

User Manual
Part- I
for
WB Election Manpower Management System
(District User)

Submitted to:
Office of CEO, West Bengal



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National Informatics Centre
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WEBSITE URL :

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

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

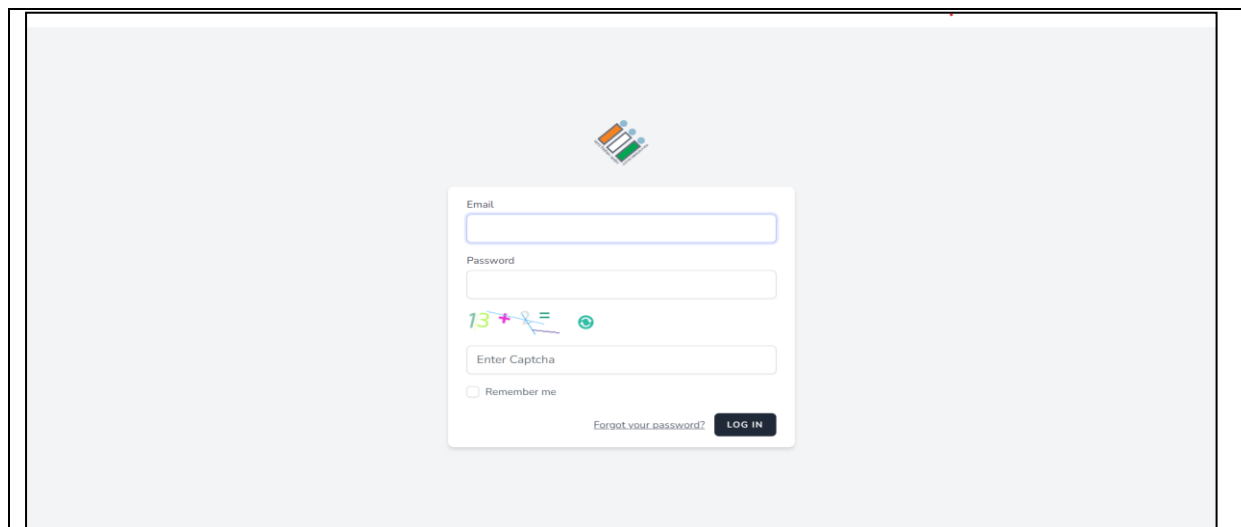
LANDING PAGE :



Purpose : Registration of Offices, user Login from Menu

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

USER LOGIN PAGE:

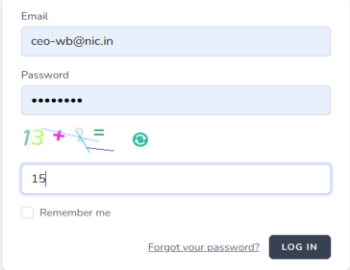


Purpose : Logging in of Authorized and Authenticated Users

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

WBEMMS Ver 1.0

User Login : Enters User Credentials and clicks Login Button

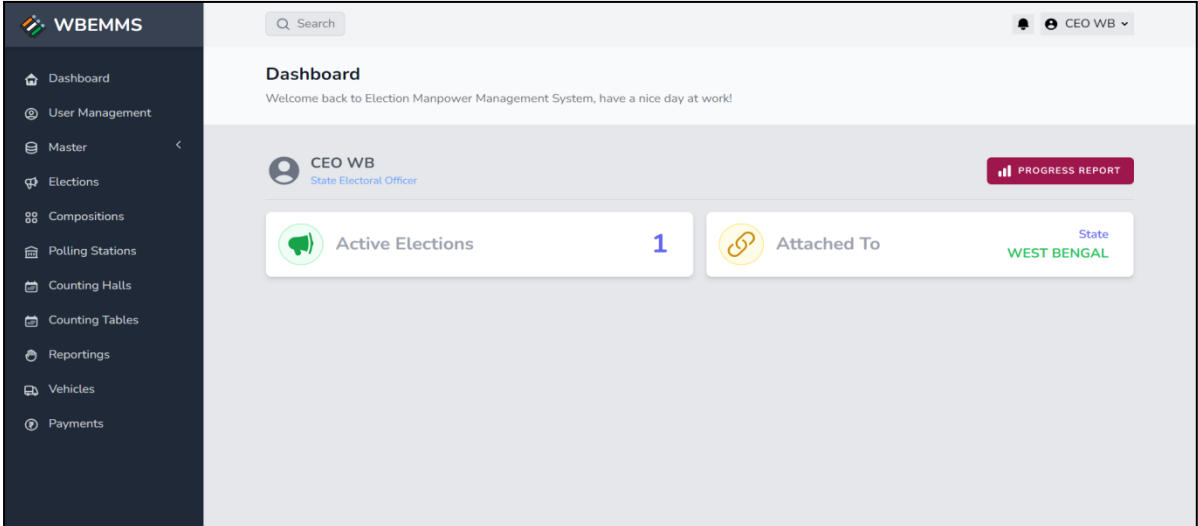


The login form is centered on a light gray background. At the top is the WBEMMS logo. Below it are three input fields: 'Email' with the value 'ceo-wb@nic.in', 'Password' with masked characters, and a CAPTCHA field with the value '14'. There is a 'Remember me' checkbox and a 'LOG IN' button. A link for 'Forgot your password?' is also present.

Purpose : User Login

Functions : Authenticated and Authorized User login

CEO USER DASHBOARD :

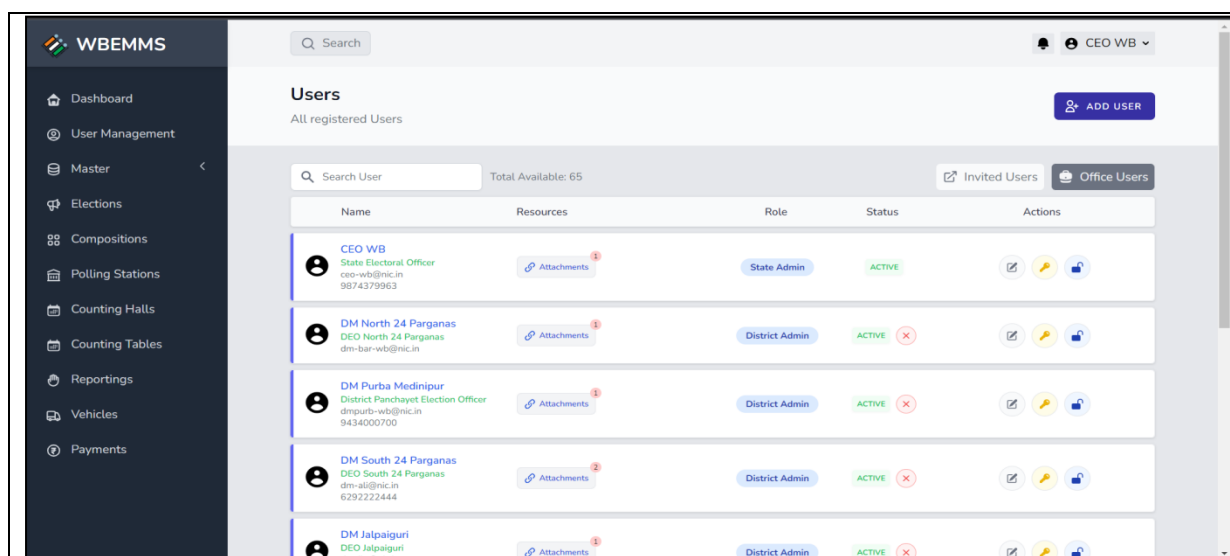


The dashboard features a dark sidebar with the WBEMMS logo and a menu including Dashboard, User Management, Master, Elections, Compositions, Polling Stations, Counting Halls, Counting Tables, Reportings, Vehicles, and Payments. The main area has a search bar, a welcome message, and a user profile for 'CEO WB, State Electoral Officer'. It displays two key metrics: 'Active Elections' with a value of 1, and 'Attached To' with the value 'State WEST BENGAL'. A 'PROGRESS REPORT' button is also visible.

