M.S. Board of Vocational Education Examinations, Mumbai-51

Instruction Manual

(Institute Level)

For Jan-2013 Admission and On Words

Enrollment & Exam Software

'6 Month & 1 Year Courses'

Procedure:-

A) Software Installation

    i) New Student Enrollment Form

    ii) Ex-Student Form Entry

    iii) Already Enrolled (Old Student)

B) DD/Challan Detail Entry

C) Student Register (List of Student)

D) Export Data

E) Data to be written on CD

F) Submission

Instructions:

A) Software Installation

Insert CD in CD/DVD Drive.

1) Open the CD

2) Copy the MSBVE folder

3) Paste this MSBVE folder in to **d:** drive of your computer.

4) Open the MSBVE folder.

5) Copy fonts "**Devnew**" & "**Kiran**" file.

6) Paste these fonts file in to font folder of control panel.

7) Scan Photo & Sign and paste it into **MSBVE/Photo.(JPG Format Colour Passport Size Photo)**

8) Double click on "**NTMAIN**"
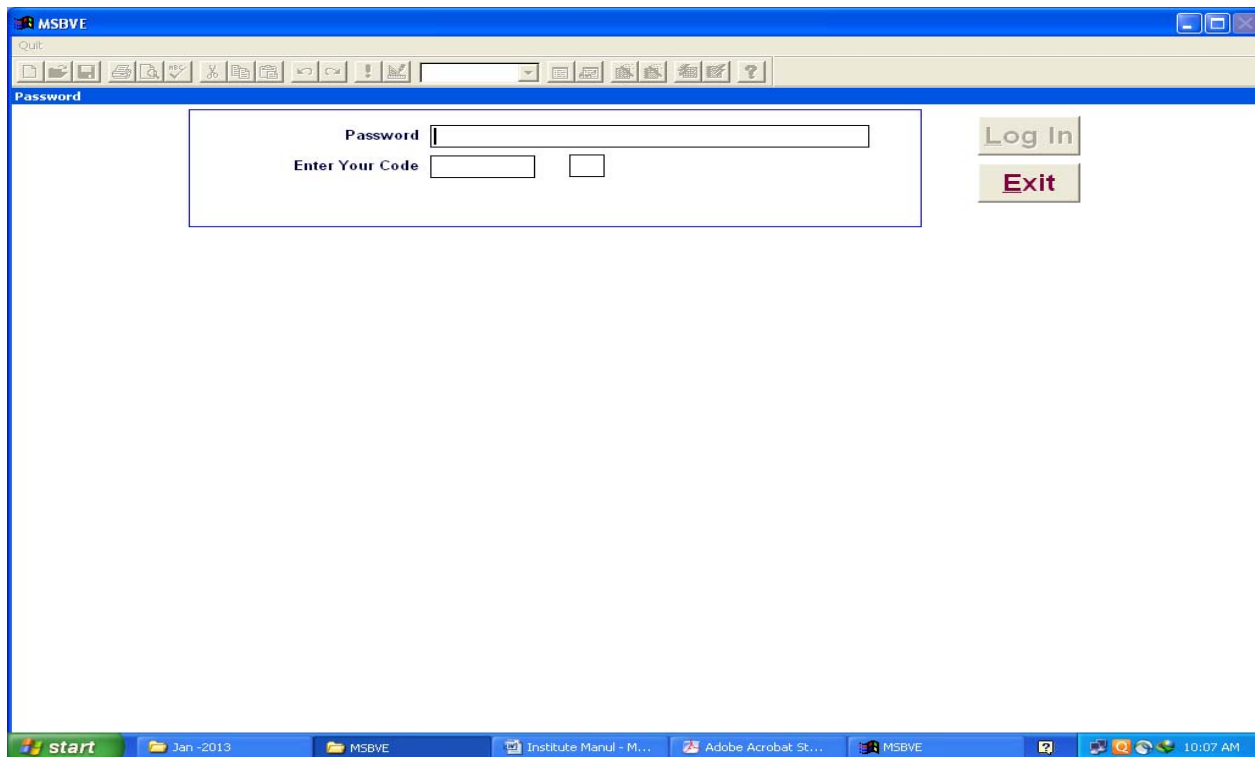
9) Enter password "test"
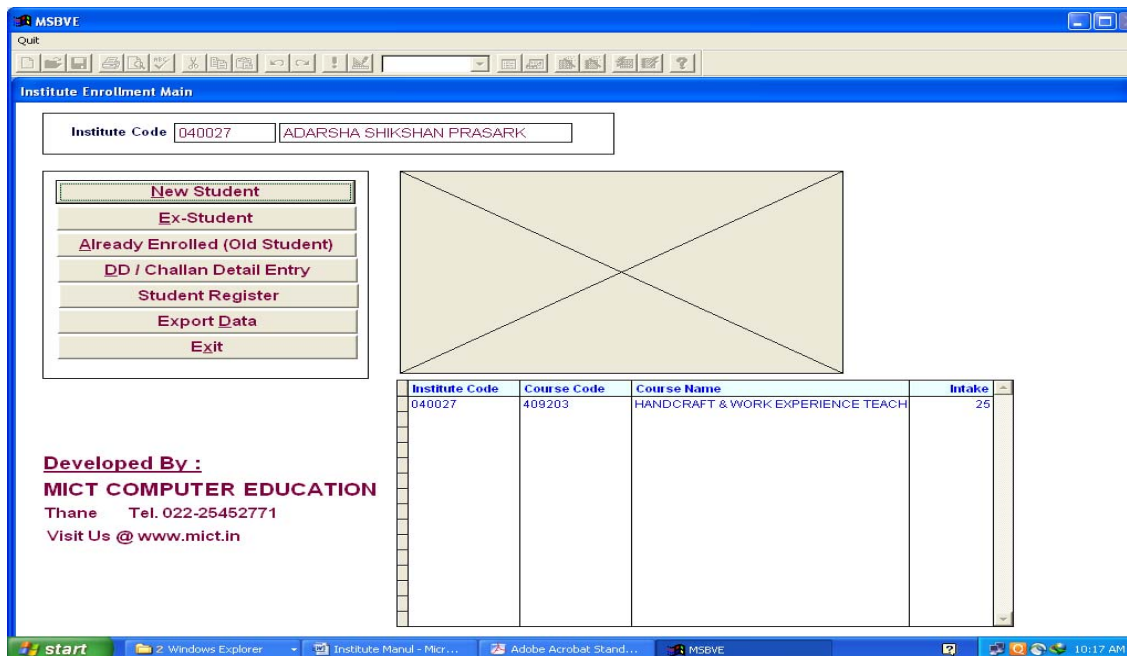
10) Enter your Code "393939" and press Enter key

