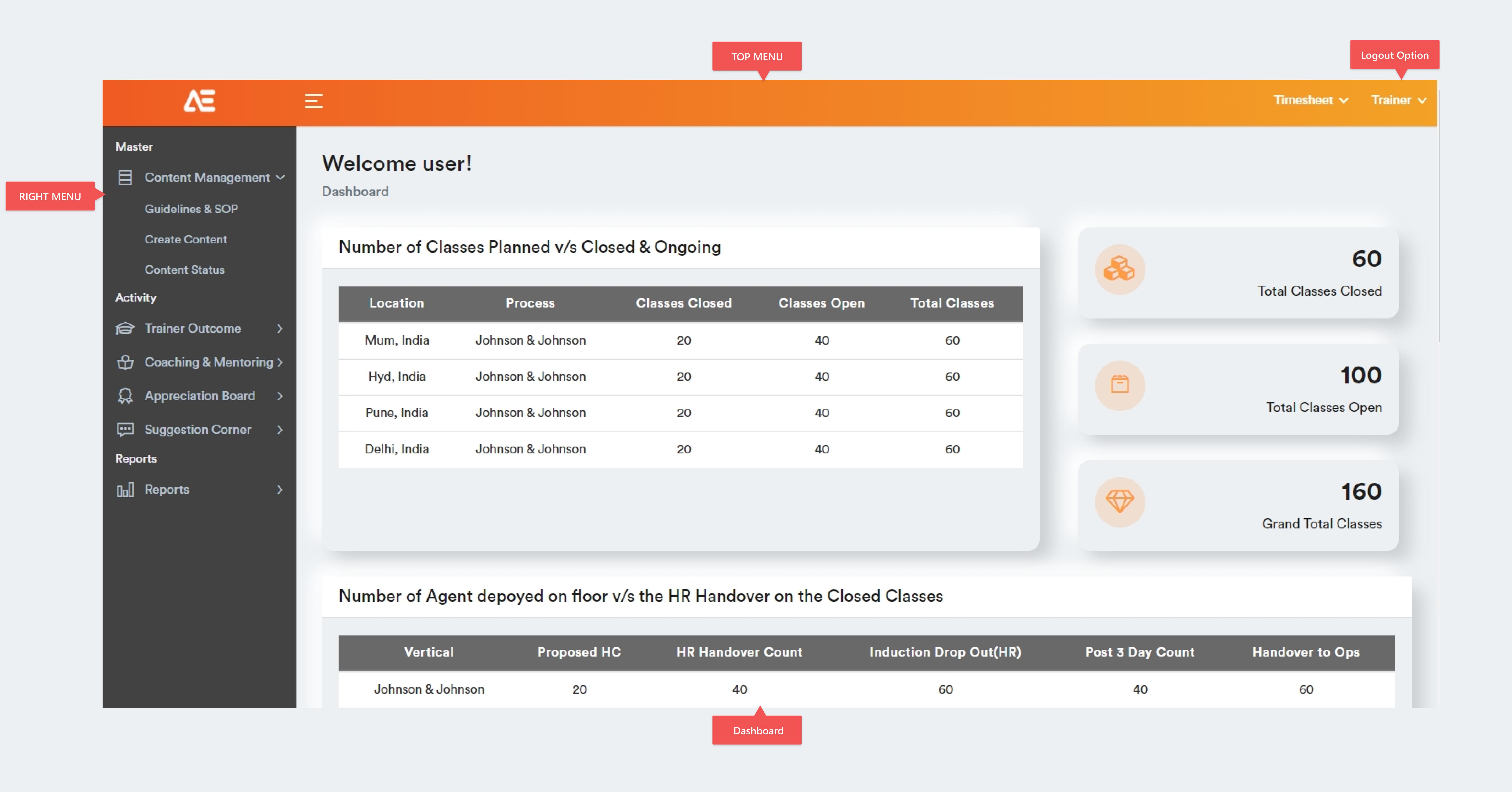
Training Module



	Login	
Username		
Password		
	Login	

Login

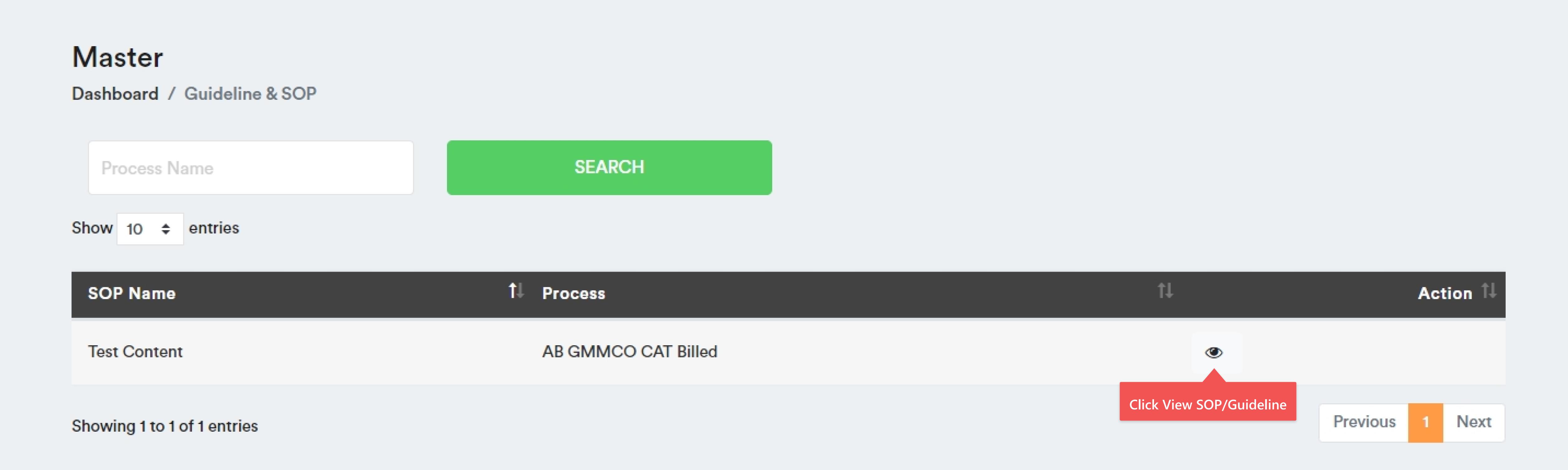
Enter username and password. If user enter wrong credentials or they have been deactivated by superadmin then it will show an error message