User Manual for SAA Admin - Pradhan Mantri National Apprenticeship Mela

Table of Contents

1 Introduction

The User Manual for *SAA Admin - Pradhan Mantri National Apprenticeship Mela* is designed to provide information on, how the SAA Admin can add and view mela location. The SAA Admin can perform following functionalities as listed.
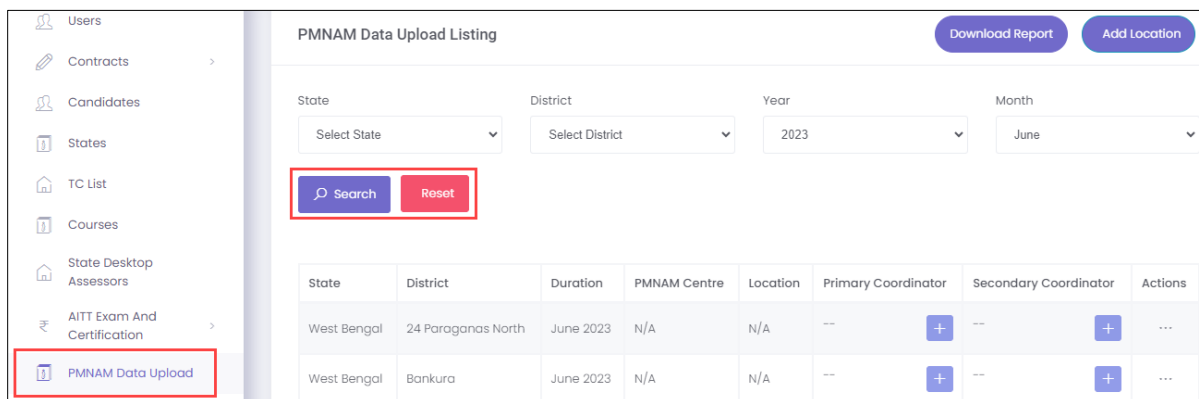
- View PMNAM Data Upload Listing
- Add Mela Location
- Update Mela Location
- Add Notice (State)
  - Edit Notice (State)
- Add Notice (District)
  - Edit Notice (District)
- Add News
  - Edit News
- View News and Update
- View Apprenticeship Statistics and State – wise e – KYC Map
- View Apprenticeship Mela Details Using Map

2 View PMNAM Data Upload Listing

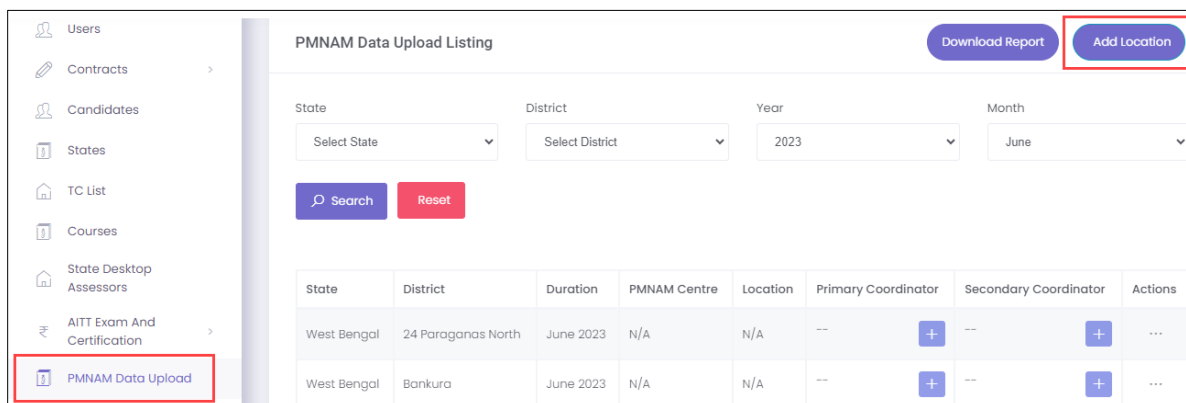The **PMNAM Data Upload Listing** screen allows SAA Admin to view PMNAM details.

- ➢ The **PMNAM Data Upload Listing** screen displays the details such as State, District, Duration, PMNAM Centre, Location, Primary Coordinator, Secondary Coordinator, and Action.

- ➢ The SAA Admin can search for particular PMNAM data based on State, District, Year, and Month. Click **Search,** to search for particular data.

3   Add Mela Location

The **Add Mela Location** screen allows the SAA Admin to add apprenticeship mela location.

