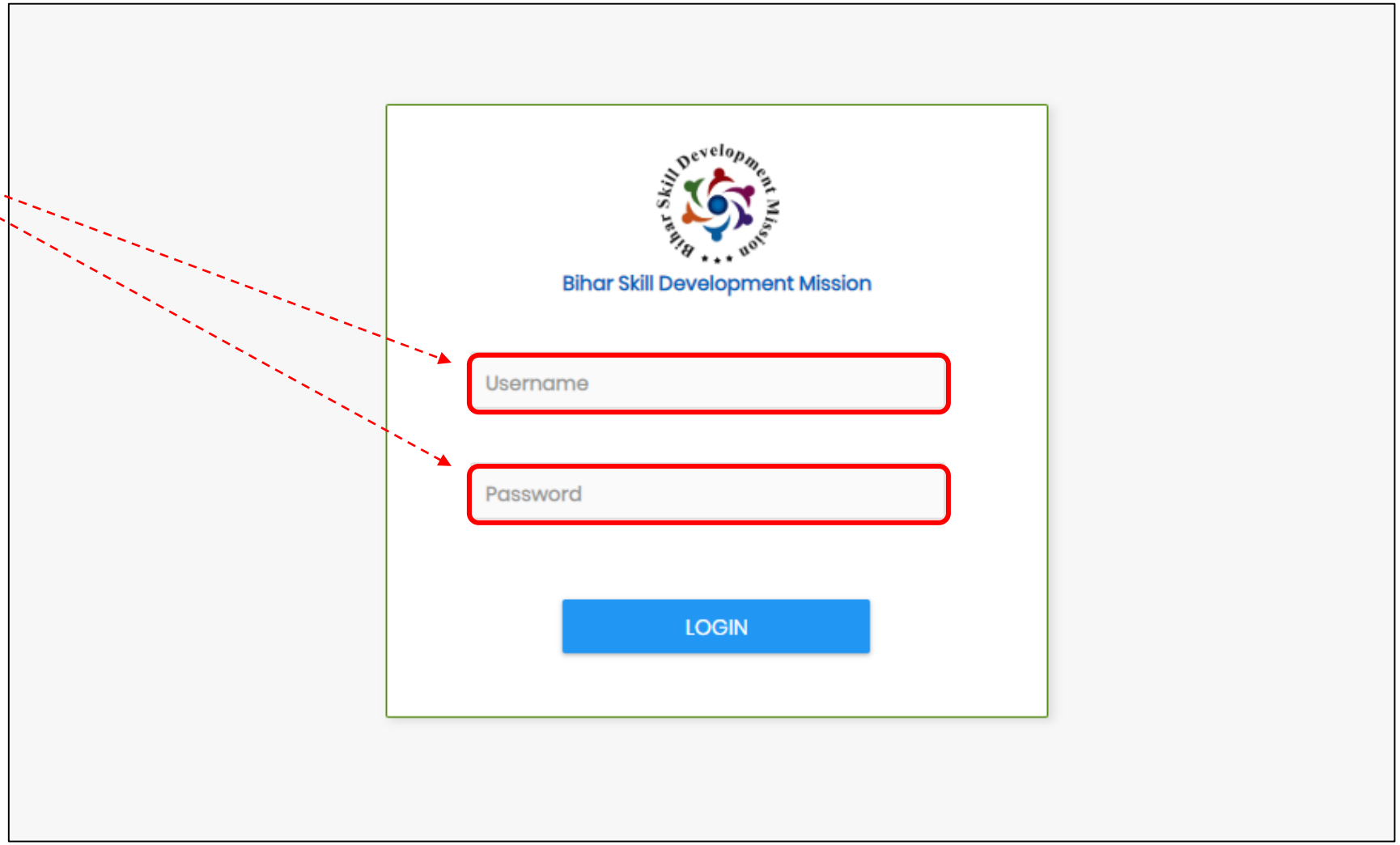
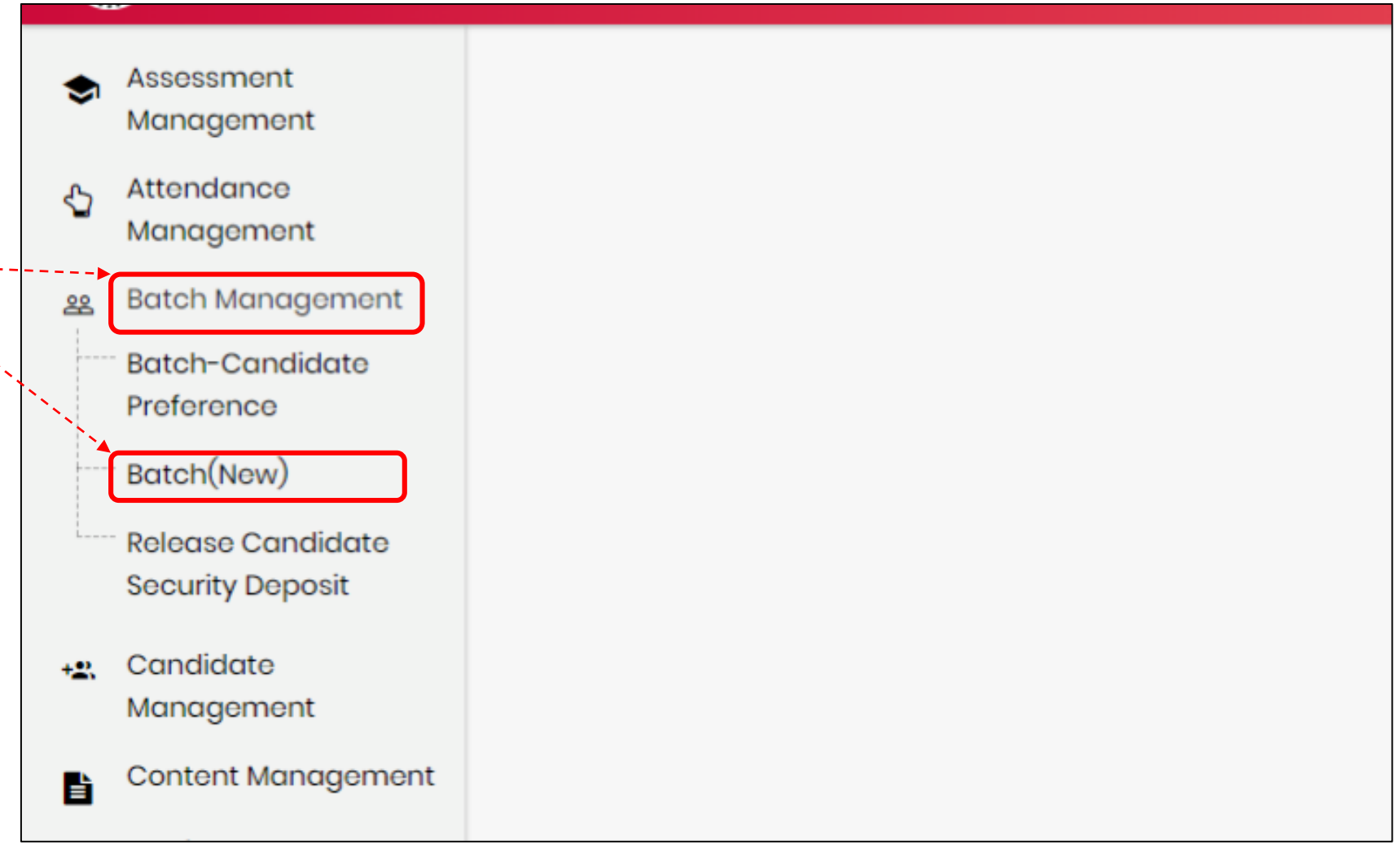
BATCH FORMATION USER'S MANUAL

Ver. 2.0

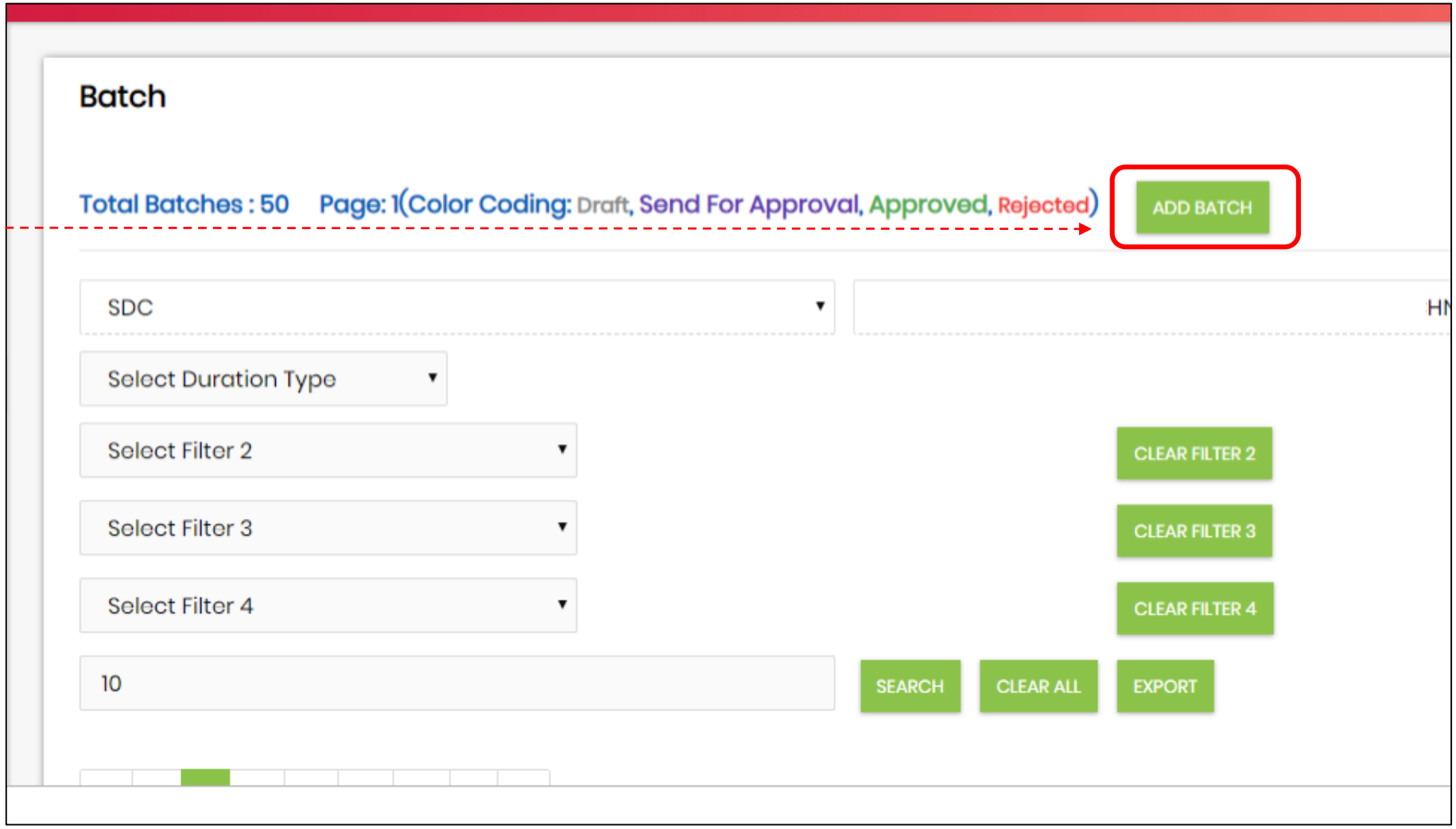
Enter The
Username & Password
Then click on
Login



