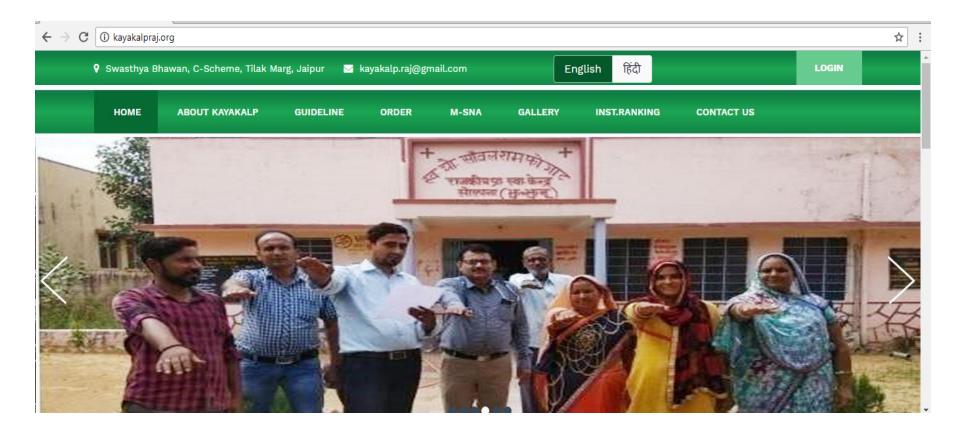
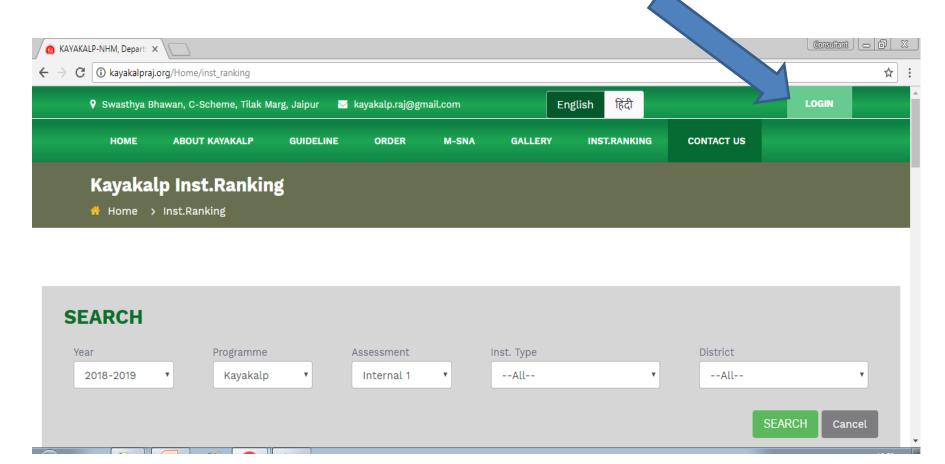
### **NQAS Data Entry Flow**

- NQAS data entry flow is same as Kayakalp.
- All options are same.
- You need to create Team from Inspection Officer
   Master.
- Download excel file.
- Fill records
- Upload excel file (don't change excel file name)
- Check before freeze data by click on PRINT

