



BRAC Online Career Hub

Application User Manual (Phase-04)

Document Version 1.0

02 December 2021

Disclaimer

This guide has been validated and reviewed for accuracy. The instructions and descriptions it contains are accurate for Phase-03 of BRAC Online Career Hub application. However, succeeding versions and guides are subject to change without notice.

Revision History

Revision No.	Created/Updated By	Release Date	Comments
1.0	A S M Lutful Kabir	02 December 2021	1st Release

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1 About this Guide

This document will deliberately guide you to use every possible option/feature of Online Career Hub application's 4th phase in details.

2 Purpose of this Guide

This document describes functional and application level features of BRAC Online Career Hub application. However, through this guide user will get conversant with application's 4th phase usage/working procedures.

The users/stakeholders of this application should get a rigid overview on the application's 4th phase through this guide.

User: The primary users for this application would be BRAC employees, trainers and other allotted members/users who would be categorized in the system as:

- Admin;
- Participants;
- Counsellor

3 Typographical Conventions

Type Face	Meaning
Bold	Used to indicate buttons on the screen.
<i>Italic</i>	Used as special instructions/actions/notes and reference to other sections.

4 Contact Information

Name	Designation	Email	Phone
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5 Solution Background – BRAC Online Career Hub

BRAC has been working on creating a workforce through their skills development program (SDP) since 2015. It has a mission of empowering youths through skills development and decent employment so that a competent workforce can lead our nation forward. The program's outcomes are aligned to the SDG (sustainable development goal) which would be ensuring skills for youth and adults for decent employment and entrepreneurship and SDG 8 (promoting sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all).

COVID-19 pandemic has restricted the scopes of physical training. Given the government's embargoes, the educational institutions have been remained closed since 17 March, 2020. On the other hand, nearly 25 million of the global population are anticipated to lose their jobs due to the COVID-19 crisis, according to the recent report of the International Labour Organization (ILO). A staggering increase in the unemployment rate in Bangladesh is also evident. The reasons for this sharp increase in youth unemployment are, restrictions in the new recruitment, sudden job loss and so on. Given these circumstances, skills training through digital platforms is imperative. Since the pandemic caused a massive impact of deduction from the ongoing workforce and their opportunities, the job seekers will need to be competitive in terms of increasing skill sets that would fit most appropriately with the existing market.

Phase-04 of Online Career Hub Solution will enable its users with following key capabilities:

As an Admin

- ✓ Create counselor profile;
- ✓ Define center for counselor ;
- ✓ Create new questions for portal feedback;

As an Counselor

- ✓ Create counselling Session

As a Participant

- ✓ Request for counselling session;
- ✓ Chat bot ;
- ✓ Portal Feedback;

6 Application Channel

The application will be used by intended users on their PC / Laptops via web.

7 BRAC Online Career Hub Application

Through this document user will get a complete walk through over the application's Fourth phase. From Below, each and every module and its underside features, relevant actions and usage criteria are depicted.

7.1 Application Landing Page

The Landing page will provide an overall glimpse of the entire solution. Users from all roles will be able to login using their unique username and password as well as new user will be able to register to the system from this page.

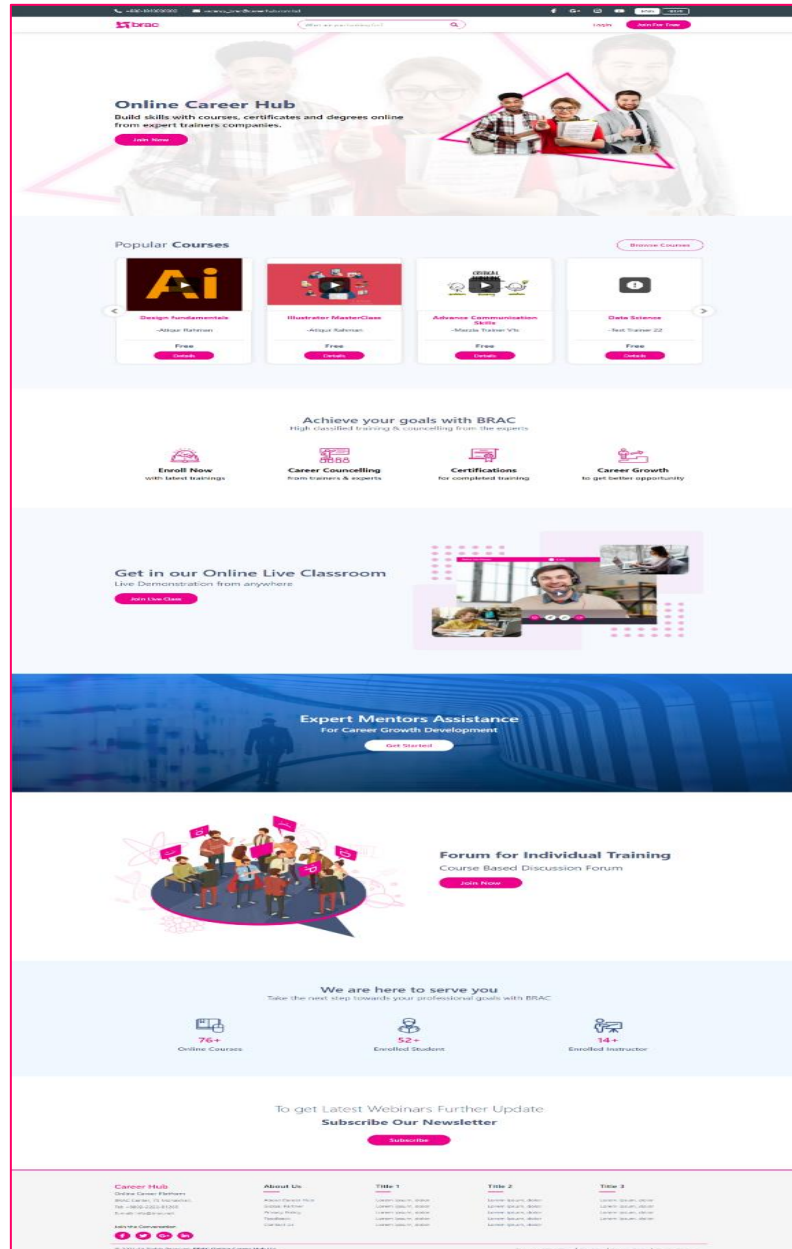


Figure 1: Application Landing Page

- The section Popular Courses will showcase the courses based on participants enrollment count.

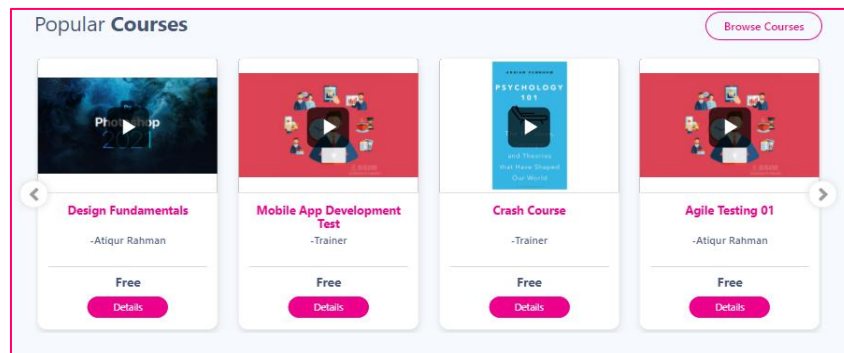


Figure 2: Popular Course in Landing Page

- Users will be able to view online courses, enrolled instructors and participants dynamically from below section of the landing page.

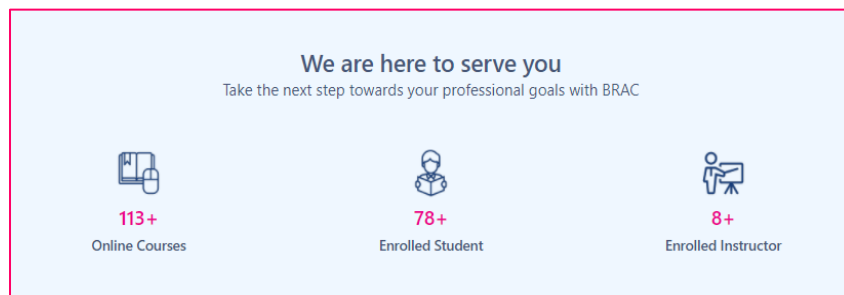







Figure 3: Dynamic enrollment counts of participants & trainers

Table 1: Online Career Hub Landing Page

Field Name/Icon/Button	Description
	Click to go to the Login Page.
  	Clicking on join for free will show two drop down and clicking on any of drop down will redirect to application registration page.
	Multilingual Toggle Button to interchange application interface language between Bangla and English.

7.2 Application Registration

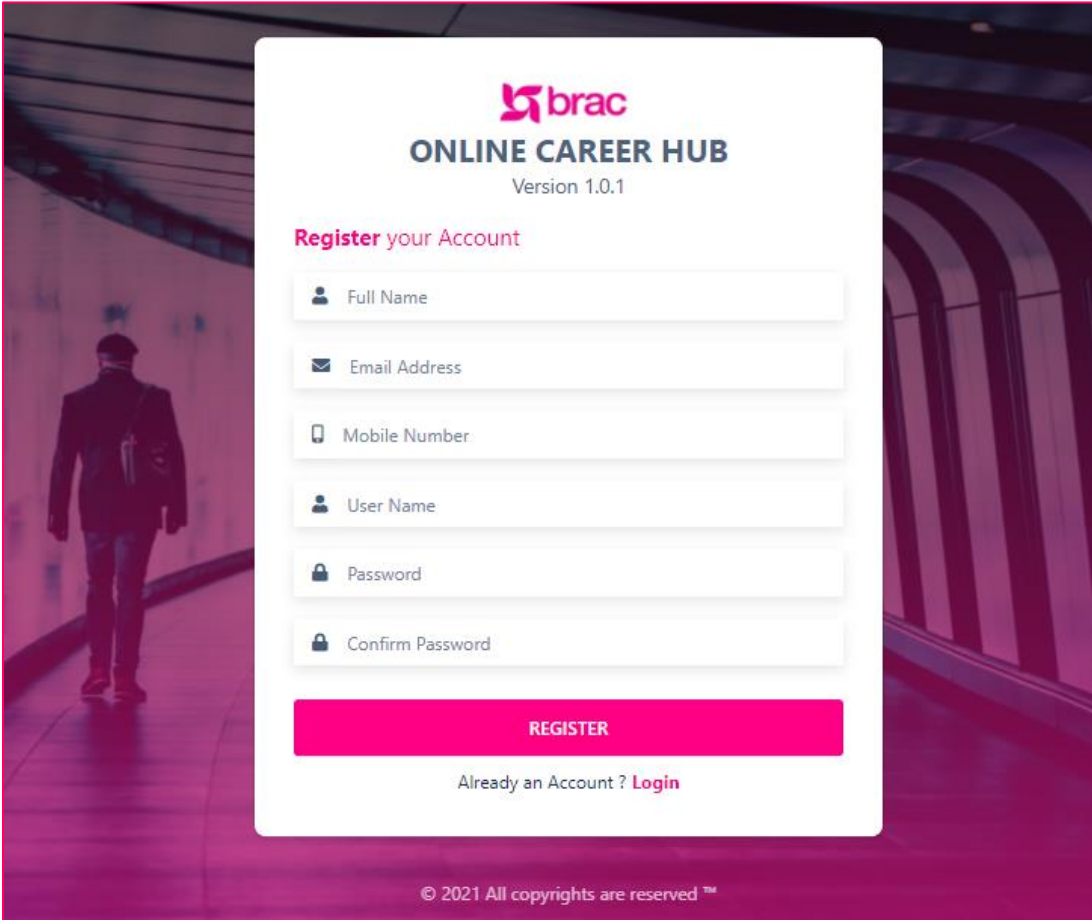


Figure 4: Registration Page

- Through this page user will be able to sign up for Online Career Hub application.

Table 2 Registration Page details Login

Field Name/Icon/Button	Description
Full Name	Enter user full name
Email Address	Enter user email address
Mobile Number	Enter user mobile number
User Name	Enter user name
Password	Enter user password
Confirm Password	Re-enter / Confirm Password
REGISTER	After filling up all the fields above, click to register
Already an Account ? Login	Login for users already having an account

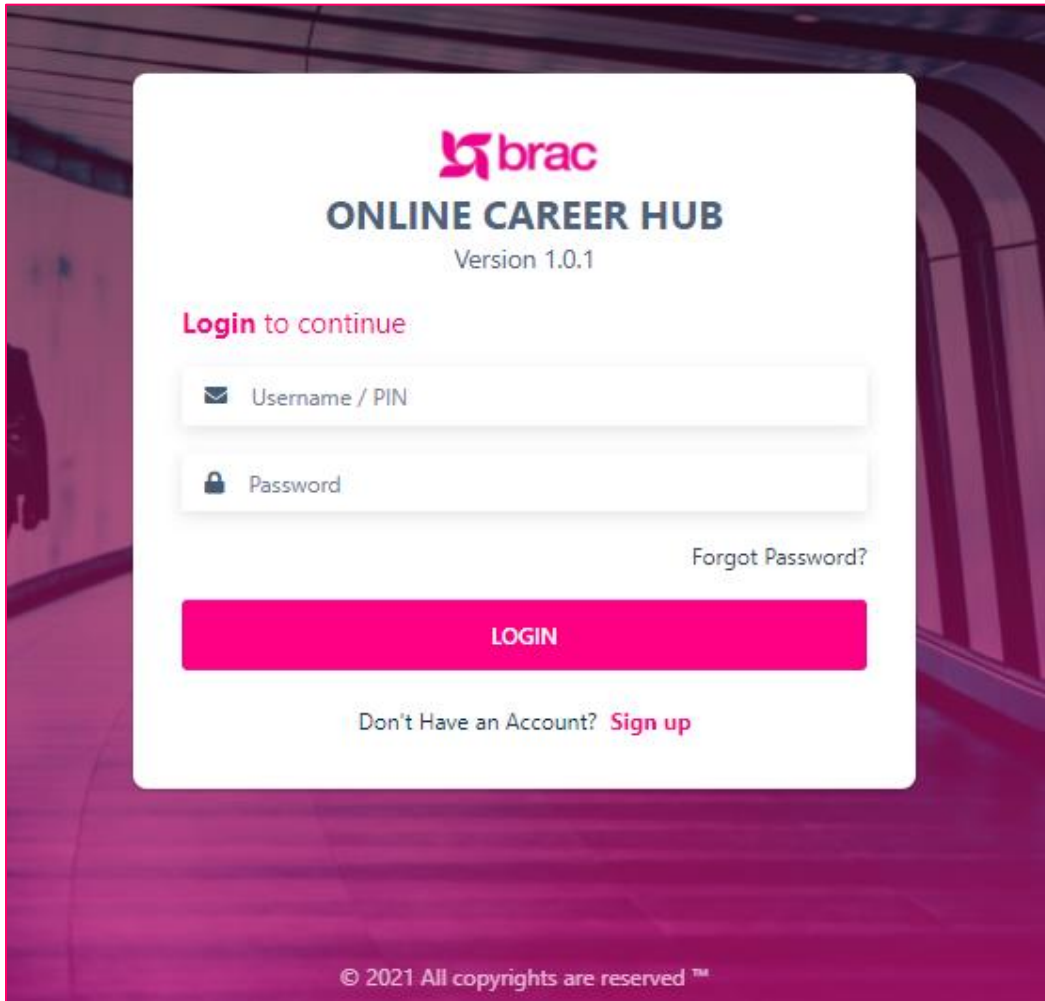



Figure 5 Login page

- Entering username/pin, password and hitting enter will let the user login to the system.

Table 3: Login page details

Field Name/Icon/Button	Description
Username/PIN	Enter username/pin
Password	Enter Password
	Hit login to enter the application
Don't Have an Account? Sign up	Click to sign up

8 Admin Module

In 4th phase of Online Career Hub, All Center, Counselling, Counselling Role creation, Web Seminar, Portal Feedback, Portal Feedback Response Emoji Rating, has been added to the Admin Module.

All Center consists of:

- ✓ List of all the center;
- ✓ The list will show Center Name, Division, District, Upazila, Counsellor, Status, Action etc.;
- ✓ Create new center;

Detail instructions on each component above are illustrated below.

8.1 Admin Dashboard

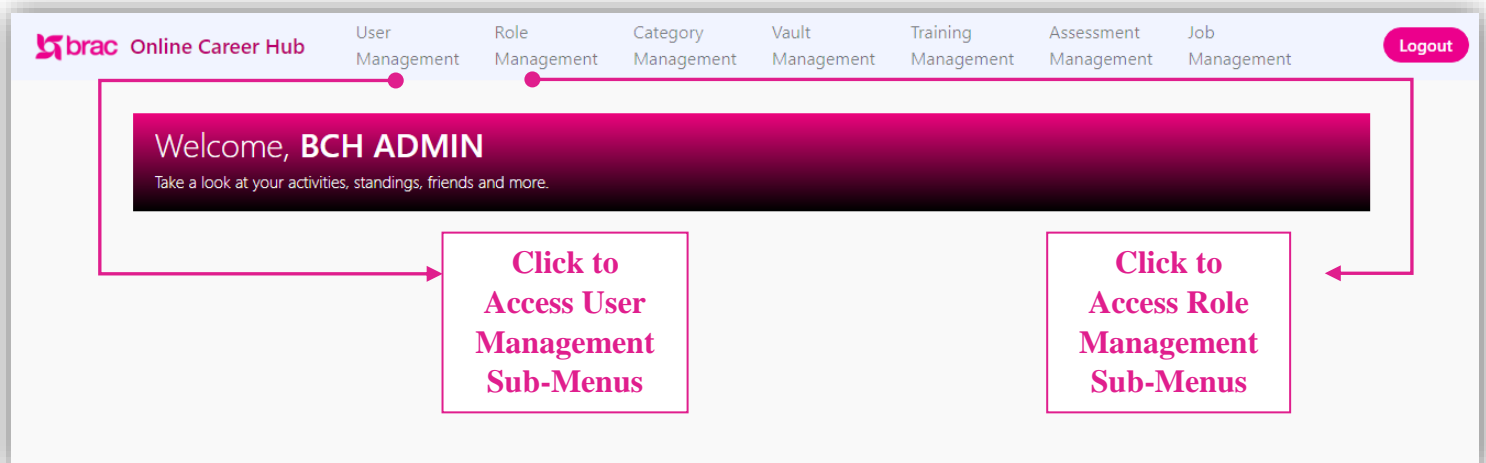
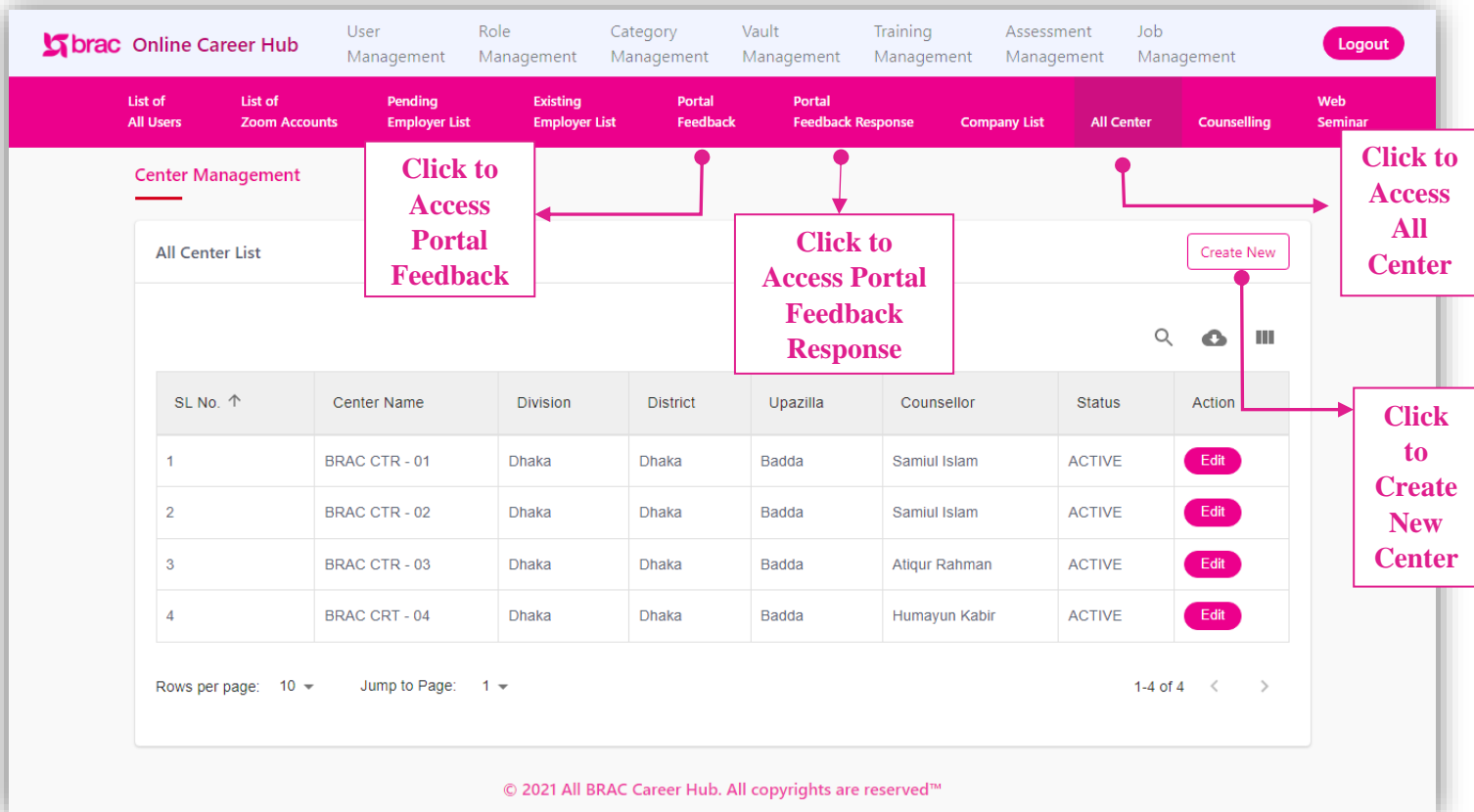


