

User Manual for TTS (Trainee Tracking System)

This is a manual for using TTS (Trainee Tracking System). We can find all the system and sequence here. It starts with log-in, after that sequentially all the information can be added.

1. Log-in process:

Go to SEIP's website www.seip-fd.gov.bd Navigate to "Trainee Tracking System"



Figure: 1

Enter Login Credential: You need to use your login credential for entering into the system. Put "username" and "password" to login to the system. If you cannot input your username and password every time as whenever you login to the system you can check the "Remember me" box from login page, then click on "Sign in" option.

Figure: 2

2. View Training Partners Dashboard:

After successfully logged in to the TTS (Trainee Tracking System) you will see the "Dashboard".

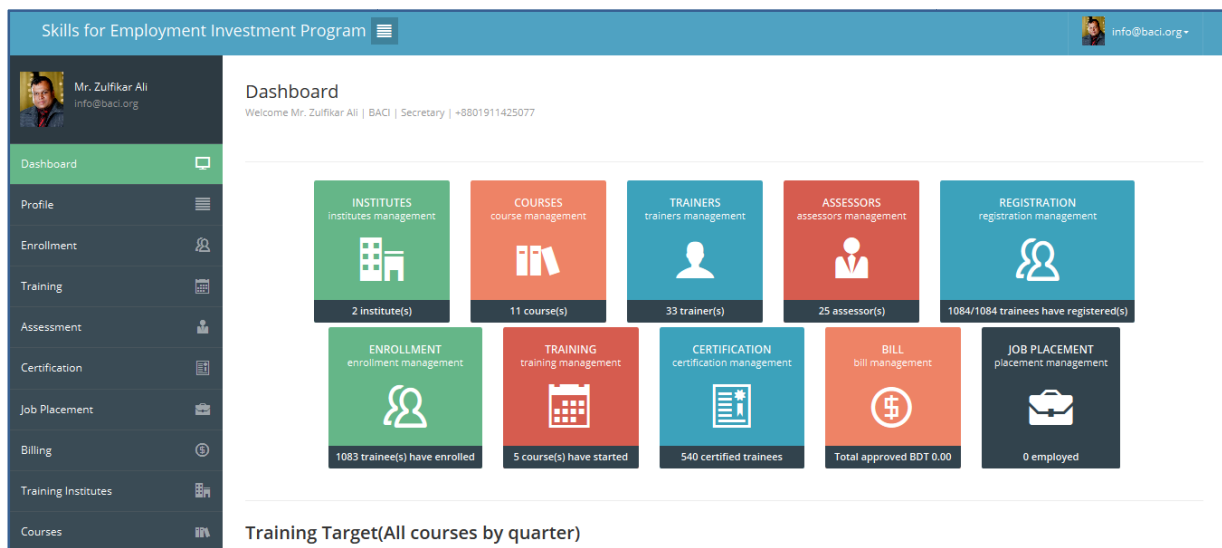


Figure: 3

- 3. Training Target view:** If you scroll the dashboard page you will find the graph of training target as “Training Target (All course by quarter)”. From the dashboard view you can see quarterly target option. Every year has divided into 4 quarter. If we put cursor into one bar it will show the number of target of this quarter automatically, See Figure: 4.

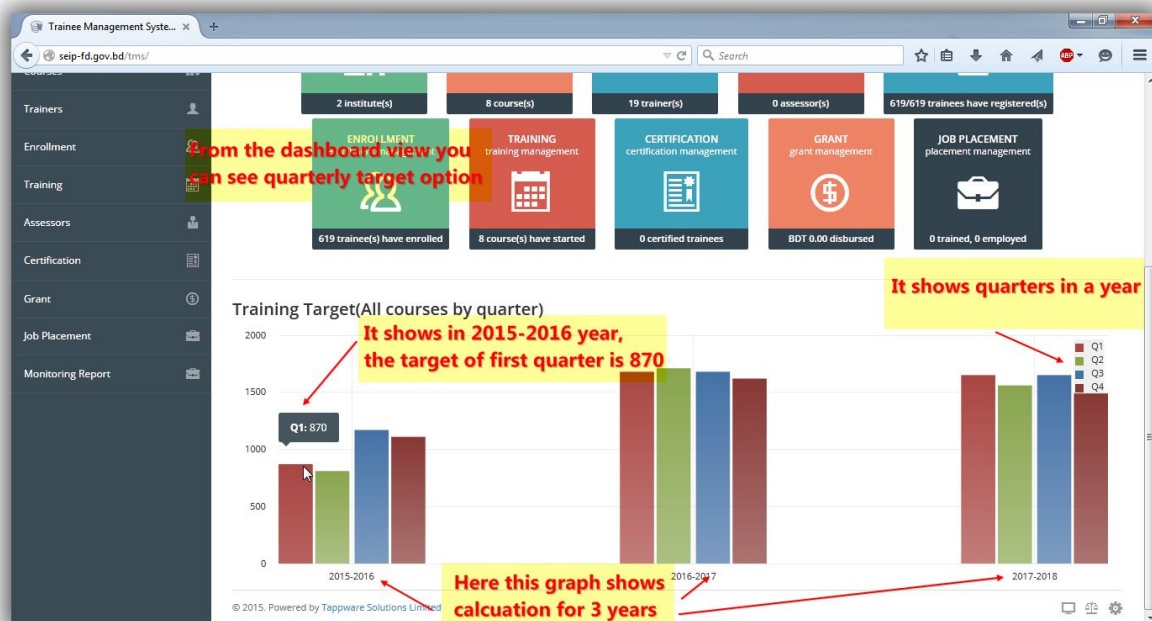


Figure: 4

4. Prepare the TTS (Trainee Tracking System):

At first we need to add Training Institute, and then sequentially map course, add trainers, map trainers, map course trainers, and create batches and enroll trainees into the system.

Information adding sequence:

There are some instructions to add information in the system.

