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):
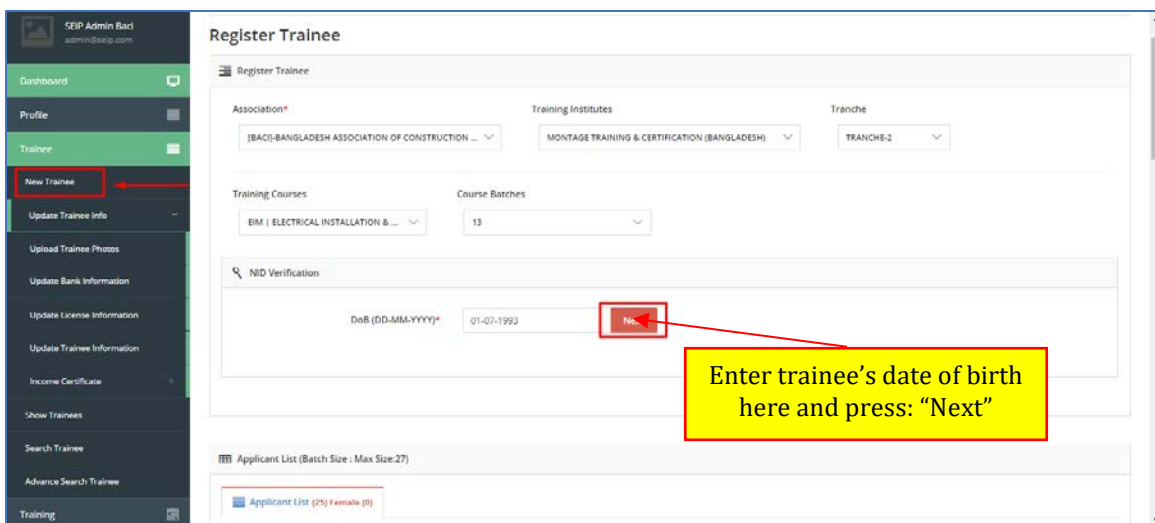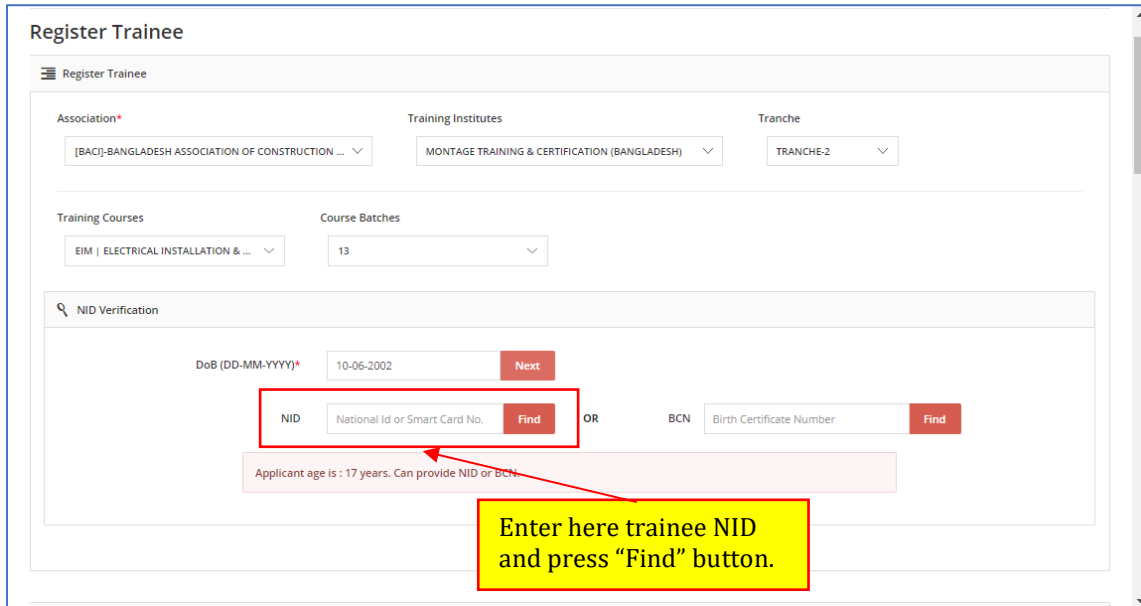

Figure 1

- 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.

Figure 2

- If entered birth date and/or NID is matched with NID server, following dialogue bow 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.
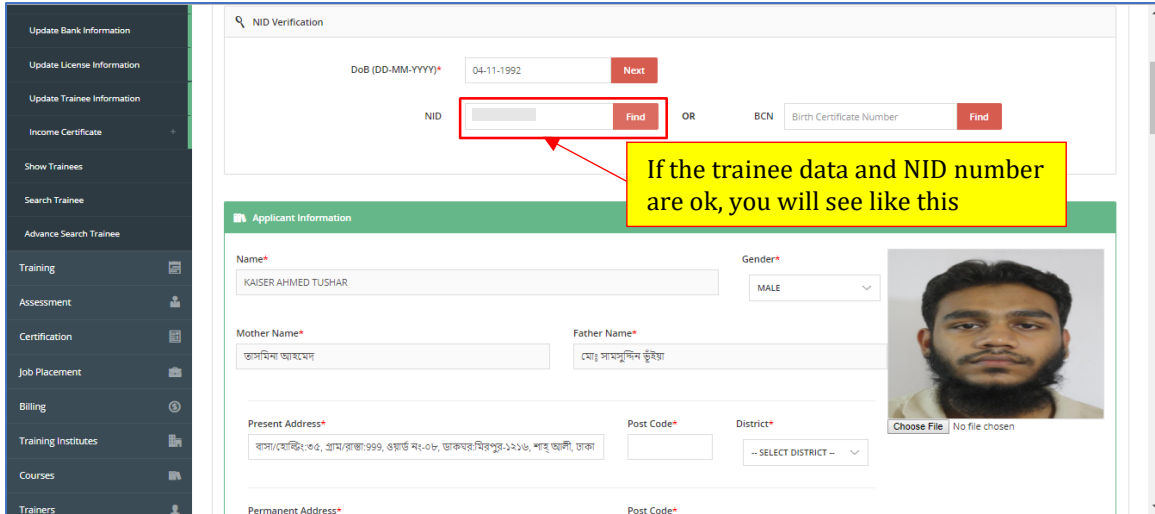
Figure 3

