

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
Ministry of Electronics & Information Technology,
Government of India
Vidyut Bhawan, Ground floor, Salt Lake, Sector-II
Kolkata-700091

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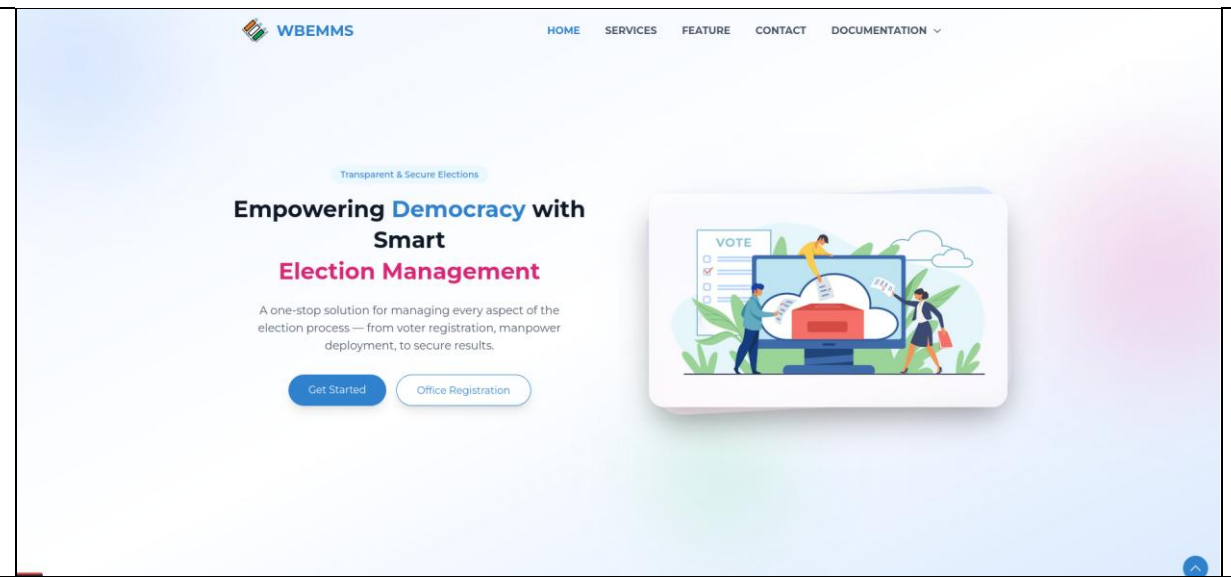
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WEBSITE URL :

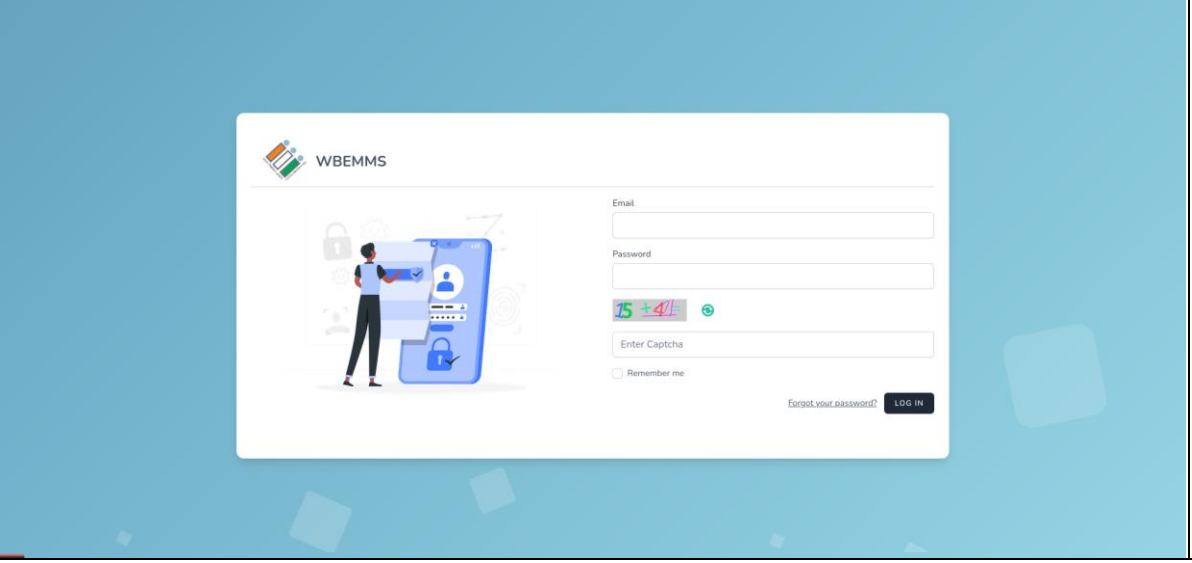
Demo : <https://demoemms.nic.in>

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

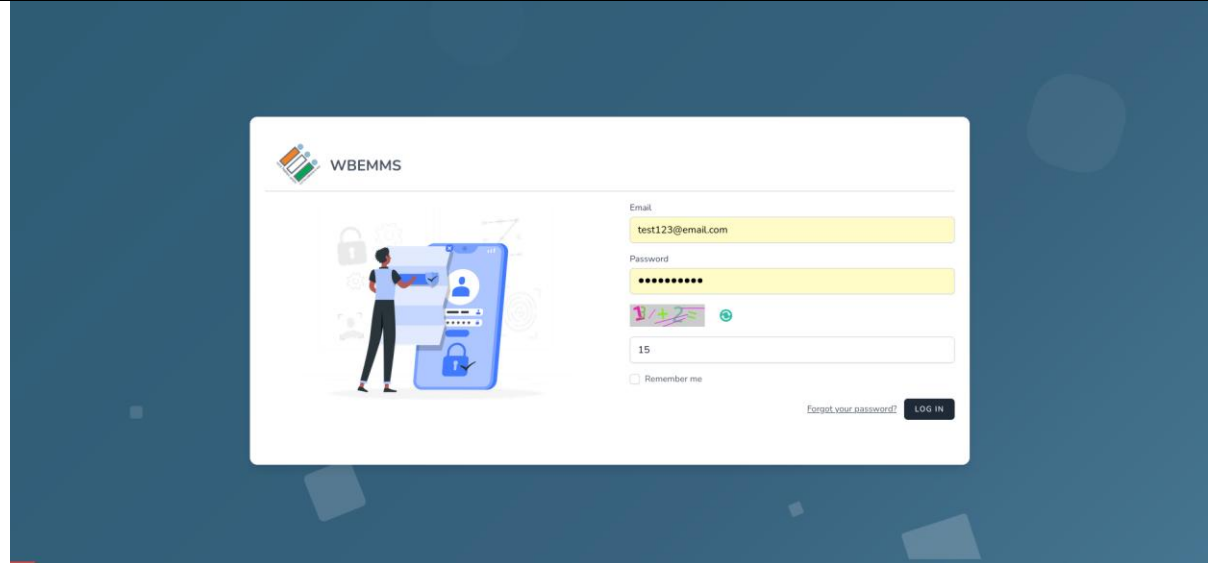
LANDING PAGE :

