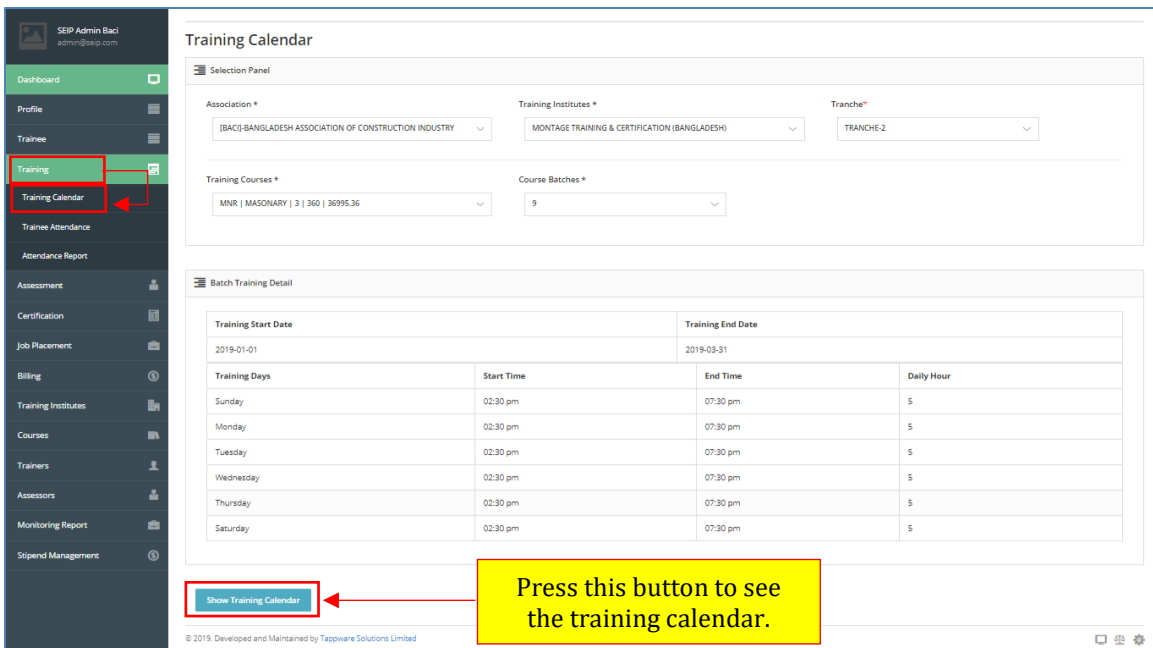## 7. **Prepare Training Calendar:**

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.
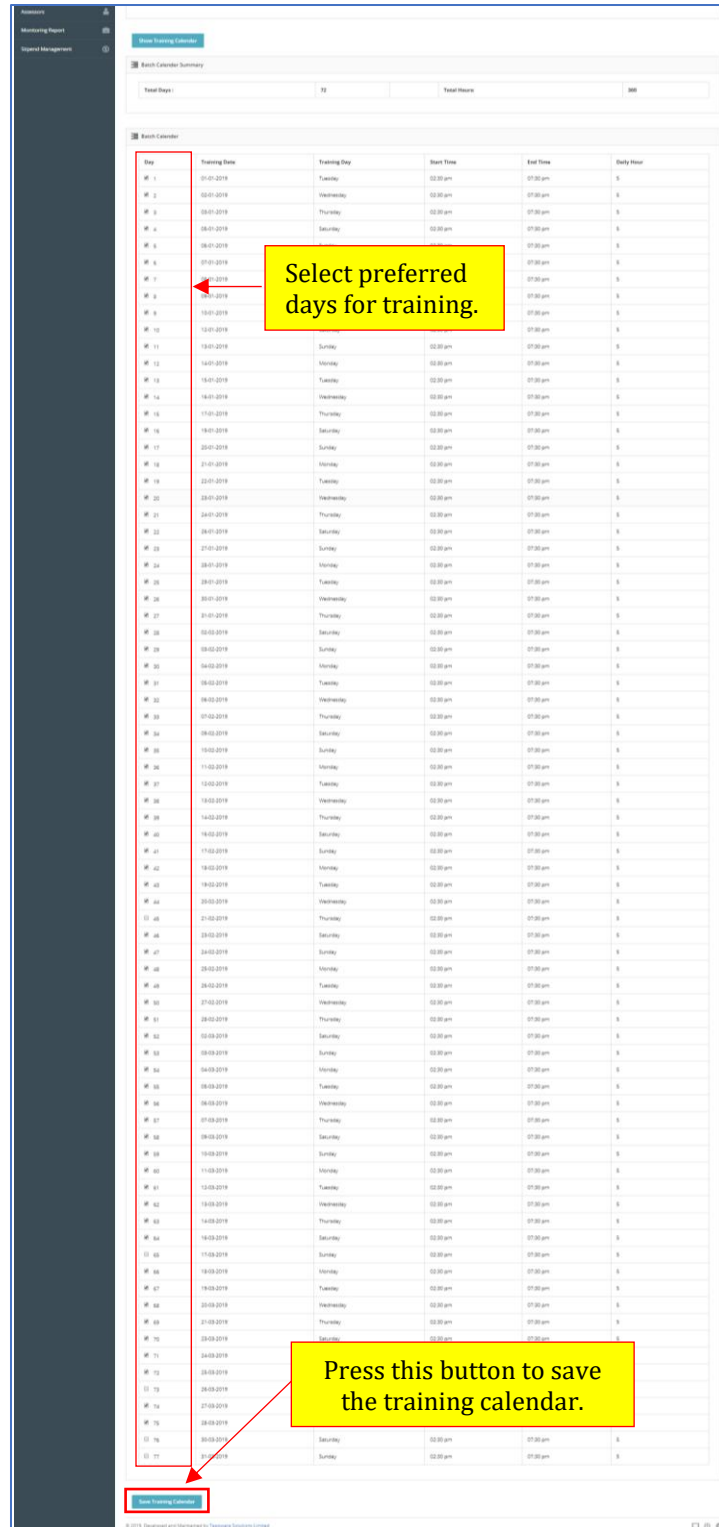- Then user