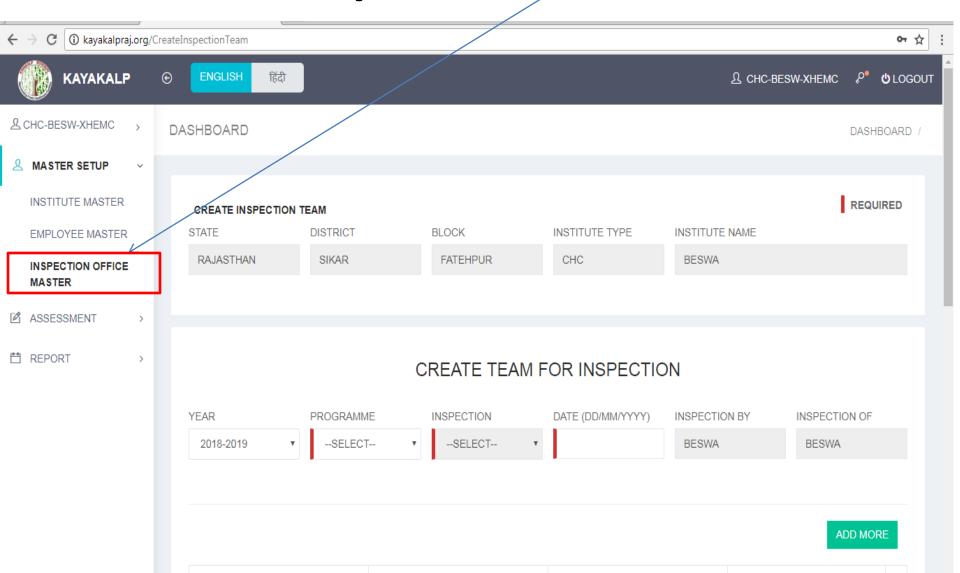
# Go to Kayakalp Portal kayakalpraj.org



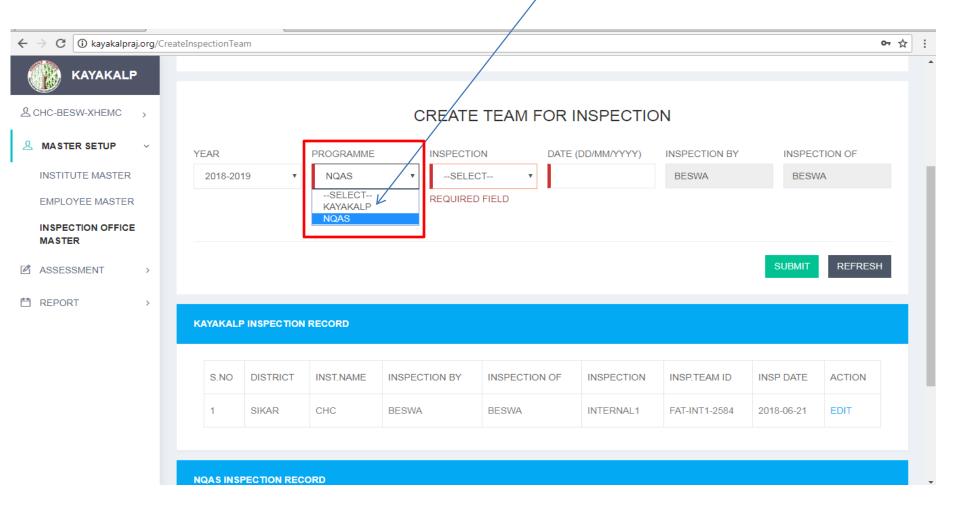
Click on "Login"



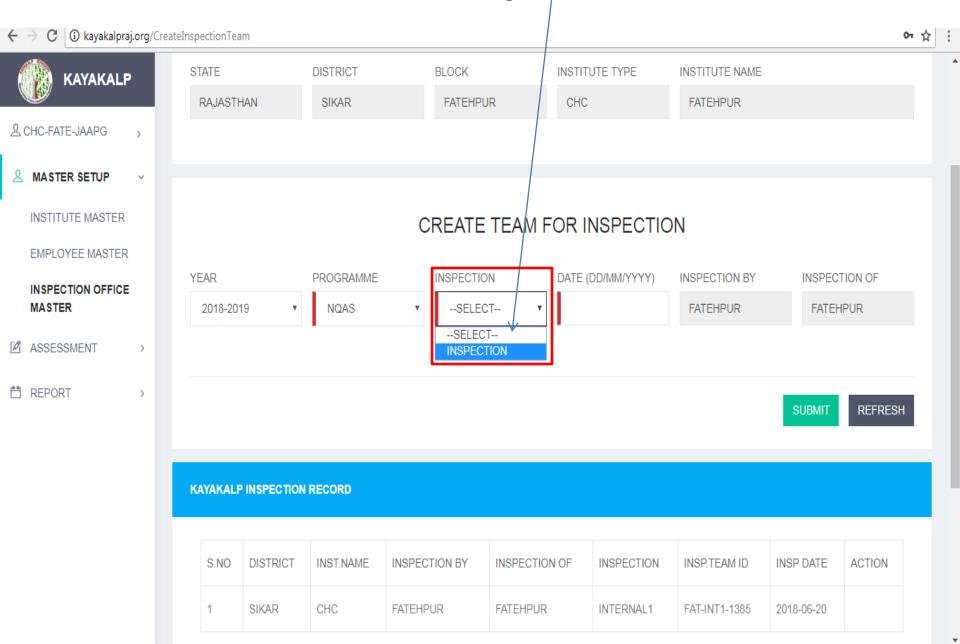
## After Successful Login Click on Inspection Officer Master



