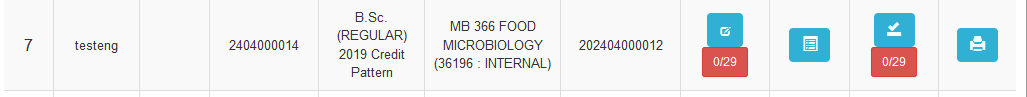
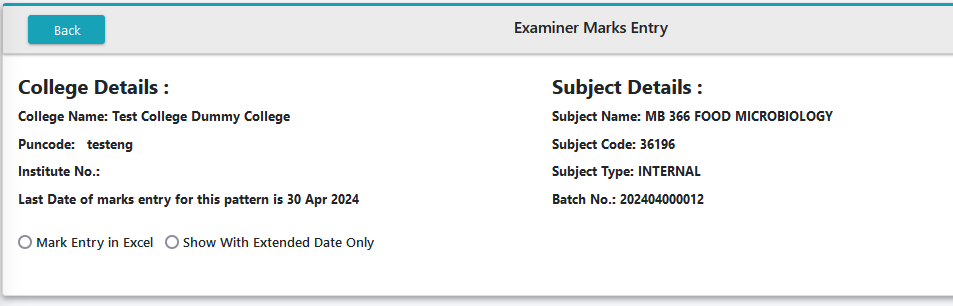
**Internal marks entry new page user manual.**

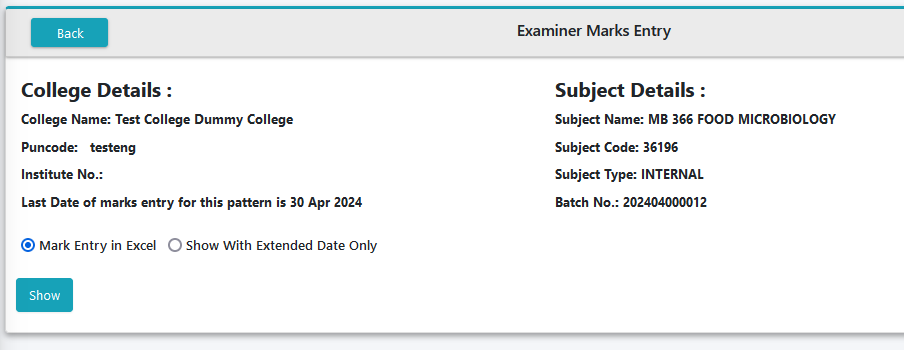
**1.Click on edit button first to enter marks.**



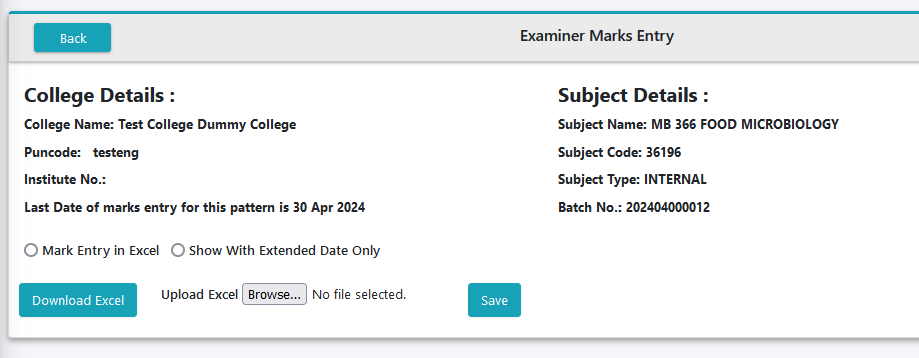
**2. Displayed following screen select radio button (Mark Entry in Excel).**



