

## ANNEXURE I

# USER MANUAL

## About GBSSC

GBSSC provides creation of student data base answering class X Board examination.

## Installing GBSSC

- Preparing for installation

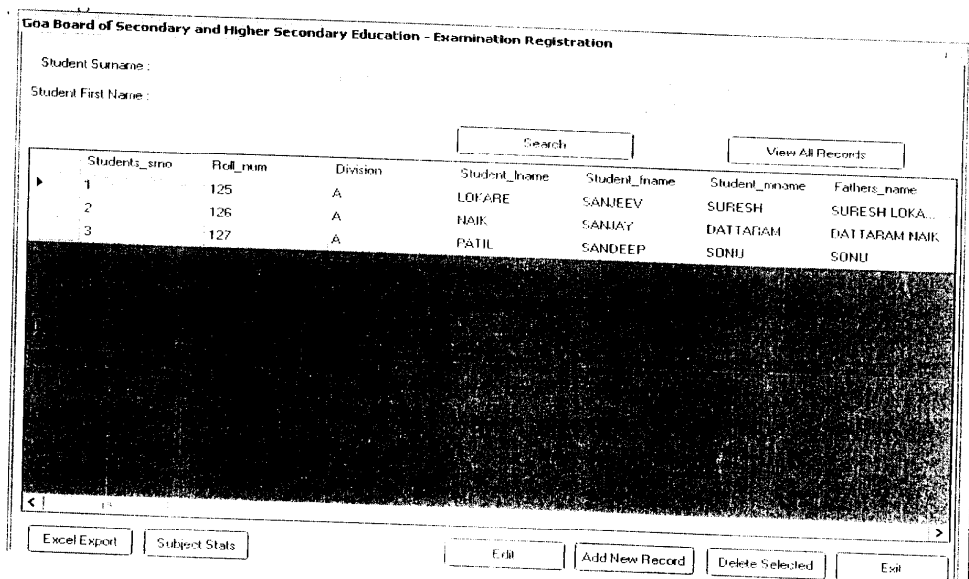
1. Visit Goa Board website ([www.gbshse.gov.in](http://www.gbshse.gov.in)).
2. Click on “**software for students data entry (SSC)**”.
3. Message will appear “**Do you want to open or save this file?**” Click on “**save**”.
4. The Dialog “**Save as**” box will appear asking for location to save. Click on “**save**” and and note down the location where the file “**gbssc.zip**” is to be saved.
5. After Download is finished click on “**open**”.
6. Go to the location & locate the **gbssc.zip** file double click on **gbssc.zip**.
7. You will get a **gbssc.msi** & **setup.exe** file. Double click on any one file. A message box will appear “**Preparing to install**”.
8. After few seconds a message will appear “**Welcome to the gbssc set up**”.
9. Click “**Next**”. A message will be received specifying a folder in which the file will be saved. Please make note of the folder in your diary.  
E.g. C:\Program Files\Goa Board\GBSSC
10. Click on “**Next**”. A confirmed installation box will appear.
11. After the installation is completed a message will appear “**gbssc has been successfully installed**”.
12. Click “**close**” to exit.

- System Requirements

1. Windows XP Home Edition or Professional and above
2. Microsoft .Net Frame Work 2.0 and above
3. Microsoft Office 2003 and above for excel export.

- Feeding of student information/data base with GBSSC

1. Click on “GBSSC” which may be on the desktop. A window will appear entitled “Goa Board of Secondary and Higher Secondary Education Examination Registration” as shown below:



(Fig.1)

- Click on “add new record”. A window entitled “Students Registration Form” will appear.

**Students Registration Form**

Roll Number | Div | Centre Code and Name: 02: Biholim | School Index No | Syllabus | Residential Address

Student's Surname  
 First Name  
 Second Name  
 Father's Name  
 Mother's Name  
 Phone No.  
 PIN

Year of First Attempt | Date of Birth | Sex: M-Male | Student Category: 1: Regular Fresh | No. of attempt/s made | Special Category: 1: No Handicap

Caste: 1- General | Nationality: 1- Indian

Total Exemptions:

Sr No	Subject	Subject Details	Exemption	Sr No	Subject	Subject Details	Exemption
01.	Language -I		▼	07.	H.E. and P.E.		▼
02.	Language -II		▼	08.	School Ast. -2		▼
03.	Language -III		▼	09.	Work Education 1		▼
04.	Mathematics		▼	10.	Work Education 2		▼
05.	Science		▼	11.	Work Education 3		▼
06.	Soc. Science		▼	12.	C.L.P.		▼
				13.	Env. Education		▼

Save Record | Cancel Changes | Exit

(Fig.2)

- Feed in the data, roll number, Division, etc. press tab key each time to go to next field. On the “Center Code and Name” click on the appropriate centre from the drop box.
- Press the tab key and feed in the index number.
- Press the tab key to go to Student’s name. Feed in the Student’s name. Press tab key to go to Student’s first name, press tab key to go to second name or father’s name. Feed in the surname of the father. Press space bar or enter to leave one space to add the first name of the father.
- Press the tab, to go to mother’s name. Add mother’s surname, press enter or space bar to add mother’s first name.
- Press tab to go to residential address. Feed in the residential address (in caps).

8. Press the tab, feed the phone number and press the tab to go to pin code. After feeding in pin code press the tab to go to **“Year of first attempt”** and feed in the year of first attempt.
9. Press the tab to go to date of birth. Feed in the date of birth and press tab. Coming to sex, click on the appropriate sex from the drop box.
10. Press the tab to go to Student’s category. Click the appropriate category from the drop box and press the tab to go to number of attempts, and feed the required information.
11. Press the tab key to go to special category. Click on the appropriate category on the drop box. Click tab to go to caste. Click on the appropriate category from the drop box and press tab to go to Nationality. Click on the Nationality from the drop box and press tab to go to Lang. I.
12. Click on the appropriate language from the drop box and press tab to go to Lang. II.
14. Click from the appropriate drop box to select Lang. II and press the tab to go to Lang III. Enter the appropriate subjects taken by the student, one at a time by clicking on the appropriate subject from the drop box. Press tab to go the next subject. After filling all the subjects click on save record and a box will appear. Click on yes. The drop box will appear informing that the record is saved successfully. Click **“Ok”**.
15. New students registration form will appear. Enter the details of the next student. In this way enter all the students records, one at a time for each student.
16. To obtain subject-wise statistics press the button **‘subjects stats’** as shown in fig.1.

- **Preparing of C.D.**

1. Press **“Excel Export”** (Refer Fig.1)  
An excel file **“studentsinfo.xls”** will be created in **“My documents”**. The same is to be copied/written on the C.D. If any problem is encountered in excel export than an access file **“GBSSC.mdb”** may be copied on the C.D. from **C:\Program Files\Goa Board\GBSSC**