

**Instructor/ MR . Mohamed Yasser Othman**

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

**Final Project :Training & Development**

# Final Project Training & Development - 3

**Objective: Manage skills improvement programs□**

**(الهدف: اداره برامج تطوير المهارات)**

group code	ONL3_ERP 8_G3 MSD HCM Application Consultant/Management &ERP
Instructor	MR. Mohamed Yasser Othman
Prepared and delivered by	1. Habeba Usama Abdullah Nasr 2. Shrin Mohamed Ahmed Baz 3. Fatma Elsayed Wahba Abo Hegazy 4. Rehab Mohammed ELsayed Abdelwahab 5.Heba Mohamed Abdelnabi Elshshtawy
Final Project Process name	Training & Development
Arabic name	التدريب والتطوير
Path	Human resources > Courses

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## Agenda

### لإدخال تفاصيل الدورة التدريبية بشكل مفصل و ببرنامج يومي

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

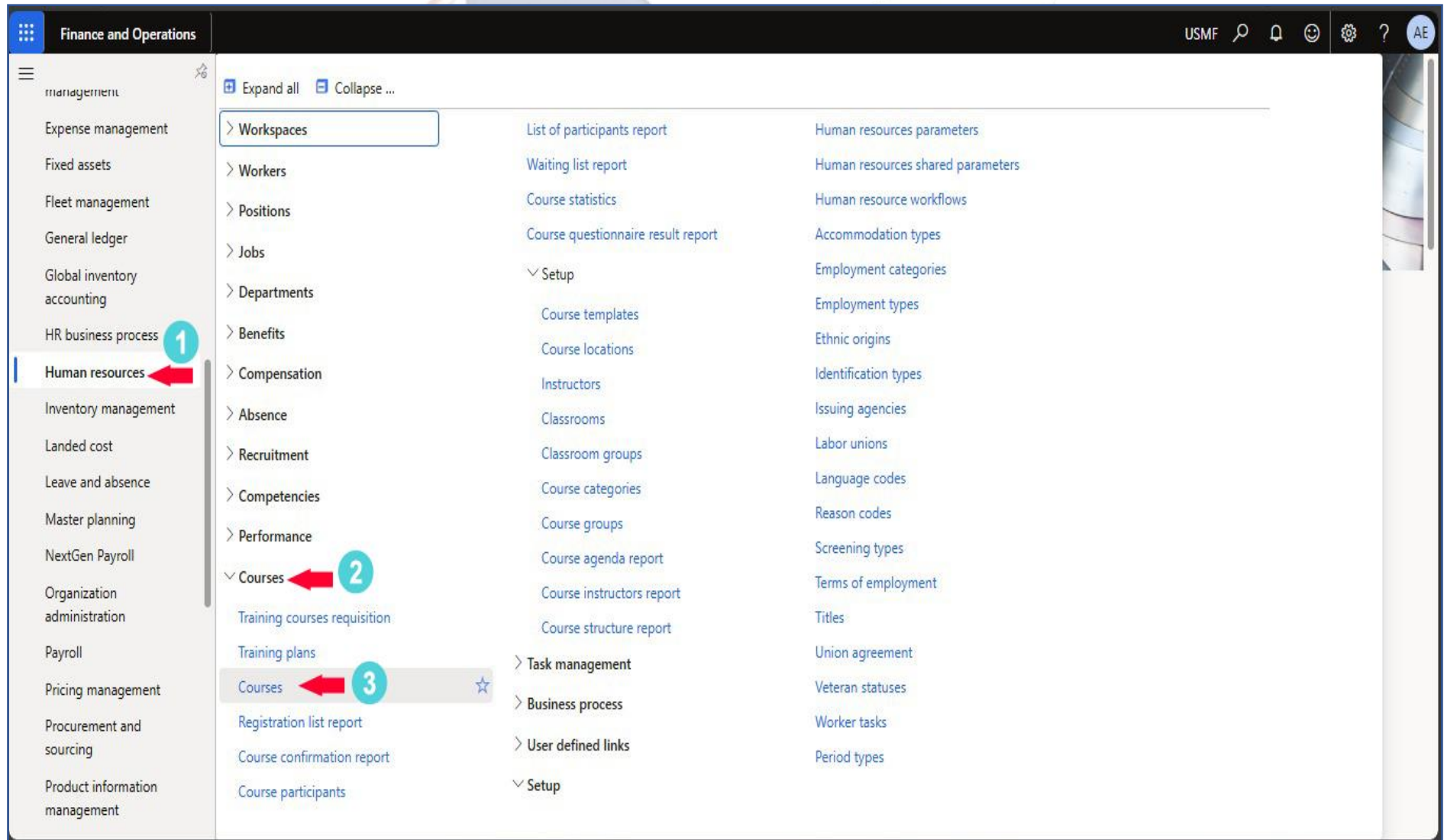
**Modules > Human resources > Courses > Courses**

