Te-Poll

Polling Personnel Randomisation System for Local Bodies

User Manual

I N D E X

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LOGIN TE-POLL SOFTWARE

Open Mozilla Firefox browser(preferable). In address bar type tsec.gov.in

Fig.1 will be displayed

Fig.1

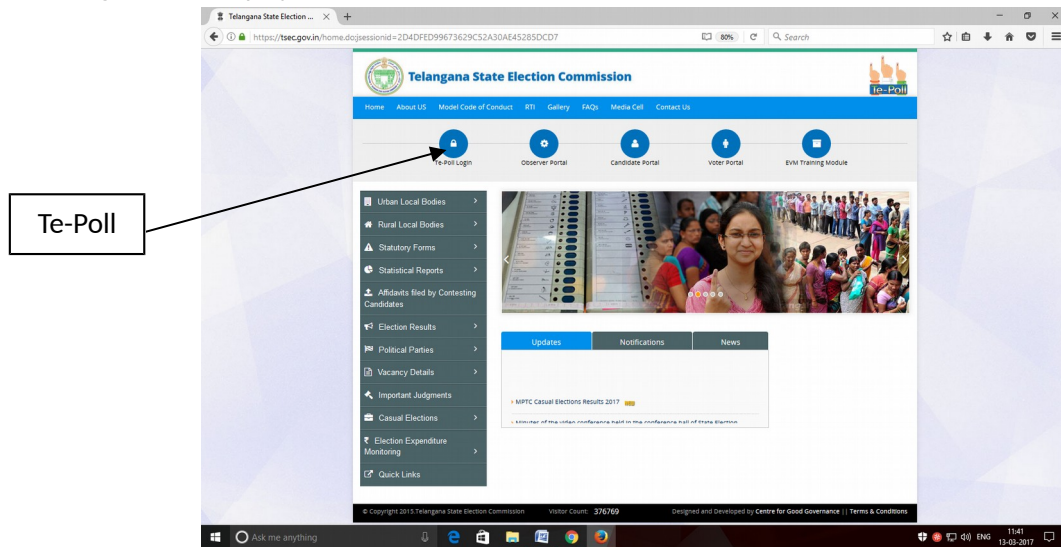**Click on Te-Poll Login** to open **Fig.2** that displays Te-Poll Software Modules such as Electoral Rolls Management System Module, Polling personnel Randomisation System Module, Election Process Management System Module and EVM management System Module.
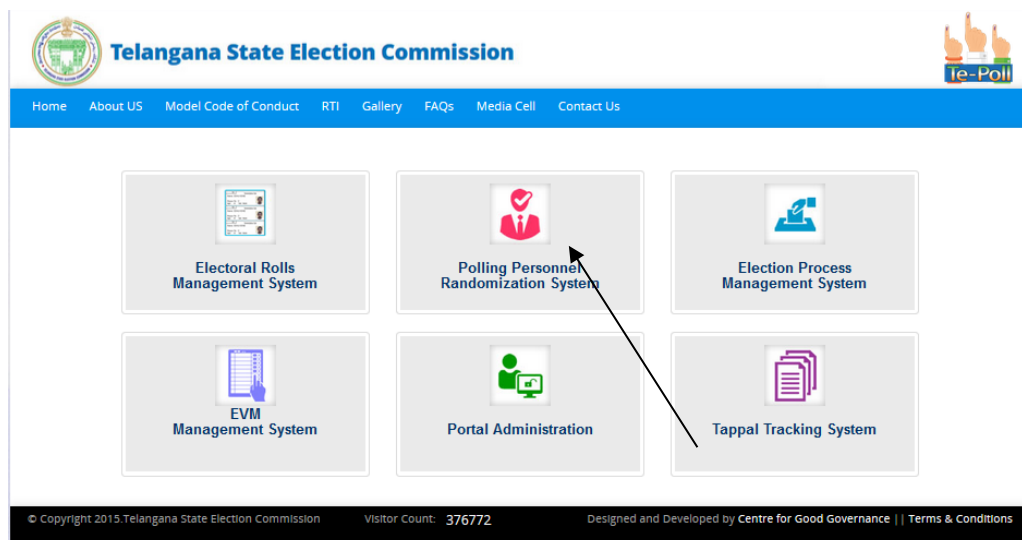

Fig.2

Click on **Polling Personnel Randomisation System (PPRS)** to open **Fig.3.** This module is used to enter Polling Personnel information data, Randomisation of Polling Personnel for three levels along with formation teams for assigning to polling stations.

