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

Dashboard My Profile Candidate Summary Member's Profile

User Guides – V0.2

Created: Apr 2021

Last Updated: Sep 2022

Contents

Document Type:	☐ Secret	☐ Sensitive	☐ 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.
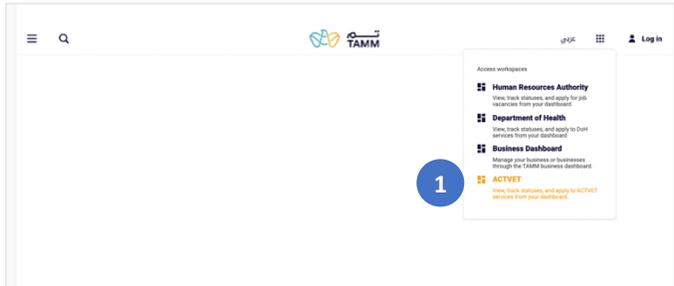

Sign in to TAMM Digital Services

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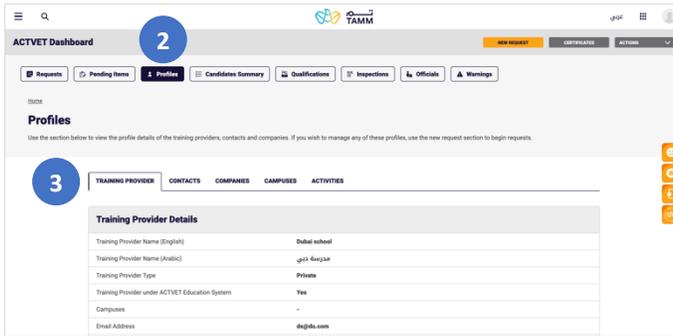
Getting Started

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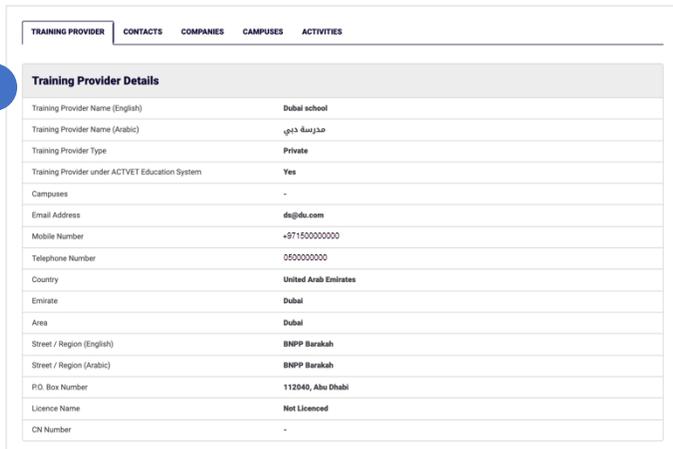

Find the Feature on TAMM

Through the ACTVET Dashboard

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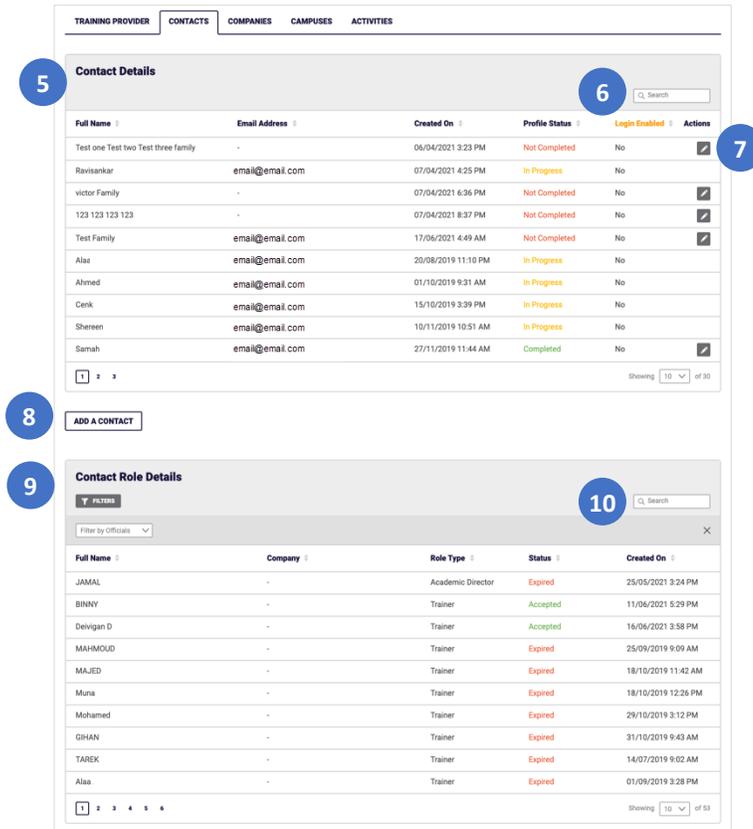
Profiles

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.

