

Web Portal Instruction Document

Candidates

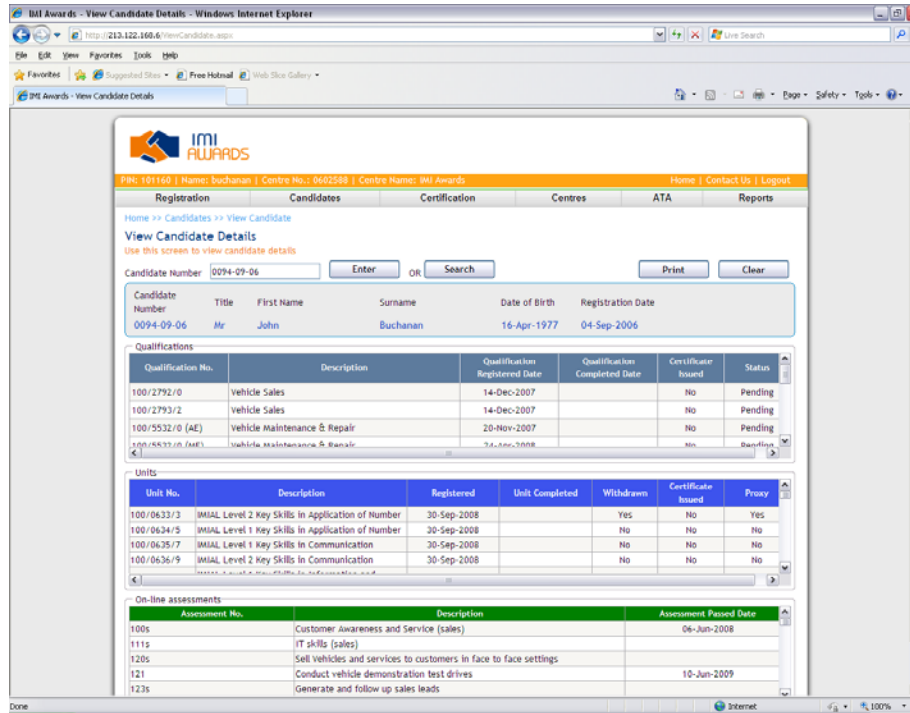
View Candidates	Page 2
Modify Candidates (Existing)	Page 6
Withdraw Candidates	Coming Soon
Request SN	Coming Soon

View Candidates

To view existing candidates details, you will need to select **Candidates** and then **View Candidates**:

