

User Manual
for
WB Election Manpower Management System
(Office Users)

Submitted to:
Office of the CEO, West Bengal



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WBEMMS Ver 1.0

WEBSITE URL :

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

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

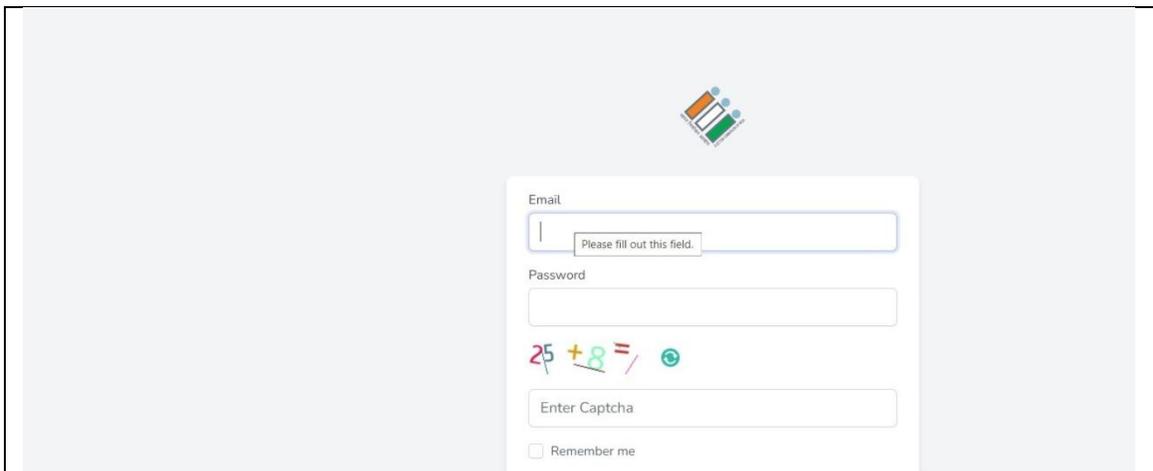
LANDING PAGE :



Purpose : Registration of Offices, user Login from Menu

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

USER LOGIN PAGE:

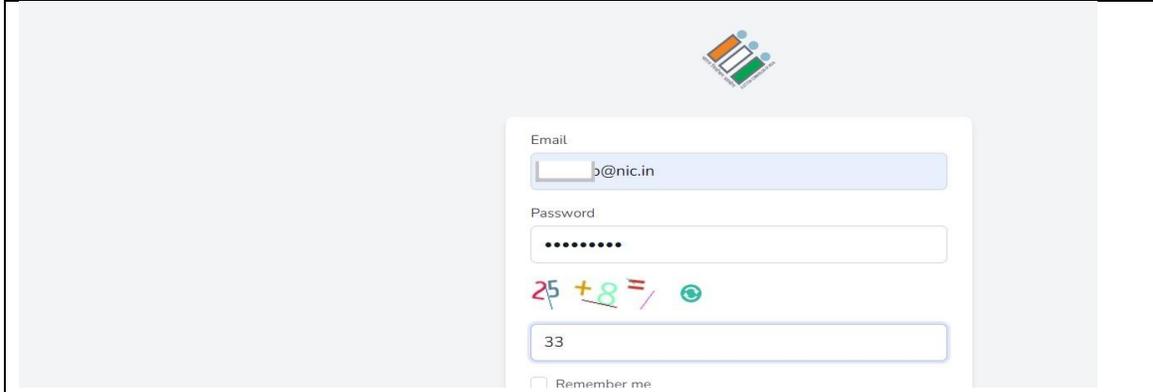


Purpose : Logging in of Authorized and Authenticated Users

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

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User Login : Enters User Credentials and clicks Login Button

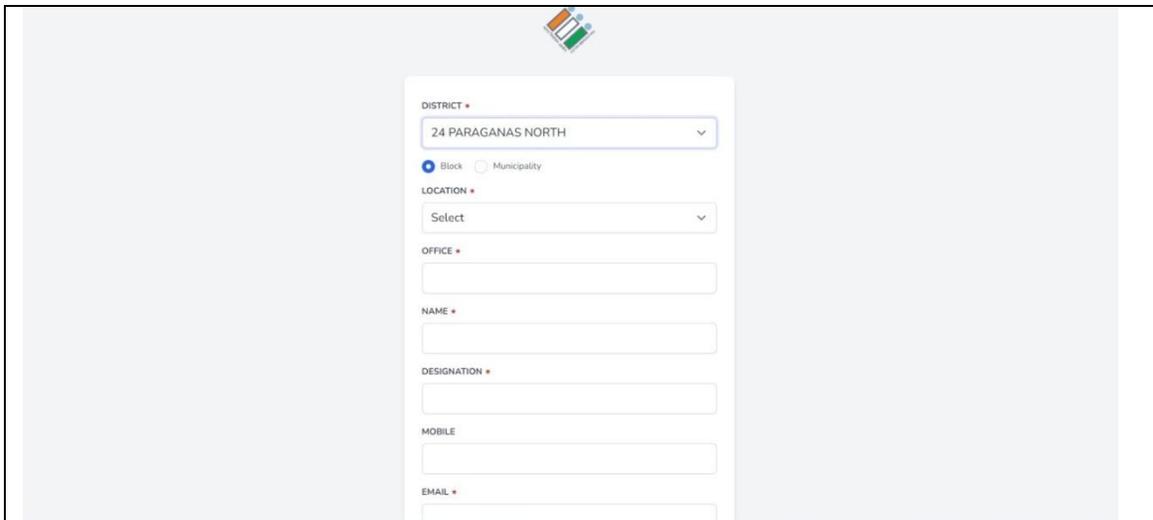


Purpose : User Login

Functions : Authenticated and Authorized User login with Captcha

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



Purpose : Self Registration of Offices

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

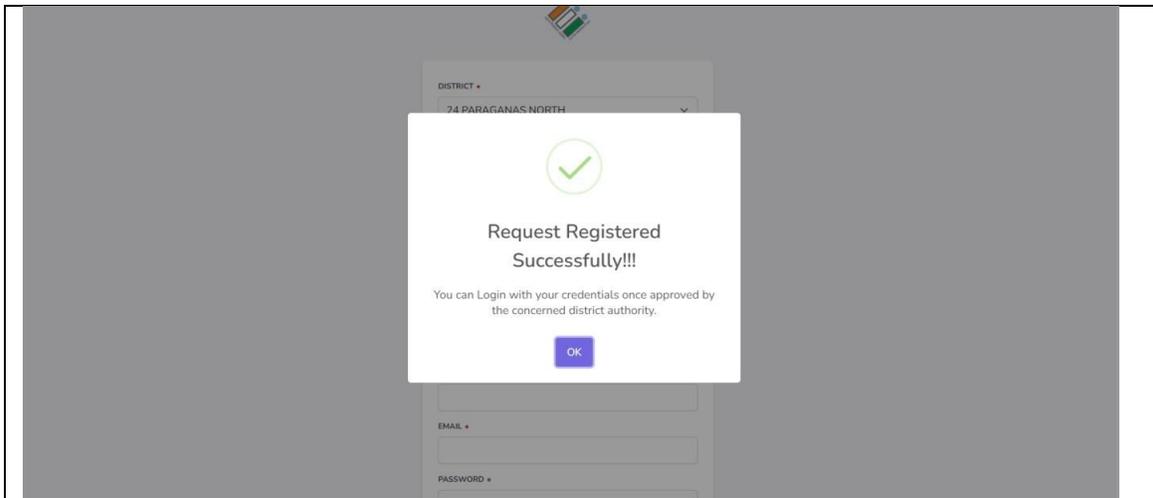
Click REGISTER button to Complete the Register Process

IMP :

- 1) The Mobile Number must be unique
- 2) The e-mail id entered will be the Login id 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 Registration Request Generation from Office end.

