



Primary & Secondary
Healthcare Department



IRMNCH&N Programme Training Management System

(User Manual Guide)

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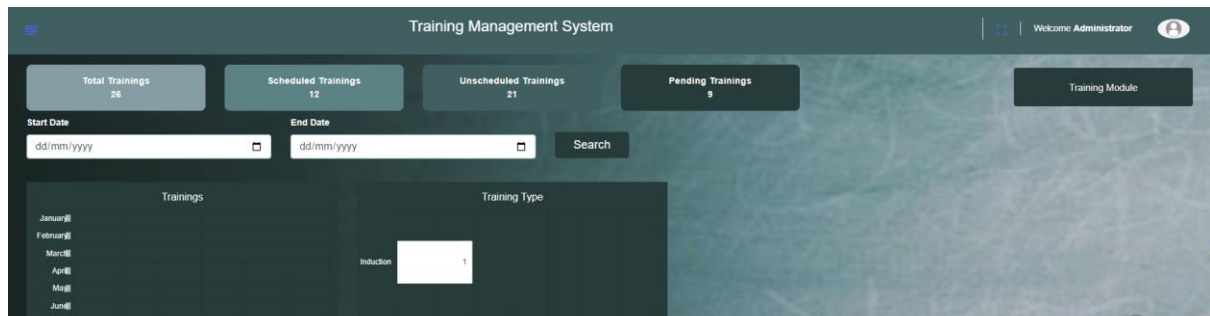
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1-Introduction

Training module has been developed to manage past and future trainings for IRMNCH. This module will serve as a central repository for the department to record, store and manage all training related data.

- Define a new/upcoming/future training
- Schedule trainings
 - *Date and time*
 - *Location and Venue details*
 - *Organizer and supporter details*
- Invite participants (email and SMS)
- Record past trainings
- Upload and record training related media
- Attendance and Trainee Assessment
- Reports and Dashboards

2-Dashboard



Training module main dashboard gives an overall view of the trainings' statistics and allows the user to search data from a range of filters.

3-Training Management Section

The screenshot displays the 'Training Management System' interface. At the top, there is a header bar with the system name and a user profile. Below the header, a blue banner provides instructions: 'Training Management section is the main and the most important section of the Training Management System. In this section the user can' followed by a bulleted list: '• Add/create a NEW training' and '• Add data/details of PAST trainings'. Below the banner, there are two tabs: 'New Training' and 'Past Trainings'. The 'Past Trainings' tab is active, showing a table with six rows of training data. Each row includes a 'Sr#', a 'Training Title', and an 'Action' column with icons for view, edit, and delete. At the bottom left, there is a dropdown menu set to '10'.

Sr#	Training Title	Action
1	IRMNCH LHV Remote ToT	
2	IRMNCH LHV/LHV Training on Family Planning	
3	IRMNCH New Training on Nutrition and Child Health	
4	Training of Trainers of Healthcare Providers on Comprehensive FP	
5	Training of Trainers of Healthcare Providers on Comprehensive FP	
6	Training of Trainers of Healthcare Providers on Comprehensive FP - LHR	

“Training Management” section is the main and the most important section of the Training Management System.

In this section the user can

1. Add/create a NEW training
2. Add data/details of PAST trainings

4-New Training

New trainings are defined/outlined in this section.

ADD NEW TRAINING ✕

Training Title*

Cadre/Designation*

Select

Training Category

--Select Training Category--

Training Level

--Select Training Level--

Training Type

--Select Training Type--

Departments*

Select Departments

Organized By

--Select Organized By--

Supported By

--Select Supported By--

Description*

Submit

Following information is captured for training description

- Training Title
- Training Category
- Training Level
- Training Type
- Training Department
- Training Organized by & Training Supported by
- Description of the training

5-Past Training

Past trainings' data is entered in this section.

