SDMS User Manual for Placement Portal

PMKVY2.0

21st February, 2017

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Table of Content

TABLE OF CONTENT 3
INTRODUCTION 4
LOGIN PAGE 4
HOME PAGE 5
CHANGE PASSWORD 6
ENTERING THE EMPLOYER DETAILS 7
ENTERING THE PLACEMENT DETAILS 9
CANDIDATE EMPLOYMENT DETAILS 11

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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.

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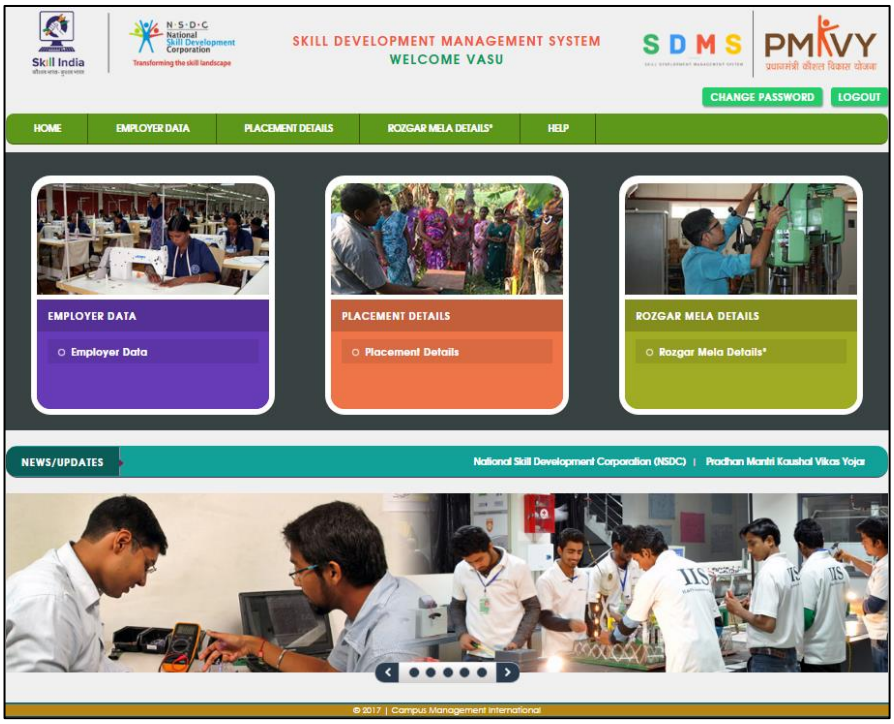
Home Page

Placement portal Home page is displayed.



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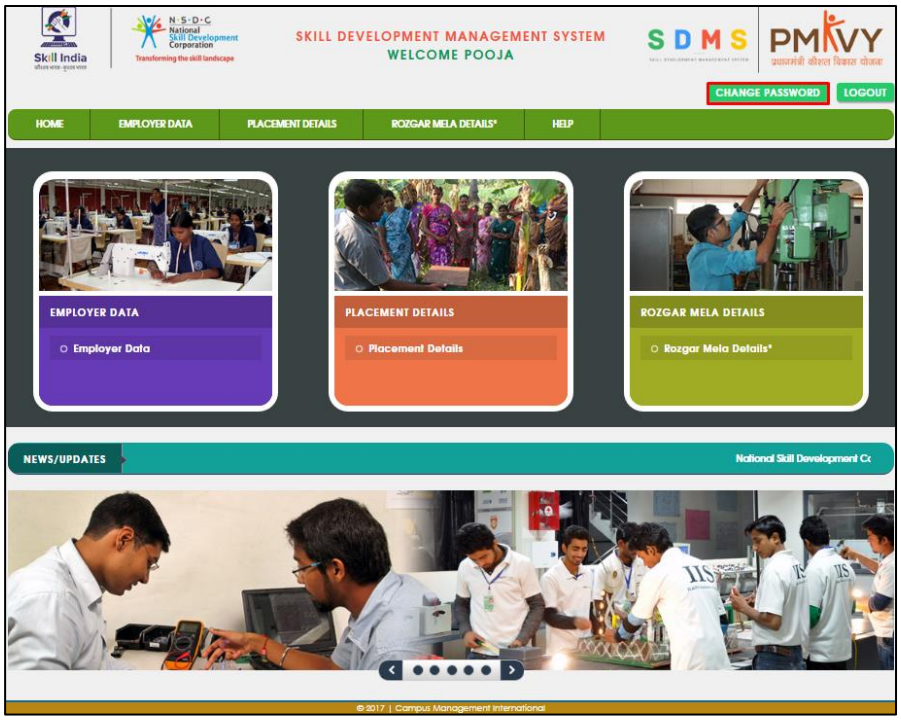
Change Password

