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| EDIT SECRETARIES |
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REVISION HISTORY

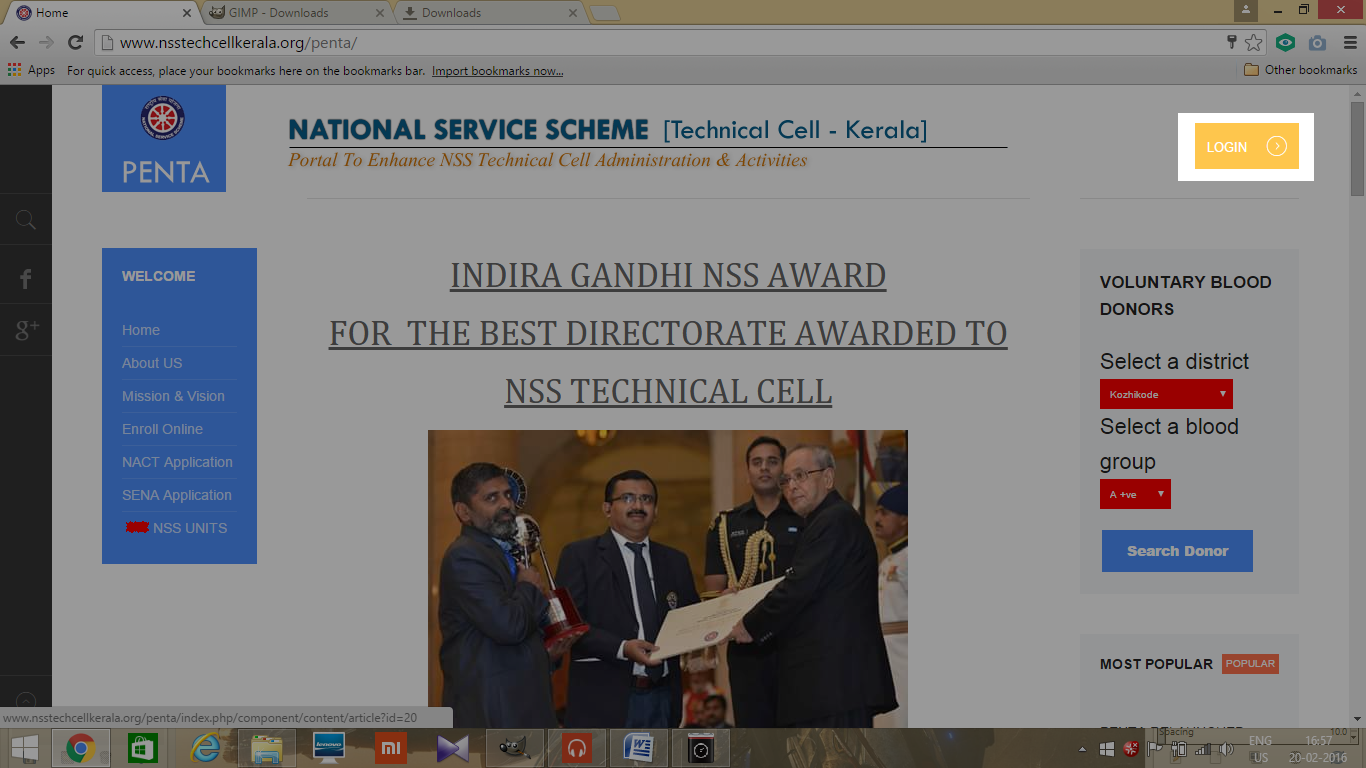
|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Description** | **Author** | **VERSION** |
| 21/02/16 | USER MANUAL FOR EDIT SECRETARIES |  | 1.0 |

