

User Manual- Training Management System

**7th Population & Housing Census – 2022 the Digital Census**

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Version 1.0.0

**VERSION**

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# Overview

Evolution of technology has played vigorous role in the governance of a country. Government agencies are continuously striving to improve good governance through the means of information technology. Conduction of periodic and accurate Census of population is considered as a key parameter for good governance. Developed Countries in the world are now executing census exercises through digital means to ensure the precision and accuracy of population data, in minimum time frame, as it becomes the basis for policy making and implementation. The proposed exclusive technical IT solution by NADRA will be carried out by mapping census operations through the use of global positioning system and **geographical** information system in Pre-Census, Census and Post Census stages. The android base house listing and enumeration applications shall have online & offline support with Seamless data synchronization feature whenever it is connected online.

# Scope

This manual will facilitate census district officer (CDO), Divisional Incharge and Admin/Super trainer to create batches of their respective trainees, assigning different venues, marking of trainee’s attendance and marking of their assessments. Role base users i.e CDO, Divisional Incharge and Admin/super trainer can access their respective data.

# Training Management System Module

Training Management System Module allows different hierarchies i.e CDO, Divisional incharge and Admin/Super trainer to create batches of their concerned trainees in order to access any required data with ease. Different users will have different data access to assess and perform their activities.

## Process Flow



### Login screen

* Enter Username and Password
* Click ‘Sign In’



**Figure 1.1**

# Home Screen - CDO Login:

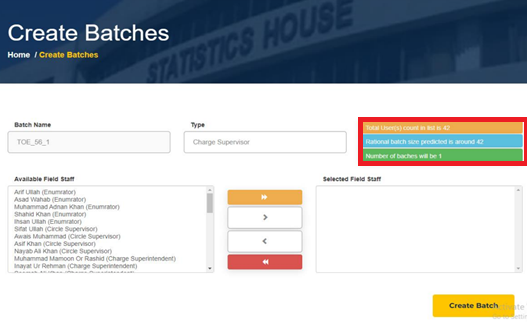
* Home screen of Figure 1.2 shows that there are 42 field staff assigned to CDO, whereas ‘**Welcome Dera Ismail khan tehsil**’ heading on the screen is the census district in view, while name mentioned in yellow box is the name of the CDO. The top most side of the CDO login’s screen shows the tabs including ‘**Home, Batches, Attendance, Assessment and Contact’**.
* A CDO can create batches of trainees which includes enumerator, circle supervisor and charge superintendent. 42 members per batch is preferable in training of enumerators (TOE) batch but more participants can be added after coordination with Divisional in charge. CDO can mark attendance of his/her trainees and also generate assessment report.

### 

***Figure 1.2***

## CDO creating TOE (Training of Enumerators) batches:

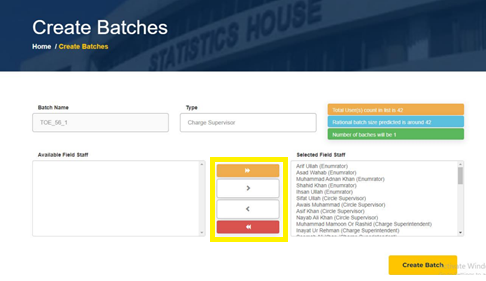
* The figure 1.3 shows details of **Batch Name & Type**,the Batch name which is ‘TOE\_56\_1’ mentioned in text box represent the **Batch Number**.
* The details mentioned in top right corner (highlighted in red box) of figure 1.3 shows the number of users (42) in said batch, Rational batch size which means number of users preferable to create a batch size of maximum 42 members. Therefore, the user can preferably create 1 x Batch.

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***Figure 1.3***

## Selecting Field Staff and Creating Batches

* In figure 1.3, Heading of “Available Field Staff” and “Selected Field Staff”, and its respective text field is shown.
* After selection of “Available Field Staff” it is now shifted/ transferred to “Selected Field Staff” by using the button interface located at center (highlighted in red box). Subsequently the staff will now be reflected in Selected Field Staff section
* Now to create the batch, press the create batch button and a new batch will be created

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**Figure 1.4**

## View created batches

* The batch created in figure 1.4 can been “viewed” in figure 1.5, buttons as shaded red at the right side of the figure, enables user to view the details of the batch by clicking on view button, where edit button is used to modify the batch while delete option is used to delete any unrequired member of the batch

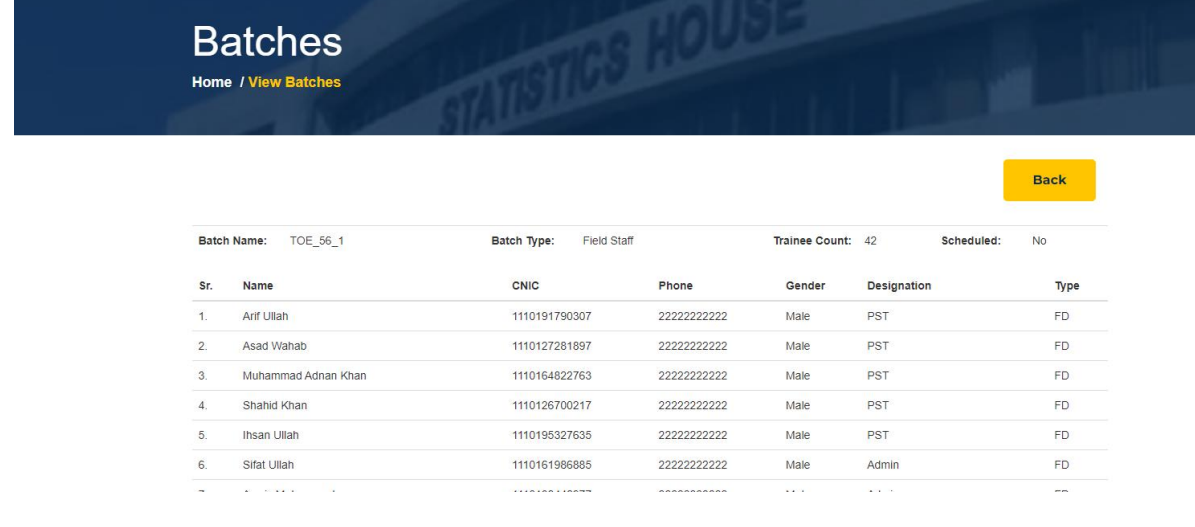
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**Figure1.5**