WBEMMS Ver 1.0

The screenshot shows a registration form for WBEMMS Ver 1.0. At the top, there is a dropdown menu for 'DISTRICT' with '24 PARAGANAS NORTH' selected. Below this are two radio buttons: 'Block' (selected) and 'Municipality'. The form includes several input fields: 'LOCATION' (BARRACKPUR-I), 'OFFICE' (0903090710 - INDIAN BANK, KAUGACHI BRANCH), 'NAME' (Satish Kumar), 'DESIGNATION' (Manager), 'MOBILE' (1234567890), 'EMAIL' (ib.kaugaci0223@indianbank.in), 'PASSWORD', and 'CONFIRM PASSWORD'. At the bottom, there are links for 'Password Policy' and 'Already registered?' next to a 'REGISTER' button.

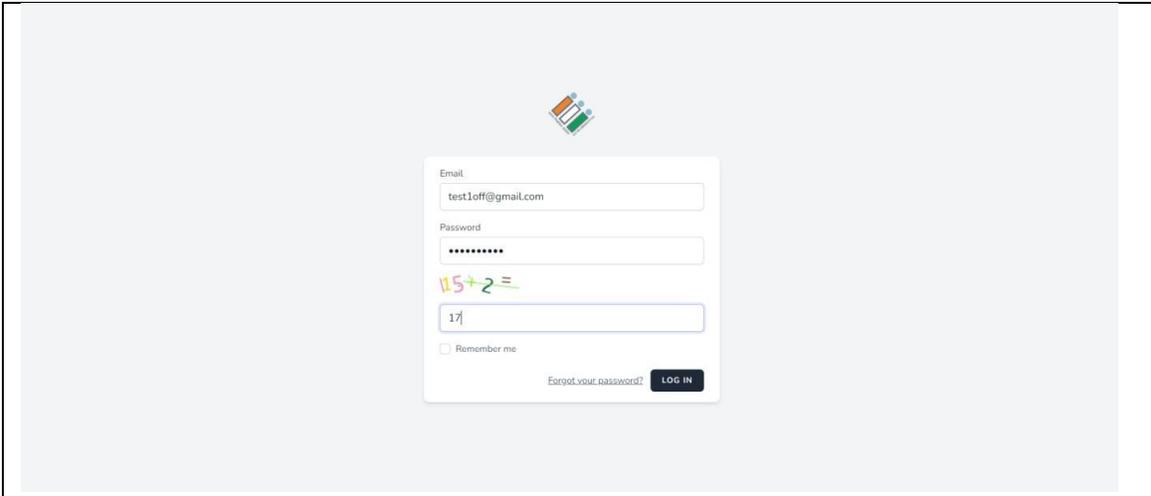


On Successful Registration, the Following Message is displayed. The Office can now login to Add / Edit User Data.

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

WBEMMS Ver 1.0

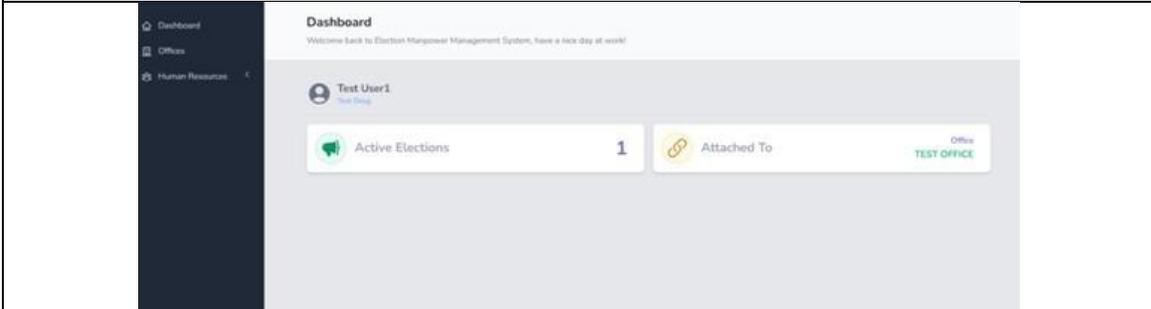
OFFICE LOGIN



The login form is centered on a light gray background. At the top center is the Indian national flag. Below it is a white login box with the following fields and elements:

- Email:** A text input field containing "test1off@gmail.com".
- Password:** A password input field with masked characters "*****".
- Security Question:** A text input field containing "17", with a math problem "15 + 2 = ?" displayed above it.
- Remember me:** A checkbox that is currently unchecked.
- Forgot your password?:** A link below the password field.
- LOG IN:** A dark button to the right of the "Forgot your password?" link.

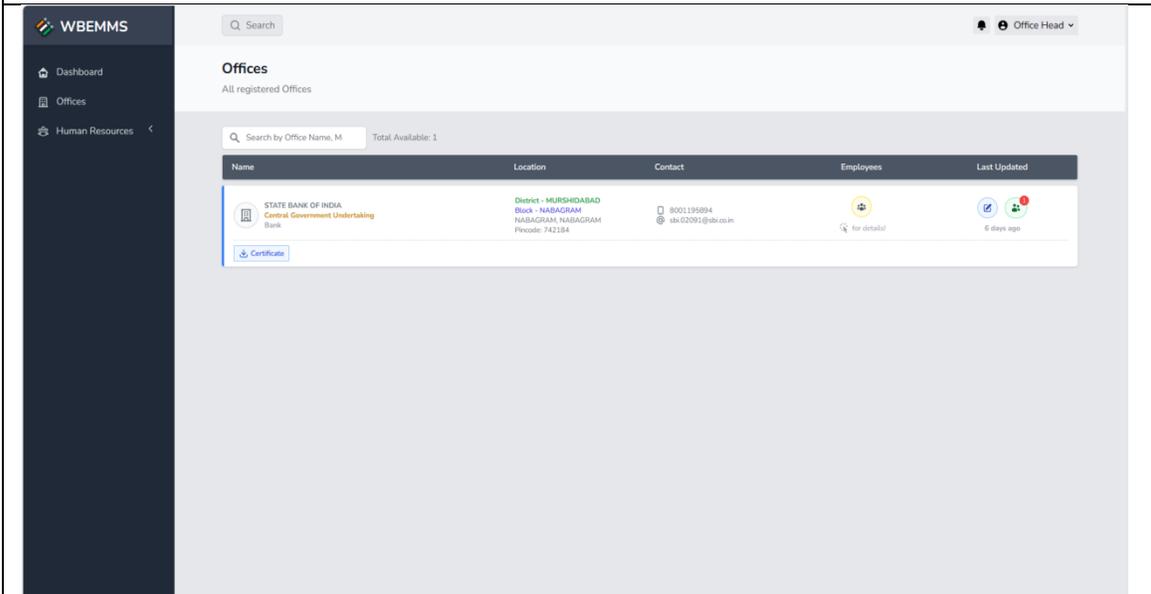
User can login using Registered user id and Password



The dashboard features a dark sidebar on the left with navigation options: Dashboard, Offices, and Human Resources. The main content area is titled "Dashboard" and includes a welcome message: "Welcome back to Election Manpower Management System, have a nice day of work!". Below this, the user's profile "Test User1" is shown. Two key metrics are displayed in cards: "Active Elections" with a count of "1" and "Attached To" with the office name "TEST OFFICE".

