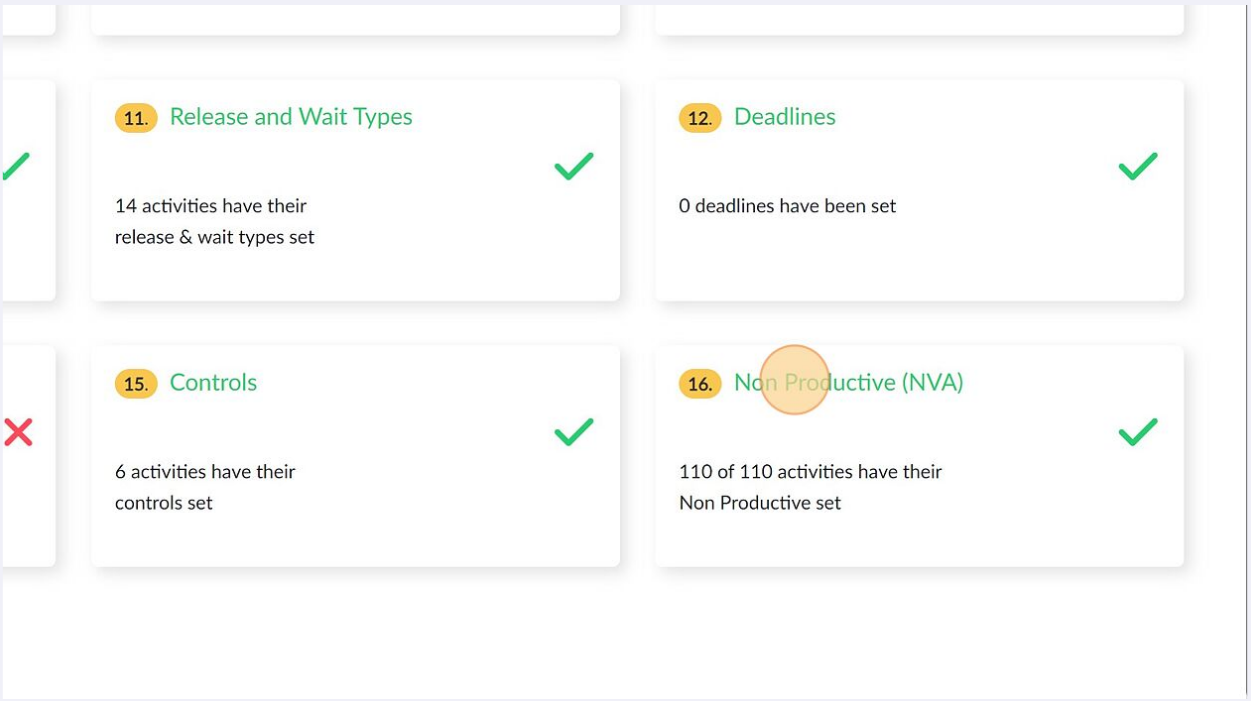
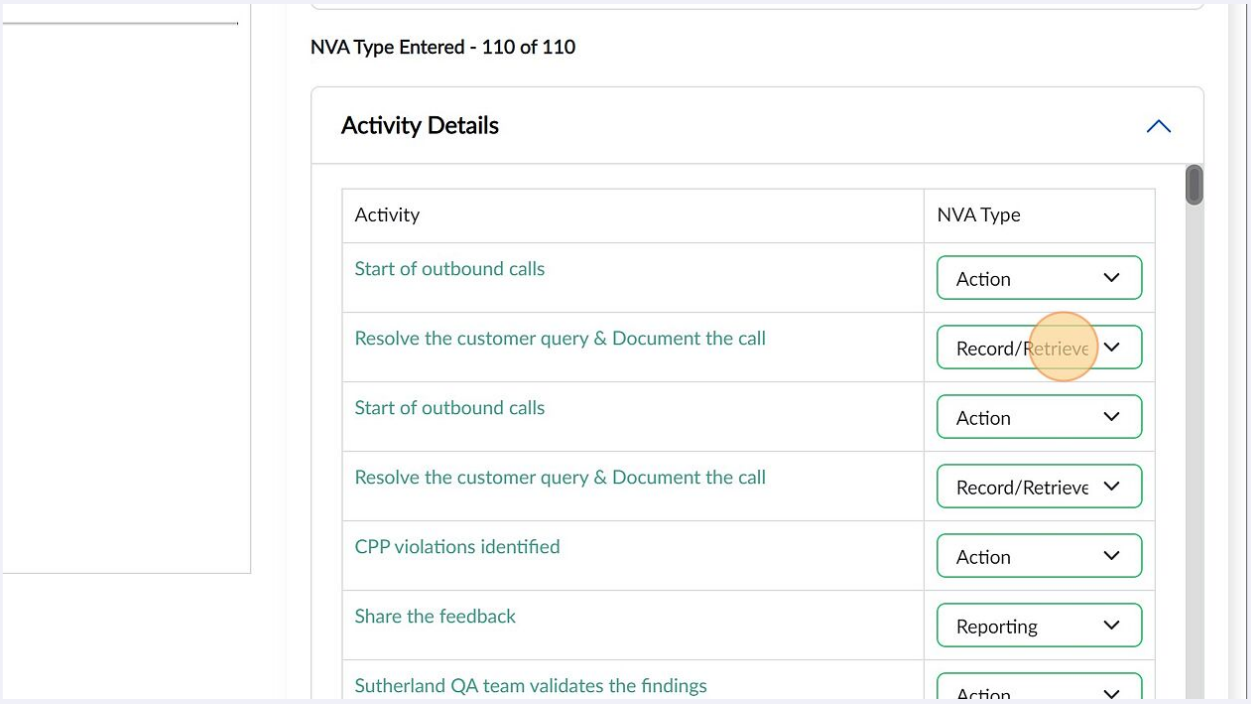
How to upload NVA information

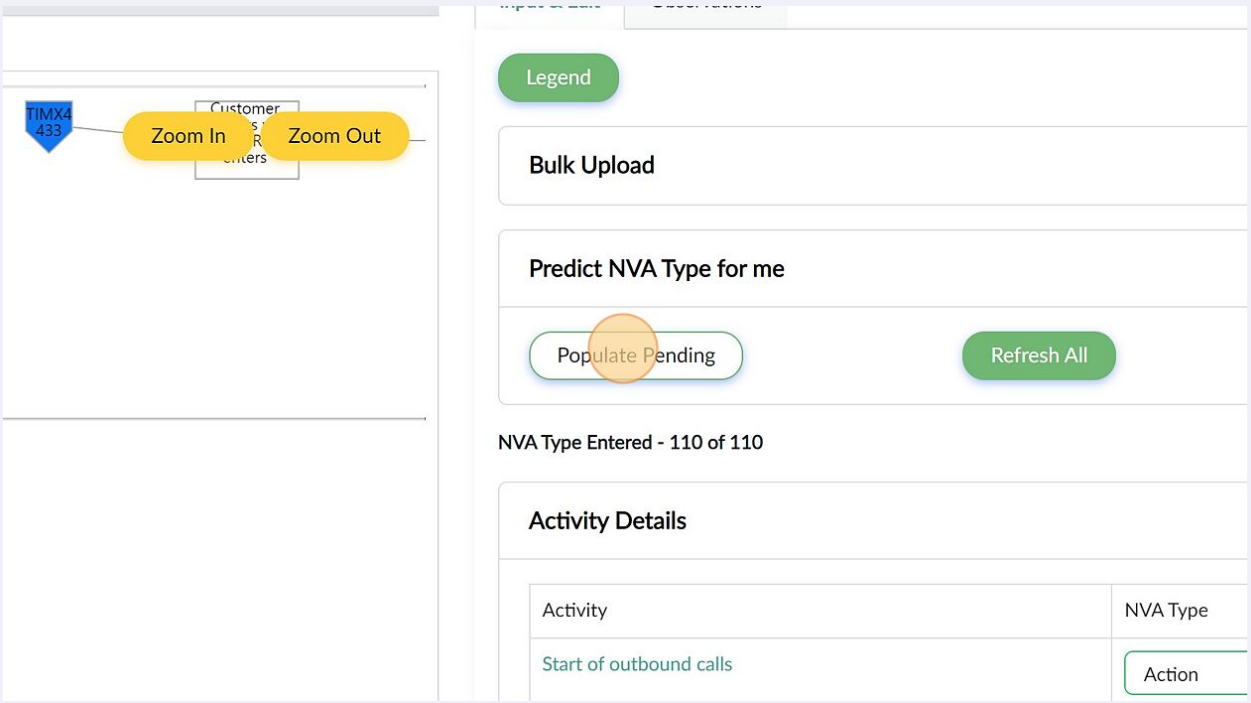
