

Instructor/ MR . Mohamed Yasser Othman
Prepared and delivered by/ Habeba- Shrin- Fatma - Rehab – Heba
Final Project :Training & Development

Final Project

Training & Development - 4

Objective: Manage skills improvement programs□

(الهدف: ادارة برامج تطوير المهارات)

group code	ONL3_ERP 8_G3 MSD HCM Application Consultant/Management &ERP
Instructor	MR. Mohamed Yasser Othman
Prepared and delivered by	<ol style="list-style-type: none">1. Habeba Usama Abdullah Nasr2. Shrin Mohamed Ahmed Baz3. Fatma Elsayed Wahba Abo Hegazy4. Rehab Mohammed ELsayed Abdelwahab5. Heba Mohamed Abdelnabi Elshshtawy
Final Project Process name	Training & Development
Arabic name	التدريب والتطوير
Path	Human resources > Courses

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إعداد نوع الاستبيان

- إنشاء نوع الاستبيان :

1 - الدخول على: الوحدات > الاستبيان > الاعدادات > نوع الاستبيان

Modules > Questionnaire > Setup > Questionnaire types

Description	Training	M
اختيار	New	1
كتابة نوع التقييم	Type of questionnaire	2
كتابة الوصف	Description	3
اختيار	(حفظ)Save	4

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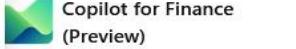
Finance and Operations

- Payroll
- Pricing management
- Procurement and sourcing
- Product information management
- Production control
- Project management and accounting
- Purchase ledger
- Questionnaire** 1
- Real Estate
- Rebate management
- Retail and Commerce
- Sales and marketing
- Sales ledger
- Service management
- Stock management
- Subscription billing
- Supplier collaboration
- System administration
- Tax
- TGates Payroll
- Time and attendance
- Transportation management

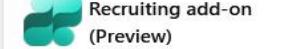
Expand all Collapse ...

- > Design
- > Distribute
- ▽ View and analyse results
 - Answers
 - Answers by person
 - Questionnaire respondents
 - Questionnaire results
 - Questionnaire statistics
 - Answers report
 - Answers per questionnaire report
 - Answers per person report
 - Question analysis report
 - Feedback analysis report
 - Delete results
- ▽ Setup 2
 - Questionnaire parameters
 - Questionnaire types** 3
 - Question types

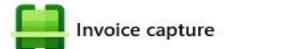


 Copilot for Finance (Preview)

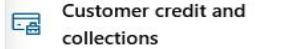
 Human Resources

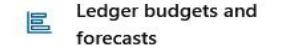
 Recruiting add-on (Preview)

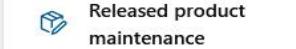
 Demand planning

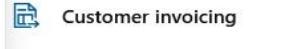
 Invoice capture

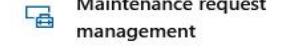
 Stock Visibility

 Customer credit and collections

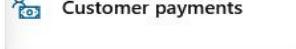
 Ledger budgets and forecasts

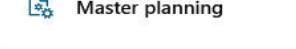
 Released product maintenance

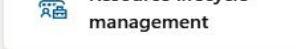
 Customer invoicing

 Maintenance request management

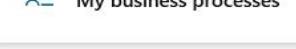
 Reservation management

 Customer payments

 Master planning

 Resource lifecycle management

 Data management

 My business processes

 Retail and Commerce IT

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Screenshot of the SAP Fiori interface for 'Questionnaire types' in 'Finance and Operations'.

The screen shows a list of questionnaire types with the following details:

Type of questionnaire	Description
A Course	تقييم بعد التدريب
B Course	استبيان قبل التدريب
Course FF5	استبيان FemFive
CourseExam	Course Exam
Instructor	تقييم المدرب
Perform	Performance Evaluation
ProdList	Product checklist
Qu Course	تقييم دورات الاعمالية
SatSurvey	Satisfaction Survey
VendorEval	Evaluation of vendor
تقييم	تقييم الدورات
تقييم فني	ورقة فني سلامة وصحة مهنية
تقييم كورس	بيان كورس الوقاية من الاشعاع

Annotations on the screen:

- Blue arrow pointing to the 'Save' button: Number 1
- Red arrow pointing to the 'New' button: Number 2
- Red arrow pointing to the 'Delete' button: Number 3
- Blue circle with number 4: Standard view dropdown.
- Blue circle with number 1: Questionnaire types dropdown.
- Blue circle with number 2: Filter icon.
- Blue circle with number 3: Type of questionnaire column header.
- Green arrow pointing to the 'Course FF5' row: Description of the FemFive survey.

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إعداد الاستبيان

- إنشاء الاستبيان :

2 - الدخول علي: الوحدات > الاستبيان > التصميم > الاستبيان

Modules > Questionnaire > Design> Questionnaires

Description	Training	M
اختيار	New	1
كتابة اسم الاستبيان	Questionnaire	2
تفعيل زر	Active	3
كتابة وصف التقديم	GENERAL	4
<u>اختيار نوع الاستبيان :</u>		
Questionnaire .1		
Distribute .2		
Planning types .3		
New .4		
كتابة نوع جدول الاستبيان Type .5		
كتابة الوصف Description .6		
Save .7		
لادخال وتصميم مقدمه الاستبيان	INTRODUCTION	5

