

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

# Final Project

## Training & Development -2

**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"><li>1. Habeba Usama Abdullah Nasr</li><li>2. Shrin Mohamed Ahmed Baz</li><li>3. Fatma Elsayed Wahba Abo Hegazy</li><li>4. Rehab Mohammed ELsayed Abdelwahab</li><li>5. Heba Mohamed Abdelnabi Elshshtawy</li></ol> |
| Final Project Process name | Training & Development   |
| Arabic name                | التدريب والتطوير   |
| Path                       | Human resources > Courses  |



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إعداد مواقع الدورة التدريبية

- إنشاء المراكز التدريبية ولإنشاء موقع الدورة التدريبية:

- ## ١. الدخول على الوحدات > الموارد البشرية > الدورات التدريبية > إعداد > موقع الدورة التدريبية

**Modules > Human resources > Courses > Setup > Course locations**

| M | Description  | Training            |
|---|--|---------------------|
| 1 | اختيار   | New                 |
| 2 | كتابه العنوان  | Location            |
| 3 | كتابه الوصف  | Description         |
| 4 | معلومات مقدم الخدمة الخارجي (عند تنفيذ البرنامج خارجي)   | Vendor Information  |
| 5 | حساب مقدم الخدمة الخارجي (عند تنفيذ البرنامج خارجي)  | Vendor account      |
| 6 | كتابة تفاصيل العنوان   | Address             |
| 7 | رقم الهاتف Telephone •<br>رقم الهاتف المحمول Mobile phone •<br>البريد الالكتروني Email •   | Contact Information |
| 8 | الهاتف الداخلي Extension •<br>فاكس ارسال و استقبال الرسائل Fax •<br>العنوان الالكتروني Internet address •<br>الرمز التعريفي Telex number • | Picture             |

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Finance and Operations      Human resources > Courses > Setup > Course locations

USMF    ?    AE

Common    Expand all    Collapse ...

- > Workspaces    List of participants report
- > Workers    Waiting list report
- > Positions    Course statistics
- > Jobs    Course questionnaire result report
- > Departments    **3**    Setup
- > Benefits    Course templates
- > Compensation    **4**    Course locations
- > Absence    Instructors
- > Recruitment    Classrooms
- > Competencies    Classroom groups
- > Performance    Course categories
- > Courses    **2**    Course groups
- Training courses requisition    Course agenda report
- Training plans    Course instructors report
- Courses    Course structure report
- Registration list report    Task management
- Course confirmation report    Business process
- Course participants    User defined links
- Setup

Telex number:

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Finance and Operations      Human resources > Courses > Setup > Course locations

USMF    Save    New    Delete    Classrooms    Instructors    Hotel    Options    Filter

Checks    Common    Consolidations    Cost accounting    Cost management    Credit and collections    Demo data    Engineering change management    Expense management    Fixed assets    Fleet management    General ledger    Global inventory accounting    HR business process    Human resources    Inventory management    Landed cost    Leave and absence    Master planning    NextGen Payroll    Organization administration    Payroll    Pricing management

**Course locations**

Location: 9      Description: 1

Vendor information: 2      Vendor account: 3

Address: 4      5

Contact information: 6

Picture: 7

Activate Windows  
Go to Settings to activate Windows.

pg. 4

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### إعداد مجموعات الفصول الدراسية

- إنشاء مجموعات الفصول الدراسية:

2- الدخول علي: الموارد البشرية > الدورات التدريبية > إعداد > مجموعات الفصول الدراسية

**Modules > Human resources > Courses > Setup > Course groups**

| M | Description                  | Training        |
|---|------------------------------|-----------------|
| 1 | اختر                         | New             |
| 2 | كتابة مجموعة الفصول الدراسية | Classroom Group |
| 3 | وصف مجموعة الفصول الدراسية   | Description     |
| 4 | اختر                         | (حفظ)Save       |

FemFive

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Finance and Operations Human resources > Courses > Setup > Classroom groups

USMF 🔍 🔍 🌐 ? AE

General ledger  
Global inventory accounting  
HR business process  
**Human resources** 1  
Inventory management  
Landed cost  
Leave and absence  
Master planning  
NextGen Payroll  
Organization administration  
Payroll  
Pricing management  
Procurement and sourcing  
Product information management  
Production control  
Project management and accounting  
Questionnaire  
Real Estate

Expand all Collapse ...

