

A dark blue vertical bar is on the left side of the page. A blue arrow points from the right side of this bar towards the text.

# DoFE Orientation Manual for Desktop Application

Several thin, curved lines in shades of blue and grey originate from the bottom left corner and curve upwards and to the right.

**BRAINDIGIT IT SOLUTION**

# Table of Contents

- About DOFE ..... 1
- About This Document ..... 1
- How This Document is Organized ..... 1
- Introduction..... 2
- System Login..... 2
- Home Screen ..... 2
- Profile..... 3
  - Orientation Profile ..... 4
    - Basic Info Tab ..... 4
    - Cash Deposit Tab ..... 6
    - Proprietor Tab ..... 7
    - Managing Director Tab ..... 10
    - Physical Infrastructure ..... 10
    - Master Document ..... 11
- Approval..... 12
- Management ..... 12
  - User Management ..... 13
  - Branch Management ..... 14

To Add New Branch .....	15
To Edit a Branch .....	16
Batch Management.....	16
Add New Batch.....	17
Edit Batch.....	18
View Batch Details .....	19
Trainer Management .....	20
Add New Trainer .....	21
Edit Trainer .....	22
Biometric Device .....	22
Device Setting.....	23
1. IP .....	23
2. Port .....	24
3. Connect.....	24
4. OFF the Device .....	24
5. Get the Device Time.....	24
6. Clear User info from Device .....	24
7. Clear FP Template from Device .....	24
8. Pull Attendance Data to Database .....	24
9. Download FPT from device to database .....	24

## About DOFE

Department of Foreign Employment (DoFE) is a government institution that falls under the Ministry of Labor and Employment. With 108 recognized destinations around the world, this department concerns with job placements for Nepalese citizens in foreign lands. Not only does it oversee the procedures related to foreign employment, but also ensures good working conditions for those going to work abroad. All the procedures relating to traveling abroad for employment are undertaken under the supervision of this particular department.

## About This Document

This document is a manual for the step-by-step run down of the orientation center login under the Department of Foreign Employment (DoFE) system as developed by Braindigit IT Solution. This stand-alone system helps manage orientation center database for DoFE. It integrates the data entered by the individuals taking orientation training and communicates the same with other stakeholders and DoFE central body. An initiative to take the DoFE related processes online, this system is a step forward in eradicating the complications experienced earlier so as to provide each aspiring migrant worker a swift and reliable system. It's a system for making the ongoing manual process systematic and effective.

## How This Document is Organized

This document explains each and every component of the DoFE system. Like a tutorial, every step is explained clearly to make working on it easier. All the menu items are explained as to how everything is placed and what functionalities they perform. Steps are accompanied by screen-shots to give users an idea of how everything progresses as they continue working on it.

## Introduction

DoFE, as a central body, controls and facilitates the process of foreign employment for Nepalese. All the stakeholders like bank, insurance, orientation centers, recruitment agencies and medical centers converge together at the DoFE which then progresses recruitment processes for each Nepali individual trying to go abroad for employment. The system is easy to follow with notifications and alert messages to guide users forward in the right direction.

Henceforth is the step by step tutorial for using DoFE application software for Orientation Center login for desktop application.

## System Login

For the orientation company to start working in this automated system we have created, the first step is to log in to the desktop application via the username and password previously set. Given below is the login window:



The screenshot shows a login window for the Department of Foreign Employment, Government of Nepal. The window contains the following elements:

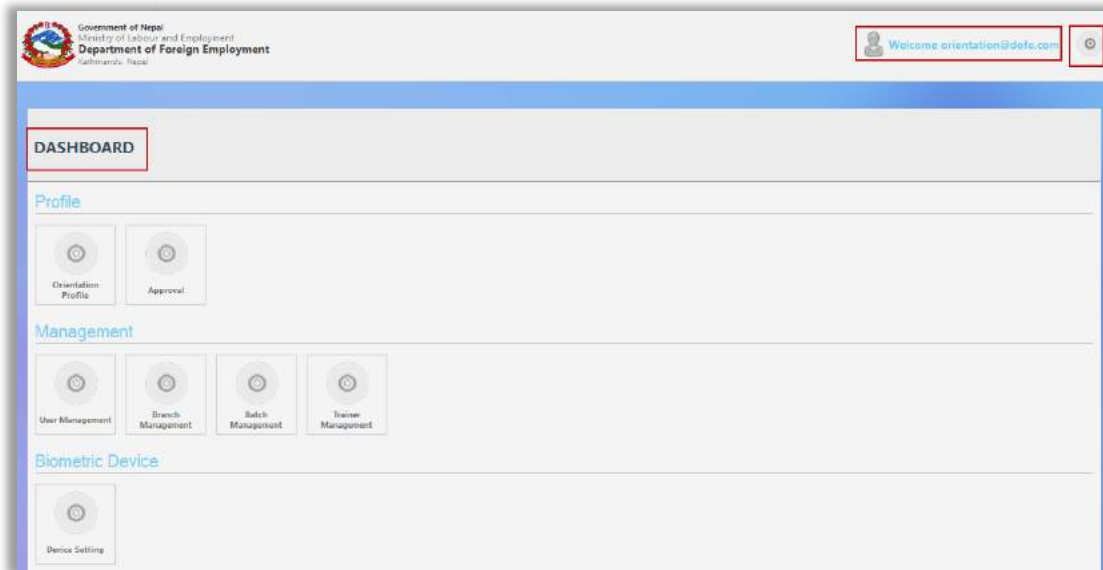
- Government of Nepal  
Ministry of Labour and Employment  
Department of Foreign Employment  
Kathmandu, Nepal
- Input field for Username (pencil icon)
- Input field for Password (question mark icon)
- SIGN IN button (blue)
- CANCEL button (pink)

Red arrows indicate the fields for Username, Password, and the SIGN IN button.

Please enter your **Username** and the corresponding **Password** and click on **Sign In**.

## Home Screen

Once you Sign In, you will then be led to the home screen as seen in the screenshot below:



As you can see, the stepwise procedures for the orientation company to follow has been specified under different sections. The major ones being: Profile, Management and Biometric Device. Each of these sections have sub modules that control specific tasks.

