**READ ME**

1. Open the excel document DCP\_SCREEN.xls.
2. This excel workbook contains 11 work sheets.
3. The names of all the worksheets are as follows:
4. Biodata page 1
5. Biodata page 2
6. Other information
7. Sheet Previous Qualifying and Foreign Service
8. History & Verification
9. Leave
10. LTC
11. Nominations
12. Training and Examination
13. Asset and Quarter Details
14. Loan/Advance Details
15. You have to enter your employee Id in the **employee Id** field which is present in the Sheet1 (refer [Biodata page1](#Biodatapage1)) and click on the **GET DATA** button at the bottom of the sheet.



  [Biodata Page 1](READ%20ME.docx)

1. On click all the details for that particular employee Id gets updated to the corresponding sheets.
2. You can then print your details using the key combination **(Ctrl+P)** ,then a screen will appear (refer [print screen](#printscreen)) and select **Entire workbook** option and the click **OK** button.

 

 Print screen