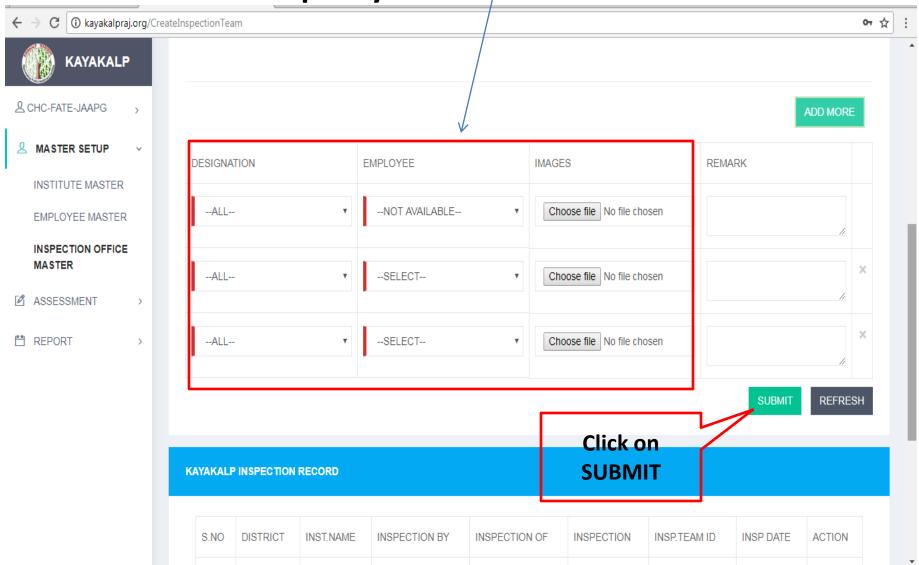
### Select NQAS



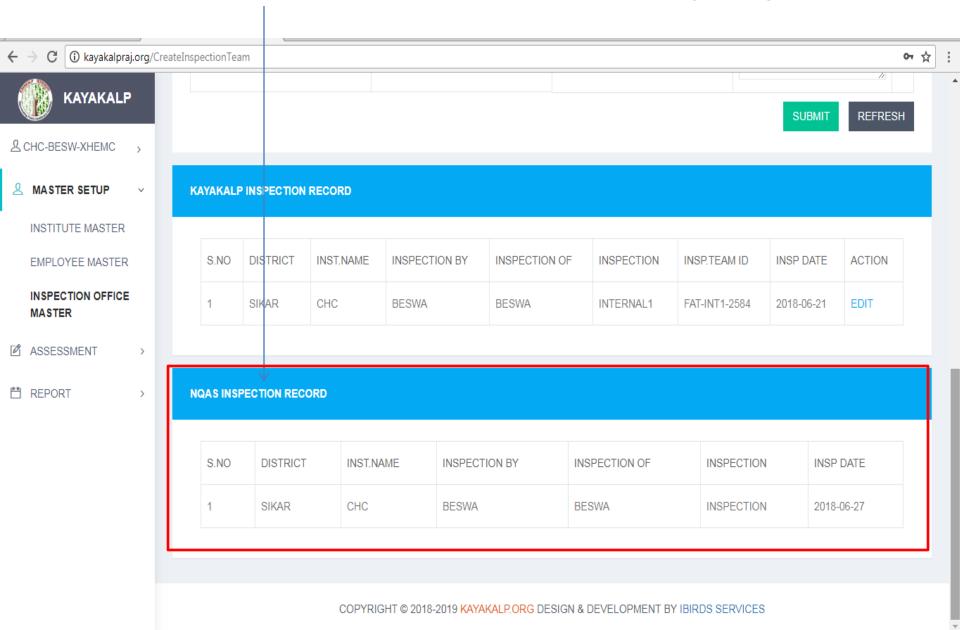
Select Inspection



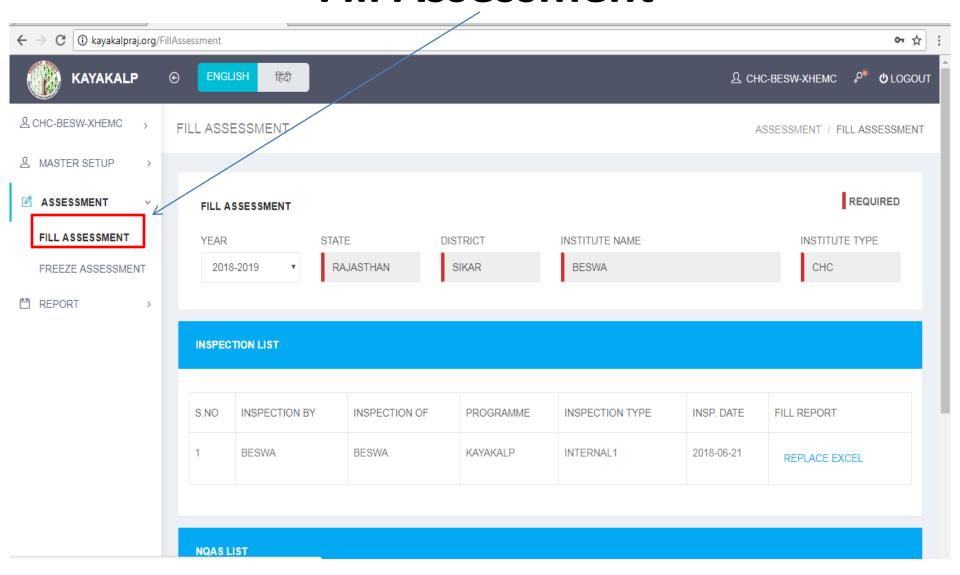
Create Team of NQAS by selecting employees from here