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

Office User Profile : Click on Profile to Invoke this Menu



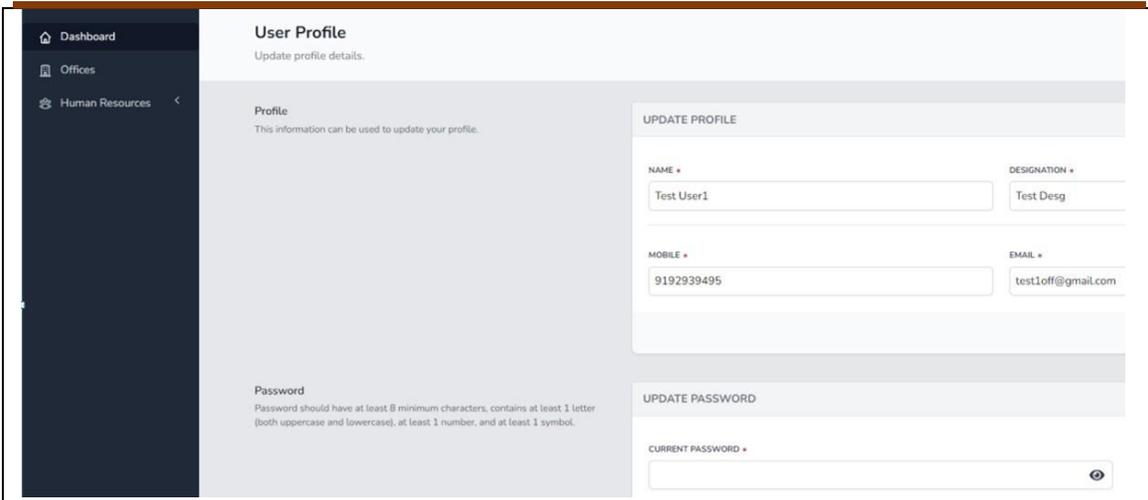
The "Offices" section shows a list of registered offices. A search bar at the top allows filtering by office name, with "Total Available: 1" shown. The list contains one entry:

Name	Location	Contact	Employees	Last Updated
STATE BANK OF INDIA Central Government Undertaking Bank	District - MURSHIDABAD Block - NABAGRAM MURSHIDABAD, NABAGRAM Pincode: 742184	9201139084 sb.02091@sbi.co.in	for details	6 days ago

A "Certificate" button is located below the table entry.

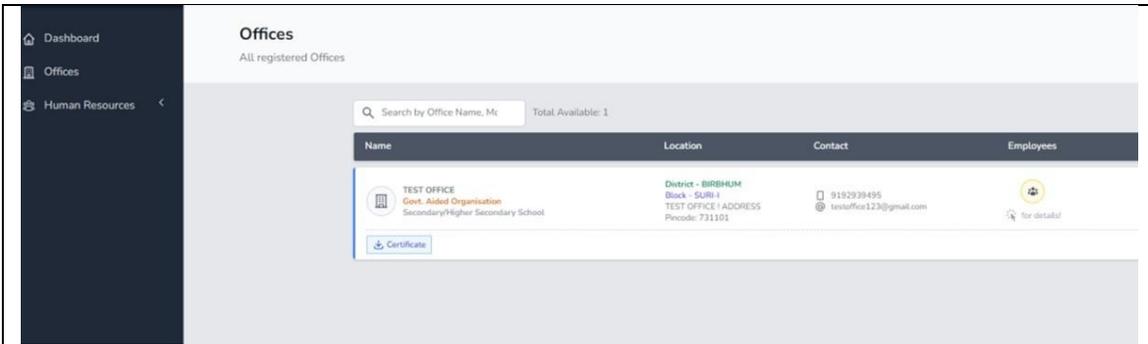
View/Edit Profile

WBEMMS Ver 1.0

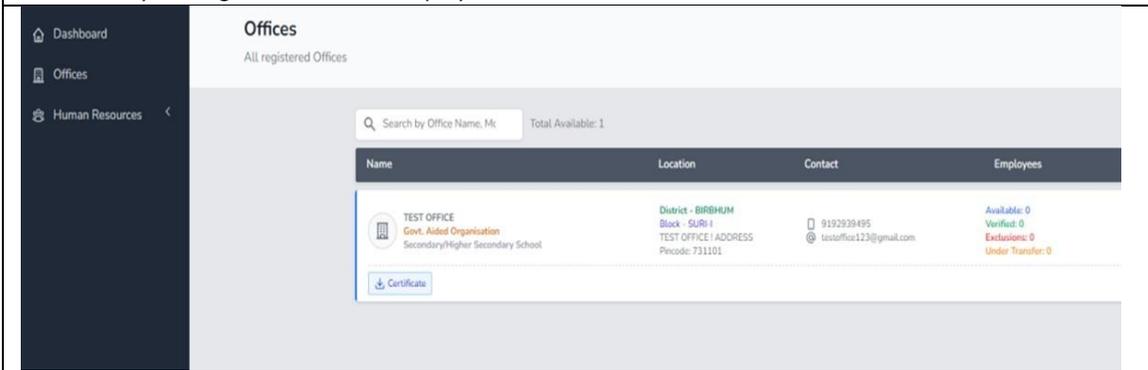


The User may Change his Profile using Update Profile. Also the User can Change his Password from this Menu. All Updates will be Confirmed on clicking the SAVE button in the respective sections.

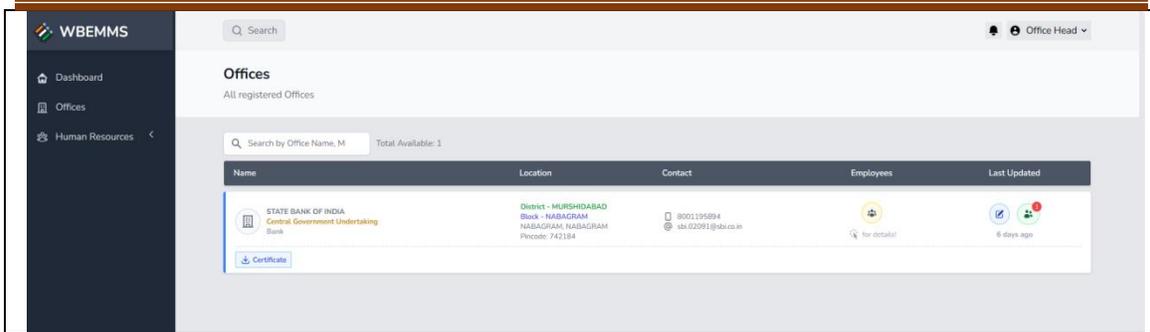
EDIT OFFICE DETAILS : After login , Click on Offices menu to invoke the Menu. The Office details will be displayed



