

User Manual

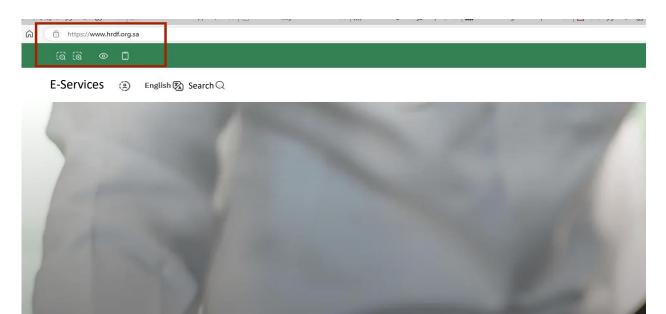
For manage training in the Graduate Development product



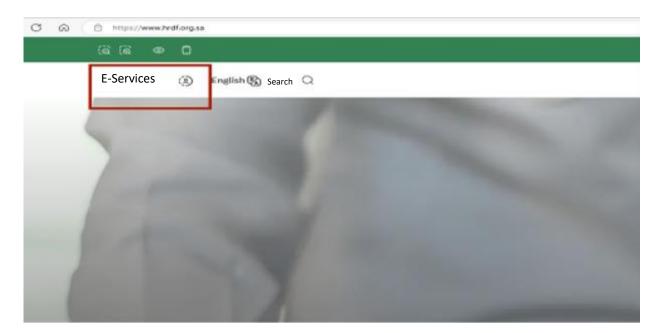
Manage training in the Graduate Development product

Steps of manage training in the Graduate Development product

1. Go to the Human Resources Development Fund website.



2. Click on the icon "E-Services".





Manage training in the Graduate Development product

Steps of manage training in the Graduate Development product

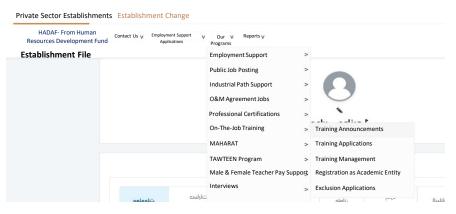
3. Select log in to the Establishments of Private and Non-Profit Sector or Governmental & Semi-Governmental Sector

E-Services	I am a/an		
E-Services suitable for you	Individual Establishment	ervice Governmental & Semi- ovider Governmental Sector	Sort order (A-Z) 🗸
Sign up- Dialysis Day Pay Support	New Registration- Dialysis Day Pay Support Login	New Registration- Institutions for Strategic Partnership	Sign up- Establishments
Sign up- Institutions for Strategic Partnership Program Login			



Manage training in the Graduate Development product Steps of manage training in the Graduate Development product

4. Select Our Programs> On-The-Job Training> Manage Training



The system will display Manage Training screen.

Choose	\sim				
raining Opportunity D	etails				
pportunity Title		Training Duration			
Announcement Start Date		Announcement End Date			
			Add New Trainee	Edit Trainee Info	
rainees assigne	d to trainers				
-					
11	rainee	Trainer			
	anee	Trainer			
o data to display	ainee	rainer			
o data to display	Trainer	Trainer Training End Date	Exclu	usion	
o data to display Active Trainees			Exclu	Ision	
o data to display Active Trainees Trainee	Trainer		Exclu	usion	
Active Trainees Trainee No data to display	Trainer		Exclu Final Assessment	usion Preparation	



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