

Instructions for Option Registration

1. Basic Structure of the Option Registration Page:

- Just below the header, the menu bar is displayed. And, towards the right of the menu bar, the Name and Roll Number of the candidate are displayed. The menu items are self explanatory.
- The main body has a left and right part. The left part lists the course-college-quota combinations which can be selected and the right part is the list of course-college-quota combinations already selected.
- At the top of each half of the main body, a pair of search box and filter box is given. By typing portions of the institution name or course name in the search box, the corresponding lists will display only those course-college combinations which feature the search text. The filter table gives different levels of filtering which can be applied to filter the content of the associated lists. To reset the filter, set the respective levels to **All**.
- Each course-college-quota combination to be selected should be assigned a unique option number. The rectangle containing the course-college details has a box and a button named **ASSIGN** beneath it. To assign an option number reflecting the preference for the course-college-quota combination, a positive integer must be typed in the box followed by clicking the **ASSIGN** button. The option numbers must be assigned in such a way that the most preferred college-course-quota combination should get the smallest of the option numbers assigned, and the next most preferred college-course-quota combination should get the second smallest of the option numbers assigned, and, so on.
- Once an option (course-college-quota combination) is moved to the right side list (list of selected options), its option number can be changed by typing the new option number and clicking the **ASSIGN** button. Option number zero has a special meaning, and, it can be used for returning a selected option back to the 'to be selected list', from where you can choose it again, if required.

- **These assignments, re-assignments and deletions will not be available the next time the system is opened, if the changes are not saved by clicking the SAVE button.**

2. Necessity of Saving the Work Frequently:

For saving the work, the **Save** menu item is to be clicked. It's important to save the work frequently. The last saved data only will be available in subsequent sessions. **All unsaved data will be lost on exit, by logging out or other means.**

- 3. Don't refresh the page by any means other than by clicking the given buttons or tabs. Also, no attempt should be made to open the option registration page in multiple tabs or windows. If for any reason you are logged out of the system automatically or otherwise, you should start from the home page by performing login operation.**