


TAALIM Database

User Manual for Training Provider (TP)

Version 1.0


Date: November 2018




Funded by
European Union
Humanitarian Aid

وزارت کار، امور اجتماعی، شهدا و معلولين
جمهوری اسلامی افغانستان

Ministry of Labor, Social Affairs, Martyrs & Disabled
Islamic Republic of Afghanistan





Login

User Name

Password


Remember Me

[Login](#) [Register](#)


[Forgot Your Password?](#)

[Download User Manual](#)


23
Total Users




6
Total Applicants



8
Total Employers



9
Total TPs








Table of Contents

Introduction	1
Access and Credentials	1
Forgot Your Password	1
Dashboard	1
Profile	2
Applicants List	3
Verify	3
View	4
Edit	5
E-Library	5
VTC	6
Setting	7
Logout	8

Table of Figures

Figure 1 Login Section	1
Figure 2 Dashboard	2
Figure 3 Training Provider Profile	3
Figure 4 Applicants List	3
Figure 5 Applicant Verification Page	4
Figure 6 Applicant Profile View	5
Figure 7 E-Library File List	6
Figure 8 E-Library Upload Page	6
Figure 9 VTC List	7
Figure 10 VTC View or Edit Page	7
Figure 11 Logout Function	8

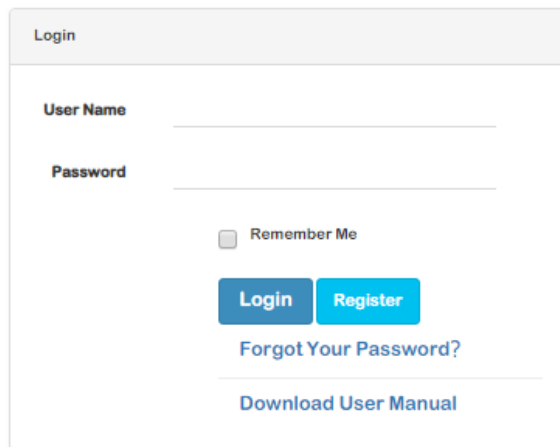
Introduction

TAALIM database is an online platform where data of applicants for vocational trainings are stored and those data are used for better delivery and tracking of vocational trainings in Afghanistan.

Access and Credentials

This database can be accessed through www.tvt.af with any browser – internet connection is needed.

After accessing the database TP must enter their credentials (username and password) - Every TP has its own credentials.



The image shows a login form with the following elements:

- Header: Login
- Input field: User Name
- Input field: Password
- Checkbox: Remember Me
- Buttons: Login, Register
- Link: Forgot Your Password?
- Link: Download User Manual

Figure 1 Login Section

Forgot Your Password

In case of forgetting your password, simply click on Forgot Your Password? and then you will be redirected to a page where you will be asked to enter your email. After clicking on the submit button an instruction will come to your email for changing your password.

Dashboard

After successfully login to the system you will be redirected to dashboard where all functionality is listed.

Dashboard is consisting of header, sidebar and main area.