Also, to the far left side, you have **Dashboard** that helps with quick navigation through modules that are listed in the page.

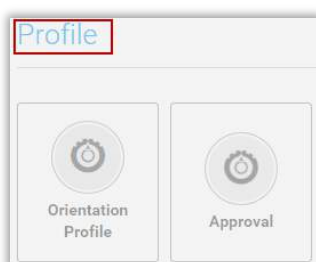
On the top right corner, you have Welcome message for the login address you used.

To the rightmost corner, you can see a **Settings** icon besides the welcome message, from there you can make changes in accounts settings and log out.

Now, let us learn more about each of the modules.

## Profile

First list of modules is Profile. Here, concerned Orientation Center manages its profile and also oversees the approval process along with the account details.



## Orientation Profile

Follow **Orientation Dashboard>Profile>Orientation Profile** to find the complete profile of your orientation company. Following page will appear:

**Orientation Profile**

**BASIC INFO** | CASH DEPOSIT | PROPRIETOR | MANAGING DIRECTOR | PHYSICAL INFRASTRUCTURE | MASTER DOCUMENT

### Basic Profile

**Institute Info**

- Sam Orientation Center
- PAN/VAT No : 423
- Permission No : 1000
- Permission Date : 07/10/2015

**Address**

- asurkot - 3 , Argakhanchi ,
- LUMBINI , Nepal
- House No: 324
- Street: streetpppp
- Tole : tolepppp
- City : citypppp
- State : statepppp

**Registration**

- Registered At : Company Registrar
- Registration No : 23

**Contact**

- Telephone : 071561220
- Mobile : 9849060575
- Email : Orientation@dofe.com
- Fax : 654
- PO Box : 5345342
- Website : <http://www.sageframe.com>

[Edit](#)

Click on the specific tab to find the related information

Under different headings, different tabs provide you specific information about the Orientation Company. Each tabs are explained below:

### Basic Info Tab

Here, you will find details about the Orientation Company including Institute Info, Registration, Address and Contact. The information listed here is exactly according to the registration form that you filled up earlier for registration.

**Orientation Profile**

**BASIC INFO** CASH DEPOSIT PROPRIETOR MANAGING DIRECTOR PHYSICAL INFRASTRUCTURE MASTER DOCUMENT

### Basic Profile

**Institute Info**

Sam Orientation Center  
 PAN/VAT No : 423  
 Permission No : 1000  
 Permission Date : 07/10/2015

**Registration**

Registered At : Company Registrar  
 Registration No : 23

**Address**

asurkot - 3 , Argakhanchi ,  
 LUMBINI , Nepal  
 House No: 324  
 Street: streetpppp  
 Toile : toilepppp  
 City : citypppp  
 State : statepppp

**Contact**

Telephone : 071561220  
 Mobile : 9849060575  
 Email : Orientation@dofe.com  
 Fax : 654  
 P.O Box : 5345342  
 Website : <http://www.saqeframe.com>

**Edit**

**Edit:** To edit any information from the basic profile tab, click on **Edit** icon placed on the bottom left corner of the page. This will open up the edit form, as shown in the screenshot below:

**Orientation Basic Info** Fields Are Mandatory

**Orientation Center Details**

Orientation Name \* orientation center one PAN/ VAT No \* 123456 Registered At \* Company Registrar  
 Registration Number \* 654987

**Address Info**

Country \* Nepal Region Central Region Zone BAGMATI  
 District \* Dhading VDC/Municipality \* gajuni Ward No. \* 2  
 City Enter City Toile Enter Toile Street Enter Street  
 State Enter State House No Enter House No

**Contact Info**

Telephone \* 4265598 Mobile \* 9875461231 Fax Enter Fax No  
 P.o Box Enter P.O Box Email \* Or1@dofe.com Website www.sitename.com

**Required Document for Orientation Center**

Document Type: Company Registration Certificate Orientation\_101\_06\_01\_53hgpgyys.png

Add Document

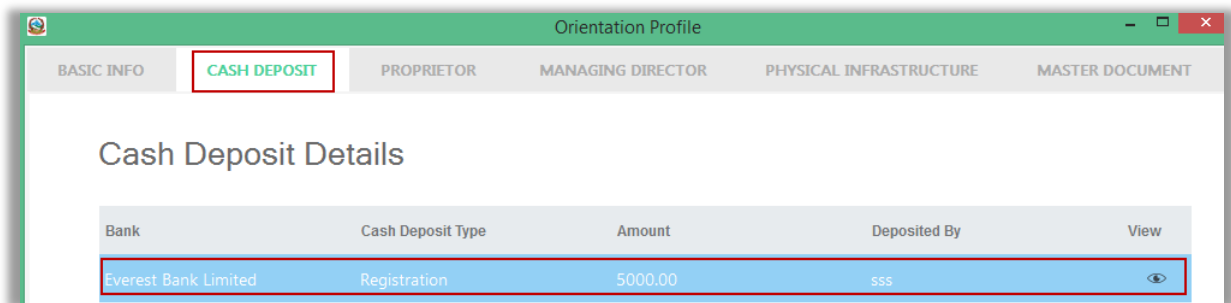
**Save** **Cancel**



Make changes as required and click on **Save**.

