

Training Management System

Version - 3



USER MANUAL FOR SEIP



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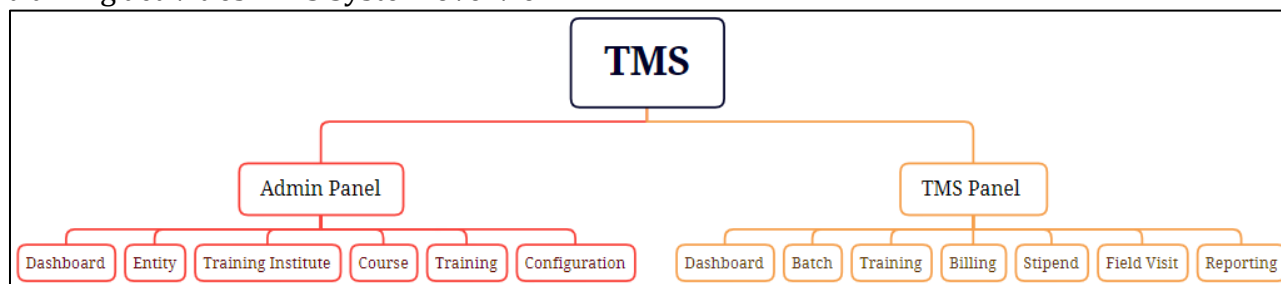
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System overview

TMS has two types of panel - Admin panel and TMS panel. User can switch between the panels. Admin panel user have the administrative privileges and TMS panel user perform the training activities. TMS System overview:



TMS User

TMS has three different types of users like SEIP, Training Partner and Training Institutes.

SEIP – SEIP, the super user of TMS. This user has the full access and has the rights to perform any actions. However, they mainly engaged themselves in providing approval and view monitoring reports.

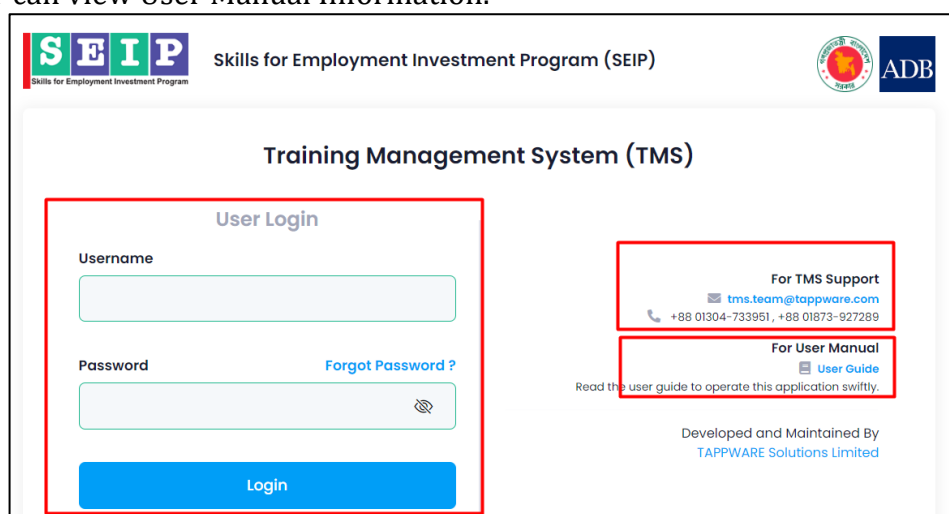
Training Partner - Training Partner/Association/Entity is a group of Training Institutes or individual organization. They approve Institute, Trainer and Assessor etc. They also claim for bill and check the claimed bill by institute. Course registration is another important job of Training Partner.

Training Institute - Institutes are the training partners working under associations. They provide training to the trainees. One institute can work with multiple associations in the same time.

Login

Type TMS URL on any browser. User Login page should displayed.

- ❖ User can Login with valid Username and Password.
- ❖ User can view TMS Support Email and Mobile Information.
- ❖ User can view User Manual Information.



The screenshot shows the 'Training Management System (TMS)' login page. At the top, there are logos for SEIP, Skills for Employment Investment Program (SEIP), and ADB. The main heading is 'Training Management System (TMS)'. Below this, there is a 'User Login' section with a red border. It contains a 'Username' input field, a 'Password' input field with a 'Forgot Password?' link, and a blue 'Login' button. To the right of the login section, there is a 'For TMS Support' box with contact information: 'tms.team@tappware.com' and '+88 01304-733951, +88 01873-927289'. Below that is a 'For User Manual' box with a 'User Guide' link and the text 'Read the user guide to operate this application swiftly.' At the bottom right, it says 'Developed and Maintained By TAPPWARE Solutions Limited'.

Figure: - Login page

After login TMS Dashboard page is display.

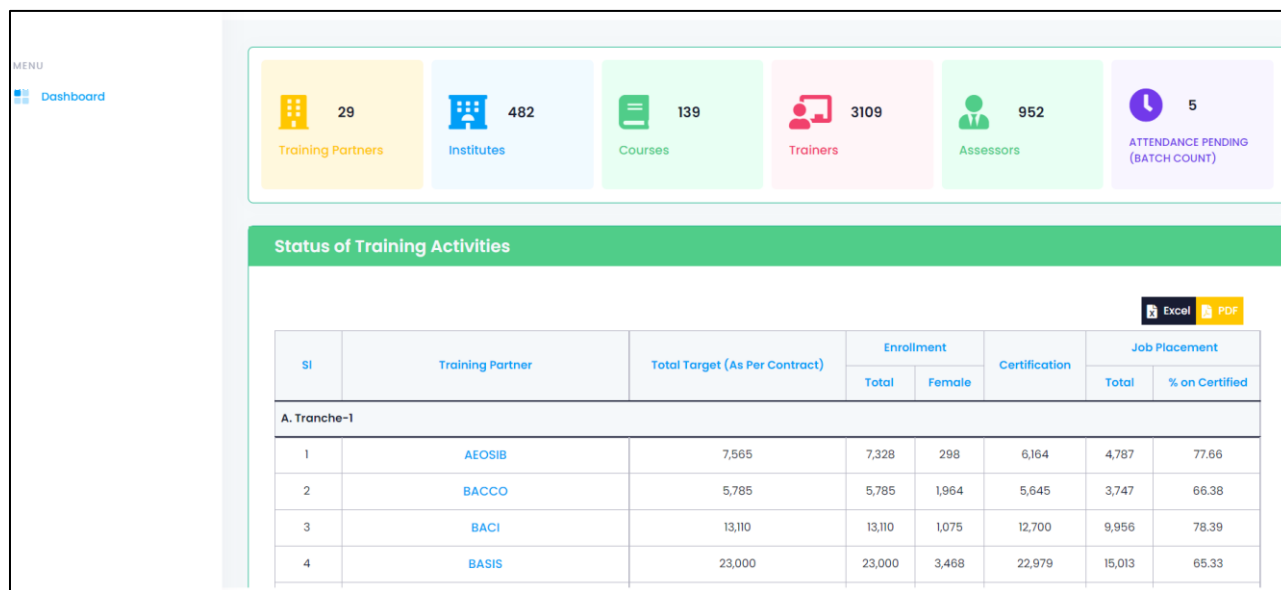


Figure: - TMS dashboard

Switch user panel

User can switch between the two panels. If user are in TMS admin panel can switch to TMS user panel and if user are in TMS user panel can switch to TMS admin panel.

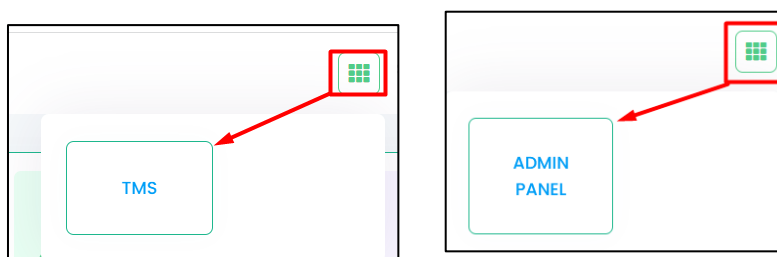


Figure: - Switch user panel

User Profile

Logged in user can access user profile on any pages. System allow users to view profile information, update profile information, change password information and sign out to the system.

User info

User can view profile informations on every pages where have **username**, **image**, **designation** and the **organization short name**.



Figure: - User info

While click on user profile info, system allow users to view the below options-

- ❖ My Profile
- ❖ Change Password
- ❖ Sign Out

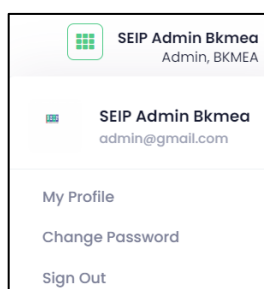


Figure: - User info

My Profile

Profile - Profile details of the user are display on my profile section.

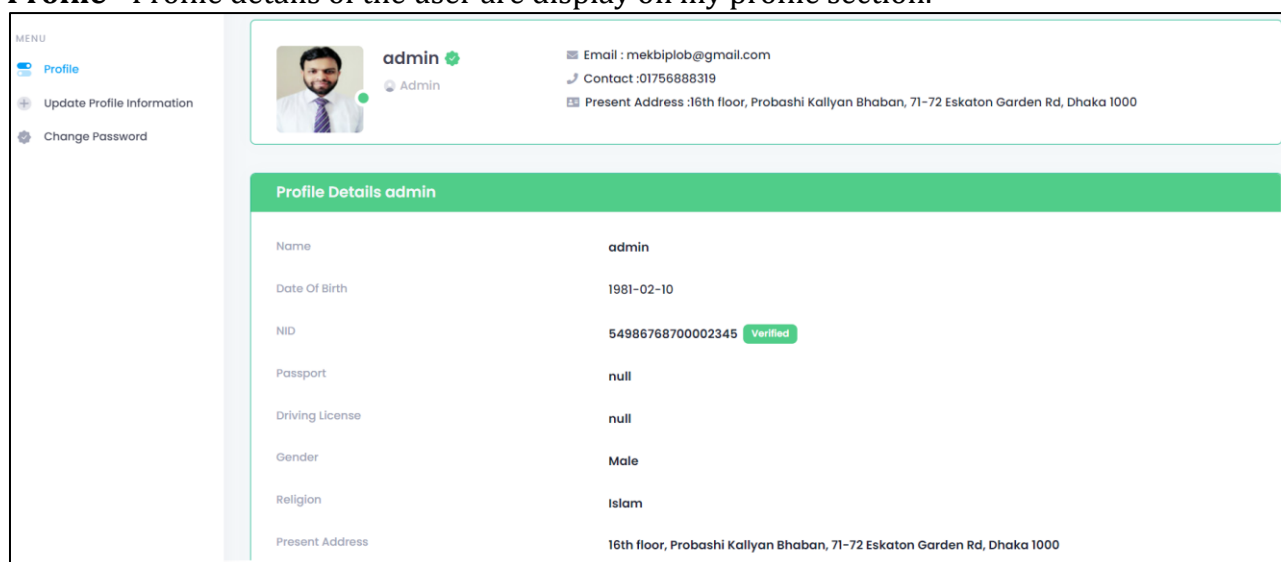
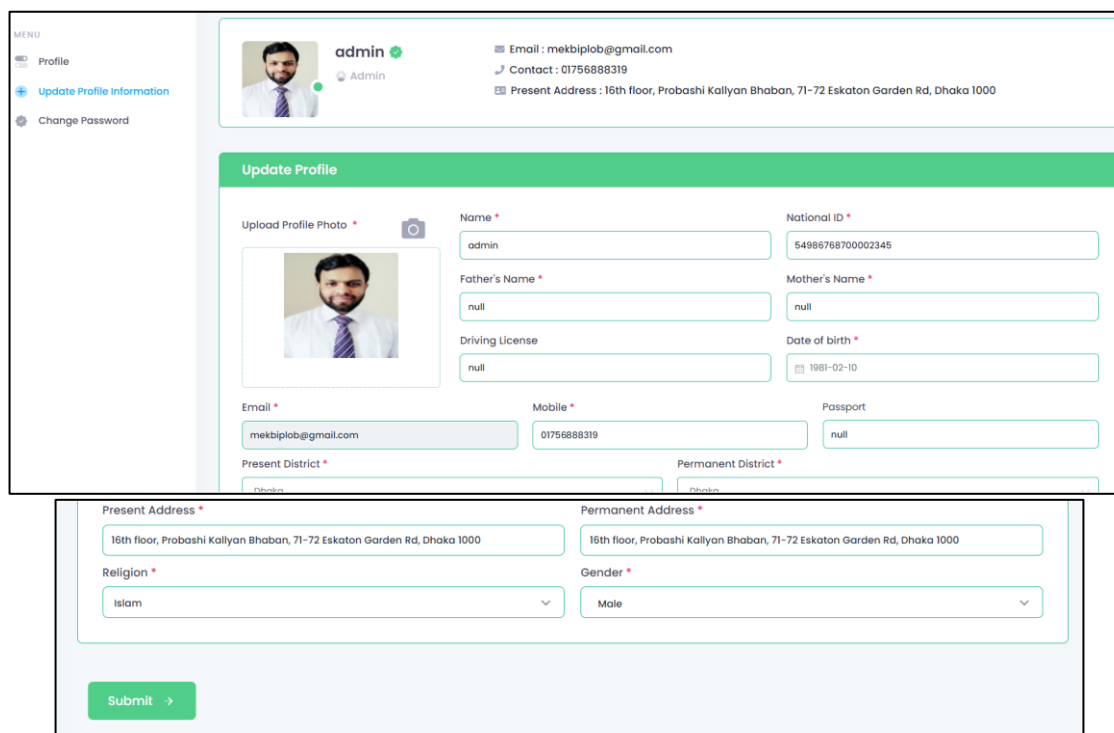


Figure: - User profile

Update Profile Information – System allow user to update user profile information.

Note: Email cannot editable



Update Profile

Upload Profile Photo *

Name * admin

National ID * 54986768700002345

Father's Name * null

Mother's Name * null

Driving License null

Date of birth * 1981-02-10

Email * mekbiplob@gmail.com

Mobile * 01756888319

Passport null

Present District * Dhaka

Permanent District * Dhaka

Present Address * 16th floor, Probashi Kallyan Bhaban, 71-72 Eskaton Garden Rd, Dhaka 1000

Permanent Address * 16th floor, Probashi Kallyan Bhaban, 71-72 Eskaton Garden Rd, Dhaka 1000

Religion * Islam

Gender * Male

Submit →

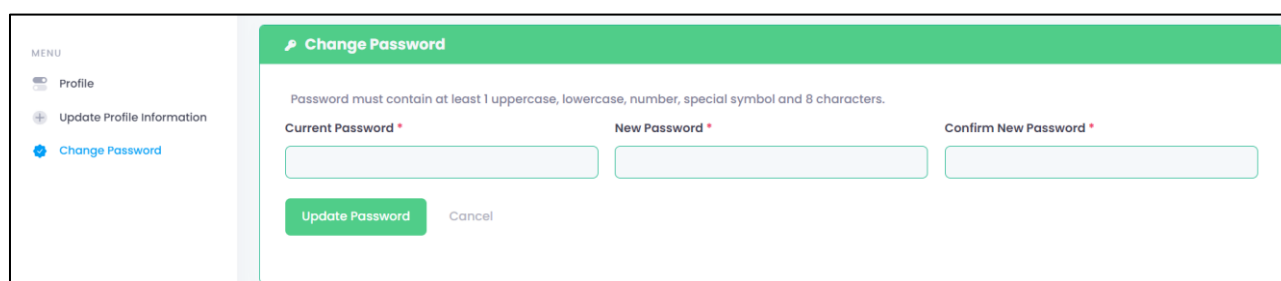
Figure: - Update Profile Information

Change Password Information - System allow user to Change Password Information.

- ❖ Password must contain at least 1 uppercase, lowercase, number, special symbol and must have 8 characters length.
- ❖ Enter Current Password, New Password and Confirm New Password.
- ❖ For change password click Update Password button or Cancel button not changing.

Note:

If Current Password is not match, New Password and Confirm New Password are not same, or password formats is not proper system prevents the user to Change Password Information and display an error message for every cases.



Change Password

Password must contain at least 1 uppercase, lowercase, number, special symbol and 8 characters.

Current Password *

New Password *

Confirm New Password *

Update Password Cancel

Figure: - Change Password

Sign Out

System allow users to sign out from any pages.

Note:

If user is inactive for twelve-hour, user sessions time is over and user needs to Log in to the system again.

Admin dashboard

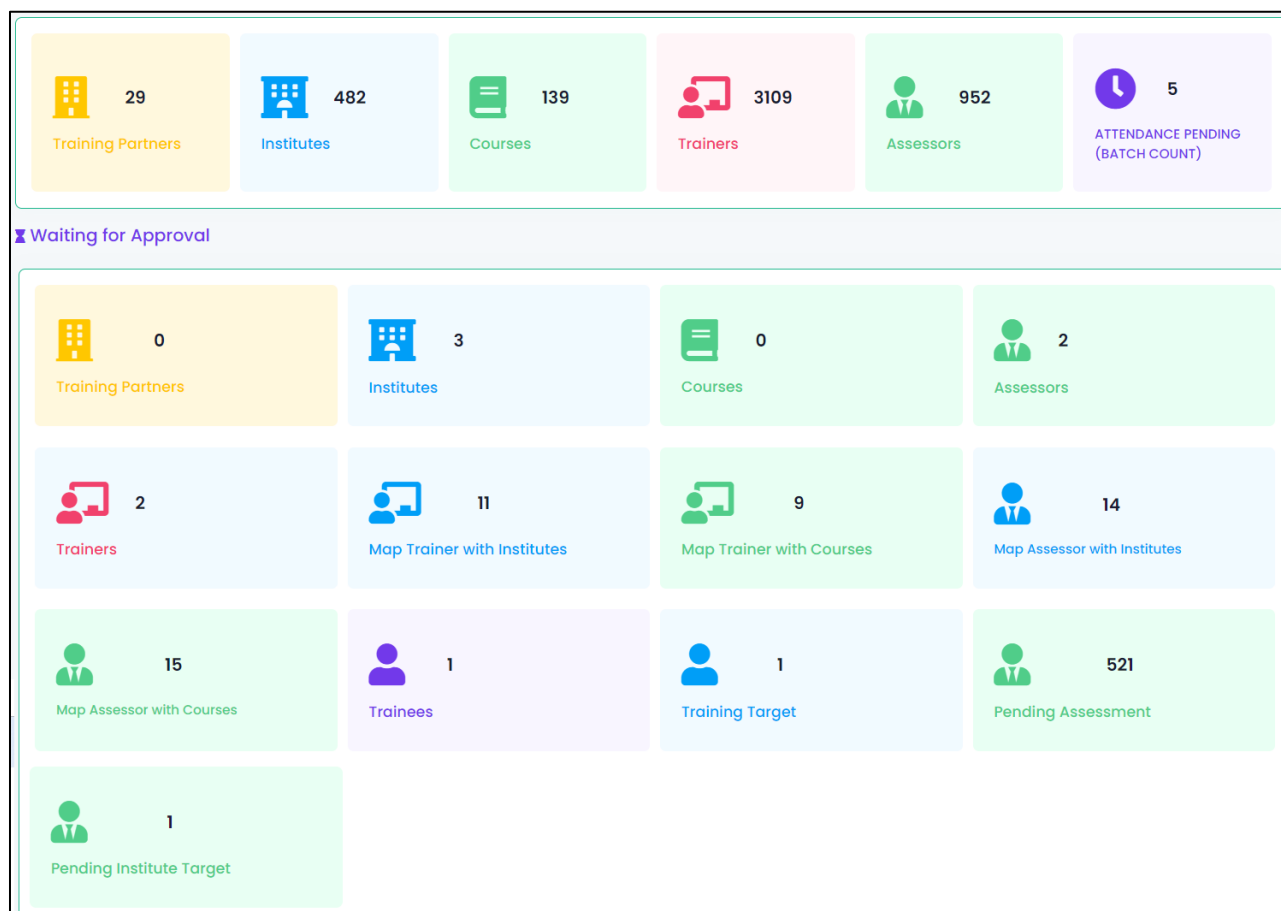


Figure: - Admin dashboard

Dashboard activity

Overall Training Summary Information

- ❖ User can view **Training Partners, Institutes, Courses, Trainers, Assessors, Attendance pending (batch count)** Training Summary Information with counts.
- ❖ Summery counts are clickable and redirects to the corresponding list page.

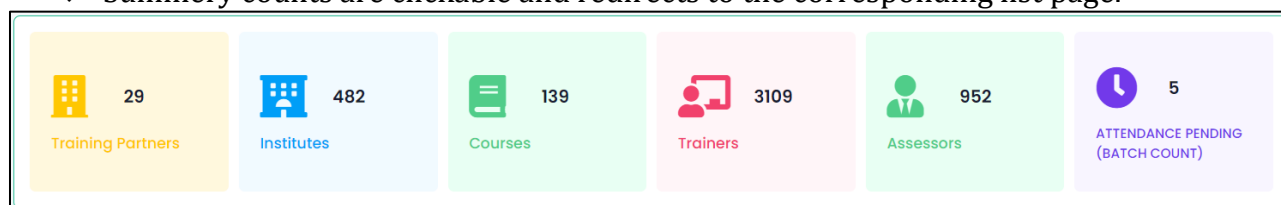


Figure: - Training Summary count

Waiting for Approval information

- ❖ User can view **Training Partners, Institutes, Courses, Assessors, Trainers, Map Trainer with Institutes, Map Trainer with Courses, Map Assessor with Institutes, Map Assessor with Courses, Trainees, Training Target, Pending Assessment, Pending Institute Target pending** activities waiting for approval information with counts.
- ❖ Information are clickable and redirects to the corresponding **Pending List** and user take approval actions from the pending list.

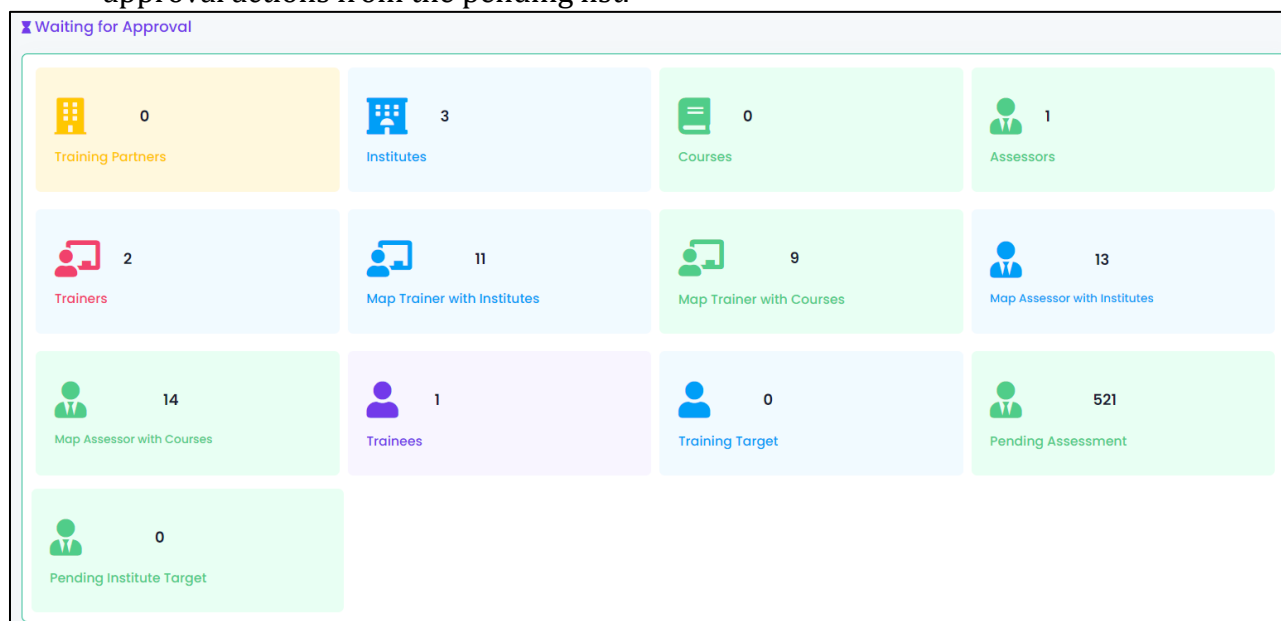


Figure: - Waiting for Approval count

Pending for Approval

- ✓ All relevant approval required training summary activities are display in the waiting for approval list.
- ✓ SEIP Approve all activities but they mainly engage with **Training Partners, Institutes, Courses, Training Target, Pending Assessment** activities.
- ✓ User can **View/ Edit/ Approve/ Reject** action from the pending list.
- ✓ System provides successful message performing every Approve/Reject action.

- ✓ After performing any action system automatically update the list and decrease the waiting for approval summery counts.
- ✓ Without approval not effective the changes to the respected users.

Approve Training Partners

For creating new Entity/Training Partners/Association, no approvals are required but updates on any Entity information user needs approval for those changes. Without approval, the changes are not effective.

For approval do the below activity:

1. Click on **Training Partners** under waiting for approval list.
2. Pending Training Partner list will be displayed.

Pending Training Partner						
ACTIONS	NAME	SHORT NAME	ADDRESS	PHONE	EMAIL	WEBSITE
   	Tappware Solutions Limited	TSL	Dhaka	88552299	tappware@yopmail.com	www.tappware.com
30						

3. User can perform to View the changes info/Edit Entity info/Approve changes/Reject changes action from the pending list.
4. For accepting the changes, click on approve icon otherwise click on reject icon for rejection.
5. **After approval, the changes are visible to the respected users.**

Approve Institute

For creating new Training Institute or updates, any Training Institute information user needs approval for the changes. Without approval, the changes are not effective.

For approval do the below activity:

1. Click on **Institute** under waiting for approval list.
2. Pending Training Institute list will be display.

Pending Institute							
ACTIONS	INSTITUTE NO	SHORT NAME	FULL NAME	ADDRESS	PHONE	EMAIL	WEBSITE
   	1	iART-Nar	Institute of Apparel Research and Technology, Narayanganj	City Center (2nd floor), Dhaka Narayanganj Link Road, South Shastapur (Opposite of Jailgate), Narayanganj	27644855	rupalit@bkmea.com	www.bkmea.com
   	2	AKL	Aboni Knitwear Ltd.	PLOT-169-171, UNION TETULZHORA HAMAYETPUR SAVAR	028023495	babylon@babylon-bd.com	www.babylongroup.com
   	3	FFL	FAKIR FASHION LTD	DOHARGAON, P.O.: BALIAPARA, P.S.-RUPGONJ, NARAYANGANJ-1460	029883059	vaskar@fakirfashion.com	www.fakirfashion.com

3. User can perform to View Institute changes/ Edit Institute info/ Approve changes/Reject changes action from the pending Institute list.
4. For accepting the changes, click on approve icon otherwise click on reject icon for

rejection.

5. **After approval, the changes are visible to the respected users.**

Approve Course

For creating new Course or updates, any Courses information user needs approval for the changes. Without approval, the changes are not effective.

For approval do the below activity:

1. Click on **Courses** under waiting for approval list.
2. Pending Courses list will displayed.
3. User can perform to View Courses changes/ Edit Courses info/ Approve changes/ Reject changes action from the pending Courses list.
4. For accepting the changes, click on approve icon otherwise click on reject icon for rejection.

Approve Assessor

For adding new Assessor or updates, any Assessor information user needs approval for the changes. Without approval, the changes are not effective. SEIP or Training Partner user will approve the Assessor.

For approving an Assessor user have to do the below activity:

1. Click on **Assessor** under waiting for approval list.
2. Pending Assessor list will display.

Pending Assessor List					
Search			Excel PDF CSV		
ACTIONS	PHOTO	ASSESSOR NAME	GENDER	PHONE	EMAIL
☒ ☐ ☐ ☐		Rupatam Chakma	Male	01714488189	rupatam@bkmea.com
☒ ☐ ☐ ☐		Sayma Begum	Female	01768555503	lubna@liveoutsource.com
30					

3. User can perform to View Assessor change info/ Edit Assessor info/Approve changes/ Reject changes action from the pending Assessor list.
4. For accepting the changes, click on approve icon otherwise click on reject icon for rejection.

Approve Trainer

For adding new Trainer or updates, any Trainer information user needs approval for the changes. Without approval, the changes are not effective. SEIP or Training Partner user will approve the Trainer.

For approving a Trainer user have to do the below activity:

1. Click on **Trainer** under waiting for approval list.
2. Pending Trainer list will display.

Pending Trainer List					
Search Excel PDF CSV					
ACTIONS	PHOTO	TRAINER NAME	GENDER	PHONE	EMAIL
✓ 👁 ✎ ✖		A.K.M Mostafizur Rahman	Male	01913642344	eggemon12@gmail.com

3. User can perform to View Trainer change info/ Edit Trainer info/Approve changes/ Reject changes action from the pending Trainer list.
4. For accepting the changes, click on approve icon otherwise click on reject icon for rejection.

Approve Map Trainer with Institutes

For mapping, Trainer with Institutes needs approval. Without approval, mapping Trainer with Institutes would not be effective.

For approval do the below activity:

1. Click on **Map Trainer with Institutes** under waiting for approval list.
2. Pending Map Trainer with Institutes list will display.

Pending Map Assessor with Institute		
ACTIONS	ASSESSOR	INSTITUTE
👁 ✓ ✖	Md. Hasib Sahid mhsahid.cbteb@gmail.com 01712311721 Male	Beximco Textile & Apparels Division kabirchy@beximtex.com 960965555 www.beximco.org Sarabo, Kashimpur, Gazipur

3. User can perform to View mapped Trainer info/Approve mapping/ Reject mapping action from the pending Map Trainer with Institutes list.
4. For accepting the mapping, click on approve icon otherwise click on reject icon for rejection.

Approve Map Trainer with Courses

For mapping, Trainer with Courses needs approval. Without approval, mapping Trainer with Courses would not be effective.

For approval do the below activity:

1. Click on **Map Trainer with Courses** under waiting for approval list.
2. Pending Map Trainer with Courses list will display.

Pending Map Trainer with Course			
ACTIONS	TRAINER	COURSE	INSTITUTE
  	 A.S.M Mahade Hasan mahadehasanbd1980@gmail.com 01688935915 Male	Sewing Machine Operation _ Knit (Outsourced Institutes) Course Code: SMO-K_T3 Training Type: New Entrant - 50-30-20-60 Course Month: 2 Tranche:	Bhuiyan Fabrics Ltd mostofa@bhuiyanfabrics.com 01711581077 www.bhuiyanfabrics.com Khadun, Rupshi, Rupgonj, Narayanganj

3. User can perform to View mapped Trainer info/Approve mapping /Reject mapping action from the pending Map Trainer with Courses list.
4. For accepting the mapping, click on approve icon otherwise click on reject icon for rejection.

Approve Map Assessor with Institutes

After mapping, an Assessor with Institutes needs approval. Without approval, mapping Assessor with Institutes would not be effective. SEIP or Training Partner user will approve the Assessor.

For approval do the below activity:

1. On admin dashboard, click on **Map Assessor with Institutes** under waiting for approval list.
2. Pending Map Assessor with Institutes list will display.

Pending Map Trainer with Institute		
ACTIONS	TRAINER	INSTITUTE
  	 Md Kokan Miah mdkhokon20069@gmail.com 01612727870 Male	 Four H Fashions Ltd. compliance-901@fourhgroup.com 01832578546 www.fhfl.com 2852/A Chandgaon I/A, Mohora, Kalurghat, Chandgaon Chattogram.

3. User can perform to View mapped Assessor info/Approve mapping/ Reject mapping action from the pending Map Assessor with Institutes list.
4. For accepting the mapping, click on approve icon otherwise click on reject icon for rejection.

Approve Map Assessor with Courses

After mapping, an Assessor with Courses needs approval. Without approval, mapping Assessor with Institutes would not be effective. SEIP or Training Partner user will approve the Assessor.

For approval do the below activity:

1. On admin dashboard, click on **Map Assessor with Courses** under waiting for approval list.
2. Pending Map Assessor with Courses list will display.

Pending Map Trainer with Course			
ACTIONS	TRAINER	COURSE	INSTITUTE
  	 A.S.M Mahade Hasan  mahadehasanbd1980@gmail.com  01688935915  Male	Sewing Machine Operation _ Knit (Outsourced Institutes) Course Code: SMO-K_T3 Training Type: New Entrant - 50-30-20-60 Course Month: 2 Tranche:	Bhuiyan Fabrics Ltd  mostofa@bhuiyanfabrics.com  01711581077  www.bhuiyanfabrics.com  Khadun, Rupshi, Rupgonj, Narayanganj

3. User can perform to View mapped Assessor info/Approve mapping /Reject mapping action from the pending Map Assessor with Courses list.
4. For accepting the mapping, click on approve icon otherwise click on reject icon for rejection.

Approve Trainee List

All self-registered Trainees are displayed on Pending Trainee List. User can Enroll those Trainees in a Batch.

For approval do the below activity:

1. Click on Trainee under waiting for approval list.
2. Pending Trainee list will display.

Pending Trainee List

Tranche *

Select Tranche

Training Partner *

Select Partner

Training Institute *

Select Training Institute

Select Course *

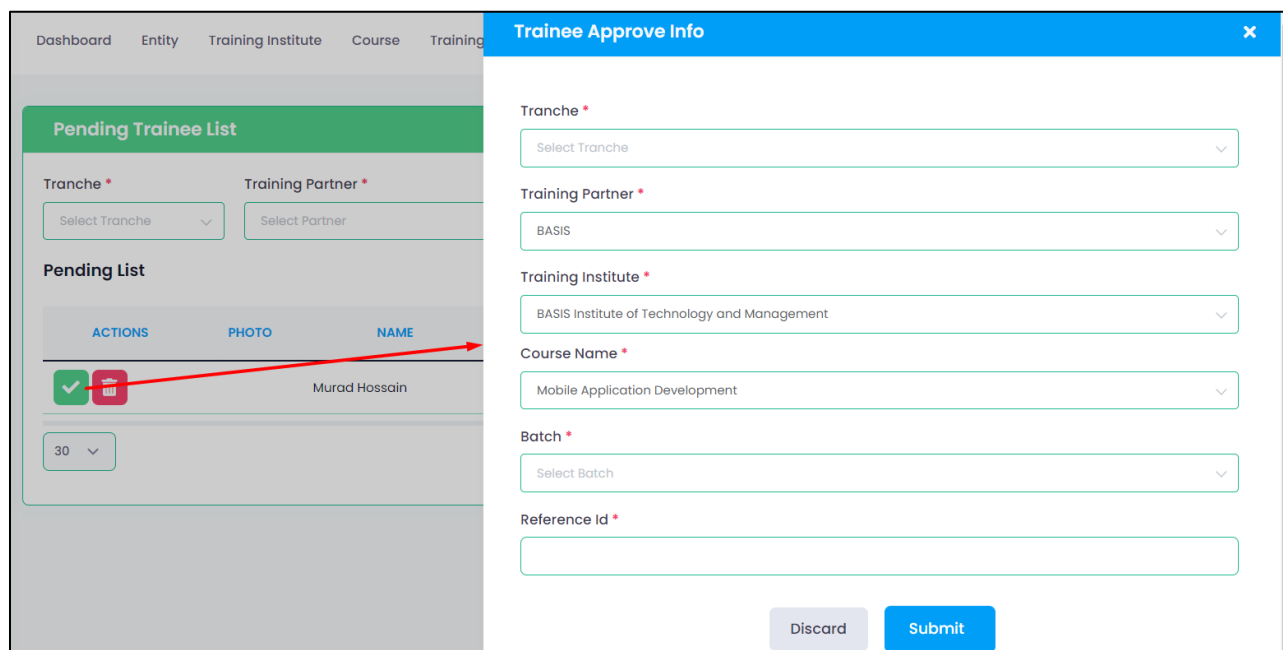
Select Course

Search Q

Pending List

ACTIONS	PHOTO	NAME	MOBILE	NID	BIRTH DATE	PRESENT DISTRICT	PRESENT UPAZILA
✓ 🗑		Murad Hossain	01365425685		2007-07-06	Dhaka	BADDA

3. User can perform to Approve Trainees/Delete Trainees from the pending Trainee with list.
4. For accepting the Trainees, click on approve icon otherwise click on delete icon for rejection.
5. After click on approve icon Trainee Approve Info pop up window is displayed.



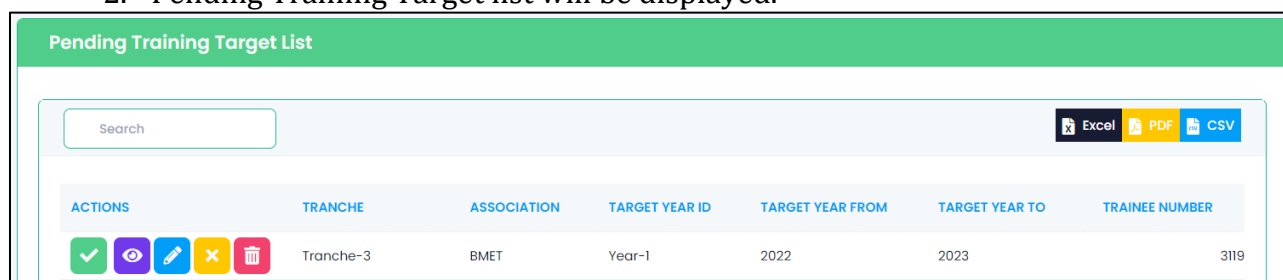
6. Select a Tranche, Batch and enter Reference Id.
7. After Submission the self-registered Trainees are displayed on the **Not Yet Registered Trainee** List.

Approve Training Target

For creating new Training Target or updates, any Training Target information user needs approval for the changes. Without approval, the changes are not effective.

For approval do the below activity:

1. Click on **Training Target** under waiting for approval list.
2. Pending Training Target list will be displayed.



ACTIONS	TRANCHE	ASSOCIATION	TARGET YEAR ID	TARGET YEAR FROM	TARGET YEAR TO	TRAINEE NUMBER
   	Tranche-3	BMET	Year-1	2022	2023	3119

3. User can perform to View Target changes/Edit Target info/Approve changes/Reject changes/ Delete change action from the pending Target list.
4. For accepting the changes, click on approve icon otherwise click on reject icon for rejection.

Approve Assessment

User can view Pending Assessment Batch List report.

1. Click on Assessment under waiting for approval list.
2. Pending Assessment Batch List will display.

Pending Assessment Batch List					
Search				Excel PDF CSV	
SL	TRANCHE	TRAINING PARTNER	INSTITUTE	COURSE	BATCH NO
1	Tranche-1	Bureau of Manpower Employment and Training	Lakshmipur Technical Training Center	Graphics Design	3

Approve Training Institute Target

For creating new Training Institute Target or updates any Training Institute Target information user needs approval for the changes. Without approval, the changes are not effective.

For approval do the below activity:

1. Click on **Pending Institute Target** under waiting for approval list.
2. Pending Institute Target list will display.

Training Institute Target List						
				Excel PDF CSV		
ACTIONS	SL	COURSE	INSTITUTE	TARGET TRAINEE	BATCH SIZE	# OF BATCHES
✓ ✕	1	Garments Quality Management for Worker (Factory)	Aboni Knitwear Ltd.	100	30	16

3. User can perform to Approve changes/Delete changes action from the pending Institute list.
- ✓ For accepting the changes, click on approve icon otherwise click on delete icon for rejection.
 - ✓ **Without approve Training Institute Target cannot create a batch.**

Entity

SEIP collect necessary information from Entity and create new Entity Type in TMS. System allow Entity admin users to update information later.

Entity module has the below sub-modules:

- Entity
 - Entity List
 - Add Entity
- Training Partner Contracts
- Training Target
 - Training Target List
 - Add Training Target
 - Pending Training Target

Add Entity

Sitemap

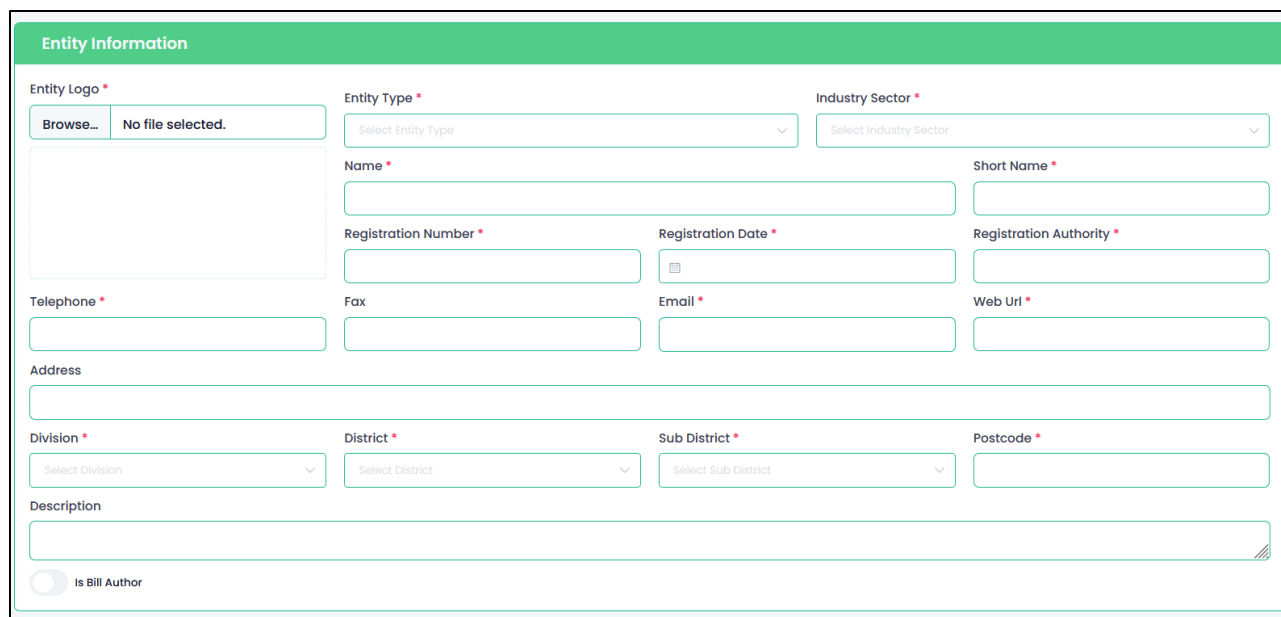
V2: Menu: Entities>> Add Entity

Site URL: https://domain_name/entities/add

V3: Menu: Entity>> Add Entity

Site URL: https://domain_name/association/new-entity

- ✓ Enter necessary **Entity information**.
- ✓ Entity will be created depending on selected **Entity Type**.
- ✓ Entity Industry Sector will be selected **Entity Industry Sector**.
- ✓ If **Is Bill Author** is enable then the created Entity can claim bills otherwise cannot claim bill.