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Description	Training	M
<p>SETTINGS</p> <p>كتابة الوقت المحدد للاستبيان Time limit • تفعيل هذا الخيار لحفظ الاسئلة Save question •</p>		
<p>QUESTIONS</p> <p>- Random اختيار نوعية ترتيب الاسئلة Question order • (Sequential) عشوائي تفعيل هذا الخيار اذا كانت جميع الاسئلة الزامية All questions are required •</p>	SETUP	6
<p>RESPONDENT OPTIONS</p> <p>تفعيل هذا الخيار لإتاحة الرجوع للصفحة السابقة داخل الاستبيان Enable back button • تفعيل هذا الخيار لإتاحة القاء نظرة عامة على الاستبيان بعد اتمامه Enable overview button • تفعيل هذا الخيار لإتاحة كتابة تعليق داخل الاستبيان Allow respondent comments •</p>		

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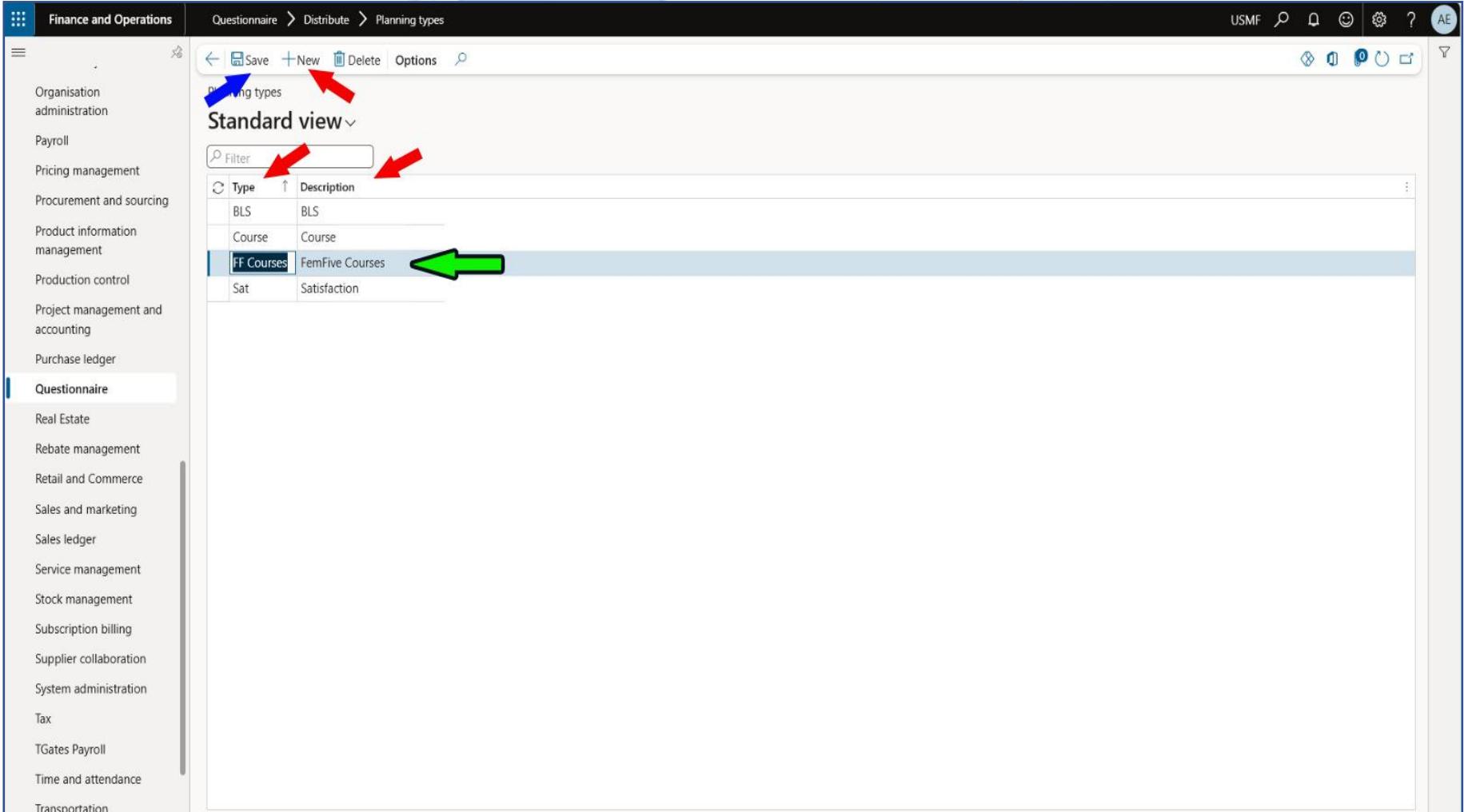
Description	Training	M
<p>REPORTING</p> <p>تفعيل هذا الخيار لإصدار تقرير الإجابات Answer report • تفعيل هذا الخيار لإصدار تقرير النتائج Results report •</p>	RESULT	7
<p>EVALUATION</p> <p>تفعيل هذا الخيار لخاصية تجميع النقاط داخل الاستبيان Point statistics • يتم اختيار احد الخيارات اذا تم تفعيل خاصية Scoring options Point statistics •</p>		
<p>اختيار</p> <p>اختيار</p> <p>رقم تسلسلي تلقائي</p> <p>ادخال نص السؤال</p>	<p>Questions</p> <p>New</p> <p>Question</p> <p>Text</p>	8 9 10 11
<p>رقم تسلسلي تلقائي Sequence number • تفعيل هذا الخيار لجعل هذا السؤال الزامي Must be completed • لاختيار نتيجة السؤال Result calculation • Result group •</p>	DETAILS	12

