

## User Guide for SPIU – Edit Trainee

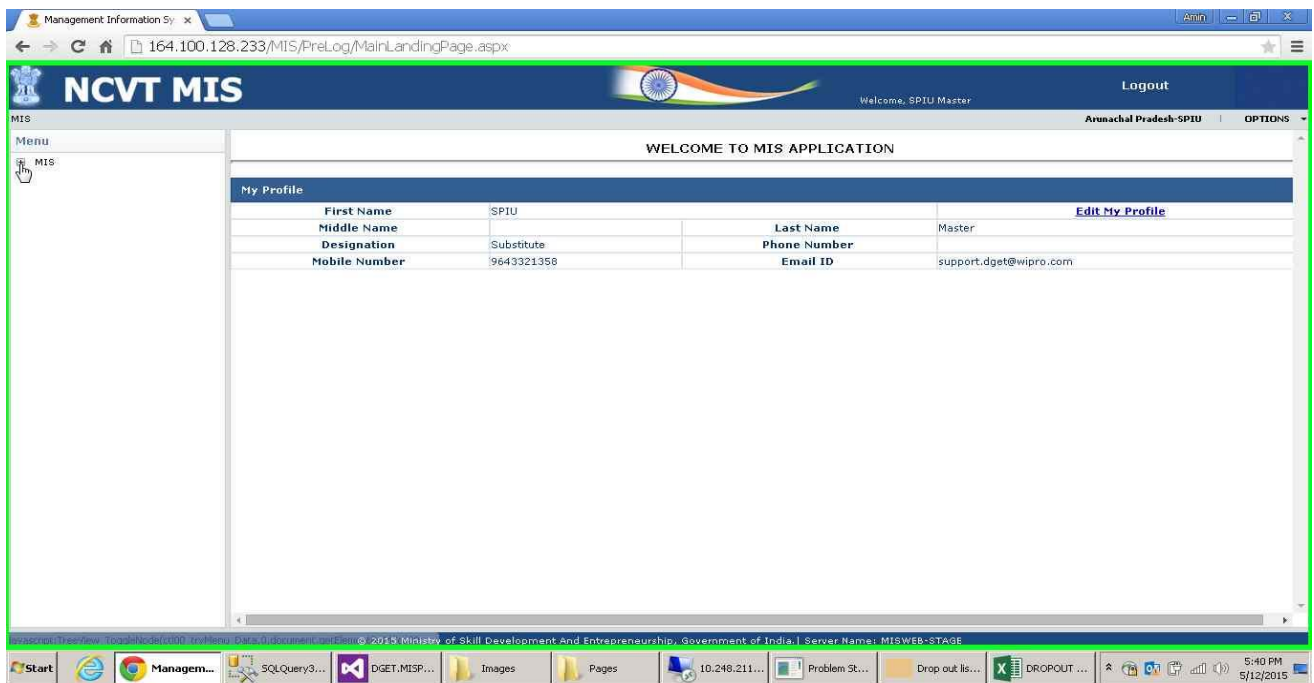
As per direction from DGET, access has been provided to State Directorate to modify critical fields of a trainee. A new screen has been created from which State Directorates can:

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

Management Information System | 164.100.128.233/MIS/PreLog/MainLandingPage.aspx

**NCVT MIS** | Welcome, SPU Master | Logout | Arunachal Pradesh-SPUI | OPTIONS

Menu: MIS, ITI, SPU, CENTRAL MIS

**WELCOME TO MIS APPLICATION**

**My Profile**

<b>First Name</b>	SPUI	<b>Last Name</b>	Master	<a href="#">Edit My Profile</a>
<b>Middle Name</b>		<b>Phone Number</b>		
<b>Designation</b>	Substitute	<b>Email ID</b>	support.dget@wipro.com	
<b>Mobile Number</b>	9643321358			

Taskbar: Start, Management..., SQLQuery3..., DGET.MISP..., Images, Pages, 10.248.211..., Problem St..., Drop out Its..., DROPOUT ... | 5:40 PM 5/12/2015

**Step 3: Click on Academic –**

Management Information System | 164.100.128.233/MIS/PreLog/MainLandingPage.aspx

**NCVT MIS** | Welcome, SPU Master | Logout | Arunachal Pradesh-SPUI | OPTIONS

Menu: MIS, ITI, SPU, Academic, Administration, CENTRAL MIS

**WELCOME TO MIS APPLICATION**

**My Profile**

<b>First Name</b>	SPUI	<b>Last Name</b>	Master	<a href="#">Edit My Profile</a>
<b>Middle Name</b>		<b>Phone Number</b>		
<b>Designation</b>	Substitute	<b>Email ID</b>	support.dget@wipro.com	
<b>Mobile Number</b>	9643321358			

Taskbar: Start, Management..., SQLQuery3..., DGET.MISP..., Images, Pages, 10.248.211..., Problem St..., Drop out Its..., DROPOUT ... | 5:40 PM 5/12/2015

**Step 4: Click on Edit Trainee -> Edit Trainee**

Management Information System | 164.100.128.233/MIS/PreLog/MainLandingPage.aspx

**NCVT MIS** | Welcome, SPIU Master | Logout

MIS | Arunachal Pradesh-SPIU | OPTIONS

Menu

- MIS
  - ITI
  - SPIU
    - Academic
      - Edit Trainee
        - Edit Trainee
        - Transfer of Trainee
        - Assign Examination Centre
        - Generate Hall Ticket
        - Print Hall Ticket
        - Trainee Marks
        - Print Mark Sheet
        - Print NCVT Certificate
        - Upload Trainee Marks Detail
        - Upload Staff Details
        - Download NCVT Certificate
      - Administration
    - CENTRAL MIS

WELCOME TO MIS APPLICATION

My Profile

First Name	SPIU	Last Name	Master	<a href="#">Edit My Profile</a>
Middle Name		Phone Number		
Designation	Substitute	Email ID	support.dget@wipro.com	
Mobile Number	9643321358			

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Step 5: Edit Trainee Page will be displayed -

Management Information System | 164.100.128.233/MIS/SPIU/Academic/EditTrainee.aspx

**NCVT MIS** | Welcome, SPIU Master | Logout

MIS > SPIU > Academic > Edit Trainee > Edit Trainee

Menu

- MIS
  - ITI
  - SPIU
    - Academic
      - Edit Trainee
        - Edit Trainee
        - Transfer of Trainee
        - Assign Examination Centre
        - Generate Hall Ticket
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        - Trainee Marks
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        - Upload Trainee Marks Detail
        - Upload Staff Details
        - Download NCVT Certificate
      - Administration
    - CENTRAL MIS