Training Management System			Welcome Administrator	
+ Past Training + Non Digitized Training Data ?			← Back	
Search Here				
Sr#	Title	Action		
1	District Level Training 1st Dose of Injectables	+ Trainee + Trainer + External Participants ✎ ✖		
2	Tackle Down Facility level Training 1st Dose of Injectables	+ Trainee + Trainer + External Participants ✎ ✖		
3	Provincial ToT PPPF	+ Trainee + Trainer + External Participants ✎ ✖		
4	Tackle Down District Training on PPPF	+ Trainee + Trainer + External Participants ✎ ✖		
5	MSP Training	+ Trainee + Trainer + External Participants ✎ ✖		
6	TWO DAYS FACILITY LEVEL TRAINING OF HEALTH CARE PROVIDERS ON EARLY CHILDHOOD DEVELOPMENT (ECD)	+ Trainee + Trainer + External Participants ✎ ✖		
7	ToT PPPF	+ Trainee + Trainer + External Participants ✎ ✖		
8	Tackle Down Training on PPPF	+ Trainee + Trainer + External Participants ✎ ✖		

This section is designed to help users enter data in any form or format. It is understood that past trainings' data will not be comprehensively available, therefore “PAST TRAININGS” form is designed to be flexible to allow data entry of all sorts of partial or inadequate training evidence.

ADD PREVIOUS TRAINING

×

Training Title*

Non digitized training data ☐

Individual Candidate Information Not Available ☐

Cadre/Designation*

Select

Training Category

--Select Training Category--

Training Level

--Select Training Level--

Training Type

--Select Training Type--

Departments*

Select Departments

Organized By

--Select Organized By--

Supported By

--Select Supported By--

Year ☐

Month ☐

Start Date Time*

dd/mm/yyyy --:-- --

End Date Time*

To dd/mm/yyyy --:-- --

Province*

Division*

6-User Management

User Management section is used to create training management system application users and give privileges according to their roles and responsibilities.

NEW USER REGISTRATION

User privilege management will allow end-users to apply perimeter around the access of the training module. Each user can be given specific rights on the application according to their roles and responsibilities. Please add relevant information of the individual and check modules they are licensed to use. Only the modules selected will be visible to the given user.

Full Name*

User Name*

Email*

Designation*

Phone Number*

Password*

Confirm Password*

Modules

--Assign Modules--

Password must contain at least

• One Capital Character

• One Special Character

• One Numeric Character

Submit

Following information is captured in this section

- Full name
- Username
- Email address
- Designation
- Phone number
- Password

Modules selection will define user's access on the page. User will only be licensed to access only module that is selected from the list. Privilege levels can be altered by editing the user from the user list page.