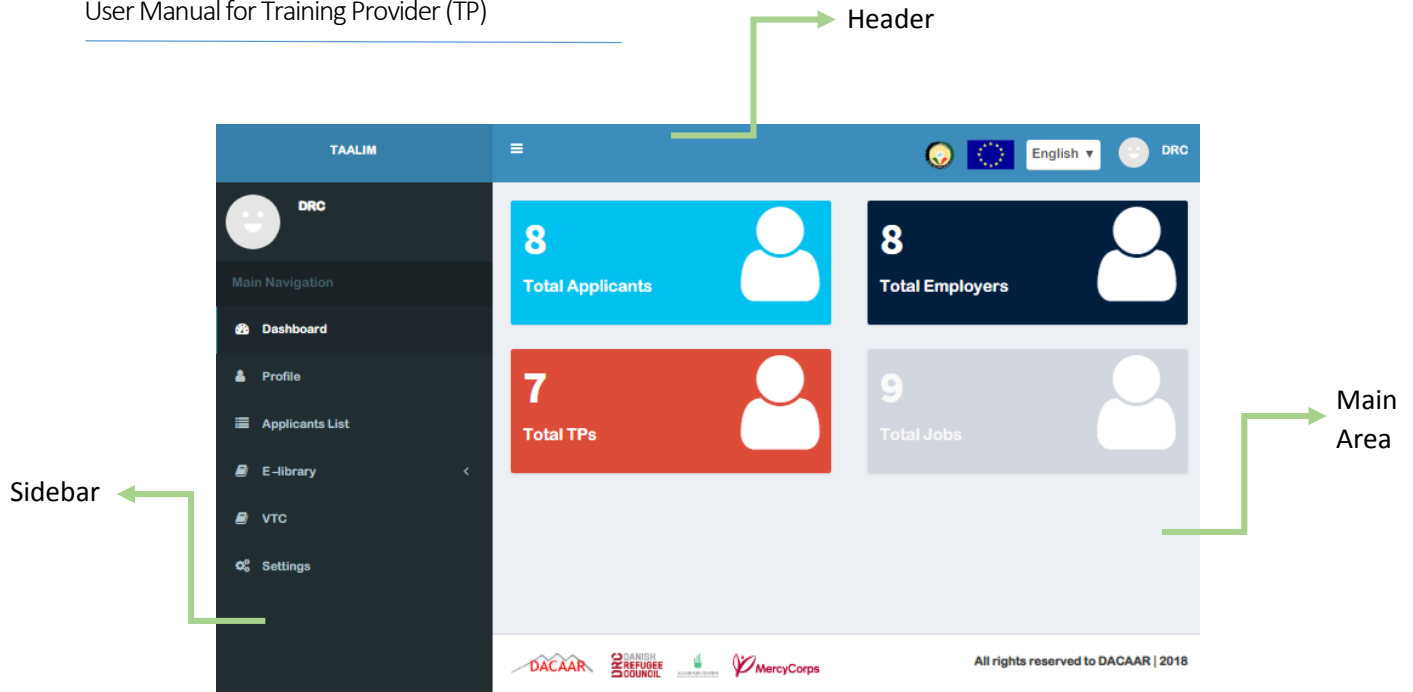


Figure 2 Dashboard

In the **header** you will see the name of database logos, language selection and TP name.

In the **sidebar** you will see the functions which are assigned to TP by admin e.g. Dashboard, Profile (where you will be able to see the whole details of your account), Applicants List (where you will see the whole list of the applicants), E-Library (where you will see the documents and media which are uploaded to the database), VTC (list of your Vocation Training Center) and Setting (where you can change your password).

In the **main area** of first page in dashboard you will see a brief statistic of the system e.g. Total Applicants, Total Employers, Total TPs and Total Jobs.

Profile

In this page you will be able to see your training provider details, address details and contact person details.