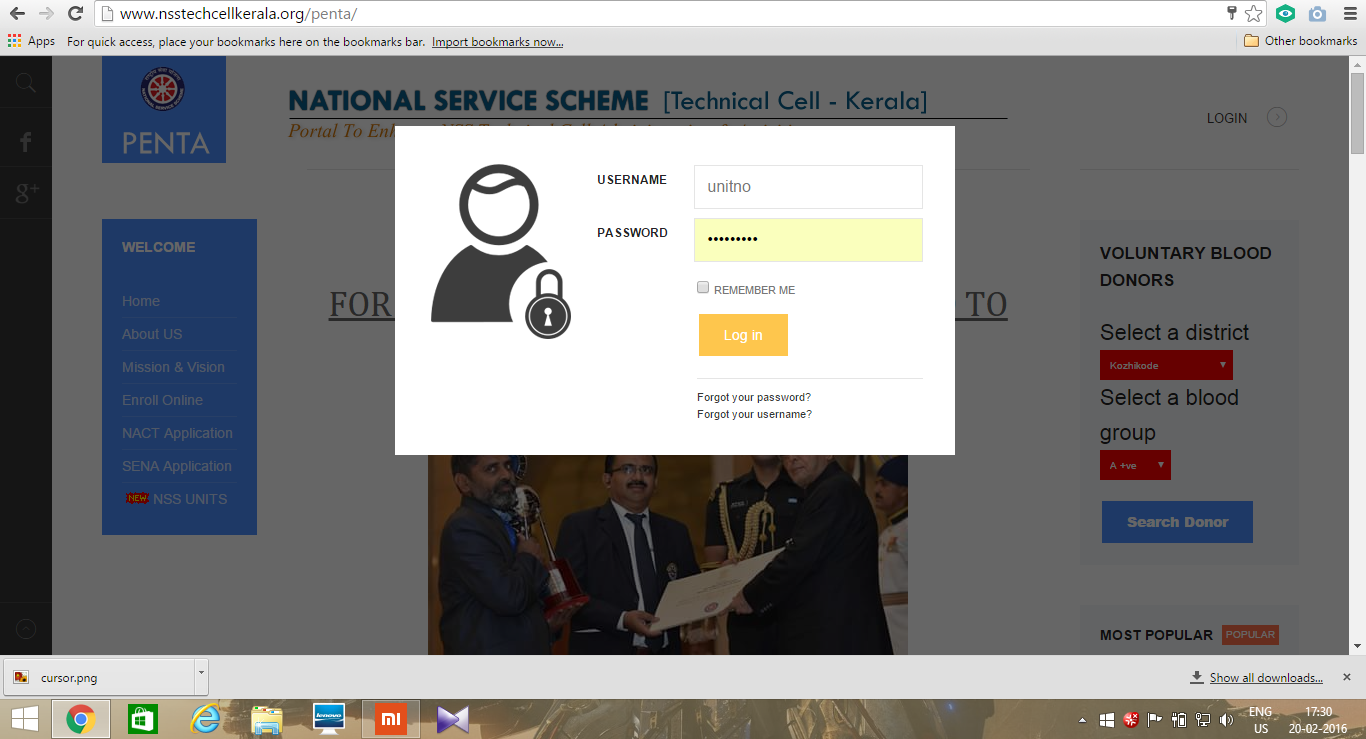
# PROGRESS FLOW OF EDIT SECRETARIES

# **LOGIN FOR PO**

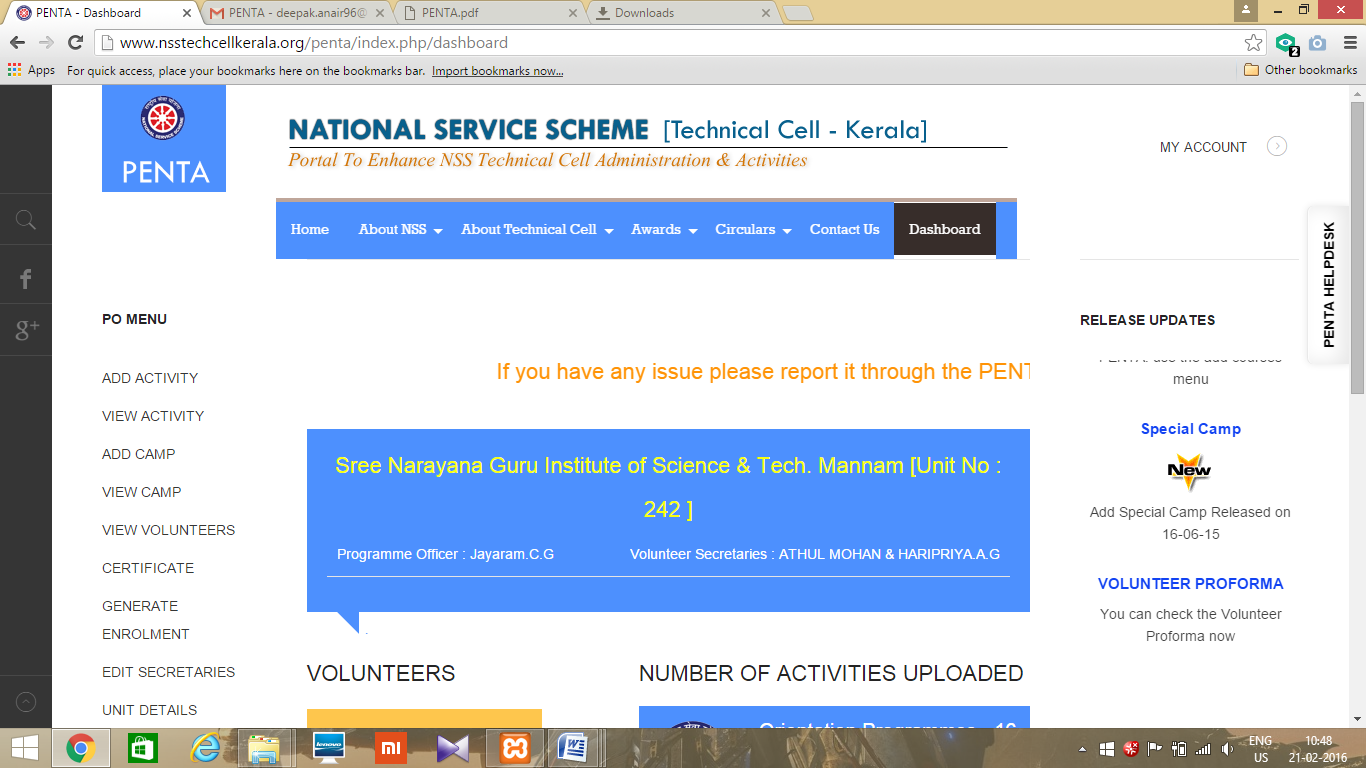
1. Open Mozilla firefox/Google Chrome and type the address http://www.nsstechcellkerala.org/penta/ and press enter the following page will load.



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

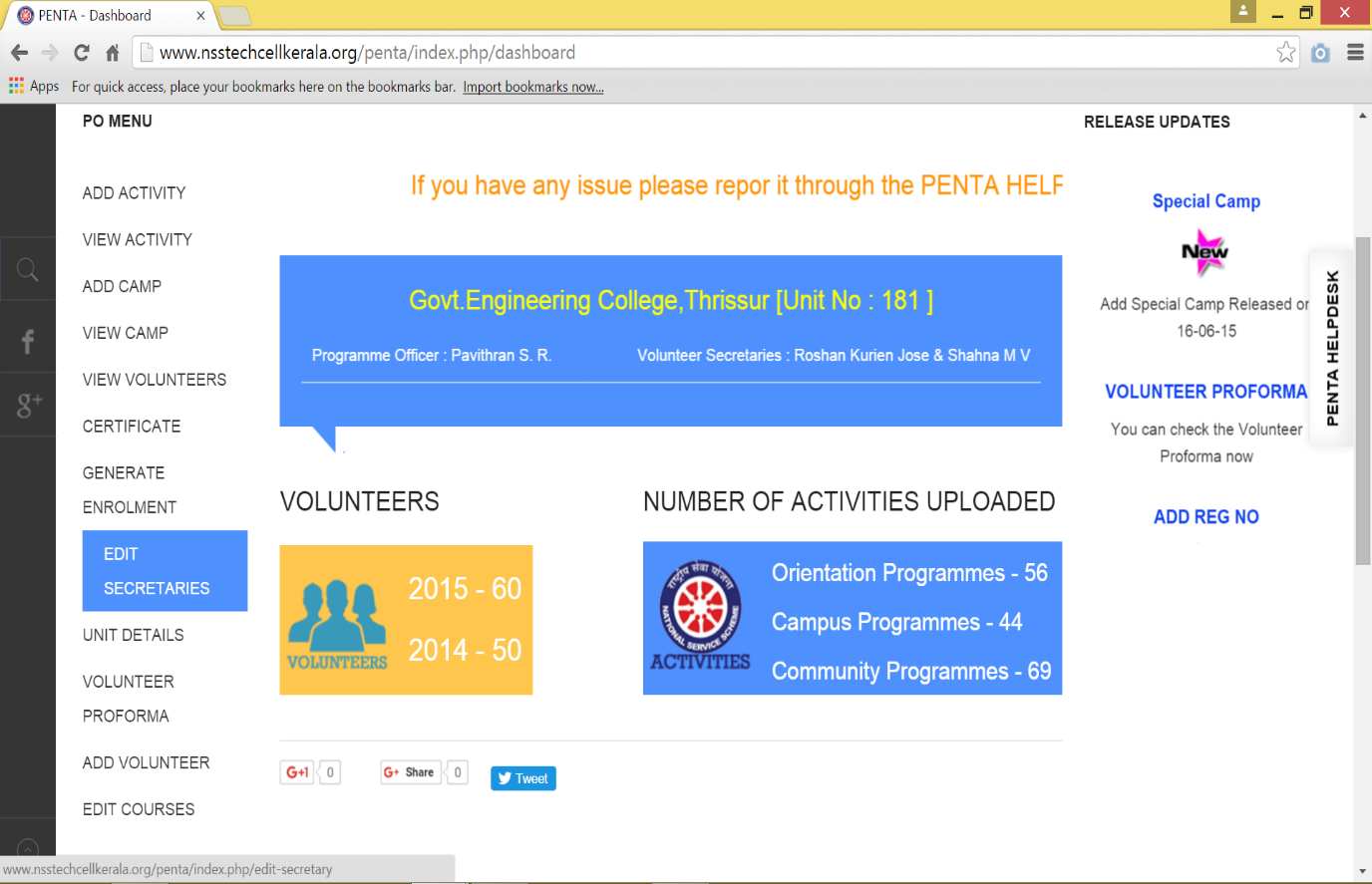
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1. Then the following dashboard will open