### Cash Deposit Tab

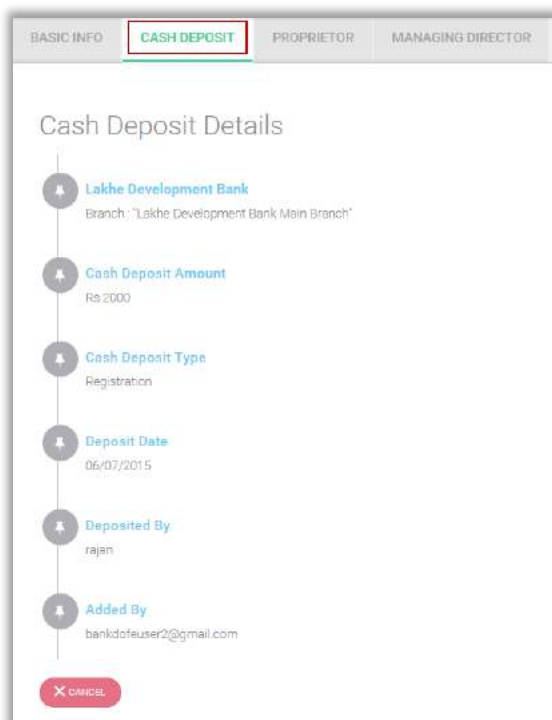
Under the cash deposit tab under orientation profile, you will find listed the cash deposit info about your orientation company as shown in the screenshot below:



Bank	Cash Deposit Type	Amount	Deposited By	View
Everest Bank Limited	Registration	5000.00	SSS	

The cash deposit details include the bank through which the transaction was made, the deposit type, amount deposited and the person who deposited the amount, as is marked by the red box in the image above.

**View:** To view any information from the cash deposit tab, click on **View** from under the **Actions** icon in the far right end of the table. This will open up the view window, as shown in the screenshot below:



<b>Lakhe Development Bank</b> Branch: "Lakhe Development Bank Main Branch"
<b>Cash Deposit Amount</b> Rs 2000
<b>Cash Deposit Type</b> Registration
<b>Deposit Date</b> 06/07/2015
<b>Deposited By</b> rajan
<b>Added By</b> bankdofeuser2@gmail.com

**CLOSE**

## Proprietor Tab

Proprietor Tab under Orientation Profile lists the proprietor of the orientation company along with details including full name, country and citizenship number, as shown in the screenshot below:

BASIC INFO						CASH DEPOSIT						PROPRIETOR						MANAGING DIRECTOR						PHYSICAL INFRASTRUCTURE						MASTER DOCUMENT					
<b>Proprietor List</b>																																			
<a href="#">+ Add New</a>																																			
Full Name				Country Name				CitizenShip No				Edit		View		View Change Log																			
hary parsad pandey				Nepal				54234				1		2		3																			
jjya khawas				Nepal				34124124																											

1. Click to find the **Edit** page for proprietor details, as shown in the screenshot below:


### Proprietor

**\*Fields are Mandatory**

#### Personal Info

First Name\*  Middle Name  Last Name\*

Upload Profile Picture



#### Permanent Address Info

Country  Region  Zone

District\*  Municipality/VDC\*  Ward\*


State  City  Tole/Locality

Street  House No

Temporary Address same as Permanent

2. Click to find the **View** page for proprietor details. A page as shown in the screenshot below appears:

Proprietor



**Permanent Address**  
asurkot - 3 , Argakhanchi ,  
LUMBINI , Nepal  
House No: 324  
Street: streetpppp  
Tole : tolepppp  
City : citypppp  
State : statepppp

**Contact**  
Telephone : 014358192  
Mobile : 98044725612  
Email : proprietor@or.com

**Identity Card Info**  
Identity Card No : 32  
Valid From : 07/28/2034  
Valid To : 07/26/2044

**Proprietor Name**  
hary parsad pandey

**Temporary Address**  
asurkot - 3 , Argakhanchi ,  
LUMBINI , Nepal  
House No: 324  
Street: streetpppp  
Tole : tolepppp  
City : citypppp  
State : statepppp

**Citizenship Info**  
Citizenship No : 54234  
Issued District : Argakhanchi

**Documents**  
Citizenship Document : [OrProprietor\\_005\\_07\\_36\\_5949ek71.jpg](#)  
Passport Document : [OrProprietor\\_005\\_07\\_36\\_59pkte6b.jpg](#)  
Identity Card Document : [OrProprietor\\_005\\_07\\_37\\_00r4pqug.jpg](#)

Edit

- Click to view the log of changes in proprietors made in the past

Proprietor Change Log

Cancel

Full Name	Country Name	Citizen Ship No	Edit	View	View Change Log
hary parsad pandey		54234	<a href="#">✎</a>	<a href="#">👁</a>	<a href="#">📄</a>
hary parsad pandey		54234	<a href="#">✎</a>	<a href="#">👁</a>	<a href="#">📄</a>
hary parsad pandey		54234	<a href="#">✎</a>	<a href="#">👁</a>	<a href="#">📄</a>

**Add New Proprietor:** To add new proprietor to your orientation company, click on the **Add New** button placed on the top left corner of the proprietor tab. Following add new form will appear (Image I & II):

Image I:

**Proprietor**

\*Fields are Mandatory

**Personal Info**

**First Name\***

**Middle Name**

**Last Name\***

**Upload Profile Picture**

No Image Selected

**Permanent Address Info**

**Country**

**Region**

**Zone**

**District\***

**Municipality/VDC\***

**Ward\***

**State**

**City**

**Tole/Locality**

**Street**

**House No**

Image II:

**Contact Info**

**Telephone**

**Mobile No**

**Email**

**Citizenship Info**

**Citizenship No\***

**District of Issued\***

**Upload Citizenship**

No File Selected

**IdentityCard Info**

**IdentityCard No**

**Valid Date From**

**Valid Date To**

**Upload IdentityCard Doc**

No File Selected

**Passport Info**

**Upload Passport Doc**

No File Selected

Enter details about the proprietor and click on **Save**.

### Managing Director Tab

The managing director tab under orientation profile helps you add details about the managing director of your orientation company. Click on the tab to find a form wherein you can add details to add managing director to the orientation company, as shown in the screenshot below:

The screenshot shows a web application interface with a navigation bar at the top containing tabs: BASIC INFO, CASH DEPOSIT, PROPRIETOR, **MANAGING DIRECTOR** (highlighted with a red box), PHYSICAL INFRASTRUCTURE, and MASTER DOCUMENT. Below the navigation bar, the 'Managing Director' form is displayed. The form is titled 'Managing Director' and is divided into two columns. The left column contains a profile picture of a man, followed by 'Full Name' (Name: vishal shah) and 'Citizenship info' (Citizenship No: 45, Issued District: Argakhanchi). The right column contains 'Address' (baikuntha - 34, Bhojpur, KOSHI, Nepal, House No: 3242, Street: streetman, Tole: toleman, City: cityman, State: state man) and 'Contact' (Mobile: 4353534534, Phone: 3453453, Email: man@or.com). At the bottom left of the form, there is a red arrow pointing to an 'Edit' button.