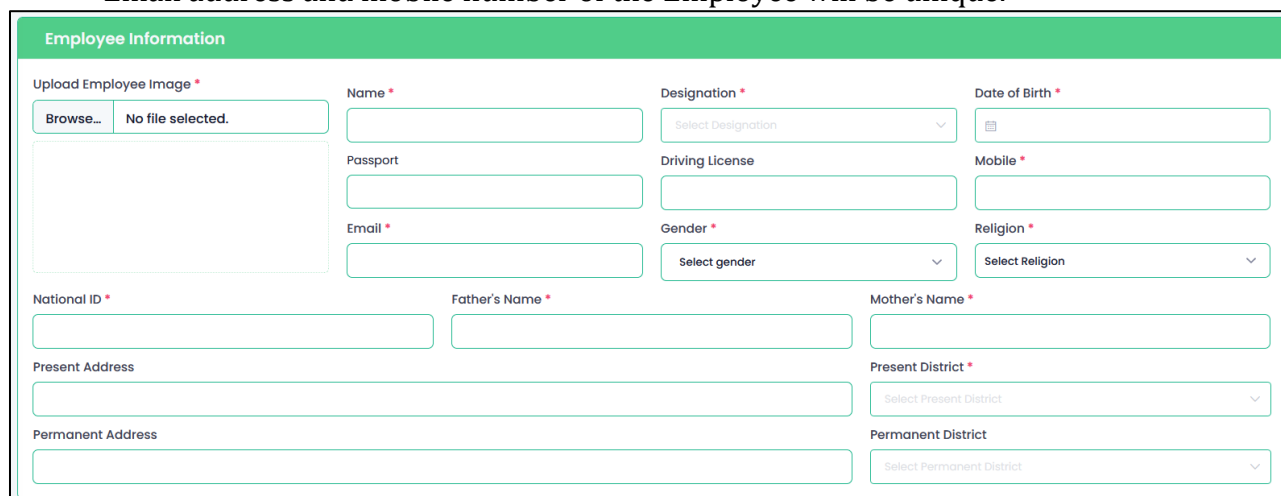


The form is titled "Entity Information" and contains the following fields:

- Entity Logo ***: A file upload button labeled "Browse..." and a text field showing "No file selected."
- Entity Type ***: A dropdown menu labeled "Select Entity Type".
- Industry Sector ***: A dropdown menu labeled "Select Industry Sector".
- Name ***: A text input field.
- Short Name ***: A text input field.
- Registration Number ***: A text input field.
- Registration Date ***: A date picker field.
- Registration Authority ***: A text input field.
- Telephone ***: A text input field.
- Fax**: A text input field.
- Email ***: A text input field.
- Web Url ***: A text input field.
- Address**: A text input field.
- Division ***: A dropdown menu labeled "Select Division".
- District ***: A dropdown menu labeled "Select District".
- Sub District ***: A dropdown menu labeled "Select Sub District".
- Postcode ***: A text input field.
- Description**: A text area.
- Is Bill Author**: A toggle switch.

Figure: - Entity information

- ✓ For creating, a new Entity must provide an **Employee Information**. Employee are the key contact person of the Entity.
- ✓ **Selection of designation for employees is an important matter. Because the system permissions comes based on the designation selection.**
- ✓ Email address and mobile number of the Employee will be unique.



The form is titled "Employee Information" and contains the following fields:

- Upload Employee Image ***: A file upload button labeled "Browse..." and a text field showing "No file selected."
- Name ***: A text input field.
- Designation ***: A dropdown menu labeled "Select Designation".
- Date of Birth ***: A date picker field.
- Passport**: A text input field.
- Driving License**: A text input field.
- Mobile ***: A text input field.
- Email ***: A text input field.
- Gender ***: A dropdown menu labeled "Select gender".
- Religion ***: A dropdown menu labeled "Select Religion".
- National ID ***: A text input field.
- Father's Name ***: A text input field.
- Mother's Name ***: A text input field.
- Present Address**: A text input field.
- Present District ***: A dropdown menu labeled "Select Present District".
- Permanent Address**: A text input field.
- Permanent District**: A dropdown menu labeled "Select Permanent District".

Figure: - Employee Information

- ✓ User email address will be used as username to login.

- ✓ System will generate a password and send to Employee email.

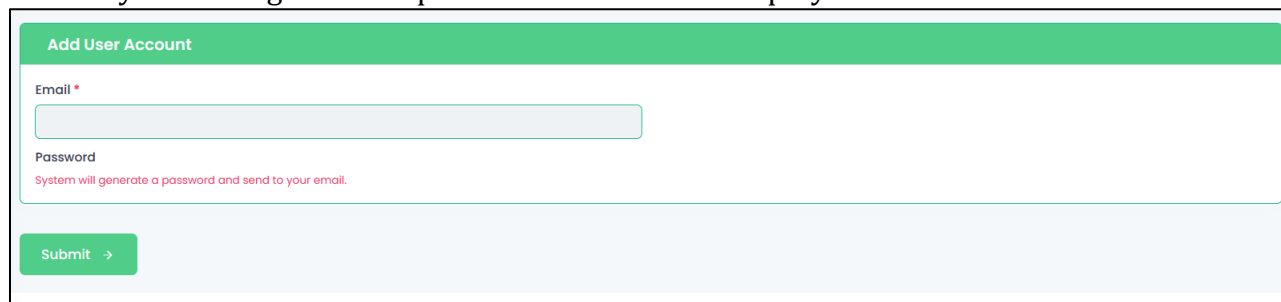


Figure: - Add Entity Account

- ✓ After Submitting by all information system displayed **Save successfully** message.
- ✓ System send User Login Info by the provided Email.

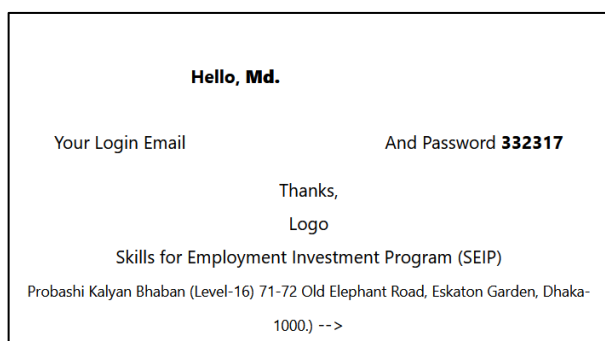


Figure: - Login Info

Entity List

Sitemap

V2: Menu: Entities>> Show Entities

Site URL: https://domain_name/entities

V3: Menu: Entity>> Entity List

Site URL: https://domain_name/association/entity-list

Allow user to View existing Entity list in Grid view mode and list view mode and can perform the below activities:

- ❖ View Entity details information.
- ❖ Edit Entity information.
- ❖ Delete Entity.

MENU Entity • Entity List • Add Entity • Training Partner Contracts • Training Target	Entity List (27)			
				
	AEOSIB aeosib.seip@gmail.com 0312512108 Active: Yes	BACCO office@bacco.org.bd 8809614334455 Active: Yes	BACI info@baci-bd.org +88029122703 Active: Yes	BAPA bapa.seip.cc@gmail.com 0255041969 Active: Yes
				
	BASIS secretariat@basis.org.bd +880 96 12322747 Active: Yes	BBSME swapan.roy@bb.org.bd 029530010 Active: Yes	BEIOA beioa2008@gmail.com 29583565 Active: Yes	BGMEA info@bgmea.com 88 02 8115597 Active: Yes

Figure: - Entity List

View Entity Details

To view the details of the Entity, click on the View icon  from the Entity List. After clicking on the view icon, the details of that Entity will be displayed.

- ❖ Name, logo, address, contact number, email, website address and activity status information of the Entity are displayed in the Entity details.

	Bangladesh Knitwear Manufacturers and Exporters Association (BKMEA)
	233/1 Bangabandhu Road, Press Club Building (2st & 3rd Floor), Narayanganj-1400, Bangladesh
	+88027640535
	bkmea.chit@bkmea.com
	http://www.bkmea.com
	Active: Yes

- ❖ User can perform different activity on the Entity Details page are:

Training Summary

- ✓ Tranche wise overall Entity Training Summary activities will be shown.
- ✓ Training Summary information's are static. User cannot change any informations from the list.

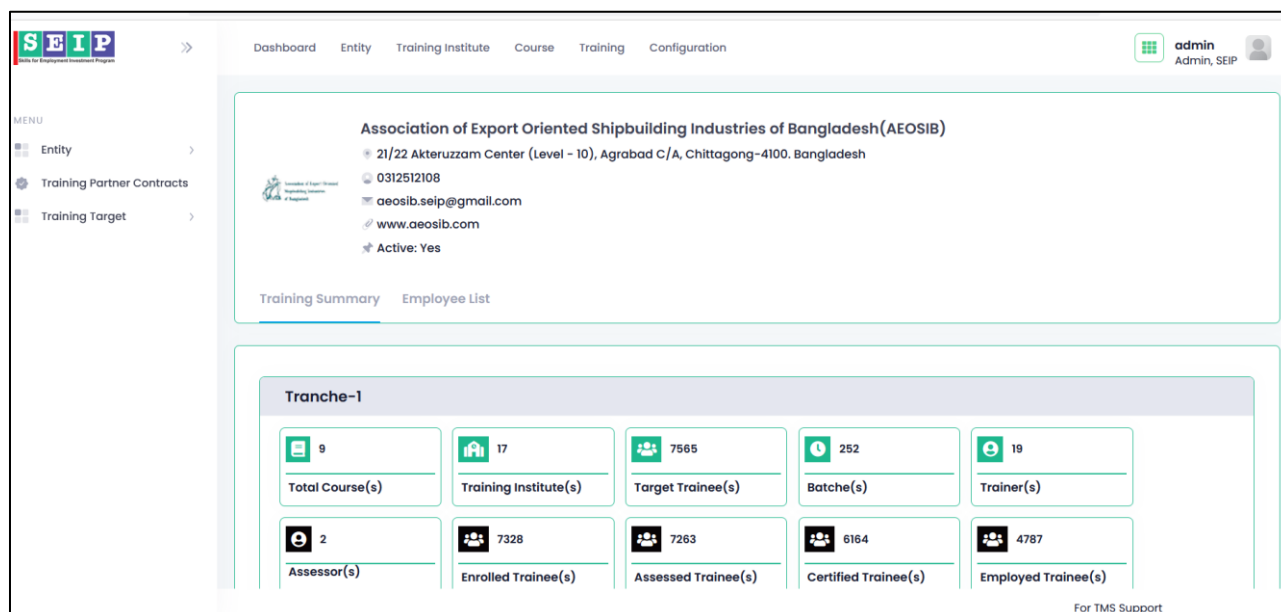


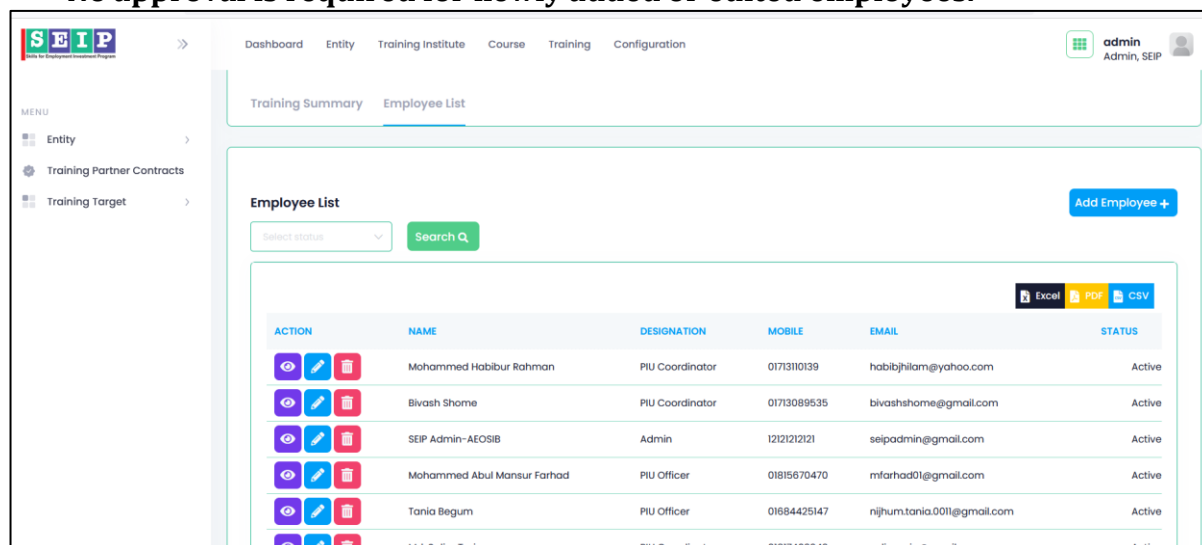
Figure: - Training Summary

Employee List

- ✓ Add new employee personal of the Entity.
- ✓ View employee details.
- ✓ Edit employee info.
- ✓ Delete employee info.
- ✓ Search employee from the list by status (active/inactive/pending).
- ✓ Exports employee info Excel, PDF and CSV formats.

Note:

- ✓ **Contact employee personal info of the Entity cannot be deleted.**
- ✓ **No approval is required for newly added or edited employees.**



Employee List

Select status: Search Q

[Add Employee +](#)

[Excel](#) [PDF](#) [CSV](#)

ACTION	NAME	DESIGNATION	MOBILE	EMAIL	STATUS
	Mohammed Habibur Rahman	PIU Coordinator	0173110139	habibhilam@yahoo.com	Active
	Bivash Shome	PIU Coordinator	0173089535	bivashshome@gmail.com	Active
	SEIP Admin-AEOSIB	Admin	121212121	seipadmin@gmail.com	Active
	Mohammed Abul Mansur Farhad	PIU Officer	01815670470	mfarhad01@gmail.com	Active
	Tania Begum	PIU Officer	01884425147	nijhum.tania.001@gmail.com	Active
	Md. Enam Tazim	PIU Coordinator	01817603049	enim.seip@gmail.com	Active

Figure: - Employee List

Add Employee

- ❖ User can add new employee by providing necessary information.
- ❖ Employee are performing their activity with their Designation.

Employee Information

Upload Employee Image *

Choose file

No file chosen

Name *

Designation *

Select Designation

Date of Birth *

Passport

Driving License

Mobile *

Email *

Gender *

Select gender

Religion *

Select Religion

National ID *

Father's Name *

Mother's Name *

Present Address

Present District *

Select Present District

Permanent Address

Permanent District

Select Permanent District

Add User Account

Email *

Password

System will generate a password and send to your email.

Submit

Employee List

- ❖ User can view the entire Employee under the Employee List.
- ❖ User can view Action, name, designation, mobile, email and status information from the Employee List.
- ❖ User can perform View Employee details/Edit Employee info/Delete Employee actions from the Employee List.

View Employee details

- ❖ User can view Employee overview information.



About Engr. Rupali Biswas

Email: piu@bkmea.com

Mobile: 01911526638

Present Address: Free School Street, Kathalbagan, Dhaka

Overview

Profile Details

Full Name	Engr. Rupali Biswas
Mobile	01911526638
Email	piu@bkmea.com
Date of Birth	
NID	19839196209199009
Father's Name	
Mother's Name	
Passport	
Gender	Female
Religion	Hindu

Edit Employee info

- ❖ User can edit Employee information from the Employee List.
- ❖ Employee email not editable.

24

Edit Entity

To edit Entity, click on the Edit icon  from the Entity List. After clicking on the edit icon, edit form of that Entity will be display. After editing needs approval for the changes.

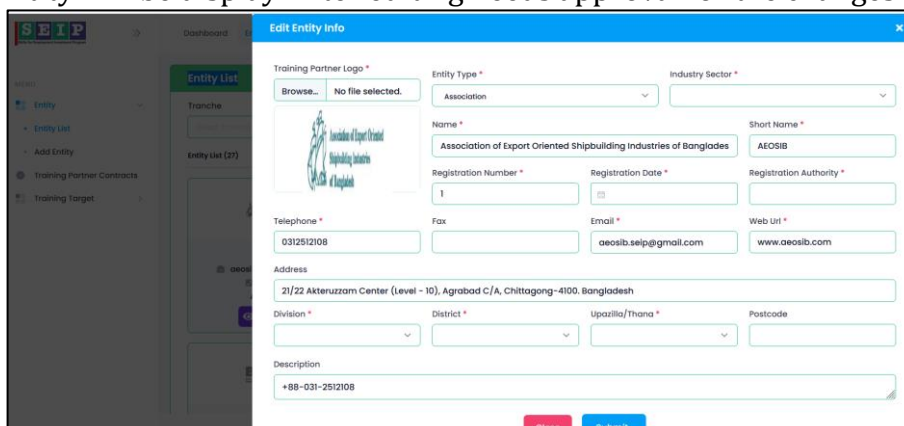


Figure: - Edit Entity

Approve Training Partners

For creating new Entity/Training Partners/Association, no approvals are needed but updates on any Entity information user needs approval for the changes. Without approval, the changes are not effective.

Delete Entity

To delete the Entity, click on the Delete icon  from the Entity List. After clicking on the delete icon, **Are you sure you want to delete it?** Pop up will be display. If click on the **Yes, delete!** The Entity will be deleted from the list.

Note:

- ✓ Running Entity cannot be deleted.
- ✓ No approval is required for edited employees.

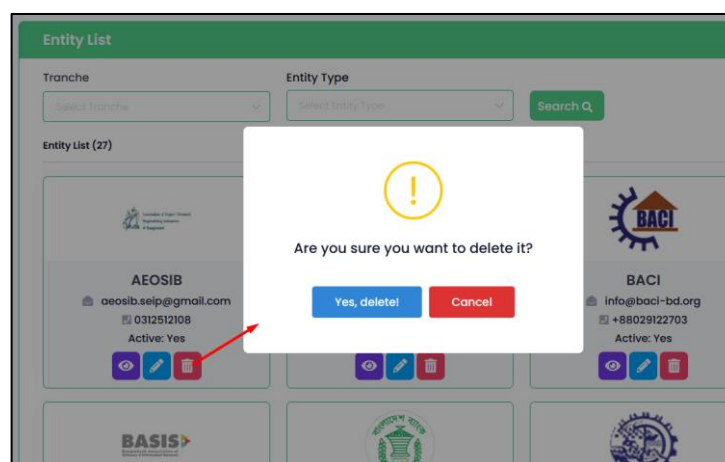


Figure: - Delete Entity

Training Partner Contracts

The training management system process begins by adding a training partner contract. A detail of the training system has to be mention in the Training Partner Contracts.

- ✓ Contract number and contract name shall be unique.
- ✓ Signing date cannot be a future date and must be earlier than the course start date.
- ✓ Define trainee target for each contract.
- ✓ When an agreement period end, admin can extend the period or can create new agreement.

Add contract

Sitemap

V2: Menu: Entities>> Entity Contracts>> Add Contract

Site URL: https://domain_name/entityContract/add

V3: Menu: Entity>> Training Partner Contracts

Site URL: https://domain_name/association/association-contracts

The following are the details that a training partner contract is required to fill:

- ❖ **Tranche** - In which Tranche the contract will be created.
- ❖ **Training Partner** - For which Training Partner the contract will be used. SEIP admin can create contract for any organization. But Training Partner can create contract only for them and not for any other Partner.
- ❖ **Contract Number** - Contract number.
- ❖ **Contract Name** - Name of the Contract.
- ❖ **Sign Date** - The date on which the contract was signed.
- ❖ **Start Date** - From the date the contact starts.
- ❖ **End Date** - From the date the contact ends.
- ❖ **Target** - Number of trainees under contract.
- ❖ **Amount** - Total Amount of the Contract.
- ❖ **Contribution Percentage %** - Percentage of amount contributed to total contract amount
- ❖ **Adjustable Advance Amount** - Adjustable Advance Amount be paid in advance which will be adjusted later.
- ❖ **Min Age** - Minimum age of the trainee.
- ❖ **Max Age** - Maximum age of the trainee.
- ❖ **Grace (M)** - The grace month of the trainee.

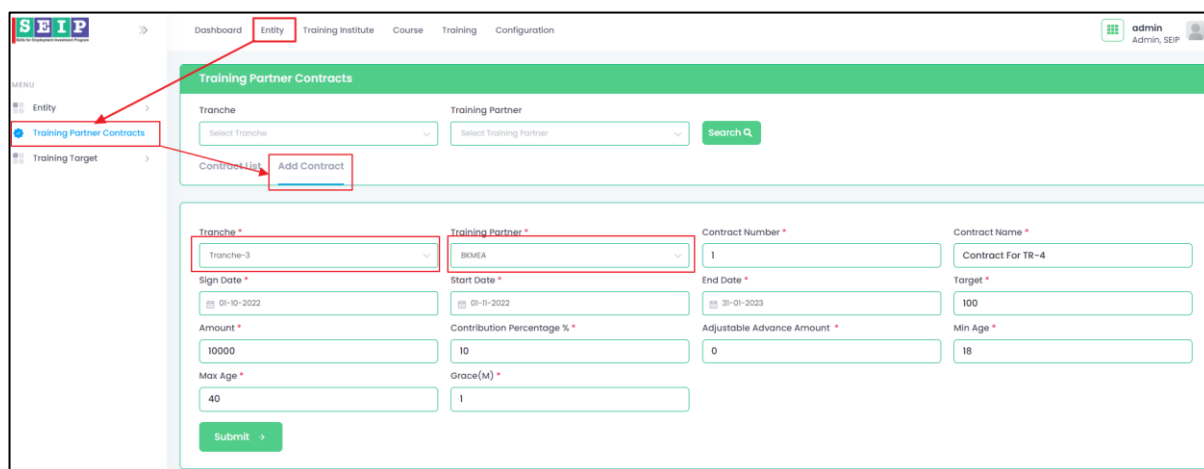


Figure: - Add contract

Contract List

Sitemap

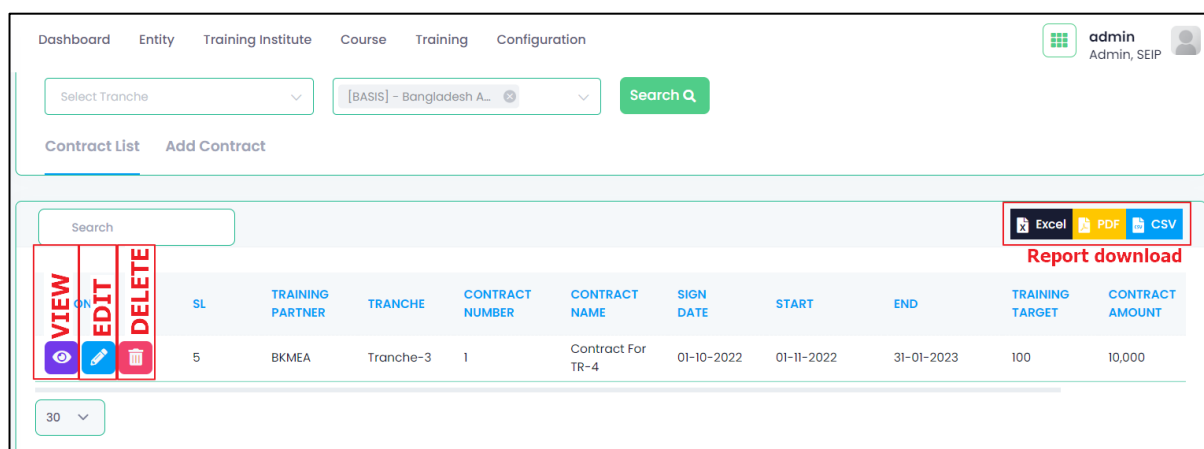
V2: Menu: Entities>> Entity Contracts>> Show Contracts

Site URL: https://domain_name/entityContract/show

V3: Menu: Entity>> Training Partner Contracts

Site URL: https://domain_name/association/association-contracts

View the contacts list of within a Tranche or a Training Partners or within Tranche and Training Partners.



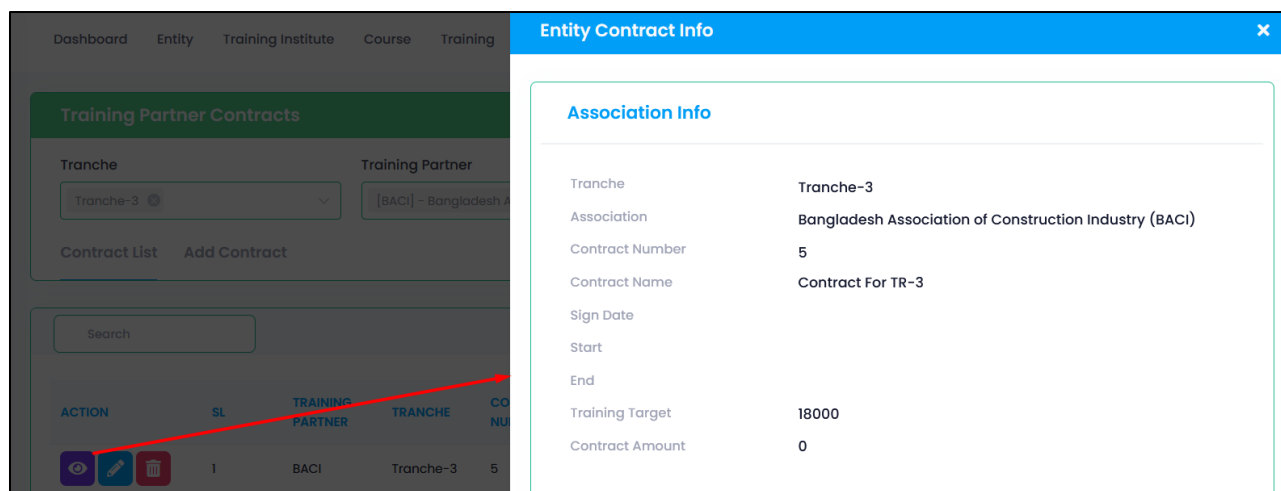
The screenshot shows the 'Contract List' page. At the top, there are navigation tabs: Dashboard, Entity, Training Institute, Course, Training, and Configuration. On the right, the user is logged in as 'admin Admin, SEIP'. Below the navigation, there are filters for 'Select Tranche' and '[BASIS] - Bangladesh A...', along with a 'Search Q' button. The main content area has a 'Contract List' tab and an 'Add Contract' button. A search bar is present above the table. To the right of the table, there are buttons for 'Excel', 'PDF', and 'CSV' under the heading 'Report download'. The table itself has columns: SL, TRAINING PARTNER, TRANCHE, CONTRACT NUMBER, CONTRACT NAME, SIGN DATE, START, END, TRAINING TARGET, and CONTRACT AMOUNT. A red box highlights the 'VIEW', 'EDIT', and 'DELETE' action buttons for each row. The first row shows SL: 5, TRAINING PARTNER: BKMEA, TRANCHE: Tranche-3, CONTRACT NUMBER: 1, CONTRACT NAME: Contract For TR-4, SIGN DATE: 01-10-2022, START: 01-11-2022, END: 31-01-2023, TRAINING TARGET: 100, and CONTRACT AMOUNT: 10,000. A pagination control shows '30' items per page.

Figure: - Contract List

- ✓ User can perform View, Edit and Delete action from the Contract list.
- ✓ Running Contract cannot be Edited or Deleted.
- ✓ Download Contract Report by Excel, PDF and CSV format.

View Entity Contract Info

- ✓ To view the details of the Entity Contract Info, click on the View icon  from the Entity List. Tranche wise Entity Contract Info will displayed. Training Summary information's are static.



The screenshot shows the 'Entity Contract Info' modal. It has a blue header with the title 'Entity Contract Info' and a close button. The main content is divided into two sections: 'Training Partner Contracts' on the left and 'Association Info' on the right. The 'Training Partner Contracts' section has filters for 'Tranche' (Tranche-3) and 'Training Partner' ([BACI] - Bangladesh Association of Construction Industry (BACI)). It also has a 'Contract List' tab and an 'Add Contract' button. The 'Association Info' section displays the following details:

Association Info	
Tranche	Tranche-3
Association	Bangladesh Association of Construction Industry (BACI)
Contract Number	5
Contract Name	Contract For TR-3
Sign Date	
Start	
End	
Training Target	18000
Contract Amount	0

A red arrow points from the 'VIEW' icon in the 'Contract List' table to the 'Entity Contract Info' modal.

Figure: - View Contract Info

Edit Entity Contract Info

To edit the Entity Contract Info, click on the Edit icon  from the Entity List. After clicking on the edit icon, Edit Entity Contract Info will be display. After editing user can view the updated Entity Contract Info.

- ✓ User can edit Entity Contract information.
- ✓ No approval is required for edited Contract.

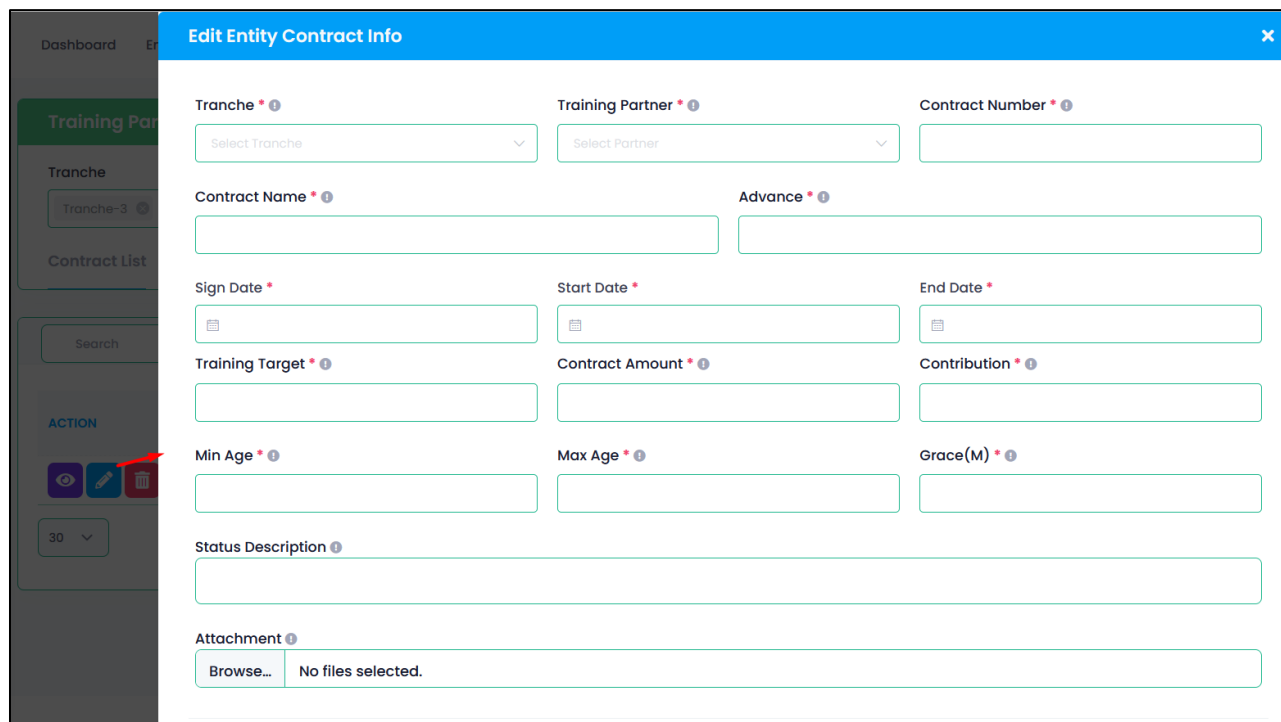


Figure: - Edit Contract Info

Delete Entity Contract

To delete the Entity Contract Info, click on the Delete icon  from the Entity List. After clicking on the delete icon, **Are you sure you want to delete it?** Pop up will be display. If click on the **Yes, delete!** The Entity Contract Info will be deleted from the list.

- ✓ Running Entity Contract Info cannot be deleted.
- ✓ No approval is required for delete Contract Info.

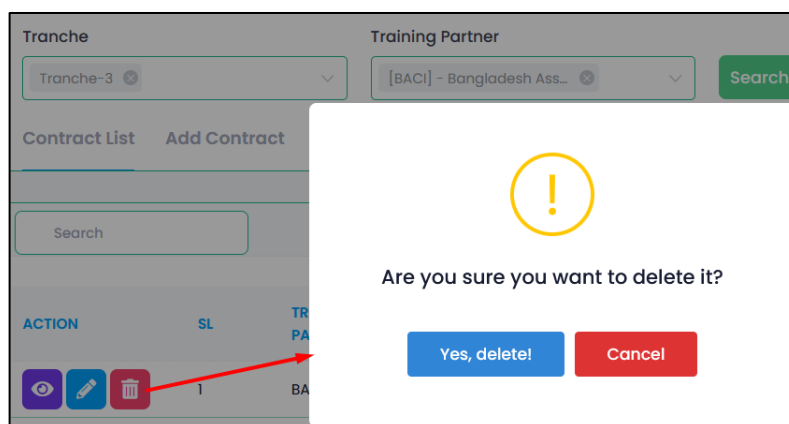


Figure: - Delete Entity Contract

Training Target

Set Training Partners Training Target performed by in a year.

Training Target List

Sitemap

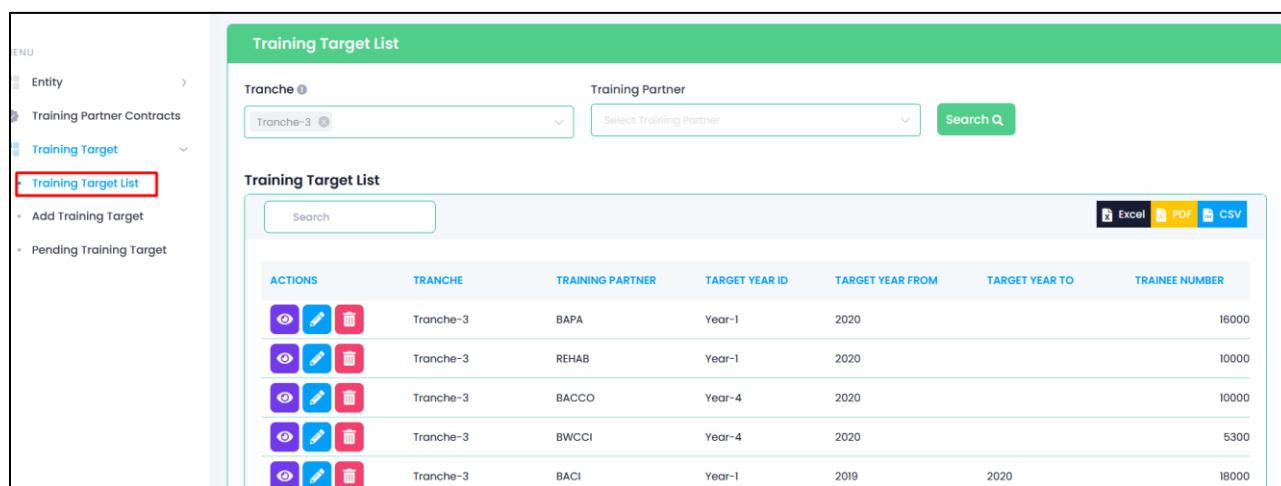
V2: Menu: Training Target>> Show Target

Site URL: https://domain_name/entityTrainingTargets/index

V3: Menu: Entity>>Training Target>>Training Target List

Site URL: https://domain_name/association/target-list

- ✓ User can view tranche wise training target for the training partners.
- ✓ User can perform view training details/edit training info/delete training target from the list.
- ✓ User can export training target data by excel, pdf and csv format.



ACTIONS	TRANCHE	TRAINING PARTNER	TARGET YEAR ID	TARGET YEAR FROM	TARGET YEAR TO	TRAINEE NUMBER
  	Tranche-3	BAPA	Year-1	2020		16000
  	Tranche-3	REHAB	Year-1	2020		10000
  	Tranche-3	BACCO	Year-4	2020		10000
  	Tranche-3	BWCCI	Year-4	2020		5300
  	Tranche-3	BACI	Year-1	2019	2020	18000

Figure: - Training Target List

View Training Target List

- ❖ User can view Association details Info from the Training Target List.

Entity Contract Info

Association Info

Tranche	Tranche-3
Association	Bangladesh Association of Software and Information Services (BASIS)
Contract Number	5
Contract Name	Contract For TR-3
Sign Date	
Start	
End	
Training Target	7450
Contract Amount	0

Edit Training Target List

- ❖ User can edit Entity Contract info from the Edit Training Target List.
- ❖ Running Entity Contract info cannot be edited.

Edit Entity Contract Info

Tranche * ⓘ

Select Tranche

Training Partner * ⓘ

Select Partner

Contract Number * ⓘ

Contract Name * ⓘ

Advance * ⓘ

Sign Date *

Start Date *

End Date *

Training Target * ⓘ

Contract Amount * ⓘ

Contribution * ⓘ

Min Age * ⓘ

Max Age * ⓘ

Grace(M) * ⓘ

Status Description ⓘ

Attachment ⓘ

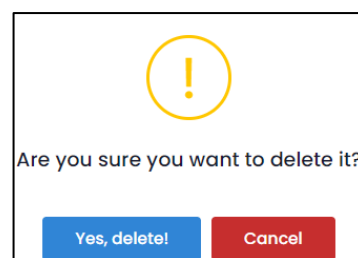
Choose files
No file chosen

Close

Submit

Delete Training Target List

- ❖ User can delete Entity Contract from the Delete Training Target List.
- ❖ Running Entity Contract cannot be deleted.



Add Training Target

Sitemap

V2: Menu: Training Target>> Add Target

Site URL: https://domain_name/entityTrainingTargets/add

V3: Menu: Entity>>Training Target>>Add Training Target

Site URL: https://domain_name/association/entity-target

System allow user to Add Training Target with necessary Information.

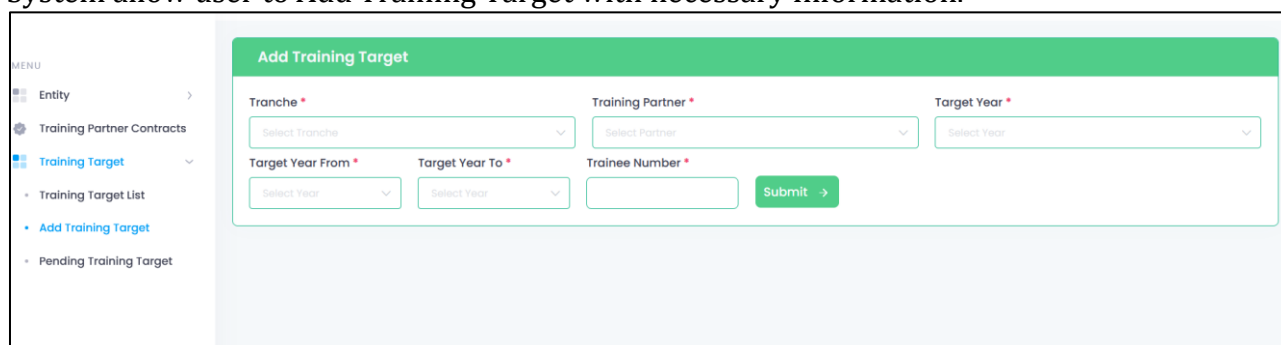
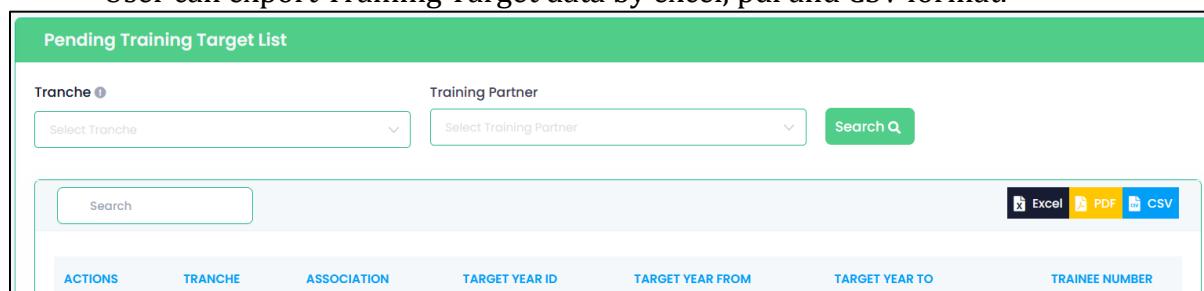


Figure: - Add Training Target

Pending Training Target

All added Training Target or making any changes of the Training Target are displayed on the Pending Training Target list for Approval.

- ✓ User can view new Training Target or updated Training Target list.
- ✓ User can perform view/edit/approve/delete action from the Training Target list.
- ✓ User can export Training Target data by excel, pdf and CSV format.



Approve Training Target

For creating new Training Target or updates, any Training Target information user needs approval for the changes. Without approval, the changes are not effective.

Training Institute

Institutes play the key role in TMS program. Institutes are the training partners working under Training Partner/Associations. This module includes all activities related to Institutes.

Training Partner collect necessary information from the Training Institute and create new Training Institute under the Training Partner. Institute admin update information later.

Training Institute module has the below sub-modules:

- Training Institute
 - Add Training Institute
 - Training Institute List
 - Training Institute Report
- Training Target
 - Add Training Target

Add Training Institute

Sitemap

V2: Menu: Training Institutes>> Institute Info>>Add Institute

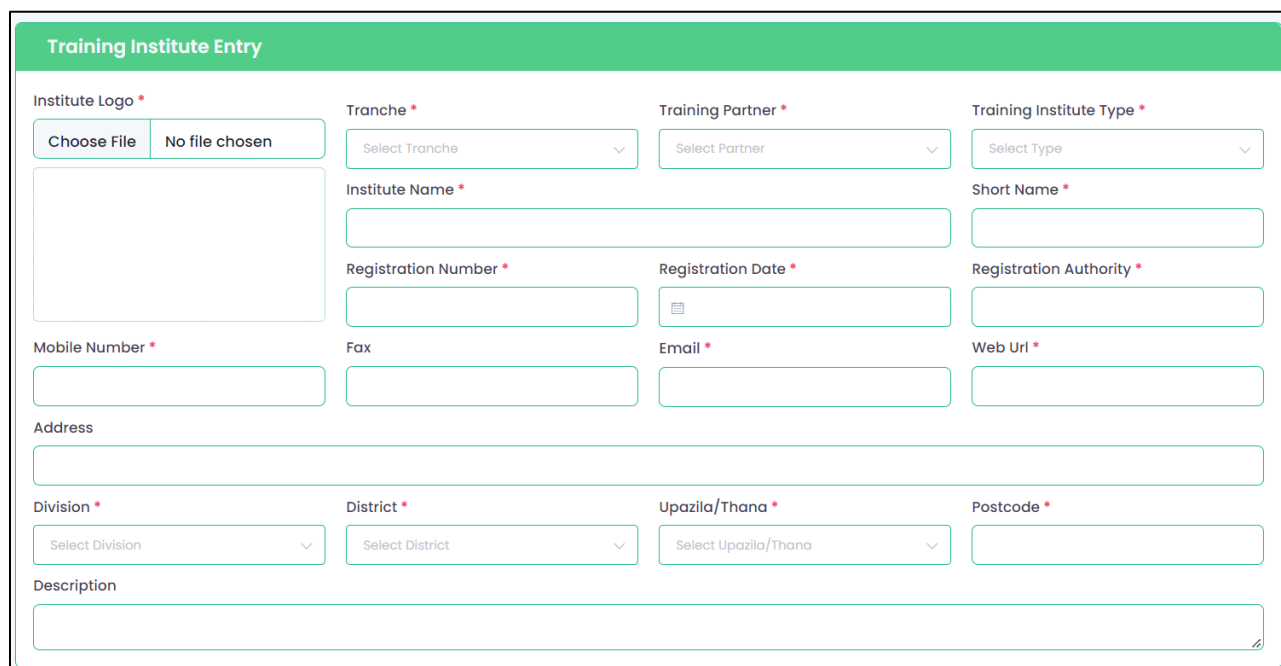
Site URL: https://domain_name/trainingInstitutes/add

V3: Menu: Training Institute >> Training Institute >>Add Training Institute

Site URL: https://domain_name/training-institute/new-institute

System allow user to create new Training Institute with necessary Training Institute info, Training Institute infrastructure, Employee and Add User Account Information.

- ✓ Enter necessary Training Institute information.
- ✓ Institute will be created under the Tranche.
- ✓ Institute will be associated under that Training Partner.
- ✓ Email address and mobile number will be unique.