Description	Training	م
اختيار	Courses	1
اختيار	Set up	2
لإدخال تفاصيل اجنده البرنامج التدريبي	Agenda	3
<ul style="list-style-type: none"> <li>• (ب)</li> <li>• <u>Course Instructors</u></li> <li>• New لإدخال المدرب الخاص باليوم المحدد</li> <li>• Course Id يكون رقم تلقائي</li> <li>• Agenda يكون رقم تلقائي</li> <li>• Session اسم المحاضرة</li> <li>• Track اسم المسار</li> </ul>	<ul style="list-style-type: none"> <li>• (أ)</li> <li>• New (اختيار)</li> <li>• Agenda Item تسلسل تلقائي للأجندة</li> <li>• Description إدخال تفاصيل اليوم</li> <li>• Date تحديد اليوم</li> <li>• Start time تحديد ميعاد بدأ البرنامج التدريبي في هذا اليوم</li> <li>• End time تحديد ميعاد نهاية البرنامج التدريبي في هذا اليوم</li> <li>• Save</li> </ul>	

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The screenshot shows the SAP HR Business Process - Human Resources menu. The left sidebar lists various HR functions, with 'Human resources' highlighted and marked with a red arrow and a blue circle containing the number 1. The main content area displays a list of HR-related reports and settings, organized into three columns. The 'Courses' report is highlighted with a red arrow and a blue circle containing the number 2. The 'Courses' report is further expanded, showing a list of reports and settings, with the 'Courses' report itself highlighted with a red arrow and a blue circle containing the number 3.

**Human resources**

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

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

Change course status Message details

Course Options

Related information: Questionnaire, Setup (Agenda, Track, Sessions), Reports (Course confirmation report, List of participants, Waiting list)

Course Participants

Details

SETUP	COURSE	TIME	LOCATION	COST
<input checked="" type="radio"/> In-person <input type="radio"/> Virtual Group: <a href="#">اداره المخزن وفق نظام ERP</a> Template: <a href="#">اداره المخزون وفق نظام ERP</a> Course title: ERP Fem Five Course ID: 00095 Setup: Agenda Workflow: Course category: ERP FemFive	Organizer: Organizer name: Link: Questionnaire scheduling: Instructor:	Start date and time: 02/11/2025 00:00:00 End date and time: 06/11/2025 00:00:00 Registration deadline: 26/10/2025 Days: 5 Hours: 20.00	Location: <a href="#">بأكتوبر Fem Five مقر شركة</a> Classroom: <a href="#">قاعة FF 1</a> داخل / خارج البلد: بالداخل	<input type="radio"/> None <input type="radio"/> Cost per participant <input checked="" type="radio"/> Total Total course cost: 20,000.00 Currency: EGP Invoice date: Vendor invoice number: Vendor invoice status: Journal batch number: Course allowance: 1,000.00

PARTICIPANTS

Minimum: 5  
Maximum: 10  
Requirement status: Per participant  
☒ Allow self registration  
Minimum number of attendance ...: 2.00

Description

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Finance and Operations | Human resources > Courses > Courses

USMF

Standard view

Filter

Agenda item	Description	Date	Start time	End time
00086	اليوم الأول الأساسيات وهيكلة النظام	02/11/2025	09:00:00	13:00:00
00087	اليوم الثاني العمليات المخزنية الأساسية	03/11/2025	09:00:00	13:00:00
00088	اليوم الثالث الرقابة، الجرد، والتقييم	04/11/2025	09:00:00	13:00:00
00089	اليوم الرابع التخطيط والتحكم المتقدم	05/11/2025	09:00:00	13:00:00
00090	اليوم الخامس التقارير، التحليل، والمشروع الختامي	06/11/2025	09:00:00	13:00:00

3 (ب)

3 (أ)

Activate Windows  
Go to Settings to activate Windows.



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## Assign employees to courses. -2

(تسجيل الموظفين في الدورات التدريبية)

### إضافة المشاركون في الدورة:

1. الضغط علي "المشاركون" "Participants" ثم الضغط علي "إضافة مشاركون" "Add participants".

Description	Training	م
اختيار	In Participants tab	1
اختيار	Add participants	2
اختيار إذا البرنامج التدريبي اختياري ام الزامي	<b>Optional/ Required</b>	3
اختيار الموظفين المراد ادراجهم في البرنامج التدريبي	Assign participants	4
بعد الضغط علي Assign Participant سيكون حالة المشتركين (مسجل - Registered) ويمكن في هذه المرحلة حذف مشترك من Remove Participant	Assign Participant	5
لتأكيد تسجيل المشتركين في الدورة التدريبية	Confirm Participants	6
هل تريد ارسال تسجيلك لهذا البرنامج التدريبي؟ OK اختيار	Submit your registration for this courses?	7

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Finance and Operations | Human resources > Courses > Courses | USMF | Message details

Change course status

ERP Fem Five **OPEN**

In-person course

Course Participants **1**

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

Filter by | Group by | Add participants **2** | Remove participants **5** | Confirm participants **6** | Change attendance | Create lines

Person	Status	Registered date	Required	Department	Job	Compensation region	Attendance	Note
Benjamin Martin	Confirmed	23/10/2025	Optional	Sales & Marketing	Marketing Manager	East	0.00	
Benjamin Martin	Confirmed	23/10/2025	Optional	Retail Operations	Store Cashier		0.00	
Habeba Usama Abdullah	Confirmed	23/10/2025	Optional				0.00	
fatma elsayed abou hegazy	Confirmed	23/10/2025	Optional				0.00	
Shrin Mohamed Baz	Confirmed	23/10/2025	Optional	Operations	Materials Manager	West	0.00	
Heba Mohamed Elshstawy	Confirmed	23/10/2025	Optional	BS	Account Manager	أكتوبر 6	0.00	
ibrahim mohamed hassan	Confirmed	23/10/2025	Optional				0.00	
hossam mahmoud current	Confirmed	23/10/2025	Optional				0.00	
مارن هارون الحليلى	Confirmed	23/10/2025	Optional				0.00	

