

5. Trainee Enrollment:

To add trainees in the system, navigate to the “Trainee” Menu. It will expand with the following items-

- i. New Trainee
- ii. Update Trainee Info
 - a. Upload Trainee Photos
 - b. Update Bank Information
 - c. Update License Information
 - d. Update Trainee Information
 - e. Income Certificate
 - e1. Required Income Certificate
 - e2. Upload Income Certificate
 - e3. Income Certificate Status
- iii. Show Trainees
- iv. Search Trainee
- v. Advance Search Trainee

i. New Trainee

To add new trainee(s) select “New Trainee”. User can navigate by following “Trainee >> New Trainee”. “New Trainee” page will appear with following dialogue box (figure: 1):

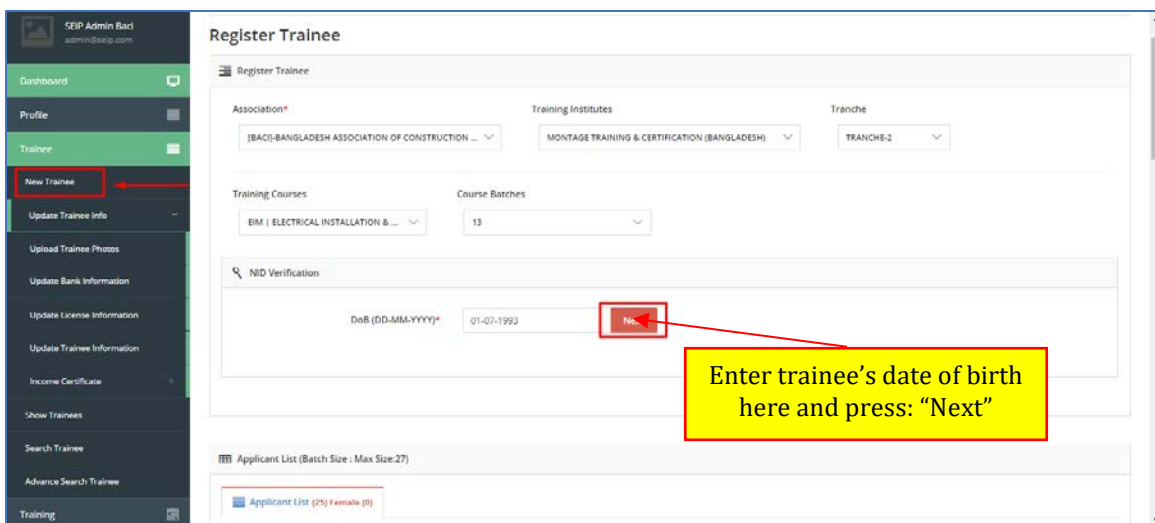
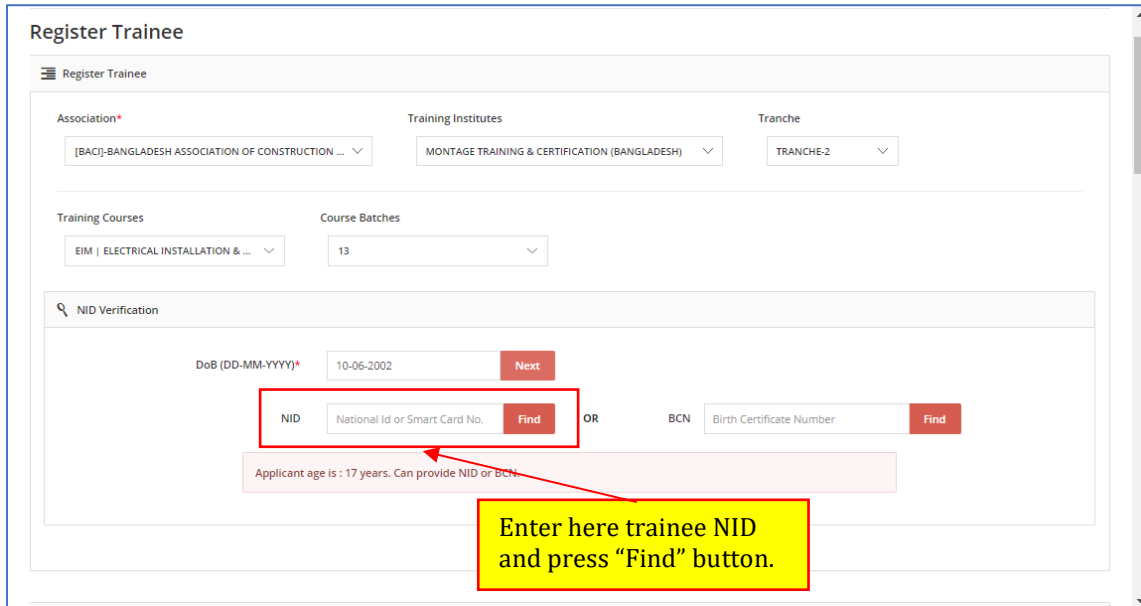


Figure 1

- Select “Training Institute”, “Tranche”, “Training Courses” and “Course Batches”.
- Enter trainee’s date of birth and press “Next”.
- Two more fields: 1) NID and 2) BCN. (figure: 2)
- Enter trainee’s NID in the NID field and press “Find” button.

Note: If the trainee does not have a NID then user can use BCN option. But if the age of trainee is upper than 20 years then he/she must provide the NID number.



The screenshot shows the 'Register Trainee' form with the following fields and values:

- Association*: [BAC]-BANGLADESH ASSOCIATION OF CONSTRUCTION ...
- Training Institutes: MONTAGE TRAINING & CERTIFICATION (BANGLADESH)
- Tranche: TRANCHE-2
- Training Courses: EIM | ELECTRICAL INSTALLATION & ...
- Course Batches: 13
- NID Verification:
 - DoB (DD-MM-YYYY)*: 10-06-2002
 - NID: National Id or Smart Card No. (highlighted with a red box)
 - Find button (next to NID)
 - OR
 - BCN: Birth Certificate Number
 - Find button (next to BCN)
- Message: Applicant age is : 17 years. Can provide NID or BCN.
- Instruction box: Enter here trainee NID and press “Find” button.

Figure 2

- If entered birth date and/or NID is matched with NID server, following dialogue box will appear (figure :3).
- From the NID server some pre-defined information will come automatically. Rest of the information need to be entered manually.
- In the case of BCN, user will not get any information automatically. All the trainee information in required field need to be added manually.

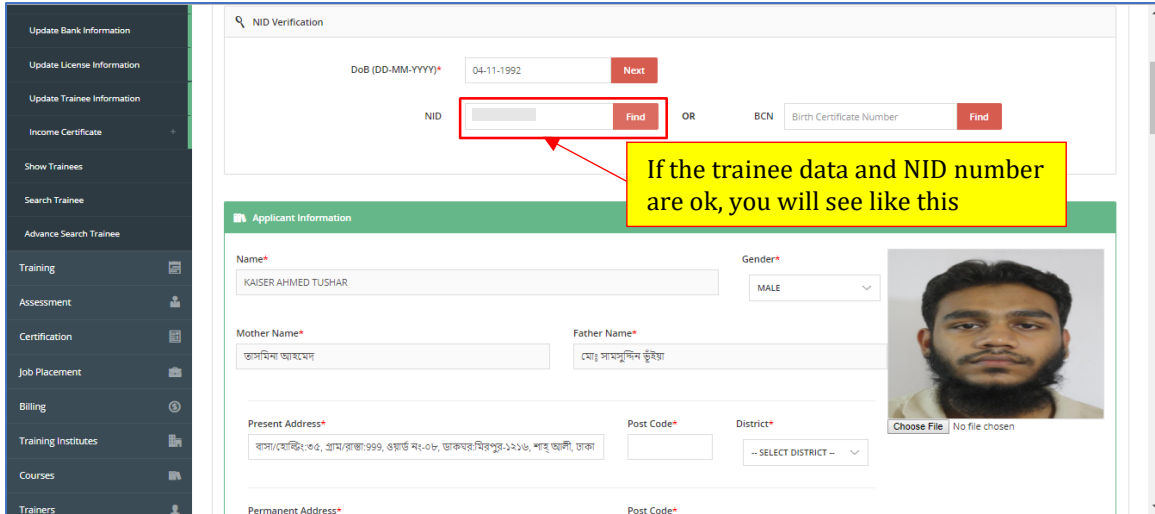


Figure 3

There are four panels for adding trainee information's like- applicant info, personal info, family info and bank info.

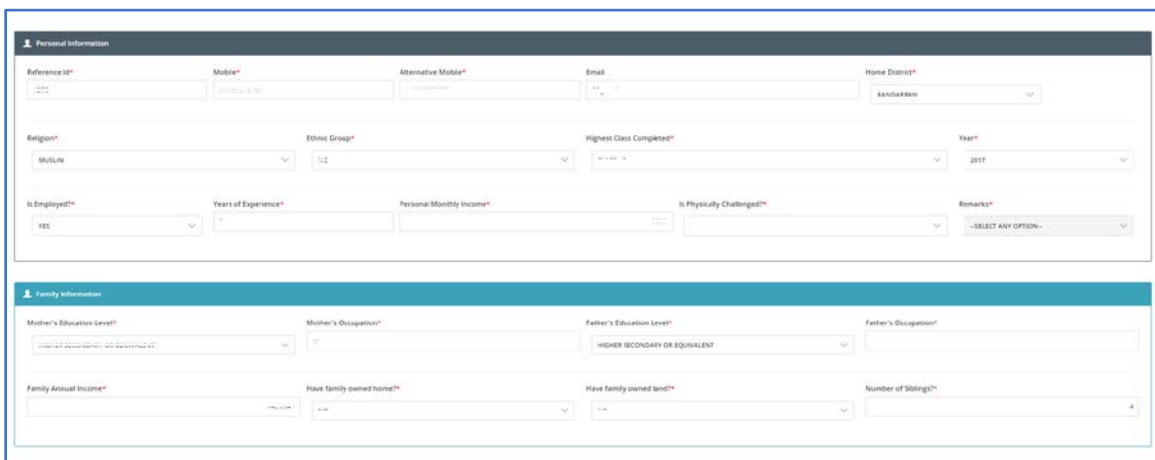


Figure 4

The bank info panel has two options- 1. Bank Account 2. Mobile Banking.