Figure 6: Admin Dashboard

8.2 User Management



The screenshot displays the 'All Center List' page within the BRAC Online Career Hub. The top navigation bar includes links for User Management, Role Management, Category Management, Vault Management, Training Management, Assessment Management, Job Management, and a Logout button. Below this, a secondary menu lists various management options: List of All Users, List of Zoom Accounts, Pending Employer List, Existing Employer List, Portal Feedback, Portal Feedback Response, Company List, All Center, Counselling, and Web Seminar. The 'All Center' menu item is highlighted, and a callout points to it with the text 'Click to Access All Center'. The main content area is titled 'Center Management' and 'All Center List'. It features a table with the following columns: SL No. ↑, Center Name, Division, District, Upazilla, Counsellor, Status, and Action. The table contains 4 rows of data. Callouts point to 'Portal Feedback' and 'Portal Feedback Response' with the text 'Click to Access Portal Feedback', and to the 'Create New' button with the text 'Click to Create New Center'. The 'Action' column contains 'Edit' buttons for each row, with a callout pointing to one of them with the text 'Click to Create New Center'. The footer of the page states '© 2021 All BRAC Career Hub. All copyrights are reserved™'.

SL No. ↑	Center Name	Division	District	Upazilla	Counsellor	Status	Action
1	BRAC CTR - 01	Dhaka	Dhaka	Badda	Samiul Islam	ACTIVE	Edit
2	BRAC CTR - 02	Dhaka	Dhaka	Badda	Samiul Islam	ACTIVE	Edit
3	BRAC CTR - 03	Dhaka	Dhaka	Badda	Atiqur Rahman	ACTIVE	Edit
4	BRAC CRT - 04	Dhaka	Dhaka	Badda	Humayun Kabir	ACTIVE	Edit

Figure 7 All Center List Page

8.2.1 All Center List





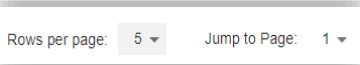
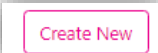
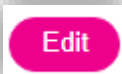
- Click *User Management* to access the sub-menus
- Here we will find this sub menu's;
 - List of All users
 - List of Zoom accounts
 - Pending Employer list
 - Existing Employer List
 - Portal Feedback
 - Feedback Response
 - Company List
 - All center
 - Counseling
 - Web seminar
- Clicking on *All Center* will show Center List page by default
- This page consists following columns: Center Name, Division, District, Upazila, Counsellor, Status, Action;

▲ Here are the following column details of All Center lists:

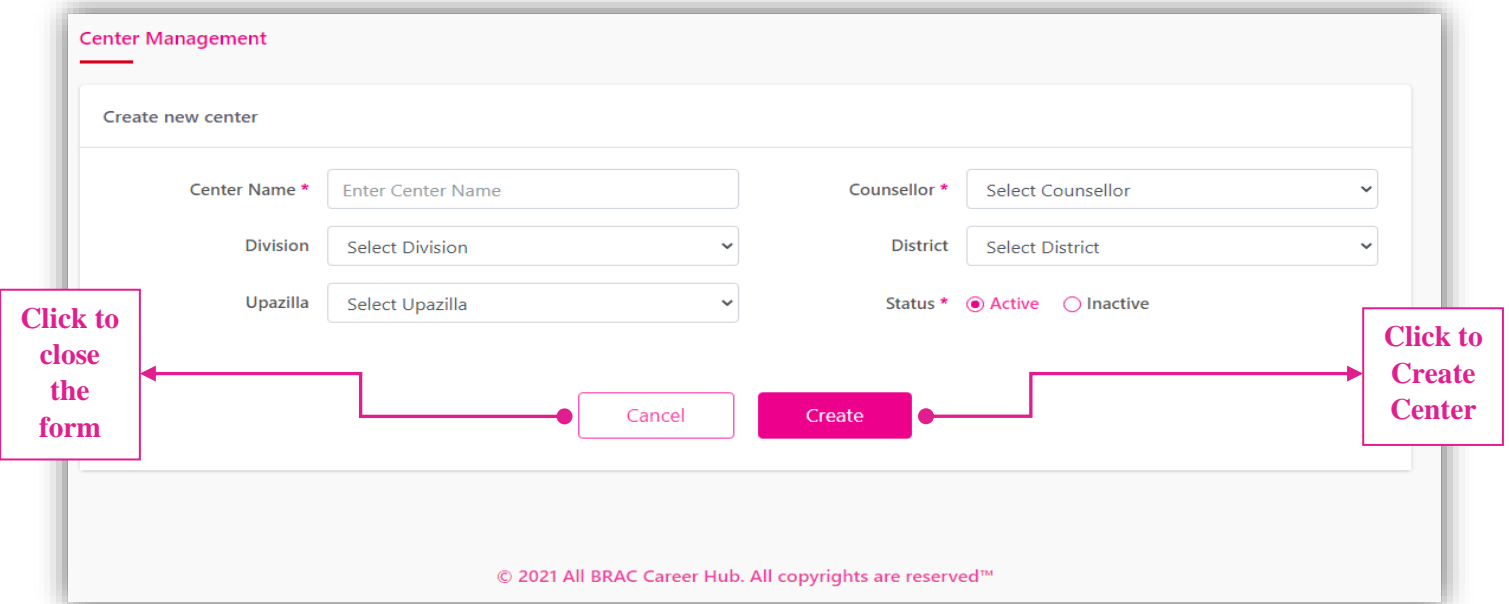
Table 4 All Center list column details

Columns /Field Name/Icon/Button	Description
Center Name	Name of the relevant center
Division	Name of the division of the center
District	Name of the District of the center
Upazila	Name of the Upazila
Counsellor	Name of the counsellor of the relevant center
Status	Active or Inactive status of the center
Action	Click to center details

Table 5 All Center Page Details

Field Name/Icon/Button	Description
	Enables admin to search for any keyword;
	Click to Download excel report.
	Click to view the desired column in the table.
	User can go back and forth of pages by clicking on the buttons.
	Click to view rows per page and Jump to desired page.
	Click to open create new Center;
	Click to edit a center details;

8.2.2 Create Center



Center Management

Create new center

Center Name *

Counsellor *

Division

District

Upazilla

Status * ☒ Active ☐ Inactive

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Figure 8: Create New Center form

- Admin will Enter relevant information in the form for creating a new center;
- Admin can assign a specific Counsellor to a specific Center.

Table 6 Create Center

Columns /Field Name/Icon/Button	Description
Center Name	Enter Name of the relevant center
Division	Select the Name of the division of the center
District	Select the Name of the District of the center
Upazila	Select the Name of the Upazila
Counsellor	Select the Name of the counsellor of the relevant center
Status	Set Active or Inactive status of the center
<input type="button" value="Create"/>	Clicking on the button will enable admin to create new company
<input type="button" value="Cancel"/>	Clicking on the button will close the form.

8.3 Create New User (Counsellor)

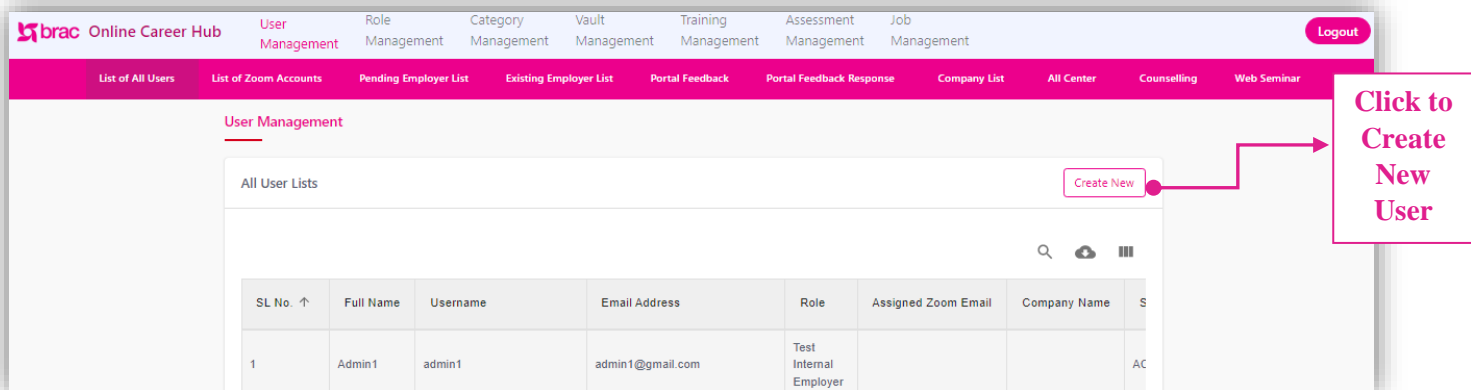
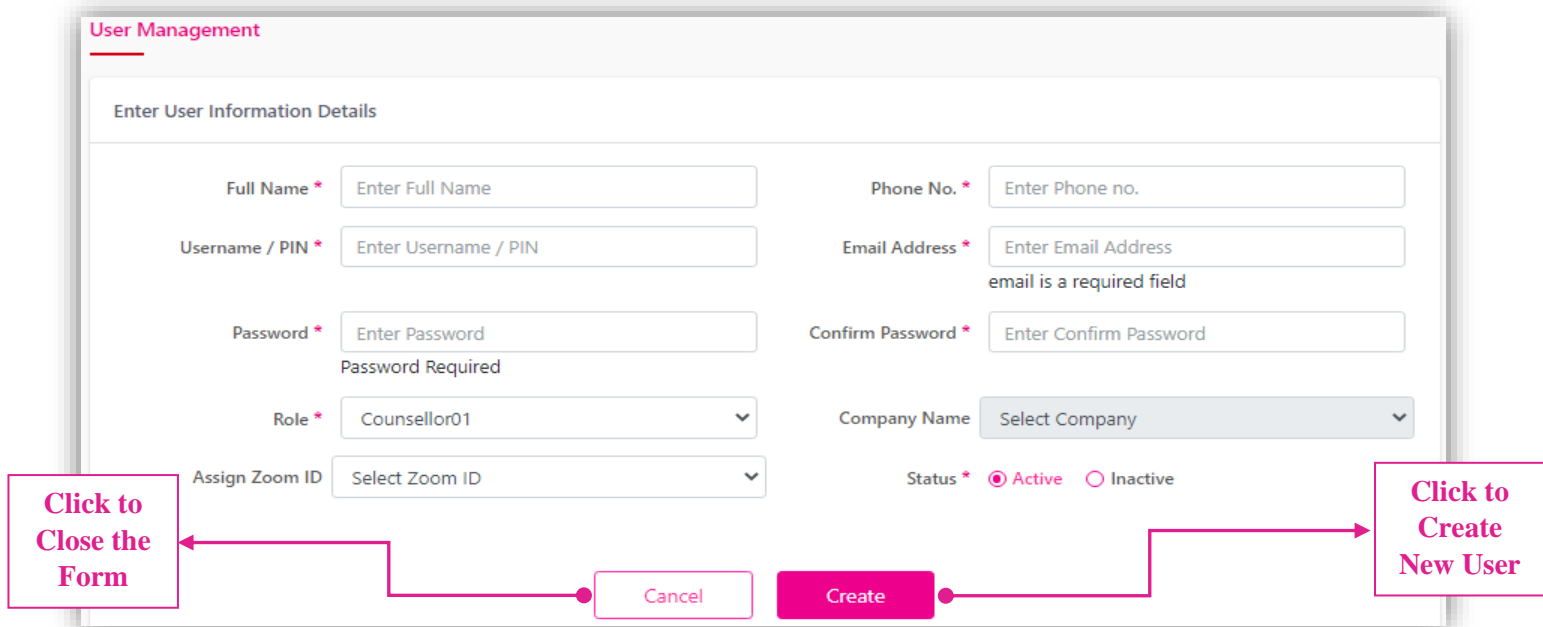


Figure 9 User management page

- Clicking on the Create New button from the user management page admin will redirect to user information details form



The screenshot shows the 'Enter User Information Details' form. It includes input fields for personal and professional information, a dropdown for role selection, and a status toggle. The 'Create' button is highlighted with a callout box, indicating the next step in the user creation process.

Figure 10 Create New User Form

- Here user will enter relevant information for new user creation.

Table 7 User Information form details

Field Name/Icon/Button	Description
Full Name	<i>Enter Full name of the employee</i>
Username/PIN	<i>Enter Pin or Username</i>
Phone No	<i>Enter Phone No.</i>
Email Address	<i>Enter Email address of the employer</i>
Password	<i>Enter password for user</i>
Confirm Password	<i>Confirm the password of the user</i>
Role	<i>Select Role type Counsellor from the drop down</i>
Status	<i>Set the active / Inactive from status</i>

8.4 Counselling

- Clicking on the counselling sub-menu will redirect to Counselling Management Page.

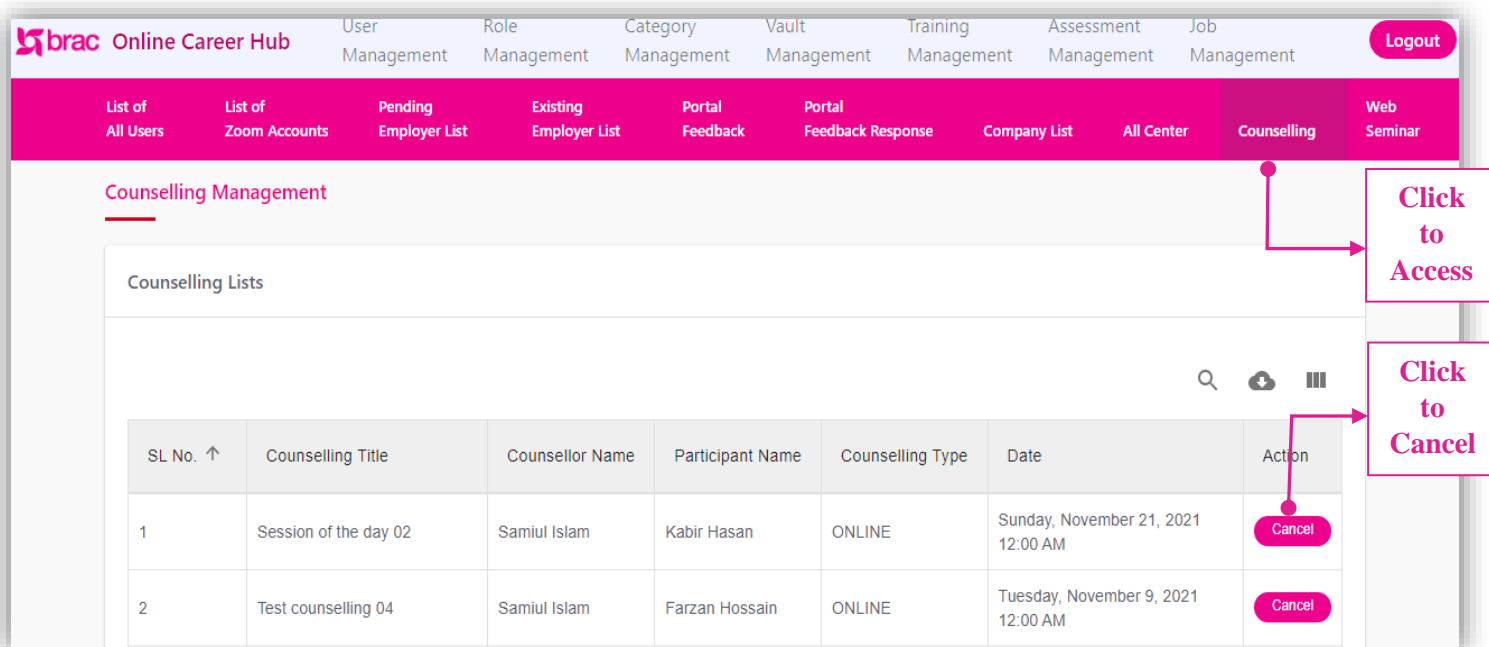


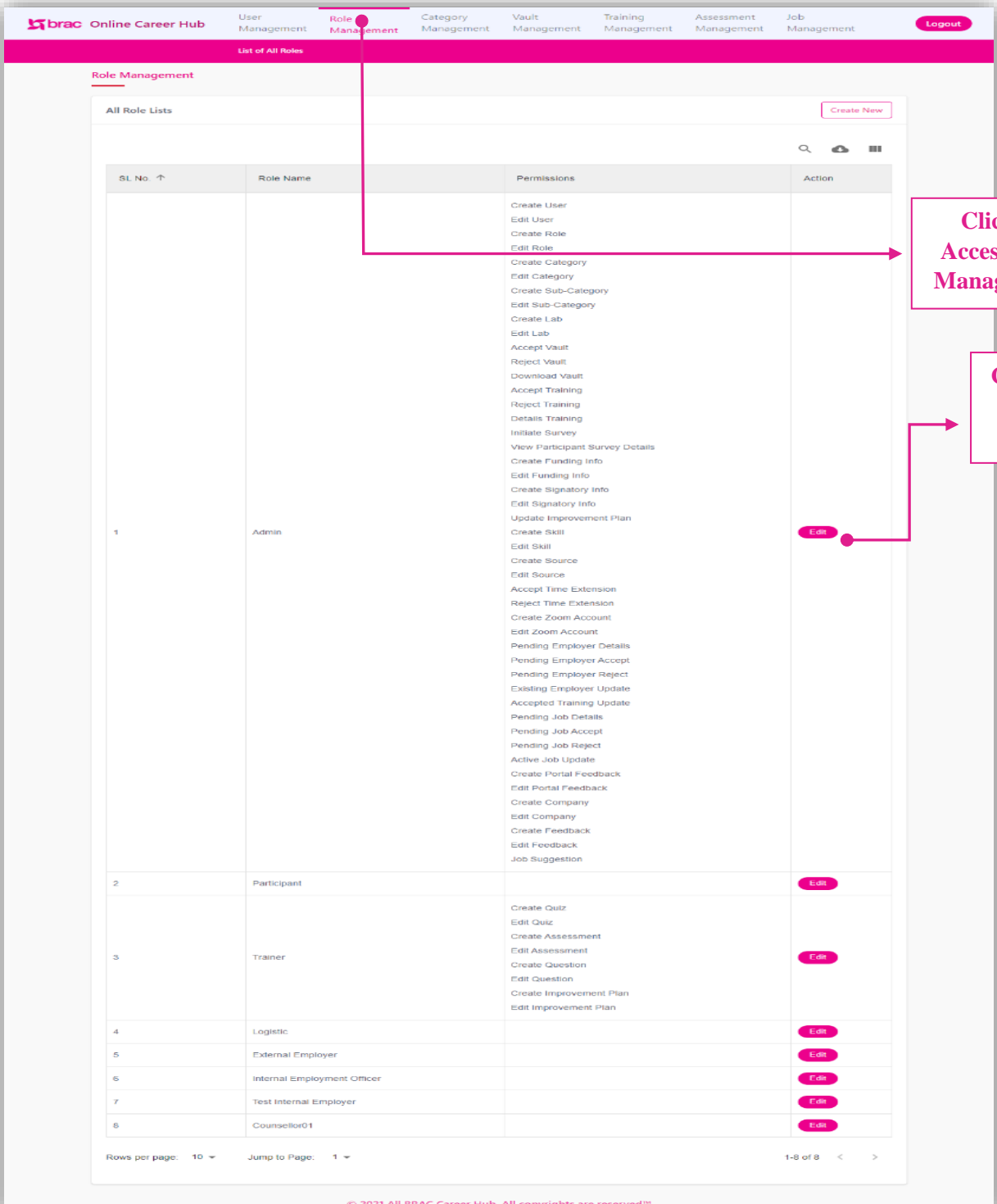
Figure 11 Counselling Management Page

- Here admin will find the Counselling list.
- Admin will find Details related to counselling.