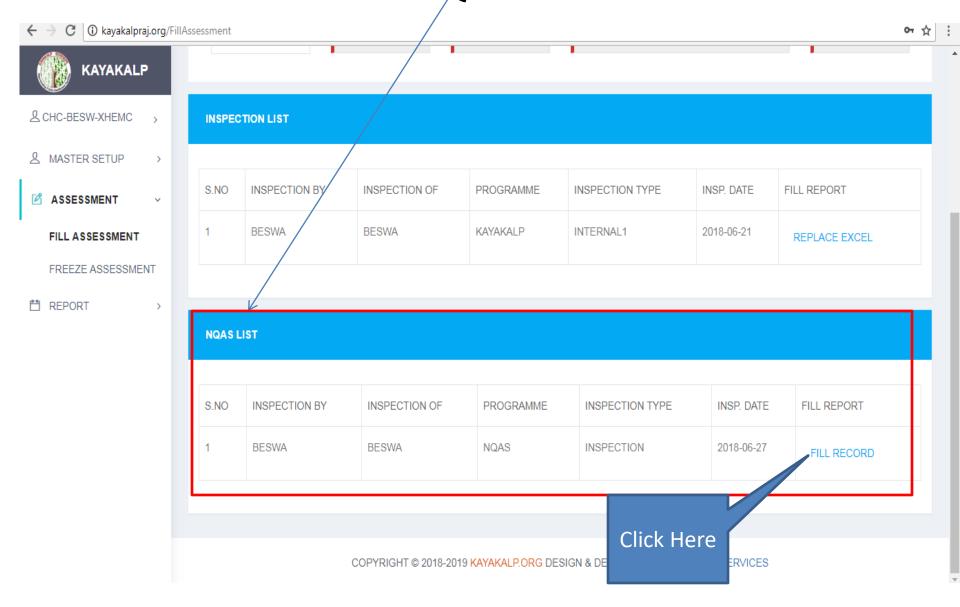
### Created Team Will be display here

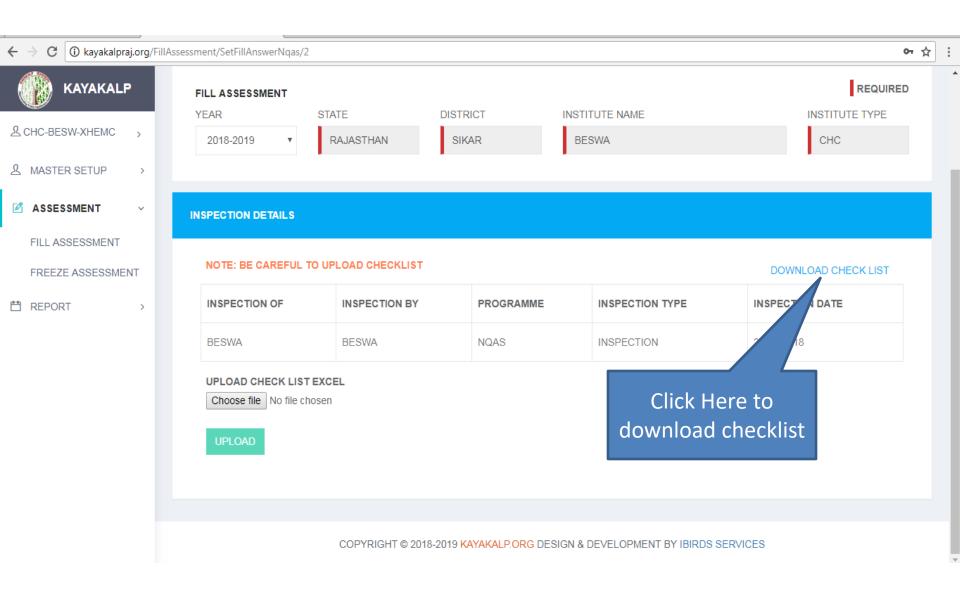


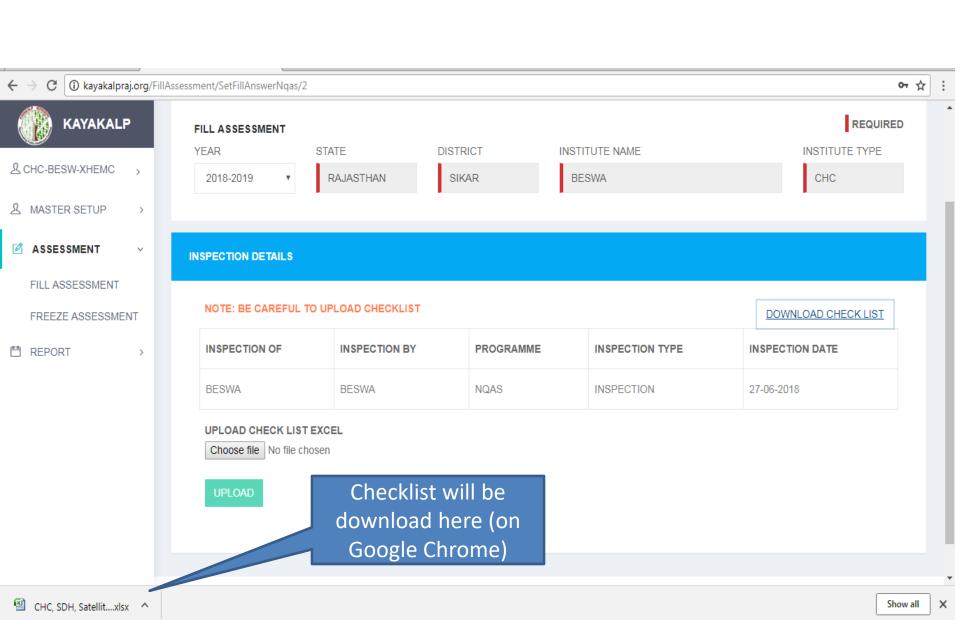
## To fill Assessment details Click on **Fill Assessment**



