USER MANUAL

FOR

EXAMINER MARKSHEET SUMMER 2012 (THEORY)

By,

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Pune.

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INTRODUCTION

The purpose of emarksheet for theory is to enter online marks of students in an efficient manner and no time wasting for checking the paper. The main objective of emarksheet is to efficiently evaluate the Candidate's marks thoroughly through a fully automated system that not only saves lot of time but also gives fast results. In the emarksheet module, all the RACs will be able to give marks for Theory Marks.

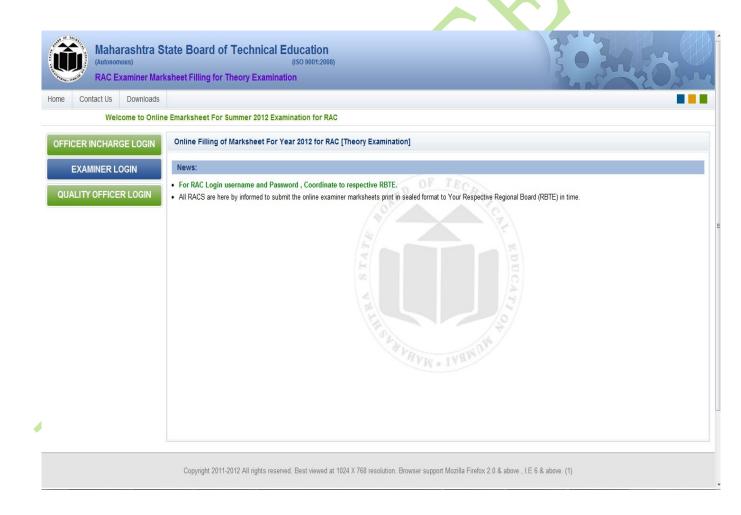
This system will be used by Officer in Charge and Examiners of RAC. The Officer in Charge creates their Examiners and assigns the mark sheets. The Examiners will fill the online mark sheets. The Quality officer in Charge will confirm this sheet and then the examiner will confirm the sheet that is filled.

STEPS (OVERVIEW)

- 1. Officer In Charge login
- 2. Officer In Charge Change Password
- 3. Officer In Charge view the sheets of different institutes under the RAC
- 4. Officer In Charge creates Examiner's Login
- 5. Officer In Charge assigns mark sheet to Examiners (Regular and Manual Sheets)
- 6. Examiners login
- 7. Examiner Change Password
- 8. Examiners Fill the allocated sheets (Regular and Manual Sheets)
- 9. Examiners submit the filled sheet and update if necessary
- 10. Proceed the filled sheet to Quality in Charge Officer
- 11. Quality Officer In Charge Login
- 12. Quality Officer In Charge Change Password
- 13. Verification and updating of mark sheet (if necessary)
- 14. Confirmation of Sheets from Quality Officer in Charge
- 15. Confirm E mark sheets by Examiner
- 16. Print the Mark Sheet

Homepage and Logins

- The homepage is as shown in the figure below.
- The latest news is displayed on the homepage.
- So one is expected to keep oneself updated with the latest news.
- There are three logins
 - > Officer in Charge Login
 - Examiner Login
 - Quality Officer in Charge Login



Officer in Charge

Roles

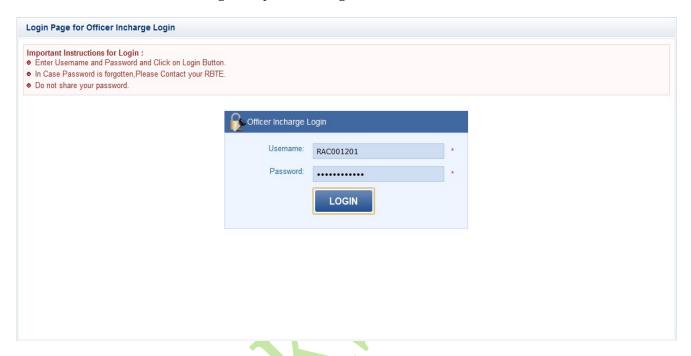
- 1. Create the examiner's login account including few details of examiners.
- 2. Allocate mark sheets to examiners by selecting the examiner name and entering the sheet number.

Activities

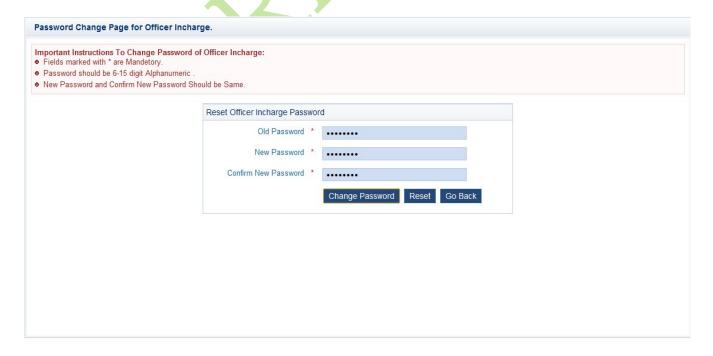
- ➤ Officer in Charge must have to change password (which will be provided to him by the MSBTE) after first time login. For security reason can Change Password anytime.
- ➤ The Officer in Charge Create Examiners Login account by Entering Name, Designation, Mobile No., Email address and Password for his/her account (Filling all the information of examiner is mandatory).
- ➤ The Officer in Charge can check/edit/delete Examiners account details.
- Officer in Charge should Allocate Examiner Marksheet to Examiners by selection of:
 - Name of Examiner and
 - Enter sheet number
- After that press submit button.
- The Officer in Charge can delete the details of Examiner Mark sheet which is allocated to Examiners unless and until the Marksheet is not filled by Examiner.
- ➤ The Officer in Charge can create Examiner Marksheet manually and assign it to Examiner by selection of :
 - Operator name
 - Institute
 - Course Code
 - Year Code
 - Master Code
 - Subject Name
 - Number of sheets to be generated
- > The Officer in Charge can delete the details of manually allocated Examiner Mark sheet which is allocated to Examiners unless and until the Marksheet is not filled by Examiner.

