Software Reference Manual

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1. Overview

1.1 Introduction

This software is developed for managing the workshop. The features like registration process, online attendance, certificate generation and report analysis are supported in this software.

Two types of workshops can be conducted, coordinator and main workshop. First the coordinator workshop is conducted, then main workshop is conducted for the same topic as in coordinator workshop. The philosophy behind these workshops is as follows.

An institute from where the programme is conducted/transmitted can be called as Main Center (MC). Coordinator workshops are conducted in MC. The program will be transmitted to the other institutes called "Remote Centers".

- A Remote Center (RC) is a place from where the participants/people can interact with the instructor who is conducting the course or delivering a lecture from main center. The live lectures are transmitted at Remote Centers using A-VIEW software.
- RC is usually an institute with good facility and infrastructure.
- It acts as a host for the virtual classroom environment created by A-VIEW.
- The participant can attend the workshop in a RC close to his/her place. The RC minimizes the logistics of travel, boarding and lodging.
- Person from the RC is nominated as Remote Center Coordinator (RCC) for organizing the main workshops.

A representative from interested remote center (willing to conduct main workshops) attends the **coordinator** workshop. These institutes later can host the **main** workshop. These representatives become the Workshop Coordinators (**WSC**).

The participants of the **main** workshop are from different institutes. While registering for the main workshop, these participants can choose the remote center according to their convenience.

Different modules have been developed to support different administrative activities while conducting a workshop like, attendance module, certificate module, report module etc. There are different roles involved in the software, the major ones are workshop administrator, WSC and Remote Center Coordinator (RCC). WSC and RCC are significant for conducting the main workshop. WSC becomes the course coordinator while RCC handles administrative responsibilities in their RC.

This document is divided into multiple sections. This section contains the terminologies used in the website. Section 2 describes about various workshops that are conducted through this website, Section 3 describes about workshop process flow. Section 4, 5 & 6 contains details of on-invite, self-sustained and self-sustained with Payment Module type of workshops. Section 7,8,9,10 contains the description of different modules developed. Section 11 describes about different roles. Section 12 contains details of data owners

1.2 Purpose

The purpose of this document is to assist workshop admin team to use the software optimally. It can be used as a reference guide while planning and executing the workshop.

1.3 Scope

The scope of the document is to provide the list of features available on the website. It is not to be shared by learners, faculty members and other partners.

1.4 Terms and Definitions

There are few terminologies used in the document. The details are given below.

IITB: Indian Institute of Technology, Bombay. (for more information, visit here)

Registered Users: All the users who have either attended workshop or have signed up on website.

Enrolled Users: The registered users who have enrolled for the program. They are called Participants or Learners.

Remote Centers (RCs): A Remote Center acts as the intermediary institute between main center and the participating teachers during the programme. Lectures are delivered from main center, while tutorials and lab sessions are conducted locally in the same RC. The lecture transmission and live interaction takes place in a virtual classroom environment, using the A-VIEW technology on the internet.

A-VIEW: Amrita Virtual Interactive E-Learning World. (for more information visit here)

Coordinator Workshop: A short term training programme conducted for Remote Center Faculty Member as a preparation of main workshop.

Main Workshop: A short term training programme conducted at hundreds of Remote Centers spread across the country. The remote Centers have already attended and completed the Coordinator Workshop.

Self Sustained Model (SSM) Main Workshop: A Main workshop which is conducted in a self financed mode.

Administrative Manager (admin): A Registered User who has super user rights on the website. The user has access to all the data and he/she can edit all the configuration, set-up and transaction data.

Teacher: Registered User who is the faculty of main workshop. He has access to all the enrolled users list with contact details.

Administrative Assistant: A registered user who has limited access to the data of registered participants of current ongoing workshop or recently completed workshop (3 months after completion). And can update personal and institution information of registered participants.

Administrative Staff: A registered user who has limited access to update the status (Approved or Invalid) of participants of ongoing programme.

Technical Staff: A registered user who has access to list of enrolled users of the programme.

Learning management System(LMS): Moodle and IITBombayX can be used as LMS. These are the platform to do assignments and quizzes.

Enrollment Status: Every participant who enrolls for the workshop has one of the following statuses. The status is called enrollment status.

- **Registered Status:** All participants when enroll for workshop is assigned Request Registered status initially. It will be referred as **Registered** Status in the document and on website.
- **In Process Status:** The set of participants' information is examined by the administration team, and if all the information and permission letter is as per requirement, administrative team member changes the participants' status to Approved. It will be referred as **In Process** Status in the document and website.
- **Accepted:** In SSM, if a person is verified by admin and approved by RCC after payment of the workshop fee, then the status is referred as **Accepted.**

- **Confirmed:** The set of participants' data is transferred to LMS. Once the participant is enrolled on LMS course, the status is automatically changed to **confirmed**.
- **Invalid:** The set of participants' information is examined by the administration team, and if all the information and permission letter is not as per requirement, administrative team member changes the participants' status to Registration Invalid. It will be referred as **Invalid** Status in the document and website. The administrative member writes the reason for making the participant invalid. The email is sent to the participant with the reasons for Invalid status
- **Cancelled:** If the participants does not or would not be able to attend the workshop, the status is updated to **Cancelled**. If the participant is not eligible, for example, is from different discipline or is not a faculty, then the status is updated to **Cancelled** by Administration Manager.
- **Completed:** The **confirmed** participants who have attended the sessions and completed all the assignments and have successfully completed all quizzes and has received the certificate, the administration manager updates the status to **completed**.

2. Workshops

There are two major types of workshops **Coordinator** workshop and **Main** workshop. The Main Workshop has subcategories – Self Sustained Model (SSM) and Funded Model.
There is also a special feature available to invite participants for a workshop, called "**On Invite**". Details of each type of workshops are described below.

2.1 Coordinator's Workshop:

The Coordinator's workshop is held at main center. Participants of different remote centers are trained in a specific topic. They are required to be physically present to attend the workshop. Only one participant from a remote center can attend the workshop.
Once this workshop is complete, the remote centers which participated are eligible to conduct the relevant main workshop.
Coordinator workshop is held before the main workshop. All the participants of the coordinator workshop become the workshop coordinators (WSC) for the main workshop related to this workshop.

2.2 Main workshop:

Main workshop is conducted at different remote centers. Main workshop is always related to a coordinator workshop. WSCs conduct the workshop for the participants registered in their remote centers. The teachers of different technical institutes can register for the main workshop. Any number of participants can register from any technical institute in the nearest RC available.

For both type of workshops, participants need to register through our website.

2.3 Self Sustained workshop:

This is a type of main workshop. It is a self financed model, where the participants pay the fee for attending the workshop to remote center coordinators (RCC). RCCs will be responsible for payments. Details of this workshop are given in further section. Its category code is 7.

2.4 Private workshop(On-Invite / BMW workshop):

This is an extended type of coordinator workshop. The participants can register for the workshop only by invitation. There will be no announcement made on the website for this type of workshop. The workshop can be created on the "manage workshop" page and then, the invitation link is sent to each invitee for registration by uploading a list in .xls format. The participants register by clicking on the link provided in their invitation email. Details of this workshop are given in further section.

2.5 Self Sustained workshop with Payment Module:

This is a type of main workshop. It is a self financed model, where the participants pay the fee for attending the workshop. Details of this workshop are given in section 6. Category code for this type of workshop is 8.

3. Workshop Process Flow

The complete process of organising a workshop using the software is described in Figure 1.

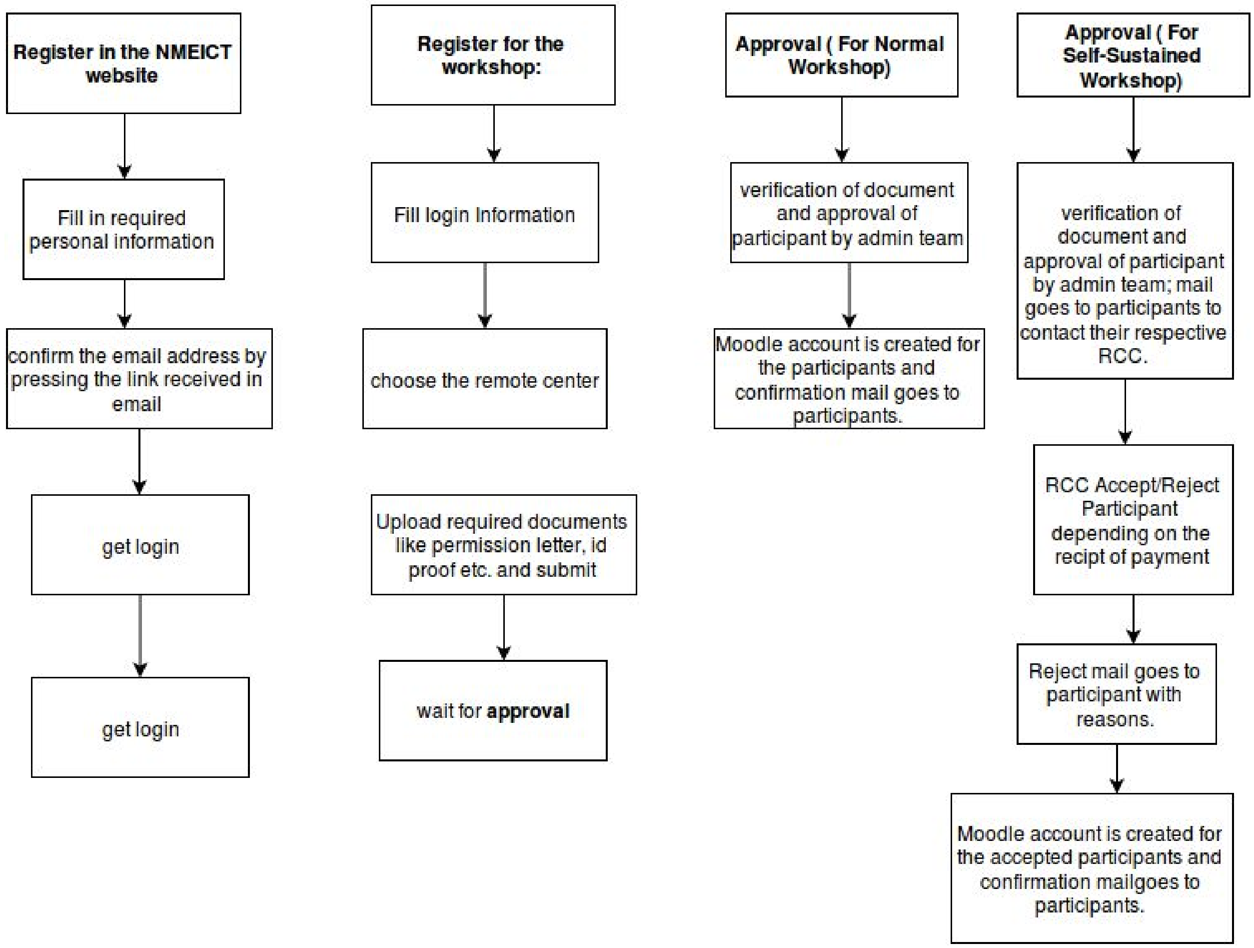


Figure 1. Workshop Process flow

3.1 Workshop Announcement:

When a coordinator workshop is created, the related main workshop of chosen type (funded/self-sustained/self-sustainedPM) will be created automatically in an invisible mode. The coordinator workshop will be visible in announcement page. The workshop is announced by the admin.

Note: For normal coordinator workshop, related workshop id is 0. If related workshop id is filled (other than 0) while creating a coordinator workshop, then that workshop is for open category. That means, any number of participants can register from one remote center. Coordinator workshop can be created by workshop admin only.

Process

(For Admin)

While creating the coordinator workshop, main workshop will be created automatically.

To create coordinator workshop, go to **Programme Administration**, click on "**Manage Workshops**".