Purpose : Basic Dashboard for an User and Function Access Menues

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

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



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
District

RESOURCE
DAKSHIN DINAJPUR

Resources
Selected: 1 Clear

District - DAKSHIN DINAJPUR

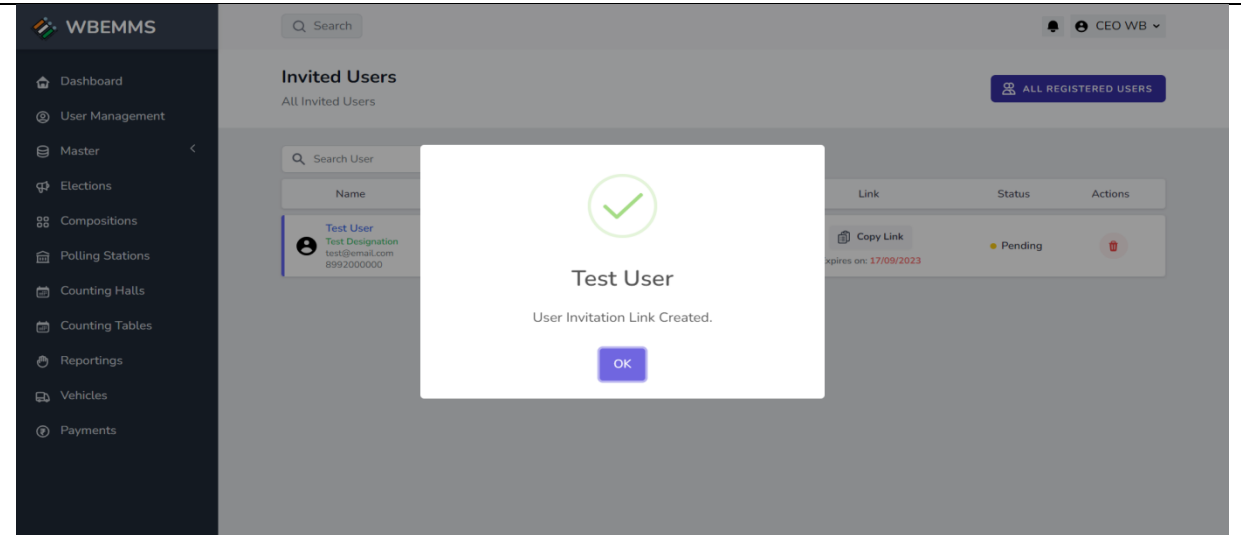
SAVE

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

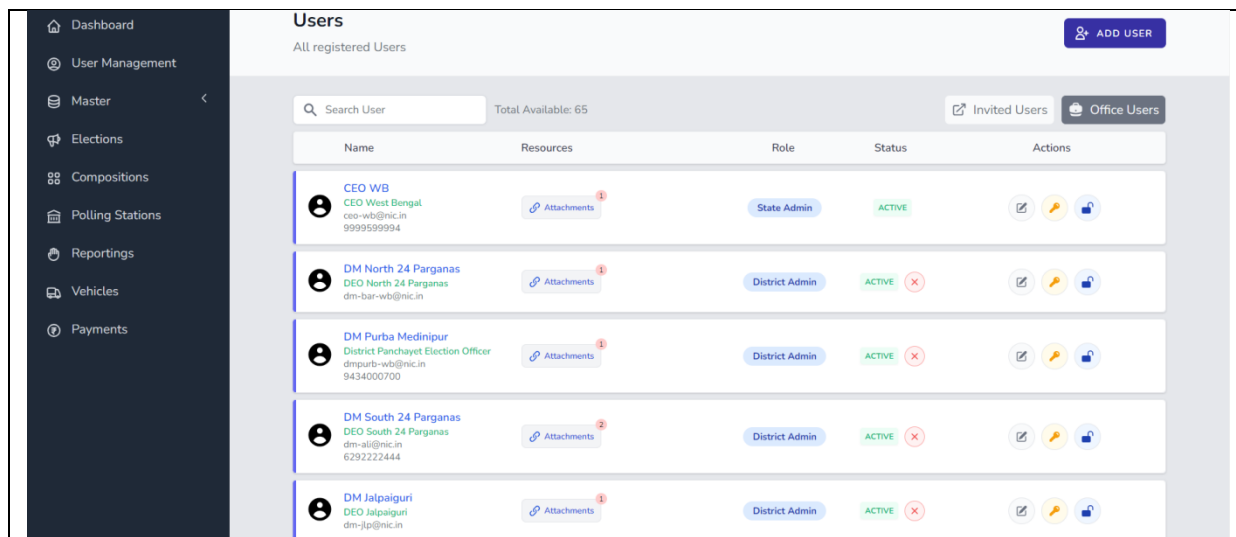
WBEMMS Ver 1.0

Functions



On Success : Message

USER MANAGEMENT (MANAGING REGISTERED USERS): Invoked by Clicking **ALL REGISTERED USERS** button or Clicking User Management Menu



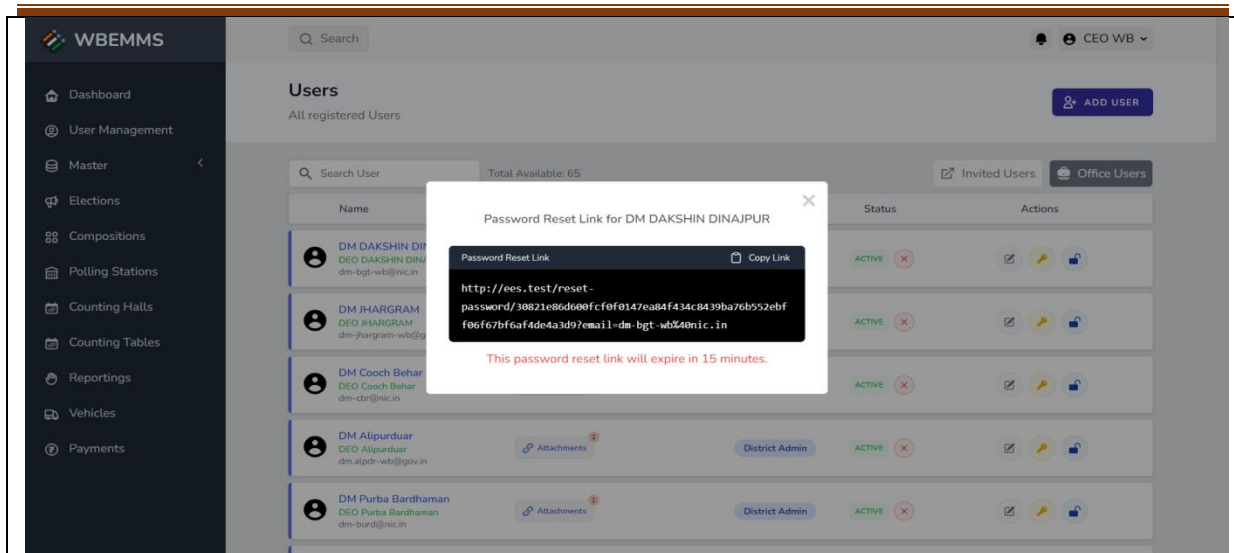
Purpose : To Manage User Permissions, Password reset & Activation

Functions : 1) Activate / De-Activate User
2) Edit User and His Role, Resource Type & Resources
3) Change User Permissions
4) Reset User Password

PASSWORD RESET BY ADMIN:

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

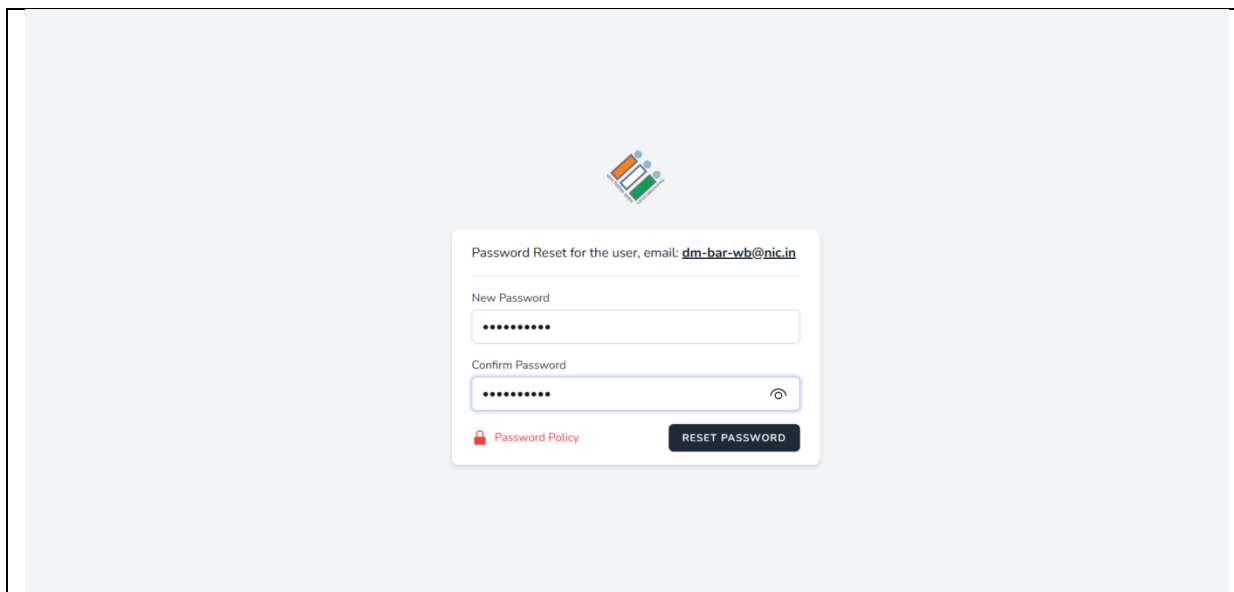
WBEMMS Ver 1.0



Purpose : Reset Password for an User

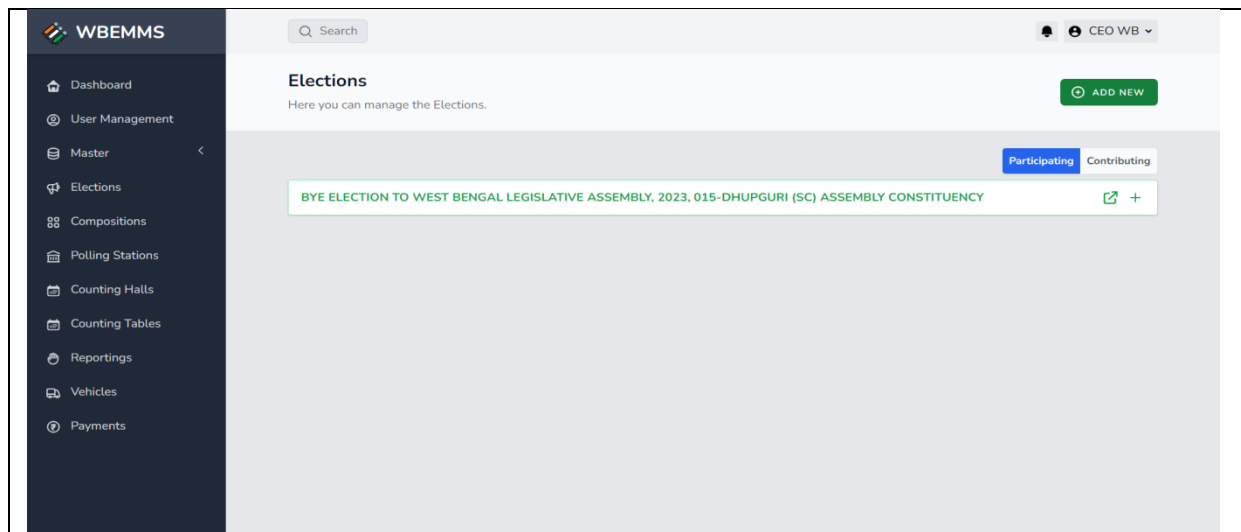
Function : The Password reset Link generated. Can be sent to User over mail/ SMS (after Mail/SMS Intergration) or Whatsapp

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



Purpose : Reset Password

Function : Reset New Passowrd 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

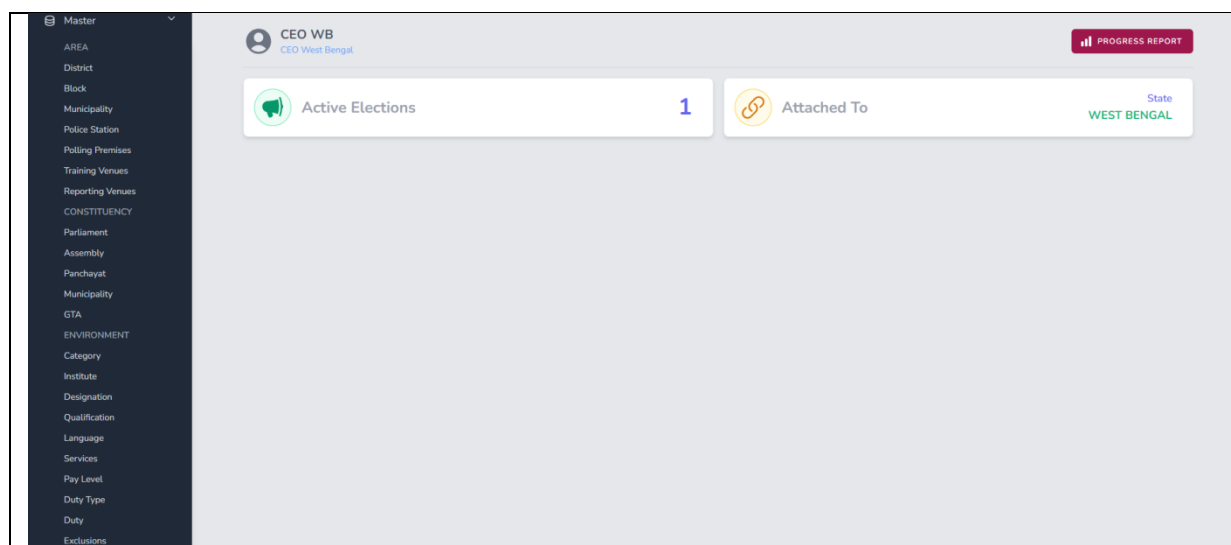
Functions : To be Used by State Login for creation of New Assembly or Parliament Election or a Bye Election



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

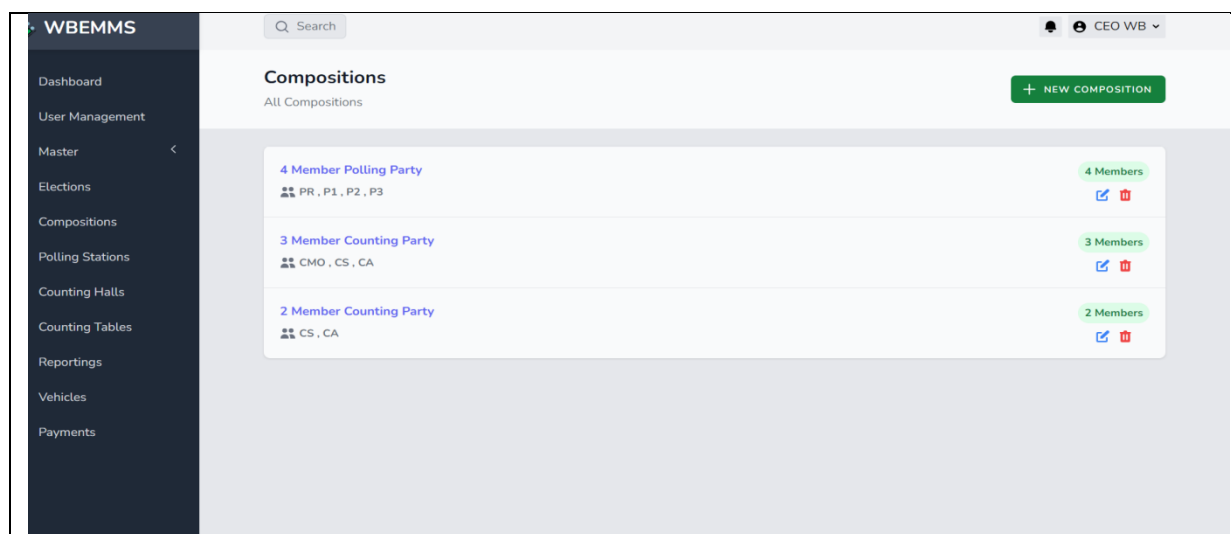
MASTER MENU : Can be invoked by clicking the Master Menu