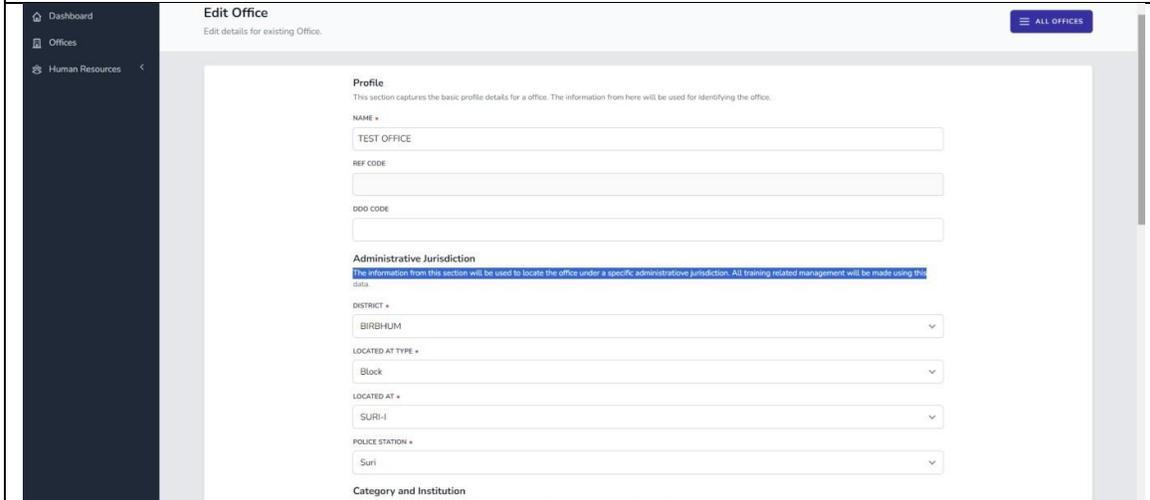
Purpose : To View, Add or Edit Office Details. Only the District or Block Level Admin User can Add Office. Other Users can Edit Office Details . Also The Office User can have a At-a-Glance Data about Employees belonging to that office by clicking the Icon Under Employees Column



WBEMMS Ver 1.0

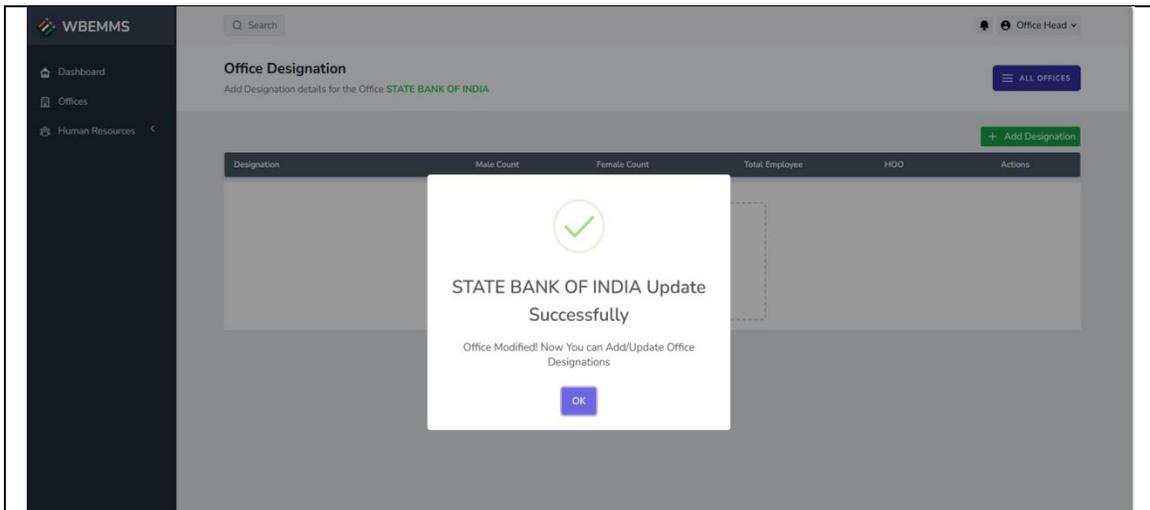


The office details can be edited by clicking the Pen(Edit) icon, updating office details and clicking the Save button



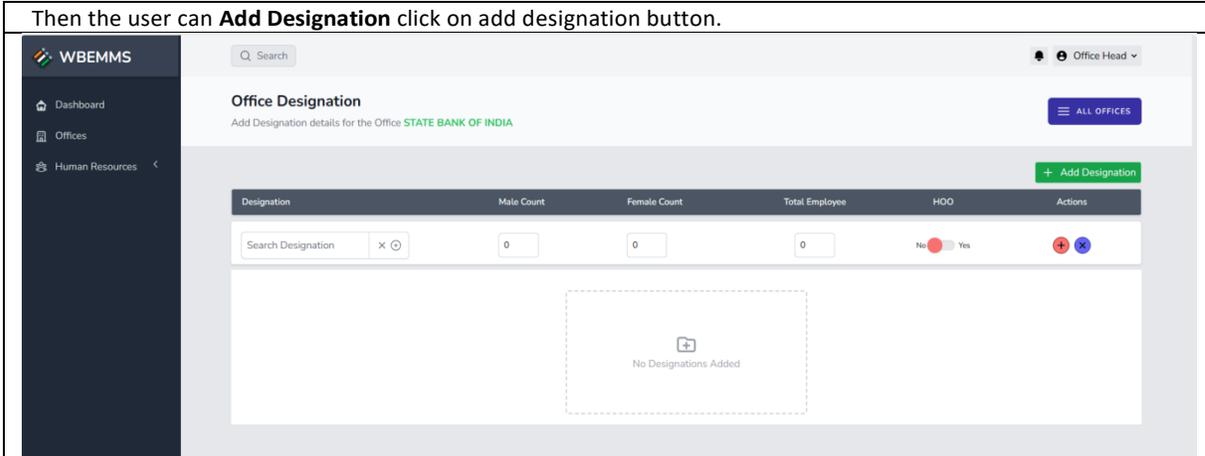
ADD DESIGNATION:

After click on save button a sweet alert pop-up message is shown. Now add Designation page will be added.