1) Select/Create New coordinator workshop.
2) Select coordinator in category code. Workshop id will automatically be generated.
3) Choose related main workshop from the options: main or self sustained.
4) Fill all the required fields and click submit.
5) Coordinator workshop is created. Related main workshop is created in invisible mode.
6) Created main workshop will be listed in the dropdown of "**select workshop**" for admin in "**Manage Announcement**" page.
7) Main workshop can be made visible to public by choosing it to be visible in Manage Announcement page.

Note:

The above mentioned process is also used for creating other types (SSM, Funded, BMW) of workshops. Main and self sustained workshops can also be created independently. Related coordinator workshop id field is mandatory.

Details of different fields in **manage workshop** page are given below .

Field Name	**Description**	**Type of Field**
New	To insert new programme information	Button
Select Workshop	List of programme names which were either conducted in last quarter or ongoing or all forthcoming workshops.	Drop Down
Sponsor	Name of the sponsor has to be mentioned.	Text Box Editable
Category Code	Four workshop Categories are provided: ● Coordinator ● Main ● On-invite ● Self-sustained main ● Self sustained Payment Module Depending on the programme type, the radio button is to be selected.	Radio Button

Workshop id	It is the unique identifier of the programme. It is generated by system.	Text Box Non-editable
Related Workshop ID	The related workshop id is used by main workshops to mark its related coordinator workshop. Similarly, it is used by coordinator workshops to mark its related main workshop for online mentoring Programs.	Text Box Editable
Course Coordinator	Name of the author has to be entered. Multiple authors name can be entered using comma. It will not be visible on the page.	Text Box Editable
Introduction	To provide a short description about the project and the programme to be conducted	Text Box Editable HTML
Course content	Topics covered by the programme.	Text Box Editable HTML
Teaching Faculty	Faculty who will be teaching the course. Name and Designation, home page information of Faculty.	Text Box Editable HTML
Who should attend	Audience of the course. It should have inclusion and exclusion criteria.	Text Box Editable HTML
Duration and Venue	Details about course duration and venue.	Text Box Editable HTML
Criteria for Certification	Details of Criteria Requirements for Certification	Text Box Editable HTML
Course Fee	information about the fees for the programme	Text Box Editable HTML
Fee amount(only for self sustained workshop)	Fees amount	Numbers only
How to Apply	Details of enrollment for the workshop.	Text Box Editable HTML
Accommodation	The details about accommodation, charges and availability.	Text Box Editable HTML

Note	About the contents distribution.	Text Box Editable HTML
Address for communication	Contact details for any clarification related to workshop,	Text Box Editable HTML
Instructions	Details of instructions for registration of workshop.	Text Box Editable HTML
Registration Start Date	It contains start date for registration of workshop	Date Picker Editable HTML
Registration End Date	It contains end date for registration of workshop	Date Picker Editable HTML
Workshop Start Date	It contains workshop start date	Date Picker Editable HTML
Workshop End Date	It contains workshop end date	Date Picker Editable HTML
Date to be displayed	This field is created to hide the zero day coordinator workshop date Default value is set as 1(date will be displayed to users), if value is 0, then date will not be displayed to user	Boolean
Course ware availability	There are two options: ● Available soon ● View/Download For all forthcoming workshops, it should be available soon. Once the videos are uploaded, it should be view/download with links.	Radio button
Certificate (upload a xhtml)	Upload certificate template	File upload
Certificate Grouping Criteria	There are two options ● Institute Wise (currently not available) ● Remote-Center Wise for certificate grouping criteria	Check box Editable HTML
Permission Letter (upload a pdf)	Upload template of Permission Letter format for workshop registration	File Upload Editable

Brochure (upload a pdf)	Upload template of brochure for workshop	File Upload Editable
Eligibility (upload a pdf)	Upload template of eligibility for workshop	File Upload Editable
Registration Success Mail (upload a html)	Upload template of registration success mail for workshop registration	File Upload Editable
Programme Schedule (upload a pdf)	Upload template of program schedule for workshop	File Upload Editable
Resource Path	(not used)	Text Box Editable HTML
Announcement Name	Workshop announcement name that will be displayed in announcement page	Text Box Editable HTML
Accommodation	There are two type ● Available ● Not Available if Available option selected then accommodation field will be displayed in workshop registration and vice-versa.	Radio Button Editable HTML
Select if permission letter is required	Drop down options are there ● not required ● permission letter required ● College id required ● both can be uploaded ● Any one option can be selected	Drop down
Learning Management System	There are two type depending upon the workshop, option can selected	Checkbox Editable HTML
Moodle Course-name	Moodle course name for workshop(same as workshop name)	TextBox Editable HTML
IITBx Course-name	IITBx course name for workshop	Text Box Editable HTML

Table 1: Create workshop

Details of **Manage announcement** page are given in Table 2.

Field Name	**Description**	**Type of Field**
Announcement	Text of Announcement as displayed on Public Announcement Page.	Drop Down
Announcement Link	Link to announcement page	Text Box
Starting Date	Start Date from which the announcement to be visible on Announcement Page.	Date Picker
End Date	End Date upto which announcement to be visible on Announcement Page.	DatePicker
Location	Two options are there ● InHouse: The link is not editable as it is in house-programme announcement ● Outhouse: The link is editable.	Text Box
Visible Public	Two options are present: ● Yes: Visible to Public Announcement Page ● No: Not Visible to Public announcement page	Radio button
Submit	Updates the information. Note there is no business check.	Button
Reset	Makes all fields blank. Undo the changes. Resets the form.	Button
New	To create new outhouse announcement.	Button

Table 2: Announcement page

Display

Admin

Go to “Manage Announcement” page in Programme Administration.
The created workshops will be listed.

RCC: The created main workshop is visible to RCC in the dashboard only after the coordinator workshop ends (day after the coordinator workshop ends).

WSC: WSC can see the main workshop only when the announcement is made visible.

Participants: Participants can view the workshop only when the announcement is made visible.

3.2 Filling Capacity by Remote center coordinator:

This process is to be done only for main workshops (Funded/SSM). RCC needs to fill the remote center capacity information for the announced main workshop. Once the capacity information is filled by RCC, it can not be changed. Any kind of updates related to RC capacity will be done by workshop admin team only. If only the RC capacity information is filled, the remote center will be listed in the registration page of the respective main workshop.

RCC can view the main workshop for filling the Remote Center Capacity information **only after the related coordinator workshop is complete**. RCC needs to fill the remote center capacity information for the main workshop before registration of the main workshop starts.

Note: The Remote centers who participated in coordinator workshop which is related to the main workshop, those RCCs only will get to fill the capacity information.
Filling capacity closing date is not set.

Process

1. Login to website, RCC dashboard will appear.
2. Click on manage remote center capacity link
3. Fill the remote center capacity information and press submit button.
4. Once submitted, RCC can view the RC information.

Display:

Participants: Participants can see the remote center capacity information while registering for the the workshop.

3.3 Registration Process:

Once the workshop is announced, interested users can register for the workshop. The user is required to register in website. Workshop registration can be done only by a Registered User (RU - a person who has already signed up with the website). Website registration is a one time activity. The RU can choose the remote center to attend the workshop.

There are two categories for users. Faculty and Other.
For coordinator, main and self-sustained main workshops(funded workshops), **user must be a faculty**. For Self sustained with payment gateway main workshop, user can be either faculty or other.

Process flow:

The registration process has three steps

1. Register in the website
2. Register for the workshop
3. Approval by admin team

3.3.1 Register in the website

The information required in the website registration page is split into 5 sections.
a) Login details,
b) Personal details,
c) Contact details
d) Institute details and
e) Head of the institute details

All the users are required to fill the following 3 sections.
(a) Login details,
b) Personal details,
c) Contact details

- A check box is displayed to ask if the **user is a faculty**. Faculty must fill the below mentioned fields.
d) Institute details and
e) Head of the institute details

- *Designation, Experience* and Institute Photo id fields are required only for faculty.

- For non-teaching users, the information required in **a,b,c sections** is only stored.

Process

1. Go to website.
2. Click on "**Sign Up for New User**" link.
3. Fill in the form and upload photo id and press submit button.
4. User will receive a verification mail in the email address registered.
5. User needs to click on that link. As soon as the verification link is clicked, user becomes the registered user in website.

3.3.2 Register for the workshop:

Figure 3 explains the enrollment process for the workshop.

Process

1. Go to announcements in the website. List of ongoing/forthcoming workshops will be displayed.
2. Details related to the workshop can be viewed by clicking on details.
3. To register for the workshop, click on " Click here for registration form".
4. A registration form will appear.
5. Fill in all the information and upload required documents and press submit button.
6. Then wait for approval.

If user **does not remember the password**, then in website

1. Click on "**Forgot Password**" link in **login** page.
2. Enter email and captcha code, then submit.
3. User will receive a mail having a link to reset the password.

If user is a **participant of previous workshops and is not a registered user**, then sign up as already registered user in home page.

1. Click on "Sign Up As Already Registered User" in home page.
2. Enter the email id and captcha, and submit.
3. The user will receive an email for resetting password and completing the sign-up process updating the details.

3.3.3 Approval Process

In this process, the documents uploaded by the users are verified by admin team and then the status of the participant is changed accordingly. Status matrix is used to display different status.

1. When a user registers for the workshop, the status is displayed as **registered**.
2. When admin team verifies the documents and other details entered by users, the status changes to either **approved** or **invalid/cancelled**.
3. With **Approved** status, user is moved to moodle automatically and the user gets a confirmation mail with moodle login and password. The status of the user changes to **confirmed**.
4. If the status is **invalid** then user gets a mail with reasons (document missing/incorrect like photo id, permission letter etc.,). If user again meets the requirements requested by admin by uploading the correct documents in the registration page, then admin team can change the status.
5. When user's status is **cancelled**, then user receives a mail with reasons specified by admin team.
6. The Status changes to **completed** when participant (with confirmed status) attends the workshop and fulfills all the workshop requirements.

Note: If **Cancelled** user are to be considered again then first make his/her status **invalid**, then they can update the registration form with proper documents.

Display

Participants can view their status on the dashboard after logging in to the website. If a participant has not uploaded the photo id while registering, a message will be displayed in red color to upload photo id after logging in.

Figure 2 explains the approval process.