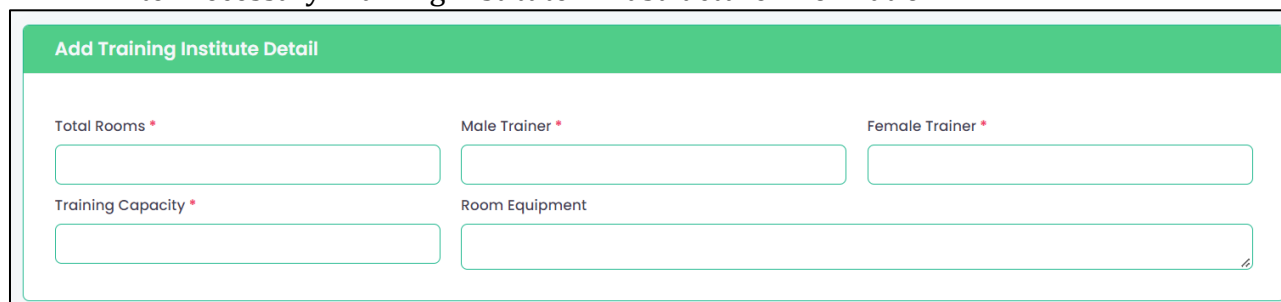


The screenshot shows a web form titled "Training Institute Entry". The form contains the following fields and controls:

- Institute Logo ***: A file upload button labeled "Choose File" and a status "No file chosen".
- Tranche ***: A dropdown menu with "Select Tranche".
- Training Partner ***: A dropdown menu with "Select Partner".
- Training Institute Type ***: A dropdown menu with "Select Type".
- Institute Name ***: A text input field.
- Short Name ***: A text input field.
- Registration Number ***: A text input field.
- Registration Date ***: A date picker.
- Registration Authority ***: A text input field.
- Mobile Number ***: A text input field.
- Fax**: A text input field.
- Email ***: A text input field.
- Web Url ***: A text input field.
- Address**: A text input field.
- Division ***: A dropdown menu with "Select Division".
- District ***: A dropdown menu with "Select District".
- Upazila/Thana ***: A dropdown menu with "Select Upazila/Thana".
- Postcode ***: A text input field.
- Description**: A text input field.

Figure: - Training Institute information

- ✓ Enter necessary Training Institute infrastructure information.



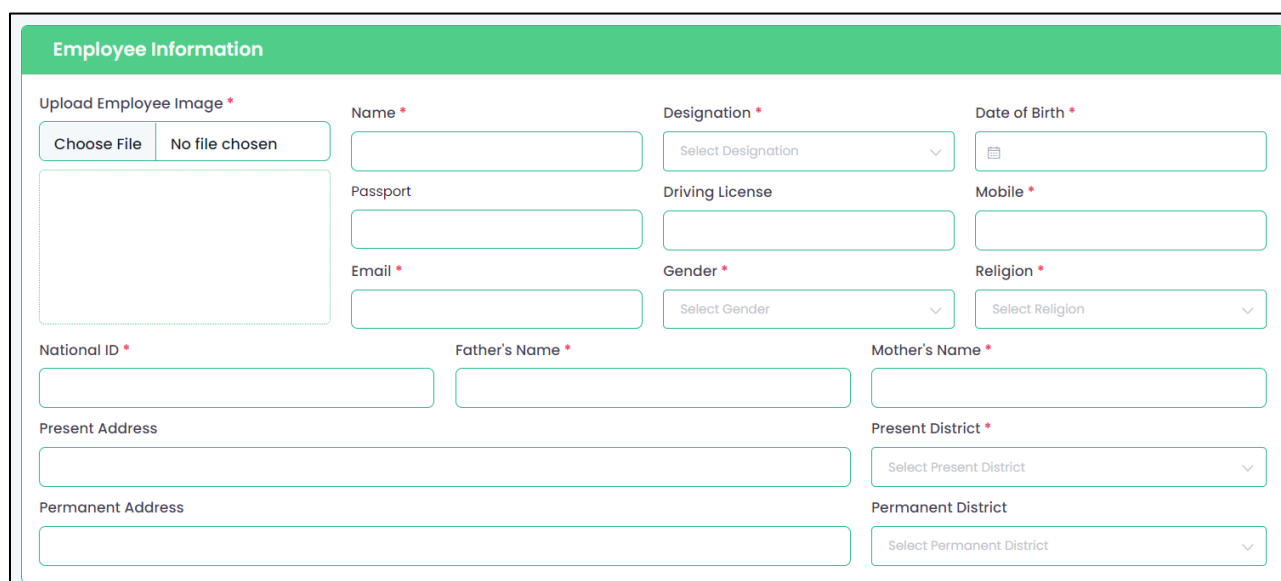
Add Training Institute Detail

Total Rooms * Male Trainer * Female Trainer *

Training Capacity * Room Equipment

Figure: - Infrastructure information

- ✓ For creating, a new Training Institute must provide an Employee Information. Employee are the key contact person of the Training Institute.
- ✓ **Selection of designation for employees is an important matter. Because the system permissions comes based on the designation selection.**
- ✓ Email address and mobile number of the Employee will be unique.
- ✓ User email address will be used as username to login.
- ✓ User Email address is not updatable.



Employee Information

Upload Employee Image * No file chosen

Name * Designation * Date of Birth *

Passport Driving License Mobile *

Email * Gender * Religion *

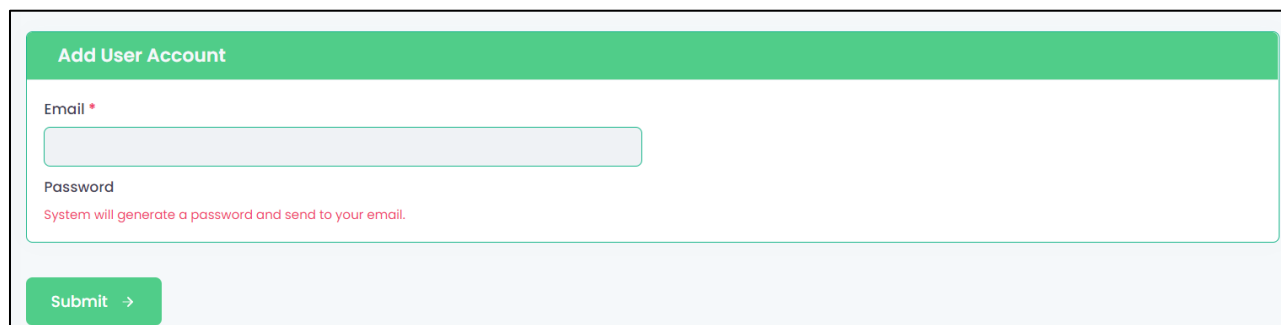
National ID * Father's Name * Mother's Name *

Present Address Present District *

Permanent Address Permanent District

Figure: - Employee information

- ✓ User email address will be used as username to login.
- ✓ System will generate a password and send to Employee email.



Add User Account

Email *

Password

System will generate a password and send to your email.

→

Figure: - Add Training Institute

Approve Institute

For creating new Training Institute or updates, any Training Institute information user needs approval for the changes. Without approval, the changes are not effective.

Note:

- ✓ Without approve Training Institute Target cannot create a batch.

Training Institute List

Sitemap

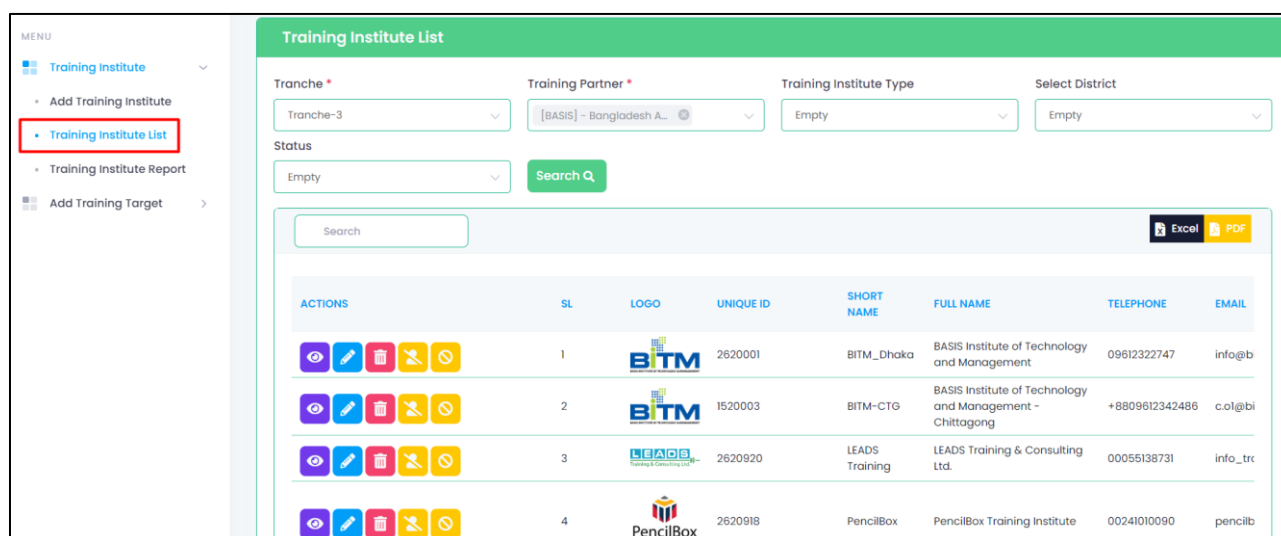
V2: Menu: Training Institutes>> Institute Info>>Show Institutes

Site URL: https://domain_name/trainingInstitutes/index

V3: Menu: Training Institute >> Training Institute List

Site URL: https://domain_name/training-institute/institute-search

User can view all Training Institutes from the Training Institute List under the Tranche and Training Partner where have Institute Actions, SL, Logo, Unique Id, Short name, Full Name, Telephone, Email, Website and Status information.



The screenshot shows a web application interface for the 'Training Institute List'. On the left is a sidebar menu with options: 'Training Institute' (selected), 'Add Training Institute', 'Training Institute List' (highlighted with a red box), 'Training Institute Report', and 'Add Training Target'. The main area has a green header 'Training Institute List' and a search bar. Below the header are filters for 'Tranche' (Tranche-3), 'Training Partner' ([BASIS] - Bangladesh A...), 'Training Institute Type' (Empty), and 'Select District' (Empty). A 'Status' dropdown is set to 'Empty', and a 'Search Q' button is present. The table below has columns: ACTIONS, SL, LOGO, UNIQUE ID, SHORT NAME, FULL NAME, TELEPHONE, and EMAIL. It lists four institutes: 1. BITM_Dhaka, 2. BITM-CTG, 3. LEADS Training, and 4. PencilBox Training Institute.

ACTIONS	SL	LOGO	UNIQUE ID	SHORT NAME	FULL NAME	TELEPHONE	EMAIL
    	1		2620001	BITM_Dhaka	BASIS Institute of Technology and Management	09612322747	info@b
    	2		1520003	BITM-CTG	BASIS Institute of Technology and Management - Chittagong	+8809612342486	c.ol@bi
    	3		2620920	LEADS Training	LEADS Training & Consulting Ltd.	00055138731	info_trc
    	4		2620918	PencilBox	PencilBox Training Institute	00241010090	pencilb

Figure: - Training Institute List

Training Institute Actions

User can perform the below actions on Training Institute details pages are:

1. View Institute Details
2. Edit Institute Info
3. Delete Institute
4. Suspend Institute
5. Active Institute
6. Inactive Institute

View Training Institute Details

To view Institute details, click on the View icon  from the Institute List and selected Institute details information will be displayed.

- ✓ Institute Name, logo, address, contact number, email, website address and activity

status information of the Training Institute will be displayed. User can perform different actions from Institute details Tabs.



BASIS Institute of Technology and Management(BASIS Institute of Technology and Management)
 BDBL Bhaban, Karwan Bazar, Dhaka
 09612322747
 info@bitm.org.bd
 www.bitm.org.bd
 Active: Yes

Figure: - Institute details

Training Summary

Activities to perform in Training Summary are:

- ✓ Tranche wise overall training institute summary activities will be displayed.
- ✓ Training Summary information's are static.

Training Summary Employee List Infrastructure Detail Training Partners Course Summary Trainer List Assessor List

Tranche-1

13 Total Course(s)	20594 Target Trainee(s)	697 Batche(s)	4 Trainer(s)	0 Assessor(s)
20593 Enrolled Trainee(s)	20573 Assessed Trainee(s)	20572 Certified Trainee(s)	13989 Employed Trainee(s)	2970 Female Trainee(s)
2967 Assessed Trainee(s) (female)	2967 Certified Trainee(s) (female)	1666 Employed Trainee(s) (female)	0 Running Batch	71,341,512.48 Claim-1 PAID
71,341,512.48 Claim-2 PAID	2,523,733.20 Claim-3 PAID	145,206,758.16 Total Amount Paid		

Figure: - Institute Training Summary

Employee List

Activities to perform in Employee List are:

- ✓ Add new employee personal of the Institute.
- ✓ View employees list with their status.
- ✓ Search employee from the list by status (active/inactive/pending).
- ✓ View employee details.
- ✓ Edit employee info.
- ✓ Delete employee info.
- ✓ Exports employee info Excel, PDF and CSV formats.

Note:

- ✓ All employees can be deleted except for contact employee personal only.
- ✓ Contact employee personal information can be editable except email.
- ✓ No approval is required for newly added or edited employees.

[Training Summary](#)
[Employee List](#)
[Infrastructure Detail](#)
[Training Partners](#)
[Course Summary](#)
[Trainer List](#)
[Assessor List](#)

Employee List
Add Employee +

Excel PDF CSV

ACTION	NAME	DESIGNATION	GENDER	MOBILE	EMAIL	STATUS
	Md. Hasib	Admin	Male	01935121199	cic.basis.seip@gmail.com	Active

Figure: - Institute Employee List

Add Institute Employee

- ✓ User can add new Employees for the Institute by entering necessary informations.
- ✓ Email address and mobile number of the Employee will be unique.
- ✓ User email address will be used as username to login.
- ✓ User Email address is not updatable.

Employee Information

Upload Employee Image *

Tranche *

Training Partner *

Passport

Driving License

Mobile *

Email *

Gender *

Religion *

Name *

Designation *

Date of Birth *

National ID *

Father's Name *

Mother's Name *

Present Address

Present District *

Permanent Address

Permanent District

Add User Account

Email *

Password
 System will generate a password and send to your email.

Figure: - Employee information

Employee List

- ❖ User can view the entire Training Institute Employee List.

- Select status

Search

Search

ExcelPDFCSV

ACTION	NAME	DESIGNATION	GENDER	MOBILE	EMAIL	STATUS
	Md. Hasib	Admin	Male	01935121199	cic.basis.seip@gmail.com	Active

- ❖ User can view Employee overview information.



About Md. Hasib

 **Email:** cic.basis.seip@gmail.com

 **Mobile:** 01935121199

 **Present Address:** BDBL, Bhaban (3rd Floor)

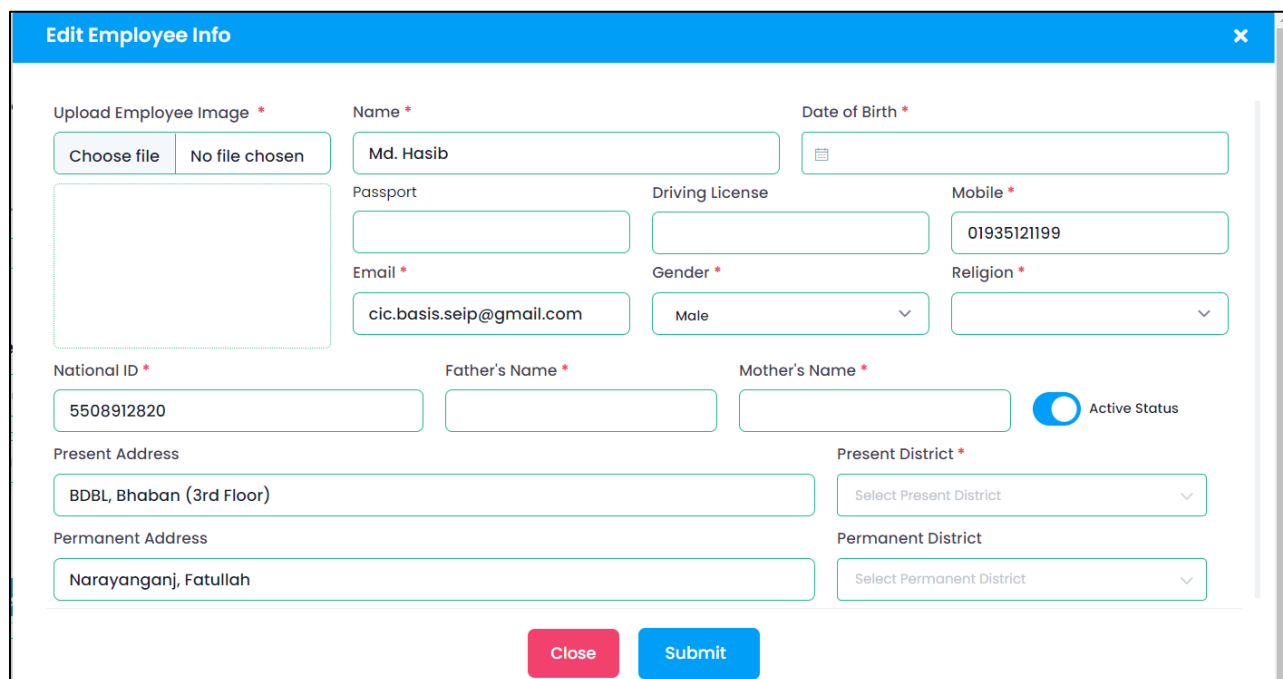
Overview

Profile Details

Full Name	Md. Hasib
Mobile	01935121199
Email	cic.basis.seip@gmail.com
Date of Birth	
NID	5508912820
Father's Name	
Mother's Name	
Passport	
Gender	Male
Religion	Muslim

Figure: - View Institute Employee

- ❖ User can edit Employee information from the Employee List.
- ❖ Employee email not editable.



Edit Employee Info

Upload Employee Image *

Name *

Date of Birth *

Passport

Driving License

Mobile *

Email *

Gender *

Religion *

National ID *

Father's Name *

Mother's Name *

☒ Active Status

Present Address

Present District *

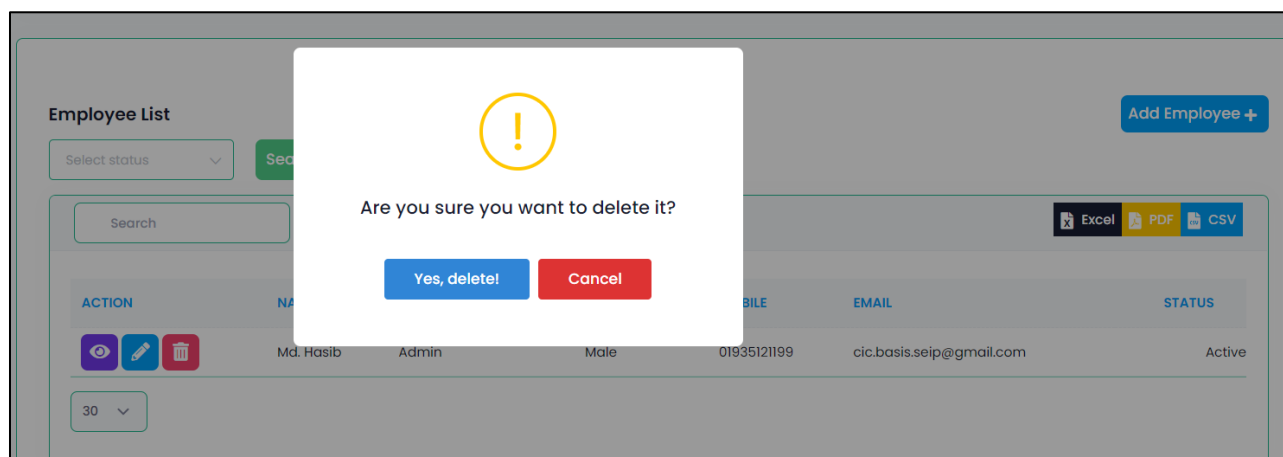
Permanent Address

Permanent District

Figure: - Edit Institute Employee

Delete Institute Employee

- ❖ User can delete Employee from the Employee List.
- ❖ Contact personal cannot be deleted.



Employee List

Select status

Excel PDF CSV

Are you sure you want to delete it?

ACTION	NAME	MOBILE	EMAIL	STATUS
Edit Delete	Md. Hasib	Admin	Male	01935121199
				cic.basis.seip@gmail.com
				Active

30

Figure: - Delete Institute Employee

Infrastructure Detail

Activities to perform in the Infrastructure Detail List are:

- ✓ Add Training Institute room Infrastructure.
- ✓ View existing room from the Infrastructure Detail list.
- ✓ Search room info from the list.
- ✓ Edit room info from the list.
- ✓ Delete room info from the list.
- ✓ Exports room info Excel, PDF and CSV formats.

Note:

- ✓ No approval is required for newly added or edited Infrastructure.

Training Summary	Employee List	Infrastructure Detail	Training Partners	Course Summary	Trainer List	Assessor List
------------------	---------------	------------------------------	-------------------	----------------	--------------	---------------

Infrastructure Detail
Add Room Detail +

Excel PDF CSV

ACTION	ROOM NO	LOCATION	CAPACITY	ROOM EQUIPMENT
 	1	Dhaka	100	AC, Laptop

Figure: - Infrastructure Detail

Add Infrastructure

- ❖ User can add room infrastructure by providing necessary information.

Add Room Details

Room No *

Location *

Capacity *

Room Equipment *

View Infrastructure List

- ❖ User can view the entire Training Institute room infrastructure information from the List.
- ❖ User can view Action, room no, location, capacity, room equipment information from the List.
- ❖ User can perform Edit infrastructure info/Delete infrastructure actions from the Employee List.

Search	Excel	PDF	CSV
-------------------------------------	-------	-----	-----

ACTION	ROOM NO	LOCATION	CAPACITY	ROOM EQUIPMENT
 	1	Dhaka	100	AC, Laptop

Edit Room Detail

- ❖ User can edit infrastructure information from the List.

Edit Room Info

Room No *

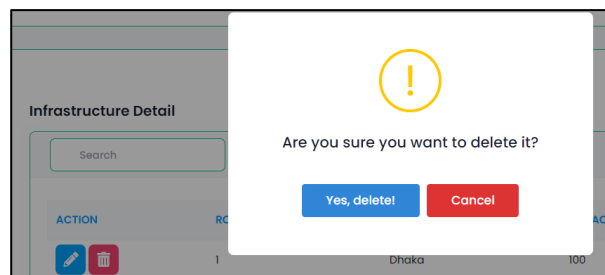
Location *

Capacity *

Room Equipment *

Delete Room Detail

- ❖ User can delete infrastructure from the List.



Training Partners

Activities to perform in the Training Partners List are:

- ✓ Assign Training Institute with Training Partner without creating new Institute.
- ✓ View Tranche wise Training Partners list.
- ✓ Active/Deactivate assigned Training Partner.
- ✓ Search Training Partners info from the list.
- ✓ Exports Training Partners info Excel, PDF and CSV formats.

Note:

- ✓ **No approval is required for newly added or edited Infrastructure.**

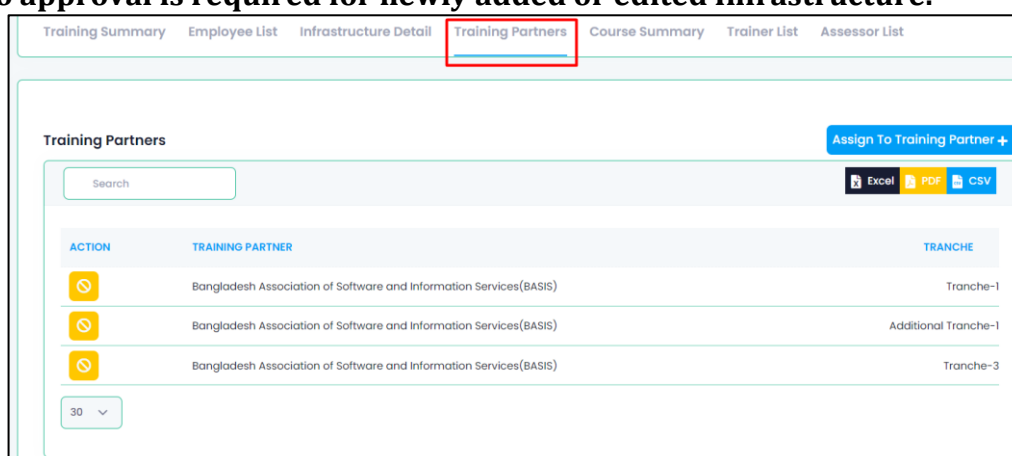
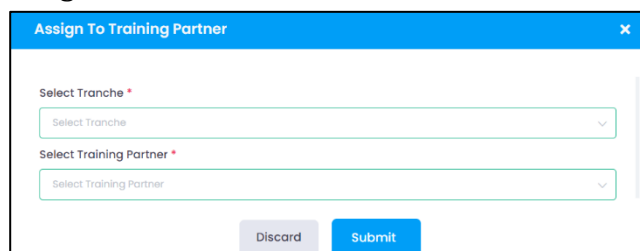


Figure: - Training Partners

Assign Institute with Training Partner

- ❖ User can delete Employee from the Employee List.



View Assigned Training Partners list

- ❖ User can view Assigned Training Partners list.
- ❖ User can view Action, Training Partners and Tranche information from the List.
- ❖ User can perform activate/deactivate actions from the list.

Training Partners			Assign To Training Partner +
Search			Excel PDF CSV
ACTION	TRAINING PARTNER	TRANCHE	
	Bangladesh Association of Software and Information Services(BASIS)	Tranche-1	
	Bangladesh Association of Software and Information Services(BASIS)	Additional Tranche-1	
	Bangladesh Association of Software and Information Services(BASIS)	Tranche-3	
30			

Course Summary

Activities to perform in the Course Summary are:

- ✓ Map Institute with Course.
- ✓ View tranche wise mapped course list.
- ✓ Search course from Course List.
- ✓ Activate or Deactivate Course.

Note:

- ✓ **Approval is required for mapping Institute with Course.**

Training Summary	Employee List	Infrastructure Detail	Training Partners	Course Summary	Trainer List	Assessor List
Course List Map With Course +						
Search						
ACTION	COURSE NAME	TRANCHE	ASSOCIATION	TRAINING INSTITUTE		
	Website Design	Tranche-1	Bangladesh Association of Software and Information Services(BASIS)	BASIS Institute of Technology and Management		
	Digital Marketing	Tranche-1	Bangladesh Association of Software and Information Services(BASIS)	BASIS Institute of Technology and Management		
	Web Application Development - PHP	Tranche-1	Bangladesh Association of Software and Information Services(BASIS)	BASIS Institute of Technology and Management		
	Web Application Development - Dot Net	Tranche-1	Bangladesh Association of Software and Information Services(BASIS)	BASIS Institute of Technology and Management		
	Practical SEO	Tranche-1	Bangladesh Association of Software and Information Services(BASIS)	BASIS Institute of Technology and Management		
	Mobile Application Development	Tranche-1	Bangladesh Association of Software and Information Services(BASIS)	BASIS Institute of Technology and Management		

Figure: - Course Summary

Map Institute with Course

- ✓ Must have active Courses.
- ✓ Cannot map existing courses in the same tranche again.
- ✓ Select a Tranche, Partner and Course from the dropdown.
- ✓ Click Submit Button.

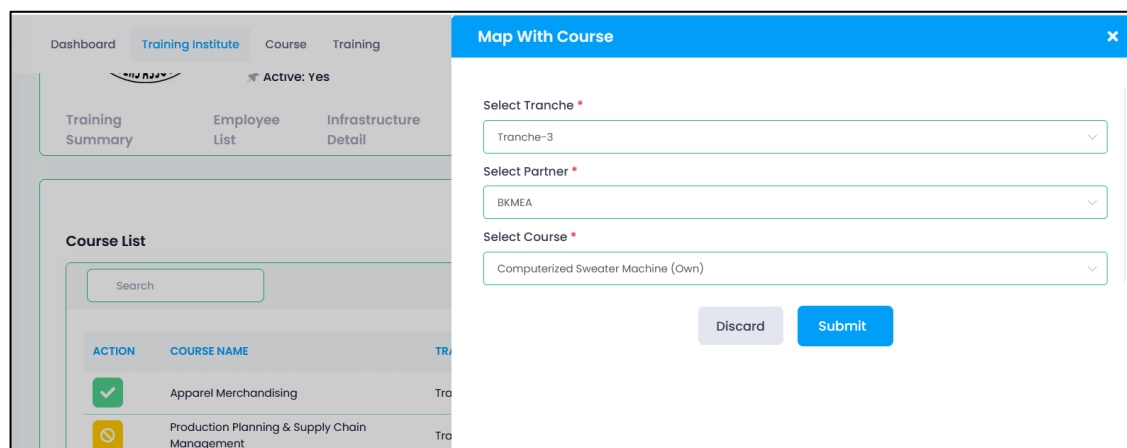


Figure: - Map Institute with Course

View Map Institute with Course

- ❖ User can view mapped Course list.
- ❖ User can view action, course name, tranche, association, training institute information from the List.
- ❖ User can perform activate/deactivate actions from the list.

ACTION	COURSE NAME	TRANCHE	ASSOCIATION	TRAINING INSTITUTE
	Website Design	Tranche-1	Bangladesh Association of Software and Information Services(BASIS)	BASIS Institute of Technology and Management
	Digital Marketing	Tranche-1	Bangladesh Association of Software and Information Services(BASIS)	BASIS Institute of Technology and Management

Change Summary

If there are any changes on the Training Institute page then the Change Summary option will be enabled otherwise it will be disabled. Activities to perform in the Change Summary are:

- ✓ Shows a table where there will be 3 columns named **Column Name**, **Old Data** and **New Data**.
- ✓ Column name field contain the field type, the old column contain the **Old Data** and the updated data will be contained in the **New Data** column.
- ✓ Two types of buttons will appear **Approve** and **Reject**.
- ✓ If **approve**, the change summary data will be **Approved**.
- ✓ If **Reject**, the change summary data will be **Rejected**.

Note: Approval is required for newly added or edited Course Summary.



Institute of Apparel Research and Technology, Dhaka
 (Institute of Apparel Research and Technology, Dhaka)
 13/A, Sonargaon Road, Banglamotor
 028620377
 rupali@bkmea.com
 www.bkmea.com
 Active: Yes

[Training Summary](#)
[Employee List](#)
[Infrastructure Detail](#)
[Training Partners](#)
[Course Summary](#)
[Change Summery](#)
[Trainer List](#)
[Assessor List](#)

Training Institute Change Summery

Approve Reject

Column Name	Old Data	New Data
Training Institute Type	Private	
Description		
Division	Dhaka	
District	Dhaka	
Sub District	Dhaka South City Corporation	
Email	rupali@bkmea.com	tl@bkmea.com
Fax		

Figure: - Change Summery

Trainer List

View the mapped Trainer List with the Institute.

[Training Summary](#)
[Employee List](#)
[Infrastructure Detail](#)
[Training Partners](#)
[Course Summary](#)
[Trainer List](#)
[Assessor List](#)

Trainer List

Search

TRAINER NAME	GENDER	PHONE	EMAIL	STATUS	YEARS OF EXP	LAST BATCH COUNT
30						

Figure: - Trainer List

Assessor List

View the mapped Assessor List with the Institute.

[Training Summary](#)
[Employee List](#)
[Infrastructure Detail](#)
[Training Partners](#)
[Course Summary](#)
[Trainer List](#)
[Assessor List](#)

Assessor List

Search

SL	ASSESSOR NAME	GENDER	PHONE	EMAIL	AREA OF EXPERTISE	STATUS
----	---------------	--------	-------	-------	-------------------	--------

Figure: - Assessor List

Edit Training Institute Info

To edit the Training Institute Info, click on the Edit icon  from the Training Institute List. After editing user can view the updated Training Institute Info.

- ✓ User can edit Entity information.
- ✓ No approval is required for edited employees.

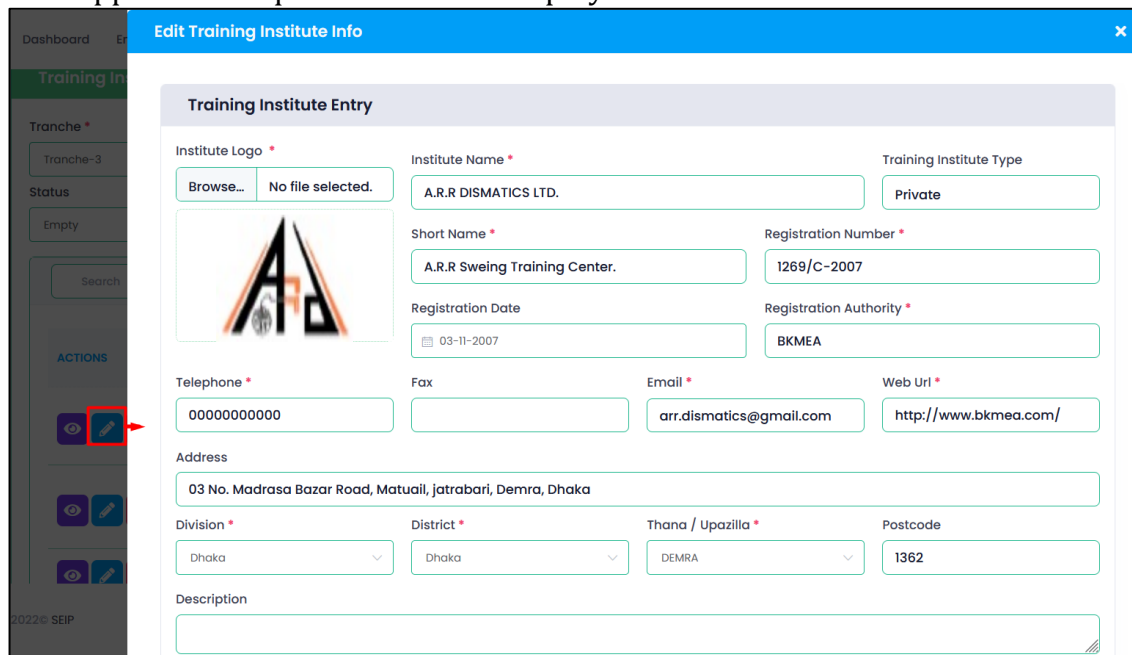


Figure: - Edit Training Institute Info

Delete Training Institute

To delete Training Institute, click on the Delete icon  from the Training Institute List. After clicking on the delete icon, a pop up with **Are you sure you want to delete it?** message will be display. If click on the **Yes, delete!** the Training Institute will be deleted from the list.

- ✓ **Running Training Institute cannot be deleted.**
- ✓ **No approval is required for delete Training Institute.**

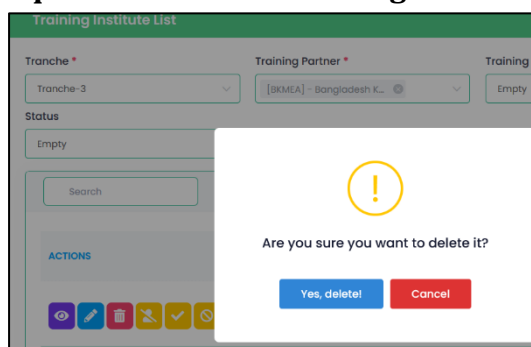


Figure: - Delete Training Institute

Suspend Training Institute (SEIP)

To Suspend Training Institute, click on the Suspend icon  from the Training Institute List. After clicking on the Suspend icon, a pop up with **Are you sure you want to suspend it?** message will be display. If click on the **Yes, suspend!** the Training Institute will be suspend from the list.

- ✓ After suspend any Training Institute system auto generate another button will appear after the suspend button.

- ✓ **No approval is required for delete Training Institute.**

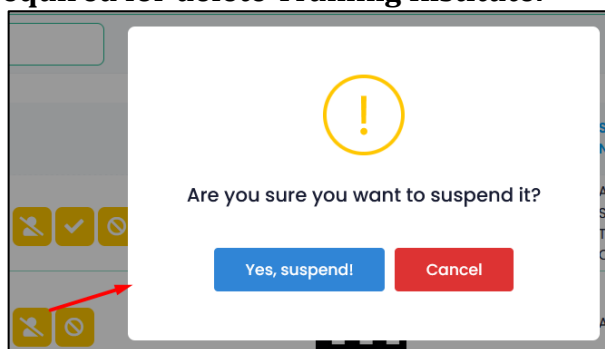


Figure: - Suspend Training Institute

Active Training Institute (SEIP)

Active Training Institute button will appear if suspend any Training Institute. To Active Training Institute, click on the Active icon  from the Training Institute List. After clicking on the Active icon, a pop up with **Are you sure you want to Active it?** message will be display. If click on the **Yes, Active!** the Training Institute will be Active from the list.

- ✓ **After Active any Training Institute system auto remove the another Active button.**
- ✓ **No approval is required for delete Training Institute.**

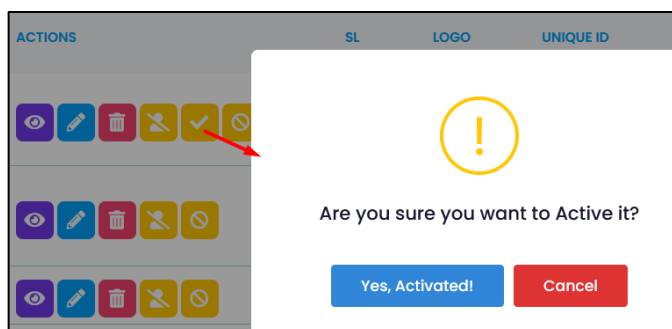


Figure: - Active Training Institute

Inactive Training Institute (SEIP)

To Inactive Training Institute, click on the Inactive icon  from the Training Institute List. After clicking on the Inactive icon, a pop up with **Are you sure you want to Inactive it?** message will be display. If click on the **Yes, Inactive!** the Training Institute will be Inactive from the list and Inactive Icon will display.

- ✓ **No approval is required for delete Training Institute.**

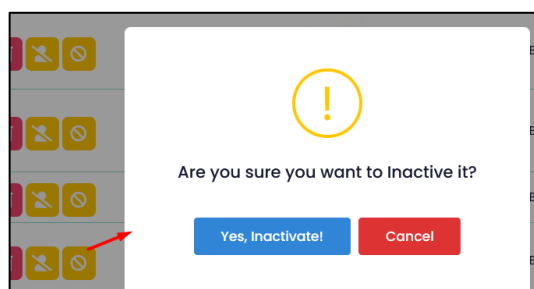


Figure: - Inactive Training Institute

Training Institute Report

SEIP admin user can generate a dynamic Training Institute search report by filtering multiple search criteria and can export the reports in different formats.

1. Search by different combination of data.
2. Showing data for search criteria will be shown in the header and display data in a tubular format.
3. System allow users to select multiple Header want to display in the table column header.
4. Selected Headers are displayed in the table column header.
5. Header name is changeable.
6. As soon as change the header name will show in the search result table column header.
7. Export generate report by Excel, PDF and CSV formats.

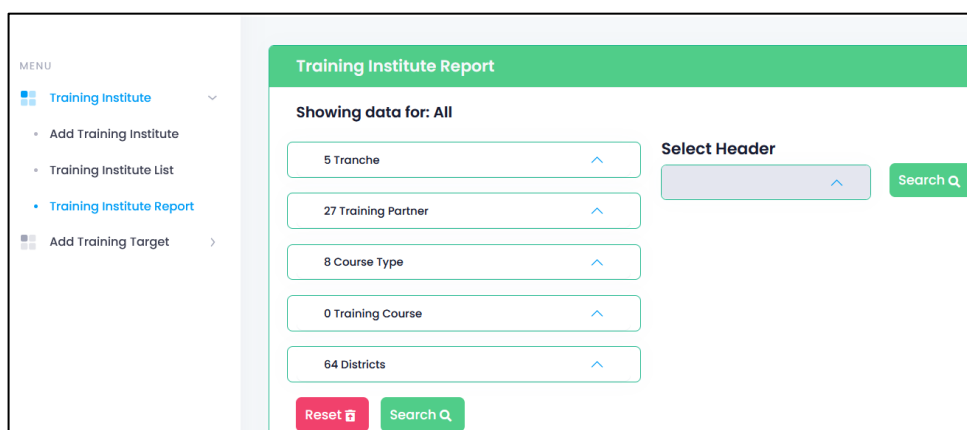


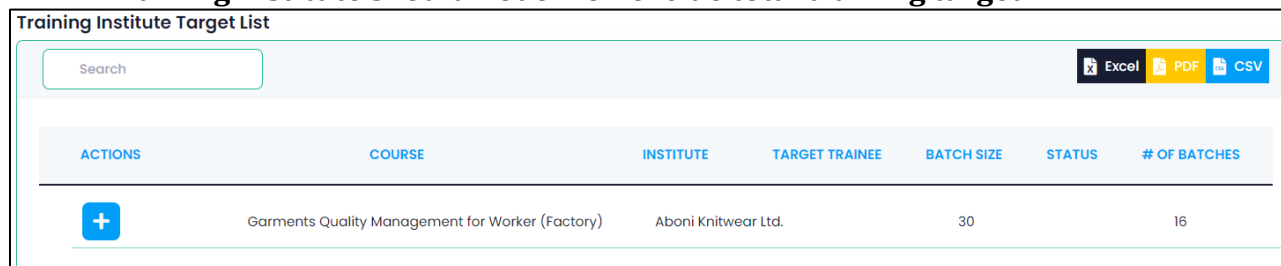
Figure: - Training Institute Report

Training Institute Target

Add Training Institute Target

For adding Training Institute target do the below activity:

1. Must map a course with Training Institute.
2. All Training Institute course target cannot exceed the overall course target.
3. Click add (+) icon from the actions column from the Training Institute Target List.
4. **Training institute should not enroll excide total training target.**



ACTIONS	COURSE	INSTITUTE	TARGET TRAINEE	BATCH SIZE	STATUS	# OF BATCHES
+	Garments Quality Management for Worker (Factory)	Aboni Knitwear Ltd.		30		16

5. Enter Trainee Target and click submit.

Add Training Target
✕

Trainee Target *

100

Colse

Submit

- Successful message will be displayed and edit icon is displayed on Training Institute Target List.

Search Excel PDF CSV						
ACTIONS	COURSE	INSTITUTE	TARGET TRAINEE	BATCH SIZE	STATUS	# OF BATCHES
	Garments Quality Management for Worker (Factory)	Aboni Knitwear Ltd.	100	30	Pending	16

- After setting Training target needs approval. Without approval Training target would not working.

View Training Institute Target

User can view Tranche wise Training Institute Target list where have Actions, course institute, target trainee, batch size, status and no. of batches informations.

- ✓ User can edit Training Institute Target info from the list.
- ✓ Running Training Institute Target cannot be update/ deleted.

