

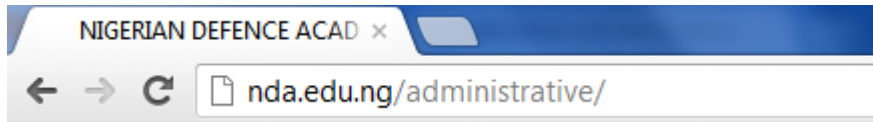
ADMINISTRATIVE BACKEND USERS MANUAL FOR E-DOSSIER

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/>



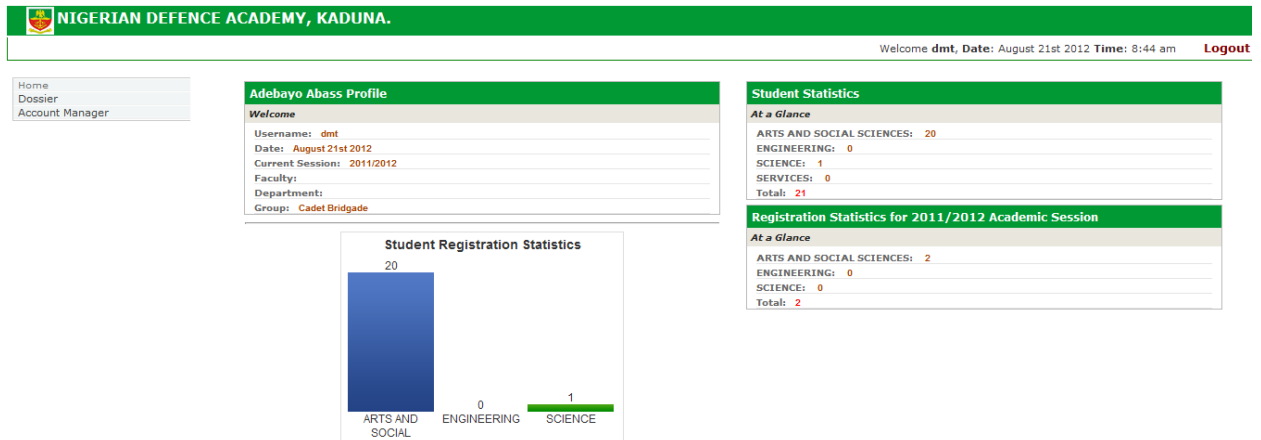
- This display Administrative Backend Login page



Login
You must be logged in to view this page
Username
Password

Powered by Diamond Bank Plc

- 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

RECORD OF LEAVE

Level : Service :

NDA NO :

[List Students](#)

- 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

RECORD OF LEAVE

Level : Service :

NDA NO :

[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 |


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Records 1 to 6 of 6

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

LEAVE RECORD UPDATE

Cadet Information



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

RECORD OF LEAVE

| S/N | DATE | TYPE OF LEAVE | DESTINATION | INITIALS OF BATTALLION OFFICER | |
|-----|------|---------------|-------------|--------------------------------|------|
| | FROM | TO | | | EDIT |
| | | | | | |

Leave Entry

| # | DATE | LEAVE TYPE | DESTINATION | |
|---|----------------------|----------------------|---------------------------------------|---|
| | FROM | TO | | |
| | <input type="text"/> | <input type="text"/> | <input type="text" value="--type--"/> | <input type="text"/> Update |

- 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

Leave Entry

| # | DATE | | LEAVE TYPE | DESTINATION | |
|---|--|--|------------|------------------------------------|---------------------------------------|
| | FROM | TO | | | |
| | <input type="text" value="2012-8-16"/> | <input type="text" value="2012-8-18"/> | Casual | <input type="text" value="Abuja"/> | <input type="button" value="Update"/> |

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

RECORD OF LEAVE

| S/N | DATE | | TYPE OF LEAVE | DESTINATION | INITIALS OF BATTALLION OFFICER | |
|-----|------------|------------|---------------|-------------|--------------------------------|-------------------------------------|
| | FROM | TO | | | | EDIT |
| 1 | 2012-08-16 | 2012-08-18 | Casual | Abuja | Adebayo Abass | <input type="button" value="Edit"/> |

Leave Entry

| # | DATE | | LEAVE TYPE | DESTINATION | |
|---|----------------------|----------------------|------------|----------------------|---------------------------------------|
| | FROM | TO | | | |
| | <input type="text"/> | <input type="text"/> | --type-- | <input type="text"/> | <input type="button" value="Update"/> |

