

7. Prepare Training Calendar:

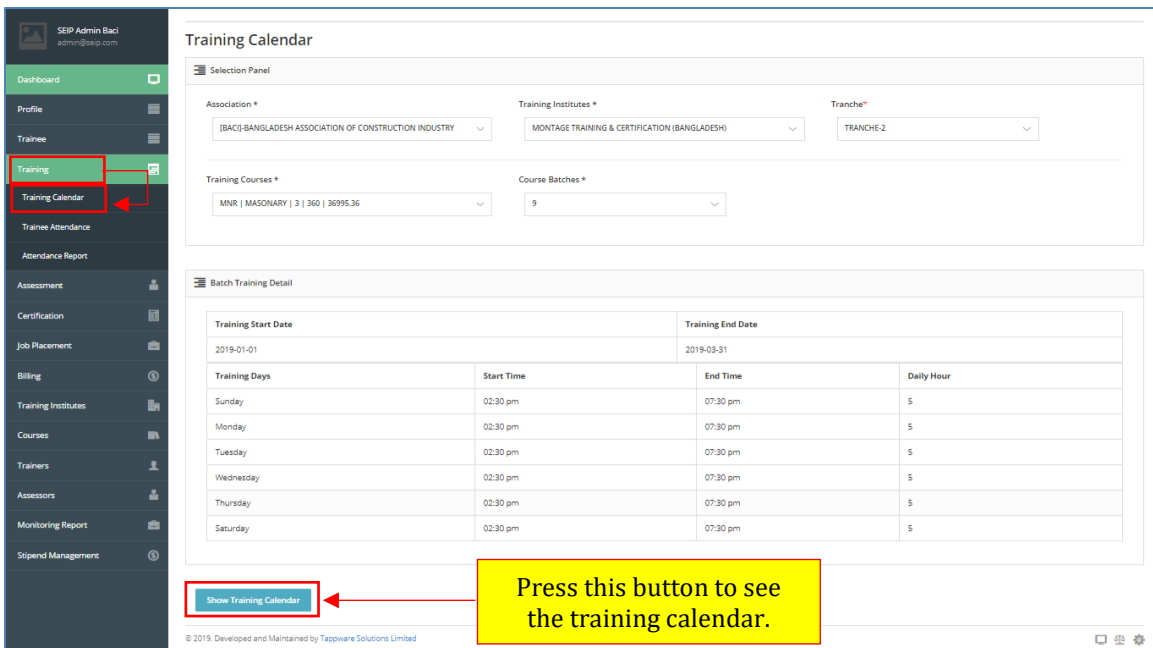
To prepare “Training Calendar”, user have to navigate “Training” from left panel. It will expand with three options-

- i. Training Calendar
- ii. Trainee Attendance
- iii. Attendance Report

i. Training Calendar:

For preparing Training Calendar user need to navigate “Training >> Training Calendar”

- Select “Training Institute”, “Tranche”, “Training Course”, “Course Batches” from drop down list.
- Then user will get Batch Training Details.