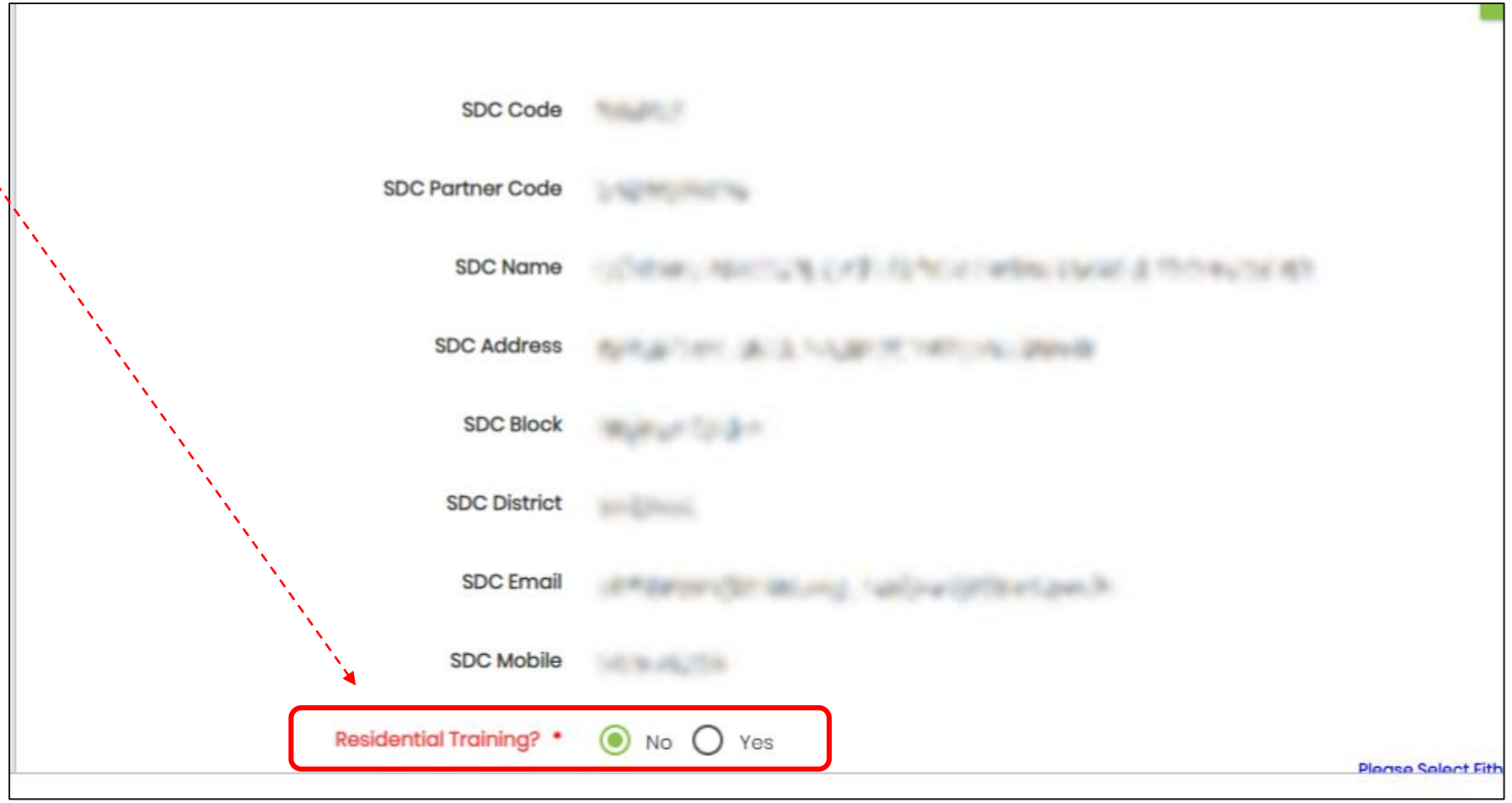
Click on
Batch Management
then
Batch (New)



