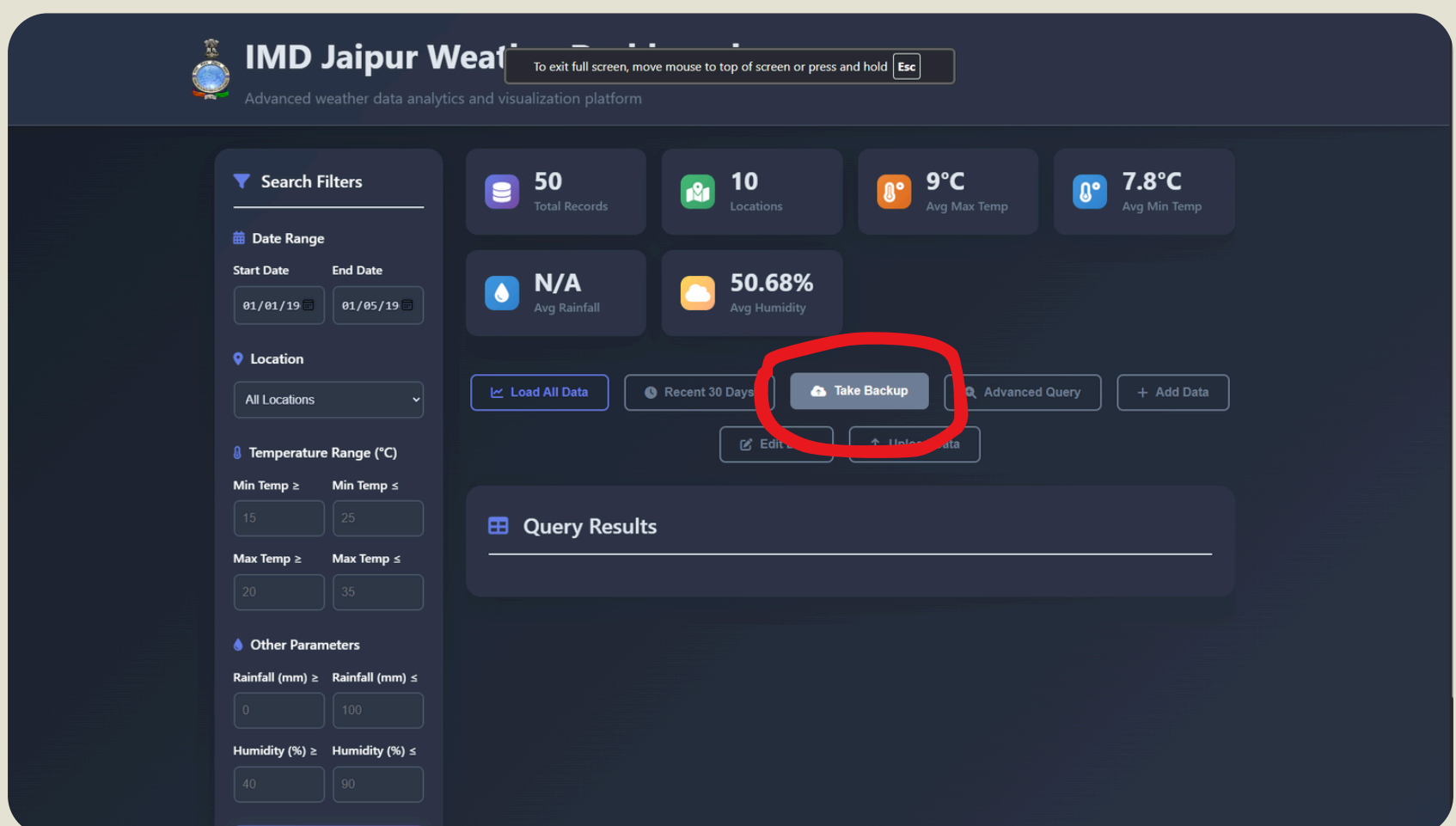# Indian Meteorological Department

- ## How to backup data:

  1. Click on "Take Backup"
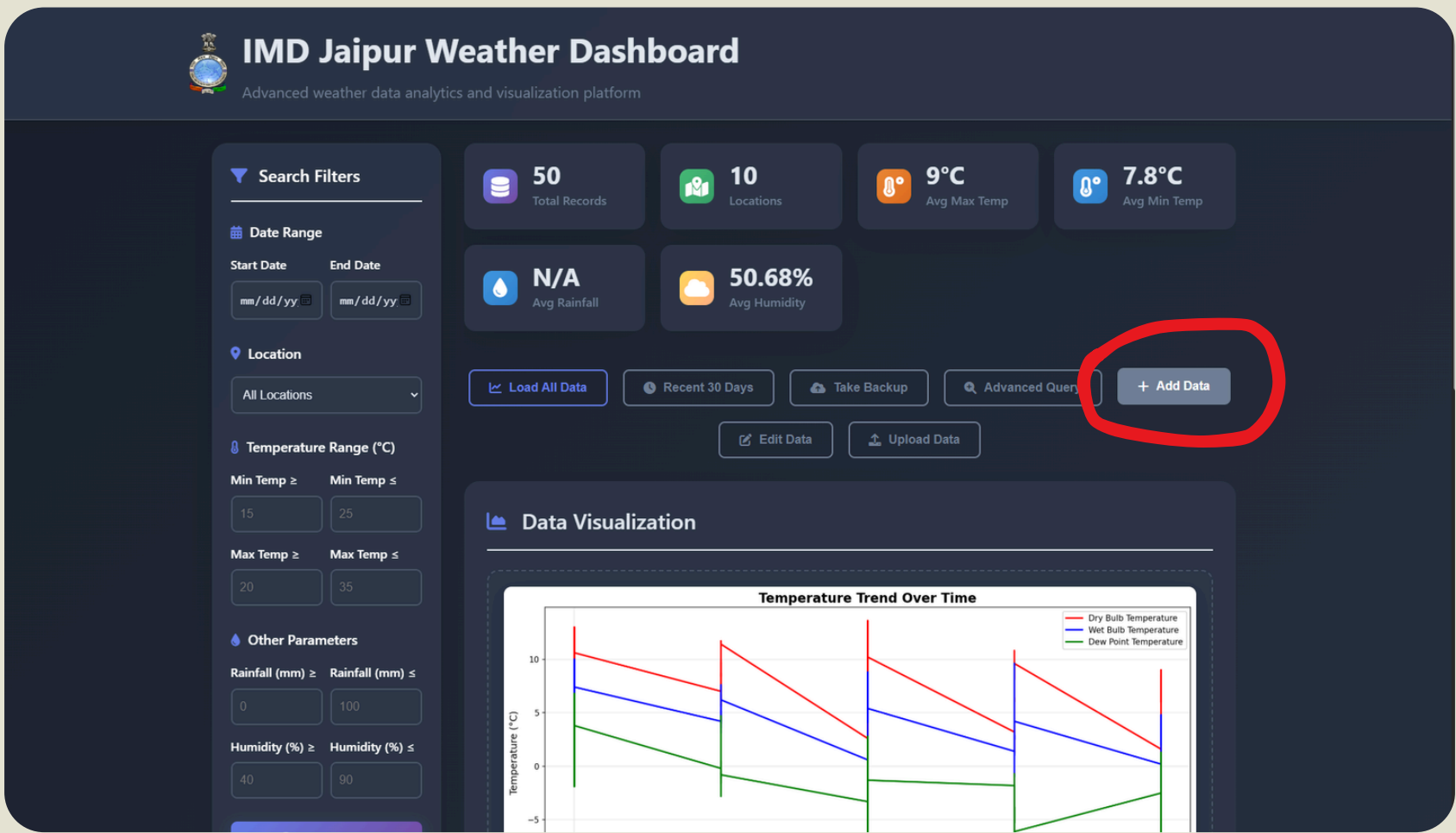

