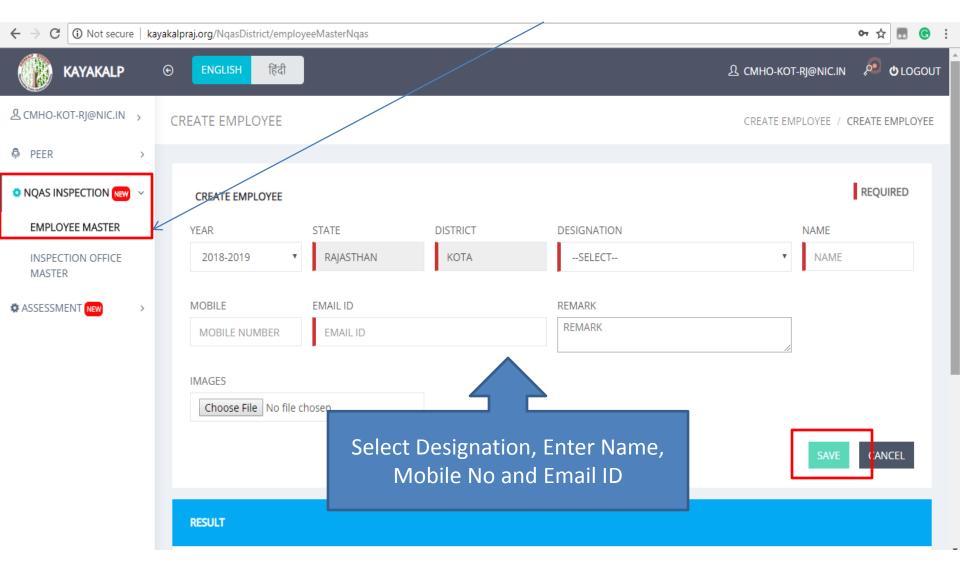
# NQAS 2<sup>nd</sup> Inspection Data Entry Flow

 NQAS 2<sup>nd</sup> Inspection will be done by District Unit. It's data entry option is available in district's CM&HO login.

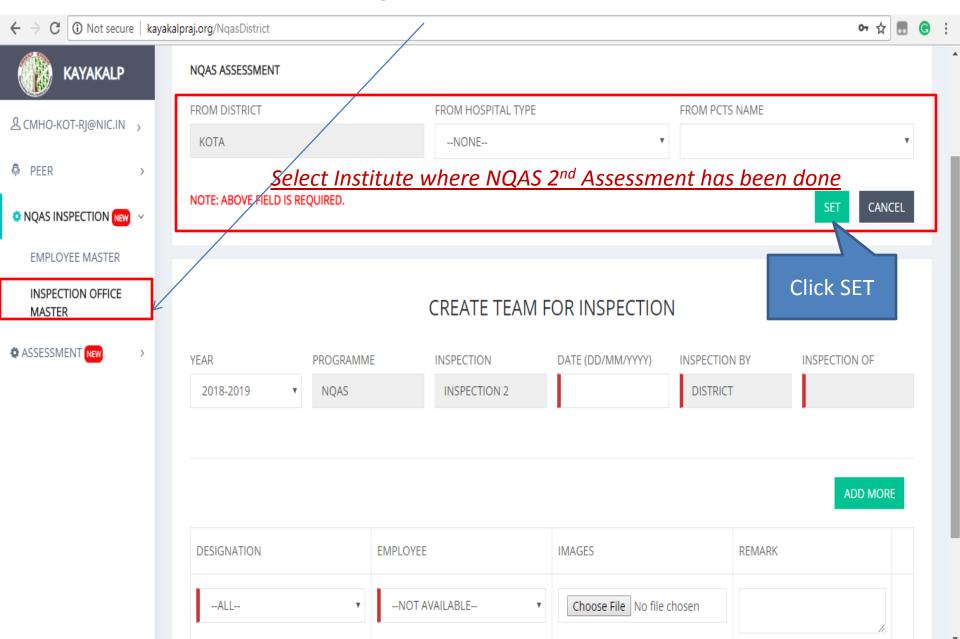
Note: NQAS 2<sup>nd</sup> Inspection will be done for those institutes whose 1<sup>st</sup> Inspection was done.