> ➢ The **PMNAM Data Upload Listing** screen displays State, District, Duration, PMNAM Centre, Location, Primary Coordinator, Secondary Coordinator, and Action.

> ➢ Click **Add Location**, the **Add Apprenticeship Mela Location** screen appears.

➢ The **Add Apprenticeship Mela Location** screen allows SAA Admin to select Year, Month, State, and District from the drop-down list.

➢ The **Add Apprenticeship Mela Location** screen also allows to enter PMNAM Centre and Location.

➢ Click **Submit**, the **Location added successfully** message appears and navigates to the **PMNAM Data Upload Listing** screen.
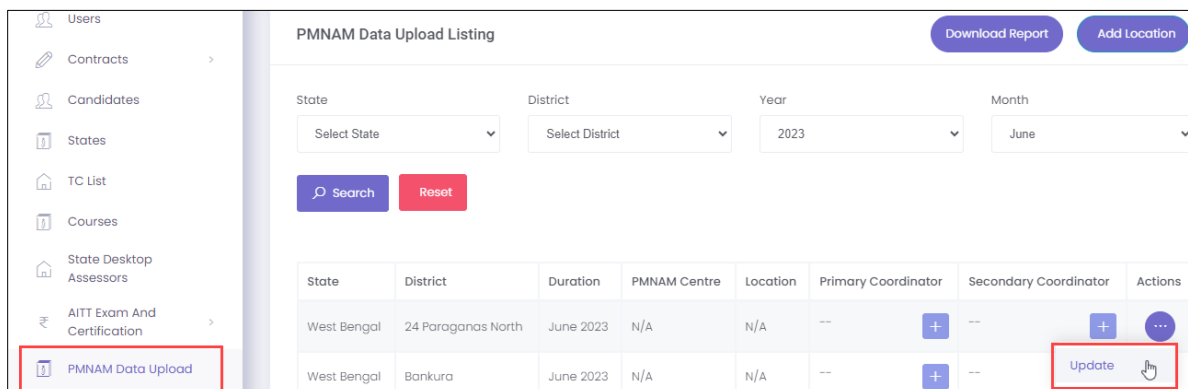
Note:
- Only current and upcoming month will be displayed in the month drop-down list.
- Every mela location must have two mela coordinators

4   Update Mela Location

The **Update Mela Location** screen allows SAA Admin to update details of the mela location.

- The **PMNAM Data Upload Listing** screen displays State, District, Duration, PMNAM Centre, Location, Primary Coordinator, Secondary Coordinator, and also allows to update under Actions.

- Click **Update**, the **Update Location** screen appears.

- The **Update Location** screen displays State and District and also allows to enter PMNAM Centre and Location.
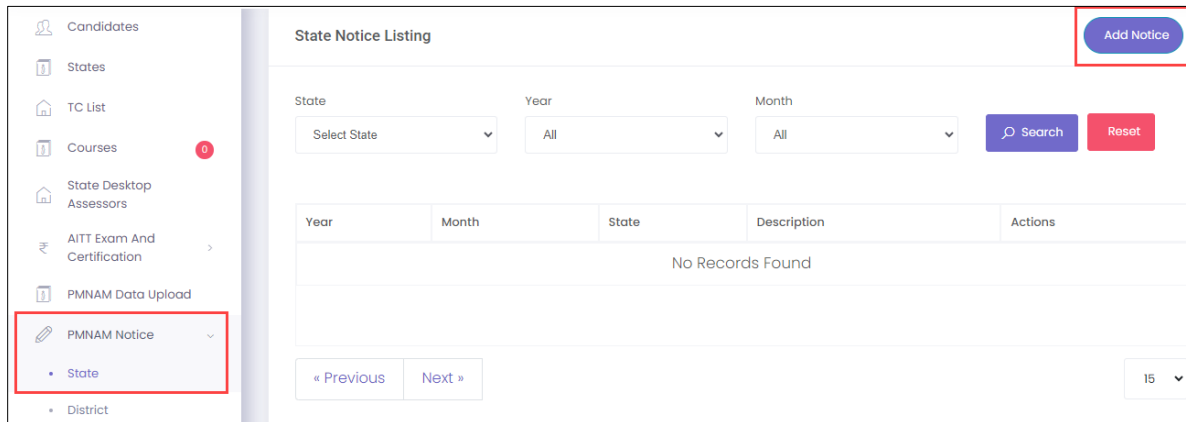

- Click **Submit**, the **Location updated successfully** message appears and navigates to the **PMNAM Data Upload Listing** screen.

