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| PO APPROVAL |
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REVISION HISTORY

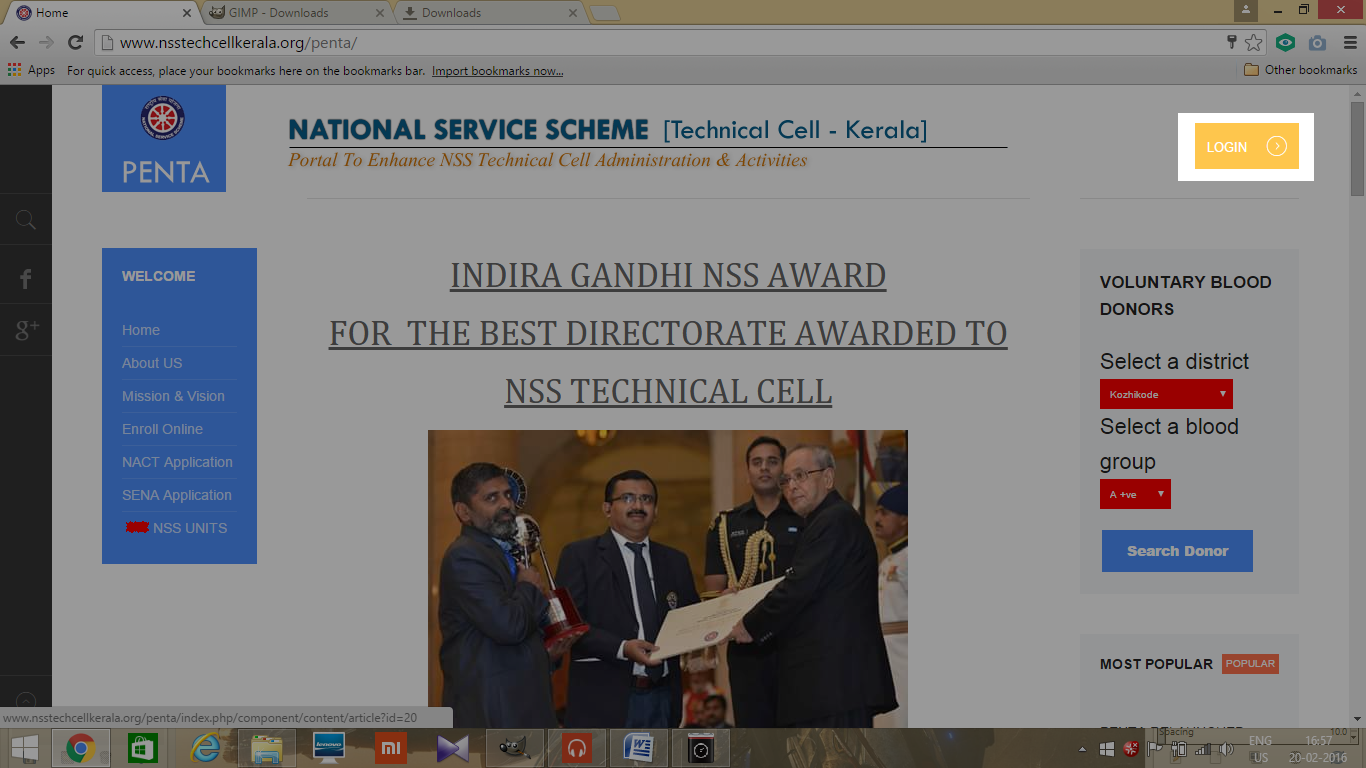
|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Description** | **Author** | **VERSION** |
| 21/02/16 | USER MANUAL FOR PO APPROVAL | DEEPAK A NAIR | 1.0 |