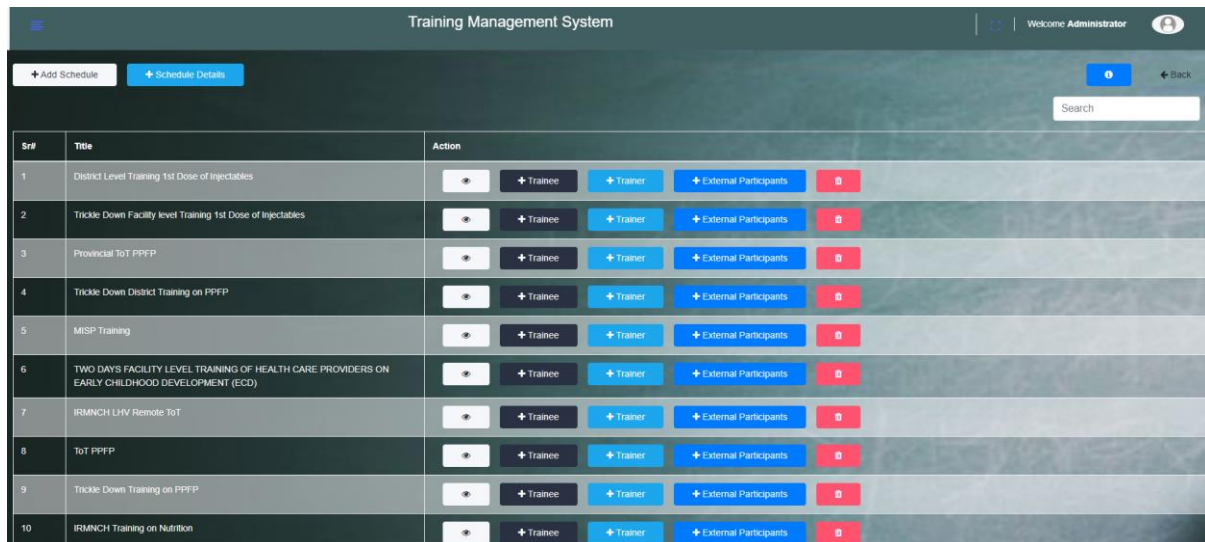
USER LIST

Add user

Sr#	Full Name	User Name	Designation	Email	Password	Action
1	Administrator	Admin	Administrator	admin@gmail.com	Admin.123	Update Roles Delete
2	ali raza	ali123	asdsad	Applicant@gmail.com	Ali@12345	Update Roles Delete
3	ali raza	Ali1234	Sr. Software Developer	Ali1234@gmail.com	Aralz@321	Update Roles Delete
4	aralz	aralz123	Testing	rizwanahmed3334642@gmail.com	Pakistan@123	Update Roles Delete
5	Aralz Javed	Aralz321	Software Developer	aralzjaved321@gmail.com	Aralz@123	Update Roles Delete
6	asdasd	asdasd	qwerty	saqibbashir226677@gmail.com	Ali@12345	Update Roles Delete

7-Schedule Management

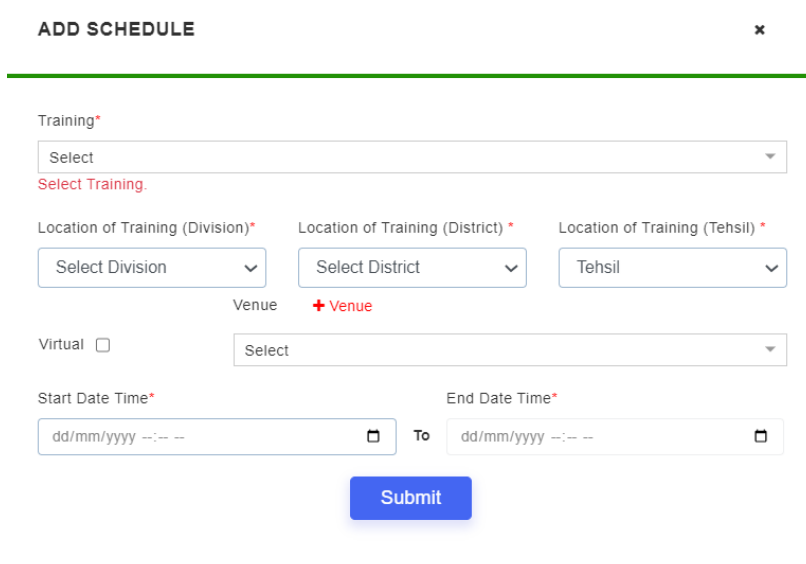
Schedule Management allows user to schedule a training on a specific date and venue.



The screenshot shows the 'Training Management System' interface. At the top, there are buttons for '+ Add Schedule' and '+ Schedule Details'. A search bar is located on the right. Below these is a table with 10 rows of training sessions. Each row has columns for 'Srf', 'Title', and 'Action'. The 'Action' column contains buttons for '+ Trainee', '+ Trainer', '+ External Participants', and a red button with a minus sign.

Srf	Title	Action
1	District Level Training 1st Dose of Injectables	+ Trainee + Trainer + External Participants -
2	Tickle Down Facility level Training 1st Dose of Injectables	+ Trainee + Trainer + External Participants -
3	Provincial TOT PPFP	+ Trainee + Trainer + External Participants -
4	Tickle Down District Training on PPFP	+ Trainee + Trainer + External Participants -
5	MSP Training	+ Trainee + Trainer + External Participants -
6	TWO DAYS FACILITY LEVEL TRAINING OF HEALTH CARE PROVIDERS ON EARLY CHILDHOOD DEVELOPMENT (ECD)	+ Trainee + Trainer + External Participants -
7	IRMNCH LHV Remote Tot	+ Trainee + Trainer + External Participants -
8	Tot PPFP	+ Trainee + Trainer + External Participants -
9	Tickle Down Training on PPFP	+ Trainee + Trainer + External Participants -
10	IRMNCH Training on Nutrition	+ Trainee + Trainer + External Participants -

User can ADD SCHEDULE to an already defined training in the “Training Management” section





The 'ADD SCHEDULE' form is displayed with a green header bar. It contains the following fields:

- Training***: A dropdown menu with 'Select' as the current value. Below it, the text 'Select Training.' is shown in red.
- Location of Training (Division)***: A dropdown menu with 'Select Division' as the current value.
- Location of Training (District)***: A dropdown menu with 'Select District' as the current value.
- Location of Training (Tehsil)***: A dropdown menu with 'Tehsil' as the current value.
- Venue**: A red plus sign followed by the text '+ Venue'.
- Virtual**: A checkbox labeled 'Virtual' followed by a dropdown menu with 'Select' as the current value.
- Start Date Time***: A date and time picker with the format 'dd/mm/yyyy --:--'.
- End Date Time***: A date and time picker with the format 'dd/mm/yyyy --:--'.
- Submit**: A blue button.

