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

Submitted to:

Office of the CEO, West Bengal

NIC West Bengal State Unit

National Informatics Centre

Ministry of Electronics & Information Technology, Government of India

Vidyut Bhawan, Ground floor, Salt Lake, Sector-IIKolkata-700091

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Contents

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:
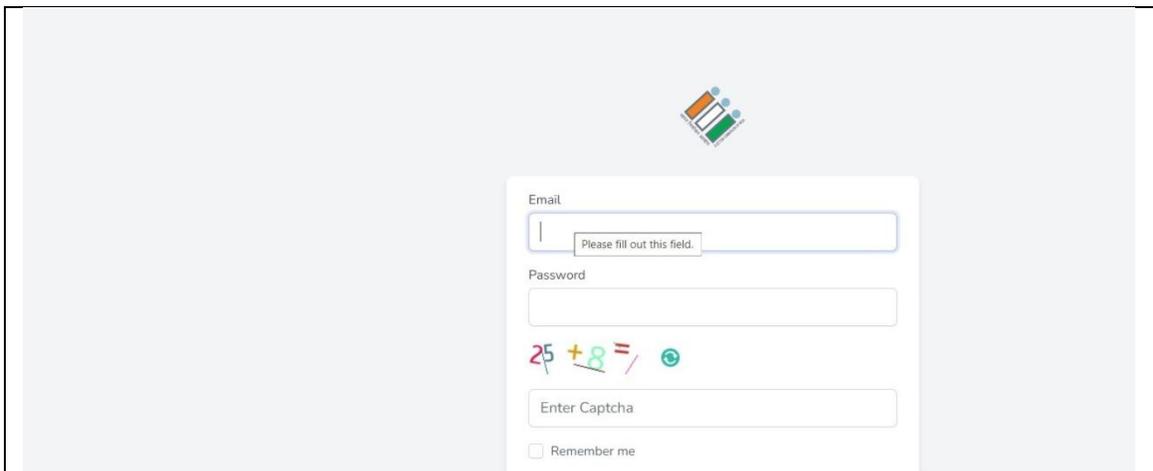
Purpose : Logging in of Authorized and Authenticated Users
Functions : User Login and Captcha. Reset Password (if needed). Regeneration of Captcha (if needed)

User Login : Enters User Credentials and clicks Login Button
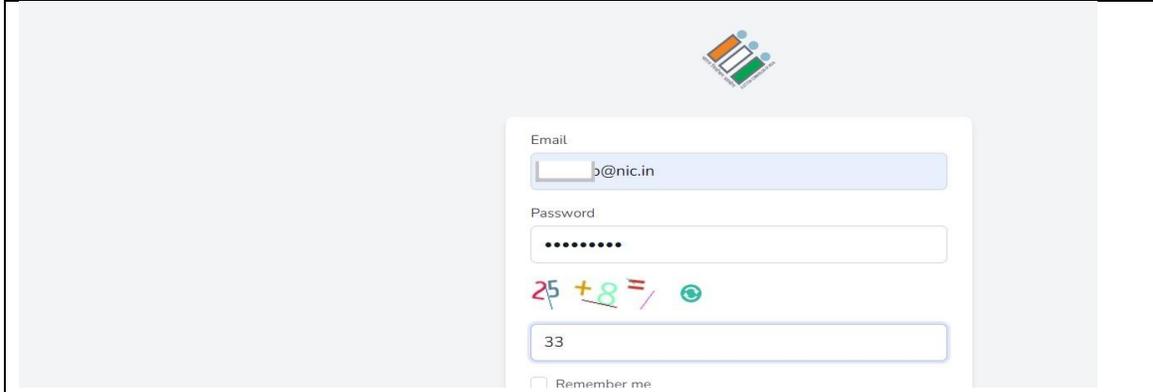
| Purpose : User Login |
| --- |
| Functions : Authenticated and Authorized User login with Captcha |

REGISTRATION OF OFFICES: The Offices belonging a District has to Self Register in the WBEMMS Systemonly 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
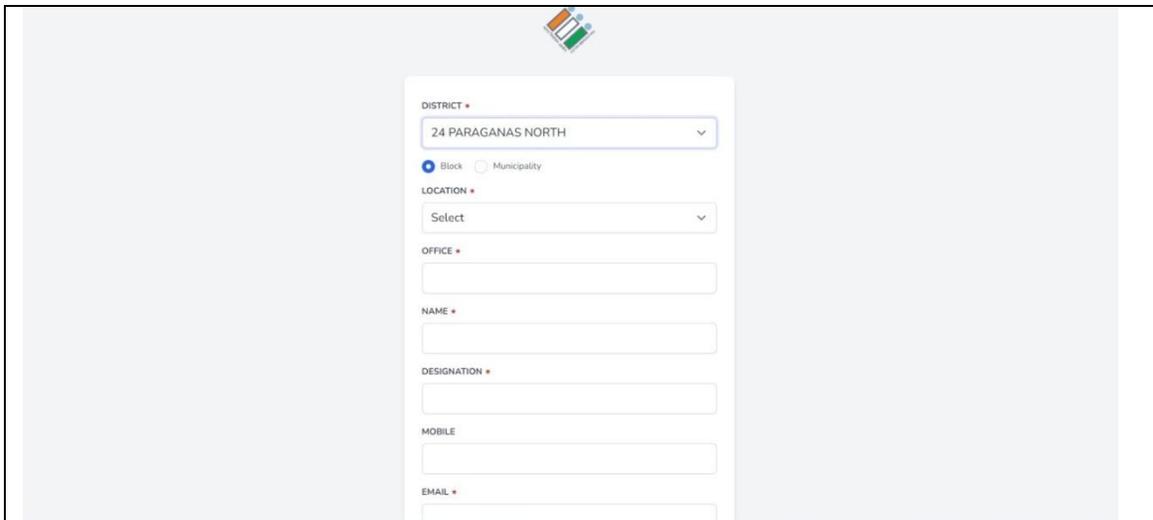