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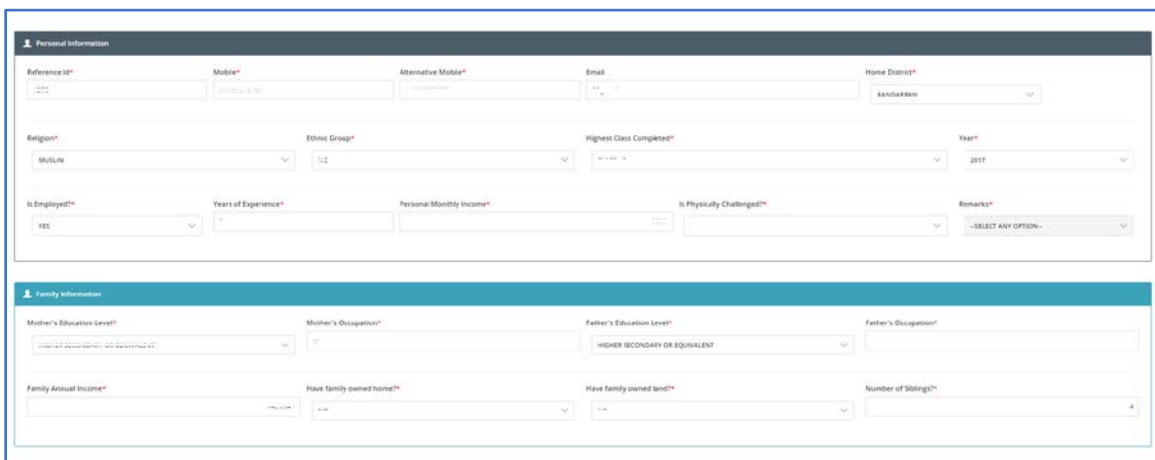

Figure 4

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.
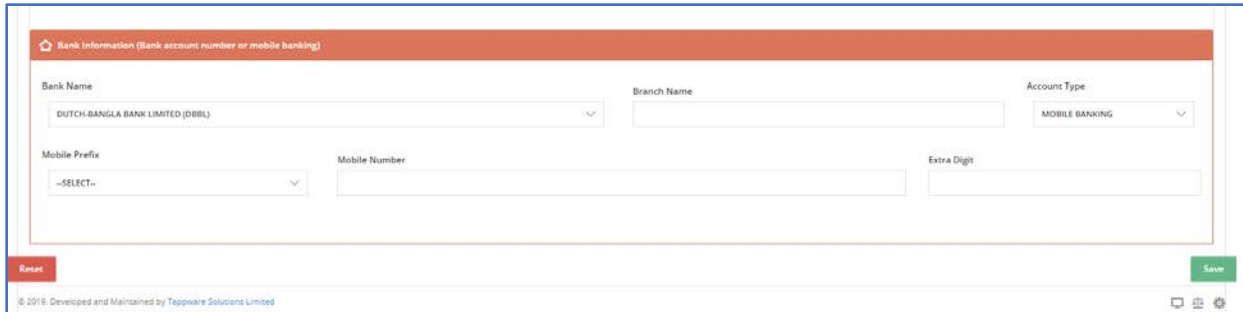
Figure 5

