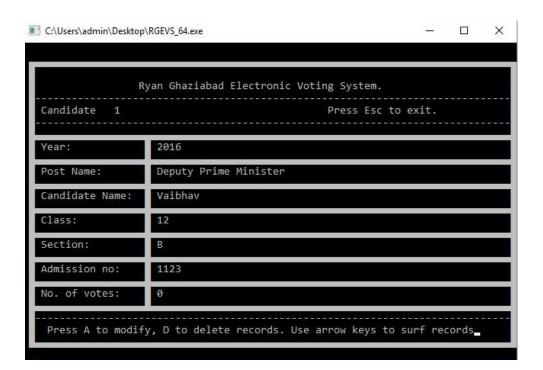
2. Enter the year whose records you want to see.



3. If no record is present for that year, it will show you error and return to main menu.



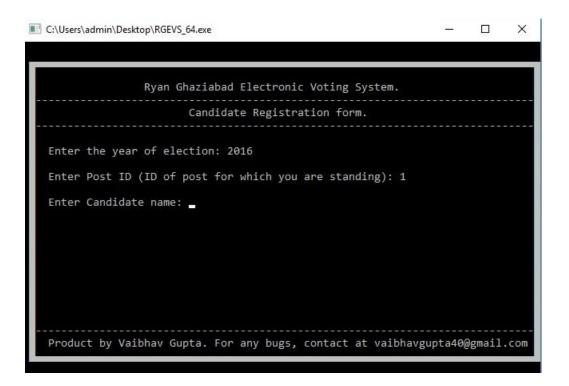
- 4. Note if voting for that year is done, it will ask for voting password to display records for that year.
- 5. While showing records, it will show, "Press A to modify", "Press D to delete".



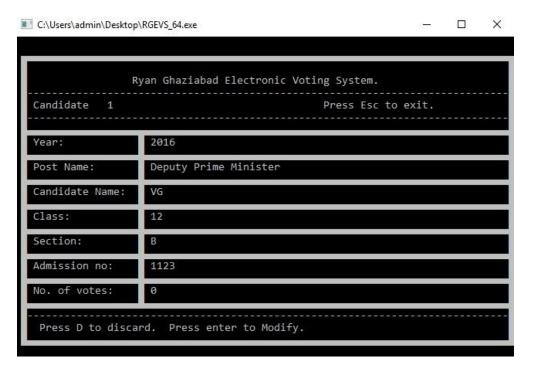
6. If you opt to modify, it will confirm from you if you want to modify.



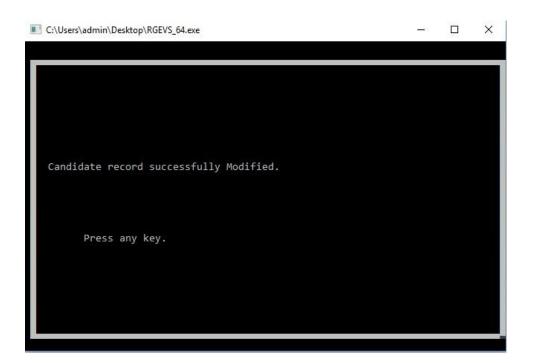
7. In Modification, you cannot modify the year and the Post you are standing for. If you want to, you need to delete that form by pressing "**D**" in step 5 and fill a new form.



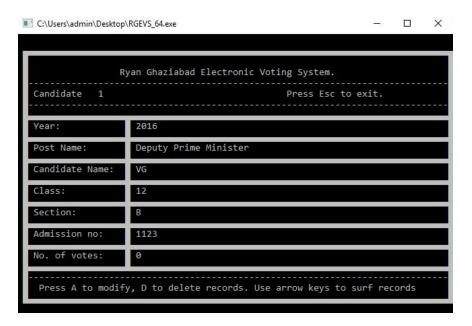
8. After modifying, it will ask you to "Press D to discard", "Press ENTER to modify".



