

NAGALAND BOARD OF SCHOOL EDUCATION

Kohima : Nagaland

School User Manual

How to Upload Additional CSV Form

Version - 1.0
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Table of Contents

1. INTRODUCTION.....	4
2. PROCESS.....	4
2.1. STEP - 1 : Request to Upload Additional CSV.....	4
2.2. STEP - 2: NBSE Allow to Upload Additional CSV.....	5



1. INTRODUCTION

The purpose of this document is to give step by step instruction for the School Users to upload additional CSV form.

Incase if the school has missed out any student/teacher record, where the original CSV is already approved or CSV payment is already done. There is a new feature or provision now to add the missing data of the CSV. (Note: This is not applicable for typing mistakes or other such errors. This applies only for missing records)

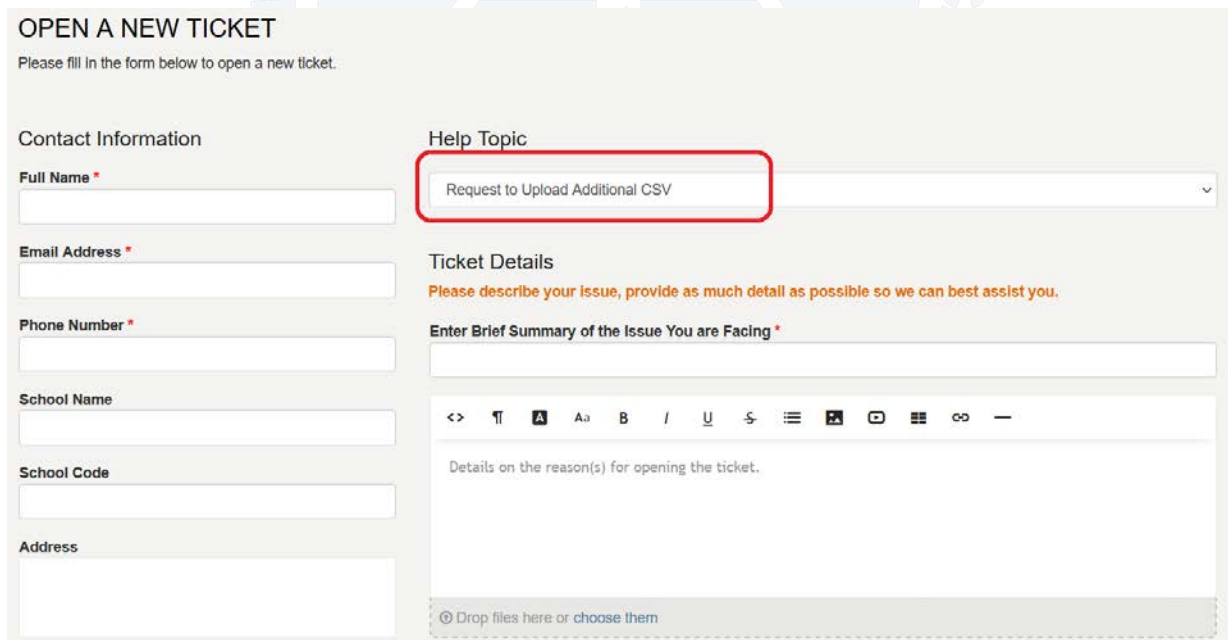
2. PROCESS

2.1. STEP - 1 : Request to Upload Additional CSV

Create a new ticket request to Add Additional CSV.

Use this link to open a new ticket

<https://helpdesk.nbsenl.edu.in/open.php>



NOTE : Make sure to mention all necessary details in the ticket

2.2. STEP - 2: NBSE Allow to Upload Additional CSV

Once NBSE Team receives your request, depending on the certain conditions, NBSE will allow to upload additional CSV accordingly.

The same will be notified in the ticket.

On permit to upload additional CSV, there will be a menu under the options to add or upload addition CSV. Refer the sample screenshot below:-

CSV Reference ID	Session	CSV Type	Stream	Status	Payment Status	Upload Date	Action
12109180003	2021-2022	Form 13	-	Approved	₹ Payment Successful	18-09-2021	OPTIONS 
12109180002	2021-2022	Form 13	-	Rejected	₹ Payment Successful	18-09-2021	View Download
12109180001	2021-2022	Form 13	-	Rejected	₹ Payment Successful	18-09-2021	Additional Upload

User can upload the Additional CSV accordingly. The process to upload is same as the CSV Re-upload process.

For Reference user manual to upload CSV.

Upload CSV without payment

<https://nbsenl.edu.in/storage/cms/user-manual/10.pdf>

Upload CSV with Payment

<https://nbsenl.edu.in/storage/cms/user-manual/11.pdf>