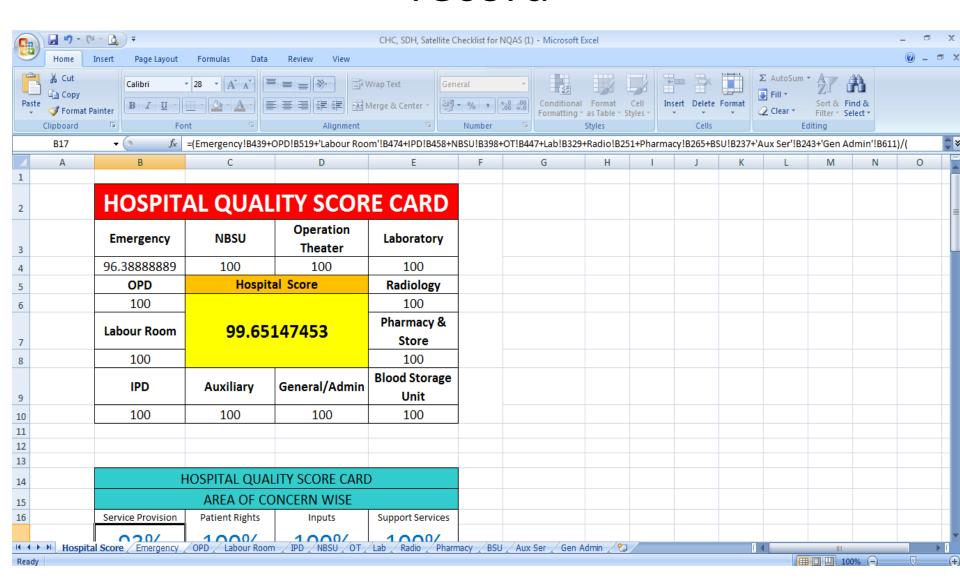
### Go to NQAS Section



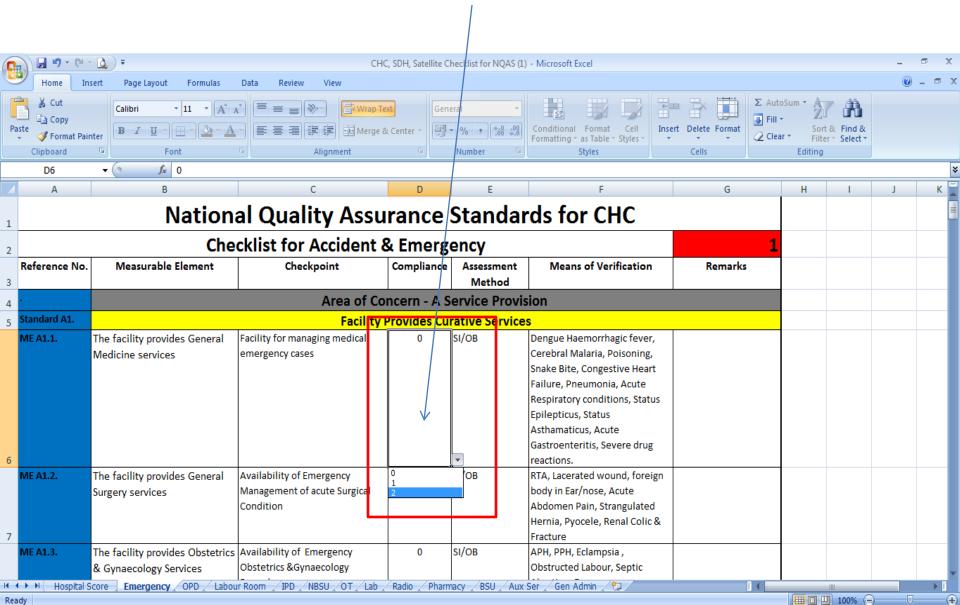




## Open downloaded checklist and fill record



