

Online Management System

Coordinator Login

USER MANUAL

Prepared by

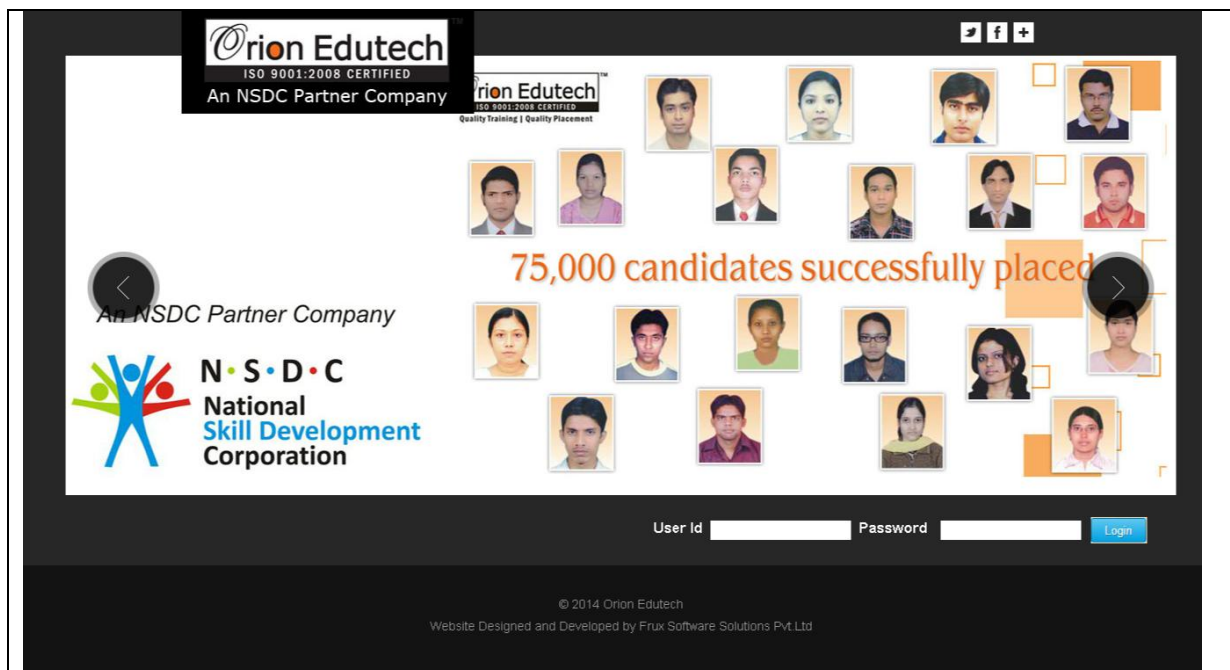


FRUX Software Solutions Pvt. Ltd.,

50-81-24/21, 502,
5th Floor GVK Plaza,
Seethampeta Main road,
Visakhapatnam – 530016

Coordinator Login Screen:

Login Screen



Screen Description:

This screen is used to Authenticate and Authorize for accessing and using different features and functionalities in Himayat Online Management System. You can Login to the application by providing your User Credentials like User Name and Password.

Sl.No	Input Type	Description in English	Mandatory (Yes/No/NA)
1	User Name	Enter the User name	Yes
2	Password	Enter the Password	Yes
3	Login	Click on Login button to log into the MIS	Yes
4	Cancel	Click on Cancel to clear the columns in the Login Page	NA

Co-Ordinators:

Update Status: When you click on Update Status under Co-ordinators below screen will be displayed.

Update Status

Update Certification/Placement/Tracking Status

Search for Trainee

☐ Completed
 ☐ Certification
 ☐ Offered
 ☐ Placements
 ☐ Tracking

PEN : **PEN NUMBER**
 Name : **Trainee Name**
 Father's Name : **Trainee Father Name**
 Mobile No : **Mobile No**

Update Offer Details

Employer Facility :	<input type="text" value="--Select--"/>	Remarks :	<input style="height: 20px;" type="text"/>
Gross :	<input style="height: 20px;" type="text"/>		
In Hand :	<input style="height: 20px;" type="text"/>		
Other Benefits :	<input style="height: 20px;" type="text"/>		
Offer Date (YYYY-MM-DD) :	<input style="height: 20px;" type="text"/>		

Screen Description:

This screen is used to mainly update the tracking details of a particular trainee. You can also view the certification and placement details also for that trainee. First of all you need to click on look up to search for a trainee. When you click on look up below screen will be displayed:

TRAINEE LOOKUP

Select Status ☐ Completed ☐ Certification ☐ Offered ☐ Placements ☒ Tracking

Search by Trainee Code : Search By Name :

Search By Training Batch

Center Name : Batch Number :

In the above screen you can search for a trainee for updating the tracking details by select status tracking. When you select tracking, trainees who were under tracking will be displayed.