5   Add Notice (State)

The **Add Notice** screen allows the SAA Admin to add notice for state.

> - The **State Notice Listing** screen displays the details such as Year, Month, State, Description and Actions.
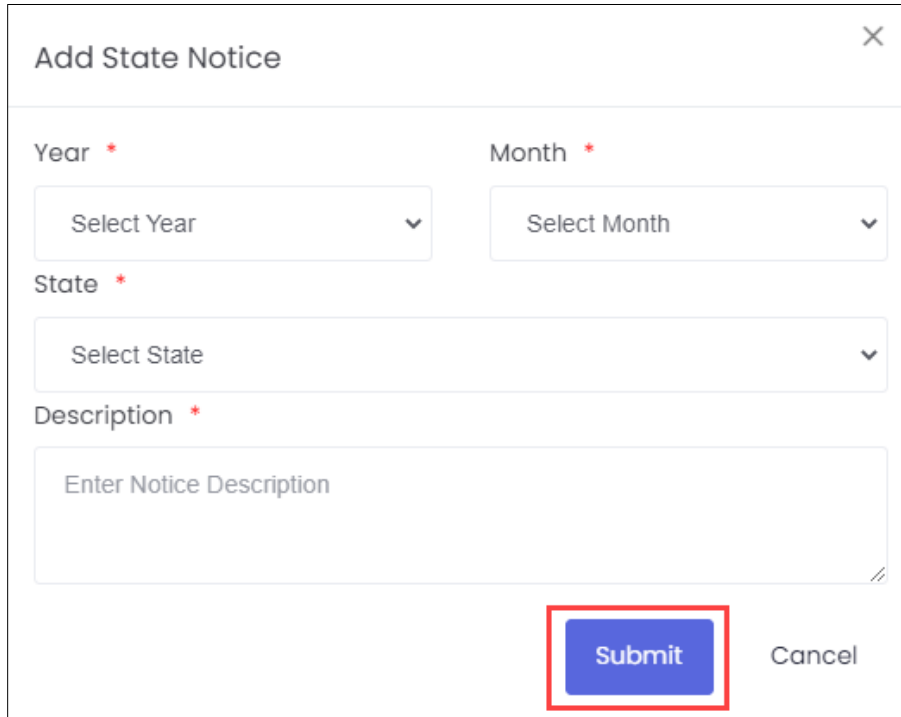
> - Click **Add Notice**, the **Add State Notice** screen appears.

➢ The **Add State Notice** screen allows the SAA Admin to enter the Description and also allows to select the details such as Year, Month, and State from the drop-down list.
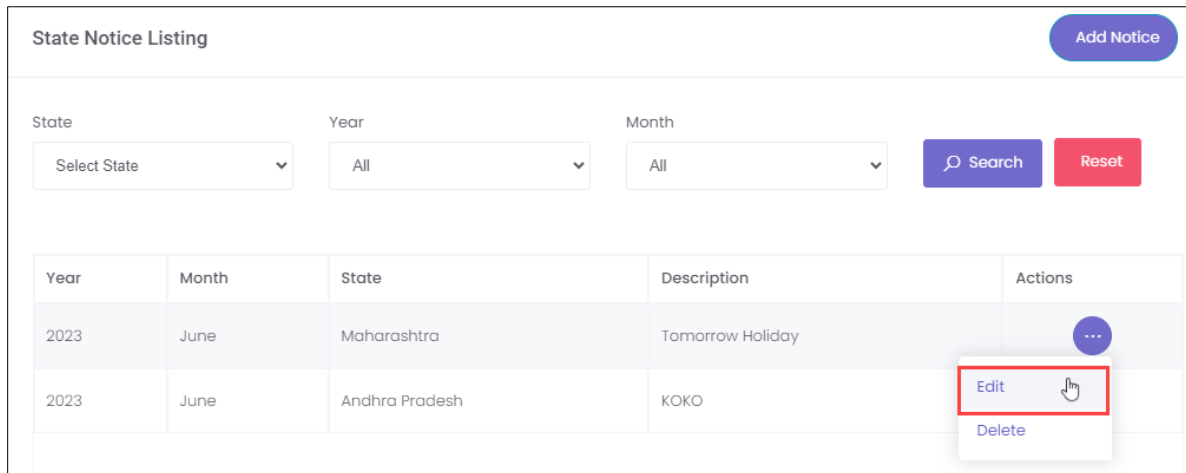

➢ Click **Submit**, the **Notice added successfully** message appears.

7.1 Edit Notice (State)

The **Edit Notice (State)** screen allows the SAA Admin to edit the existing state notice details.

