SDMS User Manual for RPL-Training

PMKVY2.0

8th February, 2017
# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>TABLE OF CONTENTS</td>
<td>2</td>
</tr>
<tr>
<td>INTRODUCTION</td>
<td>3</td>
</tr>
<tr>
<td>VIEWING ONGOING BATCHES</td>
<td>4</td>
</tr>
<tr>
<td>UPDATING THE DROPOUTS</td>
<td>7</td>
</tr>
</tbody>
</table>
Introduction

PMKVY2.0 - SDMS user manual for RPL-Ongoing Batch & Update Dropout.

Training Partners (TP) or employees at Training Centre (TC) will be the users to operate the web portal.

This document provides instructions on how to view Ongoing Batches and Update the dropout details.
Viewing Ongoing Batches

To View an ongoing batch:

Click **Training > Ongoing Batches and Dropout Update** either on the menu bar, or on the widget.

1. The Ongoing Batches and Dropout Update page is displayed.

2. Select the Job Role from dropdown menu.
3. Select the batch and click **View Candidates and Update Dropouts**.

4. **View Candidates & Update Dropouts** page is displayed.
5. Select the candidate and click **Update Dropout**.
Updating the dropouts

1. The Update Dropout popup dialog is displayed.

   ![Update Dropout dialog]

2. Select an appropriate reason from the dropdown menu, and enter the remarks for notification. Click Update.

   ![Update Dropout with options]

3. A confirmation message stating that the update was successful is displayed. Click OK.

   ![Updated Successfully dialog]

NOTE: Candidate will be not eligible for assessment after the update on dropout.
4. Click **Cancel** to reset the values.

5. A confirmation message stating to cancel the update is displayed. Click **Yes** to confirm and **No** to cancel.