Kaushalya Karnataka

Government Department/ Bodies to approve

Training Centers/ Batches

Date : 11\textsuperscript{th} Aug 2019
Steps for Approver

**Step 1:** Enter Username

**Step 2:** Enter password & click Login

**Step 4**
Dashboard screen appears as below. There are 3 section – TC approval, For batch Approval, For Job roles and scheme
**Step 5** - First Please click on Job roles and schemes. You will find the below – You may either click approve or reject

**Step 6 : Approve TC**

You can either approve, send for reverification or reject.
Step 7: Approve Batch

Click – Approve Batch

When you click View, you will get the list of the trainees in the batch. You may approve each of them. To approve them in Bulk, please check the box near confirm, all trainees will be selected, then click confirm.

Note: If batch is more than 25, choose 50 from the Show entries dropdown, before you approve batch.
From VIEW BATCH page, **Apply filters and click on Search** button or click on View button for the option available.

OR

Click on **View button** after the option.

Animal Husbandry ---- Scheme ---- 2W Delivery Associate ----- Batch A ----- 5

From APPROVE BATCH page, options are available to:

- View -------- Individual Trainees
- Confirm -------- Individual Trainees
- Reject -------- Individual Trainees
- Collectively Approve or Reject a Set of Trainees
**Step 8 : (a to d)**

**a)** To view individual Trainee, click View button & Trainee Details page appears as below.
Step 8:

b) To Confirm a Trainee, select a Trainee from Checkbox as below & click Confirm button.

Message appears as below

- Status: Confirmed For Student With Serial Number SAF0022940

Step 8:

c) To Reject a Trainee, select a Trainee from Checkbox as below & click Reject button
### Step 8:

d) Collectively Confirm or Reject a Set of Trainees

<table>
<thead>
<tr>
<th>Serial Number</th>
<th>Trainee Name</th>
<th>District</th>
<th>Taluk</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAF0048617</td>
<td>YOGESH</td>
<td>BELGAUM</td>
<td>Athni</td>
<td>Submitted</td>
<td>View Confirm Reject</td>
</tr>
<tr>
<td>SAF0048850</td>
<td>Yashavant</td>
<td>BELGAUM</td>
<td>Athni</td>
<td>Submitted</td>
<td>View Confirm Reject</td>
</tr>
<tr>
<td>SAF0049028</td>
<td>PRAMOD</td>
<td>BELGAUM</td>
<td>Athni</td>
<td>Submitted</td>
<td>View Confirm Reject</td>
</tr>
</tbody>
</table>

Message appears as below

- Status Rejected For Student With Serial Number SAF0042320