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User Guide Version 1.0

This software is used to manage the training and research of National Institute of Population Research and Training (NIPORT).

Declaration:

This document contains important information about the Research & Training Management System. Please review this document before starting operation.

Introduction:

Streamline your research and training at NIPORT! This software lets you add activities, record data on participants and results, and generate reports for clear insights. Boost efficiency and gain valuable knowledge from your research and training initiatives.

System Requirements:

To use research and training System in the NIPORT web application, you need the following hardware and software:

1. Any Windows or equivalent Mac computer with Dual-core or higher processor.
2. At-least 19 inch higher resolution monitor.
3. At least 4GB (more memory increases performance)

Installation:

To run the application of Research and Training in existing NIPORT software. Existing installation is necessary:

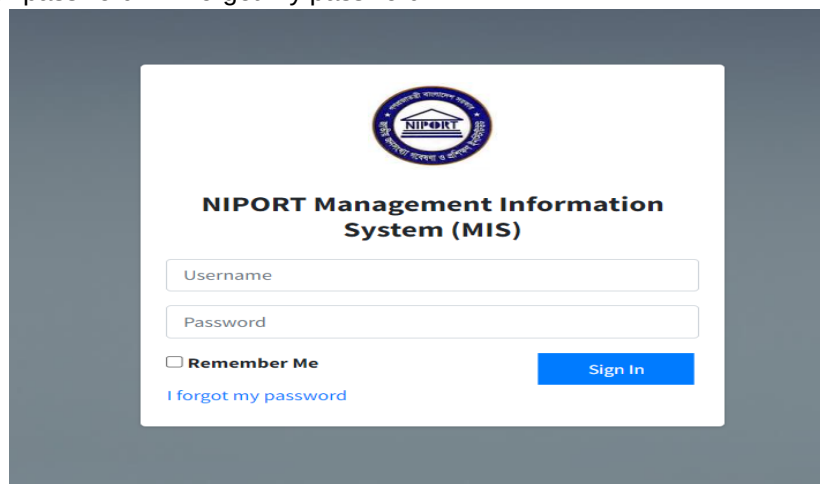
- One Internet Browser, such as Google Chrome or equivalent.

Other than a browser, no software installation is necessary as it is a Web-based Application.

- Go to www.niport-mis.com from the browser.

Login

1. Go to niport-mis.com.
2. Type User name text.
3. Type Password text.
4. Click on Login Button to Login the system.
5. If you forget your password -> I forget my password



The screenshot shows the login interface for the NIPORT Management Information System (MIS). At the top center is the NIPORT logo, which is a circular emblem with the text 'National Institute of Population Research and Training' around the perimeter and 'NIPORT' in the center. Below the logo, the title 'NIPORT Management Information System (MIS)' is displayed in bold. Underneath the title are two text input fields: the first is labeled 'Username' and the second is labeled 'Password'. Below these fields is a checkbox with the label 'Remember Me'. To the right of the checkbox is a blue button with the text 'Sign In'. Below the checkbox is a blue link that says 'I forgot my password'.

