

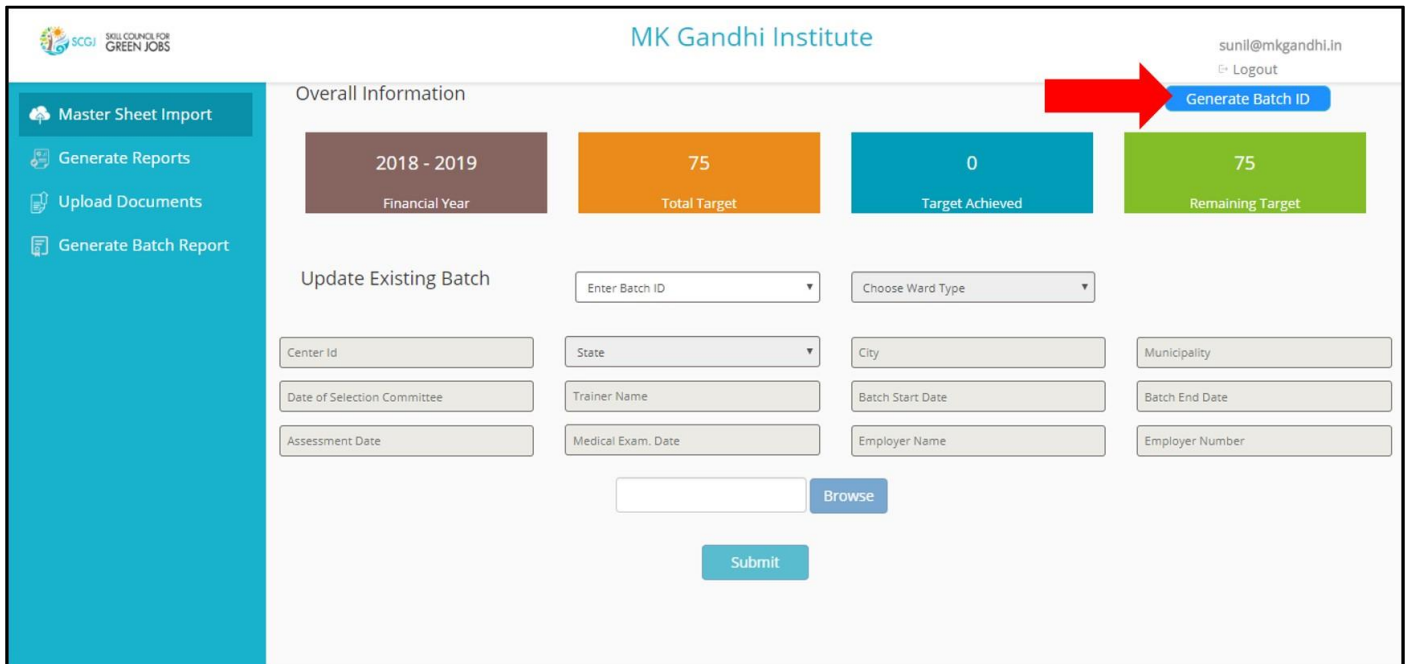
# MASTER SHEET IMPORT | GUIDELINES

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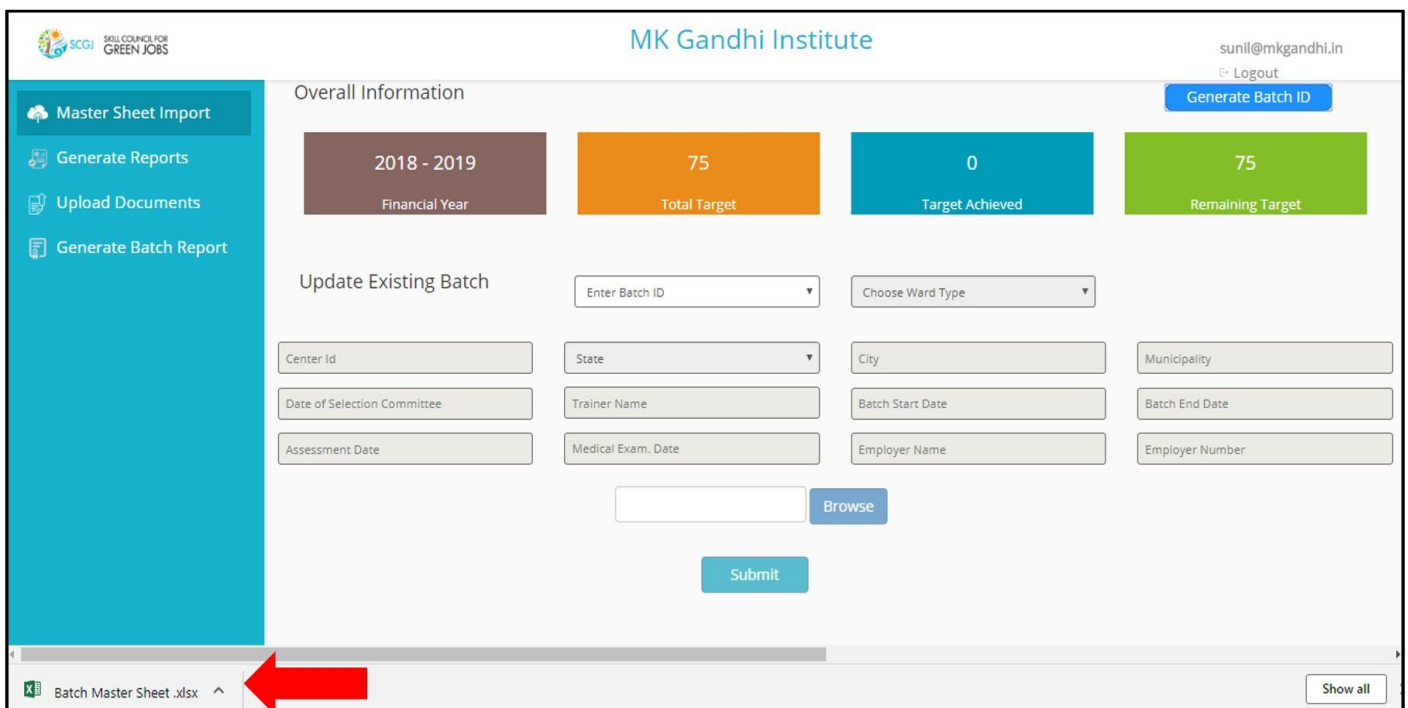
## How to Generate a new Batch?

1. Click on the button Generate Batch ID



The screenshot shows the MK Gandhi Institute web application interface. On the left is a blue sidebar with navigation links: Master Sheet Import, Generate Reports, Upload Documents, and Generate Batch Report. The main content area is titled 'Overall Information' and displays four colored boxes: '2018 - 2019 Financial Year' (brown), '75 Total Target' (orange), '0 Target Achieved' (blue), and '75 Remaining Target' (green). Below this is a section for 'Update Existing Batch' with various input fields for Center ID, State, City, Municipality, Date of Selection Committee, Trainer Name, Batch Start Date, Batch End Date, Assessment Date, Medical Exam. Date, Employer Name, and Employer Number. A 'Browse' button is next to the Employer Name field, and a 'Submit' button is at the bottom. In the top right corner, the user 'sunil@mkgandhi.in' is logged in, and a red arrow points to the 'Generate Batch ID' button.

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



This screenshot shows the same web application interface as the previous one, but with a red arrow pointing to the 'Batch Master Sheet.xlsx' file in the bottom left corner of the browser window. The file is listed with a green Excel icon and a small upward arrow. The 'Show all' button is visible in the bottom right corner of the file list area.


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.

[illegible]

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


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**MK Gandhi Institute**

sunil@mkgandhi.in  
Logout

Master Sheet Import  
Generate Reports  
Upload Documents  
Generate Batch Report

Overall Information

2018 - 2019

Financial Year

75

Total Target

0

Target Achieved

75

Remaining Target

Generate Batch ID

Update Existing Batch

Enter Batch ID

Enter Batch ID

1

2

3

4

Center Id

Date of Selection Committee

Assessment Date

Trainer Name

Medical Exam. Date

Choose Ward Type

City

Batch Start Date

Employer Name


Municipality

Batch End Date

Employer Number

Browse

Submit


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75

Total Target

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Target Achieved

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Generate Batch ID

Update Existing Batch

3

Choose Ward Type

Center Id

Date of Selection Committee

Assessment Date

State

Trainer Name

Medical Exam. Date

City

Batch Start Date

Employer Name

Municipality

Batch End Date

Employer Number


Browse

Submit

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.



