USER MANUAL FOR ALLOTTED INSTITUTE ADMIN

- ♣ ADMIN LOGIN
- **■** USER MANAGEMENT
- **♣** RESIGNATION(SURRENDER) Of ALLOTTED SEAT
- REPORTING INITIALIZATION (FOR RE-SETTING ENTRIES)
- **♣** PRINT CANDIDATE'S DETAILS
- **♣** CENTER WISE REPORTING STATUS
- **♣** ALLOTMENT & REPORTING STATUS
- **REPORTING MONITORING**
- ♣ CHANGE PASSWORD

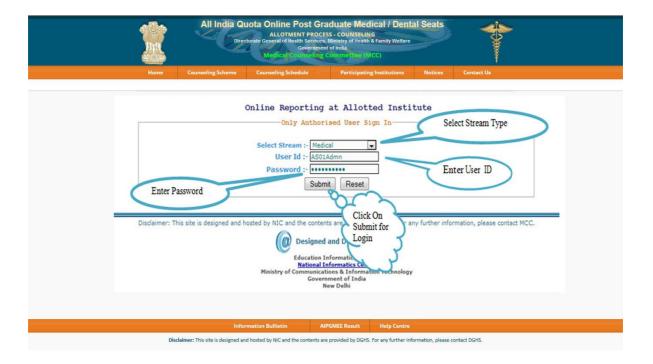
This application can be best viewed in Mozilla Firefox Latest Version

1. Allotted Institute Admin Login

For the first time, the Login and Password would be distributed by MCC to all the Administrators of the allotted (participating) institutes.

(It has already been distributed by Directorate General of Health Services. In case any participating institution (Medical/Dental College) has not received the same, they may please contact ADG (ME) on telephone or through email at adgme@nic.in)

1.1 The admin of the allotted institute would be forced by system to change the password during first time of login. This could be done as per the screen shown below:



Following activities will be available for the Allotted Institute Admin



1.2 User Management

Allotted Institute Admin will create the users for various activities at Allotted Institute. A list of all available users will be displayed and Allotted Institute (AI) Admin can Activate/Deactivate/Edit user.

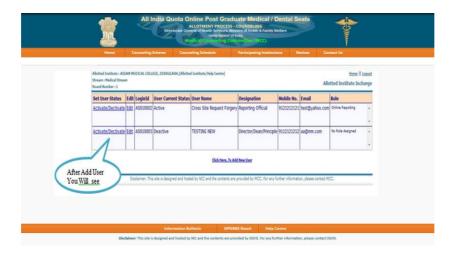


Note: Once a user is deactivated, user can't perform any activity until the user is activated again by Allotted Institute Admin.

To Create new user Click on Add new User

The following information to be provided for creating new user as shown below:





1.3 Resignation (Surrender) of Allotted Seat

Mandatory inputs are Roll Number and DOB of candidate.



For a valid candidate following information will be displayed



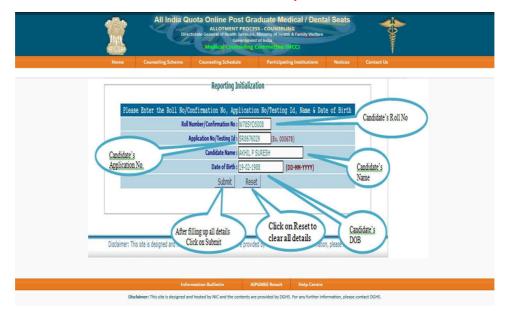
Click On surrender seat, the receipt is generated as following.



1.4 Reporting Initialization (Use only for re-setting entries)

If there is any human mistake by Allotted Institute users then AI Admin can initialize (reset) the entries of particular candidate. Mandatory inputs are Roll No, Application No, Name and DOB of candidate. On success all the updates made by the Allotted Institute user are re-initialized.

Note: Please note that a candidate can be initialized only once.



All the inputs are verified with the database and on success the following information will be displayed.

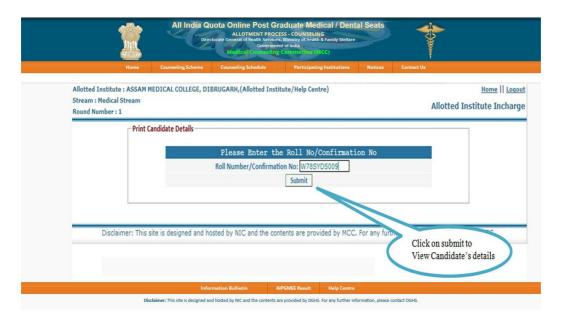


By clicking on 'Initialize' button the candidate's details will be initialized (reset). And following receipt will be generated

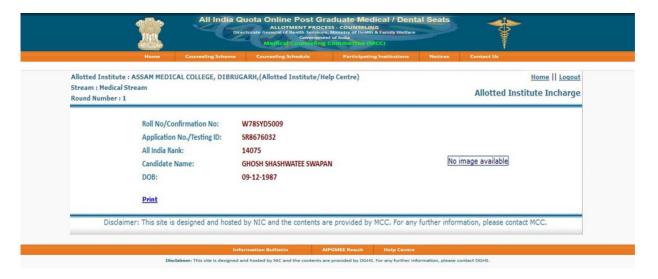


1.5 Print Candidate Details

Enter Roll number of the candidate to print



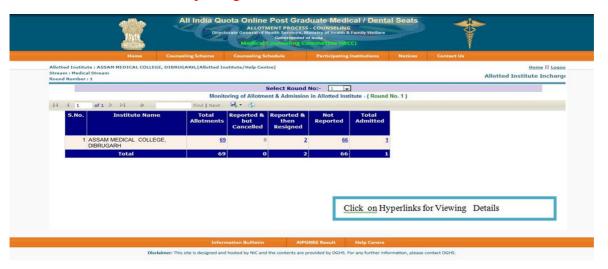
The candidate details are shown as following.



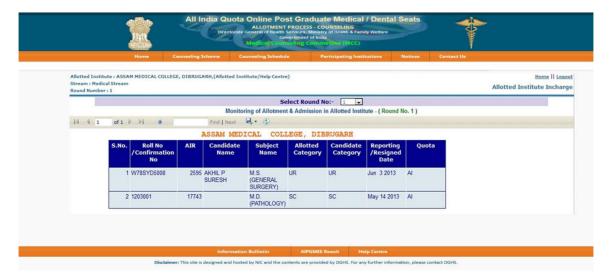
1.6 Centre Wise Reporting Status



1.7 Allotment & Reporting Status



Click on Reporting Status of AI Institute following window will be displayed.



1.8 Reporting Monitoring



1.9 Change Password

