

Web Portal Instruction Document

Candidates

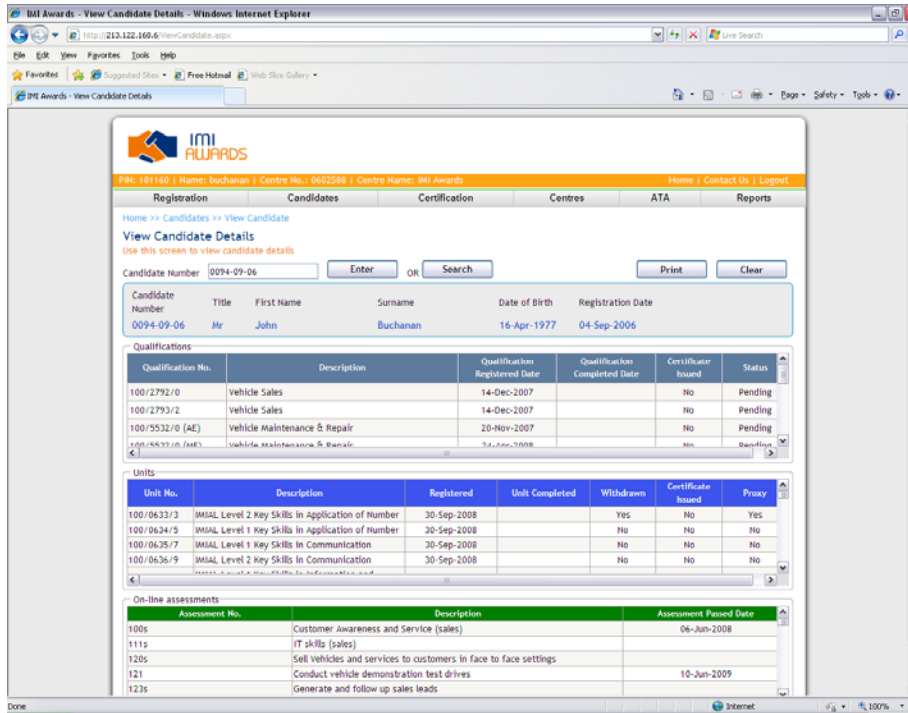
View Candidates	Page 2
Modify Candidates (Existing)	Page 6
Withdraw Candidates	Coming Soon
Request SN	Coming Soon

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:



IMI AWARDS
 PIN: 101160 | Name: Buchanan | Centre No.: 0602508 | 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: 0094-09-06 OR

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
100/6837/0 (MF)	Vehicle Maintenance & Repair	24-Nov-2008		No	Pending

Units

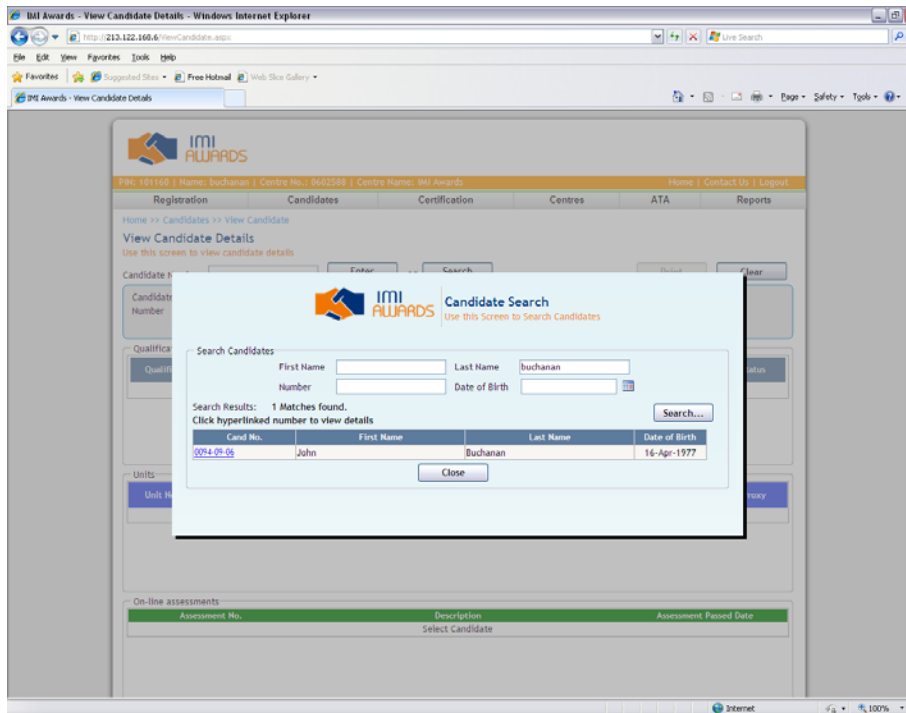
Unit No.	Description	Registered	Unit Completed	Withdrawn	Certificate Issued	Proxy
100/0633/3	IMIAL Level 2 Key Skills In Application of Number	30-Sep-2008		Yes	No	Yes
100/0634/5	IMIAL Level 1 Key Skills In Application of Number	30-Sep-2008		No	No	No
100/0635/7	IMIAL Level 1 Key Skills In Communication	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 Period Date
1005	Customer Awareness and Service (sales)	06-Jun-2008
1115	IT skills (sales)	
1205	Sell Vehicles and services to customers in face to face settings	
121	Conduct vehicle demonstration test drives	10-Jun-2009
1235	Generate and follow up sales leads	