Following window appears
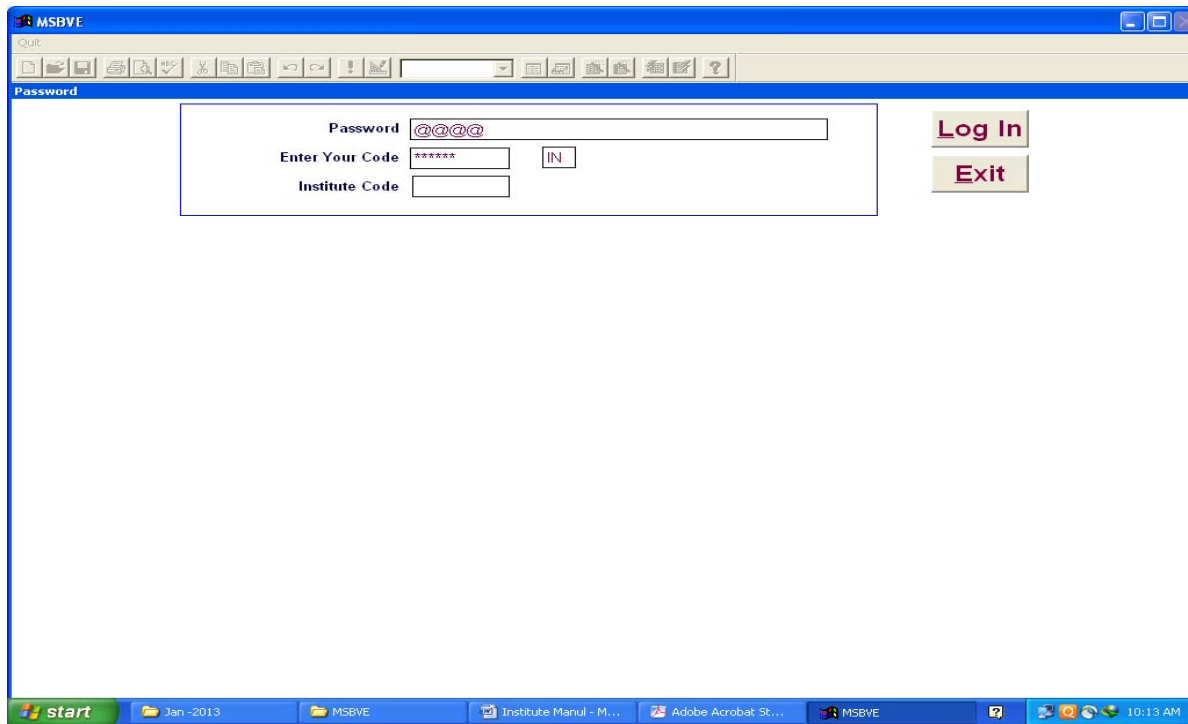
11) Enter your Institute Code (Six Digit)

12) Click on Log In button.

Following window appears

i) New Student Enrollment Form

1) Click on "**New Student**" tab. You will get following screen.

2) Rename the photo & sign which is save in MSBVE/Photo Folder. Give exactly the same name for photo ie. P2501260001, 2, 3……….. And for sign s2501260001,2,3…… as appeared on enrollment form….(Photo starts with P and Sign starts with S)

3) As soon as photo and sign rename with given allocated number, respective photo and sign will apper on form

4) Fill up remaining Form.

5) Fill up all the information in the form properly.

