

6. Trainers:

Now user can add/edit trainer's information in system. Navigate to "Trainers" from the left panel. Trainers will expand with four options:

- i. Show Trainers
- ii. Add Trainers
- iii. Activate Institute Trainer
- iv. Activate Course Trainer
- v. External Trainer Mapping

i. Show Trainers:

After clicking on "Show Trainers", user will be redirected to trainer's list page and will see all the trainer(s) user added in the System.

- Select "Training Institute" to show the trainers list of that institution.
- User can see/update trainers' info from action column.

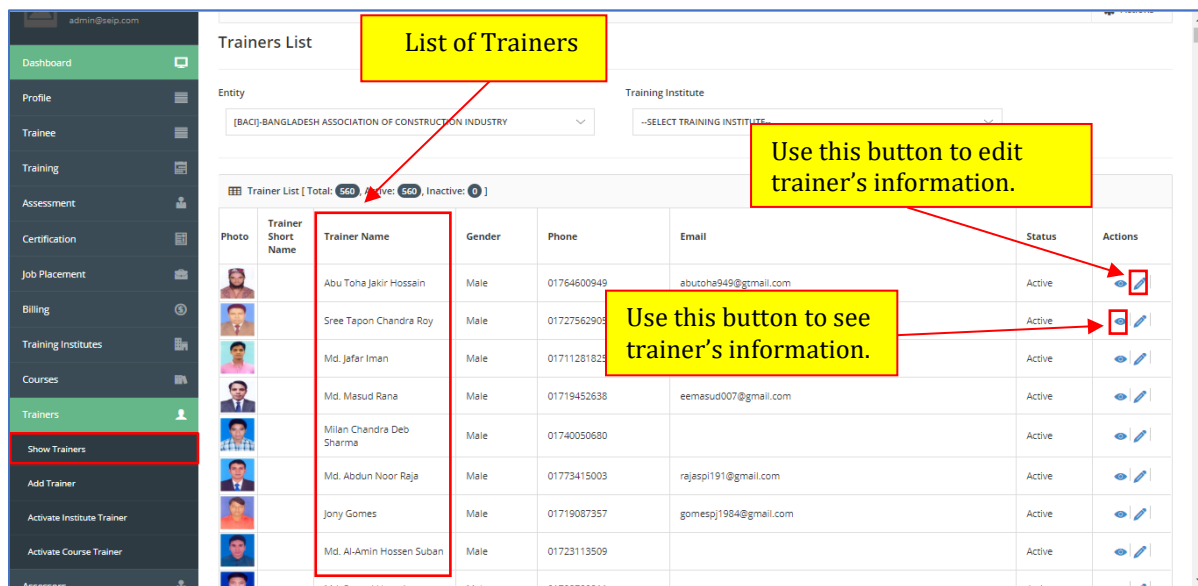
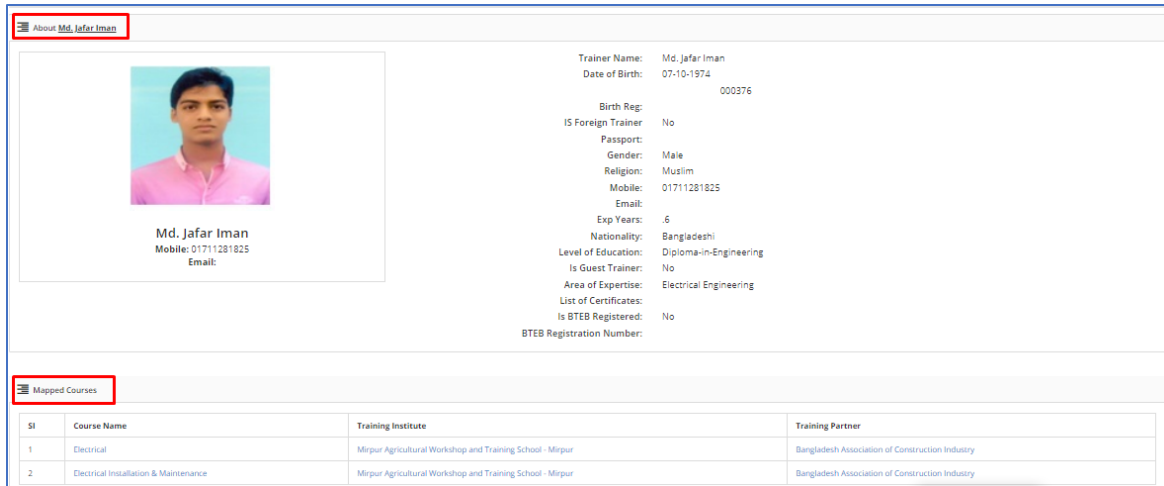


Photo	Trainer Short Name	Trainer Name	Gender	Phone	Email	Status	Actions
		Abu Toha Jakir Hossain	Male	01764600949	abutoha949@gmail.com	Active	
		Sree Tapon Chandra Roy	Male	01727562903		Active	
		Md. Jafar Iman	Male	01711281825		Active	
		Md. Masud Rana	Male	01719452638	eemasud007@gmail.com	Active	
		Milan Chandro Deb Sharma	Male	01740050680		Active	
		Md. Abdun Noor Raja	Male	01773415003	rajaspi191@gmail.com	Active	
		Jony Gomes	Male	01719087357	gomespj1984@gmail.com	Active	
		Md. Al-Amin Hossen Suban	Male	01723113509		Active	


Figure 1

View trainer information:

- Click on → button corresponding to concerned trainer under the column "Action" to see details of the trainer.
- If the trainer is mapped with a course or institute, the information is also displayed.



