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.
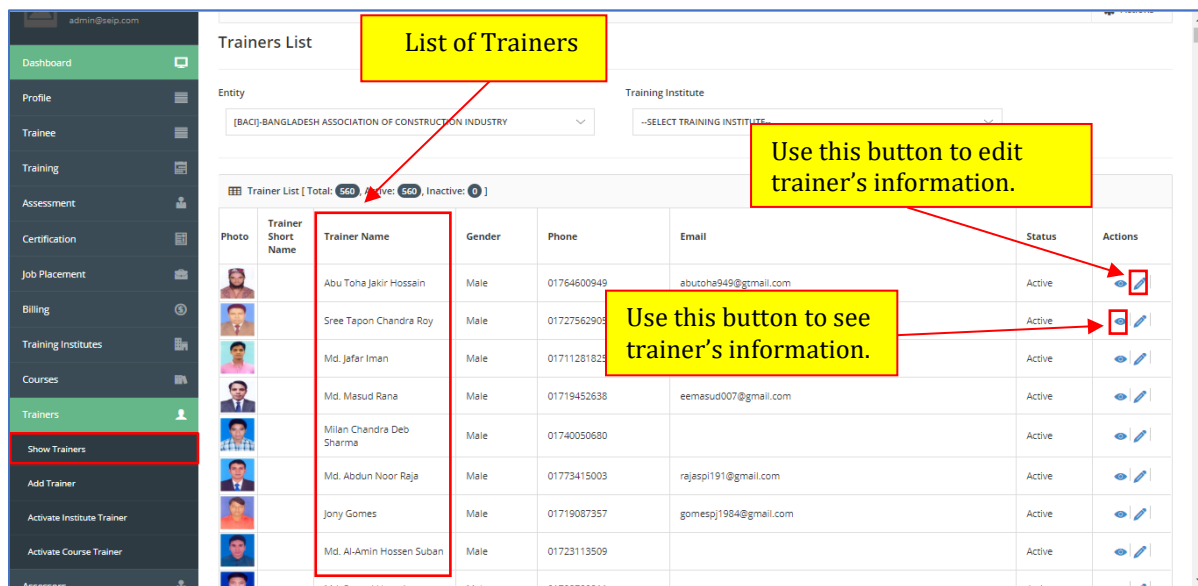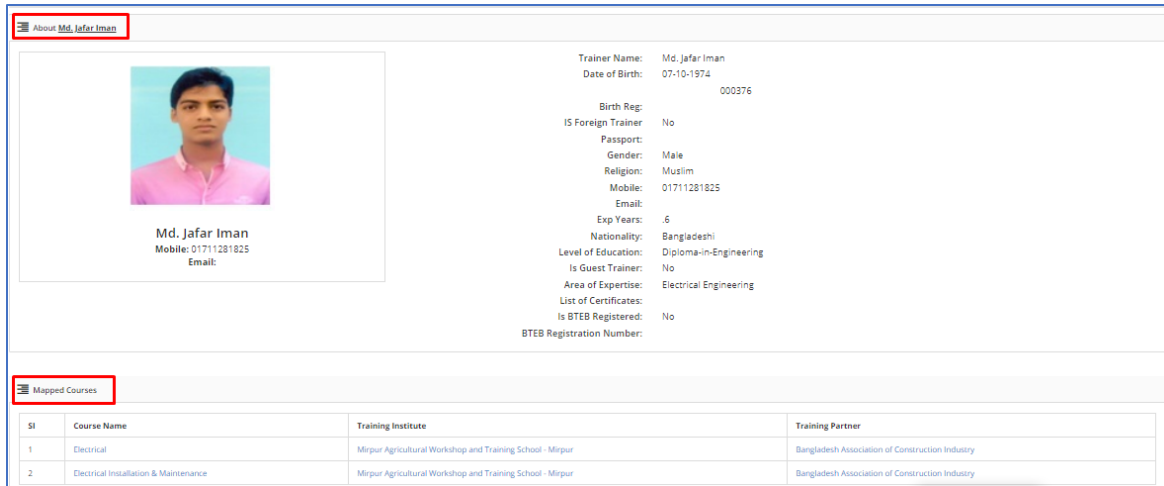- User can see/update trainers' info from action column.

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.