6) Use Pop up window for →Year of Admission, Category, Minority, Handicap, and Education Qualification. Click in that box & use arrow key & select appropriate option.
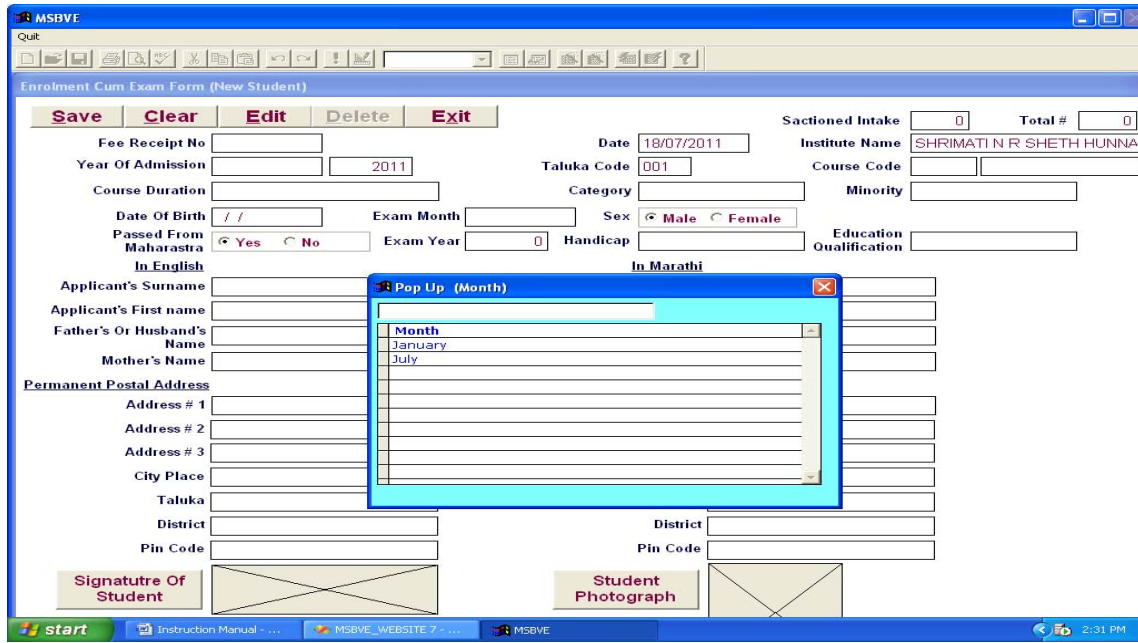
7) For **Marathi Data Entry**→ Use Following Key Board

Without pressing shift+ key

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After pressing shift+ key

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8) After filling form completely (**English & Marathi Data**), click on save button. It gives following message.
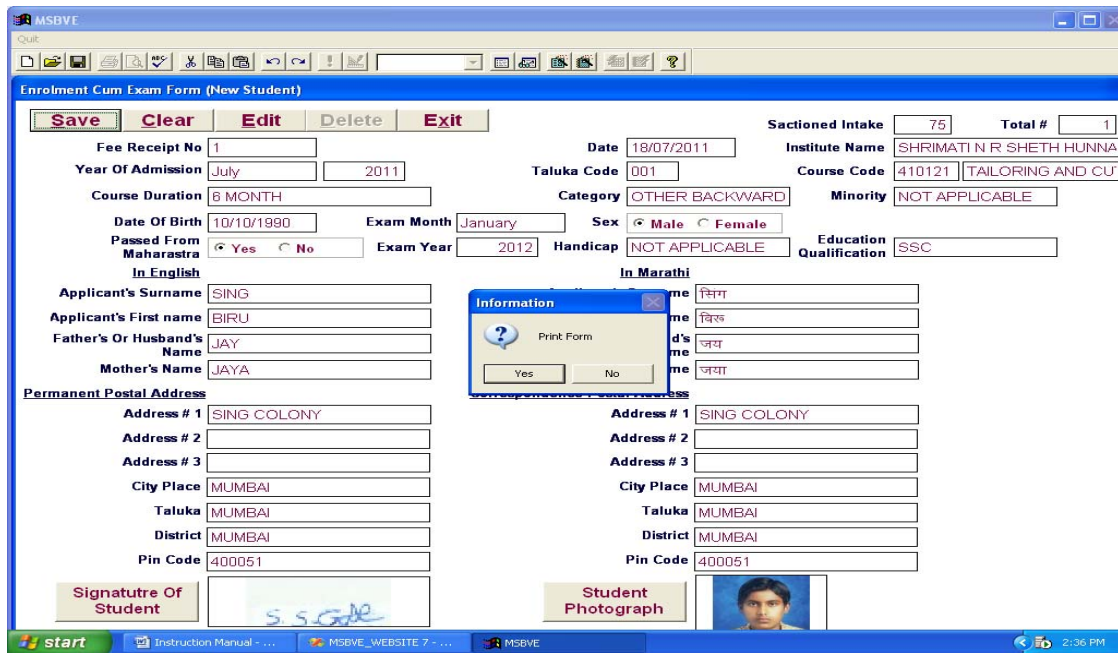
9) Click on **Yes** button to save the form, Print preview appeared
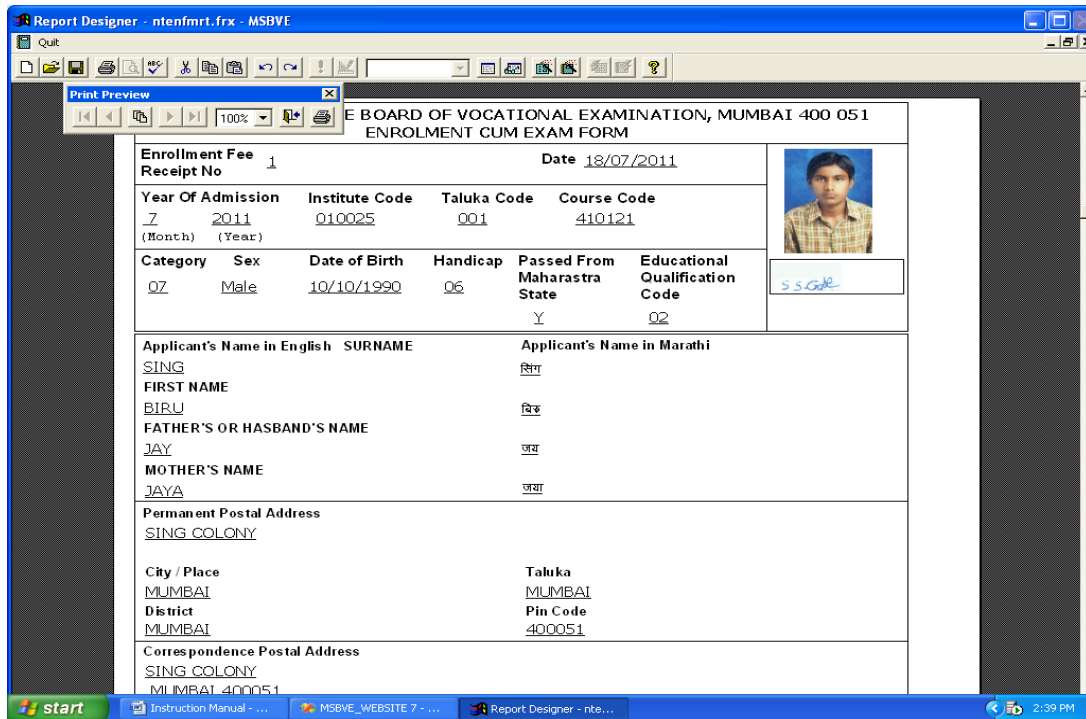
10) Click on printer button to printout the enrollment cum Exam form.