| Purpose : Self Registration of Offices |
| --- |
| Function : An Office can its Block / Municipality location , Enter Name, Designation, Mobile, email, password & confirm password |
| Click REGISTER button to Complete the Register Process |
| **IMP :** |
| **1) The Mobile Number must be unique** |
| **2)The e-mail id entered will be the Login id 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.** |

| 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 |
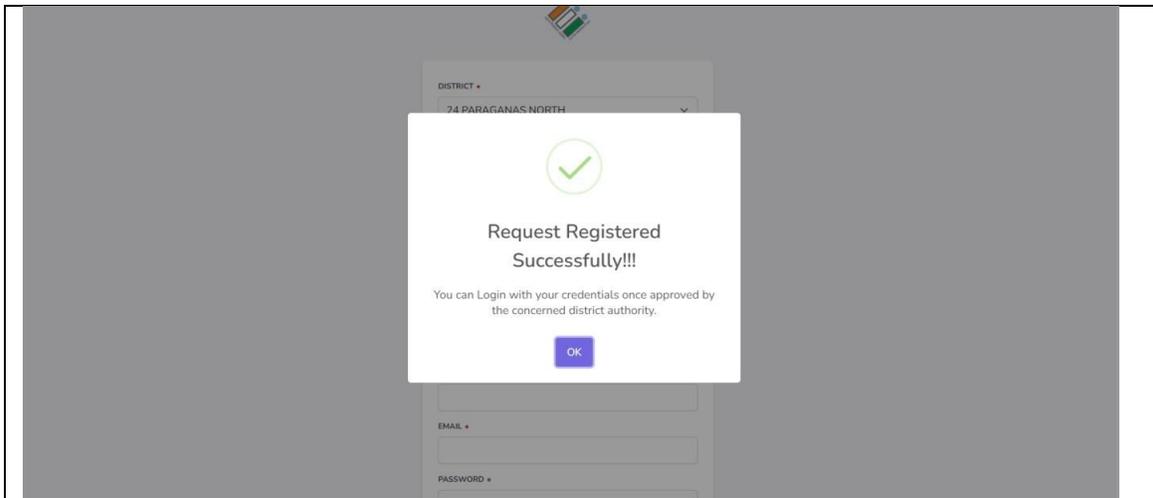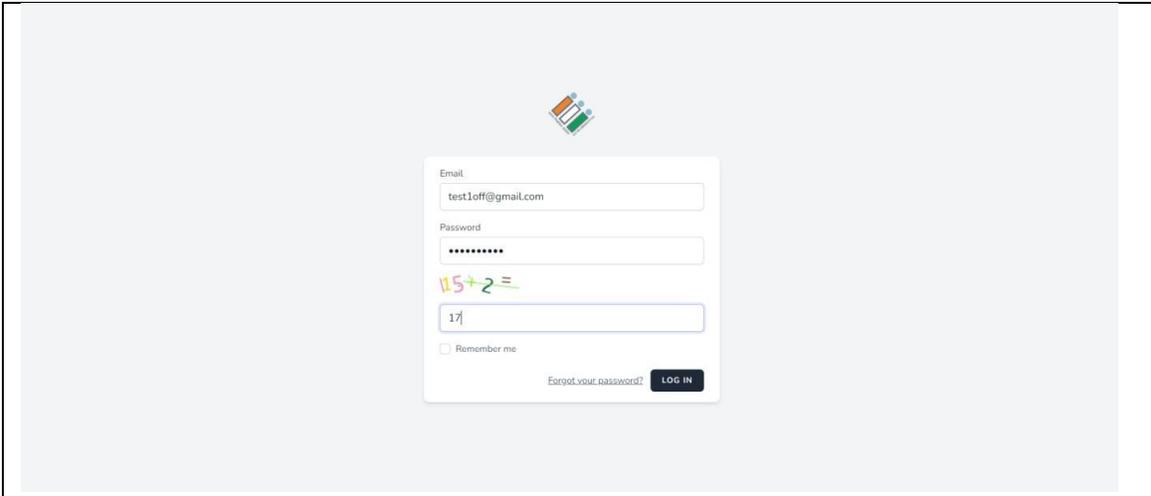
OFFICE LOGIN

User can login using Registered userid and Password
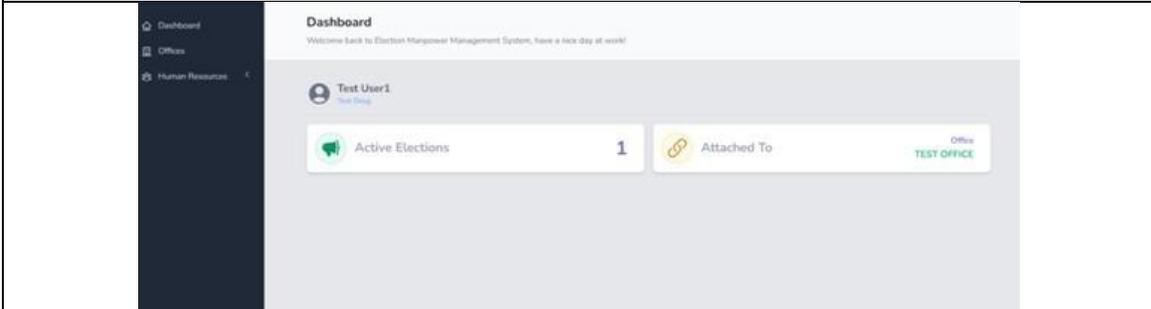
Office User Dashboard : User Can See Active Election and Attached Office Details

