Indian Red Cross Society

Haryana State Branch

User Manual

Professional First Aid Training for Industries

VERSION: 1.0

Jan 2020

Table of Contents

1.	Intr	roduction	3
1.	.1	Purpose	3
1.	.2	Important Points	3
2.	Nev	w Registration	4
3.	Ap	plicant Login	7
4.	Das	shboard (Declare Trained Employees)	8
5.	Das	shboard (Add Employee Details)1	0

1. Introduction

1.1 Purpose

The purpose of this User Manual is to help user to guide how to register for Professional first aid training for Industries.

1.2 Important Points

The URL to be used http://haryanaredcross.in/

2. New Registration

1. The applicant will access the online training portal (http://haryanaredcross.in) for onetime registration, where Training coordinator will click on Industry Registration for first aid training link as shown in below mention picture.



For registration click on the "Register Online" button.



2. After clicking the tab of "Register online" the next page will appear where candidate has to submit form after filling the form with all necessary details as shown below.

	ration Form For Industry							
Industry Infromation								
Name of Industry (As display on the PAN Card)*								
PAN Card Number*								
Industry Address								
Address/Locality* :	City/Town/Village :							
Tehsil/Post Office :	District* :Select							
State" : Haryana	PinCode* :							
Contact Person Details								
Training Coordinator* :	Designation* :							
Mobile No :	Email ID ² :							
Number of Employees								
First Aid Professional training to 30% of the total er	mployees (including Regular, Contractual, Out Source, Daily Wages or by any other mode							
for Both Security Guards and other Employees) for	every Industry and 100% Security Guards has been mandatory in the State of Haryana							
	* All fields of this section are mandatory							
Regular Contractual	Out Source Daily Wages Total No. of Employees Already Trained with valid Certificate							
than Security Guard	0 0 Auto 0							
	Nucleo Company							
GET NO	GET NO. OF EMPLOYEES REQUIRED TRAINING							
Choose Password								
Choose Password	Password must be between 8 to 20 character length, must contain at least one number, one uppercase letter and one lowercase letter.							
Choose Password Password* :	Password must be between 8 to 20 character length, must contain at least one number, one uppercase letter and one lowercase letter.							
Choose Password Password* :	Password must be between 8 to 20 character length, must contain at least one number, one uppercase letter and one lowercase letter. Confirm Password* :							
Choose Password Password* :	Password must be between 8 to 20 character length, must contain at least one number, one uppercase letter and one lowercase letter. Confirm Password* :							
Choose Password Password* :	Password must be between 8 to 20 character length, must contain at least one number, one uppercase letter and one lowercase letter. Confirm Password* :							
Choose Password Password* : Security Code Enter Security Code	Password must be between 8 to 20 character length, must contain at least one number, one uppercase letter and one lowercase letter. Confirm Password* : 025675							
Choose Password Password* : Security Code Enter Security Code	Password must be between 8 to 20 character length, must contain at least one number, one uppercase letter and one lowercase letter. Confirm Password* : 025675 *:							
Choose Password Password* : Security Code Enter Security Code I hereby declare that the information give	Password must be between 8 to 20 character length, must contain at least one number, one uppercase letter and one lowercase letter. Confirm Password* :							
Choose Password Password* : Security Code I hereby declare that the information give	Password must be between 8 to 20 character length, must contain at least one number, one uppercase letter and one lowercase letter. Confirm Password* :							

Figure 2: Registration Form

3. After entering the count of employee, click on "Get No. of Employees required for training" button as displayed below: -

				Valid Certificat	should not be more than 3 years old. Il fields of this section are mandatory.	
	Regular	Contractual	Out Source	Daily Wages	Total	No. of Employees Already Trained with valid Certificate
Employees (other than Security Guard)	10	4	0	0	14	0
Security Guards	2	0	0	0	2	1
		GET	NO. OF EMPLOYEES	REQUIRED TRAINING		

4. System will display count of employees which should be required for first aid training.

	Regular	Contractual	Out Source	Daily Wages	Total	No. of Employees Already Trained with valid Certificate
Employees (other than Security Guard)	10	2	0	0	12	2
Security Guards	5	0	0	0	5	1
Number	of Employees Re Numl	quired For Training per of Security Gua	Employees: 6 irity Guard): 0 r Training: 4 Total: 4			

5. After filling the registration form the next page will appear in which applicant registration number will be displayed and SMS will be trigged on the registered number to user.