  2. Backup will be taken and downloaded
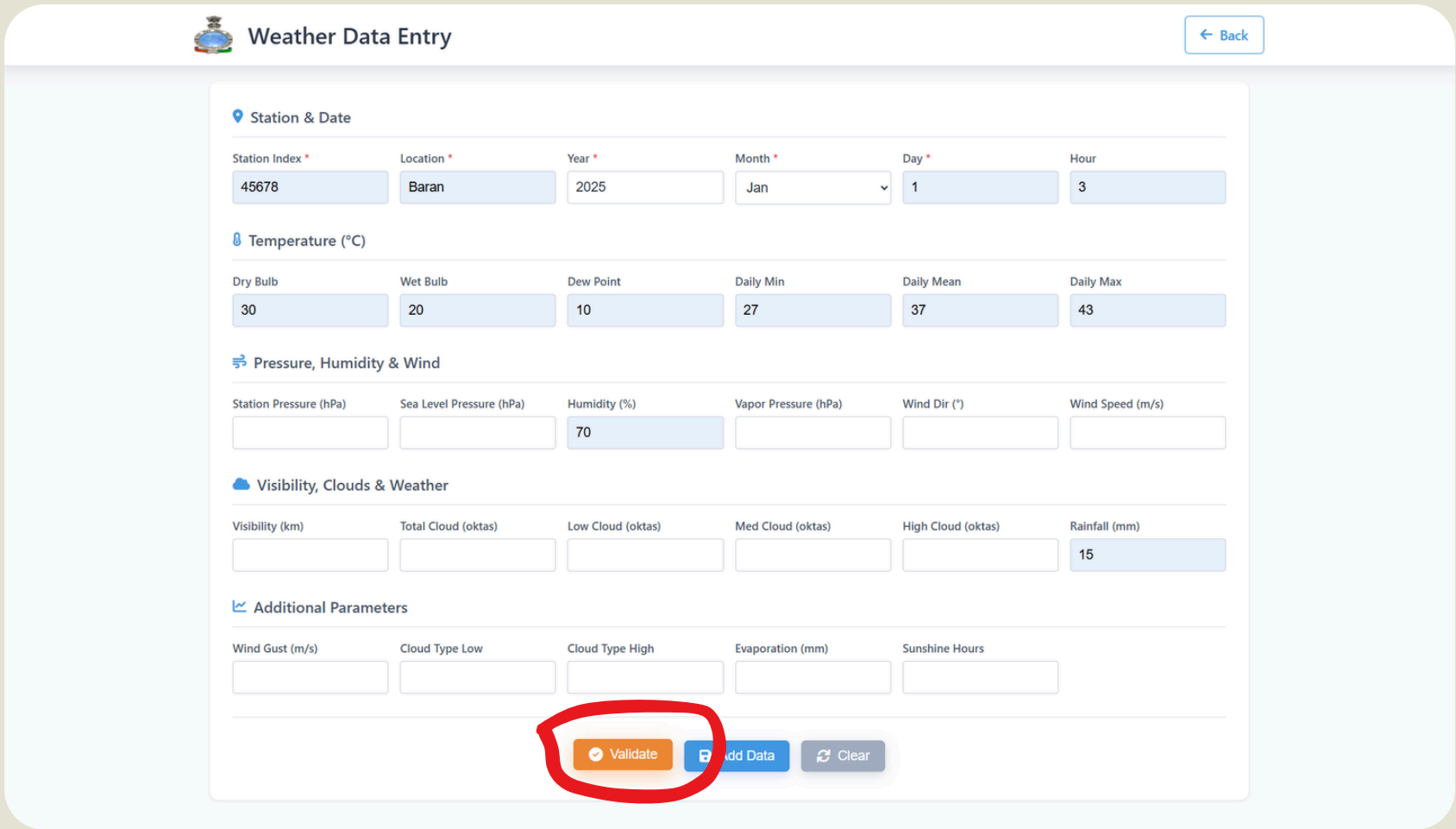