Login

- 1. The Username and password will be given to Officer in Charge by mail from MSBTE.
- 2. The Officer in Charge is supposed to enter their provided usernames and passwords as shown in below fig. and press the login button.



3. After login, Officer in Charge has to change password for the first time as shown in the fig. below.



4. The home page for Officer in Charge appears after change password as shown in fig. below.



5. The Officer in Charge can change their password for security purpose at anytime by using the left link, change password.



Allocated Sheet to RAC

- 1. The Officer in Charge can view allocated sheets to the RAC using the left link "Allocated Sheet to RAC" which is in red color on the homepage.
- 2. After that the institutes under that RAC will appear as shown in fig. below.



3. After clicking on the institute code the courses under that institutes allocated to the RAC will appear.

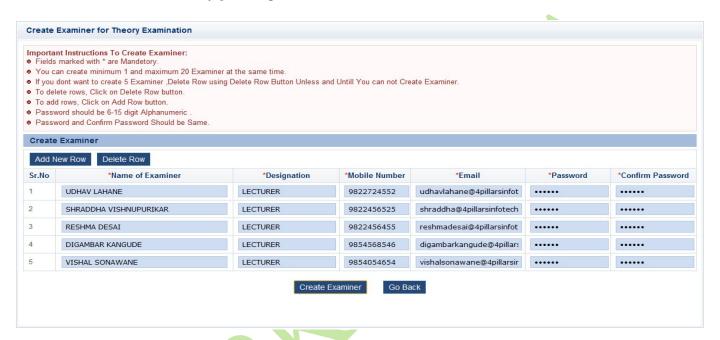


4. After clicking on the course code, the details of sheet number allocated to the RAC will appear.

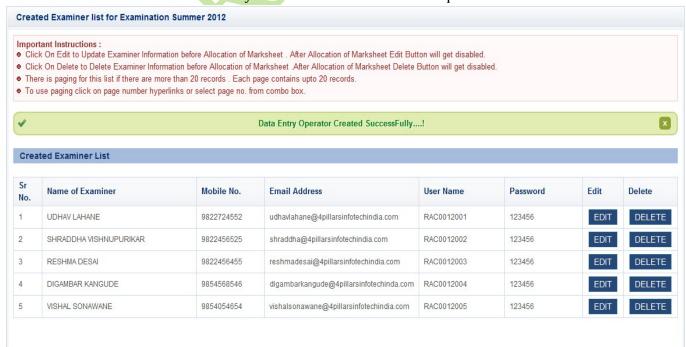


Create Examiners

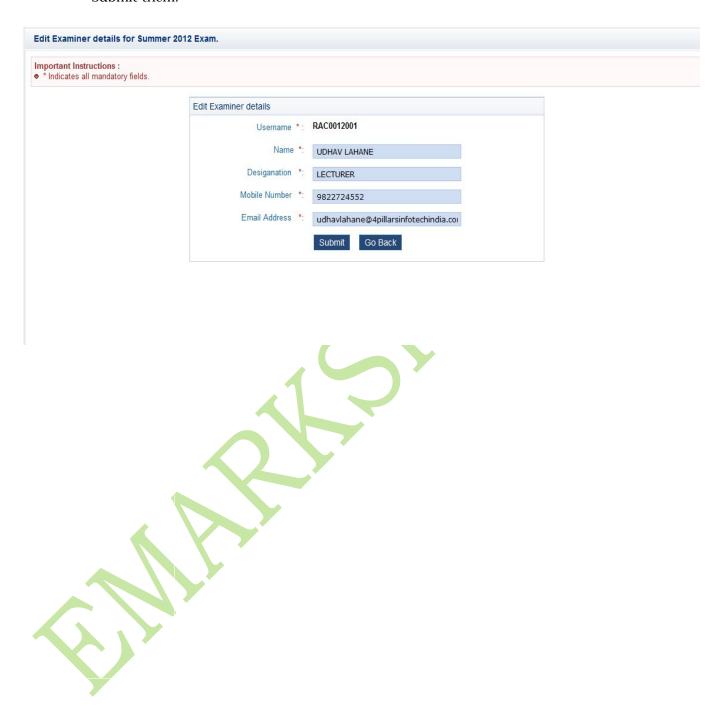
- 1. The Officer in Charge is supposed to enter Examiners Name, his designation, mobile number, email address, and password. Username will be generated automatically.
- 2. Minimum 1 examiner has to be created and maximum 20 at a time can be created. This can be done by pressing add new row and delete row buttons.



3. The Officer in Charge can view the list of created examiners can edit and delete their information unless and until any sheet is not allocated to that particular examiner.

