

User Manual for AAA Admin- Pradhan Mantri National Apprenticeship Mela



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1 Introduction

The User Manual for *AAA Admin - Pradhan Mantri National Apprenticeship Mela* is designed to provide information on, how the AAA Admin can add and view mela location. The AAA Admin can perform the following functionalities as listed.

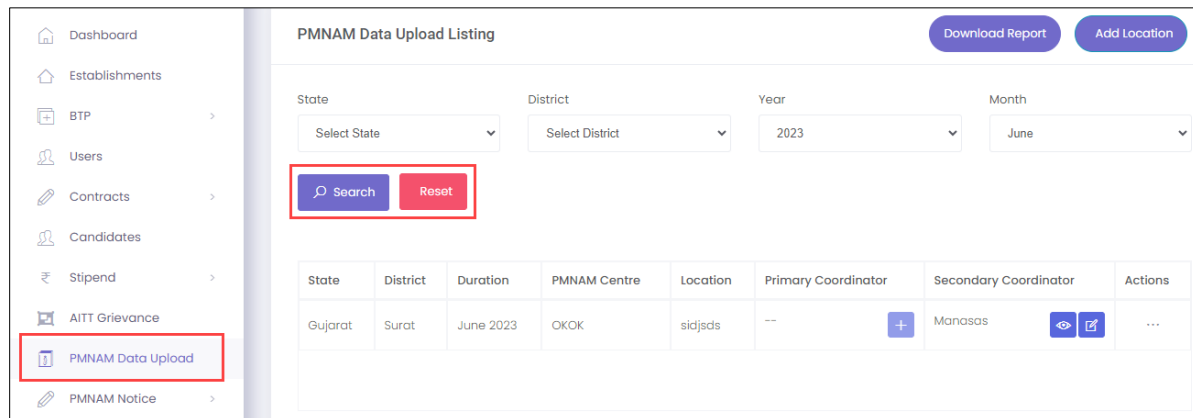
- View PMNAM Data Upload Listing
- Add Mela Location
- View / Add / Edit Secondary Coordinator Details
 - Add Secondary Coordinator Details
 - View Secondary Coordinator Details
 - Edit Secondary Coordinator Details
- Update Mela Location
- Add Notice (District)
 - Edit Notice (District)
- View News 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 AAA Admin to view PMNAM details.

To Navigate

Home --> Dashboard --> PMNAM Data Upload --> PMNAM Data Upload Listing



State	District	Duration	PMNAM Centre	Location	Primary Coordinator	Secondary Coordinator	Actions
Gujarat	Surat	June 2023	OKOK	sidjsds	--	Manasas	⊕ Ⓞ 📄 ...

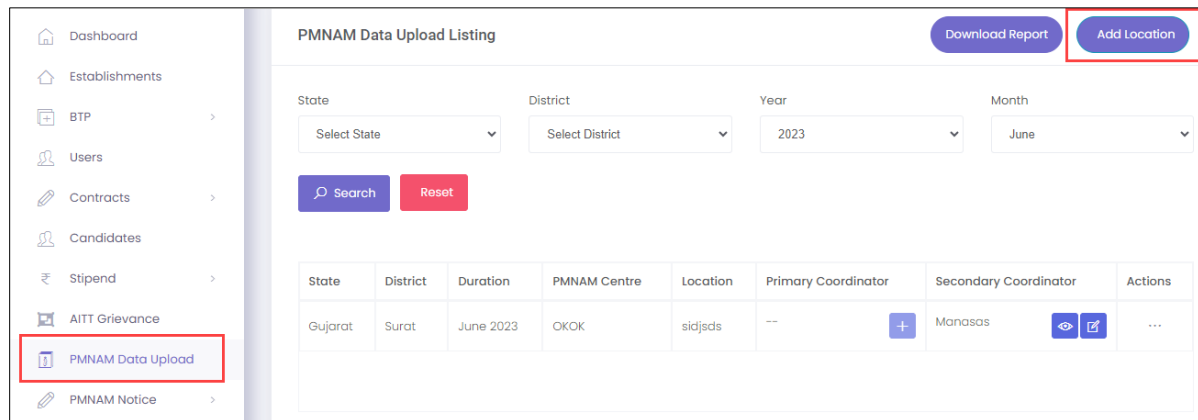
- The **PMNAM Data Upload Listing** screen displays details such as State, District, Duration, PMNAM Centre, Location, Primary Coordinator, Secondary Coordinator, and Actions.
- The AAA Admin can search for particular PMNAM data based on State, District, Year, and Month. Click **Search**, to search for particular data.