Search and Edit Trainee Detail

Trainee Search

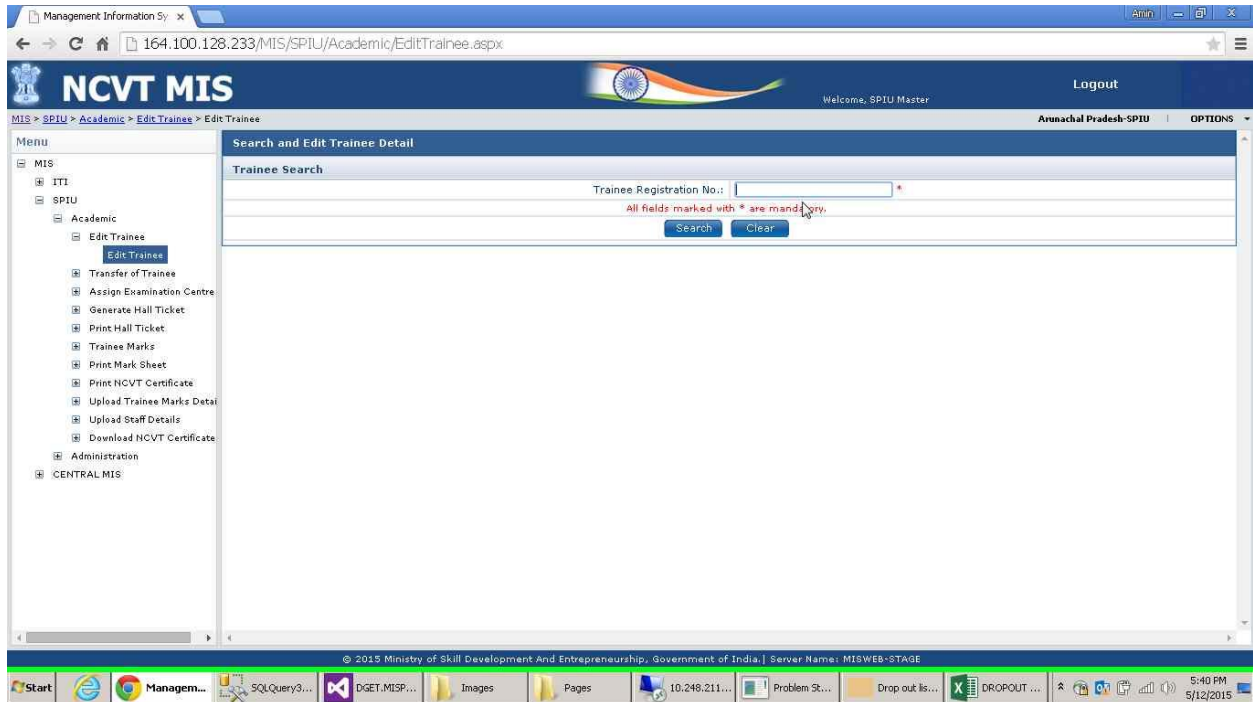
Trainee Registration No.:  \*

All fields marked with \* are mandatory.

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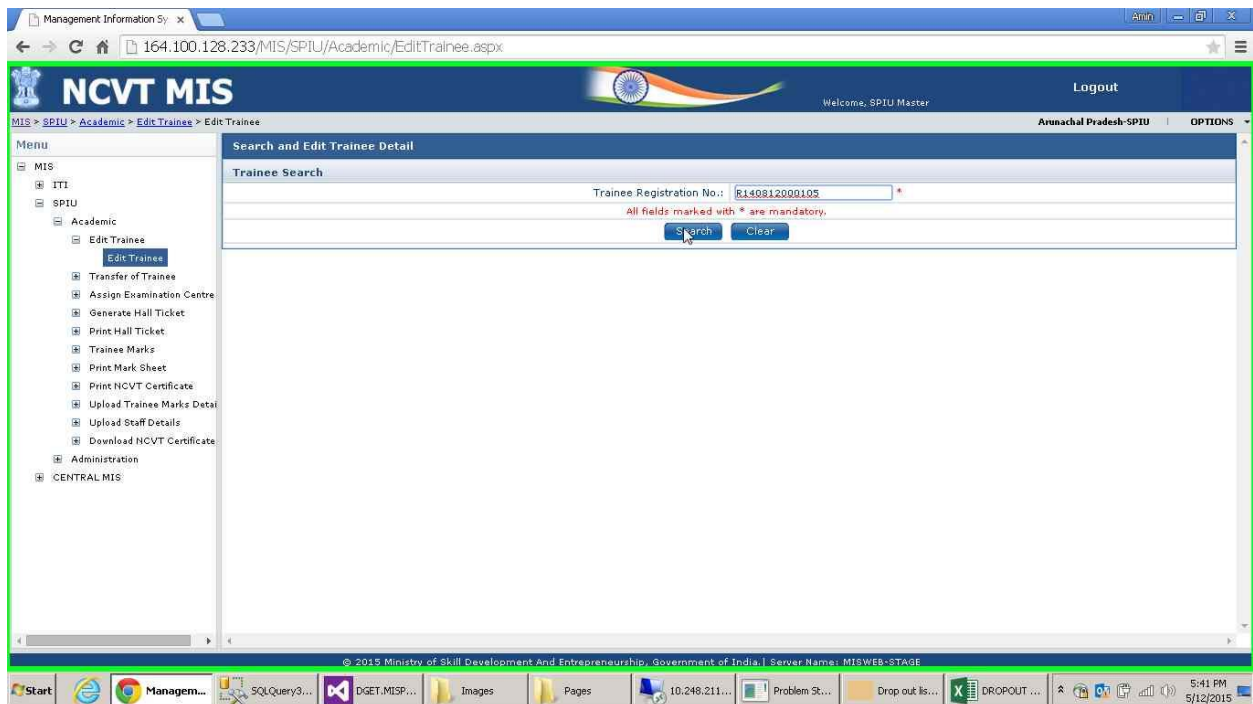
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## Step 6: Enter Trainee Registration Number -



The screenshot shows the NCVT MIS web application interface. The browser address bar displays the URL: 164.100.128.233/MIS/SPIU/Academic/EditTrainee.aspx. The page header includes the NCVT MIS logo, the Indian national flag, and the text "Welcome, SPIU Master". The navigation menu on the left lists various options under "MIS", "ITI", "SPIU", and "Academic". The main content area is titled "Search and Edit Trainee Detail" and contains a "Trainee Search" section. The "Trainee Registration No." field is empty, and the "Search" button is highlighted. A red asterisk indicates that the field is mandatory. The footer of the page shows the copyright information: "© 2015 Ministry of Skill Development And Entrepreneurship, Government of India. Server Name: MISWEB-STAGE".

