

# User Guide for VisionAid STATS

Updated Spring 2026

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# Introduction

Welcome to VisionAid Student Training and Tracking System (STATS). This website is designed to provide VisionAid Academy with the ability to track courses and student enrollment, factoring in proper permissioning.

# Home Page

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**Registration →**  
Go to the student registration page

**About →**  
Learn about our organization

Vision-Aid  
Student Training and Tracking System [STATS]

**Check Out Demo →**  
Watch demo videos for each page

**About →**  
Learn about our organization

**User Guide →**  
Learn how to use the VisionAid STATS platform

**Overall Statistics**

Students:	696
Courses:	20
Batches:	179

**Quarterly Statistics**

Batches:	1
Enrollments:	9
Instructors:	5
TAs:	8
Courses:	8

## Demo

This links to a demo video of the product. This demo video was updated as part of the course work for CS 6150 Computing for Good.

<https://va-stats-test.vercel.app/demo>

## About

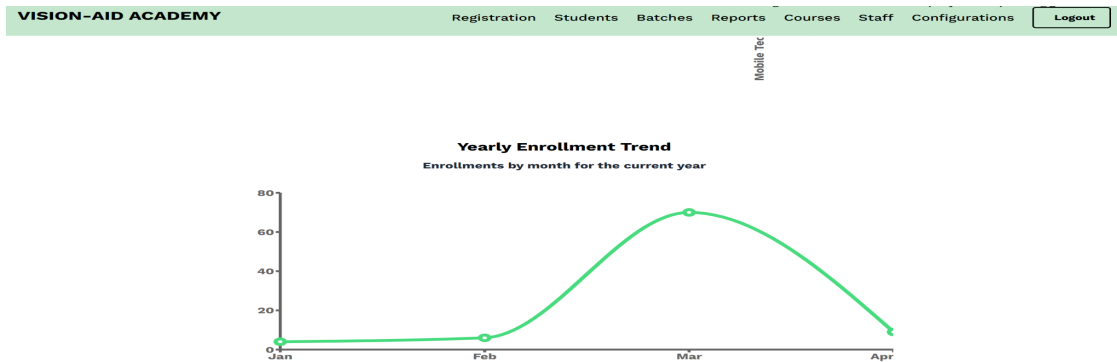
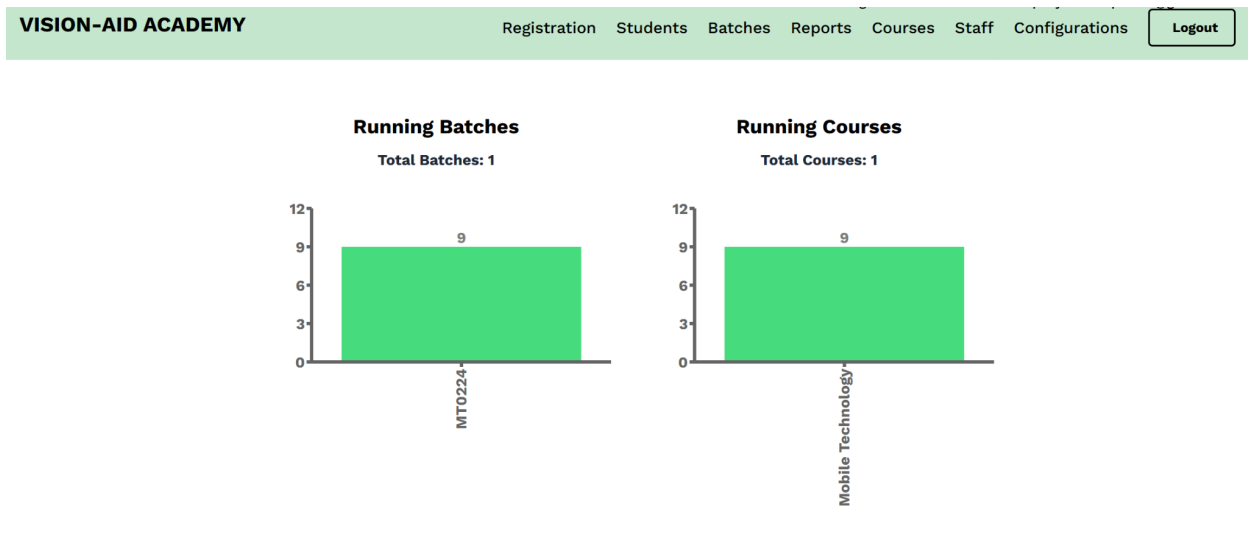
This links to the VisionAid Academy website for more information on the organization.

## User Guide

Links to this User Guide, where new users can learn how to navigate the VisionAid STATS platform.

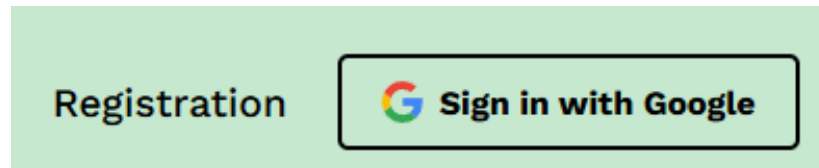
## Overall Stats

Shows useful metrics such as the number of students, courses, and batches in the system.