- Add Institutes
- Map Course with Institute
- Add trainers
- Map Trainers with Institute
- Map Trainers with Courses
- Create Batches
- Applicant
- Qualified Applicant
- Enrollment
- Add Assessor
- Map Assessor with Institute
- Map Assessor with Course
- Prepare Training Calendar
- Trainee Attendance
- Training Assessment
- Training Certificate
- Trainee Placement
- Billing

5. Add Institute:

For adding information we have to navigate to “Training Institute” from the left panel of dashboard. After clicking “Training Institute” it will expand with

- a. Institute Info
- b. Mapping

“Institute Info” will expand with two more options,

- a. Show Institute
- b. Add Institute

So, for adding an institute in the TTS you have to navigate to Training Institute > Institute Info > Add Institute. This will navigate you to add institute page. Please read the instructions from below screenshot and fill up the “Add Institute” page carefully and press “Save” button for save the institute information in the TTS. This page will look like below image:

Add Entity

Parent Entity (e.g. Bangladesh Association) *Type the institute Name here*

Institute Name *Type the institute Name here*

Short Name *Type a short name for the institute*

Registration Number *Use your institutes's registration number*

Registration Date *put your institutes's registration date* (YYYY/MM/DD)

Registration Authority *put your institutes's authority name*

Phone *put your institutes's phone here*

Email *put your institutes's email here*

Web URL *put your institutes's web address here. (if any)*

browse and select the institute photo [Choose File] No file chosen

Present Address

Address *put your institutes's present address here*

Post Code *put your institutes's post code here*

Division *Chose division from drop down menu* --Select Division--

District *Chose district from drop down menu* --Select District--

City *Chose city from drop down menu* --Select City--

Number of training rooms in your institute *# of Training Rooms*

Maximum capacity of the institute. Put only number *Training Capacity*

total male trainers, (only number) *Total Male Trainers*

total female trainers, (only number) *Total Female Trainers*

Lab Equipment Information

describe about the lab equipment information

Contact Person Information

Name *enter the contact person name*

Designation *designation of the contact person*

Mobile *contact person's mobile*

Email *contact person's email*

National ID Number *contact person's National ID number*

Gender *contact person's gender, chose from drop down menu* --Select Gender--

Religion *contact person's religion, chose from drop down menu* --Select Religion--

browse and select the institute photo [Choose File] No file chosen

Present Address *contact person's present address*

Permanent Address *contact person's permanent address*

Login Information

Email *this email will automatically fill up from previous email field, if not type here*

Password *chose a password for this account*

Confirm Password *confirm the password for this account*

for clearing all the entry field use this button for a new entry [Reset]

Check all the field and if all information is right then press "Save" button [Save]

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Figure: 5

6. Show Institute:

After successfully save an institute you will be redirect to Institute list page and will see all the institutes as below picture.

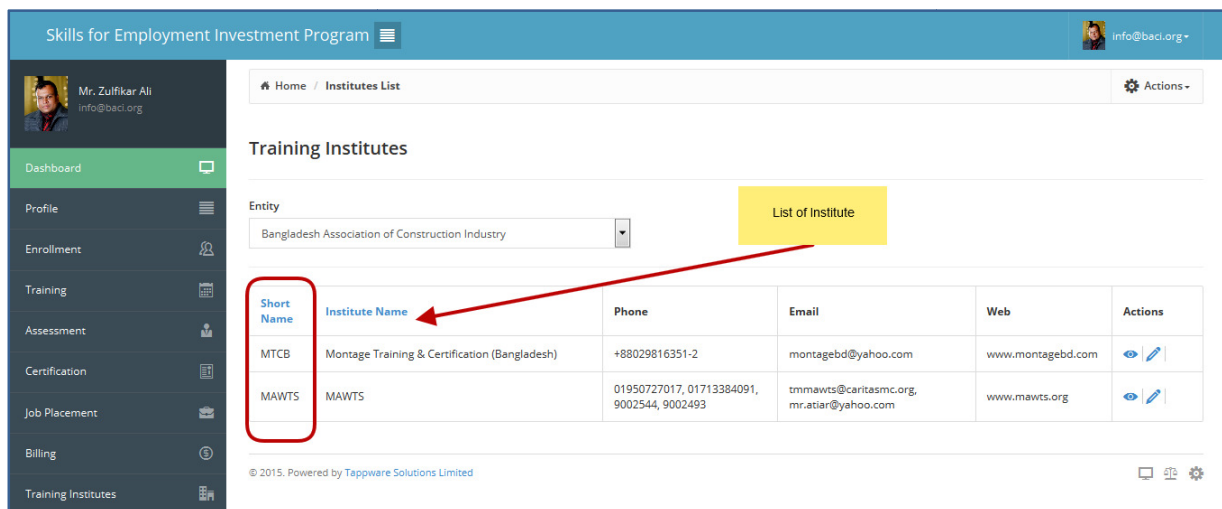


Figure: 6

7. Map course with institute:

For map course with institute from the left menu you need to click Training institute > Mapping > Map courses, then select institute. After selection you will see a page as like figure: 7. Select courses under from left box, then press the (forward) ► button to map courses with the institute. You can also select courses from right box and press the (backward) ◀ button to unmapped. Use red forward/backward button to map/unmapped all by one click.