- If trainee account type is mobile banking, then user can see mobile banking name like BKash, Rocket etc. and account number to set. Please follow the rules while adding account number. See figure: 5.

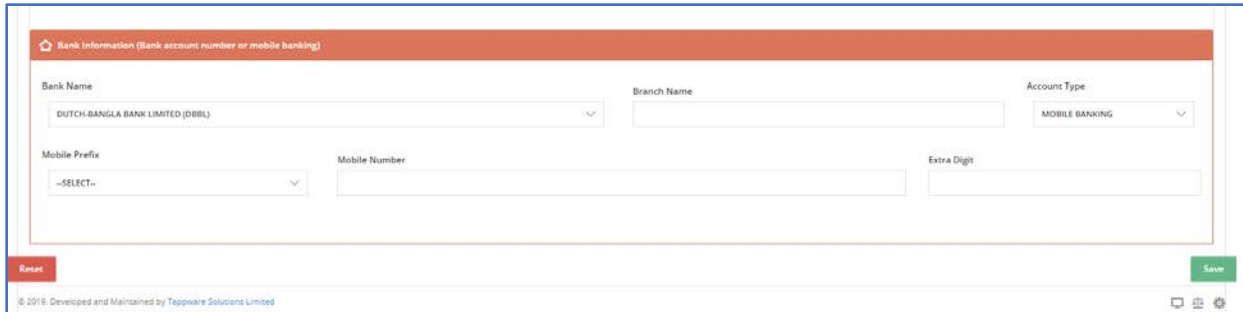


Figure 5

- If trainee account type is bank account, then user can see bank name, branch name and account number to set. See figure: 6.
- Finally, press the save button to add all information about trainee in TMS.

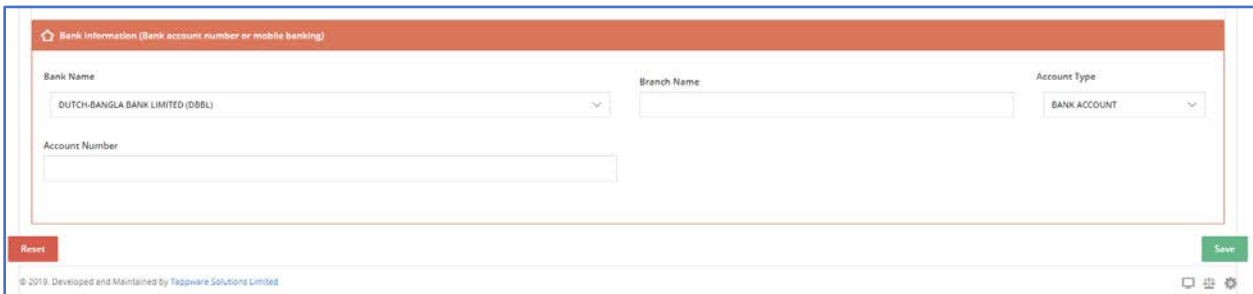
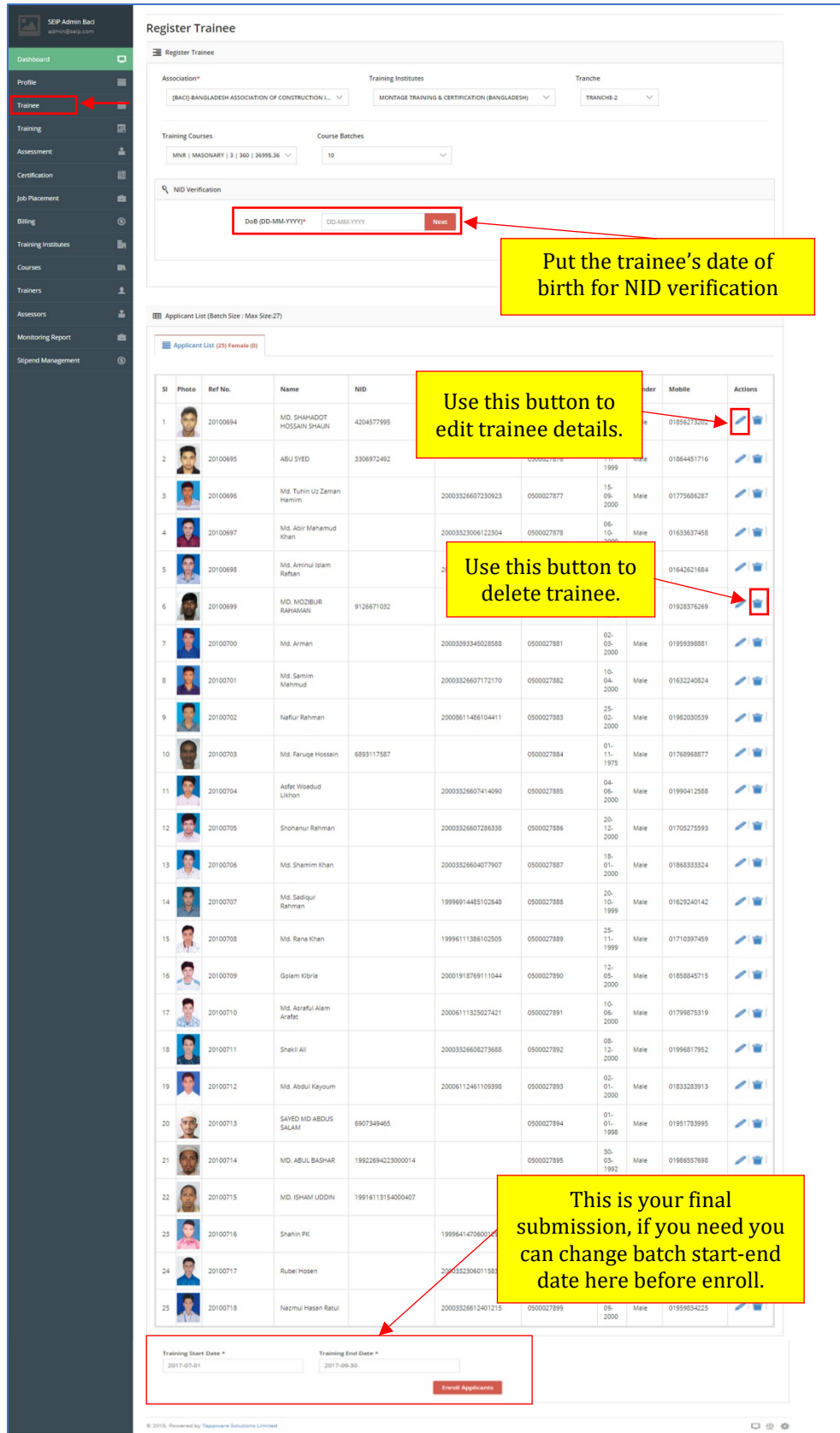


Figure 6

- For each batch, trainee information needs to be added one by one.
- On completion of each batch following dialogue box will appear (figure: 8)

Note: Adding bank information is not mandatory while adding new trainee info. User can add bank info later, using “Trainee >> Update Trainee Info >> Update Bank Information”. Bank information is needed for getting special stipend from SEIP. So the bank account details should be added before submitting Bill.



Register Trainee

Association* [BACD BANGLADESH ASSOCIATION OF CONSTRUCTION L...]
 Training Institutes [MONTAGE TRAINING & CERTIFICATION (BANGLADESH)]
 Tranche [TRANCHE-2]

Training Courses [MNR | MASONARY | 3 | 360 | 36395.36]
 Course Batches [10]

NID Verification
 DOB (DD-MM-YYYY) [] ID (DD-MM-YYYY) [] [Next]

Applicant List (Batch Size: Max Size:27)

Applicant List (25) Female (0)

Sl	Photo	Ref No.	Name	NID	Gender	Mobile	Actions
1		20100694	MD. SHAHADUOT HOSSAIN SHAJIN	4204377995	Male	01856272022	
2		20100695	ABU SYED	3306972492	Male	01864431716	
3		20100696	Md. Tuhin Uz Zaman Hamim	20003326607230923	Male	01775686287	
4		20100697	Md. Abir Mahamud Khan	20003323006122304	Male	01633637458	
5		20100698	Md. Aminul Islam Rafan		Male	01642621684	
6		20100699	MD. MOZIBUR RAHAMAN	9126671032	Male	01928376269	
7		20100700	Md. Arman	20003393345028588	Male	01959398881	
8		20100701	Md. Samim Mahmud	20003326607172170	Male	01632240824	
9		20100702	Nafur Rahman	20006611485104411	Male	01982030539	
10		20100703	Md. Faruq Hossain	6893117587	Male	01768968877	
11		20100704	Arfat Woodud Likhon	20003326607414090	Male	01990412588	
12		20100705	Shohanur Rahman	20003326607286338	Male	01705275993	
13		20100706	Md. Shamim Khan	20003326604077907	Male	01868333324	
14		20100707	Md. Sadiqur Rahman	19996914485102648	Male	01629240142	
15		20100708	Md. Rana Khan	19996111386102505	Male	01710397459	
16		20100709	Gulam Kibria	20001918789111044	Male	01858848715	
17		20100710	Md. Asraful Alam Arafee	20006111325027421	Male	01799875319	
18		20100711	Shakil Ali	20003326608273688	Male	01996817952	
19		20100712	Md. Abdul Kayyum	20006112461109398	Male	01833283913	
20		20100713	SAYED MD ABDUS SALAM	6907349465	Male	01951783965	
21		20100714	MD. ABUL BASHAR	19922694223000014	Male	01966557688	
22		20100715	MD. ISHAM UDDIN	19916113154000407	Male		
23		20100716	Shahin PK	199964147060025	Male		
24		20100717	Rubel Hosen	200033230601158	Male		
25		20100718	Nazmul Hasan Ratul	20003326612401215	Male	01959834225	

