NIK

Trainer Profile

Contents

Document Purpose

The document has walkthrough tutorial of daily activities of Trainers in NIK portal.

Document has screenshots with explanations and step by step process for an activity.

Document has important instructions/points for the users to follow/understand in NIK portal which will be in bold letters or bold letters with yellow highlights or yellow highlights.
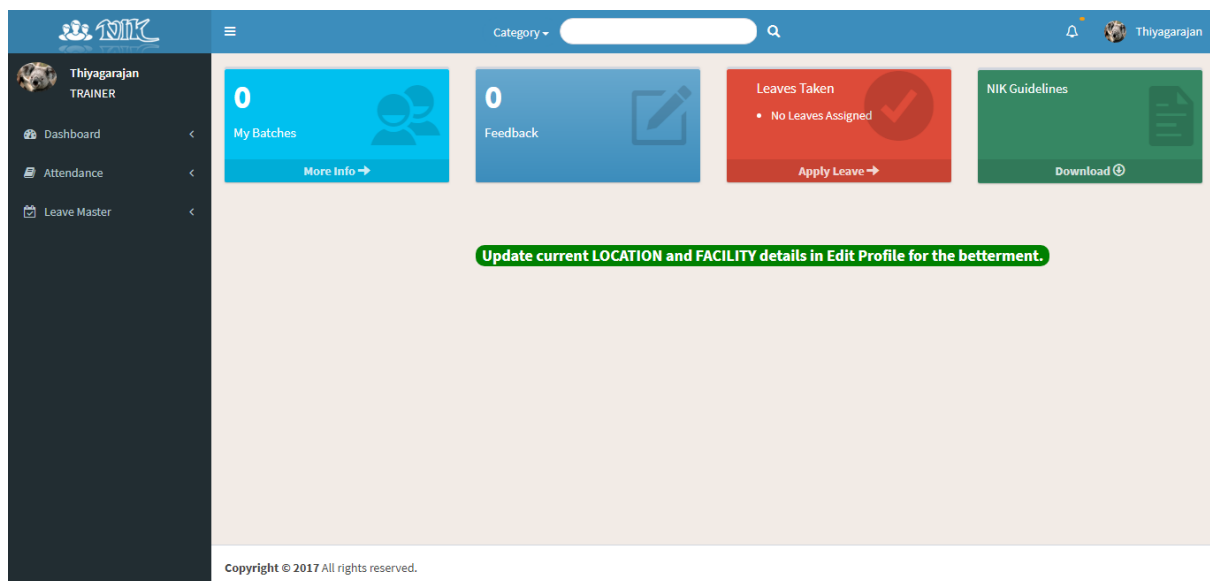
Login Page

User ID and password will be shared by the POC to trainers. Kindly be aware these credentials may not be same as your system login credentials. Both User ID and password are case sensitive.

After successfully verifying your credentials, the portal takes you to Dashboard.

