



*Let the mind manage the body
Que l'esprit gère le corps*

Mauritius Examinations Syndicate

PSAC Grade 5 Candidates' entries

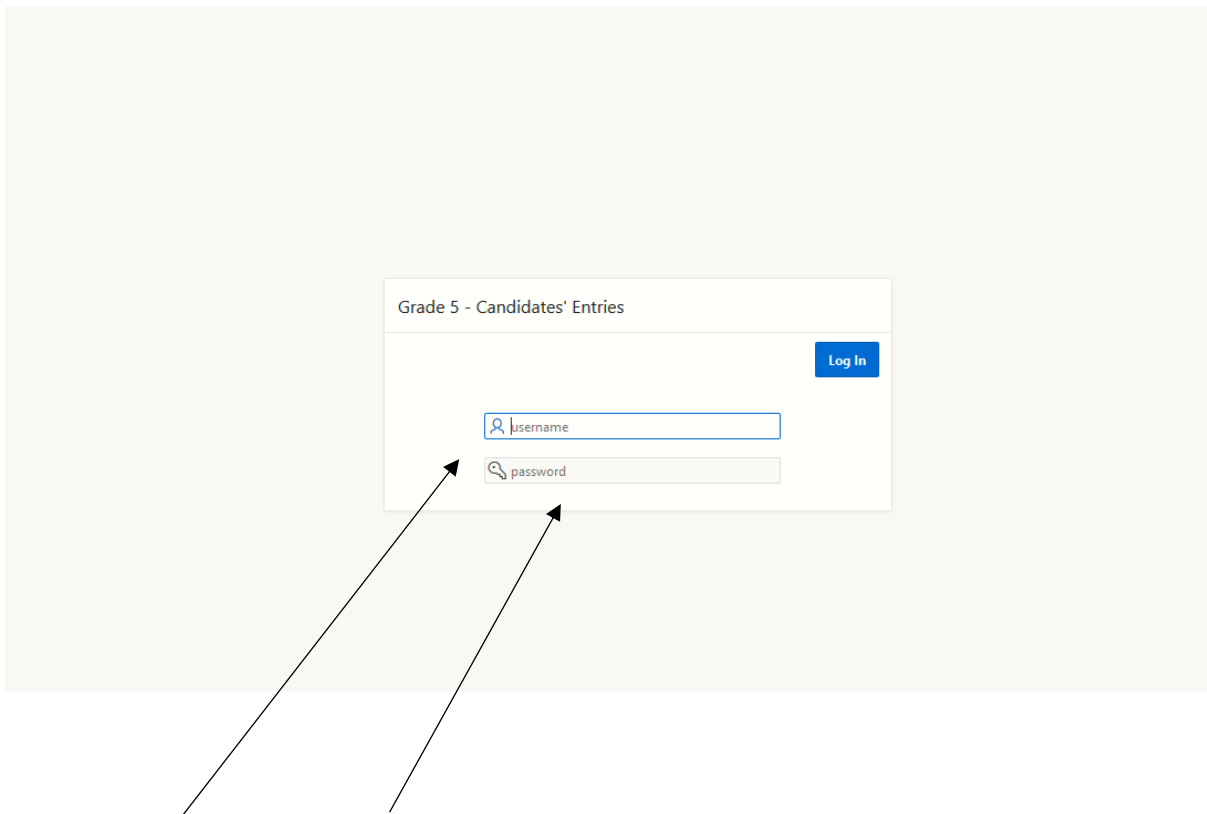
Prerequisite

To access and use the online application, the responsible officer (end user) of the schools should be aware of the browser setting for download, that is, the user needs to know or specify the folder where the downloaded files are saved.

System requirement

- *Internet connection*
- *A4 printer*

On accessing the application, the following screen will be displayed.