- ➢ The **State Notice Listing** screen displays the details such as Year, Month, State, Description, and also allows to edit under Actions.
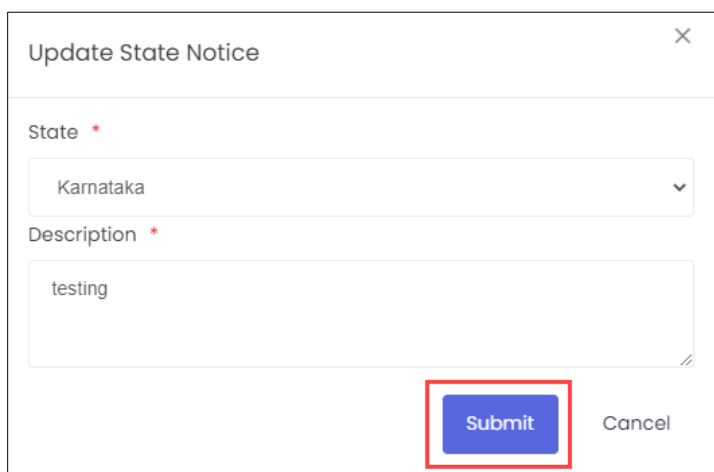
- ➢ Click **Edit**, the **Update State Notice** screen appears.

- ➢ The **Update State Notice** screen allows the SAA Admin to select the State and edit the description.
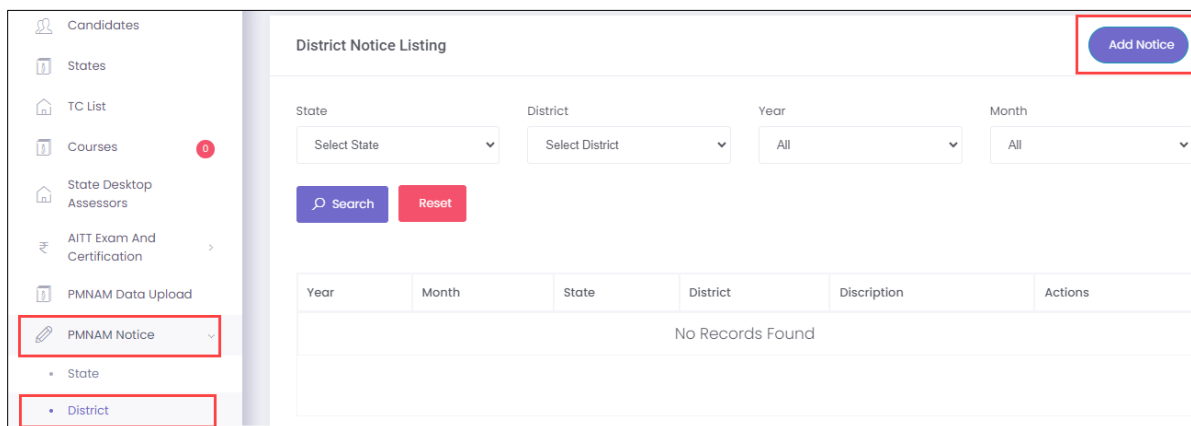

- ➢ Click **Submit**, the **Notice added successfully** message appears.

6   Add Notice (District)

The **Add Notice** screen allows the SAA Admin to add notice for district.

