

ERO-Net User Manual

Version 1.0.5



18 November 2016

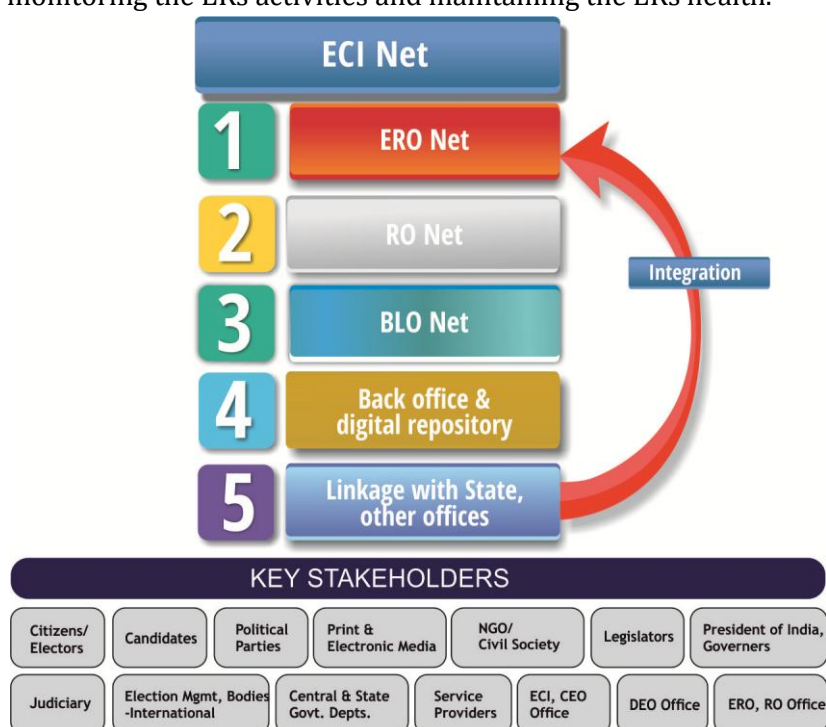
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1. PREAMBLE

The ECI-Net is a system to integrate processes of Election Commission of India (ECI). The system enables **National Rollout** of the **e-Services (NRES)** to stakeholders. Electoral process has two distinct components, first is the maintenance of healthy **Electoral Rolls (ERs)** and second is the efficient conduct of elections. Each of these two components is proposed to be integrated at national level and managed through **ECI-Net** using Information Technology (IT). **ERO Net** is for ERs management and **RO-Net** is for assisting in conduct of elections. ECI-Net also envisages **e-office** to automate process flow in ECI along with digitization of all information & records. The system will enable extending various services to external stakeholders. The system will also help in improving efficiency and decision making of internal stakeholders.

ERO-Net brings in seamless processing of forms, easy handling of the databases, regular and simpler way of monitoring the ERs activities and maintaining the ERs health.



The system has three major components,

- ERO-Net** links all EROs of Nation.
- UNPER** Unified National Photo Electoral Rolls Data.
- NVSP** Citizen Electoral services.

To provide services on NVSP at national level, data exchange services are deployed at each state. To integrate ERs at national level as Unified National Photo Electoral Rolls Data. The ERs data is managed and maintained on state server by using ERMS of respective states. The ERO-Net system provides a unified ERMS service at national level on secure cloud using UNPER. The data exchange services will still be there to maintain the ERs both at national and state servers. The state servers will have mirror image of latest synchronized data on which all operations related to ERs may be done at state level. The state servers will also act as disaster recovery remote servers for UNPER.

The overall scope of ERO-Net is to develop a web based system for Electoral officials.

The ERO-NET provides following functionalities in ERs management,

1. Processing of electoral forms
 - View dashboard for overall processing.
 - Processes and specifications for digitization and scanning.
 - Assigning part number and BLO.
 - Generation of checklist for field verification by BLO.
 - Entering field verification report.
 - Schedule hearing with electors/ objectors or field re-verification.
 - Getting feedback from ERO of previous AC.
 - Sharing outcome of possible repeat entries with ERO(s) concerned.
 - Approve/ Reject forms.
2. Maintain electoral rolls
 - Generation of EPIC and inclusion in electoral rolls.
 - Modification in electoral rolls.
 - Migration/ Deletion in electoral rolls.
 - Generation of various formats (formats 1 to 11A).
3. Polling Stations Management System
 - GIS location of PS.
 - Part & Section boundaries on GIS.
 - AMF Mapping.
 - Part & Section optimization based on ECI guidelines.

Electoral Services through ERO Net

- Web Portal (NVSP),
- Mobile App (Android, iOS, Windows),
- SMS gateway,
- E-mail.

Electors and Citizens get following Information on the ER entries

- Name search, part & Serial No.
- Submit online applications of form 6, 6A, 7, 8, & 8A with supporting documents.
- Tracking the status of filled application including auto alerts.
- Details of Polling Station (PS),
- Details of Assured Minimum Facilities (AMF)
- How to reach your PS using GPS, Google Earth, Google Maps and Key Map.
- Know your Electoral Officers- BLO, Supervisors, Election Officer/ Nayab Tahsildar, AERO/ ERO, DEO & CEO.
- Step by step guide on enrolment & FAQs, Information on legal provisions relating to enrolment.
- Voluntarily furnishing information to ensure health of ER such as contact details, linking family members, un enrolled family members' details, members going to become eligible for voter ID card (attains age of 18 years) in next summary revision, details of shifting/ absent/ dead of any elector etc.

2. BACKGROUND

The inclusion, shifting/ transposition, modification or deletion in the electoral roll is done by submitting ER forms. Applications can be filed online through portal, Mobile Application, SMS, National Call Centre (NCC) or by submitting the filled-in forms to ERO/ AERO/ BLO of his or her constituency in paper or through electronic submission using NVSP portal.

The inclusion, modification or deletion in the electoral rolls is done by filling and submitting ER forms. Request can come in either electronic or physical form.

In electronic form

- Online Form from <http://nvsp.in>, or
- Through Mobile App, or
- Through SMS.

In physical form

- Filling up form and submitting to ERO\AERO of his or her constituency.

Different types of forms and their details are as given below,

FORM 6

- ✓ Inclusion of name in electoral roll
- ✓ Migration from one AC to another

FORM 6A

- ✓ Inclusion of name for overseas voters

FORM 7

- ✓ Objection for inclusion by an objector for another voter
- ✓ Request for deletion

FORM 8

- ✓ Correction of entries in electoral roll

FORM 8A

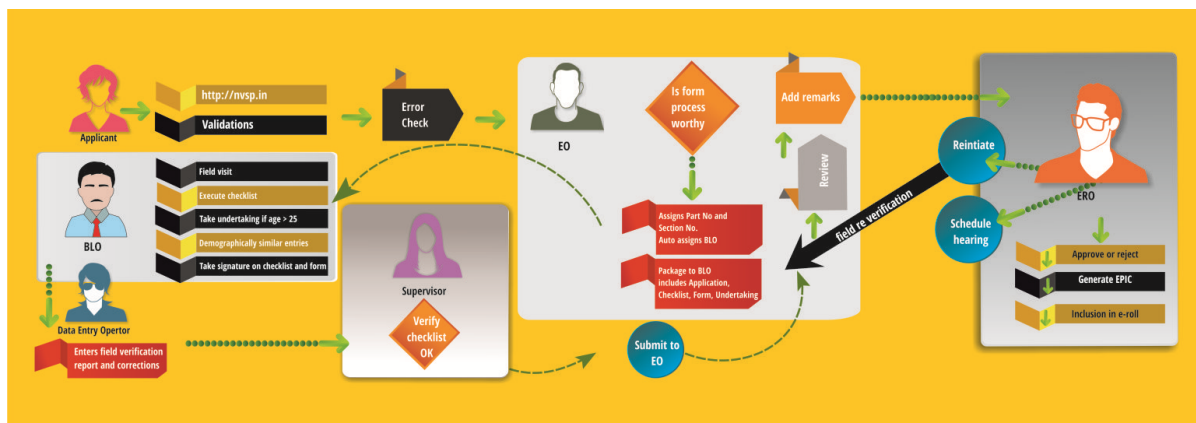
- ✓ Transposition of entry within AC

3. FORM PROCESSING THROUGH ERO-NET

1. Applicant fills form online on NVSP/ Mobile App/ SMS/ or submits physical form.
2. In ERO-Net digitization of offline forms data is done.
3. Alert is sent to user indicating submission of forms.
4. Offline validations and checks are undertaken. Also alert is generated to AERO/ ERO and users indicating the submission/ Scanning of forms including supporting documents. The digitization of images done.
5. The BLO of previous AC does field verification at old address in 7 days and gives feedback as Shifted/ Dead/ No Such person/ still living in the old address.
6. ERO of old AC sends BLO field verification report to new ERO in 14 days. If found shifted from old place, the ER entry is '*Marked for Migration*' to new ERO.
7. Election Officer ERO/ AERO checks whether the form is ok to process further.
8. If part IV is filled in Form 6 application - corresponding ERO/ Supervisor/BLO is informed by alert.
9. The Checklist for field verification by BLO is generated.
10. Alert is sent to applicant and concerned Supervisor/ BLO.
11. BLO collects copy of form, supporting documents, and checklist. He does field verification using hard copy of checklist and sends outcome by SMS/ mobile app and sends filled in checklist electronically.
12. The report of BLO is entered by data entry operator.
13. Supervisor checks the form and field verification report, add his/ her remarks and submits to AERO.
14. ERO/ AERO recommends based on inputs, such as documents submitted, field verification report(s), Objections received and remarks of other ERO.
15. ERO rejects/ accepts/ schedules hearing. ERO may order re-verification process as well.
16. Alert is sent to applicant about decision/ schedule of hearing.
17. If ERO accepts the form either new EPIC is generated or old EPIC is retained in case of migration and the record is included in the E-Roll. In case of approved modifications the record in E-Roll is updated.
18. If EPIC is to be printed then Generation of EPIC image (pdf) and link to printer is activated. Alert goes to elector and printer of EPIC.
19. On completion of EPIC printing, alert goes to Elector to collect his EPIC from a designated place/ await delivery by BLO.
20. If Appeal is filed before DEO/ CEO entire data moves to new level & process is repeated.

4. ONLINE FORM PROCESSING – IN NUTSHELL

The applicant submits the form online at nvsp.in and on completion of the same gets the SMS/ email alert. Thereafter AERO checks the application for further processing. If ok, AERO assigns part and section number to the form. The BLO is either automatically or manually assigned. BLO can also be reallocated if desired. ERO/ AERO also generates a checklist, which includes demographically matched entries, for BLO to process further. The ERO/ AERO sets target date for BLO to process allocated forms. BLO also takes a physical print of the application as part of package required for field verification. BLO does field verification and executes the checklist. In case age is greater than 25 years, an undertaking is taken from the applicant. BLO makes comments on demographically similar entries and takes signature on physical form from applicant. BLO submits the information to the data entry operator who in turn enters the BLO report, corrections and supporting documents. Supervisor thereafter verifies the checklist and submits it to the ERO/ AERO, who reviews the checklist and gives observation to the ERO. The ERO if approves application, an EPIC is generated and updations are done in central e-roll. If however ERO rejects the application, information is sent to the applicant about Schedule hearing or for re-initiating the process.



5. ONLINE FORM PROCESSING DETAILS

1. Applicant fills form online on NVSP/ Mobile App/ SMS/ or submits physical form.
2. Alert is generated to AERO/ ERO and applicant indicating the submission of forms.
3. The BLO of previous AC does field verification at old address in 7 days and give feedback as: Shifted/ Dead/ No Such person/ still living in the old address.
4. ERO of old AC sends BLO field verification report to new ERO in 14 days. If found shifted from old place, the ER entry is "*Marked for Migration*" to new ERO.
5. Election Officer ERO/ AERO checks whether the form is ok to process further.
6. If part IV is filled in Form 6 application - corresponding ERO/ Supervisor/ BLO is informed by alert.
7. The Checklist for field verification by BLO is generated.
8. Alert is sent to applicant and concerned Supervisor/ BLO.
9. BLO collects checklist and does field verification using physical checklist. He sends outcome by SMS/ mobile app and submits filled in checklist electronically.
10. The report of BLO is entered by data entry operator.
11. Supervisor undertakes checks and then submits verification report to ERO/ AERO.
12. ERO/ AERO recommends based on inputs, such as documents submitted, field verification report(s), Objections received and remarks of other ERO.
13. ERO rejects/ accepts/ schedules hearing. ERO may order re-verification process as well.
14. Alert is sent to applicant about decision/ schedule of hearing.
15. If ERO accepts the form, updates in E-Roll are done and either old entry with EPIC number migrates to the new place or new EPIC is generated, wherever applicable.
16. If EPIC is to be printed and given then Generation of EPIC image (pdf) and link to printer is activated. Alert goes to elector and printer of EPIC.
17. On completion of EPIC printing, alert goes to Elector to collect his EPIC from a designated place/ await delivery by BLO.
18. If Appeal is filed before DEO/ CEO entire data moves to new level & process is repeated.

6. ROLES

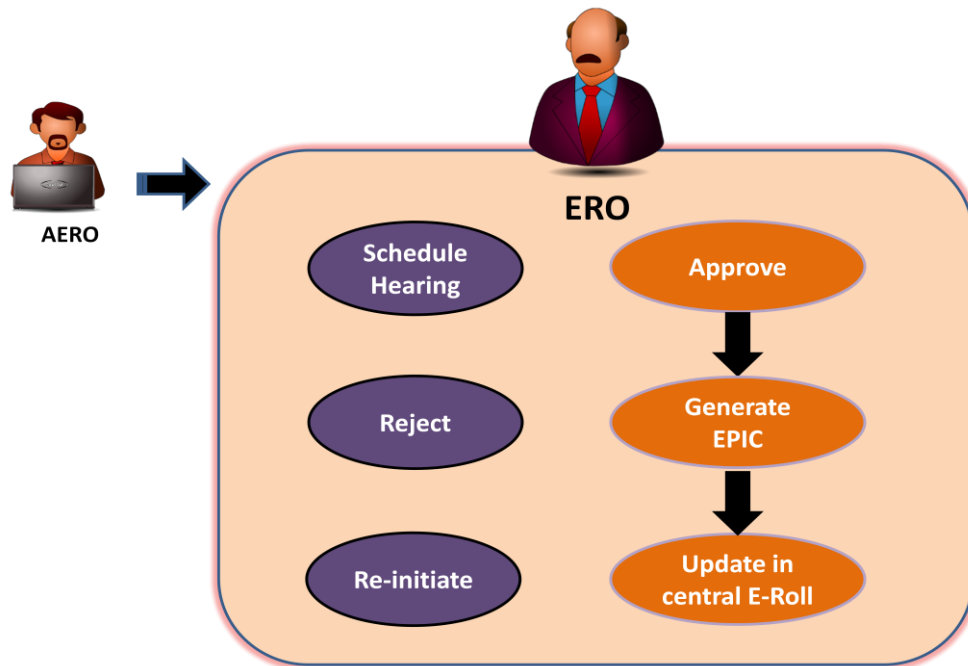
ERO-Net caters to the number of roles of existing ECI officials. ERO-Net takes into consideration following roles at the state level.

- **CEO- Chief Electoral Officer***(State Level)*
- **DEO - District Electoral Officer** *(District/ Sub district Level)*
- **ERO- Electoral Roll Officer***(AC Level)*
- **AERO- Assistant Electoral Officer***(Election In-charge at Tehsil/ Taluk level)*
- **Supervisor** *(Field officer to oversee BLO activities)*
- **BLO - Booth Level Officer**
- **Data Entry Operator***(Permanent IT Staff at AERO/ERO office)*
- **Service Providers** - *for Data entry/ Digitization and scanning of forms (SLA/ Vendors)*

7. USERS AND SCREENS

7.1 OFFICER 1: ERO (ELECTORAL ROLL OFFICER)

Authority to pass orders on application forms



Roles

1. Approve Forms

Officer 1 can approve the forms received online through NVSP/ Mobile App/ SMS. Forms received in physical form will be digitized and injected into online system. While passing the order appropriate remarks need to be given by Officer1, which may be used during appeals.

2. Monitors and permits migration of entry to EROs

3. Generation of EPIC Number.

4. Reject forms

Officer 1 can reject forms received online through NVSP/ Mobile App/ SMS. While rejecting, appropriate justification has to be given. The same may be used during appeals. Forms received in physical form will be digitized and injected into online system.

5. Schedule hearing

Officer 1 can schedule a hearing with the applicant in case clarity is required or when in doubt.

6. Reinitiate process of field verification

Officer 1 can reinitiate verification in case of want of clarity or when in doubt.

After login ERO will get the following screen, containing number of tabs,

State : Uttar Pradesh District : Saharanpur AC : Behat Welcome EROS24A01

In Progress Timebound Exceptions

	Total Forms	No of Forms at ERO Desk
Details ▾	285	253

	Digitization	Checklist Generation	Field Verification	Scheduled Hearings	ERO Order
Details ▾	100	2	126	82	162

ERO Order Accept/Reject

 Processed: 34 To Be Processed: 219

Deletion request to/from other ERO

 Sent: 4 Received: 4

Inclusion / Modification / Deletion In E-Roll

 Processed: 0 To Be Processed: 34

E-Roll Management

View Dashboard

BLO Management

Functionality of the tabs is given as under:

1) ERO Order Accept/Reject

When ERO clicks on this tab he/ she will get the list of forms which are under process.

Here forms 6/ 6A/ 7/ 7A/ 8 could be selected. These forms could be in different states like BLO Appointed, field verified etc. Results could also be filtered on basis of date, part number etc. Forms could also be searched based on either form number or EPIC number. After clicking on 'Process' link he/ she gets form on screen which contain information about applicant's personal details, family details and field verification report.

If ERO has any doubt he/ she can schedule hearing or accept the application.

Welcome EROS24A01 State : Uttar Pradesh District : Saharanpur AC : Behat

Form Type: Form6 Form Status: FIELD_VERIFIE Part No.: -- All Parts --

From Date: To Date: View Forms

Search Form By: --Select Search Criteria-- Search

Total Forms : 1

S No	Form Reference	Part No.	Name / Vernacular Name	Address	Status	View	Process
1	15138f99d0fd9bd9	1	DHANESH KUMAR SHARMA धनेश कुमार शर्मा	2, SWAMIO KA MOHLLA GHANTEL, Ghantel, CHURU	FIELD_VERIFIED		Process

ERO order Accept/ Reject

After clicking on process link, in the list of forms, the form processing screen opens. Here ERO can do following operations: schedule hearing if he /she has any doubt, reinstate process, and accept/ reject forms.

Form Accept / Reject

Form details


FORM 6 Submitted Offline

Ref no: 15138f99d0fd1bd9

Name : DHANESH KUMAR SHARMA
RLN Name : INDARA CHAND SHARMA
Address : 2, SWAMIO KA MOHLLA GHANTEL, GhanTEL, GHANTEL, CHURU

Age : --
RLN Type : F

Gender : M



Family Details:
No family details

Part IV Details
New Voter

Part / Section / BLO Details

Part No: 1
BLO Name: Suresh Kumar
Section No: Not Assigned

Locate Part
Open/Download Checklist

Attachments

Open/Download Scanned Form and Proofs
Age Proof Address Proof Applicant Photo Form Page:1 Form Page:2 Form Page:3

Field Verification report

Field Verification Completion Date: 15/11/2016
Demographically Matching Records Details

Report 1

Address confirmed: Yes Age Proof ok: Yes Photo Attached as per Specification: Yes

On field visit Applicant is found: Verified OK No of Application already applied: NA

BLO Comments: Applicant Details are Correct

Data Entry Errors, if any: Spellings are Correct

Remarks: Verified OK

If not Fresh inclusion, Previous Details: Part No: 1 Sr No in Part: 1

Objections

No Objections Received

Remarks

Supervisor Remarks: Not available
AERO/EO Remarks: part no. has been submitted

Operations

Schedule Hearing :
Reason: -- Select Hearing Reason --
Date: Submit

Reinitiate Reason :
AERO Reinitiate Process


ERO Order: -- Select Order -- Accept Reject

ERO Form Process Panel

2) Deletion request to/from other ERO

When ERO clicks on this tab he/ she get the list of forms which already have record or have EPIC number. Here forms 6/ 6A/ 7/ 7A/ 8 could be selected. These forms could be in different states like BLO Appointed, field verified etc. Results could also be filtered on basis of date, part number etc. Forms could also be searched based on either form number or EPIC number. After clicking on 'Process' link he/ she gets form on screen which contain information about applicant's personal details, family details and field verification report.

ERO can schedule hearing or accept/reject application.


ERONET
Home
Logout

Welcome EROS24A01
State : Uttar Pradesh
District : Saharanpur
AC : Behat

Form Type: Form6
Form Status: -- Select Form S
Part No.: -- All Parts --
From Date:
To Date:
View Forms


Search Form By: --Select Search Criteria--
Search

Deletion Request Sent

Total Forms : 5

S No	Form Reference	Part No.	Name / Vernacular Name	To ERO ID	Request ID	Request Status
1	0146061383e505bb3	5	NAKUL नकुल	EROS24A01	OHF523943218	Under process
2	0141dfdefa085ad6	3	BABITA JANGIR बबीता जांगिड़	EROS24A01	OGN000742707	Approved
3	01422317125bf9419	2	sameer समीर	EROS24A01	OQA857620122	Under process

Deletion request to other ERO


ERONET
Home
Logout

Welcome EROS24A01
State : Uttar Pradesh
District : Saharanpur
AC : Behat

Form Type: Form7
Form Status: -- Select Form S
Part No.: -- All Parts --
From Date:
To Date:
View Forms

Search Form By: --Select Search Criteria--
Search

Deletion Request Recieved

Total Forms : 6


S No	Form Reference	Part No.	Name / Vernacular Name	Address	Requested by ERO	Status	Process
1	OGN000742707	1	Ilamdeen	, 22 SWAMIYO KI DHANI WARD NO 20 TEHSIL RAJGARH DIST CHURU.,	EROS24A01	ACCEPTED	Process
2	OQA857620122	1	KINAKA SUMAN BAI	, 1, sindhi mandir ke pichhe , ward no. 21 sujangarh.,	EROS24A01	SUBMITTED	Process
3	OHF523943218	1	KINAKA SUMAN BAI	, b 32 agarsen nagar churu.,	EROS24A01	SUBMITTED	Process

Deletion request from other ERO

3) Inclusion/Modification/Deletion in E-Roll

Clicking on 'Insertion / Modification / Deletion' tab will lead us to screen which shows accepted forms of all types i.e. form 6/ 6A/ 7/ 8/ 8A. Here ERO can accept form 6 and generate EPIC number and add record in the electoral roll. In case of form 6A entry will be added without generating EPIC while in case of form 7 entries will be deleted from electoral roll and in case of

form 8/ 8A existing entries will be modified in electoral roll. EPIC generation can be undertaken for inclusion request forms which have been approved. Following are the screens for generation of EPIC, modification in electoral roll and deletion in electoral roll respectively.


[Home](#)
Logout

Welcome EROS24A01
State : Uttar Pradesh
District : Saharanpur
AC : Behat

Form Type: Form6
Form Status: ACCEPTED
Part No.: -- All Parts --


From Date:
To Date:
View Forms

Search Form By: --Select Search Criteria--
Search

Total Forms : 47

S No	Form Reference	Part No.	Name / Vernacular Name	Address	Status	View	Process
1	15242dcf1dcbe141	1	SANDEEP संदीप	VILLAGE-SUKHAWAS, POST-SANKHAN TAL., SUKHAWAS, RAJGARH	ACCEPTED		Generate EPIC
2	01468f576bd89327f	4	SATYA PRAKASH सत्या प्रकाश	0665, 17-guvariya mohalla ,word-11, chandgothi, rajgarh	ACCEPTED		Generate EPIC
3	01462232e3738db49	26	VINOD KUMAR विनोद कुमार	7, HARIJAIN CHOUPAL, GULPURA, RAJGARH	ACCEPTED		Generate EPIC
4	014bb7c18a30ab77	1	Navdeep Singh नवदीप सिंह	d-47, agarsen nagar, churu, churu	ACCEPTED		Generate EPIC

Generate EPIC


[Home](#)
Logout

Welcome EROS24A01
State : Uttar Pradesh
District : Saharanpur
AC : Behat

Form Type: Form8
Form Status: ACCEPTED
Part No.: -- All Parts --

From Date:
To Date:
View Forms

Search Form By: --Select Search Criteria--
Search

Total Forms : 3

S No	Form Reference	Part No.	Name / Vernacular Name	Address	Status	View	Process
1	OID649471494	1	asd asd	asd, asd, asd	ACCEPTED		Update In ERoll
2	OFB898427596	1	Tru asd	asd, asd, asd	ACCEPTED		Update In ERoll
3	OAI351841622	1	asd asd	asd, asd, asd	ACCEPTED		Update In ERoll

Modify In Electoral Roll

[Home](#)
[Logout](#)

Welcome EROS24A01
State : Uttar Pradesh
District : Saharanpur
AC : Behat

Form Type: Form7
Form Status: ACCEPTED
Part No.: -- All Parts --
From Date:
To Date:
View Forms

Search Form By: --Select Search Criteria--
Search

Total Forms : 3

S No	Form Reference	Part No.	Name / Vernacular Name	Address	Status	View	Process
1	OID649471494	1	asd asd	asd, asd,asd,asd	ACCEPTED		Delete from ERoll
2	OFB898427596	1	Tru asd	asd, asd,asd,asd	ACCEPTED		Delete from ERoll
3	OAI351841622	1	asd asd	asd, asd,asd,asd	ACCEPTED		Delete from ERoll

Delete Record from Electoral

4) E-Roll Management

Applicants which are finally included in the E-Roll are displayed after clicking on this tab. ERO can filter the results displayed on the screen using part number, from date, to date, or using the EPIC number.

