

Te-Poll

Electoral Rolls Module for Urban Local Bodies

User Manual (For Municipal Commissioner)

INDEX

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1. LOGIN TE-POLL SOFTWARE

Open Mozilla Firefox browser(preferable). In address bar type tsec.gov.in

Fig.1 will be displayed

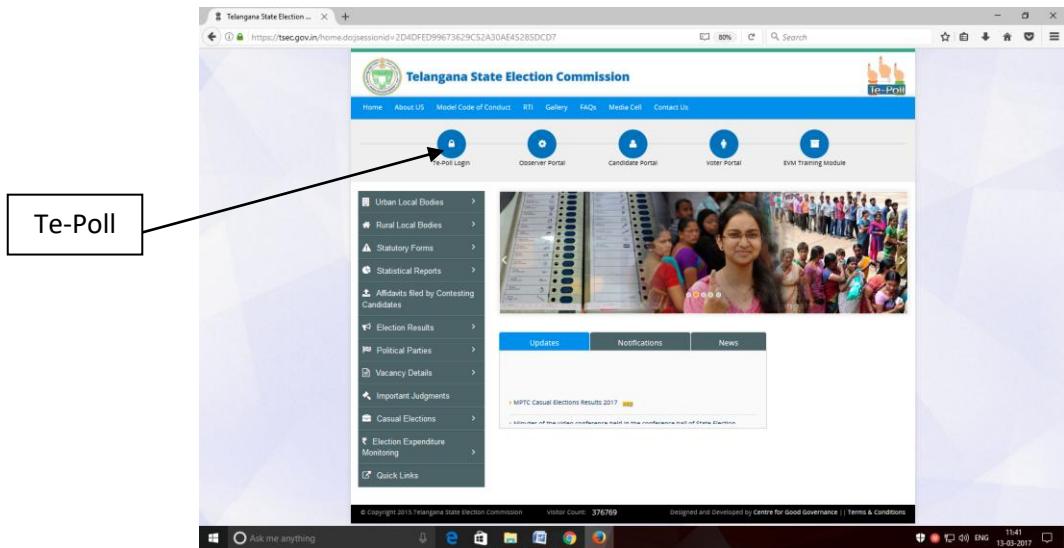


Fig.1

Click on Te-Poll Login to open **Fig.2** that displays Te-Poll Software Modules such as Electoral Rolls Management System Module, Polling personnel Randomisation System Module, Election Process Management System Module and EVM management System Module.