## Step 7: Click on search button -



The screenshot shows the NCVT MIS web application interface. The browser address bar displays the URL: 164.100.128.233/MIS/SPIU/Academic/EditTrainee.aspx. The page header includes the NCVT MIS logo, the Indian national flag, and the text "Welcome, SPIU Master". The navigation menu on the left lists various options under "MIS", "ITI", "SPIU", and "Academic". The main content area is titled "Search and Edit Trainee Detail" and contains a "Trainee Search" section. The "Trainee Registration No." field is filled with the value "R140812000105", and the "Search" button is highlighted. A red asterisk indicates that the field is mandatory. The footer of the page shows the copyright information: "© 2015 Ministry of Skill Development And Entrepreneurship, Government of India. Server Name: MISWEB-STAGE".

**Step 8:** Trainee details will be displayed as -

The screenshot shows the NCVT MIS web application interface. The browser address bar displays the URL: 164.100.128.233/MIS/SPIU/Academic/EditTrainee.aspx. The page header includes the NCVT MIS logo, the Indian national flag, and a 'Logout' button. The user is identified as 'Welcome, SPIU Master' and the location is 'Anupshah Pradesh-SPIU'. A menu on the left lists various options under 'MIS', 'ITI', 'SPIU', 'Academic', and 'Administration'. The main content area is titled 'Search and Edit Trainee Detail' and is divided into two sections: 'Trainee Search' and 'Trainee Edit'.

**Trainee Search**

Trainee Registration No.: R140812000105  
All fields marked with \* are mandatory.  
[Search] [Clear]

**Trainee Edit**

State Registration No.:	12000003110	ITI Name:	Govt. Industrial Training Institute, Roing
Trainee Registration No.:	R140812000105	Roll No.:	140812000105
Trainee Name:	Nabam Nun *	Trainee Father/Guardian Name:	Nabam Bida *
Trade:	Surveyor *	Shift:	Shift 1 *
Unit:	Unit 2 *	Check to Discharge a Trainee	<input type="checkbox"/> Discharge

[Submit]

**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 -

Management Information System | 164.100.128.233/MIS/SPIU/Academic/EditTrainee.aspx

**NCVT MIS** | Welcome, SPIU Master | Logout | Annachal Pradesh-SPIU | OPTIONS

Menu: MIS > SPIU > Academic > Edit Trainee > Edit Trainee

**Search and Edit Trainee Detail**

**Trainee Search**

Trainee Registration No.: R140812000105  
 All fields marked with \* are mandatory.  
 Search Clear

**Trainee Edit**

State Registration No.:	12000003110	ITI Name:	Govt. Industrial Training Institute, Roing
Trainee Registration No.:	R140812000105	Roll No.:	140812000105
Trainee Name:	Nabam Nun *	Trainee Father/Guardian Name:	Nabam Bida *
Trade:	Surveyor *	Shift:	Shift 1 *
Unit:	Unit 2 *	Check to Discharge a Trainee: <input type="checkbox"/> Discharge	

Submit

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Management Information System | 164.100.128.233/MIS/SPIU/Academic/EditTrainee.aspx

**NCVT MIS** | Welcome, SPIU Master | Logout | Annachal Pradesh-SPIU | OPTIONS

Menu: MIS > SPIU > Academic > Edit Trainee > Edit Trainee

**Search and Edit Trainee Detail**

**Trainee Search**

Trainee Registration No.: R140812000105  
 All fields marked with \* are mandatory.  
 Search Clear