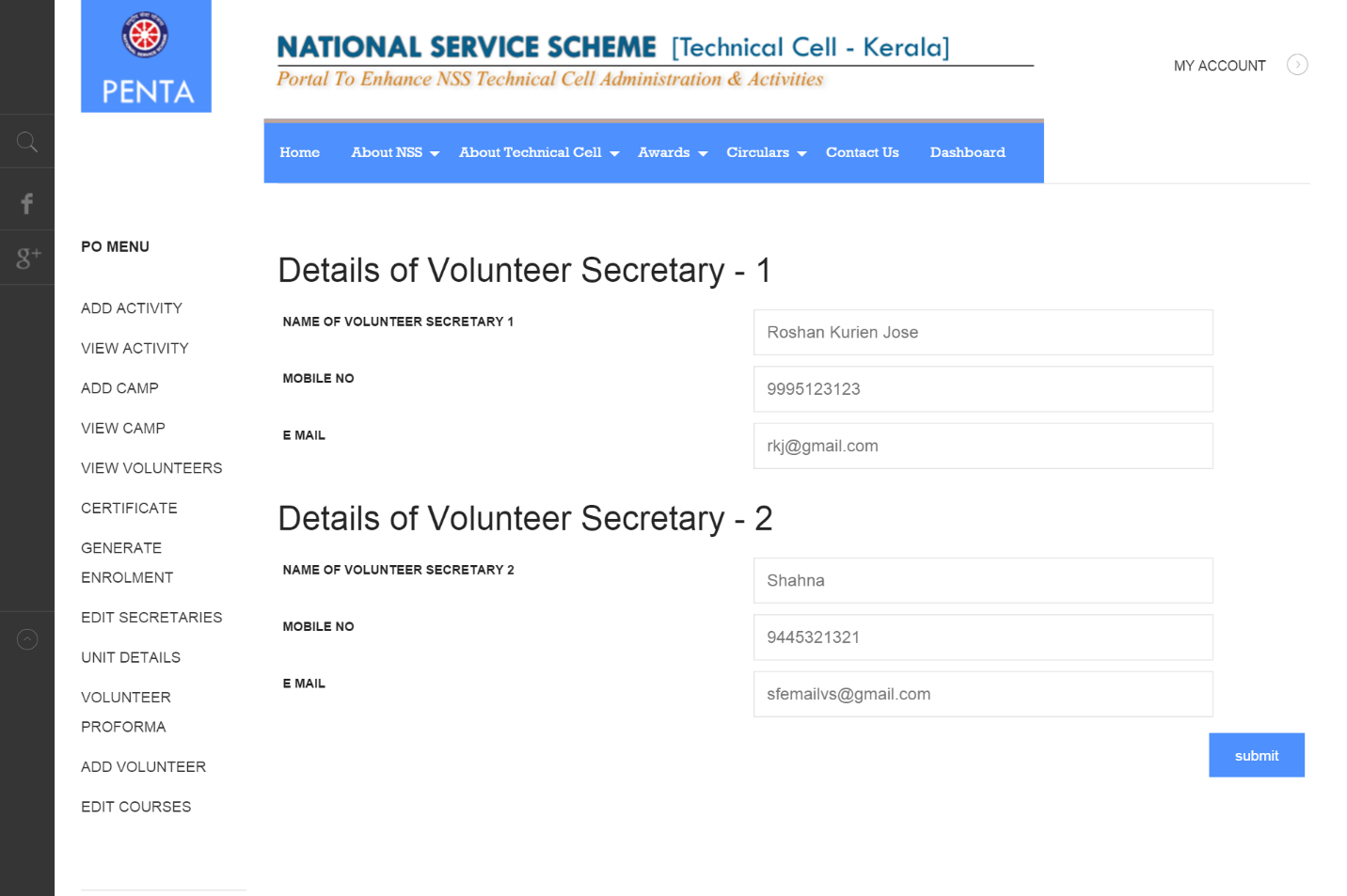


# Edit secretaries

* After login, select the **EDIT SECRETARIES** option from side menu bar.