3 Add Mela Location

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

To Navigate

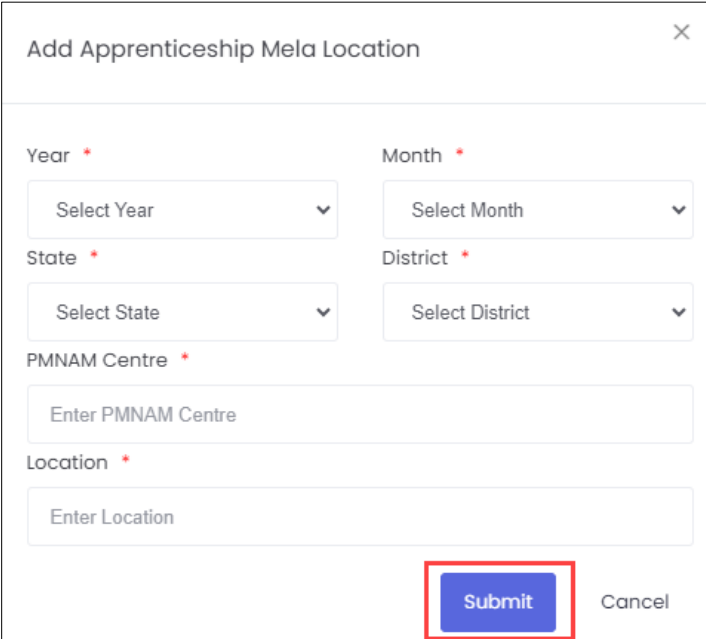
Home --> Dashboard --> PMNAM Data Upload --> PMNAM Data Upload Listing --> Add Location



State	District	Duration	PMNAM Centre	Location	Primary Coordinator	Secondary Coordinator	Actions
Gujarat	Surat	June 2023	OKOK	sidjsds	--	Manasas	...

- 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 AAA Admin to select Year, Month, State, and District from the drop-down list.



The screenshot shows a web form titled "Add Apprenticeship Mela Location" with a close button (X) in the top right corner. The form contains the following fields:

- Year ***: A dropdown menu with "Select Year" and a downward arrow.
- Month ***: A dropdown menu with "Select Month" and a downward arrow.
- State ***: A dropdown menu with "Select State" and a downward arrow.
- District ***: A dropdown menu with "Select District" and a downward arrow.
- PMNAM Centre ***: A text input field with the placeholder "Enter PMNAM Centre".
- Location ***: A text input field with the placeholder "Enter Location".

At the bottom right of the form, there are two buttons: a blue "Submit" button (highlighted with a red border) and a grey "Cancel" button.

- 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 months will be displayed in the month drop-down list.
- Every mela location must have two mela coordinators

4 View / Add / Edit Secondary Coordinator Details

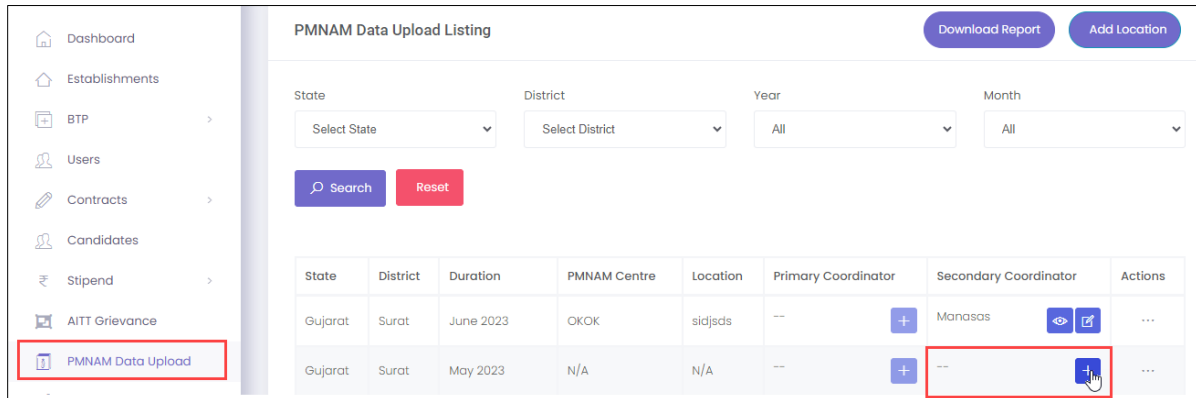
The **View / Add / Edit Coordinator** screen allows AAA Admin to add, view, and update the primary coordinator details.

5.1 Add Secondary Coordinator Details

The **Add Secondary Coordinator Details** screen allows AAA Admin to add the details of Secondary coordinator.

To Navigate

Home - - > Dashboard - - > PMNAM Data Upload - - > PMNAM Data Upload Listing - - > Add Secondary coordinator details