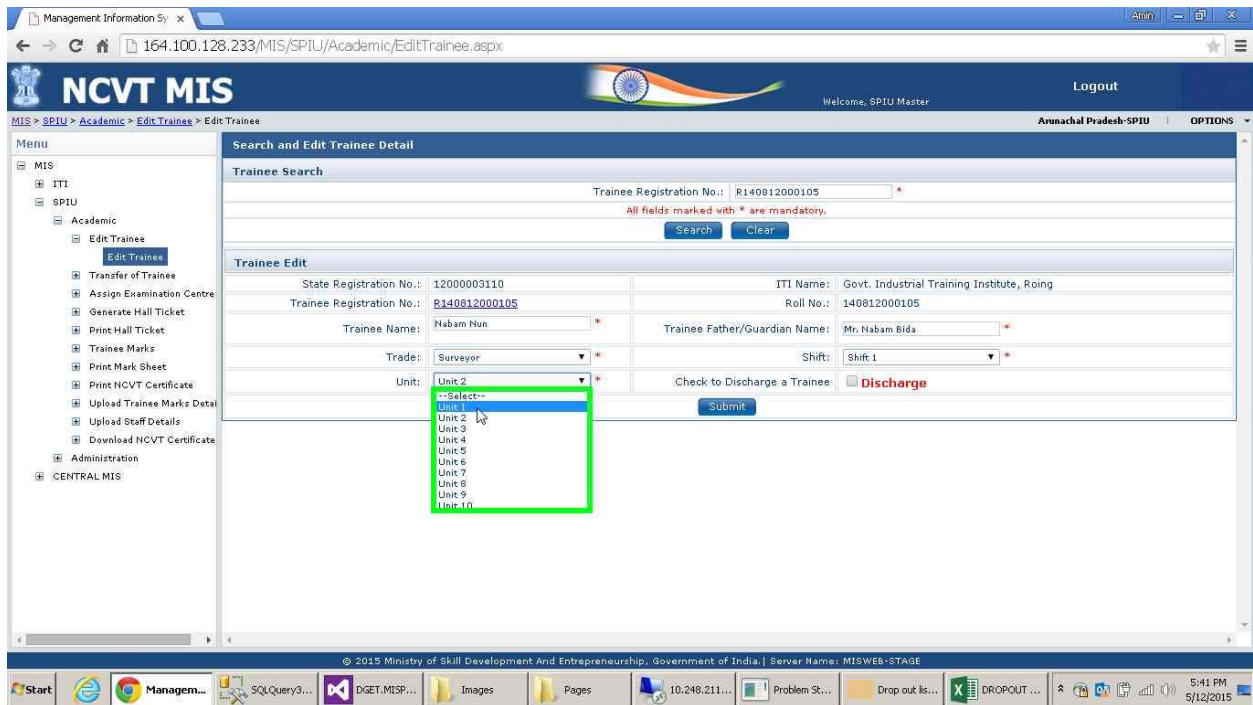
**Trainee Edit**

State Registration No.:	12000003110	ITI Name:	Govt. Industrial Training Institute, Roing
Trainee Registration No.:	R140812000105	Roll No.:	140812000105
Trainee Name:	Nabam Nun *	Trainee Father/Guardian Name:	Mr. Nabam Bida *
Trade:	Surveyor *	Shift:	Shift 1 *
Unit:	Unit 2 *	Check to Discharge a Trainee: <input type="checkbox"/> Discharge	

Submit

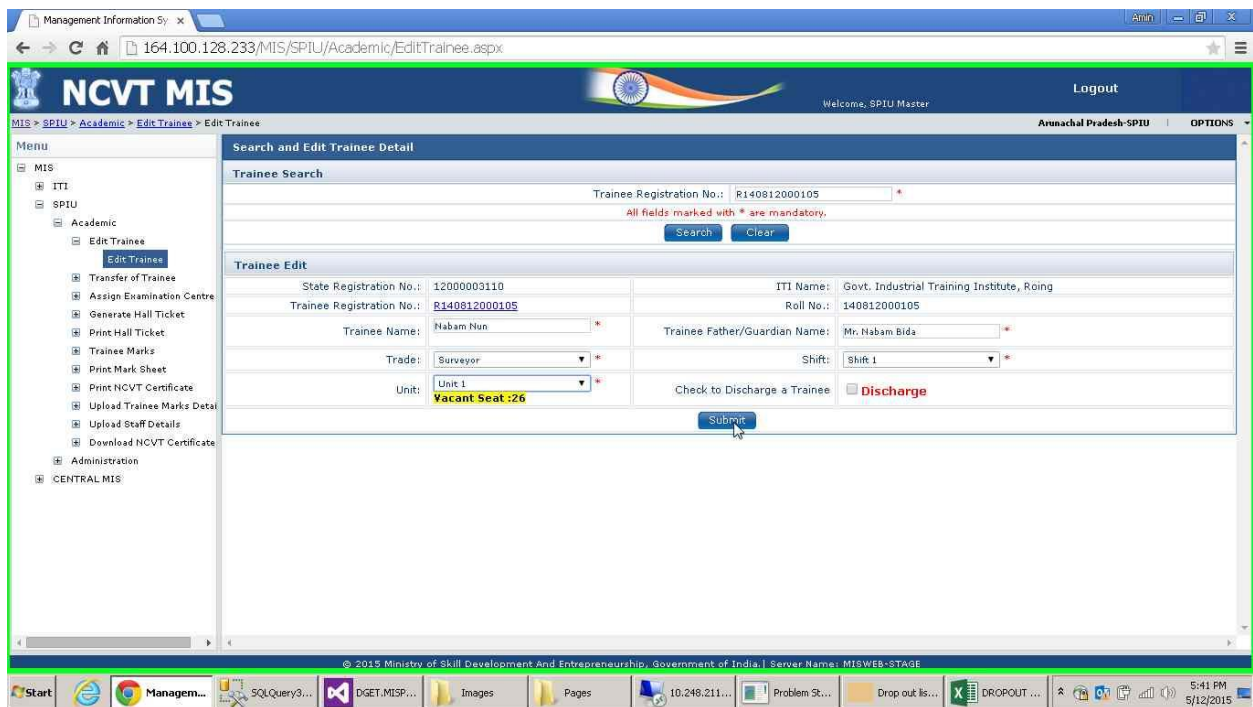
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b) Unit -

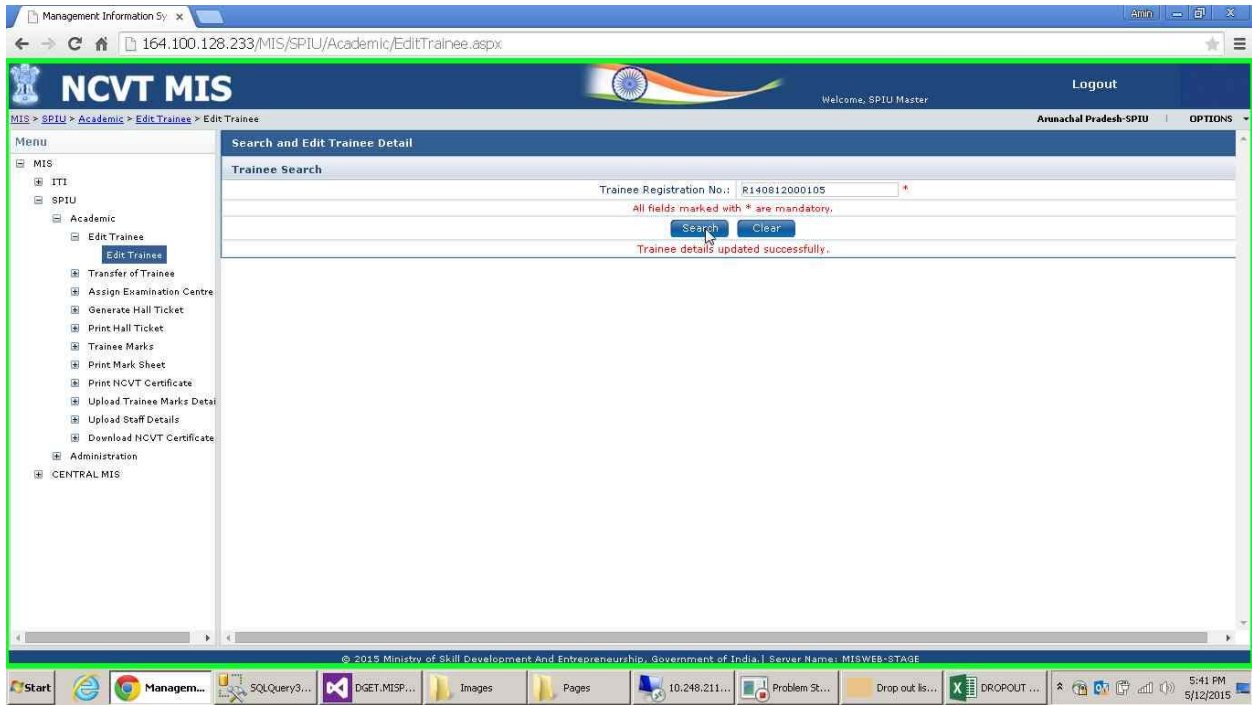


System will check and display vacant seat for selected unit for regular trainee.

