# Web GENESYS ver 1.1 Application Software (Forms & Reports) Users Guide

**Using the Application**

**1 GENESYS Application Software User's Guide**

*1.1 Buttons on each Form*

**Add**: This button is used to add a record. On pressing this button all the fields are cleared and focus shifts to the first field in the logical sequence, user can now start entering values in each field. User is required to press this button each time he/she wants to add a new record. On those forms where there is no add button, user can start entering the values straight away by entering the key fields or navigating to the particular record.
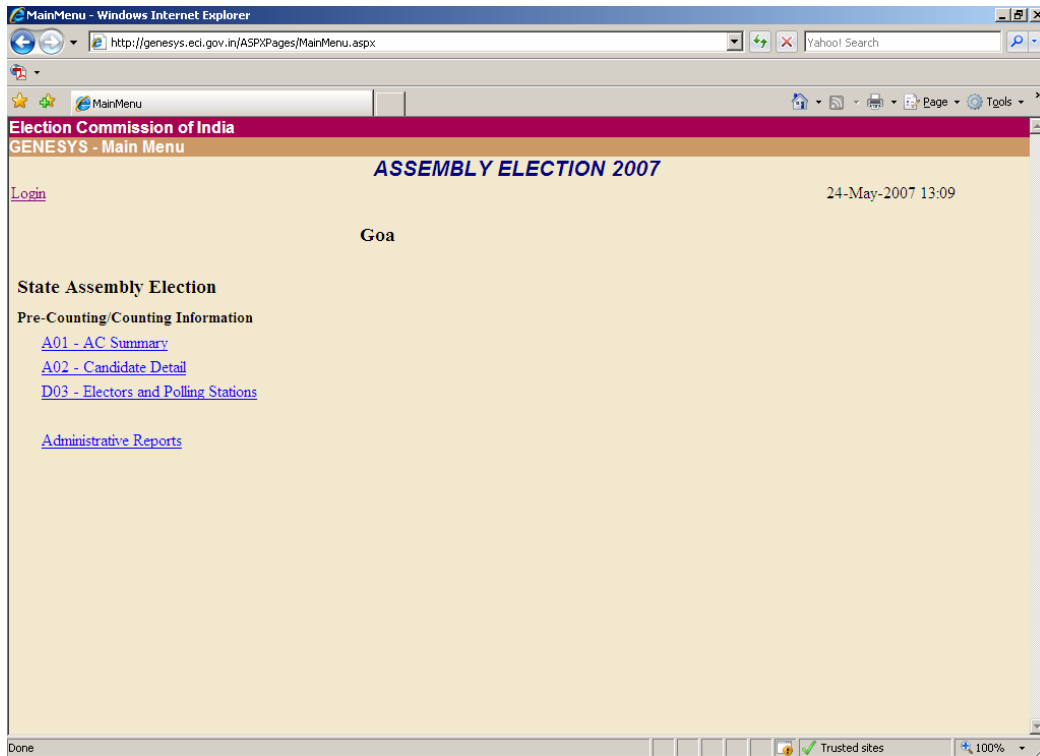
**Cancel**: This button is used to undo all the changes made to the current record. This button should be pressed when the user, while entering a new record or modifying an existing record, feels that he/she has committed some mistake. Please note that canceling will undo all the changes made to the current record and not just the current field.

**Delete**: By pressing this button the record currently visible on the screen will be deleted from the database table. In some forms the Deletion is not actual deletion from the database table instead, only non-key values, displayed on the form, are set to null value. User gets a confirmation message after pressing delete. If he/she clicks [No] for the response, deletion is not done.

**Save**: After the user has entered all the fields in an existing record or in a new record, he/she can press [Save] to save the changes to the table. At this time the record is cross-checked for any validation errors. In case of any error user has to correct all the errors before proceeding with save. Please note if user moves to any other record without saving the changes he/she has made to the current record, all the changes made to the record will be lost.

**Print**: In case the user wishes to see a report of the data entered, this button may be pressed. The report will be printed on screen or the printout will come on the default printer viz. the printer for which 'Set As Default' is checked in Printers Dialog box, depending on the Print/Window option selected.

Home Page of WebGenesys (For Pre-counting informations)

## Pre-Counting Forms

Form A01: Candidate Summary for AC

**To be used in:** State Assembly Elections

**Purpose**: This form is used to capture the details of the candidates when the nominations, scrutiny and withdrawal is over. This form captures the details of total nominations filed, total nominations rejected and withdrawn, along with the party wise details of the candidates. A user can insert, modify and delete record pertaining to an assembly constituency for a particular state. Data that can be entered in this form is for assembly constituencies.