Dashboard

In the dashboard, widgets are available for the references. My Batches, Feedback, Leave Details, and NIK Guidelines. Trainers can update their details like First name, middle name, last name, address, contact numbers, email, password in the Edit Profile option. If Trainer has not updated their current location and facility the portal gives an
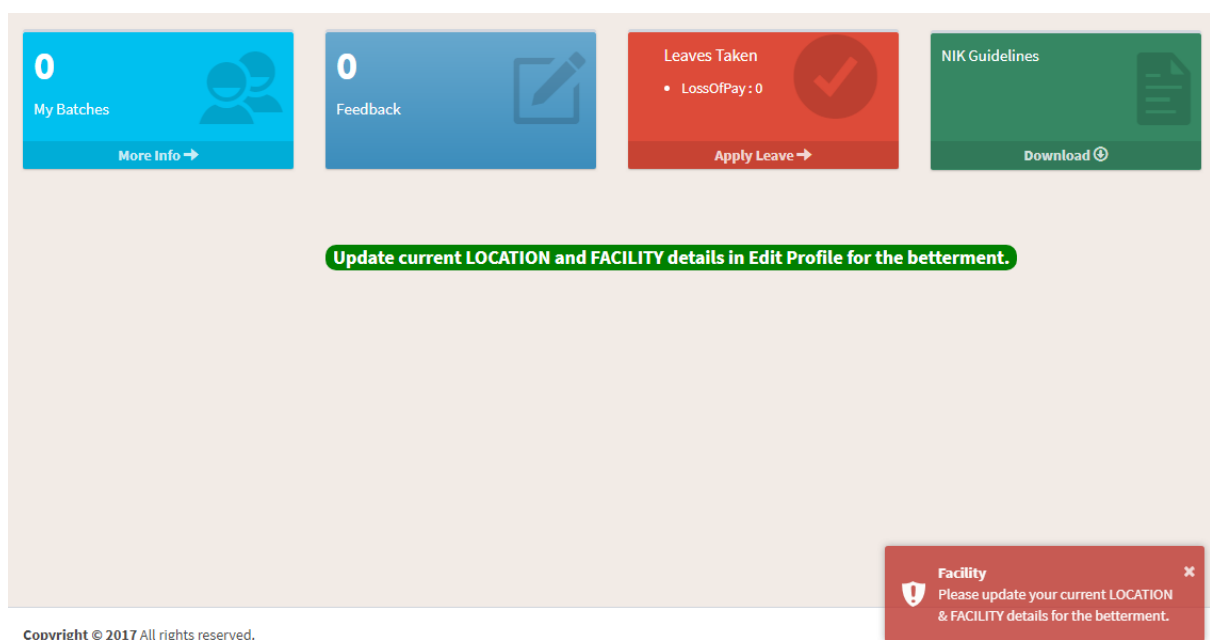
alert message for updating. **It is highly recommended to update both current location and facility for the betterment.**
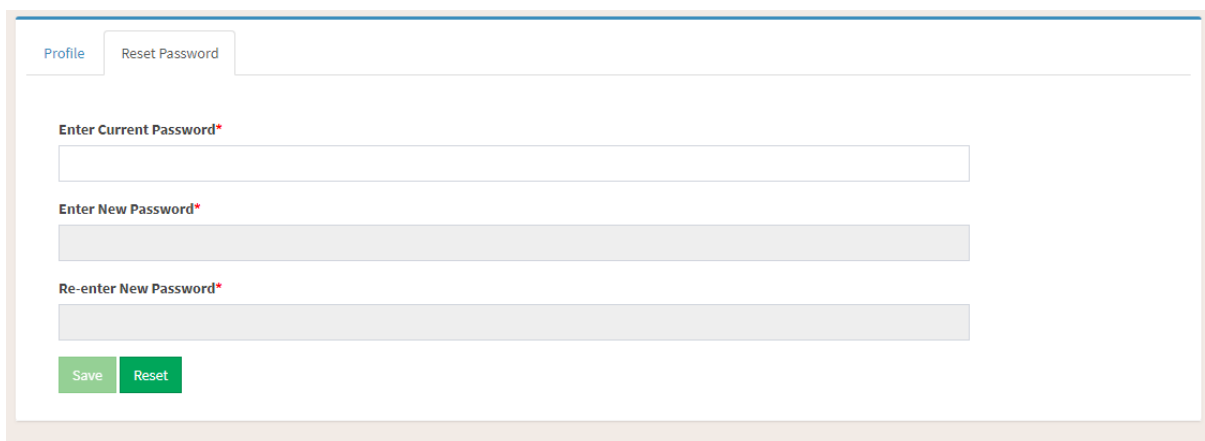
Edit Profile

One can get the Edit Profile option by clicking the name in top right corner in NIK portal. Two tabs are available in the Edit Profile page. Changing general details, changing the password.

Profile	Reset Password

TrainerID	▓▓▓▓▓
Name *	First Name Middle Name Last Name
Gender *	Male ▼ Date Of Birth mm/dd/yyy
Email Id	Contact Number
Qualification	Technology Dot Net ▼
Address*	Address2
City	Coimbatore ▼ State Tamilnadu ▼
Country	India ▼
Current Location	Coimbatore ▼ Facility KCT ▼

In Profile tab, one can change the respective details. **It is highly recommended for the users to update their current location and facility for the betterment.** Users can update their details N number of times. Especially for Trainers it is recommended to change their current location and facility whenever there is a change. The tab has options to store the users experience, competency details. However, it is optional.

Reset Password

In Reset Password tab, provide your current password and when the focus is out of that field, the portal validates and enables the New and confirm Password fields or gives you respective message. Password does not have any constraints. User can provide any characters and any number of characters for Password.