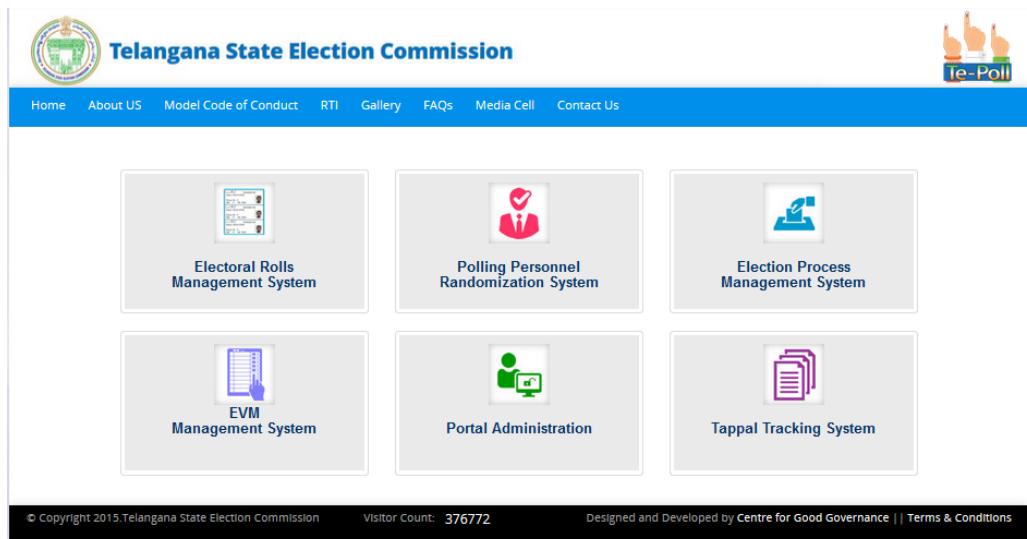


Fig.2

Click on Electoral Rolls Management system to open **Fig.3**. This module is used to enter the urban Local Bodies Masters data, Creation of Polling Station Master, generation of Municipality / Municipal Corporation Ward wise photo electoral rolls, generation of photo electoral rolls on polling station-wise and generation of Photo voter-slips for distribution to general public during elections.

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Fig.3

Authorised Municipal commissioner can login into the module by entering their username, password.

Enter username and password for login into the portal.

Username: <username>

Password: <password>

Security Code :<xxxx>

After successful login the following home screen (**Fig.4**) will be displayed

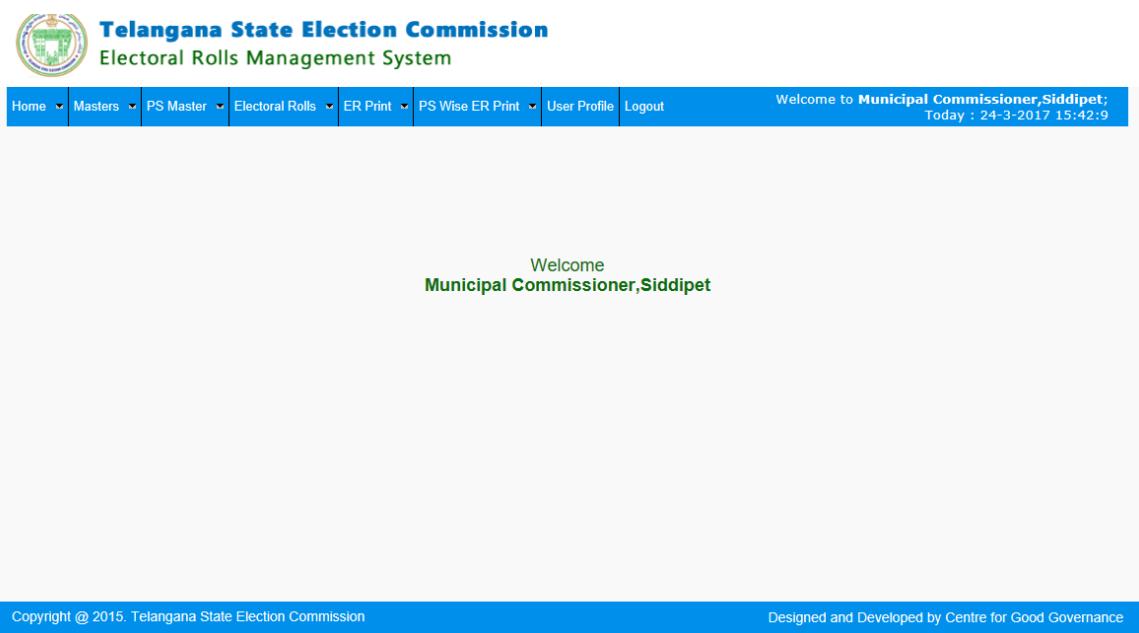


Fig.4

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NOTE : Immediately on first login, update the user details using ERMS main menu “**User Profile**” and change the password for your security. Don’t reveal the user credentials to third party as the election data is vital and leads to serious consequences if same is compromised. **(Fig.24)**

2. GENERATION OF ELECTORAL ROLLS:

Click on “Electoral Rolls” Icon, Drilldown menu shown in **(Fig.5)** with following menus will be displayed.