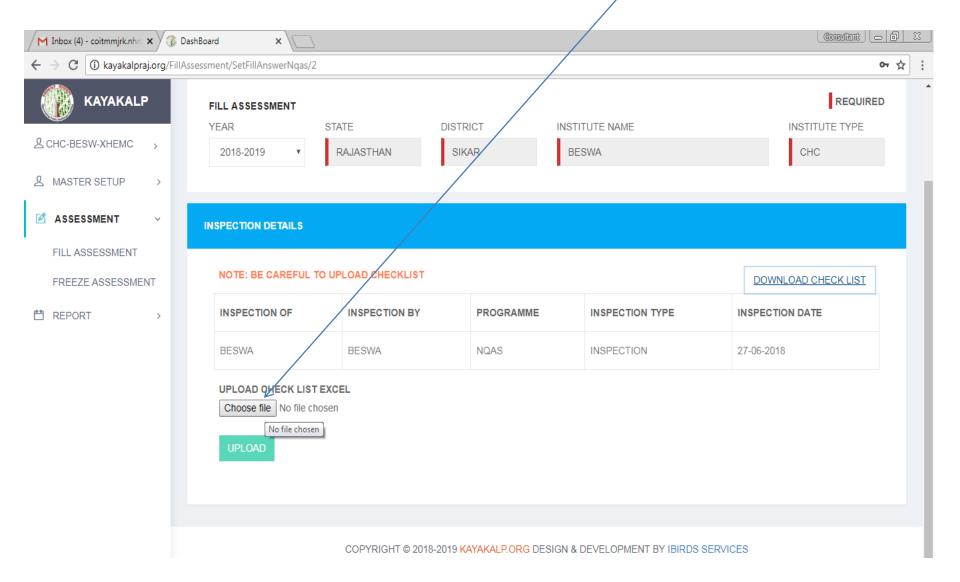
#### Feed values



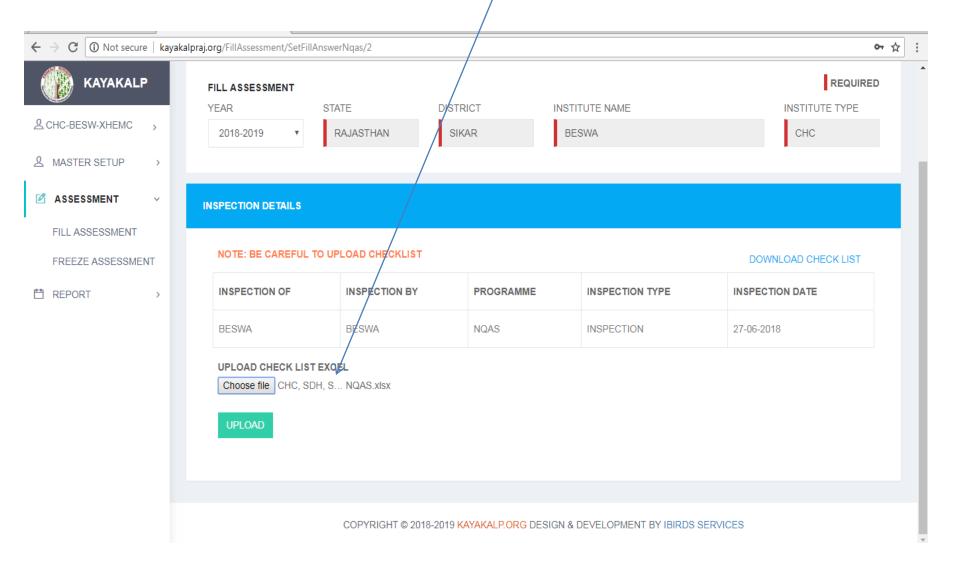
- SAVE excel file after successfully data entry.
- Please make sure

