

2018

Data Entry Operator
USER Manual

ERO-NET

V 2.0

Election Commission of India

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OFFICER: DATA ENTRY OPERATOR

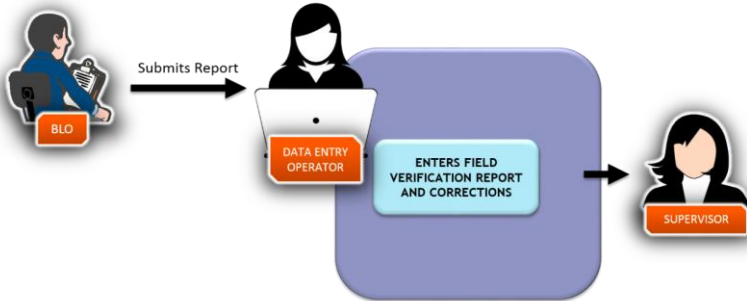


Fig 1.1 – Data Entry Operator Operations

1.1 ROLES

- Data entry of offline forms, digitization and filling preliminary scrutiny format.
- Upload scanned documents.
- Enter BLO field verification report.
- Upload accepted scanned forms and supporting documents.
- Data entry of corrections.
- Data entry of BLO reports in respect of house to house survey.
- Data entry of verified checklist for SUO MOTO cases given by BLO.
- Data entry of BLO statements for those BLOs who are not using mobile app.

After login, operator gets the following screen: -

FORMS PROGRESS STATUS					
	Form 6	Form 6A	Form 7	Form 8	Form 8A
Forms Received	47	0	350	16	0
Forms Digitized	47	0	350	16	0
Field Verification Report Submitted	0	0	0	0	0

Fig 1.2 – Forms Monitoring Status

The terms mentioned in the Fig 1.1 are explained as follows: -

- Forms Received - Total number of forms received through offline mode.
- Forms Digitized - Total number of forms which are digitized.
- Field Verification Report Submitted.

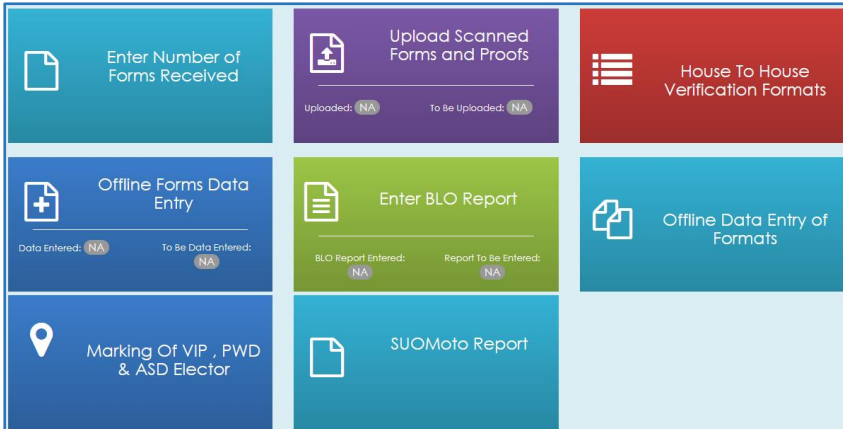
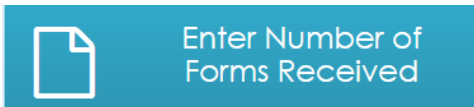


Fig 1.3 – Processing Screen for Data Entry Operator

1.2 ENTER NUMBER OF FORMS RECEIVED

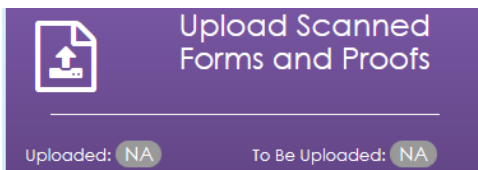


Operator can enter the number of forms received in hard copy using this tile. The count can be entered date wise and form wise as shown below: -

Date	Form 6	Form 6a	Form 7	Form 8	Form 8a	Submit
19/04/2918	5	0	2	3	5	
12/10/2100	1	1	1	1	1	
30/12/2090	5	5	5	5	5	
30/12/2090	5	5	5	5	5	
03/05/2090	5	0	0	0	0	
12/10/2025	7	7	9	9	0	
17/05/2025	2	7	10	22	34	

Fig 1.3.1 – Entry of number of forms received

1.3 UPLOAD SCANNED FORMS AND PROOFS



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

Sr. No.	Form Reference	Applicant Name	Applicant Name_v	Form Submission Date	Upload Attachments
1	OLG560300944	ramua kedar	रामुआ केदार	17/05/2017	Upload
2	TJM389600301	suresh gurani	सुरेश गुरानी	27/04/2018	Upload
3	TXF369241255	Ramasamy G	रामसामी जी	27/07/2018	Upload

Fig 1.3.2 – Upload Scanned Forms and Proofs

1.4 HOUSE TO HOUSE VERIFICATION FORMATS



The collection of the additional information during BLO field visit is maintained in the format I-VIII. It is a part of special drive of Election Commission of India (ECI). This information is known as BLO register. The data collected in these formats can be digitized/ filled up by the operator on ERO-Net by clicking on this tile. These Formats are as given below: -

1.4.1 FORMAT I – FAMILY DETAILS

In format I, details like First Name and Last Name of the Head of the Family, S. No, Select part etc. are filled as shown in the *Fig 1.2.2* below.