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Description	Training	م
<u>RELATION</u> اختيار السؤال الرئيسي اذا كان السؤال مرتبط بسؤال Primary question • رئيسى اخر Answer •	DETAILS	12
اختيار	save	13

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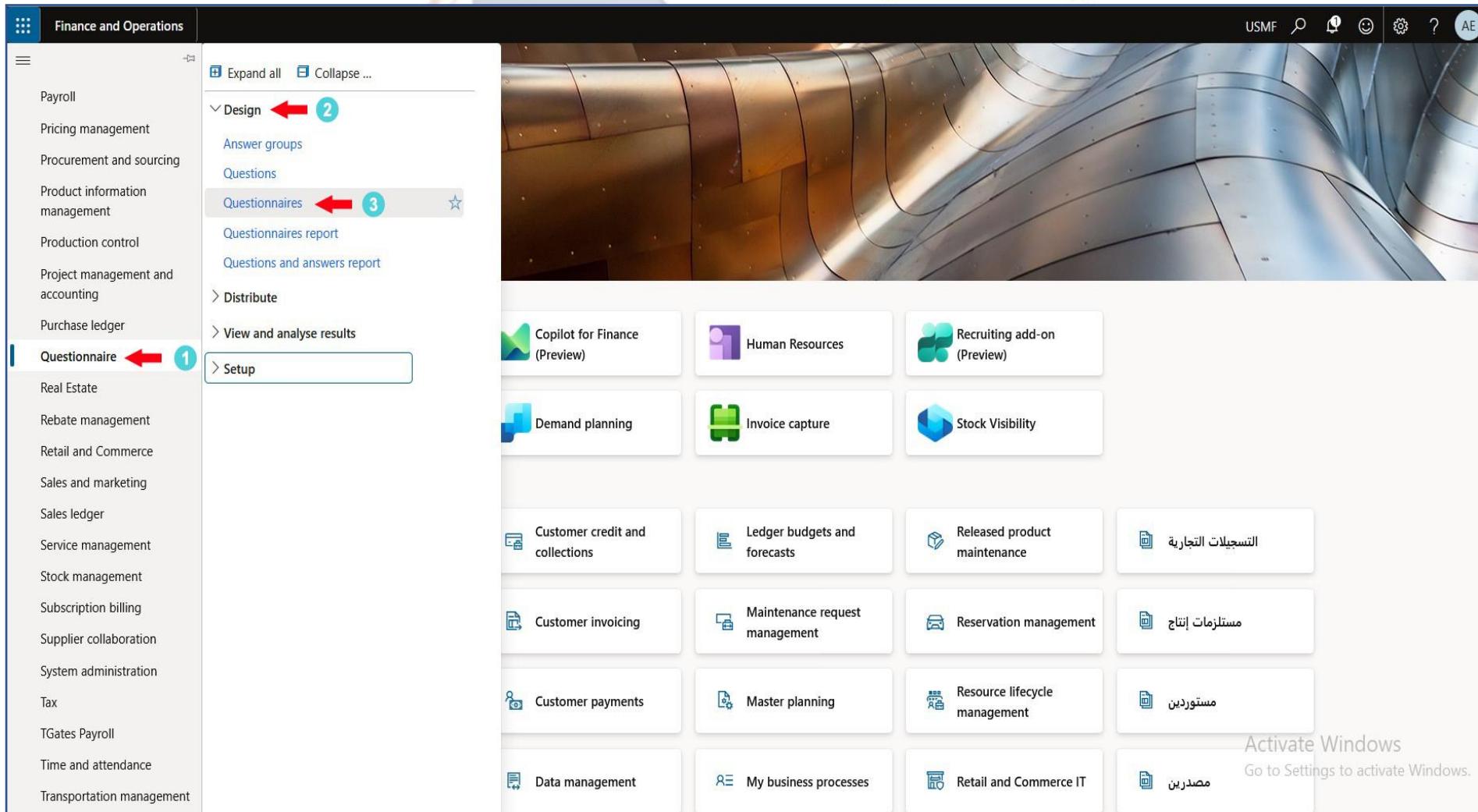
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The screenshot shows the Microsoft Dynamics 365 Finance and Operations interface. The left sidebar is titled "Finance and Operations" and includes a "Questionnaire" section which is currently selected. The main content area is titled "Planning types" and displays a "Standard view" of the data. At the top of the list grid, there is a "Filter" input field and a header row with columns labeled "Type" and "Description". A green arrow points to the "FF Courses" entry in the list, which has been highlighted. Other entries in the list include "BLS" (Type: Course, Description: BLS), "Course" (Type: Course, Description: Course), and "Sat" (Type: Satisfaction, Description: Satisfaction). The top navigation bar includes buttons for "Save", "New", "Delete", "Options", and a search icon. The top right corner features various system icons.

Type	Description
BLS	BLS
Course	Course
FF Courses	FemFive Courses
Sat	Satisfaction

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The screenshot shows the Microsoft Dynamics 365 Finance and Operations interface. The left sidebar menu is open, showing various modules under 'Finance and Operations'. The 'Questionnaire' module is highlighted with a red arrow and a blue circle containing the number 1. Under the 'Questionnaire' module, the 'Design' section is expanded, indicated by a red arrow and a blue circle containing the number 2. Within the 'Design' section, the 'Questionnaires' option is selected, indicated by a red arrow and a blue circle containing the number 3.