(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

Leave Entry

| # | DATE | | LEAVE TYPE | DESTINATION | |
|---|---|---|------------|------------------------------------|---------------------------------------|
| | FROM | TO | | | |
| | <input type="text" value="2012-08-16"/> | <input type="text" value="2012-08-18"/> | Sick Leave | <input type="text" value="Abuja"/> | <input type="button" value="Update"/> |

RECORD OF LEAVE

| S/N | DATE | | TYPE OF LEAVE | DESTINATION | INITIALS OF BATTALLION OFFICER | |
|-----|------------|------------|---------------|-------------|--------------------------------|-------------------------------------|
| | FROM | TO | | | | EDIT |
| 1 | 2012-08-16 | 2012-08-18 | Sick Leave | Abuja | Adebayo Abass | <input type="button" value="Edit"/> |

Leave Entry

| # | DATE | | LEAVE TYPE | DESTINATION | |
|---|----------------------|----------------------|------------|----------------------|---------------------------------------|
| | FROM | TO | | | |
| | <input type="text"/> | <input type="text"/> | --type-- | <input type="text"/> | <input type="button" value="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

Dossier

Leave Record

Physical Measurement

Sick Report Proforma

- This Display Physical Measurement Form

FIND STUDENTS TO ENTER PHYSICAL MEASUREMENT

Level : 100 Service : ARMY

NDA NO :

List Students

- 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

FIND STUDENTS TO ENTER PHYSICAL MEASUREMENT

Level : 100 Service : --Select Service--

NDA NO :

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 |


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Records 1 to 6 of 6

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

PHYSICAL MEASUREMENT UPDATE

Cadet Information



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

PHYSICAL MEASUREMENT

| WEIGHT | | HEIGHT | | CHEST | | | | SESSION | EDIT | |
|----------|-----|----------|-----|----------|-----|----------|-----|---------|-----------|-----|
| BEGINING | END | BEGINING | END | BEGINING | END | BEGINING | END | | BEGINNING | END |
| | | | | N | E | N | E | | | |

Measurement Entry

| # | WEIGHT | HEIGHT | CHEST | | Period | Session : | |
|---|----------------------|----------------------|----------------------|----------------------|-------------------|-------------|---------------------------------------|
| | | | N | E | | | |
| | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | --Select Period-- | --Session-- | <input type="button" value="Update"/> |

- 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

Measurement Entry

| # | WEIGHT | HEIGHT | CHEST | | Period | Session : | |
|---|----------------------|----------------------|----------------------|----------------------|-----------|-------------|---------------------------------------|
| | | | N | E | | | |
| | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | BEGINNING | --Session-- | <input type="button" value="Update"/> |

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

Measurement Entry

| # | WEIGHT | HEIGHT | CHEST | | Period | Session : | |
|---|--------|--------|-------|---|-----------|-----------|---------------------------------------|
| | | | N | E | | | |
| | 50kg | 6.7 | n | | BEGINNING | 2011/2012 | <input type="button" value="Update"/> |

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

PHYSICAL MEASUREMENT

| WEIGHT | | HEIGHT | | CHEST | | | | SESSION | EDIT | |
|----------|------|----------|-----|----------|-----|----------|-----|---------|-----------|---|
| BEGINING | END | BEGINING | END | BEGINING | END | BEGINING | END | | BEGINNING | END |
| 50kg | 56kg | 6.7 | 6.7 | N | E | N | E | n | 2011 | <input type="button" value="Edit"/> <input type="button" value="Delete"/> |

Measurement Entry

| # | WEIGHT | HEIGHT | CHEST | | Period | Session : | |
|---|--------|--------|-------|---|-----------|-----------|---------------------------------------|
| | | | N | E | | | |
| | 50kg | 6.7 | n | | BEGINNING | 2011/2012 | <input type="button" value="Update"/> |

(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

| Measurement Entry | | | | | | |
|-------------------|-----------------------------------|----------------------------------|--------------------------------|----------------------|--|--|
| # | WEIGHT | HEIGHT | CHEST | | Period | Session : |
| | | | N | E | | |
| | <input type="text" value="50kg"/> | <input type="text" value="6.7"/> | <input type="text" value="N"/> | <input type="text"/> | <input type="text" value="BEGINNING"/> | <input type="text" value="2011/2012"/> |
| | | | | | | <input type="button" value="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

| |
|---------------------------|
| Dossier |
| Leave Record |
| Physical Measurement |
| Sick Report Proforma |
| Interview and Warning |
| Games |
| Disciplinary Record |
| Cumulative Award Proforma |