Figure 2

Edit trainer information:

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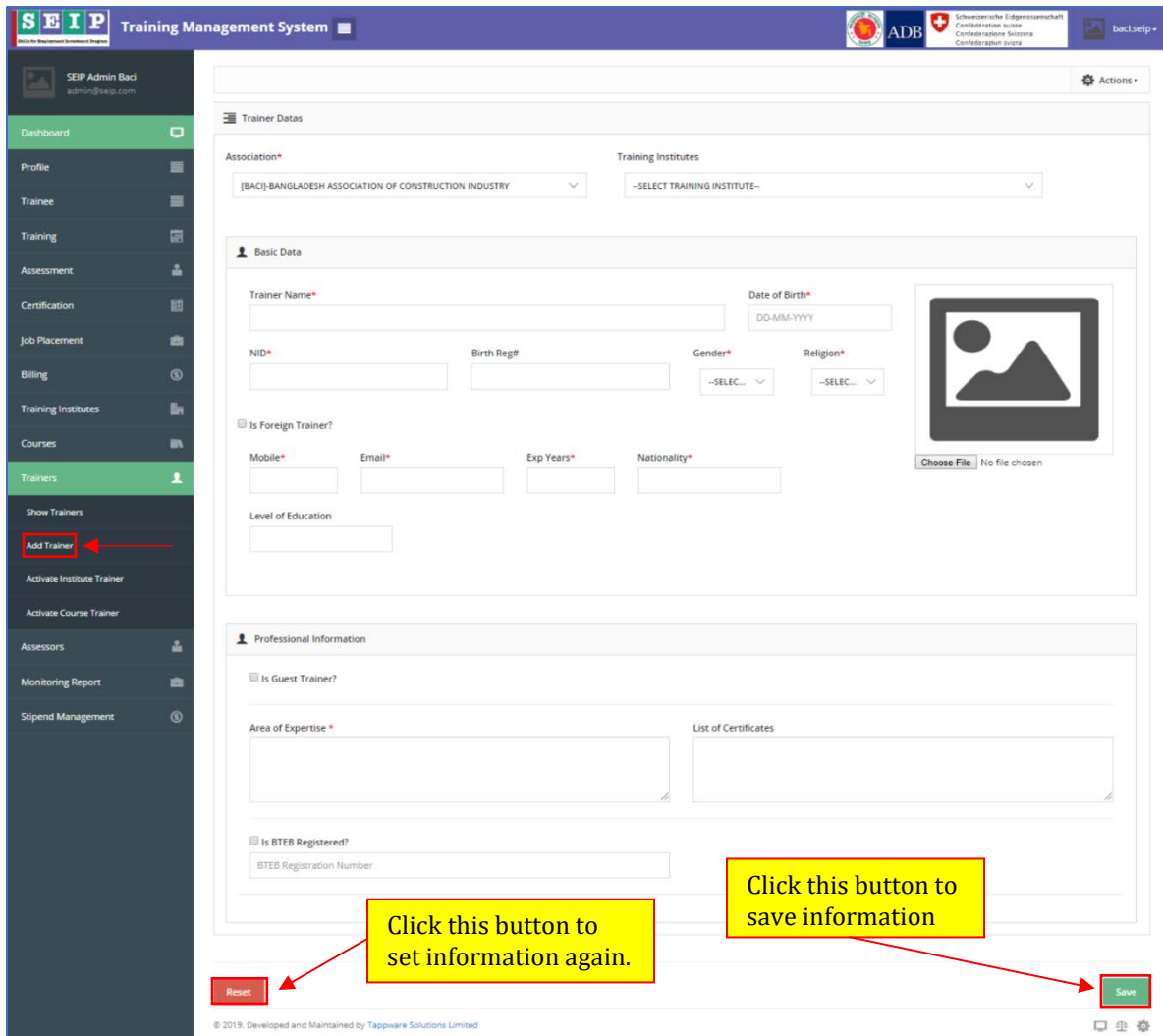- Rewrite info if needed.
- Press the "Update" button.

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.

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.