 The screenshot shows the WBEMMS landing page. At the top is a navigation bar with the WBEMMS logo and links for HOME, SERVICES, FEATURE, CONTACT, and DOCUMENTATION. The main content area features the heading 'Empowering Democracy with Smart Election Management' and a subheading 'Transparent & Secure Elections'. Below this is a paragraph describing the system as a one-stop solution for managing the election process. Two buttons, 'Get Started' and 'Office Registration', are visible. To the right is an illustration of people interacting with a large screen displaying a 'VOTE' button and a 'DATA' button.
Purpose : Registration of Offices, user Login from Menu
Functions : User Login (Get Started Button Click), Office Register(Office Registration button Click)

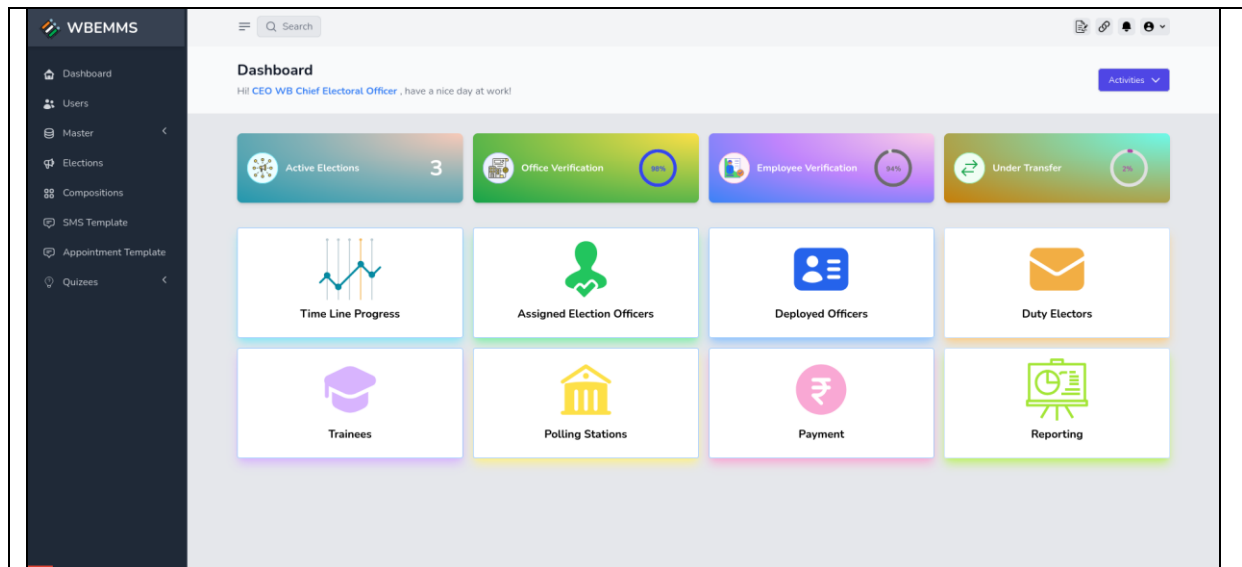
User Login Page:

 The image shows the WBEMMS User Login Page. It features a white login form centered on a light blue background with faint geometric shapes. The form includes the WBEMMS logo at the top left, an illustration of a person at a computer, and input fields for Email, Password, and a Captcha. There is a 'Remember me' checkbox and a 'LOG IN' button. A link for 'Forgot your password?' is also present.
Purpose : Logging in of Authorized and Authenticated Users
Functions : User Login and Captcha. Reset Password (if needed)

User Login : Enters User Credentials and clicks Login Button

 The image shows the WBEMMS User Login Page with user credentials entered. The Email field contains 'test123@email.com', the Password field is masked with dots, and the Captcha field contains '15'. The 'Remember me' checkbox is unchecked. The 'LOG IN' button is visible.
Purpose : User Login
Functions : Authenticated and Authorized User login

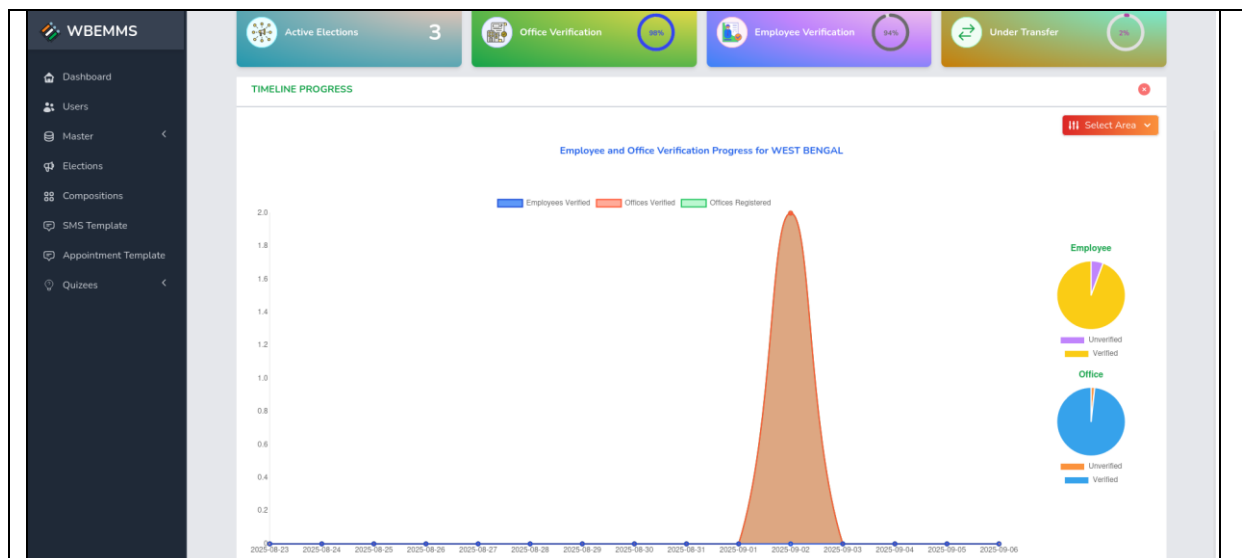
CEO USER DASHBOARD :



Purpose : Basic Dashboard for an User and Function Access Menues

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

TIMELINE PROGRESS:



Purpose : To monitor and manage employee and office verification progress for elections in a selected region.

Functions : Displays overall verification stats (cards, charts, timeline, pies) and provides navigation for election-related management.