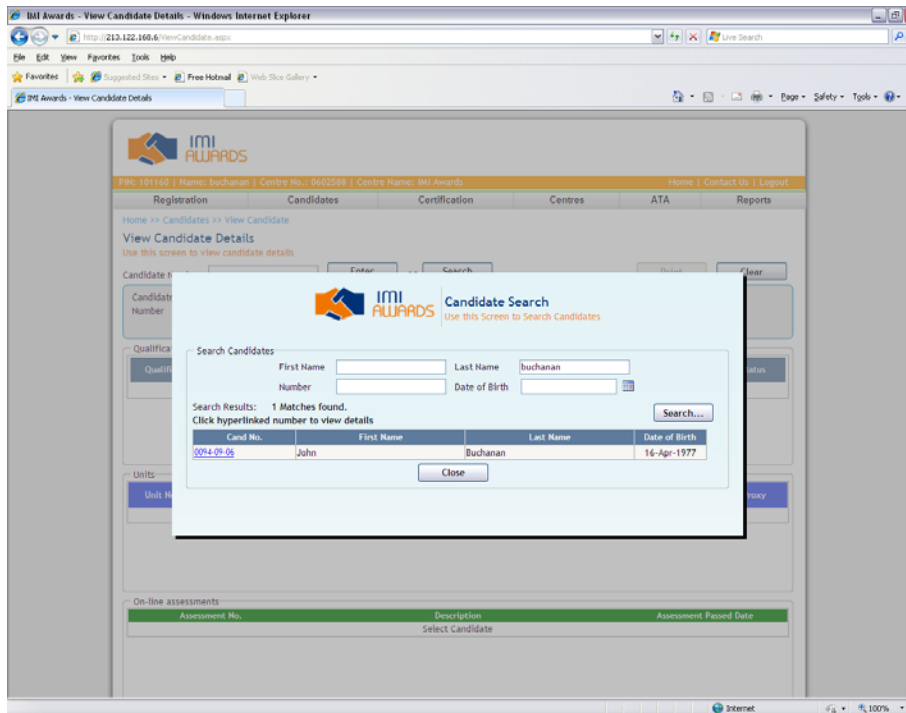


You will now be presented with the following page:



You can insert an existing candidate number or search for a candidate.

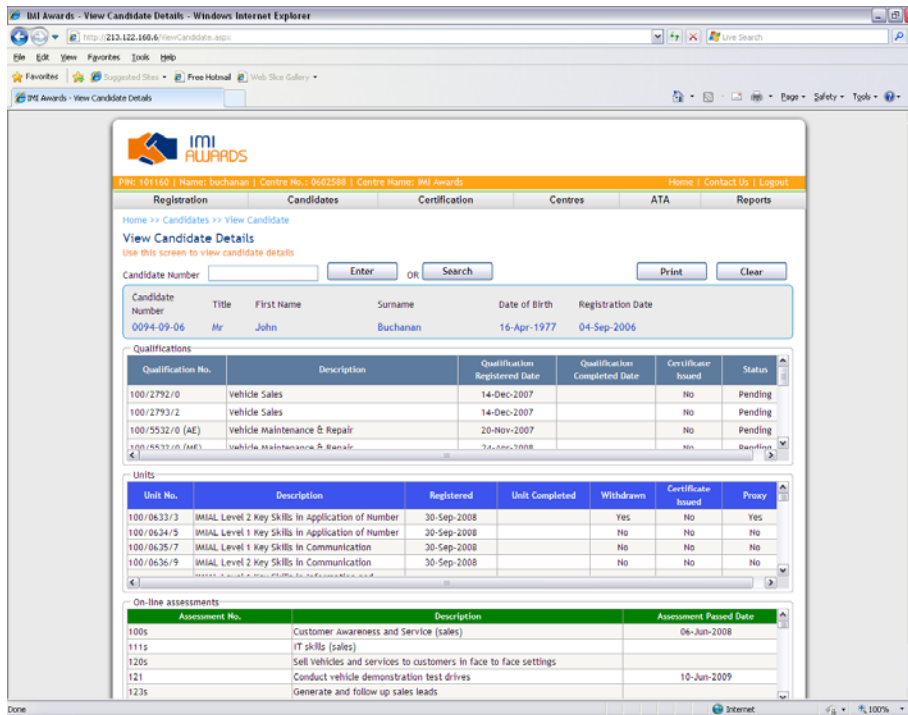
To search for a candidate, you will click the **Search Candidate** icon. You will be presented with the following page:



Insert your search criteria and click the **Search** icon. This will display all candidates matching the search criteria you have used. To select the relevant candidate, you will click on the candidate number.

To add an existing candidate you will need to insert the candidate number into the space provided and click the **Enter** icon.

This will now show you all registered qualifications, units and online assessments:



IMI AWARDS
 PIN: 101160 | Name: Buchanan | Centre No.: 0602588 | Centre Name: IMI Awards | Home | Contact Us | Logout

Registration Candidates Certification Centres ATA Reports

Home >> Candidates >> View Candidate

View Candidate Details
 Use this screen to view candidate details

Candidate Number: Enter OR Search

Candidate Number	Title	First Name	Surname	Date of Birth	Registration Date
0094-09-06	Mr	John	Buchanan	16-Apr-1977	04-Sep-2006