[Home](#)
[Logout](#)

Welcome EROS24A01
State : Uttar Pradesh
District : Saharanpur
AC : Behat

Part No.: -- All Parts --
From Date:
To Date:
View Records

Search Record By: --Select Search Criteria--
Search

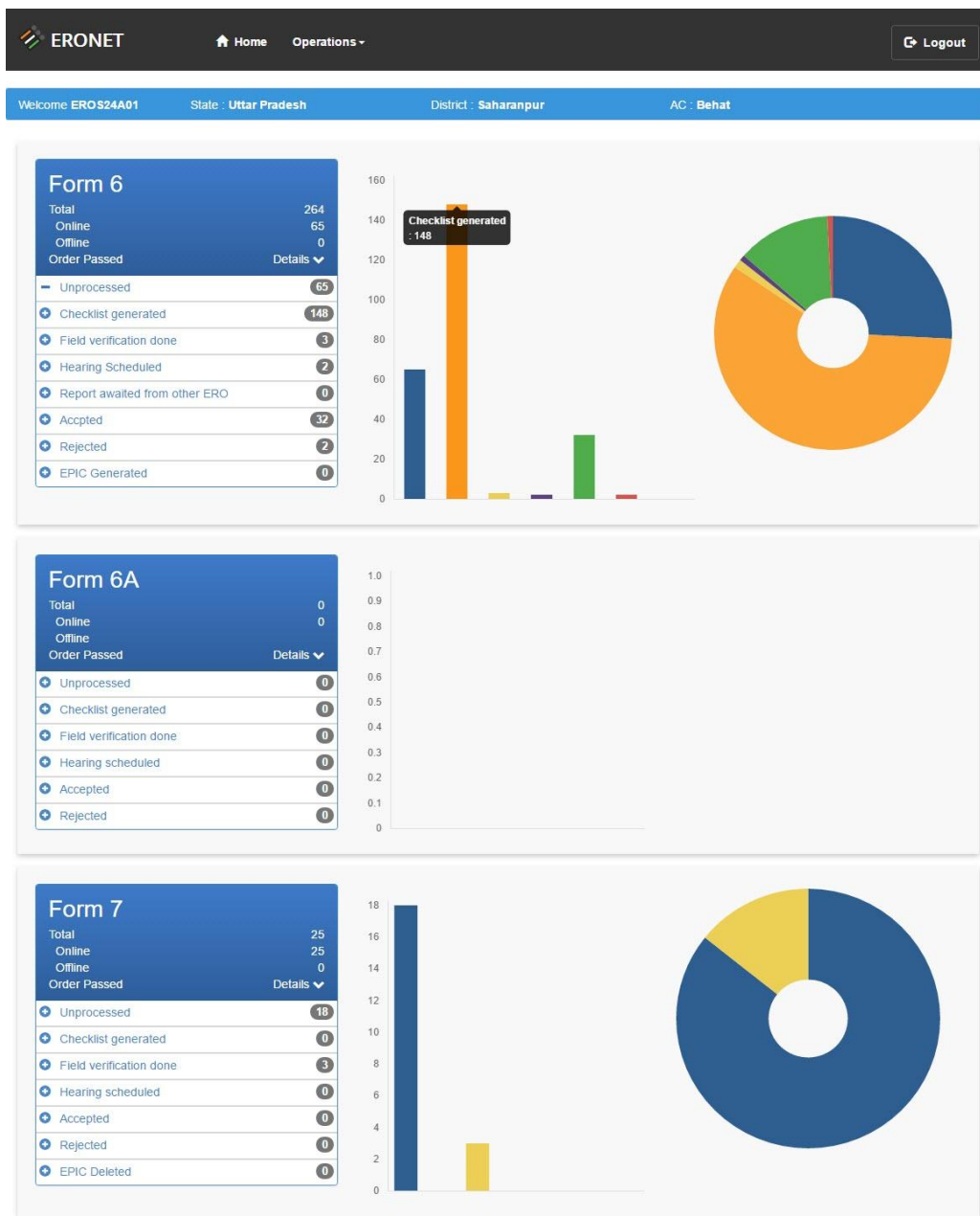
Total Records : 346329

EPIC No.	Part No.	SINoInPart	Name / Vernacular Name	RLN Name / Vernacular RLN Name	Photo
DXD0896571	42	490	Gulab Singh गुलाब सिंह	Rulha रुल्हा	Photo Not Available
DXD0896589	41	210	Maharaj महाराज	Mo Ajad मो आजाद	Photo Not Available
DXD0896597	42	563	Mahendra Singh महेन्द्र सिंह	Lal Singh लाल सिंह	Photo Not Available
DXD0896605	41	186	Sita Ram सीता राम	Bhagat Ram भगत राम	Photo Not Available

E-Roll Management Screen

5) View Dashboard

This screen gives summary of all type of forms. After clicking on view dashboard in ERO Home page, we get following screen showing summary of all forms.




ERO Dashboard

6) BLO Management

This gives the list of registered BLOs. Here BLO's details could be modified/ deleted.

Add new BLO

Total BLOs : 102								
S No	AC No	Part No.	Enquiry Officer Name	Designation	Mobile No	Email Id	Update	Delete
1	1	1	Suresh Kumar	BLO	9823763919	tushark@cdac.in	Edit	Delete
2	1	1	Suresh Kumar	BLO	9823763919	tushark@cdac.in	Edit	Delete
3	1	1	Suresh Kumar	BLO	9823763919	tushark@cdac.in	Edit	Delete
4	1	2	Suresh Kumar	BLO	9823763919	tushark@cdac.in	Edit	Delete
5	1	3	Suresh Kumar	BLO	9823763919	tushark@cdac.in	Edit	Delete

 [Home](#) [Logout](#)

Welcome EROS24A01 State : Uttar Pradesh District : Saharanpur AC : Behat

Update Enquiry Officer Detail

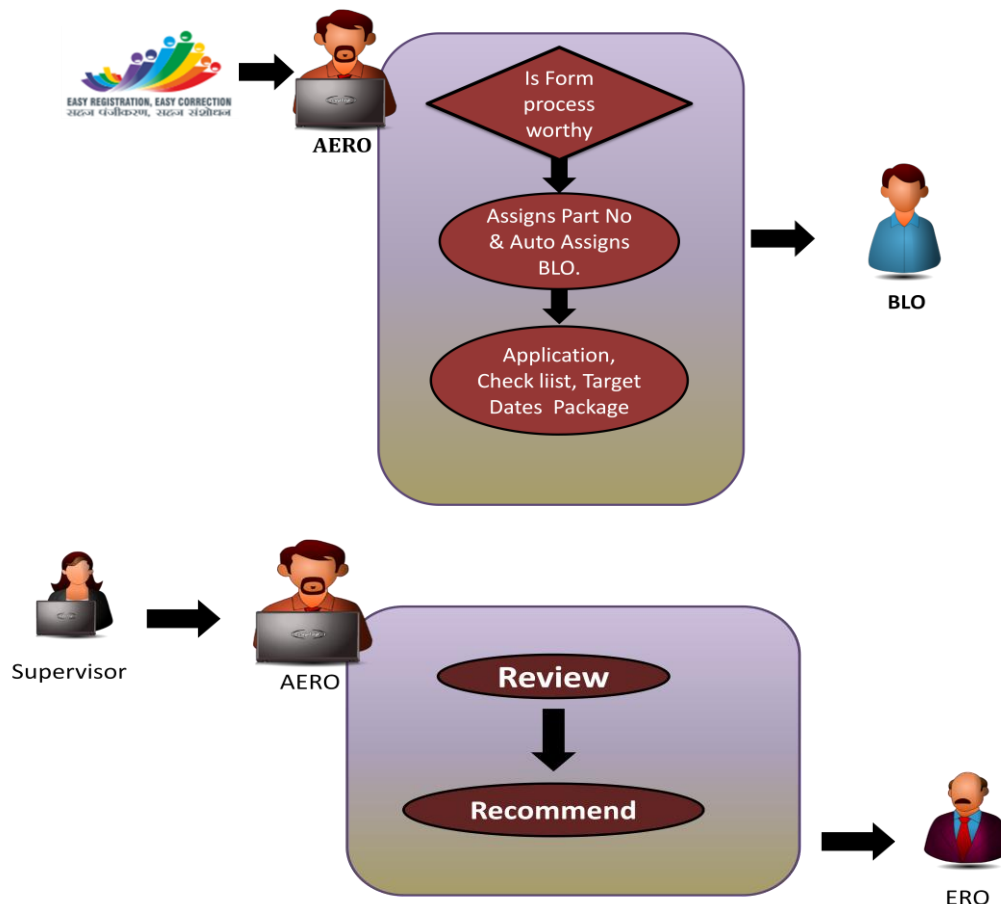
AC No	1
Part No	14
Name	Suresh Kumar
Designation	BLO
Mobile No	9823763919
Email Id	sureshkumar@gmail.com

[Back](#) [Clear](#) [Save](#)

BLO Edit Screen

7.2 OFFICER 2: AERO (ASSISTANT ELECTORAL ROLL OFFICER)

(Incharge of Elections In Tehsildar's Office) Election Officer/ Election Naib Tehasildar / Election Deputy Tehsildar/ Election Kanungo



Roles

1. Assign Part/Section

Officer 2 has to assign part / section for new applicant's Form 6. In all other cases the applicant has to compulsorily fill the Part and Section in the application.

2. Request for deletion to other AC's concerned ERO

In case of Form 6 if user has filled the Part IV of the Form, it indicates that the user is already registered under some other AC. In such a case a request is sent to the concerned ERO of the other AC to undertake field verification and confirm if shifted, and then mark for deletion.

3. Submission to ERO for approval or rejection

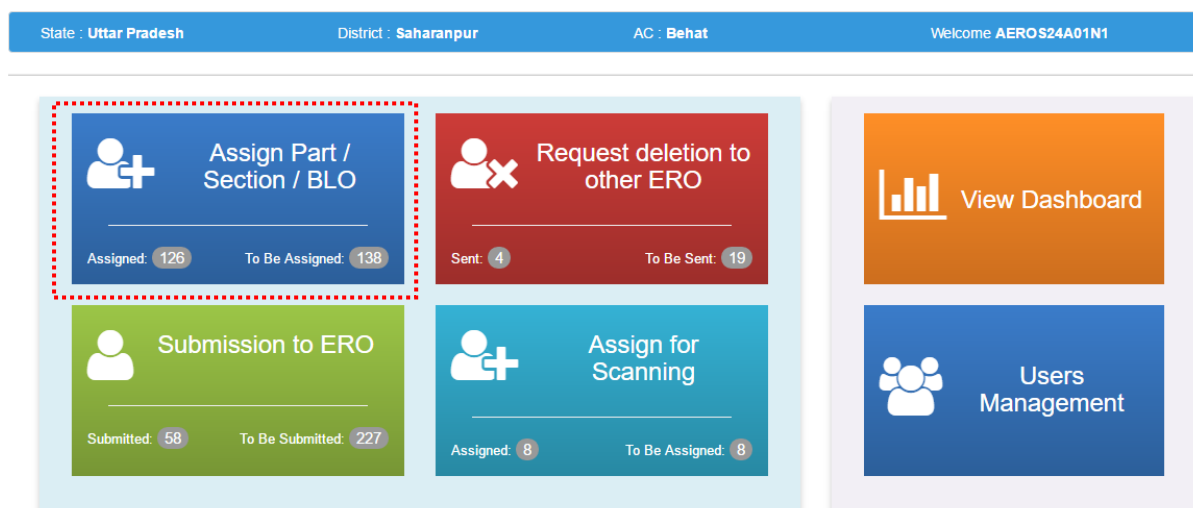
Based on inputs from BLO and/or supervisor the Officer 2 submits to ERO for approval/rejection.

4. QR Code data file Generation and handing over to SLA.

5. Offlineform processing

- a. Preliminary Scrutiny after digitization of Offline Application Form
- b. Assigning offline forms with support document and QR sticker to SLA / scanning vendor
- c. Monitoring Scanning and integration in ERO-Net scanned folder of images
- d. check list generation
- e. Assign BLO
- f. Request for initiating process for deletion of DSEs/ marked for migration to other AC ERO
- g. Scrutiny of processed & supervisor verified application along with objections, and other ERO's remarks of field verification.
- h. Submission to ERO for approval/ rejection with
 - BLO field verification report.
 - Supervisor remarks.
 - Claims & Objections received.
 - Other ERO input.
 - Monitoring EPIC Printing and delivery.

After login, AERO gets following screen, which contain number of tabs,



AERO Home Screen

Functionality of these tabs is given as under:

1. Assign part/ Section/ BLO

After clicking on this tab AERO gets the list of submitted forms whose part/ section number/ BLO is not assigned. He/ she can assign/ reassign part number/ section number/ BLO here. Also checklist for filed verification by BLO is generated and handed over to the BLO.

Welcome AEROS24A01N1 State : Uttar Pradesh District : Saharanpur AC : Behat

Form Type: Form6A Form Status: SUBMITTED Part No.: -- All Parts --

From Date: To Date: View Forms

Search Form By: --Select Search Criteria-- Search

Total Forms : 1

S No	Form Reference	Part No.	Name / Vernacular Name	Address	Status	View	Process
1	15ab4de31d483568		SHUBHAM KUMAR शुभम कुमार	236, DUDUMAJRA, DUDUMAJRA, BEHAT	SUBMITTED		Process

Part / BLO / Section Assignment

Form details FORM 6A Submitted Offline Ref no: 15ab4de31d483568

Name : SHUBHAM KUMAR DOB : 1/20/1996 12:00:00 AM Gender : M

RLN Name : RAMNIWAS RLN Type : F

Address : 236, DUDUMAJRA, DUDUMAJRA, RAIPUT, BEHAT

Part IV Details
New Voter

Part / Section / BLO Details

Part No: -- All Parts -- BLO Name: -- Select BLO -- Assign Section No : Assign

Attachments

Open/Download Scanned Form and Proofs

Age Proof Address Proof Applicant Photo Form Page:1 Form Page:2 Form Page:3

Field Verification report

Part number is yet to be assigned

Objections

No Objections Received

Remarks

Supervisor Remarks: Not available

Operations

AERO Remarks: Submit to ERO

Assign Part/ Section

BLO Checklist

Application No : OBX237893099

Form 6 – Fresh inclusion

Form Type : Online

Name : Praveen Gupta/ प्रवीण गुप्ता Age : 18 DOB : 24/6/1998 Gender : M
 RLN Name : Suresh Gupta/ सुरेश गुप्ता RLN Type : F
 AC : 7 Part No : 1
 Mobile : 96789596
 Address : 52, Rajiv Nagar, Bawana, New Delhi – 110086



Applicant's Signature

Checklist for BLO/ designated officer

If Proofs are ok ☐ Address Confirmed ☐ Age Proof ok ☐ Photo collected (if not as per specification) ☐
 On Field Visit, applicant is found Absent ☐ Shifted ☐ Already Enrolled ☐ No such Person ☐ Under Age ☐ Verified ☐
 No of applications already applied
 BLO Comments Applicant details are correct ☐ Applicant details are not correct ☐
 Data entry errors, if any Correct spellings ☐ Wrong spellings ☐ Complete address ☐ Age confirmed ☐
 correction if any
 Name RLN Type RLN Name
 Age/DOB Gender Address
 BLO Remarks Objection
 If age is greater than 25, has applicant given declaration Yes ☐ No ☐

BLO Checklist

Application No : OBX237893099

Form 6 – Migration

Form Type : Online

Name : Praveen Gupta/ प्रवीण गुप्ता Age : 28 DOB : 24/6/1988 Gender : M
 RLN Name : Suresh Gupta/ सुरेश गुप्ता RLN Type : F
 AC : 7 Part No : 1
 Mobile : 96789596
 Address : 52, Rajiv Nagar, Bawana, New Delhi - 110086

**Part IV details:**

EPIC: RNK1263573 State: UP AC: 12
 Previous Address:

Applicant's Signature

NVSP demographically similar entries

EPIC NO	Name	Relation Type	Relation Name	DOB	Address	AC/Part No
TRC1234567	Praveen Gupta	F	Suresh C Gupta	24/6/1988	7, Amristar East, Amristar, Punjab	Amristar East, 93

Checklist for BLO/ designated officer

If Proofs are ok ☐ Address Confirmed ☐ Age Proof ok ☐ Photo collected (if not as per specification) ☐
 On Field Visit, applicant is found Absent ☐ Shifted ☐ Already Enrolled ☐ No such Person ☐ Under Age ☐ Verified ☐
 No of applications already applied
 BLO Comments Applicant details are correct ☐ Applicant details are not correct ☐
 Data entry errors, if any Complete address ☐
 correction if any
 Address
 BLO Remarks Objection
 In not fresh inclusion, Part No Sr No. AC No State
 previous details

BLO Checklist

Application No : TRC244593069

Form 7

Form Type : Offline

Details of person whose entry to be deleted

Name : Praveen Gupta/ प्रवीण गुप्ता

Age : 28

Gender : M

Part No : 1

Sr. No. 768

Mobile : 96789596

EPIC No. PNT3459876

Objector's Details:

Name : Praveen Gupta/ प्रवीण गुप्ता

Gender : M

Part No : 1

Sr. No. 768

RLN Name : Suresh Gupta/ सुरेश गुप्ता

RLN Type : F

Address : 52, Rajiv Nagar, Bawana, New Delhi – 110086

Reason for objection / deletion : Migration to new AC

Objector's Signature

Checklist for BLO/ designated officerOn Field Visit, applicant is found Absent ☐ Shifted ☐ Already Enrolled ☐ No such Person ☐ Under Age ☐ Verified ☐Objection Yes ☐ No ☐BLO Comments Applicant details are correct ☐ Applicant details are not correct ☐**BLO Checklist**

Application No : OBX237893099

Form 8

Form Type : Online

Name : Praveen Gupta/ प्रवीण गुप्ता

Age : 28

DOB : 24/6/1988

Gender : M

RLN Name : Suresh Gupta/ सुरेश गुप्ता

RLN Type : F

Part No : 1

Sr No. 854

Mobile : 96789596

Address : 52, Rajiv Nagar, Bawana, New Delhi – 110086



Applicant's Signature

Checklist for BLO/ designated officerIf Proofs are ok: Address Confirmed ☐ Age Proof ok ☐ Photo collected (if not as per specification) ☐On Field Visit, applicant is found Absent ☐ Shifted ☐ Already Enrolled ☐ No such Person ☐ Under Age ☐ Verified ☐No of applications already applied

BLO Comments

Applicant details are correct ☐ Applicant details are not correct ☐

Data entry errors, if any

Correct spellings ☐ Wrong spellings ☐ Complete address ☐ Age confirmed ☐

correction if any

Name RLN Type RLN Name Age/DOB Gender Address BLO Remarks Objection

BLO Checklist

Application No : OBX237893099

Form 8A

Form Type : Online

Details of person whose entry to be transposed**Name** : Praveen Gupta/ प्रवीण गुप्ता**Age** : 28 **Gender** : M**RLN Name** : Suresh Gupta/ सुरेश गुप्ता**RLN Type** : F**Part No** : 1**Sr No.** : 854**EPIC No.** PNT3459876**Mobile** : 96789596**Address** : 52, Rajiv Nagar, Bawana, New Delhi – 110086**New Part No.:** 2**Applicant's details****Name** : Praveen Gupta/ प्रवीण गुप्ता**Part No** : 1**Sr No.** : 854**EPIC No.** PNT3459876**Applicant's Signature****Checklist for BLO/ designated officer**

If Proofs are ok

Address Confirmed ☐Age Proof ok ☐Photo collected (if not as per specification) ☐

On Field Visit, applicant is found

Absent ☐Shifted ☐Already Enrolled ☐No such Person ☐Under Age ☐Verified ☐

No of applications already applied

BLO Comments

Applicant details are correct ☐Applicant details are not correct ☐

BLO Remarks

2. Request deletion to other ERO

After clicking on this tab a list of submitted forms will be displayed on screen. By clicking the 'Process' button in list a form processing panel gets opened on screen which contain information about applicant's personal details, family details, field verification report. If applicant has mentioned part IV details in the form then it will be displayed on the form processing panel along with the 'deletion request' button for sending the deletion request to other ERO. If deletion request is already sent then it's status is shown instead of the 'deletion request' button

Form Processing ✕

Form details		FORM 6 Submitted Offline		Ref no: 01425261d6d61efe1	
Name :	ramniwas	Age : --	Gender : M		
RLN Name :	ranajit	RLN Type : F			
Address :	, swami mohala, rajpura, rajpura, taranagar				
Family Details:					
No family details					
Part IV Details					
State	rajasthan	AC	churu	Prev. EPIC	AJP0567487
Place					
					Send Deletion Request
Part / Section / BLO Details					
Part No:	13	BLO Name:	Suresh Kumar	Deassign	Section No : 0
Locate Part	Open/Download Checklist	Assign			
Attachments					
Open/Download Scanned Form and Proofs					
Age Proof	Address Proof	Applicant Photo	Form Page:1	Form Page:2	Form Page:3
Field Verification report					
Field Verification Completion Date:		15/11/2016			
Demographically Matching Records		Details			
Report 1					
Address confirmed: Yes		Age Proof ok: Yes		Photo Attached as per Specification: Yes	
On field visit Applicant is found: Verified OK		No of Application already applied: NA			
BLO Comments:		Applicant Details are Correct			
Data Entry Errors, if any:		Spellings are Correct			

Request Deletion to Other ERO

3. Submission to ERO

After clicking on this tab AERO gets a list of forms which could be further filtered on the basis of field verified, BLO assign, and part assign, etc. AERO checks the BLO field verification report and submits the same to ERO along with his remarks.

AERO / EO Remarks Submission

Form details		FORM 6 Submitted Offline		Ref no: 15138f99d0fd9	
Name :	DHANESH KUMAR SHARMA	Age : --	Gender : M		
RLN Name :	INDARA CHAND SHARMA	RLN Type : F			
Address :	2, SWAMIO KA MOHLLA GHANTEL, GhanTEL, GHANTEL, CHURU				
Family Details: No family details Part IV Details New Voter					
Part / Section / BLO Details Part No: 1 BLO Name: Suresh Kumar Deassign Section No: 0 Locate Part Open/Download Checklist Assign					
Attachments Open/Download Scanned Form and Proofs Age Proof Address Proof Applicant Photo Form Page:1 Form Page:2 Form Page:3					
Field Verification report Field Verification Completion Date: 15/11/2016 Demographically Matching Records Report 1 Address confirmed: Yes Age Proof ok: Yes Photo Attached as per Specification: Yes On field visit Applicant is found: Verified OK No of Application already applied: NA BLO Comments: Applicant Details are Correct Data Entry Errors, if any: Spellings are Correct Remarks: Verified OK If not Fresh inclusion, Previous Details: Part No: 1 Sr No in Part: 1					
Objections No Objections Received					
Remarks Supervisor Remarks: Not available					
Operations AERO Remarks: part no. has been submitted Submitted to ERO					

Submission to ERO

4. Assign SLA

After clicking on this tab AERO gets a list of forms date wise for which SLA can be assigned. He/she selects form type and clicks on 'Generate QR Code button', this generates a .json file which is handed over to the assigned SLA. If SLA is already assigned then SLA's name is displayed.

Welcome AEROS24A01N1 State : Uttar Pradesh District : Saharanpur AC : Behat			
Select Form Type :	Form 6	Assign SLA	View Already Assigned SLA
Date	Total Received Form Count	Digitized Form Count	Select for Assigning SLA
1/1/0001	1	0	<input type="checkbox"/>
Enter Sla Name			Assign SLA

Assign SLA

5. View Dashboard

This screen gives summary of all type of forms. After clicking on view dashboard in ERO Home page, we get following screen showing summary of all forms.



AERO Dashboard

6. User Management

After clicking on this tab AERO can see details of Users of the system (supervisor, data entry operator). AERO can also add, edit and delete user information.

State : Uttar Pradesh

District : Saharanpur

AC : Behat

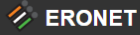
Welcome AERO S24A01N1

Add new user

कुल उपयोगकर्ता / Total Users : 2

सीरीयल नम्बर S no	St Code	District No	AC No	User Id	User Type	Mobile No	Email Id	Update	Delete
1	S24	1	1	OPRS24A01N1	6	9823763919	tushark@cdac.in	Edit	Delete
2	S24	1	1	SPVRS24A01N1	5	9823763919	tushark@cdac.in	Edit	Delete

User Management

 [Home](#) [Logout](#)

Welcome AEROS24A01N1 State : Uttar Pradesh District : Saharanpur AC : Behat

Update user detail

State Code

S24

District Code

1

AC No

1

User Type

6

Password

Mobile NO :

9406908929

Email Id :

nick.vinay@gmail.com

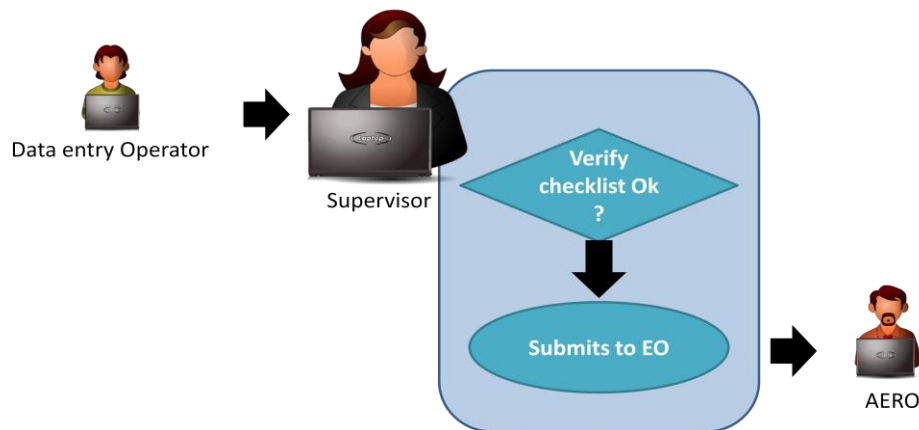
Back

Clear

Save

User Management: Edit Functionality

7.3 OFFICER 3: SUPERVISOR



Roles

Supervisor views the verification report, checklist and provides recommendations to AERO with remarks.