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

WBEMMS

Search

Users
All registered Users

ADD USER

Search User Total Available: 65

Invited Users Office Users

Name	Resources	Role	Status	Actions
CEO WB State Electoral Officer ceo-wb@nic.in 9874379963	Attachments 1	State Admin	ACTIVE	[Check] [Edit] [Lock]
DM North 24 Parganas DEO North 24 Parganas dm-bar-wb@nic.in	Attachments 1	District Admin	ACTIVE	[Check] [Edit] [Lock]
DM Purba Medinipur District Panchayet Election Officer dmpurb-wb@nic.in 9434000700	Attachments 1	District Admin	ACTIVE	[Check] [Edit] [Lock]
DM South 24 Parganas DEO South 24 Parganas dm-sal@nic.in 6292222444	Attachments 2	District Admin	ACTIVE	[Check] [Edit] [Lock]
DM Jalpaiguri DEO Jalpaiguri	Attachments 1	District Admin	ACTIVE	[Check] [Edit] [Lock]

Purpose : Management of Users

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

User Creation : Invoked by Click ADD USER button

NEW USER

NAME *

Test User

DESIGNATION *

Test Designation

EMAIL *

test@email.com

MOBILE *

8992000000

ROLE *

District Admin

Select Resources

RESOURCE TYPE RESOURCE

District DAKSHIN DINAJPUR +

Resources Selected: 1 Clear

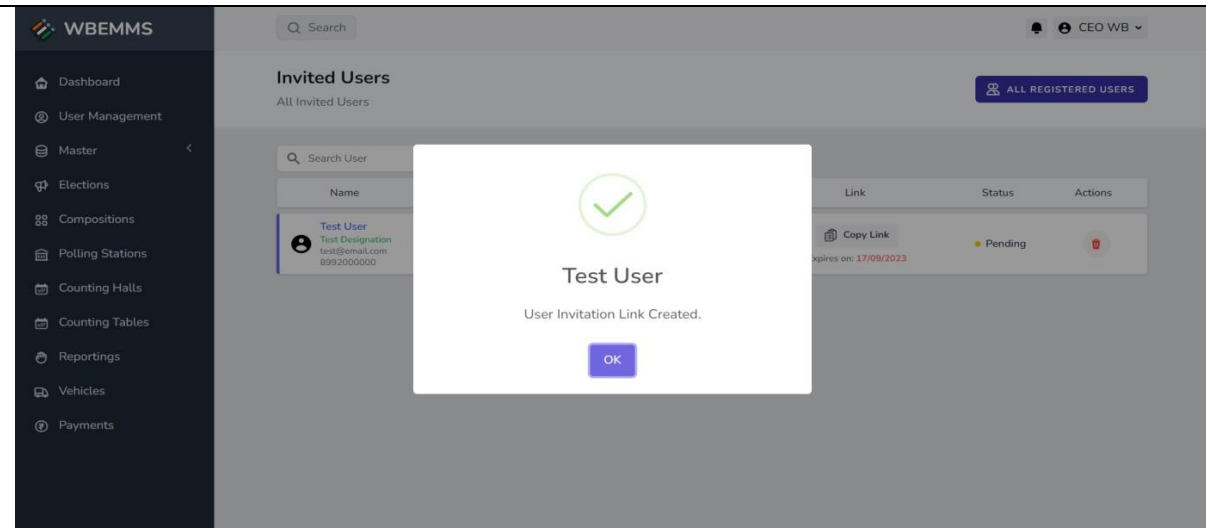
District - DAKSHIN DINAJPUR

SAVE

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

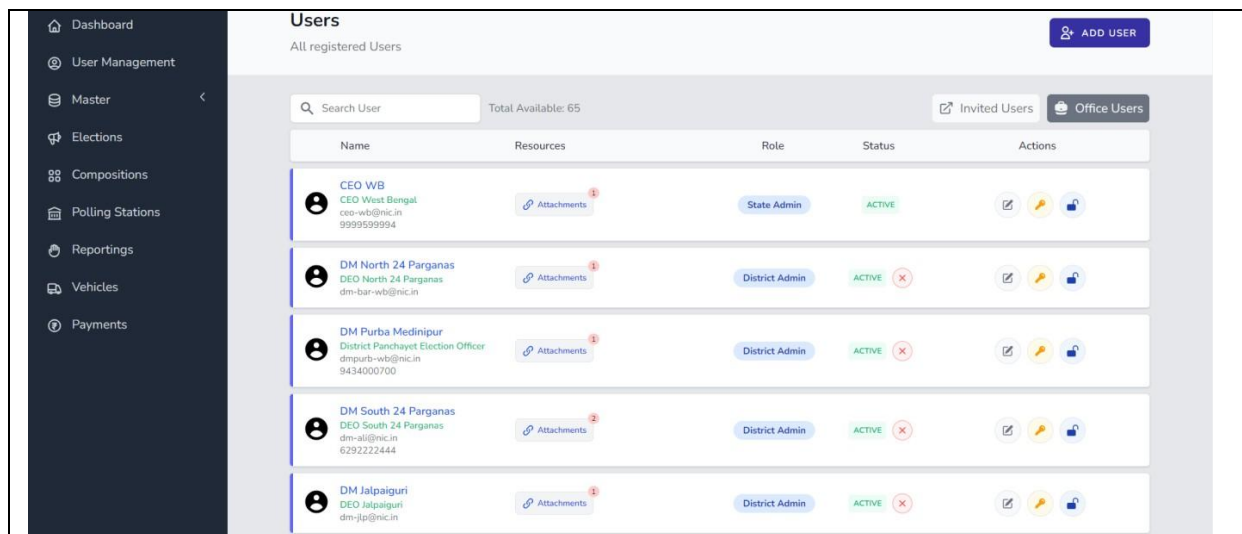
Functions : Add User, Add/ Edit Role (Which Level User – State or District), Add/ Edit Resource Type (District or State), Add/Edit Resources (One or District), Click on + Sign and Click Save

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

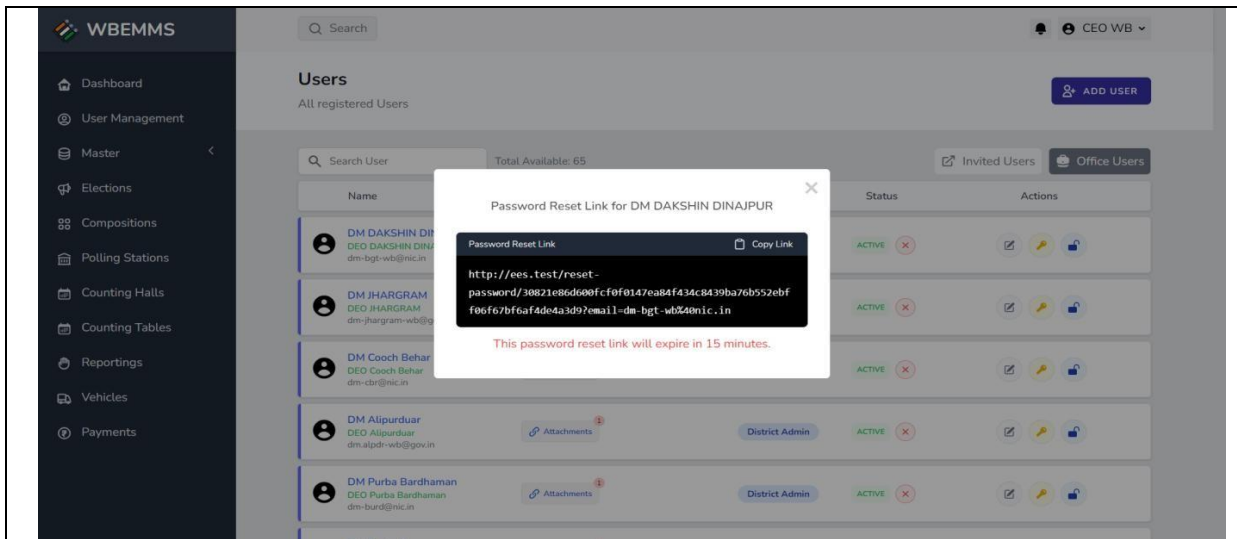
Functions : 1) Activate / De-Activate User