The main content area displays a grid of various add-on modules:

- Copilot for Finance (Preview)
- Human Resources
- Recruiting add-on (Preview)
- Demand planning
- Invoice capture
- Stock Visibility
- Customer credit and collections
- Ledger budgets and forecasts
- Released product maintenance
- التسجيلات التجارية (Arabic)
- Customer invoicing
- Maintenance request management
- Reservation management
- مطلوبات إنتاج (Arabic)
- Customer payments
- Master planning
- Resource lifecycle management
- مستوردين (Arabic)
- Data management
- My business processes
- Retail and Commerce IT
- مصدرين (Arabic)

At the bottom right of the screen, there is a watermark that says "Activate Windows Go to Settings to activate Windows." and "pg. 10".

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Screenshot of the SAP Questionnaire Designer interface showing the creation and configuration of a questionnaire.

The interface includes the following elements:

- Navigation Bar:** Finance and Operations, Questionnaire > Design > Questionnaires.
- Toolbar:** Save, New, Delete, Validate, Result groups, User rights, Questions, Conditional question, Options, and search.
- Left Sidebar:** A list of existing questionnaires, each with a "Yes" status indicator.
- Current Questionnaire View:**
 - General Tab:** Shows the questionnaire name "استبيان FF5" (Survey FF5), its type "Course FF5", and a description in Arabic: "استبيان عن البرنامج التدريبي EPR".
 - Introduction Tab:** Contains a rich text editor toolbar and a placeholder text "Answer the Following question".
 - Setup and Result Tabs:** Available for configuration.

Annotations with numbers 1 through 5 highlight specific features:

- An arrow points to the "New" button in the toolbar.
- An arrow points to the questionnaire name "استبيان FF5".
- An arrow points to the "Active" toggle switch, which is set to "Yes".
- A large red arrow points to the "General" tab area.
- A large red arrow points to the "Introduction" tab area.

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Screenshot of Microsoft Dynamics 365 Finance and Operations interface showing the setup for a questionnaire.

The main navigation bar shows: Finance and Operations, Questionnaire, Design, Questionnaires.

The Questions tab is selected, indicated by a red arrow and the number 8.

The Questionnaires list includes:

- Yes
- TT
- Yes
- VendorEval
- Yes
- WorkFH
- Yes
- 01 استبيان
- Yes
- استبيان F5** (highlighted in blue)
- Yes
- تقييم
- Yes
- 5-1 تقييم
- Yes
- تقييم فني
- Yes
- تقييم كورس
- Yes
- تمكين
- Yes

The selected questionnaire "استبيان F5" has the following details:

Introduction:

Answer the Following question

Setup

SETTINGS	QUESTIONS	RESPONDENT OPTIONS
Time limit 00:00:00	Question order Sequential	Enable back button <input checked="" type="checkbox"/> Yes
Save question <input checked="" type="checkbox"/> Yes	All questions are required <input checked="" type="checkbox"/> Yes	Enable overview button <input type="radio"/> No

Result

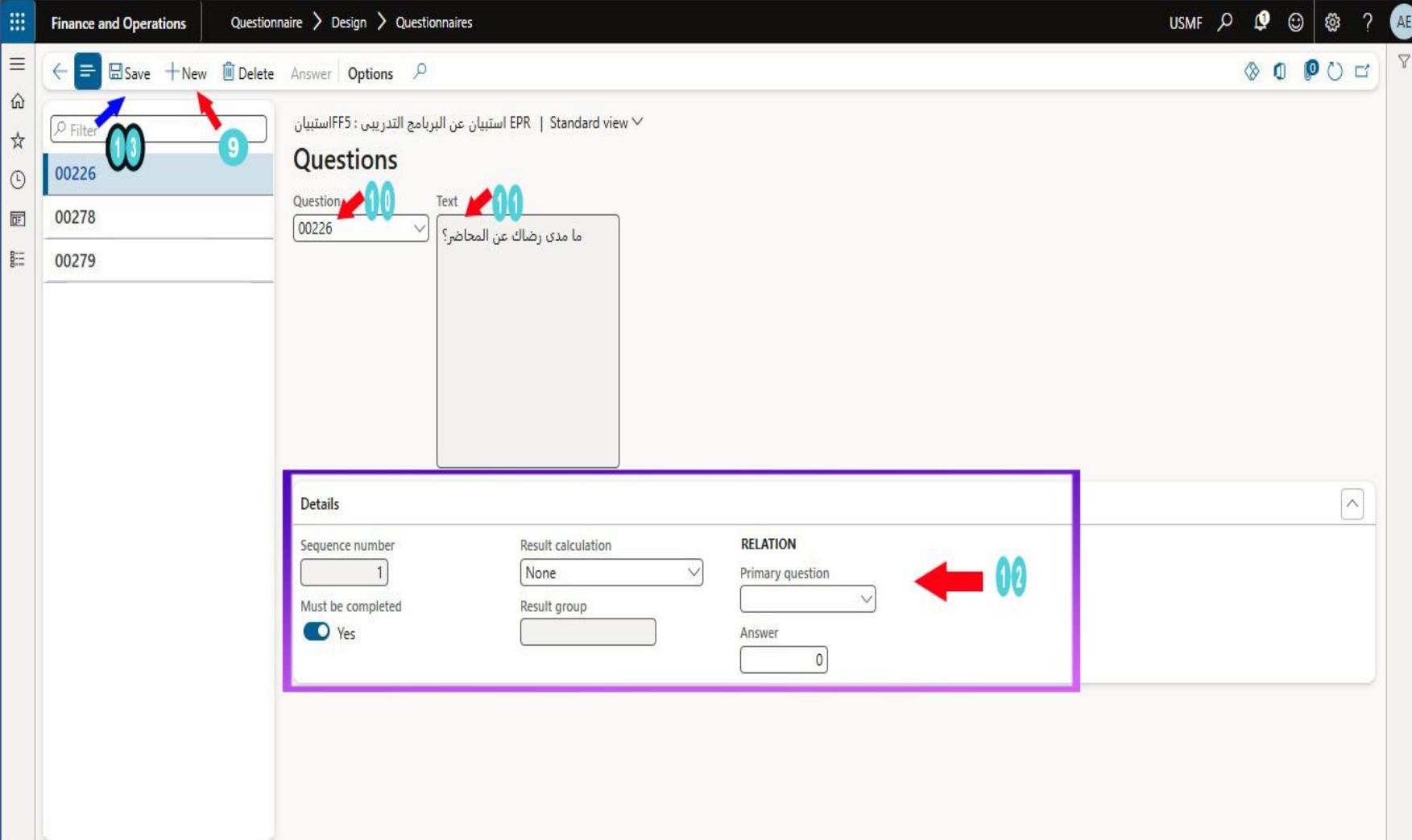
REPORTING	EVALUATION
Answer report <input checked="" type="checkbox"/> Yes	Point statistics <input type="checkbox"/> No
Results report <input type="checkbox"/> No	Scoring options None