After login, Operator gets following screen, which contain two tabs,



Supervisor Home Page

Functionality of these tabs is given as under:

1. Submission to AERO

After clicking on this tab supervisor gets a list of submitted forms under progress, and various states like BLO Appointed, field verified. He/ She can filter list on basis of date/ part number. Forms could be searched on the basis of either form number or EPIC number. After clicking on 'Process' link, applicant's information like his/ her personal details, family details, field verification report could be viewed. Supervisor can add remark and submit form to AERO.

Supervisor Remarks Submission

Form details

FORM 6 Submitted Offline

Ref no: 11593ca18c23fc8

Name :

MO SAJID

Age : --

Gender : M


RLN Name :

ABDUL SATAR

RLN Type : F

Address :

88, DAK GHAR KE PAAS, GHANGHU, GHANGHU, CHURU



Family Details:

Name	Relation	Part No	Sr. No.	EPIC No.
ABDUL SATAR	F	84	8	258342
NA	NA	NA	NA	NA

Part IV Details

New Voter

Part / Section / BLO Details

Part No: 6

BLO Name: Suresh Kumar

Section No: 4

Locate Part

Open/Download Checklist

Attachments

Open/Download Scanned Form and Proofs

Age Proof

Address Proof

Applicant Photo

Form Page:1

Form Page:2

Form Page:3

Field Verification report

Field Verification Completion Date:

Not available

Demographically Matching Records

Details

Report 1

BLO Report is not yet submitted

Operations

Supervisor Remarks:

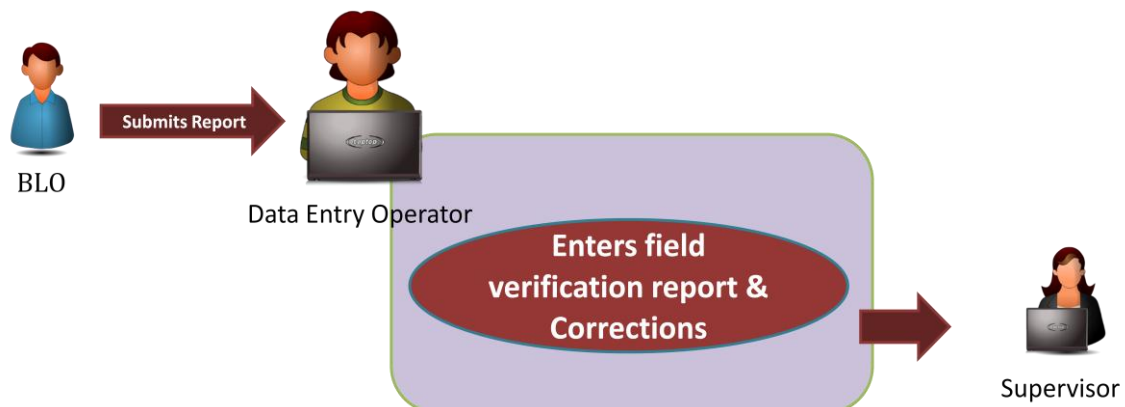
Forward To AERO

Supervisor Form Process Panel

2. View Progress

This screen displays the progress of forms.

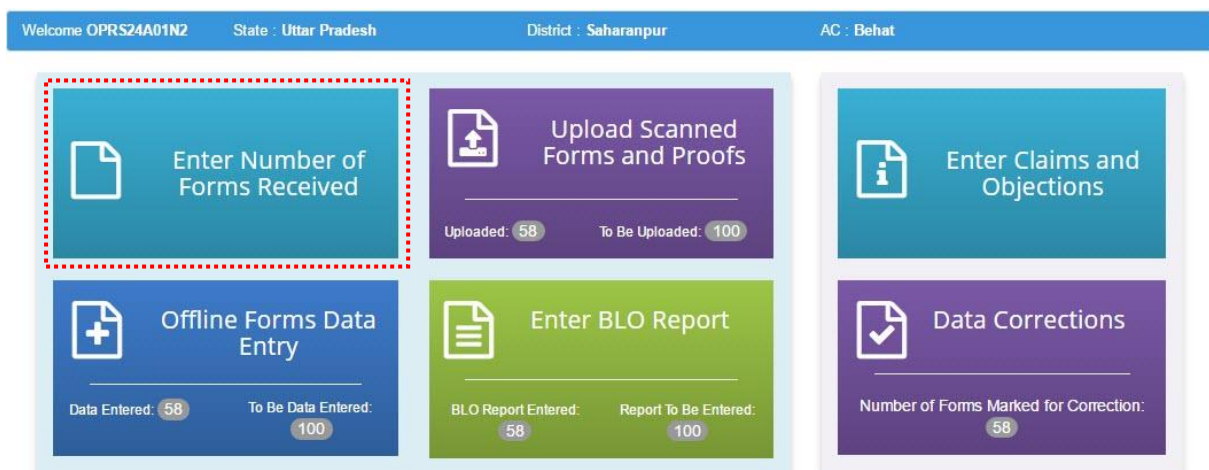
7.4 OFFICER 4: DATA ENTRY OPERATOR



Roles

1. Data entry of offline forms, digitize it and filling preliminary scrutiny format.
2. Upload scanned documents.
3. Enter BLO field verification report
4. Upload accepted scanned forms and supporting documents.
5. Data entry of corrections.

After login, Operator get following screen, which contain number of tabs,



BLO Home Page

Functionality of these tabs is given as under:

1) Enter Number of forms Received

After clicking on this tab Data Entry Operator gets the screen containing date picker and form list. Here operator should write number of form received as per form type and submit the record.

Welcome OPRS24A01N2 State : Uttar Pradesh District : Saharanpur AC : Behat						
Date	Form 6	Form 6a	Form 7	Form 8	Form 8a	Submit
10/24/2016	3	2	1	1	3	
10/11/2016	5	1	1	1	1	
9/11/2016	1	0	0	0	0	
1/1/2001	1	0	0	0	0	
1/1/0001	1	1	0	1	1	
1/1/0001	1	0	0	0	0	
1/1/0001	0	0	0	1	0	

Number of Forms Received

2) Offline forms data entry




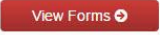
After clicking on this tab following screen displays, which contains all types of forms so operator can select proper form, make entry and submit the form. This screen also contains guidelines, in '.pdf' format, on how to fill the forms.

प्रारूप प्रकार Form Type	प्रारूप विवरण Form Description	फार्म भरने के निर्देश Form Filling Instruction
प्रारूप 6 Form 6	निर्वाचक नामावली में नाम सम्मिलित किए जाने के लिए आवेदन Inclusion of names for residents electors	
प्रारूप 6क Form 6 A	किसी प्रवासी निर्वाचक द्वारा निर्वाचक नामावली में नाम सम्मिलित किए जाने के लिए आवेदन Inclusion of names for overseas electors	
प्रारूप 7 Form 7	निर्वाचक नामावली में नाम की प्रविष्टि पर आक्षेप या प्रविष्टि नाम को हटाये जाने हेतु आवेदन Any objection on inclusion of names	
प्रारूप 8 Form 8	निर्वाचक नामावली में प्रविष्टि विषयों की शुद्धि के लिए आवेदन Correction of entries in the Electoral Rolls	
प्रारूप 8क Form 8 A	निर्वाचक नामावली में प्रविष्टि को अन्तर्गत रखने के लिए आवेदन Transposition within Assembly	

Offline Forms

3) Upload scan forms and proofs

By clicking on this tab Data Entry operator can upload scanned documents for further verification and for record purposes. Here Operator can find forms by reference id, form type, and duration when forms were submitted.

Search By:	--Select Search Criteria--	<input type="text"/>		
Form Type:	Form7			
From Date:	<input type="text"/>	To Date:	<input type="text"/>	
				

Form Reference	Upload Documents
OFJ456937212	Upload
OGV113602727	Upload
OWL367627906	Upload
OGF295449127	Upload
OSV682796433	Upload
OPU109083942	Upload

Upload Scanned Proofs

4) Enter BLO report

When Operator clicks on this tab he/ she gets list of forms which are under process. Here forms 6/ 6A/ 7/ 7A/ 8 could be selected. He/ she can filter list on the basis of date/part number. Operator can also search forms on the basis of either form number or EPIC number. After clicking on 'Process' link he/ she gets forms on screen which contain applicant's personal and family details. Here operator makes entry of field verification report.

Form Type: Form6

Form State: BLO_APPOINTED

Part No.: --Select Part Nui

From Date:

To Date:

View Forms

Total Forms : 114
Search By: --Select Search Crite
Q
C

S No	Form Reference	Part No.	Name / Vernacular Name	Address	Gender	View	Process
1	01463833e5d70556f	2	SADDAM HUSAIN सद्दाम हुसैन				Process
2	1589637e7d4dd1c	4	JAISHREE HARIT जयश्री हारित				Process
3	1160a1e93db835f	16	VIKASH BUDANIA विकास बुडानिया				Process
4	01423f164dd451940	16	Navdeep Kumar नवदीप कुमार				Process
5	1541ac305bbf48d	2	Abdul Kadir Bhati अब्दुल क़ादिर भाटी				Process
6	156d3a9596f70bb	18	Anju Devi अंजु देवी				Process
7	153c3034d6acb460	6	Urmila kumari उर्मिला कुमारी				Process
8	01411cbbd496b0af9	1	abdul wahid अब्दुल वाहिद				Process
9	1525c1f63ae545d5	1	Amit अमित				Process

Enter BLO Reports

Field Verification report

If Proofs are ok

On field visit Applicant is found

Does Duplicate Record Exist

No of Application already applied

BLO Comments

Type Writing:

Remarks:

Address confirmed

☐ Yes ☐ No

☐ Absent ☐ Shifted

☐ Already Enrolled

☐ Yes ☐ No

Age Proof ok

☐ Yes ☐ No

☐ No Such Person

☐ Yes ☐ No

Photo Attached

☐ Yes ☐ No

☐ Underage

☐ Verified OK

Applicant Details are Correct ☐ Yes ☐ No

Spellings are Correct ☐ Yes ☐ No

If Fresh inclusion/shifting of address verified, propose only:

Part No:

Sr No in Part:

Submit

BLO Field Verification Report

5) Enter Claims and objections

Here operator can make entry of claims or objections, if any.

6) Data corrections

After field verification, if BLO finds some correction then he/she requests 'mark for correction'. Operator can then make corrections by clicking on this button. After clicking on this button operator will see list of forms which are marked for correction.

8. ALERTS AND NOTIFICATIONS

The ERO-Net makes number of operations as per the user input and actions. ERO-Net also issues alerts and notifications on completion of each stage of processing. Depending on the state of the form in ERO-Net, alerts and notifications in the form SMS are issued to the applicant and concerned officials. These system generated alerts & notifications are given in following tables.

8.1 NOTIFICATIONS TO APPLICANT

MiD - 1	Your Application has been received for addition/ shifting/ deletion/ correction. Use <id> for future reference
MiD - 2	Your Application is incomplete as <particulars> not furnished. Re-submit with complete details.
MiD - 3	Your entry in electoral roll <sl. no., part no.> has been proposed for deletion
MiD - 4	BLO <name, mobile No.> may contact/ verify you between <date> to <date>
MiD - 5	BLO <name> verification of your application done on <date>
MiD - 6	Your application <id> has been rejected by ERO due to <reason>. You may appeal to DEO/ CEO <designation, address> before <date>
MiD - 7	Visit ERO office at <venue> on <date> between <time> to <time> for Personal hearing for your application <id>
MiD - 8	<Name> has been added in/deleted from electoral Roll at <Sr. no.> in <part no.> within <AC name> on <date>
MiD - 9	Your EPIC <No.> is sent for printing.
MiD - 10	Your EPIC <No.> is ready. Please collect during office hours from <address>/ BLO shall deliver it shortly/You will receive it by Post.

8.2 SMS IN CASES OF APPEAL TO DEO/ CEO

MiD - 1	Appeal for <ref no.> to DEO/CEO has been received.
MiD - 1a	Officer <name, mobile No.> may contact/verify you between <date> to <date>
MiD - 1b	Officer <name> field verification of your application done on <date>
MiD - 2	Your application <id> has been rejected by DEO due to <reason>. You may appeal to CEO <address> in 15 days
MiD - 2a	Your application <id> has been rejected by CEO due to <reason>.
MiD - 3	Personal hearing for your application <id> has been scheduled by DEO/ CEO on <date> between <time> to <time> at <venue>
MiD - 4	Your appeal is upheld. ERO <constituency name> has been directed to carry out changes in electoral Rolls
MiD - 5	<Name> has been added in/deleted from electoral Roll at <Sr. no.> in <part no.> within <AC name> on <date>

8.3 NOTIFICATIONS TO ERO / AERO

MiD - 1	Application <id> after BLO field verification on <date> and ERO/ AERO scrutiny on <date> is ready for your decision/ since <date>. Please process/ Early.
MiD - 2	Application <id> after BLO re-verification <date> and ERO/ AERO scrutiny on <date> is ready for your decision/ since <date>. Please process/ Early.
MiD - 3	Reminder. Hearing for application <id> has been scheduled on <date> at <time>.
MiD - 4	Application <id> in form <6> for your AC <part/ sl. No.> has been registered for migration at ERO <AC No., name, state> is pending for BLO field verification since <date>. Report to be sent on or before <date>.
MiD - 5	Applicant <id> with EPIC < No.> has been migrated and added to electoral Roll at <Sr. No.> in part no. <part no.> of <AC No., name, state> on default.

MiD - 5a	Applicant <id> with EPIC <No.> has been migrated and added to electoral Roll at <Sr. No.> in part no. <part no.> of <AC No., name, state>.
----------	--

8.4 NOTIFICATIONS TO AERO

MiD - 1	Application <id> in <part no.> has been submitted in Form <6/ 6A/ 7/ 8/ 8A> on <date>
MiD - 2	Preliminary Scrutiny of Application <id> done and handed over for scanning.
MiD - 3	Application <id> scanning completed, Checklist Generated and issued for BLO Field verification
MiD - 4	Reminder. Hearing for application <id> has been scheduled on <date> at <time>
MiD - 5	Application <id> in form <6> for your AC <part/ sl. No.> has been registered for migration at ERO <AC No., name, state>. Field verification to be done on or before <date>
MiD - 5a	Application <id> in form <6> for your AC <part/ sl. No.> has been registered for migration at ERO <AC No., name, state> is pending for BLO field verification since <date>. Report to be sent on or before <date>
MiD - 6	Applicant <id> with EPIC <No.> has been migrated and added to electoral Roll at <Sr. No.> in part no. <part no.> of <AC No., name, state> on default.

8.5 NOTIFICATIONS TO SUPERVISOR

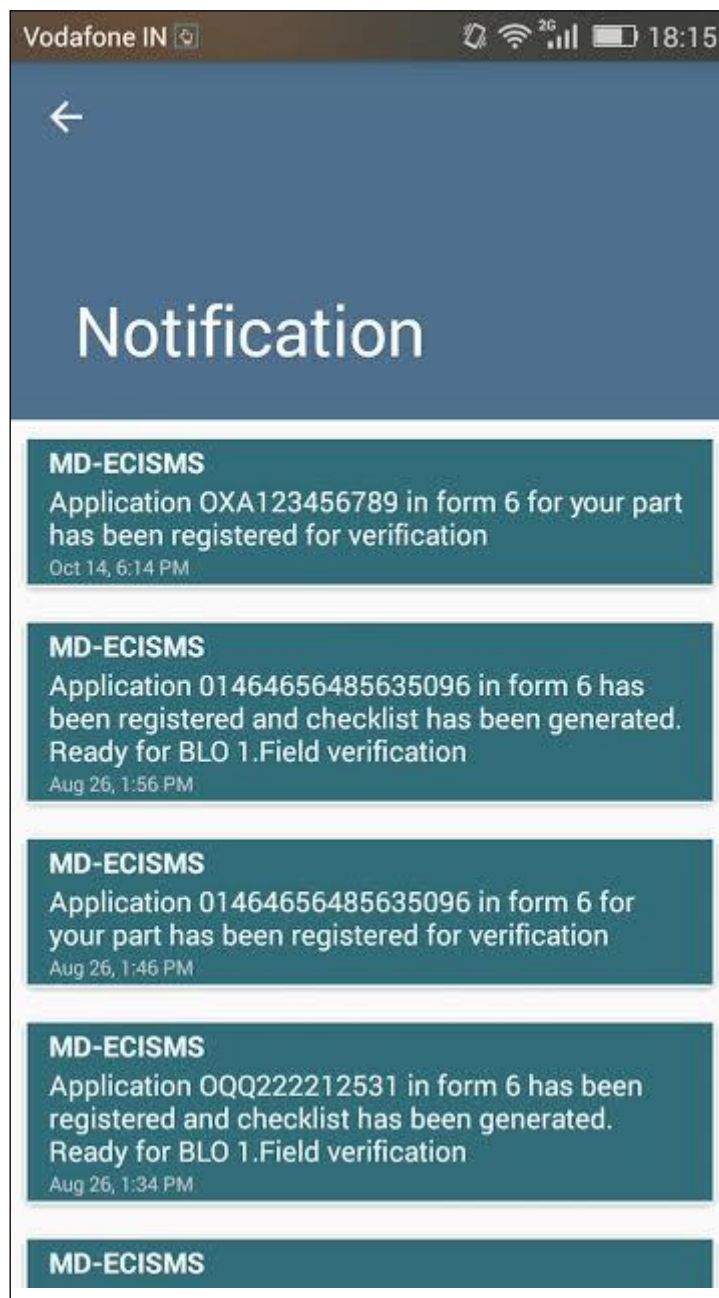
MiD - 1	Application <no.> in form <no.> has been registered and checklist has been generated. Ready for BLO <part No.> Field verification
MiD - 2	BLO <part No.> has/ has not submitted report for application <id> /in prescribed time limit.
MiD - 3	BLO <part No.> has submitted report for application <id> without <reasons/ documents>. BLO re-verification required.

8.6 NOTIFICATIONS TO BLO

MiD - 1	Application <id> in form <no.> for your part has been registered for verification
MiD - 1a	Application <id> in form <6,8A> for your part has been registered for migration at ERO <AC No., name, state>. Field verification to be done on or before <date>
MiD - 2	Checklist for Application <id> has been generated at ERO office, to be verified on or before <date>
MiD - 3	Application <id> BLO field verification report received as Correct/ incorrect due to <reason>.
MiD - 4	Application <id> has been allocated to you for re-verification
MiD - 5	Application <id> BLO field re-verification report received as Correct/ incorrect due to <reason>.
MiD - 6	<Name> has been added in/ deleted from electoral Roll at <Sr. no.> in <part no.> within <AC name> on <date>
MiD - 7	Application <id> EPIC <No.> is sent for printing.
MiD - 8	Application <id> EPIC <No.> is ready. Please collect for delivery to applicant.

9. NOTIFICATIONS TO ERO THROUGH MOBILE APP

Notifications are generated for different form processing steps and sent to ERO for information and subsequent action. These notifications provide ERO with real time status updates from ERO-Net system.



Notifications Panel from the ERO-Net Mobile Application

10. BLO – SMS BASED CHECKLIST REPORTING

BLO after carrying out the field visit can send the checklist via SMS to the ERO-Net system. This facility is provided so as to get advance intimation on the field visit done by the BLO. SMS based checklist submission into the ERO-Net system may be primarily used by BLOs who do not have smart phones but have feature phones.

Depending upon the mobile type the BLO can opt for checklist reporting. In case of smart mobile, the BLO can fill checklist via the application, while in case of feature phone, the checklist can be sent via SMS as per the format provided below.

Mobile Type	Mode of Communication	Fields Captured
Smart Mobile	Mobile App	Complete Checklist
Normal Mobile	SMS (USSD)	(1) \$ - APPLICANT DETAILS ARE CORRECT (2) # - APPLICANT DETAILS NOT CORRECT # Reason code (A,S,D,E,N,U) * reason why \$ - APPLICANT'S PARTICULARS ENTERED ARE CORRECT-(C)/ INCORRECT (W)

**A=Absent, S=Shifted, D=Dead, E= Already Enrolled (finding out of duplicates in the checklist or Otherwise), N=No such Person, U=Under Age*

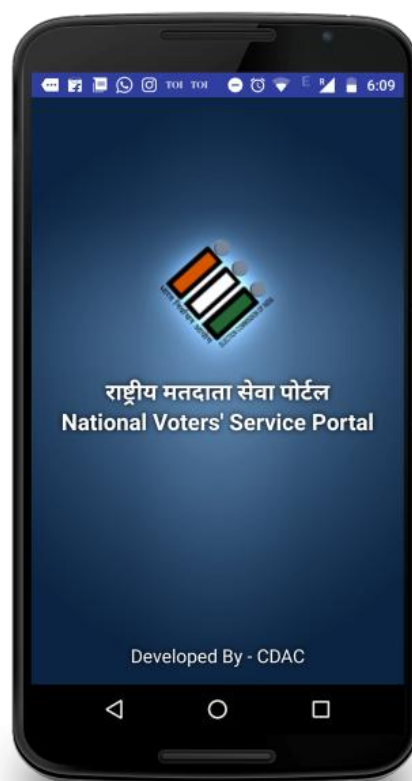
11. FORMS SUBMISSION/ PROCESSING THROUGH MOBILE APP

Also provided are two mobile applications, the Voter Services mobile application, and ERONET mobile application for ECI related operations. The **Voter Services mobile application** provides service to voters and citizens. Various services are added for the benefit of citizen. User can fill the form with ease using the application. Voters can also search for their electoral entry through Electoral Search. This application also provides tracking the status of form and multilingual support **ERONET mobile application** provides various services to BLO. Through this application BLO can see the pending application with him/her and fill the checklist of the applicant during field verification. Extra proof could be collected using the mobile application itself. By providing this service to the BLO it decreases the wrong data which is entered by Data Entry operator and speeds up the process.

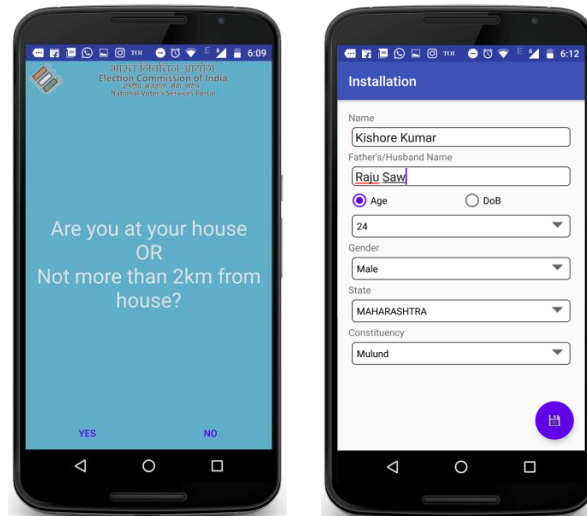
11.1 VOTER SERVICES MOBILE APPLICATION

Voter Services mobile application is developed to provide various services to voter and citizens. It has following services,

- Electoral Search
- Form filling (Fresh Inclusion, Migration, and Transposition etc.)
- Tracking the status of applied application.
- Save Voter-slip
- Multilingual support (14 languages are supported)

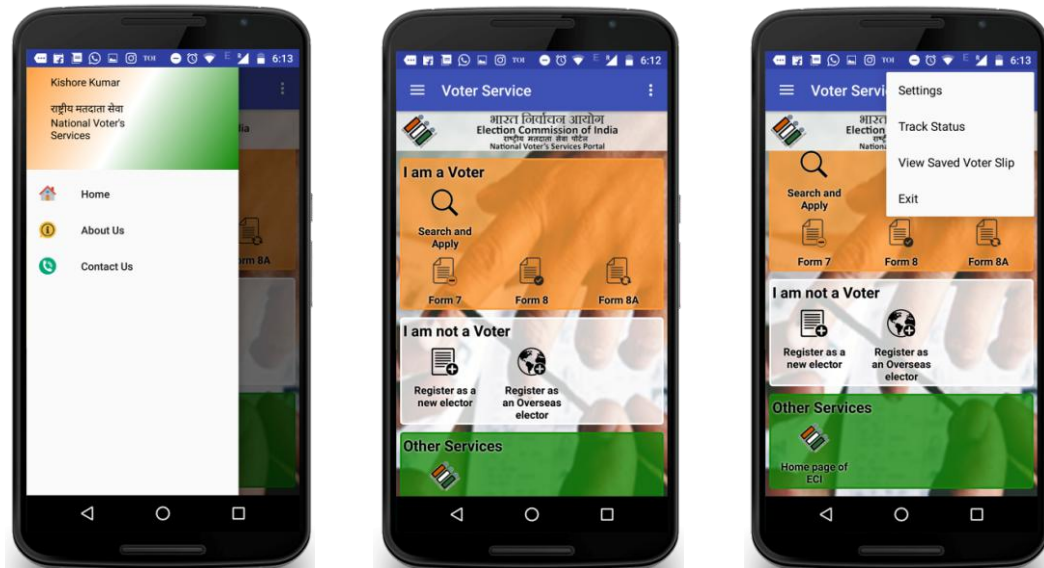


Installation Screen



In this screen user is asked where he/ she is at his/ her home and depending on user's choice app will get location information and display the installation page accordingly. On selecting **YES**, it will automatically select state and constituency in the next installation screen, on selection of **NO** user needs to fill all the details. User need to fill all details and save them because these details will be used in form filling through application.