2) Edit User and His Role, Resource Type & Resources

3) Change User Permissions

4) Reset User Password

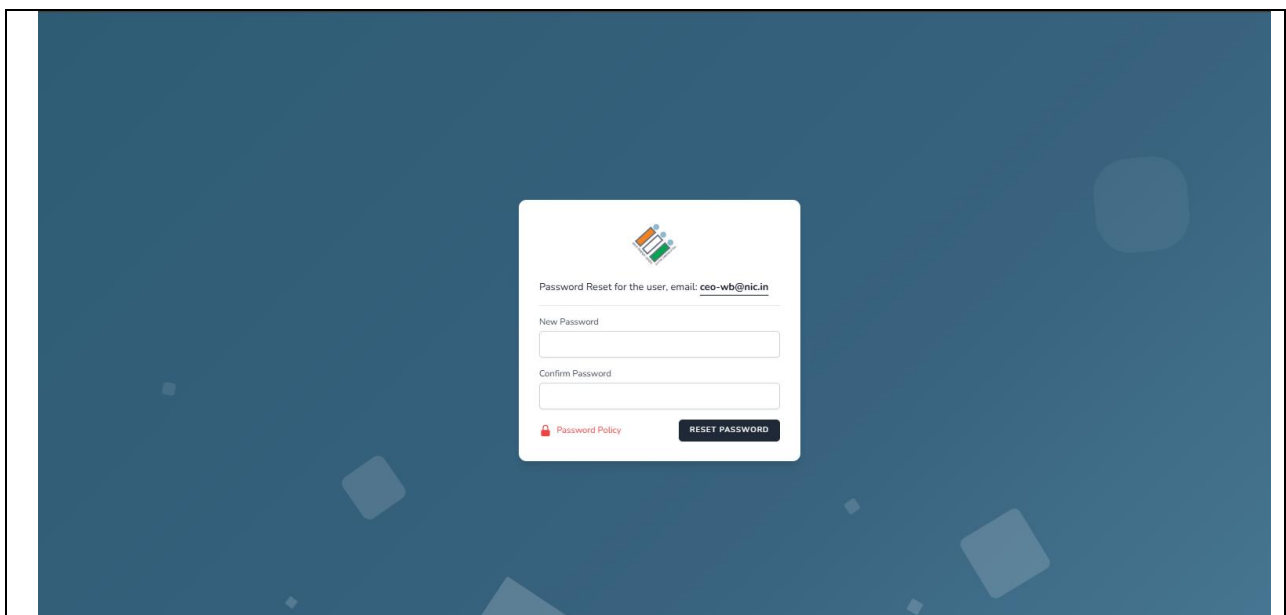
Reset Password for an User : Invoked by Clicking the Lock Symbol on the User Management Menu.



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

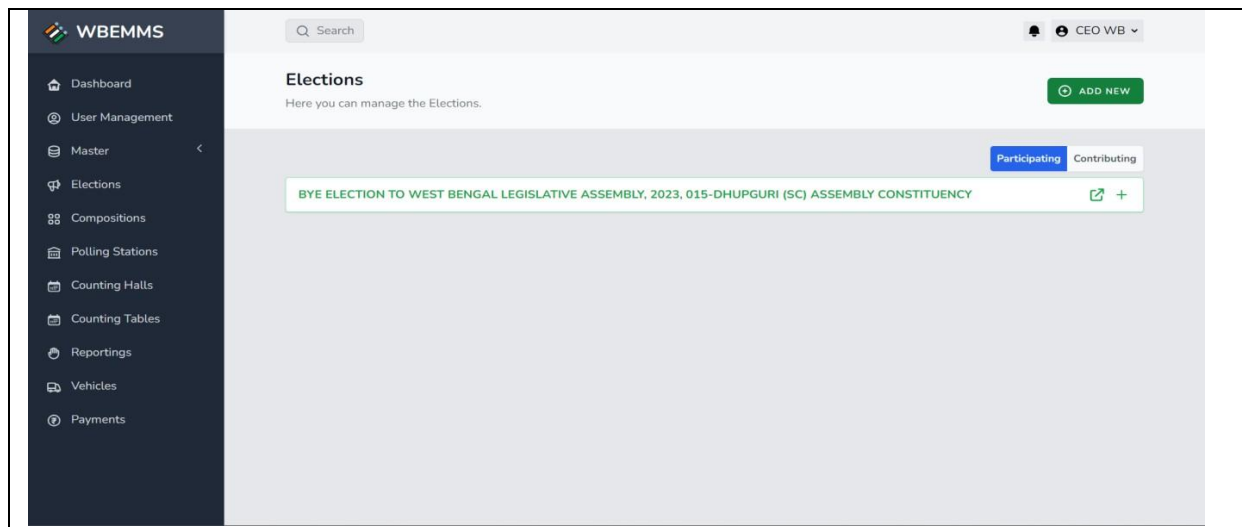
GENERATING PASSWORD BY USER : Invoked by Click the Reser Password Link set over mail/SMS/Whatsapp.



Purpose : Reset Password

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

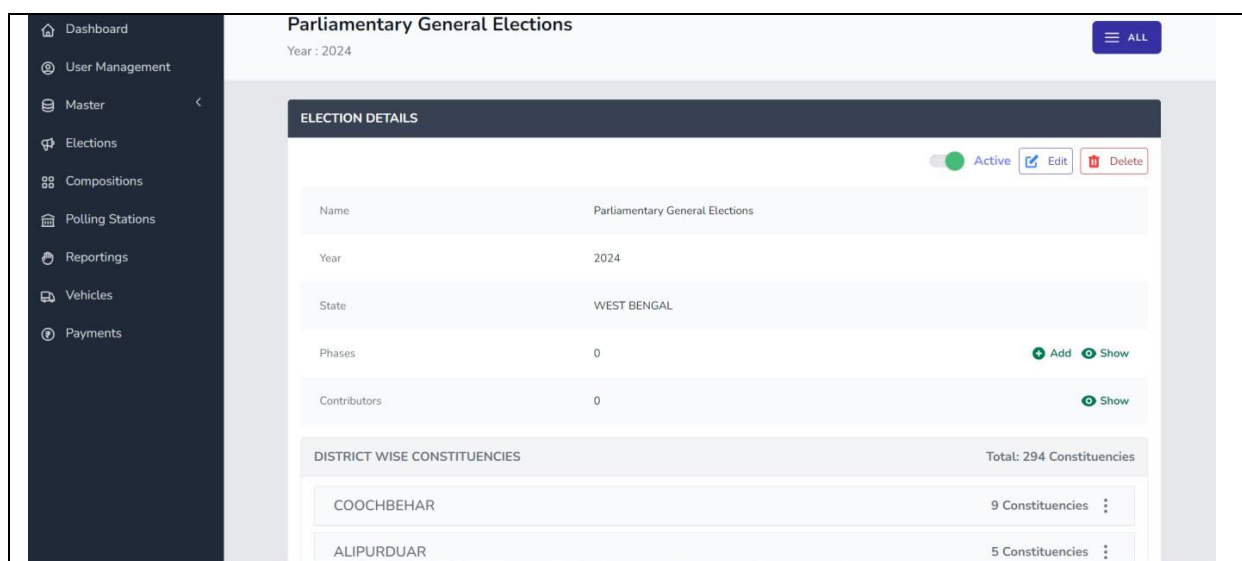
ELECTIONS : Invoked by Clicking Elections Menu



