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User-manual

Of

ADMIN

For

Telangana Scheduled Castes Co-Operative Development Corporation Ltd (TSCCDCL)

Government of Telangana

Submitted by:



Road No. 25, Dr. MCR HRD Institute Campus, Jubilee Hills, Hyderabad 500033, Telangana (India). Ph: +91 40 2354 1907 / 09, Fax: +91 40 2354 1953 QA Testing Request for Change

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Documentation Process:

	Prepared By	Reviewed By	Approved By
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Designation :	Project Associate	Project Leader	Project Manager
Date:	20-06-2019		

Version History:

Version No.	Date	Changed By	Changes made to Sections
0.1	20-06-2019	Rajesh (PA)	Initial Draft

Overview:

The main objective of this Program is to improve um employed youth (SC & BC-C - Communities in the state of telangana) communication skills by training them on different courses depend up-on their interest and their education qualification.

Web site address: http://tsscbhavitha.cgg.gov.in/

- 1. Training Partner Registration
- 2. Sector Master
- 3. Course Master
- 4. Approvals
 - i. Candidate Verification
 - ii. Training Centre
 - iii. Batch Approval
- 5. Qualifications Mapping
- 6. Holidays
- 7. News Master
- 8. Photo Gallery
- 9. Candidates Mapping

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ADMIN Login:

Click on "Login" button as shown in below figure.





Step1: Enter "Username" as shown in above figure.

Step2: Enter "Password" as shown in above figure.

Step3: Enter "Security Captcha" as shown in above figure.

Step4: Then click on "Login" button as shown in above figure.

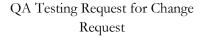
Training Partner Registration:

Data Entry → Training Partner Registration

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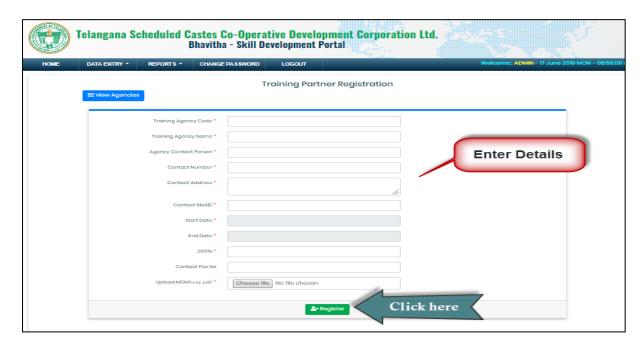
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Click on "Training Partner Registration" sub-menu item as shown in above figure.



Enter all the fields then click on "Register" button as shown in above figure.

Note: Entered Training Agency code will be the "**Username**" of training partner to login in-to the portal. And system by default create a password as "**guest**"

EX: Training Agency code = NAC

Then system create username and password as follows:

Username → TPNAC

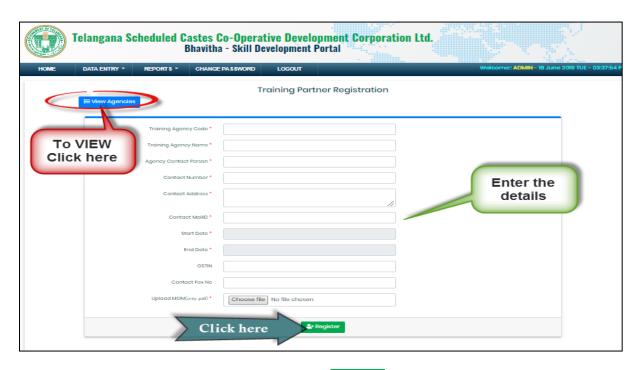
Password → guest

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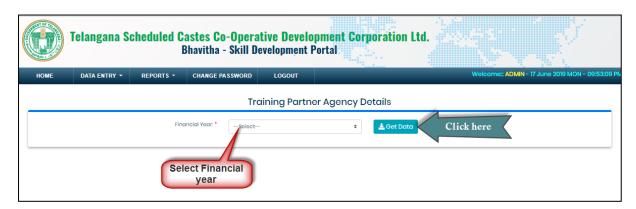
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Enter the Training Partner details then click on "Register" button as shown in above figure.