Users will add the following information in this section, after selecting an already defined training

- Division
- District
- Tehsil
- Venue
- Start and End Date & Time

User can also mark the training as virtual if the training is being conducted virtually via online mediums. Once the location and time details have been added, user will then add participants to the training.

Sr#	Title	Date From	Date To	Action
1	Test Training	2/23/23, 3:56 PM	2/24/23, 3:56 PM	 + Add Trainee + Add Trainer + External Participants
2	IRMNCH DEMO	2/23/23, 10:19 AM	2/25/23, 10:19 AM	 + Add Trainee + Add Trainer + External Participants

8-Add Trainee/Trainer

[+ Add Trainee](#)
[+ Add Trainer](#)

This section is integrated with another system called HRMIS. All HR data is fetched via HRMIS in the training management system via ADD TRAINEE & ADD TRAINER options.

ADD TRAINEE

×

Division

-- Select Division--

▼

District

--Select District--

▼

Tehsil

--Tehsil--

▼

HF Type

-- HF Type --

▼

Designation

▼

Select Health Facilities

▼

Select Trainee

▼





Submit

This is to be noted here that all data of the fields in the form above are fetched from the integrated HRMIS system.

If the user does not find any relevant data in the fields, they should contact the HRMIS team to add data in their system, which then will be reflected here in the Training Management System.

However, there is an option for the managers of Training Management System to add data of an individual separately and independently in the local database of the Training Management System. This information which will only be stored, retrieved, and utilized by the local administrators/users of the training management system and shall not be accessible to HRMIS.

Users can add individuals' details via the "EXTERNAL/OTHER PARTICIPANTS" data input form in the "Participant Management" section of this application.

1	Test Training	2/23/23, 3:56 PM	2/24/23, 3:56 PM	 + Add Trainee + Add Trainer + External Participants
2	IRMNCH DEMO	2/23/23, 10:19 AM	2/25/23, 10:19 AM	 + Add Trainee + Add Trainer + External Participants
3	New Training IRMNCH Demo			 + Add Trainee + Add Trainer + External Participants
4	dsfidsfs	2/15/23, 12:32 PM	2/14/23, 12:32 PM	 + Add Trainee + Add Trainer + External Participants

9-External Participants

+ External Participants

User will select external participants, added via the participant management section, via this button.

PARTICIPANT MANAGEMENT >> ADD EXTERNAL/OTHER PARTICIPANTS×

Participant

▼

Please Select participant

Add

All participants that are added in the system via the EXTERNAL/OTHER PARTICIPANTS” data input form in the “Participant Management” section of this application, will be seen in the drop-down menu here. User can add these participants to the training.

10-Participant Management

10.1 Send Invitation

This section is used to send email/SMS invitations to participants of a particular training

PARTICIPANT MANAGEMENT >> SEND EMAIL/SMS

This section is used to send email/SMS invitations to proposed candidates. Please select the training title and press "send email" or "send SMS" button to send email/SMS invitation to each individual trainee

Training*

User will select the training from the drop-down list of the defined and scheduled trainings in the application.

Trainer

Sr No	Name	CNIC	Action
1	Dr. Rana Muhammad Usman Khan	3520266138421	<button>+ Send Email</button> <button>+ Send SMS</button>
2	Dr. Tanveer Hussain	3460369238807	<button>+ Send Email</button> <button>+ Send SMS</button>
3	Dr. Mujahid Ali	3310094772501	<button>+ Send Email</button> <button>+ Send SMS</button>
4	MIAN AWAIS	3330221988029	<button>+ Send Email</button> <button>+ Send SMS</button>

Trainee

Sr No	Name	CNIC	Action
1	Dr. Umar Abdul Rasheed	3460123888859	<button>+ Send Email</button> <button>+ Send SMS</button>
2	DR.AHMED NAWAZ	3460162152731	<button>+ Send Email</button> <button>+ Send SMS</button>

Once the training is selected, user will be able to send email or SMS invitations to the invited participants.

10.2 Participant Training Score

All participants of the training can be scored and assessed on their performance in this section.