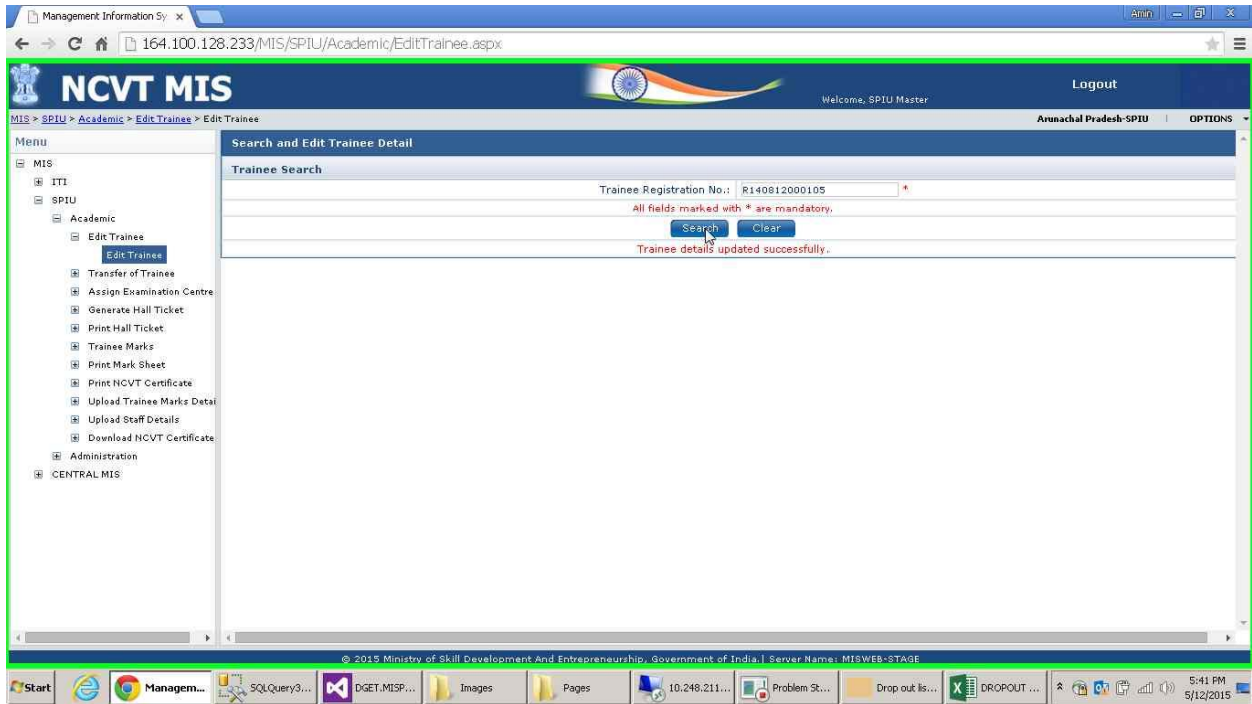
Click on submit button -



A message will be displayed on the screen, if trainee details updated successfully.

