

**KRISHNA KATHA DESH**  
**BHAKTIVRIKSHA DEPARTMENT**

**UPLOADING ATTENDANCE SHEET**

**Step 1: Logon The Website Using The Url: [www.bhaktivriksha-kkd.co.in](http://www.bhaktivriksha-kkd.co.in)**



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**Year 2022 - 222 BV**



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## Step 2: Click **Log In Here** – Available On The Right Top Corner



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## Step 3: Enter Your Chakra Login Credentials

(Each Chakra Will Be Given A Separate Login ID & Password)



### Log In

New to this site? [Sign Up](#)

Email

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Password

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[Forgot password?](#)

Log In

## Step 4 : Ensure **Your Login Id (Chakra Name)** Is Seen



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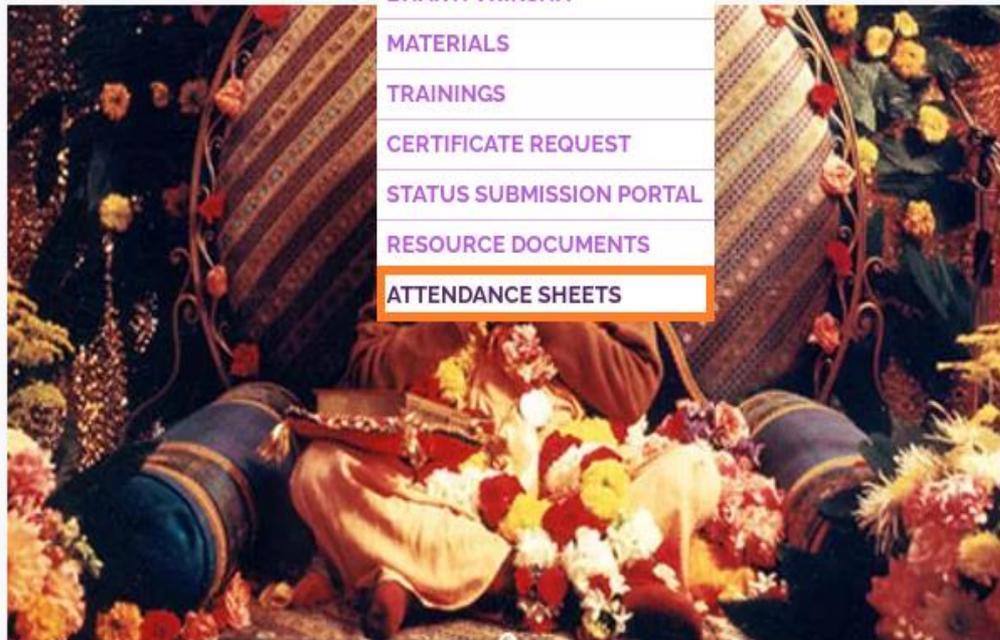
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Step 5: Click On **BHAKTI VRIKSHA** Menu;

Select **ATTENDANCE SHEETS** From The Drop-down Menu



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## Step 6: ATTENDANCE SHEETS Page



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# ATTENDANCE SHEETS

ATTENDANCE SHEET - TEMPLATE

FILLED ATTENDANCE SHEETS

GO BACK



## Step 7: Select **FILLED ATTENDANCE SHEETS**



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### ATTENDANCE SHEETS

ATTENDANCE SHEET - TEMPLATE

**FILLED ATTENDANCE SHEETS**

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## Step 8: FILLED ATTENDANCE SHEETS Page

Click On



Button



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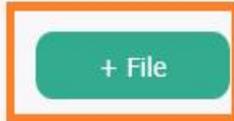
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### UPLOAD YOUR FILLED ATTENDANCE SHEETS

Please Upload your Files in Topicname\_Date(ddmmyy) Format Only

Files



Name ↓

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The Library is Empty.  
Start Adding Files

Add a file to get started.



# Step 9: Upload Your BV Attendance Sheet From Your Desktop Storage



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Please Upload your Files in Topicname\_Date(ddmmyy) Format Only



+ File

Name ↓

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Open



↑ | BHAKTIVRIKSHA ATTENDA... | Search BHAKTIVRIKSHA ATTE...

New folder

Name	Date modified	Type	Size
SZ_APN_GFE	12/3/2019 8:46 PM	Adobe Acrobat D...	344 KB

File name: SZ\_APN\_GFE ▾

Custom Files ▾

Open

Cancel

Library is Empty.

Adding Files

le to get started.

# Step 10: Please Wait For “Uploaded Successfully” Message



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Please Upload your Files in Topicname\_Date(ddmmyy) Format Only

SZ\_APN\_GFE.pdf was uploaded successfully!

Files



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SZ\_APN\_GFE.pdf  
343.43 KB

Jul 29, 2020



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# Step 11: To Rename The File, Select Option

## Select **Rename** Option from Drop-down List



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Select Items

Download

Share

Rename

Move

Delete

Report



# Step 12: Rename Your File As Per The **Standard Format**



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Please Upload your Files in **Topicname\_Date(ddmmyy)** Format Only

Standard Format

Files

Name ↓	Last Updated	Contributors
 GFE_11072020.pdf 343.43 KB	Jul 29, 2020	 varadharamesh

Topicname\_Date (ddmmyy)

# Step 13: Please Wait for “ Changes Updated! ” Message



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Changes Updated!

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# Step 14 : Repeat **Step 8 – 13** to Upload Another BV Attendance Sheet

Click On **Log Out**



The header features a navigation menu with the following items: HOME, MANJARIS, BHAKTI VRIKSHA (marked with a 'NEW' badge), SEMINARS & VYUHAS, DASHBOARD (marked with a 'NEW' badge), NOTICE BOARD, ALTAR PHOTOS, and a user profile for 'varadhamesh' with a 'Log Out' button highlighted by an orange box.

## UPLOAD YOUR FILLED ATTENDANCE SHEETS

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**Your Uploaded BV Attendance Sheet will be Visible on the Page**

# Step 15 : Logged Out Success Fully.



## Log In

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Email

Password

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**Hare Krishna**