- Urban Voters List Generation
- Supplementary Urban Voter List Generation

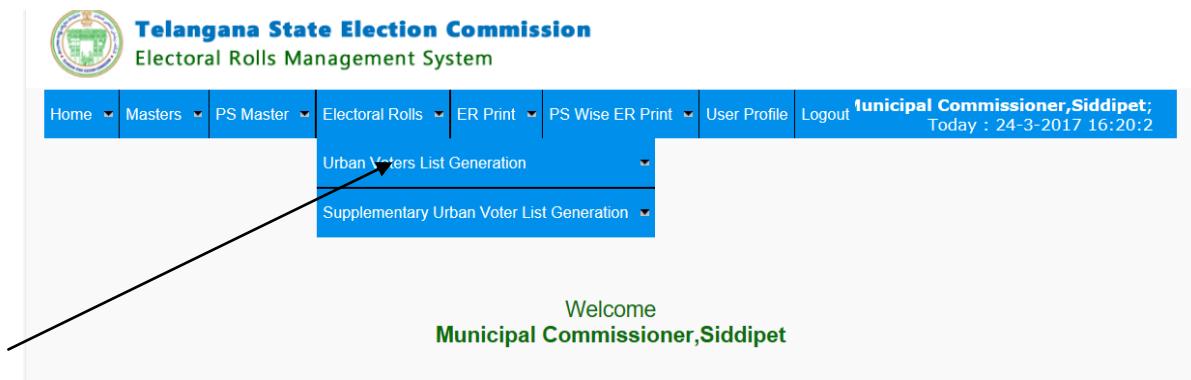


Fig.5

2.1 Urban Voters List Generation:

- When we click on the “**Urban voters List generation**” menu, then the below screen **(Fig.6)** with following sub-menus will be displayed.
 - a. ULB Ward wise Voters list mapping
 - b. ULB Ward wise Voters list confirmation
 - c. Part/PS mapping of ULB ward Voters list
 - d. Part/PS wise voters list confirmation
 - e. Updated urban voters list
 - f. AC wise urban voters mapping status



Fig. 6

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a. ULB Ward Voters list mapping:

Click on 'ULB ward voters list mapping' menu item, following screen (Fig.7) will be displayed. Fill the form by selecting the Municipality / Municipal corporation and Ward number for which Assembly Voter List have to be mapped and enter appropriate selection of voters which may be selected S.No wise or whole part as it is so as to assign the selected part assembly voters to the selected Municipal Ward. Click on the **save** button to save the mapping transactions and so as to assign assembly voters to the selected ward for generation ward wise Voter List. Repeat the process for all part no. which falls within the same municipal ward.

ULB WARD WISE VOTERS LIST MAPPING

BASIC DETAILS

Assembly Constituency * 33-Siddipet

AC Part No. * ---select---

SELECT MUNICIPALITY/WARD TO UPDATE VOTER LIST

Municipality* Siddipet Ward* ward-4

VOTERS LIST IN SELECTED WARD

Total Voters Updated in selected Ward : 0

PLEASE SEE UPDATED TRANSACTIONS IN SELECTED WARD

ASSIGN ALL REMAINING VOTERS IN SELECTED PART TO SELECTED WARD

Click to view mapping transactions

Click to assign whole part of Assembly voters to selected Municipal Ward

Enter S.No sequence which falls within the selected Municipal Ward

Fig.7

b. ULB Ward wise Voters list confirmation:

After completions of mapping, click on the sub-menu item 'ULB Ward wise Voters list confirmation' to confirm the mapping transactions as shown in Fig.8, so as to generate ward wise photo voter list.

NOTE: Once the confirmation of Municipal Commissioner is completed, the electoral Rolls mapping operation will be freezed and Municipal Ward Photo Electoral Rolls are ready for printing. Hence, before making confirmation, cross check the mapping transactions and then confirm.