Activate Windows

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Standard view ▾

**Assign participants**

ERP Fem Five  
In-person course

0 Registered | 5 Minimum participants | 10 Maximum participants | Open Status | 02/11/2025 00:00:00 Start date and time | 06/11/2025 00:00:00 End date and time

Filter ▾ Filter by ▾ Group by ▾

3 → Required ☒ Optional ☐ Required

Name	Department	Job	Compensation region
Gloria Wright	Sales & Marketing	Marketing Staff	East
Grace Sturman	Human Resources	Training & Dev Consult	East
Grant Culbertson	Operations	Machine Operator	East
<input checked="" type="checkbox"/> Habeba Usama Abdullah			
<input checked="" type="checkbox"/> Haitham Abdelmoneim	Oncology Pharmacy	Oncology Pharmacist	المنصورة
<input checked="" type="checkbox"/> Haitham Mitwalli	Human Resources	مدير موارد بشرية	المنصورة
Haitham Solaiman	Human Resources		
Hank Schmits			
Harry Lakeside	Human Resources	HR Director	West
heba mohamed elshstawy			
<input checked="" type="checkbox"/> Heba Mohamed Elshstawy BS	Account Manager		أكتوبر 6
hendy hendy heba mohamed elshstawy			
hossam mahmoud pending			
ibrahim mohamed hassan	Operations	Dispatcher	Central
Inga Numadutir	Operations	Purchasing Manager	West
Jacob Robinson	Human Resources	Recruiting Specialist	Central
<input checked="" type="checkbox"/> Jan Morrow	Finance	AP Coordinator	West
Jimmy Bischoff	Operations	Machine Operator	East
Jodi Christiansen	Human Resources	Comp & Ben Specialist	West

4 → Activate Windows  
Settings to activate Windows  
Assign participants Cancel



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Finance and HR

Human resources

Inventory management

Landed cost

Leave and absence

Master planning

NextGen Payroll

Organization administration

Payroll

Pricing management

Procurement sourcing

Product information management

Production cost accounting

Project management accounting

Questionnaire

Real Estate

Rebate management

Retail and Commerce

Sales and marketing

Standard view

Assign participants

ERP Fem Five

In-person course

0 Registered

5 Minimum participants

10 Maximum participants

Open Status

02/11/2025 00:00:00 Start date and time

06/11/2025 00:00:00 End date and time

Filter

Filter by

Group by

Required

☒ Optional ☐ Required

Submit your registration for this course?

7 Yes No

Name	Department	Job Title	Location
1_hossam mahmoud Mos...			
2_Hossam Mahmoud Mo...	مكة لكير العملاء		
حسام محمود مصطفى			
abdelmaksod mohamed ...	HSE&PSM		
abdelmaksoud Mohamed...			
Abdullah Ali	Human Resources	مدير موارد بشرية	المنصورة
Abdullah Ali Sameh			
Adel Mohamed Eissawy		Controller	أكتوبر 6
ahmed mohamed abdlha...	Operations	Machine Operator	West
ahmed abdelmonem barka	رئيس مجلس الإدارة	مجلس الإدارة والعضو المنتدب	
Ahmed adel ahmed			
Ahmed adel ahmed			
ahmed kamal			
ahmed kamal abdelaziz	الإدارة العامة للتشغيل	مدير عام التشغيل	
Ahmed Mahmoud			
ahmed mohamed ELAD	Human Resources	HR Specialist	West

Assign participants

Cancel

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## **Track course completion and feedback -2**

**(تتبع إتمام الدورات التدريبية والنتائج)**

### إعداد نوع الأسئلة

- لإنشاء أنواع الأسئلة جديدة:

1- الدخول علي: الوحدات < الاستبيان < إعدادات < نوع الأسئلة

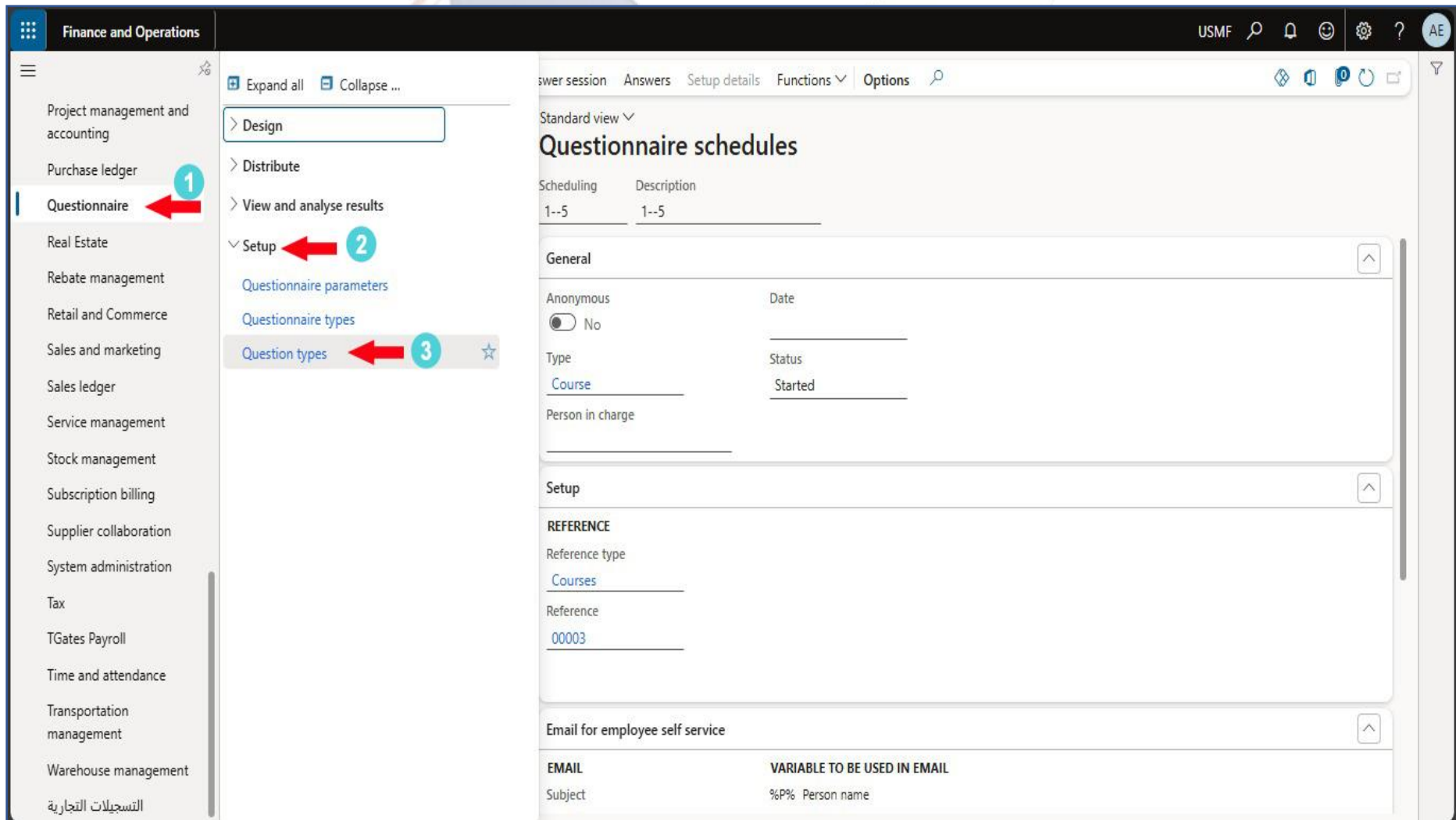
**Modules > Questionnaire > Setup > Question types**

Description	Training	م
اختيار	New	1
كتابة نوع الاسئلة (تقييم FF5)	Type	2
كتابة الوصف (تقييم بعد التدريب) FemFive	Description	3
اختيار	Save(حفظ)	4

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The screenshot displays the SAP Finance and Operations interface. The left-hand navigation pane lists various modules, with 'Questionnaire' highlighted and marked with a red arrow and a blue circle containing the number 1. The 'Setup' option under the 'Questionnaire' menu is also highlighted with a red arrow and a blue circle containing the number 2. The 'Questionnaire types' option is highlighted with a red arrow and a blue circle containing the number 3. The main content area shows the 'Questionnaire schedules' configuration page, which includes sections for 'General', 'Setup', and 'Email for employee self service'. The 'General' section contains fields for 'Anonymous' (set to No), 'Date', 'Type' (set to Course), 'Status' (set to Started), and 'Person in charge'. The 'Setup' section includes a 'REFERENCE' table with columns for 'Reference type' and 'Reference', showing a value of 'Courses' and '00003' respectively. The 'Email for employee self service' section includes an 'EMAIL' table with columns for 'Subject' and 'VARIABLE TO BE USED IN EMAIL', showing a value of '%P%' for the variable.

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Finance and Operations Questionnaire > Setup > Question types

USMF

Save + New Delete Options

Standard view

Filter

Type	Description
A Course	تقييم بعد التدريب
B Course	استبيان قبل التدريب
BQues	Business Questionnaire for courses
CRSEXAM	Course exam
Finance co	Finance course evaluation
Instructor	تقييم المدرب
Perform	Performance Evaluation
ProdList	Product checklist
Qu Course	استبيان دورة الاسعافات الأولية
SATSURVEY	Satisfaction survey
VendEval	Vendor Evaluation
استبيان	استبيان حول دورة فني سلامة وصح
تقييم	تقييم الدورة التدريبية
9999 تقييم	power point9999 power point9999
تقييم FF5	بعد التدريب FemFive تقييم
تقييم كورس	تقييم كورس الوقاية من الاشعاع



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### إعداد مجموعات الاجابات

- لإنشاء مجموعه الاجابه:

1 - الدخول علي: الوحدات <الاستبيان < تصميم < مجموعه الاجابة

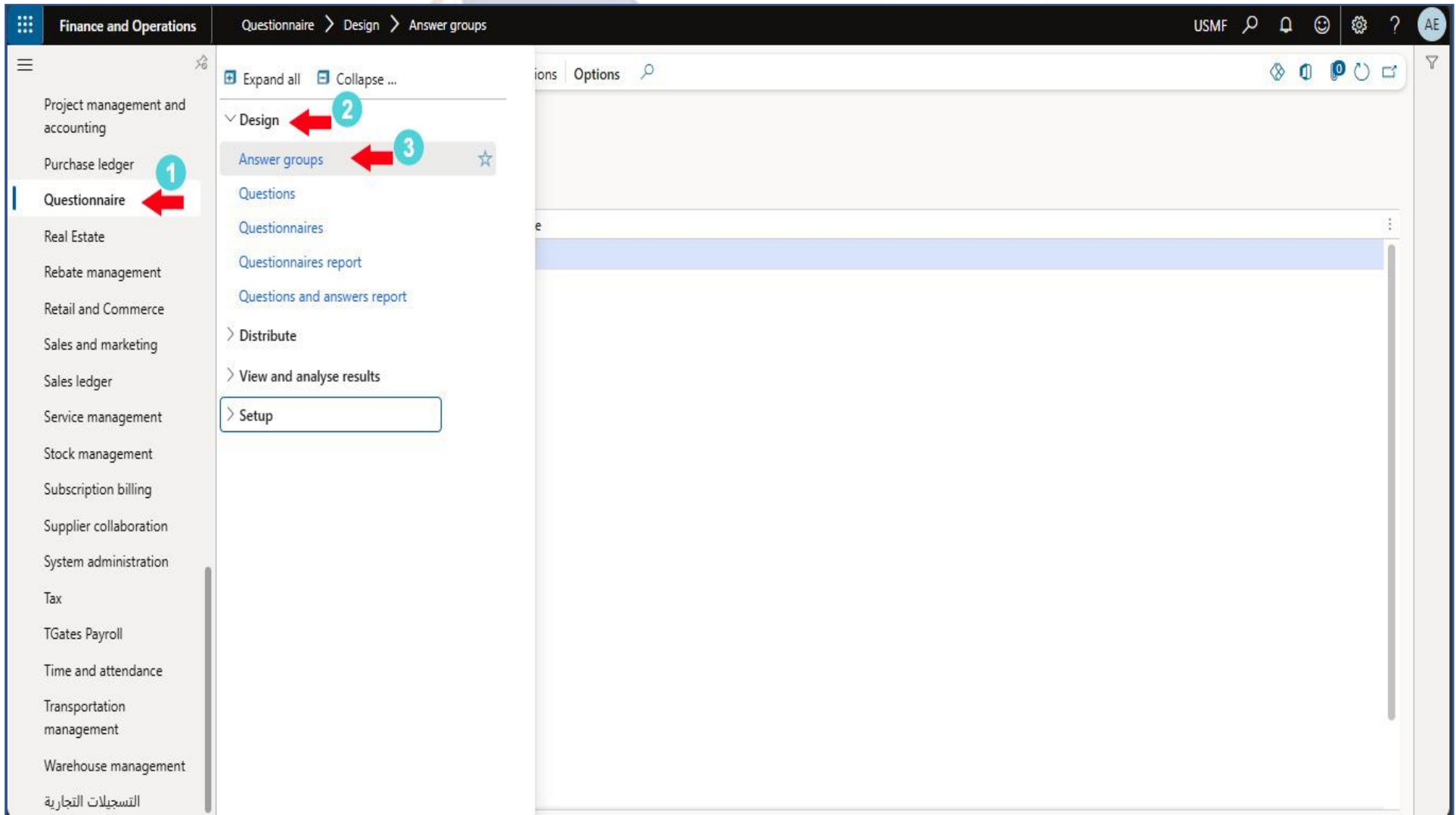
**Modules > Questionnaire > Design > Answer groups**

Description	Training	م
اختيار	New	1
كتابة اسم مجموعة الأسئلة ( اقتراح FF - استبيان FF - مقياس FF)	Answer group	2
كتابة الوصف ( اقتراح FemFive - استبيان FemFive1--5 - مقياس FemFive نعم / لا )	Description	3
لجعل ترتيب مجموعه الاجابات عشوائي	Randomise	4
لإنشاء اجابة السؤال	Answer	5
اختيار	New	6
اختيار مجموعة الاجابة المنشأة مسبقا	Answer group	7
اضافة رقم ترتيبى للاجابة	Sequence number	8
اضافة درجات للاجابة	Points	9
اختيار اذا كان هناك اجابة محددة صحيحة للسؤال	Correct answer	10
اختيار	Save (حفظ)	11

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The screenshot displays the Oracle HCM Cloud interface for the 'Questionnaire' setup. The left sidebar lists various modules, with 'Questionnaire' highlighted. The main area shows the 'Design' tab selected, with 'Answer groups' highlighted. Red arrows and numbers 1, 2, and 3 indicate the navigation path: 1 points to 'Questionnaire' in the sidebar, 2 points to 'Design' in the top navigation, and 3 points to 'Answer groups' in the sub-navigation.