Table 8 Counselling List table details

Field Name/Icon/Button	Description
Counselling Title	Title of the Counselling.
Counsellor Name	Name of the Counsellor
Participant Name	Name of the Participant
Counseling Type	Type of the counselling
Date	Date of the Counselling
Action	Relevant action for the counselling
Cancel	Clicking on the button will cancel the counselling

8.5 Role Management



Role Management

All Role Lists Create New

SL No. ↑	Role Name	Permissions	Action
1	Admin	Create User Edit User Create Role Edit Role Create Category Edit Category Create Sub-Category Edit Sub-Category Create Lab Edit Lab Accept Vault Reject Vault Download Vault Accept Training Reject Training Details Training Initiate Survey View Participant Survey Details Create Funding Info Edit Funding Info Create Signatory Info Edit Signatory Info Update Improvement Plan Create Skill Edit Skill Create Source Edit Source Accept Time Extension Reject Time Extension Create Zoom Account Edit Zoom Account Pending Employer Details Pending Employer Accept Pending Employer Reject Existing Employer Update Accepted Training Update Pending Job Details Pending Job Accept Pending Job Reject Active Job Update Create Portal Feedback Edit Portal Feedback Create Company Edit Company Create Feedback Edit Feedback Job Suggestion	Edit
2	Participant		Edit
3	Trainer	Create Quiz Edit Quiz Create Assessment Edit Assessment Create Question Edit Question Create Improvement Plan Edit Improvement Plan	Edit
4	Logistic		Edit
5	External Employer		Edit
6	Internal Employment Officer		Edit
7	Test Internal Employer		Edit
8	Counsellor01		Edit

Rows per page: 10 ▾ Jump to Page: 1 ▾ 1-8 of 8 < >

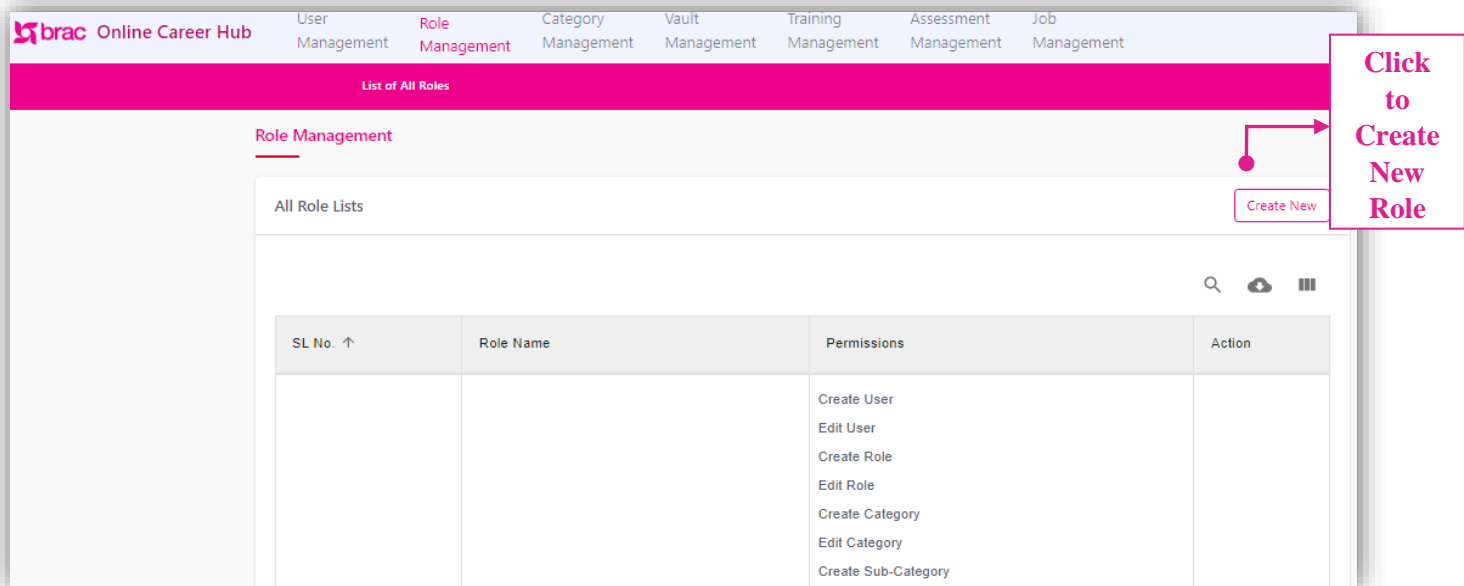
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Click to Access Role Management

Click to Edit Role

Figure 12 Role Management Page

- Click *Role Management* to access All Role list Page



BRAC Online Career Hub

User Management Role Management Category Management Vault Management Training Management Assessment Management Job Management

List of All Roles

Role Management

All Role Lists

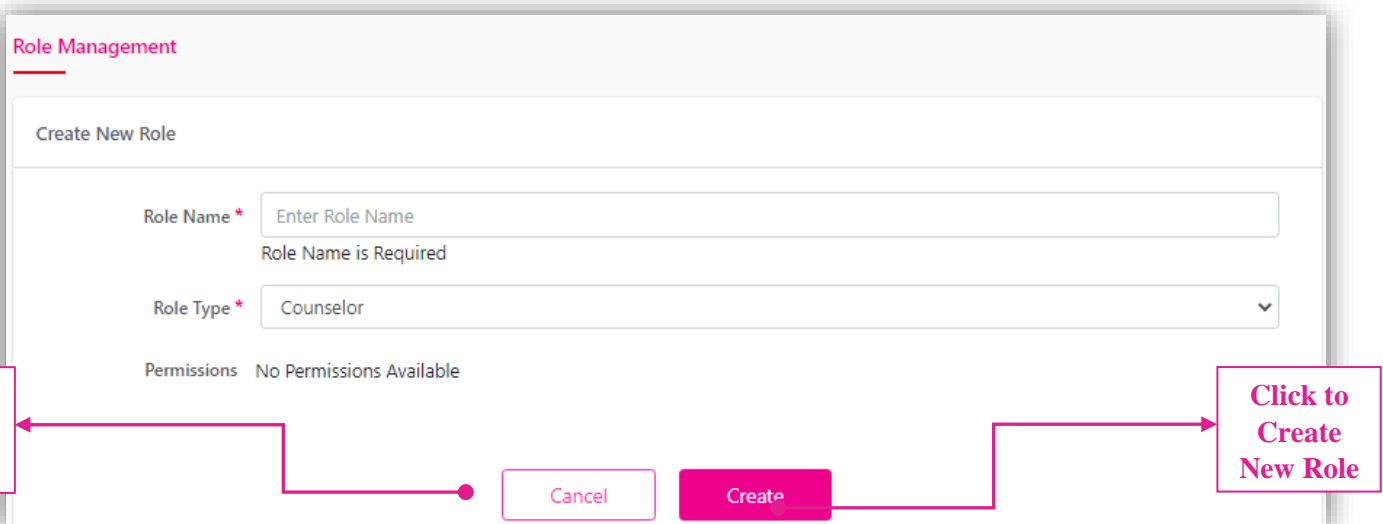
Create New

Click to Create New Role

SL No. ↑	Role Name	Permissions	Action
		Create User Edit User Create Role Edit Role Create Category Edit Category Create Sub-Category	

- Here we will find this column
 - Role name
 - Permissions
 - Actions;

8.5.1 Create New Role (Counsellor)



Role Management

Create New Role

Role Name * Enter Role Name
Role Name is Required

Role Type * Counselor

Permissions No Permissions Available

Cancel Create

Click to close form

Click to Create New Role

Figure 13 Create New Role (Counsellor)

- Clicking on Create New button will redirect admin to Create New Role Page
- In this form Admin user will be able to create a role of Counsellor;

Table 9 Create New Role Form Details







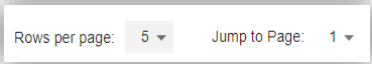


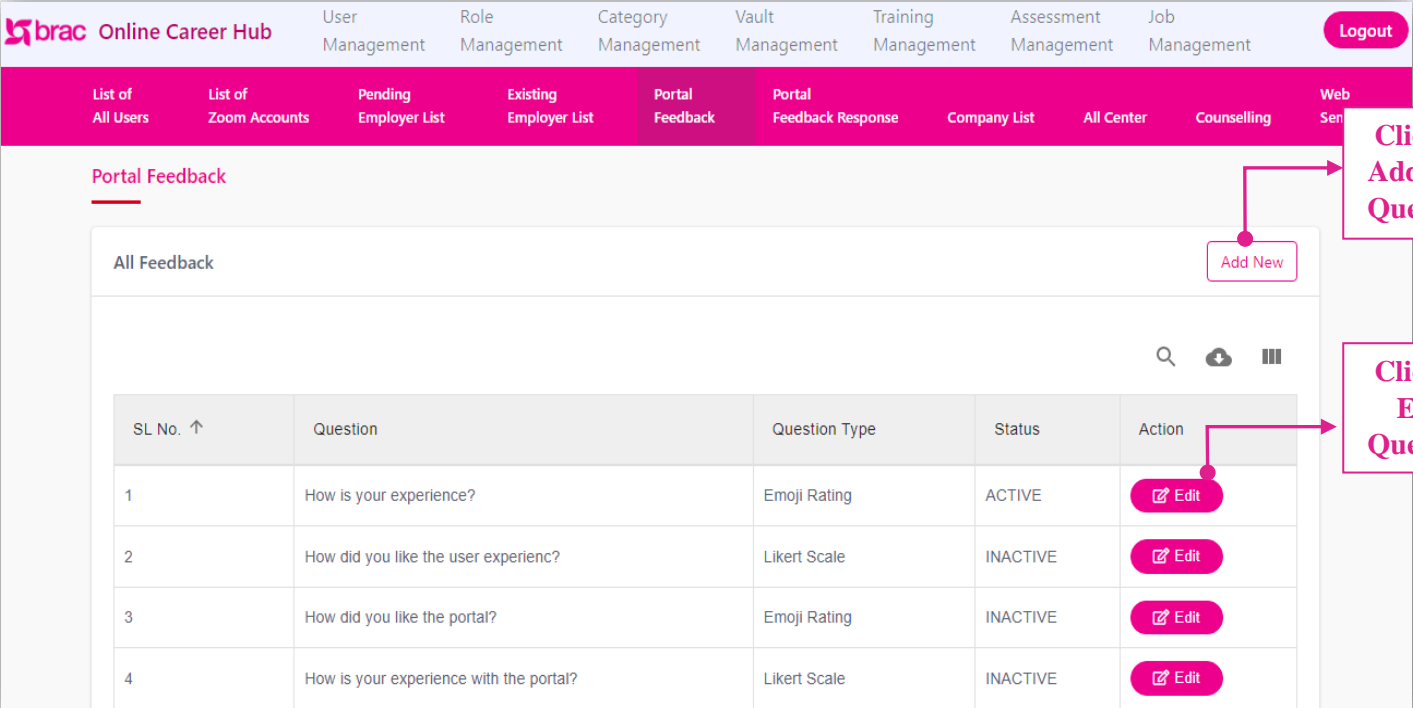
Field Name/Icon/Button	Description
Role Name	Here enter the name of the Role
Role Type	Select Role Type Counsellor from the drop down
Permissions	Relevant permissions of the role.
	Clicking on the button will enable admin to create a new role
	Clicking on the button will close the form

Table 10 All Role list page details

Field Name/Icon/Button	Description
	Enables admin to search for any keyword;
	Click to Download excel report.
	Click to view the desired column in the table.
	User can go back and forth of pages by clicking on the buttons.
	Click to view rows per page and Jump to desired page.
	Click to open create new Center;
	Click to edit a center details;

8.6 Portal Feedback

- Clicking on Feedback it will redirect to All Feedback sub menu



The screenshot displays the 'Portal Feedback' section of the BRAC Online Career Hub. The top navigation bar includes links for User Management, Role Management, Category Management, Vault Management, Training Management, Assessment Management, Job Management, and a Logout button. Below this, a secondary navigation bar lists various modules, with 'Portal Feedback' highlighted. The main content area is titled 'All Feedback' and features an 'Add New' button. A table lists four feedback questions, each with an 'Edit' button in the 'Action' column. Callouts indicate that the 'Add New' button is used to 'Add new Question' and the 'Edit' button is used to 'Click to Edit Question'.

SL No. ↑	Question	Question Type	Status	Action
1	How is your experience?	Emoji Rating	ACTIVE	Edit
2	How did you like the user experienc?	Likert Scale	INACTIVE	Edit
3	How did you like the portal?	Emoji Rating	INACTIVE	Edit
4	How is your experience with the portal?	Likert Scale	INACTIVE	Edit





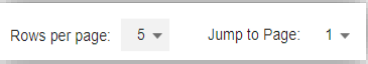


Figure 14 Portal Feedback page

- Here admin will be able to add new questions for Portal feedback
- Here admin will find following column:
 - Question
 - Question Type
 - Status
 - Action

Table 11 All Feedback Column details

Column/Field Name/Icon/Button	Description
Question	The feedback relevant question
Question Type	Type of the question
Status	Active / Inactive status of the question
Actions	Edit or change the questions
Edit	Click to Edit the Question

Table 12 All Feedback page details

Field Name/Icon/Button	Description
	Enables admin to search for any keyword;
	Click to Download excel report.
	Click to view the desired column in the table.
	User can go back and forth of pages by clicking on the buttons.
	Click to view rows per page and Jump to desired page.
	Click to open create new Center;
	Click to edit a center details;

8.6.1 Add new question for Portal Feedback

- ▲ Clicking on the Add New button will redirect to Create Question page.

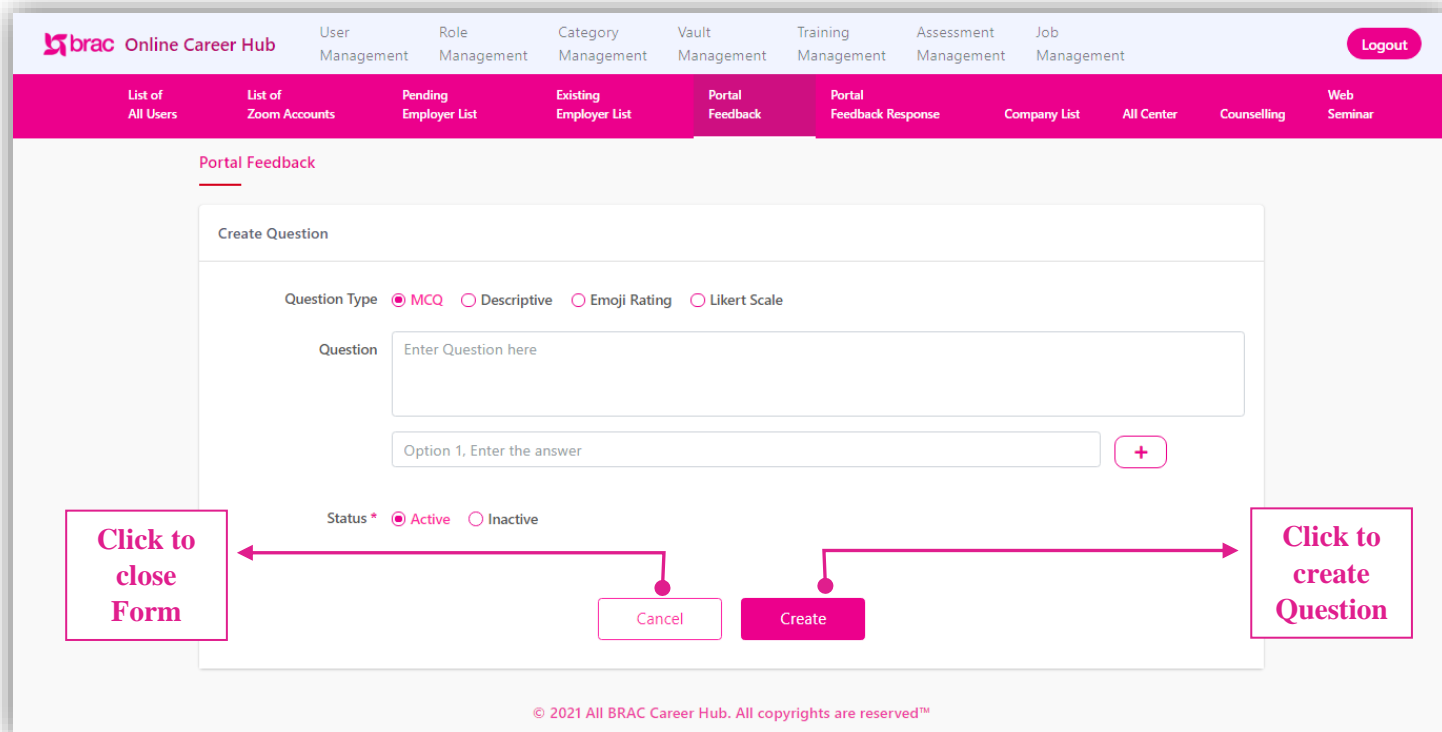


Figure 15 Create Question Form (Portal Feedback)

- ▲ Here Admin will fill up the form with relevant information to create new question for Portal feedback

Table 13 Create Question form details

Field Name/Icon/Button	Description
Question Type	Select type from multiple/descriptive/ Emoji Rating/ Liker Scale
Question	Enter relevant question.
Option	Add desired option