Home Screen

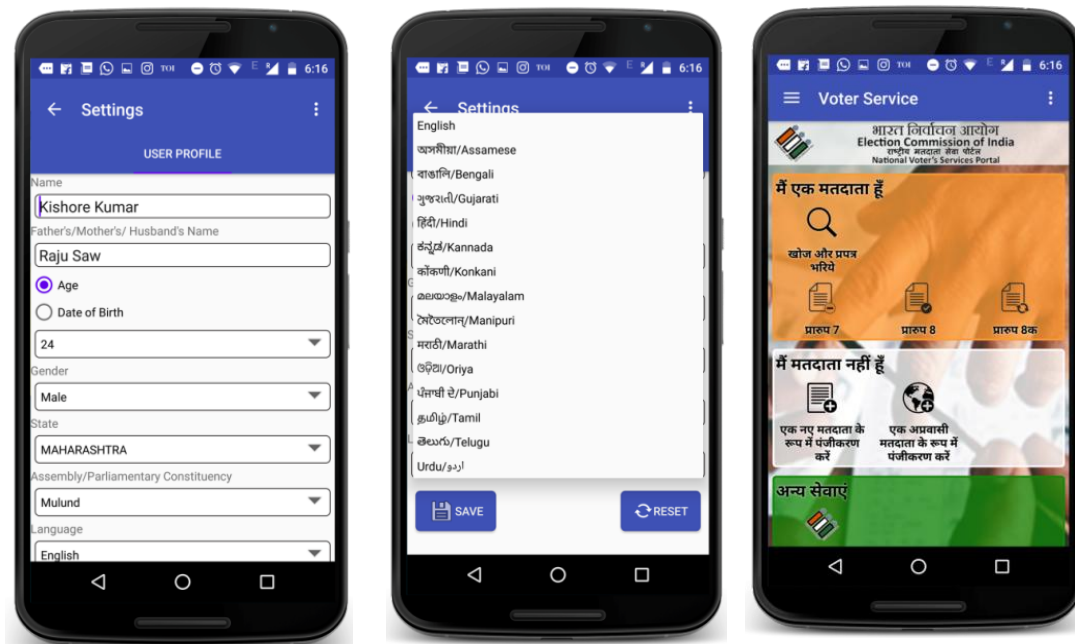


The home screen of Voter Services application is divided into 3 parts.

- I am a Voter
- I am not a Voter
- Other Services

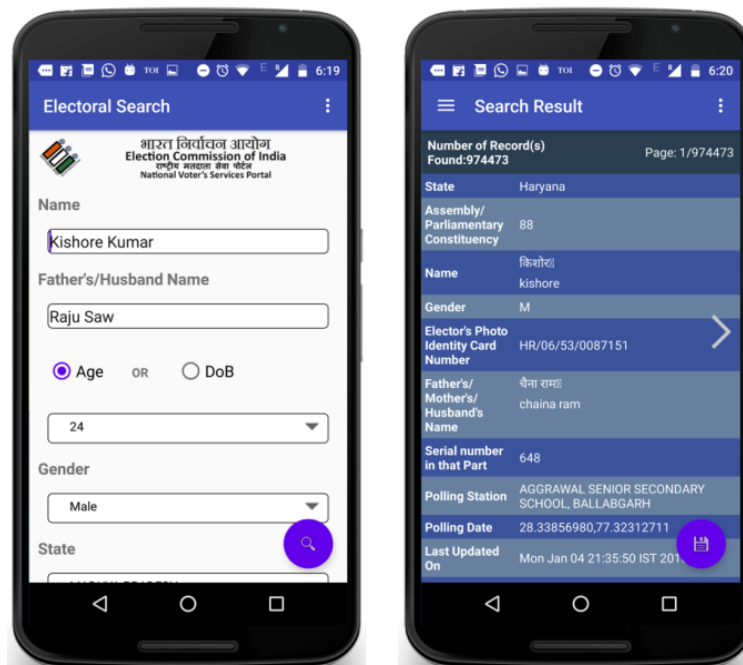
Different Services are provided in these sections. User can select according to his/her requirements. There are other options as well in settings menu where user can change language, update user information, view saved voter slip and track status of filled form.

Settings/ User Profile



User can change their information which was filled during installation time from the Settings menu of application. Default language of application is English. User can also change the language from Settings menu.

Electoral Search



User can search and save their voter details from this part of application. Name is compulsory field for electoral search. User needs to swipe to see others result. There is a save button, when it is clicked it saves the current displaying voter information. The saved voter information can be viewed from **View Saved Voter Slip** option.

Form Filling and Tracking Status

The image shows two smartphone screens side-by-side, demonstrating the ERO-Net application interface.

Left Screen (Form 6): The screen displays the 'Form 6' interface. At the top, there is a blue header with a back arrow, the text 'Form 6', and a menu icon. Below the header, the section is titled 'IV. Declaration'. The text reads: 'I hereby declare that to the best of my knowledge and belief:-'. Below this, there are two sub-sections: (i) 'I am a citizen of India;' and (ii) 'I am ordinarily resident at the address given in para II above since (year,month,date)'. There is a 'Date' field with three dropdown menus for 'Year', 'Month', and 'Day'. Below this, there is a statement: '(iii) I have not applied for the inclusion of my name in the electoral roll for any other constituency;'. Below this, there are two radio button options: 'My name has not already been included in the electoral roll for this or any other assembly constituency;' (which is selected) and 'My name may have been included in the electoral roll'. Below these options, there is a 'Place' field and a 'Date' field with three dropdown menus for 'Year', 'Month', and 'Day'. At the bottom, there is a note: 'Note - Any person who makes a statement or declaration which is false and which he either knows or believes to be false or does not believe to be true, is'. The screen has a black status bar at the top showing various icons and the time '6:21'.

Right Screen (Track Status): The screen displays the 'Track Status' interface. At the top, there is a blue header with a menu icon, the text 'Track Status', and a menu icon. Below the header, there is a section titled 'Enter tracking number'. Below this, there is a text input field with the placeholder text 'Enter/Select Tracking Number'. Below the input field, there is an orange box containing the following information: 'Form Type : Form XYZ', 'Name : XYZ', 'Tracking Number : 123123', and 'Status'. At the bottom right of the screen, there is a purple circular button with a magnifying glass icon. The screen has a black status bar at the top showing various icons and the time '6:23'.

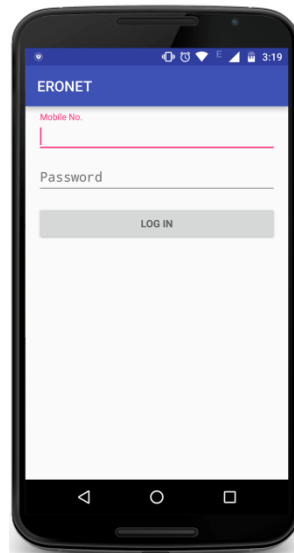
Users have option to fill various forms as per their requirement. They can fill the form and after the successful submission of form a Reference number is generated which is stored in the application and can be used to track the status of submitted form.

11.2 MOBILE APP FOR CHECKLIST SUBMISSION

Following sequence will walk through different features and operation of the mobile application. This application is used by BLO for checklist submission.

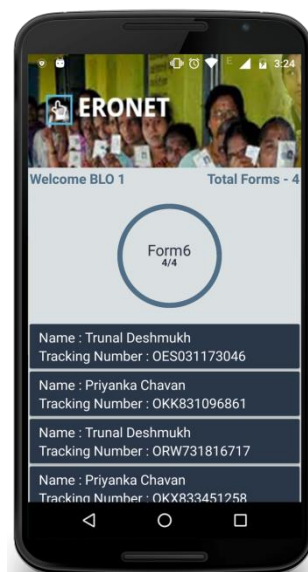
Log in Screen

Log in screen allows registered BLO's to access the application.



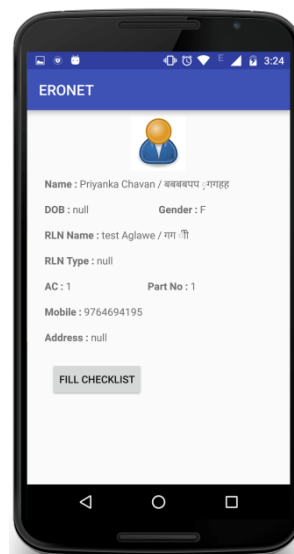
Home Screen

After Logging in we arrive at the home screen. Home Screen contains details of various forms to be verified by the BLO. Forms are grouped together according to their type. This screen also shows total number of forms BLO needs to verify.



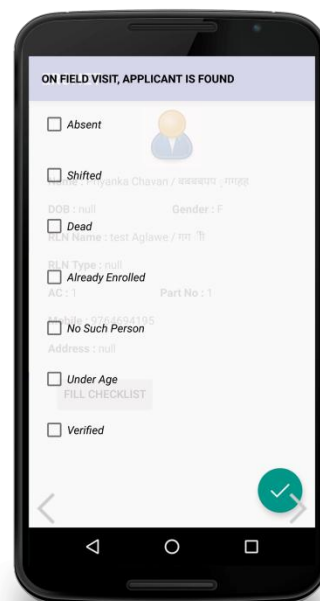
Applicant's Profile

This screen displays details of the applicant to be verified by BLO.



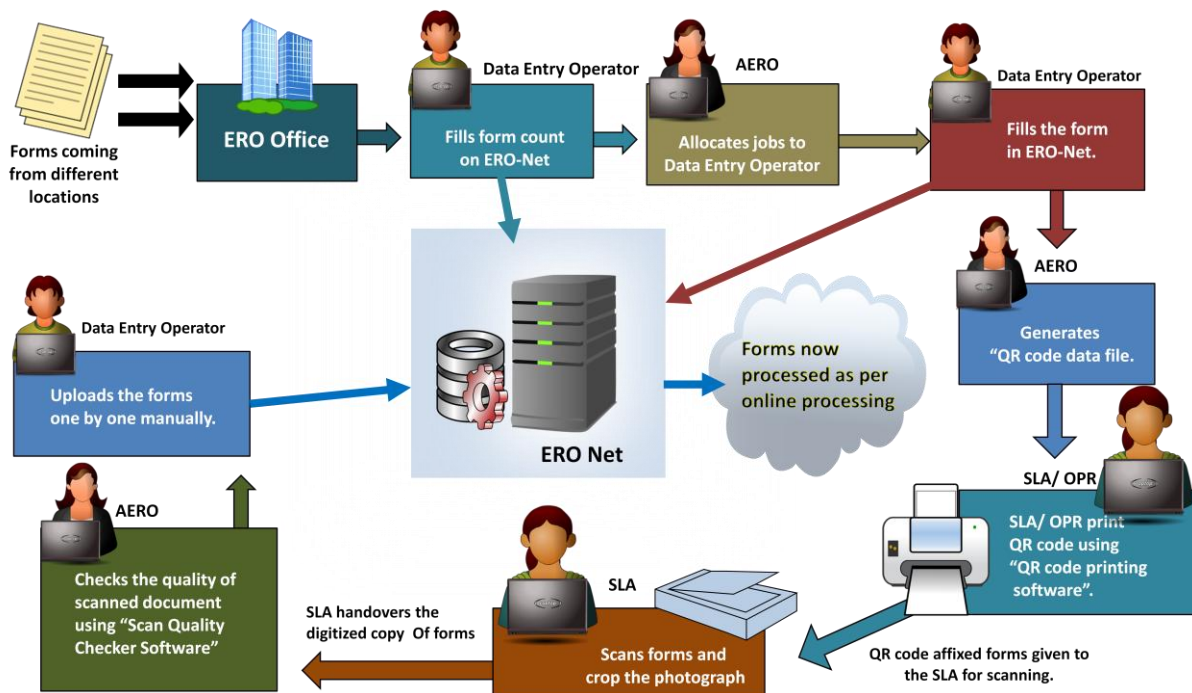
Checklist

This screen contains all the fields which need to be verified by a BLO. BLO also needs to fill the full checklist and he/ she submits it after complete verification.



12. OFFLINE FORM PROCESSING – IN NUTSHELL

Physical forms from different locations arrive at the ERO office. Data Entry Operator at ERO office fills the count of received forms according to form count and AERO allocates jobs for the data entry operators. AERO thereafter generates QR code data file and assigns SLA for printing and affixing QR codes. These QR codes affixed forms are given to the SLA for scanning. SLA handovers digitized copy of the forms to AERO. The Data Entry Operator uploads digitized forms to ERO-Net one by one manually. Thereafter digitized offline forms are processed as per online processing.



13. OFFLINE FORM PROCESSING DETAILS

Offline forms

Offline forms are the physical forms received and digitized at ERO office. These digitized forms are maintained into the ERO-Net and processed thereafter in same way as the online forms.

Offline form processing steps

- Physical forms are received at ERO office from different locations like; designated locations, BLOs, Special Camps, BLAs/ political parties, direct submission by citizens and from DEO, CEO, ECI etc.
- Data entry operator manually fills the forms' type count in ERO-Net date wise.

Dashboard showing Offline Form Processing steps:

- Enter Number of Forms Received**
- Upload Scanned Forms and Proofs** (Uploaded: 58, To Be Uploaded: 100)
- Enter Claims and Objections**
- Offline Forms Data Entry** (Data Entered: 58, To Be Data Entered: 100)
- Enter BLO Report** (BLO Report Entered: 58, Report To Be Entered: 100)
- Data Corrections** (Number of Forms Marked for Correction: 58)

Offline Form Processing 'Dashboard'

Date	Form 6	Form 6a	Form 7	Form 8	Form 8a
10/24/2016	3	2	1	1	3
10/11/2016	5	1	1	1	1
9/11/2016	1	0	0	0	0
1/1/2001	1	0	0	0	0
1/1/0001	1	1	0	1	1
1/1/0001	1	0	0	0	0
1/1/0001	0	0	0	1	0

'Number of Forms Received' Screen

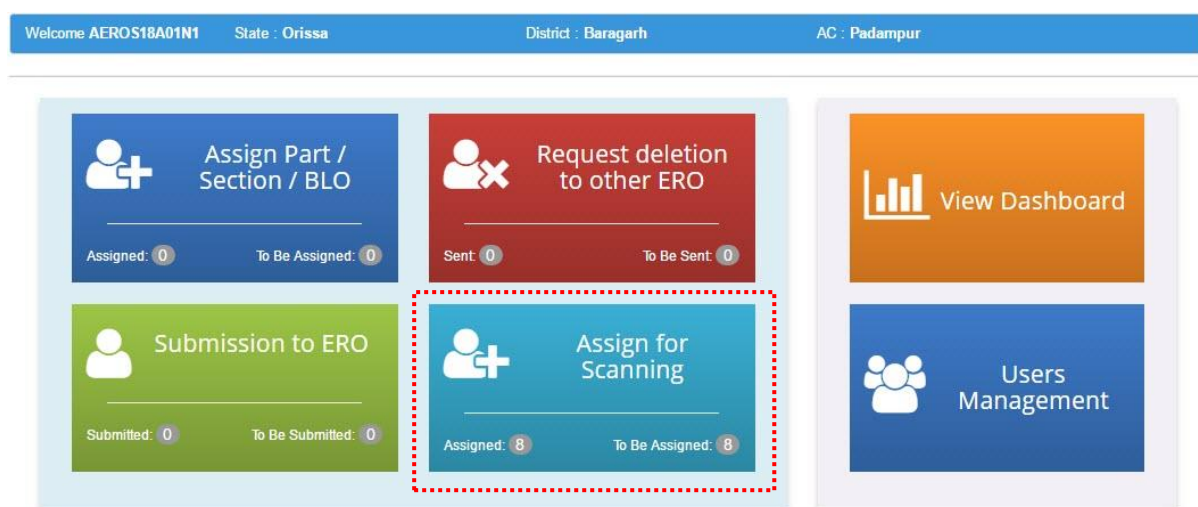
- When sufficient numbers of forms are available at ERO office, AERO manually allocates jobs to data entry operator for digitization of forms.
- Data entry operator fills the form online in ERO-Net. Following is the method of filling up form fields according to the form type:
 - For first time enrolment request in form 6, 6A - All relevant fields need to be filed.

2 For existing elector,

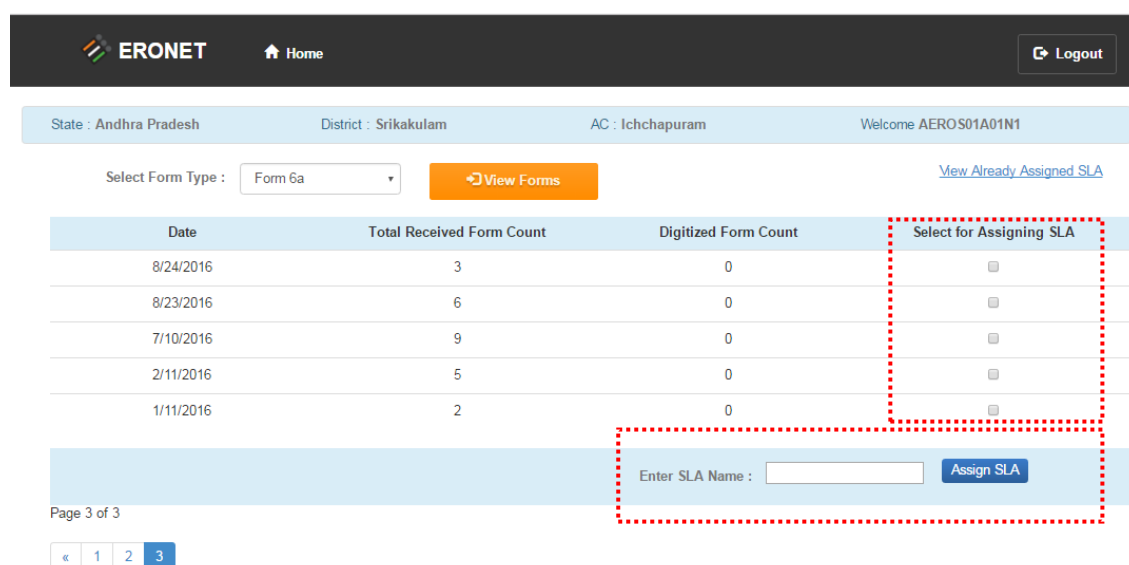
- Fetching of all record from existing database except address for form 6 & 8A.
- Fields requested for correction for form 8,
- For existing elector, Objectors' details for form 7.

3 In case of mismatch between EPIC fetched details and those furnished in the form, enter all details and verify/ match with the EPIC for the details if any.

- The filled forms are submitted to ERO-Net. The QR code is generated and saved for the submitted forms. Dashboard will now reflect the actual digitized forms count date wise.
- AERO assigns SLA and download "QR code data file". QR code data file contains all forms details between selected dates by ERO/ AERO for a form type.



'Assign SLA' Option in Dashboard



'Assign SLA' Screen

The screenshot shows the ERO-Net user interface. At the top, there is a dark header with the ERO-Net logo, a 'Home' link, and a 'Logout' button. Below this is a light blue navigation bar with the following text: 'State : Andhra Pradesh', 'District : Srikakulam', 'AC : Ichchapuram', and 'Welcome AEROS01A01N1'. Underneath the navigation bar, there is a section with 'SLA Name : Ruchi'. To the right of this, there are three buttons: 'Download' (highlighted with a red dashed box), 'Assign SLA', and 'View Assigned SLA'.

Download QR Code Data File

- AERO can view already SLA assigned “QR code data file” and download them whenever needed.

The screenshot shows the ERO-Net user interface. At the top, there is a dark header with the ERO-Net logo, a 'Home' link, and a 'Logout' button. Below this is a light blue navigation bar with the following text: 'State : Andhra Pradesh', 'District : Srikakulam', 'AC : Ichchapuram', and 'Welcome AEROS01A01N1'. Underneath the navigation bar, there is a section with 'Select Form Type : Form 6a' and a 'View Assigned SLA' button. To the right of this, there is a link 'Go To Assign SLA'. Below this, there is a table with the following columns: 'JSON ID', 'SLA Name', 'Date of Assigned SLA', 'Count of Forms', and 'Download JSON'. The table contains two rows of data. The 'Download JSON' column has a 'Download' button for each row, which are highlighted by a red dashed box.

JSON ID	SLA Name	Date of Assigned SLA	Count of Forms	Download JSON
Form6a-11-17-2016-6-07-16	faizan	11/17/2016	2	Download
Form6a-11-11-2016-7-02-05	faizan6	11/11/2016	6	Download

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1

- In the ERO office QR codes are printed and affixed on the form and supporting documents.
AERO hands over '**QR code data file**' and their corresponding physical forms to SLA for printing of QR codes.

Note: AERO also maintains a record of physical forms, given and received.

- SLA/ Data Entry Operator prints QR code using 'QR code printing software'. The printed QR Code is then affixed on bottom right corner of each page of physical form and it's supporting documents. *See Appendix A for more details on 'QR Code Printing Software'.*

QR Code Printing Software

Select file:

Ref Number	First Name	Last Name	Age	Date of Birth	State	Assembly Constituency	Action
OFN773456155	pravin	pawar	26	1989-08-21	Andhra Pradesh	Ichchapuram	<input type="button" value="Detail"/>
ONX500919323	Vijay	chauhan	23	1992-03-11	Andhra Pradesh	Ichchapuram	<input type="button" value="Detail"/>
OQI255250817	Vishal	Chavan	25	1990-01-06	Andhra Pradesh	Ichchapuram	<input type="button" value="Detail"/>
OWI623980533	Swati	Matta	25	1990-03-31	Andhra Pradesh	Ichchapuram	<input type="button" value="Detail"/>

First Name Last Name Age (in Year) Date of Birth

QR Code Printing Software - Populate Form Data

Detail And Print

Printer name with shared path *

Applicant Details


Reference Number	OFN773456155		
Name	pravin	dinkar	pawar
Date of Birth	1989-08-21		
Age (in years)	26		
State	Andhra Pradesh		
Assembly Constituency	Ichchapuram		
Form type	form6		
Address Proof	IndianPassport		
Age Proof	BirthCertificate_Municipality		
Name Change Proof			
Number of QR codes to be printed *	<input type="text" value="4"/>		

Applicant's Details in QR Code Printing Software

- QR code affixed forms given to the SLA for scanning.




