

6. <u>Trainers:</u>

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. <u>Show Trainers:</u>

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.

admin@seip.com		Train	ers List	E List	of Trai	iners					
Profile		Entity					Training Institute				
Trainee	=	[BACI]	-BANGLADE	SH ASSOCIATION OF CONSTRUCT	ON INDUSTRY	\sim	SELECT TRAINING INST				
Training								Use this bu	tton to edit		
Assessment	2	III Tr	ainer List [1	Total: 560, 🗡 ve: 560, Inacti	ve: 0]			trainer 5 m			
Certification		Photo	Short Name	Trainer Name	Gender	Phone	Email		51	tatus	Actions
Job Placement	2			Abu Toha Jakir Hossain	Male	01764600949	abutoha949@	gtmail.com	A	ctive	
Billing	\$	Ţ.		Sree Tapon Chandra Roy	Male	01727562905	Use this bu	utton to see	A	ctive	•
Training Institutes	Bn	2		Md. Jafar Iman	Male	01711281825	trainer's ir	nformation.	A	ctive	•/
Courses	IRA.			Md. Masud Rana	Male	01719452638	eemasud007@	⊅gmail.com	A	ctive	• /
Trainers Show Trainers	1			Milan Chandra Deb Sharma	Male	01740050680			A	ctive	•
Add Trainer				Md. Abdun Noor Raja	Male	01773415003	rajaspi191@gr	mail.com	A	ctive	•/
Activate Institute Trainer				Jony Gomes	Male	01719087357	gomespj1984(@gmail.com	A	ctive	0/
Activate Course Trainer				Md. Al-Amin Hossen Suban	Male	01723113509			A	ctive	•
Accessors	2			Mal. Connect Linearcia	Mala	01700700011				- ali - a	0

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 N	Md, Jafar Iman			
		Trainer Name: Date of Birth: IS Porsign Trainer Pasport Gender: Religion: Mobile:	000376 No Male	
	Md. Jafar Iman Mobile: 0171 1281825 Email:	Email Exp Years Nationality Level of Education. Is Guest Trainer: Area of Expertise:	Bangladeshi Diploma-in-Engineering	
		List of Certificates: Is BTEB Registration Number: BTEB Registration Number:		
Mapped SI	d Courses	Tubles butters		Telefor Burger
1	Course Name Electrical	Training Institute Mirpur Agricultural Workshop and Training School - Mirpur		Training Partner 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 \rightarrow \checkmark button to update information of the trainer.
- Rewrite info if needed.
- Press the "Update" button.

airser Datas									
Basic Data									
Trainer Name*				Date of Brith					
Mid jalar Iman				82-10-1924				-	
ND*	Brith Rege		Gender*		Religion*				
<i>1</i> 6-			MALE	~	MUSLIM	×		1	-
ta Foreign Transf?							100-		1
trait	Exp Years ^b	National@y*					Choose him No The choose		
01211202025		6 Bergledels							
avei of Education									
Diploine-ri-Itigenerring									
Professional Information									
Professional Information									
			List of Certificates						
E to Guest Trainer)			List of Certificates						
D to Guant Trainer?									
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D h Ganat France? Area of Experime * . Sinctra Engineering D h at the Engineering .		ĥ							
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D h Ganat France? Area of Experime * . Sinctra Engineering D h at the Engineering .									A
D h Ganat France? Area of Experime * . Sinctra Engineering D h at the Engineering .		<i>h</i>							A
D h Ganat France? Area of Experime * . Sinctra Engineering D h at the Engineering .		h							

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.





	Training Mai	nagement System = 💽 Kowensuche (dersussekulat)	baci.seip+
SEIP Admin B			🕸 Actions •
Dashboard	•	通 Trainer Datas	
Profile		Association* Training Institutes	
Trainee	-	[BACI}-BANGLADESH ASSOCIATION OF CONSTRUCTION INDUSTRY \lor -select training institute- \lor	
Training			
Assessment	4	1 Basic Data	
Certification		Trainer Name* Date of Birth*	
Job Placement			
Billing	9	NID* Birth Reg# Gender* Religion*	
Training Institutes	En.		
Courses	in.	Is Foreign Trainer?	
Trainers		Mobile* Email* Exp Years* Nationality* Choose File No file chosen	
Show Trainers		Level of Education	
Add Trainer			
Activate Institute Trainer			
Activate Course Trainer			
Assessors	4	Professional Information	
Monitoring Report		Is Guest Trainer?	
Stipend Management	©	Area of Expertise * List of Certificates	
		k	11
		Is BTEB Registered? BTEB Registration Number	
		Click this button to	
		Click this button to save information	
		set information again.	
		Rest	Save
		© 2019. Developed and Maintained by Tappware Solutions Limited	口 业 🕸

• Click the button "Save" to save the trainer information. See the below Figure 4.

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.