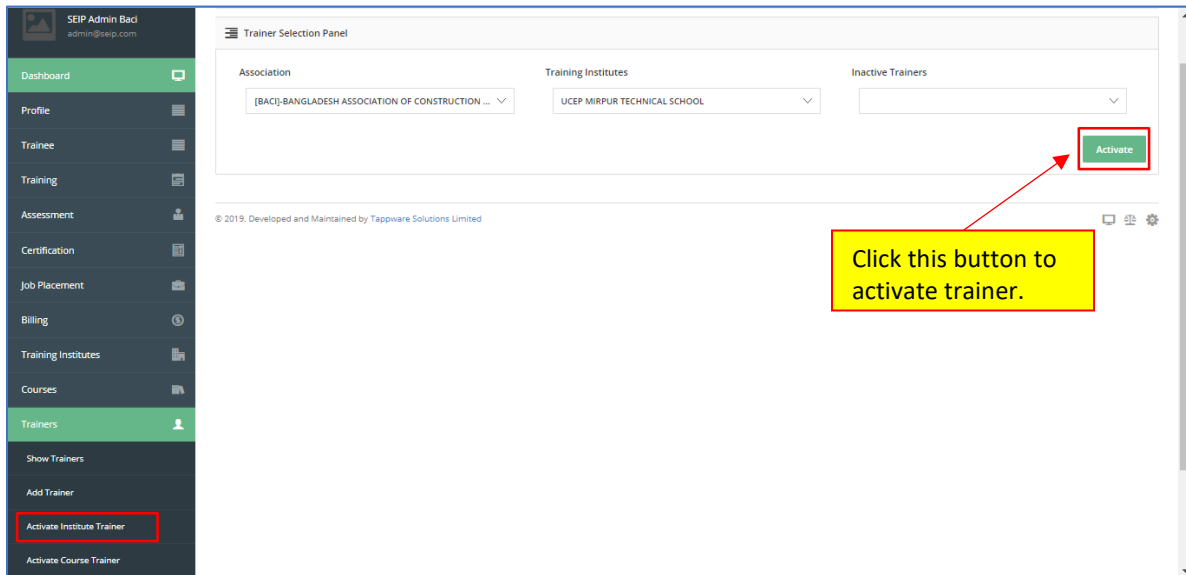- Click on "Activate" button to active trainer. See the below Figure: 5.

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.
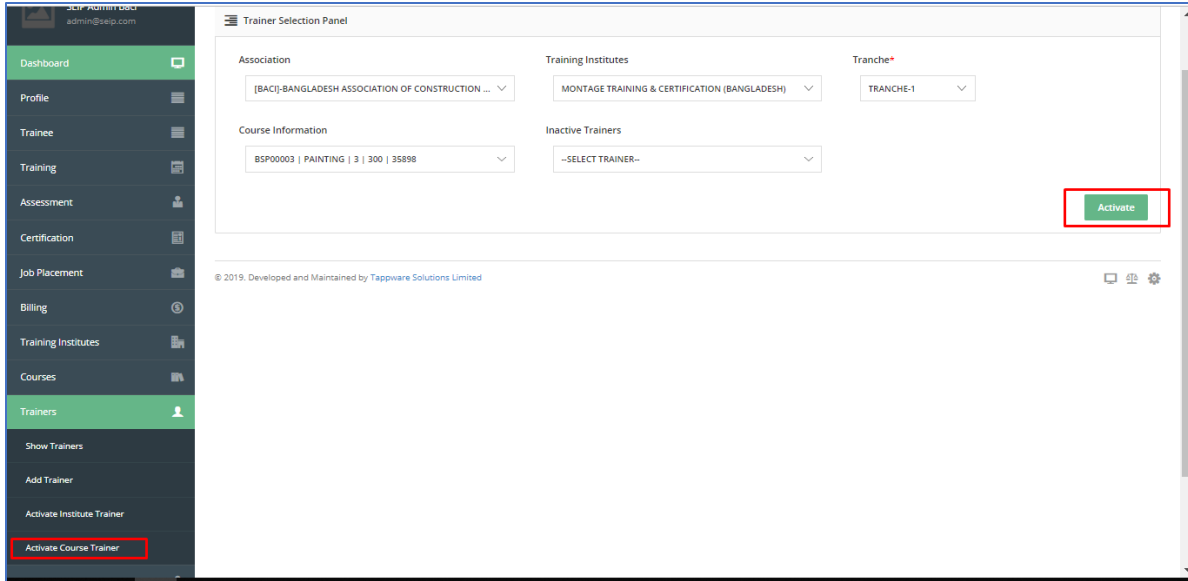
Figure 6