Search Excel PDF						
ACTIONS	COURSE	INSTITUTE	TARGET TRAINEE	BATCH SIZE	STATUS	# OF BATCHES
	Mobile Application Development - Android	BASIS Institute of Technology and Management	200	25	Active	16
	2D and 3D Animation	BASIS Institute of Technology and Management	400	25	Active	24

Edit Training Institute Target

- Click edit icon from the action column.
- Enter update Trainee Target and click submit.
- Successful message will be displayed but not displaying the update Target in the list.
- After approval, the update Target will be displayed in the list.
- Approval process are same as **add Training Institute Target approval**.
- Running batch Training Institute Target would be editable.**

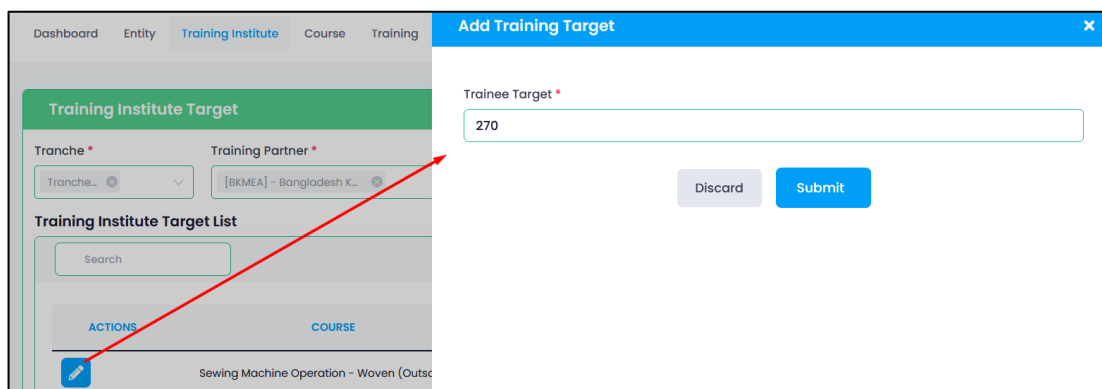


Figure: - Edit Training Target

Approve Training Institute Target

For creating new Training Institute Target or updates any Training Institute Target information user needs approval for the changes. Without approval, the changes are not effective. For accepting the changes, click on approve icon otherwise click on delete icon for rejection.

Note:

- ✓ Without approve Training Institute Target cannot create a batch.

Course

Course information is provides by SEIP. In this module user can add course, edit course info and view course details according to contract. Training program divided into different courses.

Course module has the below sub-modules:

- Course
 - Course List
 - Add Course
 - Search Course
 - Unique Course Details
 - Course Activity Report

Add Course

Sitemap

V2: Menu: Course & Batch>> Course Info>>Add Course

Site URL: https://domain_name/courseInfos/add

V3: Menu: Course >> Add Course

Site URL: https://domain_name/course/courseInfo

Course registration is the process of adding new course information in TMS. Generally, Training Partner user registers course in TMS and waiting for approval from SEIP.

Basic information of a course includes Training Type, Code, Name, Batch Count, Minimum Day per month, Month, Hour, Month, Hour, Day, Session, Term, Batch Size, Total Trainees, Course Unit Cost, Total Course Cost (Trainees*Course Trainees), Certification Authority, Stipend Course, Is management Course? Course Sector, Course Category, Course Alias Name etc.

- ✓ There are two types of courses in TMS- new entrant and up-skill.
- ✓ Course name and code should be unique.
- ✓ Cours

MENU

- Course List
- Add Course**
- Search Course
- Unique Course Details
- Course Activity Report

Add Course

Tranche

Select Tranche

Training Partner *

Select Partner

Contract *

Select Contract

Course Type *

Select Course Type

Course Category *

Select Course Category

Course Sector *

Select Course Sector

Course Alias Name *

Select Course Alias Name

Course Name *

Code *

Target Batch *

Batch Size *

Month *

Total Target Trainee *

Course Unit Cost *

Total Course Cost *

0

Minimum Day per month *

Hour *

Day *

Session *

Term *

Min Age

Max Age

Grace(M) *

Course Objective *

Entry Qualification *

Certification Authority *

Is Stipend Course?

Is Management Course?

Is Employment Eligible?

Is Reassessment Enabled?

Is ToT Course?

Course Configuration

Enrollment Grace (day) *

Replacement % *

% of dropout replacement by new trainee

Employment Bill Claim % *

Assessment Applicable?

Certification Applicable?

% of employment required for claim.

Course Bill Configuration

Contribution Percentage

0%

Claim	Training Milestone *	Claim% *	Advance Adjustment % *	Claim Cost	00
CLAIM-1	Select Training Milestone				
Claim	Training Milestone *	Claim% *	Advance Adjustment % *	Claim Cost	00
CLAIM-2	Select Training Milestone				
Claim	Training Milestone *	Claim% *	Advance Adjustment % *	Claim Cost	00
CLAIM-3	Select Training Milestone				

Submit

Figure: - Add Course

Course List

Sitemap

V2: Menu: Course & Batch>> Course Info>>Show Courses

Site URL: https://domain_name/courseInfos/index

V3: Menu: Course >> Course List

Site URL: https://domain_name/course/course-list

User view Tranche wise Course list where have Actions, Code., Name, Tranche, Type, Term, Session, Mgt Course?, Stipend Course?, Tot Course?, Employment Eligible?, Month, Hour, Total Training Days, Total Target, Trainee and Unit Cost information.

Course List

Tranche *

Tranche-3

Training Partner

[BKMEA] - Bangladesh K...

Training Institute

Shanta Industries Ltd

Search Q

Search

ExcelPDFCSV

ACTIONS	CODE.	NAME	TRANCHE	TYPE	TERM	SESSION	MGT COURSE ?	STIPEND COURSE ?
	SMO-O_T3	Sewing Machine Operation - Woven (Outsourced)	Tranche-3	New Entrant - 50-30-20-60	1	48	No	Yes
	UPSMML-T3	Mid Level Management (Factory based)	Tranche-3	Up Skill - 30-30-40-70	1	15	No	No

Figure: - Course List

User can perform the below actions from the Course List:

1. View Course Details
2. Edit Course Info
3. Delete Course

View Course

To view the Course details, click on the View  icon from the Course list. After clicking the view icon, the course details information has been displayed where About Course Name, Entity, Course Type and Course Code information will be shown.

About Quality Control	
	Entity: Bangladesh Agro Processors Association [BAPA]
	Course Type: New Entrant - 50-30-20-60
	Course Code: QC

Figure: - Course Details

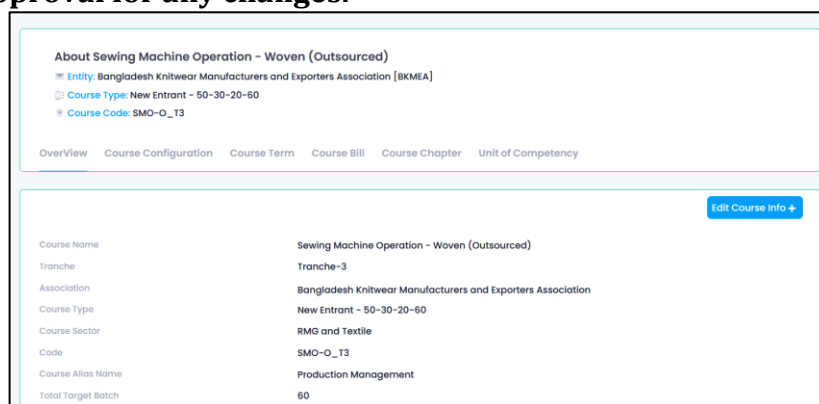
User can perform different activities on a Course are:

1. Over View
2. Course Configuration
3. Course Term
4. Course Bill
5. Course Chapter
6. Unit of Competency

Over View

- ✓ User can view Course details overview.

- ✓ User can edit Course info.
- ✓ **Running Course info cannot be editable.**
- ✓ **Needs approval for any changes.**



About Sewing Machine Operation - Woven (Outsourced)

Entity: Bangladesh Knitwear Manufacturers and Exporters Association [BKMEA]

Course Type: New Entrant - 50-30-20-60

Course Code: SMO-O_T3

OverView Course Configuration Course Term Course Bill Course Chapter Unit of Competency

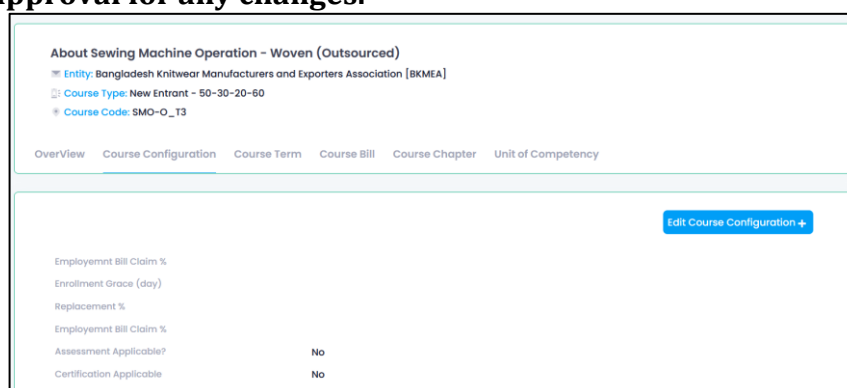
Edit Course Info +

Course Name	Sewing Machine Operation - Woven (Outsourced)
Tranche	Tranche-3
Association	Bangladesh Knitwear Manufacturers and Exporters Association
Course Type	New Entrant - 50-30-20-60
Course Sector	RMG and Textile
Code	SMO-O_T3
Course Alias Name	Production Management
Total Target Batch	60

Figure: - Course Over View

Course Configuration

- ✓ User can view Course Configuration info.
- ✓ User can edit Course Configuration info.
- ✓ **Running Course info cannot be editable.**
- ✓ **Needs approval for any changes.**



About Sewing Machine Operation - Woven (Outsourced)

Entity: Bangladesh Knitwear Manufacturers and Exporters Association [BKMEA]

Course Type: New Entrant - 50-30-20-60

Course Code: SMO-O_T3

OverView Course Configuration Course Term Course Bill Course Chapter Unit of Competency

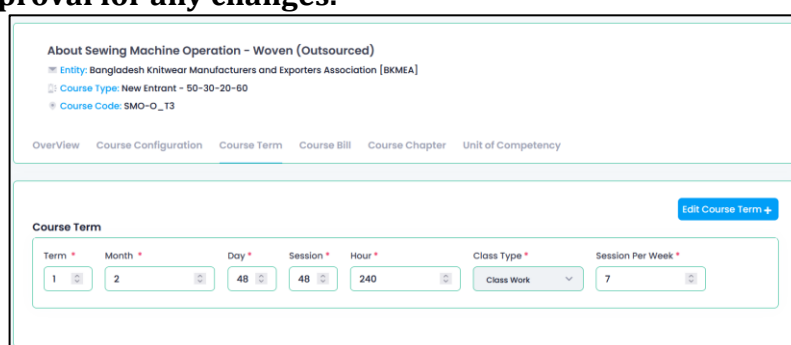
Edit Course Configuration +

Employment Bill Claim %	
Enrollment Grace (day)	
Replacement %	
Employment Bill Claim %	
Assessment Applicable?	No
Certification Applicable	No

Figure: - Course Configuration

Course Term

- ✓ User can view Course Term info.
- ✓ User can edit Course Term info.
- ✓ **Running Course info cannot be editable.**
- ✓ **Needs approval for any changes.**



About Sewing Machine Operation - Woven (Outsourced)

Entity: Bangladesh Knitwear Manufacturers and Exporters Association [BKMEA]

Course Type: New Entrant - 50-30-20-60

Course Code: SMO-O_T3

OverView Course Configuration Course Term Course Bill Course Chapter Unit of Competency

Edit Course Term +

Course Term

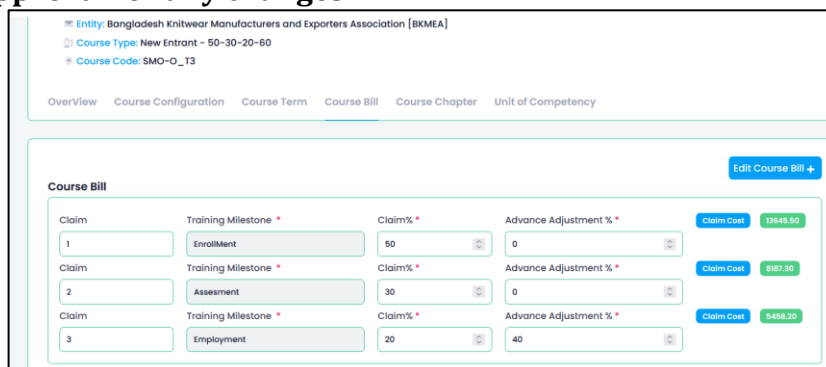
Term *	Month *	Day *	Session *	Hour *	Class Type *	Session Per Week *
1	2	48	48	240	Class Work	7

Figure: - Course Term

Course Bill

- ✓ User can view Course Bill info.

- ✓ User can edit Course Bill info.
- ✓ **Running Course info cannot be editable.**
- ✓ **Needs approval for any changes.**



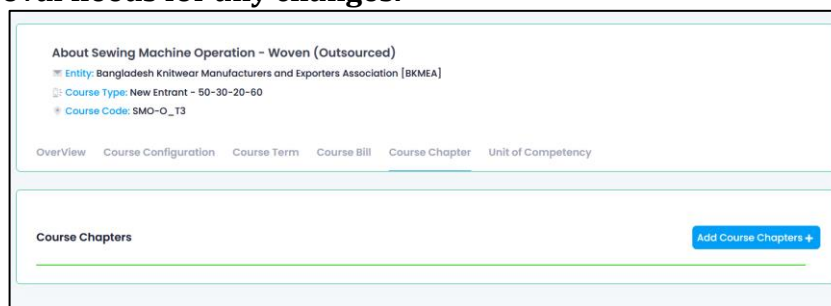
The screenshot shows the 'Course Bill' tab in the system. It displays a table with three rows of bill information. Each row includes a 'Claim' number, a 'Training Milestone', a 'Claim%' value, an 'Advance Adjustment %' value, and a 'Claim Cost'.

Claim	Training Milestone	Claim%	Advance Adjustment %	Claim Cost
1	Enrollment	50	0	19445.50
2	Assessment	30	0	8987.30
3	Employment	20	40	5458.20

Figure: - Course Bill

Course Chapter

- ✓ User can add Course Chapter info.
- ✓ User can view Course Chapter info.
- ✓ **User can edit Course Chapter info.**
- ✓ **No approval needs for any changes.**



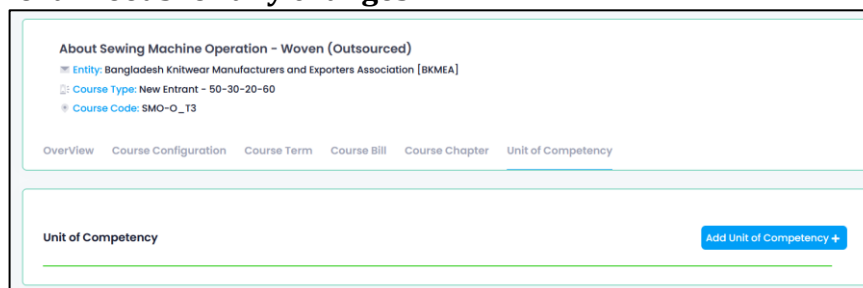
The screenshot shows the 'Course Chapter' tab in the system. It displays a table with one row of chapter information. The table includes a 'Course Chapter' name and a 'Claim Cost'.

Course Chapter	Claim Cost
About Sewing Machine Operation - Woven (Outsourced)	19445.50

Figure: - Course Chapter

Unit of Competency

- ✓ User can add Course Unit of Competency info.
- ✓ User can view Unit of Competency info.
- ✓ **User can edit Unit of Competency info**
- ✓ **No approval needs for any changes.**



The screenshot shows the 'Unit of Competency' tab in the system. It displays a table with one row of unit of competency information. The table includes a 'Unit of Competency' name and a 'Claim Cost'.

Unit of Competency	Claim Cost
About Sewing Machine Operation - Woven (Outsourced)	19445.50

Figure: - Unit of Competency

Search Course

Sitemap

V2: Menu: Course & Batch>> Course Info>>Search

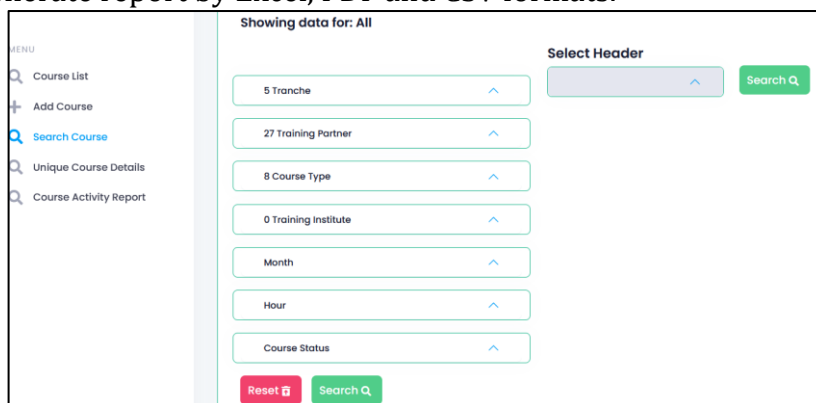
Site URL: https://domain_name/courseInfos/advanceSearch?m

V3: Menu: Course >> Search Course

Site URL: https://domain_name/course/searchCourse

User can generate a dynamic course search report by filtering multiple search criteria and can export the reports in different formats.

1. Search by different combination of data.
2. Showing data for search criteria will be shown in the header and display data in a tubular format.
3. System allow users to select multiple Header want to display in the table column header.
4. Selected Headers are displayed in the table column header.
5. Header name is changeable.
6. As soon as change the header name will show in the search result table column header.
7. Export generate report by Excel, PDF and CSV formats.



The screenshot shows a web interface for searching courses. On the left is a menu with options: Course List, Add Course, Search Course (highlighted), Unique Course Details, and Course Activity Report. The main area is titled 'Showing data for: All'. It contains several filter dropdowns: '5 Tranche', '27 Training Partner', '8 Course Type', '0 Training Institute', 'Month', 'Hour', and 'Course Status'. To the right of these filters is a 'Select Header' dropdown and a 'Search Q' button. At the bottom of the filter section are 'Reset' and 'Search Q' buttons.

Figure: - Search Course

Unique Course Details

Sitemap

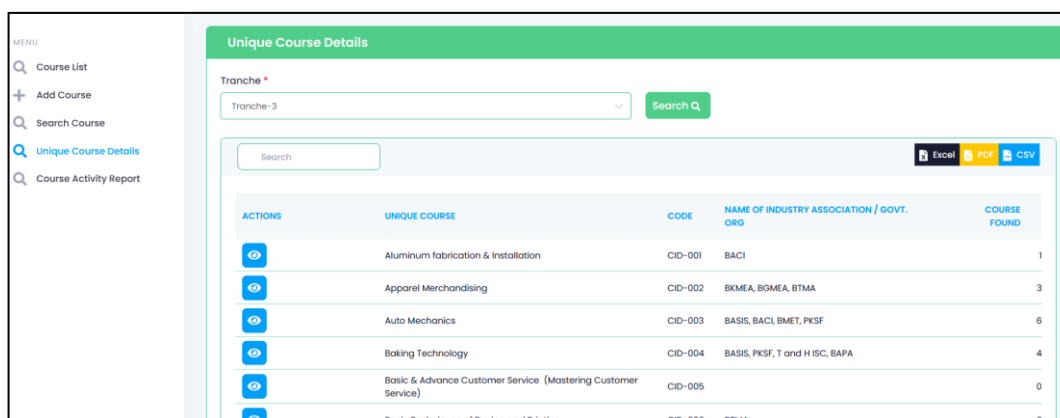
V2: Menu: Course & Batch>> Unique Course Details

Site URL: https://domain_name/courseInfos/uniqueCourses

V3: Menu: Course >> Unique Course Details

Site URL: https://domain_name/course/uniqueCourse

User can view the Unique Course list, which Courses are engaged with multiple associations.



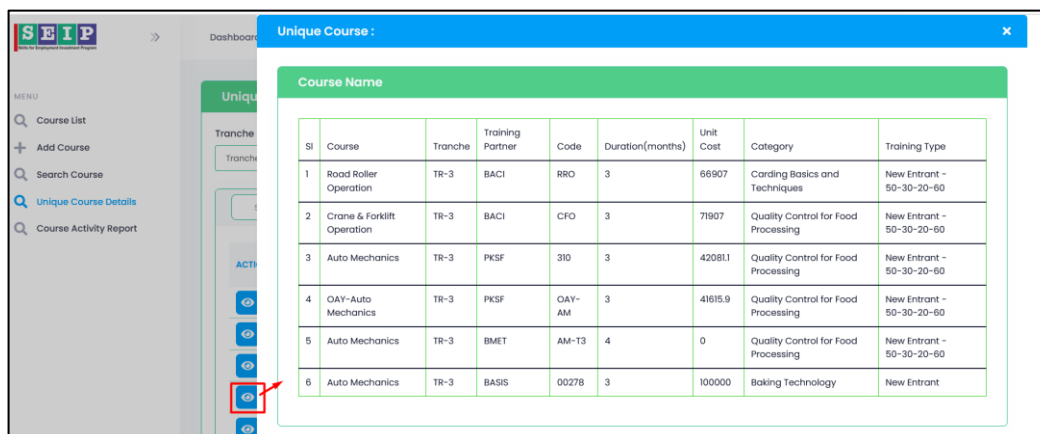
The screenshot shows the 'Unique Course Details' page. It has a green header bar. Below the header, there's a 'Tranche*' dropdown set to 'Tranche-3' and a 'Search Q' button. A search bar is also present. At the top right of the table area are buttons for 'Excel', 'PDF', and 'CSV'. The table has five columns: 'ACTIONS', 'UNIQUE COURSE', 'CODE', 'NAME OF INDUSTRY ASSOCIATION / GOVT. ORG', and 'COURSE FOUND'. The table lists six courses with their respective details.

ACTIONS	UNIQUE COURSE	CODE	NAME OF INDUSTRY ASSOCIATION / GOVT. ORG	COURSE FOUND
	Aluminum fabrication & Installation	CID-001	BACI	1
	Apparel Merchandising	CID-002	BKMEA, BGMEA, BTMA	3
	Auto Mechanics	CID-003	BASIS, BACI, BMET, PKSF	6
	Baking Technology	CID-004	BASIS, PKSF, T and H ISC, BAPA	4
	Basic & Advance Customer Service (Mastering Customer Service)	CID-005		0
	Basic Techniques of Dyeing and Printing	CID-006	BTMA	3

Figure: -Unique Course Details List

View Unique Course

User can view Tranche wise Unique Course Details Report where have unique course, code, name of industry association/ govt. Org, course found informations. User can view Course Details informations.



Sl	Course	Tranche	Training Partner	Code	Duration(months)	Unit Cost	Category	Training Type
1	Road Roller Operation	TR-3	BACI	RRO	3	66907	Carding Basics and Techniques	New Entrant - 50-30-20-60
2	Crane & Forklift Operation	TR-3	BACI	CFO	3	71907	Quality Control for Food Processing	New Entrant - 50-30-20-60
3	Auto Mechanics	TR-3	PKSF	310	3	42081.1	Quality Control for Food Processing	New Entrant - 50-30-20-60
4	OAY-Auto Mechanics	TR-3	PKSF	OAY-AM	3	41615.9	Quality Control for Food Processing	New Entrant - 50-30-20-60
5	Auto Mechanics	TR-3	BMET	AM-T3	4	0	Quality Control for Food Processing	New Entrant - 50-30-20-60
6	Auto Mechanics	TR-3	BASIS	00278	3	100000	Baking Technology	New Entrant

Figure: - Unique Course List

Course Activity Report

Sitemap

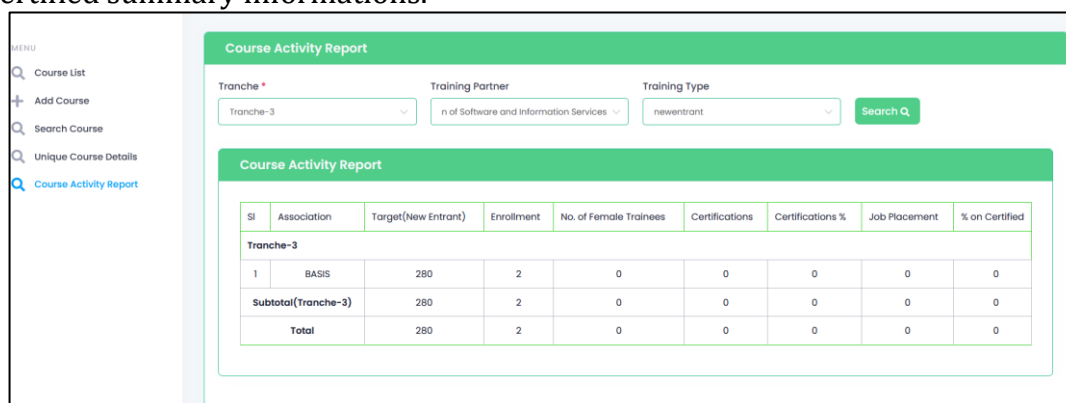
V2: Menu: Course & Batch>> Course Activity Report

Site URL: https://domain_name/Reports/newEntrantActivityReport?m
 & https://domain_name/Reports/upskillActivityReport?m

V3: Menu: Course >> Course Activity Report

Site URL: https://domain_name/course/activityReport

User can view Course Activity Report where have Tranche wise Association, Target (New Entrant), Enrollment, No. of Female Trainees, Certifications, Certifications %, Job Placement, % on Certified summary informations.



Sl	Association	Target(New Entrant)	Enrollment	No. of Female Trainees	Certifications	Certifications %	Job Placement	% on Certified
Tranche-3								
1	BASIS	280	2	0	0	0	0	0
Subtotal(Tranche-3)		280	2	0	0	0	0	0
Total		280	2	0	0	0	0	0

Figure: - Course Activity Report

Course approve

For creating new Course or updates, any Courses information user needs approval for the changes. Without approval, the changes are not effective.

Training

Training Module allow user to add Trainers and Assessor to conduct training programs or assess trainees.

Training module has the below sub-modules:

- Trainers
 - Add Trainer
 - Trainer List
 - Trainer Tracking
 - Trainer Search
- Assessor
 - Add Assessor
 - Assessor List
 - Assessor Tracking

Trainers

- ✓ Trainers are the persons who takes classes of training programs.
- ✓ A trainer can take multiple course in different batches.
- ✓ Needs approval for any changes.
- ✓ Without approval, the added Trainers will not be mapped with any course.

Add Trainer

Sitemap

V2: Menu: Training >>Trainers>> Add Trainer

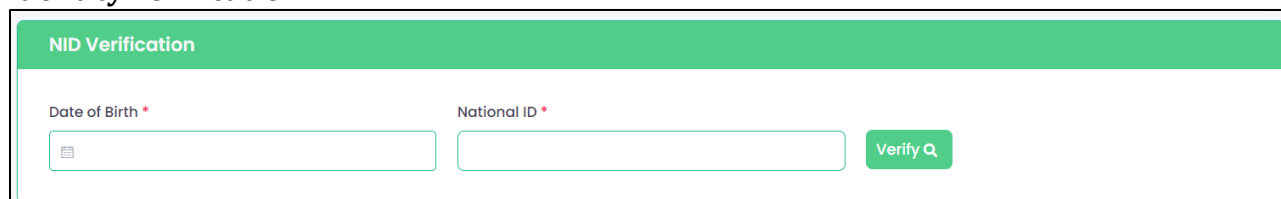
Site URL: https://domain_name/trainerInfos/add

V3: Menu: Training >> Trainer>> Add Trainer

Site URL: https://domain_name/trainer/add-trainer

- ✓ **NID is not updatable and must be unique which are verified by NID server.**
- ✓ **One NID number cannot be used by multiple Trainers.**
- ✓ **The Trainers who are below 21, can provide Birth Certificate Number.**

Identity verification



The form is titled "NID Verification" and has a green header. It contains two input fields: "Date of Birth *" and "National ID *". The "Date of Birth" field has a calendar icon on the left. The "National ID" field has a "Verify Q" button to its right. Both fields are empty.

Figure: - Trainer Identity verification

Add Trainer Information

- ✓ **Email address and mobile number of the Trainer will be unique.**
- ✓ **Email address will be used as username to login.**

Trainer Information

Trainer Image *


Name *

Passport

Father's Name *

Mother's Name *

Birth Registration Number

Gender *

Select gender ▼

Email *

Driving License

Religion *

Select Religion ▼

Mobile *

Present Address

Present District *

Select Present District ▼

Permanent Address

Permanent District

Select Permanent District ▼

Figure: - Trainer Information

Add Trainer Educational Information

✓ Enter Trainer Educational Information.

Educational Information

Sl	Institute Name	Level of Education	Subject	Passing Year	Actions
1		Select Level of Education ▼		Select Year ▼	+

Figure: - Trainer Educational Information

Add Trainer Professional Information

✓ Enter Trainer Professional Information.

Professional Information

Sl	Designation	Organization	Address	Experience From	Experience To	Actions
1				Select Year ▼	Select Year ▼	+

Figure: - Trainer Professional Information

Add Trainer Certificate Information

✓ Enter Trainer Certificate Information.

Certificate Information

Sl	Certificate Name	Organization Name	Year	Actions
1			Select Year ▼	+

Figure: - Trainer Certificate Information

Add Trainer Specification Information

✓ Enter Trainer Specification Information.

Trainer Specification

BTEB Certification

☐ Is BTEB Registered?

Skill Level

Occupation

Pedagogy Level Achieved

Which Pedagogy Part Completed?

NSDA Certification

☐ Is the Trainer NSDA Certified?

Skill Level

Occupation

Pedagogy Level Achieved

Which Pedagogy Part Completed?

Other Information

☐ Is guest trainer?

☐ Is the Trainer included in SEIP Master Trainer Pool?

Area of Expertise *

Figure: - Trainer Specification Information

Add Trainers Account Information

✓ Enter Trainer Account Information.

Add User Account

Email

Password

System will generate a password and send to your email.

Figure: - Trainer Account Information

Add Training Partner & Institute Information

✓ Enter Trainer Training Partner & Institute Information.

Training Partner & Institute

Tranche *

Training Partner *

Training Institute *

Course *

Select Tranche

Select Partner

Select Training Institute

Select Course

Submit →

Figure: - Trainer Partner & Institute Information

Approve Trainer

For adding new Trainer or updates, any Trainer information user needs approval for the changes. Without approval, the changes are not effective. SEIP or Training Partner user will approve the Trainer.

Trainer List

Sitemap

V2: Menu: Trainers>> Show Trainers

Site URL: https://domain_name/trainerInfos/index

V3: Menu: Training >> Trainers >> Trainer List

Site URL: https://domain_name/trainer/trainer-list

User can view trainer actions, photo, name, gender, phone number, email address, status and years' experience information.

- ✓ User can perform View Trainer Details/Edit Trainer info/Delete Trainer actions from the list.
- ✓ **Approval is required for Editing Trainer info.**
- ✓ **Running Trainer cannot be deleted.**

MENU	ACTIONS	PHOTO	TRAINER NAME	GENDER	PHONE	EMAIL	STATUS	YEARS OF EXP
	    		Tawhidur Rahman Rafid	Male	01682832598	rafid@pencilbox.edu.bd	Active	
	    		MD. AKHTERUZZAMAN MOON	Male	01521217040	moon@pencilbox.edu.bd	Active	
	    		Makmoon Saha	Female	01764043627	saha.makmoon@gmail.com	Active	
	    		Suman Chatterjee	Male	01571742936	sumankch01@gmail.com	Active	

Figure: - Trainer List

MENU	ACTIONS	PHOTO	TRAINER NAME	GENDER	PHONE	EMAIL	STATUS	YEARS OF EXP
	  		Md. Altaf Hosen	Male	01745519935	altaf.hossain92@gmail.com	Active	
	  		Md. A. Manan Rana	Male	01682780258	a.mannan@gmail.com	Active	
	  		Rana Ahmed	Male	01742140276	rana.ahmed@gmail.com	Active	
	  		MD. Babul Hossen	Male	01778876440	babul.hossen@gmail.com	Active	

Figure: - Trainer List

Trainer details

User can view **Trainer** details by clicking on the view icon from the **Trainer** list. Selected Trainer details information has been displayed where have **Trainer** name, photo, mobile, email and address information.

	Al-Mamun Email: ewualmamun@gmail.com mobile: 01725518206 Present Address:
---	---

Figure: - Trainer details

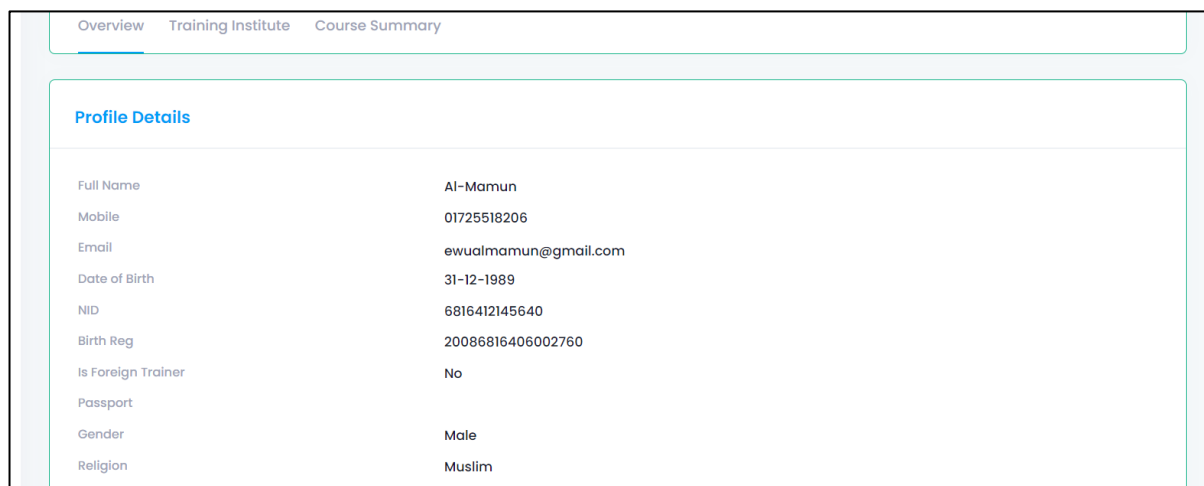
User can perform different activities on a **Trainer** details pages are:

1. Overview

2. Training Institute
3. Course Summary

Overview

- ✓ User can view Trainer profile details.



The screenshot shows a web interface with three tabs: Overview, Training Institute, and Course Summary. The 'Overview' tab is active, displaying 'Profile Details' for a trainer named Al-Mamun. The details include:

Full Name	Al-Mamun
Mobile	01725518206
Email	ewuamamun@gmail.com
Date of Birth	31-12-1989
NID	6816412145640
Birth Reg	20086816406002760
Is Foreign Trainer	No
Passport	
Gender	Male
Religion	Muslim

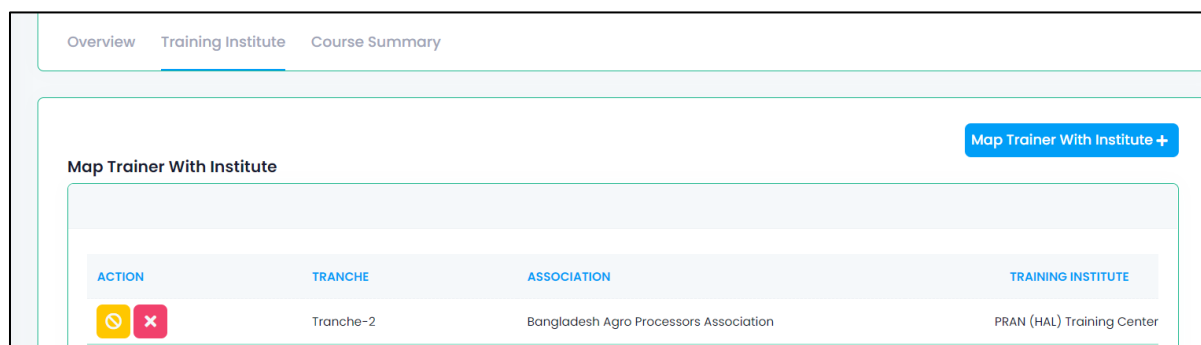
Figure: - Trainer profile details

Training Institute

- ✓ Map Trainer with Institute.
- ✓ View mapped Trainer list.
- ✓ Perform Suspend/Inactive/Active action from the Trainer list.
- ✓ Suspend/Inactive Trainer cannot be mapped with Institute.

Note:

- ✓ **Approval is required for Mapping Trainer with Institute.**
- ✓ **No Approval is required for performing any action from the Trainer list.**



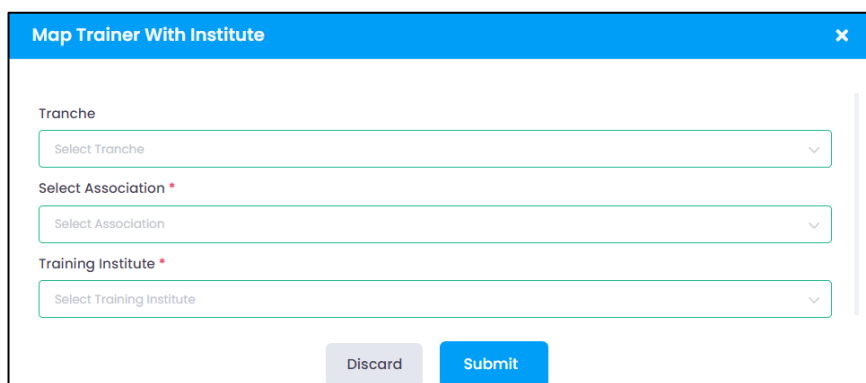
The screenshot shows a web interface with three tabs: Overview, Training Institute, and Course Summary. The 'Training Institute' tab is active, displaying a table titled 'Map Trainer With Institute'. A button 'Map Trainer With Institute +' is visible in the top right corner of the table area.

ACTION	TRANCHE	ASSOCIATION	TRAINING INSTITUTE
 	Tranche-2	Bangladesh Agro Processors Association	PRAN (HAL) Training Center

Figure: - Mapped Trainer with institute list

Mapped Trainer with institute

- ✓ For Map Trainer with institute select Association & Training Institute.
- ✓ Trainer will be mapped with the institute but not be effective.
- ✓ After approval from the admin then Trainer will be effective.



Map Trainer With Institute

Tranche
Select Tranche

Select Association *

Select Association

Training Institute *

Select Training Institute

Discard Submit

Approve Mapped Trainer with institute

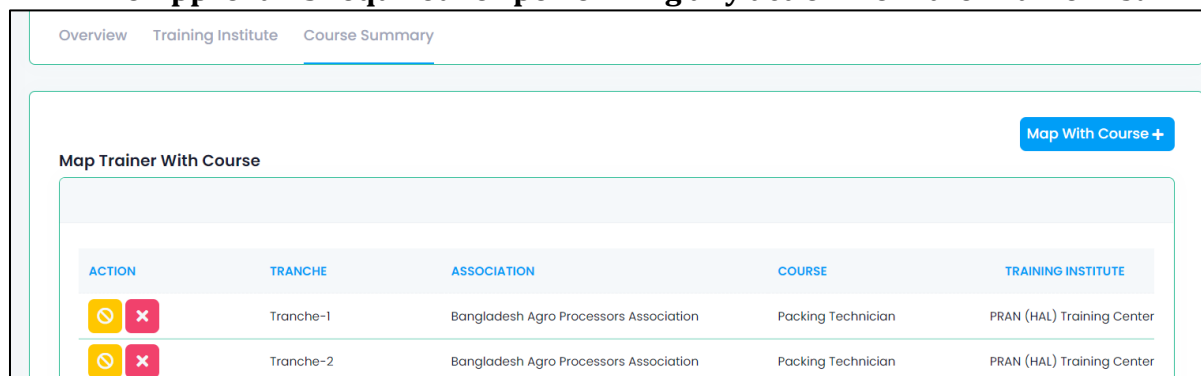
For mapping, Trainer with Institutes needs approval. Without approval, mapping Trainer with Institutes would not be effective.

Course Summary

- ✓ Map Trainer with Course.
- ✓ View mapped Trainer with Course list.
- ✓ Perform Suspend/Inactive/Active action from the Trainer list.
- ✓ Suspend/Inactive Trainer cannot be mapped with Course.
- ✓

Note:

- ✓ **Approval is required for Mapping Trainer with Institute.**
- ✓ **No Approval is required for performing any action from the Trainer list.**



Overview Training Institute Course Summary

Map Trainer With Course

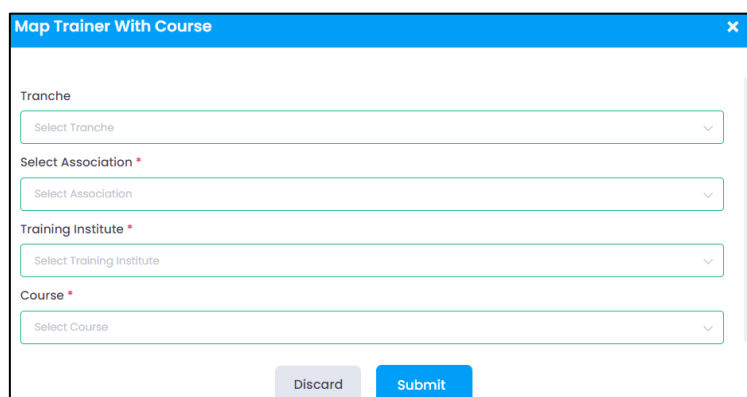
Map With Course +

ACTION	TRANCHE	ASSOCIATION	COURSE	TRAINING INSTITUTE
 	Tranche-1	Bangladesh Agro Processors Association	Packing Technician	PRAN (HAL) Training Center
 	Tranche-2	Bangladesh Agro Processors Association	Packing Technician	PRAN (HAL) Training Center

Figure: - Mapped Trainer with course list

Mapped Trainer with Course

- ✓ For Map Trainer with Course select Association, Training Institute & Course.
- ✓ Course will be mapped with the institute but not be effective.
- ✓ After approval from the admin then Course will be effective.



Map Trainer With Course

Tranche
Select Tranche

Select Association *

Select Association

Training Institute *

Select Training Institute

Course *

Select Course

Discard Submit

Approve Map Trainer with Courses

For mapping, Trainer with Courses needs approval. Without approval, mapping Trainer with Courses would not be effective.

Trainer Tracking

User can see the detailed information of that Trainer from all Trainers of TMS by searching with certain information. User can view Trainer Profile Details, Education Details, Professional Details and Batch Details. System allow users for Tracking Trainers in different ways are:

Search by Trainer Number

- ✓ View TMS Trainer details by searching Trainer registration Number.

Search by NID

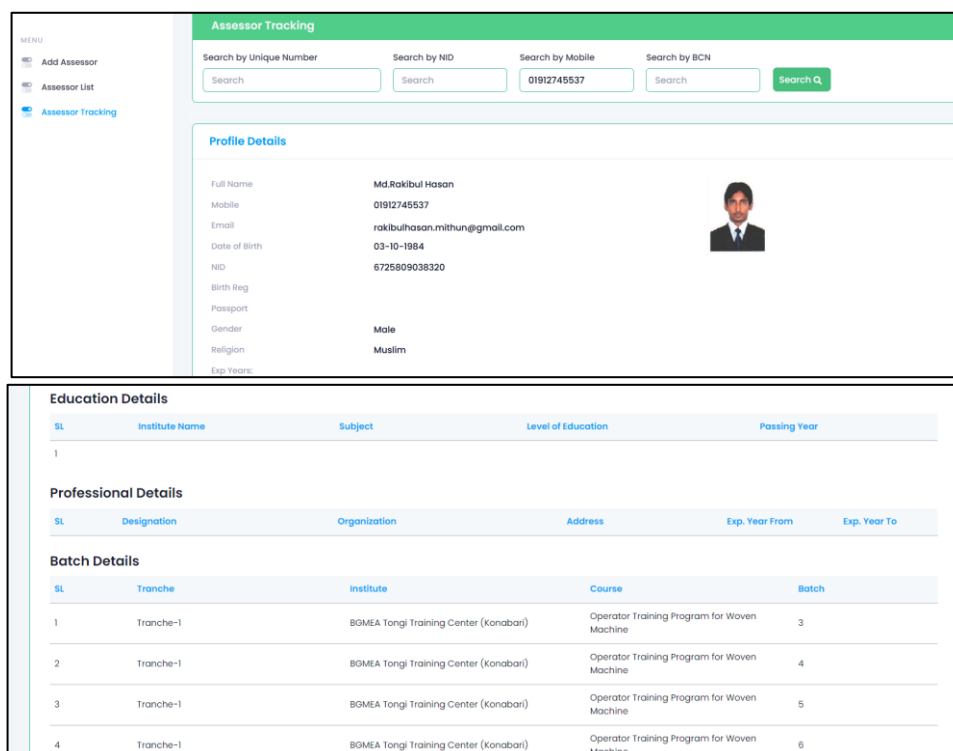
- ✓ View TMS Trainer details by searching NID Number.