8.6.2 Portal Feedback Response

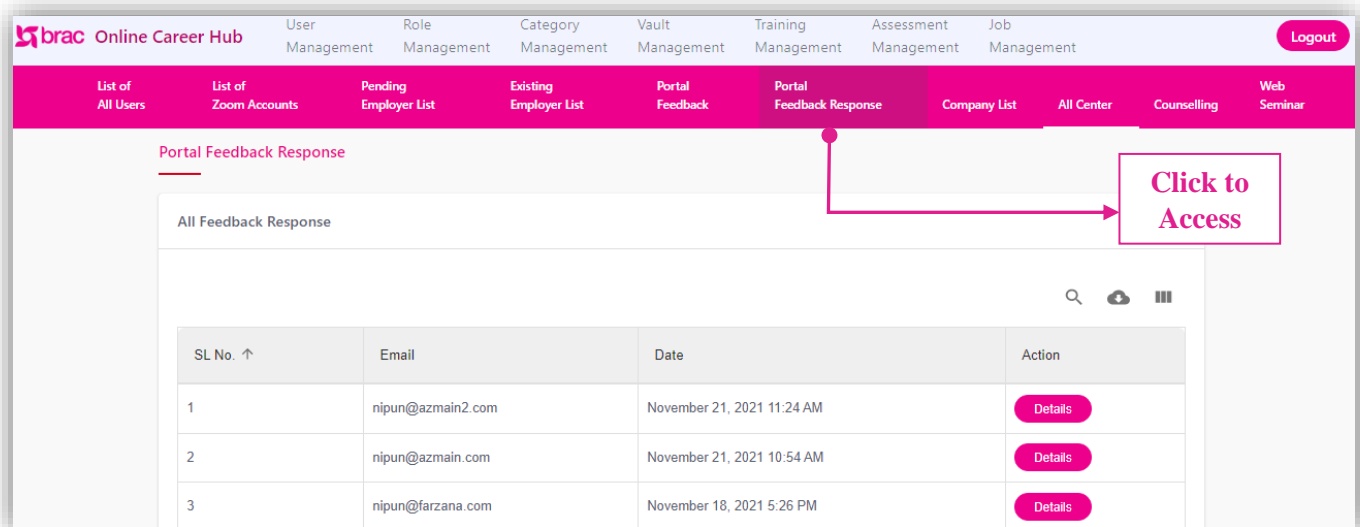






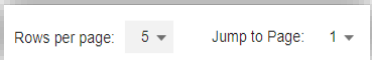


Figure 16 All Portal Feedback Response Page

- Clicking on Portal Feedback Response menu it will redirect admin to All Feedback Response page.
- Here admin will see following columns:
 - Email
 - Date
 - Action

Table 14 All Feedback Response Table Details

Column/Field Name/Icon/Button	Description
Email	Relevant Email Address
Date	Relevant Date for the feedback response
Action	Click to see the details of the feedback response

Table 15 All Feedback Response Page Details

Field Name/Icon/Button	Description
	Enables admin to search for any keyword;
	Click to Download excel report.
	Click to view the desired column in the table.
	User can go back and forth of pages by clicking on the buttons.
	Click to view rows per page and Jump to desired page.
	Click to open create new Center;
	Click to edit a center details;

8.7 Web Seminar

- Clicking on the Web seminar sub menu admin will redirect to All Web Seminar management page

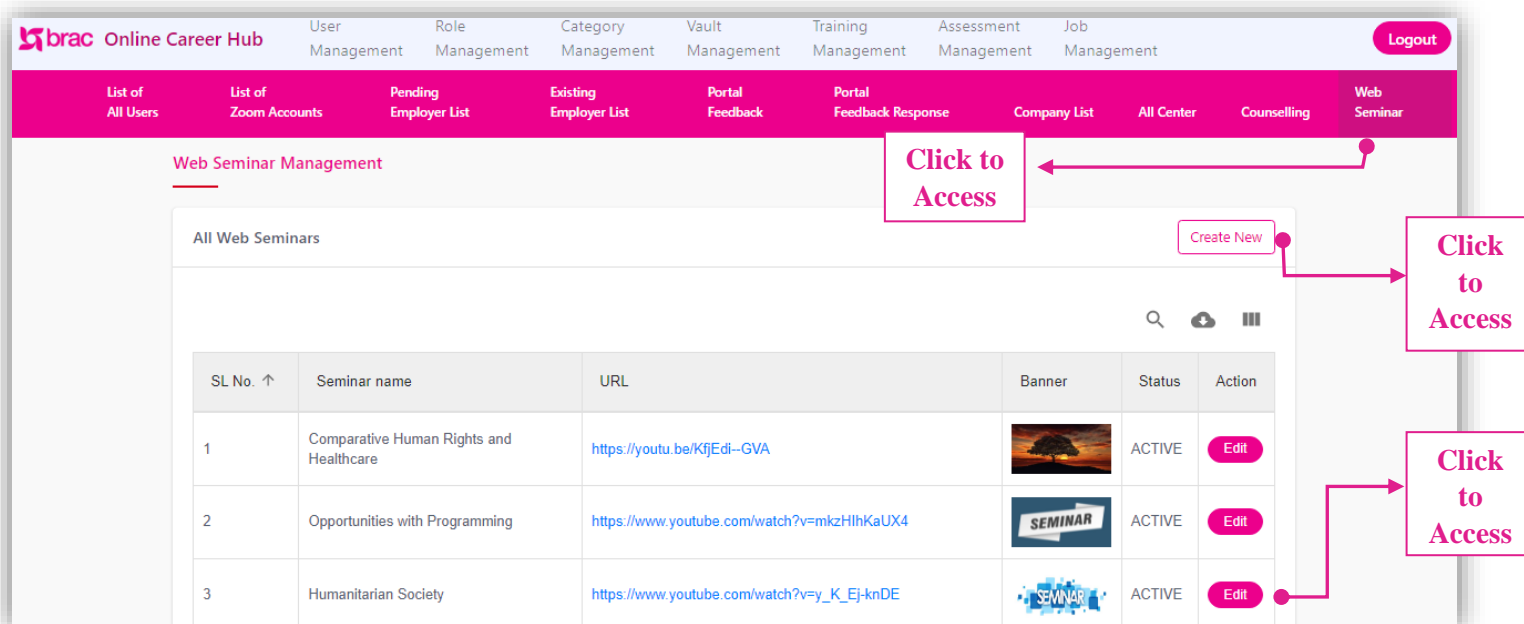



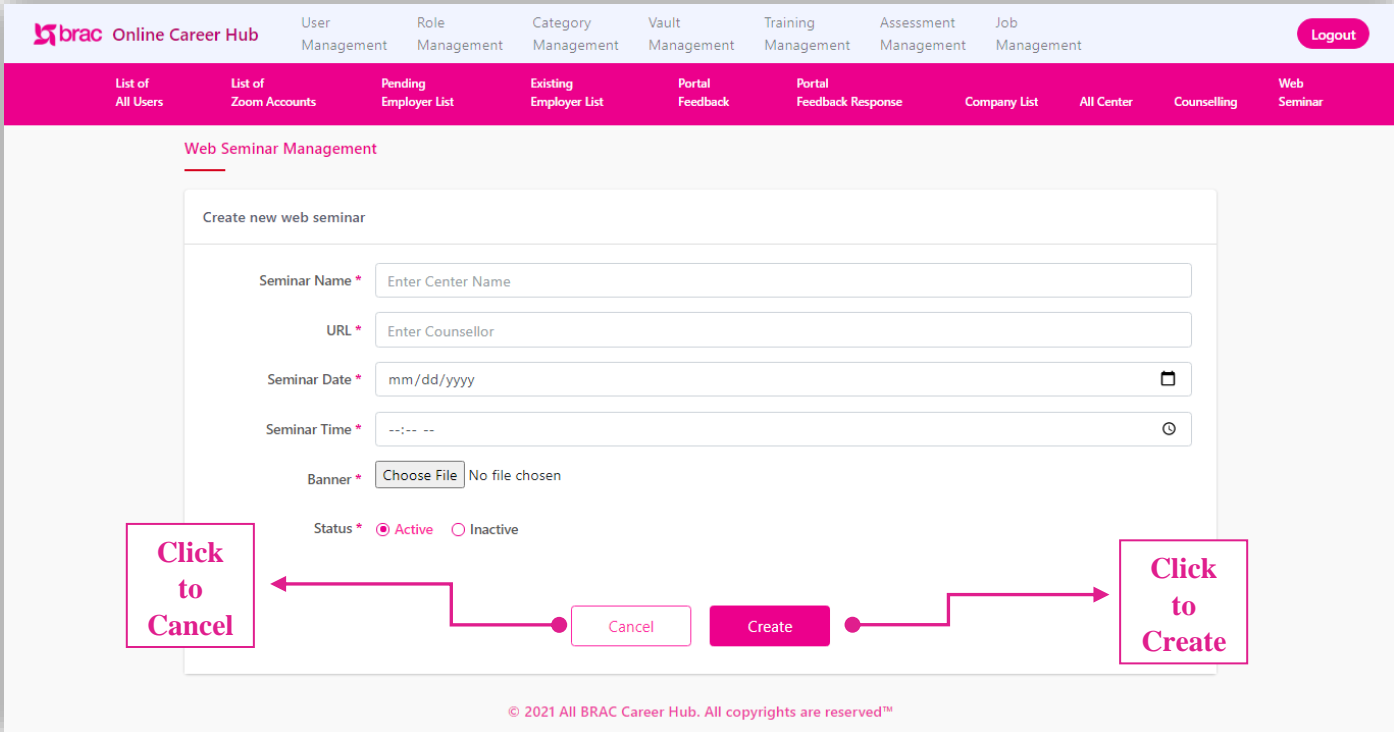
Figure 17 Web Seminar management page

- Here user will find all the details related to Web Seminar.
- Here admin will see following columns:

Table 16 All Web Seminars Table Details

Column/Field Name/Icon/Button	Description
Seminar Name	Name of the Seminar
URL	Relevant url of the Web seminar
Banner	Relevant Banner of the seminar
Status	Active or Inactive status of the Seminar
Action	Clicking on the Management  button will redirect to Web seminar Page

8.7.1 Create New Web Seminar





Web Seminar Management

Create new web seminar

Seminar Name *

URL *

Seminar Date * 

Seminar Time * 

Banner * No file chosen

Status * ☒ Active ☐ Inactive

Click to Cancel (points to Cancel button)

Click to Create (points to Create button)

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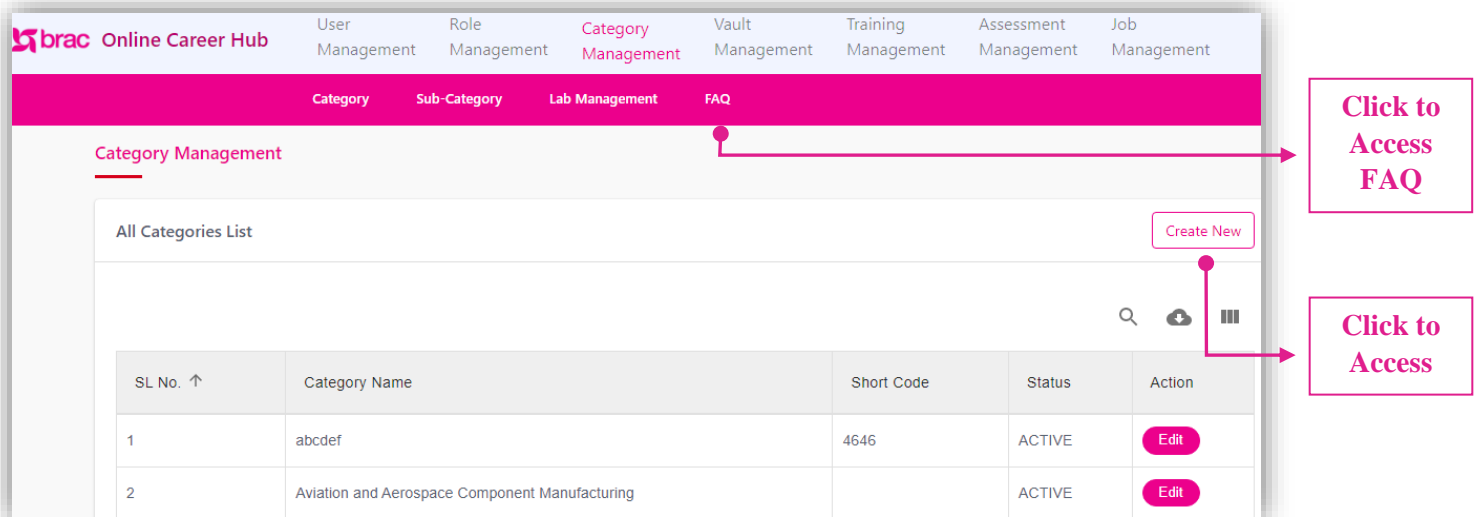
Figure 18 Create New Seminar form

- ✦ Clicking on the Create new Button will redirect admin to Create new web seminar form.
- ✦ By entering relevant information admin can create new Web seminar

Table 17 Create New Seminar Form details

Column/Field Name/Icon/Button	Description
Seminar Name	Name of the Seminar
URL	Relevant url of the Web seminar
Seminar Date	Relevant Date of the Seminar
Seminar Time	Relevant Time of the seminar
Banner	Click to choose relevant Banner of the seminar
Status	Active or Inactive status of the Seminar

8.8 FAQ



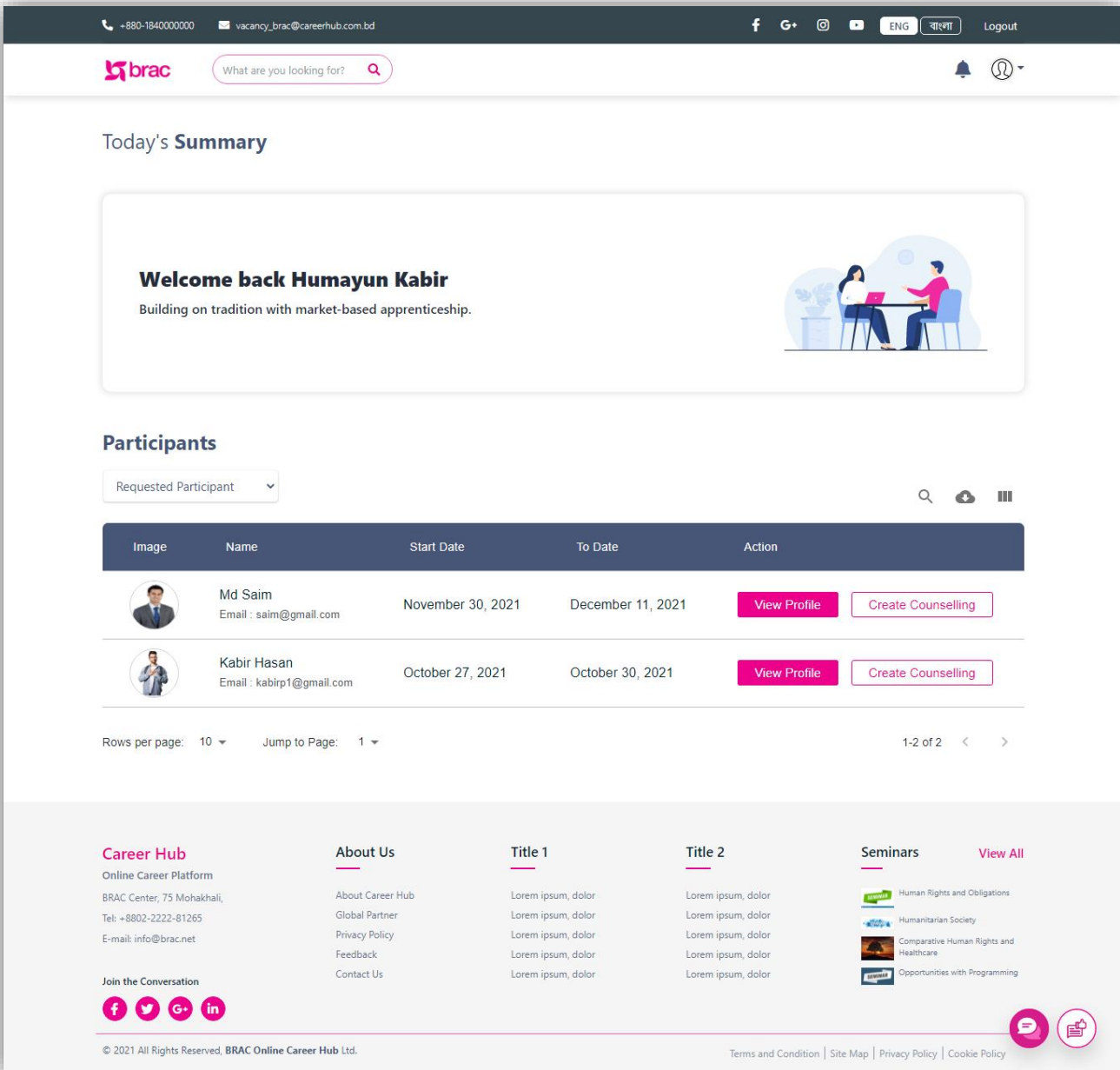
The screenshot shows the 'Category Management' page in the BRAC Online Career Hub. The top navigation bar includes links for User Management, Role Management, Category Management (highlighted), Vault Management, Training Management, Assessment Management, and Job Management. Below this, a sub-navigation bar contains links for Category, Sub-Category, Lab Management, and FAQ. The main content area is titled 'Category Management' and features a 'Create New' button. Below the button is a table titled 'All Categories List' with the following data:

SL No. ↑	Category Name	Short Code	Status	Action
1	abcdef	4646	ACTIVE	Edit
2	Aviation and Aerospace Component Manufacturing		ACTIVE	Edit

Two callout boxes provide instructions: 'Click to Access FAQ' points to the 'FAQ' link in the sub-navigation bar, and 'Click to Access' points to the 'Edit' button in the 'Action' column of the table.

9 Counsellor Module

- ❖ With the given Credential by the admin, Counsellor user will log into the system.





The screenshot displays the BRAC Online Career Hub interface for a counsellor. The top navigation bar includes contact information (+880-1840000000, vacancy_brac@careerhub.com.bd), social media links, language options (ENG, বাংলা), and a Logout button. The main header features the BRAC logo and a search bar.

Today's Summary

Welcome back Humayun Kabir
Building on tradition with market-based apprenticeship.

