



CAMPUSSM
MANAGEMENT



SDMS User Manual for Placement Portal

PMKVY2.0

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Introduction

Training Partner (TP) will be the key user to operate the placement web portal.

This document provides information on how to enter the employer data and Placement details.

Login Page

1. Browse the URL mentioned below to open SDMS portal.

<https://c20uatweb100.saas.talismaonline.com/Placement/Login>

2. Enter the **User Name** and **Password** and click **Login**.

Note: **Clear** clears the entered details.

Placement Officer Login

Username: 10A18000F

Password: *****

☐ Remember Me [Forgot Password](#)

LOGIN **CLEAR**

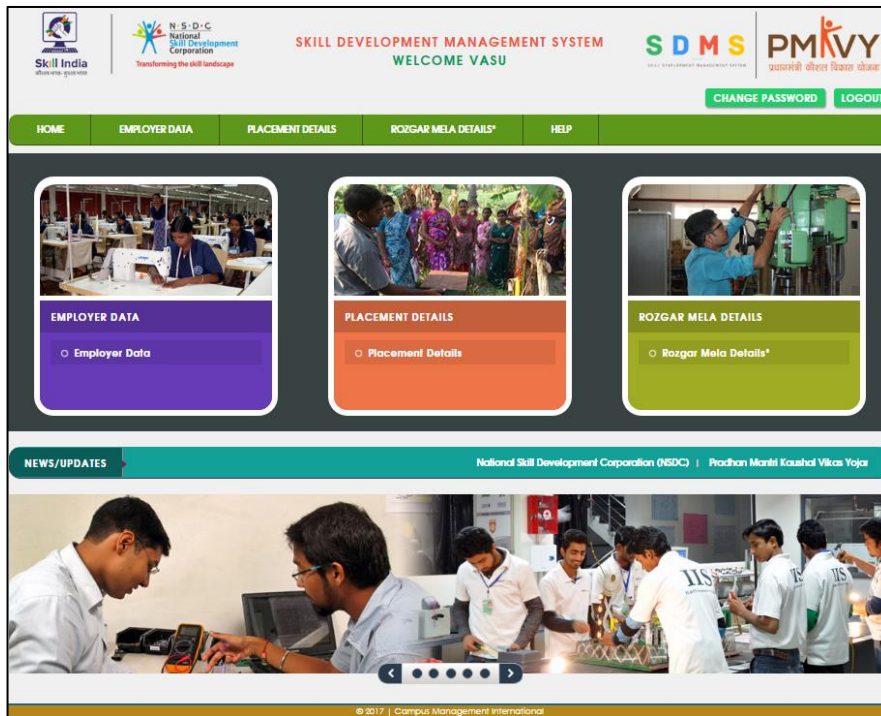
INSTRUCTIONS FOR PLACEMENTS OFFICER

- ✓ To get started, please contact the Training Center to have your Placements Officer Profile created.
- ✓ After your Profile is created by the Training Center, you will receive an automated email with the Username and Password within 48 hours.
- ✓ Use the Username and Password to login.
- ✓ You will now be able to update Employer Details, Rozgar Mela Details and Candidate Placement Details.

Recommended browsers: Later versions from Internet Explorer 9, Google Chrome 25, Mozilla Firefox 25, Safari 5.0.5