9. If you press "D", it will discard changes, if you press ENTER, it will modify the record.



10. In step 5, if you press "D", it will ask you to confirm deletion.

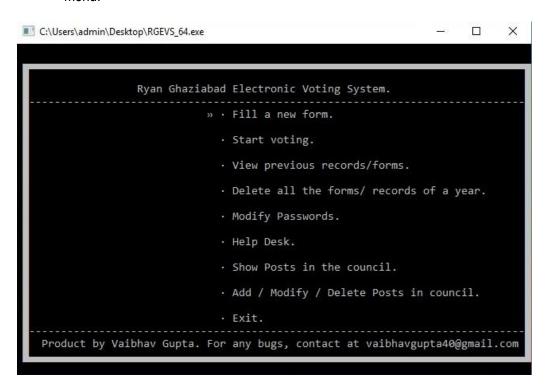




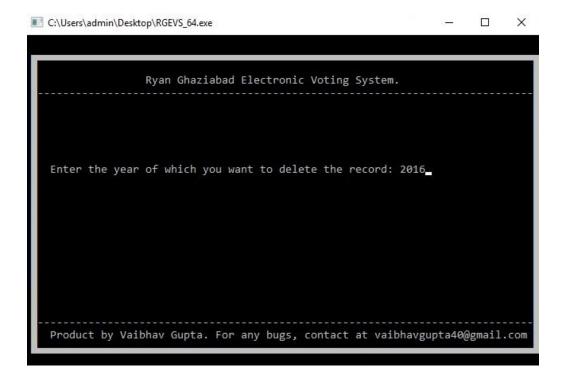
- 11. If you confirm, it will delete the record.
- 12. Press Esc in Step 5 to return to main menu.

Delete all the forms/ records of a year

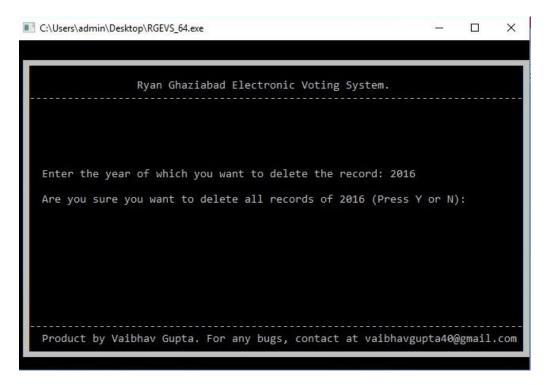
- Suppose due to some reasons you want to delete all the forms/ applications for election of a year.
- For that you need to go in "View previous records/ forms" from main menu and delete each application one by one.
- This is surely a headache.
- So this function makes the things easy for you.
- It will delete all the records and forms of a year in one go.
- But make sure voting for the year is not done, coz it won't be able to delete the records of a year for which voting is done.
- 1. To start with this, select "**Delete all the records/ forms of a year**", using arrow keys from main menu.



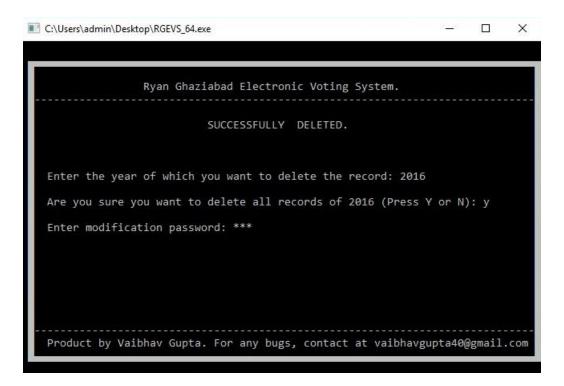
2. Enter the year for which you want to delete the records.



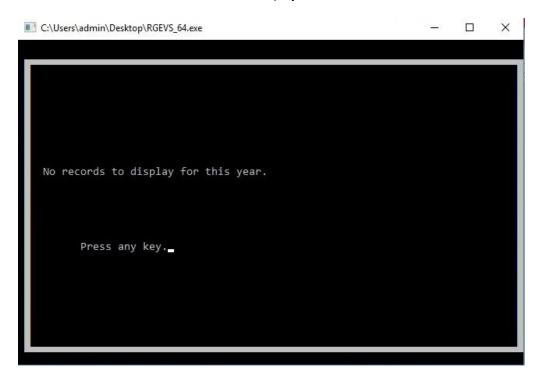
3. It will ask for confirmation.