• How to add data:
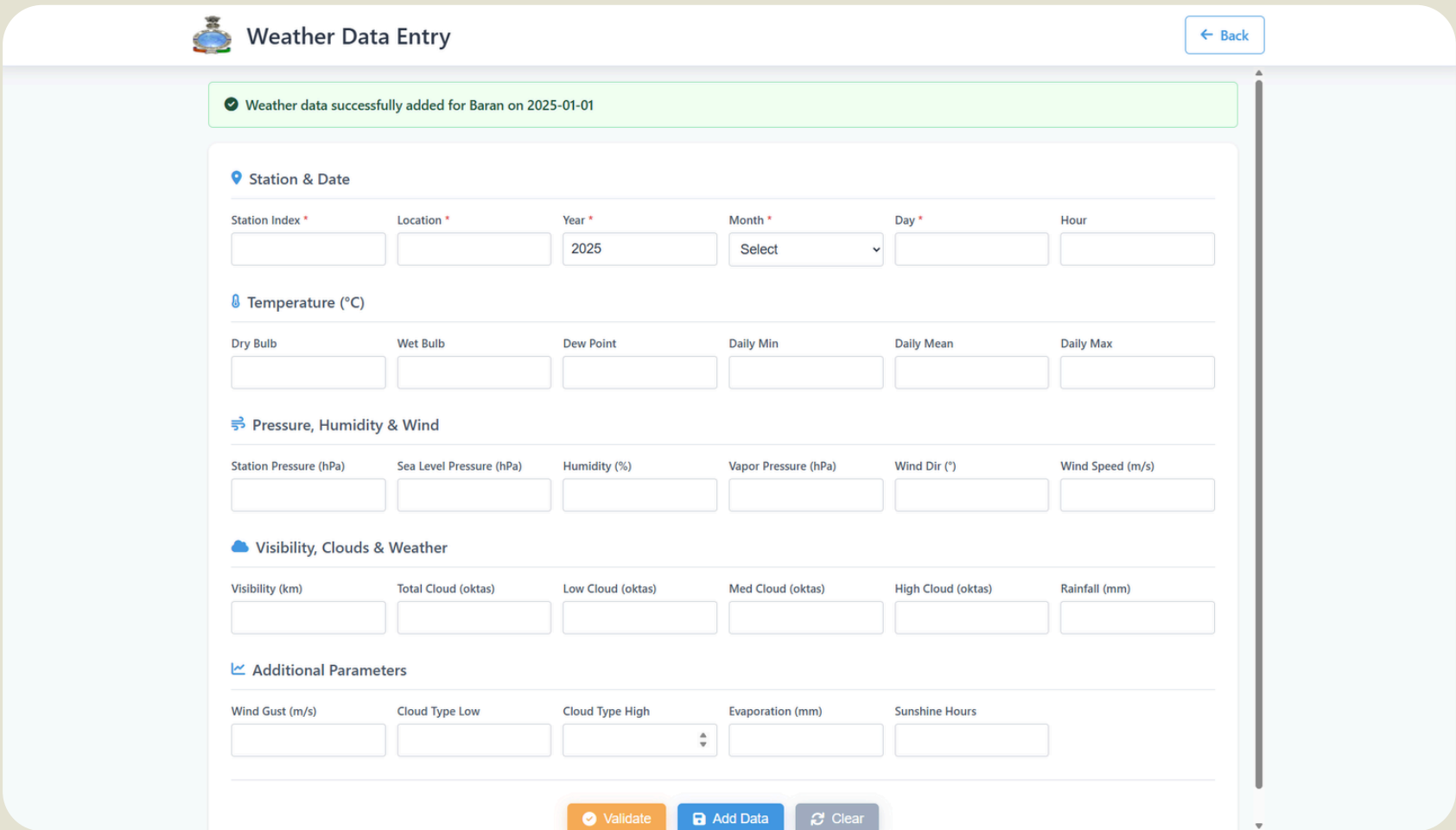
1. Click on "Add Data"