Select Format : Family details (Format-I)

Family Details - Format I

Enter Head Of Family Details : -

First Name of Head Of Family (*)

Last Name of Head Of Family

S.No (*)

Select Part (*) -- Select Part --

Select Section (*) -- Select Section No. -

Gender Male

Household Seq. No (*)

Existing Family Yes

New Family/New House

Fig 1.3.2.1 – Format I of House to House Verification

1.4.2 FORMAT II - UNENROLLED MEMBERS (BORN ON OR BEFORE 01/01/2000)

This format contains the list of unenrolled members of the family who are born on or before 01/01/2000. The form is shown in the Figure.

Select Format : UNENROLLED MEMBERS (Format-II)

Unenrolled Members(Born On or Before 01/01/2000) Format II

Name

Relative's Name

Relative's S.No

Relative Type

Select Part

Mobile Number

Mobile Type

Email Id

Ref No of Form 6

Whether filled in Form 6 collected

Fig 1.3.2.2 – Format II of House to House Verification

1.4.3 **FORMAT III - ELIGIBLE VOTERS ON 01/01/2019 (DOB BETWEEN 2/1/2000 TO 1/1/2001)**

This format contains the list of members of the family who will be eligible voters the next eligible year.

Select Format : ELIGIBLE VOTERS ON 01/01/2019 (Format-III)

Eligible Voters On 01/01/2019 (DOB between 2/1/2000 to 1/1/2001)- Format III

Name

DOB

Gender

Relation Name

Relation Type

Select Part

Mobile

Mobile Type

Email

Whether Student or not

Fig 1.3.2.3 – Format III of House to House Verification

1.4.4 FORMAT VII – DETAILS OF NEW POLLING STATIONS PROPOSED IN RATIONALIZATION

In this format, we enter the information about proposed polling stations.

Select Format : Probable Polling Station (Format VII)

Details of new polling stations proposed in rationalization - Format VII

Name of Building

Address of building

Select Part -- Select Part --

Whether located in same polling area Yes

Whether Govt. Or Private Building Yes

Whether more convenient than existing station Yes

Fig 1.3.2.4 – Format VII of House to House Verification

1.4.5 FORMAT VIII - POST OFFICE WITHIN THE SAME POLLING AREA

Contains Information about post offices which are situated in the same part.

Select Format : Post office within the same polling area (Format VIII)

Post office within the same polling area - Format VIII

Name Of Post Office

Address Of Post Office

Select Part -- Select Part --

Details of Pin code(s) being currently catered by the post office

Fig 1.3.2.5 – Format VIII of House to House Verification

1.5 OFFLINE FORMS DATA ENTRY

After clicking on this tile following screen displays, which contains all types of forms. 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.

Select Form Type: Form6

Enable Auto Transliteration
 English to Regional Regional to English

Select State: Select EPIC No. [] Fetch [] Reset Form []

Note :Fields marked with asterisk (*) are mandatory

Form 6
 [See rules 13(1) and 24]

Application for Inclusion of Name in Electoral Roll for First time Voter OR on Shifting from One Constituency to Another Constituency.

To,
 The Electoral Registration Officer

State * NCT OF Delhi Assembly/Parliamentary Constituency * NERELA

I request that my name be included in the electoral roll for the above Constituency.

As a first time voter

Or

due to shifting from another constituency

Particulars in support of my claim for inclusion in the electoral roll are given below:-

Fig 1.3.2.6 – Offline Forms Data Entry

1.6 ENTER BLO REPORT

When operator clicks on this tab, operator gets a list of forms which are under process. Here forms 6/ 6A/ 7/ 7A/ 8 could be selected. Operator can filter the list on the basis of date/part number. Operator can also search forms on the basis of either form number or EPIC number.

Show Forms Search Forms

Form Type: Form6 Form Status: BLO_APPOINTED Part No: -- Select Part --

From Date: [] To Date: [] View Forms []

Total BLO appointed Forms : 32

Sr. No.	Form Reference	Part No	Name	Gender	Rin Name	Submission Date	Status	Process
1	OWG491071343	1	SHRUTI JINDAL	F	RAJESH JINDAL	23/04/2017	BLO_APPOINTED	Process
2	OVB801863098	15	MANISH	M	MAHESH CHANDER	23/04/2017	BLO_APPOINTED	Process

Fig 1.4.1 – Enter BLO Report

After clicking on 'Process' link, operator gets forms on screen which contain applicant's personal and family details. Here operator makes entry of field verification report.