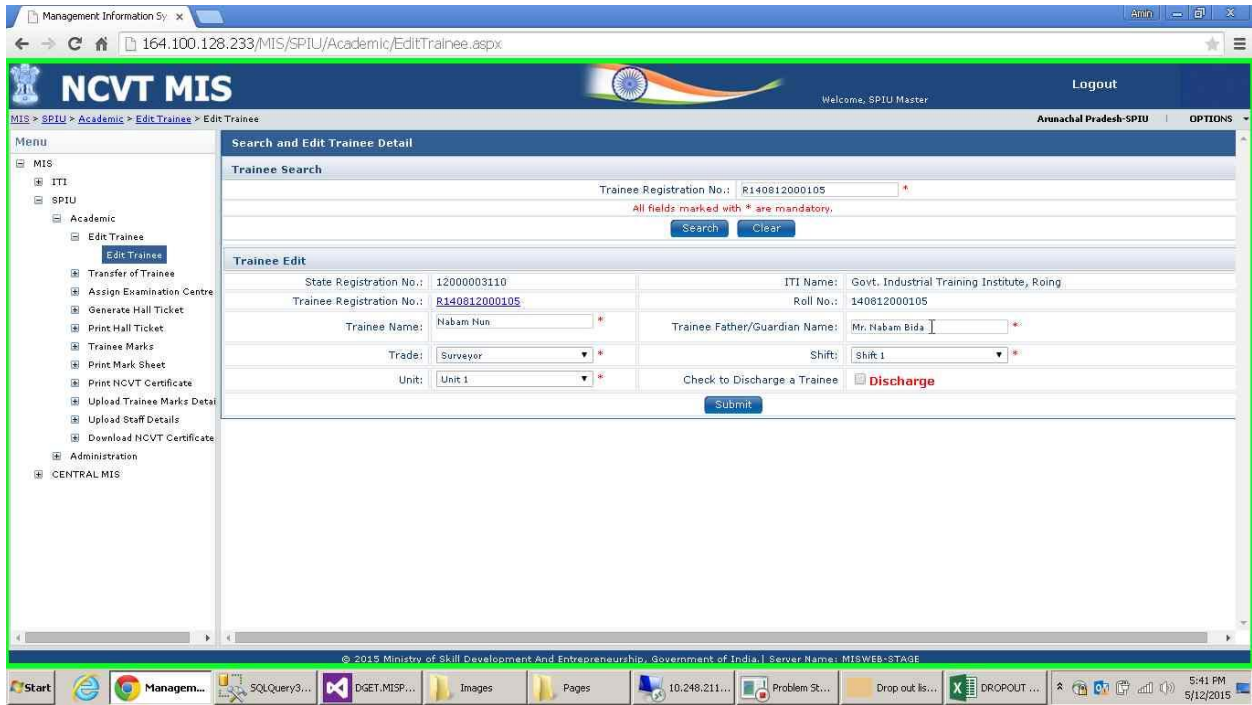


**Step 10:** Click on search button -



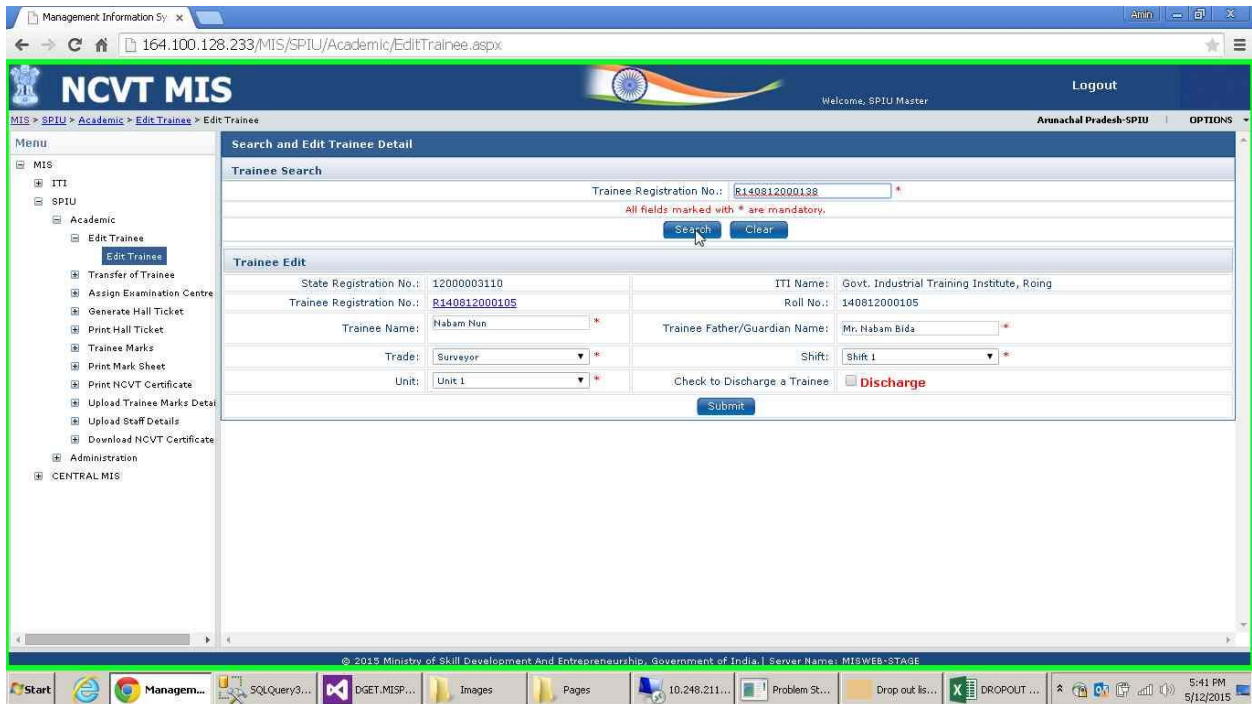
**Step 11:** Updated details of trainee will be displayed.





**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.**

Management Information System | 164.100.128.233/MIS/SPIU/Academic/EditTrainee.aspx

**NCVT MIS** | Welcome, SPIU Master | Logout

MIS > SPIU > Academic > Edit Trainee > Edit Trainee

Arunchal Pradesh-SPIU | OPTIONS

Menu

- MIS
  - ITI
  - SPIU
    - Academic
      - Edit Trainee
        - Edit Trainee**
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        - Print Hall Ticket
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        - Print Mark Sheet
        - Print NCVT Certificate
        - Upload Trainee Marks Detail
        - Upload Staff Details
        - Download NCVT Certificate
      - Administration
    - CENTRAL MIS

**Search and Edit Trainee Detail**

**Trainee Search**

Trainee Registration No.: R140812000138 \*

All fields marked with \* are mandatory.

Search Clear

**Trainee Edit**

State Registration No.:	12000003147	ITI Name:	Govt. Industrial Training Institute, Roing
Trainee Registration No.:	R140812000138	Roll No.:	140812000138
Trainee Name:	Winnyak Tesia *	Trainee Father/Guardian Name:	Hangna Tesia *
Trade:	Mechanic (Motor Vehicle) *	Shift:	Shift 1 *
Unit:	Unit 2 *	Check to Discharge a Trainee	<input type="checkbox"/> Discharge

Submit

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c) Press submit button -

Management Information System | 164.100.128.233/MIS/SPIU/Academic/EditTrainee.aspx

**NCVT MIS** | Welcome, SPIU Master | Logout

MIS > SPIU > Academic > Edit Trainee > Edit Trainee

Arunchal Pradesh-SPIU | OPTIONS

Menu

- MIS
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        - Upload Trainee Marks Detail
        - Upload Staff Details
        - Download NCVT Certificate
      - Administration
    - CENTRAL MIS

**Search and Edit Trainee Detail**

**Trainee Search**

Trainee Registration No.: R140812000138 \*

All fields marked with \* are mandatory.