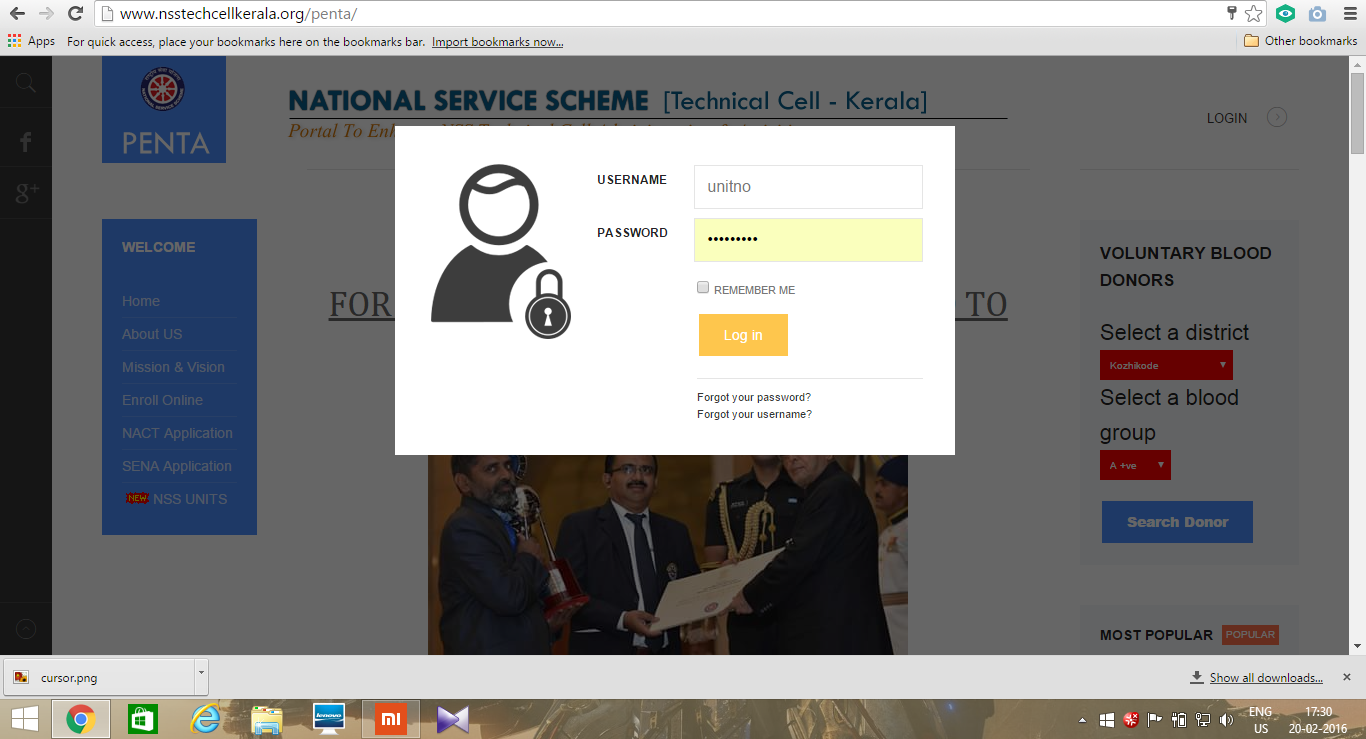
# PROGRESS FLOW OF PO APPROVAL

# **LOGIN FOR PO**

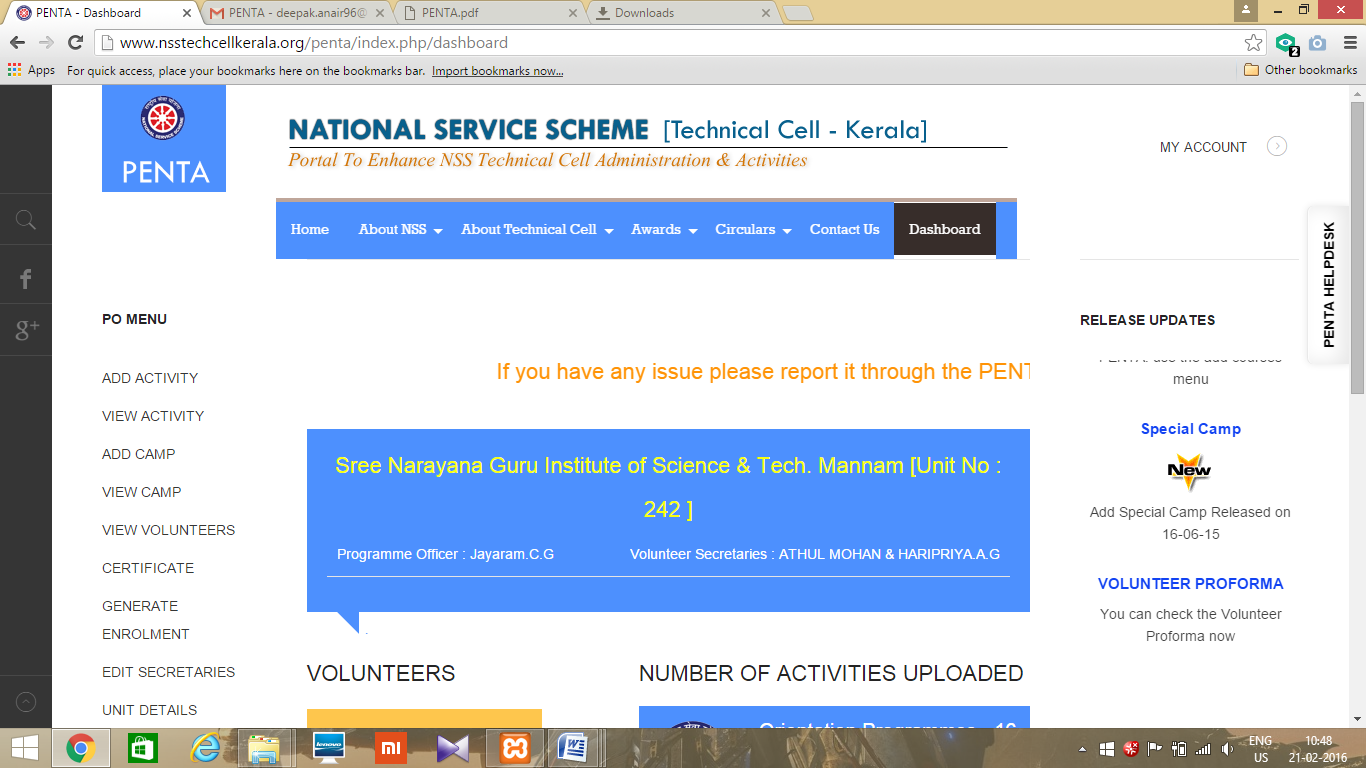
1. Open Mozilla firefox/Google Chrome and type the address http://www.nsstechcellkerala.org/penta/ and press enter the following page will load.