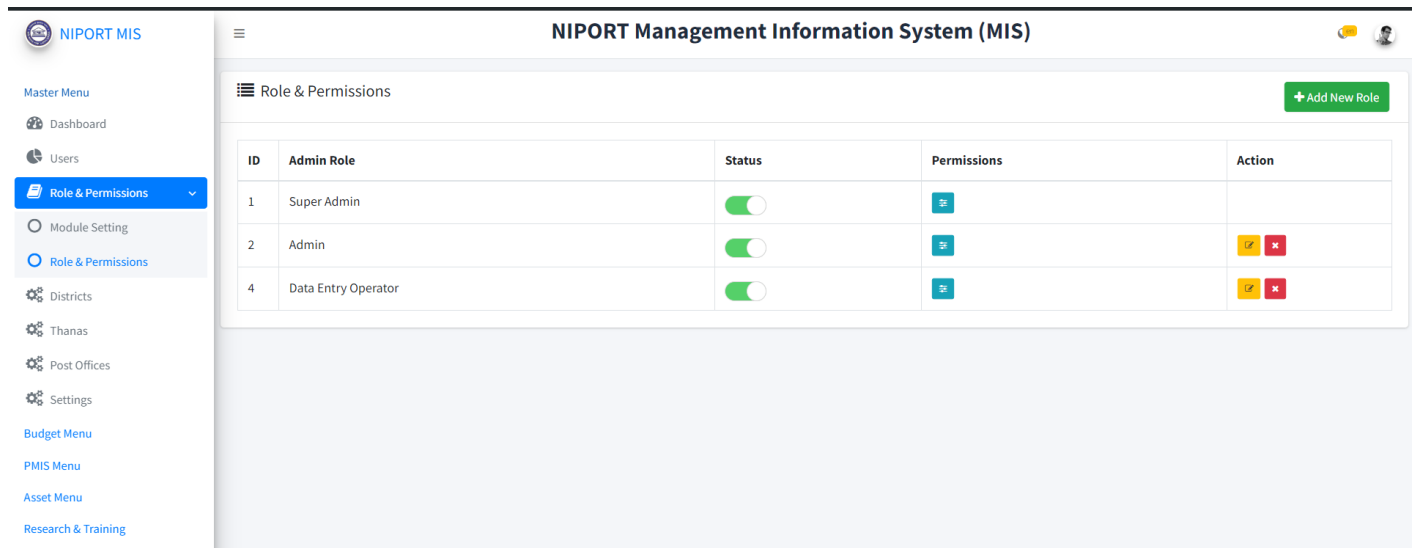
Role

Software users are divided into 3 roles. Each role has specific privileges. The roles are as below:

1. Super Admin
2. Admin
3. Data Entry Operator

How it works:

1. After login as super-admin or admin, Go to Master Menu → Role & Permission → Role & Permission
2. The super-admin or admin, can edit privileges of Data Entry Operator.



The screenshot displays the 'NIPORT Management Information System (MIS)' interface. On the left is a sidebar menu with options like Master Menu, Dashboard, Users, Role & Permissions (selected), Module Setting, Districts, Thanas, Post Offices, Settings, Budget Menu, PMIS Menu, Asset Menu, and Research & Training. The main content area is titled 'Role & Permissions' and includes a '+ Add New Role' button. Below this is a table with the following data:

ID	Admin Role	Status	Permissions	Action
1	Super Admin	☒		
2	Admin	☒		
4	Data Entry Operator	☒		

Role Management

Role management in feature-wise access control involves creating and assigning roles to users based on their responsibilities, allowing administrators to regulate access to specific functionalities within the software. Here, Data Entry operator access control can be ensured by giving privileges to specific features.

How it works:

1. Click the Action `Edit` icon to go to edit privileges.
2. Assign permission to features that can be accessible to Data Entry Operator

Master Menu

Dashboard

Users

Role & Permissions

Module Setting

Role & Permissions

Districts

Thanas

Post Offices

Settings

Budget Menu

PMIS Menu

Asset Menu

Research & Training

Income targets	☐	Add	☐	Edit	☐	Delete	☒	Access
Training Source of Fund	☐	Add Training Sof	☐	Edit Training Sof	☐	Delete Training Sof	☐	Access
Allocations	☐	Add	☐	Edit	☐	Delete	☒	Access
Expenses	☐	Add	☐	Edit	☐	Delete	☒	Verify
	☒	Access						
Incomes	☐	Add	☐	Edit	☐	Delete	☒	Access
Training Main Form	☐	Add Training Main Form	☐	Edit Training Main Form	☐	Delete Training Main Form	☐	View Training Main Form
	☐	View Training Main Form Report	☐	Access				
Demands	☐	Add	☐	Edit	☐	Delete	☐	Access
Training Reports	☐	Training Main Form Report	☐	Research Main Form Report				

Activity

Activities/Name of the Trainings, are the programs conducted by NIPORT. These activities can be added, viewed, and edited as per the training program and research program conducted by Niport.

How it works:

1. Go to Research & Training from the Side navigation bar.
2. Press Activity
3. Here, Users will see the list page to view all the activities
4. On the left most column 'Action', users can edit and delete activity according to their privileges.

NIPORT Management Information System (MIS)

Training Activities

+ Add Training Activity

Excel PDF/Print Show 10 rows

Search:

#SL	Activity Name	Action
1	Food Safety Hygiene & Nutrition Disabili	
2	IT Training	
3	Activity for test	
4	Sanitization	
5	Food & Nutrition	

Showing 1 to 5 of 5 entries

Previous

1

Next

Add Activity

1. Activity can be added by pressing the "Add Training Activity" Button at the top right of the page.
2. By Pressing the button, user will be navigated to add training activity page.



3. Activity Name: Enter the Name of the activity
4. Press the 'Submit' button to save the activity to the system.
5. **Required Field:* the required fields that must need to filled in the add activity page is,
 - a. Activity Name

Edit Activity

1. Activity can be edited by pressing the "Edit" icon in the action column of the view page.
2. By Pressing the button, user will be navigated to edit training activity page.