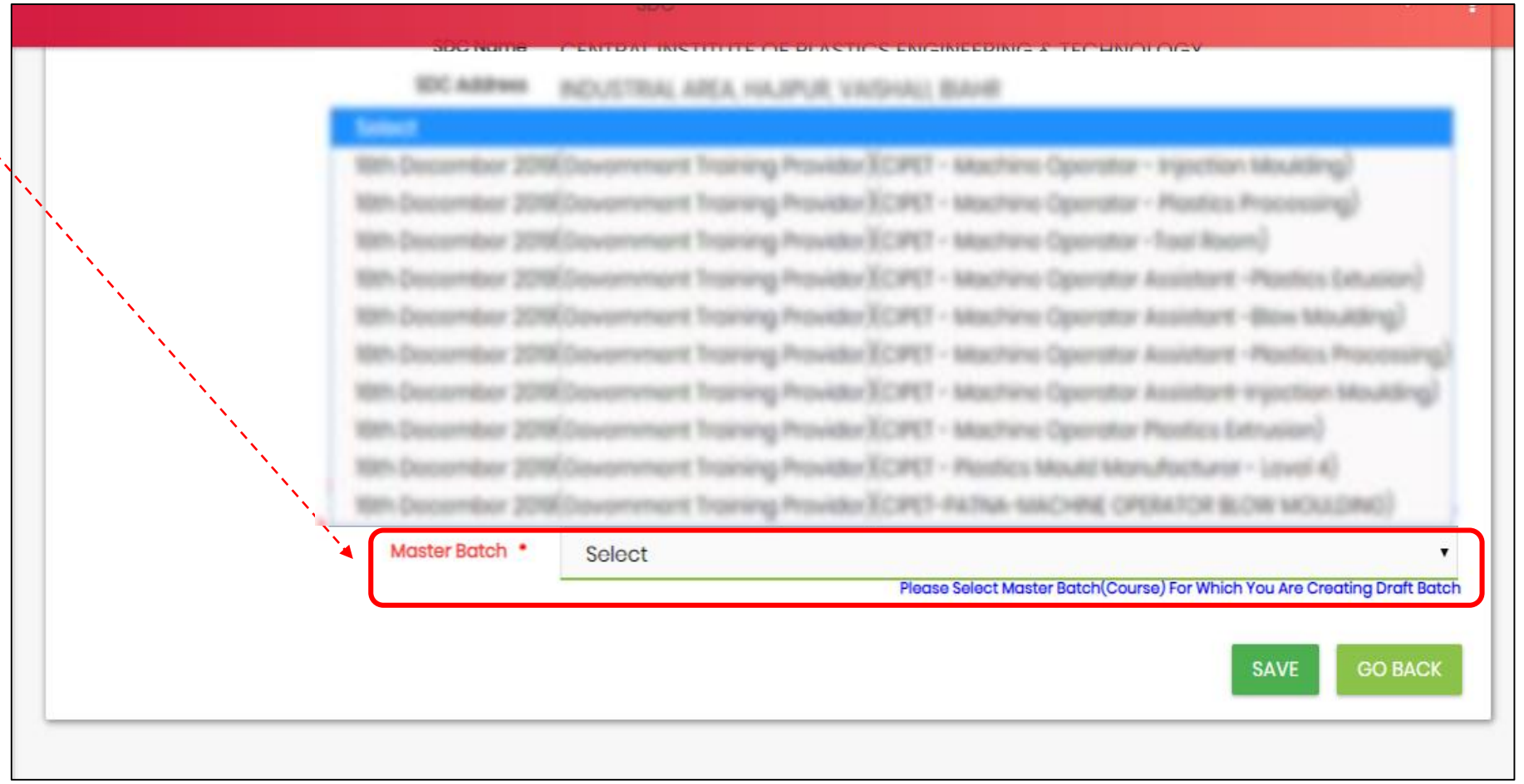
Click on
ADD BATCH



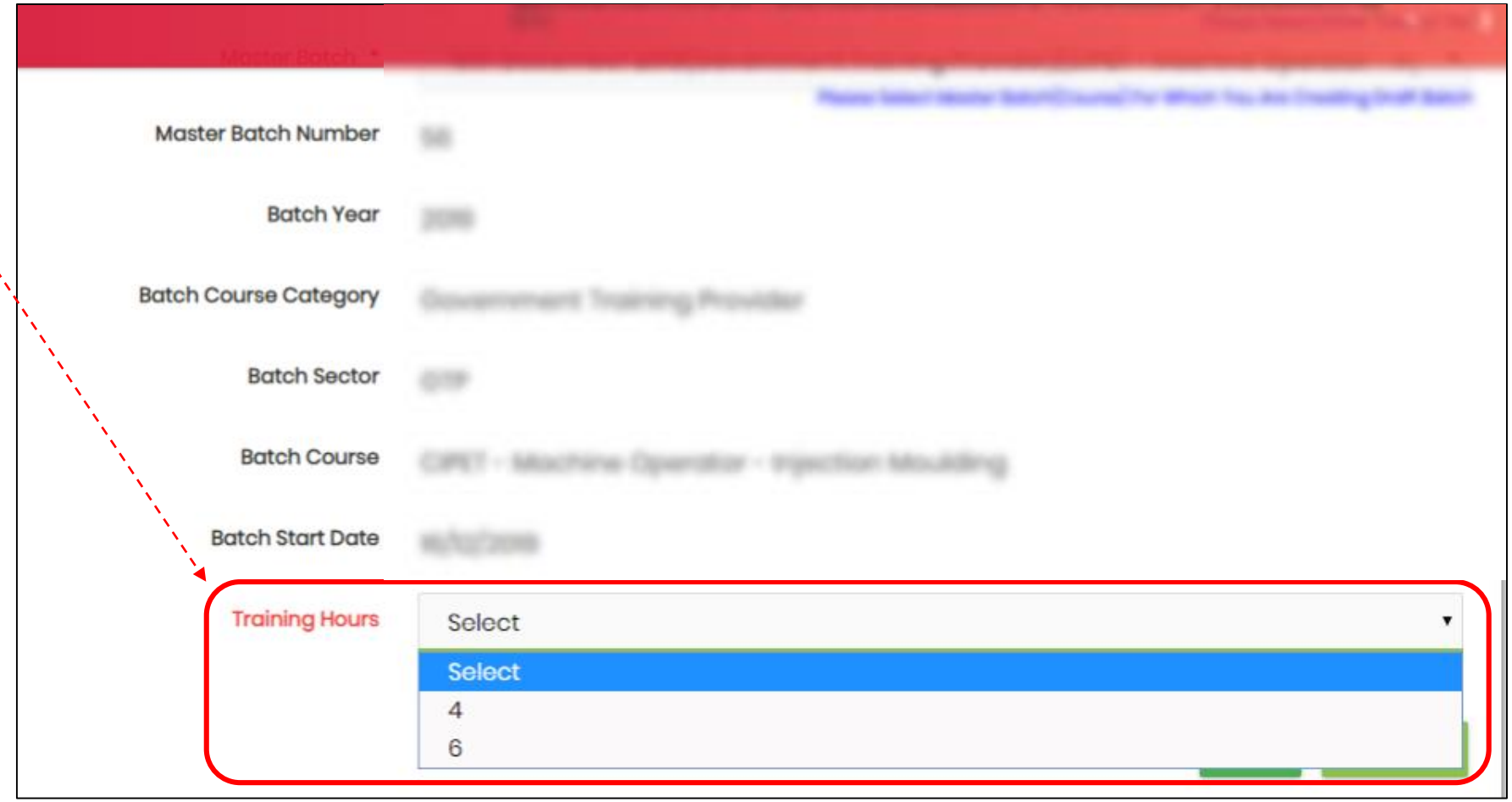
Select
Residential Training



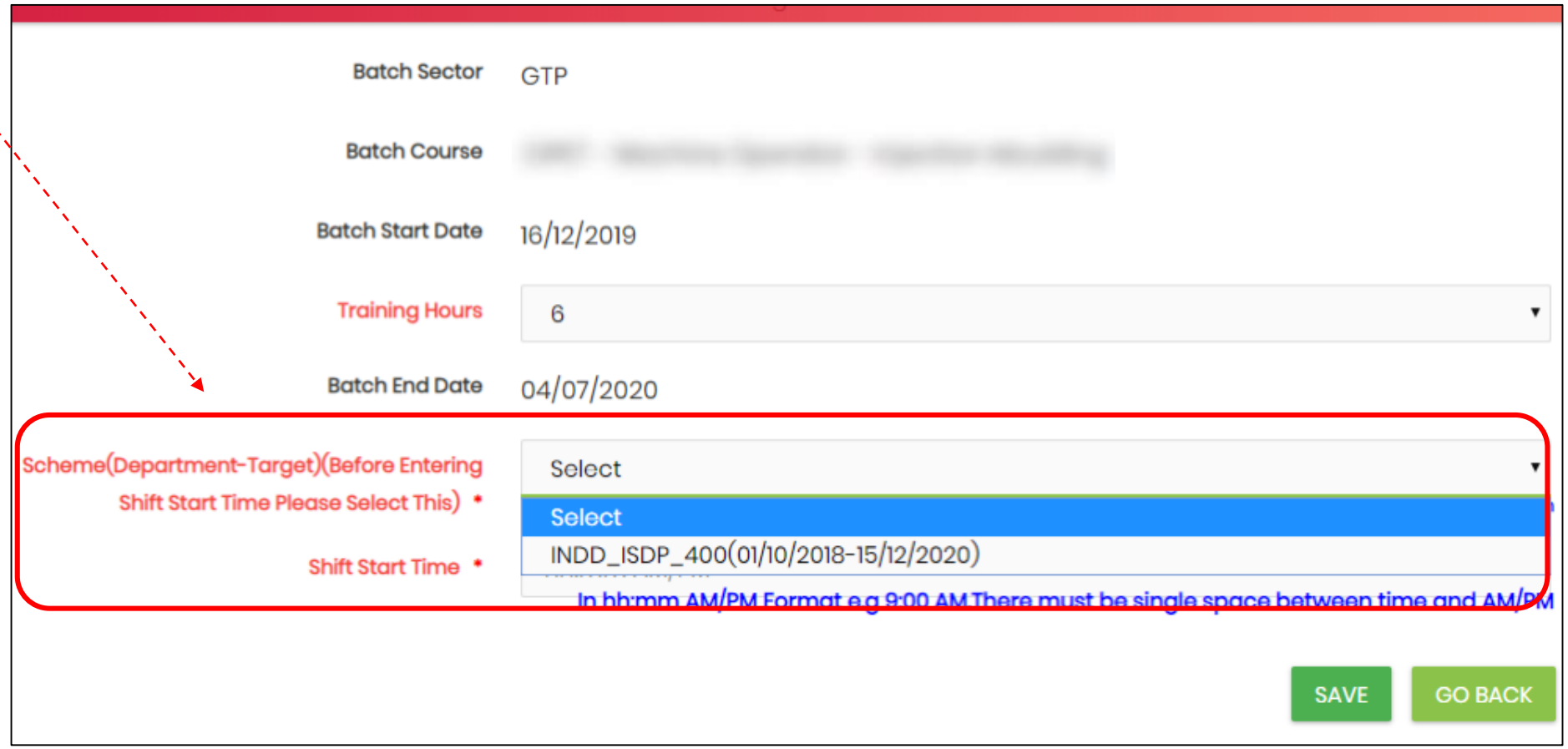
Select
Crouse Wise Master Batch



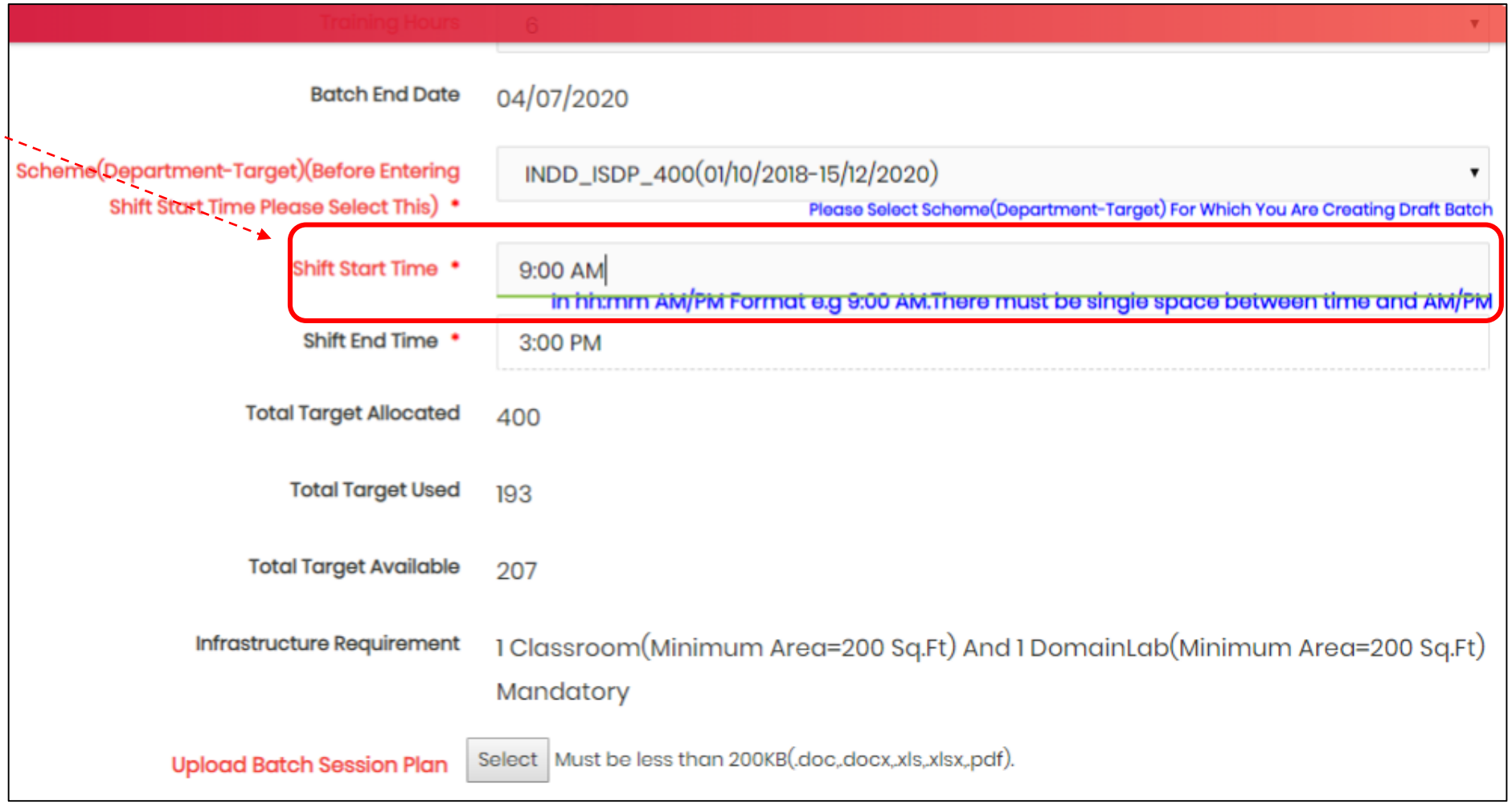
Select
Training Hours



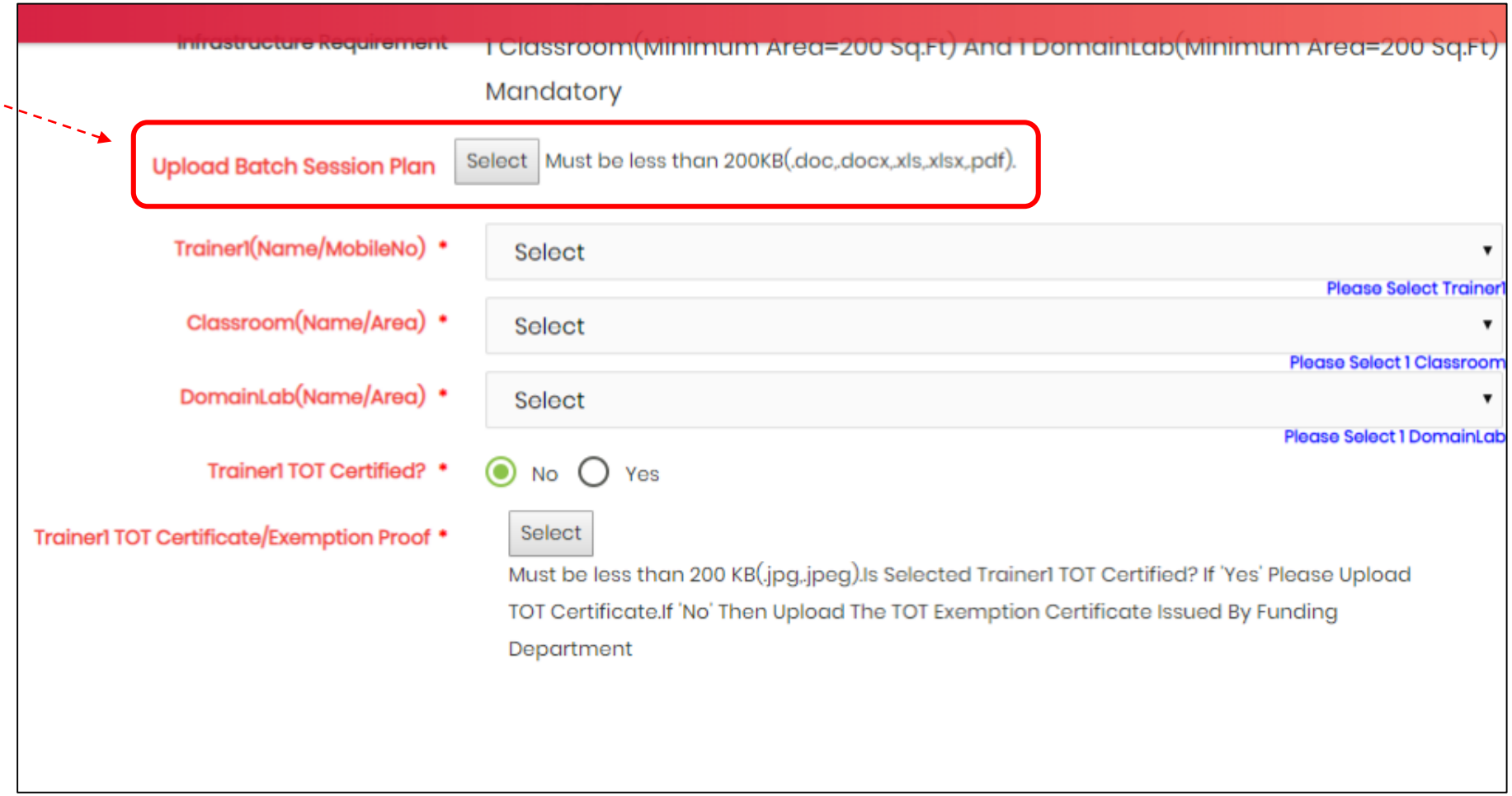
Select
Target (Scheme-(Department)