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ULB WARD WISE VOTERS LIST CONFIRMATION

VIEW ULB WARD WISE CONFIRMATION STATUS

District* MEDAK

Municipality* Siddipet

Ward* -ALL-

GET VOTERS LIST RESET

Fig. 8

C. Part/PS mapping of ULB ward Voters list:

After publication of Polling Stations, the Polling Station details have to be fed into Te-Poll software as explained at item 3 using the ERMS main menu ‘PS Master’, then ward wise confirmed voters have to be mapped with the corresponding Ward PS for generation of polling station wise photo voter list and also for generation of photo voter slips..

- For this, click on the ‘Part/PS wise Mapping of ULB Ward Voters list’ menu item, the following screen shown in the (Fig. 9) will be displayed. Fill the form and click on the save button to save PS mapping transactions.



PART/PS WISE MAPPING OF ULB WARD VOTERS LIST

Election Details

Election* 2016, MUNICIPALITIES, Ordinary Election

District* MEDAK

Municipality* Siddipet

Ward* Ward - 4

GET PS DATA RESET

Fig.9

d. Part/PS wise voters list confirmation:

After completion of Mapping of Polling Stations, click on the ‘Part/PS wise ward Voters list Confirmation’ menu item, following screen shown in the (Fig.10) will be displayed. This menu is used for confirming the previous mapping transactions already done by the commissioner so as to take printout of Polling Station wise Electoral Rolls and also Photo Voter Slips for distribution to voters by official machinery.

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PART/PS WISE VOTERS LIST CONFIRMATION

Election* 2016, MUNICIPALITIES, Ordinary Election

District* MEDAK

Municipality* Siddipet

Ward* ward 4

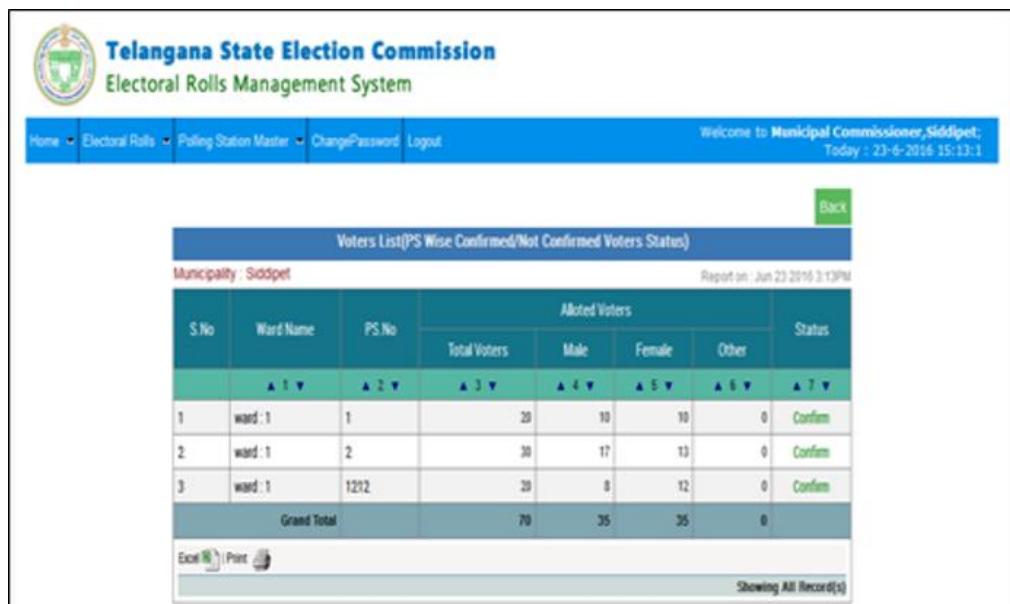
VIEW PART/PS WISE COFIRMATION STATUS

GET VOTERS LIST RESET

Fig.10

Click to get Polling Station wise mapped voter list for making confirmation

Click to view confirmed Polling Station wise voter list status as shown in the (Fig.11)