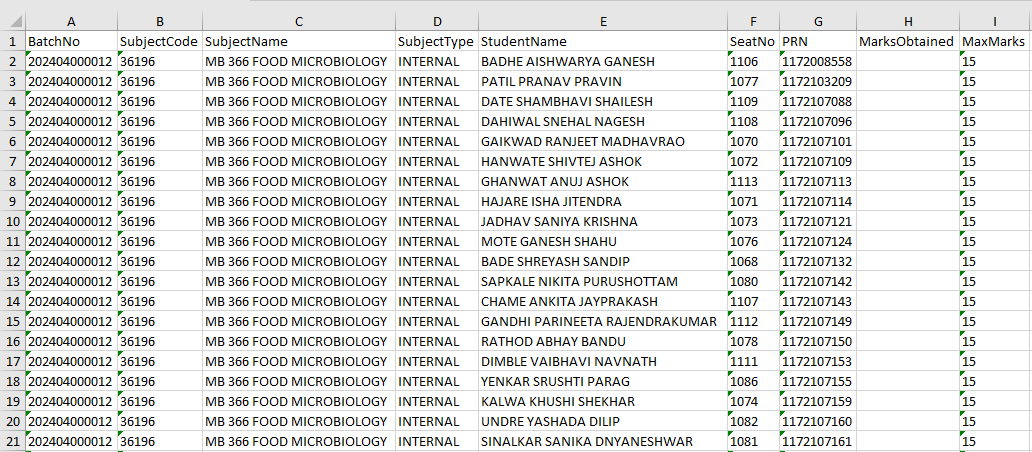
**3. After that displayed screen click on Show button.**



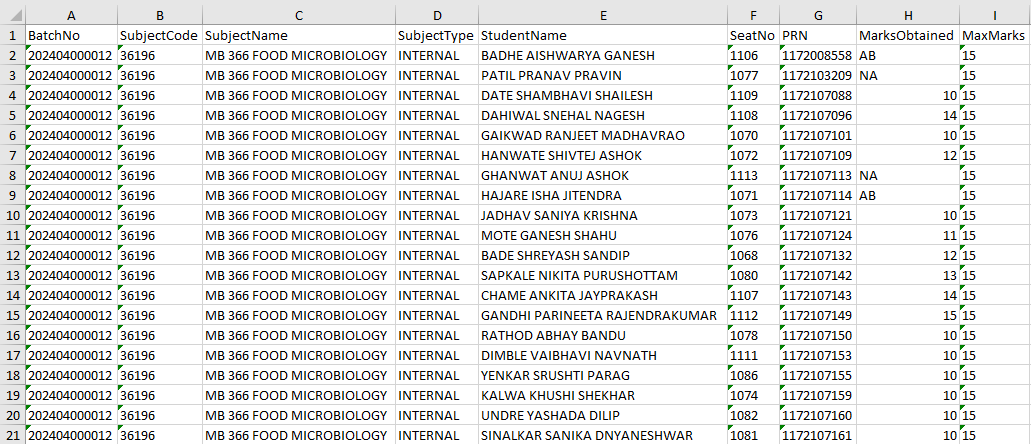
**4. Click on Download Excel.**



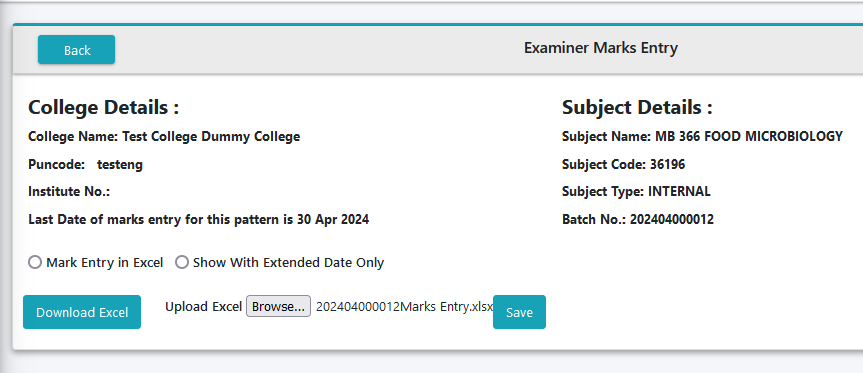
**5. Downloaded excel displayed like that. Don’t change any other column besides MarksObtained.**



