



# New Student Information System User Manual

User Account: Head of Department  
Function: Training Org Types

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## A. System Overview

- From the Training menu, the head of department can select the screen “**Training Org Types**”.

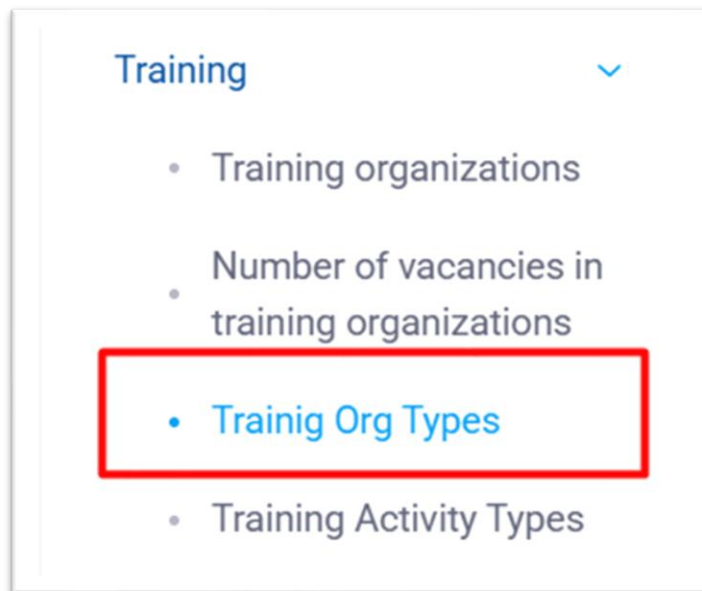


Figure 1 – Training Org Types Screen

## B. Instructions

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

### 1. Adding Training Organization

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

Home / Training / Trainig Org Types
























Description (AR)	Description (EN)	
الكيمويات	Chemicals	 
الادوية	Pharmaceutical	 
البناء	Building & Constructions	 
الطاقة الشمسية	Solar Energy	 
المعدات الثقيلة	Heavy Equipments	 
التكنولوجيا	Technology	

Figure 2 – Adding Training Organization

## 2. Updating Training Organization

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

Home / Training / Trainig Org Types

Description (AR)	Description (EN)	
الكيمويات	Chemicals	 
الادوية	Pharmaceutical	 
البناء	Building & Constructions	 
الطاقة الشمسية	Solar Energy	 
المعدات الثقيلة	Heavy Equipments	 
التكنولوجيا 1	Technology 1	 




Figure 3 – Updating Training Organization

### 3. Deleting Training Organization

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

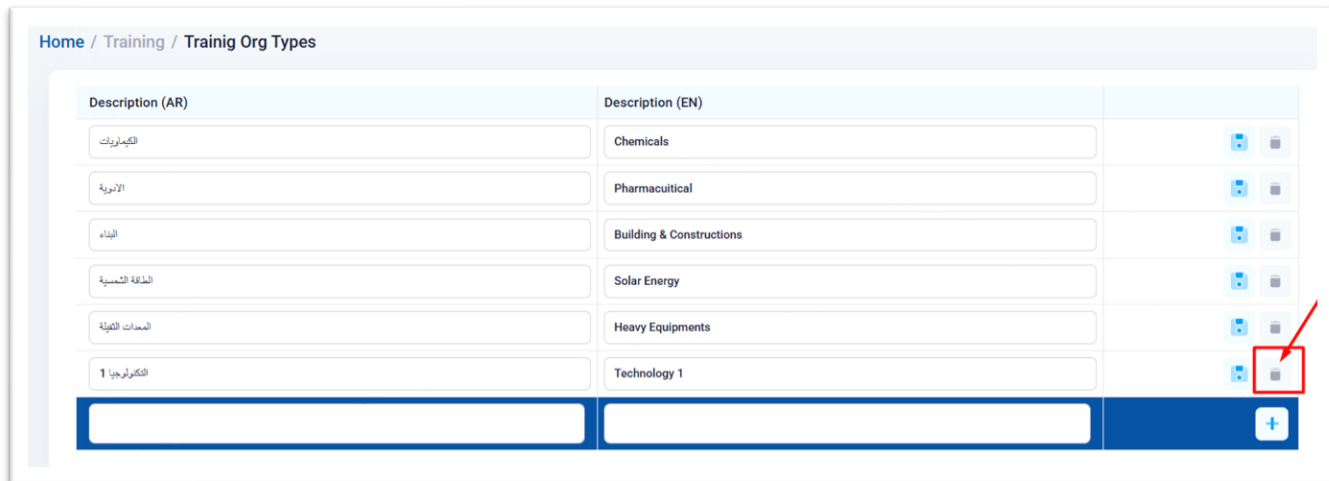


Figure 4 – Deleting Training Organization