| > Workspaces                                 | List of participants report                         | Human resources parameters        |
|--|---|-----------------------------------|
| > Workers                                    | Waiting list report                                 | Human resources shared parameters |
| > Positions                                  | Course statistics                                   | Human resource workflows          |
| > Jobs                                       | Course questionnaire result report                  | Accommodation types               |
| > Departments                                | Course templates                                    | Employment categories             |
| > Benefits                                   | Course locations                                    | Employment types                  |
| > Compensation                               | Instructors   | Ethnic origins                    |
| > Absence                                    | Classrooms  | Identification types              |
| > Recruitment                                | Classroom groups <span style="color: red;">4</span> | Issuing agencies                  |
| > Competencies                               | Course categories                                   | Labor unions                      |
| > Performance                                | Course groups                                       | Language codes                    |
| ✓ Courses <span style="color: red;">2</span> | Course agenda report                                | Reason codes                      |
| Training courses requisition                 | Course instructors report                           | Screening types                   |
| Training plans                               | Course structure report                             | Terms of employment               |
| Courses                                      | > Task management                                   | Titles                            |
| Registration list report                     | > Business process                                  | Union agreement                   |
| Course confirmation report                   | > User defined links                                | Veteran statuses                  |
| Course participants                          | ✓ Setup   | Worker tasks                      |
|  |   | Period types                      |

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Screenshot of the SAP ERP Human Resources (HR) system showing the setup for Classroom groups.

The navigation path is: Human resources > Courses > Setup > Classroom groups.

The toolbar includes: Save, New, Delete, Options, Filter, and other standard SAP icons.

The main area displays a list of Classroom groups:

| Classroom group           | Description                      |
|---------------------------|----------------------------------|
| Small                     | 0 - 20 persons                   |
| TCF room 28               | TCF room 28                      |
| Track                     | 20 P                             |
| Workshop                  | Workshop                         |
| 01 الدور الأرضي           | الدور الأرضي 01                  |
| الدور الاول               | الدور الاول                      |
| 001 الدور الاول           | الدور الاول 001                  |
| الدور الأول العلوي        | الدور الأول العلوي               |
| الدور الثاني              | الدور الثاني                     |
| الدور الخامس              | الدور الخامس                     |
| الدور الرابع              | الدور الرابع                     |
| الدور العاشر              | الدور العاشر                     |
| الدور العلوي              | الدور العلوي                     |
| القاعات الصغيرة           | الصغيرة                          |
| 105 غرفة                  | غرفة 105                         |
| FemFive قاعة تدريب        | قاعة التدريب الدور الأول FemFive |
| مركز التدريب 9999         | الدور الاول                      |
| مركز التدريب الدور الخامس | قاعة 5                           |
| مركز الموهوبين قاعة 1     | الدور الأرضي                     |

Annotations on the screenshot:

- Number 1: Points to the "New" button in the toolbar.
- Number 2: Points to the "Project management and accounting" section in the left sidebar.
- Number 3: Points to the "FemFive قاعة تدريب" entry in the list.
- Number 4: Points to the "Classroom groups" link in the breadcrumb navigation.

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### إعداد القاعات أو الفصول الدراسية

- لإنشاء القاعات أو الفصول الدراسية:

3- الدخول علي: الموارد البشرية > الدورات التدريبية > إعداد > الفصول الدراسية

**Modules > Human resources > Courses > Setup > Classrooms**

| M | Description  | Training    |
|---|--|-------------|
| 1 | اختيار   | New         |
| 2 | كتابه اسم القاعة   | Classroom   |
| 3 | كتابه وصف القاعة   | Description |
| 4 | SUMMARY  | Details     |
|   | CAPACITY<br>• Max. number of participants ✓<br>Max. classroom occupancy ✓<br>• Max. number of participants ✓<br>Max. classroom occupancy ✓ |             |
|   | LOCATION<br>• location ✓<br>• location ✓   |             |
|   | GROUP<br>• Classroom group ✓<br>• Classroom group ✓  |             |
| 5 | Note   | NOTES       |

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Finance and Operations      Human resources > Courses > Setup > Classrooms

USMF      ?      AE

- Common
- Consolidations
- Cost accounting
- Cost management
- Credit and collections
- Demo data
- Engineering change management
- Expense management
- Fixed assets
- Fleet management
- General ledger
- Global inventory accounting
- HR business process
- Human resources** 1
- Inventory management
- Landed cost
- Leave and absence
- Master planning
- NextGen Payroll

Workspaces      Expand all      Collapse ...