**Note:** Please take extreme care while entering Breakup of contestants as State & Un-recognized parties candidates. For instance, a party say "AGP – Asom Gana Parishad" is a recognized state party in state of Assam, but while entering details for say Meghalaya, a contestant from AGP should be treated as a contestant from un-recogonized party, since AGP is not a recogonized State Party in Meghalaya.

http://genesys.eci.gov.in/ASPXPages/PreCountingPCDetails.aspx

Yahoo! Search

PCDetails

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**Election Commission of India**
**GENESYS - List of Constituency**

**ASSEMBLY ELECTION 2007**

Login > MainMenu

24-May-2007 12:25

**Goa**

**State Assembly Election**

**Form : A01 - AC Summary**

**List of Assembly Constituency**

| AC No | AC Name | District | Status | Scheduled Dates |
|---|---|---|---|---|
| 1 | Mandrem | North Goa | Recieved | 18-May-2007 to 19-May-2007 |
| 2 | Pernem | North Goa | Recieved | 18-May-2007 to 19-May-2007 |
| 3 | Dargalim (SC) | North Goa | Recieved | 18-May-2007 to 19-May-2007 |
| 4 | Tivim | North Goa | Recieved | 18-May-2007 to 19-May-2007 |
| 5 | Mapusa | North Goa | Recieved | 18-May-2007 to 19-May-2007 |
| 6 | Siolim | North Goa | Recieved | 18-May-2007 to 19-May-2007 |
| 7 | Calangute | North Goa | Recieved | 18-May-2007 to 19-May-2007 |
| 8 | Saligao | North Goa | Recieved | 18-May-2007 to 19-May-2007 |
| 9 | Aldona | North Goa | Recieved | 18-May-2007 to 19-May-2007 |
| 10 | Panaji | North Goa | Recieved | 18-May-2007 to 19-May-2007 |
| 11 | Taleigao | North Goa | Recieved | 18-May-2007 to 19-May-2007 |
| 12 | Santa Cruz | North Goa | Recieved | 18-May-2007 to 19-May-2007 |
| 13 | St. Andre | North Goa | Recieved | 18-May-2007 to 19-May-2007 |
| 14 | Cumbarjua | North Goa | Recieved | 18-May-2007 to 19-May-2007 |
| 15 | Bicholim | North Goa | Recieved | 18-May-2007 to 19-May-2007 |
| 16 | Maem | North Goa | Recieved | 18-May-2007 to 19-May-2007 |

Trusted sites          100%

On clicking the desired AC name, the following screen appears

http://genesys.eci.gov.in/ASPXPages/frmA01CandSummary.aspx

Yahoo! Search

frmA01CandSummary

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**Election Commission of India**
**GENESYS - A01: Nomination Summary**

**ASSEMBLY ELECTION 2007**

Login > MainMenu > Constituency Detail

24-May-2007 12:26

State:  S05 - Goa          Ac:  1 - Mandrem

*Nomination Summary for AC*

| Candidates | Male | Female | Total |
|---|---|---|---|
| Nominated | 8 | 2 | 10 |
| Rejected | 2 | 1 | 3 |
| Withdrawn | 0 | 0 | 0 |
| Contesting | 6 | 1 | 7 |

*Partywise BreakUp of Candidates*

| Candidates | Male | Female | Total |
|---|---|---|---|
| National Parties | 2 | 0 | 2 |
| State Parties | 2 | 0 | 2 |
| Regd. Unrecognised | 0 | 0 | 0 |
| Independents | 2 | 1 | 3 |

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[ Save ]  [ Delete ]  [ Print ]  [ Reset ]  [ Help ]

Done          Trusted sites          100%

Now, enter the appropriate values against the appropriate labels and click on Save button to save the record. These records can later be modified / deleted as per the requirements.

Form A02: Candidates for AC

**To be used in:** State Assembly Elections

**Purpose**: Allows viewing, insertion, deletion and modification of records of Candidates in an Assembly Segment.

**Note:**

(a) Entry of candidates information should be started from the first day of filing of Nominations. Please do not wait till the last date of Nomination to start filling in the details. As and when any candidate files his/her Nomination, details could be entered, giving a running serial number. After the scrutiny and last date of withdrawal, the Candidate Serial Numbers can be re-numbered using "*Update Candidate Sl No*" form for the final contesting candidates.

(b) Candidate Sl No, Name, Party Affiliation and Symbol allotted should be strictly as per Form 7A. Items like Sex, Age, and Category will be as per the accepted nomination form (2 B).

