USER MANUAL FOR CORPORATES

1: Introduction

Purpose

The purpose of this User Manual is to help Corporates to guide how to register for professional First Aid trainings for **Industries, Factories, Hotels, Security Agencies, Private and Govt. Companies, etc.**

Important Point

The URL to be used https://ircsfa.org/

Note: - Fees for First Aid Professional training is Rs 1500/- per employee including 18 % GST.

2: New Registration

1. The corporate will access the online training portal (https://ircsfa.org/) for one time registration, where Training coordinator will select "Corporate Request and then click on Request".

2. I) After clicking on request, **Enquiry Form** will open, Training coordinator will fill the basic ("**Enquiry Details")** as shown below. II) In ("**Details for Training")** coordinator has to mention the count of candidates for training, preferred training date, type of course applying and type of certification, also by clicking on "**Action"** button coordinator can generate multiple requests for training and can also delete the generated requests. III) After details for training "**Company Address" & Preferred Training Address"** will be filled, in case both addresses are same then coordinator can click on the below mentioned "**check box"** to autofill the address. IV) In last section **"Contact Person Details"** will be filled, provided mobile no. and email id will be verified with the OTP which will generate after clicking on **Generate OTP,** then the received OTPs has to be filled in the respective columns. After filling all the required details mentioned in enquiry form click on Submit.
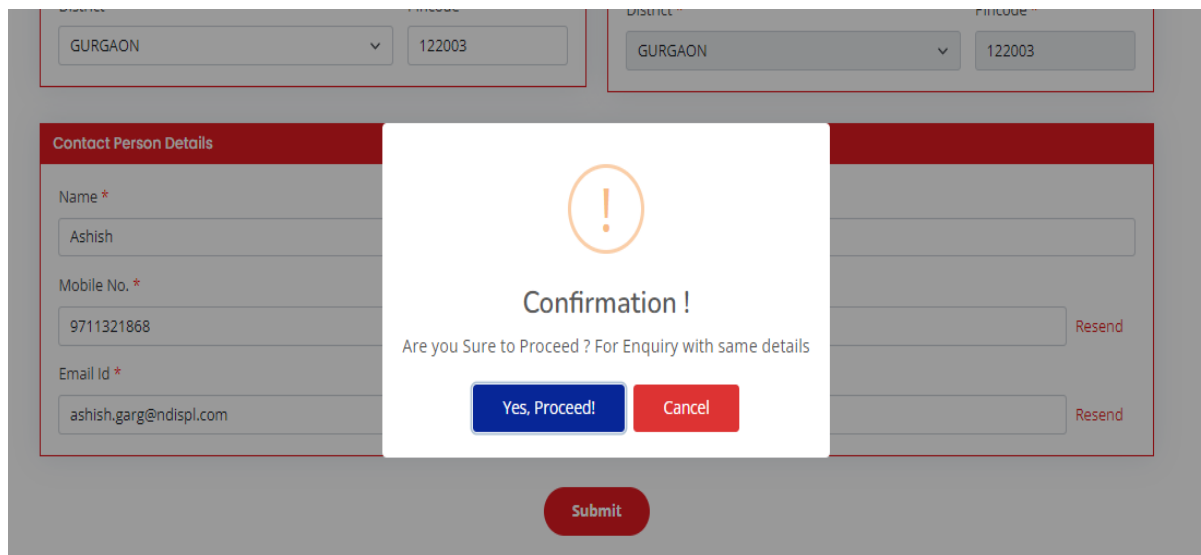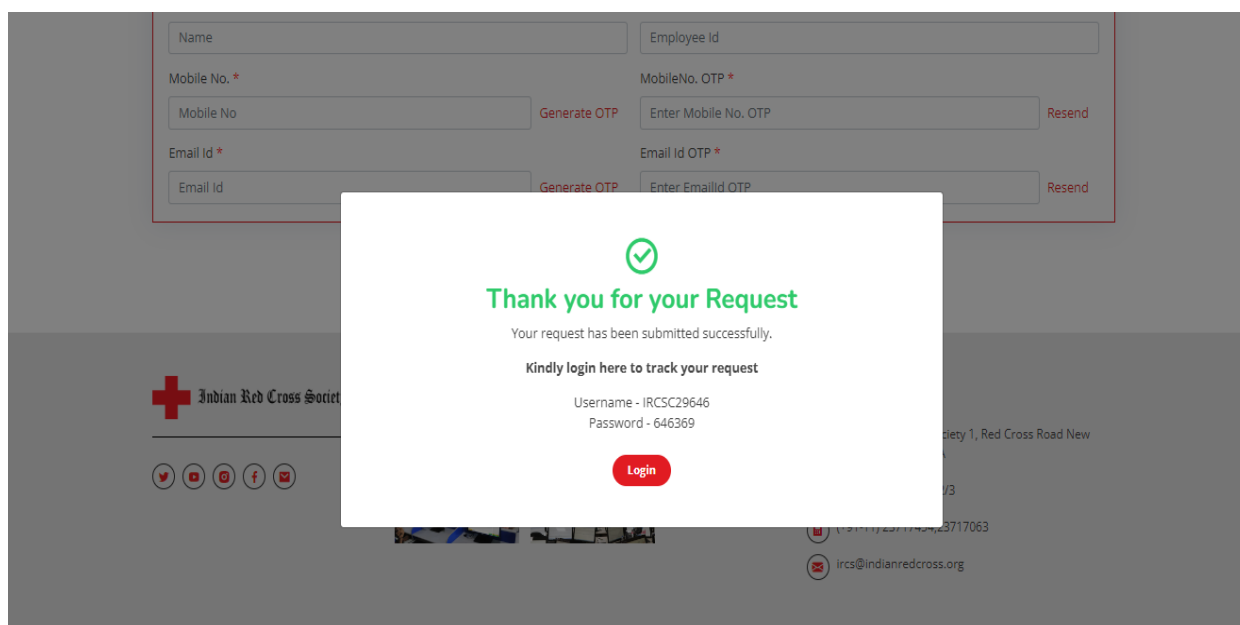
3. After clicking on the submit button the system will ask for the confirmation to **Proceed** or **Cancel** with the details mentioned in enquiry form.