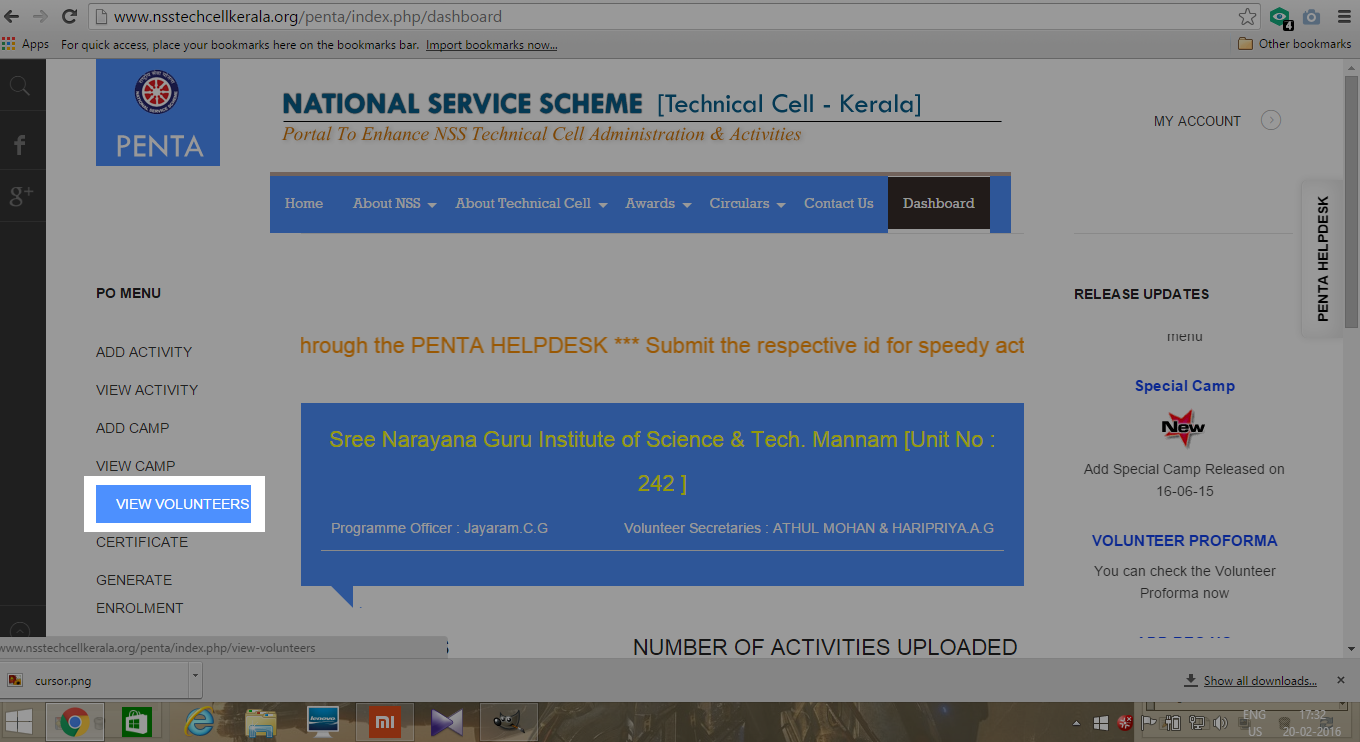
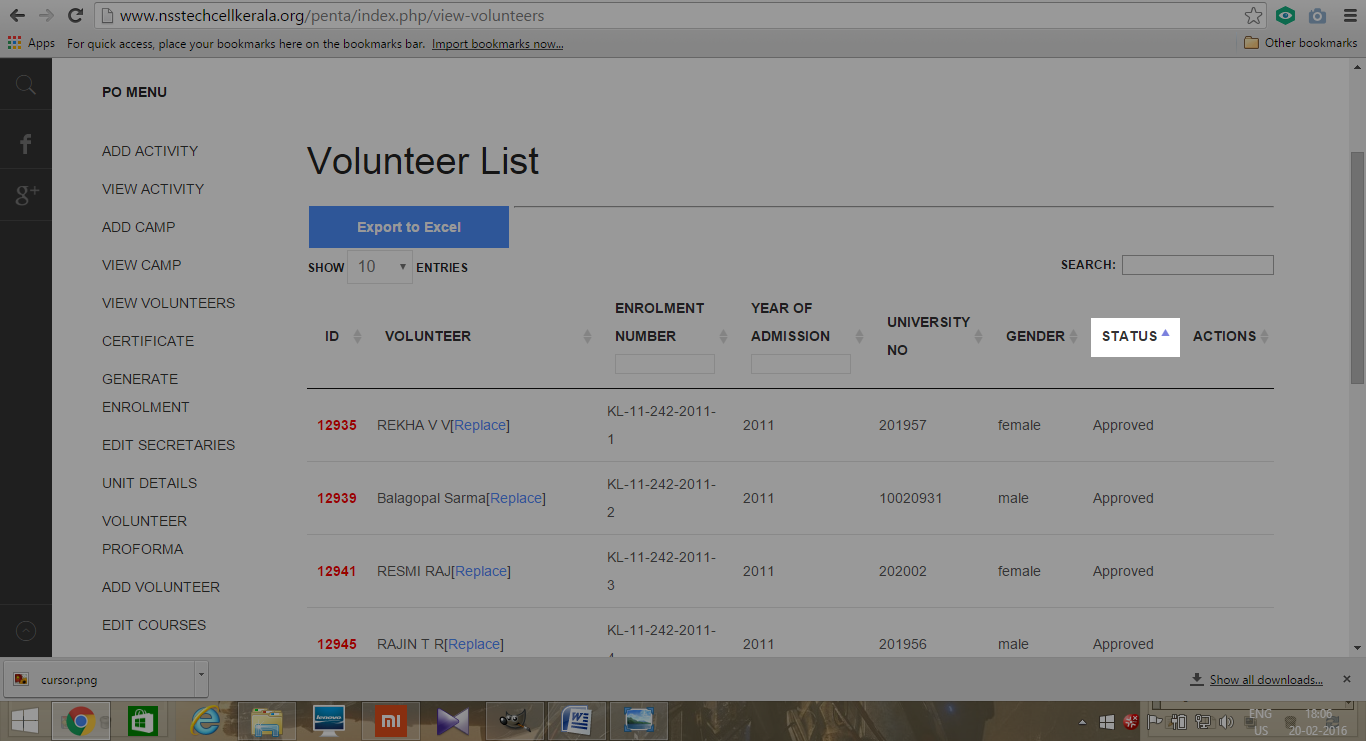
1. Click LOGIN
2. Then enter USERNAME and PASSWORDof PO and click login