QR Codes and Printer

FORM 6				
[See rules 13(1) and 26]				
Application for inclusion of name in electoral roll				
<p>To The Electoral Registration OfficerAssembly/ Parliamentary [£] Constituency.</p> <p>Sir, I request that my name be included in the electoral roll for the above Constituency. Particulars in support of my claim for inclusion in the electoral roll are given below:</p>				
I. Applicant's details		Name	Surname (if any)	
		SWATI	MATTA	
Age as on 1 st January ..2016...#		Years: 25	Months: 10	Sex (male/female/others): F
Date of birth, if known: Day: 31		Month: 03	Year: 1990	
Place of birth:	Village/ Town: AJMER		State: RAJASTHAN	
	District: AJMER			
* Father's/ Mother's/ Husband's Name	Name RAJEEV		Surname (if any) MATTA	
II. Particulars of place of present ordinary Residence (Full address)				
House/ Door number: PLOT No. 55, SEETA KUNJ				
Street/ Area/Locality/ Mohalla/Road: ASHOK NAGAR, RANGE HILLS ROAD				
Town/ Village: PUNE				
Post Office: SHIVAJI NAGAR			Pin Code:	411005
Tehsil/ Taluka/ Mandal/ Thana:				
District: PUNE				
III. Details of member(s) of applicant's family already included in the current electoral roll of the Constituency:				
Name	Relationship with applicant	Part number of the roll of the Constituency	Serial number in that Part	Elector's Photo Identity Card Number
1. RAJEEV MATTA	FATHER	—	—	—
2. RENU MATTA	MOTHER	—	—	—

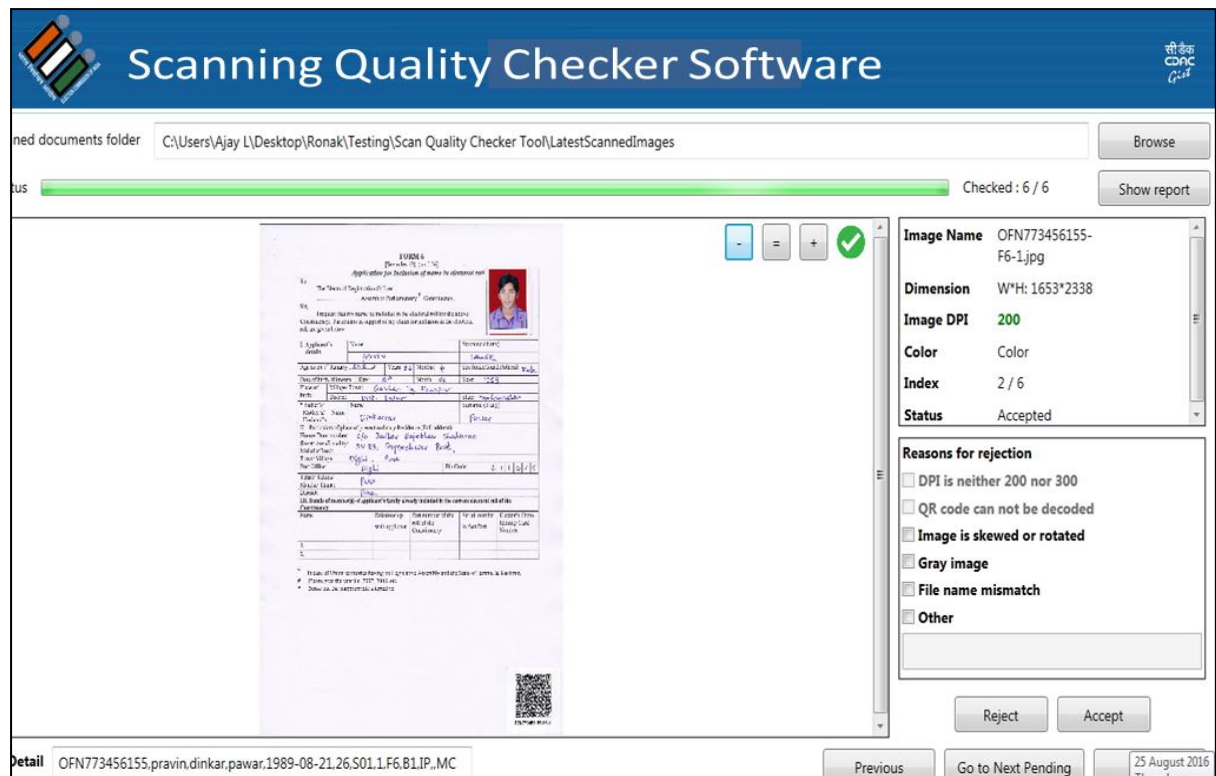
£ In case of Union territories having no Legislative Assembly and the State of Jammu & Kashmir.

Please give the year i.e. 2007, 2008, etc.

* Strike out the inappropriate alternative


EF1234567890-F7-2

- SLA scans all forms and supporting documents as per scanning guidelines. **For more details refer Scanning Guidelines Document.**
- SLA crops the photograph and handovers digitized documents to the AERO.
- AERO checks the quality of scanned document using 'Scan Quality Checker Software' and prepares report. Completed forms are then ready for uploading. **See Appendix B for more details on 'Scan Quality Checker Software'.**



Scanning Quality Checker Software

- AERO sends report of rejected files and physical forms to the SLA for corrections.
- Data Entry Operator uploads the forms one by one manually. Dashboard will now reflect the actual uploaded forms and **further processing of the form is as per online form processing.**

APPENDIX A: *QR CODE PRINTING SOFTWARE USER MANUAL*

1. Scope of QR Printing Software

This software is meant for printing QR codes on prescribed stickers. Software assumes that the working QR code printer is connected to PC and is ready for printing before using the software. This user guide covers all the information required to install and use QR Printing Software

2. System Requirement (Operating Systems)

- Windows 7 (32-bit)
- Windows 7 Service Pack 1 (64-bit)
- Windows 8 (32-bit)
- Windows 8 (64-bit)
- Windows 10 (64-bit)

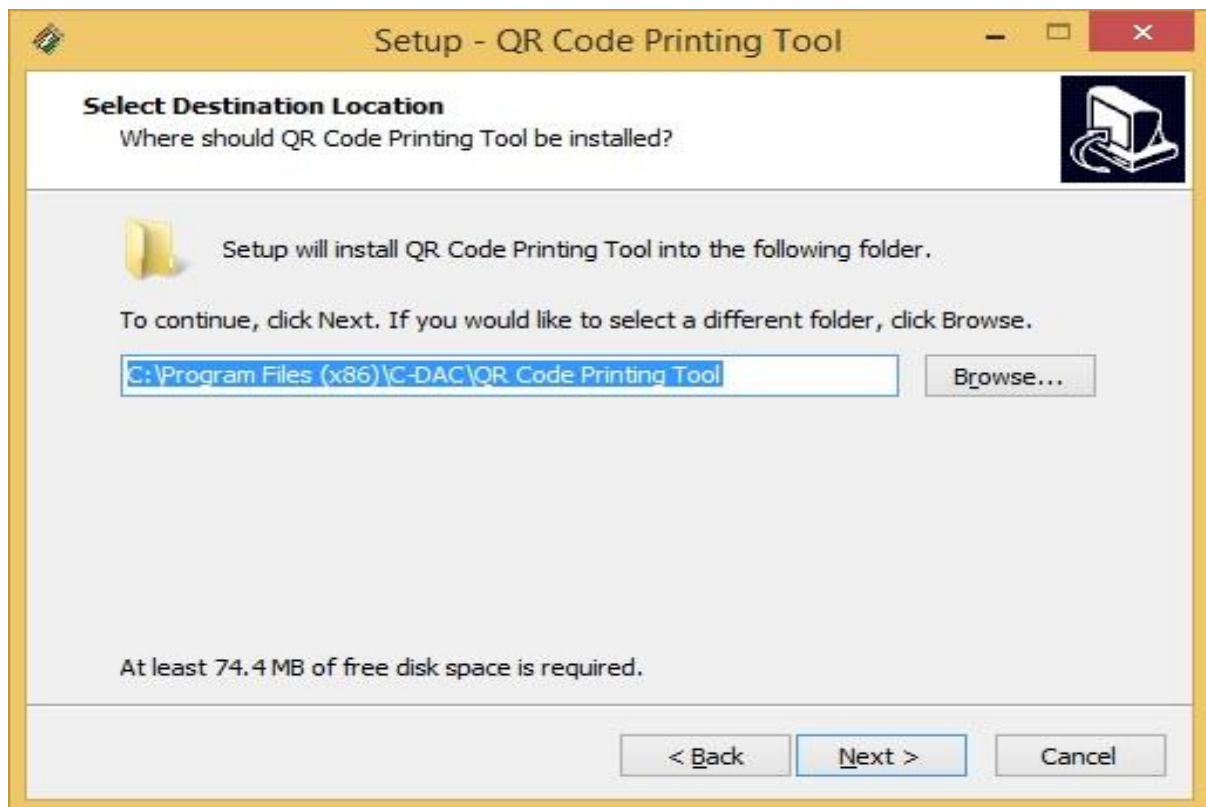
3. Installation Steps

Kindly ensure the system configuration mentioned in section 2 before installing the software.

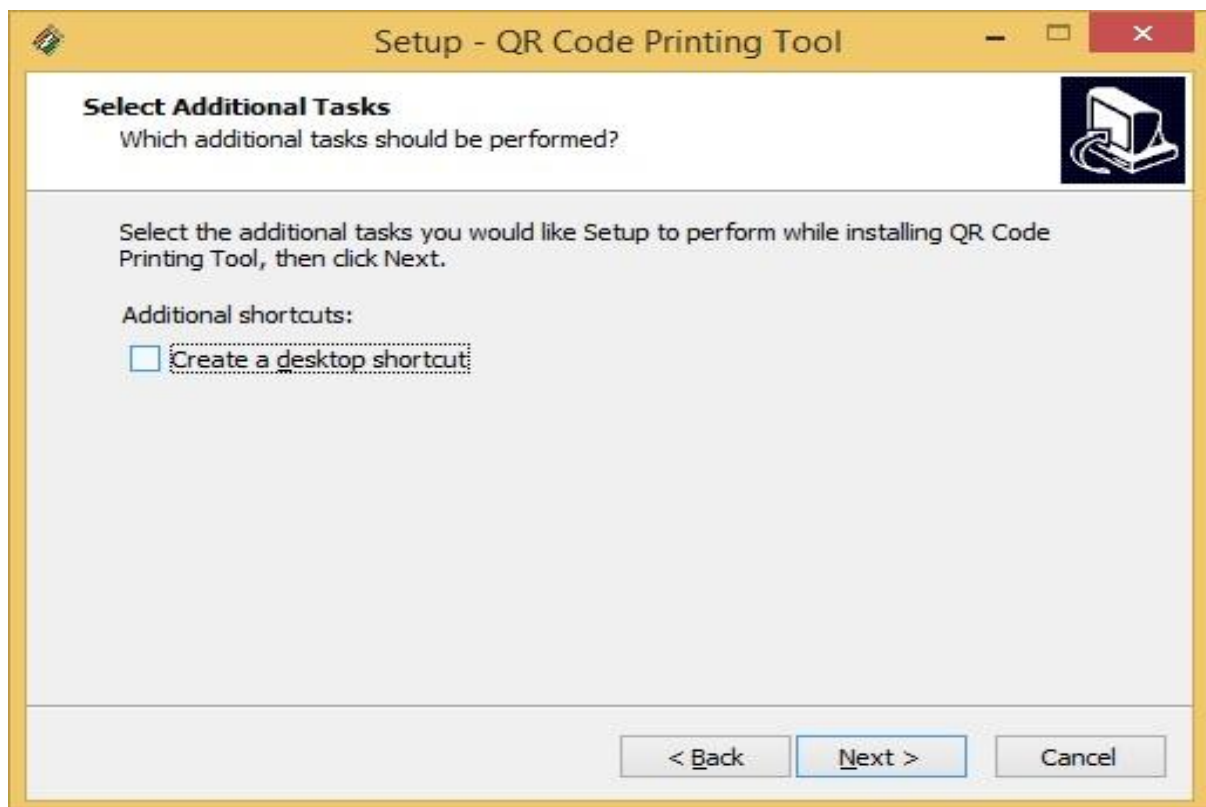
- a. Click on the "QR Code Printing Tool Setup.exe" to install the software.
- b. User will be prompted following screen, Click on Next button.



- c. Select where you want to install software and click on Next button.



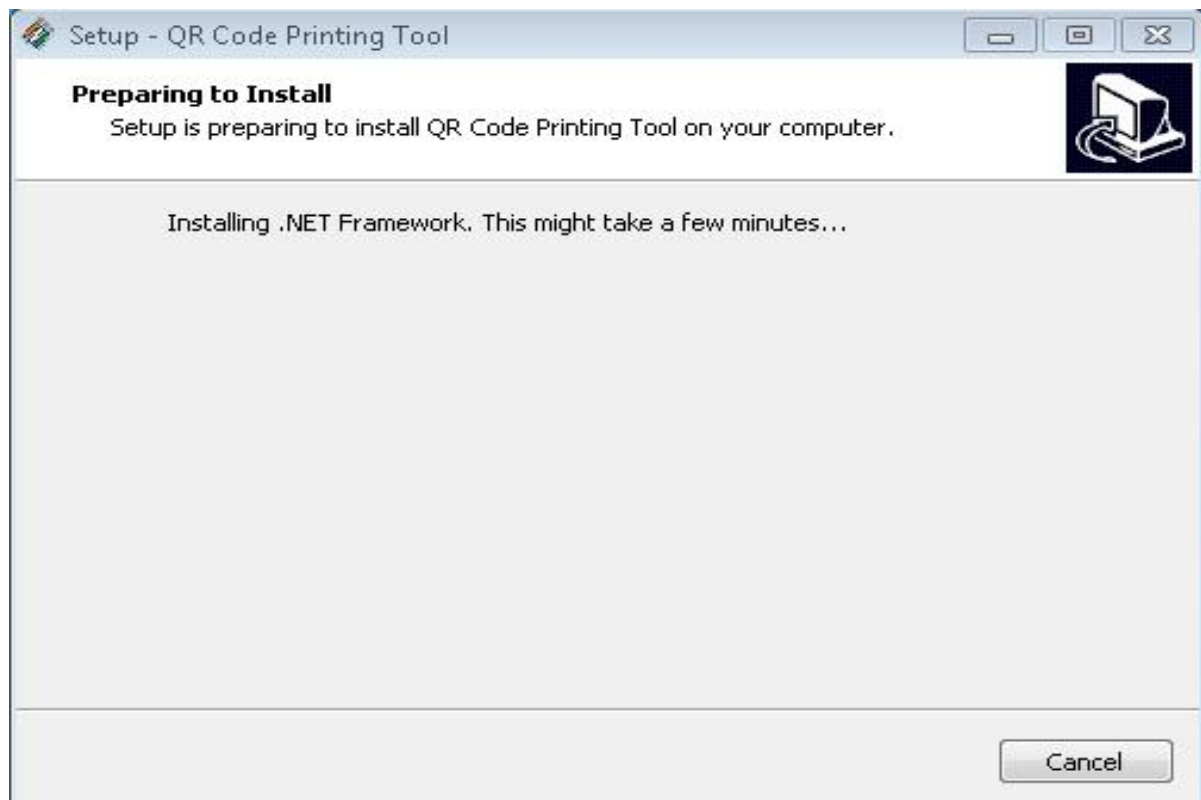
d. Click on Next button.

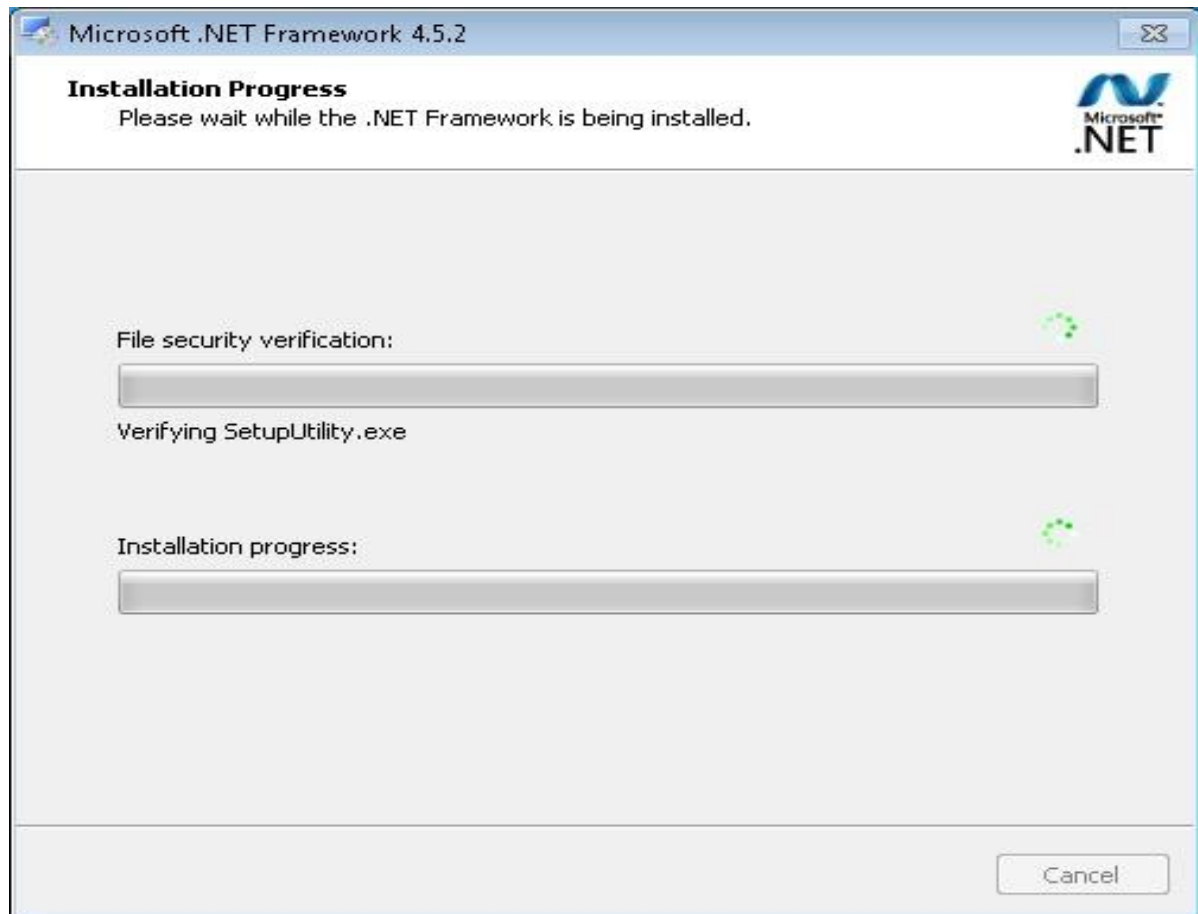
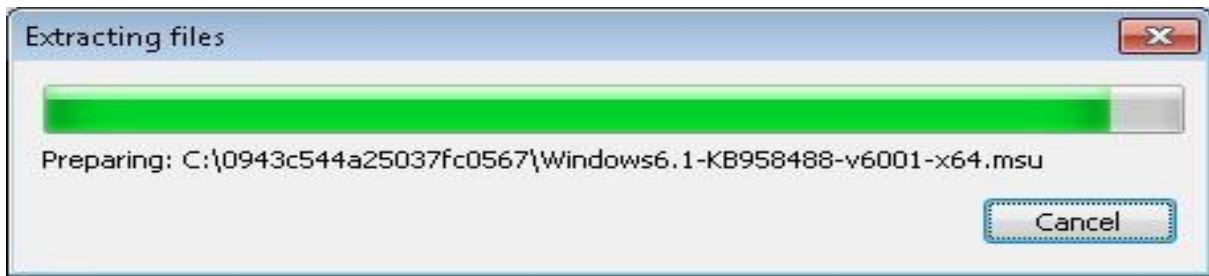


- e. Click on Install button.

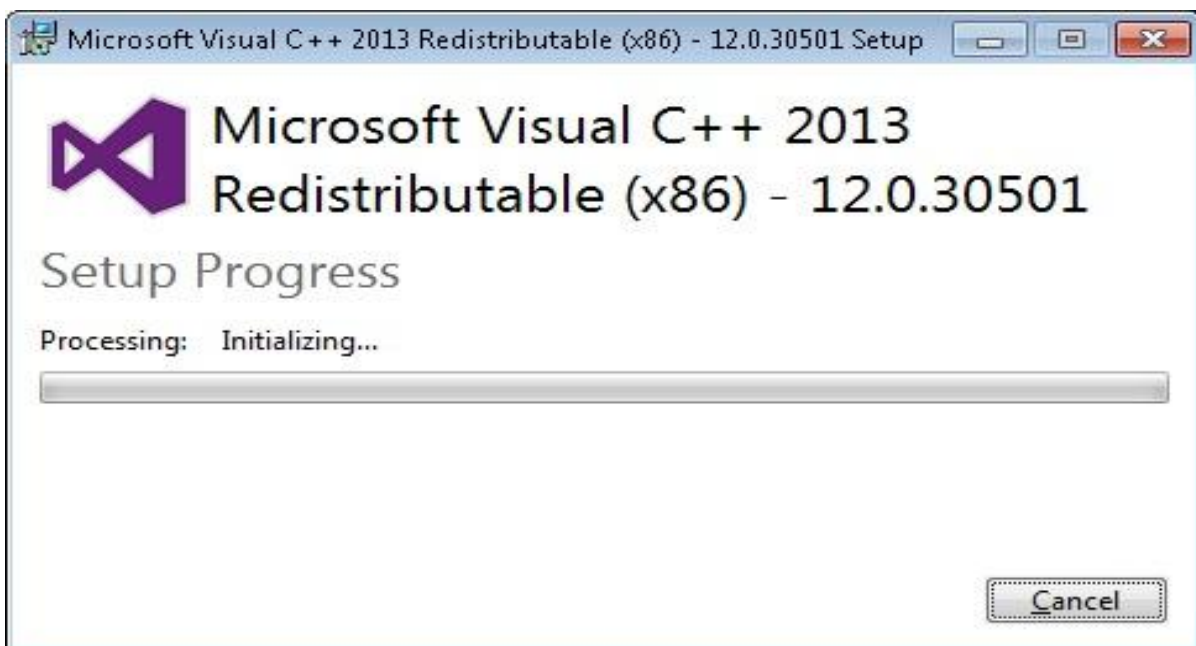
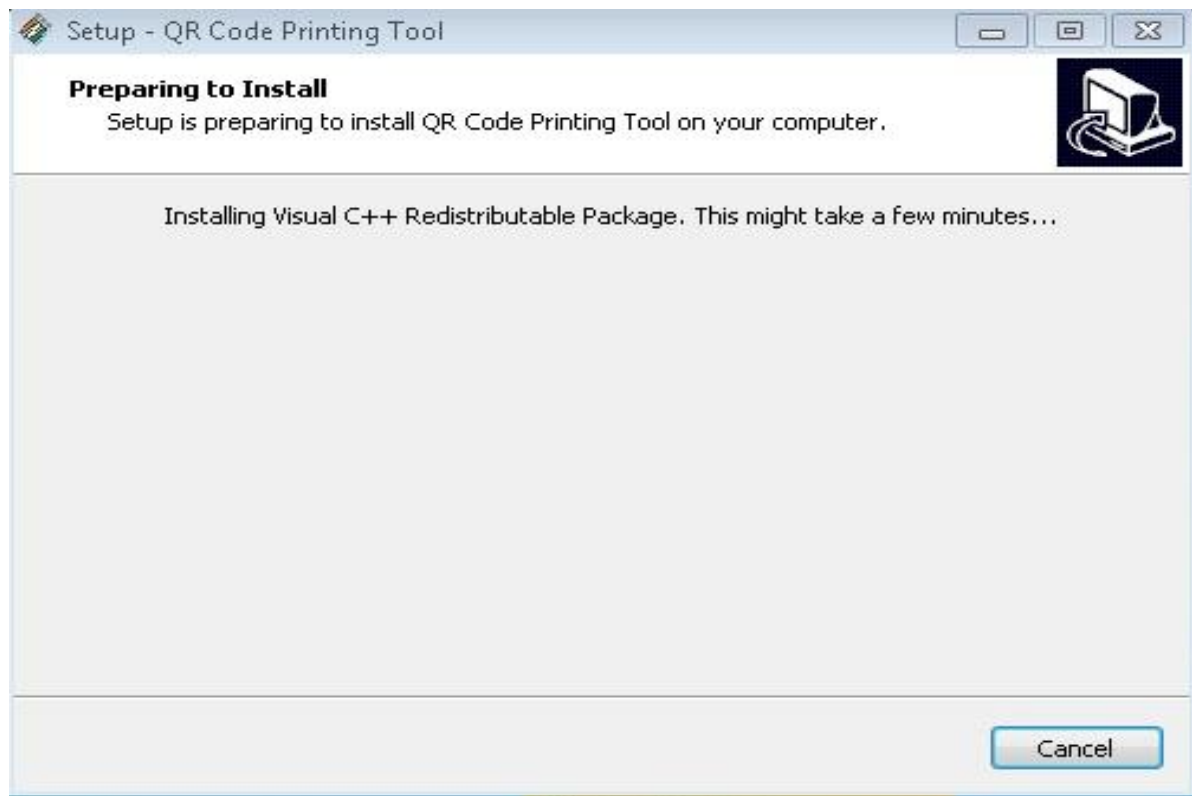


- f. If Microsoft .NET framework 4.0 or above is not installed then first it will install framework. It takes time to install Microsoft .Net Framework for first time installation wait for some time.

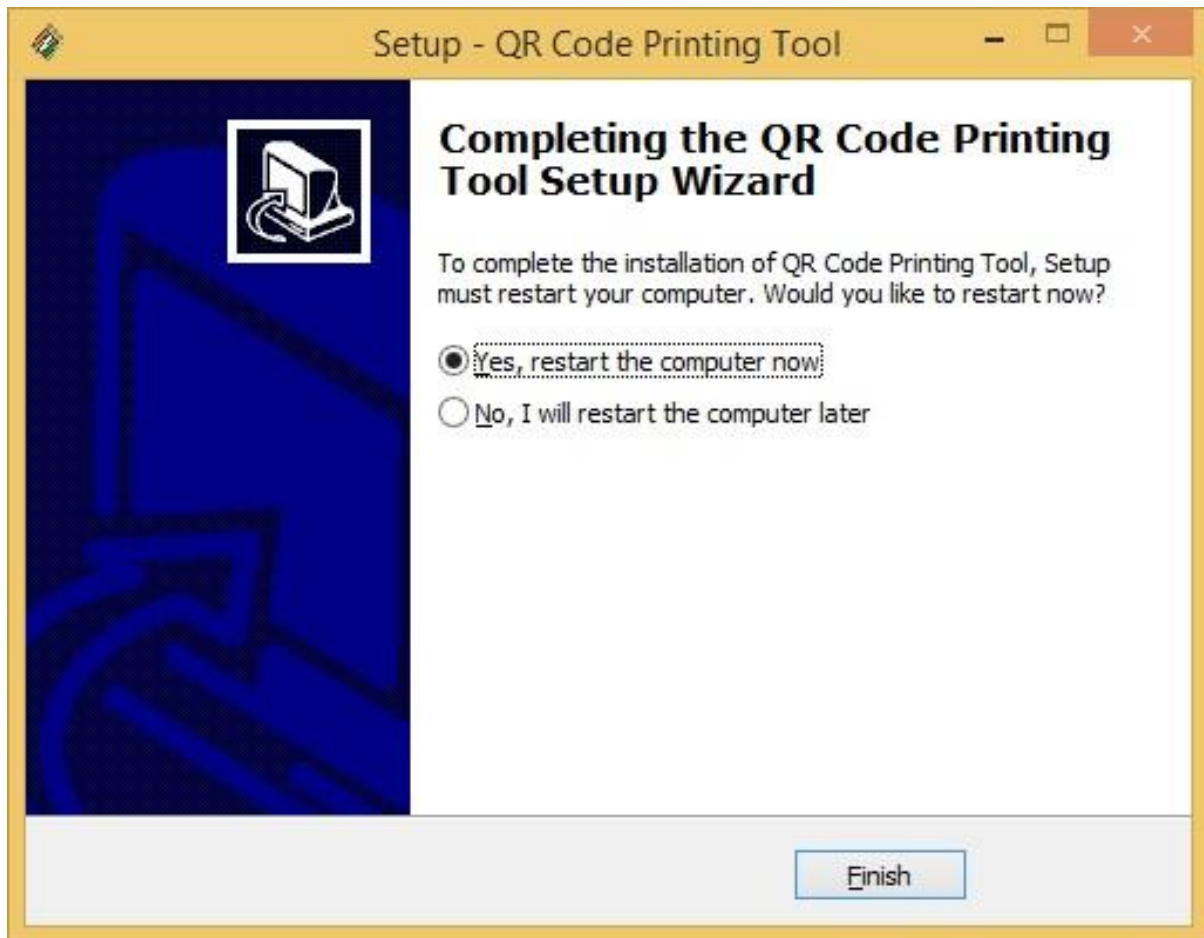




- g. It automatically detects "Visual C++ Redistributable Packages for Visual Studio 2013" and if not installed then first it will install redistributable packages. It takes time to install redistributable packages for first time installation wait for some time.



