

# **User Manual for TMS (Training Management System)**

**TMS:** It is a unique web based real time database developed and used by SEIP and its training partners to capture all training related information (e.g. trainee registration, enrollment, attendance, certification, job placement, basic information of trainees, financial claims, etc). This Manual will help users about how to provide information and generate reports from the TMS. The steps required to follow to feed data and generate reports are described in this guide sequentially.

This is a manual for using TMS (Training Management System) by **Association** (Training Partners) level user. User can find all the steps and sequences here. The steps and the processes are illustrated below:

### 1. Log-in process:

**a.** Go to SEIP website (www.seip-fd.gov.bd), navigate to "TMS >> Login to TMS". Then click on "log-in to TMS" as shown in the picture (Figure 1) below.



Figure 1

## b. Enter Login Credential:

- As an authorized user, you need to use authenticated login credentials (username and password) for entering into the System. So, at first, the user has to collect these credentials from SEIP.
- Put the user name and given password. Press "Sign in" button.
- To login, then, put the "username" and "password" to enter into the System.





 If a user prefers the System to remember the username and password instead of putting them every time, he/she needs to click the "Remember me" box from login page, then click on "Sign in" option. (Please see Figure: 2 below).

SEIS E J P	Skills for Employment Investment Program
	URGENT: The Time Barring for Trainee Enrollment data Entry has been revoked by SEIP Management till August 04, 2019 11:59 PM. All concerns are requested to complete trainee Enrollment process within August 04, 2019 11:59 PM. Training Management System
	User Login Username Username Passoord Password
	Remember me  Forgot password?  Sign in
	<ul> <li>For TMS Support please mail to tms.team@tappware.com</li> <li>(Please note that, this is the official mail for any support related issues effective from August 1, 2017)</li> <li>User Guide Read the user guide to operate this application swiftly.</li> </ul>

Figure 2

#### c. <u>How to Change Password:</u>

After log-in in system, he/she can change and create a new "password" following the guidelines-

- After successfully login in system, he/she can see the "User name" option showing on the right corner of the navigation bar. See figure: 3.
- It has three options- 1. Change User Credential 2. Change Password 3. Log Out.
- Clicking on user name, he/she will find three new option- change user credential, change password and logout.

SEIP Tra	ining M	enagement Syst	tem 🔳						ADB Contention	Harmanialat una Nilina una
SEP Admin Back	2	URGENT: The Tim	er Barring för Trainen Enrollment da	ta Entry has been reveked by SEIP Manage	ment til August 84, 2019 1	1:59 PM, All concerns a	ire requisited to complete	e trainee Excellment process within August 64,	2019 11:55 PM	Change User Credential
Dertovers	•	Association I	Dashboard							Change Password D
	-				<b>CD</b> 25	597	220	0 11		
Training	8			INCOMENTS	COURSE	TRAALER	ALSEUGOR	ATTENDANCE PENDING (BATCH COUNT)		
	4									
Certification	H									🔉 🙆 😎
job Placement						Status of Tra	ining Autivities			
aring		As at 21-Oct-2019 (den: Update inter: 34.04 pm; It updates in every 39 minutes)								
Training Institutes		1	Tranche Tranche 1	Total Terget (As Per Contract)	Enrollment 13,110	N	1,075	Certification 12,700	job Placement 9,349	16 on Contified
Courses		2	Additional Transfel 1	10,000	7,801		623	4,651	2,234	48



Figure 3



- Click on change password to reset the old password.
- Type a new password and confirm the password again. Figure: 4.
- Type the same code seen on the screen.
- Press the "Submit" button.

Change Password		
New password		
Confirm new password		
<b>15497</b> Type the ab we number:		
Submit		

Figure 4

• These credentials should be preserved carefully and confidentially.

#### d. How to Change User Credential:

If user want to change resource persons login credentials, click on "Change User Credential" button. User will find a page like figure: 5.

6 Home			4
Login Email field must be filled.     Bank Login ID field will delete uper login Id.			
Change User Credential			
Login Email seip seip	Login ID		
Save			
E 2020. Developed and Maintained by Tapoware Solutions Limber			

Figure 5

If user want to change email and login Id, write the new email id on "Login Email" field and user Id on "Login ID" field.

Then press "Save" button. The new information will be replaced.





#### e. <u>Resetting the Password:</u>

If the user forgets password, he/she can reset it by clicking on "Forgot Password" link and reset a new password. The subsequent steps will be as follows:

- On clicking the link, a page will open to set new password as shown in Figure: 6.
- Provide a valid email through which the user's account was opened previously and rewrite the given number in 'textbox'.
- Press reset my password.
- New password setting link will be provided through given email address. Open your mail and click on the reset password link to set the new password.

SEIP NES NE TRANSPORT	Skills for Employmen	t Investment Program	۲	ADB 🤇	Schweizerische Eidgenossenschaft Confederation suisse Confederazione Svizzera Confederaziun svizra
	URGENT: has been 11:59 PN Enrollme	: The Time Barring for Trainee Enroll revoked by SEIP Management till A 1. All concerns are requested to com nt process within August 04, 2019 1 Training Management Sys User Login	ment data Entry ugust 04, 2019 plete trainee 1:59 PM. <b>tem</b>		
	Pasaword	nber me Sign in	Errigot pássword?		
	C For TN (Please no issues effe	IS Support please mail to tms.team@ te that, this is the official mail for any sective from August 1, 2017) uide Read the user guide to operate this applic	tappware.com support related ation swiftly.		

Figure 6





Forgot yo	ur password? valid email	
E-mail		
	26826 Type the above number:	
	Reset my password	

Figure 7

