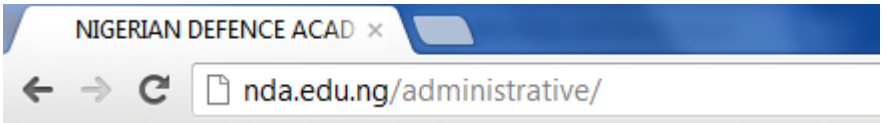
ADMINISTRATIVE BACKEND USERS MANUAL FOR E-DOSSIER

Introduction

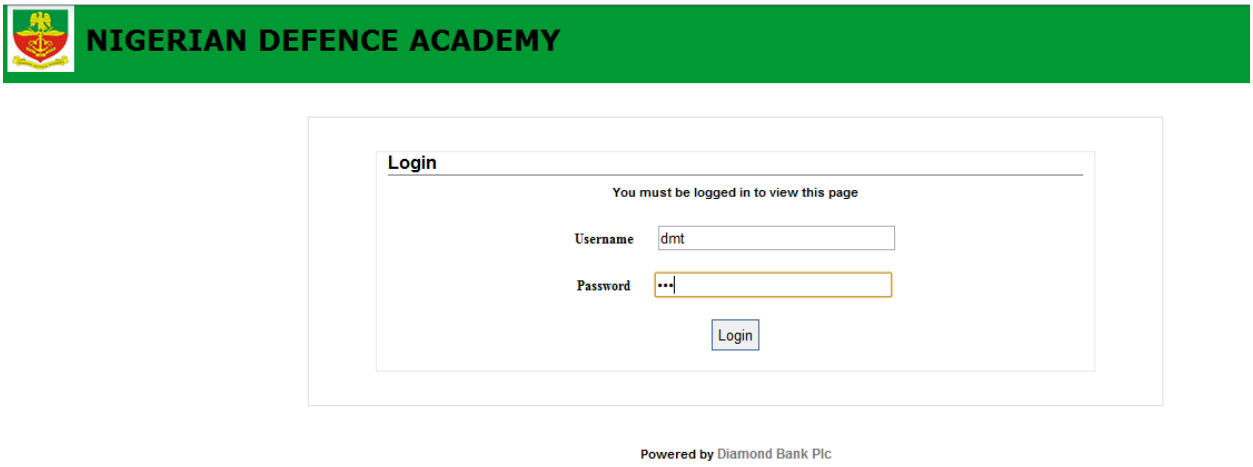
The purpose of this User's Manual is to describe System Functionalities and provide a user-friendly guide for system usage for the E-Dossier Users.

To Access NDA Portal Administrative Backend

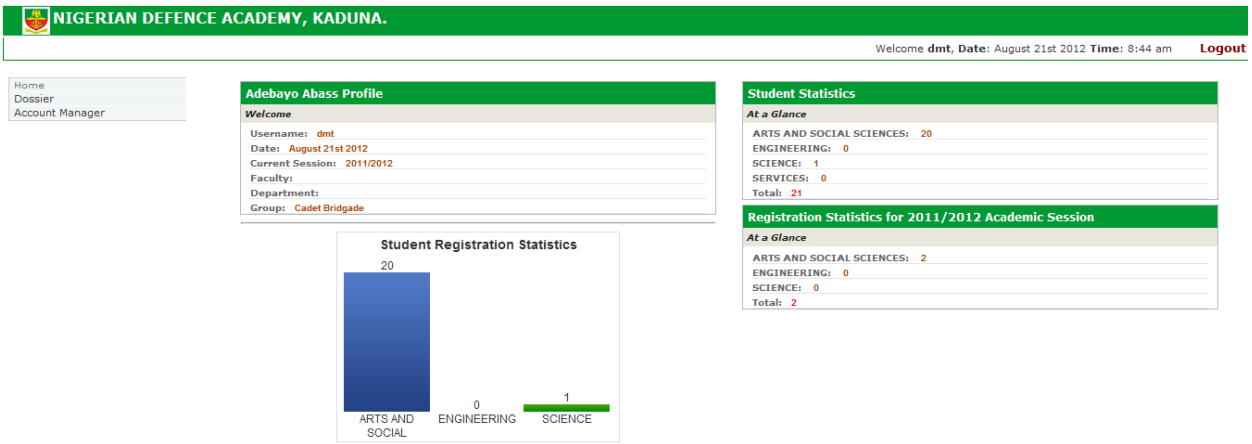
- Logon to http://www.nda.edu.ng/administrative/



- This display Administrative Backend Login page



- Enter Username and Password correctly
- Then, click on Login Button to Sign-in
- This display Administrative Backend working environment



- By Left, Main Menu Panel
- At the Center, Administrator short Profile with Overall Students Statistics Bar Chart
- By Right, Statistics Dashboard

Functionalities

Users on the portal are divided into various categories (Group) depending on their system usage for access to the Portal.

Privileges can be given and revoke based on the functionality of the officers.

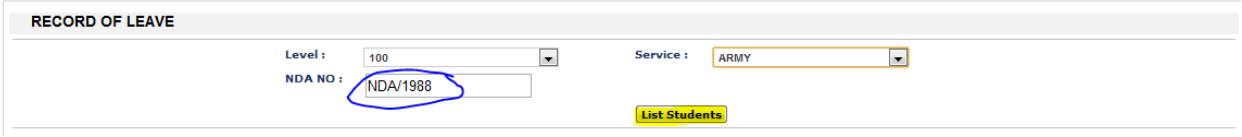
The general functionalities, privileges and tasks of The Dossier users for the E-Dossier are detailed below:

1. LEAVE RECORD

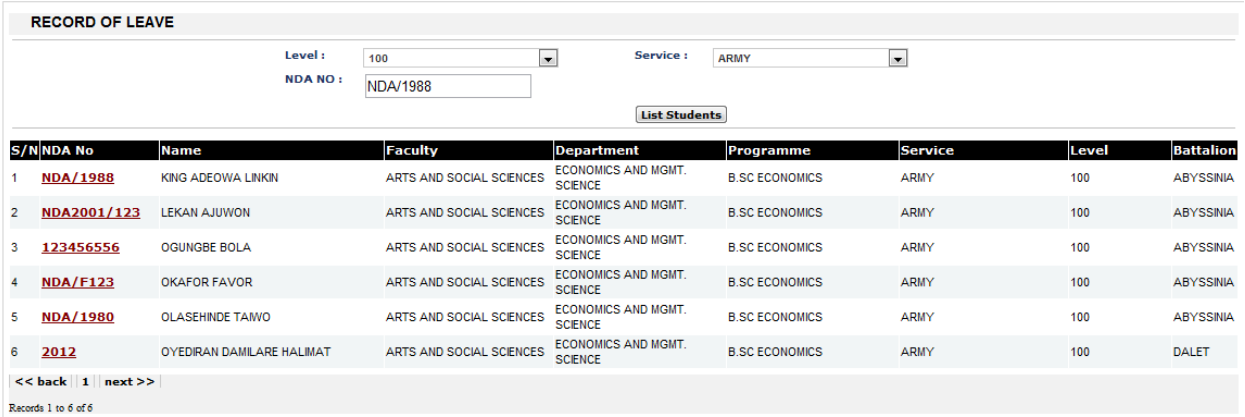
(a) **Entering Leave Record**

- After login, click on Dossier Menu at the left Panel.
- Select Leave Record Sub Menu

- This Display Record of Leave Form

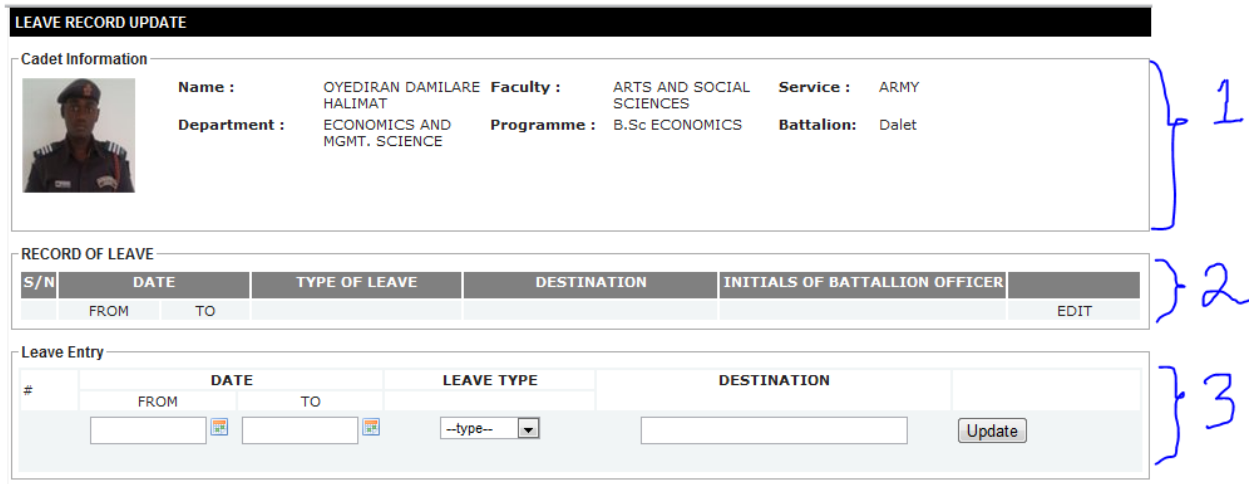


- Select Level and Service from the Combo Box and Enter the Student NDA No if its known else ,leave it empty
- The, click on List Students Button
- This display list of Cadets that Fall under the search Criteria

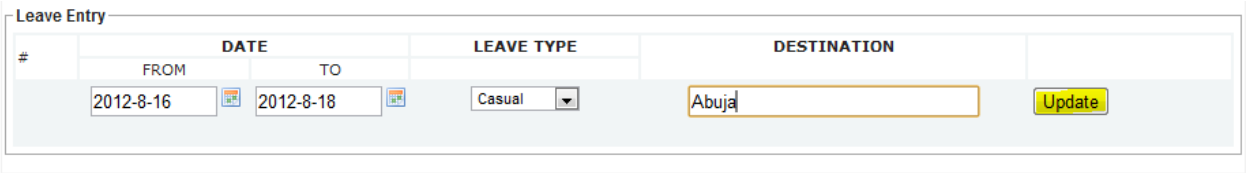


S/N	NDA No	Name	Faculty	Department	Programme	Service	Level	Battalion
1	NDA/1988	KING ADEOWA LINKIN	ARTS AND SOCIAL SCIENCES	ECONOMICS AND MGMT. SCIENCE	B.SC ECONOMICS	ARMY	100	ABYSSINIA
2	NDA2001/123	LEKAN AJUWON	ARTS AND SOCIAL SCIENCES	ECONOMICS AND MGMT. SCIENCE	B.SC ECONOMICS	ARMY	100	ABYSSINIA
3	123456556	OGUNGBE BOLA	ARTS AND SOCIAL SCIENCES	ECONOMICS AND MGMT. SCIENCE	B.SC ECONOMICS	ARMY	100	ABYSSINIA
4	NDA/F123	OKAFOR FAVOR	ARTS AND SOCIAL SCIENCES	ECONOMICS AND MGMT. SCIENCE	B.SC ECONOMICS	ARMY	100	ABYSSINIA
5	NDA/1980	OLASEHINDE TAIWO	ARTS AND SOCIAL SCIENCES	ECONOMICS AND MGMT. SCIENCE	B.SC ECONOMICS	ARMY	100	ABYSSINIA
6	2012	OYEDIRAN DAMILARE HALIMAT	ARTS AND SOCIAL SCIENCES	ECONOMICS AND MGMT. SCIENCE	B.SC ECONOMICS	ARMY	100	DALET