(c) For Party Affiliation and Symbol Allotted, please use the exact words given in the latest 'Political Parties and Symbols', order of the Commission.

(d) Use the standard Party Abbreviation prescribed by the Commission.

(e) A symbol 200 – Not Allotted has been kept in the database for the symbols filed by candidate and subsequently approved by Commission. For any such candidate whose symbol could not be found in the Symbols list; and the same has been accepted by RO; symbol 200 can be given to such candidates. Subsequently, please ensure with the officials at ECI, that all such symbols be corrected afterwards.



The above form shows how to add a candidate details by filling in the information in both English as well as Hindi language. For states having a regional language, the

information regarding the same should be entered along with English and Hindi information. In the above screen, the example of Punjab state is shown. For other states, appropriate labels in their regional language will appear.

Once candidate's details have been filled in, the form appears in the following manner



Deleting Record

To delete the record currently visible on the screen, click on [Delete]. On clicking Delete, user is given a confirmation message to proceed with the deletion or not. If the user is not sure he/she can press [No] as response to the confirmation message to skip deletion of record. Otherwise he/she can press the [Yes] button, on doing so the record is permanently deleted from the database table.

Modification of Record

Modification of record is straight forward, user can go to any field, make changes as required and press the [Save] button to save all the changes, if the changes made meet all the validation criteria, the modified record will be saved in the table.

Modification of Candidate Serial No.

To Update the Candidates Serial No. pertaining to an AC, enter the new Candidate's Serial No. in the grid and then click on [Save] to save the record . On clicking [Save], user is given a confirmation message that the record is saved .To delete a particular candidate from the database , first select the Candidate and then click on [Delete] .

Form D03: No. of electors and polling stations for the constituency

**To be used in:** Lok Sabha and State Assembly Elections. In case of simultaneous elections, only one form per PC is to be faxed by RO of PC to CEO office, where entry for all Acs in a schedule shall be done.

**Purpose**: This form is used to capture male-female electors breakup ( General and Service) and the Polling Stations (regular and Auxiliary) for all the Assembly Constituencies in a particular phase. A user can insert, modify and delete record pertaining to an election phase for a particular state.

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| No | Name | General Electors | | | Service Electors | | | Polling Stations | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | Male | Female | Total | Male | Female | Total | Regular | Auxillary | Total |
| 1 | Mandrem | 10511 | 10070 | 20581 | 17 | 4 | 21 | 23 | 0 | 23 |
| 2 | Pernem | 9765 | 9576 | 19341 | 6 | 2 | 8 | 24 | 0 | 24 |
| 3 | Dargalim | 8380 | 7947 | 16327 | 14 | 4 | 18 | 21 | 0 | 21 |
| 4 | Tivim | 13443 | 13811 | 27254 | 5 | 3 | 8 | 25 | 0 | 25 |
| 5 | Mapusa | 14153 | 14189 | 28342 | 2 | 0 | 2 | 27 | 0 | 27 |
| 6 | Siolim | 12527 | 13140 | 25667 | 7 | 0 | 7 | 25 | 0 | 25 |
| 7 | Calangute | 13786 | 14058 | 27844 | 18 | 17 | 35 | 29 | 0 | 29 |
| 8 | Saligao | 10747 | 11276 | 22023 | 3 | 0 | 3 | 21 | 0 | 21 |
| 9 | Aldona | 15323 | 16246 | 31569 | 15 | 7 | 22 | 32 | 0 | 32 |
| 10 | Panaji | 7371 | 7565 | 14936 | 1 | 0 | 1 | 14 | 0 | 14 |
| 11 | Taleigao | 14576 | 14411 | 28987 | 1 | 0 | 1 | 25 | 4 | 29 |
| 12 | Santa Cruz | 14732 | 14634 | 29366 | 2 | 1 | 3 | 29 | 0 | 29 |
| 13 | St. Andre | 10866 | 11329 | 22195 | 1 | 1 | 2 | 25 | 0 | 25 |

The remaining AC information is shown in another form along with various command buttons. Due to large number of ACs, the complete form cannot be described in a single screen. The other screen shows the bottom end of the form.