1 Click "16. Non Productive (NVA)"



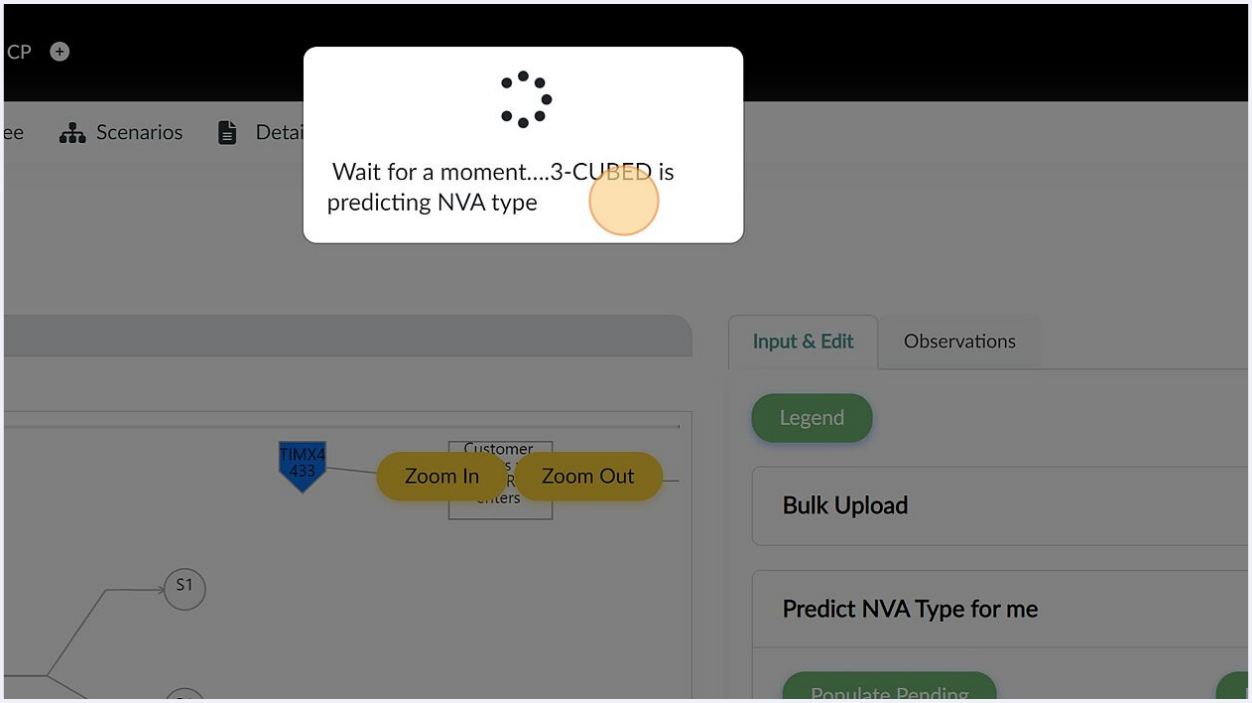
2 To mark an activity as an NVA click on the drop down next to the