University of Bahrain
Information Technology Center
Information Technology Section

جامعة البحرين
مركز تقنية المعلومات
شعبة نظم المعلومات

New Student Information System User Manual

User Account: Head of Department

Function: Training organizations

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A. System Overview

- From the Training menu, the head of department can select the screen "**Training organizations**" to view/Add the training Organizations and link them with the configured activity and organization types.
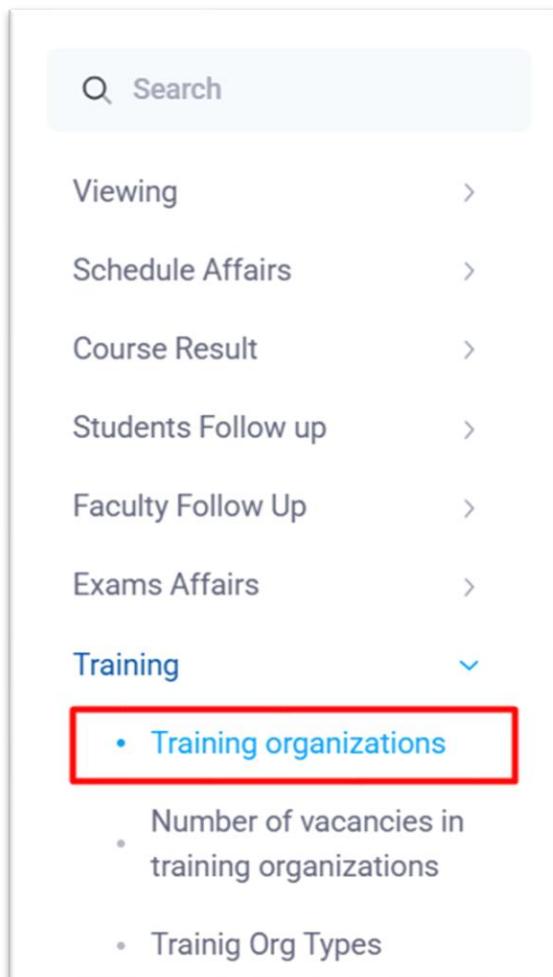

Figure 1: Training organizations

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B. Instructions

This screen allows the Head of Department to view/Add the training Organizations and link them with the configured activity and organization types.

1. Search:

Figure 2: Search

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2. **Update /Add Training Organization:**
    -HOD can modify in the "**Basic Data**" tab.
    -Also can modify in "**Training Centre Officials**" tab.

<p align="center">Figure 3: update/Add Basic Data</p>

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Figure 4: Update/Add Training Centre Officials

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3. **Add Training Centre Officials:**

Figure 5: Add Training Centre Officials

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4. Delete Training Centre Officials:
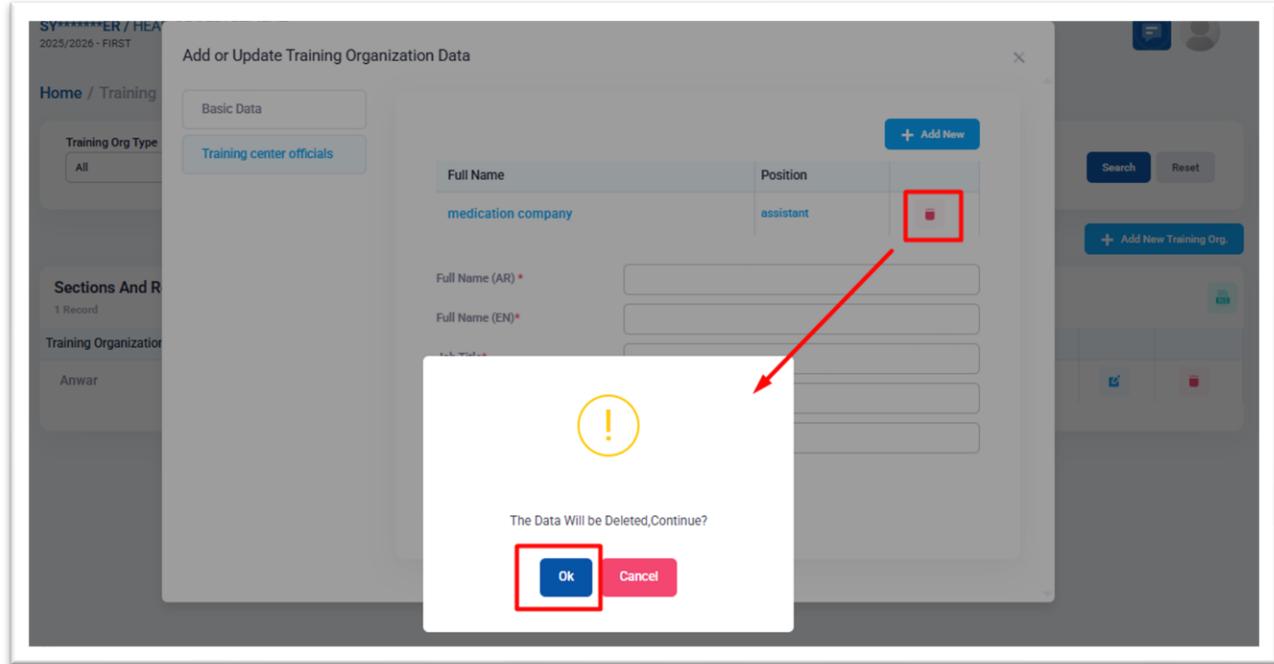
Figure 6: Delete Training Centre Officials

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5. Delete Training organizations :
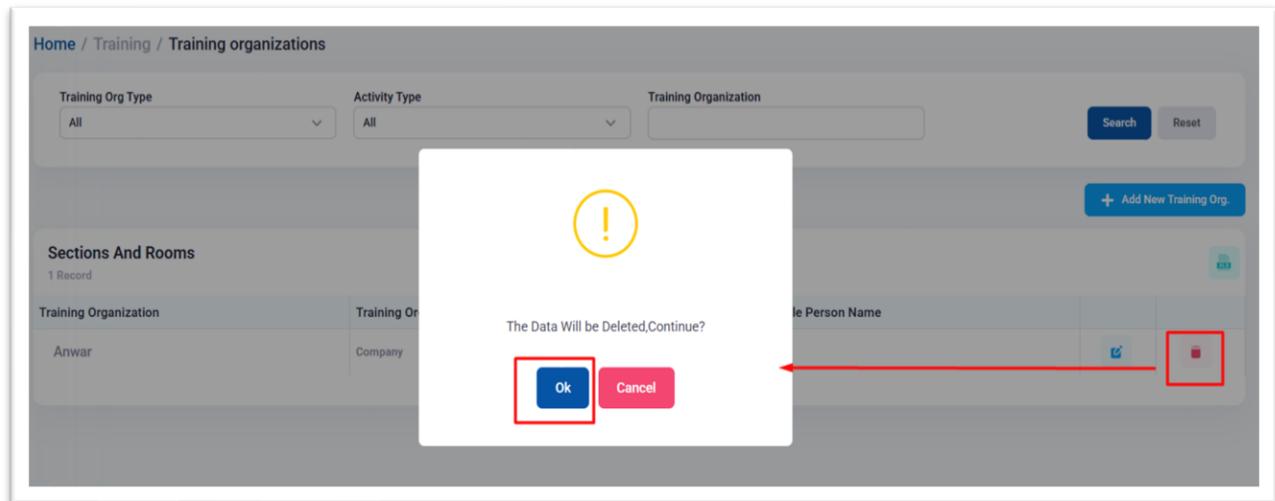
Figure 7: Delete Training organizations