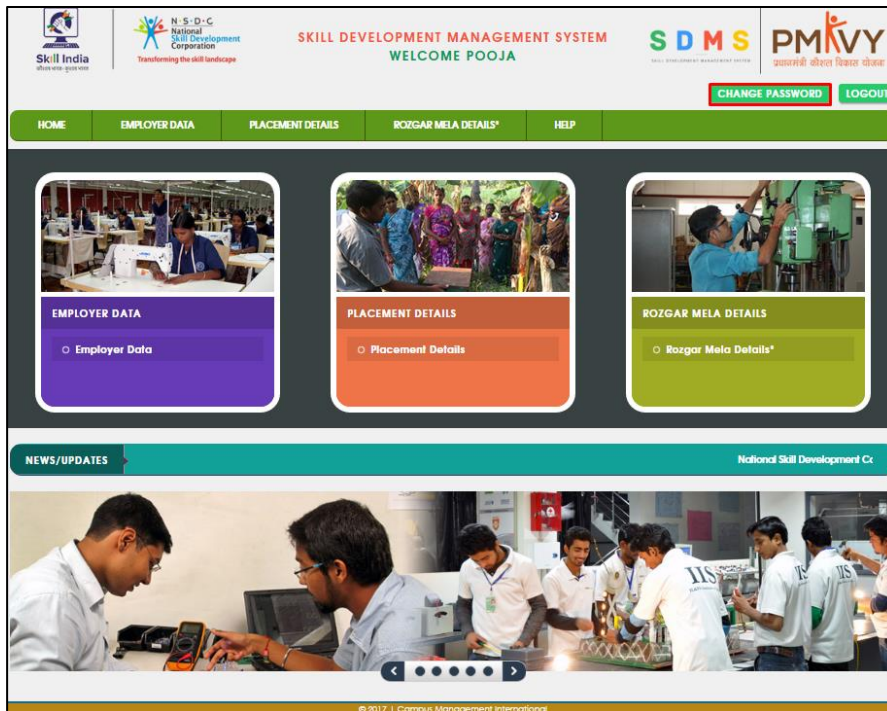
Home Page

Placement portal Home page is displayed.



Change Password

Click **Change Password** in upper right corner of the home page.



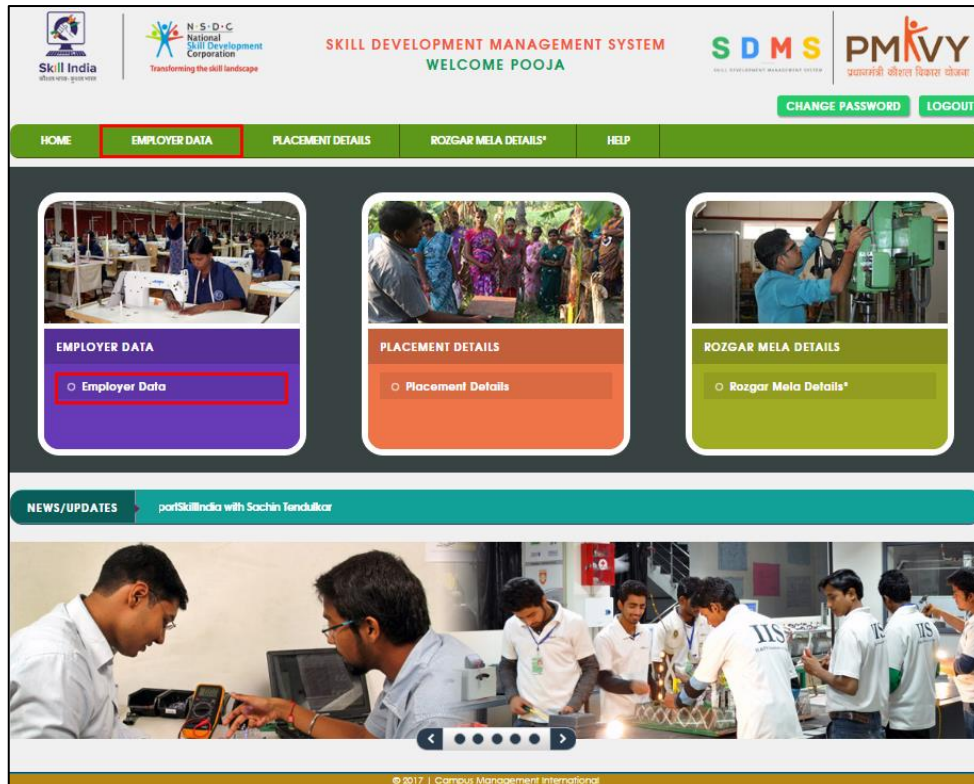
1. Enter Old Password and New Password Details.

Note: New password should meet the password complexity requirement.