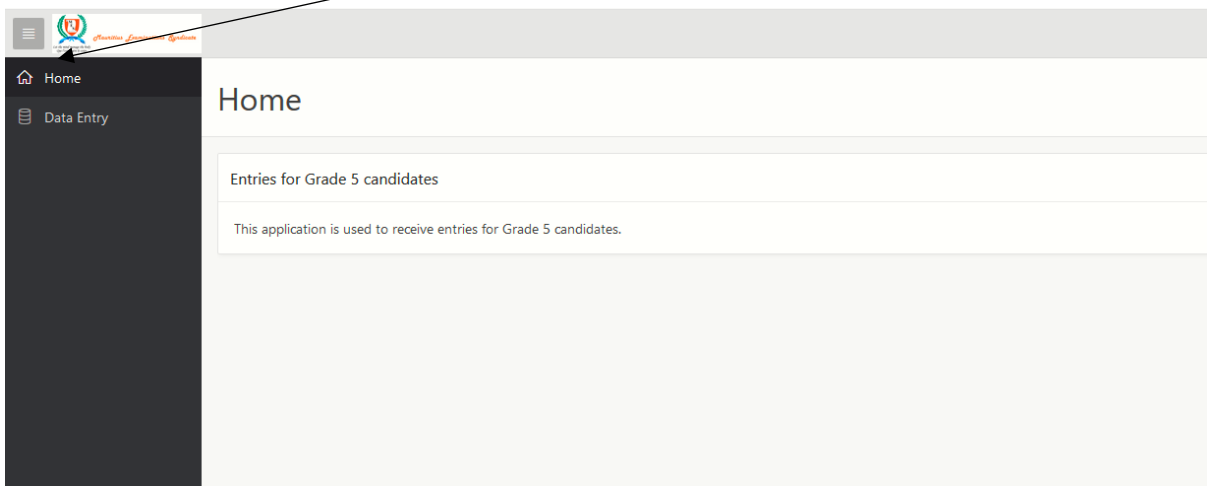


The screenshot shows a login form titled "Grade 5 - Candidates' Entries". It includes a blue "Log In" button in the top right corner. Below the title, there are two input fields: one for "username" and one for "password". Two black arrows originate from the text below and point to the "username" and "password" input fields respectively.

Enter the username and password provided. The username and password should be entered as provided. (Please note that the password is case-sensitive. This means that, for example, typing the letter B is not the same as typing the letter b and will result in your username/password being rejected if you type the wrong one.)

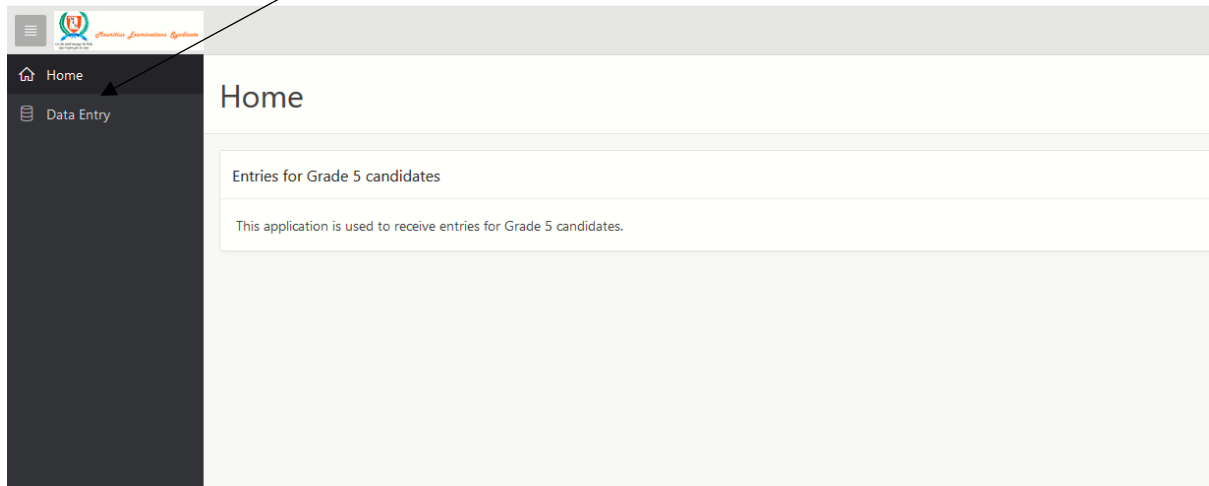
Click on Log In.