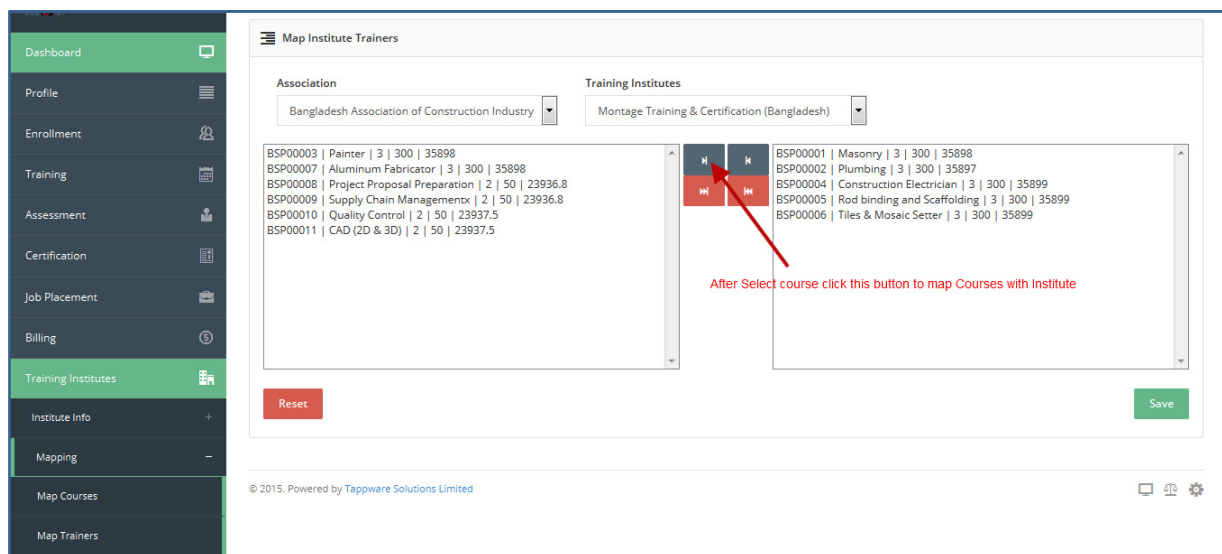


Figure: 8

8. Add Trainers:

Now it terms to add trainer into the system. For adding trainer you have to navigate to “Trainers” from the left panel. Trainers will expand with two options:

- Add Trainer
- Show Trainers

For adding trainer you need to click “Add Trainer”.Add trainer information into this page and click “Save” to save the trainer information. See the below **Figure: 9**.

Skills for Employment Investment Program

Mr. Zulfikar Ali
info@baci.org

Dashboard

Profile

Enrollment

Training

Assessment

Certification

Job Placement

Billing

Training Institutes

Courses

Trainers

Assessors

Monitoring Report

Home / Trainer List / Add Trainer

Actions

Trainer Data

Association*
Bangladesh Association of Construction Industry

Training Institutes
--Select Training Institute--

Basic Data

Trainer Name*

Date of Birth*
YYYY-MM-DD

Nationality*

Level of Education

National Id*

Birth Reg#*

Gender*
--Select Gender--

Religion*
--Select Religion--

Mobile*

Email*

Exp Years*

Professional Information

☐ Is Guest Trainer?

Area of Expertise *

List of Certificates

☐ Is BTEB Registered?

BTEB Registration Number

Reset

Save

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Figure: 9

After successfully save a trainer you will be redirect to trainer's list page and will see all the trainers. You can see trainer list like below image from the left menu. Select "Trainers" then "Show Trainers" to show the list.

Skills for Employment Investment Program

Mr. Zulfikar Ali
info@baei.org

Home / Trainers List

Trainers List

Entity: Bangladesh Association of Construction Industry

Training Institute: --Select Training Institute--

Trainer List [Total: 33, Active: 29, Inactive: 4]

Photo	Trainer Short Name	Trainer Name	Gender	Phone	Email	Status	Actions
		Abu Toha Jakir Hossain	Male	1764600949		Active	
		Sree Tapon Chandra Roy	Male	01727562905		Active	
		Md. Jafar Iman	Male	01711281825		Active	
		Md. Masud Rana	Male	01719452638	eemasud007@gmail.com	Active	
		Milan Chandra Deb Sharma	Male	01740050680		Active	
		Md. Abdun Noor Raja	Male	1773415003		Inactive	

Figure: 10

9. Map Trainers with institute:

After adding Trainer you will be able to map trainer with institute and courses. Now system already has Institutes, Trainers and Courses. To map, go to “Training Institute” from left panel. Training Institute will expand with

- Institute Info
- Mapping

Click “Mapping”, Two options are here “Map Course” & “Map Trainers”. For map trainer/trainers with the institute navigate to “Map Trainer”. Then select institute. After selection you will see a page as like **Figure: 11**. Then Select trainers from left box and click the (forward) button for map trainers with the institute, Select trainers from right box and press the (backward) button for unmapped, use red forward/backward button to map/unmapped all by one click. See the below **Figure: 11**.

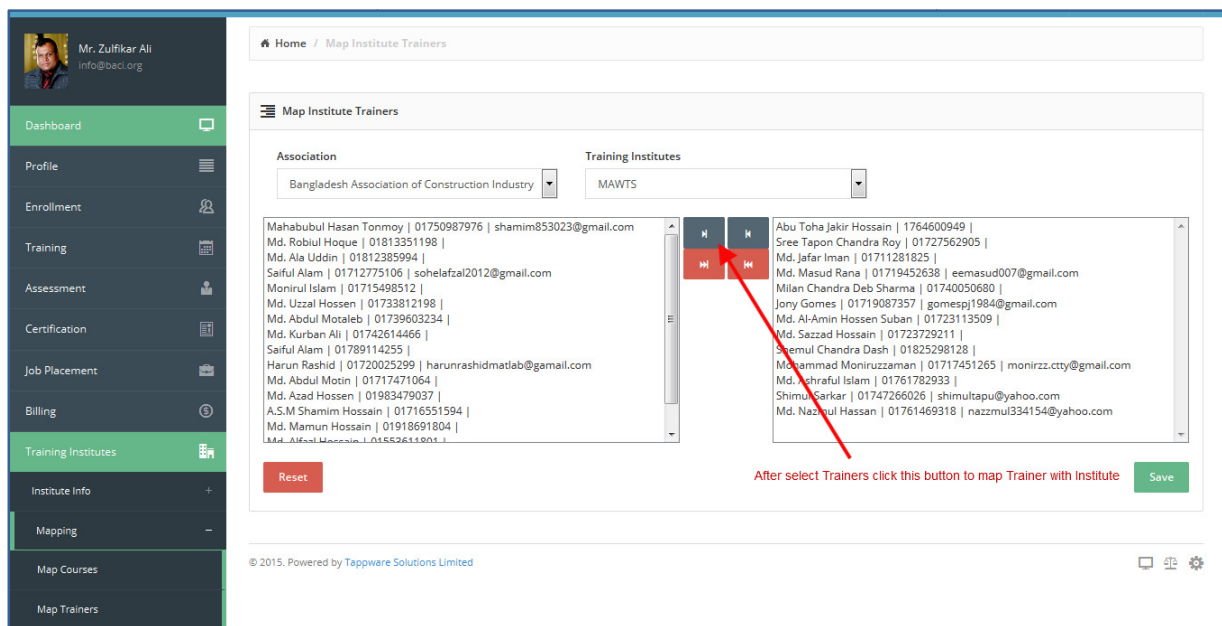


Figure: 11

10. Map Trainers with course:

Now you need to map trainers with course. Go to “Courses” from left panel. “Courses” will expand with “Course Info”, “Course Batch” and “Course Mapping”. Click “Course Mapping”, four options are here