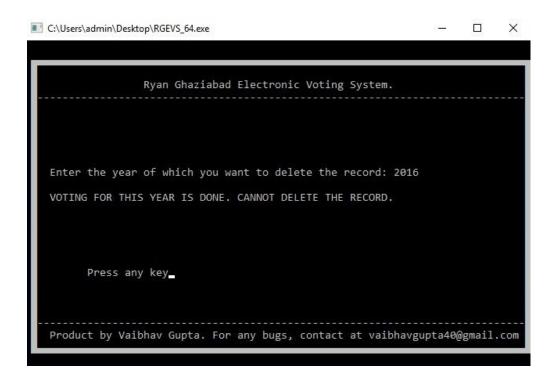
- 4. It will ask for modification password.
- 5. Once everything is correct, it will delete all the records and display message, "Successfully Deleted" at the top.



6. You can check weather record is deleted or not, by viewing it using, "View previous records/ forms". It will show no records to display.

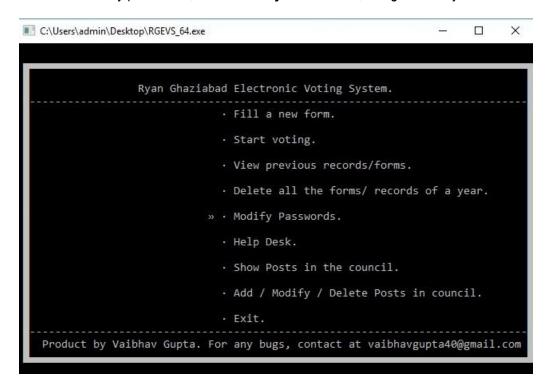


7. However if voting for a particular year is done, this function is of no use.

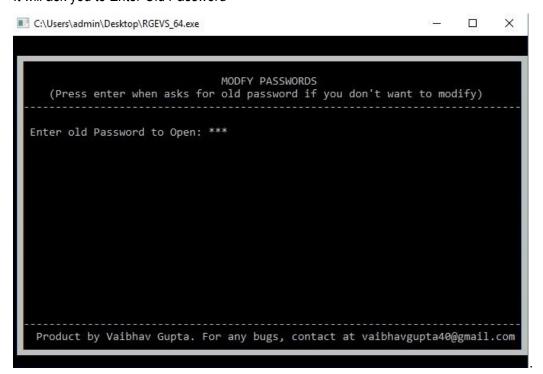


Modify Passwordss

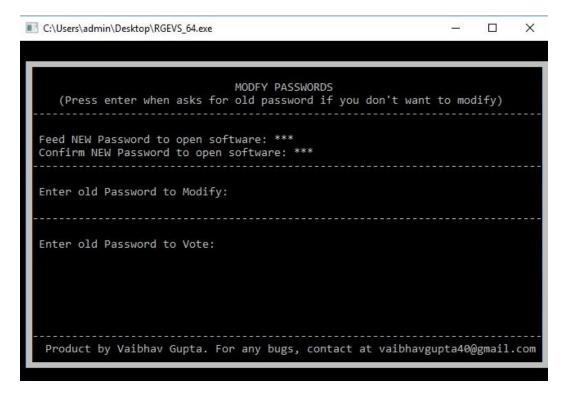
1. To modify passwords, select "Modify Passwords", using arrow keys from main menu.



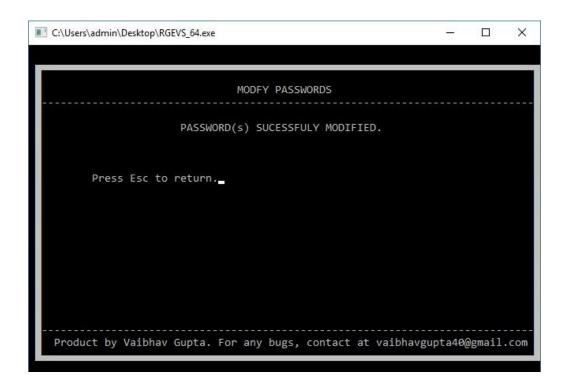
2. It will ask you to Enter Old Password