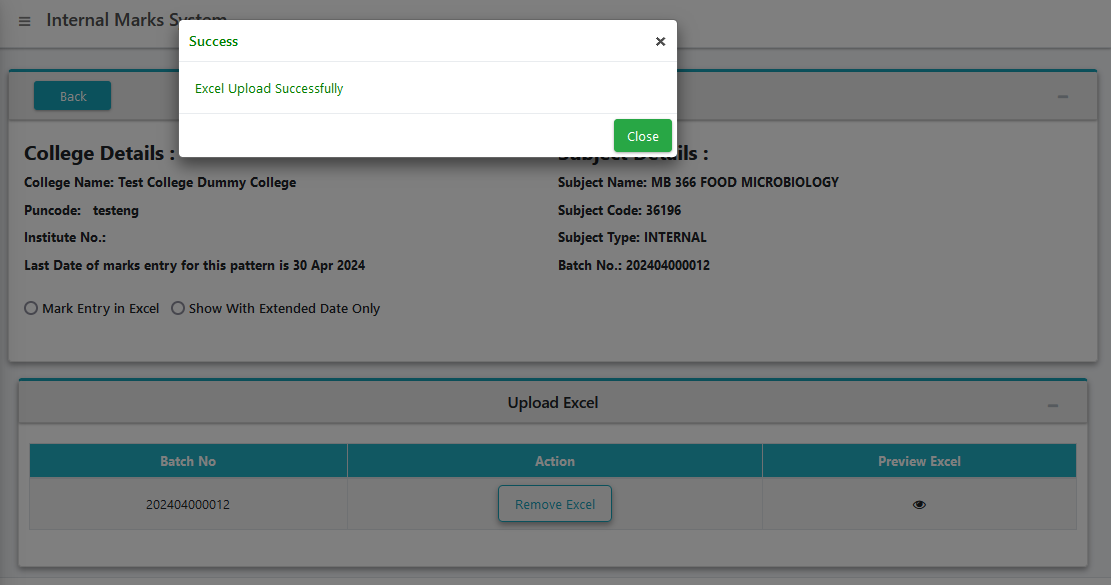
**6. You can enter student’s marks and AB for Absent, NA for Not Applicable IF Grade subject then you can enter grade also here.**



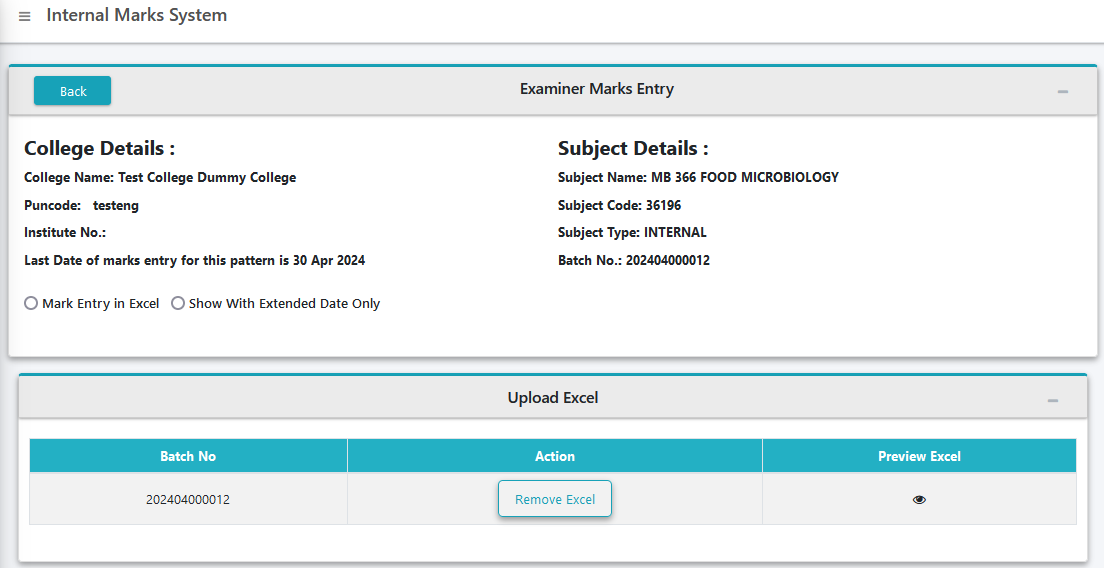
**7.After That click on Browse button and Browse the file where do you have save and click on Save button.**