Marking Daily Attendance

Trainer can mark their "**In Time**" & "**Out Time**" in this page. If Trainer has not updated their current location & facility, then alert message will be shown. Trainer has to click on "**Check In**" option to mark "**In Time**" and "**Check Out**" option to mark "**Out Time**". Portal captures the system time automatically when the user clicks on the respective options.
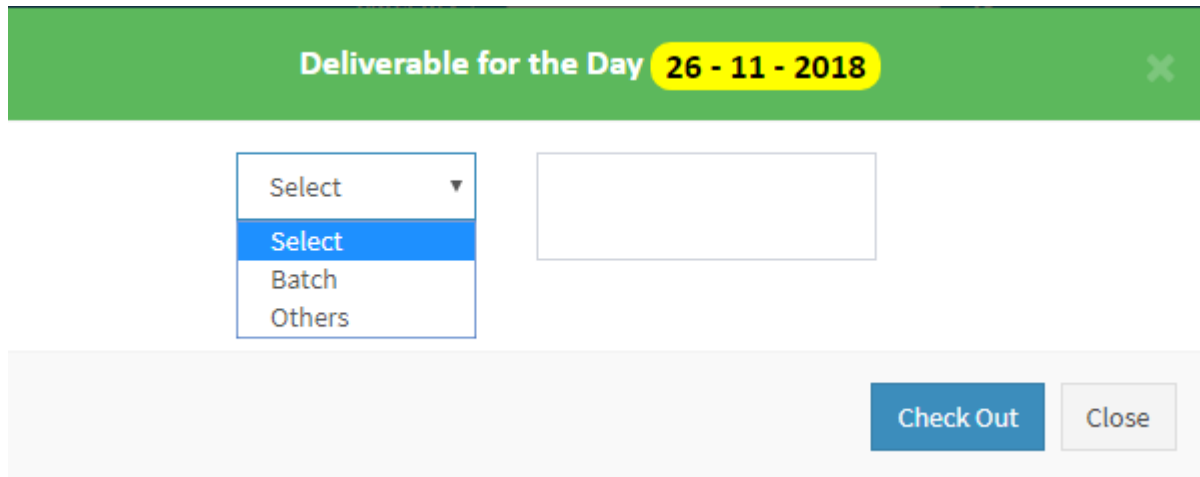
While marking "**Out Time**" Trainer has to fill their "**Deliverables**" for the day.

In the model window Trainer has to choose batch or others according to their task of the day. If the Trainer is being assigned to a batch, he/she can choose **Batch** option and then choose the Batch Code. If the Trainer is being assigned with other

assignments, then he/she has to choose the option **Others** and enter the task details.

It is highly recommended for the Trainers to update their current location and facility to get the batch codes properly in the Deliverables model window.

If both the details are updated and still the batch codes are not displayed, Trainers are requested to approach the respective POCs.

If the Trainer is handling more than one batch, then he/she has to choose **Others** option and enter the batch codes in comma separated values.

Once the Trainer has provided the **Deliverables** details, then he/she has to click on **Check Out** button to mark their "**Out Time**".

The same page has details of weekly and monthly average work duration of the Trainer. One can view their previous "**In Time**" & "**Out Time**" in table available in this page. By default, the table has records of last seven days Attendance history from the current date. User can choose "**From Date**" & "**To Date**" to view attendance history of the respective duration provided.

If the Trainer has not marked their "**Out Time**" of any previous working day in NIK

portal, then he/she will get a different modal window to fill the "**Out Time**", "**Reason**" and "**Deliverables**".

Without filling the details, Trainer cannot mark "In Time" of the day. If the Trainer is not getting this modal window in such situations they are requested to reach the respective POCs.

Viewing Batch Details

To view the Batch related details tagged to the Trainers, one has to click on "**More Info**" option under "**My Batches**" widget in the **Dashboard**. Portal switches to the page which has the list of batches tagged. There are options to filter and view the respective batch details. The icons in the first column has options to view **Schedule, Trainees list**.

Updating Schedule Topic Completion

Trainers are requested to mark the completion status for each topic in the Batch Schedule on daily basis. To view the Batch Schedule, he/she has to click on the first icon in the first column available in the Batch List table. **Refer the above image**. The portal takes you to the Batch Schedule page. The page has two views: Calendar view & Table view of the Batch Schedule. Both views have respective filters and annotations. By default, the Calendar view displays the current month details. One can

navigate to previous & next month, week, day with the given options. **Trainers can view only the topics which are mapped to them**. If there are no details in the **Calendar** view, please be informed that the topics mapped to you may not be in the current month. Navigate to **Table** view for more clarity. On hovering the mouse on the topic name in **Calendar** view he/she can get detailed info of the topic like **Start & End Time,**

Topic Name, Delivery Mode and Trainer Name. While clicking on the topic name Trainer will get modal window to update the completion status of that Topic. For the Topics before the current date, Trainers will get the model window along with the field to enter the "**Reason for Delay**" of the respective topic. Refer below image. Trainer has to enter the **actual reason** and submit. **The portal considers the submitted date as Actual Completion Date of that Topic.**

Trainer can submit the completion status of current day topics or future dates topics. Portal will automatically capture the submitted date as completion date for the respective topics. It is compulsory for the Trainers to update the completion status and Actual Reasons if there is any delay for the topics in Batch Schedules. **Marking completion status of Topics in Schedule is also available in Table view. The Pencil icon in the first column of every row allows you to do the same**.