4. After clicking on the proceed button, pop up will display the thank you message along with the login credentials. (ref. image mentioned below). Click on login to proceed.

   Note: - Please save the mentioned login details to access your account, details will also be shared on mentioned mobile no. and email id of the contact person.

5. By clicking on the Login button, you will be redirected to the Login page where you need to enter the User name & Password along with the CAPTCHA displayed at the time of login.

6. After entering the login details your account will open, then click on **"Track Request"** to check the status of the training requests. The status will only be changed after Approval or Rejection of the request by Training Centre.

7. In your account click on **"Enquire for Other Courses"** (as shown below) to generate new queries for other courses or for the same course, after clicking on submit button request will sent to the training centre and you can check the status of the same in **Track Request** tab (as shown in Point 6).

8. Once the status of requests is confirmed by Training Centre, click on the "**Approved / Upload Candidates**" as shown below

9. New page will open to "**Add Candidates**" as shown below, by clicking on **Add Candidate** button you can add single candidate at a time and for bulk upload select **Upload Candidate List.** Both buttons also show the no. of candidates available for upload. In **Candidate List,**

For Group of Candidate

Add Candidates

For Single Candidate

Add Candidate (Left : 5)   **Upload Candidate List (Left : 5)**

Request Details

Request ID	Course	Certificate
CRHS000011	HYGIENCE & SANITATION (HS)	SENIOR PROFESSIONAL
Applied Candidates	**Approved Candidates**	**Pending for Upload**
5	5	5

Candidate List

Sr.No	Registration No	Candidate Name	Father Name	D.O.B.	Gender	Documents

10. **Add Candidate:** Fill the detail of the candidate as mentioned below and press **Submit** to upload the detail.