About Md. Jafar Iman



Md. Jafar Iman
Mobile: 01711281825
Email:


Trainer Name: Md. Jafar Iman
Date of Birth: 07-10-1974
Birth Reg: 000376
IS Foreign Trainer: No
Passport:
Gender: Male
Religion: Muslim
Mobile: 01711281825
Email:
Exp Years: 6
Nationality: Bangladeshi
Level of Education: Diploma-in-Engineering
Is Guest Trainer: No
Area of Expertise: Electrical Engineering
List of Certificates:
Is BTEB Registered: No
BTEB Registration Number:

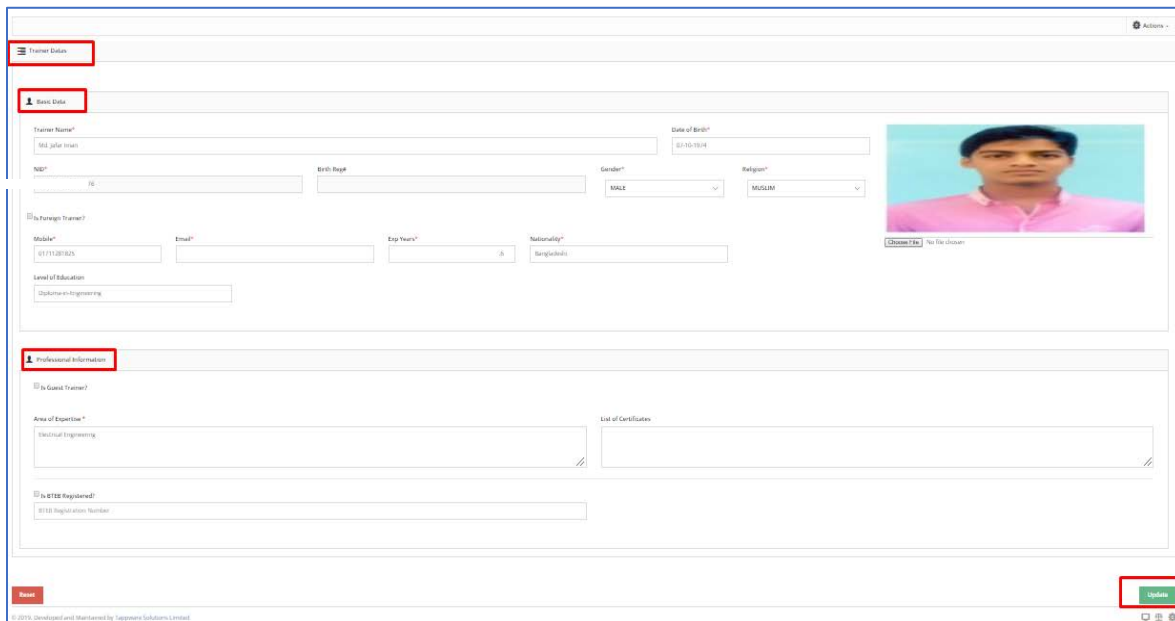
Mapped Courses

Sl	Course Name	Training Institute	Training Partner
1	Electrical	Mirpur Agricultural Workshop and Training School - Mirpur	Bangladesh Association of Construction Industry
2	Electrical Installation & Maintenance	Mirpur Agricultural Workshop and Training School - Mirpur	Bangladesh Association of Construction Industry

Figure 2

Edit trainer information:

- Click on →  button to update information of the trainer.
- Rewrite info if needed.
- Press the “Update” button.



Edit Trainer

Trainer Name* Md. Jafar Iman **Date of Birth*** 07-10-1974

NID* **Birth Reg*** **Gender*** MALE **Religion*** MUSLIM

Is Foreign Trainer?

Mobile* 01711281825 **Email*** **Exp Years*** 6 **Nationality*** Bangladeshi

Level of Education* Diploma-in-Engineering

Professional Information

Is Guest Trainer?

Area of Expertise* Electrical Engineering **List of Certificates***

Is BTEB Registered?

BTEB Registration Number*

Save **Update**

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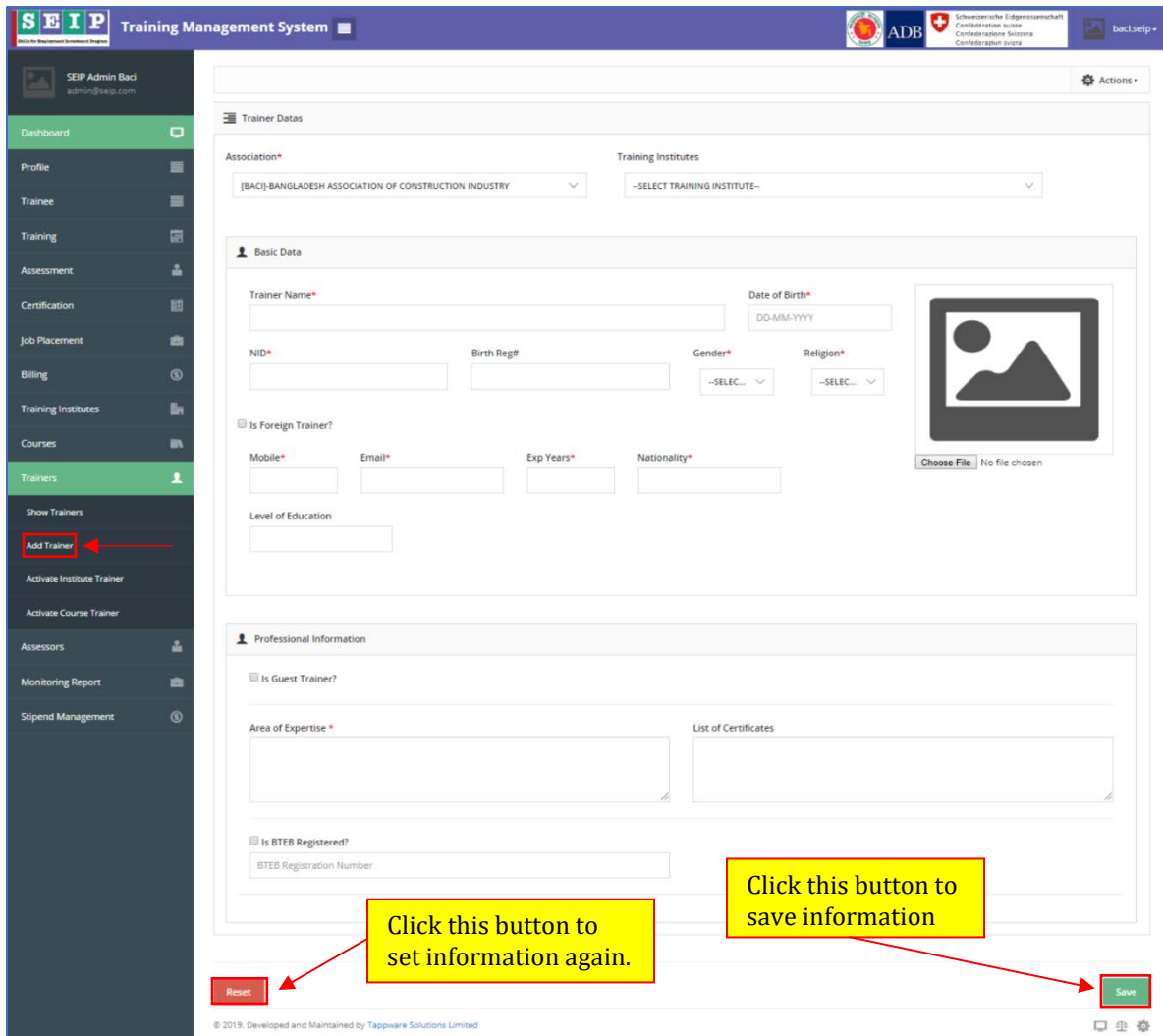
Figure 3