Red arrows numbered 6 and 7 point to the "Allow respondent comments" and "Scoring options" fields respectively.

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The screenshot shows the Microsoft Dynamics 365 Finance and Operations interface for questionnaire design. The main area displays a list of questions (00226, 00278, 00279) and a detailed view of question 00226. The detailed view includes fields for Sequence number (1), Result calculation (None), RELATION (Primary question), and Answer (0). A purple box highlights the 'Details' section. Red arrows point to several UI elements: a filter bar at the top left, a sequence number input field, a 'Must be completed' toggle, a result calculation dropdown, a relation dropdown, and an answer input field.

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اضافه الاستبيان على البرنامج التدريبي

- اضافه الاستبيان:

3 - الدخول علي: الوحدات > الاستبيان > التصميم > الاستبيان

Modules > Human resources> Courses> Courses

M	Description	Training
1	اختيار	Choose course name
2	اختيار	Course
3	اختيار	Questionnaire schedules
4	كتابة اسم الجدول	Scheduling
5	كتابة الوصف	Description
6	Anonymous (اللاخفاء) ادخال نوع الجدول المنشأ مسبقا Person in charge اختيار الشخص المسئول Date اختيار تاريخ الاستبيان Status حالة الاستبيان	GENERAL

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Description	Training	م
اختيار تلقائي (رقم تسلسلي تلقائي) Reference type • اختيار تلقائي Reference • يتم ارسال بريد الكتروني بميعد الاستبيان لكل موظف تم اختياره لملئ هذا الاستبيان كتابة عنوان للبريد الالكتروني Subject • كتابة محتوى للبريد الالكتروني Text • اختيار اختيار	SETUP	7
رقم تسلسلي تلقائي	Email for employee self service	8
اختيار الاستبيان المنشأ مسبقا	Planned answer session New Answer Questionnaire	9 10 11 12

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Description	Training	م
اختيار من الذي سيتم الاستبيان (Self) الموظف نفسه - الادارة - Management زميل اخري - Other Colleague اختيار المتدرب الذي سيتم الاستبيان Person اختيار الجدول المنشأ مسبقا Scheduling اختيار الشخص الذي سيقيم الاستبيان Evaluation of	<ul style="list-style-type: none"> • • • • • 	13
اختيار	DETAILS	
اختيار	Save	14
اختيار	Back	15
اختر لبدء الاستبيان	Functions	16
	Start	17

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Finance and Operations

- Fixed assets
- Fleet management
- General ledger
- Global stock accounting
- HR business process
- Human resources** 1
- Landed cost
- Leave and absence
- Master planning
- NextGen Payroll
- Organisation administration
- Payroll
- Pricing management
- Procurement and sourcing
- Product information management
- Production control
- Project management and accounting
- Purchase ledger

Workspaces

- > Workspaces
- > Workers
- > Positions
- > Jobs
- > Departments
- > Benefits
- > Compensation
- > Absence
- > Recruitment
- > Competencies
- > Performance
- > Courses 2

Courses

- Training courses requisition
- Training plans
- Courses** 3
- Registration list report
- Course confirmation report
- Course participants

ED BY

Scheduling	استبيان
Evaluation of	Mohamed Yasser Othman
Discussion	Isayed abou hegazy

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Finance and Operations Human resources > Courses > Courses

Edit + New Delete Open course Course Options

Courses Standard view

Filter

Group by	Course ID	Course title	Group	Course category	Status	Type	Participants	Start date
	00047	HCM Consultant	Human Resources	ERP	Open	In-person	3	16/08/20
	00061	Excel	Microsoft Office	Internal	Open	In-person	4	01/10/20
	00062	Excel	Microsoft Office	Internal	Open	In-person	1	01/08/20
	00064	word heba	microsoft office heba	External	Open	In-person	3	10/09/20
	00065	meditation	ERP	External	Open	In-person	1	01/08/20
	00070	Code of Conduct Refresh...	Habeba's Courses	Mandatory Courses	Open	In-person	3	01/08/20
	00073	devop	Microsoft Office	Internal	Open	Virtual	1	17/09/20
	00076	PowerPoint9999	Microsoft 365 9999	INSIDE 9999	Open	In-person	5	21/09/20
	00082	ICDL	ICDL	Internal	Open	In-person	0	01/11/20
	00085	Database fundamentals	Power BI	1_INSIDE	Open	In-person	11	02/10/20
	00086	Database fundamentals	Power BI	1_INSIDE	Open	In-person	5	02/10/20
	00093	CAI3 SoftSkills	CAI3 Management	CAI3 Soft	Open	In-person	1	11/11/20
	00094	CAI3 SoftSkills	CAI3 Management	CAI3 Soft	Open	In-person	1	02/12/20
1	00095	ERP Fem Five	ادارة المخزن وفق نظام	ERP FemFive	Open	In-person	7	02/11/20
Closed (23) [Status]								
	00004	Business Standards		شخصية	Closed	In-person	12	03/09/20
	00012	HCM Consultant	Human Resources	ERP	Closed	In-person	8	01/08/20
	00014	Mans	LSRs	External	Closed	In-person	20	06/08/20