activity and select the NVA type. Do the same for all the other activities



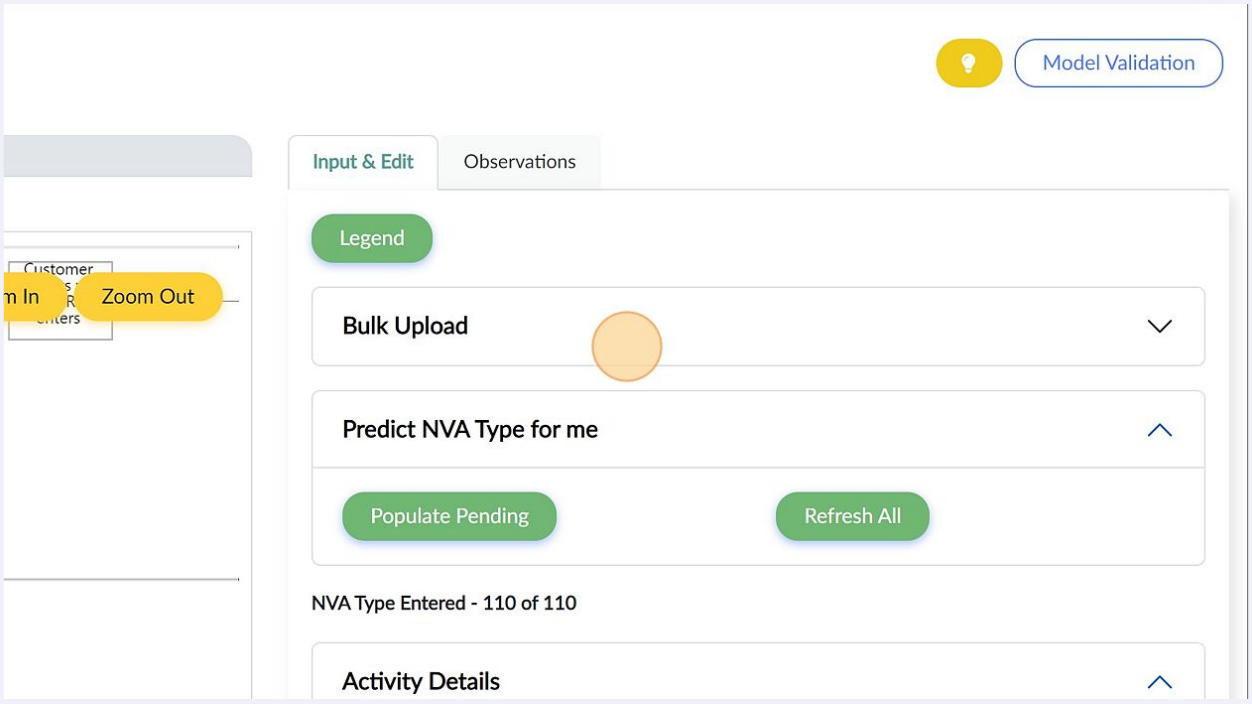
3 To make 3-Cubed predict the