3. After you enter, it will ask you to feed new password.

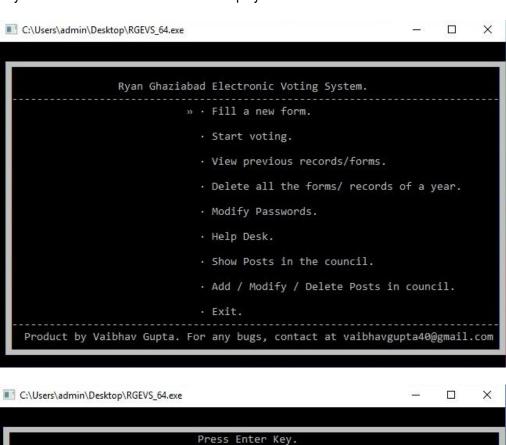


- 4. Confirm new password.
- 5. If you don't want to change any of the Passwords, just press ENTER key when it asks to Enter Old Password.
- 6. After inputs of all 3 fields, Changes will be saved.



Help Desk

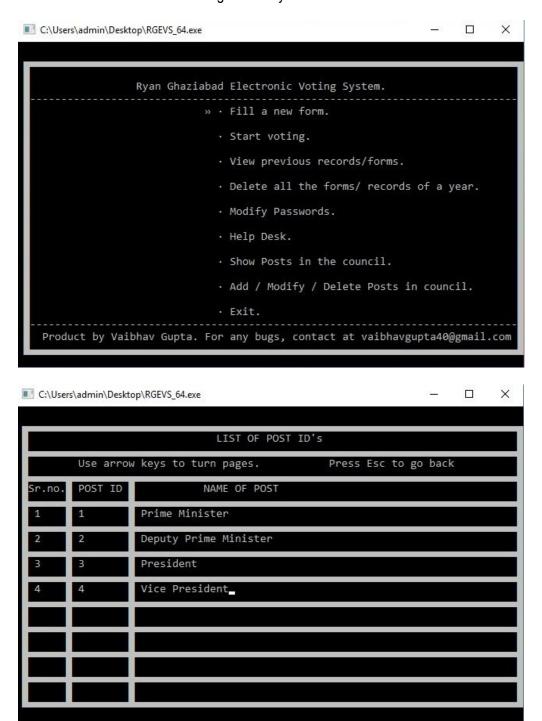
It's just a quick manual on how to use this software. It is a small animation. Select "**Help Desk**" using arrow keys from main menu and follow as it displays on screen.





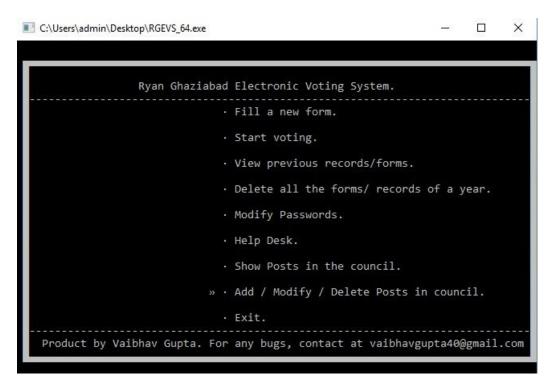
Show Posts in the council

It gives you a quick glace of list of Posts fed in your system by this software, with their Post ID's. Select "**Show Posts in the council**" using arrow keys from main menu. Press Esc to return to main menu.

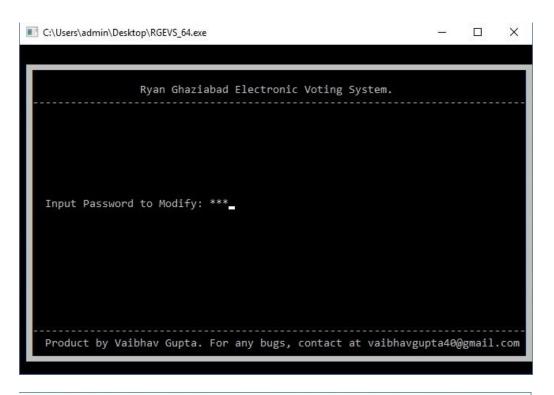


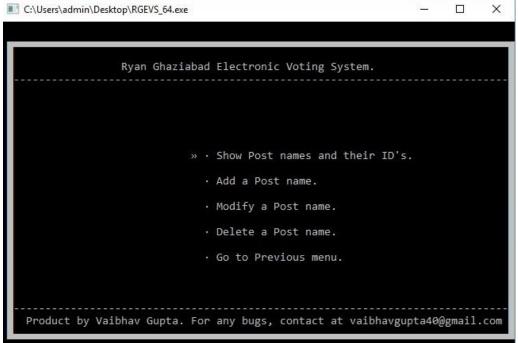
Add/ Modify/ Delete posts in the council

