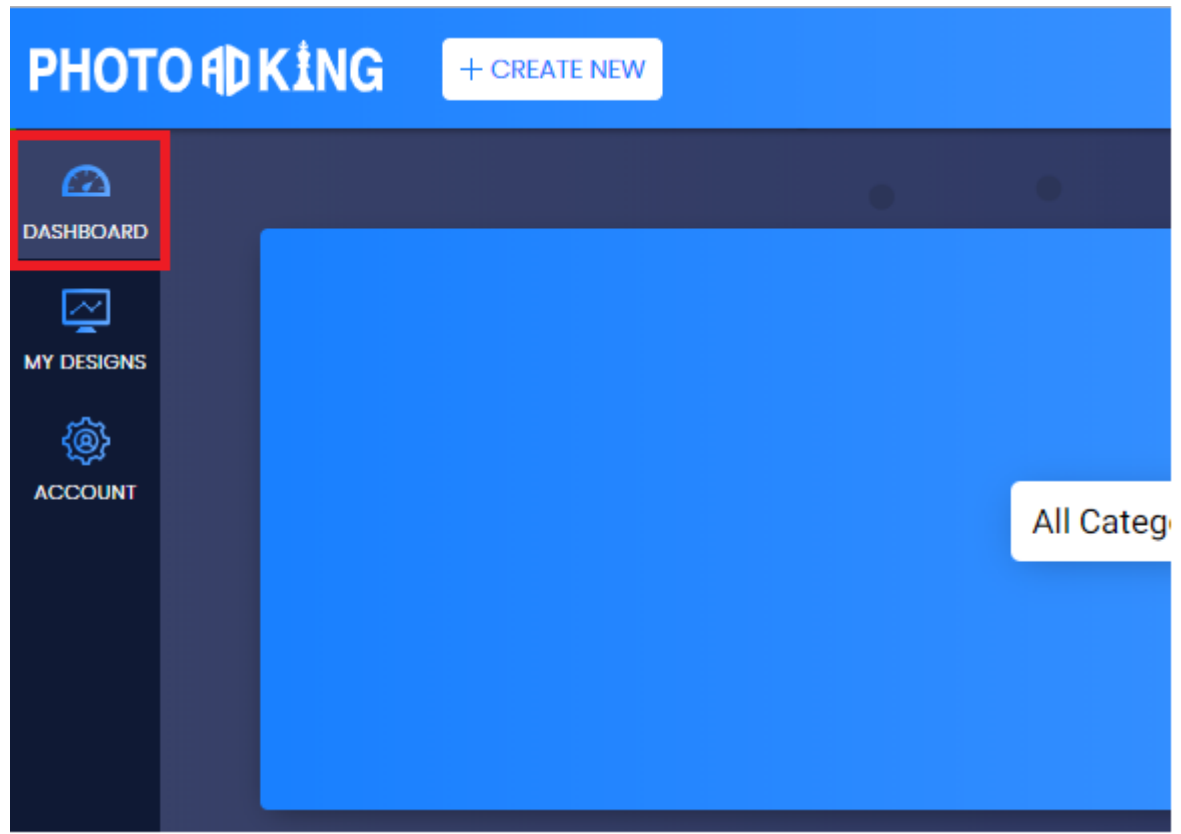
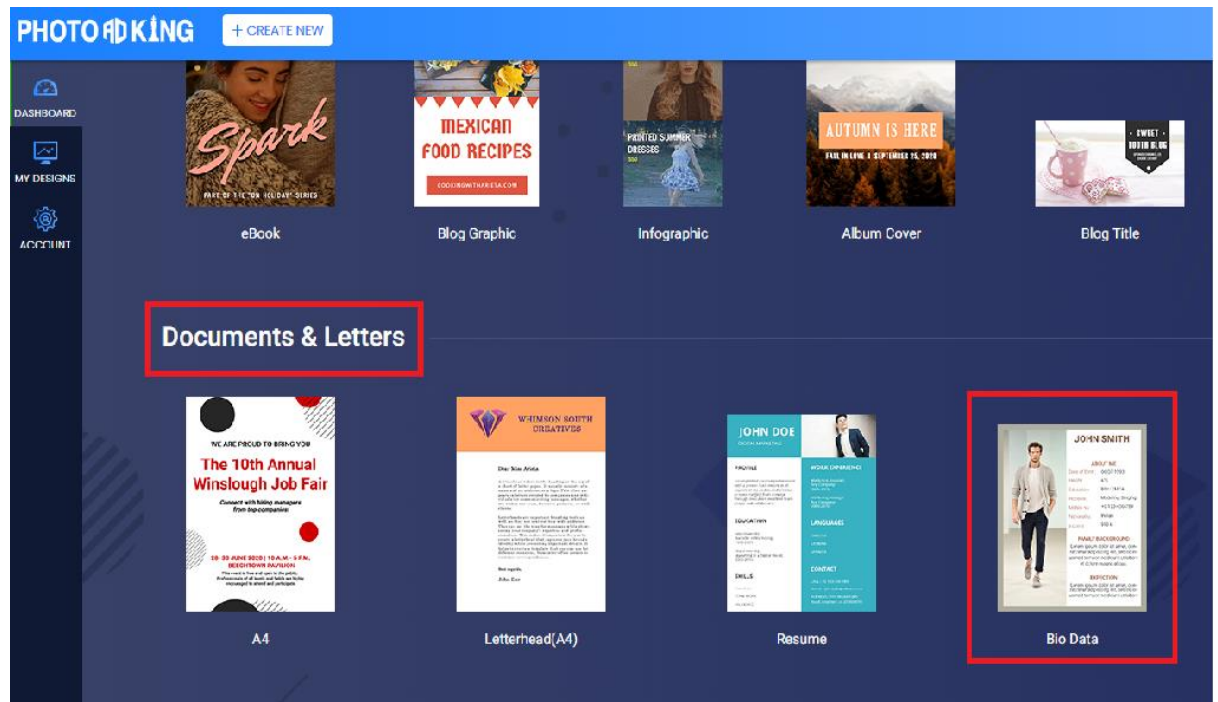


