

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

Submitted to:
Office of the CEO, West Bengal



NIC West Bengal State Unit
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WBEMMS Ver 1.0

WEBSITE URL :

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

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

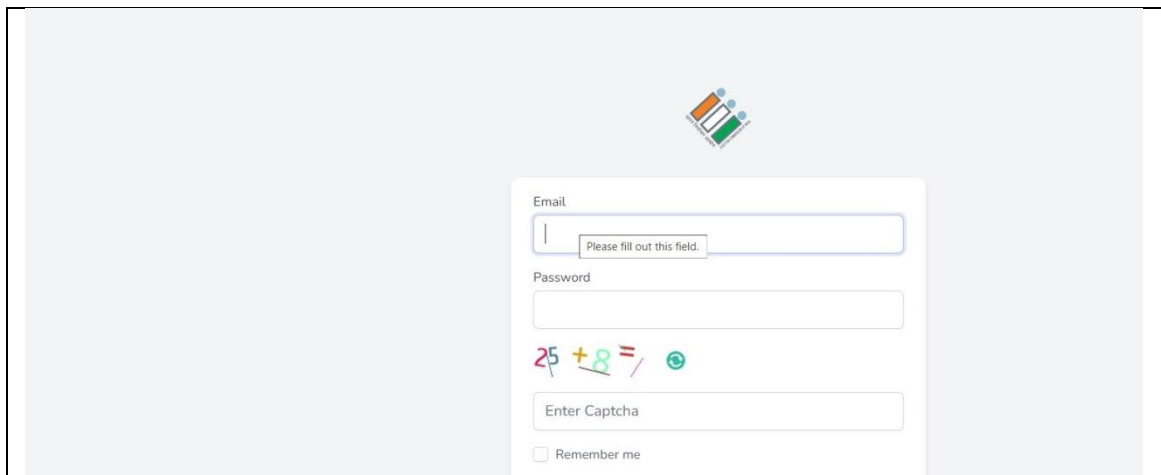
LANDING PAGE :



Purpose : Registration of Offices, user Login from Menu

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

USER LOGIN PAGE:

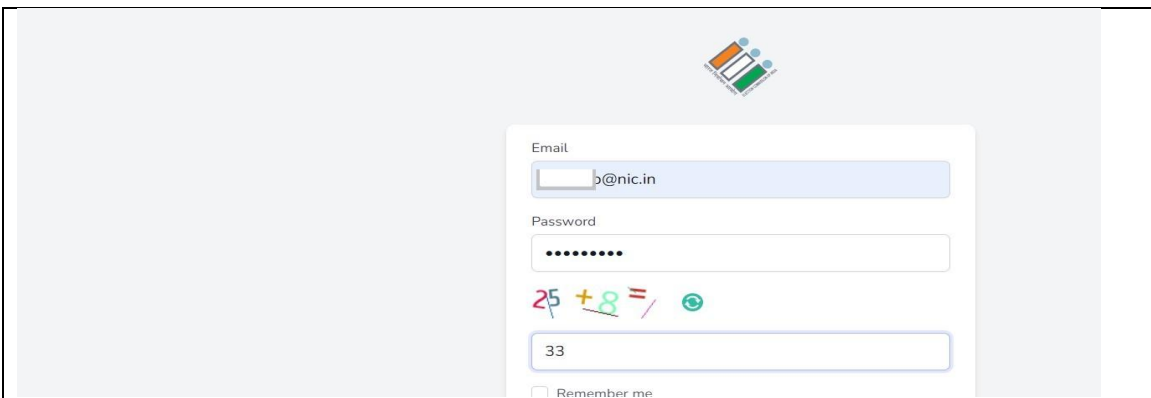


Purpose : Logging in of Authorized and Authenticated Users

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

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User Login : Enters User Credentials and clicks Login Button