Tracking:

For updating the tracking details for a trainee you need to select status training in the Look up. When you select tracking status in the lookup trainees who were tracked till will be displayed. Select the trainee for which you want to update the tracking details, then screen will be displayed as follows:

Update Certification/Placement/Tracking Status

Search for Trainee

☐ Completed
☐ Certification
☐ Placements
☒ Tracking

PEN : 0030112152100106122161075 Name : Mohd. Yousuf wani Father's Name : Abdul Ahad Wani

Update Tracking

Date of Tracking (YYYY-MM-DD) :

Remarks :

Mode :

Latest Contact Number : 91

Is the candidate working in the existing company

☐ Currently working
☒ Joined at place of work
☐ Left the Job
☐ Offered the job offer letter but didn't join at the place of work

Sno	Tracking Date	Tracking Mode	Trainee Status	Remarks	Latest Contact Number
1	08 JUL 2013	PHONE	CURRENTLY WORKING	CURRENTLY WORKING	9858831054

Sl.No	Input Type	Description in English	Mandatory (Yes/No/NA)
Update Tracking:			
1	Date of Tracking	Enter the date of the tracking when the trainee tracked	Yes
2	Mode	Select the mode of the tracking i.e. by phone or by visit	Yes
3	Remarks	Enter the remarks of the tracking i.e. the trainee is currently working or left the job etc	Yes
4	Latest Contact Number	Enter the latest contact number of the trainee	Yes
5	Save	Click on save to save the entered tracking details. When you click on save above details will be displayed in the table.	Yes
6	Clear All	If you want to clear the information filled by you click on Clear All	No

Certification:

For viewing certification details of the trainee you have to select the status Certification in the look up.

TRAINEE LOOKUP

Select Status ☐ Completed ☐ Certification ☐ Offered ☐ Placements ☐ Tracking

Search by Trainee Code : Search By Name :

Search By Training Batch

Center Name : Batch Number :

When you select Certification status in the lookup trainees who were certified will be displayed. Select the trainee for which you want to view the certification details, then screen will be displayed as follows:

Update Certification/Placement/Tracking Status

Search for Trainee

☐ Completed ☒ Certification ☐ Placements ☐ Tracking

PEN : 0030112150400306150324017 Name : Gulzar Ahmad Sofi Father's Name : Gh.Mohiud- din

Update Certification

Certification Date: Grade : Certifying Agency : ▼

Certificate : No file chosen

Placement:

For viewing Placement details of the trainee you have to select the status Placement in the look up.

TRAINEE LOOKUP

Select Status ☐ Completed ☐ Certification ☒ Placements ☐ Tracking

Search by Trainee Code : Search By Name :

Search By Training Batch

Center Name : Batch Number :

Select	Batch	Trade	Trainee PEN Code	Trainee Name	Father Name	MotherName	Training Centre
SELECT	1036-061	BPO & CALL CENTER	0030112152100106122161075	MOHD. YOUSUF WANI	ABDUL AHAD WANI	RAJA BEGUM	IL&FS HIMAYAT CENTRE, HYDERPORA
SELECT	1036-061	BPO & CALL CENTER	0030112152100106122161077	SAJAD AHMED BHAT	MOHD RAMZAAN BHAT	LATE REHTEE	IL&FS HIMAYAT CENTRE, HYDERPORA
SELECT	1036-061	BPO & CALL CENTER	0030112152100106122161062	AIJAZ AHMAD MIR	MOHD. AMIN MIR	DILSHADA	IL&FS HIMAYAT CENTRE, HYDERPORA
SELECT	1036-061	BPO & CALL CENTER	0030112152100106122161079	IRFAN AHMAD HAJAM	MOHD. YOUSUF HAJAM	SALEEMA BANO	IL&FS HIMAYAT CENTRE, HYDERPORA
SELECT	1036-061	BPO & CALL CENTER	0030112152100106122161085	SHOWKAT AHMAD MALIK	MOHD. YASEEN MALIK	KHATIJA	IL&FS HIMAYAT CENTRE, HYDERPORA
SELECT	1036-061	BPO & CALL CENTER	0030112152100106122161085	SHOWKAT AHMAD MALIK	MOHD. YASEEN MALIK	KHATIJA	IL&FS HIMAYAT CENTRE, HYDERPORA

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When you select Placement status in the lookup trainees who were placed will be displayed. Select the trainee for which you want to view the placement details, then screen will be displayed as follows:

Update Certification/Placement/Tracking Status

Search for Trainee

☐ Completed ☐ Certification ☒ Placements ☐ Tracking

PEN : 0030112152100106122161075 Name : Mohd. Yousuf wani Father's Name : Abdul Ahad Wani

Update Placement

Employer Facility :

Gross :

In Hand :

Other Benefits :

Placement Date (YYYY-MM-DD) :

Select the Status of the Trainee

Remarks

Previous Placement Details

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Reports:

You can view various reports like Project summary, District wise report, PIA wise report, Trainee status report, PIA employer list, PIA trainer list, Monitor Plan, can track the Post placement tracking report and also search for a Trainee, Youth data.

Help desk:

To support and resolve your requirements well in time glad to inform you that we gave an option called "Help Desk" in this MIS.

You can upload your requirements like if any new requirements or need our support / assistance or for any technical issues regarding the MIS kindly upload in the help desk then we will resolve the same.

Change Password:

You can change your password for entering into the MIS by clicking this menu.

Log Out:

You can come out from the MIS by clicking this menu.