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Finance and Operations Questionnaire > Design > Answer groups

USMF

Save + New Delete Answer Questions Options

Standard view

Filter

Answer...	Description	Randomise
إقتراح FF	إقتراح FemFive	<input type="checkbox"/>
1--5	1--5	<input type="checkbox"/>
A B C D	A (highest), D (lowest)	<input type="checkbox"/>
Always/Nvr	Always/Never (never = co...	<input type="checkbox"/>
BCFRRQ	Business Conduct Freque...	<input type="checkbox"/>
Business Q	Business Questionnaire	<input type="checkbox"/>
RATING		<input type="checkbox"/>
Receipts	Are receipts required	<input type="checkbox"/>
SatLevel	Satisfaction 5 level	<input type="checkbox"/>
Test	Test	<input type="checkbox"/>
Yes/No	Yes/No (No = correct ans...	<input type="checkbox"/>
Yes/No/Na	Yes/ No / N.a. (Yes and N...	<input type="checkbox"/>
yes/no9999	yes/no/9999	<input type="checkbox"/>
استبيان FF	استبيان FemFive1--5	<input type="checkbox"/>
تقييم	تقييم	<input type="checkbox"/>
مقياس	مقياس من 1 ل 5	<input type="checkbox"/>
مقياس FF	نعم / لا FemFive مقياس	<input type="checkbox"/>
مقياس ليكرت	مقياس ليكرت	<input type="checkbox"/>
مقياس من 1	مقياس من 1	<input type="checkbox"/>

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**Finance and Operations** Questionnaire > Design > Answer groups

USMF

Save + New Delete Options

Filter

Sequence ...	Points	Correct an...
1	0.00	
2	0.00	
3	0.00	
4	0.00	

Answer group: إقتراح FF

Sequence number: 1

Points: 0.00

Correct answer: No

Text

Answer

زيادة الانشطة والتطبيقات

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## إعداد الأسئلة

- لإنشاء الأسئلة :

2 - الدخول علي: الوحدات < الاستبيان < تصميم < الأسئلة

**Modules > Questionnaire > Design > Questions**

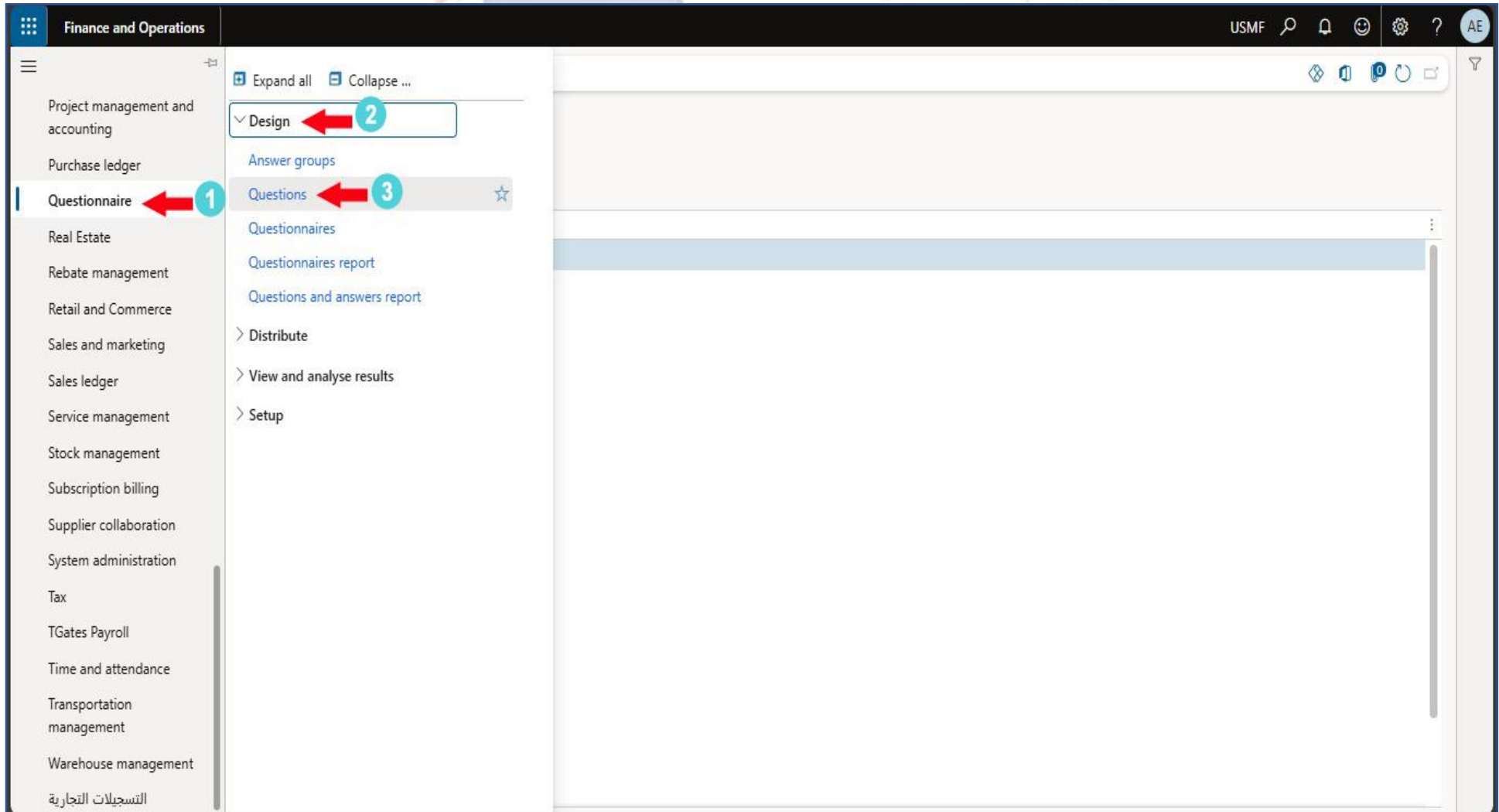
Description	Training	م
اختيار	New	1
رقم تسلسلي تلقائي	Question	2
نوع السؤال المنشأ مسبقا	Type	3
<ul style="list-style-type: none"> <li>Input type اختيار هيئة الاسئلة</li> <li>Text نص - Check box خانة الاختيار - Alternative button - اختيار من متعدد</li> <li>Answer group اختيار مجموعة الاجابة المنشأة مسبقا</li> <li>Several rows تفعيل هذه الخاصية ام لا</li> <li>Instruction ادخال السؤال</li> <li>Text تعليق علي السؤال او كيفية الاجابة</li> </ul>	GENERAL	4
اختيار	TEXT	5
اختيار	Save (حفظ)	6