ii. Add Trainers:

For adding new trainer in system, user need to click “Trainers >> Add Trainer”.

- Add all required (*) information about the trainer into the page.

- Click the button “Save” to save the trainer information. See the below Figure 4.



The screenshot shows the 'Add Trainer' form in the TMS. The form is divided into several sections: 'Trainer Datas' with dropdowns for Association and Training Institutes; 'Basic Data' with fields for Trainer Name, Date of Birth, NID, Birth Reg#, Gender, Religion, Mobile, Email, Exp Years, Nationality, and Level of Education; and 'Professional Information' with checkboxes for 'Is Guest Trainer?' and 'Is BTED Registered?', and text areas for 'Area of Expertise' and 'List of Certificates'. A 'Reset' button is at the bottom left, and a 'Save' button is at the bottom right. Two yellow callout boxes with red arrows point to the 'Reset' and 'Save' buttons, with text: 'Click this button to set information again.' and 'Click this button to save information' respectively.

Figure 4

iii. Activate Institute Trainer:

Those trainers who are already mapped with institutes but unmapped for some reason can be activated in this process. To activate institute trainer, user need to click “Activate Institute Trainer”.

- Select Training Institute.
- If there are any inactive trainers (trainers who are not taking any courses) list will be loaded in “Inactive Trainer” dropdown box.
- Click on inactive trainer dropdown and select a trainer whom you want to active now.

- Click on “Activate” button to active trainer. See the below Figure: 5.

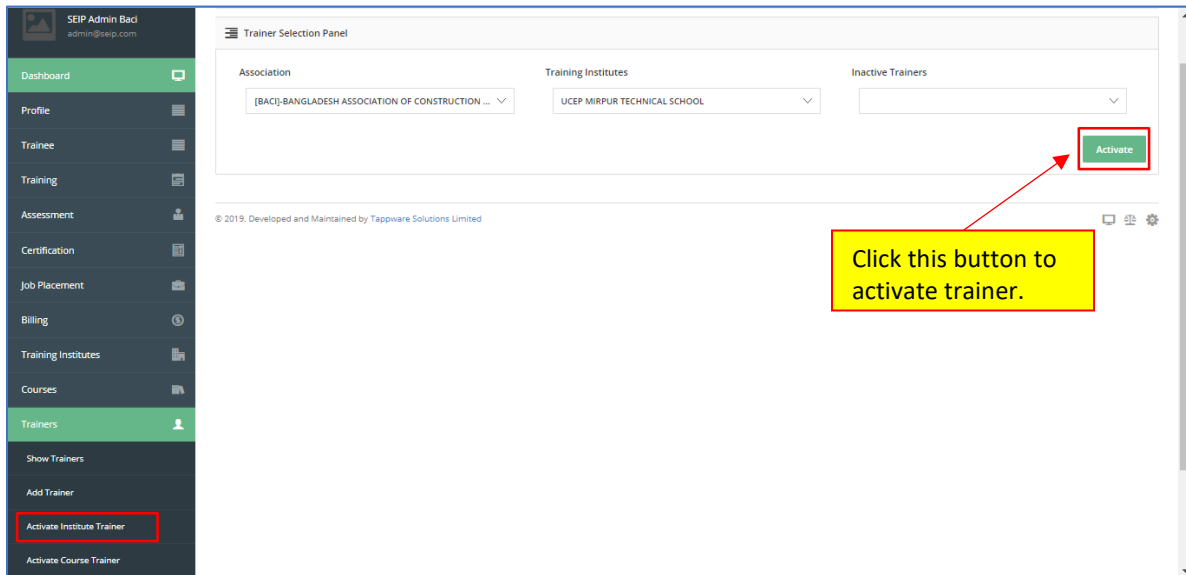


Figure 5

iv. Activate Course Trainer:

Those trainers who are already mapped with courses but unmapped for some reason can be reactivated the following process. To reactivate course trainer, user need to click “Activate Course Trainer” from the left-hand menu. Then-

- Select Training Institutes, Tranche, Course Information.
- If there are any inactive trainers, list will be loaded in “Inactive Trainer” dropdown.
- Select a trainer.
- Click on “Activate” button to active trainer. See the below Figure: 6.