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Screenshot of the Microsoft Dynamics 365 Finance and Operations application interface showing the 'Courses' screen.

The navigation bar on the left shows the following menu structure:

- Finance and Operations
- Human resources > Courses > Courses
- Fixed assets
- Fleet management (highlighted with a red arrow)
- General ledger (highlighted with a blue circle containing '3')
- Global stock accounting
- HR business process
- Human resources** (selected)
- Landed cost
- Leave and absence
- Master planning
- NextGen Payroll
- Organisation administration
- Payroll
- Pricing management
- Procurement and sourcing
- Product information management
- Production control
- Project management and accounting
- Purchase ledger

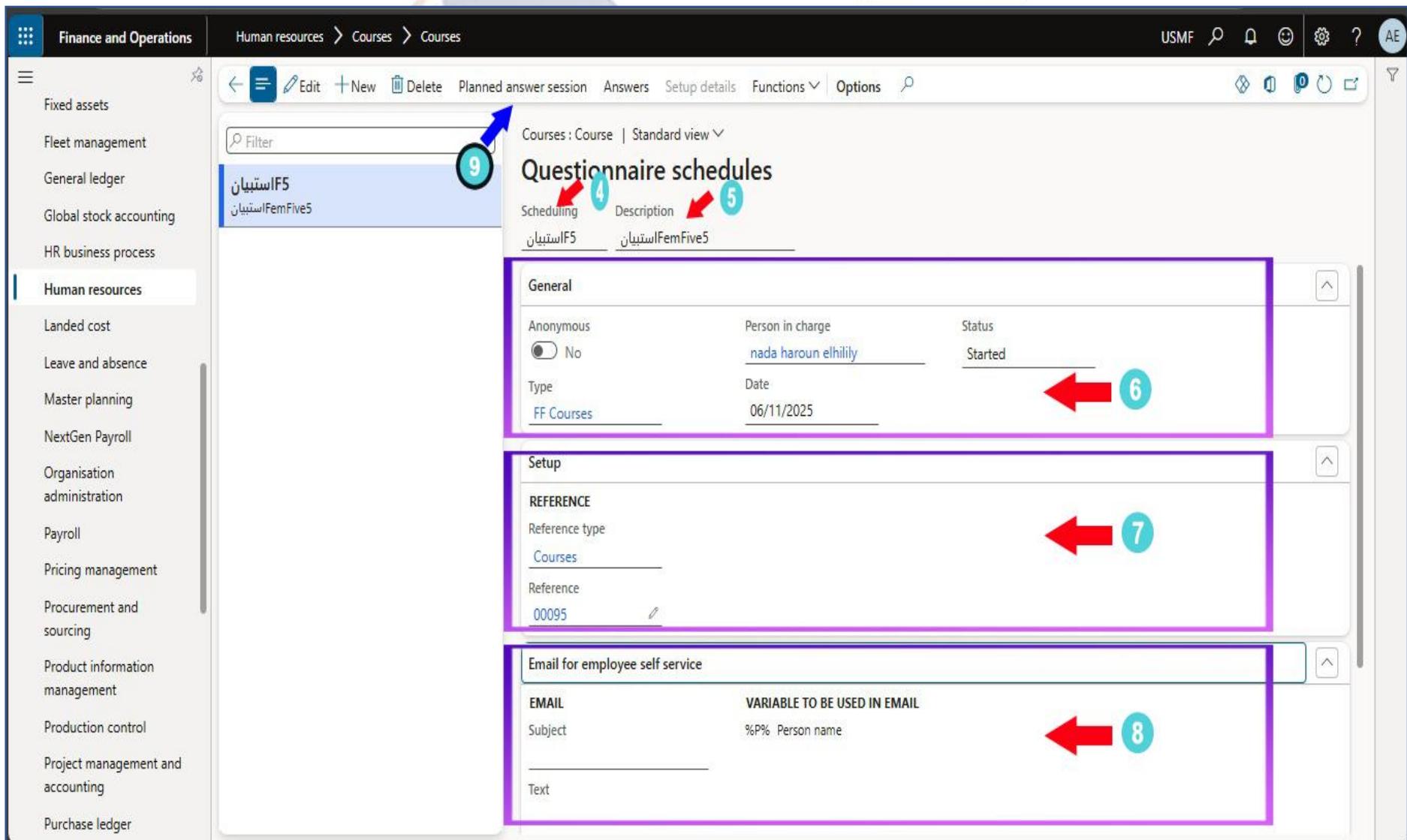
The main content area displays course details for a course titled "ادارة المخزون وفق نظام ERP Fem Five".

