

User Manual
Part- I
for
WB Election Manpower Management System
(State User)

Submitted to:
Office of CEO, West Bengal



NIC West Bengal State Unit

National Informatics Centre

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WEBSITE URL :

Demo : <https://demoemms.nic.in>

Actual : <https://wbemms.nic.in>

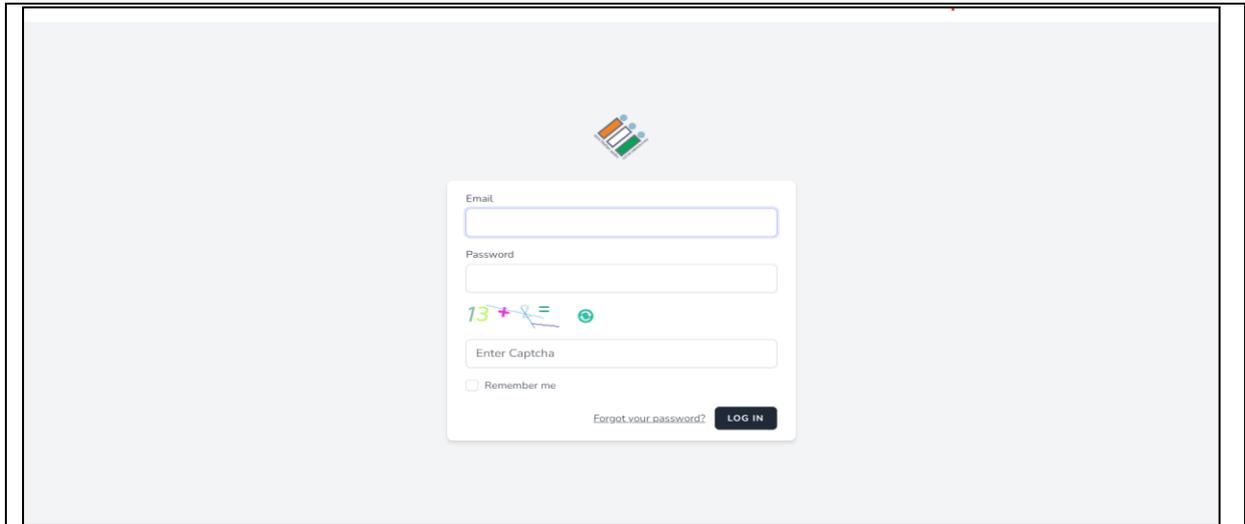
LANDING PAGE :



Purpose : Registration of Offices, user Login from Menu

Functions : User Login (Get Started Button Click), Office Register(Office Registration button Click)

USER LOGIN PAGE:

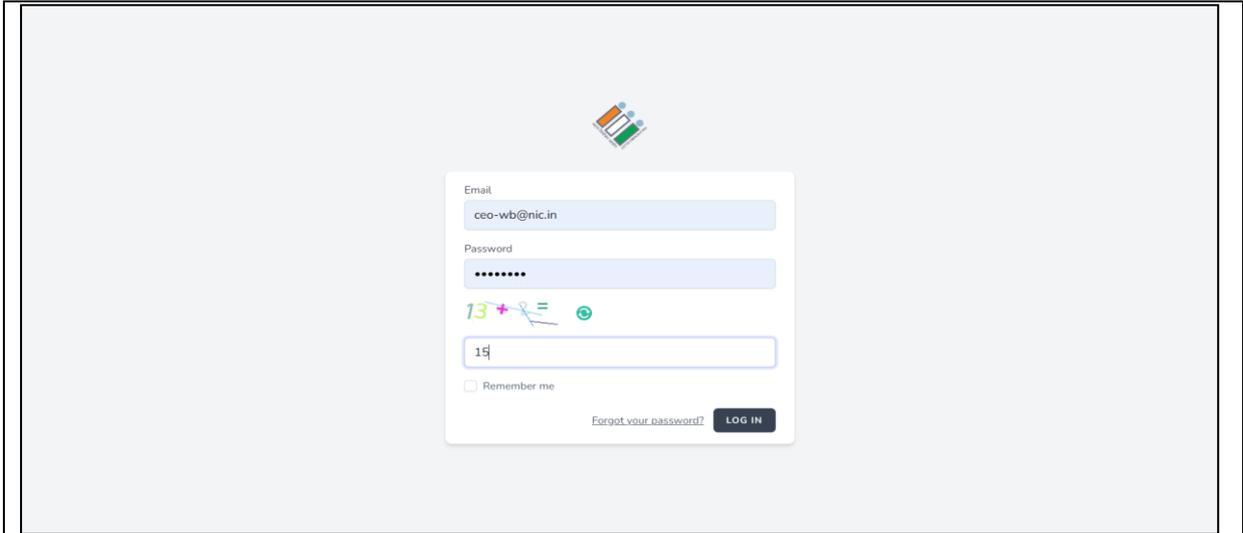


Purpose : Logging in of Authorized and Authenticated Users

Functions : User Login and Captcha. Reset Password (if needed)

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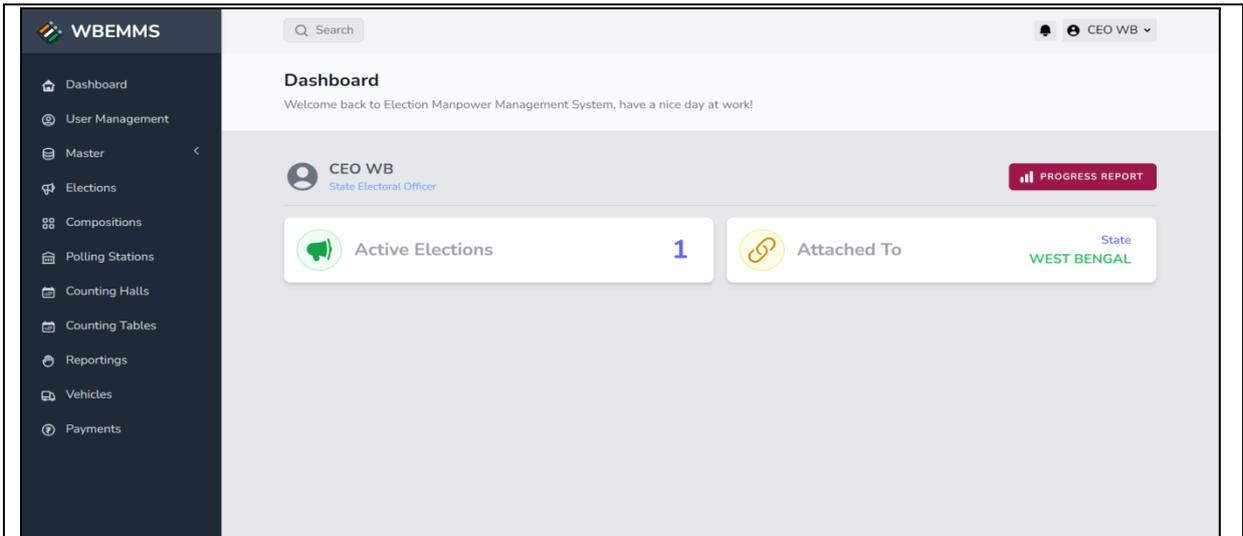
User Login : Enters User Credentials and clicks Login Button



Purpose : User Login

Functions : Authenticated and Authorized User login

CEO USER DASHBOARD :

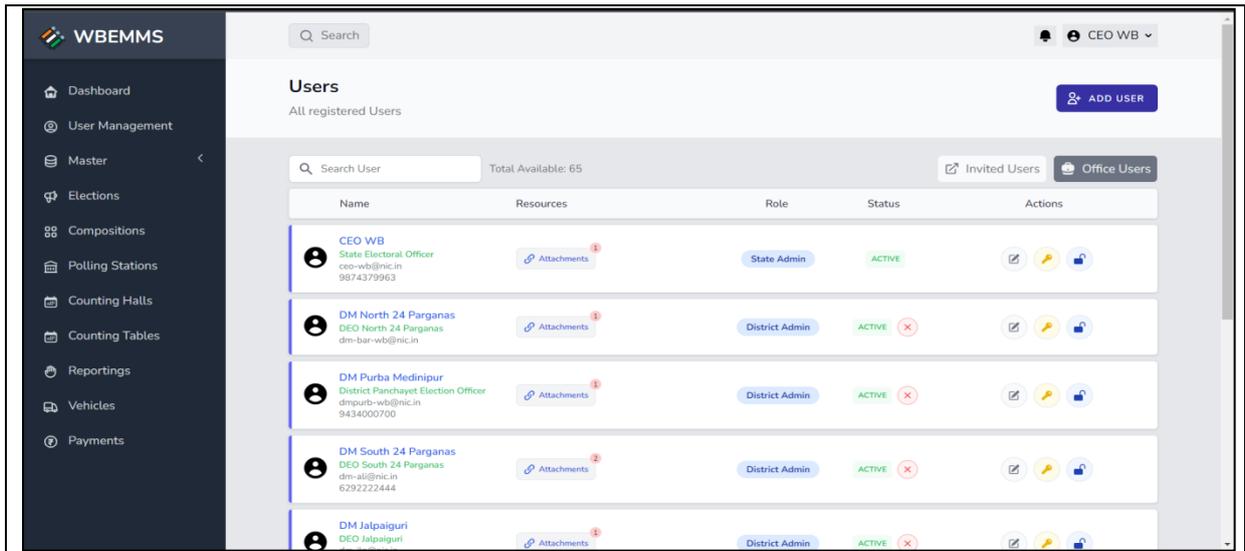


Purpose : Basic Dashboard for an User and Function Access Menues

Functions : Access different Menues like User Management, Master Data, Elections, Polling Stations etc

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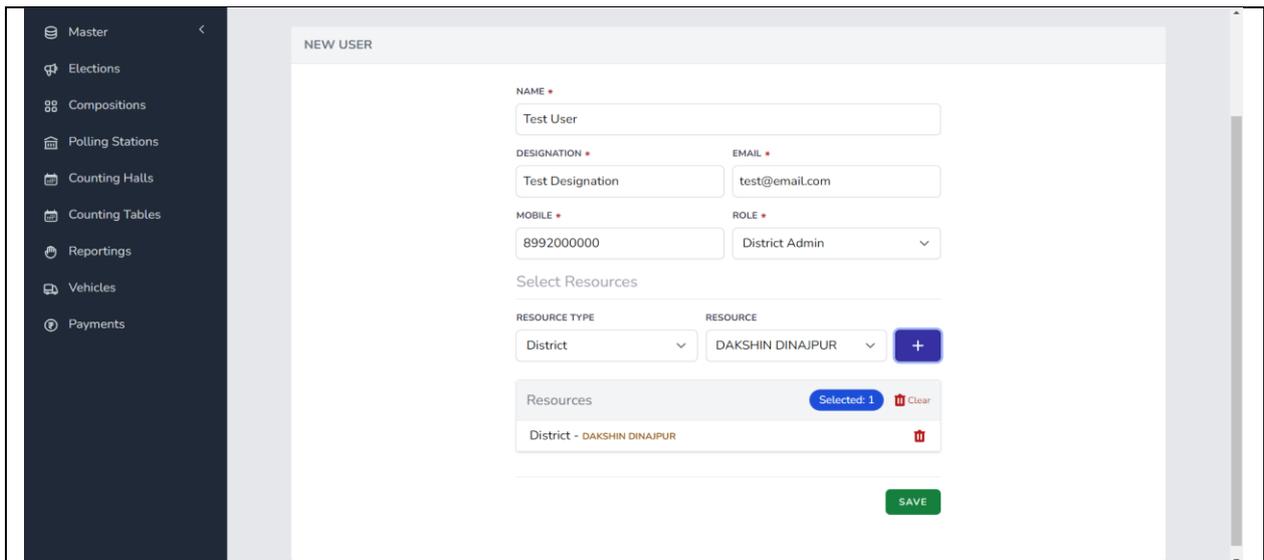
USER MANAGEMENT (USER CREATION): Invoked by Clicking User Management in left menu bar



Purpose : Management of Users

Functions : Create Users, Reset Password, Add/Edit Role, Resources and Permissions