NVA types, click "Populate Pending"



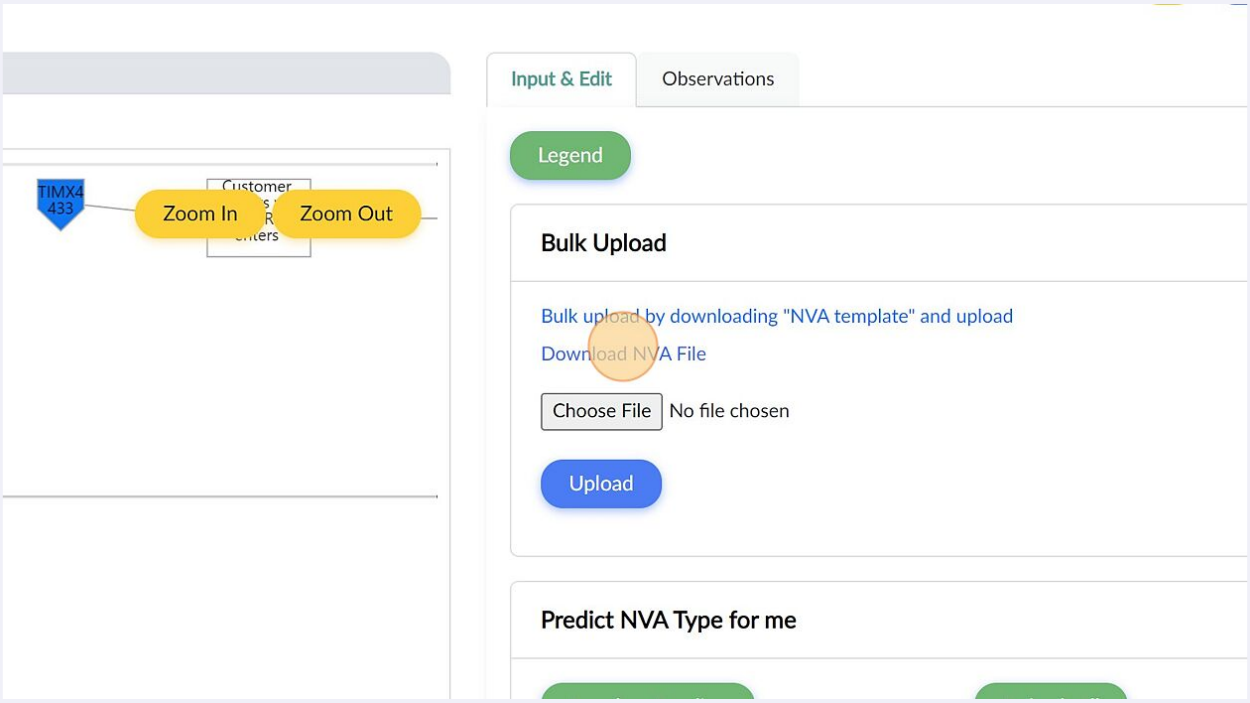
4 3-Cubed will start predicting the NVA type for activities