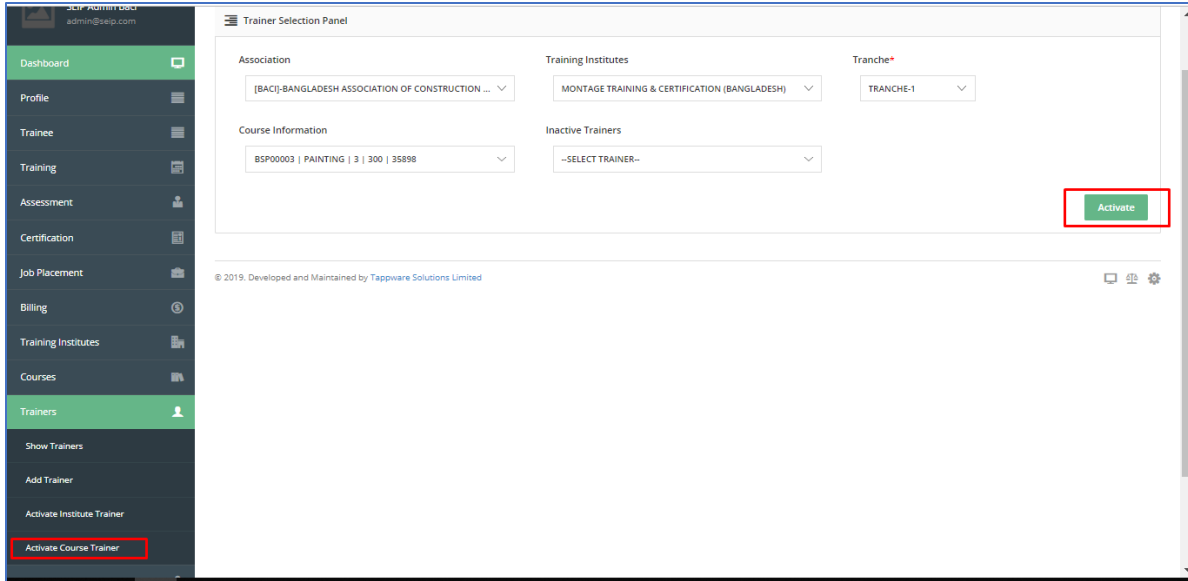


Figure 6

v. **Trainer-Entity Mapping:**

By this menu, user can map a trainer with multiple training partners. User can also see activate/deactivate trainer's status.

- Go to, "Trainers >> External Trainer Mapping".
- Search the trainer through his/her (NID/Email).

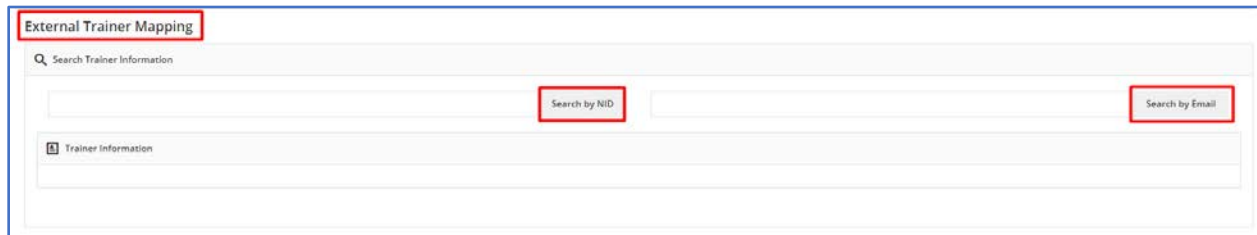
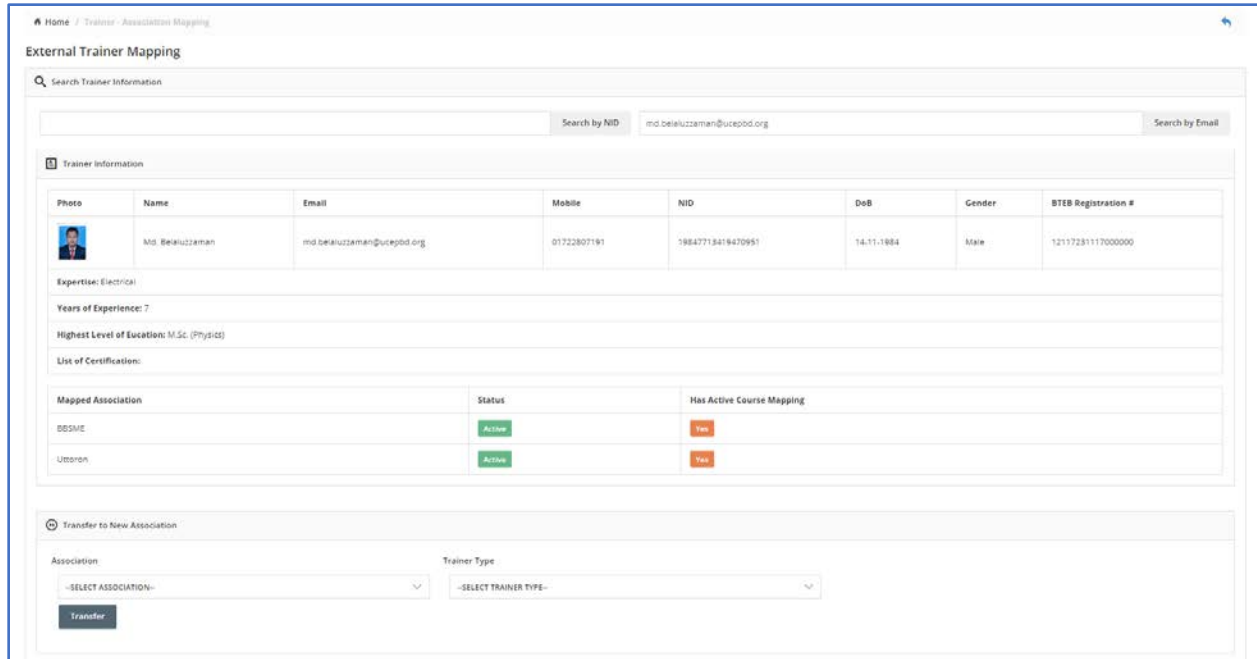


Figure 7

- The details of that trainer will be loaded.
- Trainers activity status and course mapping status also viewed.
- If user want to map the trainer with entity, select association and training type from drop-down.
- Finally click the "Transfer" button.