* Batch details viewed in this dashboard are batch name, batch type, user counts ,scheduled and action

## View Details of Each Batch

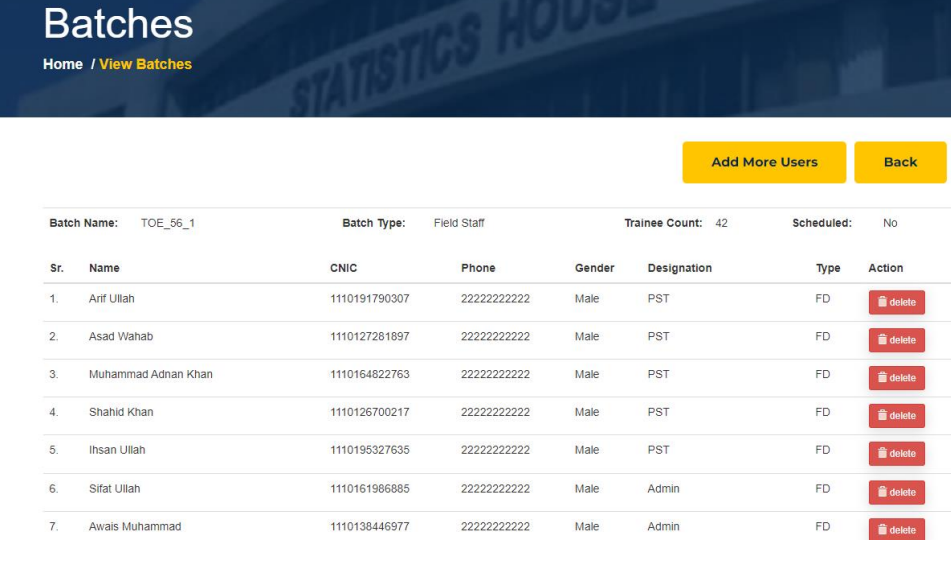
* By clicking on the view button as shown in the figure 1.5, the following details of each batch is being displayed as shown in the figure 1.6
* Batch details includes batch name ‘TOE\_56\_1’, Batch type is field staff, trainee count is 42. Others detail like name of the trainees, CNIC, phone, gender, designation and type is also available



***Figure 1.6***

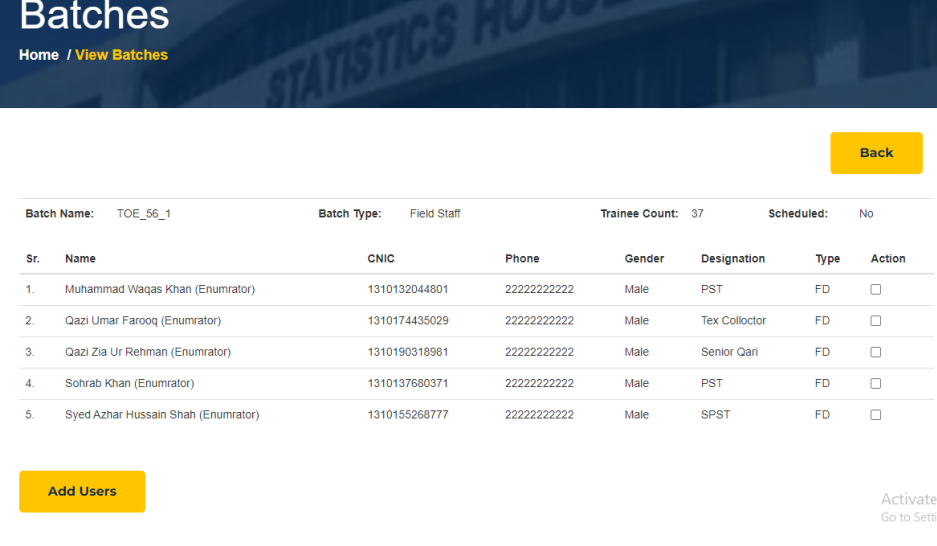
## Edit batch (Delete Trainee)

* CDO can delete any trainee from batch, as shown in figure 1.7, select the trainee and press the delete button at the right corner of the window/screen
* For deleting any batch member, click on the “Delete” button mentioned below the “Action” tab



