

User Manual for Using ERMS

Introduction to the ERMS

Use the following link to open ERMS:

<http://admis.hp.nic.in/pritrgmis/erms/ErollAdminHome.aspx>

The ERMS:

The screenshot shows the ERMS login interface. At the top, the browser address bar displays the URL: <http://admis.hp.nic.in/pritrgmis/erms/ErollAdminHome.aspx>. The page header includes the State Election Commission logo and the text "State Election Commission Himachal Pradesh" and "ERMS". Below the header, there is a "PRI Electoral Roll" link. The main content area features an "Authorised User Login" form with the following fields and buttons: "Username :", "Password :", a CAPTCHA image showing "4 P X 8", "TYPE CODE", "Change Image", "Login", and "Cancel". Below the form is a "Forgot Password" link. To the right, there is a "Municipal Corporation Shimla Elections" section with links for "Model Code of Conduct", "Notification to Enforce Model Code of Conduct", and "Elections Program". The footer contains a disclaimer and navigation links for "Himachal Government", "Departments", "Related Links", and "Contact Us".

Enter the username and password given by State Election Commission, HP.

1. In case you our logging in using the **admin id**, then you have the following privileges:
 - a. You can create new user for SDM/BDO admin.
 - b. You can debar a user.
 - c. Reset password of SDM/BDO admin.
 - d. Change the password of the current admin user.
2. In case you our logging in using the SDM/BDO/BDO id, then you have the following privileges:
 - a. You can create new user for data entry operator.
 - b. You can debar a user.
 - c. Reset password of data entry operator.
 - d. Unlock/lock a MC/NP/BLOCK.
 - e. Change stage of the e-roll.
 - f. Change the password of the current user.
3. In case you our logging in using the Data entry id, then you have the following privileges:
 - a. Download the unmapped electors list.
 - b. Map elector ward.

The following window opens if you are logging in using the admin id:

The screenshot shows a web browser window with the URL <http://admis.hp.nic.in/pritrgmis/erms/Erolldefault.aspx>. The page title is "State Election Commission Himachal Pradesh ERMS". The user is logged in as "UNAADMIN" and has a "LOGOUT" button. The main content area is titled "USER MANAGEMENT" and contains a list of seven options:

1. Create User
2. Reset Password/Reset User
3. Debar User
4. User List
5. Data Entry Status
6. Panchayat Wise Elector Summary
7. Change Password

At the bottom of the page, there is a footer with the text "Himachal Government | Departments Related Links Contact Us" and a "Disclaimer" section. The disclaimer states: "The Web Application, Electoral Rolls MIS, has been developed for the State Election Commission, Himachal Pradesh by NIC Himachal Pradesh State Centre, Shimla. For any query/clarification, please get in touch with the respective District Panchayat Officer/ District Informatics Officer of your District. Any query requiring intervention of the State Election Commissioner may be routed through the concerned Deputy Commissioner."

Options when you log in using the admin id:

1. **Create user:** This option is used to create new user for the block/MC/NP/BLOCK admin.

The screenshot shows the State Election Commission Himachal Pradesh ERMS website. The page title is "State Election Commission Himachal Pradesh" and "ERMS". The navigation bar includes "MCUNA" and "LOGOUT". The main content area is titled "USER MANAGEMENT" and lists 11 options: 1. Create User, 2. Reset Password/Reset User, 3. Debar User, 4. User List, 5. Data Entry Status, 6. Panchayat Wise Elector Summary, 7. Change Password, 8. Lock/Unlock Panchayat, 9. Electoral Roll, 10. Change Panchayat/Ward Details, and 11. Change Panchayat Roll Stage. Below this is the "CREATE USER" form with fields for "Enter Name", "Enter Password", and "Confirm Password", and "OK" and "Cancel" buttons.

- Select the MC/NP/BLOCK.
- Enter desired use
- rname
- Enter the password
- Click OK.