To edit details to the managing director information, click on Edit and enter appropriate details about the managing director in the form including **personal info, permanent address info, contact info** and **citizenship info**. Once you are done, click on **Save** to confirm. The managing director is now added!

### Physical Infrastructure

Click on it to find a form where you can add all the physical infrastructure that your orientation company owns. The form looks like the one shown in the screenshot below:

**Physical Infrastructure**

**Furniture**

Number of Classroom \*  
Enter Number of Class Rooms

Number of Table \*  
Enter Number of Table

Number of Desk \*  
Enter Number of Desk

Number of Chair \*  
Enter Number of Chair

Number of CupBoard \*  
Enter Number of Cupboard

**Electronics**

Number of Computer \*  
Enter Number of Computer

Number of Phone \*  
Enter Number of Phone

Number of Fax \*  
Enter Number of Fax

Number of Printer \*  
Enter Number of Printer

Number of ThumbScanner \*  
Enter Number of ThumbScanner

Number of Scanner \*  
Enter Number of Scanner

Number of PhotoCopy \*  
Enter Number of PhotoCopy

Infrastructure Type \*  
 Self Owned  Rent

**Self Owned Vehicles**

Number of Two Wheeler  
Enter Number of Two Wheeler

Number of Four Wheeler  
Enter Number of Four Wheeler

Number of Other Vehicle  
Enter Number of Other Vehicle

**Assets**

Other Items  
Enter Other Items

House Details \*  
Enter House Details

**SAVE** **CANCEL**

Enter information about the infrastructure including **furniture, electronics, specify whether they are self-owned or rented, details of self-owned vehicles and assets.**

Once you are done filling up the appropriate details, click on **Save**.

## Master Document

Click on the master document option to find a list of all the master documents of the orientation company, as shown in the screenshot below:

Orientation Profile

BASIC INFO CASH DEPOSIT PROPRIETOR MANAGING DIRECTOR PHYSICAL INFRASTRUCTURE **MASTER DOCUMENT**

**Master Document List**

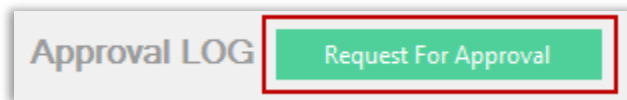
File Name	Document Type	View	Download
Orientation_205_07_34_243syuhq.jpg	Citizenship		

You can choose to **View** the documents in detail or click on **Download** to save it for future reference.

## Approval

Follow: **Orientation Dashboard>Profile>Approval**. The approval process for Orientation Company leads to a **verification log** page. Here, all the steps from submission to approval is listed along with its details.

However, if the company is not yet approved, you can request approval by clicking on the green **request for approval** button placed on the top left corner, as shown in the screenshot below:



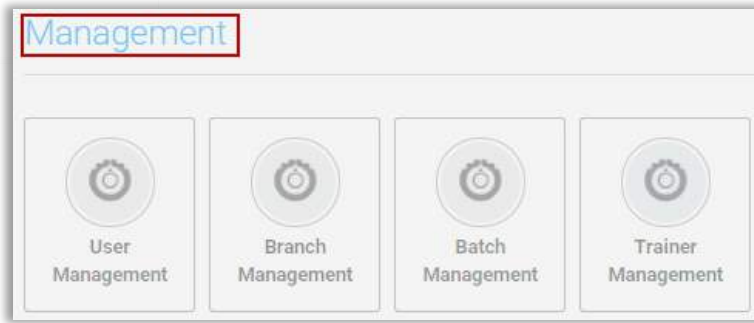
Click on **Request for Approval** and the request will be sent to DoFE admin. You will be flashed a **Confirmation message** telling you that the request has been sent. Once the request is sent, the DoFE official checks the orientation company details and assigns it to the concerned official for approval. The approval process follows through the three-tier hierarchy (Data-Entry>Verifier>Approval).

As each of the officials approve the company, the status is subsequently updated in this page. The final approval will be communicated with an approved status.

## Management

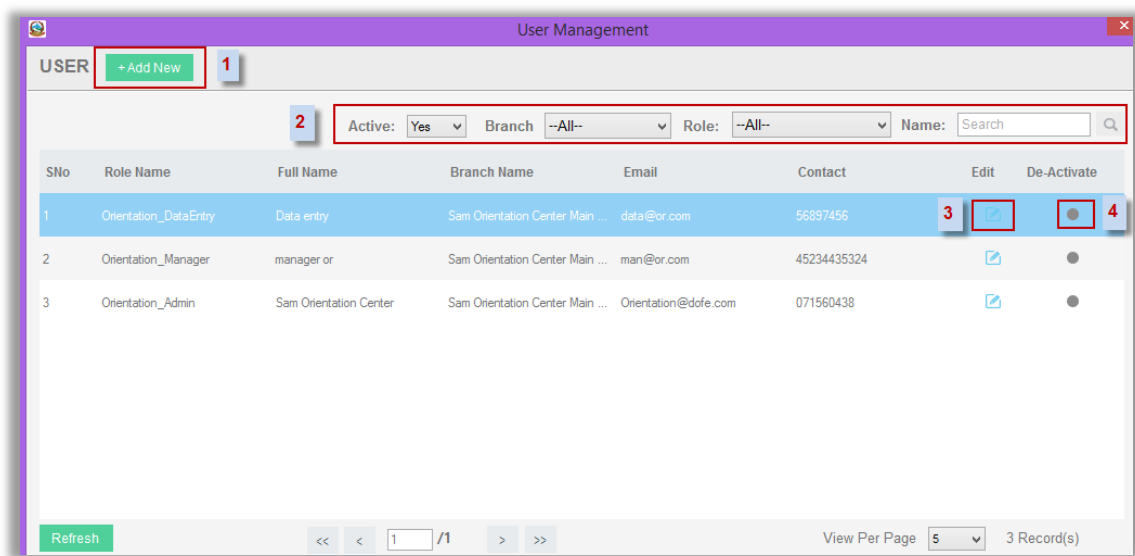
Follow **Orientation Dashboard>Management** to handle the managerial tasks regarding the office and work. Here, branches are set up, employees are given specific workload according to their designation, orientation batches are managed and trainers are appointed for each batch.

