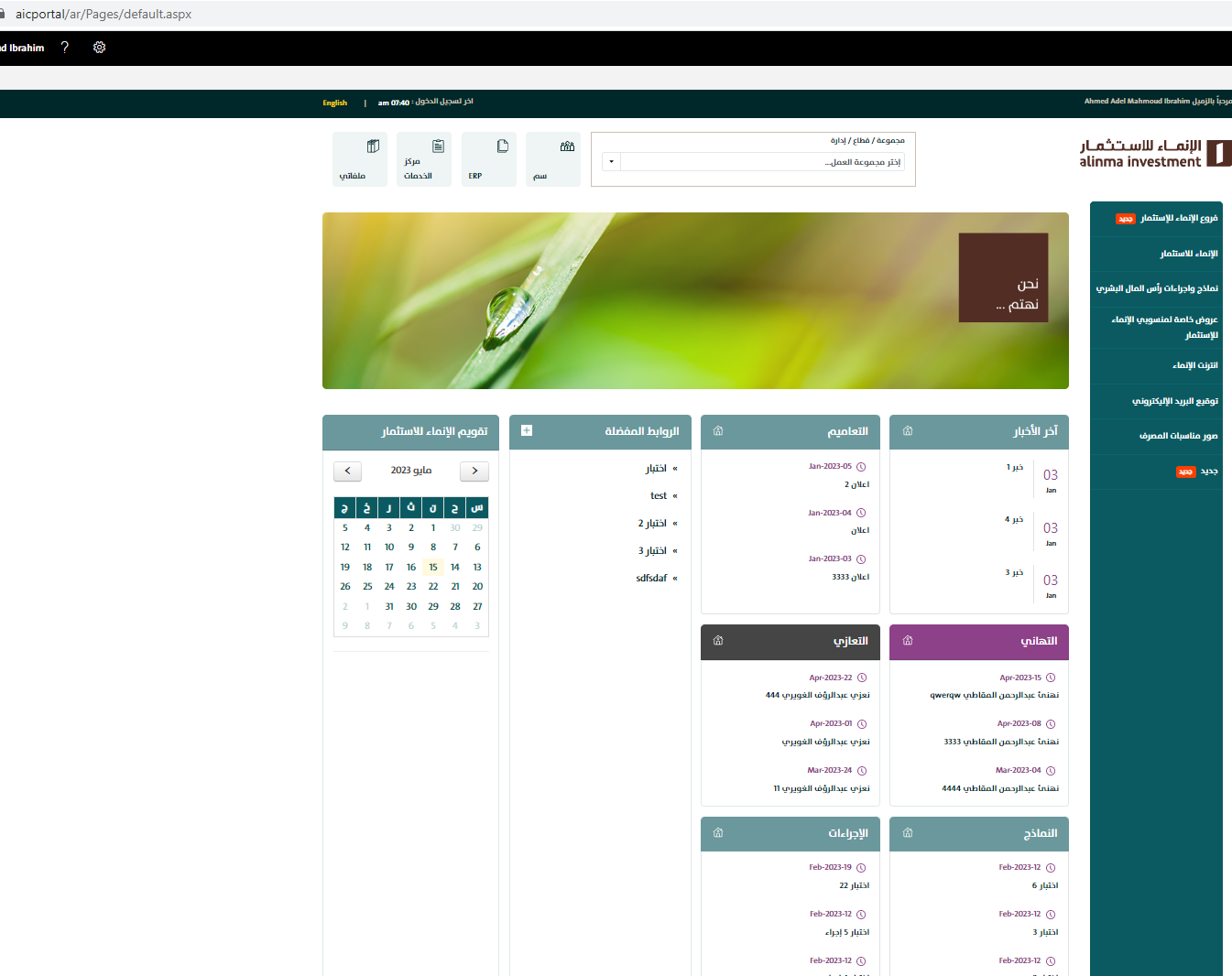
Arabic home page

URL :

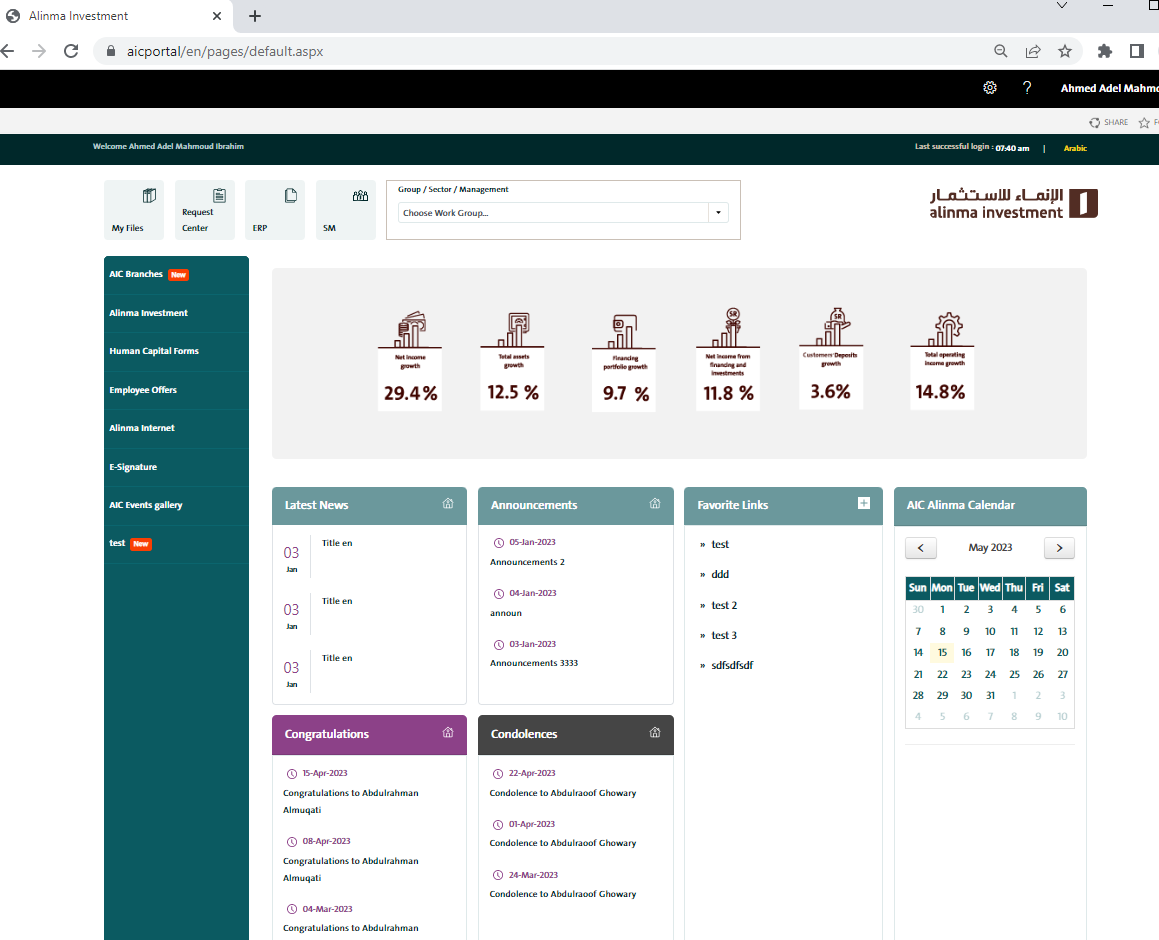
<https://aicportal/ar/Pages/default.aspx>



English Home page

URL:

<https://aicportal/en/pages/default.aspx>

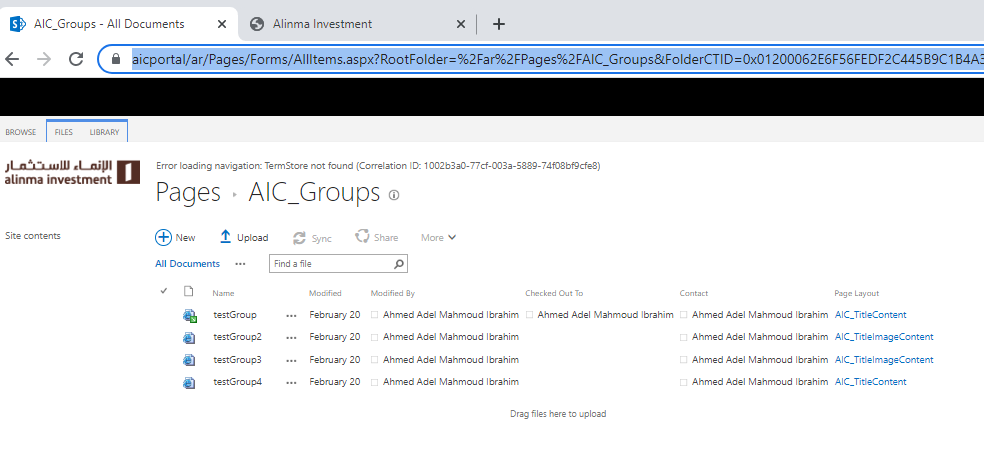


* **Group / Sector / Management**

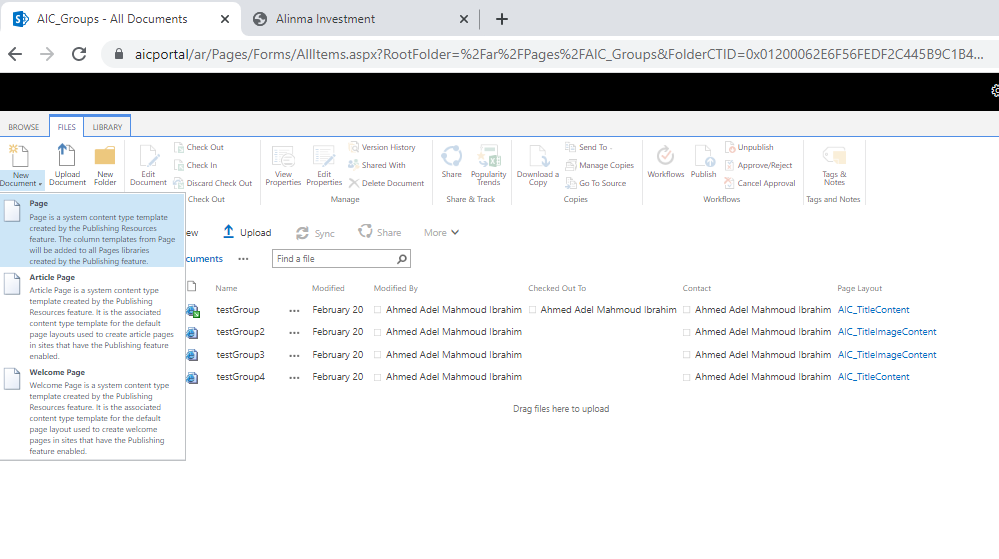




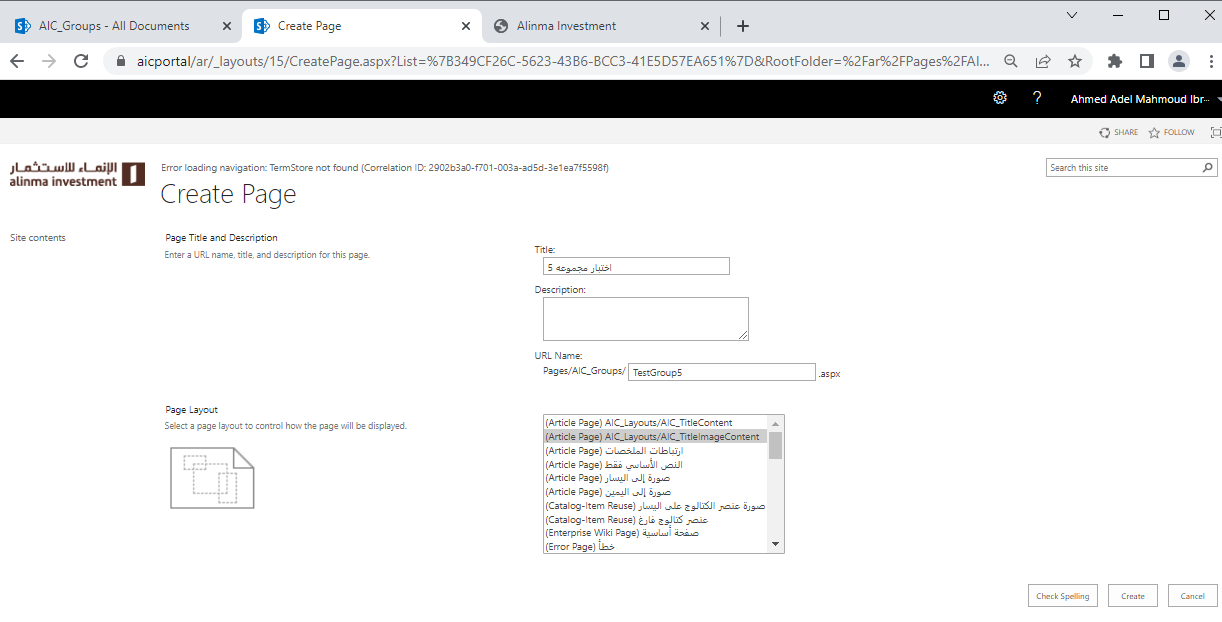
* 1. Go to this link <https://aicportal/ar/Pages/Forms/AllItems.aspx?RootFolder=%2Far%2FPages%2FAIC%5FGroups&FolderCTID=0x01200062E6F56FEDF2C445B9C1B4A32E354943&View=%7B1FBDE925%2DEBF2%2D435B%2DBD69%2DE366DC0F1389%7D>



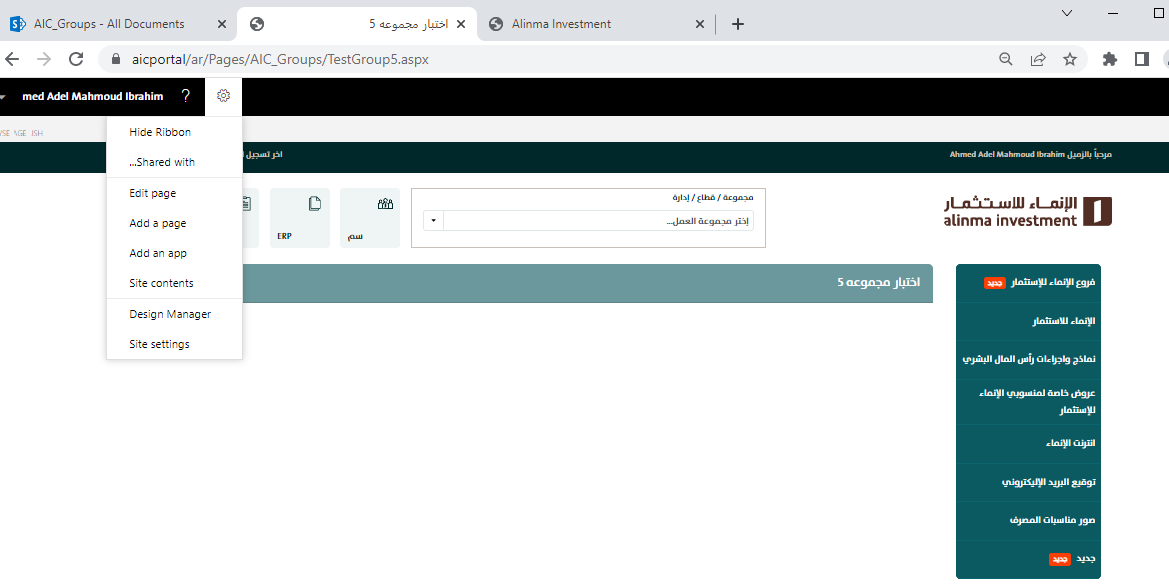
* 1. From files >> new document >> page



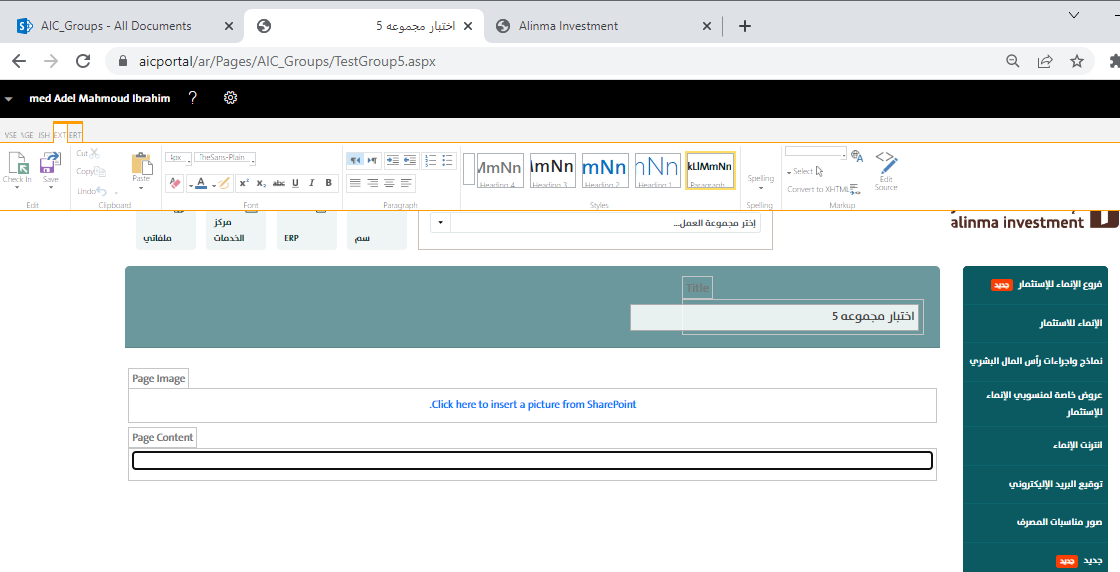
* 1. Enter the following :
     1. page title
     2. URL name
     3. Layout
        1. (Article Page) AIC\_Layouts/AIC\_TitleContent
        2. (Article Page) AIC\_Layouts/AIC\_TitleImageContent
     4. Press button Create