2. Insert data and click validate
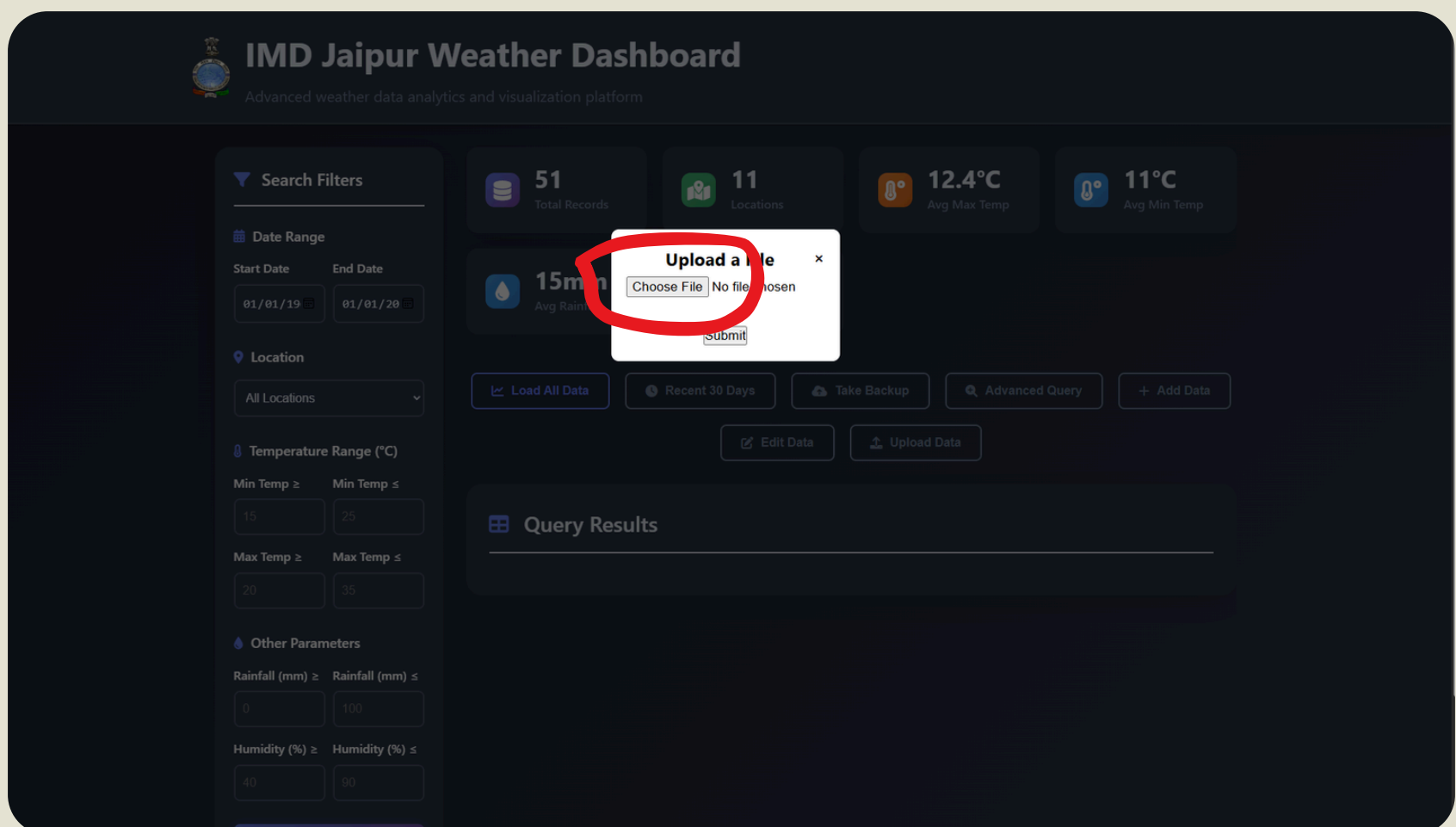

3. Data will be validated and added

• **How to add data from excel:**

