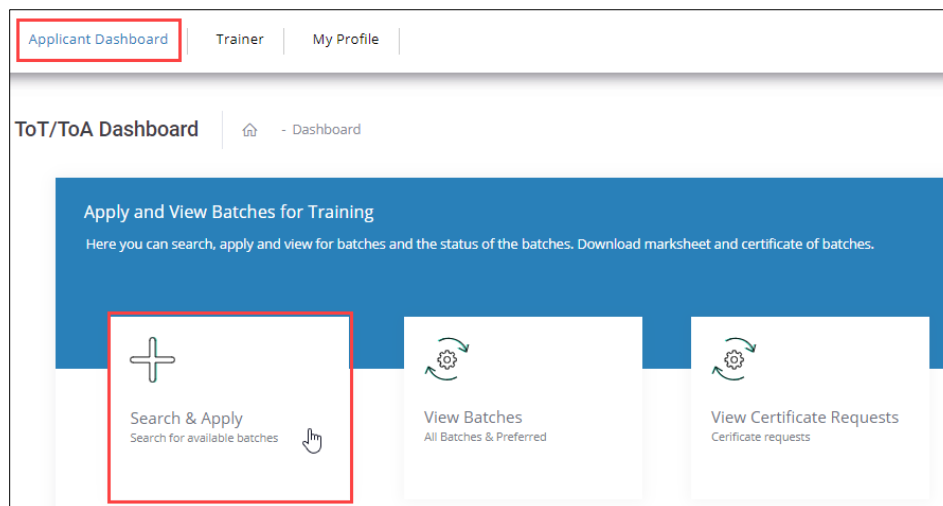


Add Training Requests

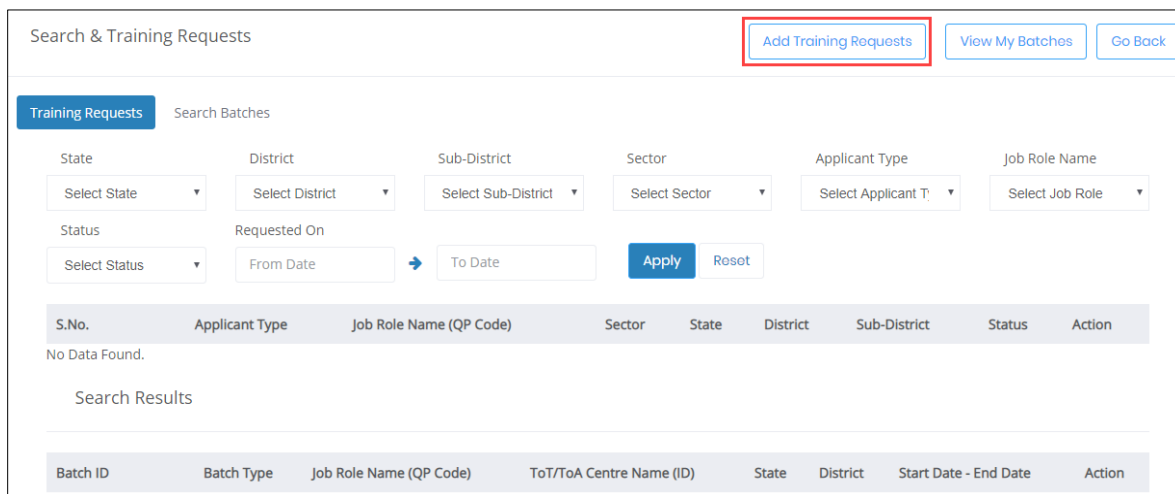
The **Add Training Requests** screen allows the Trainer to add the training requests.

To Navigate

Home --> Applicant Dashboard --> Search & Apply --> Search & Training Requests --> Training Requests--> Add Training Requests



- The **Training Requests** screen displays the training request details such as Job Role Name (QP Code), Sector, State, District, Sub-District, Status and also allows to Add Training Requests.