WBEMMS Ver

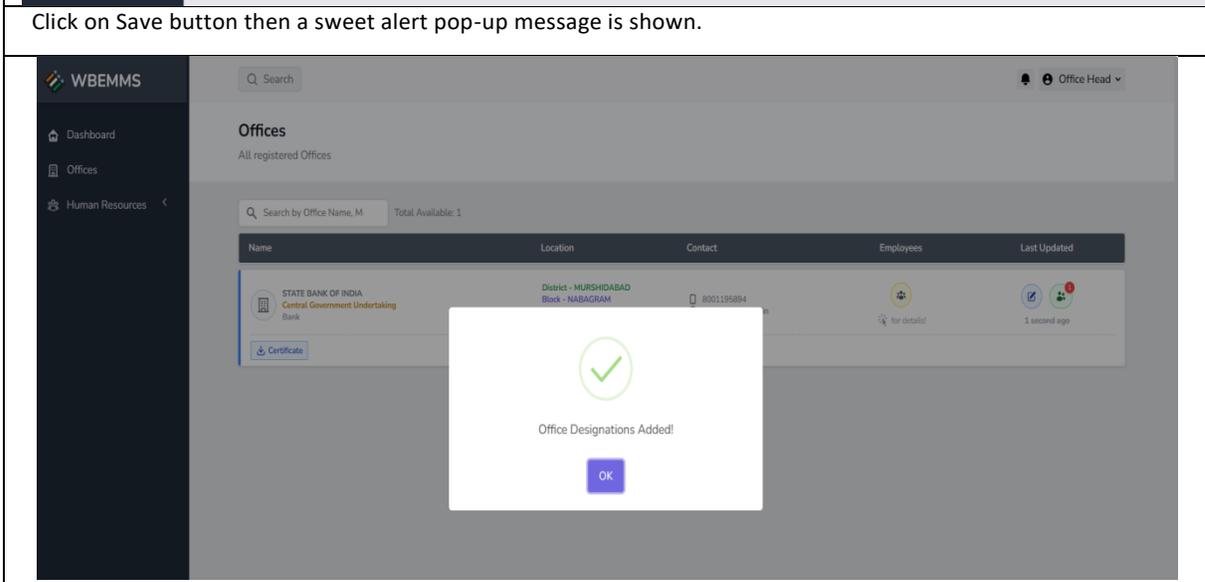
Then the user can **Add Designation** click on add designation button.



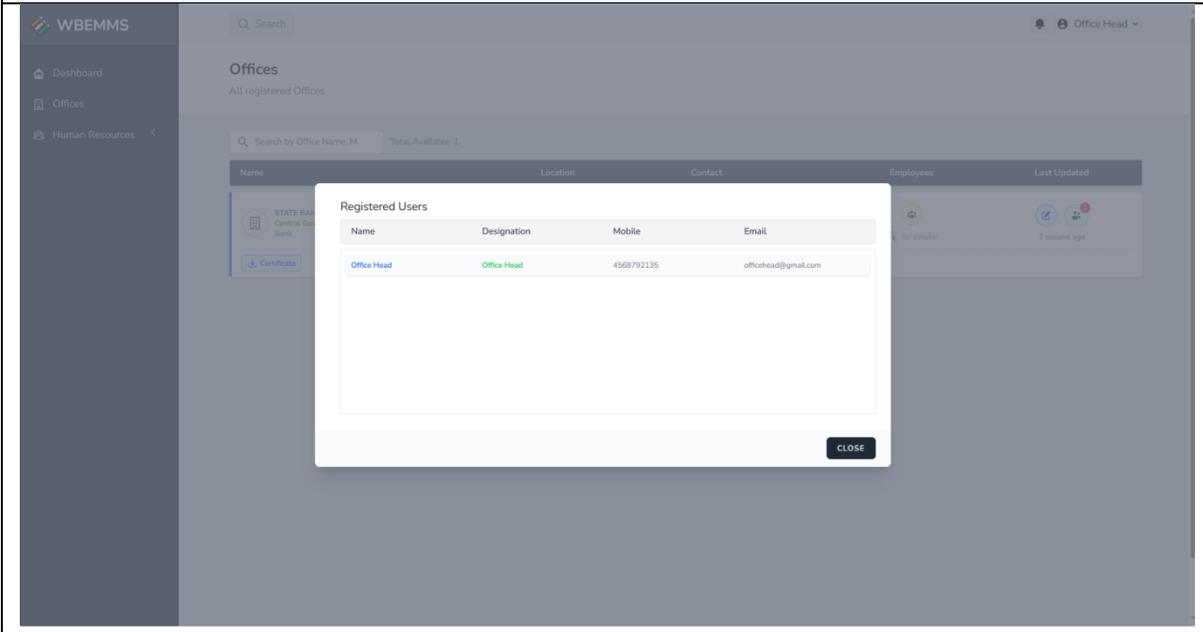
Set on Designation and click on plus sign to save the designation.



Click on Save button then a sweet alert pop-up message is shown.



The User id Associated with the Office can be viewed by clicking the User Icon under Last Updated column. Any Data Updated in profile against displayed information will be reflected here.



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.

- Dashboard
- Offices
- Human Resources

Employees

All registered Employees

Total Available: 48

Name	Designation	Office	Mobile
AHAMMAD ALI KHAN <small>Male - 58 Years</small> CELL DUTY	DEPUTY SECRETARY PANCHAYAT SAMITY STATE GOVT - Group B GRADUATE	SURI - II DEV BLOCK Block - SUR/II State Government Department/Directorate/Other subordinate Govt. Office	7384013610
AJAY KUMAR SAHA <small>Male - 51 Years</small> CELL DUTY	JUNIOR ENGINEER STATE GOVT - Group A OTHER	SURI - II DEV BLOCK Block - SUR/II State Government Department/Directorate/Other subordinate Govt. Office	8918354349

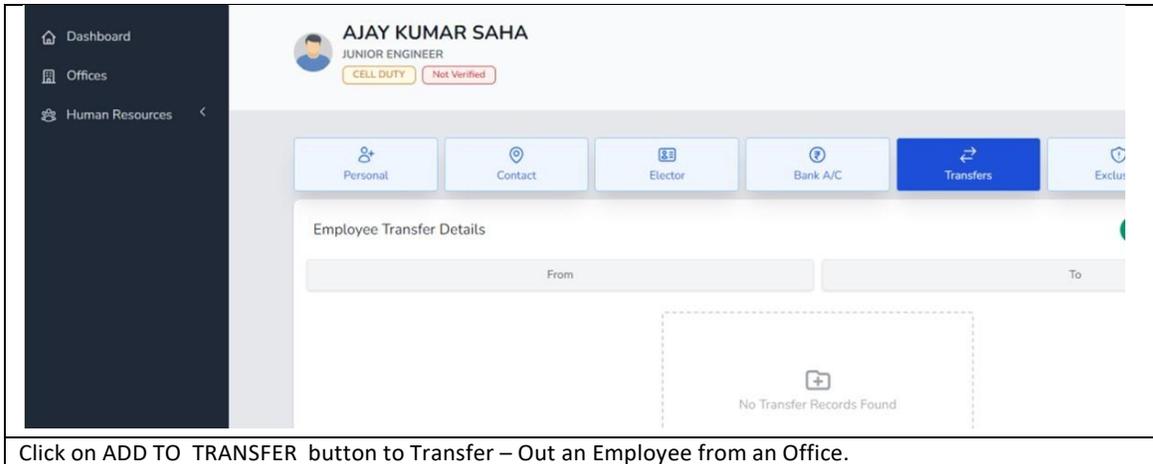
THE MANDATORY SECTIONS FOR EMPLOYEE DATA ENTRY:

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

THE OPTIONAL SECTIONS FOR EMPLOYEE DATA ENTRY:

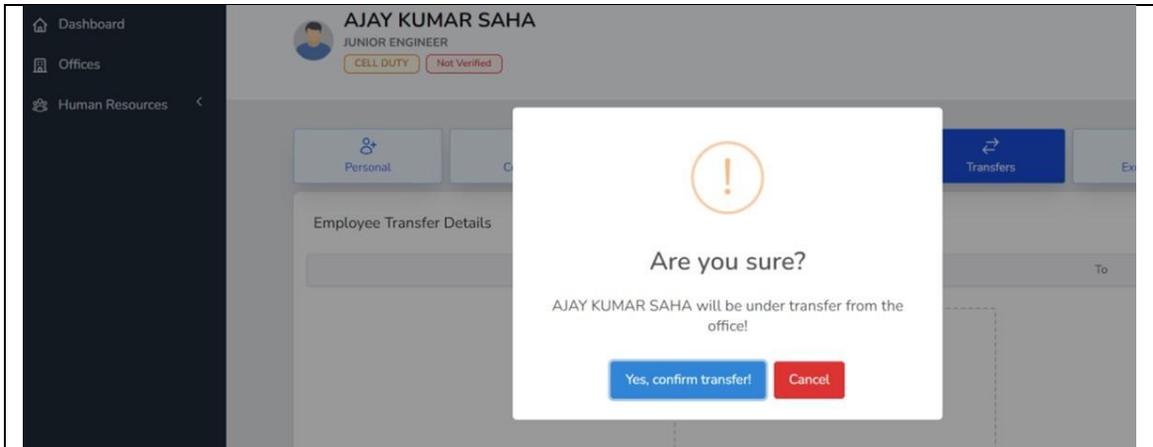
- 1) Transfer
- 2) Exclusion

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

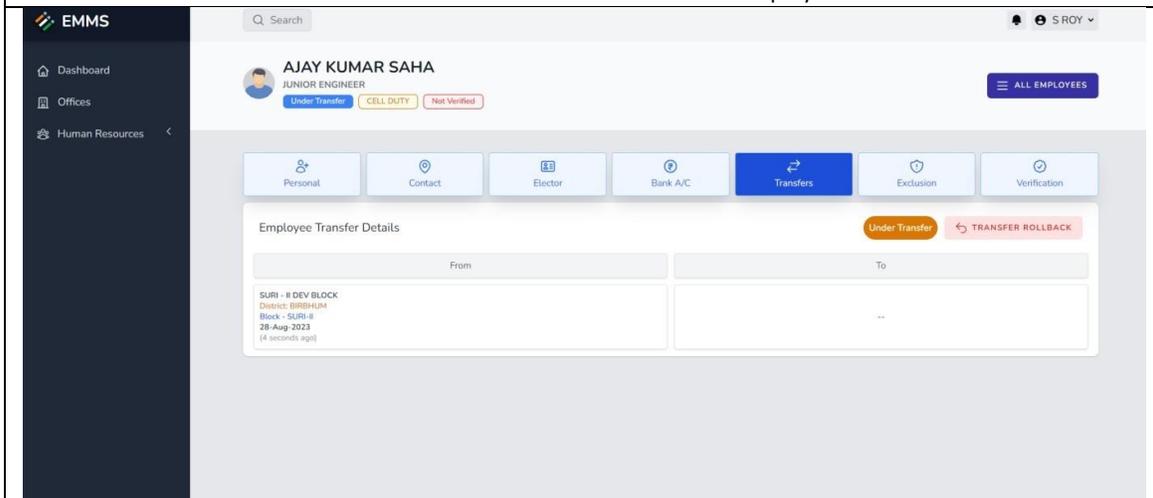


The screenshot displays the user profile for AJAY KUMAR SAHA, JUNIOR ENGINEER, with status tags 'CELL DUTY' and 'Not Verified'. A navigation bar includes tabs for Personal, Contact, Elector, Bank A/C, Transfers (highlighted in blue), and Exclusion. Below the tabs, the 'Employee Transfer Details' section features 'From' and 'To' input fields. A dashed box contains a plus icon and the text 'No Transfer Records Found'. A caption below the screenshot reads: 'Click on ADD TO TRANSFER button to Transfer – Out an Employee from an Office.'

WBEMMS Ver



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



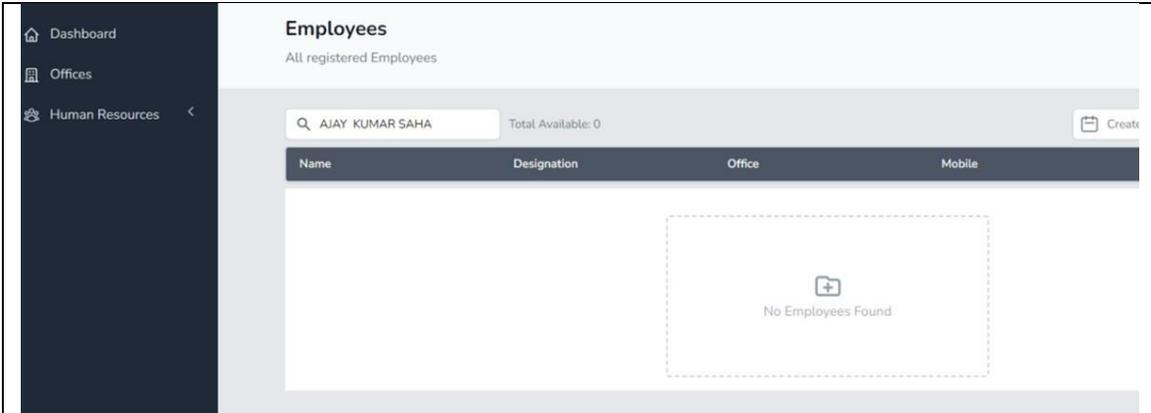
A transferred Employee is indicated by Under Transfer Status in the Transfer Tab. A transferred employee can be recalled back into an Office by clicking the TRANSFER ROLLBACK button. On Clicking this button the

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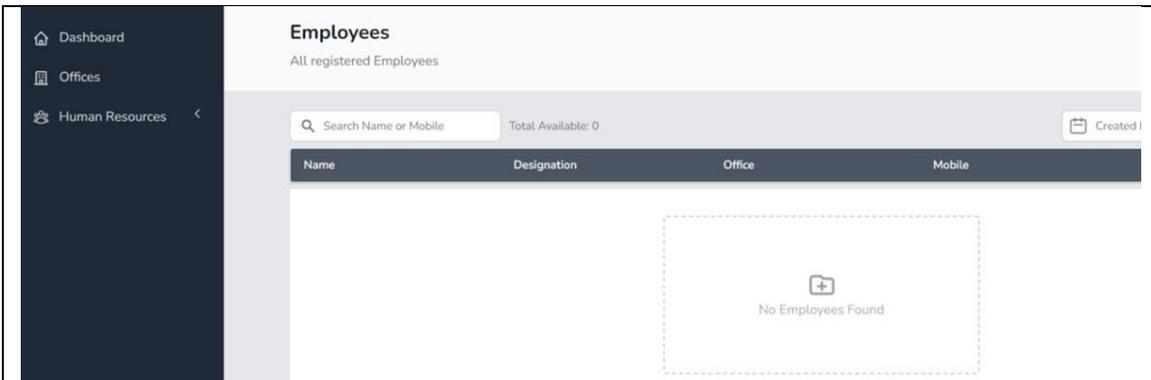
transferred employee is returned back to his original office by the System

ADDING A TRANSFERRED EMPLOYEE INTO AN OFFICE (IMPORTING):

