

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	sdtsdts	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	sdfsdf	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	sdfsdfs	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

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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

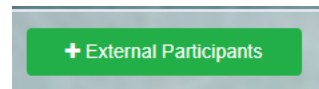
If the user does not find any relevant data in the fields, they should contact the HRMIS team to add data in their system, which then will be reflected here in the Training Management System.

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.

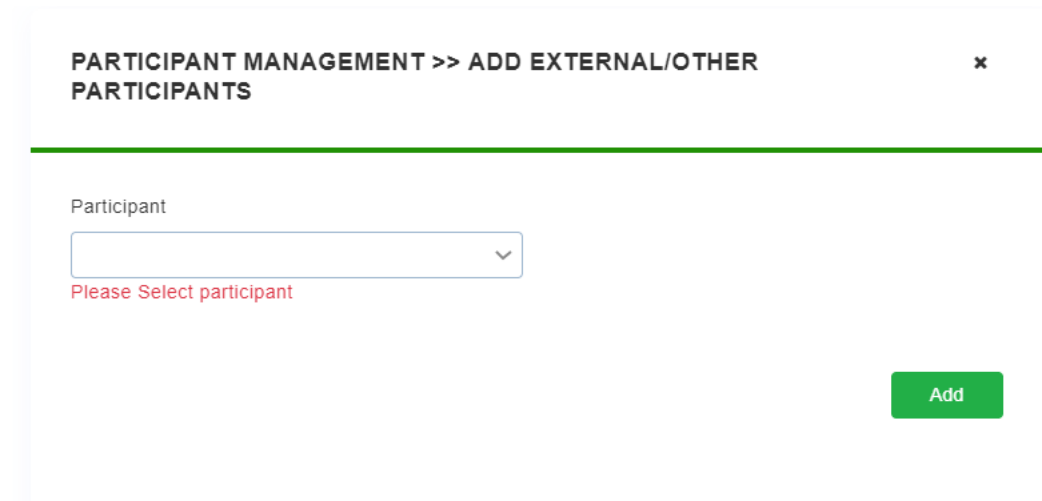
Users can add individuals' details via the "EXTERNAL/OTHER PARTICIPANTS" data input form in the "Participant Management" section of this application.

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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.

A screenshot of a web form titled 'PARTICIPANT MANAGEMENT >> ADD EXTERNAL/OTHER PARTICIPANTS'. The form has a green header bar with the title and a close button (x). Below the header, there is a label 'Participant' above a dropdown menu. The dropdown menu is currently empty, and a red error message 'Please Select participant' is displayed below it. At the bottom right of the form, there is a green 'Add' button.

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.