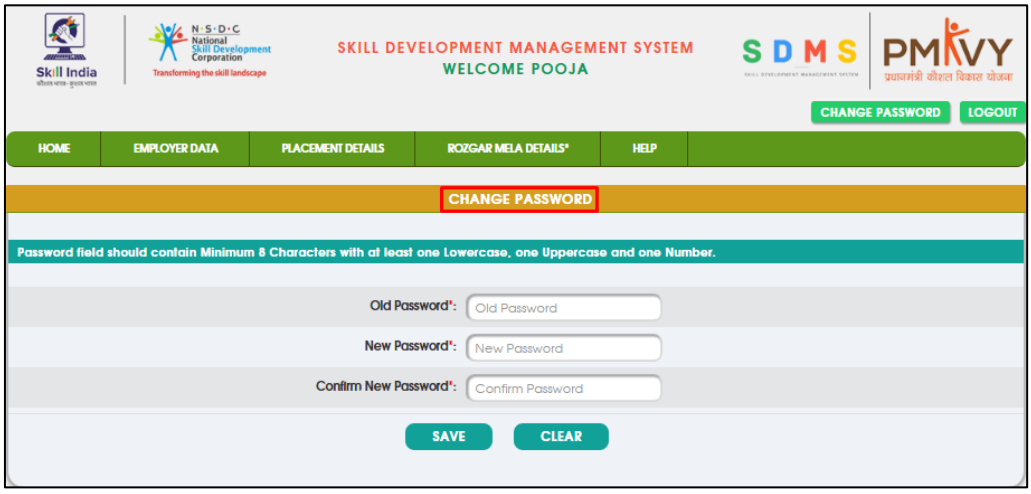
Click **Change Password** in upper right corner of the home page.



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.



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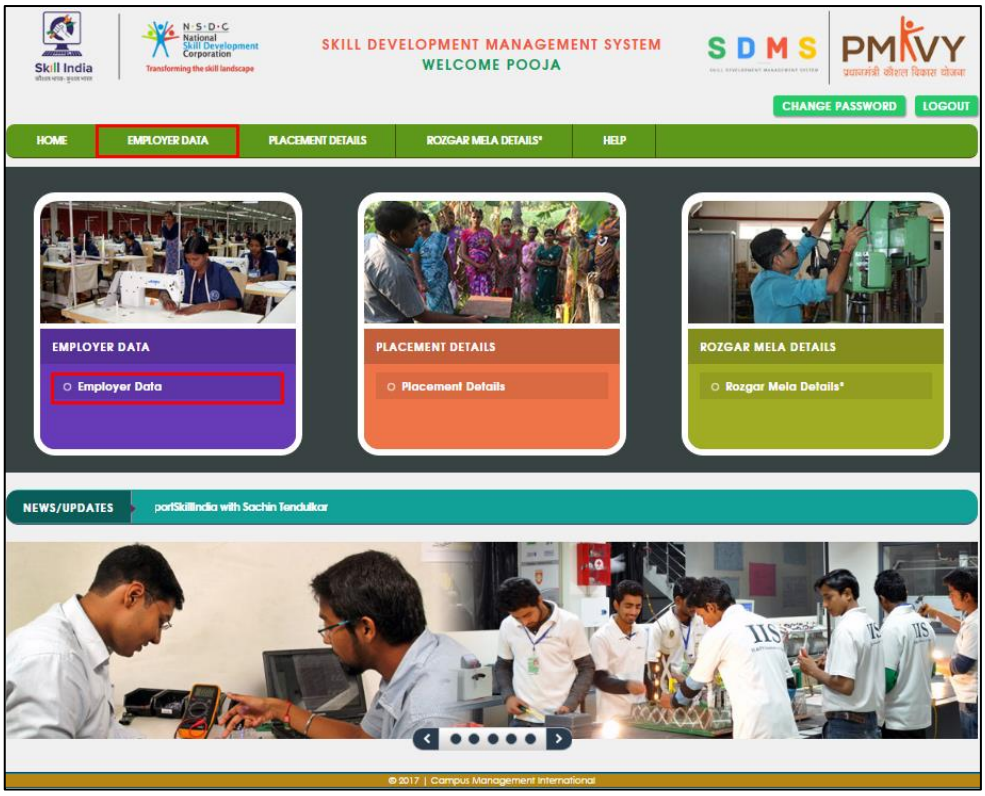
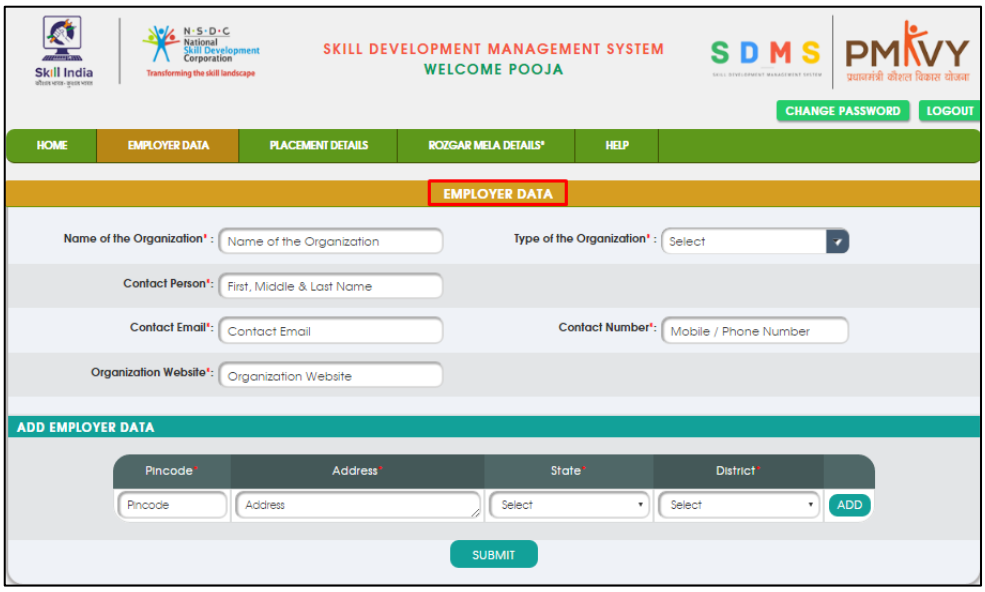
Entering the Employer details