3. Activity Name: Edit the Name of the activity
4. Press the 'Submit' button to save the activity to the system.
5. **Required Field:* the required fields that must need to filled in the add activity page is,
 - a. Activity Name

Research Item

This provides a way to access the items of research projects conducted by NIPORT. These research items can be added, viewed, and edited as per the research programs conducted by Niport.

How it works:

1. Go to Research & Training: Locate the Research & Training section from the side navigation bar.

2. Select "Research Items": Click on "Research Items" within the Research & Training section. This will display a list of research items.
3. On the left most column 'Action', users can edit and delete items according to their privileges.

The screenshot displays the NIPORT Management Information System (MIS) interface. On the left is a sidebar menu with options: Master Menu, Budget Menu, PMIS Menu, Asset Menu, Research & Training, Research Item Name (highlighted), Research Title, Research Main Form, Activity, Training Item, Participant, Training Source of Fund, Training Main Form, and Training Reports. The main content area is titled "Research Items" and includes a green "+ Add Research Item" button. Below this is a table with columns: #SL, Research Item Name, Research Title, and Action. The table contains 5 entries. The Action column for each entry has two icons: a yellow checkmark and a red X. At the bottom of the table, it says "Showing 1 to 5 of 5 entries" and has "Previous", "1", and "Next" navigation links.

#SL	Research Item Name	Research Title	Action
1	Workshop W	UNDP	[Checkmark] [X]
2	Workshop Research	WHO	[Checkmark] [X]
3	Anything	SAC	[Checkmark] [X]
4	AI Research	GLB	[Checkmark] [X]
5	Water Research	Title Re	[Checkmark] [X]

Add Research Item:

1. Research Item can be added by pressing the "Add Research Item" Button at the top right of the page.
2. By Pressing the button, user will be navigated to add Research Item page.
3. Research Item Name: Enter the Name of the Research Item.
4. Research Title: Select the title associated with the research item.
5. Press the 'Submit' button to save the item to the system.
6. ***Required Field:** the required fields that must need to filled in the add Research Item page is,
 - a. Research Item
 - b. Research Title

The screenshot displays the "Add Research Item" form in the NIPORT Management Information System (MIS). The form has a header with a green "+ Add Research Item" button and a green "Research Items" button. Below the header, there are two input fields: "Research Item Name *" with the value "Sanitization" and "Research Title *" with a dropdown menu showing "WHO". At the bottom of the form, there are two buttons: "Submit" and "Back".

Edit Research Item

1. Research Item can be edited by pressing the "Edit" icon in the action column of the view page.
2. By Pressing the button, user will be navigated to edit Research Item page.

NIPORT Management Information System (MIS)

Edit Research Item

Research Item Name

Research Item Name *

Workshop

SubmitBack

Research Title *

UNDP

3. Research Item Name: Edit the Name of the Research Item, Title.
4. Press the 'Submit' button to save the item to the system.
5. **Required Field*: the required fields that must need to filled in the Research Item page is,
 - a. Research Item Name
 - b. Research Title

Research Title

This provides a way to access titles of research items of research projects conducted by NIPORT. These research titles can be added, viewed, and edited as per the research programs conducted by Niport.

How it works:

1. Go to Research & Training: Locate the Research & Training section from the side navigation bar.
2. Select "Research Title": Click on "Research Title" within the Research & Training section. This will display a list of research Titles.
3. On the left most column 'Action', users can edit and delete Titles according to their privileges.

Research Titles

+ Add Research Title

Excel PDF/Print Show 10 rows ▾

Search:

#SL	Research Title Name	Action
1	SCP	 
2	UNDP	 
3	WHO	 
4	GLB	 

Showing 1 to 4 of 4 entries

Previous

1

Next

Add Research Title:

1. Research Title can be added by pressing the “Add Research Title” Button at the top right of the page.
2. By Pressing the button, the user will be navigated to add a Research Title page.

3. Research Title: Enter the Name of the Research Title.
4. Press the 'Submit' button to save the Title to the system.
5. **Required Field*: the required fields that must need to filled in the add Research Title Page is,
 - a. Research Title

Edit Research Title

1. Research Title can be edited by pressing the "Edit" icon in the action column of the view page.
2. By Pressing the button, user will be navigated to edit Research Title page.

3. Research Title Name: Edit the Name of the Research Title.
4. Press the 'Submit' button to save the item to the system.
5. **Required Field*: the required fields that must need to filled in the Research Item page is,
 - a. Research Title Name

Research Main Form

Research Main Form is the main page of research, where users can view all the research projects with details. They can add research projects and additional subform data. They can edit, delete projects. Furthermore, they can also view one single research project with its subform data.