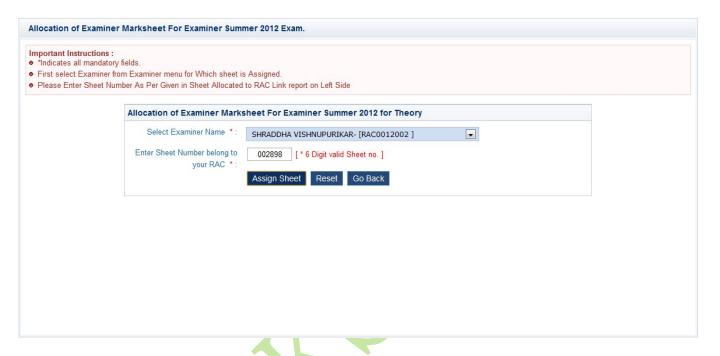


4. The Officer in Charge can edit the details of examiners as shown in fig. below and submit them.

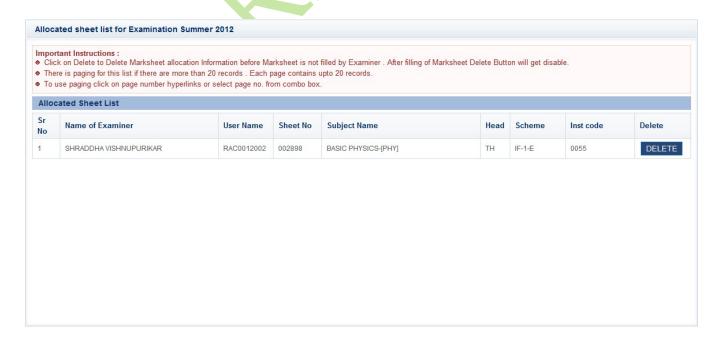


Allocate Mark sheets

- 1. Select the Examiner Name, and enter the sheet number.
- 2. Then press the Assign Sheet Button.

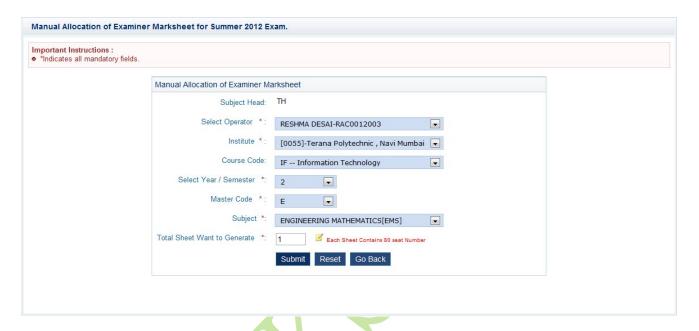


- 3. The allocated sheet list can be viewed as shown in fig. below.
- 4. The allocated sheet can be deleted unless and until the sheet is not filled by the examiner.

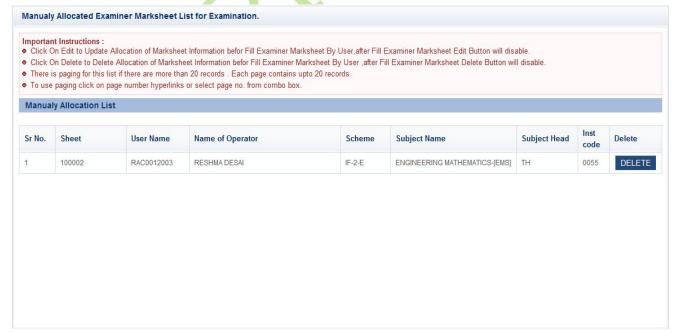


Allocate Manual Mark sheets

1. Select the operator name, institute, course code, year code, master code, and the subject name and enter the number of sheets to be generated, each of which will have spaces to fill 80 seat number's marks. And press the submit button.



2. The allocated sheet can be deleted unless and until the sheet is not filled by the examiner.



Officer in Charge Reports





Examiner

Roles

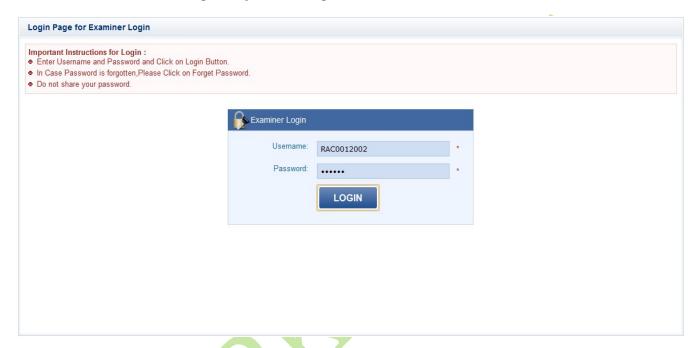
- 1. Fill Examiner Marksheet which is allocated to him/her by the Officer in Charge.
- 2. After Submitting Examiner Marksheet if Examiner finds any correction in Marks, he/her should correct the marks and then click on update.
- 3. After multiple times update, the sheet is to be proceeded to Quality Officer in Charge for verification and confirmation by him.
- 4. After Quality Officer in Charge confirmation, update the sheet if necessary and confirm it.
- 5. Take the print of mark sheet.

Activities

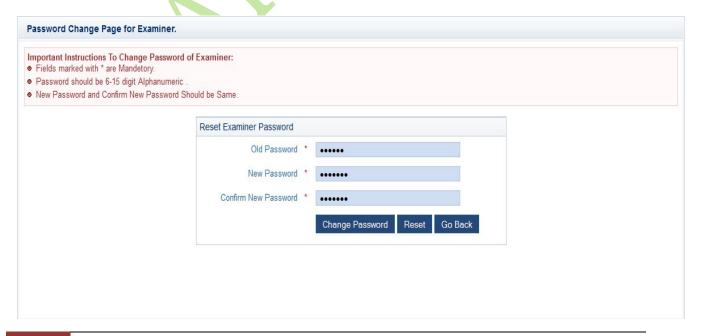
- The Examiner must change the password (which will be provided to him/her by the Officer in Charge) after first time login. For security reason can Change Password anytime.
- Forget password facility provided to examiner, the examiner is supposed to enter his/her username and email address. The password will be mailed on the email address.
- Examiner can view the allocated mark sheets using the Fill and Edit marksheet link and click on the sheet number to fill the mark sheet.
- Enter the marks in examiner marksheet very carefully and submit the sheet.
- After submission of marksheet, he/she can update the mark sheet multiple times (in case of wrong entry of marks) before proceeding the sheet to Quality Officer in Charge.
- > Till the Quality Officer in Charge doesn't confirm the sheet, there is no control of examiner over the sheet.
- After Quality Officer in Charge confirms the sheet, the examiner can edit the marks, press update button (Only if necessary).
- Finally the examiner has to confirm the Mark Sheet.