* 1. Go to new page

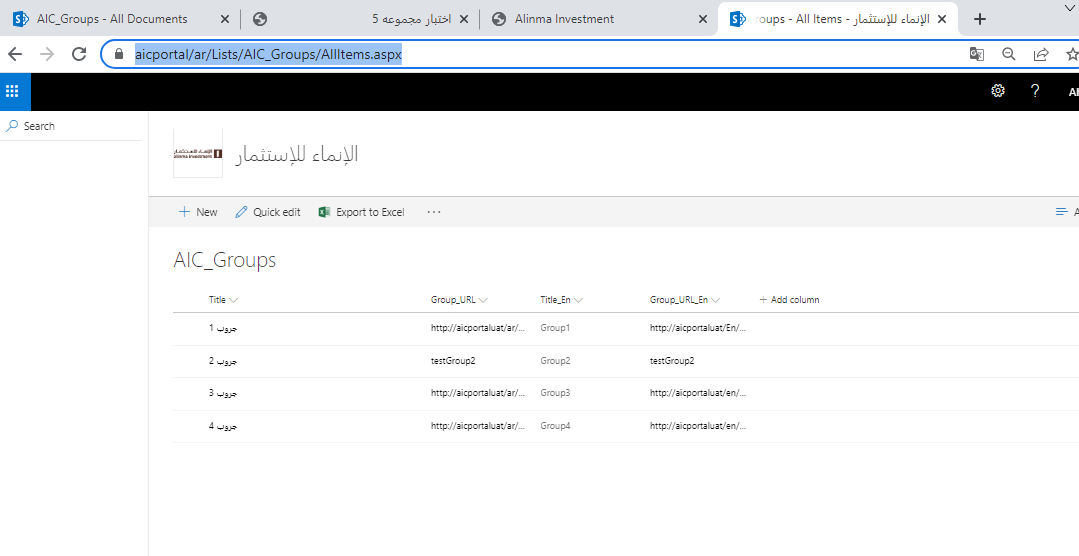


* + 1. Click edit page
    2. Update content

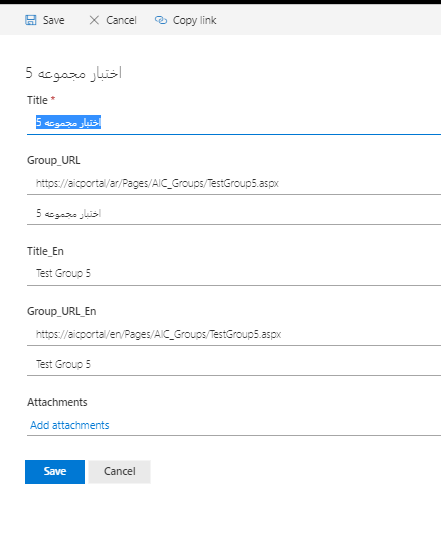


* + 1. Check in & Publish
  1. Copy page URL to use it later
  2. Add the same page on English site go to link <https://aicportal/en/Pages/Forms/AllItems.aspx?RootFolder=%2FEn%2FPages%2FAIC%5FGroups&FolderCTID=0x012000F91714E1537A154C9A7E07E41156D669&View=%7B6BF5E6B7%2D7853%2D41D8%2DA8FE%2DC27B1EE08C55%7D>
  3. Do the same previous steps and remember to the same URL Name
  4. Go to this link

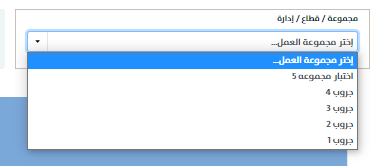
<https://aicportal/ar/Lists/AIC_Groups/AllItems.aspx>



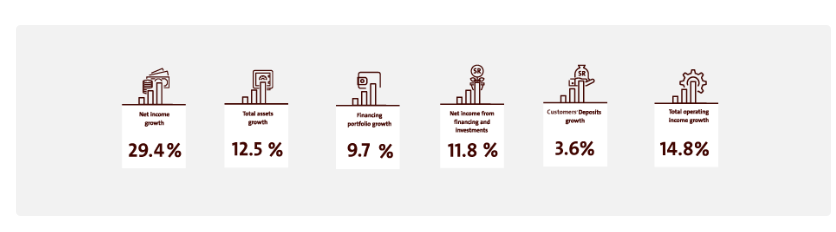
* 1. Click new >> add
     1. Title for Arabic page
     2. Group\_URL for Arabic page
     3. Title\_En for English page
     4. Group\_URL\_En for English page
     5. Save



* 1. Now it’s added to groups drop down list



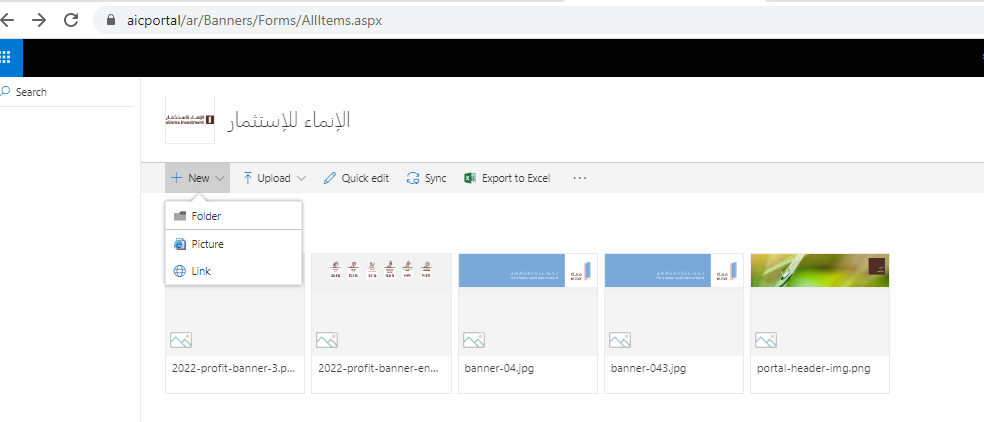
* 1. When you select a group it will redirect to the group page
* **Banners**



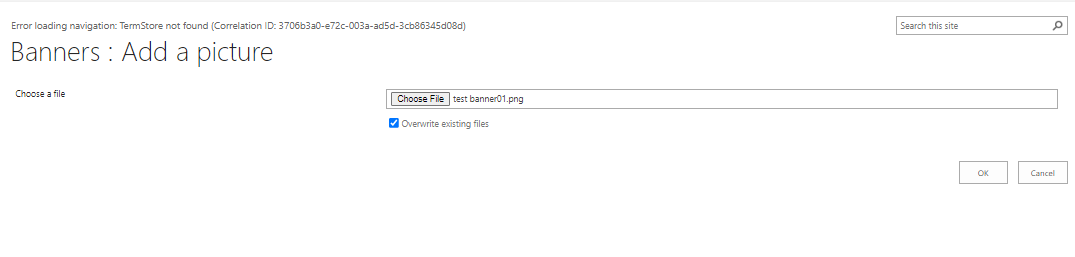
* 1. Go to this link

<https://aicportal/ar/Banners/Forms/AllItems.aspx>

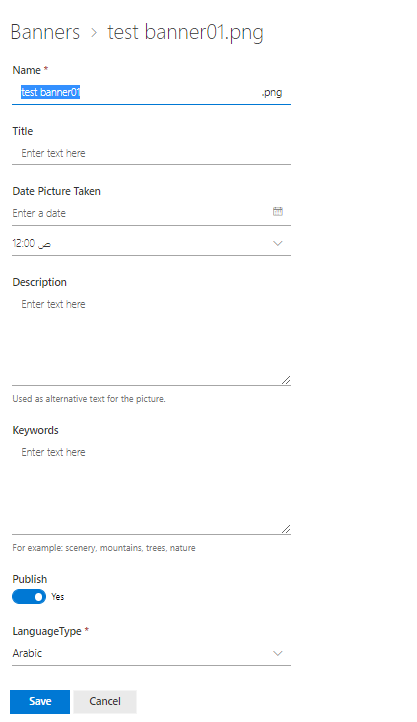
* 1. New >> picture



* 1. Choose a picture and upload it



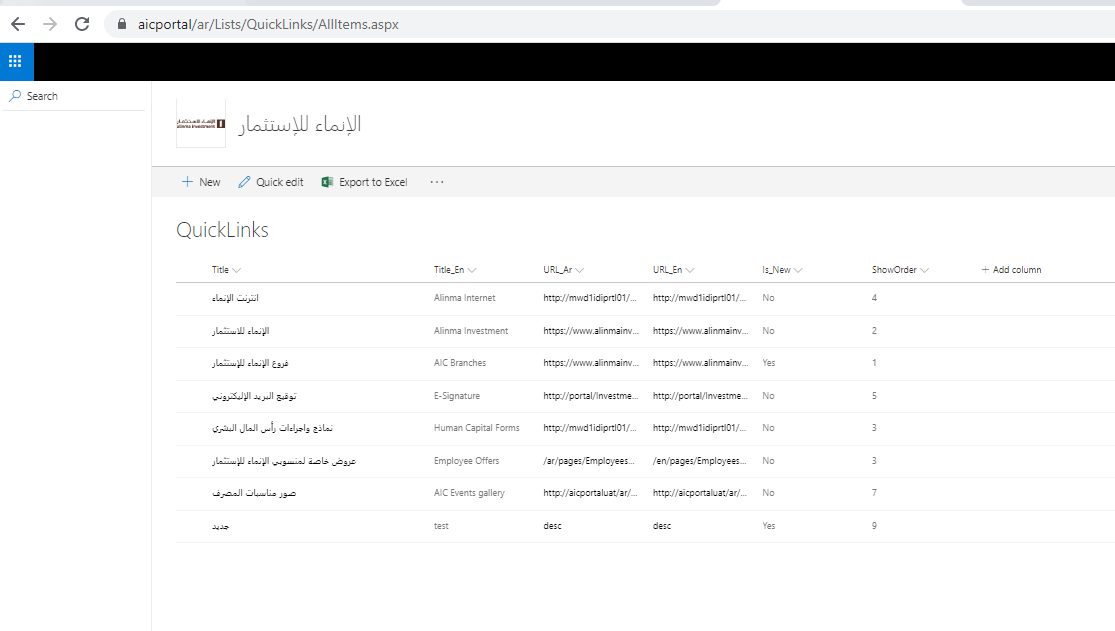
* 1. Enter name, select publish (yes), language(Arabic or English) and press save



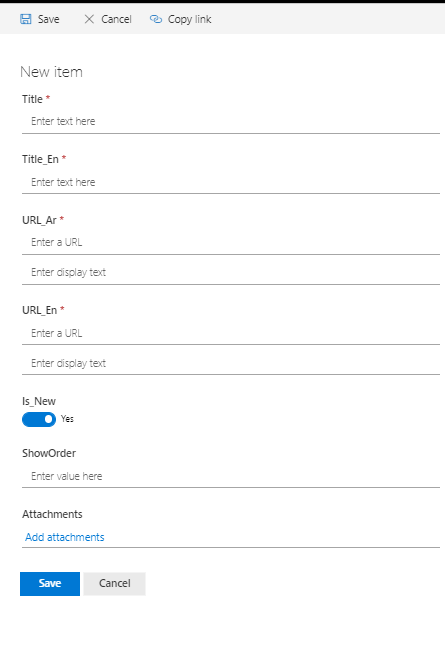
* 1. You need to add one for Arabic and another for English
* **Quick links**



* 1. Go to link <https://aicportal/ar/Lists/QuickLinks/AllItems.aspx>



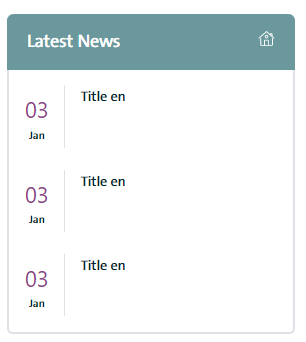
* 1. Click new

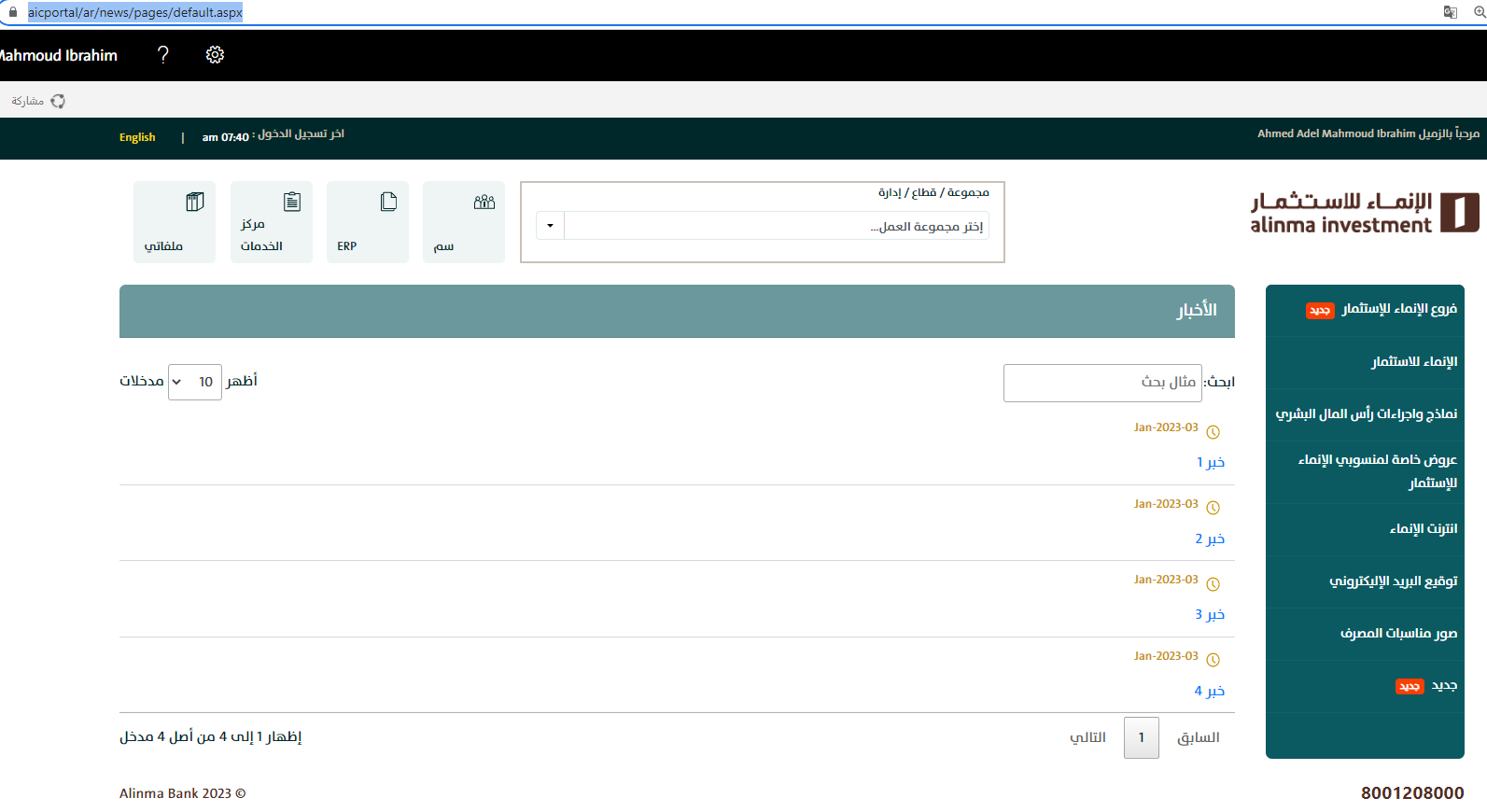


* 1. Enter Data
     1. Title : Arabic title
     2. Title\_En : English title
     3. URL\_Ar : url for Arabic link
     4. URL\_En : url for English link
     5. Is\_New : to show this icon beside link  
     6. ShowOrder : number for appearance order
* **Latest News**