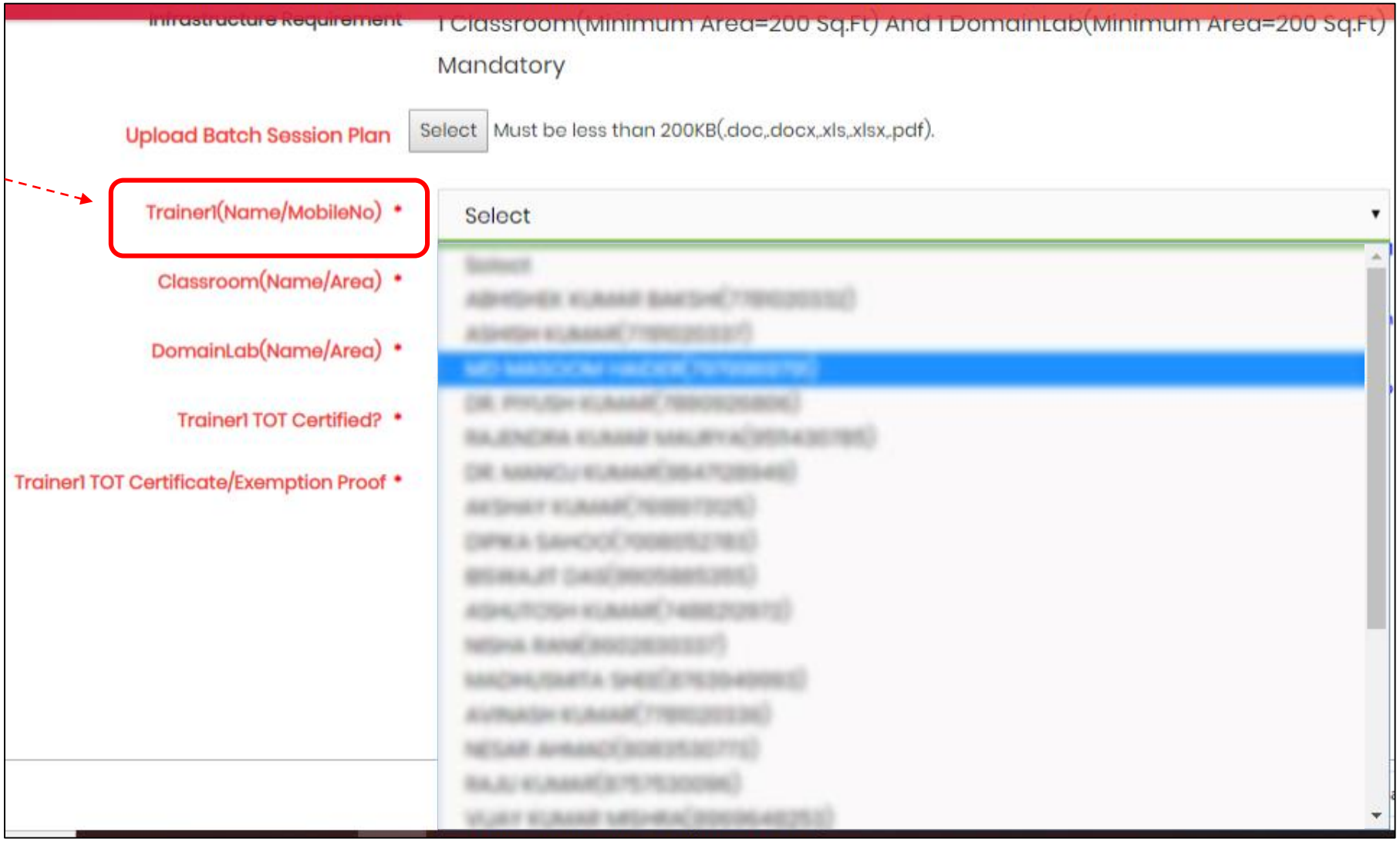
Enter
Shift Start Time
in required format



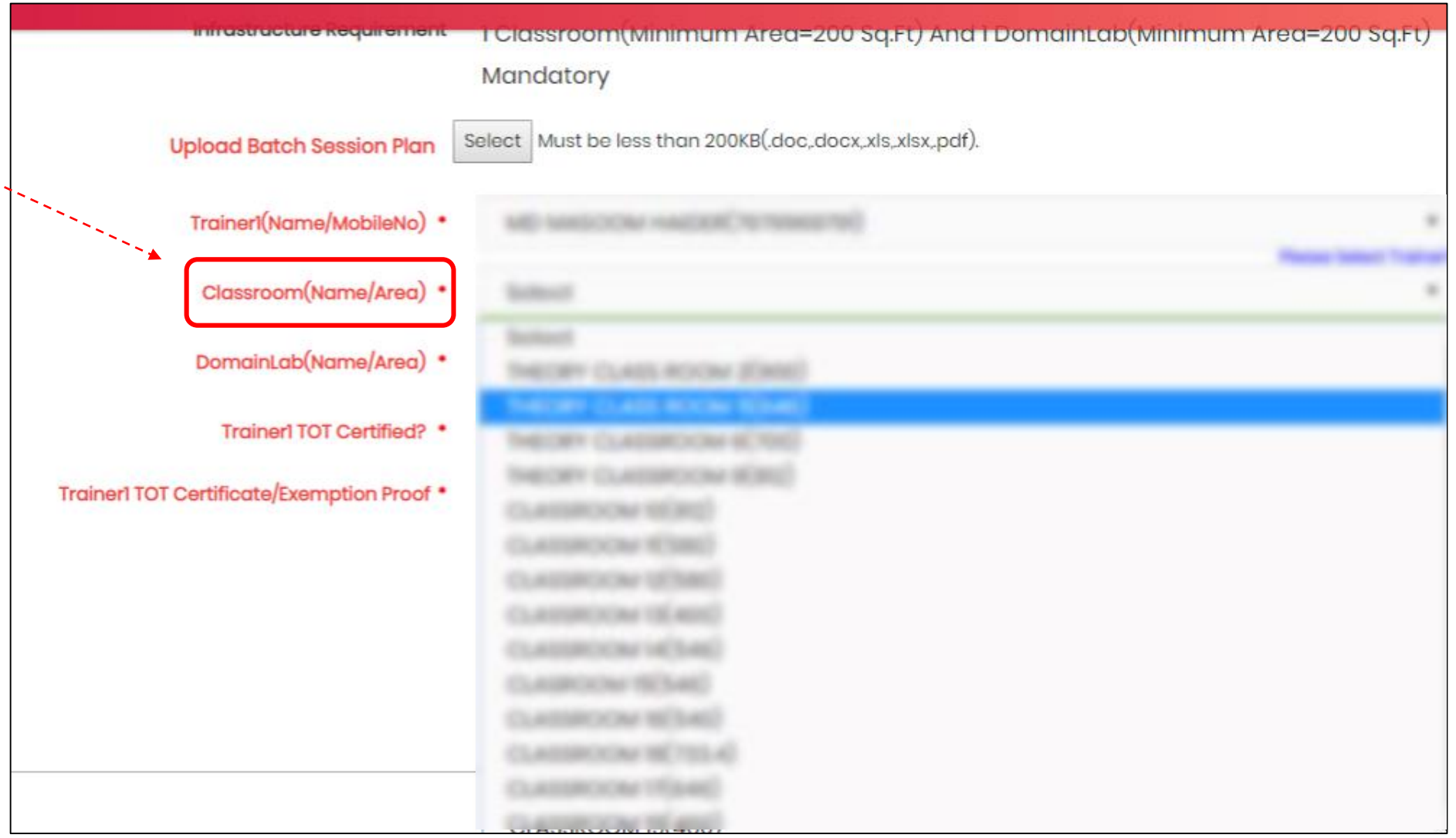
Click On **Select** Button
And
Upload Batch Session Plan