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



2. Employer Data page is displayed.



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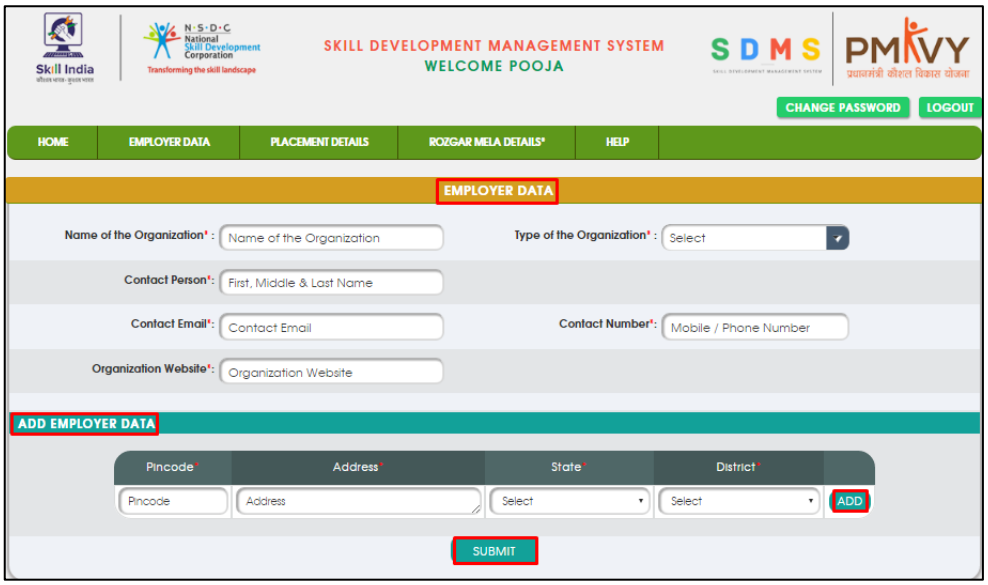
3. Enter the **Employer Details** and click **Add** and **Submit**.