- All options are same as kayakalp/ NQAS.
  - 1) Employee Master: Enter details of employees
  - Inspection Officer Master: Select name of institute where inspection was done and create team for inspection.
  - 3) Fill Assessment: Download excel file, fill record and Upload (don't change excel file name)
  - 4) Freeze Assessment: Check uploaded excel sheet before freeze data by click on PRINT

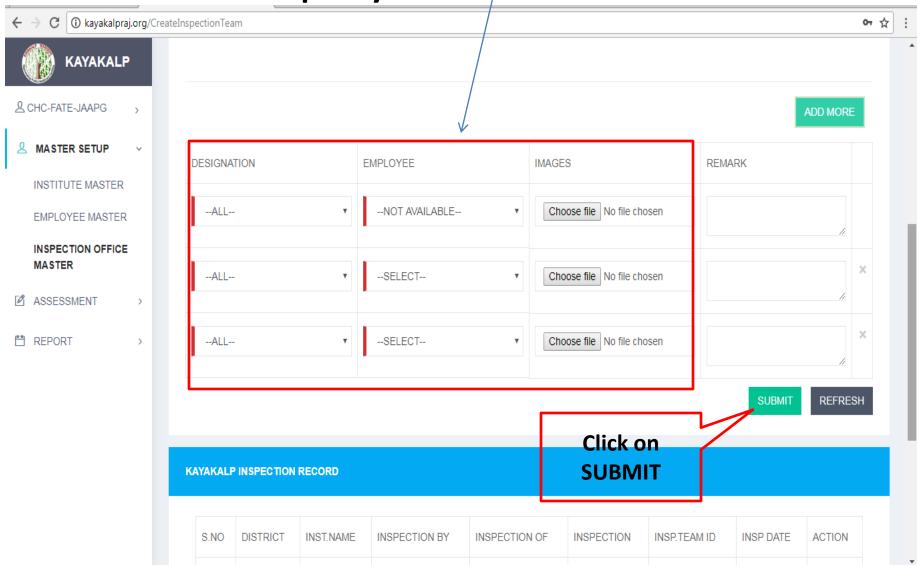
## After Successful Login Click on NQAS Inspection >> Employee Master



