FEATURES OF THE SOFTWARE

1. Print Appointment Letter, Training Call Letter in PDF Format by Selecting Department/Office, Hence Sorting is Automatically done on Printing.
2. Training Attendance Sheet, Training Payment Sheet is Printed in order of Training Venue/Hall, Hence distribution of Training Remuneration can be done easily
3. Payment Register(APR) for final payment for Poll Group is Generated LAC Wise and Group Code wise.
4. Identity Card for all poling persons are also generated in groupwise, so manually writing Icard for Thousands of poling person is avoided.
5. Software has a provision for exempting Poling Person and replace with a unselected person of same category even after formation of polling group if required for specific reason like Accidental Case, unfeet person selected, Medical Ground, Wrong Selection, duplicate selection etc. This is allowed for roll-0 user(Super Administrator).
6. Some usefull reports like following is incorporated under miscellaneous report
   a. Summary page for Poling persons
   b. Main Selection List categorywise
   c. Reserve Selection List
   d. Gazeted Officer List
   e. Exempt Person List
   f. Designation wise List
   g. Departmental abstract for Selection person.

7. If few Poling Party are to be called in one day advance for remote area station then there is a provision in the software to do this by assigning Reporting_tag field in PSNAME table as 0 instead of 1. There is a form to do this under Master Entry Menu.
8. Male /Female Voter, Reporting Tag field of PSName table should be completed before First Level Randomisation and No updation may be done later on.
9. A Table Editor Utility is provided with the software where we can view edit Mysql Table instead of going to Phpmyadmin

INSTALLATION GUIDE

1. Install wamp Server (Set max_execution_time = 1000 in php.ini file under wamp\bin\php\php5.3.5 Folder
2. Go to Control Panel – Service and make two service namely(**wampapache** & **wampmysqld**) related to wamp server as automatic.
3. Copy The Software Folder and TCPDF folder under WWW directory in wamp Installation path
4. Default page is index.php
5. Database name is **Election** by default with user root and nopassword option.
6. Change the class.config.php file under [class] folder as per your configuration if required
   To change databasename, password etc.
7. Import the Database   **BlankDatabase.sql** for Actual Work or **ExampleNalbari.sql** for testing purpose only from Database Folder.
8. Importing the Blank Database will automatically Create a row in Password Table as User ID**- root** and Password Election2014year
   This is System User and should not be shared. Create Other User using this Password.

DATABASE GUIDE

User Password:-
There is a single row in Password Table[**PWD**].
(Please donot delete it, nor change the password text directly in database because this is in encrypted form.
If required change the password using **Password Change Form**

User id- root
Password- **IFnhgyovv;:<@p** (This is Encrypted for actual password **Election2014**)
Roll- 0

Create Other Password using this Super Administrator User.(root) and Password(Election2014)

Roll –0   User can do any job including Password Creation, Database Initialisation, Lock
              Poling Group etc.
Roll-1   User can do all job except above.
Roll-2   onward Can do entry edit etc.

USER GUIDE

1. Complete the Master Data entry as your requirement.
2. Complete/Import OfficeName/Poling Person .
3. Complete/Import EVM control and Ballot Unit.

FOR POLING GROUP

Step1. First Level Randomisation

Do for All Polling category.
This will mark Poling person for future selection in random basis.

Step2. Pre Group Training:-
Create Pre Group Training Slot Using Pre entered Venue, Hall, Timing Date etc.
Print Training Attendance/Acquitance Sheet
Update Training Attendance(By default all are made Present)

Step4. Group Formation(Second Level):-
a) Go to First Step for Randomisation and complete for All LAC using reserve % Required one by one.
b) Pick Poling Person LAC Wise and View the Group ,If not satisfied then clear the group using CLEAR
     button or otherwise LOCK the group.

If Group Training Program is required for already constructed Poling Group, Select Post group Training for
Poling Group under Training Menu. This will Add the Training Program along with the Final Appointment
Letter

Step 5. PS Allocation(Third Level)

Now PS allocation can be done for the Groups which are locked in above step. PS allocation can be done for each Reporting Date separately(where 2 days are used for poling Party Movement). If PS Allocation is completed then LOCK the List otherwise it can be changed everytime **Randomise** button is clicked

FOR MICRO OBSERVER

Step1.
Go to **Organise Poling Station for Micro Observer** Link under Data Entry Menu.
Here, Combine poling Station Nos where Micro Observer is to be deployed(May be 3 or 4)

Do these for All PS under All LAC.

Step 2.
Do First Level Randomisation for Micro Observer(If not Already Done)

Step 3.
Create Training Slot for Micro Observer if required to be Trained under Training Menu.
Step-4.
Under Randomize Menu Select LAC Wise Micro Observer.
And then Allocate PS for Micro Observer.

FOR COUNTING PERSONNEL

Step1.
Go to **Transfer Poling Person for Counting** Link under Data Entry Menu.
Here existing Poling Person can be categorized as Supervisor and Assistant Departmentwise.
Do this as per requirement.
Step 2.
Go to Master Entry Menu and Add LAC wise Counting Hall
Step 3.
Go to Training Menu and Create Training batch if Advance Training is to be done for Counting personnel.
Step 4.
Create Counting Group for All LAC.
If Training Program is required to be added with the Counting appointment Letter , Select Post group Training for Counting Person.
Step 5.
Assign Hall and Table to Counting Group

THANKING YOU

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