Training Start Date * [2017-07-01] Training End Date * [2017-09-30] [Enroll Applicants]

Annotations:
 - Put the trainee's date of birth for NID verification (points to DOB field)
 - Use this button to edit trainee details. (points to edit icon)
 - Use this button to delete trainee. (points to delete icon)
 - This is your final submission, if you need you can change batch start-end date here before enroll. (points to Enroll Applicants button)

Figure 7











2		20100695	ABU SYED				30-11-1999	Male	01864451716
3		20100696	Md. Tuhin Uz Za Hamim				15-09-2000	Male	01775686287
4		20100697	Md. Abir Mahan Khan				06-10-2000	Male	01633637458
5		20100698	Md. Aminul Islam Rafsan		7879		06-02-2000	Male	01642621684
6		20100699	MD. MOZIBUR RAHAMAN	9126671032		0500027880	27-08-1973	Male	01928376269
7		20100700	Md. Arman		20003393345028588	0500027881	02-03-2000	Male	01959398881
8		20100701	Md. Samim Mahmud		20003326607172170	0500027882	10-04-2000	Male	01632240824
9		20100702	Nefiur Rahman		20008611486104411	0500027883	25-02-2000	Male	01982030539
10		20100703	Md. Faruqe Hossain	6893117587		0500027884	01-11-1975	Male	01768968877
11		20100704	Asfat Woadud Likhon		20003326607414090	0500027885	04-06-2000	Male	01990412588

Figure 8

- If user have planned to enroll some of the trainee's later, user can do that using following dialogue box (figure 9). This is the trainee list for a batch.
- Here user can see three trainees with green sign. They are already enrolled and others are not yet enrolled.
- To enroll others, user have to navigate through "Trainee >> New Trainee" from the left menu again.

- Courses
- Trainers
- Assessors
- Monitoring Report
- Student Management

Applicant List (Batch Size: Max Size:27)

Applicant List (25) Female (0)

Sl	Photo	Ref No.	Name	NID	BCN	Reg No#	Birth Date	Gender	Mobile	Actions
1		20100684	MD. SHAHADOT HOSSAIN SHAJIB	4204577995		0500027875	30-12-1998	Male	01854273202	✔
2		20100695	ABU SYED	3306972492			35	Male	01864451716	✔
3		20100696	Md. Tuhin Uz Zaman Hamim					Male	01775886287	✔
4		20100697	Md. Abir Mahamud Khan		2000332300612304	0500027878	10-02-2000	Male	01633637458	✔
5		20100698	Md. Aminul Islam Rafsan		20003323006262477	0500027879	06-02-2000	Male	01642621684	✔
6		20100699	MD. KHODJUR RAHAMAN	9126671032		0500027880	27-08-1973	Male	01928376269	✔
7		20100700	Md. Arman		2000333345028588	0500027881	02-03-2000	Male	01959398861	✔
8		20100701	Md. Samim Mahmud		20003325660712170	0500027882	10-04-2000	Male	01632240824	✔
9		20100702	Nafur Rahman		20008611486104411	0500027883	25-02-2000	Male	01982030539	✔
10		20100703	Md. Faruque Hossain	6893117587		0500027884	01-11-1975	Male	01768968877	✔
11		20100704	Azfar Wabedur Likhon		20003326607414090	0500027885	04-06-2000	Male	01990412588	✔
12		20100705	Shahenur Rahman		20003326607286330	0500027886	20-12-2000	Male	01705275593	✔
13		20100706	Md. Shamim Khan		20003326604077907	0500027887	18-01-2000	Male	01868333324	✔
14		20100707	Md. Saadique Rahman		19996914485102646	0500027888	20-10-1999	Male	01629240142	✏️🗑️
15		20100708	Md. Rana Khan		19996111386102505	0500027889	25-11-1999	Male	01710397459	✏️🗑️
16		20100709	Gulam Kloria		20001918789111044	0500027890	12-05-2000	Male	01858845715	✏️🗑️
17		20100710	Md. Arafat Alam Arafat		2000611325027421	0500027891	10-06-2000	Male	01799075319	✏️🗑️
18		20100711	Shakil Ali		20003326608273688	0500027892	08-12-2000	Male	01996017952	✏️🗑️
19		20100712	Md. Abdul Kayum				02-01-2000	Male	01833203913	✏️🗑️
20		20100713	SAYED MD ABDOUS SALAM	6907349465			01-01-1998	Male	01951783995	✏️🗑️
21		20100714	MD. ABUL BASHAR	19922894223000014		0500027895	30-03-1992	Male	01986557698	✏️🗑️
22		20100715	MD. ISHAM UGGIN	19916113154000407			10-05-1991	Male	01959168573	✏️🗑️
23		20100716	Shahin PK				13-07-1999	Male	01798184112	✏️🗑️
24		20100717	Rubel Hosen		20003323060115872	0500027898	01-01-2000	Male	01783990316	✏️🗑️
25		20100718	Nazmul Hasan Ratul		2000332661401215	0500027899	15-09-2000	Male	01959834225	✏️🗑️

Training Start Date * 2017-07-01 Training End Date * 2017-09-30

[Print Applicants](#)

This sign means it is already enrolled

These are waiting for enrollment

Click here to enroll leftover trainee(s).

Figure 9

ii. Trainees' information Update:

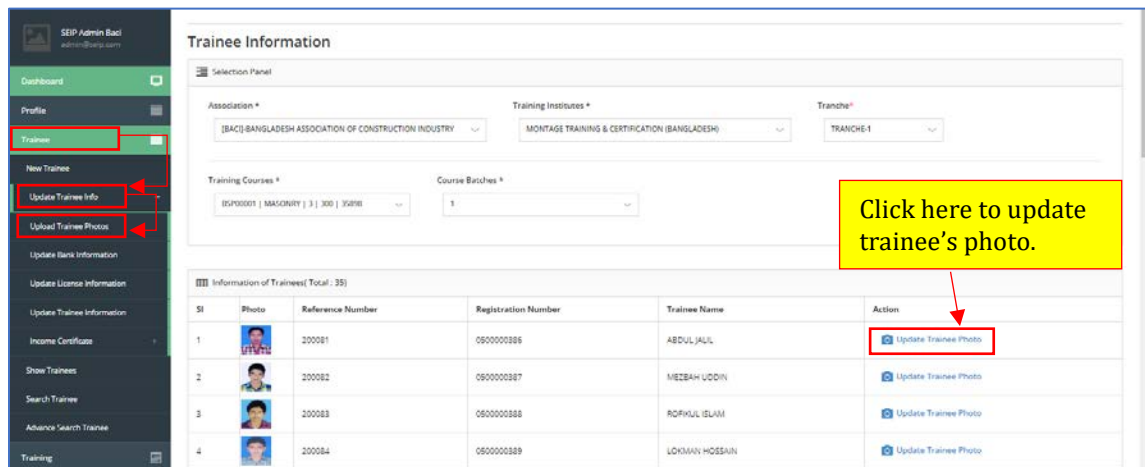
If user want to edit/update any information for trainee(s) he/she need to navigate through "Trainee >> Update Trainee Info".

- There are four editing options. User can upload **trainee photo**, update **bank information**, update **license information** and update **trainee information**.

a. Uploading Trainee's Photos:

Trainee's old photo can be replaced from NID server or local computer.

- User need to click "Uploaded trainee Photos".
- Select "Training Institute", "Tranche", "Training Courses" and "Course Batches".
- All trainee list of respective batches will appear (figure: 10).
- User can find "Update trainee Photo" in "Action" column.



Sl	Photo	Reference Number	Registration Number	Trainee Name	Action
1		200001	0500000285	ABDUL JALIL	
2		200002	0500000287	MEZBAH UDDIN	
3		200003	0500000288	ROFKUL ISLAM	
4		200004	0500000289	LOKMAN HOSEAIN	

Figure 10

Clicking on "Update Trainee Photo", user will find a dialogue box like **figure 11**

- User can add/replace photo from local computer.
- Or user can get trainee's photo from NID or Smart Card.
- Press "Save" button to save the updated information.
- If replacement of photo is not needed, then press "Close" button.

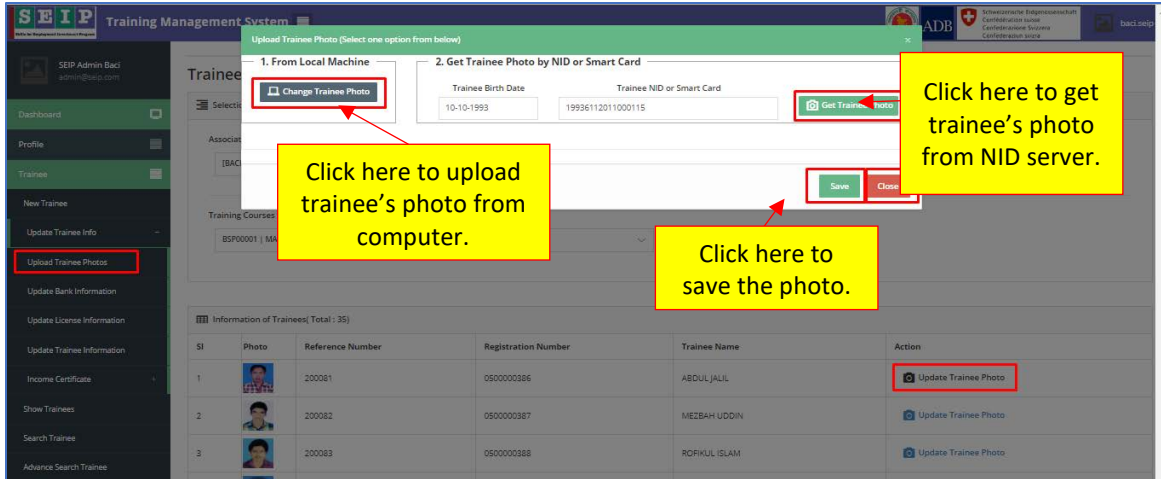


Figure 11

b. Updating Bank Information:

Bank information of a trainee can be updated using the panel in figure: 12.