Office User Profile : Click on Profile to Invoke this Menu

View/Edit Profile

The User may Change his Profile using Update Profile. Also the User can Change his Password from this Menu. All Updates will be Confimed 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 bedisplayed
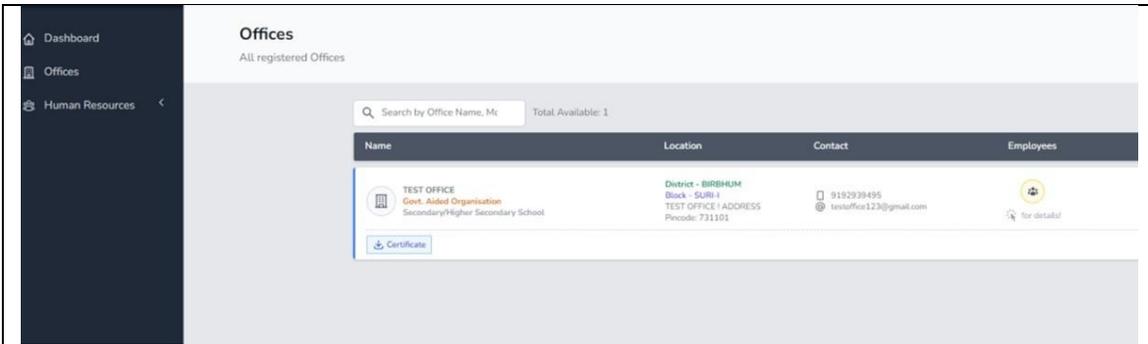
Purpose : To View, Add or Edit Office Details. Only the District or Block Level Admin User can Add Office. Other Users can Edit Office Details . Also The Office User can have a At-a-Glance Data about Employees belonging to that office by clicking the Icon Under Employees Column
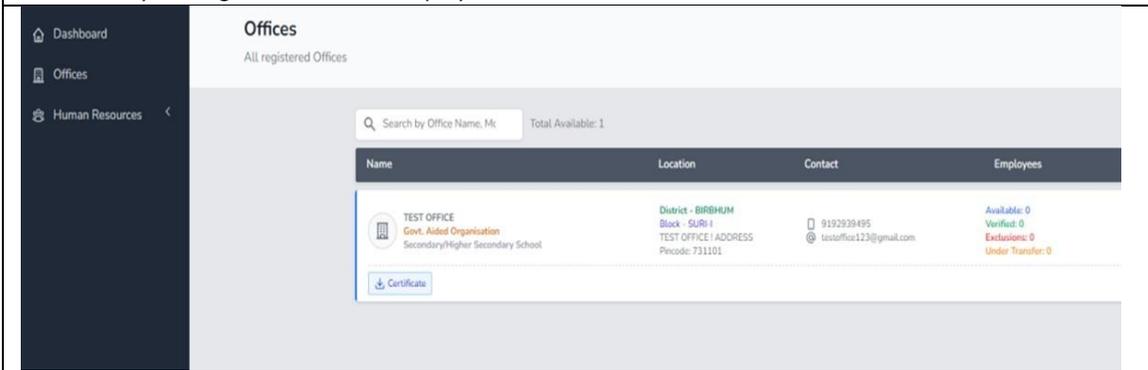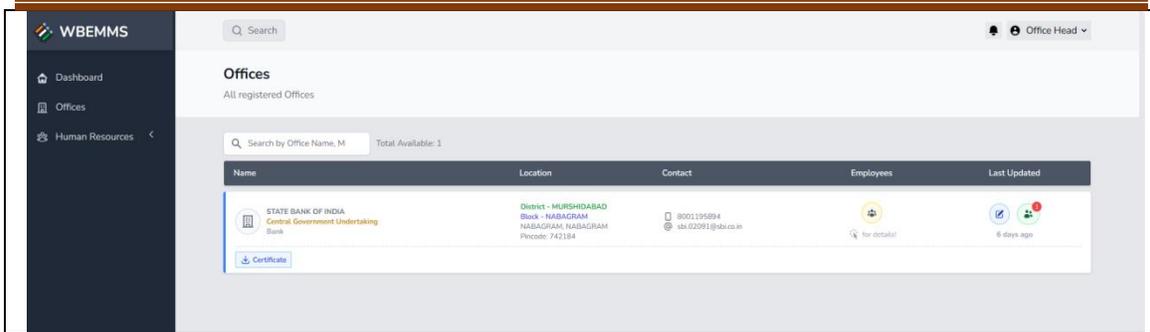
The office details can be edited by clicking the Pen(Edit) icon , updating office details and clicking the Save button
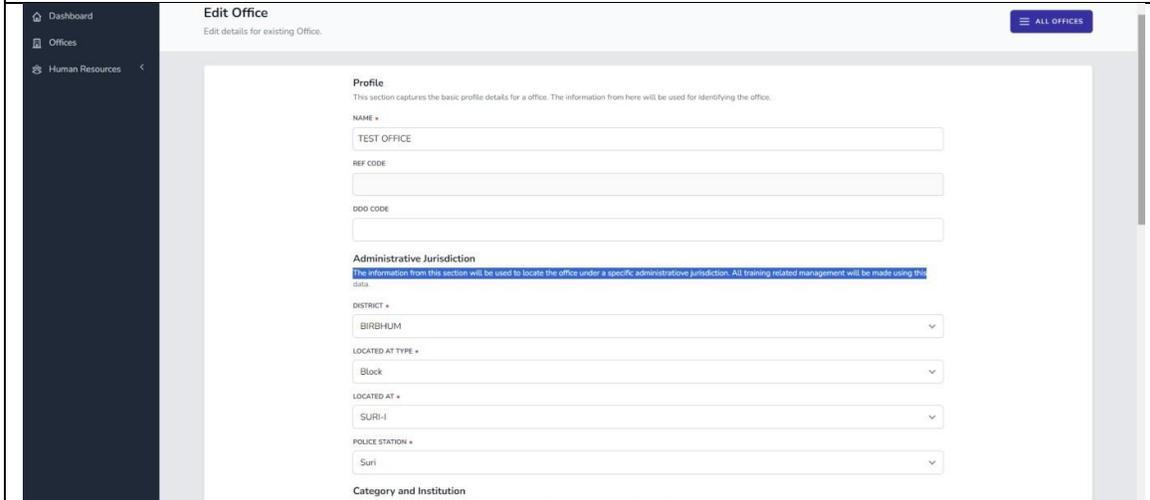

ADD DESIGNATION:

After click on save button a sweet alert pop-up message is shown. Now add Designation page will be added.
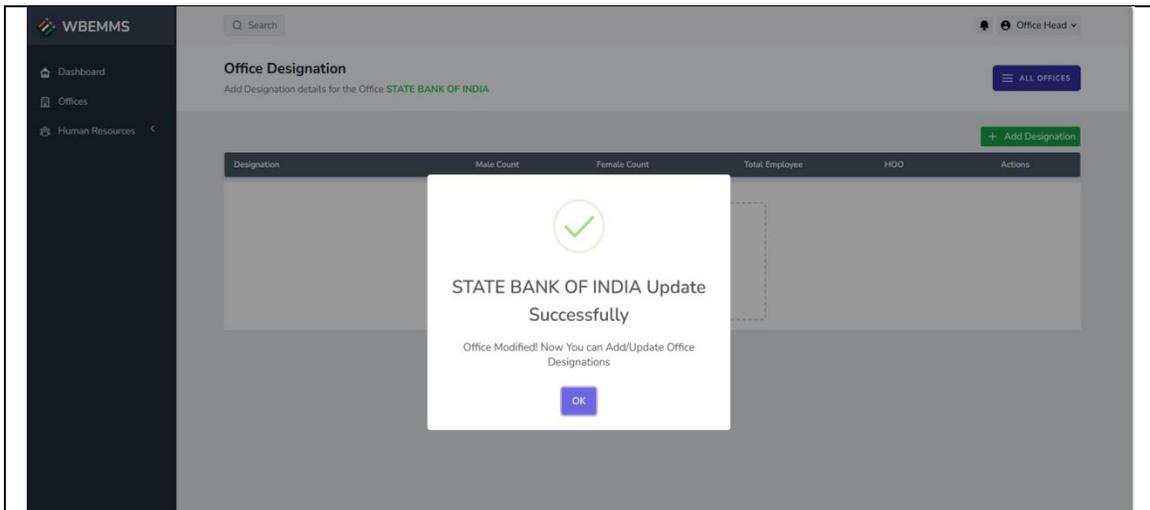
Then the user can **Add Designation** click on add designation button.
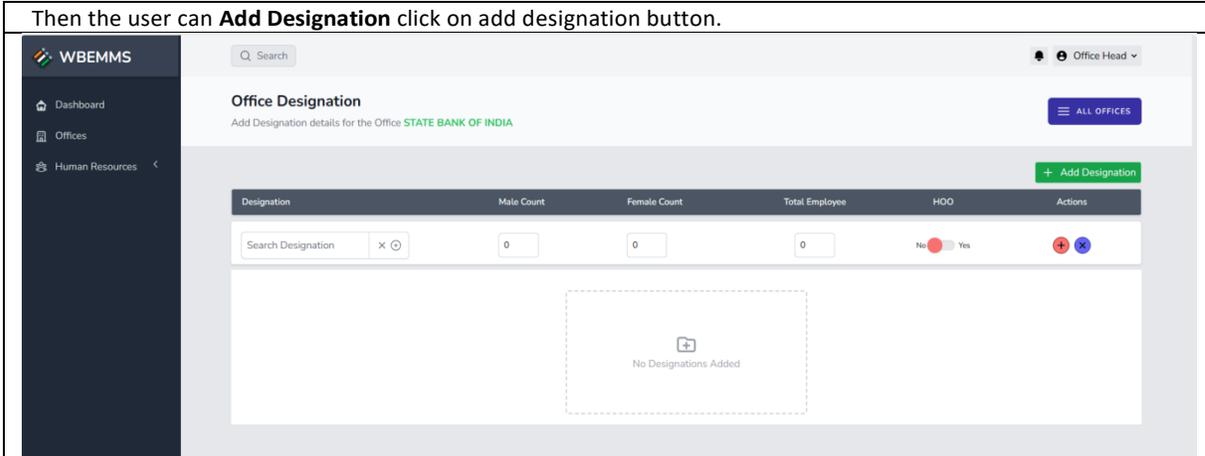
Set on Designation and click on plus sign to save the designation.

