Boards of Apprenticeship and Training/
Board of Practical Training
NATIONAL APPRENTICESHIP TRAINING SCHEME

User Manual Document
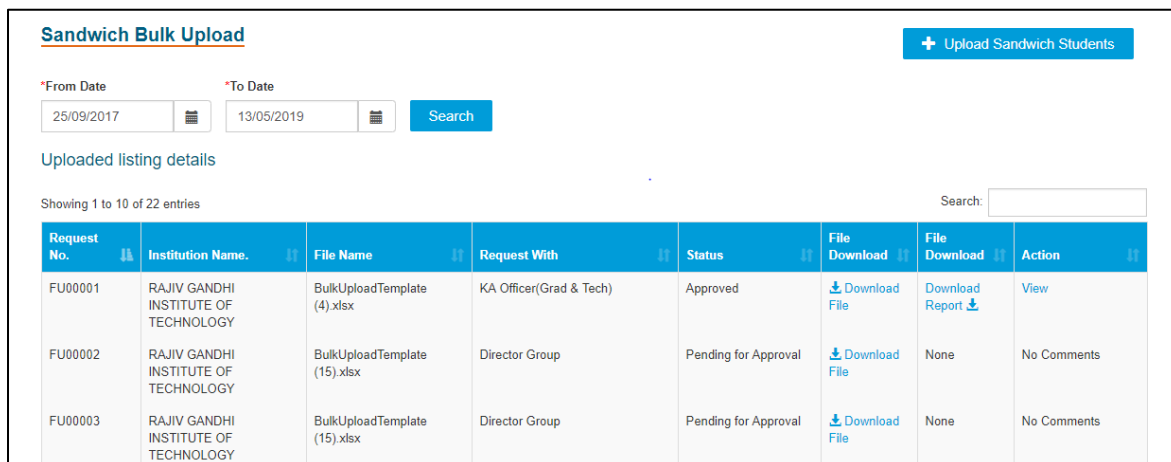
Version 2.0

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.
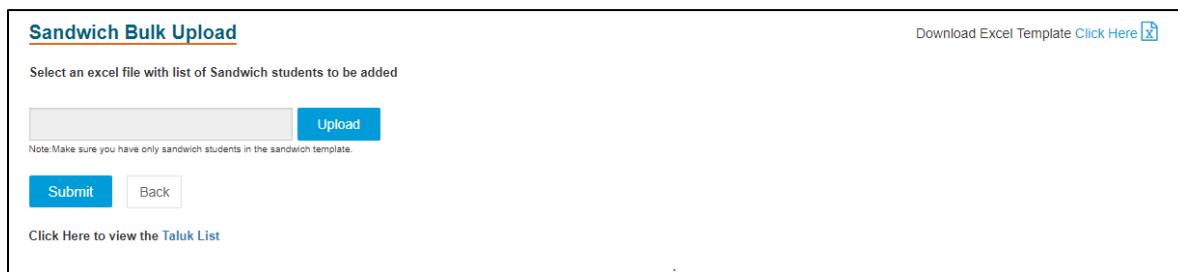

- Click on '**Upload Sandwich Students'** button, to redirect to the page where the Sandwich template can be downloaded, after which the details are to be filled and uploaded.

