# Instruction Manual

Login screen: Log in to the system with your alloted login User Name and Password. Keep the user group as "user".



On successful log in to the system, you will be redirected to a dashboard for different online information management systems.



## Supervising Officer Reporting Module:

### Step 1

On clicking on the link "Supervising Officer Reporting Module" you will be redirected to the default home page of the module. The home page contains the list of Supervising Officers with personal information and bank details. You can add new record by clicking the "Add New" button or modify existing record by clicking the "Edit" button correspond to each record.

### List (Supervising Officers)

Add New

| # | DISTRICT | NAME | DESIGNATION | WORKPLACE ADDRESS | HOME ADDRESS | PHONE NO. | BANK NAME | BANK BRANCH | BANK A/C NO. | BANK IFSC | ACTION |
|---|----------|------|-------------|-------------------|--------------|-----------|-----------|-------------|--------------|-----------|--------|
| 1 | DIMA HASAO | SHRI BUBUL DAS | A/P | HAFLONG GOVT. COLLEGE, HAFLONG | HAFLONG | 9859936724 | SBI HAFLONG, | SBI | 11007487450 | SBIN0000247 | ✏ |
| 2 | DIMA HASAO | SHRI PARTHA BHATTACHARJEE | A/P | MAIBANG DEGREE COLLEGE, MAIBANG | MAIBANG | 9401753792 | SBI NEW SILCHAR | SBI NEW SILCHAR | 11878988679 | SBIN0005922 | ✏ |
| 3 | DIMA HASAO | SHRI PRANJIT SHARMA | A/P | MAIBANG DEGREE, COLLEGE, MAIBANG | MAIBANG | 9954916892 | BOI MAIBANG | MAIBANG BRANCH | 505410110002625 | BKID0005054 | ✏ |
| 4 | DIMA HASAO | SHRI K.MERATON SINGHA | A/P | J.B.HAGJER DEGREE COLLEGE, PL.I/C | UMRANGSHO | 7896983951 | SBI UMRANGSHO | SBI | 20044619599 | SBIN0004812 | ✏ |
| 5 | DIMA HASAO | SHRI DINESH TEWARI | A/P | HAFLONG GOVT COLLEGE HAFLONG | HAFLONG TOWN | 9435077855 | SBI HAFLONG | SBI HAFLONG | 11315128694 | SBIN0000247 | ✏ |

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i)    You can add new supervising officers by pressing the "Add New" button.

District:    ----select one----

Name:    Name of the SO

Designation    Designation

Workplace Address:    Workplace Address

Home/Correspondence Address    Home/Correspondence  Address

Phone No:    Phone No.

Bank Name:    Name of the Bank

Bank Branch:    Name of the Bank Branch

Bank Account No:    Bank Account No

Bank IFSC:    Bank IFSC

Save    Cancel

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ii)    Existing records can be altered or remaining information can be filled up by going to the entry form via the "Edit" button attached to each row of record.

## Step 2

For allocation of examination centre to each supervising officer for each day of examination you have to go to the "Allocate Centre" menu. A new page will be displayed containing the list of existing supervising officers under your district. Click on the corresponding "Allocate" button to allocate examination centre.

## Step 3

To allocate examination centre for a particular examination as per the time table, click on the "Select" option on extreme left and select an examination centre from the drop down list found on extreme right side of the screen and press "Save".



On pressing "Save" button you will find that the assigned examination centre name has come to the left side table along with the examination date, time and subject.

A delete option has been provided at each row so that allocation can be removed if assignment is found to be wrong or anything happens of such type by mistake.

## Step 4

On clicking over the centre name (on left side table) a new window to upload the scan image of the report will appear. Please make sure that the image should be in .jpg/.jpeg or .png format and the image size should not exceed 200 KB. An option to enter the distance to the examination centre will also come up in the same window. This field has to be filled up referring the distance mentioned in the report provided by the supervising officer for each day of visit. This distance will be used for calculation of the T.A. for the concerned supervising officer.