Voters List(PS Wise Confirmed/Not Confirmed Voters Status)

Municipality: Siddipet Report on: Jun 23 2016 3:13PM

S.No	Ward Name	PS No	Allocated Voters				Status
			Total Voters	Male	Female	Other	
1	ward.1	1	29	10	10	0	Confirmed
2	ward.1	2	30	17	13	0	Confirmed
3	ward.1	1212	29	8	12	0	Confirmed
Grand Total			79	35	36	0	

Back Excel Print Showing All Record(s)

Fig.11

ASSEMBLY CONSTITUENCY WISE VOTERS MAPPING STATUS:

This section enables to the Senior Officers / District Officials to check if all the assembly Voters are mapped with Municipal Wards or not, and district abstract mapping status of Municipal wards with Assembly Constituency and if any of the Assembly Voters are left unmapped to the Municipal Wards.

e. Updated Urban Voter List:

Click on menu ‘Updated Urban Voters List’ to open screen shown in (Fig.12) and choose the desired Municipal constituency and Municipal Ward.

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Fig. 12

Click on to Show Fig. 13

Click on to Show Fig. 14

Fig.13

Fig.14

(Gives complete mapped ward voter list)

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f. AC wise urban voters mapping status:

Click on “AC wise urban voters mapping status” menu item, below (Fig.15) will be displayed.

S.No	AC Name Name	Total	Mapped Voters	Not Mapped Voters
1	33-Siddipet	88982	70	88912
	Grand Total	88982	70	88912

Fig.15

2.2 Supplementary Urban Voter List Generation:

- When we click on the “Urban voter’s list generation” menu list, following screen (Fig.16) will be displayed with below sub-menus.
 - Urban Supplementary Voter Mapping
 - Confirm Urban Supplementary Voter mapping
 - AC Wise Urban Supplementary Voters Mapping status

- Urban Supplementary Voter Mapping
- Confirm Urban Supplementary Voters Mapping
- AC Wise Urban Supplementary Voters Mapping status

Fig.16

a. Urban Supplementary Voter Mapping:

- Click on the ‘Part/PS mapping of ULP ward Voters list’ menu item, following screen (Fig.17) will be displayed. Choose the desired Municipal Ward and polling station so as to map AC supplementary voters and click on the save button to map the AC supplementary voters.

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URBAN SUPPLEMENTARY VOTERS LIST UPDATION

BASIC DETAILS

Assembly Constituency* : 33-Siddipet

Polling Station No.* : --select--

SELECT MUNICIPALITY/WARD TO UPDATE VOTER LIST

Municipality* : Siddipet Ward* : ward-5

Ps No.* : 1

VOTERS LIST IN SELECTED WARD

Deleted Count in selected PS : 0, Modified Count in selected PS : 0

Total Voters Updated in selected Ward : 0

Total Voters Updated in selected Ps No. : 0

SL NO IN PART

SI No.	From SI No	To SI No	Total Voters
1			
2			

Fig. 17

b. Confirm Urban Supplementary Voter mapping:

- Click on the 'Confirm urban supplementary voter mapping' menu item, following screen (Fig.18) will be displayed. Click on the save button to confirm the supplementary mapped transactions.

CONFIRM URBAN SUPPLEMENTARY VOTERS LIST UPDATION

VIEW COFIRMATION STATUS

District* : MEDAK

Municipality* : Siddipet

Ward* : ward-1

GHMC Voters List (Circle : Siddipet)

