



Abu Dhabi Centre for Technical and Vocational Education and Training (ACTVET)

Dashboard My Profile Candidate Summary Member's Profile

User Guides – V0.2

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Confidential

Open

Introduction

TAMM allows you to manage various services and features offered by the ACTVET starting with navigating through your dashboard.

The following ACTVET features are covered in this user guide:

- Profiles – This feature allows the primary contact of an institution to view the institution’s profiles.
- Candidates Summary – This feature allows the primary contact of an institution to view the Candidates Summary.
- Member’s Profile Dashboard – This is the dashboard’s view of the member profile user type.

Prerequisite

An active UAE PASS account is needed to access the access ACTVET digital services and initiate a request.

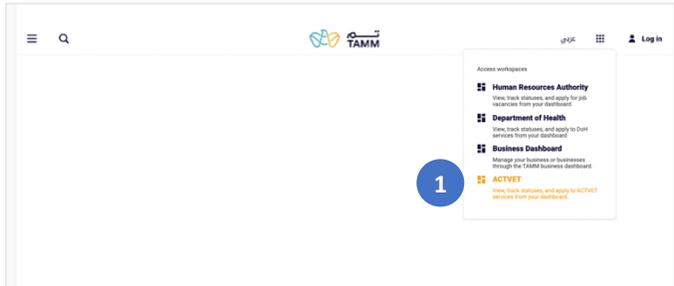


Sign in to Tamm Digital Services

Click **Sign in with UAE Pass** and log in using your valid credentials to access features.

Getting Started

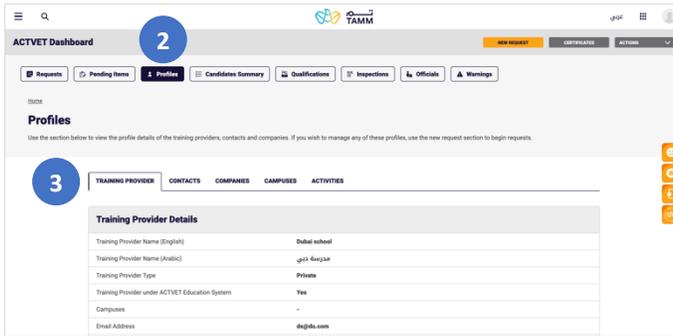
This section explains step-by-step procedure to access the ACTVET feature.