- ➢ The **District Notice Listing** screen displays the details such as Year, Month, State, District, Description and Actions.
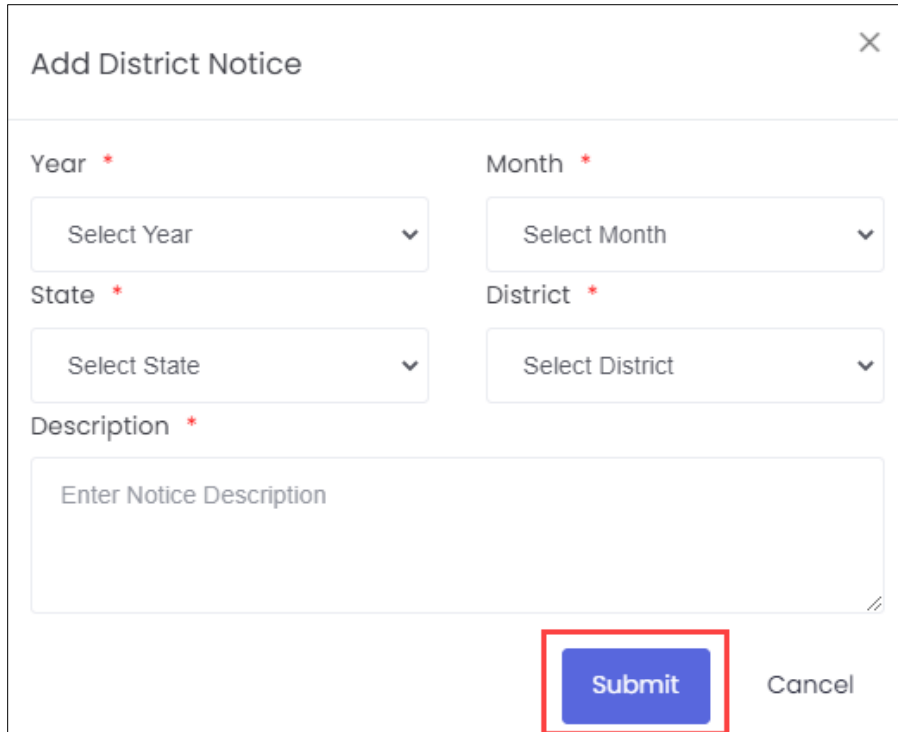
- ➢ Click **Add Notice**, the **Add District Notice** screen appears.

➢ The **Add District Notice** screen allows the SAA Admin to enter the Description and also allows to select the details such as Year, Month, State, and District from the drop-down list.
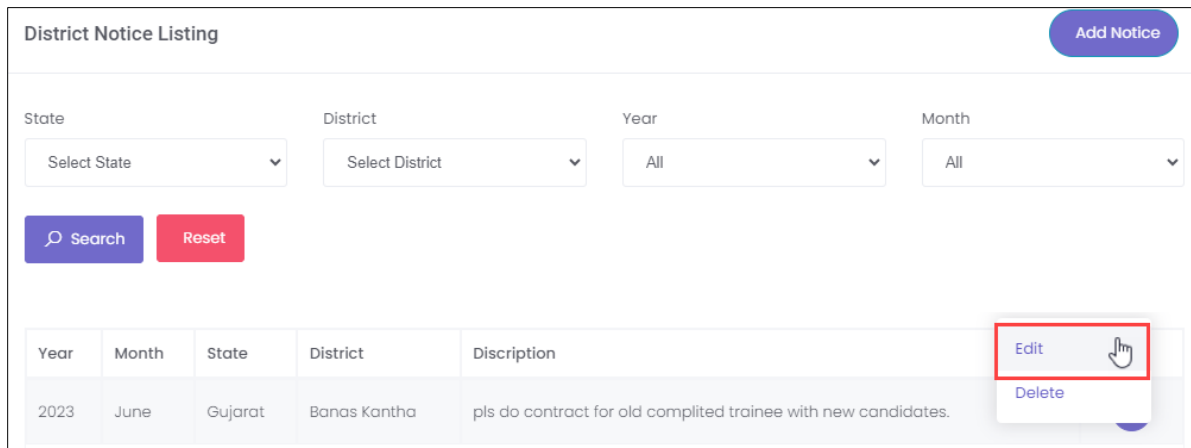

➢ Click **Submit**, the **Notice added successfully** message appears.

8.1   Edit Notice (District)

The **Edit Notice (District)** screen allows the SAA Admin to edit the existing district notice details.

➢ The **District Notice Listing** screen displays the details such as Year, Month, State, District, Description, and also allows to edit under Actions.

➢ Click **Edit**, the **Update District Notice** screen appears.

➢ The **Update District Notice** screen allows the SAA Admin to edit the State and District for the drop-down list and also allows to edit the description.
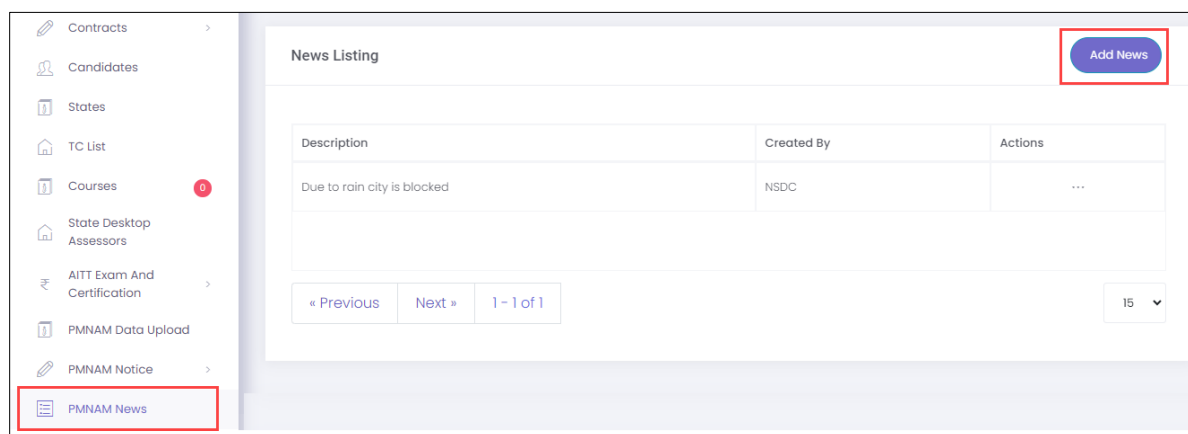