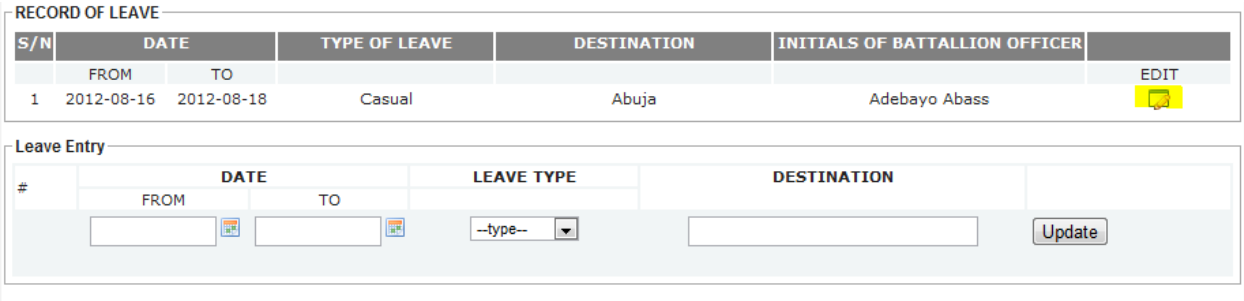
- **To Enter the Leave Record** Click on the NDA No Hyperlink
- This display the Leave record Entry Dash Board



- From the top, the set label 1 shows the student short profile
- The set label 2 Shows the past leave record
- The set label 3 is the form for the leave record entry
- Fill in the form as appropriate and click on update

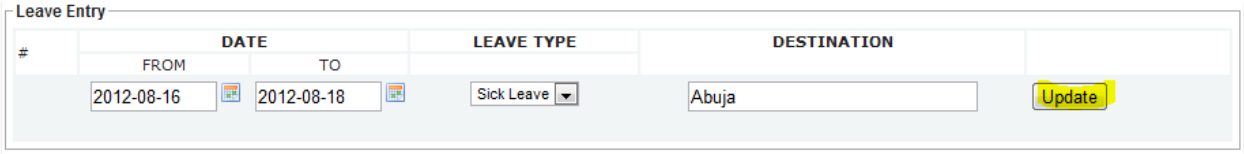


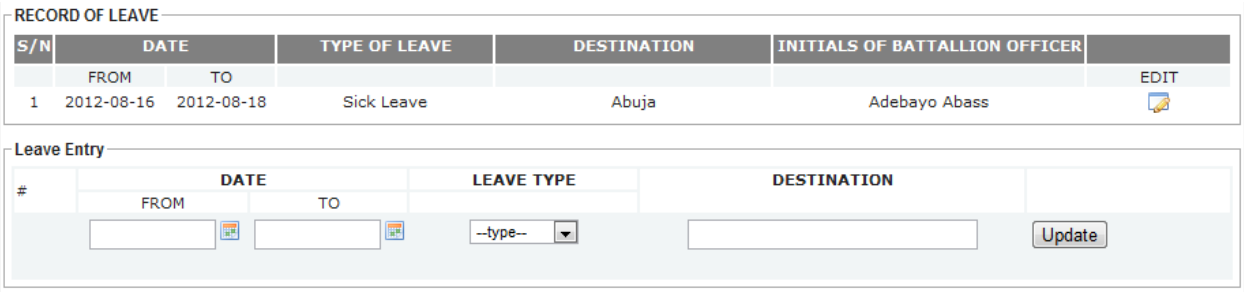
- This save your entry and display it in the Past Leave Record table above the form



(b) **To Edit Leave Record**

- Click on the edit Icon
- This auto set the leave record in the leave record form
- Make the necessary changes and click on update



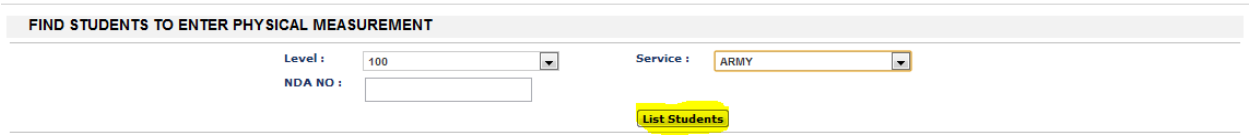


2. PHYSICAL MEASUREMENT

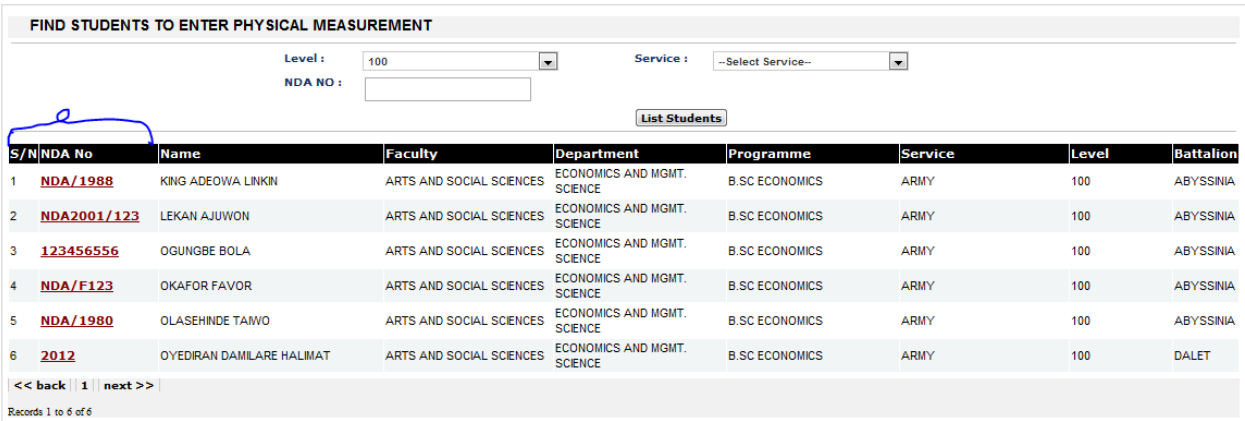
(a) To Enter Cadet Physical Measurement Record

- After login, click on Dossier Menu at the left Panel.
- Select Physical Measurement Sub Menu

- This Display Physical Measurement Form

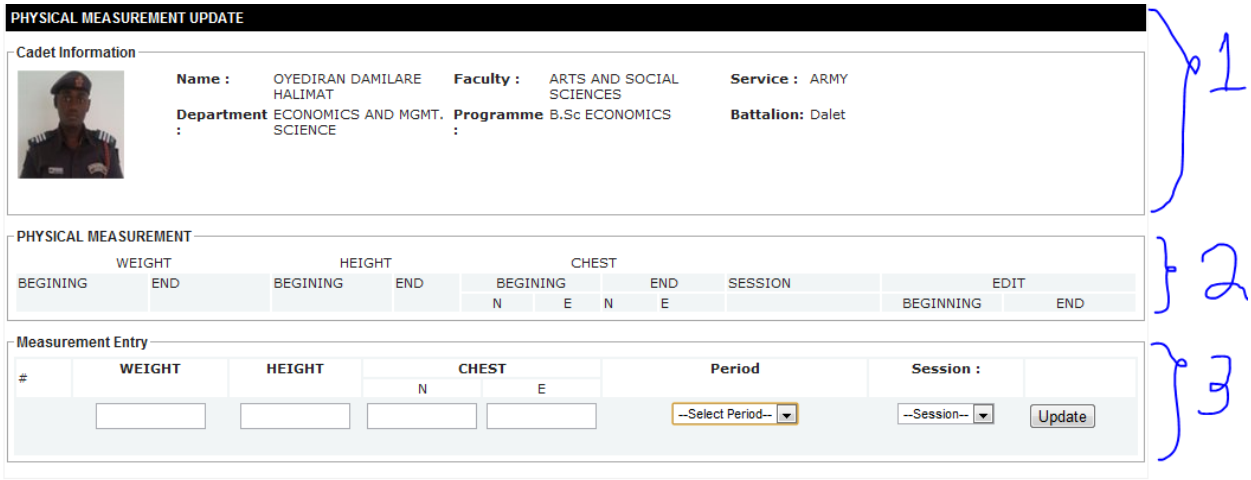


- Select Level and Service from the Combo Box and Enter the Student NDA No if its known else ,leave it empty
- The, click on List Students Button
- This display list of Cadets that Fall under the search Criteria

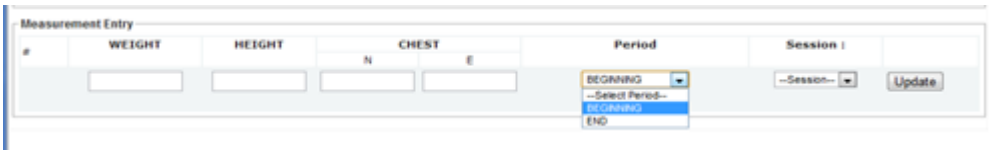


S/N	NDA No	Name	Faculty	Department	Programme	Service	Level	Battalion
1	NDA/1988	KING ADEOWA LINKIN	ARTS AND SOCIAL SCIENCES	ECONOMICS AND MGMT. SCIENCE	B.SC ECONOMICS	ARMY	100	ABYSSINIA
2	NDA2001/123	LEKAN AJUWON	ARTS AND SOCIAL SCIENCES	ECONOMICS AND MGMT. SCIENCE	B.SC ECONOMICS	ARMY	100	ABYSSINIA
3	123456556	OGUNGBE BOLA	ARTS AND SOCIAL SCIENCES	ECONOMICS AND MGMT. SCIENCE	B.SC ECONOMICS	ARMY	100	ABYSSINIA
4	NDA/F123	OKAFOR FAVOR	ARTS AND SOCIAL SCIENCES	ECONOMICS AND MGMT. SCIENCE	B.SC ECONOMICS	ARMY	100	ABYSSINIA
5	NDA/1980	OLASEHINDE TAIWO	ARTS AND SOCIAL SCIENCES	ECONOMICS AND MGMT. SCIENCE	B.SC ECONOMICS	ARMY	100	ABYSSINIA
6	2012	OYEDIRAN DAMILARE HALIMAT	ARTS AND SOCIAL SCIENCES	ECONOMICS AND MGMT. SCIENCE	B.SC ECONOMICS	ARMY	100	DALET

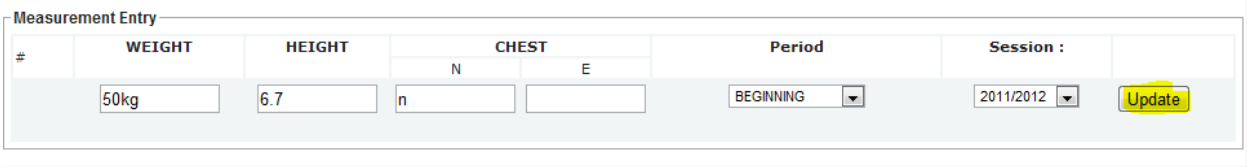
- **To Enter the Leave Record** Click on the NDA No Hyperlink
- This display the Leave record Entry Dash Board