Find the Feature on TAMM

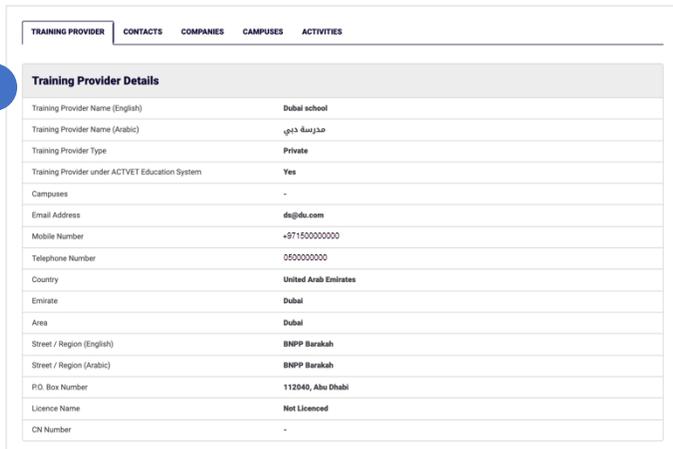
Through the ACTVET Dashboard

1. Click on the square icon located on the top right of the TAMM website and click **ACTVET** from the drop-down list.



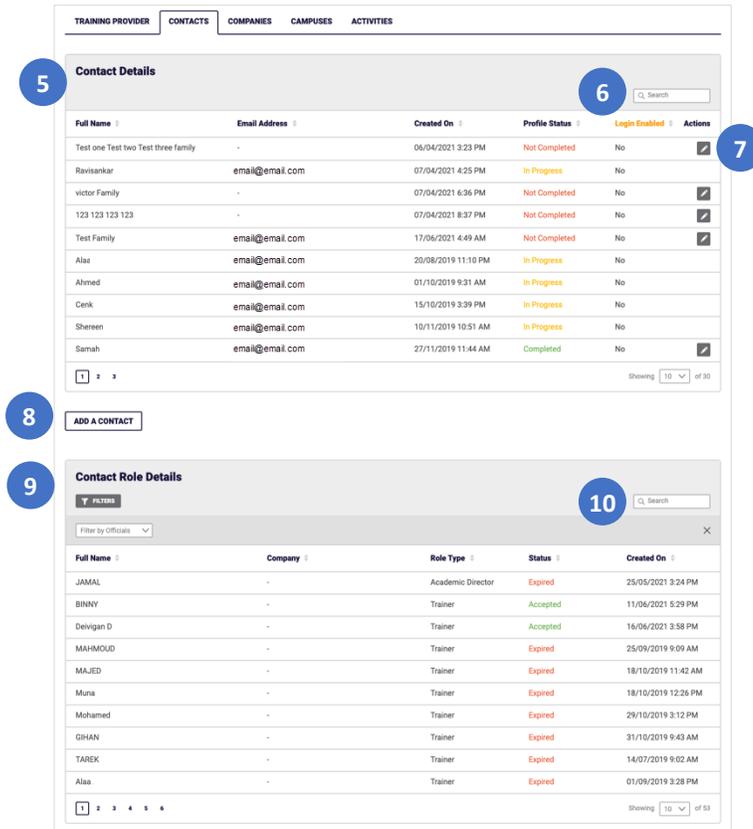
Profiles

2. Click on the 'Profiles' button at the top of the dashboard.
3. Select the tab you would like to open.
 - a. If you select 'Training Provider', the following screen displays the '[Training Provider](#)' section.
 - b. If you select 'Contacts', the following screen displays the '[Contacts](#)' section.
 - c. If you select 'Companies', the following screen displays the '[Companies](#)' section.
 - d. If you select 'Campus', the following screen displays the '[Campus](#)' section.
 - e. If you select 'Activities', the following screen displays the '[Activities](#)' section.



Training Provider

4. View the Training Provider Details.



Contact Details

Full Name	Email Address	Created On	Profile Status	Login Enabled	Actions
Test one Test two Test three family	-	06/04/2021 3:23 PM	Not Completed	No	✎
Ravisankar	email@email.com	07/04/2021 4:25 PM	In Progress	No	✎
victor Family	-	07/04/2021 6:36 PM	Not Completed	No	✎
123 123 123 123	-	07/04/2021 8:37 PM	Not Completed	No	✎
Test Family	email@email.com	17/06/2021 4:49 AM	Not Completed	No	✎
Alaa	email@email.com	20/08/2019 11:10 PM	In Progress	No	✎
Ahmed	email@email.com	01/10/2019 9:31 AM	In Progress	No	✎
Cenk	email@email.com	15/10/2019 3:39 PM	In Progress	No	✎
Shereen	email@email.com	10/11/2019 10:51 AM	In Progress	No	✎
Samah	email@email.com	27/11/2019 11:44 AM	Completed	No	✎

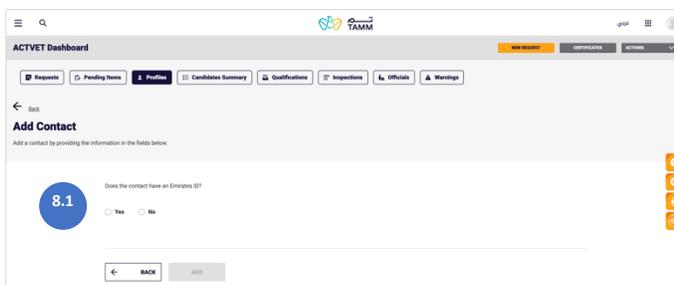
ADD A CONTACT

Contact Role Details

Full Name	Company	Role Type	Status	Created On
JAMAL	-	Academic Director	Expired	25/05/2021 3:24 PM
BINNY	-	Trainer	Accepted	11/06/2021 5:29 PM
Devigan D	-	Trainer	Accepted	16/06/2021 3:58 PM
MAHMOUD	-	Trainer	Expired	25/09/2019 9:09 AM
MAJED	-	Trainer	Expired	18/10/2019 11:42 AM
Muna	-	Trainer	Expired	18/10/2019 12:26 PM
Mohamed	-	Trainer	Expired	29/10/2019 3:12 PM
GIHAN	-	Trainer	Expired	31/10/2019 9:43 AM
TAREK	-	Trainer	Expired	14/07/2019 9:02 AM
Alaa	-	Trainer	Expired	01/09/2019 3:28 PM

Contacts

- View the Contact Details.
- Use the search bar to search for contacts.
- Click on the 'Edit' icon next to a contact to update their profile.
 - If the Profile Status is 'Completed', clicking on the edit button will initiate 'Amend Contact Profile' service.
 - If the Profile Status is 'In Progress', the edit button will not be displayed because the profile is currently being amended by the contact.
 - If the Profile Status is 'Not Completed', clicking on the edit button will initiate the 'Update Contact Profile' service.
- Click on 'Add Contacts' to add a contact. The following screen will display the 'Add Contacts' section.
- View the Contact Role Details.
- Use the search bar to search for contacts.