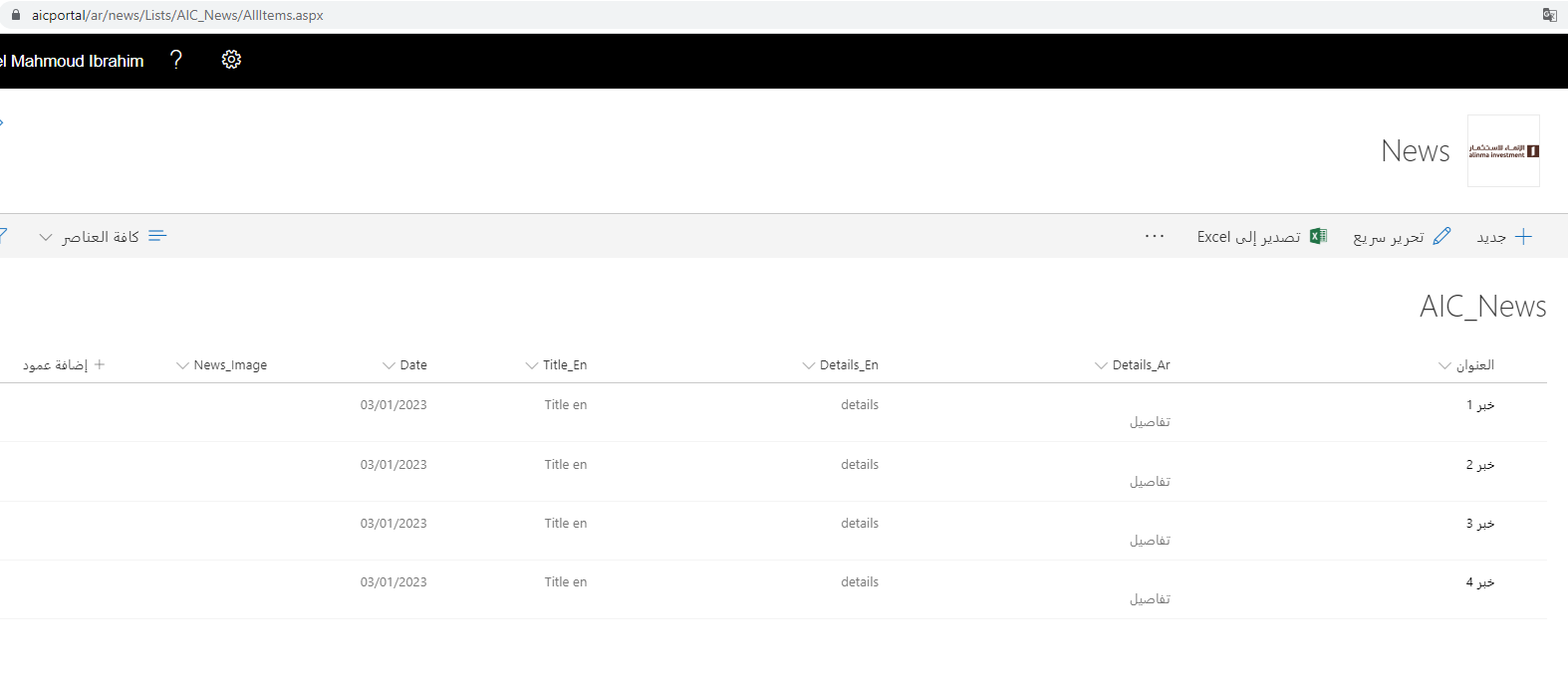
[**https://aicportal/en/News/Pages/default.aspx**](https://aicportal/en/News/Pages/default.aspx)

[**https://aicportal/ar/news/pages/default.aspx**](https://aicportal/ar/news/pages/default.aspx)

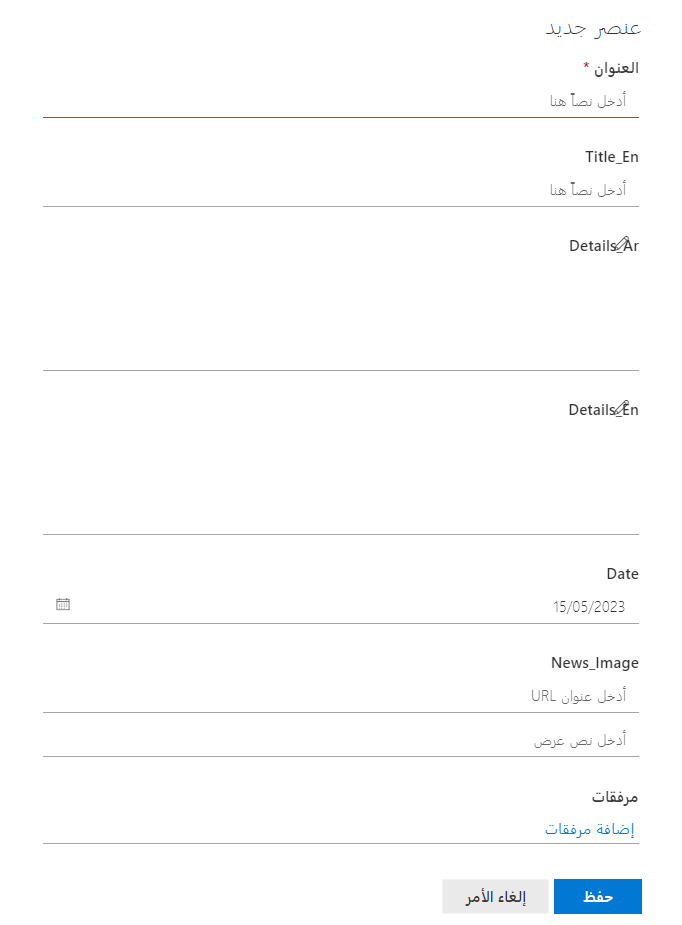
****



* 1. Go to this link <https://aicportal/ar/news/Lists/AIC_News/AllItems.aspx>



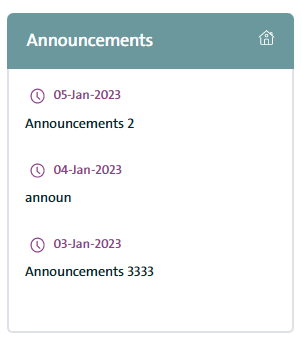
* 1. Click new ‘جديد’

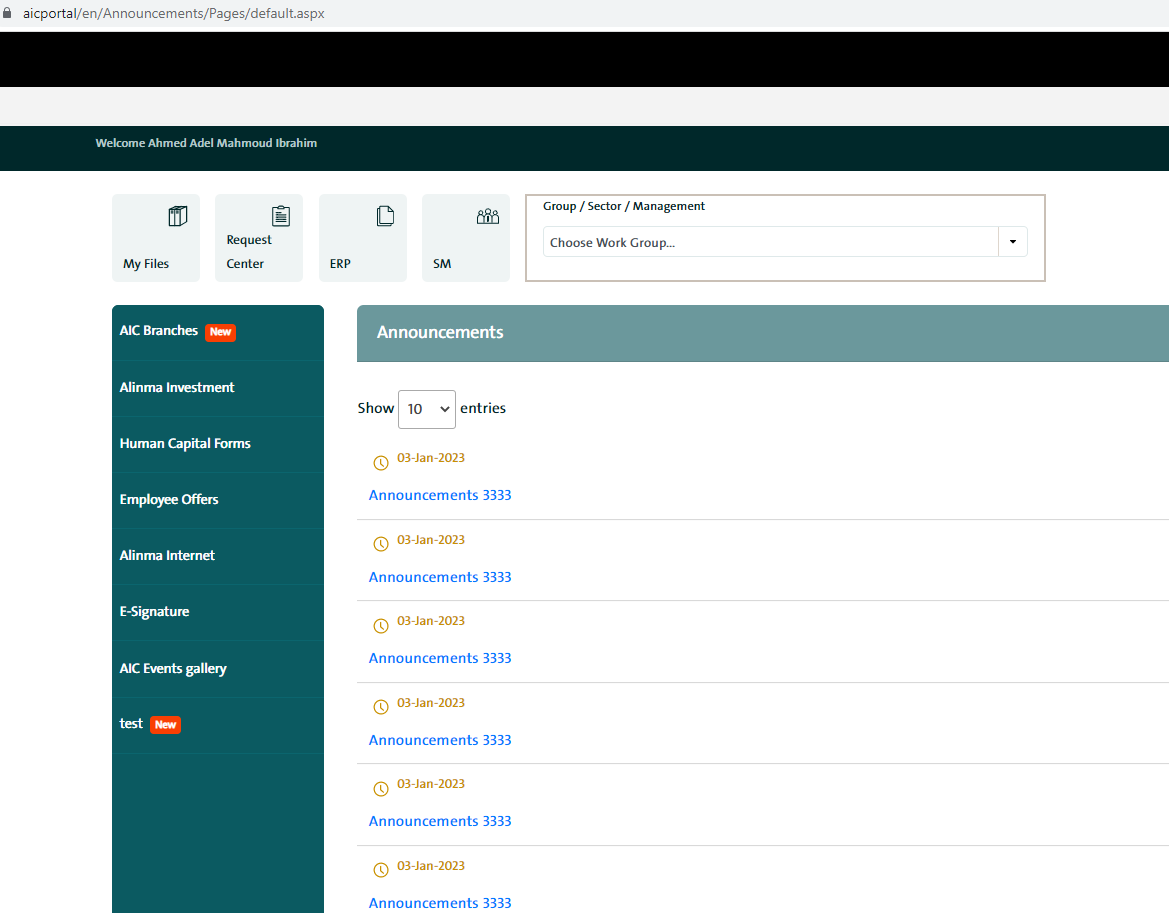


* 1. Enter all data
  2. Save
* **Announcements**

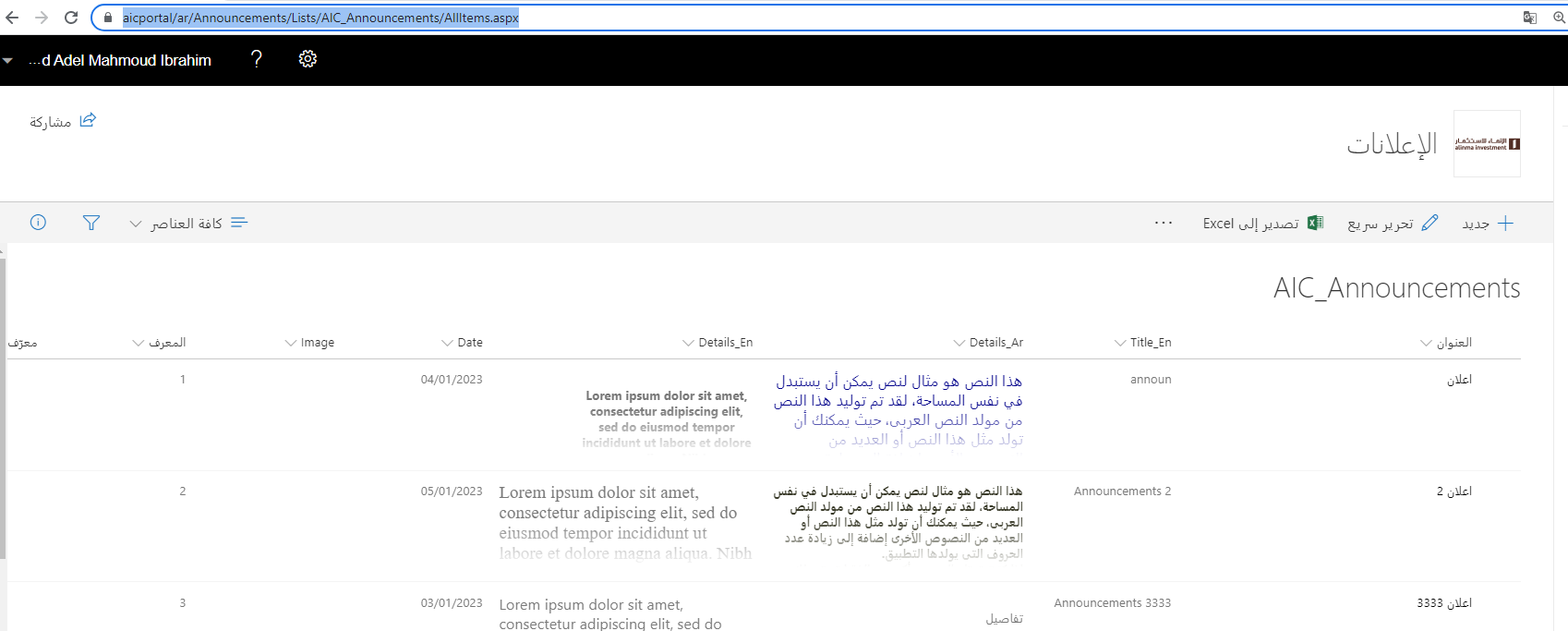
[**https://aicportal/en/Announcements/Pages/default.aspx**](https://aicportal/en/Announcements/Pages/default.aspx)

[**https://aicportal/ar/Announcements/Pages/default.aspx**](https://aicportal/ar/Announcements/Pages/default.aspx)

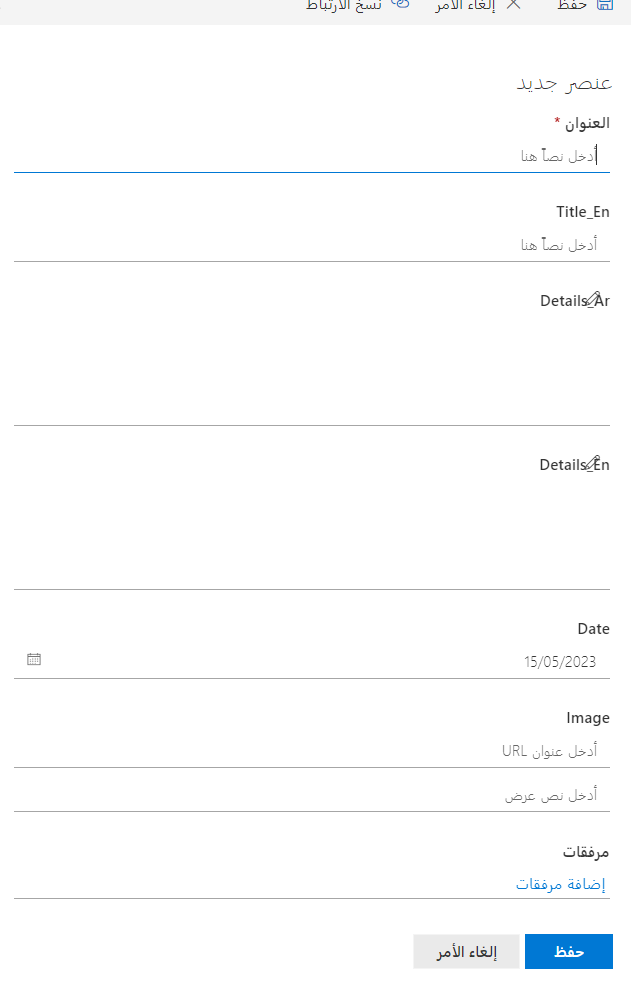
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1. Go to link <https://aicportal/ar/Announcements/Lists/AIC_Announcements/AllItems.aspx>