Field Verification Report Submission

Form details FORM & Submitted Online Ref no: OWG491071343

Name : SHRUTI JINDAL Gender : F
 RLN Name : RAJESH JINDAL RLN Type : F
 DOB : 30/03/1998 Age : 20
 Mobile No. : +919999735367 Email Id : anshuljindal.0@gmail.com
 House No. : 2371/T-18 Street / Area : BAWANA ROAD
 Village / Town : NARELA Post Office : NARELA
 Pin Code : 110040

Photo Not Available

Applied for new enrolment

Field Verification report

Field Verification Completion Date: Not available

Report 1

Demographically Matching Records Details

Field Verification	Address	DOB/AGE	Photo as per Specification
On field visit Applicant is found	Absent	Shifted	Dead No Such Person

No of Application already applied: 0

Fig 1.4.2 – Field Verification Report Submission

1.7 OFFLINE DATA ENTRY OF FORMATS



Projected Population can be entered by the operator by entering the year.

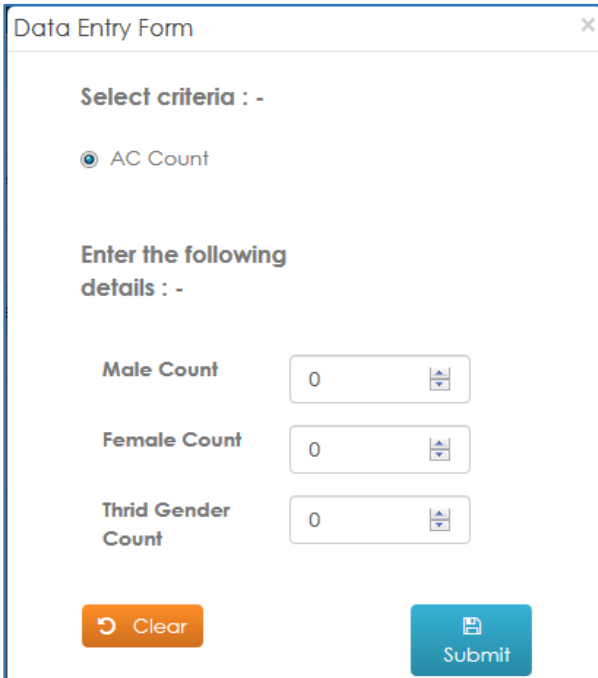
Select Format: GENDERWISE DATA ENTRY Select Year

AC	Male	Female	Third Gender	Survey Year	Edit
1	0	0	0	2018	EDIT

+ Add Records

Fig 1.4.3 – Offline Data Entry of Formats

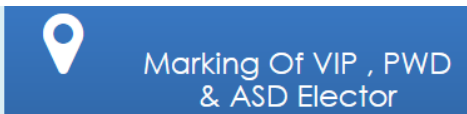
After clicking the 'Add Records' button as shown in the Fig 1.3.1, following screen opens up which contains the option for entering the records.



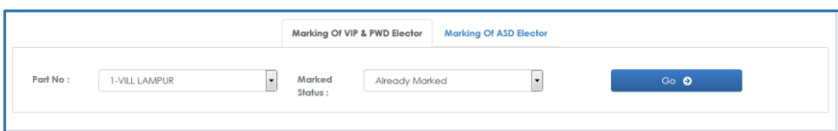
The screenshot shows a web form titled "Data Entry Form" with a close button (X) in the top right corner. Below the title, there is a section labeled "Select criteria : -" with a radio button selected next to "AC Count". Underneath, there is a section labeled "Enter the following details : -" containing three input fields: "Male Count", "Female Count", and "Thrid Gender Count", each with a numeric value of "0" and a small up/down arrow icon. At the bottom left, there is an orange "Clear" button with a circular arrow icon. At the bottom right, there is a teal "Submit" button with a document icon.

Fig 1.4.4 – Data Entry Form

1.8 MARKING OF VIP, PWD AND ASD ELECTOR



In ERO-Net, provision is available for marking the elector as VIP voter, Person with Disability (PWD) voter and Absent Shift Dead (ASD).

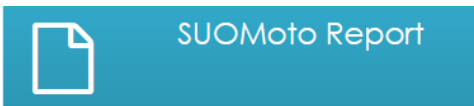


The screenshot shows a web interface with two tabs: "Marking Of VIP & PWD Elector" (active) and "Marking Of ASD Elector". Below the tabs, there is a form with two dropdown menus: "Part No :" with the value "1-VILL LAMPUR" and "Marked Status :" with the value "Already Marked". To the right of these dropdowns is a blue "Go" button with a right-pointing arrow icon.

Fig 1.4.1 – Marking of VIP & PWD Elector

FIG 1.5.1 – Marking of ASD Elector

1.9 SUO MOTO REPORT



A provision is available to fill the field verification report which is generated at ERO Level for different types of SUO MOTO Action. Records can be filtered on the basis of different sources like – Multiple Entries, Registered Death Entries, Shifted Entries, Demographic Similar Entries (DSE) and Old EPIC Correction as shown in the *Fig 1.5.1*.

EPIC NO.	Part No.	SINolnPart	Name	Gender	Address	Reason	Details
XVX1771187	1	825	YOGENDER SINGH	M		Dead	View
LPY1132547	1	826	GUDDI	F		Dead	View

Fig 1.6.1 – SUO MOTO Report

ERO-NET VERSION 2.0, BUILD NUMBER 3.3.12

USER MANUAL VERSION 2.1