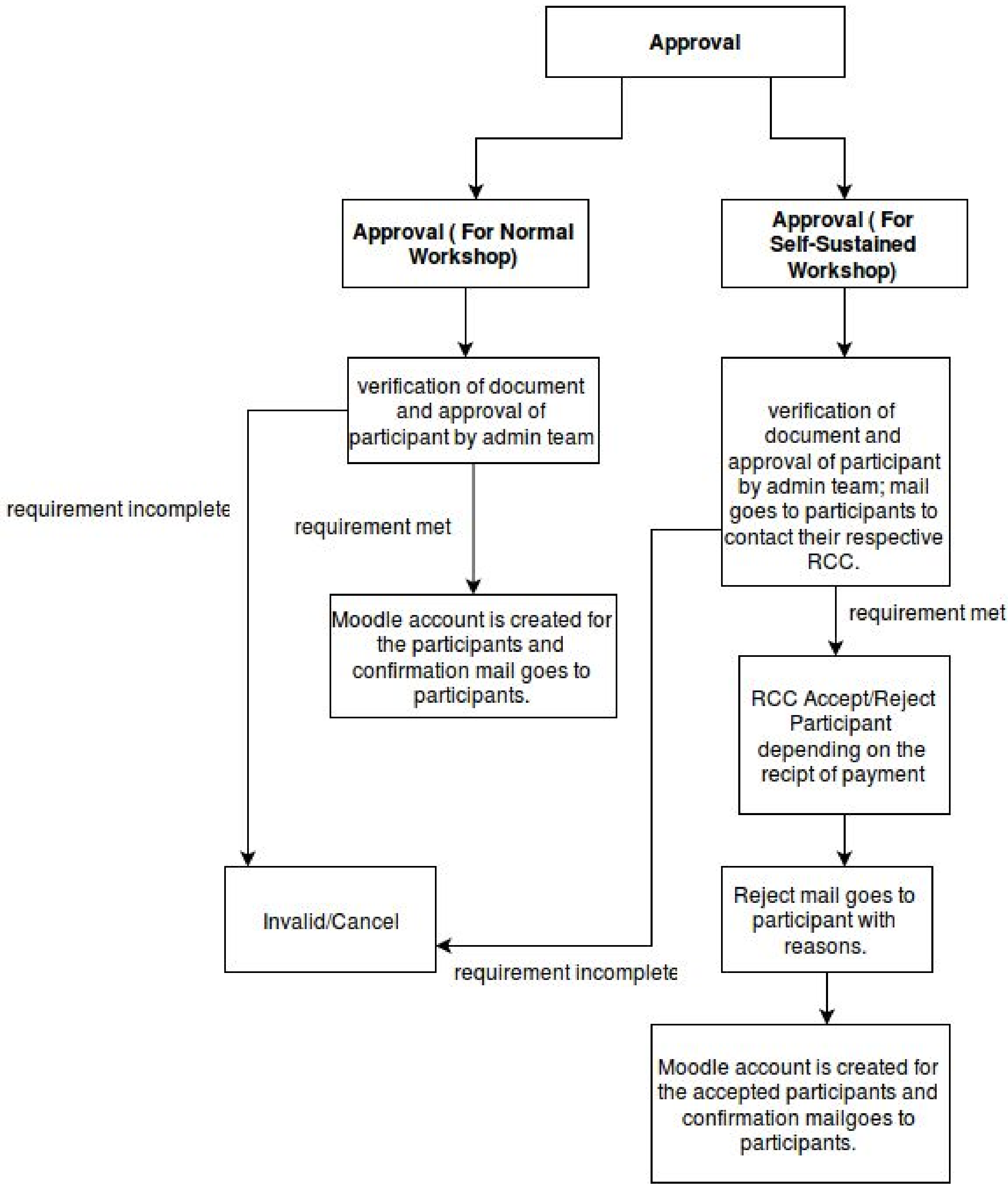


Figure 2. Approval process

3.4 Conducting a workshop :

Once the registration process is over, the workshop is conducted as scheduled. Software is used for the activities described in the Figure 3. Two roles are very important in conducting a workshop, Admin and WSC.

Process

1. **Admin** creates a programme schedule and generates attendance sheet.
2. **WSC** fills the attendance of participants, downloads the attendance sheet and uploads the scanned copy of signed (by participants for registering their presence) attendance sheet.

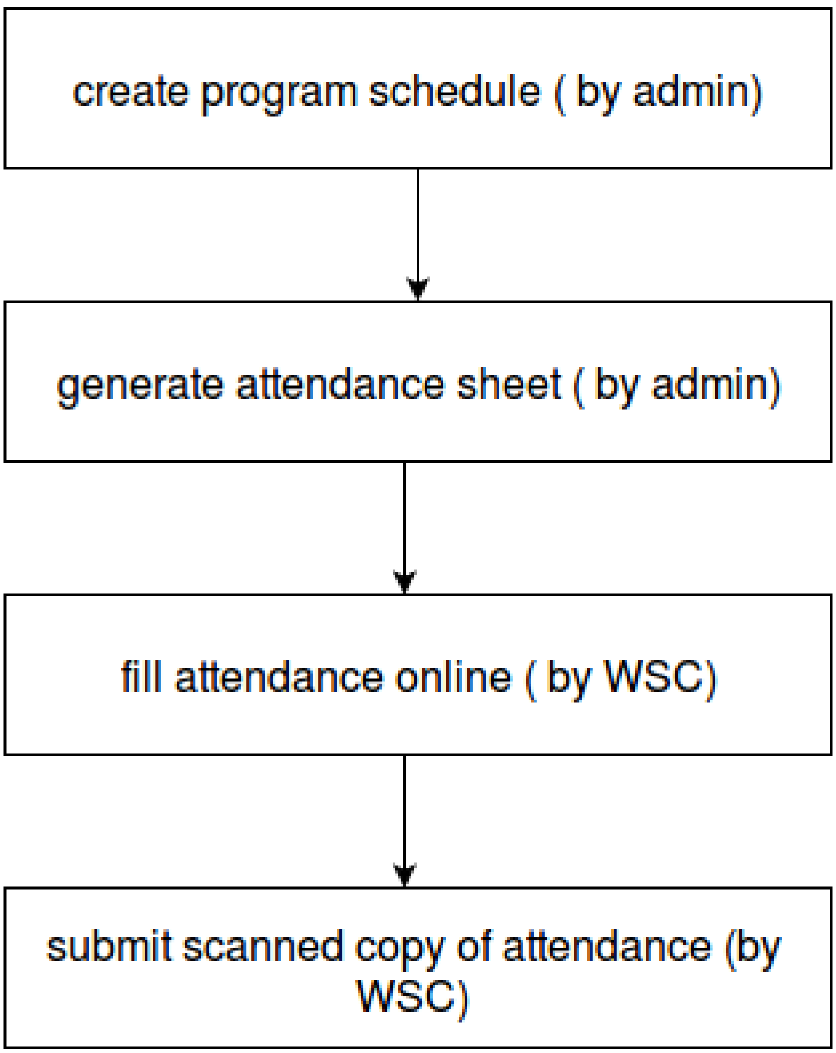


Figure 3. Conducting a workshop

3.5 Certificate Creation:

Once the workshop is completed, workshop admin team checks for the completion requirements of the specific workshop and changes the status of the participants to "**Completed**" if the participant meets the requirements. For the **completed** status, the certificate can be generated and dispatched to the remote center to be distributed to the participants(with Completed status). Figure 4 explains the process of generating certificates. Details are given in section 8.

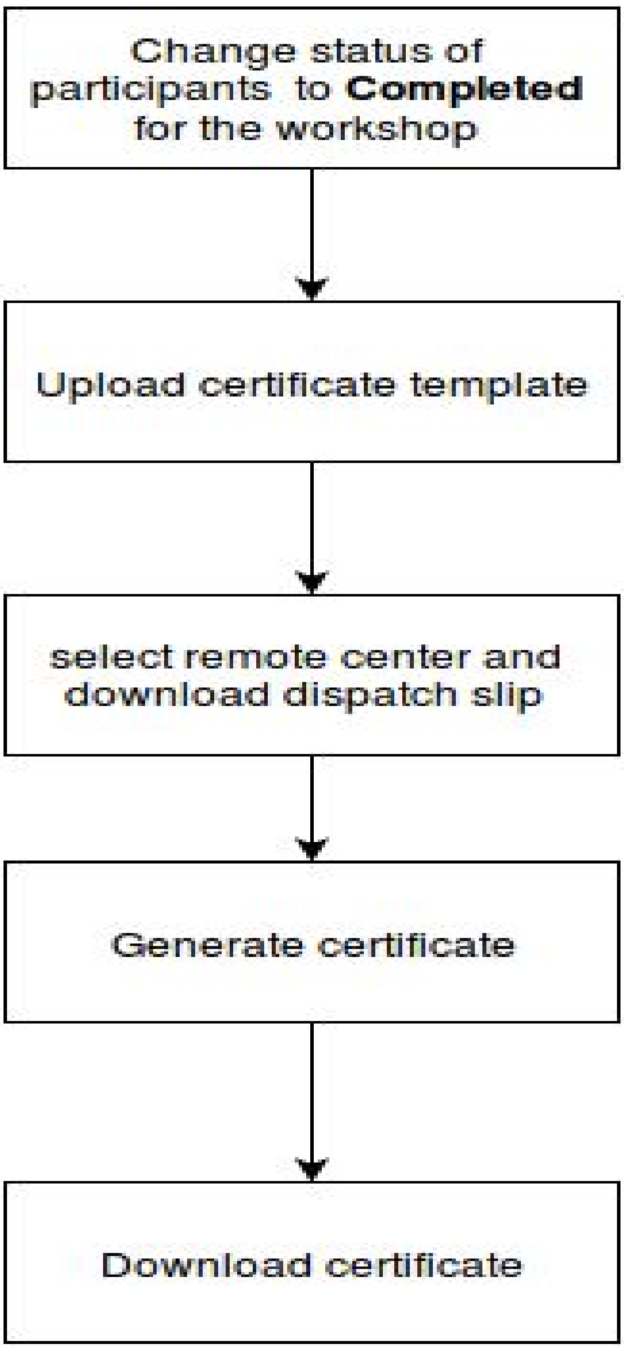


Figure 4: Certificate generation Process

4. On Invite/BMW workshop

This is a type of coordinator workshop. This workshop is on-invite basis. There is no announcement on the website for this type of workshop. The workshop can be created on the workshop page and an invitation link is sent to each invitee for registration. Only invitees can attend this workshop.

4.1 Registration Process:

Admin:

1. Click on '**Invite User for Registration**' in '**Website Administration**' interface.
2. Upload the data of participating institute created in excel sheet in specified format in the **" invite users for registration"** page.
3. After successful upload, **Validate** button will be displayed. When **validate** button is pressed, data will be validated and if any error is there, it will be displayed.
4. The result will be display with total number of records, total number of valid records, total number of invalid records.
5. For invalid records, reasons for invalidation is also shown on a click of '**See Invalid Records and Reasons**' button.
6. For Valid participants, the invitation can be sent through email by clicking on '**Send mail to Valid Participants**'.
7. If invitation link is sent and the link has to be deactivated, then go to **Participants who are invited but not registered** page in **website administration** and click on **disable/enable** button.

Users:

1. After receiving the invitation, users need to verify the information and fill other required information in the registration page (link will be sent to users through invitation) and submit the form.
2. Users will be receiving **two** emails, regarding signup on the website and the other regarding the workshop registration.
3. The registration page will vary according to the user type mentioned below.
    a. New users (first time users)
    b. Old participants (who have attended workshops long time before)
    c. Website users (who are just signed up but never attended the workshop)

d. Already registered for the workshop
e. Depending on the end date of registration.
f. If userid does not exist in the interface table (user is not invited and trying to register)

4. Once registered successfully, user can see the details on the dashboard of the website after logging in.

5. Self Sustained workshop

This is a self financed model of main workshop, where the participants have to pay the workshop fee to remote center coordinators. Workshop admin team will verify the participants by checking the documents uploaded.

There is a minor **change** in the registration process in this type of workshop. In the Approval process, when admin team approves a participant, status of the participant will be displayed as "**verified**". The verified participants only can deposit the fee to RC coordinator. **RC coordinator** then selects a button "**accept**" and the status of participant will be displayed as **accepted**. Later status will be changed to "**confirmed**" and will be enrollment in LMS.

RC coordinator can clicks "**reject**" button upon not paying the fee for attending the workshop and the participant is invalidated.

The functionalities/Roles are listed below.

5.1.1 Admin's Role

5.1.1.1 Announcement of workshop

Announce the workshop in Manage Workshop Page – with a category "**self sustained main**. Announcement is visible to public.

5.1.1.2 Registration Process

- Admin can see the list of participants with respective status and can change the status in **Update status of participant** link.
- Admin can verify the participant's documents and approve the participant by pressing "**Approve**" button. When **Approve** button is pressed, participant's status changes to **verified** and mail is sent to participant for payment of fee.
- Admin can click "**Auto enroll to LMS**" button for the participants who had their status as accepted to enroll in LMS.

- Admin can change the Invalid participants to **cancelled** status by viewing the reason for which participant is made invalid.

5.1.2 RCC's role

5.1.2.1 Fill the seating capacity and cost of accommodation, food:

When main workshop is created, a link to "**manage remote center capacity**" for that workshop will be activated automatically or It will be visible to RCC on **the day after the coordinator workshop is complete**.
RCC needs to fill **cost of accommodation and food** along with seating capacity information.

5.1.2.2 In Registration:

1. In RCC's home Page, a list of workshops (SSM) will be displayed with a "**manage participant**" link for each workshop.
2. RCC can see the list of participants whose status is **verified** . These are the participants whose documents have been verified by admin team. Two buttons (accept and reject) are displayed .
3. When RCC selects a **Accept** button, participant's status will be changed to "**accepted**" .
4. If RCC selects **Reject button**, a text box will appear where reasons for rejection is to be filled, then the participant status will change to **invalid** state and and an email is sent to the participant with the reasons of rejection by RCC.