#### **—DON'T CHANGE EXCEL FILE NAME**

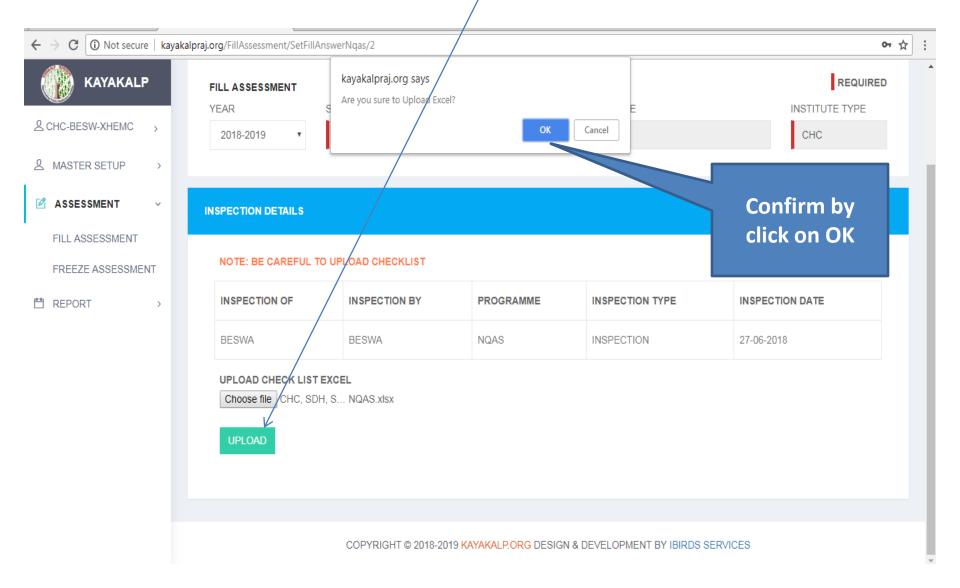
### Uploade file by selecting Here

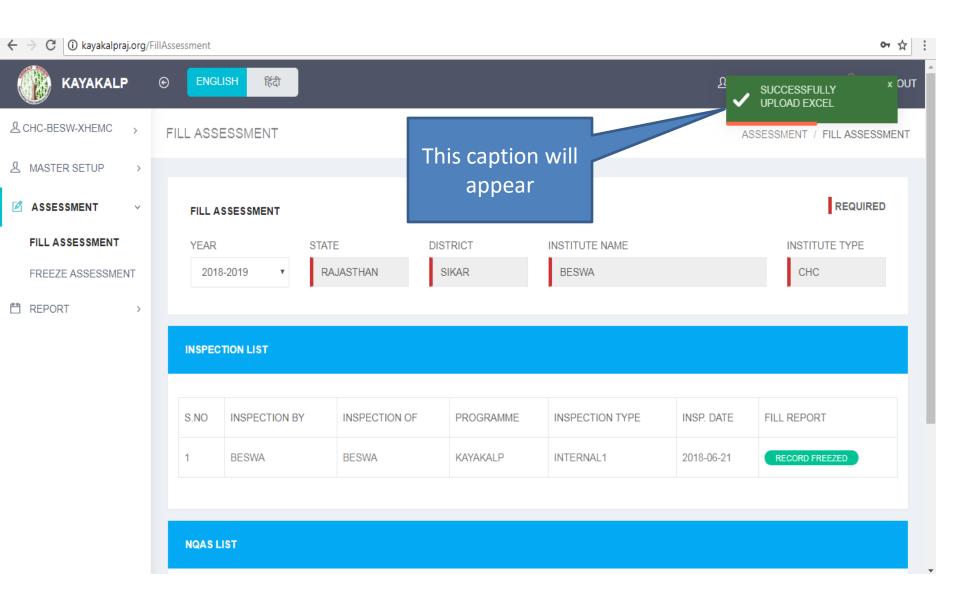


## File name will show after successfully upload

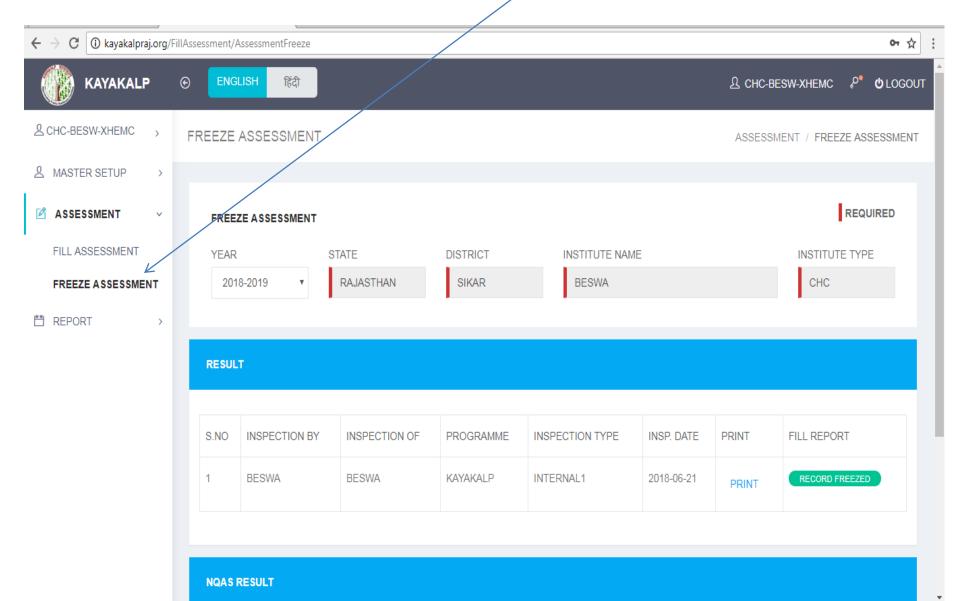