Qualifications

Qualification No.	Description	Qualification Registered Date	Qualification Completed Date	Certificate Issued	Status
100/2792/0	Vehicle Sales	14-Dec-2007		No	Pending
100/2793/2	Vehicle Sales	14-Dec-2007		No	Pending
100/5532/0 (AE)	Vehicle Maintenance & Repair	20-Nov-2007		No	Pending
100/5533/0 (ME)	Vehicle Maintenance & Repair	20-Nov-2008		No	Pending

Units

Unit No.	Description	Registered	Unit Completed	Withdrawn	Certificate Issued	Proxy
100/0633/3	IMIAL Level 2 Key Skills In Application of Number	30-Sep-2008		Yes	No	Yes
100/0634/5	IMIAL Level 1 Key Skills In Application of Number	30-Sep-2008		No	No	No
100/0635/7	IMIAL Level 1 Key Skills In Communication	30-Sep-2008		No	No	No
100/0636/9	IMIAL Level 2 Key Skills In Communication	30-Sep-2008		No	No	No

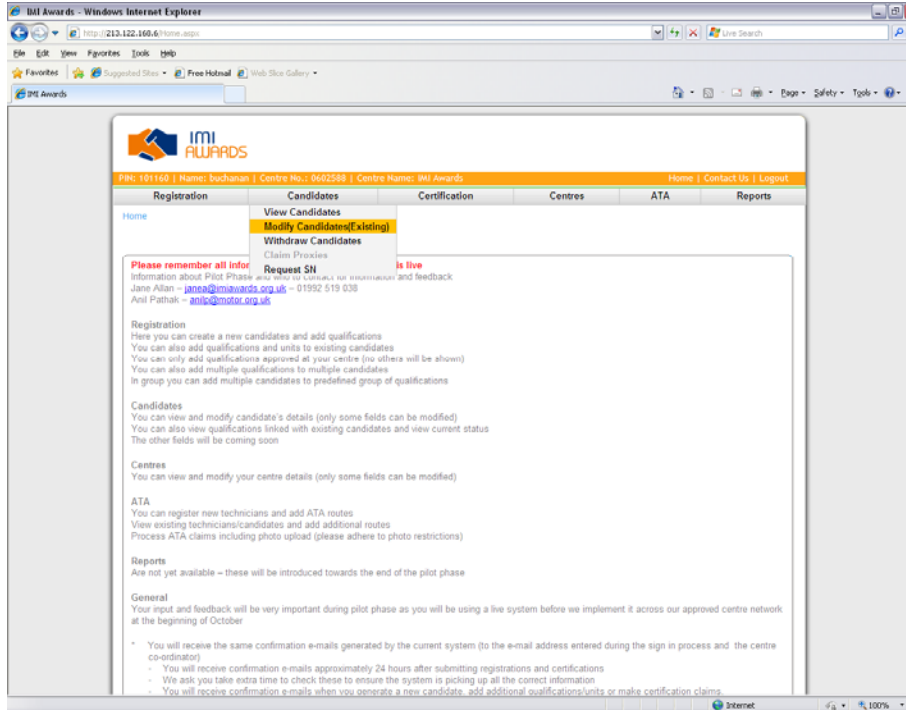
On-line assessments

Assessment No.	Description	Assessment Passed Date
100s	Customer Awareness and Service (sales)	06-Jun-2008
111s	IT skills (sales)	
120s	Sell Vehicles and services to customers in face to face settings	
121	Conduct vehicle demonstration test drives	10-Jun-2009
123s	Generate and follow up sales leads	

This function is now complete

Modify Candidates (Existing)

To modify existing candidates details, you will need to select **Candidates** and then **Modify Candidates (Existing)**



The screenshot shows a web browser window displaying the IMI Awards system. The page title is "IMI Awards" and the URL is "http://213.122.160.6/home.aspx". The page features a navigation menu with tabs for "Registration", "Candidates", "Certification", "Centres", "ATA", and "Reports". The "Candidates" tab is active, and a sub-menu is open, highlighting "Modify Candidates (Existing)". Other options in the sub-menu include "View Candidates", "Withdraw Candidates", and "Claim Proxies".

