

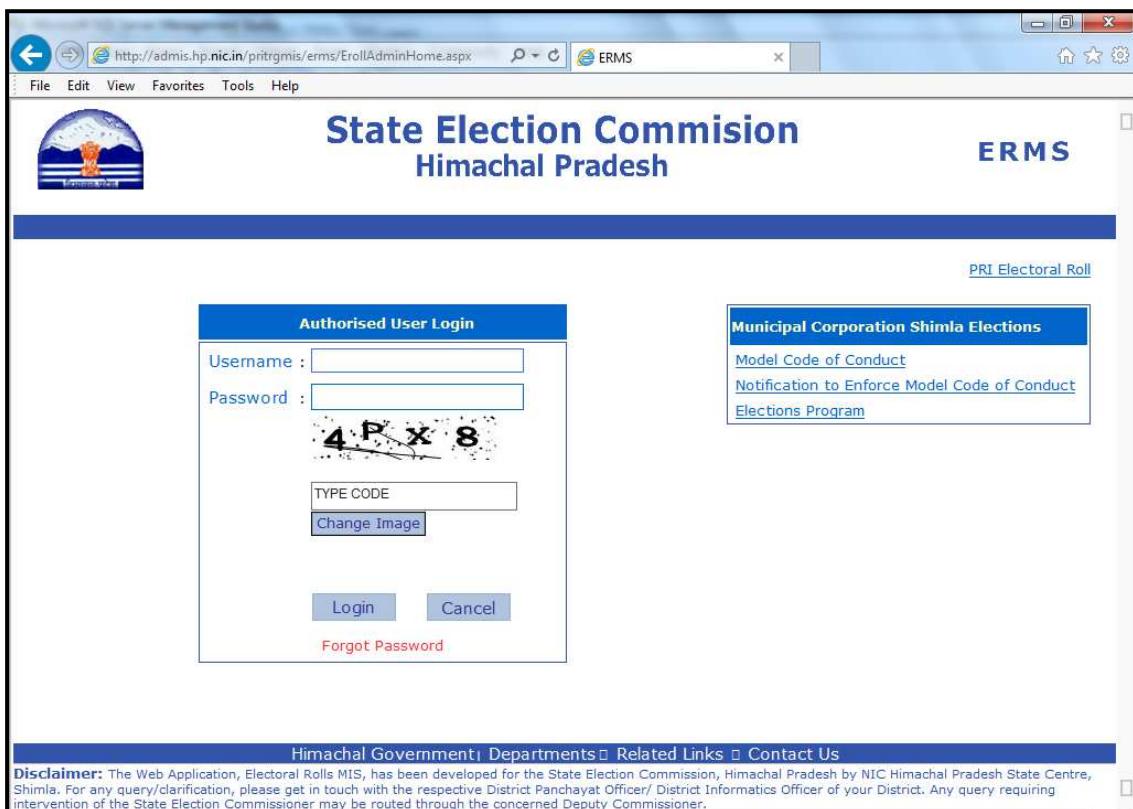
User Manual for Using ERMS

Introduction to the ERMS

Use the following link to open ERMS:

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

The ERMS:



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

1. In case you are 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 are 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 are 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 for the State Election Commission, Himachal Pradesh. The URL in the address bar is <http://admis.hp.nic.in/pritrgmis/erms/ErollDefault.aspx>. The page title is "State Election Commision Himachal Pradesh". On the left, there is a logo of the State Election Commission. On the right, it says "ERMS". A blue header bar at the top has "UNADMIN" on the left and "LOGOUT" on the right. Below the header, a blue bar titled "USER MANAGEMENT" 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, and 7. Change Password. At the bottom of the page, there is a horizontal navigation bar with links: "Himachal Government", "Departments", "Related Links", and "Contact Us". There is also a scale from 0 to 950 pixels.

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.