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

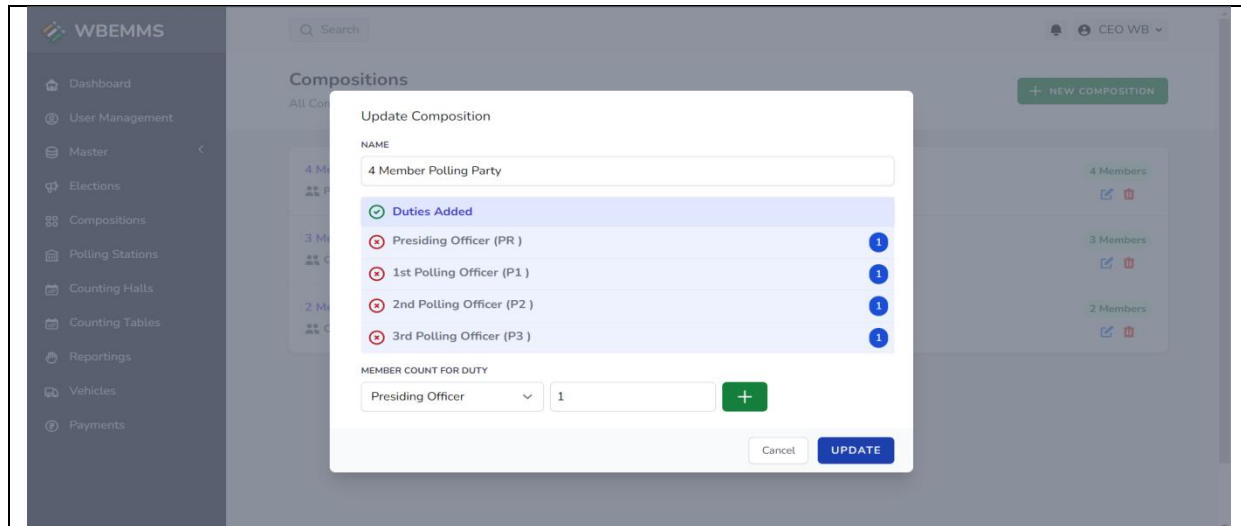
COMPOSITIONS : Invoked by clicking Composition Menu



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

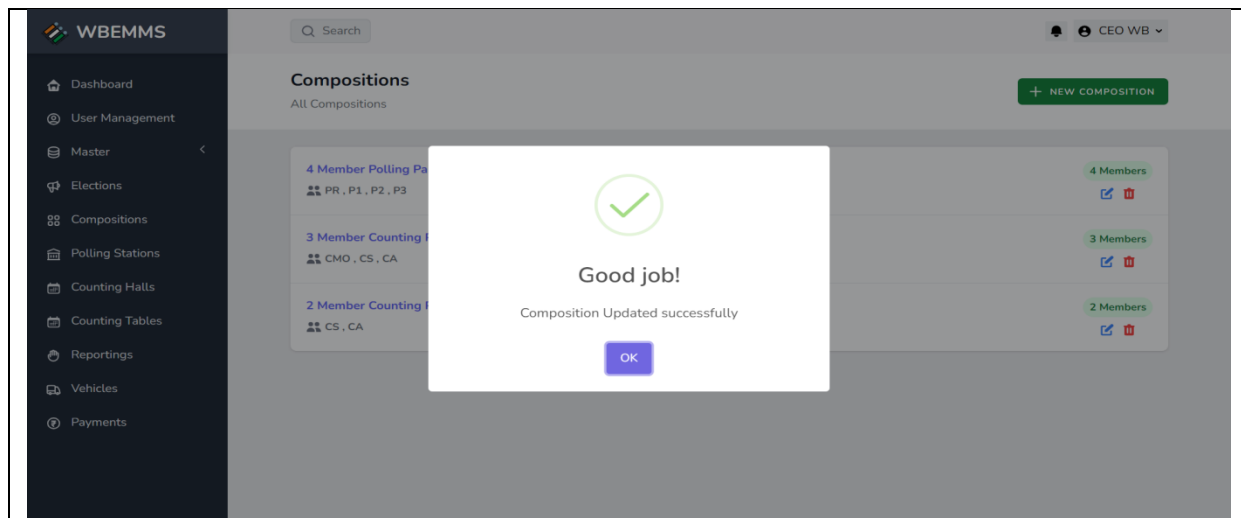
ADDING / EDITING A COMPOSITION :



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

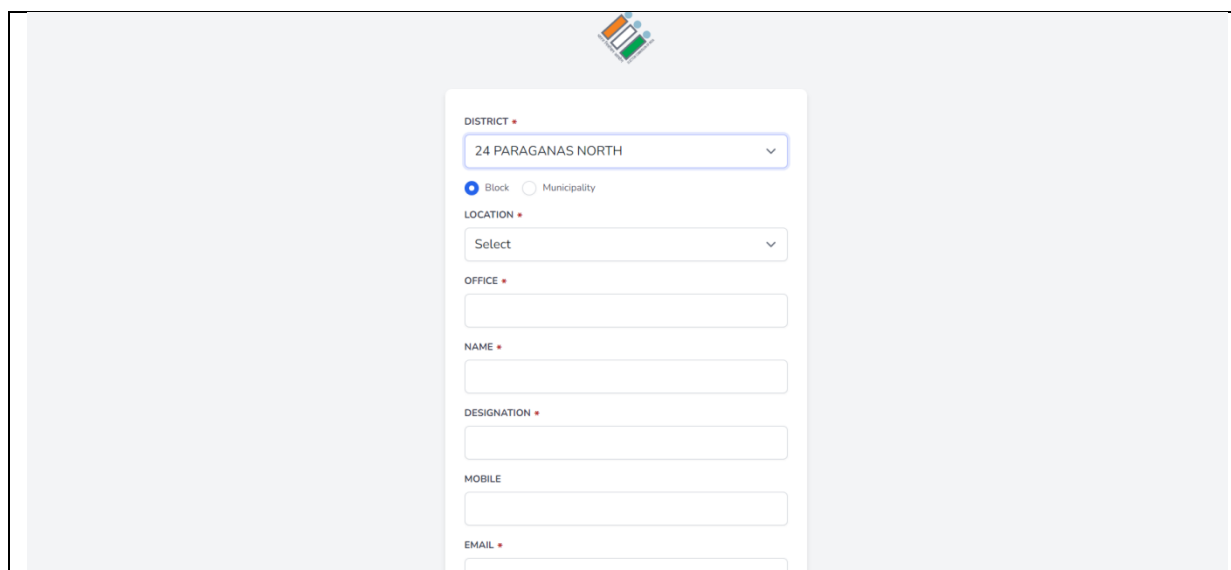


Purpose : Saving Team Name and Party Composition

Function : Saving Team with a particular configuration

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

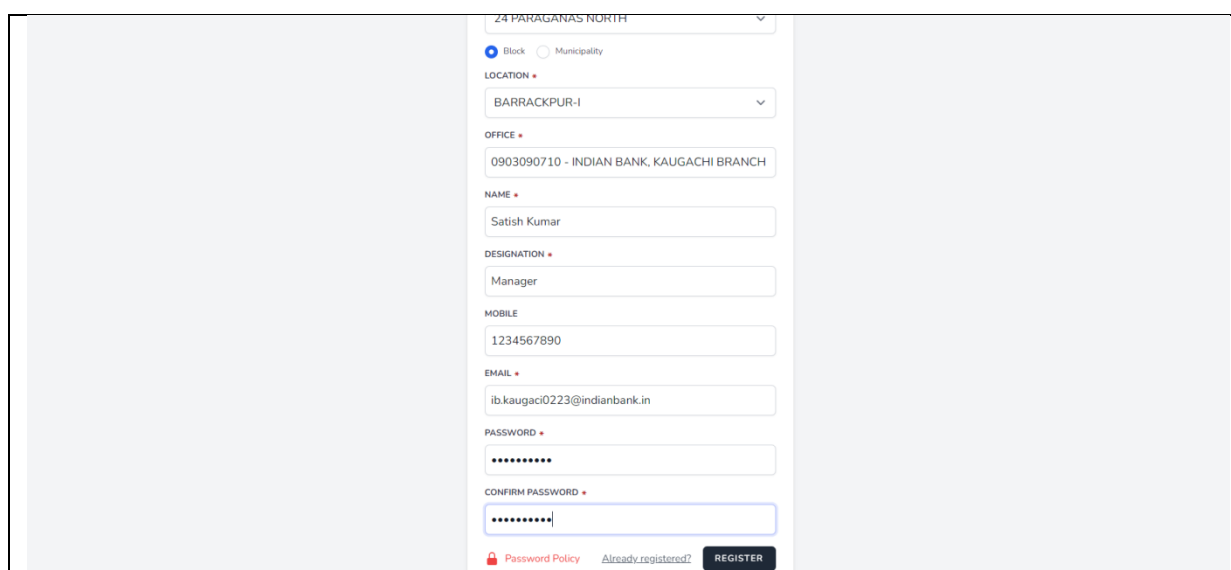
IMP :