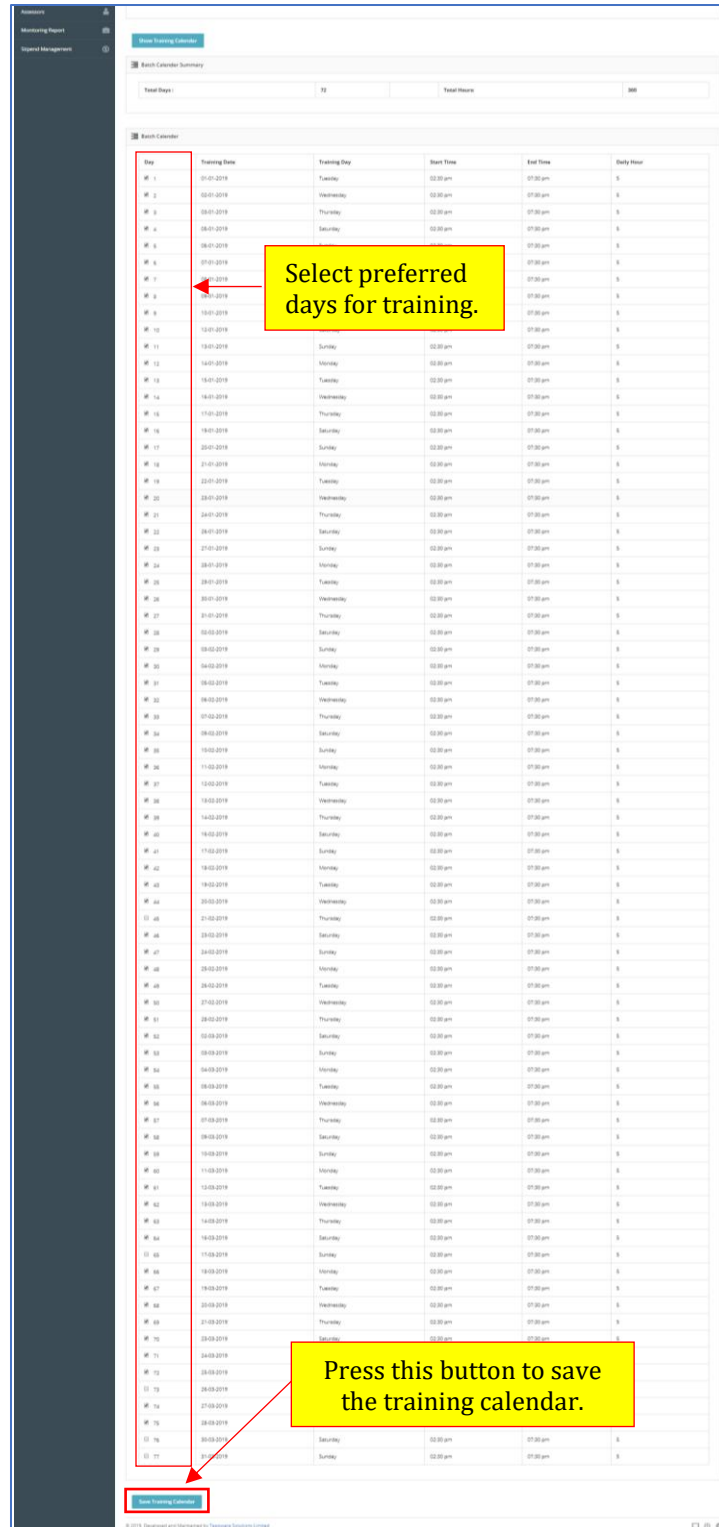
The screenshot displays the 'Training Calendar' interface. On the left is a sidebar with navigation options: Dashboard, Profile, Trainee, Training (highlighted), Training Calendar (highlighted), Trainee Attendance, Attendance Report, Assessment, Certification, Job Placement, Billing, Training Institutes, Courses, Trainers, Assessors, Monitoring Report, and Stipend Management. The main content area is titled 'Training Calendar' and includes a 'Selection Panel' with dropdown menus for Association (*), Training Institutes (*), Tranche (*), Training Courses (*), and Course Batches (*). Below this is the 'Batch Training Detail' section, which contains a table with the following data:

Training Start Date	Training End Date		
2019-01-01	2019-03-31		
Training Days	Start Time	End Time	Daily Hour
Sunday	02:30 pm	07:30 pm	5
Monday	02:30 pm	07:30 pm	5
Tuesday	02:30 pm	07:30 pm	5
Wednesday	02:30 pm	07:30 pm	5
Thursday	02:30 pm	07:30 pm	5
Saturday	02:30 pm	07:30 pm	5

At the bottom left of the main content area, there is a button labeled 'Show Training Calendar'. A yellow callout box with a red arrow points to this button, containing the text: 'Press this button to see the training calendar.'