Contacts

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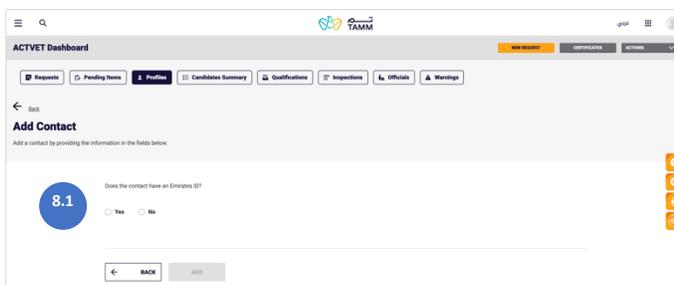
Add Contacts

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
	MMDDYYYY	
		You must use the same email address in your UAE Pass.

MOBILE NUMBER
+971

8.3 **VERIFY**

← BACK   ADD

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
		You must use the same email address in your UAE Pass.
MOBILE NUMBER	PASSPORT NUMBER	
+971		

8.3 **VERIFY**

← BACK   ADD

Does the contact have an Emirates ID?

○ Yes   ● No

Verify Contact Details

FIRST NAME (ENGLISH)	SECOND NAME IN ENGLISH (OPTIONAL)	THIRD NAME IN ENGLISH (OPTIONAL)
Mariella		
FAMILY NAME (ENGLISH)	NATIONALITY	EMAIL ADDRESS
Clerico	Italy	mariella.clerico@pwc.com
		Email address should be the same as used for UAE pass.
MOBILE NUMBER	PASSPORT NUMBER	
+971 50 0000000	XXXX000 ✓	**8.4a**
	The contact has been successfully verified.	

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.

8.6

8.6 A confirmation message is displayed.

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Does the contact have an Emirates ID?

◉ Yes ○ No

Verify Contact Details

EMIRATES ID	DATE OF BIRTH	EMAIL ADDRESS
784000000000000 ✓	27 November 1992	email@email.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 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	DATE OF BIRTH	EMAIL ADDRESS
784000000000000 ✓	27 November 1992	email@email.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

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.
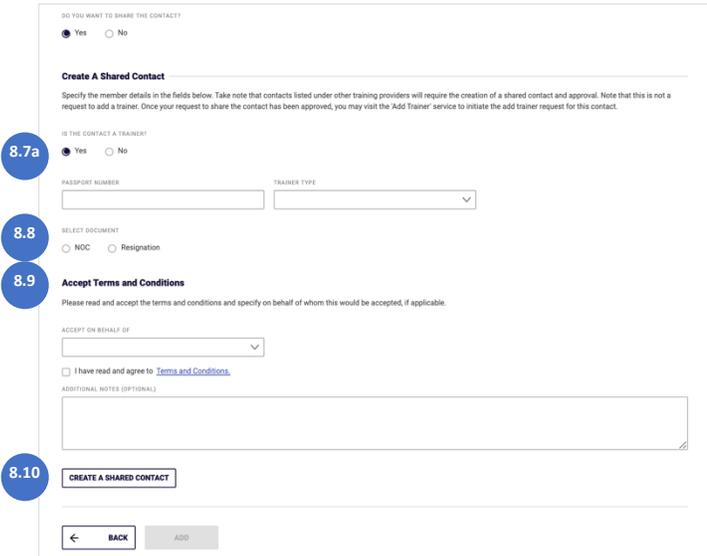**8.6** If 'Yes' is selected, 'Create A Shared Contact' steps will be displayed.
8.7 Select whether the contact is a trainer.

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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.

8.7a
IS THE CONTACT A TRAINER?
● Yes   ○ No

PASSPORT NUMBER   TRAINER TYPE

8.8
SELECT DOCUMENT
○ NOC   ○ Resignation

8.9
Accept Terms and Conditions
Please read and accept the terms and conditions and specify on behalf of whom this would be accepted, if applicable.