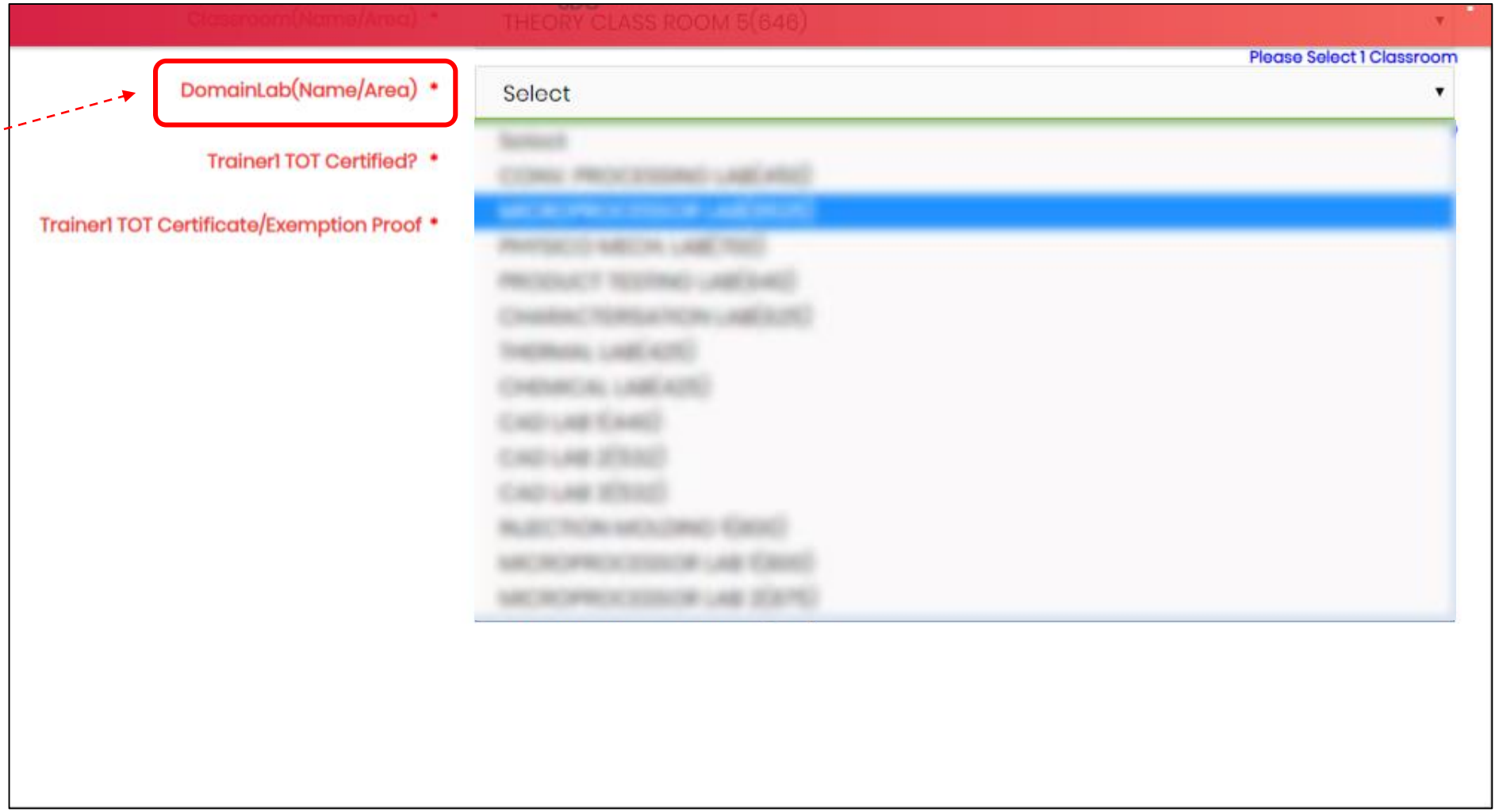
Select
Trainer



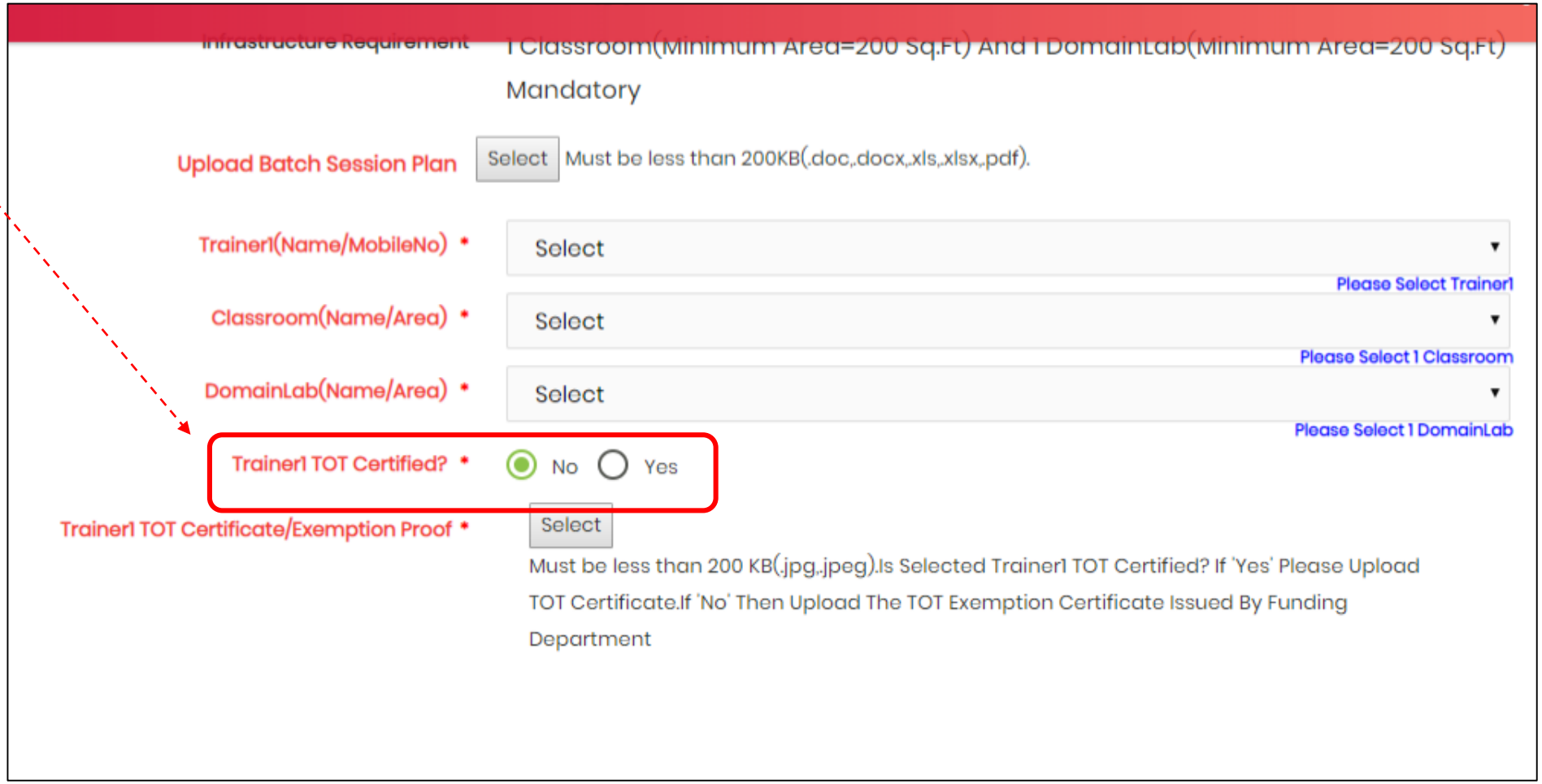
Select **Classroom**



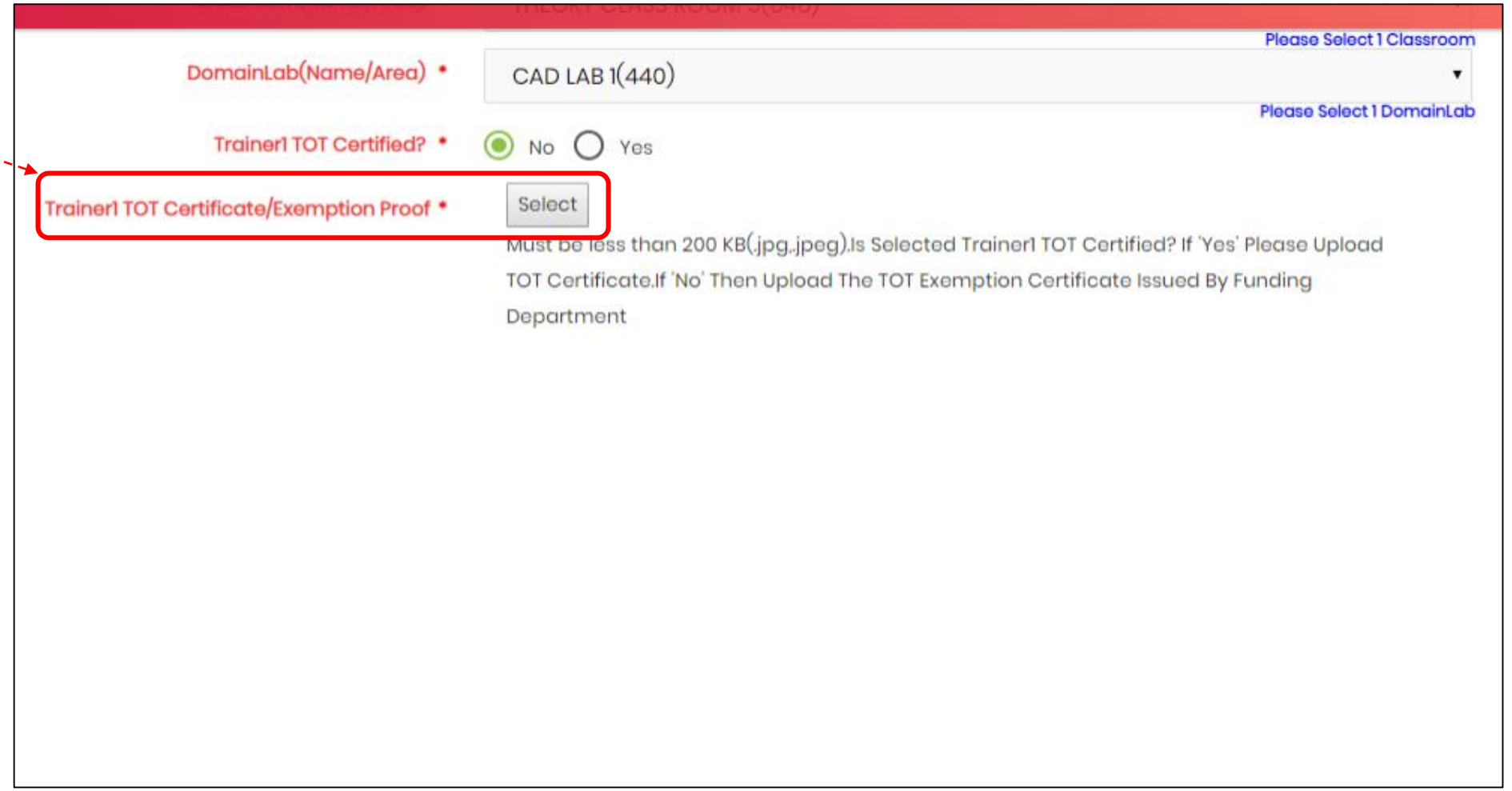
Select
Domain Lab