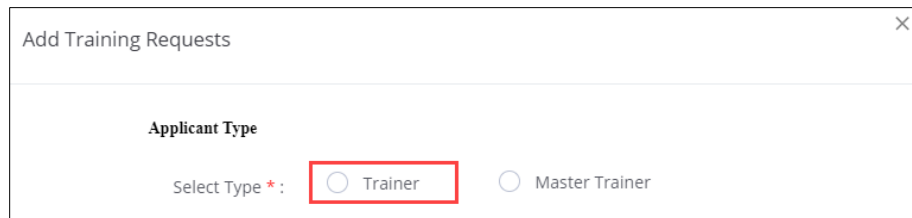
The screenshot shows the 'Search & Training Requests' screen. At the top right, there are three buttons: 'Add Training Requests' (highlighted with a red box), 'View My Batches', and 'Go Back'. Below the buttons, there's a 'Training Requests' tab and a 'Search Batches' section. The search filters include: State, District, Sub-District, Sector, Applicant Type, and Job Role Name. There are also 'Status' and 'Requested On' (From Date and To Date) filters. An 'Apply' button and a 'Reset' button are present. Below the filters, there's a table header with columns: S.No., Applicant Type, Job Role Name (QP Code), Sector, State, District, Sub-District, Status, and Action. The table content shows 'No Data Found.' Below this, there's a 'Search Results' section with another table header: Batch ID, Batch Type, Job Role Name (QP Code), ToT/ToA Centre Name (ID), State, District, Start Date - End Date, and Action.

- Click **Add Training Requests**, the **Add Training Requests** screen appears.

➤ The **Add Training Requests** screen hosts **three** sections as listed below.

- Applicant Type
- Preferred Job Role
- Preferred Location

➤ The **Applicant Type** section allows the Trainer to select the appropriate applicant type from the given list.



Add Training Requests

Applicant Type

Select Type * : Trainer Master Trainer

➤ The **Preferred Job Role** section allows the Trainer to select the preferred job role details such as Select Sector and Select Job Role from the drop-down list.

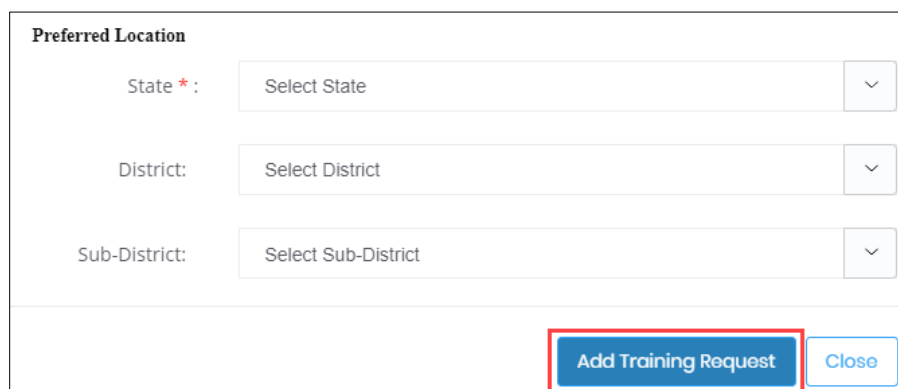


Preferred Job Role

Select Sector * : ▼

Select Job Role * : ▼

➤ The **Preferred Location** section allows the Trainer to select the preferred location details such as State, District, and Sub-District from the drop-down list.



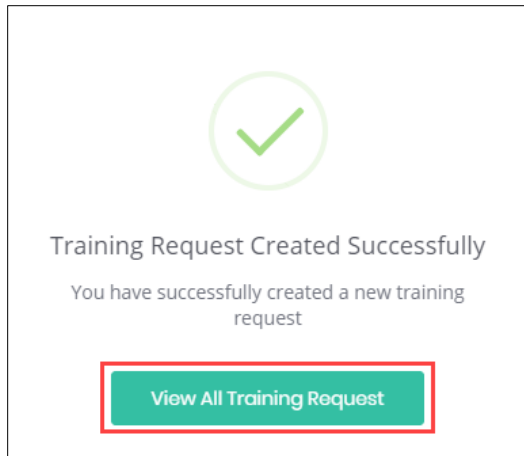
Preferred Location

State * : ▼

District: ▼

Sub-District: ▼

➤ Click **Add Training Request**, the **Training Request Created Successfully** screen appears.



- Click **View All Training Request**, to navigate to the **Search & Training Requests** screen.