5.1.2.3 Display of Participants details:

In RCC's home page, **View participant list** link is there. RCC can view the list of participant with status by clicking on the link.

5.2 Participant's View

5.2.1 Display of registration status

1. While registering, participant can check the availability of seat, cost of accommodation and food before selecting the RC through the link " **information related to RC**".
2. On login, participants can see their **status** on the dashboard. When the status changes to "**verified**", a message "**Please contact RCC**" with **RCC's email** will be displayed with status . RCC's email is displayed to participant as a point of contact. Participant also receives a mail regarding the payment of fee.
3. Rejected/cancelled participants receive a mail with reasons.

6. Self Sustained workshop with Payment Module

This is a type of workshop where the participant has to pay fees to attend the program. Anybody can attend this workshop - **participant does not have to be a teaching faculty**. If a participant is faculty then he/she will be eligible for certificate.
In this type of workshop, **no coordinator workshop** will be organized, only the main workshop will be conducted. Main workshop will have two components: online activity and face to face interaction. The complete process of conducting the workshop is described below.

6.1. Workshop Process Flow:

- Coordinator workshop will be announced for 0 days. The workshop announcement process is described in section 2.
- A participant of interested remote centers will register for the (coordinator) workshop.
- Participating remote center will get the link in their dashboard for filling capacity for related self-sustained main workshop.
- Announcement of self-sustained main workshop: while announcing the workshop, fee amount has to be filled. It is a mandatory field.
- Interested users can register for the main workshop. The user registration process is described in section 3 and 4.
- The Admin can see the participant's registration details and their respective payment status. Once admin approves the participant, he/she can attend the workshop. The Admin's approval process is described in section 5.
- After the workshop is complete, admin team verifies if each participant has met the requirements of the workshop. If the requirements are met, the participant's status is changed to “Completed”.
- For the participants (faculty) who have status as “Completed” and are in the category “is eligible for certificate” they will receive certificate.

6.2. Workshop announcement

The coordinator workshop will be announced for 0 days. That means, there won't be any coordinator workshop, but it will be announced so that the interested remote centers' can participate and the details of the coordinators of those remote centers will be available to us to conduct the self sustained main workshops. The following changes are done on the workshop announcement page.

To hide the date of the coordinator workshop in pages displayed to the users, a field 'Date to be displayed' with a check box is added in the manage workshop page after the field 'end date of workshop'. The check box will be checked by default (date will be displayed in the announcement). While announcing a self sustained coordinator workshop, the check box has to be unchecked. If the checkbox is unchecked, the dates will not be displayed in the announcement that is viewed by the users.

Note: If the checkbox is unchecked for other type of workshop, then dates will not be displayed in public pages for that workshop.

6.3. Website Registration

For this type of workshop, the user can be either faculty or other. Depending on the user type, required information needs to be filled. Details of the process is described in Section 3.3.1.

6.4. Workshop Registration Process

Different steps of workshop registration process are described below.

6.4.1 While filling the workshop registration form:

- Permission letter upload is made **optional**. A Field 'if user wants a certificate' with a check box is displayed only for the users who have registered as a faculty in our website. If the checkbox is ticked, then permission letter upload is a required field. A note will be displayed just above the field "The participant will be eligible for IITBombayX honor code certificate after completing all the requirements of the workshop. If a participant is faculty then he/she will get another certificate also."
- The text "**Fee amount"** which is non refundable is displayed in the registration page.
- On submit of registration form, the user will be directed to pay the fee amount online. Payment Gateway can be integrated with this module to serve this purpose.

6.4.2 Status

- Once the user registers for the workshop, the status will be "**Request Registered**".
- If the user pays the fees, then the status will be **Request Registered** and **Paid**. If a user registers for the workshop and did not pay the fees, then the status will be **Request Registered** and **Not Paid.**

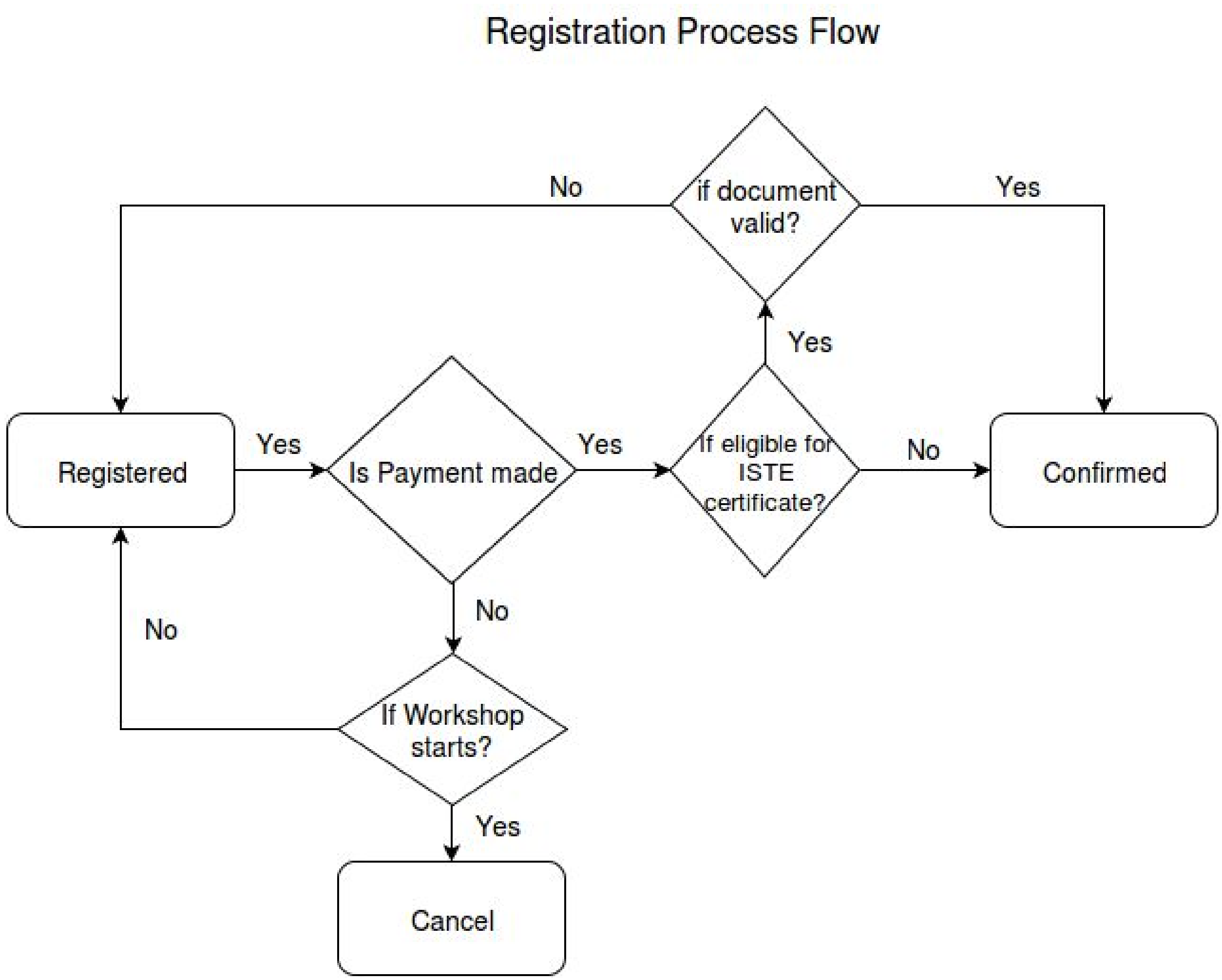
6.4.3 Display

- User can view the status and payment details on their dashboard.

- If user is registered but has not paid the fees then the **Payment button** will be visible on his/her dashboard. The payment button will be displayed in user's dashboard till the last date of registration. The button will be made invisible later.

6.5. Approval Process:

There are different steps involved in the approval process. **Approval should be done only after the reconciliation of payment is complete.** The description of each step is explained. Process flow diagram is given below.



6.5.1.Request Registered:

When a user registers for the workshop, this will be user's status in admin view. There will be 3 buttons displayed in admin interface : Approve, Invalid, Cancel against request registered status. Approve button will be displayed only if the user has paid the fees.

6.5.2. Approved:

The Admin changes the status of user from Request registered to Approved. Approval should be done only for the participant having '**payment received**' status. Two different processes are there for approving the participants : One, with permission letter and the other, without permission letter.

Approval without permission letter: Approval of users without permission letter is simple. if user has not uploaded the permission letter, then admin categorizes that user as 'not eligible for certificate' and approves.

Approval with permission letter: Admin checks the permission letter. If the permission letter is valid, then admin categorizes the user as "eligible for certificate" and approves. If the permission letter is not valid, then the admin will invalidate the user and user will receive a mail with reasons of invalidation. In this situation, the user's status will be invalid.

"Eligibility for certificate" categorization is used for generating certificates. Only for "eligible for certificate" category, certificates will be generated.
Note: If admin forgets to select "eligible for certificate" status for a participant, it can be changed in the update registration of participant page (Admin interface).

6.5.3. Confirmed:

Admin can change the status of all the approved users to **confirmed**. With this status, user can attend the workshop and is mapped to LMS.

6.5.4. Completed:

Once a participant completes the workshop requirements, admin can change the participant status from confirmed to completed. Once the participant's status is completed, certificates can be issued to the participants. Certificates will be generated for "eligible for certificate" category only.

6.5.5. Invalid:

With this status, user needs to upload the permission letter in required format. Once the user uploads the permission letter, his/her status will change to Request registered. Then admin can verify the documents and approve the user.

Admin gets 2 buttons for invalid participants: Approve and Cancel.
There are certain cases when user will use the update registration page.

- If the user has an invalid status, then he/she can go to update registration page and update the permission letter.
- If a user wants to change the remote center, update registration page can be used. If a user changes the remote center, then he/she is required to upload the permission letter again.
- If a user's status is invalid and the user does not upload the permission letter again (his/her status of payment is Paid), then admin can change participant's status as approve with a "not a faculty" category.
- If a user has uploaded the permission letter and he/she wants to withdraw the permission letter, then the user can send a request by mail, then admin can select him/her as "not a faculty". Uncheck the field 'Do you want certificate', and submit the form. His/her permission letter will be removed.

Common Features for main / self-sustained workshops

7. Attendance Module

This module is developed to mark attendance online for the main/ssm workshop only. In this module, firstly, schedule of the workshop is created and then for each session of the workshop schedule, attendance sheet is generated. Consolidated attendance report can be exported to excel sheet. Schedule of the workshop is must for generating attendance. This process is done by adim team only.

The flow will be
create program schedule ----> generate attendance ----> view consolidate attendance report

7.1 Creating program schedule for the workshop: (Admin's Role)

In program administration, click on manage schedule link.

1. A screen will appear with list of workshop with **Details** link.
2. Click on **Details** link, a new page will be displayed with **Create program schedule** link.

3. On clicking of **Create program schedule** link, Program schedule page will appear. Enter **Number of days** and press **submit** button.
4. A new page will open. In this page, according to the entry of number of days, schedule can be created for each day. Ex., if no of days entered are 5 then 5 days schedule can be created.
5. For each day, details like **date**, **no. of sessions**, **valid for update till fields (**attendance to be updated till date) needs to be filled. **Valid for update till** field automatically takes the 2 days later date from the **date** field, But the date can be changed manually.
6. When **number of sessions** field is filled, session related information like **time slot** and **topic** for each session, **attendance to be taken for the session** needs to be filled.
7. Once all the information is filled, submit button can be pressed. The program schedule will be created. It can be updated/deleted. New sessions can also be added by pressing add new session button.
8. Once the schedule is created for the workshop, it will be displayed with **update** and **delete** buttons, Two buttons, create new session and generate attendance are present in the page.
9. **View Programme Schedule as displayed public** link is provided to see the display of schedule created. By clicking on this link will display the program schedule as it is displayed in the participant/WSC/RCC 's view. This link will be displayed only if program schedule is created.