2. Reset Password/reset user:

The screenshot shows the State Election Commission Himachal Pradesh ERMS website. The page title is "State Election Commission Himachal Pradesh" and "ERMS". The navigation bar includes "MCUNA" and "LOGOUT". The main content area is titled "USER MANAGEMENT" and lists 11 options: 1. Create User, 2. Reset Password/Reset User, 3. Debar User, 4. User List, 5. Data Entry Status, 6. Panchayat Wise Elector Summary, 7. Change Password, 8. Lock/Unlock Panchayat, 9. Electoral Roll, 10. Change Panchayat/Ward Details, and 11. Change Panchayat Roll Stage. Below this is the "RESET PASSWORD" form with fields for "Choose User", "Choose" (with radio buttons for "Logoff User" and "Reset Password"), "Enter Password", and "Confirm Password", and "OK" and "Cancel" buttons.

- To unlock a user in case the user did not log out properly. In case a user is logged in log off the user.

b. This option can also be used to reset password.

- Select the user.
- Enter new password.
- Confirm password and press OK.

The screenshot displays the ERMS (Electorate Roll Management System) interface for the State Election Commission, Himachal Pradesh. The user is logged in as 'UNAADMIN'. The main menu includes 'USER MANAGEMENT' and 'DEBAR USER'. Under 'USER MANAGEMENT', there are seven options: 1. Create User, 2. Reset Password/Reset User, 3. Debar User, 4. User List, 5. Data Entry Status, 6. Panchayat Wise Elector Summary, and 7. Change Password. The 'DEBAR USER' section is currently active, showing a 'Choose User' dropdown menu with the following options: AMBADMIN, BANGANAADMIN, BLOCKUNAADMIN, GAGRETADMIN, HAROLIADMIN, MC, and MCUNA. Below the dropdown is a 'Reason to Debar' field. The footer of the page contains a disclaimer and navigation links for 'Himachal Government', 'Departments', 'Related Links', and 'Contact Us'.

3. **Debar user:** in case you want to delete/debar a user.

- Choose the user you want to debar.
- Select the reason, in case the reason does not exist, select others and enter type the reason.
- Click ok.

4. **User list:** list of users of you district who have created an account.

File Edit View Favorites Tools Help

11. Change Panchayat Roll Stage

USER LIST

Block Name	User Name	Enrollment Date	User Level	Debar Date	
Una	Urban Local Bodies	MC	10/9/2010 2:56:33 PM	Block Administrator	
		MCUNA	10/9/2010 2:51:15 PM	Block Administrator	
		MCUNA1	10/9/2010 3:05:12 PM	Block Operator	
		MCUNA2	10/14/2010 11:21:20 AM	Block Operator	
		MCUNA3	10/14/2010 12:07:31 PM	Block Operator	10/19/2010 12:37:08 PM
		MCUNA4	10/14/2010 1:22:06 PM	Block Operator	
		MCUNA5	10/16/2010 3:15:19 PM	Block Operator	10/19/2010 12:37:15 PM
		MCUNA6	10/16/2010 3:15:39 PM	Block Operator	10/19/2010 12:37:20 PM
		MCUNA7	10/16/2010 3:32:58 PM	Block Operator	
		MCUNA8	10/16/2010 3:33:20 PM	Block Operator	10/19/2010 12:36:52 PM
		MCUNA9	10/19/2010 1:24:18 PM	Block Operator	
		OPUNA1	7/6/2013 11:15:16 AM	Block Operator	

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5. Data entry status: you can view the status of data entry in you district MC/NP/BLOCK/BLOCK wise.
6. MC/NP/BLOCK/BLOCK wise elector summary: MC/NP/BLOCK/BLOCK wise detail of complete district
7. Change password: in case you want to change the password of the current user.

The following window opens if you are logging in using the SDM/BDO id:

File Edit View Favorites Tools Help

http://admis.hp.nic.in/pritrgmis/erms/Erolldefault.aspx

State Election Commission
Himachal Pradesh

ERMS

MCUNA LOGOUT

USER MANAGEMENT

1. Create User
2. Reset Password/Reset User
3. Debar User
4. User List
5. Data Entry Status
6. Panchayat Wise Elector Summary
7. Change Password
8. Lock/Unlock Panchayat
9. Electoral Roll
10. Change Panchayat/Ward Details
11. Change Panchayat Roll Stage

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Options when you log in using the SDM/BDO id:

1. Create user: This option is used to create new user for the data entry user.
 2. Reset Password/Reset User: Same function as stated above
 3. Debar user: Same function as stated above
 4. User List: Same function as stated above.
 5. Data entry status: you can view the status of data entry in the current MC/NP/BLOCK/BLOCK.
 6. MC/NP/BLOCK/BLOCK Wise Elector Summary: MC/NP/BLOCK/BLOCK wise detail of complete MC/NP/BLOCK/BLOCK.
 7. Change password: in case you want to change the password of the current user.
 8. Lock/Unlock MC/NP/BLOCK/BLOCK/MC/NP/BLOCK/BLOCK
- Select the MC/NP/BLOCK/BLOCK/MC/NP/BLOCK to unlock and press OK

The screenshot displays the web interface of the State Election Commission Himachal Pradesh ERMS. The browser address bar shows the URL: <http://admis.hp.nic.in/pritrgmis/erms/Erolldefault.aspx>. The page header includes the State Election Commission logo and the text "State Election Commission Himachal Pradesh" and "ERMS". Below the header, there is a navigation bar with "MCUNA" and "LOGOUT". The main content area is divided into two sections:

- USER MANAGEMENT**: A list of 11 options:
 1. Create User
 2. Reset Password/Reset User
 3. Debar User
 4. User List
 5. Data Entry Status
 6. Panchayat Wise Elector Summary
 7. Change Password
 8. Lock/Unlock Panchayat
 9. Electoral Roll
 10. Change Panchayat/Ward Details
 11. Change Panchayat Roll Stage
- LOCK/UNLOCK PANCHAYAT**: A section with two radio buttons: "Lock Panchayat" (unselected) and "Unlock Panchayat" (selected). Below this is a "Choose Panchayat" dropdown menu with the following options: "-Select-", "DAULATPUR CHOWK", "GAGRET", "SANTOKHGARH", and "UNA".

At the bottom of the page, there is a footer with "Himachal Government | Departments | Related Links | Contact Us" and a disclaimer: "Disclaimer: The Web Application, Electoral Rolls MIS, has been developed for the State Election Commission, Himachal Pradesh by NIC Himachal Pradesh State Centre, Shimla. For any query/clarification, please get in touch with the respective District Panchayat Officer/ District Informatics Officer of your District. Any query requiring intervention of the State Election Commissioner may be routed through the concerned Deputy Commissioner."

- A MC/NP/BLOCK will only be visible to the data entry operator if it is unlocked from the MC/NP/BLOCK admin user. In case the MC/NP/BLOCK is neither visible to the data entry operator user nor is in the unlock list of MC/NP/BLOCKS, then select the lock MC/NP/BLOCK option and view the list. Select the MC/NP/BLOCK and click ok. This releases the locked MC/NP/BLOCK.

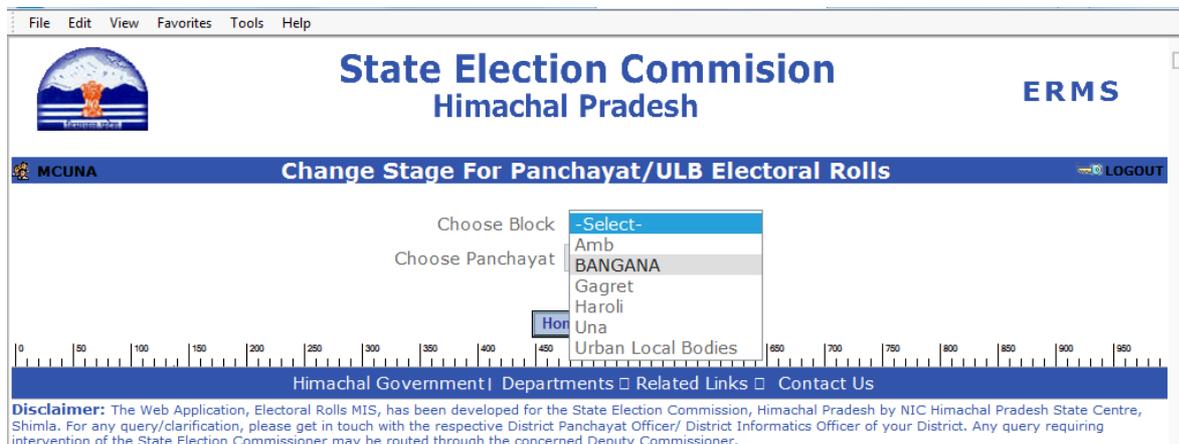
9. **Electoral Roll:** this option is used to view the working, draft, final electoral roll

