User Guide for SPIU – Edit Trainee

As per direction from DGET, access has been provided to State Directorate to modify critical fields of a trainee. A new screen has been created from which State Directorates can:

1. Change Trainee Name Father Name
2. Trade, Shift or Unit of a Trainee
3. Delete/Discontinue a discharged trainee.

Following are the step by step instructions with relevant screenshots:

Step 1: Login to MIS Application using SPIU user ID and Password.

On successful login, screen will be displayed as -

Step 2: Go to Menu & click on MIS -> SPIU
Step 3: Click on Academic –

Step 4: Click on Edit Trainee -> Edit Trainee
Step 5: Edit Trainee Page will be displayed -
Step 6: Enter Trainee Registration Number -

Step 7: Click on search button -
Step 8: Trainee details will be displayed as -

![Trainee Details Display](image)

Step 9: Edit Trainee Details –

SPIU user can update trainee details such as Trainee Name, Father/Guardian Name, Trade, Shift, and Unit. SPIU user can also discharge trainee.

Modification of some trainee details is shown below -

a) Trainee Father/Guardian Name -
b) Unit -
System will check and display vacant seat for selected unit for regular trainee.

Click on submit button -

A message will be displayed on the screen, if trainee details updated successfully.
Step 10: Click on search button -

Step 11: Updated details of trainee will be displayed.
Step 12: To discharge trainee –

a) Enter trainee registration number and click on search button –

b) Trainee details will be displayed. Click on discharge checkbox to discharge the trainee.
c) Press submit button -
d) A confirmation pop-up will be displayed with message – “Are you sure want to discharge trainee? This will delete complete data of trainee from MIS system.”

e) Click Ok button on confirmation pop-up to discharge trainee–
f) A message “Trainee details updated successfully.” will be displayed on successful completion-

**Step 13:** Click on search button –
Step 14: As, trainee has been discharged, Trainee details not found or inaccessible” message will be displayed.