

TRAINING MANAGEMTN SECTION

<div><div>+ New Training</div><div>Past Trainings</div><div>← Back</div></div>				
Sr#	Training Title	Cadre	Departments	View
1	Test Training	Medical Officer-SNE-SNE	Primary & Secondary Healthcare Department,	
2	IRMNCH DEMO	Daftry-SNE-SNE	Primary & Secondary Healthcare Department,	
3	New Training IRMNCH Demo			
4	fighghg		Primary & Secondary Healthcare Department,	

“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

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

PAST TRAINING

PAST trainings' data is entered in this section.

+ Past Training

+ Non Digitized Training Data

← Back

Search Here

Sr#	Title	Date From	Date To	Action
1	New Training IRMNCH Demo			<div>👁</div> <div>+ Add Trainee</div> <div>+ Add Trainer</div> <div>+ External Participants</div>
2	dsfdsf	2/15/23, 12:32 PM	2/14/23, 12:32 PM	<div>👁</div> <div>+ Add Trainee</div> <div>+ Add Trainer</div> <div>+ External Participants</div>
3	sdfsdf	2/15/23, 12:38 PM	2/21/23, 12:38 PM	<div>👁</div> <div>+ Add Trainee</div> <div>+ Add Trainer</div> <div>+ External Participants</div>
4	sdfdsf	2/15/23, 12:40 PM	2/14/23, 12:40 PM	<div>👁</div> <div>+ Add Trainee</div> <div>+ Add Trainer</div> <div>+ External Participants</div>
5	Provincial ToT 1st Dose of Injectables			<div>👁</div> <div>+ Add Trainee</div> <div>+ Add Trainer</div> <div>+ External Participants</div>

This section is designed to help users enter data in any form or format. It is understood that past trainings' data will not be available as a comprehensive and complete set of information therefore "PAST TRAININGS" form is designed to be flexible to allow data entry of all sorts of partial or inadequate training evidences.

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*

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*
<input type="text"/>	<input type="text"/>
Email*	Designation*
<input type="text"/>	<input type="text"/>
Phone Number*	Password*
<input type="text"/>	<input type="text"/>
Confirm Password*	Modules
<input type="text"/>	--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

Type User Name to filter... [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	Araiz@321	Update Roles Delete
4	araiz	araiz123	Testing	rizwanahmed3334642@gmail.com	Pakistan@123	Update Roles Delete
5	Araiz Javed	Araiz321	Software Developer	araizjaved321@gmail.com	Araiz@123	Update Roles Delete
6	asdasd	asdasd	querty	saqibbashir226677@gmail.com	Ali@12345	Update Roles Delete

SCHEDULE MANAGEMENT

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

<div><div>+ Add Schedule</div><div>+ Schedule Details</div><div>← Back</div></div>				
Search Here				
Sr#	Title	Date From	Date To	Action
1	Test Training	2/23/23, 3:56 PM	2/24/23, 3:56 PM	<div><div></div><div>+ Add Trainee</div><div>+ Add Trainer</div><div>+ External Participants</div></div>
2	IRMNCH DEMO	2/23/23, 10:19 AM	2/25/23, 10:19 AM	<div><div></div><div>+ Add Trainee</div><div>+ Add Trainer</div><div>+ External Participants</div></div>
3	New Training IRMNCH Demo			<div><div></div><div>+ Add Trainee</div><div>+ Add Trainer</div><div>+ External Participants</div></div>
4	sdidsids	2/15/23, 12:32 PM	2/14/23, 12:32 PM	<div><div></div><div>+ Add Trainee</div><div>+ Add Trainer</div><div>+ External Participants</div></div>
5	sdlsdf	2/15/23, 12:38 PM	2/21/23, 12:38 PM	<div><div></div><div>+ Add Trainee</div><div>+ Add Trainer</div><div>+ External Participants</div></div>
6	sdidsids	2/15/23, 12:40 PM	2/14/23, 12:40 PM	<div><div></div><div>+ Add Trainee</div><div>+ Add Trainer</div><div>+ External Participants</div></div>

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

ADD SCHEDULE

×

Training*

Select

Select Training.

Location of Training (Division)*

Select Division

Location of Training (District) *

Select District

Location of Training (Tehsil) *

Tehsil

Venue

+ Venue

Virtual ☐

Select

Start Date Time*

dd/mm/yyyy --:--

To

End Date Time*

dd/mm/yyyy --:--

Submit

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 conduction 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	<div><div></div><div>+ Add Trainee</div><div>+ Add Trainer</div><div>+ External Participants</div></div>
2	IRMNCH DEMO	2/23/23, 10:19 AM	2/25/23, 10:19 AM	<div><div></div><div>+ Add Trainee</div><div>+ Add Trainer</div><div>+ External Participants</div></div>

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

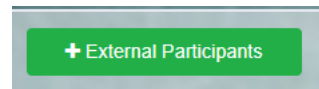
If the user does not find any relevant data in the fields, they should contact the HRMIS team to add data in their system, which then will be reflected here in the Training Management System.

There however is a facility 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

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.

PARTICIPANT MANAGEMENT -> 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	<div>+ Send Email</div> <div>+ Send SMS</div>
2	Dr. Tanveer Hussain	3460369238807	<div>+ Send Email</div> <div>+ Send SMS</div>
3	Dr. Mujahid Ali	3310094772501	<div>+ Send Email</div> <div>+ Send SMS</div>
4	MIAN AWAIS	3330221988029	<div>+ Send Email</div> <div>+ Send SMS</div>

Trainee

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

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

PARTICIPANT MANAGEMENT -> 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%	Edit

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%	Edit
2	3460162152731	DR.AHMED NAWAZ	Present	<input type="text" value="Enter"/>	<input type="text" value="Enter"/>	10	0.00%	0.00%	Save

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....

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”

PARTICIPANT MANAGEMENT -> 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.

Participant Management >> External/Other Participants
All HR data in this training module is fetched through an integrated HRMIS system. An external candidate, that does not exist in HRMIS, is added in the training module' local database via this section. Please click on the "add participant" button to add details of the person.

[+ Add Participant](#) [← Back](#)

Sr#	Name	CNIC	Job Title	Working Place	Action
1	dtd		dsf	ds	View
2	Testing		Testing	Testing	View
3	Rizwan		vbc	vbc	View

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 Tyg

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

.

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

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>

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

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	IRMINCH 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