

User Manual for TMS (Training Management System)

This is a manual for using TMS (Training Management System). User can find all the steps and sequences here.

It starts with log-in, after that sequentially all the information can be added.

1. Log-in process:

Go to SEIP's website www.seip-fd.gov.bd, Navigate to "TMS>> Login to TMS".

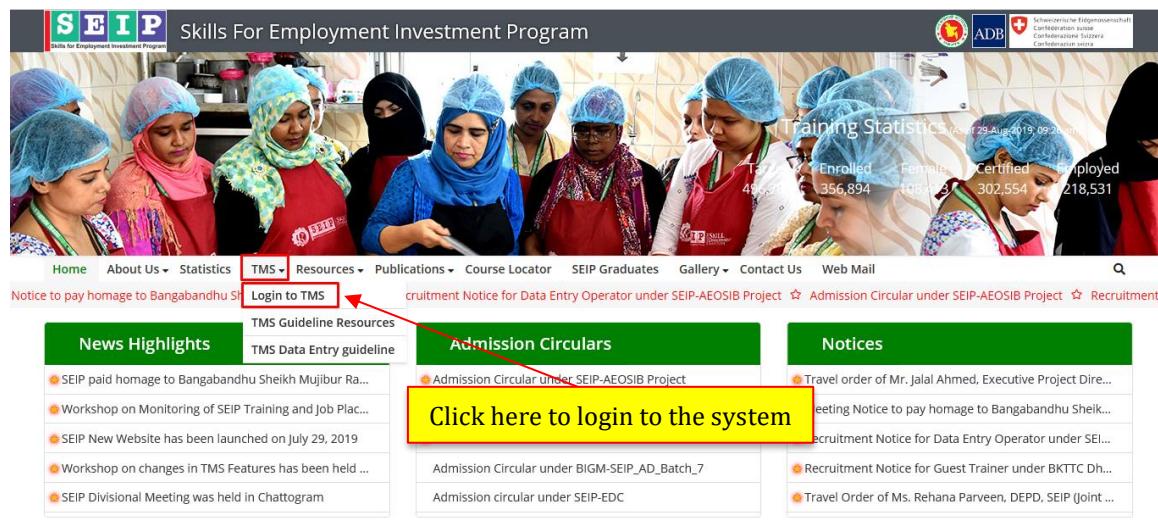
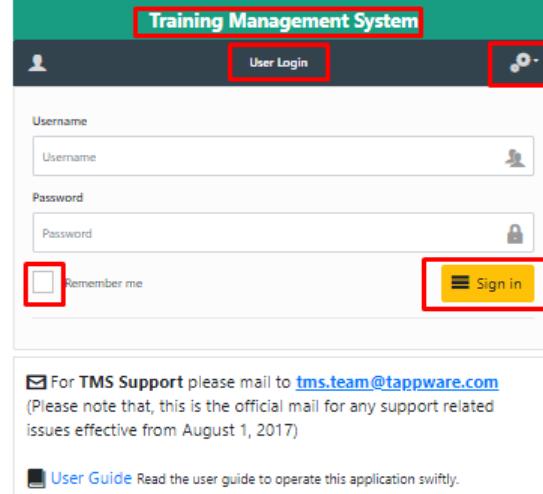


Figure 1

Enter Login Credential:

- User need to use login credential for entering into the system. Put “username” and “password” to login to the system.
- If user cannot input username and password every time as whenever user login to the system user can check the “Remember me” box from login page, then click on “Sign in” option. Figure: 2.
- If user forgets password then click on →  button to reset new password.
- A page will open to set new password. Figure: 3.
- Provide a valid email through which the user's account was opened and rewrite the given number on textbox.
- Press reset my password.
- New password setting link will be provided on given email address. Open your mail and click on the reset password link to set the new password.
- Finally, user can provide new password to access account.

The Participant's income certificate is a mandatory requirement for selecting the eligible trainee for Special Stipend in TMS system. You are requested to upload all trainee's income certificate immediately to avail the facility.



The screenshot shows the login interface of the Training Management System. It features a green header bar with the text "Training Management System". Below it is a dark blue navigation bar with icons for user profile, "User Login", and search. The main area has fields for "Username" and "Password", a "Remember me" checkbox, and a yellow "Sign in" button. A red box highlights the "User Login" button. Another red box highlights the "Sign in" button. At the bottom, there is a note about TMS Support email and a link to the User Guide.

Training Management System

User Login

Username

Password

Remember me

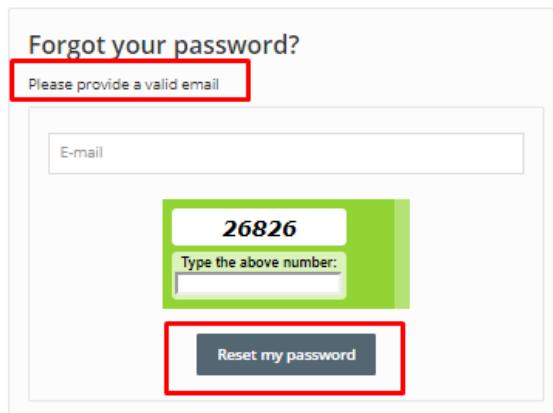
Sign in

✉ For TMS Support please mail to tms.team@tappware.com
(Please note that, this is the official mail for any support related issues effective from August 1, 2017)

 [User Guide](#) Read the user guide to operate this application swiftly.

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Figure 2



The screenshot shows the password reset page. It has a heading "Forgot your password?", a red error message "Please provide a valid email", a text input field for "E-mail", a green box containing the number "26826" with the instruction "Type the above number:", and a red box highlighting the "Reset my password" button.

Forgot your password?

Please provide a valid email

E-mail

26826

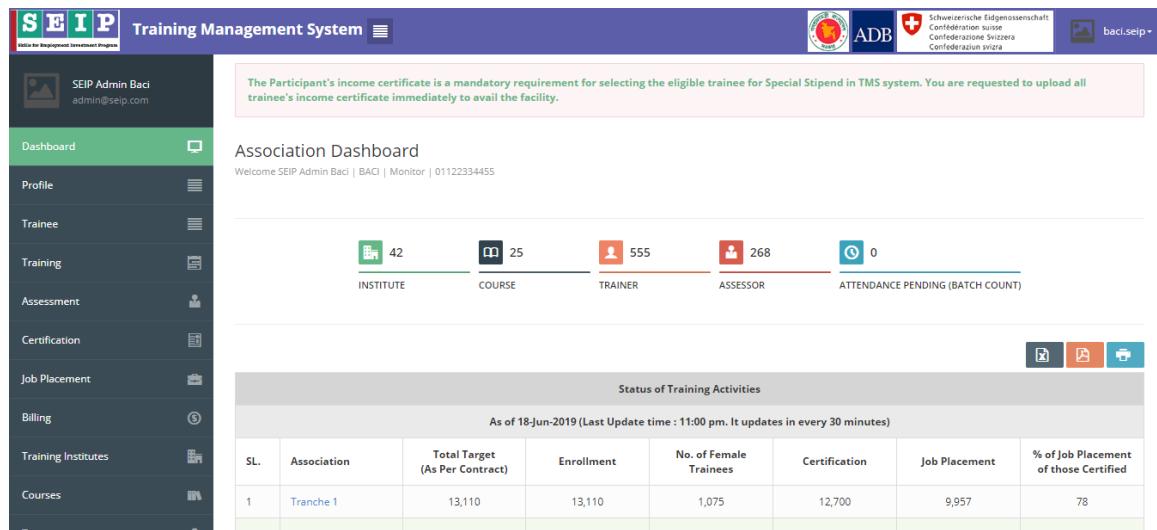
Type the above number:

Reset my password

Figure 3

2. View Training Partners Dashboard:

After successfully logged in to the TMS (Training Management System) user will see the “Dashboard”.

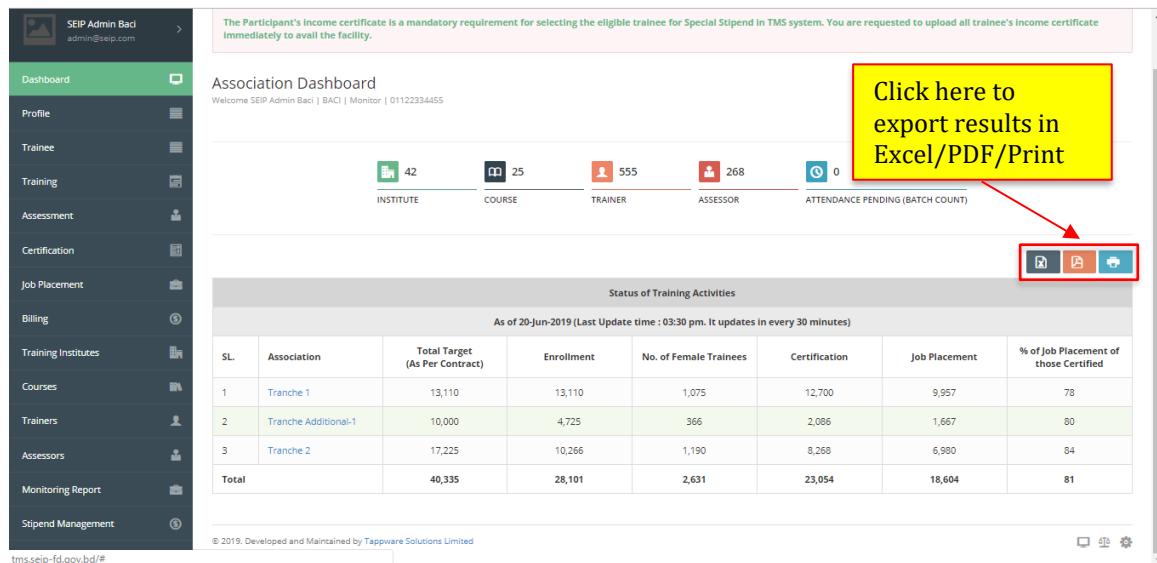


SL.	Association	Total Target (As Per Contract)	Enrollment	No. of Female Trainees	Certification	Job Placement	% of Job Placement of those Certified
1	Tranche 1	13,110	13,110	1,075	12,700	9,957	78

Figure 4

3. Training Target view:

If user scroll the dashboard page, user will find the list of training activities as “Status of Training Activities”. From the dashboard view, user can see detailed training activities performed by associations according to Tranche.



SL.	Association	Total Target (As Per Contract)	Enrollment	No. of Female Trainees	Certification	Job Placement	% of Job Placement of those Certified
1	Tranche 1	13,110	13,110	1,075	12,700	9,957	78
2	Tranche Additional-1	10,000	4,725	366	2,086	1,667	80
3	Tranche 2	17,225	10,266	1,190	8,268	6,980	64
Total		40,335	28,101	2,631	23,054	18,604	81

Figure 5

4. Training Institutes:

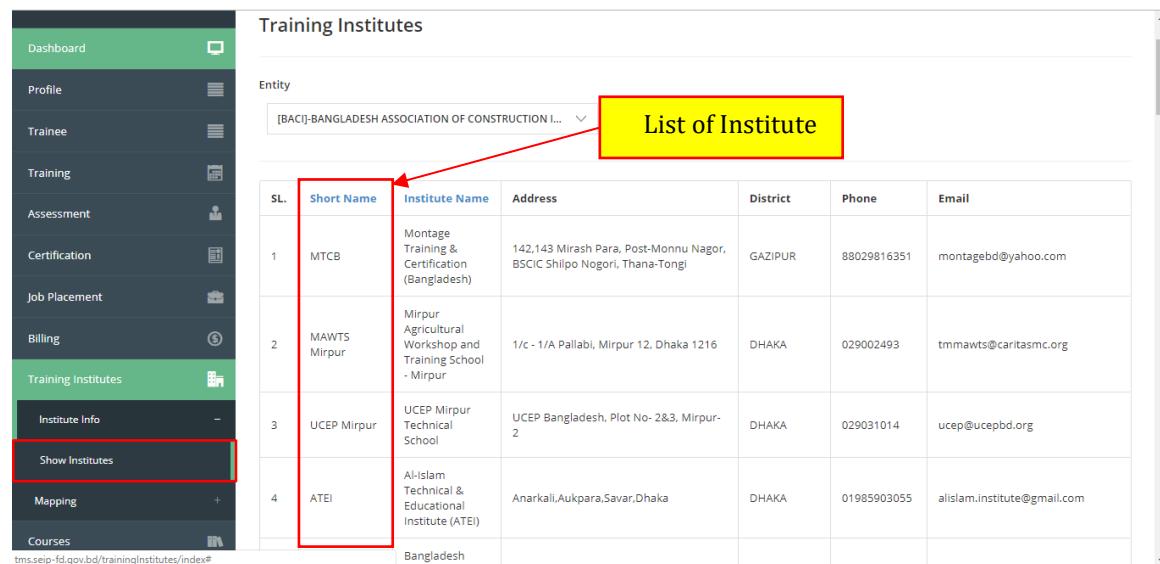
For showing information, user have to navigate to “Training Institutes” from the left panel of dashboard. After clicking “Training Institutes” it will expand with

- i. Institute Info
- ii. Mapping
- i. “Institute Info” will expand with one more option,

a. Show Institute

After clicking on “Show Institute”, user will be redirect to Institute list page and see all the institutes as below picture.

- Here user can see/update institute details form “Action” column.



Training Institutes

Entity
[BACI]-BANGLADESH ASSOCIATION OF CONSTRUCTION I...

List of Institute

SL.	Short Name	Institute Name	Address	District	Phone	Email
1	MTCB	Montage Training & Certification (Bangladesh)	142,143 Mirash Para, Post-Monnu Nagor, BSCIC Shilpo Nogori, Thana-Tongi	GAZIPUR	88029816351	montagebd@yahoo.com
2	MAWTS Mirpur	Mirpur Agricultural Workshop and Training School - Mirpur	1/c - 1/A Pallabi, Mirpur 12, Dhaka 1216	DHAKA	029002493	tmmawts@caritasmc.org
3	UCEP Mirpur	UCEP Mirpur Technical School	UCEP Bangladesh, Plot No- 2&3, Mirpur-2	DHAKA	029031014	ucep@ucepb.org
4	ATEI	Al-Islam Technical & Educational Institute (ATEI)	Anarkali,Aukpara,Savar,Dhaka Bangladesh	DHAKA	01985903055	alislam.institute@gmail.com

Figure 6

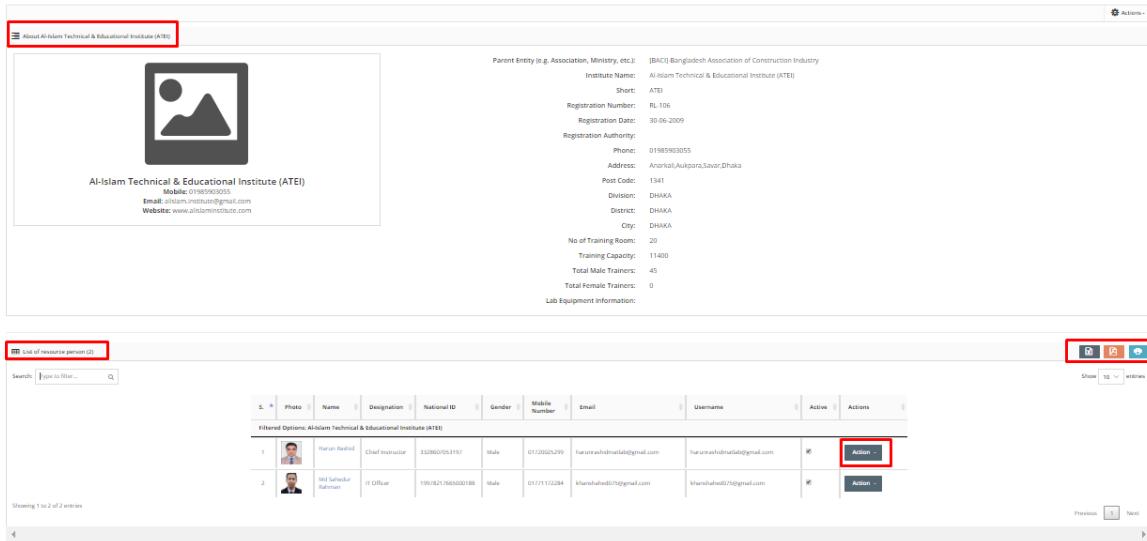
Note: Adding Institutes in system is done by Admin panel, associations cannot add institutes by itself.

Viewing Institute details:

To see details about specific institute, click on →  button.

- Details of that institute will be shown now. Figure: 7.
- Also, user can see resource persons list of that institute below.
- Resource persons can be exported as .xls/pdf/print copy.

- User can edit/view resource person's details by clicking "Action" button.
- Rest password of resource person's account can be done from action button.



S.	Photo	Name	Designation	National ID	Gender	Mobile Number	Email	Username	Active	Actions
1		Harun Rashid	Chief Instructor	332601033107	Male	0172021299	harunrashidmail@gmail.com	harunrashidmail@gmail.com	<input checked="" type="checkbox"/>	
2		Md. Sabirul Khadem	IT Officer	19092106000108	Male	0171112284	khademabd25@gmail.com	khademabd25@gmail.com	<input checked="" type="checkbox"/>	

Figure 7

ii. **Mapping:**

After adding Trainer, user will be able to map trainer with institute and courses. Now system already has Institutes, Trainers and Courses.

To start a training, user need to map courses and trainers for a specific institute. In TMS “Mapping” expands with two options:

- Map Course
- Map Trainers

a. **Map course with institute:**

To map course with institute, user need to go to the left menu. Then click “Training institute >> Mapping >> Map courses”.

- Select “Tranche”.
- Now user can see the list of courses according to contract for that tranche in the left box.
- Select “Institute” name for which user wants to map course.
- Select courses under from left box, then press the → (forward) button to map courses with the institute.
- User can also select courses from right box and press the ← (backward) button to unmapped.

- Use red  (forward)/  (backward) button to map/unmapped all by one click.

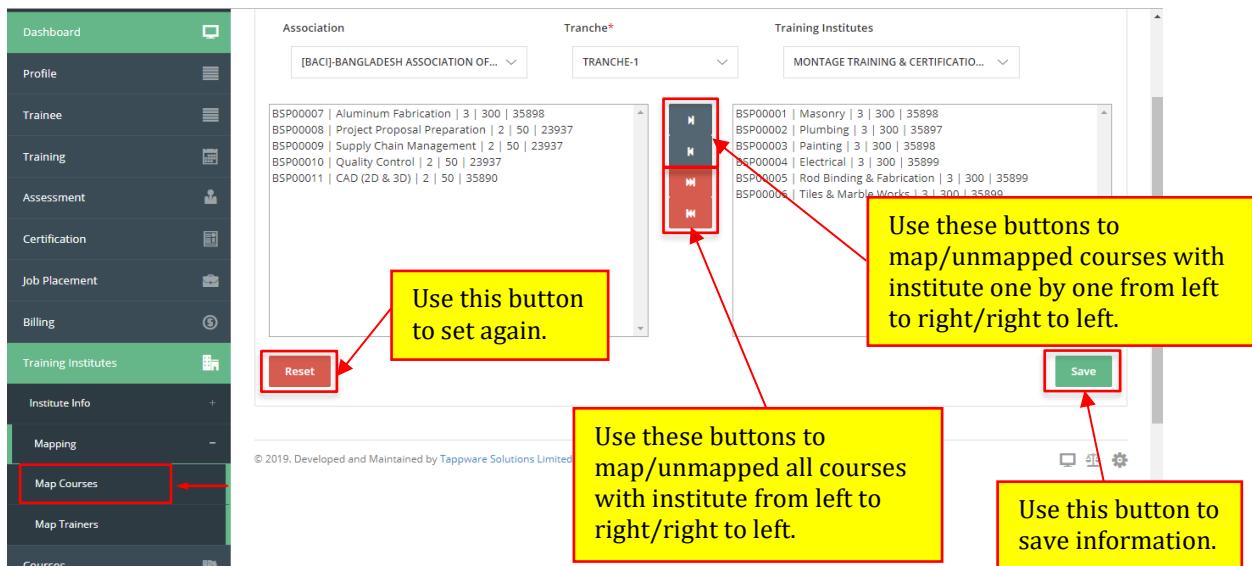


Figure 8

b. Map trainer with institute:

To map trainer with institute from the left menu user need to click “Training institute >> Mapping >> Map trainers”.

- Select “Training Institute”. After selection, user will see a trainers list on left box. Figure: 9.
- Select trainer from left box, then press the  (forward) button to map trainers with the institute.
- User can also select trainers from right box and press the  (backward) button to unmapped.
- Use red  (forward)/  (backward) button to map/unmapped all trainers by one click.
- Mapped trainers name list will be displayed on right box.
- Now click on “Save” button.

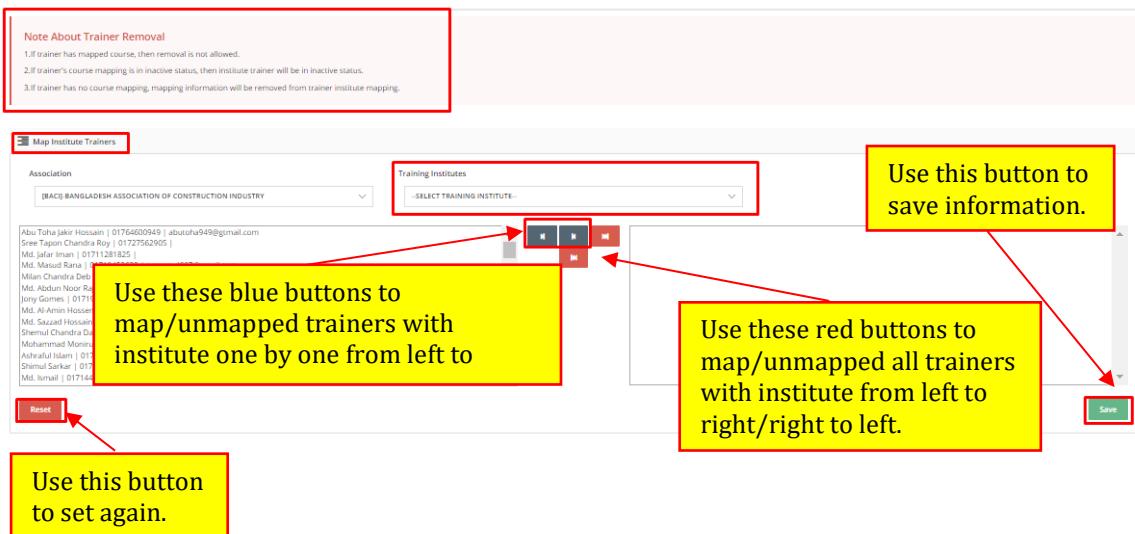


Figure 9

Note:

- 1.If trainer has mapped with course, then removal is not allowed.
- 2.If trainer's course mapping is in inactive status, then institute trainer will be in inactive status.
- 3.If trainer has no course mapping, mapping information will be removed from trainer institute mapping.

5. Courses:

Go to “Courses” from left panel. “Courses” will expand with

- i. Course Info
 - a. Show Courses
- ii. Course Batch
 - a. Show Batches
 - b. Create Batch
- iii. Course Mapping
 - a. Map Course Trainers

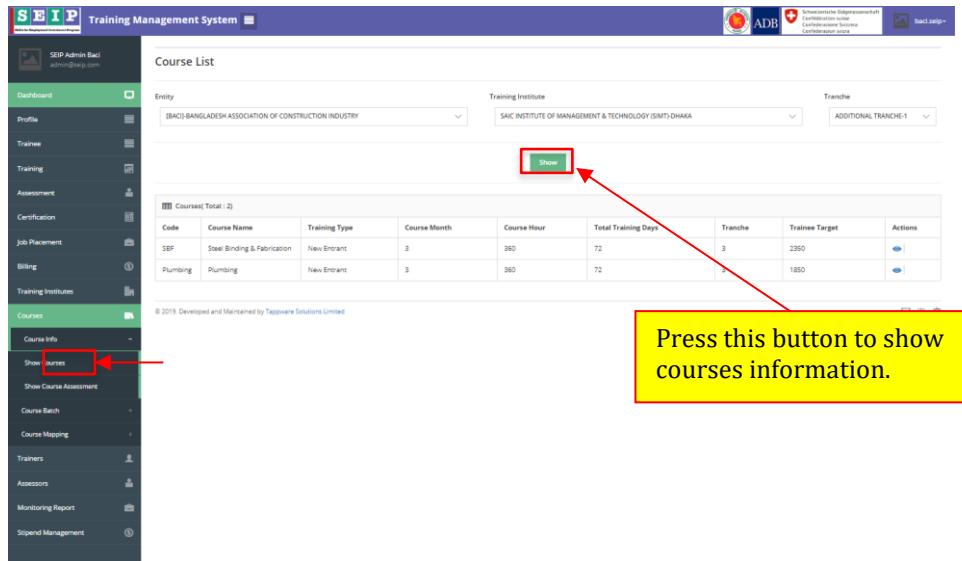
i. Course Info:

a. Show Courses:

For showing course information, user have to navigate to “Courses>>Course Info>>Show Courses”.

- Select the information about “Training Institute” and “Tranche”.

- Click the “Show” button to see the course lists and their details.

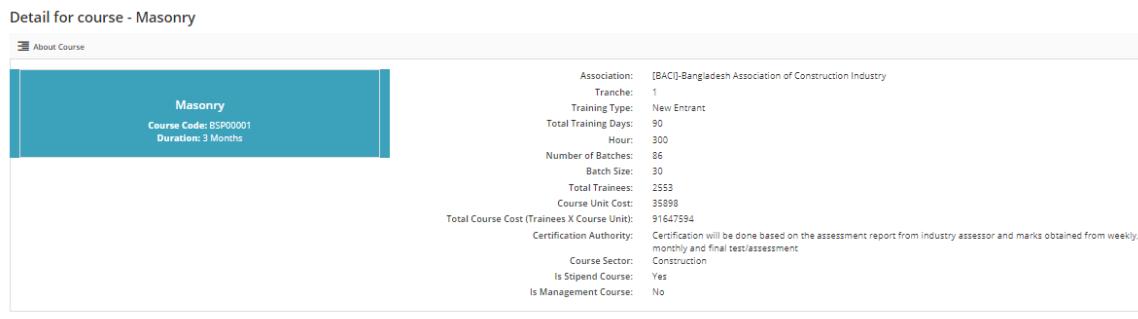


Press this button to show courses information.

Figure 10

View Course details:

Click on →  button from action column to see details of that course.



Association:	[BACI]-Bangladesh Association of Construction Industry
Tranche:	1
Training Type:	New Entrant
Total Training Days:	90
Hour:	300
Number of Batches:	86
Batch Size:	30
Total Trainees:	2553
Course Unit Cost:	35898
Total Course Cost (Trainees X Course Unit):	91647594
Certification Authority:	Certification will be done based on the assessment report from industry assessor and marks obtained from weekly, monthly and final test/assessment.
Course Sector:	Construction
Is Stipend Course:	Yes
Is Management Course:	No

Figure 11

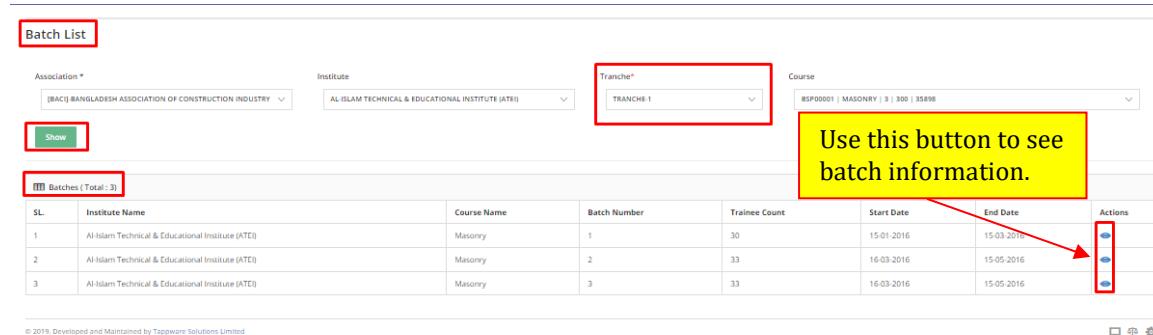
ii. Course Batch

To add new course batch on system, go to “Courses” from left panel. “Courses” will expand with-

- Show Batches
- Create Batch

a. Show Batch:

- Select institute, tranche and course from dropdown.
- After clicking “Show Batch”, batch information in system will redirect the page in “Batch list”. From there user can see batch information. User can follow Figure: 12.



The screenshot shows the 'Batch List' page with the following interface elements:

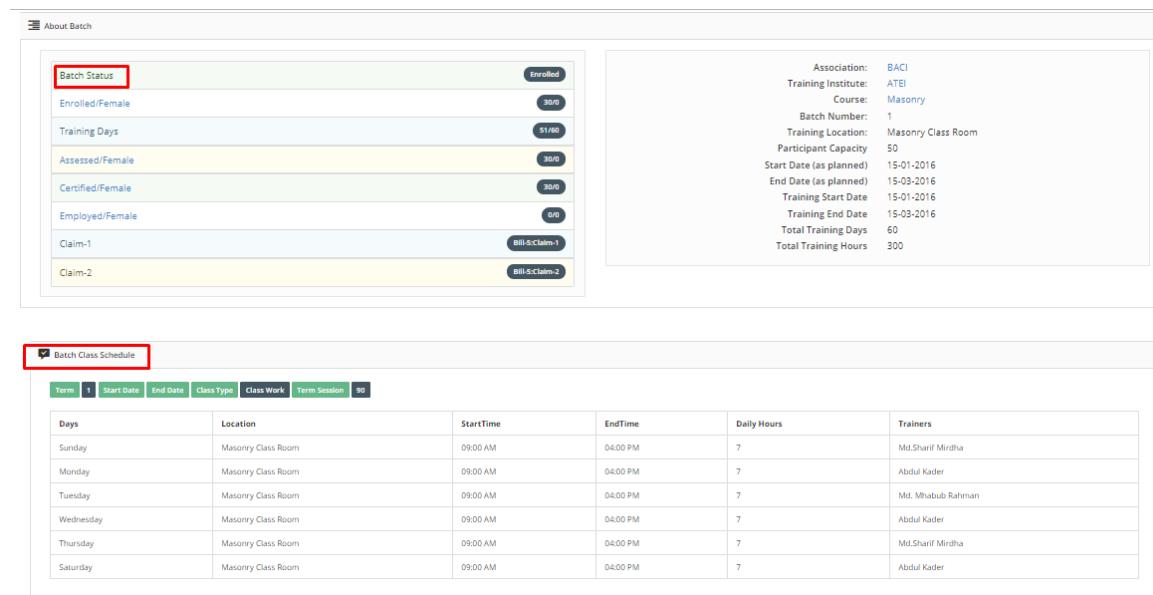
- Search Filters:**
 - Association: BACI BANGLADESH ASSOCIATION OF CONSTRUCTION INDUSTRY
 - Institute: AL ISLAM TECHNICAL & EDUCATIONAL INSTITUTE (ATEI)
 - Tranche: TRANCHE-1 (highlighted with a red box)
 - Course: BSP00001 | MASONRY | 3 | 300 | 3589E
- Buttons:**
 - Show (highlighted with a red box)
 - Use this button to see batch information. (A yellow callout box with a red arrow points to the blue eye icon in the 'Actions' column of the table.)
- Data Table:**

SL.	Institute Name	Course Name	Batch Number	Trainee Count	Start Date	End Date	Actions
1	Al-Islam Technical & Educational Institute (ATEI)	Masonry	1	30	15-01-2016	15-03-2016	
2	Al-Islam Technical & Educational Institute (ATEI)	Masonry	2	33	16-03-2016	15-05-2016	
3	Al-Islam Technical & Educational Institute (ATEI)	Masonry	3	33	16-03-2016	15-05-2016	

Figure 12

View Course Batch details:

Click on → button from action column to see details of that batch.



The screenshot shows two related pages:

- About Batch:**
 - Batch Status:** Enrolled (highlighted with a red box).
 - Enrolled/Female: 300
 - Training Days: 51/60
 - Assessed/Female: 300
 - Certified/Female: 300
 - Employed/Female: 0
 - Claim-1: Bill-E-Claim-1
 - Claim-2: Bill-E-Claim-2
- Batch Class Schedule:**

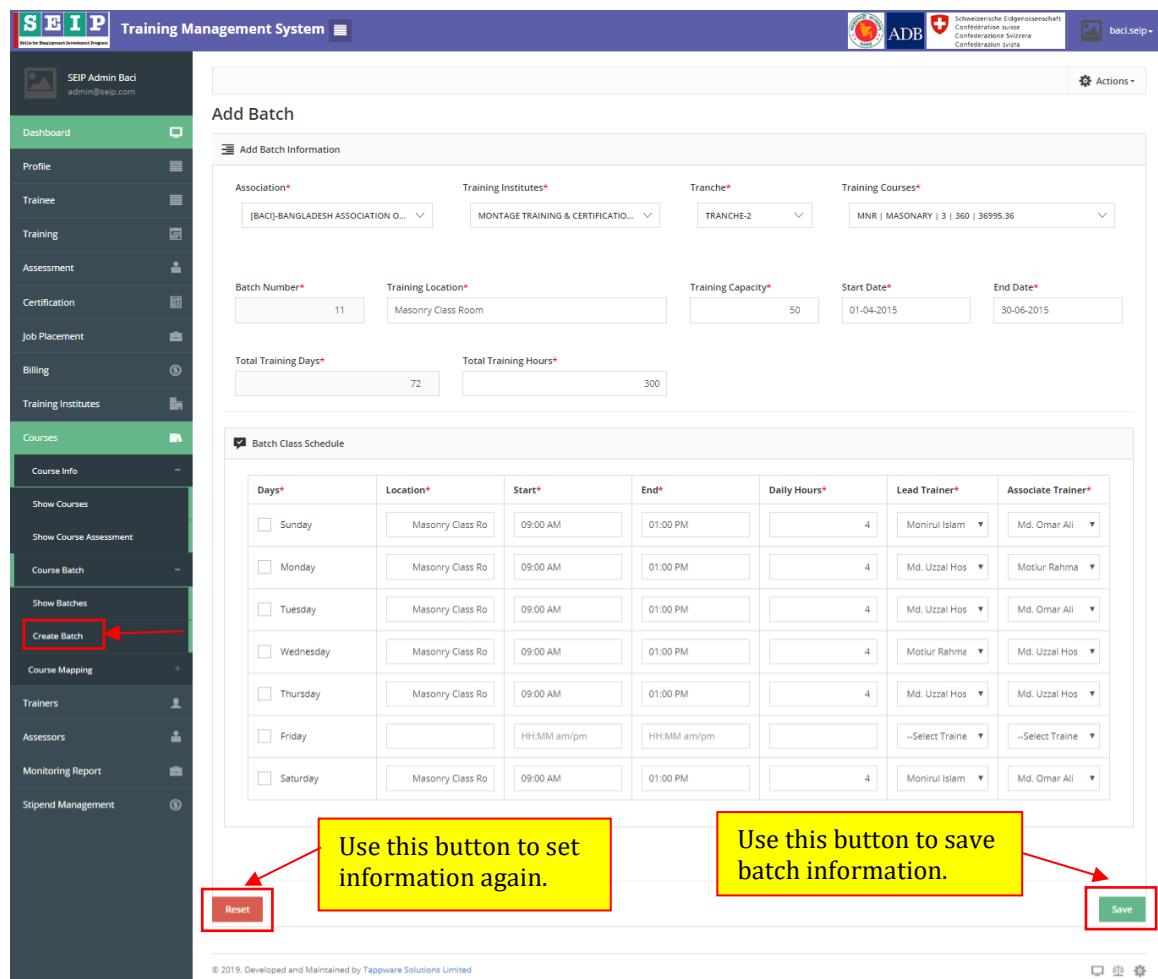
Term	1	Start Date	End Date	Class Type	Class Work	Term Session	90
Days	Location	StartTime	EndTime	Daily Hours	Trainers		
Sunday	Masonry Class Room	09:00 AM	04:00 PM	7	Md Sharif Mirdha		
Monday	Masonry Class Room	09:00 AM	04:00 PM	7	Abdul Kader		
Tuesday	Masonry Class Room	09:00 AM	04:00 PM	7	Md. Mihabul Rahman		
Wednesday	Masonry Class Room	09:00 AM	04:00 PM	7	Abdul Kader		
Thursday	Masonry Class Room	09:00 AM	04:00 PM	7	Md Sharif Mirdha		
Saturday	Masonry Class Room	09:00 AM	04:00 PM	7	Abdul Kader		

Figure 13

b. Create Batch:

To create a batch, click “Create Batch” from the left menu. User will get a new page, which contains heading “Add Batch”.

- From there, user need to fill up all the required (*) information, “Training Institute”, “Tranche” and “Training Courses”.
- User will get the “Batch Number” automatically as per selection,
- User need to add “Training Location”, “Training Capacity”, “Start Date”, “End Date”, and “Total Training Days” & “Total Training Hours”.
- Select “Days”, “Location”, “Start” & “Ending Time”, “Daily Hours”, “Lead Trainer” and “Associate Trainer” from Batch Schedule table.
- Fill up all the information and press “Save” button to save the information for a particular batch. If user want to change the information then user need to press “Reset” button.



The screenshot shows the 'Add Batch' form. At the top, there are dropdown menus for 'Association', 'Training Institutes', 'Tranche', and 'Training Courses'. Below these are fields for 'Batch Number' (11), 'Training Location' (Masonry Class Room), 'Training Capacity' (50), 'Start Date' (01-04-2015), and 'End Date' (30-06-2015). Under 'Batch Class Schedule', there is a table with columns for 'Days*', 'Location*', 'Start*', 'End*', 'Daily Hours*', 'Lead Trainer*', and 'Associate Trainer*'. The table lists days from Sunday to Saturday, each with a specific location, start time, end time, daily hours, lead trainer (Monirul Islam or Md. Omar Ali), and associate trainer (Md. Uzzai Hos or Motiur Rahma). A 'Reset' button is located at the bottom left, and a 'Save' button is located at the bottom right.

Figure 14

iii. Course Mapping:

a. Map Course Trainers

For mapping trainers with course, go to “Courses>>Course Mapping>>Map Course Trainers” option.

User will see the “Map Course Trainers” heading in the page.

- To map, select “Institute”, “Tranche” and “Courses” from drop down menu.
- In the left box, there are trainers for this institute. Select trainers from left box and press the → (forward) button for map trainers with the courses.
- Select trainers from right box and press the → (backward) button for unmapped.
- Use red (forward)/(backward) button to map/unmapped all by one click.