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| 23 Siroda | 12801 | 12985 | 25786 | 3 | 2 | 5 | 31 | 0 | 31 |
| 24 Mormugao | 15157 | 13984 | 29141 | 1 | 0 | 1 | 27 | 0 | 27 |
| 25 Vasco Da Gama | 16684 | 15481 | 32165 | 1 | 0 | 1 | 27 | 0 | 27 |
| 26 Cortalim | 17885 | 17176 | 35061 | 104 | 42 | 146 | 34 | 0 | 34 |
| 27 Loutulim | 11016 | 11666 | 22682 | 2 | 1 | 3 | 22 | 0 | 22 |
| 28 Benaulim | 11478 | 12057 | 23535 | 1 | 0 | 1 | 24 | 0 | 24 |
| 29 Fatorda | 16008 | 16618 | 32626 | 2 | 0 | 2 | 26 | 0 | 26 |
| 30 Margao | 14248 | 13888 | 28136 | 5 | 1 | 6 | 25 | 0 | 25 |
| 31 Curtorim | 12973 | 13578 | 26551 | 1 | 0 | 1 | 28 | 0 | 28 |
| 32 Navelim | 17338 | 17604 | 34942 | 4 | 1 | 5 | 36 | 0 | 36 |
| 33 Velim | 9826 | 10577 | 20403 | 1 | 1 | 2 | 23 | 0 | 23 |
| 34 Cuncolim | 11707 | 12445 | 24152 | 1 | 0 | 1 | 27 | 0 | 27 |
| 35 Sanvordem | 12832 | 12714 | 25546 | 5 | 0 | 5 | 32 | 0 | 32 |
| 36 Sanguem | 9675 | 10002 | 19677 | 0 | 0 | 0 | 27 | 0 | 27 |
| 37 Curchorem | 14405 | 14119 | 28524 | 3 | 0 | 3 | 30 | 0 | 30 |
| 38 Quepem | 14108 | 14057 | 28165 | 0 | 0 | 0 | 34 | 0 | 34 |
| 39 Canacona | 10244 | 9823 | 20067 | 3 | 0 | 3 | 24 | 0 | 24 |
| 40 Poinguinim | 7858 | 7742 | 15600 | 3 | 1 | 4 | 21 | 0 | 21 |

**Report Destination** ○ Pdf ○ Word

[ Save ] [ Delete ] [ Print ] [ Reset ] [ Help ]

Delete Record

If after saving a record, the user discovers that there was an error in it, he can delete the record by pressing the [Delete] button.

Modification of Record

The records can be modified simply by inputting the desired values in the columns meant for the purpose. After the desired modification, click on Save Button to update the record with a new set of values.
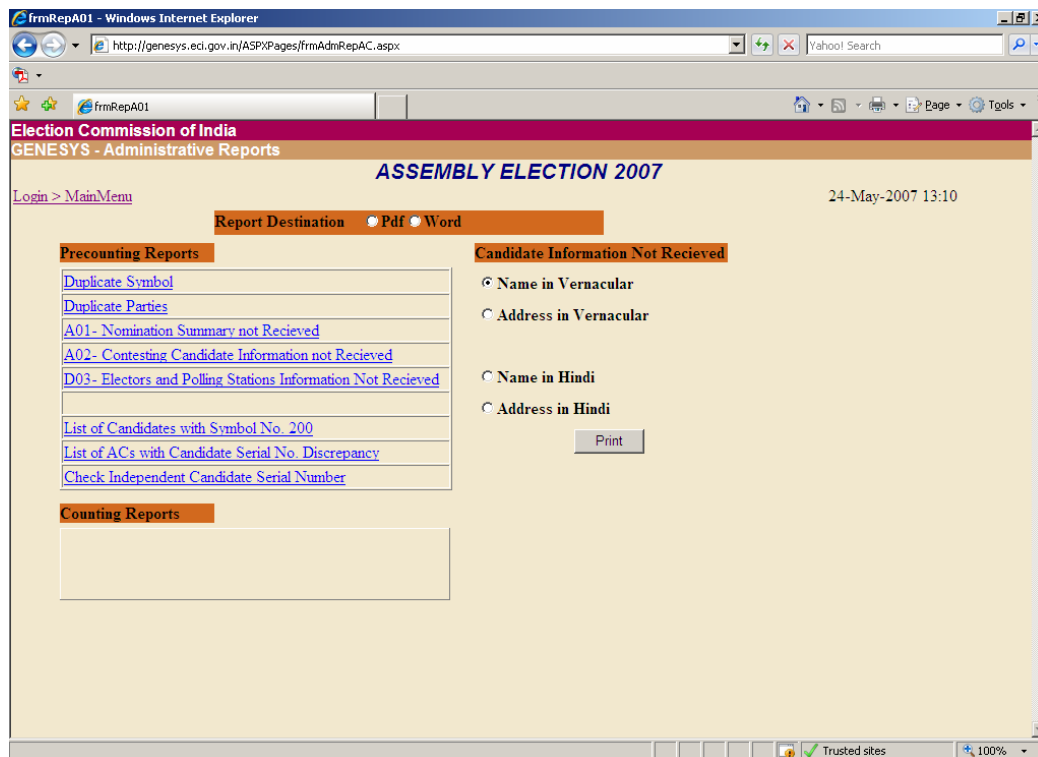
Form D05: Voter Turnout (Male and Female)

The concept of voter turnout has been abandoned since Jan 2007.