ACTVET Dashboard

Add Contact

Add a contact by providing the information in the fields below.

8.1 Does the contact have an Emirates ID?

Yes No

BACK **ADD**

Add Contacts

- 8.1 Select whether the contact has an Emirates ID.

Does the contact have an Emirates ID?

Yes No

8.2 **Verify Contact Details**

EMIRATES ID: DATE OF BIRTH: EMAIL ADDRESS:

MOBILE NUMBER:

8.3 **VERIFY**

Does the contact have an Emirates ID?

Yes No

8.2 **Verify Contact Details**

FIRST NAME (ENGLISH): SECOND NAME (ENGLISH) (OPTIONAL): THIRD NAME (ENGLISH) (OPTIONAL):

FAMILY NAME (ENGLISH): NATIONALITY: EMAIL ADDRESS:

MOBILE NUMBER: PASSPORT NUMBER:

8.3 **VERIFY**

Does the contact have an Emirates ID?

Yes No

Verify Contact Details

FIRST NAME (ENGLISH): SECOND NAME (ENGLISH) (OPTIONAL): THIRD NAME (ENGLISH) (OPTIONAL):

FAMILY NAME (ENGLISH): NATIONALITY: EMAIL ADDRESS:

MOBILE NUMBER: PASSPORT NUMBER: **8.4a**

VERIFY

8.5 **BACK** **ADD**

8.2 Fill the required information.

8.3 Click **VERIFY**.

Note: an error message will be displayed if the Emirates ID and date of birth do not match.

8.4a If the contact is verified successfully, a success message will be displayed.

8.5 Click on **ADD** to add the contact.

a. Click 'Back' to return to the previous page.

ACTVET Dashboard

Profiles

8.6 **Contact has been successfully created**
 Contact has been added successfully. Kindly update the contact profile from the Pending list!

Full Name	Email Address	Created On	Profile Status	Login Enabled	Action
Tester	email@gmail.com	25/02/2021 8:28 PM	In Progress	No	
Tester	email@gmail.com	25/02/2021 8:40 PM	In Progress	No	
Tester	email@gmail.com	25/02/2021 8:41 PM	In Progress	No	
Final	email@gmail.com	01/04/2021 10:19 AM	In Progress	No	

8.6 A confirmation message is displayed.

Does the contact have an Emirates ID?

Yes No

Verify Contact Details

EMIRATES ID: 7940000000000 ✓ DATE OF BIRTH: 27 November 1992 EMAIL ADDRESS: email@gmail.com
This individual is identified as an existing contact with another training provider. If you use this contact as part of services, a shared contact request will be initiated during the quality assurance stage. You must use the same email address in your UAE Pass.

MOBILE NUMBER: +971500000000

VERIFY

DO YOU WANT TO SHARE THE CONTACT?

Yes No

BACK **ADD**

8.4b

8.5

8.4b If the contact already exists, a message will be displayed and you will be asked if you want to share the contact.

8.5 Select whether you want to share the contact.

Does the contact have an Emirates ID?

Yes No

Verify Contact Details

EMIRATES ID: 7940000000000 ✓ DATE OF BIRTH: 27 November 1992 EMAIL ADDRESS: email@gmail.com
This individual is identified as an existing contact with another training provider. If you use this contact as part of services, a shared contact request will be initiated during the quality assurance stage. You must use the same email address in your UAE Pass.

MOBILE NUMBER: +971500000000

VERIFY

DO YOU WANT TO SHARE THE CONTACT?

Yes No

Please add another individual if you do not wish to share this contact.

BACK **ADD**

8.6

8.6

8.7

DO YOU WANT TO SHARE THE CONTACT?

Yes No

Create A Shared Contact

Specify the member details in the fields below. Take note that contacts listed under other training providers will require the creation of a shared contact and approval. Note that this is not a request to add a trainer. Once your request to share the contact has been approved, you may visit the 'Add Trainer' service to initiate the add trainer request for this contact.

IS THE CONTACT A TRAINER?

