



Indian Red Cross Society

Haryana State Branch



User Manual

**Professional First Aid Training for
Industries**

VERSION: 1.0

Jan 2020

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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 one-time registration, where Training coordinator will click on Industry Registration for first aid training link as shown in below mention picture.

THROUGH HUMANITY TO PEACE
Indian Red Cross Society
 &
St. John Ambulance (India)
 HARYANA STATE BRANCH

ONLINE TRAINING PORTAL

Industry Registration For First-Aid Training. [Click Here](#)

CALL US:
 7696438770, 9779733131
 Time: 9:00 AM To 6:00 PM only

EMAIL US:
 helpdeskredcross@gmail.com

Step by Step Process for Certification

General Instructions
User Manual
Register Online
Applicant Login
Department Login
Verify Your Certificate

For registration click on the “Register Online” button.

THROUGH HUMANITY TO PEACE
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 HARYANA STATE BRANCH

PROFESSIONAL FIRST AID TRAINING FOR INDUSTRIES

Professional First Aid Training for Industries

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 769-6438-770, 9779733131

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General Instructions
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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.

Registration Form For Industry

Industry Information

Name of Industry (As display on the PAN Card)* :

PAN Card Number* :

Industry Address

Address/Locality* : City/Town/Village :

Tehsil/Post Office : District* :

State* : **Haryana** PinCode* :

Contact Person Details

Training Coordinator* : Designation* :

Mobile No.* : Email ID* :

Number of Employees

First Aid Professional training to 30% of the total employees (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

Valid Certificate : Date of issue should not be more than 3 years old
* All 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)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="Auto"/>	<input type="text" value="0"/>
Security Guards	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="Auto"/>	<input type="text" value="0"/>

[GET NO. OF EMPLOYEES REQUIRED TRAINING](#)

Choose Password

Password must be between 8 to 20 character length, must contain at least one number, one uppercase letter and one lowercase letter.

Password* : Confirm Password* :

Security Code

025675

↺

Enter Security Code* :

I hereby declare that the information given in this application is true and correct to the best of my knowledge

[SUBMIT](#)

Figure 2: Registration Form

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

Valid Certificate : Date of issue should not be more than 3 years old.
* All 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)	<input type="text" value="10"/>	<input type="text" value="4"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="14"/>	<input type="text" value="0"/>
Security Guards	<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="2"/>	<input type="text" value="1"/>

GET NO. OF EMPLOYEES REQUIRED TRAINING

- 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)	<input type="text" value="10"/>	<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="12"/>	<input type="text" value="2"/>
Security Guards	<input type="text" value="5"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="5"/>	<input type="text" value="1"/>

RESET

30% of Total Employees :	<input type="text" value="6"/>
Number of Employees Required For Training (other than Security Guard) :	<input type="text" value="0"/>
Number of Security Guards Required For Training :	<input type="text" value="4"/>
Total :	<input type="text" value="4"/>

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

Welcome to Red Cross Training Programme for Industries.

Your form has been registered with us with Registration No. 0172ACGHK6756J.

Please note down your Registration No. for further reference.

LOGIN

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.

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 Dashboard

Industry Details

Declare Trained Emp.

Add Employees

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	0	2
Security Guards (SG)	1	0	1

[Edit Count](#)

Add Trained Employee

Employee Type * :

Father Name * :

Date Of Training * :

Certificate Number * :

Employee Name * :

Date Of Birth * :

Training Center * :

Training Provider * :

Click on "Add Employee" button to add details of multiple employees.
* All fields of this section are mandatory.

ADD EMPLOYEE

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

[Edit Count](#)

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 Trained Emp.

Add Employees

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

Edit Count

Add Trained Employee

Employee Type * :

Employee Name * :

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

Edit Employee Count

Declare Trained Emp.

Add Employees

Edit Employee Count

Number of Employees

Valid Certificate : Date of issue should not be more than 3 years old.
* All 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)	<input type="text" value="10"/>	<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="12"/>	<input type="text" value="2"/>
Security Guards	<input type="text" value="5"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="5"/>	<input type="text" value="1"/>

RESET

30% of Total Employees :

No. of Employees Required Training (other than Security Guard) :

No. of Security Guards Required Training :

Total :

UPDATE

5. Dashboard (Add Employee Details)

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

Industry Dashboard

Industry Details

Declare Trained Emp.

Add Employees

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

[Edit Count](#)

Add Trained Employee

Employee Type * : --Select--

Employee Name * :

Father Name * :

Date Of Birth * :

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

Industry Dashboard

Register Your Employee Details For Training One By One

Add Employee For Training

Employee Type * : --Select--

Employee Name * :

Father Name * :

Date Of Birth * :

Gender * : --Select--

Mobile No. * :

Email-Id :

If you want to add Details through Excel [Click here](#)

Click on "Add Employee" button to add details of multiple employees.
* All fields of this section are mandatory.