Fig.3

Authorised RDO can login into the module by entering their username, password.

Enter username and password for login into the portal.
Username: <username>
Password: <password>
Enter Captcha:<xxxx>

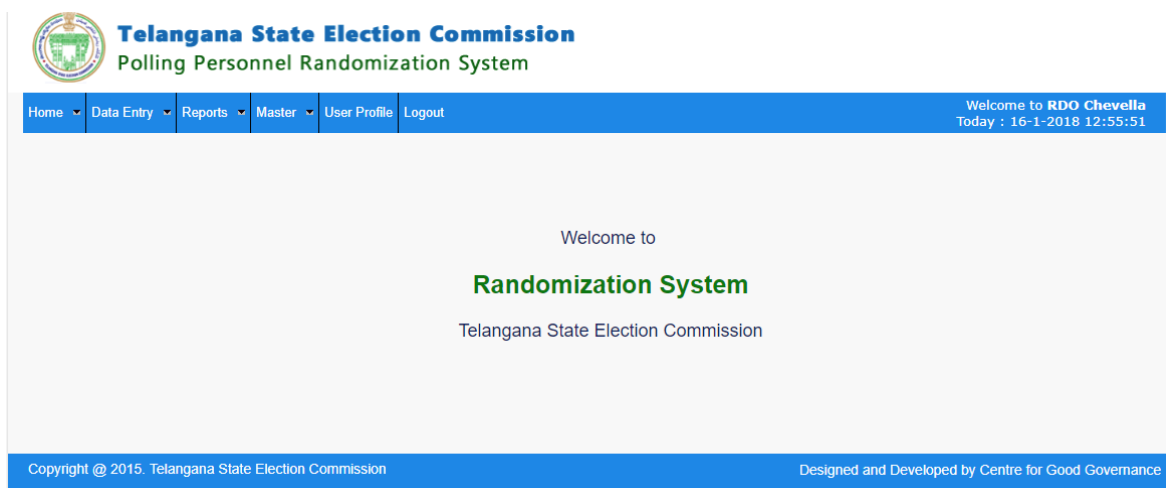After successful login the following home screen **(Fig.4)** will be displayed

Fig.4

2. DATA ENTRY OF OFFICE MASTER

Click on the below shown menu **'Add Office' (Fig.5)** to open **(Fig.6)** for entering office master details.