PMNAM Data Upload Listing

Download Report Add Location

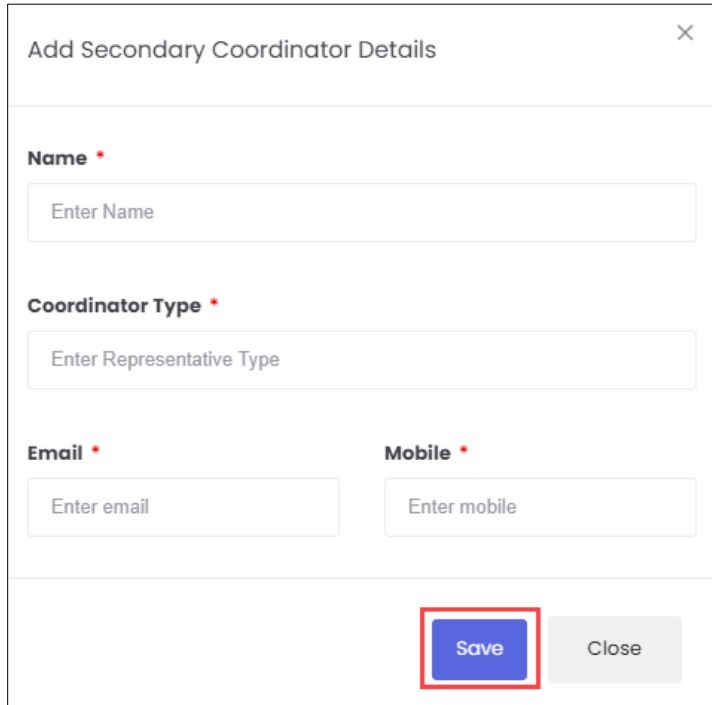
State: Select State District: Select District Year: All Month: All

Search Reset

State	District	Duration	PMNAM Centre	Location	Primary Coordinator	Secondary Coordinator	Actions
Gujarat	Surat	June 2023	OKOK	sidjsds	--	Manasas	+ < > © ...
Gujarat	Surat	May 2023	N/A	N/A	--	--	+ ...

- The **PMNAM Data Upload Listing** screen displays State, District, Duration, PMNAM Centre, Location, Primary Coordinator, Secondary Coordinator, and Action.
- Click **+**, the **Add Secondary Coordinator Details** screen appears.

- The **Add Secondary Coordinator Details** screen allows AAA Admin to enter details such as Name, Coordinator Type, Email, and Mobile.



Add Secondary Coordinator Details

Name *
Enter Name

Coordinator Type *
Enter Representative Type

Email * **Mobile ***
Enter email Enter mobile

Save Close

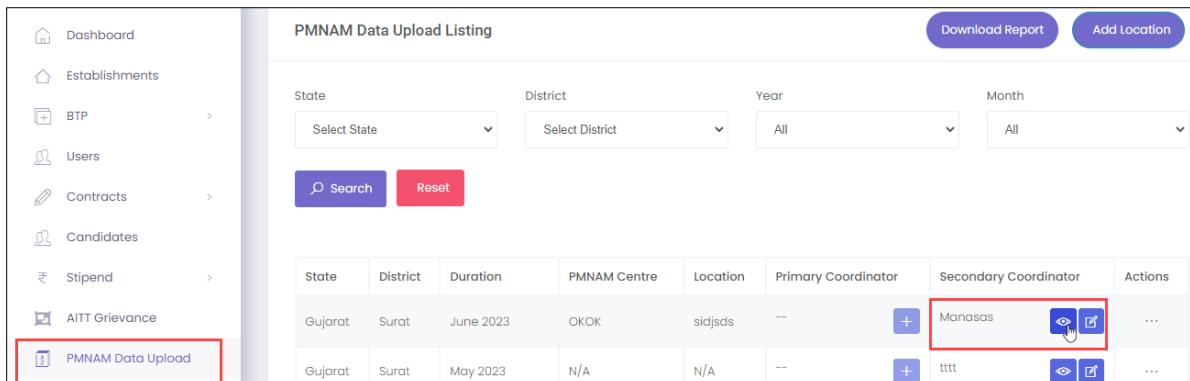
- Click **Save**, the **Coordinator created successfully** message appears and navigates to the **PMNAM Data Upload listing** screen.

5.2 View Secondary Coordinator Details



The **View Secondary Coordinator Details** screen allows AAA Admin to view the details of the Secondary coordinator.


To Navigate

Home - -> Dashboard - -> PMNAM Data Upload - -> PMNAM Data Upload Listing - -> View Secondary coordinator details