Note : If you keep any field vacant(blank) following error will appear
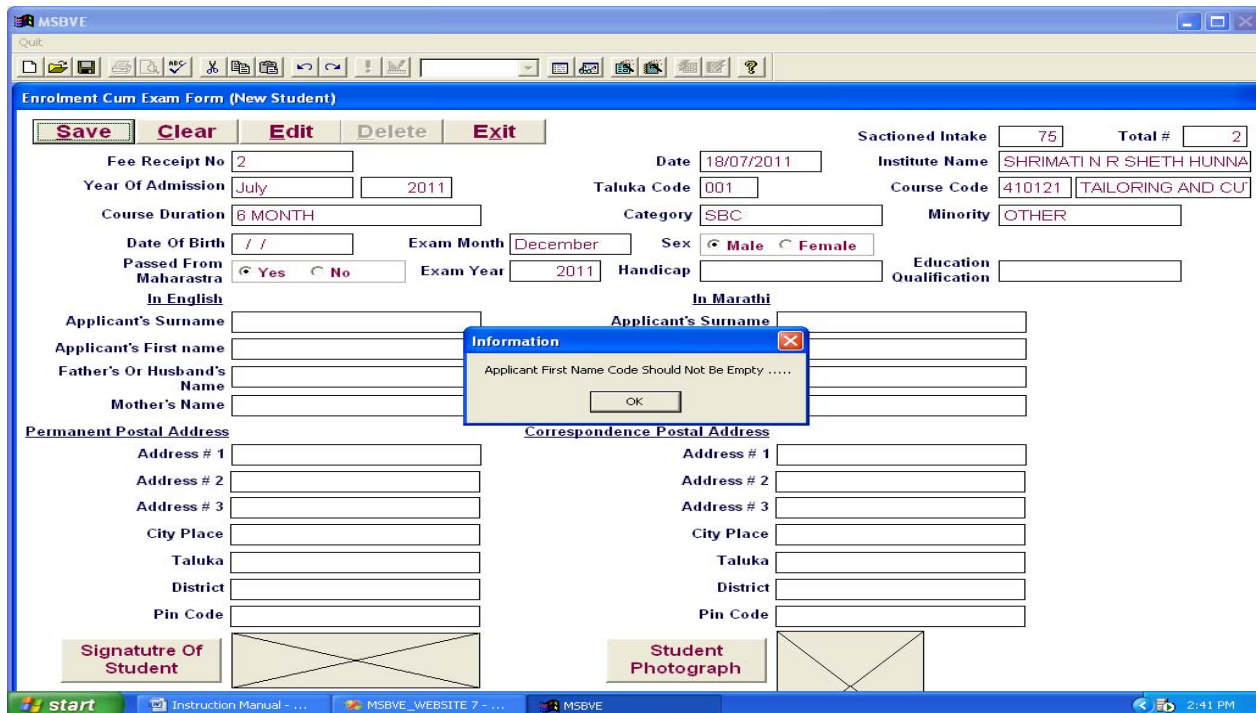
11) **After printing** -- check the Form Print, if found any mistake, follow the following procedure

a) Click on **Edit** button. Following window appears

b) To select the form **double click** on **Fee Receipt No**. The form will open for editing.

c) Make correction which is required & save the form.

12) Thus fill up all remaining forms.

ii) Ex-Student Form Entry

1) Select **Ex-Student** tab from institute Enrollment Main window. Following window appears.

2) Fill up all the details in above form. Then click on **Re-Exam Details.**

Sr.No	Subject Name	Cleared Y/N	Exam Seat No	Exam Month	Exam Year	arks Obtained
	COMPUTER OPERATION WITH M.S.OFFICE (TH-I)	N		0	0	0
	COMPUTER FUNDAMENTAL(PR-I)	Y	1201020010	1	2012	90
	M.S.OFFICE (PR-II)	Y	1201020010	1	2012	184
	KEY DEPRATION PER HOUR (6000-8000)	Y	1201020010	1	2012	264

Month: January   Year: 2012

Note: **In Window (column cleared YN)**

'N':→Type 'N' if student is appearing for that subject

'Y':→ Type 'Y' if passed (Fill up all details of pass out student)

3) Fill up all Re-Exam Details.

4) Click on Back button.

5) Click on save button to save the form.