- This Display Sick Report Proforma Form

| SICK REPORT PROFORMA FOR 2011/2012 | |
|--|-----------------------------------|
| Level : | <input type="text" value="100"/> |
| NDA NO : | <input type="text"/> |
| Service : | <input type="text" value="ARMY"/> |
| <input type="button" value="List Students"/> | |

- 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 |

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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

SICK REPORT PROFORMA UPDATE FOR 2011/2012

Cadet Information



Name : OYEDIRAN DAMILARE HALIMAT

Department : ECONOMICS AND MGMT. SCIENCE

Faculty : ARTS AND SOCIAL SCIENCES

Programme : B.Sc ECONOMICS

Service : ARMY

Battalion: Dalet

REPORT ENTRY

| S/N | Sick Rpt Date | Confinement | H/Adm | Ex Duty | No Days | Reason/Diagnosis | Venue | Sign | Remarks | Edit |
|-----|---------------|-------------|-------|---------|------------|-------------------|-------|--------|---------|--------------------|
| | | FROM | TO | FROM | TO | | | | | conf H/adm Ex/duty |
| # | Sick Rpt Date | Option | Date | | No of Days | Reason /Diagnosis | Venue | Remark | | |
| | | --Reason-- | From | to | | | | | Update | |

- 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

Report Entry




| # | Sick Rpt Date | Option | Date | | No of Days | Reason /Diagnosis | Venue | Remark | |
|---|---------------|------------|------|----|------------|-------------------|-------|--------|--------|
| | | | From | to | | | | | |
| | | --Reason-- | | | | | | | Update |

- 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

Report Entry

| # | Sick Rpt Date | Option | Date | | No of Days | Reason /Diagnosis | Venue | Remark | |
|---|---------------|--------------------|-----------|-----------|------------|-------------------|-------------------|---------|--------|
| | | | From | to | | | | | |
| | 2012-8-7 | Hospital Admission | 2012-8-24 | 2012-8-26 | 2 | Malaria | Teaching Hospital | Granted | Update |

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

| REPORT ENTRY | | | | | | | | | | | | | |
|--------------|---------------|-------------|----|------------|------------|---------|----|---------|------------------|-------------------|------|---------|---|
| S/N | Sick Rpt Date | Confinement | | H/Adm | | Ex Duty | | No Days | Reason/Diagnosis | Venue | Sign | Remarks | Edit |
| | | FROM | TO | FROM | TO | FROM | TO | | | | | | |
| 1 | 2012-08-07 | | | 2012-08-24 | 2012-08-26 | | | 2 | Malaria | Teaching Hospital | 244 | Granted |    |

| Report Entry | | | | | | | | | |
|--------------|---|---|---|---|--------------------------------|--------------------------------------|--|--------------------------------------|---------------------------------------|
| # | Sick Rpt Date | Option | Date | | No of Days | Reason / Diagnosis | Venue | Remark | |
| | | | From | to | | | | | |
| | <input type="text" value="2012-08-07"/> | <input type="text" value="--Reason--"/> | <input type="text" value="2012-08-24"/> | <input type="text" value="2012-08-26"/> | <input type="text" value="2"/> | <input type="text" value="Malaria"/> | <input type="text" value="Teaching Hospital"/> | <input type="text" value="Granted"/> | <input type="button" value="Update"/> |

(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

| Report Entry | | | | | | | | | |
|--------------|---|---|---|---|--------------------------------|--------------------------------------|--|--------------------------------------|---------------------------------------|
| # | Sick Rpt Date | Option | Date | | No of Days | Reason / Diagnosis | Venue | Remark | |
| | | | From | to | | | | | |
| | <input type="text" value="2012-08-07"/> | <input type="text" value="Hospital Admission"/> | <input type="text" value="2012-08-24"/> | <input type="text" value="2012-08-26"/> | <input type="text" value="2"/> | <input type="text" value="Malaria"/> | <input type="text" value="Teaching Hospital"/> | <input type="text" value="Granted"/> | <input type="button" value="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

| |
|------------------------------|
| 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 Interview and Warning Form to search for the cadet

RECORD OF INTERVIEWS AND WARNINGS

Level : Service :