How it works:

1. Go to Research & Training: Locate the Research & Training section from the side navigation bar.
2. Select "Research Main Form": Click on "Research Main Form" within the Research & Training section. This will display a list of research projects.
3. On the left most column 'Action', users can view, edit and delete items according to their privileges.

NIPORT Management Information System (MIS)

Training Research Main Form List

+ Add Training Research Main Form

Excel

PDF/Print

Show 10 rows

Search:

#SL	Activity/Name of the Training	Institute	Fiscal Year	From Date	To Date	Action
1	Food Safety Hygiene & Nutrition Disabili	Head Office, NIPORT	2023-24 Fiscal Year	30/05/2024	30/05/2024	
2	Food & Nutrition	Head Office, NIPORT	2023-24 Fiscal Year	15/05/2024	20/06/2024	
3	Sanitization	Head Office, NIPORT	2023-24 Fiscal Year	08/05/2024	31/05/2024	

Showing 1 to 3 of 3 entries

Previous

1

Next

View Details of Research Project:

1. The Research Project can be viewed in detail with all its items and costs associated with it by pressing the “View” icon in the action column of the main view page.
2. By Pressing the button, the user will be navigated to view a Research project individually.

View Research Form

Print

+ Training Research Main Form List

Activity/Name of the Training

:

Food Safety Hygiene & Nutrition Disabili

Institute

:

Head Office, NIPORT

Fiscal Year

:

2023-24 Fiscal Year

From Date

:

30/05/2024

To Date

:

30/05/2024

Show 10 rows

Search:

#SL	Item	Title	SFund	Budget	Expend	Balance(Tk)
1	Workshop W	SCP	PORG	350000	100000	250000
2	AI Research	WHO	GOV	35000	20000	15000
3	Anything	SAC	PORG	400000	3000	397000
4	AI Research	WHO	PORG	500000	100000	400000
	Total			1285000	223000	1062000

Showing 1 to 5 of 5 entries

Previous

1

Next

3. Print: Users can print the single research project by pressing the “Print” Button.

NIPORT Management Information System (MIS)

Research Form Report

Excel

PDF/Print

4. Select “Excel” or “PDF” whichever required to print the individual report

Add Research Main Form:

1. Research Main Form can be added by pressing the “Add Research Main Form” Button at the top right of the page.
2. By Pressing the button, the user will be navigated to add a Research Main Form page.
3. Research Activity/Name of The training: Select the Name of the Research Activity.
4. Institute: Select the Name of the Research Institute.
5. Fiscal Year: Select the Name of the Research Fiscal year.
6. From-To Date: Select the Date duration of the Research from the dropdown calendar.
7. Remarks: Enter Any Remarks if necessary.

≡

NIPORT Management Information System (MIS)

+

Add Training Research Main Form

Training Research Main Form List

Activity/Name of the Training *

Food Safety Hygiene & Nutrition Disabili

Institute *

Head Office, NIPORT

Fiscal Year *

2023-24 Fiscal Year

From Date *

03/06/2024

To Date *

19/06/2024

Remarks

Training Sub Form

	Item	Title	SFund	Budget	Expend	Balance(Tk)
	Workshop Research	UNDP	PORG	100000	2000	98000
	AI Research	UNDP	PORG	234000	14000	220000

Submit

Back

Add

8. Enter Subform data: Item, Title, Source of Fund (SFund), Budget, Expend and Balance
9. Add Subform Data: Press the green “Add” button on the bottom to add subform data of the research project.
10. Remove: Press the red “minus” icon on the bottom to add subform data of the research project.
11. Press the ‘Submit’ button to save the research project to the system.
12. **Required Field*: the required fields that must need to filled in the add Research Main Form Page is,
 - a. Activity
 - b. Institute
 - c. Fiscal Year
 - d. From Date
 - e. To Date
 - f. Subform: Item
 - g. Subform: Title
 - h. Subform: SFund
 - i. Subform: Budget
 - j. Subform: Expend

Note: Institution will be automatically selected as per user institute.

Edit Research Main Form:

1. Research Main Form can be edited by pressing the “Edit” icon at theAction column.
2. By Pressing the button, the user will be navigated to edit Research Main Form page.
3. Research Activity/Name of The training: Select the Name of the Research Activity.
4. Institute: Select the Name of the Research Institute.
5. Fiscal Year: Select the Name of the Research Fiscal year.
6. From-To Date: Select the Date duration of the Research from the dropdown calendar.
7. Remarks: Enter Any Remarks if necessary.