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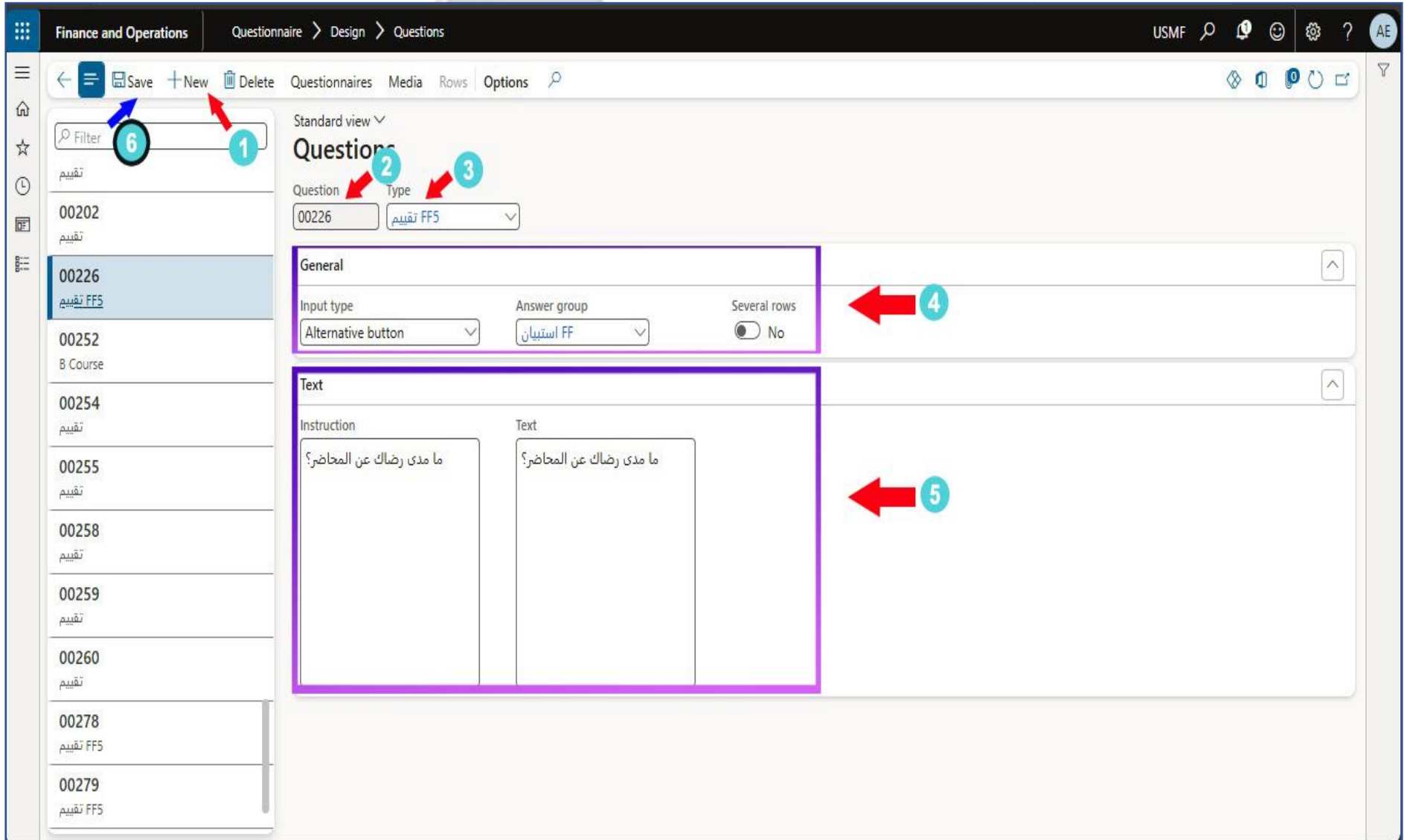
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**Finance and Operations** | Questionnaire > Design > Questions