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## MK Gandhi Institute

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Master Sheet Import

Generate Reports

Upload Documents

Generate Batch Report

Overall Information

Generate Batch ID

2018 - 2019

Financial Year

75

Total Target

0

Target Achieved

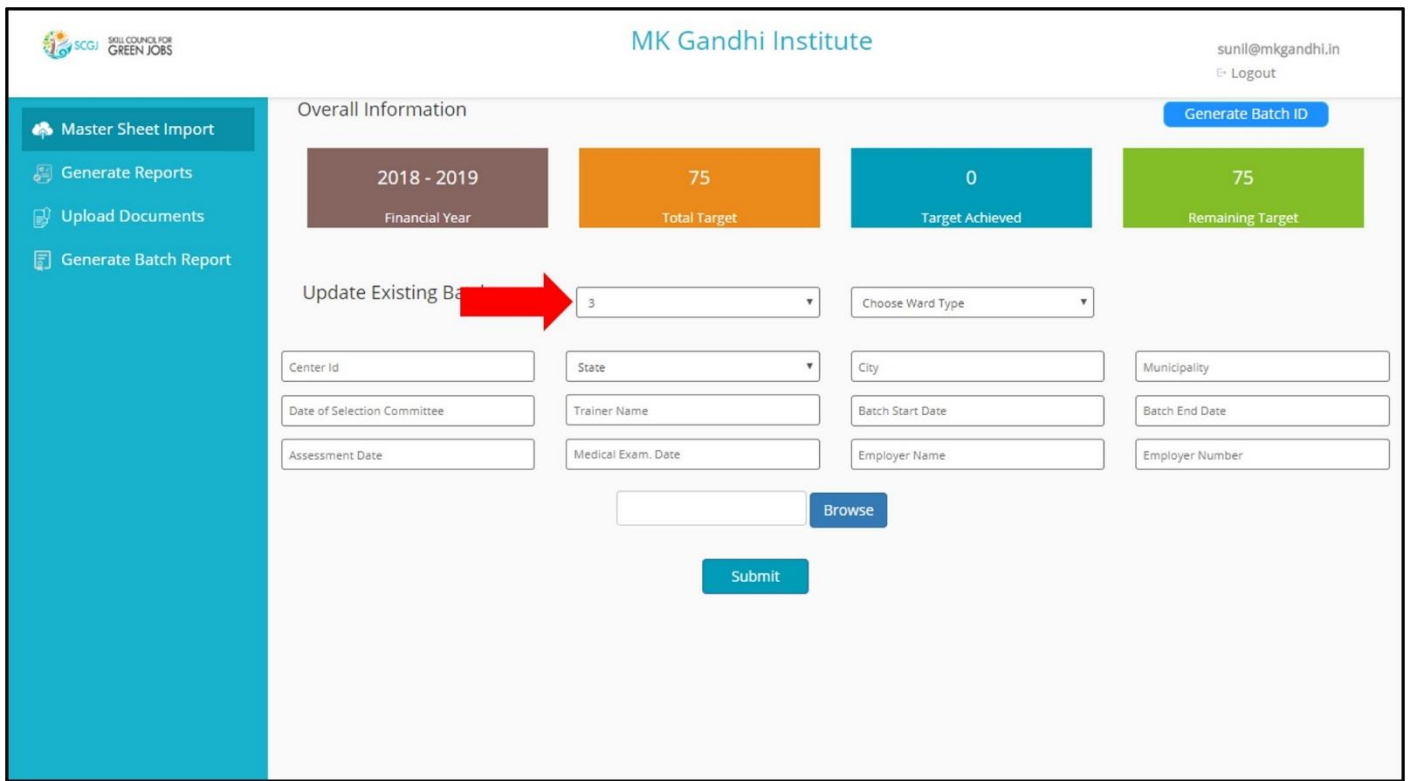
75

Remaining Target

Update Existing Batch

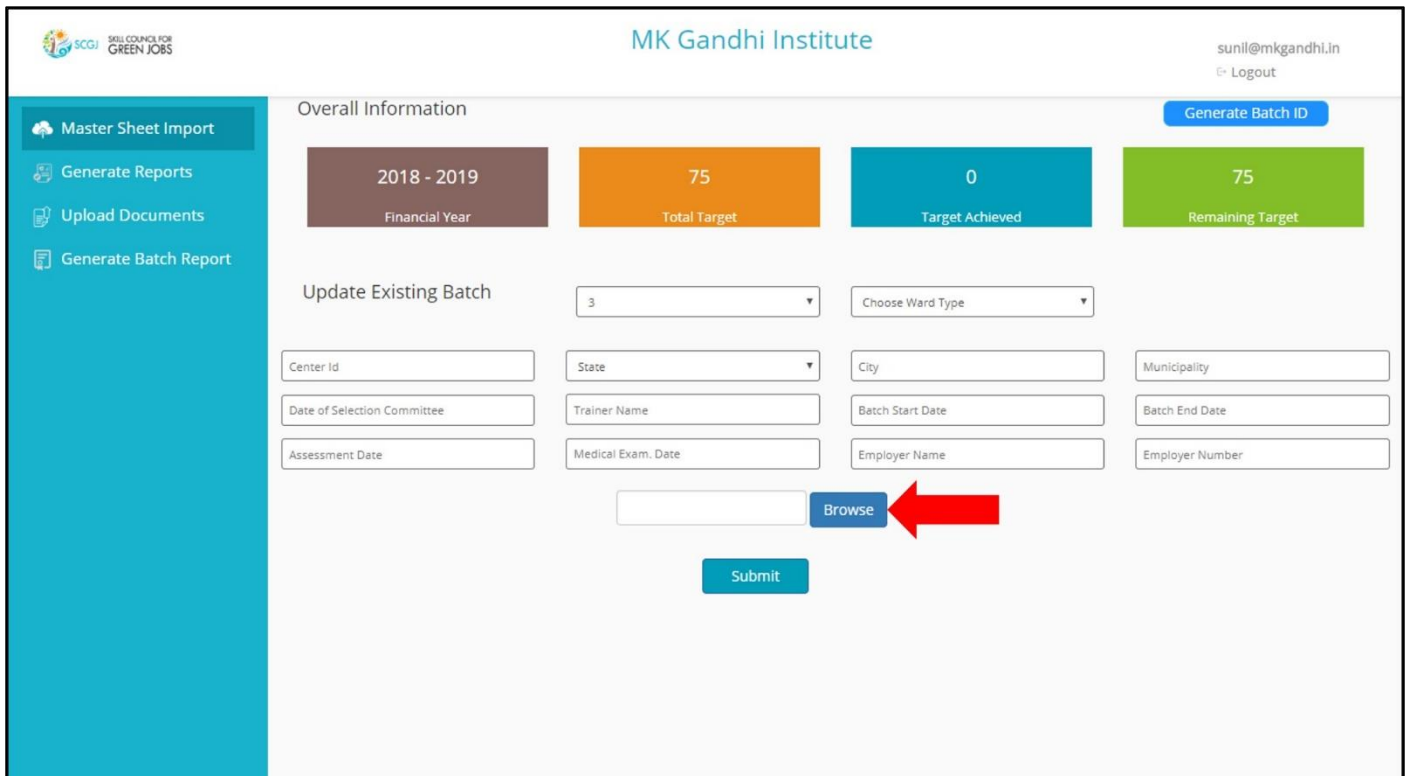
## How to Upload Excel Sheet of Batch?