- 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.
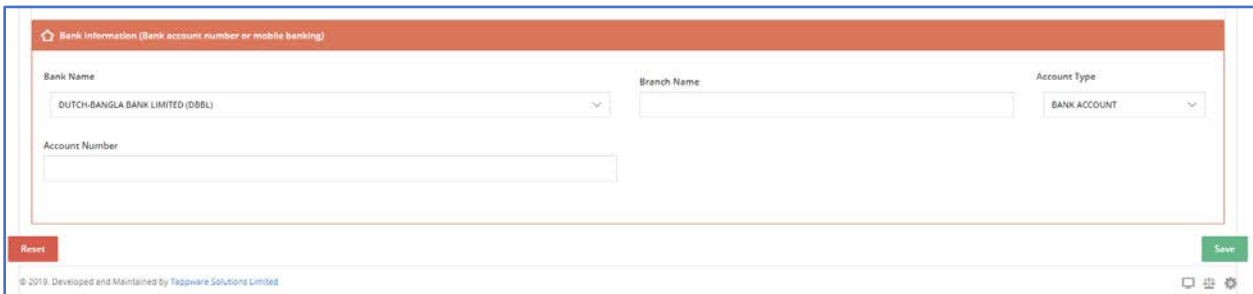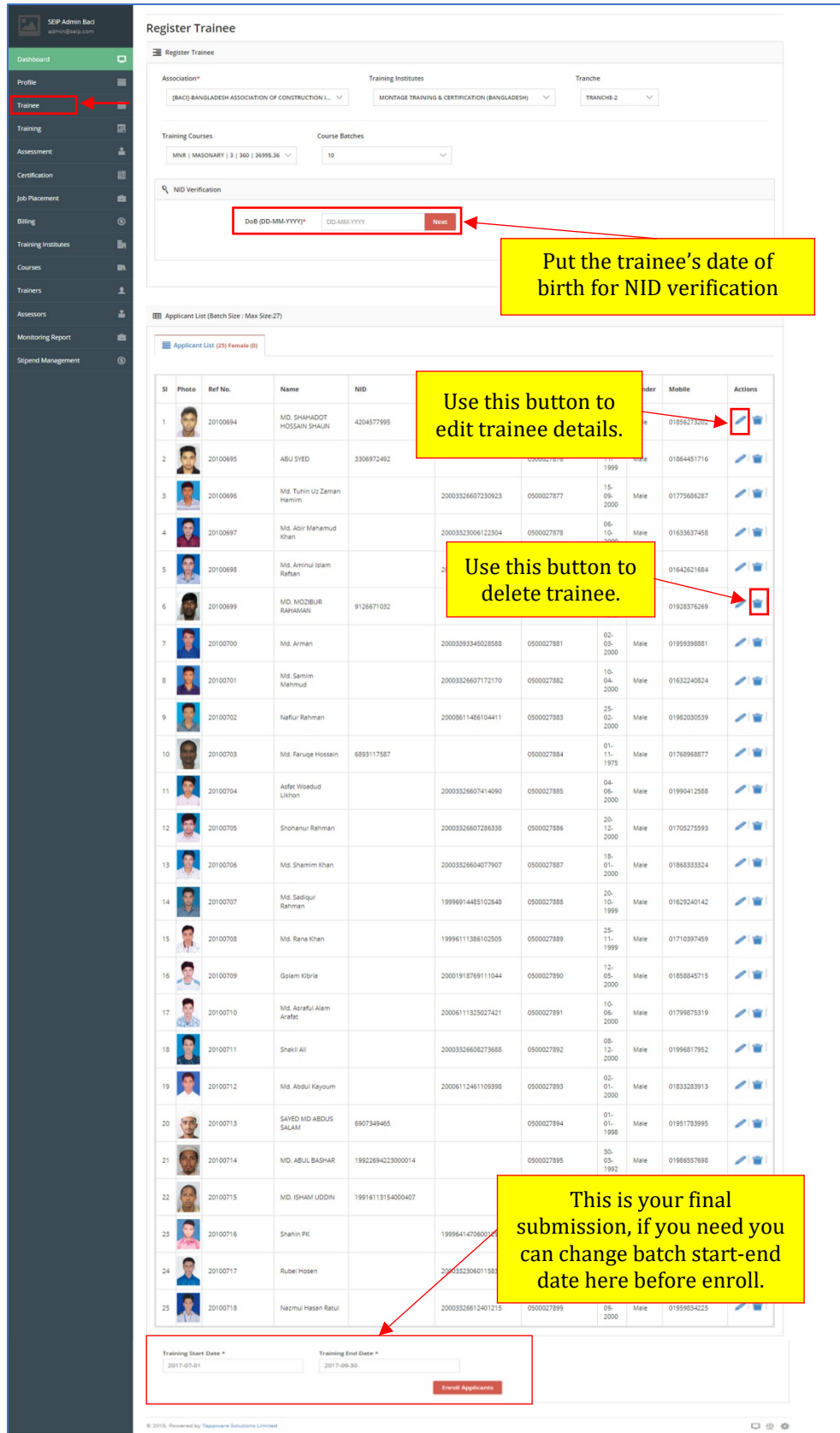
Figure 6

- 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.

Figure 7

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.

Figure 9

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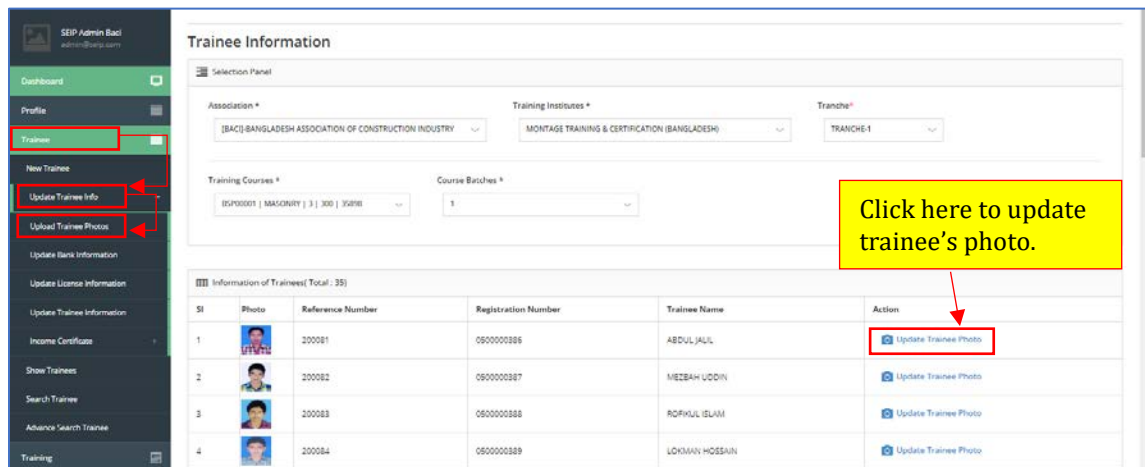
If user want to edit/update any information for trainee(s) he/she need to navigate through "Trainee >> Update Trainee Info".