***Figure 1.7***

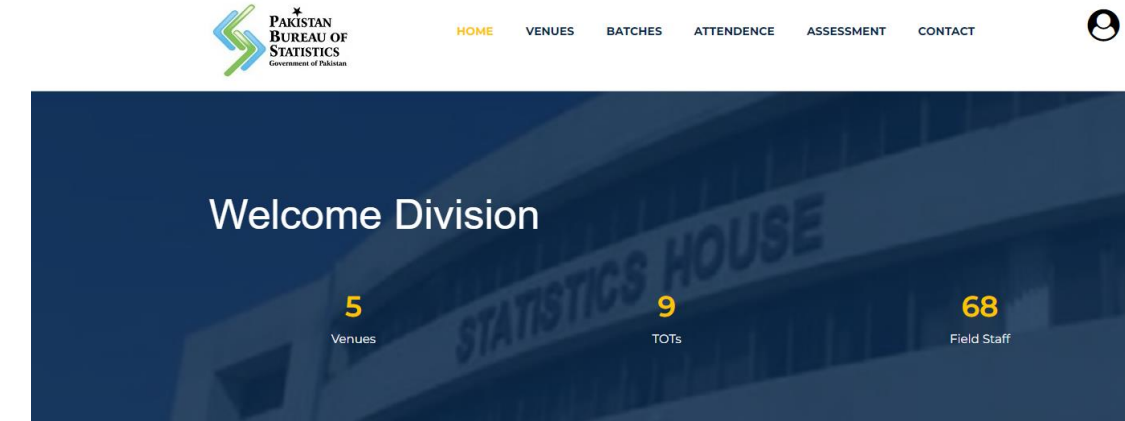
* Similarly, CDO can add trainees by selecting “Add Users” button, screen is highlighted in Figure 1.7a



**Figure 1.7a**

# Divisional In charge – Login

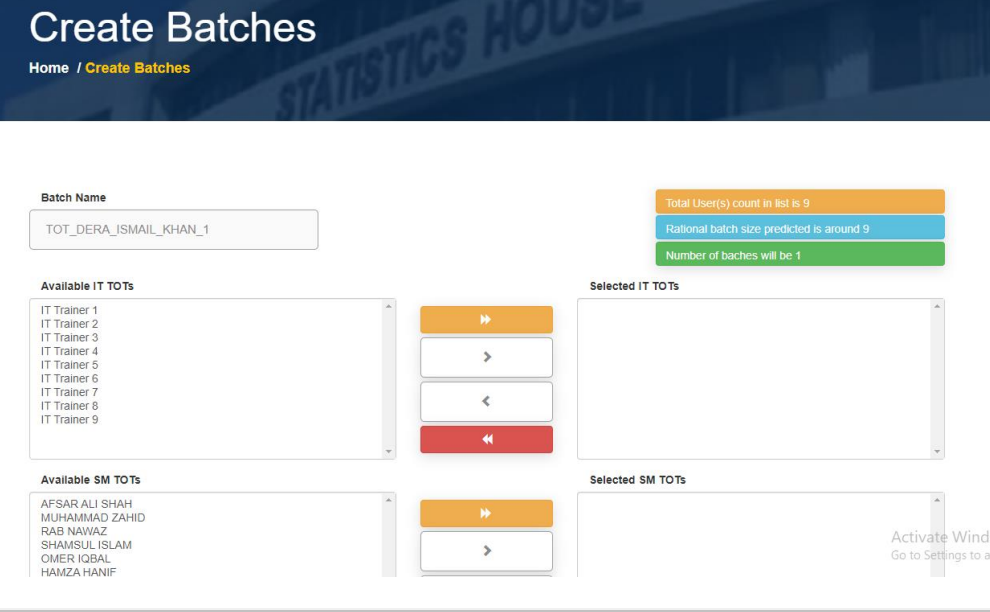
* Divisional in charge home screen as shown in figure 1.8 indicates that divisional in charge can assign venues for training , divisional in charge can assign Training of Trainees (TOT) to field staff for training
* The top screen indicates that Divisional In charge can also perform batch making activities for trainees, marking their attendance, and also generate their test assessment report



**Figure 1.8**

## Creating Batch of TOTs

* Right corner of the figure 1.9 shows that total user(trainer) available is 9, whereas DI can also create batch of 9 x trainer including IT TOTs and subject master in this way one batch can created by DI moreover, batch name is at the left side of the figure 1.9 and mentioned as TOT\_DERA\_ISMAIL\_KHAN\_1



**Figure 1.9**

## Creating TOTs Batch:

* Selected **IT TOT** and **SM TOT** (subject master) have been shifted to right side of the window for batch making. It is pertinent to mention that number of IT TOTs and SM TOTs must be equal in number.
* After nomination of desired IT TOT and SM TOT, new batch will be created after selected “Create Batch”

