

## **Instructions to be followed for Using the Question Setter Software**

- 1) You will have to register for the Software before proceeding to the portal. Upon the click of the "Proceed" button the Register Page will open.
- 2) After Successful Registration, your User ID and Password will be shown to you in the Message Box. Please remember it or note it down safely
- 3) You will need to Login for the software in the Login Panel, by entering the generated User ID and Password on the Registration Page.
- 4) On the Question Setter portal there will be 4 tabs, Add Question, Import Questions, View Questions and Encrypt Questions.
- 5) If you want to add Questions with Picture then the 1st tab, i.e., Add Questions will be used. Type in the questions, choice, marks and select the images.
- 6) If you want to add questions in bulk amount (only text), then the 2nd tab, i.e., Import Questions will be used.
- 7) To import Bulk Questions, the format for the excel file is shown in the 2nd tab. Make sure the Format is same as shown.
- 8) The excel file should be saved as Excel 97-2003 Workbook file (.xls).
- 9) Click the button \"Click to Select Question File\" to open the File Chooser and select the .xls file. The entire question will be shown in the table above the button.
- 10) Click Import button to add the entire text question to the Database.
- 11) You can go to tab 3, i.e., View Question to View All the Question added.
- 12) On the 4th tab, i.e., Encrypt Question, Select \"Search\" button to view all question. Enter the 16 Digit Passwords in both the fields to encrypt the questions.
- 13) The encryption tool require exact 16 digit password, nor less than 16 neither greater than 16. Also the same password will be required to decrypt.
- 14) The Answer button on the Encrypt tab will not work unless you have encrypted the question. So encrypt the question (Encrypted file will be stored on Desktop) first.
- 15) Click \"Add Answer button\" to add answer. A new window will open on which click Load Questions, Select the correct choice against each question in the table.
- 16) Enter the exact 16 digit password in both the fields and click Encrypt Answer button to encrypt the answers.

17) After Encrypting the Answers, all the Question data, User Data & Answer Data will be deleted and the process will begin from the Registration.

## **Fonts to be used in the Excel File**

### **For Questions 1 to 50**

For English – Times New Roman

For Hindi – Nirmala

### **For Questions 51 to 60**

For English – Kruti Dev 010

For Hindi Column – Kruti Dev 010

### **For Questions 61 to 70**

For English – Times New Roman

For Hindi – Nirmala

**Note – Please follow the above guidelines strictly, as it may lead to problems in viewing questions on the examinee software.**