Search by Mobile

- ✓ View TMS Trainer details by searching Trainer Mobile Number.

Search by Birth Certificate Number (BCN)

- ✓ View TMS Trainer details by searching Trainer BCN Number.



Assessor Tracking

Search by Unique Number Search by NID Search by Mobile Search by BCN

Search Search 01912745537 Search Search Q

Profile Details

Full Name	Md.Rakibul Hasan	
Mobile	01912745537	
Email	rakibulhasan.mithun@gmail.com	
Date of Birth	03-10-1984	
NID	6725809038320	
Birth Reg		
Passport		
Gender	Male	
Religion	Muslim	
Exp. Year		

Education Details

SL	Institute Name	Subject	Level of Education	Passing Year
1				

Professional Details

SL	Designation	Organization	Address	Exp. Year From	Exp. Year To

Batch Details

SL	Tranche	Institute	Course	Batch
1	Tranche-1	BGMEA Tongi Training Center (Konabari)	Operator Training Program for Woven Machine	3
2	Tranche-1	BGMEA Tongi Training Center (Konabari)	Operator Training Program for Woven Machine	4
3	Tranche-1	BGMEA Tongi Training Center (Konabari)	Operator Training Program for Woven Machine	5
4	Tranche-1	BGMEA Tongi Training Center (Konabari)	Operator Training Program for Woven Machine	6

Figure: - View Trainer detailed information by Tracking

Trainer Search

Sitemap

V2: Menu: Trainers >> Search

Site URL: https://domain_name/trainer/trainer-report

V3: Menu: Training >> Trainers >> Trainer Search

Site URL: https://domain_name/trainerInfos/advanceSearch?m

A dynamic Trainer search report will be generated by filtering multiple search criteria and can export different formats. Search criteria are:

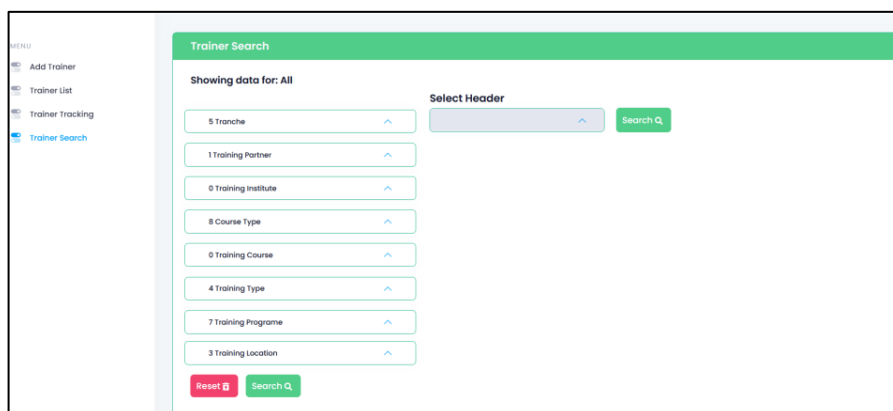


Figure: - Trainer Search

Steps to generate dynamic search report

1. Search by different combination of data.
2. Showing data for search criteria will be shown in the header and display data in a tubular format.
3. System allow users to select multiple Header want to display in the table column header.
4. Selected Headers are displayed in the table column header.
5. Header name is changeable.
6. As soon, as change the header name will show in the search result table column header.
7. Export generate report by Excel, PDF and CSV formats.

Assessor

- ✓ Assessor are the persons who assess or evaluates a trainee in training programs.
- ✓ An Assessor can assess multiple course in different batches.
- ✓ Needs approval for any changes.
- ✓ Without approval, the added Assessor won't be mapped with any course.

Add Assessor

Sitemap

V2: Menu: Assessors >> Add Assessor

Site URL: https://domain_name/AssessorInfos/add

V3: Menu: Training >>Trainers>> Trainer Search

Site URL: https://domain_name/trainerInfos/advanceSearch?m

Identity verification

- ✓ Identity verification is not a mandatory field for the Assessor registration, can skip if want.
- ✓ NID is not updatable and must be unique which verifies from NID server. Multiple Assessor cannot use one NID number. The Assessor, who are below 21, can provide Birth Certificate Number.

NID Verification

Date of Birth *

National ID

Verify Q

Skip NID >>

Figure: - Identity verification

Assessor Information

- ✓ Email address and mobile must be unique and is not updatable.
- ✓ Email address will be used as username to login.

Assessor Information

Assessor Image *

Name *

Email *

Father's Name *

Mother's Name *

Passport

Driving License

Mobile *

Birth Registration Number

Gender *

Select gender

Religion *

Select Religion

Present Address

Present District *

Select Present District

Permanent Address

Permanent District *

Select Permanent District

Figure: - Assessor Information

Educational Information

Educational Information

Sl	Institute Name	Level of Education	Subject	Passing Year	Actions
1		Select Level of Education		Select Year	+

Figure: - Educational Information

Professional Information

Professional Information

Sl	Designation	Organization	Address	Experience From	Experience To	Actions
1				Select Year	Select Year	+

Figure: - Professional Information

Certificate Information

Add Certificates

Sl	Certificate Name	Organization Name	Year	Action
1			Select Year	+

Figure: - Certificate Information

Assessor Specification Information

Assessor Specification

BTEB Certification

☐ Is BTEB Registered?

BTEB Registration Number

Skill Level

Occupation

Pedagogy Level Achieved *

Which Pedagogy Part Completed? *

Select Pedagogy Part

NSDA Certification

☐ Is the Trainer NSDA Certified?

NSDA Registration Number

Skill Level

Occupation

Pedagogy Level Achieved

Which Pedagogy Part Completed?

Select Pedagogy Part

Other Information

Area of Expertise *

Figure: - Assessor Specification Information

Assessors Account Information

Add User Account

Email *

Password

System will generate a password and send to your email.

Figure: - Assessors Account Information

Training Partner & Institute Information

Training Partner & Institute

Tranche *

Select Tranche

Training Partner *

Select Partner

Training Institute *

Select Training Institute

Course *

Select Course

Submit →

Figure: - Training Partner & Institute Information

Approve Assessor

For adding new Assessor or updates, any Assessor information user needs approval for the changes. Without approval, the changes are not effective. SEIP or Training Partner user will approve the Assessor.

Assessor List

User can view assessor list where have actions, photo, name, unique number, gender, phone, email, status and year of experience information.

- ✓ User can perform View Assessor Details/Edit Assessor info/Suspend Assessor /Active Assessor/ Deactivate Assessor actions from the list.

Menu

Add Assessor

Assessor List

Assessor Tracking

Tranche-3

[BKMEA] - Banglades...

Graphics Textiles Limited

Select status

Search

Q

Search

Excel

PDF

ACTIONS	PHOTO	ASSESSOR NAME	UNIQUE NUMBER	GENDER	PHONE	EMAIL	STATUS
		NAZMUL HASAN	1578	Male	01822248838	nazmul.hasan@yahoo.com	Active
		Tarin Akter	1668	Female	01919920422	tarinakterlima22@gmail.com	Reject
		Salma Khatun	159	Female	01712127000	salmakhatun78@yahoo.com	Active
		Md. FOAAIZ AHMED	1335	Male	01914121429	foaizahmed@yahoo.com	Active

Figure: - Assessor List

View assessor Details

User can view assessor details by clicking on the view  icon from the assessor list. Selected assessor details information has been displayed where have assessor name, photo, mobile, email and address information.

	Syed Tanvir Ahmed Email: bonny@pencilbox.edu.bd mobile: 01552493454 Present Address:
---	--

Figure: - Assessor Details

User can perform different activities on an **assessor** details pages are:

1. Overview
2. Training Institute
3. Course Summary

Overview

- ✓ User can view Assessor profile details.

Assign Trainer as Assessor or Assessor as Trainer

System allow user to Assign Trainer as Assessor or Assessor as Trainer.



Md. Atiqul Islam Apu
 Email: apuhrd@babylon-bd.com
 mobile: 01719463252
 Present Address:

[Overview](#)
[Training Institute](#)
[Course Summary](#)

Profile Details

Full Name	Md. Atiqul Islam Apu
Mobile	01719463252
Email	apuhrd@babylon-bd.com
Date of Birth	22-01-1990
NID	19908524906000082
Birth Reg	
Is Foreign Assessor	No
Passport	
Gender	Male
Religion	Muslim
Exp Years:	
Level of Education:	
Is Guest Assessor:	No
Area of Expertise:	Sewing Machine Operation & Maintenance, Lean Manufacturing in RMG, Supervisor Skill Development Training, S4MI, Directing Technical Training Institute.
List of Certificates:	
Is BTEB Registered:	No

Figure: - Assessor profile details

Training Institute

- ✓ Map Assessor with Institute.
- ✓ View mapped Assessor list.
- ✓ Perform Suspend/Inactive/Active action from the Assessor list.
- ✓ Suspend/Inactive Assessor cannot be mapped with Institute.

Note:

- ✓ **Approval is required for Mapping Assessor with Institute.**
- ✓ **No Approval is required for performing any action from the Assessor list.**

[Overview](#)
[Training Institute](#)
[Course Summary](#)

[Map Assessor With Institute +](#)

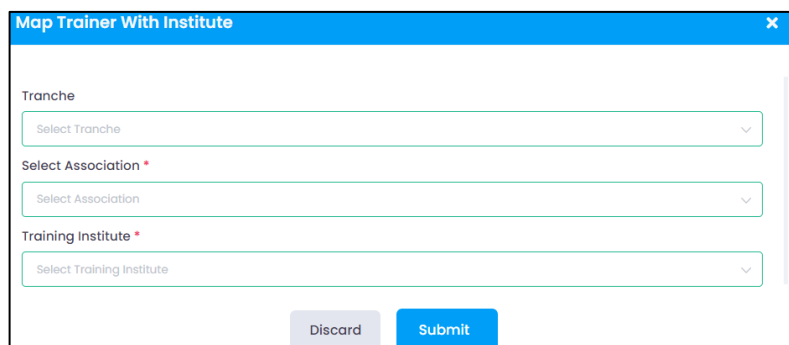
Map Assessor With Institute

ACTION	TRANCHE	ASSOCIATION	TRAINING INSTITUTE
 	Tranche-3	Bangladesh Knitwear Manufacturers and Exporters Association	Bea-Con Knitwear Ltd (Fac-02)

Figure: - Mapped assessor with institute list

Mapped Assessor with institute

- ✓ For Map Assessor with institute select Association & Training Institute.
- ✓ Trainer will be mapped with the institute but not be effective.
- ✓ After approval from the admin then Trainer will be effective.



Map Trainer With Institute

Tranche
Select Tranche

Select Association *

Select Association

Training Institute *

Select Training Institute

Discard Submit

Approve Map Assessor with Institutes

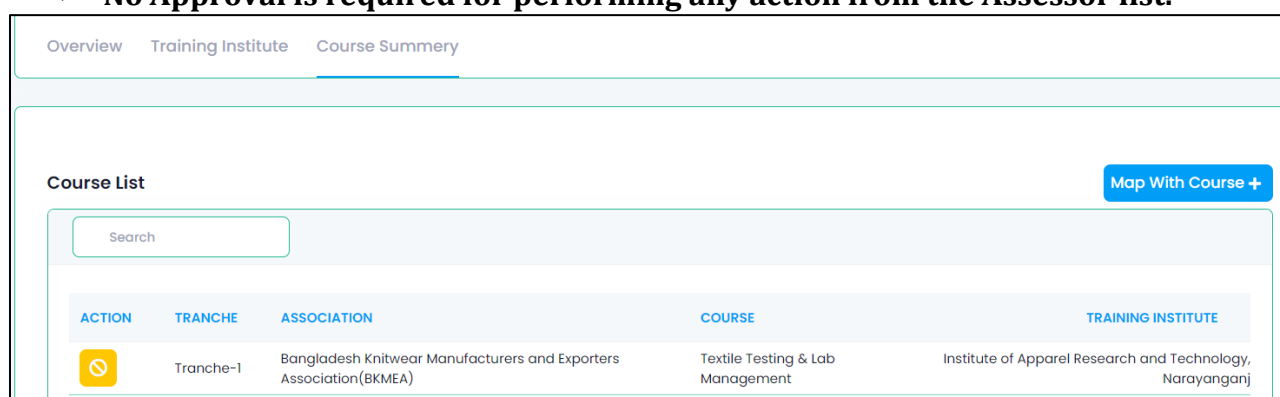
After mapping, an Assessor with Institutes needs approval. Without approval, mapping Assessor with Institutes would not be effective. SEIP or Training Partner user will approve the Assessor.

Course Summary

- ✓ Map Assessor with Course.
- ✓ View mapped Assessor with Course list.
- ✓ Perform Suspend/Inactive/Active action from the Assessor list.
- ✓ Suspend/Inactive Assessor cannot be mapped with Course.
- ✓

Note:

- ✓ **Approval is required for Mapping Assessor with Institute.**
- ✓ **No Approval is required for performing any action from the Assessor list.**



Overview Training Institute Course Summary

Course List

Map With Course +

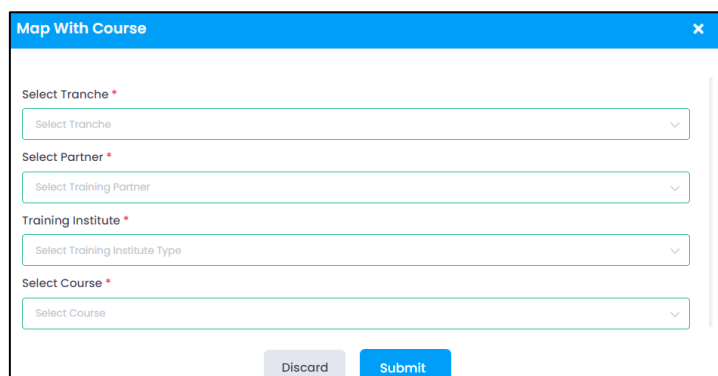
Search

ACTION	TRANCHE	ASSOCIATION	COURSE	TRAINING INSTITUTE
	Tranche-1	Bangladesh Knitwear Manufacturers and Exporters Association(BKMEA)	Textile Testing & Lab Management	Institute of Apparel Research and Technology, Narayanganj

Figure: - Mapped assessor with course list

Approve Map Assessor with Courses

- ✓ After mapping, an Assessor with Courses needs approval.
- ✓ Without approval, mapping Assessor with Institutes would not be effective.
- ✓ SEIP or Training Partner user will approve the Assessor.



Map With Course

Select Tranche *

Select Partner *

Select Training Partner

Training Institute *

Select Training Institute Type

Select Course *

Select Course

Discard Submit

Assessor Tracking

User can see the detailed information of that Assessor from all Assessors of TMS by searching with certain information. In these cases, Assessors are mapped or not in the training institute as factor. System allow users for Tracking Assessors in different ways are:

Search by Assessor Number

- ✓ View TMS Assessor details by searching Assessor registration Number.

Search by NID

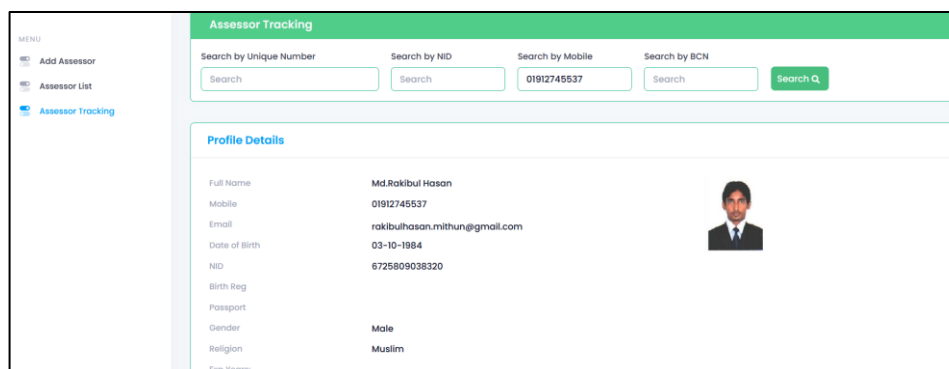
- ✓ View TMS Assessor details by searching NID Number.

Search by Mobile

- ✓ View TMS Assessor details by searching Assessor Mobile Number.

Search by Birth Certificate Number (BCN)

- ✓ View TMS Assessor details by searching Assessor BCN Number.



Assessor Tracking

Search by Unique Number Search by NID Search by Mobile Search by BCN

Search Search 01912745537 Search Search Q

Profile Details

Full Name	Md.Rakibul Hasan
Mobile	01912745537
Email	rakibulhasan.mithun@gmail.com
Date of Birth	03-10-1984
NID	6725809038320
Birth Reg	
Passport	
Gender	Male
Religion	Muslim
Exp. Years	

Figure: - View Assessor detailed information by Tracking

7. Configuration

Manage TMS access control setup and access privilege for other users.

1. General Settings

2. Course Settings
3. Training Settings
4. Entities
5. Geo
6. Training Program Settings
7. Entity Organogram
8. Super Admin

TMS dashboard

User can view total Training summery counts on TMS Dashboard. Summery list are clickable and redirects to the corresponding list search page. Although, user can view the Tranche wise **Status of Training Activities** report, where Tranche wise training status information's are displayed.

- User can view Tranche wise Training Progress Report where have Course Wise Training Summary.
- User can view Tranche wise Job Placement and without Job Placement informations.
- Subtotal and Grand Total Job Placement informations.


26

Training Partners


486

Institutes


139

Courses


3116

Trainers


949

Assessors


14

ATTENDANCE PENDING (BATCH COUNT)

Status of Training Activities

Sl	Training Partner	Total Target (As Per Contract)	Enrollment		Certification	Job Placement	
			Total	Female		Total	% on Certified
A. Tranche-1							
1	AEOSIB	7,565	7,328	298	6,164	4,787	77.66
2	BACCO	5,785	5,785	1,964	5,645	3,747	66.38
3	BACI	13,110	13,110	1,075	12,700	9,956	78.39
4	BASIS	23,000	23,000	3,468	22,979	15,013	65.33

2	BIGM	360	153	44	121	0	0
3	BRTC	17,700	8,158	621	1,315	0	0
4	BMET	17,080	7,364	358	1,942	0	0
5	DTE	7,560	4,387	322	2,276	0	0
6	EDC BUTEX	360	127	22	0	0	0
7	EDC BRACU	330	278	54	0	0	0
8	EDC EWU	300	197	45	0	0	0
9	EDC IBA	540	101	13	0	0	0
10	TTTI	1,680	1,080	46	670	0	0
Sub-Total Special Programs(Tranche-3)		46,090	21,846	1,525	6,324	0	0.00
Total Tranche-3 (A+B)		271,040	121,734	38,176	68,601	39,714	57.89
Grand Total (All Tranches)		776,588	620,985	193,134	532,849	376,664	70.69

Batch Module

Training effort starts mainly with batch creation. Batch Module maintain a list of batches for different courses. User creates batch under a course and batch calendar for a batch.

Batch module has the below sub-modules:

- Batch
 - Batch List
 - Add New Batch
 - Running Batch
 - Advanced Search

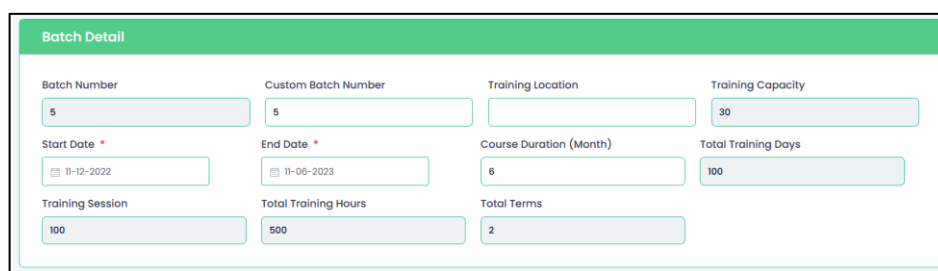
Add New Batch

User can add New Batch for a Training Institute with a course. For creating, a batch must have:

- ✓ **Map course with the Training Institute.**

Batch Detail

- ❖ **Batch Number** - automatically generated from the system.
- ❖ **Custom Batch Number** - add batch providing custom batch number.
- ❖ **Training Location** - conduct training session location.
- ❖ **Training Capacity** - automatically generated from the system.
- ❖ **Start Date** - batch-starting date.
- ❖ **End Date** - batch-ending date.
- ❖ **Course Duration (Month)** - automatically generated from the system but users can edit month.
- ❖ **Total Training Days** - automatically generated from the system.
- ❖ **Training Session** - automatically generated from the system.
- ❖ **Total Training Hours** - automatically generated from the system.
- ❖ **Total Terms** - automatically generated from the system.



The screenshot shows a 'Batch Detail' form with the following fields and values:

Batch Number	Custom Batch Number	Training Location	Training Capacity
5	5		30
Start Date *	End Date *	Course Duration (Month)	Total Training Days
11-12-2022	11-06-2023	6	100
Training Session	Total Training Hours	Total Terms	
100	500	2	

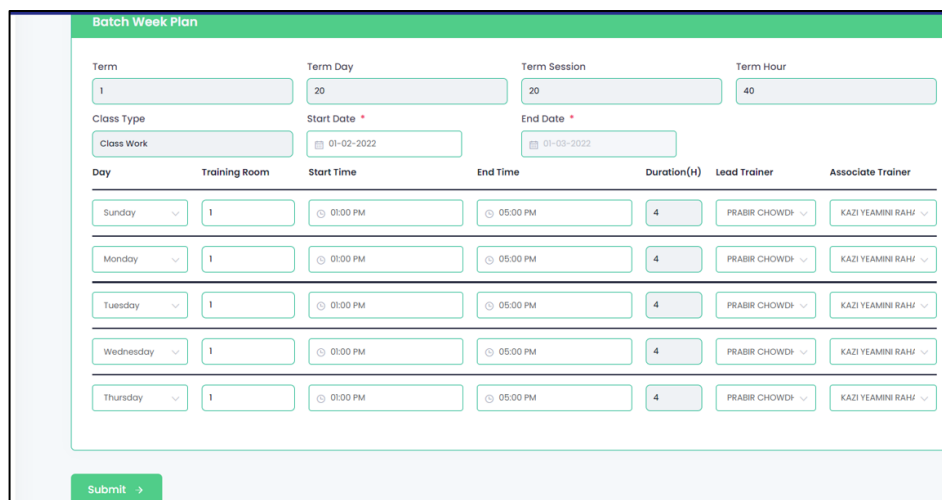
Figure: - Batch Detail

Batch Week Plan

Trainer maintains the attendance of trainee for each batch session. Trainer can schedule the session time and date of a batch in the Batch Week Plan.

- ❖ **Term** - automatically generated from the system.
- ❖ **Term Day** - automatically generated from the system.
- ❖ **Term Session** - automatically generated from the system.

- ❖ **Term Hour** - automatically generated from the system.
- ❖ **Class Type** - automatically generated from the system.
- ❖ **Start Date** - batch week starting date.
- ❖ **End Date** - batch week ending date.
- ❖ **Day** - batch week calendar dates.
- ❖ **Training Room** - conduct training session room.
- ❖ **Start Time** - batch session start time.
- ❖ **End Time** - batch session end time.
- ❖ **Duration (H)** - batch session hours.
- ❖ **Lead Trainer** - lead trainer to conduct training session.
- ❖ **Associate Trainer** - associate trainer to conduct training session.



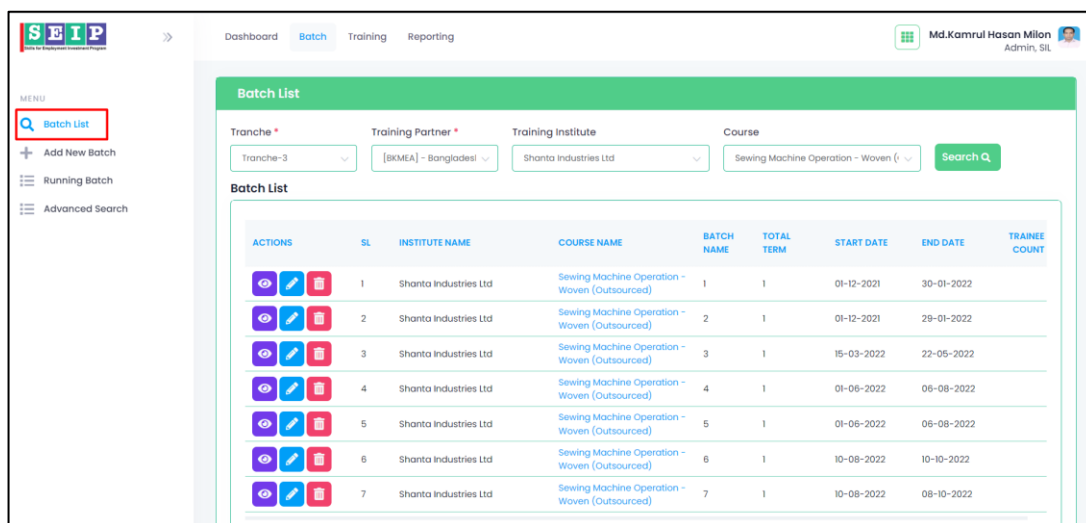
The form is titled "Batch Week Plan". It contains several input fields and a table. The top section has fields for Term (1), Term Day (20), Term Session (20), and Term Hour (40). Below these are Class Type (Class Work), Start Date (01-02-2022), and End Date (01-03-2022). The main part of the form is a table with columns: Day, Training Room, Start Time, End Time, Duration(H), Lead Trainer, and Associate Trainer. The table shows a schedule for Sunday through Thursday, with Training Room 1, Start Time 01:00 PM, End Time 05:00 PM, Duration 4 hours, Lead Trainer PRABIR CHOWDHURY, and Associate Trainer KAZI YEAMINI RAHMAN. A "Submit" button is at the bottom left.

Figure: - Batch Week Plan

- ✓ After creating the Batch are displayed into the Batch list.
- ✓ System allow user to create, edit and view batch details.
- ✓ Batch number automatically generated from the system.
- ✓ Batch number cannot exceeds the predefined number of a course.
- ✓ Batch start date and end date will be provided by user.
- ✓ User can select weekdays from the batch week schedule.
- ✓ Batch total training hour and total weekly training hour should be equal.
- ✓ Weekly schedule training hours cannot be less than total hours/total training days.
- ✓ System allow user to select lead and associate trainer for this batch.
- ✓ One trainer cannot take multiple session in same date and same time.
- ✓ User shall delete a batch before enrollment.

Batch List

User can view Tranche wise Course list where batches are displayed in the Batch List have Batch Actions, SL, Institute Name, Course Name, Batch Name, Total Term, Start Date, End Date and Trainee Count information's.



The screenshot shows the 'Batch List' page in the SEIP system. The top navigation bar includes 'Dashboard', 'Batch', 'Training', and 'Reporting'. The user is logged in as 'Md. Kamrul Hasan Milon, Admin, SL'. The left sidebar has a 'MENU' section with 'Batch List' highlighted. The main content area has filters for 'Tranche' (Tranche-3), 'Training Partner' ([BKMEA] - Bangladesh), 'Training Institute' (Shanta Industries Ltd), and 'Course' (Sewing Machine Operation - Woven). A 'Search' button is present. Below the filters is a table with the following data:

ACTIONS	SL	INSTITUTE NAME	COURSE NAME	BATCH NAME	TOTAL TERM	START DATE	END DATE	TRAINEE COUNT
  	1	Shanta Industries Ltd	Sewing Machine Operation - Woven (Outsourced)	1	1	01-12-2021	30-01-2022	
  	2	Shanta Industries Ltd	Sewing Machine Operation - Woven (Outsourced)	2	1	01-12-2021	28-01-2022	
  	3	Shanta Industries Ltd	Sewing Machine Operation - Woven (Outsourced)	3	1	15-03-2022	22-05-2022	
  	4	Shanta Industries Ltd	Sewing Machine Operation - Woven (Outsourced)	4	1	01-06-2022	06-08-2022	
  	5	Shanta Industries Ltd	Sewing Machine Operation - Woven (Outsourced)	5	1	01-06-2022	06-08-2022	
  	6	Shanta Industries Ltd	Sewing Machine Operation - Woven (Outsourced)	6	1	10-08-2022	10-10-2022	
  	7	Shanta Industries Ltd	Sewing Machine Operation - Woven (Outsourced)	7	1	10-08-2022	08-10-2022	

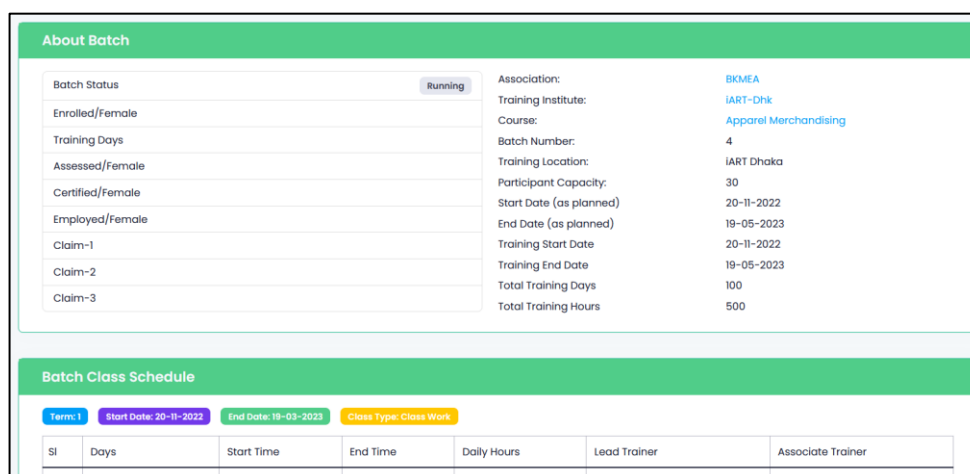
Figure: - Batch List

- ✓ User can perform view batch details/edit batch info/delete batch actions from the batch list.
- ✓ After enrollment or running batch cannot be deleted.

View Batch Details

To view Batch details, click on the View  icon from the Batch list.

- ✓ User can view About Batch and Batch Class Schedule information's with status.



The screenshot shows the 'About Batch' and 'Batch Class Schedule' sections. The 'About Batch' section displays the following information:

Field	Value
Batch Status	Running
Enrolled/Female	
Training Days	
Assessed/Female	
Certified/Female	
Employed/Female	
Claim-1	
Claim-2	
Claim-3	
Association:	BKMEA
Training Institute:	IART-Dhk
Course:	Apparel Merchandising
Batch Number:	4
Training Location:	IART Dhaka
Participant Capacity:	30
Start Date (as planned)	20-11-2022
End Date (as planned)	19-05-2023
Training Start Date	20-11-2022
Training End Date	19-05-2023
Total Training Days	100
Total Training Hours	500

The 'Batch Class Schedule' section displays the following information:

Term	Start Date	End Date	Class Type
Term: 1	20-11-2022	19-05-2023	Class Work

Below the schedule table is a table with the following columns: Sl, Days, Start Time, End Time, Daily Hours, Lead Trainer, and Associate Trainer.

Figure: - Batch Details (Running batch)

About Batch

Batch Status	Running	Association:	BKMEA
Enrolled/Female	33/6	Training Institute:	iART-Dhk
Training Days		Course:	Apparel Merchandising
Assessed/Female	0/0	Batch Number:	3
Certified/Female	0/0	Training Location:	Dhaka
Employed/Female	0/0	Participant Capacity:	30
Claim-1		Start Date (as planned)	15-11-2022
Claim-2		End Date (as planned)	15-05-2023
Claim-3		Training Start Date	15-11-2022
		Training End Date	15-05-2023
		Total Training Days	100
		Total Training Hours	500

Batch Class Schedule

Term: 1 Start Date: 15-11-2022 End Date: 01-03-2023 Class Type: Class Work

Sl	Days	Start Time	End Time	Daily Hours	Lead Trainer	Associate Trainer

Figure: - Batch Details (Running batch with enrollment)

About Batch

Batch Status	Completed	Association:	BKMEA
Enrolled/Female	29/2	Training Institute:	iART-Dhk
Training Days	100/100	Course:	Apparel Merchandising
Assessed/Female	22/2	Batch Number:	1
Certified/Female	22/2	Training Location:	iART Dhaka
Employed/Female	2/0	Participant Capacity:	30
Claim-1	Bill-5:Claim-1	Start Date (as planned)	30-11-2021
Claim-2	Bill-5:Claim-2	End Date (as planned)	09-06-2022
Claim-3		Training Start Date	30-11-2021
		Training End Date	09-06-2022
		Total Training Days	100
		Total Training Hours	500

Figure: - Batch Details (Completed batch)

Edit Batch

To edit Batch, click on the Edit  icon from the Batch list. Batch Update window is displayed and user can enter data into the Batch Update form.

- ✓ System allow users to Update Batch info.
- ✓ Running Batch data cannot be updated.
- ✓ No approval is required after updating Batch info.

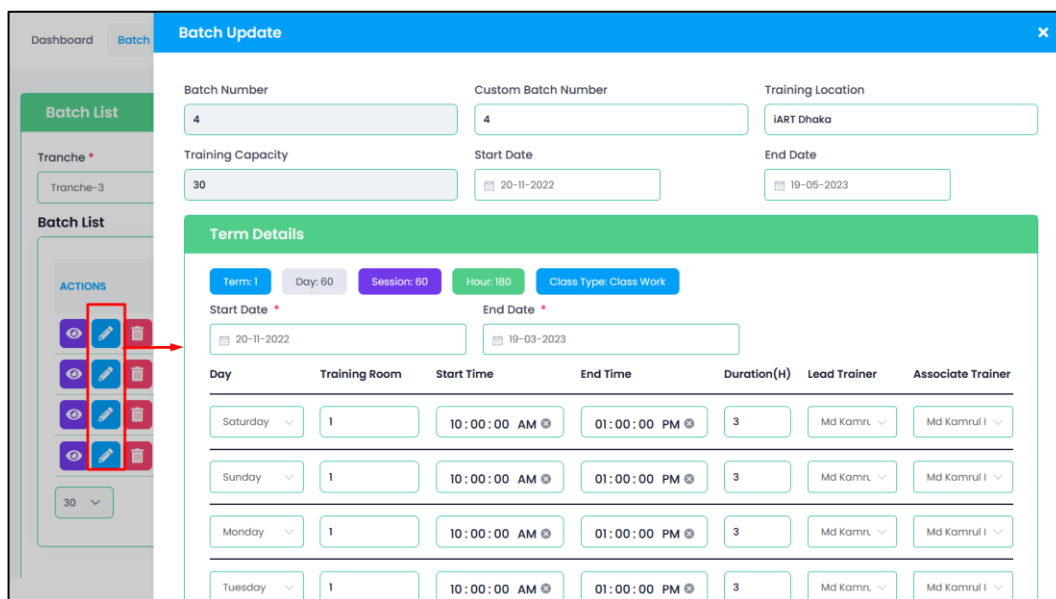


Figure: - Edit Batch

Delete Batch

To Delete Batch, click on the Delete  icon from the Batch list. A pop up window with showing “Are you sure you want to delete it?” message will display. If click **Yes, delete!** the Batch will be deleted from the list.

✓ Running Batch cannot be deleted.

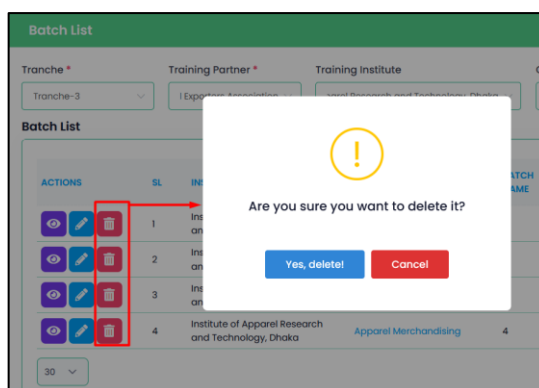
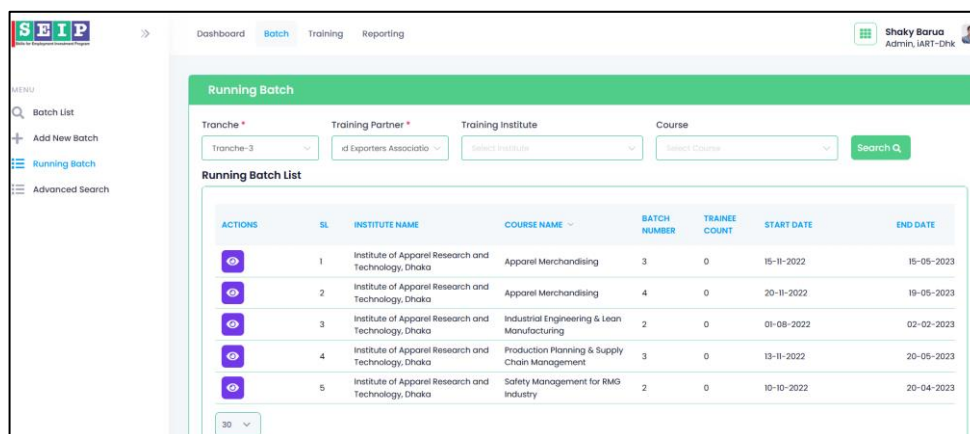


Figure: - Delete Batch

Running Batch

User can view Running Batches List where have Batch Actions, SL, Institute Name, Course Name and Batch Number information's.



The screenshot shows the 'Running Batch' section of the SEIP dashboard. It includes filters for Tranche (Tranche-3), Training Partner (id Exporters Associatio), Training Institute (Select Institute), and Course (Select Course). Below these is a 'Running Batch List' table with columns: ACTIONS, SL, INSTITUTE NAME, COURSE NAME, BATCH NUMBER, TRAINEE COUNT, START DATE, and END DATE. The table lists 5 batches, all from the Institute of Apparel Research and Technology, Dhaka. Each batch has a 'View' icon in the ACTIONS column.

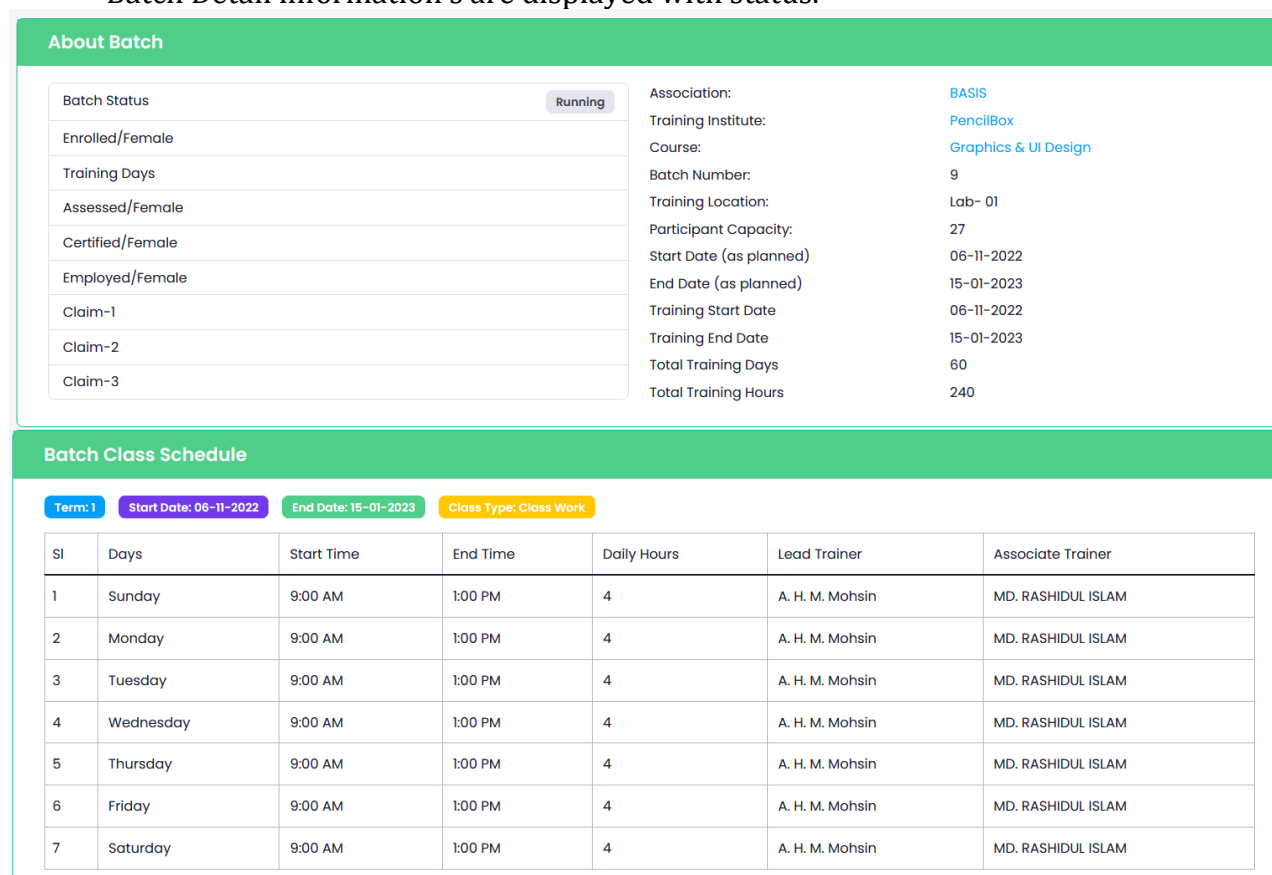
ACTIONS	SL	INSTITUTE NAME	COURSE NAME	BATCH NUMBER	TRAINEE COUNT	START DATE	END DATE
	1	Institute of Apparel Research and Technology, Dhaka	Apparel Merchandising	3	0	15-11-2022	15-05-2023
	2	Institute of Apparel Research and Technology, Dhaka	Apparel Merchandising	4	0	20-11-2022	19-05-2023
	3	Institute of Apparel Research and Technology, Dhaka	Industrial Engineering & Lean Manufacturing	2	0	01-08-2022	02-02-2023
	4	Institute of Apparel Research and Technology, Dhaka	Production Planning & Supply Chain Management	3	0	13-11-2022	20-05-2023
	5	Institute of Apparel Research and Technology, Dhaka	Safety Management for RMG Industry	2	0	10-10-2022	20-04-2023

Figure: - Running Batch

View Running Batch Details

User can perform view actions in the running  batch list. To view Running Batch details, click on the View icon from the Running Batch list.

- ✓ Batch Detail information's are displayed with status.