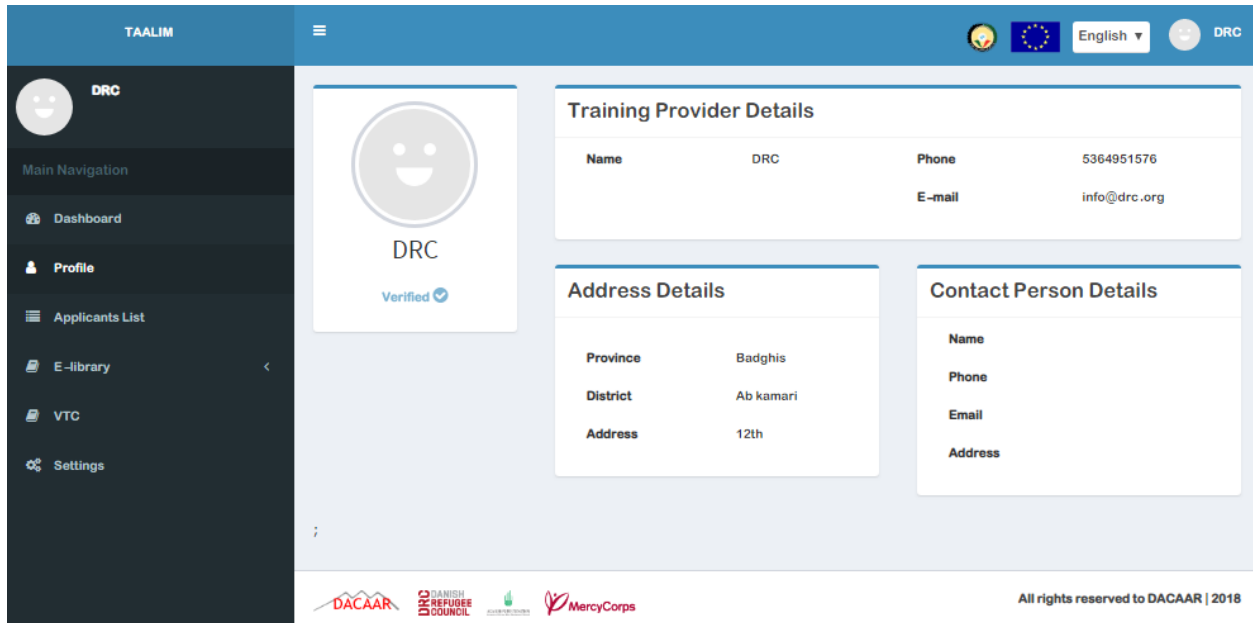


Figure 3 Training Provider Profile

Applicants List

In this page you will be able to see list of all applicants whom province of living is same as your VTCs province. For instance, if you have a VTC in Balkh then the list of applicant who lives in Balkh will be shown in applicants list.

Here you can search, verify, view and edit an applicant.

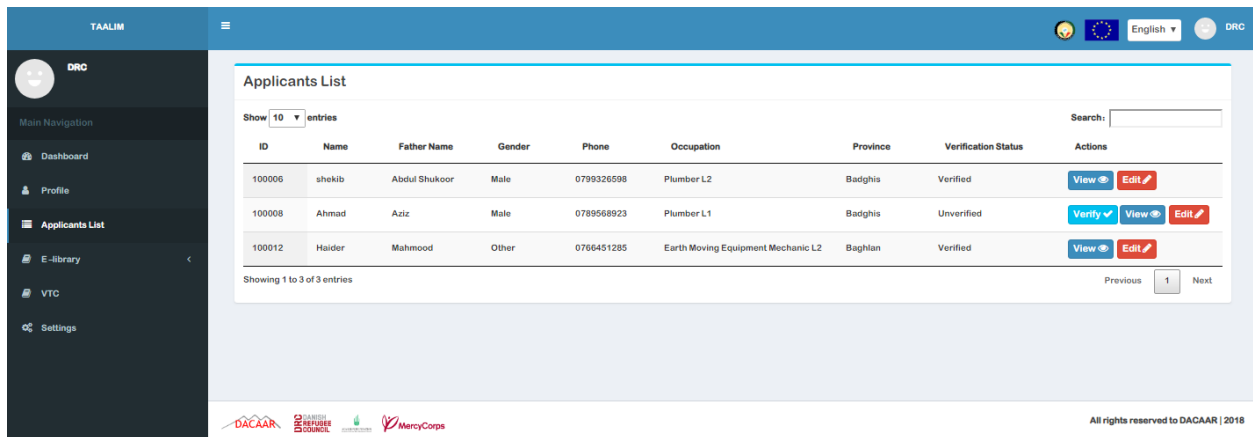
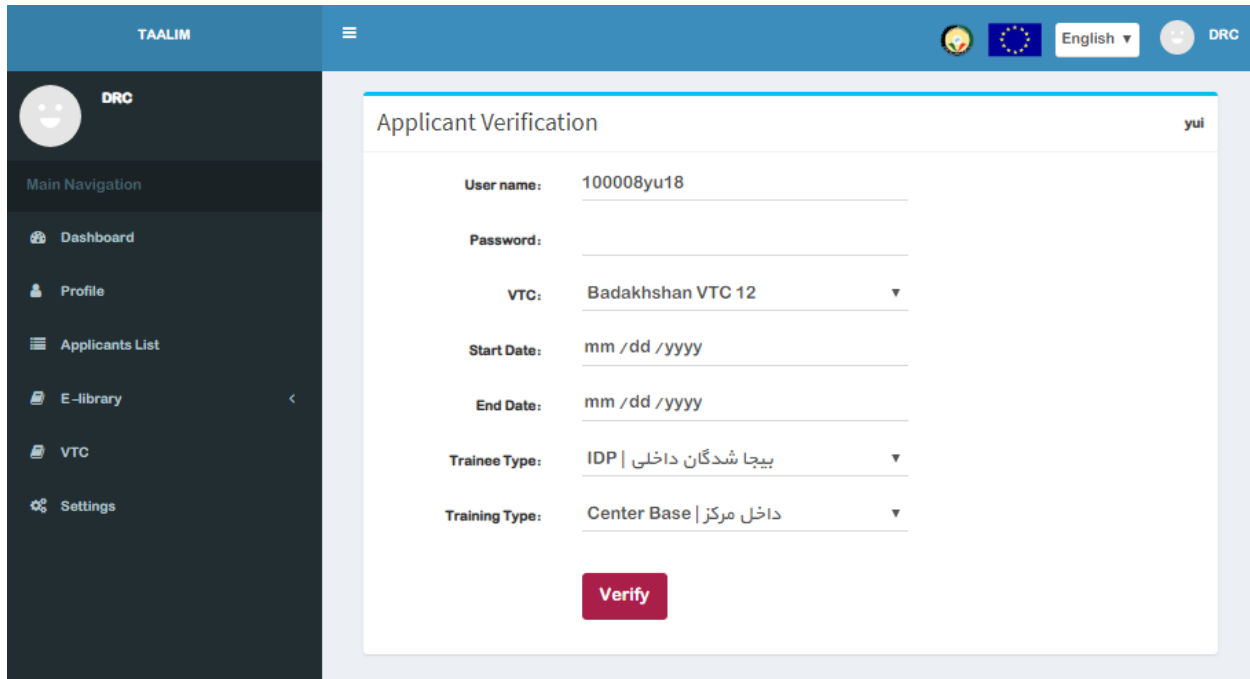


