INSTRUCTIONS FOR DATABASE UPDATION

Name of School : Type your School Name (mandatory field)

Affiliation Number : Type Affiliation Number, (format - type only numbers eg: 93456) the school does not have a affiliation number please leave it. System automatically read as affiliation is under process

Affiliation year : Type affiliation year (format –eg: 25-12-2003) the school does not have a affiliation year please leave it. System automatically read as affiliation is under process.

School Type : choose corresponding one, only 3 types are given in the selection box. (Mandatory field)

District : 14 districts shown in the dropdown box select any one for to continue (mandatory field)

Taluk : when you select any one of the district, you can select taluk under the corresponding District. Anybody can't choose the correct one please contact our technical support team (mandatory field)

Panchayath : after selecting the Taluk, choose your correct Panchayath (mandatory field)

Name of Sahodaya : Select your Sahodaya complexes, those who have did not register membership of sahodaya yet, please select other sahodaya in the below dropdown box (mandatory field)

Place : Type your School placed (mandatory field)

Address : Type your Address only. Don't type your school name again and type your post office name (mandatory field)

Pincode : Type Post office code (mandatory field)

Office Landline 1 : Type your School Land line Number (format eg: 04843328100) do not leave space in between numbers, do not enter landline number with comma separated (only 11 numbers) School does not have a land line please enter school mobile number starting with zero (Format eg: 09495537895). (Mandatory field)

Office Landline 2 : School has another land line please enter, School does not have another Land line please leaves it.

Office Mobile 1 : Type your School Mobile Number (format eg: 9895867201) do not leave space in between numbers, do not enter mobile number with comma separated (only 10 numbers) (mandatory field)

Office Mobile 2 : School has another mobile please enter, School does not have another mobile please leaves it.

Office email 1 : Type School email id, do not leave space in between emails, do not enter email with comma separated. Only one email can type here (mandatory field)

Office email 2 : School has another email please enter, School does not have another email please leaves it.

School Website : Please type your school website after www. (Format eg: http://www.schoolname.com)

School Photo : upload school photo size below 1MB. One of the photo font view (mandatory field)

Principal Name : Type Principal Name

Phone Res : Type your Principals Land line Number (format eg: 04843328100) do not leave space in between numbers, do not enter landline number with comma separated (only 11 numbers) , does not have a land line please enter alternate mobile number starting with zero (Format eg: 09495537895). (Mandatory field)

Mobile : Type your Principals Mobile Number (format eg: 9895867201) do not leave space in between numbers, do not enter mobile number with comma separated (only 10 numbers) (mandatory field)

Email : Type Principal Email id, do not leave space in between emails, do not enter email with comma separated. Only one email can type here (mandatory field)

Principal Photo : upload Principal passport size Clear photo size below 1MB (clear photo must be uploaded for Sahodaya Directory)

Manager Name : Type Manager Name

Phone Res : Type your Manager Land line Number (format eg: 04843328100) do not leave space in between numbers, do not enter landline number with comma separated (only 11 numbers) , does not have a land line please enter alternate mobile number starting with zero (Format eg: 09495537895). (Mandatory field)

Mobile : Type your Manager Mobile Number (format eg: 9895867201) do not leave space in between numbers, do not enter mobile number with comma separated (only 10 numbers) (mandatory field)

Email : Type Manager Email id, do not leave space in between emails, do not enter email with comma separated. Only one email can type here (mandatory field)

Manager Photo : upload Manager passport size Clear photo size below 1MB

(clear photo must be uploaded for Sahodaya Directory)

Any other Technical difficulty we serve Technical Support between

Monday to Saturday 9:30 am to 5:30 pm

DEN INFOTECH

Contact No: 9495537895, 9895867201