3. Applicant Login

1. After Successful registration user will click on "**Applicant login screen**" as displayed below: -



2. A login screen will display where applicant can login through entering username and password received on their Mobile through SMS.

Home				
	Industries	s can Login from H	lere	
	User ID * :			
	Password * :			
Ent	er Security Code * :			
	Security Code :	093325	C2	
	1	LOGIN		
		LOOIN		

4. Dashboard (Declare Trained Employees)

1. After login, Applicant dashboard will be open with multiple options on the left side where applicant has to declare information of Already trained employees.

		Industry Dash	board					
Industry Details	Declar	e Your Already 1	Trained Employ	ree				
Declare Trained Emp.	Kindly enter the details of already Trained employees before moving further.							
	Employee Category	Already Trained	Total Declared	Pending Employees				
Add Employees	Employees (other than SG)	2	0	2				
Add Employees	Security Guards (SG)	1	0	1				
	Add Trained Employee		Employee Name #					
	Employee TypeSelect	•	Employee Marile					
	Father Name * :		Date Of Birth * :					
	Date Of Training * :		Training Center *	:				
	Certificate Number * :		Training Provider *					
		Click on "Add	d Employee" button t * All YEE	to add details of multiple employe fields of this section are mandate				

2. After adding the information click on "Add employee" button. Records will be displayed in the grid as displayed below. Do until the count of pending employees goes to "0".

Declare Your Already Trained Employee					
Kindly enter the details of already Trained employees before moving further.					
Employee Category	Already Trained	Total Declared	Pending Employees		
Employees (other than SG)	2	2	0		
Security Guards (SG)	1	1	0		

3. Applicant can edit count of number of employees once by clicking on the "Edit count" button as displayed below, after that industry have to contact hepldesk support team: -

Industry Dashboard							
Industry Details	Declare Your Already Trained Employee						
Declare Trained Emp.	Kindly enter the details of already Trained employees before moving further.						
	Employee Category	Already Trained	Total Declared	Pending Employees			
	Employees (other than SG)	2	2	0			
Add Employees	Security Guards (SG)	1	1	0			
	Add Trained Employee			Edit Count			
	Employee Type * :Select	~	Employee Name * :				

4. Below mentioned screen will appear where applicant can update count and then click on "Update" button to update the same.

			Edi	t Employe	ee Count				
Declare Trained Emp.	Number of Employees								
				Valid Certific	ate : Date of iss	ue should not	be more than 3 years old.		
Add Employees		* All fields of this section are mandator							
Add Employees		Regular	Contractual	Out Source	Daily Wages	Total	No. of Employees Already Trained with valid Certificate		
	Employees (other than Security Guard)	10	2	0	0	12	2		
	Security Guards	5	0	0	0	5	1		
	Security Guards 5 0 0 0 5 1 RESET 30% of Total Employees : 6 No. of Employees Required Training (other than Security Guard) : 0 No. of Security Guards Required Training : 4 Total : 4								

5. Dashboard (Add Employee Details)

1. Click on "Add employee" link to add the details of employee for first aid training.

					0
		Industry Dash	board		
Industry Details					
	Declare	e Your Already 1	rained Employ	ee	
Declare Trained Emp.	Kindly enter the deta	ails of already Trained	employees before m	oving further.	
	Employee Category	Already Trained	Total Declared	Pending Employees	
	Employees (other than SG)	2	2	0	
Add Employees	Security Guards (SG)	1	1	0	
				Edit Count	
	Add Trained Employee				
	Employee Type * :Select	~	Employee Name * :		
	Father Name * .		Data of Pirth * .		