- 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.

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.
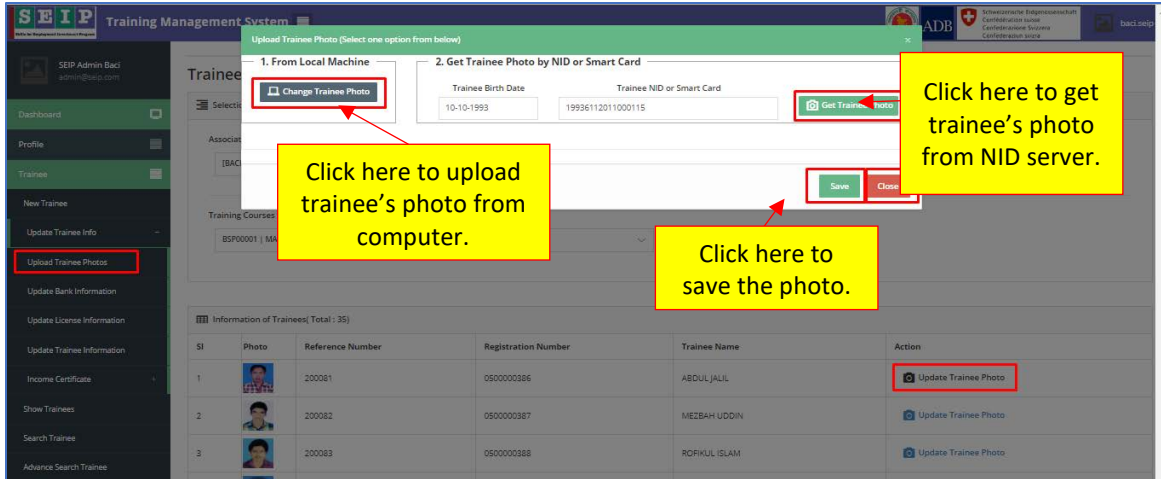
Figure 11

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.
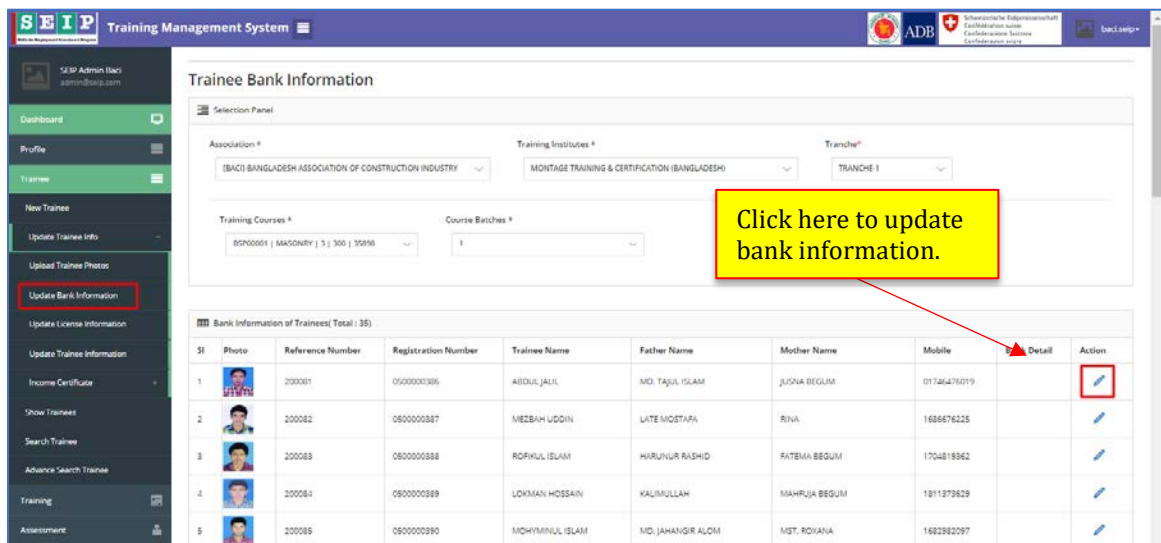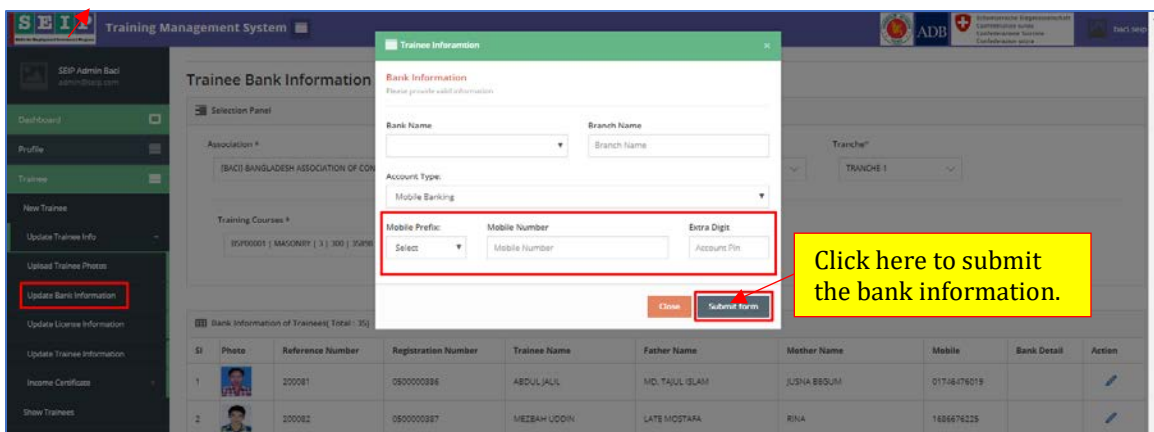- Click relevant button on the "Action" column to edit trainee's bank information.