Click on "View Agencies" button as shown in above figure.



Select Financial year then click on "Get Data" button as shown in above figure.

To Map district to Training Partner follow below procedure.

District → Map

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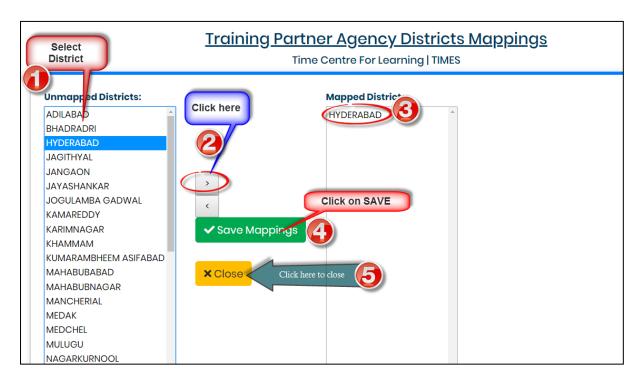
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Select District click on forward arrow then click on "Save Mappings" button as shown in above figure.

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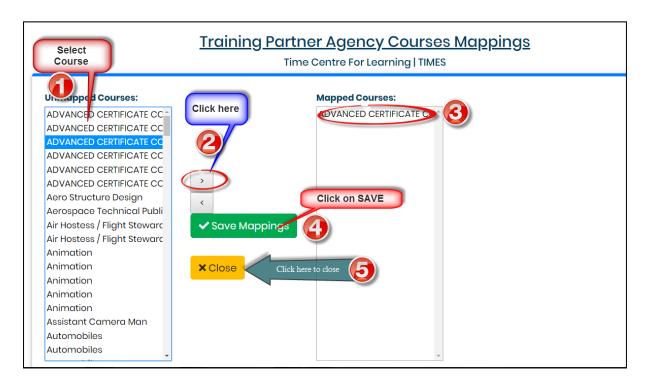
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To Map Course to Training Partner follow below procedure.

Course > Map





Select Course click on forward arrow then click on "Save Mappings" button as shown in above figure.

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To edit Training Partner details follow below procedure.

<u>Action → Edit</u>

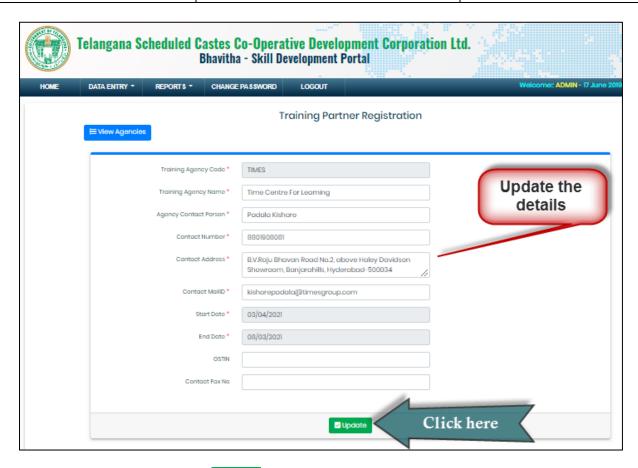


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Edit the details then click on "Update" button as shown in above figure

Sector Master:

Data Entry → Sector Master

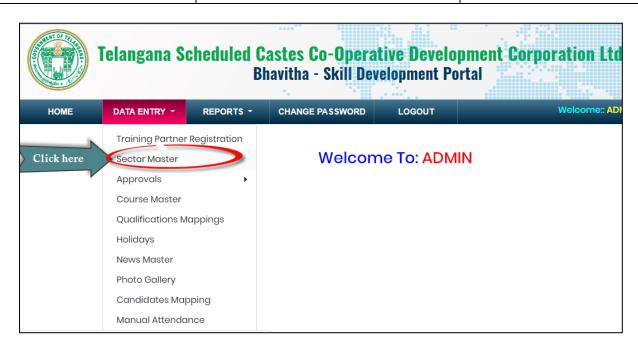
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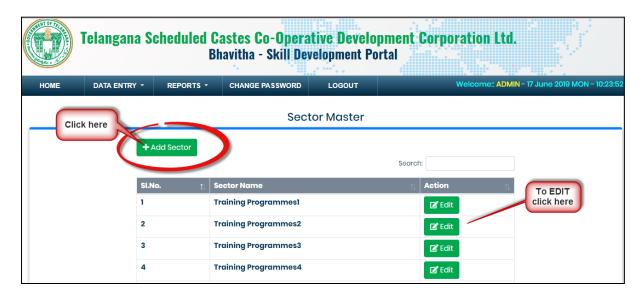
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Click on "Sector Master" sub-menu item as shown in below figure.