It has four modules, as shown in the screenshot below.



## User Management

Follow **Orientation Dashboard>Management>User Management** to manage officials according to their jobs specialization. The user management page looks as is shown in the screenshot below:



1. **Add New:** Click to add new user role and its details. An add new form will appear where you can enter details to each field in order to add new role. Please refer to the screenshot below:



**Add New User**

Available Roles	Roles Provided
Orientation_DataEntry -->	
Orientation_Manager -->	
Orientation_Admin -->	

**Branch Name \***  
Select Branch

**First Name \***

**Middle Name**

**Last Name \***

**Contact No \***

**Email \***

**SAVE** **CANCEL**

Click on roles from 'Available Roles' to assign them

Click to select a branch from the drop-down

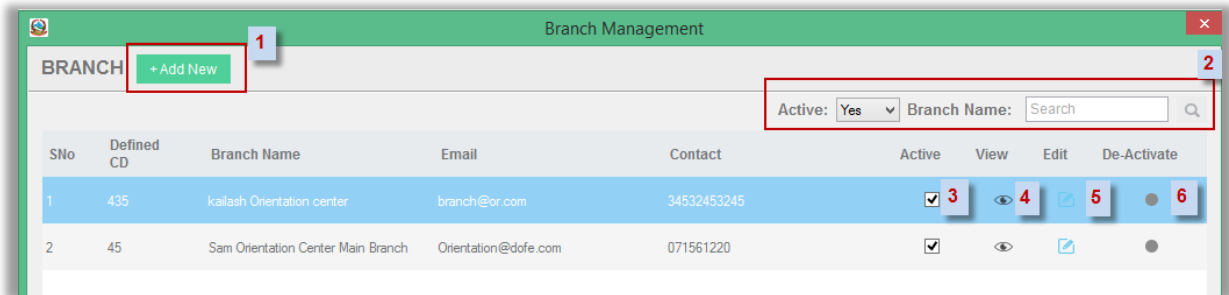
2. **Quick Search:** Enter specifics (name, branch, role and status) to search for a particular user
3. **Edit:** Edit option opens up the form page, the same as shown during the addition of user, where you can edit each detail to make changes. Make changes and click on **Save**. Refer to the screenshot in **Add New** under **User Management**
4. **Deactivate:** This button, when clicked, pops up a confirmation message box asking whether you want to activate a user role if it's deactivated and deactivate if it's already active.

**Please Note:** Primary user cannot be Edited or Activated/Deactivated.

## Branch Management

To add new branches to the orientation company or to manage the already existing ones, follow: **Orientation Dashboard>Management>Branch Management**. You can add new

branches, activate/deactivate available branches or edit branch information here. Refer to the screenshot below:



1. **Add New:** Click to find a form you need to fill up for adding a new branch
2. **Quick Search :** Enter the name of the branch and choose whether it is active or inactive
3. **Active:** Check to Activate the corresponding branch
4. **View:** Click to view the complete details about that branch in a new window
5. **Edit:** Click to Edit the branch details
6. **Deactivate:** Click to deactivate the corresponding branch. A message box will then ask for confirmation. Click on **OK**.

### To Add New Branch

To add new branch, click on the **Add New** button placed under branch management, a form will appear, as is shown in the screenshot below:

Supply details to each of the fields: basic Info, Address Info and Contact Info regarding the branch you are going to add. Then, click on **Save**. Make sure you fill out correct information for fields marked with Asterisk "\*" as they are mandatory.

### To Edit a Branch

To edit any branch that has already been added, follow **Management>Branch Management** module, and under the table, select the **Edit** option corresponding to the branch you want to edit. Following page will appear:

The screenshot displays a form for editing a branch. The form is divided into several sections:

- Branch Name\***: Input field containing "kailash Orientation center".
- Defined CD\***: Input field containing "435".
- Address Info**: A section header for the address-related fields.
  - Country\***: Dropdown menu with "Nepal" selected.
  - Region**: Dropdown menu with "Central Region" selected.
  - Zone**: Dropdown menu with "BAGMATI" selected.
  - District\***: Dropdown menu with "Dhading" selected.
  - Municipality/VDC\***: Dropdown menu with "jyamrung" selected.
  - Ward\***: Input field containing "43".
  - State**: Input field with placeholder "Enter State".
  - City**: Input field with placeholder "Enter City".
  - Tole/Locality**: Input field with placeholder "Enter Tole/Locality".
  - Street**: Input field with placeholder "Enter Street".
  - House No**: Input field with placeholder "Enter HouseNo".
- Contact Info**: A section header for the contact-related fields.
  - Telephone\***: Input field containing "34532453245".
  - Mobile No\***: Input field containing "345234523452345".
  - Email\***: Input field containing "branch@or.com".
  - Fax No**: Input field containing "43532".

At the bottom of the form, there are two buttons: **SAVE** (highlighted with a red box) and **Cancel**. A green note at the bottom right states: "\*Field with \* are compulsory".

Change any detail that you want to edit from the form fields and click on **Save**.

## Batch Management

The group that has been brought together for orientation makes up a batch. Each batch is managed prior to the orientation date. Individual employees attending the orientation are entered along with the details of orientation subject and the date.

To manage orientation batches, follow: **Orientation Dashboard>Management>Batch Management**. Following page appears:

SNo	Batch Number	No of Male	No of Female	Course Name	Trainer Name	Start Date	End Date	Start Time	End Time	Edit	View
1	4234	354	435	computer	sunil godar	07/16/2015	07/23/2015	12:00 AM	12:00 AM		

As you can see, listed here are the batches already created along with details on participants, trainers and classes schedule. Furthermore, following options are also available.

