

**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: 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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### Agenda

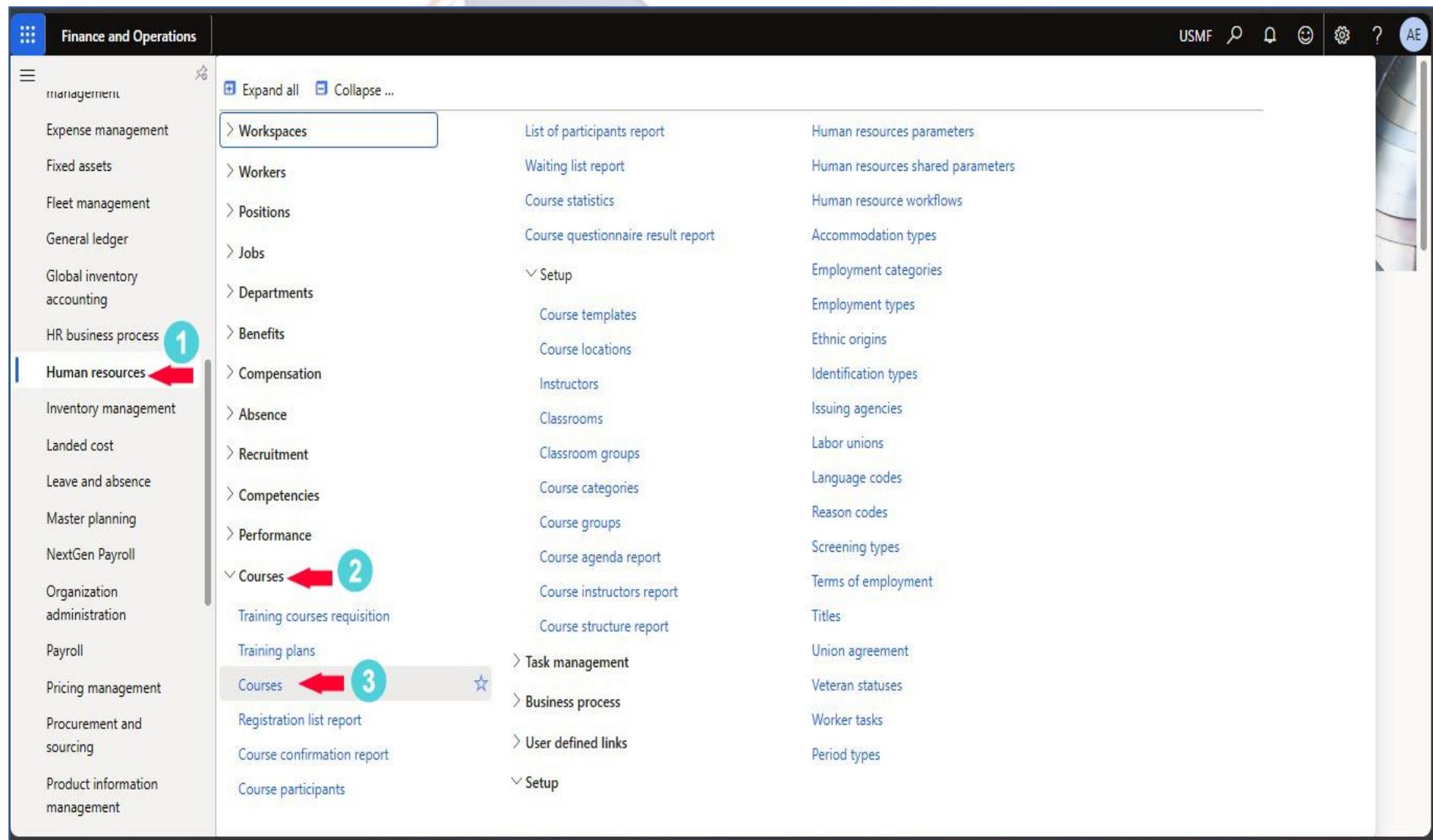
إدخال تفاصيل الدورة التدريبية بشكل مفصل و ببرنامج يومي