Figure 1

- User can see the Batch Calendar Summary and Batch Calendar by pressing the button “Show Training Calendar”. Figure: 1.
- TMS generates automatic dates between the time schedule.
- User can select days as user prefer to complete the training.
- After confirming all information, user have to press “Save” button to save the information in system. See figure: 2.



The screenshot shows the 'Train Training Calendar' interface. At the top, there are fields for 'Total Days' (set to 92) and 'Total Hours' (set to 360). Below this is a 'Train Calendar' table with the following columns: Day, Training Date, Training Day, Start Time, End Time, and Daily Hours. The table lists dates from 01-01-2019 to 31-12-2019. A red vertical box highlights the 'Day' column. A yellow callout box with a red arrow points to the 'Day' column with the text 'Select preferred days for training.' At the bottom left, a red box highlights the 'Save Training Calendar' button. A second yellow callout box with a red arrow points to this button with the text 'Press this button to save the training calendar.'

Day	Training Date	Training Day	Start Time	End Time	Daily Hours
01	01-01-2019	Tuesday	02:30 pm	07:30 pm	5
02	02-01-2019	Wednesday	02:30 pm	07:30 pm	5
03	03-01-2019	Thursday	02:30 pm	07:30 pm	5
04	04-01-2019	Friday	02:30 pm	07:30 pm	5
05	05-01-2019	Saturday	02:30 pm	07:30 pm	5
06	06-01-2019	Sunday	02:30 pm	07:30 pm	5
07	07-01-2019	Monday	02:30 pm	07:30 pm	5
08	08-01-2019	Tuesday	02:30 pm	07:30 pm	5
09	09-01-2019	Wednesday	02:30 pm	07:30 pm	5
10	10-01-2019	Thursday	02:30 pm	07:30 pm	5
11	11-01-2019	Friday	02:30 pm	07:30 pm	5
12	12-01-2019	Saturday	02:30 pm	07:30 pm	5
13	13-01-2019	Sunday	02:30 pm	07:30 pm	5
14	14-01-2019	Monday	02:30 pm	07:30 pm	5
15	15-01-2019	Tuesday	02:30 pm	07:30 pm	5
16	16-01-2019	Wednesday	02:30 pm	07:30 pm	5
17	17-01-2019	Thursday	02:30 pm	07:30 pm	5
18	18-01-2019	Friday	02:30 pm	07:30 pm	5
19	19-01-2019	Saturday	02:30 pm	07:30 pm	5
20	20-01-2019	Sunday	02:30 pm	07:30 pm	5
21	21-01-2019	Monday	02:30 pm	07:30 pm	5
22	22-01-2019	Tuesday	02:30 pm	07:30 pm	5
23	23-01-2019	Wednesday	02:30 pm	07:30 pm	5
24	24-01-2019	Thursday	02:30 pm	07:30 pm	5
25	25-01-2019	Friday	02:30 pm	07:30 pm	5
26	26-01-2019	Saturday	02:30 pm	07:30 pm	5
27	27-01-2019	Sunday	02:30 pm	07:30 pm	5
28	28-01-2019	Monday	02:30 pm	07:30 pm	5
29	29-01-2019	Tuesday	02:30 pm	07:30 pm	5
30	30-01-2019	Wednesday	02:30 pm	07:30 pm	5
31	31-01-2019	Thursday	02:30 pm	07:30 pm	5
32	01-02-2019	Friday	02:30 pm	07:30 pm	5
33	02-02-2019	Saturday	02:30 pm	07:30 pm	5
34	03-02-2019	Sunday	02:30 pm	07:30 pm	5
35	04-02-2019	Monday	02:30 pm	07:30 pm	5
36	05-02-2019	Tuesday	02:30 pm	07:30 pm	5
