Kaushalya Karnataka

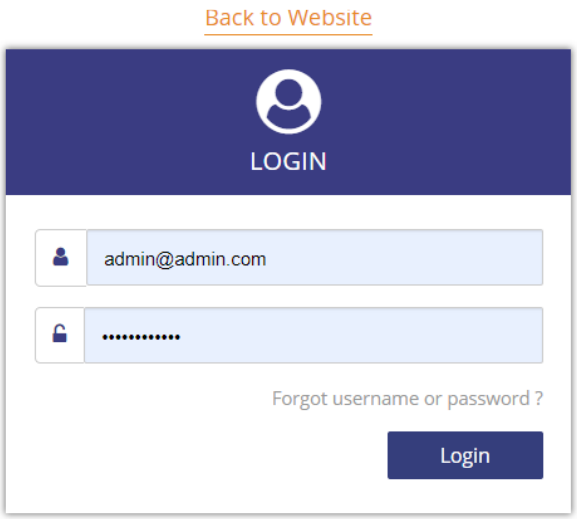
Training Centres to select trainees

Date : 11th Aug 2019

Steps for CREATOR

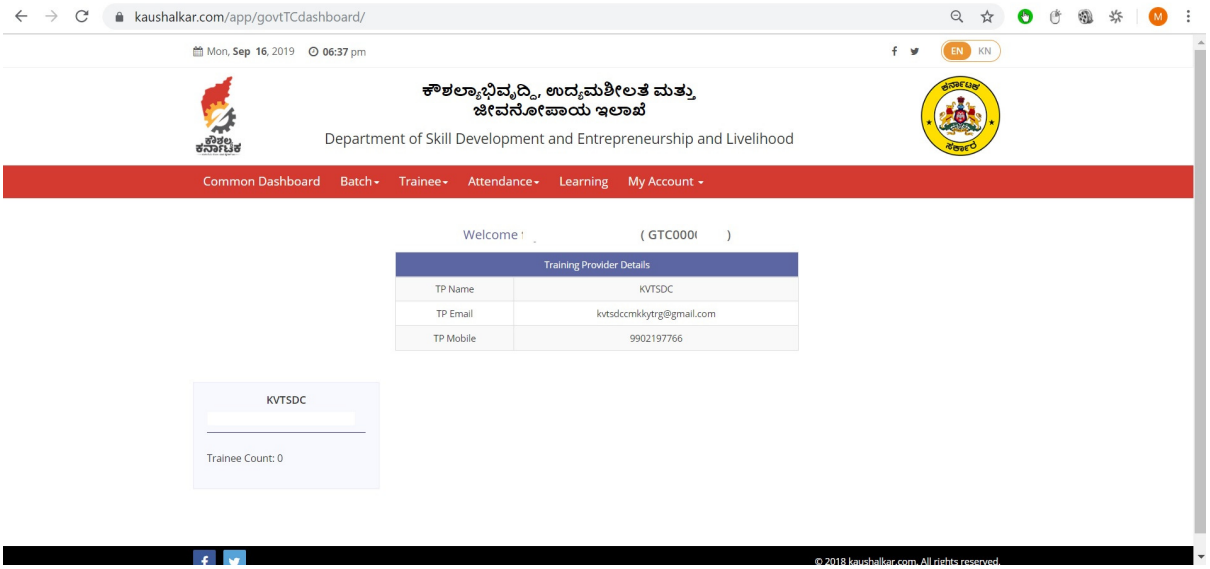
Step 1: Enter Username

Step 2: Enter password & click Login



Step 4

Dashboard appears as below.