## Pre-counting Administrative Reports

Reports pertaining to the pre-counting information may be generated by clicking this menu item. Following reports are available in pre-counting reports

1. Duplicate Parties
2. Duplicate Symbols
3. A01- Nomination summary not received
4. A02- Contesting candidate information not received
5. D03 – Electors and Polling Station information not received
6. List of candidate with serial number discrepancy
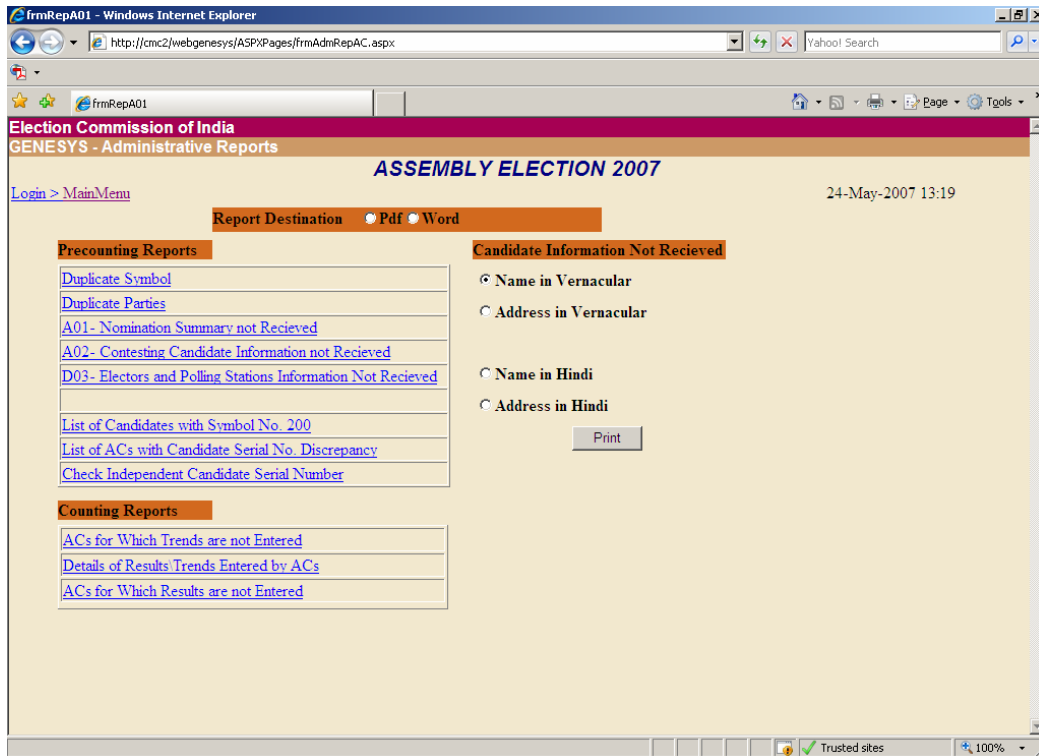7. Check independent candidate serial number

All the information related to pre-counting information are available in the above reports.