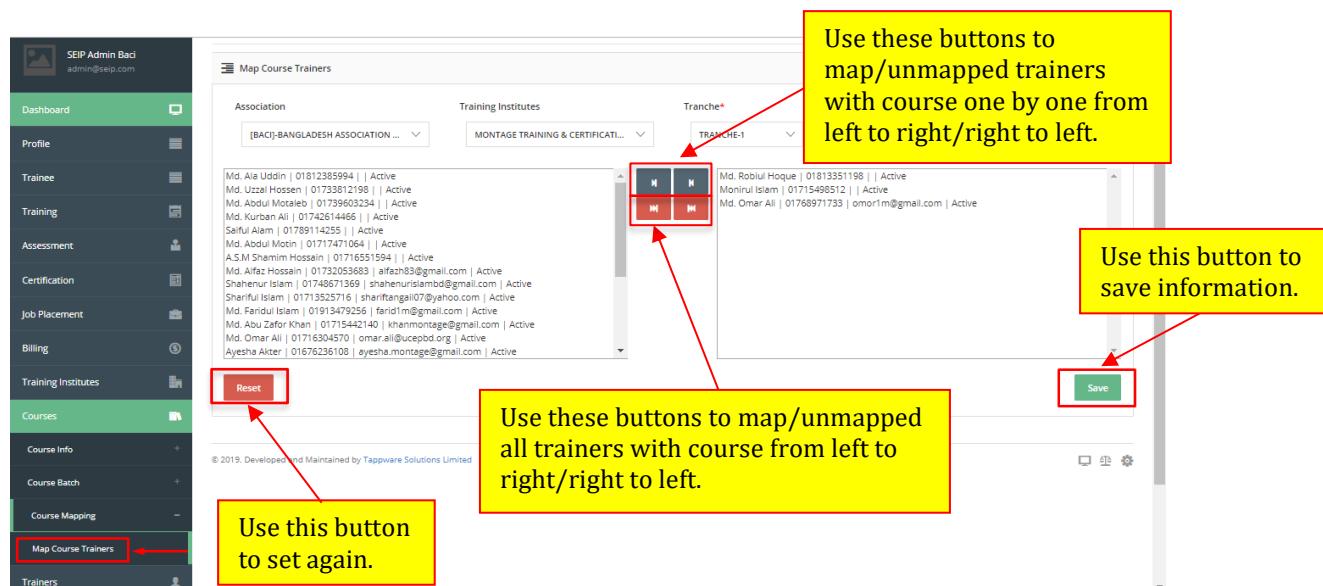


Figure 15

6. Trainers:

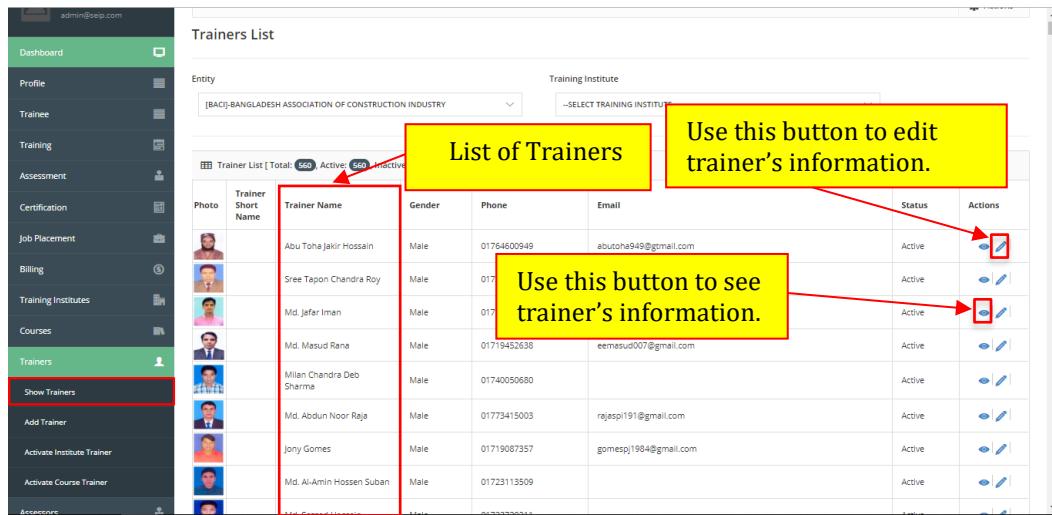
Now user can add/edit trainer's information in system. Navigate to “Trainers” from the left panel. Trainers will expand with four options:

- Show Trainers
- Add Trainers
- Activate Institute Trainer
- Activate Course Trainer

i. Show Trainers:

After clicking on “Show Trainers”, user will be redirect to trainer’s list page and will see all the trainer(s) user added in system. User can see trainer list like below image.

- Select “Training Institute” to show the trainers list of that institution.
- User can see/update trainers’ info from action column.

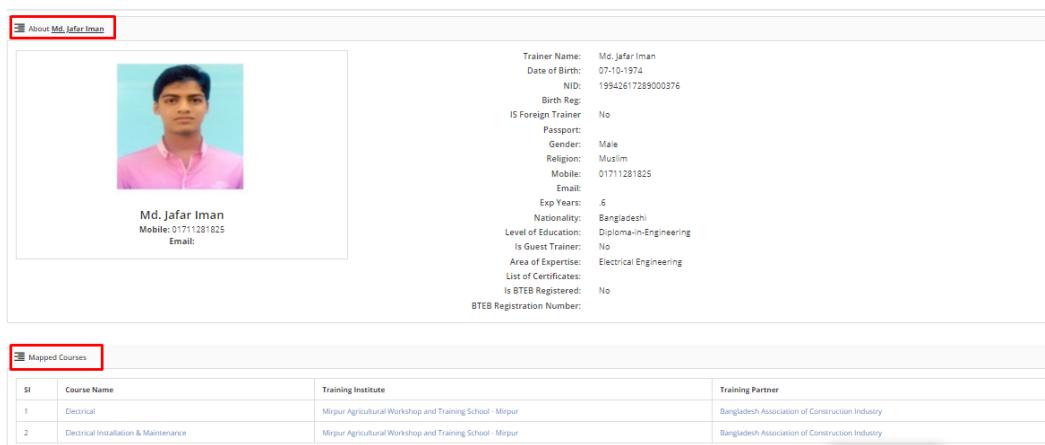


Trainers List						
Entity		Training Institute				
[BACI]-BANGLADESH ASSOCIATION OF CONSTRUCTION INDUSTRY						--SELECT TRAINING INSTITUTE
Trainer List [Total: 660 , Active: 660]		Gender	Phone	Email	Status	Actions
Photo	Trainer Short Name	Trainer Name				
	Abu Toha Jakir Hossain	Male	01764600949	abutoha949@gmail.com	Active	
	Sree Tapon Chandra Roy	Male	017		Active	
	Md. Jafar Iman	Male	017		Active	
	Md. Masud Rana	Male	01719452638	eemasud007@gmail.com	Active	
	Milan Chandra Deb Sharma	Male	01740050680		Active	
	Md. Abdun Noor Raja	Male	01773415003	rojasp191@gmail.com	Active	
	Jony Gomes	Male	01719087357	gomespj984@gmail.com	Active	
	Md. Al-Amin Hossen Suban	Male	01723113509		Active	

Figure 16

View trainer info:

- Click on → button from action column to see details of that trainer.
- User can see the trainer’s details information.
- If the trainer is mapped with course or institute, the information is also displayed.



	Md. Jafar Iman Mobile: 01711281825 Email:	Trainer Name: Md. Jafar Iman Date of Birth: 07-10-1974 NID: 19942617289000376 Birth Reg: No IS Foreign Trainer: No Passport: Gender: Male Religion: Muslim Mobile: 01711281825 Email: Exp Years: 6 Nationality: Bangladeshi Level of Education: Diploma-in-Engineering Is Guest Trainer: No Area of Expertise: Electrical Engineering List of Certificates: Is BTEB Registered: No BTEB Registration Number:
Mapped Courses		
Sl	Course Name	Training Institute
1	Electrical	Mirpur Agricultural Workshop and Training School - Mirpur
2	Electrical Installation & Maintenance	Mirpur Agricultural Workshop and Training School - Mirpur
		Training Partner
		Bangladesh Association of Construction Industry
		Bangladesh Association of Construction Industry

Figure 17



Edit trainer info:

- Click on →  button to update information of that trainer.
- Rewrite info if needed.
- Press “Update” button.

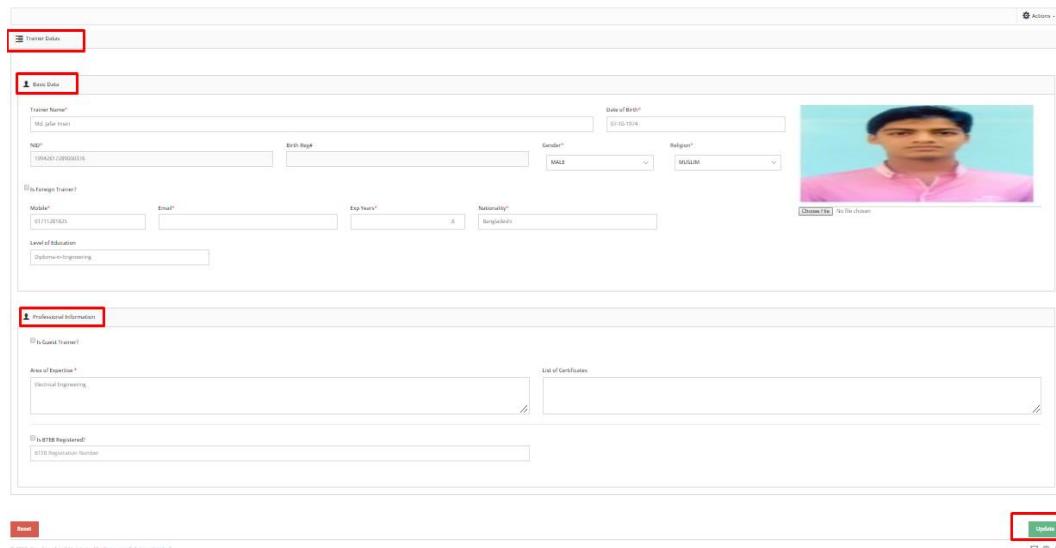


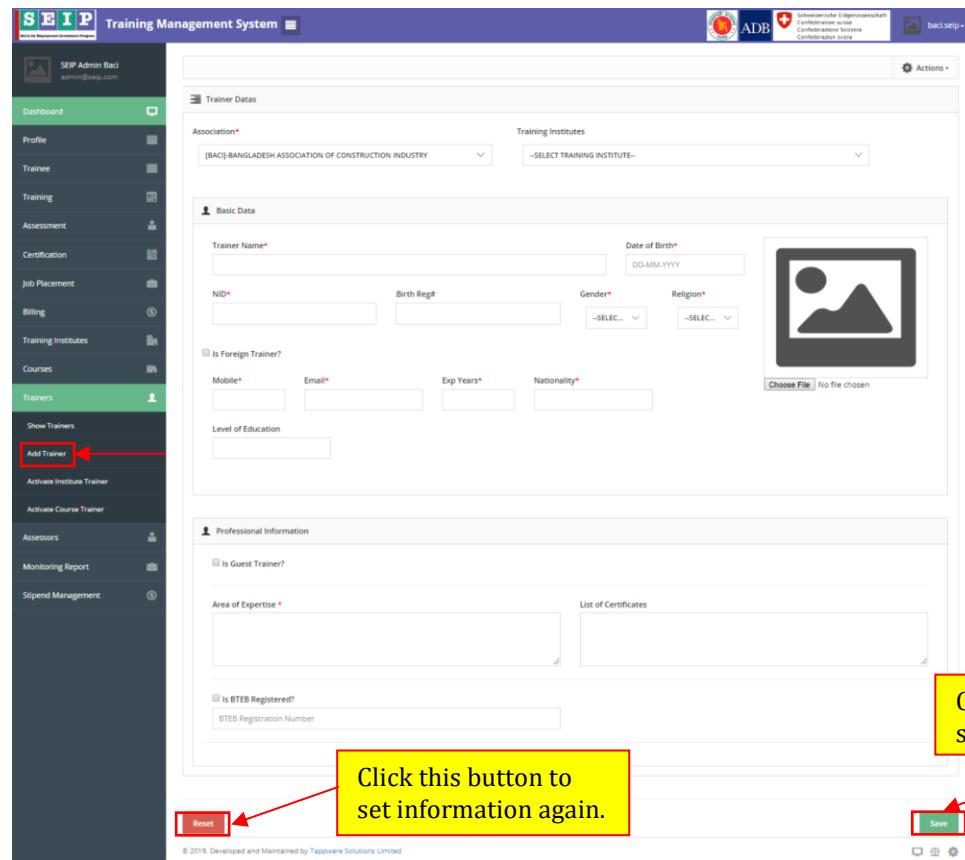
Figure 18

i. Add Trainers:

For adding new trainer in system, user need to click “Trainers>>Add Trainer”.

- Add all required (*) information about the trainer into the page
- Click the button “Save” to save the trainer information.

See the below Figure 19.



Add Trainer

Click this button to save information

Click this button to set information again.

Figure 19

iii. Activate Institute Trainer:

Those trainers who are already mapped with institutes but unmapped for some reason can be activated in this process. To activate institute trainer, user need to click “Activate Institute Trainer”.

- Select Training Institute.
- If there is any inactive trainer the list will be loaded in “Inactive Trainer” dropdown.
- Select trainer.
- Click on “Activate” button to active trainer.

See the below Figure: 20.

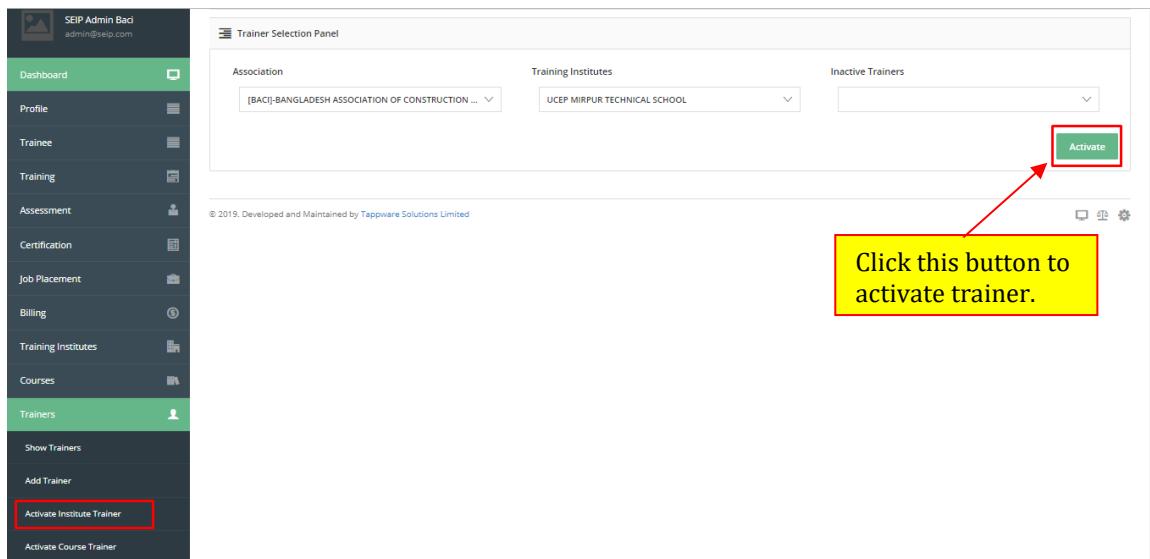


Figure 20

iv. Activate Course Trainer:

Those trainers who are already mapped with courses but unmapped for some reason can be activated in this process. To activate course trainer, user need to click “Activate Course Trainer”.

- Select Training Institutes, Tranche, Course Information.
- If there is any inactive trainer the list will be loaded in “Inactive Trainer” dropdown.
- Select trainer.
- Click on “Activate” button to active trainer.

See the below Figure: 21.

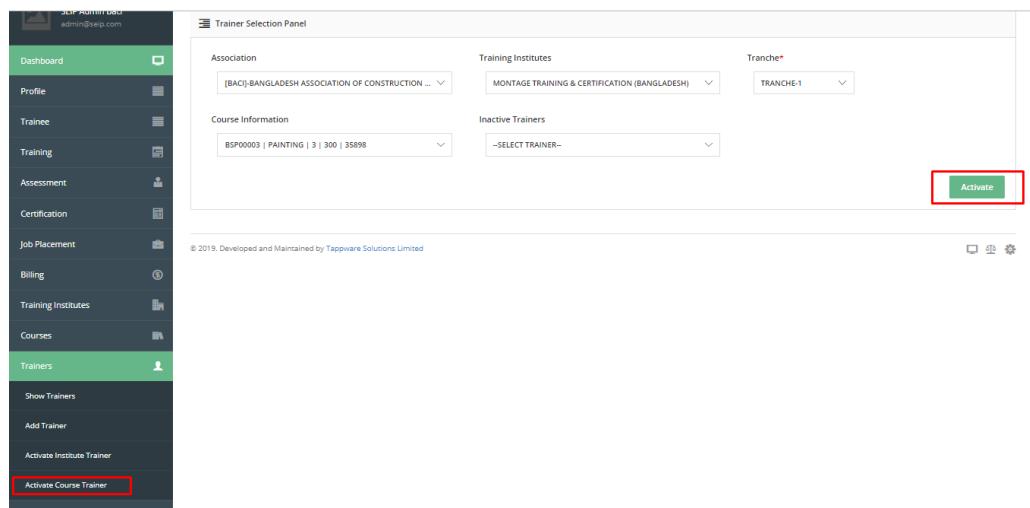


Figure 21

8. Assessors

If user want to add or map assessor, navigate “Assessors” from left panel. Assessor will expand with four options-

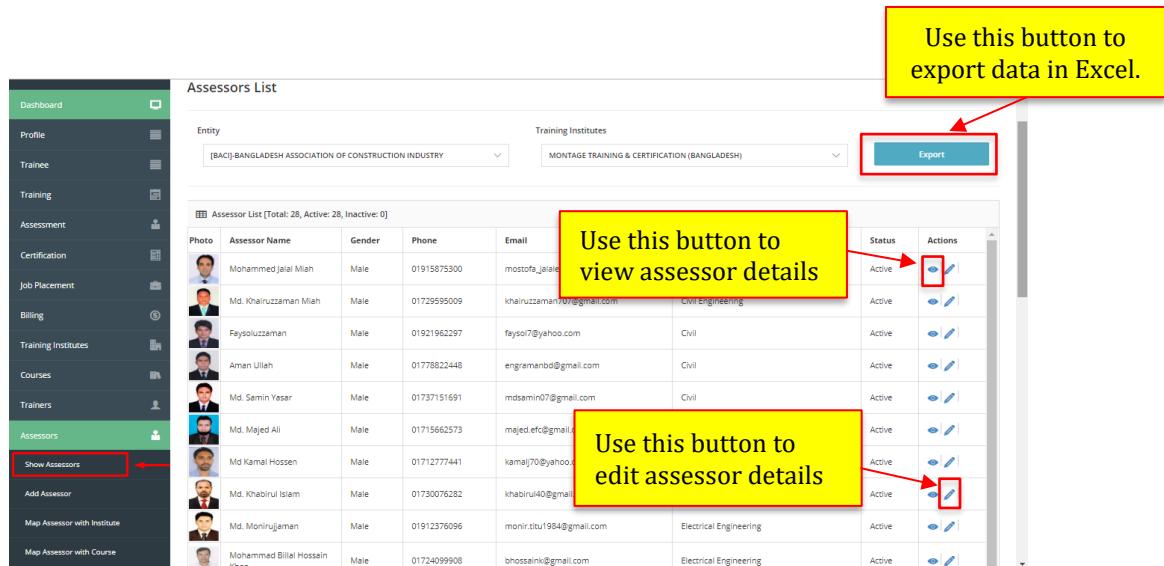
- i. Show Assessors.
- ii. Add Assessor.
- iii. Map Assessor with Institute.
- iv. Map Assessor with Course.

i. Show Assessors:

To see the Assessor list, user have to navigate “Show Assessor” from left panel.

- Initially the page will be loaded with all assessors list added in system for users association.
- Select “Training Institute” from drop down list.
- User will get Assessor list and number of active and inactive Assessor.
- User can view and edit assessor information from the “Action” panel of the assessor list, see figure 22.

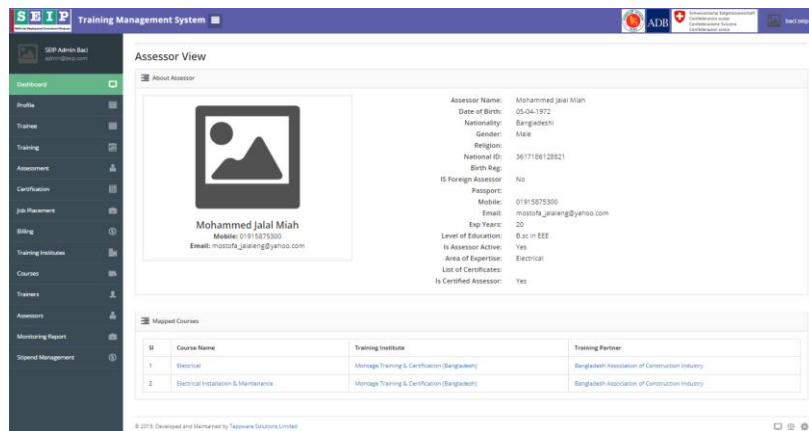
All assessor list can be found in Excel file if user click on “Export” button.



The screenshot shows the 'Assessors List' page. On the left, there's a sidebar with a 'Show Assessors' button highlighted by a red box. The main area has two dropdown menus: 'Entity' set to '[BACI] BANGLADESH ASSOCIATION OF CONSTRUCTION INDUSTRY' and 'Training Institutes' set to 'MONTAGE TRAINING & CERTIFICATION (BANGLADESH)'. A blue 'Export' button is at the top right. Below is a table with columns: Photo, Assessor Name, Gender, Phone, Email, Status, and Actions. Each row has a yellow box with an arrow pointing to the 'Actions' column. The first row's box says 'Use this button to view assessor details' (pointing to the eye icon). The second row's box says 'Use this button to edit assessor details' (pointing to the edit icon). The third row's box also points to the edit icon. The table shows 10 rows of data.

Figure 22

- If user want to edit assessor information then user have to press → according to figure: 22
- User will find a page with title like figure 23, which contains all the information about that assessor.



Assessor View

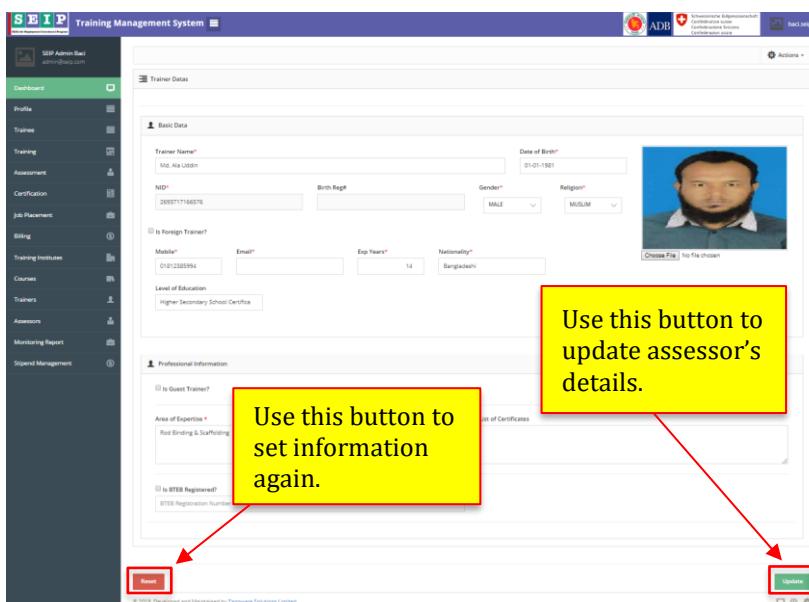
About Assessor

Mapped Courses

S.	Course Name	Training Institute	Training Partner
1	Electrical	Montage Training & Certification (Bangladesh)	Bangladesh Association of Construction Industry
2	Electrical Installation & Maintenance	Montage Training & Certification (Bangladesh)	Bangladesh Association of Construction Industry

Figure 23

- However, if user want to view “Assessor Information”, then user have to press →  according to figure: 22
- User will find a page with title like figure 24 from where user can edit/update information about that assessor.
- Press “Update” button to save the information. If user want to set information again, press “Reset” button.



Trainer Data

Basic Data

Trainer Name*: Md. Al Amin Date of Birth*: 01-01-1981

NID*: 26037711660376 Birth Reg#: Gender*: Male Religion*: MUSLIM

Is Foreign Trainer?

Mobile*: 01712345678 Email*: Exp Years*: 14 Nationality*: Bangladeshi

Professional Information

Is Guest Trainer? Area of Expertise*: Rod Binding & Scaffolding

Is BTEB Registered? BTEB Registration Number:

Use this button to update assessor's details.

Use this button to set information again.

Figure 24

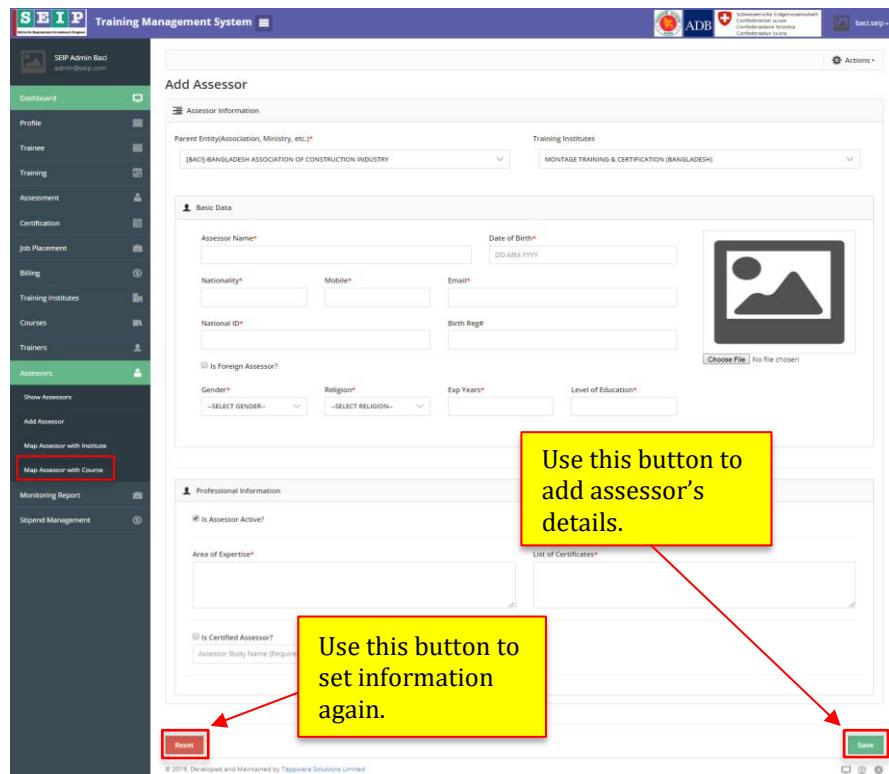
b. Add Assessor:

For adding Assessor, user have to navigate “Add Assessor” from the left panel.

- User will get a page to provide assessor information.



- Fill up the entire field as required.
- Press “Save” button to save the information in system.
- If user want to set the information again about an assessor, then user have to press “Reset” button.



The screenshot shows the 'Add Assessor' form in the SEIP Training Management System. The left sidebar has a green 'Assessors' tab selected. The main form has two sections: 'Basic Data' and 'Professional Information'. In 'Basic Data', fields include 'Assessor Name*', 'Date of Birth*', 'Nationality*', 'Mobile*', 'Email*', 'National ID*', 'Birth Regd*', and file upload fields for 'Profile Picture' and 'Choose File'. Below these are dropdowns for 'Gender*' and 'Religion*' and input fields for 'Exp Years*' and 'Level of Education*'. In 'Professional Information', there are checkboxes for 'Is Assessor Active?' and 'Is Certified Assessor?', and a dropdown for 'Assessor Body Name (Optional)'. At the bottom are 'Reset' and 'Save' buttons. A yellow box highlights the 'Reset' button with the text 'Use this button to set information again.' A yellow box highlights the 'Save' button with the text 'Use this button to add assessor's details.'

Figure 25

c. Map Assessor with Institute:

User need to map assessor with institute after adding assessor. For mapping assessor with Institute, user have to follow the steps-

- Select Association and Training institute from the drop-down menu.
- Select Assessor from left box and press the (forward) button for map assessors with the institute.
- Select assessors from right box and press the (backward) button for unmapped.
- Use red forward/backward button to map/unmapped all by one click.

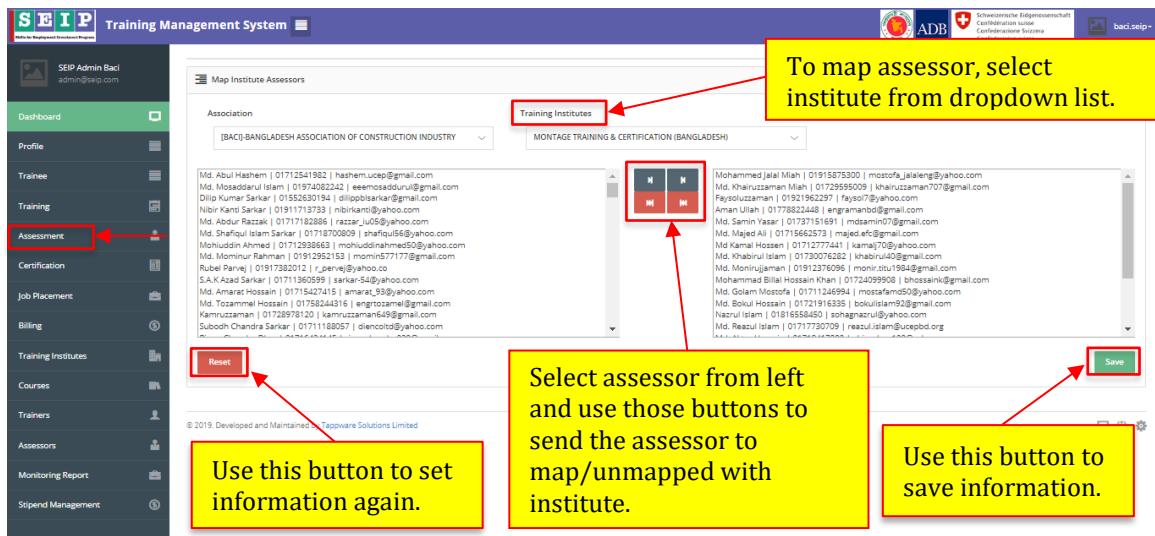


Figure 26

d. Map Assessor with Course:

User need to map Assessor with course also after adding Assessor. For mapping assessor with course, user have to follow the steps-

- Select Training institute, Tranche and Course from the dropdown menu.
- Select Assessor from left box and press the (forward) button for map assessors with the course.
- Select assessor from right box and press the (backward) button for unmapped.
- Use red forward/backward button to map/unmapped all by one click.

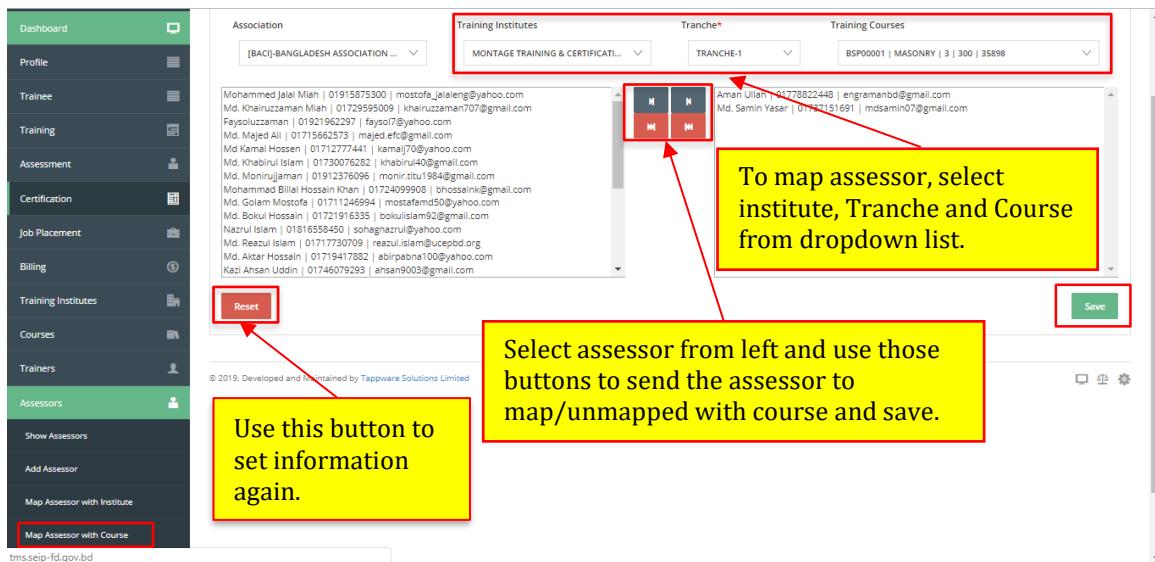


Figure 27

9. Trainee Enrollment:

User need to add trainees now in the system. User can add trainee by following the “Trainee” Menu.

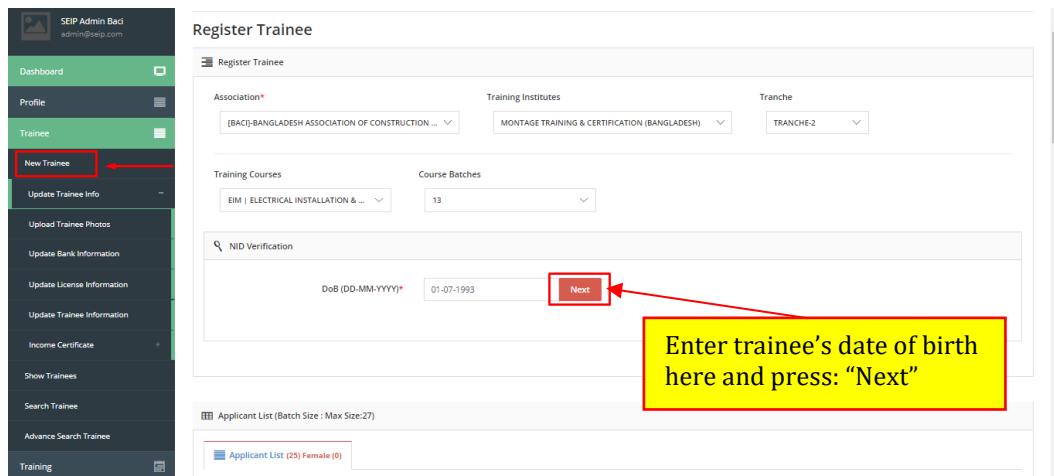
From the left panel navigate to “Trainee”. It will expand with

- i. New Trainee
- ii. Update Trainee Info
 - a. Upload Trainee Photos
 - b. Update Bank Information
 - c. Update License Information
 - d. Update Trainee Information
 - e. Income Certificate
 - e1. Required Income Certificate
 - e2. Upload Income Certificate
 - e3. Income Certificate Status
- iii. Show Trainees
- iv. Search Trainee
- v. Advance Search Trainee

i. New Trainee

To add new trainee(s) select “New Trainee”. User can navigate here by “Trainee >> New Trainee”. User will see new trainee add page like below image:

- Select “Training Institute”, “Tranche”, “Training Courses” and “Course Batches”.
- Enter trainee’s date of birth and press “Next”.

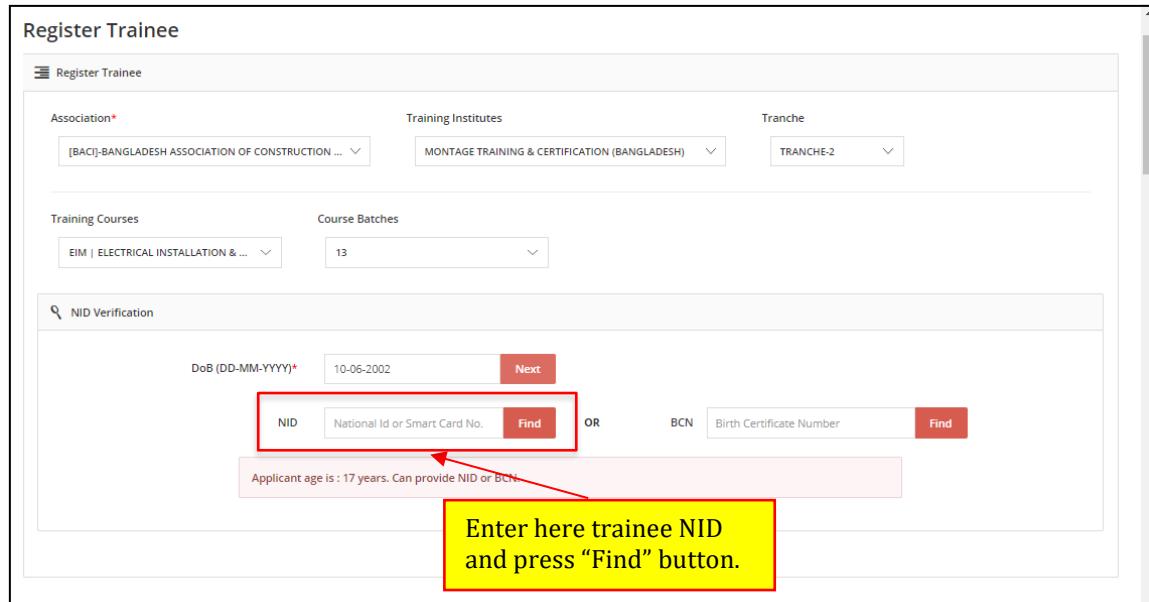


The screenshot shows the 'Register Trainee' page. On the left sidebar, the 'Trainee' section is selected, and the 'New Trainee' button is highlighted with a red box and an arrow pointing to it. The main form has fields for 'Association*', 'Training Institutes', 'Tranche', 'Training Courses', 'Course Batches', and 'NID Verification'. A yellow box with a red arrow points to the 'Next' button in the NID verification section, with the instruction: 'Enter trainee's date of birth here and press: "Next"'.

Figure 28

- After clicking, the “Next” button with date of birth user will see two more fields: 1) NID, 2) BCN.
- Enter trainee NID in the NID field and press “Find” button.

Note: If the trainee does not have a NID then user can use BCN option. But if the age of trainee is upper than 20 years then he/she must provide the NID number.

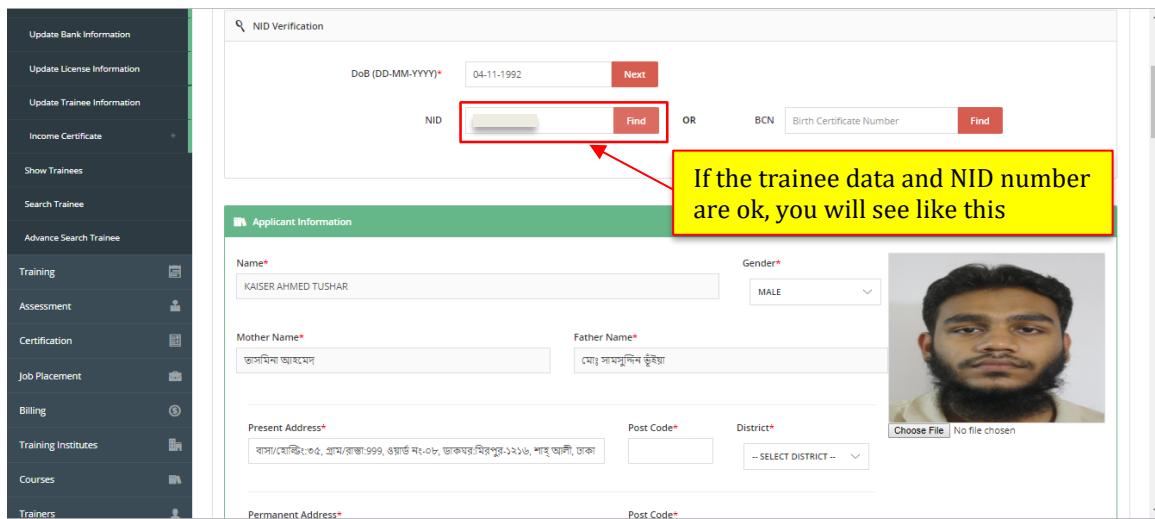


The screenshot shows the 'Register Trainee' page. The 'NID Verification' section is highlighted with a red box. It contains fields for 'DOB (DD-MM-YYYY)*' (10-06-2002), 'NID' (National Id or Smart Card No.), 'Find' button, 'BCN' (Birth Certificate Number), and another 'Find' button. A yellow box with a red arrow points to the 'Find' button next to 'NID', with the instruction: 'Enter here trainee NID and press "Find" button.' Below this, a message says: 'Applicant age is : 17 years. Can provide NID or BCN.'

