SDMS User Manual Short Term-Training

PMKVY2.0

14th February, 2017
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Introduction
Training Partners (TP) or Training Centre (TC) personnel will be the users accessing the web portal.

This document provides information on how to update candidate details in an Ongoing Batch and its Dropouts.

Overview
- Viewing On-Going Batches
- Updating Dropouts from Ongoing Batches
Viewing On-Going Batches

1. Click **On-Going Batches and Dropout Update** under **Training** either on the menu bar or on the widget.

2. The View On-Going Batch page is displayed.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scheme</td>
<td>By default is PMKVY 2.0</td>
</tr>
<tr>
<td>Training Type</td>
<td>Dropdown values are displayed</td>
</tr>
<tr>
<td>Sector</td>
<td>Dropdown values are displayed</td>
</tr>
<tr>
<td>Sub-Sector</td>
<td>Dropdown values are displayed</td>
</tr>
<tr>
<td>Job Role</td>
<td>Dropdown values are displayed</td>
</tr>
</tbody>
</table>
3. After entering the values, the list of batches under the selected Job Role is displayed.

4. Select the batch and click View Candidates and Update Dropouts.
5. **View Candidates and Update Dropouts** page is displayed with batch details and job role details.
Updating Dropout Details from Ongoing Batches

1. Select a candidate and click **Update Dropout**.

![Update Dropout page](image)

2. **Update Dropout** page is displayed.

![Update Dropout page](image)
3. Select the reason from the dropdown menu to update the Dropout candidate details.

![Update Dropout](image)

4. Enter remarks if any, and click **Update**.

![Update Dropout](image)

5. A message is displayed stating that the details were updated successfully. Click **OK**.

![Updated Successfully](image)