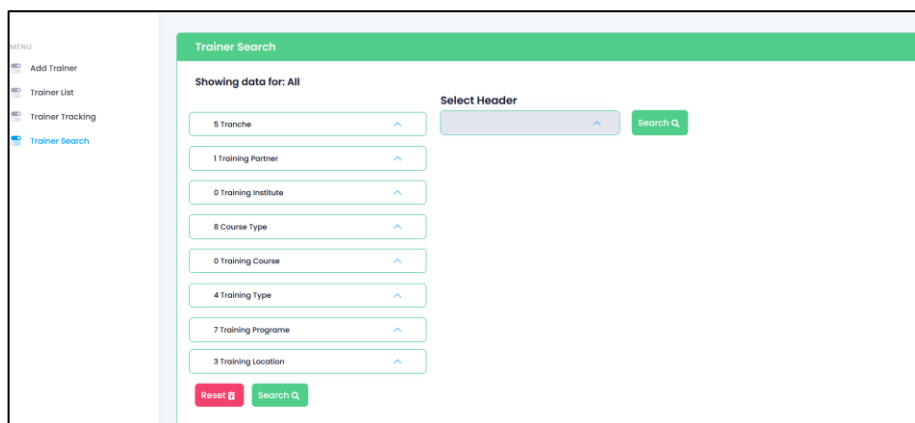
The screenshot shows the 'About Batch' and 'Batch Class Schedule' sections. The 'About Batch' section displays various status and information fields. The 'Batch Class Schedule' section shows a table with columns: SI, Days, Start Time, End Time, Daily Hours, Lead Trainer, and Associate Trainer. The schedule is for Term 1, starting on 06-11-2022 and ending on 15-01-2023, with a class type of 'Class Work'.

About Batch						
Batch Status		Running				
Enrolled/Female		Association: BASIS				
Training Days		Training Institute: PencilBox				
Assessed/Female		Course: Graphics & UI Design				
Certified/Female		Batch Number: 9				
Employed/Female		Training Location: Lab- 01				
Claim-1		Participant Capacity: 27				
Claim-2		Start Date (as planned): 06-11-2022				
Claim-3		End Date (as planned): 15-01-2023				
		Training Start Date: 06-11-2022				
		Training End Date: 15-01-2023				
		Total Training Days: 60				
		Total Training Hours: 240				

Batch Class Schedule						
Term: 1 Start Date: 06-11-2022 End Date: 15-01-2023 Class Type: Class Work						
SI	Days	Start Time	End Time	Daily Hours	Lead Trainer	Associate Trainer
1	Sunday	9:00 AM	1:00 PM	4	A. H. M. Mohsin	MD. RASHIDUL ISLAM
2	Monday	9:00 AM	1:00 PM	4	A. H. M. Mohsin	MD. RASHIDUL ISLAM
3	Tuesday	9:00 AM	1:00 PM	4	A. H. M. Mohsin	MD. RASHIDUL ISLAM
4	Wednesday	9:00 AM	1:00 PM	4	A. H. M. Mohsin	MD. RASHIDUL ISLAM
5	Thursday	9:00 AM	1:00 PM	4	A. H. M. Mohsin	MD. RASHIDUL ISLAM
6	Friday	9:00 AM	1:00 PM	4	A. H. M. Mohsin	MD. RASHIDUL ISLAM
7	Saturday	9:00 AM	1:00 PM	4	A. H. M. Mohsin	MD. RASHIDUL ISLAM

Advanced Search

A dynamic Batch search report will be generated by filtering multiple search criteria and can export different formats. Search criteria are:



The screenshot shows a web application interface for 'Trainer Search'. On the left is a sidebar menu with options: 'Add Trainer', 'Trainer List', 'Trainer Tracking', and 'Trainer Search' (which is highlighted). The main content area has a green header 'Trainer Search'. Below this, it says 'Showing data for: All'. There are two columns of dropdown menus. The first column contains: '5 Tranche', '1 Training Partner', '0 Training Institute', '8 Course Type', '0 Training Course', '4 Training Type', '7 Training Programme', and '3 Training Location'. The second column has a 'Select Header' dropdown and a 'Search Q.' button. At the bottom left of the main area are 'Reset B.' and 'Search Q.' buttons.

Figure: - Trainer Search

Steps to generate dynamic search report

8. Search by different combination of data.
9. Showing data for search criteria will be shown in the header and display data in a tubular format.
10. System allow users to select multiple Header want to display in the table column header.
11. Selected Headers are displayed in the table column header.
12. Header name is changeable.
13. As soon as change the header name will show in the search result table column header.
14. Export generate report by Excel, PDF and CSV formats.

Training

This module performed training program from Trainee Registration though Job Placement. Training module has the below sub-modules:

- Training
 - Trainee
 - Training
 - Enrollment
 - Assessment
 - Certification
 - Job Placement
 - Training Program

Trainee

User can perform Trainee/Applicant selection and enrollment process in this module. Trainee module has the below activities:

- Trainee Registration
- Trainee Enrollment
- Trainee List
- Trainee Search
- Income Certificate
 - Required Income Certificate
 - Upload Income Certificate
- Advance Search

Trainee Registration

There are two ways to Registration Trainee in TMS.

1. Self- Registration
2. Manually enter Trainee information

Self-Registration

Self-Registration module describes the Self-Registration Process of Trainee in TMS system. User can create his own account to access this system and participate in TMS program activities. After registration, user will receive an email notification and need to wait for approval from respective admin.

Identity verification

- ✓ NID is not updatable and must be unique which are verified by NID server.
- ✓ One NID number cannot be used by multiple Trainee.
- ✓ The Trainee who has no NID can provide Birth Certificate Number (BCN).
- ✓ NID should be 10/13/17 digits.
- ✓ BCN should be 17 digits.

Applicants Information

- ✓ Applicants Information are auto generated from the NID/BCN server.
- ✓ Name, Father Name, Mother Name are not editable.

Application Information			
Upload Employee Image * Choose File No file chosen 	Name * Md. Zailur Rahman	Father Name * মোঃ জোফারেল আহমেদ	Mother Name * মোসাম্মত ফরিদা বেগম
Present Address * ৯-পাবনা কেশব লাল রোড, দৌলতপুর, দৌলতপুর-৯২০২, খুলনা, খুলনা		Present District * Khulna	
Present Upazilla * Khulna City Corporation		Present Post Code * 9202	
Permanent Address * -পাওতা, পাওতা, নলছিটি-, ঝালকাঠি, ঝালকাঠি	Permanent District * Jhalakathi	Permanent Upazilla * Nalchity	Permanent Post Code * 9001

Figure: - Applicants Information

Personal Information

- ✓ Manually enter Trainees Personal Information.
- ✓ Gender Information are auto generated from the NID/BCN server and are not editable.
- ✓ Mobile number must be unique.

Personal Information			
Reference Id * 100001	Mobile * 01771144531	Alternative Mobile 	Email
Ethnic Group * No	Highest Class Completed * Bachelor	Passing Year * 2000	Is Employed? * Yes
Years of Experience * 15	Personal Monthly Income * 150000	Home District * Jhalakathi	Home Upazilla * Nalchity
Is Physically Challenged? * No	Remarks 	Religion * Islam	Gender * Male

Figure: - Personal Information

Family Information

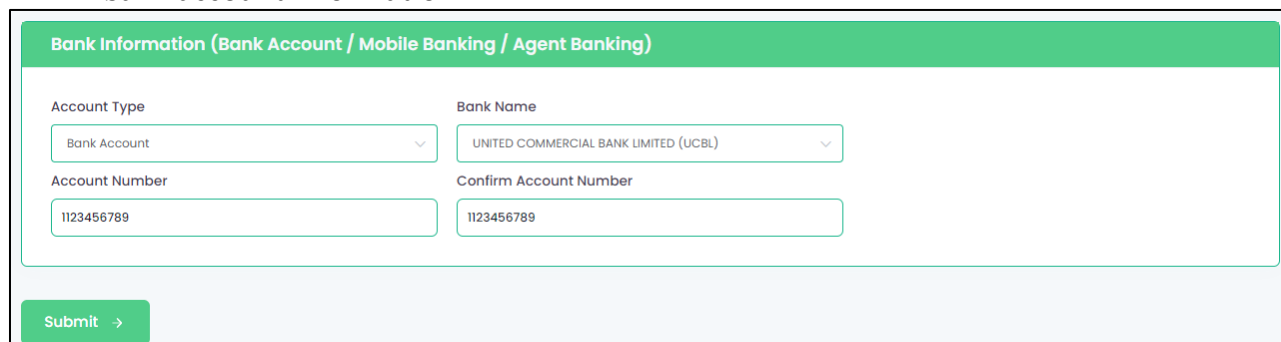
- ✓ Manually enter Trainees Family Information.

Family Information			
Mother's Education Level Honours	Mother's Occupation * Housewife	Father's Education Level Honours	Father's Occupation * Service holder
Family Annual Income 400000	Number of Siblings? * 3	Have family owned home? No	Have family owned land? No

Figure: - Family Information

Bank Information

- ✓ Manually enter Trainees Bank Information.
- ✓ To receive stipend money or any other allowance, trainee must provide unique and valid bank account information.



Bank Information (Bank Account / Mobile Banking / Agent Banking)

Account Type: Bank Account

Bank Name: UNITED COMMERCIAL BANK LIMITED (UCBL)

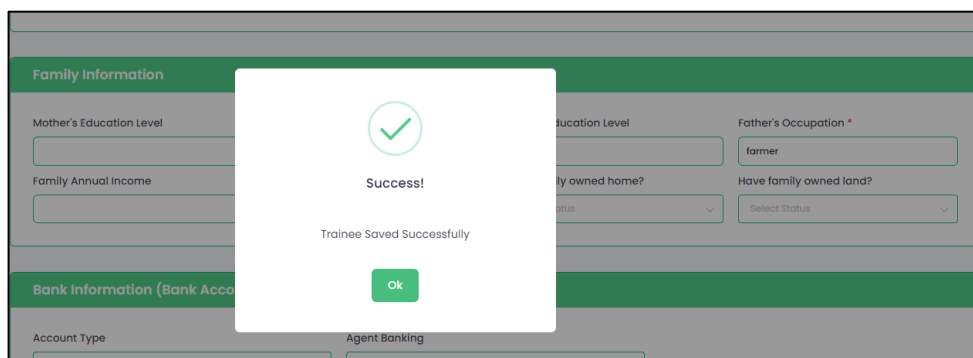
Account Number: 1123456789

Confirm Account Number: 1123456789

Submit →

Figure: - Bank Information

Complete Trainee Registration



Family Information

Mother's Education Level

Family Annual Income

Bank Information (Bank Account / Mobile Banking / Agent Banking)

Account Type

Agent Banking

Success!

Trainee Saved Successfully

Ok

Figure: - Complete Trainee Registration

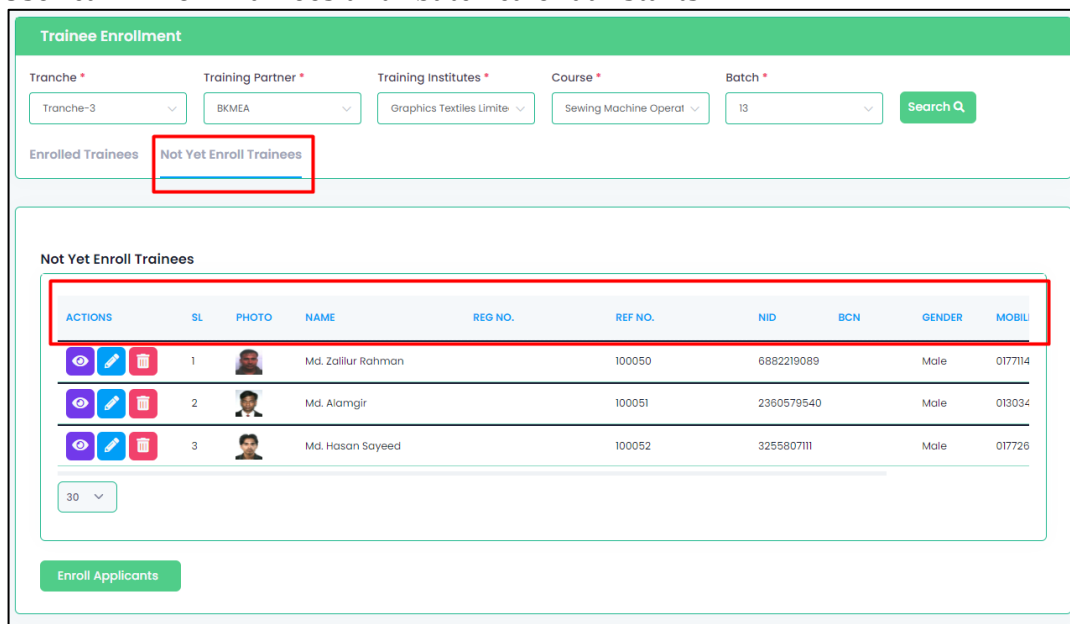
Trainee Enrollment

Trainee enrollment is the process of enrolling Trainees on a batch. Enrolled Trainees section user can view all **Enrolled Trainees** or **Not Yet Enroll Trainees list**. New registered Trainees are displayed in the **Not Yet Enroll Trainees** list and Enrolled Trainees are displayed on **Enrolled Trainees** list.

Not Yet Enroll Trainees List

- ✓ User can view all New registered or self- registered Trainees list where have actions, Sl, Photo, Trainee Name, Reg no., Ref no., Gender, mobile, date of birth information's.

- ✓ New registered Trainees Reg no. will be blank.
- ✓ User can perform View Trainee details, Edit Trainee info and Delete Trainee from the list.
- ✓ User can Enroll Trainees until batch calendar starts.



Trainee Enrollment

Tranche * Training Partner * Training Institutes * Course * Batch *

Tranche-3 BKMEA Graphics Textiles Limite Sewing Machine Operat 13 Search Q

Enrolled Trainees **Not Yet Enroll Trainees**

Not Yet Enroll Trainees

ACTIONS	SL	PHOTO	NAME	REG NO.	REF NO.	NID	BCN	GENDER	MOBIL
  	1		Md. Zallur Rahman		100050	6882219089		Male	0177114
  	2		Md. Alamgir		100051	2360579540		Male	013034
  	3		Md. Hasan Sayeed		100052	3255807111		Male	017726

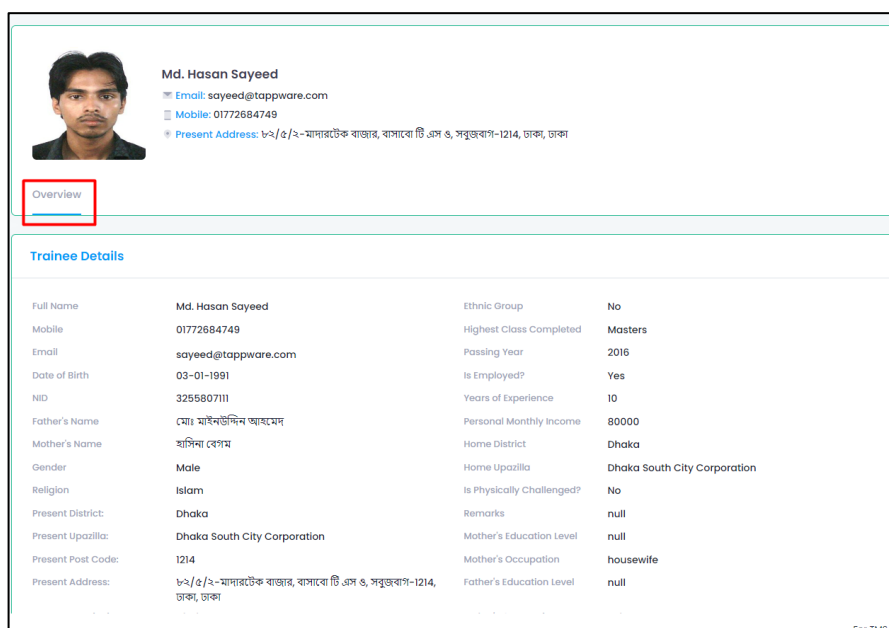
30

Enroll Applicants

Figure: - Not Yet Enroll Trainees List

View Trainee details

Click on the View Trainee  details icon. Trainee Details Overview page will display.



Md. Hasan Sayeed

Email: sayeed@tappware.com
Mobile: 01772684749
Present Address: ৮২/৫/২-মাদারটেক বাজার, বাসাঝো টি এস ও, সবুজবাগ-1214, ঢাকা, ঢাকা

Overview

Trainee Details

Full Name	Md. Hasan Sayeed	Ethnic Group	No
Mobile	01772684749	Highest Class Completed	Masters
Email	sayeed@tappware.com	Passing Year	2016
Date of Birth	03-01-1991	Is Employed?	Yes
NID	3255807111	Years of Experience	10
Father's Name	মোঃ মাইনউদ্দিন আহমেদ	Personal Monthly Income	80000
Mother's Name	হাসিনা বেগম	Home District	Dhaka
Gender	Male	Home Upazilla	Dhaka South City Corporation
Religion	Islam	Is Physically Challenged?	No
Present District:	Dhaka	Remarks	null
Present Upazilla:	Dhaka South City Corporation	Mother's Education Level	null
Present Post Code:	1214	Mother's Occupation	housewife
Present Address:	৮২/৫/২-মাদারটেক বাজার, বাসাঝো টি এস ও, সবুজবাগ-1214, ঢাকা, ঢাকা	Father's Education Level	null

For TMS Si

Figure: - Trainee details info

Edit Trainee info

Click on the Edit Trainee  info icon. Trainee Edit info page will display. User can update

Trainee info.

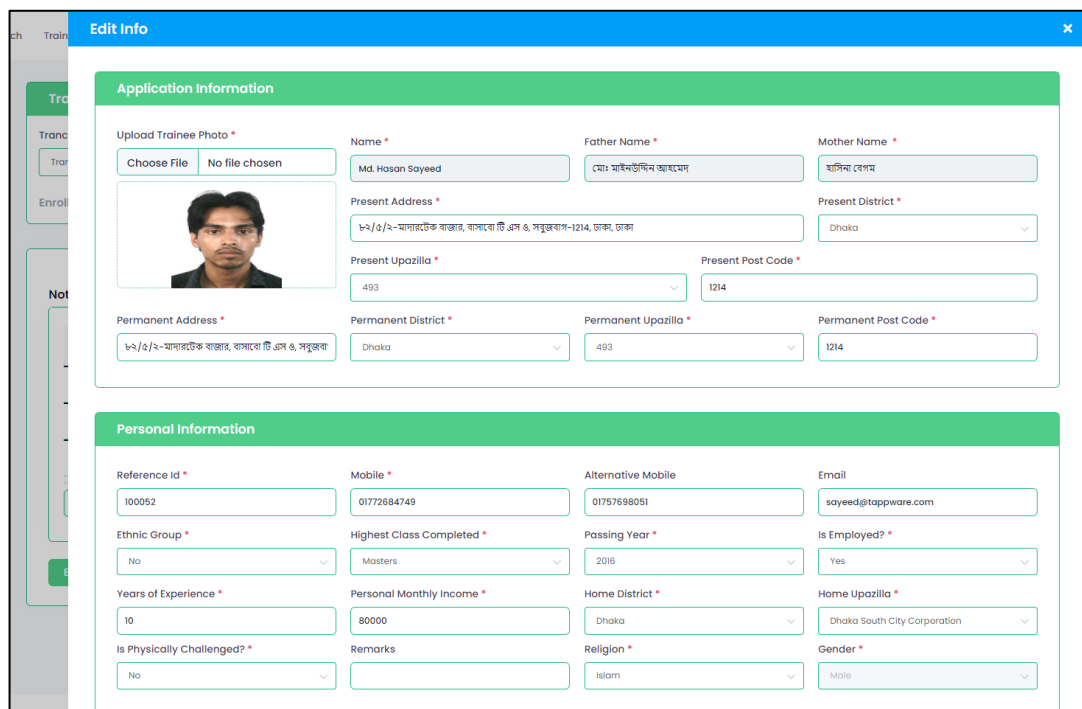


Figure: - Edit Trainee info

Delete Trainee info

Click on the Delete Trainee  icon. Trainee Delete info pop up will display with **Are you sure you want to delete it?** Message. If click on the **Yes, delete!** Trainee info will be deleted.

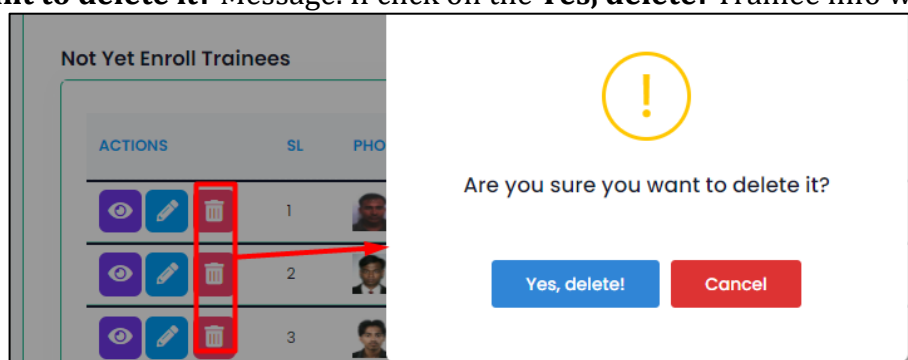
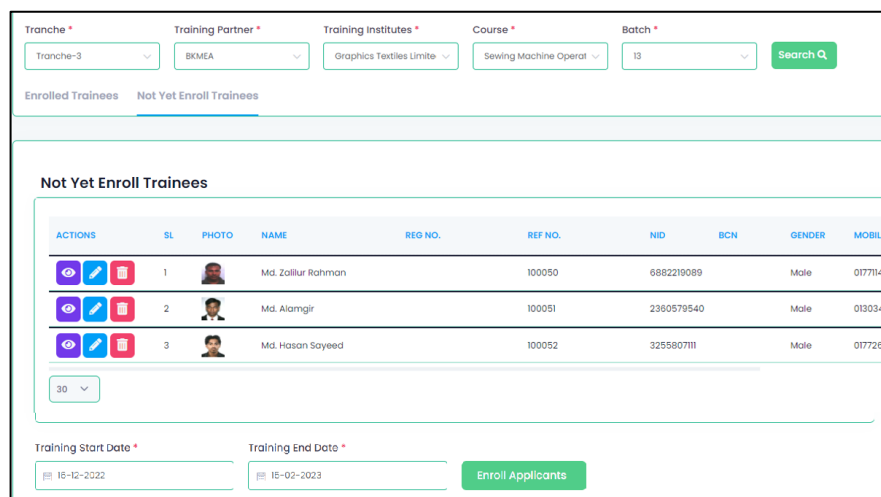


Figure: - Delete Trainee info

Enrolled New Applicants

1. All registered Trainees are displayed into the **Not Yet Enroll Trainees** list.
2. Select Training Start and End Date.
3. Click on the **Enrolled Applicants** button.
4. All Trainees in the list are enrolled and is displays in the **Enroll Trainees** list.



Tranche * Training Partner * Training Institutes * Course * Batch *

Tranche-3 BKMEA Graphics Textiles Limite Sewing Machine Operat 13 Search

Enrolled Trainees Not Yet Enroll Trainees

Not Yet Enroll Trainees

ACTIONS	SL	PHOTO	NAME	REG NO.	REF NO.	NID	BCN	GENDER	MOBIL
  	1		Md. Zolilur Rahman		100050	6882219089		Male	0177114
  	2		Md. Alamgir		100051	2360579540		Male	013034
  	3		Md. Hasan Sayeed		100052	3255807111		Male	017726

30

Training Start Date * Training End Date *

15-12-2022 15-02-2023 Enroll Applicants

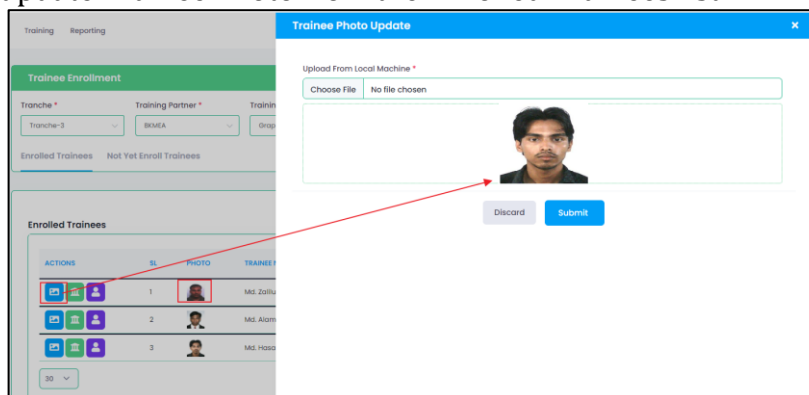
Figure: - Enrolled Applicants

View Enrolled Trainees list

- ✓ Enrolled Trainees are displayed in Enrolled Trainees list.
- ✓ System generates 10 digits auto REG NO.
- ✓ User can view Enrolled Trainee list under the Batch where have actions, SL, Photo, Trainee Name, Reg no., Ref no., Gender, mobile, date of birth information's.
- ✓ User can perform update Image, bank and trainee information's from the list.

Update Image

- ✓ User will update Trainee Photo from the Enrolled Trainees list.



Training Reporting

Trainee Enrollment

Tranche * Training Partner * Training Institutes * Course * Batch *

Tranche-3 BKMEA Graphics Textiles Limite Sewing Machine Operat 13

Enrolled Trainees Not Yet Enroll Trainees

Enrolled Trainees

ACTIONS	SL	PHOTO	NAME	REG NO.	REF NO.	NID	BCN	GENDER	MOBIL
  	1		Md. Zolilur Rahman		100050	6882219089		Male	0177114
  	2		Md. Alamgir		100051	2360579540		Male	013034
  	3		Md. Hasan Sayeed		100052	3255807111		Male	017726

30

Trainee Photo Update

Upload From Local Machine *

Choose File No file chosen



Discard Submit

Figure: - Update Trainee Image

Update bank

- ✓ User will update Trainee bank info from the Enrolled Trainees list.

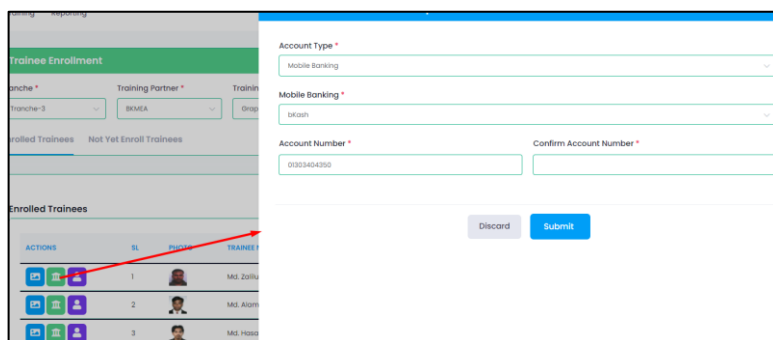


Figure: - Update Trainee bank info

Update trainee

User will update Trainee info from the Enrolled Trainees list.

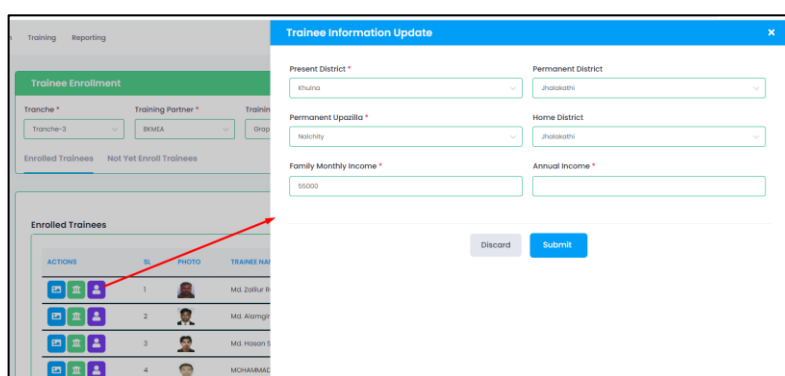


Figure: - Update trainee info

Trainee List

- ✓ Shows the Enrolled and not Enrolled trainee list under the Batch where have Actions, Sl, Photo, Trainee Name, Reg no., Ref no., Gender, mobile, date of birth and bank account no information's.
- ✓ User can perform view trainee details information's and delete actions from the list.
- ✓ User cannot delete registered trainee.
- ✓ Exports Trainee list in excel and pdf formats.

Tranche not in range and per formats.

Tranche *

Tranche-3

Training Partner *

BKMEA

Training Institutes *

Graphics Textiles Limited

Course *

Sewing Machine Operation _ Knt (Outs...

Batch *

13

Search Q

Trainee List

ExcelPDF

ACTIONS	SL	PHOTO	NAME	REG NO	REF NO	NID	BCN	GENDER	MOBILE
 	1		MD. Zallur Rahman	0600060107	100050	6882219089		Male	0177844531
 	2		MD. Alamgir	0600060108	100051	2360579540		Male	01303404350
 	3		MD. Hasan Sayeed	0600060109	100052	3255807111		Male	01772684749
 	4		MD. RAZIB AHMED		32423	1903827120		Male	01472369963
 	5		MOHAMMAD TANJIT HASAN	0600060121	344545	6914628034		Male	01730796766

30

Figure: - Trainee List

Search Trainee

View all TMS Trainee by tracing a particular Trainee info. In these cases, Trainees are Enrolled and not Enrolled as factor. Just view the Trainee details not take any actions. System allow users for Tracking Trainee in different ways are:

Steps to view TMS Trainer details are:

Search by Registration Number

- ✓ View TMS Trainee details by searching Registration Number.

Search by Reference Code

- ✓ View TMS Trainee details by searching Reference Code.

Search by NID

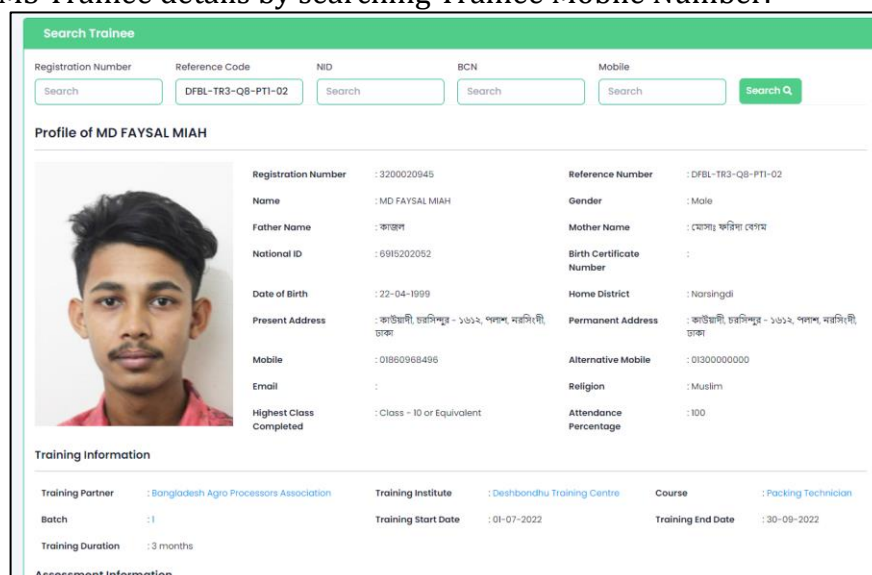
- ✓ View TMS Trainee details by searching NID.

Search by Birth Certificate Number (BCN)

- ✓ View TMS Trainee details by searching Trainee BCN Number.

Search by Mobile

- ✓ View TMS Trainee details by searching Trainee Mobile Number.



Search Trainee

Registration Number: Reference Code: NID: BCN: Mobile:

Profile of MD FAYSAL MIAH

	Registration Number : 3200020945 Name : MD FAYSAL MIAH Father Name : কাজিম National ID : 6915202052 Date of Birth : 22-04-1999 Present Address : কাউন্সিলি, চার্লিষ্টার - ১৩১২, পলশ, মারগিহী, ঢাকা Mobile : 0180968496 Email : Highest Class Completed : Class - 10 or Equivalent	Reference Number : DFBL-TR3-Q8-PT1-02 Gender : Male Mother Name : মোসাম্মত ফরিদা বেগম Birth Certificate Number : Home District : Narsingdi Permanent Address : কাউন্সিলি, চার্লিষ্টার - ১৩১২, পলশ, মারগিহী, ঢাকা Alternative Mobile : 01300000000 Religion : Muslim Attendance Percentage : 100
---	--	--

Training Information

Training Partner : Bangladesh Agro Processors Association	Training Institute : Deshbandhu Training Centre	Course : Packing Technician
Batch : 1	Training Start Date : 01-07-2022	Training End Date : 30-09-2022
Training Duration : 3 months		

Assessment Information

Figure: - Trainee Search

Income Certificate

Required Income Certificate

User can view trainees list whose are required income certificate.

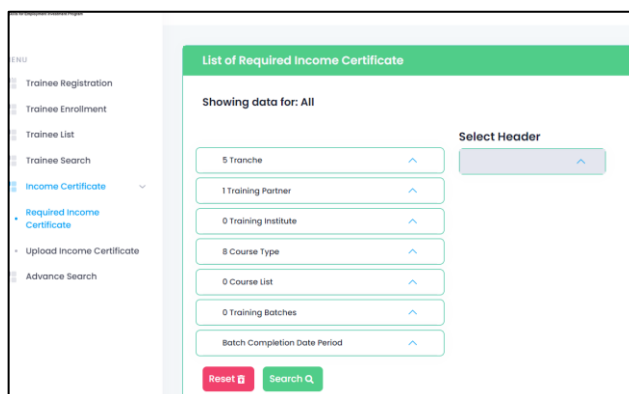


Figure: -View Income Certificate

Upload Income Certificate

User can view upload income certificate trainees list.

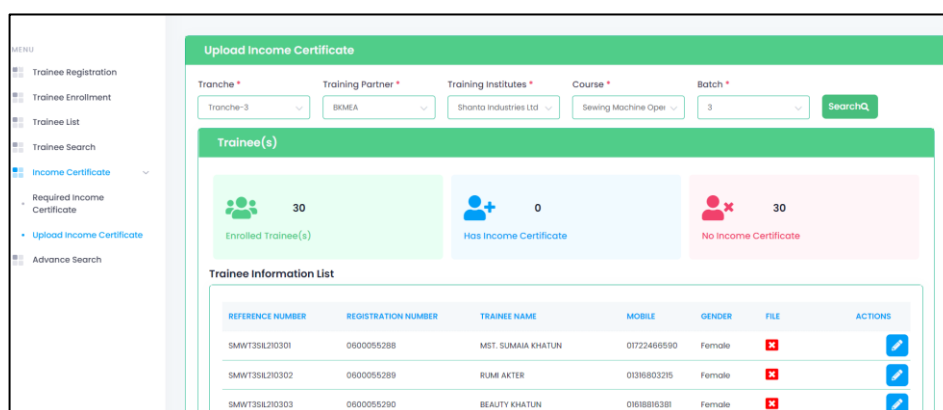
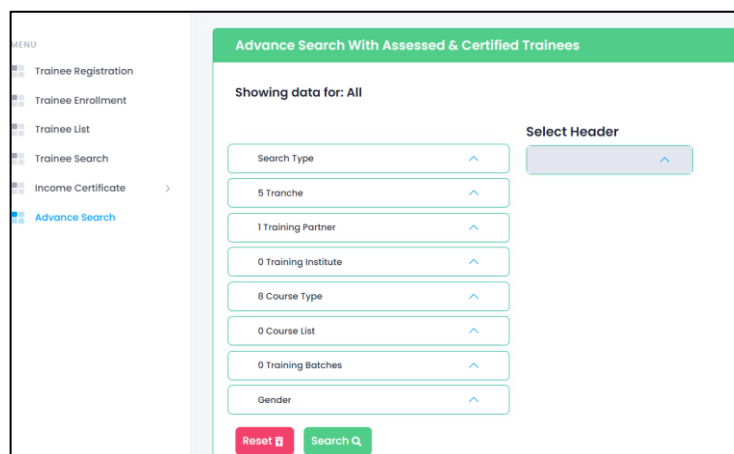


Figure: - Upload Income Certificate

Advance Search

A dynamic Trainee search report will be generate With Assessed & Certified Trainees by filtering multiple search criteria and can export different formats. Search criteria are:

1. Search by different combination of data.
2. Showing data for search criteria will be shown in the header and display data in a tubular format.
3. System allow users to select multiple Header want to display in the table column header.
4. Selected Headers are displayed in the table column header.
5. Header name is changeable.
6. As soon as change the header name will show in the search result table column header.
7. Export generate report by Excel, PDF and CSV formats.



The screenshot shows the 'Advance Search With Assessed & Certified Trainees' interface. On the left is a menu with options: Trainee Registration, Trainee Enrollment, Trainee List, Trainee Search, Income Certificate, and Advance Search (highlighted). The main area has a 'Showing data for: All' dropdown. Below it are several search filters: Search Type, 5 Tranche, 1 Training Partner, 0 Training Institute, 8 Course Type, 0 Course List, 0 Training Batches, and Gender. To the right of these filters is a 'Select Header' dropdown. At the bottom are 'Reset' and 'Search' buttons.

Figure: - Trainee Search

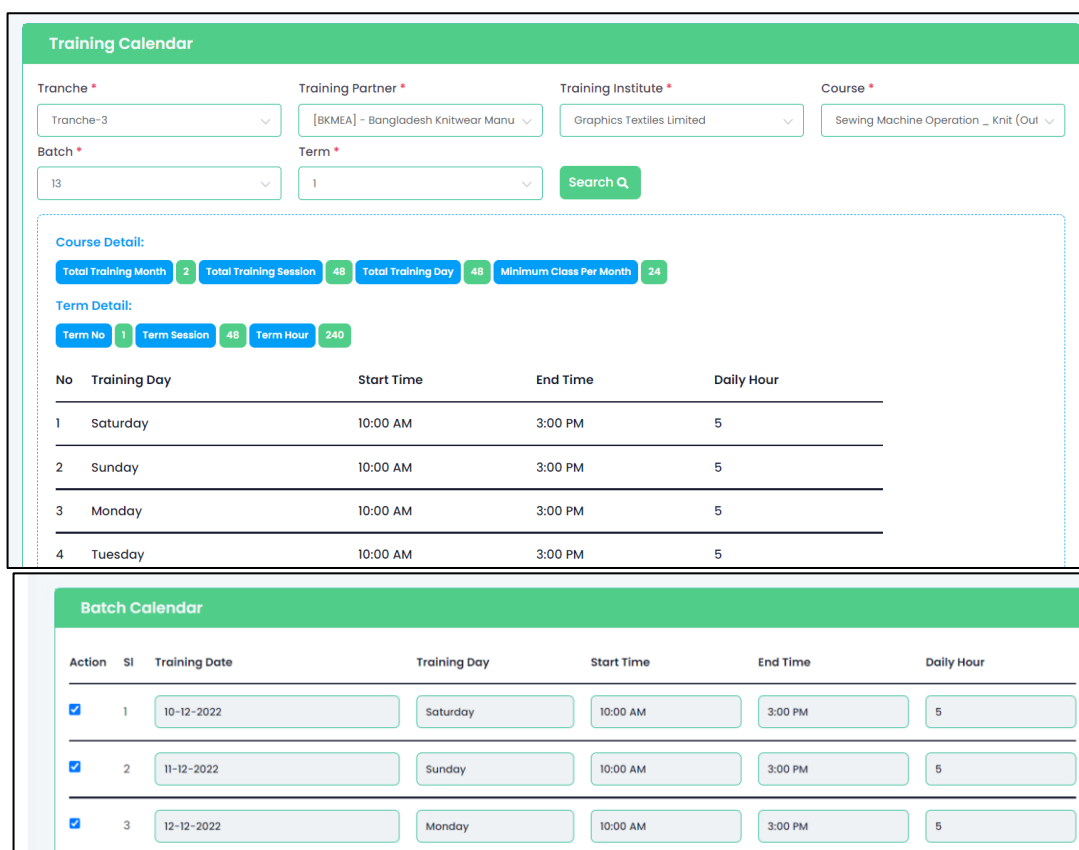
Training

Training Calendar

Maintain training calendar for each batch.

- ✓ Training calendar will be created according to the trainee enrollment date.
- ✓ System allow user to add new date from weekly calendar schedule.
- ✓ After editing, submit the calendar.
- ✓ Once submitted, no changes can be made to the calendar schedule, only viewing.

Note: For rest calendar user request to inform the corresponding Associations, after approval Training Calendar will be reset.



The screenshot shows two interfaces. The top one is the 'Training Calendar' form, which includes dropdowns for Tranche (Tranche-3), Training Partner ([BKMEA] - Bangladesh Knitwear Manu), Training Institute (Graphics Textiles Limited), and Course (Sewing Machine Operation _ Knit (Out)). It also has dropdowns for Batch (13) and Term (1), and a 'Search Q' button. Below the form are 'Course Detail' and 'Term Detail' sections with various statistics. The bottom section is a table showing training days.

No	Training Day	Start Time	End Time	Daily Hour
1	Saturday	10:00 AM	3:00 PM	5
2	Sunday	10:00 AM	3:00 PM	5
3	Monday	10:00 AM	3:00 PM	5
4	Tuesday	10:00 AM	3:00 PM	5

The bottom interface is the 'Batch Calendar' table, which shows a list of batches with their training dates and schedules.

Action	SI	Training Date	Training Day	Start Time	End Time	Daily Hour
☒	1	10-12-2022	Saturday	10:00 AM	3:00 PM	5
☒	2	11-12-2022	Sunday	10:00 AM	3:00 PM	5
☒	3	12-12-2022	Monday	10:00 AM	3:00 PM	5

☒	43	21-01-2023	Saturday	10:00 AM	3:00 PM	5
☒	44	22-01-2023	Sunday	10:00 AM	3:00 PM	5
☒	45	23-01-2023	Monday	10:00 AM	3:00 PM	5
☒	46	24-01-2023	Tuesday	10:00 AM	3:00 PM	5
☐	47	25-01-2023	Wednesday	10:00 AM	3:00 PM	5
☒	48	26-01-2023	Thursday	10:00 AM	3:00 PM	5
☒	49	27-01-2023	Friday	10:00 AM	3:00 PM	5

[Submit](#) →

Figure: - Training Calendar

Trainee Attendance

Maintain attendance of trainee in different course. Attendance must be batch and course wise.

- ✓ Trainee calendar will show after approving Training Batch Calendar, otherwise Training Batch Calendar attendance data not populates.
- ✓ System allow user to add/ edit trainee attendance.
- ✓ Attendance date will be serial wise.
- ✓ System marked pending Attendance date in red color and others in gray color.
- ✓ Attendance dates have Attendance Date, Training held date, Trainee Attendance Status (Present/ Late/Absent), Trainer who take the class (Lead/Associate Trainer), Update Time (when enter Attendance inputs).

