MASTER SHEET IMPORT | GUIDELINES

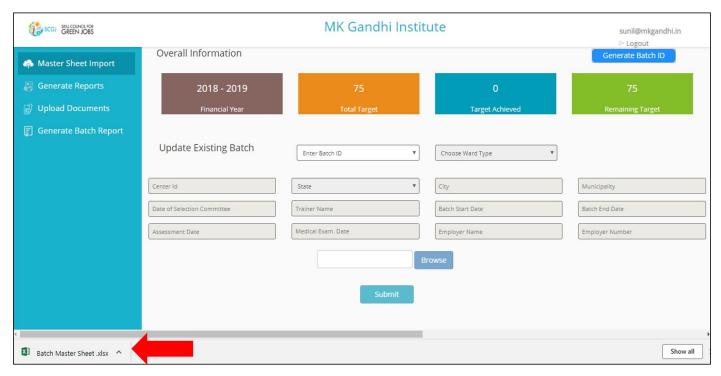## Contents

1. Click on the button <u>Generate Batch ID</u>

2. Save the Batch Master Sheet in the system.
3. An Excel Sheet would be generated for the batch id, click it to open

4. Excel Sheet would have the batch id, NSDC Registration Number, Training Partner name, job role & name of sector Skill Council. Defined columns to store candidate information for the respective batch.

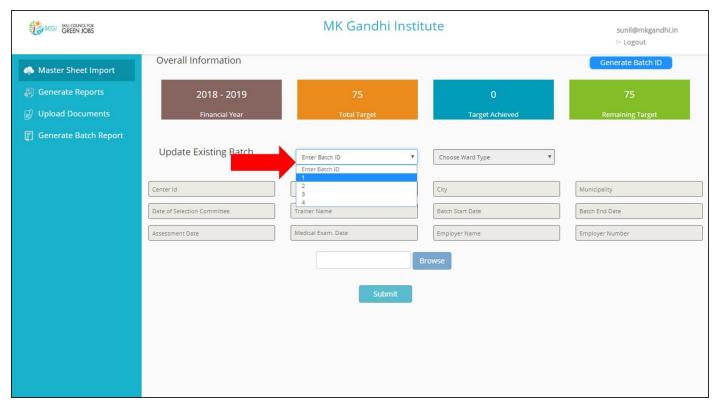| Batch Wise Data for NSKFDC Trainings												
Sector Skill Council	Job Role	Training Partner Name	NSDC Registration Number	BatchId								
Skill Council for Green Jobs	Safai Karamchari	MK Gandhi Institute	MK-1	3								
Candidate Information								Guardian Information				
Enrollment Number	Salutation	First Name	Last Name	Gender	Disability Type	DOB	Age	Gaurdian Type	First Name of the Father	Last Name of the Father	Mother Name

FinalMasterSheet ⊕

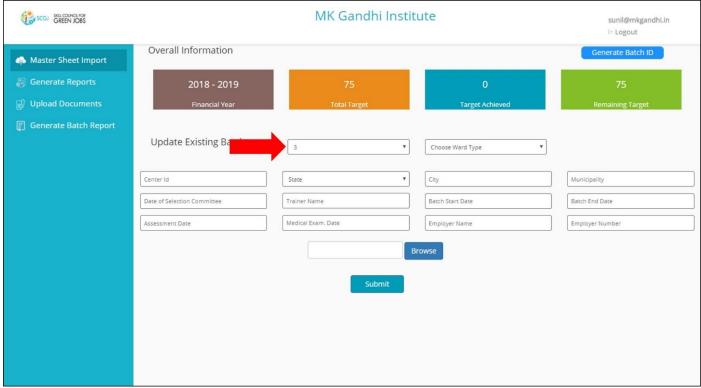In the above sheet, the information can be filled for the batch generated by Training Partner.

How to Update Information of the Batch?

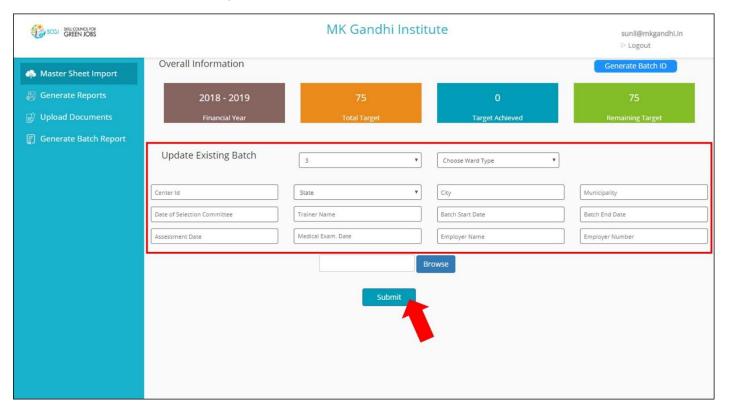1. Click on the dropdown (Enter Batch Id) & select batch id to be updated

2. After the batch Id is selected then only Training Partner can update any information of the batch.
3. Now, Training partner can update the following information of batch:
   - Ward Type – Single (Enter ward number) / Multiple
   - Centre Id – numeric value
   - State – select from dropdown
   - City
   - Municipality
   - Date of selection committee – mm/dd/yyyy
   - Trainer Name
   - Batch Start Date – mm/dd/yyyy
   - Batch End Date – mm/dd/yyyy
   - Assessment Date – mm/dd/yyyy
   - Medical Exam Date – mm/dd/yyyy
   - Employer Name
   - Employer Number – Phone number