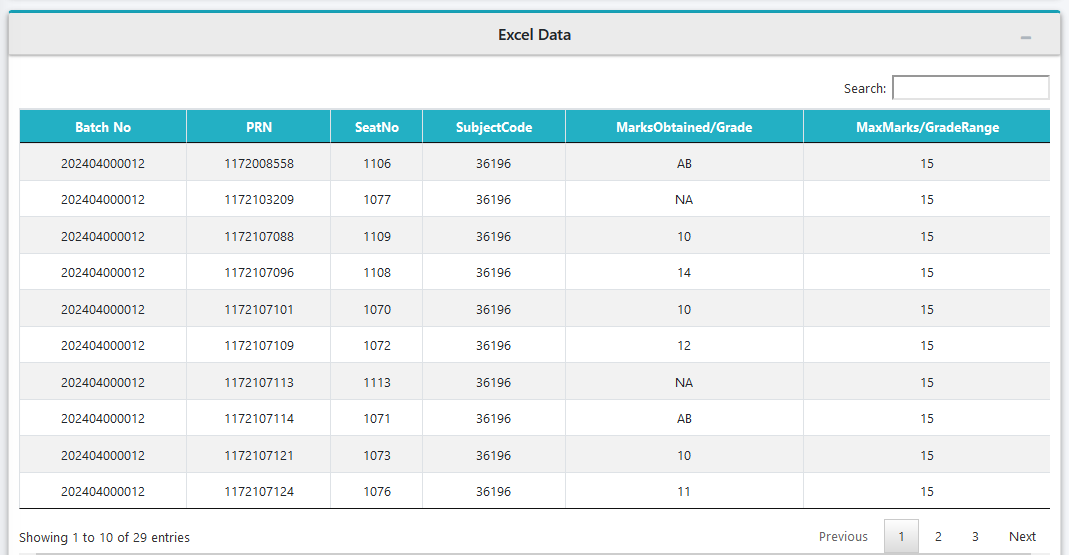
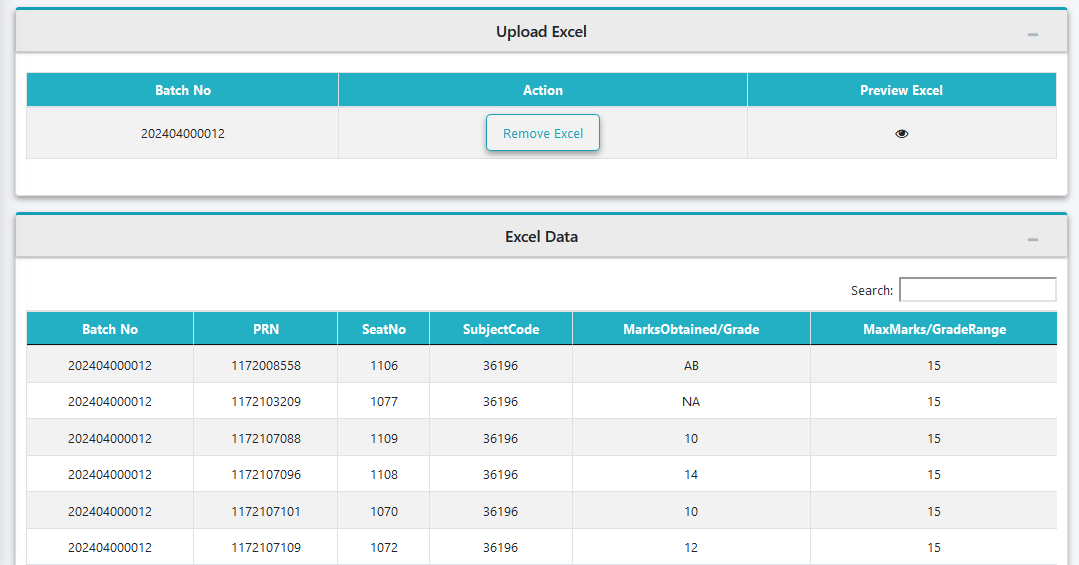
**8.After click on save shown following Message Excel Upload Successfully.(click on close button)**



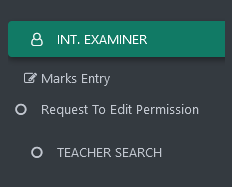
9. **displayed following details to remove excel or show preview.**