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

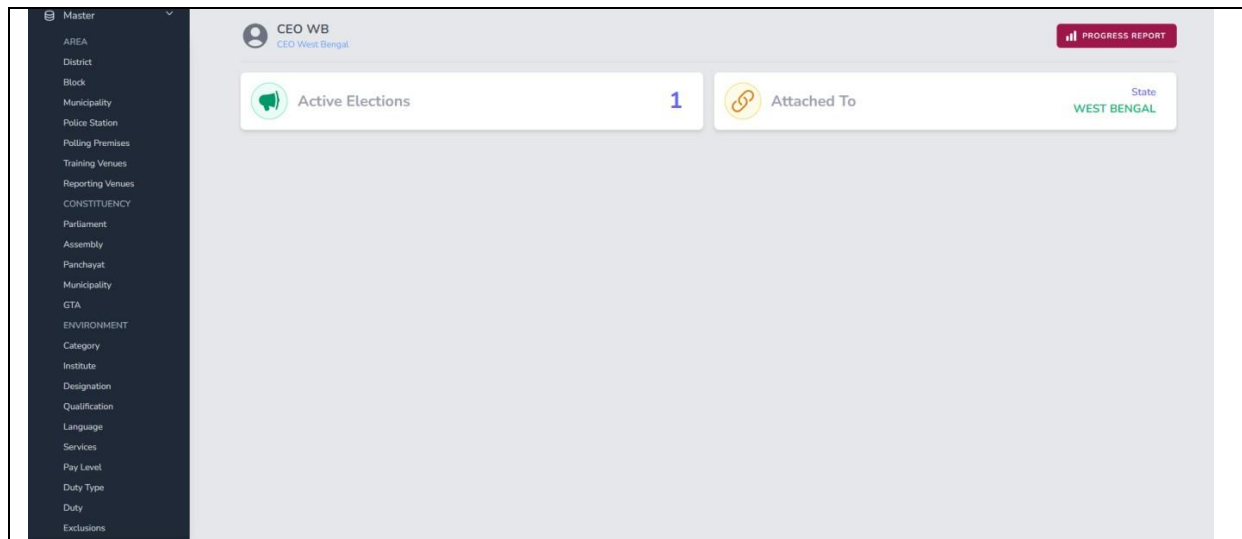
ELECTIONS : Invoked by Clicking add new button on top corner



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

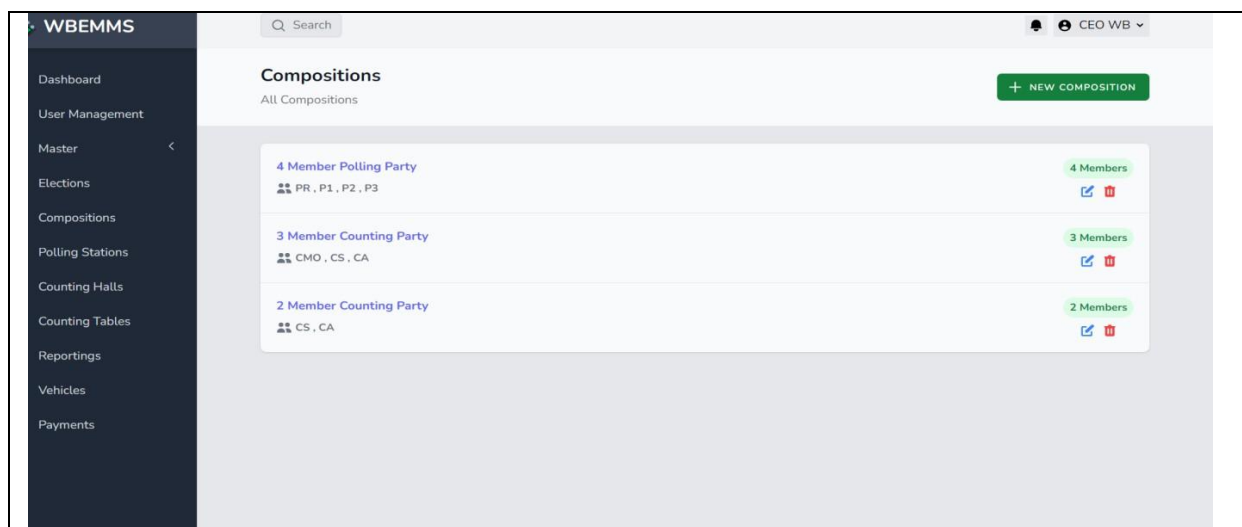
MASTER MENU : Can be invoked by clicking the Master Menu



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 :

WBEMMS

Search

CEO WB

Dashboard

User Management

Master

Elections

Compositions

Polling Stations

Counting Halls

Counting Tables

Reportings

Vehicles

Payments

Compositions

All Compositions

+ NEW COMPOSITION

Update Composition

NAME

4 Member Polling Party

Duties Added

- Presiding Officer (PR)
- 1st Polling Officer (P1)
- 2nd Polling Officer (P2)
- 3rd Polling Officer (P3)