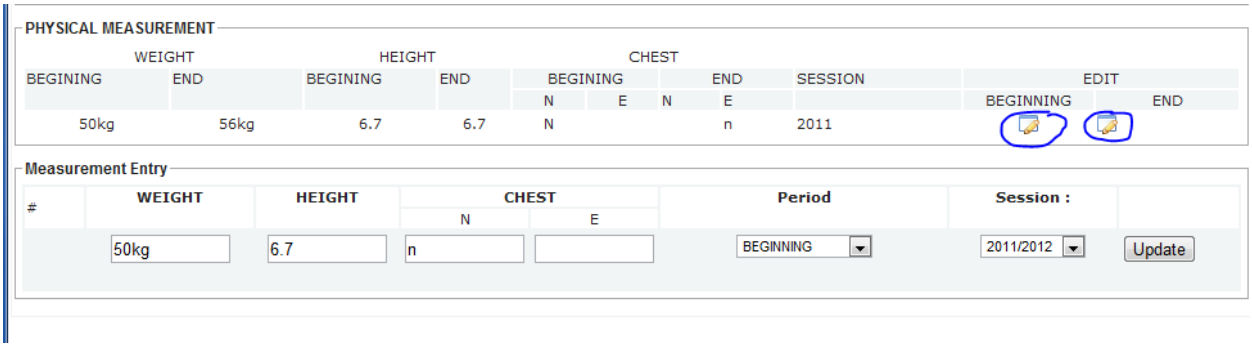
- From the top, the set label 1 shows the student short profile
- The set label 2 Shows the past leave record
- The set label 3 is the form for the leave record entry



- Choose either Beginning or End to enter record for the Beginning or Ending of the period
- Fill in the form and click on update

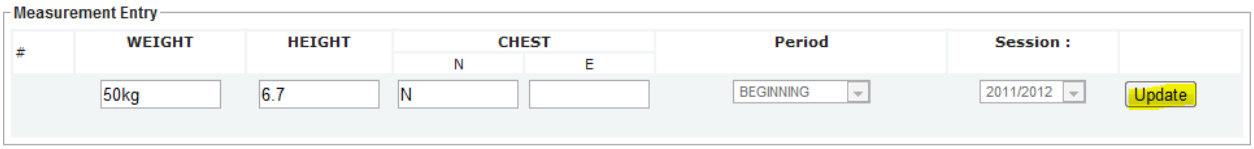


- This save your entry and display it in the Past Physical Measurement table above the form



(b) **To Edit Cadet Physical Measurement Record**

- Click on the edit Icon Under the Beginning and End to edit the Beginning or the End of the period
- This auto set the values to the Form in the Physical Measurement form
- Make the necessary changes and click on update

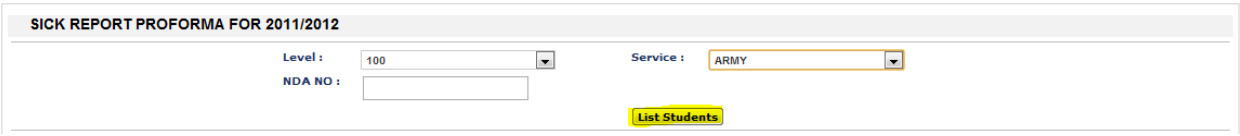


3. SICK REPORT PROFORMA

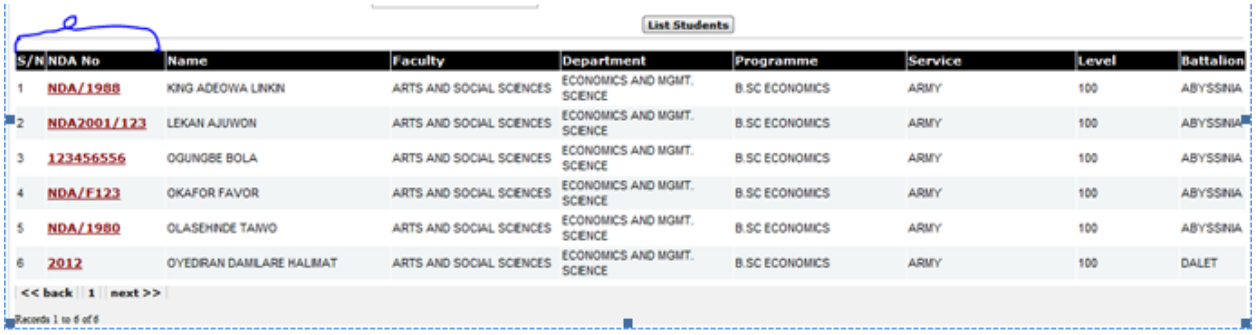
(a) To Enter Cadet Sick Report Record

- After login, click on Dossier Menu at the left Panel.
- Select Sick Record Proforma Sub Menu

- This Display Sick Report Proforma Form



- Select Level and Service from the Combo Box and Enter the Student NDA No if its known else ,leave it empty
- The, click on List Students Button
- This display list of Cadets that Fall under the search Criteria



List Students

S/N	NDA No	Name	Faculty	Department	Programme	Service	Level	Battalion
1	NDA/1988	KING ADEOWA LINKIN	ARTS AND SOCIAL SCIENCES	ECONOMICS AND MGMT. SCIENCE	B.SC ECONOMICS	ARMY	100	ABYSSINIA
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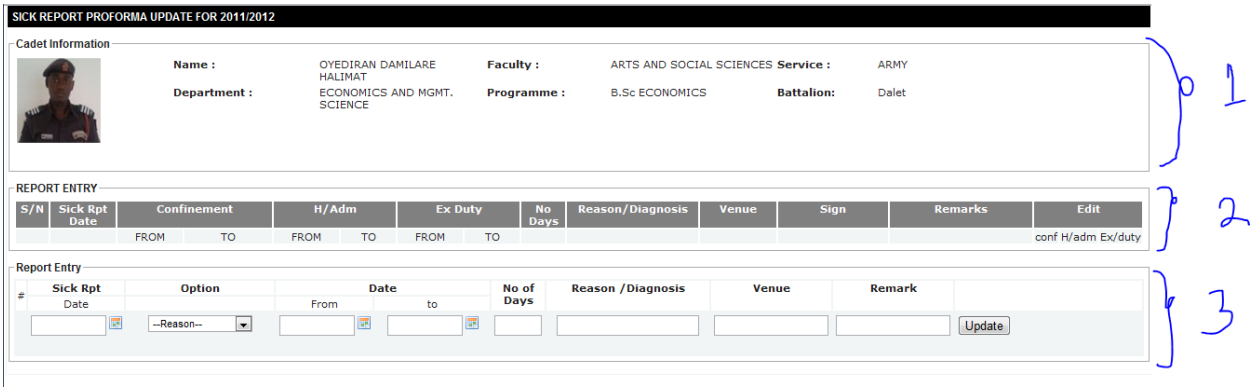
<< back | 1 | next >>

Records 1 to 6 of 6

To Enter the Sick Report Proforma

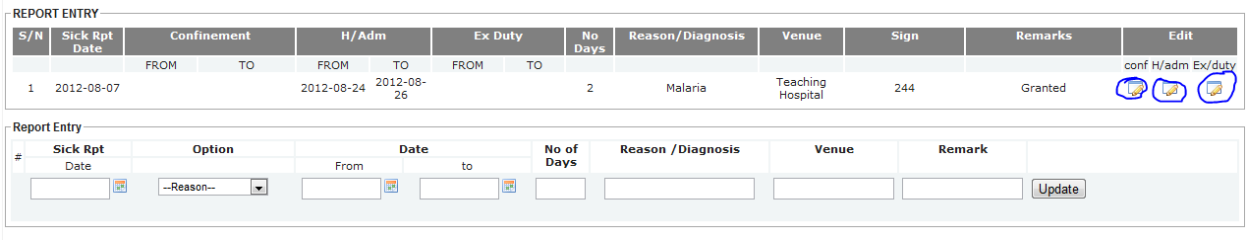
- Click on the NDA No Hyperlink
- This display the Sick Report Proforma Entry Dash Board



- From the top, the set label 1 shows the student short profile
- The set label 2 Shows the past leave record
- The set label 3 is the form for the leave record entry

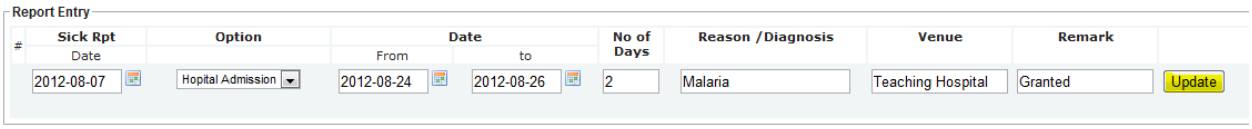
- Choose either Confinement, Hospital Admission or Excuse Duty to enter record for the any of Confinement, Hospital Admission or Excuse Duty
- Fill in the form and click on update

- This save your entry and display it in the Sick Report Proforma table above the form



(b) **To Edit Cadet Sick Report Proforma Entry Record**

- Click on the edit Icon Under the conf, H/admin and Ex/duty to edit Confinement, Hospital Admission or Excuse Duty respectively
- This auto set the values to the Form in the Sick Report Proforma form
- Make the necessary changes and click on update

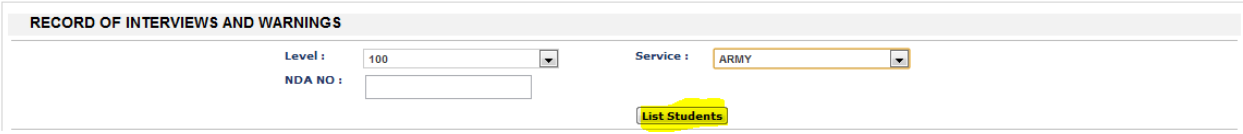


4. SICK REPORT PROFORMA

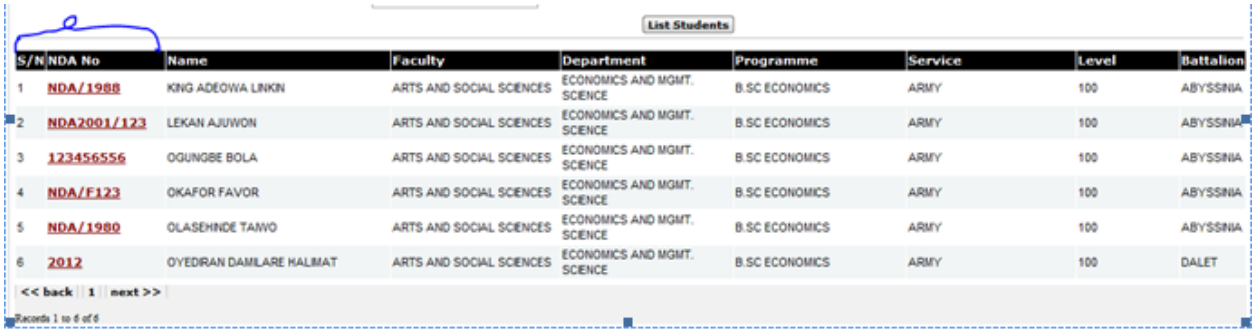
(a) To Enter Cadet Interview and Warning Record

- After login, click on Dossier Menu at the left Panel.
- Select Interview and Warning Sub Menu

- This Display Interview and Warning Form to search for the cadet

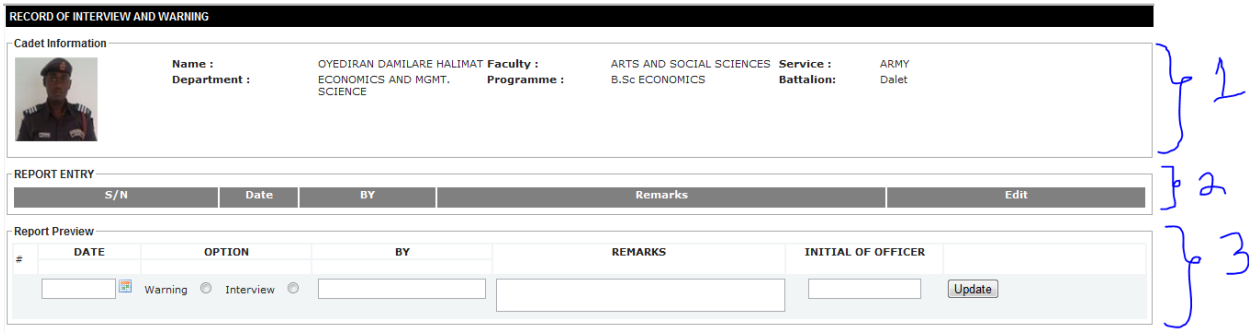


- Select Level and Service from the Combo Box and Enter the Student NDA No if its known else ,leave it empty
- The, click on List Students Button
- This display list of Cadets that Fall under the search Criteria

