



New Student Information System User Manual

User Account: Head of Department

Function: Number of vacancies in training
organizations

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A. System Overview

- From the Training menu, the head of department can select the screen “**Number of vacancies in training organizations**” to view/Add the Number of vacancies in training organizations.

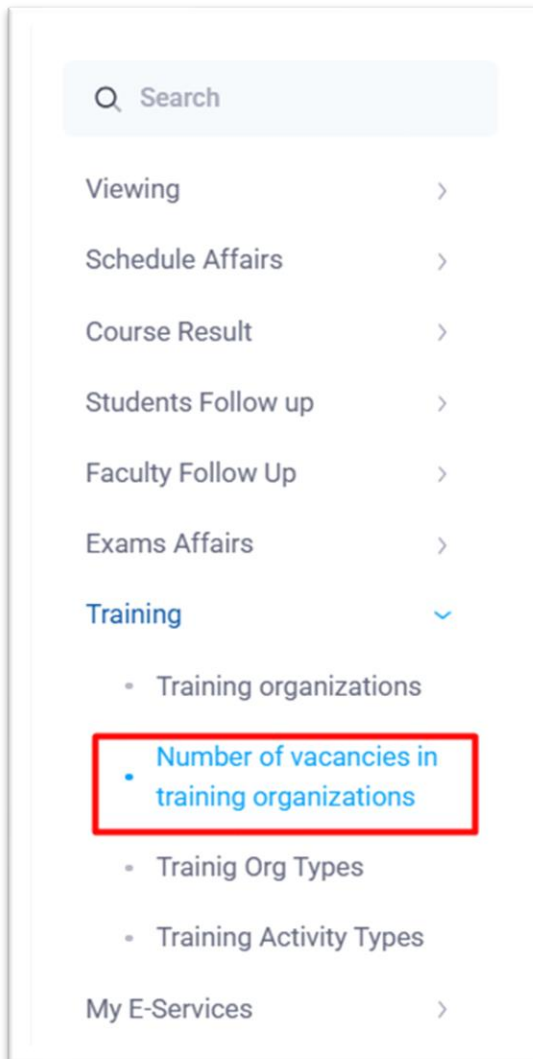


Figure 1 : Number of vacancies in training organizations

B. Instructions

- This screen allows the Head of Department to view/Add the Number of vacancies in training organizations.

1. Search:

[Home](#) / [Training](#) / Number of vacancies in training organizations

AcademicYear
2025/2026

Semester
First

Search

Reset

Search Result

1 Record

+ Add New

133

AcademicYear	Semester	Training Organization	Max No Of Students	Training Start Date	Period (Day - Month)			
2025/2026	First	Anwar	50	30/11/2025	2 - 1	Supervisors		

Figure 2: Search

2. Update /Add Number of vacancies in training organizations:

Head of Department can update / add new number of vacancies for specific organization for training.

The screenshot shows a web application interface for managing training organizations. A modal window titled 'Add or Update' is open, allowing the user to enter details for a new organization or update an existing one. The form includes fields for Academic Year, Semester, Training Organization, Max Number Of Students, Period (Month - Day), and Training Start Date. The background shows a sidebar with navigation links and a main content area with a table of training organizations. A red box highlights the '+ Add New' button in the sidebar, and a red arrow points from it to the modal window.

Modal Form Fields:

- AcademicYear: 2025/2026
- Semester: First
- Training Organization: Anwar
- Max Number Of Students: 50
- Period (Month - Day): 1 2
- Training Start Date: 11/30/2025

Buttons: Save, Cancel

Figure 3: Update /Add Number of vacancies in training organization

3. Delete Number of vacancies in training organizations:

Head of Department can delete number of vacancies for specific organization for training.

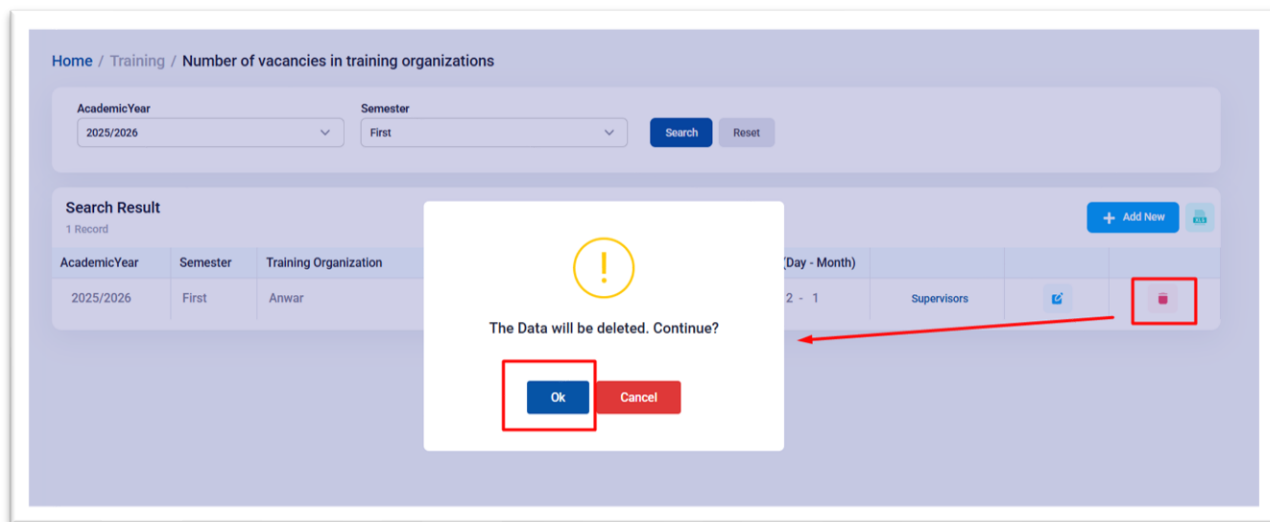


Figure 4: Delete Number of vacancies in training organizations

4. View /Add /Delete Supervisors:

Head of Department can view , delete and add new supervisors for specific organization for training.

The screenshot displays the system interface for managing supervisors. The top section shows a search result for 'Anwar' with a 'Supervisors' link highlighted. The bottom section shows the 'Supervisors' list for 'Anwar' with a 'Bulk Deletion' button highlighted.

Search Result

AcademicYear	Semester	Training Organization	Max No Of Students	Training Start Date	Period (Day - Month)	Supervisors		
2025/2026	First	Anwar	50	30/11/2025	2 - 1	Supervisors		

Supervisors

National Number	Job Degree	Member Name	
	Professor	MARIA BORGER	
	Professor	MARTIN LEMMON	

Bulk Deletion

Figure 4: View/Delete Supervisors

Add Supervisors

College: College of Arts Department: English Language and Literatures CPR:

Name: Job Title: All

Search **Reset**

☐	Teacher Name	National Number
☐	DR. ABDUL AZIZ MOHAMMED BULELA	611202785
☒	MARIA BORGER	
☒	CATHERINE SYPHER	
☒	MARTIN LEMMON	
☐	DR. MOHAMED KHALED HASSAN ALQADDOUMI	520064330

< 1 2 3 4 5 6 ... 41 > 5

Save

+ Add

Figure 5: Add Supervisors