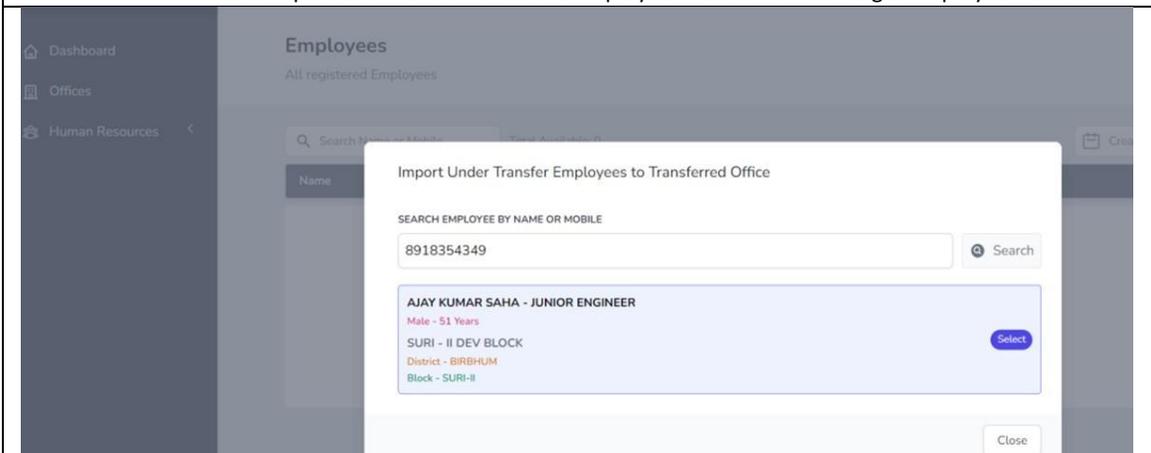
An employee who has been transferred-out from an Office can be transferred-in by another Office by searching the employee by his bankaccount number or mobile number and then clicking the Import button.



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

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Dashboard
Offices
Human Resources

Employee
All registered

Import Under Transfer Employees to Transferred Office

SEARCH EMPLOYEE BY NAME OR MOBILE

8918354349 Search

AJAY KUMAR SAHA - JUNIOR ENGINEER
Male - 51 Years
SURI - II DEV BLOCK Selected
District - BIRBHUM
Block - SURI-II

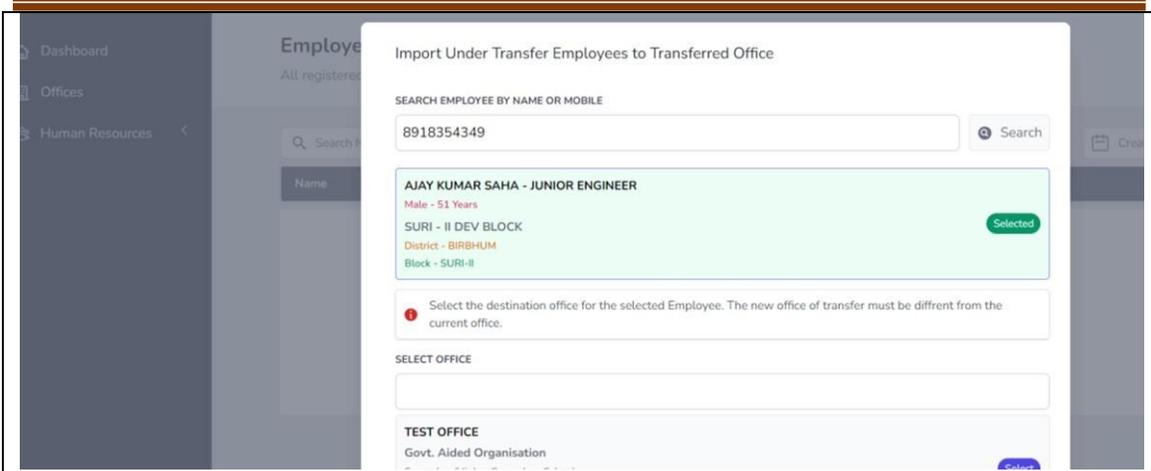
Select the destination office for the selected Employee. The new office of transfer must be different from the current office.

SELECT OFFICE

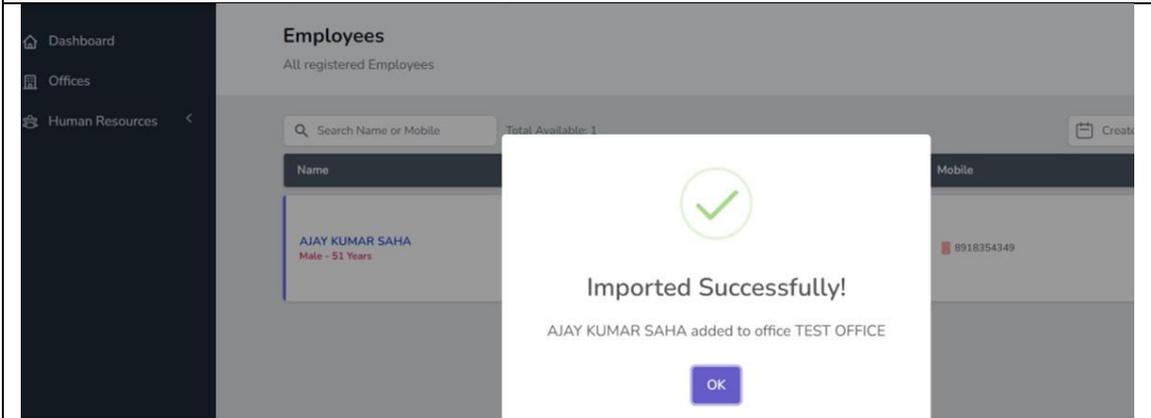
TEST OFFICE
Govt. Aided Organisation

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

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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

Name	Designation	Office	Mobile
AJAY KUMAR SAHA Male - 51 Years	JUNIOR ENGINEER STATE GOVT - Group A OTHER	TEST OFFICE Block - SURIN Govt. Aided Organisation Secondary/Higher Secondary School	8918354349

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

Employee Information
Personal details and others. **EDIT**

Full Name: AJAY KUMAR SAHA

Designation: JUNIOR ENGINEER

Mobile No.: 8918354349

Gender: Male

Date of Birth: 10-Jul-1972 (51 years)

Employment Details:

- Office: TEST OFFICE
- Service: STATE GOVT
- Group: A
- Pay Level: 14
- Basic Pay: 68000

Other Details:

- Qualification: OTHER
- Language Known: Bengali

Employee Information
Personal details and others. **EDIT**

Full Name: AJAY KUMAR SAHA

Designation: JUNIOR ENGINEER

Mobile No.: 8918354349

Gender: Male

Date of Birth: 10-Jul-1972 (51 years)

Employment Details:

- Office: TEST OFFICE
- Service: STATE GOVT
- Group: A
- Pay Level: 14
- Basic Pay: 68000

Other Details:

- Qualification: OTHER
- Language Known: Bengali

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

WBEMMS Ver

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

Update Employee Contact
This section captures the personal details for an employee. The information from here will be used for fetching the contact information of the employee.

STATE *
WEST BENGAL

ADDRESS *
BOLPUR SURI PARA WARD NO 17

PINCODE *
731204

PHONE
8918354349

EMAIL

Cancel Save

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

Elector
This section captures the electoral details for an employee. The information from here will be used for deploying the employee as Election Officer.