Login

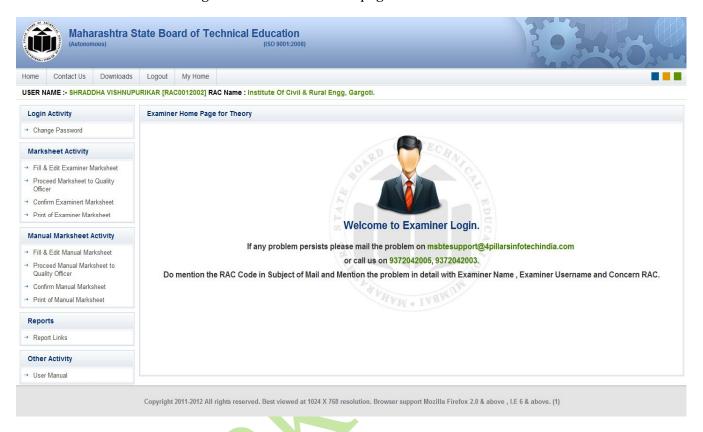
- 1. The Username and password will be given to Examiners by the Officer in Charge of concerned RAC.
- 2. The Examiners are supposed to enter their provided usernames and passwords as shown in below fig. and press the login button.



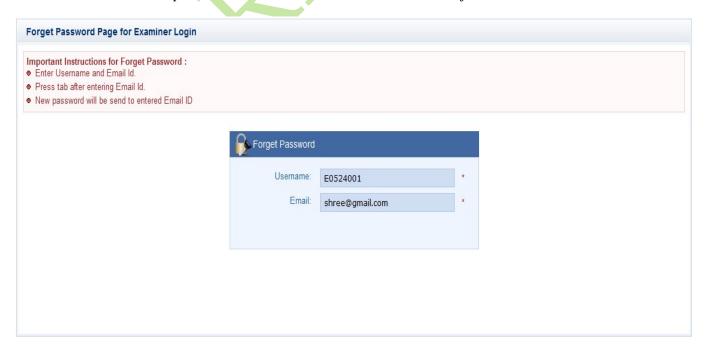
3. After login, the Examiner is supposed to change the password, by entering the old password and new password twice for confirmation and press the change password button as shown in fig. below.



4. Now by pressing on the My Home link, all the activity and reports links will appear as shown in the fig. below. This the home page for Examiner.

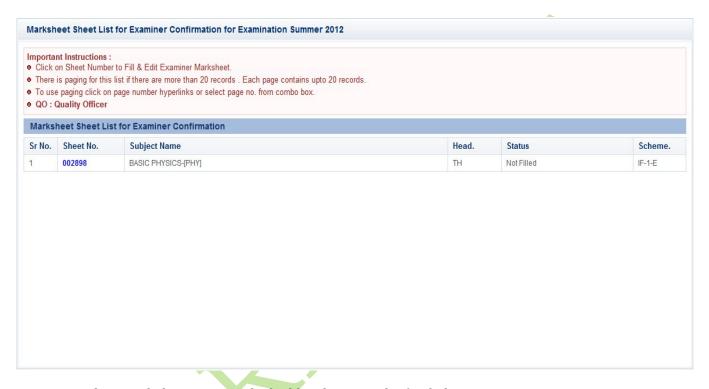


5. In case if password is forgotten, the examiner has to enter his username and email address. The password will be mailed to him automatically.



Fill and Edit Mark Sheets

- 1. The mark sheets that are allocated to examiner can be viewed as shown in the fig. below.
- 2. To fill the mark sheet the examiner can click on the sheet link.



3. The emarksheet appears looks like shown in the fig. below.



- 4. The version indicates how many times mark sheet is updated.
- 5. Examiner Mark sheet code no. consists of scheme, institute code, Sr. No. of subject and Sr. No. of Sheet.

- 6. Further it has Institute Name, City name of institute, Course name, Subject name, and year code.
- 7. In the next box it has Subject abbreviation, Subject head, Sheet Number, Maximum marks and Minimum marks.
- 8. Next panel in the mark sheet which is most important, it has the Seat numbers and marks of that student are to be filled against it.
- 9. There are at the most 80 boxes for seat numbers and marks in single mark sheet.
- 10. The sheet after filling the marks and before submitting will appear as shown in fig below.