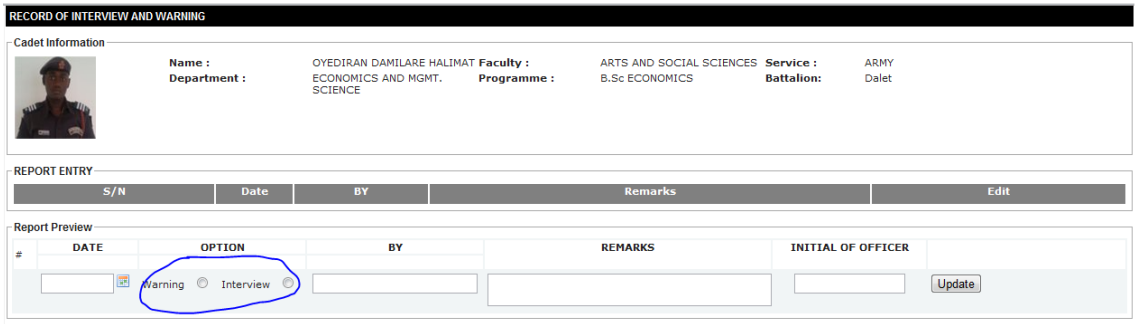


To Enter the Sick Report Proforma

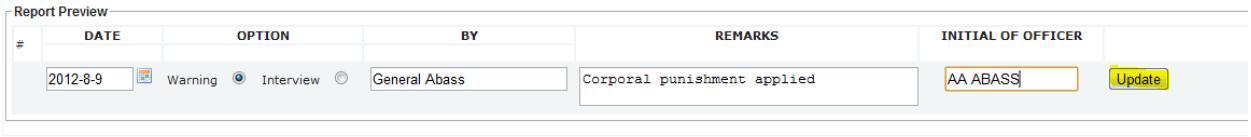
- Click on the NDA No Hyperlink
- This display the Interview and Warning Entry Dash Board



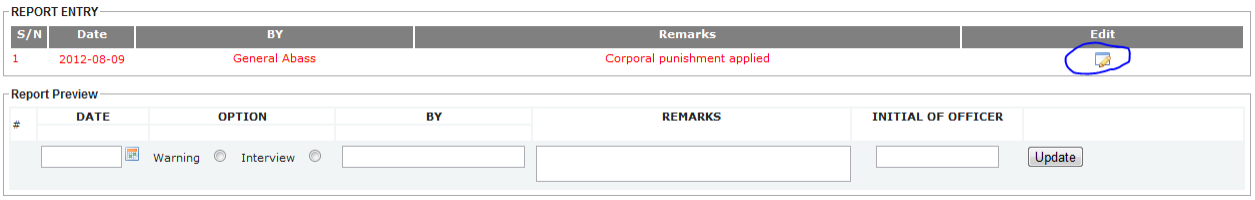
- From the top, the set label 1 shows the student short profile
- The set label 2 Shows the Interview and Warning record
- The set label 3 is the form for the Interview and Warning record entry



- Choose either Warming or Interview radio button to choose Warning and Interview record entry
- Fill in the form and click on update

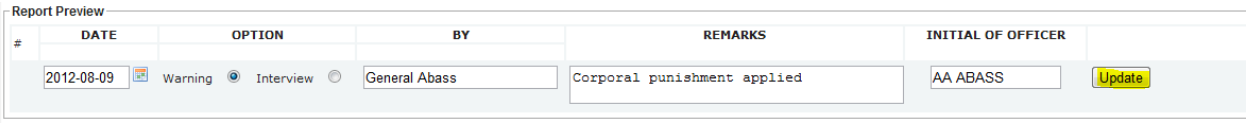


- This save your entry and display it in the Warming/Interview table above the form



(b) **To Edit Cadet Warming or Interview Record**

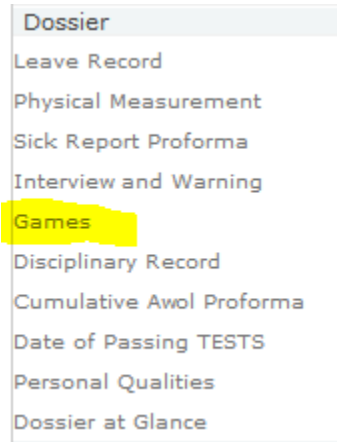
- Click on the edit Icon as shown above
- This auto set the values to the Form in the Warming/Interview form
- Make the necessary changes and click on update



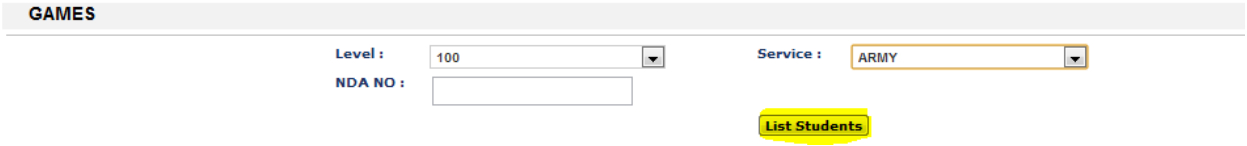
5. Games Records

(a) To Enter Cadet Games Record

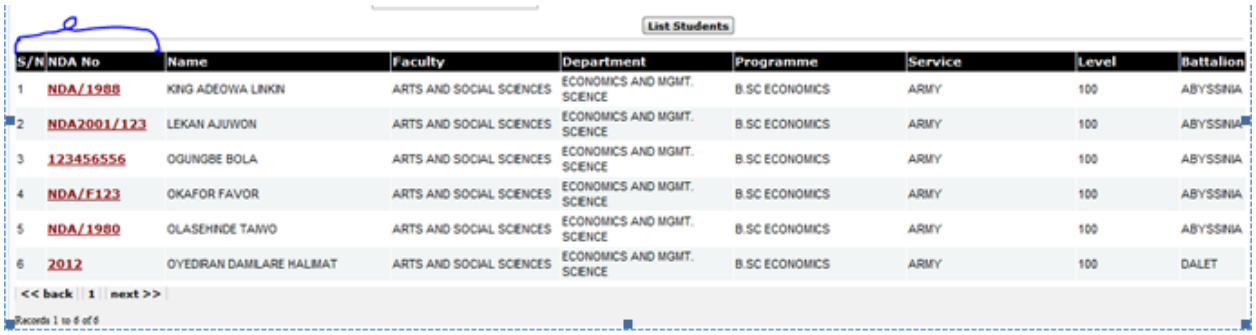
- After login, click on Dossier Menu at the left Panel.
- Select Game Sub Menu



- This Display Game Form to search for the cadet



- Select Level and Service from the Combo Box and Enter the Student NDA No if its known else ,leave it empty
- The, click on List Students Button
- This display list of Cadets that Fall under the search Criteria



List Students

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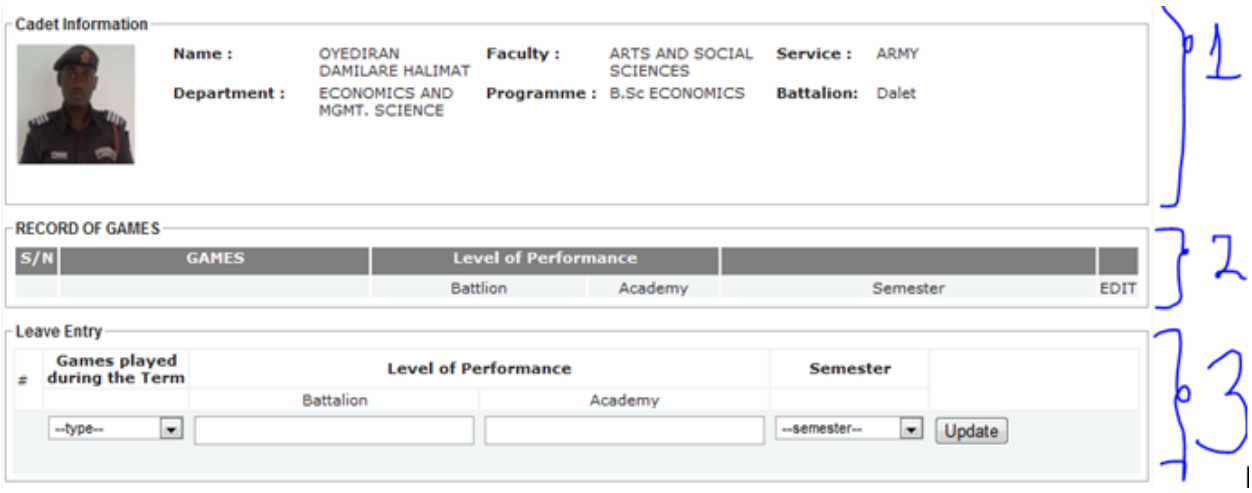
6	2012	OYEDIRAN DAMILARE HALIMAT	ARTS AND SOCIAL SCIENCES	ECONOMICS AND MGMT. SCIENCE	B.SC ECONOMICS	ARMY	100	DALET

<< back | 1 | next >>

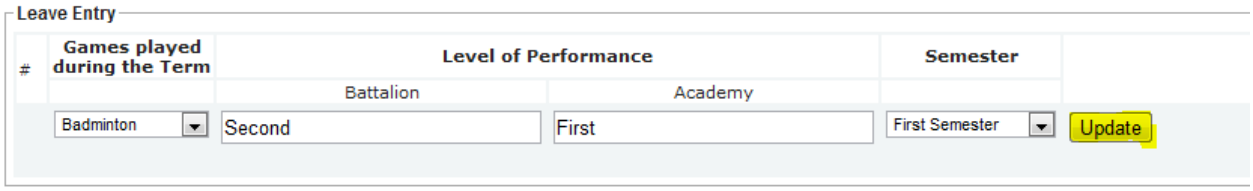
Records 1 to 6 of 6

To Enter the Game Record

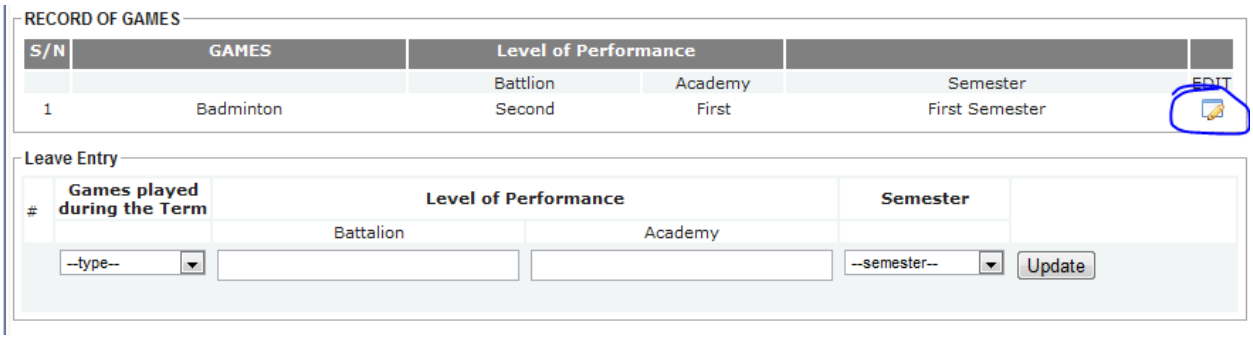
- Click on the NDA No Hyperlink
- This display the Game record Dash Board