Click on Save button then a sweet alert pop-up message is shown.
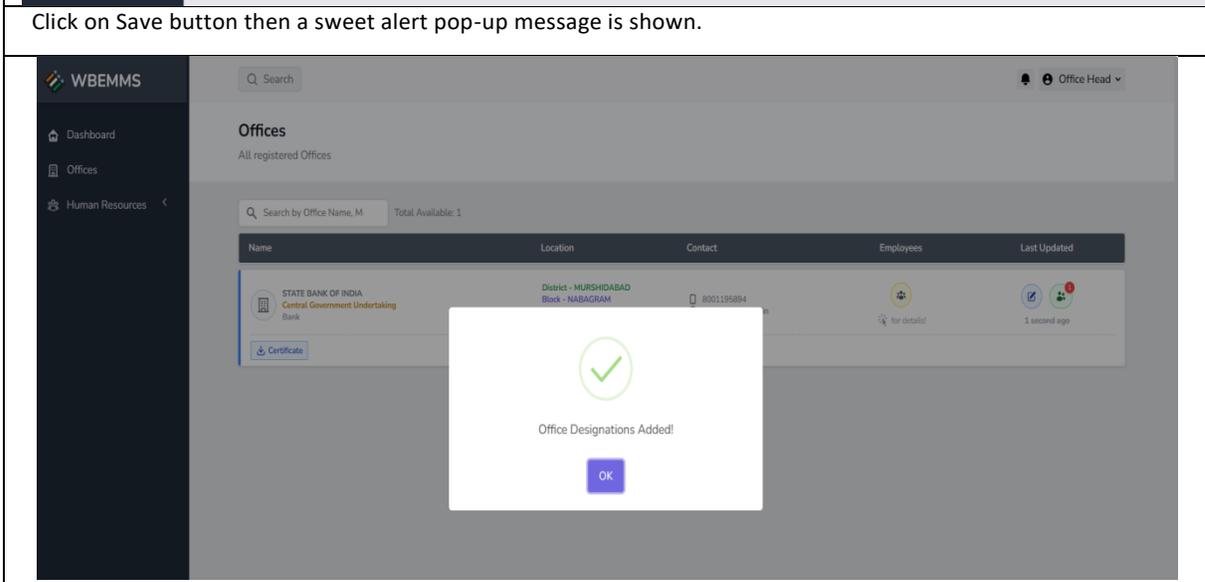
The User id Associated with the Office can be viewed by clicking the User Icon under Last Updated column. Any Data Updated in profile agaist diplayed information will the refected here.
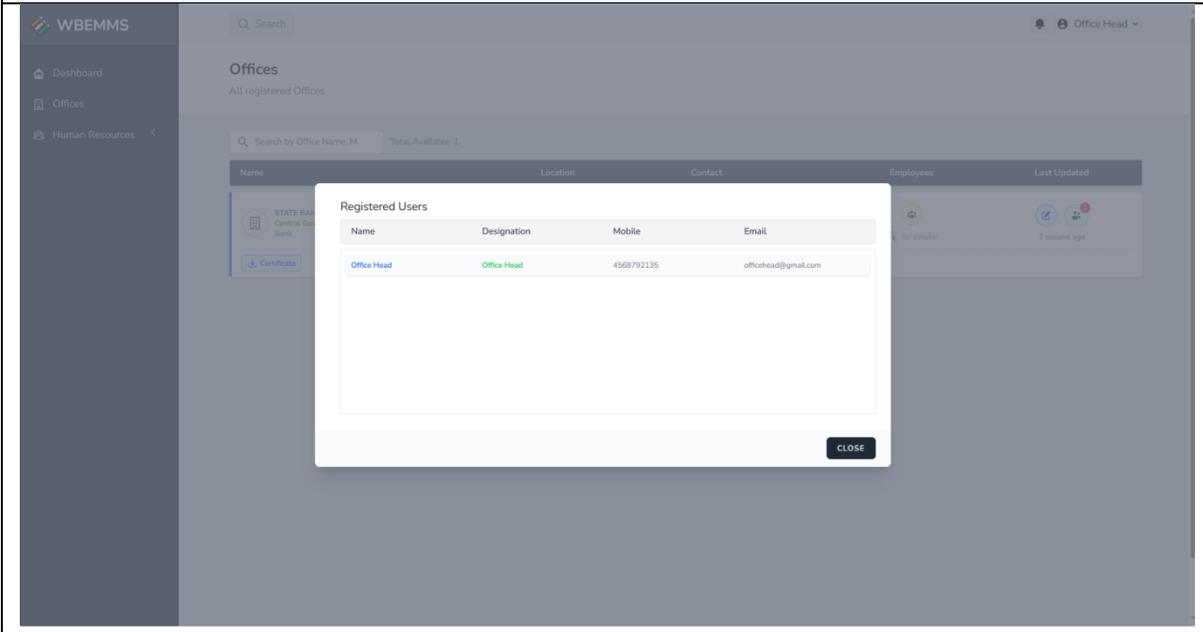

ADDING / EDITING PERSONNEL DATA : This Menu can be invoked by clicking the Human Resource Menu and Then clicking the Employees Menu –

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.

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 beeasily marked by Clicking the Transfer Tab
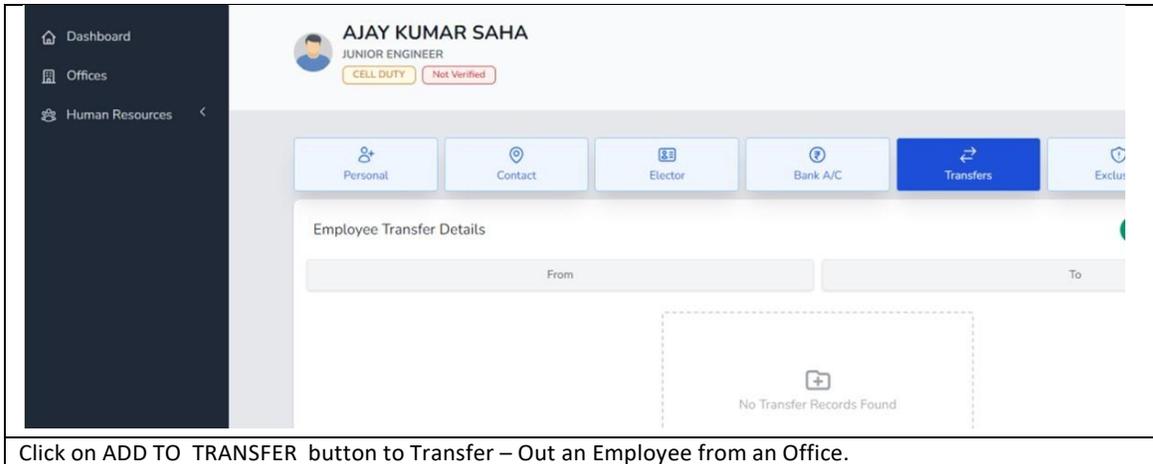
Click on ADD TO TRANSFER button to Transfer – Out an Employee from an Office.
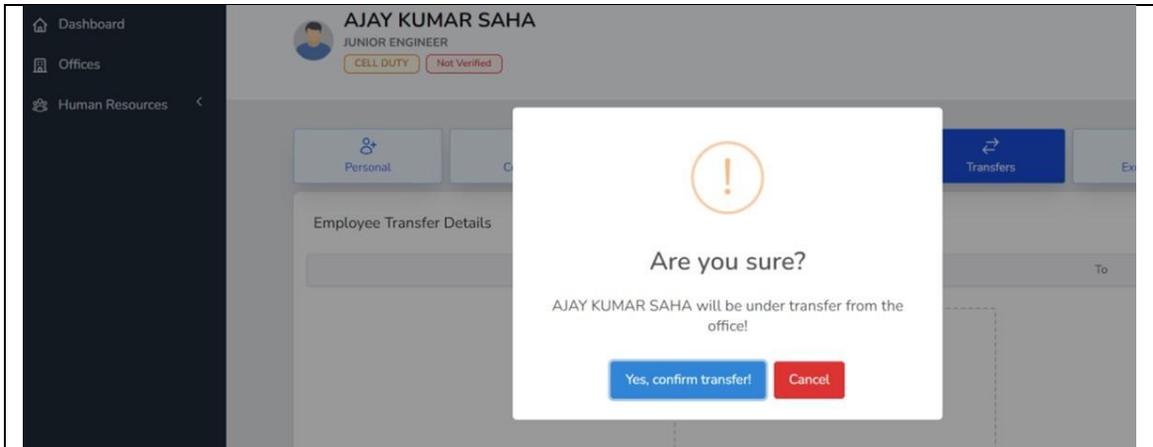
The System generates a Message to confirm the Transfer the Employee.On confirmation the Employee is added to the Transfer List . Other Office can search and Transfer-In the Employee into their Office
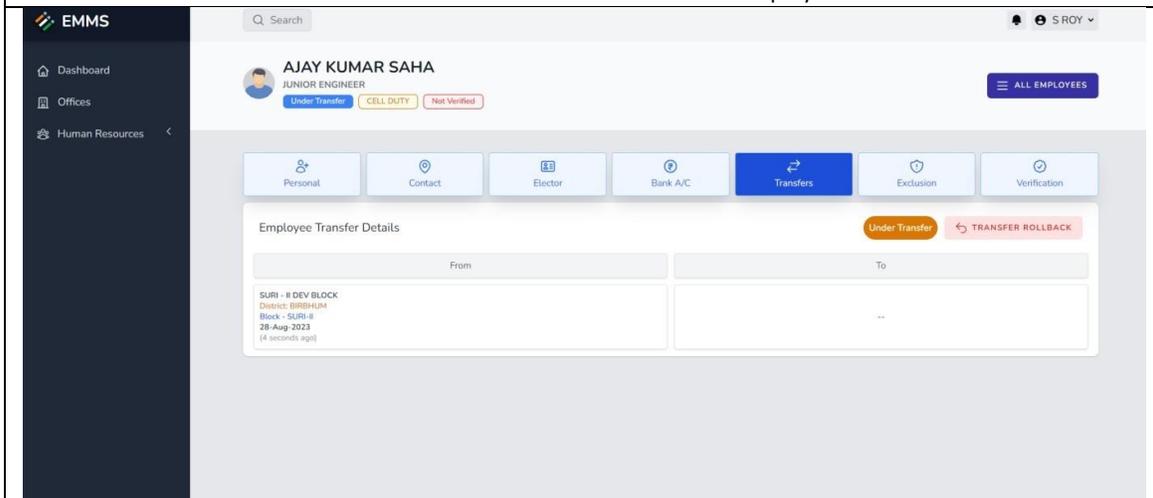
A transferred Employee is indicated by Under Transfer Staus in the Transfer Tab. A transferred emnployee can be recalled back into an Office by clicking the TRANSFER ROLLBACK button. On Clicking this button the