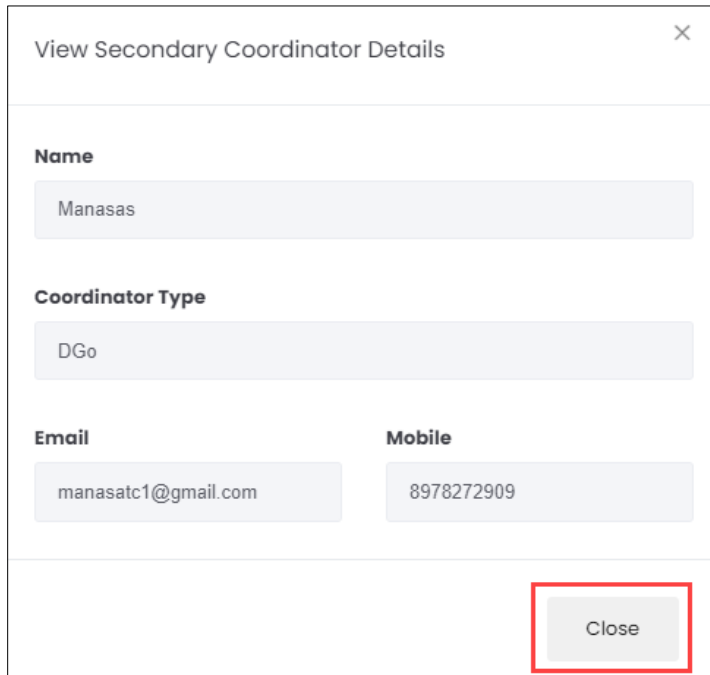


The screenshot displays the 'PMNAM Data Upload Listing' interface. On the left is a sidebar with navigation items: Dashboard, Establishments, BTP, Users, Contracts, Candidates, Stipend, AITT Grievance, and PMNAM Data Upload (highlighted with a red box). The main content area has a title 'PMNAM Data Upload Listing' and buttons for 'Download Report' and 'Add Location'. Below the title are filters for State, District, Year, and Month, along with 'Search' and 'Reset' buttons. A table lists data entries with columns: State, District, Duration, PMNAM Centre, Location, Primary Coordinator, Secondary Coordinator, and Actions. The first row shows 'Gujarat', 'Surat', 'June 2023', 'OKOK', 'sidjsds', '--', 'Manasas', and an eye icon (highlighted with a red box). The second row shows 'Gujarat', 'Surat', 'May 2023', 'N/A', 'N/A', '--', 'tttt', and an eye icon.

State	District	Duration	PMNAM Centre	Location	Primary Coordinator	Secondary Coordinator	Actions
Gujarat	Surat	June 2023	OKOK	sidjsds	--	Manasas	
Gujarat	Surat	May 2023	N/A	N/A	--	tttt	

- The **PMNAM Data Upload Listing** screen displays State, District, Duration, PMNAM Centre, Location, Primary Coordinator, Secondary Coordinator, and Action.
- Click , the **View Secondary Coordinator Details** screen appears.

- The **View Secondary Coordinator Details** screen displays details of the coordinator such as Name, Coordinator type, Email, and Mobile.



View Secondary Coordinator Details

Name
Manasas

Coordinator Type
DGo

Email **Mobile**
manasatc1@gmail.com 8978272909

Close

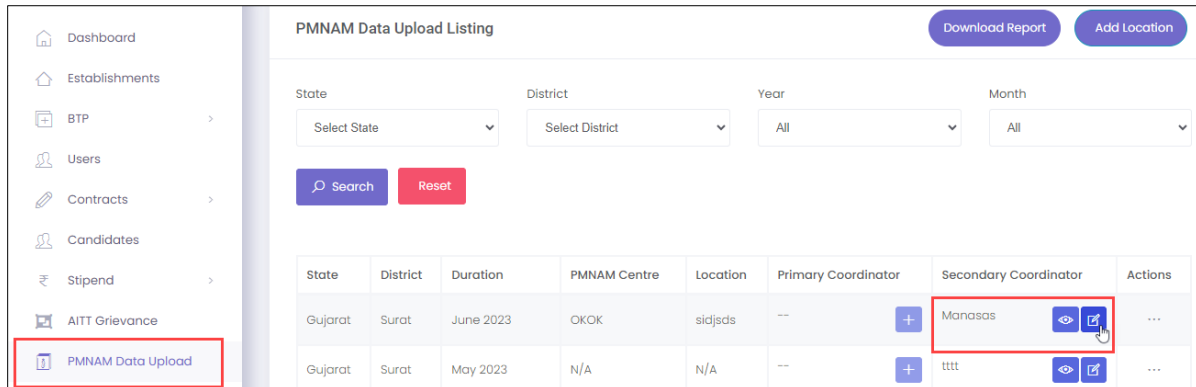
- Click **Close**, to navigate to the **PMNAM Data Upload Listing** screen.

5.3 Edit Secondary Coordinator Details

The **Edit Secondary Coordinator Details** screen allows AAA Admin to update the details of the Secondary coordinator.


To Navigate

Home - - > Dashboard - - > PMNAM Data Upload - - > PMNAM Data Upload Listing - - > Edit Secondary coordinator details

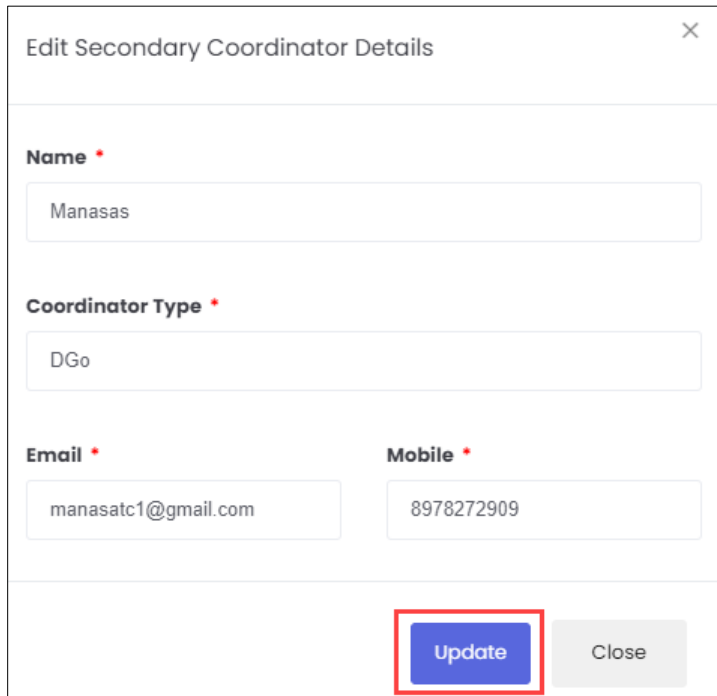


The screenshot displays the 'PMNAM Data Upload Listing' interface. On the left is a sidebar menu with 'PMNAM Data Upload' highlighted. The main content area includes filters for State, District, Year, and Month, along with Search and Reset buttons. Below the filters is a table with the following data:

State	District	Duration	PMNAM Centre	Location	Primary Coordinator	Secondary Coordinator	Actions
Gujarat	Surat	June 2023	OKOK	sidjsds	--	Manasas	[+], [Eye], [Edit]
Gujarat	Surat	May 2023	N/A	N/A	--	tttt	[+], [Eye], [Edit]

- The **PMNAM Data Upload Listing** screen displays State, District, Duration, PMNAM Centre, Location, Primary Coordinator, Secondary Coordinator, and Action.
- Click , the **Edit Secondary Coordinator Details** screen appears.

- The **Edit Secondary Coordinator Details** screen allows AAA Admin to edit coordinator details such as Name, Coordinator Type, Email, and Mobile.



Edit Secondary Coordinator Details

Name *
Manasas

Coordinator Type *
DGo

Email * manasatc1@gmail.com **Mobile *** 8978272909

Update Close

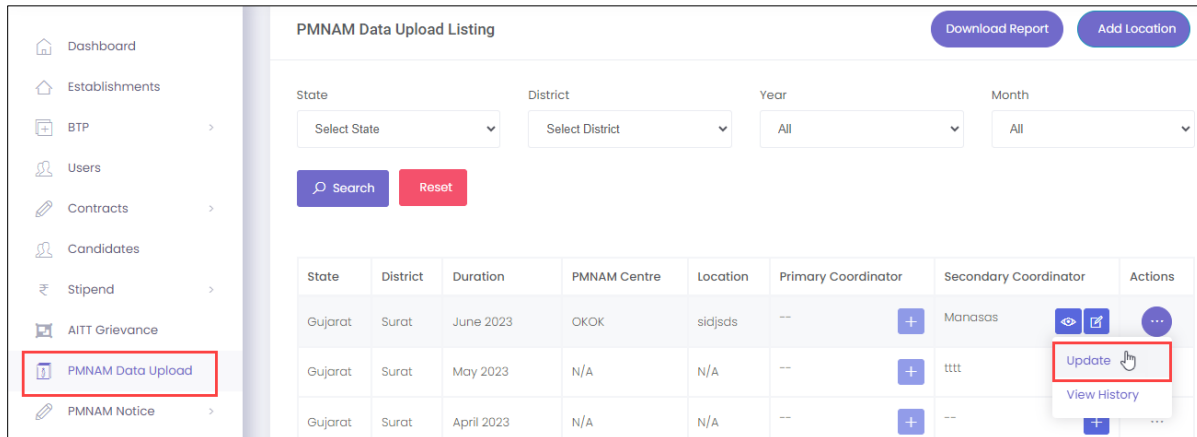
- Click **Update**, the **Coordinator details updated successfully** message appears and navigates to the **PMNAM Data Upload Listing** screen.

5 Update Mela Location

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

To Navigate

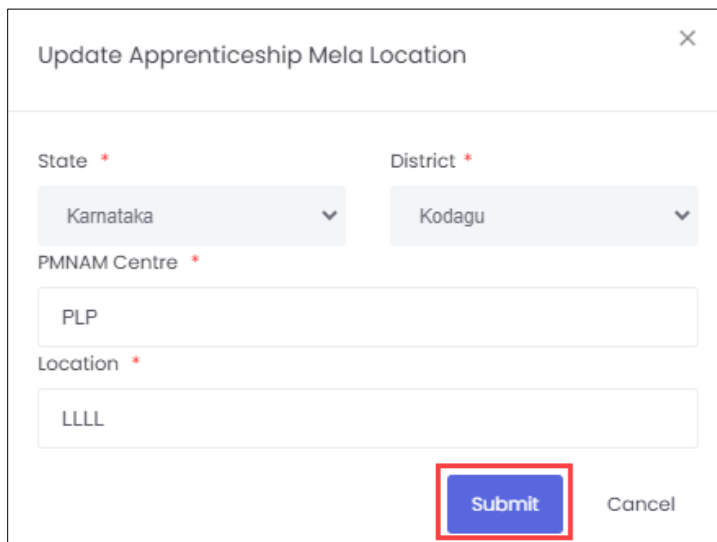
Home --> Dashboard --> PMNAM Data Upload --> PMNAM Data Upload Listing --> Actions --> Update



The screenshot shows the 'PMNAM Data Upload Listing' interface. On the left, a sidebar menu has 'PMNAM Data Upload' highlighted with a red box. The main area contains a table with the following data:

State	District	Duration	PMNAM Centre	Location	Primary Coordinator	Secondary Coordinator	Actions
Gujarat	Surat	June 2023	OKOK	sljjsds	--	Manasas	[Update] [View History]
Gujarat	Surat	May 2023	N/A	N/A	--	tttt	[Update] [View History]
Gujarat	Surat	April 2023	N/A	N/A	--	--	[Update] [View History]

- 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.