- From the top, the set label 1 shows the student short profile
- The set label 2 Shows the Interview and Warning record
- The set label 3 is the form for the Interview and Warning record entry
- Fill in the form and click on update

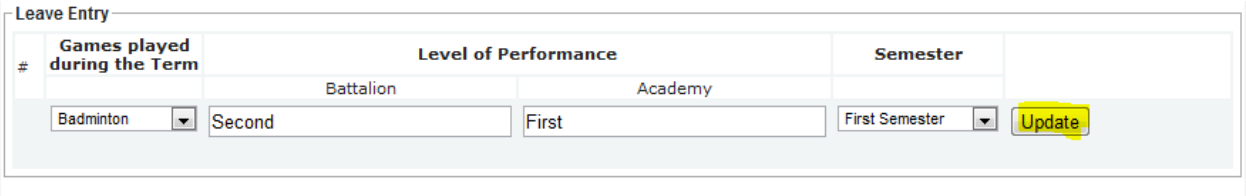


- This save your entry and display it in the Warming/Interview table above the form



(b) **To Edit Cadet Games Record**

- Click on the edit Icon as shown above
- This auto set the values to the Form in the Games Record form
- Make the necessary changes and click on update

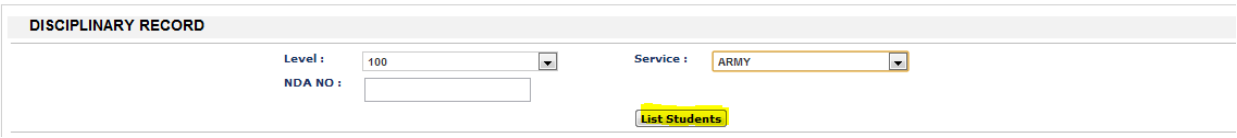


6. Disciplinary Record

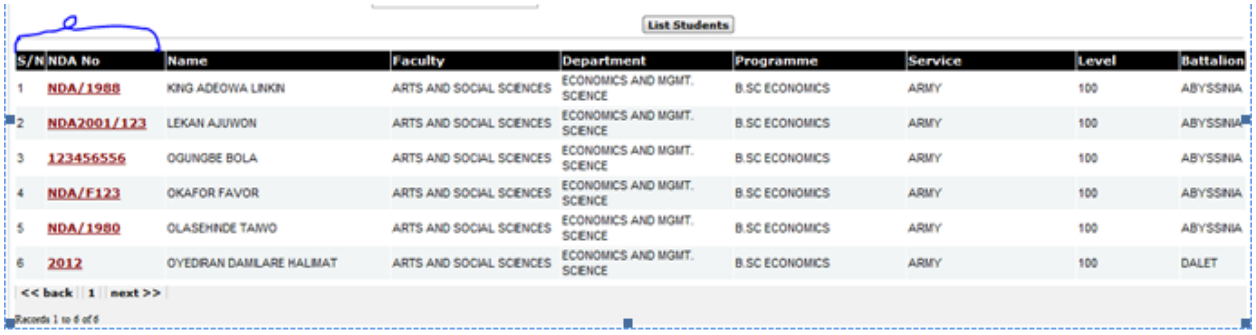
(a) To Enter Cadet Disciplinary Record

- After login, click on Dossier Menu at the left Panel.
- Select Disciplinary Record

- This Display Game Form to search for the cadet



- Select Level and Service from the Combo Box and Enter the Student NDA No if its known else ,leave it empty
- The, click on List Students Button
- This display list of Cadets that Fall under the search Criteria



List Students

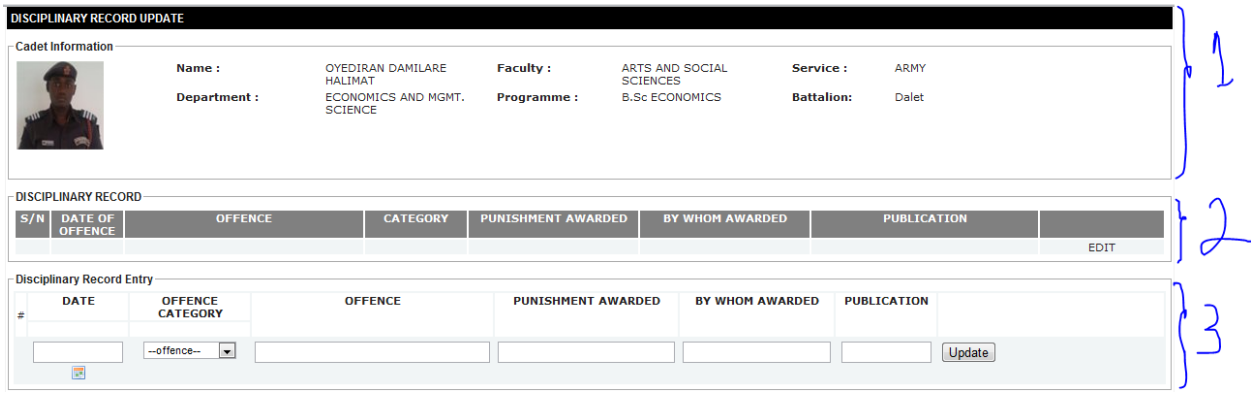
S/N	NDA No	Name	Faculty	Department	Programme	Service	Level	Battalion
1	NDA/1988	KING ADEOWA LINKIN	ARTS AND SOCIAL SCIENCES	ECONOMICS AND MGMT. SCIENCE	B.SC ECONOMICS	ARMY	100	ABYSSINIA
2	NDA2001/123	LEKAN AJUWON	ARTS AND SOCIAL SCIENCES	ECONOMICS AND MGMT. SCIENCE	B.SC ECONOMICS	ARMY	100	ABYSSINIA
3	123456556	OGUNGBE BOLA	ARTS AND SOCIAL SCIENCES	ECONOMICS AND MGMT. SCIENCE	B.SC ECONOMICS	ARMY	100	ABYSSINIA
4	NDA/F123	OKAFOR FAVOR	ARTS AND SOCIAL SCIENCES	ECONOMICS AND MGMT. SCIENCE	B.SC ECONOMICS	ARMY	100	ABYSSINIA
5	NDA/1980	OLASEHINDE TAIWO	ARTS AND SOCIAL SCIENCES	ECONOMICS AND MGMT. SCIENCE	B.SC ECONOMICS	ARMY	100	ABYSSINIA
6	2012	OYEDIRAN DAMILARE HALIMAT	ARTS AND SOCIAL SCIENCES	ECONOMICS AND MGMT. SCIENCE	B.SC ECONOMICS	ARMY	100	DALET

<< back | 1 | next >>

Records 1 to 6 of 6

To Enter the Disciplinary Record

- Click on the NDA No Hyperlink
- This display the Disciplinary Record Dash Board



DISCIPLINARY RECORD UPDATE

Cadet Information

Name : OYEDIRAN DAMILARE HALIMAT
Faculty : ARTS AND SOCIAL SCIENCES
Service : ARMY
Department : ECONOMICS AND MGMT. SCIENCE
Programme : B.Sc ECONOMICS
Battalion: Dalet

1

DISCIPLINARY RECORD

S/N	DATE OF OFFENCE	OFFENCE	CATEGORY	PUNISHMENT AWARDED	BY WHOM AWARDED	PUBLICATION	
							EDIT

2

Disciplinary Record Entry

#	DATE	OFFENCE CATEGORY	OFFENCE	PUNISHMENT AWARDED	BY WHOM AWARDED	PUBLICATION	
		--offence--					Update

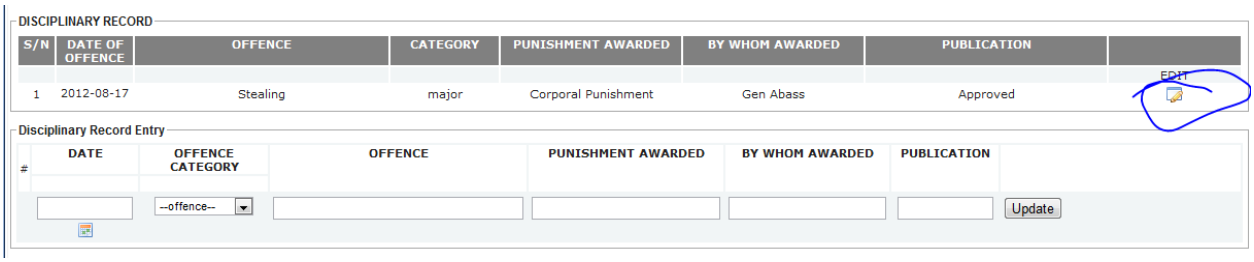
3

- From the top, the set label 1 shows the student short profile
- The set label 2 Shows the Disciplinary Record
- The set label 3 is the form for the Disciplinary Record entry
- Fill in the form and click on update

Disciplinary Record Entry

#	DATE	OFFENCE CATEGORY	OFFENCE	PUNISHMENT AWARDED	BY WHOM AWARDED	PUBLICATION	
	2012-08-17	Major Offence	Stealing	Corporal Punishment	Gen Abass	Approved	Update

- This save your entry and display it in the Disciplinary Record table above the form



DISCIPLINARY RECORD

S/N	DATE OF OFFENCE	OFFENCE	CATEGORY	PUNISHMENT AWARDED	BY WHOM AWARDED	PUBLICATION	
1	2012-08-17	Stealing	major	Corporal Punishment	Gen Abass	Approved	EDIT

Disciplinary Record Entry

#	DATE	OFFENCE CATEGORY	OFFENCE	PUNISHMENT AWARDED	BY WHOM AWARDED	PUBLICATION	
		--offence--					Update

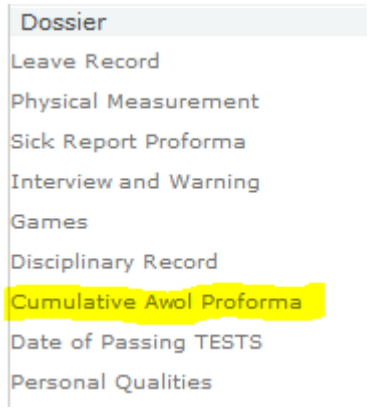
(b) **To Edit Cadet Disciplinary Record**

- Click on the edit Icon as shown above
- This auto set the values to the Form in the Disciplinary Record form
- Make the necessary changes and click on update

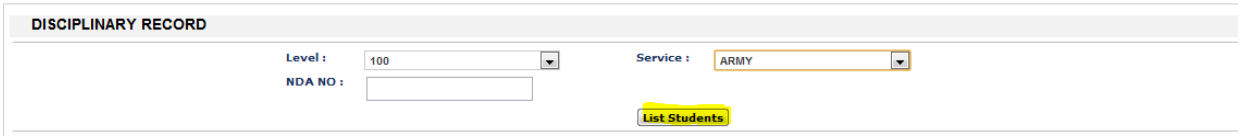
7. Cumulative Awol Proforma

(a) To Enter Cumulative Awol Proforma

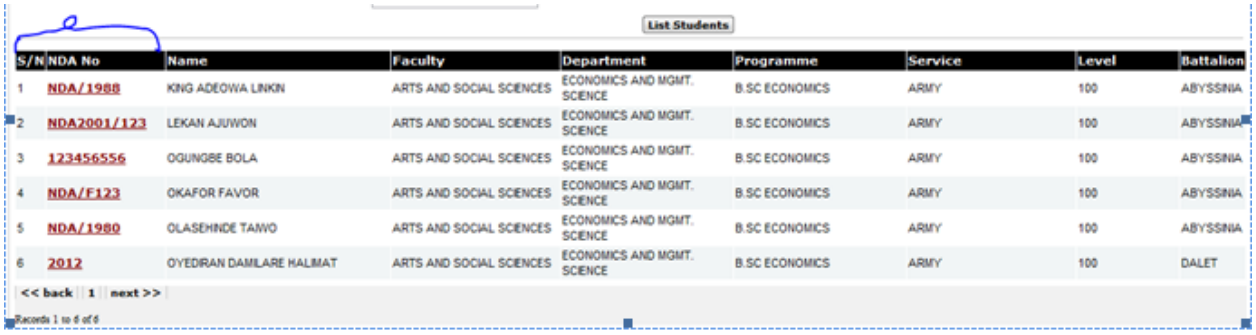
- After login, click on Dossier Menu at the left Panel.
- Select Cumulative Awol Proforma