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".
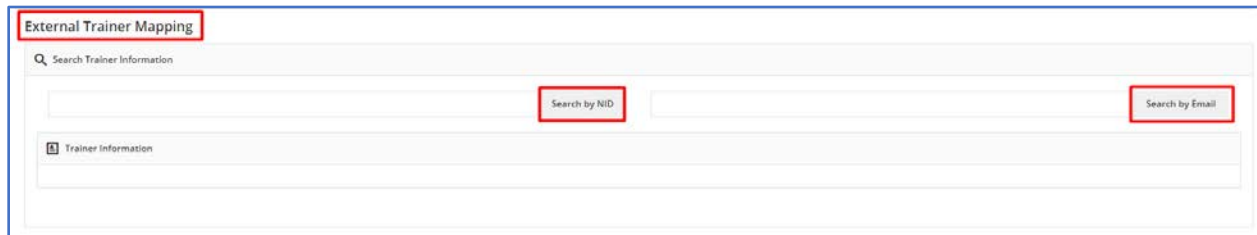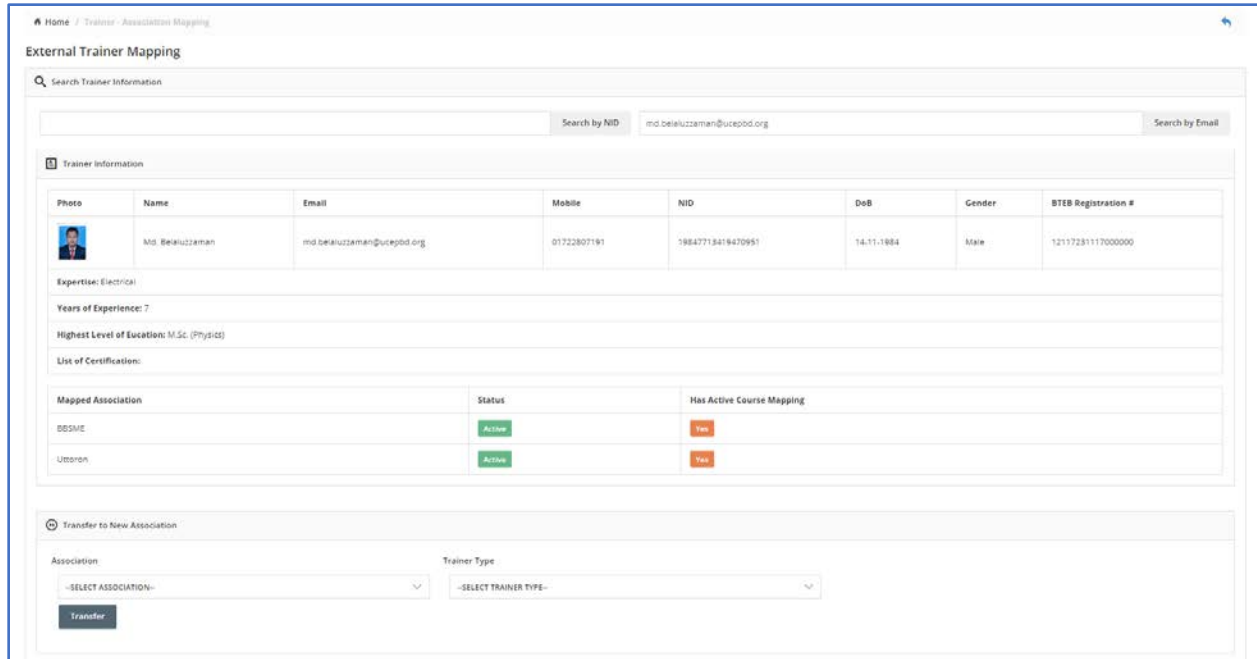- Search the trainer through his/her (NID/Email).

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.