1. Select batch Id to be updated.



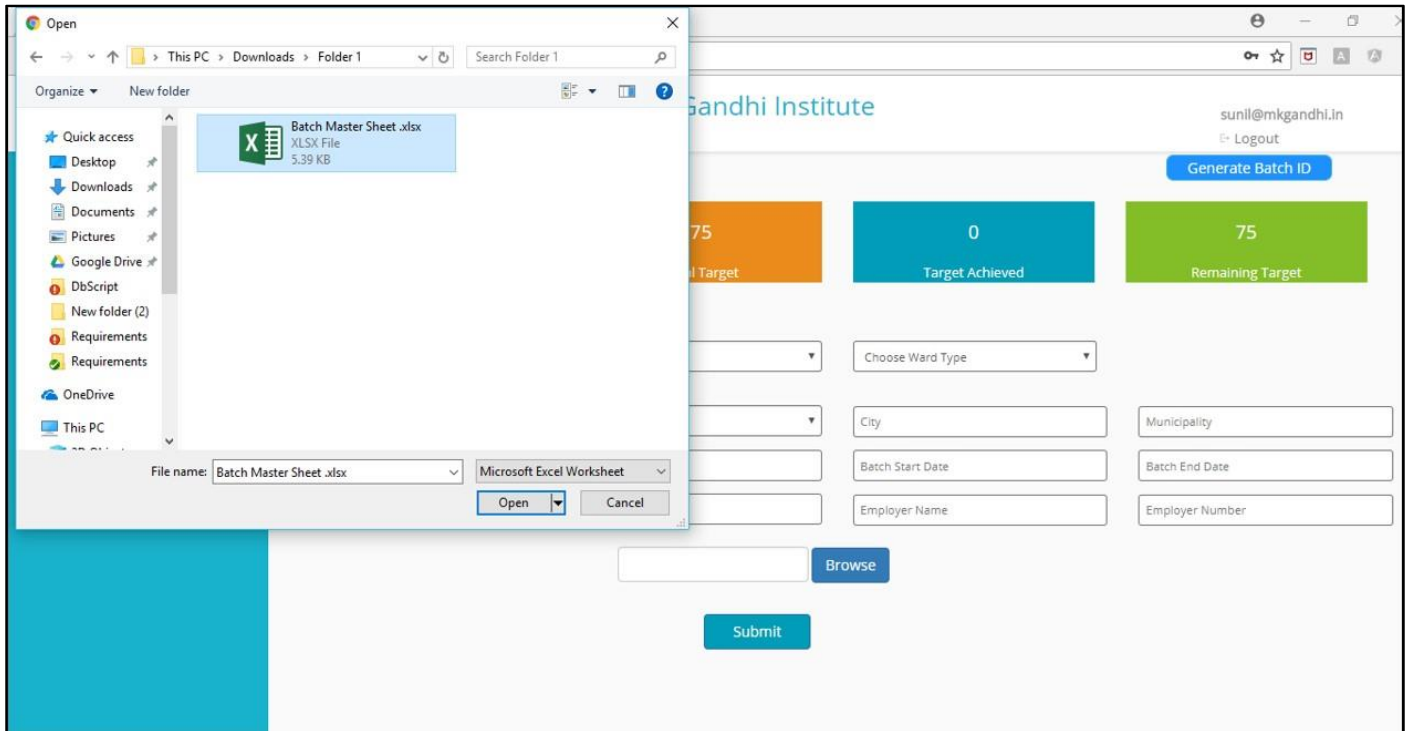
The screenshot shows the 'MK Gandhi Institute' web application interface. On the left is a sidebar with navigation links: 'Master Sheet Import', 'Generate Reports', 'Upload Documents', and 'Generate Batch Report'. The main content area is titled 'Overall Information' and displays four colored boxes: '2018 - 2019 Financial Year' (brown), '75 Total Target' (orange), '0 Target Achieved' (blue), and '75 Remaining Target' (green). Below these is the 'Update Existing Batch' section. A red arrow points to the 'Batch Id' dropdown menu, which is currently set to '3'. Other fields include 'Choose Ward Type', 'Center Id', 'State', 'City', 'Municipality', 'Date of Selection Committee', 'Trainer Name', 'Batch Start Date', 'Batch End Date', 'Assessment Date', 'Medical Exam. Date', 'Employer Name', and 'Employer Number'. There are 'Browse' and 'Submit' buttons at the bottom.

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

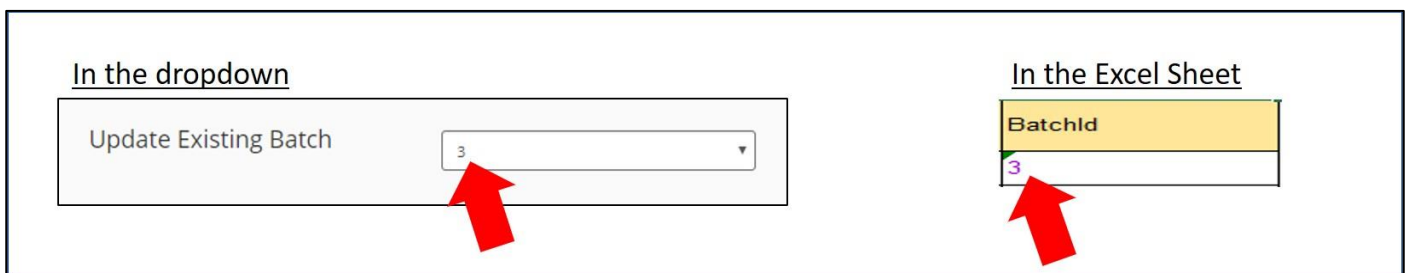


This screenshot is identical to the previous one, showing the 'Update Existing Batch' form. A red arrow now points to the 'Browse' button, which is used to select an Excel sheet for upload. The form fields and layout remain the same as in the previous screenshot.

