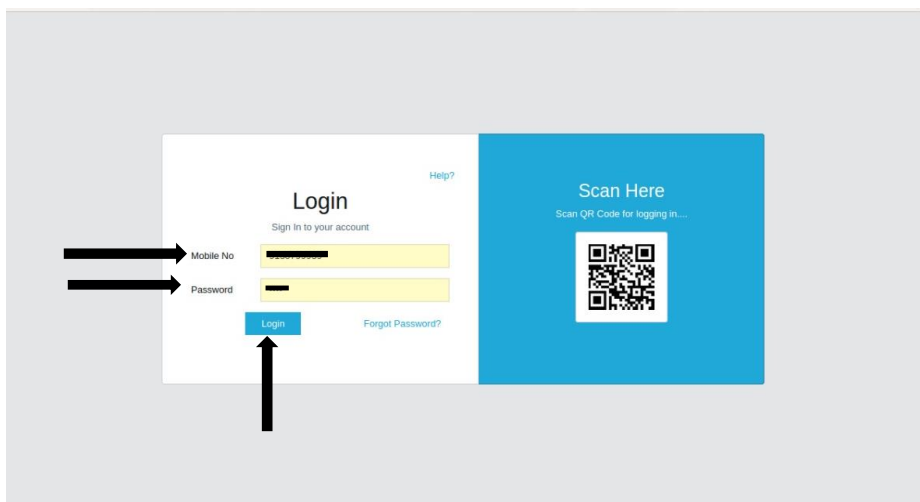


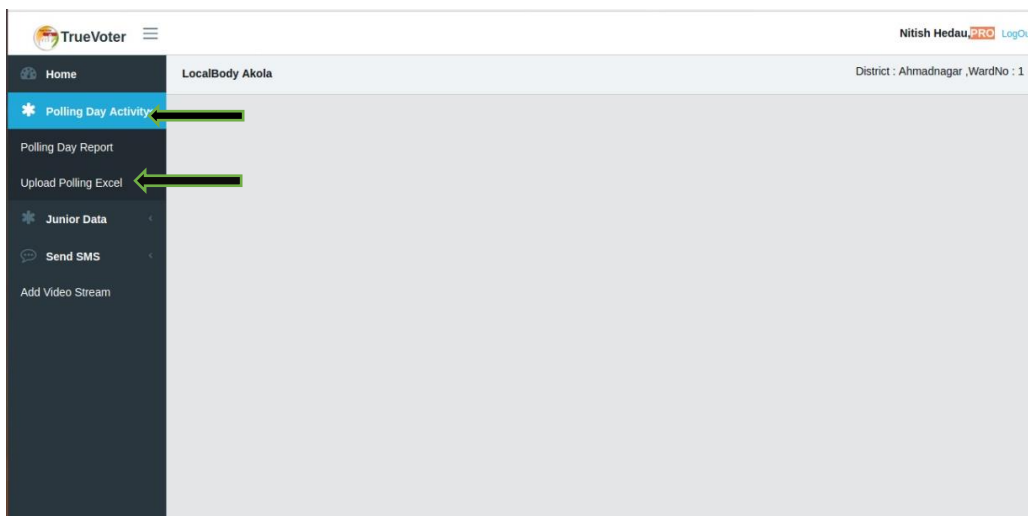
## Polling Day Record, Report Uploading User Manual

The further procedure can be carried out only by **PRO** with their registered mobile number and password.

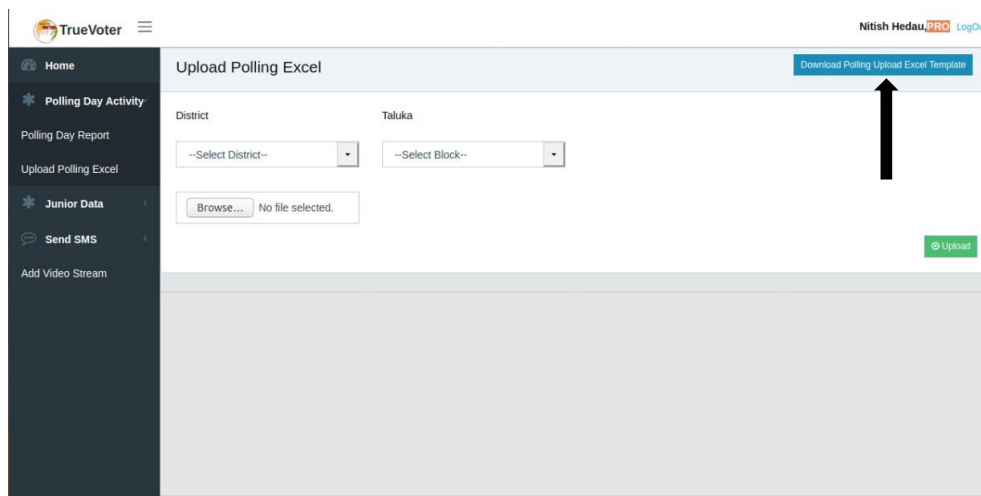
- On the search engine, type **web.truevoter.in**, then you will be directed to the page as shown below.
- Once directed, you need to enter the **REGISTERED MOBILE NUMBER** and the **PASSWORD** to login.
- Then, press on the **LOGIN** button for the further procedure.



- After entering the required details, you will be directed to the dashboard page, as shown below.
- There, you have to click on **POLLING DAY ACTIVITY**, once clicked, you will have two options **POLLING DAY REPORT** and **UPLOADING POLLING EXCEL**.
- Click on **UPLOAD POLLING EXCEL**.



- After doing so, you will see a page where right up in the corner there will be an option of **DOWNLOAD POLLING UPLOAD EXCEL**. Click on the same and then an excel sheet will be downloaded on your device.



- When you will open the downloaded excel sheet, it will have four columns as shown below, fill accordingly.
- In the **TIME** column, click on the drop-down and select the appropriate timing. Then, in the **RECORD** column again click on the drop-down and select between **TOTAL** or **RECORD**.
- **TOTAL** is the number of people who are expected to come at the polling booth and **RECORD** is the number of people who have actually come at the polling booth.

LocalBodyId	WardNo	BoothNo	Time	MaleCount	FemaleCount	OtherCount	RecordType
45454	I	I	7:30 to 9:30	101	101		1:RECORD
45454	I	I	7:30 to 9:30	102	102		2:RECORD
45454	I	I	7:30 to 9:30	103	103		3:RECORD
45454	I	I	7:30 to 1:30	104	104		4:RECORD
			7:30 to 3:30				5:TOTAL

- You can enter different data of different wards, but you **CANNOT** type anything **MANUALLY**.
- So, to get the drop-downs for filling the further details, you have to **COPY-PASTE** the first **FOUR** columns and then edit accordingly.

LocalBodyId	WardNo	BoothNo	time	MaleCount	FemaleCount	OtherCount	RecordType
45454	1	1	1:7:30 to 9:30	100	100		RECORD
45454	1	1	1:7:30 to 11:30	101	101		RECORD
45454	1	1	1:7:30 to 1:30	102	102		RECORD
45454	1	1	1:7:30 to 3:30	103	103		TOTAL
45454	1	1	1:7:30 to 5:30	104	104		

- **SAVE** the file once you are done with filling all the details.
- Then, go to the page from where you have downloaded the file.
- There, you have to select your **DISTRICT** and **BLOCK**, and then click on **BROWSE**.
- After you click on browse, you will have to select the excel file which you have to upload.

- Once you are done with the browsing of file, selecting the district and block, click on the green **UPLOAD** button.
- After clicking, your report/record will be uploaded.