1. **Quick Search:** To find a batch information quickly, enter the batch name and select the start date and click on Search icon
2. **Add New:** Click to find a form that will allow you to add new batch
3. **Edit:** Click to find a form that will allow you to edit the batch information
4. **View:** Click to view the complete details of the batch

## Add New Batch

To add new batch of orientation, click on the green **Add New** button placed on the top left corner of the screen. Following form will appear:

**Add New Batch**

**Batch Info**

**Batch Number\***  
Enter Batch Number

**No of Male\***  
Enter Male Number

**No of Female\***  
Enter Female Number

**Course Name\***  
Enter Course Name

**Start Date\***  
7/27/2015

**End Date\***  
7/27/2015

**Trainer\***  
Select Trainer

**Start Time\***  
2:17:07 PM

**End Time\***  
2:17:07 PM

**SAVE** **Cancel**

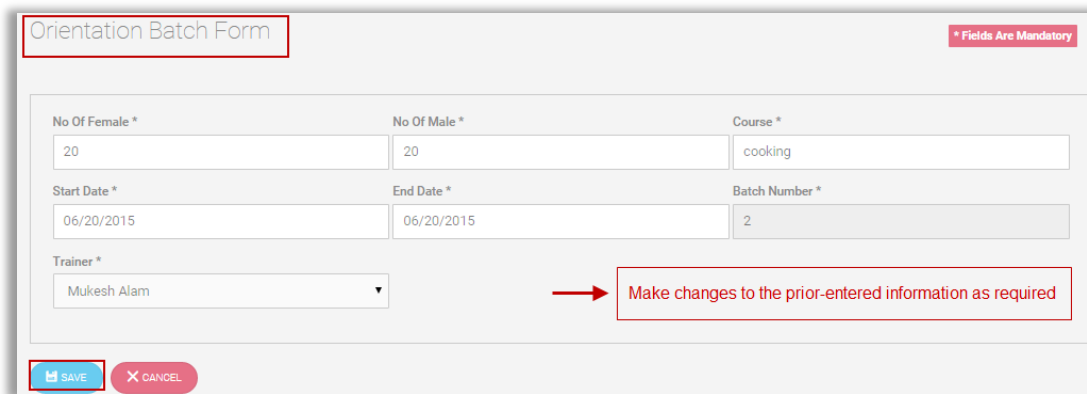
\*Field with \* are compulsory

Enter the details regarding the number of employees attending that orientation –male and female, the course being offered, dates (start and end), assign a batch number and select a trainer from the drop-down.

Once completed, click on **Save**. Your new batch is now created. Expect a confirmation pop-up message.

## Edit Batch

To edit any batch that has already been created, go to **Dashboard>Management>Batch Management**. Here select the batch you want to edit and click on **Edit** option. Following form will appear:



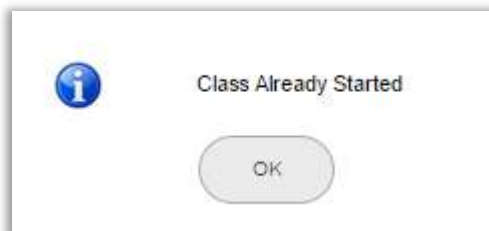
The screenshot shows the 'Orientation Batch Form' with the following fields and values:

No Of Female *	No Of Male *	Course *
20	20	cooking
Start Date *	End Date *	Batch Number *
06/20/2015	06/20/2015	2
Trainer *	Mukesh Alam	

A red arrow points to a red-bordered box containing the text: "Make changes to the prior-entered information as required". At the bottom left, there are 'SAVE' and 'CANCEL' buttons. A red box at the top right indicates '\* Fields Are Mandatory'.

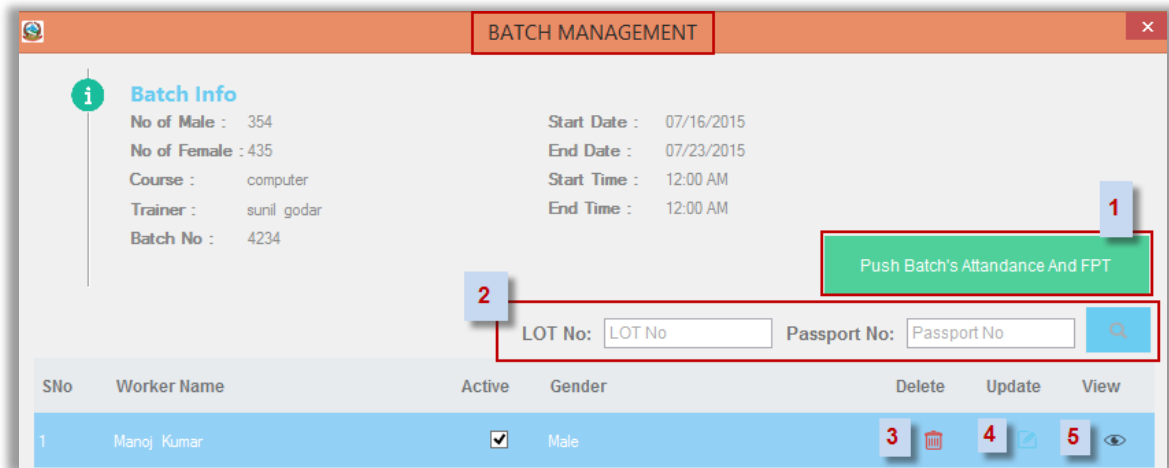
Here, make changes to the details as required and click on **Save** to confirm.

**Note:** Please remember, if the classes have already started, you will not be able to edit the batch. In that case, you will see a pop-up message communicating the same to you.