EPIC *
LPP2300036

PART NO
214

SL NO
1022

TEMPORARY ASSEMBLY CONSTITUENCY *
Bolpur (286)

PERMANENT ASSEMBLY CONSTITUENCY *
Bolpur (286)

DUTY ASSEMBLY CONSTITUENCY *
Sainthia(SC) (289)

TEMPORARY RESIDENCY LOCATION

WBEMMS Ver

DUTY ASSEMBLY CONSTITUENCY *

Sainthia(SC) (289) ▼

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 ▼

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

Personal Contact Election **Bank A/C** Transfers Exclusion Verification

Employee Bank Account Details EDIT

Bank

Branch

IFSC

Account No.

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

Bank Account

This section captures the bank account details. The information from here will be used for election related payments.

BANK * STATE BANK OF INDIA

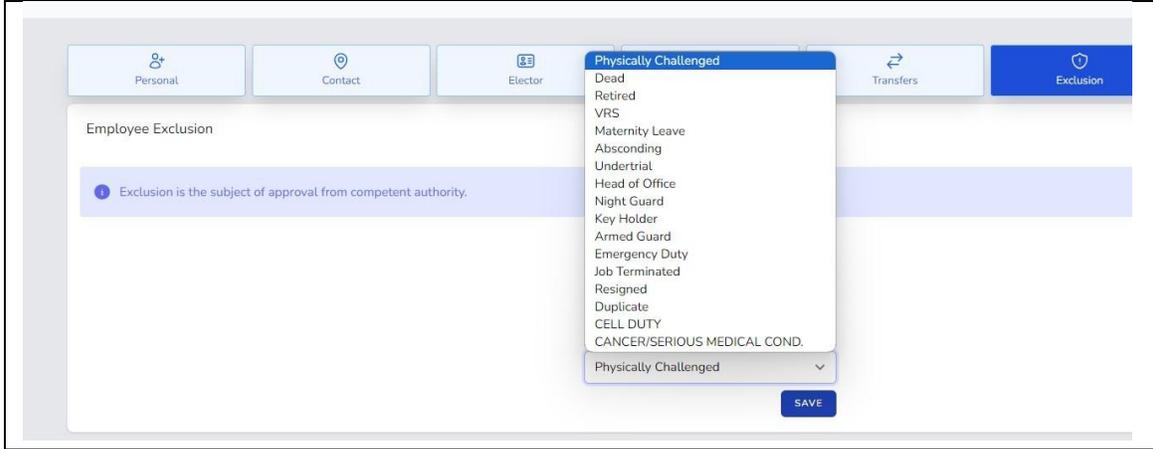
BRANCH * SBIN0000197

SUPAUL IFSC
DISTSUPAUL BIHAR 852131 SBIN0000190

SI IRI IFSC

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.

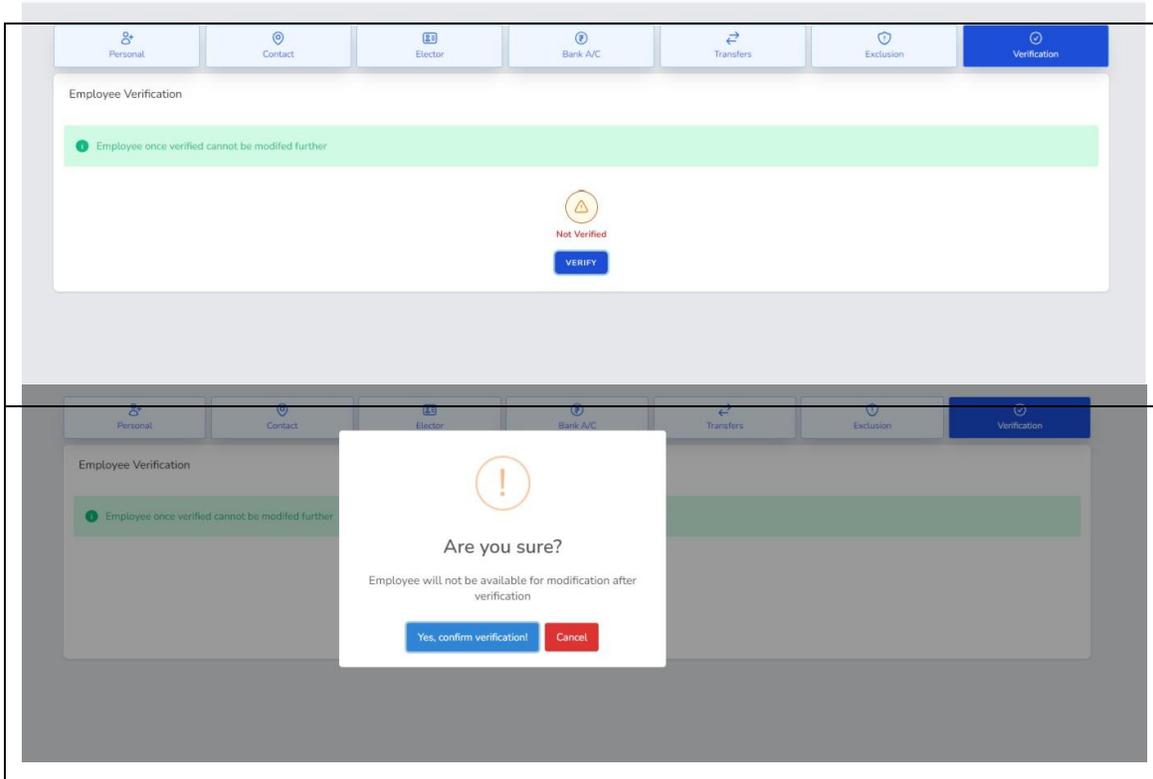


Exclusions must be added carefully and correctly to identify employees for Exclusions by MM&W Cell at District/ Block Level.

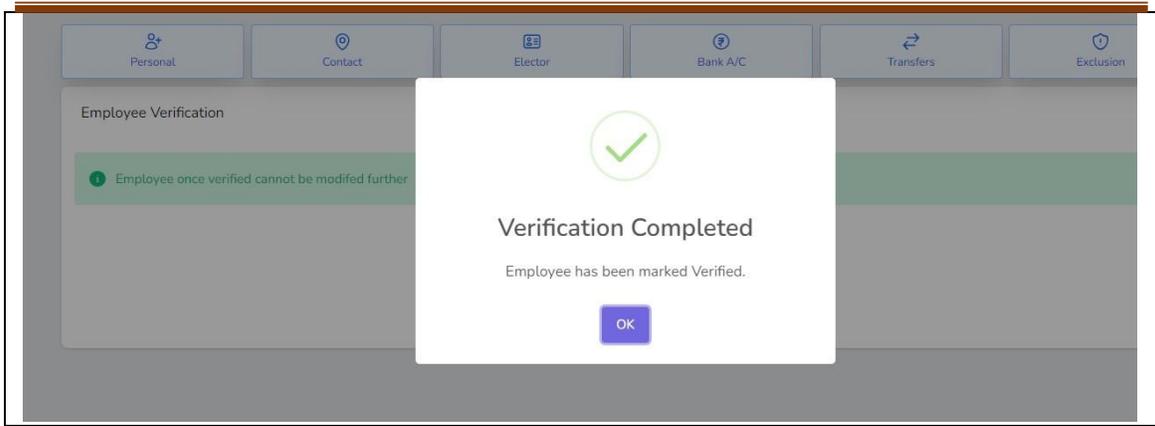
After Adding Exclusion, the Save button must be clicked to Saver Data.

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.