37	06-02-2019	Wednesday	02:30 pm	07:30 pm	5
38	07-02-2019	Thursday	02:30 pm	07:30 pm	5
39	08-02-2019	Friday	02:30 pm	07:30 pm	5
40	09-02-2019	Saturday	02:30 pm	07:30 pm	5
41	10-02-2019	Sunday	02:30 pm	07:30 pm	5
42	11-02-2019	Monday	02:30 pm	07:30 pm	5
43	12-02-2019	Tuesday	02:30 pm	07:30 pm	5
44	13-02-2019	Wednesday	02:30 pm	07:30 pm	5
45	14-02-2019	Thursday	02:30 pm	07:30 pm	5
46	15-02-2019	Friday	02:30 pm	07:30 pm	5
47	16-02-2019	Saturday	02:30 pm	07:30 pm	5
48	17-02-2019	Sunday	02:30 pm	07:30 pm	5
49	18-02-2019	Monday	02:30 pm	07:30 pm	5
50	19-02-2019	Tuesday	02:30 pm	07:30 pm	5
51	20-02-2019	Wednesday	02:30 pm	07:30 pm	5
52	21-02-2019	Thursday	02:30 pm	07:30 pm	5
53	22-02-2019	Friday	02:30 pm	07:30 pm	5
54	23-02-2019	Saturday	02:30 pm	07:30 pm	5
55	24-02-2019	Sunday	02:30 pm	07:30 pm	5
56	25-02-2019	Monday	02:30 pm	07:30 pm	5
57	26-02-2019	Tuesday	02:30 pm	07:30 pm	5
58	27-02-2019	Wednesday	02:30 pm	07:30 pm	5
59	28-02-2019	Thursday	02:30 pm	07:30 pm	5
60	29-02-2019	Friday	02:30 pm	07:30 pm	5
61	01-03-2019	Saturday	02:30 pm	07:30 pm	5
62	02-03-2019	Sunday	02:30 pm	07:30 pm	5
63	03-03-2019	Monday	02:30 pm	07:30 pm	5
64	04-03-2019	Tuesday	02:30 pm	07:30 pm	5
65	05-03-2019	Wednesday	02:30 pm	07:30 pm	5
66	06-03-2019	Thursday	02:30 pm	07:30 pm	5
67	07-03-2019	Friday	02:30 pm	07:30 pm	5
68	08-03-2019	Saturday	02:30 pm	07:30 pm	5
69	09-03-2019	Sunday	02:30 pm	07:30 pm	5
70	10-03-2019	Monday	02:30 pm	07:30 pm	5
71	11-03-2019	Tuesday	02:30 pm	07:30 pm	5
72	12-03-2019	Wednesday	02:30 pm	07:30 pm	5
73	13-03-2019	Thursday	02:30 pm	07:30 pm	5
74	14-03-2019	Friday	02:30 pm	07:30 pm	5
75	15-03-2019	Saturday	02:30 pm	07:30 pm	5
76	16-03-2019	Sunday	02:30 pm	07:30 pm	5
77	17-03-2019	Monday	02:30 pm	07:30 pm	5
78	18-03-2019	Tuesday	02:30 pm	07:30 pm	5
79	19-03-2019	Wednesday	02:30 pm	07:30 pm	5
80	20-03-2019	Thursday	02:30 pm	07:30 pm	5
81	21-03-2019	Friday	02:30 pm	07:30 pm	5
82	22-03-2019	Saturday	02:30 pm	07:30 pm	5
83	23-03-2019	Sunday	02:30 pm	07:30 pm	5
84	24-03-2019	Monday	02:30 pm	07:30 pm	5
85	25-03-2019	Tuesday	02:30 pm	07:30 pm	5
86	26-03-2019	Wednesday	02:30 pm	07:30 pm	5
87	27-03-2019	Thursday	02:30 pm	07:30 pm	5
88	28-03-2019	Friday	02:30 pm	07:30 pm	5
89	29-03-2019	Saturday	02:30 pm	07:30 pm	5
90	30-03-2019	Sunday	02:30 pm	07:30 pm	5
91	31-03-2019	Monday	02:30 pm	07:30 pm	5
92	01-04-2019	Tuesday	02:30 pm	07:30 pm	5

Figure 2

ii. Trainee Attendance:

To prepare trainee attendance user have to follow the steps-

- Select Training Institute and Tranche from drop down list.
- Then Training Courses and Course Batch will load automatically.
- Finally, user will get Batch Calendar for giving attendance of particular trainee. See figure: 3.

