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 -

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Step 2: Go to Menu & click on MIS -> SPIU

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Step 3: Click on Academic -

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Step 4: Click on Edit Trainee -> Edit Trainee

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Step 5: Edit Trainee Page will be displayed -

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Step 6: Enter Trainee Registration Number -

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Step 7: Click on search button -

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Step 8: Trainee details will be displayed as -

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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 -

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

Click on submit button -

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

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Step 10: Click on search button -

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Step 11: Updated details of trainee will be displayed.

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Step 12: To discharge trainee –

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

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b) Trainee details will be displayed. Click on discharge checkbox to discharge the trainee.

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🗄 Generate Hall Ticket	Trainee Name:	Winnyak Tesia *	Trainee Father/Guardian Name:	Hangna Tesia	
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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."

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

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f) A message "Trainee details updated successfully." will be displayed on successful completion-

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Step 13: Click on search button –

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Step 14: As, trainee has been discharged, Trainee details not found or inaccessible" message will be displayed.

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