Key details shown in the 'Details' section:

Setup	Course	Days	Participants	Cost
<input checked="" type="radio"/> In-person	Organiser	5	Minimum	<input type="radio"/> None
<input type="radio"/> Virtual	Organizer name	20.00	Maximum	<input type="radio"/> Cost per participant
Group	Link		Requirement status	<input checked="" type="radio"/> Total
Template			Per participant	Total course cost
Course title	Questionnaire scheduling	Classroom		20,000.00
ERP Fem Five		1 قاعة FF		Currency
Course ID		داخل / خارج البلد		EGP
00095		بالداخل		Invoice date
Setup	Start date and time		Minimum number of attendance ...	
Agenda	02/11/2025 00:00:00		2.00	
Workflow	End date and time			Supplier invoice number
	06/11/2025 00:00:00			Vendor invoice status
Registration deadline				Journal batch number
26/10/2025				
Course category				

The top navigation bar includes buttons for Edit, New, Delete, Close course, Cancel course, Course (highlighted with a red arrow), Options, and a search icon.

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Human resources > Courses > Courses

Filter 9

Questionnaire schedules

Scheduling 4 Description 5

General		
Anonymous	Person in charge	Status
<input checked="" type="radio"/> No	nada haroun elhilify	Started
Type	Date	6
FF Courses	06/11/2025	

Setup

REFERENCE

Reference type: Courses 7

Reference: 00095

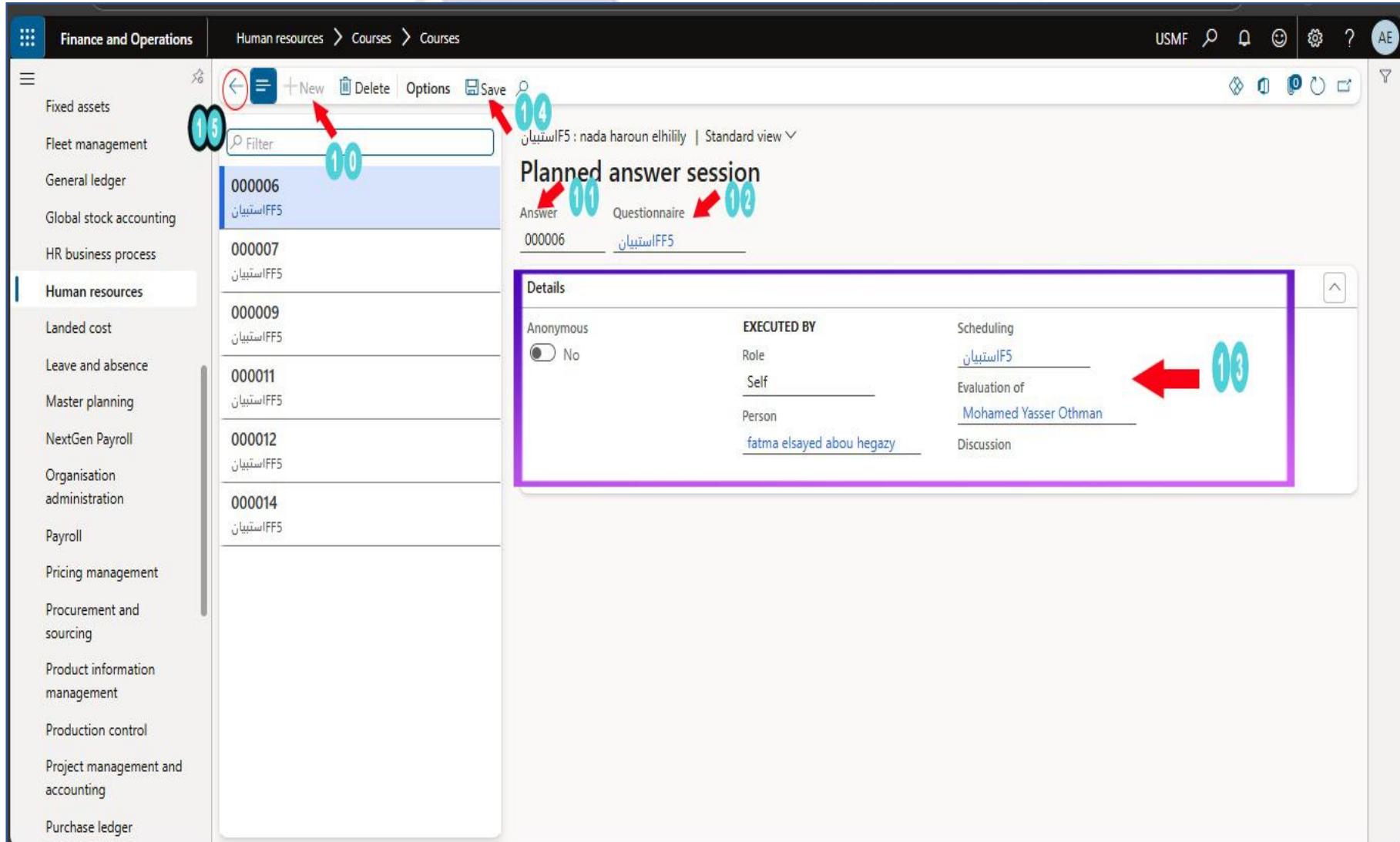
Email for employee self service

EMAIL	VARIABLE TO BE USED IN EMAIL
Subject	%P% Person name
Text	8

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Finance and Operations Human resources > Courses > Courses

Fixed assets
Fleet management
General ledger
Global stock accounting
HR business process
Human resources
Landed cost
Leave and absence
Master planning
NextGen Payroll
Organisation administration
Payroll
Pricing management
Procurement and sourcing
Product information management
Production control
Project management and accounting
Purchase ledger