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 a web browser window for the State Election Commission, Himachal Pradesh. The title bar includes links for File, Edit, View, Favorites, Tools, Help, ERMS, NICEMAIL(WSRV) ..., ERMS, and a Logout button. The main content area has a blue header bar with 'MCUNA' and 'ERMS'. Below it is a 'USER MANAGEMENT' menu with the following items:

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

Below the menu is a 'CREATE USER' form with fields for 'Enter Name', 'Enter Password', and 'Confirm Password', along with 'OK' and 'Cancel' buttons. At the bottom of the page is a horizontal navigation bar with links for Himachal Government, Departments, Related Links, and Contact Us.

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

2. Reset Password/reset user:

The screenshot shows the same web browser window as the previous one, but the 'RESET PASSWORD' section is now active. The 'USER MANAGEMENT' menu is identical to the previous screenshot. The 'RESET PASSWORD' form includes fields for 'Choose User' (with a dropdown menu), 'Choose' (with radio buttons for 'Logoff User' and 'Reset Password'), 'Enter Password', 'Confirm Password', and 'OK' and 'Cancel' buttons. The bottom navigation bar is also present.

- a. 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 shows a web browser window for the State Election Commission, Himachal Pradesh, ERMS. The URL is <http://admis.hp.nic.in/pritrgmis/erms/ErollDefault.aspx>. The page title is "State Election Commission Himachal Pradesh". The top navigation bar includes File, Edit, View, Favorites, Tools, Help, and a logo for UNADMIN. On the right, there are links for ERMS, NICEMAIL(WSRV) ver 5.0 (DR-...), and LOGOUT. A blue header bar contains "USER MANAGEMENT" with the following 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. Below this is a "DEBAR USER" section with fields for "Choose User" and "Reason to Debar". A dropdown menu lists users: AMBADMIN, BANGANAADMIN, BLOCKUNAADMIN, GAGRETADMIN, HAROLIADMIN, MC, and MCUNA. At the bottom, there are links for "Himachal Government Departments", "Related Links", and "Contact Us". A disclaimer at the very bottom states: "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."

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 your 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
		MCUNA4	10/14/2010 1:22:06 PM	Block Operator
		MCUNA5	10/16/2010 3:15:19 PM	Block Operator
		MCUNA6	10/16/2010 3:15:39 PM	Block Operator
		MCUNA7	10/16/2010 3:32:58 PM	Block Operator
		MCUNA8	10/16/2010 3:33:20 PM	Block Operator
		MCUNA9	10/19/2010 1:24:18 PM	Block Operator
		OPUNA1	7/6/2013 11:15:16 AM	Block Operator

0 50 100 150 200 250 300 350 400 450 500 550 600 650 700 750 800 850 900 950

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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

MCUNA

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

0 50 100 150 200 250 300 350 400 450 500 550 600 650 700 750 800 850 900 950

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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 shows a web browser window for the State Election Commission, Himachal Pradesh. The title bar reads "State Election Commission Himachal Pradesh" and "ERMS". The main menu includes "File", "Edit", "View", "Favorites", "Tools", and "Help". A logo for "MCUNA" is on the left, and a "LOGOUT" link is on the right. 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, 10. Change Panchayat/Ward Details, and 11. Change Panchayat Roll Stage. Below this is a "LOCK/UNLOCK PANCHAYAT" section with a dropdown menu for "Choose Panchayat" showing options: DAULATPUR CHOWK, GAGRET, SANTOKHGHARH, and UNA. The "Lock Panchayat" radio button is selected. At the bottom, there are links for "Himachal Government", "Departments", "Related Links", and "Contact Us". A disclaimer at the bottom states: "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

File Edit View Favorites Tools Help

 **State Election Commision
Himachal Pradesh** ERMS

MCUNA 

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

ELECTORAL ROLL

Choose MC/NAC Choose Ward

Choose Roll Working Copy Draft Copy Final Copy

0 | 50 | 100 | 150 | 200 | 250 | 300 | 350 | 400 | 450 | 500 | 550 | 600 | 650 | 700 | 750 | 800 | 850 | 900 | 950

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

File Edit View Favorites Tools Help

 **State Election Commision
Himachal Pradesh** ERMS

MCUNA 

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

CHANGE PANCHAYAT/WARD DETAILS

Choose Option Panchayat Ward

Choose Panchayat

Panchayat Name (In Hindi)* Panchayat Name (In English)

0 | 50 | 100 | 150 | 200 | 250 | 300 | 350 | 400 | 450 | 500 | 550 | 600 | 650 | 700 | 750 | 800 | 850 | 900 | 950

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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.