- > Workspaces      List of participants report
- > Workers      Waiting list report
- > Positions      Course statistics
- > Jobs      Course questionnaire result report
- > Departments      3 4      ✓ Setup
- > Benefits      Course templates
- > Compensation      Course locations
- > Absence      Instructors
- > Recruitment      Classroom groups
- > Competencies      Course categories
- > Performance      Course groups
- > Courses      2      Course agenda report
- Training courses requisition
- Training plans
- Courses      Task management
- Registration list report      Business process
- Course confirmation report      User defined links
- Course participants      Setup

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Screenshot of the SAP ERP Human Resources (HR) system showing the setup for Classrooms.

The navigation path is: Human resources > Courses > Setup > Classrooms.

The list view shows the following classrooms:

- 20P
- TrainRmA (Training Center Room A)
- TrainRmB (Training Center Room B)
- غرفة 1 (Room 1)
- غرفة 101 (Room 101)
- قاعة 1 (Hall 1)
- قاعة 1 م (Hall 1 M)
- 1 قاعة FF (1 Hall FF)
- قاعة 3 (Hall 3)
- 36 (TQM)
- قاعة رقم 5 (Hall Number 5)
- هيئة الطاقة الذرية الدور الخامس (Atomic Energy Commission, 5th Floor)

The details for the selected classroom "1 قاعة FF" are displayed:

**Details**

| CAPACITY                          | LOCATION                             | GROUP                                 |
|-----------------------------------|--------------------------------------|---------------------------------------|
| Max. number of participants<br>10 | Location<br>أكتوبر مقر شركة Fem Five | Classroom group<br>قاعة تدريب FemFive |
| Max. classroom occupancy<br>20    |                                      |                                       |

**Notes**

القاعة تستوعب 20 شخصاً  
 ( smart )  
 القاعة مجهزة بشاشة عرض (smart)  
 ومجهزة بمبكرفون وسماعات  
 مجهزة بأجهزة حاسب الى  
 فيها شبكة انترنت هوائية  
 القاعة مكيفة  
 الاضاءة جيدة

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#### إعداد المدربين

- لإعداد المدربين:

1. الدخول على: الموارد البشرية > الدورات التدريبية > إعداد > المعلمون

**Modules > Human resources > Courses > Setup > Instructors**

| Description  | Training  | م |
|--|-----------|---|
| اختيار   | New       | 1 |
| اختيار المدرب (worker- contact-vendor)                         | Person    | 2 |
| اختيار العنوان <u>المنشأ سابقا</u> (مقر شركه Fem Five بأكتوبر) | Location  | 3 |
| ملحوظات عن المدرب  | NOTES     | 4 |
| اختيار   | (حفظ)Save | 5 |

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Finance and Operations      Human resources > Courses > Setup > Instructors      USMF      ?      AE

General ledger      Global inventory accounting      HR business process      **Human resources** (1)      Inventory management      Landed cost      Leave and absence      Master planning      NextGen Payroll      Organization administration      Payroll      Pricing management      Procurement and sourcing      Product information management      Production control      Project management and accounting      Questionnaire

Expand all      Collapse ...

|                              |                                    |                                   |
|------------------------------|------------------------------------|-----------------------------------|
| > Workspaces                 | List of participants report        | Human resources parameters        |
| > Workers                    | Waiting list report                | Human resources shared parameters |
| > Positions                  | Course statistics                  | Human resource workflows          |
| > Jobs                       | Course questionnaire result report | Accommodation types               |
| > Departments                | Course templates                   | Employment categories             |
| > Benefits                   | Course locations                   | Employment types                  |
| > Compensation               | Instructors (4)                    | Ethnic origins                    |
| > Absence                    | Classrooms                         | Identification types              |
| > Recruitment                | Classroom groups                   | Issuing agencies                  |
| > Competencies               | Course categories                  | Labor unions                      |
| > Performance                | Course groups                      | Language codes                    |
| > Courses (2)                | Course agenda report               | Reason codes                      |
| Training courses requisition | Course instructors report          | Screening types                   |
| Training plans               | Course structure report            | Terms of employment               |
| Courses                      | > Task management                  | Titles                            |
| Registration list report     | > Business process                 | Union agreement                   |
| Course confirmation report   | > User defined links               | Veteran statuses                  |
| Course participants          | > Setup                            | Worker tasks                      |
|                              |                                    | Period types                      |

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Finance and Operations    Human resources > Courses > Setup > Instructors

Save    + New    Delete    Options

Filter    1

Mohamed Yasser Othman    5

مقر الشركة بالدقهلية

Standard view ▾

**Instructors**

Person    2    Location    3

Mohamed Yasser Othman    4

fatma elsayed abou hegazy    قاعة 2 صحة المرأة

Rehab Mohammed Abdelw...

