User manual for Administrator

1.   Go to Register Page

2.   Fill all the details like **First Name, Last Name, Email, Mobile, Password,**
3.   And Select **Admin** in *Register As* dropdown

4. After login
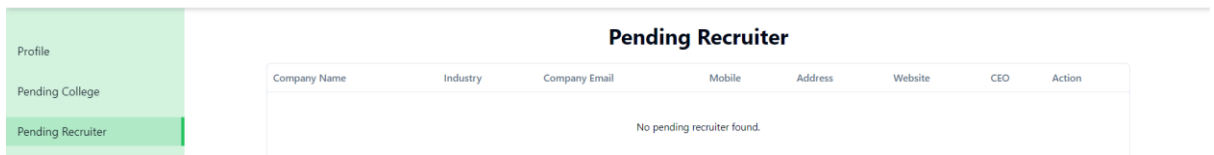

5. Based on work select respective column
6. For seeing pending college list, click **Pending College.**
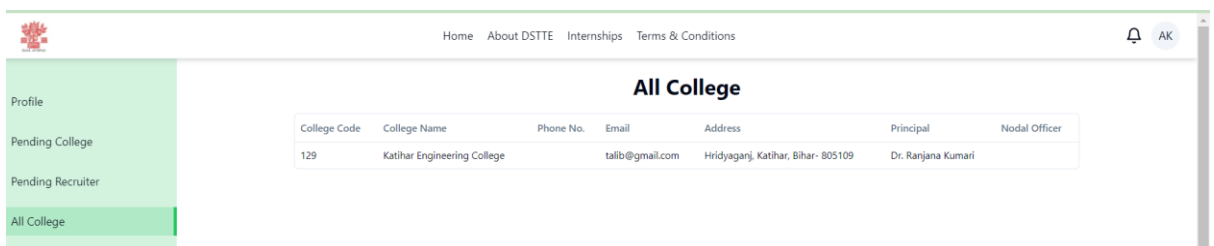
7. For seeing pending recruiter list, click **Pending Recruiter.**

8. For seeing registered colleges list, click **All College.**

9. For seeing registered recruiter list, click **All Recruiter**

All Recruiter

Company Code	Company Name	Industry	Company Email	Mobile	Address	Website	CEO
	Patna Metro Rail Corporation Limited	Urban Development and Housing Department		8888888899	Indira Bhawan, West Boring Canal Rd, Sri Krishna Puri, Patna, Bihar 800001	https://www.pmrconline.in/	
	Patna Smart City Limited	Urban Development and Housing Department		8888887890	2nd floor, Mauryalok Complex, Buddh Marg, Block C, Central Revenue Colony, Lodipur, Patna, Bihar 800001	https://www.smartpatna.co.in/	
	Amazon India	IT		9999999993	Hydrabad, India	https://amazon.com	

10. For creating recruiter, click **Create Recruiter** and fill required details**.**

Address

[text area]

[Submit]

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11. After filling details click **submit.**
12. For posting Internship behalf of any recruiter, click **Create Internship.**

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Profile

Pending College

Pending Recruiter

All College

All Recruiter

Create Recruiter

Create Internship

Company Allotment

View Allotment Details

Add Department

Select Company

Select Company

Internship Title

Internship Title

Description

[text area]

Total Vacancy

[input]

Internship Location

[text area]

Branch

Select Branch

Internship Start Date   **Internship End Date**

[input] 📅   [input] 📅

Internship Location

[text area]

Branch

Select Branch

Internship Start Date   **Internship End Date**

[input] 📅   [input] 📅

Reporting Date

[input] 📅

[Submit]

---

13. After filling details click **submit.**
14. For allocating internship to the student, click **Company allotment.**

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Company Allotment

Allocate Company Below

[Allocate Company]

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Create Internship

Company Allotment

15. You can view Allotment details of student, by clicking **View Allotment Details**

16. By clicking on action you can change the allotment status to **Reported,Not Reported,Rejected, Deleted**

17. You can add and delete department, by clicking Add Department