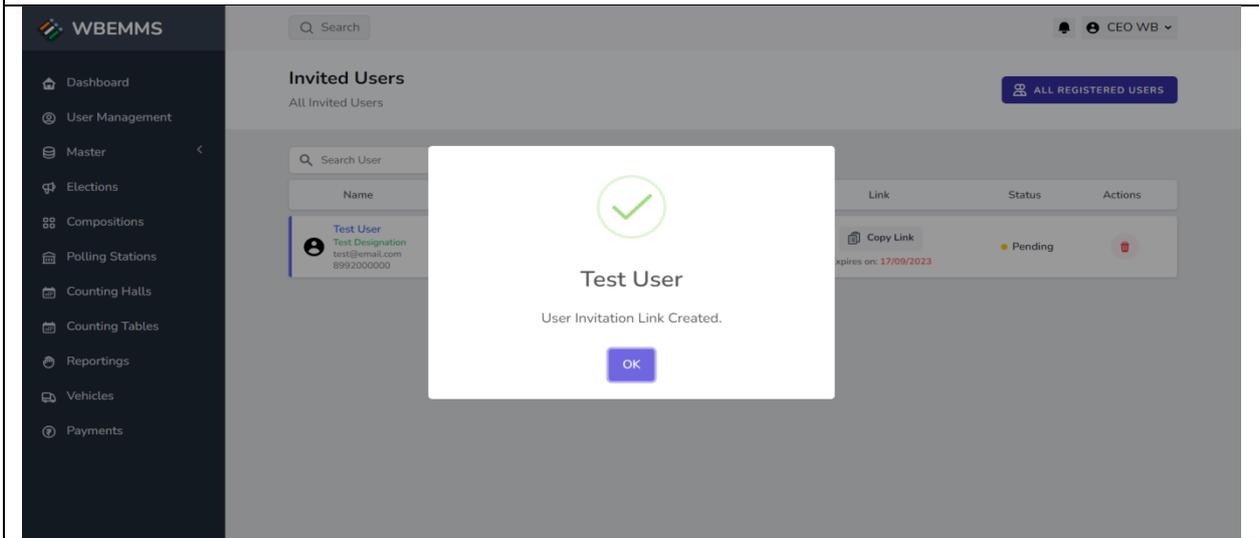
User Creation : Invoked by Click ADD USER button



Purpose : Add User Details including email for login at State and District Level by CEO User,

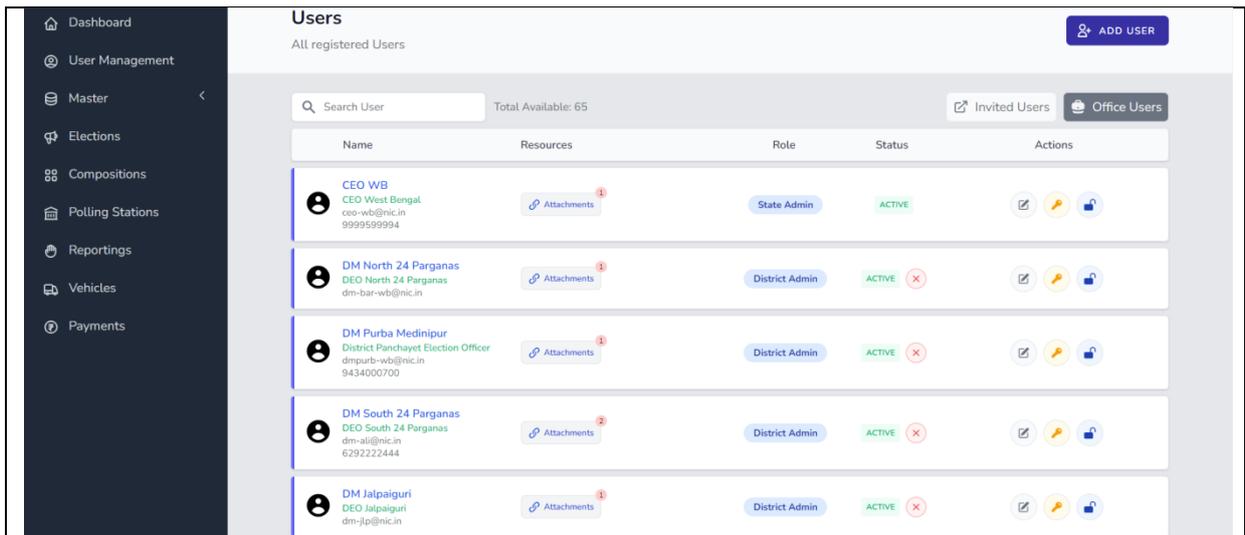
Functions : Add User, Add/ Edit Role (Which Level User – State or District), Add/ Edit Resource Type (District or State), Add/Edit Resources (One or District), Click on + Sign and Click Save

Functions



On Success : Message

USER MANAGEMENT (MANAGING REGISTERED USERS): Invoked by Clicking **ALL REGISTERED USERS** button or Clicking User Management Menu



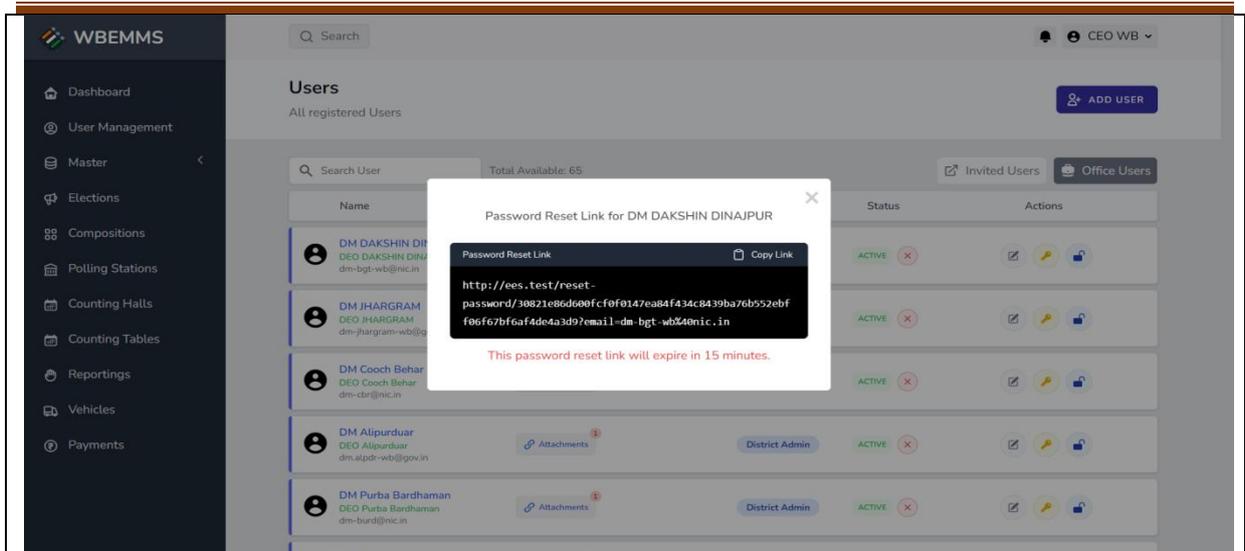
Purpose : To Manage User Permissions, Password reset & Activation

- Functions :
- 1) Activate / De-Activate User
 - 2) Edit User and His Role, Resource Type & Resources
 - 3) Change User Permissions
 - 4) Reset User Password

PASSWORD RESET BY ADMIN:

Reset Password for an User : Invoked by Clicking the Lock Symbol on the User Management Menu.

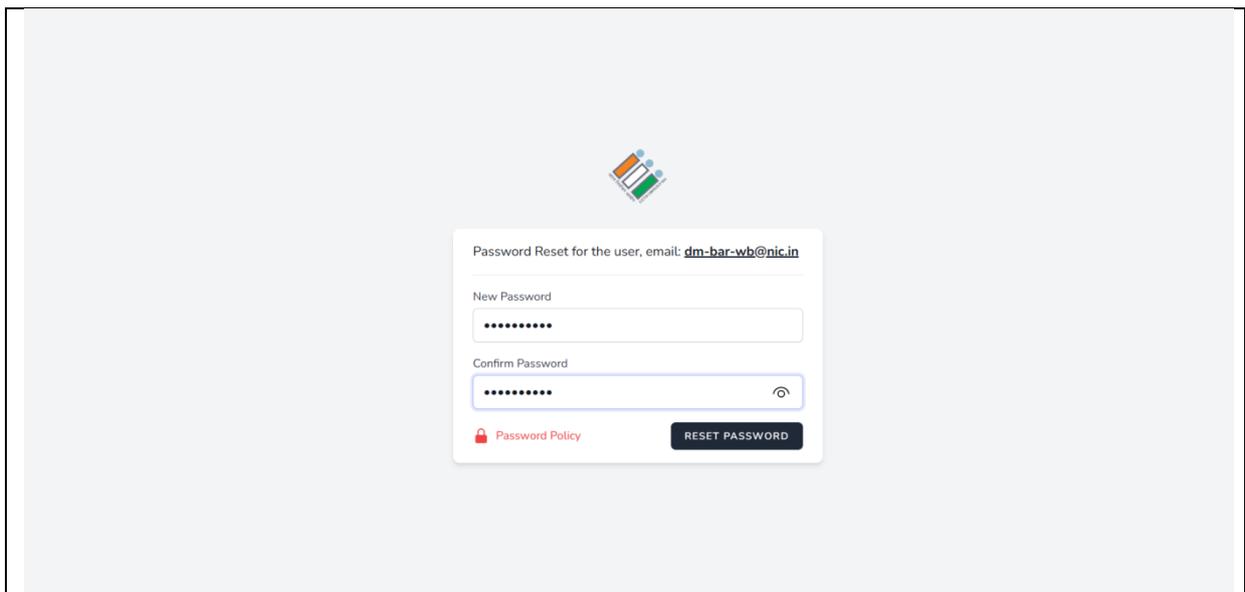
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Purpose : Reset Password for an User

Function : The Password reset Link generated. Can be sent to User over mail/ SMS (after Mail/SMS Intergration) or Whatsapp

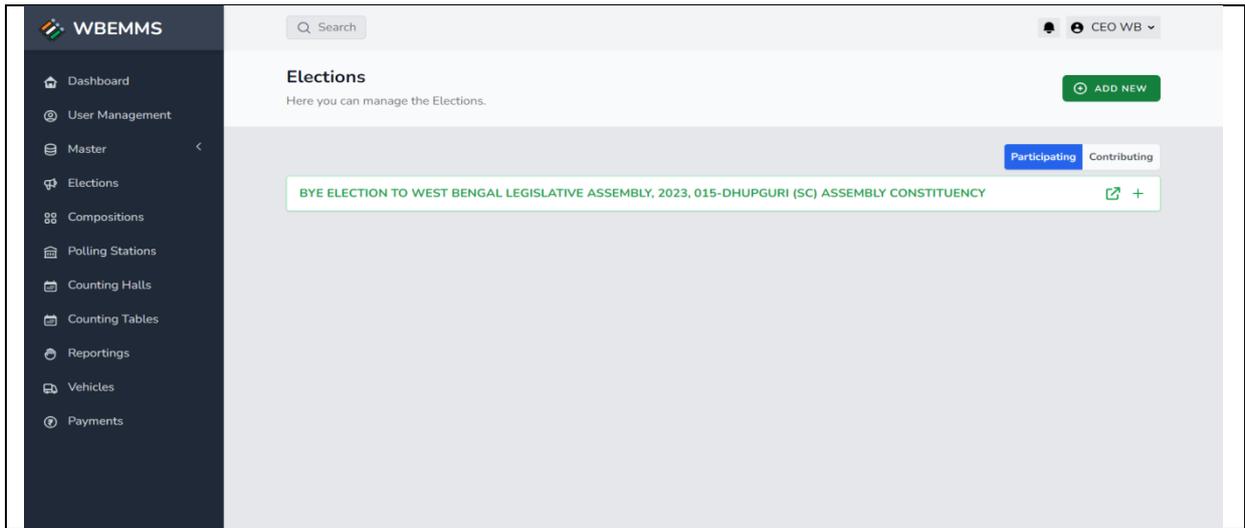
GENERATING PASSWORD BY USER : Invoked by Click the Reser Password Link set over mail/SMS/Whatsapp.