Figure 29

- If the provided birth date and NID are matched with NID server, user will see like below image (figure :30):

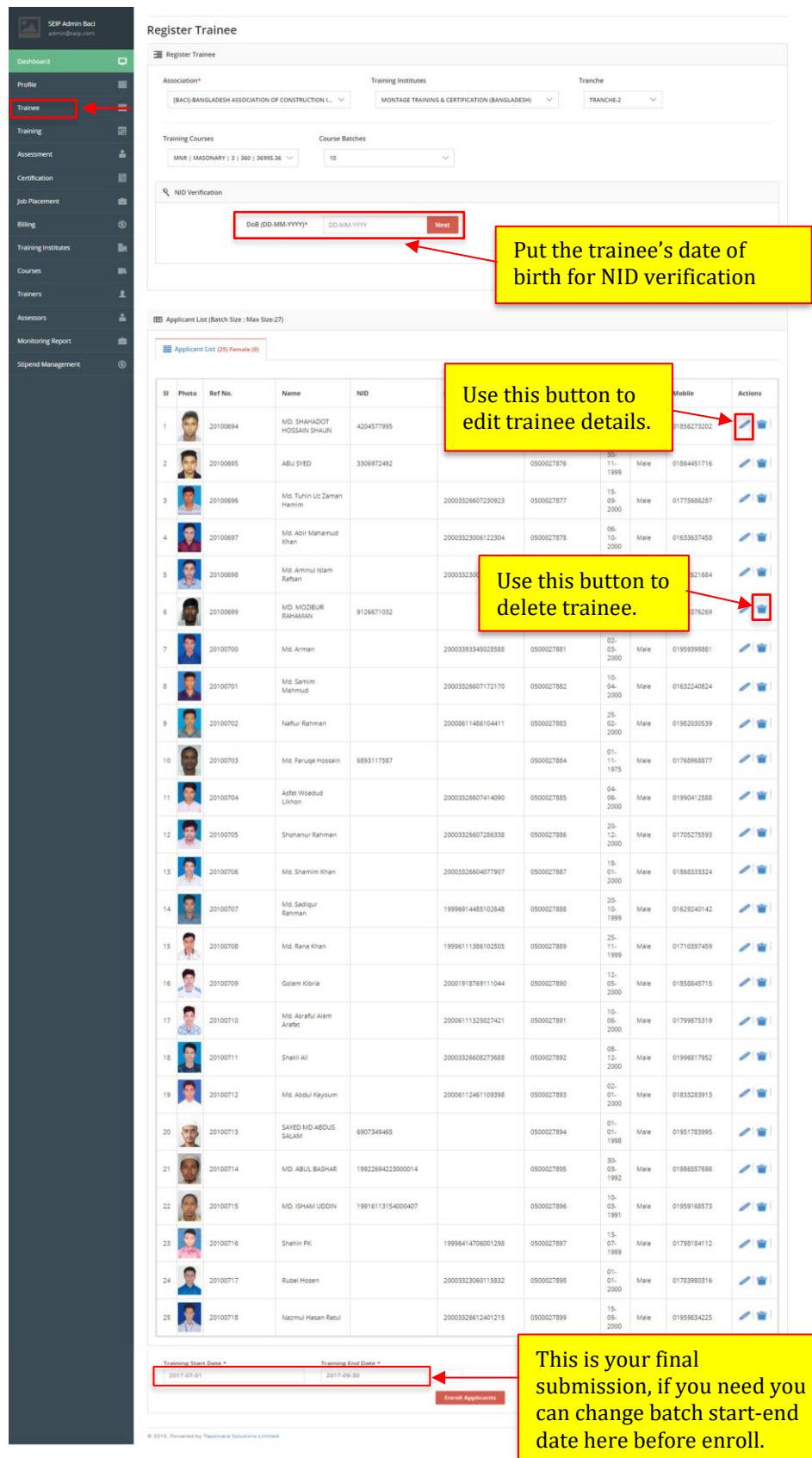
- User will get some pre-defined information automatically from the NID server. The rest of information user have to input manually.
- If the trainee cannot provide a NID then he or she must have to provide a BCN. If user add trainee by BCN then user will not get any information automatically, user have to add all the trainee information manually for the all required field.



The screenshot shows the 'NID Verification' section where a user has entered their Date of Birth (DoB) as '04-11-1992'. Below this, there are two search options: 'NID' and 'BCN', each with a 'Find' button. A red box highlights the 'Find' button next to the 'NID' input field. An arrow points from this highlighted area to a yellow callout box containing the text: 'If the trainee data and NID number are ok, you will see like this'. The main form below is titled 'Applicant Information' and includes fields for Name*, Gender*, Mother Name*, Father Name*, Present Address*, Post Code*, District*, and Permanent Address*. There is also a 'Choose File' button for uploading a photo, which currently shows a placeholder image of a person's face.

Figure 30

- User have to add trainee one by one for a batch. After user have added all, user will see like the below image.
- When user have added all the required trainees for the batch, user can now finally ready to enroll these trainees. See the below image (figure 31).
- Before final enroll user can edit/delete trainee information, after enroll user cannot edit any information of any trainee.



Register Trainee

NID Verification

DoB (DD-MM-YYYY) * DD-MM-YYYY **Next**

Applicant List (Batch Size : Max Size:27)

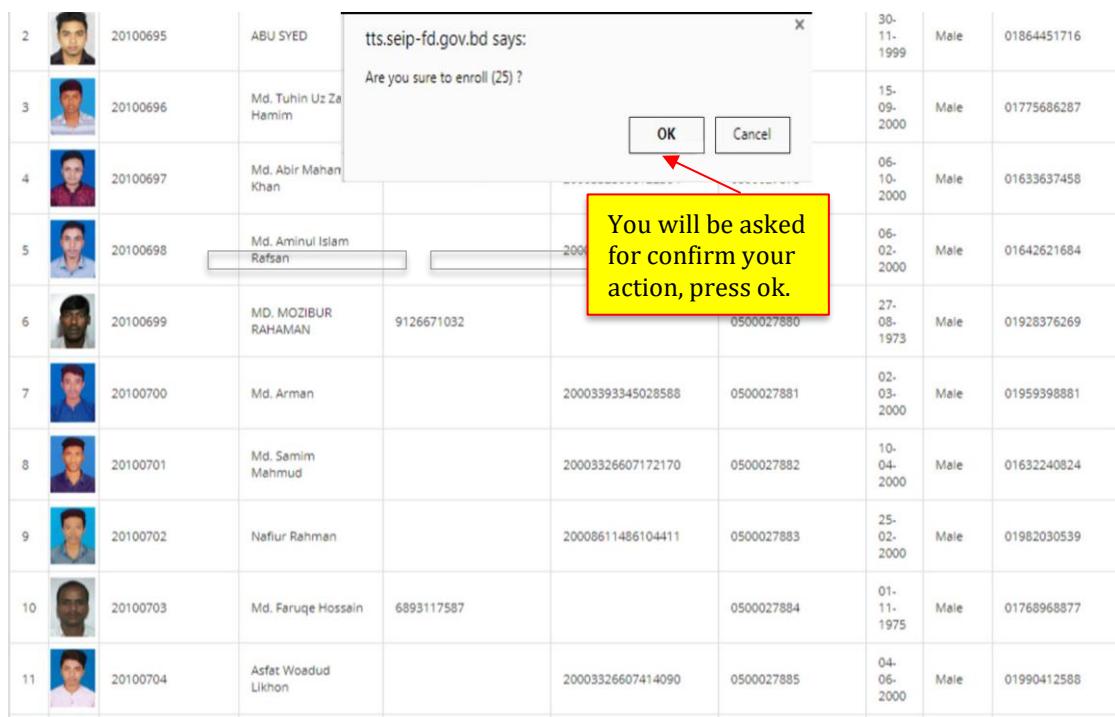
Sl	Photo	Ref No.	Name	NID	Mobile	Actions
1		20100694	MD. SHAHADOT HOSSAIN SHAUL	4204577995	01856273202	
2		20100695	ABU SYED	3306972492	01864451716	
3		20100696	Mst. Turin Uz Zaman Hamim	20003246607230923	01775686287	
4		20100697	Md. Abir Mahmud Khan	20003323006122304	01633637458	
5		20100698	Md. Arminul Islam Rahan	20003323200	01821684	
6		20100699	MD. MOZIBUR RAHAMAN	9126671032	01756269	
7		20100700	Md. Arman	20003391345028588	01959398881	
8		20100701	Md. Samim Mahmud	20003326607172170	01632240824	
9		20100702	Nafisur Rahman	20008611486104411	01982030539	
10		20100703	Md. Feruqe Hossain	6893117587	01768968877	
11		20100704	Astet Woedud Likhon	20003326607414099	01990412588	
12		20100705	Shohanzur Rahman	20003326607286338	01705275593	
13		20100706	Md. Shamim Khan	20003326604077907	01868333324	
14		20100707	Md. Sadiqur Rahman	19998914485102648	01629240142	
15		20100708	Md. Rana Khan	19996111386102805	01710397459	
16		20100709	Golam Kibria	20001918769111044	01858845715	
17		20100710	Md. Ariful Alam Afridi	20006111325027421	01799073319	
18		20100711	Shakil Ali	20003326608273688	01996817952	
19		20100712	Md. Abdul Kayum	20006112461109398	01833283913	
20		20100713	SAVED MD ABDUS SALAM	6907349465	01951783995	
21		20100714	MD. ABUL BASHAR	19922694233000014	01986557698	
22		20100715	MD. ISHAM UDDIN	19916113154000407	01959165573	
23		20100716	Shahin PI	19996414706001298	01798184112	
24		20100717	Rubel Hosen	20003323060115832	01763980316	
25		20100718	Nazmul Hasan Ratul	20003326612401215	01959834225	

Training Start Date * Training End Date *

2017-07-01 2017-09-30 **Enroll Applicant**

Figure 31

- When user press the “Enroll Applicants” button, user will be asked for a confirmation, press “Ok” to enroll.

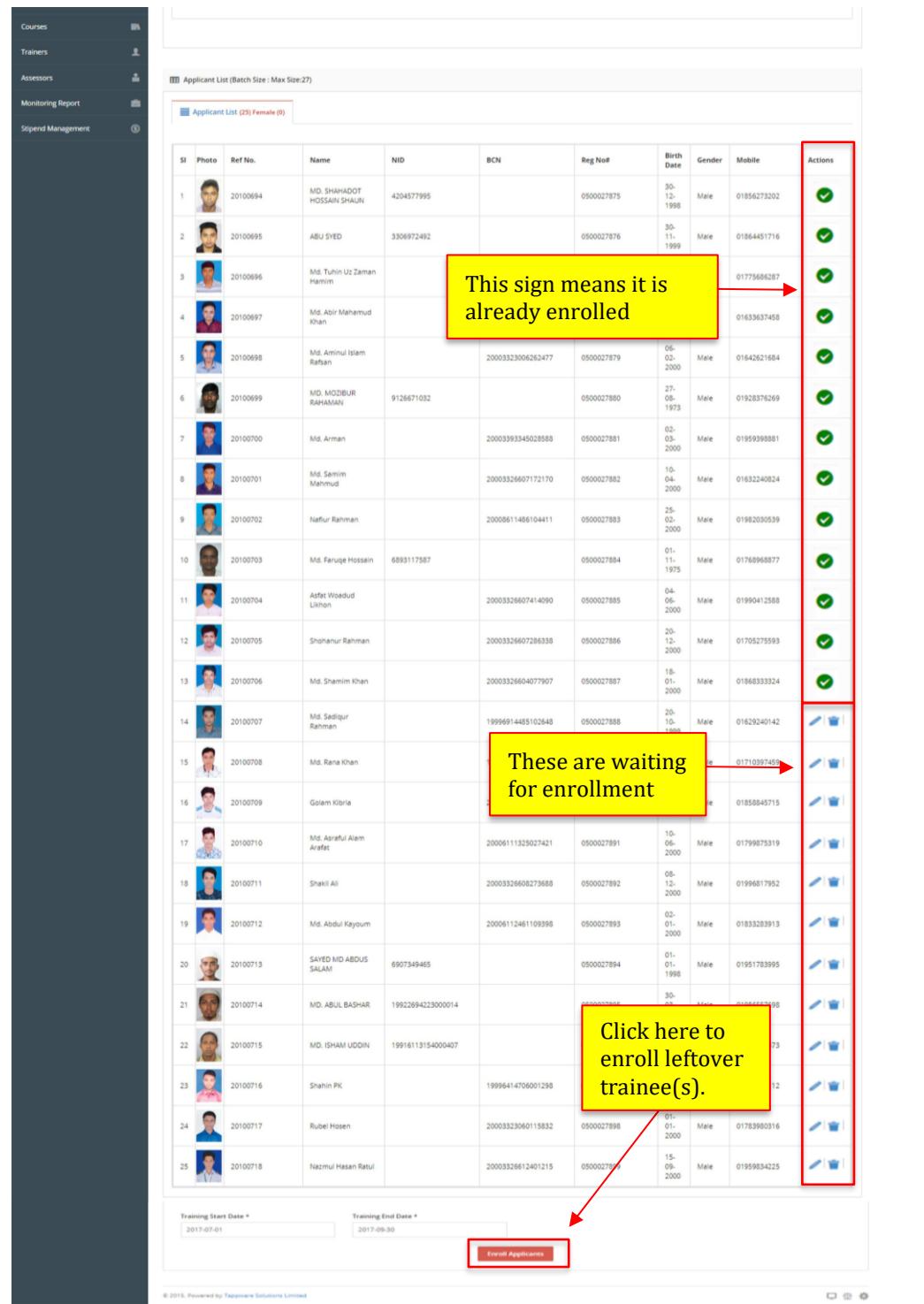


The screenshot shows a table of trainees with columns for ID, Photo, Roll Number, Name, and Birth Date. A modal dialog box titled "tts.seip-fd.gov.bd says:" asks "Are you sure to enroll (25) ?" with "OK" and "Cancel" buttons. A yellow callout box with a red arrow points to the "OK" button, containing the text "You will be asked for confirm your action, press ok."

2		20100695	ABU SYED			30-11-1999	Male	01864451716	
3		20100696	Md. Tuhin Uz Zai Hemim			15-09-2000	Male	01775686287	
4		20100697	Md. Abir Mahan Khan			06-10-2000	Male	01633637458	
5		20100698	Md. Aminul Islam Rafsan	200		06-02-2000	Male	01642621684	
6		20100699	MD. MOZIBUR RAHAMAN	9126671032	0500027880	27-08-1973	Male	01928376269	
7		20100700	Md. Arman		20003393345028588	0500027881	02-03-2000	Male	01959398881
8		20100701	Md. Samim Mahmud		20003326607172170	0500027882	10-04-2000	Male	01632240824
9		20100702	Nafiu Rahman		20008611486104411	0500027883	25-02-2000	Male	01982030539
10		20100703	Md. Faruqe Hossain	6893117587		0500027884	01-11-1975	Male	01768968877
11		20100704	Asfat Woadud Likhon		20003326607414090	0500027885	04-06-2000	Male	01990412588

Figure 32

- If user have planned to enroll some now and others later, user also can do that. See the below image (figure 33): This is the trainee list for the batch. Here user can see three trainees with green sign. These are already enrolled and others are not yet enrolled.
- To enroll others, user have to navigate to “Trainee >> New Trainee” from the left menu.



This sign means it is already enrolled

These are waiting for enrollment

Click here to enroll leftover trainee(s).

SI	Photo	Ref No.	Name	NID	BCN	Reg No#	Birth Date	Gender	Mobile	Actions
1		20100694	MD. SHAHADOT HOSSAIN SHAUN	4204577995		0500027875	30-12-1998	Male	01856273202	
2		20100695	ABU SYED	3306972492		0500027876	30-12-1999	Male	01864451716	
3		20100696	Md. Tuhin Uz Zaman Hamim							
4		20100697	Md. Abir Mahamud Khan							
5		20100698	Md. Aminul Islam Rofsan		20003323006262477	0500027879	06-02-2000	Male	016462621684	
6		20100699	MD. MOZIBUR RAHAMAN	9126671032		0500027880	27-08-1973	Male	01928376269	
7		20100700	Md. Arman		20003393345028588	0500027881	02-03-2000	Male	01959398881	
8		20100701	Md. Semim Mahmud		20003326607172170	0500027882	10-04-2000	Male	01632240824	
9		20100702	Nafur Rahman		20008611486104411	0500027883	25-03-2000	Male	01982030539	
10		20100703	Md. Feruqe Hossain	6893117587		0500027884	01-11-1975	Male	01768968877	
11		20100704	Astut Woedud Likhon		20003326607414090	0500027885	04-06-2000	Male	01990412588	
12		20100705	Shohanzur Rahman		20003326607286338	0500027886	20-12-2000	Male	01705275593	
13		20100706	Md. Shamim Khan		20003326604077907	0500027887	18-01-2000	Male	01868333324	
14		20100707	Md. Sadiqur Rahman		19996914485102648	0500027888	20-10-2000	Male	01629240142	
15		20100708	Md. Rana Khan							
16		20100709	Golam Kibria							
17		20100710	Md. Asraful Alem Arefat		20006111325027421	0500027891	10-06-2000	Male	01799875319	
18		20100711	Shakil Ali		20003326608273688	0500027892	08-12-2000	Male	01996817952	
19		20100712	Md. Abdul Keysum		20006112461109398	0500027893	02-01-2000	Male	01833283913	
20		20100713	SAYED M ABDUS SALAM	6907349465		0500027894	01-01-1998	Male	01951783995	
21		20100714	MD. ABUL BASHAR	1992269422300014		0500027895	30-09-2000	Male	01864467698	
22		20100715	MD. ISHAM UDDIN	19916113154000407						
23		20100716	Shahin PK		19996414706001298					
24		20100717	Rubel Hosen		20003323060115832	0500027896	01-01-2000	Male	01783980316	
25		20100718	Nazmul Hasan Ratul		20003326612401215	0500027897	15-09-2000	Male	01959834225	

Training Start Date * 2017-07-01 Training End Date * 2017-09-30

Enroll Applicants

Figure 33

ii. Update Trainees:

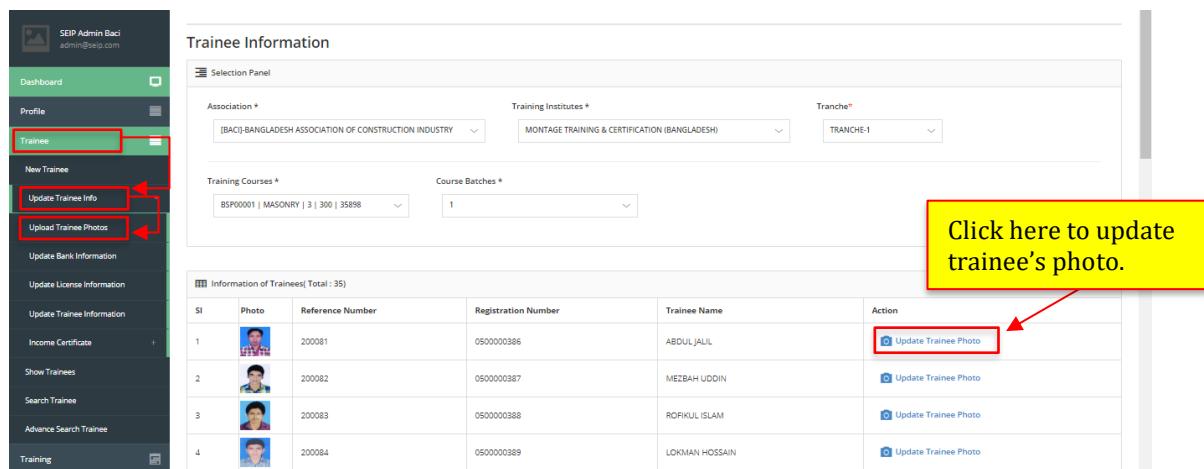
If user want to edit/update any information about trainee(s) user need to navigate "Trainee>>Update Trainee Info".

There are four editing options. User can upload trainee photo, update bank information, update license information and update trainee information.

a. Uploaded trainee Photos:

Trainee's old photo can be updated from here. user can change/update his/her photo from NID server or local computer.

- User need to click “Uploaded trainee Photos”.
- Select “Training Institute”, “Tranche”, “Training Courses” and “Course Batches”.
- All trainee list of that batch will be loaded.
- There user find “Update trainee Photo” in “Action” column.



Trainee Information

Selection Panel

Association *	Training Institutes *	Tranche*
(BACI)-BANGLADESH ASSOCIATION OF CONSTRUCTION INDUSTRY	MONTAGE TRAINING & CERTIFICATION (BANGLADESH)	TRANCHE-1

Information of Trainees (Total : 35)

SI	Photo	Reference Number	Registration Number	Trainee Name	Action
1		200081	0500000386	ABDUL JALIL	Update Trainee Photo
2		200082	0500000387	MEZBAH UDDIN	Update Trainee Photo
3		200083	0500000388	ROFIKUL ISLAM	Update Trainee Photo
4		200084	0500000389	LOKMAN HOSSAIN	Update Trainee Photo

Figure 34

Now user will find the page like **figure 35**

- User can add photo from local machine.
- Or user can get trainee photo by NID or Smart Card.
- Press “Save” button to save the updated information. If user don't need the photo then press “Close” button.

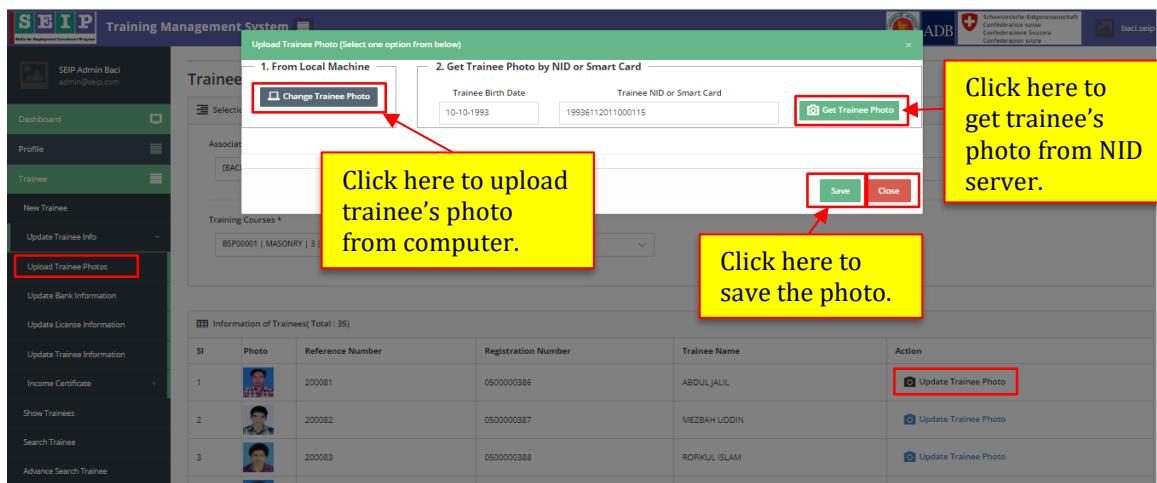


Figure 35

b. Update Bank Information:

User can also update the bank information of a trainee in this panel. If the trainee doesn't provide any bank account details user can add his/her bank detail.

- User need to click “Update Bank Information”.
- Select “Training Institute”, “Tranche”, “Training Courses” and “Course Batches”.
- All trainee list of that batch will be loaded.
- In “Action” column user will find the option to edit bank information.

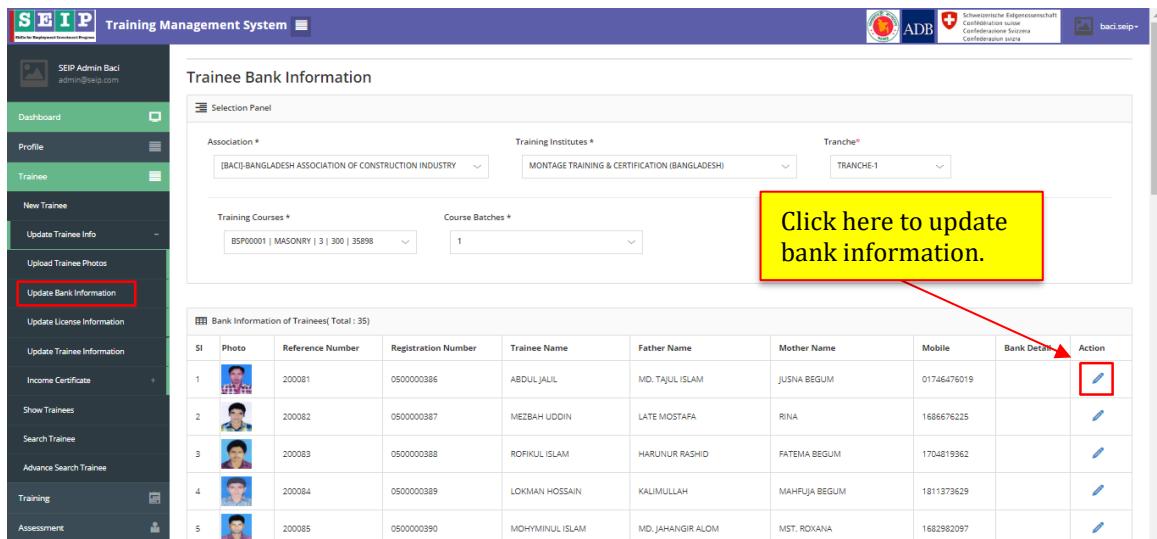
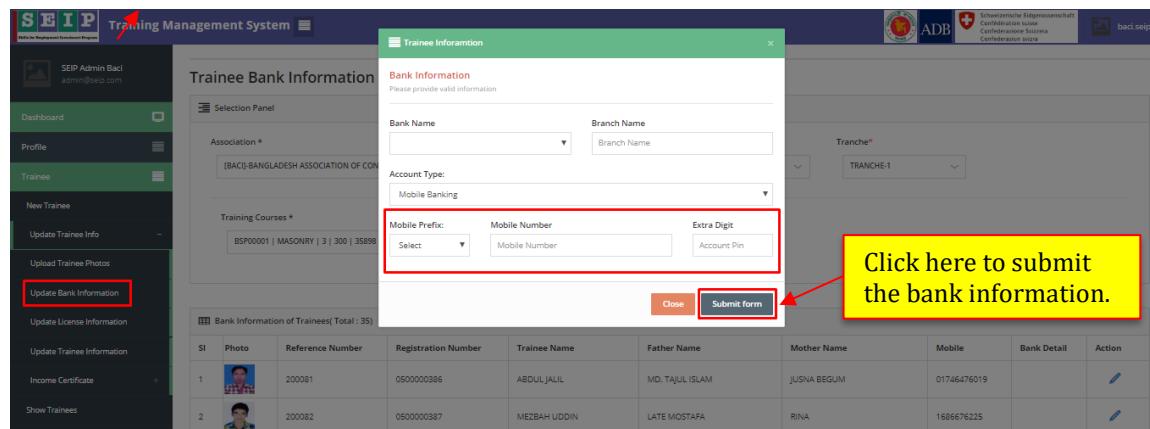


Figure 36

User will find the page like **figure 36**

- Select the “Bank Name”, “Branch Name” and “Account Type”
- If it is the bank type is “Mobile Banking” then select “Mobile Prefix”, Put the mobile number and an “Extra Digit” for that mobile banking account and Press the “Submit” button.
- If it is the bank type is “Bank Account” then put “Account Number” and Press the “Submit” button.



Trainee Bank Information

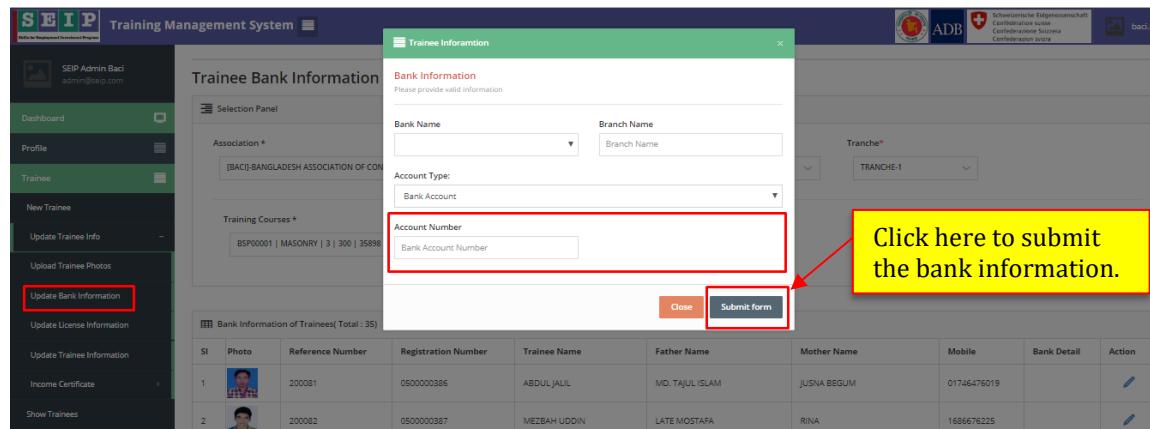
Bank Information
Please provide valid information

Bank Name	Branch Name	
Association *	Branch Name	
Training Courses *	Tranche*	
BSP0001 MASONRY 3 300 35888	TRANCHE-1	
Mobile Prefix:	Mobile Number	Extra Digit
Select	Mobile Number	Account Pin

Bank Information of Trainees (Total : 35)

SI	Photo	Reference Number	Registration Number	Trainee Name	Father Name	Mother Name	Mobile	Bank Detail	Action
1		200081	0500000386	ABDUL JAUL	MD. TAJUL ISLAM	JUSNA BEGUM	01746476019		
2		200082	0500000387	MEZBAH UDDIN	LATE MOSTAFA	RINA	1688676225		

Figure 37



Trainee Bank Information

Bank Information
Please provide valid information

Bank Name	Branch Name
Association *	Branch Name
Training Courses *	Tranche*
BSP0001 MASONRY 3 300 35888	TRANCHE-1
Account Number	
Bank Account Number	

Bank Information of Trainees (Total : 35)

SI	Photo	Reference Number	Registration Number	Trainee Name	Father Name	Mother Name	Mobile	Bank Detail	Action
1		200081	0500000386	ABDUL JAUL	MD. TAJUL ISLAM	JUSNA BEGUM	01746476019		
2		200082	0500000387	MEZBAH UDDIN	LATE MOSTAFA	RINA	1688676225		

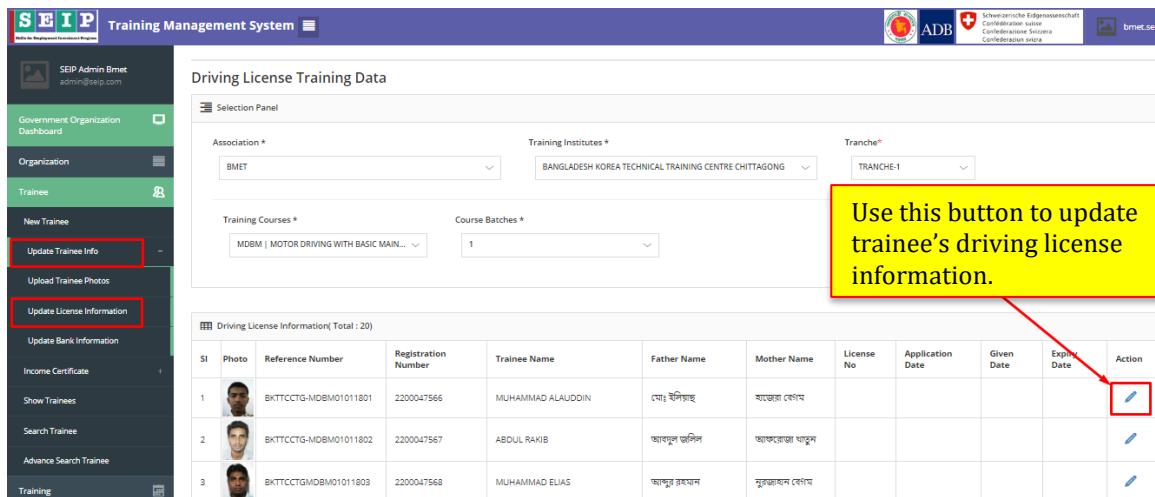
Figure 38

c. Update License Information:

User can also update driving license information of a trainee (only applicable for the motor driving course). Go to “Trainee>>Update Trainee Info>>Update License Information”.

- User will find a page with title about “Driving License Training Data”.

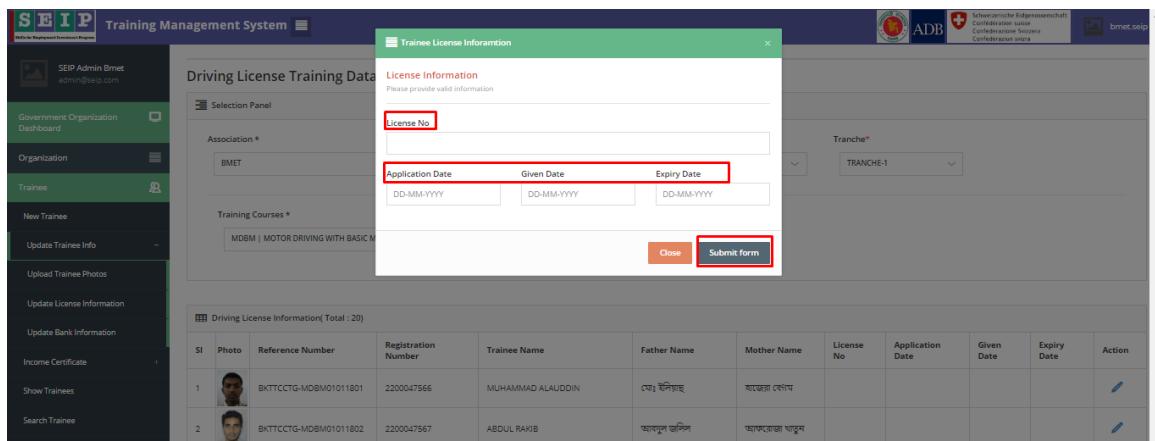
- Select “Training Institute”, “Tranche”, “Training Courses” and “Course Batches” from the selection panel.
- User will find a list that contains information about trainees driving license according to selection.
- Click the update button to put information about driving license.



The screenshot shows the 'Driving License Training Data' section of the system. On the left sidebar, under the 'Trainee' category, 'Update License Information' is highlighted with a red box. In the main content area, there's a table titled 'Driving License Information (Total : 20)' with three rows of data. The first column has an 'Action' button with a pencil icon, which is also highlighted with a red box. A yellow callout box with the text 'Use this button to update trainee's driving license information.' points to this button.

Figure 39

- After clicking on the update action, user will find a page with title like figure:34.
- Fill up all the information like “License Number”, “Application Date”, “Given date”, “Expiry date”.
- Press “Submit” button, all updated information will be saved in system.



This screenshot shows a modal dialog titled 'Trainee License Information'. It contains fields for 'License No.' (which is required), 'Application Date', 'Given Date', and 'Expiry Date'. All these fields are highlighted with red boxes. At the bottom right of the modal, there is a 'Submit form' button, which is also highlighted with a red box. The background shows the same 'Driving License Training Data' interface as Figure 39.

Figure 40

Note: Update License Information is used only for that associations who are engaged with driving training courses. The other associations will not find any data in this section.

d. Update Trainee Information:

If user want to update some information like Present District, Permanent District, Permanent Upazilla, Home District, Family Monthly Income and Annual Income about a trainee user need to navigate “Trainee>>Update Trainee Info>>Update Trainee Information”.

- User will find a page with title about “Trainee Information”.
- Select “Training Institute”, “Tranche”, “Training Courses “and “Course Batches” from the selection panel.
- User will find a list that contains information of trainees according to selection.
- Add the new information about trainee.
- Click “Update” in “Action” column.

The updated information will be saved in system.

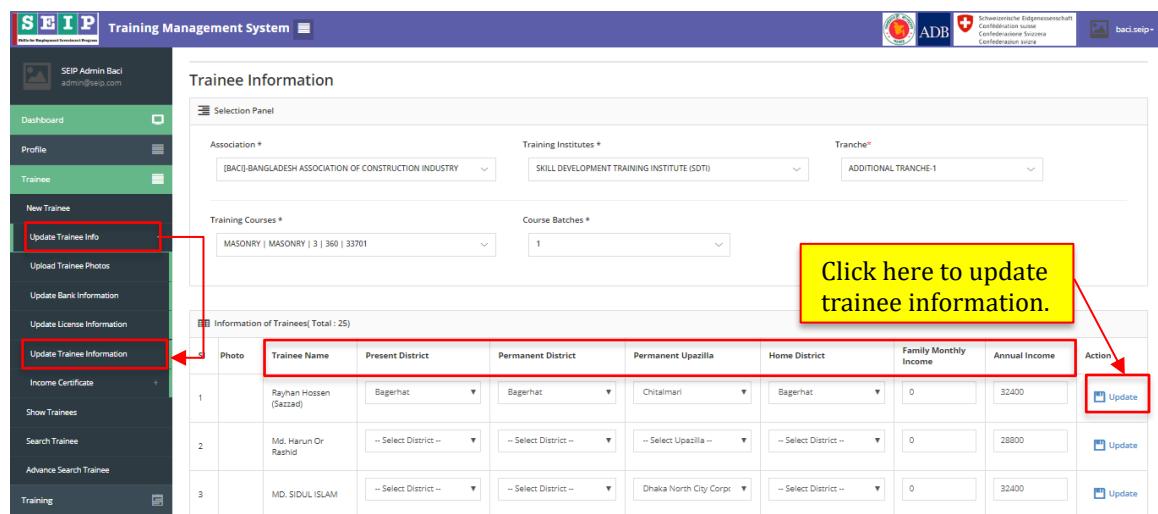


Photo	Trainee Name	Present District	Permanent District	Permanent Upazilla	Home District	Family Monthly Income	Annual Income	Action
1	Rayhan Hossen (Sazzad)	Bagerhat	Bagerhat	Chitalmari	Bagerhat	0	32400	<input type="button" value="Update"/>
2	Md. Harun Or Rashid	-- Select District --	-- Select District --	-- Select Upazilla --	-- Select District --	0	28800	<input type="button" value="Update"/>
3	MD. SIDUL ISLAM	-- Select District --	-- Select District --	Dhaka North City Corp.	-- Select District --	0	32400	<input type="button" value="Update"/>

Figure 41

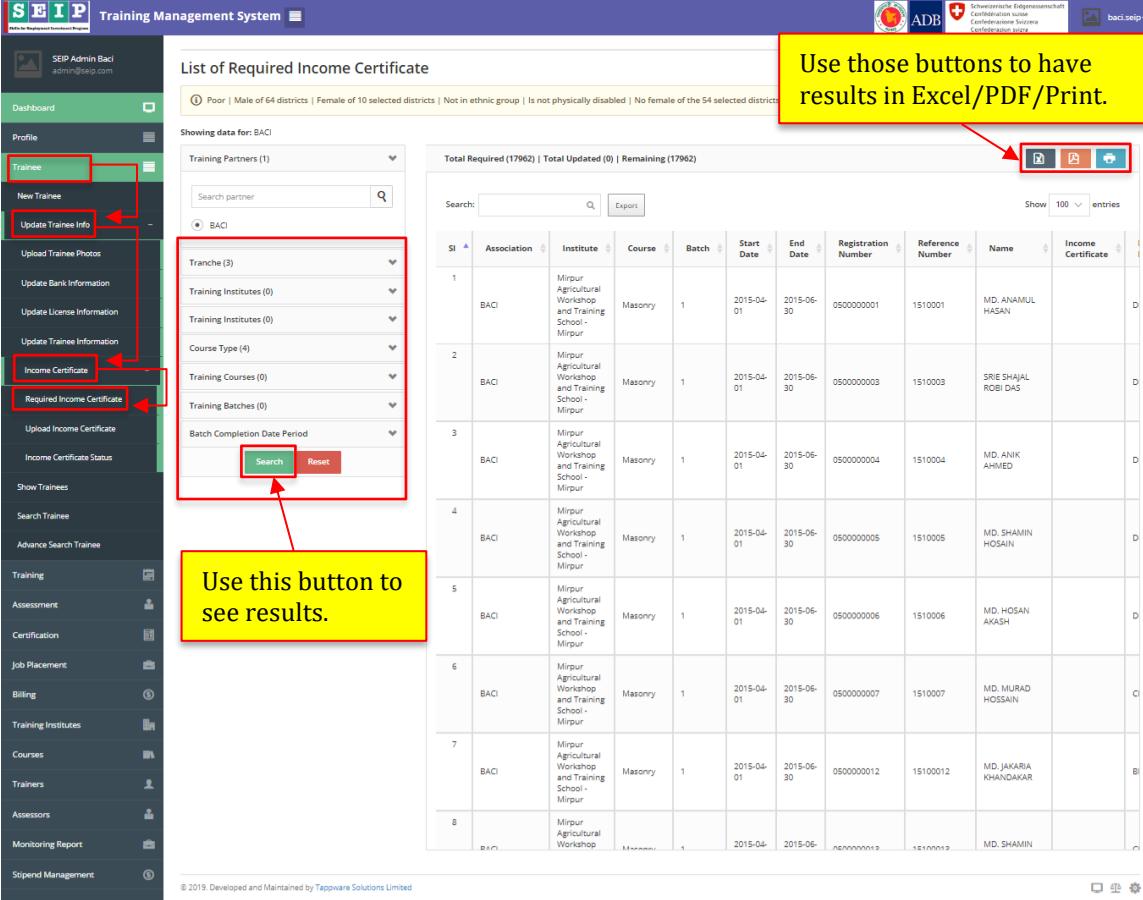
e. Income Certificate

TMS also provides information about trainees who are eligible for special stipend by mentioning their income status. To see the income certificate trainee list, user need to navigate “Trainee>>Update Trainee Info>>Update Trainee Information>> Income Certificate”.