Participants

Requested Participant ▾

Image	Name	Start Date	To Date	Action
	Md Saim Email : saim@gmail.com	November 30, 2021	December 11, 2021	View Profile Create Counselling
	Kabir Hasan Email : kabirp1@gmail.com	October 27, 2021	October 30, 2021	View Profile Create Counselling

Rows per page: 10 ▾ Jump to Page: 1 ▾ 1-2 of 2 < >





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Online Career Platform
BRAC Center, 75 Mohakhali,
Tel: +8802-2222-81265
E-mail: info@brac.net





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Lorem ipsum, dolor

Title 2
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Lorem ipsum, dolor
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Seminars [View All](#)

-  Human Rights and Obligations
-  Humanitarian Society
-  Comparative Human Rights and Healthcare
-  Opportunities with Programming

Join the Conversation
   

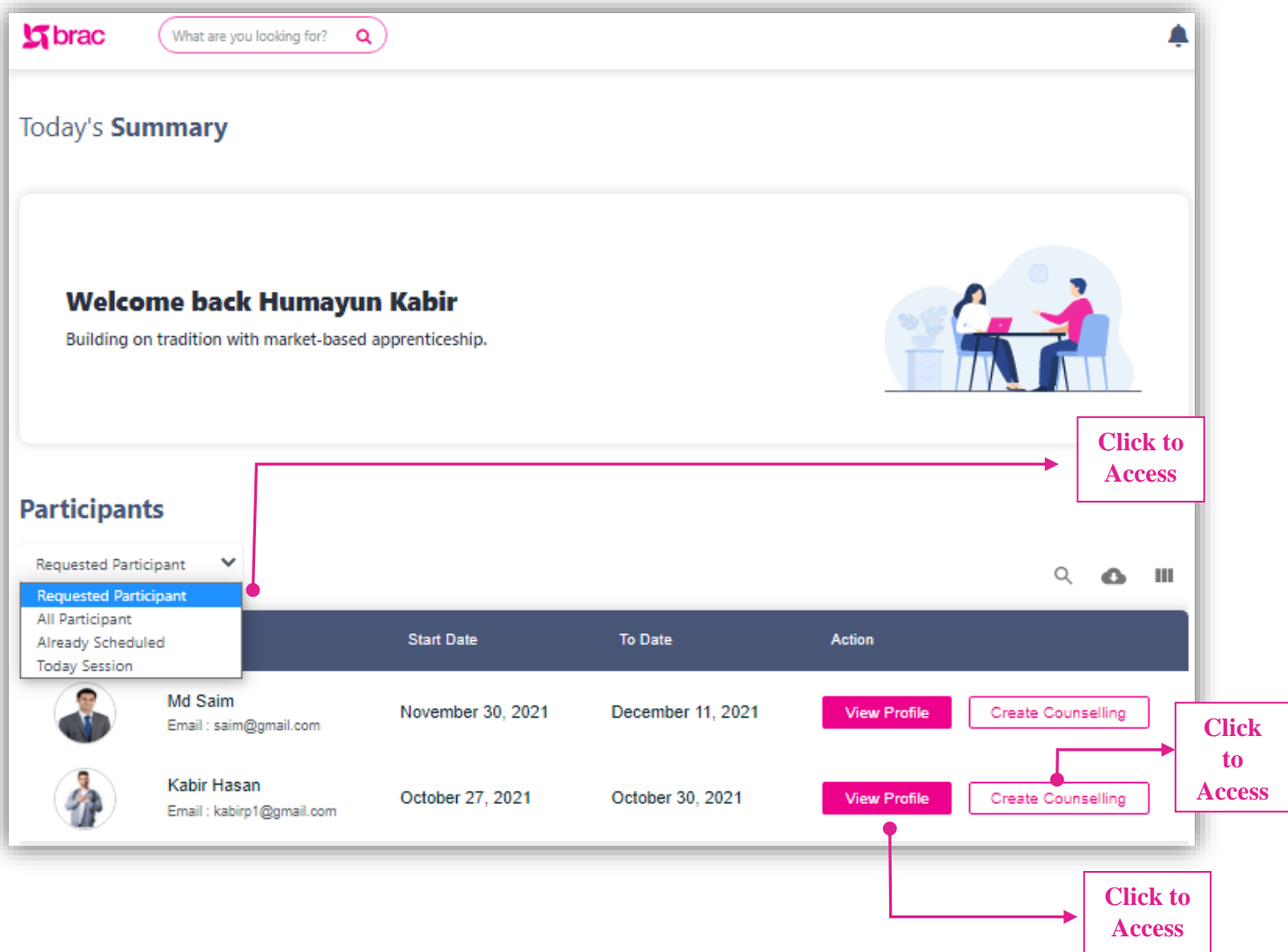
© 2021 All Rights Reserved, BRAC Online Career Hub Ltd. Terms and Condition | Site Map | Privacy Policy | Cookie Policy

Figure 19 Counsellor Module



- ❖ This is the Dashboard for counsellor.

9.1 Requested Participant

- ▲ Select Requested participant form the drop down to see the participant who requested for Counselling



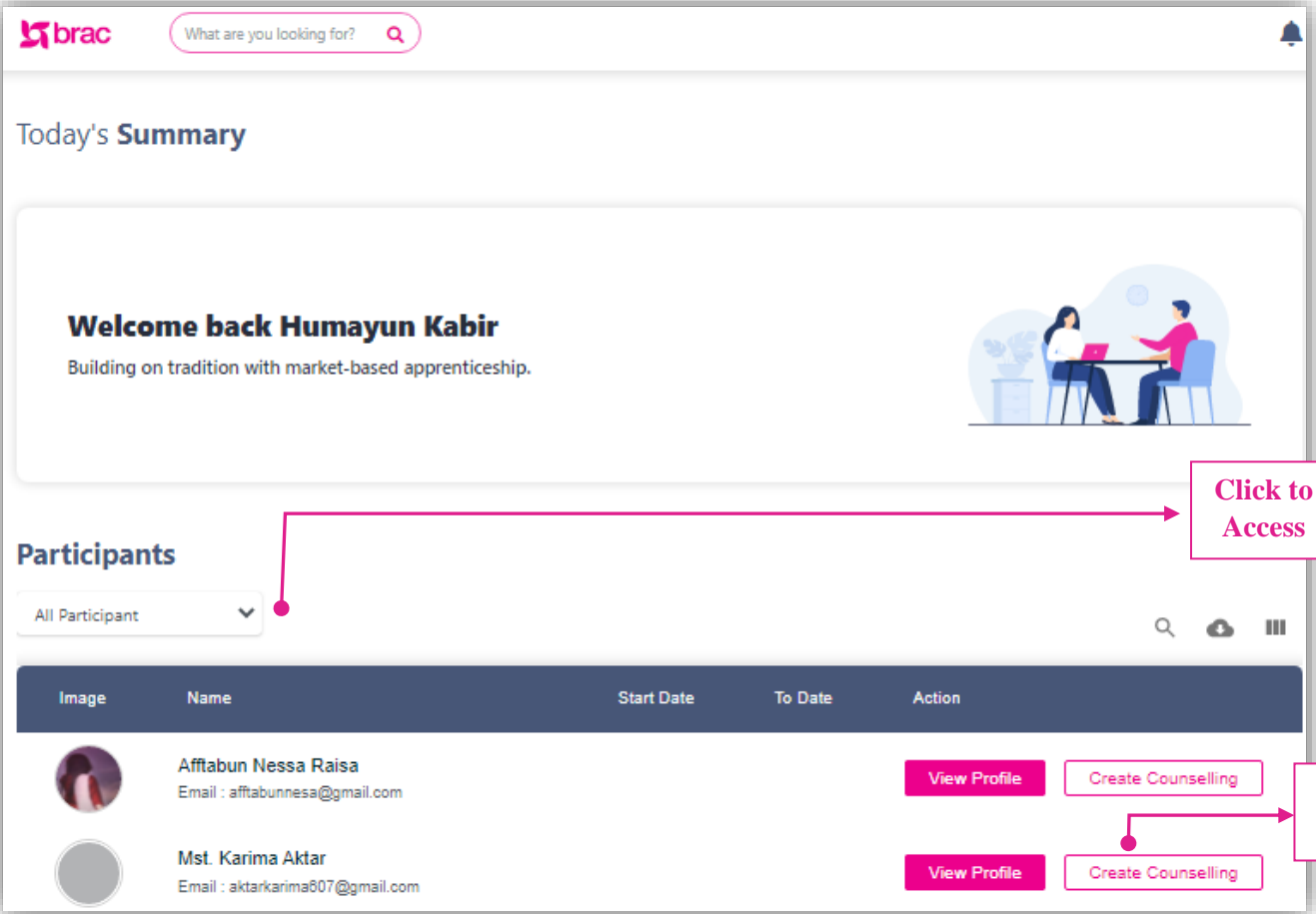
The screenshot displays the BRAC Online Career Hub interface. At the top, there is a search bar and a notification bell. Below this is a 'Today's Summary' section with a welcome message for Humayun Kabir. The main section is titled 'Participants' and features a dropdown menu with options: 'Requested Participant' (selected), 'All Participant', 'Already Scheduled', and 'Today Session'. Below the dropdown is a table with columns: 'Start Date', 'To Date', and 'Action'. Two participants are listed:

	Start Date	To Date	Action
 Md Saim Email : saim@gmail.com	November 30, 2021	December 11, 2021	View Profile Create Counselling
 Kabir Hasan Email : kabirp1@gmail.com	October 27, 2021	October 30, 2021	View Profile Create Counselling

Annotations with arrows point to the 'Requested Participant' dropdown menu, the 'View Profile' button, and the 'Create Counselling' button, all labeled 'Click to Access'.

Figure 20 Requested Participant Page

9.2 All Participant



Today's **Summary**

Welcome back Humayun Kabir
Building on tradition with market-based apprenticeship.

Participants

All Participant



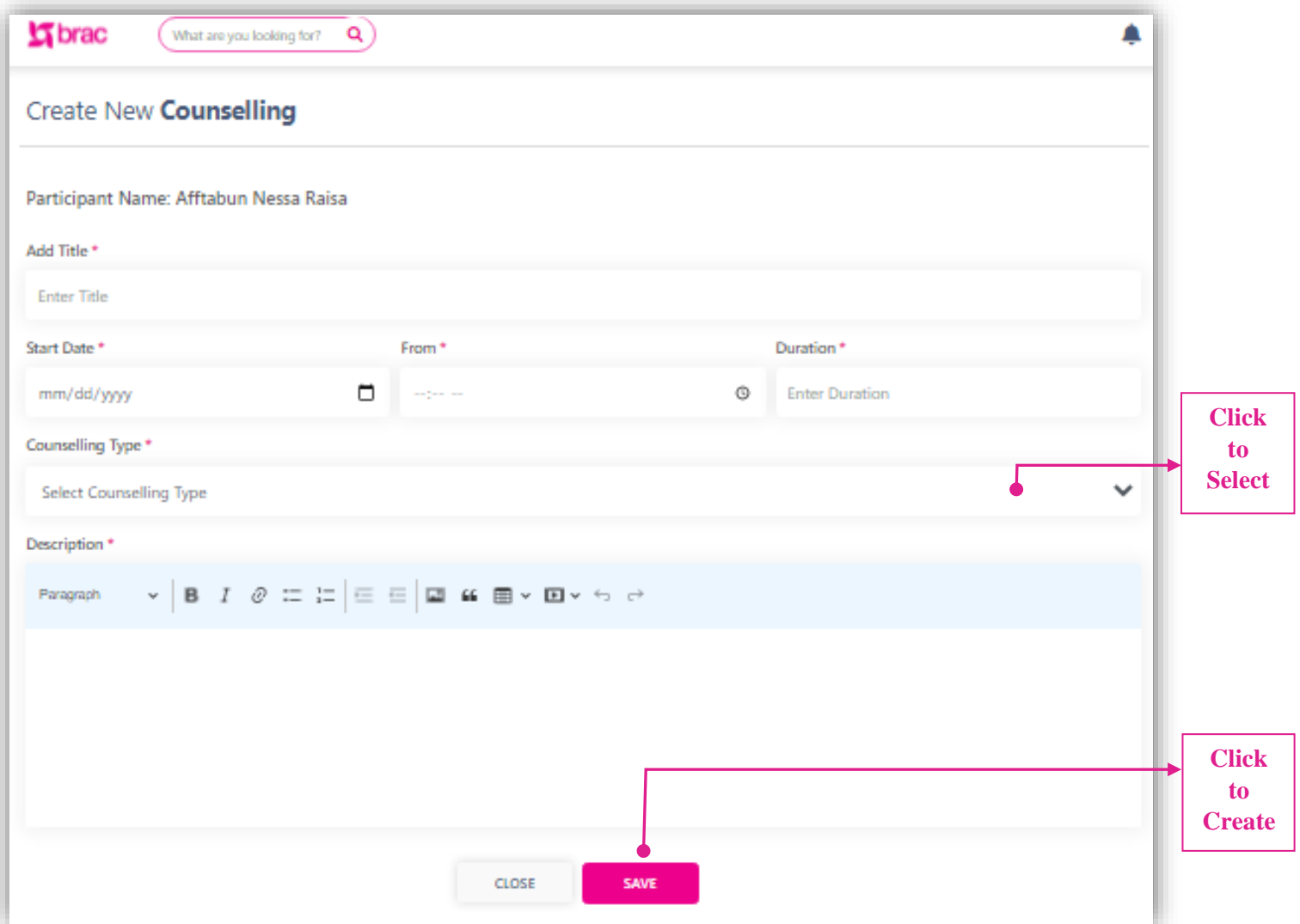
Image	Name	Start Date	To Date	Action
	Afftabun Nessa Raisa Email : afftabunnessa@gmail.com			View Profile Create Counselling
	Mst. Karima Aktar Email : aktarkarima607@gmail.com			View Profile Create Counselling

Figure 21 All Participant List

- Here user will find all the participant who he can counsel
- User can create counselling session for a specific participant form here.
- Clicking on Create Counselling, counsellor can create counselling for a participant.

9.3 Create New Counselling



The screenshot shows the 'Create New Counselling' form in the BRAC Online Career Hub. The form is titled 'Create New Counselling' and includes the following fields and elements:

- Participant Name:** Afttabun Nessa Raisa
- Add Title ***: A text input field with the placeholder 'Enter Title'.
- Start Date ***: A date picker field with the placeholder 'mm/dd/yyyy'.
- From ***: A time picker field with the placeholder '---:-- --'.
- Duration ***: A text input field with the placeholder 'Enter Duration'.
- Counselling Type ***: A dropdown menu with the placeholder 'Select Counselling Type'.
- Description ***: A rich text editor with a toolbar and a text area.
- Buttons:** 'CLOSE' and 'SAVE' buttons at the bottom.

Two callouts are present:

- A callout pointing to the 'Counselling Type' dropdown menu with the text 'Click to Select'.
- A callout pointing to the 'SAVE' button with the text 'Click to Create'.

Figure 22 Create Counselling Form

- ▲ This is the counselling Create Form.
- ▲ By entering relevant information counsellor create a counselling here.

Table 18 Create Counselling Form

Column/Field Name/Icon/Button	Description
Add Title	Enter the relevant title of the counselling
Start Date	Select the relevant start Date
Duration	Duration of the counselling.
From	Relevant time for the counselling
Counselling Type	Select Offline/ Online from the type
Description	Add relevant description for the counselling
Save	Clicking on the button will create counselling session.
Cancel	Click to close the form

- After Accepting the Counselling Session by the Participant user counsellor will be able to Start the session

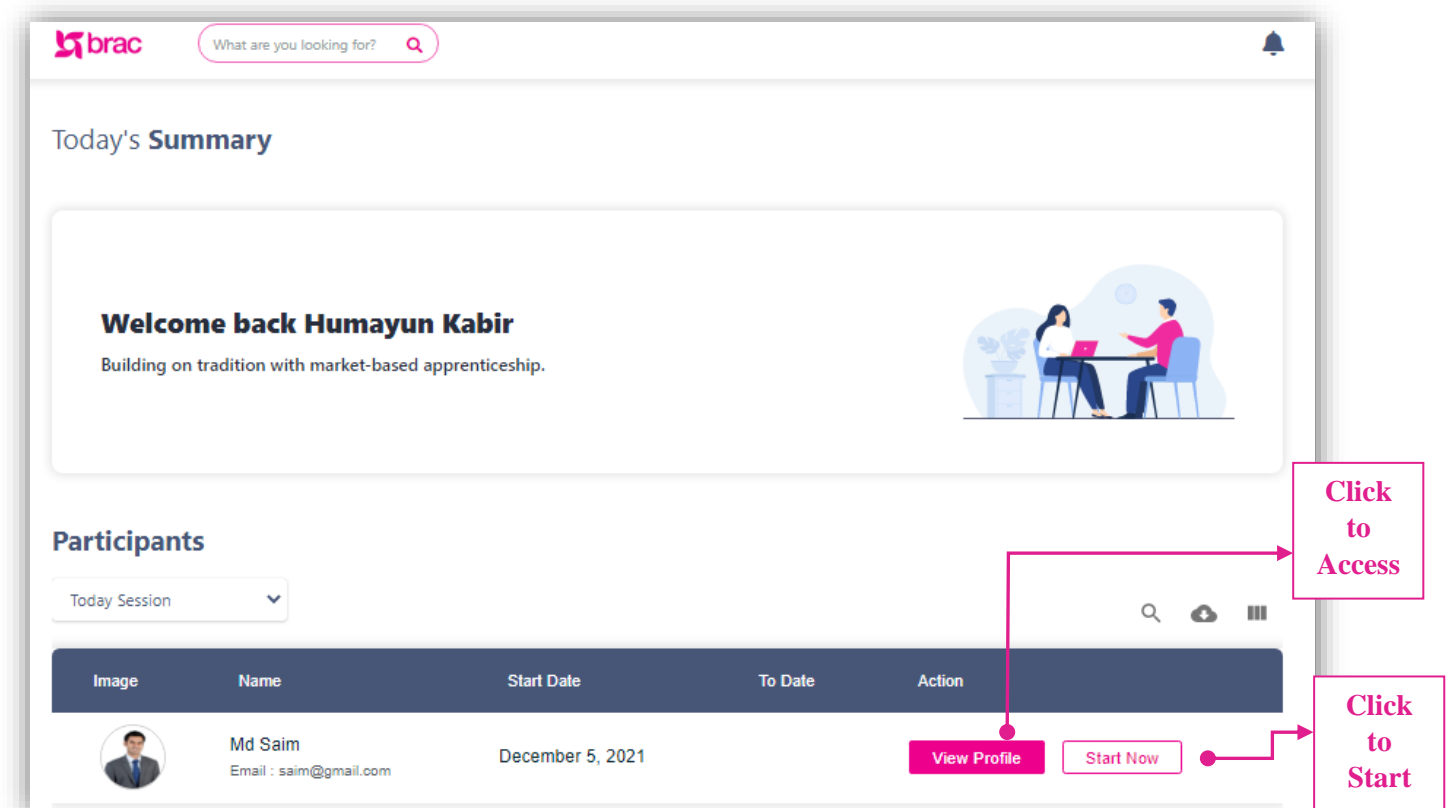


Figure 23 Counselling Session

- Clicking on the Start Now will Start the Counselling session

- Clicking on the button user will be able to start the online counselling session.