Edit Training Research Main Form

Training Research Main Form List

Activity/Name of the Training *
Food Safety Hygiene & Nutrition Disabili

Institute *
Head Office, NIPORT

Fiscal Year *
2023-24 Fiscal Year

From Date *
30/05/2024

To Date *
30/05/2024

Remarks
Important

Training Sub Form

	Item	Title	SFund	Budget	Expend	Balance(Tk)
	Workshop W	WHO	PORG	350000	100000	250000
	AI Research	GLB	GOV	35000	20000	15000
	Anything	SCP	PORG	400000	3000	397000

Submit Back Add

8. Enter Subform data: Item, Title, Source of Fund (SFund), Budget, Expend and Balance
9. Add Subform Data: Press the green “Add” button on the bottom to add subform data of the research project.
10. Remove: Press the red “minus” icon on the bottom to add subform data of the research project.
11. Press the ‘Submit’ button to save the project to the system.
12. ***Required Field:** the required fields that must need to filled in the editResearch Main Form Page is,
 - a. Activity
 - b. Institute
 - c. Fiscal Year
 - d. From Date
 - e. To Date
 - f. Subform: Item
 - g. Subform: Title
 - h. Subform: SFund
 - i. Subform: Budget
 - j. Subform: Expend

Note: Institution will be automatically selected as per user institute.

Training Item

The training items are the items that are associated with a training (activity). There can be different types of training activity which can be viewed, added, edited, and deleted. Also there are four type of cost-type associated with the training item. These are,

1. *Not Fixed*: this item is dependent on individual cost, person, and number of days.
2. *Fixed*: this item is only dependent on individual cost.
3. *Participant-wise Fixed*: this item is only dependent on individual cost, and participant
4. *Day-wise Fixed*: this item is only dependent on individual cost, and number of days.

How it works:

1. Go to Research & Training: Locate the Research & Training section from the side navigation bar.
2. Select "Training Item": Click on "Training Item" within the Research & Training section. This will display a list of Training Items.
3. On the left most column 'Action', users can view, edit and delete items according to their privileges.

☰

NIPORT Management Information System (MIS)

🔔👤

☰ Training Items

+ Add Training Item

ExcelPDF/PrintShow 10 rows ▾

Search:

#SL	Training Item Name	Item Cost Type	Action
1	উদ্বোধনী ও সমাপনী অনুষ্ঠানের ব্যয়	Participant Wise Fixed	 
2	প্রশিক্ষণের উপকরণ	Participant Wise Fixed	 
3	ব্যানার এবং অন্যান্য	Fixed	 
4	স্টাফ সহায়তা (১৬-২০)	Non Fixed	 
5	স্টাফ সহায়তা (১১-১৫)	Non Fixed	 
6	স্টেশনারি (ব্যাগ, পেন)	Participant Wise Fixed	 
7	মাঠ প্রশিক্ষণের খরচ	Fixed	 
8	ফ্যাসিলিটিটরগণের ভাতা	Participant Wise Fixed	 
9	রিসোর্স পার্সোনগণের ভাতা	Participant Wise Fixed	 
10	প্রশিক্ষণার্থীদের দৈনিক যাতায়াত ভাড়া (গড়ে)	Non Fixed	 

Showing 1 to 10 of 29 entries

Previous123Next

Add Training Item:

1. Training Item can be added by pressing the “Add Training Item” Button at the top right of the page.
2. By Pressing the button, user will be navigated to add Training Item page.
3. Training Item Name: Enter the Name of the Training Item.
4. Item Cost-Type: Select the cost-type associated with the item.
5. Press the ‘Submit’ button to save the item to the system.

6. **Required Field:* the required fields that must need to filled in the add Training Item page is,
- c. Training Item
 - d. Item Cost Type

Edit Training Item

1. Training Items can be edited by pressing the “Edit” icon in the action column of the view page.
2. By Pressing the button, user will be navigated to edit raining Item page.

3. Training Item Name: Enter the Name of the Training Item.
4. Item Cost-Type: Select the cost-type associated with the item.
5. **Required Field:* the required fields that must need to filled in the Training Item page is,
 - a. Training Item
 - b. Item Cost Type

Participant

Participants of the training can be added, viewed, and edited from this feature of the software.

How it works:

1. Go to Research & Training: Locate the Research & Training section from the side navigation bar.
2. Select "Participant": Click on "Participant" within the Research & Training section. This will display a list of Participants.
3. On the left most column 'Action', users can view, edit and delete Participants according to their privileges.