This process is dived in three sections.

e1. Required Income Certificate:

- Click “Trainee>>Update Trainee Info>>Update Trainee Information>> Income Certificate>> Required Income Certificate”.
- User will find a page with title “List of Required Income Certificate”
- Select the information from “Search Panel” on the left side of the page.
- TMS generates a list of all trainers, who take part in training under selected association and requires income certificate for special stipend.
- The list is generated according to some conditions.
 - If the trainee is male and poor then he needs to show income certificate.
 - If the trainee is poor and women of remaining 10 districts (54 districts female are selected for stipend eligibility) then she needs to show income certificate.
 - Poor trainees only need to show income certificate to get special stipend. If the trainee is in ethnic group/physically disabled/female of 54 districts, then income certificate is not required.
- Trainees who meet the requirements can be listed by the system.
- User can print the result or can see the results in excel or in PDF.



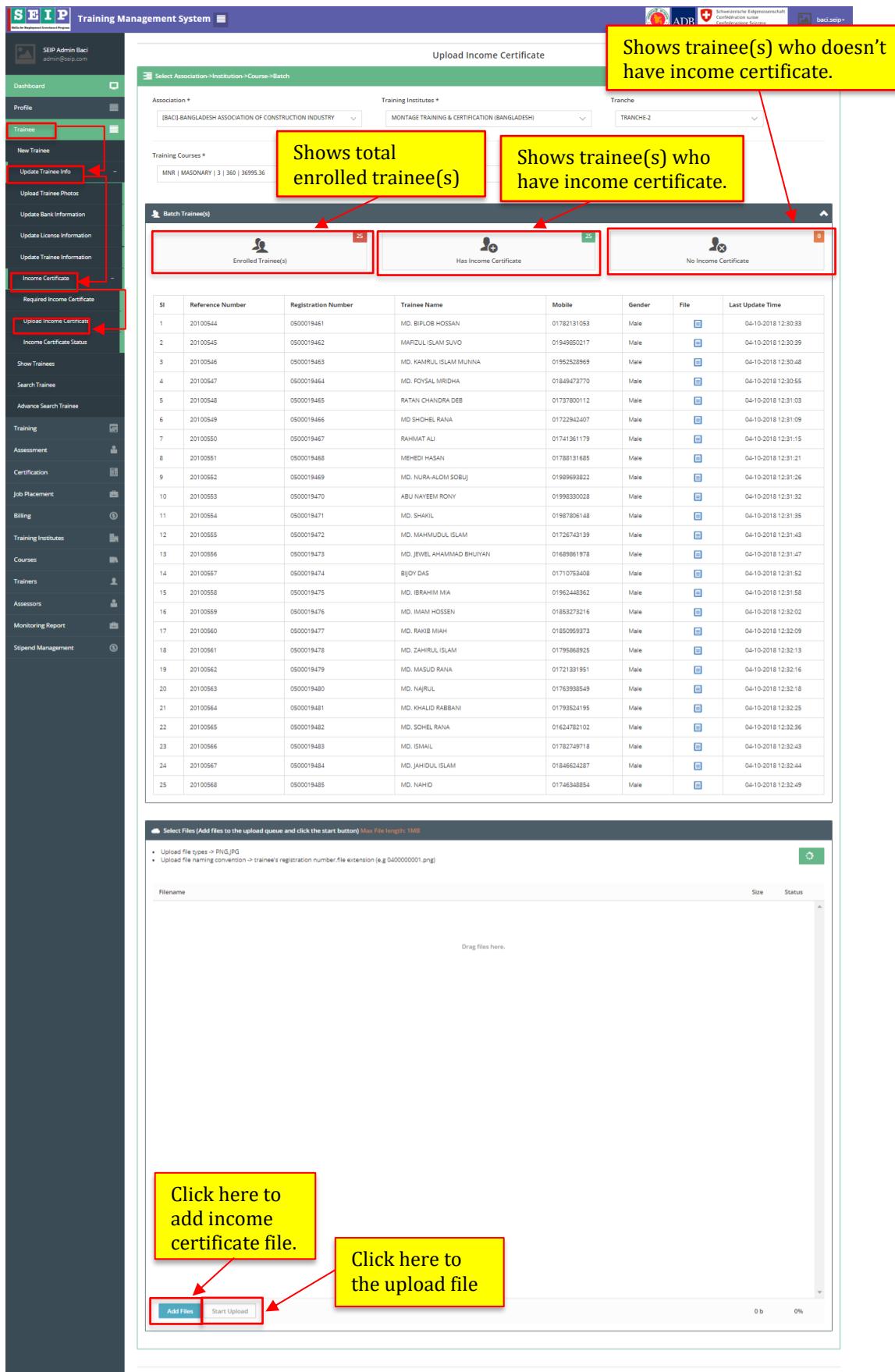
The screenshot shows the 'List of Required Income Certificate' page. At the top right, there are three buttons: a blue one for Excel, an orange one for PDF, and a green one for print. A yellow box surrounds these buttons with the text 'Use those buttons to have results in Excel/PDF/Print.' Below the buttons is a search bar with a magnifying glass icon and an 'Export' button. To the right of the search bar is a 'Show' dropdown set to '100 entries'. The main area displays a table of trainee data with columns for SI, Association, Institute, Course, Batch, Start Date, End Date, Registration Number, Reference Number, Name, and Income Certificate. The first few rows show data for BACI at Mirpur Agricultural Workshop and Training School - Mirpur, with names like Md. ANAMUL HASAN, SRIE SHAJAL ROBI DAS, etc. On the left sidebar, under the 'Trainee' section, there are several buttons: 'Update Trainee Info', 'Upload Trainee Photos', 'Update Bank Information', 'Update License Information', 'Update Trainee Information', 'Income Certificate', and 'Required Income Certificate'. A red box highlights the 'Income Certificate' and 'Required Income Certificate' buttons. A red arrow points from the 'Income Certificate' button to the yellow box above. Another red arrow points from the 'Batch Completion Date Period' dropdown to the yellow box below it. A yellow box surrounds the 'Search' and 'Reset' buttons in the search bar.

Figure 42

e2. Upload Income Certificate:

User can add income certificate of a trainee in this section. The steps are-

- Click “Trainee>>Update Trainee Info>>Update Trainee Information>> Income Certificate>> Upload Income Certificate”.
- User will find a page with title with title “Upload Income Certificate”
- Select “Training Institute”, “Tranche”, “Training Courses” and “Course Batches”.
- User will find the list of trainees according to selection.
- Now user can upload income certificate for trainees if they are eligible.
- Press “Add Files” button to upload the file.
- File should be in .PNG/.jpg format.
- File name convention can be trainee's registration number.file extension (e.g 0400000001.png)
- Finally, press “Start Upload” button to upload the file in system.



Shows trainee(s) who doesn't have income certificate.

Shows total enrolled trainee(s)

Shows trainee(s) who have income certificate.

Click here to add income certificate file.

Click here to the upload file

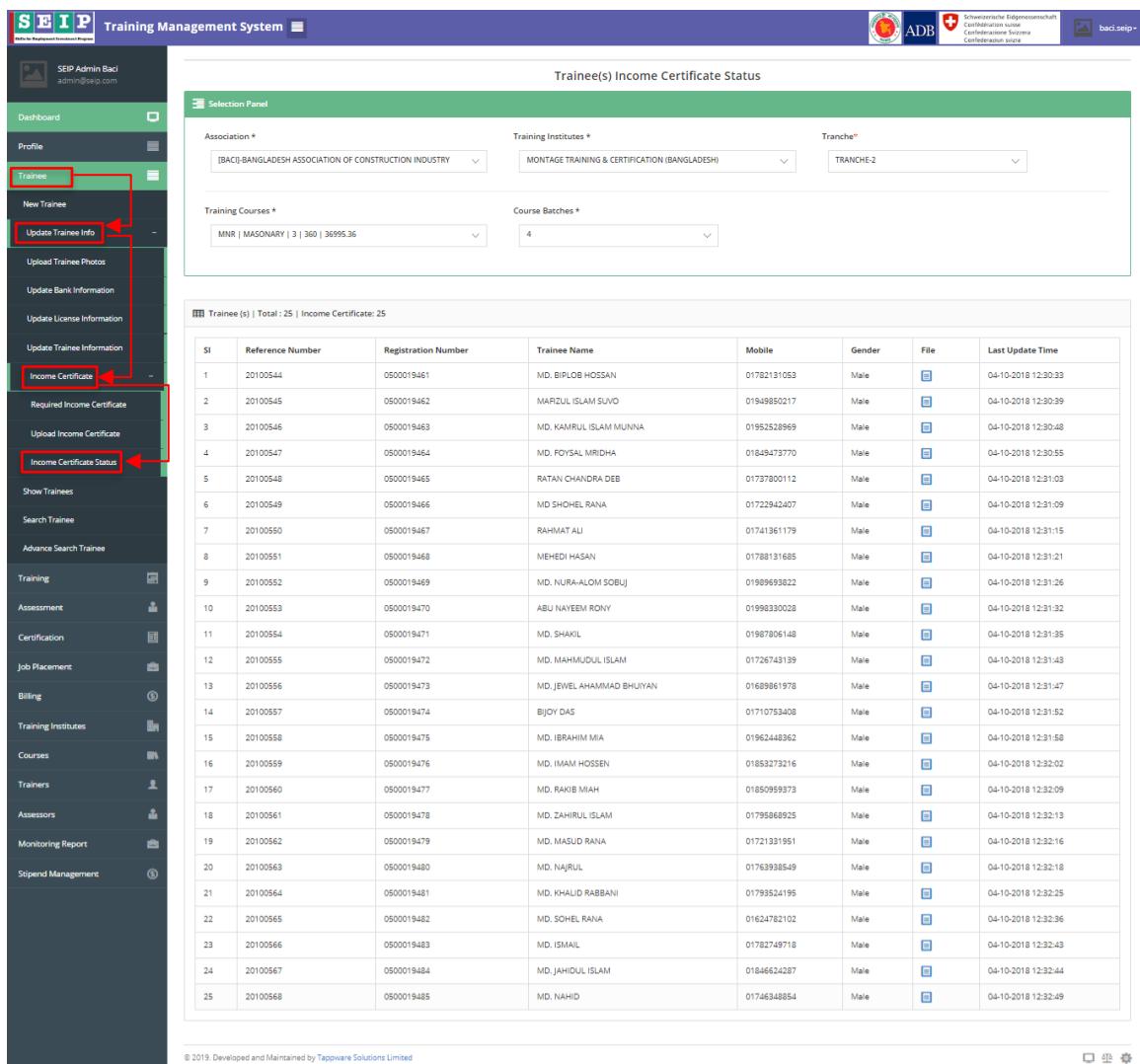
Sl	Reference Number	Registration Number	Trainee Name	Mobile	Gender	File	Last Update Time
1	2010544	0500019461	MD. BIRLOB HOSSAN	01782131053	Male	<input type="button" value="Upload"/>	04-10-2018 12:30:33
2	2010545	0500019462	MAFIZUL ISLAM SUVO	01949850217	Male	<input type="button" value="Upload"/>	04-10-2018 12:30:39
3	2010546	0500019463	MD. KAMRUL ISLAM MUNNA	01952528969	Male	<input type="button" value="Upload"/>	04-10-2018 12:30:48
4	2010547	0500019464	MD. FOYSAL MRIDHA	01648473770	Male	<input type="button" value="Upload"/>	04-10-2018 12:30:55
5	2010548	0500019465	RATAN CHANDRA DEB	01737000112	Male	<input type="button" value="Upload"/>	04-10-2018 12:31:03
6	2010549	0500019466	MD SHOHEL RANA	01722942407	Male	<input type="button" value="Upload"/>	04-10-2018 12:31:09
7	2010550	0500019467	RAHMAT ALI	01741361179	Male	<input type="button" value="Upload"/>	04-10-2018 12:31:15
8	2010551	0500019468	MEHEDI HASAN	01788131685	Male	<input type="button" value="Upload"/>	04-10-2018 12:31:21
9	2010552	0500019469	MD. NURA-ALOM SOBJU	01989693822	Male	<input type="button" value="Upload"/>	04-10-2018 12:31:26
10	2010553	0500019470	ABU NAYEEM RONY	01989330028	Male	<input type="button" value="Upload"/>	04-10-2018 12:31:32
11	2010554	0500019471	MD. SHAKIL	01987806148	Male	<input type="button" value="Upload"/>	04-10-2018 12:31:35
12	2010555	0500019472	MD. MAHMUDUL ISLAM	01726743139	Male	<input type="button" value="Upload"/>	04-10-2018 12:31:43
13	2010556	0500019473	MD. JEWEL AHMAD BHUIYAN	01639861978	Male	<input type="button" value="Upload"/>	04-10-2018 12:31:47
14	2010557	0500019474	BIJJOY DAS	01710753408	Male	<input type="button" value="Upload"/>	04-10-2018 12:31:52
15	2010558	0500019475	MD. IBRAHIM MIA	01962448362	Male	<input type="button" value="Upload"/>	04-10-2018 12:31:58
16	2010559	0500019476	MD. IMAM HOSSEN	01853273216	Male	<input type="button" value="Upload"/>	04-10-2018 12:32:02
17	2010560	0500019477	MD. RAKIB MIAH	018509599373	Male	<input type="button" value="Upload"/>	04-10-2018 12:32:09
18	2010561	0500019478	MD. ZAHIRUL ISLAM	01795868925	Male	<input type="button" value="Upload"/>	04-10-2018 12:32:13
19	2010562	0500019479	MD. MASUD RANA	01721331951	Male	<input type="button" value="Upload"/>	04-10-2018 12:32:16
20	2010563	0500019480	MD. NAJRUL	017639938549	Male	<input type="button" value="Upload"/>	04-10-2018 12:32:18
21	2010564	0500019481	MD. KHALID RABBANI	01793524195	Male	<input type="button" value="Upload"/>	04-10-2018 12:32:25
22	2010565	0500019482	MD. SOHEL RANA	01624782102	Male	<input type="button" value="Upload"/>	04-10-2018 12:32:36
23	2010566	0500019483	MD. ISMAIL	01782749718	Male	<input type="button" value="Upload"/>	04-10-2018 12:32:43
24	2010567	0500019484	MD. JAHIDUL ISLAM	01846604287	Male	<input type="button" value="Upload"/>	04-10-2018 12:32:44
25	2010568	0500019485	MD. NAHID	01746348854	Male	<input type="button" value="Upload"/>	04-10-2018 12:32:49

Figure 43

e3. Income Certificate Status:

User can see income certificate status of all trainees in this section.

- Click “Trainee>>Update Trainee Info>>Update Trainee Information>>Income Certificate>> Upload Income Certificate”.
- User will find a page with title “Upload Income Certificate”
- Select “Training Institute”, “Tranche”, “Training Courses” and “Course Batches”.
- User will find the list of trainees according to selection.



The screenshot shows the SEIP Training Management System interface. The left sidebar has a dark theme with various menu items. The 'Trainee' item is currently selected and highlighted with a red box and an arrow. Under the 'Trainee' menu, there are several sub-options: 'Required Income Certificate', 'Upload Income Certificate', and 'Income Certificate Status'. The 'Income Certificate Status' option is also highlighted with a red box and an arrow. The main content area is titled 'Trainee(s) Income Certificate Status'. It contains a 'Selection Panel' with dropdown menus for 'Association' (BACI-BANGLADESH ASSOCIATION OF CONSTRUCTION INDUSTRY), 'Training Institutes' (MONTAGE TRAINING & CERTIFICATION (BANGLADESH)), and 'Tranche' (TRANCHE-2). Below this is another set of dropdowns for 'Training Courses' (MNR | MASONARY | 3 | 360 | 36995.36) and 'Course Batches' (4). The main table lists 25 trainees with columns for Sl, Reference Number, Registration Number, Trainee Name, Mobile, Gender, File, and Last Update Time. Each row in the table has a blue download icon in the 'File' column.

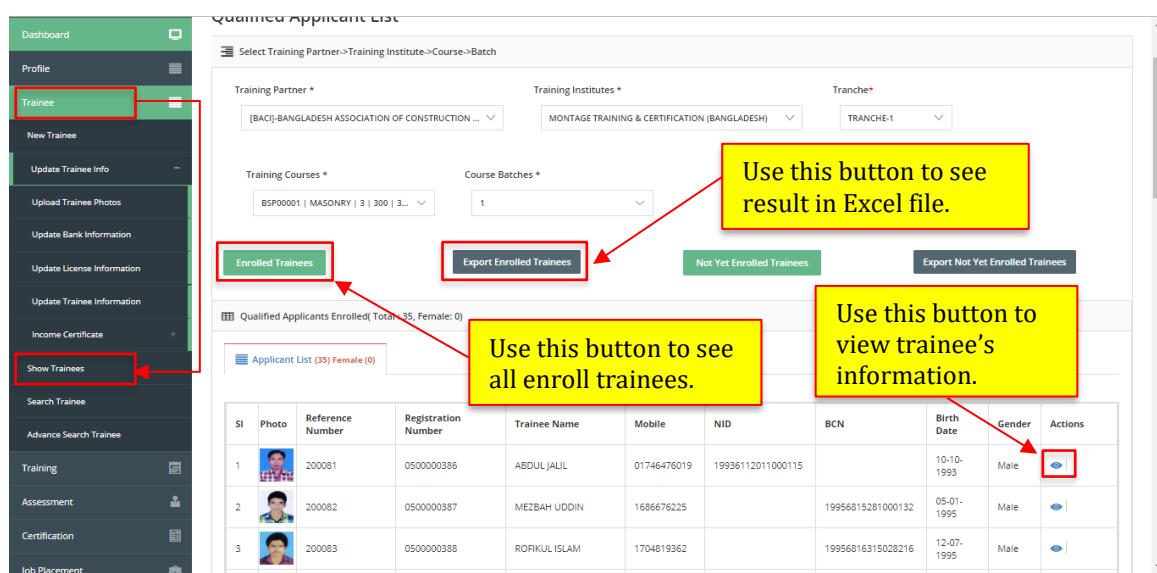
Sl	Reference Number	Registration Number	Trainee Name	Mobile	Gender	File	Last Update Time
1	20100544	0500019461	MD. BIPLOB HOSSAN	01782131053	Male		04-10-2018 12:30:33
2	20100545	0500019462	MARZUL ISLAM SUVO	01949850217	Male		04-10-2018 12:30:39
3	20100546	0500019463	MD. KAIRUL ISLAM MUNNA	01952528969	Male		04-10-2018 12:30:48
4	20100547	0500019464	MD. FOYSAL MRIDHA	01849473770	Male		04-10-2018 12:30:55
5	20100548	0500019465	RATAN CHANDRA DEB	01737800112	Male		04-10-2018 12:31:03
6	20100549	0500019466	MD SHOHEL RANA	01722942407	Male		04-10-2018 12:31:09
7	20100550	0500019467	RAHMAT ALI	01741361179	Male		04-10-2018 12:31:15
8	20100551	0500019468	MEHEDI HASAN	01788131685	Male		04-10-2018 12:31:21
9	20100552	0500019469	MD. NURA-ALOM SOBJU	01989693822	Male		04-10-2018 12:31:26
10	20100553	0500019470	ABU NAYEEM RONY	01998330028	Male		04-10-2018 12:31:32
11	20100554	0500019471	MD. SHAKIL	01987806148	Male		04-10-2018 12:31:35
12	20100555	0500019472	MD. MAHMUDUL ISLAM	01726743139	Male		04-10-2018 12:31:43
13	20100556	0500019473	MD. JEWEL AHMAD BHUIYAN	01689861978	Male		04-10-2018 12:31:47
14	20100557	0500019474	BUJOY DAS	01710753408	Male		04-10-2018 12:31:52
15	20100558	0500019475	MD. IBRAHIM MIA	01962448362	Male		04-10-2018 12:31:58
16	20100559	0500019476	MD. IMAM HOSEN	01858278216	Male		04-10-2018 12:32:02
17	20100560	0500019477	MD. RAKIB MIAH	01850595973	Male		04-10-2018 12:32:09
18	20100561	0500019478	MD. ZAHIRUL ISLAM	01795868925	Male		04-10-2018 12:32:13
19	20100562	0500019479	MD. MASUD RANA	01721331951	Male		04-10-2018 12:32:16
20	20100563	0500019480	MD. NAJRUL	01763938549	Male		04-10-2018 12:32:18
21	20100564	0500019481	MD. KHALID RABBANI	01793524195	Male		04-10-2018 12:32:25
22	20100565	0500019482	MD. SOHEL RANA	01624782102	Male		04-10-2018 12:32:36
23	20100566	0500019483	MD. ISMAIL	01782749718	Male		04-10-2018 12:32:43
24	20100567	0500019484	MD. JAHIDUL ISLAM	01846624287	Male		04-10-2018 12:32:44
25	20100568	0500019485	MD. NAHID	01746348854	Male		04-10-2018 12:32:49

Figure 44

iii. Show Trainees

User can see batch status any time after enrollment or before enrollment. To do this navigate to “Trainee > Show Trainees”. User will see like the below image.

- Select the batch from drop down menu.
- Use the “Enrolled Trainees” button to see enroll trainee list. Press “Export Enrolled Trainees” to see the result in Excel file.
- User can also view the details about that trainee by clicking on view button in “Action” column.

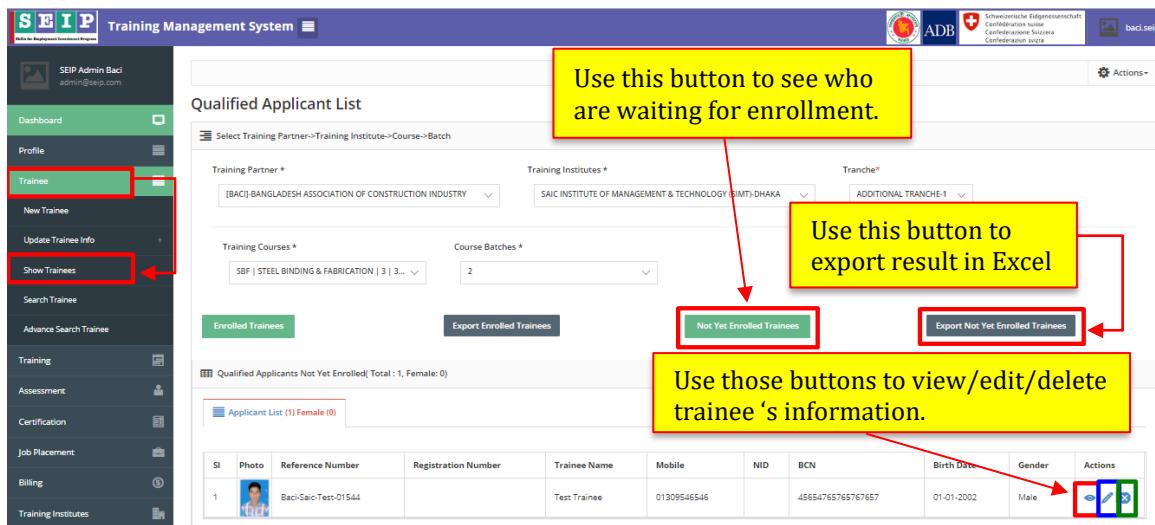


The screenshot shows the 'Qualified Applicant List' page. On the left sidebar, under the 'Trainee' section, the 'Show Trainees' option is highlighted with a red box. In the main content area, there are several buttons and dropdowns for filtering applicants. A red box highlights the 'Enrolled Trainees' button. Another red box highlights the 'Export Enrolled Trainees' button, which is connected by a red arrow to a yellow callout box containing the text 'Use this button to see result in Excel file.' Below these, a red box highlights the 'Not Yet Enrolled Trainees' button, which is connected by a red arrow to another yellow callout box containing the text 'Use this button to see all enroll trainees.' The main table lists three trainees with columns for SI, Photo, Reference Number, Registration Number, Trainee Name, Mobile, NID, BCN, Birth Date, Gender, and Actions. The 'Actions' column contains edit and delete icons, with the edit icon for the first trainee highlighted with a red box and a red arrow pointing to it from the yellow callout box.

SI	Photo	Reference Number	Registration Number	Trainee Name	Mobile	NID	BCN	Birth Date	Gender	Actions
1		200081	0500000386	ABDUL JALIL	01746476019	19936112011000115		10-10-1993	Male	
2		200082	0500000387	MEZBAH UDDIN	1686676225		19956815281000132	05-01-1995	Male	
3		200083	0500000388	ROFIKUL ISLAM	1704819362		19956816315028216	12-07-1995	Male	

Figure 45

- Use the “Not Yet Enrolled Trainees” button to see trainee list who are waiting for enrollment. Press “Export Not Yet Enrolled Trainees” button to see the result in Excel file.
- Trainees who are waiting for enrollment can be viewed/updated/deleted by clicking on view/edit/delete button in “Action” column.



Qualified Applicant List

Select Training Partner->Training Institute->Course->Batch

Training Partner *: [BACI]-BANGLADESH ASSOCIATION OF CONSTRUCTION INDUSTRY

Training Institutes *: SAIC INSTITUTE OF MANAGEMENT & TECHNOLOGY (SMT)-DHAKA

Tranche*: ADDITIONAL TRANCHE-1

Training Courses *: SBF | STEEL BINDING & FABRICATION | 3 ...

Course Batches *: 2

Enrolled Trainees Export Enrolled Trainees

Not Yet Enrolled Trainees Export Not Yet Enrolled Trainees

Qualified Applicants Not Yet Enrolled|Total : 1, Female: 0

Applicant List (1) Female (0)

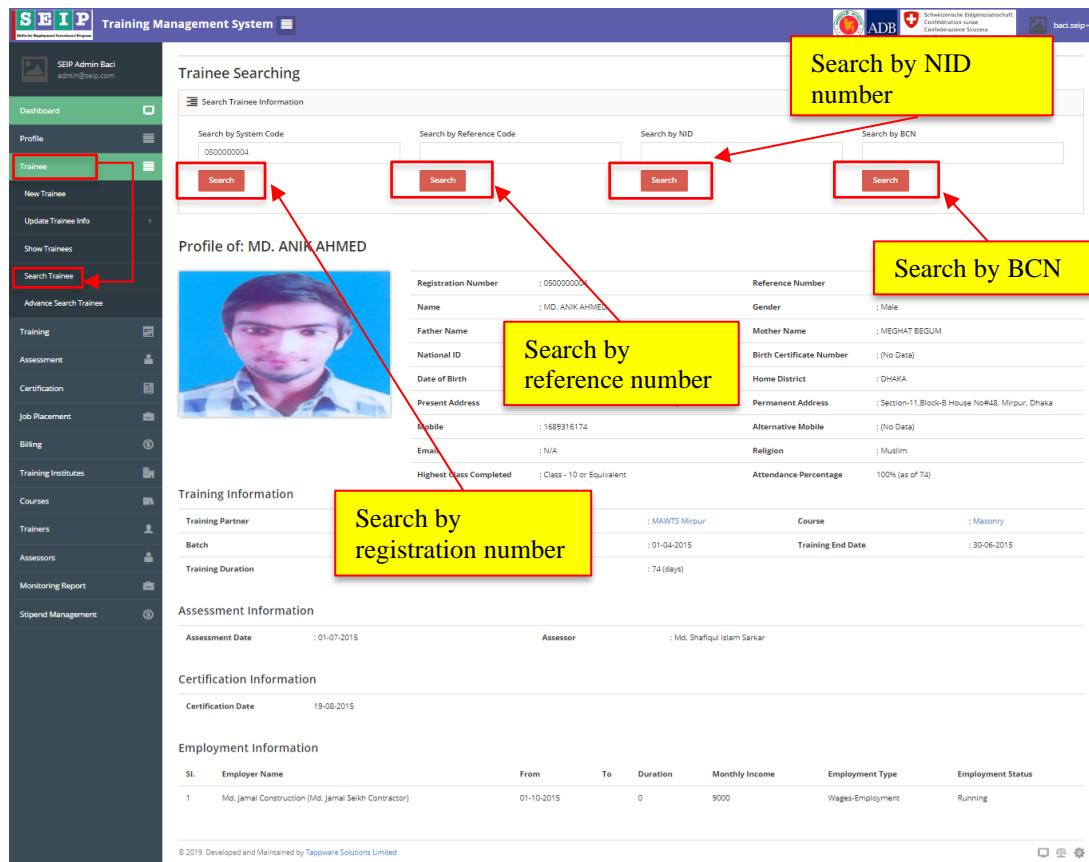
SI	Photo	Reference Number	Registration Number	Trainee Name	Mobile	NID	BCN	Birth Date	Gender	Actions
1		Baci-Salc-Test-01544		Test Trainee	01309546546		456547657657657	01-01-2002	Male	

Figure 46

iv. Search Trainee:

To search particular trainee information, user have to go “Search Trainee” page.

- Select “Search by System Code” of trainee and press “Search” button. User will get Status of a Trainee.
- User can also search by “Search by System Code” (registration no.)/ “Search by Reference Code”/ “Search by NID”/ “Search by BCN” no of a trainee.



Search by NID number

Search by BCN

Search by reference number

Search by registration number

Figure 47

v. Advance Search Trainee:

User can also search a particular trainee information by providing his/her name, fathers name, mothers name, date of birth and mobile number.



Fill all the information

Click this button to see trainee status

Figure 48

10. Prepare Training Calendar:

To prepare training calendar, user have to navigate “Training” from left panel. It will expand with three options-

- i. Training Calendar
- ii. Trainee Attendance
- iii. Attendance Report

i. Training Calendar:

For preparing training calendar user need to navigate “Training>>Training Calendar”

- Select “Training Institute”, “Tranche”, “Training Course”, “Course Batches” from drop down list.
- Then user will get Batch Training Details.

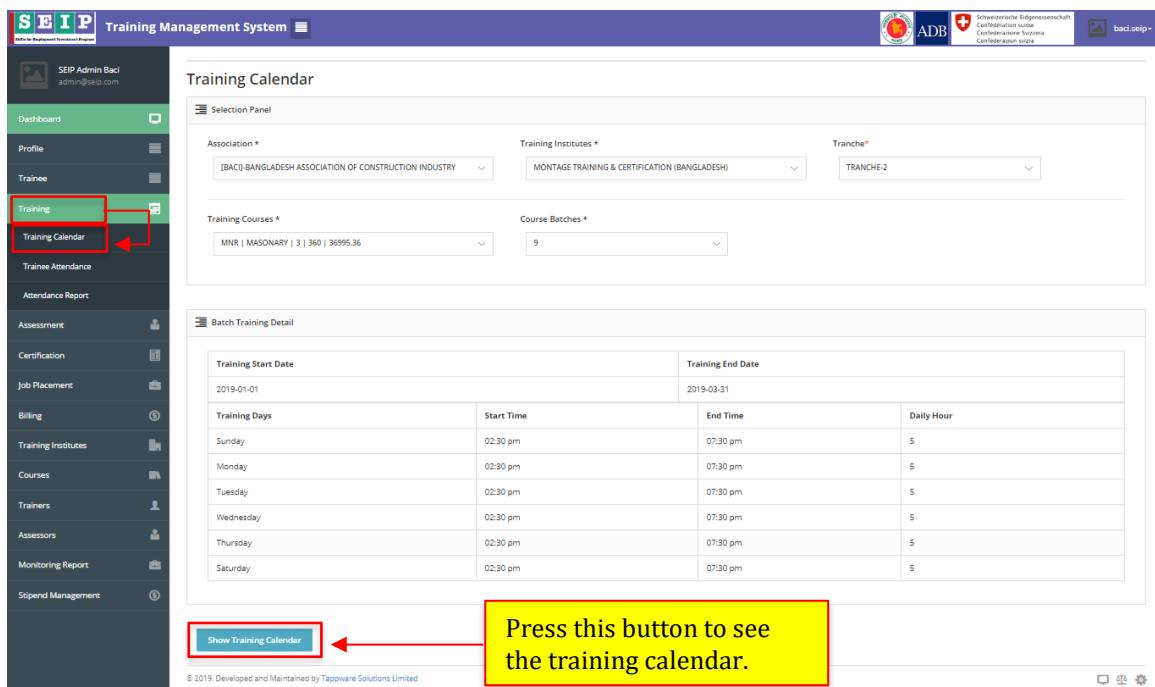
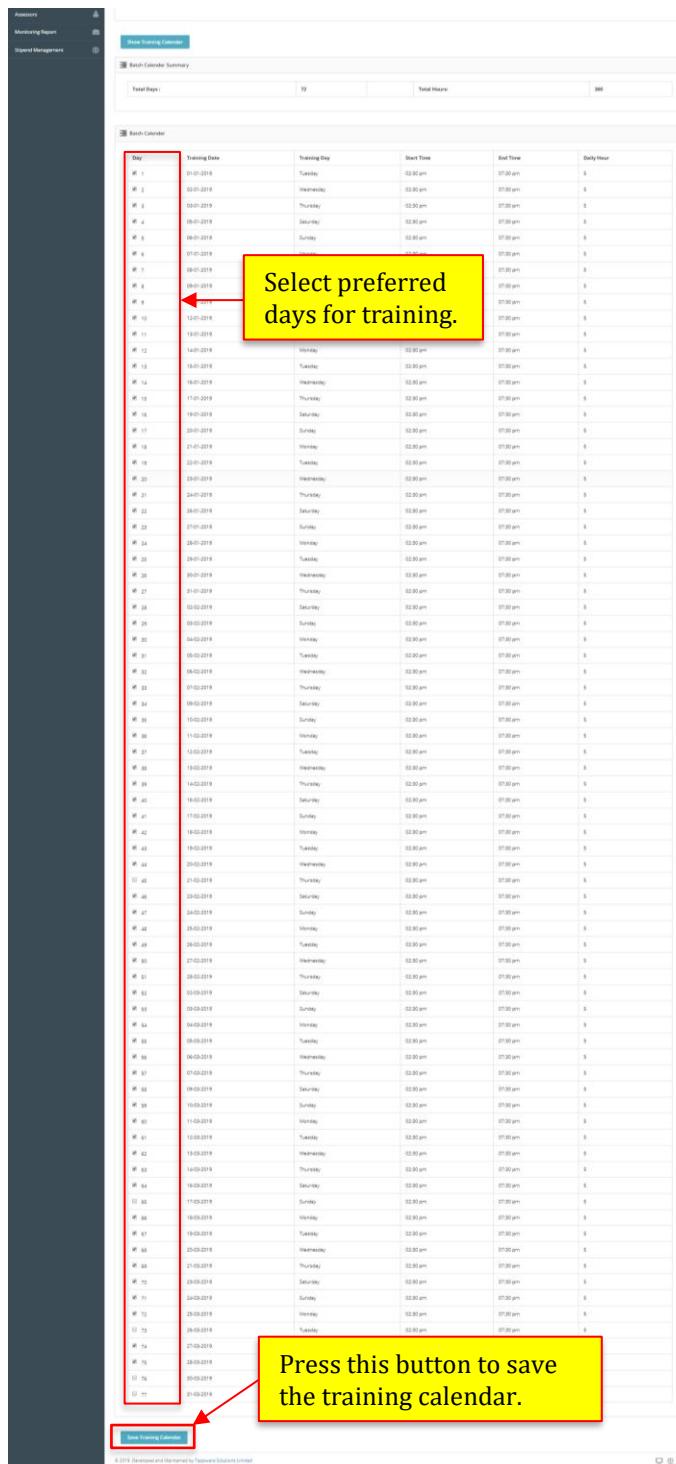


Figure 49

- User can see the Batch Calendar summary and Batch calendar by pressing the button “Show Training Calendar”.
- TMS generates automatic dates between the time schedule.
- User can select days as user prefer to complete the training.
- After confirming all information, user have to press “Save” button to save the information in system. See figure: 50.



Select preferred days for training.

Press this button to save the training calendar.