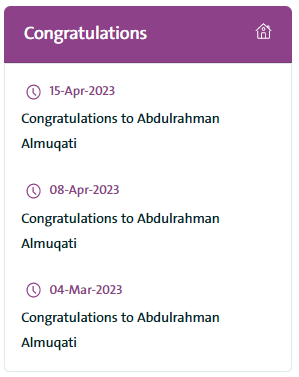
1. Click new
2. Enter all Data

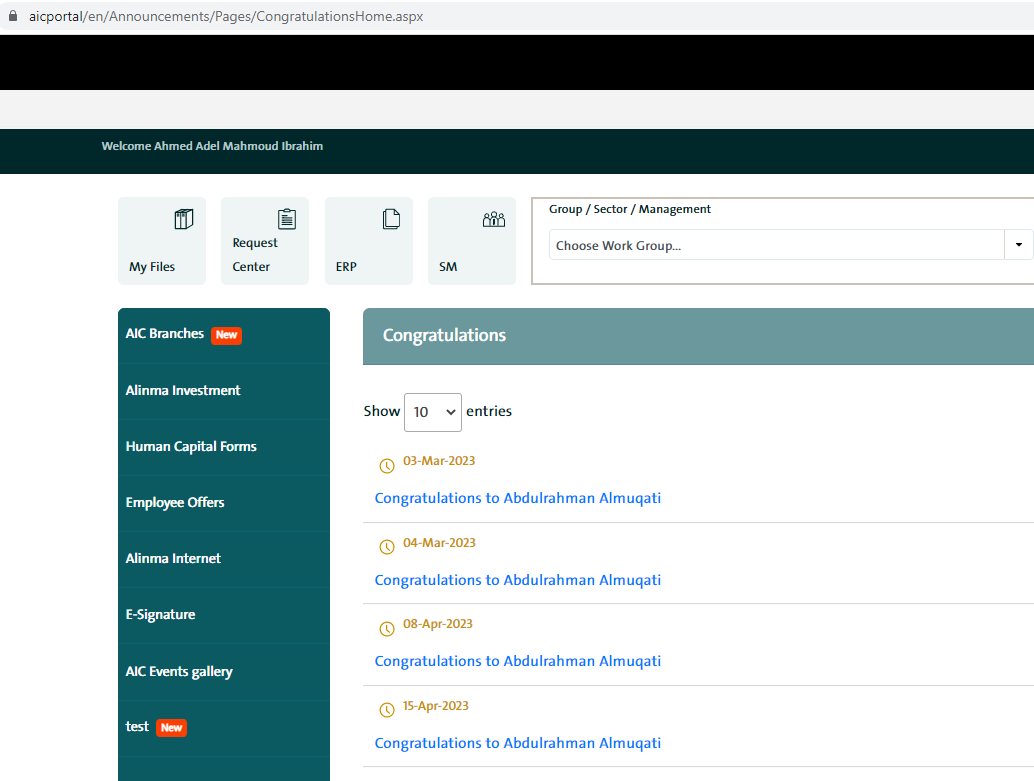


* **Congratulations**

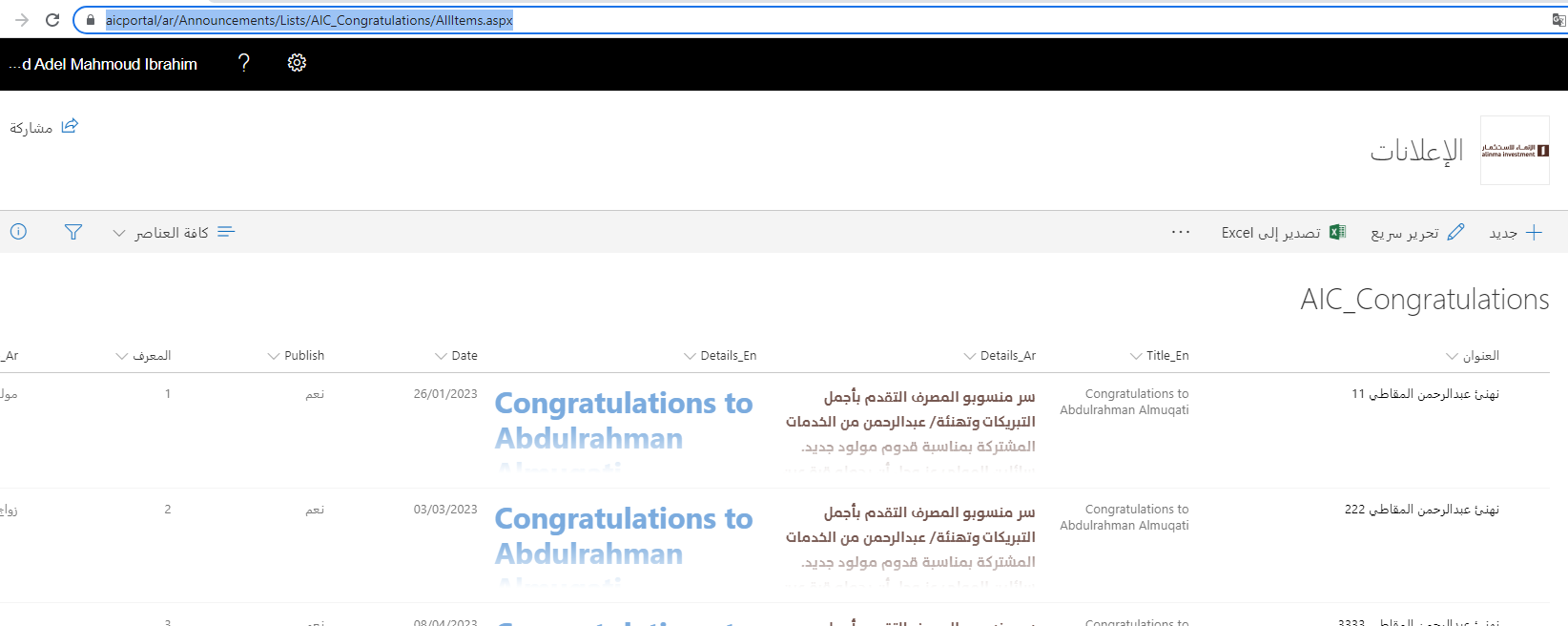
[**https://aicportal/en/Announcements/Pages/CongratulationsHome.aspx**](https://aicportal/en/Announcements/Pages/CongratulationsHome.aspx)

[**https://aicportal/ar/Announcements/Pages/CongratulationsHome.aspx**](https://aicportal/ar/Announcements/Pages/CongratulationsHome.aspx)

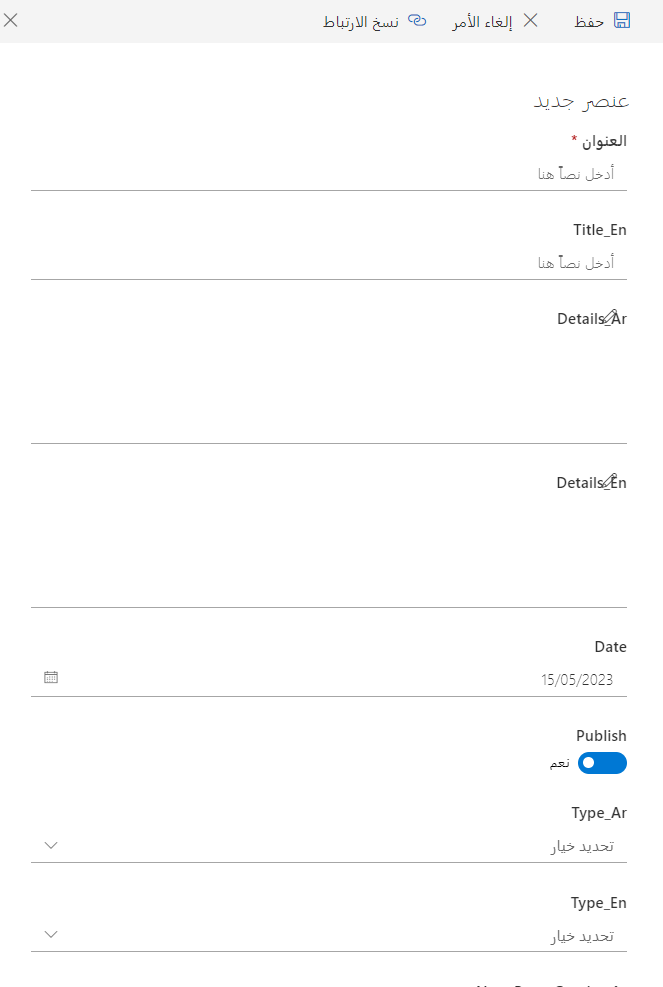


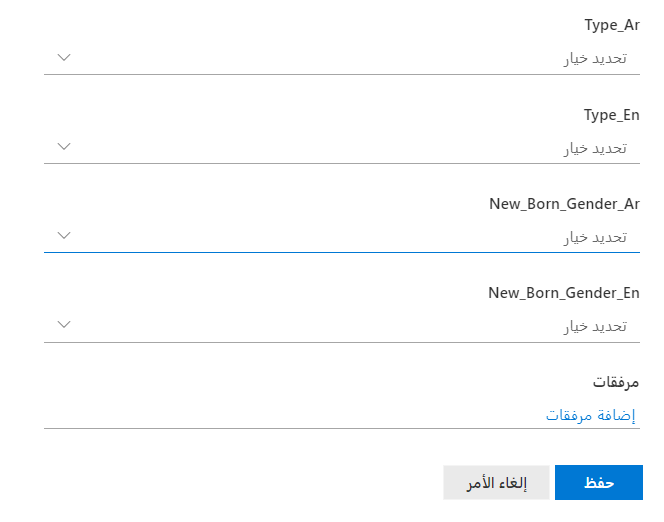


1. Go to link <https://aicportal/ar/Announcements/Lists/AIC_Congratulations/AllItems.aspx>



1. Enter all data





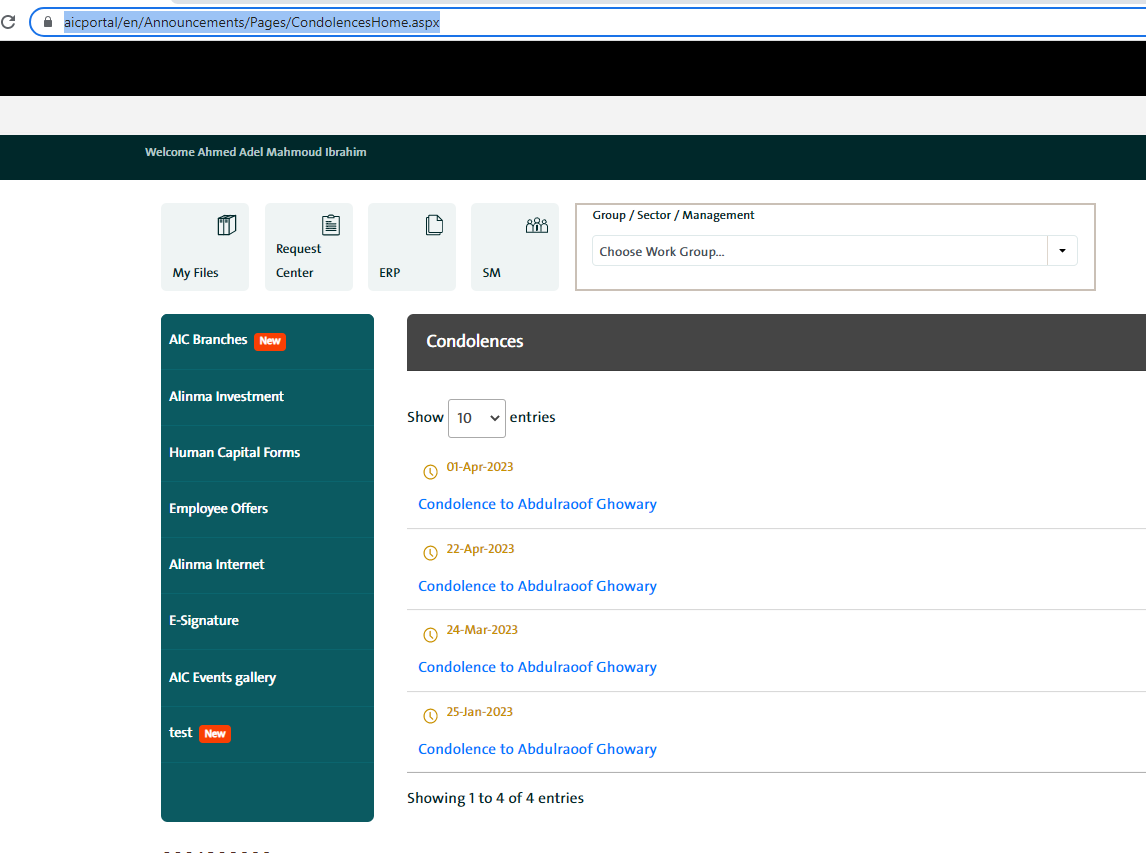
1. Click save

* **Condolences**

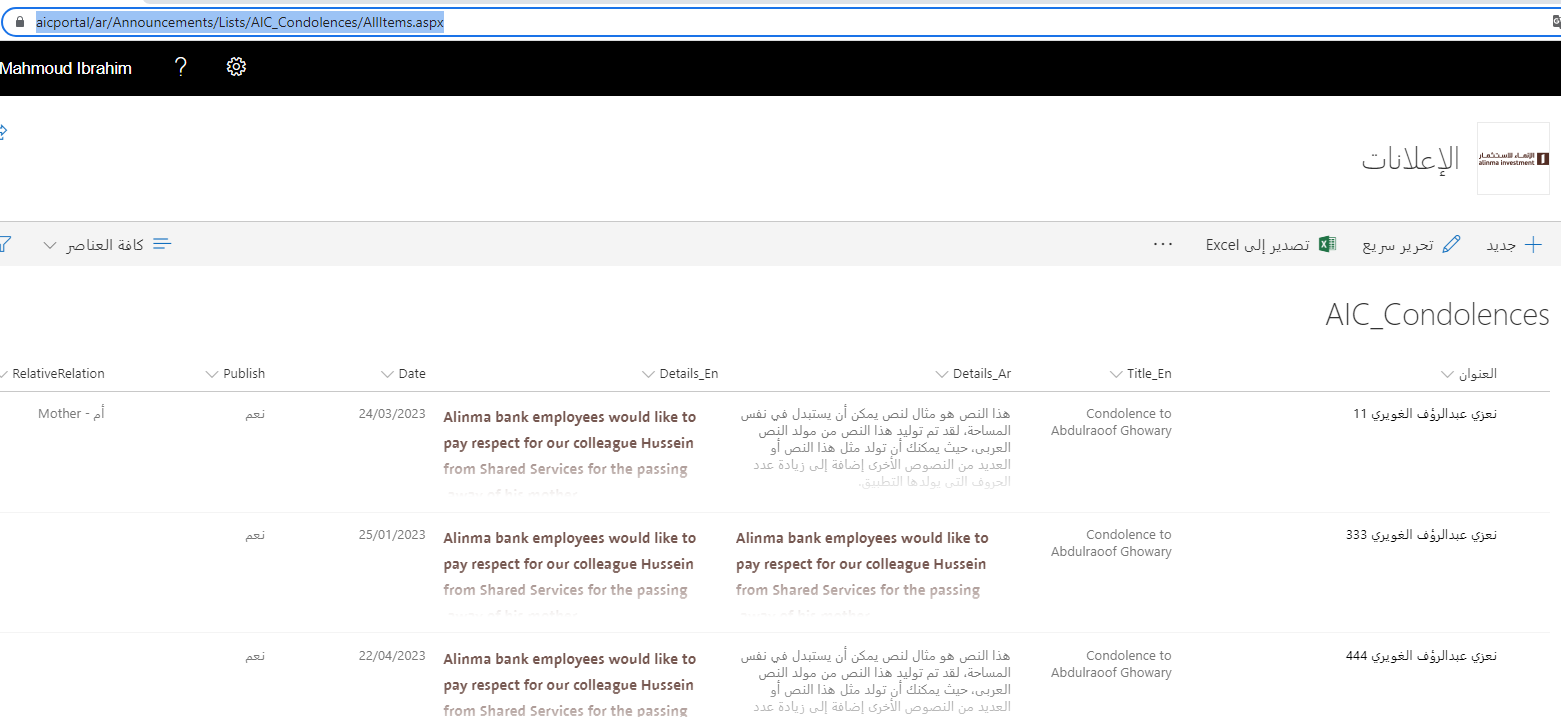
<https://aicportal/en/Announcements/Pages/CondolencesHome.aspx>

