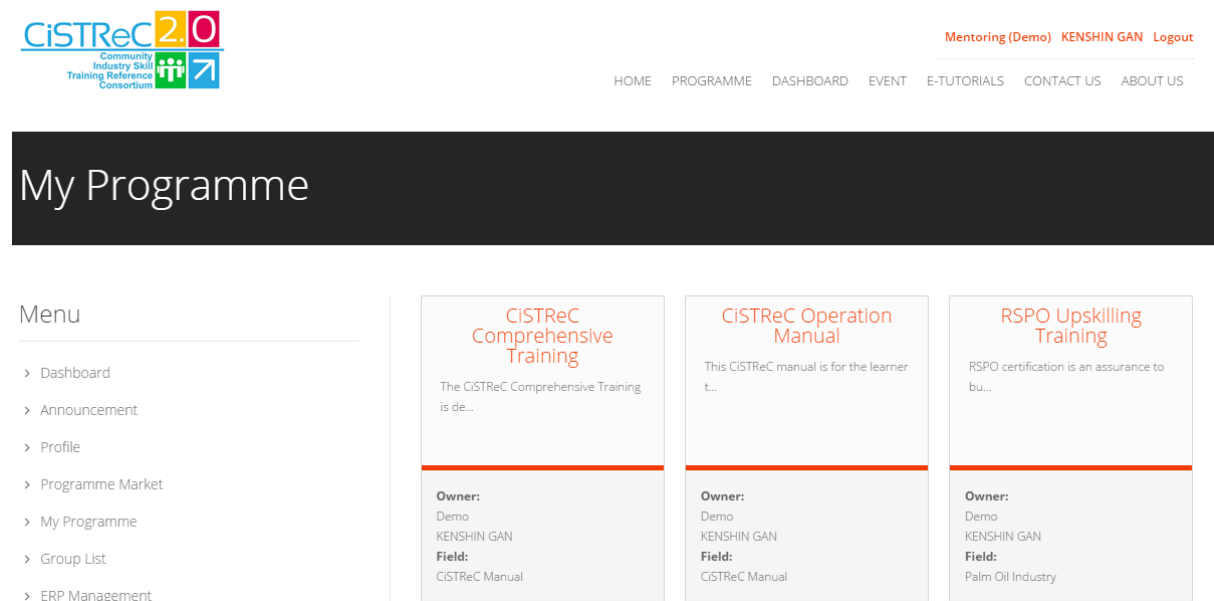


Title: How to add the Attendance (Mentoring)

Description:

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



**CiSTReC 2.0**  
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Mentoring (Demo) KENSHIN GAN Logout

HOME PROGRAMME DASHBOARD EVENT E-TUTORIALS CONTACT US ABOUT US

## My Programme

Menu

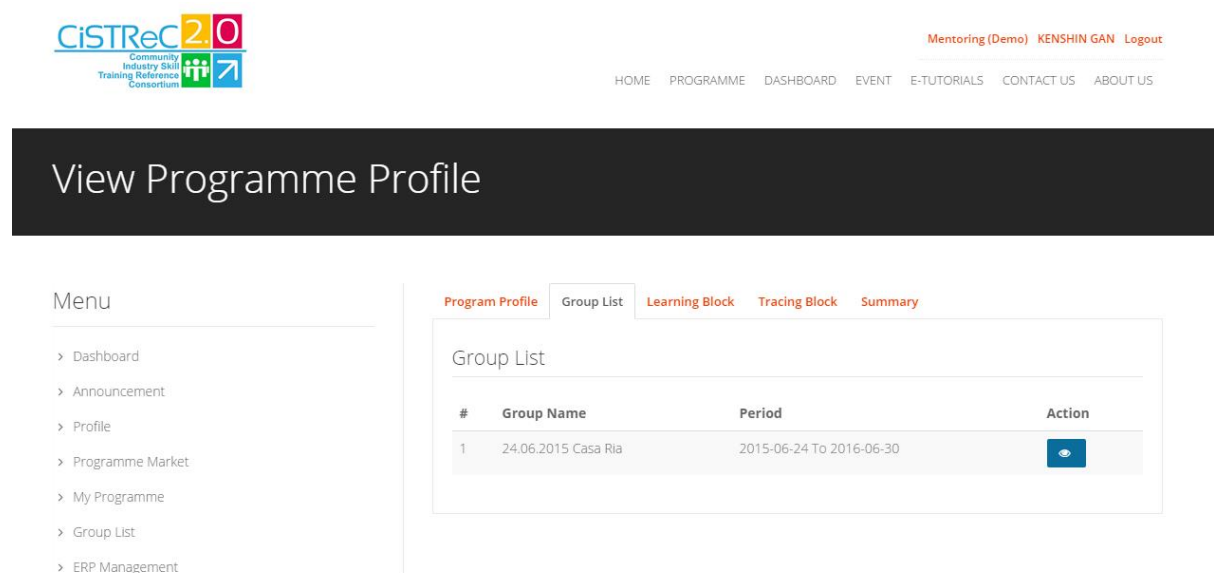
- > Dashboard
- > Announcement
- > Profile
- > Programme Market
- > My Programme
- > Group List
- > ERP Management