PARTICIPANT MANAGEMENT >> PARTICIPANT TRAINING SCORE
Mark scores of individual trainees in this section. Following information is captured in this section.
1. Training Score (manually entered)
2. Training Status (manually entered)
3. Training Attendance (populated from the attendance module)
Please select the training and enter relevant details

Training*

Select

User selects the training from the list

Training*

Test Training

Title	Test Training
Venue	PSHD
Start Date	2/23/23, 3:56 PM
End Date	2/24/23, 3:56 PM
Departments	Primary & Secondary Healthcare Department,
Description	This testing Discription

Trainee

Training Score Training Status

Total Score

Sr No	CNIC	Name	Status	Pre-Training Score	Post-Training Score	Total Marks	Pre-Training %	Post-Training %	Action
1	346012388859	Dr.Umar Abdul Rasheed	Present	2	7	10	20.00%	70.00%	<div>Edit</div>

10.3 Training Score

Once the training is selected, user can add individual trainees’ scores in the system via the form above. Trainer will also add “total score” in the form above.

Application will automatically calculate the percentages to give a general idea of the performance of the trainee in a particular training they attended.

Training Score Training Status

Total Score

Sr No	CNIC	Name	Status	Pre-Training Score	Post-Training Score	Total Marks	Pre-Training %	Post-Training %	Action
1	346012388859	Dr.Umar Abdul Rasheed	Present	2	7	10	20.00%	70.00%	<div>Edit</div>
2	3460162152731	DR.AHMED NAWAZ	Present	<div>Enter</div>	<div>Enter</div>	10	0.00%	0.00%	<div>Save</div>

10.4 Training Status

Training status marks the level of understanding of the trainee as per the evaluation of the trainer. Trainer shall mark the “Training Status” for a particular trainee as

- Training Completed
- Training Partially Completed
- Training Not Completed

[Training Score](#) [Training Status](#)

Sr No	CNIC	Name	Status	Training Status	Action
1	346012388859	Dr.Umar Abdul Rasheed	Present	-- Select Training Status--	Save
2	3460162152731	DR.AHMED NAWAZ	Present	-- Select Training Status--	Save
3	3460112456525	Waqar hussain	Present	-- Select Training Status--	Save

This is to be noted that the Trainer will not be able to select the training status as “training completed” or “training partially completed” if the trainee has been marked as ABSENT in the attendance module.

Individual’s attendance is marked in the attendance module. STATUS column in the form above reflects the attendance of the individual.

If the trainee is marked as ABSENT, “Training Status” can only be selected as “Training NOT Completed.”

10.5 External/Other Participants

All HR data in the Training Management System is fetched from the integrated HRMIS system. HRMIS is a central HR structure that stores employee data of the Primary and Secondary Health Department and all other government departments. It was recommended that HR data be fetched from HRMIS so that data integrity could be maintained.

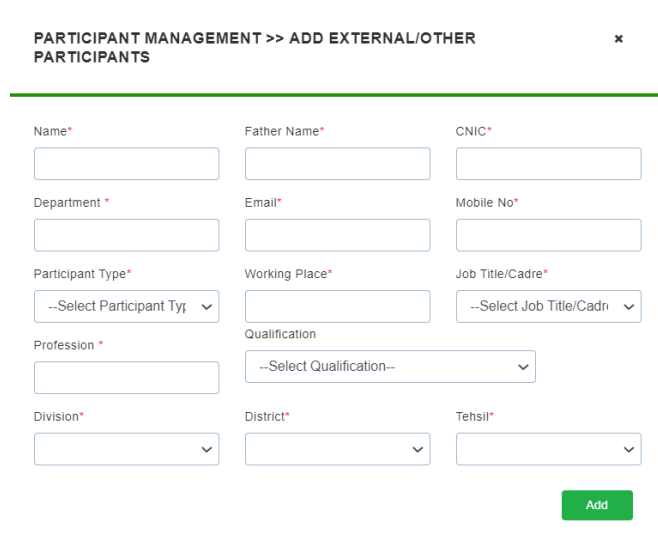
There are, however, certain times when IRMNCH or other departments conduct trainings for individuals that are not employees of the government and hence their data is not available in the HRMIS system.

To cater and record information of those individuals whose data is not listed/recorded in the HRMIS is done via this section of the training management system. This data shall be available in the local database of the training management system and shall not be accessible to any other system.