- Show Courses with Institutes
- Show course with Trainers
- Show Batches with Trainers&
- Map Course Trainers

For mapping trainers with course, go to **Courses>Course Mapping>Map Course Trainers** option. See the “Map Course Trainers. To map, select Institute and Courses from drop down menu. In the left box there are trainers for this institute. Select trainers from left box and press the (forward) ► button for map trainers with the courses, Select trainers from right box and press the (backward) ◀ button for unmapped, use red forward/backward button to map/unmapped all by one click.

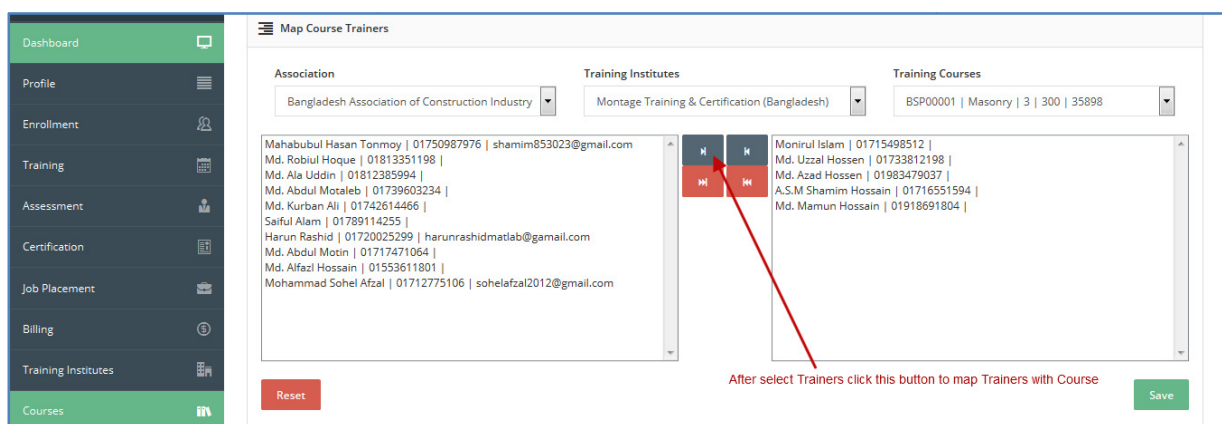


Figure: 12

11. Create Batch

Go to “Courses” from left panel. “Courses” will expand with “Institute Course Detail”, “Course Info”, “Course Batch” and “Course Mapping”. Click “Course Batch”. Two options are here.

- Show Batches
- Create Batch

Now click “Create Batch”. You will get a new page, which contains heading “Add Batch Information”. From there, you need fill up all the information as **Association, Training Institute, Training Courses**. Then you will get the “Batch Number” automatically as per your selection, and then you need to add **Training Location, Training Capacity, Start Date, End Date, Total Training Days & Total Training Hours**. Then select **Days, Location, Start & Ending Time, Daily Hours, Lead Trainer and Associate Trainer** from **Batch Schedule** Table. After fill up all the information, press “Save” button to save the information for a particular batch. If you want to change the information then you need to press “Reset” button.

Skills for Employment Investment Program

Home / Batch List / Add Batch

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Dashboard

Profile

Enrollment

Training

Assessment

Certification

Job Placement

Billing

Training Institutes

Courses

Institute Course Detail

Course Info

Course Batch

Show Batches

Create Batch

Course Mapping

Trainers

Assessors

Monitoring Report

Actions

Add Batch Information

Association*
Bangladesh Association of Construction Industry

Training Institutes*
--Select Training Institute--

Training Courses*
--Select Training Courses--

Batch Number*
[Auto-generated]

Training Location*
[Text Field]

Training Capacity*
[Text Field]

Start Date*
YYYY-MM-DD

End Date*
YYYY-MM-DD

Total Training Days*
[Text Field]

Total Training Hours*
[Text Field]

Batch Class Schedule

Days*	Location*	Start*	End*	Daily Hours*	Lead Trainer*	Associate Trainer*
☐ Sunday	[Text Field]	HH:MM am/pm	HH:MM am/pm	[Text Field]	--Select Mastr--	--Select Associa--
☐ Monday	[Text Field]	HH:MM am/pm	HH:MM am/pm	[Text Field]	--Select Mastr--	--Select Associa--
☐ Tuesday	[Text Field]	HH:MM am/pm	HH:MM am/pm	[Text Field]	--Select Mastr--	--Select Associa--
☐ Wednesday	[Text Field]	HH:MM am/pm	HH:MM am/pm	[Text Field]	--Select Mastr--	--Select Associa--
☐ Thursday	[Text Field]	HH:MM am/pm	HH:MM am/pm	[Text Field]	--Select Mastr--	--Select Associa--
☐ Friday	[Text Field]	HH:MM am/pm	HH:MM am/pm	[Text Field]	--Select Mastr--	--Select Associa--
☐ Saturday	[Text Field]	HH:MM am/pm	HH:MM am/pm	[Text Field]	--Select Mastr--	--Select Associa--

Reset Save

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Figure: 13

After saving batch information system will redirect the page in “Batch list”. From there you can see and edit batch information as you want. You can follow **Figure: 14** from below.