To Add Sector click on "Add Sector" button as shown in above figure.

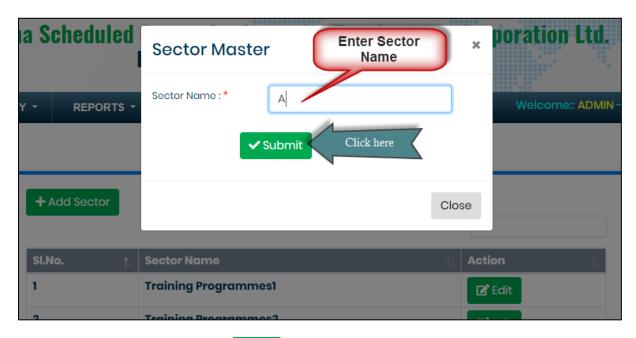
To edit sector details click on "Edit" button as shown in above figure.

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Enter sector name then click on "Submit" button as shown in above figure.

Candidate Verification:

Data Entry → Approvals → Candidate Verification



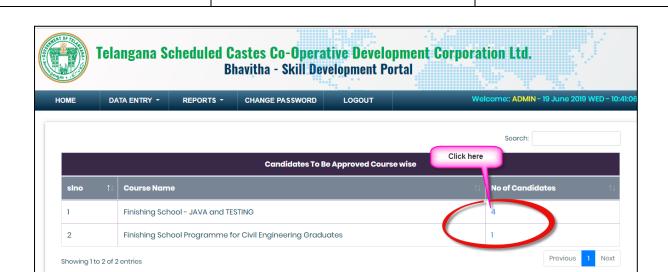
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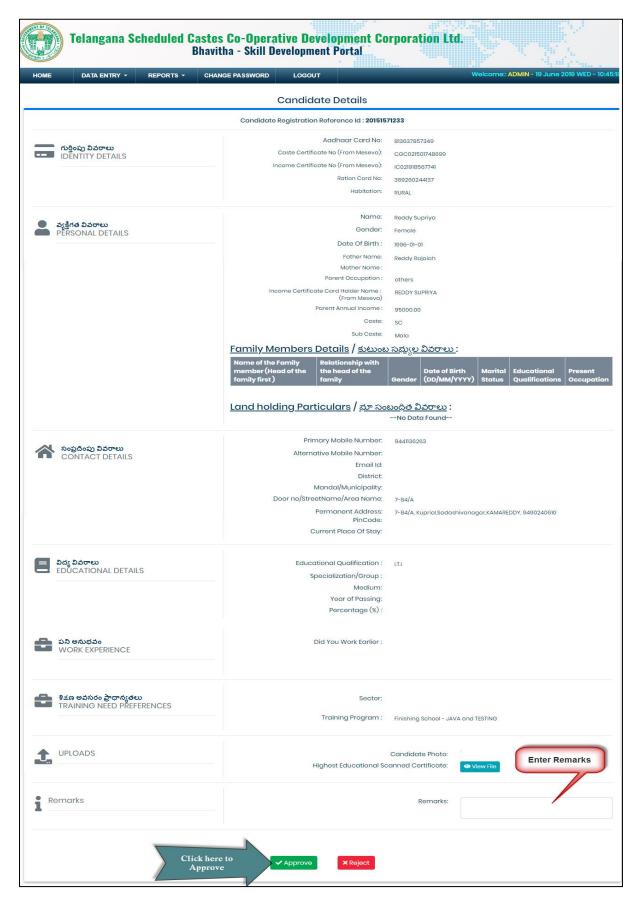


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Enter remarks then click on "Approve" button as shown in above figure.