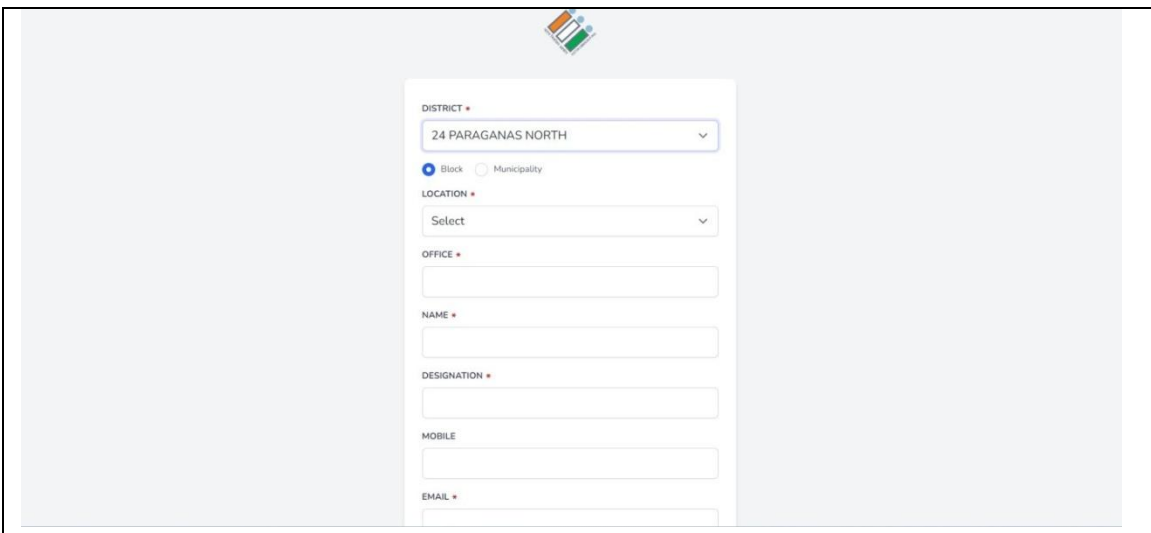


Purpose : User Login

Functions : Authenticated and Authorized User login with Captcha

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

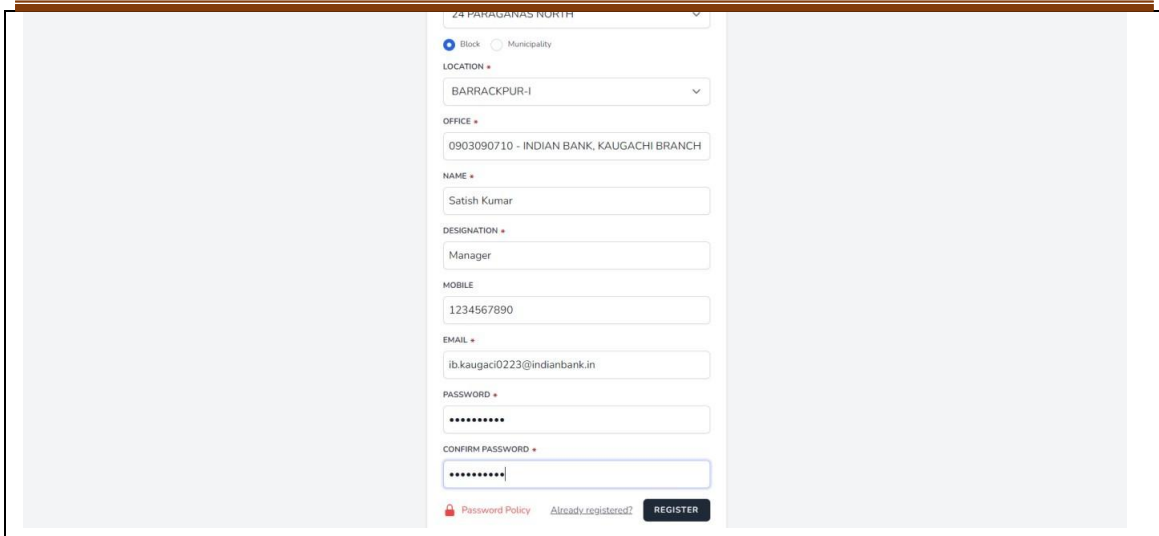
Function : An Office can its Block / Municipality location , Enter Name, Designation, Mobile, email, password & confirm password

Click REGISTER button to Complete the Register Process

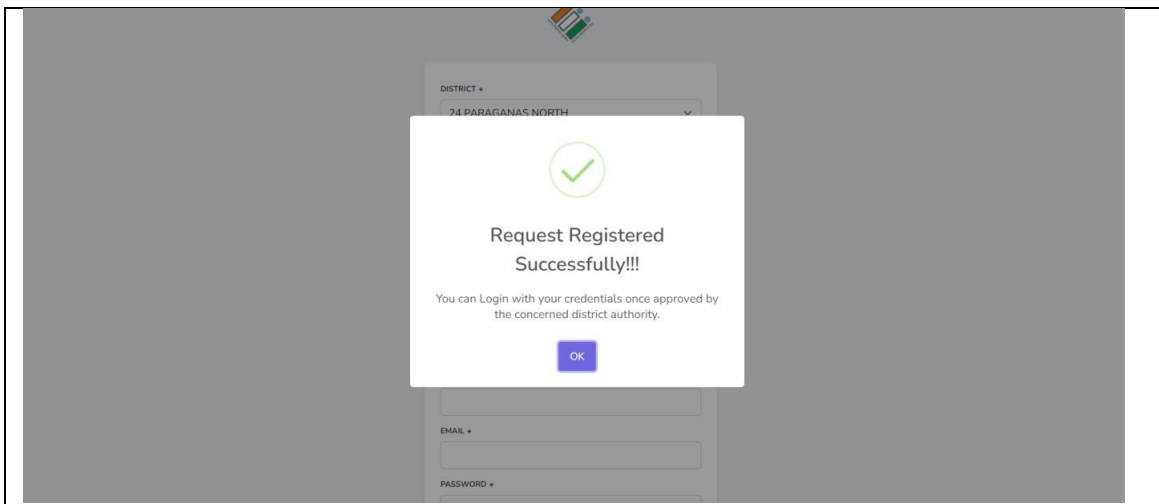
IMP :

- 1) The Mobile Number must be unique
- 2) The e-mail id entered will be the Login id 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 Registration Request Generation from Office end.

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The screenshot shows a registration form for WBEMMS Ver 1.0. The form is titled "24 PARAGANAS NORTH" and includes a dropdown menu for "LOCATION" with "BARRACKPUR-I" selected. Below this is a field for "OFFICE" with the value "0903090710 - INDIAN BANK, KAUGACHI BRANCH". The "NAME" field contains "Satish Kumar", and the "DESIGNATION" field contains "Manager". The "MOBILE" field contains "1234567890", and the "EMAIL" field contains "ib.kaugaci0223@indianbank.in". The "PASSWORD" and "CONFIRM PASSWORD" fields are both filled with "*****". At the bottom, there are links for "Password Policy" and "Already registered?" and a "REGISTER" button.

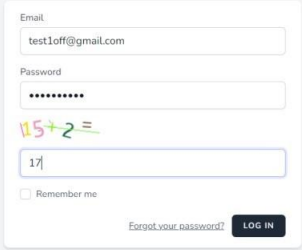


On Successful Registration, the Following Message is displayed. The Office can now login to Add / Edit User Data.

The User can log in when the District / Block level user approves the User Registration

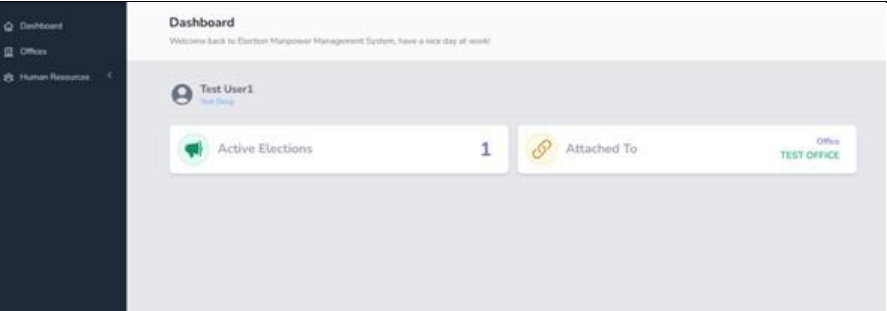
WBEMMS Ver 1.0

OFFICE LOGIN



The login form is centered on a light gray background. It features a small Indian flag icon at the top. Below the flag, there are three input fields: 'Email' with the value 'test1off@gmail.com', 'Password' with masked characters '*****', and a CAPTCHA field showing the math problem '15 + 2 ='. The CAPTCHA input contains the text '17'. Below the CAPTCHA is a 'Remember me' checkbox. At the bottom of the form, there is a link 'Forgot your password?' and a 'LOG IN' button.