Figure: 14

You need to add trainees now in the system. You will add trainees in three steps. At first, trainees have to register by an application form. This is the “Applicants” phase. After successfully validation pre-registered trainees as Applicant phase go for next step “Qualified Applicants” and after successful registration go for “Enrollment”.

From the left panel navigate to “Enrollment”. It will expand with

1. Applicants
2. Qualified Applicants
3. Enrollment
4. Search Trainee
5. Transfer Trainee
6. Delete Trainee

Applicants will expand with	Qualified Applicants will expand with	Enrollment will expand with
a) Show Applicants Summary	a) Show Registered Trainees	a) Show Enrolled Trainees
b) Show Applicant List	b) Registered Qualified Applicants	b) Batch Enrollment
c) Bulk Upload		c) Upload Applicants Photos
d) Add applicant		

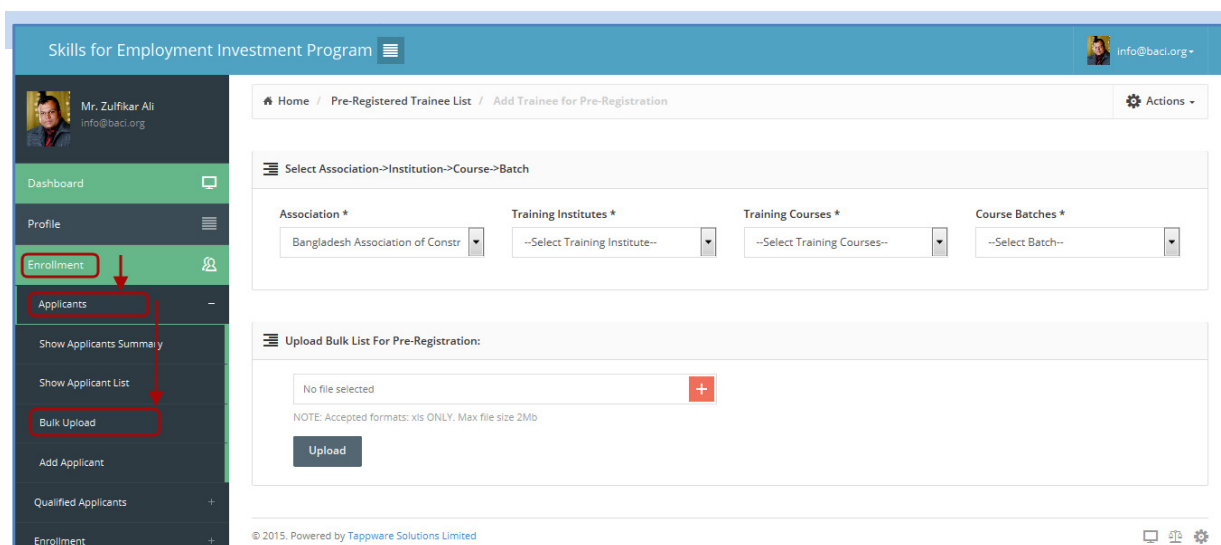
12. Applicant:

As we said “Applicant” is the first step to enroll trainees to the system. Here, “**Applicant**” phase will complete by “Bulk upload” or individual “Add Trainee” options.

13. Bulk Upload:

From bulk upload you can add a bulk list of trainee like 20/30 (as per batch) at a time. To bulk upload trainees you need to go “Bulk Upload” option. From the bulk upload landing page select Institute, Course and Batch from the drop down lists. For bulk upload you need a excel file

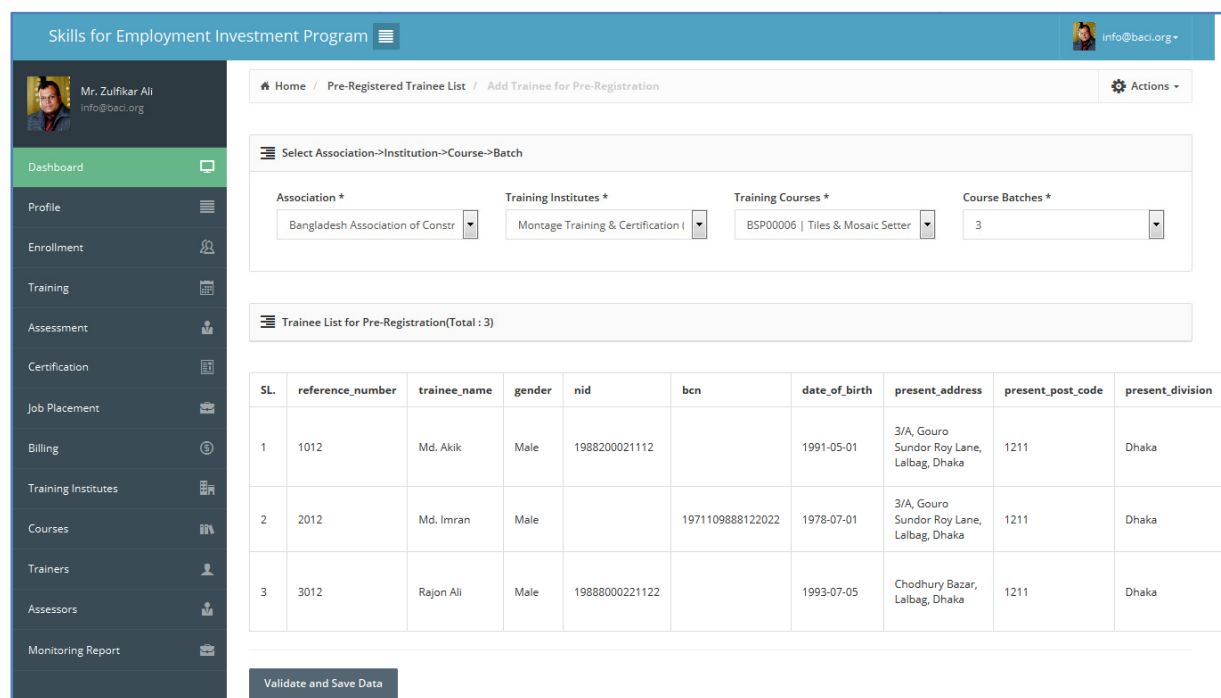
with a batch's trainees information as given format. So, first you need to prepare excel file and then upload that file click the red plus  button, browse and select the file. Press "Upload" button (excel file must be in .xlsformat). See figure: 14 from below.