Note : BEFORE ENTERING THE EMPLOYEE DETAILS OFFICE MASTER DATA ENTRY MUST BE COMPLETED.
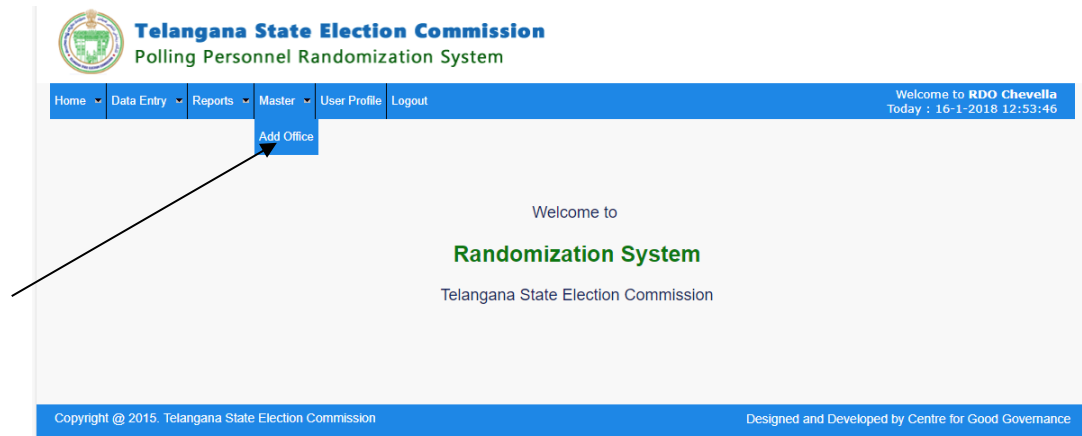
Fig.5
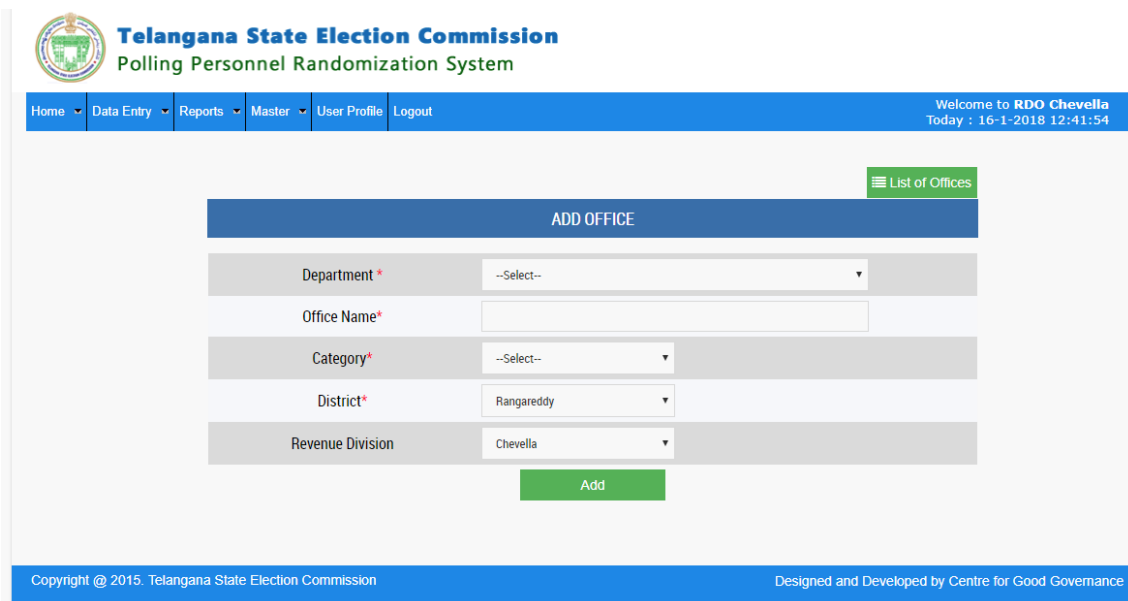
Fig.6

3. DATA ENTRY OF POLLING PERSONNEL INFORMATION

Click on the menu **'Data Entry'** to open **(Fig.7)** the following sub-menus.