NIPORT Management Information System (MIS)

Training Participants

+ Add Participant

Excel PDF/Print Show 10 rows

Search:

#SL	Participant Name	Entry Date	NID	Sex	Designation	Mobile	Email	Action
1	Abul Bashar	15/05/2024		male	প্রধান সহকারী	014784512647		 
2	Momin	30/05/2024	123312312	male	প্রধান সহকারী	0123321312		 
3	Sanitization	30/05/2024		male	ফিল্ড ট্রেনার	555		 
4	MD Abdur Rahman Uddin	26/05/2024	45412479224	male	Guard/Watchman	014514512454	rahman@gmail.com	 
5	Jahan	10/05/2024	41215486213	female	Driver	0145145124523	doctor@gmail.com	 
6	Rahim	28/05/2024		male	Lecturer(Medical)	014514512454		 

Showing 1 to 6 of 6 entries

Previous 1 Next

Add Participants:

1. Participants can be added by pressing the "Add Participant" Button at the top right of the page.
2. By Pressing the button, the user will be navigated to add a Participant page.
3. Participant Name: Enter the Name of the Participant.
4. Entry Date: Select the Entry Date duration of the from the dropdown calendar.
5. NID: Enter the NID number of the participant.
6. Sex: Enter the gender of the participant.
7. Designation: Select the Designation of the participant.
8. Mobile: Enter the contact number of the participant.
9. Email: Enter the email of the participant.
10. ***Required Field:** the required fields that must need to filled in the Training Item page is,
 - a. Participant Name
 - b. Entry Date
 - c. Sex
 - d. Designation
 - e. Mobile

NIPORT Management Information System (MIS)

+ Add Participant

Training Participants

Participant Name *

Entry Date *

03/06/2024

NID

Sex *

Please Select

Designation *

Please Select

Mobile *

Email

Submit

Back

NIPORT Management Information System (MIS)

Edit Participants:

1. Participants can be added by pressing the “Add Participant” Button at the top right of the page.
2. By Pressing the button, the user will be navigated to add a Participant page.
3. Participant Name: Enter the Name of the Participant.
4. Entry Date: Select the Entry Date duration of the from the dropdown calendar.
5. NID: Enter the NID number of the participant.

Edit Participant

Training Participants

Participant Name *

Abul Bashar

Entry Date *

15/05/2024

NID

Sex *

Male

Designation *

প্রধান সহকারী

Mobile *

014784512647

Email

Submit

Back

6. Sex: Enter the gender of the participant.
7. Designation: Select the Designation of the participant.
8. Mobile: Enter the contact number of the participant.
9. Email: Enter the email of the participant.
11. **Required Field:* the required fields that must need to filled in the Training Item page is,
 - a. Participant Name
 - b. Entry Date
 - c. Sex
 - d. Designation
 - e. Mobile

Training Source of Fund

The sources to fund the training and research projects can be added, viewed, edited, and deleted from this feature.

How it works:

1. Go to Research & Training: Locate the Research & Training section from the side navigation bar.
2. Select "Training Source of Fund": Click on "Training Source of Fund" within the Research & Training section. This will display a list of Source of Funds.
3. On the left most column 'Action', users can view, edit and delete Training Source of Funds according to their privileges.

#SL	Training Source of fund Name	Action
1	INT	
2	PORG	
3	GOV	

Add Training Source of Fund:

1. Training Source of Fund can be added by pressing the “Add Source of Fund” Button at the top right of the page.
2. By Pressing the button, user will be navigated to add Source of Fund page.
3. Training Source of Fund Name: Enter the Name of the Training Source of Fund.

Training Source of fund Name *

GOV

Submit **Back**

4. Press the 'Submit' button to save the Source of Fund to the system.
5. **Required Field:* the required fields that must need to filled in the add Training Item page is,
 - e. Training Source of Fund Name

Edit Training Source of Fund:

1. Training Source of Fund can be edited by pressing the “Edit Source of Fund” icon in the “Action” column.
2. By Pressing the button, user will be navigated to edit Source of Fund page.
3. Training Source of Fund Name: Enter the Name of the Training Source of Fund.

NIPORT Management Information System (MIS)

Edit Source of fund Item

Training Source of fund Name *

INT

SubmitBack

4. Press the 'Submit' button to save the Source of Fund to the system.
5. **Required Field:* the required fields that must need to filled in the editTraining Item page is,
 - f. Training Source of Fund Name

Training Main Form

Training Main Form is the main page of Training, where users can view all the Training projects with details. They can add Training projects and additional subform data. They can edit, delete projects. Furthermore, they can also view one single Training project with its subform data.

How it works:

1. Go to Research & Training: Locate the Research & Training section from the side navigation bar.
2. Select "Training Main Form": Click on "Training Main Form" within the Research & Training section. This will display a list of Training projects.
3. On the left most column 'Action', users can view, edit and delete items according to their privileges.

