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| **SL. No.** | **Steps to add information with system** |
|  | Add Training Institute |
|  | Add courses |
|  | Map courses, from =training institute => mapping => map courses |
|  | Add trainers |
|  | Map Trainer, from = Training Institute => Mapping => Map Trainers |
|  | Map Course Trainers, from = Courses => Course mapping => Map Course Trainers |
|  | Create batches |
|  | Enrollment => Pre-registration => bulk upload or add candidates |
|  | Trainee registration |
|  | Batch enrollment |
|  | Reference number can be numeric or alphanumeric (e. g: 01 or 26373200 or BACI-1111116565 or BACI-C1-B1-2015060800010) |