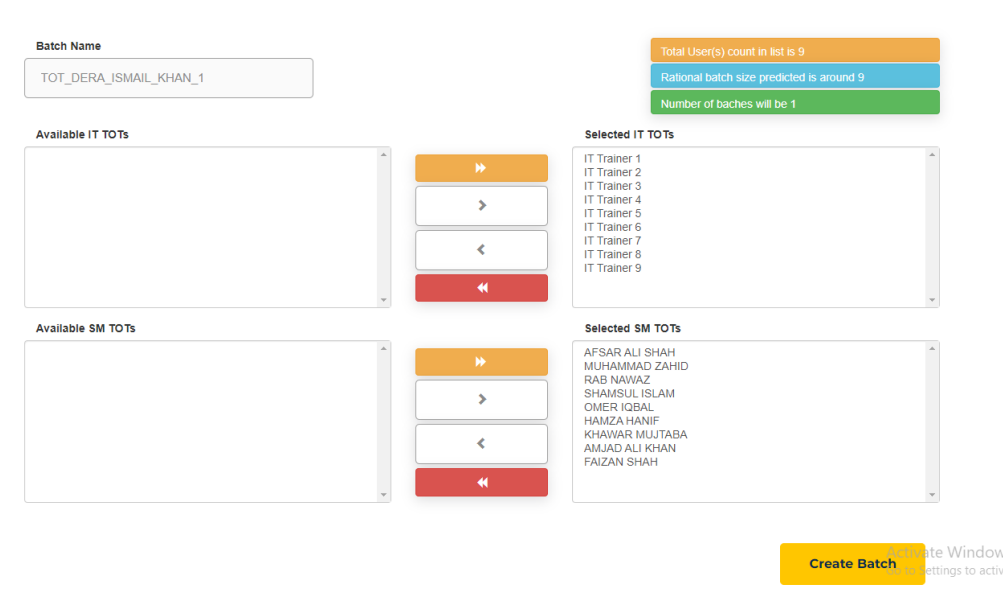


Figure 1.10

## Divisional In charge filtering Venues

* Divisional In charge can select his desired census district by enabling the drop down list as shown in figure 1.11

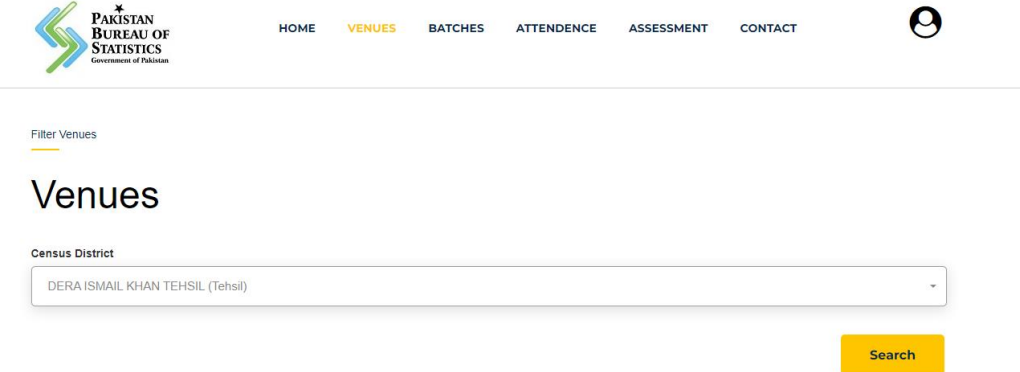


Figure 1.11

## Venue Detail

* Details regarding venue is available as shown in figure 1.12, details of venue given includes name of venue, province location and other necessary details

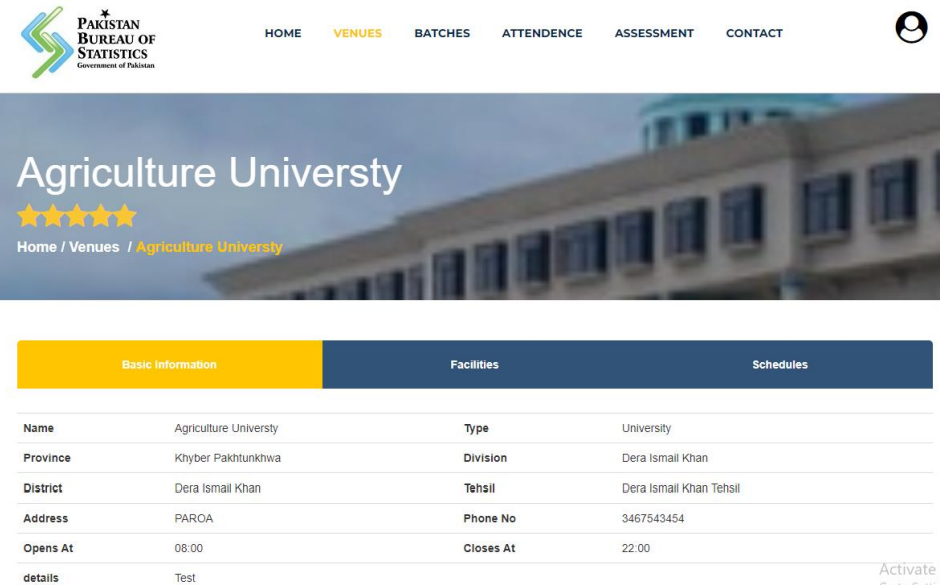
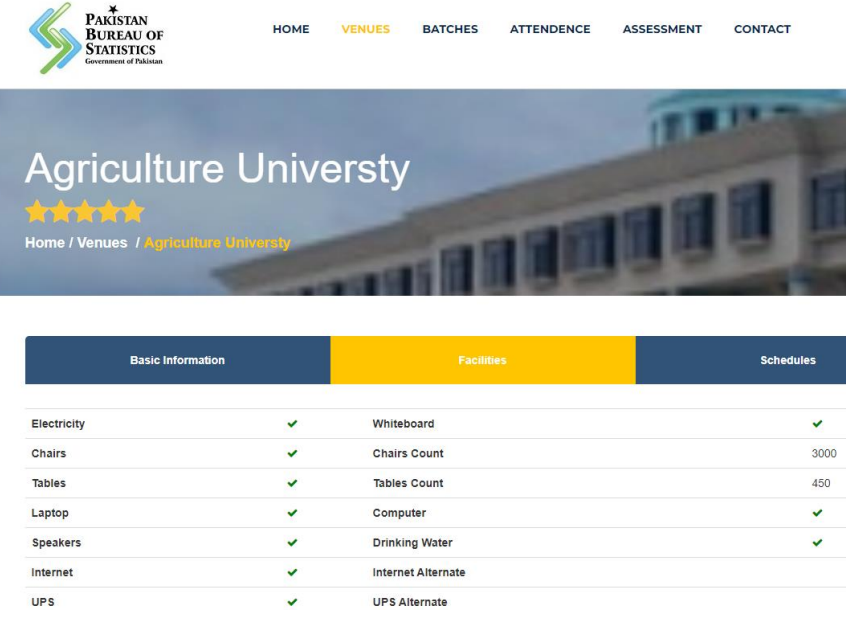