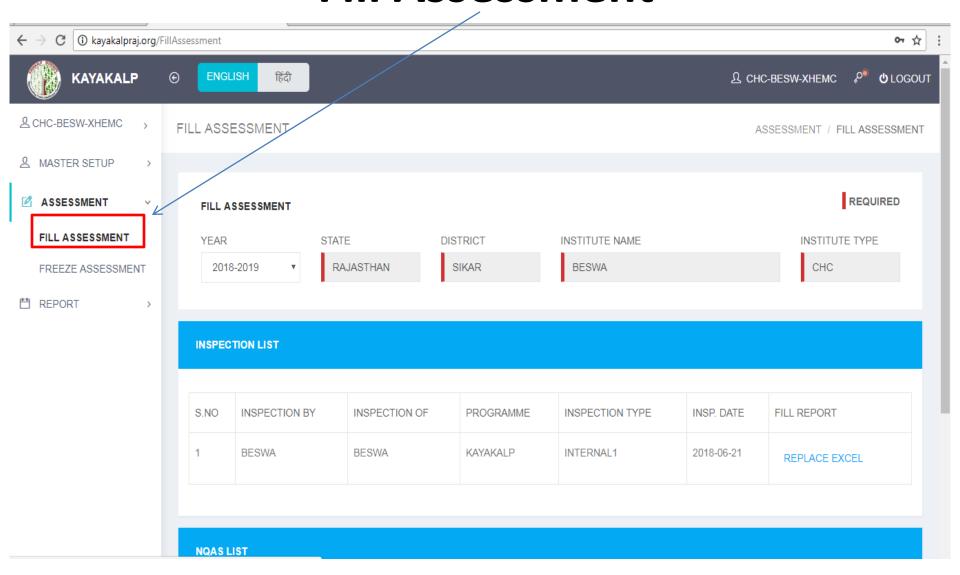
#### Click on Inspection Officer Master



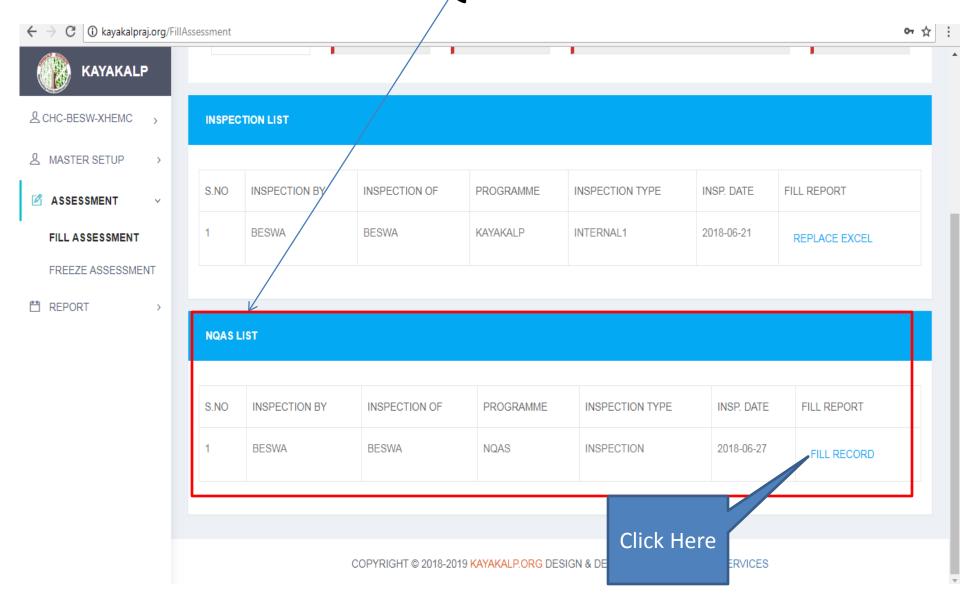
Create Team of NQAS by selecting employees from here