e)   Add Polling Personnel
f)   Selection of Officers
g)   Team Formation
h)   Teams mapping with Polling Station
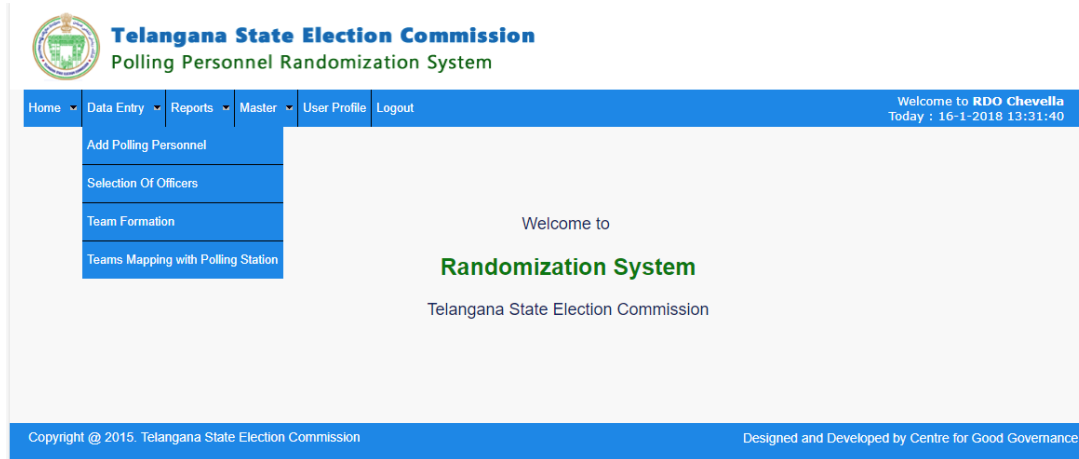
Fig.7

a. Add Polling Personnel

Click on the sub-menu **'Add Polling Personnel'** menu to open (**Fig.8**) screen, which is used to enter polling personnel details of concerned district.

Click on to view list of polling Personnel entered **(Fig.9)**

Fig.8

Fig.9

b.   Selection of Officers (First level of Randomisation)

Click on the sub-menu **'Selection of Officers'** to open **(Fig.10)** following screen. Fill the required parameters and enter the required polling personnel against column (No. of Officers Required) by adding 20 percent in excess of their actual requirement so as to keep certain personnel in reserve and click button **'GENERATE RANDOM LIST'** to generate randomised list of polling personnel. This is first level of randomisation.

Fig.10

Click on **'VIEW GENERATED LIST'** to view the randomised polling personnel **(Fig.11)**.

Fig.11

Click to view the employee list who exempted from current election duty (**Fig.12**)

Click **Delete** Button to exempt the concerned employee from the election duty

Fig.12

Click on the sub-menu **'Individual Officer Appointment Order'** available under main menu **'Reports'** shown in the screen **(Fig.13)** to take print the appointment of orders of polling personnel who are drafted for election duty as shown in (**Fig.14**).
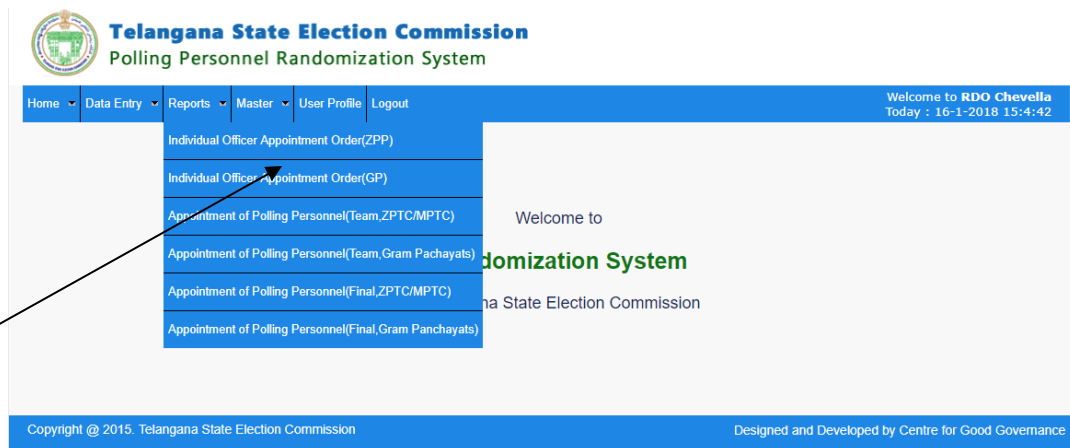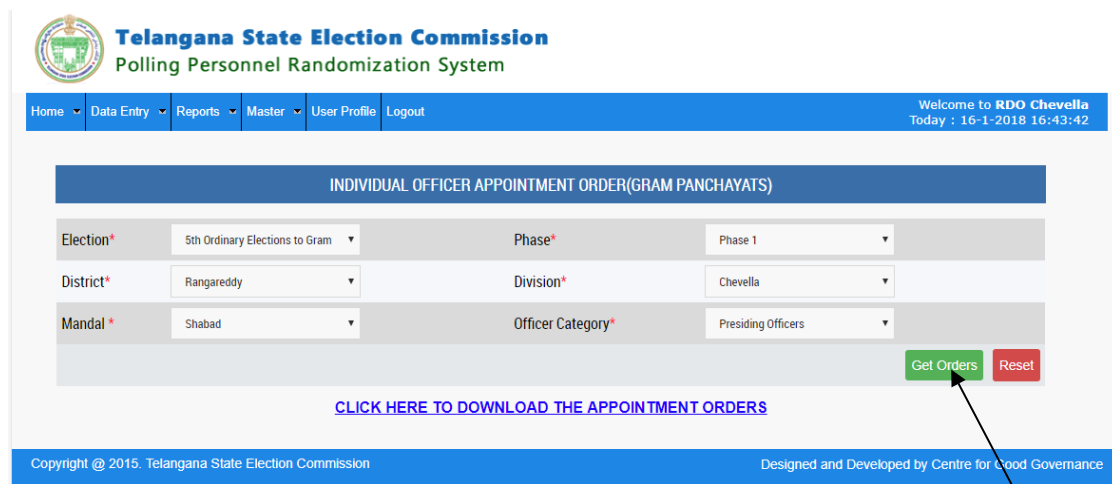
Fig. 13