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

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

Description	Training	M
اخيار	Courses	1
اخيار	Set up	2
إدخال تفاصيل اجنده البرنامج التدريبي		
(ب) • لادخال المدرب الخاص باليوم New • المحدد يكون رقم تلقائي Course Id يكون رقم تلقائي Agenda اسم المحاضرة Session اسم المسار Track	(١) • New (اخيار) تسلسل تلقائي للأجند Agenda Item ادخال تفاصيل اليوم Description تحديد اليوم Date تحديد ميعاد بدأ البرنامج التدريبي في هذا اليوم Start time تحديد ميعاد نهاية البرنامج التدريبي في هذا اليوم End time Save	3

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The screenshot shows the Microsoft Dynamics 365 Finance and Operations application interface. The left sidebar lists various business processes under 'Finance and Operations'. A red arrow labeled '1' points to the 'Human resources' link. Another red arrow labeled '2' points to the 'Courses' link under the 'Courses' section. A third red arrow labeled '3' points to the 'Courses' link under the 'Training plans' section. The main content area displays a list of reports and parameters related to Human Resources and Courses.

Category	Report/Parameter	Description	
Workspaces	List of participants report	Human resources parameters	
	Waiting list report	Human resources shared parameters	
	Course statistics	Human resource workflows	
	Course questionnaire result report	Accommodation types	
	Setup	Course templates	Employment categories
		Course locations	Employment types
		Instructors	Ethnic origins
		Classrooms	Identification types
		Classroom groups	Issuing agencies
	Course categories	Course agenda report	Labor unions
Course groups		Language codes	
Course instructors report		Reason codes	
Course structure report		Screening types	
Task management		Course agenda report	Terms of employment
	Course groups	Titles	
	Course instructors report	Union agreement	
	Course structure report	Veteran statuses	
	Setup	Worker tasks	
Business process	Task management	Period types	
	Business process		
	User defined links		
	Setup		
	Setup		

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Screenshot of the Microsoft Dynamics 365 Human Resources Courses module. The page shows course setup details for a course titled "ERP Fem Five".

**Course Navigation:**

- Course tab (highlighted with red arrow 1)
- Setup tab (highlighted with red arrow 2)
- Questionnaire tab (highlighted with red arrow 3)

**Course Details:**

Setup	Course	Time	Location	Cost
<input checked="" type="radio"/> In-person <input type="radio"/> Virtual <b>Group</b> : ادارة المخزن وفق نظم ERP <b>Template</b> : ادارة المخزن وفق نظم ERP <b>Course title</b> : ERP Fem Five <b>Course ID</b> : 00095 <b>Setup</b> : <b>Workflow</b> : <b>Course category</b> : ERP FemFive	<b>Organizer</b> : <hr/> <b>Organizer name</b> : <hr/> <b>Link</b> : <hr/> <b>Questionnaire scheduling</b> : <hr/> <b>Instructor</b> : <hr/>	<b>Start date and time</b> : 02/11/2025 00:00:00 <b>End date and time</b> : 06/11/2025 00:00:00 <b>Registration deadline</b> : 26/10/2025 <b>Days</b> : 5 <b>Hours</b> : 20.00	<b>Location</b> : باكتوبر Fem Five <hr/> <b>Classroom</b> : قاعة FF <hr/> <b>Requirement status</b> : Per participant	<input type="radio"/> None <input type="radio"/> Cost per participant <input checked="" type="radio"/> Total <b>Total course cost</b> : 20,000.00 <b>Currency</b> : EGP <b>Invoice date</b> : <b>Vendor invoice number</b> : <b>Vendor invoice status</b> : <b>Journal batch number</b> : <b>Course allowance</b> : 1,000.00

**Description:** Description of the course.

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Finance and Operations    Human resources > Courses > Courses

Save **+ New** **Delete** Course instructors Options

Agenda | 00095 : ERP Fem Five

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 الخاتمي	06/11/2025	09:00:00	13:00:00

Activate Windows  
Go to Settings to activate Windows.

