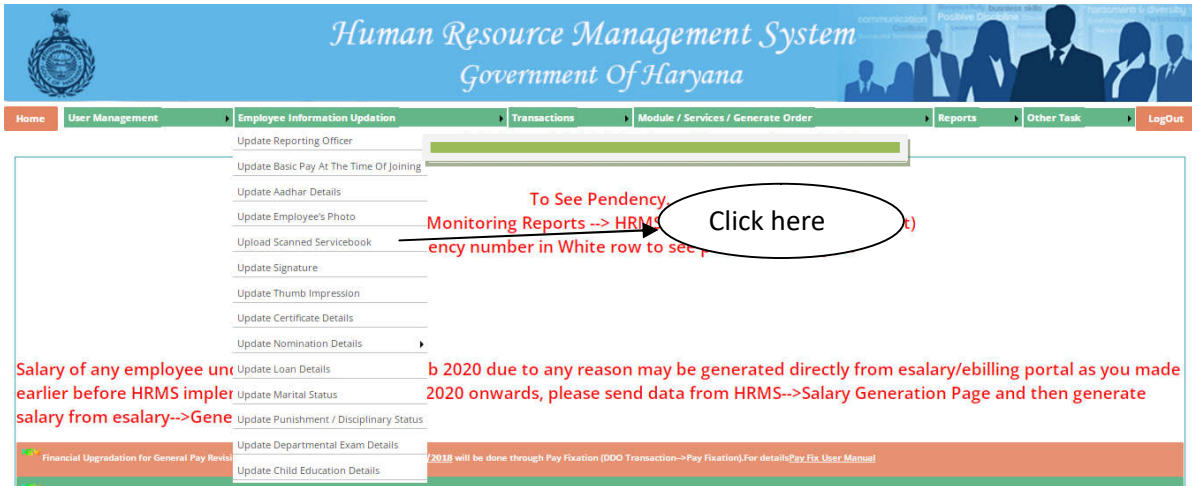


Upload Scanned Service Book—Manual

Note: Login with HRMS Checker, Select Employee Information Update → Click Upload Scanned Service book shown in the dropdown **Screen**:

Figure 1:-



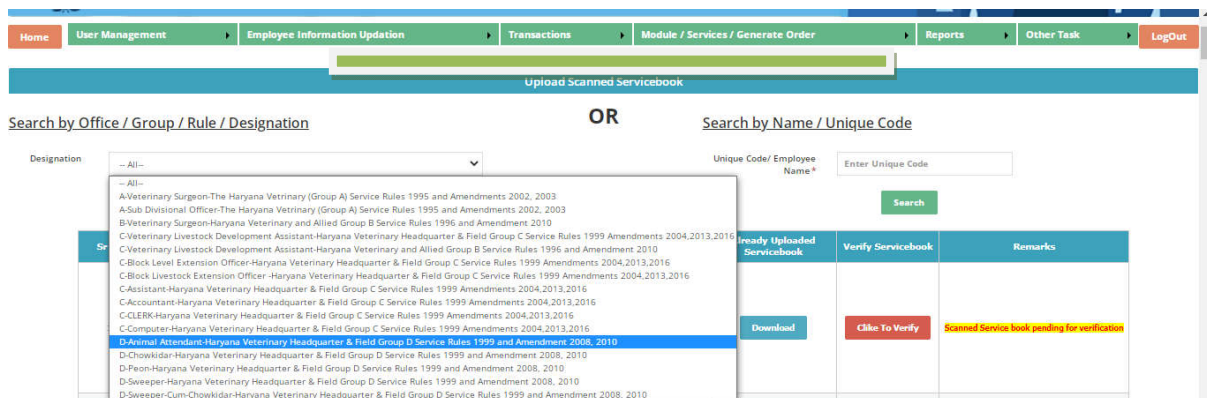
Process :- Following is step to upload the scanned service book

1. First Upload the Scanned servicebook of 10 MB in PDF format.
2. Verify the service book with OTP verification system.
3. Scanned service book process complete.

Below is the step by step description of the process

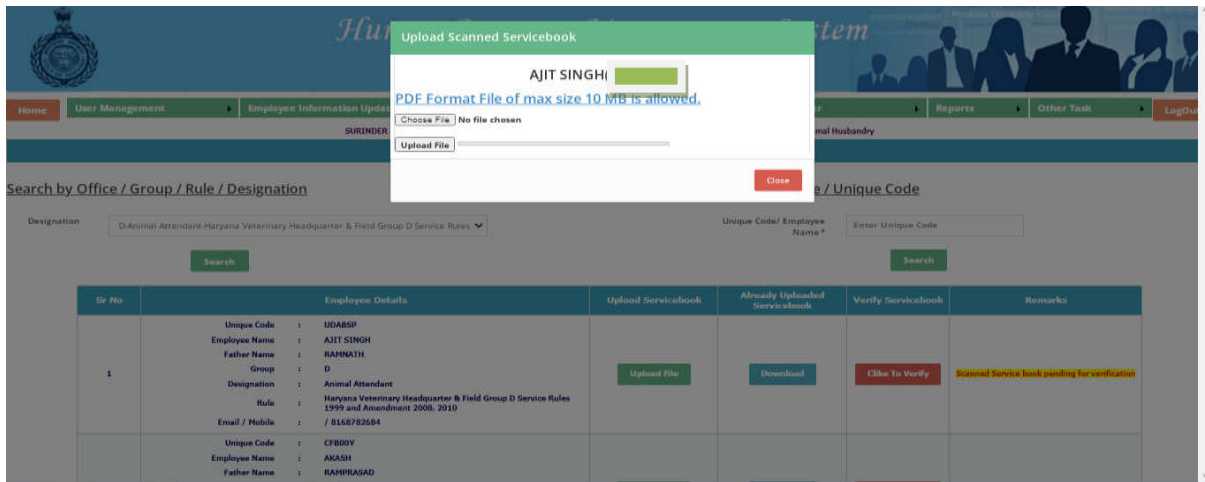
Select Designation or Unique Code/Name, click on the Search button to fetch the record(s). By Default full details will be shown on the dropdown screen:-