as the user deactivate or invalid credentials.



Dashboard

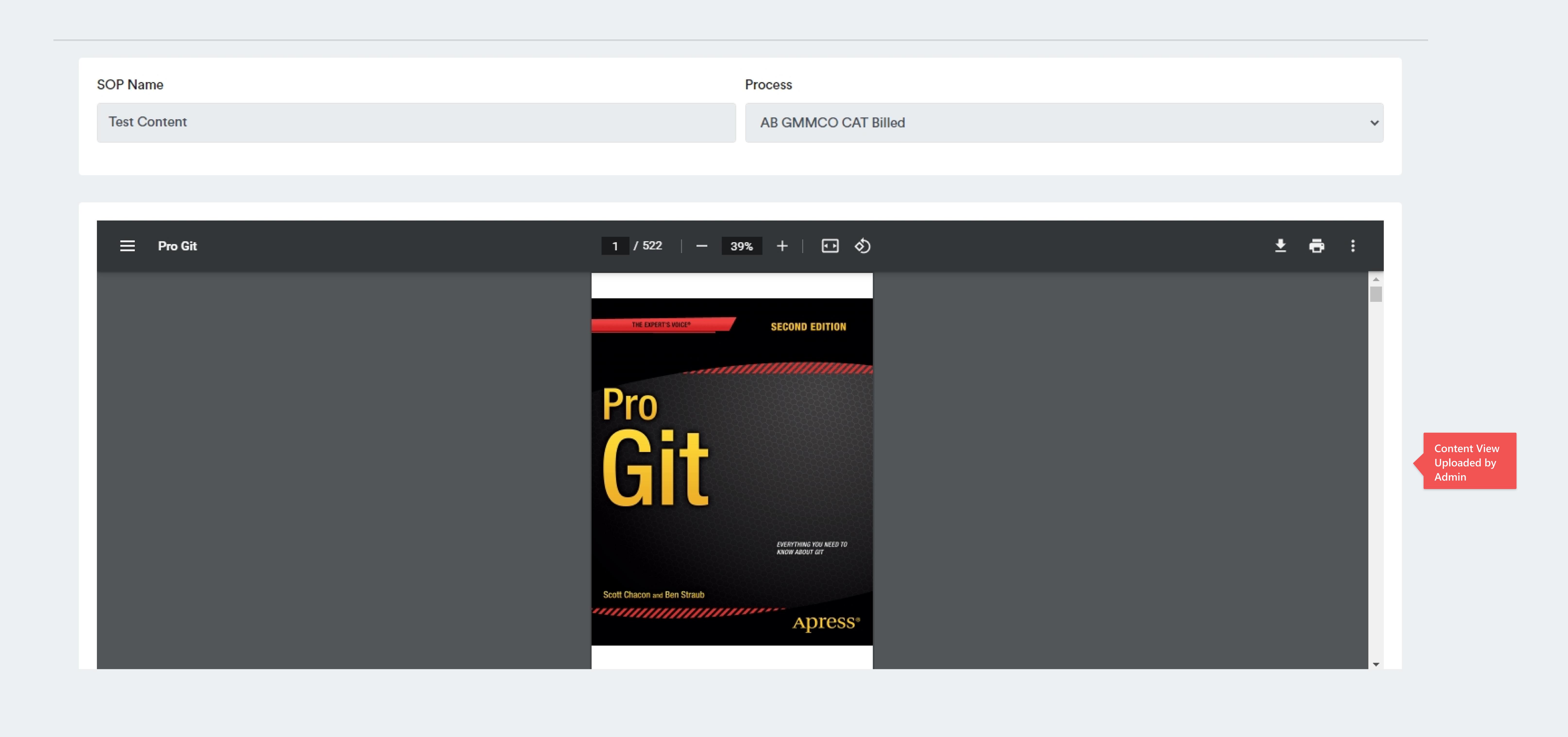
Once the user is successfully logged in they will see Menu (Navigation Bar) at left, Top Bar is for Timesheet changing the password and to logout and at the center we have Dashboard.