9.4 Create Task for Participant (counselling)

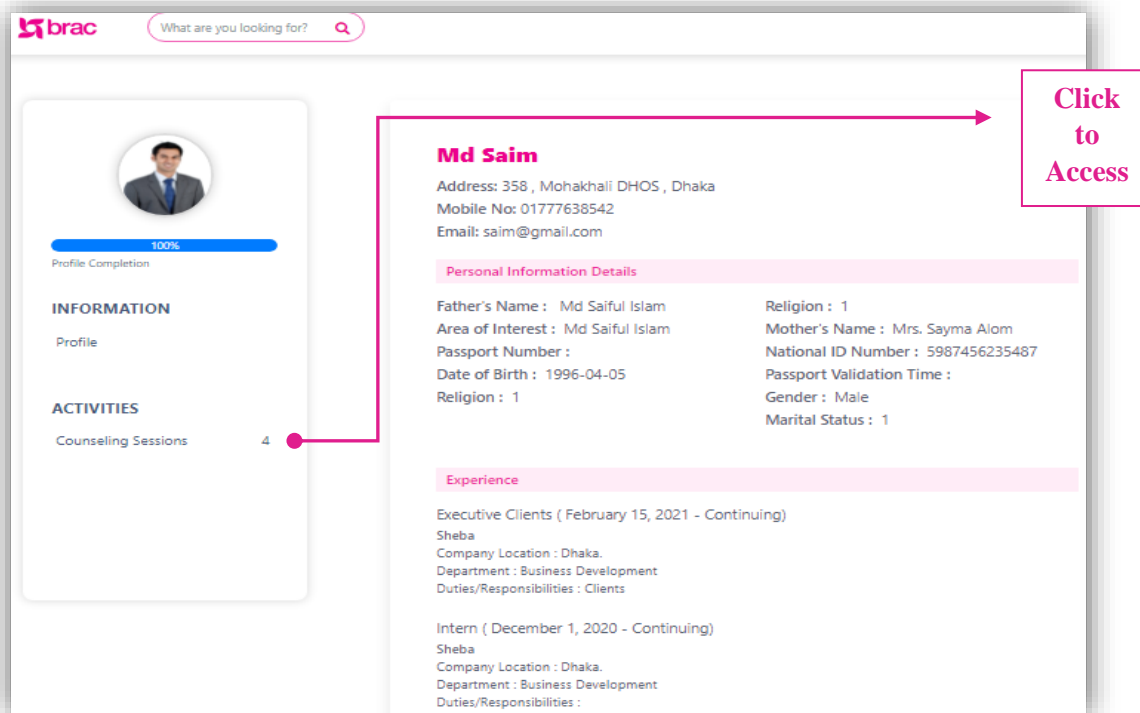
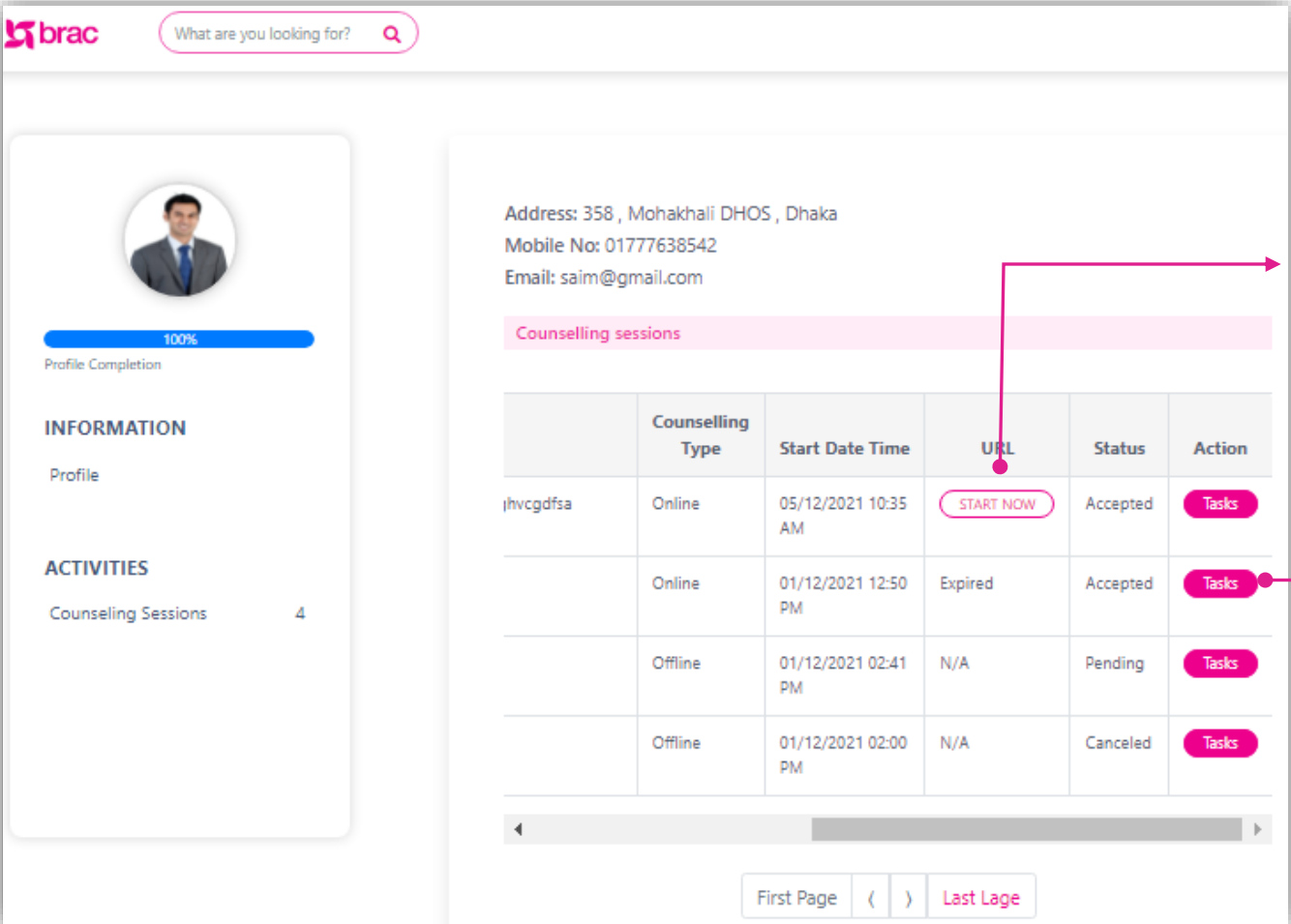


Figure 24 Participant Profile page

- Clicking on the button user will be able to create task for participant in the counselling.



Address: 358 , Mohakhali DHOS , Dhaka
Mobile No: 01777638542
Email: saim@gmail.com

Counseling sessions

	Counseling Type	Start Date Time	URL	Status	Action
jhvcgdfs	Online	05/12/2021 10:35 AM	START NOW	Accepted	Tasks
	Online	01/12/2021 12:50 PM	Expired	Accepted	Tasks
	Offline	01/12/2021 02:41 PM	N/A	Pending	Tasks
	Offline	01/12/2021 02:00 PM	N/A	Canceled	Tasks

First Page () Last Page

Click to Start

Click to Create Task

Figure 25 Counseling Session Page details

- User can start a session from here
- User can assign a task to participant from here.

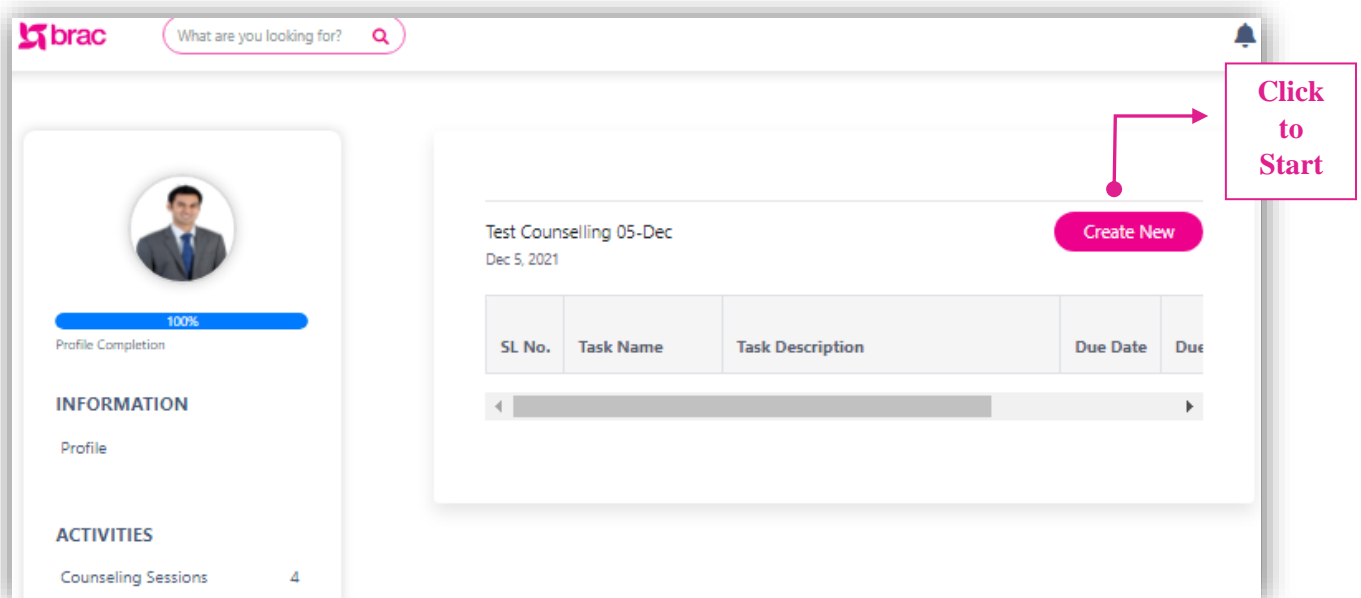
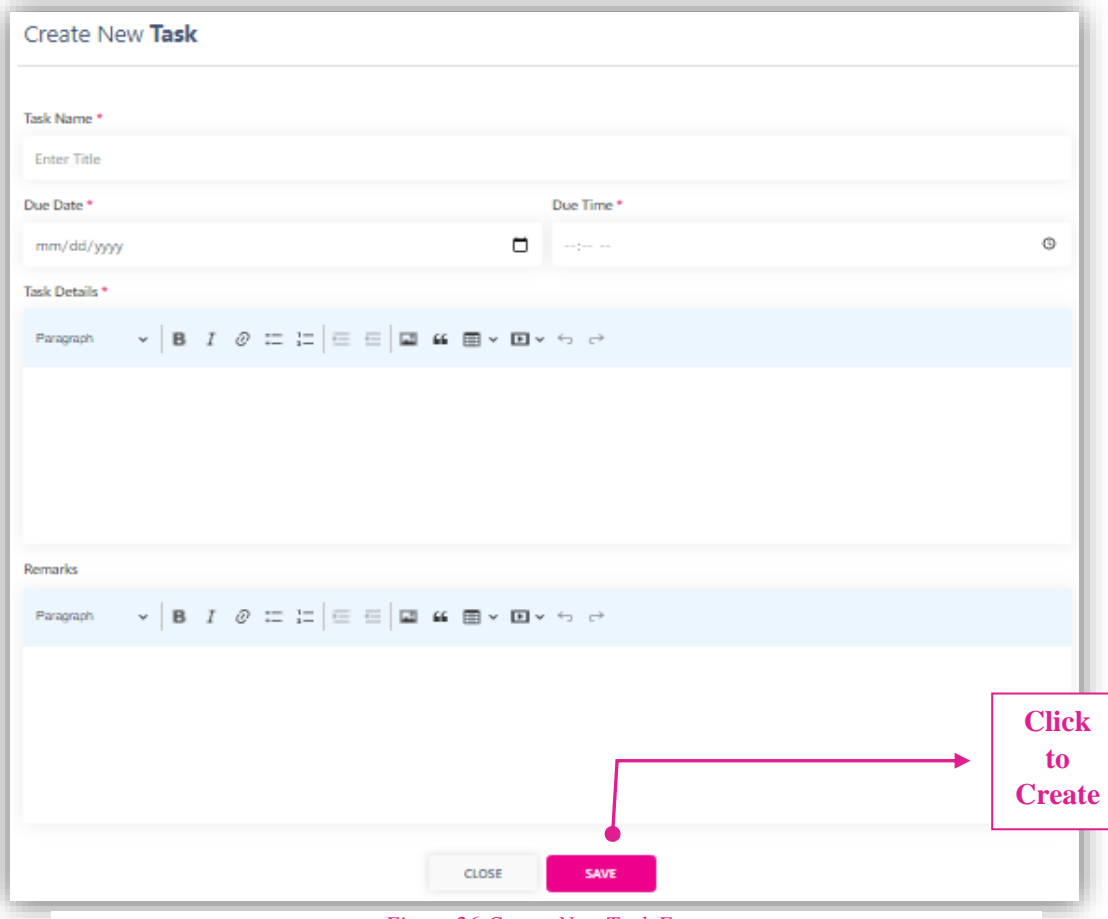


Figure 27 Create New Task (Counselling)



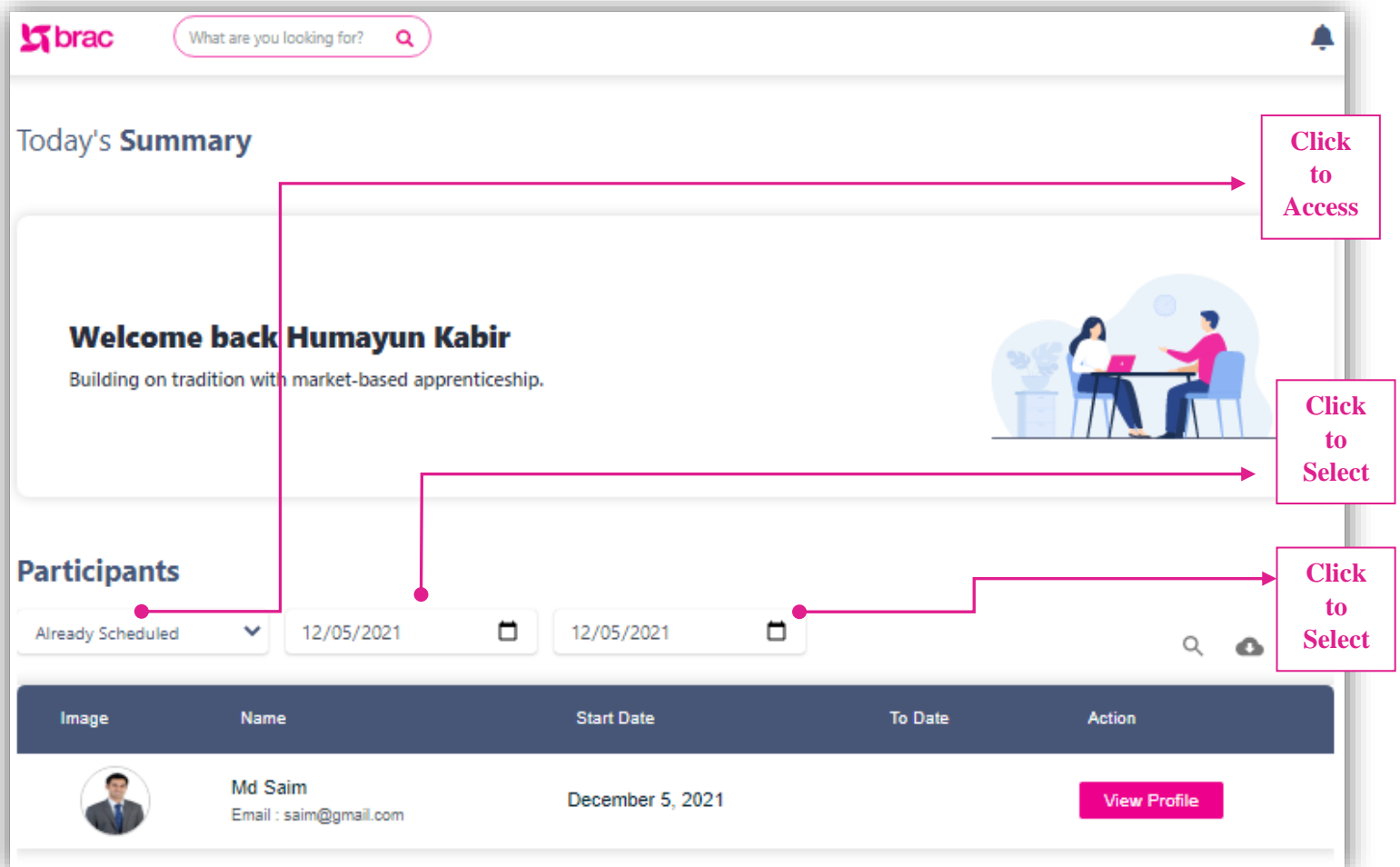
The screenshot shows the 'Create New Task' form. It includes fields for 'Task Name' (with a placeholder 'Enter Title'), 'Due Date' (mm/dd/yyyy), and 'Due Time'. Below these are two rich text editors labeled 'Task Details' and 'Remarks', each with a 'Paragraph' dropdown and a toolbar. At the bottom, there are 'CLOSE' and 'SAVE' buttons. A callout box with an arrow points to the 'SAVE' button, containing the text 'Click to Create'.

Figure 26 Create New Task Form

Table 19 Create New Task form

<i>Column/Field Name/Icon/Button</i>	<i>Description</i>
<i>Task Name</i>	Enter the relevant name of the task
<i>Due Date</i>	Select the relevant Due Date
<i>Due Time</i>	Due time for the task
<i>Task Details</i>	Add relevant task details.
<i>Remarks</i>	Enter Remarks for the counselling
<i>Save</i>	Clicking on the button will create Task.
<i>Cancel</i>	Click to close the form

9.5 Already Scheduled Counselling




Today's Summary

Welcome back Humayun Kabir
Building on tradition with market-based apprenticeship.

Participants

Already Scheduled ▼ 12/05/2021 12/05/2021

Image	Name	Start Date	To Date	Action
	Md Saim Email : saim@gmail.com	December 5, 2021		View Profile

Click to Access

Click to Select

Click to Select

Figure 28 Already Scheduled page

- Here user will find all the scheduled counselling session of the participant.
- User have select Already Scheduled form the drop down.
- User have to select date range from the Date buttons.

10 Participant Module

In application's 4th phase Participant will be able to:

- ✓ Access Career Counselling
- ✓ Access Request Counselling;
- ✓ Access Task In Counselling

Including above, all the other correlated features are dissected and described below.

10.1 Application Registration (Participant)

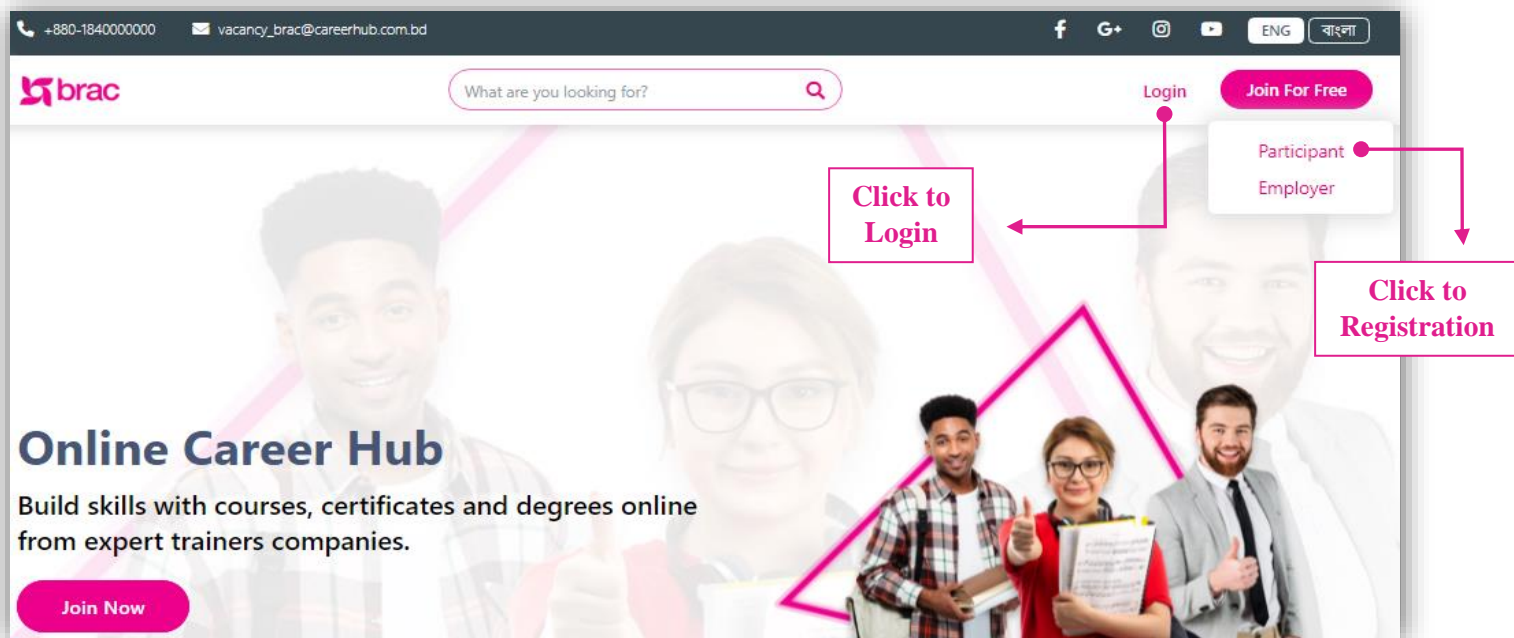
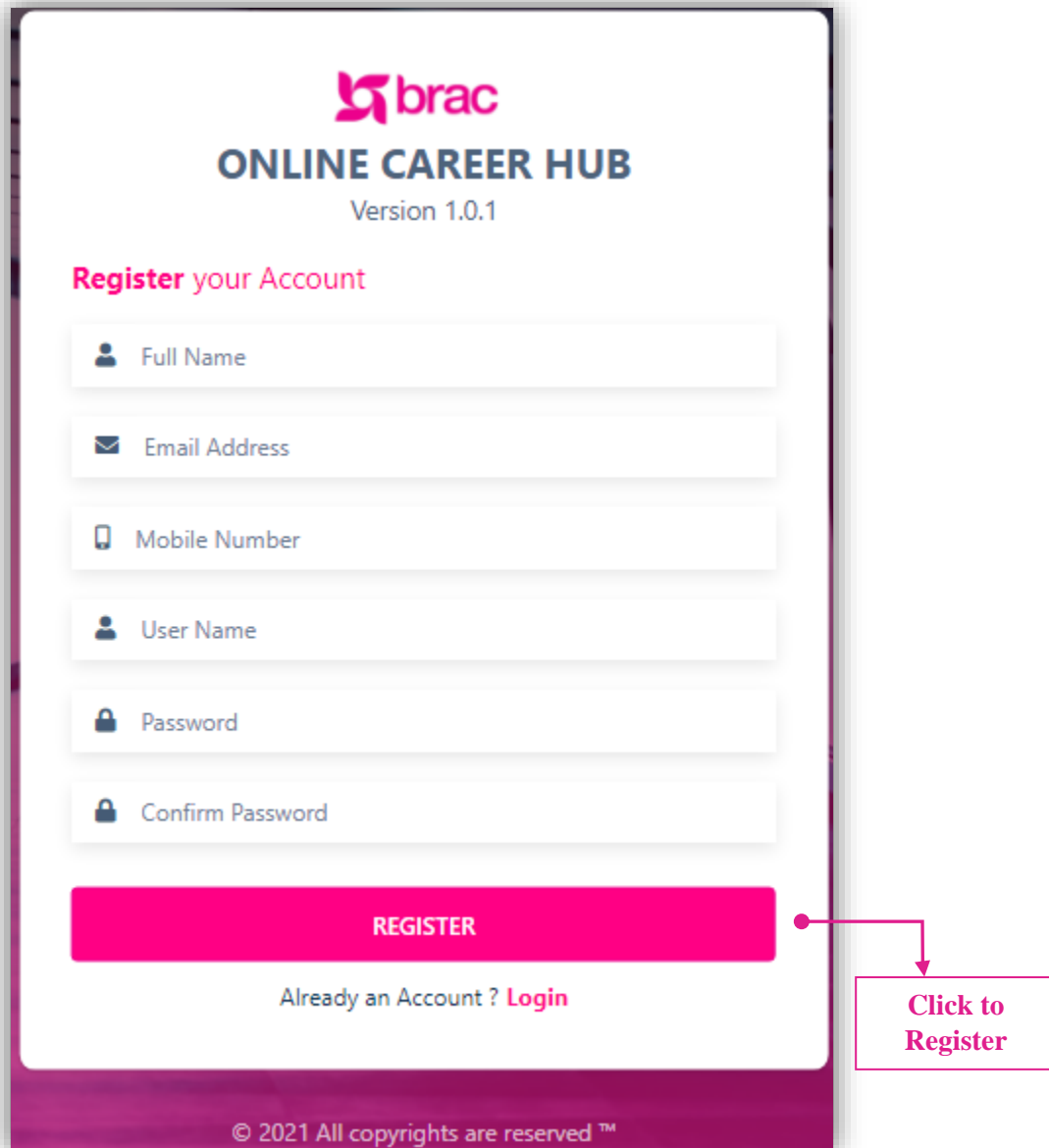


Figure 29 Application landing page

- This is the Application landing page for the external employer;
- Clicking on **Participant** user will redirect to participant registration form.