The 'Update Apprenticeship Mela Location' form contains the following fields:

- State: Karnataka
- District: Kodagu
- PMNAM Centre: PLP
- Location: LLLL

The 'Submit' button is highlighted with a red box.

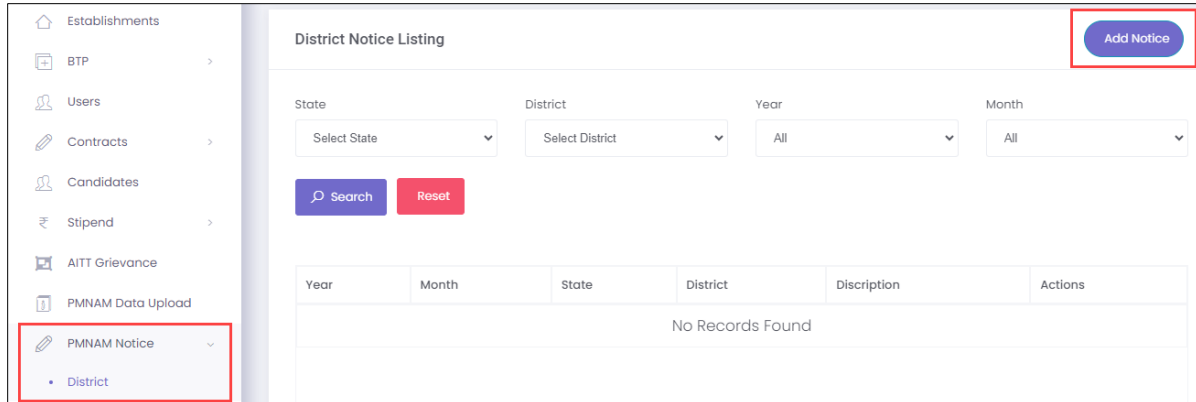
- Click **Submit**, the **Location updated successfully** message appears and navigates to the **PMNAM Data Upload Listing** screen.

6 Add Notice (District)

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

To Navigate

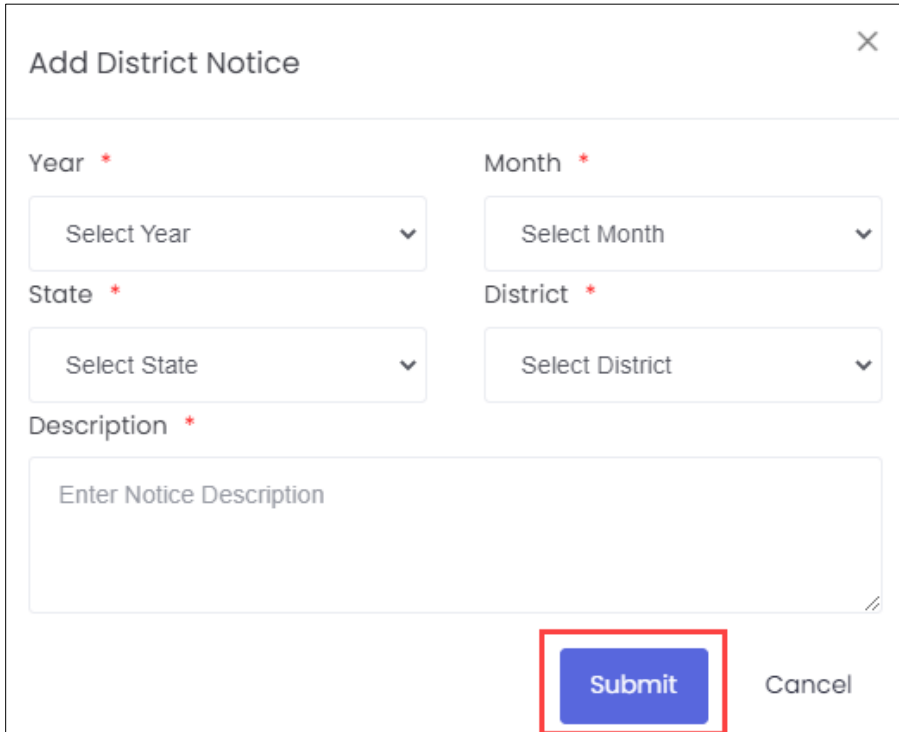
Home - - > Dashboard - - > PMNAM Notice - - > District - - > Add Notice



Year	Month	State	District	Discription	Actions
No Records Found					

- 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 AAA Admin to enter the Description and also allows to select the details such as Year, Month, State, and District from the drop-down list.



The screenshot shows a modal window titled "Add District Notice" with a close button (X) in the top right corner. The form contains the following fields:

- Year ***: A dropdown menu with the text "Select Year" and a downward arrow.
- Month ***: A dropdown menu with the text "Select Month" and a downward arrow.
- State ***: A dropdown menu with the text "Select State" and a downward arrow.
- District ***: A dropdown menu with the text "Select District" and a downward arrow.
- Description ***: A text area with the placeholder text "Enter Notice Description".