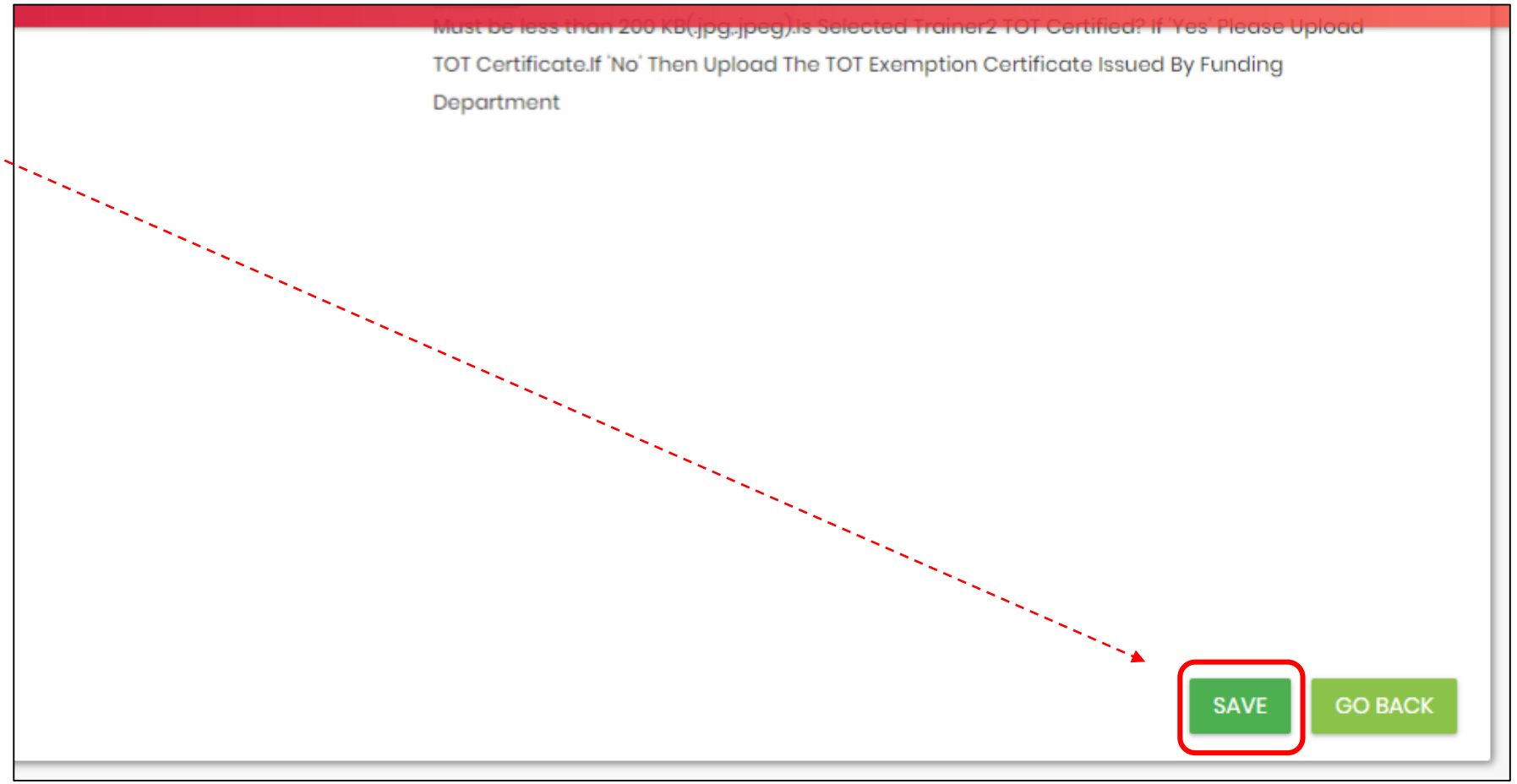
Select
Trainer TOT Certified?
Yes/No



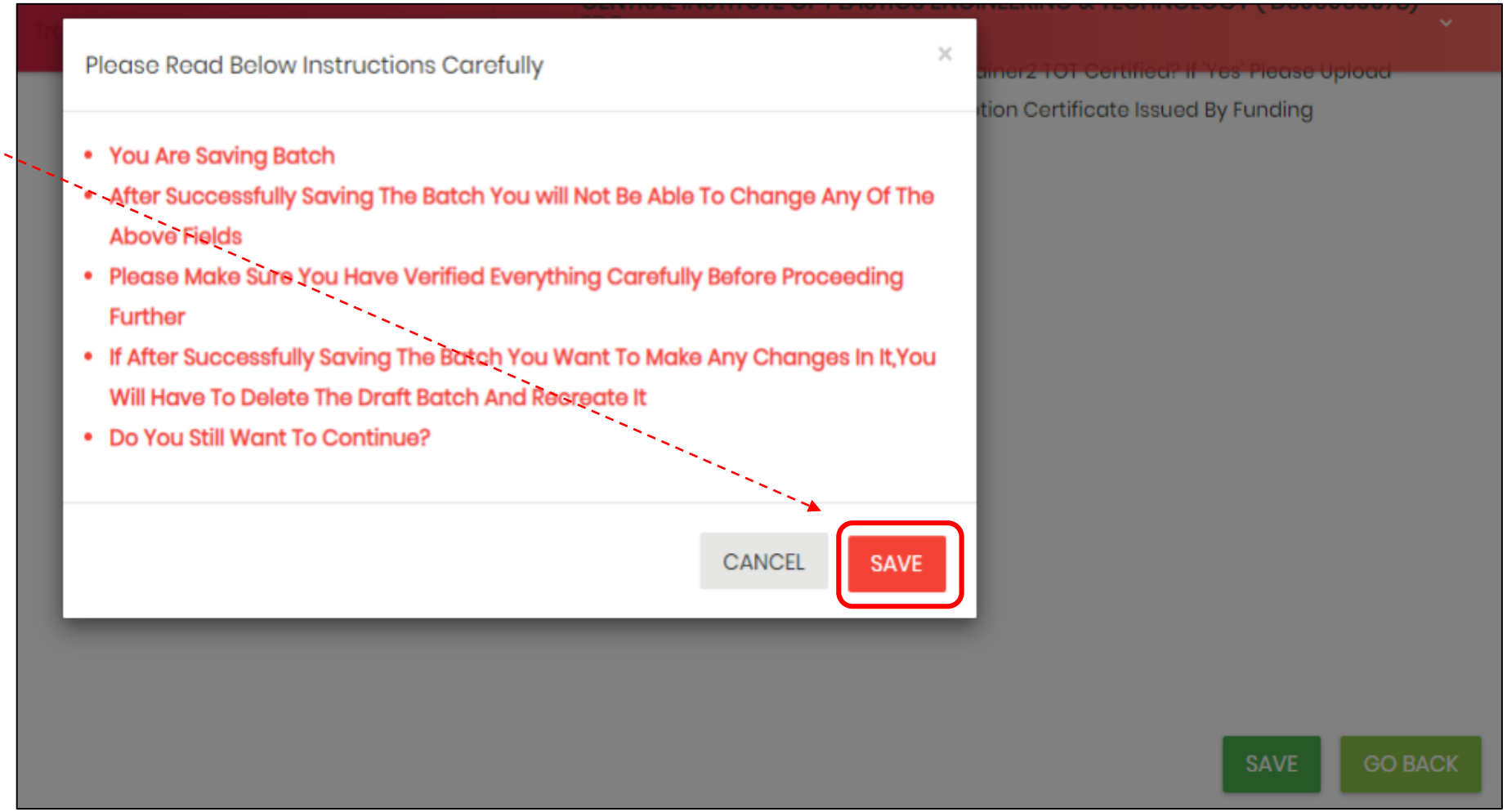
Select and upload **Trainer TOT Certificate/Exemption Proof**