   Centre Id,   State,   City,   Municipality   are mandatory fields to submit.
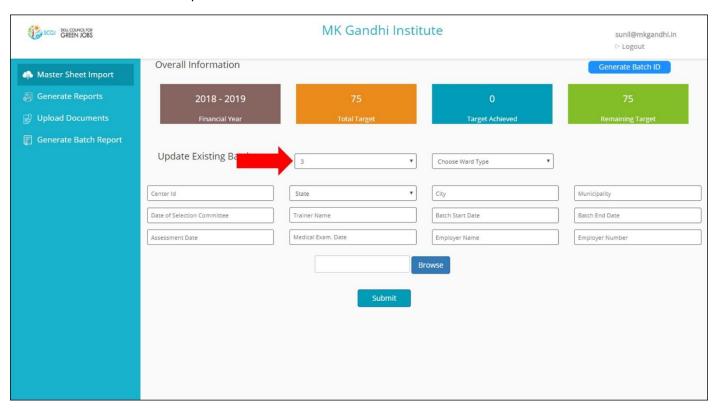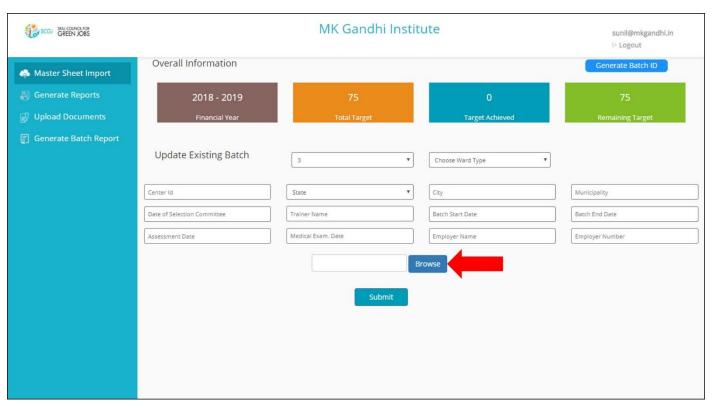
4. Click on Submit Button, to update & save the data.

How to Upload Excel Sheet of Batch?

1. Select batch Id to be updated.

2. Enter Centre id, State, City and Municipality
3. Click on Browse and select the excel sheet to be uploaded

5. Select the File to be uploaded & click Open

6. Batch Id should be same in the Excel Sheet as well as in the dropdown.

<u>In the dropdown</u>   <u>In the Excel Sheet</u>

Update Existing Batch   3   ▼   BatchId

                                                                3
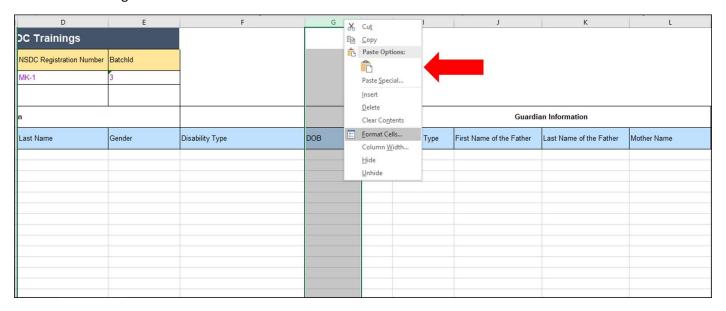
How to Fill the Batch Master Sheet – Excel ?

1. Open the excel sheet of batch that needs to be edit.
2. DO NOT Edit already written columns of the sheet. (Row 1 to 6)

Batch Wise Data for NSKFDC Trainings										
Sector Skill Council	Job Role	Training Partner Name	NSDC Registration Number	BatchId						
Skill Council for Green Jobs	Safai Karamchari	MK Gandhi Institute	MK-1	3						
Candidate Information										
Enrollment Number	Salutation	First Name	Last Name	Gender	Disability Type	DOB	Age	Gaurdian Type	First Name o

3. Start filling the sheet from Row 7
4. Mandatory Columns to upload the excel sheet are:
   - Enrollment Number
   - Salutation
   - First Name
   - Gender
   - DOB
   - Age
   - State
   - Aadhar Card Number

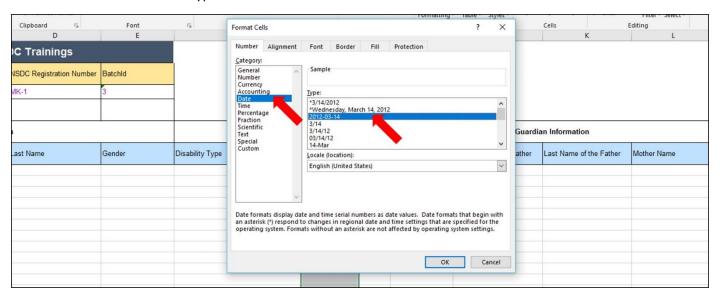(Any candidate data can be updated only when the above fields are entered).

5. Training Partner can update the data in the excel sheet & submit the data again.
6. DOB in the sheet should have the date Format. To do that:
   I.   Right click on column G

D	E	F	G			J	K	L
OC Trainings				Cut				
NSDC Registration Number	BatchId			Copy				
MK-1	3			Paste Options:				
				Paste Special…				
				Insert				
n				Delete		Guardian Information		
				Clear Contents				
Last Name	Gender	Disability Type	DOB	Format Cells…	Type	First Name of the Father	Last Name of the Father	Mother Name
				Column Width…				
				Hide				
				Unhide				

II. Select Format Cells
III. Select Date & type = 2012-03-04 & Click Ok.

7. Now fill the details of candidates in the sheet & Upload it in the module.
8. And click on Submit.