NDA NO :

[List Students](#)

- 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 HALMAT | 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 Sick Report Proforma

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

RECORD OF INTERVIEW AND WARNING

Cadet Information

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

REPORT ENTRY

| S/N | Date | BY | Remarks | Edit |
|-----|------|----|---------|------|
|-----|------|----|---------|------|


Report Preview

| # | DATE | OPTION | BY | REMARKS | INITIAL OF OFFICER |
|---|------|--|----|---------|--------------------|
| | | <input checked="" type="radio"/> Warning <input type="radio"/> Interview | | | |

- 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

RECORD OF INTERVIEW AND WARNING

Cadet Information

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


REPORT ENTRY

| S/N | Date | BY | Remarks | Edit |
|-----|------|----|---------|------|
|-----|------|----|---------|------|


Report Preview


| # | DATE | OPTION | BY | REMARKS | INITIAL OF OFFICER |
|---|------|--|----|---------|--------------------|
| | | <input checked="" type="radio"/> Warning <input type="radio"/> Interview | | | |

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

| Report Preview | | | | | | |
|----------------|----------|--|---------------|-----------------------------|--------------------|--|
| # | DATE | OPTION | BY | REMARKS | INITIAL OF OFFICER | |
| | 2012-8-9 | Warning <input type="radio"/> Interview <input checked="" type="radio"/> | General Abass | Corporal punishment applied | AA ABASS |  Update |


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

| REPORT ENTRY | | | | |
|--------------|------------|---------------|-----------------------------|---|
| S/N | Date | BY | Remarks | Edit |
| 1 | 2012-08-09 | General Abass | Corporal punishment applied |  |

| Report Preview | | | | | | |
|----------------|------|---|----|---------|--------------------|--|
| # | DATE | OPTION | BY | REMARKS | INITIAL OF OFFICER | |
| | | Warning <input type="radio"/> Interview <input type="radio"/> | | | |  Update |

(b) To Edit Cadet Warning or Interview Record

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

| Report Preview | | | | | | |
|----------------|------------|--|---------------|-----------------------------|--------------------|--|
| # | DATE | OPTION | BY | REMARKS | INITIAL OF OFFICER | |
| | 2012-08-09 | Warning <input type="radio"/> Interview <input checked="" type="radio"/> | General Abass | Corporal punishment applied | AA ABASS |  Update |

5. Games Records

(a) To Enter Cadet Games Record

- After login, click on Dossier Menu at the left Panel.
- Select Game 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 Game Form to search for the cadet

GAMES

Level : Service :

NDA NO :

[List Students](#)

- 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 HALMAT | ARTS AND SOCIAL SCIENCES | ECONOMICS AND MGMT. SCIENCE | B.SC ECONOMICS | ARMY | 100 | DALET |


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Records 1 to 6 of 6

To Enter the Game Record

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

Cadet Information



Name : OYEDIRAN DAMILARE HALIMAT

Department : ECONOMICS AND MGMT. SCIENCE

Faculty : ARTS AND SOCIAL SCIENCES

Programme : B.Sc ECONOMICS

Service : ARMY

Battalion: Dalet

RECORD OF GAMES

| S/N | GAMES | Level of Performance | | Semester | |
|-----|-------|----------------------|---------|----------|------|
| | | Battlion | Academy | | EDIT |

Leave Entry

| # | Games played during the Term | Level of Performance | | Semester | |
|---|------------------------------|----------------------|---------|--------------|--------|
| | | Battalion | Academy | | |
| | --type-- | | | --semester-- | Update |


- 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

Leave Entry

| # | Games played during the Term | Level of Performance | | Semester | |
|---|------------------------------|----------------------|---------|----------------|--------|
| | | Battalion | Academy | | |
| | Badminton | Second | First | First Semester | Update |

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

RECORD OF GAMES

| S/N | GAMES | Level of Performance | | Semester | |
|-----|-----------|----------------------|---------|----------------|---|
| | | Battlion | Academy | | EDIT |
| 1 | Badminton | Second | First | First Semester |  |

Leave Entry

| # | Games played during the Term | Level of Performance | | Semester | |
|---|------------------------------|----------------------|---------|--------------|--------|
| | | Battalion | Academy | | |
| | --type-- | | | --semester-- | Update |

(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

| Leave Entry | | | | |
|-------------|------------------------------|----------------------|---------|----------------|
| # | Games played during the Term | Level of Performance | | Semester |
| | | Battalion | Academy | |
| | Badminton | Second | First | First Semester |
| | | | | Update |