The screenshot shows the State Election Commission Himachal Pradesh ERMS interface. The top navigation bar includes 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. The main header features the State Election Commission logo, the text 'State Election Commission Himachal Pradesh', and 'ERMS'. Below the header is a blue bar with 'MCUNA' on the left and 'LOGOUT' on the right. The main content area is divided into two sections: 'USER MANAGEMENT' and 'ELECTORAL ROLL'. The 'USER MANAGEMENT' section lists 11 options: 1. Create User, 2. Reset Password/Reset User, 3. Debar User, 4. User List, 5. Data Entry Status, 6. Panchayat Wise Elector Summary, 7. Change Password, 8. Lock/Unlock Panchayat, 9. Electoral Roll, and 11. Change Panchayat Roll Stage. The 'ELECTORAL ROLL' section contains a form with three dropdown menus: 'Choose MC/NAC' (set to '-Select-'), 'Choose Ward' (empty), and 'Choose Roll' (with radio buttons for 'Working Copy', 'Draft Copy', and 'Final Copy'). There are 'OK' and 'Cancel' buttons below the form. At the bottom, there is a footer with 'Himachal Government | Departments | Related Links | Contact Us' and a disclaimer.

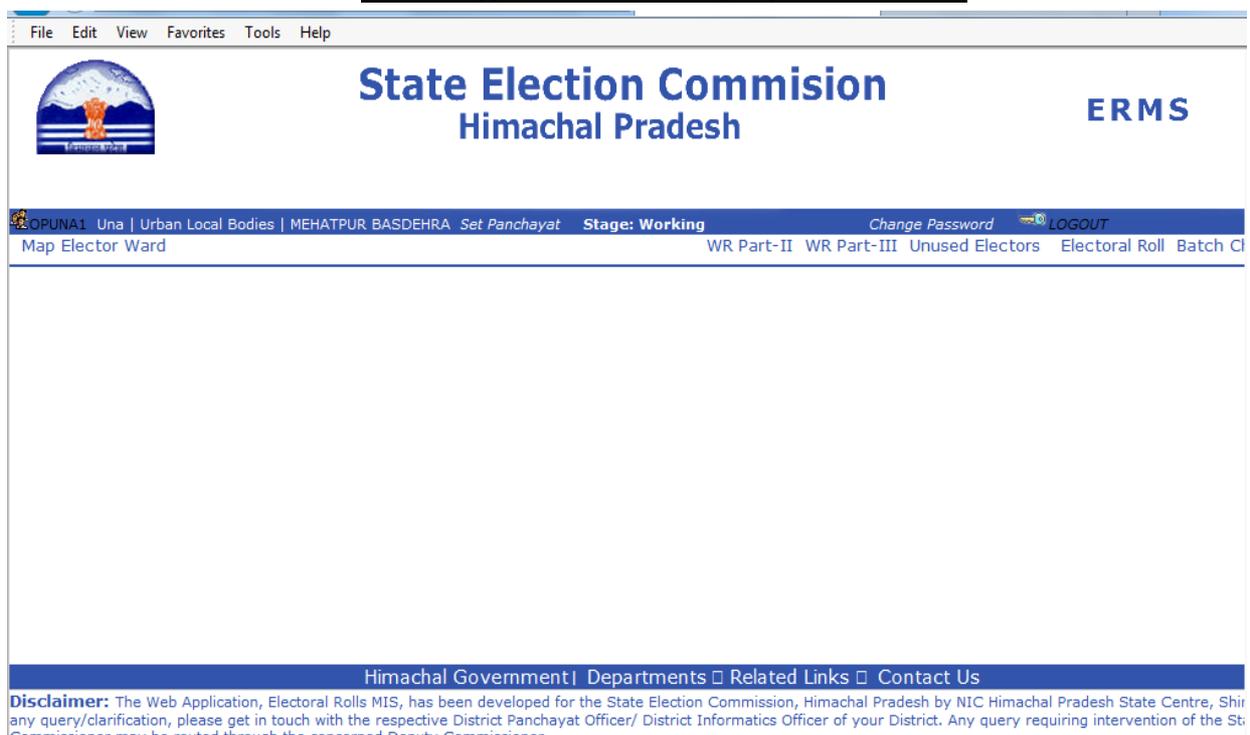
10. **Change MC/NP/BLOCK /Ward Details.:** this option is used to change the details(spelling/name) of the MC/NP/BLOCK and Ward.