Guideline & SOP



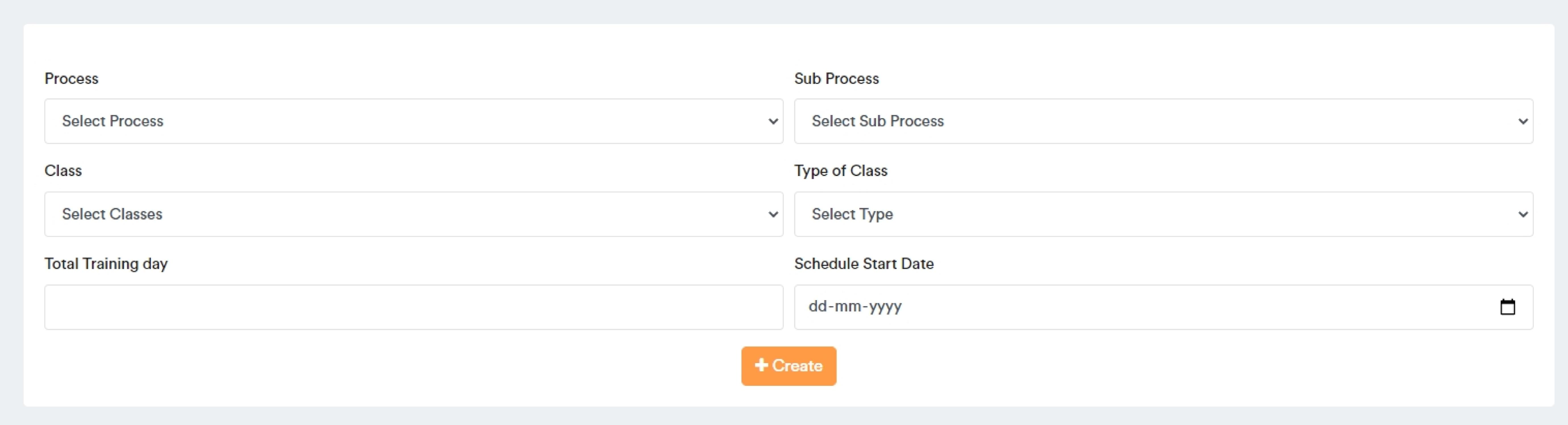
SOP Created by Admin can be viewed by Trainer by clicking on EYE button

Guideline & SOP View



Content Master

Training Master Dashboard / Training



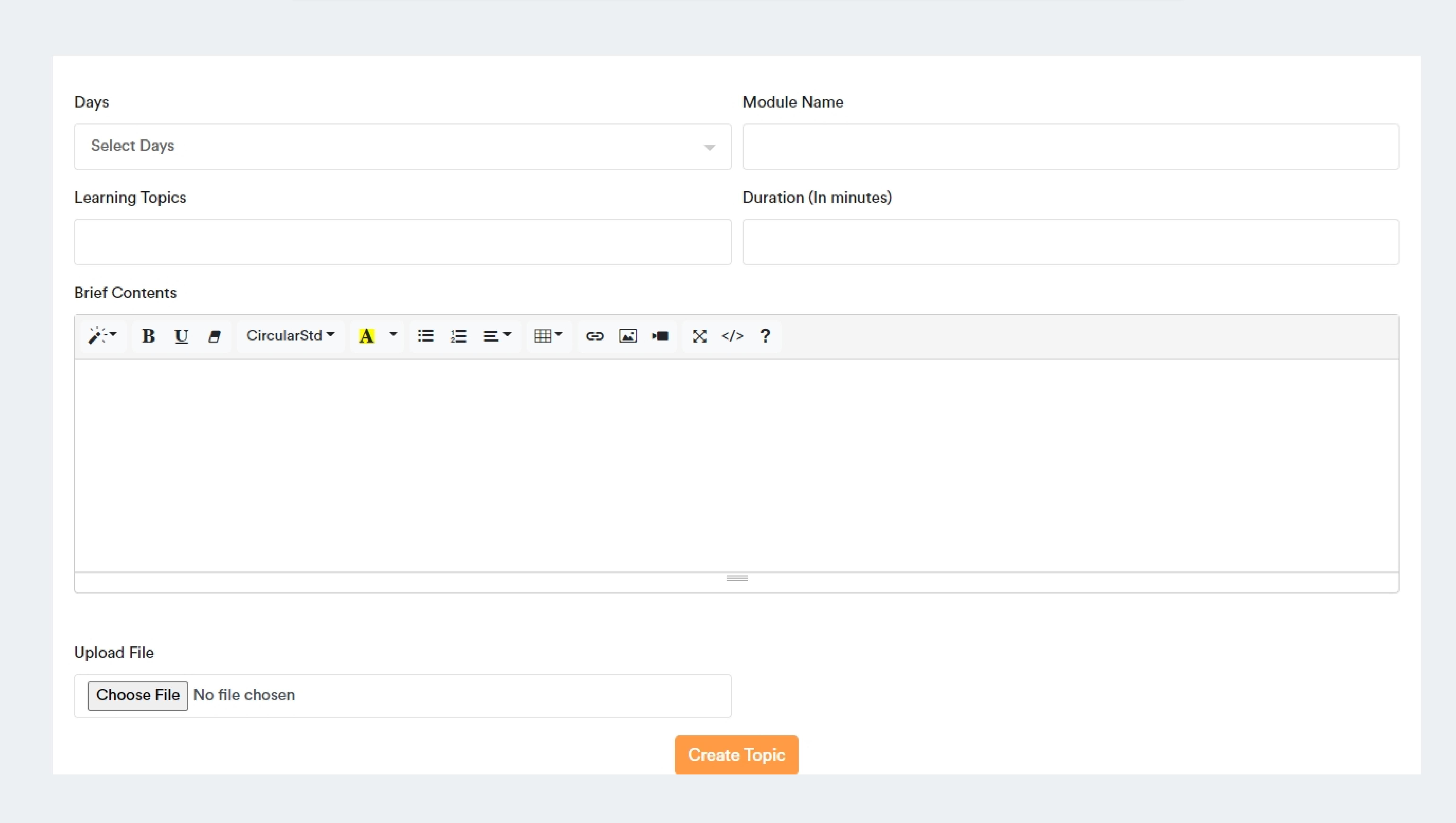
To create content we have to select Frist process, then subprocess and class would be automatically populated. Note class would only be populated when class has been created and it's in active satge once class is completed it won't show there. Then select type of class, add total training day and when is the said class is scheduled to start.