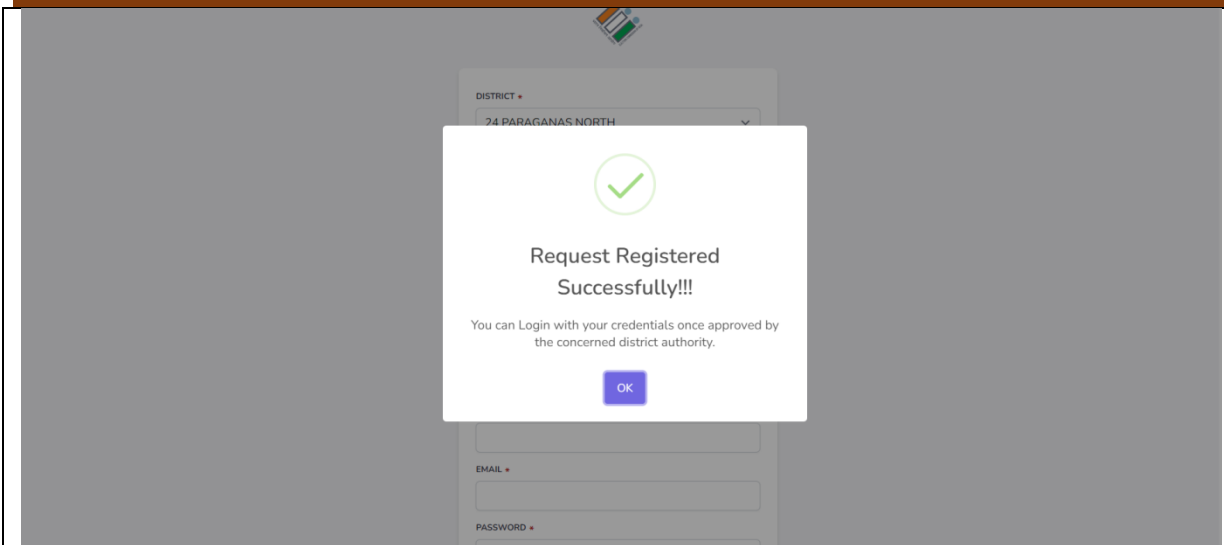
1) The Mobile Number must be unique

2)The e-mail id entered will be the Login id 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.

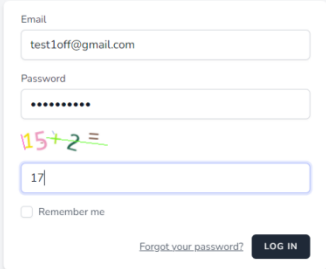




The screenshot displays a web application interface for WBEMMS Ver 1.0. A central white modal box with a green checkmark icon and the text "Request Registered Successfully!!!" is overlaid on a blurred background. The background shows a registration form with fields for "DISTRICT" (set to "24 PARAGANAS NORTH"), "EMAIL", and "PASSWORD". Below the modal, a table with two rows of text provides further instructions:

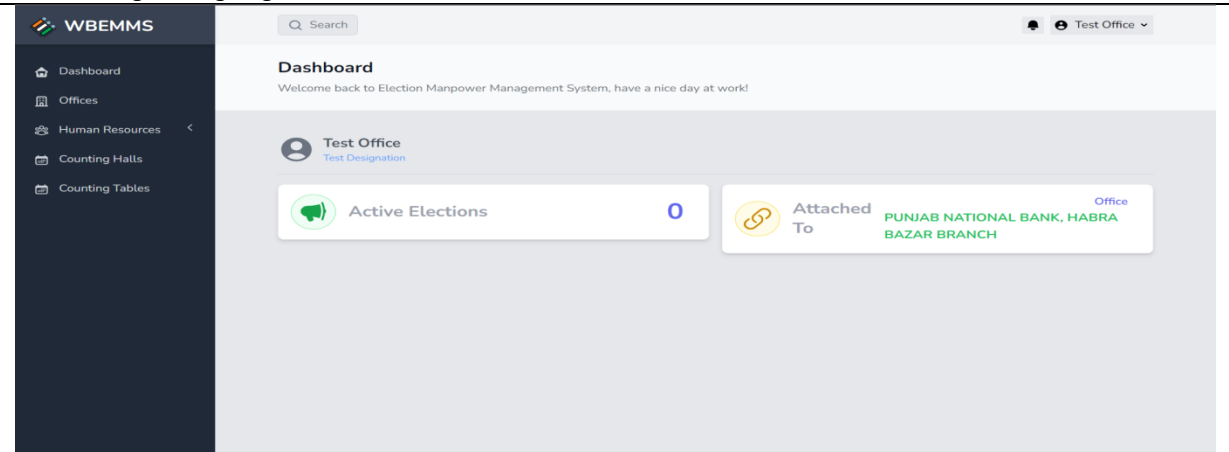
On Successful Registration, the Following Message is displayed. The Office can now login to Add / Edit User Data.
The User can log in when the District / Block level user approves the User Registration

OFFICE LOGIN



Office Login Form showing fields for Email (test1off@gmail.com), Password (masked), a CAPTCHA (15+2=), and a numeric input (17). It includes a 'Remember me' checkbox, a 'Forgot your password?' link, and a 'LOG IN' button.

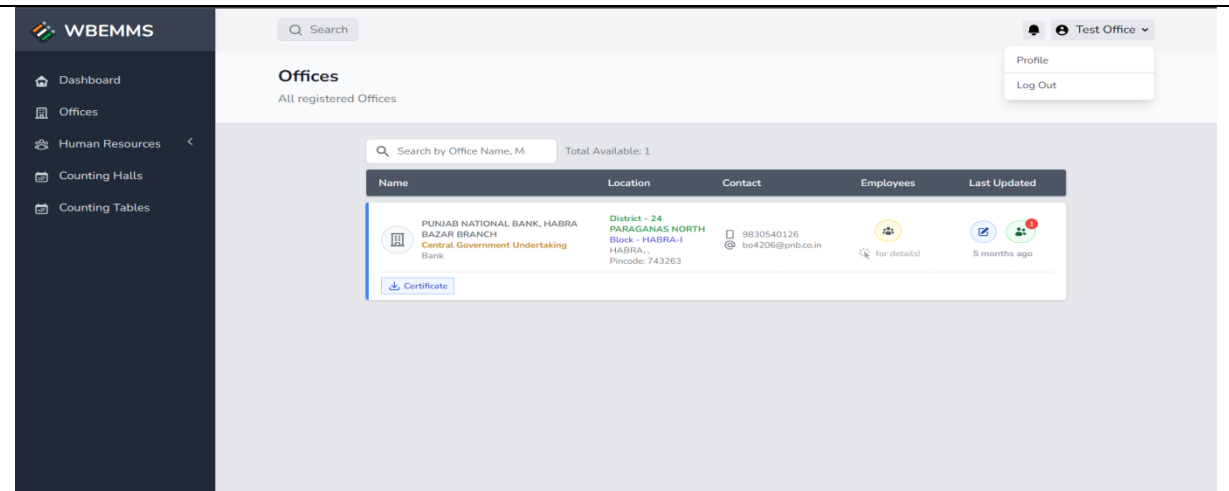
User can login using Registered userid and Password



Office User Dashboard showing the 'Dashboard' section. It includes a sidebar with navigation links (Dashboard, Offices, Human Resources, Counting Halls, Counting Tables) and a main content area with a 'Test Office' profile, 'Active Elections' (0), and 'Attached To' (PUNJAB NATIONAL BANK, HABRA BAZAR BRANCH).

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

Office User Profile : Click on Profile to Invoke this Menu



Office User Profile menu showing the 'Offices' section. It includes a sidebar with navigation links and a main content area with a search bar, a table of registered offices, and a dropdown menu for 'Profile' and 'Log Out'.

Name	Location	Contact	Employees	Last Updated
PUNJAB NATIONAL BANK, HABRA BAZAR BRANCH Central Government Undertaking Bank	District - 24 PARAGANAS NORTH Block - HABRA-I HABRA, , Pincode: 743263	9830540126 bo4206@pnbc.co.in	for details!	5 months ago

View/Edit Profile

WBEMMS Ver 1.0

User Profile
Update profile details.

Profile
This information can be used to update your profile.