- This Display Cumulative Awol Proforma Form to search for the cadet



- Select Level and Service from the Combo Box and Enter the Student NDA No if its known else ,leave it empty
- The, click on List Students Button
- This display list of Cadets that Fall under the search Criteria



List Students

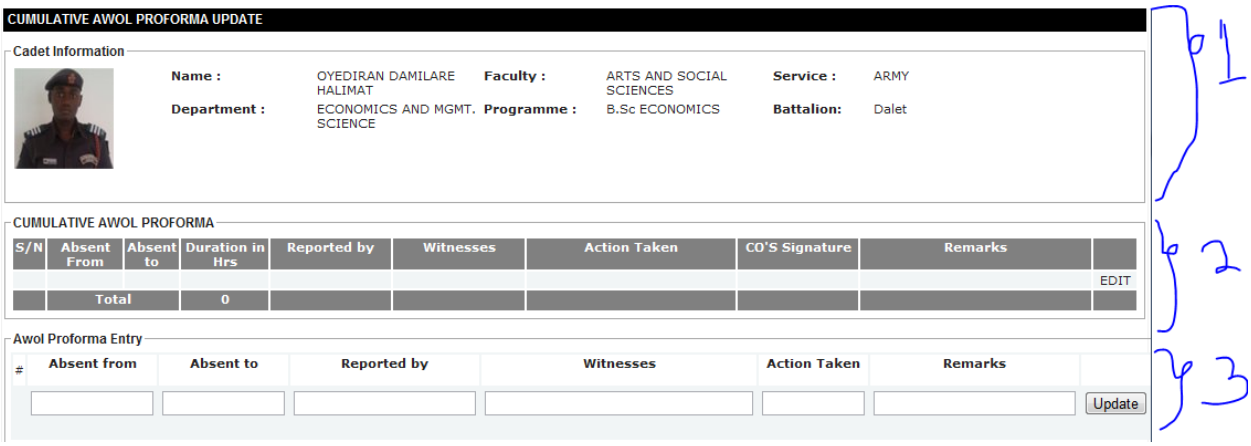
S/N	NDA No	Name	Faculty	Department	Programme	Service	Level	Battalion
1	NDA/1988	KING ADEOWA LINKIN	ARTS AND SOCIAL SCIENCES	ECONOMICS AND MGMT. SCIENCE	B.SC ECONOMICS	ARMY	100	ABYSSINIA
2	NDA2001/123	LEKAN AJUWON	ARTS AND SOCIAL SCIENCES	ECONOMICS AND MGMT. SCIENCE	B.SC ECONOMICS	ARMY	100	ABYSSINIA
3	123456556	OGUNGBE BOLA	ARTS AND SOCIAL SCIENCES	ECONOMICS AND MGMT. SCIENCE	B.SC ECONOMICS	ARMY	100	ABYSSINIA
4	NDA/F123	OKAFOR FAVOR	ARTS AND SOCIAL SCIENCES	ECONOMICS AND MGMT. SCIENCE	B.SC ECONOMICS	ARMY	100	ABYSSINIA
5	NDA/1980	OLASEHINDE TAIWO	ARTS AND SOCIAL SCIENCES	ECONOMICS AND MGMT. SCIENCE	B.SC ECONOMICS	ARMY	100	ABYSSINIA
6	2012	OYEDIRAN DAMILARE HALIMAT	ARTS AND SOCIAL SCIENCES	ECONOMICS AND MGMT. SCIENCE	B.SC ECONOMICS	ARMY	100	DALET

<< back | 1 | next >>

Records 1 to 6 of 6

To Enter the Cumulative Awol Proforma

- Click on the NDA No Hyperlink
- This display the Cumulative Awol Proforma Dash Board



CUMULATIVE AWOL PROFORMA UPDATE

Cadet Information

Name : OYEDIRAN DAMILARE HALIMAT
Faculty : ARTS AND SOCIAL SCIENCES
Service : ARMY
Department : ECONOMICS AND MGMT. SCIENCE
Programme : B.Sc ECONOMICS
Battalion: Dalet

CUMULATIVE AWOL PROFORMA

S/N	Absent From	Absent to	Duration in Hrs	Reported by	Witnesses	Action Taken	CO'S Signature	Remarks	
									EDIT
	Total		0						

Awol Proforma Entry

#	Absent from	Absent to	Reported by	Witnesses	Action Taken	Remarks	
							Update

- From the top, the set label 1 shows the student short profile
- The set label 2 Shows the Cumulative Awol Proforma
- The set label 3 is the form for the Cumulative Awol Proforma entry
- To enter the **Absent from and Absent to,** click on the text field. Its displayed the calendar as shown below. Pick the date, hour ,the minutes and click done
- Fill in the form and click on update

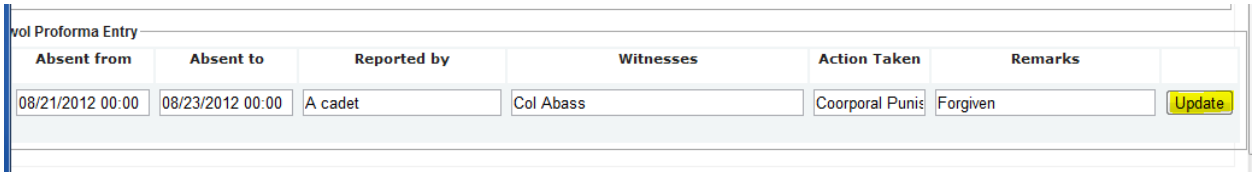
August 2012

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Today | Done

00:00 Hour Minute

- This save your entry and display it in the Cumulative Awol Proforma Record table above the form



- This Auto calculate the hour ,save and display it in the record above the form as shown below

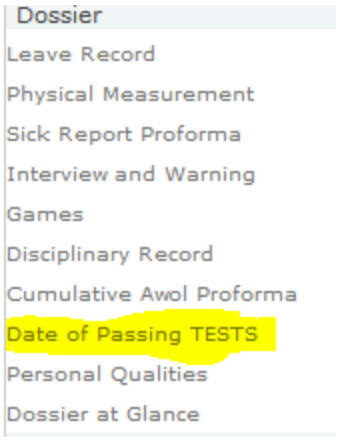
(b) **To Edit Cumulative Awol Proforma Record**

- Click on the edit Icon as shown above
- This auto set the values to the Form in the Cumulative Awol Proforma form
- Make the necessary changes and click on update

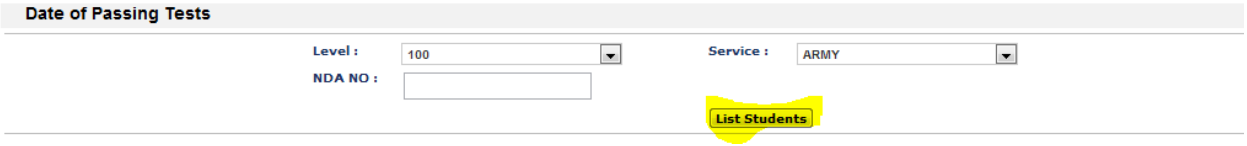
8. Date of Passing TESTS

(a) To Enter Date of Passing TESTS

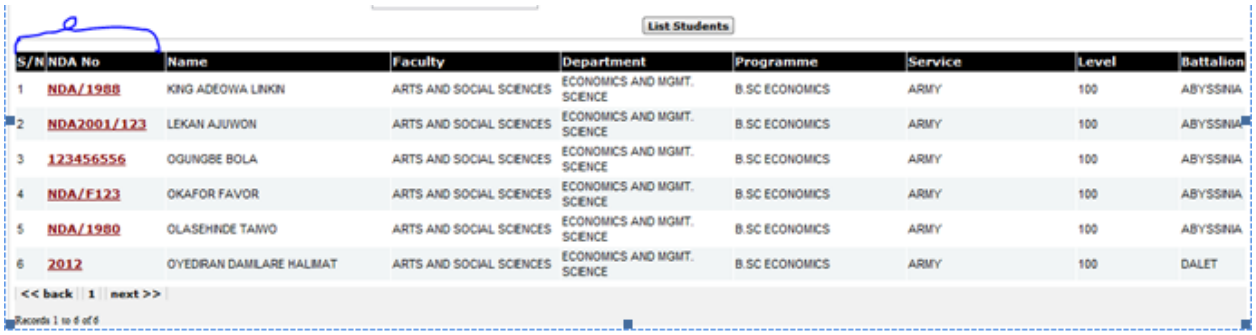
- After login, click on Dossier Menu at the left Panel.
- Select Date of Passing TESTS sub menu



- This Display Date of Passing TESTS Form to search for the cadet



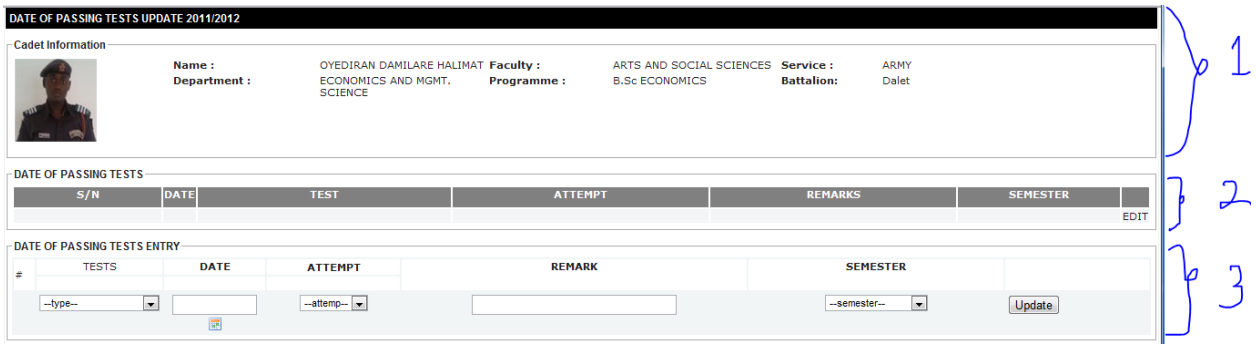
- Select Level and Service from the Combo Box and Enter the cadet NDA No if its known else ,leave it empty
- The, click on List Students Button
- This display list of Cadets that Fall under the search Criteria