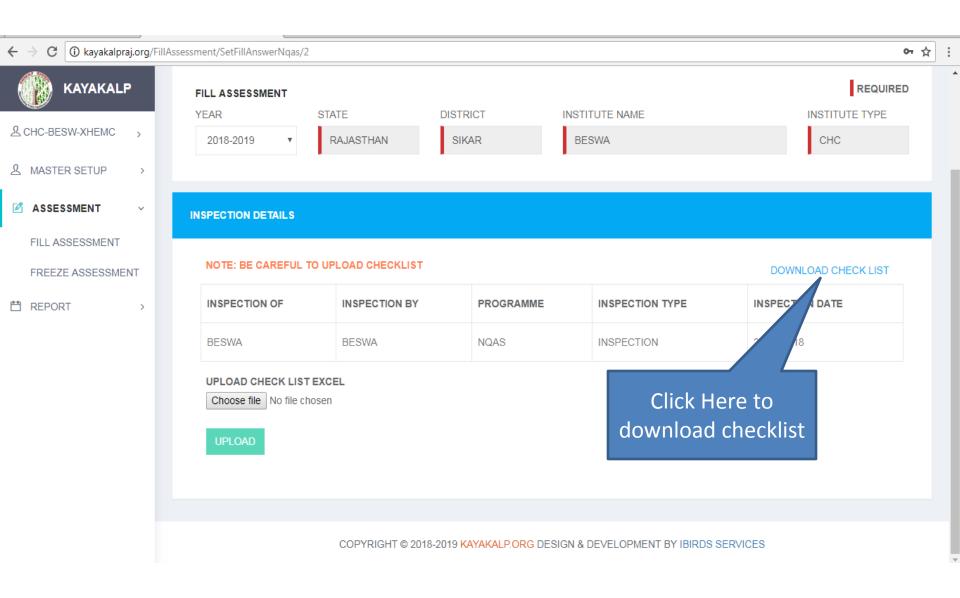


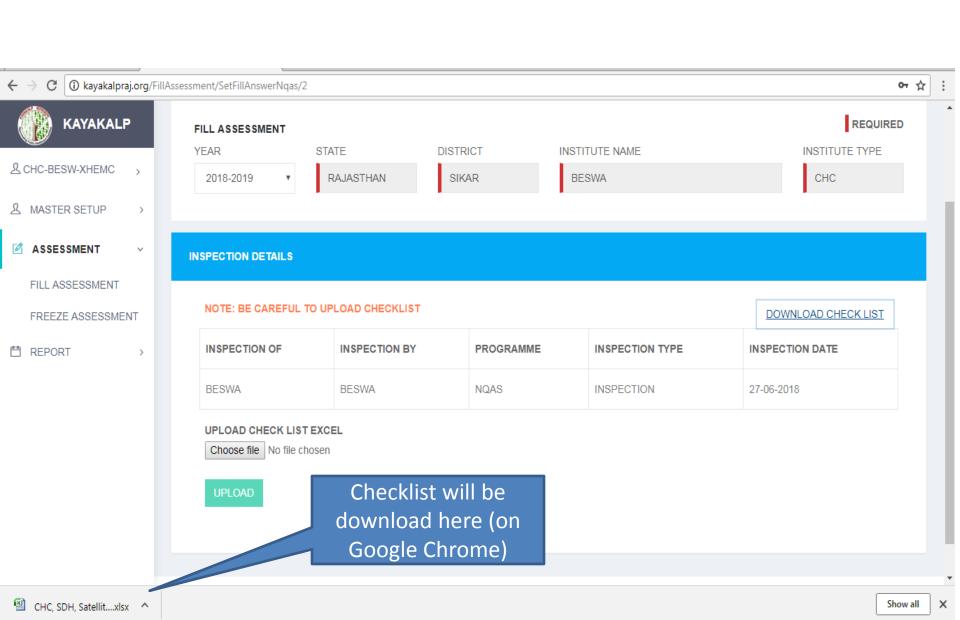
# To fill Assessment details Click on Fill Assessment