Search Clear

**Trainee Edit**

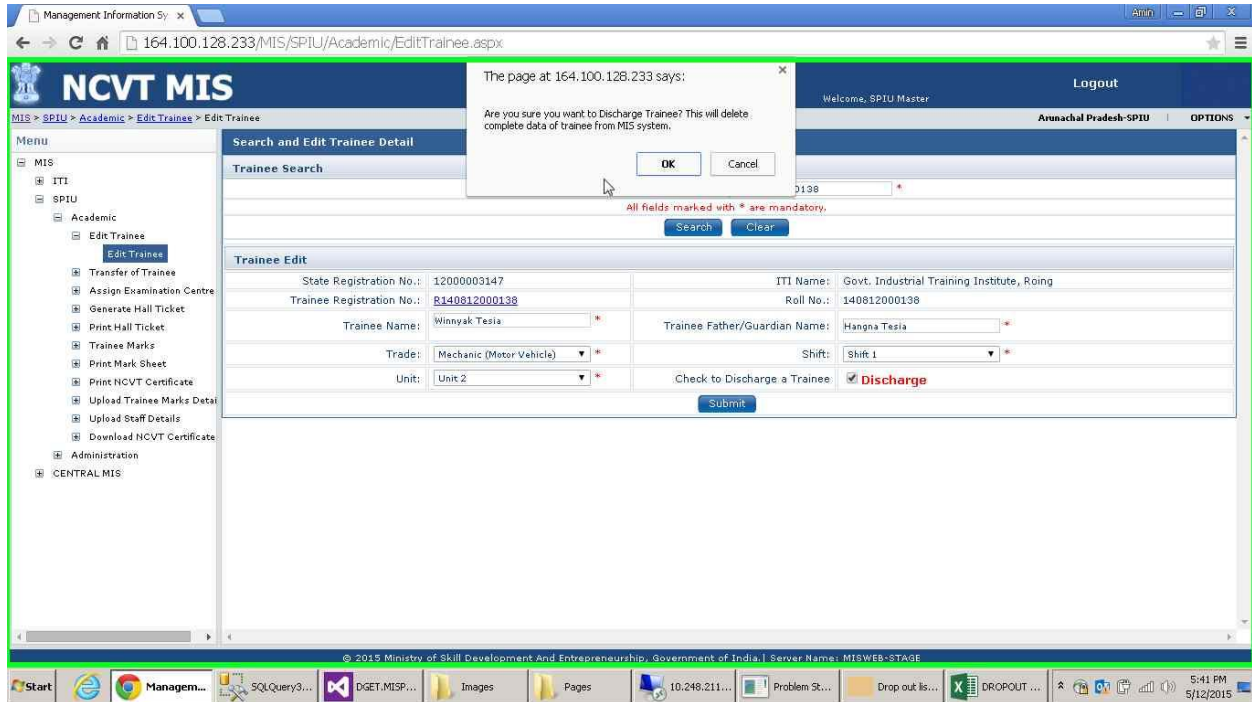
State Registration No.:	12000003147	ITI Name:	Govt. Industrial Training Institute, Roing
Trainee Registration No.:	R140812000138	Roll No.:	140812000138
Trainee Name:	Winnyak Tesia *	Trainee Father/Guardian Name:	Hangna Tesia *
Trade:	Mechanic (Motor Vehicle) *	Shift:	Shift 1 *
Unit:	Unit 2 *	Check to Discharge a Trainee	<input checked="" type="checkbox"/> Discharge

Submit

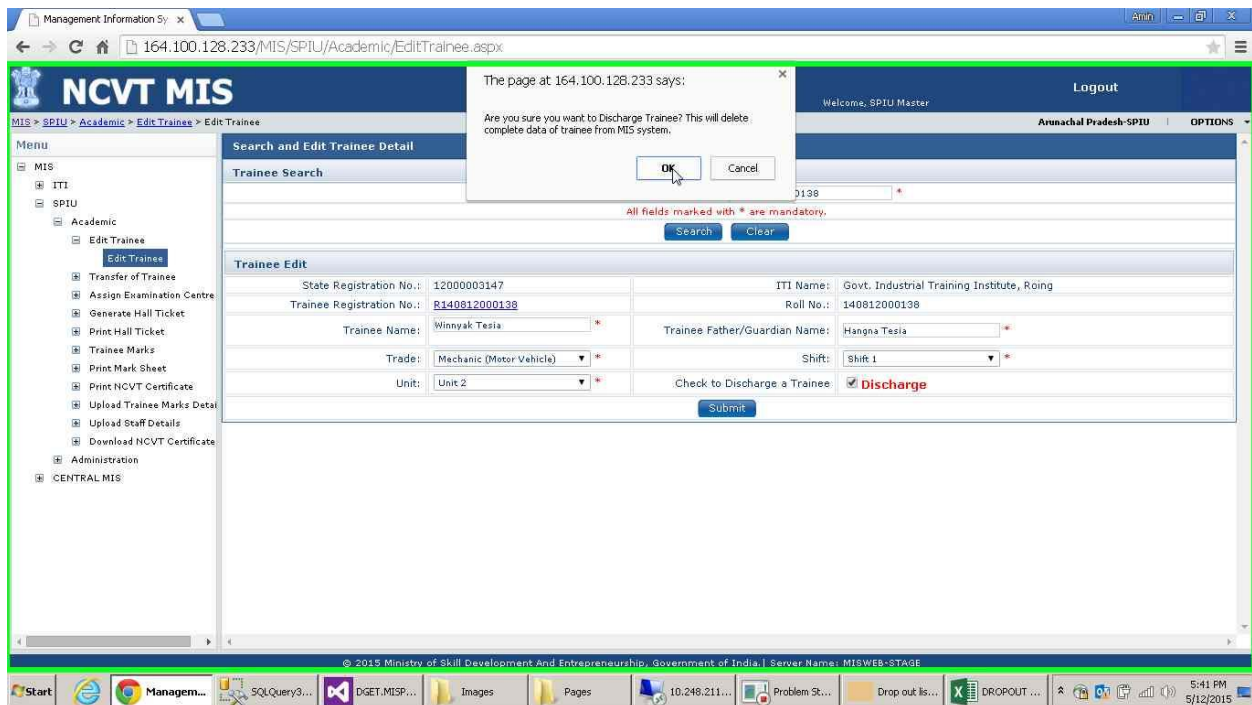
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Start | Managem... | SQLQuery3... | DGET.MISP... | Images | Pages | 10.248.211... | Problem St... | Drop out is... | DROPOUT... | 5:41 PM 5/12/2015