Purpose : Reset Password

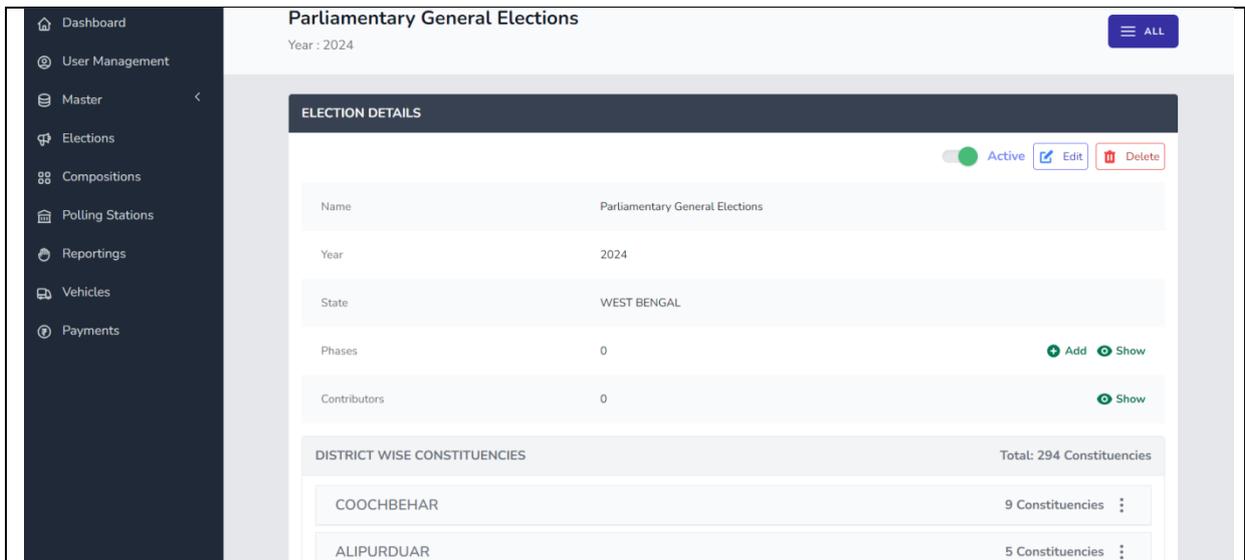
Function : Reset New Passowrd and Click RESET PASSWORD button. After this step user can login using his User Id & New Password

ELECTIONS : Invoked by Clicking **Elections** Menu



Purpose : To create State Assembly Election or Parliamentary General Election

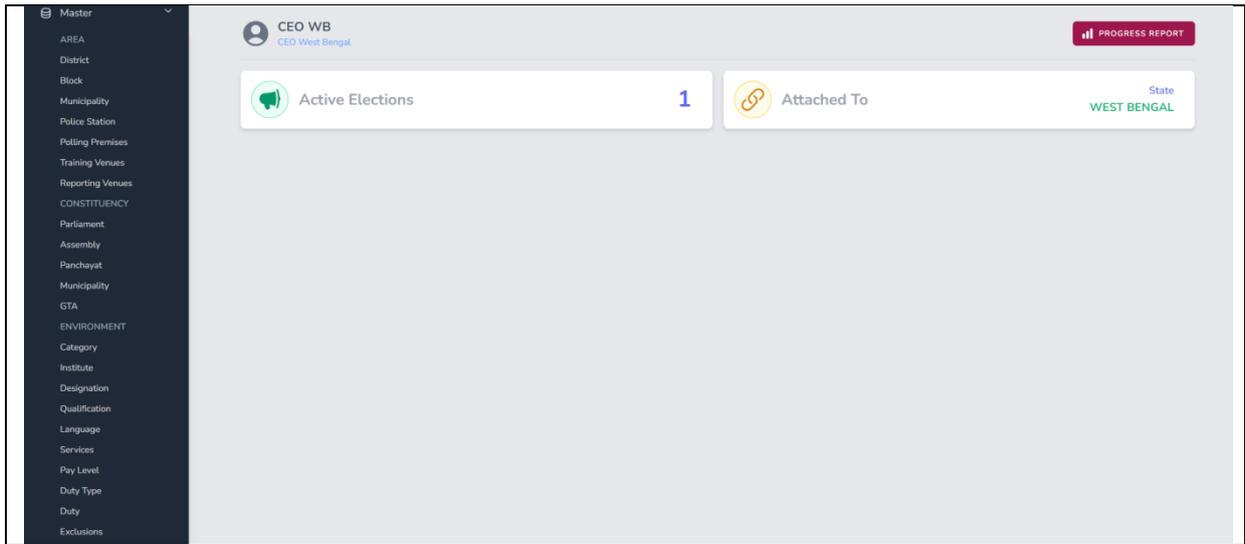
Functions : To be Used by State Login for creation of New Assembly or Parliament Election or a Bye Election



Purpose :To enter Election Details and Add Constituencies where Election are to be held

Functions: Add Edit Election Details , Add District wise Constituencies for the Election

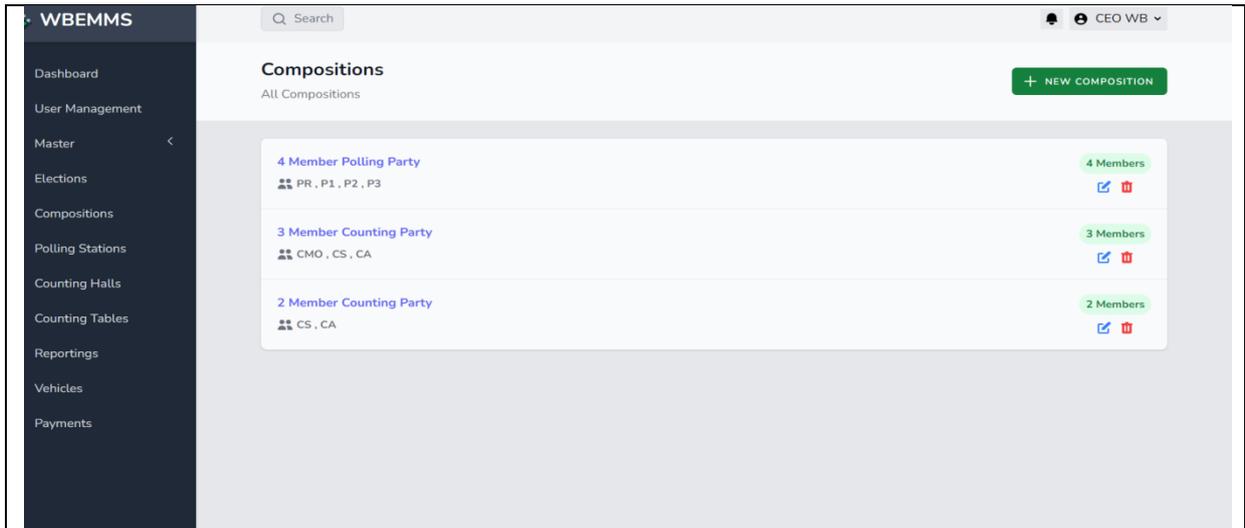
MASTER MENU : Can be invoked by clicking the Master Menu



Purpose : To Add Edit Master Data like District, Block, Municipality, Police Station etc

Functions : The User can Add/Edit Master Data depending on his scope (State or District) of permissions . All Master Data is available at State Level while limited number is available at District Level

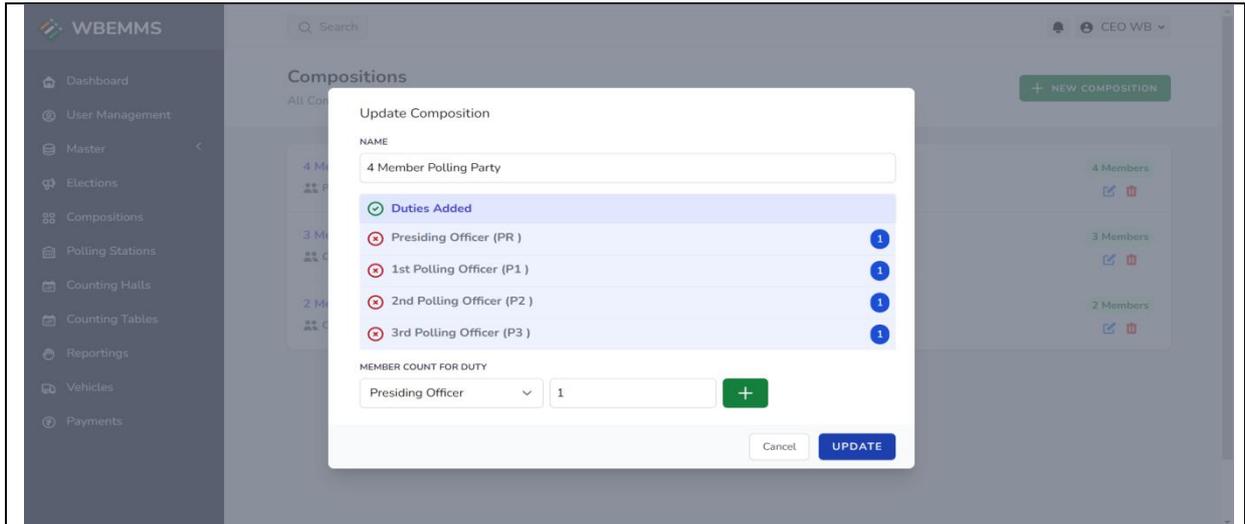
COMPOSITIONS : Invoked by clicking Composition Menu



Purpose : To define composition of Team participating in either Polling or Counting

Function : Create / Edit Team with a particular configuration and Save it for being used while Deployment of Polling Personnel / Counting Personnel

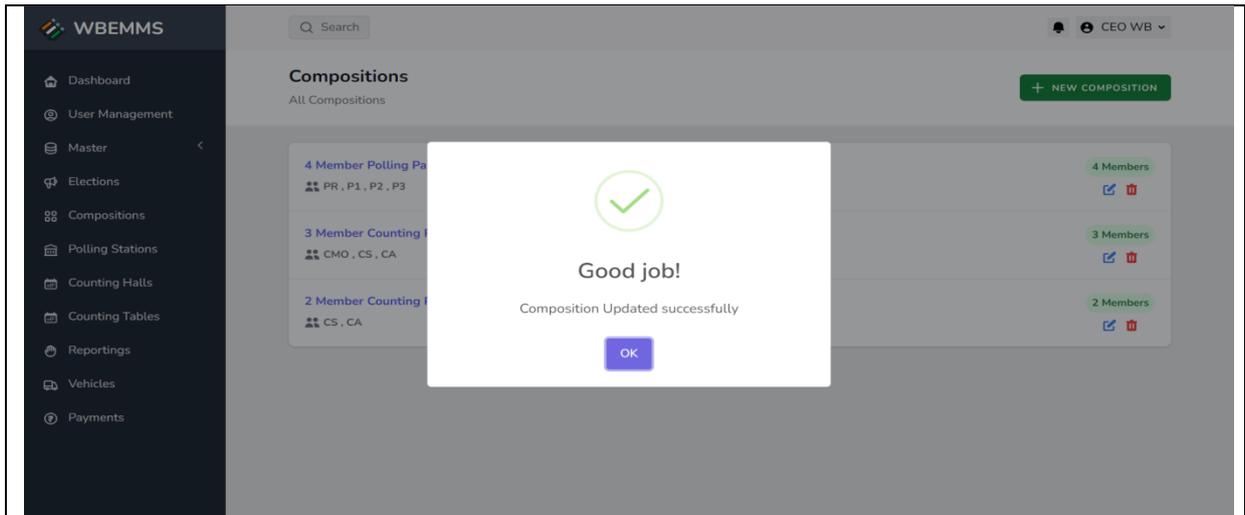
ADDING / EDITING A COMPOSITION :



Purpose : Add Team Name and Party Composition

Function : Create / Edit Team with a particular configuration and Save it for being used while Deployment of Polling Personnel / Counting Personnel

Saving Composition



Purpose : Saving Team Name and Party Composition

Function Savingd Team with a particular configuration

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REGISTRATION OF OFFICES: The Offices belonging a District has to Self Register in the WBEMMS System only once to get Access of the System and Add/Edit Office and Employee Details

To Invoke Self Registration of Office Click REGISTER button on landing page of WBEMMS

The screenshot shows a self-registration form for offices. The form is titled '24 PARAGANAS NORTH' and includes the following fields:

- DISTRICT:** 24 PARAGANAS NORTH
- LOCATION:** Block (selected) / Municipality
- OFFICE:** Select
- NAME:** [Empty text box]
- DESIGNATION:** [Empty text box]
- MOBILE:** [Empty text box]
- EMAIL:** [Empty text box]

Purpose : Self Registration of Offices

Function : An Office can its Block / Municipality location , Enter Name, Designation, Mobile, email, password & confirm password

Click REGISTER button to Complete the Register Process

IMP :

1) The Mobile Number must be unique

2)The e-mail id entered will be the Login id Id of the Office. So Office should ensure correct entry of email id. Email of Data Entry Operator/ any person associated with data entry should not be used to register office. Officer in Charge of the Office should ensure use of valid email id.

