



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.

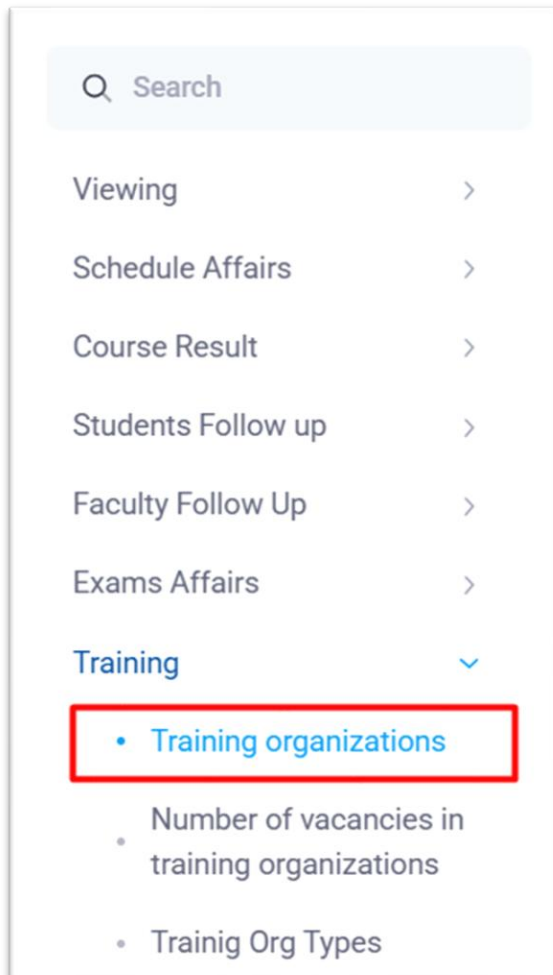


Figure 1: Training organizations

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:

Sections And Rooms
1 Record



Training Organization	Training Org Type	Region	Responsible Person Name		
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	

Add or Update Training Organization Data

Basic Data

Training Organization Data

Training Org. Name(AR) : الإعراب

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
Email must be a valid name

Web Site : www.google.com

Update **Cancel**

Figure 3: update/Add Basic Data

SY*****ER / HEAD

2025/2026 - FIRST

Home / Training

Training Org Type

All

Sections And R

1 Record

Training Organization

Anwar

Company

Muharraq

Add or Update Training Organization Data

Basic Data

Training center officials

+ Add New

Full Name	Position
medication company	assistant

Search Reset

+ Add New Training Org.

ES

Figure 4: Update/Add Training Centre Officials

3. Add Training Centre Officials:

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

Home / Training

Training Org Type
All

Sections And Records
1 Record

Training Organization
Anwar

Add or Update Training Organization Data

Basic Data

Training center officials

+ Add New

Full Name	Position	
medication company	assistant	

Full Name (AR) *

Full Name (EN) *

Job Title*

Mobile No. *

Email*

Save Cancel

Search Reset

+ Add New Training Org.