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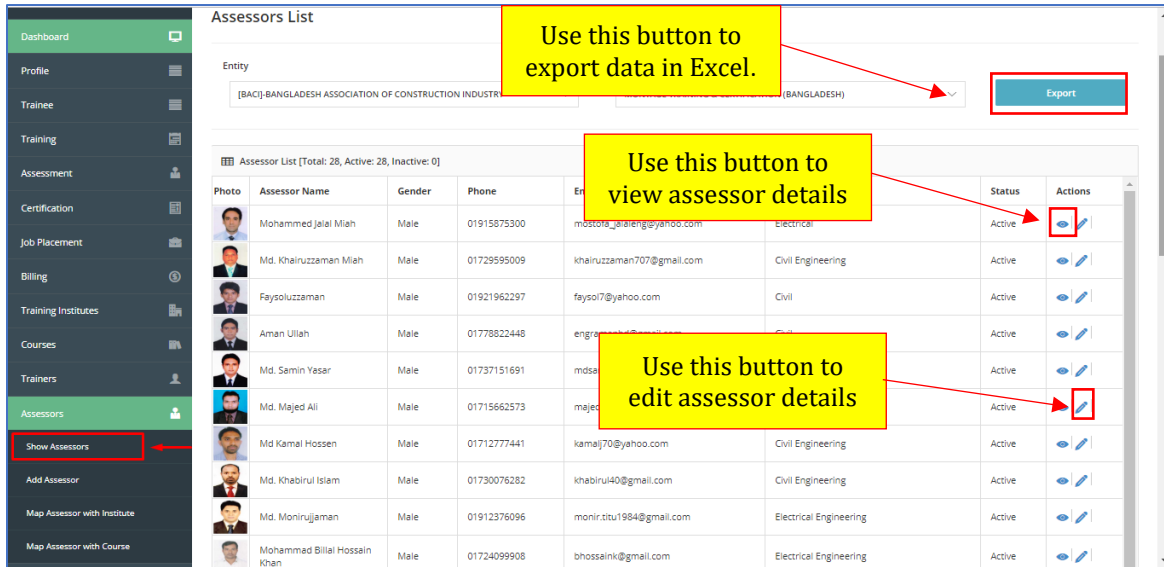
   i.   Show Assessors.
  ii.   Add Assessor.
 iii.   Map Assessor with Institute.
 iv.   Map Assessor with Course.
  v.   External Assessor Mapping.

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.

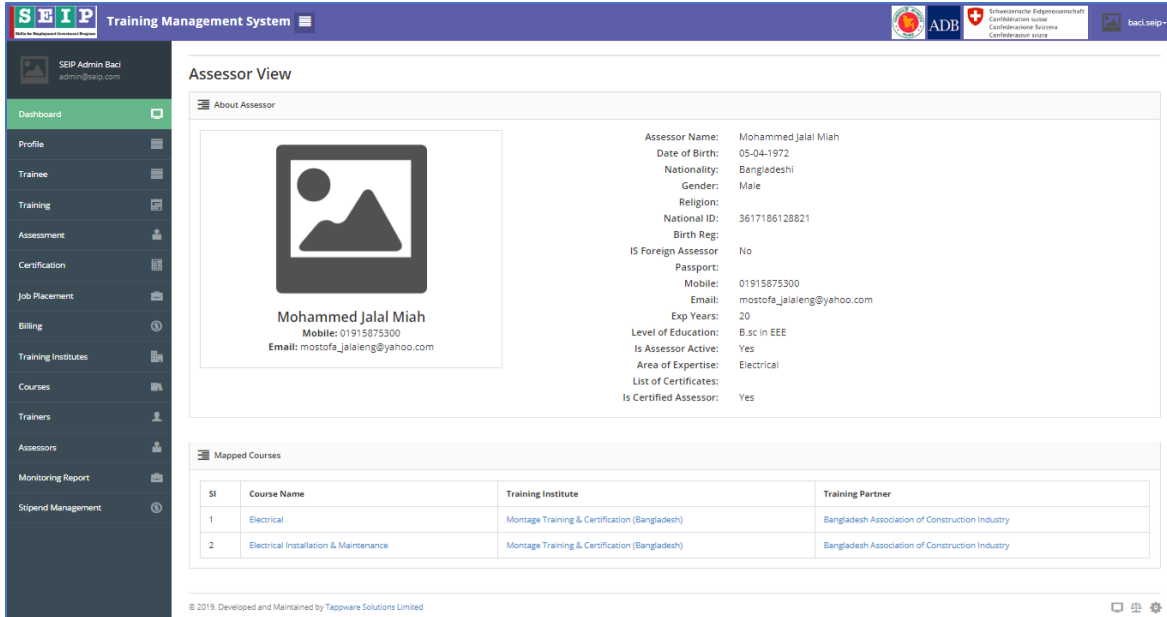   All assessors' list can be found in Excel file if user click on "Export" button.