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

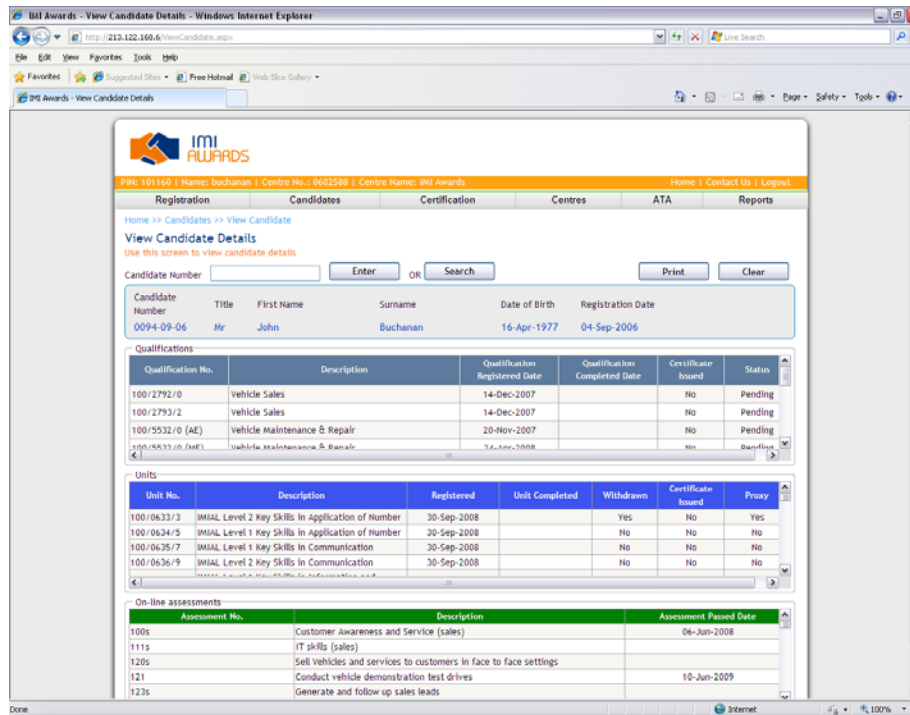
To search for a candidate, you will click the **Search Candidate** icon. You will be presented with the following page:



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

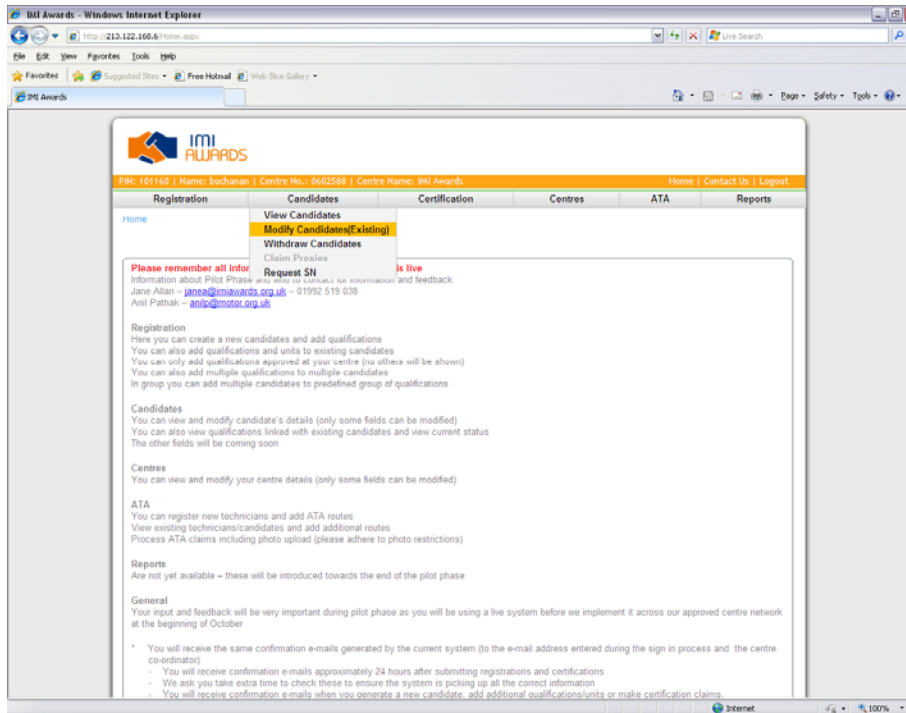
On-line assessments

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

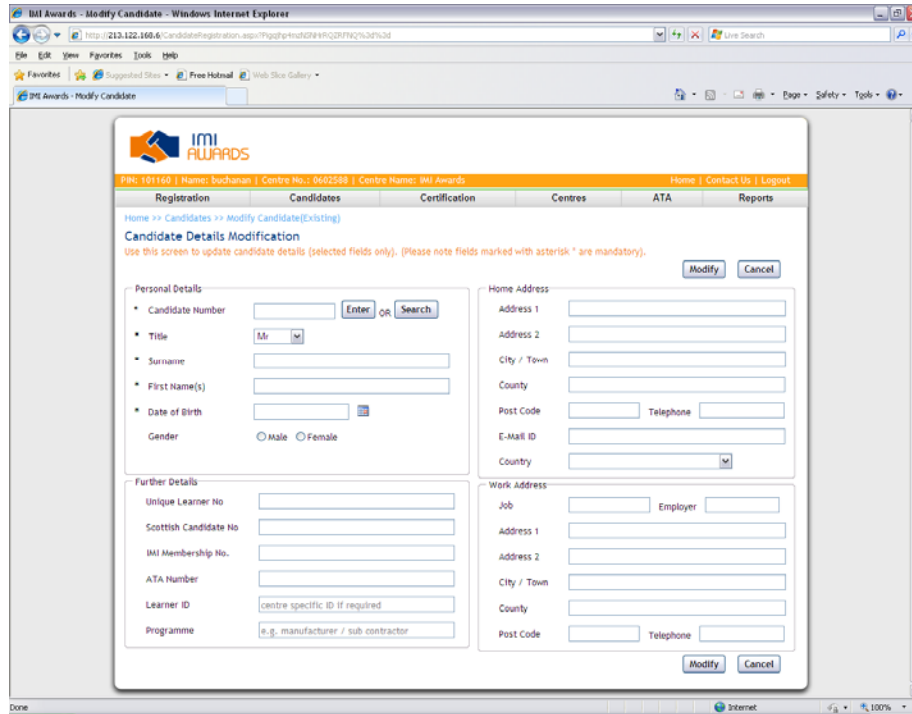
Modify Candidates (Existing)

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 navigation menu includes "Registration", "Candidates", "Certification", "Centres", "ATA", and "Reports". The "Candidates" menu is expanded, showing options: "View Candidates", "Modify Candidates (Existing)", "Withdraw Candidates", and "Claim Proxies". The "Modify Candidates (Existing)" option is highlighted. Below the menu, there is a "Please remember all information" section with contact details for Jane Allan and Anil Pathak. The main content area contains sections for "Registration", "Candidates", "Centres", "ATA", and "Reports", each with a brief description of the functionality.

