1.

a. Add new Batch details by clicking on add button.
b. In MCC Column there are 2 options upload and download by clicking on upload option please check 3rd point and for download it will automatically download MCC pdf formate.
c. In Upload Column there are also 2 options upload and download batch's document for upload option referred to 4th point and in download with will automatically download batch's document ZIP folder.
d. Filter or search any batch according to your specifications.

2.

a. After clicking add button from batch scheduling you will come to this window, and in `Batch Number` field you can edit batch number code.

b. From 1st step to 3rd step it's for team leader to enter the details. After that 4th step details are to be entered by team through editing option of that batch.

c. After team leader enters the detail, team will automatically notify that they have new batch assigned.

3.

   a. After clicking on `Upload MCC` it will shows that details.

   b. Through `Select All` by this option you will tick all options at one click.

   c. And if you want if you want to click on single single item click on this check box.

   d. After all done click on `Final Submit` for the formation of MCC document to be saved in batch document or you can download through download option in MCC Column.

4.

a. 1st column is for uploading of some batch varifcation documents, where TAF and IIF is automatically formed during the batch scheduling.

b. And in `Loaded sheets` field upload excel file for making results of that particular batch, mandatory to enter correct mail id of those delegates.

c. In `Manage Attendence` upload screenshots of attendance for proofing.

d. All these documents or files are upload to that particular batch folder if you want to download that, download from upload column of batch scheduling .

5.
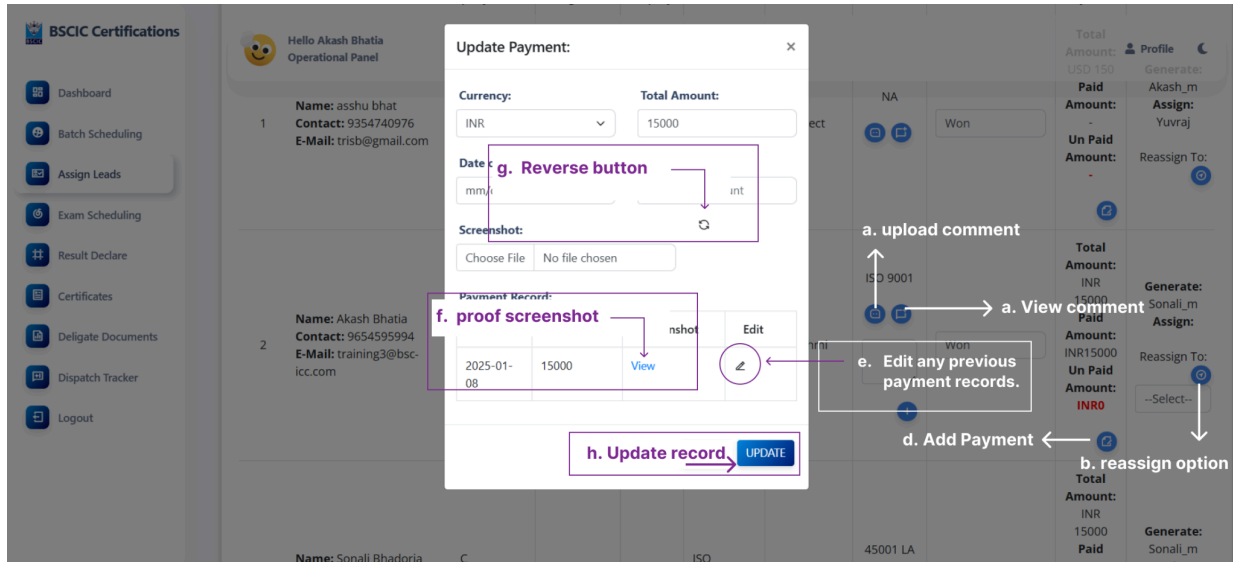
a. In comment section upload and view comment option for further reference.
b. In roles column there is reassign option to reassign that to other team member.
c. 'Add Payment' this option is only for Direct leads.
d. After clicking on add button update payment model or pop up shows, in payment record it shows if they have previous payment record.
e. Edit any previous payment records.
f. View proof screenshot of payment.
g. Reverse button for reversing entries e.g, if you have enter on any edit button but don't want to edit now and want new entry then you can reverse the process.
h. 'Update' it records the payment of that delegate.