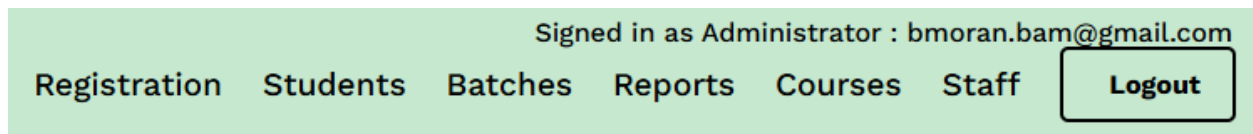
# Signing In and Logging Out

In order to see pages beyond the Home and Registration pages, the user will need to sign into the system.



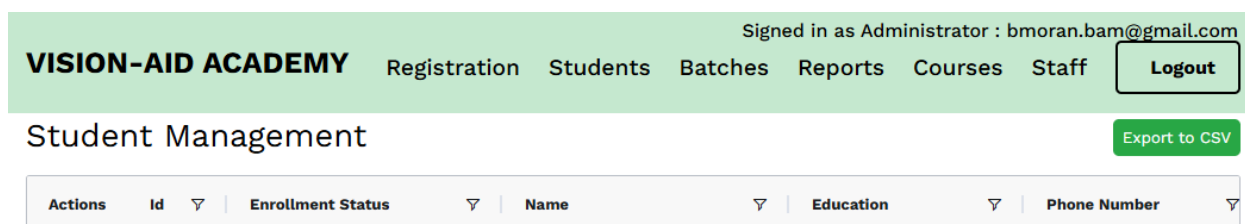
Some quick notes about signing in and logging out:

- Users will **first need** to be added to the system by another user with a “Management” or “Administrator” role using a Gmail address.
- The system uses Google Auth0 to authenticate, therefore only Gmail accounts may be used to log in.
- Once successfully logged in, the user’s email and associated role will be displayed above the Logout button.
- To log out, click on the Logout button. You will then be able to sign in with another account.



# Students Page

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The Student Management table shows a list of all the currently registered students. It contains the following fields:

- **Actions:** Button to view the student’s History, add Telecaller Remarks, or Delete the student’s record.
- **Id:** The ID automatically assigned to each student. This will be unique for each student account. (In the event the student creates another account, they will receive a new ID).
- **Current Enrollment Status:** The student’s current enrollment status.
- **Name:** The full name, as given by the student registration.
- **Education:** The student’s highest level of educational attainment.
- **Phone Number:** The phone number associated with the student’s account.
- **Parent / Guardian Phone Number:** The phone number associated with the student’s parent or guardian.
- **City:** The city the student is located in.
- **State:** The state the student is located in.
- **Email:** The email associated with the student from sign-up.
- **Gender:** M, F, or Other
- **Date of Birth:** MM/DD/YYYY
- **Visual Acuity:** Classification of visual acuity (e.g., Blind; Low Vision)
- **Percent Loss:** A percentage of the student’s vision loss.
- **Job Status:** Is the student currently employed?
- **Designation:**
- **Languages Known:** Languages known by the student.
- **Program Manager/Coordinator:** The name of the student’s program manager or coordinator.
- **Country:** The country the student is located in.
- **Nature of Disability:** Classification of the student’s type(s) of disabilities.
- **Education Details:** Educational history and qualifications of the student.

- **Learning Goals:** This is a space to record what the student hopes to be able to accomplish in enrolling.
- **First Choice:** The course the student has listed as their first choice.
- **Second Choice:** The course the student has listed as their second choice.
- **Third Choice:** The course the student has listed as their third choice.
- **First Recommendation:**
- **Second Recommendation:**
- **Third Recommendation:**
- **Telecaller Remarks:**
- **Impairment History:** This is a place to record a brief history of the student's impairments.
- **Reference:** This is a place to record how the student heard about the program.
- **Risk Factor**
- **Registration Date:** When a student was registered in the system.
- **ID Proof:** Yes/No
- **Disability Certificate:** Yes/No
- **Photo:** Yes/No
- **Bank Details:** Yes/No
- **Remarks:**

## Navigating the Student Management Table

### Sorting

By clicking on the name of the column, each column can be sorted. Click once for ascending, again for descending order, and again to return to the original order.

### Filtering

To filter, click on the funnel icon to the right of the column name.