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

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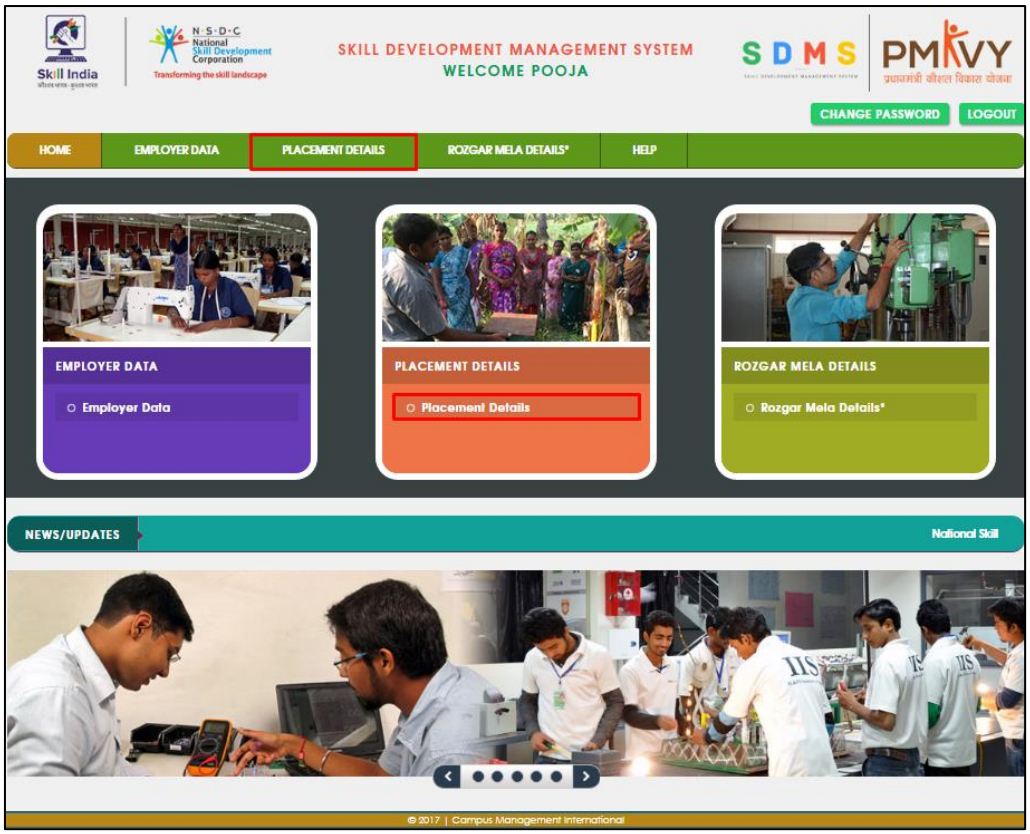
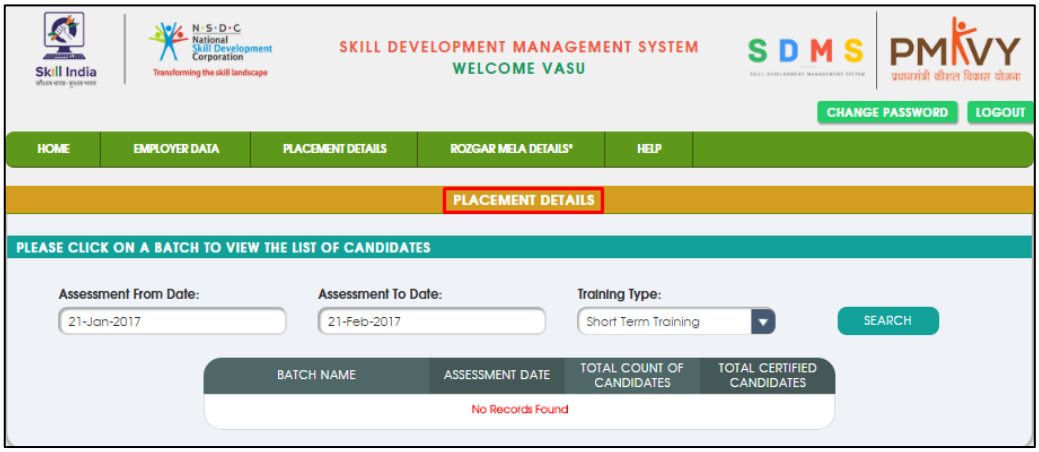
Entering the Placement Details