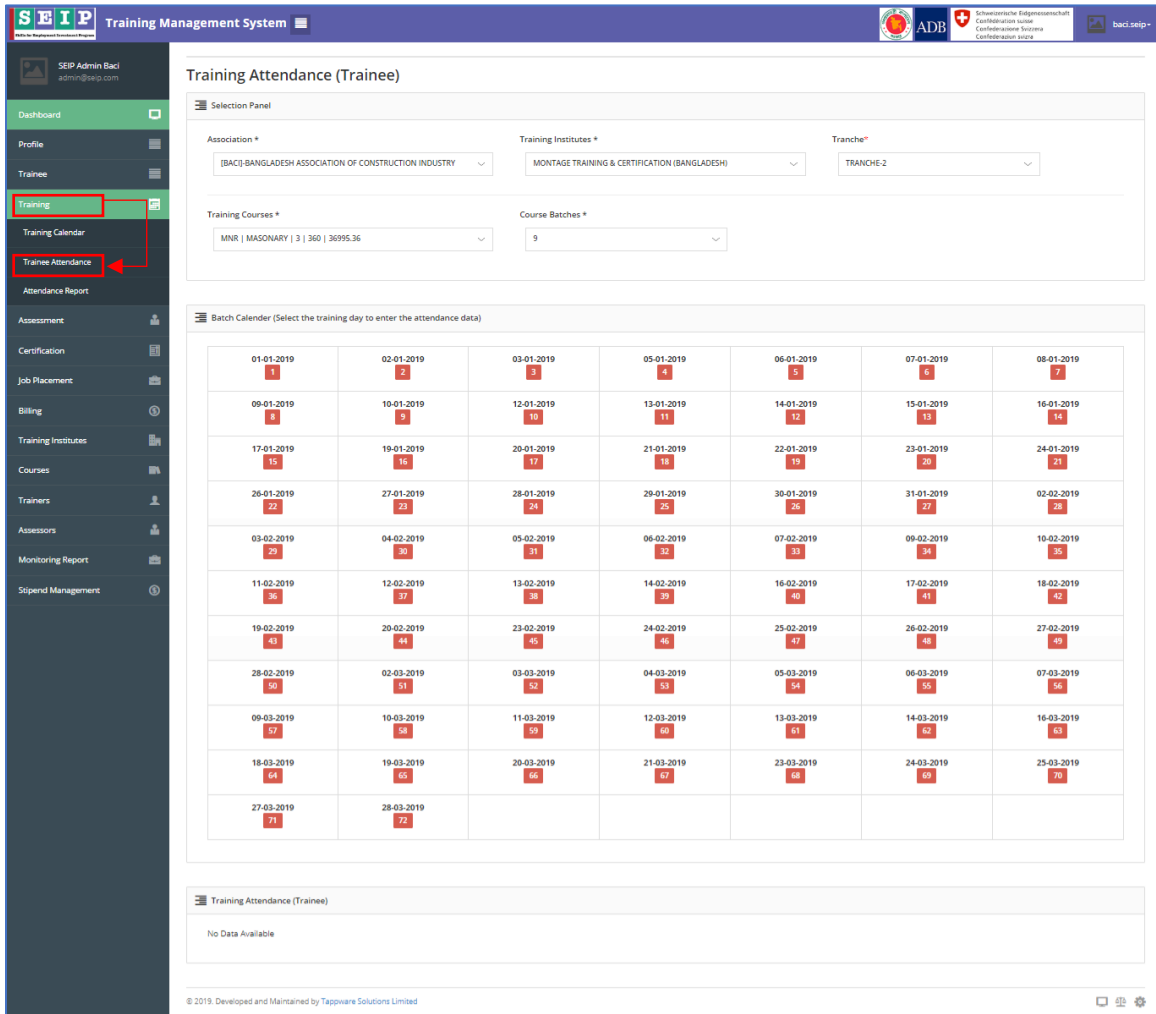


Figure 3

Select the training day to enter the attendance data where user can also update training details. See figure: 4.