Figure 4 Applicants List

Verify

When you click on **Verify** button then you will be able to provide an applicant username and password to login. If an applicant is unverified then the applicant won't be able to login to the system.

Username and password of the applicant after verification will be send to their email and phone number.



The screenshot displays the 'Applicant Verification' page. The interface includes a top navigation bar with the 'TAALIM' logo, a hamburger menu, and user information (DRC) with a language dropdown set to 'English'. A left sidebar contains navigation options: Dashboard, Profile, Applicants List, E-library, VTC, and Settings. The main content area features a form with the following fields:

User name:	100008yu18
Password:	
VTC:	Badakhshan VTC 12
Start Date:	mm /dd /yyyy
End Date:	mm /dd /yyyy
Trainee Type:	IDP بیجا شدگان داخلی
Training Type:	Center Base داخل مرکز

A red 'Verify' button is located at the bottom of the form.

Figure 5 Applicant Verification Page

View

By clicking **View** button, you will be able to see the applicant profile.

Personal Details

ID	100006	Age	28
Name	shekib	Phone	773778483
Father Name	Abdul Shukoor	E-mail	quraishshekib@gmail.com
Gender	Male	Language	Aimaq
Marital Status	Married	Disabled	No

Education Details

illiterate

Training Details

Sector	Construction	Trainee Type	Host
Trade	Plumbing and Pipe Fitting	Training Type	Apprenticeship
Occupation	Plumber L2	Training Provider	DRC
		Training Start Date	2018-10-10
		Training End Date	2018-10-11
		VTC Name	Badghis VTC 1
		VTC Longitude	451236
		VTC Latitude	745896

Address Details

Province	Badghis
District	Arghanshgha
Village	Ghulam Khan
Address	Second Lane of Police Station

Contact Person Details

Name	Edrees
Phone	0795266255
E-mail	a@gmail.com
Address	

Footer: DACAAR, BADGHIS PROVINCE COUNCIL, MERCYCORPS, All rights reserved to DACAAR | 2018

Figure 6 Applicant Profile View

Edit

By clicking **Edit** button, you will be able to edit applicant details such as phone number and location.