The following screen will be displayed. This is the Home page of the application.

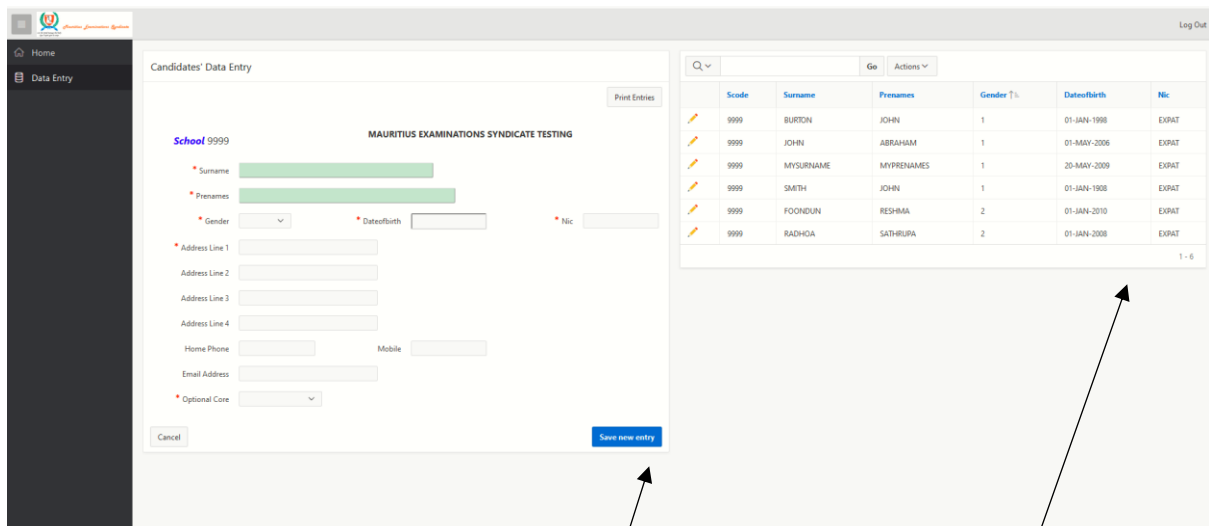


All important notices will be available here. You are advised to check the Home page each time you log into the application.

For Data Entry, click on 'Data Entry'.



The following 'Data Entry' page will be displayed.




You may insert, delete and amend records using this screen.

To insert a new record

- Input the data(that is the Surname, Prenames, Date of Birth, Gender, etc.). Note that the fields marked with a red asterix are mandatory, that is data should be entered and the field must not be left blank.
- Click on 'Save new entry' at the bottom of the Screen.
- The record of the candidate will now appear as an entry in the right panel.

To delete and amend records

	Score	Surname	Prenames	Gender ↑≡	Dateofbirth	Nic
	9999	SAM	RICHAN	1	24-OCT-2010	A2410100127480

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To delete a record

- Look for the name of the candidate in the right panel.
- Click on the pen in the first column of the candidate's record.
- The record will be displayed in the left panel.
- Click on 'Delete' to remove the record.

To amend a record

- Look for the name of the candidate in the right panel.
- Click on the pen in the first column of the candidate's record.
- The record will be displayed in the left panel.
- Amend the record and click on 'Apply changes'.

Once all entries have been made, a list may be printed for checking purposes. Click on 'Print Entries' found at the top of the screen and download the listing.

Note:

This is an online application. Once entries have been saved at Schools, the entries will be available at the MES.