Boards of Apprenticeship and Training/ Board of Practical Training

NATIONAL APPRENTICESHIP TRAINING SCHEME

User Manual Document

Version 2.0

USER MANUAL FOR SANDWICH ENROLMENT

I. Institution Login

1. Sandwich Bulk Upload Page:

• On Clicking the 'Bulk Upload' menu in the dashboard, Uploaded Sandwich bulk excel files will be listed in 'Sandwich Bulk Upload' page based on the From and To date selected.

Sandwich Bulk Upload						+ Upload Sandwich Students	
From Date	*To Date						
25/09/2017	13/05/2019	Search					
Jploaded list	ing details						
Showing 1 to 10 d	of 22 entries		•			Search:	
Request No.	Institution Name.	File Name 1	Request With It	Status I†	File Download ↓¶	File Download ↓†	Action Iî
FU00001	RAJIV GANDHI INSTITUTE OF TECHNOLOGY	BulkUploadTemplate (4).xlsx	KA Officer(Grad & Tech)	Approved	⊥ Download File	Download Report 🛓	View
FU00002	RAJIV GANDHI INSTITUTE OF TECHNOLOGY	BulkUploadTemplate (15).xlsx	Director Group	Pending for Approval	⊥ Download File	None	No Comments
FU00003	RAJIV GANDHI INSTITUTE OF TECHNOLOGY	BulkUploadTemplate (15).xlsx	Director Group	Pending for Approval	L Download File	None	No Comments

• Click on '**Upload Sandwich Students'** button, to redirect to the page where the Sandwich template can be downloaded, after which the details are to be filled and uploaded.

Sandwich Bulk Upload	Download Excel Template Click Here
Select an excel file with list of Sandwich students to be added	
Upload Note: Make sure you have only sandwich students in the sandwich template. Submit Back	
Click Here to view the Taluk List	

- Please note that in the excel template, all fields are mandatory except 'Minority Community' which is mandatory only if, 'Others' is selected in 'Community' column.
- If the taluk value entered throws an error while uploading, check if the taluk is available in our portal by clicking on 'Taluk List' button.

Sandwich Bulk Upload Select an excel file with list of Sandwich	Taluk Finder				Download Excel Template Click Here 🗴
Note Make sure you have only sandwich students in the	State* Tamilnadu	v	District* Coimbatore	v	
Submit Back Click Here to view the Taluk List	Showing 1 to 8 of 10 entries Taluk List		Search:		
	Avinashi Palladam	Coimbatore (N) Pollachi	Coimbatore (S) Sulur	Mettupalayam Tiruppur	
	Show entrie	S	Previou	s 1 2 Next	

- If the taluk values are not available in the list, please contact your respective Regional Admin to add that missing taluk.
- On uploading the excel file, the following popup will be shown in case of any errors. Please mouse-hover the 'X' mark to find out the cause for the error.



- On successful upload of the sandwich excel file, it goes to the respective Regional Director for approval/rejection.
- Once the director approves the file, User ID and Password is generated for the sandwich students and the Report will be available for download the next day.

Sandwich Bulk Upload						+ Upload Sandwich Students		
From Date	*To Date							
30/10/2018	14/05/20	9 🗮 Searc	h					
Jploaded lis	ting details							
Showing 1 to 6 o	f 6 entries (filtered from 22 to	al entries)				Search: do	ownload report	
Request No.	Institution Name.	File Name	Request With	1 Status	File Download	File Download	Action	
FU00001	RAJIV GANDHI INSTITUTE OF TECHNOLOGY	BulkUploadTemplate (4).xlsx	KA Officer(Grad & Tech)	Approved	🛃 Download File	Download Report 🛃	View	
FU00004	RAJIV GANDHI INSTITUTE OF TECHNOLOGY	BulkUploadTemplate.xlsx	KA Officer(Grad & Tech)	Approved	. ▲ Download File	Download Report 🛃	View	
FU00008	RAJIV GANDHI INSTITUTE OF	BulkUploadTemplate (38).xlsx	KA Officer(Grad & Tech)	Approved	. ▲ Download File	Download Report 🛓	View	