S/N	NDA No	Name	Faculty	Department	Programme	Service	Level	Battalion
1	NDA/1988	KING ADEOWA LINKIN	ARTS AND SOCIAL SCIENCES	ECONOMICS AND MGMT. SCIENCE	B.SC ECONOMICS	ARMY	100	ABYSSINIA
2	NDA2001/123	LEKAN AJUWON	ARTS AND SOCIAL SCIENCES	ECONOMICS AND MGMT. SCIENCE	B.SC ECONOMICS	ARMY	100	ABYSSINIA
3	123456556	OGUNGBE BOLA	ARTS AND SOCIAL SCIENCES	ECONOMICS AND MGMT. SCIENCE	B.SC ECONOMICS	ARMY	100	ABYSSINIA
4	NDA/F123	OKAFOR FAVOR	ARTS AND SOCIAL SCIENCES	ECONOMICS AND MGMT. SCIENCE	B.SC ECONOMICS	ARMY	100	ABYSSINIA
5	NDA/1980	OLASEHINDE TAIWO	ARTS AND SOCIAL SCIENCES	ECONOMICS AND MGMT. SCIENCE	B.SC ECONOMICS	ARMY	100	ABYSSINIA
6	2012	OYEDIRAN DAMILARE HALIMAT	ARTS AND SOCIAL SCIENCES	ECONOMICS AND MGMT. SCIENCE	B.SC ECONOMICS	ARMY	100	DALET

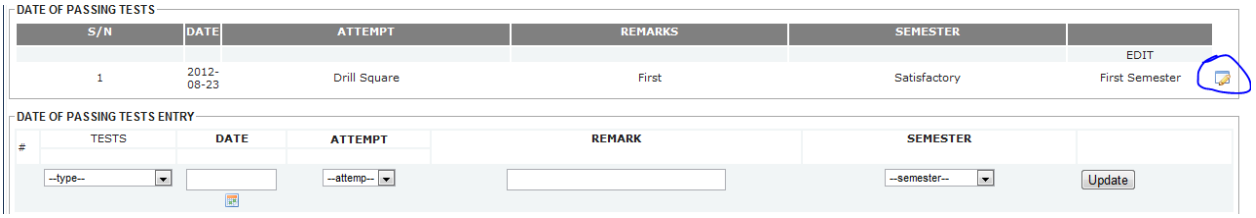
To Enter the Date of Passing TESTS

- Click on the NDA No Hyperlink
- This display the Date of Passing TESTS Dash Board



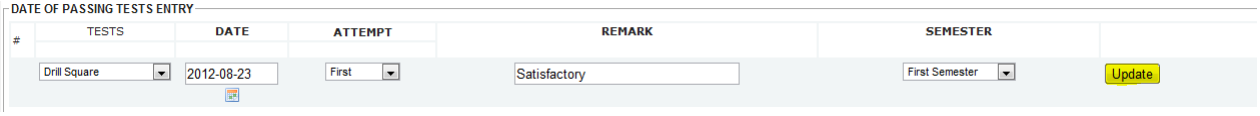
- From the top, the set label 1 shows the student short profile
- The set label 2 Shows the Date of Passing TESTS
- The set label 3 is the form for the Date of Passing TESTS record entry
- Fill in the form and click on update

- This Auto calculate the hour ,save and display it in the record above the form as shown below



(b) **To Edit Date of Passing TESTS Record**

- Click on the edit Icon as shown above
- This auto set the values to the Form in the Date of Passing TESTS form
- Make the necessary changes and click on update



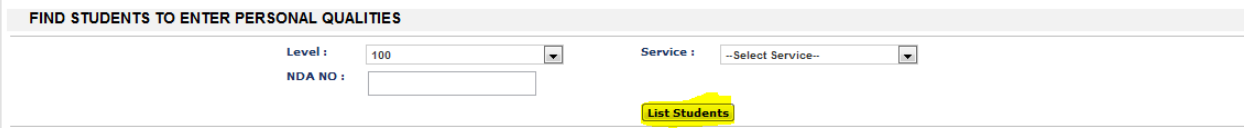
9. Personal Qualities

(a) To Enter Personal Qualities

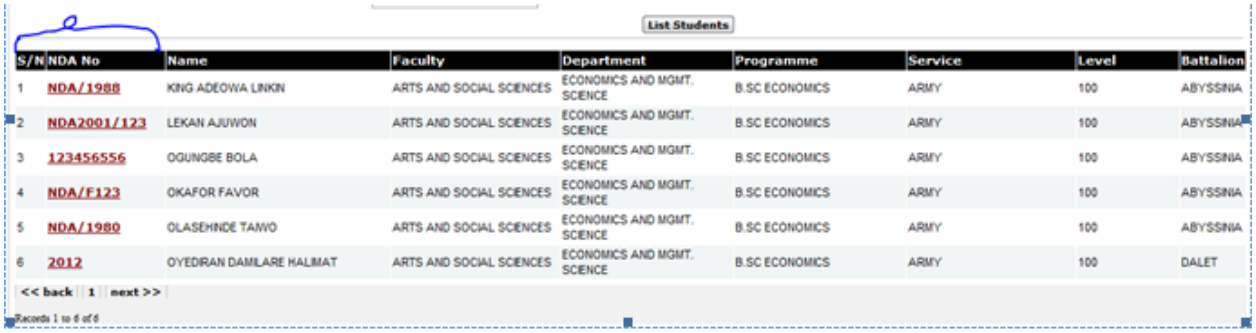
- After login, click on Dossier Menu at the left Panel.
- Select Personal Qualities sub menu

Dossier
Leave Record
Physical Measurement
Sick Report Proforma
Interview and Warning
Games
Disciplinary Record
Cumulative Awol Proforma
Date of Passing TESTS
Personal Qualities
Dossier at Glance

- This Display Personal Qualities Form to search for the cadet



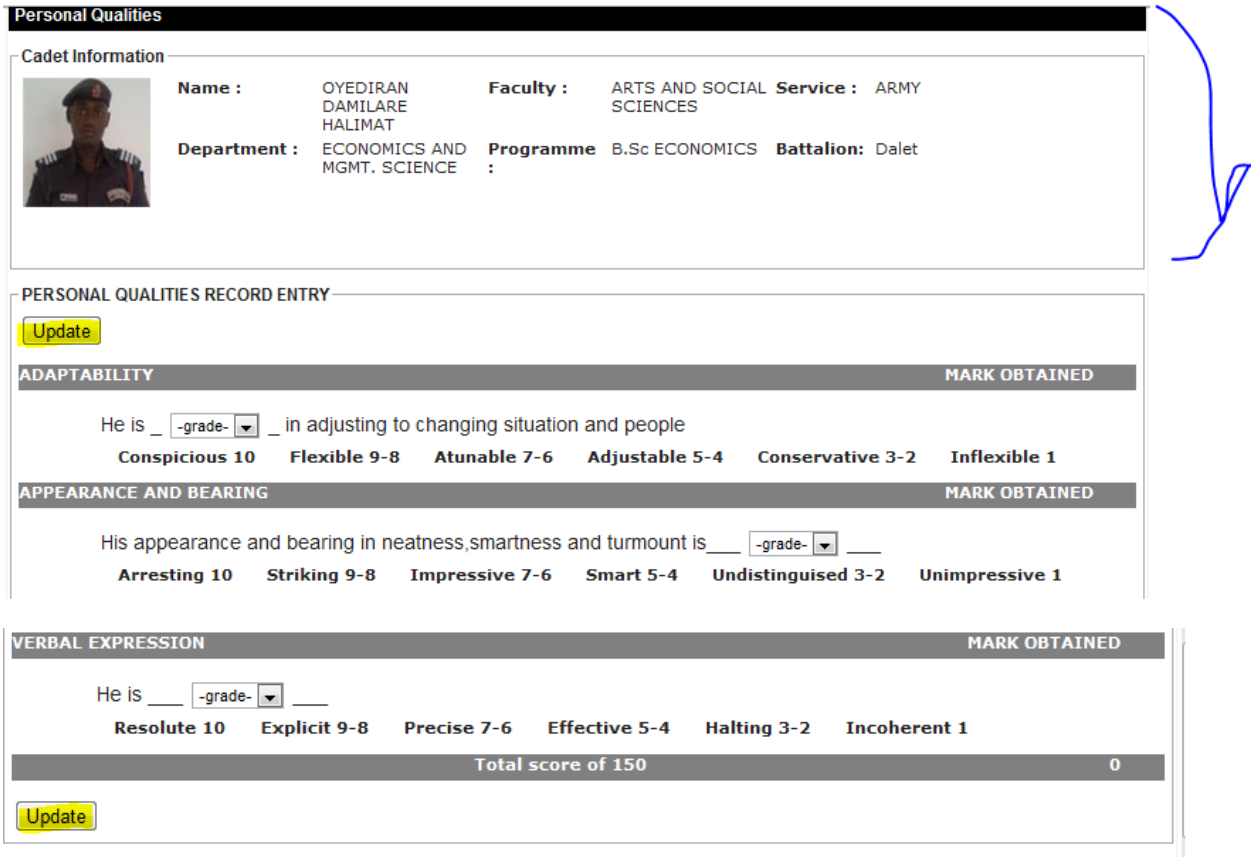
- Select Level and Service from the Combo Box and Enter the cadet NDA No if its known else ,leave it empty
- The, click on List Students Button
- This display list of Cadets that Fall under the search Criteria



S/N	NDA No	Name	Faculty	Department	Programme	Service	Level	Battalion
1	NDA/1988	KING ADEOWA LINKIN	ARTS AND SOCIAL SCIENCES	ECONOMICS AND MGMT. SCIENCE	B.SC ECONOMICS	ARMY	100	ABYSSINIA
2	NDA2001/123	LEKAN AJUWON	ARTS AND SOCIAL SCIENCES	ECONOMICS AND MGMT. SCIENCE	B.SC ECONOMICS	ARMY	100	ABYSSINIA
3	123456556	OGUNGBE BOLA	ARTS AND SOCIAL SCIENCES	ECONOMICS AND MGMT. SCIENCE	B.SC ECONOMICS	ARMY	100	ABYSSINIA
4	NDA/F123	OKAFOR FAVOR	ARTS AND SOCIAL SCIENCES	ECONOMICS AND MGMT. SCIENCE	B.SC ECONOMICS	ARMY	100	ABYSSINIA
5	NDA/1980	OLASEHINDE TAIWO	ARTS AND SOCIAL SCIENCES	ECONOMICS AND MGMT. SCIENCE	B.SC ECONOMICS	ARMY	100	ABYSSINIA
6	2012	OYEDIRAN DAMILARE HALIMAT	ARTS AND SOCIAL SCIENCES	ECONOMICS AND MGMT. SCIENCE	B.SC ECONOMICS	ARMY	100	DALET

To Enter the Personal Qualities

- Click on the NDA No Hyperlink
- This display the Personal Qualities Dash Board



- Select the appropriate grade for each of the qualities and click update to save.

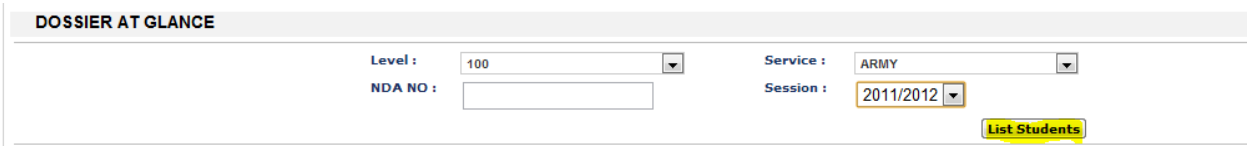
10. <u>Dossier at Glance</u>

This is the summary of all record entry to the dossier. It will only be available to the dossier super administrator.