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



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



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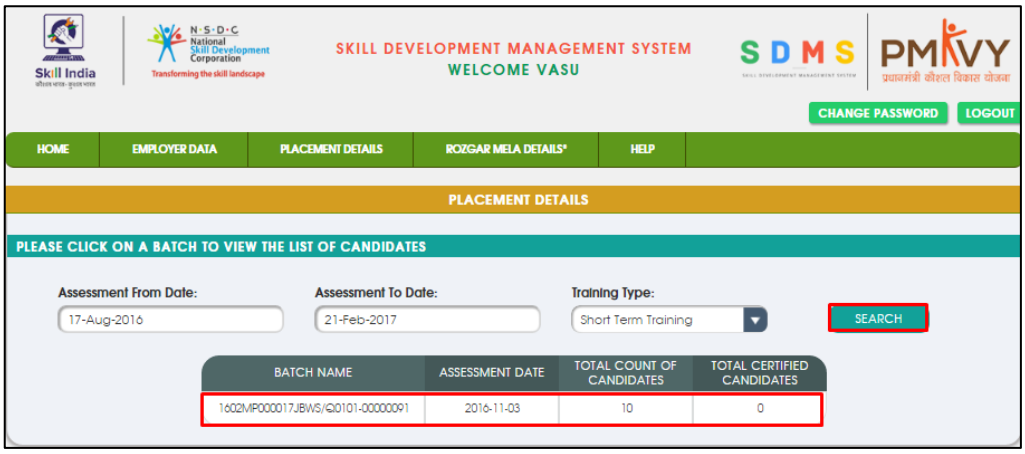
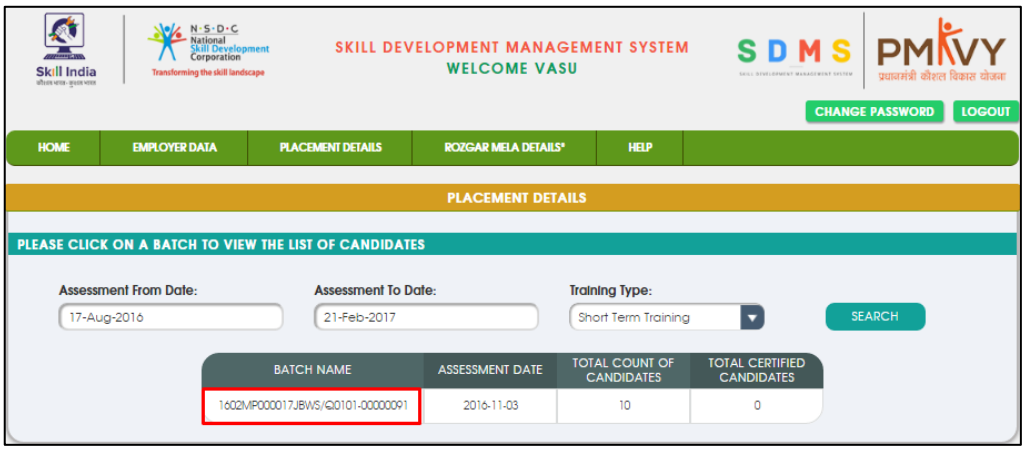
3. Select the appropriate assessment date to view the candidates in a batch and click **Search**.