It is to be mentioned here that there will be fix remuneration for the supervising officers for attending the duties during the examination. Apart from this if the distance to the examination centre exceeds a certain threshold value T.A. & D.A. will be calculated as per norms of the board.
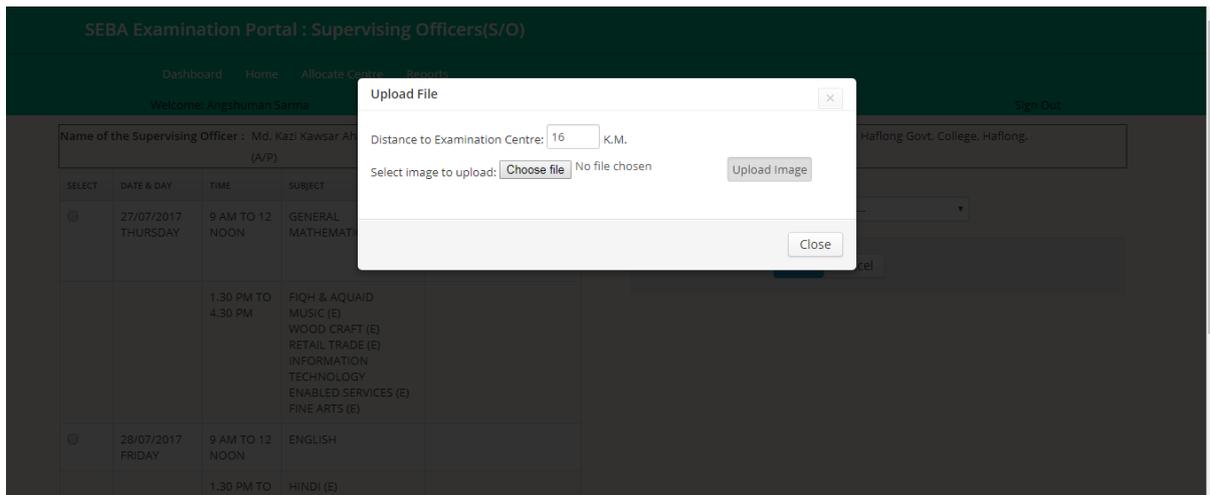
After pressing the "Upload Image" button the image will be uploaded to the server and you will get message from the system. If you keep your mouse pointer over the assigned examination centre name (in the left side table) a tool tip menu will be displayed along with the name of the uploaded file. Moreover, once the file got uploaded successfully, a link to view the uploaded file will appear in the same row along with the centre name. You can instantly verify the report image that got uploaded by clicking the "View" link.

**Step 5**

Reports: Presently three report formats has been designed for your ready reference which can be seen on clicking the "Report" menu. Reports are downloadable in .pdf format.

First report is a list of existing supervising officers under your district with all basic information.

Second report is on supervising officer wise allocation of examination centre.

Third report format is the list of supervising officers with bank details/ date wise allotted centre of examination/ total count of reports received & auto calculated amount to be payable to the supervising officers.

**Daily Attendance Reporting Module:**

**Step 1**

On clicking on the link "Daily Attendance Reporting Module" you will be redirected to the default home page of the module. The home page contains the time table for the examination on the left and list of centre for the examination on the right. To proceed, click on the "Select" option on extreme left and select an examination centre from the drop down list found on extreme right side of the screen and press "Go".