10.1.1 Participant Registration Form



The screenshot shows the 'Register your Account' form in the BRAC Online Career Hub. The form is titled 'ONLINE CAREER HUB Version 1.0.1'. It contains six input fields: 'Full Name', 'Email Address', 'Mobile Number', 'User Name', 'Password', and 'Confirm Password'. Each field has a corresponding icon (person, envelope, mobile phone, person, lock, and lock respectively). Below the fields is a large red 'REGISTER' button. A callout box with an arrow points to the 'REGISTER' button, containing the text 'Click to Register'. Below the button, it says 'Already an Account ? Login'. At the bottom, it says '© 2021 All copyrights are reserved™'.

Figure 30 Participant Registration Form

- ▲ User will enter required information in the form

Table 20 Applications Registration Form Details

Field Name/Icon/Button	Description
Full Name	Enter participant full name
Email- address	Enter relevant mail Address of the participant
Mobile Number	Relevant phone number of the External employer
User Name	Relevant user name of the participant user
Password / Confirm Password	Enter user desired password , again confirm the password
REGISTER	Click to confirm registration.

10.1.2 Participant Login

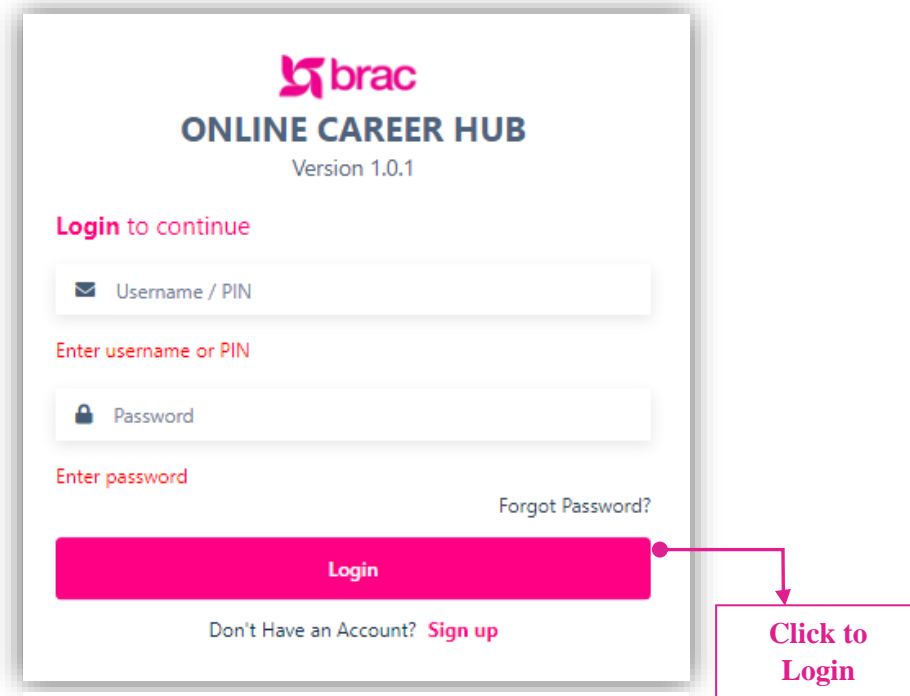


Figure 31 Login Form

- ▲ Enter User Name and Password
- ▲ Click to Login

10.1.3 Participant Dashboard

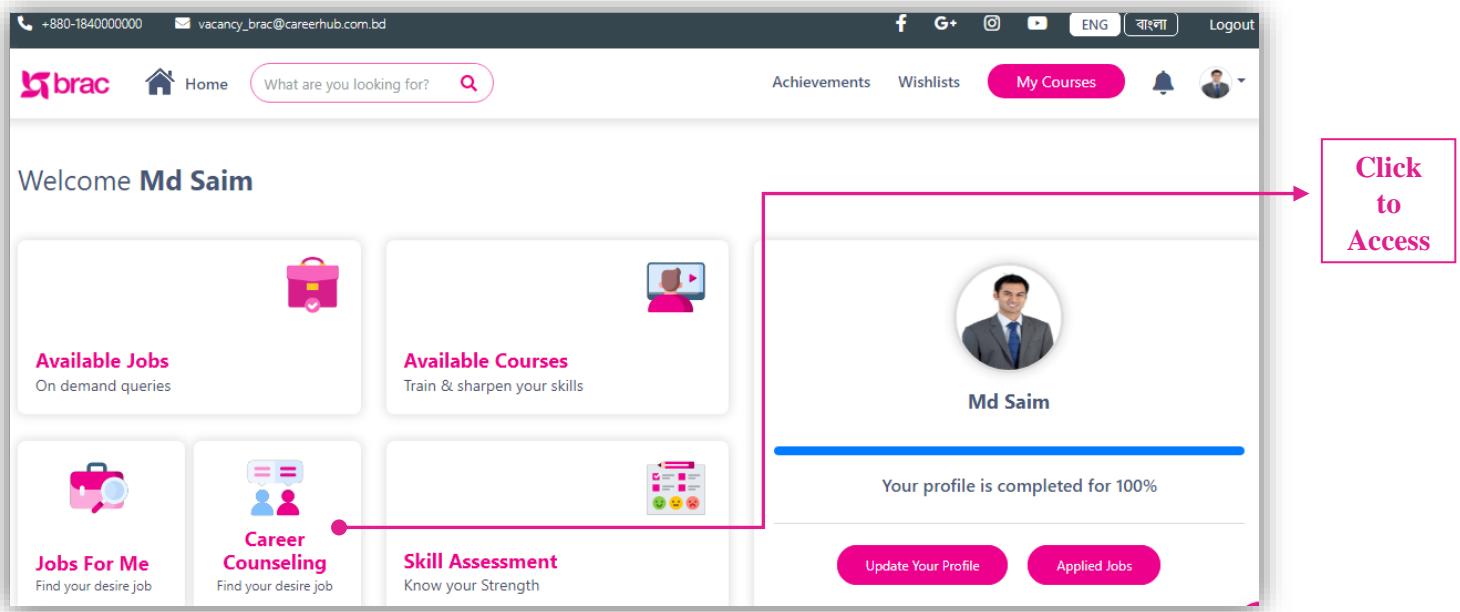
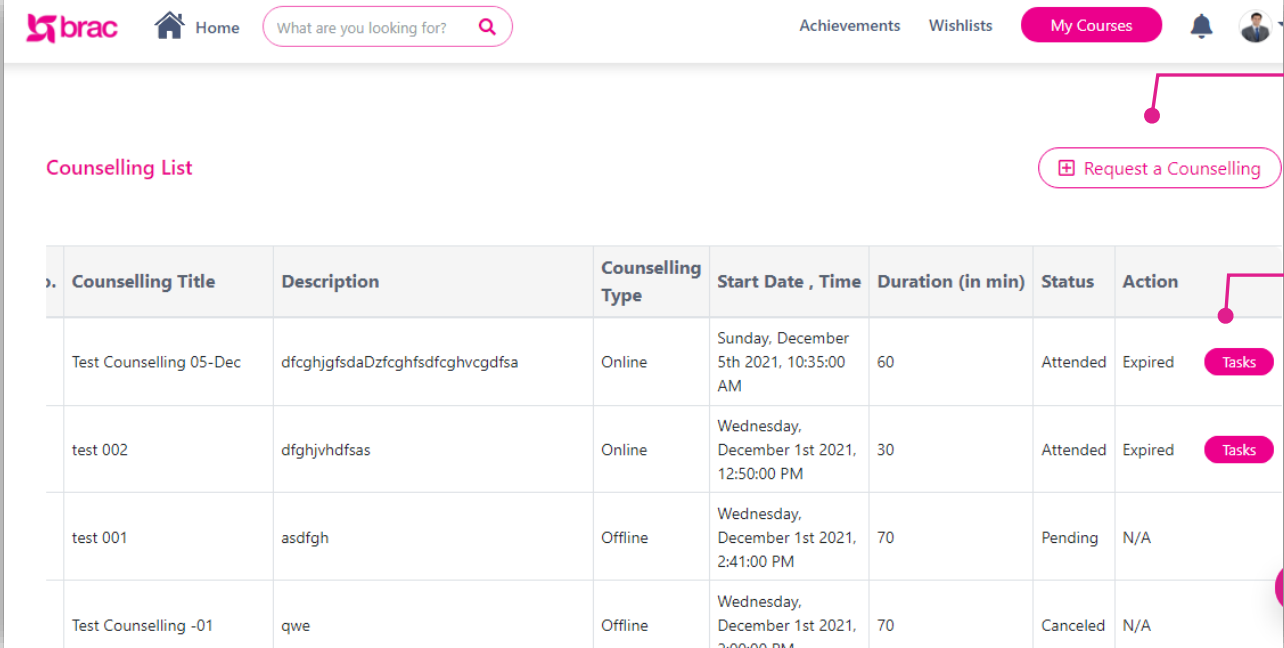


Figure 32 Participant Dashboard

- This is the dashboard of an Participant user;
- User will find **Career Counselling**.
- Clicking on Career Counselling user will redirect to Career counselling list page.

10.2 Career Counselling list



Counselling List

[Request a Counselling](#)

Counselling Title	Description	Counselling Type	Start Date , Time	Duration (in min)	Status	Action
Test Counselling 05-Dec	dfcghjgfsdaDzfcghfsdfcghvcgdfsa	Online	Sunday, December 5th 2021, 10:35:00 AM	60	Attended	Expired Tasks
test 002	dfghjvhdfas	Online	Wednesday, December 1st 2021, 12:50:00 PM	30	Attended	Expired Tasks
test 001	asdfgh	Offline	Wednesday, December 1st 2021, 2:41:00 PM	70	Pending	N/A
Test Counselling -01	qwe	Offline	Wednesday, December 1st 2021, 3:00:00 PM	70	Canceled	N/A

Click to Request (points to 'Request a Counselling' button)

Click to Access (points to 'Tasks' button)

Figure 34 Counseling List

- ▲ Here participant can Request for a counselling session
- ▲ Participant can complete as task from here.

Table 21 Counselling List Page details

Column/Field Name/Icon/Button	Description
Counselling Title	Enter the relevant title of the counselling
Start Date /Time	The relevant start Date and time
Duration	Duration of the counselling.
Status	Status of the counselling.
Counselling Type	Offline/ Online counselling type
Description	Relevant description for the counselling
Action	Relevant action for the counselling.

10.2.1 Task List (Counselling)

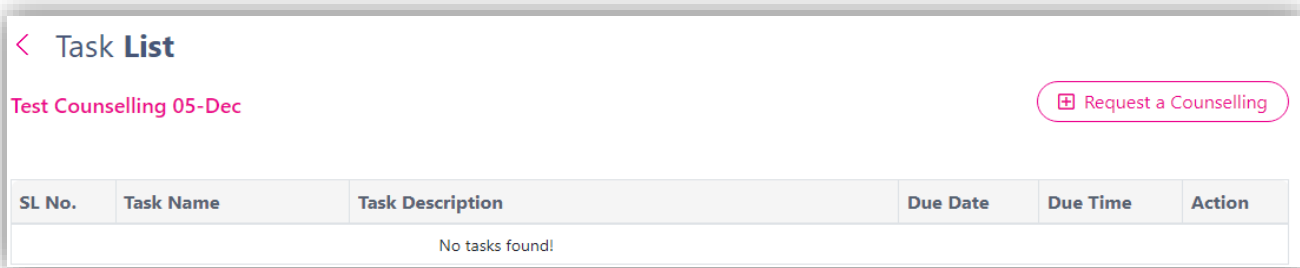
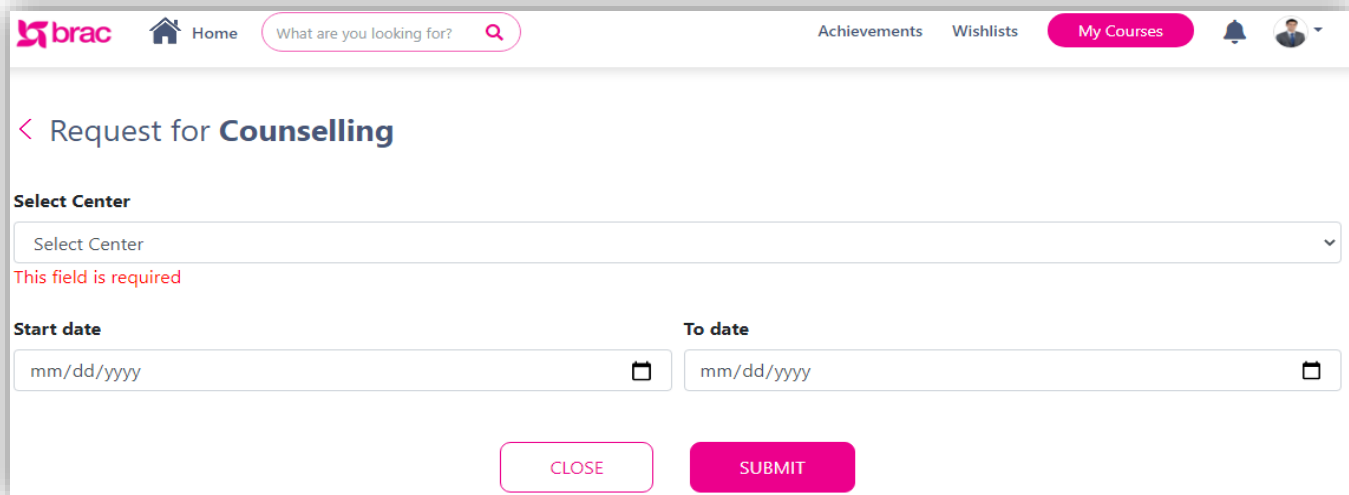


Figure 35 Task List Page

- ▲ Here user will find all the task that are assigned to a participant.

10.2.2 Request Counselling



The screenshot shows the 'Request for Counselling' form. At the top, there's a navigation bar with the BRAC logo, a home icon, a search bar, and links for Achievements, Wishlists, and My Courses. The form title is '< Request for Counselling'. Below the title is a 'Select Center' dropdown menu. A red error message 'This field is required' is displayed below the dropdown. There are two date fields: 'Start date' and 'To date', both with date pickers showing 'mm/dd/yyyy'. At the bottom of the form are two buttons: 'CLOSE' and 'SUBMIT'.

Figure 36 Request Counselling Form

- From here user can request for a counselling session.

Table 22 Request Counselling form details

Field Name/Icon/Button	Description
<i>Select Center</i>	Select Relevant Center Form the drop down
<i>Start Date</i>	Select relevant start date.
<i>To Date</i>	Select To date
<i>Save</i>	Clicking on the button will create a counselling request
<i>Close</i>	Clicking on the button will close the form

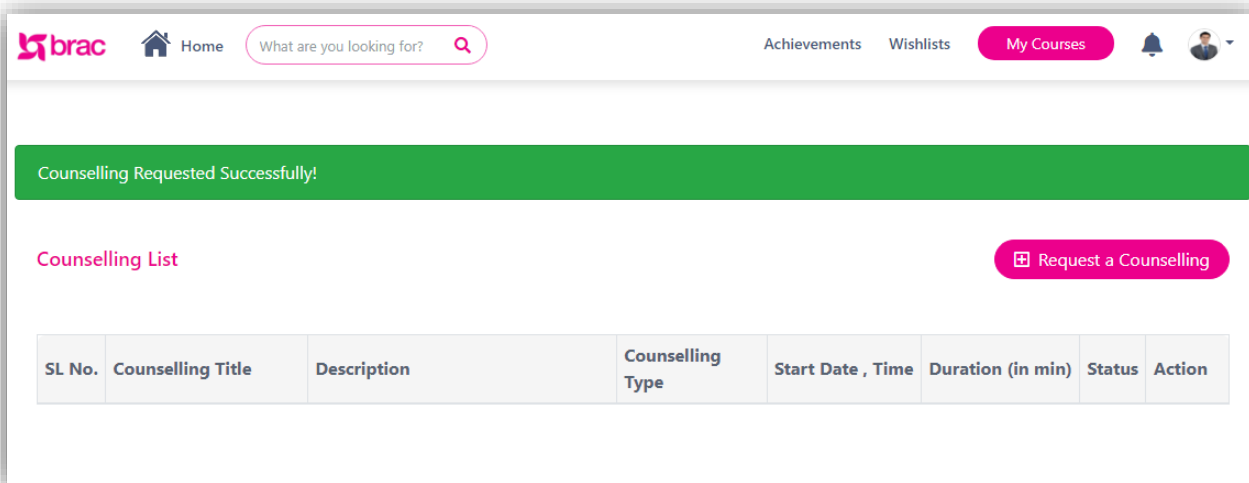


Figure 38 Confirmation message for Request counselling session

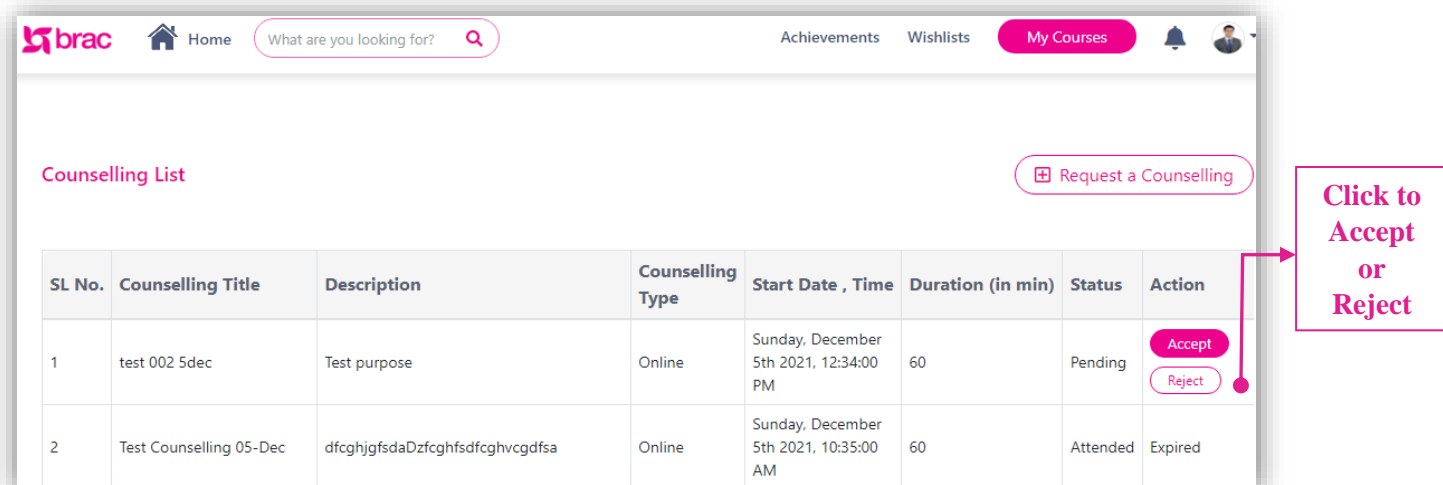


Figure 37 Counselling Listist

- After requesting a counselling session, the counsellor will create a Counselling Session.
- Participant will have to accept the Session that have been created by the Counsellor.