External Trainer Mapping

Search Trainer Information

Search by NID: md.belaluzzaman@tucepbd.org | Search by Email

Trainer Information

Photo	Name	Email	Mobile	NID	DoB	Gender	BTEB Registration #
	Md. Belaluzzaman	md.belaluzzaman@tucepbd.org	01722807191	18847713419470951	14-11-1984	Male	1211723117000000

Expertise: (Electrical)

Years of Experience: 7

Highest Level of Education: M.Sc. (Physics)

List of Certification:

Mapped Association	Status	Has Active Course Mapping
DDSMC	Active	Yes
Utshon	Active	Yes

Transfer to New Association

Association: --SELECT ASSOCIATION-- | Trainer Type: --SELECT TRAINER TYPE--

Transfer

Figure 8



11. Assessors

If the user wants to add (map) assessor with institute and course, navigate “Assessors” from left panel of the system. “Assessor” will expand with four more options-

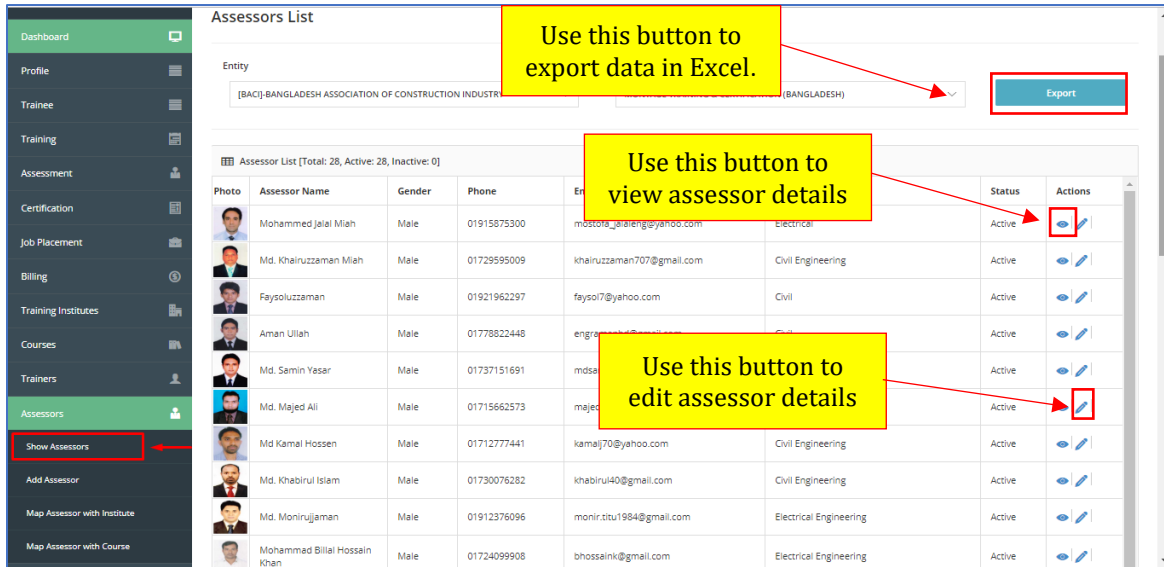
- i. Show Assessors.
- ii. Add Assessor.
- iii. Map Assessor with Institute.
- iv. Map Assessor with Course.
- v. External Assessor Mapping.

i. Show Assessors:

To see the Assessor’s list, user has to navigate to, “Show Assessor” from left panel.

- Initially the page will be loaded with all assessors list added in system for user’s association.
- Select “Training Institute” from the drop-down list.
- User will get Assessor list and number of active and inactive Assessor.
- User can view →  and edit →  assessor information from the “Action” panel of the assessor list, please see figure 9.

All assessors’ list can be found in Excel file if user click on “Export” button.