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



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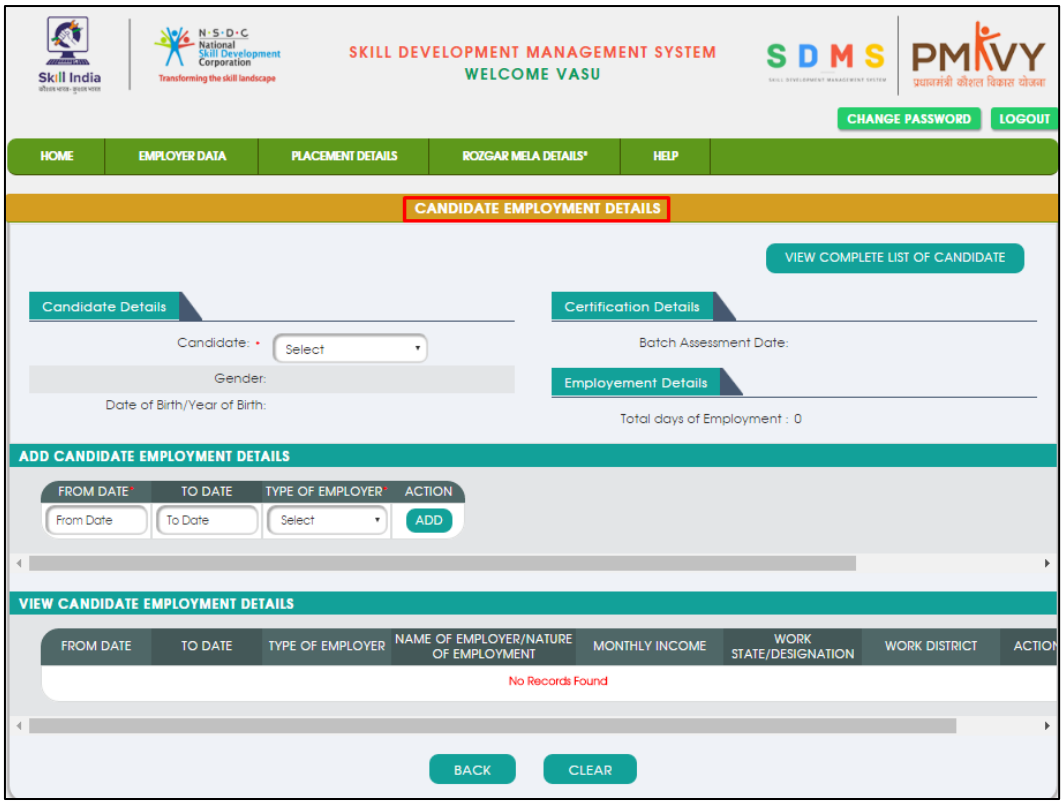
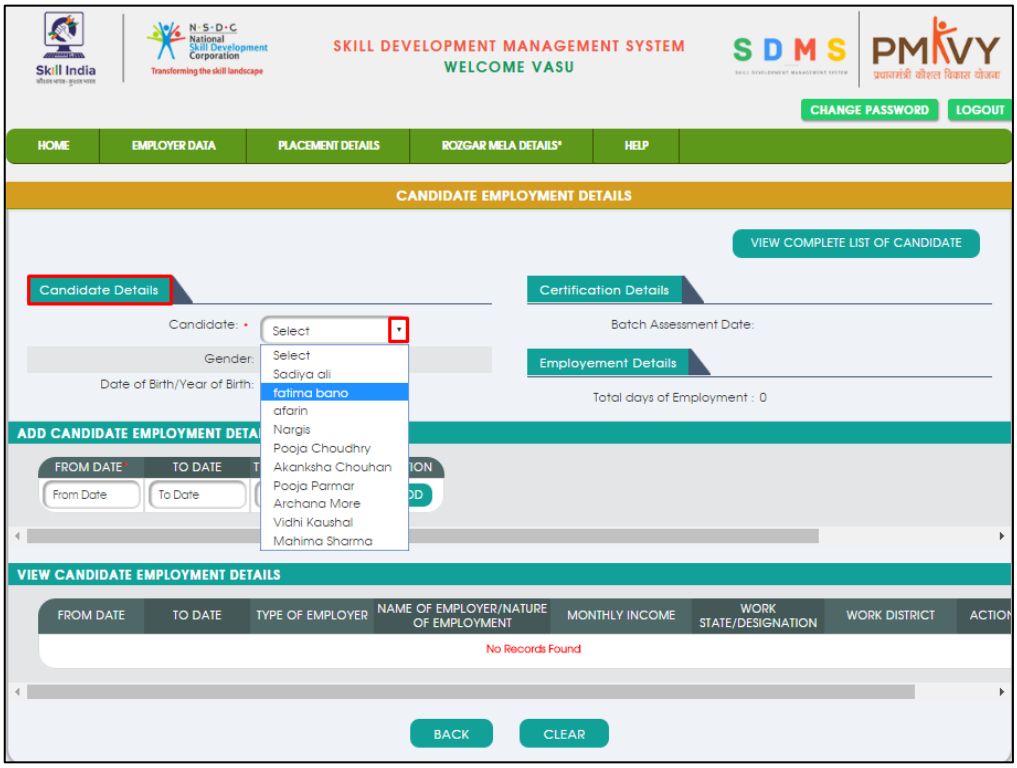
Candidate Employment Details

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.