Shrin Mohamed Baz    6 OCT9999

WK.Haitham Mohamed Moh...

Haitham\_Villa

Ahmed Mahmoud    Cairo

Mohamed Yasser Othman    5

مقر شركة Fem Five    باكتوبر

ahmed kamal    الجهاز المركزي للمحاسبات

ahmed kamal abdelaziz    Cairo

Mohamed Mohamed Moha...

Alexandria

هيثم عبدالمنعم سليمان

General ledger  
Global inventory accounting  
HR business process  
Human resources  
Inventory management  
Landed cost  
Leave and absence  
Master planning  
NextGen Payroll  
Organization administration  
Payroll  
Pricing management  
Procurement and sourcing  
Product information management  
Production control  
Project management and accounting  
Questionnaire  
Real Estate

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**بدء الدورات التدريبية**

- لبدء دورة تدريبية جديدة:

1- الدخول على: الموارد البشرية > الدورات التدريبية > الدورات التدريبية

**Modules > Human resources > Courses > Courses**

| M | Training       | Description   |
|---|----------------|---|
| 1 | New Course     | اختيار  |
| 2 | Details        | اختيار  |
| 3 | <u>SETUP</u> • | ادخال تفاصيل البرنامج التدريبي على النحو التالي:-<br>اذا كان البرنامج التدريبي على ارض الواقع select In-person<br>اذا كان البرنامج التدريبي عبر الانترنت select virtual<br>اختيار الجروب المنشأ مسبقا Group<br>اختيار القالب المنشأ مسبقا Template<br>كتابة عنوان الكورس Course Title<br>كود البرنامج التدريبي يكون تلقائيا Course Id |
| 4 |                |   |

إذا كان البرنامج التدريبي مقسم لأيام عدة أو يوم واحد بنفس المعلم •

إذا كان البرنامج التدريبي مقسم لأيام عدة بعدها معلمين •

Training & Development ONLY 3 ERP 8 G3 MSD-HCM Application Consultant/Management & ERP  
اختيار فئة البرنامج التدريبي المعدة مسبقا Course Category •



FemFive

Instructor/ MR. Mohamed Tassef Ottman

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| Description •   | Training              | م |
|---|-----------------------|---|
| Organizer اختيار المنظم ( اذا كان المنظم خارجي)<br>Organizer name اسم المنظم ( اذا كان المنظم خارجي)<br>Link رابط الاجتماع ( اذا كان البرنامج التدريبي عبر الانترنت )<br>Questionnaire scheduling اختيار جدول الاستبيان<br>Instructor ( اذا كان البرنامج التدريبي عبر الانترنت ) كتابة اسم المدرب | <u>COURSE</u> •       | 5 |
| Start date and time تحديد ميعاد بدأ الدورة التدريبية<br>End date and time تحديد ميعاد انتهاء الدورة التدريبية<br>Registration deadline تحديد اخر ميعاد للتسجيل في الدورة التدريبية<br>Days عدد ايام الدورة التدريبية<br>Hours عدد ساعات الدورة التدريبية  | <u>TIME</u> •         | 6 |
| Location اختيار مكان الدورة التدريبية المنشآ مسبقا<br>Classroom اختيار الفصل الدراسي المنشآ مسبقا<br>داخل / خارج البلد اختيار احد الخيارين  | <u>LOCATION</u> •     | 7 |
| Minimum كتابة اقل عدد للمشتركون<br>Maximum كتابة اقصى عدد للمشتركون   | <u>PARTICIPANTS</u> • | 8 |