- Put a tick mark (√) in “Present” column if the trainee is present in class before the training started.

- Put a tick mark (√) in “Late” column if the trainee is present in class after training starting time.
- Fill the information in column “In time” and “Out time” of a trainee.
- User can give some comments about trainee in “Remarks” column.
- After providing all information for that day press the button “Update Attendance”. The information will be saved in the system,
- After giving training days attendance the color of the calendar is changed. Grey colored calendar means attendance data has been given and saved for this particular training day.
- User have to provide attendance information.

12-03-2019 (12-03-2019) P: 25 / L: 0 / A: 0 57	13-03-2019 (13-03-2019) P: 23 / L: 0 / A: 2 58	14-03-2019 (14-03-2019) P: 24 / L: 0 / A: 1 59	16-03-2019 (16-03-2019) P: 25 / L: 0 / A: 0 60	18-03-2019 (18-03-2019) P: 24 / L: 0 / A: 1 61	19-03-2019 (19-03-2019) P: 25 / L: 0 / A: 0 62	20-03-2019 (20-03-2019) P: 25 / L: 0 / A: 0 63
21-03-2019 (21-03-2019) P: 25 / L: 0 / A: 0 64	23-03-2019 65	24-03-2019 66	25-03-2019 67	26-03-2019 68	27-03-2019 69	28-03-2019 70
30-03-2019 71	31-03-2019 72					

Update Training Details

Training Date: <input type="text" value="23-03-2019"/>	Lead Trainer: <input type="text" value="Md. Al-Amin"/>
Start Time: <input type="text" value="08:30 am"/>	Associate Trainer: <input type="text" value="Md. Golam Mostafa"/>
End Time: <input type="text" value="01:30 pm"/>	Guest Trainer: <input type="text" value="-Select Guest Trainer-
Mr. Shabbir Ahsan
Iqbal Ahmed"/>
Break Time: <input type="text"/>	

Training Day Remarks:

Total Trainers (25) Selected Attendance Date: 23-03-2019

Photo	Registration Number	Name	Present	Late	In Time	Out Time	Remarks	Actions
	0500024984	Rayhan Hossen (Sazzad)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	08:30 am	01:30 pm		
	0500024985	Md. Harun Or Rashid	<input checked="" type="checkbox"/>	<input type="checkbox"/>	08:30 am	01:30 pm		
	0500024986	MD. SIDUL ISLAM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	08:30 am	01:30 pm		
	0500024987	Md Foyzal Hossen	<input checked="" type="checkbox"/>	<input type="checkbox"/>	08:30 am	01:30 pm		
	0500024988	Md Hridoy Mia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	08:30 am	01:30 pm		
	0500024989	Parvej Hossain	<input checked="" type="checkbox"/>	<input type="checkbox"/>	08:30 am	01:30 pm		
	0500024990	Partho Bivas	<input checked="" type="checkbox"/>	<input type="checkbox"/>	08:30 am	01:30 pm		
	0500024991	SUJOY KUMAR PAL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	08:30 am	01:30 pm		
	0500024992	Atraful Islam Kawzar	<input checked="" type="checkbox"/>	<input type="checkbox"/>	08:30 am	01:30 pm		
	0500024993	Md Abir Hossain	<input checked="" type="checkbox"/>	<input type="checkbox"/>	08:30 am	01:30 pm		
	0500024994	Jamil Mahmud	<input checked="" type="checkbox"/>	<input type="checkbox"/>	08:30 am	01:30 pm		
	0500024995	Sri Sankar Chandra Molik	<input checked="" type="checkbox"/>	<input type="checkbox"/>	08:30 am	01:30 pm		
	0500024996	Airful Islam	<input checked="" type="checkbox"/>	<input type="checkbox"/>	08:30 am	01:30 pm		
	0500024997	MD. NUR ALAMI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	08:30 am	01:30 pm		
	0500024998	Jahirul Islam	<input checked="" type="checkbox"/>	<input type="checkbox"/>	08:30 am	01:30 pm		
	0500024999	Md Luk Mia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	08:30 am	01:30 pm		
	0500025000	ANOAR KHAN	<input checked="" type="checkbox"/>	<input type="checkbox"/>	08:30 am	01:30 pm		
	0500025001	MD. NOROZZAMAN	<input checked="" type="checkbox"/>	<input type="checkbox"/>	08:30 am	01:30 pm		
	0500025002	Md Lutfor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	08:30 am	01:30 pm		
	0500025003	Md Arman Mia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	08:30 am	01:30 pm		
	0500025004	MD. AHASAN ULLAH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	08:30 am	01:30 pm		
	0500025005	OMAR FAROQUE SARI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	08:30 am	01:30 pm		
	0500025006	Monjur Alam	<input checked="" type="checkbox"/>	<input type="checkbox"/>	08:30 am	01:30 pm		
	0500025007	Md Kayum Mia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	08:30 am	01:30 pm		
	0500025008	Rasel Rana	<input checked="" type="checkbox"/>	<input type="checkbox"/>	08:30 am	01:30 pm		