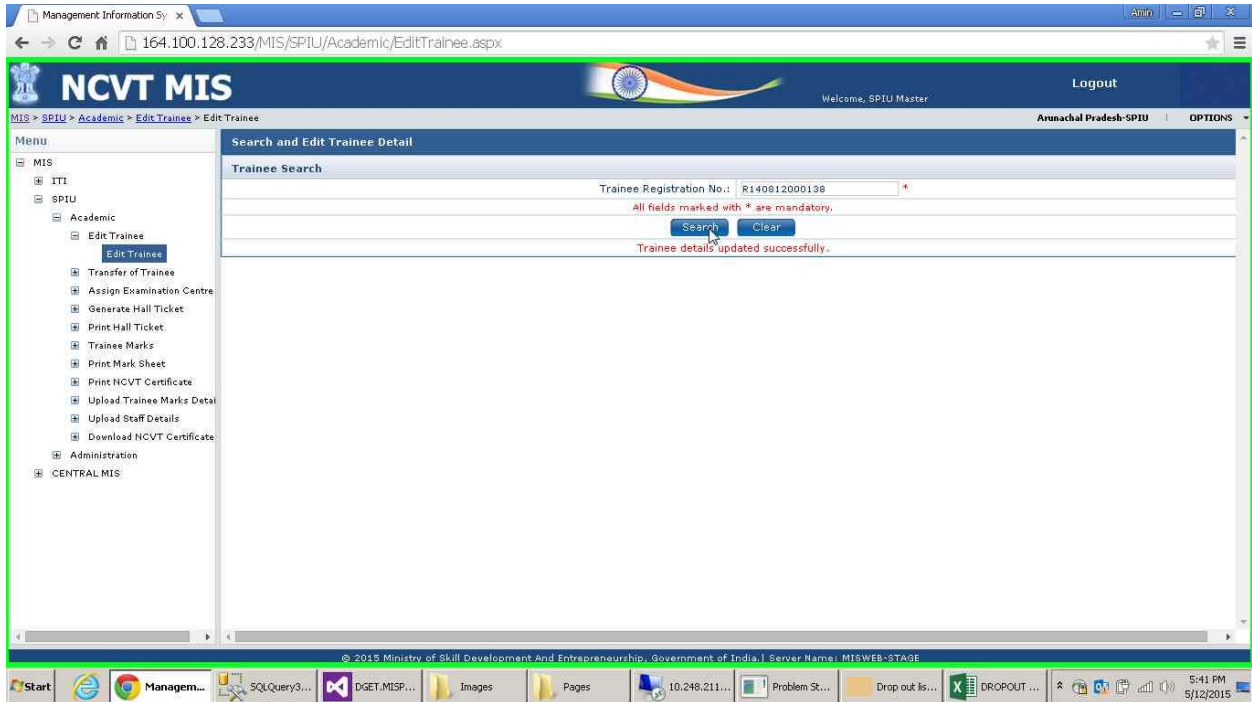
- d) A confirmation pop-up will be displayed with message – “Are you sure want to discharge trainee? This will delete complete data of trainee from MIS system.”



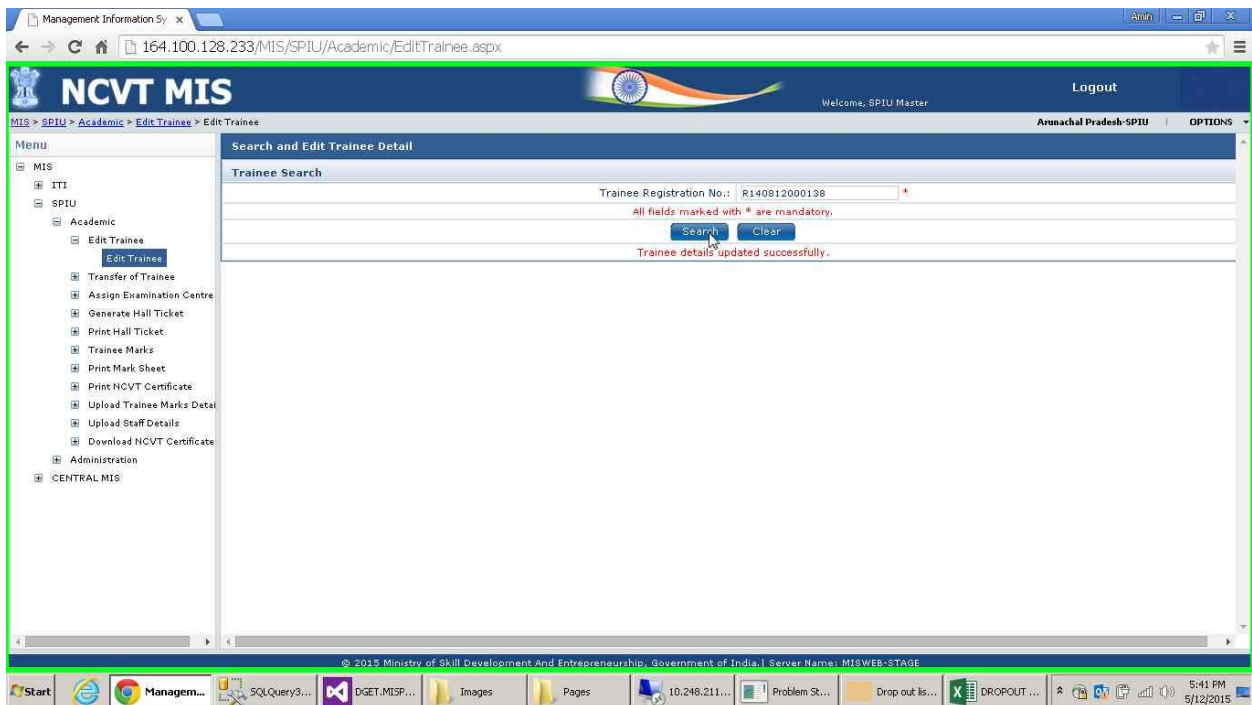
- e) Click Ok button on confirmation pop-up to discharge trainee–



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.

The screenshot displays the NCVT MIS web application interface. The browser address bar shows the URL: 164.100.128.233/MIS/SPIU/Academic/EditTrainee.aspx. The application header includes the NCVT logo, the text "NCVT MIS", a welcome message "Welcome, SPIU Master", and a "Logout" link. The breadcrumb trail is "MIS > SPIU > Academic > Edit Trainee > Edit Trainee".

The main content area is titled "Search and Edit Trainee Detail". It features a "Trainee Search" section with a text input field containing "R140812000138" and a red asterisk indicating a mandatory field. Below the input field, a message states "All fields marked with \* are mandatory." There are "Search" and "Clear" buttons. The search results area is empty, and a message at the bottom of the results area reads "Trainee Detail Not Found or inaccessible."

The left sidebar contains a "Menu" with the following items: MIS, ITI, SPIU, Academic, Edit Trainee (highlighted), Edit Trainee (sub-item), Transfer of Trainee, Assign Examination Centre, Generate Hall Ticket, Print Hall Ticket, Trainee Marks, Print Mark Sheet, Print NCVT Certificate, Upload Trainee Marks Detail, Upload Staff Details, Download NCVT Certificate, Administration, and CENTRAL MIS.

The footer of the application displays the copyright notice: "© 2015 Ministry of Skill Development And Entrepreneurship, Government of India. | Server Name: MISWEB-STAGE". The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the date and time: 5:41 PM, 5/12/2015.