Figure 9

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

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.
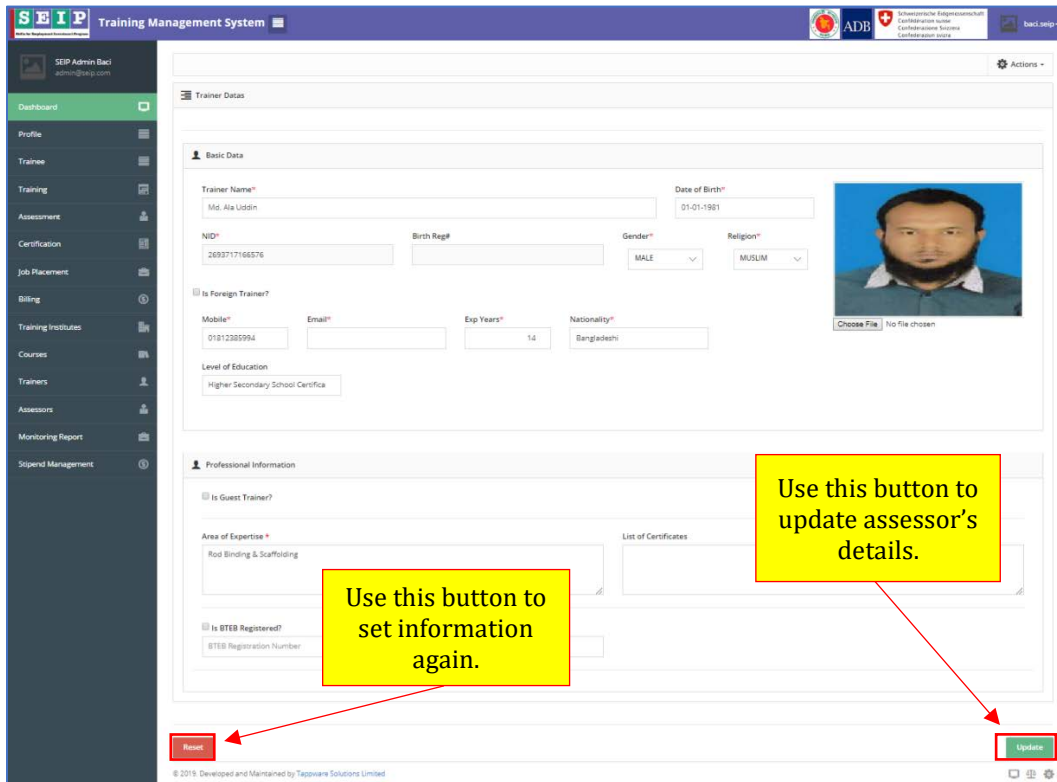