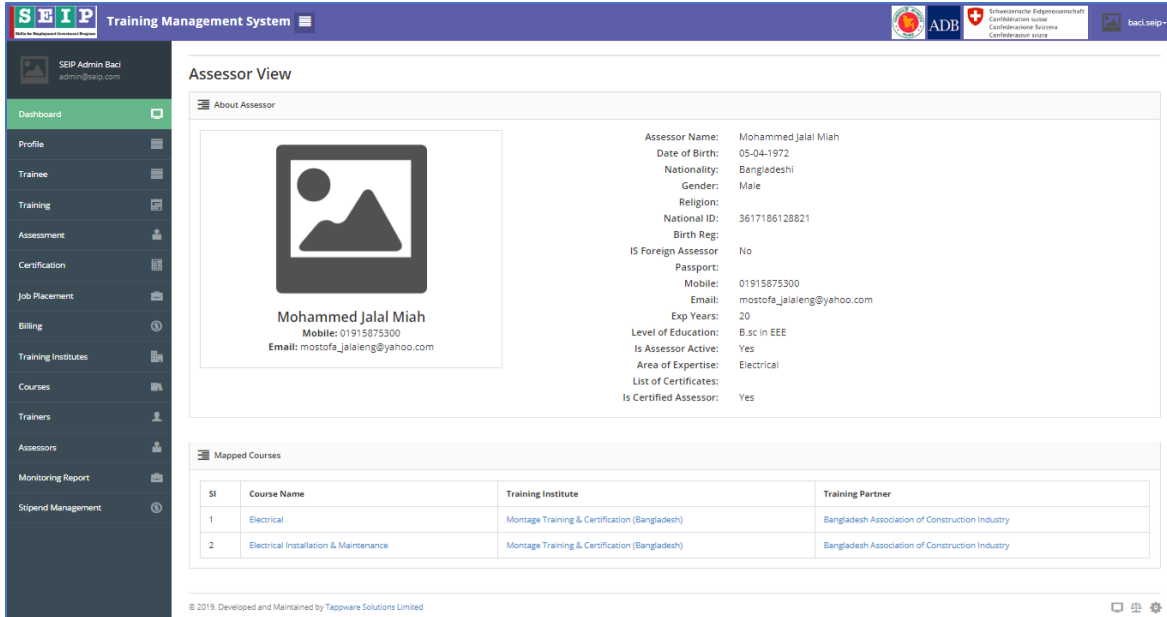


The screenshot shows the 'Assessors List' page. A sidebar on the left contains navigation options, with 'Show Assessors' highlighted. The main content area displays a table of assessors. Three callouts point to specific buttons: 'Export' (top right), 'View' (eye icon in the Actions column), and 'Edit' (pencil icon in the Actions column).

Photo	Assessor Name	Gender	Phone	Email	Expertise	Status	Actions
	Mohammed Jalal Miah	Male	01915875300	mostofa_jalaleng@yahoo.com	Electrical	Active	
	Md. Khairuzzaman Miah	Male	0172955009	khairuzzaman707@gmail.com	Civil Engineering	Active	
	Faysofuzzaman	Male	01921962297	faysof7@yahoo.com	Civil	Active	
	Aman Ullah	Male	01778822448	engr.aman.ullah@gmail.com	Civil	Active	
	Md. Samin Yasar	Male	01737151691	mdayasar@gmail.com	Civil	Active	
	Md. Majed Ali	Male	01715662573	majedali77@gmail.com	Civil	Active	
	Md. Kamal Hossain	Male	01712277441	kamal70@yahoo.com	Civil Engineering	Active	
	Md. Khabirul Islam	Male	01730076282	khabirul40@gmail.com	Civil Engineering	Active	
	Md. Monirul Islam	Male	01912376096	monir.titu1984@gmail.com	Electrical Engineering	Active	
	Mohammad Bilal Hossain Khan	Male	01724099908	bhossaink@gmail.com	Electrical Engineering	Active	

Figure 9

- After clicking view button, user will find a page with title like figure 8, which contains all the information about that assessor.



The screenshot shows the 'Assessor View' page for Mohammed Jalal Miah. It includes a profile picture placeholder, contact information, and a table of mapped courses.

Assessor Information:

- Assessor Name: Mohammed Jalal Miah
- Date of Birth: 05-04-1972
- Nationality: Bangladeshi
- Gender: Male
- Religion:
- National ID: 3617186128821
- Birth Reg:
- IS Foreign Assessor: No
- Passport:
- Mobile: 01915875300
- Email: mostofa_jalaleng@yahoo.com
- Exp Years: 20
- Level of Education: B.sc in EEE
- Is Assessor Active: Yes
- Area of Expertise: Electrical
- List of Certificates:
- Is Certified Assessor: Yes

Mapped Courses:

Sl	Course Name	Training Institute	Training Partner
1	Electrical	Montage Training & Certification (Bangladesh)	Bangladesh Association of Construction Industry
2	Electrical Installation & Maintenance	Montage Training & Certification (Bangladesh)	Bangladesh Association of Construction Industry

Figure 10

- If users click on edit button, user will find a page with title like figure 11 from where user can edit/update information about that assessor.

- Press “Update” button to save the updated information about trainer. If user want to set information again, press “Reset” button.

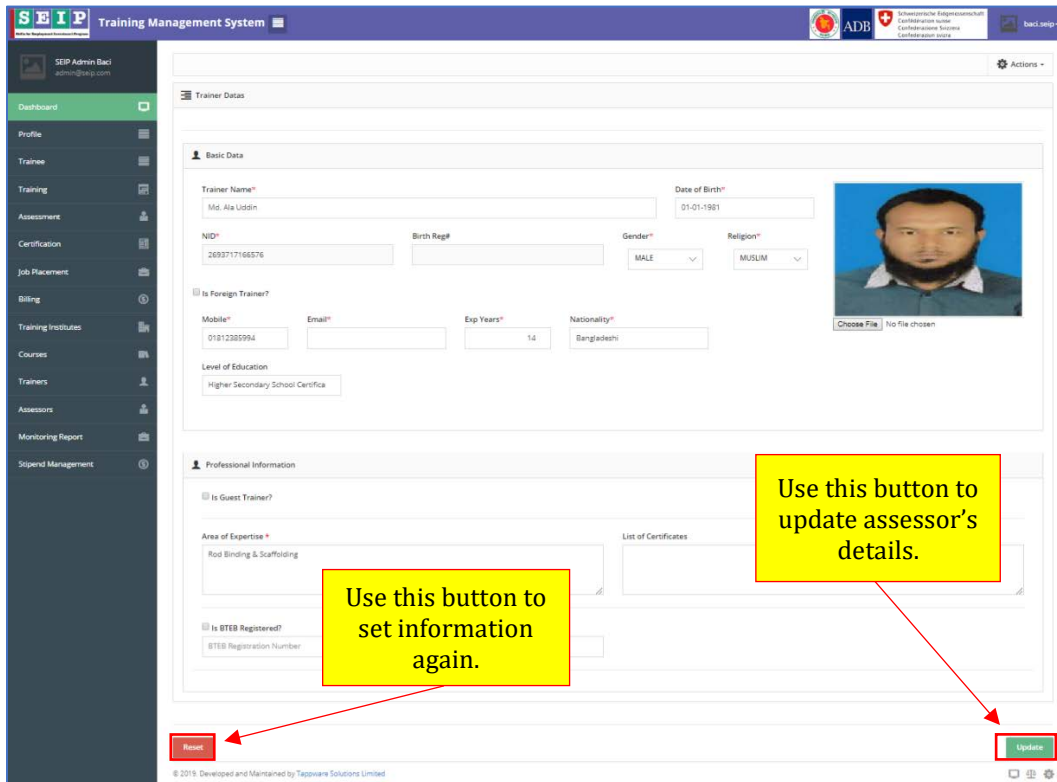


Figure 11

ii. Add Assessor:

For adding Assessor, user has to navigate to “Add Assessor” from the left panel.