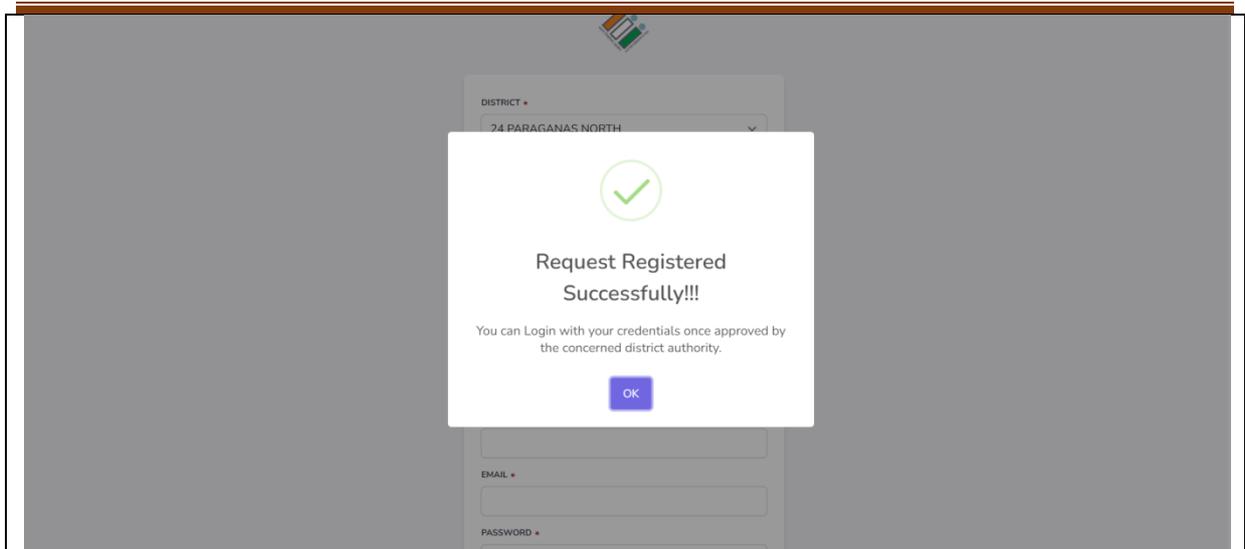
3) An Office User can log-in only after its login request is approved by Block or District Level User

4) For New Offices – The District / Block Level User can add an Office . After Adding the New Office, it will be available in the Office Registration Module for Regsitration Request Generation from Office end.

The screenshot shows the self-registration form for offices, now filled out with the following details:

- DISTRICT:** 24 PARAGANAS NORTH
- LOCATION:** Block (selected) / Municipality
- OFFICE:** BARRACKPUR-I
- OFFICE ID:** 0903090710 - INDIAN BANK, KAUGACHI BRANCH
- NAME:** Satish Kumar
- DESIGNATION:** Manager
- MOBILE:** 1234567890
- EMAIL:** ib.kaugaci0223@indianbank.in
- PASSWORD:** [Masked]
- CONFIRM PASSWORD:** [Masked]

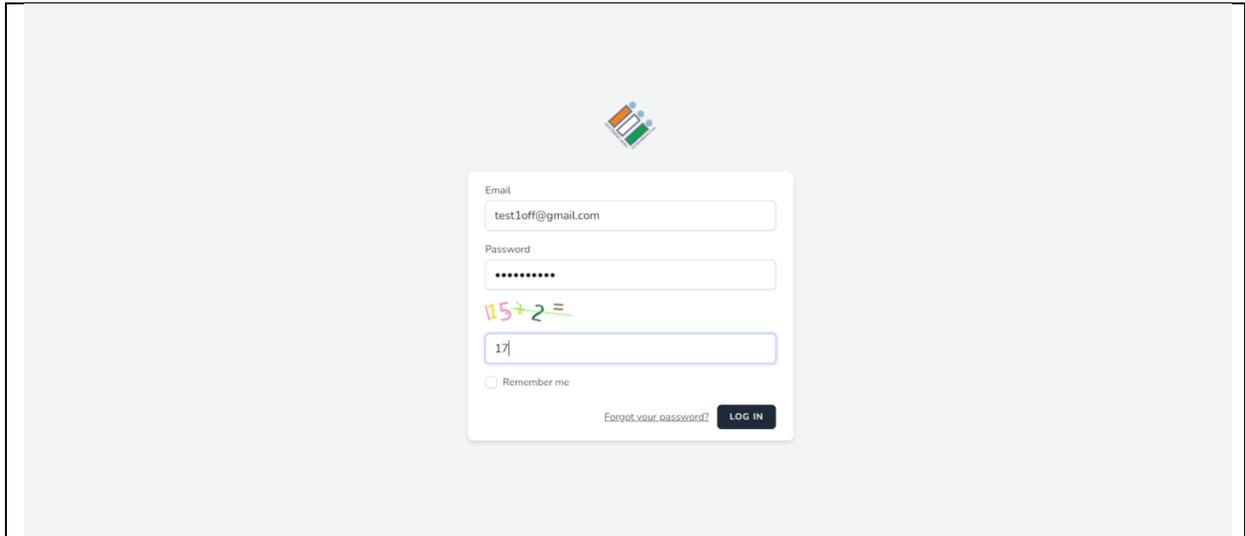
At the bottom of the form, there are links for [Password Policy](#) and [Already registered?](#), and a **REGISTER** button.



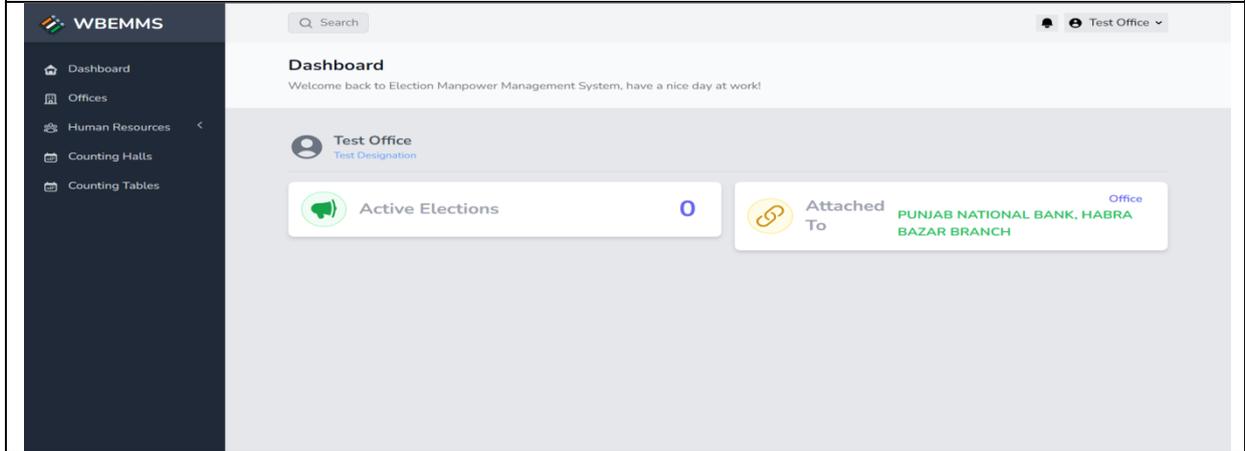
On Successful Registration, the Following Message is displayed. The Office can now login to Add / Edit User Data.

The User can log in when the District / Block level user approves the User Registration

OFFICE LOGIN

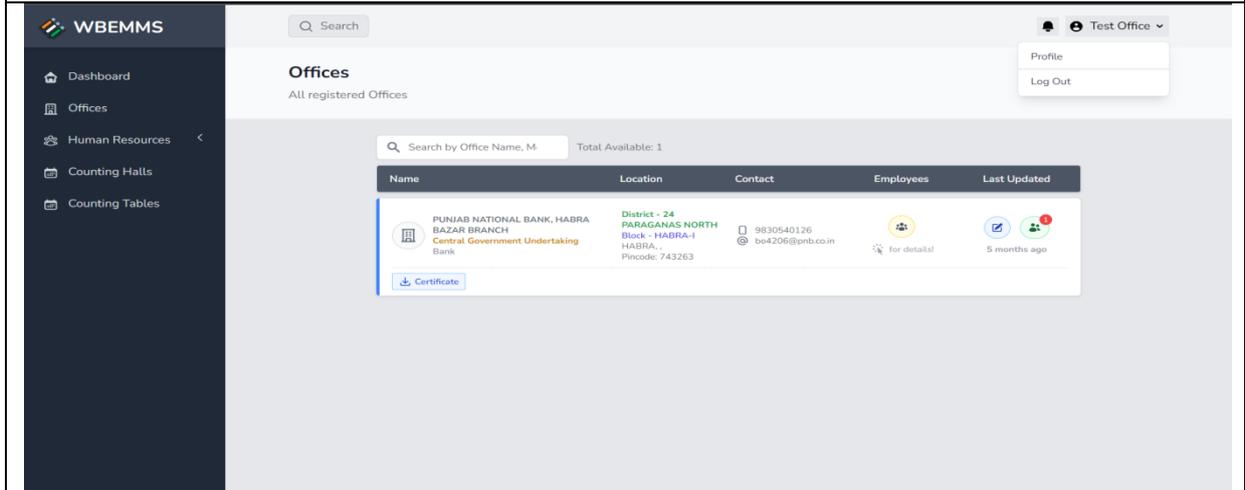


User can login using Registered userid and Password



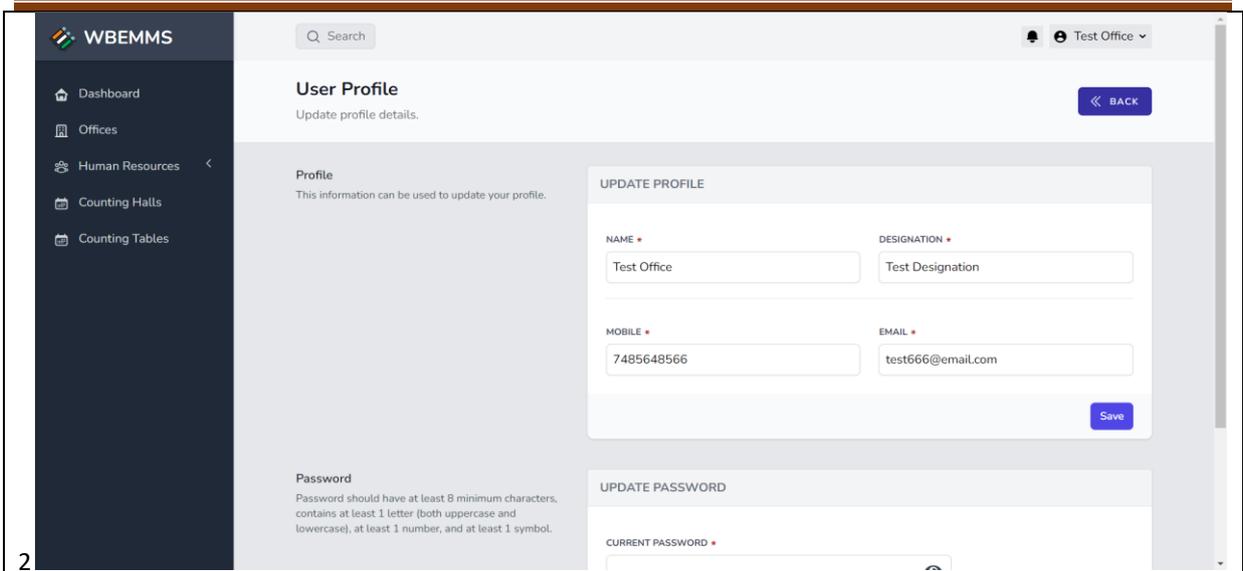
Office User Dashboard : User Can See Active Election and Attached Office Details