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| Description  | Training   | م  |
|--|--|----|
| اختيار : None<br>اختيار Cost per participant<br><u>اختيار لادخال تكلفة البرنامج التدريسي الكلية</u><br>اختيار العملة<br>Invoice date<br>رقم إيصال الصرف<br>Vendor invoice status<br>Journal batch number<br><u>كتابة ميزانية البرنامج التدريسي</u> | <u>COST</u>  | 5  |
| يتم ادخال البيانات تلقائيا من قالب الدورة التدريبية المنشاة سابقا ويمكن تعديله   | Description<br>Target Audience<br>Objectives<br>Subjects | 6  |
| يتم ادخال المدرب اذا كان نفس المدرب لكل ايام الدورة التدريبية<br>اختيار New<br>ثم اختيار المدرب المنشأ مسبقا   | Instructors  | 10 |

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## Final Project :Training & Development

Finance and Operations

management

Expense management

Fixed assets

Fleet management

General ledger

Global inventory accounting

HR business process 1

Human resources 1

Inventory management

Landed cost

Leave and absence

Master planning

NextGen Payroll

Organization administration

Payroll

Pricing management

Procurement and sourcing

Product information management

Workspaces

Workers

Positions

Jobs

Departments

Benefits

Compensation

Absence

Recruitment

Competencies

Performance

Courses 2

Training courses requisition

Training plans

Courses 3

Registration list report

Course confirmation report

Course participants

List of participants report

Waiting list report

Course statistics

Course questionnaire result report

Setup

Course templates

Course locations

Instructors

Classrooms

Classroom groups

Course categories

Course groups

Course agenda report

Course instructors report

Course structure report

Task management

Business process

User defined links

Setup

Human resources parameters

Human resources shared parameters

Human resource workflows

Accommodation types

Employment categories

Employment types

Ethnic origins

Identification types

Issuing agencies

Labor unions

Language codes

Reason codes

Screening types

Terms of employment

Titles

Union agreement

Veteran statuses

Worker tasks

Period types

USMF

?

AE

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Finance and Operations    Human resources > Courses > Courses    USMF       Open course Course Options  AE

    Open course Course Options    

Courses

Standard view 

 Filter

| Group by | Course ID | Course title                 | Group                 | Course category   | Status | Type      | Participants | Start date and time | End date and time   | Locat : |
|----------|-----------|------------------------------|-----------------------|-------------------|--------|-----------|--------------|---------------------|---------------------|---------|
|          | 00016     | البع                         | ERP HR                | IN                | Closed | In-person | 7            | 09/08/2025 00:00:00 | 10/08/2025 00:00:00 | غربيه   |
|          | 00018     | Inventory Controlling        | Inventory Controlling | Internal          | Closed | In-person | 1            | 06/08/2025 00:00:00 | 20/08/2025 00:00:00 | Nasr    |
|          | 00021     | Finance Rules                | Finance               |                   | Closed | In-person | 20           | 06/08/2025 00:00:00 | 11/08/2025 00:00:00 | غربيه   |
|          | 00022     | IT                           | IT                    | خارجي             | Closed | In-person | 0            | 10/08/2025 00:00:00 | 12/08/2025 16:21:39 | Helw.   |
|          | 00027     | IT Action                    | IT                    | خارجي             | Closed | In-person | 5            | 17/08/2025 00:00:00 | 18/08/2025 16:26:51 | Cairo   |
|          | 00029     | development                  | Business Development  | داخل الشركة       | Closed | In-person | 11           | 01/08/2025 00:00:00 | 31/08/2025 00:00:00 |         |
|          | 00036     | الوقاية من الاشتعاع          | users                 | مستوى اول         | Closed | In-person | 19           | 01/07/2025 00:00:00 | 30/07/2025 00:00:00 | ة نصر   |
|          | 00038     | حسابات التكاليف              | Finance               | تخصصية            | Closed | In-person | 1            | 10/08/2025 00:00:00 | 11/08/2025 00:00:00 | غربيه   |
|          | 00042     | الاتساح                      | Finance               | تخصصية            | Closed | In-person | 2            | 20/08/2025 00:00:00 | 21/08/2025 00:00:00 | tanta   |
|          | 00043     | TEST 9                       | Human Resources       | ERP               | Closed | In-person | 9            | 16/08/2025 17:42:16 | 21/08/2025 00:00:00 | Helw.   |
|          | 00063     | Excel                        | Microsoft Office      | Internal          | Closed | In-person | 1            | 01/05/2025 00:00:00 | 31/05/2025 00:00:00 | 6 Oct   |
|          | 00066     | Excel                        | Microsoft Office      | Internal          | Closed | In-person | 1            | 01/06/2025 00:00:00 | 10/06/2025 00:00:00 | 6 Oct   |
|          | 00067     | HCM hossam                   | 1_SOFTWARE            | 2_OUTSIDE W COST  | Closed | In-person | 8            | 01/09/2025 00:00:00 | 15/10/2025 00:00:00 | 1_Hel   |
|          | 00069     | HCM hossam end               | 1_SOFTWARE            | 2_OUTSIDE W COST  | Closed | Virtual   | 10           | 01/07/2025 00:00:00 | 14/08/2025 00:00:00 |         |
|          | 00070     | Code of Conduct Refresh ...  | Habeba's Courses      | Mandatory Courses | Closed | In-person | 3            | 01/08/2025 00:00:00 | 05/08/2025 00:00:00 | Audit   |
|          | 00074     | HRM                          | HR                    | ERP               | Closed | In-person | 5            | 25/09/2025 00:00:00 | 01/01/2026 00:00:00 | سادات   |
|          | 00075     | Haitham_Course               | Haitham_ERP           | ERP               | Closed | In-person | 10           | 01/10/2025 00:00:00 | 31/12/2025 00:00:00 | Haith   |
|          | 00080     | هيما ميكروسوفت               | هيما ميكروسوفت        | 1_INSIDE          | Closed | In-person | 3            | 25/09/2025 00:00:00 | 30/09/2025 00:00:00 | لكرى    |
|          | 00087     | ERP course hossam            | 1_ERP                 | 1_ERP courses     | Closed | In-person | 5            | 19/08/2025 00:00:00 | 22/09/2025 00:00:00 | 1_6 o   |
|          | 00088     | engineering courses hoss ... | 1_engineering courses | 1_INSIDE          | Closed | In-person | 20           | 01/09/2025 00:00:00 | 03/10/2025 00:00:00 | 1_ale   |
|          | 00089     | ERP course hossam            | 1_ERP                 | 1_ERP courses     | Closed | In-person | 10           | 01/10/2025 00:00:00 | 04/11/2025 00:00:00 | 1_Hel   |
|          | 00095     | ERP Fem Five                 | ادارة المخزن وفق نظام | ERP FemFive       | Closed | In-person | 8            | 02/11/2025 00:00:00 | 06/11/2025 00:00:00 | شركة    |