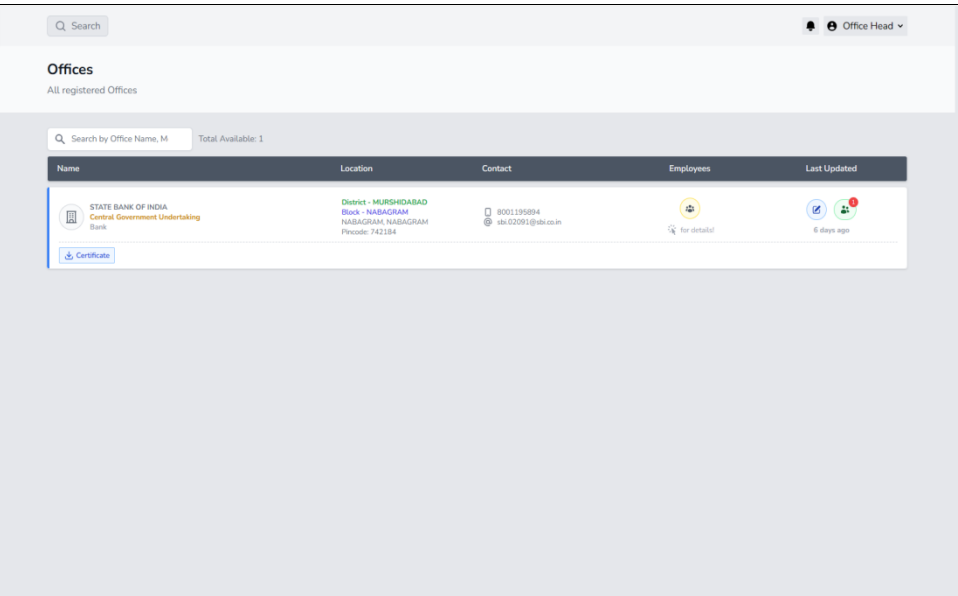
User can login using Registered userid and Password





The dashboard has a dark blue sidebar on the left with links for 'Dashboard', 'Offices', and 'Human Resources'. The main content area is titled 'Dashboard' and includes a welcome message: 'Welcome back to Election Management System, have a nice day at work!'. Below this, there is a user profile for 'Test User1' with a 'Test Email' link. Two key metrics are displayed: 'Active Elections' with a value of '1' and 'Attached To' with a value of 'Office TEST OFFICE'.

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

Office User Profile : Click on Profile to Invoke this Menu



The 'Offices' section shows a list of registered offices. A search bar at the top allows searching by office name, with a 'Total Available: 1' indicator. The table below lists the details of the 'STATE BANK OF INDIA'.

Name	Location	Contact	Employees	Last Updated
STATE BANK OF INDIA Central Government Undertaking Bank	District - MURSHIDABAD Block - NABAGRAM NABAGRAM, NABAGRAM Pincode: 742184	8001139584 sbi.02091@sbi.co.in	 for details	 6 days ago

View/Edit Profile

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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.

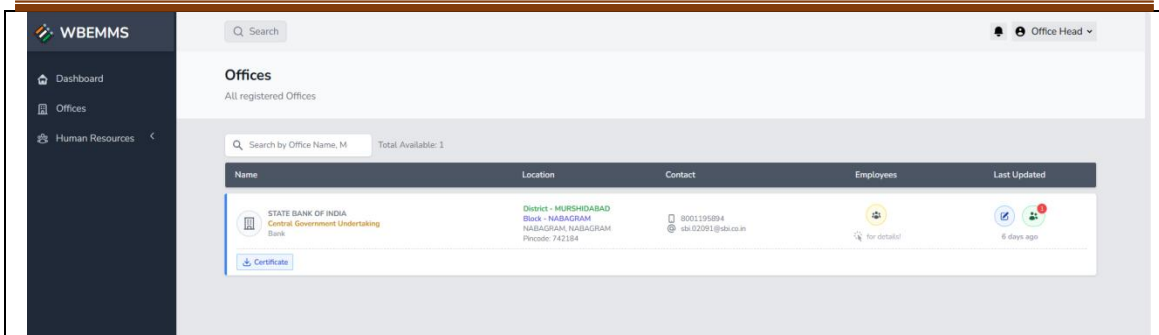
EDIT OFFICE DETAILS : After login , Click on Offices menu to invoke the Menu. The Office details will be displayed

Name	Location	Contact	Employees
TEST OFFICE Govt. Aided Organisation Secondary/Higher Secondary School	District - BIRBHUM Block - SURU-I TEST OFFICE I ADDRESS Pincode: 731101	9192939495 testoffice123@gmail.com	for details

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

Name	Location	Contact	Employees
TEST OFFICE Govt. Aided Organisation Secondary/Higher Secondary School	District - BIRBHUM Block - SURU-I TEST OFFICE I ADDRESS Pincode: 731101	9192939495 testoffice123@gmail.com	Available: 0 Verified: 0 Exclusions: 0 Under Transfer: 0