Program schedule can be created using excel upload also. The link to upload excel is provided in the same page **Create program schedule** link is present. If the program schedule is created then the link will not be visible. The template for excel upload is also provided.
Details of **Create program schedule** page are mentioned in table 3.

Field name	**Description**	**Type of field**
Enter the number of days	Fill number of days for which workshop program schedule is to be created	Text box
Enter the date	Date of the program will be entered	Date picker
Enter number of sessions	no. of sessions in each day will be entered.	Text box
Valid for update till	This is the date till attendance can be entered/modified. This	Date picker

	will come automatically, but it can be changed. Currently it is set to 48 hours.	
Time slot for session 1	As the no. of sessions are entered, entries for each session needs to be filled. Timing for the session to be entered	Time picker
Topic for session	Topic name should be entered.	Text area
If attendance counted for this session	If the attendance is required for this session	Radio button
submit	To save the entries in the database	Button
Reset	To reset the entries	Button

Table 3: Create program schedule

7.1.1 Create new sessions:

To create new sessions in the schedule, this feature is used.

1. By clicking on "**create new session**" button, a popup box will be displayed.
2. Text box to fill **no of days**, and as the value is entered, it will ask for **no of sessions**, and when the number is entered, **time slot**, **topic** and **attendance to be taken for the session** fields will be displayed for each session in each day.
3. After filling the required fields on the popup box, when submit button is pressed, the new session will be displayed on the "program schedule" page.

Details of **Create new session** page are mentioned in table 4.

Field name	**Description**	**Type of file**
Create new session	Create new session in already existing schedule	Button
Enter the date	Date of the program will be entered	Date picker
Enter number of sessions	no.of sessions in each day will	Text box

	be entered.	
Valid for update till	This is the date till attendance can be entered/modified. This will come automatically, **but it can be changed**. Currently it is set to 48 hours**. If changed for one session of the day it will reflect for all the session of that day.(after refreshing)**	Date picker
Time slot for session 1	As the no. of sessions are entered, entries for each session needs to be filled. Timing for the session to be entered	Time picker
Topic for session	Topic name should be entered.	Text area
If attendance counted for this session	If the attendance is required for this session	Radio button
submit	To save the entries in the database	Button

Table 4: Create new session

7.1.2 Edit and delete schedule:

In program administration, click on manage schedule link.

1. A screen will appear with a list of workshops with details.
2. Click on the detail link for a workshop, the program schedule will be displayed for that workshop, with update and delete buttons.
3. Time slot and topics can be changed and if update button is pressed, changed information can be seen after reloading the page.
4. Time slot field (to and from) can not be empty. If Time slot is empty, message will be displayed and update will not happen.
5. **Delete the session:** By pressing the delete button (which is displayed with every session), session will be deleted. After refreshing the page, deleted session will not be visible.

Details of manage schedule page are described in table 5.

Field name	Description	Type of field
Date	Session date	Non editable
Time slot From	Session start time	time picker
Time slot To	Session end time	time picker
Topic	Topic of the session	Text area
If attendance counted	If attendance is required for the session	check box
Update till	Last date to fill attendance online	Date picker
Update	Update the changes	Button
Delete	Delete the session	Button

Table 5: List/update/delete schedule

7.1.3 PDF upload of program schedule:

Admin team can upload the .pdf of program schedule through the **manage workshop page** and it can be printed by the participants/RCC/WSC by clicking on the **view schedule in .pdf** button provided on the program schedule page.

7.1.4 Display program schedule

1. Once the schedule is created by admin, it can be viewed in the home page of participants registered for that particular workshop.
2. Participants can view the programme schedule in their dashboard when they login.
3. RCC and WSC can also see the programme schedule.

7.2 Generate attendance sheet: (Admin's Role)

After creating the program schedule, attendance sheet can be generated. The attendance sheet can be generated only if the following conditions are met.

- The program schedule is created for the workshop.
- Confirmed participants are there for the workshop
- All the time slots are filled in program schedule. Alert message will be displayed to fill the timeslot field. Generate attendance sheet button will be displayed only 5 days before the workshop starts (takes workshop start date).

To generate attendance

1. In program administration, click on **manage schedule** link.
2. A screen will appear having workshop name list with details.
3. When click on the **details** link, the program schedule of the workshop will be displayed. **Generate attendance** is present on the page.
4. When **generate attendance** button is pressed, the attendance sheet will be created for all the confirmed participants for all the dates and sessions listed in program schedule for a selected workshop.

Note:

- If a participant's status is confirmed after generating the attendance sheet, that participant will not be present in the generated attendance sheet. To include the participant, Admin team needs to contact Software team.
- If a participant is cancelled after generating the attendance sheet, then that participant's data is removed from the generated attendance sheet automatically.
- If a new session is created in program schedule after generating attendance sheet, the new session will be reflected in the generated attendance sheet.
- if any participant is confirmed and if a new session is created after generating attendance (both things after generating attendance only), then when attendance page is refreshed, the session will be listed in the attendance sheet but to include the participant, Admin team needs to contact Software team.

7.3 Manage attendance sheet: WSC's Role

This feature allows WSC to fill and view/edit the attendance, to download attendance sheet for participants signature, and to upload the scanned copy of signed attendance sheet. Attendance sheet will be available to WSC on the day the workshop starts.

Note: Once the attendance is generated, attendance sheet can be viewed from the **start date of workshop**. (filling of attendance is enabled only on the date mentioned in the program schedule.)

7.3.1 Filling attendance

1. Select a date (for which attendance is to be filled) by pressing any date button. Attendance can be filled only by pressing **green** or **blue** colored buttons.
2. AtIn program administration, click on **manage attendance and view program schedule** link.

3. A screen having workshop name list with **Attendance details** as a clickable link is displayed.
4. When the link is pressed, a screen will appear with **dates**. Different colors are used in dates buttons. Description of different colours are as follows.
    a. grey - not active
    b. faded green - filled and not active
    c. blue - active and not filled
    d. green - filled and active
    e. button with border highlighted- selected
5. tendance sheet is displayed for the selected date.
6. First time all the checkboxes are empty. Empty checkbox represents **absent**.
7. In the attendance sheet, name and other details of participants of that remote center is listed. With each participant, check boxes are displayed, according to the number of sessions each day. Also update button in blue colour is provided for each participant.
8. WSC can fill the attendance for each participant **within 2 days of particular day's session** and press update button. If absent is put for a participant for any session, an **auto generated mail** goes to the participant **after 2 days of the session date**.
9. When update button is pressed, data is saved and the colour of the button turns **green**. If again the same participant's attendance is changed, the colour of the update button changes to **blue** and after pressing the update button, it will turn **green**.
10. **Update All** button is provided to update the attendance of all the participants at once. When '**update all**' button is pressed, attendance of all the participants is saved and the **update all** button turns green. All the **update** buttons also turn green.
11. Without pressing Update or update all button, data will not be saved.
12. When WSC leaves the page, a message with two options is displayed as reminder if the changes in the attendance sheet are updated or not. If changes are not updated, then select an option of **stay in page** and save the changes by pressing **update/update all** button. Otherwise select the option of **leave this page**.
13. Attendance can be entered / updated only till **update till** date. Once that date is crossed, the **update/update all** button is disabled.

7.3.2 Download attendance sheet:

The feature of downloading attendance sheet for participants' signature is also provided. WSC is required to print the attendance sheet date wise and take signature of participants during the workshop. The link is provided to **download attendance sheet on the same page where attendance is filled**. It can be printed day wise. Whenever the attendance sheet is printed, the machine generated code is also printed on the sheet to avoid tampering.

7.3.3 Upload scanned attendance sheet

WSC is required to upload the scanned copy of attendance sheet every day. The link is provided to upload all the **scanned attendance sheets on the same page where attendance is filled**. This link will be shown only when **confirmed participants** are there for the workshop. This link will be **disabled 2 days after last day of the schedule**.

7.3.4 View Uploaded scanned attendance sheet

After uploading scanned copy of attendance sheet, **WSC** can view it by clicking on the link provided on the upload successful page. It can be viewed on the attendance page also.

7.4 Display of Attendance

Attendance sheet can be viewed by Admin and RCC.

7.4.1 Consolidated Attendance: For Admin

A Consolidated attendance can be exported to excel sheet. This feature is available to Admin team only.

1. On clicking of **manage attendance link**, a list of workshops with details is displayed.
2. On clicking of the details link of any workshop, attendance page can be displayed.
3. Once the remote center is selected, the list of participants with their attendance record for all the dates is displayed. Total session attended per day is also displayed.
4. After selecting remote center, if date is selected, then the attendance details of the participants of selected remote center for the selected date is displayed.
5. On the same page, a link is provided to export consolidated attendance. On clicking of the link, the excel file will be created with data. Two types of report can be exported.
    - consolidated attendance of one remote center with all dates
    - consolidated attendance of all remote centers with one date.

7.4.1.1 Consolidated attendance of one remote center with all dates :

This report will contain all the participants name with their attendance as P(present) or A(absent) and total count for a selected remote center and for all dates. The drop down to select remote center and date are provided.

1. Select a remote center.
2. Press export consolidated attendance button.

3. Excel file will be generated with required data.

7.4.1.2 Consolidated attendance of all remote centers with one date:

This report will contain all the participants name with their attendance as P(present) or A(absent) and total count for all the remote centers and for selected date. The drop down to select remote center and date are provided.

1. Select **all** option in remote center select box.
2. Select a date.
3. Press export consolidated attendance button.
4. Excel file will be generated with required data.

Table 6 describes the attendance details page

Field Name	**Description**	**Type of field**
Participant Id	Unique id of a Participant	Not editable
Name	Name of the participant	Not editable
Email	Email of the participant	Not editable
Sessions	Sessions attended; checkboxes are displayed where attendance is filled by ticking on the checkbox	check box
update	After modifying the attendance, save the data	Button
Session attended/total session	Count of attendance of a participant	Not editable

Table 6: Attendance Details

Table 7 describes the consolidated attendance report page.

Field Name	**Description**	**Type of field**

Remote center	Select a remote center	Drop down
date	Select a date	Drop down
Export to excel	Select from two options: One RC All date or All RC one Date	Dropdown

Table 7: Consolidated Attendance - export to .xls

7.4.2 Consolidated attendance for RCC

RCC can only view the attendance of participants for a workshop. He/she can not edit/delete the attendance. RCC can also get a consolidated attendance report in excel sheet in read only mode. These features are given for some admin related work. These features will only be visible for **60** days after the workshop ends.

1. Click on attendance detail link, attendance details of all the participants can be viewed.
2. Green coloured **P** represents **present** and Red color **A** represent **absent**.
3. A link to consolidated attendance in excel is also provided in the attendance page. The excel file is read only file.

8. Certificate Module

Once the workshop is complete, workshop **admin team** checks if the participant has met all the requirements and changes the status of the participant to "**completed**". The certificates can only be generated for those participants having status as "Completed". The certificates can be generated and dispatched to the remote center to be given to the participants. There are three buttons which are used for this process. These buttons are

- generate dispatch slip,
- generate certificate,
- download all certificates for RC(combined)/(.zip file).

Generate dispatch slip and **generate certificate** buttons will be displayed **only** if participants status is **completed**. Once the certificates are generated, **download all certificates for RC(combined)/(.zip file)** buttons will be displayed. This activity is done by admin only.

8.1 Process

The process of creating certificate is shown in the figure 4. The steps required to generate certificate are explained in the subsections.

8.1.1 Upload the Certificate template

1. Go to **Manage Workshops** link
2. Upload the certificate template. Note that the file sources in the template (xhtml file) changes according to server ('/home/xxxx').
3. Select Certificate Grouping Criteria as **Remote Center wise**
4. Please make sure that the respective coordinator workshop exists with confirmed or completed participants.