Content Master

Master Dashboard / Training		View Training Module		
Process EuroKids	Sub Process OB			
Classes Mumbai_EuroKids_01 Jul 2021_Class1	Days Select Days			
Duration (In minutes) Duration in Minutes	Assement Choose File No file chosen	Assement Formate		
Create Days Wise Module				

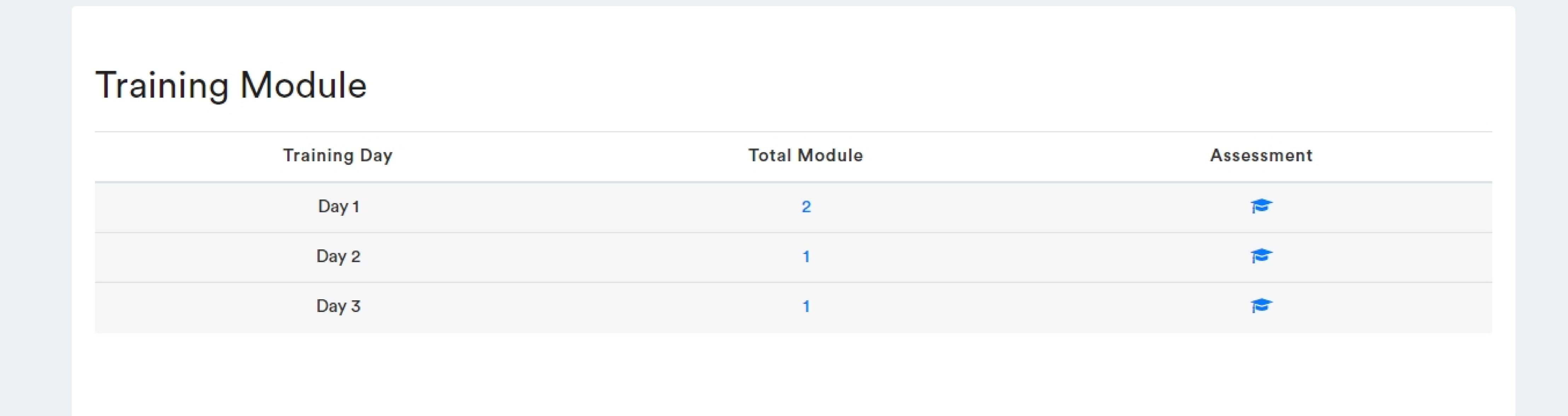
Once we have created the content with basic data. Then it will redirect to the new page, where we can create a daily topic for that content and add Assessment for that particular day.

For Assessment: We have to select Day for which we want to create an assessment, then add duration of that assessment in minutes and upload an excel file, format of assessment is mentioned where we download the file and insert data on it. Note: format to upload would be xls,xlsx if we upload any other format it will give an error as "Invaild format."