E-Library

In E-library you will be able to view and upload NOSS and Curriculum, Resources, Videos and Links, TVET Updates.

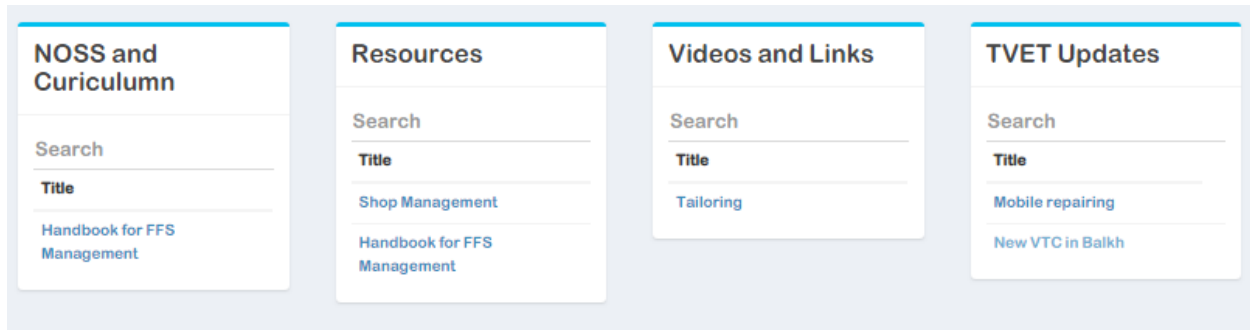


Figure 7 E-Library File List

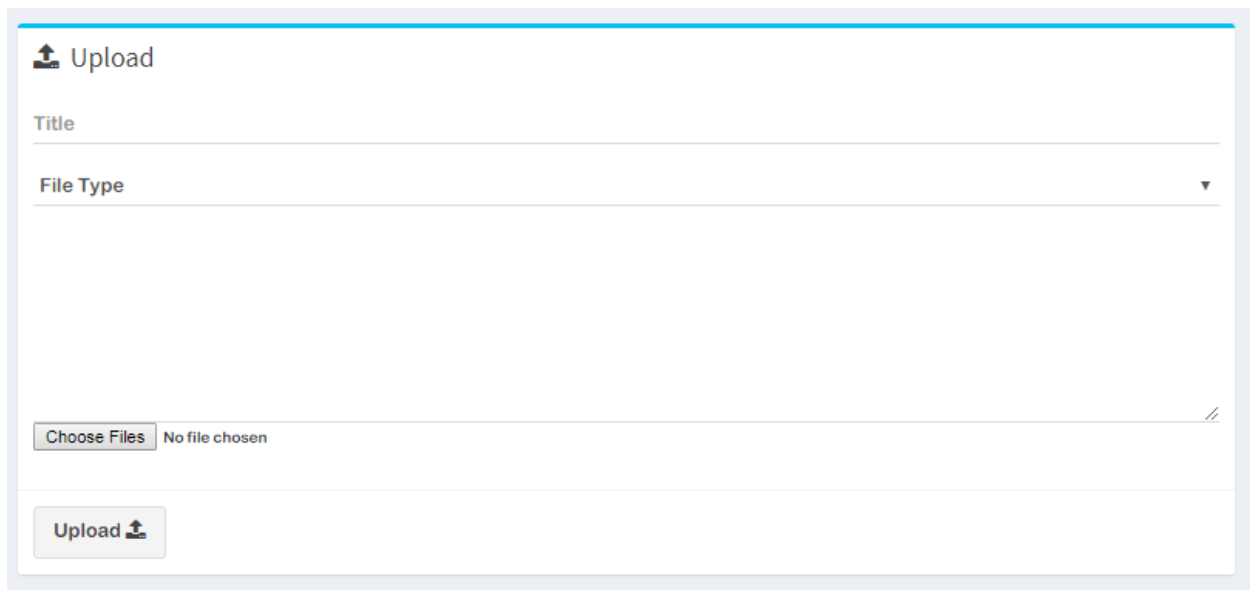


Figure 8 E-Library Upload Page

VTC

In **VTC** section you will be able to add your VTC in province.

