Kaushalya Karnataka

Training Centres to select trainees

Date: 11th Aug 2019
Steps for CREATOR

**Step 1:** Enter Username

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

**Step 4**

Dashboard appears as below.
Step 5

Click on Batch --- Create

CREATE BATCH page appears as below.

From the filters available select ------ Department ----- Scheme ----- Job Role ------ Enter Batch Name

Ex:- CHILD CARE ---- Scheme 3 ------ Air Classification Mill Operator ------ Batch 1A

Fields marked * mandatory.

Click “Create Batch” button.

Message appears as below

Batch Created Successfully
Step 6: To select Trainee from the pool of Registered Trainees

You can filter the aspirants based on any or combination of criteria below:

Step 8: Select the trainee by clicking Select Button
Step 9: Delete Icon will appear next to selected candidates. You can click on delete icon to remove selected candidate.