NIPORT Management Information System (MIS)

Training Main Form List

Add Training Main Form

ExcelPDF/PrintShow 10 rows

Search:

#SL	Activity/Name of the Training	Institute	SFund	Course Director/Coordinator	Fiscal Year	From Date	To Date	Action
1	Food Safety Hygiene & Nutrition Disabili	Head Office, NIPORT	INT	Jalil Ahmed	2023-24 Fiscal Year	22/05/2024	30/05/2024	
2	Food Safety Hygiene & Nutrition Disabili	Head Office, NIPORT	GOV	আব্দুল করিম	2023-24 Fiscal Year	30/05/2024	30/05/2024	
3	Food & Nutrition	Head Office, NIPORT	GOV	Joshim Uddin	2023-24 Fiscal Year	30/05/2024	30/05/2024	
4	Activity for test	Head Office, NIPORT	GOV	Jaman	2023-24 Fiscal Year	30/05/2024	30/05/2024	
5	IT Training	Head Office, NIPORT	PORG	Rahim	2023-24 Fiscal Year	16/05/2024	29/05/2024	
6	Activity for test	Head Office, NIPORT	GOV	Abu Saleh	2023-24 Fiscal Year	30/05/2024	30/05/2024	
7	Food & Nutrition	Head Office, NIPORT	GOV	Nafi Afia Zahin	2023-24 Fiscal Year	01/05/2024	21/06/2024	
8	IT Training	Head Office, NIPORT	PORG	Nafi Afia Zahin	2023-24 Fiscal Year	30/05/2024	30/05/2024	

Showing 1 to 8 of 8 entries

Previous

1

Next

View Details of Training Project:

1. The Training Project can be viewed in detail with all its items and costs associated with it by pressing the “View” icon in the action column of the main view page.
2. By Pressing the button, the user will be navigated to view a Training project individually.

View Training Form

PrintTraining Main Form List

Activity/Name of the Training

:

Food Safety Hygiene & Nutrition Disabili

Institute

:

Head Office, NIPO

Fiscal Year

:

2023-24 Fiscal Year

Training Source of Fund

:

INT

Course Director/Coordinator

:

Jalil Ahmed

From Date

:

22/05/2024

To Date

:

30/05/2024

Show 10 rows

Search:

#SL	Item/Participant	Cost	Participants	Days	Total(Tk)
1	Inauguration Event (PF)	1000	20	80	20000
2	Daily Allowance (NF) Grade 11	1000	12	2	24000
	Total				44000

Showing 1 to 2 of 2 entries

Previous1Next

3. Print: Users can print the single Training project by pressing the “Print” Button.

NIPO

Management Information System (MIS)

Training Form Report

ExcelPDF/Print

4. Select “Excel” or “PDF” whichever required to print the individual report

Add Training Main Form:

1. Training Main Form can be added by pressing the “Add Training Main Form” Button at the top right of the page.
2. By Pressing the button, the user will be navigated to add a Training Main Form page.
3. Training Activity/Name of The training: Select the Name of the Training Activity/ Name of the Training.
4. Institute: Select the Name of the Training Institute.
5. Fiscal Year: Select the Name of the Training Fiscal year.
6. From-To Date: Select the Date duration of the Training from the dropdown calendar.
7. Attachment: Enter Any PDF attachment related to the training.

Add Training Main Form
Training Main Form List

Activity/Name of the Training *
IT Training

Institute *
Head Office, NIPORT

SFund *
Please Select

Course Director/Coordinator *
Prof. Jasim Uddin

From Date *
27/05/2024

To Date *
03/06/2024

Fiscal Year *
2023-24 Fiscal Year

Attachment
Choose File User Manual.pdf

Training Sub Form

	Item	Participant	Cost	Participants	Days	Total(Tk)
	উদ্বোধনী ও সমাপনী অনুষ্ঠানের ব্যয় Participant Wise Fixed	Please Select	1400	20		28000
	Please Select	MD Abdur Rahman Uddin	800	1	5	4000
	স্টাফ সহায়তা (১৬-২০) Non Fixed	Please Select	2000	14	5	140000
	মাঠ প্রশিক্ষণের খরচ Fixed	Please Select	5000			5000

Submit Back Add

8. Enter Subform data: Item/Participant, Costs, Number of Participants, Days
9. Add Subform Data: Press the green “Add” button on the bottom to add subform data of the Training project.
10. Remove: Press the red “minus” icon on the bottom to add subform data of the Training project.
11. Press the ‘Submit’ button to save the training project to the system.
12. ***Required Field:** the required fields that must need to filled in the add Training Main Form Page is,
 - a. Activity
 - b. Institute
 - c. Fiscal Year
 - d. From Date
 - e. To Date
 - f. Subform: Item / Subform: Participant
 - g. Subform: Cost
 - h. Subform: Number of Days
 - i. Subform: Number of Participants

Note: Users can select either Item or Participant. Both can not be selected together.