6) **And follow same procedure as enrollment form. (i.e. print etc)**

7)) After finishing click on **Exit** button.

iii) Already Enrolled (Old Student)

1) Select **Already Enrolled (Old Student)** tab from institute Enrollment Main window.
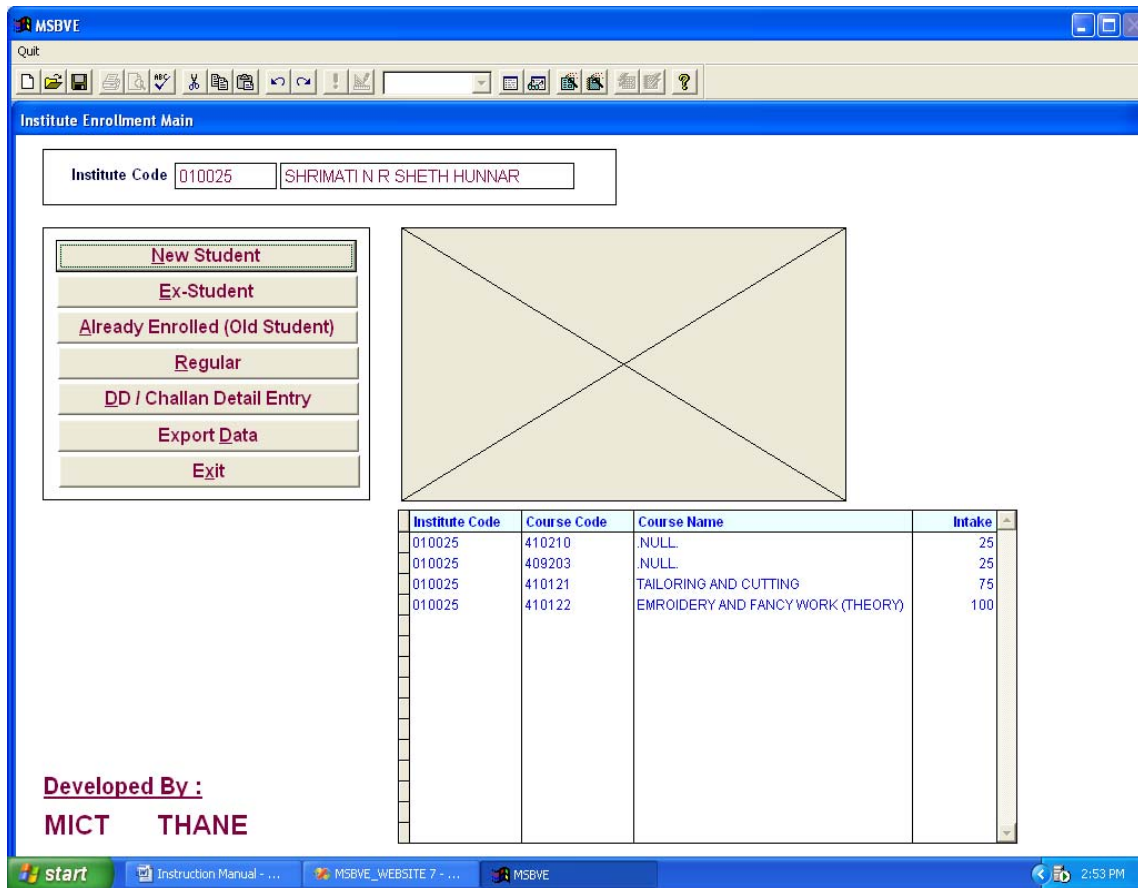Following window appears.

2) Fill up all the details in above form.
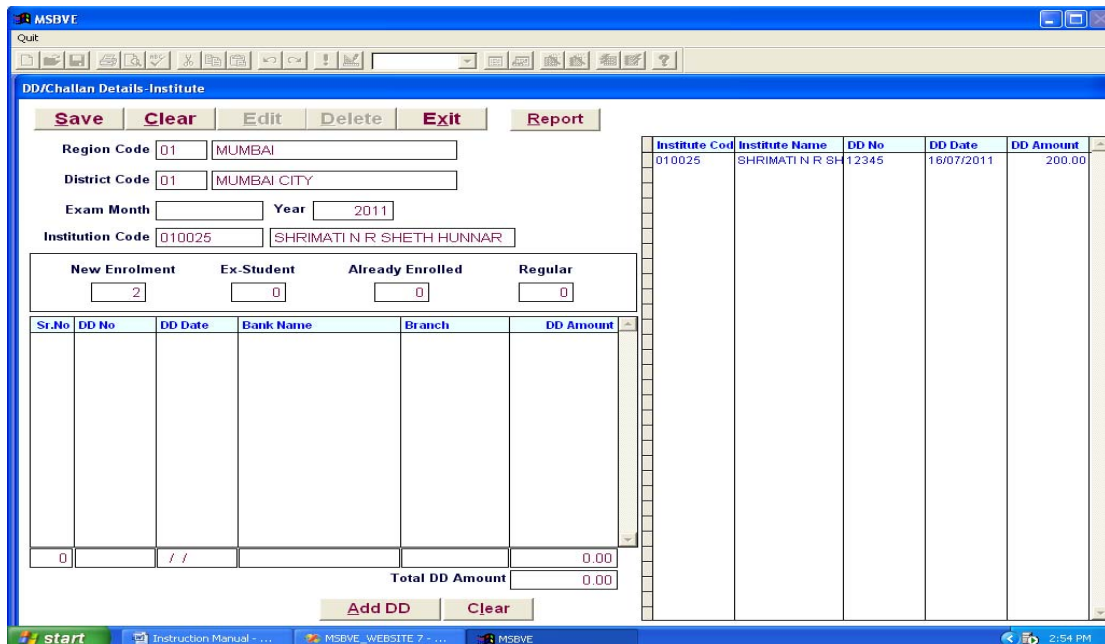
3) Click on save button to save the form.

4) **And follow same procedure as enrollment form (i.e. print etc)**

5) After finishing click on Exit button.