Day	Training Date	Training Day	Start Time	End Time	Daily Hour
Wk 1	01/03/2018	Tuesday	03:00 pm	07:00 pm	4
Wk 2	02/03/2018	Wednesday	03:00 pm	07:00 pm	4
Wk 3	03/03/2018	Thursday	03:00 pm	07:00 pm	4
Wk 4	06/03/2018	Saturday	03:00 pm	07:00 pm	4
Wk 5	07/03/2018	Sunday	03:00 pm	07:00 pm	4
Wk 6	08/03/2018				
Wk 7	09/03/2018				
Wk 8	10/03/2018				
Wk 9	12/03/2018				
Wk 10	13/03/2018				
Wk 11	14/03/2018				
Wk 12	15/03/2018				
Wk 13	16/03/2018				
Wk 14	19/03/2018	Wednesday	03:00 pm	07:00 pm	4
Wk 15	20/03/2018	Thursday	03:00 pm	07:00 pm	4
Wk 16	21/03/2018	Saturday	03:00 pm	07:00 pm	4
Wk 17	22/03/2018	Sunday	03:00 pm	07:00 pm	4
Wk 18	26/03/2018	Wednesday	03:00 pm	07:00 pm	4
Wk 19	27/03/2018	Thursday	03:00 pm	07:00 pm	4
Wk 20	28/03/2018	Saturday	03:00 pm	07:00 pm	4
Wk 21	29/03/2018	Sunday	03:00 pm	07:00 pm	4
Wk 22	02/04/2018	Wednesday	03:00 pm	07:00 pm	4
Wk 23	03/04/2018	Thursday	03:00 pm	07:00 pm	4
Wk 24	04/04/2018	Saturday	03:00 pm	07:00 pm	4
Wk 25	05/04/2018	Sunday	03:00 pm	07:00 pm	4
Wk 26	09/04/2018	Wednesday	03:00 pm	07:00 pm	4
Wk 27	10/04/2018	Thursday	03:00 pm	07:00 pm	4
Wk 28	11/04/2018	Saturday	03:00 pm	07:00 pm	4
Wk 29	12/04/2018	Sunday	03:00 pm	07:00 pm	4
Wk 30	16/04/2018	Wednesday	03:00 pm	07:00 pm	4
Wk 31	17/04/2018	Thursday	03:00 pm	07:00 pm	4
Wk 32	18/04/2018	Saturday	03:00 pm	07:00 pm	4
Wk 33	19/04/2018	Sunday	03:00 pm	07:00 pm	4
Wk 34	23/04/2018	Wednesday	03:00 pm	07:00 pm	4
Wk 35	24/04/2018	Thursday	03:00 pm	07:00 pm	4
Wk 36	25/04/2018	Saturday	03:00 pm	07:00 pm	4
Wk 37	26/04/2018	Sunday	03:00 pm	07:00 pm	4
Wk 38	30/04/2018	Wednesday	03:00 pm	07:00 pm	4
Wk 39	31/04/2018	Thursday	03:00 pm	07:00 pm	4
Wk 40	01/05/2018	Saturday	03:00 pm	07:00 pm	4
Wk 41	02/05/2018	Sunday	03:00 pm	07:00 pm	4
Wk 42	06/05/2018	Wednesday	03:00 pm	07:00 pm	4
Wk 43	07/05/2018	Thursday	03:00 pm	07:00 pm	4
Wk 44	08/05/2018	Saturday	03:00 pm	07:00 pm	4
Wk 45	09/05/2018	Sunday	03:00 pm	07:00 pm	4
Wk 46	13/05/2018	Wednesday	03:00 pm	07:00 pm	4
Wk 47	14/05/2018	Thursday	03:00 pm	07:00 pm	4
Wk 48	15/05/2018	Saturday	03:00 pm	07:00 pm	4
Wk 49	16/05/2018	Sunday	03:00 pm	07:00 pm	4
Wk 50	20/05/2018	Wednesday	03:00 pm	07:00 pm	4
Wk 51	21/05/2018	Thursday	03:00 pm	07:00 pm	4
Wk 52	22/05/2018	Saturday	03:00 pm	07:00 pm	4
Wk 53	23/05/2018	Sunday	03:00 pm	07:00 pm	4
Wk 54	27/05/2018	Wednesday	03:00 pm	07:00 pm	4
Wk 55	28/05/2018	Thursday	03:00 pm	07:00 pm	4
Wk 56	29/05/2018	Saturday	03:00 pm	07:00 pm	4
Wk 57	30/05/2018	Sunday	03:00 pm	07:00 pm	4
Wk 58	03/06/2018	Wednesday	03:00 pm	07:00 pm	4
Wk 59	04/06/2018	Thursday	03:00 pm	07:00 pm	4
Wk 60	05/06/2018	Saturday	03:00 pm	07:00 pm	4
Wk 61	06/06/2018	Sunday	03:00 pm	07:00 pm	4
Wk 62	10/06/2018	Wednesday	03:00 pm	07:00 pm	4
Wk 63	11/06/2018	Thursday	03:00 pm	07:00 pm	4
Wk 64	12/06/2018	Saturday	03:00 pm	07:00 pm	4
Wk 65	13/06/2018	Sunday	03:00 pm	07:00 pm	4
Wk 66	17/06/2018	Wednesday	03:00 pm	07:00 pm	4
Wk 67	18/06/2018	Thursday	03:00 pm	07:00 pm	4
Wk 68	19/06/2018	Saturday	03:00 pm	07:00 pm	4
Wk 69	20/06/2018	Sunday	03:00 pm	07:00 pm	4
Wk 70	24/06/2018	Wednesday	03:00 pm	07:00 pm	4
Wk 71	25/06/2018	Thursday	03:00 pm	07:00 pm	4
Wk 72	26/06/2018	Saturday	03:00 pm	07:00 pm	4
Wk 73	27/06/2018	Sunday	03:00 pm	07:00 pm	4
Wk 74	01/07/2018	Wednesday	03:00 pm	07:00 pm	4
Wk 75	02/07/2018	Thursday	03:00 pm	07:00 pm	4
Wk 76	03/07/2018	Saturday	03:00 pm	07:00 pm	4
Wk 77	04/07/2018	Sunday	03:00 pm	07:00 pm	4
Wk 78	08/07/2018	Wednesday	03:00 pm	07:00 pm	4
Wk 79	09/07/2018	Thursday	03:00 pm	07:00 pm	4
Wk 80	10/07/2018	Saturday	03:00 pm	07:00 pm	4
Wk 81	11/07/2018	Sunday	03:00 pm	07:00 pm	4
Wk 82	15/07/2018	Wednesday	03:00 pm	07:00 pm	4
Wk 83	16/07/2018	Thursday	03:00 pm	07:00 pm	4
Wk 84	17/07/2018	Saturday	03:00 pm	07:00 pm	4
Wk 85	18/07/2018	Sunday	03:00 pm	07:00 pm	4
Wk 86	22/07/2018	Wednesday	03:00 pm	07:00 pm	4
Wk 87	23/07/2018	Thursday	03:00 pm	07:00 pm	4
Wk 88	24/07/2018	Saturday	03:00 pm	07:00 pm	4
Wk 89	25/07/2018	Sunday	03:00 pm	07:00 pm	4
Wk 90	29/07/2018	Wednesday	03:00 pm	07:00 pm	4
Wk 91	30/07/2018	Thursday	03:00 pm	07:00 pm	4
Wk 92	31/07/2018	Saturday	03:00 pm	07:00 pm	4
Wk 93	01/08/2018	Sunday	03:00 pm	07:00 pm	4

Figure 50

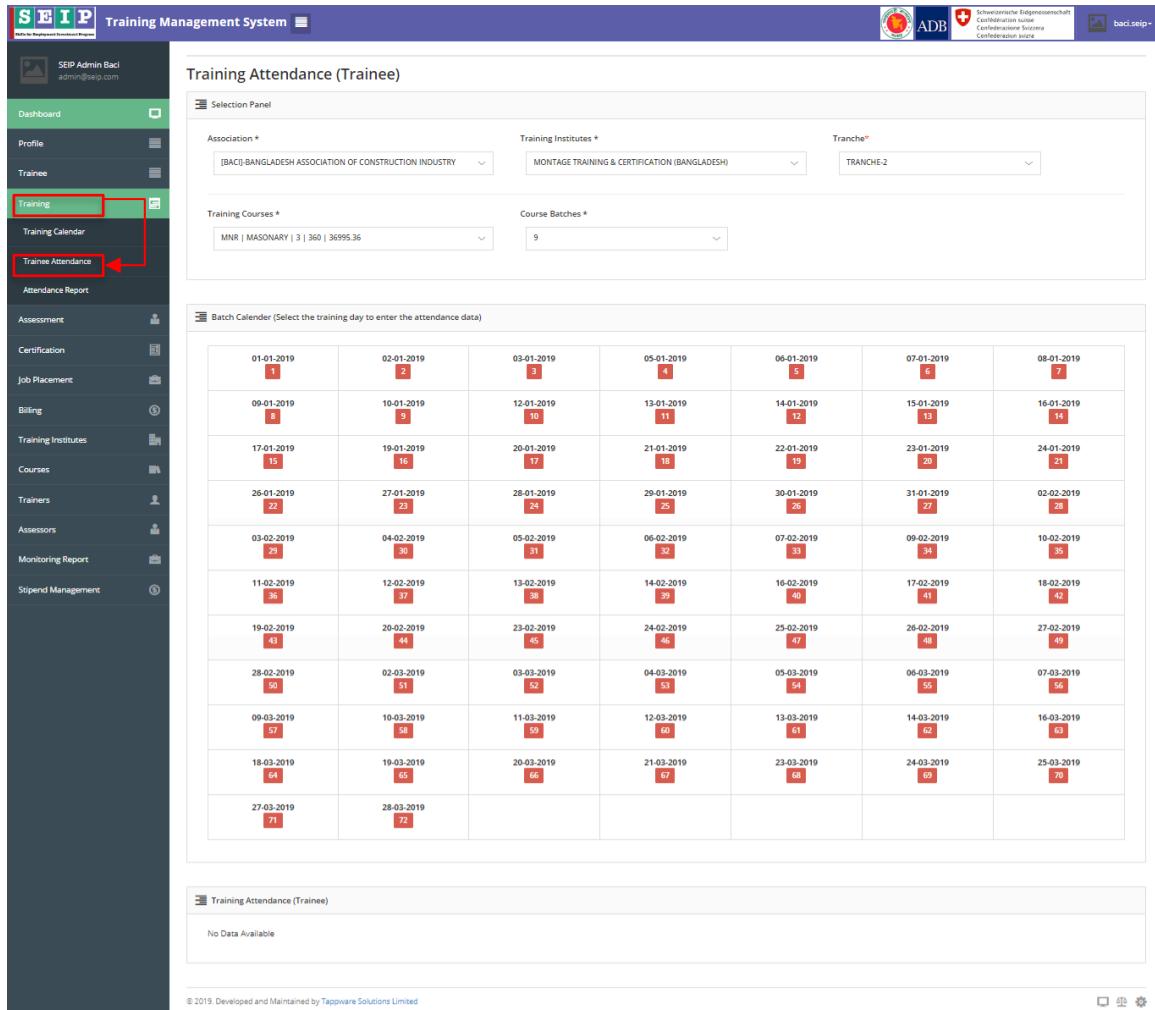
ii. Trainee Attendance:

To prepare trainee attendance user have to follow the steps-

- Select Training Institute and Tranche from drop down list.



- The other two information Training Courses and Course Batch will load automatically as per selection.
- Then user will get Batch Calendar for giving attendance of particular trainee.



Training Attendance (Trainee)

Selection Panel

Association *	Training Institutes *	Tranche*
[BAC]-BANGLADESH ASSOCIATION OF CONSTRUCTION INDUSTRY	MONTAGE TRAINING & CERTIFICATION (BANGLADESH)	TRANCHE-2

Training Courses * MNR | MASONRY | 3 | 360 | 36995.36 **Course Batches *** 9

Batch Calender (Select the training day to enter the attendance data)

01-01-2019	02-01-2019	03-01-2019	05-01-2019	06-01-2019	07-01-2019	08-01-2019
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	32	33	34	35
36	37	38	39	40	41	42
43	44	45	46	47	48	49
50	51	52	53	54	55	56
57	58	59	60	61	62	63
64	65	66	67	68	69	70
71	72					

Training Attendance (Trainee)

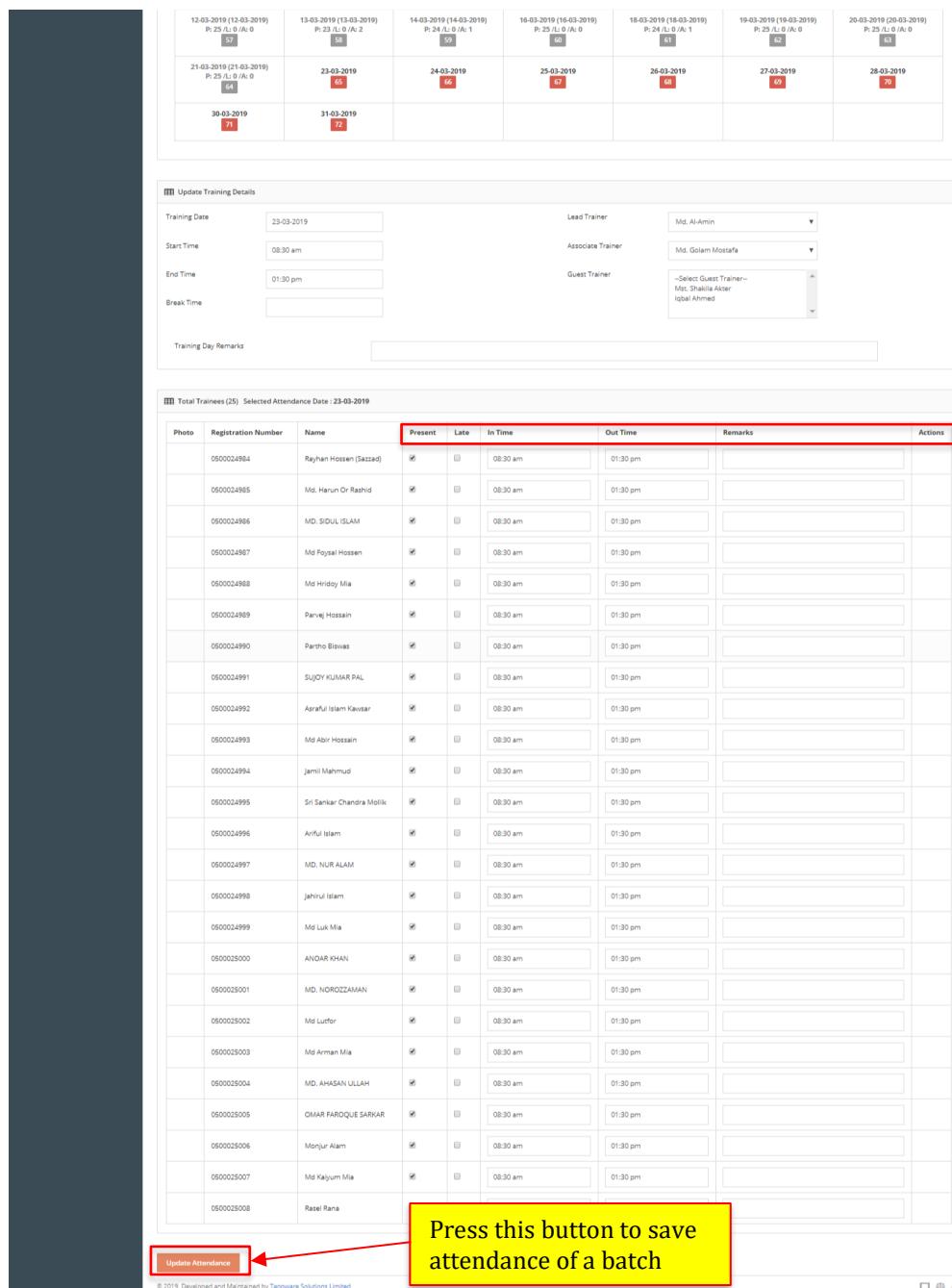
No Data Available

Figure 51

Select the training day to enter the attendance data where user can also update training details.

- Put a (✓) in “Present” column if the trainee is present in class before the training started.
- Put a (✓) in “Late” column if the trainee is present in class after training starting time.
- Fill the information in column “In time” and “Out time” of a trainee.
- User can give some comments about that trainee in “Remarks” column.
- After providing all information for that day press the button “Update Attendance”. The information will be saved in the system,

- After giving training days attendance the color of the calendar is changed. Grey colored calendar means attendance data has been given and saved for this particular training day.
- User have to give attendance one by one.



The screenshot displays two main sections of a software interface:

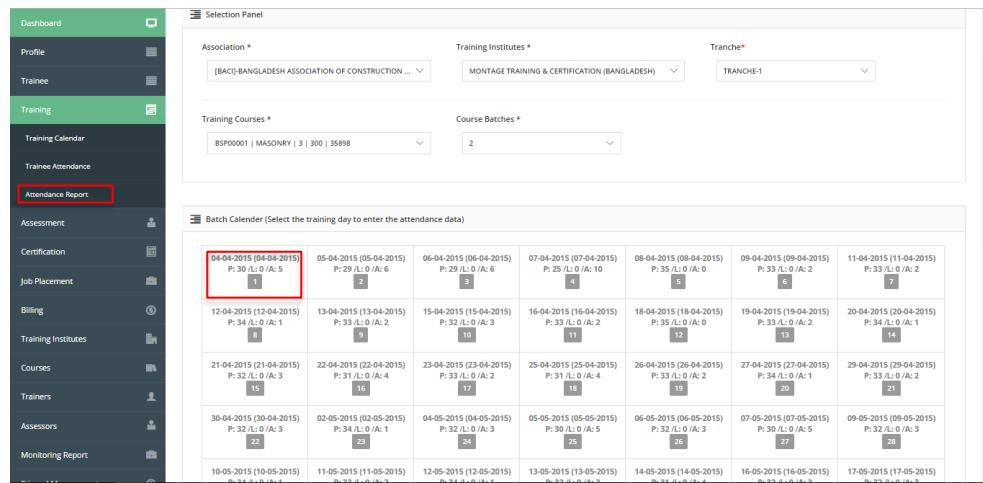
- Update Training Details:** This section includes fields for Training Date (23-03-2019), Start Time (08:30 am), End Time (01:30 pm), Break Time (empty), Lead Trainer (Md. Al-Amin), Associate Trainer (Md. Golam Mostafa), and Guest Trainer (dropdown menu showing 'Select Guest Trainer-' and names like Md. Shakila Akter and Iqbal Ahmed).
- Total Trainees (25) Selected Attendance Date : 23-03-2019:** This section shows a grid of 25 trainees with columns for Photo, Registration Number, Name, Present (checkbox), Late (checkbox), In Time (time input), Out Time (time input), Remarks (text input), and Actions (button). A red box highlights the 'Present' column across all rows. A yellow callout box with the text "Press this button to save attendance of a batch" points to the "Update Attendance" button located at the bottom left of the trainee list.

Figure 52

iii. Attendance Report

It shows the attendance report of a training institute.

- To see the result, user have to select Training Institute, Tranche, Training Course, Course Batches from drop down list in the selection panel.
- The final attendance report date shows some information about the trainee(s) attendance.
- The first date means the date which generate by the system automatically and the date written in bracket () means the date when the class was actually held.
- P/L/A- three options shows the present/late/absent trainee(s) information for that class.



04-04-2015 (04-04-2015) P: 3 / L: 0 / A: 5 1	05-04-2015 (05-04-2015) P: 29 / L: 0 / A: 6 2	06-04-2015 (06-04-2015) P: 29 / L: 0 / A: 6 3	07-04-2015 (07-04-2015) P: 25 / L: 0 / A: 10 4	08-04-2015 (08-04-2015) P: 35 / L: 0 / A: 0 5	09-04-2015 (09-04-2015) P: 33 / L: 0 / A: 2 6	11-04-2015 (11-04-2015) P: 33 / L: 1 / A: 2 7
12-04-2015 (12-04-2015) P: 31 / L: 0 / A: 1 8	13-04-2015 (13-04-2015) P: 33 / L: 0 / A: 2 9	15-04-2015 (15-04-2015) P: 32 / L: 0 / A: 3 10	16-04-2015 (16-04-2015) P: 33 / L: 0 / A: 2 11	18-04-2015 (18-04-2015) P: 35 / L: 0 / A: 0 12	19-04-2015 (19-04-2015) P: 33 / L: 0 / A: 2 13	20-04-2015 (20-04-2015) P: 34 / L: 1 / A: 1 14
21-04-2015 (21-04-2015) P: 31 / L: 0 / A: 3 15	22-04-2015 (22-04-2015) P: 31 / L: 0 / A: 4 16	23-04-2015 (23-04-2015) P: 33 / L: 0 / A: 2 17	25-04-2015 (25-04-2015) P: 31 / L: 0 / A: 4 18	26-04-2015 (26-04-2015) P: 33 / L: 0 / A: 2 19	27-04-2015 (27-04-2015) P: 34 / L: 0 / A: 1 20	29-04-2015 (29-04-2015) P: 33 / L: 1 / A: 2 21
30-04-2015 (30-04-2015) P: 30 / L: 0 / A: 3 22	02-05-2015 (02-05-2015) P: 34 / L: 0 / A: 1 23	04-05-2015 (04-05-2015) P: 32 / L: 0 / A: 3 24	05-05-2015 (05-05-2015) P: 30 / L: 0 / A: 5 25	06-05-2015 (06-05-2015) P: 32 / L: 0 / A: 3 26	07-05-2015 (07-05-2015) P: 30 / L: 0 / A: 5 27	09-05-2015 (09-05-2015) P: 32 / L: 0 / A: 3 28
10-05-2015 (10-05-2015) P: 34 / L: 0 / A: 4 29	11-05-2015 (11-05-2015) P: 33 / L: 0 / A: 3 30	12-05-2015 (12-05-2015) P: 34 / L: 0 / A: 4 31	13-05-2015 (13-05-2015) P: 33 / L: 0 / A: 3 32	14-05-2015 (14-05-2015) P: 34 / L: 0 / A: 4 33	16-05-2015 (16-05-2015) P: 33 / L: 0 / A: 3 34	17-05-2015 (17-05-2015) P: 33 / L: 0 / A: 3 35

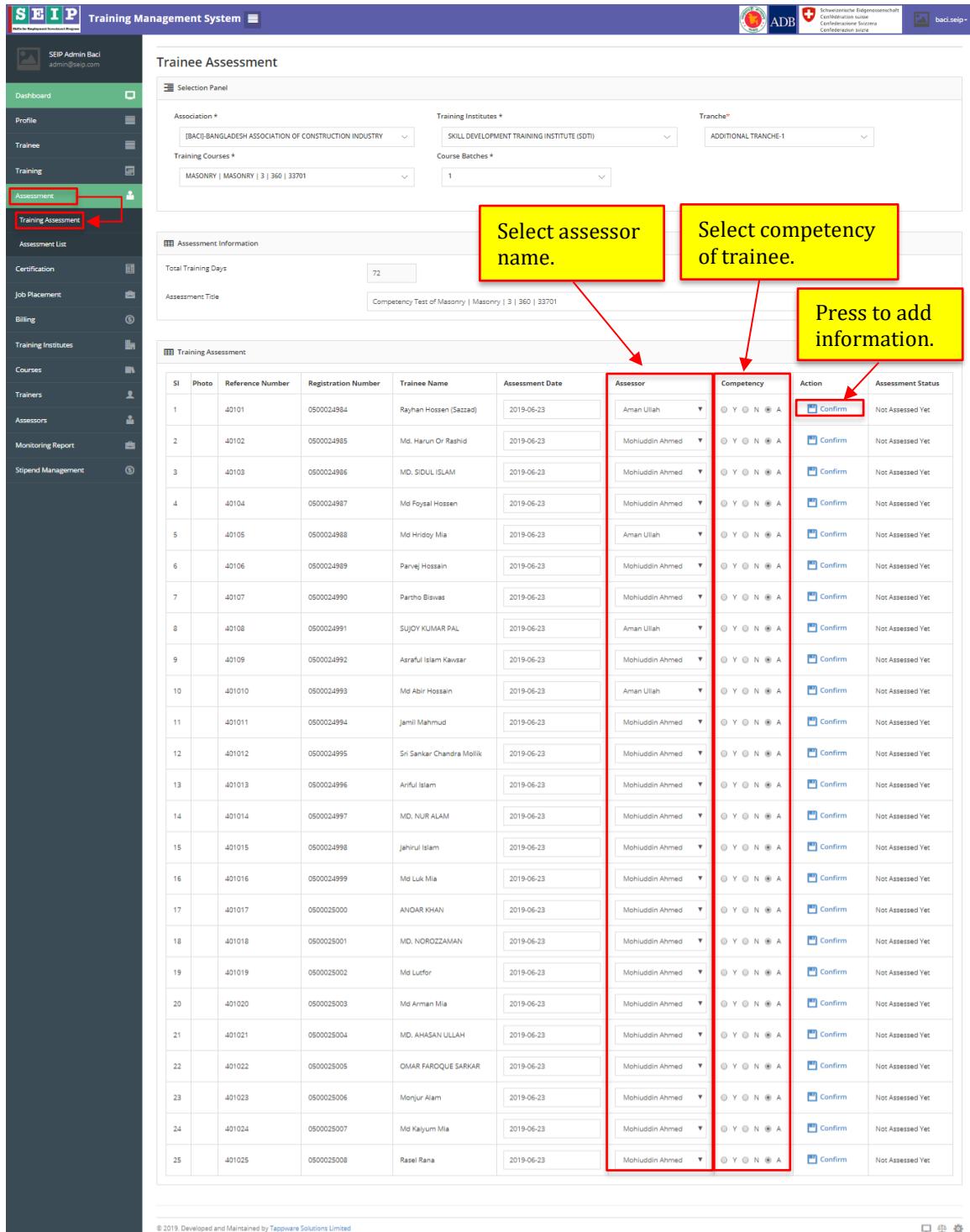
Figure 53

11. Assessment:

For training assessment, user need to navigate “Assessment” from left panel. It will expand with two more options-

- Training Assessment
 - Assessment List
- i. **Trainee Assessment**
- To record trainee assessment result, user have to select “Training Institute”, “Tranche”, “Training Course”, “Course Batches” from drop down list. It shows Assessment Information table and Training Assessment table.
 - The Training Assessment table automatically loads with information except Assessor and Competency. Then user need to assign Assessor and set competency result for each trainee in table.

- Competency can be given in terms of Y/N/A which means yes(passed)/no (not passed)/absent (not present).
- After providing information click on Action (Confirm) if all information is ok. It creates a (✓) sign in Assessment Status column which means the trainee is assessed. See figure 54.



Select assessor name.

Select competency of trainee.

Press to add information.

Sl	Photo	Reference Number	Registration Number	Trainee Name	Assessment Date	Assessor	Competency	Action	Assessment Status
1	40101	0500024984	Rayhan Hossen (Sazzad)		2019-06-23	Aman Ullah	<input type="radio"/> Y <input type="radio"/> N <input checked="" type="radio"/> A	<input type="button" value="Confirm"/>	Not Assessed Yet
2	40102	0500024985	Md. Harun Or Rashid		2019-06-23	Mohiuddin Ahmed	<input type="radio"/> Y <input type="radio"/> N <input checked="" type="radio"/> A	<input type="button" value="Confirm"/>	Not Assessed Yet
3	40103	0500024986	MD. SIDUL ISLAM		2019-06-23	Mohiuddin Ahmed	<input type="radio"/> Y <input type="radio"/> N <input checked="" type="radio"/> A	<input type="button" value="Confirm"/>	Not Assessed Yet
4	40104	0500024987	Md Foyal Hossen		2019-06-23	Mohiuddin Ahmed	<input type="radio"/> Y <input type="radio"/> N <input checked="" type="radio"/> A	<input type="button" value="Confirm"/>	Not Assessed Yet
5	40105	0500024988	Md Hridoy Mia		2019-06-23	Aman Ullah	<input type="radio"/> Y <input type="radio"/> N <input checked="" type="radio"/> A	<input type="button" value="Confirm"/>	Not Assessed Yet
6	40106	0500024989	Parvej Hossain		2019-06-23	Mohiuddin Ahmed	<input type="radio"/> Y <input type="radio"/> N <input checked="" type="radio"/> A	<input type="button" value="Confirm"/>	Not Assessed Yet
7	40107	0500024990	Paripo Biswas		2019-06-23	Mohiuddin Ahmed	<input type="radio"/> Y <input type="radio"/> N <input checked="" type="radio"/> A	<input type="button" value="Confirm"/>	Not Assessed Yet
8	40108	0500024991	SUJOY KUMAR PAL		2019-06-23	Aman Ullah	<input type="radio"/> Y <input type="radio"/> N <input checked="" type="radio"/> A	<input type="button" value="Confirm"/>	Not Assessed Yet
9	40109	0500024992	Arafat Islam Kawsar		2019-06-23	Mohiuddin Ahmed	<input type="radio"/> Y <input type="radio"/> N <input checked="" type="radio"/> A	<input type="button" value="Confirm"/>	Not Assessed Yet
10	401010	0500024993	Md Abir Hossain		2019-06-23	Aman Ullah	<input type="radio"/> Y <input type="radio"/> N <input checked="" type="radio"/> A	<input type="button" value="Confirm"/>	Not Assessed Yet
11	401011	0500024994	Jamil Mahmud		2019-06-23	Mohiuddin Ahmed	<input type="radio"/> Y <input type="radio"/> N <input checked="" type="radio"/> A	<input type="button" value="Confirm"/>	Not Assessed Yet
12	401012	0500024995	Sri Sankar Chandra Mollik		2019-06-23	Mohiuddin Ahmed	<input type="radio"/> Y <input type="radio"/> N <input checked="" type="radio"/> A	<input type="button" value="Confirm"/>	Not Assessed Yet
13	401013	0500024996	Ariful Islam		2019-06-23	Mohiuddin Ahmed	<input type="radio"/> Y <input type="radio"/> N <input checked="" type="radio"/> A	<input type="button" value="Confirm"/>	Not Assessed Yet
14	401014	0500024997	MD. NUR ALAM		2019-06-23	Mohiuddin Ahmed	<input type="radio"/> Y <input type="radio"/> N <input checked="" type="radio"/> A	<input type="button" value="Confirm"/>	Not Assessed Yet
15	401015	0500024998	Jahirul Islam		2019-06-23	Mohiuddin Ahmed	<input type="radio"/> Y <input type="radio"/> N <input checked="" type="radio"/> A	<input type="button" value="Confirm"/>	Not Assessed Yet
16	401016	0500024999	Md Luk Mia		2019-06-23	Mohiuddin Ahmed	<input type="radio"/> Y <input type="radio"/> N <input checked="" type="radio"/> A	<input type="button" value="Confirm"/>	Not Assessed Yet
17	401017	0500025000	ANDAR KHAN		2019-06-23	Mohiuddin Ahmed	<input type="radio"/> Y <input type="radio"/> N <input checked="" type="radio"/> A	<input type="button" value="Confirm"/>	Not Assessed Yet
18	401018	0500025001	MD. NOROZZAMAN		2019-06-23	Mohiuddin Ahmed	<input type="radio"/> Y <input type="radio"/> N <input checked="" type="radio"/> A	<input type="button" value="Confirm"/>	Not Assessed Yet
19	401019	0500025002	Md Ludor		2019-06-23	Mohiuddin Ahmed	<input type="radio"/> Y <input type="radio"/> N <input checked="" type="radio"/> A	<input type="button" value="Confirm"/>	Not Assessed Yet
20	401020	0500025003	Md Arman Mia		2019-06-23	Mohiuddin Ahmed	<input type="radio"/> Y <input type="radio"/> N <input checked="" type="radio"/> A	<input type="button" value="Confirm"/>	Not Assessed Yet
21	401021	0500025004	MD. AHASAN ULLAH		2019-06-23	Mohiuddin Ahmed	<input type="radio"/> Y <input type="radio"/> N <input checked="" type="radio"/> A	<input type="button" value="Confirm"/>	Not Assessed Yet
22	401022	0500025005	OMAR FAROQUE SARKAR		2019-06-23	Mohiuddin Ahmed	<input type="radio"/> Y <input type="radio"/> N <input checked="" type="radio"/> A	<input type="button" value="Confirm"/>	Not Assessed Yet
23	401023	0500025006	Monjur Alam		2019-06-23	Mohiuddin Ahmed	<input type="radio"/> Y <input type="radio"/> N <input checked="" type="radio"/> A	<input type="button" value="Confirm"/>	Not Assessed Yet
24	401024	0500025007	Md Kalyum Mia		2019-06-23	Mohiuddin Ahmed	<input type="radio"/> Y <input type="radio"/> N <input checked="" type="radio"/> A	<input type="button" value="Confirm"/>	Not Assessed Yet
25	401025	0500025008	Rasel Rana		2019-06-23	Mohiuddin Ahmed	<input type="radio"/> Y <input type="radio"/> N <input checked="" type="radio"/> A	<input type="button" value="Confirm"/>	Not Assessed Yet

Figure 54

Training Management System

All trainees are assessed.

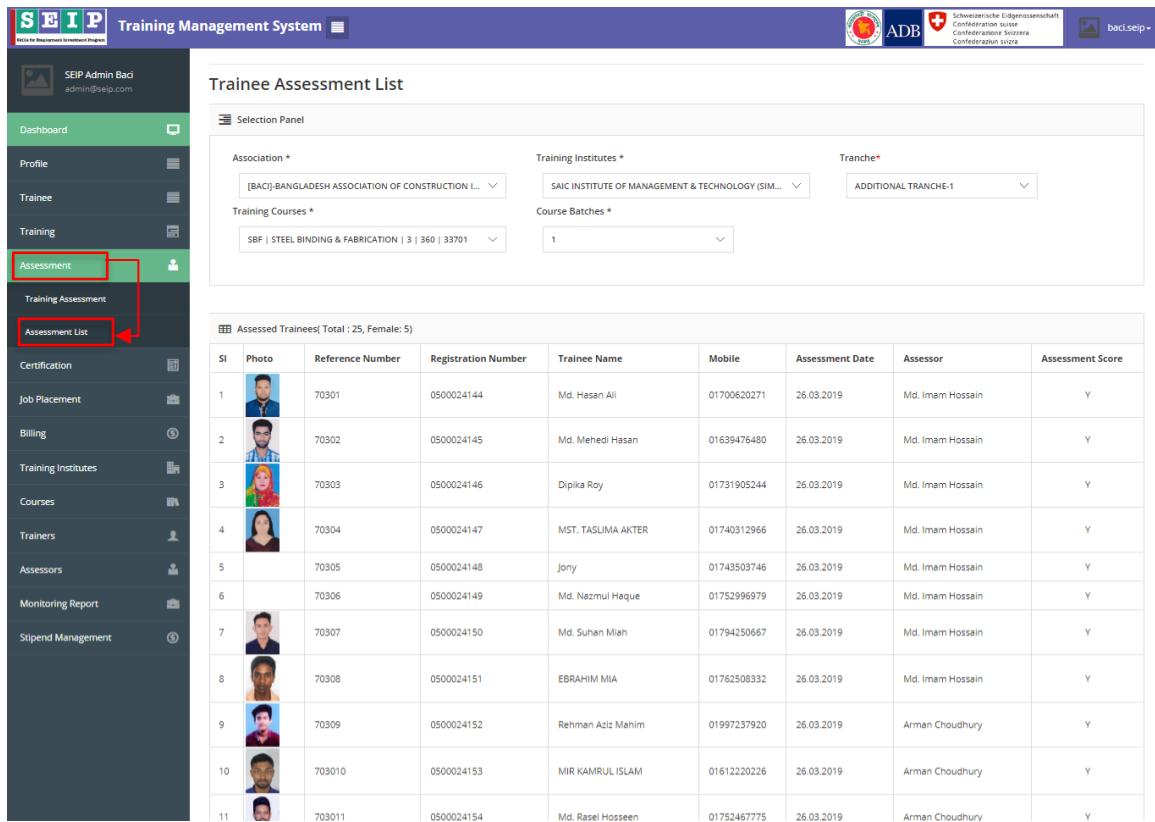
SI	Photo	Reference Number	Registration Number	Trainee Name	Assessment Date	Assessor	Competency	Action	Assessment Status
1	40101	0500024984	Rayhan Hossen (Sazzad)	2019-06-23	Aman Ullah	<input type="radio"/> Y <input type="radio"/> N <input checked="" type="radio"/> A			
2	40102	0500024985	Md. Harun Or Rashid	2019-06-23	Mohiuddin Ahmed	<input type="radio"/> Y <input type="radio"/> N <input checked="" type="radio"/> A			
3	40103	0500024986	MD. SIDUL ISLAM	2019-06-23	Mohiuddin Ahmed	<input type="radio"/> Y <input type="radio"/> N <input checked="" type="radio"/> A			
4	40104	0500024987	Md Foyal Hossen	2019-06-23	Mohiuddin Ahmed	<input type="radio"/> Y <input type="radio"/> N <input checked="" type="radio"/> A			
5	40105	0500024988	Md Hridoy Mia	2019-06-23	Aman Ullah	<input type="radio"/> Y <input type="radio"/> N <input checked="" type="radio"/> A			
6	40106	0500024989	Parvej Hossain	2019-06-23	Mohiuddin Ahmed	<input type="radio"/> Y <input type="radio"/> N <input checked="" type="radio"/> A			
7	40107	0500024990	Partho Biswas	2019-06-23	Mohiuddin Ahmed	<input type="radio"/> Y <input type="radio"/> N <input checked="" type="radio"/> A			
8	40108	0500024991	SUJOY KUMAR PAL	2019-06-23	Aman Ullah	<input type="radio"/> Y <input type="radio"/> N <input checked="" type="radio"/> A			
9	40109	0500024992	Araful Islam Kavirar	2019-06-23	Mohiuddin Ahmed	<input type="radio"/> Y <input type="radio"/> N <input checked="" type="radio"/> A			
10	401010	0500024993	Md Abir Hossain	2019-06-23	Aman Ullah	<input type="radio"/> Y <input type="radio"/> N <input checked="" type="radio"/> A			
11	401011	0500024994	Jamil Mahmud	2019-06-23	Mohiuddin Ahmed	<input checked="" type="radio"/> Y <input type="radio"/> N <input type="radio"/> A			
12	401012	0500024995	Sri Sankar Chandra Mollik	2019-06-23	Mohiuddin Ahmed	<input type="radio"/> Y <input type="radio"/> N <input checked="" type="radio"/> A			
13	401013	0500024996	Ariful Islam	2019-06-23	Mohiuddin Ahmed	<input type="radio"/> Y <input type="radio"/> N <input checked="" type="radio"/> A			
14	401014	0500024997	MD. NUR ALAM	2019-06-23	Mohiuddin Ahmed	<input type="radio"/> Y <input type="radio"/> N <input checked="" type="radio"/> A			
15	401015	0500024998	Jahirul Islam	2019-06-23	Mohiuddin Ahmed	<input type="radio"/> Y <input type="radio"/> N <input checked="" type="radio"/> A			
16	401016	0500024999	Md Luk Mia	2019-06-23	Mohiuddin Ahmed	<input type="radio"/> Y <input type="radio"/> N <input checked="" type="radio"/> A			
17	401017	0500025000	ANDAR KHAN	2019-06-23	Mohiuddin Ahmed	<input type="radio"/> Y <input type="radio"/> N <input checked="" type="radio"/> A			
18	401018	0500025001	MD. NOROZZAMAN	2019-06-23	Mohiuddin Ahmed	<input type="radio"/> Y <input type="radio"/> N <input checked="" type="radio"/> A			
19	401019	0500025002	Md Lutfor	2019-06-23	Mohiuddin Ahmed	<input type="radio"/> Y <input checked="" type="radio"/> N <input type="radio"/> A			
20	401020	0500025003	Md Arman Mia	2019-06-23	Mohiuddin Ahmed	<input type="radio"/> Y <input checked="" type="radio"/> N <input type="radio"/> A			
21	401021	0500025004	MD. AHASAN ULLAH	2019-06-23	Mohiuddin Ahmed	<input type="radio"/> Y <input checked="" type="radio"/> N <input type="radio"/> A			
22	401022	0500025005	OMAR FAROQUE SARKAR	2019-06-23	Mohiuddin Ahmed	<input type="radio"/> Y <input checked="" type="radio"/> N <input type="radio"/> A			
23	401023	0500025006	Monjur Alam	2019-06-23	Mohiuddin Ahmed	<input type="radio"/> Y <input checked="" type="radio"/> N <input type="radio"/> A			
24	401024	0500025007	Md Kalyum Mia	2019-06-23	Mohiuddin Ahmed	<input type="radio"/> Y <input checked="" type="radio"/> N <input type="radio"/> A			
25	401025	0500025008	Rasel Rana	2019-06-23	Mohiuddin Ahmed	<input type="radio"/> Y <input checked="" type="radio"/> N <input type="radio"/> A			

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Figure 55

ii. Assessment List

To show the list of assessed trainees user have to select “Training Institute”, “Tranche”, “Training Course”, “Course Batches” from drop down list. See the figure 50.



Sl	Photo	Reference Number	Registration Number	Trainee Name	Mobile	Assessment Date	Assessor	Assessment Score
1		70301	0500024144	Md. Hasan Ali	01700620271	26.03.2019	Md. Imam Hossain	Y
2		70302	0500024145	Md. Mehedi Hasan	01639476480	26.03.2019	Md. Imam Hossain	Y
3		70303	0500024146	Dipika Roy	01731905244	26.03.2019	Md. Imam Hossain	Y
4		70304	0500024147	MST. TASLIMA AKTER	01740312966	26.03.2019	Md. Imam Hossain	Y
5		70305	0500024148	Jony	01743503746	26.03.2019	Md. Imam Hossain	Y
6		70306	0500024149	Md. Nazmul Haque	01752996979	26.03.2019	Md. Imam Hossain	Y
7		70307	0500024150	Md. Suhan Miah	01794250667	26.03.2019	Md. Imam Hossain	Y
8		70308	0500024151	EBRAHIM MIA	01762508332	26.03.2019	Md. Imam Hossain	Y
9		70309	0500024152	Rehman Aziz Mahim	01997237920	26.03.2019	Arman Choudhury	Y
10		703010	0500024153	MIR KAMRUL ISLAM	01612220226	26.03.2019	Arman Choudhury	Y
11		703011	0500024154	Md. Rasel Hosseen	01752467775	26.03.2019	Arman Choudhury	Y

Figure 56

12. Training Certification

To certified assessed trainees, user need to click “Certification” from left menu. It will expand with two more options-

- Training Certificate
- Certification List

i. Training Certificate

- To certified assessed trainee, user need to select “Training Institute”, “Tranche”, “Training Course”, “Course Batches” from drop down list.
- It shows trainee list with assessment Information. Figure: 57
- Press “Submit” button to send the result in system.

Note: To complete the certification for a batch, assessment for that batch must has to be completed first.

Training Management System

Training Certificate

Note
Please update certification status.

Sl	Photo	Reference Number	Registration Number	Trainee Name	Gender	Assessment	Certified
1		70301	0500024144	Md. Hasan Ali	Male	✓ Competent	Yes
2		70302	0500024145	Md. Mehedi Hasan	Male	✓ Competent	Yes
3		70303	0500024146	Dipika Roy	Female	✓ Competent	Yes
4		70304	0500024147	MST. TASLIMA AKTER	Female	✓ Competent	Yes
5		70305	0500024148	Jony	Male	✓ Competent	Yes
6		70306	0500024149	Md. Nazmul Haque	Male	✓ Competent	Yes
7		70307	0500024150	Md. Suhan Miah	Male	✓ Competent	Yes
8		70308	0500024151	EBRAHIM MIA	Male	✓ Competent	Yes
9		70309	0500024152	Rehman Aziz Mahim	Male	✓ Competent	Yes
10		703010	0500024153	MIR KAMRUL ISLAM	Male	✓ Competent	Yes
11		703011	0500024154	Md. Rasel Hosseen	Male	✓ Competent	Yes
12		703012	0500024155	ABDULLAH	Male	✓ Competent	Yes
13		703013	0500024156	Md. Anarul Haq	Male	✓ Competent	Yes
14		703014	0500024157	Maruf Mia	Male	✓ Competent	Yes
15		703015	0500024158	Md. Jakir Hossain	Male	✓ Competent	Yes
16		703016	0500024159	NUR MAHMAD ONTOR	Male	✓ Competent	Yes
17		703017	0500024160	DIPOK KUMAR HOWLADAR	Male	✓ Competent	Yes
18		703018	0500024161	Md. Reyad Hosen	Male	✓ Competent	Yes
19		703019	0500024162	Afsana Akter Moly	Female	✓ Competent	Yes
20		703020	0500024163	Md. Nazmul Huda	Male	✓ Competent	Yes
21		703021	0500024164	Mehedi Hasan	Male	✓ Competent	Yes
22		703022	0500024165	Abu Sayed	Male	✓ Competent	Yes
23		703023	0500024166	Mosharof Hosen	Male	✓ Competent	Yes
24		703024	0500024167	SHIRINA	Female	✓ Competent	Yes
25		703025			Female	✓ Competent	Yes

Press this button to submit the result.