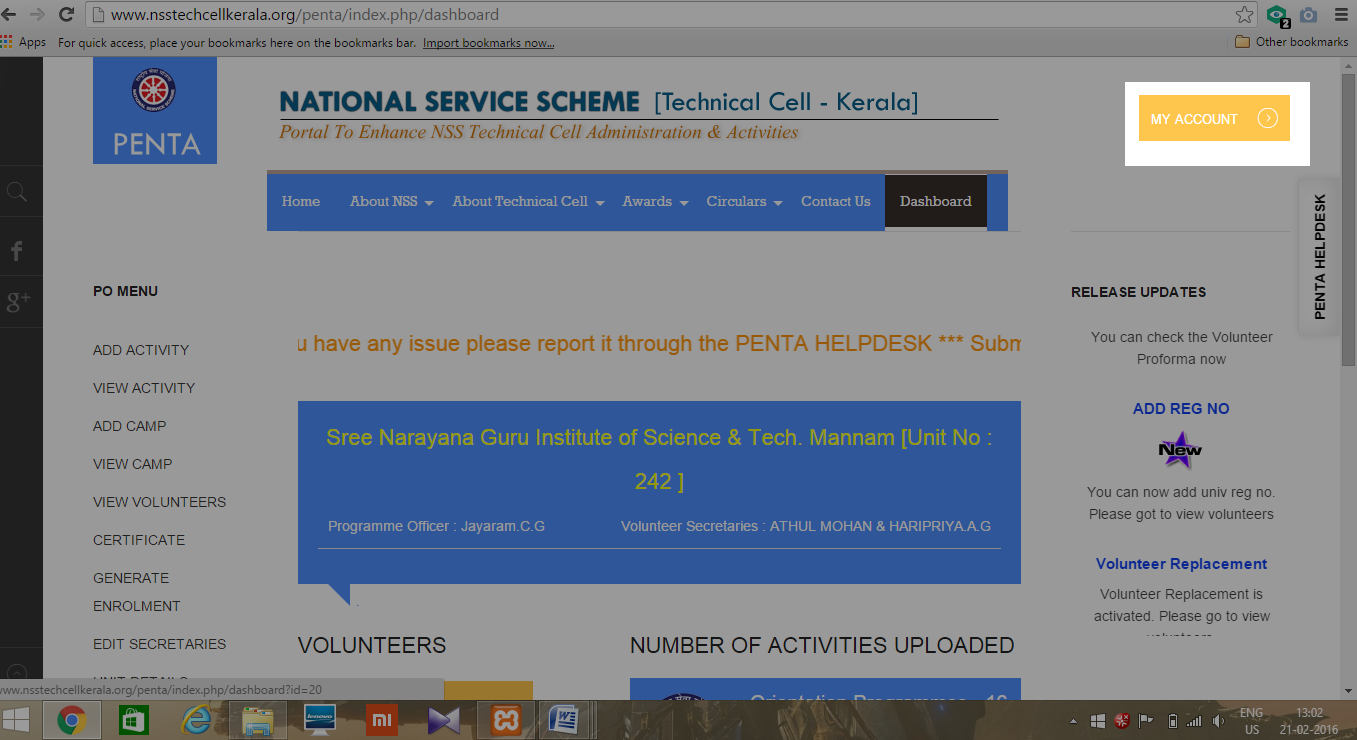
* You will be navigated to an editable webpage showing the details of the volunteer secretaries.