5. Select the File to be uploaded & click Open



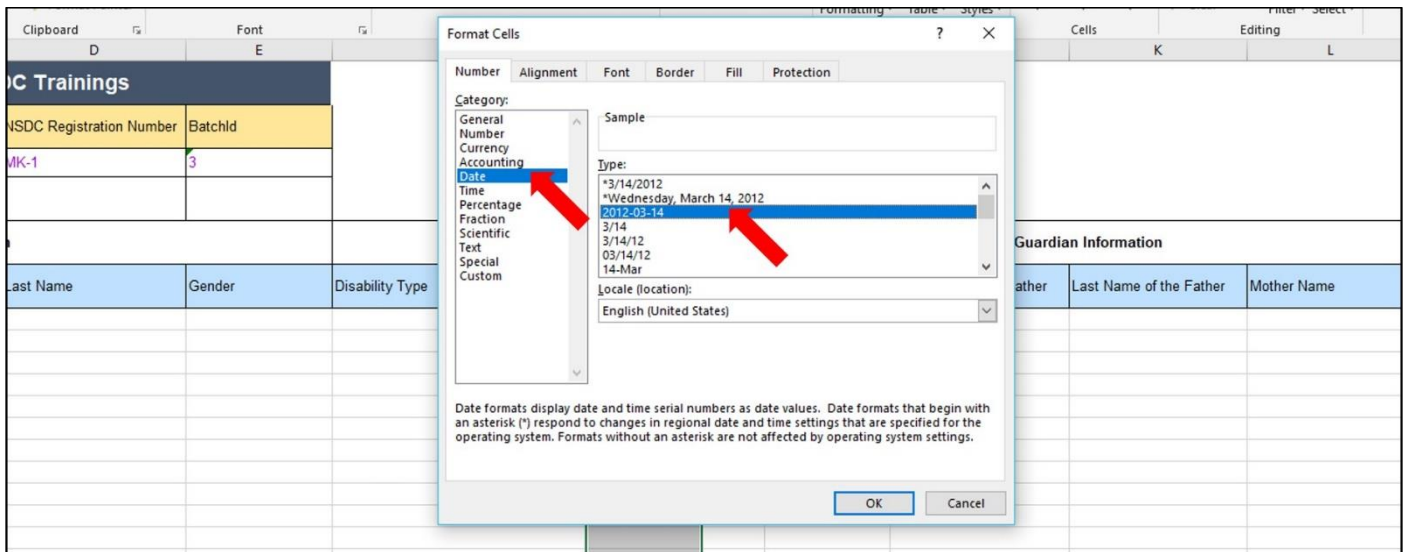
6. Batch Id should be same in the Excel Sheet as well as in the dropdown.



[illegible]