USMF | Search | Help | Settings | ? | AE

Save | New | Delete | Questionnaires | Media | Rows | Options

Standard view

**Questions**

Question: 00226 | Type: تقييم FF5

**General**

Input type: Alternative button | Answer group: استبيان FF | Several rows: No

**Text**

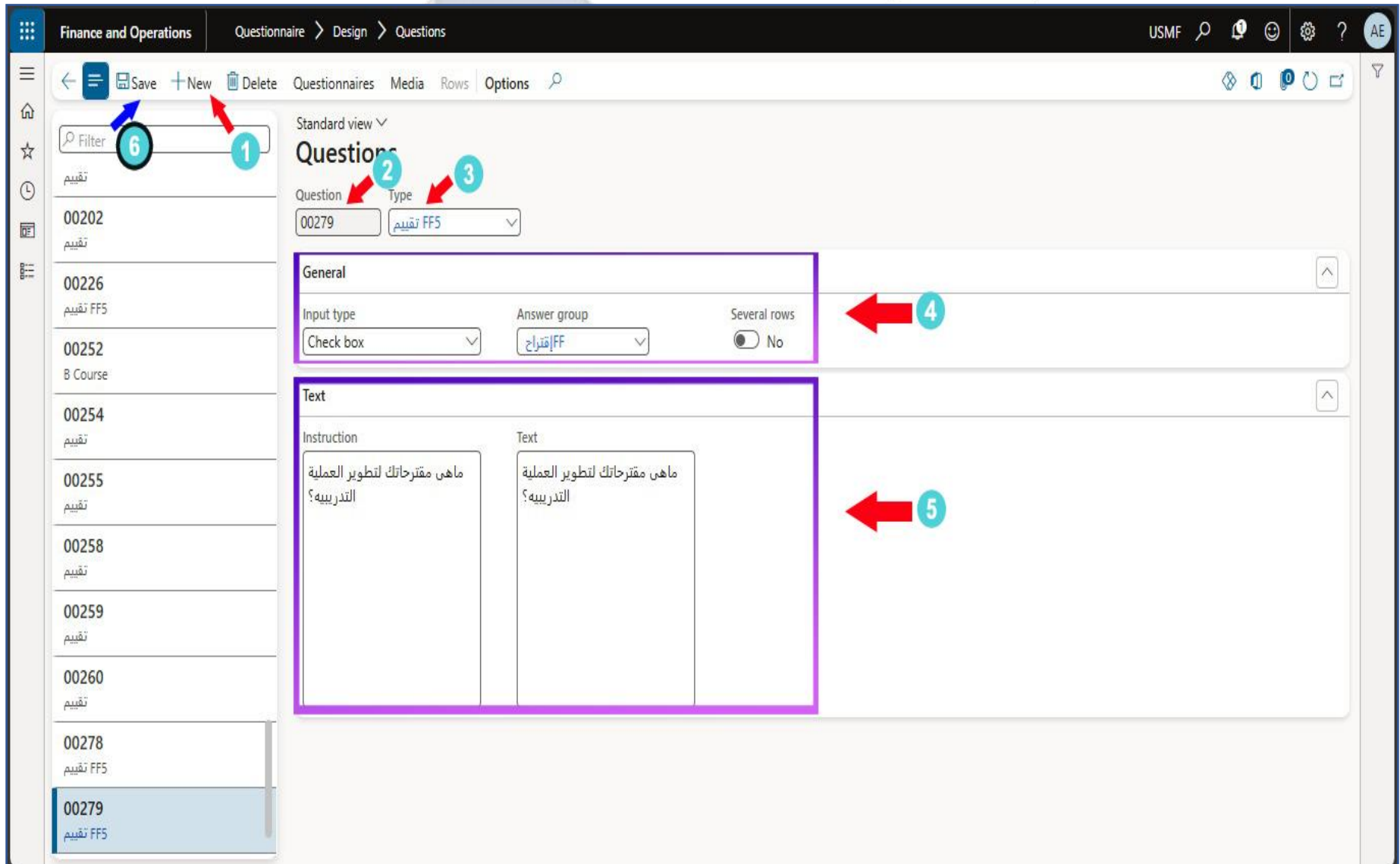
Instruction: ما مدى رضاك عن المحاضر؟ | Text: ما مدى رضاك عن المحاضر؟

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The screenshot displays the SAP S/4HANA Questionnaire Designer interface. The top navigation bar shows 'Finance and Operations' and the path 'Questionnaire > Design > Questions'. The left sidebar lists existing questions, with '00279' selected. The main area shows the configuration for question '00279'.

**Annotations:**

- 1:** Points to the 'New' button in the top toolbar.
- 2:** Points to the 'Question' field, which contains '00279'.
- 3:** Points to the 'Type' dropdown menu, which is set to 'تقييم FF5'.
- 4:** Points to the 'General' configuration section, which includes:
  - Input type:** Check box
  - Answer group:** إقتراح FF
  - Several rows:** No
- 5:** Points to the 'Text' configuration section, which includes:
  - Instruction:** ماهي مقترحاتك لتطوير العملية التدريبية؟
  - Text:** ماهي مقترحاتك لتطوير العملية التدريبية؟