Yes No

ADDITIONAL NOTES (OPTIONAL)

CREATE A SHARED CONTACT

BACK **ADD**

8.6 If 'No' is selected, a message will be displayed and you cannot proceed unless you add a different contact.

8.6 If 'Yes' is selected, 'Create A Shared Contact' steps will be displayed.

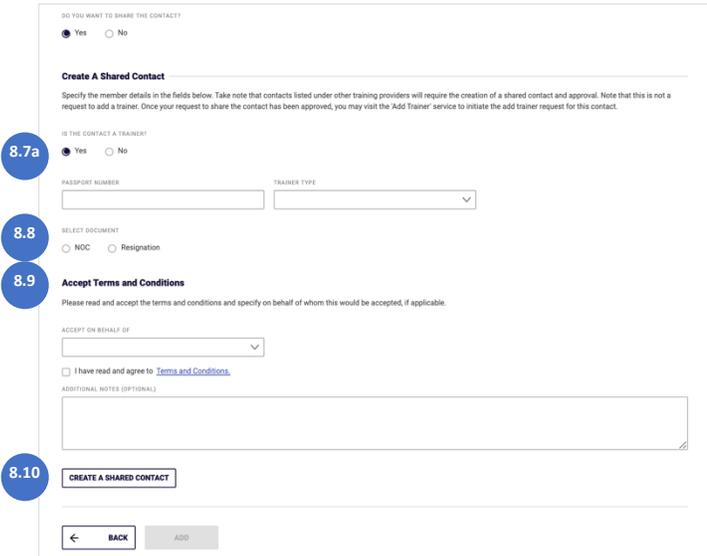
8.7 Select whether the contact is a trainer.

8.7a

8.8

8.9

8.10



8.7a If 'Yes' is selected, certain fields will be displayed.
 8.8 Select which document applies.
 8.9 Accept Terms and Conditions.
 8.10 Click 'Create a Shared Contact'

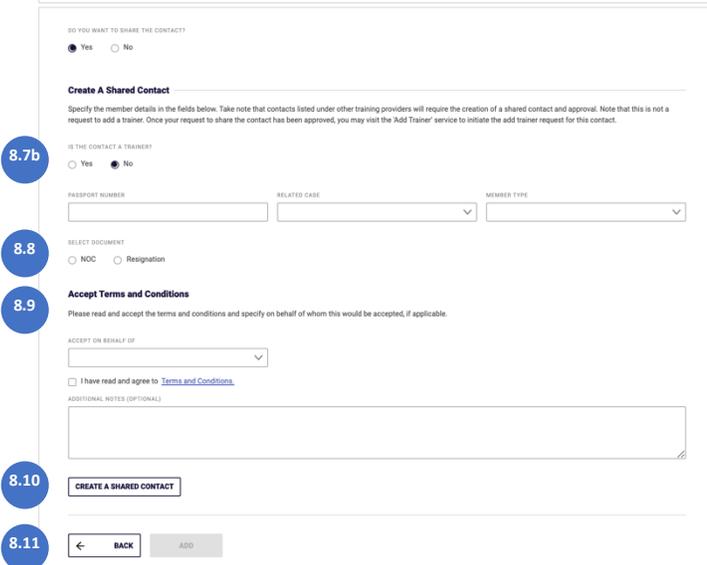
8.7b

8.8

8.9

8.10

8.11

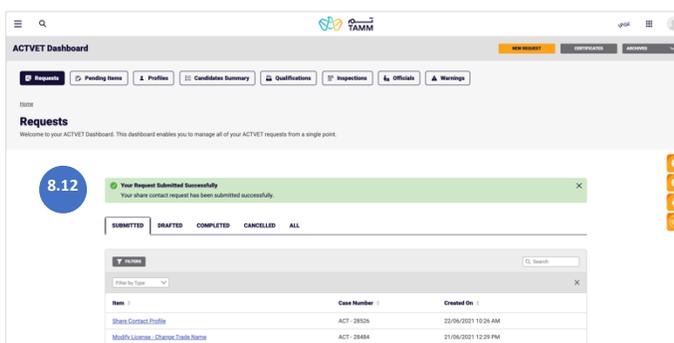


8.7b If 'No' is selected, other fields will be displayed.
 8.8 Select which document applies.
 8.9 Accept Terms and Conditions.
 8.10 Click 'Create a Shared Contact'

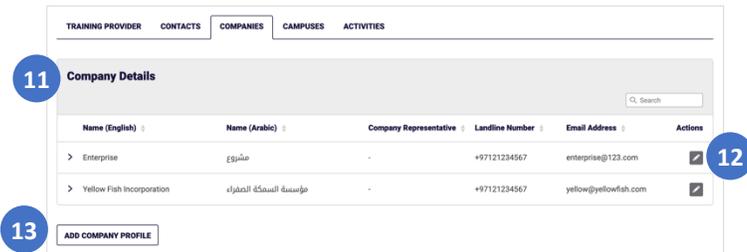
8.11 Once 'Create a Shared Contact' is clicked, the **ADD** button will enable and you can proceed with adding the contact.