The screenshot shows the 'Skills for Employment Investment Program' interface. On the left sidebar, the 'Enrollment' menu is expanded, and 'Bulk Upload' is highlighted with a red box. In the main area, the 'Upload Bulk List For Pre-Registration' section is visible, featuring a file selection area with a red plus button and an 'Upload' button. The breadcrumb trail indicates the path: Home / Pre-Registered Trainee List / Add Trainee for Pre-Registration.

Figure: 15

If everything is fine you will see the trainee list and a "Validate and Save" button at the end. To complete the phase you need to click on validate option. See figure: 15 from below.



The screenshot shows the 'Skills for Employment Investment Program' interface with the 'Trainee List for Pre-Registration' table displayed. The table has columns for SL, reference_number, trainee_name, gender, nid, bcn, date_of_birth, present_address, present_post_code, and present_division. The 'Validate and Save Data' button is visible at the bottom of the table.

SL	reference_number	trainee_name	gender	nid	bcn	date_of_birth	present_address	present_post_code	present_division
1	1012	Md. Akik	Male	1988200021112		1991-05-01	3/A, Gouro Sundor Roy Lane, Lalbag, Dhaka	1211	Dhaka
2	2012	Md. Imran	Male		1971109888122022	1978-07-01	3/A, Gouro Sundor Roy Lane, Lalbag, Dhaka	1211	Dhaka
3	3012	Rajon Ali	Male	19888000221122		1993-07-05	Chodhury Bazar, Lalbag, Dhaka	1211	Dhaka

Figure: 16

14. Add Applicants: Add applicant is an option to add an individual trainee to the system for pre-registration. So, you need to select Training Institute, Training Course and Course Batch from dropdown list. Then fill up the information of a trainee for pre-registration. You must fill the mandatory fields which are marked in red star sign (*). After fill up the entire basic information

table, go to press “Save” button to save the information. If you want to reset the information, then press “Reset” button.

The screenshot shows the 'Add Trainee for Pre-Registration' form. The left sidebar contains a menu with 'Enrollment' and 'Applicants' highlighted by red boxes, with a red arrow pointing from 'Enrollment' to 'Applicants'. The 'Add Applicant' option is also highlighted with a red box. The main form area includes the following sections:

- Association***: Bangladesh Association of Constr
- Training Institutes**: Montage Training & Certification
- Training Courses**: BSP00006 | Tiles & Mosaic Setter
- Course Batches**: 3
- Basic Information**:
 - Reference Id***: [Text Field]
 - Name***: [Text Field] **--Select Gender--** [Dropdown]
 - NID or BRCN***: National Id [Text Field] Birth Certificate Number [Text Field]
 - DoB (YYYY-MM-DD)***: YYYY-MM-DD [Text Field]
 - Image Upload**: [Image Placeholder] **Browse...** No file selected.
- Present Address**:
 - Address***: [Text Field] **Post Code**: [Text Field]
 - Division***: [Text Field] **District***: [Text Field] **City***: [Text Field]
- Permanent Address**:
 - Address**: [Text Field] **Post Code**: [Text Field]
 - Division**: [Text Field] **District**: [Text Field] **City**: [Text Field]
 - Home District**: [Text Field] **Upazilla**: [Text Field] **Mobile***: [Text Field] **Email**: [Text Field]

Figure: 17.1

Personal Information

Religion* Ethnic Group* Highest Class Completed* Year*

Is Employed? Years of Experience* Monthly Income Is Physically Challenged? Remarks

Family Information

Mother's Name* Mother's Education Level Mother's Occupation*

Father's Name* Father's Education Level Father's Occupation*

Annual Income Have family owned home? Have family owned land? Number of Siblings?*

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Figure: 17.2

15. Applicant Summary: For getting “Applicant Summary” go to “Applicants” > “Show Applicant Summary”. If you want to see the “Institute Summary” of this Training Partners then click on “Show Institute Summary”.

Skills for Employment Investment Program

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Dashboard
Profile
Enrollment
Applicants
Show Applicants Summary
Show Applicant List
Bulk Upload
Add Applicant
Qualified Applicants
Enrollment
Search Trainee
Transfer Trainee

Home / Pre-Registration Summary

Select Association->Institution

Training Partner: Bangladesh Association of Construction Industry
Training Institutes: --Select Training Institute--

Institute Summary

Institute Name	Pre-registration	Registration	Enrollment
Montage Training & Certification (Bangladesh)	578	578	578
MAWTS	506	506	505
Total	1084	1084	1083

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Figure: 18.1

Again if you want to see courses summary of a particular Training Institute then go to **Applicants > Show Applicants Summary**, then select your desire **Training Institute** from drop down list & click on “**Show Course Summary**”. Here selection of “Training Institute” isn’t needed.

Skills for Employment Investment Program

Home / Pre-Registration Summary

Select Association->Institution

Training Partner: Bangladesh Association of Construction Industry

Training Institutes: Montage Training & Certification (Bangladesh)

Show Institute Summary Show Course Summary

Masonry (Total Batch : 4)

Batch Number	Start Date	End Date	Pre-registration	Registration	Enrollment
1	2015-04-01	2015-06-30	35	35	35
2	2015-04-01	2015-06-30	35	35	35
3	2015-07-01	2015-09-30	35	35	35
4	2015-07-01	2015-09-30	35	35	35
Total			140	140	140

Plumbing (Total Batch : 4)

Batch Number	Start Date	End Date	Pre-registration	Registration	Enrollment
1	2015-04-01	2015-06-30	20	20	20
2	2015-04-01	2015-06-30	20	20	20
3	2015-07-01	2015-09-30	30	30	30
4	2015-07-01	2015-09-30	30	30	30
Total			100	100	100

Figure: 18.2

16. Show Applicant List: To see the Applicant List, go to **Applicants > Show Applicants List** and from here select Training Institute-> Training Courses->Course Batches from drop down list. Then you will see the Pre-Register Applicant list, Batch Starting date, number of enrolled trainees, Class Attended, Assessment and Certification of selected Batch. See the below image as **Figure: 19**.

