



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.

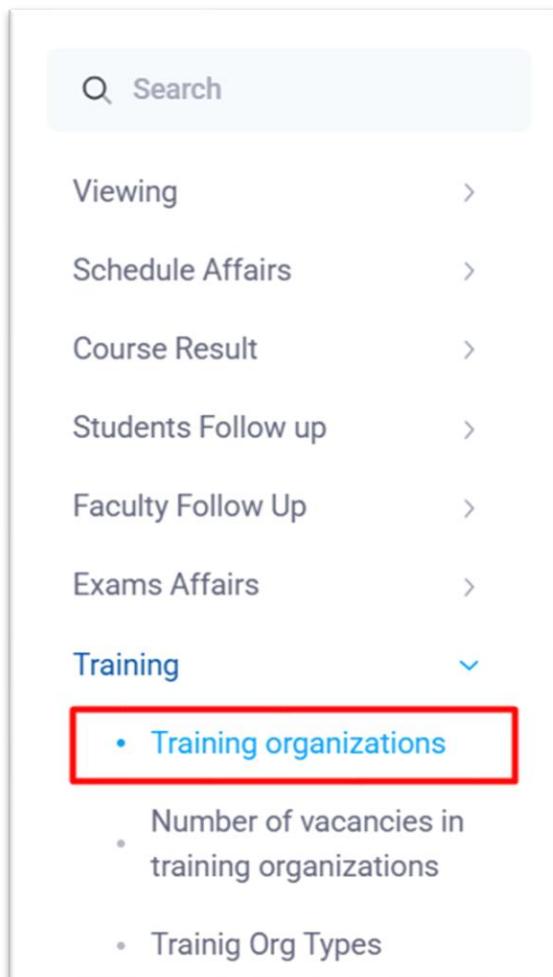


Figure 1: Training organizations

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:

Home / Training / Training organizations

Training Org Type: All

Activity Type: All

Training Organization:

Search Reset

+ Add New Training Org.

Sections And Rooms

1 Record

Training Organization	Training Org Type	Region	Responsible Person Name	Actions
Anwar	Company	Muharraq		

Figure 2: Search

2. Update /Add Training Organization:

- HOD can modify in the “**Basic Data**” tab.
- Also can modify in “**Training Centre Officials**” tab.

Sections And Rooms
1 Record

Training Organization	Training Org Type	Region	Responsible Person Name
Anwar	Company	Muharraq	

Edit
Delete

SY***ER / HE/**
2025/2026 - FIRST

Home / Training

Training Org Type
All

Sections And R
1 Record

Training Organization
Anwar

Add or Update Training Organization Data

Basic Data

Training Organization Data

Training Org. Name(AR)	أنوار
Training Org. Name(EN)	Anwar
Training Org Type	Company
Activity Type	Chemicals

Address

Governorate	Muharraq Governorate
Region	Muharraq
Road *	
House/Villa *	
block*	
Flat *	

Contact Methods

Phone Number *	
Mobile No.*	
Email	kgharbi@uob.edu.bh
Web Site	www.google.com

Update
Cancel

Figure 3: update/Add Basic Data

SY*****ER / HEAD
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Home / Training

Training Org Type

All

Sections And R

1 Record

Training Organization

Anwar

Company

Muharraq

Full Name

Position

medication company

assistant

+ Add New

Search

Reset

+ Add New Training Org.

Figure 4: Update/Add Training Centre Officials

3. Add Training Centre Officials:

The screenshot shows a modal window titled 'Add or Update Training Organization Data'. The left sidebar shows 'Training center officials' is selected. The main area has tabs for 'Basic Data' and 'Training center officials'. A table lists one record: 'medication company' with 'assistant' as the position. A red box highlights the 'Add New' button. A large red box highlights the data entry form, which includes fields for 'Full Name (AR)*', 'Full Name (EN)*', 'Job Title*', 'Mobile No.*', and 'Email*'. Below the form are 'Save' and 'Cancel' buttons.