transferred employee is retuned 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.
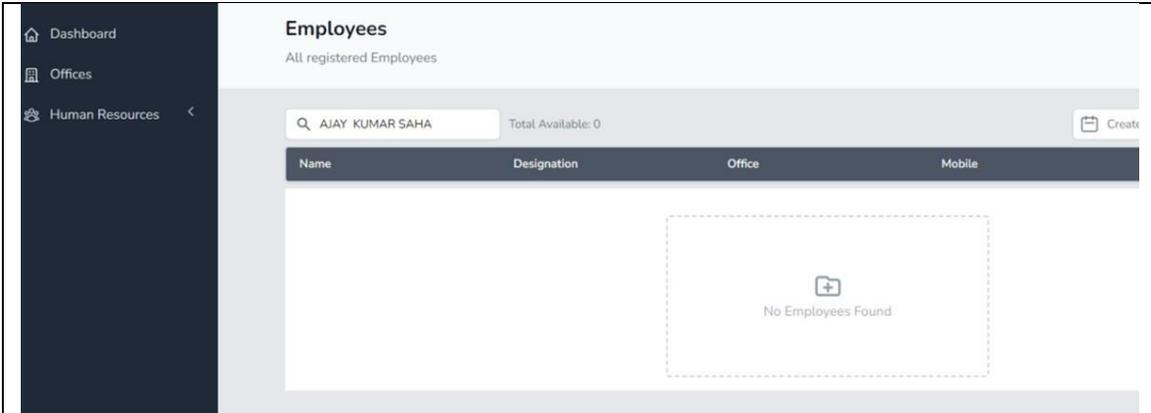
The User has to Click Import Button to invoke the Menu to import a Trannsferred Employee
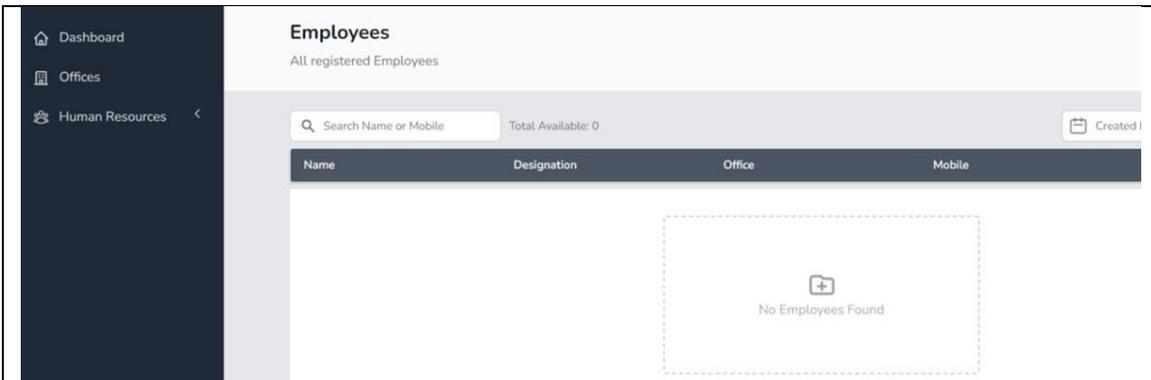
The User has to click the Import Sub Menu and Put the Employee Mobile Number to get Employee Details
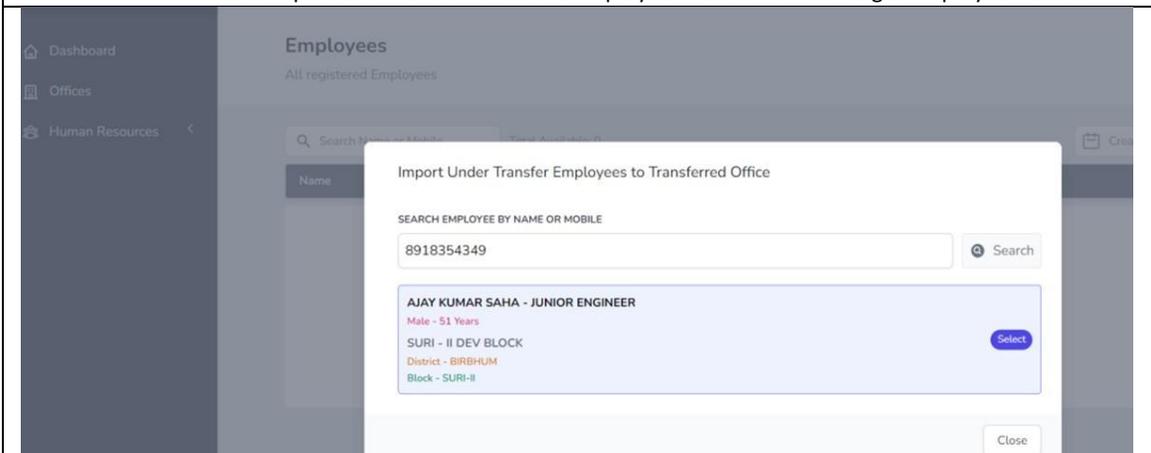
Select the Employee and Click the Select button