15 + New Save 10 11 12 13

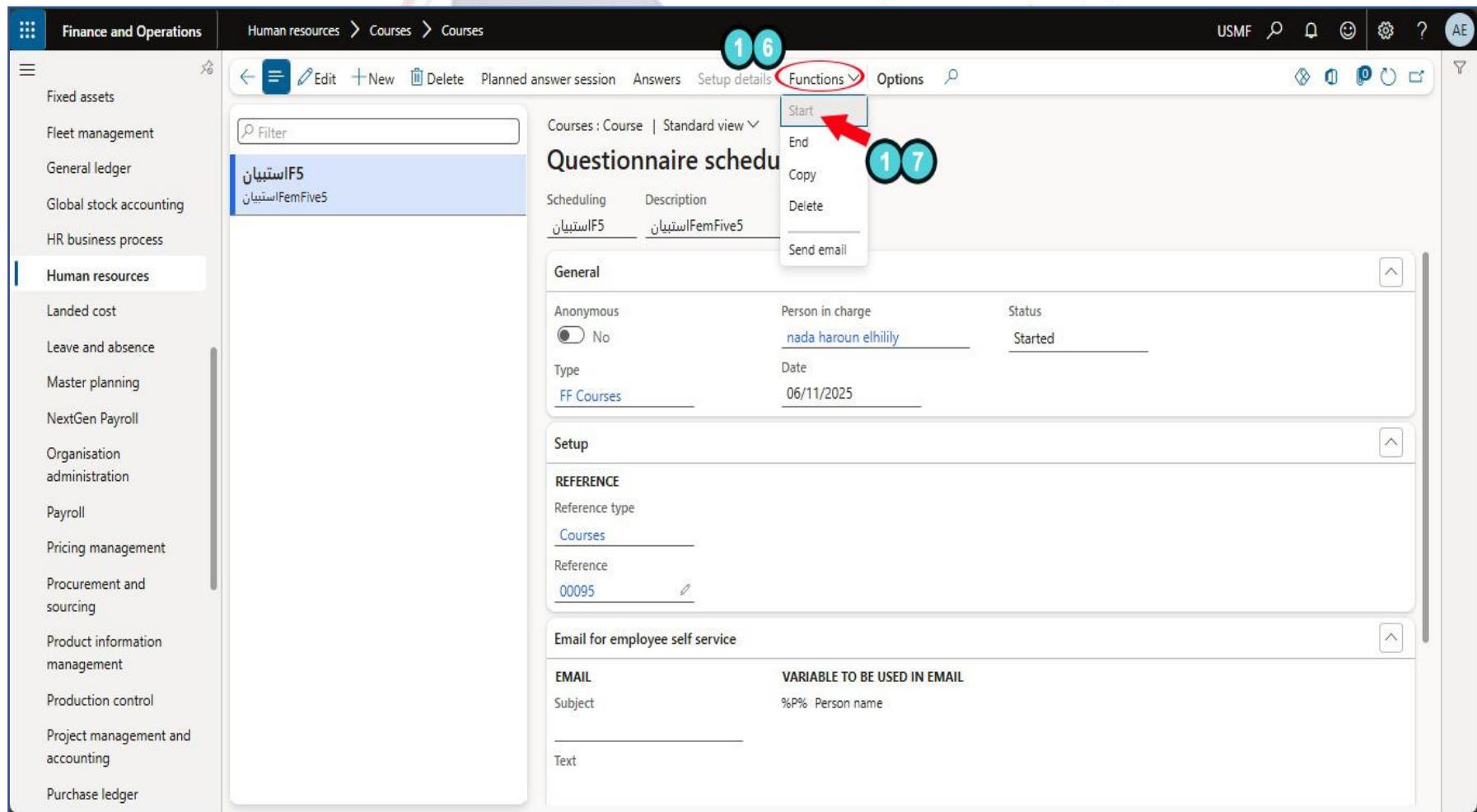
000006 استبيان
000007 استبيان
000009 استبيان
000011 استبيان
000012 استبيان
000014 استبيان

Planned answer session
Answer Questionnaire 000006 استبيان

Details

Anonymous	EXECUTED BY	Scheduling
<input type="radio"/> No	Role	استبيان
	Self	
	Person	Evaluation of
	fatma elsayed abou hegazy	Mohamed Yasser Othman
		Discussion

Instructor/ MR . Mohamed Yasser Othman
Prepared and delivered by/ Habeba- Shrin- Fatma - Rehab – Heba
Final Project :Training & Development



The screenshot shows the Microsoft Dynamics 365 Finance and Operations application. The left sidebar is titled "Finance and Operations" and includes a "Human resources" section. The main area is titled "Human resources > Courses > Courses". The top navigation bar includes "Edit", "+ New", "Delete", "Planned answer session", "Answers", "Setup details", "Functions", "Options", and a search icon. A context menu is open over a course record, with the "Start" option highlighted by a red arrow and circled with a blue border. The course record details are as follows:

- Courses : Course | Standard view**
- Questionnaire schedule**
- Scheduling**: اسْتِيَّان F5
- Description**: اسْتِيَّان FemFive5
- General**:
 - Anonymous: No
 - Person in charge: nada haroun elhilily
 - Status: Started
 - Type: FF Courses
 - Date: 06/11/2025
- Setup**:
 - REFERENCE**
 - Reference type: Courses
 - Reference: 00095
- Email for employee self service**
- EMAIL**: %P% Person name
- Subject**: %P% Person name
- Text**: (empty)