Apart from it, there are two other reports pertaining to candidate information not received for Name and address as shown above.
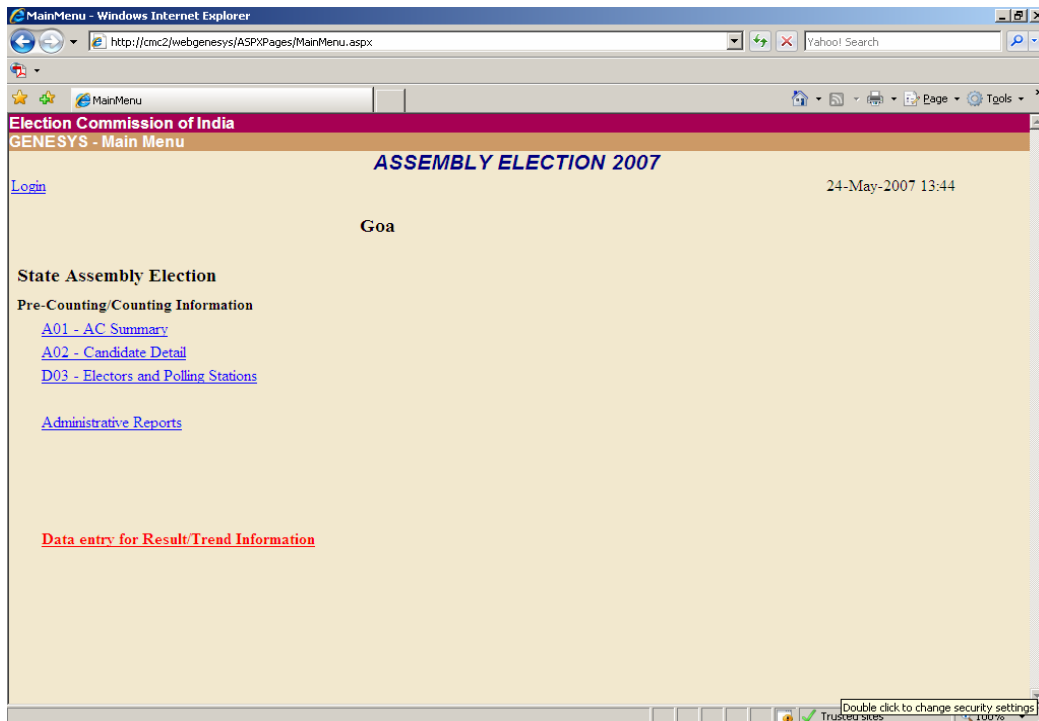
Counting Reports: The following reports are generated on day of counting

1. ACs for which trends are not entered
2. Details of Results/Trends entered by ACs
3. ACs for which results are not entered.

## Counting Forms

The counting trends / Results can be entered vide the red link appearing in home page of Genesys when the user logs in into Genesys
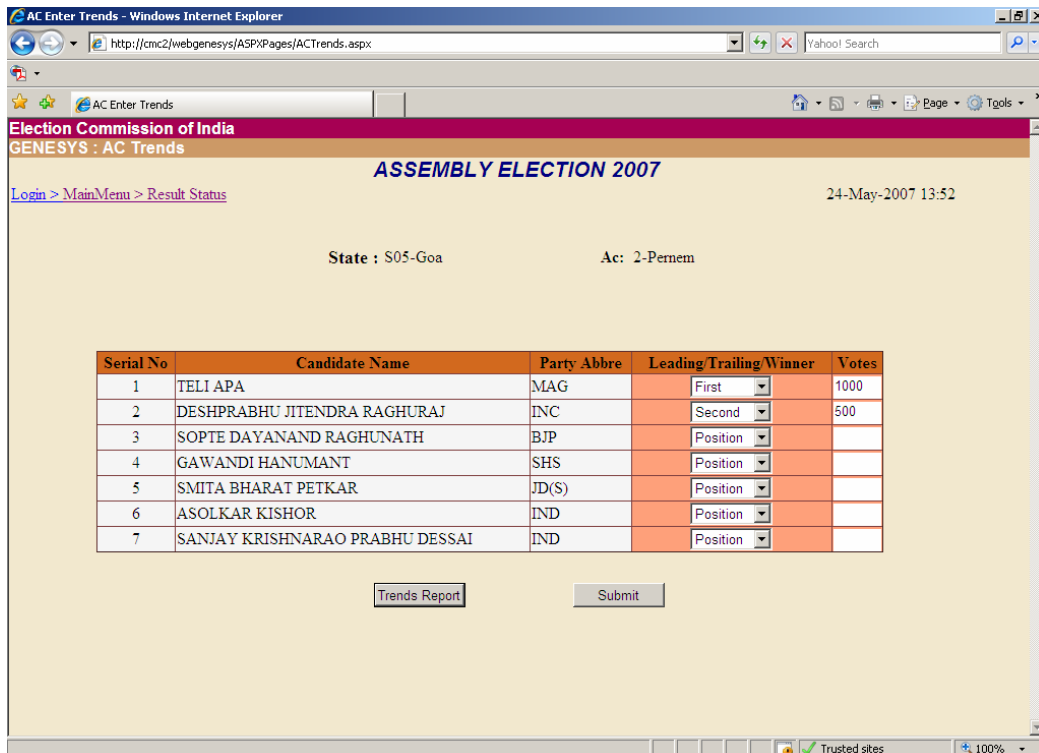
The above page shows " Data Entry for Results / Trend Information ". On clicking the link, the following information appears



Initially, when counting starts, Trends starts flowing in. In order to enter trends, click on "Enter Trends" against the AC meant for the purpose.
On clicking "Enter Trends", the following screen appears

The form displays the list of all contesting candidates along with their Serial number and Party Abbreviation. IN addition to these, there is a column named Leading / Trailing / Winner. Against this column, the position first and second is to be marked against the respective candidates along with the votes polled by each as shown in the figure

Now, after marking the first and second position, when we click on Submit, the following message appears on the screen.