Figure 1.12

## Venue Facilitation

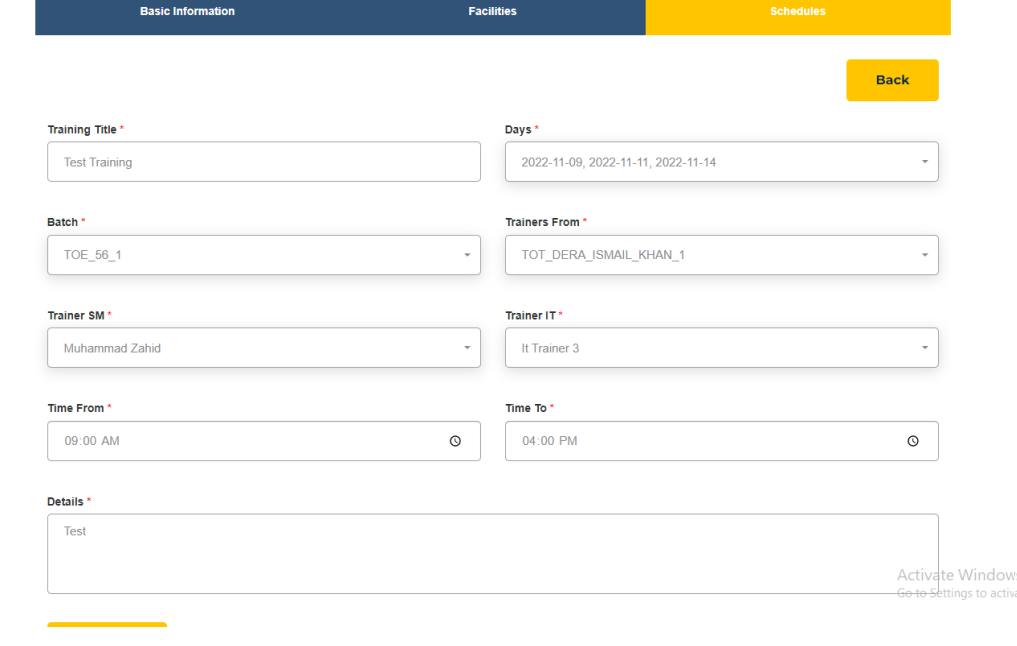
* In order know the facilities regarding electricity, chairs, tables, laptop, speaker, internet, Ups, whiteboard, chairs count, tables count, computer, drinking water, internet , Ups etc. The information can be viewed by selection “Facilities” tab as shown in figure 1.13



**Figure 1.13**

## View Batch Scheduling and Assigning TOTs to TOEs:

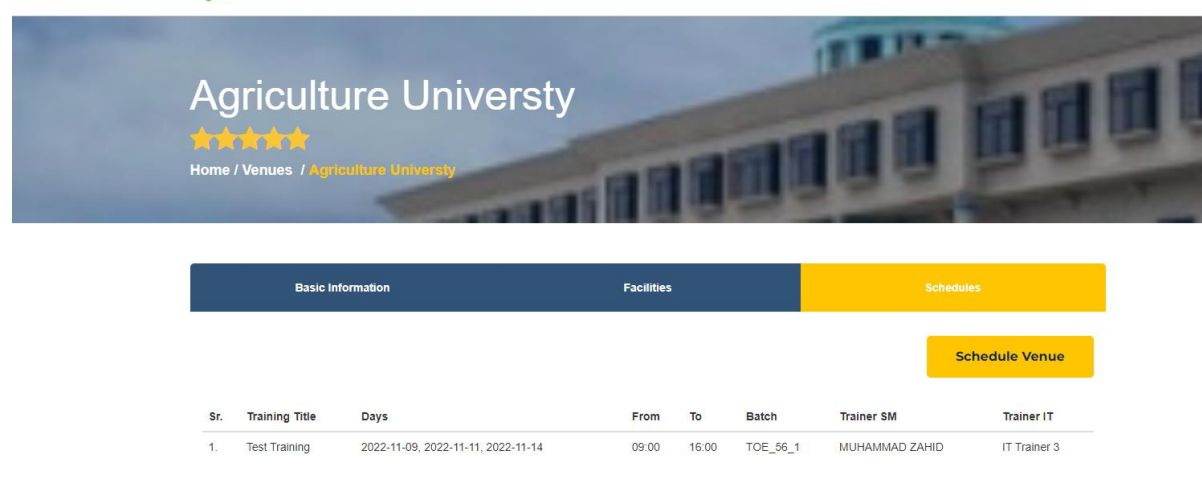
* The Divisional In charge can view information and details about the training schedule including date and duration of the training. Figure 1.14 also mentions the batch under training for the TOE and TOT