MEMBER COUNT FOR DUTY

Presiding Officer

1

+

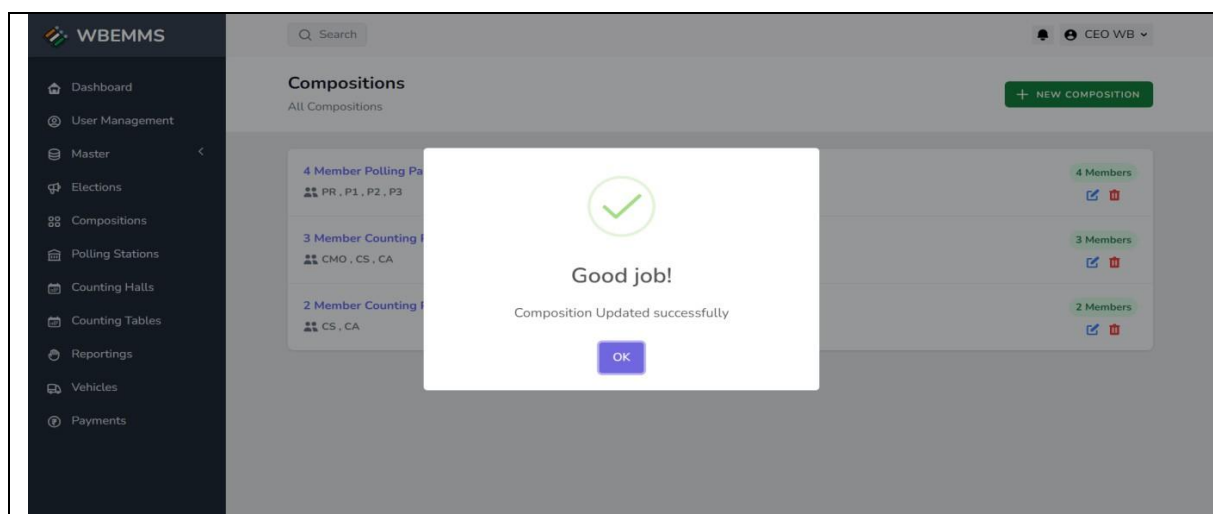
Cancel

UPDATE

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

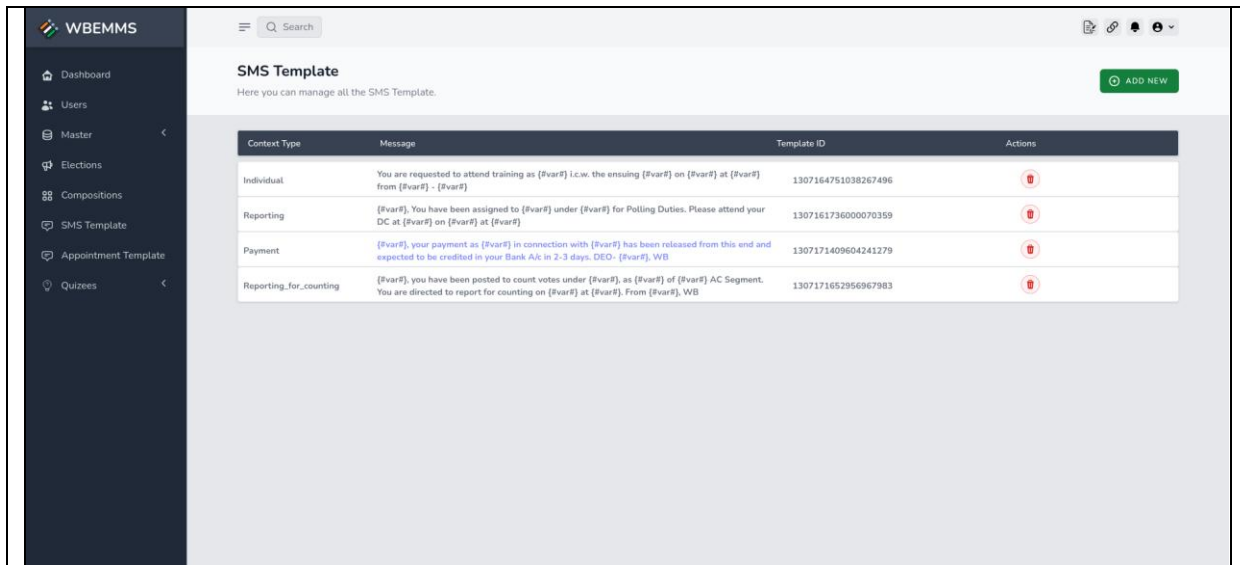
Saving Composition



Purpose : Saving Team Name and Party Composition

Function Savingd Team with a particular configuration

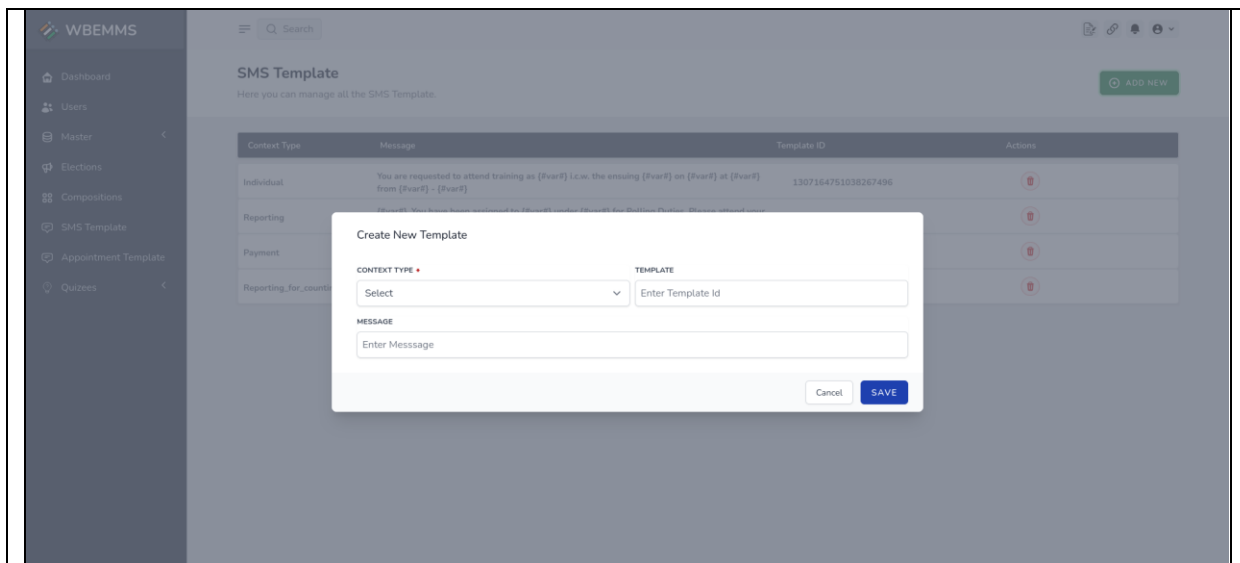
SMS Template: Invoked by Clicking SMS Template in left menu bar



Purpose : Manage SMS templates for user message

Functions : View all template, Delete template

Create New Template: Invoked by Clicking Add New button on top corner



Purpose : Create new SMS templates for user message

Functions : Create new template

Appointment Template: Invoked by Clicking SMS Template in left menu bar

WBEMMS

Dashboard

Users

Master

Elections

Compositions

SMS Template

Appointment Template

Quizzes

Search

Appointment Template

Here you can manage all the Appointment Template.

ADD NEW

Sl No.	Template Name	Object Name	Actions
1	Individual Appointment	FirstAppointmentLetterPdfMake	
2	Group Appointment	SecondAppointmentLetterPdfMake	
3	Mop Up Appointment	ShowCauseLetterPdfMake	
4	MO Individual Appointment	MOFirstAppointmentLetterPdfMake	
5	MO Group Appointment	MOSecondAppointmentLetterPdfMake	
6	MO Mop Up Appointment	ShowCauseLetterPdfMake	
7	Absent PB Appointment	PBForAbsenteeVoterLetterPdfMake	
8	Counting Individual Appointment For Parliament Election	CountingFirstAppointmentPCElectionLetterPdfMake	
9	Counting Group Appointment For Parliament Election	CountingSecondAppointmentLetterPCElectionPdfMake	
10	Counting PB-VVPAT Group Appointment For Parliament Election	CountingPBVPATSecondAppointmentLetterPCElectionPdfMake	

Purpose : Manage appointment templates for user message

Functions : View all template, Delete template

Create New Appointment Template: Invoked by Clicking Add New button on top corner

WBEMMS

Dashboard

Users

Master

Elections

Compositions

SMS Template

Appointment Template

Quizzes

Search

Appointment Template

Here you can manage all the Appointment Template.