# Instructor/ MR . Mohamed Yasser Othman

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Finance and Operations Human resources > Courses > Courses

Save + New Delete Open course Course Options

Courses | Standard view 1

ERP Fem Five DRAFT

In-person course

Confirmed 0 Registered 0 Registration cancelled 0 Completed 8 Total

**1** Courses | Standard view

**2** Course Participants

**3** SETUP

- In-person **4**
- Virtual
- Group ادارة المخزن وفق نظام ERP
- Template ادارة المخزن وفق نظام ERP
- Course title ERP Fem Five
- Course ID 00095
- Setup Agenda
- Workflow
- Course category ERP FemFive

**4** COURSE

Organizer **5**

Organizer name

Link

Questionnaire scheduling

Instructor

**5** DAYS

Hours 20.00 **6**

5 **6**

**7** LOCATION

Fem Five مقر شركة **7**

Classroom قاعة FF **7**

داخل / خارج البلد **7**

بالداخل

**8** PARTICIPANTS

Minimum 5 **8**

Maximum 10

Requirement status Per participant

Allow self registration

Minimum number of attendance .. 2.00

**9** COST

None

Cost per participant

Total **9**

Total course cost 20,000.00

Currency EGP **9**

Invoice date

Vendor invoice number

Vendor invoice status

Journal batch number

Course allowance 1,000.00

# Instructor/ MR . Mohamed Yasser Othman

## Prepared and delivered by/ Habeba- Shrin- Fatma - Rehab – Heba

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Finance and Operations Human resources > Courses > Courses

Office 365 Go to the Office 365 site Expense management Fixed assets Fleet management General ledger Global inventory accounting HR business process Human resources Inventory management Landed cost Leave and absence Master planning NextGen Payroll Organization administration Payroll Pricing management Procurement and sourcing Product information management