Edit Training Main Form:

1. Training Main Form can be edited by pressing the “Edit” icon in the “Action” Column.
2. By Pressing the button, the user will be navigated to Edit a Training Main Form page.
3. Training Activity/Name of The training: Select the Name of the Training Activity/ Name of the Training.
4. Institute: Select the Name of the Training Institute.
5. Fiscal Year: Select the Name of the Training Fiscal year.
6. From-To Date: Select the Date duration of the Training from the dropdown calendar.
7. Attachment: Enter Any PDF attachment related to the training.

Edit Training Main Form
Training Main Form List

Activity/Name of the Training *
Food Safety Hygiene & Nutrition Disabili

Institute *
Head Office, NIPO

SFund *
INT

Course Director/Coordinator *
Jalil Ahmed

From Date *
22/05/2024

To Date *
30/05/2024

Fiscal Year *
2023-24 Fiscal Year

Attachment
Choose File No file chosen

[training_main_form_54_1a085673-95e2-4c48-a915-3683f42c01dd.pdf](#)

Training Sub Form

	Item	Participant	Cost	Participants	Days	Total(Tk)
⊖	Inauguration Event (PF)	Please Select	1000	20	80	20000
⊖	Daily Allowance (NF) Grade 11	Please Select	1000	12	2	24000

Submit Back Add

8. Enter Subform data: Item/Participant, Costs, Number of Participants, Days
9. Add Subform Data: Press the green “Add” button on the bottom to add subform data of the Training project.
10. Remove: Press the red “minus” icon on the bottom to add subform data of the Training project.
11. Press the ‘Submit’ button to save the training project to the system.
12. ***Required Field:** the required fields that must need to filled in the add Training Main Form Page is,
 - a. Activity
 - b. Institute
 - c. Fiscal Year
 - d. From Date
 - e. To Date
 - f. Subform: Item / Subform: Participant
 - g. Subform: Cost
 - h. Subform: Number of Days
 - i. Subform: Number of Participants

Note: Users can select either Item or Participant. Both can not be selected together.

Training Reports

The combined Training Reports can be viewed in this feature of the system. Users can get combined report through,

1. Activity-wise search,
2. Institute-wise search,
3. Fiscal Year wise search,
4. Custom Duration Search.

Note: Users at-least need to select one search parameter to get the combined report.

How it works:

1. Go to Research & Training: Locate the Research & Training section from the side navigation bar.
2. Select "Training Reports": Click on "Training Reports" within the Training Reports section. This will display a list of Training Reports.

NIPORT Management Information System (MIS)

Training Report

Activity/Name of the Training: Please Select

Institute: Please Select

Fiscal Year: 2023-24 Fiscal Year

Select Date Range:

Submit

Excel **PDF/Print**

3. Training Report Admin: Admin and Super Admin can view reports of any institutes.

Institute

Please Select

Please Select

Head Office, NIPORT

RTC, Agoiljhara, Barisal

RTC, Bera

RTC, Betagi, Borguna

RTC, Vanga

4. Training Report User: Users can view reports of their own institute ONLY.

Institute

Please Select

Please Select

RPTI, Cumilla

Research Reports

The combined Research Reports can be viewed in this feature of the system. Users can get combined report through,

1. Activity-wise search,
2. Institute-wise search,

3. Fiscal Year wise search,
4. Custom Duration Search.

Note: Users at-least need to select one search parameter to get the combined report.

The screenshot displays the 'NIPORT Management Information System (MIS)' interface. The main section is titled 'Research Report'. It contains three dropdown menus for filtering: 'Activity/Name of the Training', 'Institute', and 'Fiscal Year', each currently showing 'Please Select'. Below these is a 'Select Date Range' field with the text '30/04/2024 - 08/06/2024' and two buttons: 'Submit' (green) and 'Reset' (red). At the bottom of the form, there are two buttons: 'Excel' and 'PDF/Print'. Below the buttons is a table with multiple columns and several empty rows, indicating a list of reports.

How it works:

1. Go to Research & Training: Locate the Research & Training section from the side navigation bar.
2. Select "Training Reports": Click on "Research Reports" within the Training Reports section. This will display a list of Research Reports.
3. Training Report Admin: Admin and Super Admin can view reports of any institutes.
4. Training Report User: Users can view reports of their own institute ONLY.