- h. Click on Finish button and restart your computer.



4. Steps for Using the Software

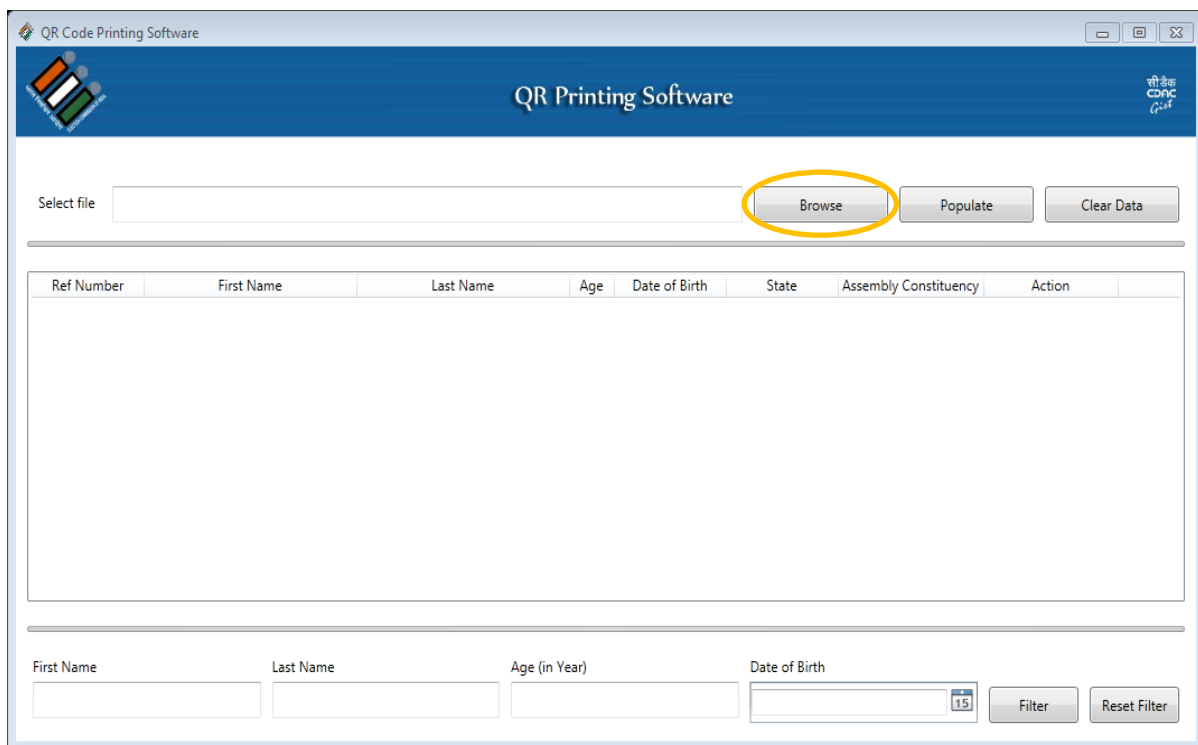
Assumptions

The QR Code Printer is already connected to the PC on which this software is installed. The printer is in working condition. The printer's drivers are installed properly. Printer is turned ON and ready for printing. User has the 'QR data file' generated from ERO-NET for which QR codes to be printed.

Once above assumptions are met, user can start the printing software by clicking on 'QR Code Printing Tool' icon on desktop.

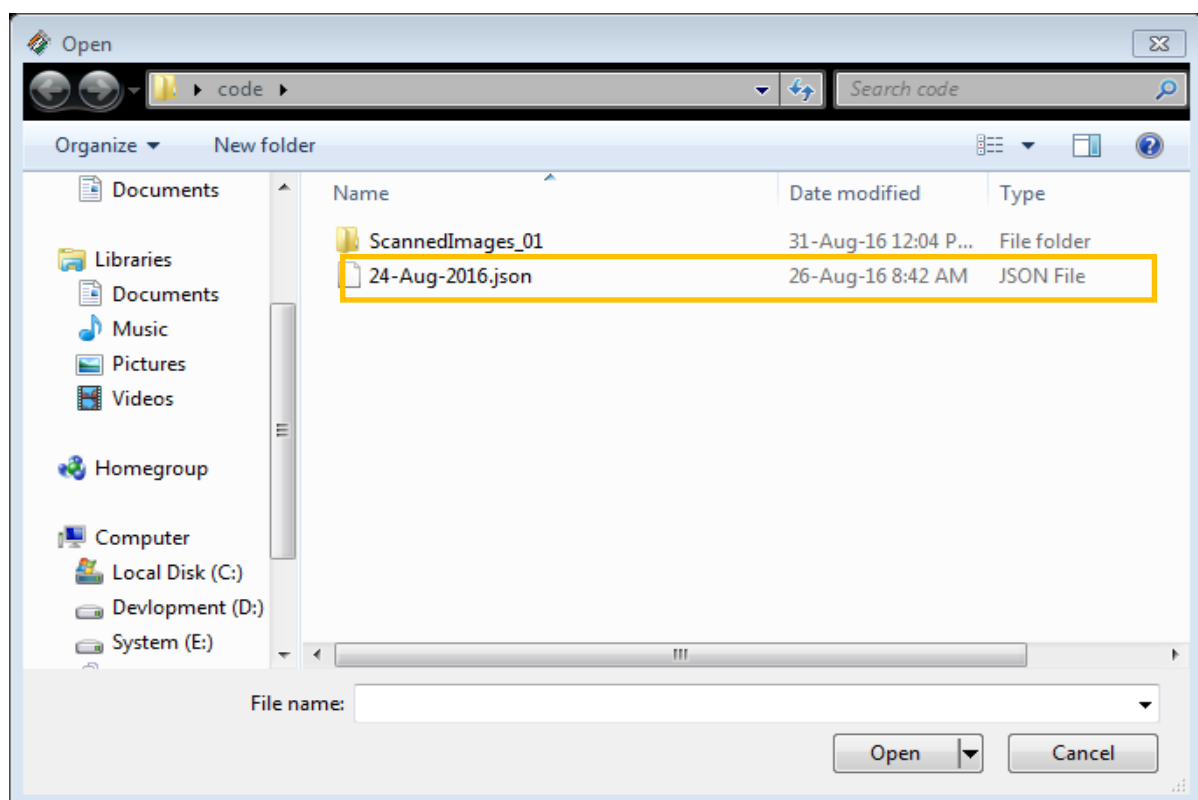


- a. Click on Browse button to select the QR Data file.



The screenshot shows the 'QR Code Printing Software' window. At the top, there is a blue header with the software name and a logo. Below the header, there is a 'Select file' text box followed by three buttons: 'Browse', 'Populate', and 'Clear Data'. The 'Browse' button is circled in yellow. Below this, there is a table with the following columns: 'Ref Number', 'First Name', 'Last Name', 'Age', 'Date of Birth', 'State', 'Assembly Constituency', and 'Action'. The table is currently empty. At the bottom, there are input fields for 'First Name', 'Last Name', 'Age (in Year)', and 'Date of Birth', followed by 'Filter' and 'Reset Filter' buttons.

Following image shows the type of file to be selected from the folder, it is date specific file.



The file path is displayed here.

The screenshot shows the 'QR Printing Software' window. At the top, there's a header with the software name and a logo. Below the header, there's a 'Select file' text box containing the path 'C:\Users\User\Desktop\code\24-Aug-2016.json'. To the right of this text box are three buttons: 'Browse', 'Populate', and 'Clear Data'. Below the file selection area is a table with columns: 'Ref Number', 'First Name', 'Last Name', 'Age', 'Date of Birth', 'State', 'Assembly Constituency', and 'Action'. The table is currently empty. At the bottom, there are input fields for 'First Name', 'Last Name', 'Age (in Year)', and 'Date of Birth', followed by 'Filter' and 'Reset Filter' buttons.

- b. Now click on Populate button to Display contents of the data file, which shows persons detail like Ref Number, First Name, Last Name, Age, DOB, State, and Assembly Constituency etc.

The screenshot shows the 'QR Printing Software' window after clicking the 'Populate' button. The 'Select file' text box still contains the same path. The 'Populate' button is now highlighted with a yellow circle. The table below is populated with four rows of data. Each row has a 'Detail' button in the 'Action' column. The data is as follows:

Ref Number	First Name	Last Name	Age	Date of Birth	State	Assembly Constituency	Action
OFN773456155	pravin	pawar	26	1989-08-21	Andhra Pradesh	Ichchapuram	Detail
ONX500919323	Vijay	chauhan	23	1992-03-11	Andhra Pradesh	Ichchapuram	Detail
OQI255250817	Vishal	Chavan	25	1990-01-06	Andhra Pradesh	Ichchapuram	Detail
OWI623980533	Swati	Matta	25	1990-03-31	Andhra Pradesh	Ichchapuram	Detail

At the bottom, there are input fields for 'First Name', 'Last Name', 'Age (in Year)', and 'Date of Birth', followed by 'Filter' and 'Reset Filter' buttons.

- c. In order to search for specific records, user can also filter data according to following fields to get specific person record.

First Name,
Last Name,
Age (in Year),
Date of Birth

Put search details and click on 'Filter' button to filter records according to the mention fields. In the following examples, the records are filtered for the name "vijay" and "swati".

Note: Multiple filters can be used to further narrow down filtered results.

QR Code Printing Software

Select file: C:\Users\UserR\Desktop\code\24-Aug-2016.json [Browse] [Populate] [Clear Data]

Ref Number	First Name	Last Name	Age	Date of Birth	State	Assembly Constituency	Action
ONX500919323	Vijay	chauhan	23	1992-03-11	Andhra Pradesh	Ichchapuram	Detail

First Name: Last Name: Age (in Year): Date of Birth: [Filter] [Reset Filter]

QR Code Printing Software

Select file: C:\Users\UserR\Desktop\code\24-Aug-2016.json [Browse] [Populate] [Clear Data]

Ref Number	First Name	Last Name	Age	Date of Birth	State	Assembly Constituency	Action
OWI623980533	Swati	Matta	25	1990-03-31	Andhra Pradesh	Ichchapuram	Detail

First Name: Last Name: Age (in Year): Date of Birth: [Filter] [Reset Filter]

- d. Now click on 'Detail' button inside 'Action' column. It opens a new window showing details of the applicant. QR stickers need to be printed for this applicant.

The screenshot shows the 'QR Code Printing Software' interface. The top window displays a table with columns: Ref Number, First Name, Last Name, Age, Date of Birth, State, Assembly Constituency, and Action. The 'Detail' button in the Action column is circled in yellow. A yellow arrow points from this button to the 'Detail And Print' window below.

The 'Detail And Print' window shows the 'Voter Details' for the selected applicant. The details are as follows:

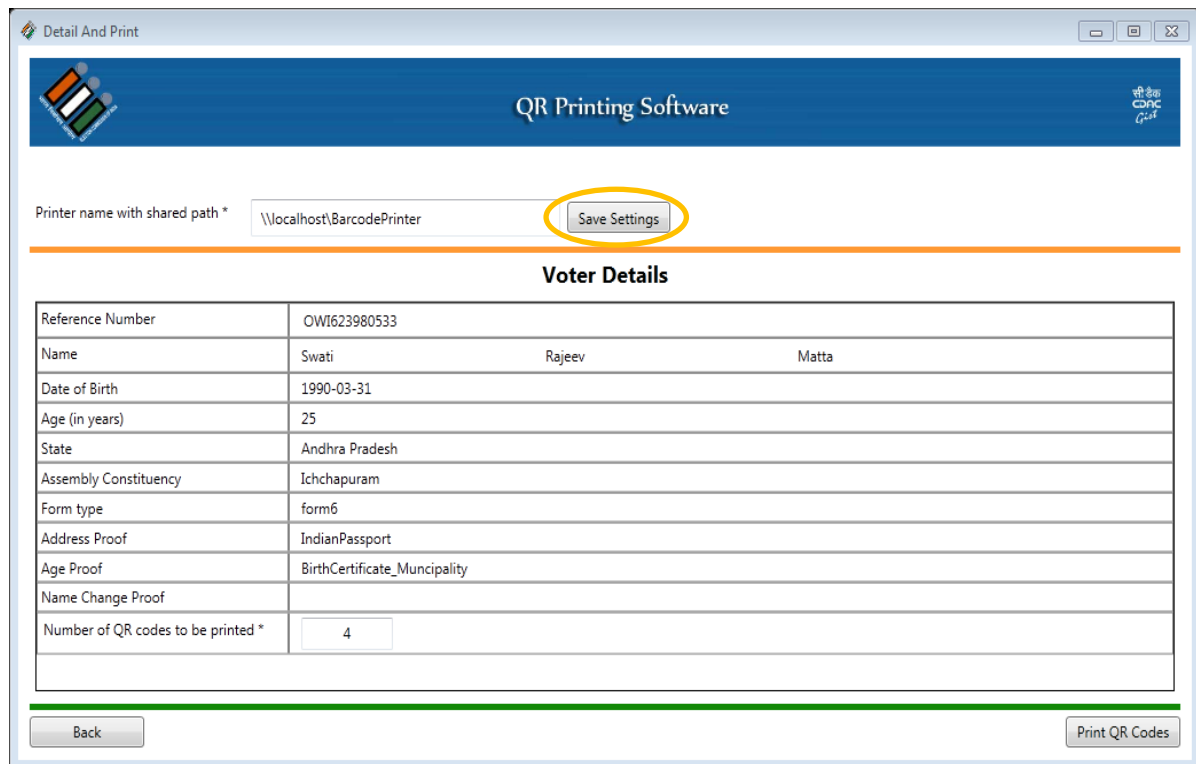
Voter Details	
Reference Number	OWI623980533
Name	Swati Rajeev Matta
Date of Birth	1990-03-31
Age (in years)	25
State	Andhra Pradesh
Assembly Constituency	Ichchapuram
Form type	form6
Address Proof	IndianPassport
Age Proof	BirthCertificate_Municipality
Name Change Proof	
Number of QR codes to be printed *	4

The 'Number of QR codes to be printed' field is circled in yellow, and a yellow arrow points from it to the text below.

This field shows the number of QR code stickers to be printed; based on the number of pages in form and attached documents. Separate QR Codes are printed for each page of the form depending on form type.

e. **Configuring QR Printer**

Please provide the shared name of the connected QR Code printer and click Save Settings. Printer name consists of server name and printer shared name, so if printer is connected with local computer then server name should be 'localhost' and printer shared name can be set from printer properties. If shared name is 'QRPrinter' then full printer name is '\\localhost\\QRPrinter'. Here QRPrinter is the name of the printer attached to the Computer. User can use the name given to his/her QR Printer.



Printer name with shared path * \\localhost\\BarcodePrinter **Save Settings**

Voter Details			
Reference Number	OWI623980533		
Name	Swati	Rajeev	Matta
Date of Birth	1990-03-31		
Age (in years)	25		
State	Andhra Pradesh		
Assembly Constituency	Ichchapuram		
Form type	form6		
Address Proof	IndianPassport		
Age Proof	BirthCertificate_Municipality		
Name Change Proof			
Number of QR codes to be printed *	4		

Back **Print QR Codes**

f. **Check applicant details and click on 'Print QR Codes' button to print QR Code stickers. Make sure that the printer is ready for printing.**



QR Code Printer



Sample QR Prints

- g. Click Back button to obtain previous window. For printing other applicants QR Codes, repeat steps 3) to 6).

Detail And Print

QR Printing Software

Printer name with shared path *

Voter Details

Reference Number	OWI623980533		
Name	Swati	Rajeev	Matta
Date of Birth	1990-03-31		
Age (in years)	25		
State	Andhra Pradesh		
Assembly Constituency	Ichchapuram		
Form type	form6		
Address Proof	IndianPassport		
Age Proof	BirthCertificate_Municipality		
Name Change Proof			
Number of QR codes to be printed *	<input type="text" value="4"/>		

- h. Reset Filter button used to clear searching fields and display all data in the table so that user can search/ filter next record.

QR Code Printing Software

Select file: C:\Users\User\\Desktop\code\24-Aug-2016.json Browse Populate Clear Data

Ref Number	First Name	Last Name	Age	Date of Birth	State	Assembly Constituency	Action
OFN773456155	pravin	pawar	26	1989-08-21	Andhra Pradesh	Ichchapuram	Detail
ONX500919323	Vijay	chauhan	23	1992-03-11	Andhra Pradesh	Ichchapuram	Detail
OQI255250817	Vishal	Chavan	25	1990-01-06	Andhra Pradesh	Ichchapuram	Detail
OWI623980533	Swati	Matta	25	1990-03-31	Andhra Pradesh	Ichchapuram	Detail

First Name: Last Name: Age (in Year): Date of Birth: Filter Reset Filter

- i. Click 'Clear Data' button to clear the data.

QR Code Printing Software

Select file: C:\Users\User\\Desktop\code\24-Aug-2016.json Browse Populate Clear Data

Ref Number	First Name	Last Name	Age	Date of Birth	State	Assembly Constituency	Action
OFN773456155	pravin	pawar	26	1989-08-21	Andhra Pradesh	Ichchapuram	Detail
ONX500919323	Vijay	chauhan	23	1992-03-11	Andhra Pradesh	Ichchapuram	Detail
OQI255250817	Vishal	Chavan	25	1990-01-06	Andhra Pradesh	Ichchapuram	Detail
OWI623980533	Swati	Matta	25	1990-03-31	Andhra Pradesh	Ichchapuram	Detail

First Name: Last Name: Age (in Year): Date of Birth: Filter Reset Filter

QR Code Printing Software

QR Printing Software

Select file

C:\Users\UserR\Desktop\code\24-Aug-2016.json

Browse

Populate

Clear Data

Ref Number	First Name	Last Name	Age	Date of Birth	State	Assembly Constituency	Action
------------	------------	-----------	-----	---------------	-------	-----------------------	--------

First Name

Last Name

Age (in Year)

Date of Birth

Filter

Reset Filter

APPENDIX B: *SCAN QUALITY CHECKER SOFTWARE USER MANUAL*

1. Purpose of the (SQC) software

Scan Quality Checker software is used to check the quality of scanned documents, i.e. Forms, Photographs etc. It checks the image quality parameters like resolution, filename, QR code readability etc. Name of file is matched with attached QR Code, in case of any mismatch; user is prompted to modify filename.

2. System Requirement for Software (Operating Systems)

- Windows 7 (32-bit)
- Windows 7 Service Pack 1 (64-bit)
- Windows 8 (32-bit)
- Windows 8 (64-bit)
- Windows 10 (64-bit)

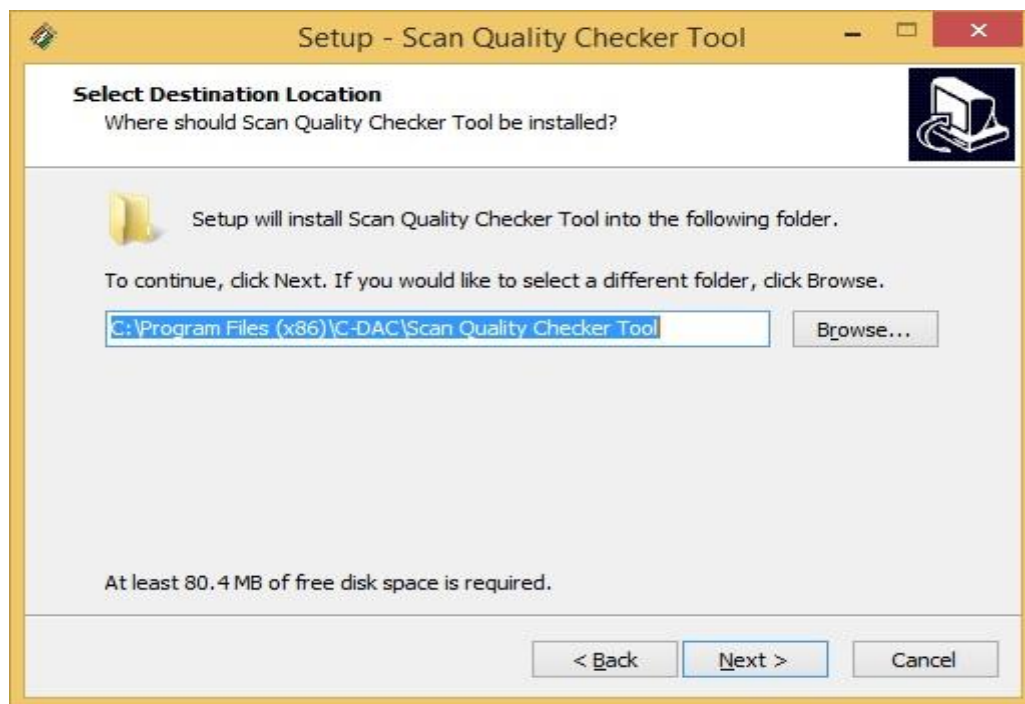
3. Installation Steps

Kindly ensure the system configuration mentioned in section 2 above before installing the software.

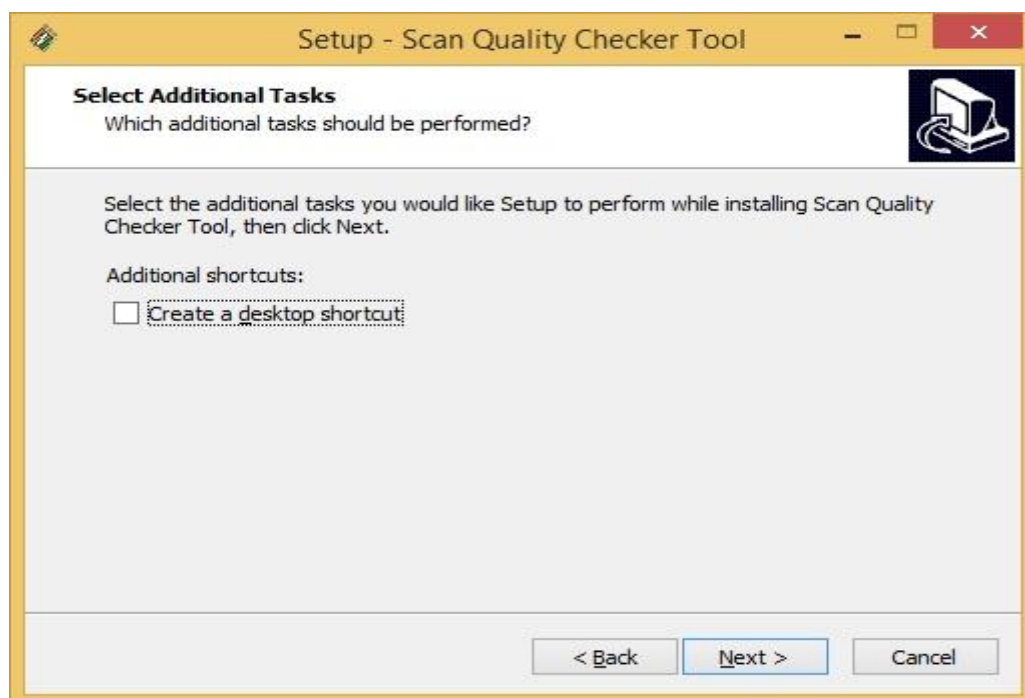
- a. Click on the '**Scan Quality Checker Tool Setup.exe**' to install the software.
- b. User will be prompted following screen, Click on the 'Next' button.



