**Prepared By** – Mayur

**Date** – 20.10.2022

**Overview** – Having the Training Checklist on the iTEAs platform.

**Business Requirement:**

As a part of trainer’s checklist, we would like to have the below options in the iTEAs platform:

* + Online
  + Offline

Below questions are for OFFLINE checklist -

* Before the training date, Trainer Travel and Accommodation has been taken care of?
  + Radio button
    - Yes
    - No
* Study Material, Lab & other necessary items (Like - Assessment, vouchers etc.) shared with the Trainer?
  + Radio button
    - Yes (If yes, provide comment)
    - No
* Study Material, Lab & other necessary items (Like - Assessment, vouchers etc.) shared with Participants?
  + Radio button
    - Yes (If yes, provide comment)
    - No
* Is the Feedback Link is shared with the Trainer?
  + Radio button
    - Yes
    - No
* Is the Participant list shared with the Trainer for marking Attendance?
  + Radio button
    - Yes
    - No