11. Now the actual emarksheet filled and submitted mark sheet is shown in fig. below.



- 12. The total of marks of every column is automatically calculated and later the grand total is calculated. The grand total is also printed in words.
- 13. Lastly it has Names of the internal and external examiners are to be filled compulsory.
- 14. While filling the emarksheet the special codes which appear in blue color used are as follows:

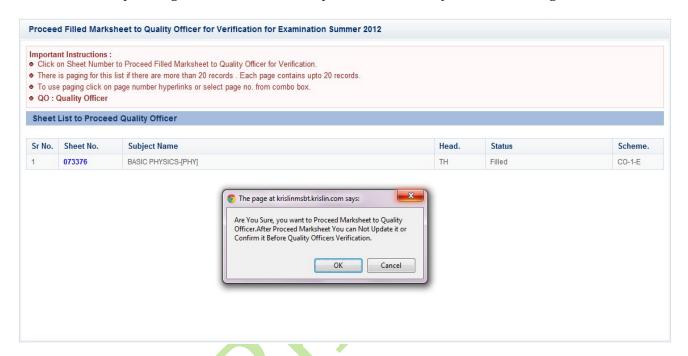
0	Absent:	401
0	Disallowed:	402
0	Copy case:	403
0	Passed previously	:404
0	Deleted:	405
0	Exemption:	406
0	Optional:	407
0	Any Other Case:	408

- 15. After pressing the submit button, the update button is activated.
- 16. In case of wrong entry of marks, Examiner can enter the correct marks and press the update button [Note: After Confirmation, sheet is neither updatable nor viewable].
- 17. The candidates that are already marked special codes by the institutes and exam center will automatically appear on the sheet when the sheet is opened.



Proceed the marksheet to Quality Officer in Charge

- 1. The mark sheets that are filled by the examiner will appear in this page.
- 2. When the examiner clicks on sheet number, a confirmation message to surely proceed the sheet to Quality Officer in Charge will appear.
- 3. After pressing OK, the sheet will be preceded to Quality Officer in Charge.



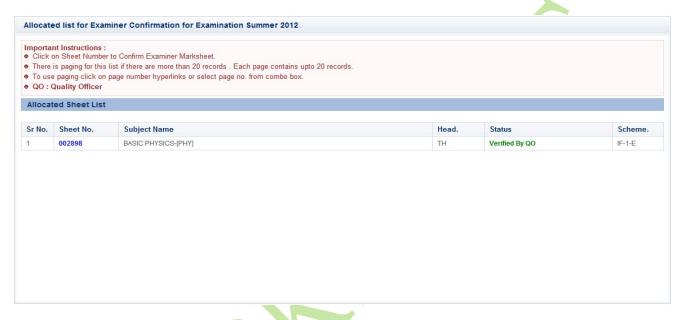
4. After proceed, till the Quality Officer in Charge doesn't confirm the sheet, there is no control of examiner over the sheet.



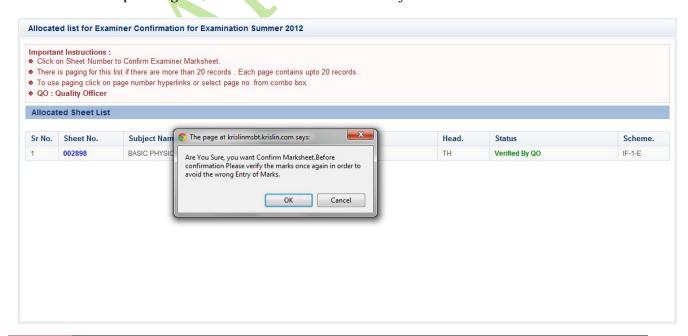
Four Pillars InfoTech India PVT Ltd, Pune.

Confirm the Mark Sheets

- 1. After the Quality Officer in Charge confirms the mark sheet, examiner is supposed to confirm the mark sheet.
- 2. The examiner also can edit the mark sheet before this confirmation only if necessary.
- 3. The status like verified by QO appears in the status field as shown in fig. below.



- 4. After that click on the sheet number to confirm the sheet.
- 5. Once clicked, a confirmation message will appear which asks for sure sheet confirmation.
- 6. After pressing OK, the sheet will be confirmed by the examiner.



Print the Mark Sheets

1. The sheets that have been confirmed by the examiner will appear in the list as shown in fig. below.



- 2. After clicking on the sheet number a print can be taken of the mark sheet.
- 3. Important Instructions For Printing:
 Before printing access the "Page Setup" Option from file menu and configure the following values:

Left Margin = 0.5

Right Margin = 0.5

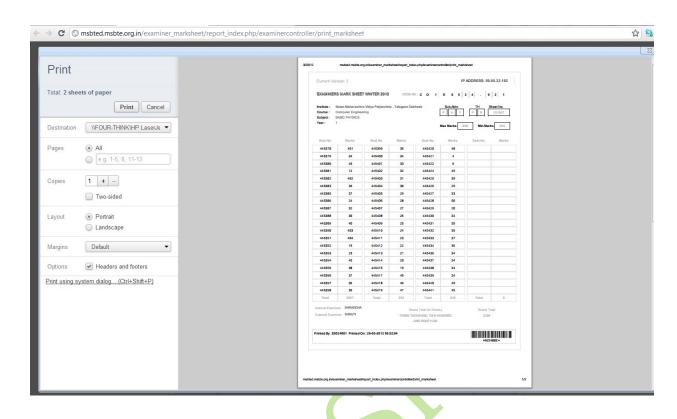
Top Margin = 0.5

Bottom Margin = 0.5

Header should be blank

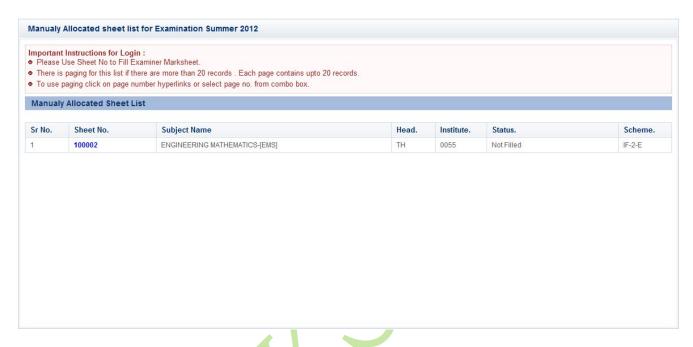
Footer should be blank

- 4. Make sure that the printer is ready with A4 size papers in it.
- 5. The online system will print Printable Examiner Marksheet.