Note: In certain situations, after clicking 'Create a Shared Contact', you will be requested to upload a document. Once the document is uploaded, you can proceed by clicking on **ADD**.

8.12

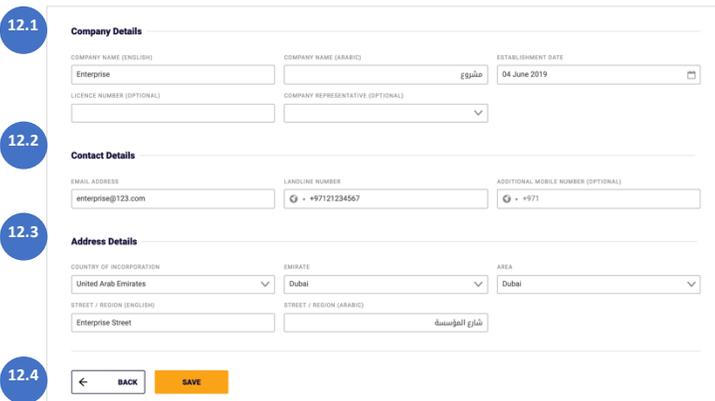


8.12 A confirmation message is displayed.



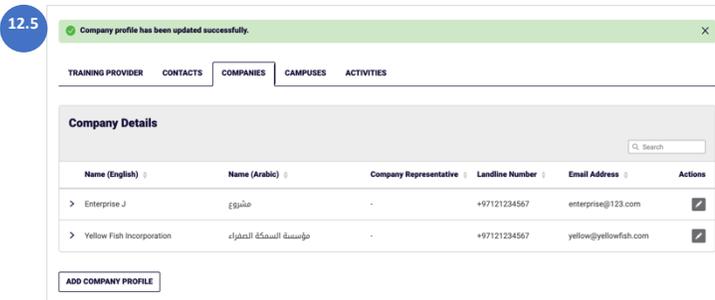
Companies

11. View the Company Details.
12. Click on the 'Edit' icon next to a company to update the information.
 The following screen will display the '[Edit Company](#)' section.
13. Click on 'Add Company Profile' to add a company.
 The following screen will display the '[Add Company Profile](#)' section.

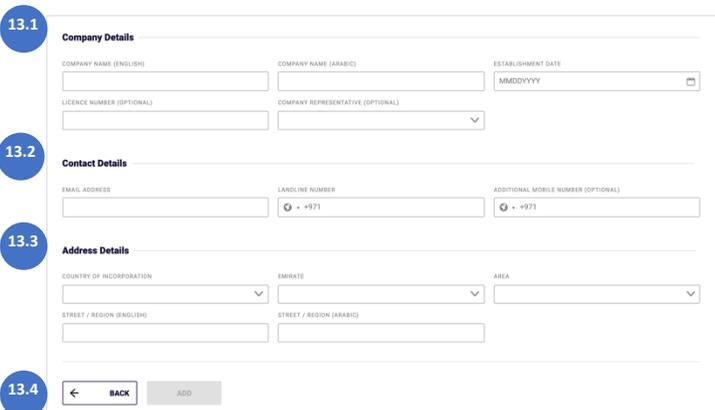


Edit Company

- 12.1 Enter the **Company Details**.
- 12.2 Enter the **Contact Details**.
- 12.3 Enter the **Address Details**.
- 12.4 Click on '**SAVE**' to save the information.
 - a. Click on '**BACK**' to return to the previous page.
 The following page will display a confirmation message.



12.5 A confirmation message is displayed.



Add Company Profile

- 13.1 Enter the **Company Details**.
- 13.2 Enter the **Contact Details**.
- 13.3 Enter the **Address Details**.
- 13.4 Click on '**ADD**' to save the information.
 - a. Click on '**BACK**' to return to the previous page.
 The following page will display a confirmation message.

13.5

Company has been added successfully.