Please remember all information is for internal use only. It is not to be used for recruitment and feedback.

Information about Pilot Phase - [click here](#) for more information and feedback
Jane Allan - jane@miawards.org.uk - 01952 519 038
Anil Pathak - anil@motor.org.uk

Request SN **is live**
Claim Proxies

Registration
Here you can create a new candidates and add qualifications
You can also add qualifications and units to existing candidates
You can only add qualifications approved at your centre (no others will be shown)
You can also add multiple qualifications to multiple candidates
In group you can add multiple candidates to predefined group of qualifications

Candidates
You can view and modify candidate's details (only some fields can be modified)
You can also view qualifications linked with existing candidates and view current status
The other fields will be coming soon

Centres
You can view and modify your centre details (only some fields can be modified)

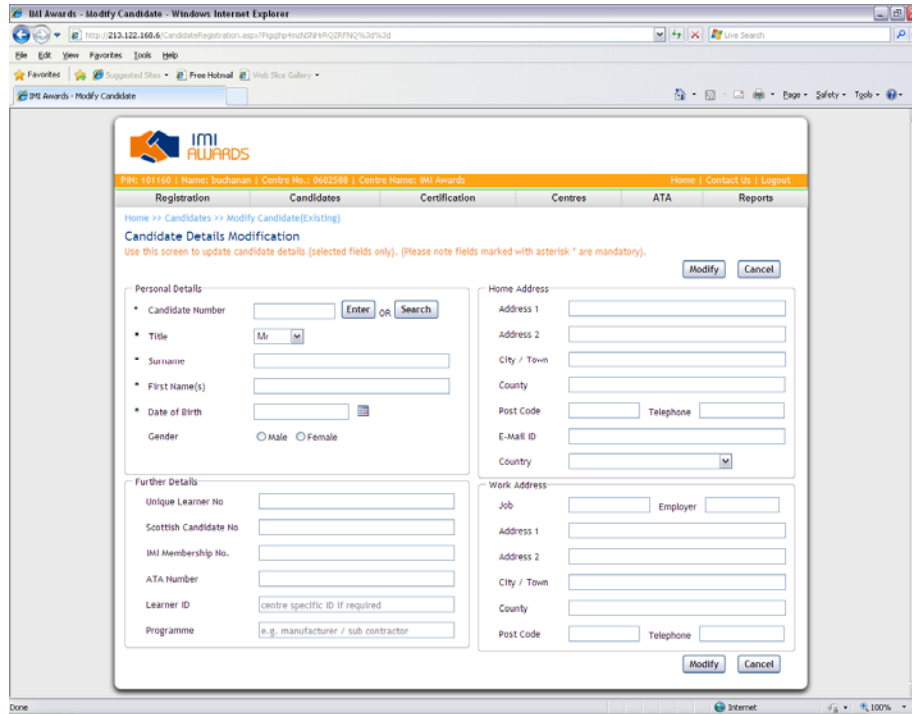
ATA
You can register new technicians and add ATA routes
View existing technicians/candidates and add additional routes
Process ATA claims including photo upload (please adhere to photo restrictions)

Reports
Are not yet available - these will be introduced towards the end of the pilot phase

General
Your input and feedback will be very important during pilot phase as you will be using a live system before we implement it across our approved centre network at the beginning of October

- You will receive the same confirmation e-mails generated by the current system (to the e-mail address entered during the sign in process and the centre co-ordinator)
- You will receive confirmation e-mails approximately 24 hours after submitting registrations and certifications
- We ask you take extra time to check these to ensure the system is picking up all the correct information
- You will receive confirmation e-mails when you operate a new candidate, add additional qualifications/units or make certification claims