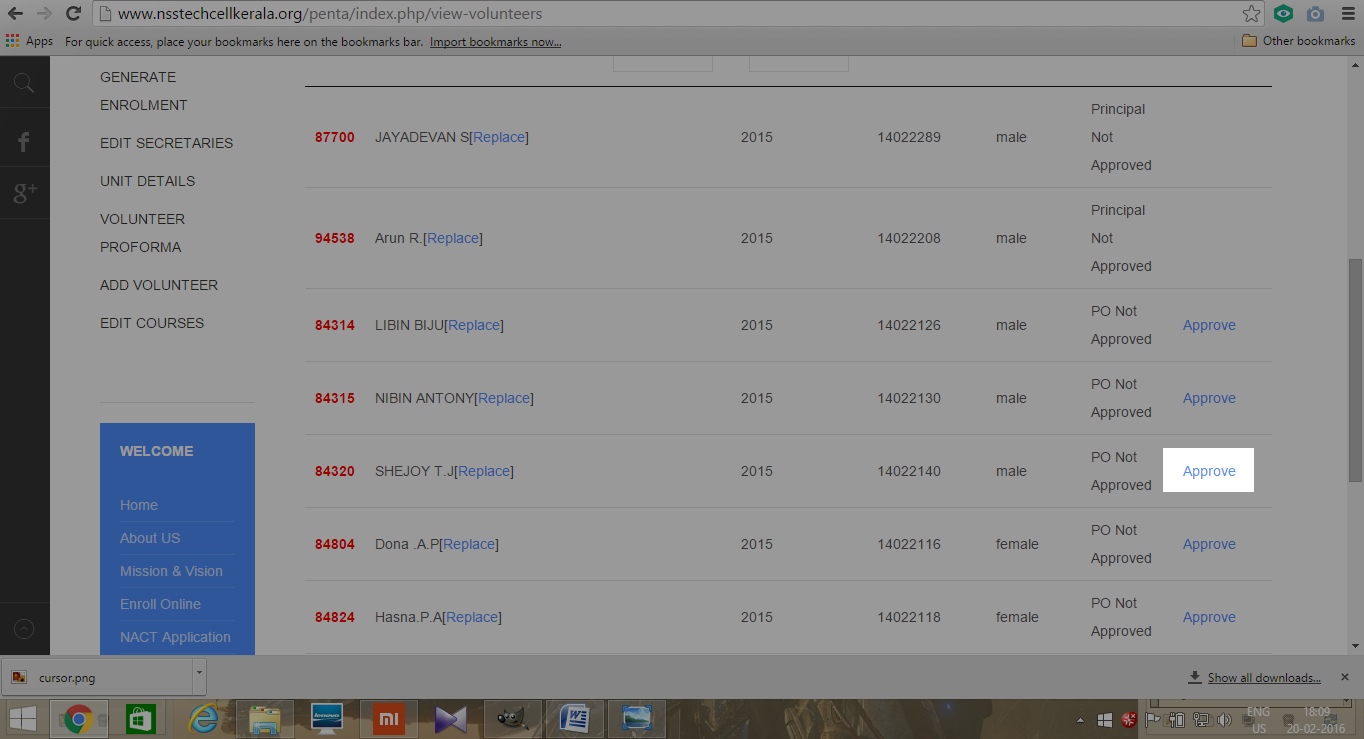
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1. Then the following dashboard will open