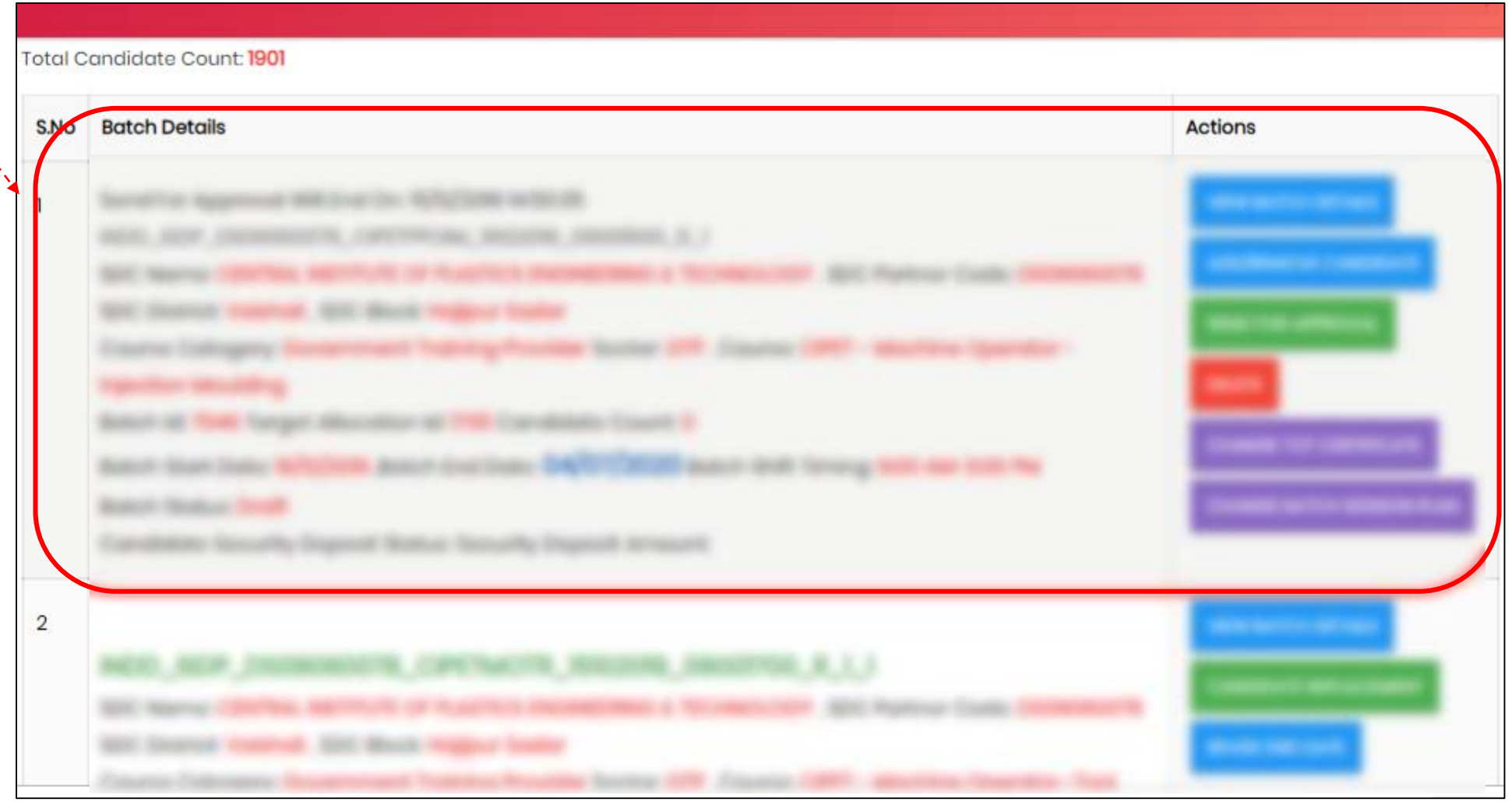
Click On
Save Button



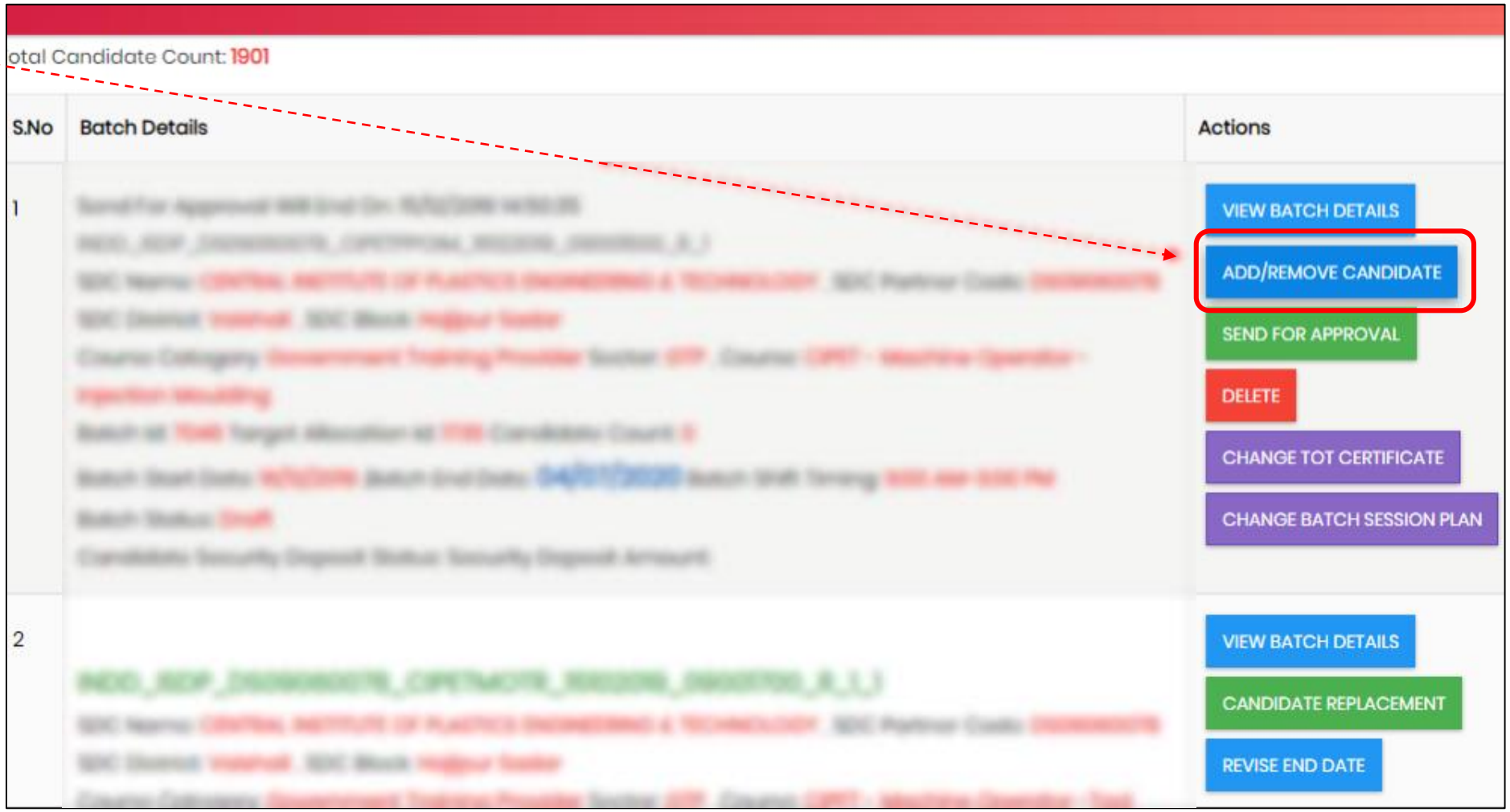
Read Instructions Carefully
Then click on
Save Button



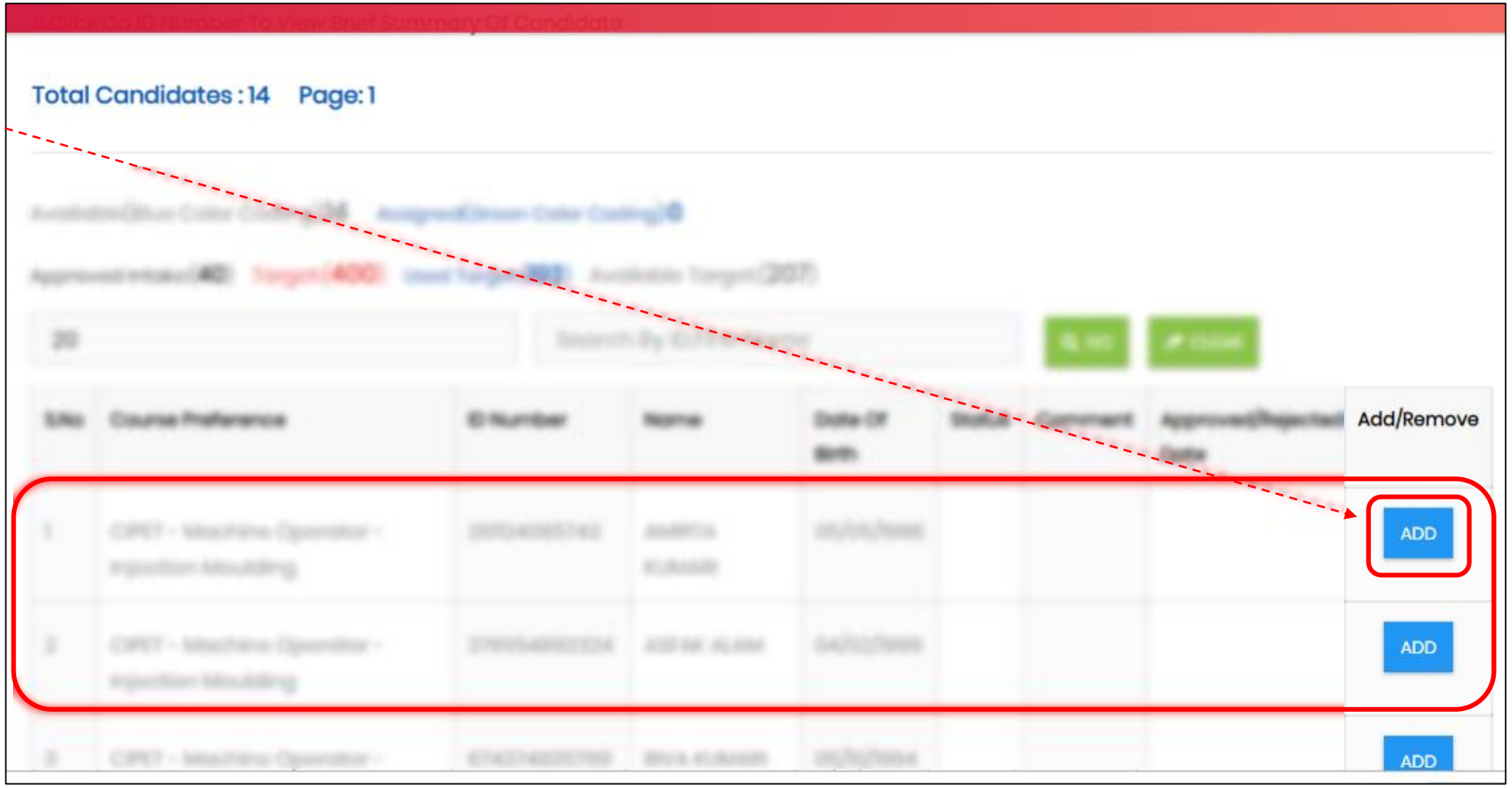
Batch Created Successfully



Click on
ADD/REMOVE CANDIDATE



Click on **ADD**



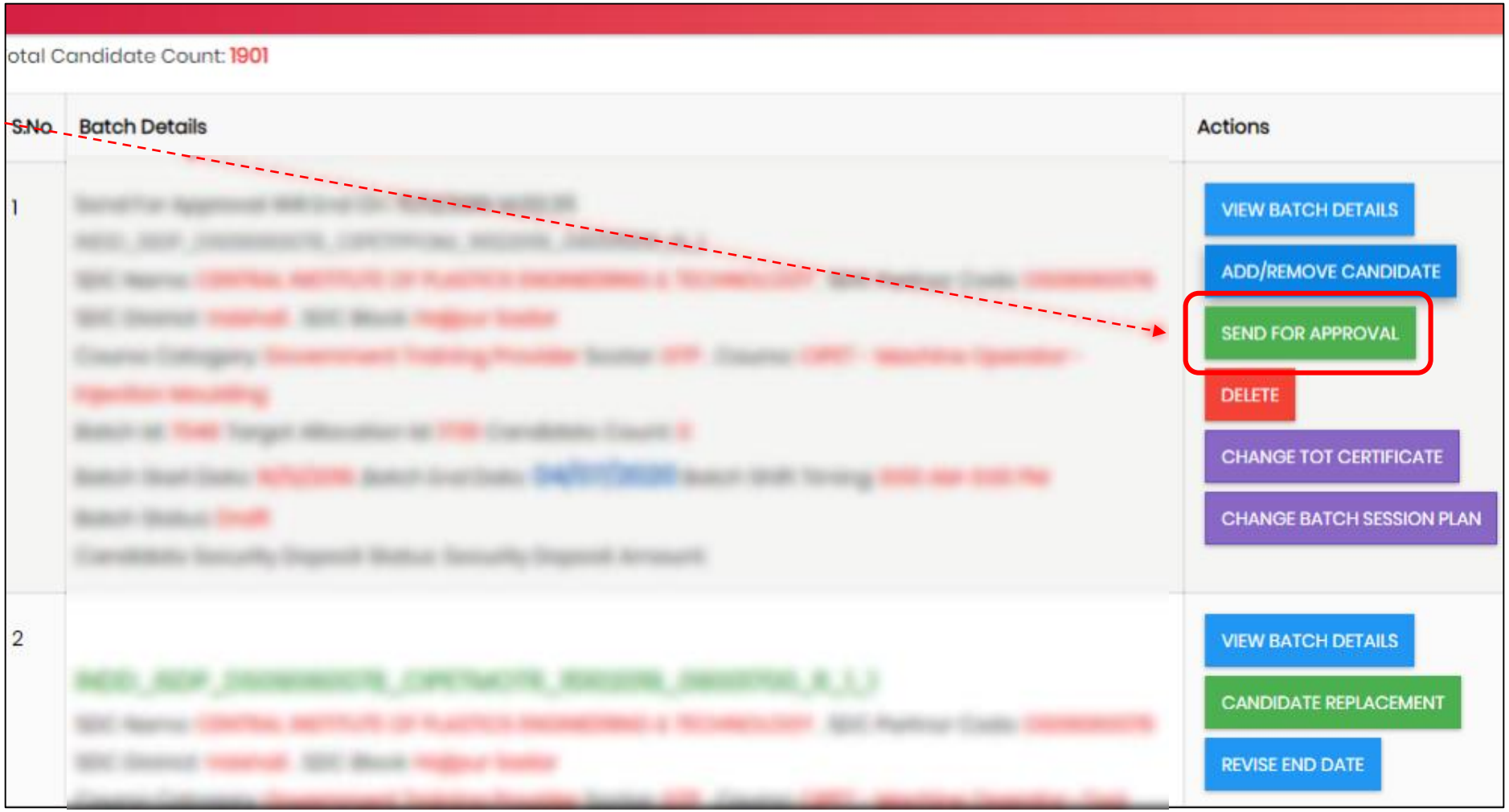
After See Massage

Success!!!