SI No	Ward Name	Total Voters	Male	Female	Other
1	Ward - 1	15	6	9	0

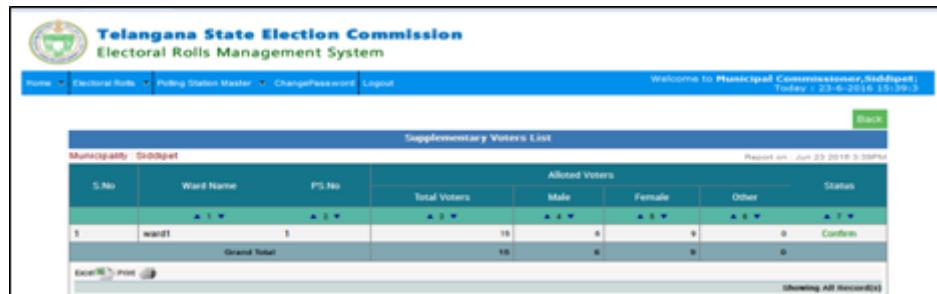
Polling Station Wise Voters List

PS NO.	Assembly_name	AC PS NO.	Total Voters	Male	Female	Other
Siddipet		1	15	6	9	0
		Total Voters	15	6	9	0

Click on View confirmation status to Show Fig. 19

Fig.18

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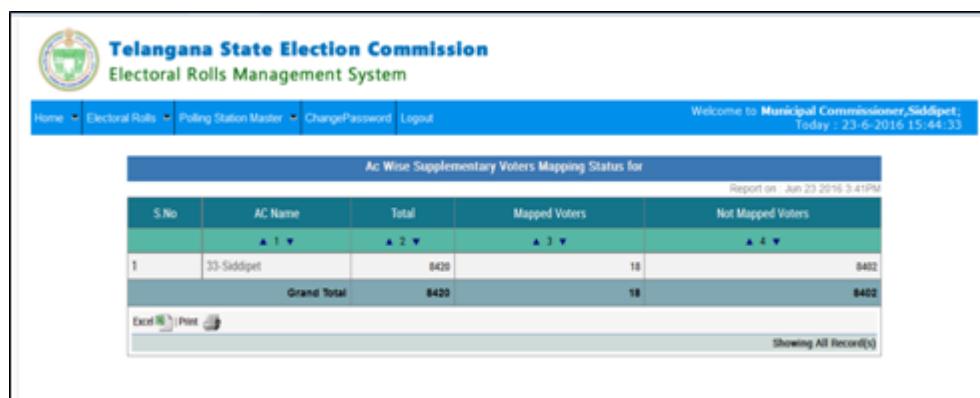


S.No	Ward Name	PS No	Total Voters	Male	Female	Other	Status
1	ward1	1	18	0	0	0	Confirm
	Grand Total		18	0	0	0	

Fig.19

c. AC Wise Urban Supplementary Voters Mapping status:

Click on “AC wise voters mapping status” menu item, below screen (Fig.20) will be displayed showing the Assembly voters mapped status.

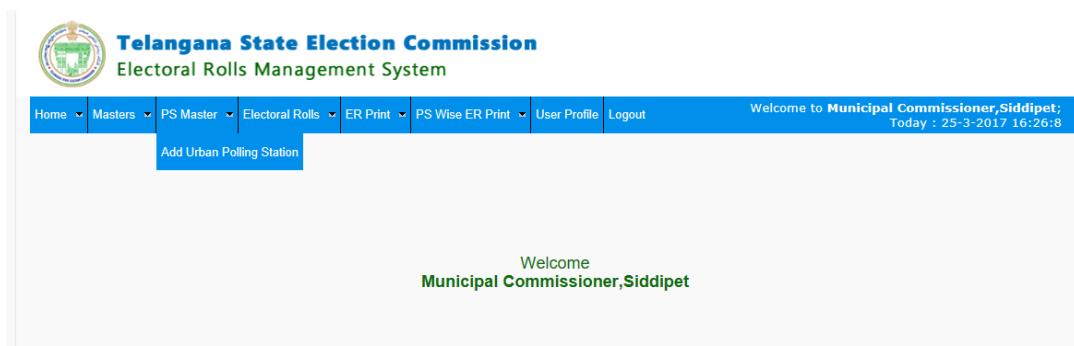


S.No	AC Name	Total	Mapped Voters	Not Mapped Voters
1	33-Siddipet	8429	18	8402
	Grand Total	8429	18	8402

Fig.20

3. Polling Station Master:

Click on the “PS Master” menu list, following screen (Fig.21) with sub-menu ‘Add Urban Polling Station’ will be displayed.