Office User Profile : Click on Profile to Invoke this Menu



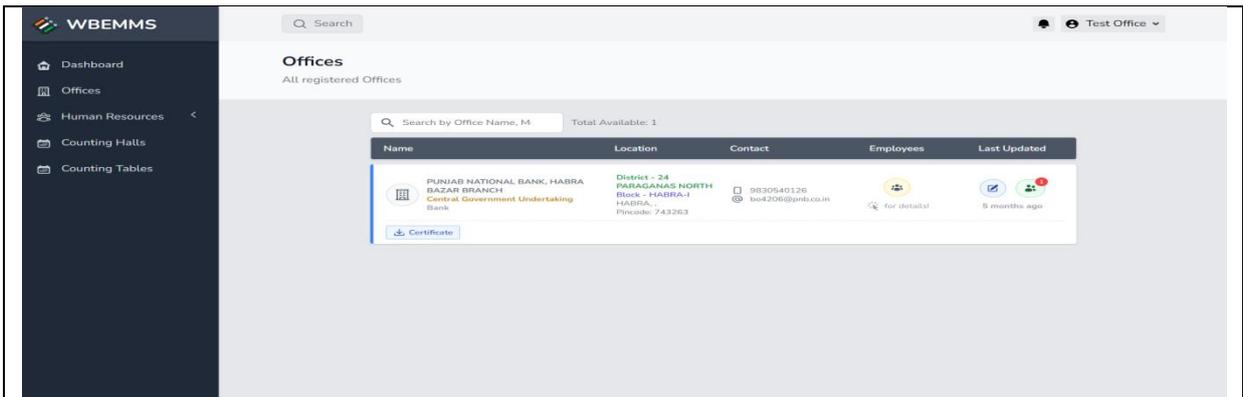
View/Edit Profile

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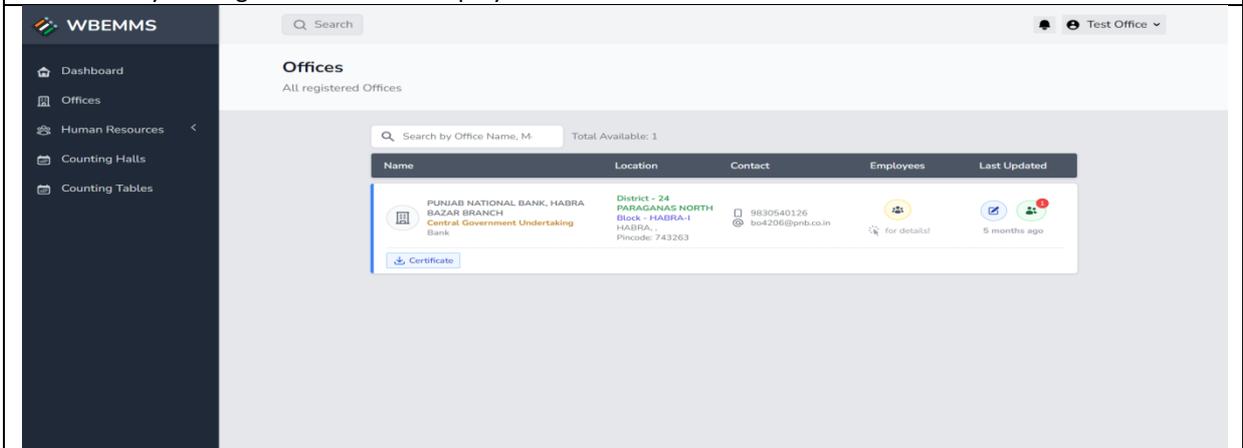


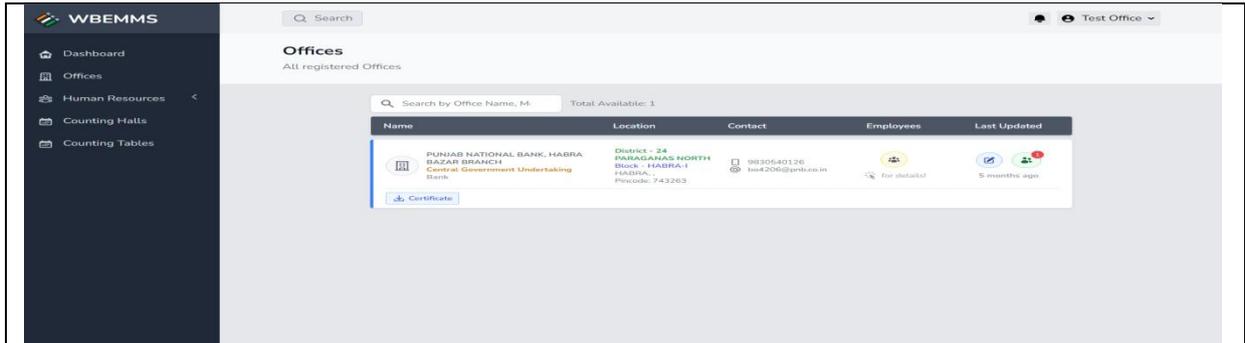
2 The User may Change his Profile using Update Profile. Also the User can Change his Password from this Menu. All Updates will be Confirmed on clicking the SAVE button in the respective sections.

ADD/ EDIT OFFICE DETAILS : After login , Click on Offices menu to invoke the Menu. The Office details will be displayed

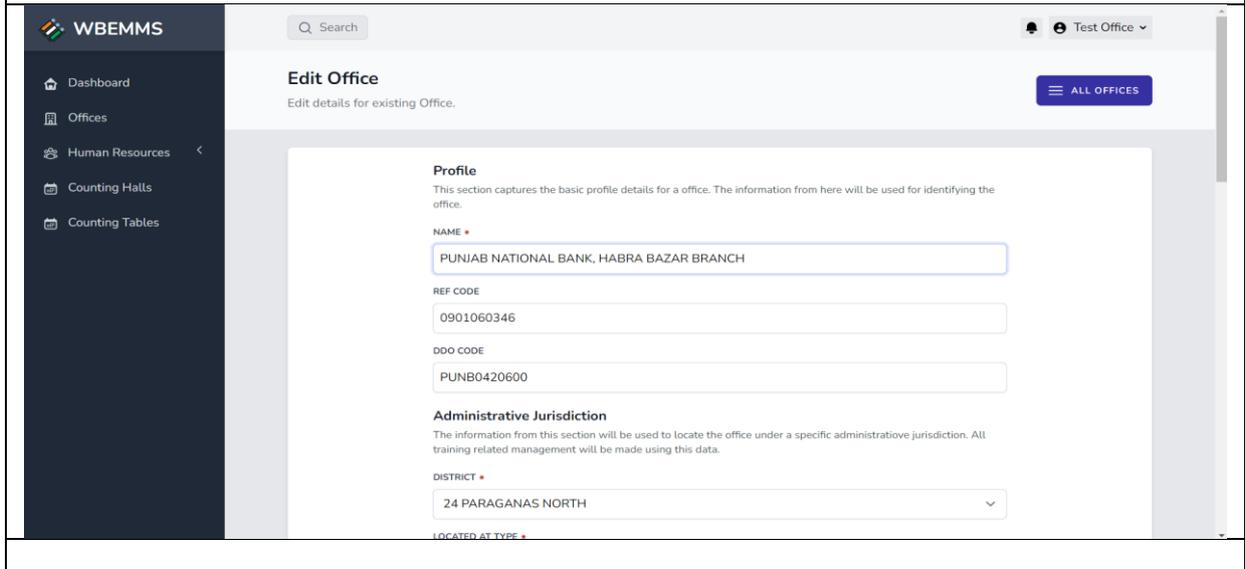


Purpose : To View, Add or Edit Office Details. Only the District or Block Level Admin User can Add Office. Other Users can Edit Office Details . Also The Office User can have a At-a-Glance Data about Employees belonging to that office by clicking the Icon Under Employees Column

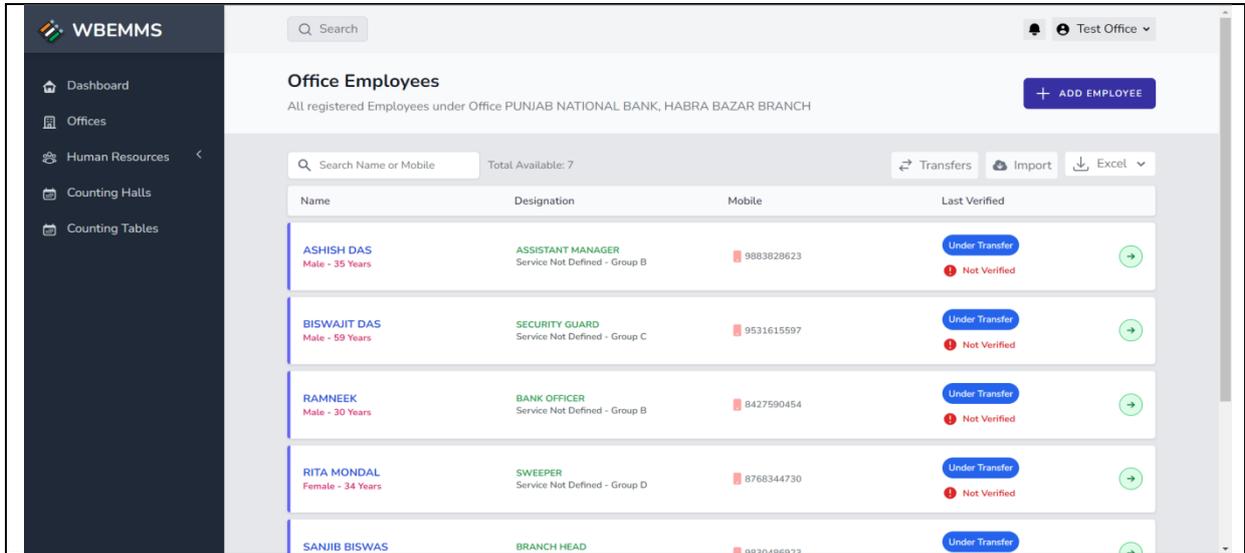




The office details can be edited by clicking the Pen(Edit) icon, updating office details and clicking the Save button



ADDING / EDITING PERSONNEL DATA : This Menu can be invoked by clicking the Human Resource Menu and Then clicking the Employees Menu –



Purpose : Add/ Edit Employees belonging to an Office

Functions : Add New Employees. Edit an Existing Employees.

There are Seven Section out of which 5 sections are mandatory and two sections are optional.