Srf	Name	CNIC	Job Title	Working Place	Action
1	Khalida Parveen	33202-3423764-4	LHV		View Delete
2	Zubaida Parveen	33204-0568672-2	LHS		View Delete
3	quniar un nisa	33202-1258962-0	LHS		View Delete
4	rukhsana mehnod	33202-1159591-0	LHV		View Delete
5	RADIA KASHIF	36102-1804696-0	LHS		View Delete
6	MAIDA UMER	33204-0628794-6	LHV		View Delete
7	Nighat Parveen	3320373686260	LHS		View Delete

Following information is captured for all the people who are externally added to the system.



PARTICIPANT MANAGEMENT >> ADD EXTERNAL/OTHER PARTICIPANTS

Name*

Father Name*

CNIC*

Department *

Email*

Mobile No*

Participant Type*
--Select Participant Ty

Working Place*

Job Title/Cadre*
--Select Job Title/Cadr

Profession *

Qualification
--Select Qualification--

Division*

District*

Tehsil*

Add

- Name
- Father's name
- CNIC
- Department
- Email Address
- Mobile number
- Participant Type
 - Trainer
 - Trainee
- Working place
- Job Title
- Profession
- Qualification
- Division
- District
- Tehsil

.

11-Attendance Management

Attendance Management section is used to mark attendance of an individual candidate for a particular training they attended.

ATTENDANCE MANAGEMENT

This section is used to mark attendance of the trainee at the training day. Please select the training title and mark attendance.

Training*

Select

11.1 Attendance

User selects the training from the form above and marks attendance for both trainer and trainee.

Trainer

Sr No	Name	CNIC	Attendance Status	Action
1	Dr. Rana Muhammad Usman Khan	3520266138421	Present	<div><div>+ Absent</div><div>Replacement Nominee (Trainer)</div></div>
2	Dr. Tanveer Hussain	3460369238807	Absent	<div><div>+ Present</div><div>Replacement Nominee (Trainer)</div></div>
3	Dr. Mujahid Ali	3310094772501	Present	<div><div>+ Absent</div><div>Replacement Nominee (Trainer)</div></div>
4	MIAN AWAIS	3330221988029	Present	<div><div>+ Absent</div><div>Replacement Nominee (Trainer)</div></div>

Trainee

Sr No	Name	CNIC	Attendance Status	Action
1	Dr. Umar Abdul Rasheed	3460123888859	Present	<div><div>+ Absent</div><div>Replacement Nominee (Trainee)</div></div>
2	DR. AHMED NAWAZ	3460162152731	Present	<div><div>+ Absent</div><div>Replacement Nominee (Trainee)</div></div>

11.2 Replacement Nominee

As per the requirement of the department, sometimes a replacement/substitute nominee attends the training on behalf of the originally invited individual. If there is a situation where a substitute is attending the training, then “REPLACEMENT NOMINEE” form is filled with replacement information.

	Attendance Status	Action
1	Present	<div>+ Absent</div> <div>Replacement Nominee (Trainer)</div>
7	Absent	<div>+ Present</div> <div>Replacement Nominee (Trainer)</div>
1	Present	<div>+ Absent</div> <div>Replacement Nominee (Trainer)</div>
9	Present	<div>+ Absent</div> <div>Replacement Nominee (Trainer)</div>

Attendance Status	Action
nt	<div>+ Absent</div> <div>Replacement Nominee (Trainee)</div>
nt	<div>+ Absent</div> <div>Replacement Nominee (Trainee)</div>

The following form is used to record the replacement nomination.

ADD TRAINEE

×

Division

-- Select Division--

▼

District

--Select District--

▼

Tehsil

--Tehsil--

▼

HF Type

-- HF Type --

▼

Designation

▼

Select Health Facilities

▼

Select Trainee

▼

Submit

12-Non-Digitized Training Data

Non-Digitized Training Data is the document management system where users can add any sort of media files against any training. These can be documents, excel sheets, videos, presentations or any other type of media files.

Non-Digitized Training Data

This section is designed to add media against each training. This media can be of any type like audio files, video files, word documents, excel sheets or presentations. Please click on "add document" button and select the training title against which media needs to be added.

+ Add Non-Digitized Training Data

← Back

Search Here

Sr#	Title	Document Type	View
1	Test Training		<div>👁</div>
2	IRMNCH DEMO		<div>👁</div>

Users select the training against which media is to be uploaded. Following information is added while uploading files:

- Document/File Title
- Document/File Type
- Selection Type

ADD DOCUMENTS



Training*

Select

Document Title*

Document Title

Document Type

--Select Document Type--

Selection Type*

-- Select Selection Type --

Upload