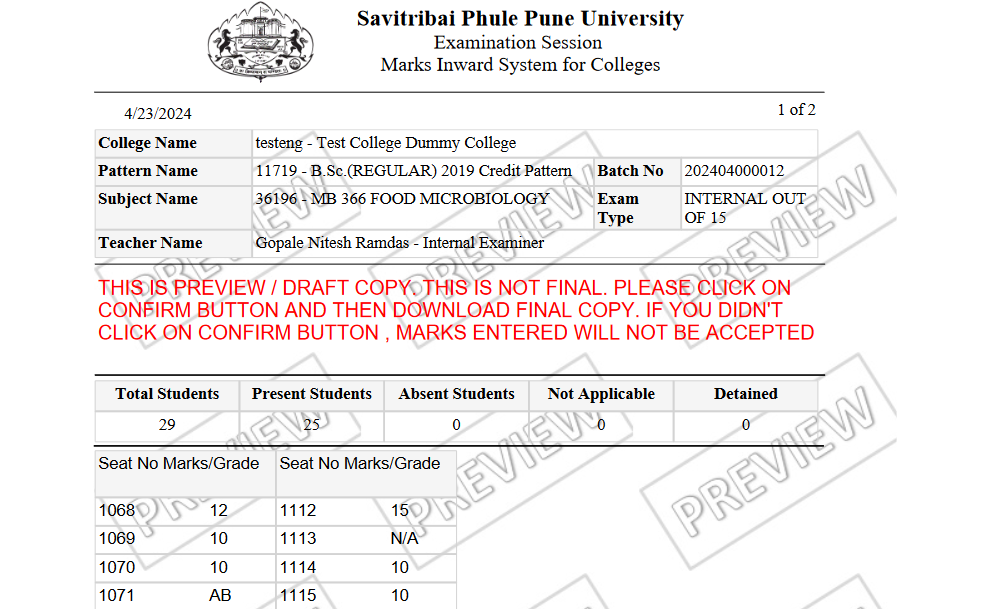
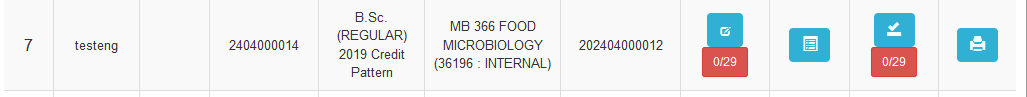
**10. Click on Eye logo you can show preview as like follow.**



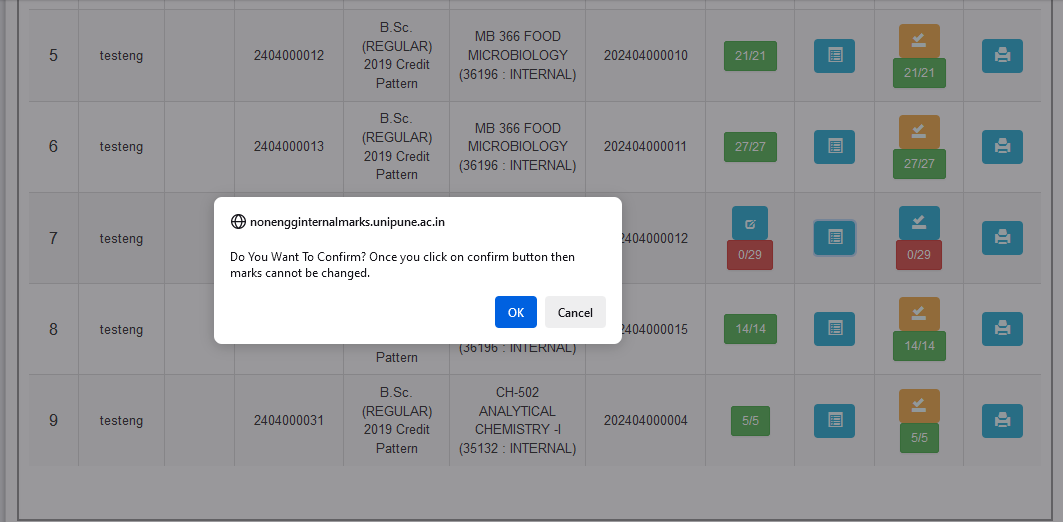
**11. After that again click on Marks Entry Menu.**