Training Center approval:

Data Entry → Approvals → Training Center



Click on "Training Center" sub menu item as shown in above figure.



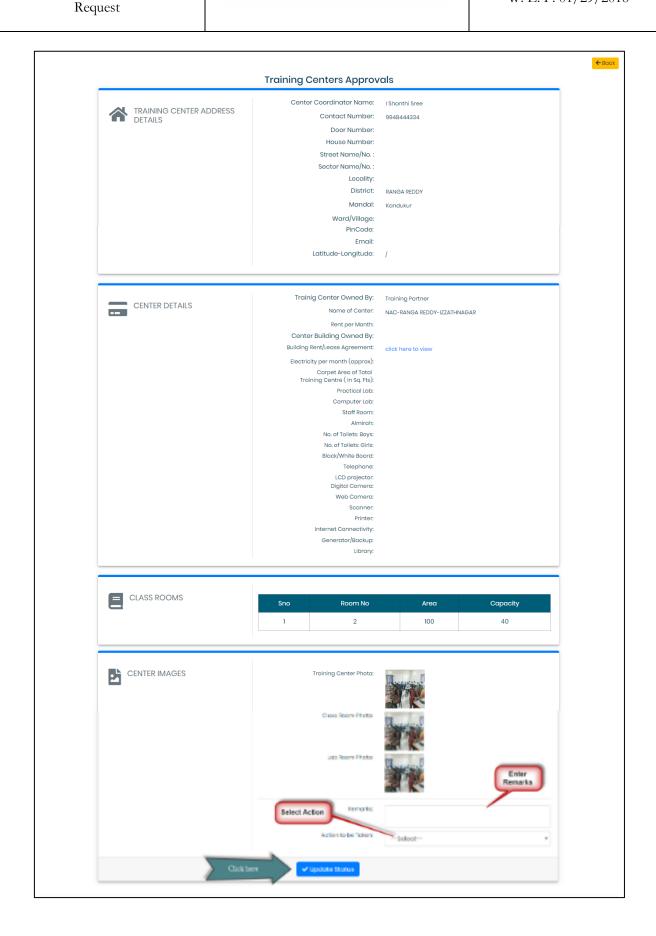
Click on "VIEW" button as shown in above figure.

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Enter "Remarks" and select Action to be taken then click on "Update Status" button as shown in above figure.

Batch approval:

Data Entry → Approvals → Batch Approval



Click on "Batch Approval" as shown in above figure.



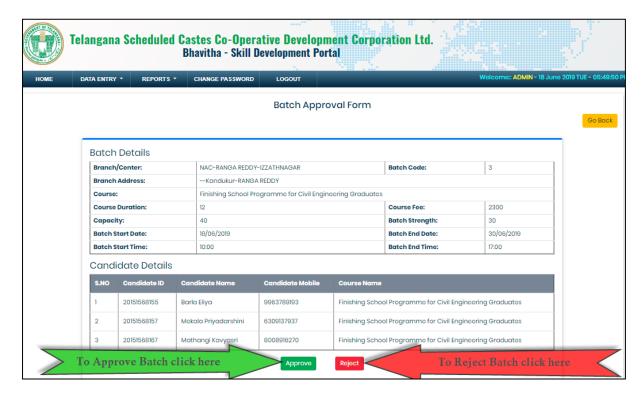
Click on "VIEW" button as shown in above figure.

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To approve Batch click on "Approve" button as shown in above figure.

To reject Batch click on "Reject" button as shown in above figure.

Course Master:

Data Entry - Course Master

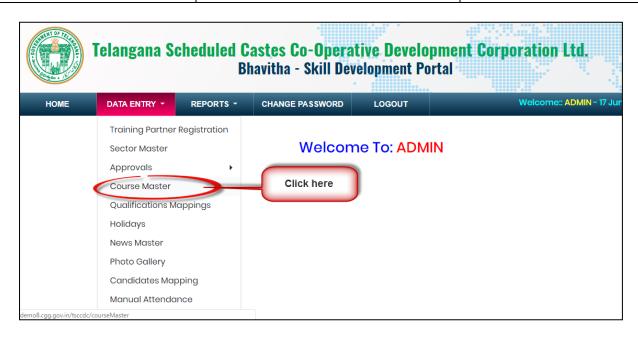
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Click on "Course Master" sub menu item as shown in above figure.