Skills for Employment Investment Program

Home / Applicant List

Select Training Partner->Training Institute->Course->Batch

Training Partner: Bangladesh Association of Constr

Training Institutes: Montage Training & Certification

Training Courses: BSP00006 | Tiles & Mosaic Setter

Course Batches: 3

2015-09-09 BATCH START

2 ENROLLED TRAINEES

2/21 CLASS ATTENDED

2 ASSESSMENT

2/2 CERTIFICATION

0/2 EMPLOYMENT

Pre-Registered Trainee List (Total : 3)

Sl	Photo	Reference Number	Trainee Name	Nid	Bcn	Birth Date	Gender	Mobile	Actions
1		1012	Md. Akik	1988200021112		1991-05-01	Male	01949313376	
2		2012	Md. Imran		1971109888122022	1978-07-01	Male	01922323495	
3		3012	Rajon Ali	19888000221122		1993-07-05	Male	01965222909	

Figure: 19

17. Qualified Applicants

This is the second phase of trainee enrollment. In this phase system will verify trainee's National Identity Number or Birth Certification Number as because it needs to be unique for every trainee. To complete this step go to **Enrollment > Qualified Applicants > Register Qualified Applicants**.

Registered Qualified Applicants: In "Registered Qualified Applicants" page, you need to Select **Training Institute > Training Courses > Course Batches** from drop down list. Then you will see the Qualified Applicant List for Registration with a "Validate Data" option, click on "Validate Data" (**Figure: 20.1**)

Skills for Employment Investment Program

Home / Qualified Applicant List / Qualified Applicants

Select Training Partner->Training Institute->Course->Batch

Training Partner *
Bangladesh Association of Constr

Training Institutes *
Montage Training & Certification

Training Courses *
BSP00006 | Tiles & Mosaic Setter

Course Batches *
4

Pre-Registered Trainee List for Registration (Total : 3)

SI	Status	Photo	Reference Number	Trainee Name	NID	BCN	Birth Date	Gender	Mobile
1	✓		112	Md. Akik	1988200021442		1991-05-01	Male	01949313376
2	✓		212	Md. Imran		1971109888144022	1978-07-01	Male	01922323495
3	✓		312	Rajon Ali	19888000224422		1993-07-05	Male	01965222909

Validate Data

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Figure: 20.1

After that, if system verifies all trainees NID and BCN is ok then the status will became green colored and will show an option "Confirm Registration". So, click here and confirm your registration as "Qualified Applicant" phase.

If you add a single trainee to the system from "Applicant" phase, it doesn't need to complete "Qualified Registration" phase. You will find that trainee at "Enrollment".

Skills for Employment Investment Program

Home / Qualified Applicant List / Qualified Applicants

Select Training Partner->Training Institute->Course->Batch

Training Partner *
Bangladesh Association of Constr

Training Institutes *
Montage Training & Certification

Training Courses *
BSP00006 | Tiles & Mosaic Setter

Course Batches *
3

Pre-Registered Trainee List for Registration (Total : 3)

SI	Status	Photo	Reference Number	Trainee Name	NID	BCN	Birth Date	Gender	Mobile
1	✓		1012	Md. Akik	1988200021112		1991-05-01	Male	01949313376
2	✓		2012	Md. Imran		1971109888122022	1978-07-01	Male	01922323495
3	✓		3012	Rajon Ali	19888000221122		1993-07-05	Male	01965222909

Confirm Registration

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Figure: 20.2

Show Qualified Applicants

If you want to see Qualified Applicant list go to **Enrollment > Qualified Applicants > Show Qualified Applicants**. Then, select Training Institute > Training Courses > Course Batches from drop down list. Then click on “Enrolled Trainees” and can see the list of “Qualified Applicants”. You can view and also can edit the information of a trainee from “Action” option. See the below figure: 21.

If you press “Not Yet Enrolled Trainees”, you can see the list of “Qualified Applicants Not Yet Enrolled”

The screenshot shows the 'Skills for Employment Investment Program' dashboard. On the left sidebar, the 'Enrollment' menu is expanded, and 'Show Qualified Applicants' is highlighted with a red box. A red arrow points from this menu item to the main content area. The main content area has a breadcrumb trail: 'Home / Qualified Applicant List'. Below this, there are filters for 'Training Partner *' (Bangladesh Association of Constr), 'Training Institutes *' (Montage Training & Certification), 'Training Courses *' (BSP00006 | Tiles & Mosaic Setter), and 'Course Batches *' (3). There are two buttons: 'Enrolled Trainees' and 'Not Yet Enrolled Trainees'. Below these buttons is a table titled 'Qualified Applicants (Total : 3)'.

SI	Photo	Reference Number	Registration Number	Trainee Name	NID	BCN	Birth Date	Gender	Actions
1		1012	0500001119	Md. Akik	1988200021112		1991-05-01	Male	
2		2012	0500001120	Md. Imran		1971109888122022	1978-07-01	Male	
3		3012	0500001121	Rajon Ali	19888000221122		1993-07-05	Male	

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Figure: 21

18. Enrollment

This is the final phase of enroll trainees to the system. To enroll trainees you need to go “Enrollment” option from the left menu, it will expand with

- Show Enrolled Trainees
- Batch Enrollment
- Upload Applicants Photos

Batch Enrollment:

To complete this phase you need to go through “Batch Enrollment” option. So, click on this option. After that, select **Training Institute > Training Courses > Course Batches** from the drop down list. **Training Start Date** and **Training end Date** will auto show from selected “Batch” information. You will get a list of Registered Candidates. Then click on “Enroll Trainees” for enroll a batch.