2. Click **SAVE**, password will be reset to new password.

Entering the Employer details

1. Click **Employer data** either in menu bar or in widget to enter the employer details.



2. Employer Data page is displayed.

3. Enter the **Employer Details** and click **Add** and **Submit**.

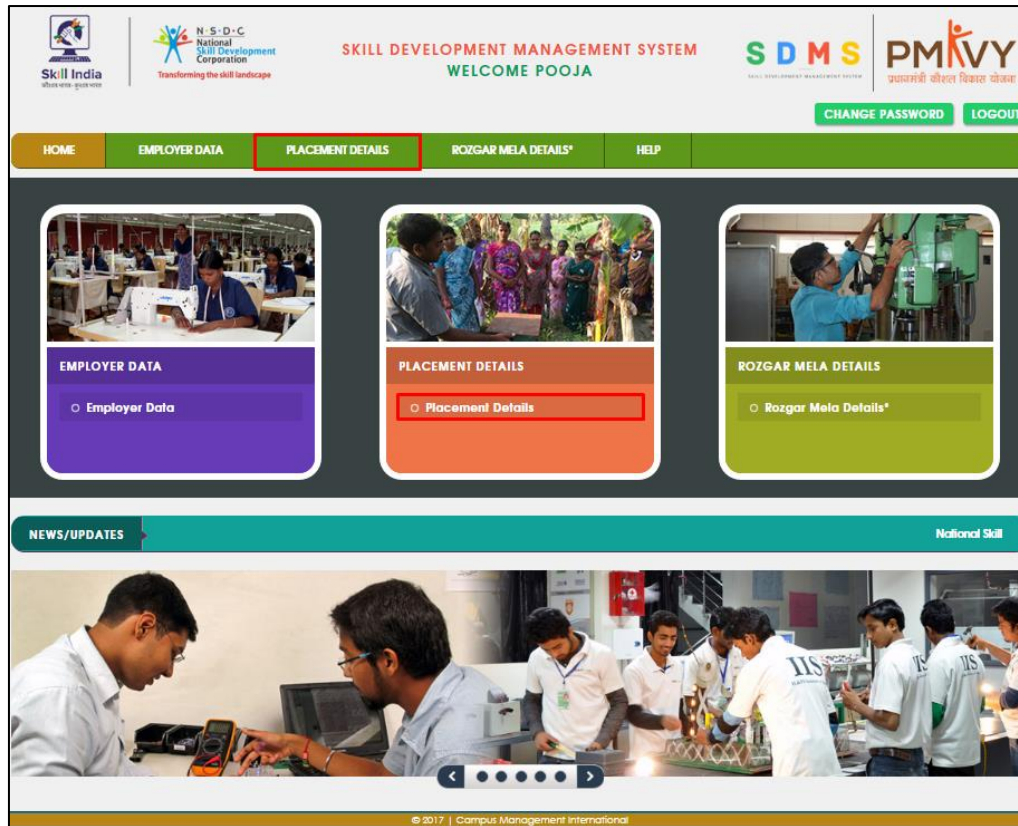
The screenshot shows the 'EMPLOYER DATA' section of the Skill Development Management System (SDMS) interface. The form is titled 'EMPLOYER DATA' and includes the following fields:

- Name of the Organization***: Text input field.
- Type of the Organization***: Dropdown menu.
- Contact Person***: Text input field (First, Middle & Last Name).
- Contact Email***: Text input field.
- Contact Number***: Text input field (Mobile / Phone Number).
- Organization Website***: Text input field.
- ADD EMPLOYER DATA**: Button.
- Pincode***: Text input field.
- Address***: Text input field.
- State***: Dropdown menu.
- District***: Dropdown menu.
- ADD**: Button.
- SUBMIT**: Button.

Field	Description
Name of the organization	Enter the organization name
Type of the organization	Dropdown values
Contact person	Enter the name of contact person
Contact Email	Enter the email id of the contact person
Contact Number	Enter the mobile/Landline number of the contact person
Organization website	Enter the website URL
Pincode	Enter the address pincode of the employer
Address	Enter the organization address in detail
State	Dropdown values
District	Dropdown values

Entering the Placement Details

1. Click **Placement Details** either in menu bar or in the widget to enter the Placement details.



2. **Placement Details** page is displayed.



3. Select the appropriate assessment date to view the candidates in a batch and click **Search**.

The screenshot shows the SDMS interface with the following elements:

- Header:** Logos for Skill India, N-S-D-C National Skill Development Corporation, SKILL DEVELOPMENT MANAGEMENT SYSTEM, SDMS, and PMKVY. A "WELCOME VASU" message is displayed. Buttons for "CHANGE PASSWORD" and "LOGOUT" are on the right.
- Navigation Bar:** HOME, EMPLOYER DATA, PLACEMENT DETAILS, ROZGAR MELA DETAILS*, and HELP.
- Section Header:** PLACEMENT DETAILS
- Instructions:** PLEASE CLICK ON A BATCH TO VIEW THE LIST OF CANDIDATES
- Search Filters:**
 - Assessment From Date: 17-Aug-2016
 - Assessment To Date: 21-Feb-2017
 - Training Type: Short Term Training (dropdown menu)
 - SEARCH button
- Table:**

BATCH NAME	ASSESSMENT DATE	TOTAL COUNT OF CANDIDATES	TOTAL CERTIFIED CANDIDATES
1602M/P000017JBWS/Q0101-00000091	2016-11-03	10	0

4. Click the **batch name** to view the detailed candidate employment list.

This screenshot is identical to the one above, showing the SDMS interface with the search results for candidates. The batch name "1602M/P000017JBWS/Q0101-00000091" is highlighted with a red box, indicating it should be clicked to view the detailed candidate employment list.