6. Disciplinary Record

(a) To Enter Cadet Disciplinary Record

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

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 Game Form to search for the cadet

| DISCIPLINARY RECORD | |
|----------------------|------|
| Level : | 100 |
| NDA NO : | |
| Service : | ARMY |
| List Students | |

- 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 HALMAT | 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



Name : OYEDIRAN DAMILARE HALMAT

Department : ECONOMICS AND MGMT. SCIENCE

Faculty : ARTS AND SOCIAL SCIENCES

Programme : B.Sc ECONOMICS

Service : ARMY

Battalion: Dalet

DISCIPLINARY RECORD

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

Disciplinary Record Entry

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


- 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 | EDIT |
|-----|-----------------|----------|----------|---------------------|-----------------|-------------|---|
| 1 | 2012-08-17 | Stealing | major | Corporal Punishment | Gen Abass | Approved |  |

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

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

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

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

| DISCIPLINARY RECORD | |
|-------------------------------|------|
| Level : | 100 |
| Service : | ARMY |
| NDA NO : | |
| List Students | |

- 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 HALMAT | ARTS AND SOCIAL SCIENCES | ECONOMICS AND MGMT. SCIENCE | B SC ECONOMICS | ARMY | 100 | DALET |

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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 HALMAT
Department : ECONOMICS AND MGMT. SCIENCE
Faculty : ARTS AND SOCIAL SCIENCES
Programme : B.Sc ECONOMICS
Service : ARMY
Battalion: Dalet

CUMULATIVE AWOL PROFORMA

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

Awol Proforma Entry

| # | Absent from | Absent to | Reported by | Witnesses | Action Taken | Remarks | |
|---|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|--------|
| | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | 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

CU August 2012 00:00

| Su | Mo | Tu | We | Th | Fr | Sa | Hour | Minute | Witnesses | Action Taken | CO'S Signature | Remarks | |
|----|----|----|----|----|----|----|------|--------|-----------|--------------|----------------|---------|------|
| | | | 1 | 2 | 3 | 4 | | | | | | | EDIT |
| 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

| # | Reported by | Witnesses | Action Taken | Remarks | |
|---|----------------------|----------------------|----------------------|----------------------|-------|
| | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | Updat |

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

| Awol Proforma Entry | | | | | | |
|---------------------|------------------|-------------|-----------|-----------------|----------|---------------------------------------|
| Absent from | Absent to | Reported by | Witnesses | Action Taken | Remarks | |
| 08/21/2012 00:00 | 08/23/2012 00:00 | A cadet | Col Abass | Coorporal Punis | Forgiven | <input type="button" value="Update"/> |

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

| CUMULATIVE AWOL PROFORMA | | | | | | | | | |
|--------------------------|------------------|------------------|-----------------|-------------|-----------|----------------------|----------------|----------|-------------------------------------|
| S/N | Absent From | Absent to | Duration in Hrs | Reported by | Witnesses | Action Taken | CO'S Signature | Remarks | |
| 1 | 08/21/2012 00:00 | 08/23/2012 00:00 | 48 | A cadet | Col Abass | Coorporal Punishment | 67 | Forgiven | <input type="button" value="EDIT"/> |
| | | | Total | 48 | | | | | |

| Awol Proforma Entry | | | | | | | |
|---------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|---------------------------------------|
| # | Absent from | Absent to | Reported by | Witnesses | Action Taken | Remarks | |
| | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="button" value="Update"/> |

(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

| Awol Proforma Entry | | | | | | | |
|---------------------|------------------|------------------|-------------|-----------|-----------------|----------|---------------------------------------|
| # | Absent from | Absent to | Reported by | Witnesses | Action Taken | Remarks | |
| | 08/21/2012 00:00 | 08/23/2012 00:00 | A cadet | Col Abass | Coorporal Punis | Forgiven | <input type="button" value="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

DATE OF PASSING TESTS UPDATE 2011/2012

Cadet Information

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

DATE OF PASSING TESTS

| S/N | DATE | TEST | ATTEMPT | REMARKS | SEMESTER | EDIT |
|-----|------|------|---------|---------|----------|------|
| | | | | | | |

DATE OF PASSING TESTS ENTRY

| # | TESTS | DATE | ATTEMPT | REMARK | SEMESTER | |
|---|----------|------|------------|--------|--------------|--------|
| | --type-- | | --attemp-- | | --semester-- | Update |