Figure 11

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.
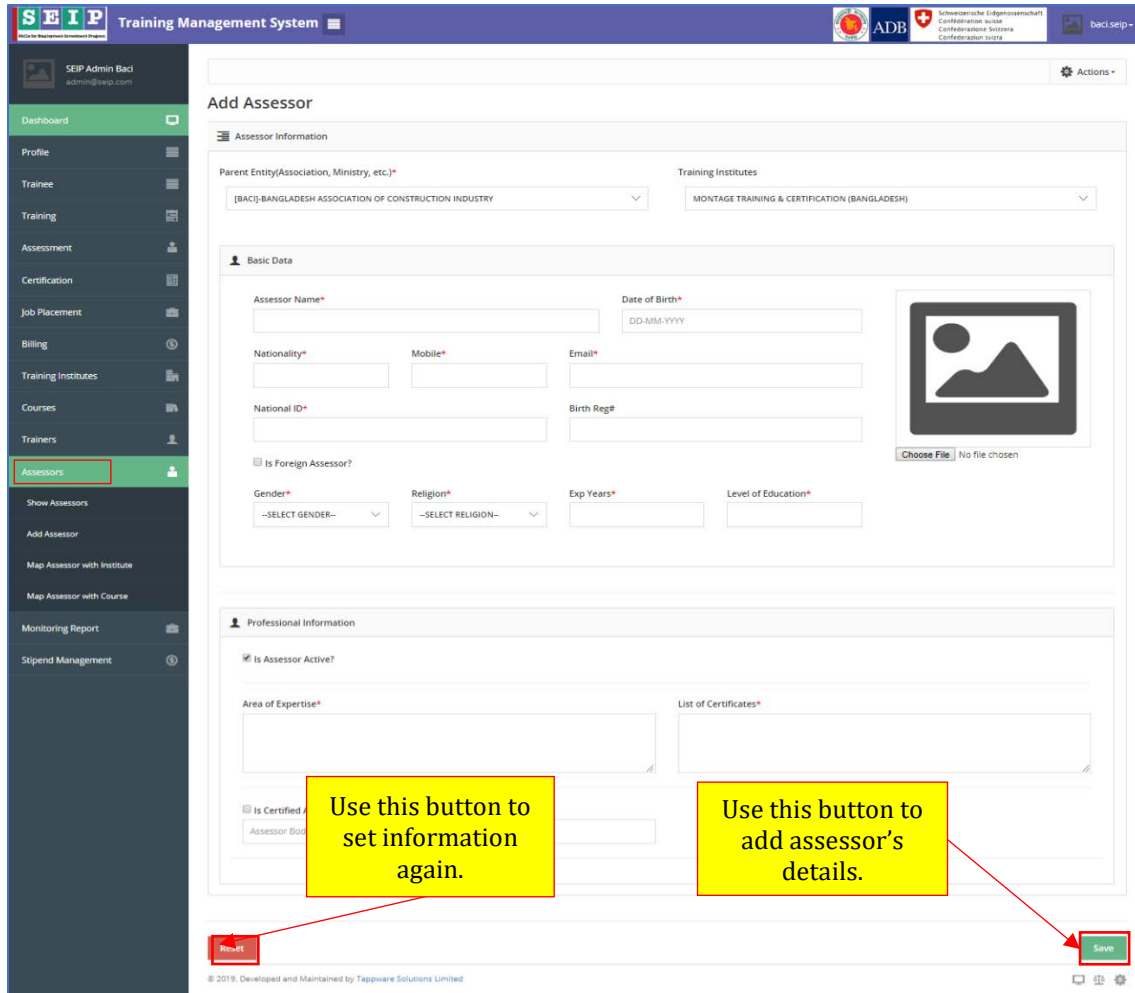
Figure 12

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.
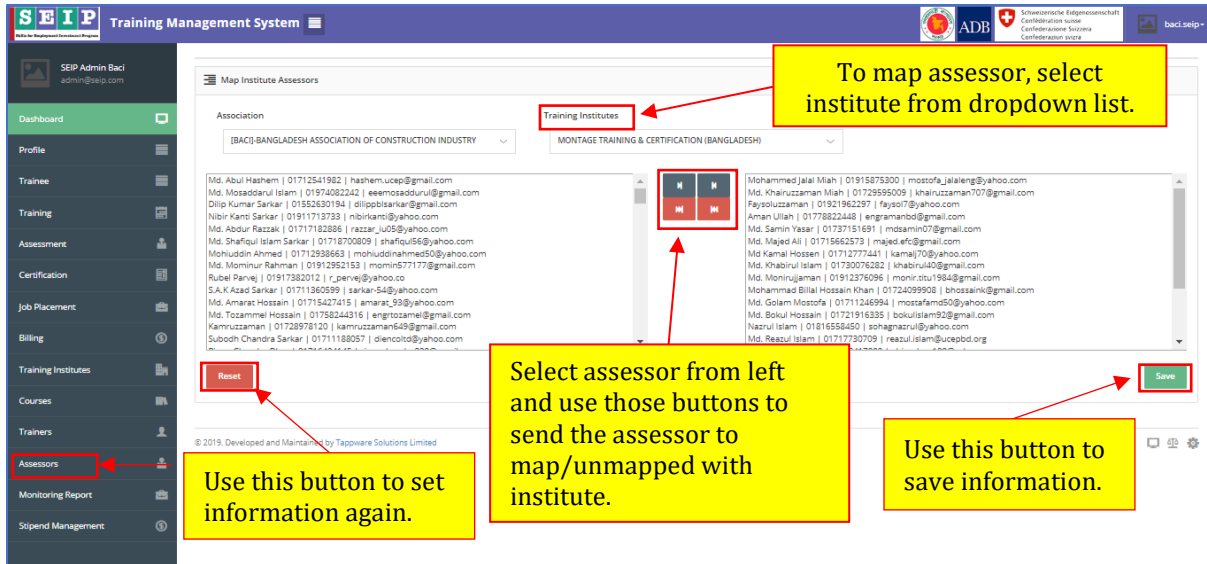
Figure 13