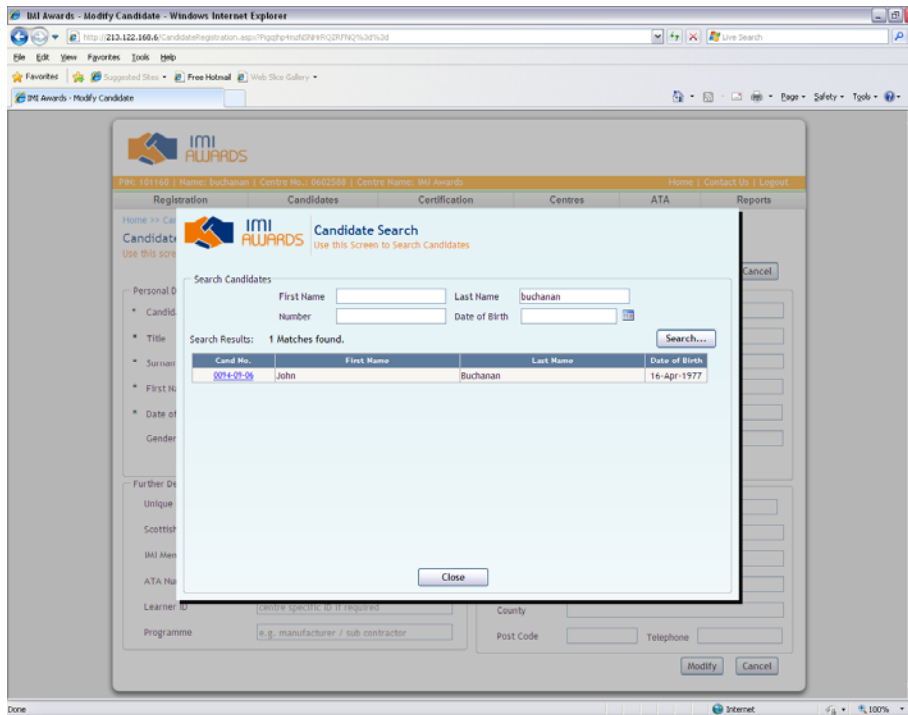
You will now be presented with the following page:



The screenshot shows a web browser window titled "IMI Awards - Modify Candidate" with the URL <http://213.122.169.6/CandidateRegistration.aspx?Pg2gfm4m2RHPQ2RPN2%20%3d>. The page header includes the IMI AWARDS logo and navigation links: Home | Contact Us | Logout. A breadcrumb trail reads: Home >> Candidates >> Modify Candidate(Existing). The main heading is "Candidate Details Modification" with a note: "Use this screen to update candidate details (selected fields only). (Please note fields marked with asterisk * are mandatory)." There are "Modify" and "Cancel" buttons. The form is divided into four sections: "Personal Details" (Candidate Number, Title, Surname, First Name(s), Date of Birth, Gender), "Home Address" (Address 1, Address 2, City / Town, County, Post Code, Telephone, E-Mail ID, Country), "Further Details" (Unique Learner No, Scottish Candidate No, IMI Membership No., ATA Number, Learner ID, Programme), and "Work Address" (Job, Employer, Address 1, Address 2, City / Town, County, Post Code, Telephone). The "Candidate Number" field has "Enter" and "Search" buttons. The "Learner ID" field has a hint: "centre specific ID if required". The "Programme" field has a hint: "e.g. manufacturer / sub contractor".

You can insert an existing candidate number or search for a candidate.