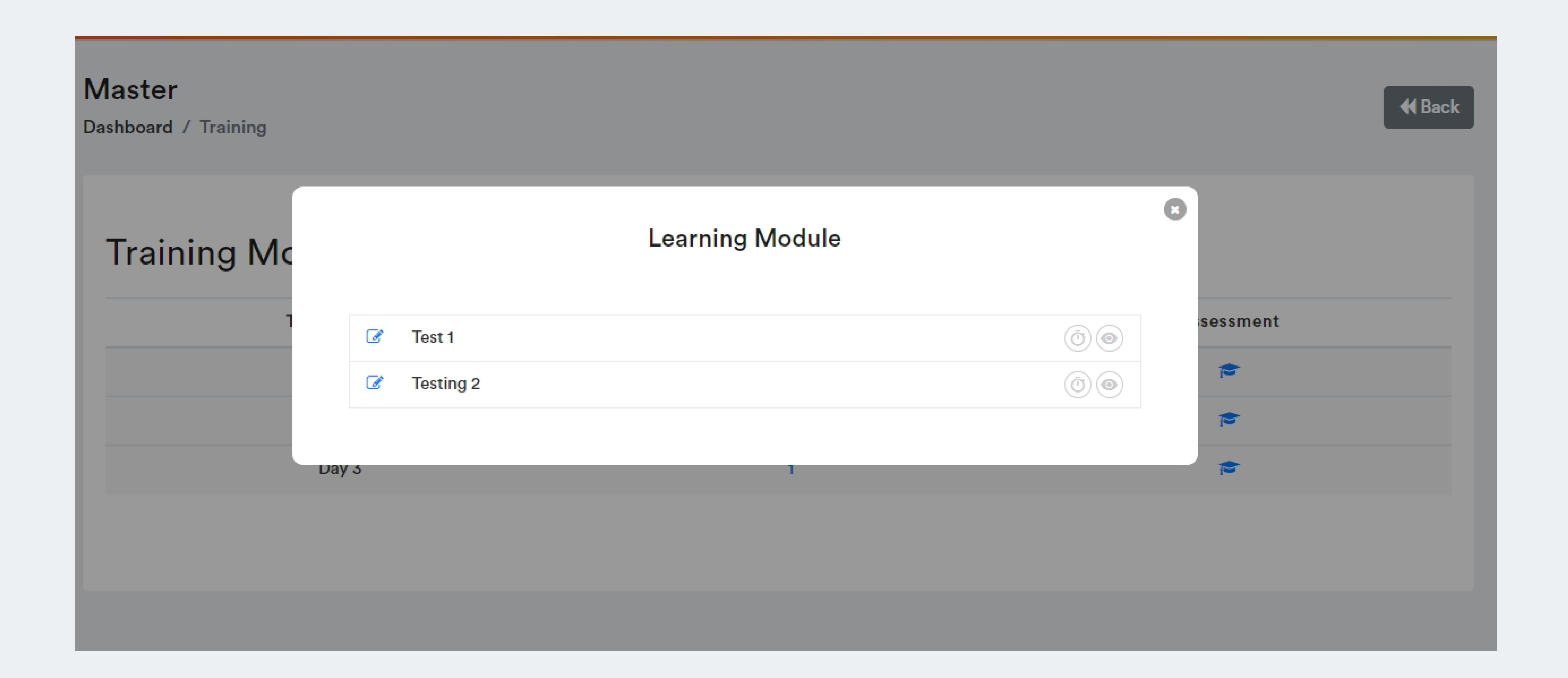


For Topic: We have to select Day for which we want to create Topic, then add Module Name / Learning Topic and duration of that Topic. We can add Brief content or we can upload file of that content.

