



# New Student Information System

## User Manual

User Account: Head of Department

Function: Training Org Types

## Contents

A. System Overview .....	3
B. Instructions .....	4
1. Adding a new organization type: .....	<b>Error! Bookmark not defined.</b>
2. Updating organization type: .....	<b>Error! Bookmark not defined.</b>
3. Deleting organization type: .....	<b>Error! Bookmark not defined.</b>

## A. System Overview

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

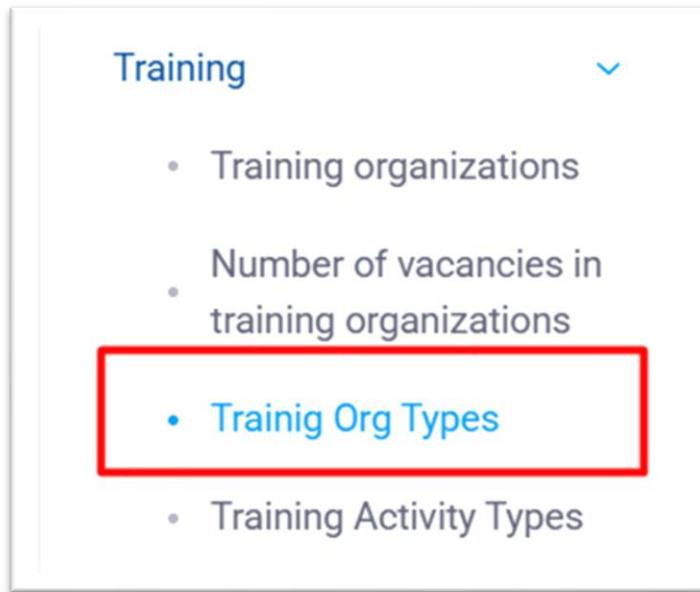


Figure 1 – Training Org Types Screen

## 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.

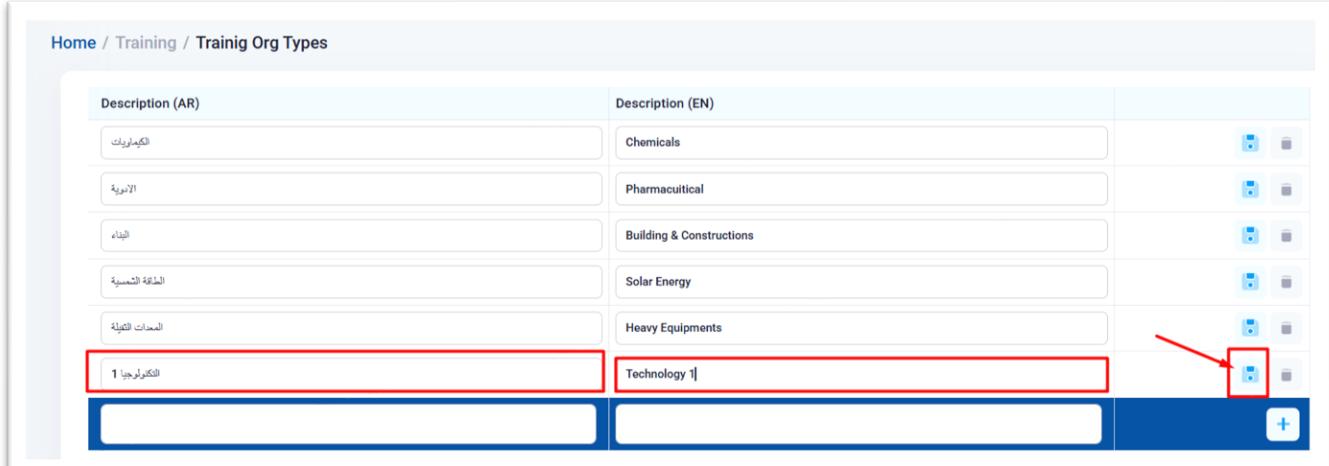
Home / Training / Trainig Org Types

Description (AR)	Description (EN)	Actions
الكيماويات	Chemicals	
الأنوية	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.

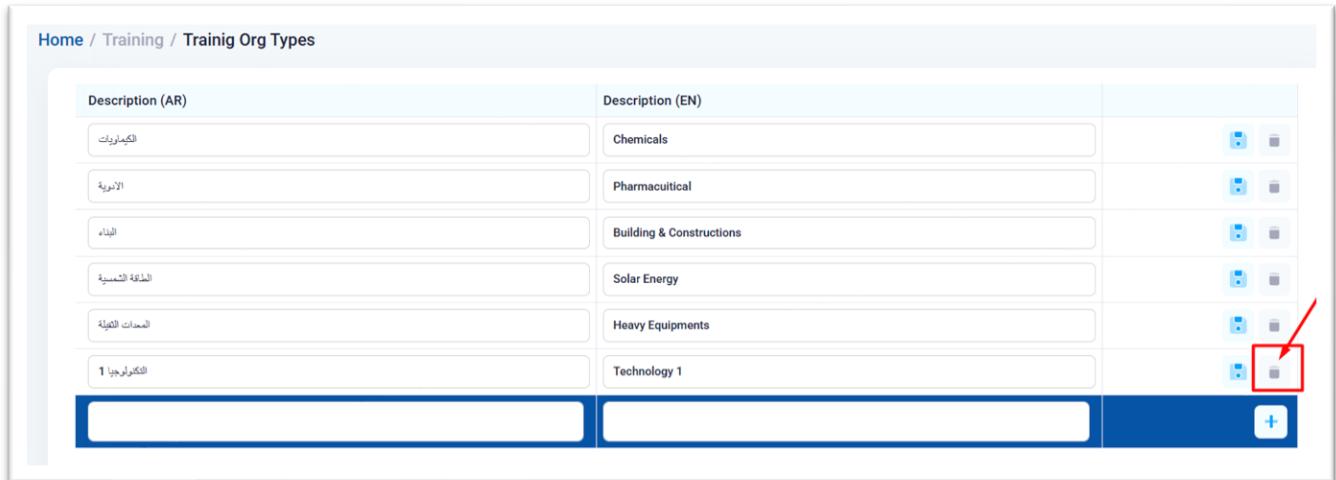


Description (AR)	Description (EN)	
الكيماويات	Chemicals	
الأنجروية	Pharmaceutical	
البناء	Building & Constructions	
المملوكة المشتركة	Solar Energy	
المحادث الفنية	Heavy Equipments	
التكبريجيا 1	Technology 1	
		

Figure 3 – Updating Training Organization

### 3. Deleting Training Organization

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



Home / Training / Trainig Org Types		
Description (AR)	Description (EN)	
الكيماويات	Chemicals	 
الأنوية	Pharmaceutical	 
البناء	Building & Constructions	 
الطاقة الشمسية	Solar Energy	 
المعدات الثقيلة	Heavy Equipments	 
الكترونيات	Technology 1	 

Figure 4 – Deleting Training Organization