1. To start with this, select "Add/ Modify/ Delete posts in the council" using arrow keys from main menu.

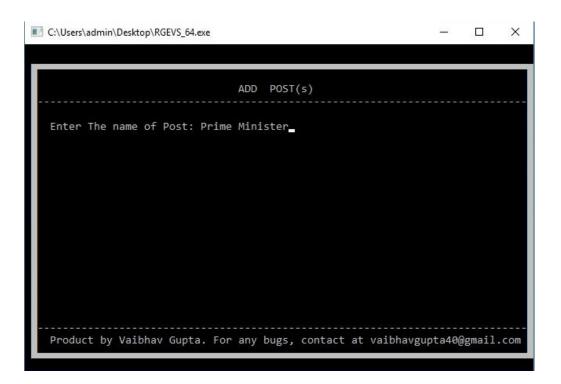


- 2. It will ask for Modification Password.
 - You will see four options:
 - Show post name and their IDs- same as "Show Posts in the council" in main menu.
 - Add a Post name- to feed post names.
 - Modify a Post name- to modify names of post.
 - **Delete a Post name** to delete post names.
 - Go to previous menu- to return back to main menu.



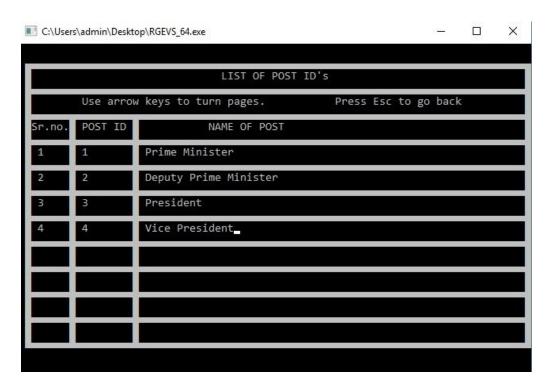


3. If you opt to "Add a Post name", it will ask you to enter the name of the Post.

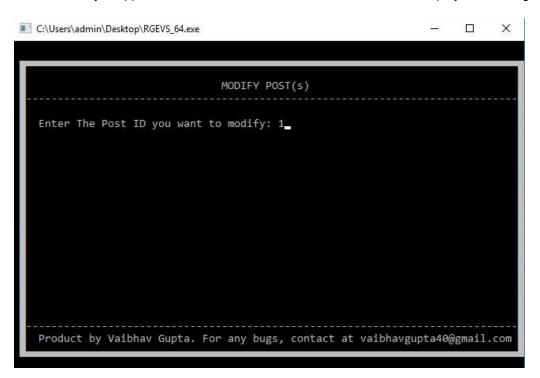


4. It will ask for confirmation, refusing to which return to previous menu, and confirming it will successfully save the record. You just need to enter the names; Post ID will be allotted to them by the software. I have fed some more names too for example.

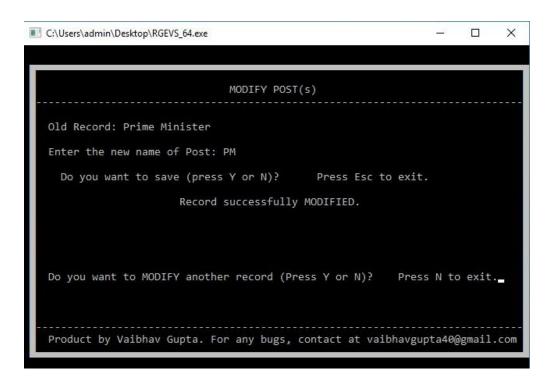




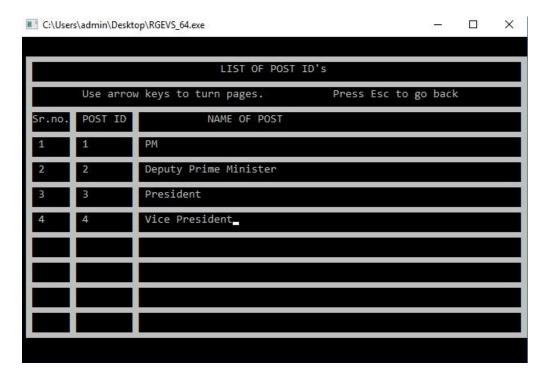
5. If you opt to "Modify a Post name", it will ask you the Post ID of the Post whose name you want to modify. Suppose I enter 1. 1 is ID for "Prime Minister", so it is displayed for being modified.