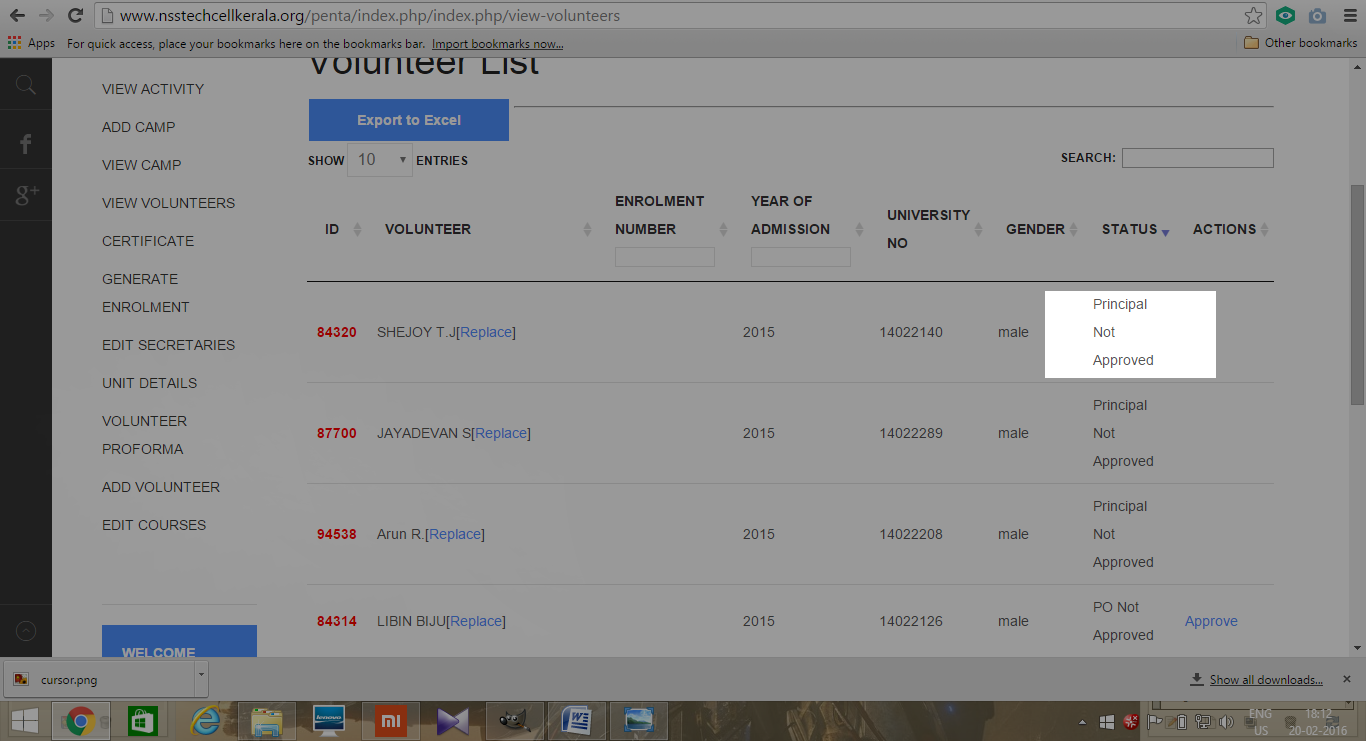


# **PO APPROVAL**

1. Press [VIEW VOLUNTEERS](http://www.nsstechcellkerala.org/penta/index.php/view-volunteers), after login
2. **Click on the arrow near status to see status of volunteer's**
3. **Click approve to approve the volunteers**