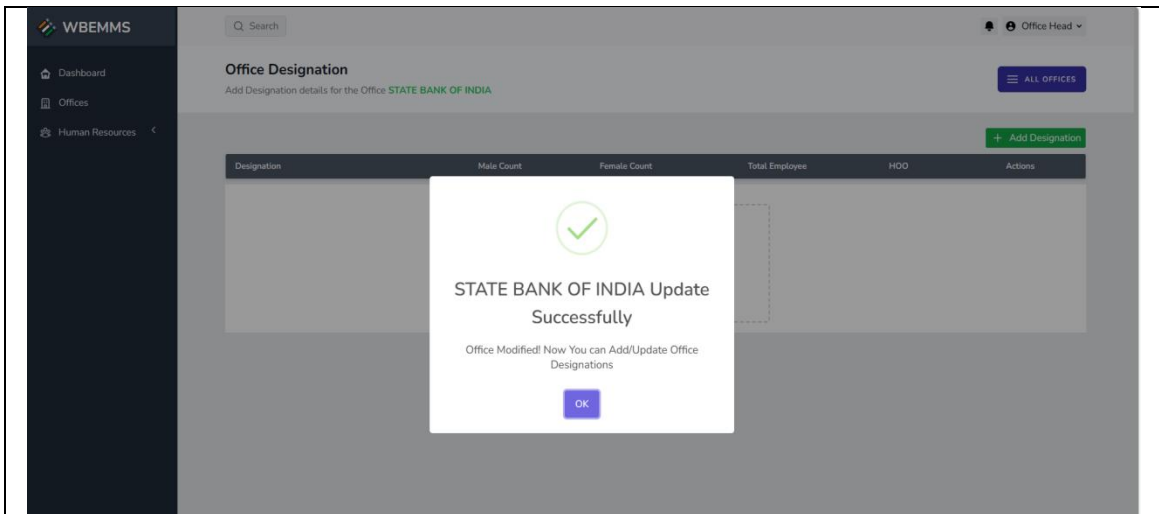
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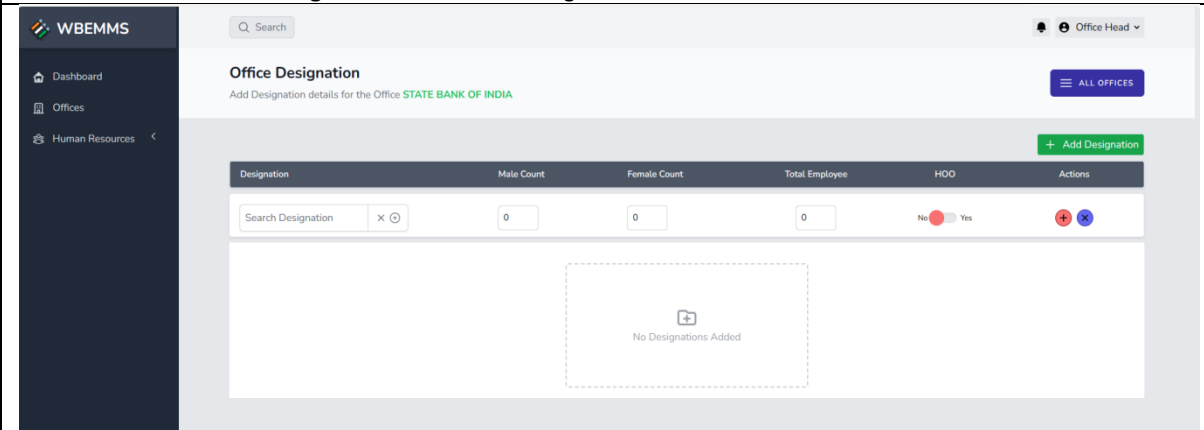
The office details can be edited by clicking the Pen(Edit) icon , updating office details and clicking the Save button

ADD DESIGNATION:

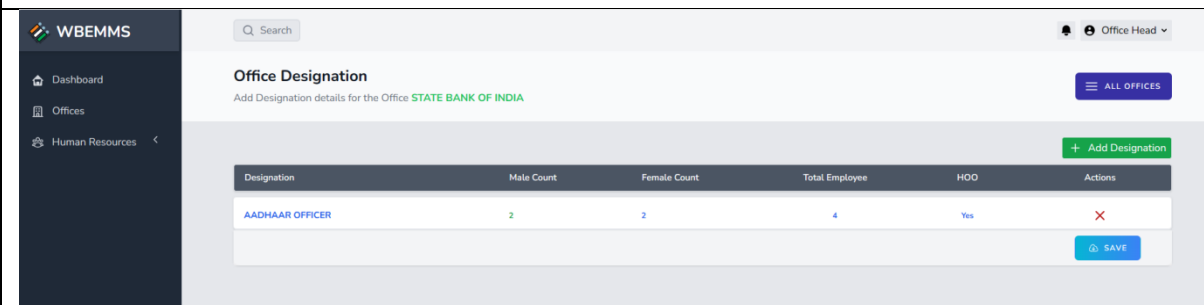
After click on save button a sweet alert pop-up message is shown. Now add Designation page will be added.



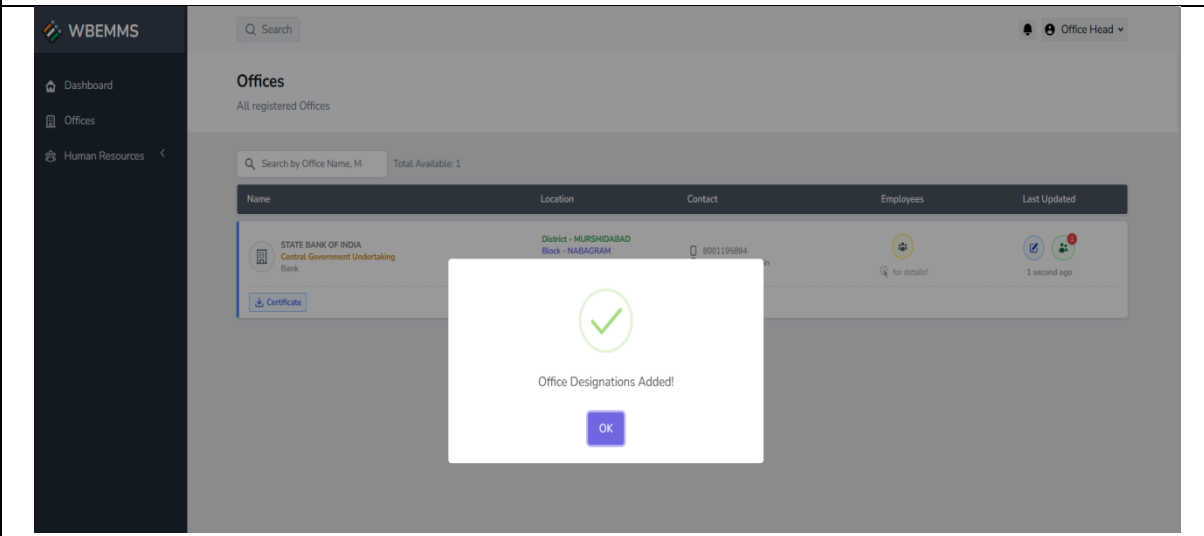
Then the user can **Add Designation** click on add designation button.