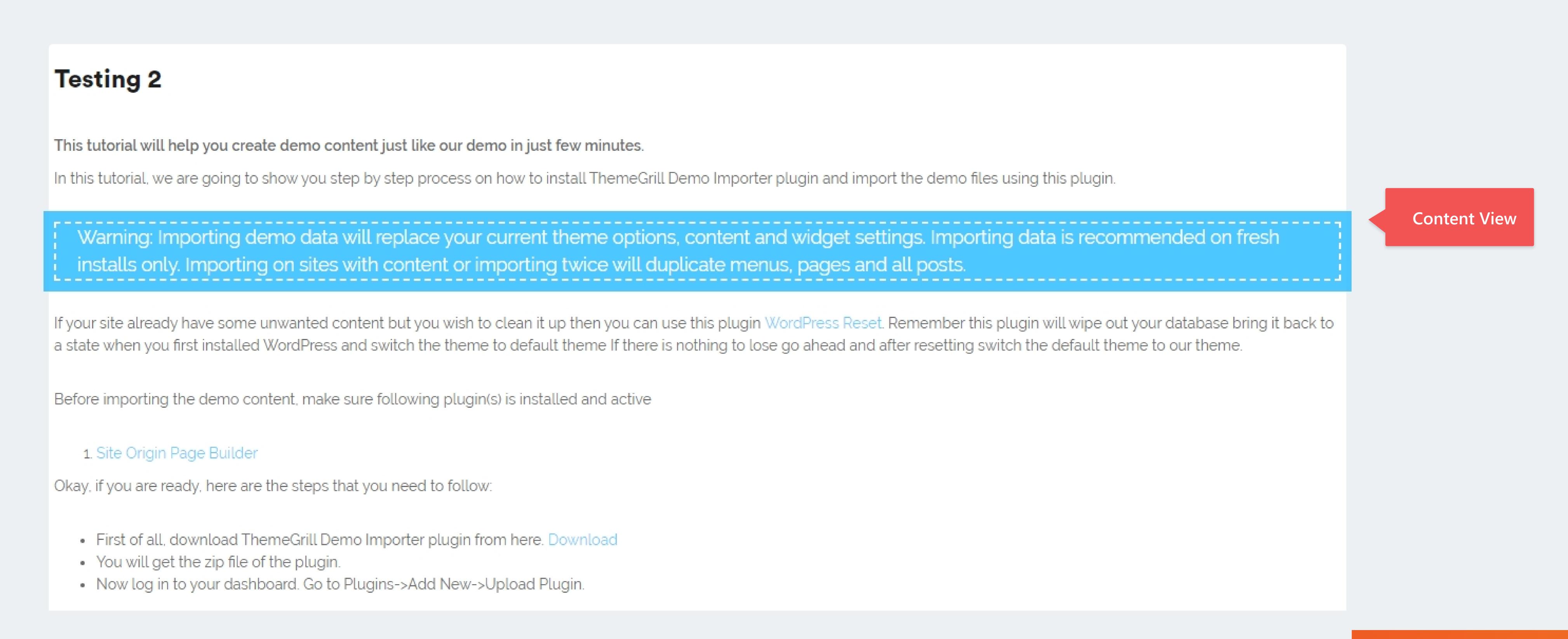
Content Master

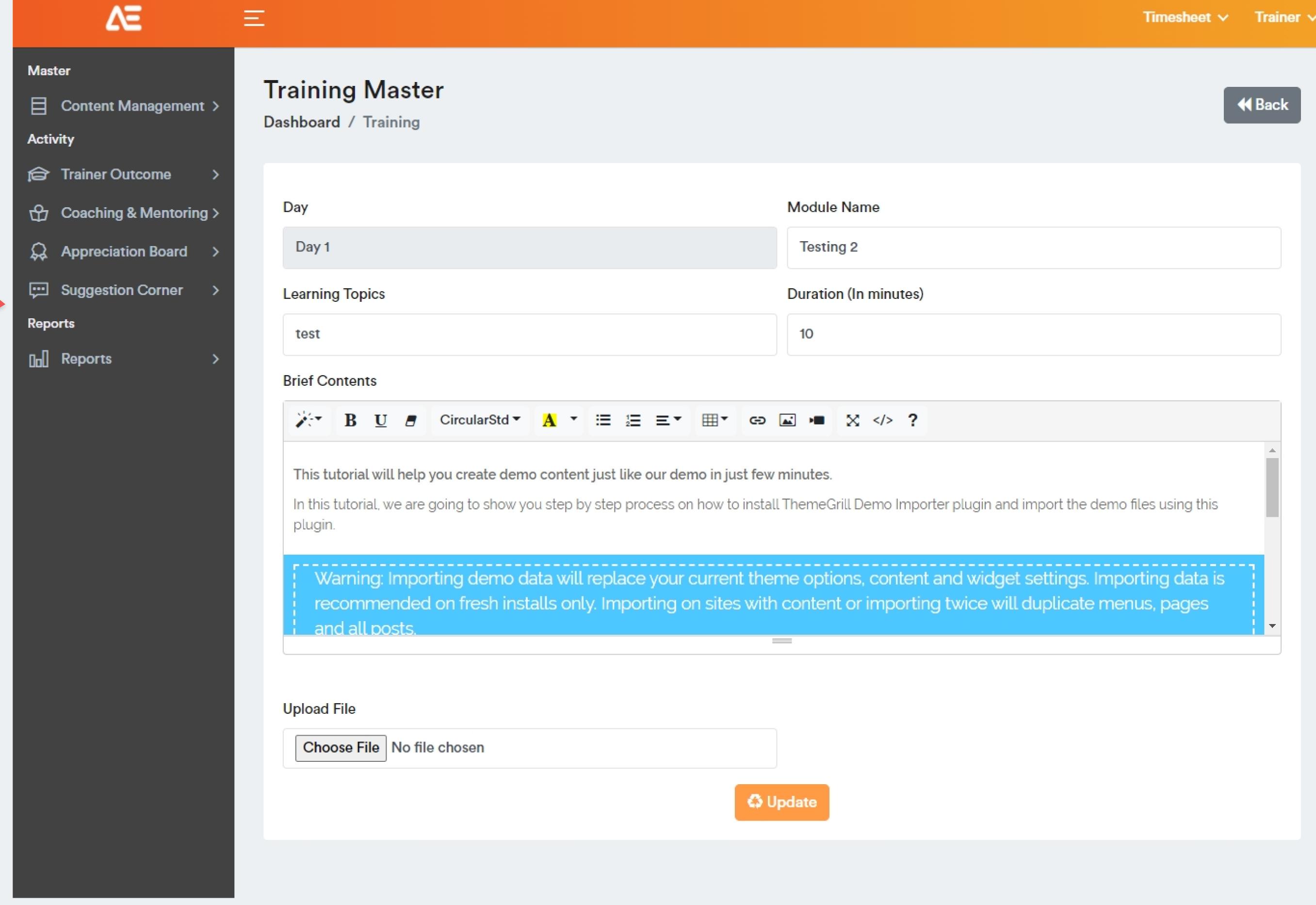


We can view complete module of the content and either view the content or edit it.