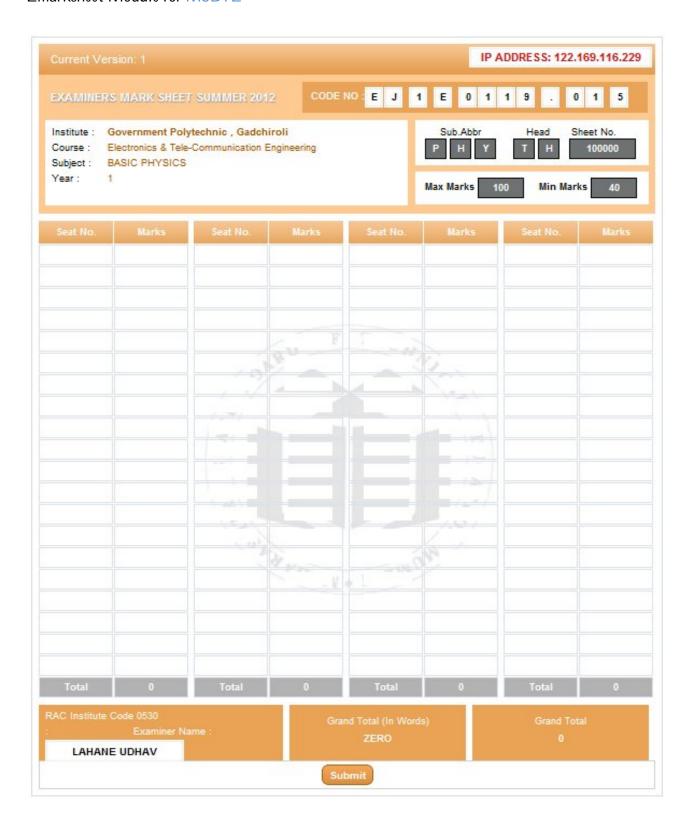


Fill and Edit Manually Allocated Mark Sheets

- 1. The process is same as that of automated allocated sheet.
- 2. Click on the sheet no. for e.g., 100002.

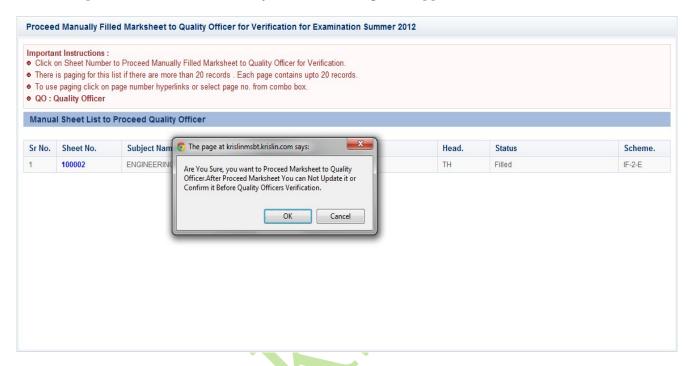


- 3. A sheet as shown in fig. below appears wherein the seat nos. that belongs to that scheme should be entered and the marks obtained against them are to be filled
- 4. The Sheet filling parameters are same as that in the automatic mark sheets.
- 5. The mark sheet is shown in the fig. below.



Proceed the manual marksheet to Quality Officer in Charge

- 1. The manual mark sheets that are filled by the examiner will appear in this page.
- 2. When the examiner clicks on sheet number, a confirmation message to surely proceed the sheet to Quality Officer in Charge will appear.

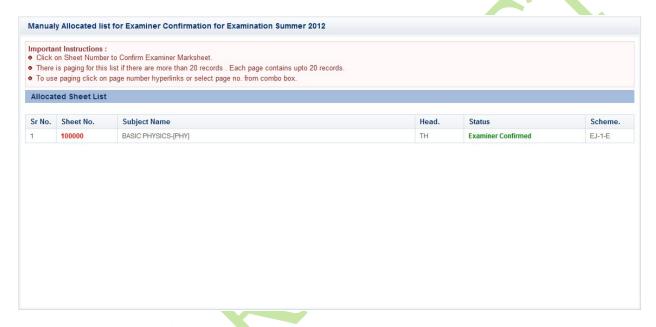


3. After pressing OK, the manual mark sheet will be proceeded to Quality Officer in Charge.



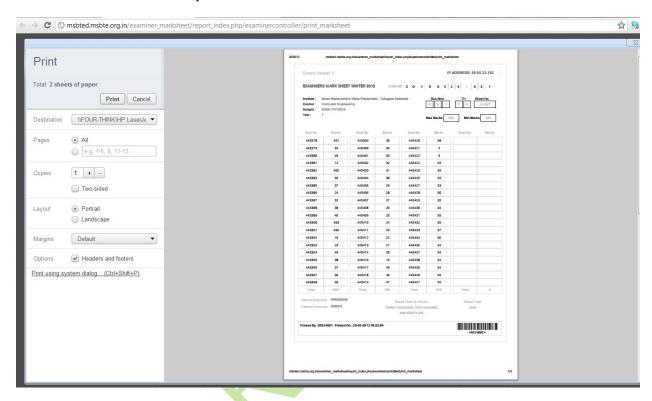
Confirm the manual marksheet

- 1. After the Quality Officer in Charge confirms the mark sheet, examiner is supposed to confirm the manual mark sheet.
- 2. The examiner also can edit the mark sheet before this confirmation only if necessary.
- 3. The status like verified by QO appears in the status field.
- 4. So click on the sheet number to confirm the sheet and press OK after the confirmation message appears.
- 5. After confirmation the status of sheet appears as follows.