- User will get a page to provide assessor information.
- Fill up the entire field as required.
- Press “Save” button to save the information in system.
- If the user wants to set the information again about an assessor, then he/she has to press “Reset” button.

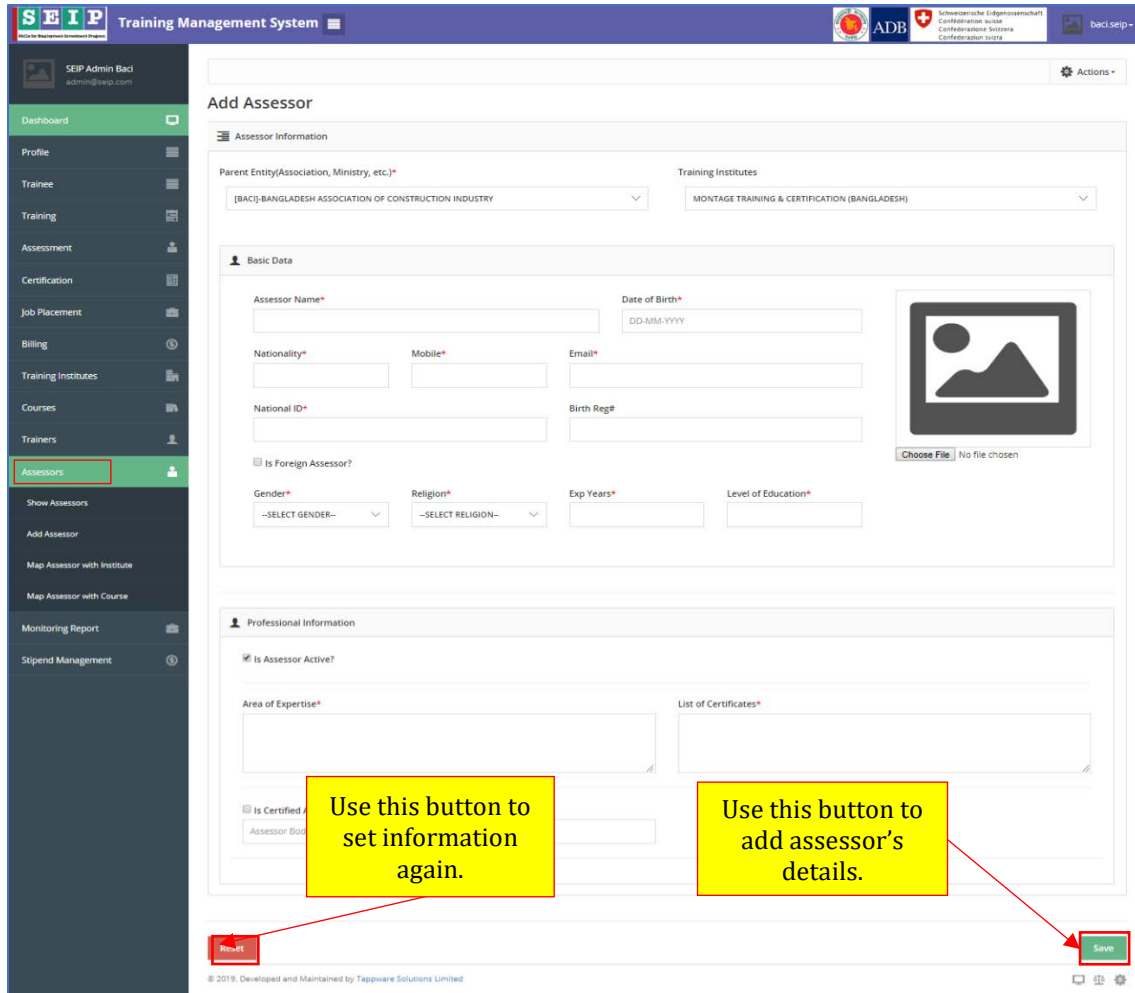






Figure 12

iii. Map Assessor with Institute:

User need to map assessor with institute after adding assessor. For mapping assessor with Institute, user have to follow the steps-

- Select Association and Training institute from the drop-down menu.
- Select Assessor from left box and press the (forward)  button for map assessors with the institute.
- Select assessors from right box and press the (backward)  button for unmapped.
- Use red color forward  /backward  button to map/unmapped all by one click.