Fig. 14

Select the election, phase, Mandal and Office category etc. and then click **'Get Orders'** button to display web link '**CLICK HERE TO DOWNLOAD THE APPOINTMENT ORDERS**' to display appointment orders for issuing to the individual polling personnel who draft for election duty for the selected Mandal Praja Parishad.

c.   Team Formation

Click on the sub-menu **'Team formation'**, shown in the (**Fig.7**) to open following screen **(Fig.15).** Using this menu you can randomly generate required number of Polling Personnel Teams with selected team size for the selected Mandal Praja Parishad. For this user have to click **'Form Teams'** button. This is second level of randomisation of Polling Personnel. To view the randomly generated teams click '**View Teams List'** to open **(Fig.16)**

Fig.15

Fig.16

Click on the sub-menu **'Appointment Polling Personnel (Team)'** available under main menu **'Reports'** shown in the screen **(Fig.13)** to take print the team appointment of orders of polling personnel who are drafted for election duty as shown in (**Fig.17**).

Select the election, phase, Mandal etc. and then click **'Get Orders'** button to display web link **'CLICK HERE TO DOWNLOAD THE APPOINTMENT ORDERS**' to display appointment orders for issuing to the polling personnel duly indicating team members and team code who draft for election duty for the selected Mandal Praja Parishad.

Fig.17

d.   **Team Mapping with Polling stations**

Click on the sub-menu **'Team Mapping with Polling Stations'**, shown in the (**Fig.7**) to open following screen **(Fig.18).** After selection required fields**,** click on button **'Teams size Mapping with PS'** for assigning the team size for each polling station which going for poll and assign **'0'** for polling station for which no poll. For saving the mapping Polling Stations click '**Map PS with Team Size'.** Click on button **'Mapping Teams with Polling Stations'** shown in the below screen (**Fig.18**) to randomly map the polling station with already generated teams. This mapping is the third Randomisation of Polling Personnel.

Fig.18

Click on the button **'View Mapped Polling Station List'** to view teams mapped with available Polling stations in concerned Mandal Praja Parishad.**(Fig.19)**

Fig.19

3.   Update User details or Change password:

Click on ERMS main menu **'User Profile'** to open screen **Fig.20** used to update the user contact details and also can change the password by entering new password.

Fig.20