2. On clicking on the "Add employee" below mentioned screen will appear to add details of employees.

Industry Dashboard						
	Register Your	Employee D)etails For Tran	ing One By O	ne	
Add Employee For Tra	ining					
	Called					
Employee Type * : Father Name * :	Select	~	Employee Na Date Of B	ame * :		
Gender * :	Select	~	Mobile	No. * :		
Emai-Id :						
If you want to add De	tails through Excel <u>Clic</u>	<u>:k here</u>				
		Click o	n "Add Employee" bu	utton to add detail * All fields of th	ls of multiple employees. iis section are mandatory.	
		ADD	EMPLOYEE			

3. After Adding detail click on "Add employee" button.

Register Your Employ	ee Details For Traning O	ne By One						
ing								
Security Gaurd	Employee Name * :	SS						
bb	Date Of Birth * :	03/01/2007						
Male 🗸	Mobile No. * :	9815948626						
ils through Excel <u>Click here</u>								
Click on "Add Employee" button to add details of multiple employees.								
* All fields of this section are mandator								
	Register Your Employ	Register Your Employee Details For Traning O ing Security Gaurd Employee Name * : Date Of Birth * : Mobile No. * : ils through Excel Click here Click on "Add Employee" button to * All ADD EMPLOYEE						

4. After clicking on the "Add employee" button record added in the list as displayed below.

Register Your Employee Details For Traning One By One							
Add Employee For Tra	ining	-					
Employee Type * :	Select	~	Employ	yee Name	*:		
Father Name * :			Dat	e Of Birth	*:		
Gender * :	Select	~	л	Mobile No.	*:		
Emai-Id :							
f you want to add De	tails through Ex	cel <u>Click here</u>					
		Cli	ck on "Add Employ	ee" butto	n to add detail	s of multiple	employees.
		_		↑ 	· All fields of th	is section are	e mandatory.
			ADD EMPLOYEE				
SNo. Employ	ee Name	Father's Name	DOB	Gender	Mobile_No	Emp. Type	Delete

5. Applicant can have option to add list of employee through excel. Applicant click on the link "Click here"

	Register Your Emplo	yee Details For Traning One	e By One
Add Employee For Trair	ing		
Employee Type * :	Select ~	Employee Name * :	
Father Name * :		Date Of Birth * :	
Gender * :	Select ~	Mobile No. * :	
Emai-Id :			
f you want to add Deta	ails through Excel <u>Click here</u>		
		Click on "Add Employee" button to a	ld details of multiple employees Ids of this section are mandato
		ADD EMPLOYEE	

6. Below mentioned screen will appear, First read the instructions by clicking on the link "click here" then applicant will click on the "Download Excel file Format" to download the file.

	. KANAN	
	DOWNLO	AD EXCEL FILE FORMAT
	Click Here To know how to	o upload employee details from Excel
Upload Excel Data		
		Note: Please upload a File with extension: xls, xlsx
	Browse No file selected.	UPLOAD EXCEL DATA

7. After opening excel below screen will appear.

日 5 · · · · · ExcelFormat-4 [Read-Only] - Excel 면									A –		
F	ile Home	Insert Page I	Layout Formu	las Data I	Review Vie	w Developer					Sign i
Pa	Lipboard	Calibri B I U	• 11 • /		■ ≫ - • = • = Alignme	Wrap Text	- Text - \$ - % > 5.00 r₄ Number	▼ .00 Cor →.0 Forr	Inditional Format as Cell matting * Table * Styles * Styles Cells	Format	Sort & Find & F* Filter * Select * Editing
F1	0 - :	×	6e								
	А	В	c	D	E	F	G	н	1	L J	к
1	Employee_Name	Father_Name	DOB	Gender	Mobile_No	Email_id	Employee_Type		· · · · ·		
2											
3											
4									*Please refer sheet2 for Sample data		
5									SG = Security Guard		
6									Emp = Other than Security Guard		
7											
8									Field For	rmat	
9									Field Name	Туре	Maximum Length
10									Employee_Name	Alphabet	30
11									Father_Name	Alphabet	30
12									DOB	(dd/MM/yyyy)	NA
13									Gender	male/female/0	NA
14									Mobile_No	interger	10
15									Email_id	varchar(50)	50
16									Employee_Type	SG OR EMP	NA
17											