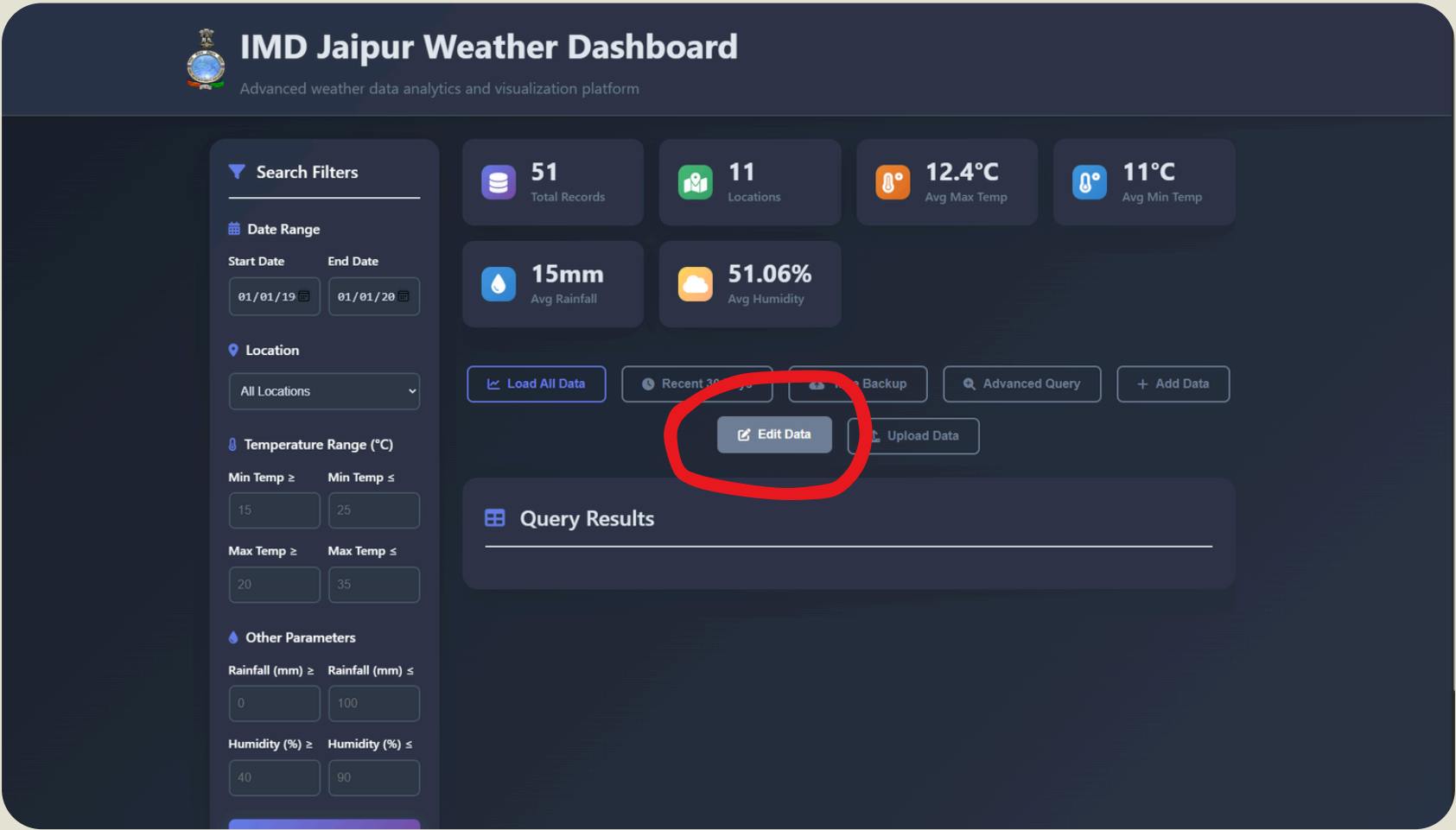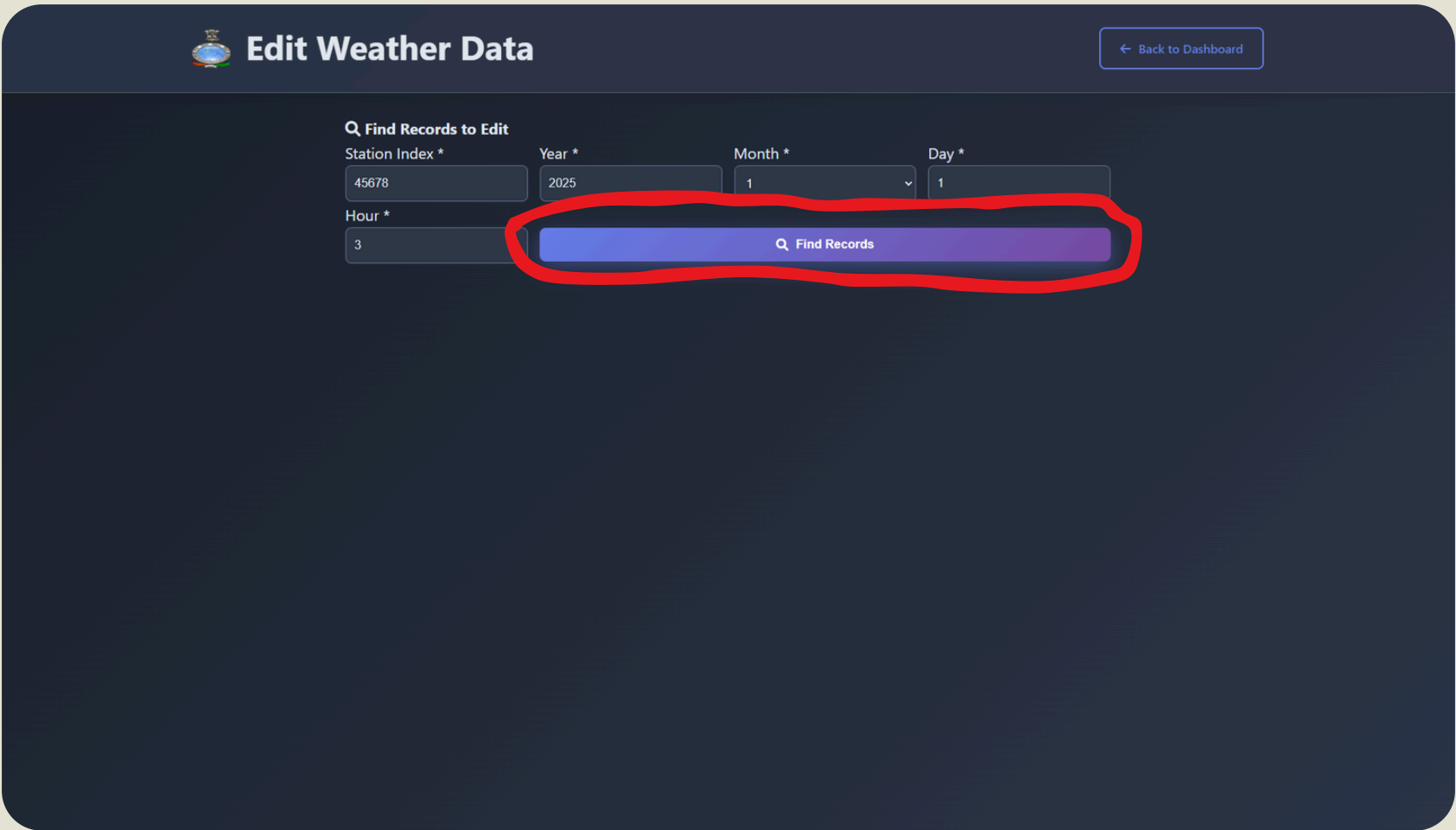1. Click on "Upload Data"

2. Click on "Choose File"

3. Uploaded file should have the same column names as reference file!

• How to edit or delete data:

1. Click on "Edit Data"

2. Insert required data and click find

3. You can edit or delete them