B) DD/Challan Detail entry:

1) Click on **DD/Challan Detail Entry** tab. Following window will appeared

1) Select **exam month** from popup window & make entry of **year**, **DD/Challan No, DD Date** etc.

2) Click on **Add DD** button.

3) Click on **Save** button.

4) For printing report—click on report button, to get following dd details print.

5) Click on **Exit** button. Back to **Institute Enrollment Main** window.

C) Student Register (List of Student)
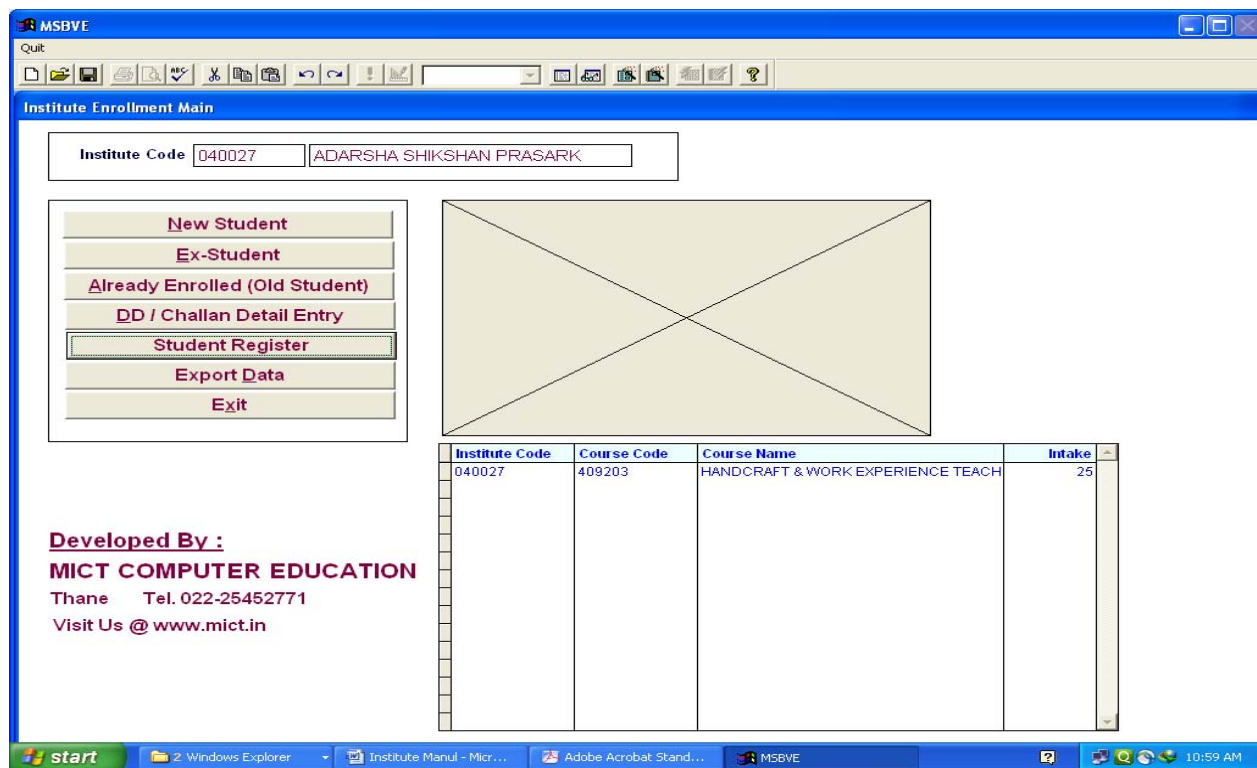
1) Click on **Student Register** tab. Following window appeared…
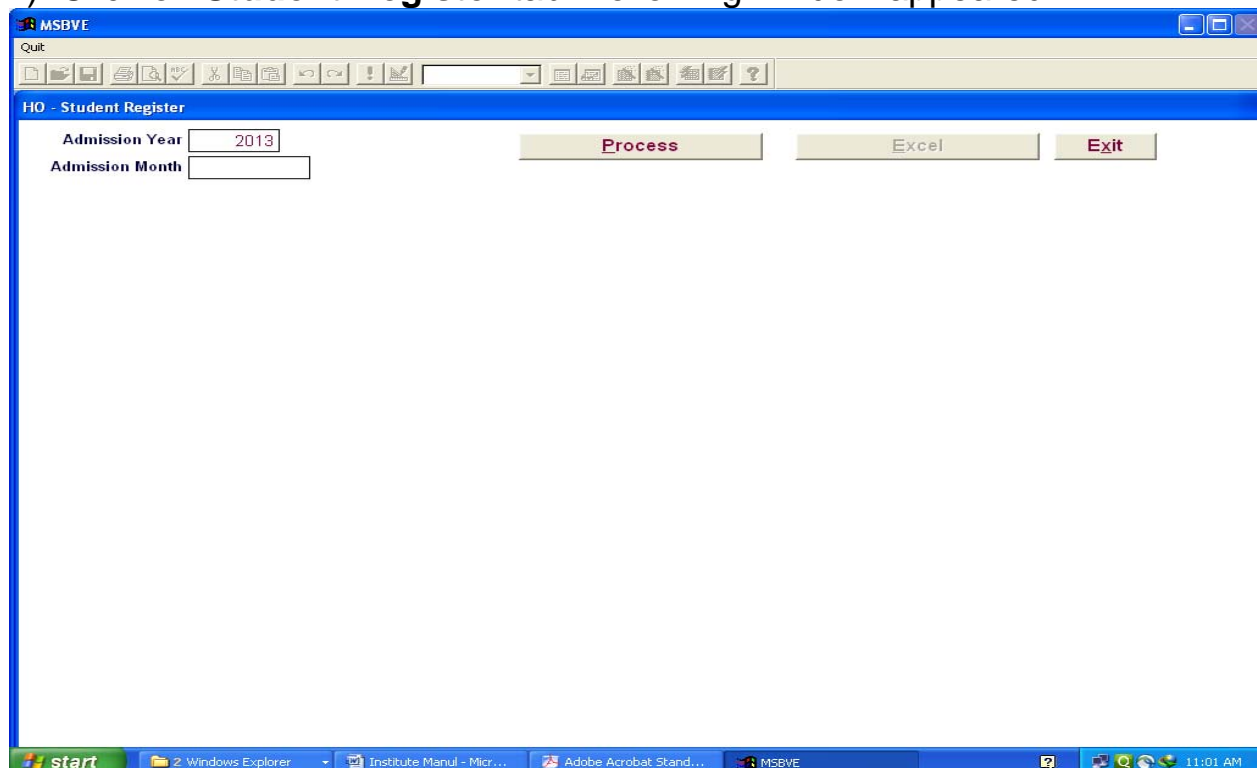
2) Type Admission Month and Select Admission Month from popup window.
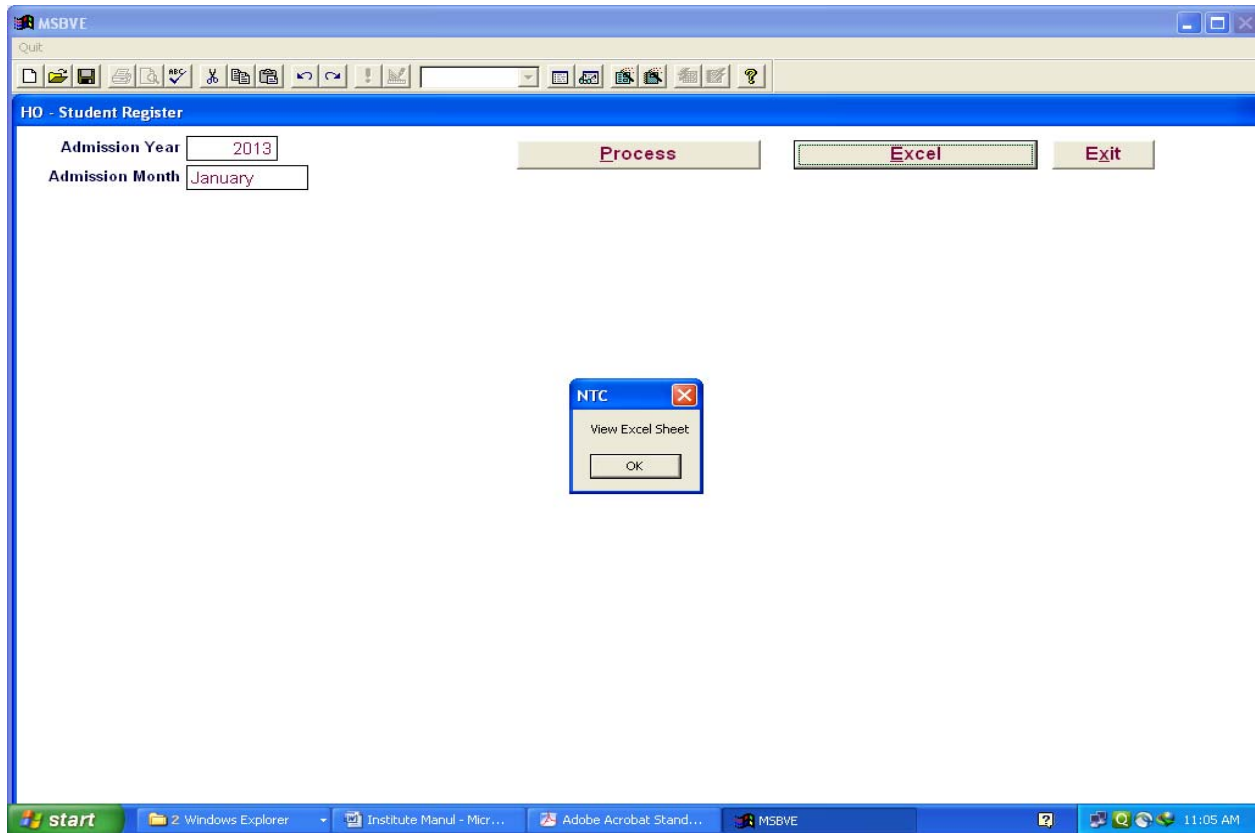
3) Click On **Process** Button.