- 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

DATE OF PASSING TESTS ENTRY

| # | TESTS | DATE | ATTEMPT | REMARK | SEMESTER | |
|---|--------------|-----------|---------|--------------|----------------|--------|
| | Drill Square | 2012-8-23 | First | Satisfactory | First Semester | Update |

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

DATE OF PASSING TESTS

| S/N | DATE | ATTEMPT | REMARKS | SEMESTER | EDIT |
|-----|------------|--------------|---------|--------------|--|
| 1 | 2012-08-23 | Drill Square | First | Satisfactory | First Semester  |

DATE OF PASSING TESTS ENTRY

| # | TESTS | DATE | ATTEMPT | REMARK | SEMESTER | |
|---|----------|------|------------|--------|--------------|--------|
| | --type-- | | --attemp-- | | --semester-- | Update |

(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

DATE OF PASSING TESTS ENTRY

| # | TESTS | DATE | ATTEMPT | REMARK | SEMESTER | |
|---|--------------|------------|---------|--------------|----------------|--------|
| | Drill Square | 2012-08-23 | First | Satisfactory | First Semester | 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

FIND STUDENTS TO ENTER PERSONAL QUALITIES

Level : Service :

NDA NO :

[List Students](#)

- 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

[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 TANWO | ARTS AND SOCIAL SCIENCES | ECONOMICS AND MGMT. SCIENCE | B SC ECONOMICS | ARMY | 100 | ABYSSINIA |
| 6 | 2012 | OYEDRAN DAMILARE HALMAT | ARTS AND SOCIAL SCIENCES | ECONOMICS AND MGMT. SCIENCE | B SC ECONOMICS | ARMY | 100 | DALET |

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Records 1 to 6 of 6

To Enter the Personal Qualities

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

Personal Qualities

Cadet Information



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

PERSONAL QUALITIES RECORD ENTRY

[Update](#)

| ADAPTABILITY | MARK OBTAINED |
|--|---------------|
| He is <input type="text" value="-grade-"/> in adjusting to changing situation and people Conspicuous 10 Flexible 9-8 Atunable 7-6 Adjustable 5-4 Conservative 3-2 Inflexible 1 | |

| APPEARANCE AND BEARING | MARK OBTAINED |
|---|---------------|
| His appearance and bearing in neatness,smartness and turmount is <input type="text" value="-grade-"/> Arresting 10 Striking 9-8 Impressive 7-6 Smart 5-4 Undistinguished 3-2 Unimpressive 1 | |

| VERBAL EXPRESSION | MARK OBTAINED |
|--|---------------|
| He is <input type="text" value="-grade-"/> Resolute 10 Explicit 9-8 Precise 7-6 Effective 5-4 Halting 3-2 Incoherent 1 | |
| Total score of 150 | |
| 0 | |

[Update](#)

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

10. Dossier at Glance

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

- 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 Dossier at Glance Form to search for the cadet

| DOSSIER AT GLANCE | | | |
|-------------------------------|----------------------------------|-----------|--|
| Level : | <input type="text" value="100"/> | Service : | <input type="text" value="ARMY"/> |
| NDA NO : | <input type="text"/> | Session : | <input type="text" value="2011/2012"/> |
| List Students | | | |

- 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

2

List Students

| S/N | NDA No | Name | Faculty | Department | Programme | Service | Level | Battalion |
|-----|-------------|-------------------------|--------------------------|-----------------------------|----------------|---------|-------|-----------|
| 1 | NDA/1988 | KING ADEOJA 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 TANWO | ARTS AND SOCIAL SCIENCES | ECONOMICS AND MGMT. SCIENCE | B.SC ECONOMICS | ARMY | 100 | ABYSSINIA |
| 6 | 2012 | OYEDIRAN DAMLARE HALMAT | ARTS AND SOCIAL SCIENCES | ECONOMICS AND MGMT. SCIENCE | B.SC ECONOMICS | ARMY | 100 | DALET |

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Records 1 to 6 of 6

To View the Dossier Record

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

NIGERIAN DEFENCE ACADEMY DOSSIER

Bio Data | Physical | Leave | Sick Report | Interview/Warnings | Disciplinary | Cumm Awol Proforma | Personal Qualities | Academic/Service | Summary | **Rec/Remark**