Step 5

Click on Batch --- Create

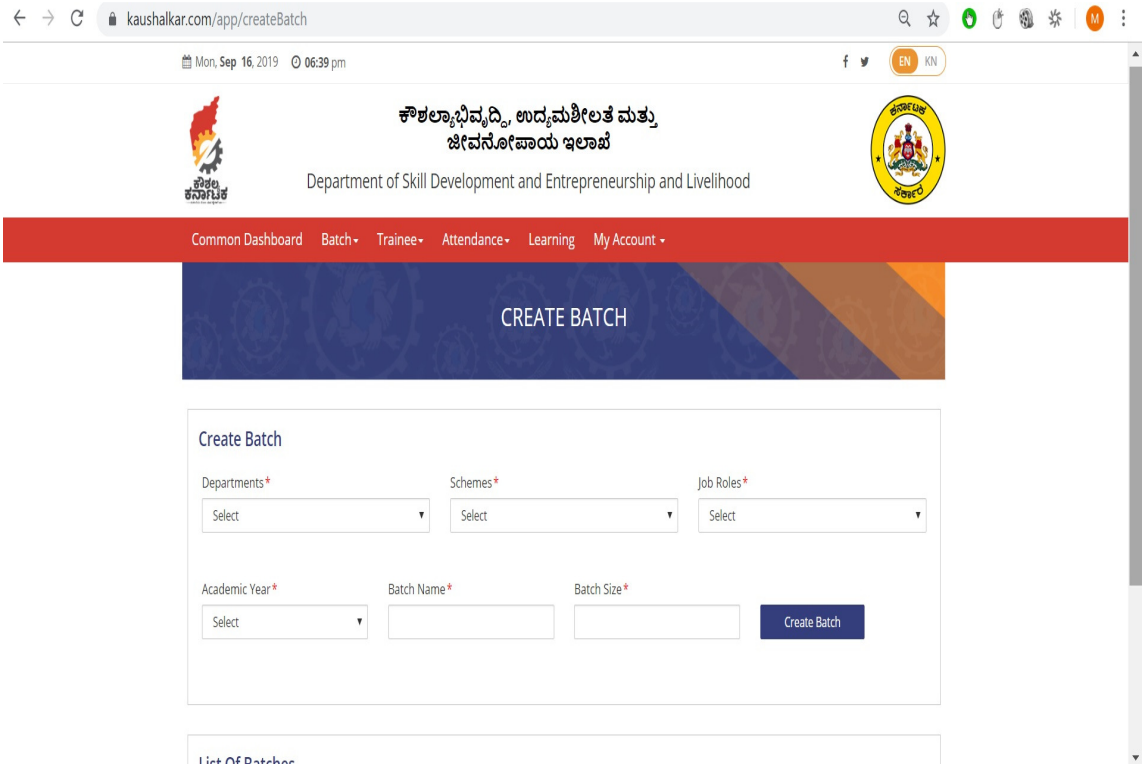
CREATE BATCH page appears as below.

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

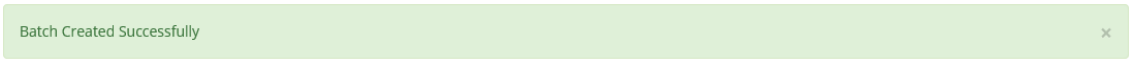
Ex:- CHILD CARE ---- Scheme 3 ------ Air Classification Mill Operator ------ Batch 1A

Fields marked * mandatory.

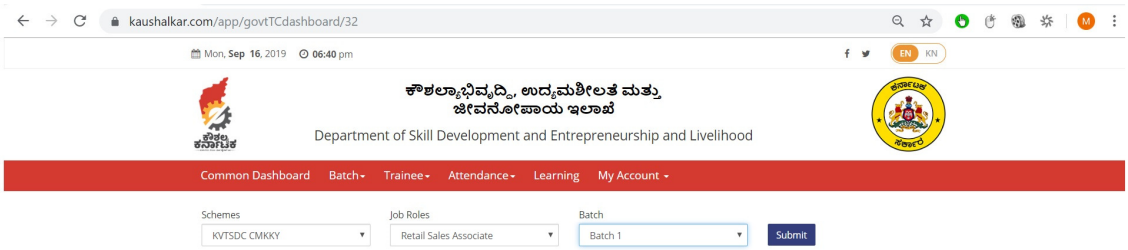
Click "Create Batch" button.