ERP Fem Five DRAFT In-person course

8 | 0 | 0 | 0 | 8  
Confirmed Registered Registration cancelled Completed Total

**Description**

في إدارة ومرافقة (ERP) تهدف هذه الدورة التدريبية المكثفة والموجهة للتطبيق العملي (المدة 5 أيام) إلى تزويـد المـشارـكـينـ بـالـعـرـفـةـ وـالـمـهـارـاتـ الـمـتـقـدـمـةـ الـلـازـمـةـ لـاستـغـالـ الـإـمـكـانـيـاتـ الـكـامـلـةـ لـأـنـظـمـةـ تـخـطـيـطـ مـوـادـ الـمـؤـسـسـاتـ الـمـخـزـونـ بـفـعـالـيـةـ عـالـيـةـ. تـرـكـزـ الدـورـةـ عـلـىـ تـحـوـيلـ الـعـمـلـيـاتـ الـبـيـدـوـيـةـ إـلـىـ عـمـلـيـاتـ مـؤـمـنـةـ وـدـقـيـقـةـ لـضـمـنـ توـافـرـ الـموـادـ بـأـقـلـ تـكـلـيفـ.

**Target audience**

مدراء ومشـرفـوـ المـخـزـونـ وـالـمـسـتـودـعـاتـ (Inventory and Warehouse Managers/Supervisors).  
مـخـصـصـوـ تـخـطـيـطـ الـمـوـادـ وـالـاـحـتـياـجـاتـ (MRP Planners) (Materials Planning and MRP Specialists).  
مـحـلـلوـ سـلـسلـةـ الـإـمـدادـ وـالـلـوـجـسـتـيـاتـ (Supply Chain and Logistics Analysts).

**Objectives**

بـنـهاـيـةـ هـذـاـ بـرـنـامـجـ التـدـريـيـيـ المـكـثـفـ،ـ سـيـكـونـ الـمـشـارـكـ قـادـرـاـ عـلـىـ  
1ـ فـيـ إـدـارـةـ الـمـخـزـونـ E~R~P~ اـسـتـعـيـابـ دـورـ 1ـ  
2ـ إـدـارـةـ الـبـيـانـاتـ الـرـئـيـسـيـةـ لـلـمـخـزـونـ 2ـ  
3ـ تـطـيـقـ آـلـيـاتـ الـتـخـطـيـطـ 3ـ

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Screenshot of Microsoft Dynamics 365 Human Resources Courses module.

The sidebar shows the following navigation:

- Finance and Operations
- Management
- Expense management
- Fixed assets
- Fleet management
- General ledger
- Global inventory accounting
- HR business process
- Human resources** (selected)
- Inventory management
- Landed cost
- Leave and absence
- Master planning
- NextGen Payroll
- Organization administration
- Payroll
- Pricing management
- Procurement and sourcing
- Product information management

The main content area shows the following details for the course "ERP Fem Five DRAFT":

- Courses | Standard view
- Course: ERP Fem Five DRAFT
- Type: In-person course
- Status: DRAFT
- Participants: 8 Confirmed, 0 Registered, 0 Registration cancelled, 0 Completed, 8 Total

The "Subjects" section contains the following Arabic text:

- الأسسيةات وهيكلة النظام
- العمليات المخزنية الأساسية
- الرقابة، الجرد، والتقييم
- التخطيط والتحكم المتقدم
- التقارير، التحليل، والمشروع الخاتمي

The "Instructors" section shows one instructor:

| Instructor            | Agenda | Session | Track |
|-----------------------|--------|---------|-------|
| Mohamed Yasser Othman |        |         |       |

Two red arrows point to the numbers 9 and 10, which are highlighted in blue circles.

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Screenshot of the Microsoft Dynamics 365 Human Resources application showing the Courses screen.

The sidebar shows the following navigation path: Finance and Operations > Human resources > Courses > Courses.

The main area displays course details for "ERP FemFive AFT".

Key statistics shown:

| Confirmed | Registered | Registration cancelled | Completed | Total |
|-----------|------------|------------------------|-----------|-------|
| 8         | 0          | 0                      | 0         | 8     |

Buttons at the top of the course card: Save (highlighted with a blue arrow), New, Delete, Open course, Course, Options, and a magnifying glass icon.

The "Participants" tab is selected.

A modal window titled "Hotels" is open, containing fields for "Hotel", "Name", and "Note". It includes a "+ New" button and a "Delete" button. A red arrow labeled "11" points to the "Delete" button.

Below the "Hotels" modal, another modal titled "Financial dimensions" is partially visible, with a red arrow labeled "12" pointing to its "Options" button.

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# FemFive