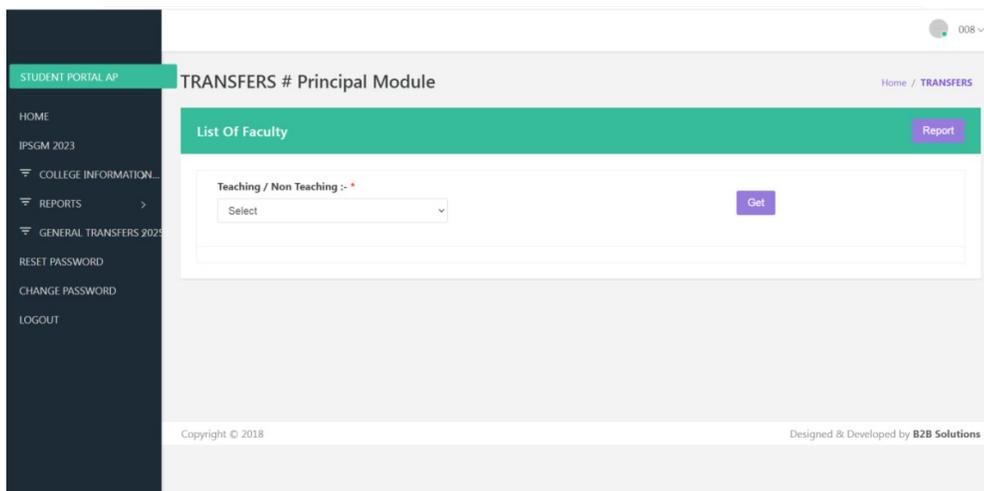


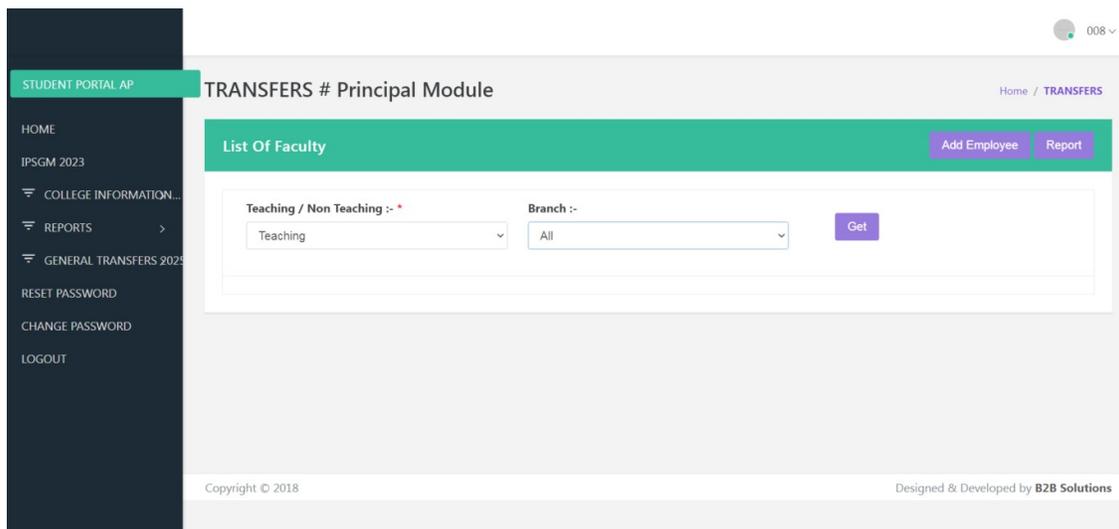
User Manual for exercising Web options (Staff Module) for General Transfers-2025

Staff Module is made available in the following link <https://apsbtet.net/transfers/views/login.aspx> . This module is intended to exercise the web options by the staff.

- Staff has to enter the CFMS_id as Username, Password and captcha to enter in to the module for option entry.
- For staff has to get the password from the Principal concerned. The Principal can furnish the password by a click on <Report> at the right side top corner.



Click on <Report> and select Teaching/Non Teaching and Select <ALL> in Branch and click on <Get>



- The following screen with data will be displayed

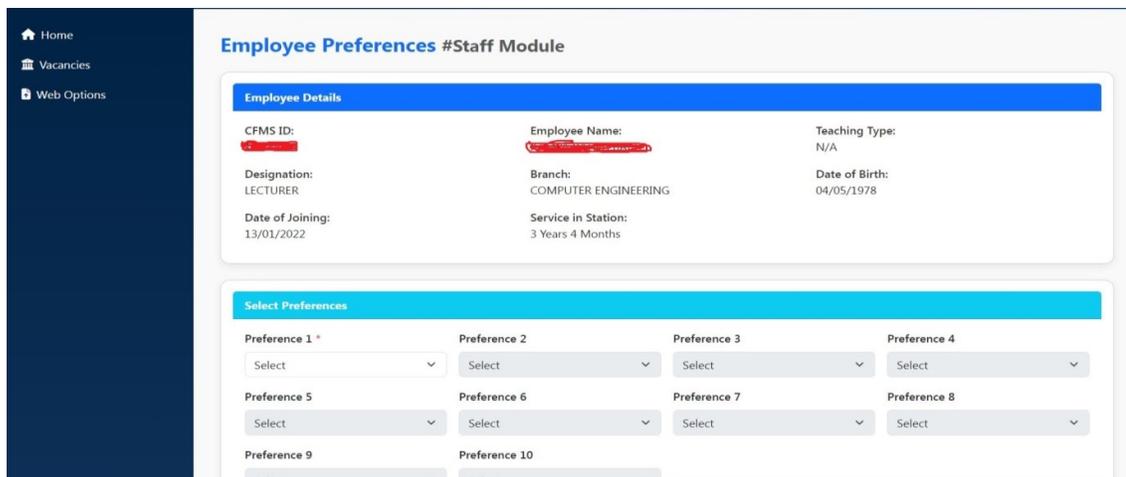


The password will be displayed in <Default Password for Transfer Portal> against each CFMSID.

Enter the UserID, Password and Captcha to enter into the <Staff Module>



- Staff can exercise their web options by clicking on <Web Options> which is available in the left side pane.
- After Clicking on <Web Options>, basic details of the staff will be displayed.
- Then staff can select up to 10 preferences by clicking on <Preferences> and selected options will be displayed at the bottom of the screen. Verify the preferences, modify the options if required, after thorough verification click on < Submit Preference> will freeze the options and doesn't allow the user to modify.



Staff has to complete the Web options entry on or before **05-06-2025 by 12.00 NOON.**
For any queries pl. Send a mail to: itcodteap@gmail.com from the Principal mail_id only.

Sd/- V. PADMA RAO
Joint Director

To
The Principals of all Govt. Polytechnics
The RJD(TE), AU Region and SVU region
'F' section , O/o CTEAP