- Click “Update Bank Information”.
- Select “Training Institute”, “Tranche”, “Training Courses” and “Course Batches”.
- All trainee list of that batch will be loaded.
- In “Action” column user will find the option to edit bank information.
- Click relevant button on the “Action” column to edit trainee’s bank information.

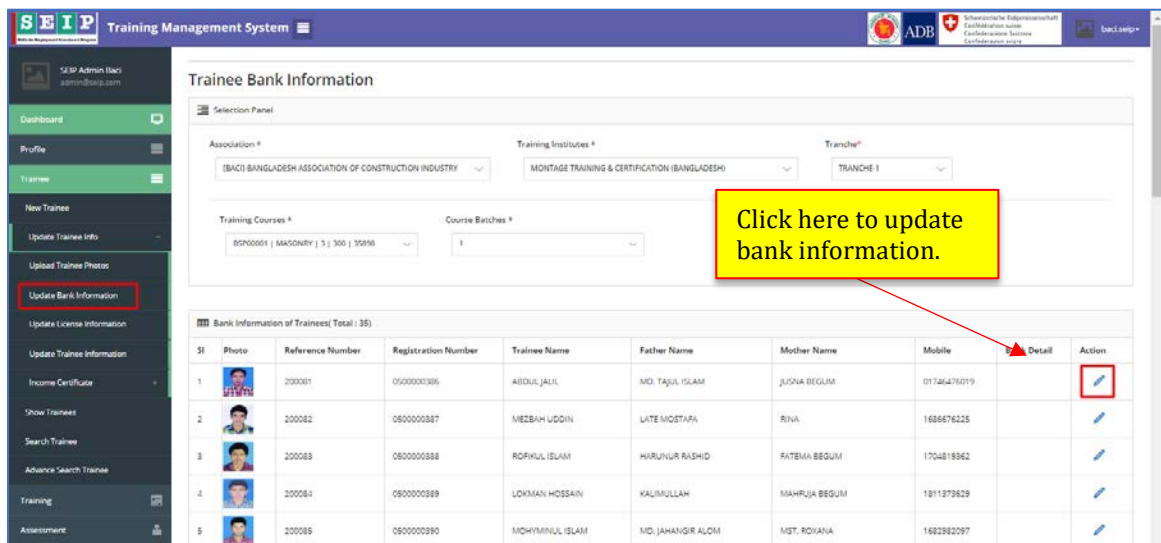
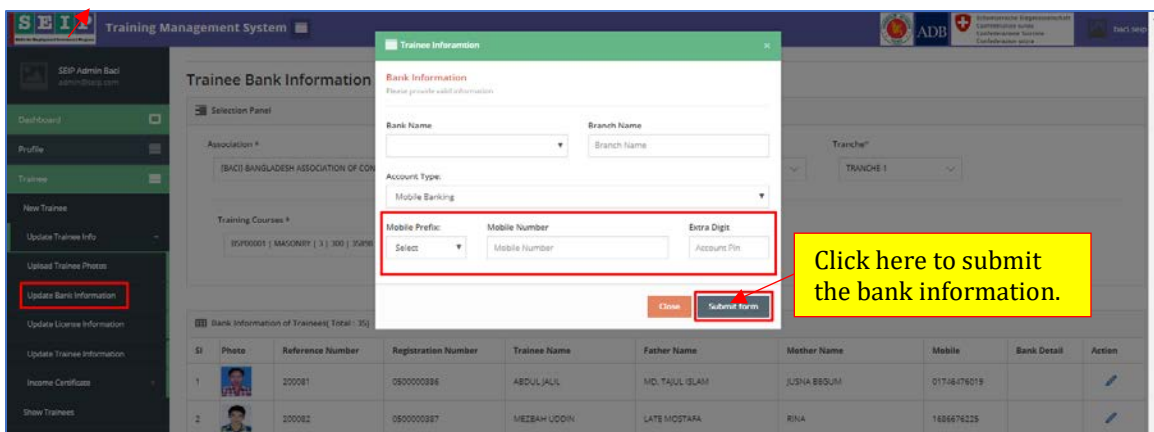


Figure 12

A dialogue box like figure: 13 will appear.

- Select the “Bank Name”, “Branch Name” and” Account Type”
- If the bank type is “Mobile Banking” then select “Mobile Prefix”, Put the mobile number and an “Extra Digit” (one additional digit like: Dutch Bangla Mobile Banking Rocket) for that mobile banking account and then press the “Submit” button.
- If the bank type is “Bank Account” then put “Account Number” and then press the “Submit” button. Figure: 14.



Trainee Bank Information

Bank Information
Please provide valid information

Bank Name: [Dropdown] Branch Name: [Dropdown]

Account Type: Mobile Banking

Mobile Prefix: [Select] Mobile Number: [Text] Extra Digit: [Text]

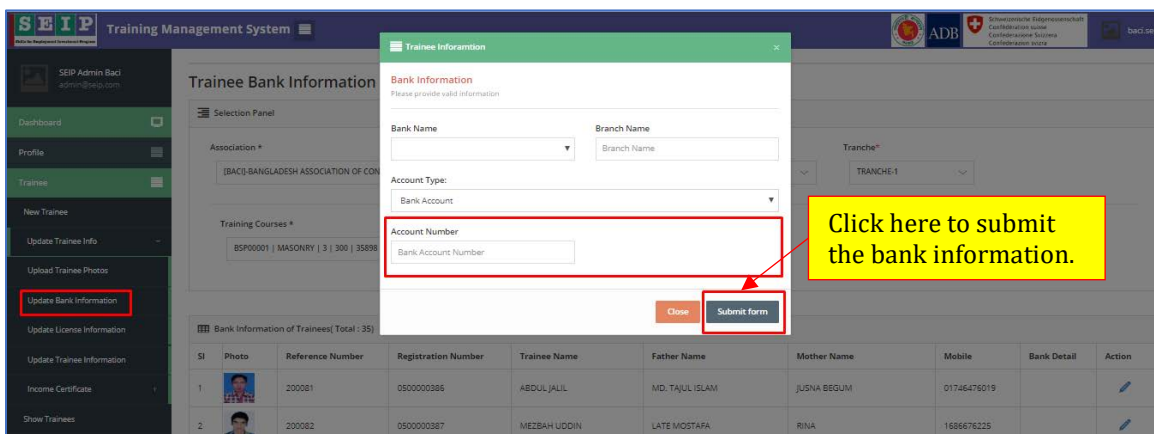
Account Pin: [Text]

Buttons: Close, Submit form

Click here to submit the bank information.

Sl	Photo	Reference Number	Registration Number	Trainee Name	Father Name	Mother Name	Mobile	Bank Detail	Action
1		200081	0500000386	ABDUL JALIL	MD. TAJUL ISLAM	JUSNA BEGUM	01746476019		
2		200082	0500000387	MEZBAH UDDIN	LATE MOSTAFA	RINA	1686676225		

Figure 13



Trainee Bank Information

Bank Information
Please provide valid information

Bank Name: [Dropdown] Branch Name: [Dropdown]

Account Type: Bank Account

Account Number: [Text]

Buttons: Close, Submit form

Click here to submit the bank information.

Sl	Photo	Reference Number	Registration Number	Trainee Name	Father Name	Mother Name	Mobile	Bank Detail	Action
1		200081	0500000386	ABDUL JALIL	MD. TAJUL ISLAM	JUSNA BEGUM	01746476019		
2		200082	0500000387	MEZBAH UDDIN	LATE MOSTAFA	RINA	1686676225		

Figure 14

c. Updating License Information: (Applicable for only Motor Driving Courses)

User can also update driving license information of a trainee. From left panel select “Trainee” menu and navigate through “Trainee >> Update Trainee Info >> Update License Information”.

- A page with title about “Driving License Training Data” will appear on the screen (figure: 15).
- Select “Training Institute”, “Tranche”, “Training Courses” and “Course Batches” from the selection panel.
- A list that containing information about trainees’ driving license will appear.
- Click relevant button in the “Action” column to put/update information about driving license of the selected trainee.