will get Batch Training Details.

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.

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.
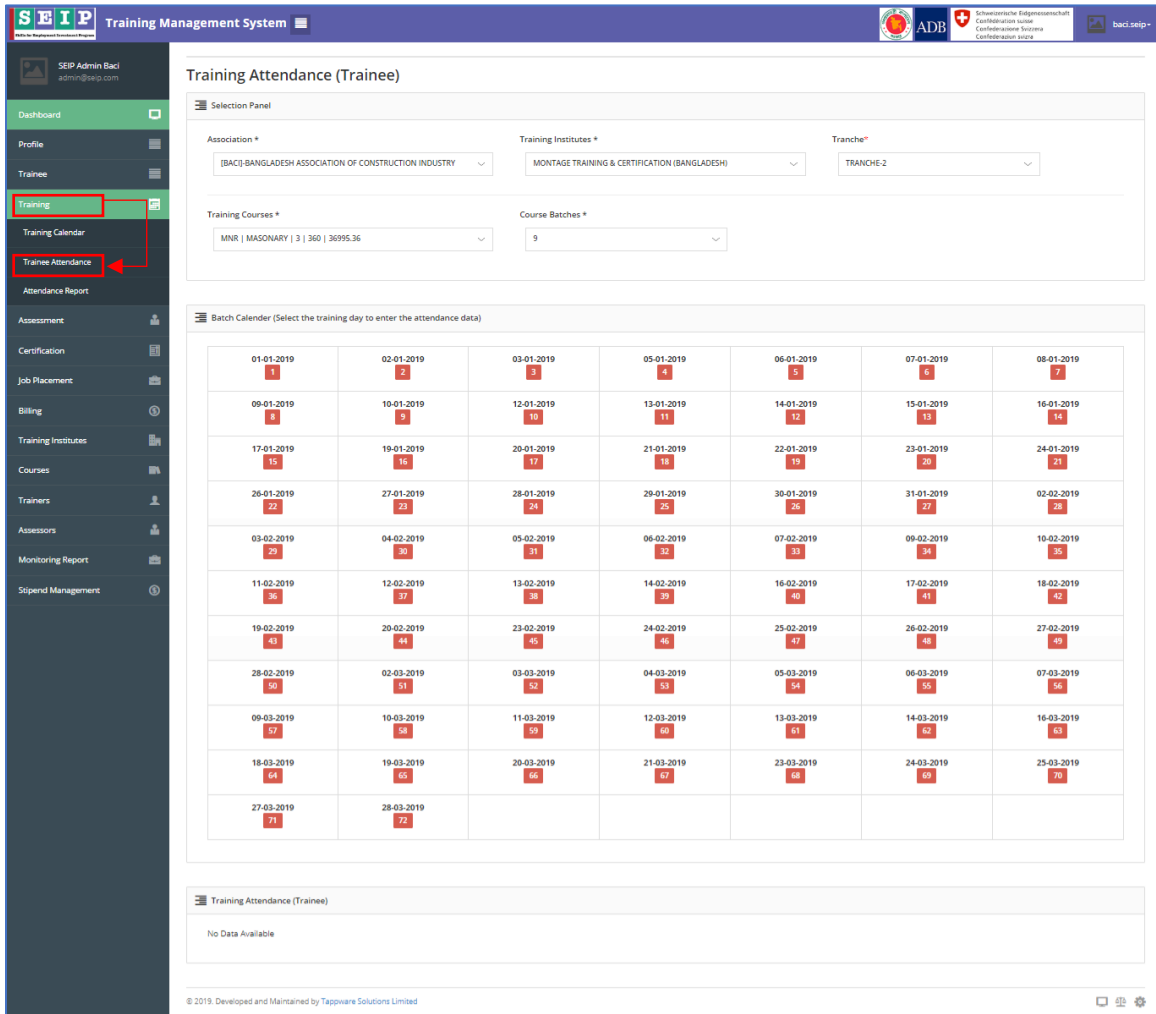