Update Attendance

Press this button to save attendance of a batch

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Figure 4

iii. Attendance Report

To see attendance report of a training institute.

- User have to select Training Institute, Tranche, Training Course, Course Batches from drop down list in the selection panel.
- The final attendance report date shows some information about the trainee(s) attendance. Figure: 5.
- The first date means the date which generate by the system automatically and the date written in bracket () means the date when the class was actually held.
- P/L/A- three options shows the present/late/absent trainee(s) information for that class.

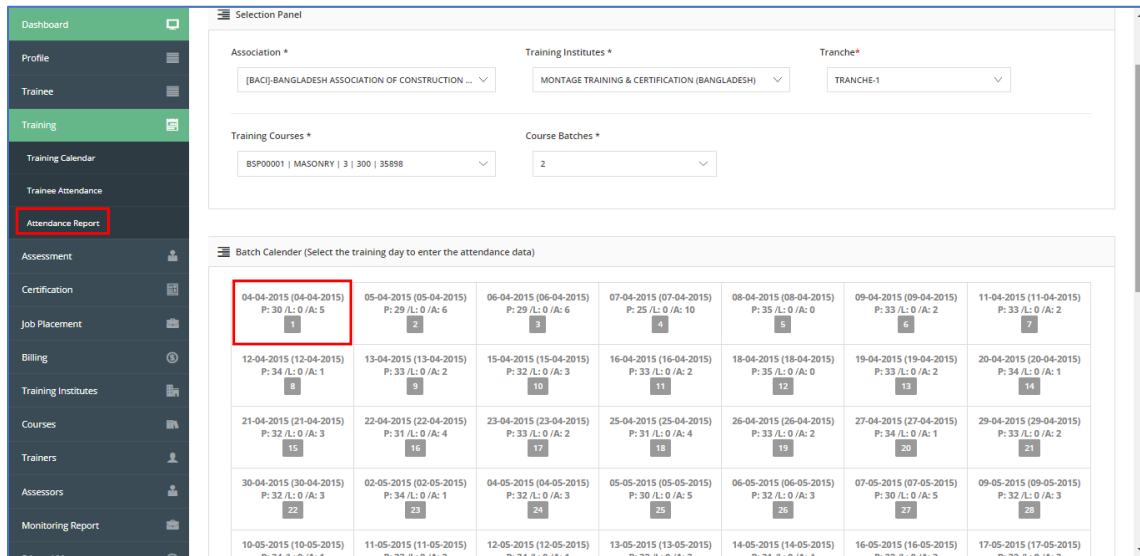


Figure 5