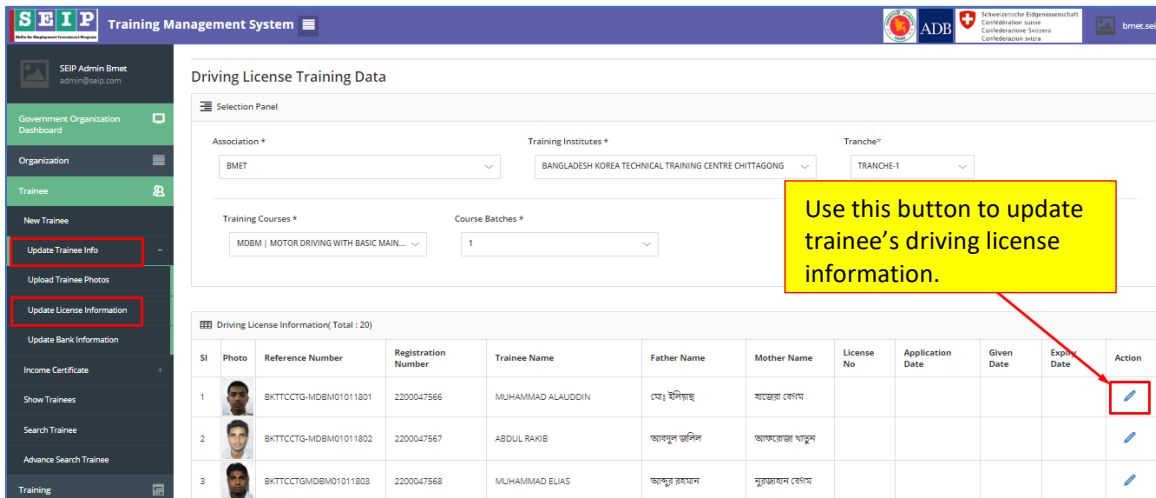


Figure 15

- “License Information” will appear (figure:16).
- Fill up all the information like “License Number”, “Application Date”, “Given date”, “Expiry date”.
- Press “Submit” button.
- All updated information will be saved in the system.

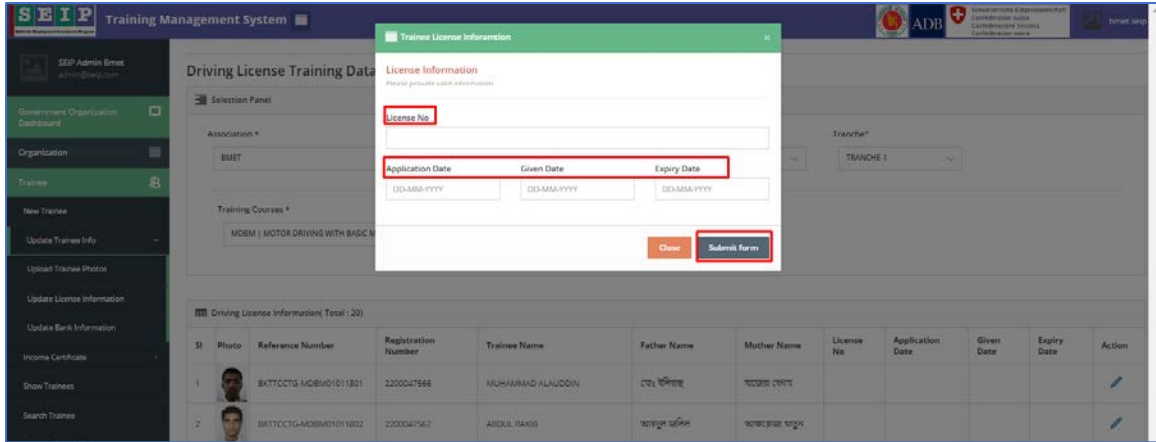


Figure 16

Note: Updating License Information option is used only for that associations who are engaged in driving training courses. Other associations will not find any data in this section.

d. Updating Trainee Information:

If user want to update some information like Present District, Permanent District, Permanent Upazilla, Home District, Family Monthly Income and Annual Income for a trainee user need to navigate through “Trainee >> Update Trainee Info >> Update Trainee Information”.

- User will find a page with title “Trainee Information” figure: 17.
- Select “Training Institute,” Tranche”, “Training Courses “and “Course Batches” from the selection panel.
- A list that containing trainees’ information according to selection will appear.
- Add the new information for relevant trainees.
- Click “Update” button in “Action” column. Updated information will be saved in the system.

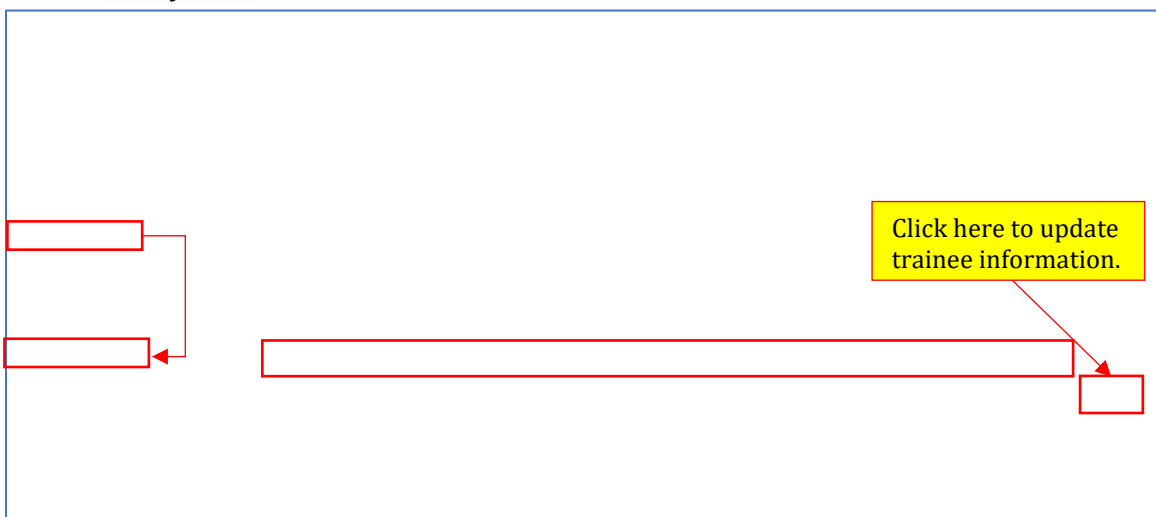


Figure 17

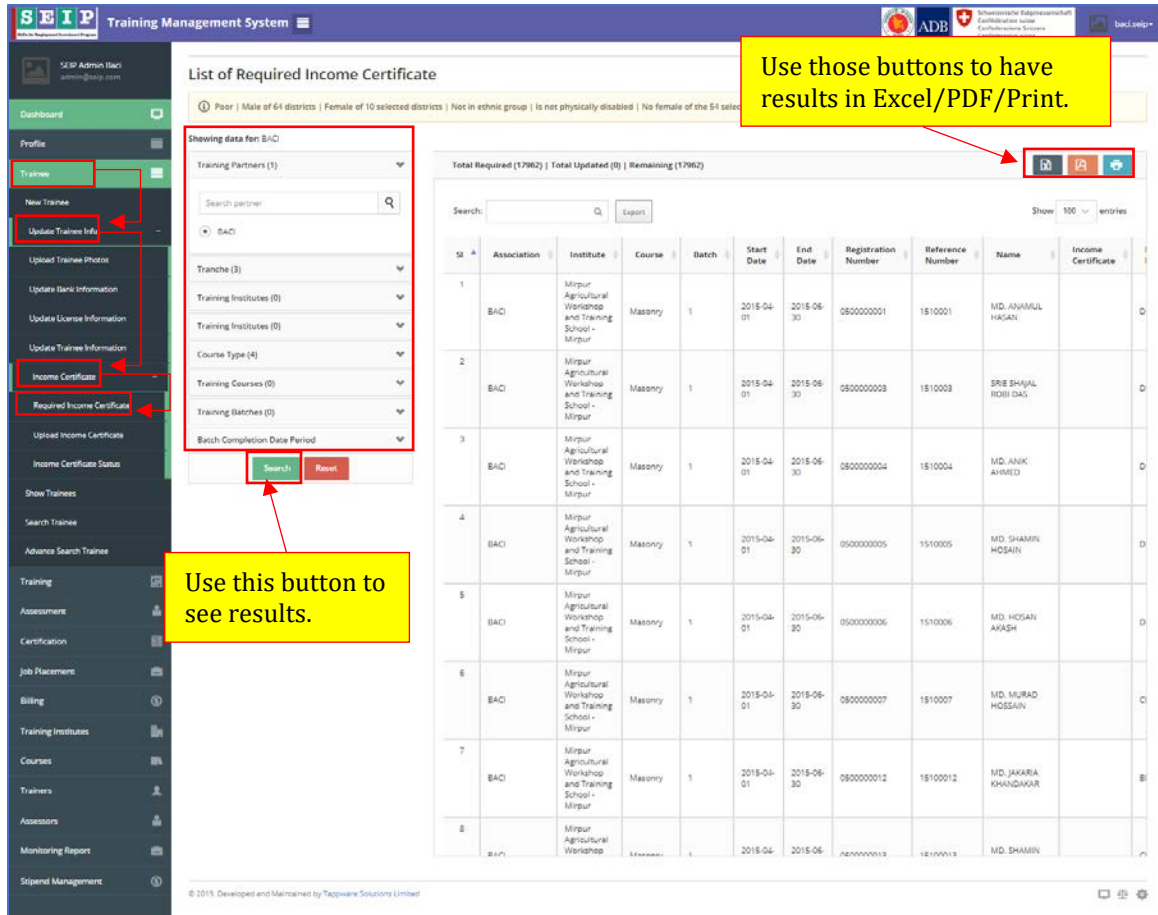
e. Income Certificate

TMS also provides information about trainees who are eligible for special stipend by mentioning their income status. To view list of trainees eligible for special stipend and respective income certificate, user need to navigate “Trainee >> Update Trainee Info >> Update Trainee Information >> Income Certificate”.

This process is divided into three sections.

e1. Required Income Certificate:

- Click “Trainee” from the left panel and navigate through “Trainee >> Update Trainee Info >> Update Trainee Information >> Income Certificate >> Required Income Certificate”.
- User will find a page with title “List of Required Income Certificate” (figure: 18).
- Select “Search Panel” from the dropdown menu on the left area of the page.
- TMS generates list of all trainees, who requires income certificate for special stipend.
- The list is generated according to following conditions.
 - If the trainee is male and poor then he needs to show income certificate.
 - If the trainee is poor and women of remaining 10 districts (female trainees from 54 identified districts are selected for stipend) then she needs to show income certificate.
 - Only poor trainees need to show income certificate to get special stipend. If the trainee is already in ethnic group/physically disabled/female of 54 identified districts, then income certificate is not required.
- Trainees who meet the requirements can be listed in the system.
- Results(list) can be viewed/printed both in excel and PDF form.