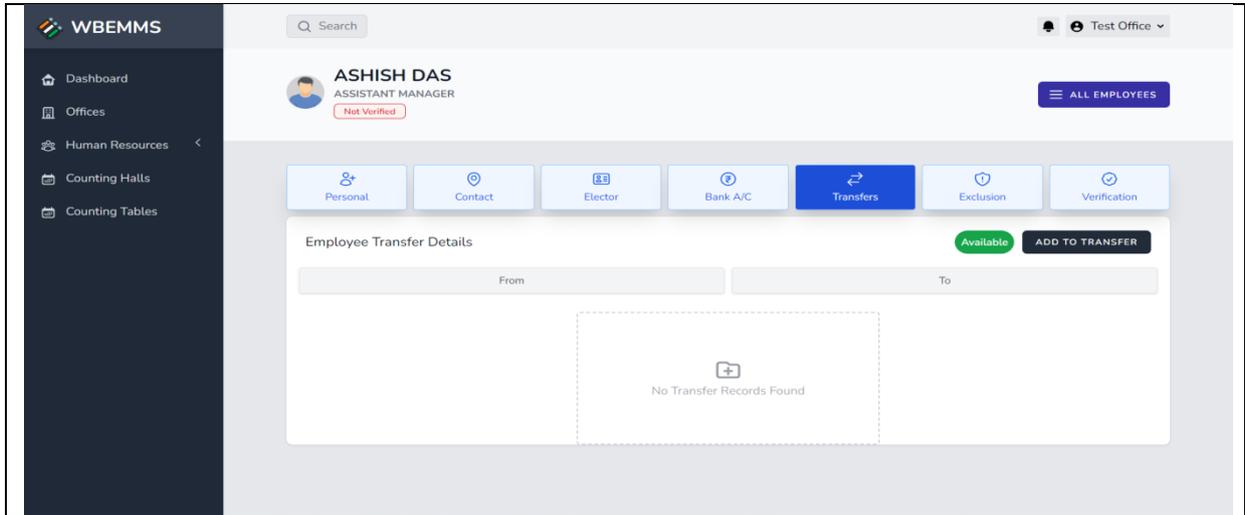
THE MANDATORY SECTIONS FOR EMPLOYEE DATA ENTRY:

- 1) Personal 2) Contact 3) Elector 4) Bank A/C 5) Verification

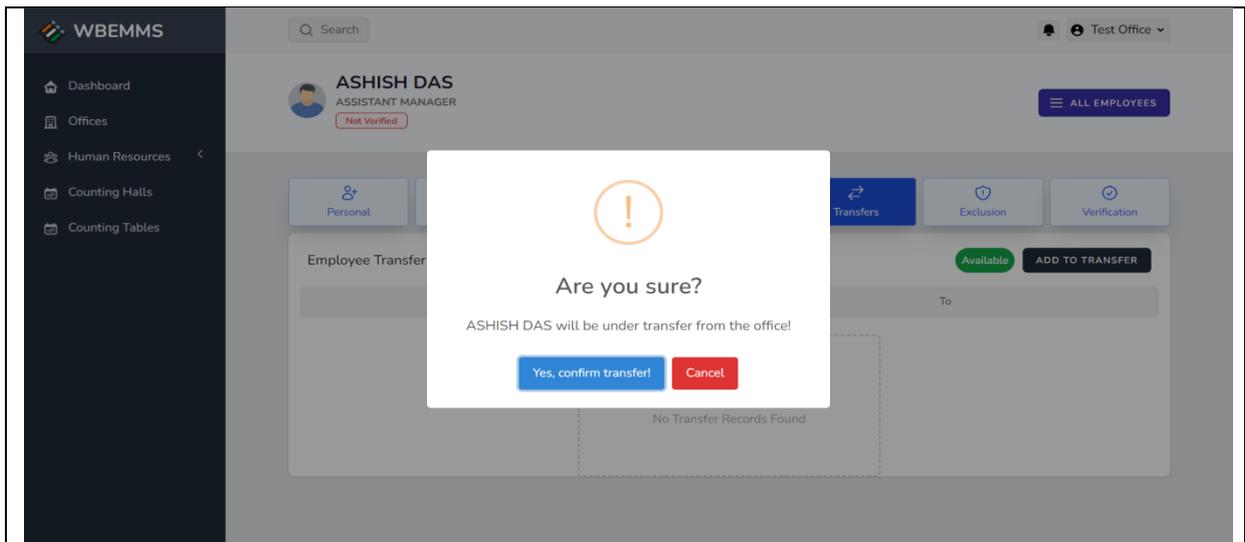
THE OPTIONAL SECTIONS FOR EMPLOYEE DATA ENTRY:

- 1) Transfer 2) Exclusion

MARKING THE TRANSFERRED EMPLOYEES : The Employees already transferred from the Office can be easily marked by Clicking the Transfer Tab

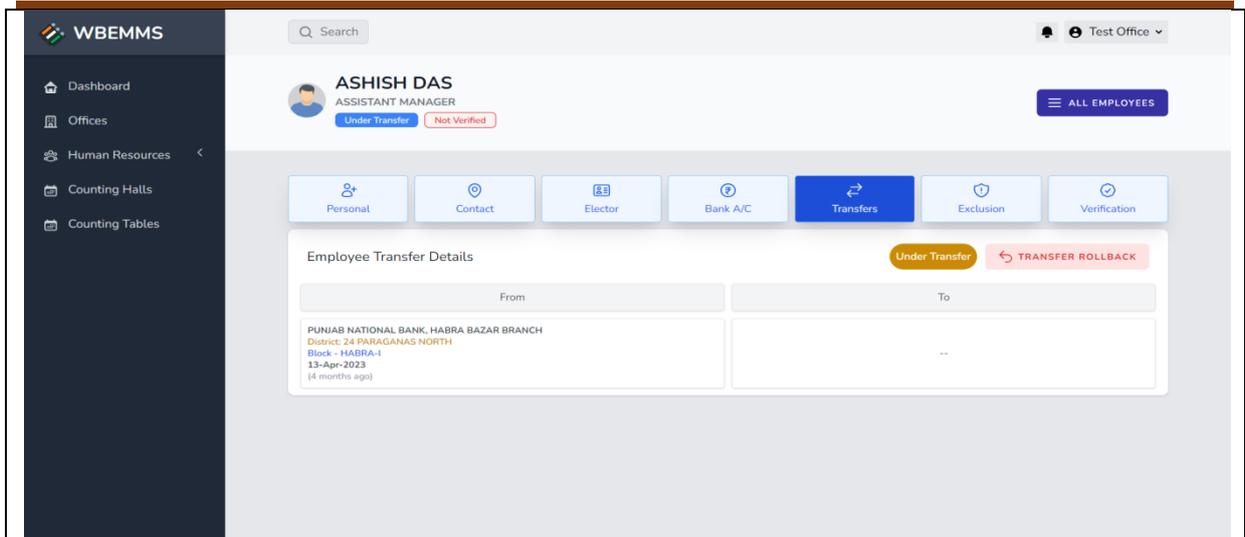


Click on ADD TO TRANSFER button to Transfer – Out an Employee from an Office.



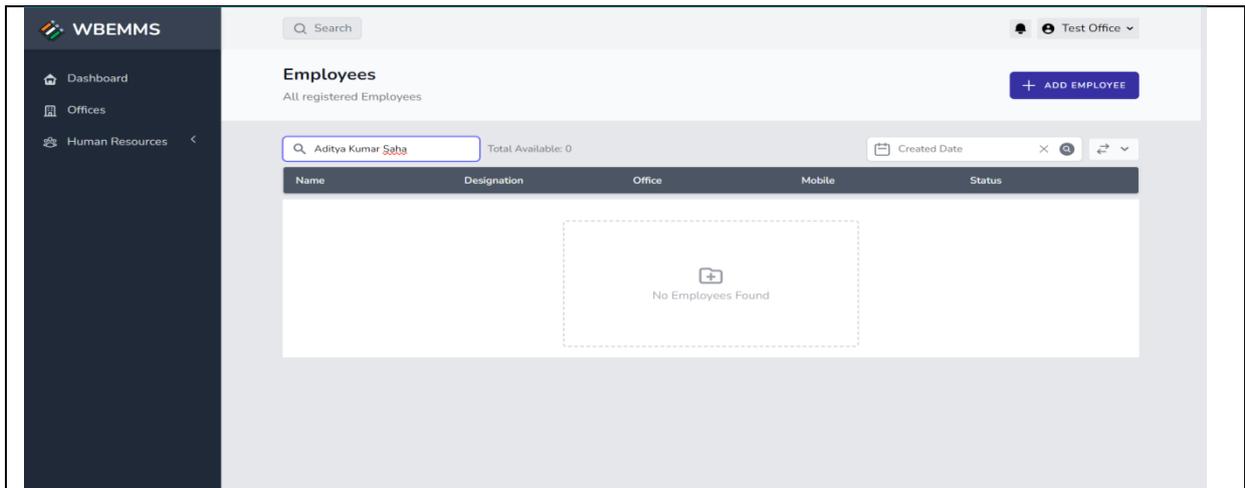
The System generates a Message to confirm the Transfer the Employee. On confirmation the Employee is added to the Transfer List . Other Office can search and Transfer-In the Employee into their Office

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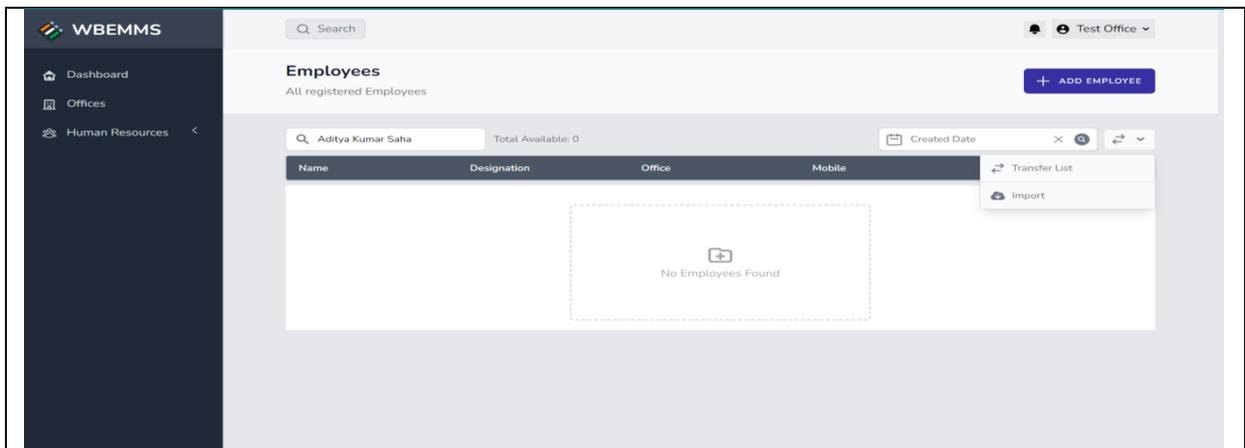


A transferred Employee is indicated by Under Transfer Staus in the Transfer Tab. A transferred employee can be recalled back into an Office by clicking the TRANSFER ROLLBACK button. On Clicking this button the transferred employee is returned back to his original office by the System

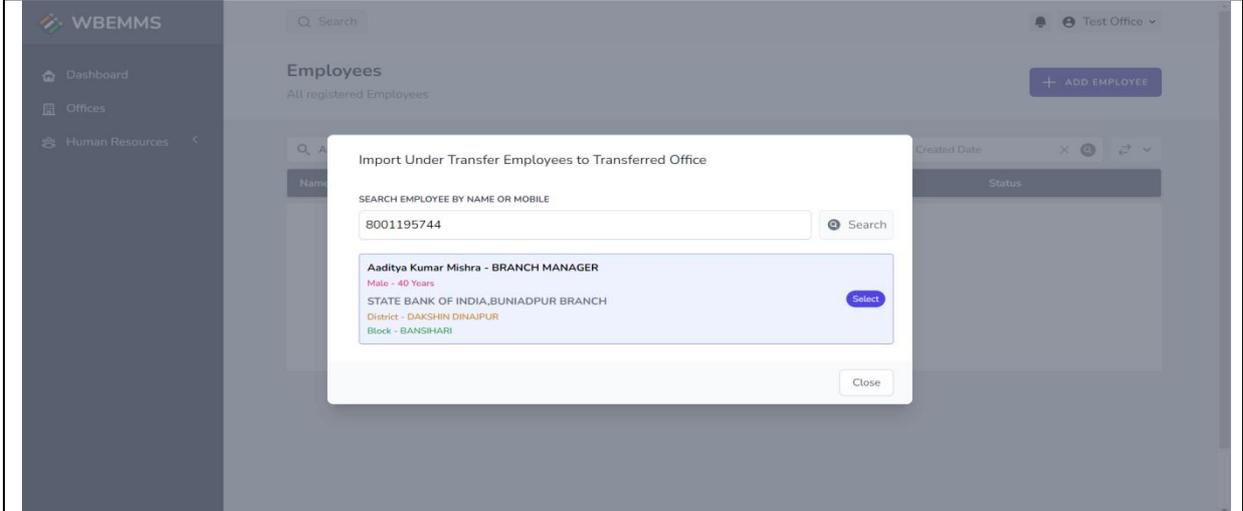
ADDING A TRANSFERRED EMPLOYEE INTO AN OFFICE (IMPORTING) : An employee who has been transferred-out from an Office can be transferred-in by another Office by searching the employee by his bank account number or mobile number and then clicking the Import button.