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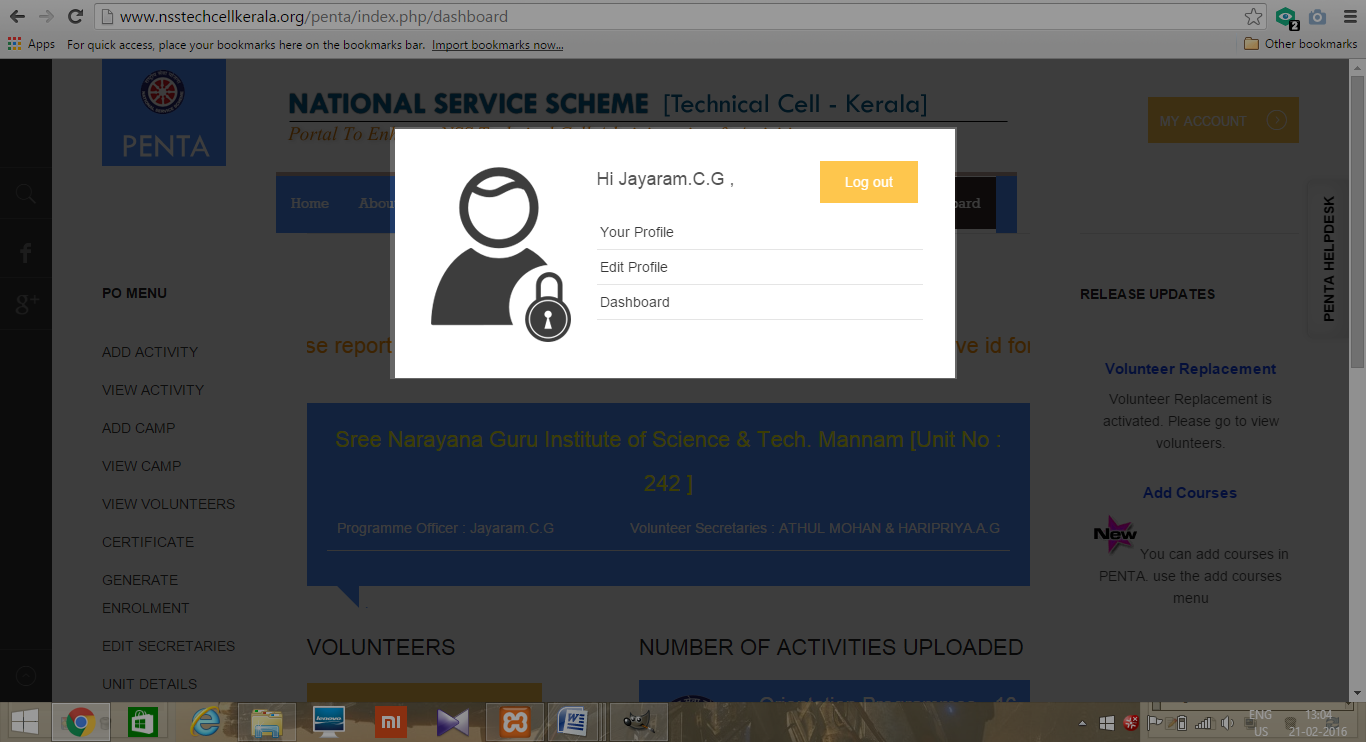
* A popup will be shown after successful submission.

# **LOGOUT**

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

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1. **Click LOGOUT**

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