Note: Logos of the remote centers should be uploaded in the system.

To upload logo,

1. Go to **website administration** and click on **manage remote centers** link.
2. List of remote centers with detailed information and update button will be displayed.
3. Press **update** button, upload RC Logo and submit.

8.1.2 Change Status of participants

- Go to **Update participant status** page
- Select the workshop
- Check the requirements of the workshop.
- If requirements are met by the participants, update the status of participant as '**Completed**' for that workshop.

8.1.3 Generate Certificate

- Click on **Manage certificate** link in **program administration**
- Select workshop, then all the remote center will be displayed.
- Select remote center
- List of participants with **completed** status will be displayed for the selected remote center.
- Click on **download dispatch slip**, dispatch slip will be generated as **.pdf** file
- Dispatch slip has the details of remote center & workshop and the list of participants of that remote center who will be receiving the certificates.
- Click on **generate certificate** button, certificates will be generated for all the listed participants. Generated certificates can be viewed for each participant's " **Certificate**" link. As soon as the certificates are generated, **Download certificates for RC(combined) and Download certificates for RC (zip file)** are visible**.**
- Click on "**Download certificates for RC(Combined)**" for downloading the **.pdf** form of all the participants' certificates for mailing to RC. (WSC will be signing the

certificates and distributing to participant). This link is visible only if the certificates are generated.

- Click on **"Download certificates for RC(zip file)** for downloading zip file of certificates for a particular remote center. This link is visible only if the certificates are generated. The zip file is named as "workshopid_rcid.zip" and after unzipping, each file(certificate) will be listed as "rcid_participantid.pdf".
- Certificates can be generated for all the remote centers at once by pressing **Generate All** button available in remote center list page.

Details of the fields for **manage certificate** page are described below.

Field Name	**Description**	**Type of Field**
Show entries	User can select display of data per page. (10, 25, 50 and 100 are current values to select). Default is 10 entries per page. Page numbers are shown at the right bottom corner of the screen	Drop Down
Search	To search the information about any remote center by using any of the following mentioned screen fields	Text Box
S. No	Serial number for the list of Remote Centers	Display
Remote Center ID	Remote Center Identifier	Display
Remote Center Name	Institute Name	Display
Click for Dispatch Slip and Certificates	Generate dispatch slip and Certificate of the remote center. When clicked, new page open with having completed participants details of the remote center.	Hyperlink

Table 8: Manage certificate

Details of the fields in **Certificate generation** page are described below.

Field Name	**Description**	**Type of Field**
Remote Center	Select remote center	Drop Down
Dispatch Slip	download the dispatch slip by clicking on the link. This will give the list of participants of the selected RC for which the certificates are generated.	Hyperlink

Click to Generate Certificates	To generate certificate of all the participants (status completed)of the selected remote center	button
Download Certificates for RC	After generating certificates, download the certificates for printing purposes	Hyperlink
Show entries	User can select the per page display of data. (10, 25, 50 and 100 are current values to select). Default is 10 entries per page. Page numbers are shown at the right bottom corner of the screen	Drop Down
Search	To search the information about any participant by using any of the following mentioned screen fields	Text Box
S.No	Serial number for the list of participants	Display
P.ID	participant id of participants.	Display
Name	Full name of the participants.	Display
Email	Primary contact email address of the participants.	Display
RC ID	A unique four digit number. Update of this number is not allowed.	Display
Remote Center Name	Displays the Remote Center name.	Display
Institute Name	Displays the full name of the Institute.	Display
State	State of the Institute.	Display
Certificate	To view/download certificate of each participant, if generated. If the certificates are not generated, the message will be displayed in the column	Hyperlink
Status	Status of the participants like Registered, In Process, Confirmed, Invalid, Cancelled and Completed.	Display

Table 9: Certificate generation

8.2 Certificate Audit

Whenever certificate of a specific workshop and RC is generated, an audit entry is created. It saves the number of completed participants at that instant in that particular workshop and RC. This can be viewed by clicking the **certificate audit** link in the admin home. This feature of viewing is available only to the software admin and the workshop managers.

Field Name	Description	Type of Field
Show entries	User can select per page display of data. (10, 25, 50 and 100 are current values to select). Default is 10 entries per page. Page numbers are shown at the right bottom corner of the screen	Drop Down
Search	To search the information about any remote center by using any of the following mentioned screen field	Text Box
S.No	Serial number for the list of participants	Display
Workshop ID	The unique Id of the programme.	Display
RC ID	A unique four digit number. Update of this number is not allowed.	Display
Participants	The details of participants when certificate generated.	Display
Time	Actual time when certificate generated.	Display
Update By	the user who generated the certificate	Display

Table 10: Certificate audit

8.3. View uploaded attendance

This feature allows admin to see if the remote centers have uploaded the scanned attendance sheet for the workshop.

- Click on **View uploaded attendance** link in **program administration**
- Select workshop, then select remote center.
- List will appear where details can be viewed.

8.4 View attendance

This feature allows admin to view the attendance detail of individual participant for the selected workshop.

- Click on **View attendance** link in **program administration**
- Select workshop from the list
- List of participants will be displayed for the workshop. Select remote center.
- List of participant for the selected remote center will appear where details can be viewed.

9. Nomination Module

This module is developed to provide a facility to nominate the temporary WSC in case the WSC is not able to conduct a particular workshop in remote center due to some circumstances.
WSC can nominate a person to do his role in his absence during the ongoing workshop. The person who is being nominated should be from the same institute as of WSC and should be a registered user of NMEICT website. This module is handled by Admin only. The nominated person can do the responsibility for a certain time period only. Once the date surpasses, the old WSC is reverted back automatically.

9.1 Process

- Go to Program administration, click on nominated WSC link.
- A page will open where list of nominated WSCs according to workshop will be displayed.
- To add a nominee, click on New button.
- Select the workshop
- Select remote center
- Enter WSC's email
- Enter Nominee's email
- Enter date till the nominee be doing the work of WSC and then submit.
- Once the details are submitted, the details will appear in the list. Active till date field only can be updated from the list.

Note: Certain validations are added while nominating.

- Person can not be participant of the same workshop.
- Person can not be a WSC or RCC of different remote center.
- Updates on nominees details can be done till 15 days after the workshop ends. No updates are allowed after that.

9.2 Display

Once the nomination is done, Nominated WSC can see the WSC interface until the "**active_till**" date. Once the date surpasses, the old WSC will be reverted back.

10. Report Module

Different types of reports are created for Admin team.

1) Workshop Status Summary Report
2) Workshop Diversity Report
3) Remote Center wise Summary Report
4) State wise Summary Report
Details of each type of reports is described.

10.1 Workshop Status/Summary Report :

Two types of report are generated. Workshop status report and workshop summary report. These reports can be viewed for different date range. Export excel feature is also provided.

10.1.1 Workshop Summary Report:

This report give the information about the workshops conducted, their start date, end date, number of participants registered, number of participants attended the workshop and number of participants got certificates.

10.1.2 Workshop Status Report:

This report give the information about the workshops conducted, their start date, end date, number of participants approved, number of participants cancelled, number of participants confirmed, number of participants invalidated, number of participants registered number of participants got certificates and total participants.

10.2 Workshop Diversity Report:

Six types of reports are generated. These are gender wise, experience wise, qualification wise, state-city wise, geographical wise and combination of all the mentioned type. For all these type of report, export to excel feature is also provided.

10.2.1 Gender wise report:

This report gives the information about the workshops conducted, number of participants attended that workshop and male/female participants count.

10.2.2 Experience wise report:

This report gives the information about the workshops conducted, participants in the workshop having various number of years of work experience.

10.2.3 Qualification wise:

It shows the number of participants having doctorate, postgraduate, graduate, diploma, other degrees and total participant for a workshop.

10.2.4 State-City wise:

This report gives the count on states and city from where the participation was done.

10.2.5 Geographical wise:

This report gives the total number of remote center, institute, states and city from where the participation was done.

10.2.6 All:

This report give the summary of total count on gender, experience, qualification, geographical wise for a workshop.

10.3 Remote center wise summary report

Five types of reports are generated. These are gender wise, experience wise, qualification wise, geographical wise and combination of all the mentioned type. For all these type of report, export to excel feature is also provided.

10.3.1 Gender wise report:

This report gives the information about the total number of participants and male/female/unknown gender count of participants for every remote center.

10.3.2 Experience wise report:

This report gives the information about the participants having various number of years of work experience in each remote center .

10.3.3 Qualification wise:

It shows the number of participants having doctorate, postgraduate, graduate, diploma, other degrees and total participant for each remote center.

10.3.4 Geographical wise:

This report gives the total number of workshops conducted by remote centers in each state/city, total institute participated, and total participants in each remote center

10.3.5 All:

This report give the summary of total count on gender, experience, qualification, geographical wise for each remote center.

10.4 State wise summary report

Five types of reports are generated. These are gender wise, experience wise, qualification wise, geographical wise and combination of all the mentioned type. For all these type of report, export to excel feature is also provided.

10.4.1 Gender wise report:

This report gives the information about the total number of participants and male/ female/unknown gender count of participants for each state.

10.4.2 Experience wise report:

This report gives the information about the count on participants having various number of years of work experience in each state .

10.4.3 Qualification wise:

It shows the number of participants having doctorate, postgraduate, Graduate, Diploma, other degrees and total participant for each state.

10.4.4 Geographical wise:

This report gives the total number of workshops conducted in each state, total remote center available, total institute participated, and total participants in each state.

10.4.5 All:

This report give the summary of total count on gender, experience, qualification, Geographical wise for a state.

11. Functionalities related to different roles

For workshop administration, 3 roles were defined. These roles were Workshop manager, workshop admin and workshop support. Currently 2 roles, workshop manager and workshop support are available.
Table 11 describes the permissions for the functionalities to different Roles.

Features Available in Admin Interface	Role/ Responsibilities

Manage Workshops	Workshop Manager can create/edit a workshop
Manage Announcements	Workshop manager can create/edit an announcement.
Nominated WSC	Workshop Manager can nominate WSC
Update Status of Participants	Workshop Manager can change all status. Workshop Support can change “Approve and Invalid”. They cannot update Cancel/ Confirm/ Completed button.
Manage Certificates	Workshop Manager and Workshop Support can generate the certificates.
Certificate Audit	Workshop Manager and Software Team can view the audit.
Update Registration of Participants	Workshop Manager can update the registration of participants.
Manage Remote Center Capacity	Workshop Manager can view/edit/create RC capacity info.Workshop Support can view RC capacity info.
Manage Schedule	Workshop Manager can view/edit/create programme schedule. Generate Attendance button is available only to Workshop Manager. Workshop support can only view the program schedule.
Manage Attendance	View/Update is available for Workshop Manager and workshop support.
View Uploaded Attendance	Workshop Manager and Workshop Support can view the attendance uploaded by WSC.
View Participant Details	General participant details for Course Coordinators, Software Team, Workshop Manager, Workshop Support .
Manage Remote Centers	Workshop Manager and Software Team can view/update RC info. Software Team can add new remote center. Workshop Support team can view all the remote center info.

Update User Role	Workshop Manager can update user role.
Manage Configuration Tables	Workshop Manager can view/update configuration table.
Manage Cities	Workshop Managers can view/update city.
Manage Institute	Workshop Manager and Software Team can view/update institute info. Workshop Support team can view all the institute.
Change Page Content	Workshop Manager can view/update the page content.
Change Mail Content	Workshop Manager can view/update the mail content.
Invite Users for Registration	Workshop Manager and Workshop Support team can upload xls for inviting users.
Participants Invited But not Registered	Workshop Manager can view and enable/disable participants who have been invited. Workshop Support team can only view the enabled/disabled participants.
Signed Up But Not Registered in Any Workshop	Workshop Managers and Workshop Support team can view.
Reports	Workshop Managers, Support and Software team can view reports.
FAQs	Workshop Managers, Support and Software team can view FAQs

Table 11: Roles and Functionalities

11.2 Functionalities for Workshop Admin

11.2.1 Announcement of workshop

Announces the workshop according to the type.