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.

Figure 13

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.
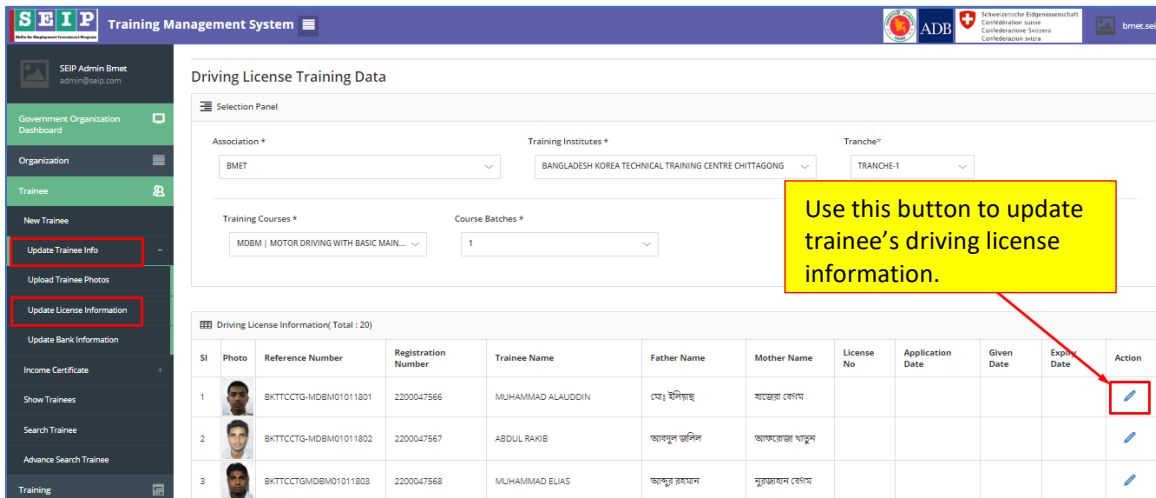

Figure 15

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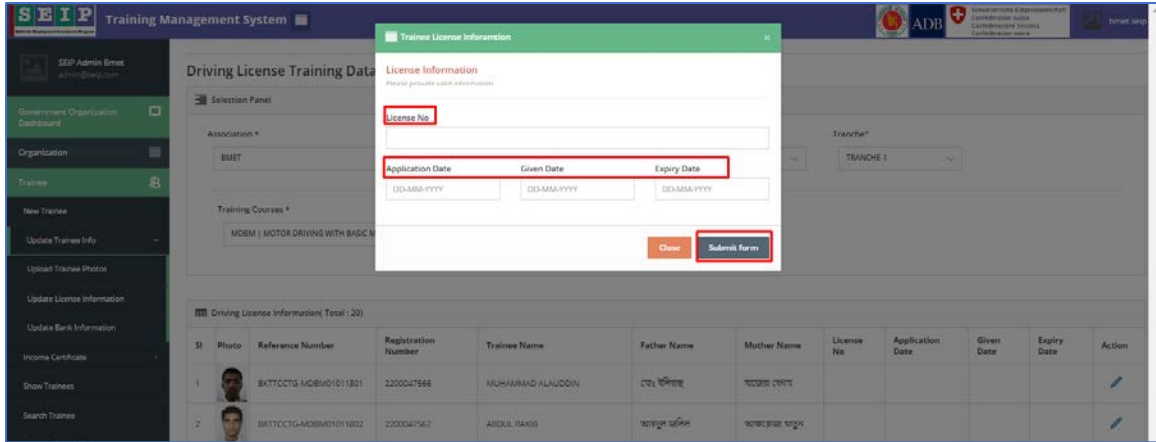- All updated information will be saved in the system.