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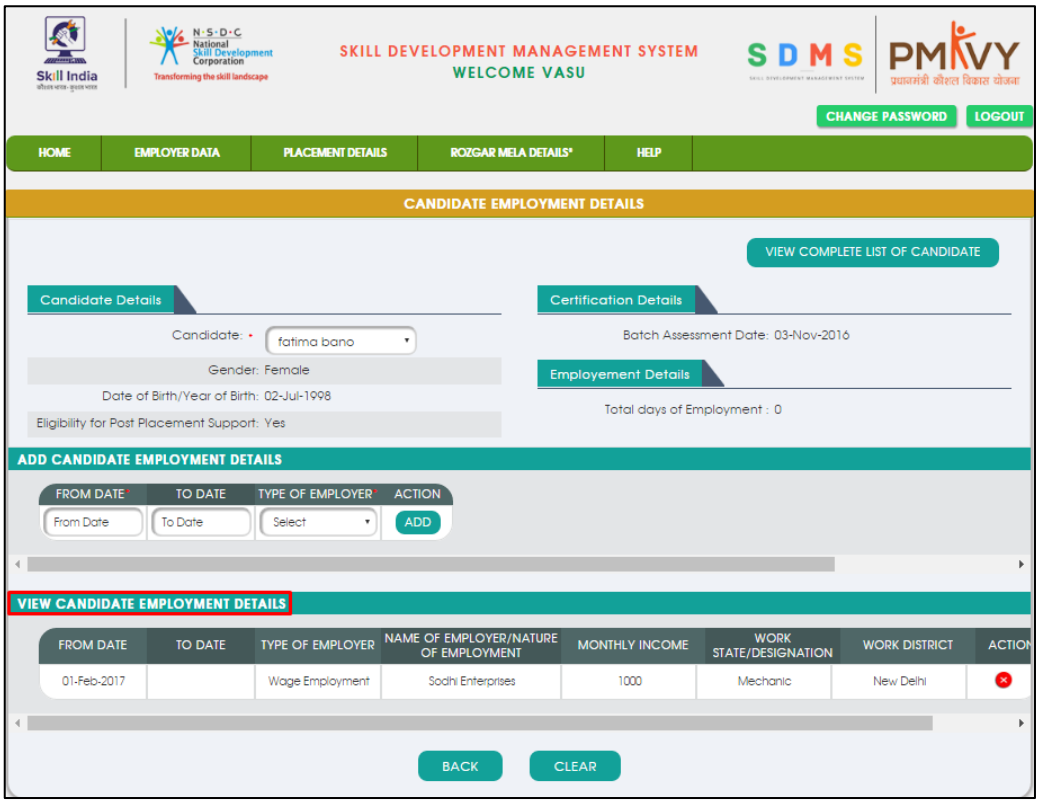
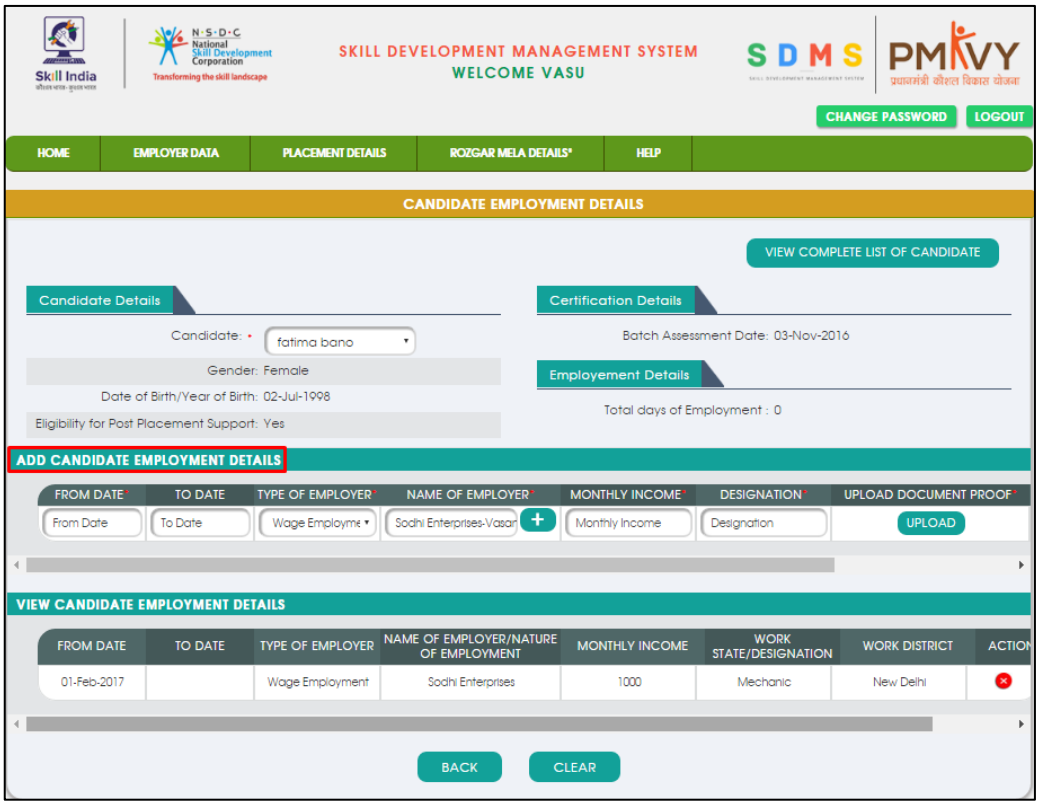
3. Candidate details will be displayed after selecting the candidate name from dropdown menu.