PARTICULARS

1. NDA No: 2012 2. Surname: Oyediran 3. Other Names: Damilare Halimat
 4. Course: B.Sc ECONOMICS 5. Battalion: Ashanti
 6. Service: ARMY
 7. Date reported: 17/12/2012
 8. Date and Place of birth: 04-03-1989 / IBADAN
 9. Age (Last Birthday): 23 10. Religion: Islamic
 10. Identification Marks: CSC/5655/1190
 11. Medical Category: NORMAL
 12. Name of Father in Full: ADEWOYE ABIOLA
 14. Address: IFAKO/IAIYE AGEGE MOTOR ROAD
 15. Father Profession: SOFTWARE DEVELOPER
 16. Name of Guardian in full (if father deceased): ADEWOYE

OYEDIRAN DAMILARE HALIMAT
 NDA no: 2012
 Service: ARMY
 Battalion: Dalet
 Dept: ECONOMICS AND MGMT. SCIENCE
 Faculty: ARTS AND SOCIAL SCIENCES
 Level: 100

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

NIGERIAN DEFENCE ACADEMY DOSSIER

Bio Data | Physical | Leave | Sick Report | Interview/Warnings | Disciplinary | Cumm Awol Proforma | Personal Qualities | Academic/Service | Summary | **Rec/Remark**

RECORD OF INTERVIEW AND WARNING

| S/N | Date | BY | Remarks | Initial of Officer |
|-----|------------|---------------|-----------------------------|--------------------|
| 1 | 2012-08-09 | General Abass | Corporal punishment applied | AA ABASS |

OYEDIRAN DAMILARE HALIMAT
 NDA no: 2012
 Service: ARMY
 Battalion: Dalet
 Dept: ECONOMICS AND MGMT. SCIENCE
 Faculty: ARTS AND SOCIAL SCIENCES
 Level: 100

To Enter recommendation and Remarks

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

Bio Data | Physical | Leave | Sick Report | Interview/Warnings | Disciplinary | Cumm Awol Proforma | Personal Qualities | Academic/Service | Summary | **Rec/Remark**

RECOMMENDATIONS/REMARKS



BATTALION OFFICERS'S REMARKS
 NO RECORD FOUND FOR THIS CADET

COMMANDING OFFICERS'S REMARKS
 NO RECORD FOUND FOR THIS CADET

REMARKS/RECOMMENDATION RECORD ENTRY

| Remark | OFFICER CATEGORY | Date | |
|--------|---|------|--------|
| | --Offence-- --Offence-- Battalion Officer Commanding Officer | | Update |





- Fill in the form and click update

| COMMANDING OFFICERS'S REMARKS | | | | | |
|-------------------------------|-----------|----------------------|------------|---|---|
| Remark | Signature | Rank and Name | Date | Cadet Signature | Edit |
| Satisfactory | 67 | Mr webadmin webadmin | 0000-00-00 |  |  |

| REMARKS/RECOMMENDATION RECORD ENTRY | | | |
|-------------------------------------|----------------------|------------|------------------------|
| Remark | OFFICER CATEGORY | Date | |
| Satisfactory | Commanding Officer ▼ | 0000-00-00 | Update |

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

| Bio Data | Physical | Leave | Sick Report | Interview/Warnings | Disciplinary | Cumm Awol Proforma | Personal Qualities | Academic/Service | Summa |
|----------|----------|-------|-------------|--------------------|--------------|--------------------|--------------------|------------------|-------|
|----------|----------|-------|-------------|--------------------|--------------|--------------------|--------------------|------------------|-------|

| RECOMENDATIONS/REMARKS | | | | | |
|--|----------------------|----------------------|------------------------|--|--|
| BATTALION OFFICERS'S REMARKS | | | | | |
| Remark | Signature | Rank and Name | Date | Cadet Signature | Edit |
| A very Good Behavior and result.Please keep it up. | 67 | Mr webadmin webadmin | 0000-00-00 |  |  |
| COMMANDING OFFICERS'S REMARKS | | | | | |
| Remark | Signature | Rank and Name | Date | Cadet Signature | Edit |
| Satisfactory | 67 | Mr webadmin webadmin | 0000-00-00 |  |  |
| REMARKS/RECOMMENDATION RECORD ENTRY | | | | | |
| Remark | OFFICER CATEGORY | Date | | | |
| Satisfactory | Commanding Officer ▼ | 0000-00-00 | Update | | |