<https://aicportal/ar/Announcements/Pages/CondolencesHome.aspx>

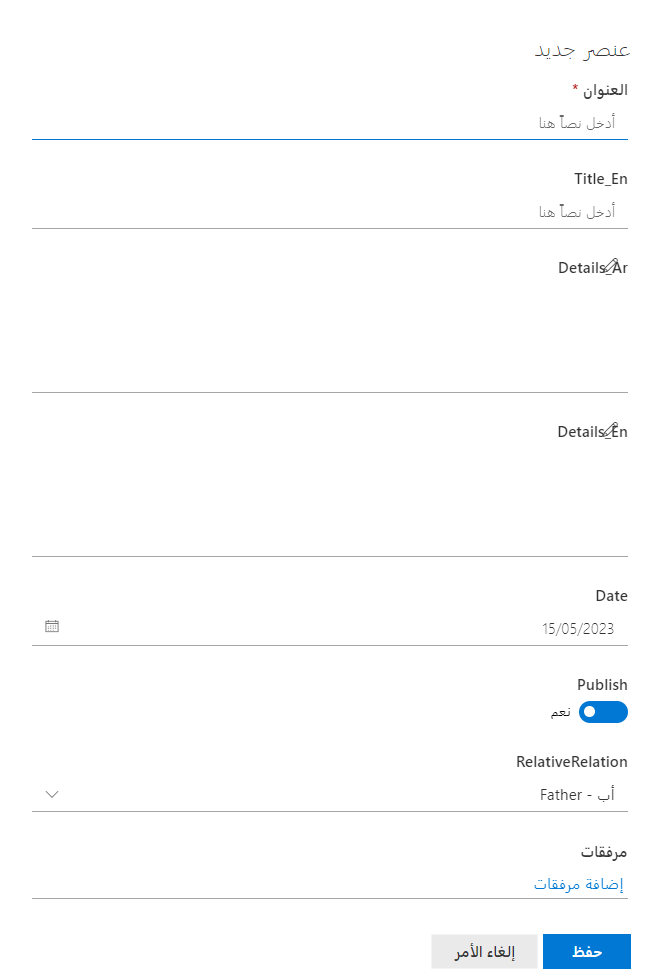




1. Go to link <https://aicportal/ar/Announcements/Lists/AIC_Condolences/AllItems.aspx>



1. Enter all data

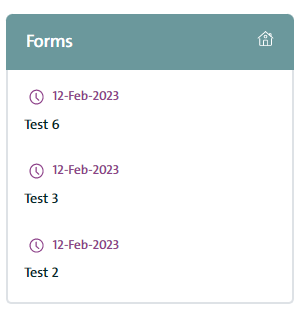


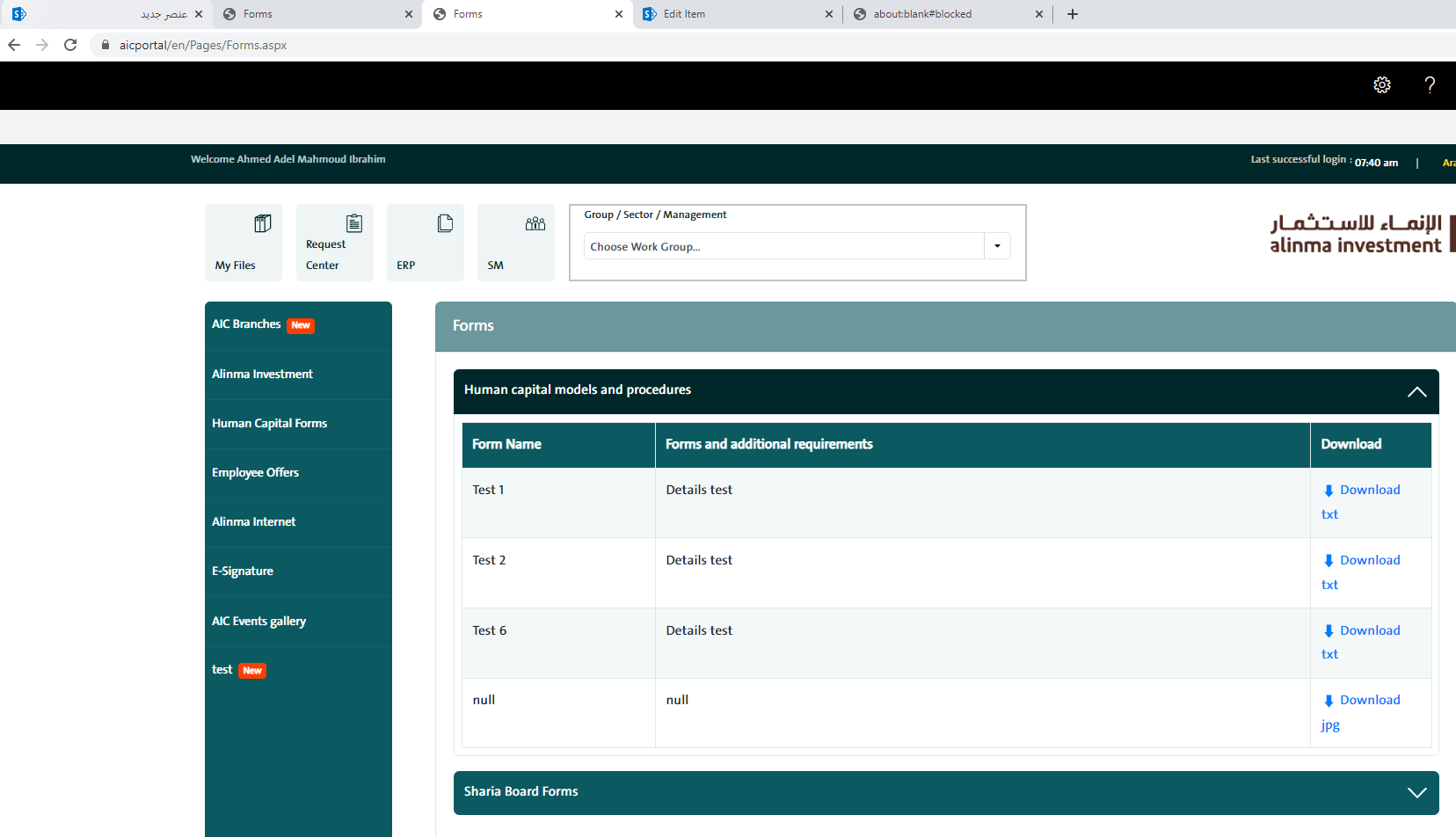
1. Click save

* **Forms**

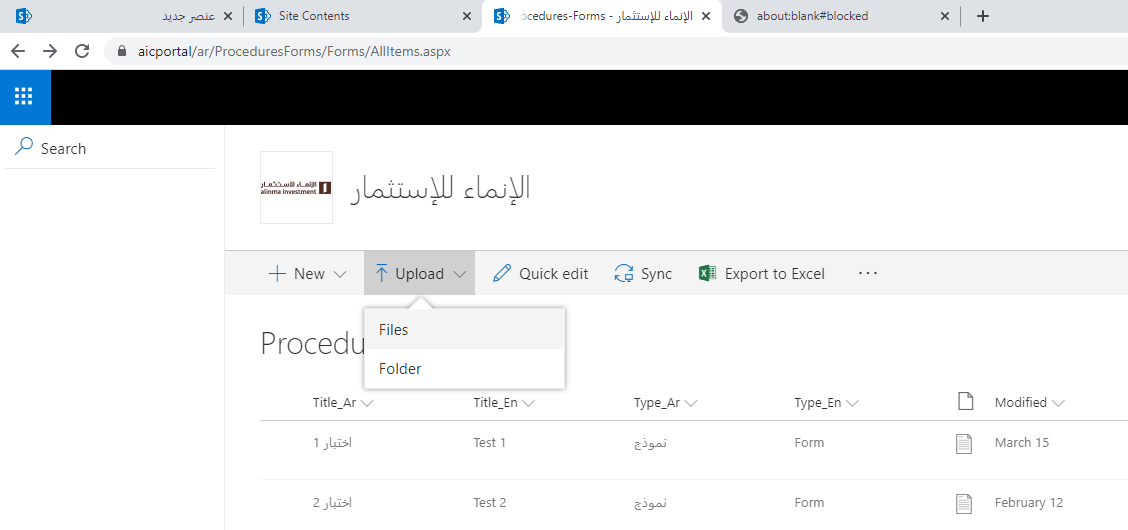
[**https://aicportal/en/Pages/Forms.aspx**](https://aicportal/en/Pages/Forms.aspx)

[**https://aicportal/ar/Pages/Forms.aspx**](https://aicportal/ar/Pages/Forms.aspx)

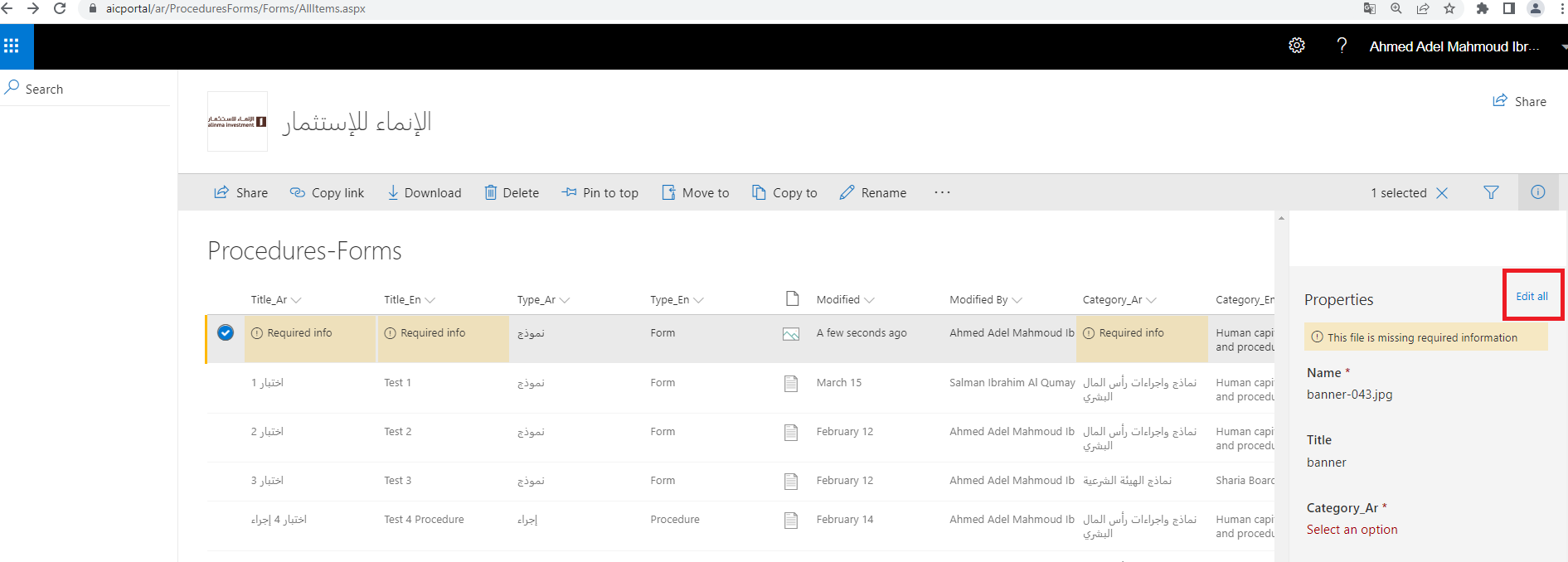




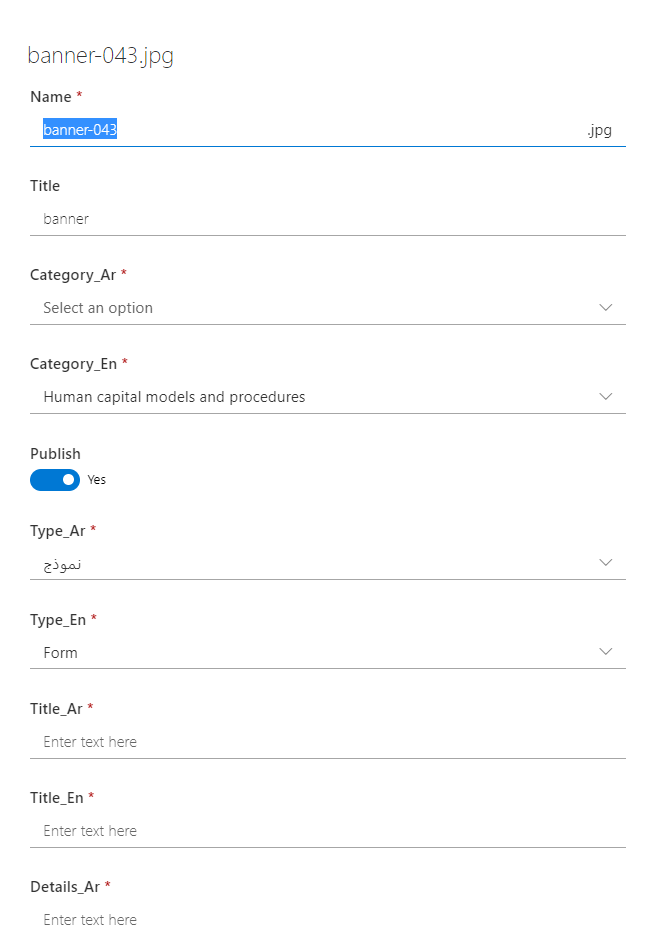
1. Go to link <https://aicportal/ar/ProceduresForms/Forms/AllItems.aspx>
2. Click upload >> files >> choose file