Submit

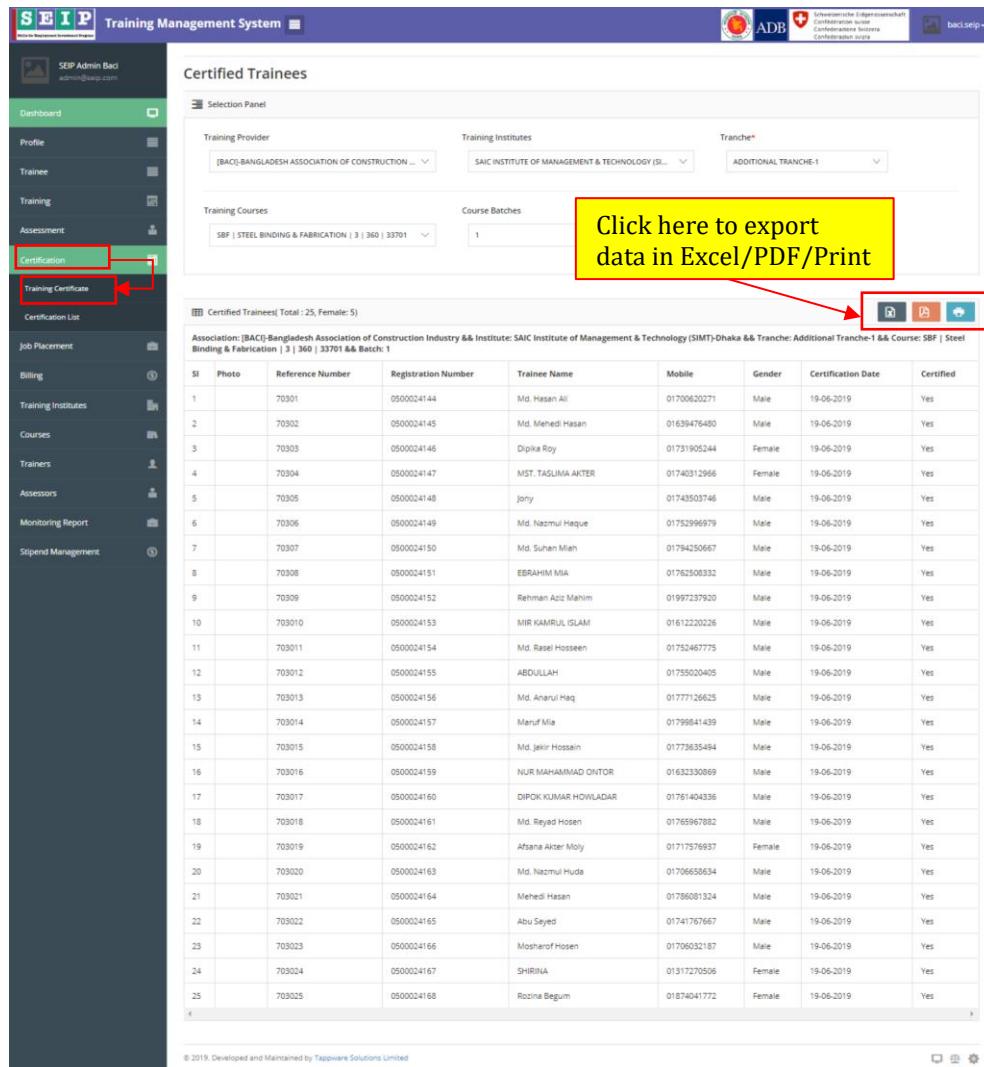
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Figure 57

ii. Certification List

To see the list of trainees who are certified, go to “Certification>> Certification List” from the navigation bar.

- Select “Training Institute”, “Tranche”, “Training Course”, “Course Batches” from drop down list to show the list of certified trainees.
- User can also export/download the result in Excel, PDF or print the result. See figure:52.



Sl	Photo	Reference Number	Registration Number	Trainee Name	Mobile	Gender	Certification Date	Certified
1	70301	0500024144		Md. Hasan Ali	01700620271	Male	19-06-2019	Yes
2	70302	0500024145		Md. Mehedi Hasan	01639476480	Male	19-06-2019	Yes
3	70303	0500024146		Dipika Roy	01731905244	Female	19-06-2019	Yes
4	70304	0500024147		MST. TASLIMA AKTER	01740212966	Female	19-06-2019	Yes
5	70305	0500024148		Jony	01743502746	Male	19-06-2019	Yes
6	70306	0500024149		Md. Nazmul Haque	01752896979	Male	19-06-2019	Yes
7	70307	0500024150		Md. Suhan Miah	01794250667	Male	19-06-2019	Yes
8	70308	0500024151		EBRAHIM MIA	01762508332	Male	19-06-2019	Yes
9	70309	0500024152		Rehman Atiq Mahmud	01997237920	Male	19-06-2019	Yes
10	703010	0500024153		MIR KAMRUL ISLAM	01612220226	Male	19-06-2019	Yes
11	703011	0500024154		Md. Rasel Hossein	01752467775	Male	19-06-2019	Yes
12	703012	0500024155		ABDULLAH	01755020405	Male	19-06-2019	Yes
13	703013	0500024156		Md. Anarul Haq	01777126625	Male	19-06-2019	Yes
14	703014	0500024157		Manir Mia	01799841439	Male	19-06-2019	Yes
15	703015	0500024158		Md. Jekir Hossain	01773835494	Male	19-06-2019	Yes
16	703016	0500024159		NUR MAHAMMAD OINTOR	01632330089	Male	19-06-2019	Yes
17	703017	0500024160		DIPOK KUMAR HOWLADER	01761404336	Male	19-06-2019	Yes
18	703018	0500024161		Md. Reyad Hosen	01765967882	Male	19-06-2019	Yes
19	703019	0500024162		Afsana Akter Molly	01717576937	Female	19-06-2019	Yes
20	703020	0500024163		Md. Nazmul Huda	01706658634	Male	19-06-2019	Yes
21	703021	0500024164		Mehedi Hasan	01780081324	Male	19-06-2019	Yes
22	703022	0500024165		Abu Sayed	01741767667	Male	19-06-2019	Yes
23	703023	0500024166		Mosharof Hosen	01706032187	Male	19-06-2019	Yes
24	703024	0500024167		SHIRINA	01317270506	Female	19-06-2019	Yes
25	703025	0500024168		Rozina Begum	01874041772	Female	19-06-2019	Yes

Figure 58

13. Job Placement

To input job placement data for trainees, user need to navigate “Job Placement” from left panel. It will expand with six sub menus:

- Self-Employment
- Wages Employment



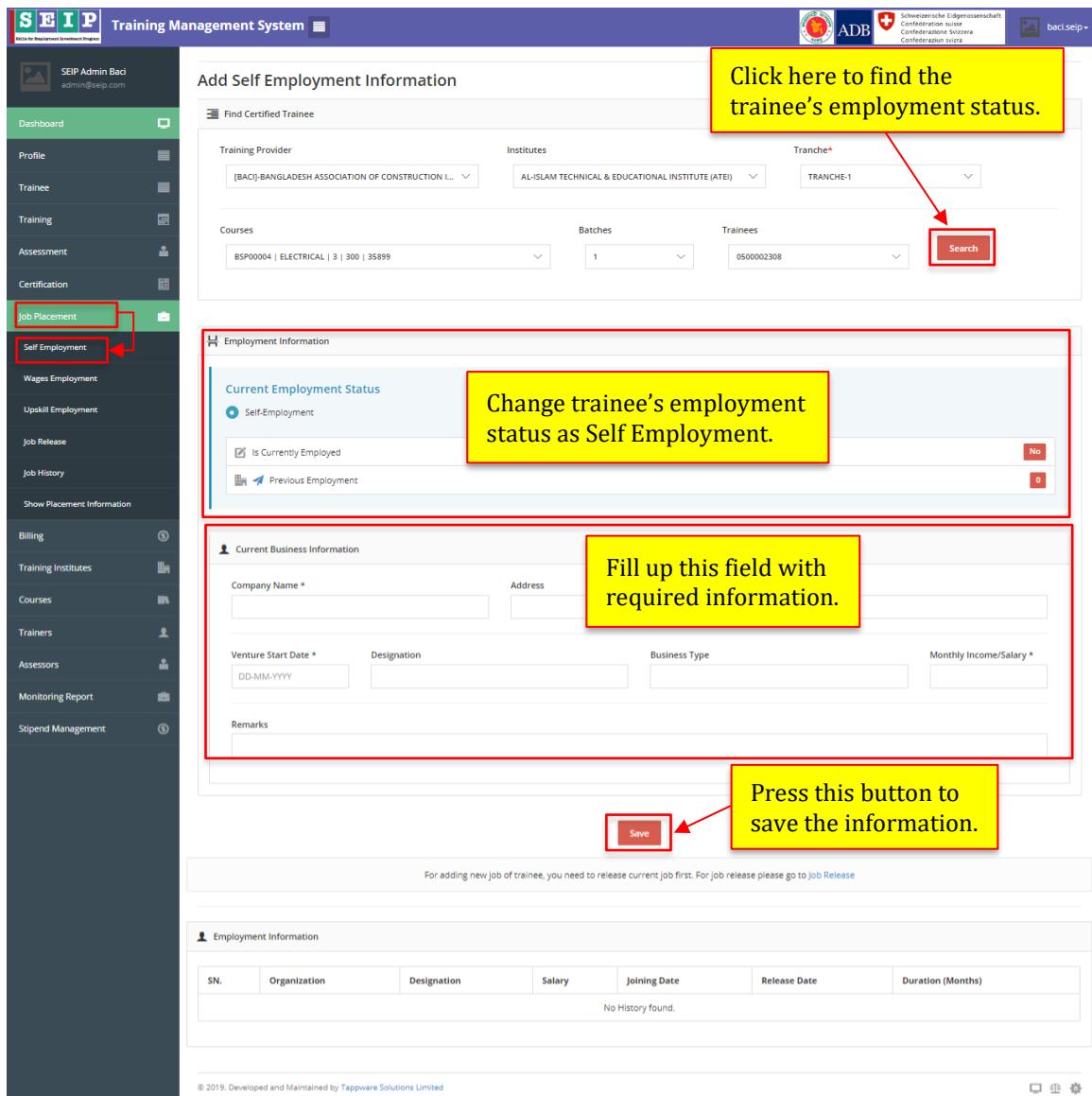
- iii. Upskill Employment
- iv. Job Release
- v. Job History
- vi. Show placement Information

- First two options (Self Employment and Wages Employment) are only for “New Entrant” course type, those trainees who are self-employed like (freelancing, own start-up business/factory) user need to add employment information for those in Self-Employment.
- Those trainees who got paid job in a company or institute user need to add employment information for those in Wages Employment.
- And for the trainees of upskill courses user need to add employment information for those in Upskill Employment.

i. **Self Employment:**

To add self-employment information for a trainee, user need to navigate “Job Placement>> Self Employment”.

- Select “Institute”, “Tranche”, “Course”, “Batches” and “Trainee ID” no from the selection panel.
- Click on “Search” button to load the trainee’s employment information.
- User need to click on “Current Employment Status” to add him/her as self-employed.
- Fill the information about that trainee and press the “Save” button.
- If the trainee is already in “Self Employment” status then user will see “Update” button instead of “Save” button” for updating new work information.
- If the trainee is employed and needs to change employment status then release him/her from current job first.
- After clicking “Save”/” Update “the information will be saved in system.



Add Self Employment Information

Training Provider: [BACI]-BANGLADESH ASSOCIATION OF CONSTRUCTION I...
Institutes: AL-ISLAM TECHNICAL & EDUCATIONAL INSTITUTE (ATEI)
Tranche*: TRANCHE-1

Courses: BSP00004 | ELECTRICAL | 3 | 300 | 35899
Batches: 1
Trainees: 0500002308

Employment Information

Current Employment Status

Self-Employment
Is Currently Employed
Previous Employment

Fill up this field with required information.

Press this button to save the information.

For adding new job of trainee, you need to release current job first. For job release please go to Job Release

Employment Information

SN.	Organization	Designation	Salary	Joining Date	Release Date	Duration (Months)
No History found.						

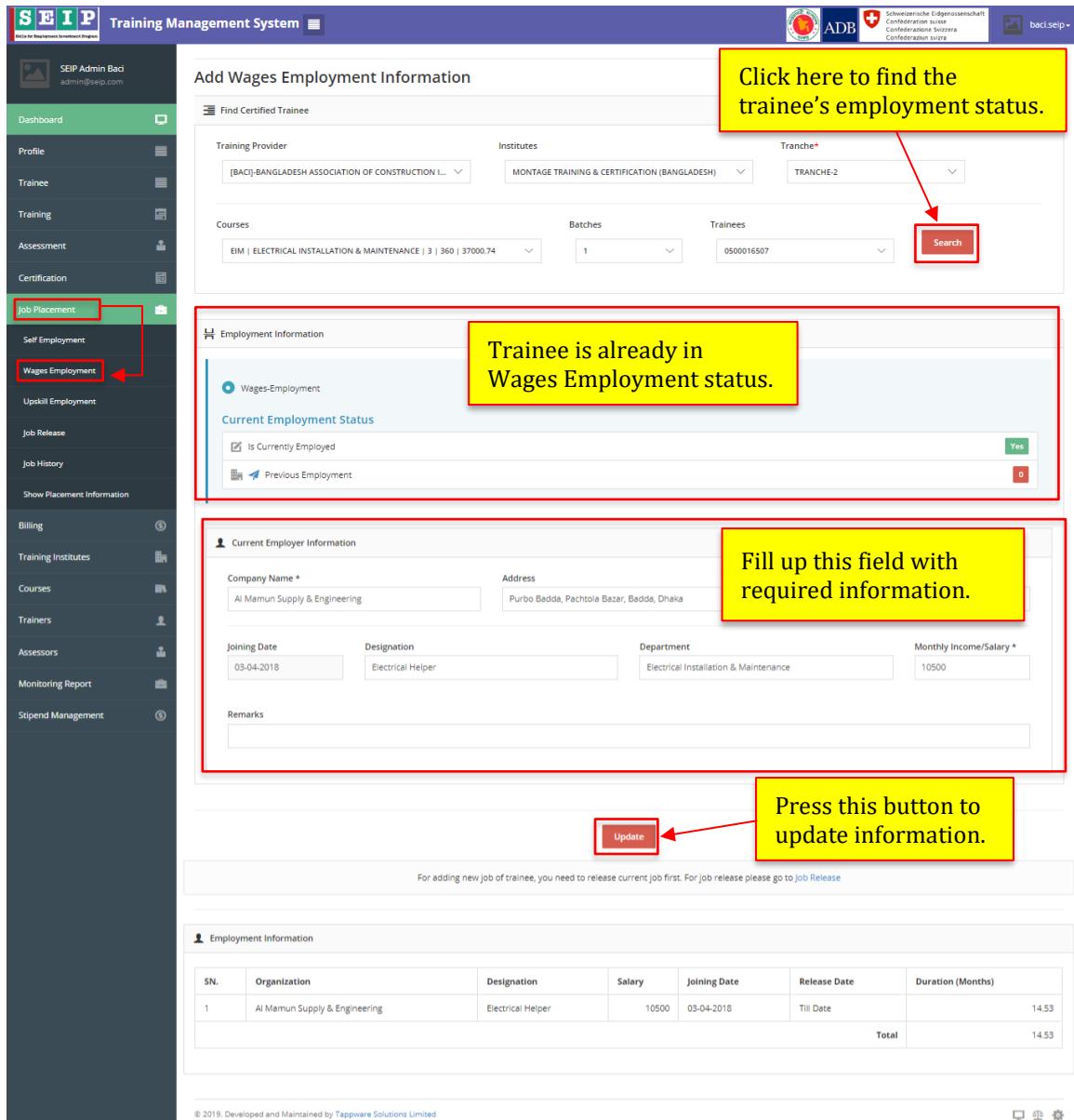
Figure 59

ii. Wages Employment:

To add wages employment information for a trainee, user need to navigate “Job Placement>> Wages Employment”

- Select “Institute”, “Tranche”, “Course”, “Batches” and “Trainee ID” no from the selection panel.
- Click on “Search” button to find that the trainee is employed or not.
- The trainee information is loaded. User need to click on “Current Employment Status” to add him/her as wages employed.
- If the trainee is already in “Wages Employment” status then user will see “Update” button instead of “Save” button for updating new work information.

- If the trainee is employed and needs to change employment status then release him/her from current job first.
- After clicking “Save”/ “Update” the information will be saved in system.



Add Wages Employment Information

Training Provider: [BACI]-BANGLADESH ASSOCIATION OF CONSTRUCTION I... Institutes: MONTAGE TRAINING & CERTIFICATION (BANGLADESH) Tranche*: TRANCHE-2

Courses: EIM | ELECTRICAL INSTALLATION & MAINTENANCE | 3 | 360 | 37000.74 Batches: 1 Trainees: 0500016507

Click here to find the trainee's employment status.

Trainee is already in Wages Employment status.

Fill up this field with required information.

Press this button to update information.

SN.	Organization	Designation	Salary	Joining Date	Release Date	Duration (Months)
1	Al Mamun Supply & Engineering	Electrical Helper	10500	03-04-2018	Till Date	14.53
					Total	14.53

Figure 60

iii. Upskill Employment:

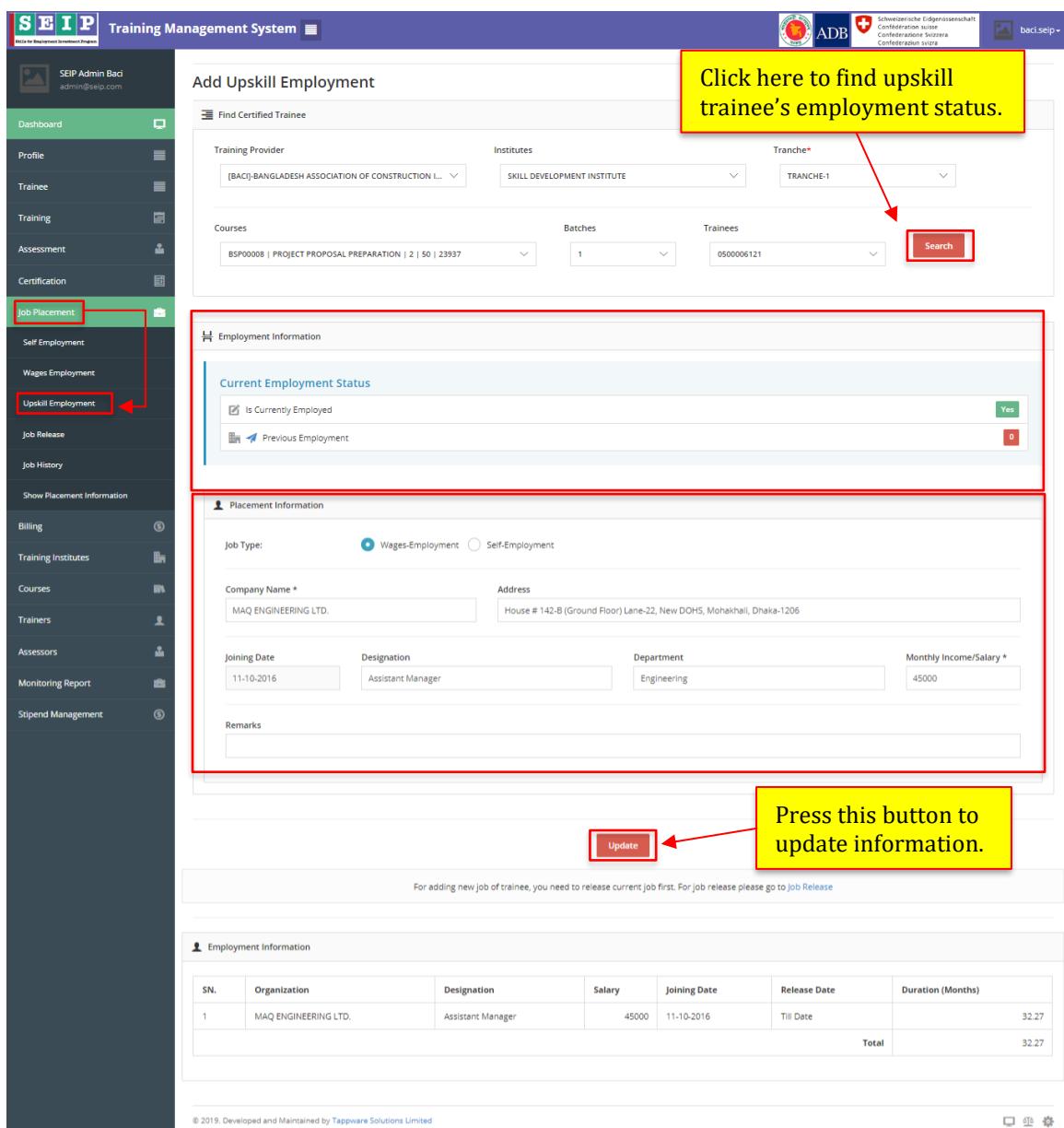
Upskill trainees are those trainees who have already some skill but want to improve the aptitude for work by additional training.

To add upskill employment information for a trainee user need to navigate “Job Placement>> Upskill Employment”.

- Select Institute, Tranche, Course, Batch and Trainee ID no from the selection panel.



- Click on “Search” button to find that the trainee.
- The trainee information is loaded.
- User need to click on “Job Type” to add him/her as wages employed/self-employment.
- Fill the information about that trainee and press the “Save” button.
- The information will be saved in system.
- If there is previous job placement information for the trainee, user will see the “Update” button instead of “Save” button.



Add Upskill Employment

Find Certified Trainee

Training Provider: [BACI]-BANGLADESH ASSOCIATION OF CONSTRUCTION I... Institutes: SKILL DEVELOPMENT INSTITUTE Tranche*: TRANCHE-I

Courses: BSP00008 | PROJECT PROPOSAL PREPARATION | 2 | 50 | 23937 Batches: 1 Trainees: 0500006121

Employment Information

Current Employment Status

Is Currently Employed Yes

Previous Employment 0

Placement Information

Job Type: Wages-Employment Self-Employment

Company Name *: MAQ ENGINEERING LTD. Address: House # 142-B (Ground Floor) Lane-22, New DOHS, Mohakhal, Dhaka-1206

Joining Date: 11-10-2016 Designation: Assistant Manager Department: Engineering Monthly Income/Salary *: 45000

Remarks:

Update

For adding new job of trainee, you need to release current job first. For job release please go to [Job Release](#)

Employment Information

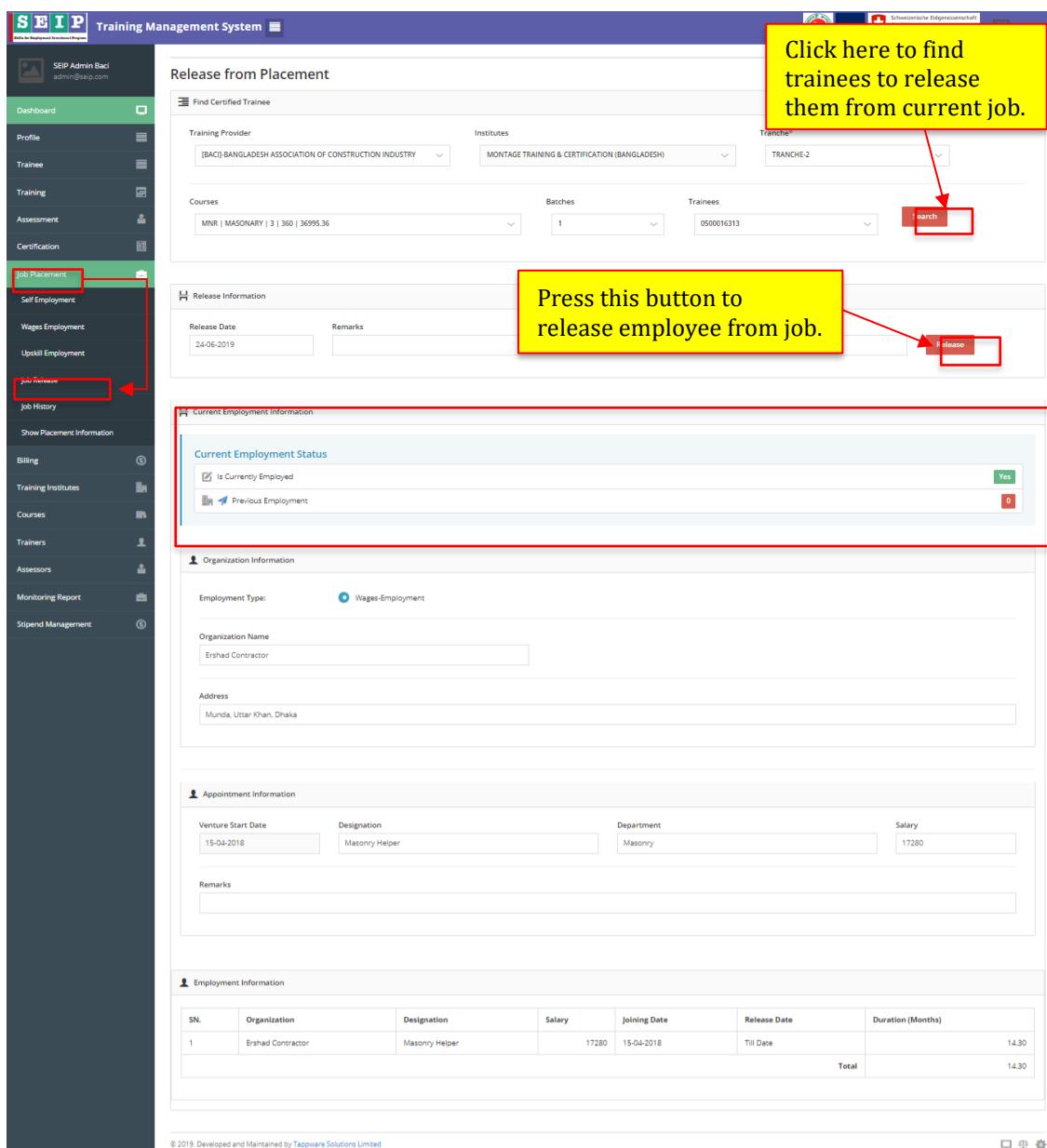
SN.	Organization	Designation	Salary	Joining Date	Release Date	Duration (Months)
1	MAQ ENGINEERING LTD.	Assistant Manager	45000	11-10-2016	Till Date	32.27
						Total 32.27

Figure 61

iv. **Job Release:**

To release an employee from current job, user need to navigate “Job Placement>>Job Release”.

- Select “Institutes”, “Tranche”, “Courses”, “Batches” and “Trainees” from the job release panel.
- Press the “Search” button to show the job placement information of the trainee.
- See the images below.
- To release a trainee from the current job, insert the release date and remarks then press “Release” button to release the trainee from current employment.



Click here to find trainees to release them from current job.

Press this button to release employee from job.

Current Employment Status

<input checked="" type="checkbox"/> Is Currently Employed	<input type="checkbox"/> Previous Employment	Yes
		No

Organization Information

Employment Type: Wages-Employment

Organization Name: Ershad Contractor

Address: Munda, Uttar Khan, Dhaka

Appointment Information

Venture Start Date 15-04-2018	Designation Masonry Helper	Department Masonry	Salary 17280
----------------------------------	-------------------------------	-----------------------	-----------------

Remarks

Employment Information

SN.	Organization	Designation	Salary	Joining Date	Release Date	Duration (Months)
1	Ershad Contractor	Masonry Helper	17280	15-04-2018	Till Date	14.30
						Total 14.30

Figure 62

v. Job History:

To find an employed trainee information user need to navigate “Job Placement>>Job History”.

- Select the trainee’s registration number.
- Press the “Search” button.
- It will show the employment information about the trainee.

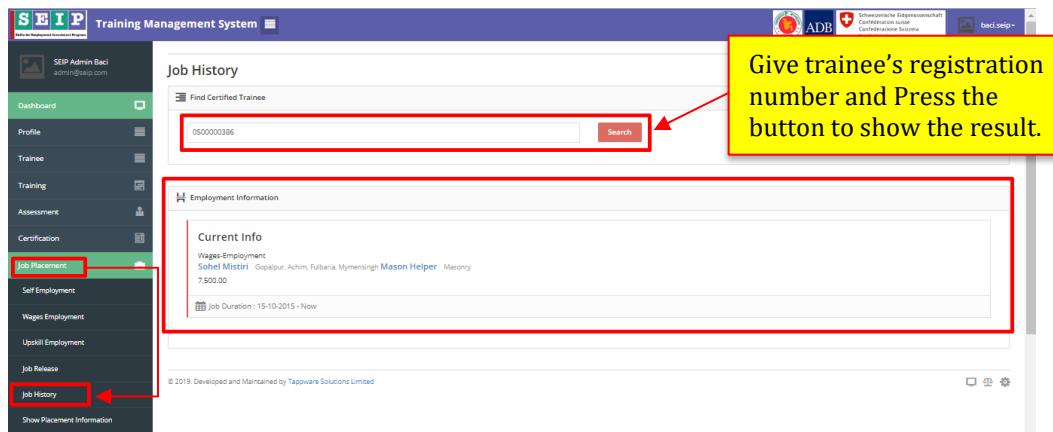


Figure 63

vi. Show Placement Information:

It shows the information about the Employed trainees. Navigate to “Job Placement>> Show Placement Information”.

- Select Training Institutions, Tranche, Training Courses and Course Batch.
- Press the “Search” button. It shows the Employed Trainees table.
- User can also export/download the result in Excel sheets, PDF or print the result. See image below:

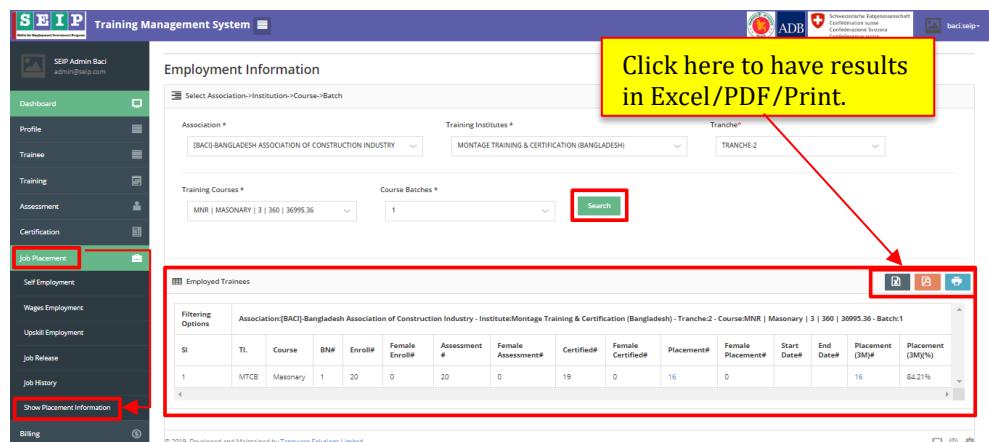


Figure 64

14. Billing:

After completing training procedure, the user can claim bills. The billing process is divided into three sections (Claim-1, claim-2 and claim-3). Each section is done by two steps which are bill submission and submitted bills.

- i. Enrollment (Claim-1):
 - a. Claim-1 Bill Submit:
 - b. Submitted Bills
- ii. Certification (Claim-2)
 - a. Claim-2 Bill Submit
 - b. Submitted Bills
- iii. Employment (Claim-3)
 - a. Claim-3 Bill Submit
 - b. Submitted Bills

Note: User can submit bills for one batch or can submit with a bulk. Once user submit a bill under claim-1, the same bill will be applicable for claim-2 and claim-3 sections. The user can not add a new batch to the previous bill, it will be added to the next bill queue.

The steps are discussed below:

i. Enrollment (Claim-1):

The first bill can be claim after completing trainee enrollment process.

a. Claim-1 Bill Submit:

To claim a bill for claim-1, go to “Billing>>Enrollment (Claim-1)>> Claim-1 Bill Submit”.

- A page will open to claim bill after trainee enrollment.
- Select “Course Type”. Same type of courses will be added in one bill.

A screenshot of a software interface. At the top left, there is a button labeled "Claim-1 Bill" with a red border around it. Below it is a label "Course Type" and a dropdown menu with the placeholder text "--SELECT COURSE TYPE--". The entire interface is contained within a light gray rectangular box.

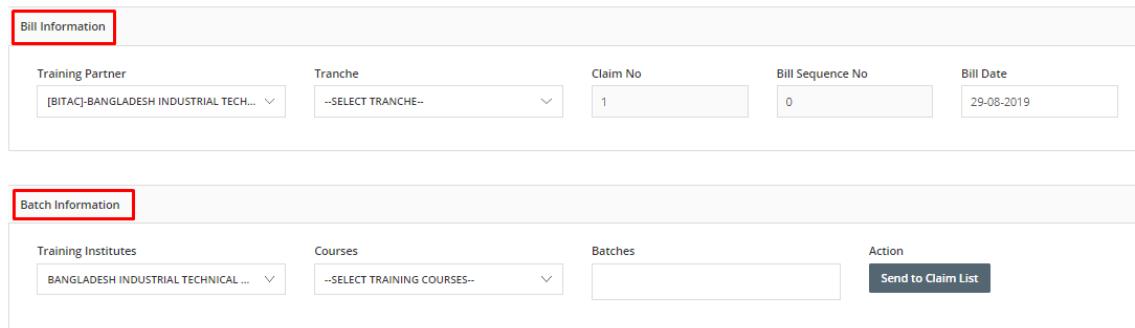
Figure 65

Next user will see bill information panel where user have to select tranche number and then bill sequence number will be automatically provide by system. Figure: 66.

- Select course and batch number to claim bill.



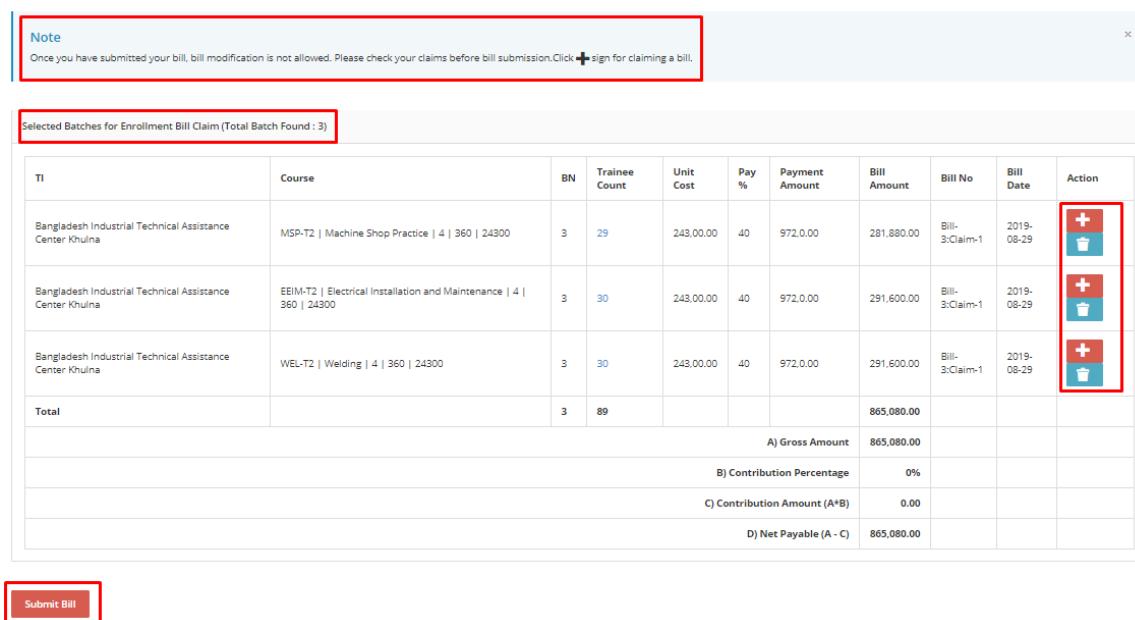
- User can select one/multiple course and course batch if the enrollment process is done.



The screenshot shows two main sections: 'Bill Information' and 'Batch Information'.
Bill Information: Contains fields for Training Partner (BITAC-BANGLADESH INDUSTRIAL TECH...), Tranche (--SELECT TRANCHE--), Claim No (1), Bill Sequence No (0), and Bill Date (29-08-2019).
Batch Information: Contains fields for Training Institutes (BANGLADESH INDUSTRIAL TECHNICAL ...), Courses (--SELECT TRAINING COURSES--), and Batches (empty input field). A 'Send to Claim List' button is also present.

Figure 66

- Click on “Send to Claim List” button to add batch/batches in list to claim bill.
- All course batch list is shown. Figure: 67.
- In bill calculation, “Contribution amount” will be deduced from “Gross amount”. Association /institution will get the net payable amount.
- Now user can submit total bill for claim-1 bill submission.
- Bills can be submitted for single batch also. But once bill is submitted, user can't do any modification.
- Click on →  button to add batch bill in claim list.
- Or click →  button to remove batch from claim list.
- Finally, click “Submit” button for claim-1 bill submission.



The screenshot shows a table titled 'Selected Batches for Enrollment Bill Claim (Total Batch Found : 3)'. The table includes columns for TI, Course, BN, Trainee Count, Unit Cost, Pay %, Payment Amount, Bill Amount, Bill No, Bill Date, and Action. The 'Action' column contains red-bordered boxes with '+' and '-' icons. A note at the top states: 'Once you have submitted your bill, bill modification is not allowed. Please check your claims before bill submission. Click + sign for claiming a bill.'

Selected Batches for Enrollment Bill Claim (Total Batch Found : 3)											
TI	Course	BN	Trainee Count	Unit Cost	Pay %	Payment Amount	Bill Amount	Bill No	Bill Date	Action	
Bangladesh Industrial Technical Assistance Center Khulna	MSP-T2 Machine Shop Practice 4 360 24300	3	29	243,00,00	40	972,00	281,880,00	Bill-3:Claim-1	2019-08-29	 	
Bangladesh Industrial Technical Assistance Center Khulna	EEIM-T2 Electrical Installation and Maintenance 4 360 24300	3	30	243,00,00	40	972,00	291,600,00	Bill-3:Claim-1	2019-08-29	 	
Bangladesh Industrial Technical Assistance Center Khulna	WEL-T2 Welding 4 360 24300	3	30	243,00,00	40	972,00	291,600,00	Bill-3:Claim-1	2019-08-29	 	
Total		3	89				865,080,00				
A) Gross Amount										865,080,00	
B) Contribution Percentage										0%	
C) Contribution Amount (A*B)										0.00	
D) Net Payable (A - C)										865,080,00	

Submit Bill

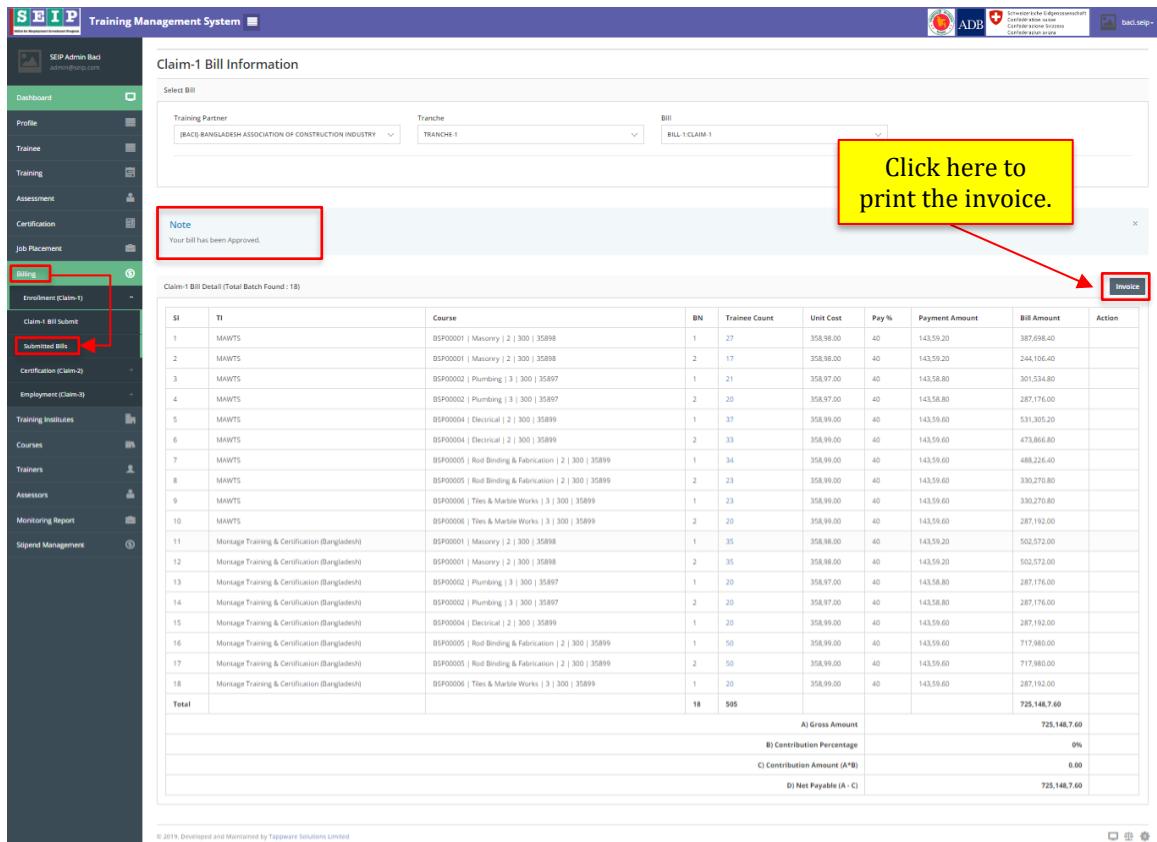
Figure 67

b. Submitted Bills:

To see the submitted bills for claim-1, navigate to “Billing>>Enrollment (Claim-1)>>Submitted Bills”.

