

Title: How to add the Remark List

Description:

Step 1: Go to the Dashboard and click on My Programme.

The screenshot shows the CISTReC 2.0 web application. The top navigation bar includes the logo, user information (Creating (Demo) KENSHIN GAN Logout), and a menu (HOME, PROGRAMME, DASHBOARD, EVENT, E-TUTORIALS, CONTACT US, ABOUT US). The main header is 'My Programme'. The left sidebar menu lists: Dashboard, Announcement, Profile, Programme Market, My Programme, Administration, Library, ERP Management, Associate List, and Evaluation Setup. The main content area has tabs for 'My Programme' and 'Programme Log'. Under 'My Programme', there is an 'ADD' button and three program cards. Each card shows the program name, a brief description, the owner (Demo KENSHIN GAN), and the field.

Program Name	Description	Owner	Field
CISTReC Operation Manual	For the learner to learn how to use the ...	Demo KENSHIN GAN	CISTReC Manual
Sales Tactics Level 1	This module helps learner to understand ...	Demo KENSHIN GAN	Skill Training On Web 2.0
SCIENCE	A DEPTH KNOWLEDGE OF SCIENCE THAT TEACHE...	Demo KENSHIN GAN	SCIENCE

Step 2: Choose one of the programme and choose the Group List. Click on the Action button.

The screenshot shows the 'Programme Details' page. The top navigation bar is the same as the previous page. The main header is 'Programme Details'. The left sidebar menu is the same. The main content area has tabs for 'Profile', 'Learning Block', 'Tracing Block', 'Group', and 'Evaluation Summary'. The 'Group' tab is selected. Below the tabs is a 'Group List' table with columns: #, Group Name, Period, and Action. There is one row with the group name 'CISTReC Group' and period '2015-05-08 To 2016-05-08'. An 'Action' button is visible next to the entry. Below the table is an 'EDIT' button. At the bottom of the page is a 'BACK' button.

#	Group Name	Period	Action
1	CISTReC Group	2015-05-08 To 2016-05-08	

Step 3: After click on the Action button, you will see the Group Details. Choose the Candidate List tab. Click on the Action button to add the Remark List.



Creating (Demo) KENSHIN GAN Logout

HOME PROGRAMME DASHBOARD EVENT E-TUTORIALS CONTACT US ABOUT US

Group Profile

Menu

- > Dashboard
- > Announcement
- > Profile
- > Programme Market
- > My Programme
- > Administration
- > Library
- > ERP Management
- > Associate List
- > Evaluation Setup

Group Details Candidate List Evaluation Progress Management Attendance

#	Student Name	Enrolled Date	Action
1	KENSHIN GAN	2015-05-08 10:10:41	

Step 4: Now, click on the ADD to add a new remark and click on SUBMIT after done.



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HOME PROGRAMME DASHBOARD EVENT E-TUTORIALS CONTACT US ABOUT US

Remark List

Menu

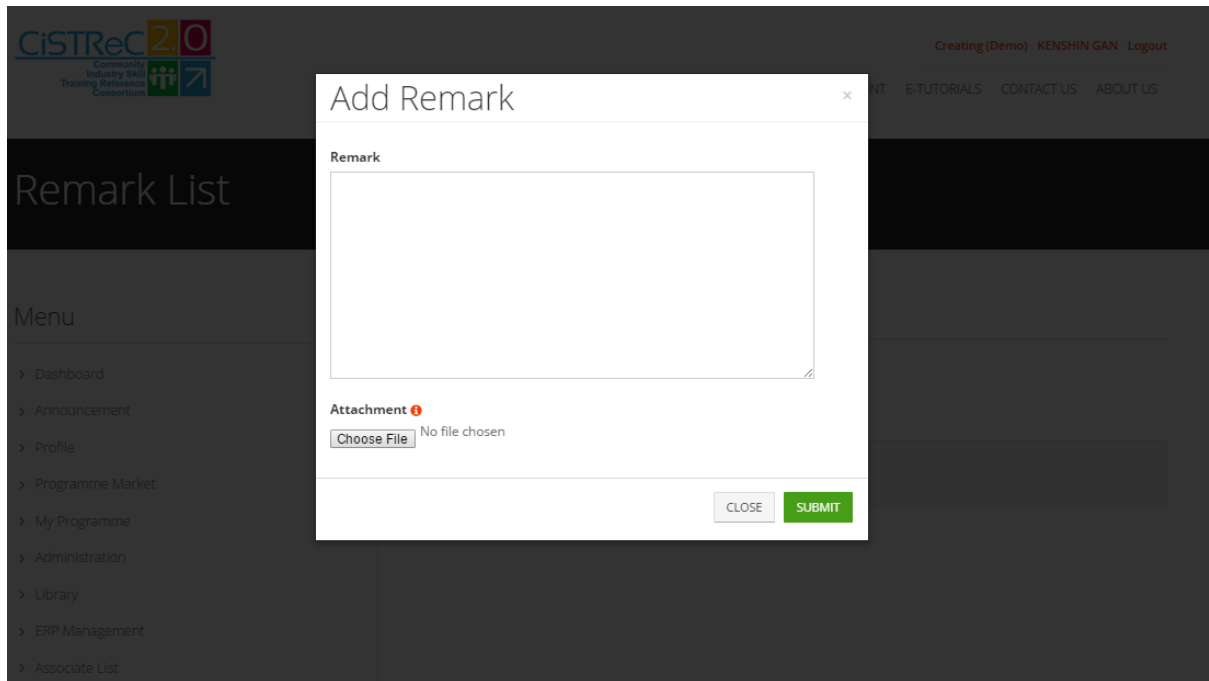
- > Dashboard
- > Announcement
- > Profile
- > Programme Market
- > My Programme
- > Administration
- > Library
- > ERP Management
- > Associate List
- > Evaluation Setup

KENSHIN GAN

ADD

No Remark Found

BACK



Step 6: Click on the Add button to track the attendance.