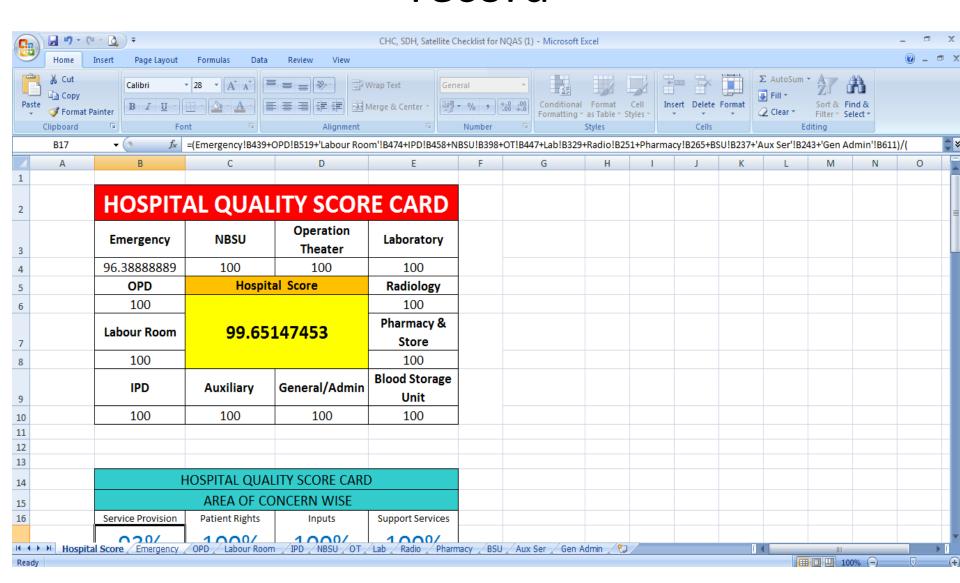
### Go to NQAS Section



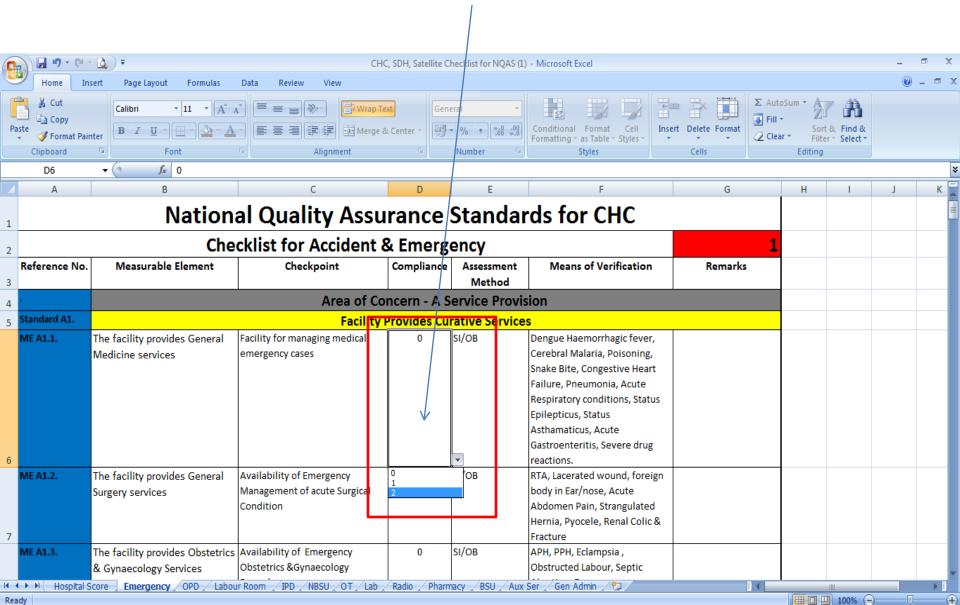




# Open downloaded checklist and fill record

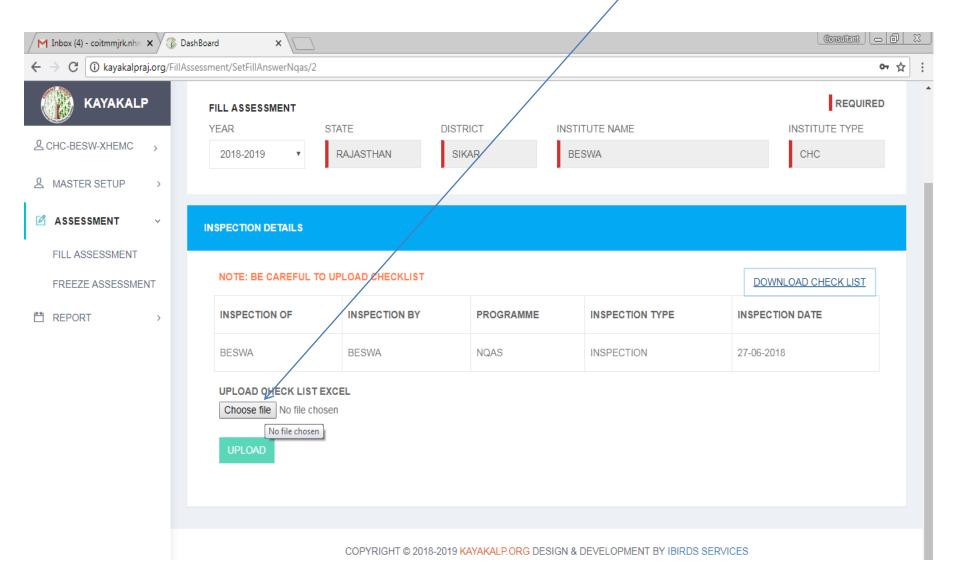