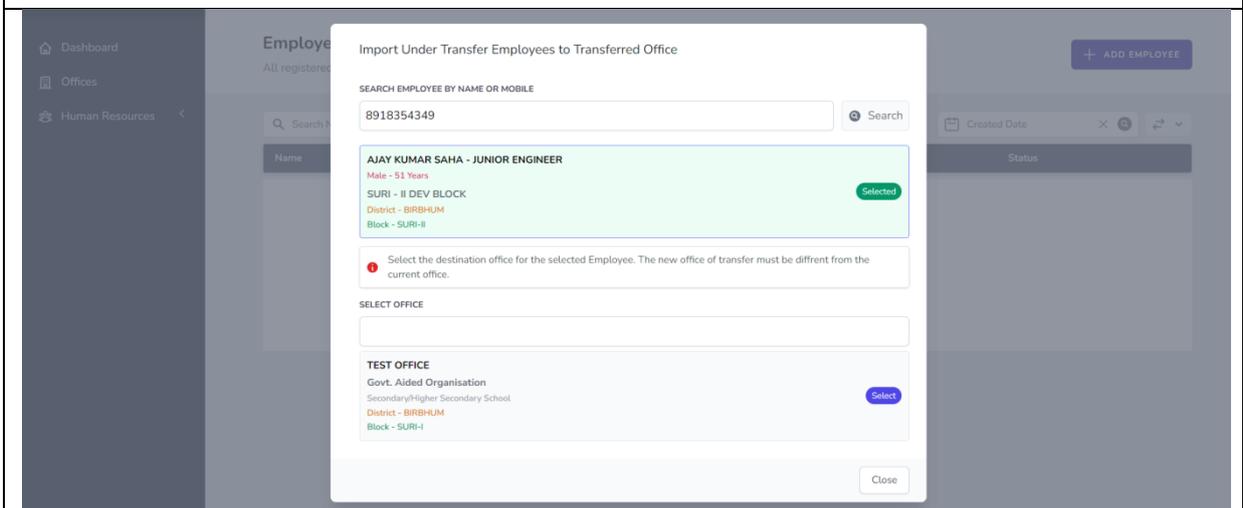
The User has to Click Import Button to invoke the Menu to import a Transferred Employee



The User has to click the Import Sub Menu and Put the Employee Mobile Number to get Employee Details

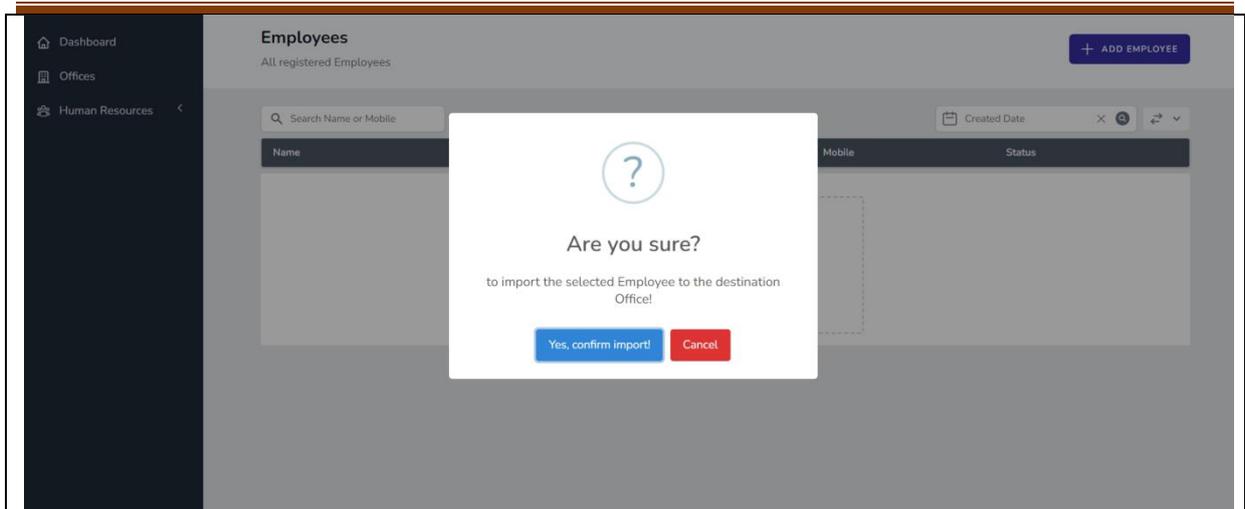


Select the Employee and Click the Select button

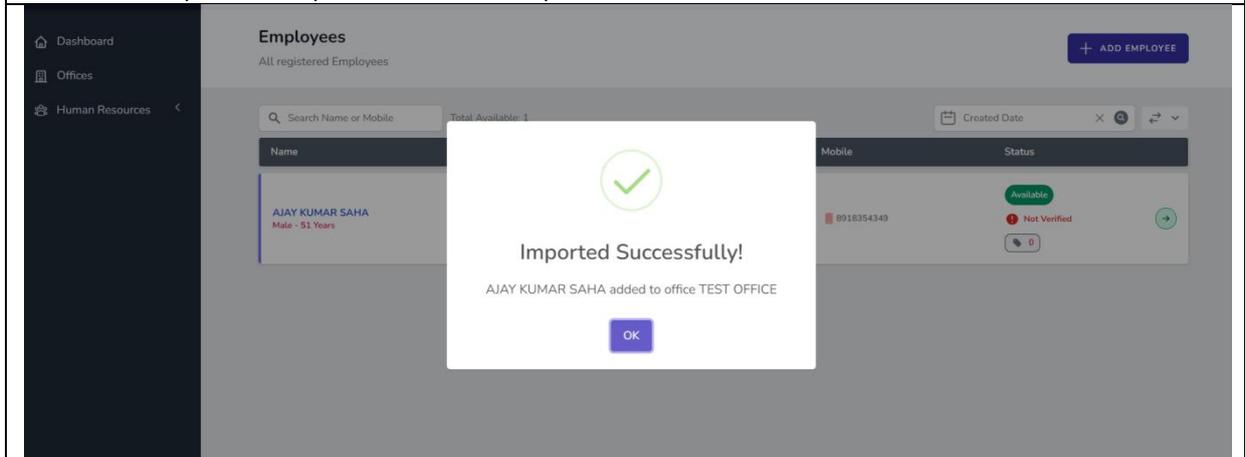


Select The Office and click on IMPORT button to Import the Employee

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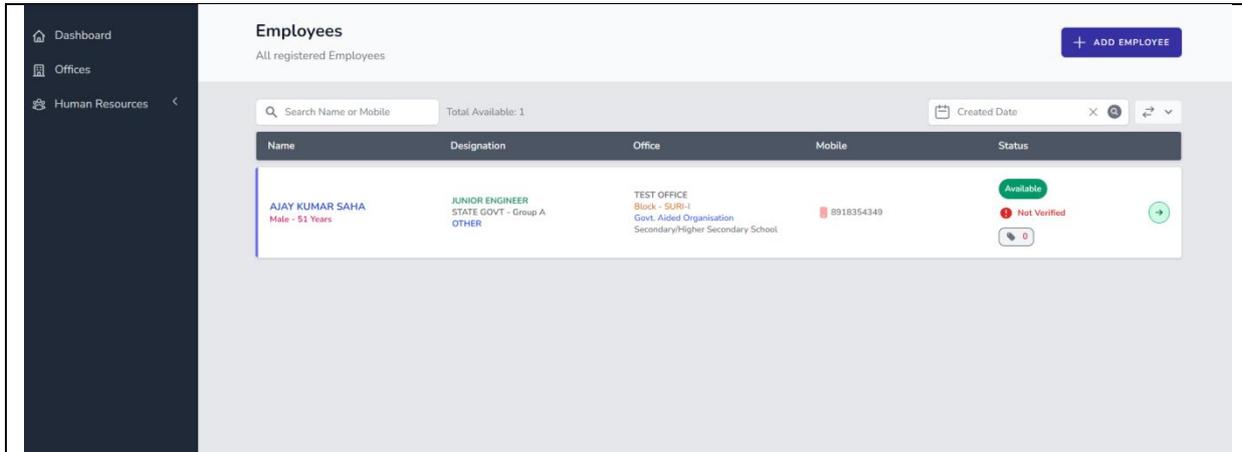


Confirm the Import to complete the Transfer-In process



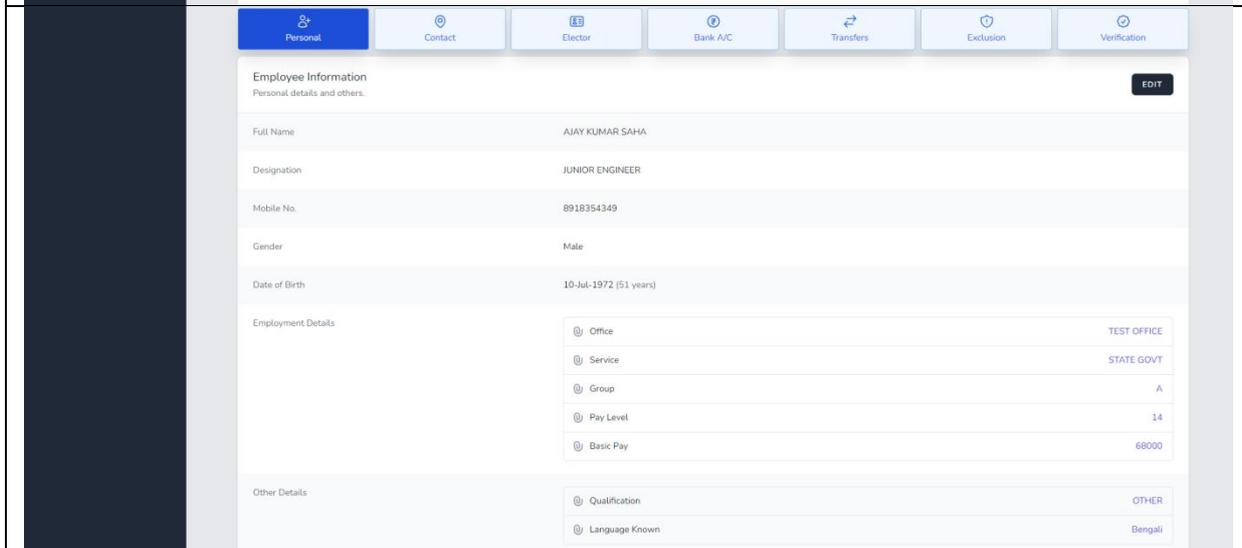
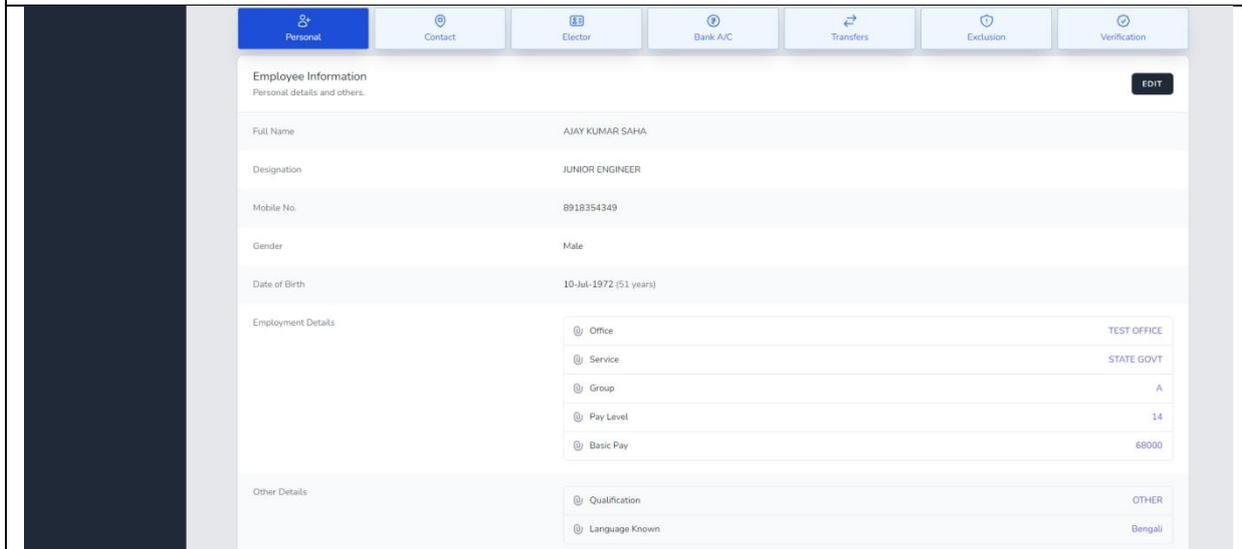
The Employee is now Imported into the New Office under which he is presently posted. The Details of the imported employees must be verified against all the five mandatory tabs