TRAINING PROVIDER CONTACTS COMPANIES CAMPUSES ACTIVITIES

Company Details

Search

Name (English)	Name (Arabic)	Company Representative	Landline Number	Email Address	Actions
> Enterprise	مشروع	-	+97121234567	enterprise@123.com	✕

ADD COMPANY PROFILE

13.5 A confirmation message is displayed.

14

TRAINING PROVIDER CONTACTS COMPANIES CAMPUSES ACTIVITIES

Facility Details

Total Facility Size (Sqm)	-
Total Number of Training Rooms	-
Latitude	24.49877
Longitude	54.40312

List of Campuses

Campus Name	City	Address	Created On
> Abu Dhabi Campus	Abu Dhabi	-	11/04/2021 11:14 AM
> Ajman Campus	Ajman	-	11/04/2021 11:15 AM

Campus

14. View the Facility Details.
 15. View the List of Campuses.

16

TRAINING PROVIDER CONTACTS COMPANIES CAMPUSES ACTIVITIES

Training Provider Activities

Name (English)	Name (Arabic)	Status	Number of Courses	Actions
> National Qualifications	مؤهلات وطنية	Active	2	Add Course Edit Delete

Description
 Endorsed nuclear related qualifications and vocational assessor qualifications

Course Name (English)	Course Name (Arabic)	Fees (AED)	Duration	Actions
> New Technologies	تقنيات جديدة	4000	-	Edit Delete
> Level 4 Award in Assessment (Vocational Setting)	-	1	Open	Edit Delete

17

18

19

Activities

16. View the **Training Provider Activities** and their courses.
 17. Click on 'Add Course' to add a course.
 The following screen will display the '[Add Course](#)' section.
 18. Click on the 'Edit' icon next to a course to update the details.
 The following screen will display the '[Edit Course](#)' section.
 19. Click on the 'Edit icon next to a course to delete it.
 The following screen will display the '[Delete Course](#)' section.

17.1

Course Definition

COURSE NAME (ENGLISH) COURSE NAME (ARABIC) PRICE (AED)

0

DURATION

DESCRIPTION

17.2

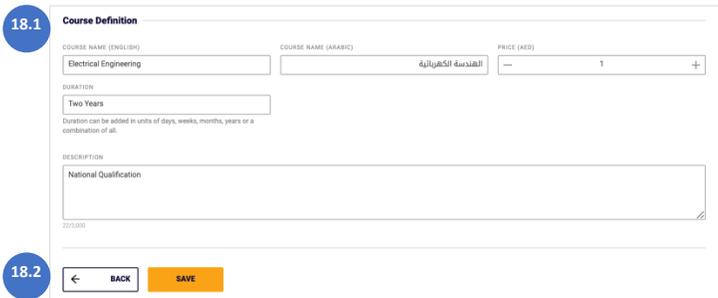
← BACK ADD

Add Course

17.1 Enter the **Course Definition** details.
 17.2 Click on '**ADD**' to save the information.
 a. Click on '**BACK**' to return to the previous page.
 The following page will display a confirmation message.



17.3 A confirmation message is displayed.

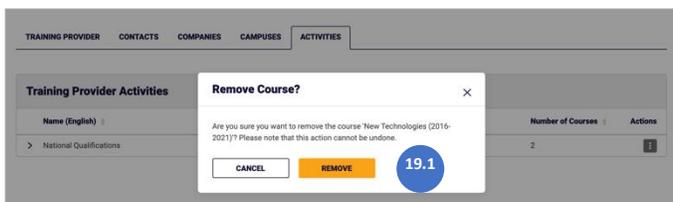


Edit Course

18.1 Enter the **Course Definition** details.
18.2 Click on **'SAVE'** to save the information.
a. Click on **'BACK'** to return to the previous page.
The following page will display a confirmation message.