Job Status	Designation
Unemployed	
Unemployed	
Unemployed	
Unemployed	

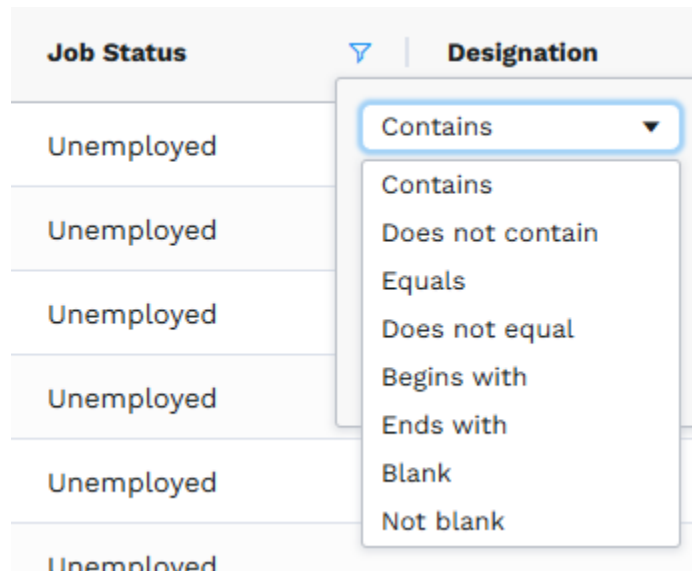
Contains ▼

unemployed

AND  OR

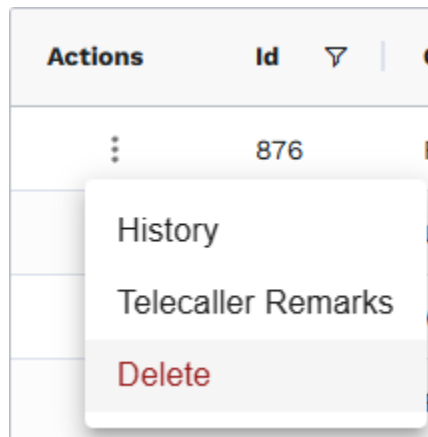
Contains ▼

*Filter...*



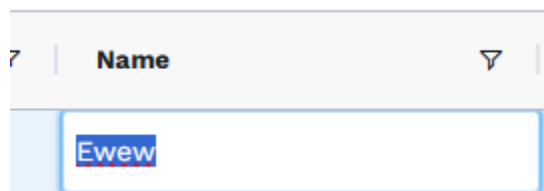
## Deleting Records

To delete a record, click on the kebab button (i.e., three stacked dots) in the Actions field to open a menu. From this menu, select the Delete button to remove the record.



## Editing Records

To edit a record, click on the cell you want to edit. Some can be typed, others provided a drop-down menu to select from. The app should save your changes once complete.



Note that some cells are not editable using this method (e.g., Telecaller Remarks).

## Student Enrollment History

From the list of students, selecting Enrollment History, will take the user to the student's enrollment history. This will consist of a subset of the batches list, where the batches displayed will be the batches that the student is or was enrolled in. The fields are the same as they were on the batches page, and there is still an option to show completed batches. Filtering, searching, and sorting are still available, while editing and deleting are not.

By clicking on the actions button, select history to view the student's enrollment history.

### Student Management

Actions	Id	Current Enrollment Status
⋮	990	Unassigned
History		Follow up
Telecaller Remarks		Wrong no
Delete		Follow up
⋮	924	Wrong no

Student ID: 704  
Student: Prathmesh Basatwar

Enrollment Status:

#### Batches List

Id	Enrollment Status	Name	Batch	Start	End	Instructor	Completion Status	Reason for Status	Certifi
157	ENROLLED	CCA	CCA0224	2024-03-18	2024-05-27	Gurinder Singh	Completed		Partici
549	ENROLLED	Python - E Learning	PYTNEL0224	2024-05-10	2024-09-11		Completed		Not EL
555	ENROLLED	Python - Intermediate	PYTNI0224	2024-11-30	2025-04-26	Shyam	Completed		Not EL
606	ENROLLED	HTML	HTML25	2025-05-15	2025-12-20	Tester Trainer	Completed		Partici

## Telecallers Remarks


Ability to add, edit and delete remarks added by telecallers.

# Student Management

Actions	Id	Current Enr
⋮	990	Unassigned
⋮	876	Follow up
⋮	906	Wrong no
⋮	988	Follow up
⋮	924	Wrong no
⋮	989	Follow up
⋮	966	Wrong no
⋮	704	Enrolled
⋮	839	Enrolled
⋮	13	Follow up
⋮	931	Unassigned
⋮	14	Follow up
⋮	980	Follow up
⋮	12	Prospect

## Telecaller Remarks - Papanaboina Shivaiah

### Past Remarks

User	Remark	Date Created	Last Updated	Actions
Pooja	This is a test comment	2/23/2026, 1:12:1...	Not edited	

### Add New Remark

Enter your remark here...

[Add Remark](#) [Close](#)

# Student Registration Page

In the navigation bar, click on the “Registration” link to register a new user. To register a new student, fill out all required fields. To complete registration, click on the Submit button. To clear all fields, click the Reset button.

## Registration

Registered User

### Personal Details

The fields marked with asterisks (\*) are required.

Name\* As per aadhaar   
You must provide a name!