### Feed values

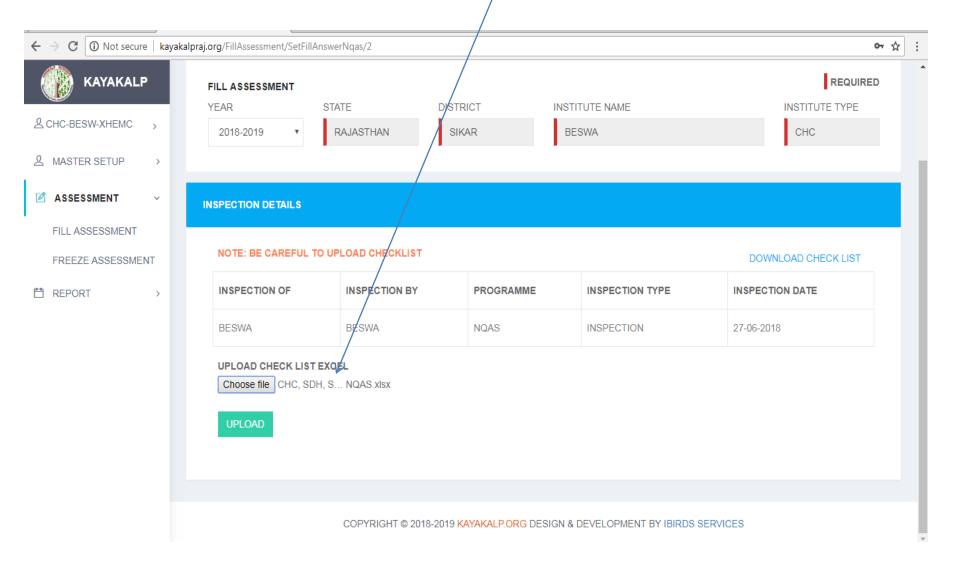


- SAVE excel file after successfully data entry.
- Please make sure
  - **—DON'T CHANGE EXCEL FILE NAME**