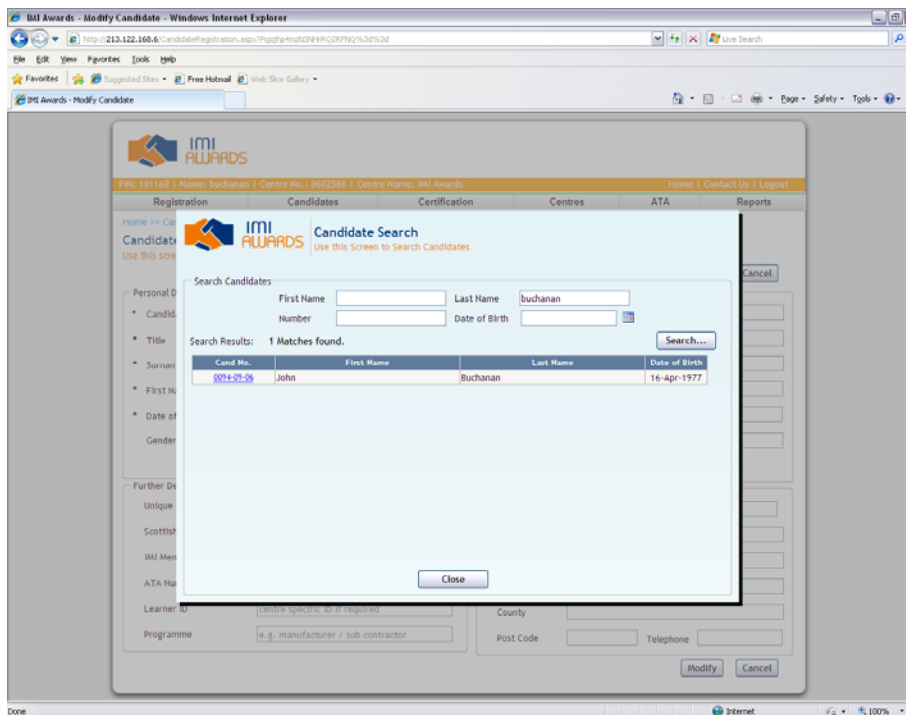
You will now be presented with the following page:



The screenshot shows a web browser window titled "IMI Awards - Modify Candidate" with the URL <http://213.122.169.6/CandidateRegistration.aspx?Pg2gfm4m2R8PQ2RPN2%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 "Learner ID" field contains the text "centre specific ID if required" and the "Programme" field contains "e.g. manufacturer / sub contractor".

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

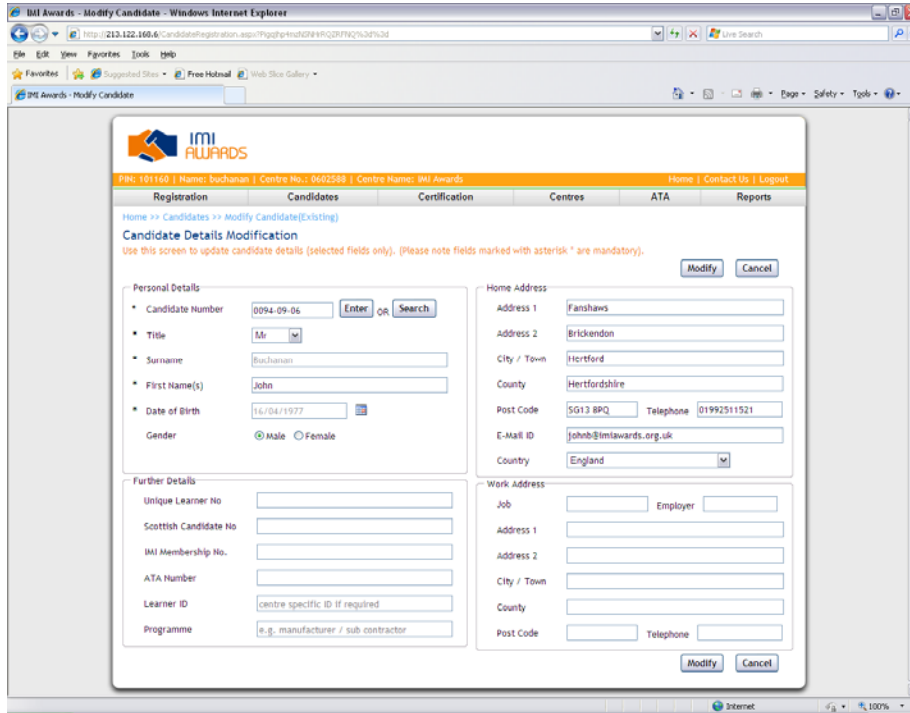
To search for a candidate, you will click the **Search Candidate** icon. You will be presented with the following page:



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:



IMI Awards - Modify Candidate - Windows Internet Explorer

PIR: 101160 | Name: Buchanan | Centre No.: 0602508 | Centre Name: IMI Awards

Registration Candidates Certification Centres ATA Reports

Home >> Candidates >> Modify Candidate(Existing)

Candidate Details Modification

Use this screen to update candidate details (selected fields only). (Please note fields marked with asterisk * are mandatory).

Personal Details

- * Candidate Number: 0094-09-06 OR
- * Title: Mr
- * 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

Further Details

Unique Learner No:
 Scottish Candidate No:
 IMI Membership No.:
 ATA Number:
 Learner ID: Centre specific ID if required
 Programme: e.g. manufacturer / sub contractor

Work Address

Job: Employer:
 Address 1:
 Address 2:
 City / Town:
 County:
 Post Code: Telephone:

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.