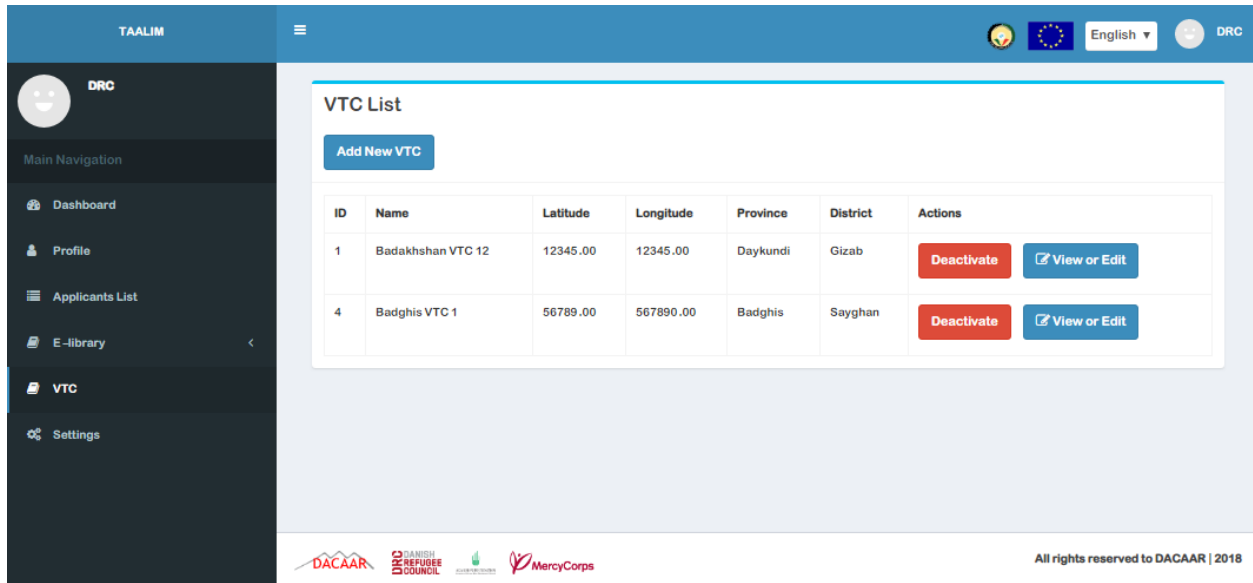


Figure 9 VTC List

In VTC list you can see list of VTC which are added by you and here you can activate, deactivate and view or edit.