This is how the trends are transmitted

From Jan 2007, a new concept has been introduced in WebGenesys i.e. declaring Instant winner. This means when the results are authenticated by the R.O but final result sheet i.e. form A08 is awaited, the candidate can be declared as Instant winner from that constituency.

Let's say for example, the following screen depicts how an instant winner is marked

When an instant winner is selected, the above message prompts the user to confirm one more time whether the concerned candidate is declared a winner in that constituency.

Now, when OK is pressed, the following screen appears. It asks for the necessary authentication by RO/Observer. This is to confirm one more time whether a particular candidate declared as a winner has proper authentication.

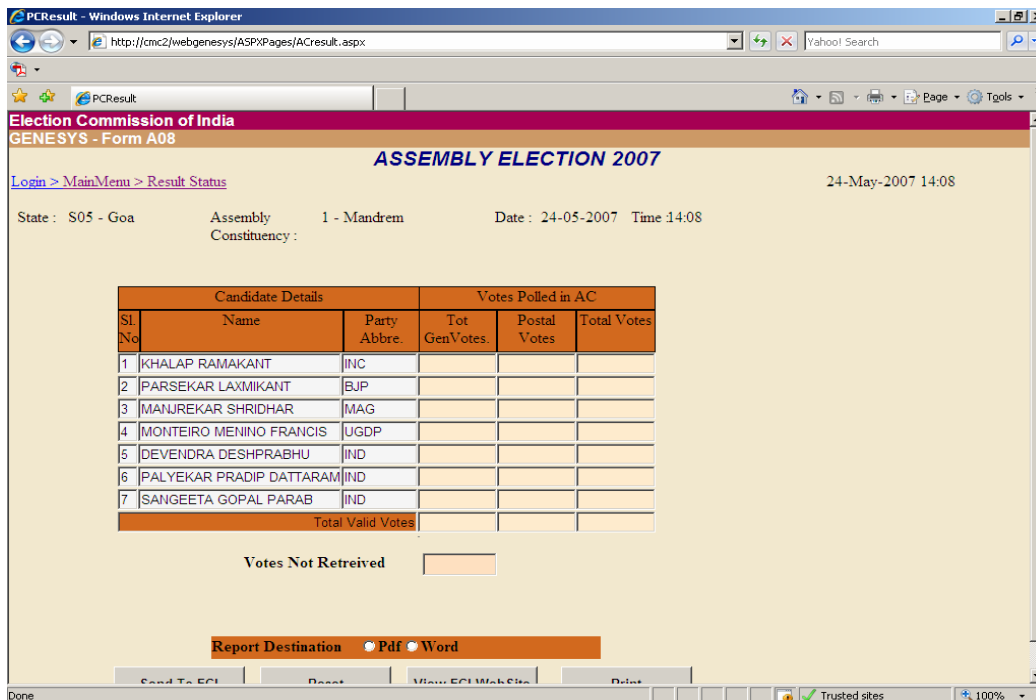Now on clicking OK, the screen changes to following



This is how instant winner information is transmitted. Once a candidate is declared as an instant winner, one cannot enter Trends information for that.