Trainee Attendance

Tranche *
 Tranche-3

Training Partner *
 [BKMEA] - Bangladesh Knitwear Manufac

Training Institute *
 Graphics Textiles Limited

Course *
 Sewing Machine Operation _ Knit (Outs

Batch *
 10

Term *
 1

[Search](#)

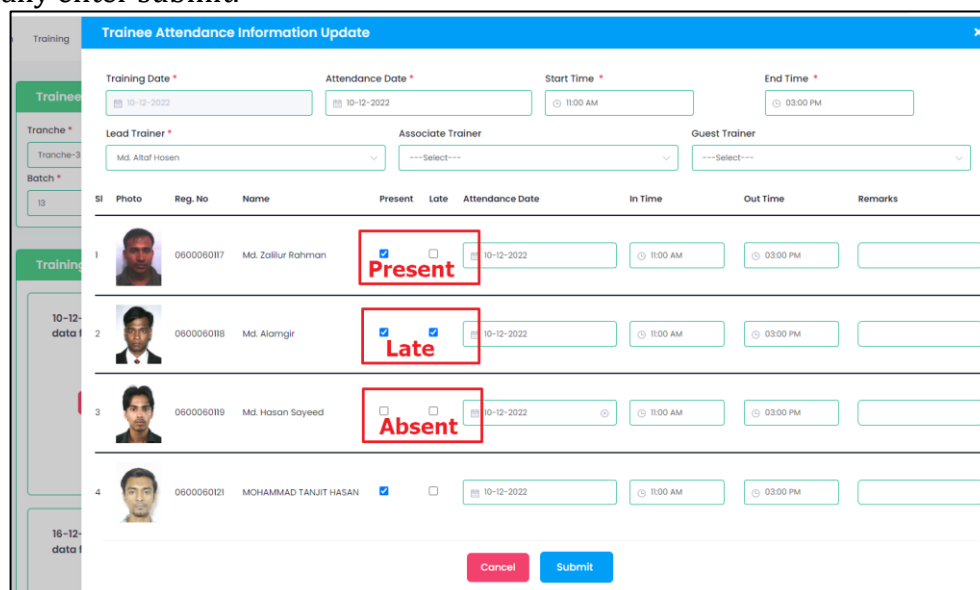
Training Calendar (Select the training day to enter the attendance data)

02-10-2022 (02-10-2022) P:30 L:0 A:0 LT:Md. Altaf Hosen AT:Rana Ahmed GT: UT: (13-10-2022 05:28:13 PM) 1	03-10-2022 (03-10-2022) P:30 L:0 A:0 LT:Md. Altaf Hosen AT:Rana Ahmed GT: UT: (13-10-2022 05:28:13 PM) 2	04-10-2022 (04-10-2022) P:30 L:0 A:0 LT:Md. Altaf Hosen AT:Rana Ahmed GT: UT: (13-10-2022 05:30:07 PM) 3	05-10-2022 (05-10-2022) P:30 L:0 A:0 LT:Md. Altaf Hosen AT:Rana Ahmed GT: UT: (13-10-2022 05:32:42 PM) 4	06-10-2022 (06-10-2022) P:30 L:0 A:0 LT:Md. Altaf Hosen AT:Rana Ahmed GT: UT: (13-10-2022 05:41:29 PM) 5	07-10-2022 (07-10-2022) P:30 L:0 A:0 LT:Md. Altaf Hosen AT:Rana Ahmed GT: UT: (13-10-2022 05:43:40 PM) 6
20-11-2022 (20-11-2022) P:30 L:0 A:0 LT:Md. Altaf Hosen AT:Rana Ahmed GT: UT: (24-11-2022 03:00:49 PM) 43	21-11-2022 (21-11-2022) P:29 L:0 A:1 LT:Md. Altaf Hosen AT:Rana Ahmed GT: UT: (24-11-2022 03:01:58 PM) 44	22-11-2022 (22-11-2022) P:30 L:0 A:0 LT:Md. Altaf Hosen AT:Rana Ahmed GT: UT: (24-11-2022 03:02:32 PM) 45	23-11-2022 (23-11-2022) P:30 L:0 A:0 LT:Md. Altaf Hosen AT:Rana Ahmed GT: UT: (24-11-2022 03:03:06 PM) 46	24-11-2022 (No data found) LT: AT: GT: UT: 47	25-11-2022 (No data found) LT: AT: GT: UT: 48

Figure: - Trainee Attendance

Add Trainee Attendance Information

1. Select a Trainee Attendance date, Trainee Attendance Information Update pop up will display.
2. Training Date, Attendance Date, Start Time, End Time comes automatically.
3. Cannot change Training Date.
4. Select Lead Trainer, Associate Trainer, Guest Trainer from dropdown. Lead Trainer selections is mandatory.
5. For Trainee present check present status, default present is selected.
6. For Trainee late check late status, in these cases both present and late status are selected.
7. For Trainee absent uncheck present status.
8. Finally enter submit.



Sl	Photo	Reg. No	Name	Present	Late	Attendance Date	In Time	Out Time	Remarks
1		0600060117	Md. Zakirul Rahman	☒	☐	10-12-2022	11:00 AM	03:00 PM	
2		0600060118	Md. Alamgir	☒	☒	10-12-2022	11:00 AM	03:00 PM	
3		0600060119	Md. Hasan Sayeed	☐	☐	10-12-2022	11:00 AM	03:00 PM	
4		0600060121	MOHAMMAD TANJIT HASAN	☒	☐	10-12-2022	11:00 AM	03:00 PM	

Figure: - Add Trainee Attendance

Assessment

Assessment is the process of assessing students at the end of training batch to issue certificate. This module includes all assessment activities. The sub-modules of Assessment Module are listed below:

1. Assessment Summary
2. Training Assessment
3. Assessment List
4. Training Reassessment

Assessment Summary

System allow user to view Tranche wise Assessed Trainees Summary.

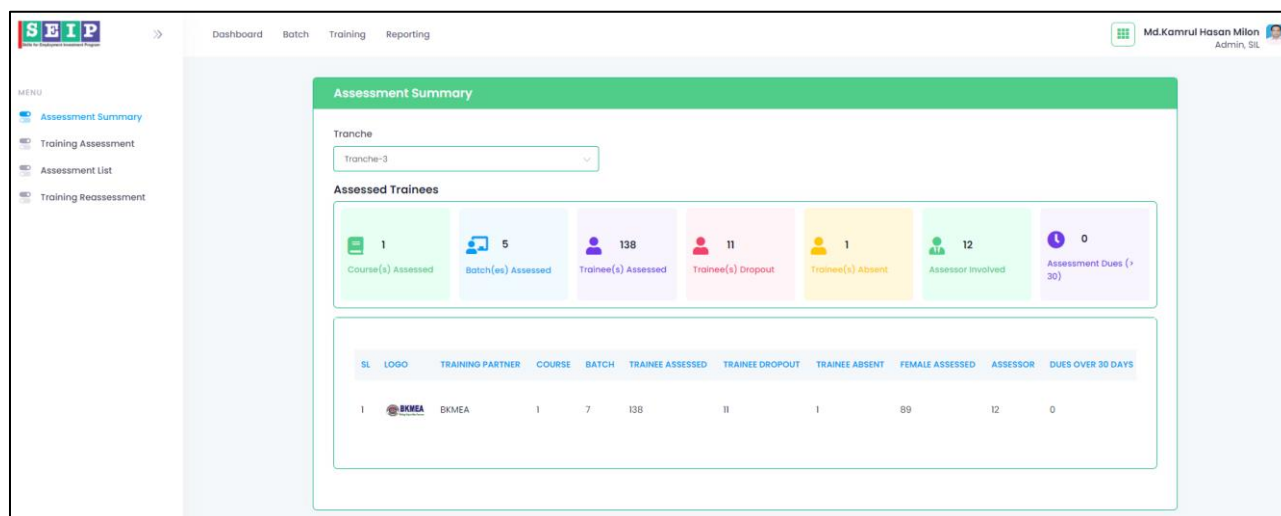


Figure: - Assessment Summary

Training Assessment

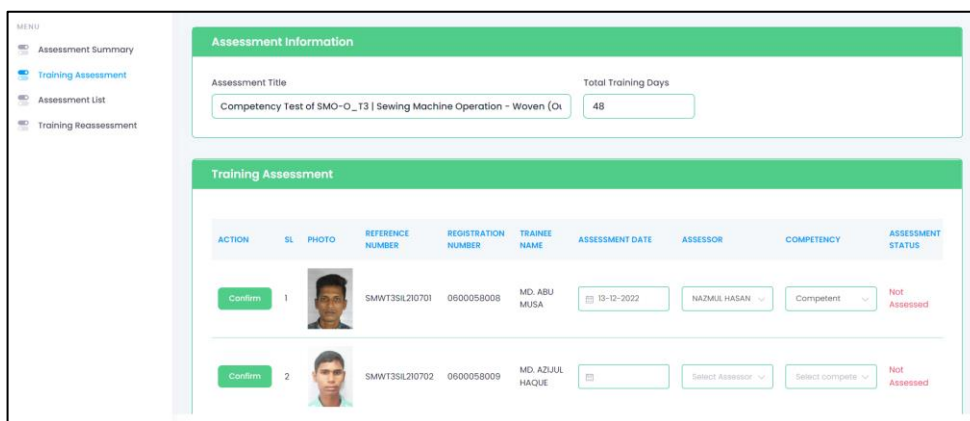
- ✓ System allow users to maintain trainee assessment information, which includes Assessment Title and Total Training Days.
- ✓ Allow to display a list of trainees for assessment.

Eligibility for Assessment

- ✓ Must have to complete **training attendance** sheet for assessment.
- ✓ A trainee must have at least 80% attendance to be eligible for assessment.
- ✓ Only eligible trainees (with at least 80% attendance) will go in the process of assessment.
- ✓ Must have active Assessor for assessment.
- ✓ Must have Competency for assessment.
 - ❖ Competent: A successful trainee will be assessed as Competent.
 - ❖ Not competent: An unsuccessful trainee will be assessed as Not Competent
 - ❖ Absent: The trainees who were not attend in the examination, will be assessed as Absent.

Steps for Assessment process

- ✓ Enter Assessment Date.
- ✓ Select Assessor
- ✓ Select Competency Status.
- ✓ Click Confirm button.



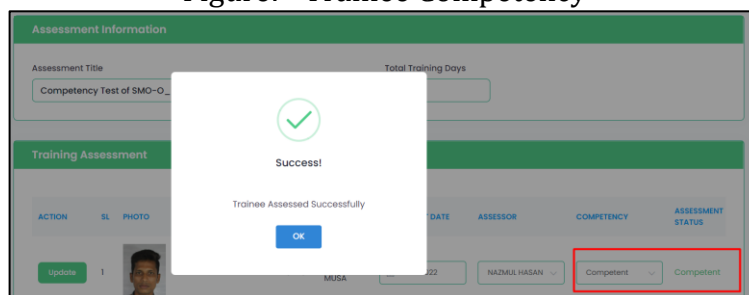
Assessment Information

Assessment Title: Competency Test of SMO-O_T3 | Sewing Machine Operation - Woven (O) Total Training Days: 48

Training Assessment

ACTION	SL	PHOTO	REFERENCE NUMBER	REGISTRATION NUMBER	TRAINEE NAME	ASSESSMENT DATE	ASSESSOR	COMPETENCY	ASSESSMENT STATUS
Confirm	1		SMWT3SL210701	0600058008	MD. ABU MUSA	13-12-2022	NAZMUL HASAN	Competent	Not Assessed
Confirm	2		SMWT3SL210702	0600058009	MD. AZUUL HAQUE		Select Assessor	Select Compete	Not Assessed

Figure: - Trainee Competency



Assessment Information

Assessment Title: Competency Test of SMO-O_T3 | Sewing Machine Operation - Woven (O) Total Training Days: 48

Training Assessment

Success!

Trainee Assessed Successfully

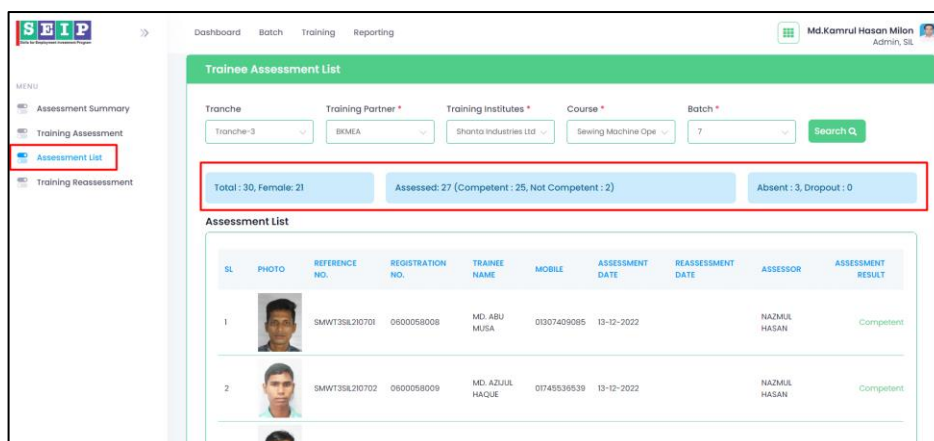
OK

ACTION	SL	PHOTO	REFERENCE NUMBER	REGISTRATION NUMBER	TRAINEE NAME	ASSESSMENT DATE	ASSESSOR	COMPETENCY	ASSESSMENT STATUS
Update	1		SMWT3SL210701	0600058008	MD. ABU MUSA	13-12-2022	NAZMUL HASAN	Competent	Competent

Figure: - Trainee Competency successful

Assessment list

User can view all assessed and re-assessed trainees list.



Trainee Assessment List

Tranche: Tranche-3 Training Partner: BKMEA Training Institutes: Shanta Industries Ltd Course: Sewing Machine Ope Batch: 7 Search Q

Total: 30, Female: 21 Assessed: 27 (Competent: 25, Not Competent: 2) Absent: 3, Dropout: 0

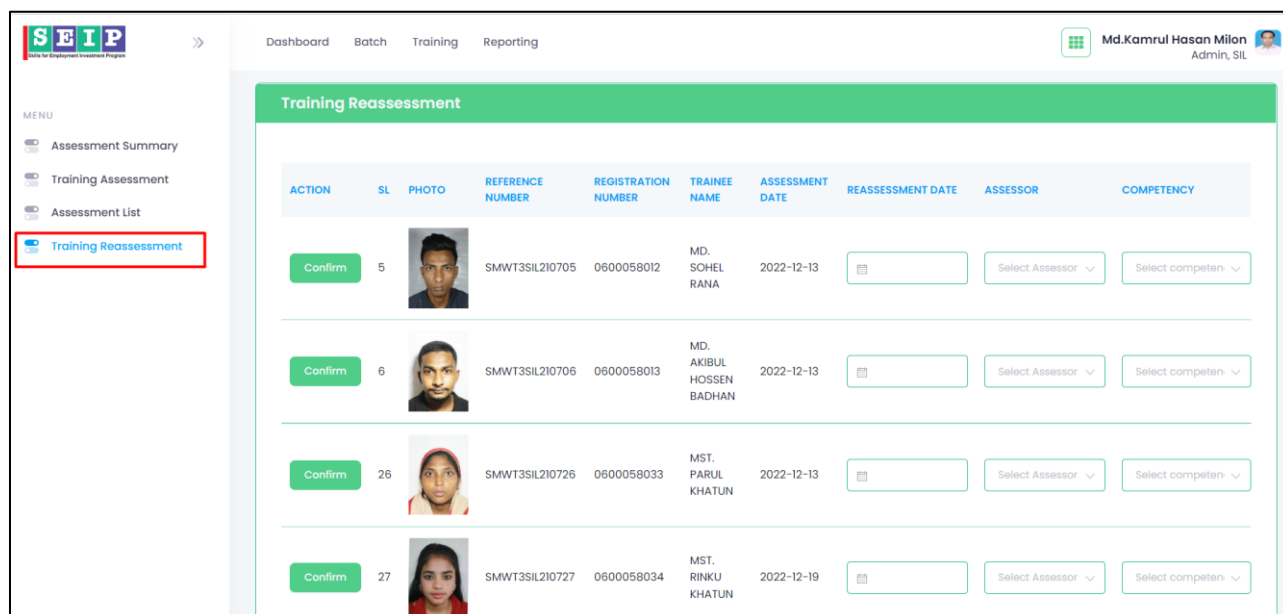
Assessment List

SL	PHOTO	REFERENCE NO.	REGISTRATION NO.	TRAINEE NAME	MOBILE	ASSESSMENT DATE	REASSESSMENT DATE	ASSESSOR	ASSESSMENT RESULT
1		SMWT3SL210701	0600058008	MD. ABU MUSA	01307409085	13-12-2022		NAZMUL HASAN	Competent
2		SMWT3SL210702	0600058009	MD. AZUUL HAQUE	01749539539	13-12-2022		NAZMUL HASAN	Competent

Figure: - Trainee Assessment list

Training Reassessment

This sub module manage re-assessment for those trainees who were not eligible in the first phase of assessment.



ACTION	SL	PHOTO	REFERENCE NUMBER	REGISTRATION NUMBER	TRAINEE NAME	ASSESSMENT DATE	REASSESSMENT DATE	ASSESSOR	COMPETENCY
Confirm	5		SMWT3SIL210705	0600058012	MD. SOHEL RANA	2022-12-13		Select Assessor	Select competency
Confirm	6		SMWT3SIL210706	0600058013	MD. AKIBUL HOSSEN BADHAN	2022-12-13		Select Assessor	Select competency
Confirm	26		SMWT3SIL210726	0600058033	MST. PARUL KHATUN	2022-12-13		Select Assessor	Select competency
Confirm	27		SMWT3SIL210727	0600058034	MST. RINKU KHATUN	2022-12-19		Select Assessor	Select competency

Figure: - Training Reassessment List

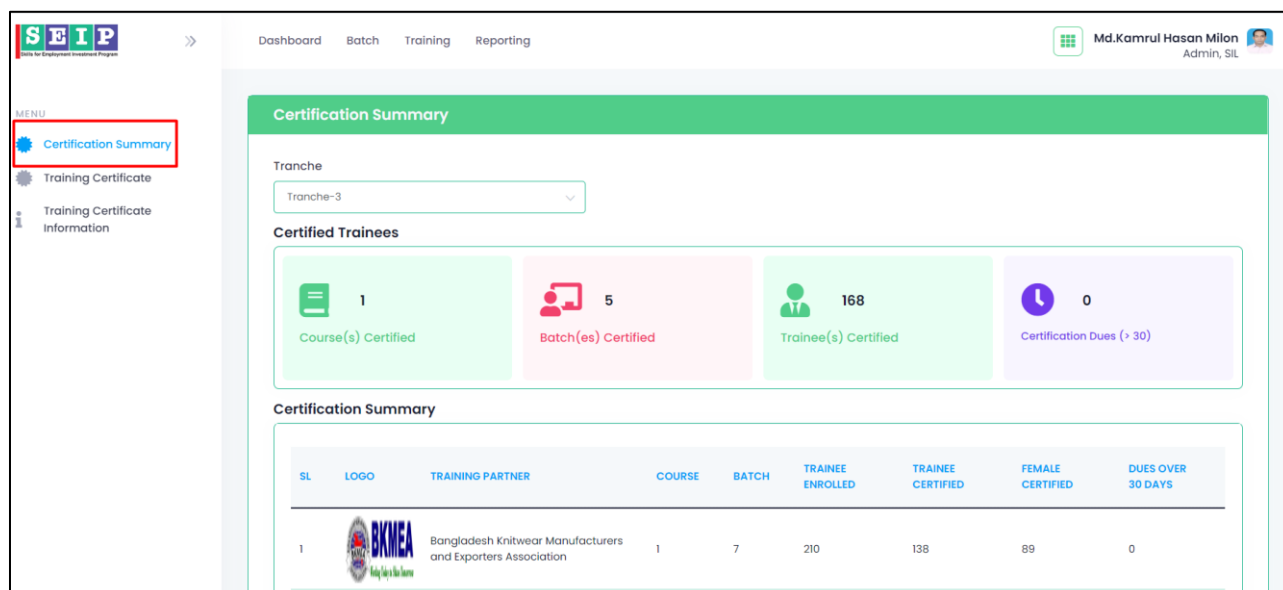
Certification

When assessment is completed of a batch, Institute issues certificate to trainees. This module includes all activities of certification. The sub-modules of Assessment Module are listed below:

1. Certification Summary
2. Training Certificate
3. Training Certificate Information

Certification Summary

System allow user to view Tranche wise Assessed Trainees Certification Summary.



SL	LOGO	TRAINING PARTNER	COURSE	BATCH	TRAINEE ENROLLED	TRAINEE CERTIFIED	FEMALE CERTIFIED	DUES OVER 30 DAYS
1		Bangladesh Knitwear Manufacturers and Exporters Association	1	7	210	138	89	0

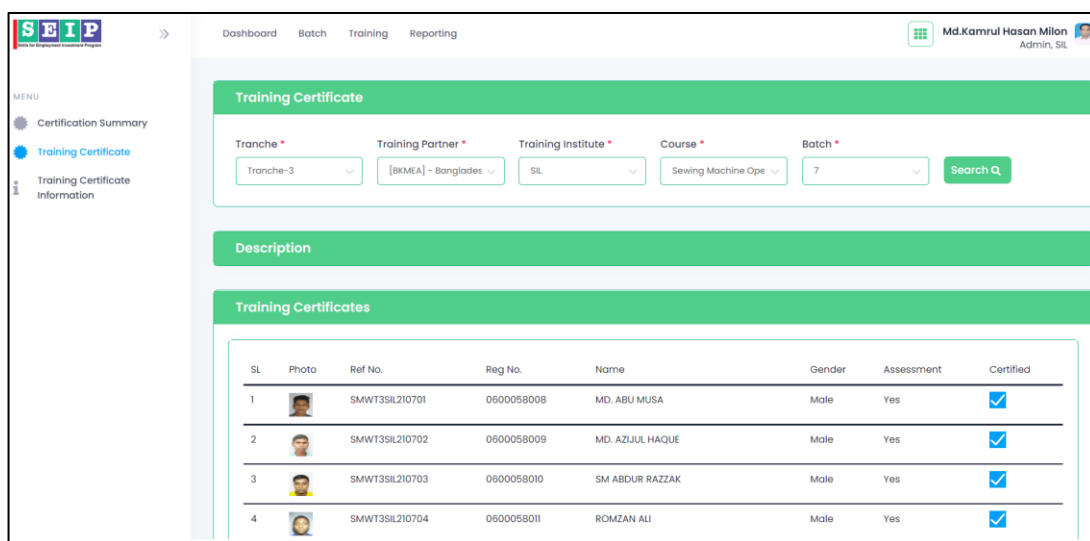
Figure: - Certification Summary

Training Certificate

- ✓ Issuing training certification to trainees who successfully completed the course..
- ✓ Only competent trainees will be eligible for certification.
- ✓ Certified trainees will be eligible for employment.

Steps for Training Certificates process

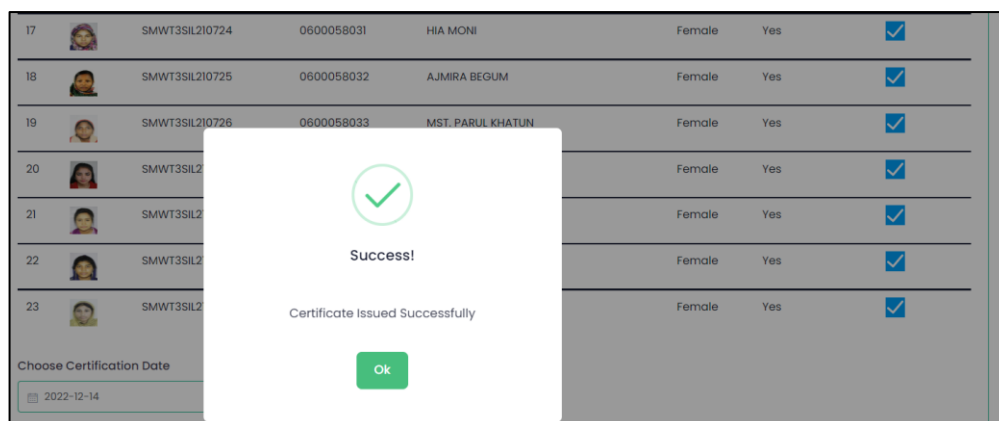
1. Under a Course select the Batch.
2. Certificate eligible trainees list will be displayed.
3. Check eligible certified trainees from the list.
4. Choose Certification Date.
5. Click Submit button.



The screenshot shows the 'Training Certificate' section of the SEIP dashboard. It includes filters for Tranche, Training Partner, Training Institute, Course, and Batch. Below the filters is a table of eligible trainees.

SL	Photo	Ref No.	Reg No.	Name	Gender	Assessment	Certified
1		SMWT3SIL210701	0600058008	MD. ABU MUSA	Male	Yes	☒
2		SMWT3SIL210702	0600058009	MD. AZUUL HAQUE	Male	Yes	☒
3		SMWT3SIL210703	0600058010	SM ABDUR RAZZAK	Male	Yes	☒
4		SMWT3SIL210704	0600058011	ROMZAN ALI	Male	Yes	☒

Figure: - Certificate eligible trainees list



The screenshot shows a 'Success!' message overlaying a table of trainees. The message states 'Certificate Issued Successfully' and includes an 'Ok' button. The table lists trainees with their details and certification status.

17		SMWT3SIL210724	0600058031	HIA MONI	Female	Yes	☒
18		SMWT3SIL210725	0600058032	AJMIRA BEGUM	Female	Yes	☒
19		SMWT3SIL210726	0600058033	MST. PARUL KHATUN	Female	Yes	☒
20		SMWT3SIL210727	0600058034	MD. ABU MUSA	Male	Yes	☒
21		SMWT3SIL210728	0600058035	MD. AZUUL HAQUE	Male	Yes	☒
22		SMWT3SIL210729	0600058036	SM ABDUR RAZZAK	Male	Yes	☒
23		SMWT3SIL210730	0600058037	ROMZAN ALI	Male	Yes	☒

Figure: - Certification Successful

Training Certificate Information

Certified trainees are displayed in Training Certificate Information list with have actions, sl,

photo, ref no., reg no., trainee name, mobile, gender, certified, certification date.

- ✓ User can view trainees Certificate Information from the list.
- ✓ User can export Training Certificate Information by PDF, excel format.

Job Placement

Maintain trainee job placement list with necessary information. After completing a training, there is an obligation that a certain percentage of total trainee must be employed. Training institute collects the employment information and log into the system.

Note: A strong relationship of trainee job employment with billing process. To claim for the last bill (Claim-3) for a batch, at least 60% competent trainees of a bill must be employed in any category.

Job Placement has the below sub-modules:

1. Add Employment
2. Job History
3. Job Tracking
4. Batch Wise Job Placement Summary

Add Employment

User can view Certified Trainees Information list are displayed have with Actions, photo, name, ref no., reg no., father name, mother name, NID, mobile and employment status.

- ✓ If Trainees has no Employment Information then Employment Status is **NO**, otherwise Employment Status is **YES**.
- ✓ User can **ADD/RELEASE JOB/DELETE JOB** actions from the list.

Add Employment Information

Tranche *

Tranche-3

Training Partner *

[BKMEA] - Bangladesh

Training Institute *

Shanta Industries Ltd

Course *

Sewing Machine Ope

Batch *

7

Search Q

Certified Trainees

ACTIONS	PHOTO	NAME	REF NO.	REG NO.	FATHER NAME	MOTHER NAME	NID	MOBILE	EMPLOYMENT STATUS
		MD. ABU MUSA	SMWT3SIL210701	0600058008	মোঃ আব্দুর রাজ্জাক	আমশা খাতুন	1964590879	01307409085	Yes
		MD. AZIJUL HAQUE	SMWT3SIL210702	0600058009	মোঃ মোস্তাফিজ হান	মমতাজ বেগম	8704626319	01745536539	No
		SM ABDUR RAZZAK	SMWT3SIL210703	0600058010	মোঃ ইব্রাহিম সগির	ফজিলা খাতুন	8263434337	01778097615	No
		ROMZAN ALI	SMWT3SIL210704	0600058011	আব্দুল ইসলাম	হাসনা বেগম	7358639818	01744174414	No
		MD. AKIBUL HOSSEN BADHAN	SMWT3SIL210706	0600058013	মোঃ জিয়াউল হক	মোহাঃ রেখা বেগম	3317497125	01305264526	No
		MD. REZOAN MIA	SMWT3SIL210707	0600058014	মোঃ এরশাদ আলী	মোহাঃ হোসেনা বেগম	7359769978	01324039330	No

Figure: - Employment Information list

ADD Employment

Steps for Add Employment

1. From Certified Trainees Information list click on ADD icon .
2. Add Job Placement form will display.
3. Select Employment Type (Self-employment/Wages-employment/Up skill employment).
- ❖ **Self-employment** - Provide information about trainee job placement who started his own business after training completion. (New entrant)
- ❖ **Wages-employment** - Provide information about trainee job placement who are employed and get wages after training completion. (New entrant)
- ❖ **Up skill employment** - Provide information about trainee job placement who are employed after training completion and learn new skill. (Up skill courses)
4. Enter trainee Job placement information and Submit.
5. Employment Created successfully message will display.

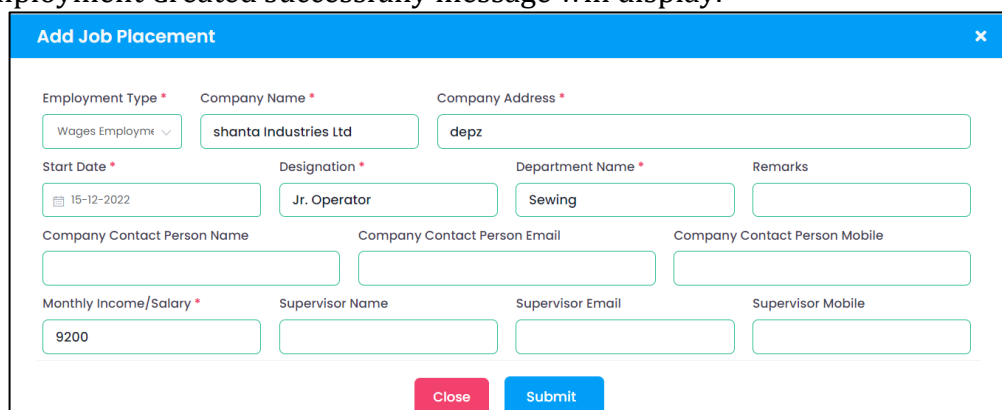


Figure: - Add Job Placement

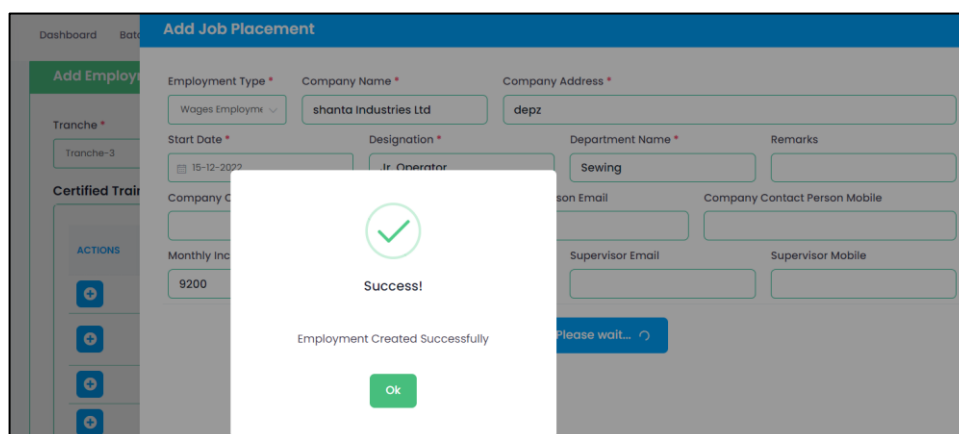


Figure: - Add Job Placement success

Edit Employment

After add Employment job placement information's than edit Employment options is displayed in the trainee Employment list. User can view update trainee job placement information by editing.

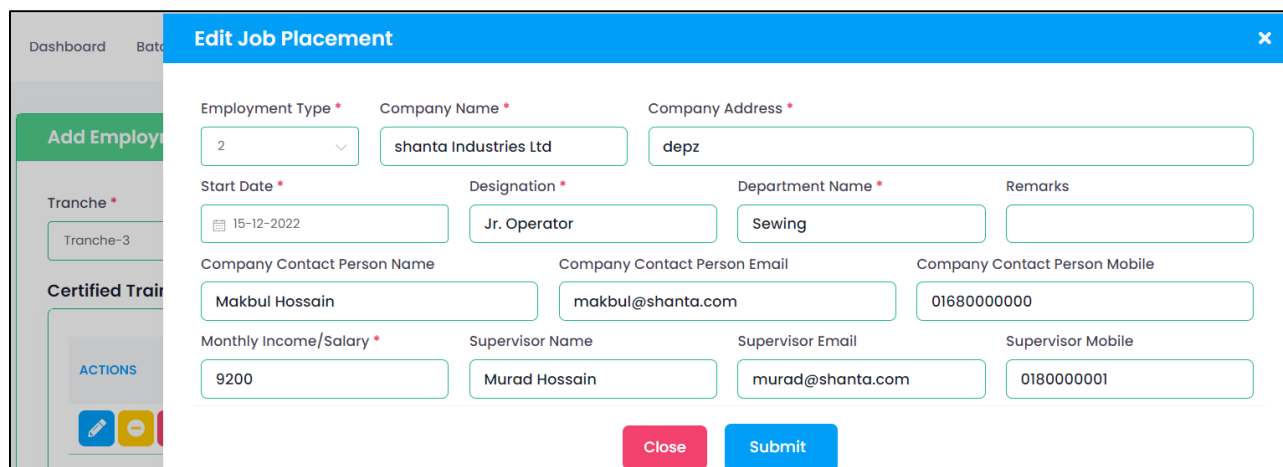


Figure: - Edit Trainee Placement

Release Employment

- ✓ User can release trainee job placement information.
- ✓ For release trainees job information start date should be earlier than job release date.

Steps for releasing trainees job information

1. Click on the release job  icon.
2. Select the Release Date and submit.

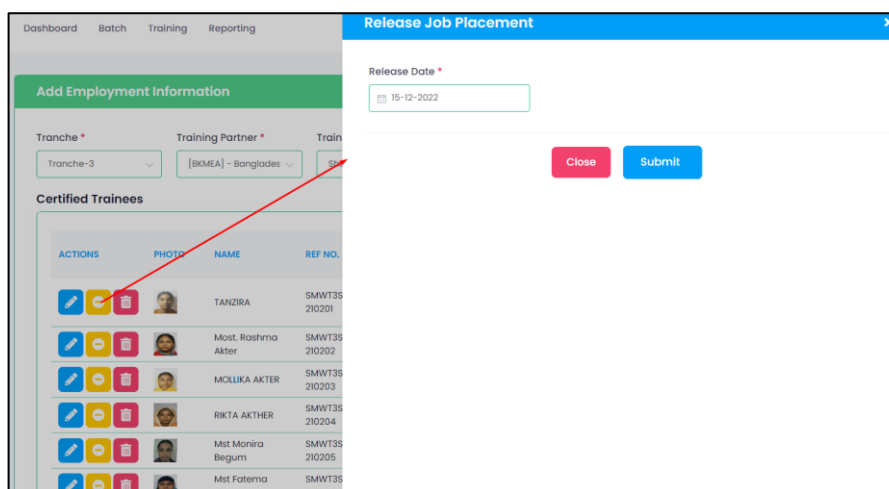
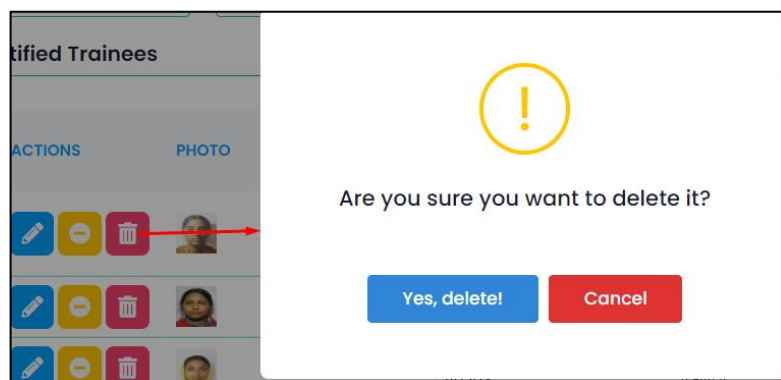


Figure: - Release trainee's job information

Delete Employment

User can delete trainee job placement information. For delete trainees job information click on the Delete icon . After deleting job trainee job information will be deleted.



Certified Trainees									
ACTIONS	PHOTO	NAME	REF NO.	REG NO.	FATHER NAME	MOTHER NAME	NID	MOBILE	EMPLOYMENT STATUS
		TANZIRA	SMWT3SIL-210201	0600053427	খন্দকার শাহাদাৎ হোসেন	রানী বেগম	1465356069	01984714369	No

Job History

System allow user to view a specific trainee's job history by searching with trainee registration no.

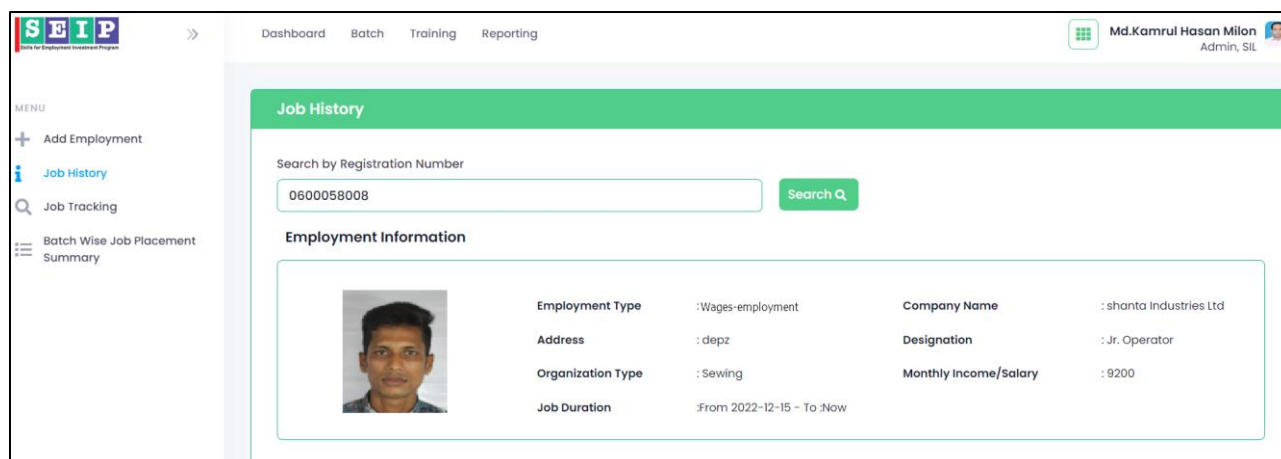


Figure: - Job History

Job Tracking Report

Shows the total tracking report about trainee job information after 3 months, 6 months and 1 year of job completion.

- ✓ System allow user to view trainee job tracking report.
- ✓ This report contains data of 3 months, 6 months and 1 year job competition report.
- ✓ User can comment on this report.

Job Tracking List														
SL	REGISTRATION NUMBER	NAME	PHONE NUMBER											COMMENTS
				JOB STATUS AT COURSE COMPLETION DATE					JOB STATUS AFTER 6 MONTHS					
				DESIGNATION	FROM	TO	GROSS SALARY	COMPANY	DESIGNATION	FROM	TO	GROSS SALARY	COMPANY	
1	0600053408	SUMI	01774418174	Jr.op	01-02-2002	-	9100	shanta industries Ltd	Jr.op	01-02-2022	-	9100	Shanta Industries Ltd	
2	0600053410	HASIBA	01920496154			-			Jr. Op	01-02-2022	-	9100	Shanta Industries Ltd	
3	0600053411	MOST. CHINA AKTER	01746545311			-			Jr. Op	01-02-2022	-	9100	Shanta Industries Ltd	
4	0600053412	Mina Akter	01706446343	Jr.op	01-02-2002	-	9100	shanta industries ltd	Jr.op	01-02-2022	-	9100	Shanta Industries Ltd	
5	0600053413	MST. JULI	01313853765	Jr.op	01-02-2002	-	9100	shanta industries ltd	Jr.op	01-02-2022	-	9100	shanta Industries Ltd	
6	0600053415	FARIN	01624477623			-			Jr.op	01-02-2022	-	9100	Shanta Industries Ltd	

Figure: - Job Tracking Report

Batch Wise Job Placement Summary

Batch Wise dynamic Job Placement Summary report will be generate by filtering multiple search criteria and can export different formats.

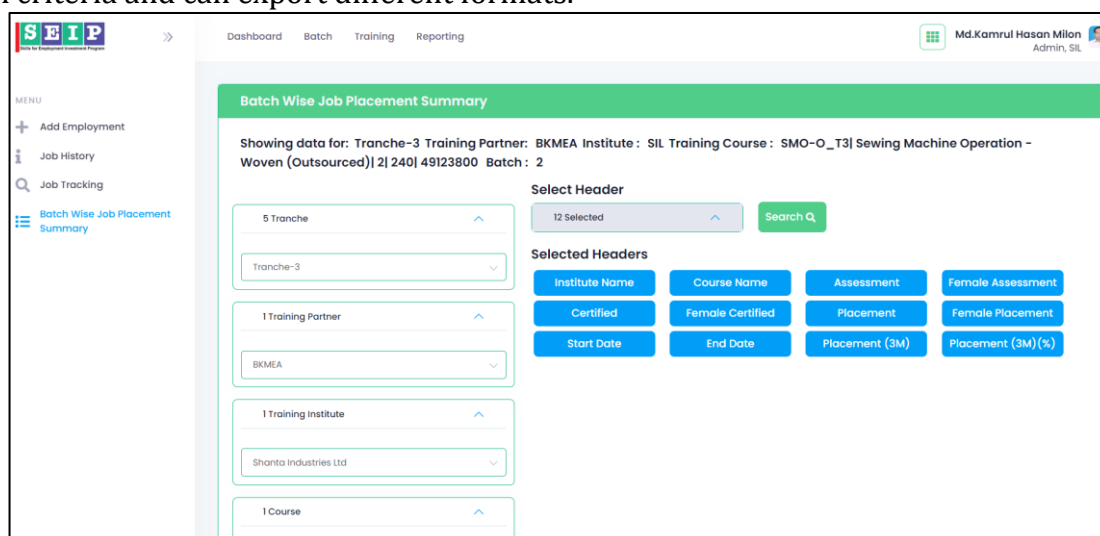


Figure: - Batch Wise Job Placement report

Billing

After completing the training procedure of a Training Institute, **Training Partner claims bill to SEIP**. The billing process is divided into three stages (Claim-1, claim-2 and claim-3) except BRTC and EDC (Claim-1, Claim-2). This module describes detail functionalities of Billings.

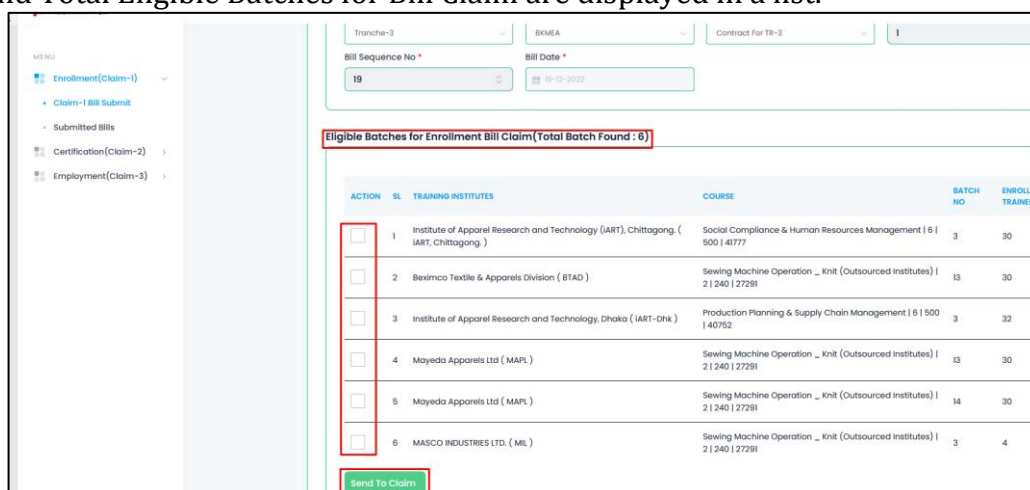
- ✓ System should allow user to add/edit /delete/ view of the billing information.
- ✓ User can view as Claim and Submitted billing information.
- ✓ User can claim bill for multiple course/batches in a single bill.
- ✓ Do not allow user to modify any information after submitting a bill.
- ✓ Allow system to generate an invoice when a bill approved.