ACCEPT ON BEHALF OF

☐ I have read and agree to Terms and Conditions.

ADDITIONAL NOTES (OPTIONAL)

8.10   CREATE A SHARED CONTACT

← BACK   ADD

SO 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.

8.7b
IS THE CONTACT A TRAINER?
○ Yes   ● No

PASSPORT NUMBER   RELATED CASE   MEMBER TYPE

8.8
SELECT DOCUMENT
○ NOC   ○ Resignation

8.9
Accept Terms and Conditions
Please read and accept the terms and conditions and specify on behalf of whom this would be accepted, if applicable.

ACCEPT ON BEHALF OF

☐ I have read and agree to Terms and Conditions.

ADDITIONAL NOTES (OPTIONAL)

8.10   CREATE A SHARED CONTACT

8.11   ← BACK   ADD

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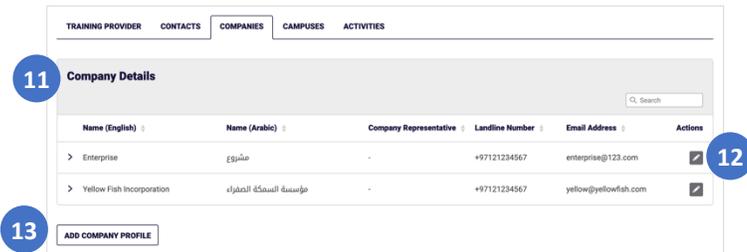8.10 Click 'Create a Shared Contact'

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**.


ACTVET Dashboard

Requests | Pending Items | Profiles | Candidates Summary | Qualifications | Inspections | Officials | Warnings

Home

Requests
Welcome to your ACTVET Dashboard. This dashboard enables you to manage all of your ACTVET requests from a single point.

8.12   ✓ Your Request Submitted Successfully
Your share contact request has been submitted successfully.

SUBMITTED   DRAFTED   COMPLETED   CANCELLED   ALL

FILTERS   Search
Filter by Type

Item	Case Number	Created On
Share Contact Profile	ACT - 28526	22/06/2021 10:26 AM
Modify License - Change Trade Name	ACT - 28484	21/06/2021 12:29 PM

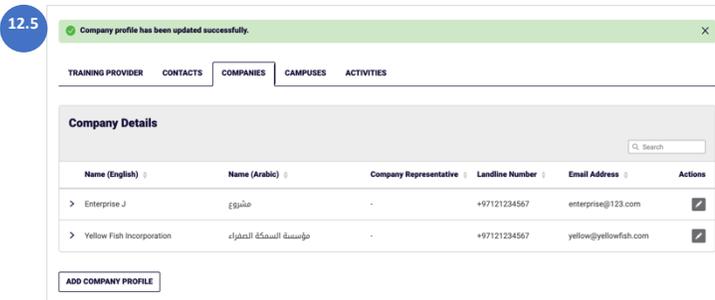8.12 A confirmation message is displayed.

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.
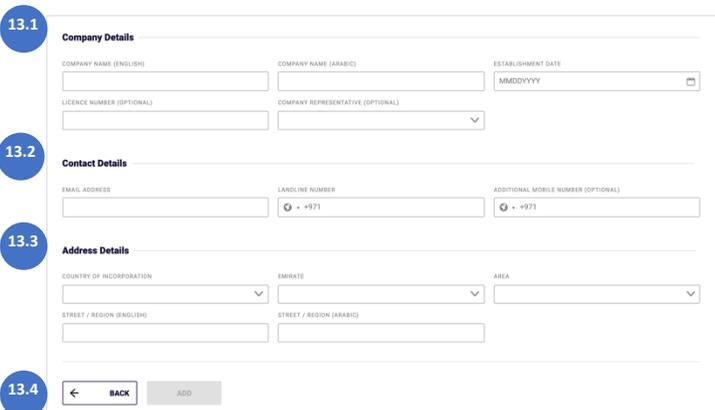   The following screen will display the '*Add Company Profile*' section.
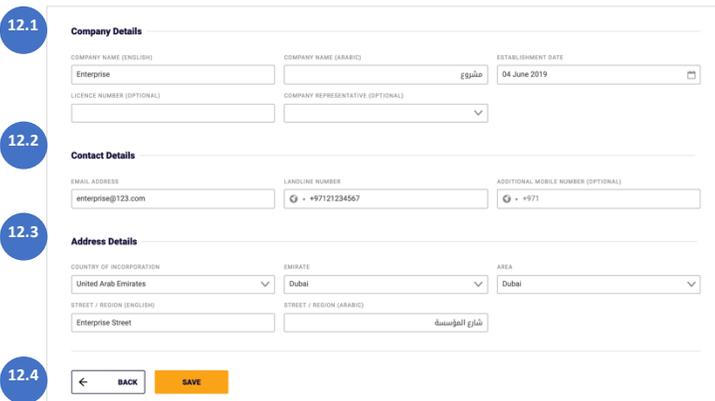
Edit Company