Add Candidate   ×

ID Type *	ID No. *	Upload ID *
[CHOOSE ONE] ⌄	ID NO.	Choose File NO FILE CHOSEN
Candidate Name *	**Father's Name ***	**DOB ***
CANDIDATE NAME	FATHER'S NAME	DATEOFBIRTH DD/MM/YYYY 🗓
Gender *	**Mobile Number ***	**Upload Photo ***
[CHOOSE ONE] ⌄	MOBILE NUMBER	Choose File NO FILE CHOSEN

Submit

11. After clicking on **Upload Candidate List,** a pop-up will appear as shown below. Click on **Download Sample File** to download the sample file.

Click Here

Add Candidate (Left : 5)

Upload Candidate   **Download Sample File**

Important Instructions: Date of Birth Should be in DD/MM/YYYY Format. Canididate name Father Name and DOB should be Unique.

Choose File *   Choose File   NO FILE CHOSEN

Cancel   **Upload**

12. Open the downloaded file and fill the required details of the candidates as shown below.
    Note: Don't change the name and mentioned format in the file.

13. In **Upload Candidate** click on **Choose File** to select the saved file and then click **Upload** and select the saved file to update the file. After uploading **Candidate List** will be updated with the uploaded data.

14. In **Candidate List** click on **Upload** button to upload the candidate's document. Choose the required document and press **Submit.**

15. After uploading of documents, status will show completed and payment option will appear for uploaded candidates. Enter the **Facilitation Charges (if any)** (Amount will be verified from test centre) then click on **"Make Payment"**

16. After clicking on **Make Payment** pop up will come for confirmation of payment, after confirmation it will redirect to the Payment Gateway to process the payment.

17. Once the payment is successful Invoice will be generated. To view the invoice, click on **"Your Invoices"** as shown below. In **Invoice List** all the previously generated invoices will be there, to view and print the invoice click on **"Print"** in **"View"** column.

Click here for invoices

Indian Red Cross Society ☰

🔔 0   👤 XYZ PVT LTD ▾

- 🔲 Dashboard
- 🔔 Notification
- 📈 Track Request
- 📋 Your Invoices
- 📄 Result & Certificate
- 📄 Training Batches
- 📄 Generate Admit Card
- 💬 Enquire For Other Courses
- ⓘ Need Help

Invoice List

Show 10 entries   Copy   Excel   PDF

Search: _____

SL. ↑↓	Invoice No. ↑↓	Invoice Date ↑↓	Candidate Count ↑↓	Training Centre ↑↓	Invoice Amount ↑↓	View ↑↓
1	I22111005	03/11/2022	5	HR1001 - DISTRICT CENTRE GURUGRAM GURUGRAM REDROSS BHAWAN SECTOR 15PART II GURGAON HARYANA 122002	9000.00	Print

Showing 1 to 1 of 1 entries

Previous   1   Next

Click here to view Paid Invoice

Click here to Print Paid Invoice

Indian Red Cross Society ☰

🔔 0   👤 XYZ PVT LTD ▾

Print

- 🔲 Dashboard
- 🔔 Notification
- 📈 Track Request
- 📋 Your Invoices
- 📄 Result & Certificate
- 📄 Training Batches
- 📄 Generate Admit Card
- 💬 Enquire For Other Courses
- ⓘ Need Help

Invoice

Indian Red Cross Society   **TAX INVOICE**   Invoice: I22111005
Date: 03/11/2022

From:
IRCS NATIONAL HQ 1, RED CROSS ROAD, SANSAD MARG NEW DELHI
GST No.: 0120401200AAD

To:
XYZ PVT LTD
XYZ COLONY NEAR SCHOOL GURGAON
HARYANA 122003
GST No.: 07AAFCN0504L1AM
Registration No.: IRCSC29646

S.No.	Particulars	
1	Purpose	HYGIENCE & SANITATION (HS) Training for 5 Candidates.
2	Training Venue	HR1001 - DISTRICT CENTRE GURUGRAM GURUGRAM REDROSS BHAWAN SECTOR 15PART II GURGAON HARYANA 122002
3	No. of Trainees	5

Terms & Conditions

Amount Paid to IRCS, NHQ, New Delhi	
Training Charges	₹ 7000
Facilitation Charges	₹ 2000.00
Total Amount Paid With GST	₹ 9000.00

Account Officer / Assistant AccountOfficer
IRCS NHQ, New Delhi