11.2.2 Registration Process

1. View/edit the participants' list with status.
2. Verify the participant's documents and approve the participant by pressing button.

To view or change the status of a participant,

- Click Update participant status in the home page of admin.
- Choose respective workshop.
- Select Remote Center of choice for main workshops, the default is 1001 to view participants of respective RC. All the participants will be displayed for coordinator's workshop.
- Export to Excel is available for downloading all the details of participants.
- View Seats button opens a page with the RC capacity information and the seats already filled by participants.
- Status of participants can be changed by clicking on the button for that particular participant.
- For normal main workshops and coordinator workshops, by clicking on approve button, enrolls the participant automatically to moodle. For **SSM**, the additional status of **accept** by RCC is added, so the participants can be mapped to moodle by clicking on "**Auto enroll accepted participants to moodle**" button. Then participants' status will change to confirmed in NMEICT website and an auto generated mail will be sent from moodle to participant for his/her status and for moodle account details. Make sure the course with same name as in Nmeict website is created/available in moodle.

1. If moodle fails then, Admin can enroll participants manually by pressing **Confirm** button
2. RCC can be enrolled into moodle as non editing teacher by pressing **Auto enroll RCC** button. Once the RCC is enrolled into moodle an auto generated mail will be sent to RCC containing moodle account related information.

Field name	**Description**	**Type of Field**
Workshop id	The unique Id of the programme.	Display
Workshop Name	Displays the name of the programme.	Display
Details	Displays a hyperlink named as "click here for details". When clicked on this hyperlink, the participant details can be viewed according to the specific Remote Centers that are associated with the programme.	Hyperlink

Table 12: To reach Participant's status

Participants Detail Page

Field name	Description	Type of Field
Click on image to export details of the Institute	To download excel (.xls) file of the participants information in detail. Here the excel file consists of the tabulated information with the fields like Sr.No, participant id, first name, last name, gender info, email, mobile, institute name, remote center name, remote center id, state, city, accommodation, status, designation, qualification, stream name, experience, home phone, letter and registration time.	Image Icon
Remote Center	To view the participants details according to Remote Center's ID and name.	Drop Down
Participant Enrollment Status summary	To view the list of participant according to seven different status boxes which are named as All, Registered, In Process, Confirmed, Invalid, Cancelled and Completed. When clicked on anyone of the status boxes, the list of participants' details with that status appears on the same page. According to the status, the count of participants is also displayed in those status boxes. More details about status boxes are as follows: ● All – Click to see the participants of all status	Colour coded Text Boxes

	- Registered – This status means participant has been registered for the programme. - In Process – This status means participant has been provisionally selected. - Confirmed– This status means participant has been confirmed and his/her account is created in moodle. - Invalid – This status means participant's status is invalid. The permission letter format is wrong or photo id is not in required format. - Cancelled – This status means participant has been cancelled - Completed – This status means participant has completed the course and assignments. - Accepted- This status means participant has been accepted from remote center (only for SSM)	
View Remote Center Seating /Accommodation Provisionally Booked (View seats)	List of remote center with their seating capacity/accommodation status is displayed	Button
Auto enroll	To register all accepted participants to moodle	Button
Designation	To view the designation of every participant in the list. It is displayed on the same page.	Check Box

Experience	To view the experience of every participant in the list. It is displayed on the same page.	Check Box
Qualification	To view the qualification of every participant in the list. It is displayed on the same page.	Check Box
Registration Time	To view the registration time of every participant in the list. It is displayed on the same page.	Check Box
Stream	To view the stream of every participant in the list. It is displayed on the same page.	Check Box
Participant Id	To view the participant id of every participant in the list. It is displayed on the same page.	Check Box
Show entries	User can select number of participant details visible per page. (10, 25, 50 and 100 are current values to select). Default is 10 entries per page. Page numbers are shown at the right bottom corner of the screen.	Drop down
Search	To search the details of any Participant by using any of the following mentioned screen fields.	Editable Text Box
S. No.	Serial number for the list of participant's details.	Display
Name	Full name of the participants.	Display
Email	Primary contact email address of the participants.	Display
RC ID	A unique four digit number. Update of this number is not allowed.	Display

Remote Center Name	Displays the Remote Center name of the Institute.	Display
Institute Name	Displays the full name of the Institute.	Display
State	State of the Institute.	Display
Mobile Number	Mobile phone contact number of participants.	Display
Accommodation	To view whether the participant has applied for accommodation or not.	Display
ID	Participants Institute ID card. When clicked, it opens in new page.	Hyperlink
Letter	Permission letter of the participants that is provided by the Institute. When clicked, it opens in new page	Hyperlink
Status	Status of the participants like Registered, In Process, Confirmed, Invalid, Cancelled and Completed.	Display
Update	Status can be changed by pressing the buttons.(approve, cancel, confirm, invalid,) These buttons are displayed according to the current status	Button

Table 13: Participant's status

11.2.3 Update Registration of participants

To view or change the details of a participant,

- Click Update Registration of Participants in the home page of admin.
- Choose respective workshop.

- Select Remote Center of choice for main workshops, the default is 1001 to view participants of respective RC. All the participants will be displayed for selected workshop.
- Export to Excel is available for downloading all the details of participants.
- Participants details can be updated by pressing Update button.

Edit profile of Participants

Details of the first 2 pages are same as tables 12 and 13.

Field name	**Description**	**Type of Field**
Email	Email of the participant appears automatically.	Non-editable Text Box
Permission Letter	To upload permission letter the user has to click on 'Browse' button. Now a pop-up window appears in which the user has to select the electronic copy of permission letter file from their computer system	File Upload
State	State location of remote center	drop down
Remote center	select remote center from list	Drop down
Remote Center ID	The Remote Center ID appears automatically whenever the Remote Center is selected.	Non-editable Text Box
Do you want accommodation	The participants can apply for accommodation near to the Remote Center with the use of Yes or No buttons.	Button
Your Title	Select the title from drop down menu.	Drop Down
First Name	Enter your First Name.	Editable Text Box
Last Name	Enter your last Name.	Editable Text Box

Your Qualification	Select your qualification from drop down menu. For example: B.Arch, B.E, B.Sc, ..., etc.	Drop Down
Your Designation	Select your designation from drop down menu.	Drop Down
Your Discipline	Select your discipline from drop down menu.For example: Aeronautical, Aerospace, ..., etc.	Drop down
Experience	Mention your years of experience.	Radio button
Gender	Select your gender.	Radio button
User Image	Upload id card of user	File upload
Home Address	The home address of participants in full details.	Editable Text Box
City	The participant’s city of residence.	Editable Text Box
Pincode	The pincode of participant’s city.	Editable Text Box
Mobile	Primary mobile phone contact number of participants.	Editable Text Box
Emergency Contact Number	The emergency contact number of participants.	Editable Text Box
Select State of Institute	Select the state of Institute in which participants are registered.	Drop down
Select City of Institute	Select the city of Institute in which participants are registered.	Drop down
Select your Institute	Select the state of Institute in which participants are registered.	Drop down
Update	Updates the participant’s profile.	Button

Table 14: Edit profile

11.2.3) Remote Center Related

- Admin can go to **manage remote center capacity** page, select a workshop and see the list of RCCs with capacity and other info filled for selected workshop.
- Admin can check if RC has not filled the capacity and other RC related details. Then can **send email** as a reminder to those RCCs who have not filled the info by pressing button “send mail”.
- Can update the remote center capacity information if required.
- Can add new remote center.
- Auto enrolling workshop coordinator into moodle as non editing teacher can be done by pressing **Auto enroll coordinator** button displayed in the page. This action will directly connect to moodle and if course is created with same name as workshop name, then workshop coordinators can be enrolled as non editing teacher in moodle for the course.
- A Remote center can be deleted from the a particular workshop by pressing delete button. If remote center has filled the capacity information for the upcoming workshop, and there are participants registered from that remote center for the workshop, and later RCC wants to drop, then to remove the RCC from the registration page, press **delete** button. Please make sure that all the participants registered under that RCC should be **canceled** for that workshop(i.e., move all the registered participants to different RCC) before deleting. Once the **delete** button is pressed, The RCC will not be displayed in the RCC list in the registration page. The participants under that RCC can be found by selecting **select All** in **update registration of participants** link.

Field name	**Description**	**Type of Field**
Select Workshop Id	To select a workshop according to Workshop Id and name.	Drop down
Send Mail	Appears only when any Workshop Id is selected. This is used to send mails for Remote Center Coordinators of the workshop to fill the Remote Center Capacity. The mail goes to only those RCs who have not filled the seating capacity and related information	Button

Add New	To add new Remote Center Capacity details. When clicked, it opens in new window. This page is called Add New Remote Center Capacity Details Page and it is explained in following section.	Button
Auto Enroll	Use for auto enroll the workshop coordinators in Moodle	Button
View seats	It will display all the Capacity details for the remoter centers	Button

Table 15: Manage remote center

Add New Remote Center Capacity Details Page:

Field name	**Description**	**Type of Field**
Workshop Id	The already selected Workshop Id appears by default.	Non-editable Text Box
Remote center Id	The unique ID of the Remote Center that is to be added to fill the seating capacity information.	Text Box accepts numeric input only
Available Seats	The number of seats available at the Remote Center.	Text Box accepts numeric input only
Available Accommodation	The number of seats available for accommodating the participants near to the Remote Center location.	Text Box accepts numeric input only
Approximate Accommodation Cost per day	Approximate accommodation cost entered by remote center coordinator(only for self sustain workshop type)	Text Box accepts numeric input only
Approximate Food Cost per day	Approximate food cost entered by remote center coordinator(only for self sustain workshop type)	Text Box accepts numeric input only

Submit	Submits the information.	Button
Reset	Refreshes the form.	Button

Table 16: Remote center capacity

Display list of Remote Center Capacity Page

Field name	**Description**	**Type of Field**
Sr. No.	Serial Number for the Remote Center Capacity Details.	Display
Remote Center Id	The Unique Id of the Remote Center.	Display
Remote Center Name	The name of the Remote Center.	Display
Available Seats	Total number of seats available at the Remote Center.	Display
Available Accommodation	Total number of accommodation seats available in the Remote Center.	Display
Update	The 'Update' button is used for updating the Remote Center Capacity Details. When clicked, page opens in new window and it directs towards the Add New Remote Center Capacity Details page but it shows the already existing details of Remote Center. 'Available Seats' and 'Available Accommodation' fields can be updated.	Button
Accommodation Cost per day	Accommodation cost available as per day. Can be updated	Display

Food Cost per day	Food cost available as per day. Can be updated	Display

Table 17: Display RC capacity

11.2.4) Program schedule

- can fill/edit the program schedule 5 days before the workshop starts.
- can a upload the schedule, which can be printed. More details can be read in **section 6.1 and section 6.2**

11.2.5) Attendance:

Details are given in sections 6.2.and 6.4

11.2.6: Workshop Remarks:

Admin can add/update/view remarks for the workshops.

11.3 Other features related to workshop Admin

11.3.1 Change mail content:

Admin can upload different type mail contents which can be sent to participants for different purposes. To change a mail content,

- click on Change Mail Content link on administrator interface.
- A list of different types of mail templates will be displayed.
- Admin can download the template and view/change content.
- After changing content, template can be uploaded again in the same interface.

Field Name	**Description**	**Type of Field**
Sr. No	Serial number for the list of several different email messages.	Display
File Name	File names of the several different email messages.	Display
Link	The downloadable links of several different email messages in HTML format.	Hyperlink
Upload	Consist of two buttons – Browse and Submit that are	Display

	necessary for uploading and submitting the modified email message html file.	
Browse	Browse button helps to upload the modified email message html file.	Button
Submit	Submit button helps to submit the uploaded file of modified email message.	Button

Table 18: Change mail content

11.3.2 updating the news in homepage website

- To change content (news), click on Change Page Content interface.
- From drop down select the page(news) which needs to be modified, then change the content on left side box.
- To see changes click on preview button. If content is correct then add comments in comment box and click on submit button.