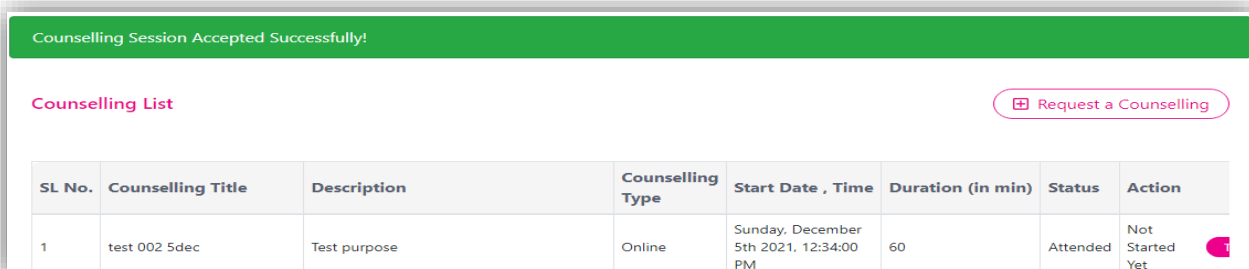
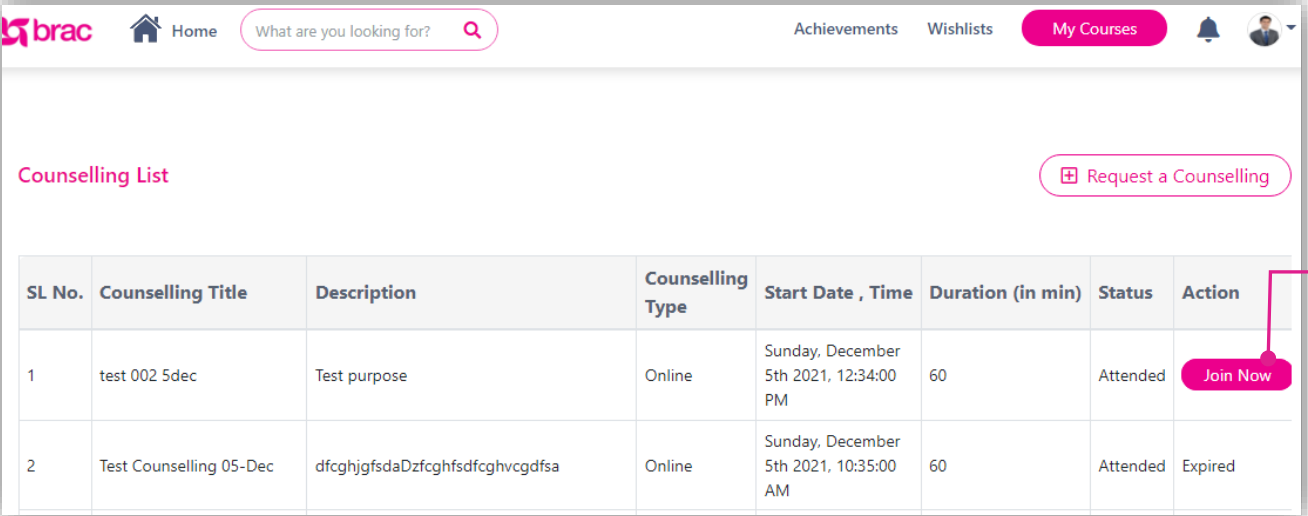


Figure 39 Confirmation Message

- After Accepting user will get this confirmation message

10.2.3 Join A Counselling Session



Counselling List [+ Request a Counselling](#)

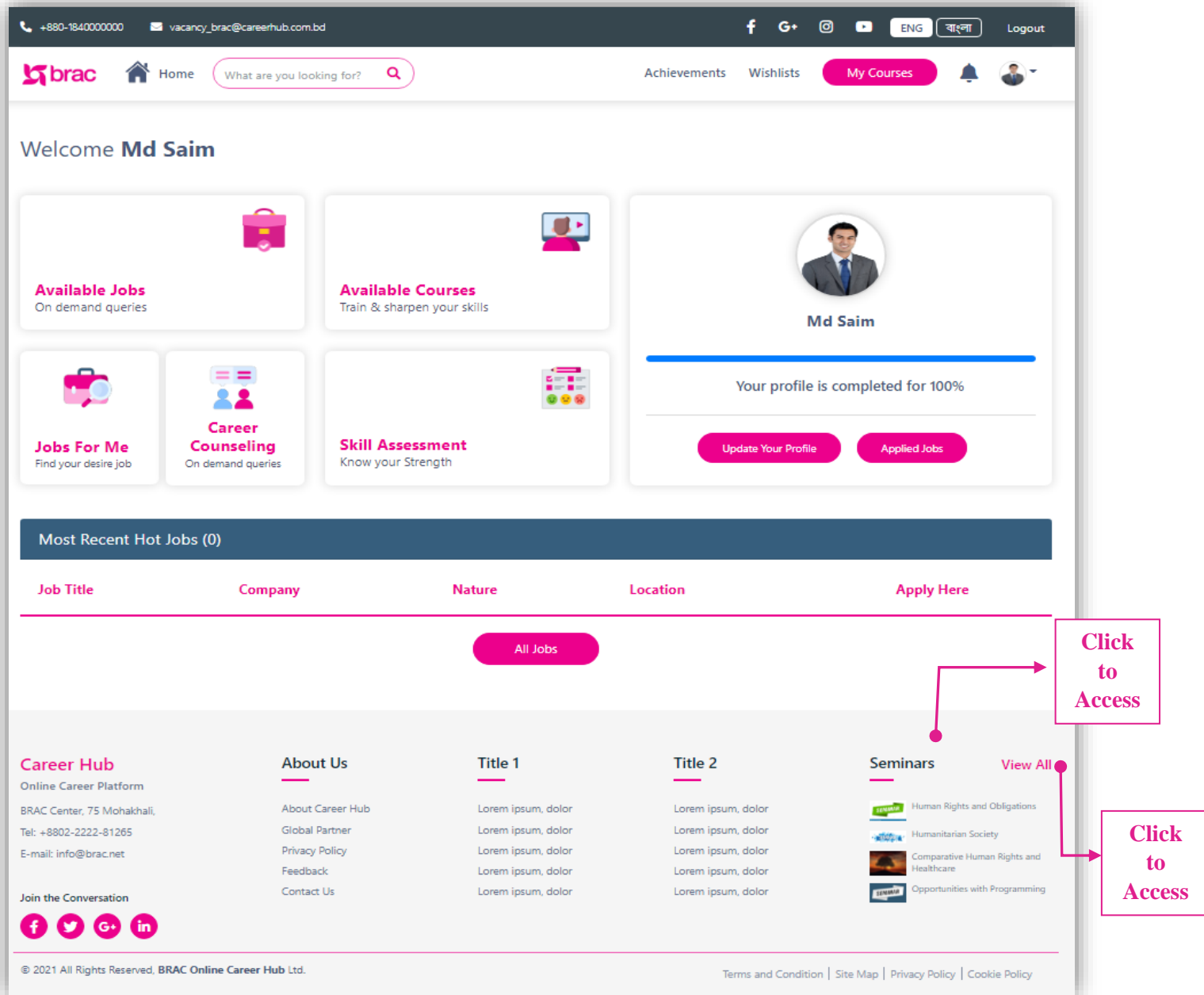
SL No.	Counselling Title	Description	Counselling Type	Start Date , Time	Duration (in min)	Status	Action
1	test 002 5dec	Test purpose	Online	Sunday, December 5th 2021, 12:34:00 PM	60	Attended	Join Now
2	Test Counselling 05-Dec	dfcgjhjgsdaDzfcghfsdfcgghvcgdfsa	Online	Sunday, December 5th 2021, 10:35:00 AM	60	Attended	Expired

Figure 40 join a session

- From Here participant will be able to join a session
- Clicking on the Join Now button user will be able to join a counselling session.

10.3 Join Seminar

▲ From the bottom of the dash board participant will find the details about the Web Seminar



The screenshot displays the BRAC Online Career Hub Participant Dashboard for a user named Md Saim. The dashboard includes sections for Available Jobs, Available Courses, Jobs For Me, Career Counseling, Skill Assessment, and a profile completion status of 100%. At the bottom, there is a 'Most Recent Hot Jobs (0)' section and a 'Seminars' section. The 'Seminars' section lists several topics: Human Rights and Obligations, Humanitarian Society, Comparative Human Rights and Healthcare, and Opportunities with Programming. A 'View All' link is present next to the 'Seminars' title. Two callout boxes with arrows point to the 'View All' link and the 'Seminars' title, both labeled 'Click to Access'.

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Lorem ipsum, dolor

Title 2
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Lorem ipsum, dolor
Lorem ipsum, dolor

Seminars
Human Rights and Obligations
Humanitarian Society
Comparative Human Rights and Healthcare
Opportunities with Programming

View All

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Figure 41 Participant Dashboard (Seminar)

▲ Here user will find all the seminar details.

10.3.1 Seminar Page

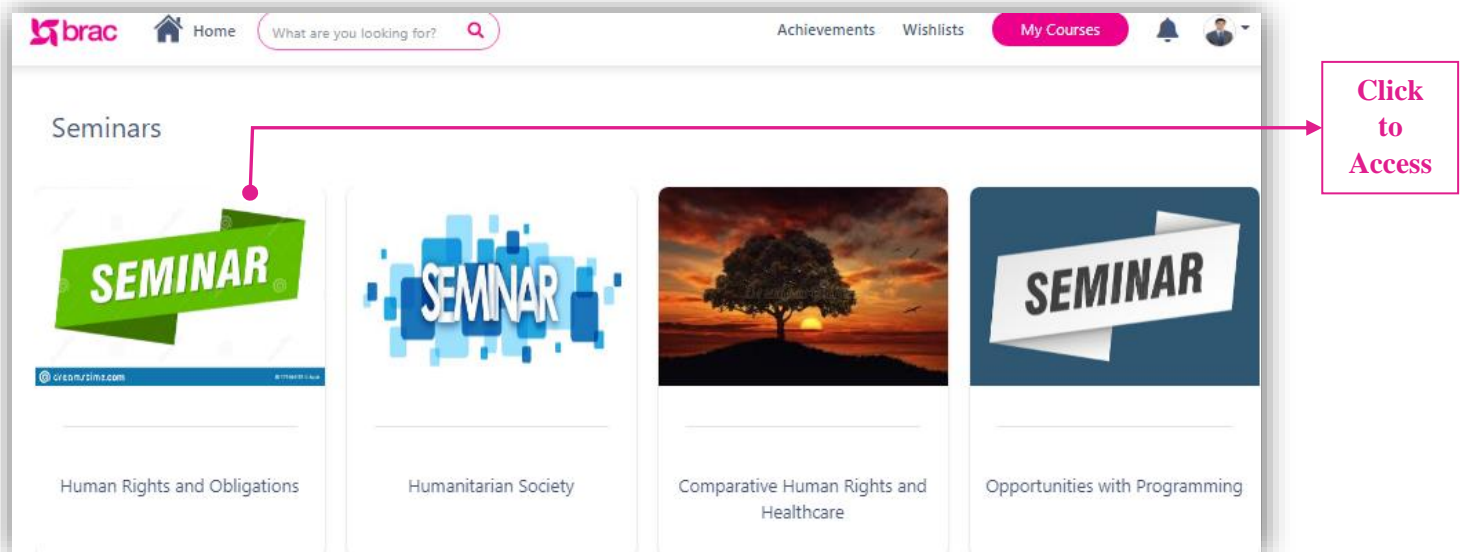


Figure 42 Seminar Page

- ▲ Clicking on the view card user will redirect to Seminar page.

10.4 Chat Bot

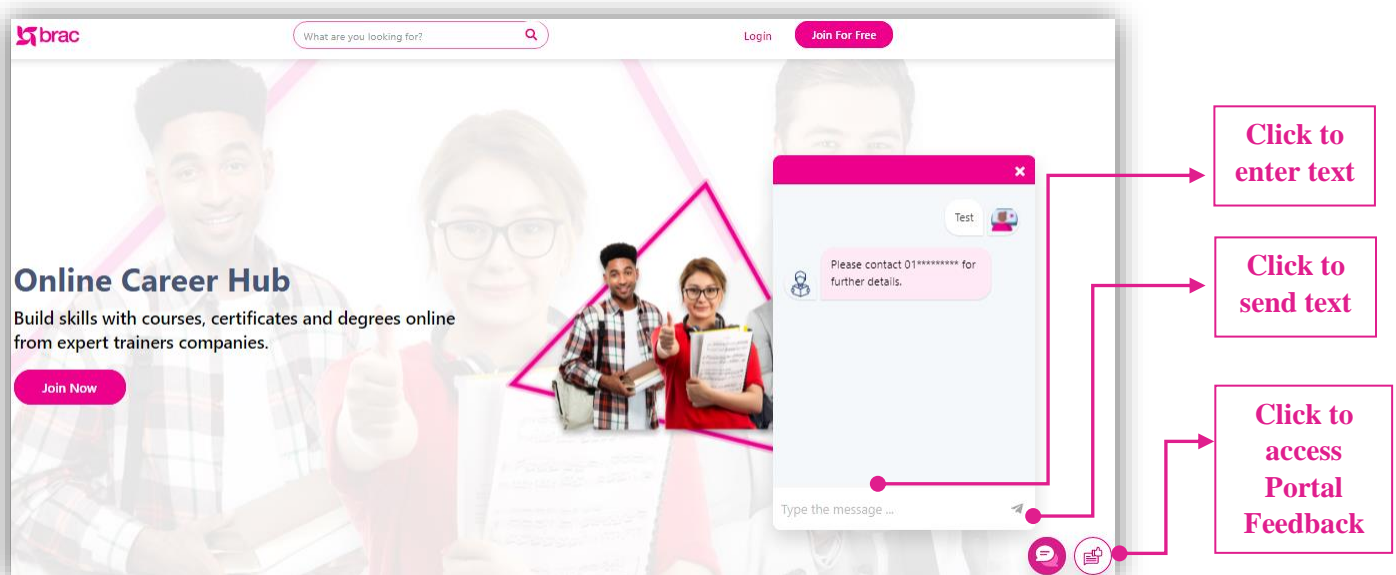
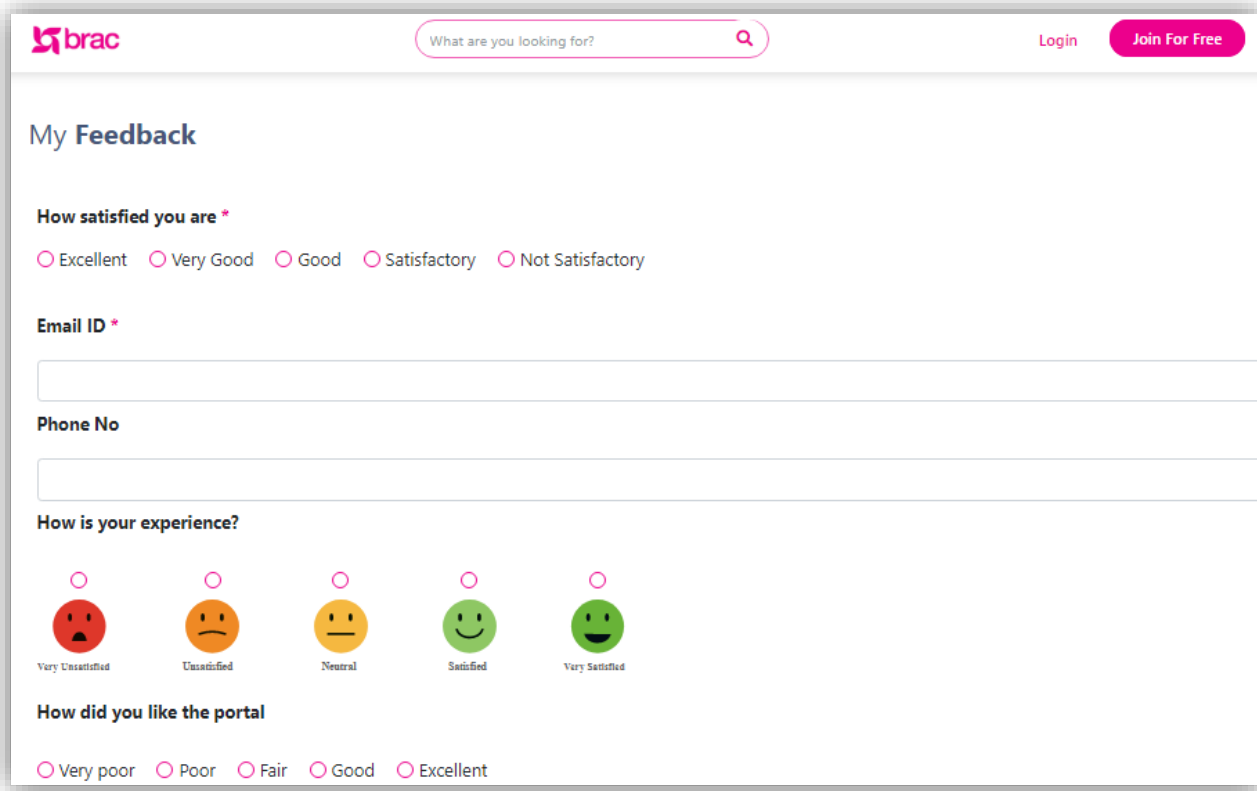


Figure 43 Chat bot

- ▲ From here user can send message.
- ▲ From here user can Access Portal Feed

10.5 Portal Feedback (Participant)



My Feedback






How satisfied you are *

☐ Excellent ☐ Very Good ☐ Good ☐ Satisfactory ☐ Not Satisfactory

Email ID *

Phone No

How is your experience?

☐  Very Unsatisfied ☐  Unsatisfied ☐  Neutral ☐  Satisfied ☐  Very Satisfied

How did you like the portal

☐ Very poor ☐ Poor ☐ Fair ☐ Good ☐ Excellent

Figure 44 My Portal Feedback page

- From here participant can give portal feedback.
- By selecting relevant field/ options/ user can give a feedback and the response will show to the admin panel