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.
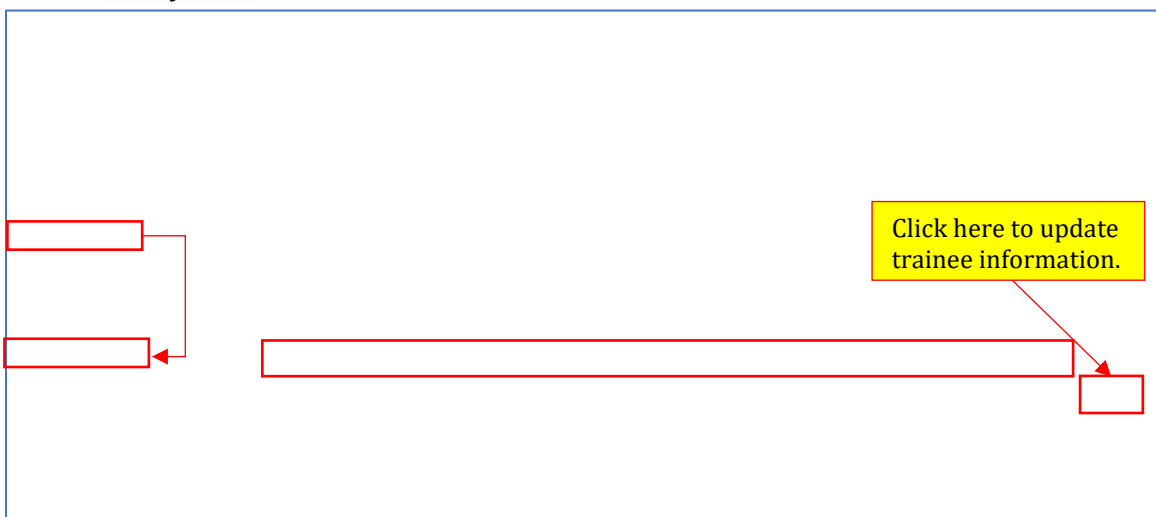- Click "Update" button in "Action" column. Updated information will be saved in the system.

Click here to update trainee information.
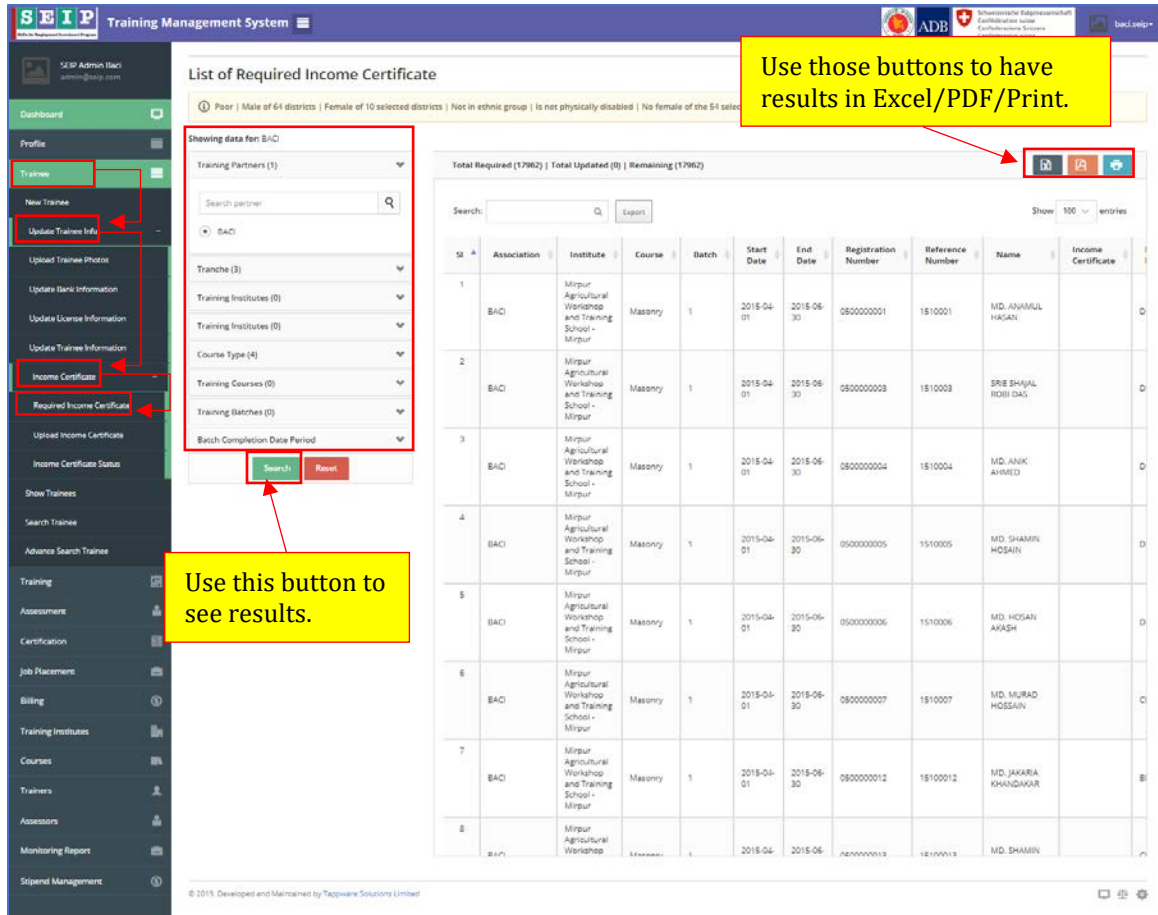
Figure 17

e. <u>Income Certificate</u>

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. <u>Required Income Certificate:</u>

- 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.