At the bottom right of the form, there are two buttons: a blue "Submit" button (highlighted with a red border) and a "Cancel" button.

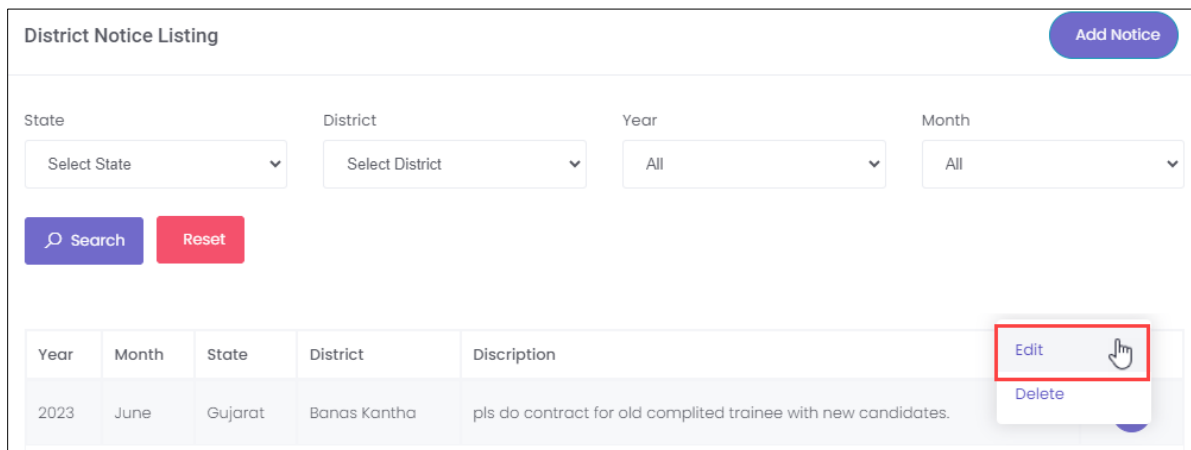
- Click **Submit**, the **Notice added successfully** message appears.

8.1 Edit Notice (District)

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

To Navigate

Home --> Dashboard --> PMNAM Notice --> District --> Actions --> Edit



District Notice Listing

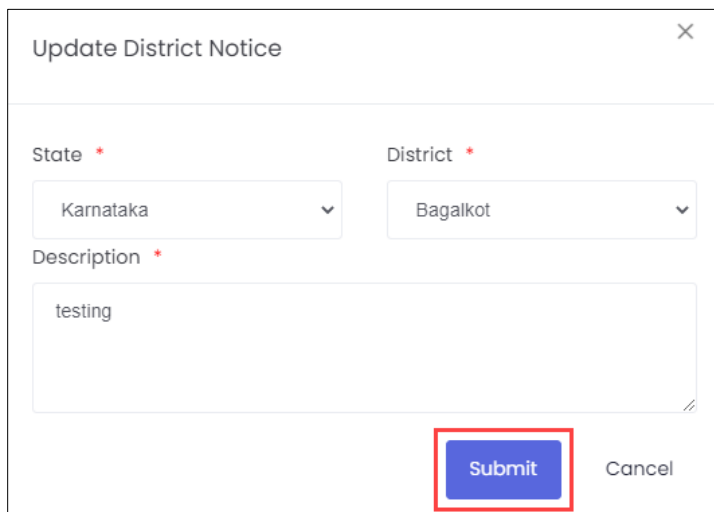
Add Notice

State: Select State, District: Select District, Year: All, Month: All

Search, Reset

Year	Month	State	District	Discription	Actions
2023	June	Gujarat	Banas Kantha	pls do contract for old complited trainee with new candidates.	Edit Delete

- 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 AAA Admin to edit the State and District for the drop-down list and also allows to edit the description.