ADD EMPLOYEE

3. After Adding detail click on “Add employee” button.

Register Your Employee Details For Training One By One

Add Employee For Training

Employee Type * : <input type="text" value="Security Gaurd"/>	Employee Name * : <input type="text" value="ss"/>
Father Name * : <input type="text" value="bb"/>	Date Of Birth * : <input type="text" value="03/01/2007"/>
Gender * : <input type="text" value="Male"/>	Mobile No. * : <input type="text" value="9815948626"/>
Emai-Id : <input type="text"/>	

If you want to add Details through Excel [Click here](#)

Click on "Add Employee" button to add details of multiple employees.
* All fields of this section are mandator

ADD EMPLOYEE

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

Register Your Employee Details For Training One By One

Add Employee For Training

Employee Type * : <input type="text" value="--Select--"/>	Employee Name * : <input type="text"/>
Father Name * : <input type="text"/>	Date Of Birth * : <input type="text"/>
Gender * : <input type="text" value="--Select--"/>	Mobile No. * : <input type="text"/>
Emai-Id : <input type="text"/>	

If you want to add Details through Excel [Click here](#)

Click on "Add Employee" button to add details of multiple employees.
* All fields of this section are mandatory.

ADD EMPLOYEE

SNo.	Employee Name	Father's Name	DOB	Gender	Mobile_No	Emp. Type	Delete
1	SS	BB	03/01/2007	Male	9815948626	SG	X

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

Register Your Employee Details For Training One By One

Add Employee For Training

Employee Type * : <input type="text" value="--Select--"/>	Employee Name * : <input type="text"/>
Father Name * : <input type="text"/>	Date Of Birth * : <input type="text"/>
Gender * : <input type="text" value="--Select--"/>	Mobile No. * : <input type="text"/>
Emai-Id : <input type="text"/>	

If you want to add Details through Excel [Click here](#)

Click on "Add Employee" button to add details of multiple employees.
* All fields of this section are mandatory.

- 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.

Register Your Employee Details For Training One By One

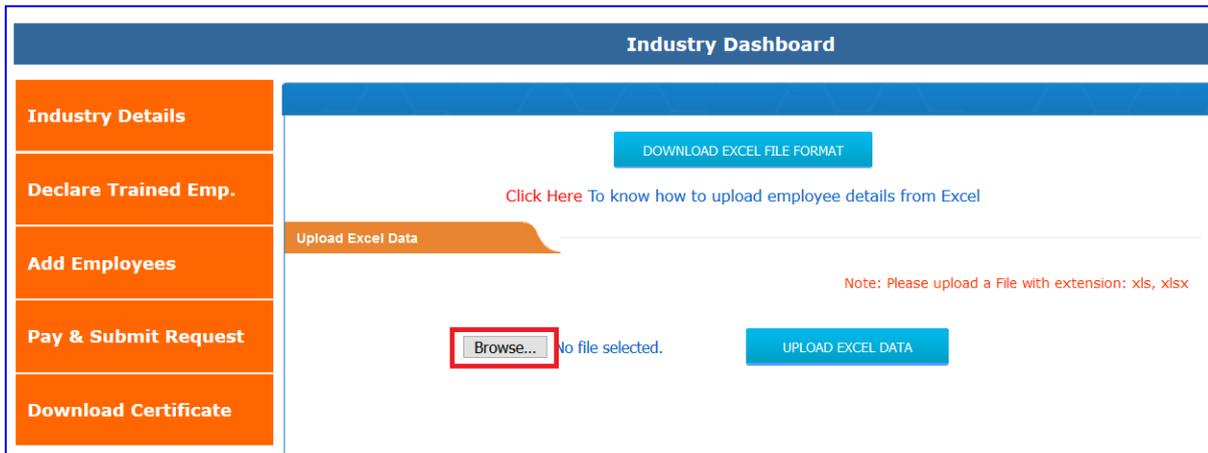
Click Here To know how to upload employee details from Excel

Upload Excel Data

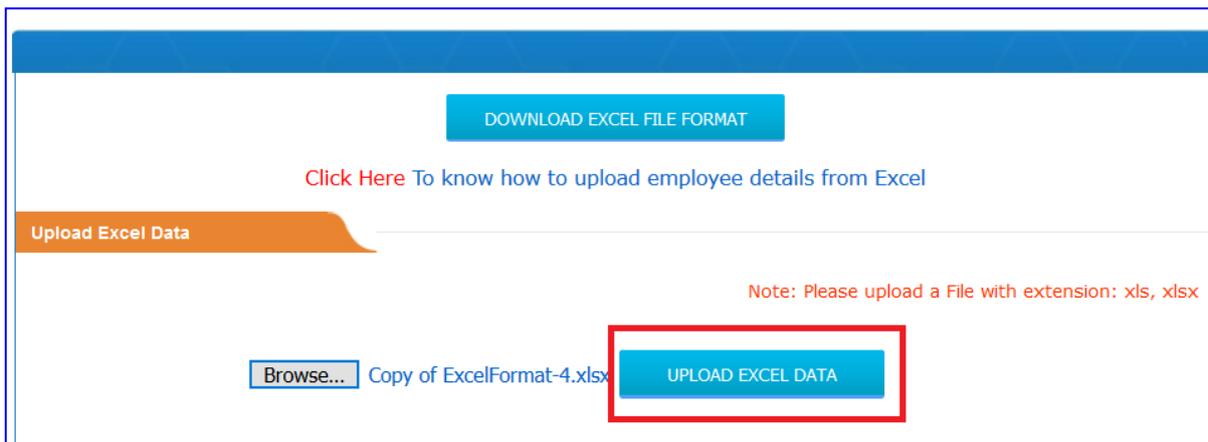
Note: Please upload a File with extension: xls, excel

No file selected.

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



- 10. Click on "Upload Excel sheet Button".



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

Note: Please upload a File with extension: xls, xlsx

Browse... No file selected. **UPLOAD EXCEL DATA**

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

[Logout](#)

Data Uploaded Successfully.

OK

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