New Student Information System User Manual

User Account: Head of Department

Function: Training Activity Types

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A. System Overview

- From the Training menu, the head of department can select the screen "**Training Activity Types**".

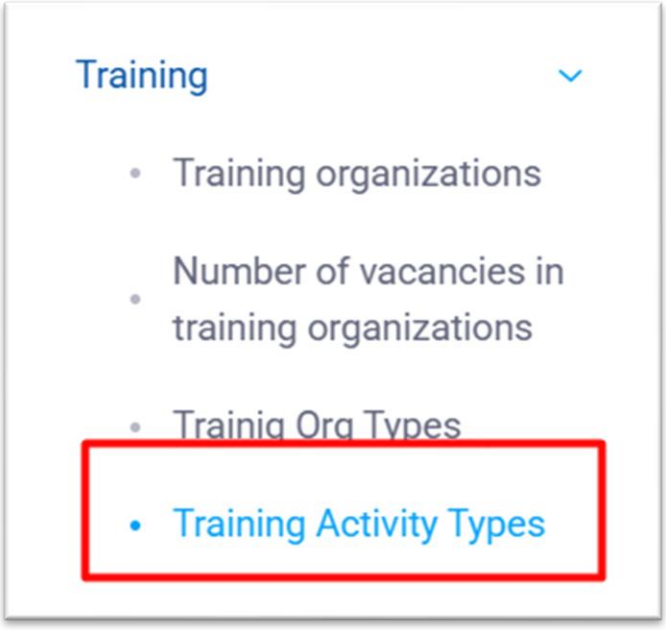

Figure 1 – Training Activity Types Screen

B. Instructions

This screen allows the Head of Department to view , add , update and delete the training activities.

1. Adding Activity Type

- Head of Department enters the Description (AR).
- Head of Department enters the Description (EN).
- Then presses "**Add**" icon button.

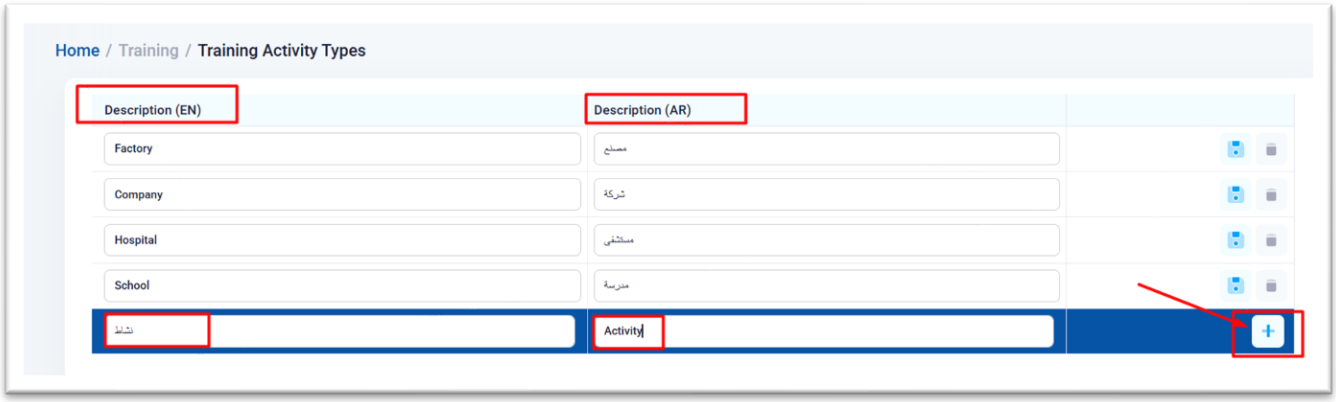

Figure 2 – Adding Training Activity Type

2. Updating Activity Type

- Head of Department edits the Description (AR).
- Head of Department edits the Description (EN).
- Then presses "**Update**" icon button.