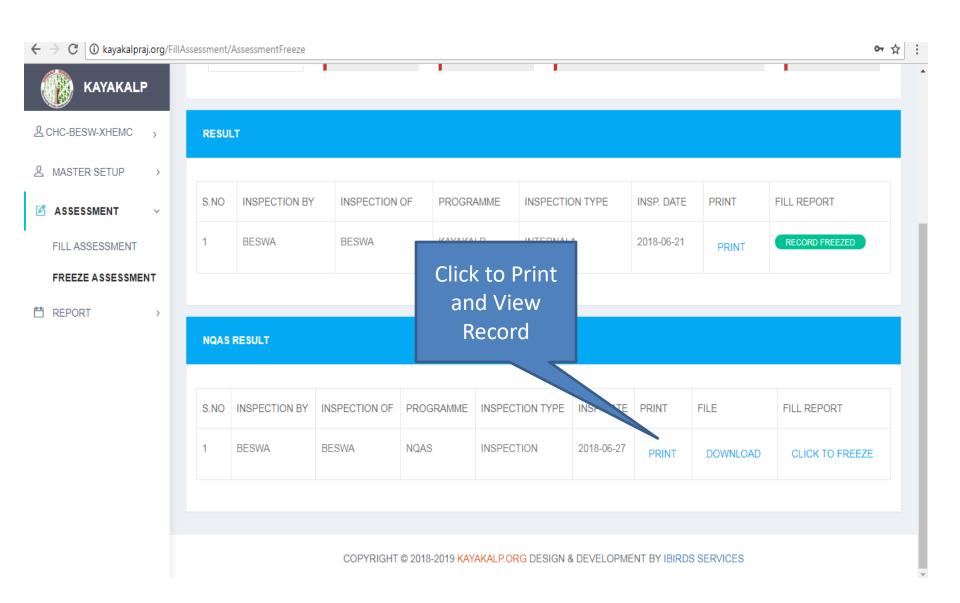
### Click on Upload





#### Go To Freeze Assessment

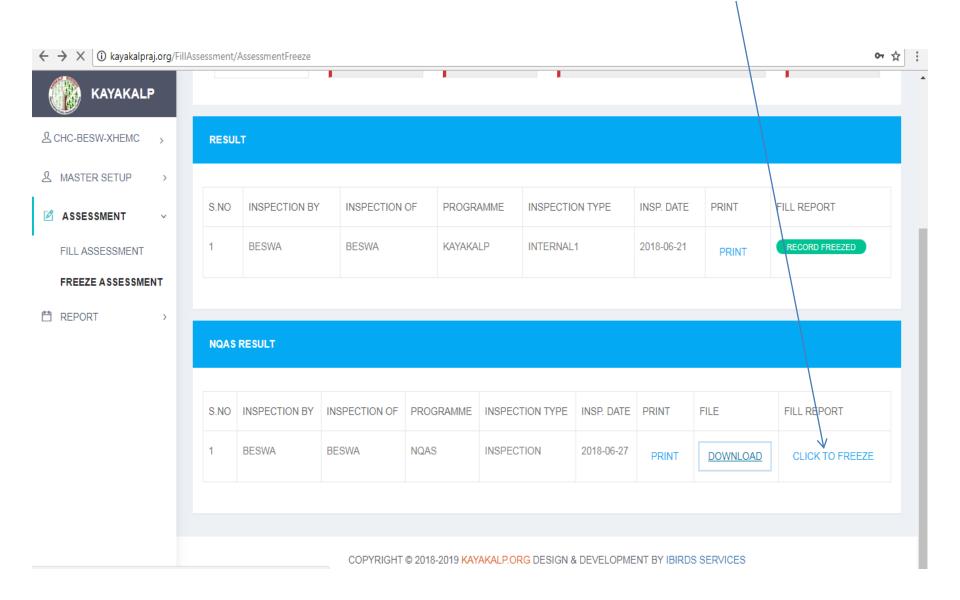




## This screen will appear. Check your result



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



#### Record Freezed