**Figure 1.14**

## Venue Schedule

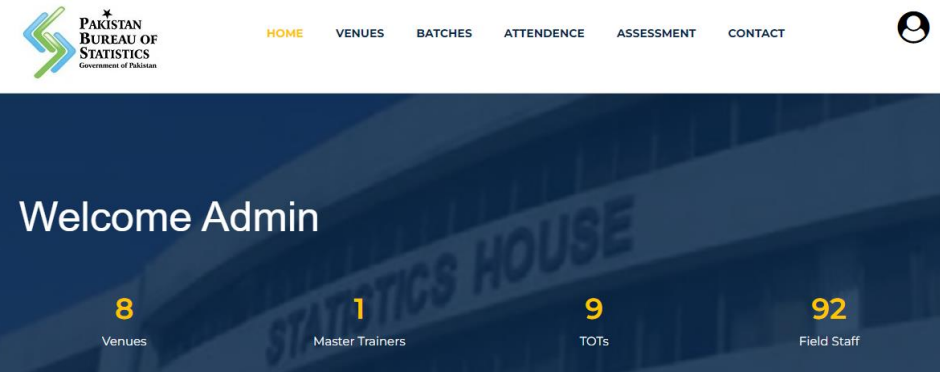
* After finalization of Venue, which is Agriculture university in this case, additional details are also mentioned such as training title, duration, batch name, name of SM trainer and IT trainer



**Figure 1.15**

# Admin/Super trainer login:

* The figure 1.16 indicates that an admin/super trainer can assign **venue** and assigning of super trainer to master trainers for training purpose
* This modules enable the admin/super trainer login to create **batches**, marking of **attendance**, marking of training **assessment** report



**Figure 1.16**

## Creating Master trainer batch:

## By clicking on batch, Batch name ‘TOMT\_1’ is going to be made as shown at the light side of the screen. The figure 1.17 indicates IT master trainers and SM trainer (Subject master).

* The details mentioned in top right corner of figure 1.17 shows the number of users (1) in said batch, Rational batch size which means number of users allowed to create a batch size of maximum is one master trainer IT and one master trainer SM. Therefore, the user can only create 1 x Batch.

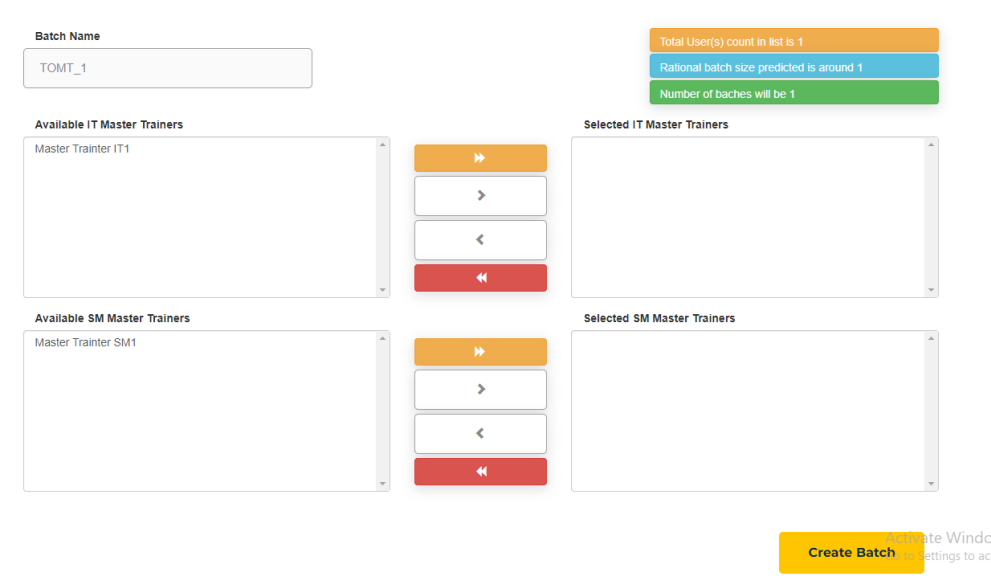
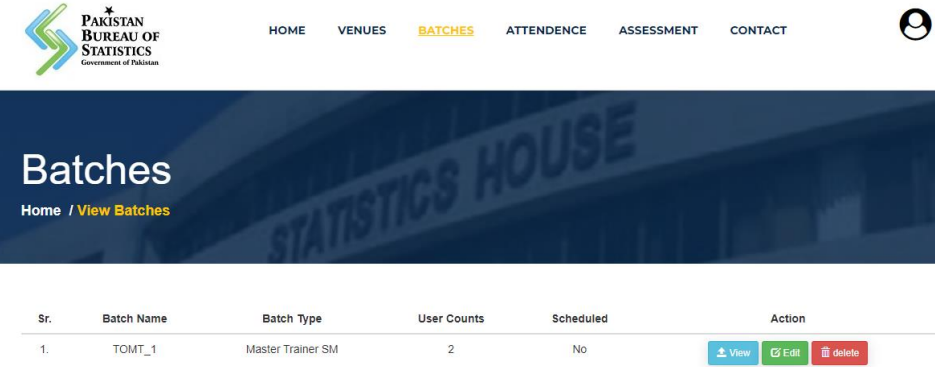


Figure 1.17

## View Master Trainer Batch

* The batch created in figure 1.17 can been “viewed” in figure 1.18, buttons at right side of the figure, enables user to view the details of the batch by clicking on view button, where edit button is used to modify the batch while delete option is used to delete any unrequired member of the batch



## Filtering Venues

## In order to know that venues for TOTs training, select the province, division, district and tehsil from figure 1.19 as shown below and select the desired venue.