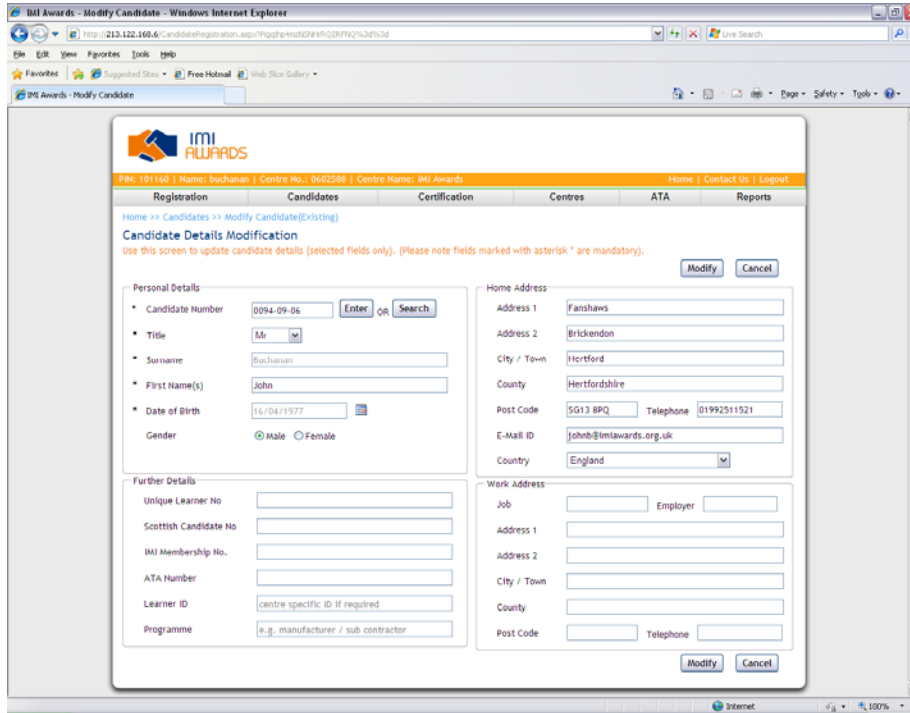
To search for a candidate, you will click the **Search Candidate** icon. You will be presented with the following page:



Insert your search criteria and click the **Search** icon. This will display all candidates matching the search criteria you have used. To select the relevant candidate, you will click on the candidate number.

To add an existing candidate you will need to insert the candidate number into the space provided and click the **Enter** icon.

Once you have selected a candidate, you will be presented with the following page:



The screenshot shows a web browser window titled "IMI Awards - Modify Candidate - Windows Internet Explorer". The address bar shows a URL starting with "http://213.122.166.6/CandidateRegistration.aspx?PageID=44&QID=28&PQ=20130130". The browser's address bar also shows "IMI Awards - Modify Candidate".

The page content includes the IMI AWARDS logo and navigation links: "PIR: 101160 | Name: Buchanan | Centre No.: 0602588 | Centre Name: IMI Awards | Home | Contact Us | Logout". Below this is a menu with "Registration", "Candidates", "Certification", "Centres", "ATA", and "Reports".

The main heading is "Candidate Details Modification" with a sub-heading "Use this screen to update candidate details (selected fields only). (Please note fields marked with asterisk * are mandatory)." and "Modify" and "Cancel" buttons.

The form is divided into several sections:

- Personal Details:**
 - Candidate Number: 0094-09-06 (with Enter or Search buttons)
 - Title: Mr (dropdown)
 - Surname: Buchanan
 - First Name(s): John
 - Date of Birth: 16/04/1977
 - Gender: Male Female
- Home Address:**
 - Address 1: Faishaws
 - Address 2: Brickendon
 - City / Town: Hertford
 - County: Hertfordshire
 - Post Code: SG13 8PQ Telephone: 01992511521
 - E-mail ID: johnb@imifawards.org.uk
 - Country: England (dropdown)
- Further Details:**
 - Unique Learner No: [text box]
 - Scottish Candidate No: [text box]
 - IMI Membership No.: [text box]
 - ATA Number: [text box]
 - Learner ID: Centre specific ID if required
 - Programme: e.g. manufacturer / sub contractor
- Work Address:**
 - Job: [text box] Employer: [text box]
 - Address 1: [text box]
 - Address 2: [text box]
 - City / Town: [text box]
 - County: [text box]
 - Post Code: [text box] Telephone: [text box]

At the bottom of the form are "Modify" and "Cancel" buttons.

You will be able to modify all details on this page other than the candidates surname. If you require the surname to be changed, please contact IMI Awards. Once you have made the changes, click on the **Modify** icon.

This function is now complete.