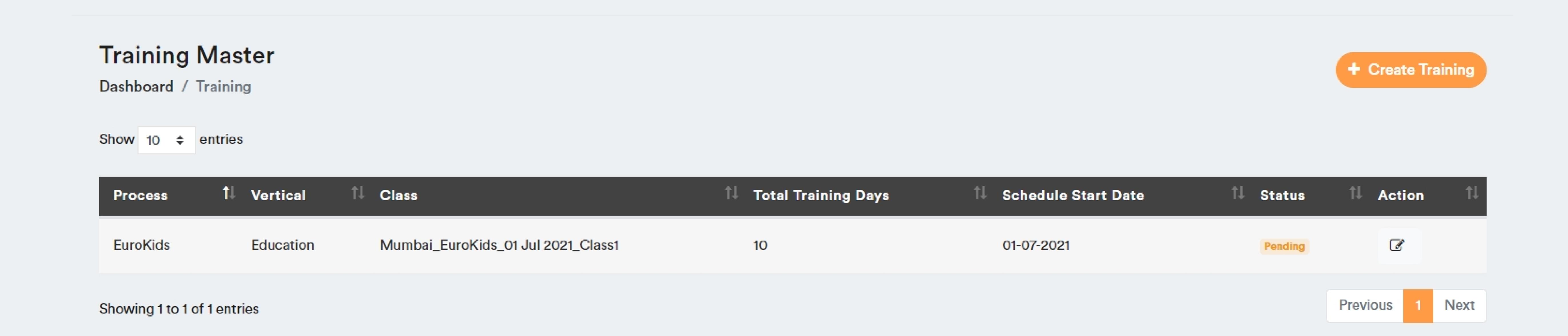


Content Edit

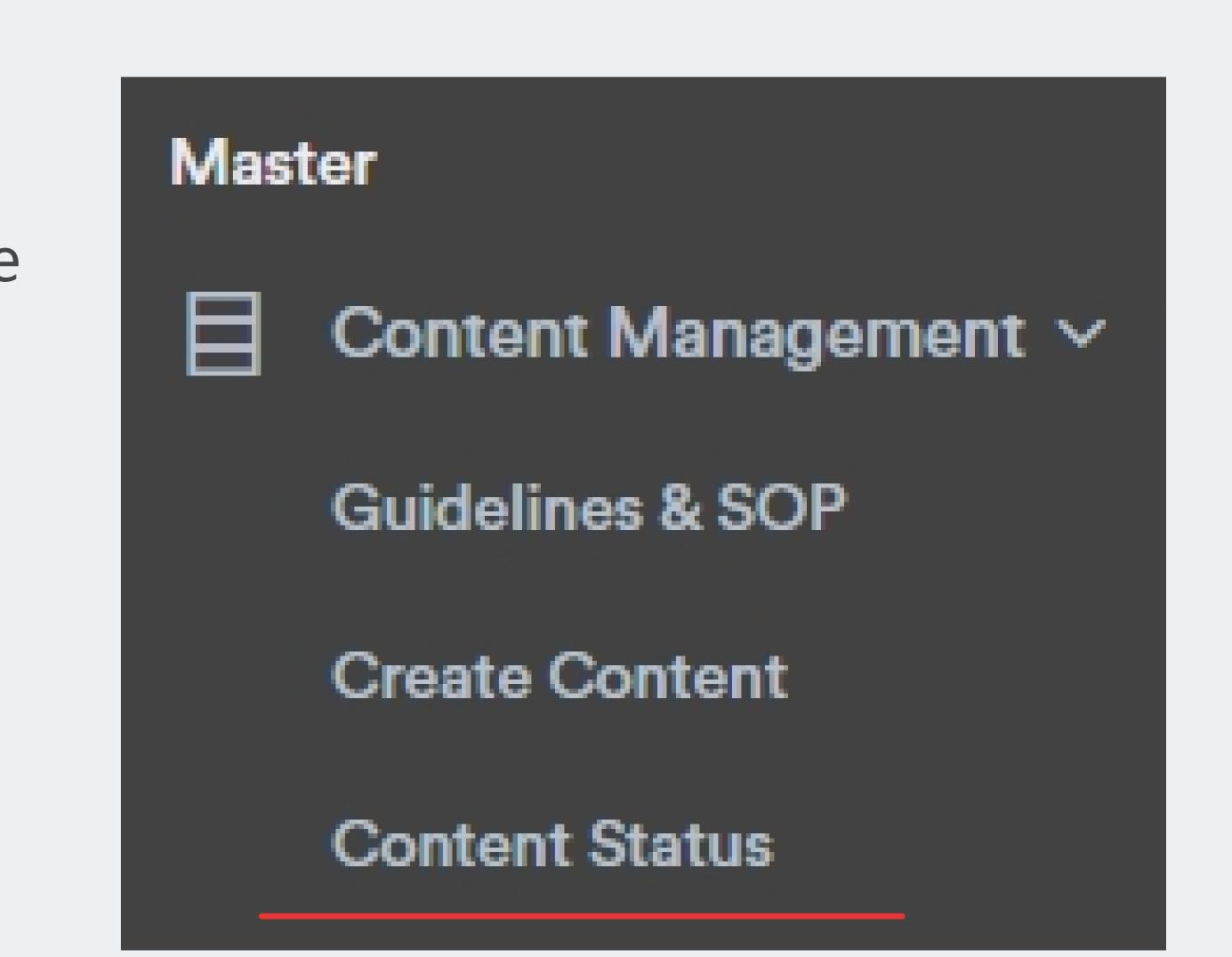




Content Master



Once Trainer has created the content. Admin will get notified and then they can accept or reject that particular content. Trainer can check there content's current status under Content Status menu. They can edit the content if they want to.



Trainer Admin View