The screenshot shows the State Election Commission Himachal Pradesh ERMS interface, specifically the 'CHANGE PANCHAYAT/WARD DETAILS' section. The top navigation bar and header are identical to the previous screenshot. The main content area is divided into two sections: 'USER MANAGEMENT' and 'CHANGE PANCHAYAT/WARD DETAILS'. The 'USER MANAGEMENT' section lists 11 options, with '10. Change Panchayat/Ward Details' highlighted. The 'CHANGE PANCHAYAT/WARD DETAILS' section contains a form with a 'Choose Option' section (radio buttons for 'Panchayat' and 'Ward'), a 'Choose Panchayat' dropdown menu (set to '-Select-'), and two text input fields for 'Panchayat Name (In Hindi)*' and 'Panchayat Name (In English)'. There are 'OK' and 'Cancel' buttons below the form. At the bottom, there is a footer with 'Himachal Government | Departments | Related Links | Contact Us' and a disclaimer.

11. **Change MC/NP/BLOCK Roll Stage:** This option is used to change the stage of MC/NP/BLOCK from working to draft once the shifting has been done, from draft to final after modifications.

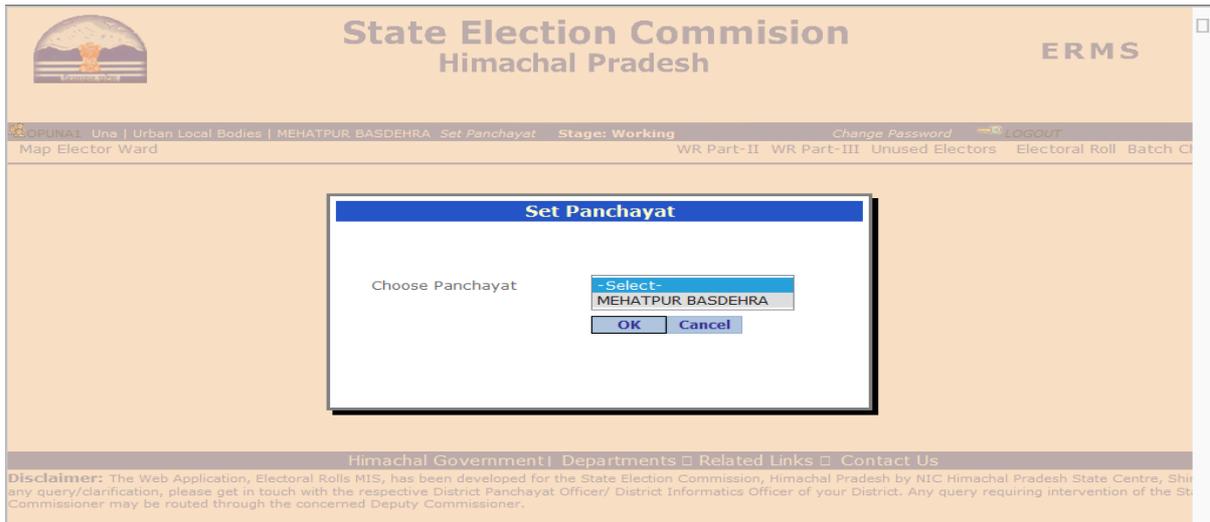


The following window opens if you are logging in using the Data entry operator's id:



Procedure to download List of unmapped electors from the ERMS:

1. Log in using the SDM/BDO admin user id.
2. Unlock the MC/NP/BLOCKS using the 8th option of ERMS.
3. Create or reset the password for the data entry user.
4. Log out.
5. Log in using the data entry operator's user id.
6. Select the MC/NP/BLOCK whose list has to be downloaded.



7. Select the unmapped electors option from top right corner i.e. part II



- Choose the village and press go to download list of electors which are to be verified of the concerned village.