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.
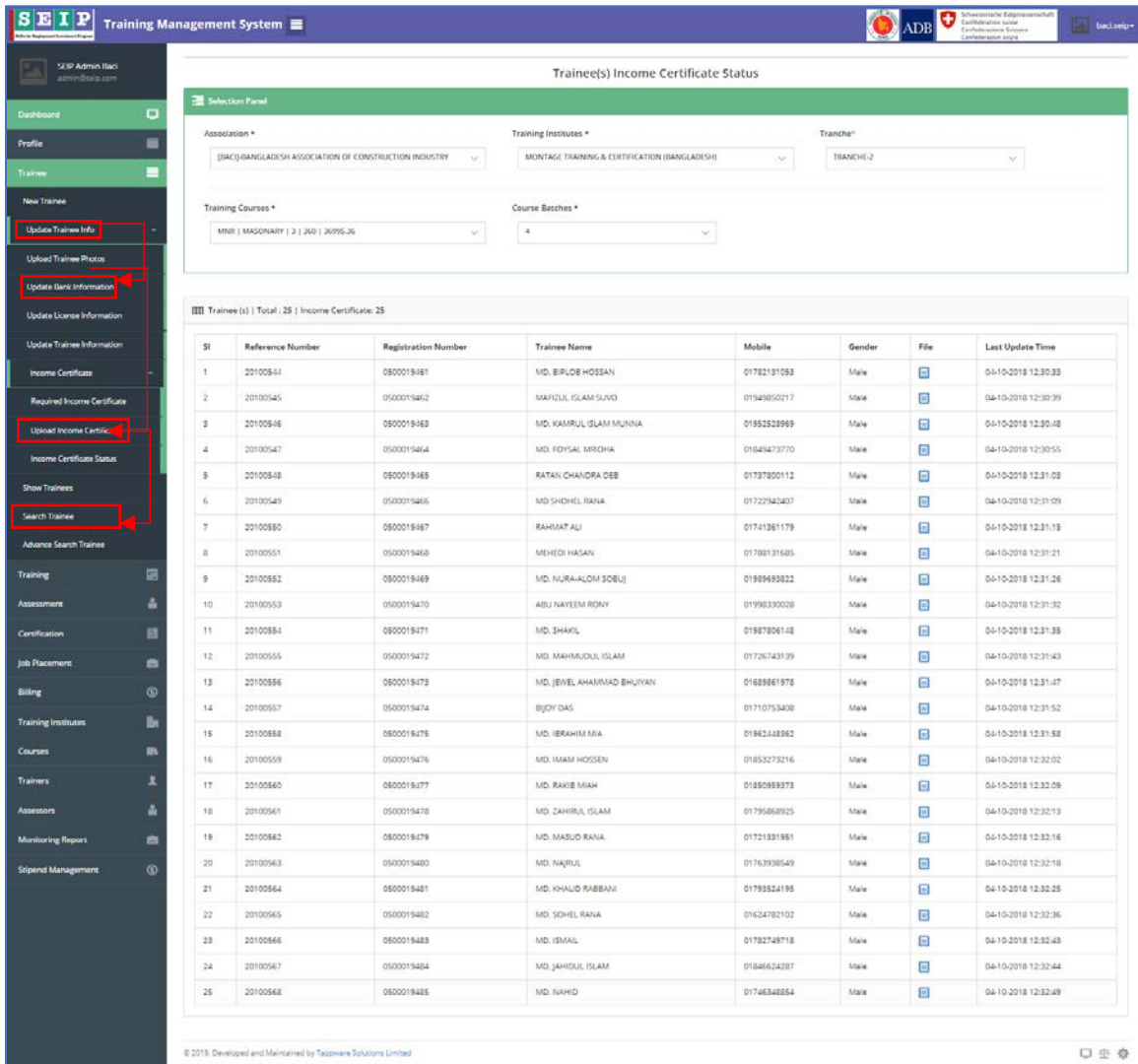
Figure 19

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.
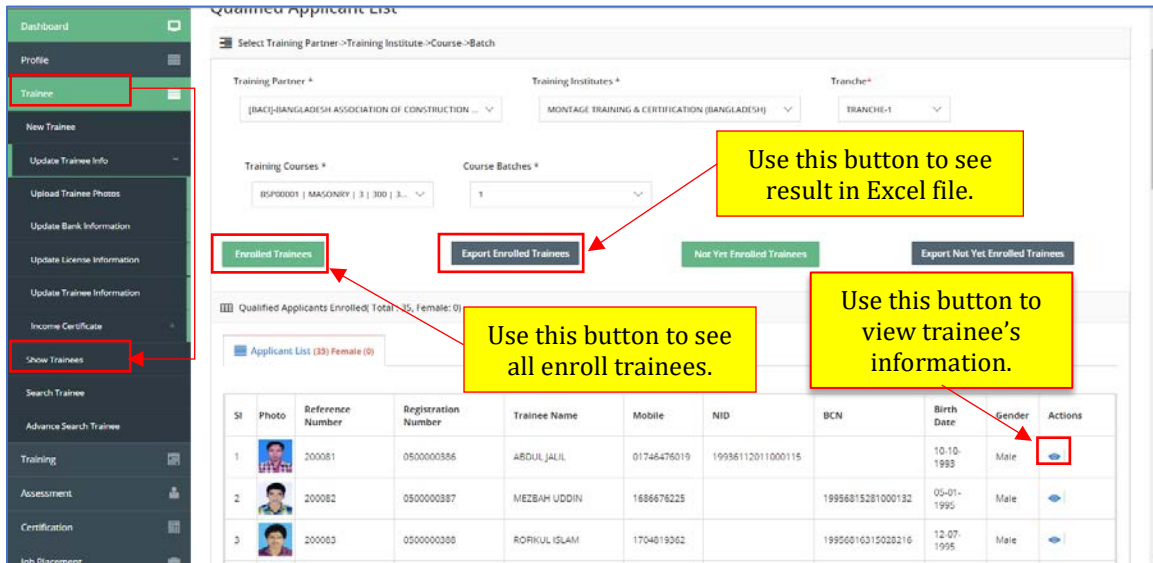