File Edit View Favorites Tools Help

 State Election Commision
Himachal Pradesh ERMS

MCUNA Change Stage For Panchayat/ULB Electoral Rolls 

Choose Block -Select-
Amb
BANGANA
Gagret
Haroli
Una
Urban Local Bodies

Choose Panchayat

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

File Edit View Favorites Tools Help

 State Election Commision
Himachal Pradesh ERMS

MCUNA1 Una | Urban Local Bodies | MEHATPUR BASDEHRA Set Panchayat **Stage: Working** Change Password 

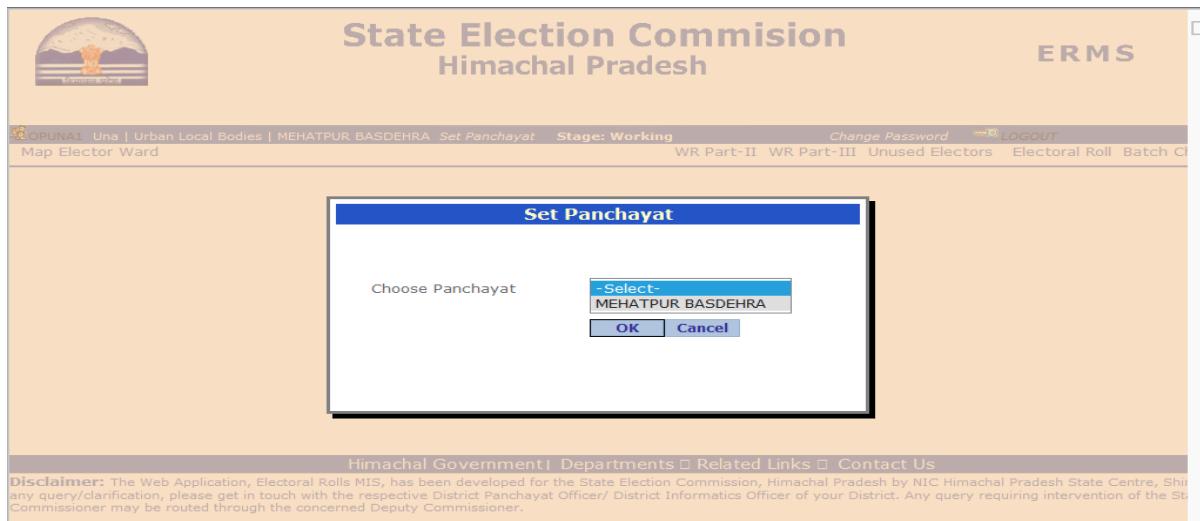
Map Elector Ward WR Part-II WR Part-III Unused Electors Electoral Roll Batch Cl