6.
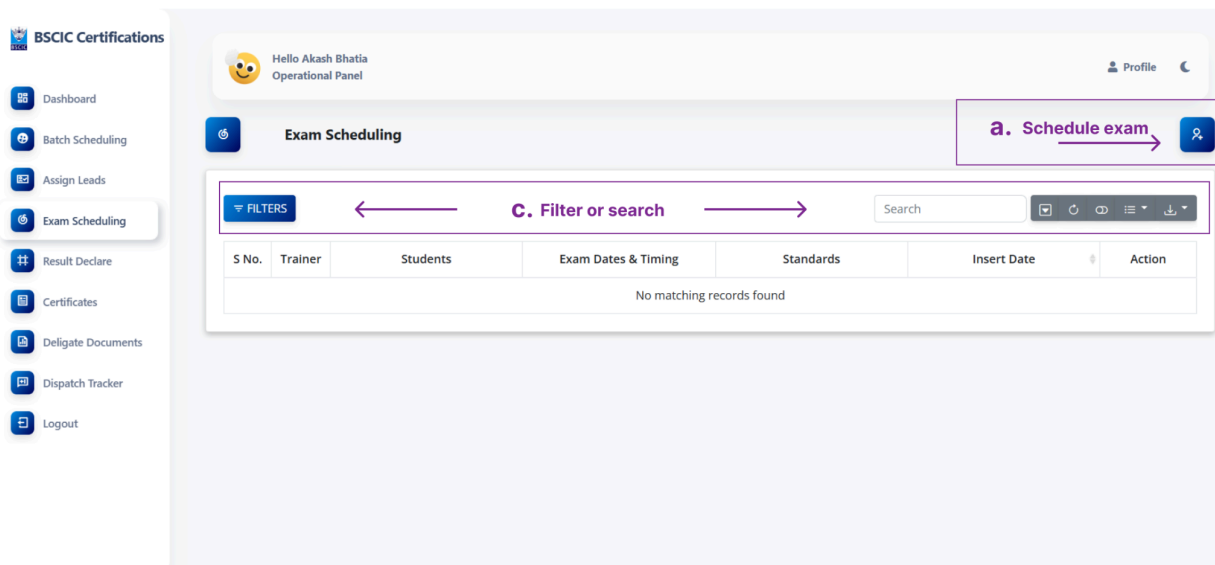
a. Schedule exam with some details of trainer, student, and standard .
b. Edit any Exam details.
c. Filter or search any batch according to your specifications.

7.

a. Schedule new exam with some basic details.

8.

a. In result declare section, result is automatically been declare when you add loaded sheets to batch document upload area.
b. You can add manually by entering some details.
c. From result column you can download result document for mail purpose.
d. Edit result details.
e. Delete any result on permanent basis.

9.

a. Enter delegate UID standard and student name and click on set button for getting all other details like delegate name, exam type, status, and action etc.

b. In `Sent E-mail` option in which enter mail id to which result to be sent.

10.

a. Add new certificate.

b. `Certificate tracking` column some option of tracking like cancel, generated,release, and delivered.

c. In `Action` column edit and delete button for actions.

d. In `Cerificate` column download certificate for further process.

11.
   a. Add new certificate with some basic details for the generation of the certificate PDF.
   b. Batch number, student, and standard should be correct.

12.
   a. In delegate document there are columns which shows that those document are uploaded or not.
   b. In `Upload` column there are 2 options one for upload document and other for download folder.
   c. For upload document referred to 13th point.

13.

a. Upload all the documents named for delegates.

14.

a. In dispatch tracker, a button for adding new tracker record.
b. After clicking a pop up open with some details.
c. In `Action` column there are 2 options edit and delete.
d. Edit for updating any details of tracker.
e. Delete for removing that tracker on permanent basis.

15.

    a. For profile option click on profile button.

    b. Change password through this you can change password of your panel.

    c. Upload signature is mandatory for all because in every document we need that signature.