1. After upload file >> click edit all >> enter other needed data



1. Enter all Data
   1. Type\_ar ‘نموذج’
   2. Type\_en ‘Form’

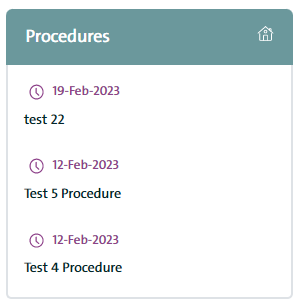


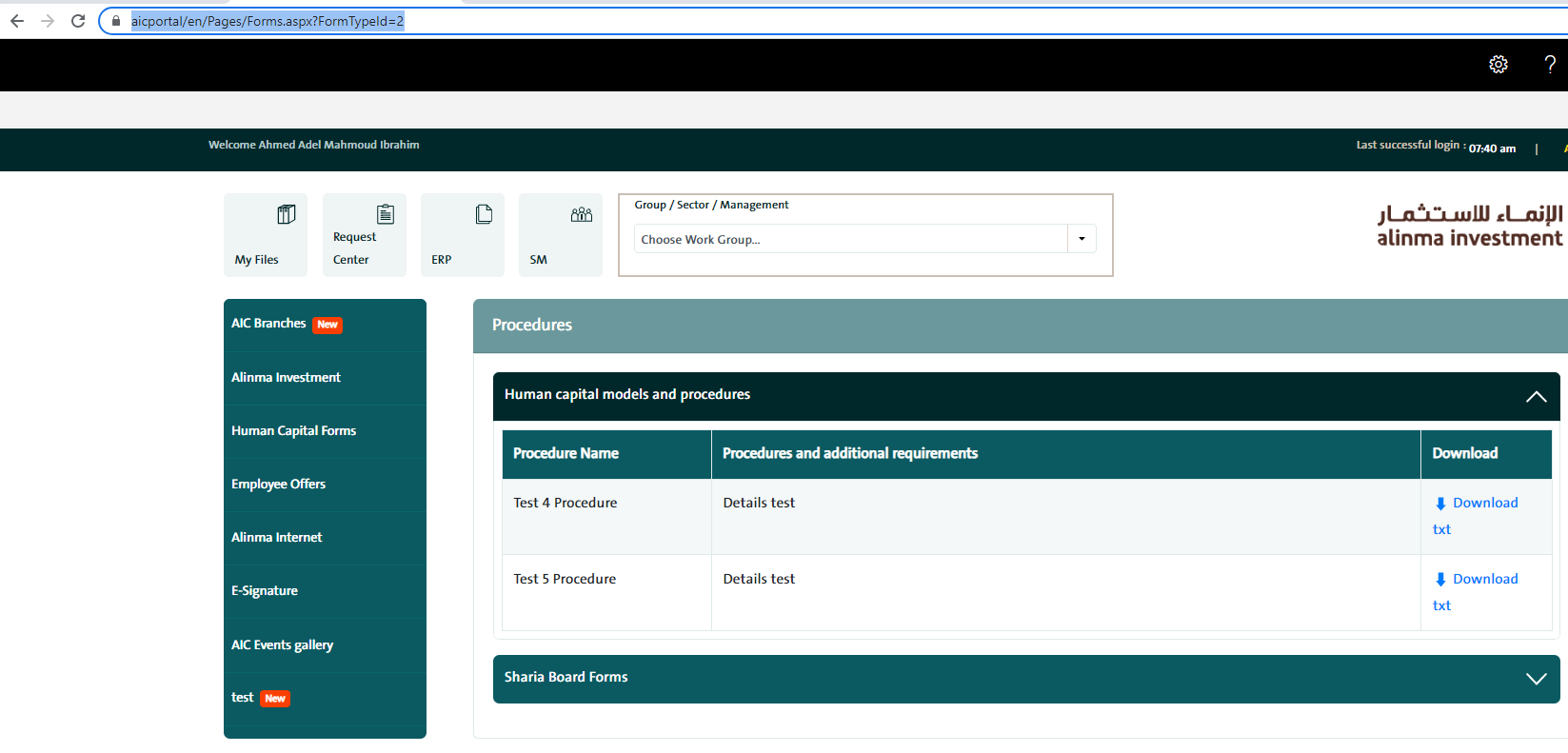
1. Press Save

* **Procedures**

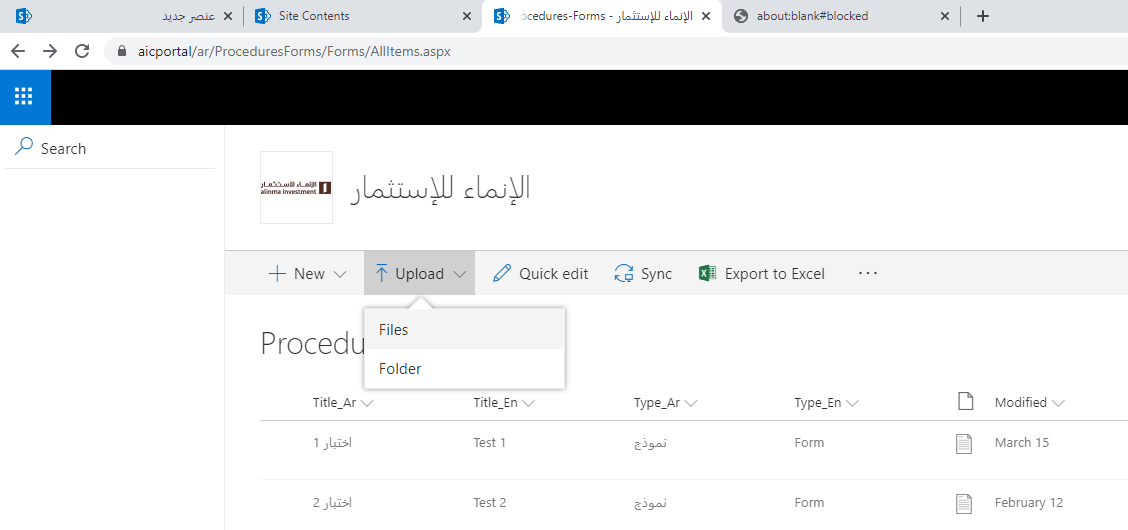
[**https://aicportal/en/Pages/Forms.aspx?FormTypeId=2**](https://aicportal/en/Pages/Forms.aspx?FormTypeId=2)

[**https://aicportal/ar/Pages/Forms.aspx?FormTypeId=2**](https://aicportal/ar/Pages/Forms.aspx?FormTypeId=2)

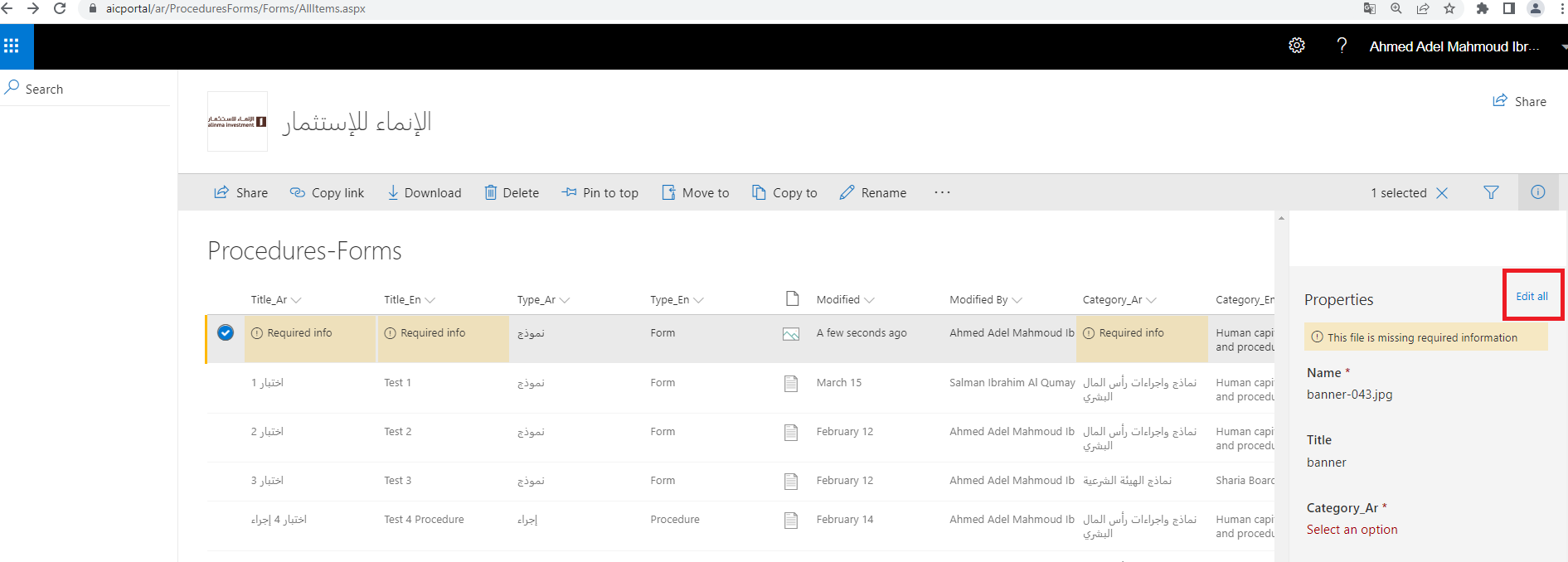




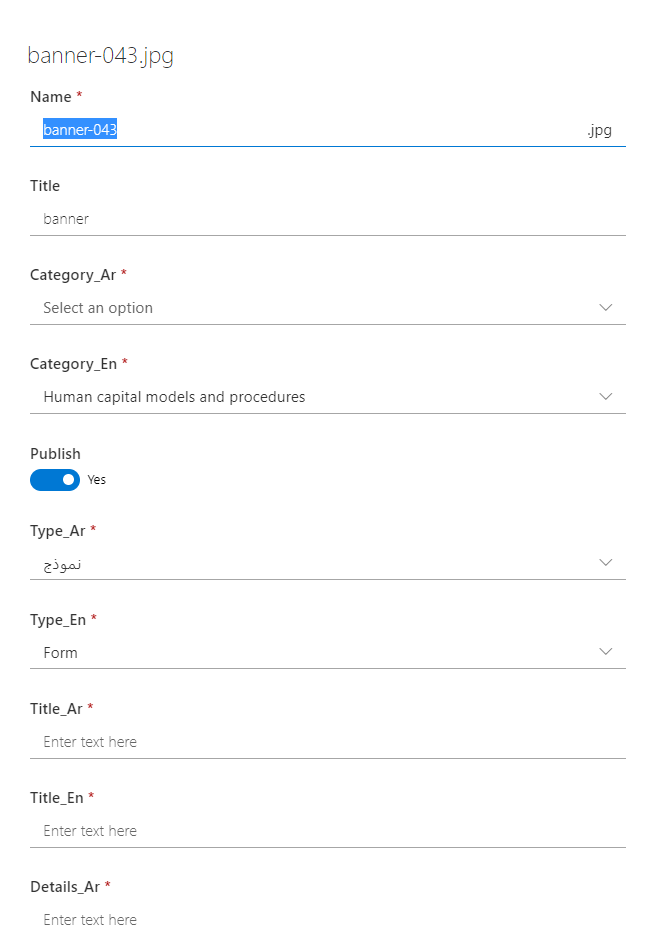
1. Go to link <https://aicportal/ar/ProceduresForms/Forms/AllItems.aspx>
2. Click upload >> files >> choose file



1. After upload file >> click edit all >> enter other needed data



1. Enter all Data
   1. Type\_ar ‘إجراء’
   2. Type\_en ‘procedure’

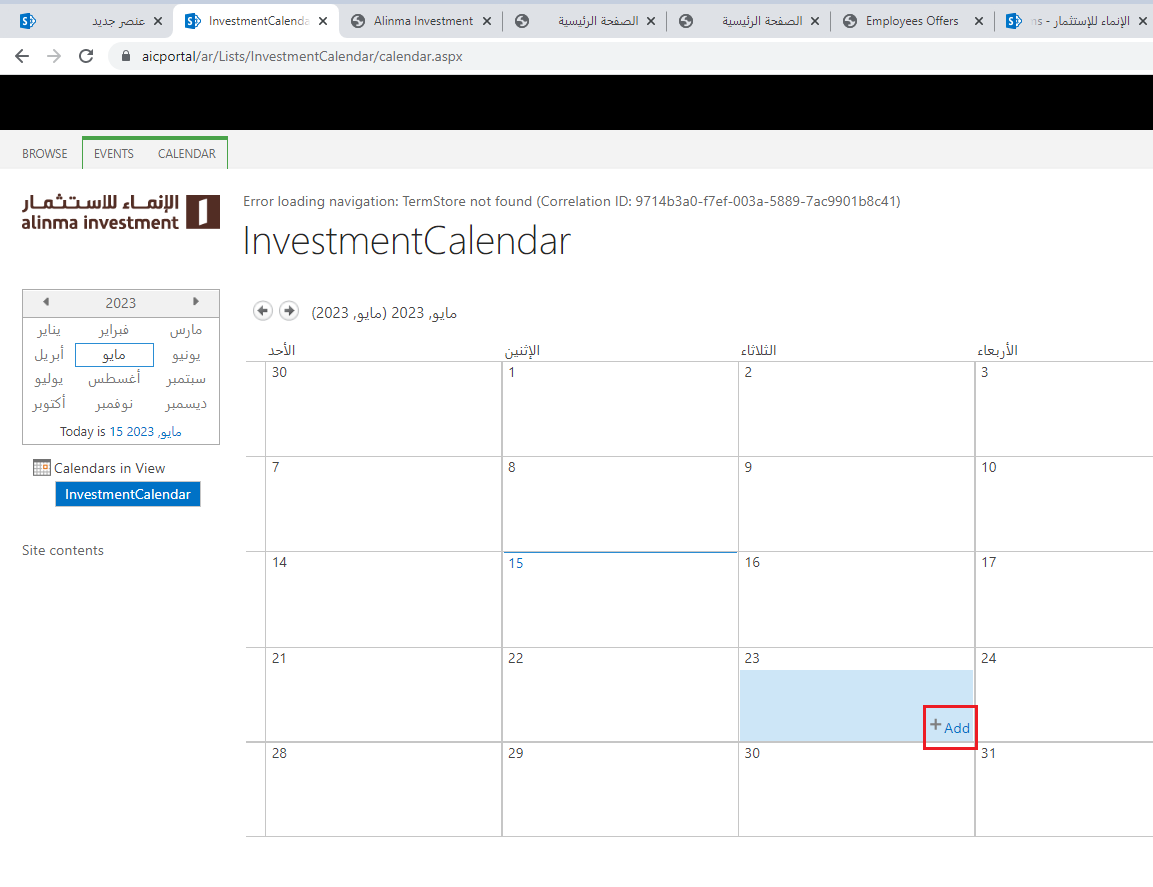


1. Press Save

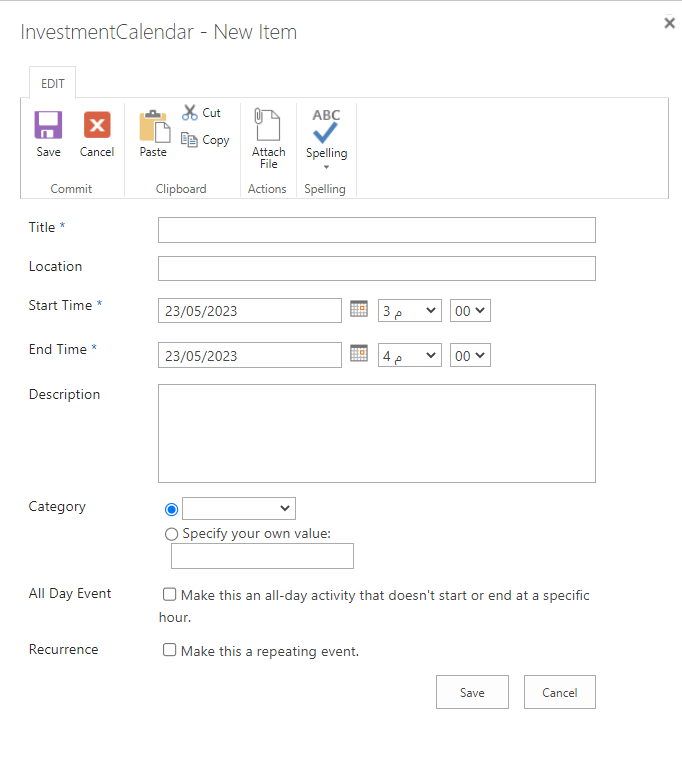
* **AIC Alinma Calendar**



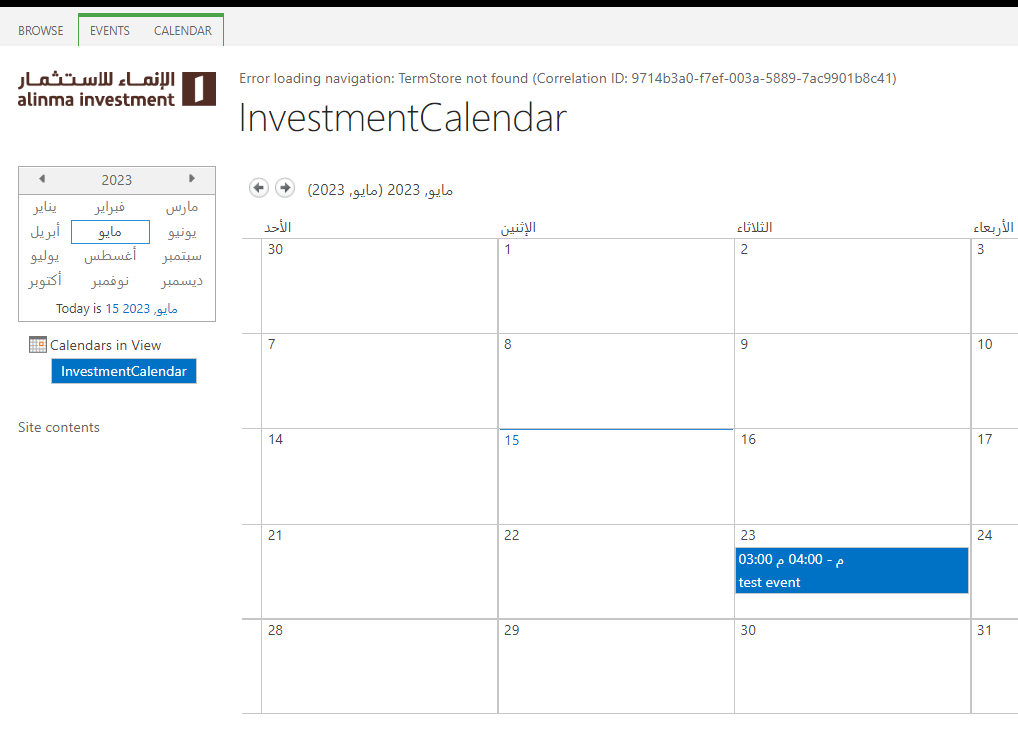
1. Go to link <https://aicportal/ar/Lists/InvestmentCalendar/calendar.aspx>
2. Choose date you want and click Add