Then Click on

Go Back

Click on **SEND FOR APPROVAL**



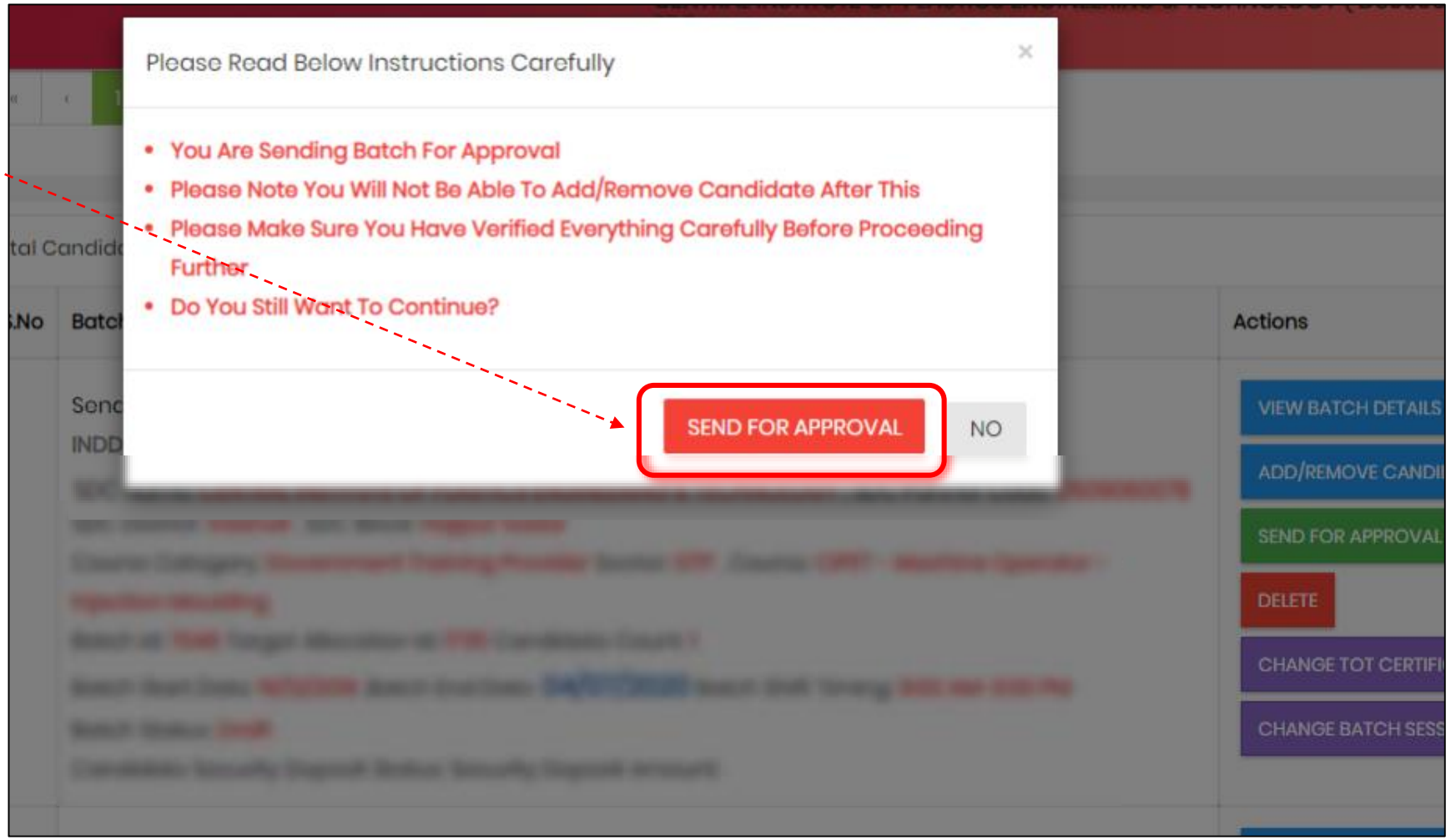
Important Note:

To send batch for approval center should have sufficient amount of candidate security deposit in wallet - Batch candidate count * 10% of course fee (maximum Rs.1000)

Read Instructions Carefully

Then click on

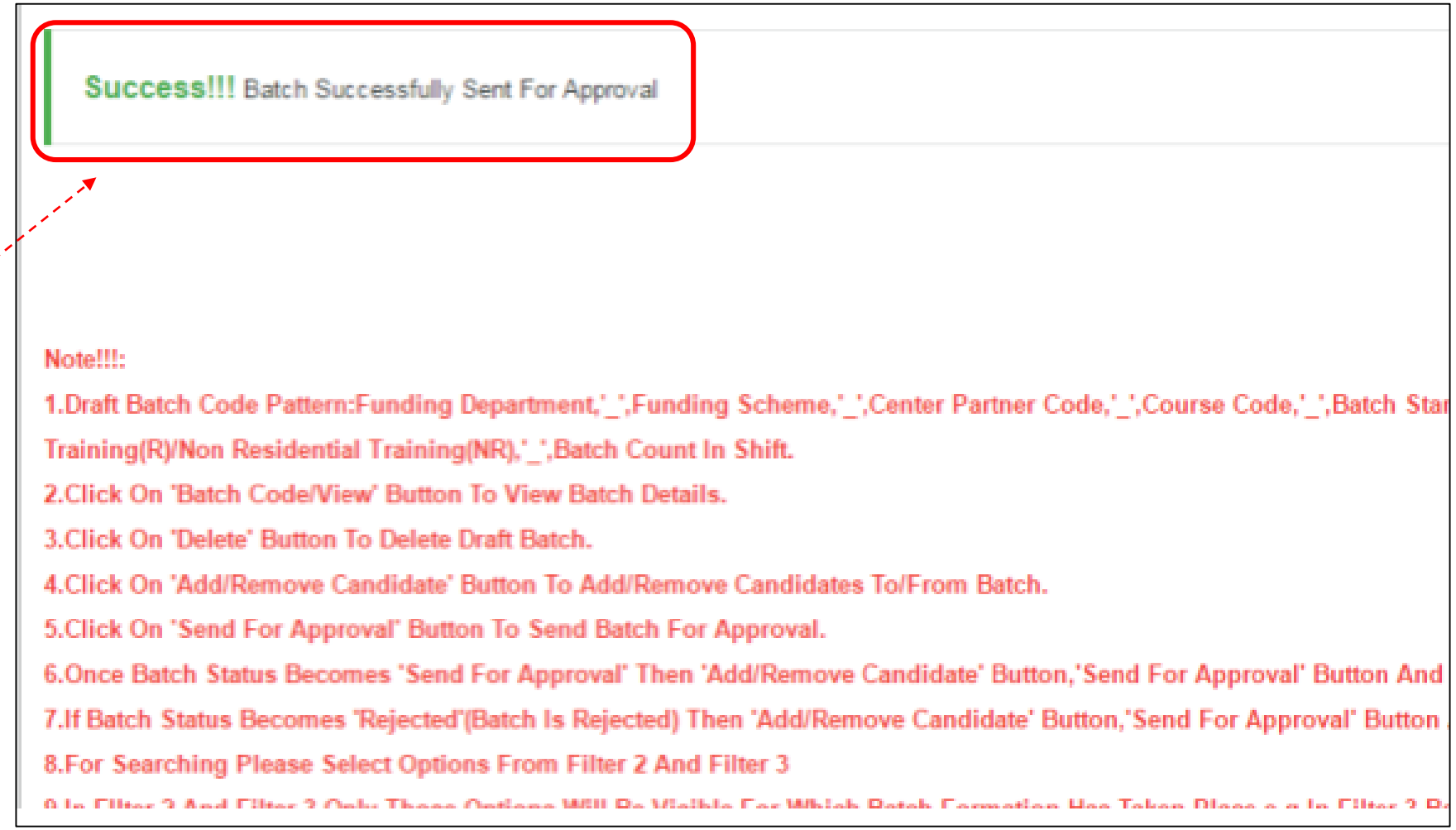
SEND FOR APPROVAL

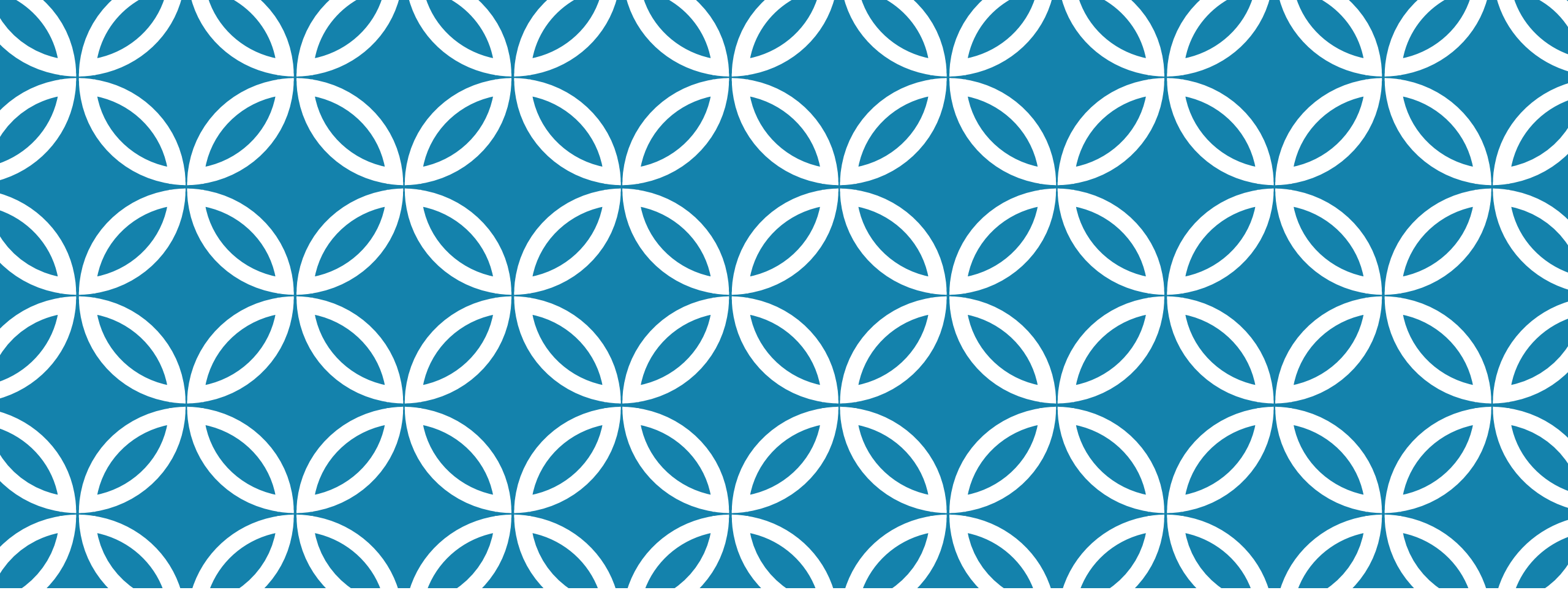


After See This Massage

Success!!! Batch Successfully sent For Approval.

Thereafter please contact to your respective Department/ULB for batch approval





THANK YOU