iv. <u>Map Assessor with Course:</u>

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.

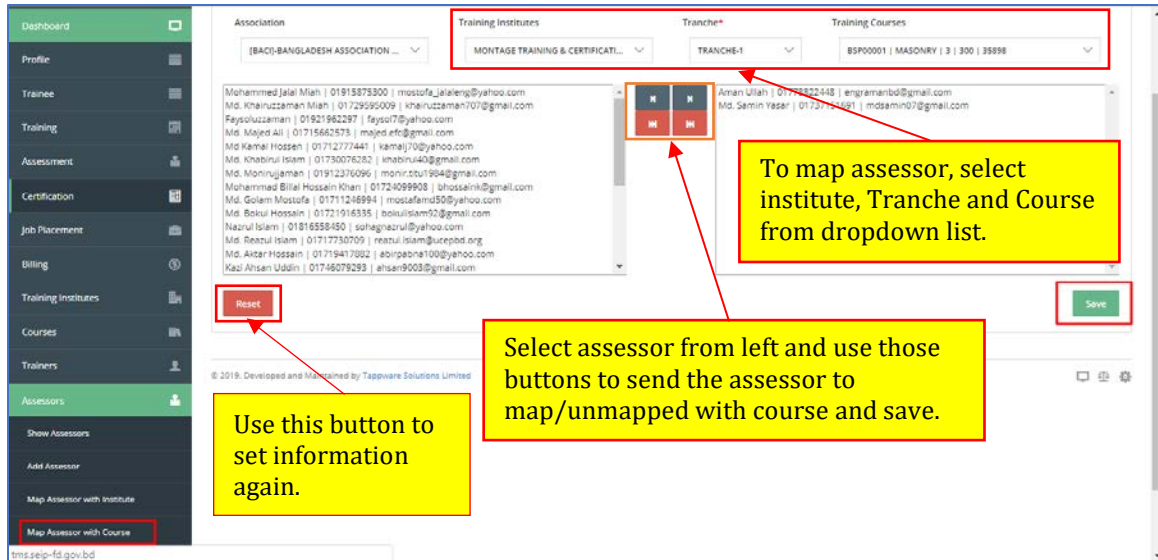- Use red color forward /backward button to map/unmapped all by one click.

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".

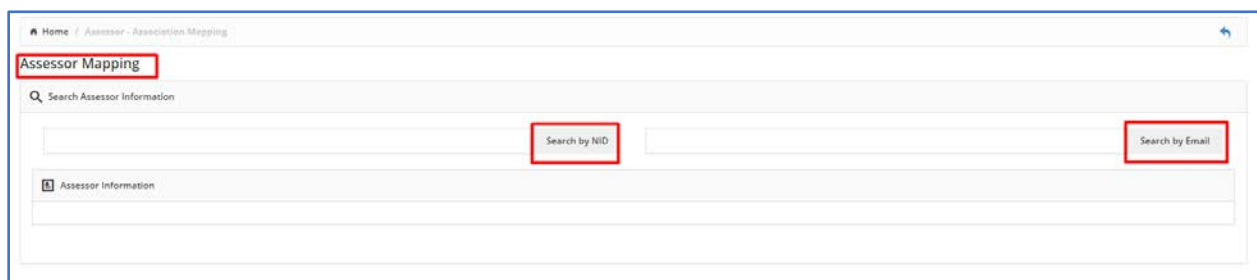- Search the assessor through his/her (NID/Email).

Figure 15

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

Figure 16