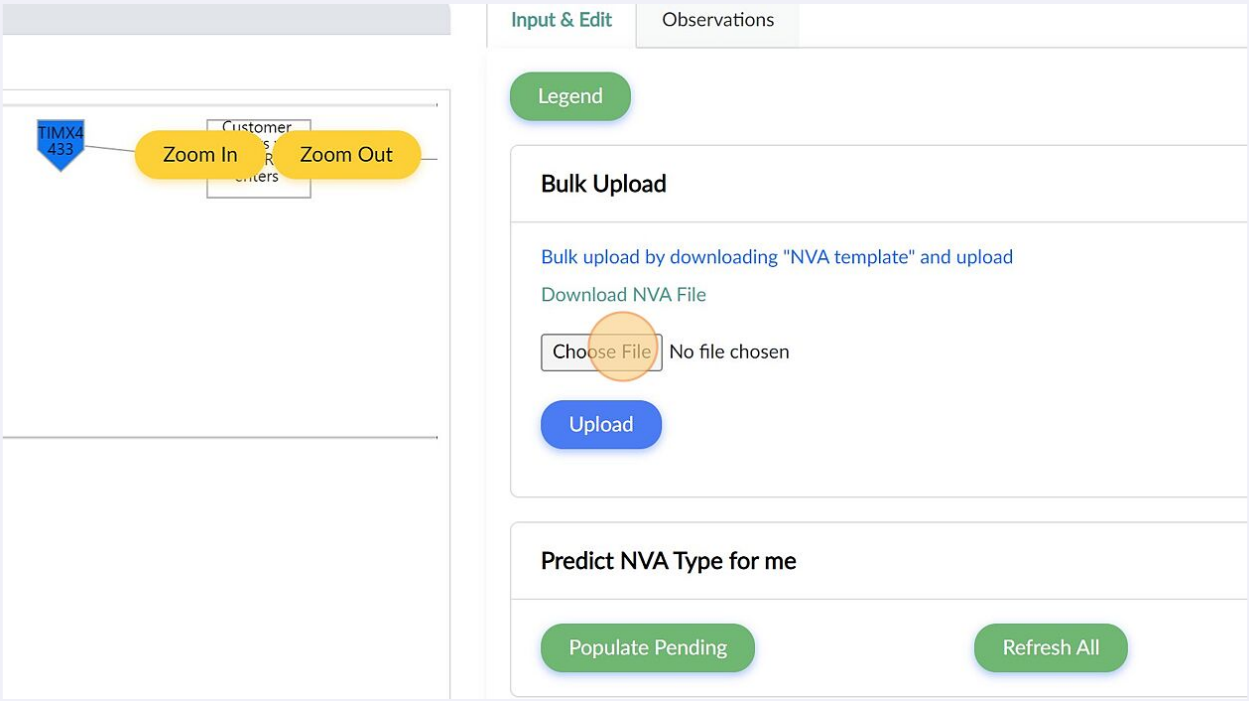
5 Alternatively, you can also use Excel to update NVA information. Click "Bulk Upload"



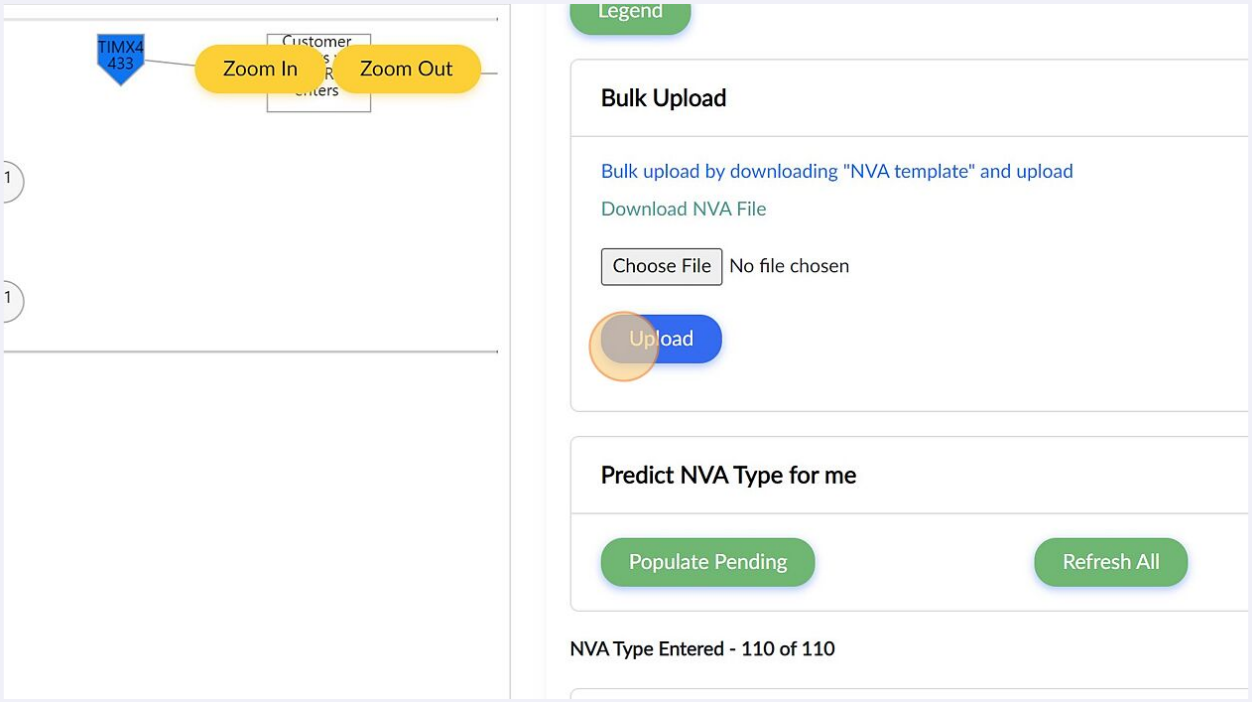