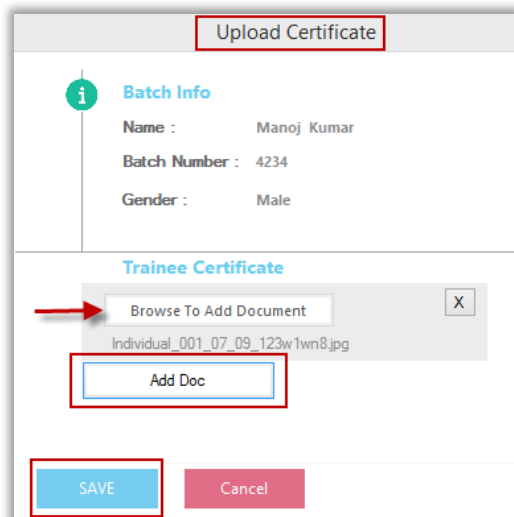


## View Batch Details

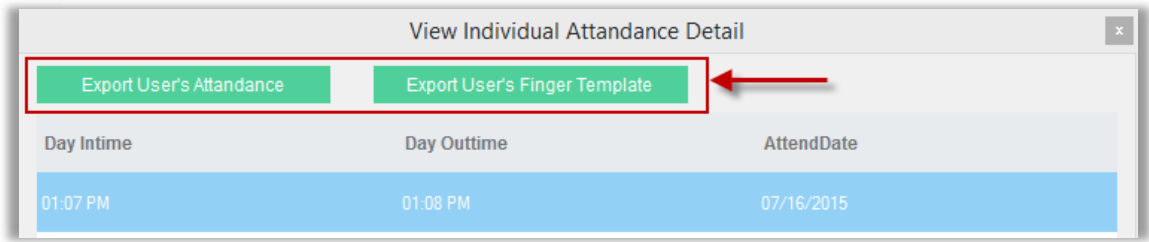
To view any batch that has already been created, go to **Dashboard>Management>Batch Management**. Here select the batch you want to view details for and click on **View**. Following page will appear:



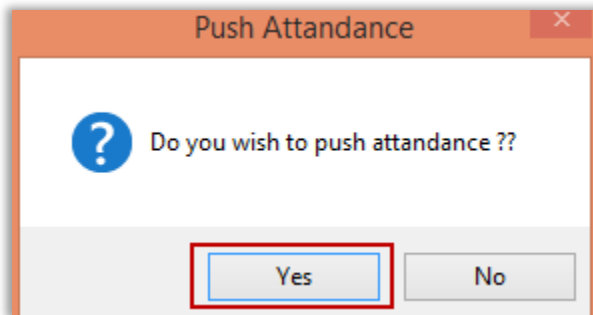
1. **Push Batch's Attendance And FPT:** Click to push data regarding the attendance and finger print template of each worker taking orientation from the local database to DoFE system
2. **Quick Search:** Enter the lot number and passport number to search specific trainee info
3. **Delete:** Click to delete corresponding worker from the list
4. **Update:** Click to open up a new window, as shown in the screenshot below, that allows you to upload worker's trainee certificate:



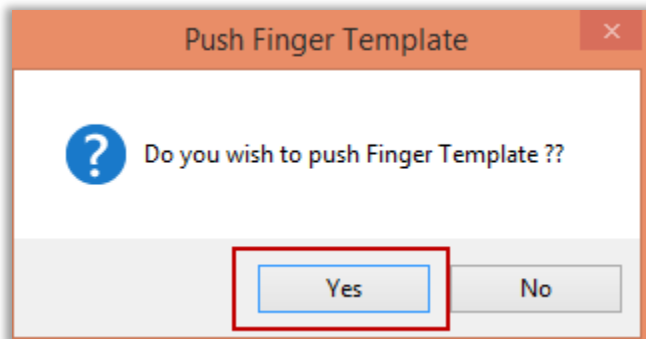
5. View: Click to view the details of individual attendance. Following box will appear:



- **Export User's Attendance:** Click to export the worker's attendance. Following confirmation message will appear:



- **Export User's Finger Template:** Click to export worker's finger print template. Following confirmation message will appear:



## Trainer Management

For each batch taking the orientation, trainer should also be managed. To manage trainer, follow: **Orientation Dashboard>Management>Trainer Management**. Following page will appear:

SNo	Full Name	District Name	Vdc/Municipality	Course	Mobile No	Edit	View
1	sunil godar	Acham	bajinath	computer	9847077562	2	3
2	deepak bhattacharya	Acham	bajinath	plumber	9847077562		

Here, you will find listed the trainers for orientation along with details on address, course each will train and their mobile numbers. Further options include:

1. **Add New:** Click to add new trainer to the list
2. **Edit:** Click to edit/review the trainer details
3. **View:** Click to view complete detail about the trainer

### Add New Trainer

To add new trainer to the list, select **Add New** from under **Trainer Management**. An **Add New** form will appear as shown in the screenshot below:

**Personal Info**

First Name\*  Enter First Name

Middle Name  Enter Middle Name

Last Name\*  Enter Last Name

**Address Info**

Country\*  Nepal

Region  Select Region

Zone  Select Zone

District\*  Select District

Municipality/VDC\*  Select VDC/M

Ward\*  Enter WardNo

State  Enter State

City  Enter City

Toile/Locality  Enter Toile/Locality

Street  Enter Street

House No  Enter HouseNo

**Contact Info**

Mobile No  Enter Mobile No

Email  Enter Email

**Citizenship Info**

Citizenship No  Enter Citizenship No

District of Issued  Select District

**Extra Info**

Qualification  Enter Qualification

Course  Enter Course

Appointed Date\*  7/27/2015

\*Field with \* are compulsory



Enter the details as per the directions regarding **personal info, address, contact info, citizenship info and extra info** (qualification, course, appointment date).

Once you are done filling up the form, click on **Save**. Then, the trainer will be added to the list.

### Edit Trainer

To edit details about any of the trainers already added to the list, click on **Edit** option. The edit form will then appear as shown in the screenshot below:

The screenshot displays a form titled 'Edit Trainer' with several sections, each highlighted with a red box:

- Personal Info:** Includes fields for First Name\* (sunil), Middle Name (Enter Middle Name), and Last Name\* (godar).
- Address Info:** Includes dropdown menus for Country\* (Nepal), Region (Far-Western Region), and Zone (SETI); dropdown menus for District\* (Acham), Municipality/VDC\* (bajijnath), and Ward\* (32); text fields for State (statetrn), City (citytrn), and Tole/Locality (toletrn); and text fields for Street (streetrn) and House No (42).
- Contact Info:** Includes fields for Mobile No (9847077562) and Email (trn1@or.com).
- Citizenship Info:** Includes fields for Citizenship No (567456) and District of Issued (Baglung).
- Extra Info:** Includes fields for Qualification (bachelor), Course (computer), and Appointed Date\* (7/16/2015).