18.3 A confirmation message is displayed.

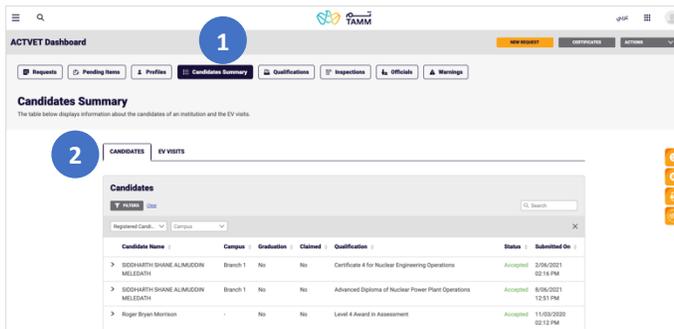


Delete Course

19.1 Click on **'REMOVE'** to remove the course.
a. Click on **'CANCEL'** to return to the previous page.



19.2 A confirmation message will be displayed.



ACTVET Dashboard

Candidates Summary

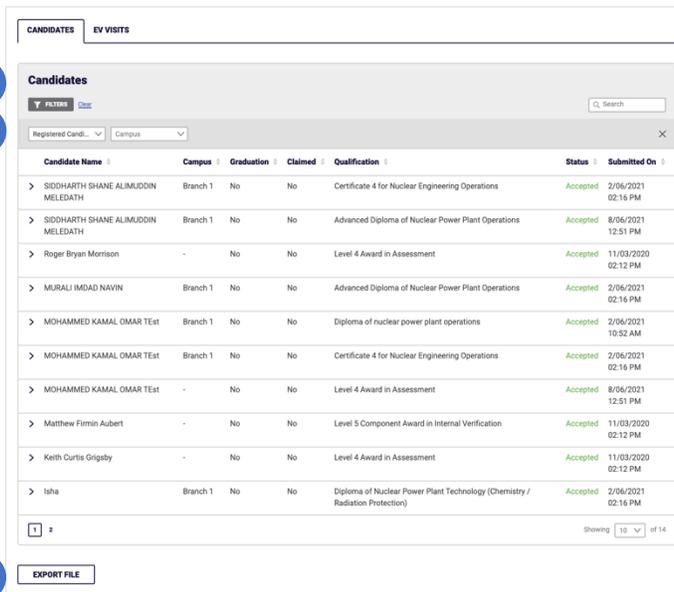
The table below displays information about the candidates of an institution and the EV visits.

CANDIDATES | EV VISITS

Candidate Name	Campus	Graduation	Claimed	Qualification	Status	Submitted On
> SIDHARTH SHANE ALIMUDDIN MELEDATH	Branch 1	No	No	Certificate 4 for Nuclear Engineering Operations	Accepted	2/06/2021 02:16 PM
> SIDHARTH SHANE ALIMUDDIN MELEDATH	Branch 1	No	No	Advanced Diploma of Nuclear Power Plant Operations	Accepted	8/06/2021 12:51 PM
> Roger Bryan Morrison	-	No	No	Level 4 Award in Assessment	Accepted	11/03/2020 02:12 PM

Candidate Summary

1. Click on the 'Candidate Summary' button at the top of the dashboard.
2. Select the tab you would like to open.
 - a. If you select 'Candidates', the following screen displays the '[Candidates](#)' section.
 - b. If you select 'EV Visits', the following screen displays the '[EV Visits](#)' section.



CANDIDATES | EV VISITS

Candidates

Registered Card... Campus

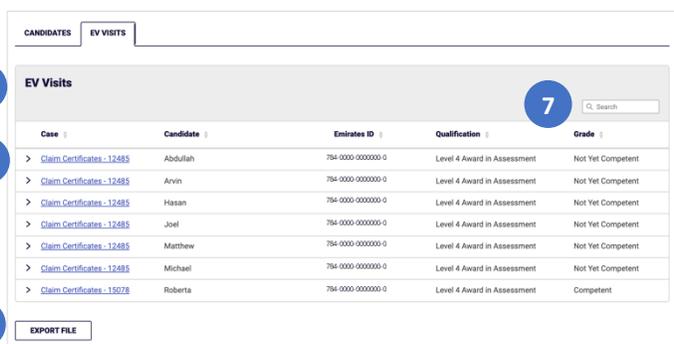
Candidate Name	Campus	Graduation	Claimed	Qualification	Status	Submitted On
> SIDHARTH SHANE ALIMUDDIN MELEDATH	Branch 1	No	No	Certificate 4 for Nuclear Engineering Operations	Accepted	2/06/2021 02:16 PM
> SIDHARTH SHANE ALIMUDDIN MELEDATH	Branch 1	No	No	Advanced Diploma of Nuclear Power Plant Operations	Accepted	8/06/2021 12:51 PM
> Roger Bryan Morrison	-	No	No	Level 4 Award in Assessment	Accepted	11/03/2020 02:12 PM
> MURALI IMDAD NAVIN	Branch 1	No	No	Advanced Diploma of Nuclear Power Plant Operations	Accepted	2/06/2021 02:16 PM
> MOHAMMED KAMAL OMAR TEST	Branch 1	No	No	Diploma of nuclear power plant operations	Accepted	2/06/2021 10:52 AM
> MOHAMMED KAMAL OMAR TEST	Branch 1	No	No	Certificate 4 for Nuclear Engineering Operations	Accepted	2/06/2021 02:16 PM
> MOHAMMED KAMAL OMAR TEST	-	No	No	Level 4 Award in Assessment	Accepted	8/06/2021 12:51 PM
> Matthew Firmin Aubert	-	No	No	Level 5 Component Award in Internal Verification	Accepted	11/03/2020 02:12 PM
> Keith Curtis Gribaby	-	No	No	Level 4 Award in Assessment	Accepted	11/03/2020 02:12 PM
> Isha	Branch 1	No	No	Diploma of Nuclear Power Plant Technology (Chemistry / Radiation Protection)	Accepted	2/06/2021 02:16 PM

Showing 10 of 14

EXPORT FILE

Candidates

3. View the **Candidates** details.
4. Use the filters and search bar to filter and search for candidates
5. Click on '**EXPORT FILE**' to download a copy of all the candidates.