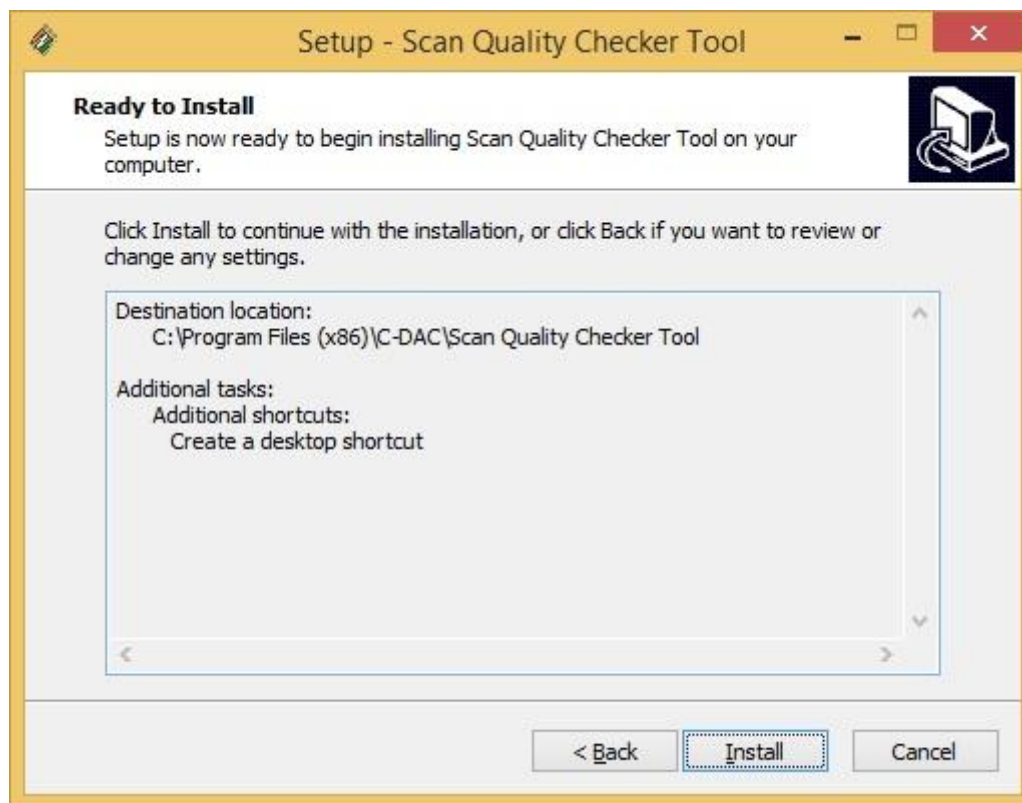
- c. Select or Browse path where you have to install the software and click on 'Next' button.



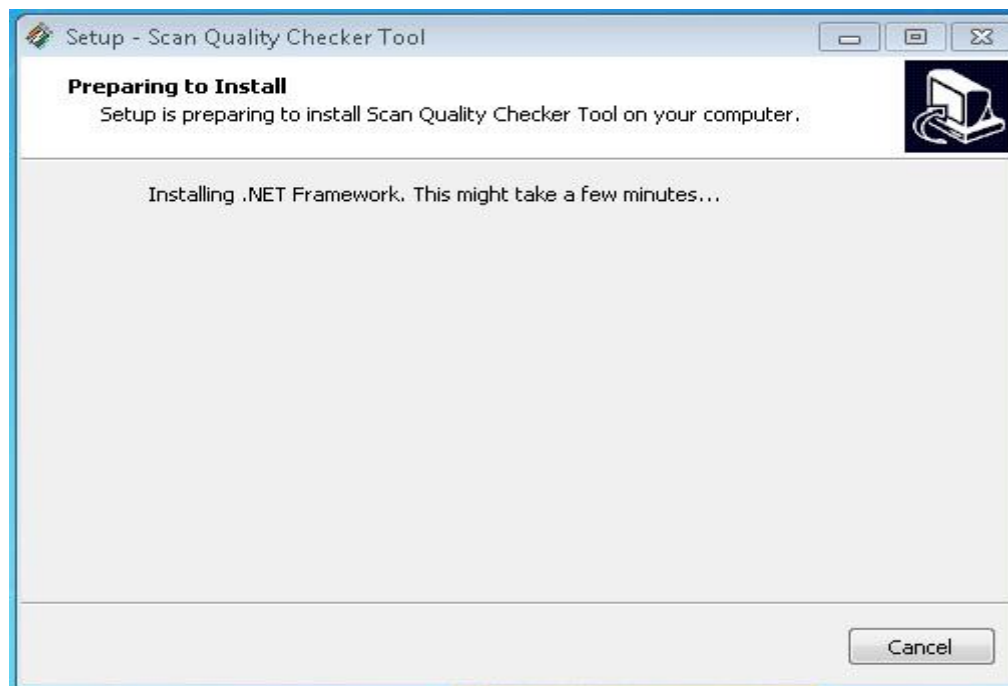
- d. Click on 'Next' button.

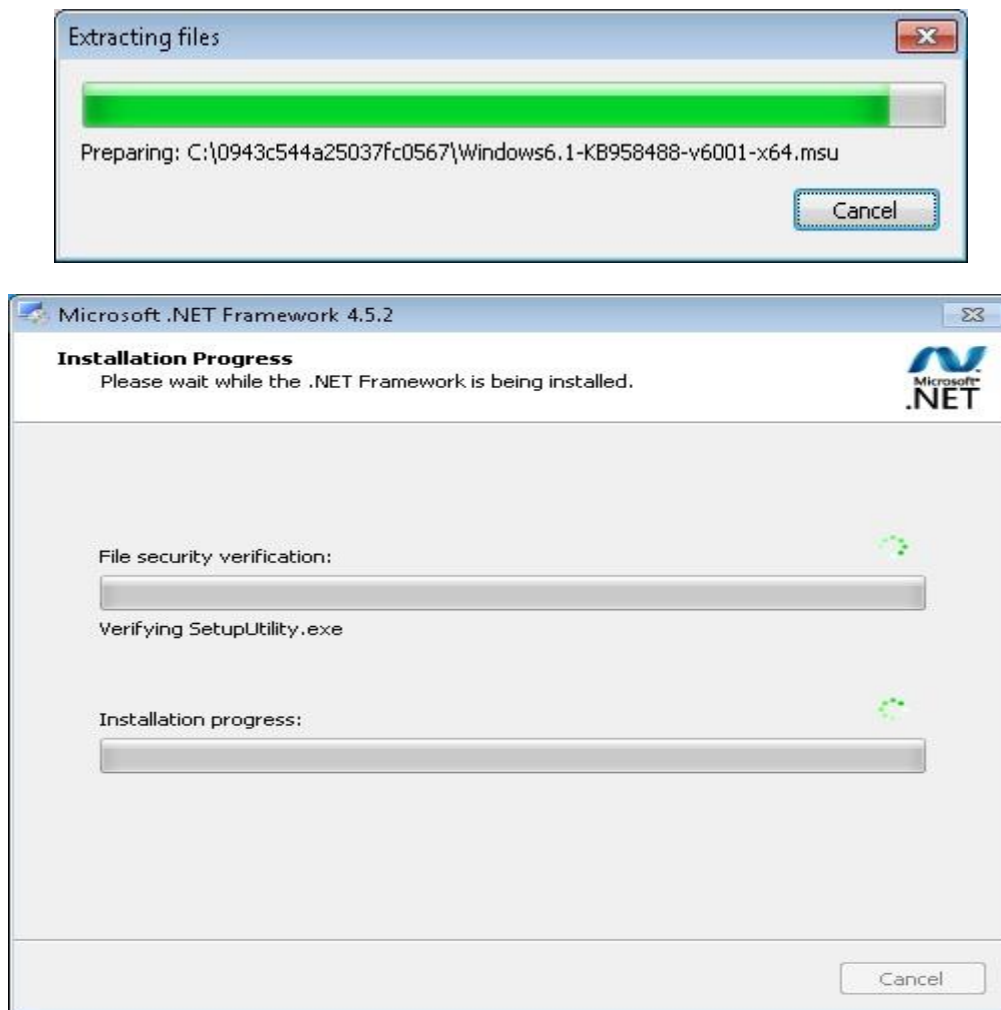


- e. Click on 'Install' button.

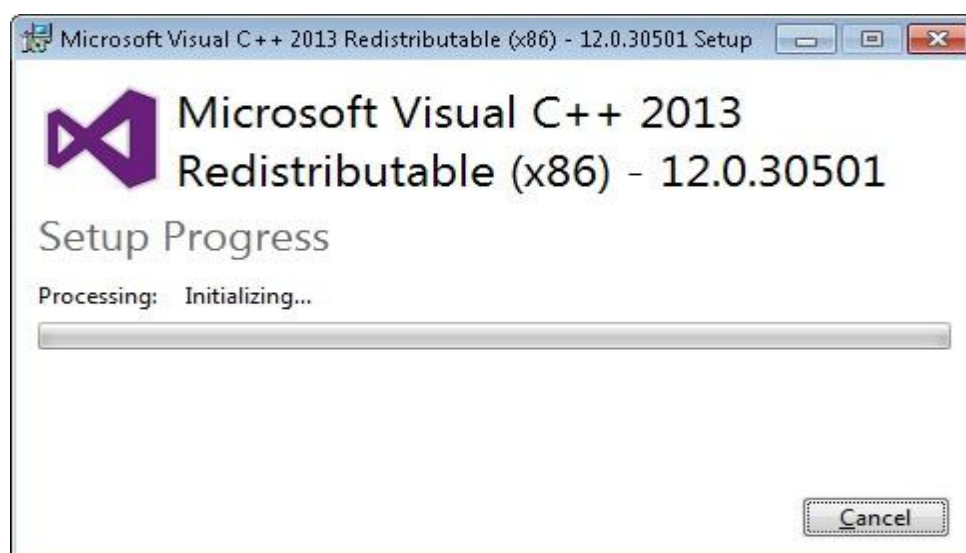
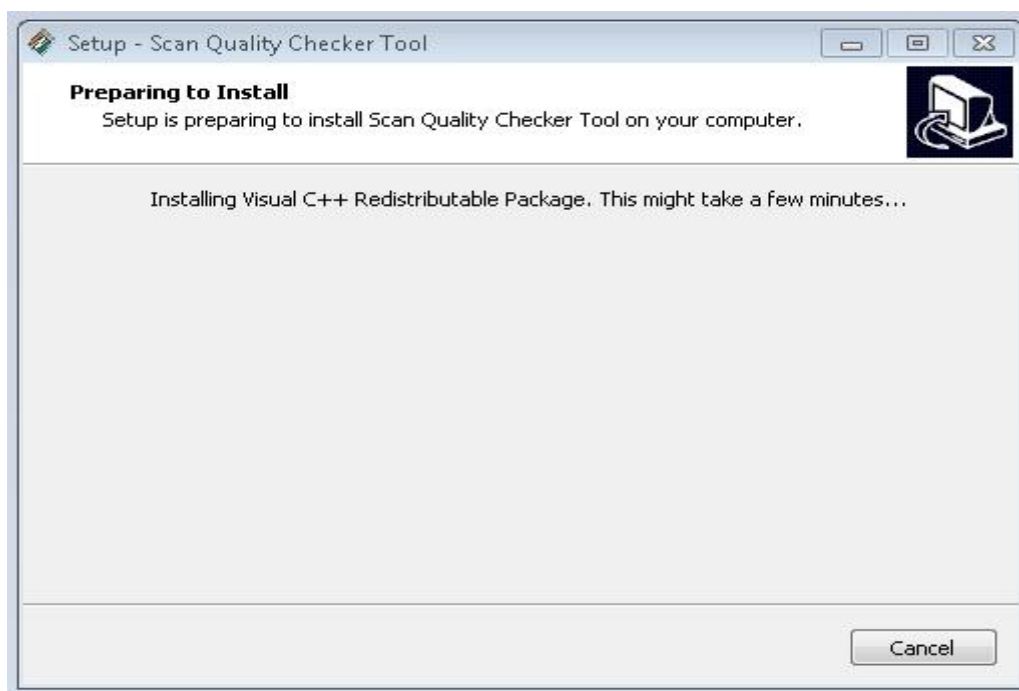


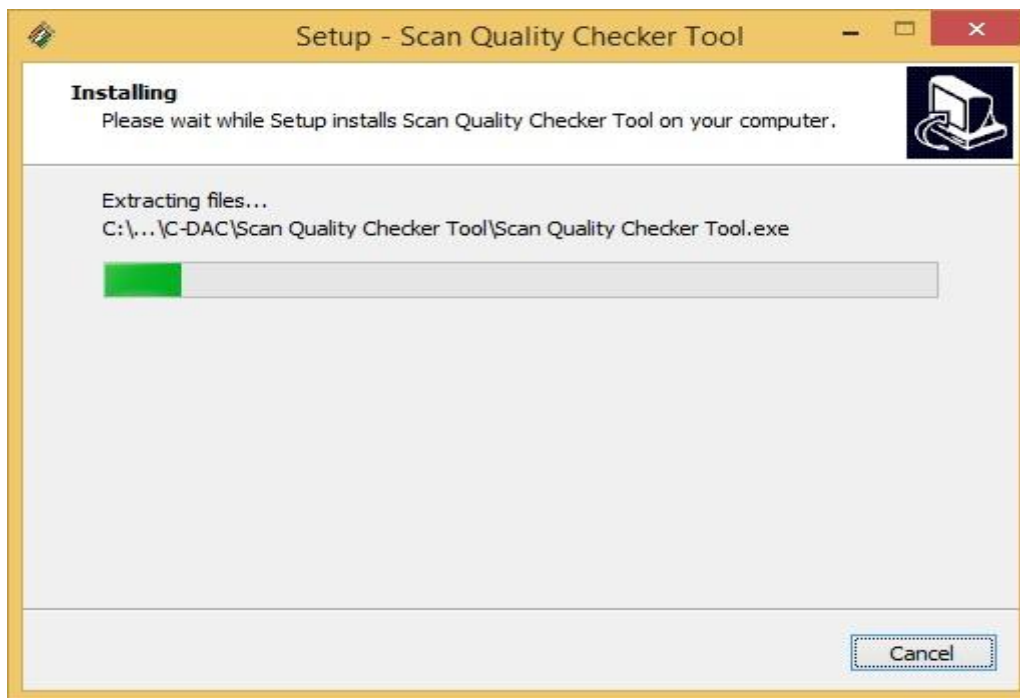
- f. If Microsoft .NET framework 4.0 or above is not installed then first it will install framework. It takes time to install Microsoft .Net Framework for first time installation wait for some time.



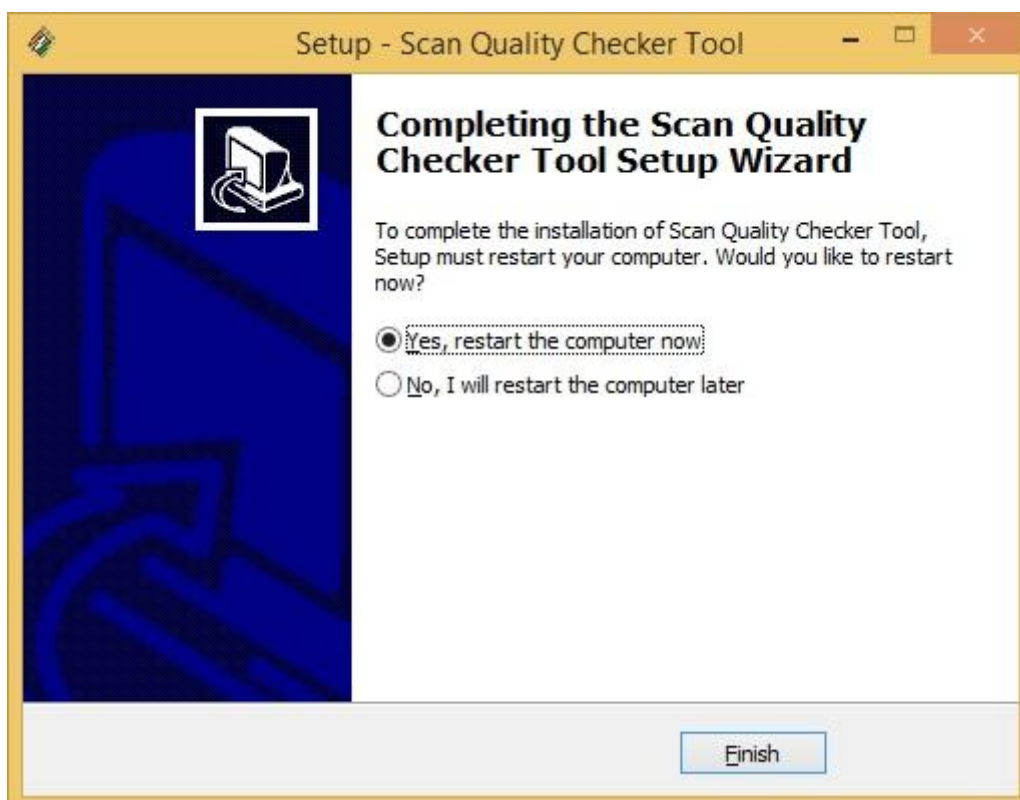


- g. It automatically detects for "Visual C++ Redistributable Packages for Visual Studio 2013". If not installed then first it will install redistributable packages. It takes time to install redistributable packages for first time installation wait for some time.





- h. Click on 'Finish' and restart your computer.

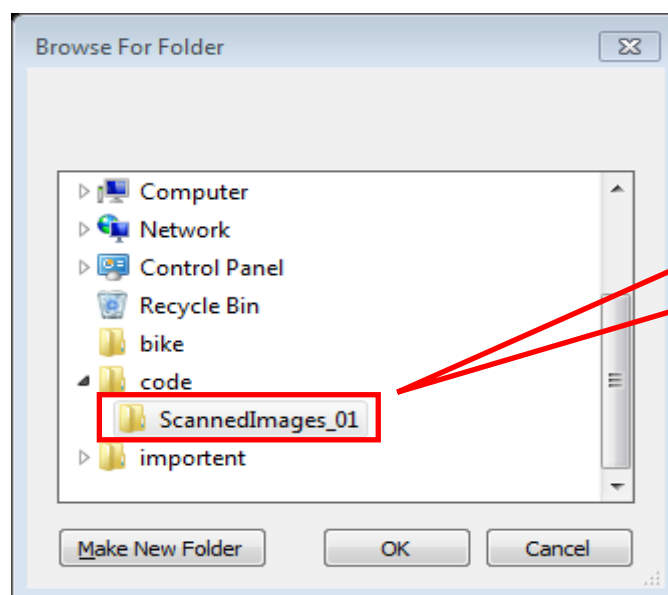
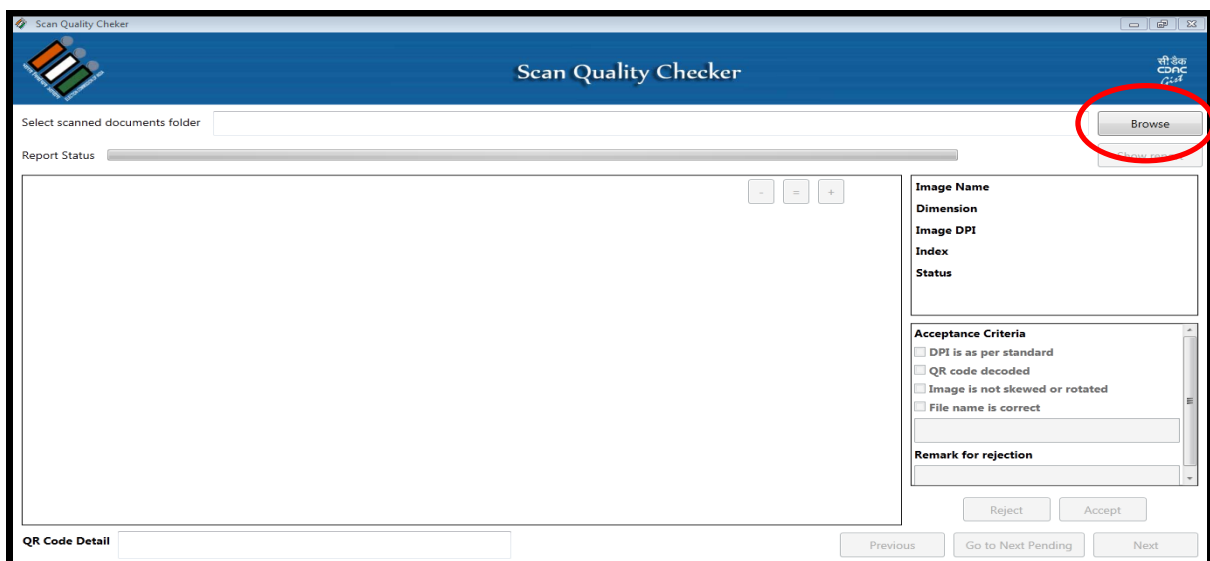


4. Usability Steps

- a. Click on "Scan Quality Checker Tool" icon on desktop to open the software. Following screen will be visible after opening.



- b. Click on 'Browse' button to select scanned documents/ forms folder. The browse folder window will open, prompting to choose the folder containing images.



Contain softcopy
of scanned
forms in .jpg
format

- c. Click 'OK' button to select the desired Folder.
- d. After choosing the image folder, software displays the 1st image from the folder along with its details.

e. Different UI elements of the Scan Quality Checker tool are given below:




i. Job Progress Bar

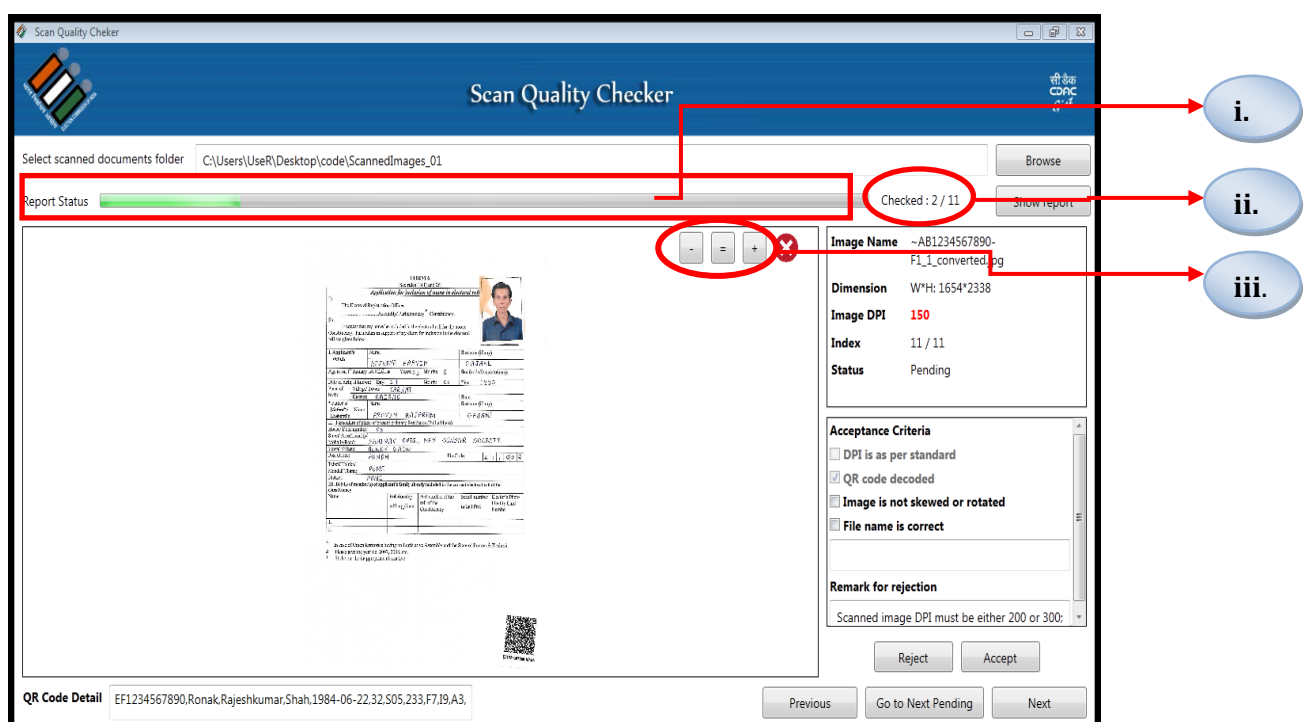
This field shows report status i.e. Number documents checked.

ii. Job Status

This shows number of documents verified against total number of documents present in the folder.

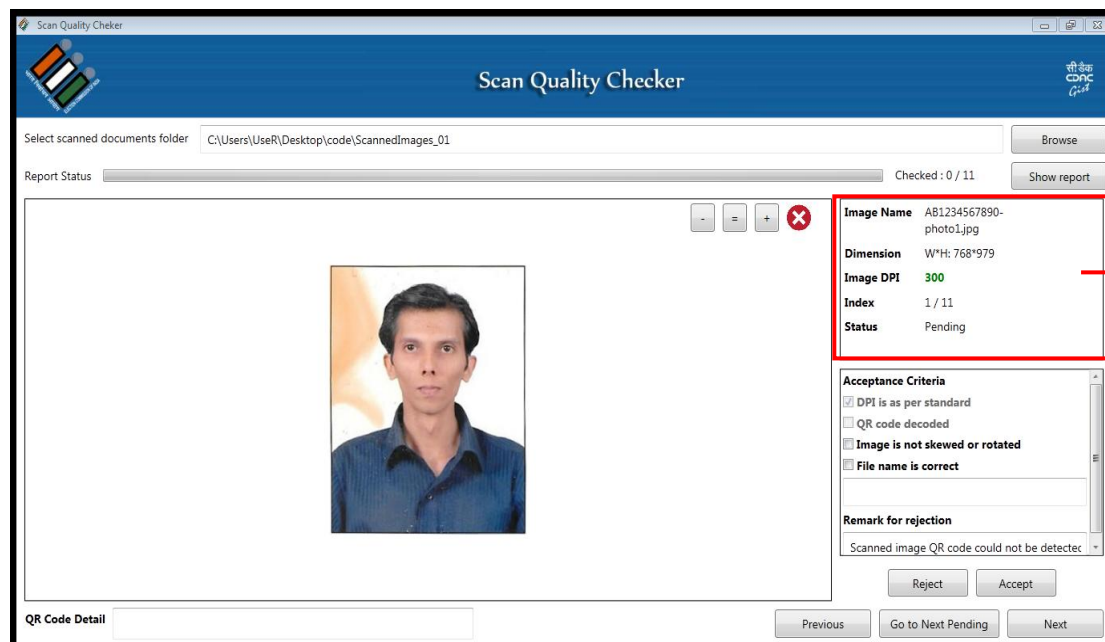
iii. Image Control

These set of buttons used for  zoom in,  zoom out,  set default size of a document/ image.



iv. Image Information Section

This section of the software displays all the important properties of the image which are required for quality assessment. This section provides the quick view of quality properties. Following are the quality properties of the image which needs to be verified by the operator,



**Image
Information
Section**

- **Image Name**

Image name must be 12 digit unique number with additional information like form type and its page number, document type etc. e.g. AB1234567890-F6-1.jpg

- **Dimension**

This property mainly used during QA of photograph as photograph size must be 240(W)*320(H). For documents size does not matter.