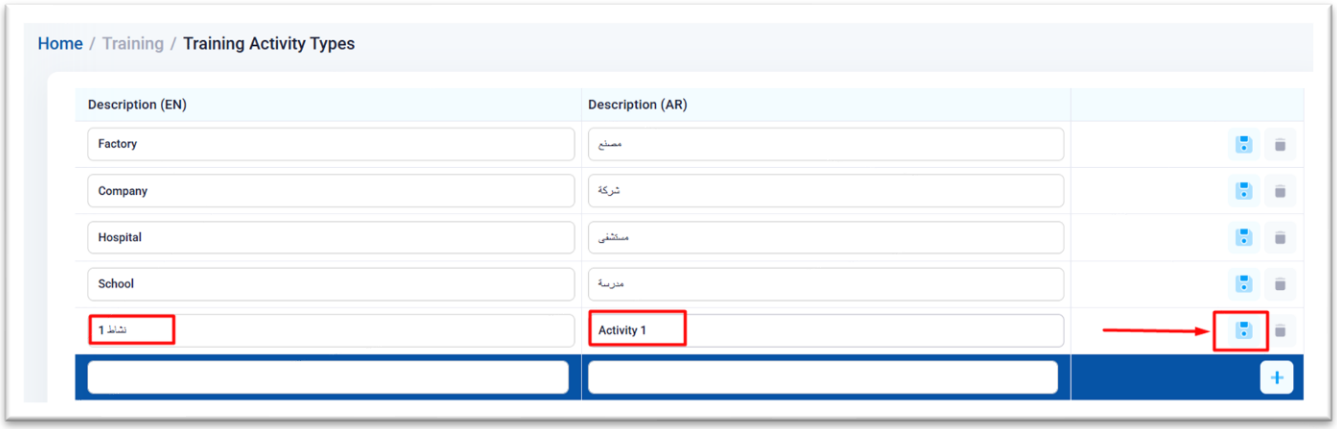

Figure 3 – Updating Training Activity Type

3. Deleting Activity Type

- The HOD presses "**Delete**" icon button.

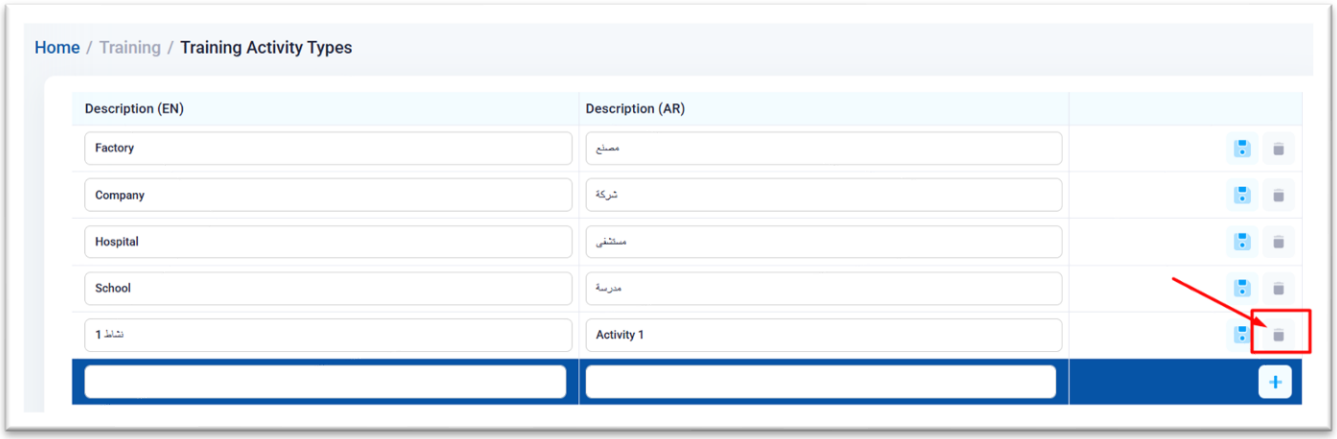

Figure 4 – Deleting Training Activity Type