4) Click On **Excel** Button. Following window appears

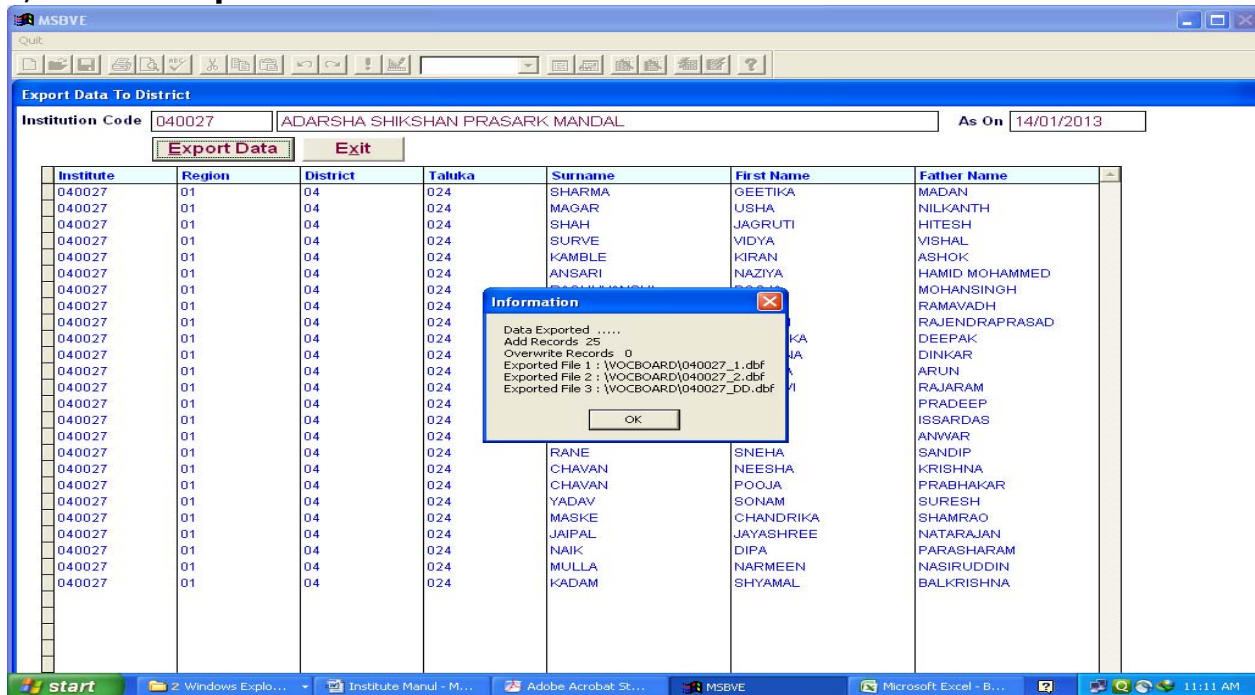
5) Click on **OK** button.

6) Student Register appears in separate **Excel** sheet

7) Save that sheet and take print of student register..

8) Click on **Exit** button. Back to **Institute Enrollment Main** window.

D) Export Data:

1) Click on **Export Data** button on **Institute Enrollment Main** window.
Following window will appeared
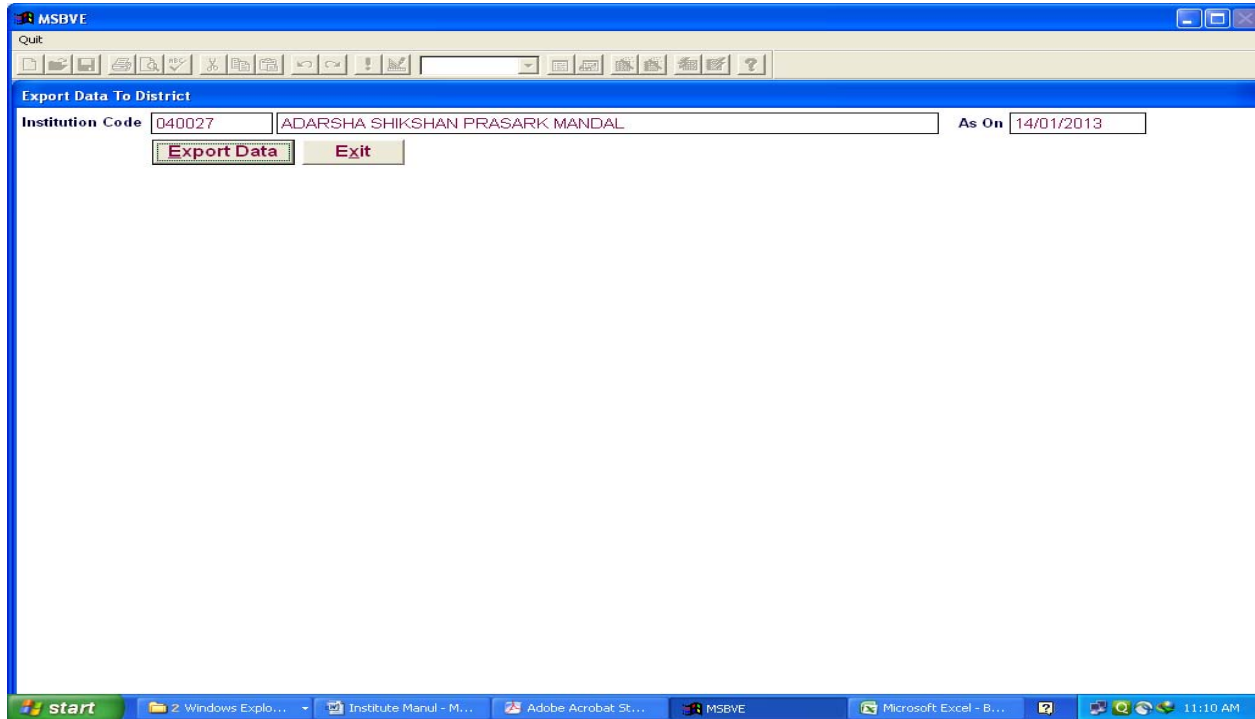
2) Click on **Export Data** button.

3) Click on **OK** button.

4) Click on **Exit** button.

5) Click on Institute Enrollment Main window's **Exit** button.

6) Click on password window's **Exit** button.

E) Data to be written on CD

1) "**VOCBOARD" along with "MSBVE"** Folder from **d: drive**.

2) Ensure that **VOCBOARD and MSBVE** folder written on CD.

F) Submit - CD to District Vocational Education and Training Office Along with Following Documents:

1) Above Data CD

2) Print out Of Student Enrollment forms.

3) DD/ Challan Report Print.

4) Challan Copy.

5) Student Register (List of Student).