How to create Bio-Data?

1. Open the dashboard.

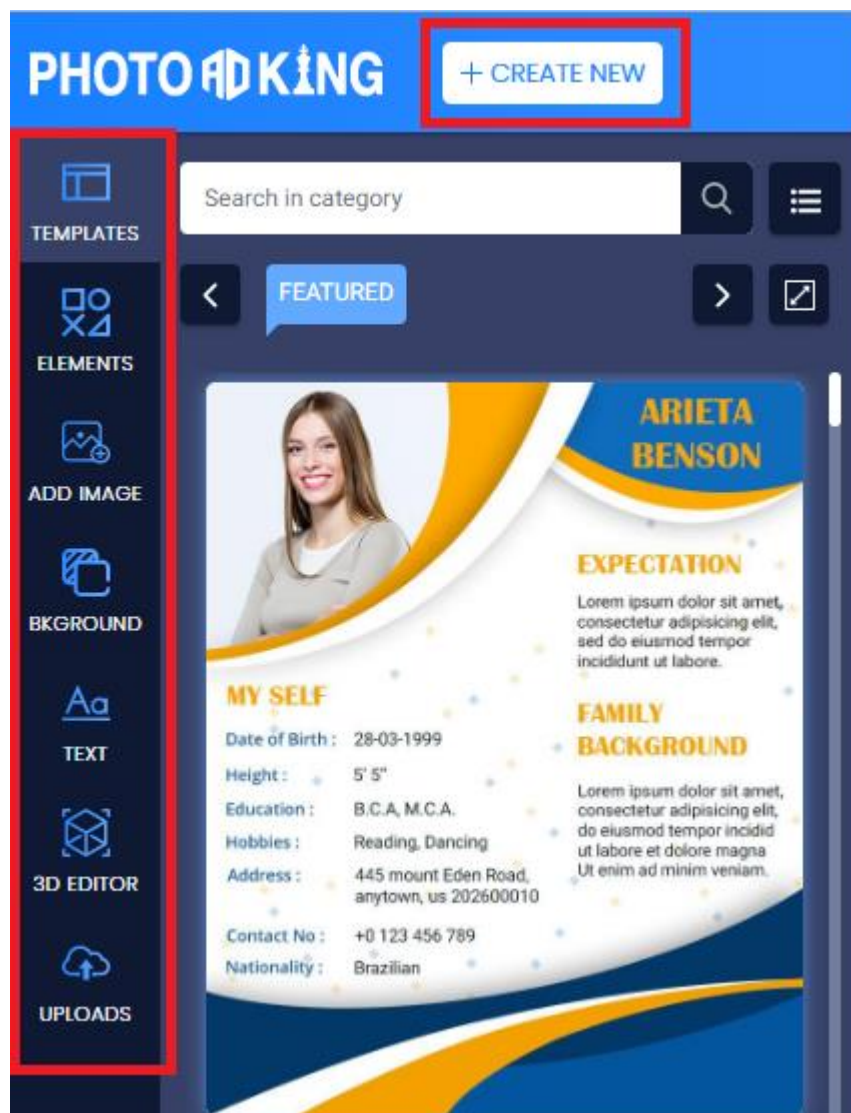


2. Select the “**Bio-Data**” category from documents and letters.



3. Then select your favorite template and create a Bio-Data according to your choice using various options available on left side panel.

You can also create a new template using "**CREATE A NEW**" option, given on top of your screen.



4. Then **SAVE** or **DOWNLOAD** your templates.