+

Figure 5: Add Training Centre Officials

4. Delete Training Centre Officials:

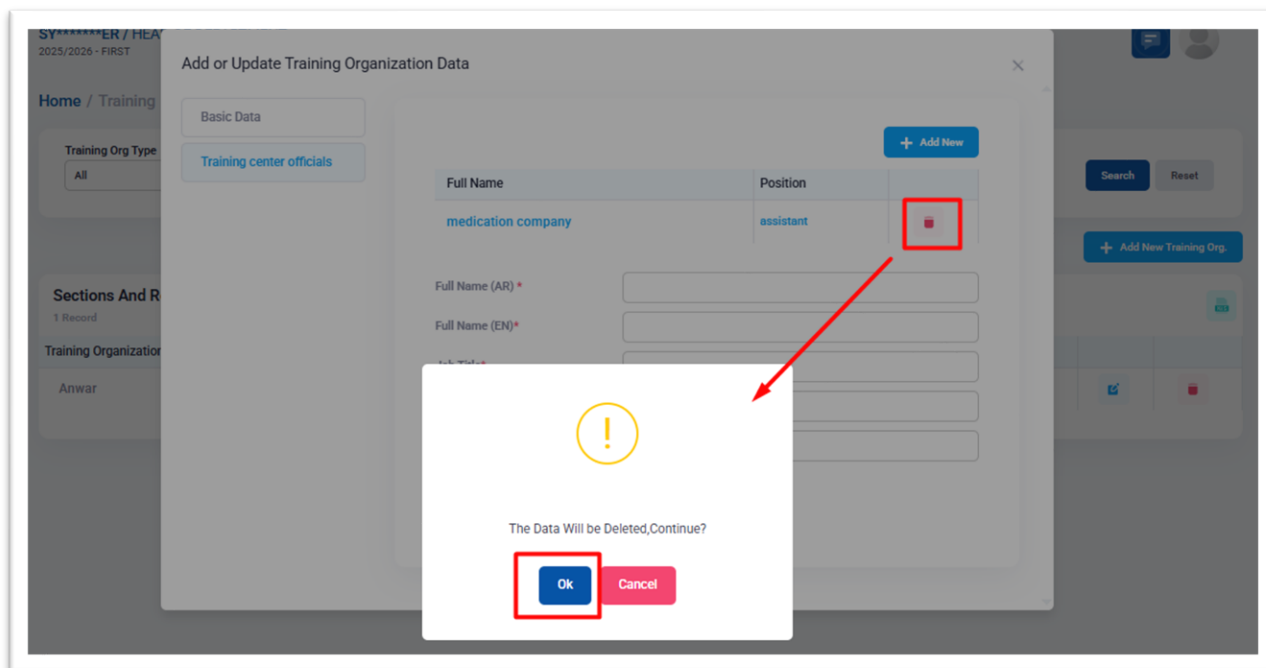


Figure 6: Delete Training Centre Officials

5. Delete Training organizations :

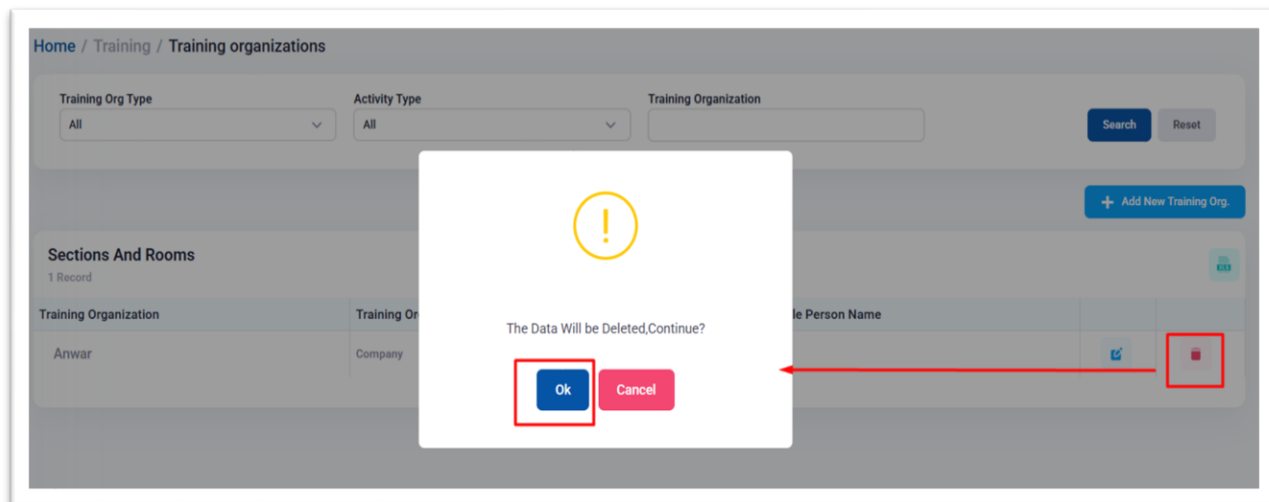


Figure 7: Delete Training organizations