Figure 3

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.

Figure 4

iii. <u>Attendance Report</u>

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.
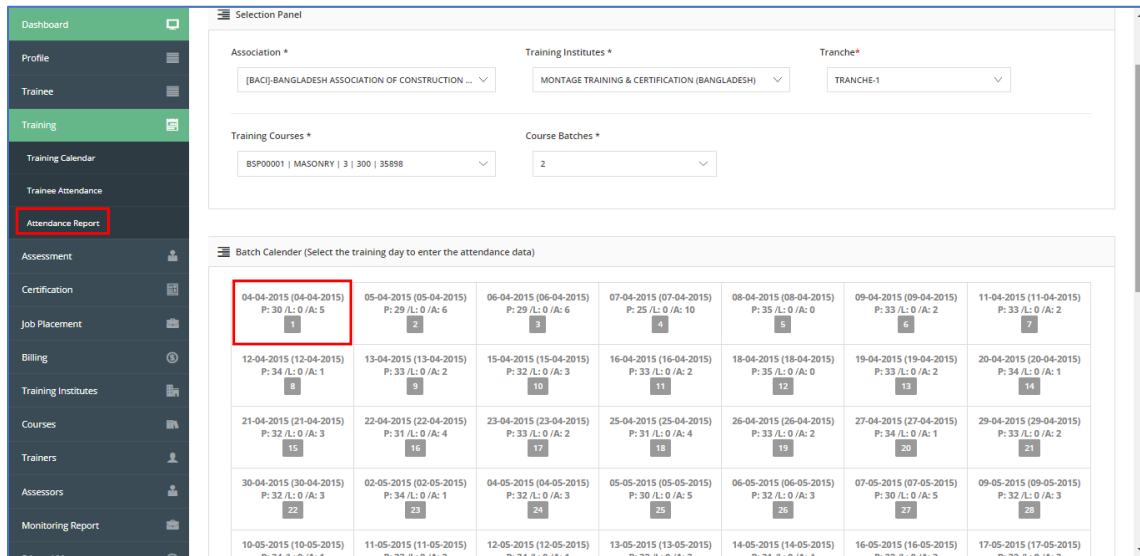

Figure 5