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



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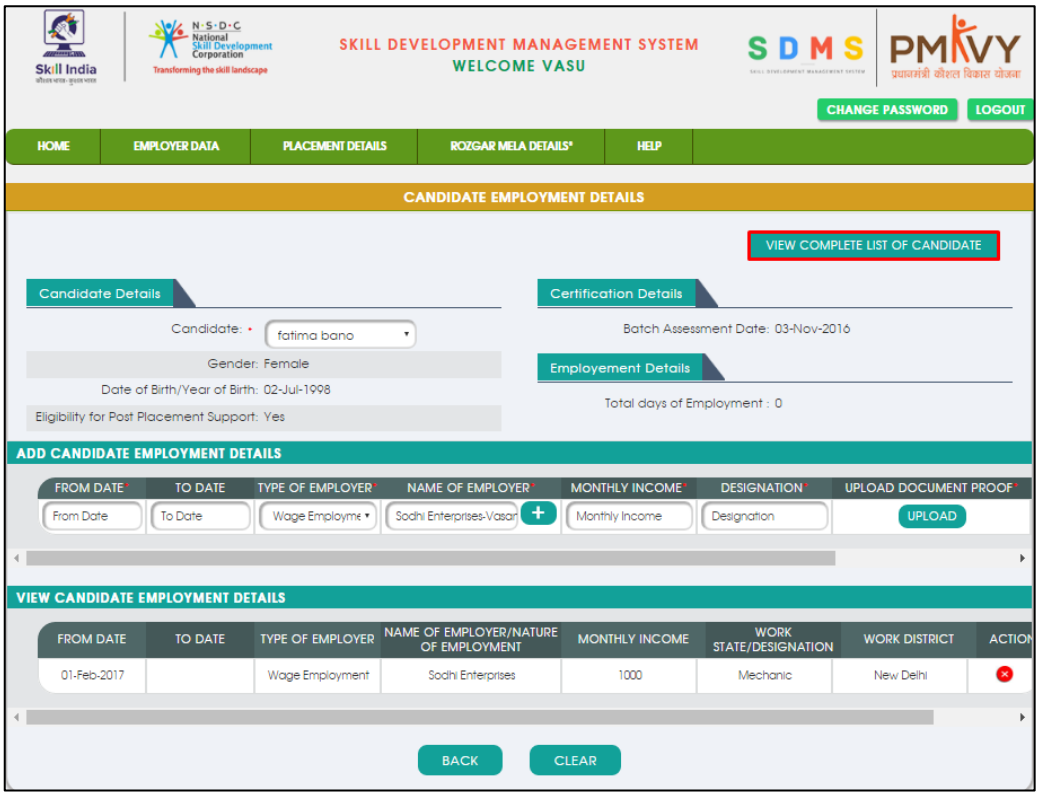
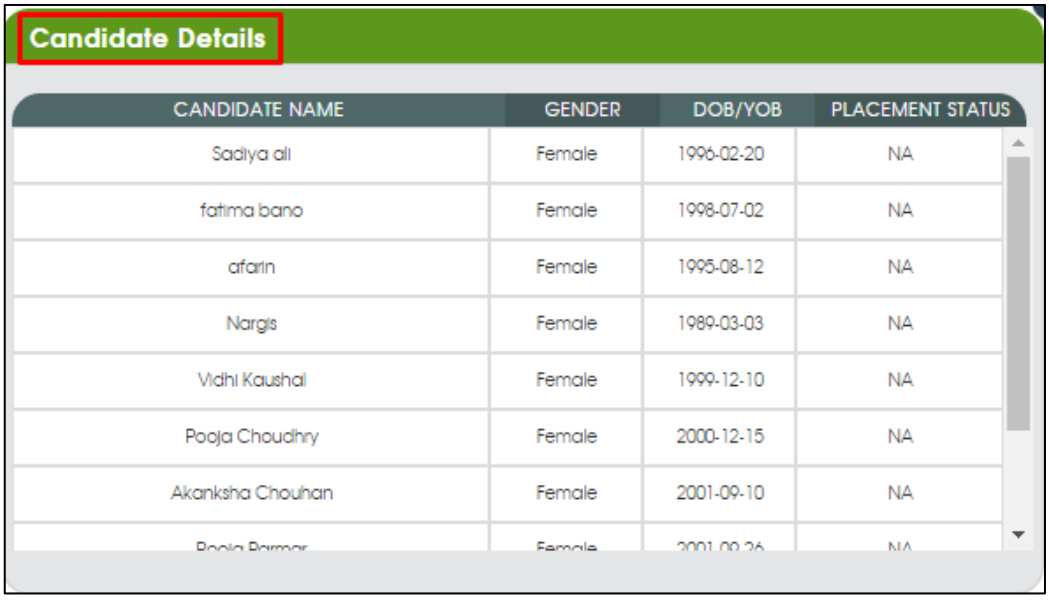
6. To view all the candidate list under the selected batch click **View complete list of candidate**.



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.



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