| SELECT | DATE & DAY | TIME | SUBJECT |
|--------|-----------|------|---------|
| ○ | 27/07/2017 THURSDAY | 9 AM TO 12 NOON | GENERAL MATHEMATICS |
| ○ | 27/07/2017 THURSDAY | 1.30 PM TO 4.30 PM | FIQH & AQUAID |
| ○ | 27/07/2017 THURSDAY | 1.30 PM TO 4.30 PM | MUSIC (E) |
| ○ | 27/07/2017 THURSDAY | 1.30 PM TO 4.30 PM | WOOD CRAFT (E) |
| ○ | 27/07/2017 THURSDAY | 1.30 PM TO 4.30 PM | RETAIL TRADE (E) |
| ○ | 27/07/2017 THURSDAY | 1.30 PM TO 4.30 PM | INFORMATION TECHNOLOGY ENABLED SERVICES (E) |
| ○ | 27/07/2017 THURSDAY | 1.30 PM TO 4.30 PM | FINE ARTS (E) |
| ○ | 28/07/2017 FRIDAY | 9 AM TO 12 NOON | ENGLISH |
| ○ | 28/07/2017 FRIDAY | 1.30 PM TO 4.30 PM | HINDI (E) |
| ○ | 29/07/2017 SATURDAY | 9 AM TO 12 NOON | GENERAL SCIENCE |
| ○ | 29/07/2017 SATURDAY | 1.30 PM TO 4.30 PM | ARABIC LITERATURE |
| ○ | 29/07/2017 SATURDAY | 1.30 PM TO 4.30 PM | MANIPURI (E) |
| ○ | 29/07/2017 SATURDAY | 1.30 PM TO 4.30 PM | SANTHALI (E) |
| ○ | 29/07/2017 SATURDAY | 1.30 PM TO 4.30 PM | GARMENT DESIGNING (E) |
| ○ | 30/07/2017 SUNDAY | 9 AM TO 12 NOON | SOCIAL SCIENCE |
| ○ | 30/07/2017 SUNDAY | 1.30 PM TO 4.30 PM | ASSAMESE (E) |
| ○ | 31/07/2017 MONDAY | 9 AM TO 12 NOON | MIL |
| ○ | 31/07/2017 MONDAY | 9 AM TO 12 NOON | ENGLISH (IL) |
| ○ | 31/07/2017 MONDAY | 1.30 PM TO 4.30 PM | SANSKRIT (E) |
| ○ | 31/07/2017 MONDAY | 1.30 PM TO 4.30 PM | ARABIC (E) |
| ○ | 31/07/2017 MONDAY | 1.30 PM TO 4.30 PM | PERSIAN (E) |
| ○ | 31/07/2017 MONDAY | 1.30 PM TO 4.30 PM | ADV. MATHEMATICS (E) |
| ○ | 31/07/2017 MONDAY | 1.30 PM TO 4.30 PM | HISTORY (E) |
| ○ | 31/07/2017 MONDAY | 1.30 PM TO 4.30 PM | GEOGRAPHY (E) |
| ○ | 31/07/2017 MONDAY | 1.30 PM TO 4.30 PM | HOME SCIENCE (E) |
| ○ | 31/07/2017 MONDAY | 1.30 PM TO 4.30 PM | COMPUTER SCIENCE (E) |

## Step 2

A new window to enter the information related to the absent or expelled rolls numbers for the selected examination will come up. Please fill up the necessary information for the text boxes appearing on the top like Total no. of candidates/ Total candidate present etc.. Please enter 0 (zero) in case of **NIL** values. Enter the roll numbers one by one for the absent or expelled candidates and select the appropriate option like absent or expelled or otherwise left it as none. Once the roll numbers are entered they will be shown on right hand side separately as list of absent and expelled candidates.

**SEBA Examination Portal : Daily Attendance**

Dashboard    Home    Reports

Welcome: Angshuman Sarma                                                          Sign Out

| Date & Time of Examination : | 27/07/2017 9 AM TO 12 NOON | Centre Code : | C17-53 |
|---|---|---|---|
| Subject : | GENERAL MATHEMATICS | Centre : | GOVT BOYS' HIGHER SECONDARY SCHOOL, HAFLONG |

| Total no. of candidates: | Total candidate present: | Total candidate absent: | Total candidate expelled: |
|---|---|---|---|
| 100 | 98 | 1 | 1 |

Add Roll No. one by one for absent/expelled candidates and select appropriate option like **Absent** or **Expelled**. Otherwise left it as **None**
Roll No.: [e.g. B17-001-0001]

Absent Roll. No.
B17-001-0001      ✖

Expelled Roll. No.
B17-001-0011      ✖

B17 ▼    Roll        No.

○ Absent ◉ Expelled ○ None

Save    Cancel

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## Step 3

Reports: Presently one report formats has been designed for your ready reference which can be seen on clicking the "Report" menu. Reports are downloadable in .pdf format.

The report format has been designed as to obtain the day wise/ subject wise absentee/ expelled report containing the roll numbers of the absent and expelled candidates.

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