➢ Click **Submit**, the **Notice added successfully** message appears.

9   Add News
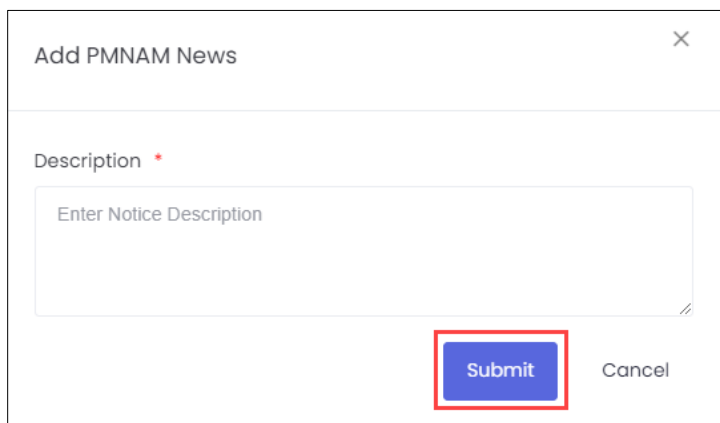
The **Add News** screen allows the SAA Admin to add news for the mela location.

➢ The **News Listing** screen displays the details such as Description, Created By and Actions.

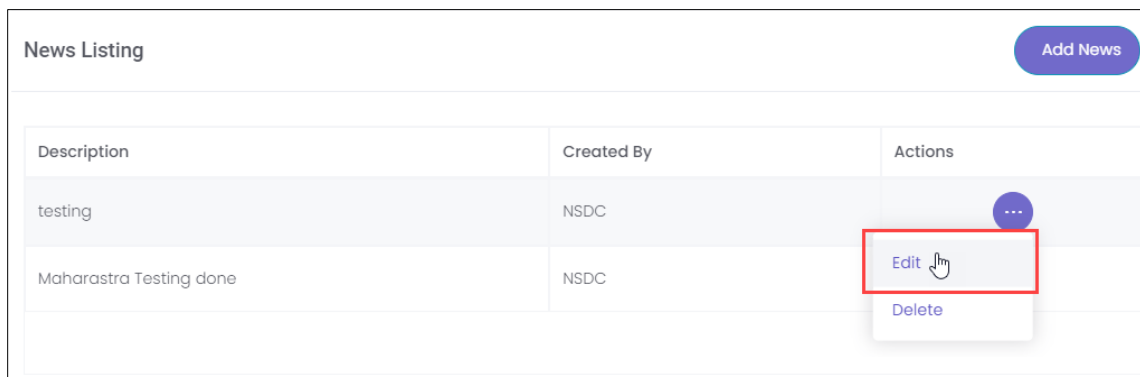➢ Click **Add News**, the **Add PMNAM News** screen appears.

➢ The **Add PMNAM News** screen allows the SAA Admin to enter the notice description.

➢ Click **Submit**, the **News added successfully** message appears.

9.1   Edit News

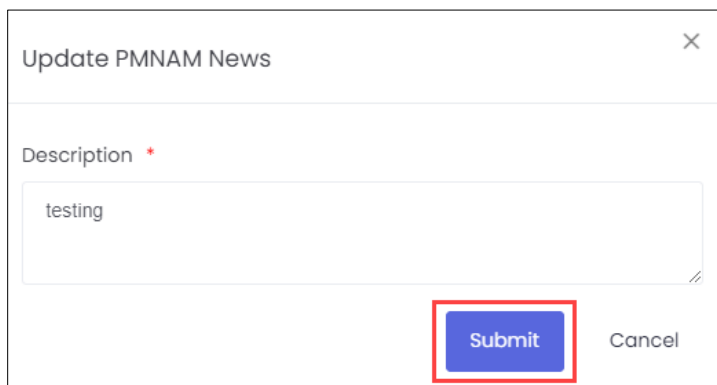The **Edit News** screen allows the SAA Admin to edit the existing mela news.