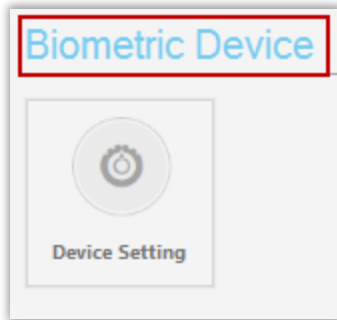
At the bottom, there are 'SAVE' and 'Cancel' buttons, and a note: '\*Field with \* are compulsory'.

Make changes as per your requirement and click on **Save** to confirm the changes.

## Biometric Device

In order to take attendance and to register fingerprints, the orientation center needs to install a biometric device. With this device, they can manage attendance of each batch of

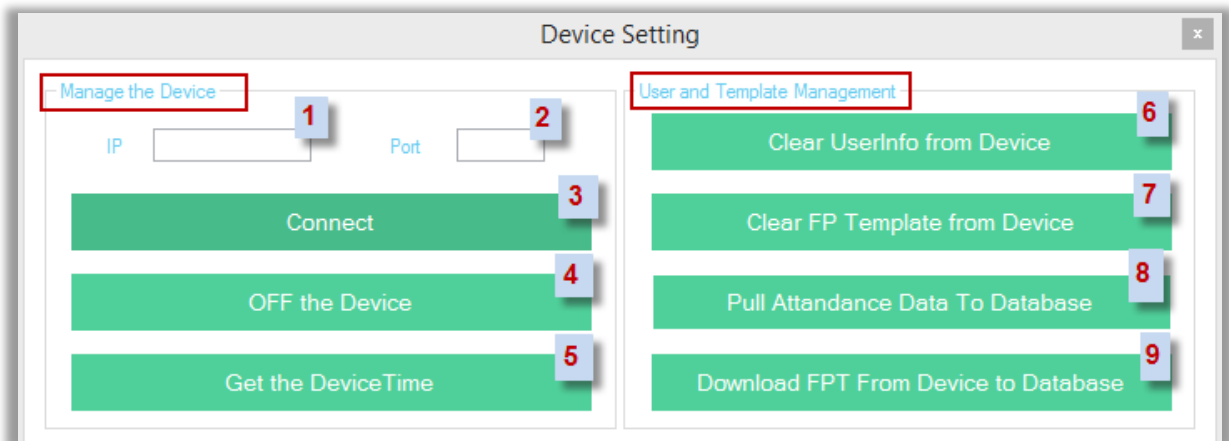
individuals seeking orientation classes. Device setting module under biometric device helps set up the whole process.



## Device Setting

The biometric device needs to be set up everytime it is used. Once the orientation batch is created, the workers who signed up for orientation appear at the center for orientation classes. Before entering, they should be recognized into the biometric device. This confirmation helps DoFE identify who took the classes and who didn't.

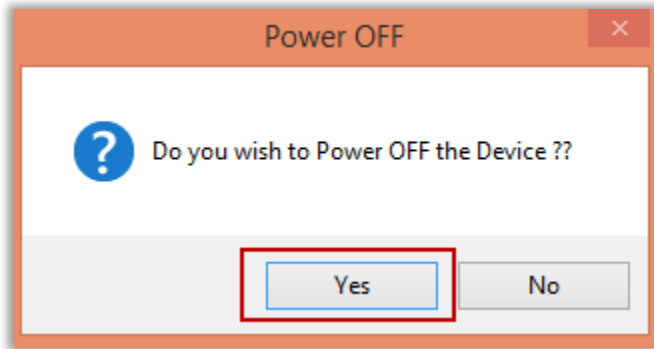
In order to manage the device and the data inside, follow: **Orientation Dashboard>Biometric Device>Device Setting**. Following window will open up:



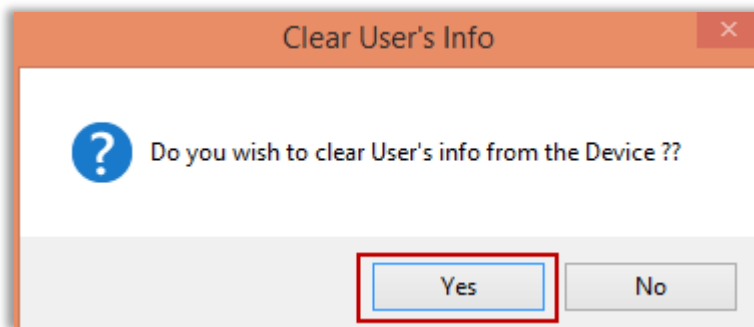
Here, options are available for managing the device and user templates. First and foremost, enter the IP address and the port. IP address may vary depending on the network on use, whereas, port is same for each device. Enter appropriate numbers and click on Connect to connect the device to your pc.

1. IP: Enter the IP address of the network

2. **Port:** Enter the unique port number for the device.
3. **Connect:** Click to connect the device to the pc. Once connection is established, a confirmation message will communicate that the device is connected.
4. **OFF the Device:** Click to disconnect the device from the network. Following confirmation message will appear:



5. **Get the Device Time:** Click to get the time of the device. This is particularly helpful for keeping exact record of the time for individuals to sign in and out of orientation classes.
6. **Clear User info from Device:** Click to erase all the user info previously stored in the device. A confirmation message will appear, as shown in the screenshot below:



7. **Clear FP Template from Device:** Click to erase all the FP (Finger Print) templates previously stored in the device. A confirmation message box will appear, click on **OK**.
8. **Pull Attendance Data to Database:** Click to pull the attendance data from device to the application database. A confirmation message box will appear, click on **OK**.
9. **Download FPT from device to database:** Click to download all the fingerprint templates from device to the application database. A confirmation message box will appear, click on **OK**.