Use those buttons to have results in Excel/PDF/Print.


Use this button to see results.

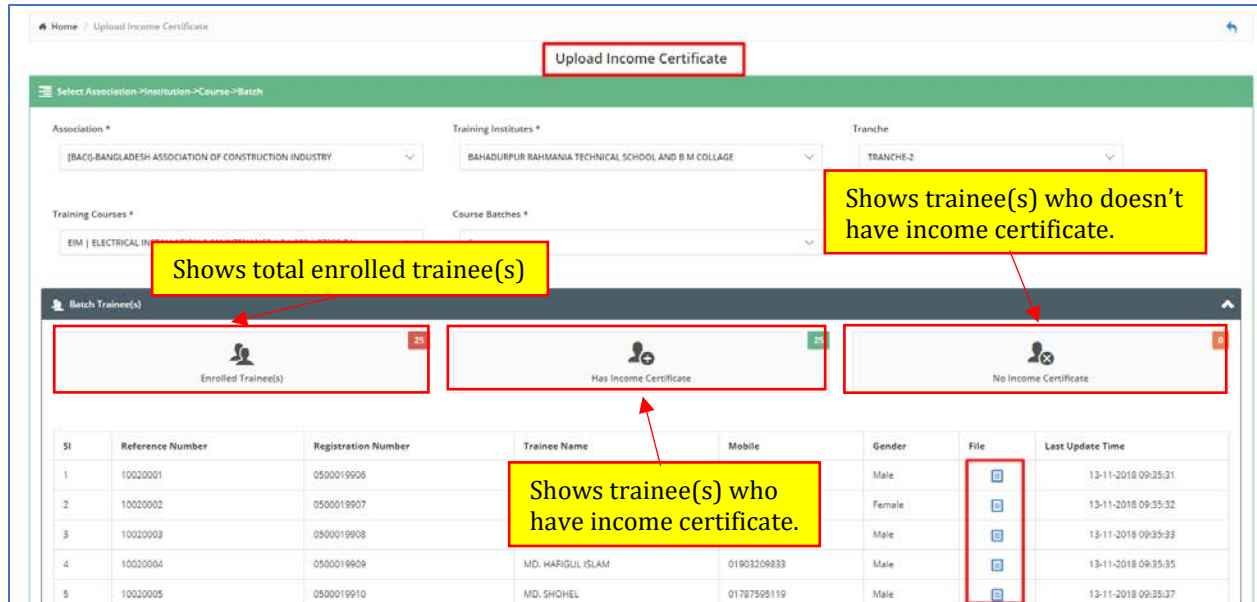
Sr	Association	Institute	Course	Batch	Start Date	End Date	Registration Number	Reference Number	Name	Income Certificate
1	BACI	Mipur Agricultural Workshop and Training School - Mirpur	Masonry	1	2015-04-01	2015-06-30	0800000001	1810001	MD. ANJAMUL HASAN	D
2	BACI	Mipur Agricultural Workshop and Training School - Mirpur	Masonry	1	2015-04-01	2015-06-30	0800000002	1810002	SRI SHAJAL ROBI DAS	D
3	BACI	Mipur Agricultural Workshop and Training School - Mirpur	Masonry	1	2015-04-01	2015-06-30	0800000004	1810004	MD. ANIK AHMED	D
4	BACI	Mipur Agricultural Workshop and Training School - Mirpur	Masonry	1	2015-04-01	2015-06-30	0800000005	1810005	MD. SHAMIN HOSSAIN	D
5	BACI	Mipur Agricultural Workshop and Training School - Mirpur	Masonry	1	2015-04-01	2015-06-30	0800000006	1810006	MD. HOSSAN AKASH	D
6	BACI	Mipur Agricultural Workshop and Training School - Mirpur	Masonry	1	2015-04-01	2015-06-30	0800000007	1810007	MD. MURAD HOSSAIN	C
7	BACI	Mipur Agricultural Workshop and Training School - Mirpur	Masonry	1	2015-04-01	2015-06-30	0800000012	1810012	MD. JAKARIA KHANZADOUR	B
8	BACI	Mipur Agricultural Workshop	Masonry	1	2015-04-01	2015-06-30	0800000015	1810015	MD. SHAMIN	D

Figure 18

e2. Uploading Income Certificate:

Income certificate of a trainee can be added by following steps are-

- Click “Trainee >> Update Trainee Info >> Update Trainee Information >> Income Certificate >> Upload Income Certificate”.
- User will find a page with title “Upload Income Certificate”
- Select “Training Institute”, “Tranche”, “Training Courses” and “Course Batches”.
- A list of trainees according to selection will appear (figure: 19).
- Click on →  , to see the uploaded income certificates.
- Income certificate for eligible trainees can be uploaded now.
- Press “Add Files” button to upload the file. See figure: 20.
- File should be in .PNG/.jpg format.
- File name convention can be trainee's registration number.file extension (e.g 0400000001.png)
- Finally, press “Start Upload” button to upload the file in the system.



Upload Income Certificate

Select Association->Institution->Course->Batch

Association *
[BAC]-BANGLADESH ASSOCIATION OF CONSTRUCTION INDUSTRY

Training Institutes *
BAHADURPUR RAHMANIA TECHNICAL SCHOOL AND B M COLLAGE

Tranche
TRANCHE-2

Training Courses *
EIM | ELECTRICAL IN

Course Batches *

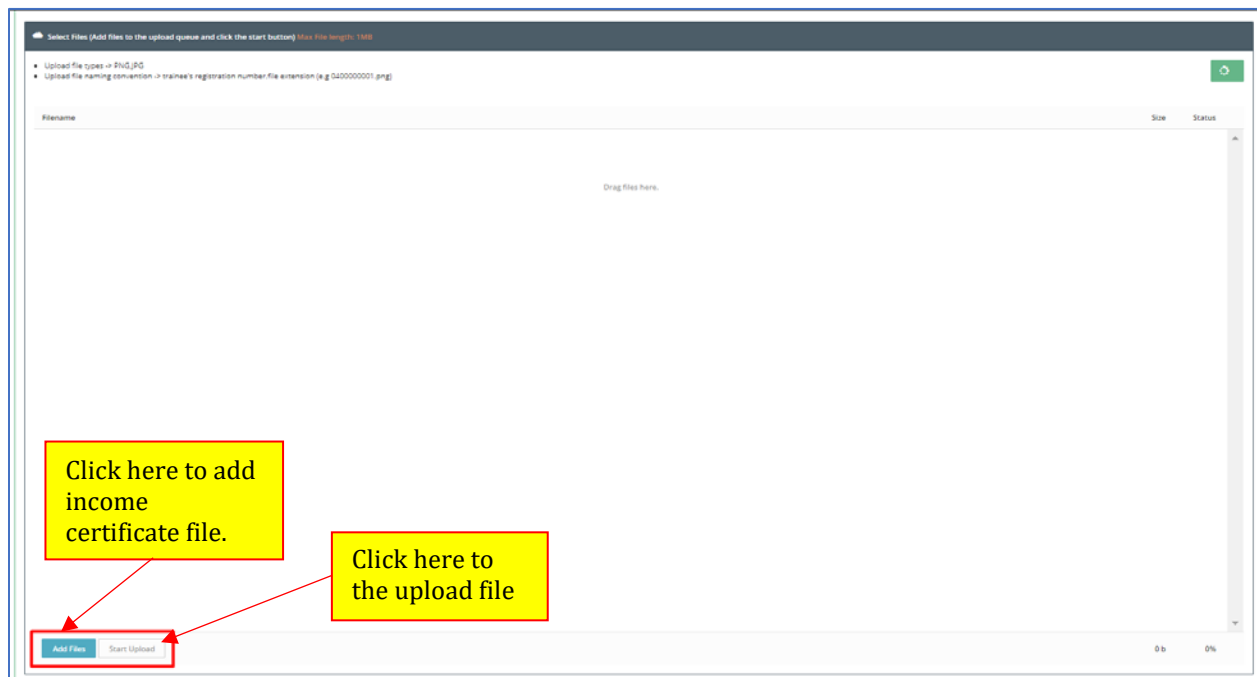
Shows total enrolled trainee(s)

Shows trainee(s) who doesn't have income certificate.

Shows trainee(s) who have income certificate.

SI	Reference Number	Registration Number	Trainee Name	Mobile	Gender	File	Last Update Time
1	10020001	0500019906			Male	[File Icon]	13-11-2018 09:35:31
2	10020002	0500019907			Female	[File Icon]	13-11-2018 09:35:32
3	10020003	0500019908			Male	[File Icon]	13-11-2018 09:35:33
4	10020004	0500019909	MD. HARIGUL ISLAM	01903209833	Male	[File Icon]	13-11-2018 09:35:35
5	10020005	0500019910	MD. SHOHEL	01787595119	Male	[File Icon]	13-11-2018 09:35:37

Figure 19



Select Files (Add files to the upload queue and click the start button) Max file length: 1000

- Upload file types -> PDF, JPG
- Upload file naming convention -> trainee's registration number file extension (e.g. 0500000001.png)

Filename

Size

Status

Drag files here.

Click here to add income certificate file.