Field Name	**Description**	**Type of Field**
Select the Page	To select the Page from drop down menu so as to add, edit or modify the page content.	Drop down
Editable Text Box	The content of selected page appears in the editable text box that appears only after choosing a page that is available in 'Select the Page' field.	Editable Text Box
Public Page	The content of pages which are visible to everyone.	Radio Button
User Page	The content of pages which are visible to only registered users	Radio Button
Participant Page	The content of pages which are visible to only participants.	Radio Button
Preview	When clicked on the Preview button, the changes done in the editable text box can be previewed before saving the content.	Button
Submit	When clicked on the Submit button, the content in the editable text box will be saved.	Button

Reset	When clicked on the Reset button, every field of the form is refreshed.	Button
Comments	To mention the reasons for changes done in the content that already exists.	Editable Text Box

Table 19: Update news in homepage

11.3.3 Update the institute details

- Click on manage institute interface.
- Select a type of institute (active, inactive, not approved).
- Based on that institute details will be display with update button.
- Click on update button and update the institute details.
- Head of the institute details also can be viewed by pressing Detail button. Head details can also be added from this page.

Table 20 and 21 describes the fields of update institute details page

Field Name	**Description**	**Type of Field**
Select type of Institute	To select the institute with respect to Active, In Active or Not Approved status.	Drop down
Click on image to export details of the Institute	To download excel (.xls) document file of the institute information with details like Id, Name, Address, Pincode, State and city.	Image icon
Show entries	The list of Institute information in detail can be viewed in the slots of 10, 25, 50 and 100 entries per page.	Drop down
Search	To search the detail information about any of Institute Details screen fields mentioned below.	Text Box
S.No	Serial number for the list of Institute Details.	Display
Institute ID	The Unique Id of the Institute.	Display
Institute Name	The name of Institute. For example: IPS Academy, Indore.	Display
City	The name of city in which the Institute is located.	Display

State	The name of state in which the Institute is located.	Display
Pin Code	The Pin code of the city in which Institute is located.	Display
Address	The complete address of Institute.	Display
Active Status	The active status of the Institute is displayed as Active, In Active or Not Approved.	Display
Update	It directs towards the Update Institute Details Page along with all the previously existing information entered for the Institute. Here only the screen field Institute ID cannot be updated and remaining screen fields of the page can be updated.	Button.

Table 20: Institute details

Field Name	**Description**	**Type of Field**
Institute ID	To select any one of the category like Designation, Head Designation, Head Title, Invalid RC, Participant Title, Qualification, Role, Stream and Test. It is a mandatory field.	Non-Editable Text Box
Institute Name	The unique code of the category. It is a mandatory field.	Editable Text Box
State	To update the state in which Institute is located. It is a mandatory field.	Drop Down
City	To update the state in which Institute is located. It is a mandatory field.	Drop Down
Institute Address	To update the complete Institute address.	Editable Text Box
Pin code	To update the pin code of the city in which Institute is located.	Editable Text Box
Active / Inactive	To change the status of Institute as Active, In Active or Not Approved.	Radio Buttons
Submit	Submits the information and updates the Institute Details.	Buttons
Reset	Refreshes only the Institute Address and Pin code fields	Buttons

	of the Update Institute details page form. Other fields show the previously existing information when clicked on reset button.	

Table 21: Update institute details

11.3.4 Update city details

To update the city details or to add new city, click on 'Manage Cities' interface. Cities can be added or city can be made active/inactive using this interface.

Field Name	Description	Type of Field
New	When clicked on New button, the "City Data" page opens in new window with the screen fields which are mentioned in the following section.	Button

Field Name	Description	Type of Field
Select State Table	To select the State location. It is a mandatory field.	Drop Down
City Name	To enter the City location. It is a mandatory field.	Editable Text Box
Active / Inactive	To make status as active select the Yes radio button and to make the status as Inactive select the No radio button.	Radio Button
Submit	Submits the information.	Button
Reset	Refreshes every field of the form.	Button

Table 22: Update City details

Field Name	Description	Type of Field
Show entries	User can select number of remote centers visible per page. (10, 25, 50 and 100 are current values to select). Default is 10 entries per page. Page numbers are shown	Drop Down

	at the right bottom corner of the screen.	
Search	To search the detail information about any city or state by using any of the following mentioned screen field	Editable Text Box.
S. No.	Serial number for the list of Configuration Tables.	Display
City	The City location.	Display
State	The State location.	Display
Is Active	Shows the status as active or inactive of the selected configuration table. Here, 1 means Active and 0 means Inactive.	Display
Update	It directs towards the City Data Page along with all the previously existing information. Here all the screen fields can be updated. But every field is mandatory.	Button

Table 23: Activate/inactivate city

11.3.5 Change role of user

Role of user can be updated using '**update user role**' interface.

Field Name	**Description**	**Type of Field**
E-mail of the user	The email of user who has already registered on Website. If the user has not registered then this is reported instantly since the real time check is automatically carried out by fetching the records in existing database.	Editable Text Box
Select Role	Select any one of the roles as Learner, Teacher, Admin Staff, Support Staff, Admin, Software Administrator or new role for testing.	Drop Down.
Update	Updates the user role and displays a message as “Role Updated Successfully!”	Button

Table 24: Update user role

11.3.6 Update Remote Center details

- Remote center details can be updated using 'manage remote center' interface.
- Remote center logo can be uploaded from this interface.

Field Name	Description	Type of Field
show entries	User can select number of remote centers visible per page. (10, 25, 50 and 100 are current values to select). Default is 10 entries per page. Page numbers are shown at the right bottom corner of the screen.	Drop down.
Search	Any Search phrase or word can be used for search criteria. As soon as the phrase or word is entered, the Remote Center bearing those details is shown instantly. The blank space is not allowed in the search field. For example: 1. Search with the RC ID 2. Search with the RC Name 3. Search with the Pin Code 4. Search with the City name 5. Search with the State name	Editable Text Box.
Sr. No.	Serial number for the list of Remote Centers.	Display.
RC ID	Remote Center Identifier.	Display.
Remote Center Name	Institute Name	Display
RC Coordinator Email	The contact email address of Remote Center Coordinator.	Display.
City	The name of city in which the Remote Center is located.	Display.
State	The name of state in which the Remote Center is located.	Display.
Pin code	The Pin code of the city in which Remote Center is located.	Display.
District	The name of district in which the Remote Center is located.	Display
Respective Institute	The name of respective University in which the Remote Center is located.	Display

Affiliated University	The name of affiliated university with the Remote Center center is displayed.	Display
Active	The status of the Remote Center is displayed as Yes or No.	Display
Is RCC approved?	The approval status of the Remote Center Capacity (RCC) is displayed as Yes or No.	Display
Is RC Autonomous	To denote the status of remote center as autonomous or non-autonomous.	Display
Academic Calendar Start Date	To mention the Academic calendar start date.	Display
RC Logo	The logo image of the Institute. When clicked, the logo image opens in new page.	Hyperlink.
Update	Update the changes	Button

Table 25: Update remote center details

11.3.7 Update/Add new field in stream, designation, title, head title, invalid rc, participant Title, qualification, role

- To update or add new field in stream, designation, title, head title, invalid rc, participant Title, qualification, role, go to '**manage configuration tables**' interface.
- Then Select the option in which you need to add/update.
- A list will be displayed. Updates can be done using update button. New configuration data can also be added using new button.

Field Name	Description	Type of Field
New	When clicked on New button, the "Configuration Data" page opens in new window with the screen fields which are mentioned in the following section.	Button

Table 26: Add new field button

Field Name	Description	Type of Field
Select Configuration	To select any one of the category like Designation, Head	Drop Down

Table	Designation, Head Title, Invalid RC, Participant Title, Qualification, Role, Stream and Test. It is a mandatory field.	
Code	The unique code of the category. It is a mandatory field.	Editable Text Box
Description	The detailed information of several roles under any category of Configuration Table. It is a mandatory field.	Editable Text Box
Comments	To mention the reasons for changes done in selected configuration table.	Editable Text Box
Active / Inactive	To make status as active or inactive of the selected configuration table.	Radio Buttons
Submit	Submits the information.	Button
Reset	Refreshes every field of the form.	Button

Table 27: Add new Field

Field Name	**Description**	**Type of Field**
Select Configuration Table	To view the list details of Configuration Tables, select any one of the categories - Designation, Head Designation, Head Title, Invalid RC, Participant Title, Qualification, Role, Stream and Test. After selecting any category the information in Configuration Tables can be mentioned. It is a mandatory field	Drop Down
Show entries	User can select number of remote centers visible per page. (10, 25, 50 and 100 are current values to select). Default is 10 entries per page. Page numbers are shown at the right bottom corner of the screen.	Drop down.
Search	To search the detail information about any category of Configuration Tables by using any of the following mentioned screen fields.	Editable Text Box.
Sr. No.	Serial number for the list of Configuration Tables.	Display
Category	Shows the category named selected from the drop down of the screen field ‘Select Configuration Table’.	Display
Code	Shows the unique code according to the category.	Display

Description	Shows the detail information of several roles under any category of Configuration Table.	Display
Comments	Shows the comments if given when category is created.	Display
Is Active	Shows status as active or in-active of the selected configuration table. Here 1 means active and 0 means in-active.	Display
Update	It directs towards the Configuration Data Page along with all the previously existing information entered in the Configuration Table. Here the screen fields Select Configuration Table and Code cannot be updated. But remaining screen fields of the page can be updated.	Button
Reset	Refreshes every field except the Select Configuration Table Field and Code.	Button

Table 28: Update the fields

11.3.8 List of users who have registered for the website, but not registered for any workshop

This information report can be viewed in '**login but not register for any workshop**' interface in administrative interface.

12. Data Owners

There are different types of data entered and used while conducting the workshop. The entered data is categorised and maintained by different type of users. The details of the data and the responsible user for the specific data are given below.

12.1 User Data:

The data entered and saved by users. It includes personal information and professional information. The user enters and maintains the information. Each user has access to this information after log-in. User can change/edit the data.

12.2 Transactional Data:

The data entered by learners regarding enrolment of a programme. Enrolment Information in a programme can be updated until the user is approved as after approval, infrastructure logistics are involved. If user wants to cancel the enrolment after registration, user needs to contact the Workshop Admin team. The status of enrolled users is owned by the administration team.

12.3 Config Data:

The data related to configuration are Remote Center Data, Institute List, State-City List, Title, Designations, Discipline List, and Reasons to Invalidate Participants. It is owned by Administration Managers.

12.4 Programme Set-up Data:

The data related to creation of programme, announcements related to programme, latest news update is owned by Administration Managers.

12.5 Static Page Data:

The data visible on static pages is owned by Administration Managers and can change it as and when required.

13. Subscription Module

This module is developed to subscribe /unsubscribe to/from the mailing list. The mailing list is used to inform about the activities happening on our website to the subscribed users.

The link "**subscribe to newsletter**" is available on the home page. A link for unsubscription is provided in the announcement email.

13.1 Subscribe to mailing list

When the "**subscribe to newsletter**" link is clicked, a user is asked to enter his/her email address. One of the following actions happen once the user enters an email address.

- If the new user(not registered with our website) clicks on the subscription link, the user is requested to register on our website.

- If the user has attended the workshop but is not registered with our website, then he/she is requested to register on our website.

- If the user is registered with our website, he/she has automatically subscribed to the mailing list.

- If unsubscribed user later interested in subscribing to the mailing list, he/she can click on the link and will be subscribed to the mailing list.

13.2 Unsubscribe from the mailing list

Unsubscription can be done through the bulk mails that user receives. At the bottom of the mail, an **unsubscribe** link is provided. If that link is clicked, that user is unsubscribed from the mailing list.

If a registered user unsubscribes from our mailing list, the bulk mails will not be sent to his/her email, but he/she will receive other necessary status mails if registered for any workshop.