“Claim-1 Bill Information” page will be loaded.

- Select “Tranche” and “Bill” (Bill number).
 - If the bill is approved, user will see a message that “Your bill has been approved” otherwise it will show “Bill is waiting for approval”.
 - If the bill is approved, user will find the total summary of that bill.
- Figure: 68.
- Click “Invoice” button to see the invoice format of that bill.
 - After clicking “Invoice” button, another tab will be open which contains the invoice details.
 - Click “Print PDF” button to print the PDF of the invoice. See figure: 69.

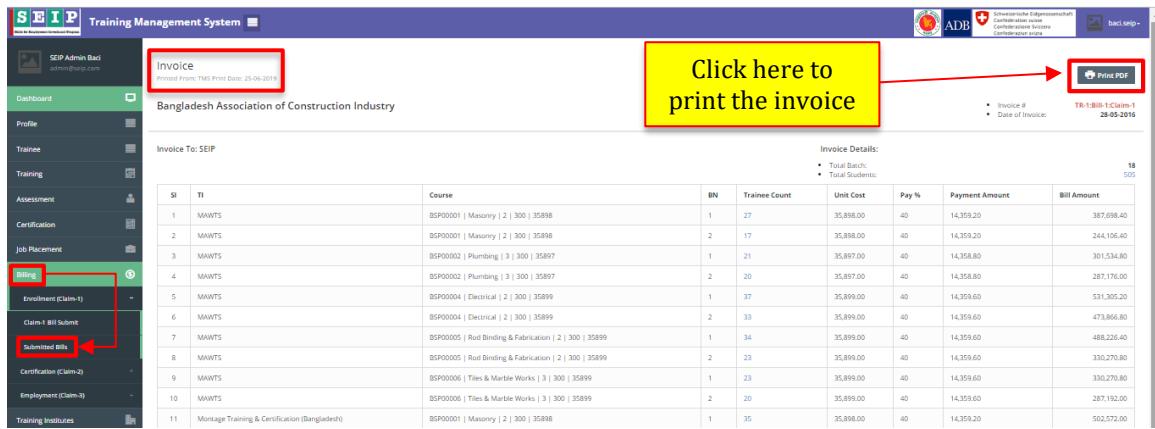


The screenshot shows the SEIP Training Management System interface. The left sidebar has a navigation menu with various sections like Dashboard, Profile, Trainee, Training, Assessment, Certification, Job Placement, and Billing. Under Billing, there are links for Enrollment (Claim-1), Claim-1 Bill Submit, and Submitted Bills, with the latter highlighted by a red box. The main content area is titled "Claim-1 Bill Information". It shows a table with columns: SI, TI, Course, BN, Trainee Count, Unit Cost, Pay %, Payment Amount, Bill Amount, and Action. A note at the top of the table says "Your bill has been Approved." A yellow callout box with the text "Click here to print the invoice." has an arrow pointing to the "Invoice" button in the top right corner of the table area. The bottom of the page shows a summary table with rows for Gross Amount, Contribution Percentage, Contribution Amount, and Net Payable.

SI	TI	Course	BN	Trainee Count	Unit Cost	Pay %	Payment Amount	Bill Amount	Action
1	MAWTS	BSF00001 Masonry 2 300 3598	1	27	358.98.00	40	143,59.20	387,998.40	
2	MAWTS	BSF00001 Masonry 2 300 3598	2	17	358.98.00	40	143,59.20	244,106.40	
3	MAWTS	BSF00002 Plumbing 3 300 35897	1	21	358.97.00	40	143,58.80	301,534.80	
4	MAWTS	BSF00002 Plumbing 3 300 35897	2	20	358.97.00	40	143,58.80	287,176.00	
5	MAWTS	BSF00004 Electrical 2 300 35899	1	37	358.99.00	40	143,59.60	531,305.20	
6	MAWTS	BSF00004 Electrical 2 300 35899	2	33	358.99.00	40	143,59.60	473,866.80	
7	MAWTS	BSF00005 Rod Binding & Fabrication 2 300 35899	1	34	358.99.00	40	143,59.60	488,226.40	
8	MAWTS	BSF00005 Rod Binding & Fabrication 2 300 35899	2	23	358.99.00	40	143,59.60	330,270.80	
9	MAWTS	BSF00006 Ties & Marble Works 3 300 35899	1	23	358.99.00	40	143,59.60	330,270.80	
10	MAWTS	BSF00006 Ties & Marble Works 3 300 35899	2	20	358.99.00	40	143,59.60	287,192.00	
11	Mortage Training & Certification (Bangladesh)	BSF00001 Masonry 2 300 35988	1	35	358.98.00	40	143,59.20	502,372.00	
12	Mortage Training & Certification (Bangladesh)	BSF00001 Masonry 2 300 35988	2	35	358.98.00	40	143,59.20	502,372.00	
13	Mortage Training & Certification (Bangladesh)	BSF00002 Plumbing 3 300 35897	1	20	358.97.00	40	143,58.80	287,176.00	
14	Mortage Training & Certification (Bangladesh)	BSF00002 Plumbing 3 300 35897	2	20	358.97.00	40	143,58.80	287,176.00	
15	Mortage Training & Certification (Bangladesh)	BSF00004 Electrical 2 300 35899	1	20	358.99.00	40	143,59.60	287,192.00	
16	Mortage Training & Certification (Bangladesh)	BSF00005 Rod Binding & Fabrication 2 300 35899	1	50	358.99.00	40	143,59.60	717,980.00	
17	Mortage Training & Certification (Bangladesh)	BSF00005 Rod Binding & Fabrication 2 300 35899	2	50	358.99.00	40	143,59.60	717,980.00	
18	Mortage Training & Certification (Bangladesh)	BSF00006 Ties & Marble Works 3 300 35899	1	20	358.99.00	40	143,59.60	287,192.00	
Total			18	505				725,148.7.60	

A) Gross Amount	725,148.7.60
B) Contribution Percentage	0%
C) Contribution Amount (A*B)	0.00
D) Net Payable (A - C)	725,148.7.60

Figure 68



SI	TI	Course	BN	Trainee Count	Unit Cost	Pay %	Payment Amount	Bill Amount
1	MANWTS	BSP00001 Masonry 2 300 35898	1	27	35,898.00	40	14,359.20	387,698.40
2	MANWTS	BSP00001 Masonry 2 300 35898	2	17	35,898.00	40	14,359.20	244,106.40
3	MANWTS	BSP00002 Plumbing 3 300 35897	1	21	35,897.00	40	14,358.80	301,534.80
4	MANWTS	BSP00002 Plumbing 3 300 35897	2	20	35,897.00	40	14,358.80	287,176.00
5	MANWTS	BSP00004 Electrical 2 300 35899	1	37	35,899.00	40	14,359.60	531,305.20
6	MANWTS	BSP00004 Electrical 2 300 35899	2	33	35,899.00	40	14,359.60	473,866.80
7	MANWTS	BSP00005 Roof Binding & Fabrication 2 300 35899	1	34	35,899.00	40	14,359.60	488,226.40
8	MANWTS	BSP00005 Roof Binding & Fabrication 2 300 35899	2	23	35,899.00	40	14,359.60	330,270.80
9	MANWTS	BSP00006 Tiles & Marble Works 3 300 35899	1	23	35,899.00	40	14,359.60	330,270.80
10	MANWTS	BSP00006 Tiles & Marble Works 3 300 35899	2	20	35,899.00	40	14,359.60	287,192.00
11	Montage Training & Certification (Bangladesh)	BSP00001 Masonry 2 300 35898	1	35	35,898.00	40	14,359.20	502,572.00

Figure 69

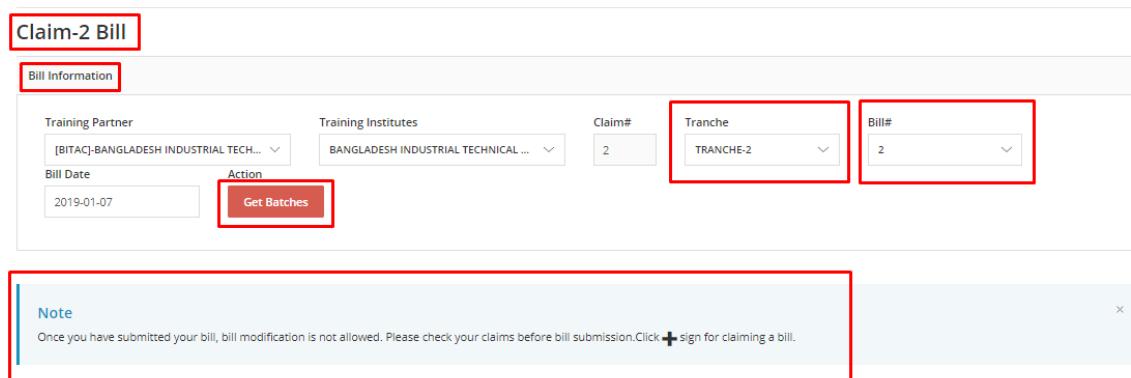
ii. Certification (Claim-2):

The second bill can be claim after completing trainee certification process.

a. Claim-2 Bill Submit:

To submit bill for claim -2 user need to navigate “Billing>>Certification (Claim-2)>>Claim-2 Bill_Submit”. Only clim-1 submitted bills are allowed to submit in clim-2.

- Select tranche and bill number.
- Bill date will be automatically set by system.
- All batch list with detail is shown below.
- If the bill is not submitted yet, user will see a message to add individual batch for claim 2 bill submission.
- If the bill is already submitted then user will see a message that bill is approved.



Note
Once you have submitted your bill, bill modification is not allowed. Please check your claims before bill submission. Click  sign for claiming a bill.

Figure 70

- Click on →  button to add batch.
- Add all batch for claiming bill.
- The list of add bills with detail calculation will be showed.
- The net bill is calculated in terms of assessed trainees (both passed and failed).
- Finally, click on “Submit” button to add that bill for claim-2 bill submission.

Note: Once user submit bill, modification is not allowed.

Selected Batches for Certification Bill Claim (Total Batch Found : 3)													
SI	TI	Course	BN	Enrolled #	Assessed #	Certified #	Unit Cost	Pay %	Payment Amount	Bill Amount	Bill No	Bill Date	Action
1	Bangladesh Industrial Technical Assistance Center Khulna	MISP-T2 Machine Shop Practice 4 360 24300	2	30	30	30	243,00.00	40	972,00	291,600.00	Bill-2:Claim-2	2019-01-07	
2	Bangladesh Industrial Technical Assistance Center Khulna	EEIM-T2 Electrical Installation and Maintenance 4 360 24300	2	30	30	30	243,00.00	40	972,00	291,600.00	Bill-2:Claim-2	2019-01-07	
3	Bangladesh Industrial Technical Assistance Center Khulna	WEL-T2 Welding 4 360 24300	2	30	30	30	243,00.00	40	972,00	291,600.00	Bill-2:Claim-2	2019-01-07	
Total			3	90	90	90				874,800.00			
										A) Gross Amount	874,800.00		
										B) Contribution Percentage	0%		
										C) Contribution Amount (A*B)	0.00		
										D) Net Payable (A - C)	874,800.00		

Submit Bill

Figure 71

b. Submitted Bills:

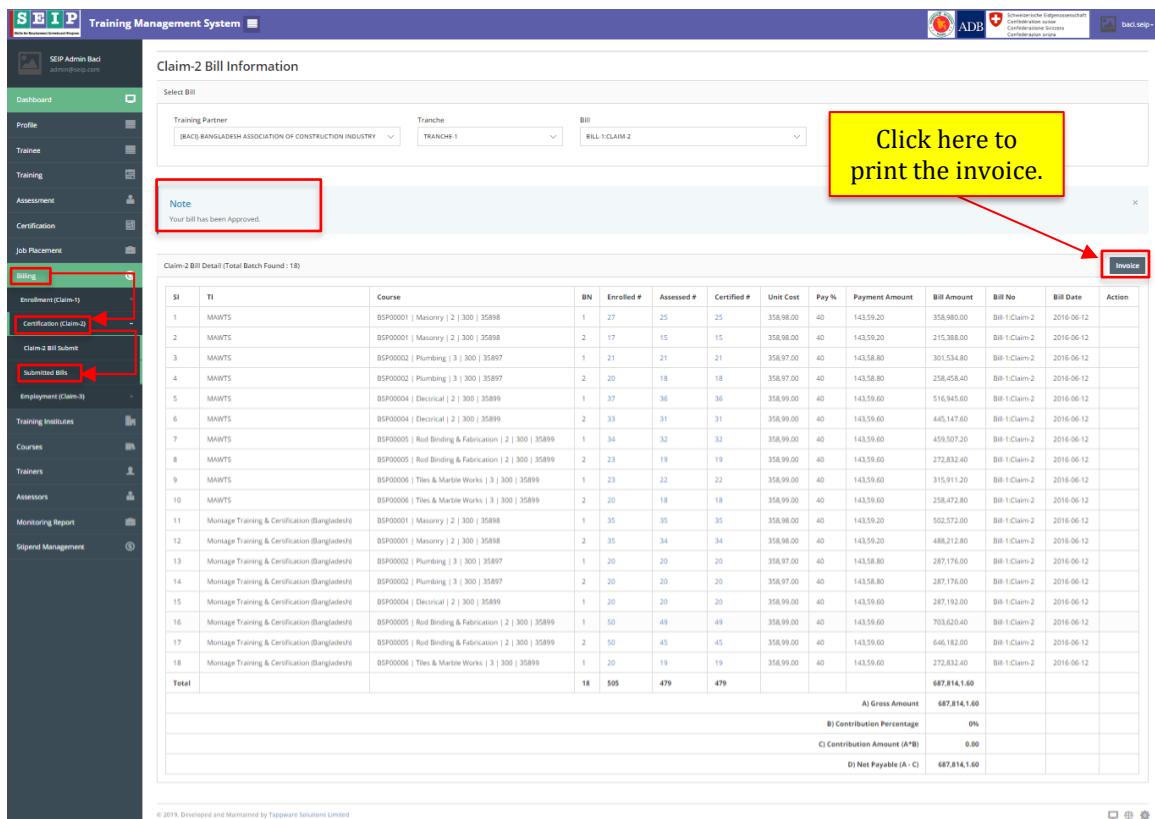
To see the submitted bills for claim-2, navigate to “Billing>>Certification (Claim-2)>>Submitted Bills”.

“Claim-2 Bill Information” page will be loaded.

- Select “Tranche” and “Bill” (Bill number).
- If the bill is approved, user will see a message that “Your bill has been approved” otherwise it will show “Bill is waiting for approval”.
- If the bill is approved, user will find the total summary of that bill.
- Figure: 72.
- Click “Invoice” button to see the invoice format of that bill.
- After clicking “Invoice” button, another tab will be open which contains the invoice details.



- Click “Print PDF” button to print the PDF of the invoice. See figure: 73.



Claim-2 Bill Information

Select Bill

Training Partner: BACCS BANGLADESH ASSOCIATION OF CONSTRUCTION INDUSTRY

Tranche: TRANCHE-1

Bill: BILL-1-CLAIM-2

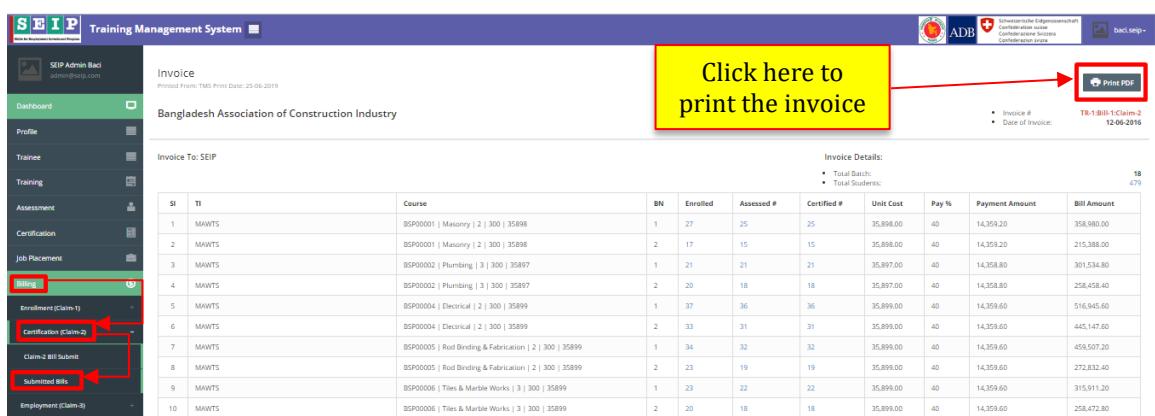
Note: Your bill has been Approved.

Claim-2 Bill Detail (Total Batch Found: 18)

SI	TI	Course	BN	Enrolled #	Assessed #	Certified #	Unit Cost	Pay %	Payment Amount	Bill Amount	Bill No	Bill Date	Action
1	MAWTS	BSP00001 Masonry 2 300 35898	1	27	25	25	358.98.00	40	143,59.20	358,980.00	BILL-1-CLAIM-2	2016-06-12	
2	MAWTS	BSP00001 Masonry 2 300 35898	2	17	15	15	358.98.00	40	143,59.20	215,388.00	BILL-1-CLAIM-2	2016-06-12	
3	MAWTS	BSP00002 Plumbing 3 300 35897	1	21	21	21	358.97.00	40	143,58.80	301,534.80	BILL-1-CLAIM-2	2016-06-12	
4	MAWTS	BSP00002 Plumbing 3 300 35897	2	20	18	18	358.97.00	40	143,58.80	258,458.40	BILL-1-CLAIM-2	2016-06-12	
5	MAWTS	BSP00004 Desical 2 300 35899	1	37	36	36	358.99.00	40	143,59.60	516,945.60	BILL-1-CLAIM-2	2016-06-12	
6	MAWTS	BSP00004 Desical 2 300 35899	2	33	31	31	358.99.00	40	143,59.60	445,147.60	BILL-1-CLAIM-2	2016-06-12	
7	MAWTS	BSP00005 Rod Binding & Fabrication 2 300 35899	1	34	32	32	358.99.00	40	143,59.60	459,507.20	BILL-1-CLAIM-2	2016-06-12	
8	MAWTS	BSP00005 Rod Binding & Fabrication 2 300 35899	2	23	19	19	358.99.00	40	143,59.60	272,832.40	BILL-1-CLAIM-2	2016-06-12	
9	MAWTS	BSP00006 Tiles & Marble Works 3 300 35899	1	23	22	22	358.99.00	40	143,59.60	315,911.20	BILL-1-CLAIM-2	2016-06-12	
10	MAWTS	BSP00006 Tiles & Marble Works 3 300 35899	2	20	18	18	358.99.00	40	143,59.60	258,472.80	BILL-1-CLAIM-2	2016-06-12	
11	Montage Training & Certification (Bangladesh)	BSP00001 Masonry 2 300 35898	1	35	35	35	358.98.00	40	143,59.20	502,572.00	BILL-1-CLAIM-2	2016-06-12	
12	Montage Training & Certification (Bangladesh)	BSP00001 Masonry 2 300 35898	2	35	34	34	358.98.00	40	143,59.20	488,212.80	BILL-1-CLAIM-2	2016-06-12	
13	Montage Training & Certification (Bangladesh)	BSP00002 Plumbing 3 300 35897	1	20	20	20	358.97.00	40	143,58.80	287,176.00	BILL-1-CLAIM-2	2016-06-12	
14	Montage Training & Certification (Bangladesh)	BSP00002 Plumbing 3 300 35897	2	20	20	20	358.97.00	40	143,58.80	287,176.00	BILL-1-CLAIM-2	2016-06-12	
15	Montage Training & Certification (Bangladesh)	BSP00004 Desical 2 300 35899	1	20	20	20	358.99.00	40	143,59.60	287,192.00	BILL-1-CLAIM-2	2016-06-12	
16	Montage Training & Certification (Bangladesh)	BSP00005 Rod Binding & Fabrication 2 300 35899	1	50	49	49	358.99.00	40	143,59.60	703,620.40	BILL-1-CLAIM-2	2016-06-12	
17	Montage Training & Certification (Bangladesh)	BSP00005 Rod Binding & Fabrication 2 300 35899	2	50	45	45	358.99.00	40	143,59.60	646,182.00	BILL-1-CLAIM-2	2016-06-12	
18	Montage Training & Certification (Bangladesh)	BSP00006 Tiles & Marble Works 3 300 35899	1	20	19	19	358.99.00	40	143,59.60	272,832.40	BILL-1-CLAIM-2	2016-06-12	
		Total:		18	505	479	479			687,814.16			
										A) Gross Amount	687,814.16		
										B) Contribution Percentage	0%		
										C) Contribution Amount (A*B)	0.00		
										D) Net Payable (A - C)	687,814.16		

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Figure 72



Invoice

Printed From: TMS Print Date: 25-06-2019

Bangladesh Association of Construction Industry

Invoice To: SEIP

Invoice Details:

- Total Batch: 18
- Total Students: 479

Invoice No: TB-1-BILL-1-CLAIM-2
Date of Invoice: 12-06-2016

SI	TI	Course	BN	Enrolled #	Assessed #	Certified #	Unit Cost	Pay %	Payment Amount	Bill Amount
1	MAWTS	BSP00001 Masonry 2 300 35898	1	27	25	25	358.98.00	40	143,59.20	358,980.00
2	MAWTS	BSP00001 Masonry 2 300 35898	2	17	15	15	358.98.00	40	143,59.20	215,388.00
3	MAWTS	BSP00002 Plumbing 3 300 35897	1	21	21	21	358.97.00	40	143,58.80	301,534.80
4	MAWTS	BSP00002 Plumbing 3 300 35897	2	20	18	18	358.97.00	40	143,58.80	258,458.40
5	MAWTS	BSP00004 Desical 2 300 35899	1	37	36	36	358.99.00	40	143,59.60	516,945.60
6	MAWTS	BSP00004 Desical 2 300 35899	2	33	31	31	358.99.00	40	143,59.60	445,147.60
7	MAWTS	BSP00005 Rod Binding & Fabrication 2 300 35899	1	34	32	32	358.99.00	40	143,59.60	459,507.20
8	MAWTS	BSP00005 Rod Binding & Fabrication 2 300 35899	2	23	19	19	358.99.00	40	143,59.60	272,832.40
9	MAWTS	BSP00006 Tiles & Marble Works 3 300 35899	1	23	22	22	358.99.00	40	143,59.60	315,911.20
10	MAWTS	BSP00006 Tiles & Marble Works 3 300 35899	2	20	18	18	358.99.00	40	143,59.60	258,472.80

Figure 73

iii. Employment (Claim-3):

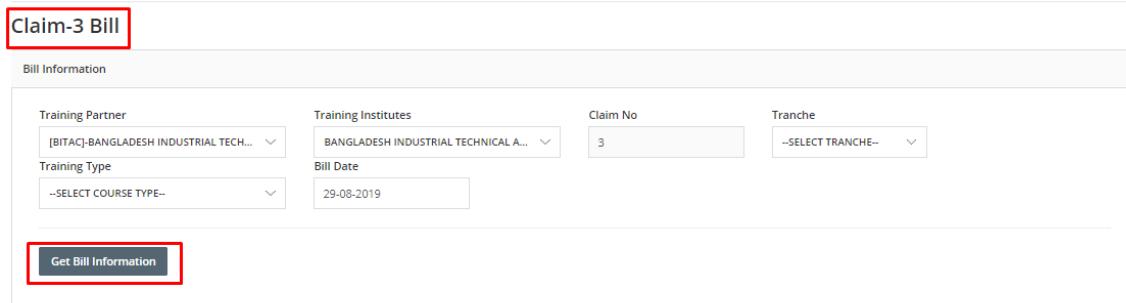
The third bill can be claim after completing trainee job placement process.

a. Claim-3 Bill Submit

- Click on “Billing>>Employment (Claim-3)>>Clim-3 Bill Submit”.



- User will find a page containing bills for Claim-3 bill submit process.
- Select training institute, claim no, tranche, Training type.
- Bill date will be selected automatically by system.
- Press “Get Bill Information” button to get further information about claim-3 bills.



The screenshot shows a web form titled "Claim-3 Bill". It has a header "Bill Information" and several input fields:

- Training Partner: [BITAC]-BANGLADESH INDUSTRIAL TECH...
- Training Institutes: BANGLADESH INDUSTRIAL TECHNICAL A...
- Claim No: 3
- Tranche: -SELECT TRANCHE--
- Training Type: -SELECT COURSE TYPE--
- Bill Date: 29-08-2019

A red box highlights the "Get Bill Information" button at the bottom left of the form.

Figure 74

Now user can see available bills for claim-3 submission. Figure: 75.

- Select bill no from “Bill” dropdown.
- Click on “check employment Status” button.



The screenshot shows a web form titled "Certification Bills". It has a dropdown menu "Show Available Bills" and a table-like structure:

Bills	Action
	<input type="button" value="Check Employment Status"/> <input type="button" value="Reset Employment Status"/>

A red box highlights the "Show Available Bills" dropdown and the "Bills" dropdown in the table. Another red box highlights the "Check Employment Status" button.

Figure 75

- Selected bills are listed in “Bill Status” panel with calculation details. Figure: 76.
- If the employment percentage of bill is upper than required percentage then user can submit that bill.
- User can also add multiple bills for claim-3. If the average percentage of all bills is upper than required employment percentage then user can submit that bill.
- Press “Add Into Claim List” button to submit the listed bill/bills.

Bill Status						
Bill	Batch Count	Net Count			Employment Progress	Status
		Claim-1	Claim-2	Claim-3		
Till Now		0	0	0		(0 / 0) = NaN%
Bill-1:Claim-2	3	88	88	62	62 / 70.45%	(62 / 88) = 70.45%
Bill-2:Claim-2	3	90	90	74	74 / 82.22%	(136 / 178) = 76.40%
Total		178	178	136	136 / 76.40%	

[Add Into Claim List](#)

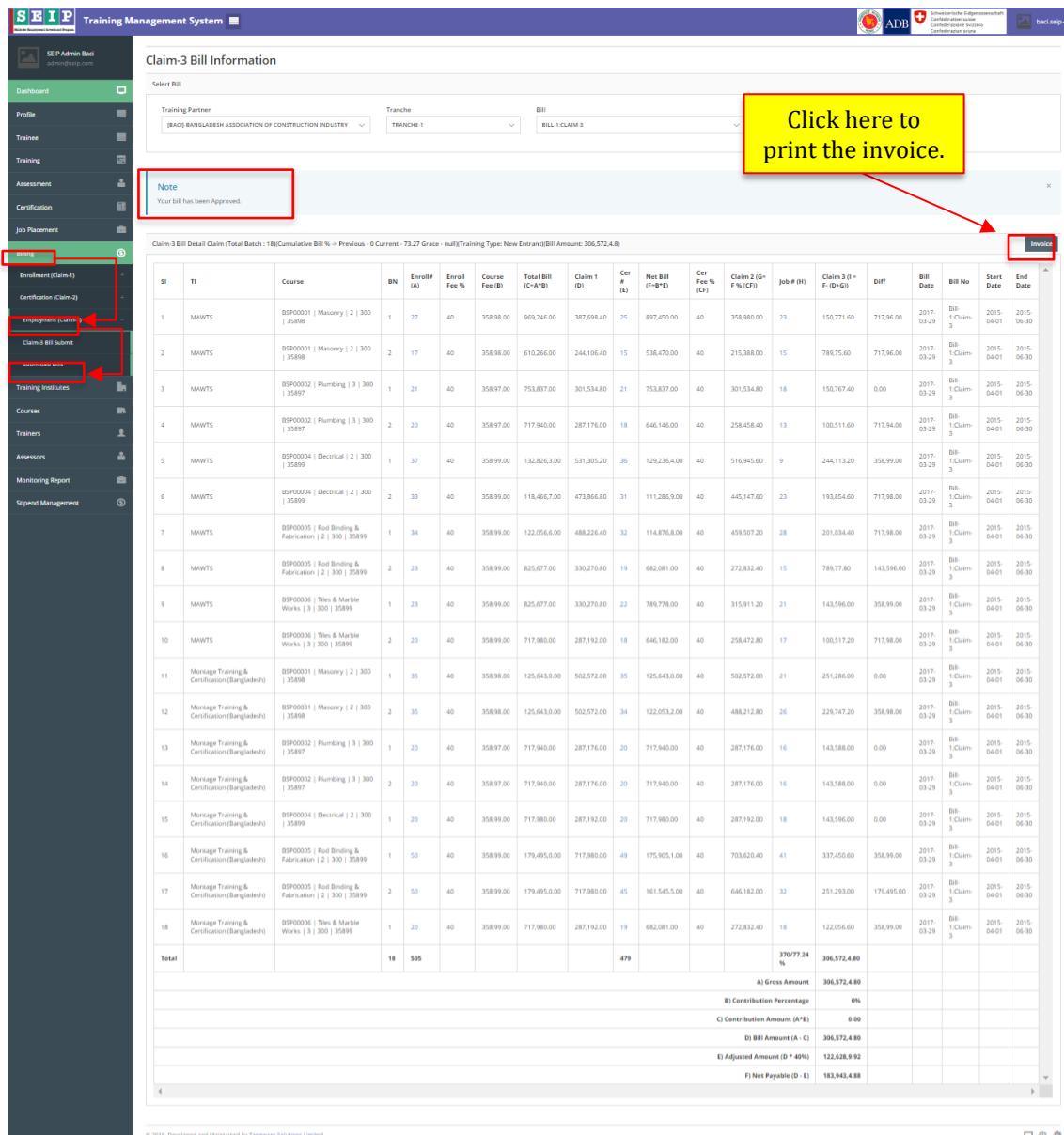
Figure 76

b. Submitted Bills:

To see the submitted bills for claim-3, navigate to “Billing>> Employment (Claim-3)>>Submitted Bills”.

“Claim-3 Bill Information” page will be loaded.

- Select “Tranche” and “Bill” (Bill number).
- If the bill is approved, user will see a message that “Your bill has been approved” otherwise it will show “Bill is waiting for approval”.
- If the bill is approved, user will find the total summary of that bill. Figure: 77.
- Click “Invoice” button to see the invoice format of that bill.
- After clicking “Invoice” button, another tab will be open which contains the invoice details.
- Click “Print PDF” button to print the PDF of the invoice. See figure:78.



Click here to print the invoice.

Figure 77

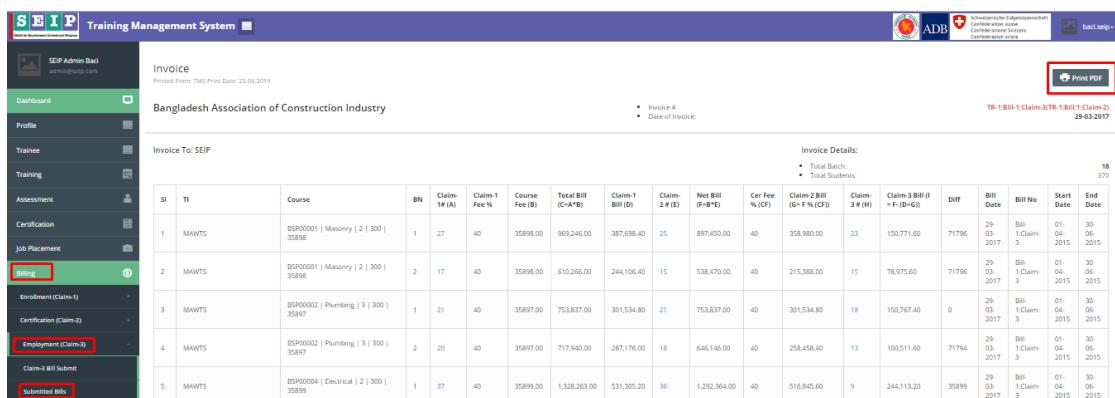


Figure 78



15. Stipend Management:

Special stipend is a particular amount of money that is paid to a trainee. This stipend is given according to some conditions. The trainee needs to meet the following criteria's-

- First of all, the course which is done by trainee must be under stipend flag and course duration must be 2 months or more.
- Secondly trainee must have to complete the batch training.
- Thirdly he/she must have a bank account number / mobile banking number and 80% class attendance.

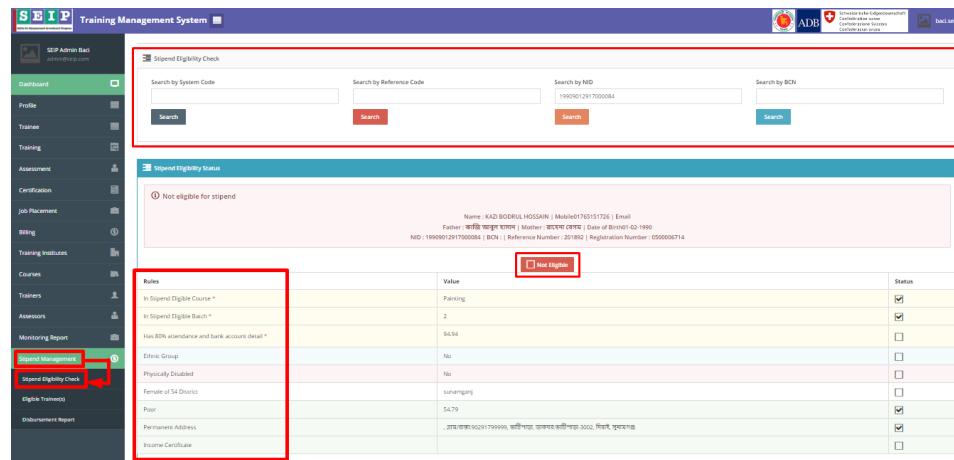
If the above 3 conditions are true then the trainer have to fulfill any one of the following criteria to get stipend.

- If he/she is poor and
 - Has permanent address
 - Has income certificate
- Or in ethnic minority
- Or physically disabled
- Or female of the 54 selected districts

i. Stipend Eligibility Check:

User can search a trainee's eligibility status. To see the result, navigate to "Stipend Management >> Stipend Eligibility Check".

- "Stipend Eligibility Check" page will be loaded.
- User can search a trainee who is eligible for stipend or not by their "System Code" (registration number)/ "Reference Code" (reference number)/ "NID" number/ "BCN".
- After giving any one of them press the button "Search".
- System will generate "Stipend Eligibility Status" for that trainee according to the requirements of stipend. See figure: 79.



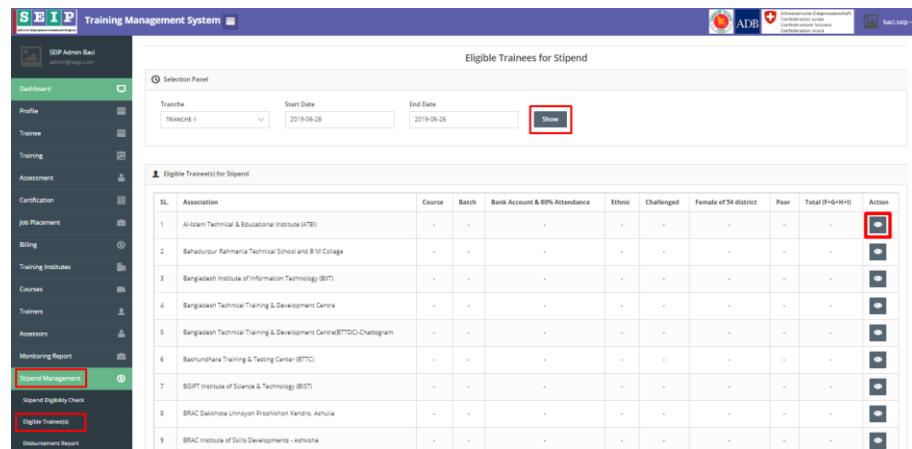
The screenshot shows the "Stipend Eligibility Check" section of the SEIP Training Management System. At the top, there are search fields for "Search by System Code", "Search by Reference Code", "Search by NID", and "Search by BCN", each with a "Search" button. Below these is a message: "Not eligible for stipend". Underneath is a table with columns "Rules" and "Value". The table includes rows for "In Stipend Eligible Course", "In Stipend Eligible Batch", "Has BCN attendance and bank account detail", "Ethnic Group", "Female of 54 Districts", "Poor", "Permanent Address", and "Income Certificate". A red box highlights the first two rows in the table.

Figure 79

ii. Eligible Trainee(s):

TMS generates a list that contains information about trainees who are eligible for stipend within a time period. Navigate to “Stipend Management >> Stipend Eligibility Check”.

- “Eligible Trainees for Stipend” page will be loaded.
- Select “Tranche”.
- Put a date range in which you want to see the results.
- Press the “Search” button.
- A list of institution is generated according to user’s selection. See figure:
- If you want to see the trainee details click on the view button.
- If there is any eligible trainee under that institution, you will find their details. See figure: 80.
- User can export result in “XLS”/ “XLSX” format.



The screenshot shows the "Eligible Trainees for Stipend" section of the SEIP Training Management System. At the top, there is a "Selection Panel" with dropdowns for "Tranche" (set to "TRANCHE-1"), "Start Date" (set to "2019-06-26"), and "End Date" (set to "2019-06-26"). A "Show" button is highlighted with a red box. Below this is a table titled "Eligible Trainees for Stipend" with columns: SL, Association, Course, Batch, Bank Account & 80% Attendance, Ethnic, Challenged, Female of 54 district, Poor, Total (F+G+H+I), and Action. The table lists nine institutions, each with a "View" button in the "Action" column. A red box highlights the "View" button for the first institution, Alitalam Technical & Educational Institute (ATEI).