Gender\*

Date of Birth\*  Year  Month  Day

Phone Number\* Enter 10 digits only

Email

Parent/Guardian Phone Number Enter 10 digits only

Country\*

State\*

City\*

Disability\*

Education\*

Education Details

Job Status\*

### Vision Details

Visual Acuity\*

Percentage of Vision Loss\*

Vision Impairment History (brief, feel free to leave it empty)

### Learning Context

Reason for seeking Training\*

How Did You Hear About This Program?\*

### Course Priorities

1st Choice\*

2nd Choice

3rd Choice

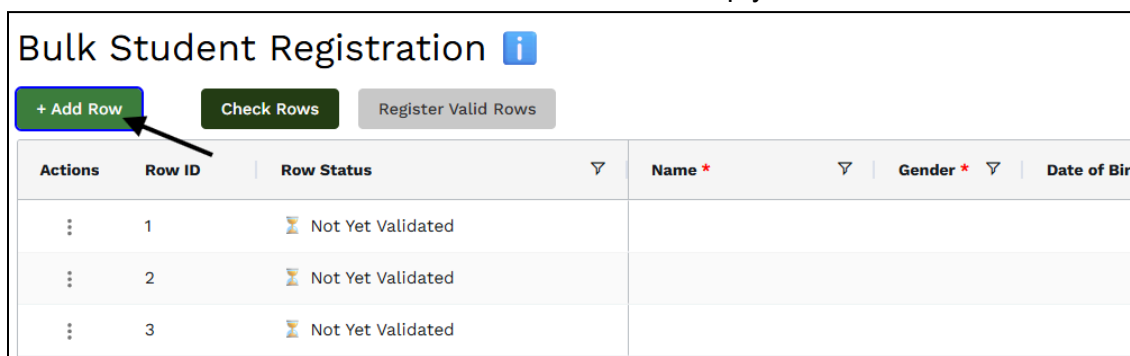
# Bulk Student Registration Page

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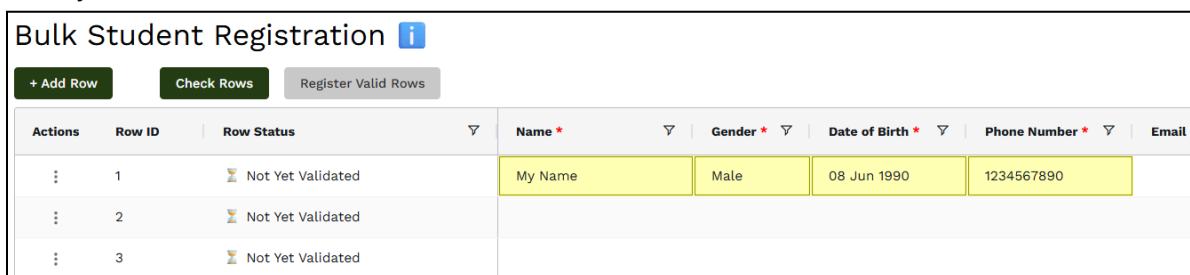
The Bulk Student Registration Page allows users to add multiple students into the system at once using a table.

## General Workflow

1. Users will click on the “+ Add Row” button to add empty rows to the table.



2. Users will edit the rows to fill out the student data. Any edited cells will be highlighted in yellow.



3. Once edited, users can press the “Check Rows” button to validate the data in the cells. This will highlight any rows in red and will add a red border around any cells with errors.
  - a. The specific error can be seen in the tooltip by hovering the mouse over the cell.
  - b. Note that only required cells show an error. Required

Bulk Student Registration i

+ Add Row   **Check Rows**   Register Valid Rows

Actions	Row ID	Row Status	Name *	Gender *	Date of Birth *	Phone Number *	Email
⋮	1	✗ Data Errors Found (10)	My Name	Male	08 Jun 1990	1234567890	
⋮	2	✗ Data Errors Found (14)					
⋮	3	✗ Data Errors Found (14)					

4. Once all the errors in a row have been corrected, that row will turn blue and you'll be able to click on the "Register Valid Rows" button when you're ready.

Bulk Student Registration i

+ Add Row   **Check Rows**   **Register Valid Rows (1)**

Actions	Row ID	Row Status	Name *	Gender *	Date of Birth *	Phone Number *	Email
⋮	1	● Validated - Ready for Registration	My Name	Male	08 Jun 1990	1234567890	
⋮	2	✗ Data Errors Found (14)					
⋮	3	✗ Data Errors Found (14)					

5. Clicking the "Register Valid Rows" button will add the student's data into the database.
  - a. The row will continue to exist in the table, but will no longer be editable.

Bulk Student Registration i

+ Add Row   **Check Rows**   Register Valid Rows

Actions	Row ID	Row Status	Name *	Gender *	Date of Birth *	Phone Number *	Email
⋮	1	✔ Successfully Registered	My Name	Male	08 Jun 1990	1234567890	
⋮	2	✗ Data Errors Found (14)					
⋮	3	✗ Data Errors Found (14)					






## Table Data





**Note that data on this page / in this table are TEMPORARY and will disappear when the page is reloaded or the user leaves the page.**


Only once a row says "Successfully Registered" will it be permanently saved in the database.