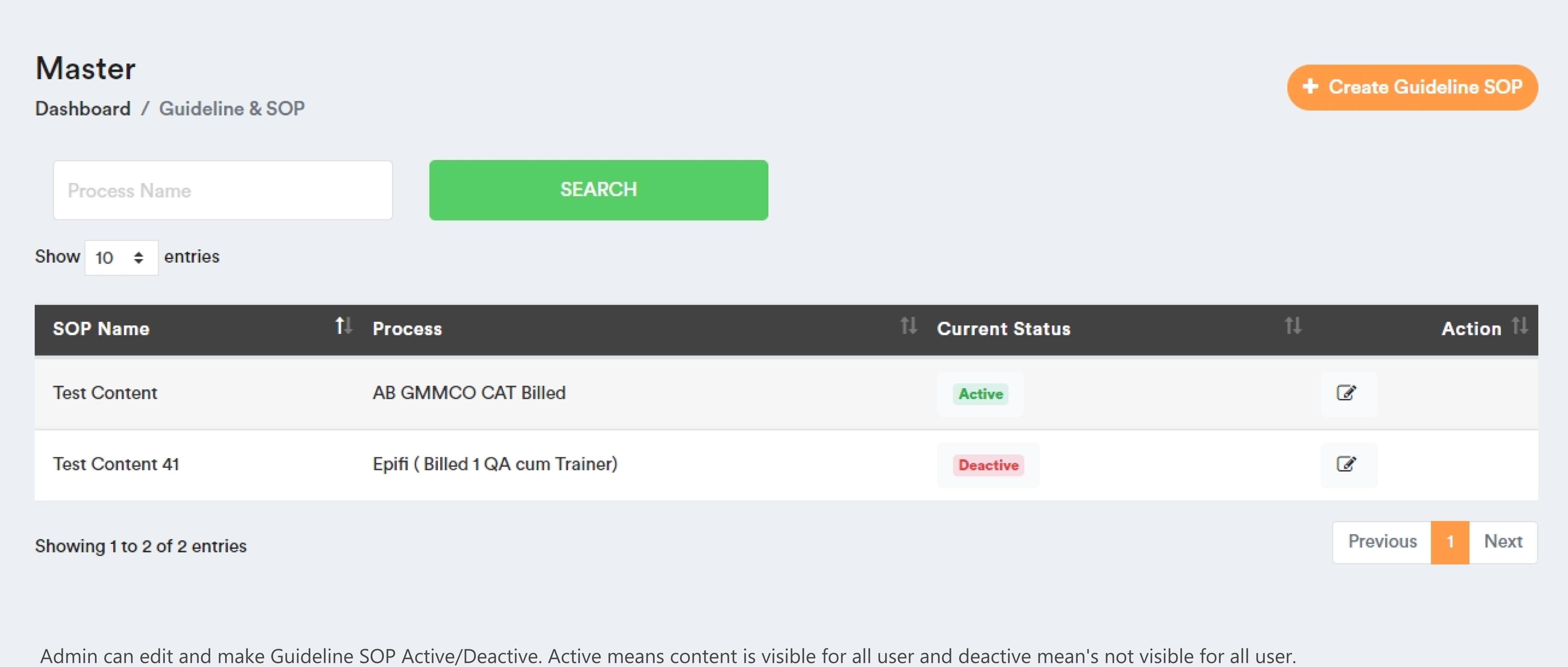
Guideline SOP

Create Guideline and SOP for Trainer's to view. We need add Name, then select Process, subprocess would auto populate and then upload file.

Master Dashboard / Add Detail		♣ Back
SOP Name SOP Name	Process Select Process	
Sub Process Select Sub Process	File Choose File No file chosen	
	Add	

Trainer Admin View

Content Master



Content Master