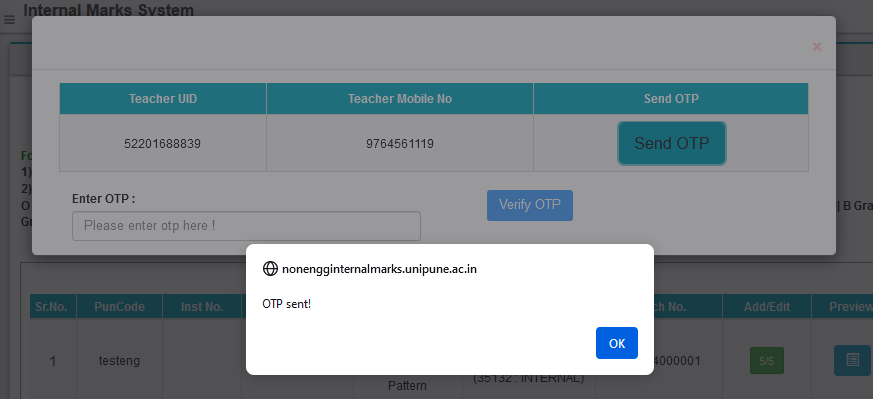
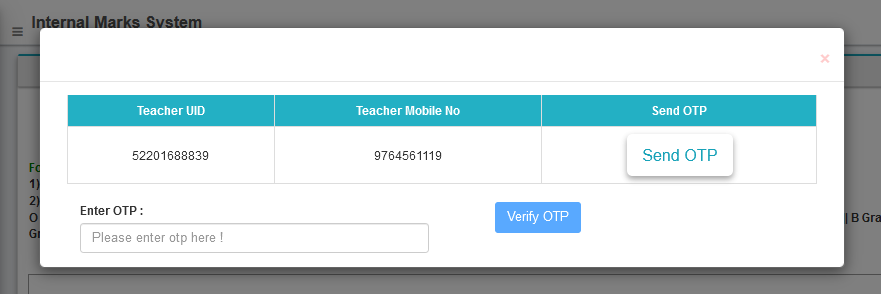
**12. You can see the preview here also. (click on preview button.)**



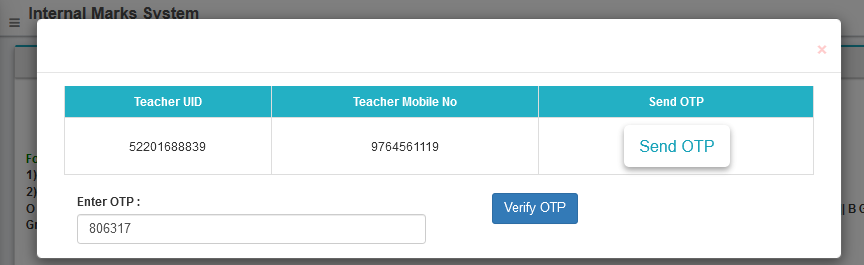
**13. same old process for Batch confirmation Click on Confirm button. After shown following massage.** **(Do You Want To Confirm?Once You click on confirm button then marks cannot be changed.)**



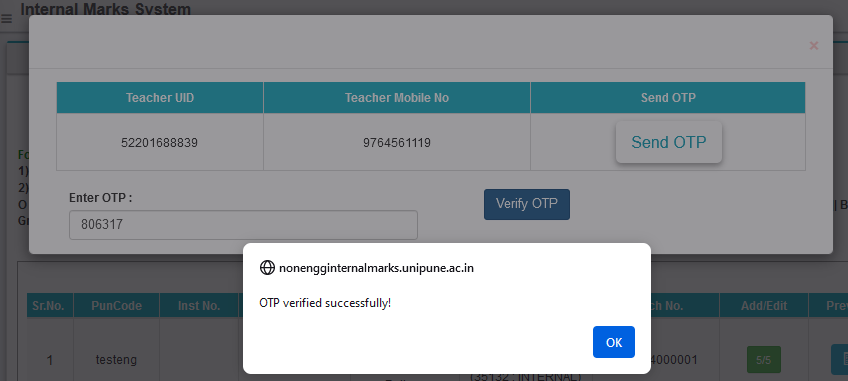
**14. Before confirmation system need OTP witch will send on appointed examiner’s registered mobile no. for that click on Send OTP Button.**



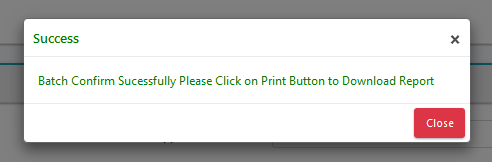
**15. Enter OTP , Click on Verify OTP.**



**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.**

