**Internal marks entry new page user manual.**

**1.Click on edit button first to enter marks.**

**2. Displayed following screen select radio button (Mark Entry in Excel).**

**3. After that displayed screen click on Show button.**

**4. Click on Download Excel.**

**5. Downloaded excel displayed like that. Don’t change any other column besides MarksObtained.**

**6. You can enter student’s marks and AB for Absent, NA for Not Applicable IF Grade subject then you can enter grade also here.**

**7.After That click on Browse button and Browse the file where do you have save and click on Save button.**

**8.After click on save shown following Message Excel Upload Successfully.(click on close button)**

9. **displayed following details to remove excel or show preview.**

**10. Click on Eye logo you can show preview as like follow.**

**11. After that again click on Marks Entry Menu.**

**12. You can see the preview here also. (click on preview button.)**

**13. same old process for Batch confirmation Click on Confirm button. After shown following massage.** **(Do You Want To Confirm?Once You click on confirm button then marks cannot be changed.)**

**14. Before confirmation system need OTP witch will send on appointed examiner’s registered mobile no. for that click on Send OTP Button.**

**15. Enter OTP , Click on Verify OTP.**

**16. Shown Message as like follow.(Click on ok)**

**17. Shown following message.(Batch Confirm Sucessfully Please Click on Print Button to Download Report).**

**18. After Confirmation button colour will be change. Click on print button.**

