

# Training Need Analysis-2018

## TNA for Staff/Peer

### Submission of Feedback for Self

1. Open website: <http://aees.gov.in>

A link will be provided on AEES website for TNA module.

2. Using Annual Immovable Property Return-2017 login name and password respective user will logged into TNA module.

3. Please follow the instructions mentioned below

S.No	Steps	Example
a.	Individual logged successfully	<b>Employee : Ramesh with Employee id 3030 logged in</b>
b.	Employee will Select Peer/Colleague for himself. (one time activity)	<b>Ramesh selected his Colleague as Suresh , so he need to enter Employee id of Suresh 3036</b>
c.	Employee will submit feedback for himself on various identified parameters.	<b>Ramesh will submit feedback for himself by selecting tick mark on webpage and press submit button.</b>
d.	Employee will Logout after successful Peer selection and Submission feedback for himself.	<b>Ramesh successfully set his Peer as Suresh(3036) And submitted feedback for self</b>

### Submission of Feedback as Peer

S.No	Steps	Example
a.	Employee will login using his own credentials.	<b>Suresh(3036) has logged in to the TNA module.</b>
b.	Logged in user clicked on submit data of self -> then clicked submit training need of my colleague(s), an option from drop down list will be allowed him to select employee id of others and submit feedback for them.	<b>Suresh (3036) will be select employee id of 3030 and submit feedback for his Peer Ramesh.</b>