You can also edit and view single qualified applicant from “Action” option. See **Figure: 22 (1&2)**

Home / Trainee List

Selection Panel

Association *
Bangladesh Association of Constr

Training Institutes *
Montage Training & Certification I

Training Courses *
BSP00006 | Tiles & Mosaic Setter

Course Batches *
3

Training Start Date *
2015-09-09

Training End Date *
2015-10-30

Qualified Applicants(Total : 3)

SI	Photo	Registration Number	Trainee Name	NID	BCN	Birth Date	Gender	Actions
1		1012	0500001119	Md. Akik	1988200021112		1991-05-01	Male
2		2012	0500001120	Md. Imran		1971109888122022	1978-07-01	Male
3		3012	0500001121	Rajon Ali	19888000221122		1993-07-05	Male

Enroll Trainees

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Figure: 22

Upload Applicant Photos:

Once a batch enrolled you need to upload those trainees' photos. To Upload Applicant Photos, you need to go **Enrollment > Enrollment > Upload Applicants Photos**, then select **Training Institute > Training Courses > Course Batches** from the drop down list. Then you will press **"Add Files"** button to select applicant's photo. After adding the selected file press **"Start Upload"** button to upload applicants' photos. See the **Figure: 23** from below.

Skills for Employment Investment Program

Home / Registered Trainee List

Select Association->Institution->Course->Batch

Association *
Bangladesh Association of Constr

Training Institutes *
Montage Training & Certification I

Training Courses *
BSP00006 | Tiles & Mosaic Setter

Course Batches *
3

Select Files (Add files to the upload queue and click the start button) Max File length: 50KB, Max resolution: 250x250

Filename	Size	Status
411.jpg	11 kb	0%
412.jpg	11 kb	0%
413.jpg	11 kb	0%

Add Files Start Upload

Figure: 23

Show Enrolled Trainees

You can see enrolled trainees from “Show Enrolled Trainees”. In “Show Enrolled Trainees” page, you need to select **Training Institute>Training Courses>Course Batches** from drop down list. Then you can see the list of “Enrolled Trainees”. See **Figure: 24**.

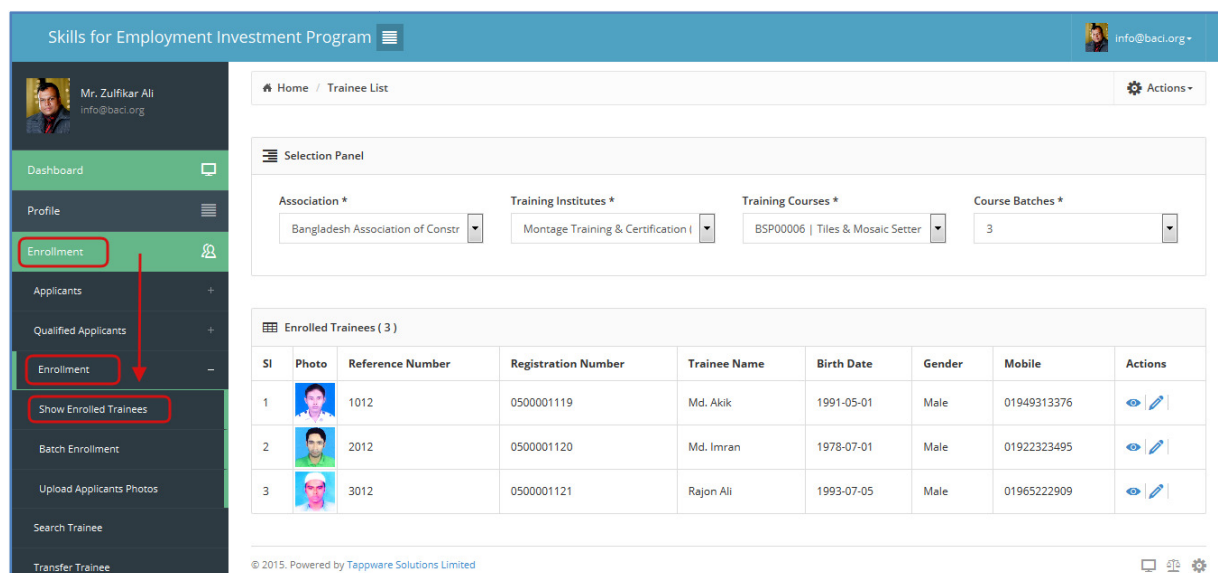


Figure: 24

19. Search Trainee

For search particular trainee information you have to go “Search Trainee” page. Then you have to provide Code no. of trainee and press “Search” button. You will get Status of a Trainee.

20. Transfer Trainee

For transfer trainee from one Training institute or Course or batch to another, you have to provide Code no. of trainee and press “Search” button. You will get Status of a Trainee. Then you have to select Training institute, Training Course, Course Batch and press “Transfer” button.

21. Delete Trainee

If you want to delete any Trainee information from system, you have to search trainee information by system code. You will get the status of trainee, whom information you want to delete. Then you have to press “Delete” button. Then information of trainee will delete from system permanently.

22. Assessor

If we want to add or map assessor, we have to navigate “Assesors” from left panel. Assessor will expand with four options-

- a. Show Assessors.
- b. Add Assessor.
- c. Map Assessor with Institute.

d. Map Assessor with Course.

Show Assessors

To see the Assessor list, you have to navigate "Show Assessor" from left panel. Then you have to select Entity and Training Institute from drop down list. You will get Assessor list and number of active and inactive Assessor. You can view and edit assessor information from the "Action" panel of the assessor list. If you want to edit assessor information then you have to press (1) according to below picture. But if you want to view "Assessor Information", then you have to press (2).

Add Assessor

For adding Assessor we have to navigate "Add Assessor" from the left panel. You will get a page for provide assessor information. You have to fill up the entire field as required. After fill up all information fields, you have to press "Save" button to save the information in system. If you want to set the information again about an assessor, then you have to press "Reset" button.

Map Assessor with Institute

We need to map Assessor with institute after adding Assessor. For mapping assessor with Institute we have to select Association and Training institute from the drop down page. Then Select Assessor from left box and press the (forward) ► button for map assessors with the institute. Select trainers from right box and press the (backward) ◀ button for unmapped, use red forward/backward button to map/unmapped all by one click.