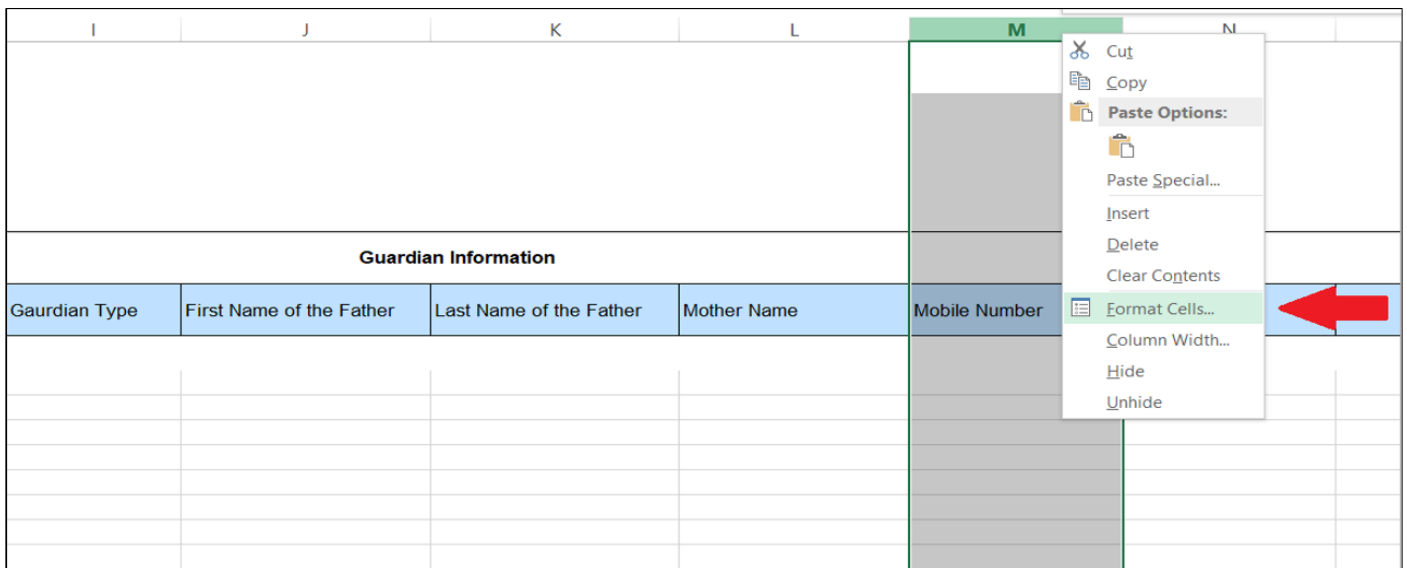


- II. Select Format Cells
- III. Select Date & type = 2012-03-04 & Click Ok.

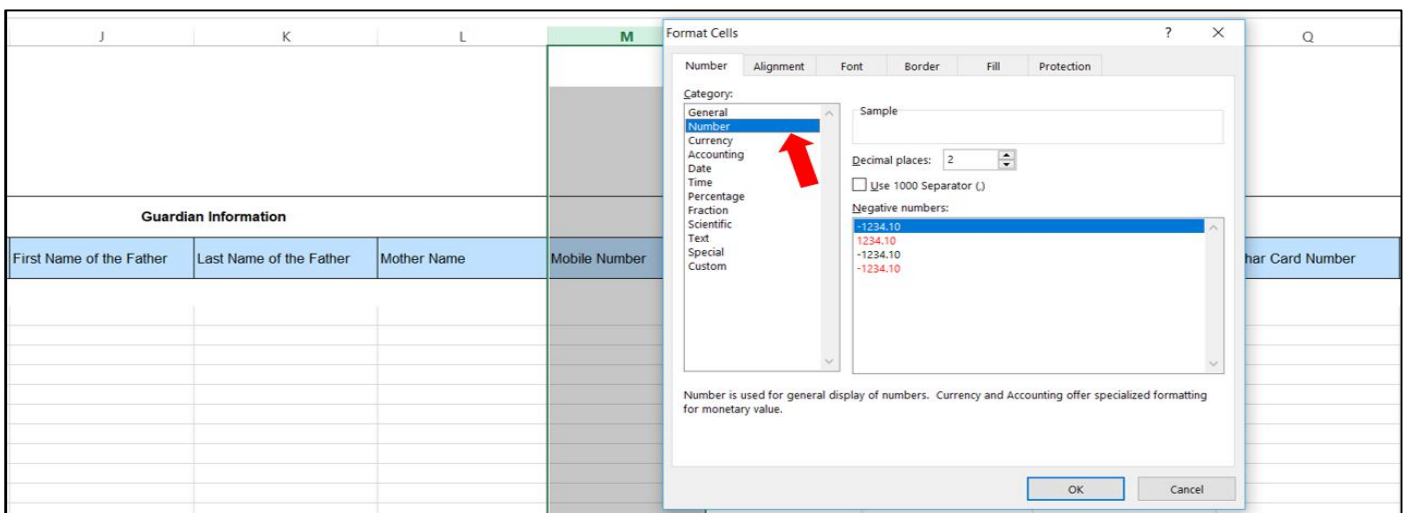


7. Mobile number column in sheet should have number format: To do that:

- I. Right click on column M



- II. Select Format Cells



III. Select Number & Click Ok.

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