➢ The **News Listing** screen displays the details such as Description, Created By and also allows to edit the details under Actions.

➢ Click **Edit**, the **Update PMNAM News** screen appears.

➢ The **Update PMNAM** screen allows the SAA Admin to edit/update the news content.
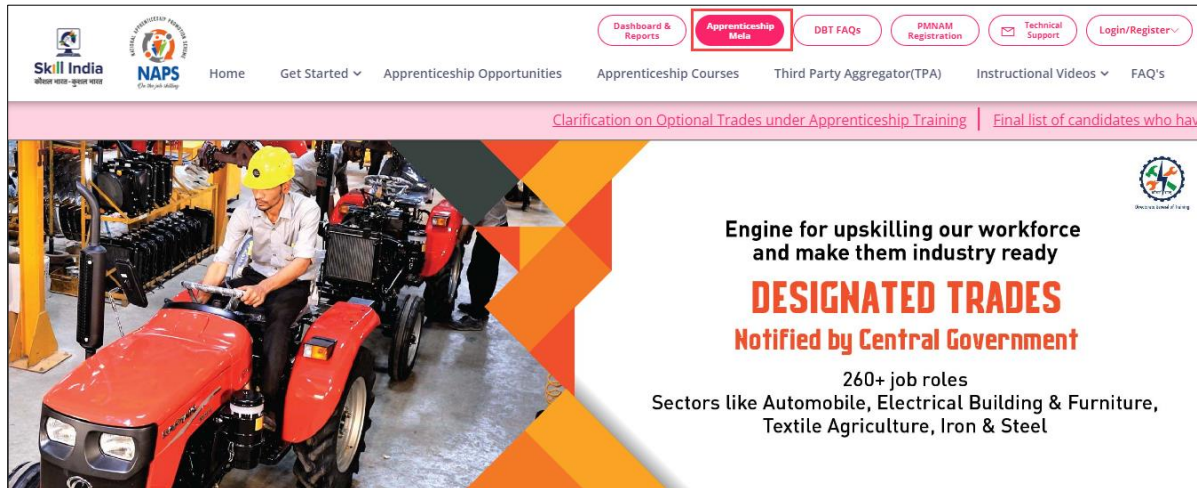

➢ Click **Submit**, the **News Updated Successfully** message appears.

10 View News and Update

The **PM National Apprenticeship Mela** screen allows the user to view news and update using the map of India.

➢ Click **Apprenticeship Mela**, the following screen appears.