## Row Status Types

There are five different status types you might see:

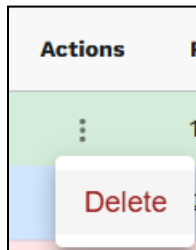
Row Status
 Successfully Registered
 Validated - Ready for Registration
 Duplicate Found in the Database
 Data Errors Found (14)
 Not Yet Validated

Row Status Type	Description
 Successfully Registered	<p>This row (student data) has been successfully added to the database.</p> <p>You can see their data on the Students page.</p>
 Validated - Ready for Registration	<p>This row has no errors and has no duplicates in the database, so it is ready to be registered through the “Register Valid Rows” button.</p>
 Duplicate Found in the Database	<p>This row conflicts with another row’s data in the database.</p> <p>The unique key (as of writing) is on <b>gender</b>, <b>date of birth</b>, and <b>phone number</b>.</p> <p>Change one or all of these to ensure uniqueness, allowing the row to be added to the database.</p>
 Data Errors Found (# errors)	<p>This row has some data errors. Most of the time a field that is required has not been updated.</p> <p>Other errors may occur, however. You can see what the error is by looking at the tooltip for a given cell. The number of errors for that row will be shown in parentheses and will update once the “Check Rows” button is clicked again.</p>

 Not Yet Validated	<p>This row has not been validated yet.</p> <p>Most likely it's because this row is a newly-added row.</p> <p>But if a row is blue (has been validated), and then a cell is edited, that row will change to this message until validated again through the "Check Rows" button.</p>
---	---

## Deleting a Row

Users may delete rows at any time by clicking on the Actions button and then selecting "Delete":



# Batches Page

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## Batch List

This is a list of all batches in the system.

Signed in as Administrator
**VISION-AID ACADEMY**
Registration Students Batches Reports

Batch Management

Create New Batch

Actions	Id	Name	Batch Capacity	Enrolled Stude...	Dropped Stude...	Attendance %	Assessment %	Parti
12	615	CSS	32	0	0	0%	0%	0





**ID:** The ID automatically assigned to each Batch. This will be unique for each batch.

- **NAME:** The full name of the Course .
- **BATCH:** Serialized name of the Batch.
- **START:** The start date of the batch.
- **END:** The end date of the batch.
- **DAYS :** The days the batch has class.

- **TIME:** The time (can be time window) that the class will run.
- **INSTRUCTOR:** The instructor of the batch.
- **PM:** PM for the batch
- **TEACHING ASSISTANT:** TA of the batch
- **STATUS:** The status of the batch : ONGOING, COMPLETED, UNSTARTED .
- **MODE OF TRAINING:** Indicates if the batch is one of: IN -PERSON, SELF -PACED, VIRTUAL
- **COST:** The cost of the batch.
- **CURRENCY:** Which currency the cost is in. One of INR (Indian Rupees) or USD (US Dollar)

## Filter

By clicking on the name of the column, each column can be filtered. Click once for ascending, again for descending order.

	Program Manager	Teaching Assistant	Data Entry Access	Collected Fees	Currency	Training Mode	Status	Delete
Bogles	Andrea Bogles	Lucy Kim	Laxmisagar Devendra Samal	60		IN-PERSON	VERIFY	
Vempala	Lucy Kim	Test Trainer SV	Nabin Kim	50	USD	VIRTUAL	VERIFY	
	Anika Romar		Santosh Vempala		NA	VIRTUAL	ONGOING	
ainer	Anika Romar	Santosh Vempala	Test Trainer SV		NA	IN-PERSON	COMPLETE	

## Search

The search bar, located to the right above the table allows the user to search through any field.

## Delete

The Trash icon allows for the deletion of any entry.

## Edit

The Pencil icon allows for the in -line editing of any entry.

## Roster

This will link to the roster for the associated batch.

### Show Only Completed Batches

Shows only the patches that have the status 'COMPLETE'.

## Batch Features

Each option has options that user can work on.

Course: C, Batch: 77777789

Total students enrolled: 16

[Batch Attendance](#) [Batch Grades](#) [Batch Status](#) [Documents & Fees](#) [Batch Management](#) [Assessment Management](#)

[Batch Attendance](#) [Batch Grades](#) [Batch Status](#) [Documents & Fees](#) [Batch Management](#) [Assessment Management](#)

Name	ID Proof	Disability Certificate	Photo	Bank Details	Fee Paid	Amount 1	Amount 2	Amount 3	Nature of Fee
testing11...		Yes	Yes	Yes	NA	0	0	0	
Fernanda	Yes	No	Yes	Yes	NA	0	0	0	
fd	No	No	Yes	No	NA	0	0	0	
testtest1...	No	Yes	Yes	No	NA	0	0	0	

## New Batch Form

The form to create a new batch, which requires the following information from the above list: Course Name, Batch, Start, End, Days, Start Time, End Time, Instructors, Cost, Currency, Mode. Note that the fields described are all required. Submit to create the entry, reset to clear all fields.