ADD NEW

Sl No.	Template Name	Object Name	Actions
1	Individual Appointment	FirstAppointmentLetterPdfMake	
2			
3			
4			
5			
6			
7			
8	Counting Individual Appointment For Parliament Election	CountingFirstAppointmentPCElectionLetterPdfMake	
9	Counting Group Appointment For Parliament Election	CountingSecondAppointmentLetterPCElectionPdfMake	
10	Counting PB-VVPAT Group Appointment For Parliament Election	CountingPBVPATSecondAppointmentLetterPCElectionPdfMake	

Create New Appointment Template

APPOINTMENT NAME

Enter Appointment Name

OBJECT NAME

Enter Object Name

Cancel

SAVE

Purpose : Create new appointment templates for user message

Functions : Create new template

Quiz Dashboard: Invoked by Clicking quizzes dashboard under Quizzes in left menu bar

WBEMMS

Dashboard
Users
Master
Elections
Compositions
SMS Template
Appointment Template
Quizzes

Quizzes

All Quiz

24 PARAGANAS NORTH

Total Quiz 77

Total Candidates 77

Total Participants day

Minimum 50.00

Average 50

Maximum 50.00

PARLIAMENT GENERAL ELECTION

Total Quiz: 1925

Total Candidates: 77

Total Participated: 77

Minimum: 50.00

Average: 50.00

Maximum: 50.00

Total Users: 1

Total Employees: 2

Total Manpowers: 7

Total Males: 60

Total Females: 17

Difficulty Question Summary

1

1925

Beginner

Intermediate

Expert

Purpose: This dashboard provides an analytical summary of quizzes, candidates, participation, and performance statistics with visual insights.

Functions: View over all quiz statistics

Quizzes List: Invoked by clicking the open icon on the right side of the election name.

WBEMMS

Dashboard
Users
Master
Elections
Compositions
SMS Template
Appointment Template
Quizzes

Quizzes List

All Quizzes schedules for Parliament General Election for District 24 PARAGANAS NORTH

Search Participant

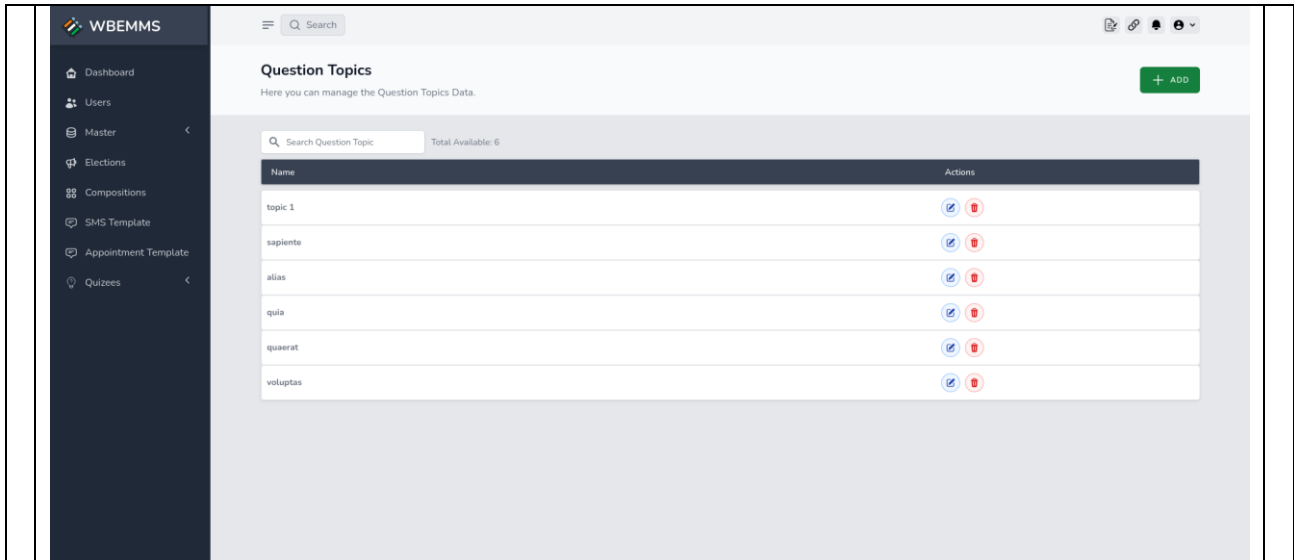
Participant	Quiz Attempted Count	Total Score
POKHRAJ RANA 9163421322 Gender: Male	1	0.00
MONIUR HOSSAIN 9239099523 Gender: Male	1	0.00
PARIMAL KUMAR DHOLEY 9088144057 Gender: Male	1	0.00
ANIMESH MAJEE 9635030031 Gender: Male	1	0.00
SUKDEB DE 9932973490 Gender: Male	1	0.00

Purpose: Display and manage participants' quiz attempts and scores for a specific election and district.

Functions: View participant list, Search participant, View quiz attempted count, View total score.

PAGE | 14

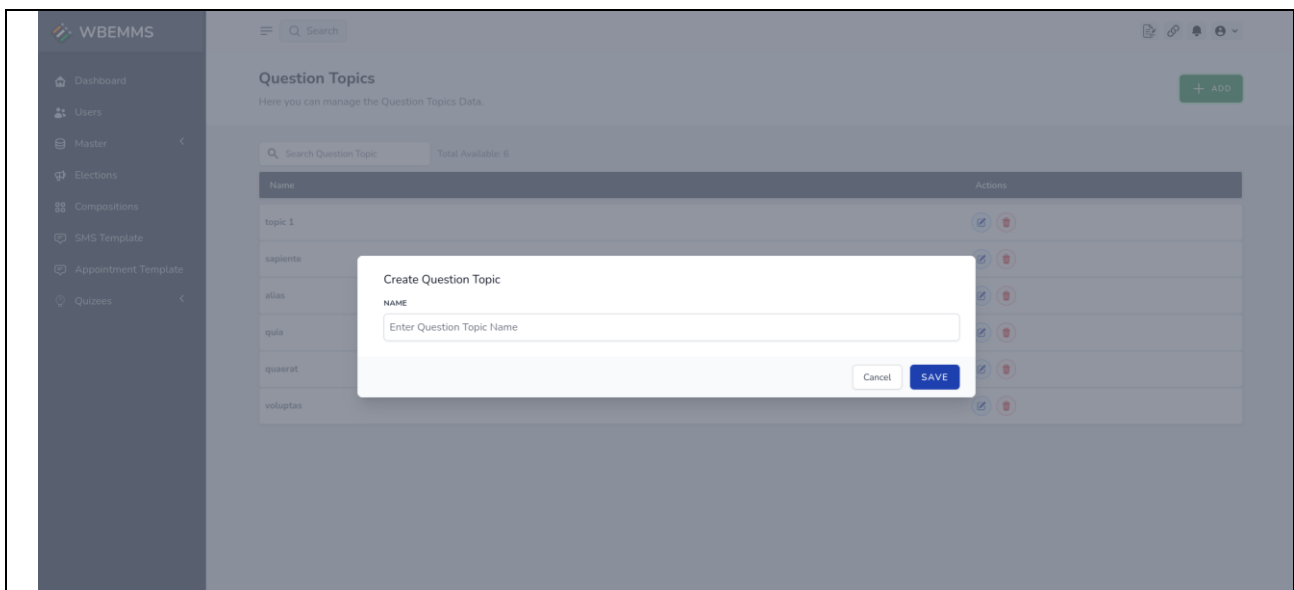
Question Topics: Invoked by Clicking quizzes dashboard under Quizzes in left menu bar



Purpose: Manage quiz question topics for organizing and categorizing quizzes.