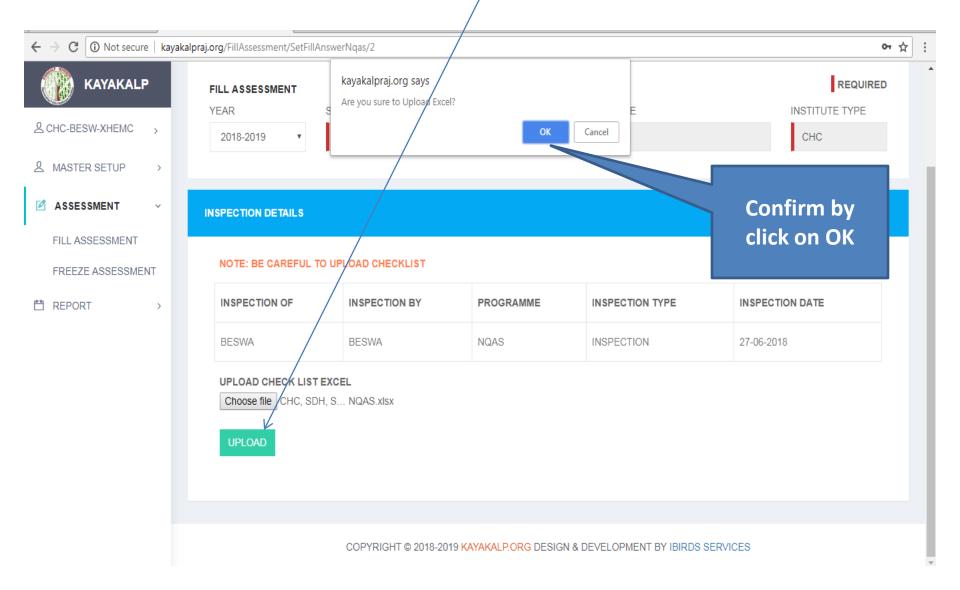
### Uploade file by selecting Here

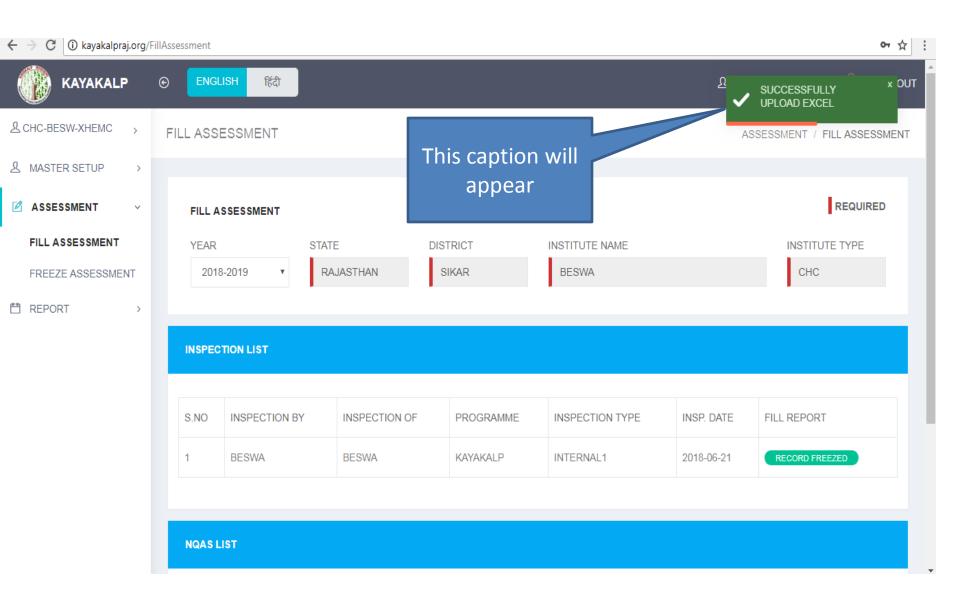


# File name will show after successfully upload

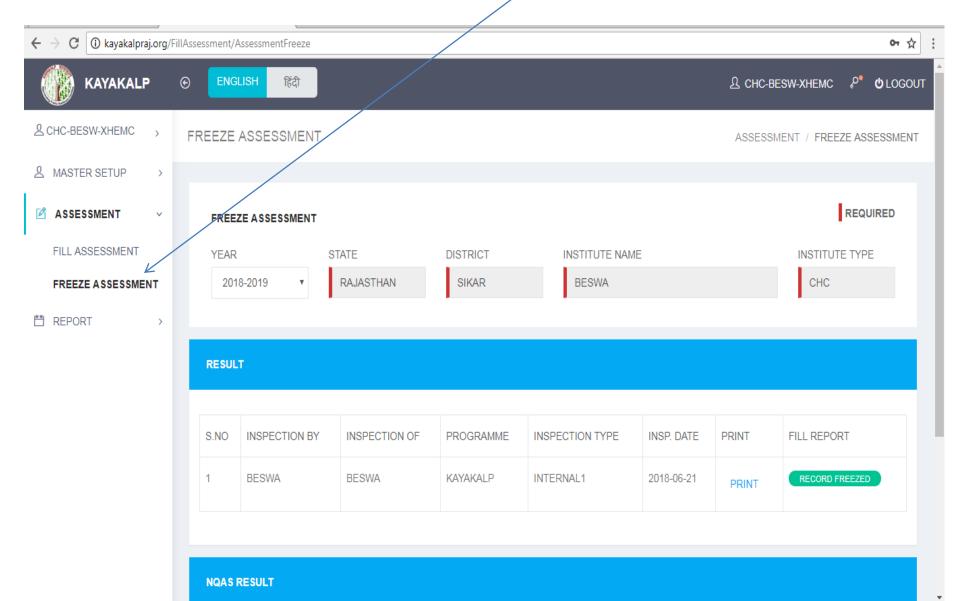


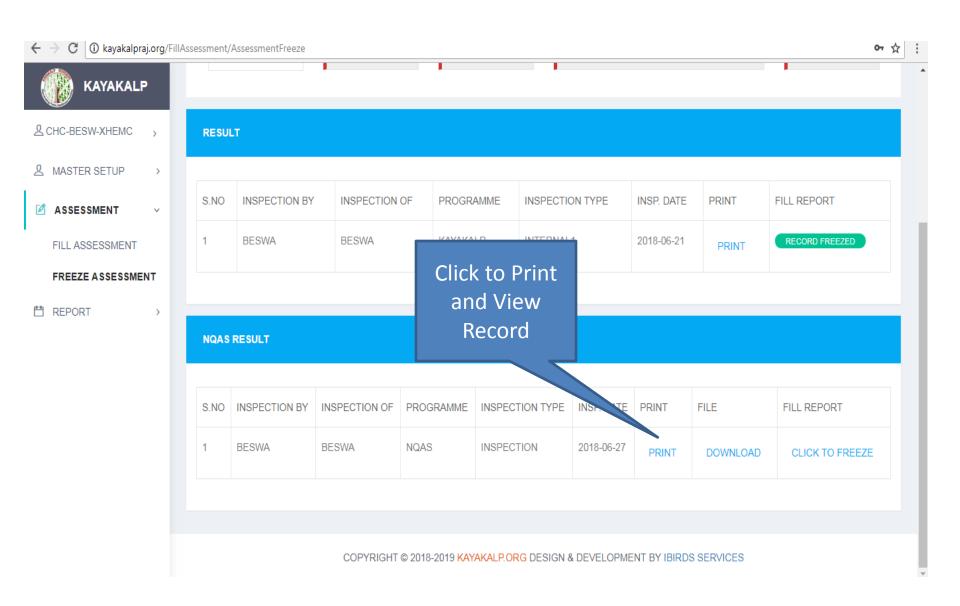