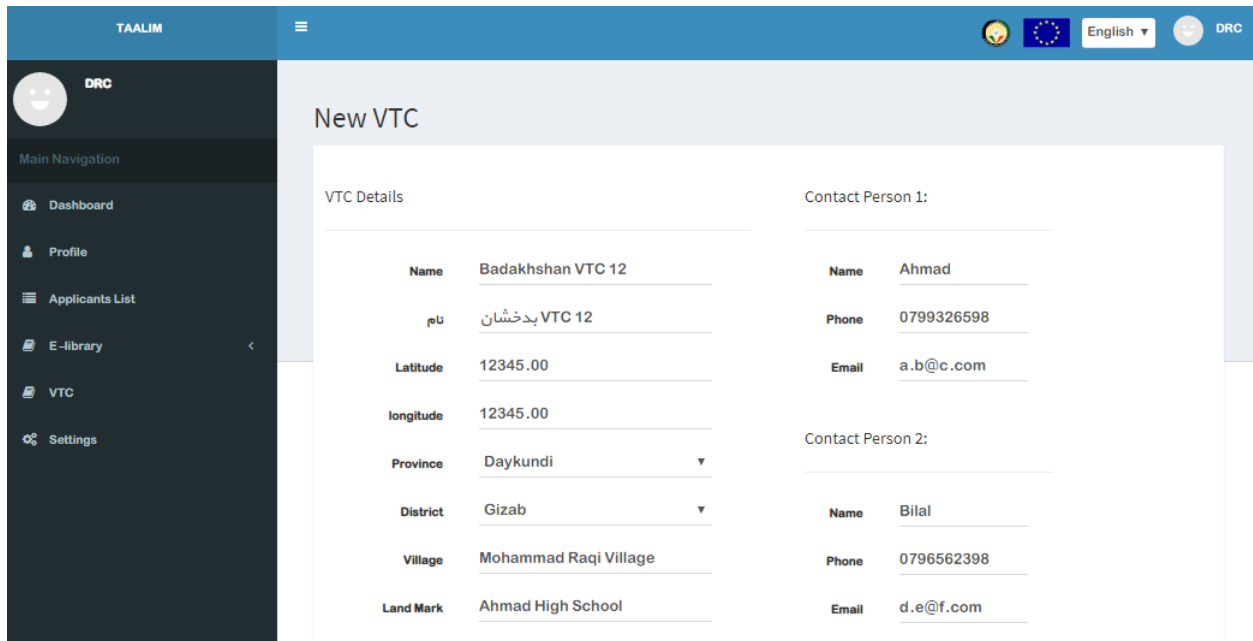


Figure 10 VTC View or Edit Page

Setting

In this page you will be able to change your password for better security and performance.

Logout

By clicking on logout button on the header you will securely close your session till next login.

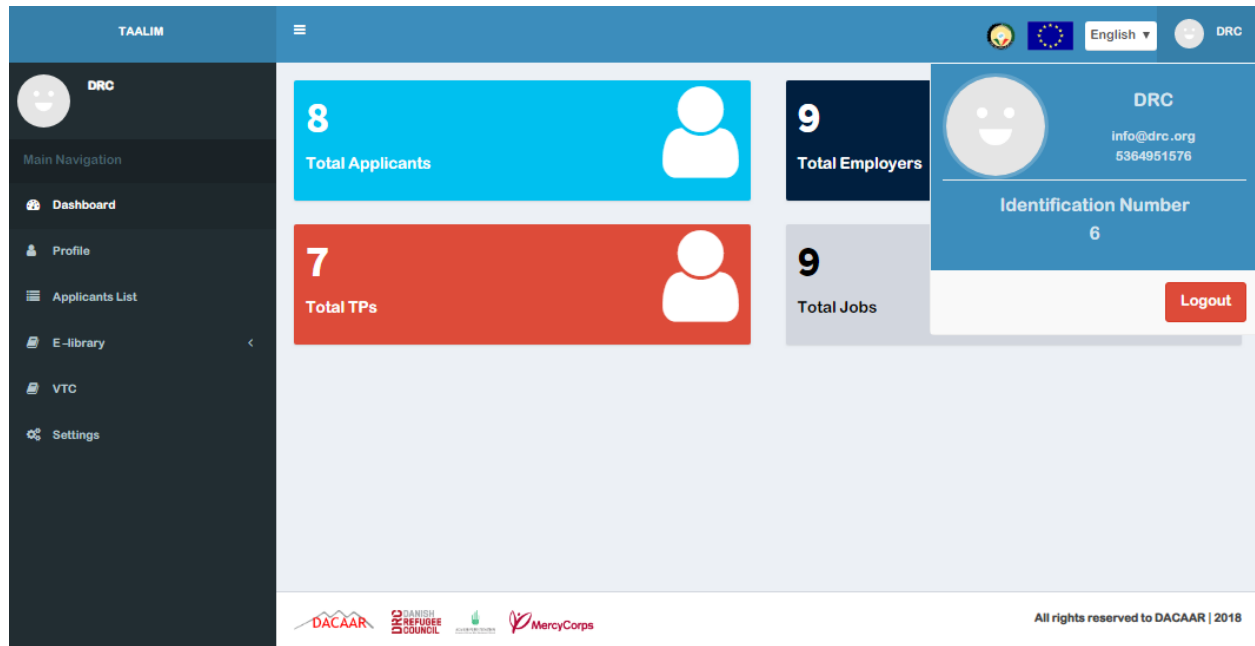


Figure 11 Logout Function

----- End