➢ The **PM National Apprenticeship Mela** screen displays News and Update of the states.
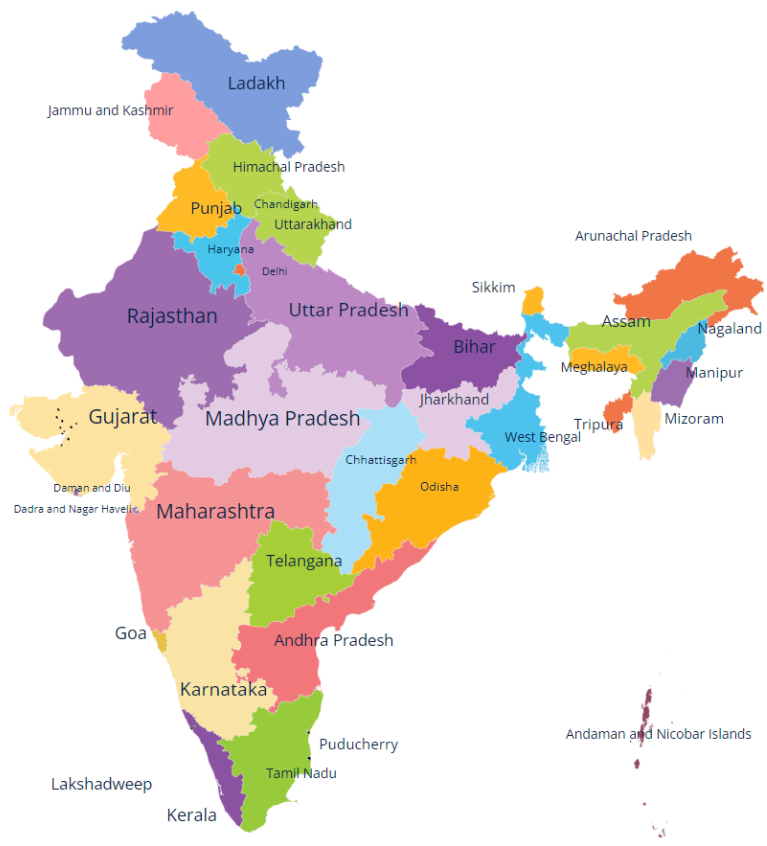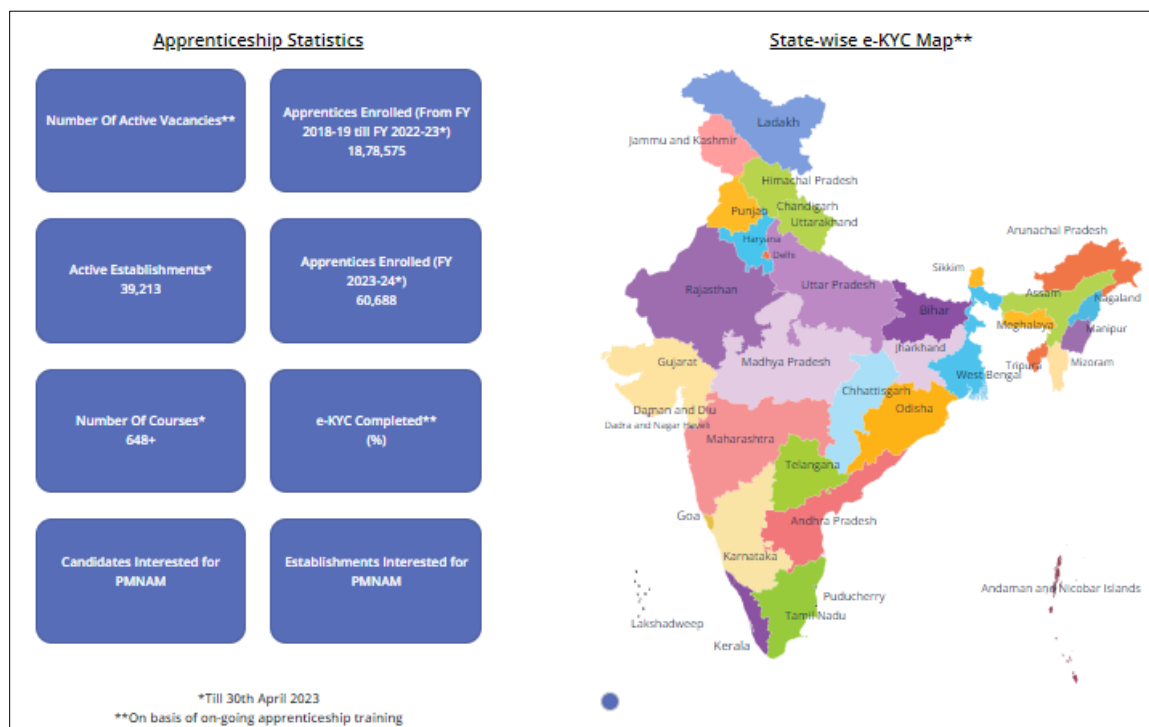
11 View Apprenticeship Statistics and State – wise e-KYC Map

The **Apprenticeship Statistics** and **State – wise e – KYC Map** screen allows SAA Admin to view details of apprenticeship such as number candidates enrolled and number of opportunities for the required states.

To Navigate

Home - - > Dashboard

- ➢ The **Apprenticeship Statistics** screen displays details such as Number of Active Vacancies, Apprentices Enrolled, Active Establishments, Apprentices Enrolled, Number of Courses, e – KYC Completed, Candidate Interested for PMNAM, and Establishments Interested for PMNAM.

12 View Apprenticeship Mela Details Using Map

The **Mela Location MAP** allows the SAA Admin to view the mela details using the map of India.

To Navigate

Home - - > Dashboard - - > Apprenticeship Mela

> ➢ To view the mela location details, click on the required state in the India map or you can also enter the state name in search bar to search the particular state.

➤ The **Apprenticeship Mela Details** screen displays the details such as State, District, Location 1 (Apprenticeship Mela Location), Apprenticeship Mela Location, Location, also displays Coordinator Details such as Coordinators Name, Email ID, Phone No, and Coordinator Type.

➤ The **Apprenticeship Mela Details** screen also displays Participating Establishments details such as Establishments, Trade/Job, Trade Type, and Vacancies.