Click here to the upload file

Add Files Start Upload

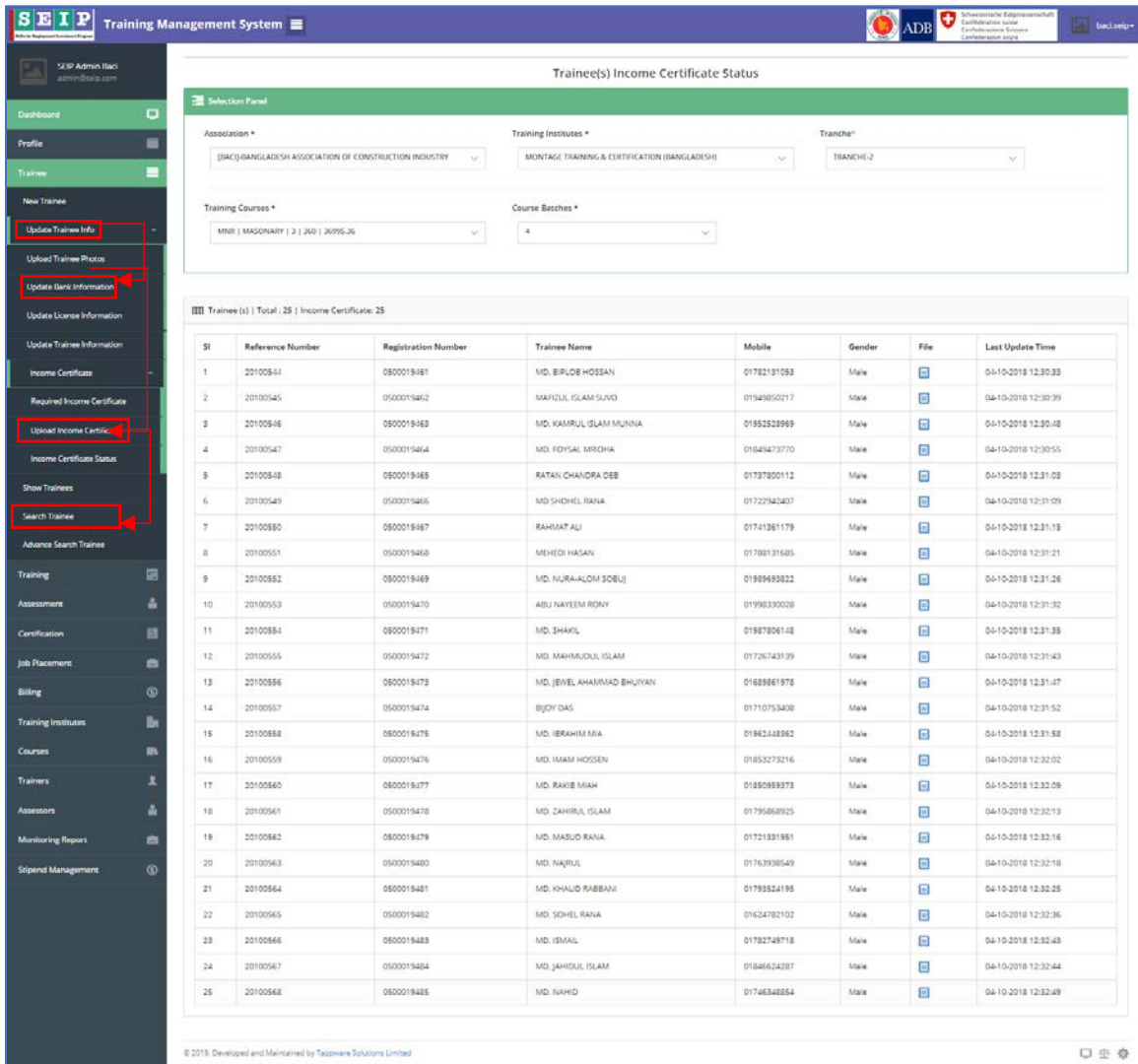
Figure 20

e3. Income Certificate Status:

User can view trainee's income certificate status in this section.

- Click "Trainee >> Update Trainee Info >> Update Trainee Information >> Income Certificate >> Income Certificate Status".
- User will find a page with title "Trainee(s) Income Certificate Status"

- Select “Association”, “Training Institute”, “Tranche”, “Training Courses” and “Course Batches”. User will find the list of trainees according to selection.



Trainees Income Certificate Status

Selection Panel

Association * [BACI] (BANGLADESH ASSOCIATION OF CONSTRUCTION INDUSTRY) Training Institutes * [MONTAGE TRAINING & CERTIFICATION (BANGLADESH)] Tranche * [TRANCHE-2]

Training Courses * [MNR | MASONRY | 2 | 260 | 2095.26] Course Batches * [4]

Trainees (x) | Total : 25 | Income Certificate: 25

SI	Reference Number	Registration Number	Trainee Name	Mobile	Gender	File	Last Update Time
1	20100544	0800019461	MD. BIPLOR HOSSAN	01782131058	Male	[icon]	04-10-2018 12:30:33
2	20100545	0500019462	MAZLUL ISLAM SUVD	01949802017	Male	[icon]	04-10-2018 12:30:39
3	20100546	0800019463	MD. KAMRUL ISLAM MUNNA	01952328969	Male	[icon]	04-10-2018 12:30:48
4	20100547	0500019464	MD. FOYSAI MIRDHA	01849473770	Male	[icon]	04-10-2018 12:30:55
5	20100548	0800019465	RATAN CHANDRA DEB	01737800112	Male	[icon]	04-10-2018 12:31:02
6	20100549	0500019466	MD SHAHSEL RANA	01722942407	Male	[icon]	04-10-2018 12:31:09
7	20100550	0800019467	RAHMAT ALI	01741361179	Male	[icon]	04-10-2018 12:31:16
8	20100551	0500019468	MEHEDI HASAN	01708131685	Male	[icon]	04-10-2018 12:31:21
9	20100552	0800019469	MD. NUR-ALOM SOBUJ	01999693822	Male	[icon]	04-10-2018 12:31:26
10	20100553	0500019470	ABU NAYEM RONY	01996330020	Male	[icon]	04-10-2018 12:31:32
11	20100554	0800019471	MD. SHAKIL	01987804148	Male	[icon]	04-10-2018 12:31:35
12	20100555	0500019472	MD. MAHMUDUL ISLAM	01726743139	Male	[icon]	04-10-2018 12:31:43
13	20100556	0800019473	MD. BEVEL AHAMMAD BHUYAN	01689861978	Male	[icon]	04-10-2018 12:31:47
14	20100557	0500019474	BIJOY DAS	01710753408	Male	[icon]	04-10-2018 12:31:52
15	20100558	0800019475	MD. IBRAHIM MIA	01962483862	Male	[icon]	04-10-2018 12:31:58
16	20100559	0500019476	MD. IMAM HOSSEN	01853273216	Male	[icon]	04-10-2018 12:32:02
17	20100560	0800019477	MD. RAKIB MIAH	01850969373	Male	[icon]	04-10-2018 12:32:09
18	20100561	0500019478	MD. ZAHIRUL ISLAM	01795868925	Male	[icon]	04-10-2018 12:32:13
19	20100562	0800019479	MD. MASUD RANA	01721331951	Male	[icon]	04-10-2018 12:32:16
20	20100563	0500019480	MD. NAJRUL	01763938549	Male	[icon]	04-10-2018 12:32:18
21	20100564	0800019481	MD. KHALID RABBAZI	01799524195	Male	[icon]	04-10-2018 12:32:25
22	20100565	0500019482	MD. SOHEL RANA	01634702102	Male	[icon]	04-10-2018 12:32:36
23	20100566	0800019483	MD. ISMAIL	01782749718	Male	[icon]	04-10-2018 12:32:43
24	20100567	0500019484	MD. JAHDUL ISLAM	01846624287	Male	[icon]	04-10-2018 12:32:44
25	20100568	0800019485	MD. NAHID	01746342854	Male	[icon]	04-10-2018 12:32:49

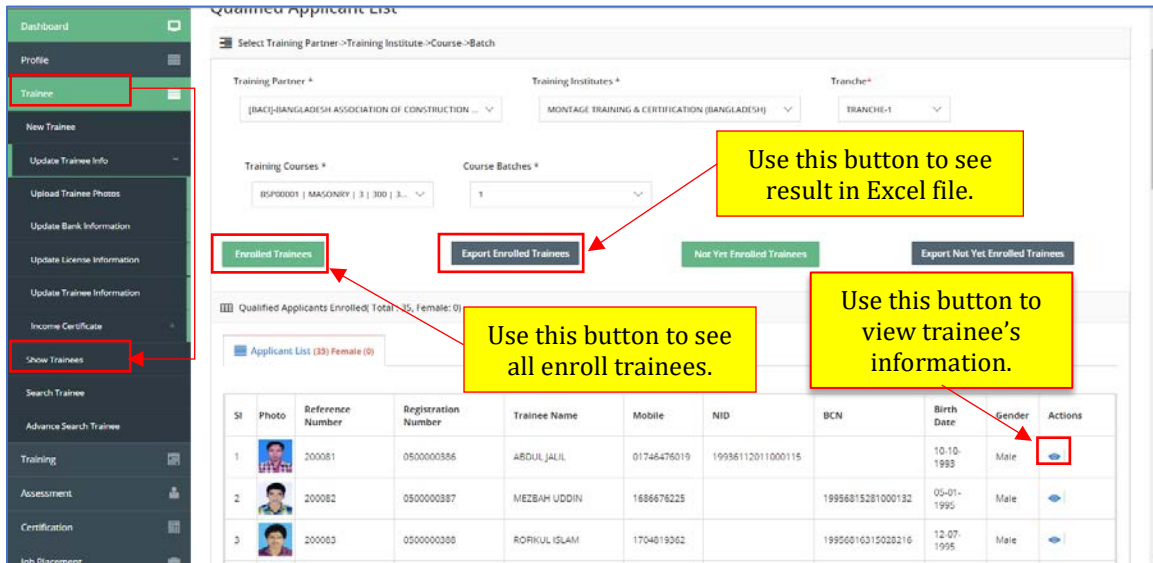
Figure 21

iii. **Show Trainees:**

User can see batch status any time after enrollment or before enrollment. To do this navigate through “Trainee >> Show Trainees”. User will see a page like in figure: 22.