	D	Association	Training Institutes	Inactive Trainers
rofile		[BACI]-BANGLADESH ASSOCIATION OF CONSTRUCTION $ \lor $	UCEP MIRPUR TECHNICAL SCHOOL \sim	×
ainee				Activate
raining				
lssessment	ů (© 2019. Developed and Maintained by Tappware Solutions Limited		□ 争
Certification	Ē			Click this button to
ob Placement	-			activate trainer.
Billing	6			
raining Institutes	Øn			
ourses	HPA			
rainers				
Show Trainers				
Add Trainer				
Activate Institute Trainer				
Activate Course Trainer				



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.





admin@seip.com		Trainer Selection Panel		
Dashboard	P	Association	Training Institutes	Tranche*
Profile	=	[BACI]-BANGLADESH ASSOCIATION OF CONSTRUCTION $ \smallsetminus $	MONTAGE TRAINING & CERTIFICATION (BANGLADESH) $\qquad \lor$	TRANCHE-1 V
Trainee		Course Information	Inactive Trainers	
Training		BSP00003 PAINTING 3 300 35898 ~	SELECT TRAINER	
Assessment				Activate
Certification				
Job Placement	*	© 2019. Developed and Maintained by Tappware Solutions Limited		무 🏵 🏟
Billing				
Training Institutes	Bn			
Courses	II 1			
Trainers	1			
Show Trainers				
Add Trainer				
Activate Institute Trainer				
Activate Course Trainer				



v. <u>Trainer-Entity Mapping:</u>

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).

ernal Trainer Mapping Search Trainer Information		
	Search by NID	Search by Email
Trainer Information		



- 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.





search trainers	Information								
				Search by NID	md.beleluzzaman@ucepbd.org				Search by Ema
Trainer Infor	mation								
Photo	Name	Email		Mobile	NID	D6B	Gender	BTEB Registration #	
-	Md. Belaluzzaman	md belaluzzaman@ucepbd.org		01722807191	19847713419470951	14.11.1984	Male	12117231117000000	
Expertise: Ele	ctrica)								
Years of Expe	rience: 7								
	of Eucation: M.Sc. (Physics)								
List of Certific	cation:								
Mapped Asso	ciation		Status		Has Active Course Mapping				
BBSME			Active		Yes				
Uttoren			Active		Ves				
Transfer to N	ew Association								
Association			Trainer Type						
			11111111111111111111111111111111111111						

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. <u>Show Assessors:</u>

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.





ashboard	.				Jse this button to			
Profile	Entit	у		ex	port data in Exce	el.		
Trainee		BACI]-BANGLADESH ASSOCIATION	OF CONSTRUCT	ION INDUSTR		(BANGLADESH)	*	Export
Training								
Assessment	£ 10	Assessor List [Total: 28, Active:	28, Inactive: 0]		Use this b	utton to		
Certification	Photo	Assessor Name	Gender	Phone	📑 view assess	or details	Status	Actions
lob Placement		Mohammed Jalal Miah	Male	01915875300	mostota_jalaleng@yahoo.com	Electrical	Active	•
		Md. Khairuzzaman Miah	Male	01729595009	khairuzzaman707@gmail.com	Civil Engineering	Active	• /
Billing Training Institutes		Faysoluzzaman	Male	01921962297	faysol7@yahoo.com	Civil	Active	•/
Courses		Aman Ullah	Male	01778822448	engra <mark>meshd@ensil.com</mark>	61	Active	• /
Trainers		Md. Samin Yasar	Male	01737151691	mdsa Use this	button to	Active	
Assessors		Md. Majed Ali	Male	01715662573	majec edit asses	sor details	Active	
Show Assessors	1	Md Kamal Hossen	Male	01712777441	kamalj70@yahoo.com	Civil Engineering	Active	• /
Add Assessor	9	Md. Khabirul Islam	Male	01730076282	khabirul40@gmail.com	Civil Engineering	Active	• /
Map Assessor with Institute		Md. Monirujjaman	Male	01912376096	monir.titu1984@gmail.com	Electrical Engineering	Active	•//
Map Assessor with Course	1	Mohammad Billal Hossain Khan	Male	01724099908	bhossaink@gmail.com	Electrical Engineering	Active	0/

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

SEP Admin Bad	
Assessor View	
Dushboard E Dushboard	
Profile Assessor Name: Mohammed Jalal Mah Date of Birth: 05-04-1972	
Traine Nationality: Bengladeshi Traine Gender: Mole Traine Religion: Assessment Birth Reg: Exercise Birth Reg:	
Training Religion:	
National ID: 3617186128821	
Assessment Birth Reg:	
Cerefication E Passport:	
Pasport. Mobile: 01915875300	
Job Placement 💼 Email: mostofa_jalaleng@yahoo.com	
Mohammed Jalal Miah Exp Years: 20	
Mobile: 01915675300 Level of Education: B.sc in EEE	
Training Institutes Email: mostofa_alaleng@yahoo.com Is Assessor Active: Yes	
Area of Expertise: Electrical	
Courses List of Certificates: List of Certificates: List of Certificates: Ves	
Trainers	
Assessors 💼	
The second secon	
Monitoring Report	
Signed Management I Electrical Montage Training & Certification (Bangladesh) Bangladesh Association of Construction Industry	
2 Electrical Installation & Maintenance Montage Training & Certification (Bangladesh) Bangladesh Association of Construction Industry	
© 2019. Developed and Maintained by Tappware Solutions Limited	- O

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.