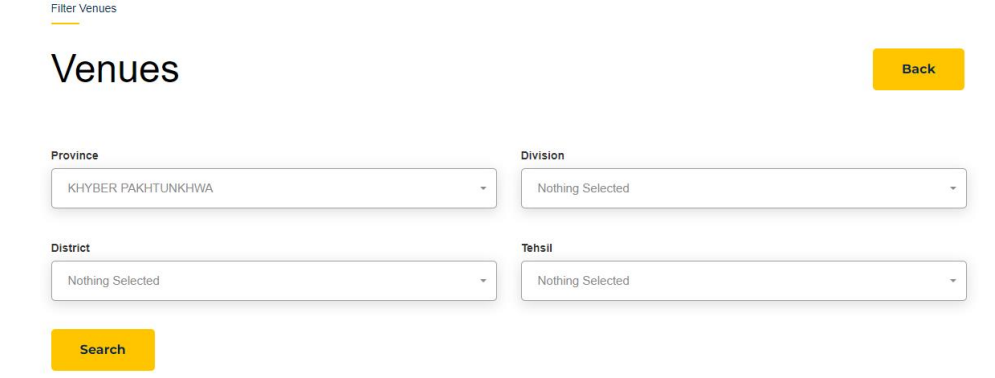


Figure 1.19

## Venue Scheduling and Assigning Master Trainers to ToT Batch

* The admin/super trainer can view information and details about the training schedule including date and duration of the training. It includes name of the training, start and end training days, IT trainer and SM trainer details also includes start and end time

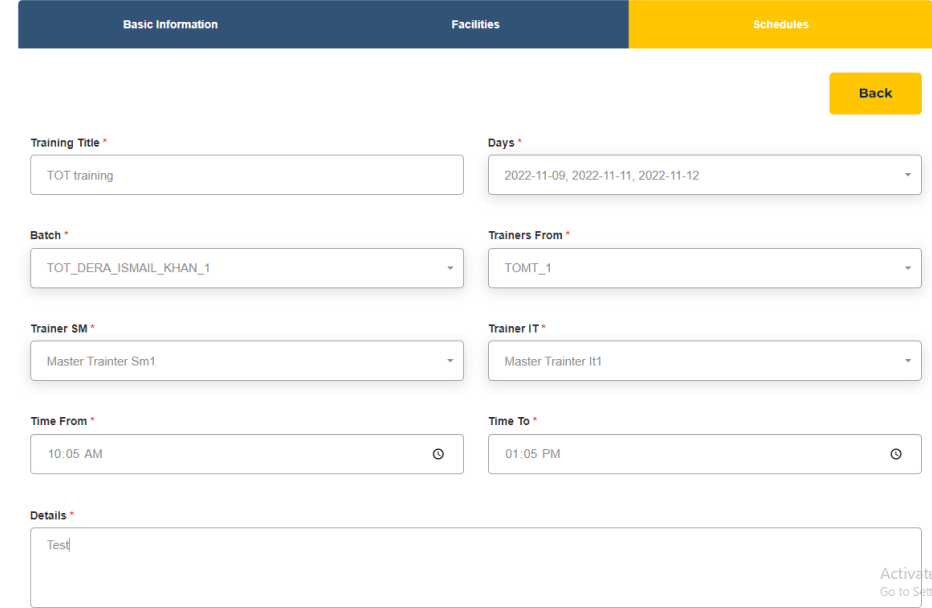


Figure 1.20

## View Venue’s Schedules

* After finalization of Venue, which is **Ghss Paroa** in this case, additional details are also mentioned such as training title, duration, batch name, name of SM1 trainer and Master trainer IT1 trainer

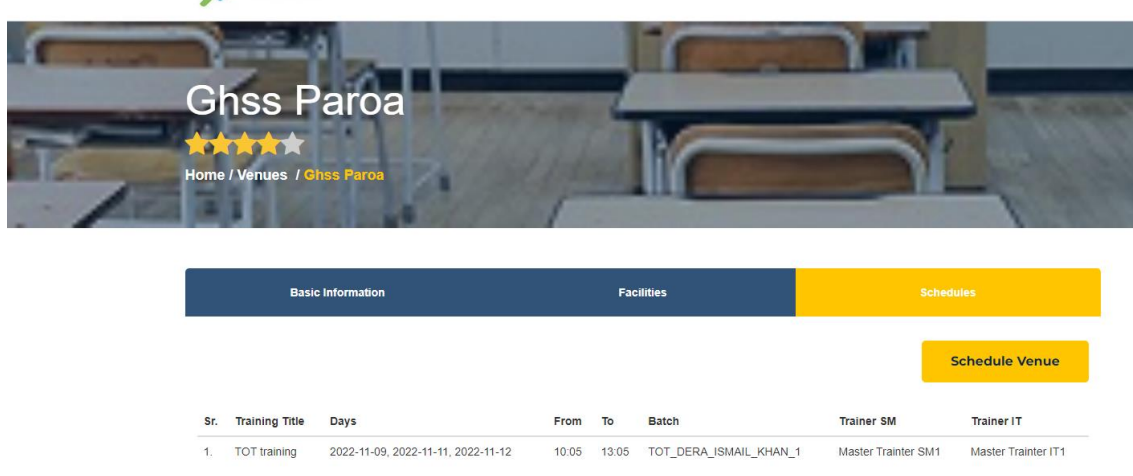


Figure 1.20a

## Daily Attendance

Attendance can be marked as shown in the figure 1.21, the attendance interface reflect name, CNIC, gender, designation and status (Present/absent). User will mark attendance of batch participants on system downloaded copy and on system interface both. (Manually marked attendance sheet on system downloaded sheet can be uploaded through system).