Figure 80

Eligible Trainee(s) For Stipend													
Bengladesh Association of Construction Industry													
Bangladesh Technical Training & Development Centre													
Start Date ssfs: 02-01-2016 End Date : 25-06-2019 TR-1													
SL	Association	Institute	Course	Batch	Start	End	Trainee	Reference Number	Registration Number	Bank	Branch		
1	Al-Islam Technical & Education	Bangladesh Association of Construction Industry	Electrical	9	01.04.2017	29.06.2017	SALMA BEGUM	3002134	0500011823	UNITED COMMERCIAL BANK LIMITED (UCBL)			
2	Babulpur Rahmania Tech	Bangladesh Association of Construction Industry	Electrical	9	01.04.2017	29.06.2017	RUMI BEGUM	3002135	0500011824	UNITED COMMERCIAL BANK LIMITED (UCBL)			
3	Bangladesh Institute of Infra	Bangladesh Association of Construction Industry	Electrical	9	01.04.2017	29.06.2017	KULSUMA BEGUM	3002136	0500011825	UNITED COMMERCIAL BANK LIMITED (UCBL)			
4	Bangladesh Technical Train	Bangladesh Association of Construction Industry	Electrical	9	01.04.2017	29.06.2017							
5	Bangladesh Technical Train	Bangladesh Association of Construction Industry	Electrical	9	01.04.2017	29.06.2017	TAHOU BEGUM	3002137	0500011826	UNITED COMMERCIAL BANK LIMITED (UCBL)			
6	Bachundara Training & Tech	Bangladesh Association of Construction Industry	Electrical	9	01.04.2017	29.06.2017							
7	BGIFT Institute of Science & T	Bangladesh Association of Construction Industry	Electrical	9	01.04.2017	29.06.2017	PROVATHE RANI URANG	302000179	0500013512	UNITED COMMERCIAL BANK LIMITED (UCBL)			
8	BRAC Dakkhola Unionno Ro	Bangladesh Association of Construction Industry	Electrical	11	01.07.2017	30.09.2017							
9	BRAC Institute of Skills Deva	Bangladesh Association of Construction Industry	Electrical	11	01.07.2017	30.09.2017	AMNA BEGUM	302000182	0500013515	UNITED COMMERCIAL BANK LIMITED (UCBL)			
10	Dolphin Training Center(DTC)	Bangladesh Association of Construction Industry	Electrical	11	01.07.2017	30.09.2017							
11	Dream Skill Development &	Bangladesh	Bangladesh							UNITED			
12	Eco Social Development Org												
13	Greenland Training Centre Is												
14	HTN Institute of Science and	Bangladesh Association of Construction Industry	Electrical	9	01.04.2017	29.06.2017	SALMA BEGUM	3002134	0500011823	UNITED COMMERCIAL BANK LIMITED (UCBL)			
15	Jasmin Uddin Vocational Trai	Bangladesh Association of Construction Industry	Electrical	9	01.04.2017	29.06.2017							
16	Mankhali Technical Healt	Bangladesh Association of Construction Industry	Electrical	9	01.04.2017	29.06.2017	BLIME BEGUM	3002135	0500011824	UNITED COMMERCIAL BANK LIMITED (UCBL)			
17	Mirpur Agricultural Worksho	Bangladesh Association of Construction Industry	Electrical	9	01.04.2017	29.06.2017							
18	Mirpur Agricultural Worksho	Bangladesh Association of Construction Industry	Electrical	9	01.04.2017	29.06.2017							
19	Mirpur Agricultural Worksho	Bangladesh Association of Construction Industry	Electrical	9	01.04.2017	29.06.2017	KULSUMA BEGUM	3002136	0500011825	UNITED COMMERCIAL BANK LIMITED (UCBL)			
20	Mirpur Agricultural Worksho	Bangladesh Association of Construction Industry	Electrical	9	01.04.2017	29.06.2017							
21	Mirpur Agricultural Worksho	Bangladesh Association of Construction Industry	Electrical	9	01.04.2017	29.06.2017	TAHOU BEGUM	3002137	0500011826	UNITED COMMERCIAL BANK LIMITED (UCBL)			
22	Mirpur Agricultural Worksho	Bangladesh Association of Construction Industry	Electrical	11	01.07.2017	30.09.2017							
23	Monje Training & Certificat	Bangladesh Association of Construction Industry	Electrical	11	01.07.2017	30.09.2017	PROVATHE RANI URANG	302000179	0500013512	UNITED COMMERCIAL BANK LIMITED (UCBL)			
24	National Institute of Enginee	Bangladesh Association of Construction Industry	Electrical	11	01.07.2017	30.09.2017	AMNA BEGUM	302000182	0500013515	UNITED COMMERCIAL BANK LIMITED (UCBL)			
25	National Institute of Technolo	Bangladesh Association of Construction Industry	Electrical	11	01.07.2017	30.09.2017							
26	RIDA Institute of Technolog	Bangladesh	Bangladesh							UNITED			
27	SAIC Institute of Management												
28	Sai Institute of Management	SL	Association	Institute	Course	Batch	Start	End	Trainee	Reference Number	Registration Number	Bank	Branch
29	Skill Development Institute												
30	Skill Development Training												
31	Sur Bangla Technical Train	SL	Association	Institute	Course	Batch	Start	End	Trainee	Reference Number	Registration Number	Bank	Branch
32	Sundarban Institute of Tech	Bangladesh Association of Construction Industry	Electrical	9	01.04.2017	29.06.2017	SALMA BEGUM	3002134	0500011823	UNITED COMMERCIAL BANK LIMITED (UCBL)			
33	Tricot Technical Training Inst	Bangladesh Association of Construction Industry	Electrical	9	01.04.2017	29.06.2017	RUMI BEGUM	3002135	0500011824	UNITED COMMERCIAL BANK LIMITED (UCBL)			
34	UCCP Barisal Technical Scho	Bangladesh Association of Construction Industry	Electrical	9	01.04.2017	29.06.2017							
35	UCCP Jatraon Technical Scho	Bangladesh Association of Construction Industry	Electrical	9	01.04.2017	29.06.2017	KULSUMA BEGUM	3002136	0500011825	UNITED COMMERCIAL BANK LIMITED (UCBL)			
36	UCCP Mirpur Technical Scho	Bangladesh Association of Construction Industry	Electrical	9	01.04.2017	29.06.2017							
37	UCCP Mohsin Khulna Tech	Bangladesh Association of Construction Industry	Electrical	9	01.04.2017	29.06.2017							
38	UCCP Rangpur Technical Sch	Bangladesh Association of Construction Industry	Electrical	9	01.04.2017	29.06.2017	TAHOU BEGUM	3002137	0500011826	UNITED COMMERCIAL BANK LIMITED (UCBL)			
39	Underprivileged Children's I	Bangladesh Association of Construction Industry	Electrical	11	01.07.2017	30.09.2017							
40	Western Ideal Institute (WII)	Bangladesh Association of Construction Industry	Electrical	11	01.07.2017	30.09.2017	PROVATHE RANI URANG	302000179	0500013512	UNITED COMMERCIAL BANK LIMITED (UCBL)			
41		Bangladesh Association of Construction Industry	Electrical	11	01.07.2017	30.09.2017	AMNA BEGUM	302000182	0500013515	UNITED COMMERCIAL BANK LIMITED (UCBL)			
42		Bangladesh	Bangladesh										

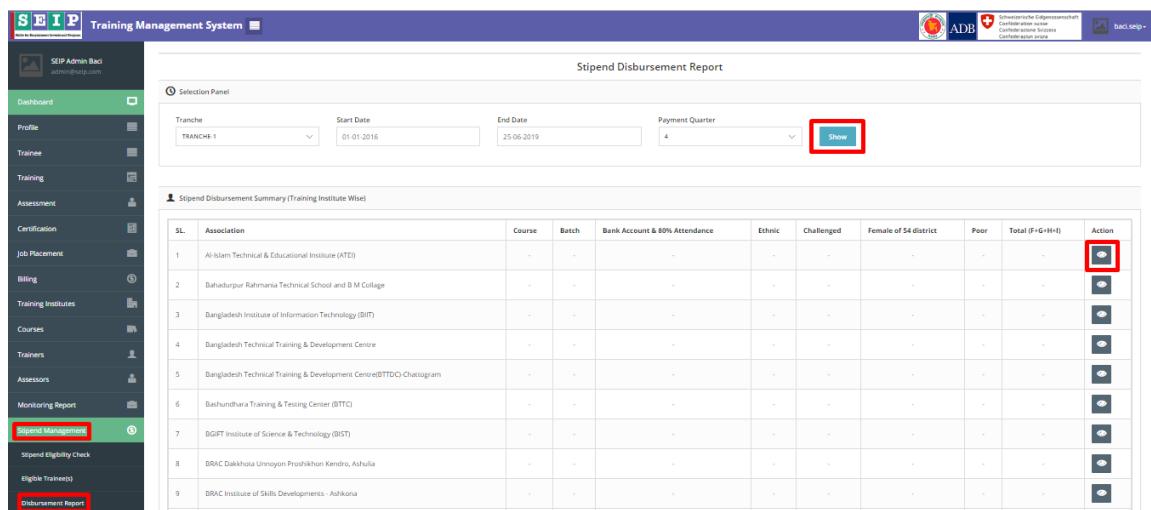
Figure 81

iii. Disbursement Report:

To know about which trainees got their stipend user need to go to "Stipend Management >> Disbursement Report".



- “Stipend Management Report” page will be loaded.
- Select “Tranche”.
- Put the date range.
- “Payment Quarter” (Divided into period of 3 months).
- Press “Show” button.



The screenshot shows the SEIP Training Management System interface. On the left, there's a sidebar with various menu items: Dashboard, Profile, Trainee, Training, Assessment, Certification, Job Placement, Billing, Training Institutes, Courses, Trainers, Assessors, Monitoring Report, Stipend Management (which is highlighted with a red box), Stipend Eligibility Check, Eligible Trainees, and Disbursement Report (which is also highlighted with a red box). The main content area is titled "Stipend Disbursement Report". It has a "Selection Panel" with fields for "Tranche" (set to "TRANCHE 1"), "Start Date" (01-01-2016), "End Date" (25-06-2019), "Payment Quarter" (set to "4"), and a "Show" button (which is highlighted with a red box). Below this is a table titled "Stipend Disbursement Summary (Training Institute Wise)". The table has columns for SL., Association, Course, Batch, Bank Account & % Attendance, Ethnic, Challenged, Female of 54 district, Poor, Total (F+G+H+I), and Action. There are 9 rows of data, each with a small icon in the Action column. The entire screenshot is framed by a light gray border.

Figure 82

16. **Monitoring report:**

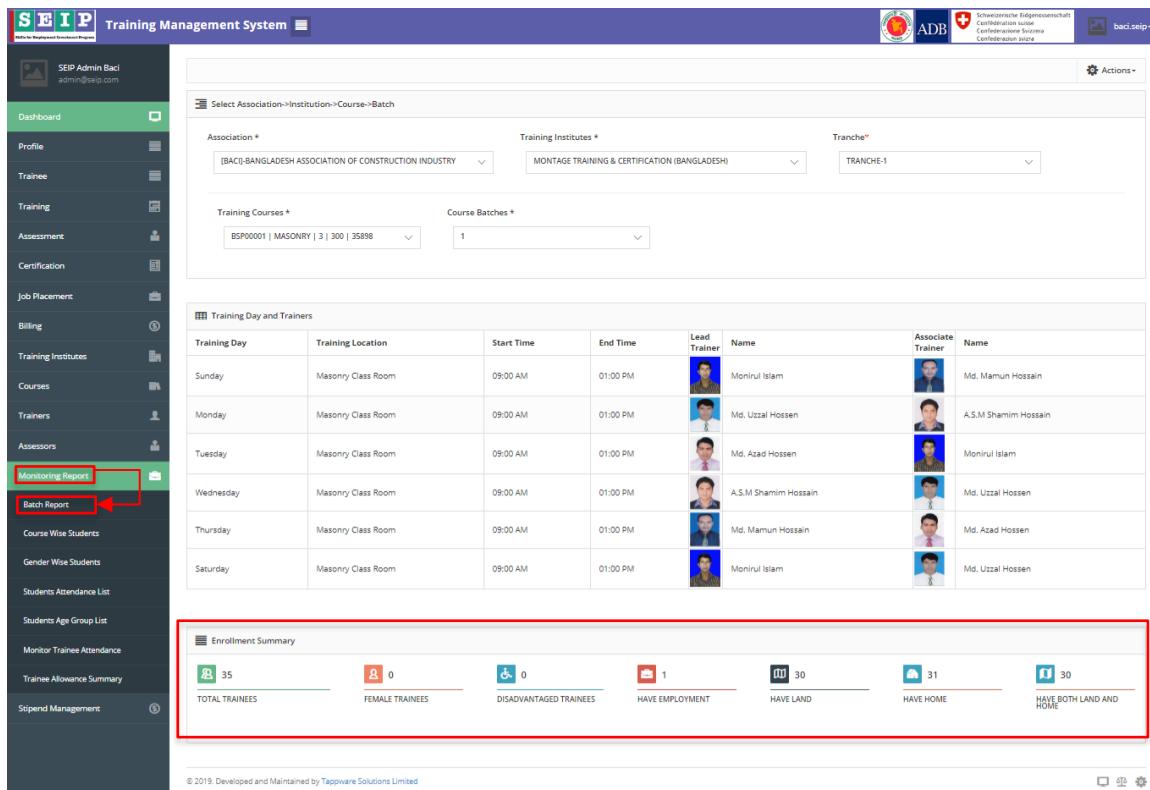
User can monitor reports of their association in this section. The reports can be seen by the following types-

- i. Batch report
- ii. Course Wise Students
- iii. Gender Wise Students

i. **Batch report:**

TMS shows the report of whole batch in a training course. Navigate to “Monitoring report>>Batch Report”

- Select “Training Institutes”, “Tranche”, “Training Courses” and “Course Batch”.
- You will find the list of trainees of that batch with all information including training day, location, class times, assessors’ details.
- It also shows the enrollment summary of that batch.



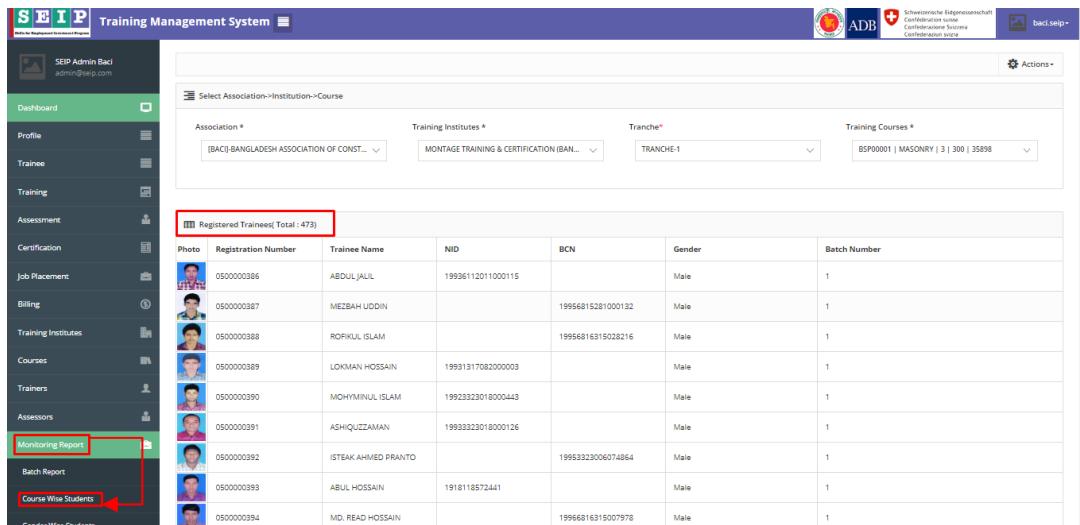
The screenshot shows the SEIP Training Management System interface. On the left, a sidebar menu includes options like Dashboard, Profile, Trainee, Training, Assessment, Certification, Job Placement, Billing, Training Institutes, Courses, Trainers, Assessors, Monitoring Report (which is highlighted with a red box), and Batch Report (which is also highlighted with a red box). The main content area has a header "Select Association->Institution->Course->Batch". Below this, there are dropdown menus for "Association" (BACI-BANGLADESH ASSOCIATION OF CONSTRUCTION INDUSTRY), "Training Institutes" (MONTAGE TRAINING & CERTIFICATION (BANGLADESH)), and "Tranche" (TRANCHE-1). A table titled "Training Day and Trainers" lists days from Sunday to Saturday, training locations (Masonry Class Room), start and end times (09:00 AM to 01:00 PM), lead trainers (Monirul Islam, Md. Uzzal Hossen, Md. Azad Hossen, A.S.M Shamim Hossain, Md. Mamun Hossain, Monirul Islam), and associate trainers (Md. Mamun Hossain, A.S.M Shamim Hossain, Md. Azad Hossen, Md. Uzzal Hossen). At the bottom, a red box highlights the "Enrollment Summary" section, which shows statistics: TOTAL TRAINEES (35), FEMALE TRAINEES (0), DISADVANTAGED TRAINEES (0), HAVE EMPLOYMENT (1), HAVE LAND (30), HAVE HOME (31), and HAVE BOTH LAND AND HOME (30).

Figure 83

ii. Course Wise Students:

User can monitor how many trainee(s) are trained in a course. Navigate to “Monitoring report>> Course Wise Students”

- Select “Training Institutes”, “Tranche”, “Training Courses”.
- You will find the list of trainees of that course with all information including trainee name, registration number, NID/BCN, Gender and batch number.
- It also shows the total number of registered trainees that course.



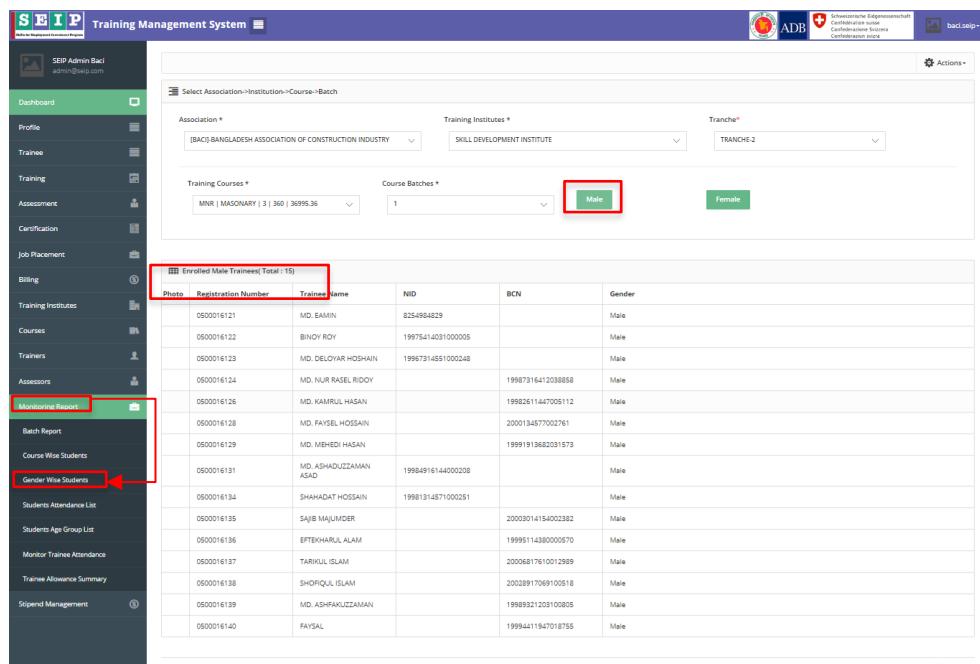
The screenshot shows the TMS interface with a sidebar containing various navigation options like Dashboard, Profile, Trainee, Training, Assessment, Certification, Job Placement, Billing, Training Institutes, Courses, Trainers, Assessors, Monitoring Report, Batch Report, and Course Wise Students. The 'Monitoring Report' option is highlighted with a red box. Below it, another red box highlights the 'Course Wise Students' button.

Figure 84

iii. Gender Wise Students:

TMS also shows the report of trainees according to gender. Navigate to “Monitoring report>> Gender Wise Students”.

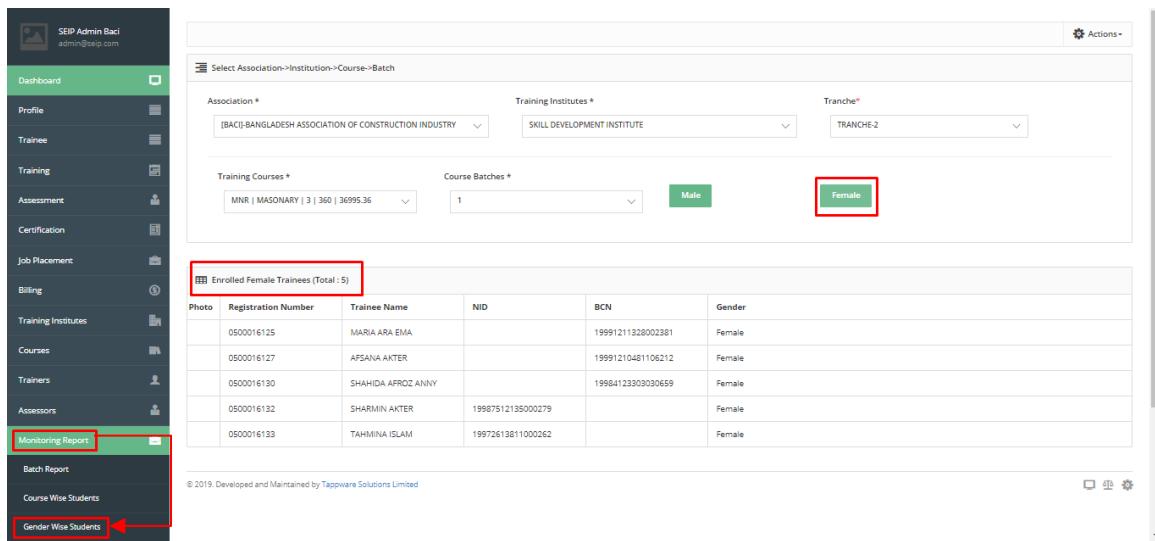
- Select “Training Institutes”, “Tranche”, “Training Courses”, “Course Batch”.
- If you want to see the male trainees of that course press the “Male” button.
- It will generate a list containing the details of all male trainees.



The screenshot shows the TMS interface with the same sidebar as Figure 84. The 'Monitoring Report' and 'Gender Wise Students' buttons are highlighted with red boxes. In the main content area, there is a gender selection section with 'Male' and 'Female' buttons, where 'Male' is highlighted with a red box. Below this, a table lists 'Enrolled Male Trainees' with a total count of 15, and each row contains columns for Photo, Registration Number, Trainee Name, NID, BCN, and Gender.

Figure 85

- If you want to see the female trainees of that course press the “Female” button.
- It will generate a list containing the details of all female trainees.



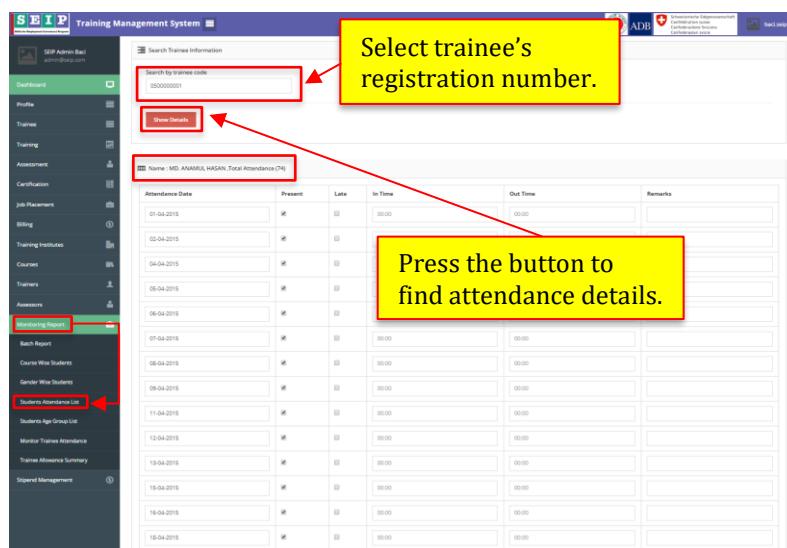
The screenshot shows the SEIP Training Management System interface. On the left, there is a sidebar with various menu items: Dashboard, Profile, Trainee, Training, Assessment, Certification, Job Placement, Billing, Training Institutes, Courses, Trainers, Assessors, Monitoring Report, Batch Report, Course Wise Students, and Gender Wise Students. The 'Monitoring Report' item is highlighted with a red box. The main content area has a title 'Select Association->Institution->Course->Batch'. It includes dropdowns for 'Association' (BACI-BANGLADESH ASSOCIATION OF CONSTRUCTION INDUSTRY), 'Training Institutes' (SKILL DEVELOPMENT INSTITUTE), and 'Tranche' (TRANCHE-2). Below these are 'Training Courses' (MNR | MASONRY | 3 | 360 | 36995.36) and 'Course Batches' (1). There are two buttons: 'Male' (green) and 'Female' (red, highlighted with a red box). A section titled 'Enrolled Female Trainees (Total : 5)' lists five trainees with their details: Photo, Registration Number, Trainee Name, NID, BCN, and Gender. The gender column shows 'Female' for all entries. At the bottom, it says '© 2019. Developed and Maintained by Tappware Solutions Limited'.

Figure 86

iv. Students Attendance List:

User can see a trainee's attendance list by his/her registration number. Navigate to “Monitoring report>> Students Attendance List”.

- Select registration number of a trainee from the drop-down box.
- Press the “Search” button.
- You will find that trainee's attendance details. Figure: 87.



The screenshot shows the SEIP Training Management System interface. The sidebar includes the same menu items as Figure 86, with 'Monitoring Report' highlighted. The main content area has a title 'Search Trainee Information' with a search bar containing '050000001' and a 'Search Details' button. A yellow callout box with an arrow points to the search bar with the text 'Select trainee's registration number.' Below the search bar is a result box showing 'Name : MD. ANAMUL HASAN Total Attendance (7)'. A second yellow callout box with an arrow points to the 'Search Details' button with the text 'Press the button to find attendance details.' The main table displays attendance records for the selected trainee, with columns for 'Attendance Date', 'Present', 'Late', 'In Time', 'Out Time', and 'Remarks'. The dates range from 01-04-2015 to 18-04-2015.

Figure 87

v. Students Age Group List:

TMS shows information about trainees according to age group also. Navigate to “Monitoring report>> Students Age Group List”.

- Select “Training Institutes”, “Tranche”, “Training Courses”.
- You will find a table that contains information about total number of trainees according to their age group. See figure:
- If you click on the digits you will find the detail information of the particular age group. See figure: 88.

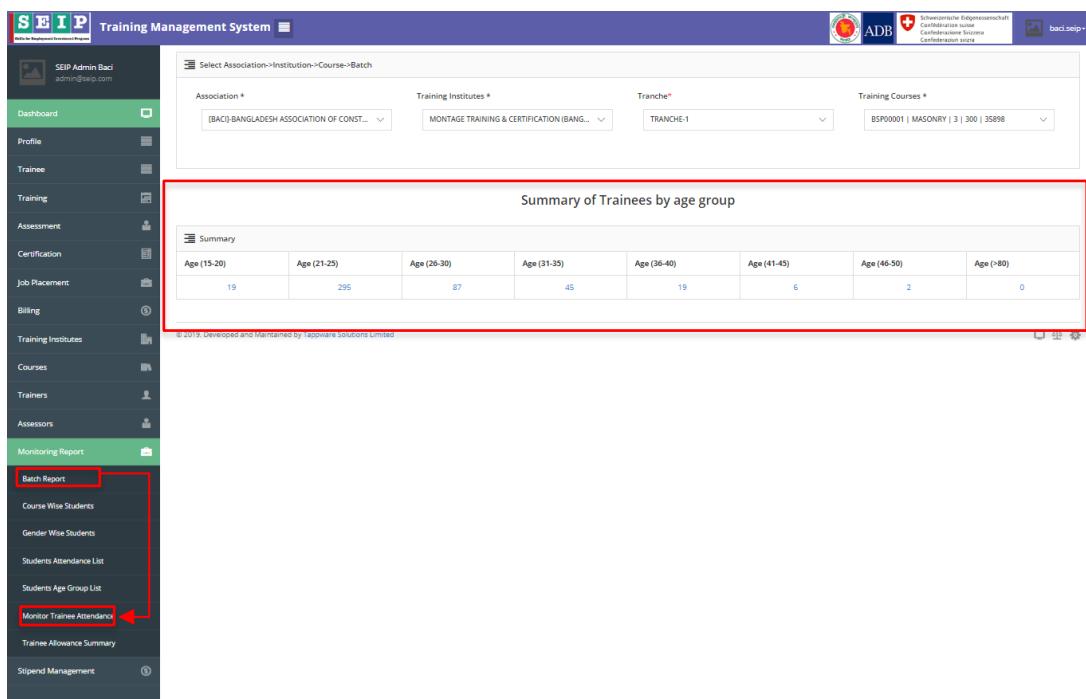
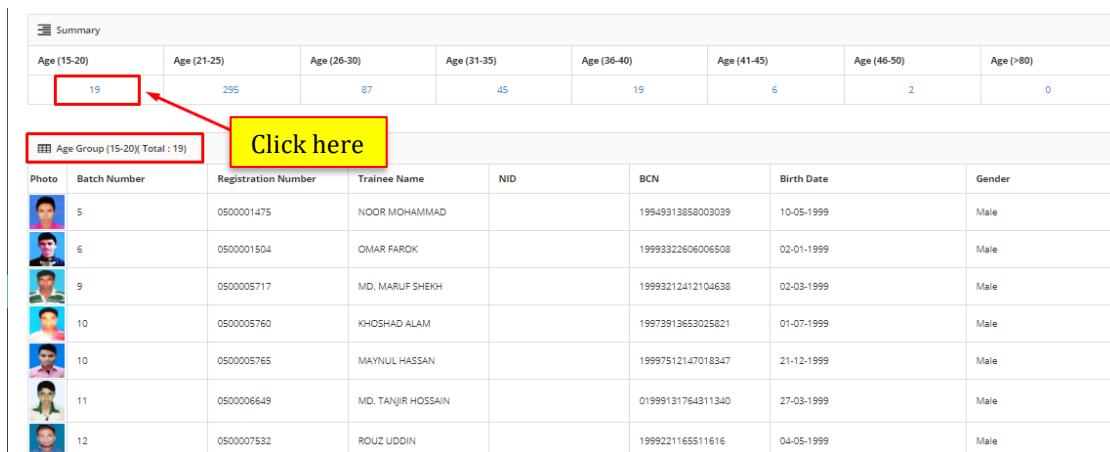


Figure 88



Summary							
Age (15-20)	Age (21-25)	Age (26-30)	Age (31-35)	Age (36-40)	Age (41-45)	Age (46-50)	Age (>80)
19	295	87	45	19	6	2	0
Age Group (15-20) (Total : 19)							
Photo	Batch Number	Registration Number	Trainee Name	NID	BCN	Birth Date	Gender
	5	0500001475	NOOR MOHAMMAD		19949313858003039	10-05-1999	Male
	6	0500001504	OMAR FAROK		19993222606006508	02-01-1999	Male
	9	0500005717	MD. MARUF SHEKH		19993212412104638	02-03-1999	Male
	10	0500005760	KHOSHAD ALAM		19973913653025821	01-07-1999	Male
	10	0500005765	MAYNUL HASSAN		19997512147018347	21-12-1999	Male
	11	0500006649	MD. TANJIR HOSSAIN		01999131764311340	27-03-1999	Male
	12	0500007532	ROUZ UDDIN		1999221165511616	04-05-1999	Male

Figure 89

vi. Monitor Trainee Attendance:

TMS generates the attendance details of whole batch also. If user want to see the batch attendance details then navigate to “Monitoring report>> Monitor Trainee Attendance”.

- Select “Training Institutes”, “Tranche”, “Courses”, “Batches”, “Batch Duration”.
- You will find a table that contains information about attendance of all trainees. See figure:
- Gray color shows scheduled training Day where no training happened yet.
- Green color shows training happened on scheduled training day.
- Orange color shows training happened but actual training and scheduled training day mismatched.

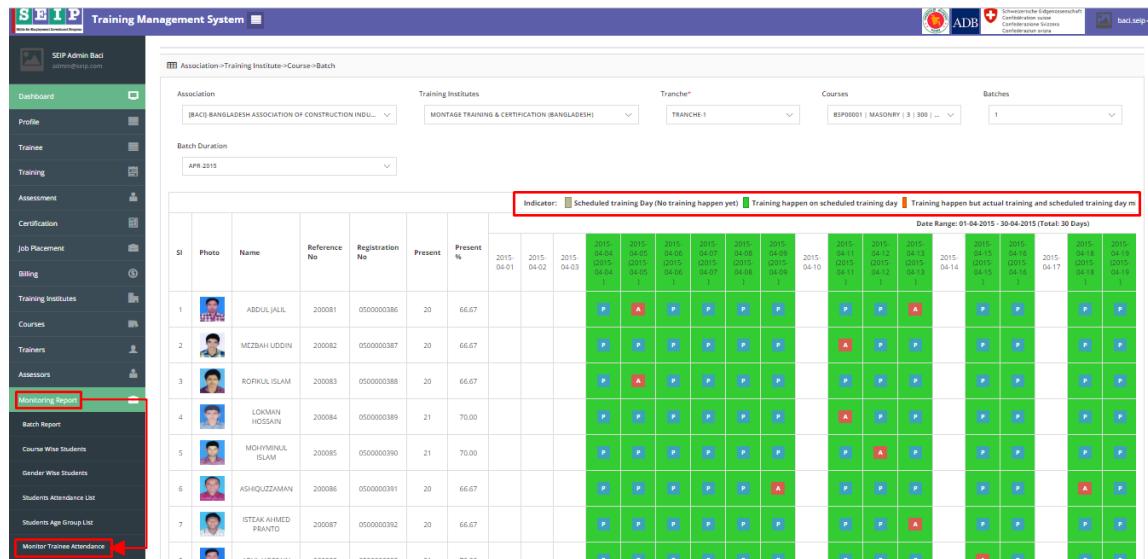


Figure 90

vii. Trainee Allowance Summary:

User can also see the summary of trainee allowance. Navigate to “Monitoring report>> Trainee Allowance Summary”.

- Select “Training Institutes”, “Tranche”, “Courses” and “Batches”.
- You will find a table that contains the summary of all trainees who got allowance. See figure:
- The result can be export in Excel/PDF/Print.

Trainee Allowance Summary

Association->Training Institute->Course-Batch

Association	Training Institutes	Tranche*	Courses	Batches
(BACI) BANGLADESH ASSOCIATION OF CONSTRUCTION INDUSTRY	MONTAGE TRAINING & CERTIFICATION (BANGLADESH)	TRANCHE-1	BSP00001 MASONRY 3 300 35898	Batch-1
<input type="button" value="Print"/> <input type="button" value="Excel"/> <input type="button" value="PDF"/>				

Association: [BACI]Bangladesh Association of Construction Industry && Institute: Montage Training & Certification (Bangladesh) && Tranche: Tranche-1 & Course: BSP00001 | Masonry | 3 | 300 | 35898 & Batch: 1

Sl.	Name	Registration No	Father's Name	Mother's Name	Total Class	Total Class Completed	Total Trainee Attendance	Attendance Percentage (%)	Drop Out	Bank Account	Account Type	Bank Name	Branch Name
1	ABDUL JAHIL	0500000386	MD. TAJUL ISLAM	JUSNA BEGUM	72	72	66	91.67	No	Not found	Mobile Banking	Not found	Not found
2	MIZBIAH UDDIN	0500000387	LATE MOSTAFA	RINA	72	72	64	88.89	No	Not found	Mobile Banking	Not found	Not found
3	RIFKUL ISLAM	0500000388	HARUNUR RASHID	FATEMA BEGUM	72	72	67	93.06	No	Not found	Mobile Banking	Not found	Not found
4	LOKMAN HOSSAIN	0500000389	KALIMULLAH	MAHFUJA BEGUM	72	72	68	94.44	No	Not found	Mobile Banking	Not found	Not found
5	MOHYMINUL ISLAM	0500000390	MD. JAHANGIR ALOM	MST. ROXANA	72	72	67	93.06	No	Not found	Mobile Banking	Not found	Not found
6	ASHIQUZZAMAN	0500000391	SHAHJAHAN	FAHIMA	72	72	67	93.06	No	Not found	Mobile Banking	Not found	Not found
7	IDTEAK AHMED PRANTO	0500000392	NIZAM UDDIN	FABIANA BEGUM	72	72	61	84.72	No	Not found	Mobile Banking	Not found	Not found
8	ABUL HOSSAIN	0500000393	BABUL MIAH	SALEDA BEGUM	72	72	64	88.89	No	Not found	Mobile Banking	Not found	Not found
9	MD. READ HOSSAIN	0500000394	NUR MOHAMMAD	RAZIA BEGUM	72	72	70	97.22	No	Not found	Mobile Banking	Not found	Not found
10	MD. TUHIN ISLAM	0500000395	MD. AKRAMUL HAQUE	TANJILA BEGUM	72	72	70	97.22	No	Not found	Mobile Banking	Not found	Not found
11	MD. NUR NOBI ISLAM	0500000396	MD. ABDUL MOTALEB	FROZA KHATUN	72	72	69	95.83	No	Not found	Mobile Banking	Not found	Not found
12	MD. JAHANGIR ALAM	0500000397	MD. ABUL KALAM	MRS. HAMIDA BEGUM	72	72	68	94.44	No	Not found	Mobile Banking	Not found	Not found
13	MD. KAMRUL HASAN	0500000398	ABDUL MATIN	MARIA BEGUM	72	72	69	95.83	No	Not found	Mobile Banking	Not found	Not found
14	MD. SALIM UDDIN	0500000399	LATE MD. PHAKI MIA	NURJAHAN BEGUM	72	72	60	83.33	No	Not found	Mobile Banking	Not found	Not found
15	MD. ANAMUL	0500000400	MD. AZAR UDDIN	MRS. AMINA KHATUN	72	72	65	90.28	No	Not found	Mobile Banking	Not found	Not found
16	EMRAN HOSSAIN	0500000401	BAHA UDDIN	SHAMSUN NAHER	72	72	69	95.83	No	Not found	Mobile Banking	Not found	Not found
17	MD. SUMON	0500000402	MD. IDRES ALI	KHODIDA BEGUM	72	72	58	80.56	No	Not found	Mobile Banking	Not found	Not found
18	MD. ROBUL ISLAM	0500000403	MOHAMMAD ALI	ARJUDA BEGUM	72	72	63	87.5	No	Not found	Mobile Banking	Not found	Not found
19	ROXBUL ISLAM	0500000404	MOZAMMEL HOQUE	RESHMA AKTER	72	72	68	94.44	No	Not found	Mobile Banking	Not found	Not found
20	MD. BILLAL HOSSAIN	0500000405	NUR MOHAMMAD	JAMILRON NESA	72	72	68	94.44	No	Not found	Mobile Banking	Not found	Not found
21	MD. UZZAL HOSSAIN	0500000406	BATEN MAH	KHORSEDA	72	72	58	80.56	No	Not found	Mobile Banking	Not found	Not found
22	MD. INRAN MIA	0500000407	MD. MAHAN ALI	NURZAHAN BEGUM	72	72	65	90.28	No	Not found	Mobile Banking	Not found	Not found
23	MD. YEASIN AFRAP	0500000408	MD. SHIBRAJUL ISLAM	MST. RABEYA BEGUM	72	72	66	91.67	No	Not found	Mobile Banking	Not found	Not found
24	MD. RIIRON HOSSAIN	0500000409	MD. MOFIJUDDIN	ROMQA BEGUM	72	72	67	93.06	No	Not found	Mobile Banking	Not found	Not found
25	MD. ASIF RAYHAN	0500000410	ABDUL HAKIM KHAN	RAHIMA BEGUM	72	72	67	93.06	No	Not found	Mobile Banking	Not found	Not found
26	MD. SOHIOLU ISLAM	0500000411	MD. AKKASS ALI	SORHINA KHATUN	72	72	66	91.67	No	Not found	Mobile Banking	Not found	Not found
27	MD. GOLAM MOSTAFA	0500000412	MD. SAVEDUR RAHMAN	NURJAHAN BEGUM	72	72	67	93.06	No	Not found	Mobile Banking	Not found	Not found
28	MD. ANIVAR HOSSAIN	0500000413	MD. ISMAIL HOSSAIN	HAZARA BEGUM	72	72	68	94.44	No	Not found	Mobile Banking	Not found	Not found
29	MD. AL AMIN	0500000414	MD. ABDUL AZIZ	NHJMA BEGUM	72	72	65	90.28	No	Not found	Mobile Banking	Not found	Not found
30	MD. ZAHOUA ISLAM	0500000415	MD. SHIBRAJUL ISLAM	MST. RABIA BAGUM	72	72	64	88.89	No	Not found	Mobile Banking	Not found	Not found
31	MD. RUBEL MIKH	0500000416	ABDUL KUDUS	MOST. MINARA	72	72	65	90.28	No	Not found	Mobile Banking	Not found	Not found
32	MD. ABDUL HAJM	0500000417	ABDUL AZIZ TALUKDER	HSINA BEGUM	72	72	63	87.5	No	Not found	Mobile Banking	Not found	Not found
33	TUHIN SARKER ESTEAK	0500000418	LATE ABUL KASAM SARKAR	AMINA BEGUM	72	72	63	87.5	No	Not found	Mobile Banking	Not found	Not found
34	MD. ABDUL ALIM	0500000419	ABDUL JABBAR MIYA	MST. KHURUN NESA BEGUM	72	72	62	86.11	No	Not found	Mobile Banking	Not found	Not found
35	MD. KAMRUL HASAN	0500000420	MD. SOYED AHMED	KOHINUR BEGUM	72	72	64	88.89	No	Not found	Mobile Banking	Not found	Not found

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Figure 91