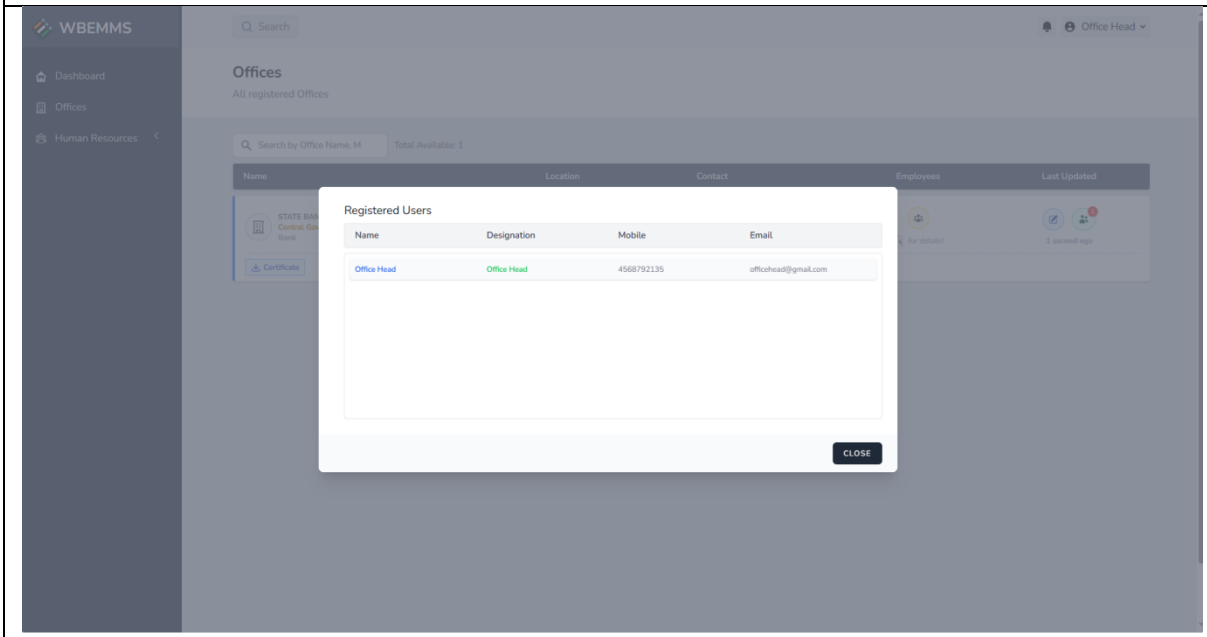
Set on Designation and click on plus sign to save the designation.



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 against displayed information will be reflected here.

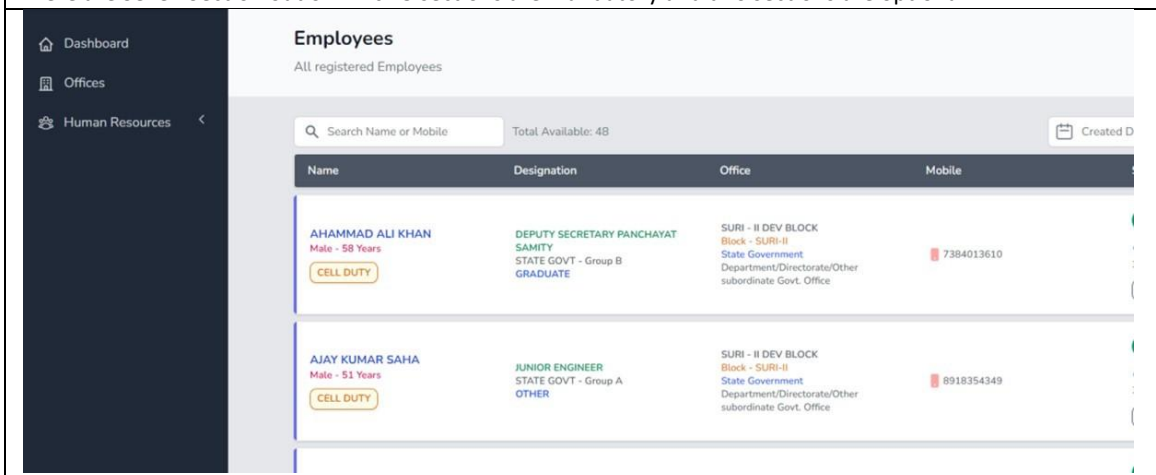


ADDING / EDITING PERSONNEL DATA : This Menu can be invoked by clicking the Human Resource Menu and Then clicking the Employees Menu –