8. Applicant will enter the records in the excel in prescribed format.

Pa	ste Clipboard	Calibri B I U	• 11 •) • 🗄 • 🕭 • Font		E ≫ - E E = = E Alignme	Wrap Text	Text \$ - % > 50 Number	▼ Cor Forr	nditional Format as Cell matting - Table - Styles - Styles Cells	Format	Sort & Find & Filter Y Select Editing
E	1 -	× √ f:	x								
1	A	В	С	D	E	F	G	н	1	J	К
1	Employee_Name	Father_Name	DOB	Gender	Mobile_No	Email_id	Employee_Type				
2	sunil bansal	Rahul Bajaj	01/04/1988	Male	9816546872		EMP				
3	Vinod Kumar	Vansh Mehra	01/04/1989	Male	9816546953		EMP				
4	Aman Sharma	Rajesh Kumar	01/04/1990	Male	9816946818		EMP		*Please refer sheet2 for Sample data		
5	Ankush Jain	Pawan Singla	01/04/1991	Male	9816567654		EMP		SG = Security Guard		
6	Deepika Goyal	Mukesh Kuma	01/04/1992	Female	9816546872		EMP		Emp = Other than Security Guard		
7	Ankush Singla	BS Bansal	01/04/1993	Male	9816546872		EMP				
8	Atiksh Bansal	Sunil bansal	01/04/1994	Male	9817845679		SG		Field Fo	rmat	
9									Field Name	Туре	Maximum Length
10									Employee_Name	Alphabet	30
11									Father_Name	Alphabet	30
12									DOB	(dd/MM/yyyy)	NA
13									Gender	male/female/	NA
14									Mobile_No	interger	10
15									Email_id	varchar(50)	50
16									Employee_Type	SG OR EMP	NA
17											

9. Applicant Save the excel sheet and then click on browse button to upload excel as displayed below.

	Industry Dashboard					
Industry Details	$= -A \times A $					
Declare Trained Emp.	DOWNLOAD EXCEL FILE FORMAT Click Here To know how to upload employee details from Excel					
Add Employees	Upload Excel Data Note: Please upload a File with extension: xls, xlsx					
Pay & Submit Request	Browse Vo file selected. UPLOAD EXCEL DATA					
Download Certificate						

10. Click on "Upload Excel sheet Button".

	DOWNLOAD EXCEL FILE FORMAT
	Click Here To know how to upload employee details from Excel
Upload Excel Data	
	Note: Please upload a File with extension: xls, xlsx
	Browse Copy of ExcelFormat-4.xlsx UPLOAD EXCEL DATA

11. After successfully uploading the excel records reflected in the grid where applicant will click on" Submit" button to add the records.

DOWNLOAD EXCEL FILE FORMAT Click Here To know how to upload employee details from Excel Upload Excel Data								
	Browse	No file selected.	UPLOAE	Note: Ple	ase upload a Fil	e with extension	on: xls, xlsx	
SNo.	Employee Name	Father's Name	DOB	Gender	Mobile_No	Emp. Type	Delete	
1	Sunil bansa Safedot	fghf yfyf gyj gyj	23/02/1923	Male	9815948626	SG	X	
SUBMIT								

12. "Data uploaded successfully" message will be displayed as displayed below. After that you have pay fee for which link will be enabled very soon.

+	Indian Red Cross Society & St.John Ambulance (India) Haryana state branch						
	Data Uploaded Successfully.	<u>Logout</u>					
Industry Details							
Declare Trained Emp.	DOWNLOAD EXCEL FILE FORMAT						
Add Employees	Upload Excel Data Note: Please upload a Fil	e with extension: xls, xlsx					