Figure 21

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.
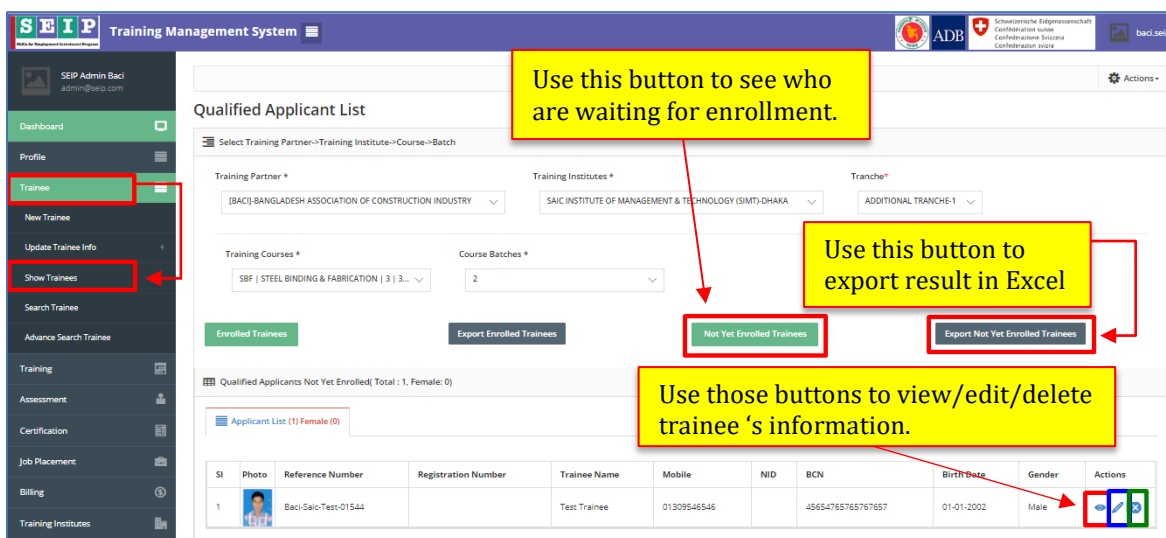
Figure 22

- 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.
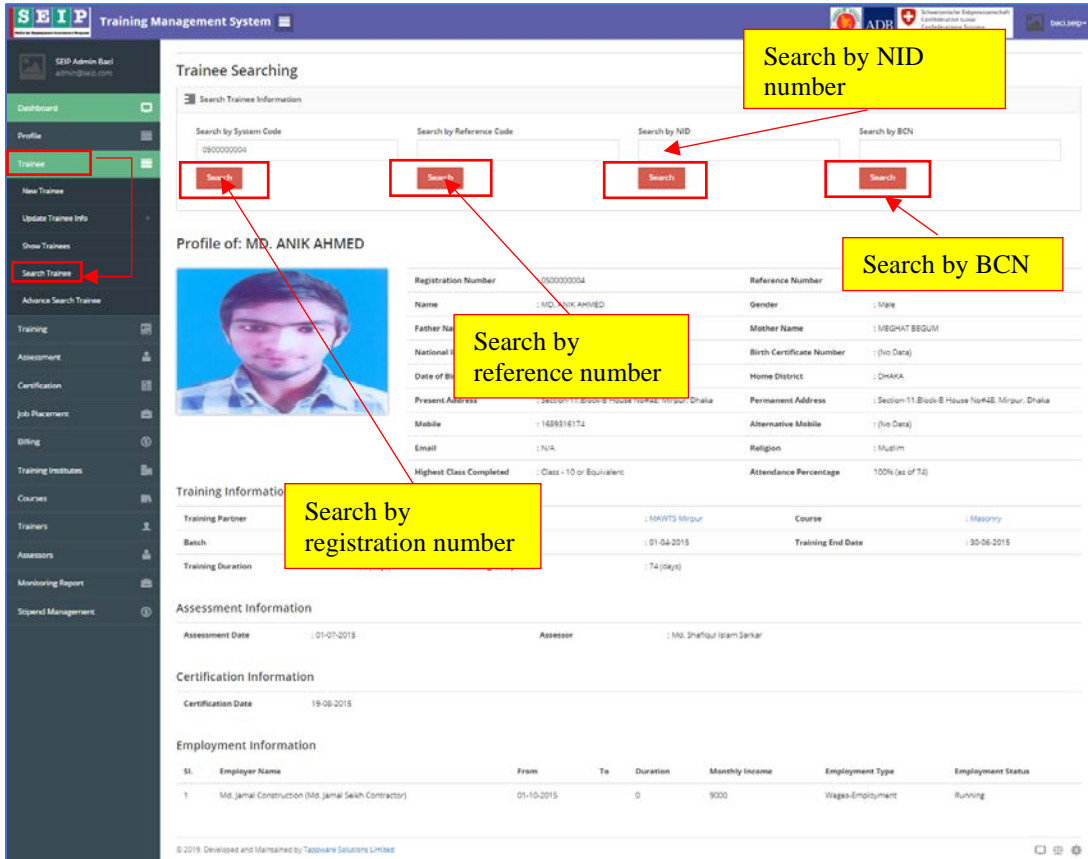
Figure 23

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.

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.

Figure 25