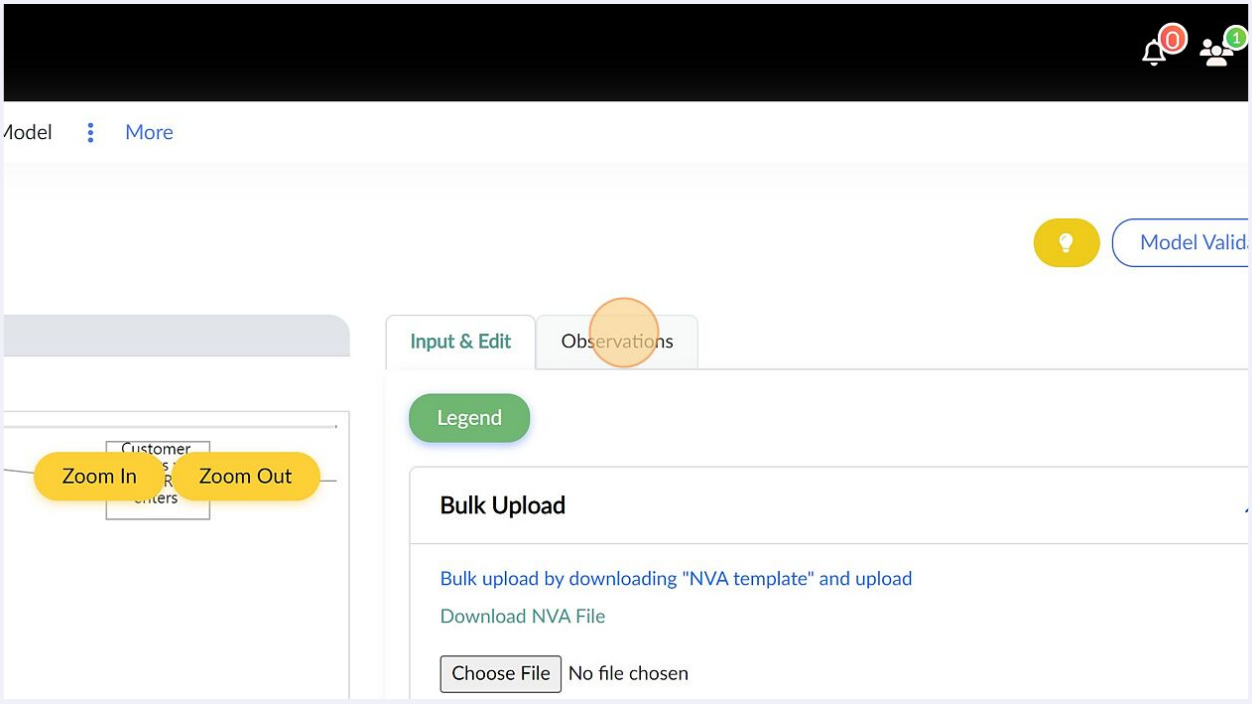
6 Click "Download NVA File" and fill the NVA information in the downloaded file



7 Choose the completed file from your system



8 Click "Upload"



9 Click "Observations" to review the NVA information updated. Make changes where necessary