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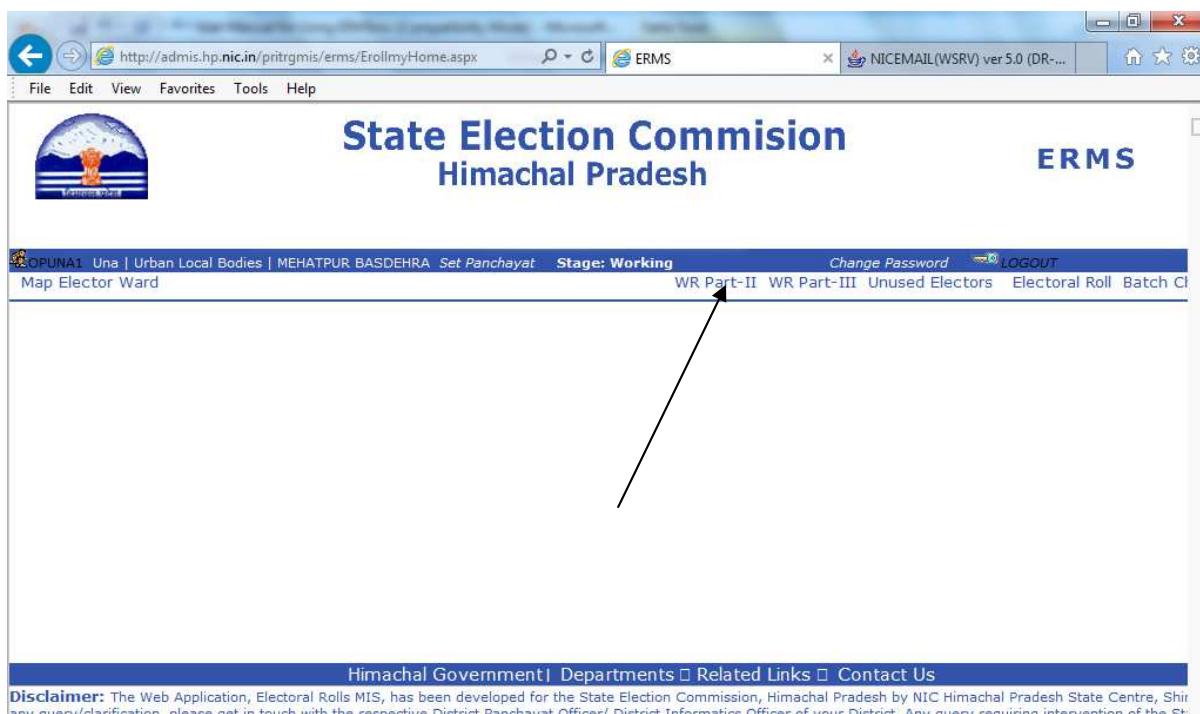
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Procedure to download List of unmapped electors from the ERMS:

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



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

**State Election Commision
Himachal Pradesh**

ERMS

OPUNAI 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

-All-
78/1-एन.ए.सी. मैहतपुर बसदेहडा दलाक नं 1
78/2-एन.ए.सी. मैहतपुर बसदेहडा दलाक नं 4
79/1-एन.ए.सी. मैहतपुर बसदेहडा दलाक नं 8
79/2-एन.ए.सी. मैहतपुर बसदेहडा दलाक नं 9
80/1-एन.ए.सी. मैहतपुर बसदेहडा दलाक नं 2
80/2-एन.ए.सी. मैहतपुर बसदेहडा दलाक नं 4
80/3-एन.ए.सी. मैहतपुर बसदेहडा दलाक नं 6
80/4-एन.ए.सी. मैहतपुर बसदेहडा दलाक नं 7
81/1-एन.ए.सी. मैहतपुर बसदेहडा दलाक नं 6
81/2-एन.ए.सी. मैहतपुर बसदेहडा दलाक नं 7
81/3-एन.ए.सी. मैहतपुर बसदेहडा दलाक नं 8
81/4-एन.ए.सी. मैहतपुर बसदेहडा दलाक नं 10
82/1-एन.ए.सी. मैहतपुर बसदेहडा दलाक नं 3
82/2-एन.ए.सी. मैहतपुर बसदेहडा दलाक नं 5
83/1-एन.ए.सी. मैहतपुर बसदेहडा दलाक नं 10
83/2-एन.ए.सी. मैहतपुर बसदेहडा दलाक नं 11

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Us

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

Steps to Map Elector Ward wise:

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

**State Election Commision
Himachal Pradesh**

ERMS

OPUNAI 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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- 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 a Windows application window titled "State Election Commision Himachal Pradesh". The menu bar includes File, Edit, View, Favorites, Tools, and Help. The top right corner features the acronym "ERMS". The main content area is titled "Elector Mapping Details". It contains fields for "Choose Village" (with a dropdown menu "-Select-"), "Working Copy Starting Sr No" (input field), "Working Copy Ending Sr No" (input field), and "Ward No" (input field with dropdown "-Select-"). Below these fields are "Add New Batch" and "Cancel" buttons. At the bottom, there's a footer with links to "Himachal Government", "Departments", "Related Links", and "Contact Us". A "Disclaimer" message is also present at the bottom of the page.

- After shifting press the add new batch button.
- Once the shifting is complete. Press the batch check option to check the shifted electors.
- 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.