Batch Management

[Export to CSV](#)

### Create Batch

The fields marked with asterisks (\*) are Required

<b>Course Name*</b> <input type="text" value="-- Select Course --"/>	<b>Class Start Time*</b> <input type="text" value="12:00 PM"/>	<b>Cost per Student</b> <input type="text" value="If free, input 0."/>
<b>Batch ID*</b> <input type="text"/>	<b>Class End Time*</b> <input type="text" value="12:00 PM"/>	<b>Currency</b> <input type="radio"/> INR <input type="radio"/> USD <input checked="" type="radio"/> NA
<b>Course Start Date*</b> <input type="text" value="mm/dd/yyyy"/>	<b>Instructor*</b> <input type="text" value="Anand Kumar Mishra"/>	<b>Batch Strength*</b> <input type="text"/>
<b>Course End Date*</b> <input type="text" value="mm/dd/yyyy"/>	<b>Program Manager*</b> <input type="text" value="Anika Romar"/>	<b>Mode of Training*</b> <input type="text" value="-- Select Training Mode --"/>
<b>Select Class Days*</b> <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F <input type="checkbox"/> Sa <input type="checkbox"/> Su	<b>Teaching Assistant*</b> <input type="text" value="Anand Kumar Mishra"/>	<input type="button" value="Reset"/>
	<b>Data Entry Access*</b> <input type="text" value="Anand Kumar Mishra"/>	<input type="button" value="SUBMIT"/>

The form to create a new batch , which requires the following information from the above list:

Course Name, Batch, Start, End, Days, Start Time, End Time, Instructors, Cost, Currency, Mode.

## Batch Attendance

### Today's Date Highlight

The user can see today's date more easily because that date column is highlighted. See the figure below for an example:

2026-04-09 <span>X</span>	2026-04-10 <span>X</span>
-	-
Dropout	Dropout
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-

Export to CSV

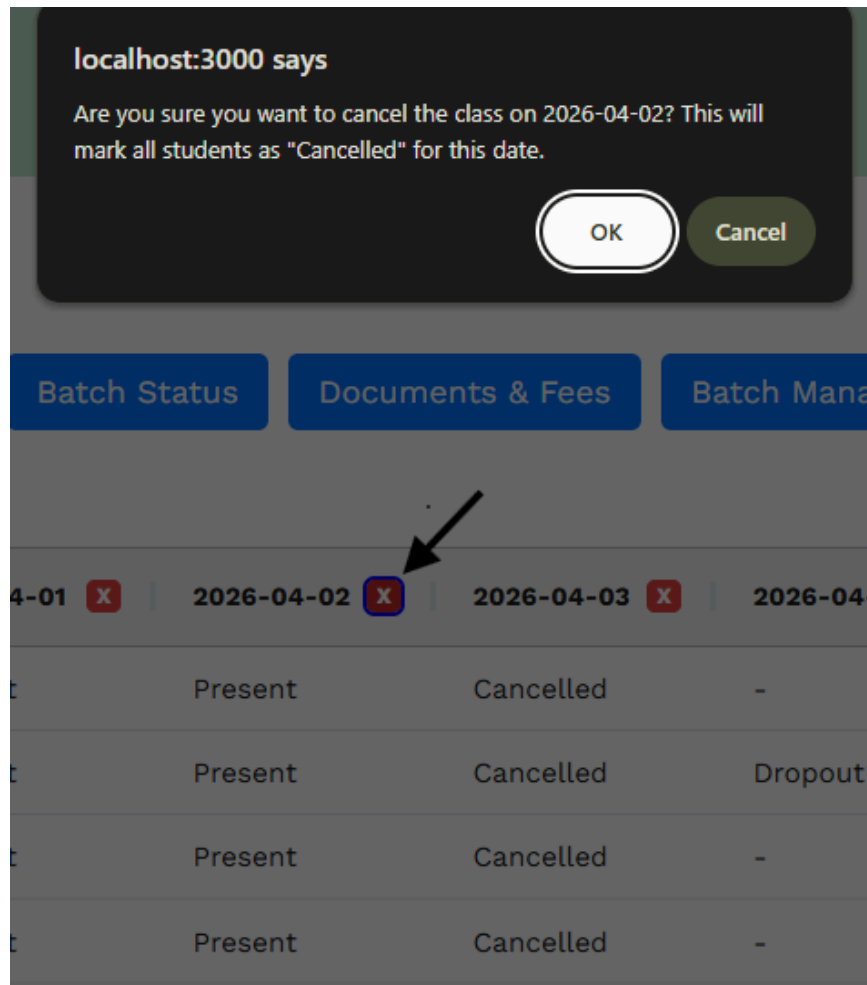
9:45 PM  
4/10/2026

## Future and Unresolved Cells Marked with Dashes

All future dates and unresolved dates are marked with a dash, indicating that the instructor needs to update attendance for those students. Please see the figure above for a visual.

## Canceling Classes on a Certain Date

Each date column includes a red “x” button, which users can use to cancel class for that date. Doing so marks all students under that date as “Cancelled”. Additionally keyboard users can cancel a class by tabbing or using the arrow keys to move to that date column and then pressing “Enter” or the “Spacebar”.



<span style="color: red;">✘</span>	<b>2026-04-02</b>	<span style="color: red;">✘</span>	2
	Cancelled		(
	Cancelled		(
	Cancelled		(
	Cancelled		(
	Cancelled		(
	Cancelled		(
	Cancelled		(
	Cancelled		(
	Cancelled		(

## Assessment Management

### Adding New Assessment Forms

To add a new assessment form, after selecting a specific batch, go to the Assessment Management tab and click on the “+ New Assessment Form” button.