UPDATE PROFILE

NAME *
Test Office

DESIGNATION *
Test Designation

MOBILE *
7485648566

EMAIL *
test666@email.com

Save

Password
Password should have at least 8 minimum characters, contains at least 1 letter (both uppercase and lowercase), at least 1 number, and at least 1 symbol.

UPDATE PASSWORD

CURRENT PASSWORD *

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.

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

Offices
All registered Offices

Search by Office Name, M Total Available: 1

Name	Location	Contact	Employees	Last Updated
PUNJAB NATIONAL BANK, HABRA BAZAR BRANCH Central Government Undertaking Bank	District - 24 PARAGANAS NORTH Block - HABRA-I, HABRA, Pincode: 743263	9830540136 bo4206@pnib.co.in	for details	5 months ago

[Certificate](#)

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

Offices
All registered Offices

Search by Office Name, M Total Available: 1

Name	Location	Contact	Employees	Last Updated
PUNJAB NATIONAL BANK, HABRA BAZAR BRANCH Central Government Undertaking Bank	District - 24 PARAGANAS NORTH Block - HABRA-I, HABRA, Pincode: 743263	9830540136 bo4206@pnib.co.in	for details	5 months ago

[Certificate](#)

ADD OFFICE DESIGNATION

WBEMMS

Search

Offices
All registered Offices

Search by Office Name, M Total Available: 1

Name	Location	Contact	Employees	Last Updated
PUNJAB NATIONAL BANK, HABRA BAZAR BRANCH Central Government Undertaking Bank	DISTRICT - 24 PARAGANAS NORTH BLOCK - HABRA-1 HABRA, PINCODE: 743263	9830540126 hrd4206@pnbs.co.in	For details!	5 months ago

[Certificate](#)

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

WBEMMS

Search

Edit Office
Edit details for existing Office.

[ALL OFFICES](#)

Profile
This section captures the basic profile details for a office. The information from here will be used for identifying the office.

NAME *

PUNJAB NATIONAL BANK, HABRA BAZAR BRANCH

REF CODE

0901060346

DDO CODE

PUNB0420600

Administrative Jurisdiction
The information from this section will be used to locate the office under a specific administrative jurisdiction. All training related management will be made using this data.

DISTRICT *

24 PARAGANAS NORTH

LOCATED AT TYPE *

After Clicking Save button, Add Office Designation Page will appear

WBEMMS

Search

Office Designation
Add Designation details for the Office **A.C. INSTITUTION**

[ALL OFFICES](#)

[+ Add Designation](#)

Designation	Male Count	Female Count	Total Employee	HOO	Actions
No Designations Added					

To Add Designation Click on Add Designation Button. Multiple Designation can be added at once. Click Save button to save Designation.

WBEMMS

Search

DM Malda

Office Designation

Add Designation details for the Office **A.C. INSTITUTION**

[ALL OFFICES](#)

[+ Add Designation](#)

Designation	Male Count	Female Count	Total Employee	HOO	Actions
ACADEMIC SUPERVISOR	3	2	5	Yes	✖

[SAVE](#)

For editing existing office designation click edit-office icon. Save office details and Modify Office Designation

WBEMMS

Search

DM Malda

Office Designation

Add Designation details for the Office **A.C. INSTITUTION**

[ALL OFFICES](#)

[+ Add Designation](#)

Designation	Male Count	Female Count	Total Employee	HOO	Actions
ACADEMIC SUPERVISOR	3	2	5	Yes	✖
AADHAAR OFFICER	3	1	4	No	✖

[UPDATE](#)

Click Update Button to save updated office designation.

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

Name	Designation	Mobile	Last Verified
ASHISH DAS Male - 35 Years	ASSISTANT MANAGER Service Not Defined - Group B	9883828623	Under Transfer Not Verified
BISWAJIT DAS Male - 59 Years	SECURITY GUARD Service Not Defined - Group C	9531615597	Under Transfer Not Verified
RAMNEEK Male - 30 Years	BANK OFFICER Service Not Defined - Group B	8427590454	Under Transfer Not Verified
RITA MONDAL Female - 34 Years	SWEEPER Service Not Defined - Group D	8768344730	Under Transfer Not Verified
SANJIB BISWAS	BRANCH HEAD	9830486933	Under Transfer

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.

Employee Information	
Personal details and others.	
Full Name	AJAY KUMAR SAHA
Designation	JUNIOR ENGINEER

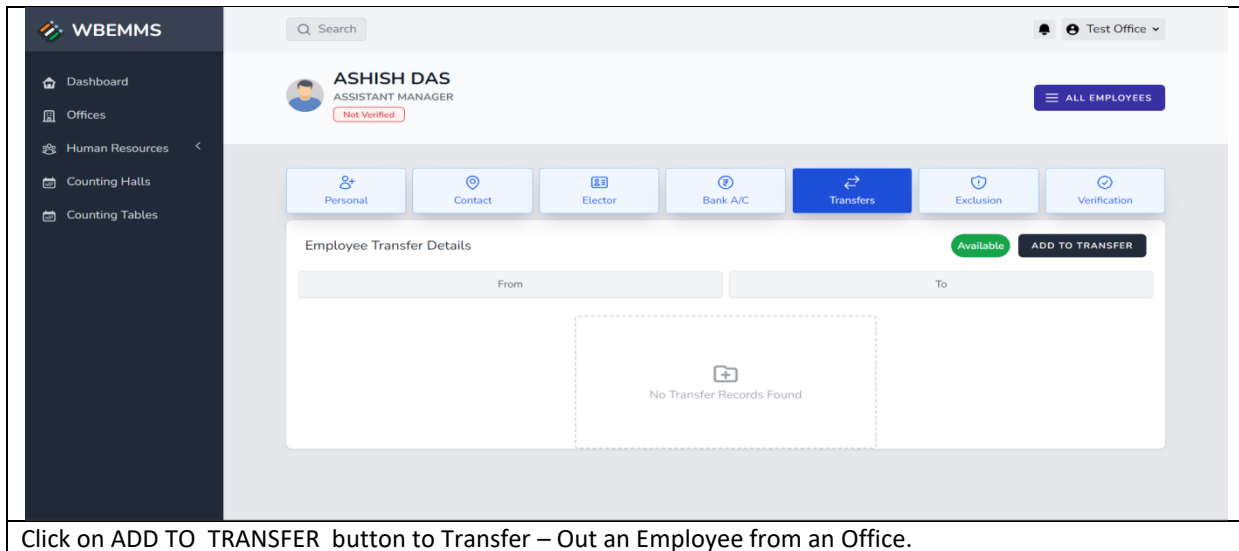
THE MANDATORY SECTIONS FOR EMPLOYEE DATA ENTRY:

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

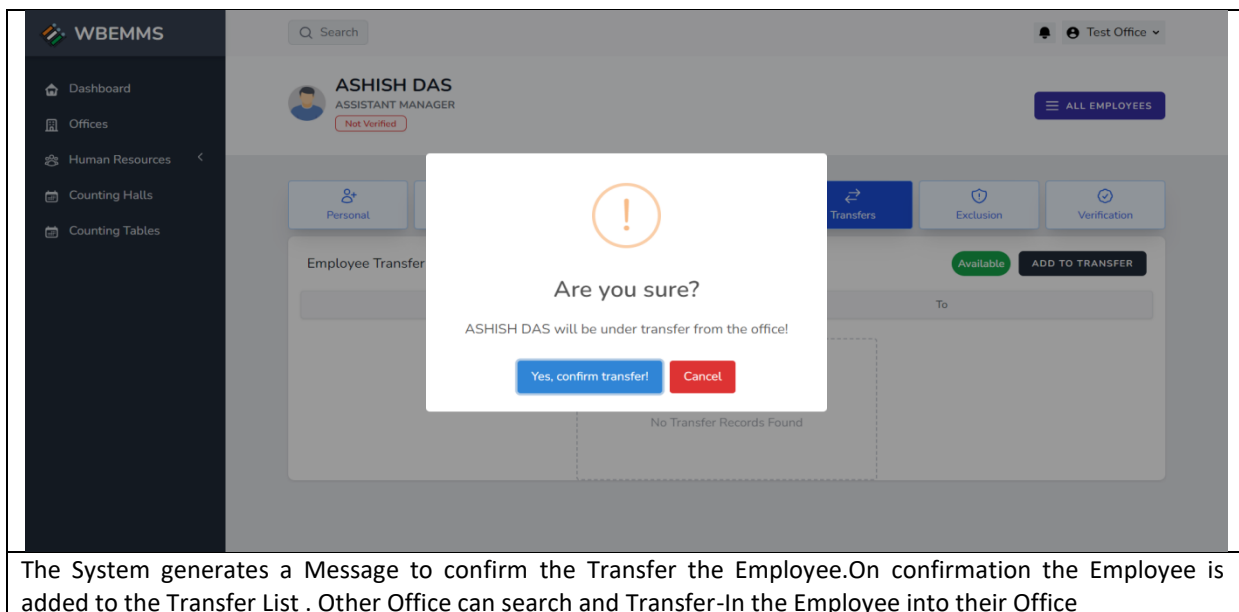
THE OPTIONAL SECTIONS FOR EMPLOYEE DATA ENTRY:

- 1) Transfer 2) Exclusion

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

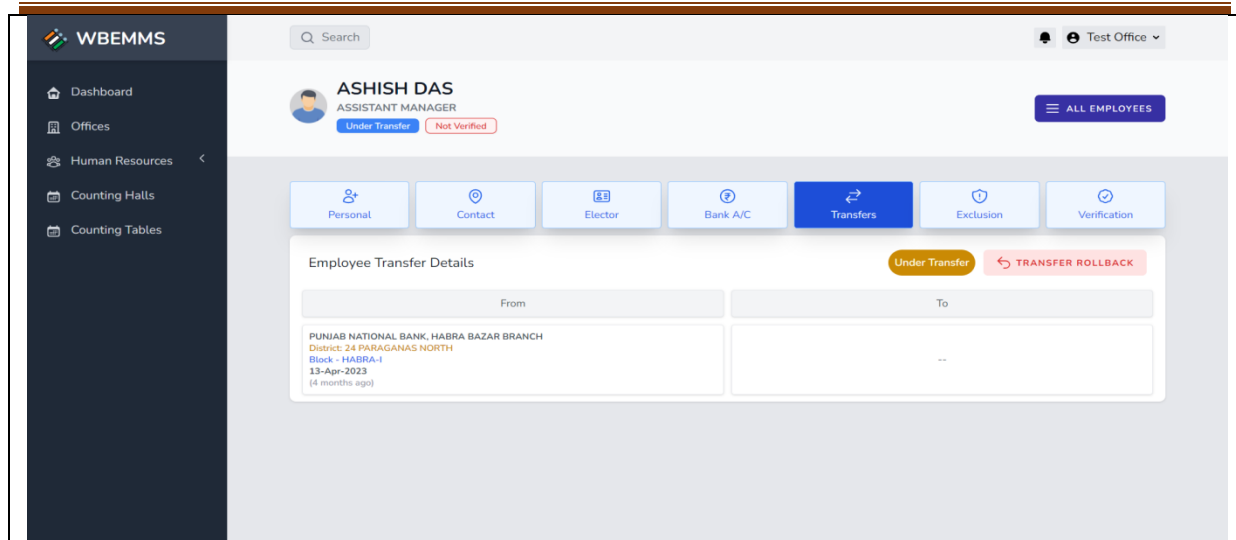


Click on ADD TO TRANSFER button to Transfer – Out an Employee from an Office.



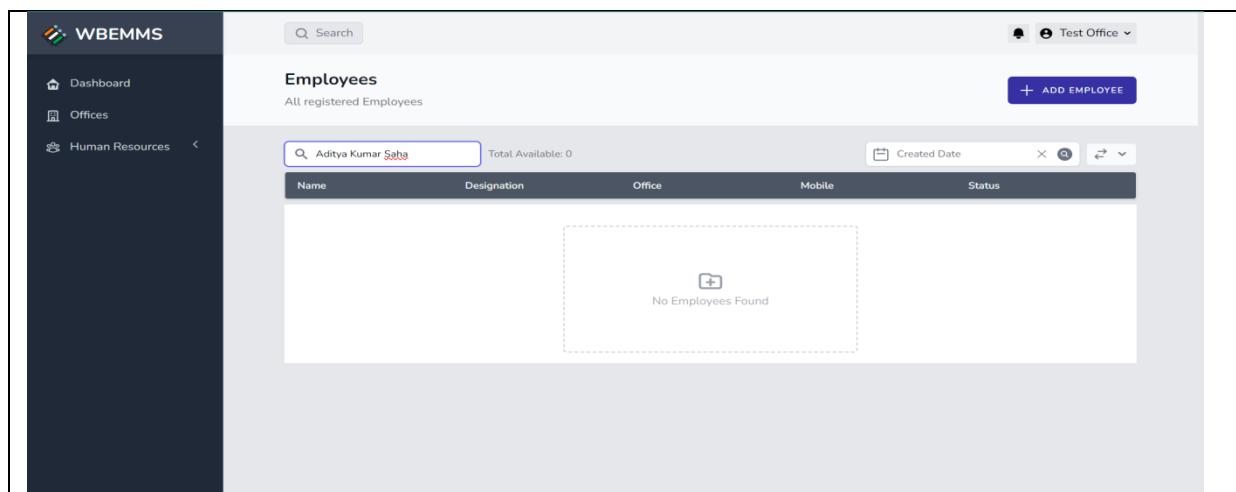
The System generates a Message to confirm the Transfer the Employee. On confirmation the Employee is added to the Transfer List . Other Office can search and Transfer-In the Employee into their Office

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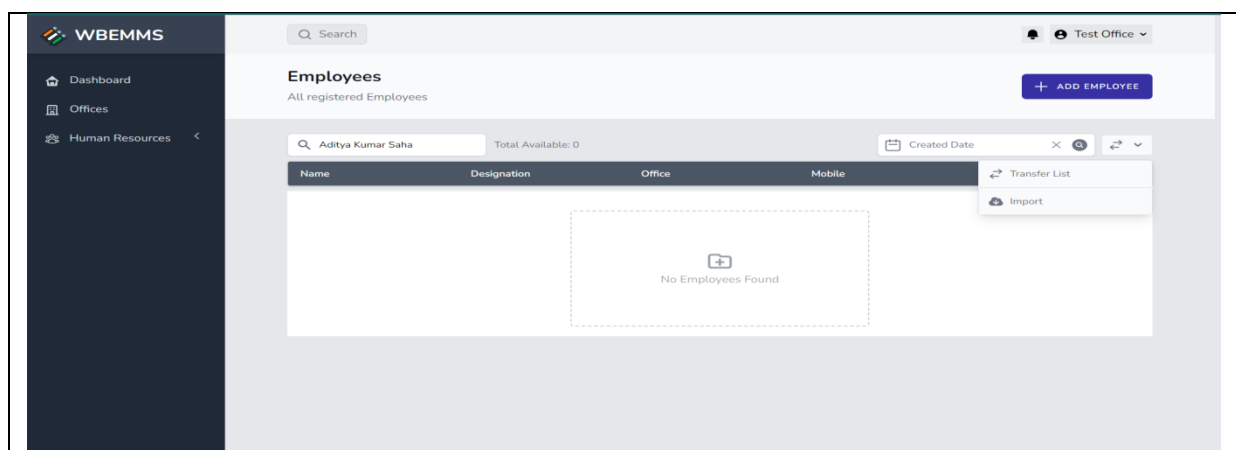


A transferred Employee is indicated by Under Transfer Status in the Transfer Tab. A transferred employee can be recalled back into an Office by clicking the TRANSFER ROLLBACK button. On Clicking this button the transferred employee is returned back to his original office by the System

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 bank account 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