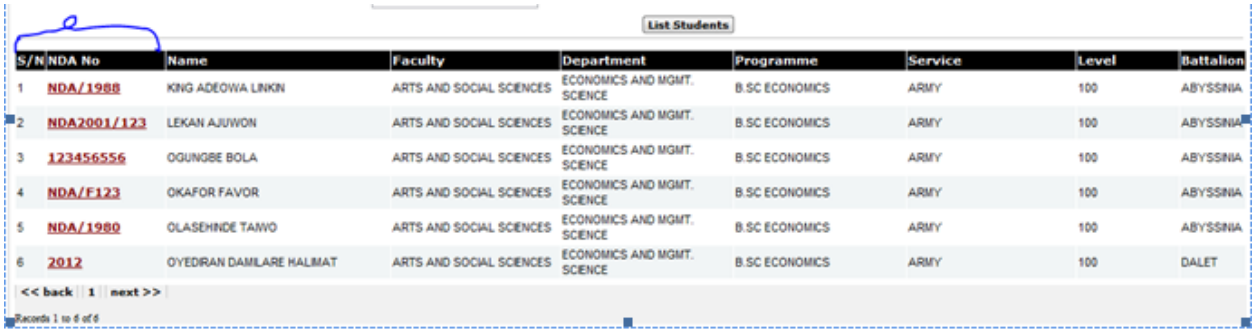
(a) To Access Dossier at Glance

- After login, click on Dossier Menu at the left Panel.
- Select Dossier at Glance sub menu

- This Dossier at Glance Form to search for the cadet



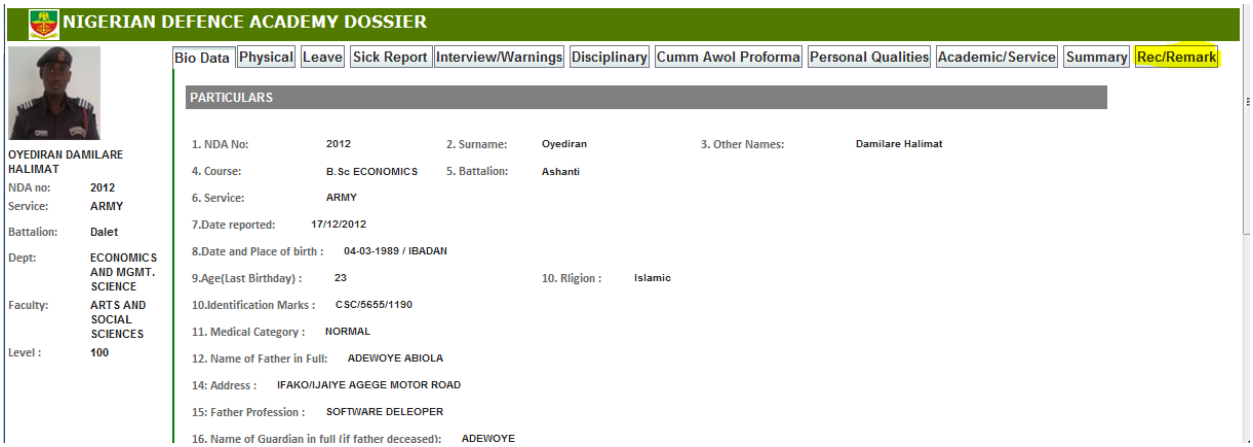
- Select Level and Service from the Combo Box and Enter the cadet NDA No if its known else ,leave it empty
- The, click on List Students Button
- This display list of Cadets that Fall under the search Criteria



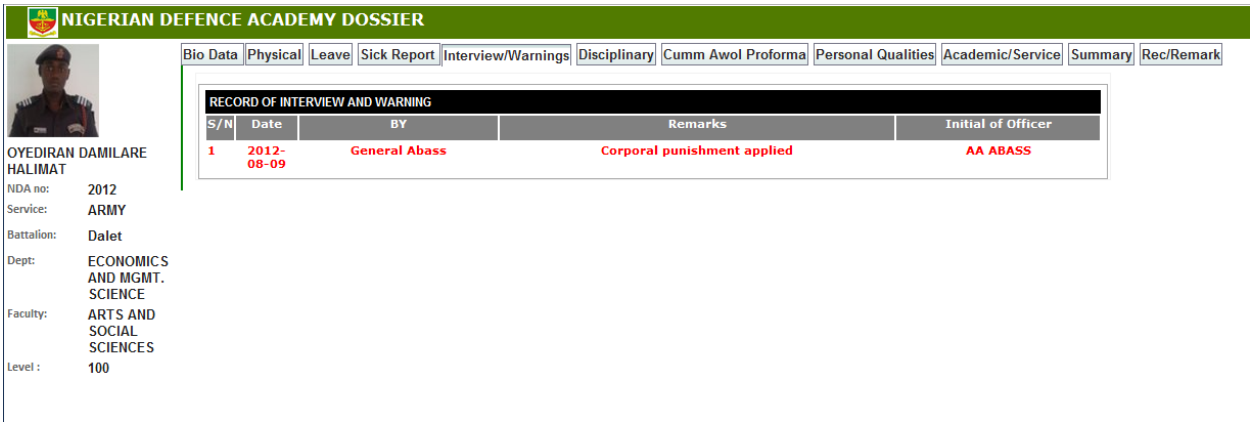
S/N	NDA No	Name	Faculty	Department	Programme	Service	Level	Battalion
1	NDA/1988	KING ADEOWA LINKN	ARTS AND SOCIAL SCIENCES	ECONOMICS AND MGMT. SCIENCE	B.SC ECONOMICS	ARMY	100	ABYSSINIA
2	NDA2001/123	LEKAN AJUWON	ARTS AND SOCIAL SCIENCES	ECONOMICS AND MGMT. SCIENCE	B.SC ECONOMICS	ARMY	100	ABYSSINIA
3	123456556	OGUNGBE BOLA	ARTS AND SOCIAL SCIENCES	ECONOMICS AND MGMT. SCIENCE	B.SC ECONOMICS	ARMY	100	ABYSSINIA
4	NDA/F123	OKAFOR FAVOR	ARTS AND SOCIAL SCIENCES	ECONOMICS AND MGMT. SCIENCE	B.SC ECONOMICS	ARMY	100	ABYSSINIA
5	NDA/1980	OLASEHINDE TAWO	ARTS AND SOCIAL SCIENCES	ECONOMICS AND MGMT. SCIENCE	B.SC ECONOMICS	ARMY	100	ABYSSINIA
6	2012	OYEDIRAN DAMILARE HALIMAT	ARTS AND SOCIAL SCIENCES	ECONOMICS AND MGMT. SCIENCE	B.SC ECONOMICS	ARMY	100	DALET

To View the Dossier Record

- Click on the NDA No Hyperlink
- This display the Dossier Record Tab Dash Board

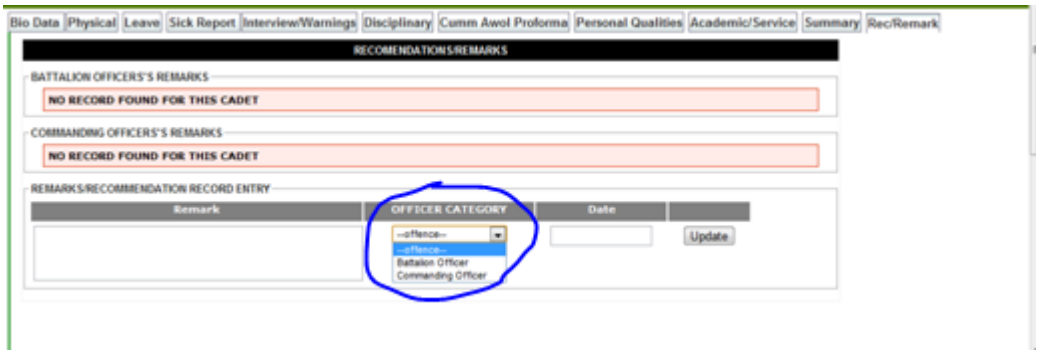


- Each of the tab Shows the records enter earlier
- The image below shows an instance of interview records entry

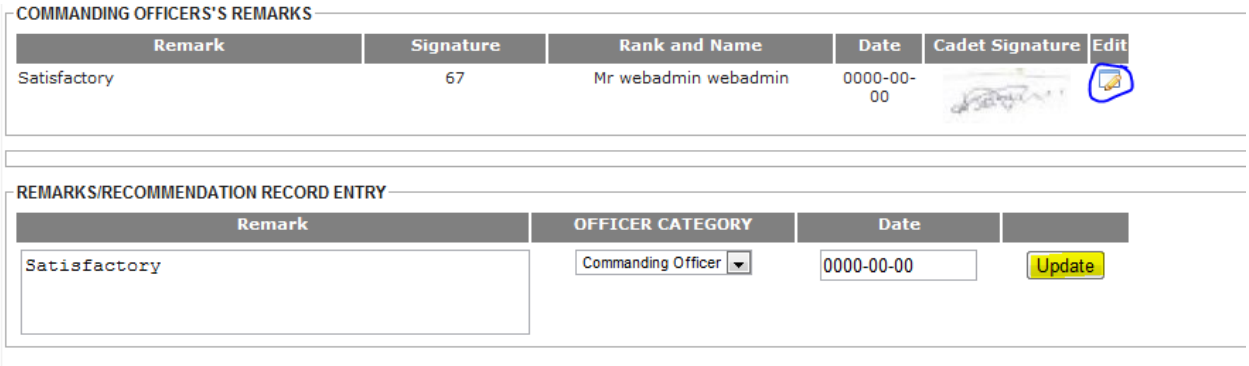
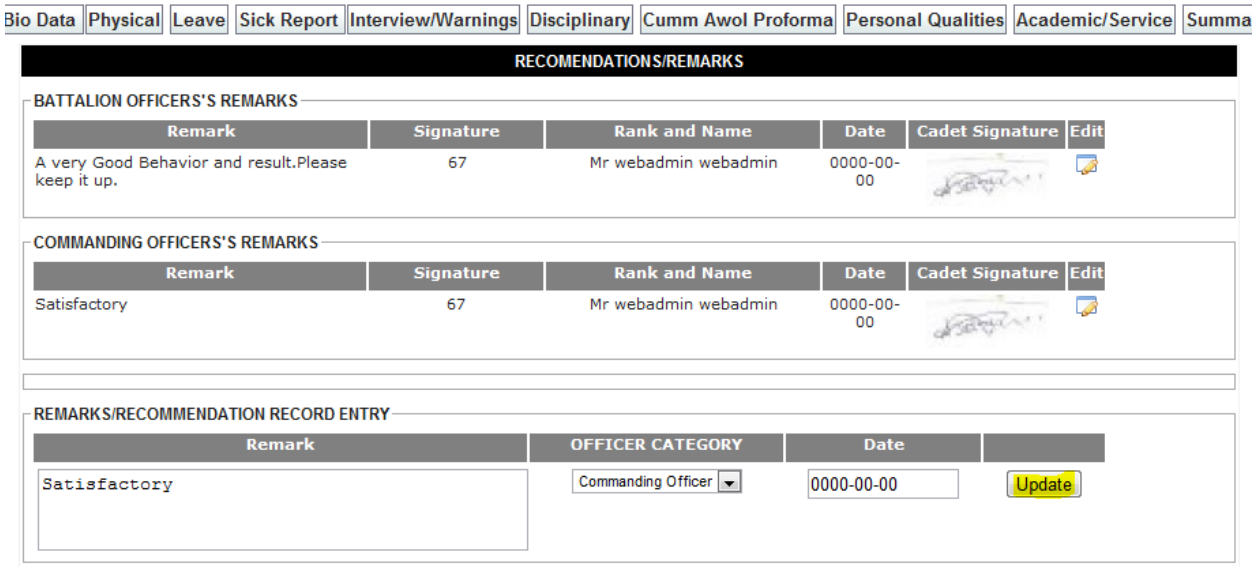


To Enter recommendation and Remarks

- Click on the Rec/Remark tab
- This show the Rec/Remark form where the appriopriate officer can enter the recommendation and remark as shown below.
- To enter remark for Battalion Officer or Commanding officer select the appripriate Category as shown below



- Fill in the form and click update



- To edit the entered records
- Click on edit icon, make the necessary changes and Update