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

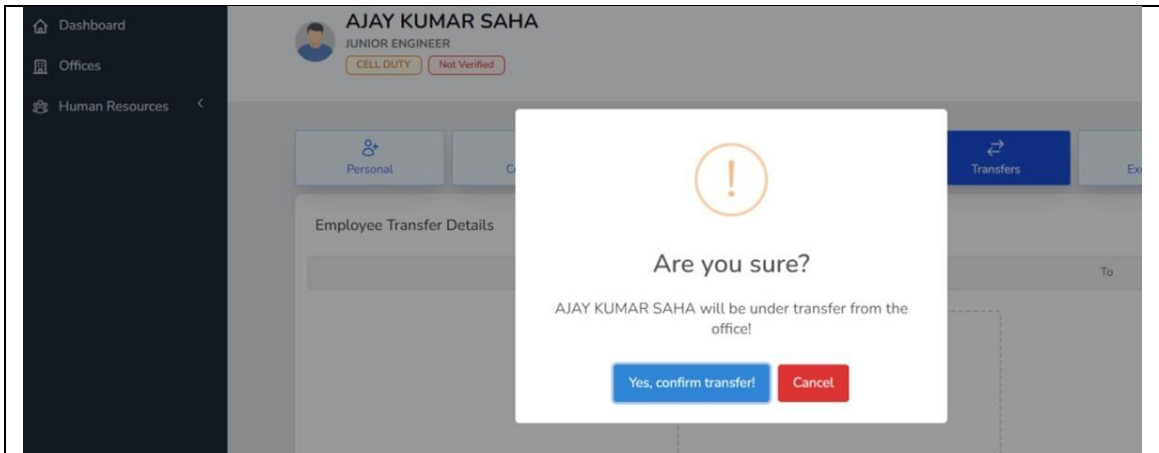
THE OPTIONAL SECTIONS FOR EMPLOYEE DATA ENTRY:

- 1) Transfer
- 2) Exclusion

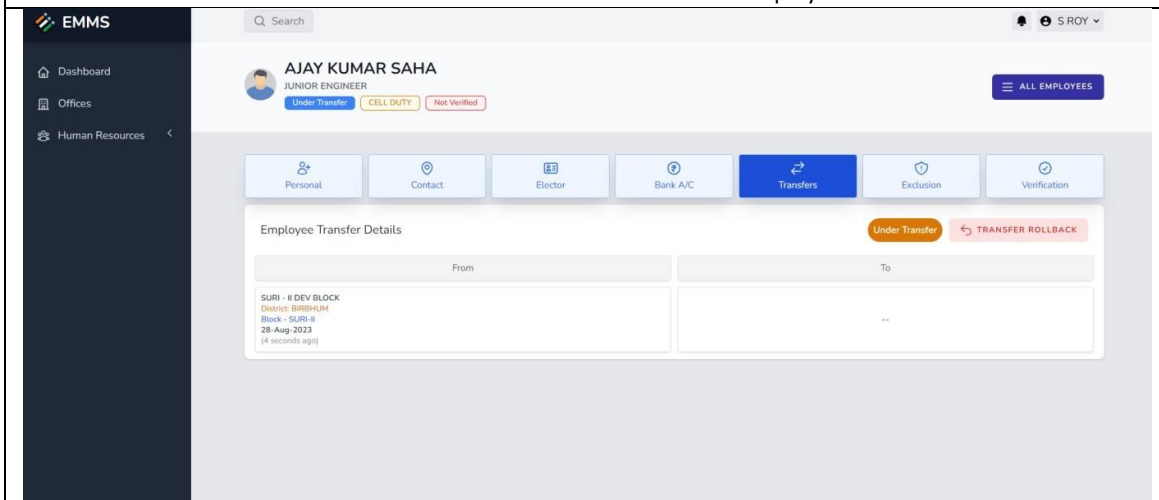
MARKING THE TRANSFERRED EMPLOYEES: The Employees already transferred from the Office can be easily marked by Clicking the Transfer Tab

The screenshot displays the WBEMMS user interface. On the left is a dark sidebar with navigation links: 'Dashboard', 'Offices', and 'Human Resources'. The main content area shows the profile of 'AJAY KUMAR SAHA', a 'JUNIOR ENGINEER', with status tags 'CELL DUTY' and 'Not Verified'. Below the profile is a row of tabs: 'Personal', 'Contact', 'Elector', 'Bank A/C', 'Transfers' (which is highlighted in blue), and 'Exclusion'. Under the 'Transfers' tab, the section is titled 'Employee Transfer Details'. It contains two input fields labeled 'From' and 'To'. Below these fields is a dashed rectangular box with a plus icon and the text 'No Transfer Records Found'.

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



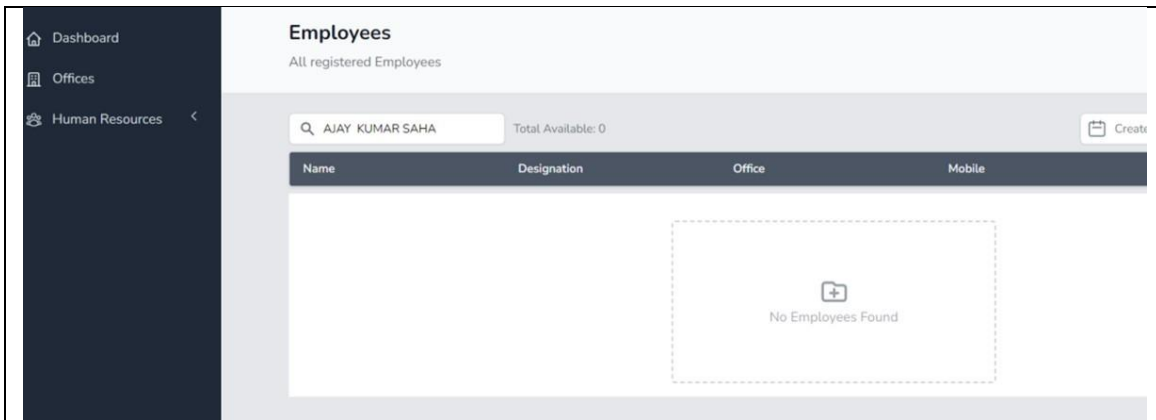
A transferred Employee is indicated by Under Transfer Status in the Transfer Tab. A transferred employee can be recalled back into an Office by clicking the TRANSFER ROLLBACK button. On Clicking this button the