Claim-1 Submit Bill

After completing trainee enrollment by the training institute, system will automatically show the name of the training institute in the Eligible Batches for Enrollment Bill Claim-1 list. Association user view the Bill Eligible Batches for Enrollment Bill Claim list with have Action, Sl, Training institute course batch No, & No of Enroll Trainee Information.

Steps for Claim 1 Bill

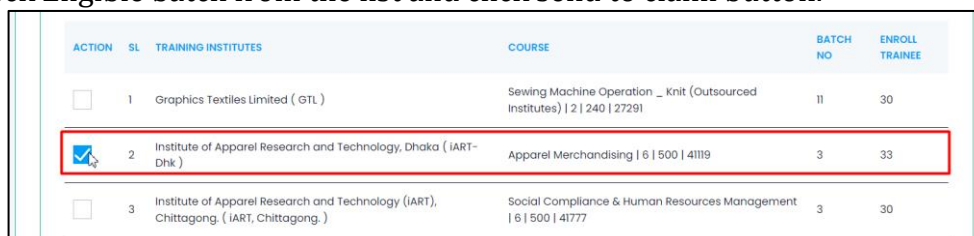
1. Select a course type (New Entrant/Up skill).
2. Select a contract from bill information page.
3. Claim, Bill sequence number, bill date information will auto generated from the system and Total Eligible Batches for Bill Claim are displayed in a list.



ACTION	SL	TRAINING INSTITUTES	COURSE	BATCH NO	ENROLL TRAINEE
☐	1	Institute of Apparel Research and Technology (IART), Chittagong. (IART, Chittagong.)	Social Compliance & Human Resources Management 6 500 41777	3	30
☐	2	Beximco Textile & Apparels Division (BTAD)	Sewing Machine Operation _ Knit (Outsourced Institutes) 2 240 27291	13	30
☐	3	Institute of Apparel Research and Technology, Dhaka (IART-Dhk)	Production Planning & Supply Chain Management 6 500 40752	3	32
☐	4	Mayeda Apparels Ltd (MAPL)	Sewing Machine Operation _ Knit (Outsourced Institutes) 2 240 27291	13	30
☐	5	Mayeda Apparels Ltd (MAPL)	Sewing Machine Operation _ Knit (Outsourced Institutes) 2 240 27291	14	30
☐	6	MASCO INDUSTRIES LTD. (MIL)	Sewing Machine Operation _ Knit (Outsourced Institutes) 2 240 27291	3	4

Figure:- Eligible Batches for Bill Claim

4. Check Eligible batch from the list and click send to claim button.



ACTION	SL	TRAINING INSTITUTES	COURSE	BATCH NO	ENROLL TRAINEE
☐	1	Graphics Textiles Limited (GTL)	Sewing Machine Operation _ Knit (Outsourced Institutes) 2 240 27291	11	30
☒	2	Institute of Apparel Research and Technology, Dhaka (IART-Dhk)	Apparel Merchandising 6 500 41119	3	33
☐	3	Institute of Apparel Research and Technology (IART), Chittagong. (IART, Chittagong.)	Social Compliance & Human Resources Management 6 500 41777	3	30

Figure:- Check Eligible batch

5. Selected Batches for Enrollment Bill Claim are displayed. User can delete the bill if wants. If Selected Batches for Enrollment Bill Claim is deleted then user can shows the bills on eligible batch for enrollment list.

Selected Batches for Enrollment Bill Claim (Total Batch Found : 1)

ACTION	SL	TRAINING INSTITUTES	COURSE	BN	TRAINEE COUNT	UNIT COST	PAY %	PAYMENT AMOUNT	BILL AMOUNT	BILL NO	BILL DATE
	1	Institute of Apparel Research and Technology, Dhaka	Apparel Merchandising I 6 500 17269980	3	33	41119.00	50	20,559.5	678,463.5	Bill-19/Claim-1	15-12-2022
Total					1	33			678,463.5		
									A) Gross Amount	678,463.5	
									B) IA's Contribution	10%	
									C) Contribution Amount (A*B)	67,846.35	
									D) Net Payable (A - C)	610,617.15	

[Bill Attachments](#) [Submit Bill](#)

Figure:- Selected Batches for Enrollment Bill

- Click submit bill. If user submit bill can't edit bill after submitting.

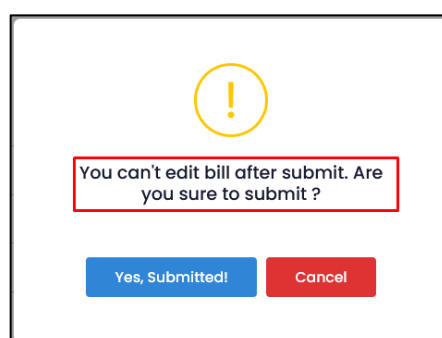


Figure:- submit bill

- After successful claim-1 bill submission will display in the Enrollment (Claim-1) Submitted Bills list.
- User will show the bill status.

SEIP

SEIP Admin Bkmeo

Admin, BKMEA

Dashboard

Batch

Training

Billing

Stipend

Reporting

Tranche-3

BKMEA

Contract For TR-3

Bill-20/Claim-1

Search

Note: Your bill is waiting for approval.

Enrollment(Claim-1)

Claim-1 Bill Submit

Submitted Bills

Certification(Claim-2)

Employment(Claim-3)

Claim-1 Bill Detail (Total Batch Found : 1)

Invoice

SL	TRAINING INSTITUTES	COURSE	BN	TRAINEE COUNT	UNIT COST	PAY %	PAYMENT AMOUNT	BILL AMOUNT
1	Shanta industries Ltd	Sewing Machine Operation - Woven (Outsourced) 2 240 27291	8	1	27291.00	50	13,645.5	13,645.5
Total								13,645.5
							A) Gross Amount	13,645.5
							B) IA'S Contribution	10%
							C) Contribution Amount (A*B)	1,364.55
							D) Net Payable (A - C)	12,280.95

Figure:- submit bill status

Bill approve Claim -1

After submitting the bill needs approval from SEIP. SEIP user approve or reject the bill. After approving the Claim-1 bill is eligible for claim -2 bill.

Steps for SEIP approval

1. From billing module click on SEIP Bill Info.
2. Click Claim 1: Submitted Bill
3. Tranche wise all associations submitted pending bill summary are displayed.
4. Click on the associations submitted bill summary.
5. Associations wise Claim-1: Submitted Bills list are displayed.



Figure:- Submitted Bill

6. Expand the bill and click approve.

Claim-1: Submitted Bills for BKMEA

Tranche * Training Partner * Contract

Claim-1 Bill Detail (Total Bill Found : 5)

TRANCHE	CONTRACT	BILL	CLAIM	BATCHES	TOTAL TRAINEE	GROSS AMOUNT	NET AMOUNT
TRANCHE-3	CONTRACT FOR TR-3	15	1	31	930	12,690,315	11,421,283.5
TRANCHE-3	CONTRACT FOR TR-3	16	1	5	153	2,705,193	2,434,673.7
TRANCHE-3	CONTRACT FOR TR-3	20	1	1	1	13,645.5	12,280.95

SL	TRAINING INSTITUTES	COURSE	BN	TRAINEE COUNT	UNIT COST	PAY %	PAYMENT AMOUNT	BILL AMOUNT	BILL DATE
1	Shanta Industries Ltd	Sewing Machine Operation - Woven (Outsourced) 2 240 27291	8	1	27291.00	50	13,645.5	13,645.5	17-12-2022
Total								1	1
								A) Gross Amount	13,645.5
								B) IA'S Contribution	10%
								C) Contribution Amount (A*B)	1,364.55

Figure:- approve bill

7. Claim-1 Bill Approved Successfully.

8. Associations user will view the approve claim-1 bill and the bill status will be “Your bill has been Approved.”.

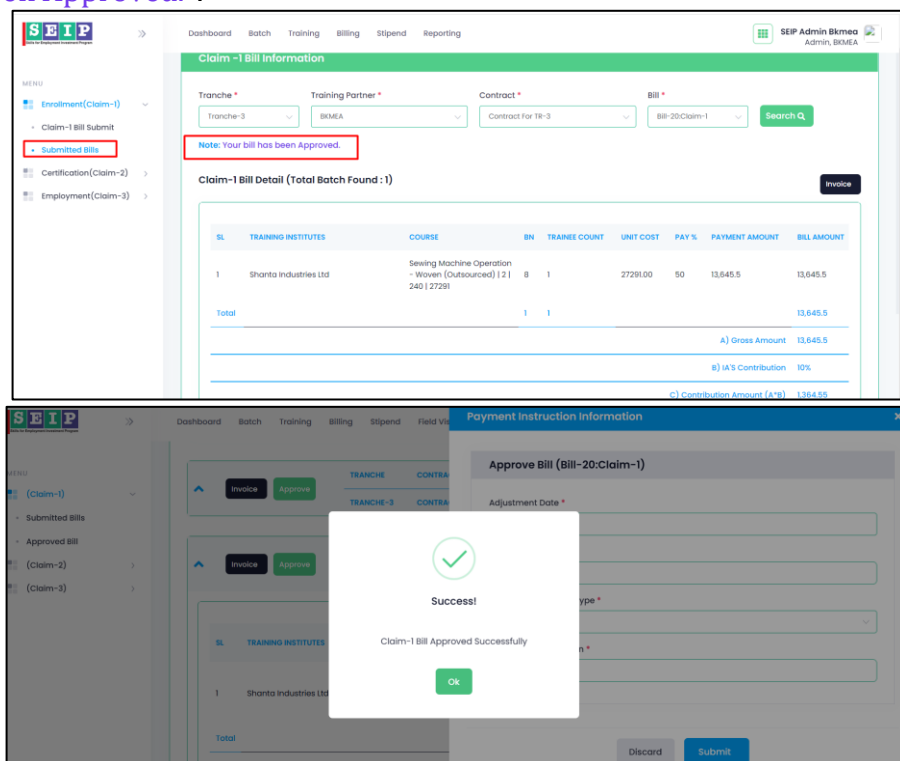


Figure:- Bill Approved

Claim -2 Bill Information

After completing trainee Training, Assessment, Certification by the training institute, system will automatically show the name of the training institute in the Eligible Batches for Enrollment Bill Claim-2 list. Association user view the Bill Eligible Batches for Enrollment Bill Claim list with have Action, Sl, Training institute course batch No, & No of Enroll Trainee Information.

- ✓ Must approve Claim 1 Bill.
- ✓ Must complete trainee Training, Assessment, Certification.
- ✓ No other bill can be added with the bill of claim-1.

Steps for Claim 2 Bill

1. Tranche, Training Partner, Contract.
2. Select a contract from bill information page.
3. Claim No will auto generated from the system.
4. Select the Claim –1 bill no.
5. Enter Bill submission Date
6. Total Eligible Batches for Bill Claim are displayed in a list.
7. Click approve.

SEIP

SEIP Admin Bkmea

Dashboard

Batch

Training

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Stipend

Reporting

SEIP Admin Bkmea

Admin, BKMEA

Menu

Enrollment (Claim-1)

Certification (Claim-2)

Claim-2 Bill Submit

Submitted Bills

Reassessment Bills Submit

Reassessment Submitted Bills

Employment (Claim-3)

Selected Batches for Certification Bill Claim (Total Batch Found : 1)

SL	TRAINING INSTITUTES	COURSE	BN	ENROLLED	ASSESSED	CERTIFIED	UNIT COST	PAY %	PAYMENT AMOUNT	BILL AMOUNT	BILL NO	BILL DATE	
1	Shanta Industries Ltd (SL)	Sewing Machine Operation - Woven (Outsourced) 2 240 27291	8	1	1	1	27291.00	30	8,187.3	8,187.3	BIL-20/Claim-2	2022-12-17	
Total										8,187.3			
										A) Gross Amount	8,187.3		
										B) IA'S Contribution	10%		
										C) Contribution Amount (A*B)	818.73		
										D) Net Payable (A - C)	7,368.57		

Bill Attachments

Submit Bill

Figure:- Claim 2 Bill

Bill approve Claim -2

After submitting the bill needs approval from SEIP. SEIP user approve or reject the bill. After approving the bill is eligible for claim -3 bill. Bill approving process are same for claim -1 bills.

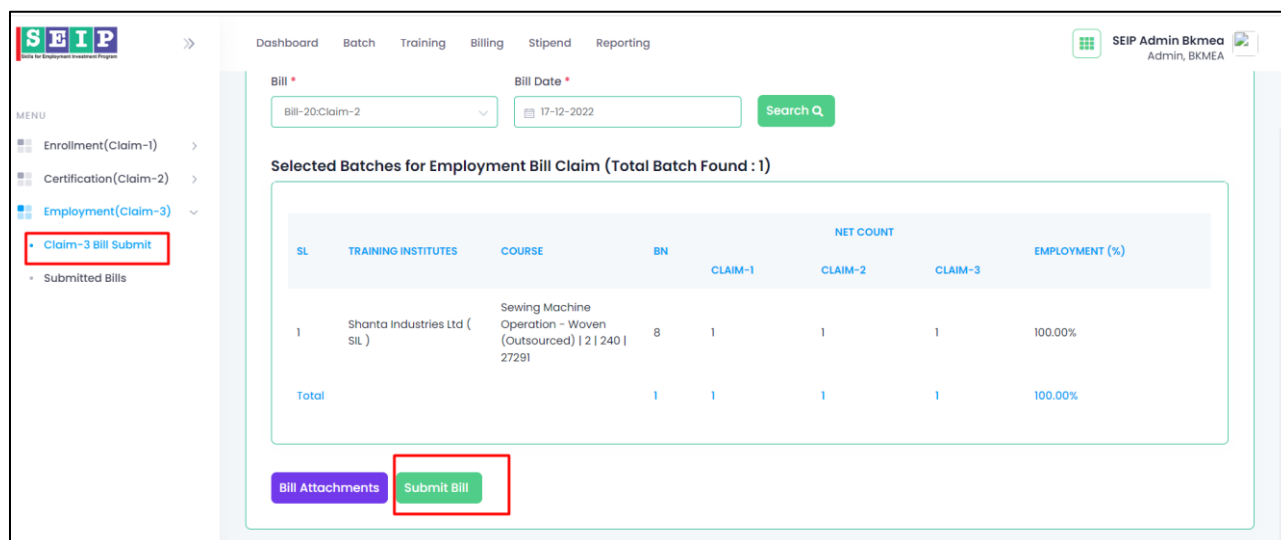
Claim -3 Bill

After providing trainee Job Placement by the training institute, system will automatically show the name of the training institute in the Eligible Batches for Enrollment Bill Claim-3 list. Association user view the Bill Eligible Batches for Enrollment Bill Claim list with have Action, Sl, Training institute course batch No, & No of Enroll Trainee Information.

- ✓ Must approve Claim 2 Bill.
- ✓ Must provide trainee Job Placement information.
- ✓ No other bill can be added with the bill of claim-2.

Steps for Claim-3 Bill

1. Tranche, Training Partner, Contract.
2. Claim No will auto generated from the system.
3. Select the Claim -2 bill.
4. Enter Bill submission Date
5. Total Eligible Batches for Bill Claim are displayed in a list.
6. Click approve.



Dashboard Batch Training Billing Stipend Reporting

SEIP Admin Bkmea
Admin, BKMEA

Bill * Bill Date *

Bill-20:Claim-2 17-12-2022 Search Q

Selected Batches for Employment Bill Claim (Total Batch Found : 1)

SL	TRAINING INSTITUTES	COURSE	BN	NET COUNT			EMPLOYMENT (%)
				CLAIM-1	CLAIM-2	CLAIM-3	
1	Shanta Industries Ltd (SIL)	Sewing Machine Operation - Woven (Outsourced) 2 240 27291	8	1	1	1	100.00%
Total			1	1	1	1	100.00%

Bill Attachments Submit Bill

Bill approve Claim -3

After submitting the bill needs approval from SEIP. SEIP user approve or reject the bill. Bill approving process are same for claim -1 bills.

Stipend Management

Stipend is a particular amount of money that is paid to selected trainees. This stipend is given according to some conditions. Manage stipend for eligible trainee in different course & batch. Mainly **SEIP TMS user perform these actions** and Training Partner only view the Stipend Eligibility Trainee Checking.

Sub-menus are:

- Stipend Eligibility Check
- Trainee Selection
- Selected Trainee
- Upload Disbursement Data
- Stipend Management Report

Stipend Eligible criteria

System allow to manage Stipend (special payment) to eligible trainee. A trainee needs to meet the following criteria to get a Stipend:

- First of all, the course which is done by trainee must be under stipend flag and course duration must be 2 months or more.

- b) Secondly trainee must have to complete the batch training.
- c) Thirdly he/she must have a bank account number / mobile banking number and 80% class attendance.

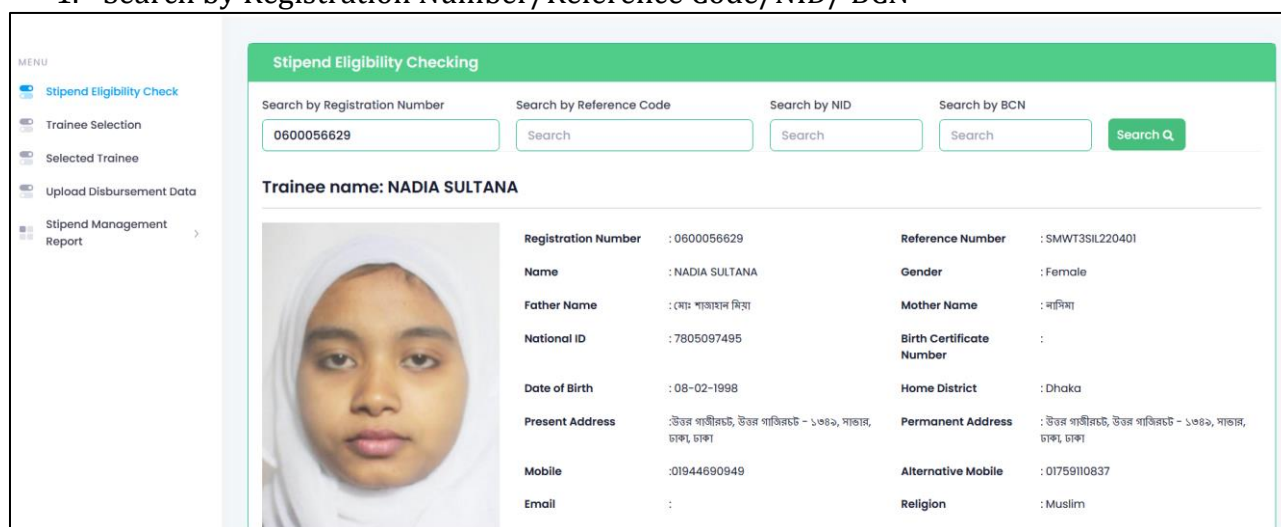
If the above 3 conditions are true then the trainee has to fulfill any one of the following conditions to get stipend.

- a) If he/she is poor and has permanent address and has income certificate
- b) Member of ethnic minority
- c) Physically disabled
- d) Female of the 54 selected districts

Stipend Eligibility Check

System allow user to find eligible trainee by:

1. Search by Registration Number/Reference Code/NID/ BCN



Stipend Eligibility Checking			
Search by Registration Number	Search by Reference Code	Search by NID	Search by BCN
0600056629	Search	Search	Search
Search Q			
Trainee name: NADIA SULTANA			
	Registration Number	: 0600056629	Reference Number
	Name	: NADIA SULTANA	Gender
	Father Name	: মোঃ শাহজাহান মিয়া	Mother Name
	National ID	: 7805097495	Birth Certificate Number
	Date of Birth	: 08-02-1998	Home District
	Present Address	: উত্তর গাজীপুর, উত্তর গাজীপুর - ১৩৩২, মাহার, ঢাকা, ঢাকা	Permanent Address
	Mobile	: 01944690949	Alternative Mobile
	Email	:	Religion
			: Muslim

Figure: - Stipend Eligibility Check

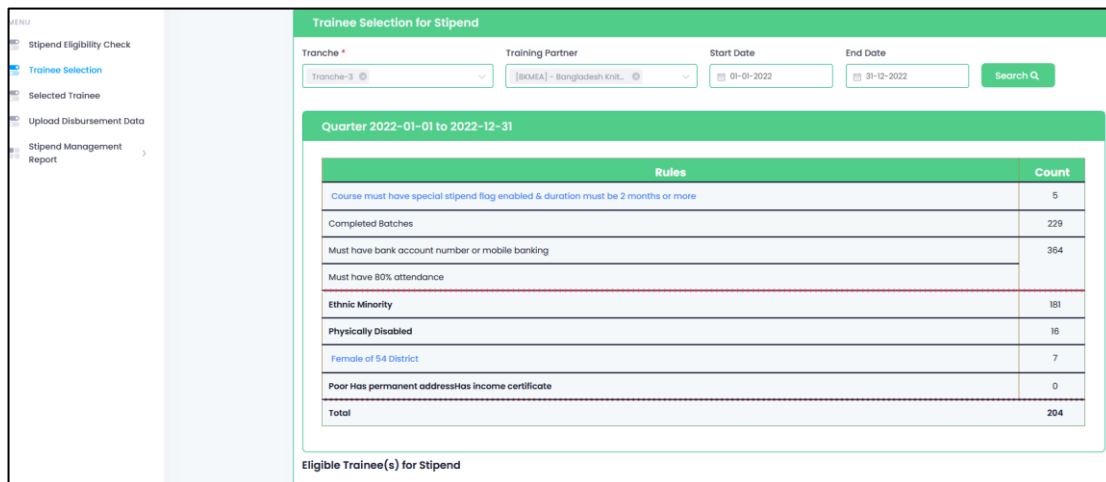
Stipend Eligibility trainee Status will be displayed.

Stipend Information		
Eligible		
Rules	Value	Status
In Stipend Eligible Course *	Sewing Machine Operation - Woven (Outsourced)	Yes
In Stipend Eligible Batch *	4	Yes
Has 80% attendance *	100	Yes
Ethnic Group	No	Yes
Physically Disabled	No	No
Female of 54 District	Dhaka	No
Poor	76.71	Yes
Permanent Address	উত্তর গাজীপুর, উত্তর গাজীপুর - ১৩৩২, মাহার, ঢাকা, ঢাকা	Yes
Income Certificate		No

Figure: - Eligibility trainee Status

Trainee Selection

- ✓ Quarter wise selected Trainee for Stipend info are displayed.



Trainee Selection for Stipend

Tranche * Training Partner Start Date End Date

Tranche-3 [BKMEL] - Bangladesh Knit... 01-01-2022 31-12-2022 Search Q

Quarter 2022-01-01 to 2022-12-31

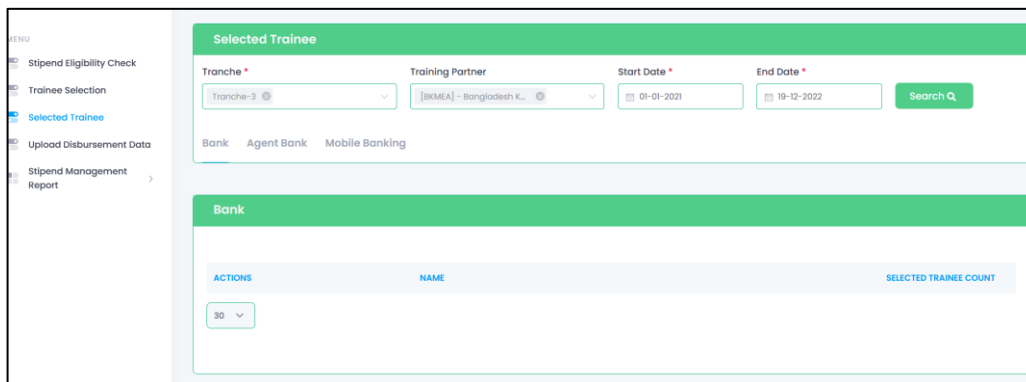
Rules	Count
Course must have special stipend flag enabled & duration must be 2 months or more	5
Completed Batches	229
Must have bank account number or mobile banking	364
Must have 80% attendance	
Ethnic Minority	181
Physically Disabled	16
Female of 54 District	7
Poor Has permanent addressHas income certificate	0
Total	204

Eligible Trainee(s) for Stipend

Figure: - Trainee Selection

Selected Trainee

- ✓ User will verify each Selected Trainee account (Bank / Wallet) information and upload the verified account into TMS.



Selected Trainee

Tranche * Training Partner Start Date * End Date *

Tranche-3 [BKMEL] - Bangladesh K... 01-01-2021 19-12-2022 Search Q

Bank Agent Bank Mobile Banking

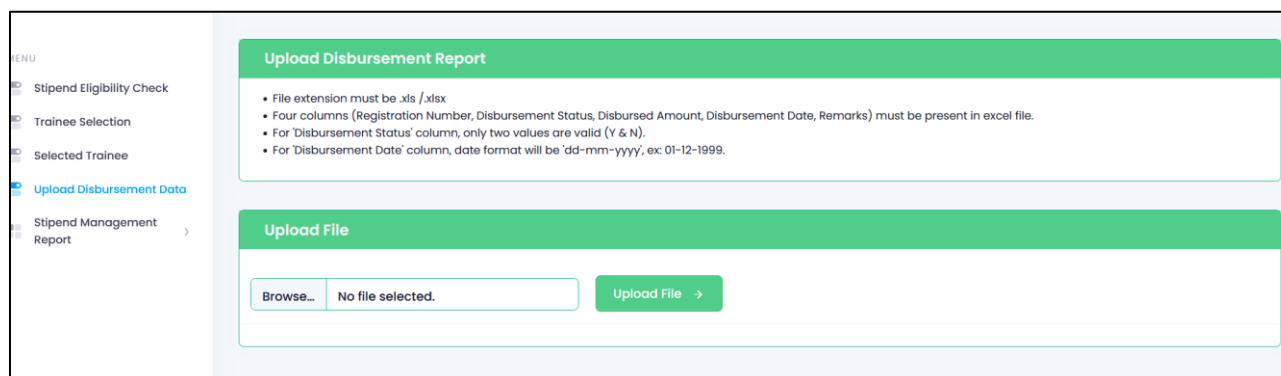
Bank

ACTIONS	NAME	SELECTED TRAINEE COUNT
30		

Figure: - Selected Trainee account info

Upload Disbursement Data

- ✓ User will generate an Excel file containing unverified trainee information.
- ✓ Update Trainee payment information based on the data of disbursement file.



The screenshot shows a web application interface for the Skills for Employment Investment Program (SEIP). On the left is a sidebar menu with the following items: 'Menu', 'Stipend Eligibility Check', 'Trainee Selection', 'Selected Trainee', 'Upload Disbursement Data' (highlighted in blue), 'Stipend Management Report', and 'Report'. The main content area has two sections. The first section, 'Upload Disbursement Report', has a green header and contains three bullet points: 'File extension must be .xls / .xlsx', 'Four columns (Registration Number, Disbursement Status, Disbursed Amount, Disbursement Date, Remarks) must be present in excel file.', and 'For Disbursement Status column, only two values are valid (Y & N). For Disbursement Date column, date format will be dd-mm-yyyy, ex: 01-12-1999.' The second section, 'Upload File', also has a green header and contains a file upload interface with a 'Browse...' button, a text box showing 'No file selected.', and an 'Upload File' button with a right arrow.

Figure: - Upload Disbursement Data

Stipend Management Report

- ✓ User generate an Excel file containing bank/wallet account information of verified Trainee.
- ✓ Share this file to respective Bank/MBS.
- ✓ Bank/MBS will disburse the money and send back the file with SEIP.
- ✓ Collect disbursement file from Bank/MBS.
- ✓ Upload this file into TMS.
- ✓ Update Trainee payment information based on the data of disbursement file.

Field visit

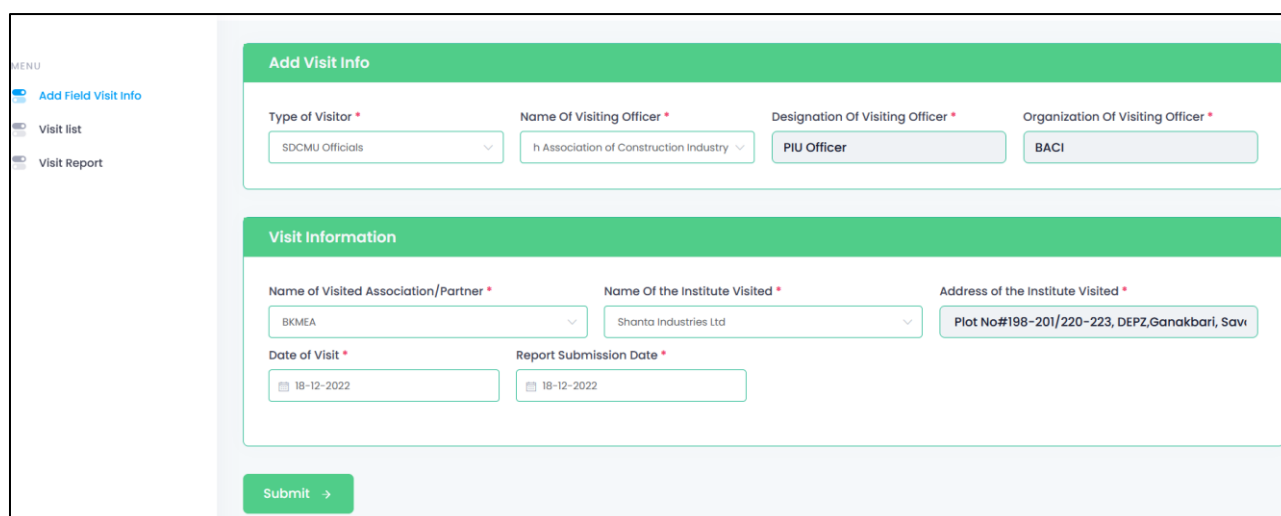
This module contains various reports about audit. Visitor will provide information about their audit and then can also customize reports from this module. **SEIP TMS user perform these actions.**

Sub-menus are:

- Add Field Visit Info
- Visit list
- Visit Report

Add Field Visit Info

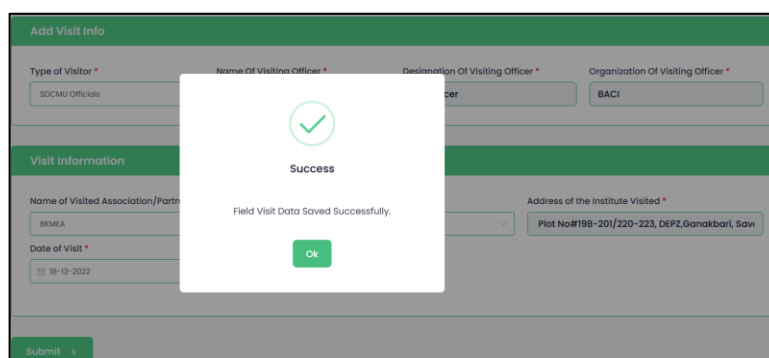
- ✓ Auditor or assigned SEIP official's visits training institute based on the colander date. After visiting, provide visit report to higher authority through TMS.
- ✓ Visitor setup calendar to visit training institute to monitor the training activities.
- ✓ Select necessary information and submit.



The screenshot shows the 'Add Visit Info' form. It has a left sidebar menu with 'Add Field Visit Info', 'Visit list', and 'Visit Report'. The main form is divided into two sections: 'Add Visit Info' and 'Visit Information'. The 'Add Visit Info' section contains four dropdown menus: 'Type of Visitor' (SDCMU Officials), 'Name Of Visiting Officer' (h Association of Construction Industry), 'Designation Of Visiting Officer' (PIU Officer), and 'Organization Of Visiting Officer' (BACI). The 'Visit Information' section contains three dropdown menus: 'Name of Visited Association/Partner' (BKMEA), 'Name Of the Institute Visited' (Shanta Industries Ltd), and 'Address of the Institute Visited' (Plot No#198-201/220-223, DEPZ,Ganakbari, Savi). Below these are two date pickers: 'Date of Visit' (18-12-2022) and 'Report Submission Date' (18-12-2022). A green 'Submit' button is at the bottom.

Figure: - Add Field Visit Info

- ❖ Successfully add visit data.

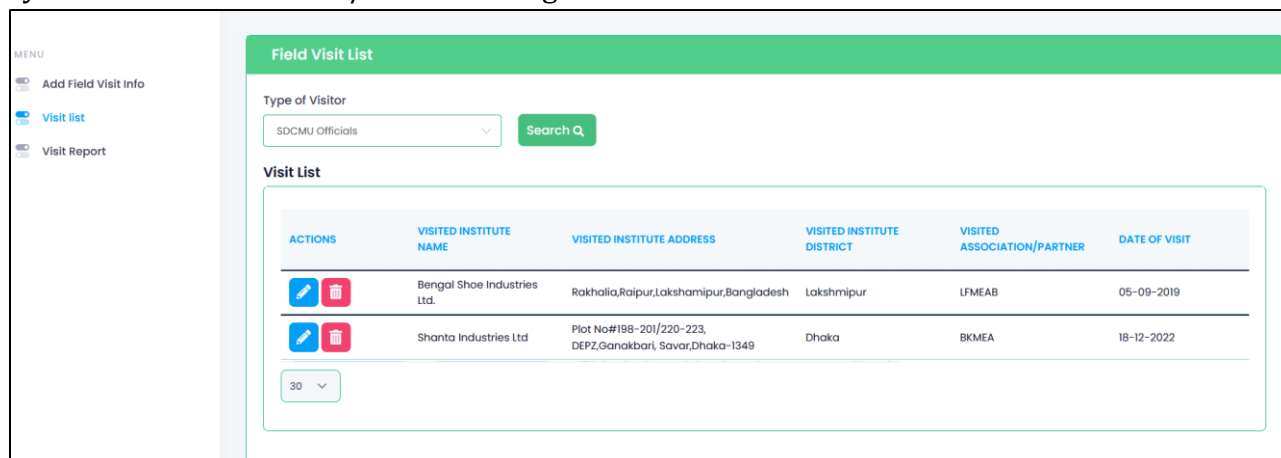


The screenshot shows the 'Add Visit Info' form with a success message overlay. The message is a white box with a green checkmark icon, the word 'Success', and the text 'Field Visit Data Saved Successfully.' Below the message is a green 'Ok' button. The background form is dimmed, showing the same fields as the previous screenshot.

Figure: - Add Field Visit Info

Field Visit

System allow user to edit/delete visiting list.



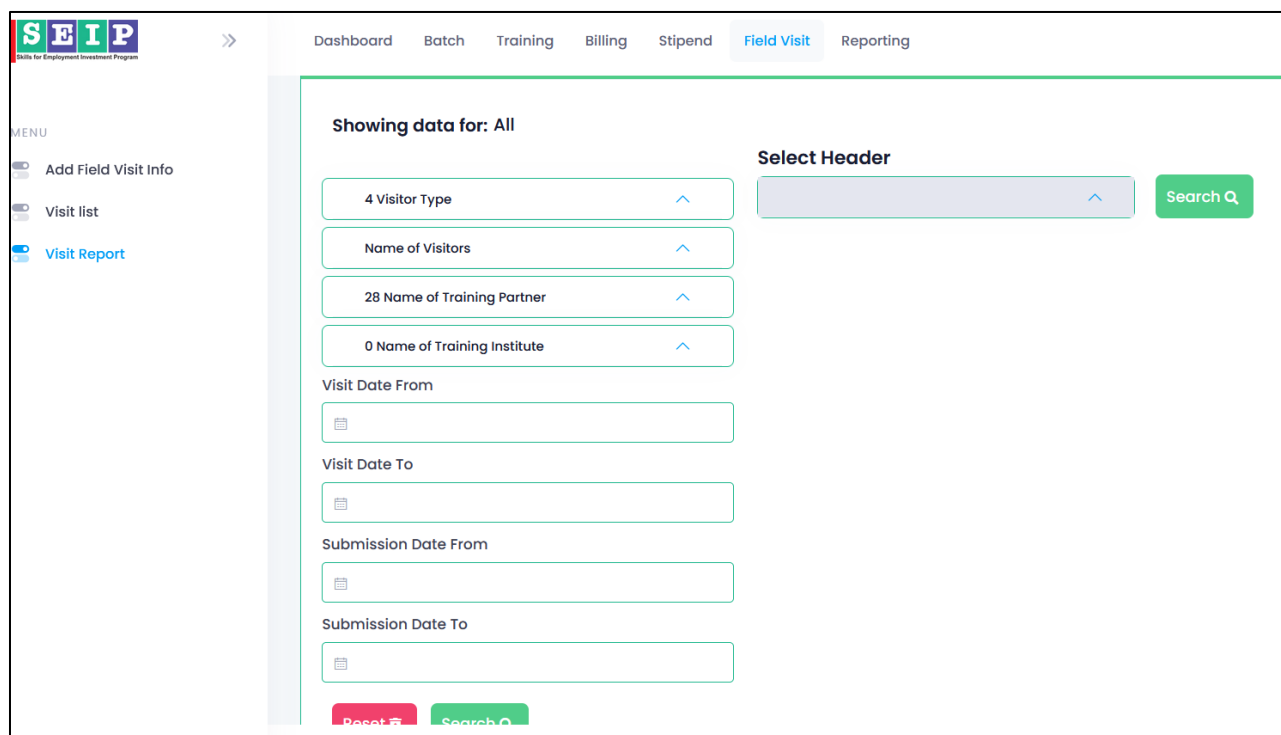
The screenshot shows the 'Field Visit List' interface. On the left is a menu with options: 'Add Field Visit Info', 'Visit list', and 'Visit Report'. The main area has a 'Type of Visitor' dropdown set to 'SDCMU Officials' and a 'Search' button. Below this is a table titled 'Visit List' with columns: 'ACTIONS', 'VISITED INSTITUTE NAME', 'VISITED INSTITUTE ADDRESS', 'VISITED INSTITUTE DISTRICT', 'VISITED ASSOCIATION/PARTNER', and 'DATE OF VISIT'. The table contains two entries: 'Bengal Shoe Industries Ltd.' and 'Shanta Industries Ltd.'. Each entry has edit and delete icons in the 'ACTIONS' column. At the bottom of the table is a pagination control showing '30'.

ACTIONS	VISITED INSTITUTE NAME	VISITED INSTITUTE ADDRESS	VISITED INSTITUTE DISTRICT	VISITED ASSOCIATION/PARTNER	DATE OF VISIT
	Bengal Shoe Industries Ltd.	Rakhaila, Raipur, Lakshampur, Bangladesh	Lakshampur	LFMEAB	05-09-2019
	Shanta Industries Ltd	Plot No#198-201/220-223, DEPZ, Ganakbari, Savar, Dhaka-1349	Dhaka	BKMEA	18-12-2022

Figure: - Field Visit

Visit Report

- ✓ System allow user to generate visitor report by selecting multiple search type to show the List of Field Visits report.
- ✓ User can export those reports through excel/pdf/print view.



The screenshot shows the 'Visit Report' interface. The top navigation bar includes 'Dashboard', 'Batch', 'Training', 'Billing', 'Stipend', 'Field Visit', and 'Reporting'. The left menu has 'Add Field Visit Info', 'Visit list', and 'Visit Report'. The main area is titled 'Showing data for: All'. It features a 'Select Header' section with four dropdowns: '4 Visitor Type', 'Name of Visitors', '28 Name of Training Partner', and '0 Name of Training Institute'. Below these are four date range selectors: 'Visit Date From', 'Visit Date To', 'Submission Date From', and 'Submission Date To'. A 'Search' button is on the right, and a 'Reset' button is at the bottom left.

Figure: - Visit Report

Report

Reports are key tools to monitor the progress of programs and training activities of SEIP. Management can take necessary actions based on the reports. This module describes all necessary reports of TMS. Reports can be divided into two major groups.

- a) Monitoring Reports
- b) TMS Reports

1. Monitoring Reports

SL	Functionalities	Functionalities
01	Batch report	System allow user to view report of all batches.
02	Course Wise Students Report	System allow user to view report of Trainee of a selected course.
03	Gender Wise Students Report	System allow user to view report of Trainee by Gender.
04	Students Attendance Report	System allow user to view report of Trainee attendance.
05	Students Age Group List	System allow user to view report of Trainee group by age.
06	Monitor Trainee Attendance	System allow user to view a graphical report of Trainee attendance.
07	Trainee Allowance Summary	System allow user to view report of Trainee allowance summary.
08	Field Visit Monitoring Report	System allow user to view report of Field Visit.

2. TMS Reports

SL	Functionalities	Functionalities
01	Trainee List	System allow user to view report of Enrolled Trainees list and having an Export (show_enrollment_report.xls) button.
02	SEIP Trainee Age Report	System allow user to view report of SEIP Trainee Age group by association. And association had linked sub report of "Training Progress Report".
03	Ethnic minority Certification & Job	System allow user to view report of Ethnic Minority Summary by tranche.
04	District wise trainee report	System allow user to view report of Cumulative Progress Report.
05	Cumulative progress report	System allow user to view report of Training Summary of Districts. And single modal view of "Training Summary of District" of same report.

06	Training Statistics	System allow user to view report of “Training Activity Report as of date-month-year” by select association and ‘Get Data’ button. And association had linked sub report of “Training Progress Report”.
07	Activity Status History	System allow user to view report of “Status of Training Activities” by date. And association had linked sub report of “Training Progress Report”.
08	BNC Report	System allow user to view report of BCN by date.
09	NID Report	System allow user to view report of NID.
10	Disable Summary Report	System allow user to view report of Disable Summary.
11	Status Monitoring Report	System allow user to view report of Monitoring Status. With row name’s (Training Institutes, Trainers, Assessors).
12	Course Wise Training Statistics Report	System allow user to view report of “Status of Training Activities” (different status activities of different industry/association with individual tranche) by selecting Training Partner (Association).
13	Training Institutes	System allow user to view report of Training Institutes.
14	Training Target List	System allow user to view report of Training Target List.
15	Course List	System allow user to view report of Course List.
16	Institute Course details	System allow user to view report of Batch List.
17	Batch List	System allow user to view report of Batch List.
18	Trainers List	System allow user to view report of Trainers List.
19	Assessors List	System should display a report of Assessors List.
20	Enrollment Summary	System allow user to view report of Enrollment Summary.
21	Show Trainees	System allow user to view report of Show Trainees.
22	Trainee Attendance Summary	System allow user to view report of Trainee Attendance Summary.
23	Field Visit Monitoring Report	System allow user to view report of Field Visit Monitoring Report.
24	Claim-1 Bill Information	System allow user to view report of Claim-1 Bill Information.
25	Claim-1: Submitted Bill Summary Claim-1: Approved Bill Summary	System allow user to view report of Claim-1: Submitted Bill Summary.
26	Association Wise Bill Summary	System allow user to view report of Association Wise Bill Summary.
27	Milestone Payment Statement	System allow user to view report of Milestone Payment Statement.
28	Old Bill Invoices	System allow user to view report of Old Bill Invoices.
29	Running Courses	System allow user to view report of Running Courses.
30	Training Batches	System allow user to view report of Training Batches.
31	Running Courses	System allow user to view report of Running Courses.
32	Training Batches	System allow user to view report of Training Batches.
33	Batch Driving License Status	System allow user to view report of Batch Driving License Status.
34	Course Training Statistics	System allow user to view report of Course Training Statistics.

35	Course Training Statistics	System allow user to view report of Course Training Statistics.
36	Course Activity Report (Upskill)	System allow user to view report of Course Activity Report (Upskill).
37	Course Activity Report (New Entrant)	System allow user to view report of Course Activity Report (New Entrant).
38	Association Training Summary	System allow user to view report of Association Training Summary.
39	Mid-Level Course Report	System allow user to view report of Mid-Level Course Report.
40	Unique Course Details	System allow user to view report of Unique Course Details.
41	Driving License Training Data	System allow user to view report of Driving License Training Data.