- **Image DPI**

An image DPI is displayed in green color if it is 200 or 300dpi. Any other resolution will be displayed in RED and user will not be able to accept the image.

- **Index**

Index of this image in the given folder.

- **Status**

Accepted/Rejected/Pending for verification

v. **Acceptance Criteria Section**

This section is editable section whereby user has to take appropriate action to convey the quality of the image. There are four major quality markers of the image.

Scan Quality Checker

Select scanned documents folder: C:\Users\User\OneDrive\code\ScannedImages_01

Report Status: Checked : 0 / 11

FORM 6
[See rules 13(1) and 26]
Application for inclusion of name in electoral roll

To
The Electoral Registration Officer
.....Assembly/ Parliamentary Constituency.

Sir,
I request that my name be included in the electoral roll for the above Constituency. Particulars in support of my claim for inclusion in the electoral roll are given below:

I. Applicant's details

Name	AJANKYA PRAVIN		Surname (if any)	GAJANE
Age as on 1 st January, 2016	Years: 25	Months: 6	Sex (male/female/others):	
Date of birth, if known:	Day: 21	Month: 06	Year: 1990	
Place of birth:	Village/ Town: KARJAT			
	District: RAIGAD		State:	
* Father's/ Mother's/ Name	Name		Surname (if any)	

Image Information

Image Name: EF1234567890-AP-A3.jpg
Dimension: W*H: 1654*2338
Image DPI: 200
Index: 3 / 11
Status: Pending

Acceptance Criteria

☒ DPI is as per standard
☒ QR code decoded
☐ Image is not skewed or rotated
☒ File name is correct

Remark for rejection

Scanned image is skewed or rotated:

QR Code Detail EF1234567890.Ronak.Rajeshkumar.Shah.1984-06-22.32.505.233.F7.I9.A3.

Buttons: Previous, Go to Next Pending, Next

Acceptance Criteria Section

- DPI is as per standard (Automatic)**

System automatically checks for DPI as per standard set in 'Scanning Guidelines' document (200 or 300dpi). If correct DPI is not detected then this box is not checked this means image has to be rejected by the user. The image DPI is displayed in GREEN color in 'Image Information Section' if it conforms to 'Scanning Guidelines' document otherwise it is shown in RED.

Image Name EF1234567890-AP-A3.jpg

Dimension W*H: 1654*2338

Image DPI 200

Index 3 / 11

Status Pending

Acceptance Criteria

☒ DPI is as per standard

☒ QR code decoded

☐ Image is not skewed or rotated

☒ File name is correct

Remark for rejection

Scanned image is skewed or rotated;

Reject Accept

Previous Go to Next Pending Next

DPI is 200 shown in **GREEN** and is as per standard hence Acceptance box automatically ticked by software

Image Name ~AB1234567890-F1_1_converted.jpg

Dimension W*H: 1654*2338

Image DPI 150

Index 11 / 11

Status Pending

Acceptance Criteria

☐ DPI is as per standard

☒ QR code decoded

☐ Image is not skewed or rotated

☐ File name is correct

Remark for rejection

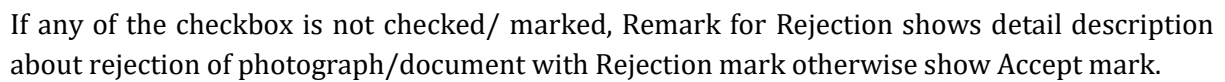
Scanned image DPI must be either 200 or 300;

Reject Accept

Previous Go to Next Pending Next

DPI is 150 shown in **RED** and is as **NOT** per standard hence Acceptance box is **NOT** checked by software

- QR Code Decoded (Automatic)**
 Software automatically tries to decode the QR Code affixed on documents. If the QR Code is successfully detected and decoded then it is shown in 'QR Code Details' at the bottom of the software window and "QR Code Decoded" box is automatically checked. In case, the software is unable to read the QR Code its details are left blank and 'QR Code Decoded' box is not checked.
- Image is Not Skewed or Rotated**
 User has to manually edit this checkbox to mark if the image is rotated/ inverted or skewed.
- File Name is Correct (Semi-Automatic)**
 When the QR code is detected and recognized successfully by the software then the image file name is compared with the QR Code's 12-digit unique number. If there is an exact match between image file name & QR Code then only "File Name is Correct" box is checked. The image of the scanned photograph does not contain QR Code; in this case file name has to be reviewed manually by user. A new filename can be entered in the text box provided below "File Name is Correct" checkbox.



Important Note

1. The (a) and (b) quality markers are filled automatically by system and cannot be modified.
2. The (c) and (d) quality marker MUST be filled by user by reviewing the image and then clicking the appropriate checkbox.
3. If anyone of the box is left blank or not checked then user cannot accept the image and has to be rejected. The 'ACCEPT' button will not work in this case.
4. If all boxes are checked when the quality is found OK by the user then only image can be accepted.

Scan Quality Checker

Select scanned documents folder: C:\Users\UserR\Desktop\code\ScannedImages_01

Report Status: Checked : 0 / 11 Show report

FORM 6
[See rules 13(1) and 26]
Application for inclusion of name in electoral roll

To
The Electoral Registration Officer
.....Assembly/ Parliamentary Constituency.

Sir,
I request that my name be included in the electoral roll for the above Constituency. Particulars in support of my claim for inclusion in the electoral roll are given below:

I. Applicant's details

Name	AJINKYA PRAVIN		Surname (if any)	GAJANE
Age as on 1 st January	Years: 25	Months: 6	Sex (male/female/others):	
Date of birth, if known:	Day: 21	Month: 06	Year: 1990	
Place of birth:	Village/ Town: KARJAT	District: RAIGAD	State:	
* Father's/ Mother's/	Name	Surname (if any)		

Image Name EF1234567890-AP-A3.jpg
Dimension W*H: 1654*2338
Image DPI 200
Index 3 / 11
Status Pending

Acceptance Criteria

- ☒ DPI is as per standard
- ☒ QR code decoded
- ☒ Image is not skewed or rotated
- ☒ File name is correct

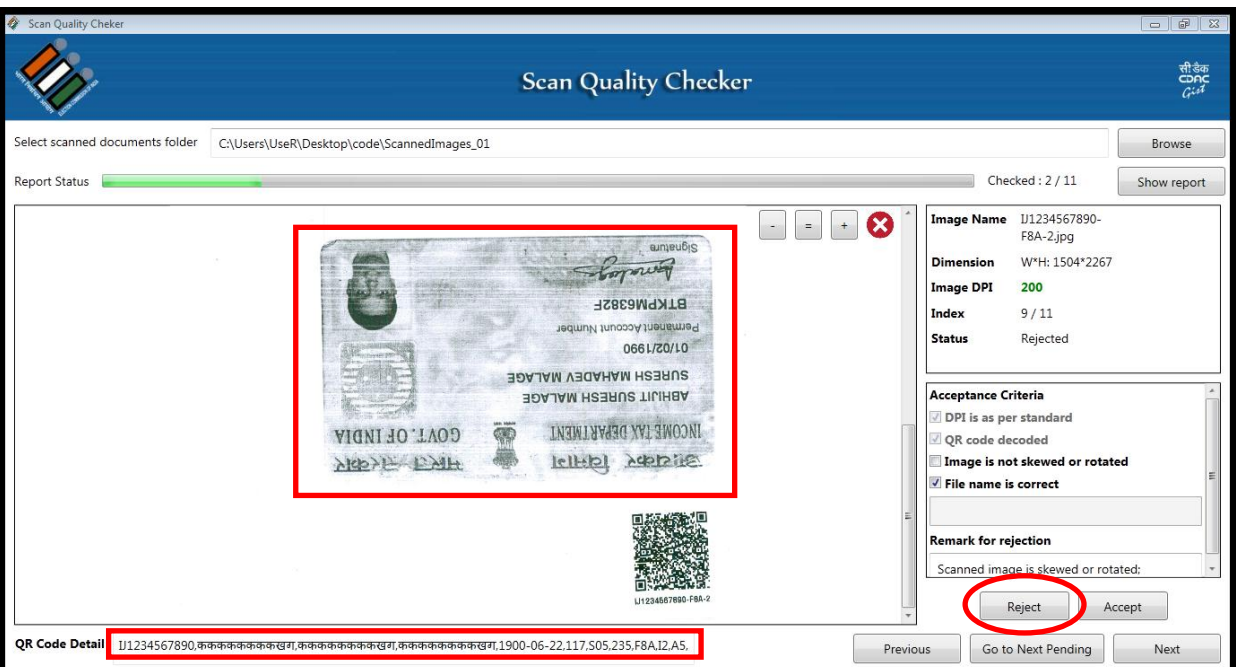
Remark for rejection

Reject Accept

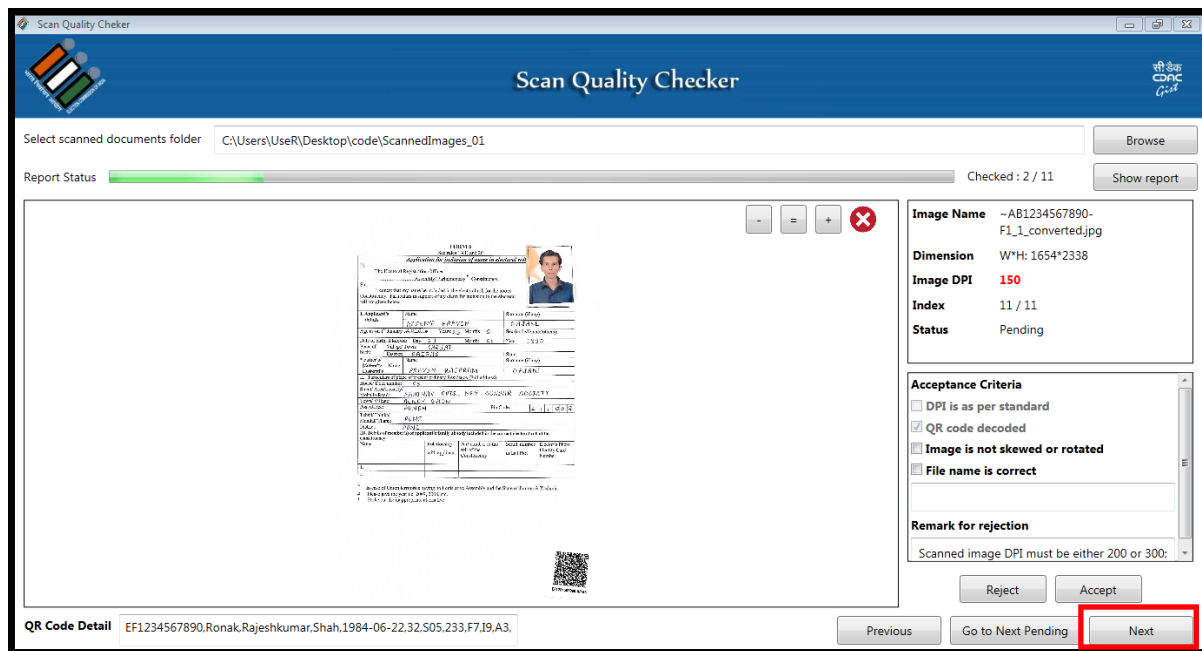
QR Code Detail EF1234567890,Ronak,Rajeshkumar,Shah.1984-06-22,32,505,233,F7,I9,A3,

Previous Go to Next Pending Next

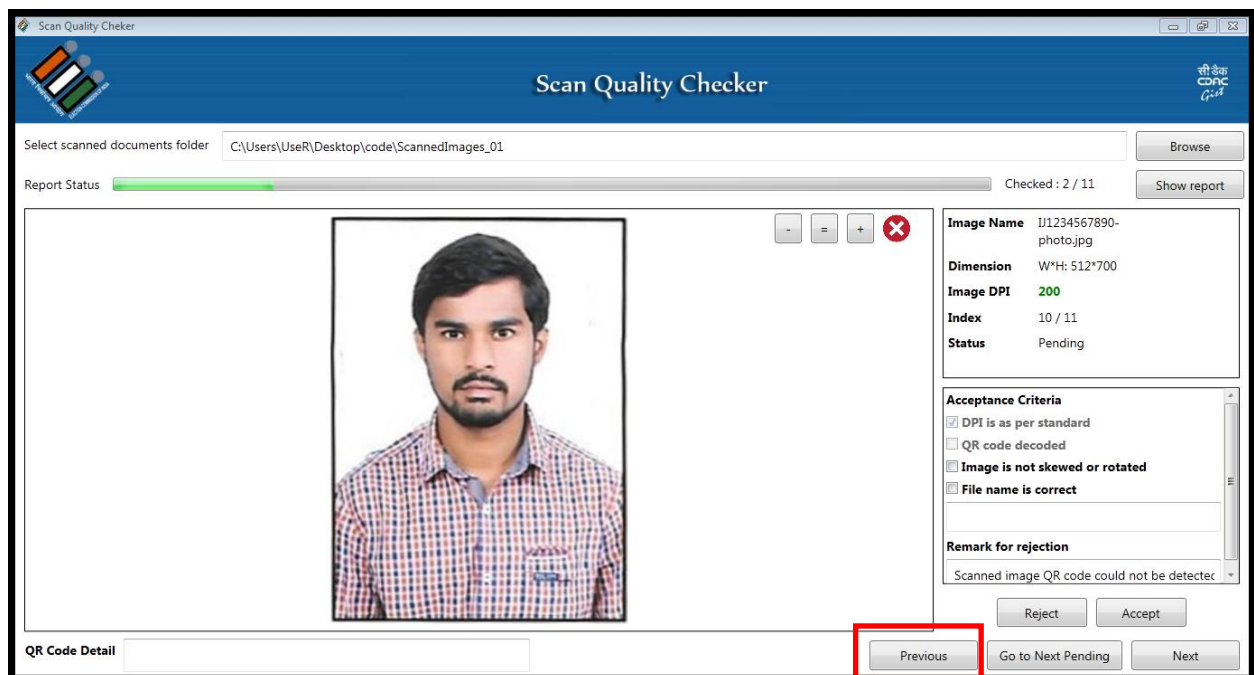
- vii. Click on 'REJECT' button if any checkbox in the acceptance criteria section is not checked as shown below,



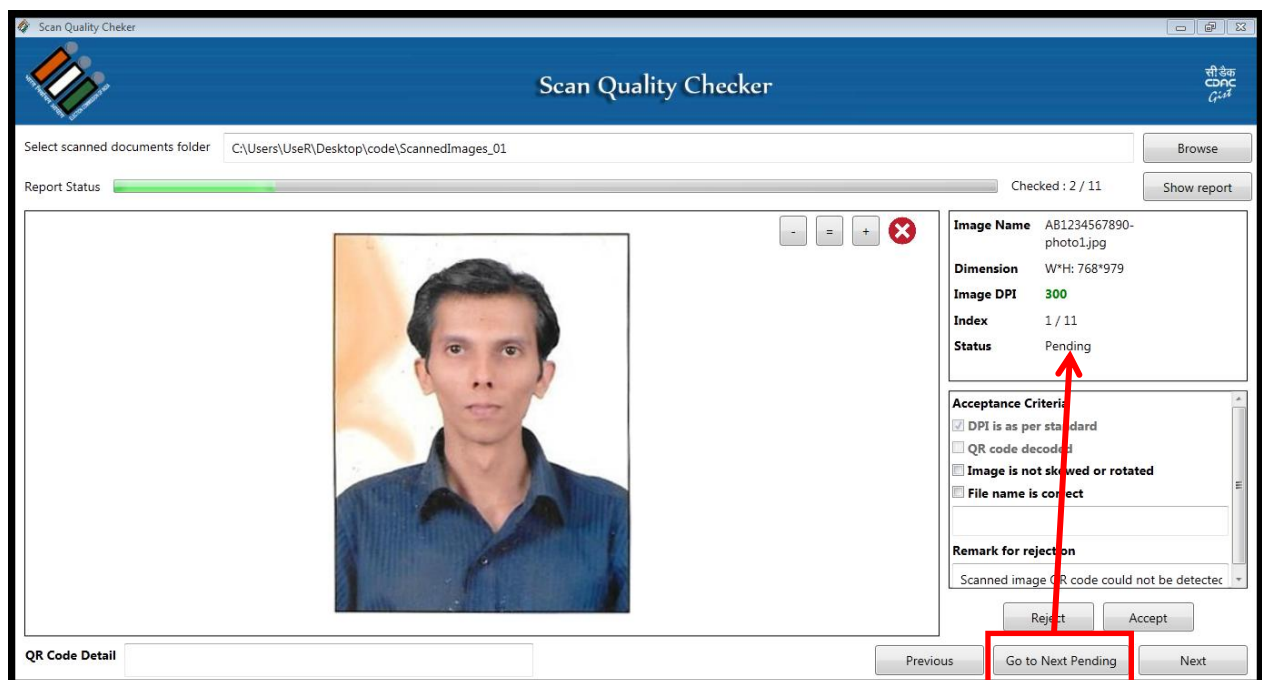
viii. 'Next' button shows next document in a folder.



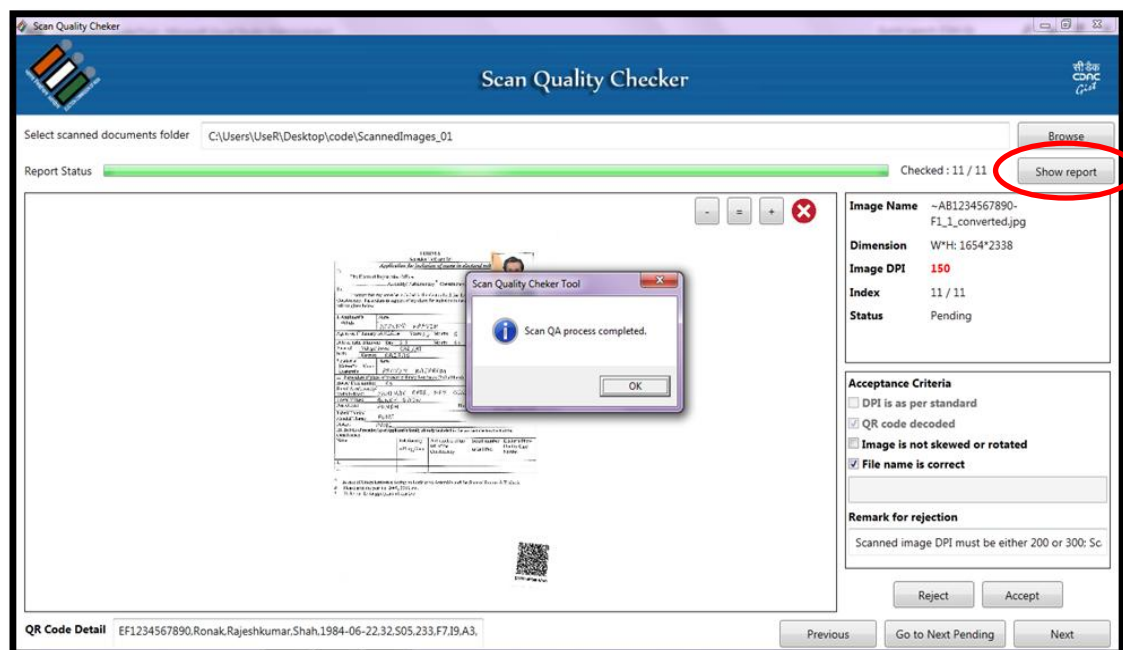
ix. 'Previous' button shows previous document in a file.



- x. 'Go to Next Pending' button shows next pending document which is not verified.



- xi. After checking/ verifying all the documents a report is generate. This report contains all information about scanned document rejection reasons. This can be viewed by clicking on 'Show Report' button.



Scan Quality Report is as shown below,

Scan Quality Checker						
Report						
ReferenceNumber	ImageName	DPI	QRDecoded	Skewed	ImageNameCorrected	RejectionRemarks
EF1234567890	EF1234567890-AP-A3.jpg	OK	OK	OK	OK	
EF1234567890	EF1234567890-F7-1.jpg	OK	OK	OK	OK	
EF1234567890	EF1234567890-F7-2.jpg	OK	OK	OK	OK	
EF1234567890	EF1234567890-F7-3.jpg	OK	OK	OK	OK	
EF1234567890	EF1234567890-IP-19.jpg	OK	OK	OK	OK	
EF1234567890	EF1234567890-photo.jpg	OK	OK	OK	OK	
CD1234567890	CD1234567890-photo.jpg	DPI is not OK	OK	OK	OK	Scanned image DPI must be either 200 or 300;
~AB1234567890	~AB1234567890-F1_1_converted.jpg	DPI is not OK	OK	Image is skewed or rotated	OK	Scanned image DPI must be either 200 or 300; Scanned image is skewed or rotated;
IJ1234567890	IJ1234567890-F8A-2.jpg	OK	OK	Image is skewed or rotated	OK	Scanned image is skewed or rotated;
IJ1234567890	IJ1234567890-photo.jpg	OK	QR code could not be decoded	OK	OK	Scanned image QR code could not be detected;
AB1234567890	AB1234567890-photo1.jpg	OK	QR code could not be decoded	Image is skewed or rotated	OK	Scanned image QR code could not be detected; Scanned image is skewed or rotated;

APPENDIX C: *ERO-NET SPECIFICATIONS*

Domain <http://Ecinet.in/eronet>

- Site is best viewed in Latest version of Chrome, Mozilla Firefox with resolution greater than 1280 by 1024 pixels

QR Printer Specifications

- Resolution - 200 DPI and above
- Type - Thermal Transfer and Direct Thermal
- Speed - 4"/sec and above
- Print width - 4"
- QR Module Size Support: QR version 1 to 20
- Minimum Module Size: 21x21
- Maximum Module Size: 97x97
- Error Correction Levels: L, M, Q, H

Recommend is TSC – TTP244 Pro printer however other QR code printers can be used from Citizen, Godex, Toshiba, TSC etc

(Citizen CLE 720 (203 dpi) , Citizen CLE 730 (300 dpi), CITIZEN CLS-621 , CITIZEN CLS-631 , Godex RT 700 Desktop, Godex RT 700i Desktop , Godex EZ-1100 Plus, CITIZEN CL-S700 , CITIZEN CL-S703 Barcode Label Printer)

Sticker Paper

Polyester labels which are non tear able are recommended.

Printer Ribbon

Thermal transfer ribbons are of three types

- Type-1 **Wax Ribbons** – used for most economical printing. Print labels are less durable against scratch, chemical and environmental resistance.
- Type-2 **Wax & Resin Ribbons** – printing with wax/ribbons takes place at higher heat or energy setting. Print labels are more durable and good resistance.
- Type-3 **Resin Ribbons** – Most expensive thermal ribbons. This gives print labels long life in harsh environment.

Recommend are Wax & Resin (Type 2) Ribbons for our application.

GLOSSARY

<u>AERO</u>	<i>Assistant Electoral Roll Officer</i>
<u>AMF</u>	<i>Assured Minimum Facilities</i>
<u>AC</u>	<i>Assembly Constituency</i>
<u>BLO</u>	<i>Booth Level Officer</i>
<u>CEO</u>	<i>Chief Electoral Officer</i>
<u>DEO</u>	<i>District Election Officer</i>
<u>ECI</u>	<i>Election commission of India</i>
<u>ERMS</u>	<i>Electoral Roll Management System</i>
<u>ERs</u>	<i>Electoral Rolls</i>
<u>ERO</u>	<i>Electoral Roll Officer</i>
<u>EPIC</u>	<i>Elector's Photo Identity Card</i>
<u>GIS</u>	<i>Geographical Information System</i>
<u>GPS</u>	<i>Global Positioning System</i>
<u>NCC</u>	<i>National Call Centre</i>
<u>NRES</u>	<i>National Rollout of e-Services</i>
<u>NVSP</u>	<i>National Voter's Services Portal</i>
<u>PS</u>	<i>Polling Station</i>
<u>PC</u>	<i>Parliamentary Constituency</i>
<u>SMS</u>	<i>Short Messaging Service</i>
<u>UNPER</u>	<i>Unified National Photo Electoral Rolls Data</i>

CONTACT INFORMATION & FEEDBACK

For more information please contact: eronet-feedback@cdac.in