



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**”.

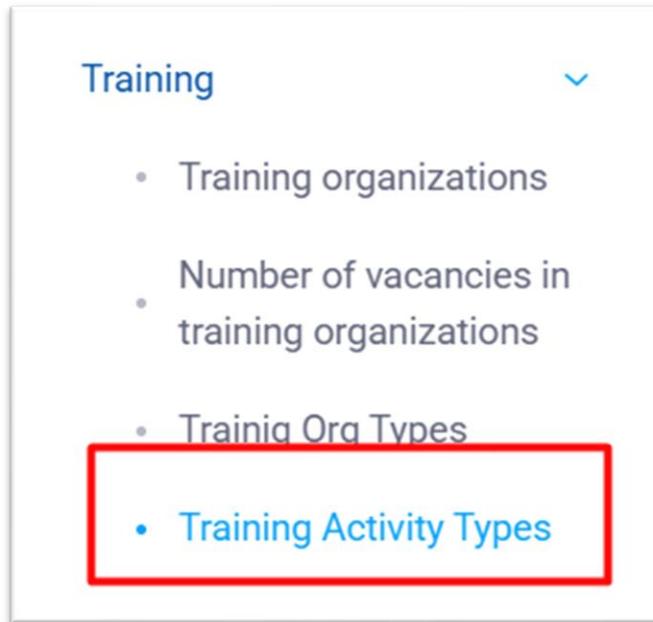


Figure 1 – Training Activity Types Screen

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.

The screenshot shows a table with two columns: 'Description (EN)' and 'Description (AR)'. The 'Description (EN)' column contains rows for 'Factory', 'Company', 'Hospital', and 'School'. The 'Description (AR)' column contains the corresponding Arabic translations. A red box highlights the 'Activity' input field at the bottom of the table. A red arrow points to the 'Add' button (a blue button with a white plus sign) located at the bottom right of the table.

Description (EN)	Description (AR)
Factory	مصنع
Company	شركة
Hospital	مستشفى
School	مدرسة
Activity	

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.

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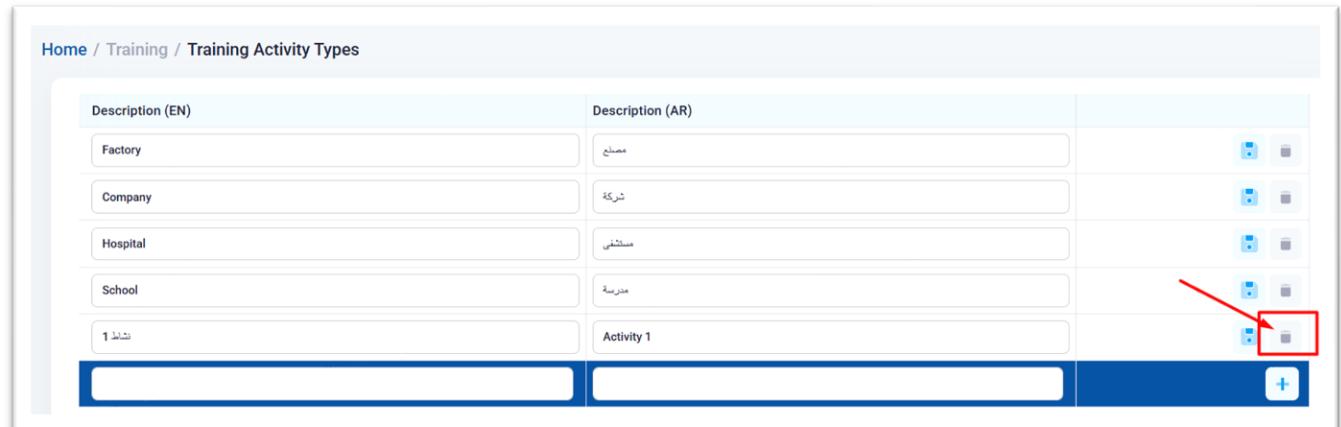
Description (EN)	Description (AR)	
Factory	مصنع	<input type="button" value="Update"/> <input type="button" value="Delete"/>
Company	شركة	<input type="button" value="Update"/> <input type="button" value="Delete"/>
Hospital	مختلف	<input type="button" value="Update"/> <input type="button" value="Delete"/>
School	مدرسة	<input type="button" value="Update"/> <input type="button" value="Delete"/>
1 <small>ادارة</small>	Activity 1	<input type="button" value="Update"/> <input type="button" value="Delete"/>

A red arrow points from the “Activity 1” cell in the table to the “Update” icon in the bottom right corner of the table header.

Figure 3 – Updating Training Activity Type

3. Deleting Activity Type

- The HOD presses “**Delete**” icon button.



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Description (EN)	Description (AR)	
Factory	مصنع	 
Company	شركة	 
Hospital	مستشفى	 
School	مدرسة	 
1 نشاط	Activity 1	 

Figure 4 – Deleting Training Activity Type