To add course click on "Add Course" button as shown in above figure.

To edit course click on "EDIT" button as shown in above figure.

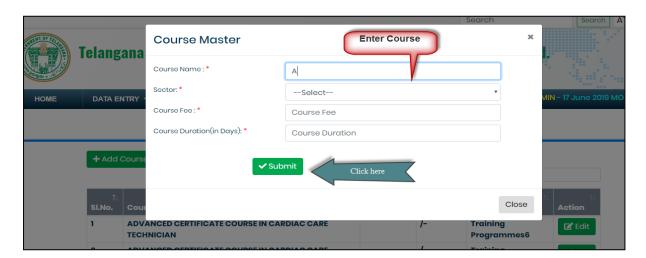
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Add course details then click on "SUBMIT" button as shown in above figure.

Qualification Mapping:

Data Entry

Qualification Mapping



Click on "Qualification Mapping" sub menu item as shown in above figure.



Select Sector and course then click on "Get Qualifications" button as shown in above fig.

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Select qualification and click on forward arrow button then click on "SAVE MAPPINGS" button as shown in above figure.

Holidays:

Data Entry → Holidays



Click on "Holidays" sub menu item as shown in above figure.

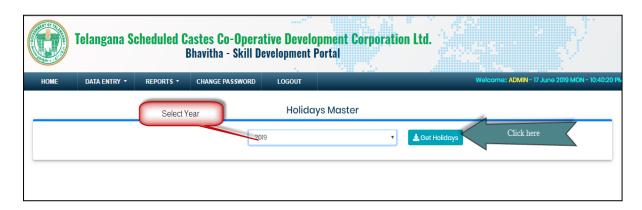
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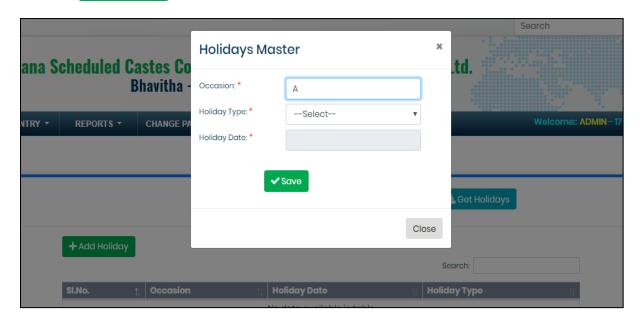
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Select Year then click on "Get Holidays" button as shown in above figure.



Click on "Add Holidays" button as shown in above figure.



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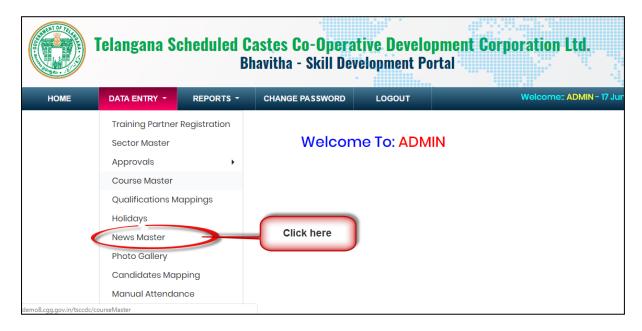
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Enter the details then click on "SAVE" button as shown in above figure.

News Master:

Data Entry → News Master



Click on "News Master" sub menu item as shown in above figure.

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Enter the details and upload file then click on "Upload News" button as shown in above figure.

Photo Gallery:

Data Entry → Photo Gallery



Click on "Photo Gallery" sub menu item as shown in above figure.

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Upload images then click on "Upload Photo" button as shown in above figure.

Candidates Mapping:

Data Entry - Candidates Mapping



Click on "Candidates Mapping" sub menu item as shown in above figure.

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Select "Course/Approved Count" hyperlink as shown in above figure.



Select Training Partner from the drop-down then click on Check-box as shown in above figure.