- Select tranche from drop down menu.
- For more detail data select association, course, batch, institute also.
- Use the “Enrolled Trainees” button to see enroll trainee list. Press “Export Enrolled Trainees” to see the result in Excel file.

- User can also view trainee details by clicking on view button in “Action” column.



Use this button to see result in Excel file.

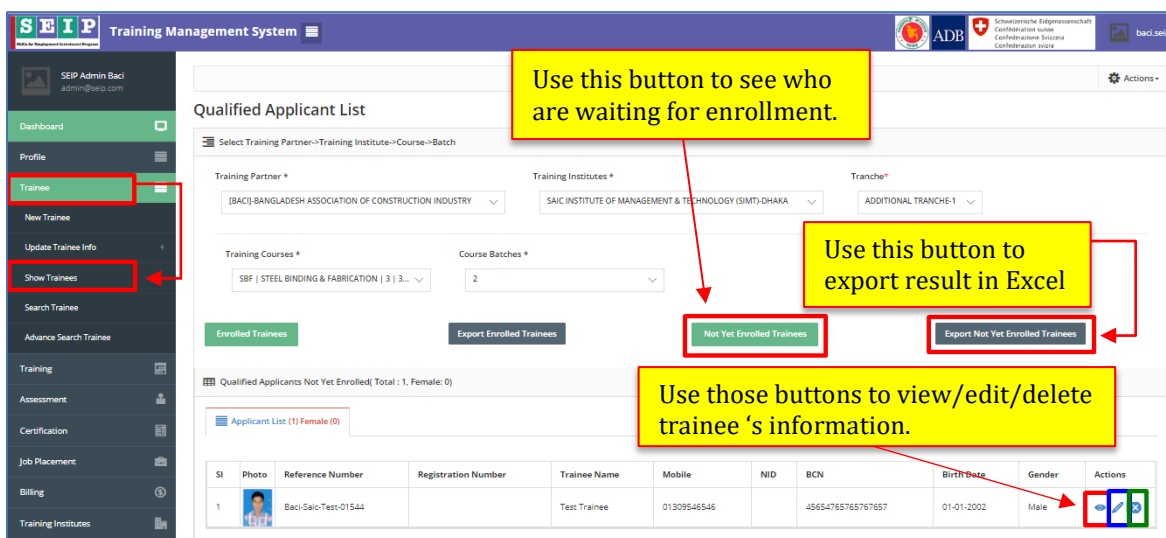
Use this button to see all enroll trainees.

Use this button to view trainee's information.

SI	Photo	Reference Number	Registration Number	Trainee Name	Mobile	NID	BCN	Birth Date	Gender	Actions
1		200081	0500000386	ABDUL JALIL	01746476019	19936112011000115		10-10-1993	Male	
2		200082	0500000387	MEZBAH UDDIN	1686676225		19956815281000132	05-01-1995	Male	
3		200083	0500000388	RORIKUL ISLAM	1704019362		19950010315020216	12-07-1995	Male	

Figure 22

- Use the “Not Yet Enrolled Trainees” button to see trainee list who are waiting for enrollment. Press “Export Not Yet Enrolled Trainees” button to see the result in Excel file.
- Trainees who are waiting for enrollment can be viewed/updated/deleted by clicking on view/edit/delete button in “Action” column.



Use this button to see who are waiting for enrollment.

Use this button to export result in Excel

Use those buttons to view/edit/delete trainee's information.

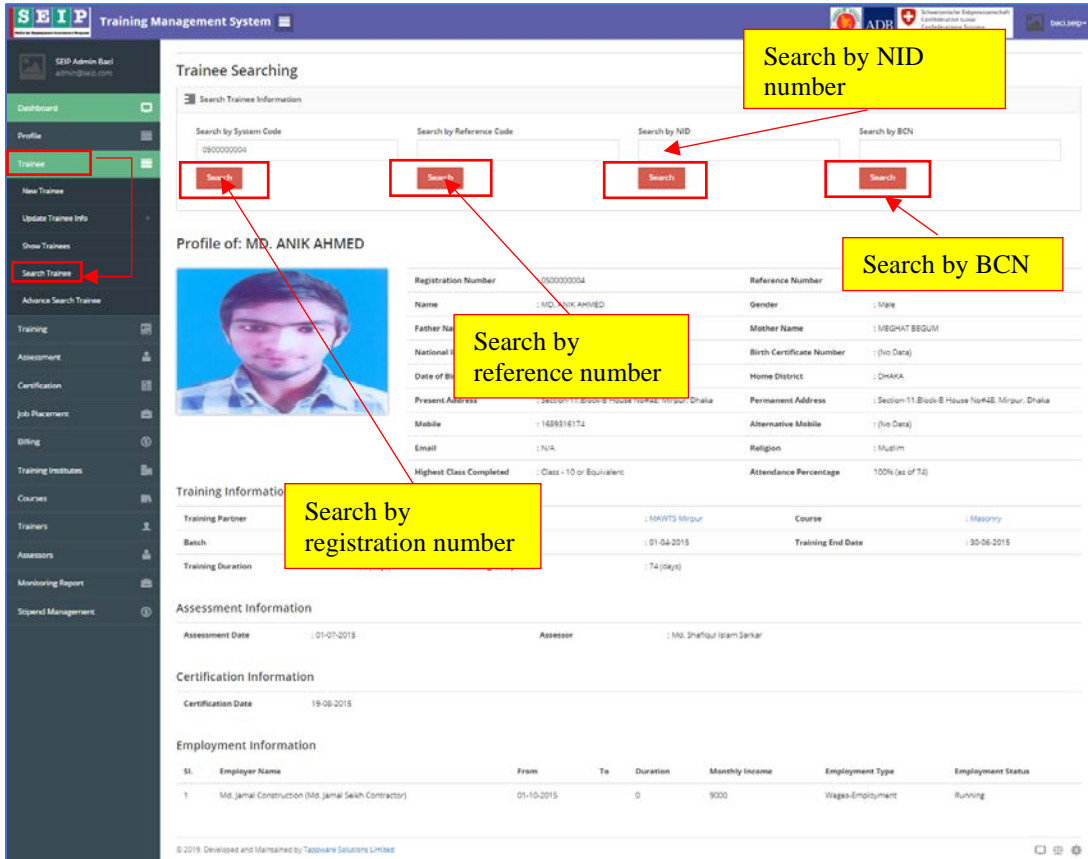
SI	Photo	Reference Number	Registration Number	Trainee Name	Mobile	NID	BCN	Birth Date	Gender	Actions
1		Baci-Saic-Test-01544		Test Trainee	01309546546		45654765765767657	01-01-2002	Male	

Figure 23

iv. Search Trainee:

To search particular trainee information, user need to go “Search Trainee” page.

- User can search a trainee by “Search by System Code” (registration no.)/ “Search by Reference Code”/ “Search by NID”/ “Search by BCN” no of a trainee.



The screenshot displays the 'Trainee Searching' page in the SEIP Training Management System. The sidebar on the left has 'Search Trainee' highlighted. The main content area shows search filters for System Code, Reference Code, NID, and BCN, each with a 'Search' button. Below this is the profile for MD. ANIK AHMED, including a photo and various personal and training details. Yellow callout boxes highlight the search buttons and the profile fields.

Search by NID number

Search by BCN

Search by reference number

Search by registration number

Profile of: MD. ANIK AHMED

Registration Number	: 090000004	Reference Number	
Name	: MD. ANIK AHMED	Gender	: Male
Father Name		Mother Name	: MEGHAT BEGUM
Nationality		Birth Certificate Number	: (No Data)
Date of Birth		Home District	: DHAKA
Present Address	: Section-11,Block-B House No#48, Mirsar, Dhaka	Permanent Address	: Section-11,Block-B House No#48, Mirsar, Dhaka
Mobile	: 1488816172	Alternative Mobile	: (No Data)
Email	: N/A	Religion	: Muslim
Highest Class Completed	: Class - 10 or Equivalent	Attendance Percentage	: 100% (as of 70)

Training Partner	: MARYU Mirsar	Course	: Masonry
Batch	: 01-04-2015	Training End Date	: 30-06-2015
Training Duration	: 74 (days)		

Assessment Date	: 01-07-2015	Assessor	: Md. Shaiful Islam Zaker
-----------------	--------------	----------	---------------------------

Certification Date	: 19-08-2015
--------------------	--------------

Sl.	Employer Name	From	To	Duration	Monthly Income	Employment Type	Employment Status
1	Md. Jamal Construction (Md. Jamal Sekh Contractors)	01-10-2015		0	9000	Wages-Employment	Running

Figure 24

v. Advance Trainee Search:

User can also search a particular trainee information by providing his/her name, fathers name, mothers name, date of birth and mobile number.

SEIP Admin Baid
admin@seip.com

Dashboard

Profile

Trainee

New Trainee

Update Trainee Info

Show Trainees

Search Trainee

Advance Search Trainee

Training

Advance Trainee Searching

Search Trainee Information

Name: AEDUL JALIL Father Name: MD. TAJJUL ISLAM Mother Name: JUSNA BEGUM Birth Date: 10-10-1993 Mobile: 01746476019

search

Click this button to see trainee status

Fill all the information

Trainee Status

SI	Course	Institution	Association	Batch	Reg. Number	Enrollment	Start Date	End Date
1	Masonry	Montage Training & Certification (Bangladesh)	Bangladesh Association of Construction Industry	1	0500000305	Yes	01-04-2015	30-06-2015

Figure 25