Figure 2 :-



Step 1:-

Firstly click on upload scanned service book (PDF format file on 10 MB) is allowed then click upload file and close.

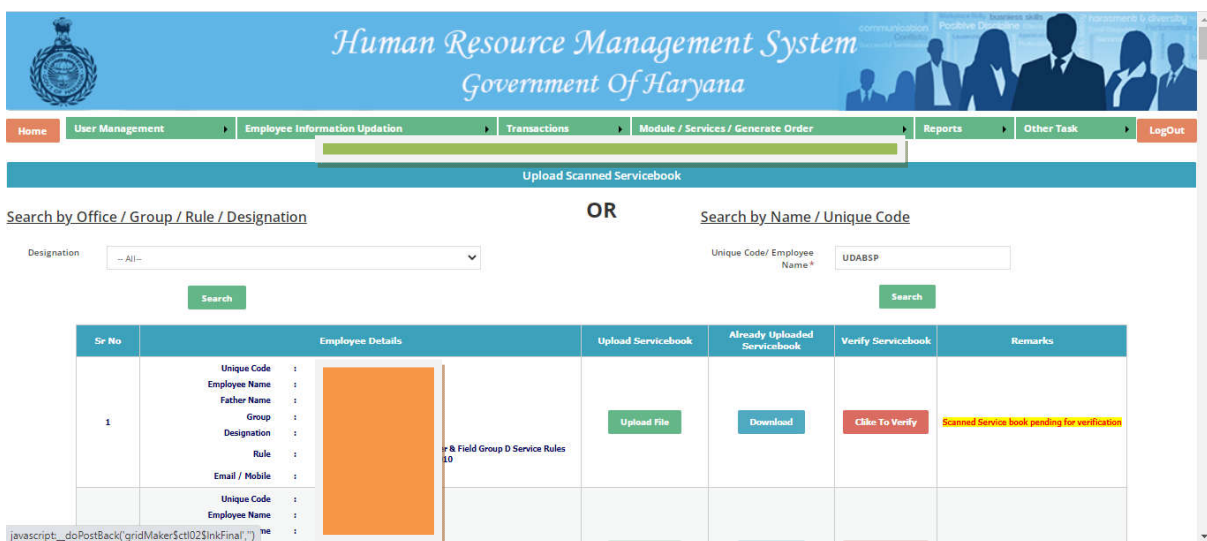


Step 2:- After upload, click the download button show the scanned service book will be generated. three Button file shown.

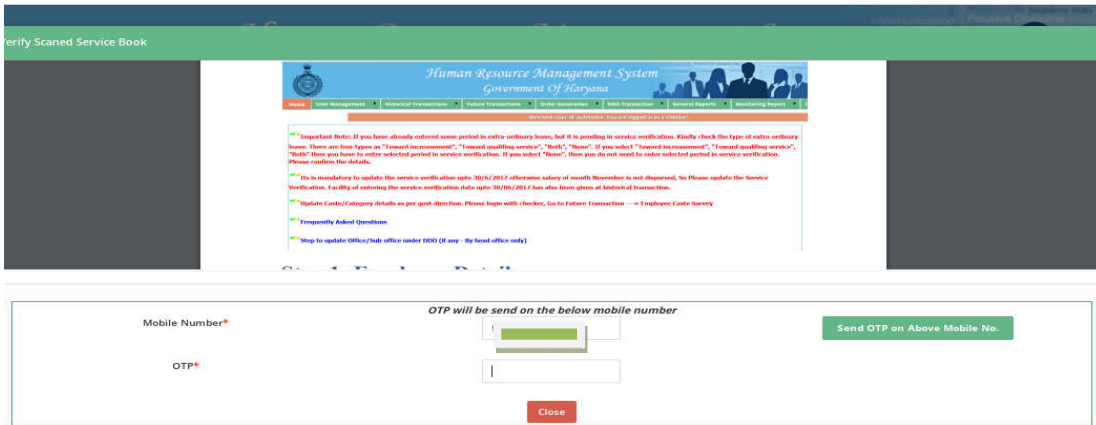
1. Upload File
2. Download
3. Click To Verify

- **Upload File**:- If user want to Re-upload the file
- **Download** :- To see the uploaded File
- **Click TO Verify** :- To verify and complete the process

F



Step 3:- Select Click to verify button shown the above said screen. Below message for “Enter OTP Details” will be shown:



In which concerned person, OTP will be sent on the number and you have to enter the received OTP and **“Verify”**. After verify OTP, you received below message scanned service book upload successfully.