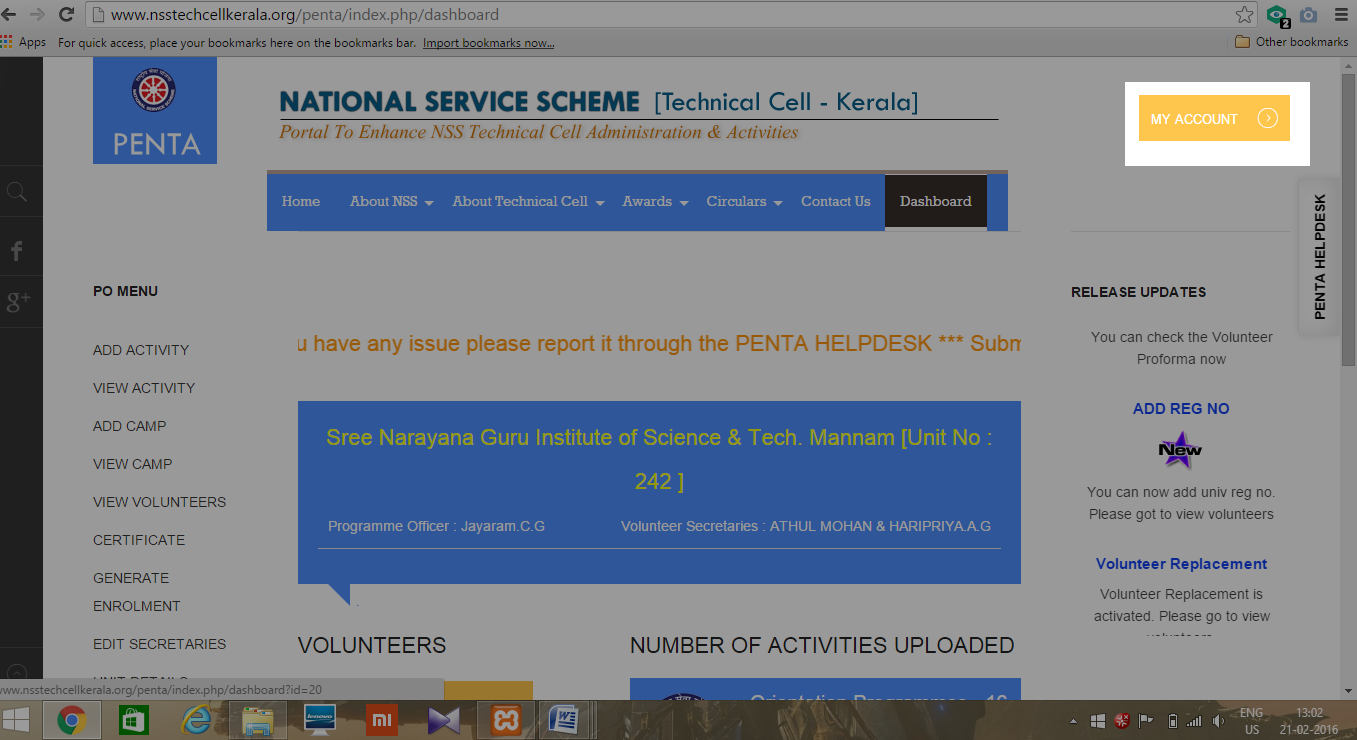


1. **Then Status will change to Principle Not Approved**

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# **LOGOUT**

1. **Click MY ACCOUNT on the top right corner.**

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1. **Click LOGOUT**