Form A08: Final Result sheet entry of contesting candidates

Once, A08 information is received , proceed in a following manner



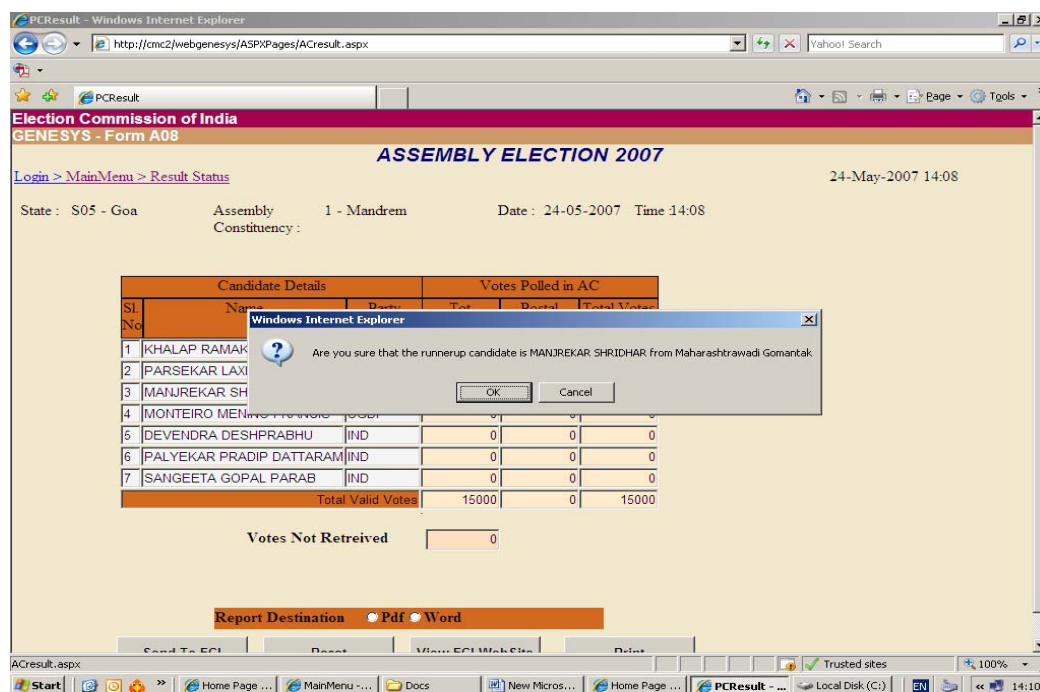On clicking AC name, the following screen appears

Here, Votes polled against each and every candidate in entered in the columns specified for the purpose i.e. "Total General Votes", "Postal Votes" and "Total Votes"
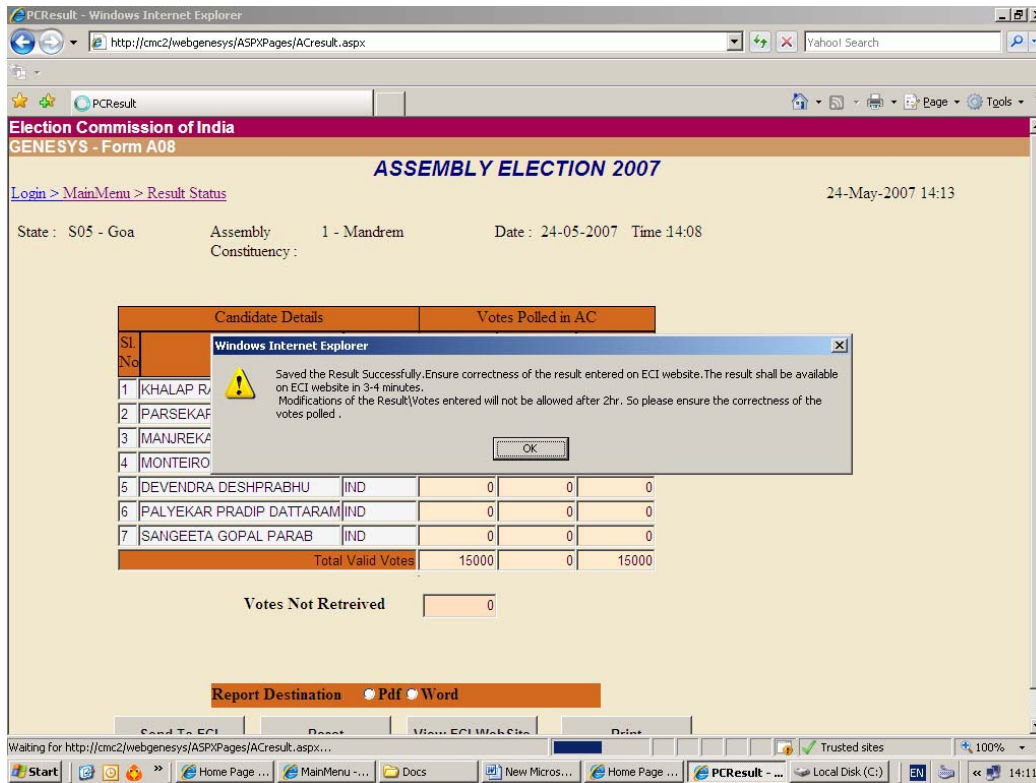
Finally when the information have been entered, click on "Send to ECI". The following screen appears



On clicking "OK", the following screen appears

Again, on clicking "OK", the following screen appears



The screen prompts the user to ensure correctness of Results. Any modification can be carried out within 2 hours of results transmission.

This is how, both pre-counting and Counting information are entered in Web Genesys