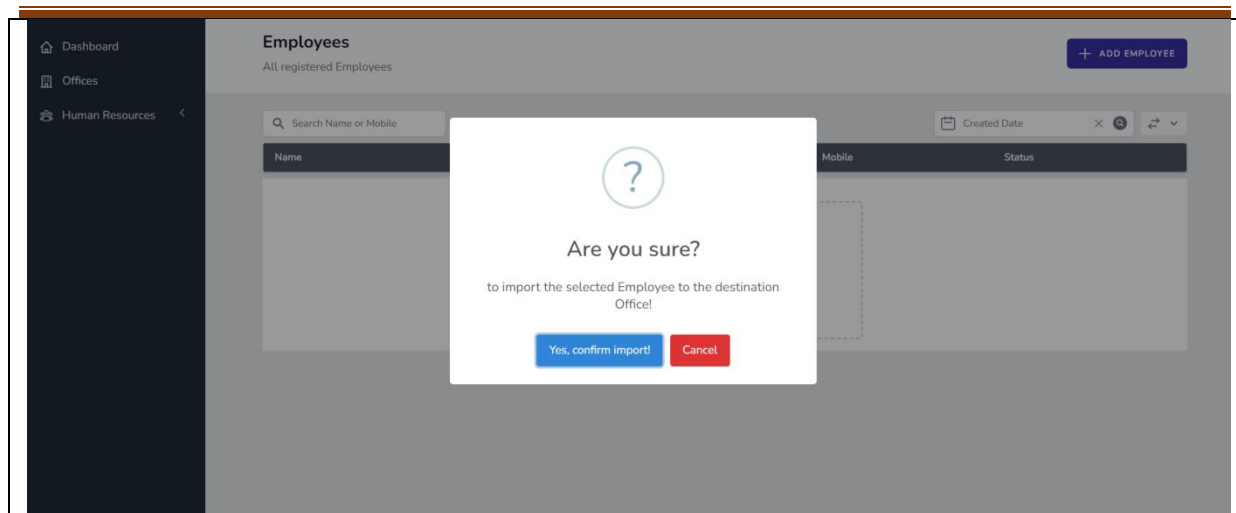
The screenshot shows the 'Employees' page in the WBEMMS application. A modal titled 'Import Under Transfer Employees to Transferred Office' is open. It contains a search bar with the text '8001195744' and a 'Search' button. Below the search bar, the details of 'Aaditya Kumar Mishra - BRANCH MANAGER' are displayed, including his gender (Male), age (40 Years), and current office details: STATE BANK OF INDIA, BUNIADPUR BRANCH, District - OAKSHIN DINAIJUPUR, and Block - BANSIPHARI. A 'Select' button is visible next to the employee details.

Select the Employee and Click the Select button

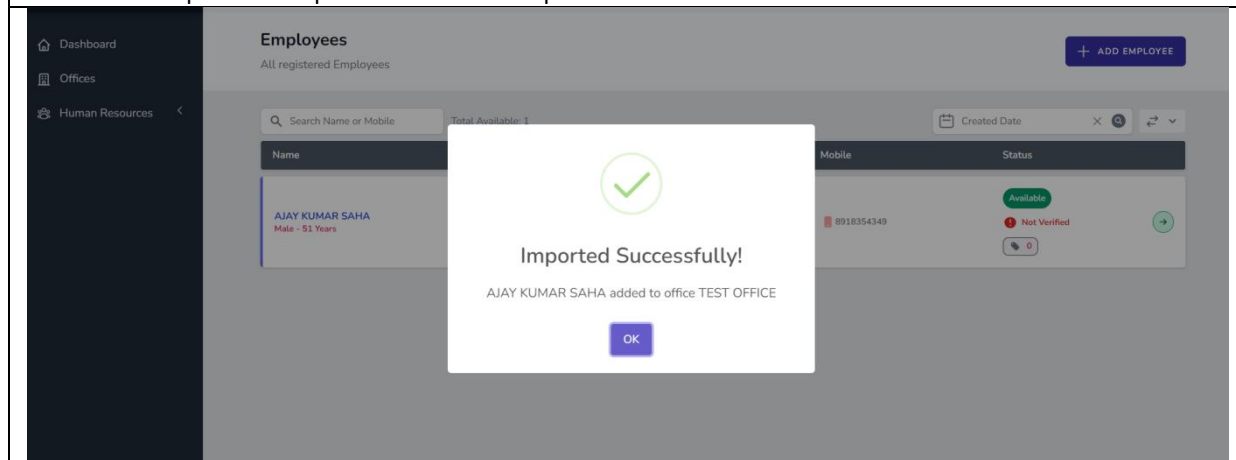
The screenshot shows the same 'Import Under Transfer Employees to Transferred Office' modal. The search bar now contains '8918354349'. The details of 'AJAY KUMAR SAHA - JUNIOR ENGINEER' are displayed, including his gender (Male), age (51 Years), and current office details: SURJI - II DEV BLOCK, District - BIRBHUM, and Block - SURJI-II. A 'Selected' button is visible next to the employee details. Below the employee details, there is a message: 'Select the destination office for the selected Employee. The new office of transfer must be different from the current office.' Under this message, there is a 'SELECT OFFICE' section with a search bar and a list of available offices. The 'TEST OFFICE' is selected, with details: Govt. Aided Organisation, Secondary/Higher Secondary School, District - BIRBHUM, and Block - SURJI-I. A 'Select' button is visible next to the 'TEST OFFICE' details.

Select The Office and click on IMPORT button to Import the Employee

WBEMMS Ver 1.0



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

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	Status
AJAY KUMAR SAHA Male - 51 Years	JUNIOR ENGINEER STATE GOVT - Group A OTHER	TEST OFFICE Block - SURR-I Govt. Aided Organisation Secondary/Higher Secondary School	8918354349	Available Not Verified

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

Section	Field	Value
Employee Information	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

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

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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 ▼

LOCATION * SURI-II ▼ PANCHAYAT / WARD * PURANDARPUR ▼

Cancel Save

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 Elector **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
DIST SUPAUL BIHAR 852131 SBIN0000190

SURI IFSC
DIST BIRBHUM, WEST BENGAL 731101 SBIN0000191

Cancel Save

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.

The screenshot shows the 'Employee Exclusion' form. At the top, there are tabs: Personal, Contact, Elector, Transfers, Exclusion, and Verification. The 'Exclusion' tab is selected. Below the tabs, there's a message: 'Exclusion is the subject of approval from competent authority.' A dropdown menu is open, showing a list of exclusion reasons: Physically Challenged, Dead, Retired, VRS, Maternity Leave, Absconding, Undertrial, Head of Office, Night Guard, Key Holder, Armed Guard, Emergency Duty, Job Terminated, Resigned, Duplicate, CELL DUTY, and CANCER/SERIOUS MEDICAL COND. Below the dropdown is a 'SAVE' button.

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

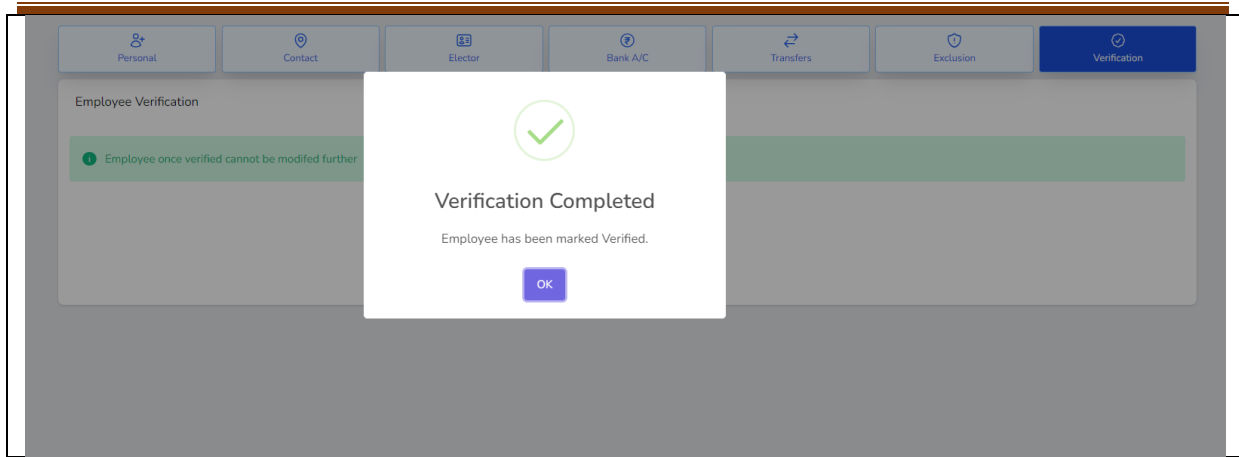
After Adding Exclusion , the Save button must be clicked to Saver Data.

VERIFICATION : After Entering / Updating all Information , the Employee Data must be verified by Clicking the VERIFY button.

The top screenshot shows the 'Employee Verification' form. It has tabs: Personal, Contact, Elector, Bank A/C, Transfers, Exclusion, and Verification. The 'Verification' tab is selected. Below the tabs, there's a message: 'Employee once verified cannot be modified further'. Below this message is a 'Not Verified' status with a warning icon and a 'VERIFY' button.

The bottom screenshot shows a confirmation dialog box. It has a warning icon and the text: 'Are you sure? Employee will not be available for modification after verification'. There are two buttons: 'Yes, confirm verification!' and 'Cancel'.

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The Employee Data is now Verified.