Select The Office and click on IMPORT button to Import the Employee
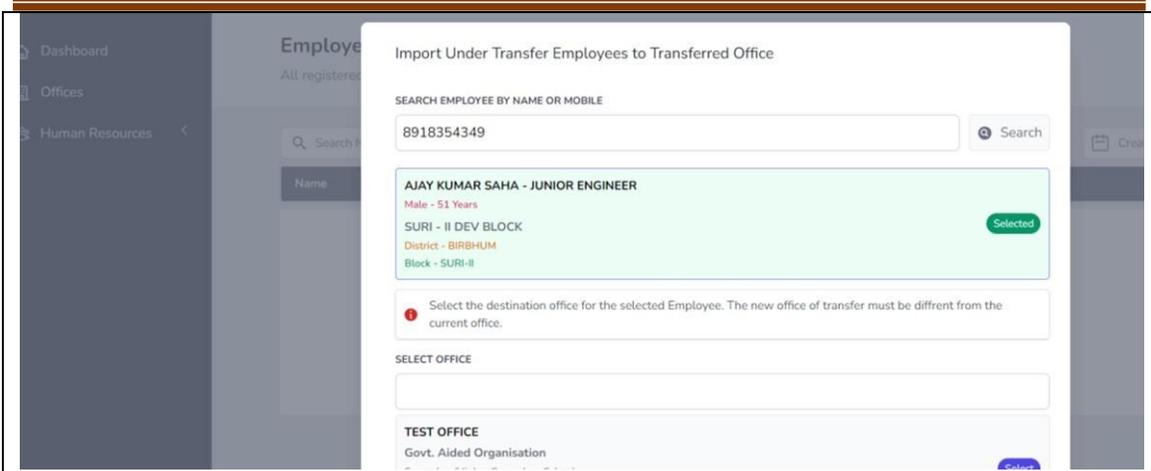
Confirm the Import to complete the Transfer-In process
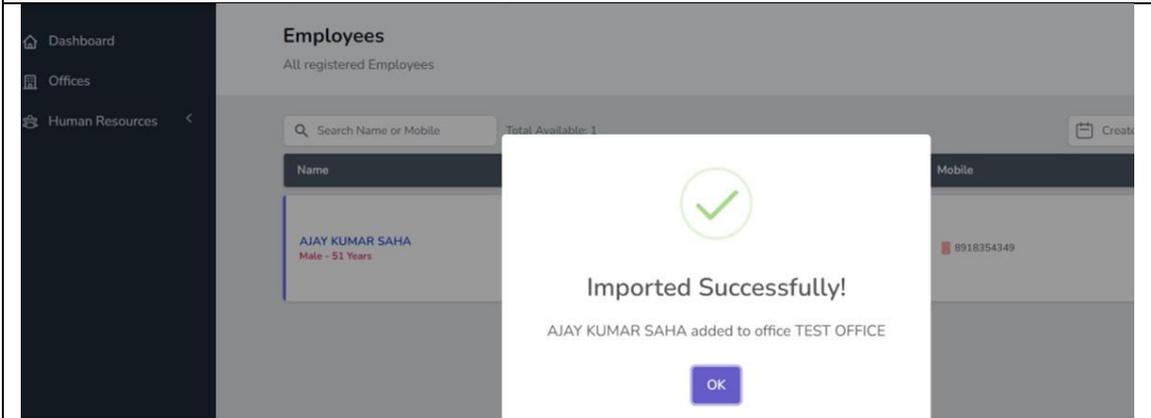
The Employee is now Imported into the New Office under which he is presently posted. The Details of the imported employees must be verfied against all the five mandatory tabs

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 orclicking 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