Candidate Employment Details

1. To view Candidate employment details.

2. Under **candidate details** select the candidate name from the dropdown menu.

Note: After selecting the candidate name, certification and employment details will pop up automatically, since it is a system generated message.

- Candidate details will be displayed after selecting the candidate name from dropdown menu.

The screenshot shows the 'CANDIDATE EMPLOYMENT DETAILS' page. The 'Candidate Details' tab is active, displaying a dropdown menu with 'fatima bano' selected. Other details include Gender: Female, Date of Birth/Year of Birth: 02-Jul-1998, and Eligibility for Post Placement Support: Yes. The 'Certification Details' tab shows Batch Assessment Date: 03-Nov-2016. The 'Employment Details' tab shows Total days of Employment: 0. Below these tabs is a table to 'ADD CANDIDATE EMPLOYMENT DETAILS' with columns: FROM DATE, TO DATE, TYPE OF EMPLOYER, and ACTION. The table is currently empty. Below the table is a 'VIEW CANDIDATE EMPLOYMENT DETAILS' section with a table showing one entry: FROM DATE: 01-Feb-2017, TO DATE: (empty), TYPE OF EMPLOYER: Wage Employment, NAME OF EMPLOYER/NATURE OF EMPLOYMENT: Sodhi Enterprises, MONTHLY INCOME: 1000, WORK STATE/DESIGNATION: Mechanic, WORK DISTRICT: New Delhi, and ACTION: (red X icon). At the bottom are 'BACK' and 'CLEAR' buttons.

- Add the candidate employment details as per shown in the data.

The screenshot shows the 'CANDIDATE EMPLOYMENT DETAILS' page with the 'ADD CANDIDATE EMPLOYMENT DETAILS' form filled out. The 'FROM DATE' is 01-Feb-2017, 'TO DATE' is empty, 'TYPE OF EMPLOYER' is Wage Employment, 'NAME OF EMPLOYER' is Sodhi Enterprises-Vasori, 'MONTHLY INCOME' is Monthly Income, and 'DESIGNATION' is Designation. The 'UPLOAD DOCUMENT PROOF' button is visible. Below the form is the 'VIEW CANDIDATE EMPLOYMENT DETAILS' table, which is the same as in the previous screenshot. At the bottom are 'BACK' and 'CLEAR' buttons.

6. To view all the candidate list under the selected batch click **View complete list of candidate**.

CANDIDATE EMPLOYMENT DETAILS

VIEW COMPLETE LIST OF CANDIDATE

Candidate Details

Candidate: fatima bano

Gender: Female

Date of Birth/Year of Birth: 02-Jul-1998

Eligibility for Post Placement Support: Yes

Certification Details

Batch Assessment Date: 03-Nov-2016

Employment Details

Total days of Employment : 0

ADD CANDIDATE EMPLOYMENT DETAILS

FROM DATE	TO DATE	TYPE OF EMPLOYER	NAME OF EMPLOYER	MONTHLY INCOME	DESIGNATION	UPLOAD DOCUMENT PROOF
From Date	To Date	Wage Employme	Sodhi Enterprises-Vasor	Monthly Income	Designation	UPLOAD

VIEW CANDIDATE EMPLOYMENT DETAILS

FROM DATE	TO DATE	TYPE OF EMPLOYER	NAME OF EMPLOYER/NATURE OF EMPLOYMENT	MONTHLY INCOME	WORK STATE/DESIGNATION	WORK DISTRICT	ACTION
01-Feb-2017		Wage Employment	Sodhi Enterprises	1000	Mechanic	New Delhi	X

BACK **CLEAR**

Note: Click **Back** to back to the placement details page.

Click **Clear** to clear the values entered.

7. List of candidates with details are displayed.

Candidate Details			
CANDIDATE NAME	GENDER	DOB/YOB	PLACEMENT STATUS
Sadiya ali	Female	1996-02-20	NA
fatima bano	Female	1998-07-02	NA
afarin	Female	1995-08-12	NA
Nargis	Female	1989-03-03	NA
Vidhi Kaushal	Female	1999-12-10	NA
Pooja Choudhry	Female	2000-12-15	NA
Akanksha Chouhan	Female	2001-09-10	NA
Prachi Barmar	Female	2001-09-26	NA