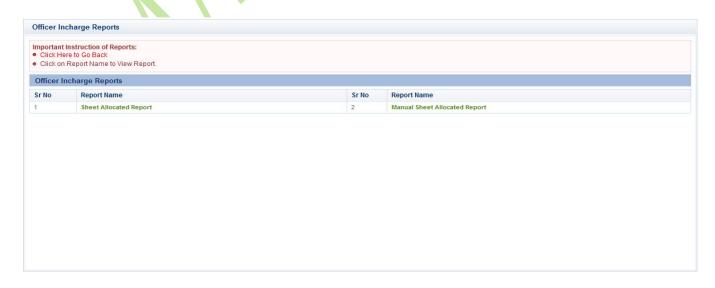


Print the manual marksheet

- 1. The sheets that have been confirmed by the examiner will appear in the list.
- 2. After clicking on the sheet number, the print can be taken same as in case of automated sheets.
- 3. Follow the same print instructions for the manual sheets too.



Examiner Reports



Quality Officer in Charge

Roles

- 1. Verify the mark sheet proceeded by the examiners
- 2. Update the mark sheet (If necessary)
- 3. Confirm the mark sheets

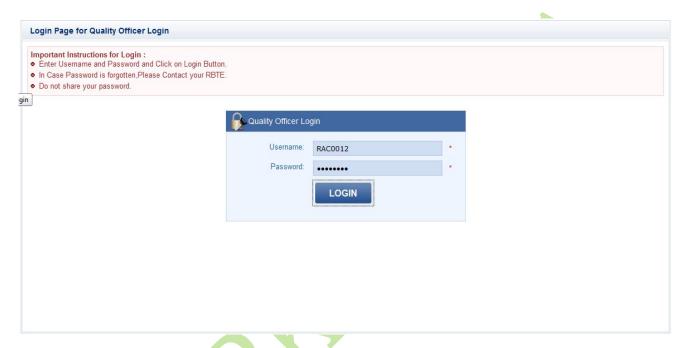
Activities

- Quality Officer in Charge must have to change password (which will be provided to him by MSBTE) after first time login. For security reason can Change Password anytime.
- ➤ The Quality Officer in Charge will have to verify the mark sheets filled by the examiners. They can view the mark sheet.
- ➤ Further if necessary the Quality Officer in Charge can change the marks and update the mark sheet.
- Finally, he can confirm the mark sheet after updating or directly confirm without updating.
- > The confirmed mark sheets by Quality Officer in Charge will be available to examiners for further updating and confirmation.

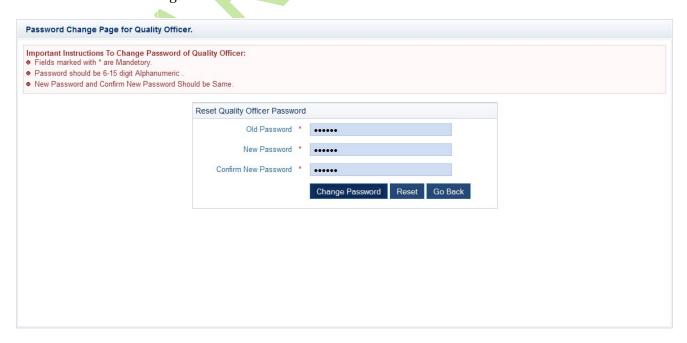


Login

- 1. The Username and password will be given to Quality Officer in Charge by mail from MSBTE.
- 2. The Quality Officer in Charge is supposed to enter their provided usernames and passwords as shown in below fig. and press the login button.



3. After login, the Quality Officer in Charge is supposed to change the password the first time he logins.

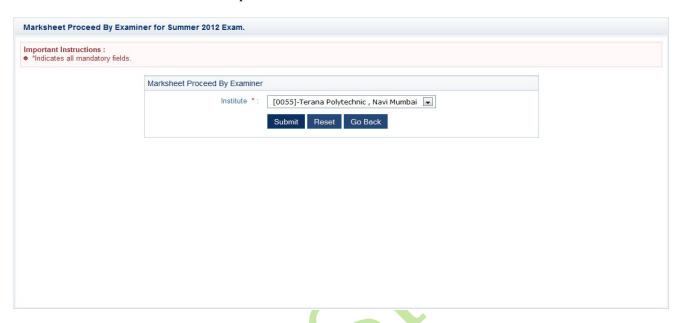


- 4. After changing the password, click on my home link to get all the links.
- 5. The home page that appears to the Quality Officer in Charge is as shown in fig. below.

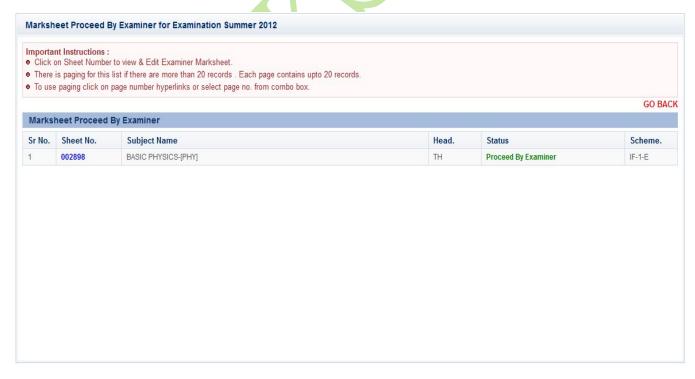


View and Update Mark sheets

1. Select the institute and press submit button



2. The sheets that are filled by the examiner and proceeded to Quality Officer in Charge appears in the list as shown below.