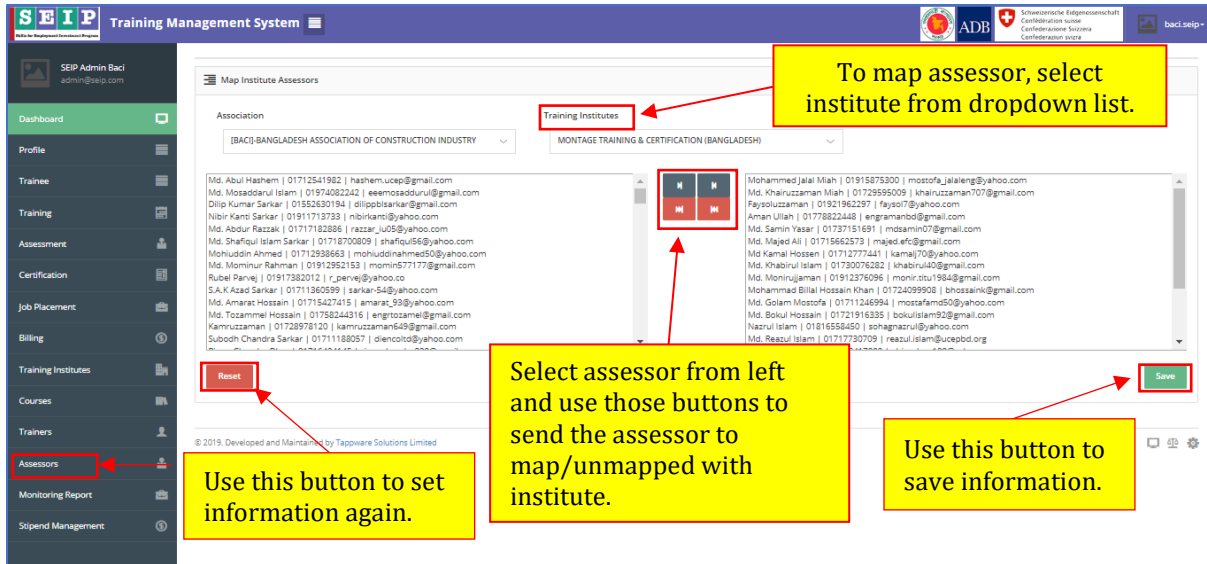






Figure 13

iv. **Map Assessor with Course:**

User need to map Assessor with course also after adding Assessor. For mapping assessor with course, user have to follow the steps-

- Select Training institute, Tranche and Course from the dropdown menu.
- Select Assessor from left box and press the (forward)  button for mapping assessors with the course.
- Select assessor from right box and press the (backward)  button to un-map.
- Use red color forward  /backward  button to map/unmapped all by one click.

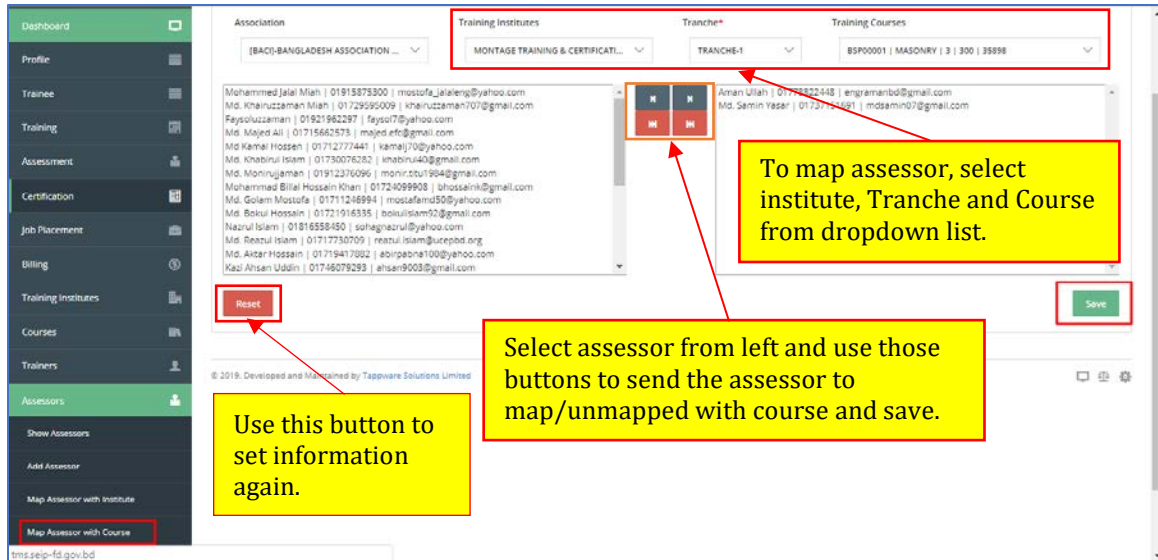


Figure 14

v. **External Assessor Mapping:**

By this menu, user can map assessor with entity. User can also delete assessor from system.

- Go to, “Trainers >> External Assessor Mapping”.
- Search the assessor through his/her (NID/Email).

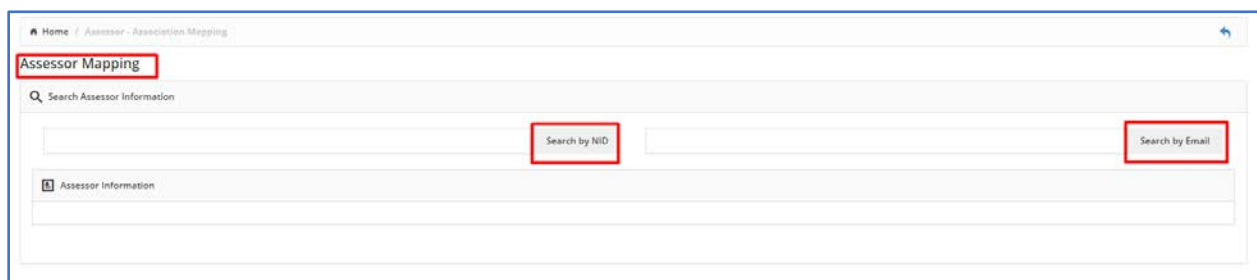


Figure 15

- The mapping details of that assessor will be loaded.
- If user want to map the assessor with entity, select association from dropdown.
- Finally click the “Transfer” button.

Home / Assessor - Association Mapping

Assessor Mapping

Search Assessor Information

Search by NID: hashem.ucep@gmail.com Search by Email

Assessor Information

Name	Email	Mobile	NID	DoB	Gender	Registration #
Md. Abul Hashem	hashem.ucep@gmail.com	01712541982	19647518725257387	1964-06-05	Male	

Expertise: Mechanical, CNC

Mapped Association	Status	Has Active Course Mapping
BEIDA	Active	Yes

Transfer to New Association

Association: -SELECT ASSOCIATION-

Transfer

Figure 16