Home Masters PS Master Electoral Rolls ER Print PS Wise ER Print User Profile Logout

Welcome to Municipal Commissioner,Siddipet; Today : 25-3-2017 16:26:8

Add Urban Polling Station

Welcome
Municipal Commissioner,Siddipet

Fig.21

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Adding Urban Polling Station details :

- Click on 'Add Urban Polling Station' menu item, following screen (Fig.22) will be displayed. Fill the relevant columns and click SAVE button to add polling station details into Te-Poll Software.

Fig.22

List of Polling Stations Urban											
Row.No	Polling Station Sl.No	Locality of Polling Station	Building in which it will be located	Area of the Polling Station in Sq.Mtrs.	Whether there is a separate entrance and exit, if not reasons	Polling Area	Whether for all voters or men only or women only	Maximum distance that a voter will have to travel to reach the station	Remarks	Edit	Delete
1	1	Adarsha Nagar, Yellamma Temple	Adarsha Handloom weavers society West Room-1	30.00	-	H.No.6-3-1 to 6-4-105	All	1.4 KM	-		
2	2	Adarsha Nagar, Yellamma Temple	Adarsha Handloom weavers society West Room-2	20.81	Yes	H.No.6-4-106 to 6-4-71	All	1.4 KM	-		
District - MEDAK ,Municipality - Siddipet , Ward - 2											
3	2	Paripally (part)	Sharadanikethan Primary School English Medium (Nursery Room)	21.18	-	H.No.1-2-1 to 1-3-93	All	0.6 KM	-		
4	1	Paripally (Part)	Sharadanikethan Primary School English Medium, Wacth union Room	21.18	-	H.No.1-3-94 to 5-3-115	All	0.6 KM	-		

Fig.23

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4. PRINTING OF POLLING STATION WISE VOTER LIST

- Click on the 'PS wise ER Print' in the ERMS main menu, for printing above generated electoral rolls and Photo Voter Slips. Example of Printing of Ward Polling Station is shown below in (Fig.24)

GP WARD - POLLING STATION WISE ELECTORAL ROLLS

SL. No.	Ward No/Name	P.S. No.	P.S. Name	P.S. Address	Mother Roll Confirmed Voters			SUP Confirmed Voters			Net Voters Confirmed	Electoral List				Voter Slip									
					ADDITIONS			DELETIONS				CORRECTIONS			ENG.		TEL.		Reg.	Supl.					
					T	M	F	O	T	M		F	O	T	M	F	O	T	M	F	O	Reg.	Supl.		
1	Ward - 1	3	Anukunta - III	Room No 4, ZPHS, Anukunta	369	180	189	0	0	0	0	0	0	0	0	0	0	0	ER LIST	ER LIST	ER LIST	ER LIST	V.SLIP	V.SLIP	
Total					369	180	189	0	0	0	0	0	0	0	0	0	0	0	0	ER LIST	ER LIST	ER LIST	ER LIST	V.SLIP	V.SLIP

Fig. 24

Printing of main English ER voter list

Printing of supplementary ER voter list

Printing of Telugu ER voter list

Printing of supplementary ER voter list

Printing of Photo voter slip

5. Update User details or Change password:

Click on ERMS main menu 'User Profile' to open screen Fig.25 used to update the user contact details and also can change the password by entering new password.

USER PROFILE

Name	XXXXXX
Designation	Municipal Commissioner,Siddipet
Mobile No	9999999999
Email	xyz@gmail.com
User Name	mc_siddipet
Old Password*	*****
New Password*	NEW PASSWORD
Confirm Password*	CONFIRM PASSWORD

UPDATE CANCEL

Fig.24