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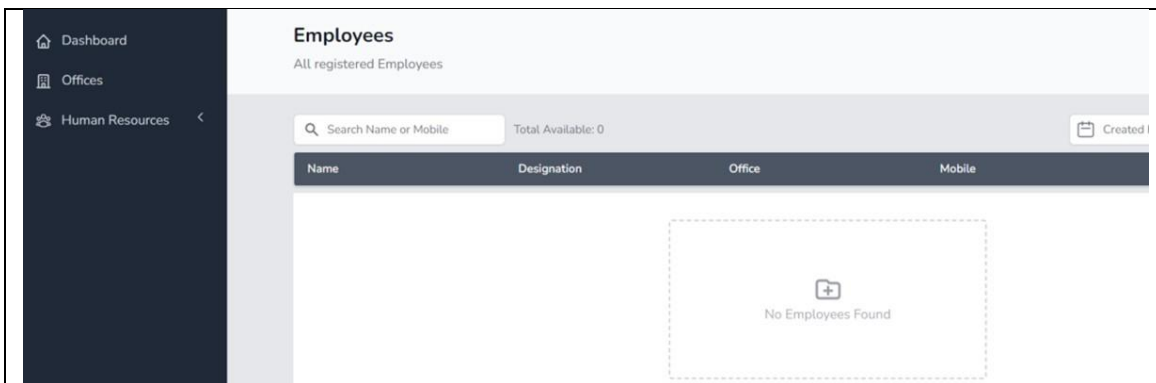
transferred employee is returned back to his original office by the System

ADDING A TRANSFERRED EMPLOYEE INTO AN OFFICE (IMPORTING):

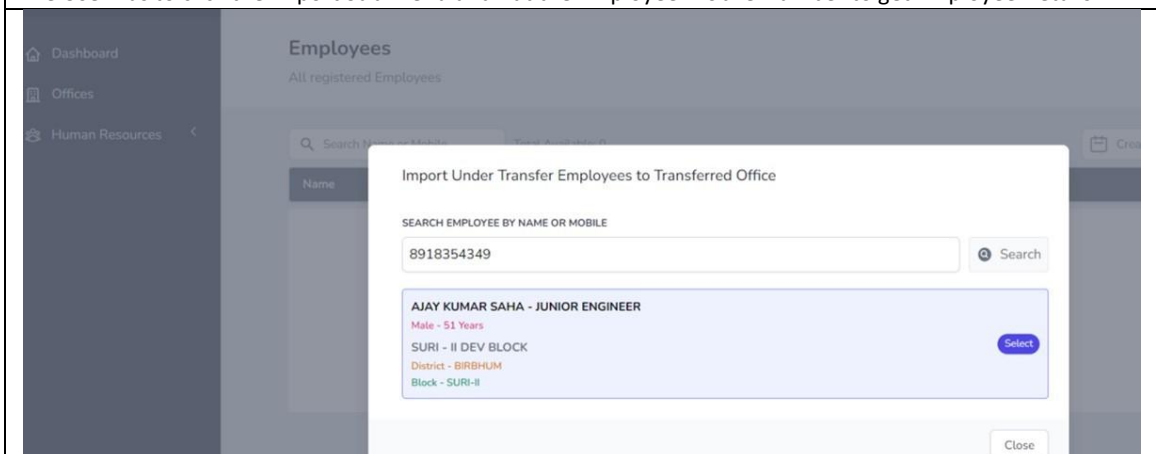
An employee who has been transferred-out from an Office can be transferred-in by another Office by searching the employee by his bankaccount number or mobile number and then clicking the Import button.



The User has to Click Import Button to invoke the Menu to import a Transferred 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

WBEMMS Ver

Dashboard

Offices

Human Resources

Employee

All registered

Search

Name

Import Under Transfer Employees to Transferred Office

SEARCH EMPLOYEE BY NAME OR MOBILE

8918354349

Search

AJAY KUMAR SAHA - JUNIOR ENGINEER

Male - 51 Years

SURI - II DEV BLOCK

District - BIRBHUM

Block - SURI-II

Selected

Select the destination office for the selected Employee. The new office of transfer must be different from the current office.

SELECT OFFICE

TEST OFFICE

Govt. Aided Organisation

Import

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

WBEMMS Ver

The screenshot shows a web application interface for transferring employees. On the left is a sidebar with 'Dashboard', 'Offices', and 'Human Resources'. The main area is titled 'Employee' and 'All registered Employees'. A modal window titled 'Import Under Transfer Employees to Transferred Office' is open. It contains a search bar with the text '8918354349' and a 'Search' button. Below the search bar, the employee details for 'AJAY KUMAR SAHA - JUNIOR ENGINEER' are displayed, including 'Male - 51 Years', 'SURI - II DEV BLOCK', 'District - BIRBHUM', and 'Block - SURI-II'. A green 'Selected' button is next to these details. Below the details, a message states: 'Select the destination office for the selected Employee. The new office of transfer must be different from the current office.' There is a 'SELECT OFFICE' dropdown menu and a 'TEST OFFICE' section with the text 'Govt. Aided Organisation'.

Confirm the Import to complete the Transfer-In process

The screenshot shows the 'Employees' page in the WBEMMS application. The sidebar on the left has 'Dashboard', 'Offices', and 'Human Resources'. The main area is titled 'Employees' and 'All registered Employees'. A modal window is open in the center with a green checkmark icon and the text 'Imported Successfully!'. Below this, it says 'AJAY KUMAR SAHA added to office TEST OFFICE'. There is an 'OK' button at the bottom of the modal. In the background, the employee list is visible, showing 'AJAY KUMAR SAHA' with 'Male - 51 Years' and '8918354349'.