EDITING AND VERIFYING EXISTING EMPLOYEE DATA BY OFFICE : The Menu to Edit and Verify an Employee can be invoked by Selecting an Employee from the available List and Clicking on Employee Name or clicking the right arrow against an Employee



All the Employee Information will be displayed- There are 5 mandatory section and 2 optional section that needs to be edited to complete an Employee editing and verifying the edited data by office

SECTION-1 PERSONAL DETAILS : Employees Personal Details are to be added / edited in this section. Click on Edit to Edit Data



The required fields may be edited and the Save Button may be clicked to Save Data. The Mobile Number

value in this field is unique through out the State and must be carefully entered. Duplicate value will be checked for validation . **The Employee Group ,Service and Basic Pay must be entered correctly to ensure correct categorisation of employee at later stage.**

SECTION-2 CONTACT : Here Contact details of Employee and his alternate mobile or phone number may be entered. Email if available may be entered. The data may be Saved by clicking the Save button

SECTION-3 ELECTOR : In this Tab, the EPIC Card Data , Temporary Assembly Constituency ,Permanent Assembly Constituency, Workplace Assembly Constituency Data and Residency Location Data (District,Block/ Municipality, GP/Ward) information is collected for the Employee, All the Data must be entered correctly and upto date information must be provided as far as possible

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The screenshot displays a form titled "DUTY ASSEMBLY CONSTITUENCY" with a dropdown menu set to "Sainthia(SC) (289)". Below this, there are three sections for location selection:

- TEMPORARY RESIDENCY LOCATION:** DISTRICT: BIRBHUM, LOCATION TYPE: Municipality, LOCATION: BOLPUR, PANCHAYAT / WARD: Bolpur (M) - Ward No.20
- PERMANENT RESIDENCY LOCATION:** DISTRICT: BIRBHUM, LOCATION TYPE: Municipality, LOCATION: BOLPUR, PANCHAYAT / WARD: Bolpur (M) - Ward No.20
- DUTY LOCATION:** DISTRICT: BIRBHUM, LOCATION TYPE: Block, LOCATION: SURI-II, PANCHAYAT / WARD: PURANDARPUR

At the bottom right, there are "Cancel" and "Save" buttons.

SECTION 4 BANK ACCOUNT : The Bank Account Information of the Employee must be entered in this tab . Correct Information will facilitate smooth payment of Election Remunerations through e-Payment mode

The screenshot shows the "Bank A/C" tab selected in a navigation bar. Below the navigation bar, there is a section titled "Employee Bank Account Details" with a "EDIT" button. The form contains fields for "Bank", "Branch", "IFSC", and "Account No.", all of which are currently empty.

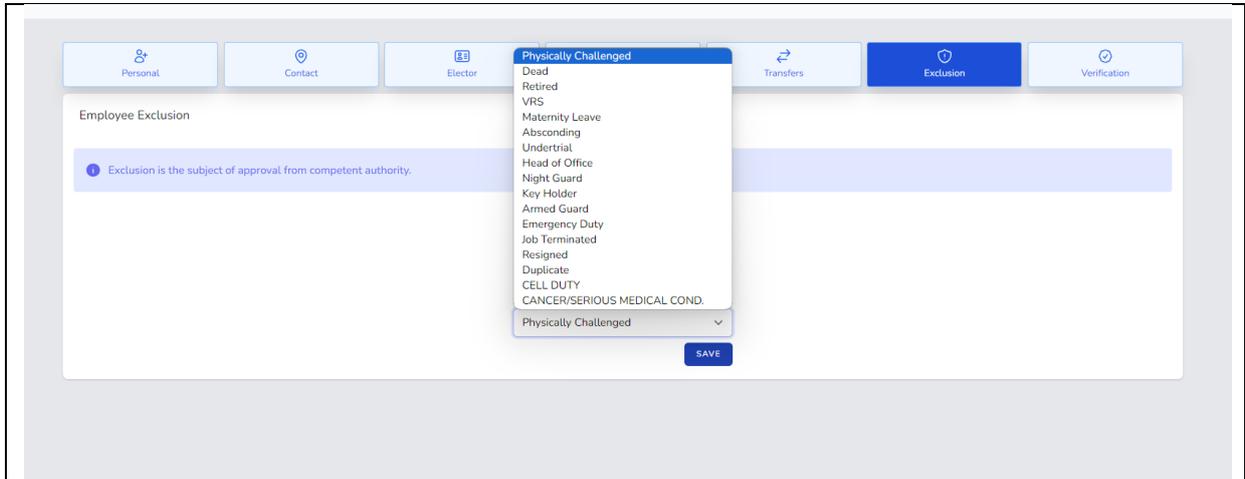
Searching A Bank : A Bank is searched by typing its IFSC Code in the Branch field and selecting the branch from search menu

The screenshot shows the "Bank Account" section with a descriptive text: "This section captures the bank account details. The information from here will be used for election related payments." The form includes:

- BANK :** STATE BANK OF INDIA
- BRANCH :** SBIN0000197
- A search results dropdown showing two options:
 - SUPAUL, DIST SUPAUL, BIHAR 852131 (IFSC: SBIN0000190)
 - SURI, DIST BIRBHUM, WEST BENGAL 731101 (IFSC: SBIN0000191)

"Cancel" and "Save" buttons are visible at the bottom right.

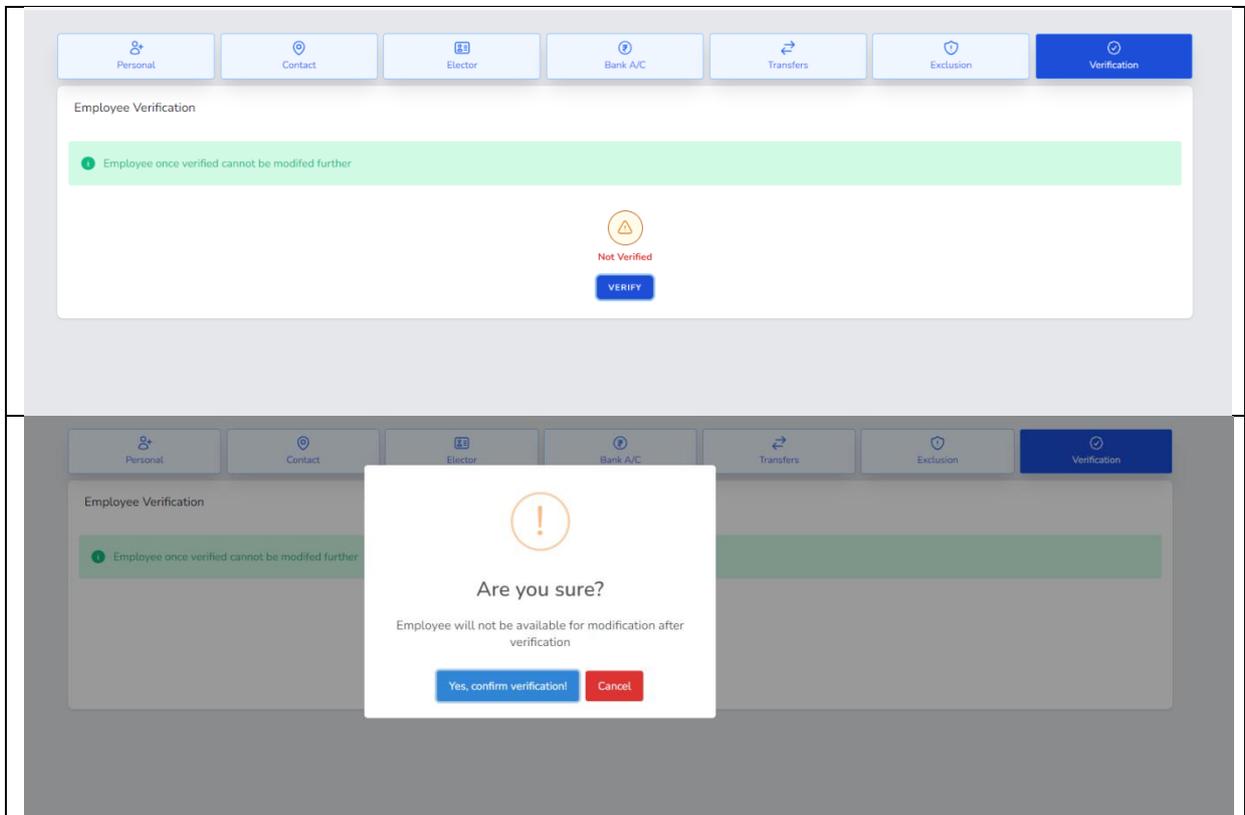
EXCLUSIONS : Exclusions like PH, Armed Guard, VRS, Retired , Dead may be added to an Employee if it exists. Otherwise the Field may be kept blank.



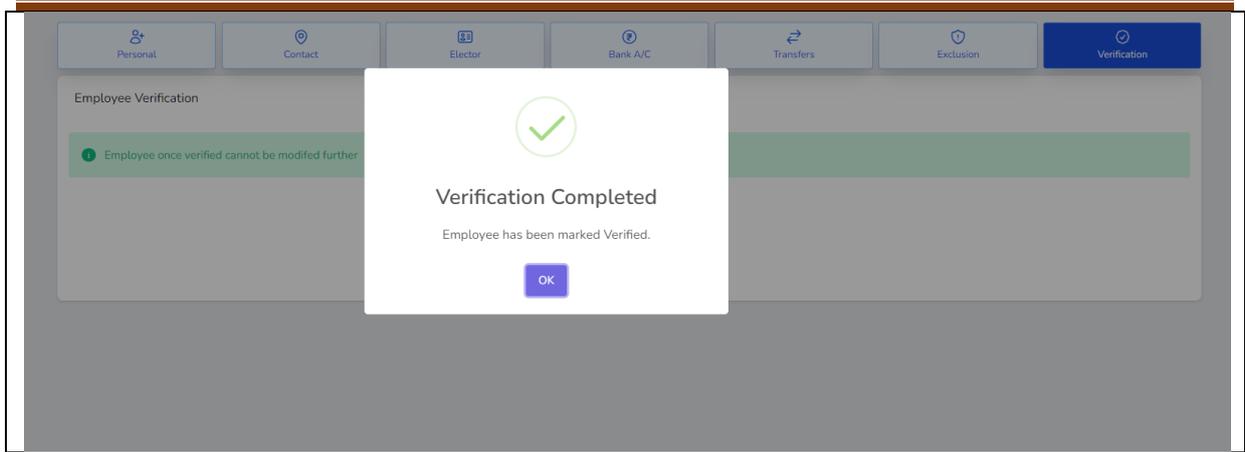
Exclusions must be added carefully and correctly to identify employees for Exclusions by MM&W Cell at District/ Block Level.

After Adding Exclusion , the Save button must be clicked to Saver Data.

VERIFICATION : After Entering / Updating all Information , the Employee Data must be verified by Clicking the VERIFY button.



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The Employee Data is now Verified.