SEIP	Training Ma	inagement System 🔳				🧿 AD	B Confederation subset Confederation subset Confederations Svizzera Confederations Svizzera	baci.seip+
SEIP Admin admin@seip								🚭 Actions -
	•	Trainer Datas						
Profile								
Trainee	=	L Basic Data						
Training	R	Trainer Name*			Date of Birth"			
Assessment	4	Md. Ala Uddin			01-01-1981			
Certification	Ø	NID*	Birth Reg#	Gender*	Religio			
Job Placement		2693717166576		MALE	MU	SLIM 🗸		
Billing	®	Is Foreign Trainer?						
Training Institutes	Be.	Mobile* Email*	Exp Years*	Nationality"		Choose	File No file chosen	
Courses		01812385994	14	Bangladeshi				
Trainers	1	Level of Education Higher Secondary School Certifica						
Assessors	4							
Monitoring Report	8							
Stipend Management	۲ (G	1 Professional Information						
		Is Guest Trainer?					s button to assessor's	
		Area of Expertise *		List of Certi	ficates			
		Rod Binding & Scaffolding				de	tails.	
		Use	this button to					le le
			information					
		BTEB Registration Number						
			again.					
				-			\sim	
							4	
		Reset © 2019. Developed and Maintained by Tapovare Solutions Limited						Update
		is 2012, perveloped and maintained by Lappware solutions timited						□ ⊕ ⊕

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.





SEIP	raining Ma	nagement System 🔳	ADB Statement of Approximate A
SEIP Admin Ba admin@seip.co			🎄 Activ
Dashboard	0	Add Assessor	
Profile	=	Assessor Information	
rainee	=	Parent Entity(Association, Ministry, etc.)*	Training Institutes
raining		[BACI]-BANGLADESH ASSOCIATION OF CONSTRUCTION INDUSTRY	V MONTAGE TRAINING & CERTIFICATION (BANGLADESH) V
sessment	1	- 100100.40	
rtification		2 Basic Data	
Placement	8	Assessor Name*	Date of Birth* DD-MM-YYYY
ing	6	L	
aining Institutes	En .	Nationality* Mobile*	Email*
urses	IIN.	National ID*	Birth Reg#
iners	1		
essors	<u>.</u>	Is Foreign Assessor?	Choose File No file chosen
now Assessors		Gender* Religion*	Exp Years* Level of Education*
d Assessor		-SELECT GENDER V -SELECT RELIGION V	×
ap Assessor with Institu	te		
ap Assessor with Course	•		
nitoring Report		Professional Information	
pend Management	6	🕫 Is Assessor Active?	
		Area of Expertise*	List of Certificates*
		Assessor Book Assessor Book As	Use this button to add assessor's details.
		Result © 2019. Developed and Maintained by Tappware Solutions Limited	

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.





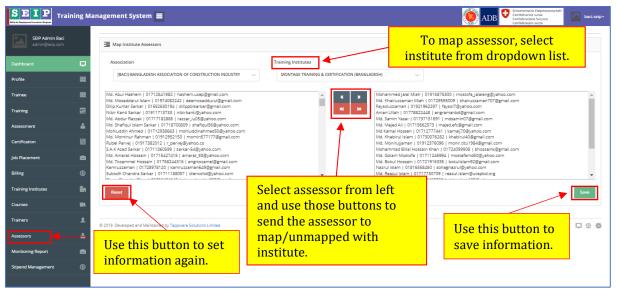


Figure 13

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.





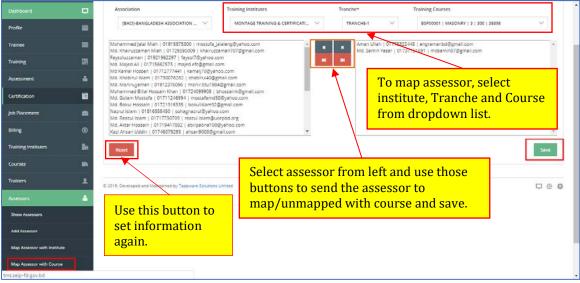


Figure 14

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).

6 Home / Assessor - Association Mapping		5
Assessor Mapping		
Q, Search Assessor Information		
	Search by NID	Search by Email
Assessor Information		



- 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.





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	19647510725257397	1964-06-05	Male		
Expertise: Mechanical, CNC							
Mapped Association	ped Association Status		Has Active Course Mapping				
BDOA		Active	Yes	Yes			
Transfer to New Associati	pn						

Figure 16