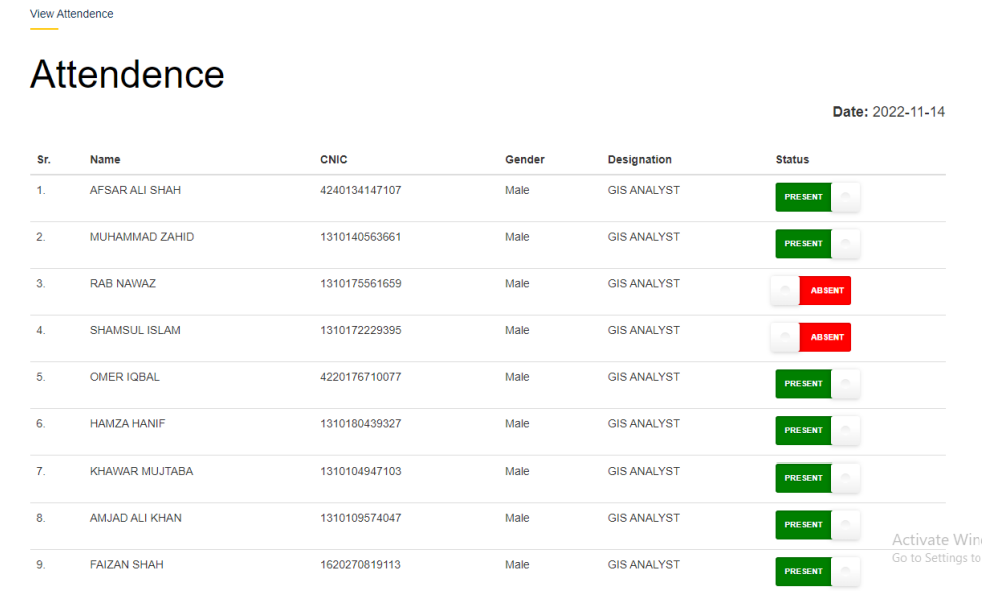


Figure 1.21

## Trainee’s Assessment

## After thorough training, training assessment in order to know the progress of each participant will be conducted at the end of the training as shown in figure 1.22

## Trainees’ assessment enables the trainers to know the knowledge acquired by the participants, this also help the trainers who need further training.

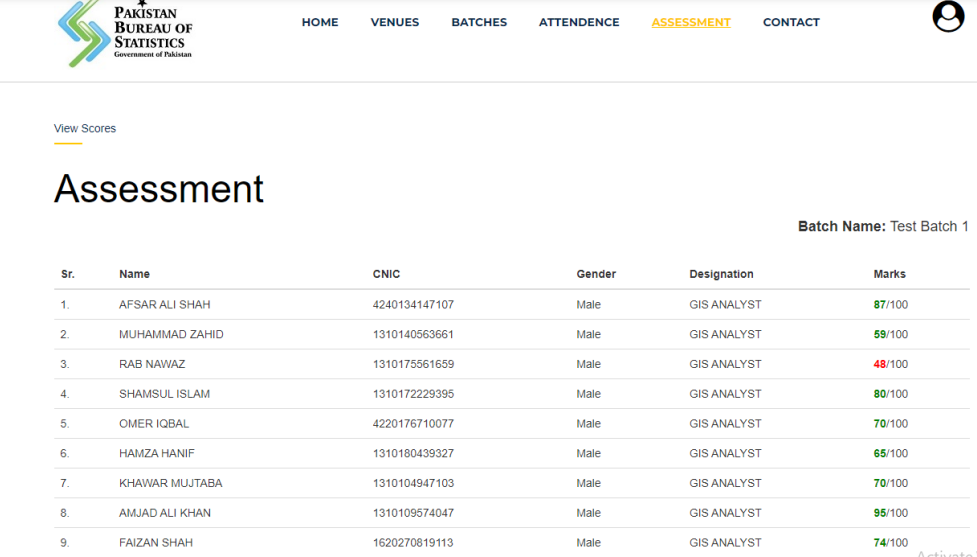


Figure 1.22

# **FAQ**

Q1: How many TOEs can be added as participants in batch of CDO?

Ans: preferably 42 participants can be included in CDO training batch but system will allow you to add more participants as per venues availability and other factors.

Q2: Can delete member from batch cause deletion of that person from HR?

Ans: No, this is just removal of the person from training batch, not from HR.

Q3: Is there any facility to add or remove participant from CDO batch?

Ans: Yes, the interface also facilitates the user to add or remove participants.

Q4: Is there any mechanism to know the strength of attended participants of training?

Ans: CDO will mark attendance of batch participants on system downloaded copy and on system interface both. (manually marked attendance sheet on system downloaded sheet can be uploaded through system).

Q5: How can a trainer assess the training progress?

Ans: Before and After each training, trainees/ batch participants will submit pre and post-test on tablet whose marks will be available on system and visible to CDO.

Q5: Can a CDO switch participants between batches?

Ans: Yes, and in order to do so he will click on edit option against batch and delete participant from that batch, then click on other batch edit option to add that participant.