

SAFE WORK INSTRUCTION TEMPLATE

TITLE	Data Filling Method - NIPHM Website		
DESCRIPTION OF ACTIVITY	<p>This document has created to provide the instruction to the executive staff members in National Institute of Post-Harvest Management about the way of data updating in the official website of the NIPHM (www.niphm.lk).</p> <p>As mentioned in Table 01, please update the each google form whenever there is a new data to be updated in the website. The data updated date to each google sheet will be recorded automatically. All the data will be updated to the website on first week of every month.</p> <p>Dates are requested in each and every google form to prioritize the latest data. So that latest data will be shown in the top of the website in each webpage.</p>		
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Forte Work Manual

Sebastian Brünink



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