Batch Attendance
Batch Grades
Batch Status

### Create Assessment

Assessment Name:\*



Assessment Type:\*  Formative  Post

Max Marks:\*



Assessment Weight:\*

Submit
Reset
Cancel



Clicking the “Submit” button will add or populate a table underneath the assessment that looks like the figure below (you can add multiple assessment forms):

	NAME ▾	TYPE ▾	%WEIGHT ▾	MAX MARKS ▾
	test	Post	30	100
	test2	Post	45	100

Exiting that screen, going back to the Assessment Management tab, you’ll see the table again. This time you can Edit the % Weights or Refresh the table:

[+ New Assessment Form](#) [Edit % Weight Column](#) [Refresh table](#)



	NAME ▾	TYPE ▾	%WEIGHT ▾	MAX MARKS ▾
	test	Post	30	100
	test2	Post	45	100

### Edit % Weight Column

When you click the “Edit % Weight Column” button, it’ll change to show the following:

Save Changes
Cancel Changes
Refresh table

Post weights total: **75 / 100%** — Must equal 100% to save.


	NAME	TYPE	%WEIGHT	MAX MARKS
	test	Post	30	100
	test2	Post	45	100

Note that to save, the weights must add to 100%. There's a sum shown that helps with this:

Save Changes
Cancel Changes
Refresh table

Post weights total: **75 / 100%** — Must equal 100% to save.



**Total weight must equal 100%. Current total: 75%.**

	NAME	TYPE	%WEIGHT	MAX MARKS
	test	Post	30	100
	test2	Post	<input type="text" value="45"/>	100

Once they add to 100%, it'll ask to save the changes. Click "Confirm" to update:

Save Changes
Cancel Changes
Refresh table

Post weights total: **100 / 100%**

	NAME	TYPE	%WEIGHT	MAX MARKS
	test	Post	55	100
	test2	Post	45	100

Save weight changes

Save the new % weight values? Total is 100%.

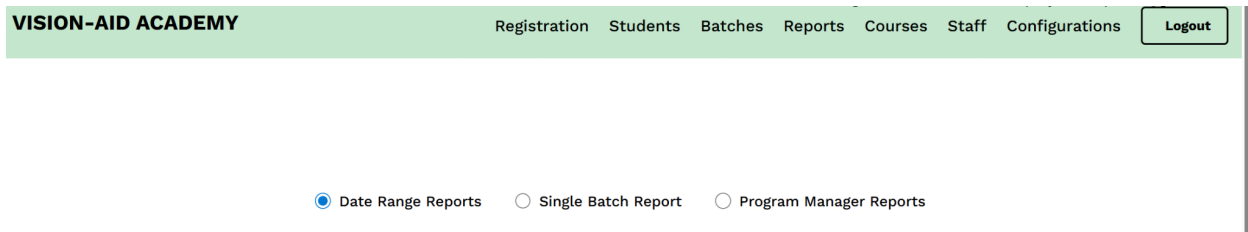
Cancel
Confirm



# Reports Page

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The Reports page allows users to download CSV files containing information on Batches or Students. Below are the options.



## Date Range Reports


To download a Batch Report based on date ranges, select the “Date Range Reports” radio button. Users can then choose either “Custom Date Range” or “Quarter” as the basis for the report.

### Custom Date Range


Users can select a custom date range by entering in the Start Date and End Date for their report.

## Date Range Batch Reports


Select Date Range Type:

Custom Date Range 

Start Date:

mm/dd/yyyy 

End Date:

mm/dd/yyyy 

[Download Batch Report](#) [Download Student Report](#)

### Quarter

Users may also select date ranges based on quarters. Only one quarter may be selected at a time, and must be specified by the Year and Quarter.

## Date Range Batch Reports

Select Date Range Type:

Quarter ▼

Year:

2025 ▼

Quarter:

Q2 (Apr-Jun) ▼

[Download Batch Report](#) [Download Student Report](#)

## Single Batch Report

Users may download a single Batch Report by typing in the Batch Name and Batch ID or just the Batch ID. The Batch Name has search enabled, so typing letters or numbers will generate a dropdown list of batches.

- Date Range Reports  Single Batch Report  Program Manager Reports

## Single Batch Report ℹ

Batch Name:  Batch ID:

**000111222**  
ID: 640 • C [Single Batch Report](#)

**01223**  
ID: 594 • Another Test

**100000**

# Program Manager Reports

Users can make selections for program manager and program coordinator and make selections based on date range or quarter of the year. If there are no batches found, then an alert message is displayed to users for no data found.