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

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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

Dashboard

Offices

Human Resources

Employees

All registered Employees

Search Name or Mobile

Total Available: 1

Created

Name	Designation	Office	Mobile
<div>AJAY KUMAR SAHA</div> <div>Male - 51 Years</div>	<div>JUNIOR ENGINEER</div> <div>STATE GOVT - Group A</div> <div>OTHER</div>	<div>TEST OFFICE</div> <div>Block - SURU-I</div> <div>Govt. Aided Organisation</div> <div>Secondary/Higher Secondary School</div>	<div>8918354349</div>

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

<div>Personal</div> <div>Contact</div> <div>Elector</div> <div>Bank A/C</div> <div>Transfers</div> <div>Exclusion</div> <div>Verification</div>	<div>Employee Information</div> <div>Personal details and others.</div> <div>EDIT</div> <table><tr><td>Full Name</td><td>AJAY KUMAR SAHA</td></tr><tr><td>Designation</td><td>JUNIOR ENGINEER</td></tr><tr><td>Mobile No.</td><td>8918354349</td></tr><tr><td>Gender</td><td>Male</td></tr><tr><td>Date of Birth</td><td>10-Jul-1972 (51 years)</td></tr><tr><td rowspan="5">Employment Details:</td><td>Office TEST OFFICE</td></tr><tr><td>Service STATE GOVT</td></tr><tr><td>Group A</td></tr><tr><td>Pay Level 14</td></tr><tr><td>Basic Pay 68000</td></tr><tr><td rowspan="3">Other Details</td><td>Qualification OTHER</td></tr><tr><td>Language Known Bengali</td></tr></table>	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
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	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

WBEMMS Ver

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

The screenshot shows the 'Update Employee Contact' form within the WBEMMS application. The form is titled 'Update Employee Contact' and includes a sub-header: 'This section captures the personal details for an employee. The information from here will be used for fetching the contact information of the employee.' The form fields are as follows:

- STATE: A dropdown menu with 'WEST BENGAL' selected.
- ADDRESS: A text input field containing 'BOLPUR SURI PARA WARD NO 17'.
- PINCODE: A text input field containing '731204'.
- PHONE: A text input field containing '8918354349'.
- EMAIL: An empty text input field.

At the bottom right of the form, there are two buttons: 'Cancel' and 'Save'.

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

The screenshot shows the 'Elector' form within the WBEMMS application. The form is titled 'Elector' and includes a sub-header: 'This section captures the electoral details for an employee. The information from here will be used for deploying the employee as Election Officer.' The form fields are as follows:

- EPIC: A text input field containing 'LPP2300036'.
- PART NO: A text input field containing '214'.
- SL NO: A text input field containing '1022'.
- TEMPORARY ASSEMBLY CONSTITUENCY: A dropdown menu with 'Bolpur (286)' selected.
- PERMANENT ASSEMBLY CONSTITUENCY: A dropdown menu with 'Bolpur (286)' selected.
- DUTY ASSEMBLY CONSTITUENCY: A dropdown menu with 'Sainthia(SC) (289)' selected.
- TEMPORARY RESIDENCY LOCATION: A text input field (partially visible).

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DUTY ASSEMBLY CONSTITUENCY *

Sainthia(SC) (289) ▼

TEMPORARY RESIDENCY LOCATION

DISTRICT * LOCATION TYPE *

BIRBHUM ▼ Municipality ▼

LOCATION * PANCHAYAT / WARD *

BOLPUR ▼ Bolpur (M) - Ward No.20 ▼

PERMANENT RESIDENCY LOCATION

DISTRICT * LOCATION TYPE *

BIRBHUM ▼ Municipality ▼

LOCATION * PANCHAYAT / WARD *

BOLPUR ▼ Bolpur (M) - Ward No.20 ▼

DUTY LOCATION

DISTRICT * LOCATION TYPE *

BIRBHUM ▼ Block ▼

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 Election **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

SJIRI IFSC

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 'Exclusion' tab in the WBEMMS interface. A dropdown menu is open, displaying a list of exclusion categories: Dead, Retired, VRS, Maternity Leave, Absconding, Undertrial, Head of Office, Night Guard, Key Holder, Armed Guard, Emergency Duty, Job Terminated, Resigned, Duplicate, CELL DUTY, CANCER/SERIOUS MEDICAL COND., and Physically Challenged. The 'Physically Challenged' option is currently selected. Below the dropdown, there is a 'SAVE' button. A message box at the top of the exclusion area states: 'Exclusion is the subject of approval from competent authority.'

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

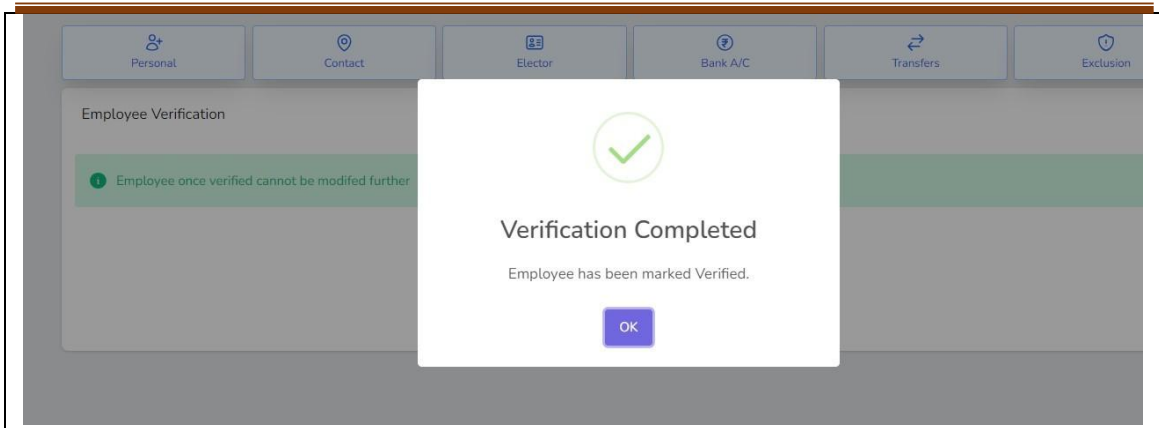
After Adding Exclusion, the Save button must be clicked to Saver Data.

VERIFICATION:

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

The screenshot shows the 'Verification' tab in the WBEMMS interface. The 'Employee Verification' section displays a message: 'Employee once verified cannot be modified further'. Below this message is a 'Not Verified' status indicator and a 'VERIFY' button. A confirmation dialog box is overlaid on the screen, asking 'Are you sure?' and stating 'Employee will not be available for modification after verification'. The dialog has two buttons: 'Yes, confirm verification!' and 'Cancel'.

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The Employee Data is now Verified.