**CiSTReC Comprehensive Training**  
The CiSTReC Comprehensive Training is de...  
**Owner:**  
Demo  
KENSHIN GAN  
**Field:**  
CiSTReC Manual

**CiSTReC Operation Manual**  
This CiSTReC manual is for the learner t...  
**Owner:**  
Demo  
KENSHIN GAN  
**Field:**  
CiSTReC Manual

**RSPO Upskilling Training**  
RSPO certification is an assurance to bu...  
**Owner:**  
Demo  
KENSHIN GAN  
**Field:**  
Palm Oil Industry

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



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## View Programme Profile

Menu

- > Dashboard
- > Announcement
- > Profile
- > Programme Market
- > My Programme
- > Group List
- > ERP Management

Program Profile Group List Learning Block Tracing Block Summary

### Group List

| # | Group Name          | Period                   | Action                                                                                |
|---|---------------------|--------------------------|---------------------------------------------------------------------------------------|
| 1 | 24.06.2015 Casa Ria | 2015-06-24 To 2016-06-30 |  |

Step 3: After click on the Action button, you will see the side bar. Select the Attendance.

Menu

- > Dashboard
- > Announcement
- > Profile
- > Programme Market
- > My Programme
- > Group List
- > ERP Management

CISTReC Comprehensive Training

- > Progress Management
- > Candidate List
- > Forum
- > Performance
- > Attendance

Program Profile

Group Profile Learning Block Tracing Block Summary Evaluation

Program Profile

Classified Program allows all users to enroll with passcode

**Programme Title** CISTReC Comprehensive Training

**Synopsis/Description** The CISTReC Comprehensive Training is designed for interested party to create their program, learning block, tracing block and evaluation and also teaching on program integration between program owner, mentors and candidates, which provide program performance at the end of the group. This program suitable as a reference for any stakeholder at any field, the concept of this program is very simple and very easy to understand, allow program owner to use any features (feedback from visited industry such as Automotive, Education, Textile, Retail and etc) that suit their policies or requirements.

**Field** CISTReC Manual

**Visibility** On

**Status** Yes

**Passcode** PHUOG9Z9

**Program Ranking** None



Mentoring (Demo) KENSHIN GAN Logout

HOME PROGRAMME DASHBOARD EVENT E-TUTORIALS CONTACT US ABOUT US

## Attendance List

Menu

- > Dashboard
- > Announcement
- > Profile
- > Programme Market
- > My Programme
- > Group List
- > ERP Management

24.06.2015 Casa Ria Attendance List

ADD

Main Instructor

No Attendance Found

Co Instructor

No Attendance Found

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

The screenshot shows the CISTReC20 web application interface. At the top left is the logo for CISTReC20 (Community Industry Skills Training Reference Consortium). The top right navigation bar includes links for 'Mentoring (Demo)', 'KENSIN GAN', and 'Logout'. Below this is a secondary navigation bar with 'E-TUTORIALS', 'CONTACT US', and 'ABOUT US'. The main header area displays 'Attendance List'. On the left, a 'Menu' sidebar lists: Dashboard, Announcement, Profile, Programme Market, My Programme, Group List, and ERP Management. The central content area features an 'Add Attendance' modal window. This modal contains a 'Title' text input, a 'Date' range selector with calendar icons, and a 'Block Name' dropdown menu currently showing 'Select Block Name'. At the bottom of the modal are 'CLOSE' and 'ADD' buttons. The background content behind the modal shows sections for 'No Attendance Found', 'Co Instructor', and another 'No Attendance Found' section.