Functions: View topics, Search topics, add topic, edit topic, Delete topic.

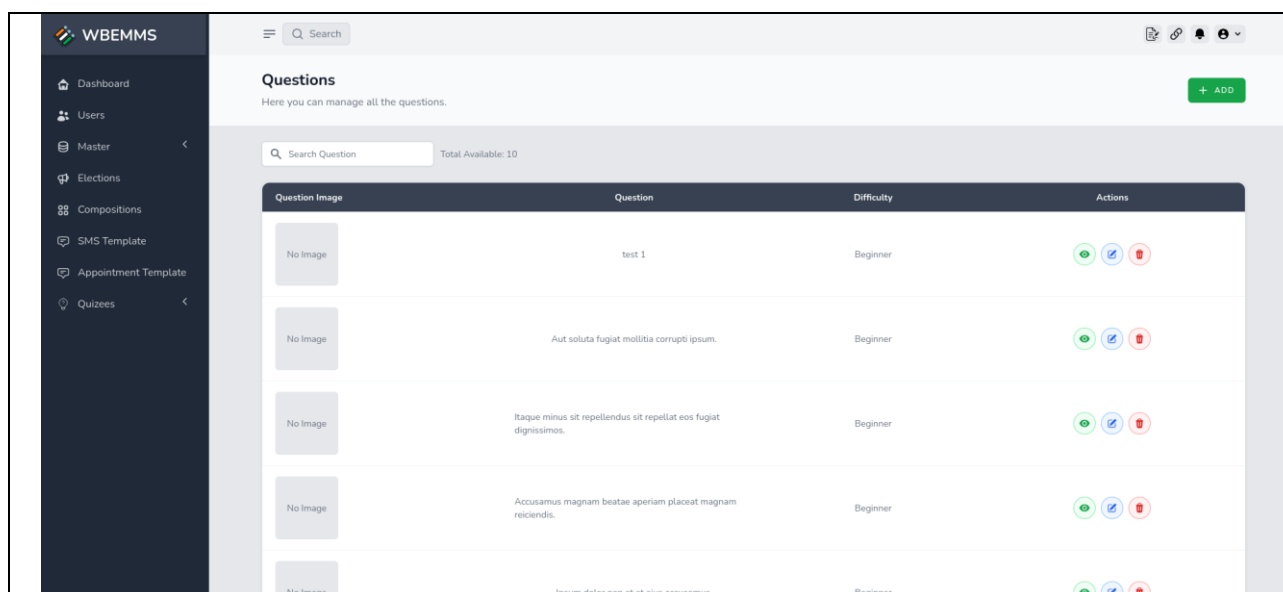
Create Question Topic: Invoked by Clicking add button on top corner



Purpose : Create a new quiz question topic.

Function : Enter topic name, Save topic, Cancel creation.

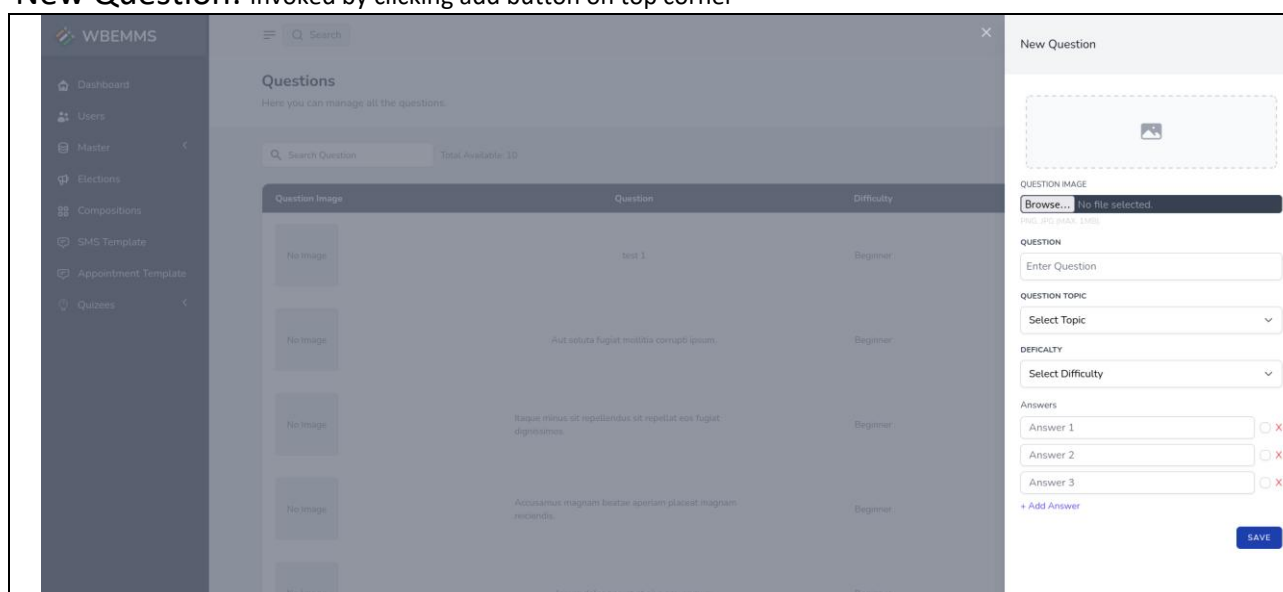
Questions : Invoked by Clicking question under Quizzes in left menu bar



Purpose : Manage all quiz questions with details like text, image, and difficulty level.

Function : View question, Search question, Add new question, Edit question, Delete question.

New Question: Invoked by clicking add button on top corner



Purpose : To build and maintain a reusable question bank for quizzes or assessments.

Function : Add, view, and manage quiz questions with images, topics, difficulty, and answers.

Quiz Configuration: Invoked by Clicking quiz configuration under Quizzes in left menu bar

- Dashboard
- Users
- Master
- Elections
- Compositions
- SMS Template
- Appointment Template
- Quizzes

Search

Quiz Configuration

Here you can see all the quiz configuration.

+ ADD

Search Config

Total Available: 3

Election	Questions	Time (mins)	Negative Mark	Mark/Question	Actions
Parliament General Election	25	15	0	2	
BYE ELECTION TO THE 80 - KALIGANI	10	10	0	1	
Test E	25	15	0	2	

Purpose: To define rules for each quiz linked to elections.

Function: Add, edit, and delete quiz configurations with settings like questions, time, marks, and negative marks.

New Quiz Config: Invoked by clicking add button on top corner

- Dashboard
- Users
- Master
- Elections
- Compositions
- SMS Template
- Appointment Template
- Quizzes

Search

Quiz Configuration

Here you can create quiz configuration.

BACK

New Quiz Config

QUESTION COUNT

Enter number of questions

MARK PER QUESTION

Enter mark per question

TOTAL ALLOCATE TIME

Enter total time

ELECTION

Select Election

NEGATIVE MARK

Enter negative mark

SAVE

Purpose: To create customized quiz rules for different elections.

Function: Define quiz configuration by setting question count, marks, time, election, and negative marks.