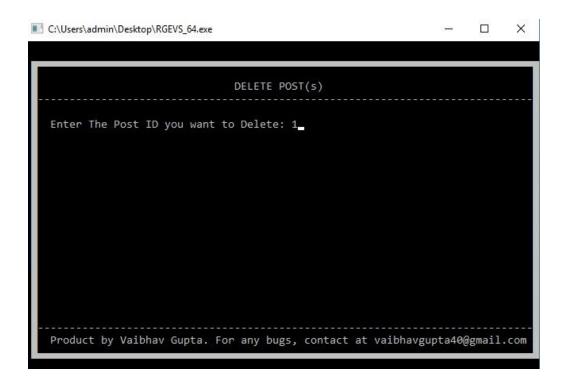
6. It will ask for confirmation, refusing to which, it will discard changes and accepting it will modify the name.



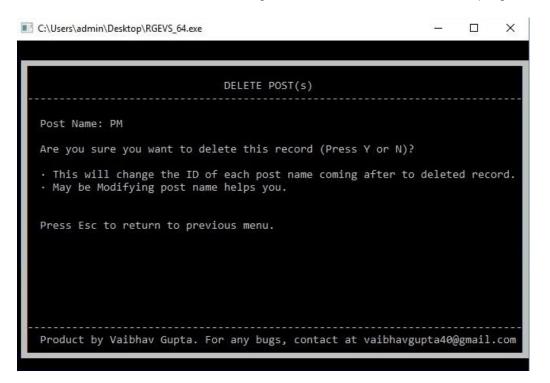
7. You can view the changes done by opting "Show post name and their IDs".

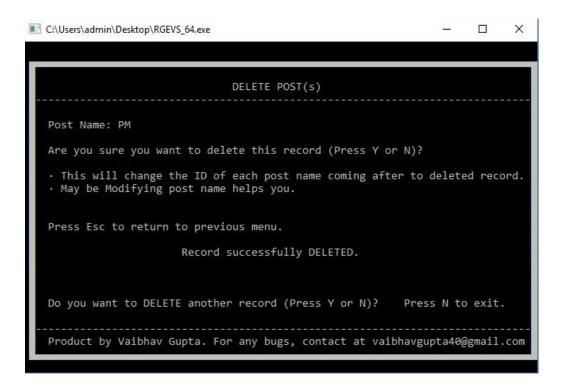


8. If you opt to "**Delete a Post name**", it will ask you the Post ID of the Post whose name you want to delete. Suppose I enter 1. 1 is ID for "PM", so it is displayed for being deleted.

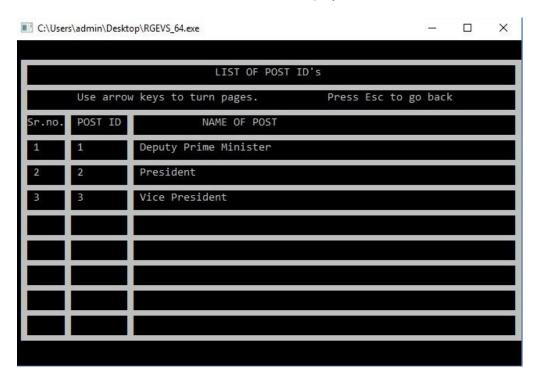


9. It will ask for confirmation, refusing to which, it return to menu and accepting it will delete the name.





10. Note: Deleting any Post name will result in change of Post IDs of all the Post names, coming after it. So now Post ID =1 will be allotted to "Deputy Prime Minister", and so on.



11. And the changes done will not be rectified in the forms that are already filled, for security reasons.

12. If you want your forms to be with new Post IDs and names, you need to delete the record of that year using "Delete all records/ forms of a year" from main menu. And if the voting is done for that year, there is no need to rectify the change, although you won't be able to.

Click to Go to Index.

<u>Exit</u>

This option will close the software.