Figure 5: Add Training Centre Officials

4. Delete Training Centre Officials:

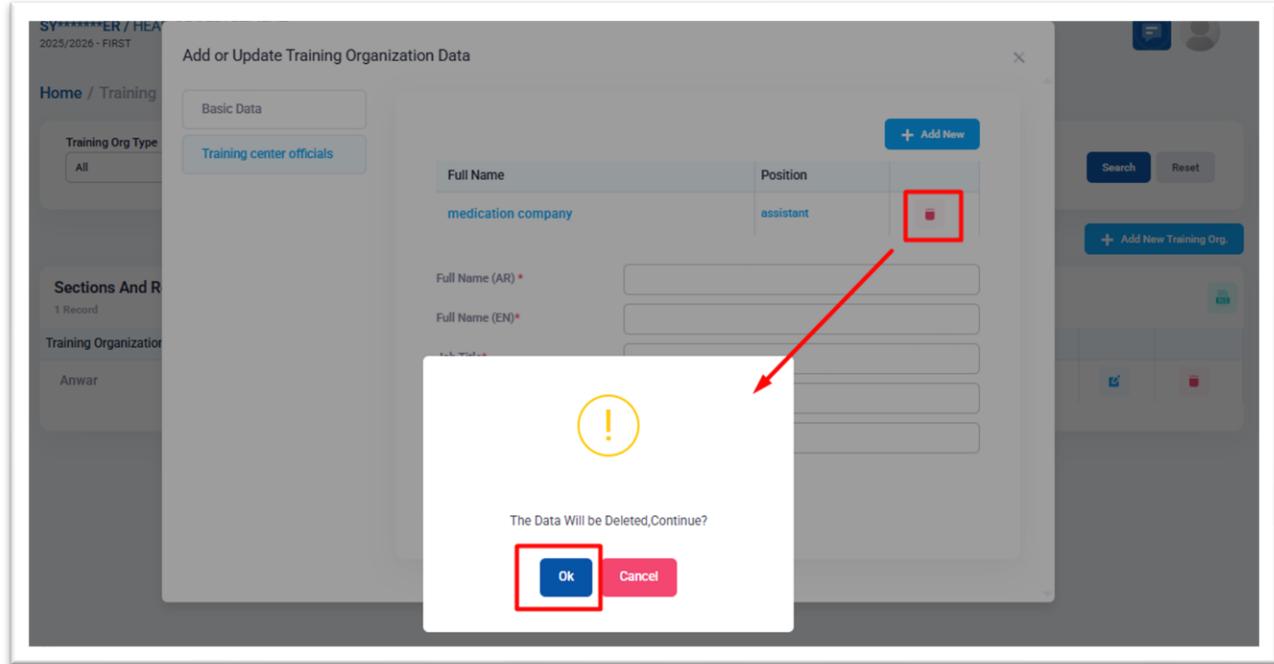


Figure 6: Delete Training Centre Officials

5. Delete Training organizations :

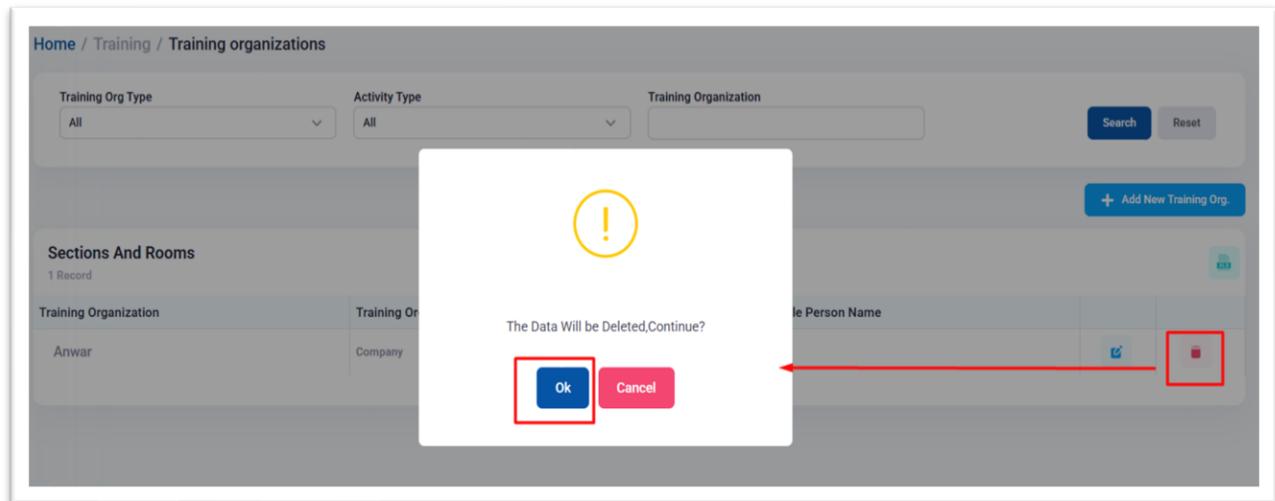


Figure 7: Delete Training organizations