CANDIDATES | **EV VISITS**

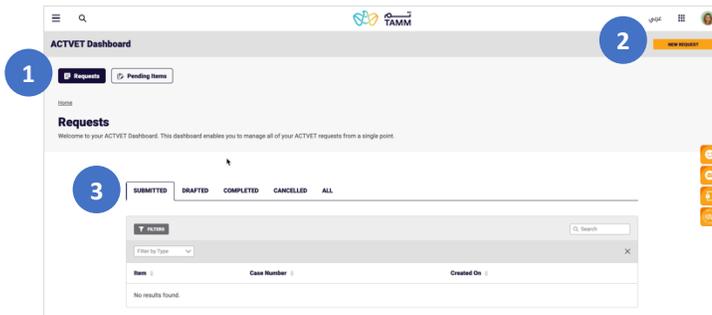
EV Visits

Case	Candidate	Emirates ID	Qualification	Grade
> Claim Certificates - 12485	Abdullah	754-0000-000000-0	Level 4 Award in Assessment	Not Yet Competent
> Claim Certificates - 12485	Arvin	754-0000-000000-0	Level 4 Award in Assessment	Not Yet Competent
> Claim Certificates - 12485	Hasan	754-0000-000000-0	Level 4 Award in Assessment	Not Yet Competent
> Claim Certificates - 12485	Joel	754-0000-000000-0	Level 4 Award in Assessment	Not Yet Competent
> Claim Certificates - 12485	Matthew	754-0000-000000-0	Level 4 Award in Assessment	Not Yet Competent
> Claim Certificates - 12485	Michael	754-0000-000000-0	Level 4 Award in Assessment	Not Yet Competent
> Claim Certificates - 15078	Roberta	754-0000-000000-0	Level 4 Award in Assessment	Competent

EXPORT FILE

EV Visits

6. View the **EV Visits** details.
7. Use the search bar to search for visits.
8. Click on the 'Claim Certificate' link to view more details.
9. Click on '**EXPORT FILE**' to download a copy of the EV Visits.



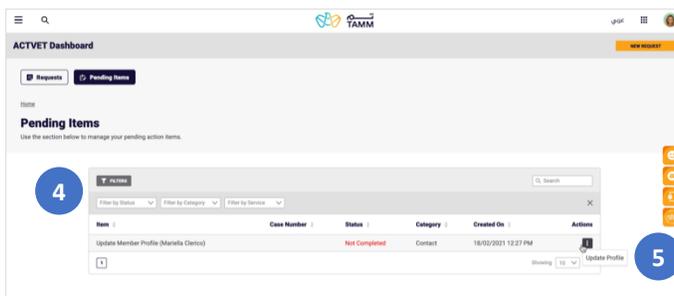
Member's Profile Dashboard

This is the dashboard landing page, where you can view your Requests and Pending Items.

1. Click on the two buttons to switch between [Requests](#) and [Pending Items](#) pages.
2. Click 'New Request' to start applying for services.

Requests

3. In the Requests page, select each tab to view and track your requests.
 - a. The **SUBMITTED** tab displays requests which you have submitted.
 - b. The **DRAFTED** tab, displays requests which you have drafted but not yet submitted.
 - c. The **COMPLETED** tab displays requests which have been completed and reviewed by ACTVET.
 - d. The **CANCELLED** tab displays requests which you have cancelled.
 - e. The **ALL** tab displays all your requests regardless of their status.



Pending Items

4. In the 'Pending Items' section of the dashboard you can find items which are standalone and may not be associated to any other request. The list varies depending on the users.
5. Click on the **Actions** button to resolve pending items.

Note: Each pending item will have a different description in the actions button.

Important: Completing the 'Update Member Profile' action item is mandatory in order to be able to issue different kinds of new requests.



تامم
TAMM

خدمات أبوظبي الحكومية
Abu Dhabi Government Services



abudhabi_tamm

[TAMM.abudhabi](https://tamm.abudhabi)