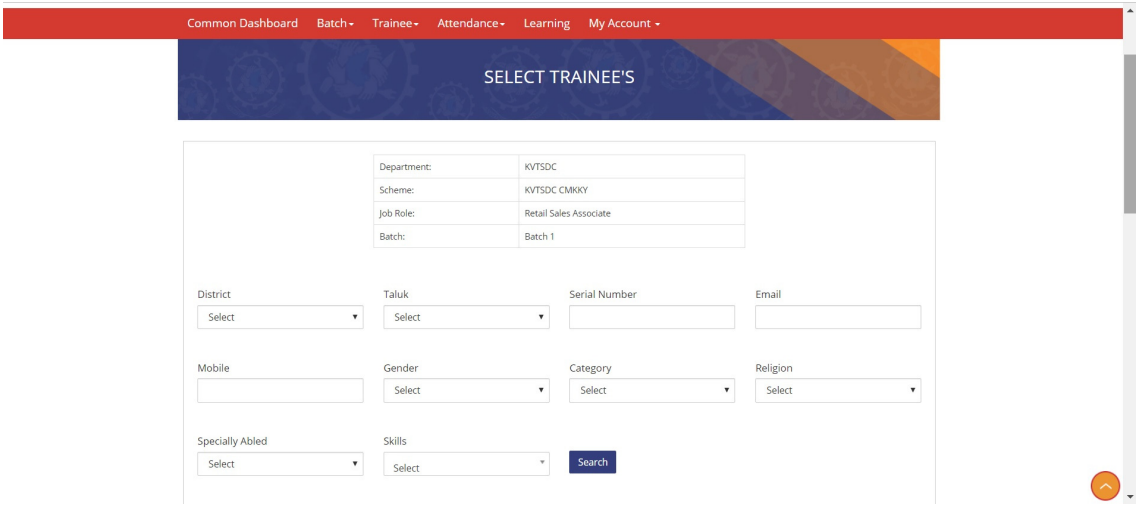
Message appears as below



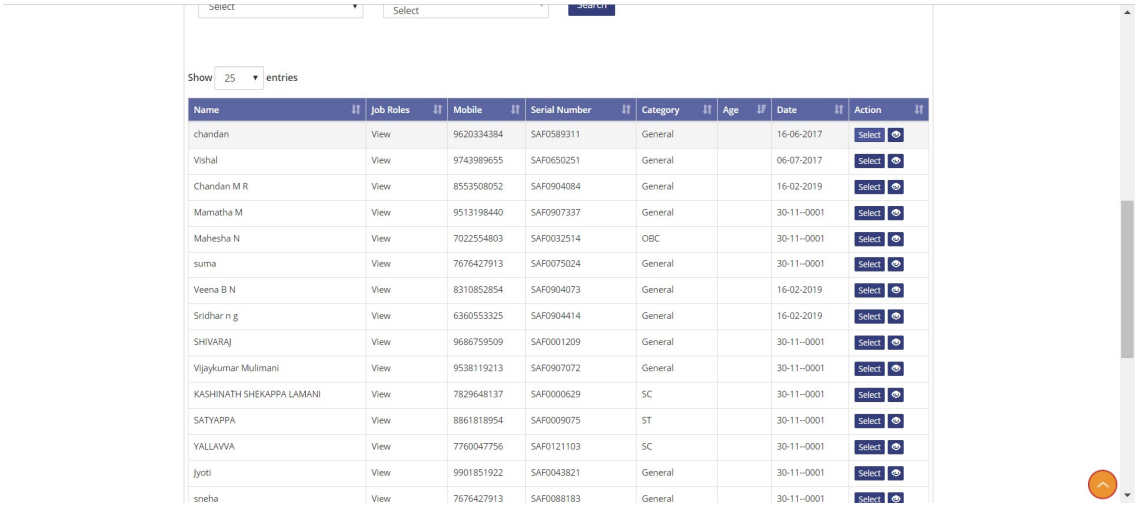
Step 6: To select Trainee from the pool of Registered Trainees



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.