- Date Range Reports     Single Batch Report     Program Manager Reports

## Program Manager Report

**Select Program Manager:**

Select Program Manager ▼

**Select Date Range Type:**

Custom Date Range ▼

**Start Date:**

mm/dd/yyyy 📅

**End Date:**

mm/dd/yyyy 📅

[Download Program Manager Report](#)

# Courses Page

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## Course List

Course Management

[Export to CSV](#)

[+ New Course Form](#)

Name	Description	Duration	Duration Type
 C	c classE	2	Months
 CSS	css class	12	Weeks
 HTML	Intermediate HTML	1	Months
 Mobile Technology	To enable a person with visual impairment to effectively use the modern-day smartphone for day-to-day work, mobility and comfort	2	Weeks
 PHP	a	2	Weeks

This is a list of all the courses in the system:

- **ID:** The ID automatically assigned to each Batch. This will be unique for each batch.
- **NAME:** The name of the course.
- **DESCRIPTION:** A brief description of the course.
- **DURATION:** A numeric indication of how many of the time lengths in DURATION\_TYPE the course lasts.
- **DURATION\_TYPE:** Indicates whether the denomination of time is MONTHS or WEEKS.

## Filter

By clicking on the name of the column, each column can be filtered. Click once for ascending, again for descending order.

## Search

The search bar, located to the right above the table allows the user to search through any field.

## Delete

The Trash icon allows for the deletion of any entry.

## Edit

The Pencil icon allows for the in -line editing of any entry.

## New Course Form

---

### Course Management

**Create Course** ^  
**Name\***  
  
**Description**  
  
**Duration\***  
  
**Duration Type\***  
Time period  
 Days  Weeks  Months

The form to create a new course, which requires the information from the above list (not ID).

Note that the fields described are all required. Submit to create the entry, reset to clear all fields.

# Staff Page

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## Staff List

This is a list of all the staff in the system: (Note that each account is based on an email, so a single individual could have multiple accounts tied to multiple emails.

All VisionAid Staff

[Export to CSV](#)

[+ New VA Staff](#)

Name	Employee Number	Contact Number	Gender	Date of Birth	Visual Acuity	Work Location	Designation
 Anand Kumar Mishra	F0345	9039735869	Female	15-01-2000	LowVision	Uttar Pradesh	Telecaller
 Andrea Bogles	VSN597	1112223333	Female	15-05-2020	Blind	Online	Trainer
 Anika Romar	56834	1112223334			Blind	Chennai	Program Coord

- **ID:** The ID automatically assigned to each Batch. This will be unique for each batch.
- **EMAIL :** The email associated with the staff account. Must be a GMail to integrate with OAuth.
- **FIRST NAME:** The first name of the staff member.
- **LAST NAME:** The last name of the staff member (surname/ family name)
- **ROLE:** The role that the staff member has which allows different permission and access to different pages. Can be MANAGEMENT, PM, ADMINISTRATOR
- **ACTIVE:** Shows if the email account is active. (1 For active, 0 for inactive). Inactive accounts will not be able to access pages.

## Filter

By clicking on the name of the column, each column can be filtered. Click once for ascending, again for descending order.

## Search

The search bar, located to the right above the table allows the user to search through any field.

## Delete

The Trash icon allows for the deletion of any entry.

## Edit

The Pencil icon allows for the in-line editing of any entry.

## New Staff Member Form

All VisionAid Staff

### Add New Staff Member ^

<b>Name*</b> <input type="text"/>	<b>Supervisor*</b> <input type="text" value="Anand Kumar Mishra"/>	<b>Training Program 2</b> <input type="text"/>
<b>Employee Number*</b> <input type="text"/>	<b>Date of Joining*</b> <input type="text" value="mm/dd/yyyy"/>	<b>Training Program 3</b> <input type="text"/>
<b>Contact Number*</b> <input type="text"/>	<b>Nature of Work*</b> <input type="text" value="Part-time"/>	<b>Role*</b> <input type="text" value="Staff"/>
<b>Gender*</b> <input type="text" value="Male"/>	<b>Has Contract?</b> <input type="checkbox"/>	<b>Staff Working Status*</b> <input type="text" value="A"/>
<b>Date of Birth*</b> <input type="text" value="mm/dd/yyyy"/>	<b>Official Email*</b> <input type="text"/>	<b>Action</b> <input type="text"/>
<b>Visual Acuity*</b> <input type="text" value="Low Vision"/>	<b>Training Program 1</b> <input type="text"/>	<input type="button" value="Reset"/>
<b>Work Location*</b> <input type="text"/>		<input type="button" value="SUBMIT"/>
<b>Designation*</b> <input type="text" value="Trainer"/>		

The form to create a new staff member, which requires the information from the above list (not ID or Active). The accounts default to active (ACTIVE will be 1.) Note that the fields described are all required. Submit to create the entry, reset to clear all fields.

## Roster

From the Batches page, clicking the “Roster” button will take the user to the Roster for that batch. This page shows the total number of students enrolled in the batch, an attendance table

to track students' attendance throughout the batch session, and grades table to track student grades.

# Configurations

Once users are logged in, they can view the configurations tab with the Admin role. Users can edit the following values. Currently, this page allows users to manage the Staff Designations. Designations can be added and deleted from this page.

### Configurations

**Dropdown values**

Manage:

**Current values**

Head of Training	Delete
Program Coordinator	Delete
Program Manager	Delete
Teaching Assistant	Delete
Telecaller	Delete
Trainer	Delete
Training Coordinator	Delete

**Add a new option**

Value