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

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

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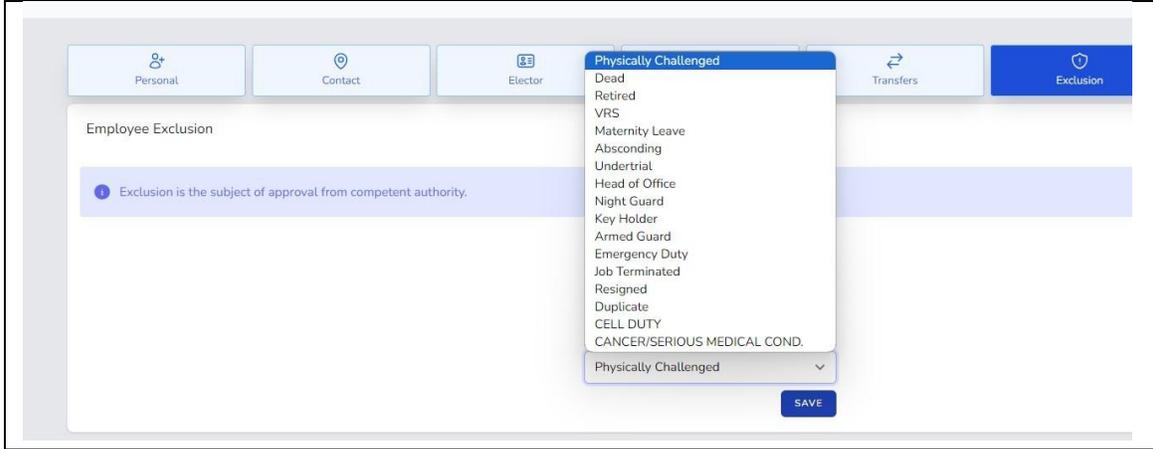
Exclusions must be added carefully and correctly to identify employees for Exclusions by MM&W Cell at District/ Block Level.

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.
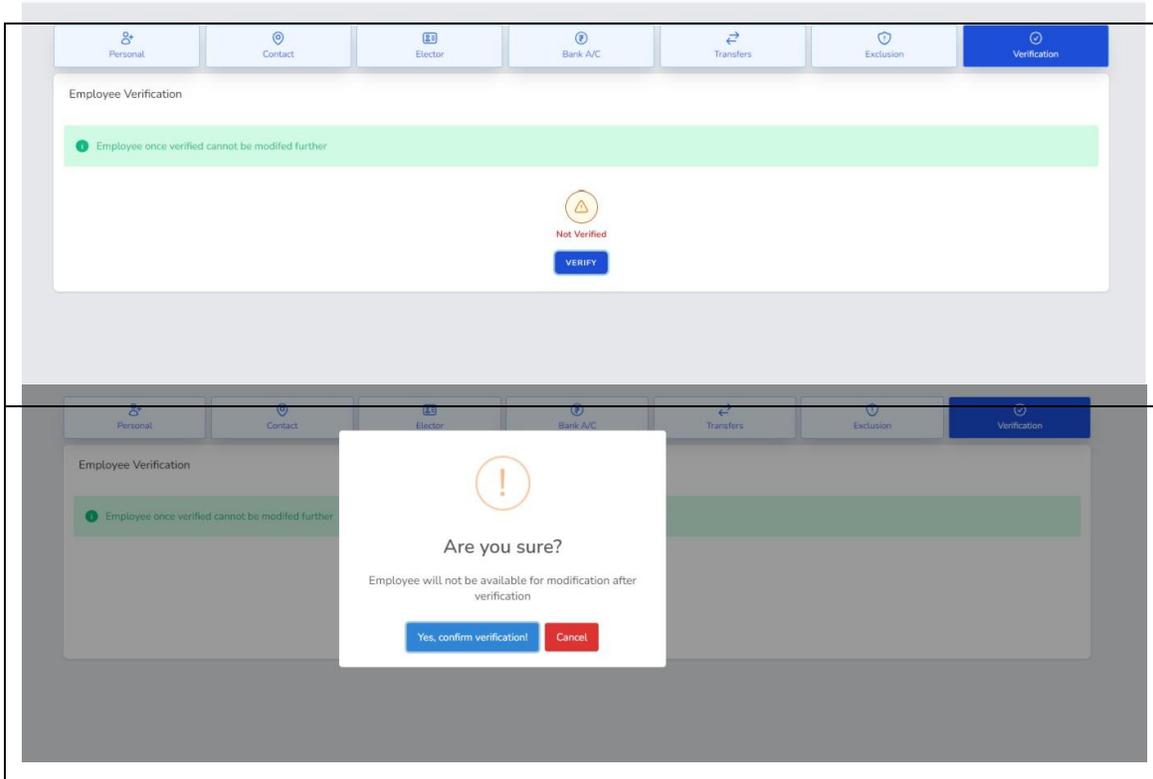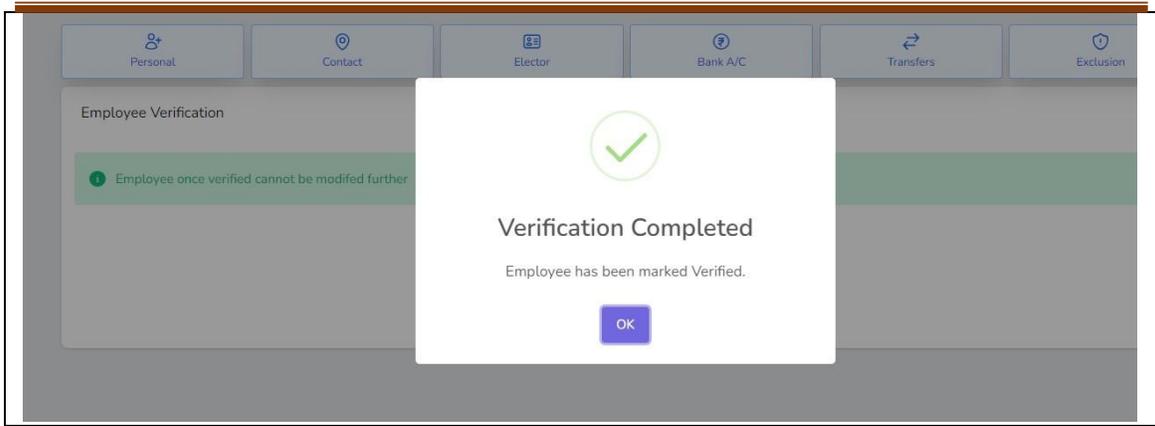
The Employee Data is now Verified.