Update District Notice

State * Karnataka, District * Bagalkot

Description * testing

Submit, Cancel

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

10 View News and Update

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

To Navigate

Home - - > Dashboard - - > Apprenticeship Mela

PM National Apprenticeship Mela

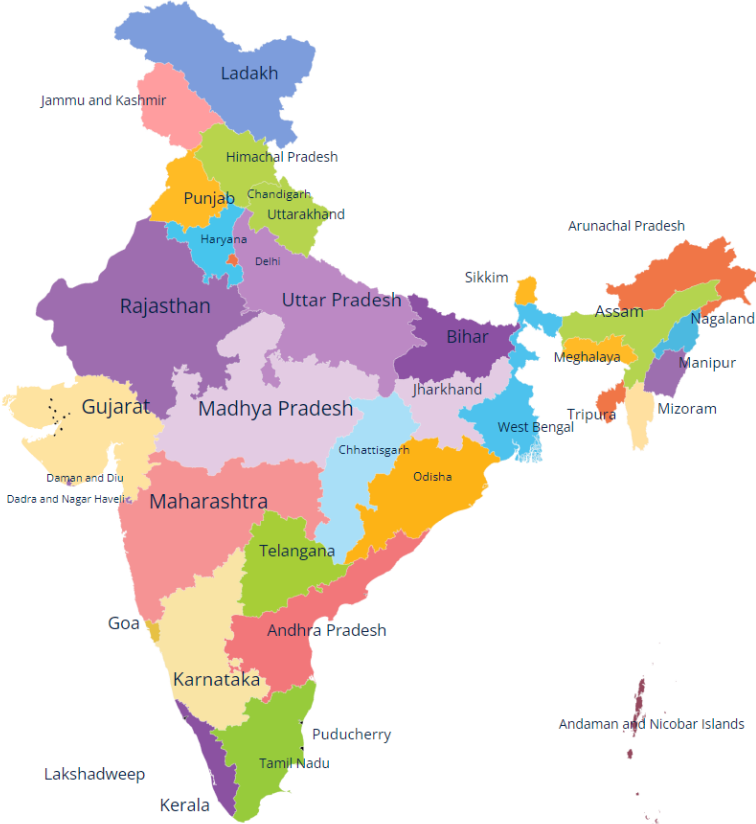
Search for nearest Mela location

Q

[Login/Register for PMNAM](#)

Jammu And Kashmir

News and update



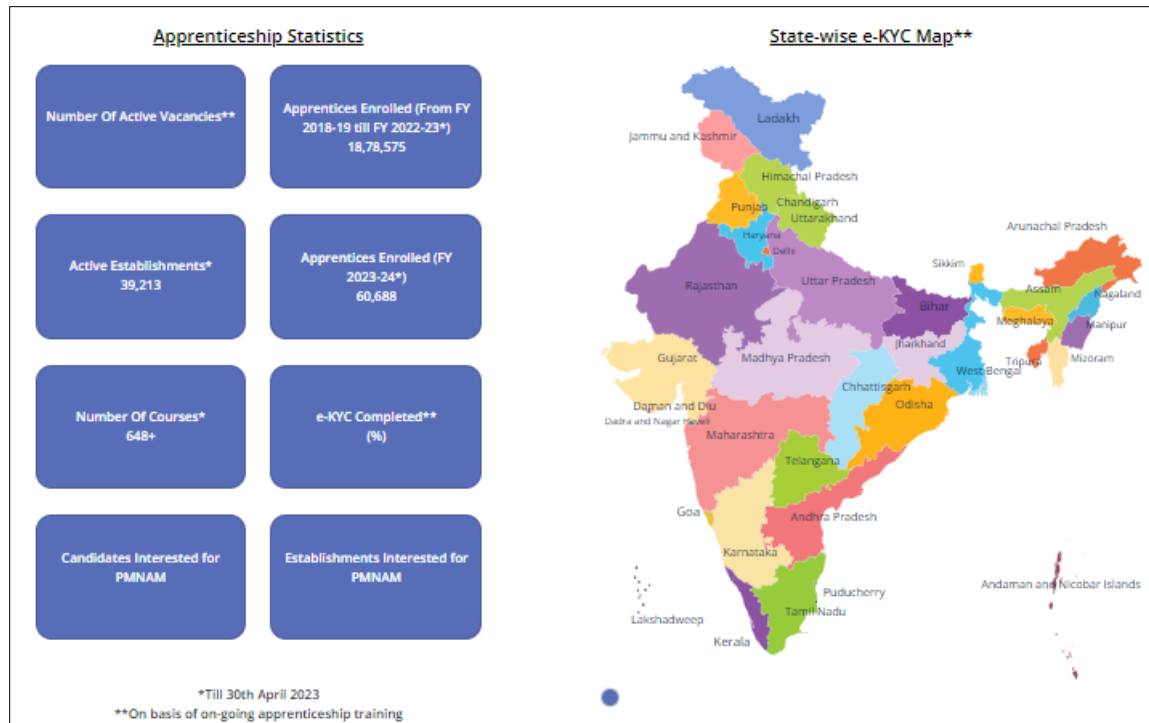
- The **PM National Apprenticeship Mela** screen displays News and Update of the states.

11 View Apprenticeship Statistics and State – wise e-KYC Map

The **Apprenticeship Statistics** and **State – wise e – KYC Map** screen allows AAA 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 in PMNAM, and Establishments Interested in PMNAM.

12 View Apprenticeship Mela Details Using Map

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

To Navigate

Home - - > Dashboard - - > Apprenticeship Mela

PM National Apprenticeship Mela


Search for nearest Mela location

Q

[Login/Register for PMNAM](#)

Jammu And Kashmir

News and update



- 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.

State : Uttarakhand ← back

District(s)

Dehradun

Udam Singh Nagar

District : Dehradun

Location 1

Apprenticeship Mela Location

S.No	Apprenticeship Mela Location	Location
1	GITI, Niranjanpur,	Niranjanpur

Coordinator Details

S.No	Coordinators Name	Email ID	Phone No.	Coordinator Type
Coordinator Details Not Found				

Participating Establishments

S.No	Establishments	Trade/Job	Trade Type	Vacancies
Participating Establishments Details Not Found				

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