1. Fill data



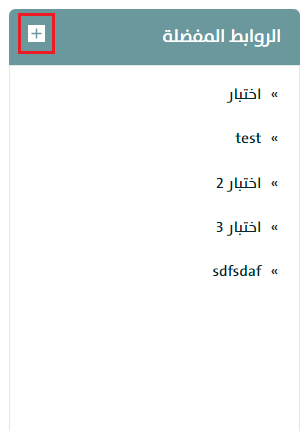
1. Press Save



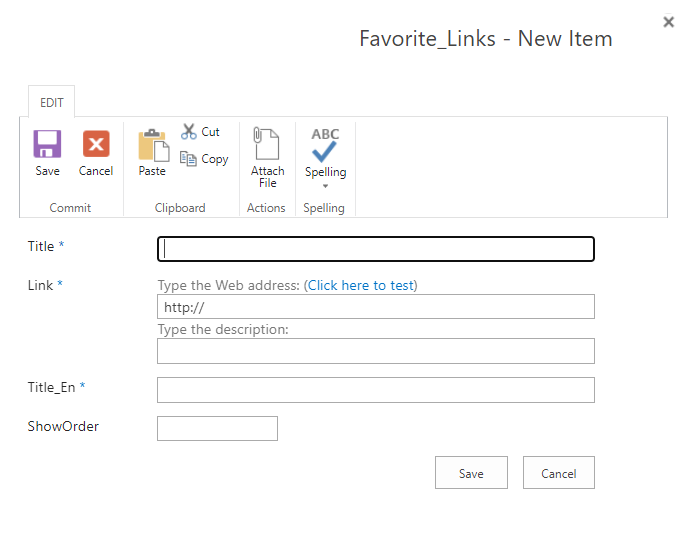


* **Favorite Links** **AIC**

1. Click on add Button



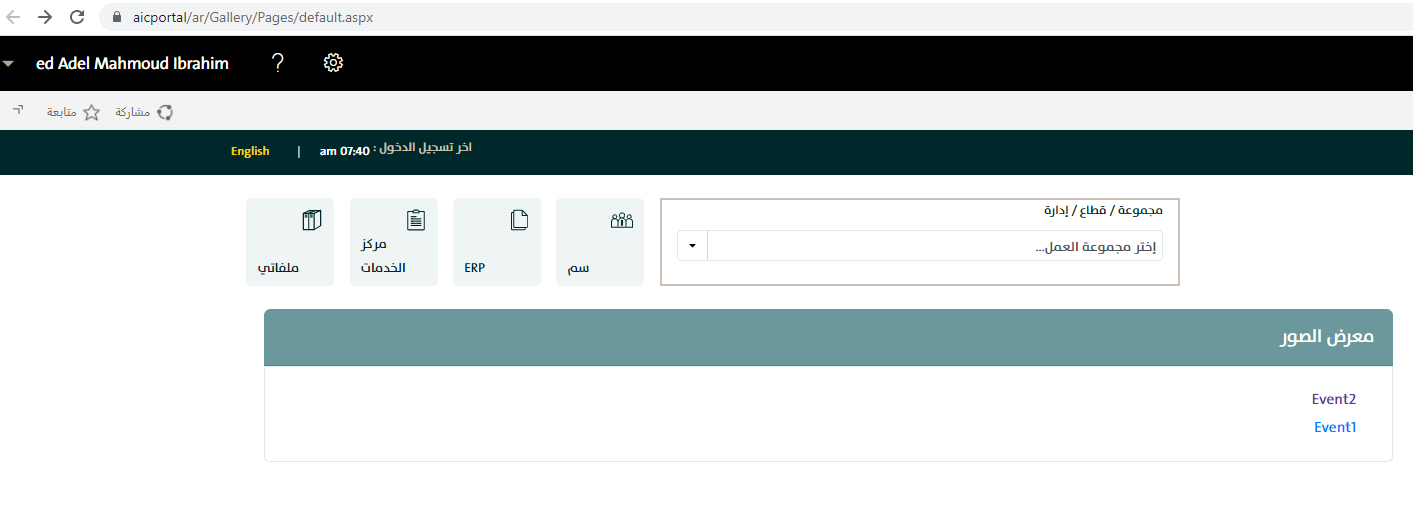
1. Fill data

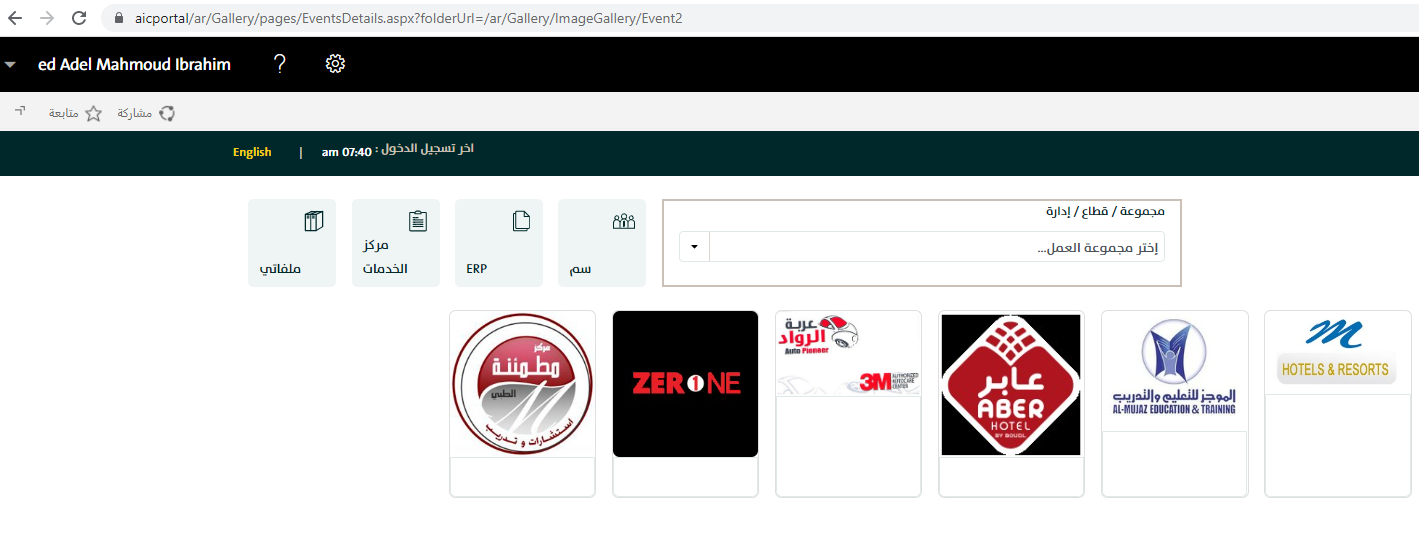


1. Press save

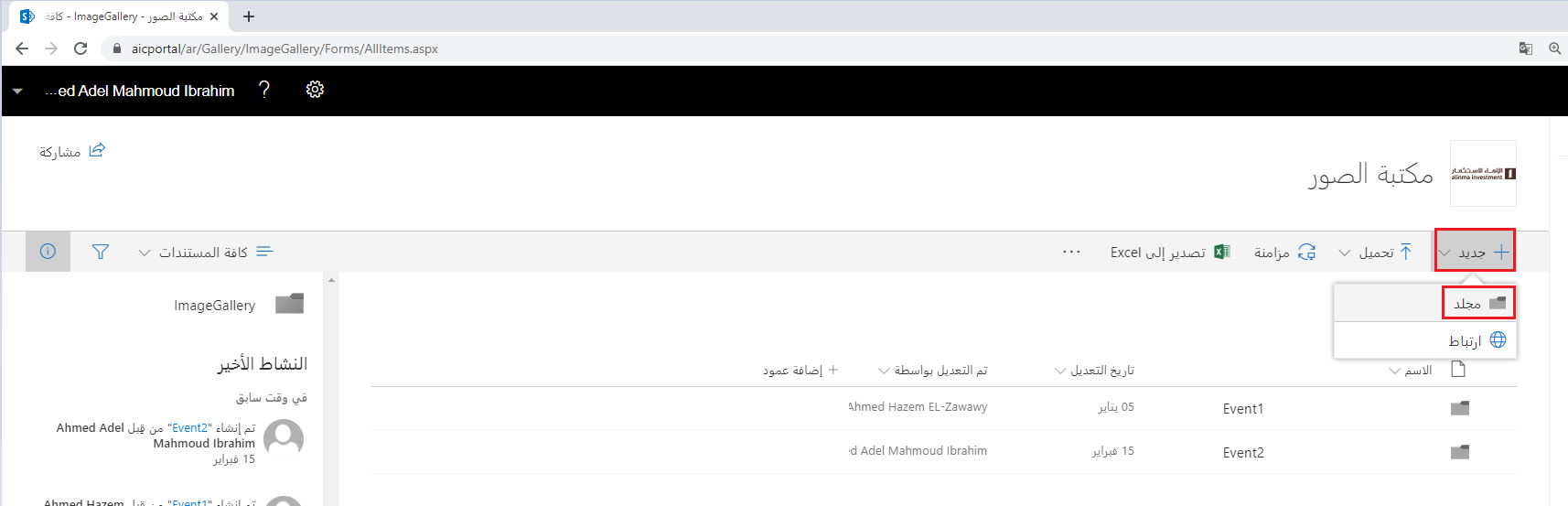
* **Events gallery**

<https://aicportal/ar/Gallery/Pages/default.aspx>

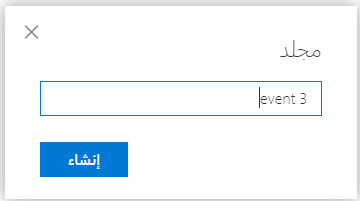




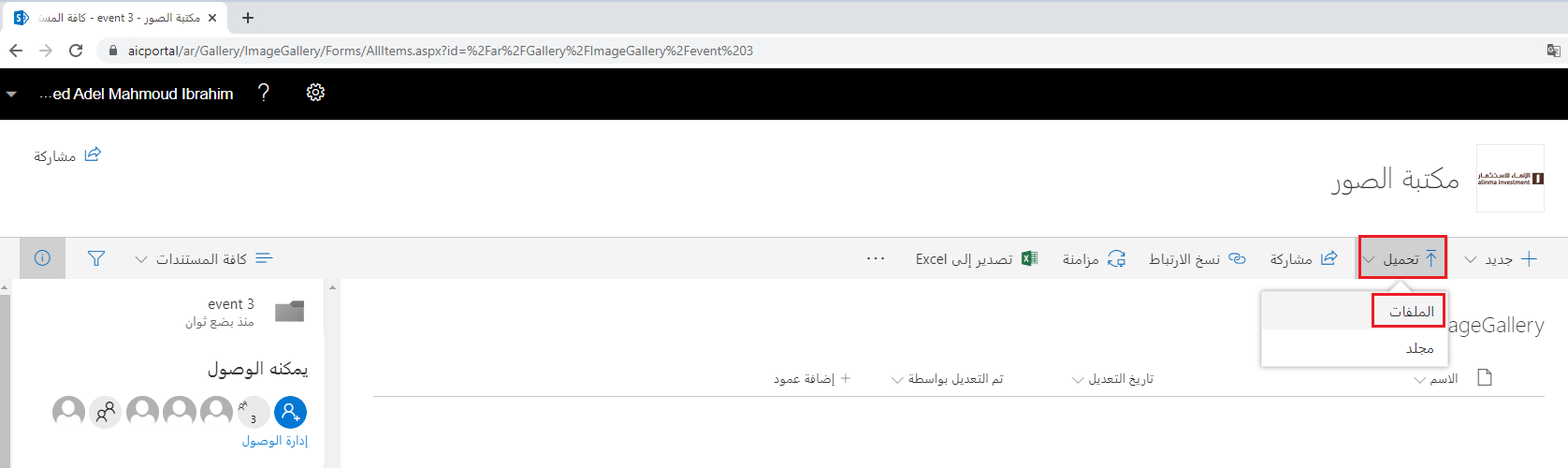
1. Go to link <https://aicportal/ar/Gallery/ImageGallery/Forms/AllItems.aspx>
2. Click new >> folder