State Election Commission Himachal Pradesh ERMS

OPUNA1 Una | Urban Local Bodies | MEHATPUR BASDEHRA Set Panchayat Stage: Working Change Password LOGOUT

Map Elector Ward WR Part-II WR Part-III Unused Electors Electoral Roll Batch C

Panchayat/Village Wise UnMapped Elector List

Choose Village

- 78/1-एन.ए.सी. मैहत्पुर बसदेहड़ा ब्लाक नं 1
- 78/2-एन.ए.सी. मैहत्पुर बसदेहड़ा ब्लाक नं 4
- 79/1-एन.ए.सी. मैहत्पुर बसदेहड़ा ब्लाक नं 8
- 79/2-एन.ए.सी. मैहत्पुर बसदेहड़ा ब्लाक नं 9
- 80/1-एन.ए.सी. मैहत्पुर बसदेहड़ा ब्लाक नं 2
- 80/2-एन.ए.सी. मैहत्पुर बसदेहड़ा ब्लाक नं 4
- 80/3-एन.ए.सी. मैहत्पुर बसदेहड़ा ब्लाक नं 6
- 80/4-एन.ए.सी. मैहत्पुर बसदेहड़ा ब्लाक नं 7
- 81/1-एन.ए.सी. मैहत्पुर बसदेहड़ा ब्लाक नं 6
- 81/2-एन.ए.सी. मैहत्पुर बसदेहड़ा ब्लाक नं 7
- 81/3-एन.ए.सी. मैहत्पुर बसदेहड़ा ब्लाक नं 8
- 81/4-एन.ए.सी. मैहत्पुर बसदेहड़ा ब्लाक नं 10
- 82/1-एन.ए.सी. मैहत्पुर बसदेहड़ा ब्लाक नं 3
- 82/2-एन.ए.सी. मैहत्पुर बसदेहड़ा ब्लाक नं 5
- 83/1-एन.ए.सी. मैहत्पुर बसदेहड़ा ब्लाक नं 10
- 83/2-एन.ए.सी. मैहत्पुर बसदेहड़ा ब्लाक नं 11

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- Repeat step 6 to 8 till all MC/NP/BLOCKS of the MC/NP/BLOCK have been downloaded.
- Follow step 1 to 9 to download the Part III list which contains electors which are without photo and icardno.
- After download do the field verification.

Steps to Map Elector Ward wise:

- Select the Map elector Ward option from the top left corner.

State Election Commission Himachal Pradesh ERMS

OPUNA1 Una | Urban Local Bodies | MEHATPUR BASDEHRA Set Panchayat Stage: Working Change Password LOGOUT

Map Elector Ward WR Part-II WR Part-III Unused Electors Electoral Roll Batch C

Elector Mapping Details

Choose Village

Working Copy Starting Sr No Working Copy Ending Sr No Ward No

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2. Choose the concerned village. Enter the start and ending Sr No. of elector in the working roll (which was downloaded and verified) that has to be shifted and select the ward no where they are to be shifted. Eg: electors from 1 to 10 are to be shifted to ward no 2. So the starting Srno is 1 and Ending Sr no is 10 and the ward no will be 2. In special case where the electors to be shifted are not in continuation , eg elector 1 has to be shifted to ward 1 and electors from 2 to 5 are to be shifted to ward no 2. In such a case the starting and ending Sr no of elector 1 will both be 1.

The screenshot shows the 'Elector Mapping Details' form in the ERMS system. The form includes a 'Choose Village' dropdown menu, two 'Working Copy' input fields for 'Starting Sr No' and 'Ending Sr No', and a 'Ward No' dropdown menu. There are 'Add New Batch' and 'Cancel' buttons. The page header includes the State Election Commission logo and the text 'State Election Commission Himachal Pradesh ERMS'. The breadcrumb trail shows 'OPUNA1 Una | Urban Local Bodies | MEHATPUR BASDEHRA Set Panchayat | Stage: Working'. The footer contains a disclaimer and navigation links for 'Himachal Government', 'Departments', 'Related Links', and 'Contact Us'.

3. After shifting press the add new batch button.
4. Once the shifting is complete. Press the batch check option to check the shifted electors.
5. Once the shifted electors are verified for a MC/NP/BLOCK. Logout from the data entry user and lock the MC/NP/BLOCK and change the stage from working to draft.

Note:

- In Case you create new user or reset the password kindly mail it to SEC.
- Before changing the stage of the electoral roll, kindly check the batch check list and the unused list of electors, because once the stage has been changed the working roll will not be available and the whole process for the concerned MC/NP/BLOCK has to be redone.
- Do not manipulate the data. As the entire activity is monitored at NIC/SEC. Strict action will be taken against anybody who is found guilty.