- 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.
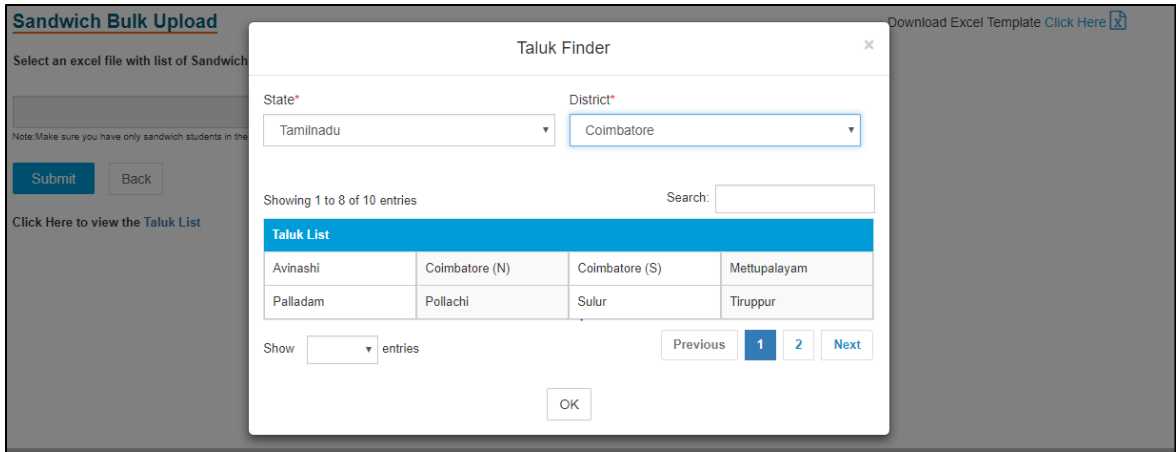
- If the taluk values are not available in the list, please contact your respective Regional Admin to add that missing taluk.
- On uploading the excel file, the following popup will be shown in case of any errors. Please mouse-hover the 'X' mark to find out the cause for the error.
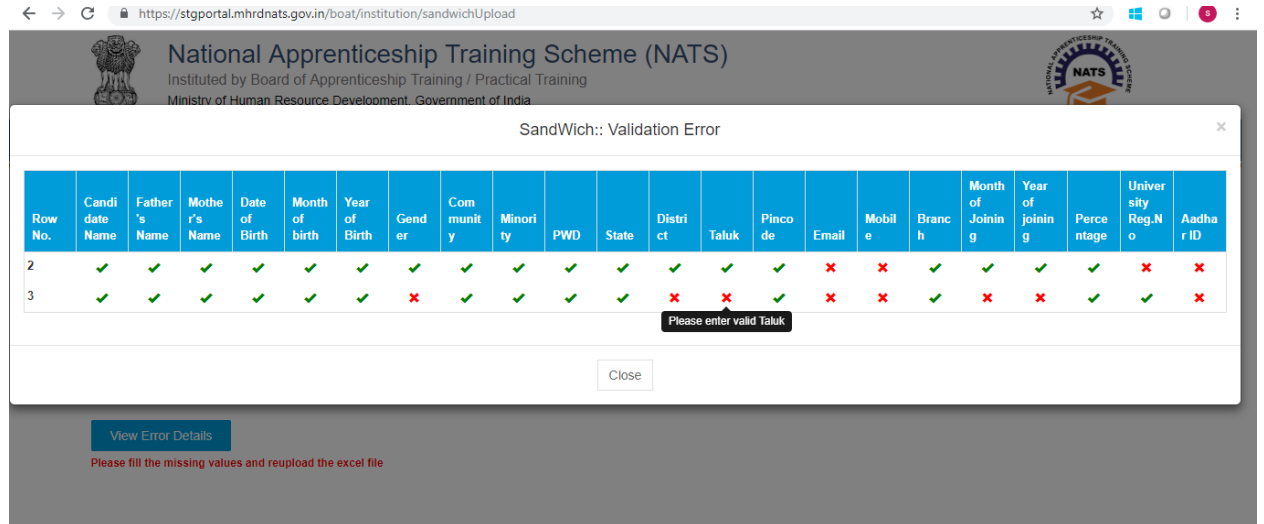
- On successful upload of the sandwich excel file, it goes to the respective Regional Director for approval/rejection.
- Once the director approves the file, User ID and Password is generated for the sandwich students and the Report will be available for download the next day.

Sandwich Bulk Upload

+ Upload Sandwich Students

*From Date

30/10/2018

*To Date

14/05/2019

Search

Uploaded listing details

Showing 1 to 6 of 6 entries (filtered from 22 total entries)

Search: download report

Request No.	Institution Name.	File Name	Request With	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 TECHNOLOGY	BulkUploadTemplate (38).xlsx	KA Officer(Grad & Tech)	Approved	⬇ Download File	Download Report ⬇	View