### Click on Upload



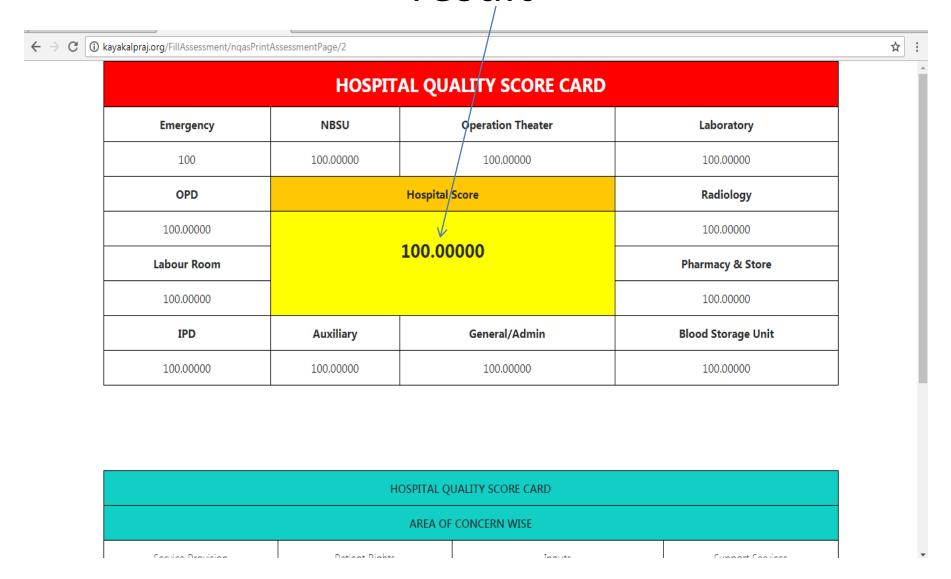


#### Go To Freeze Assessment

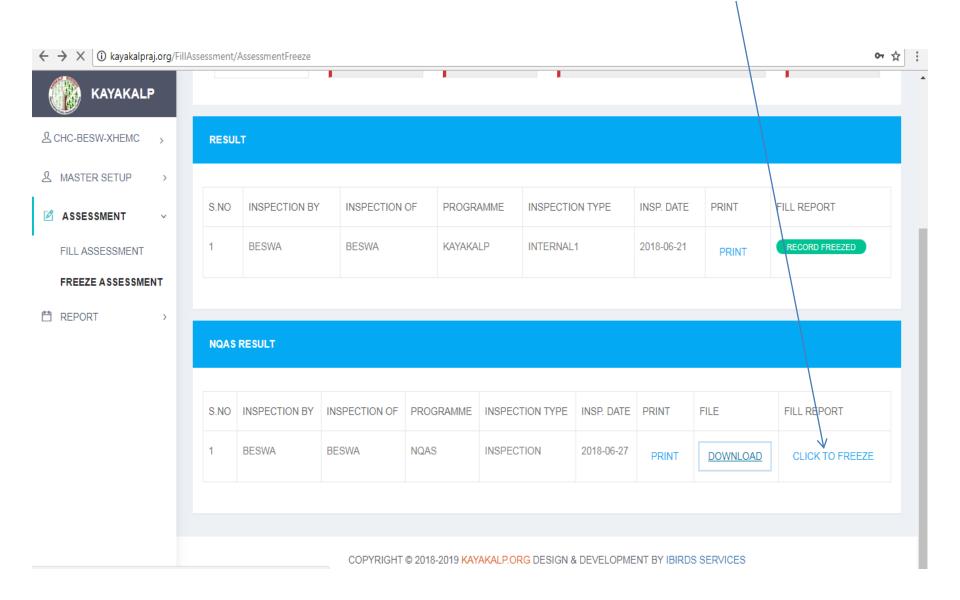




# This screen will appear. Check your result



#### If result found OK then Click to freeze



### Record Freezed

