INTERVIEW SCHEDULING IN ERP SYSTEM

1. Login to ERP System and select Admin_Convener Role. Roll over your mouse on "Selection" and select Selection Process

2. Click Interview Schedule tab and click Add button

3. Fill in the details like,

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              *Admission Offer  PhD Admission-Aug 2015
             * Subject Applied For  2015-16/PhD-Aug Term/Chemistry
              *Counselling Center  IISER Mohali
        Counselling Center Code  IISER Mohali
                       Address  IISER Mohali, Knowledge city, Sector 81, SAS Nagar, Manauli PO 140306
                         Phone  91172-2790188
              *Number of Students  358
*Number of scheduled applicants for asessment  358
               *Number of Teams  1
   *Number of Students handled/Day/Team  358
                          Days  1

                       Remarks  Chemistry PhD interview
```

4. Click Save and select the corresponding admission year and admission offer. You would now view your entry as follows.

| IISER Mohali | 2015-16/PhD-Aug Term/Chemistry | 358 | 1 | 14/05/2015 - 14/05/2015 | Chemistry PhD interview | |

5. In the Actions column, click the second icon Day Calculation and enter the Start date and click "Calculate End Date". Click Save.

6. Click the third icon Student Allocation. You may view all the students you have Shortlisted for Interview. Click << button to bring all the students under "Selected Students" table. Enter/Verify the Date and enter the Reporting Time. Click Save. Interview Scheduling is done.

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            Date  14/05/2015
   *Reporting Time  08.30            (hh.mm)(In 24 Hours Format)
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