    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.
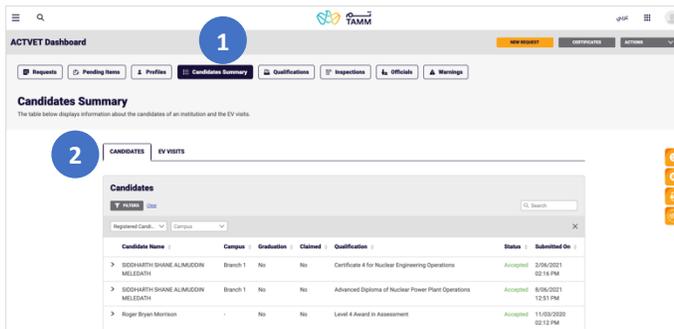

12.5   A confirmation message is displayed.

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   A confirmation message is displayed.

Campus

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

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.

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.
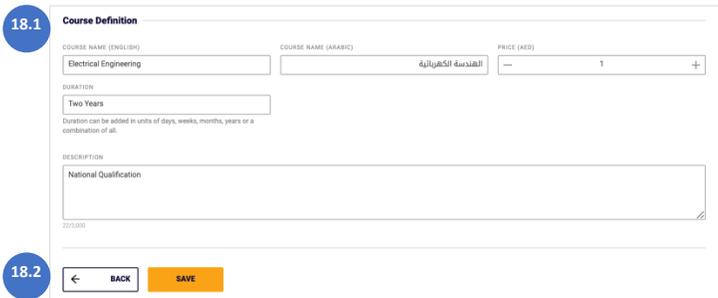
Edit Course

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.
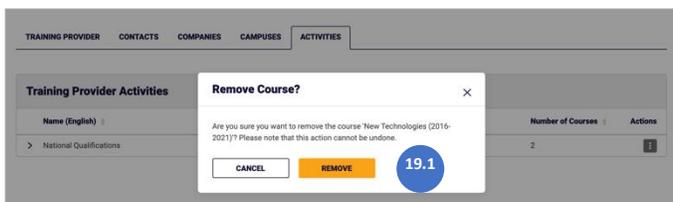
Delete Course

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.

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

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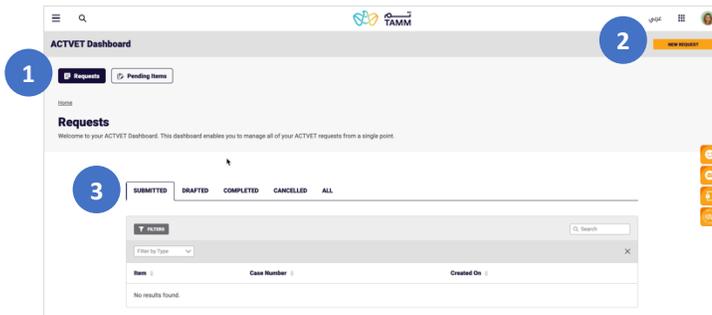5. Click on '**EXPORT FILE**' to download a copy of all the candidates.

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.
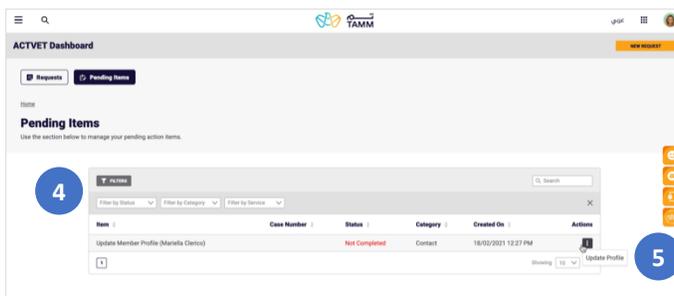
Pending Items

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.

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