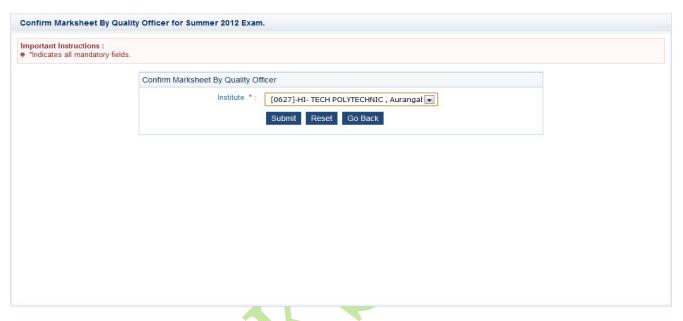


3. Click on the sheet number to view the sheet and edit the marks if necessary and press update button.

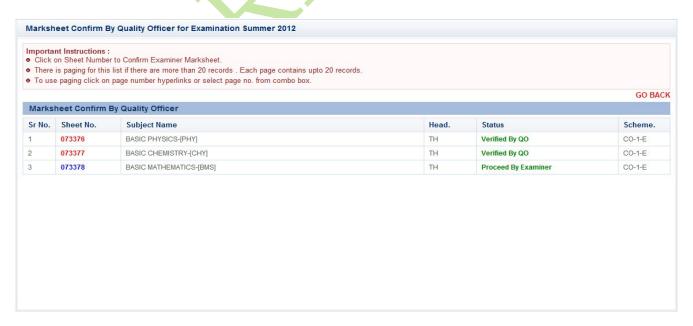


Confirmation of Mark sheets

- 1. After the sheet is proceeded to Quality Officer in Charge, the sheet appears here for confirmation.
- 2. If any editing is not needed, the sheet can directly be confirmed using this link.
- 3. Select the Institute and press submit button.

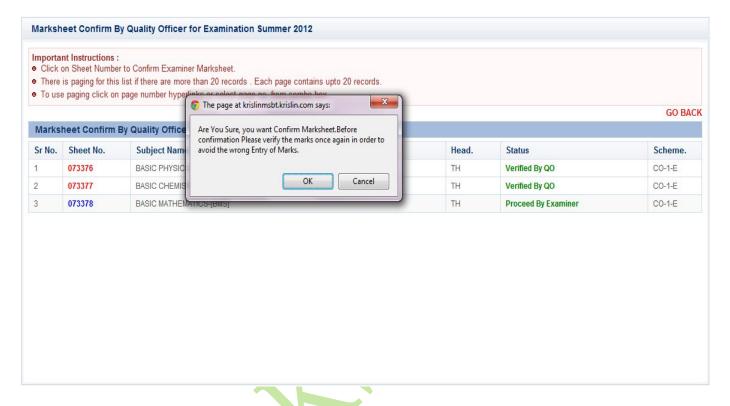


- 4. The sheets that are confirmed by the proceeded by the examiner have proceed by examiner.
- 5. Click on the sheet number.



6. After that a confirmation message appears, press OK and the sheet will be confirmed.

- 7. The confirmed sheet will have status Verified by QO as shown in fig. below.
- 8. These confirmed mark sheets will be available in examiner login for further confirmation by the examiner.



Verify, Update and Confirmation of Manual Mark sheets

This process is same as that of automated mark sheets.

SYSTEM REQUIREMENTS

Enabling JavaScript on Your Browser

To allow all Web sites in the Internet zone to run scripts, use the steps that apply to your browser:

- I. Windows Internet Explorer (All versions except Pocket Internet Explorer):
 - 1. On the Tools menu, click Internet Options, and then click the Security tab.
 - 2. Click the Internet zone.
 - 3. If you do not have to customize your Internet security settings, click Default Level. Then do step 4.
 - 4. If you have to customize your Internet security settings, follow these steps:
 - Click Custom Level.
 - In the Security Settings Internet Zone dialog box, click Enable for Active Scripting in the Scripting section.
 - 5. Click the Back button to return to the previous page, and then click the Refresh button to run scripts.
- II. Mozilla Corporation's Firefox
 - 1. On the Tools menu, click Options.
 - 2. On the Content tab, click to select the Enable JavaScript check box.
 - 3. Click the Go back one page button to return to the previous page, and then click the Reload current page button to run scripts.
- III. Google Corporation's Chrome
 - 1. Go to Tools Menu
 - 2. Click On Option
 - 3. Click on Under Hood Tab
 - 4. Click on Content Setting
 - 5. Go to JavaScript tab
 - 6. Select "Allow all sites to run JavaScript" Radio box
- IV. Opera Software's Opera
 - 1. On the Tools menu, click Preferences.
 - 2. On the Advanced tab, click Content.
 - 3. Click to select the Enable JavaScript check box, and then click OK.
 - 4. Click the Back button to return to the previous page, and then click the Reload button to run scripts.
- V. Netscape browsers
 - 1. Select Edit, Preferences, Advanced.
 - 2. Click to select Enable JavaScript option.

For Best Results Viewing the Website

For best results viewing the website, please use Mozilla Firefox. If you don't have
installed it, please use the link below to download it and then install it.
http://www.mozilla.org/en-US/firefox/fx/

With Best Regards,

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