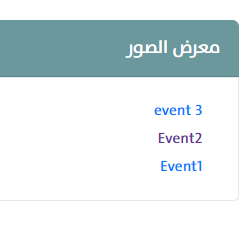
1. Enter folder name

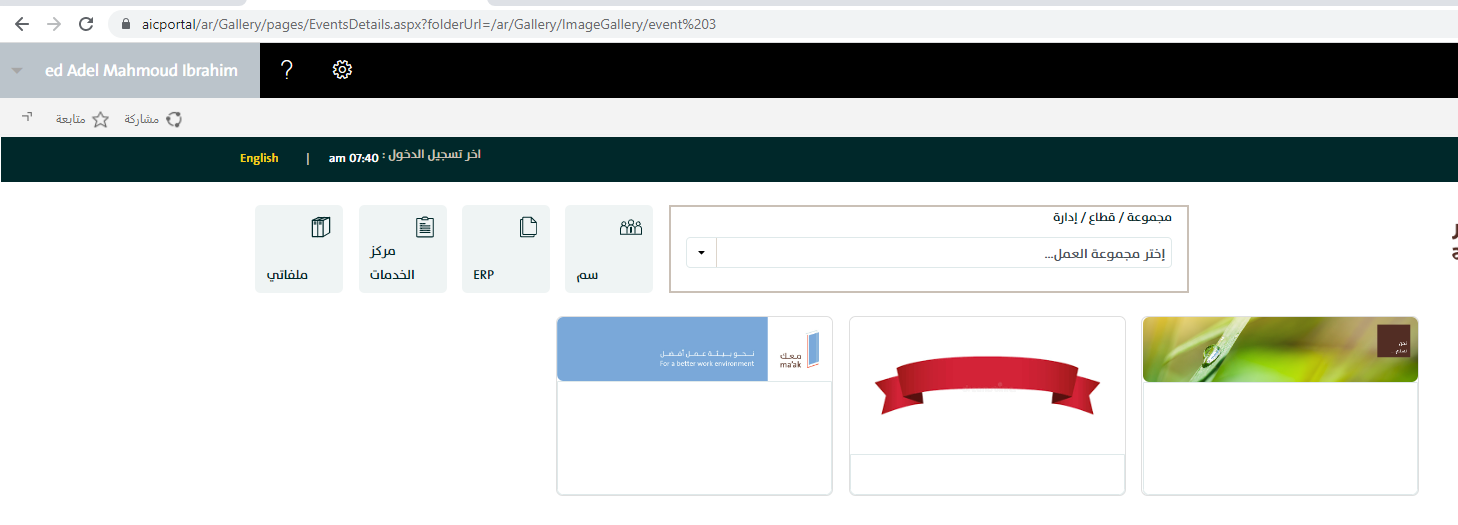


1. Click create
2. Click upload >> files



1. Go back to <https://aicportal/ar/Gallery/Pages/default.aspx> and click on new added folder

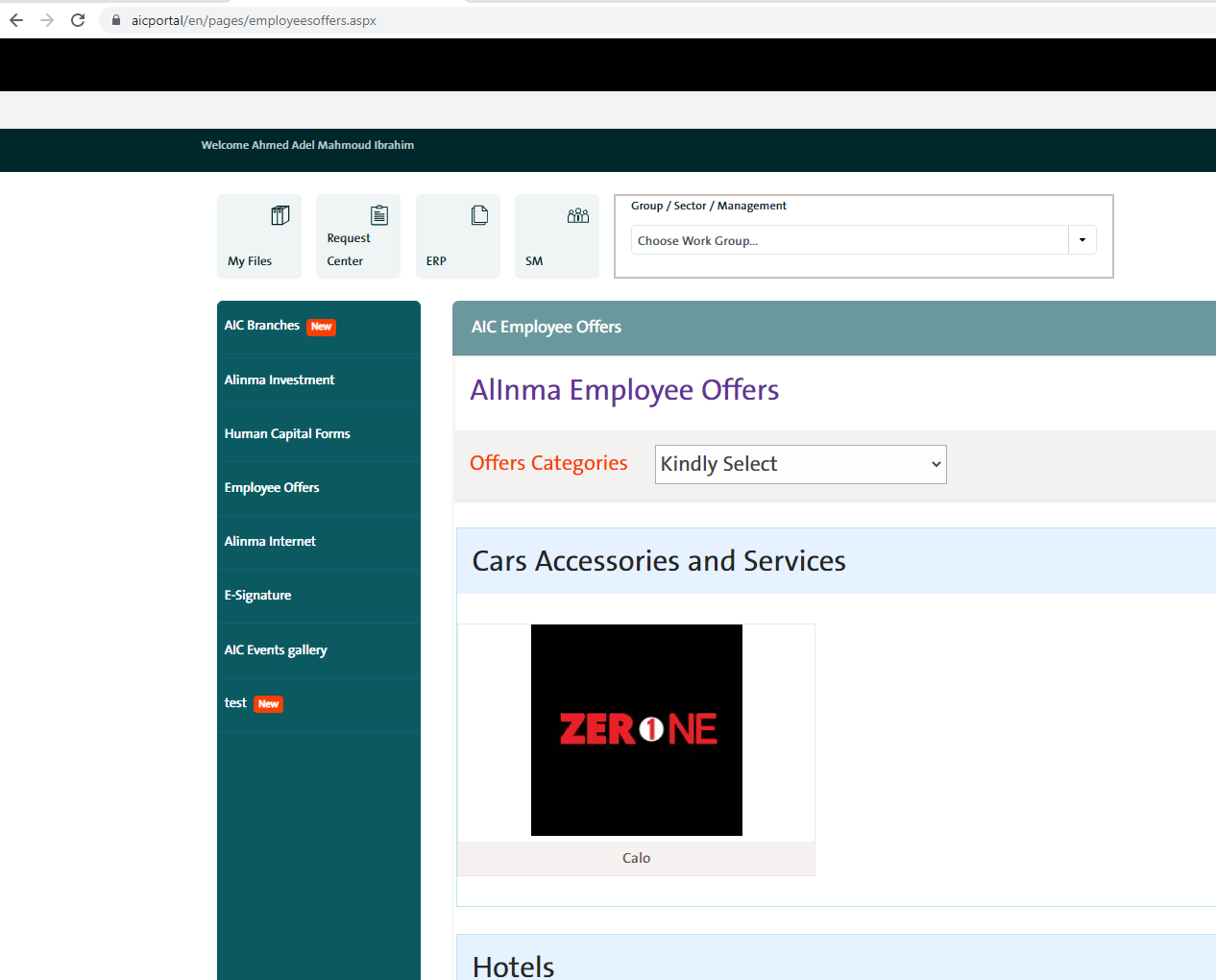


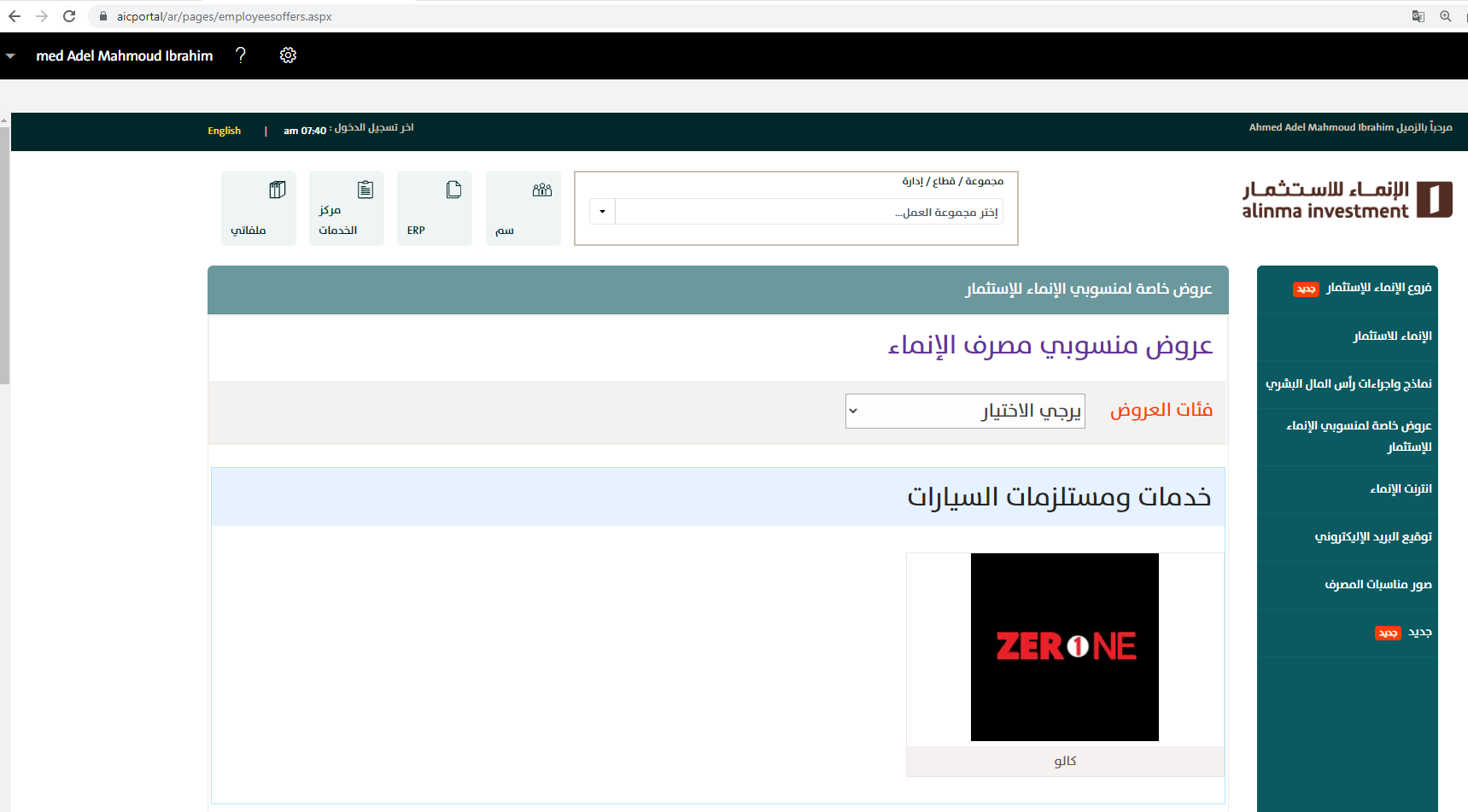


* **Employee Offers**

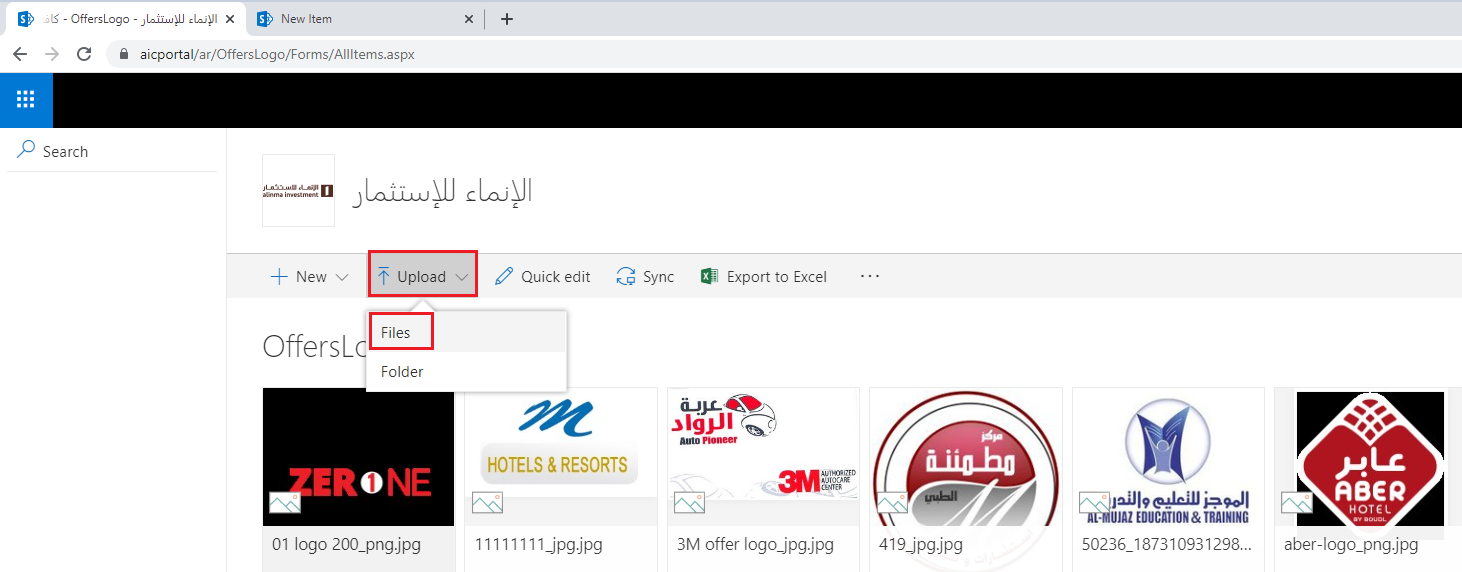
[**https://aicportal/ar/pages/EmployeesOffers.aspx**](https://aicportal/ar/pages/EmployeesOffers.aspx)

[**https://aicportal/en/pages/EmployeesOffers.aspx**](https://aicportal/en/pages/EmployeesOffers.aspx)

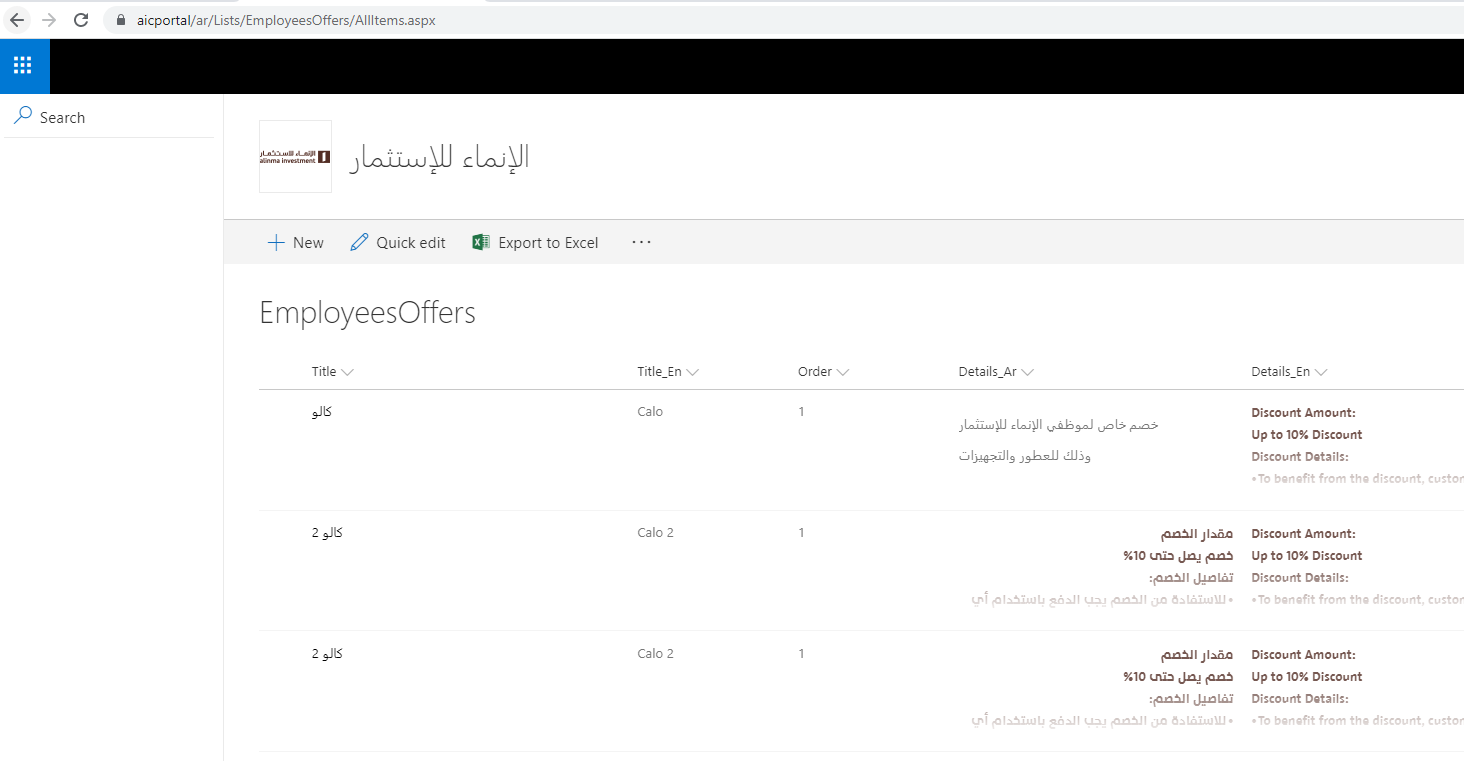
****

****

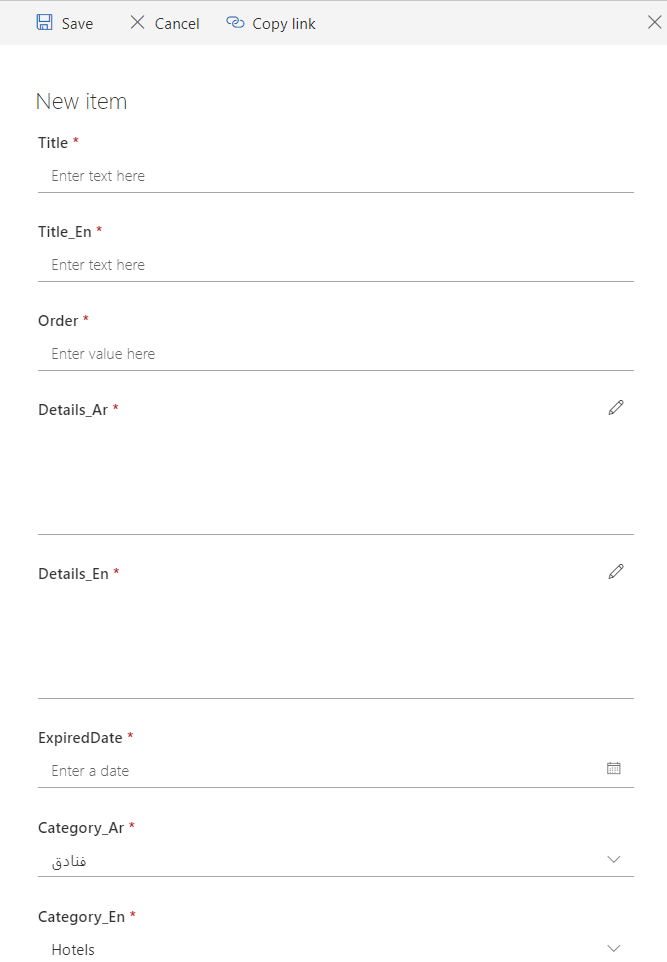
1. Add logo for employees offer >> go to link <https://aicportal/ar/OffersLogo/Forms/AllItems.aspx>
2. Click upload >> files

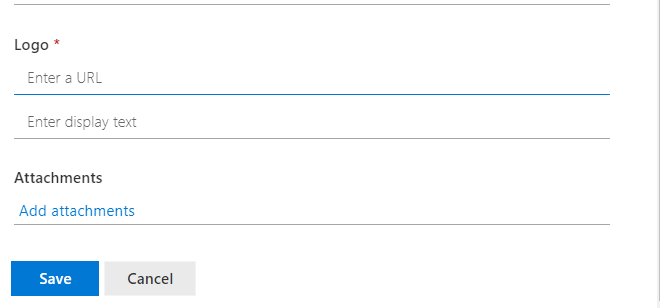
****

1. right click on new added image >> copy link (to use it later on employee offer data ‘image logo’)
2. Go to link <https://aicportal/ar/Lists/EmployeesOffers/AllItems.aspx>

****

1. press new
2. enter all data (use copied link before on logo field)

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