

## Process Flow for Accessing One Drive

### Nomenclature and Structure of One Drive

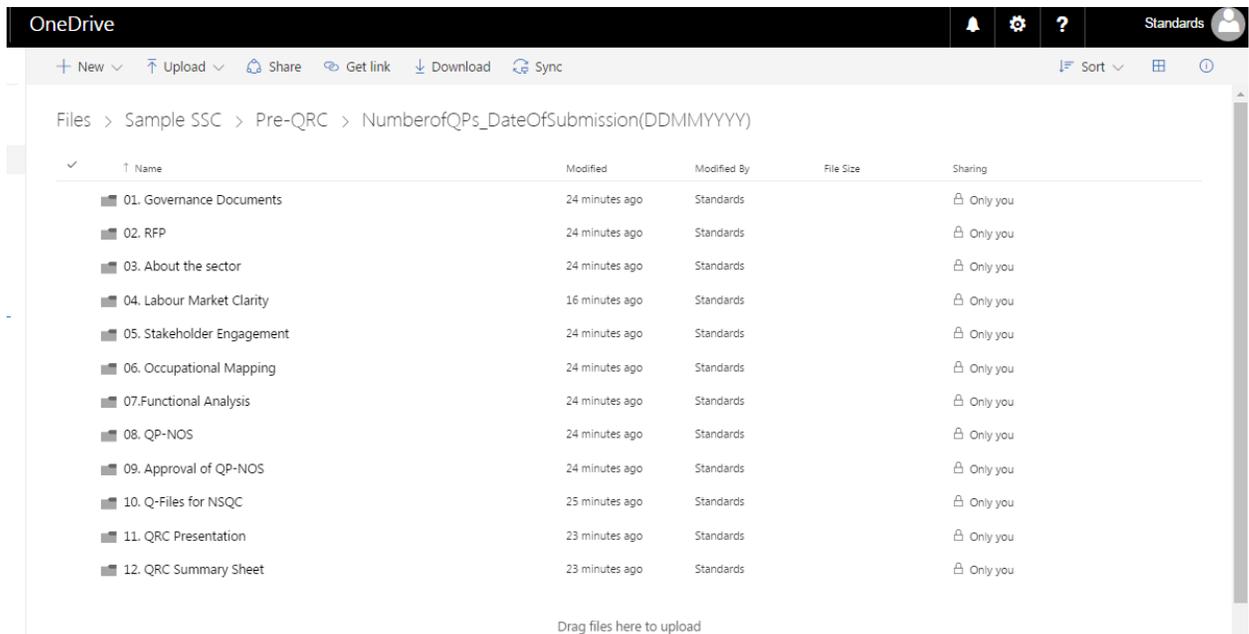
Use One Drive to upload your QRC docket and Qualification Packs (QPs). The documents will be submitted in accordance to the structure of the due diligence sheet.

**Note:** Please notify the Standards team at NSDC via email every time you upload documents in your OneDrive Folder.

### Pre-QRC Document Submission

If you wish to submit documents for Pre-QRC, the following steps will apply:

1. Go to OneDrive
2. Login and access your SSC folder
3. Go to the Folder name "Pre-QRC"
4. If SSC wants to submit 9 QPs for Pre-QRC, create a folder following the **nomenclature** requirements i.e. NumberOfQPs\_DateOfSubmission(DDMMYYYY)
  - a. 09\_28032017
5. Upload relevant files in the respective folders. Folders directly map to the Due-Diligence Checklist provided by NSDC's Standards team.



6. If you wish to re-send documents after Pre-QRC feedback for the same set of QPs, ensure that you are uploading updated documents with an updated version number in the same folder previously created.

For e.g. If Agriculture SSC wants to re-send the OM after Pre-QRC feedback, it will place it in the 'Occupational Mapping' folder in '09\_28032017' with version V2

.. Agriculture SSC > Pre-QRC > NumberofQPs\_D... > 06. Occupational Mapping

✓	↑ Name	Modified	Modified By	File
	 Agriculture_OM_v1.xlsx	A few seconds ago	Standards	50
	 Agriculture_OM_v2.xlsx	A few seconds ago	Standards	50

Drag files here to upload

### QRC Document Submission

1. Once the Pre-QRC documents are vetted and approved by the QRC secretariat, SSC can then move the final set of documents in the folder named “Final QRC Docket”.
  - a. SSC must follow the folder nomenclature as defined in this document.
2. The SSC must move all final documents into the folder named “Final QRC Docket,” minimum TWO WORKING DAYS prior to its QRC presentation slot.
3. Please make a new folder for every new instance of QP presentation before the QRC. For e.g. IT-ITes has two sets of QPs for submission i.e. 7 QPs on 4<sup>th</sup> April and 10 QPs submitted on 20<sup>th</sup> April. Therefore in its OneDrive folder, the IT-ITes SSC will create two folders
  - 07\_04042017
  - 10\_20042017
    - o with all required sub-folders as previously defined.

Files > IT-ITes SSC > Pre-QRC

✓	↑ Name	Modified	Modified By
	 07_04062017	A few seconds ago	Standards
	 10_20042017	18 hours ago	Standards
	 NumberofQPs_DateOfSubmission(DDMMYYYY)	19 hours ago	Standards

Drag files here to upload

4. Post the release of this document, SSC Documents will only be accepted via One Drive and no other medium.
5. The Ownership of all the documents in One Drive lies wholly with the concerned SSC.
6. A sample structure for folders with nomenclature has been provided to all the SSCs in One Drive. Please replicate this structure for all future QRC dockets.
7. Please do not alter or change the folder structure or nomenclature in any way.

## Nomenclature for Naming QP Files

1. When you upload QP PDF document in One Drive folder please ensure that the following nomenclature is followed for naming the PDF document:  
QPcode\_QPname\_Version  
For e.g. AGRQ0101\_PaddyFarmer\_v1