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### Assign employees to courses. -2

(تسجيل الموظفين في الدورات التدريبية)

#### إضافة المشاركين في الدورة:

. "Add participants" ثم الضغط على "المشاركون" "Participants" "إضافة مشاركون"

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

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Finance and Operations    Human resources > Courses > Courses

Change course status    Message details X

[Edit](#) [New](#) [Delete](#) [Close course](#) [Cancel course](#) Course Options

Courses | Standard view ▾

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 Remove participants Confirm participants 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 Elshshtawy	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	
مازن هارون الجليلي	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	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 3

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 Abelmoneim	Oncology Pharmacy	Oncology Pharmacist	المنصورة
<input checked="" type="checkbox"/> Haitham Mitwalli			
Haitham Solaiman	Human Resources	Manager موارد بشرية	المنصورة
Hank Schmits			
Harry Lakeside	Human Resources	HR Director	West
<input type="checkbox"/> heba mohamed elshshtawy			
<input checked="" type="checkbox"/> Heba Mohamed Elshshtawy BS		Account Manager	اكتوبر 6
hendy hendy ha heba mohamed elshshtawy			
hossam mahmoud pending			
ibrahim mohan 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

Total 9 rows

Activate Windows  
Go to Settings to activate Windows

4 Assign participants Cancel

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Finance ar

Standard view ▾

Assign participants

ERP Fem Five

In-person course

0 Registered | 5 Minimum participants | 10 Maximum participants

Open | 02/11/2025 00:00:00 | 06/11/2025 00:00:00

Status | Start date and time | End date and time

Required  Optional  Required

Filter by

Name	Department		
1_hosssam mahmoud Mos...			
2_Hossam Mahmoud Mo...	مدة لكتوار العملاة		
حسام محمود مصطفى_2			
abdelmaksod mohamed ...	HSE&PSM		
abdelmaksoud Mohamed...			
Abdullah Ali	Human Resources	مدير مواد بشرية	المنصورة
Abdullah Ali Sameh			
Adel Mohamed Eissawy	Controller	أكابر	6
ahmed mohamed abdlha...	Operations	Machine Operator	West
ahmed abdelmonem barka	رئيس مجلس الادارة	رئيس الادارة والعضو المنتدب	
Ahmed adel ahmed			
Ahmed adel ahmed			
ahmed kamal			
ahmed kamal abdelaziz	الادارة العامة للتشغيل	مدير عام التشغيل	
Ahmed Mahmoud			

Submit your registration for this course?

7

Assign participants Cancel

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Human resources > Courses > Courses

You have successfully registered for this course

Courses | Standard view

**ERP Fem Five** OPEN

In-person course

Course Participants

Person	Status	Registered date	Required	Department
Benjamin Martin	Registered	23/10/2025	Optional	Sales & M
Benjamin Martin	Registered	23/10/2025	Optional	Human Re
Habeba Usama Abdullah	Registered	23/10/2025	Optional	
fatma elsayed abou hegazy	Registered	23/10/2025	Optional	
Shrin Mohamed Baz	Registered	23/10/2025	Optional	Operations
Heba Mohamed Elshshtawy	Registered	23/10/2025	Optional	BS
ibrahim mohamed hassan	Registered	23/10/2025	Optional	
hossam mahmoud current	Registered	23/10/2025	Optional	
مازن هارون الخطيب	Registered	23/10/2025	Optional	

9 selected  
9 rows

**Course confirmation**

**Parameters**

**PRINT**

Course confirmation

No

**Records to include**

**Filter**

COURSES	COURSE PARTICIPANTS
Course ID 00095	Status Registered

**Run in the background**

Recurrence Alerts

Batch processing

No

Task description  
Course confirmation

Batch group

Private

No

Critical Job

No

Monitoring category

→ 8 **OK** Cancel

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## Track course completion and feedback -2

( تتبع إتمام الدورات التدريبية والنتائج )

### إعداد نوع الأسئلة

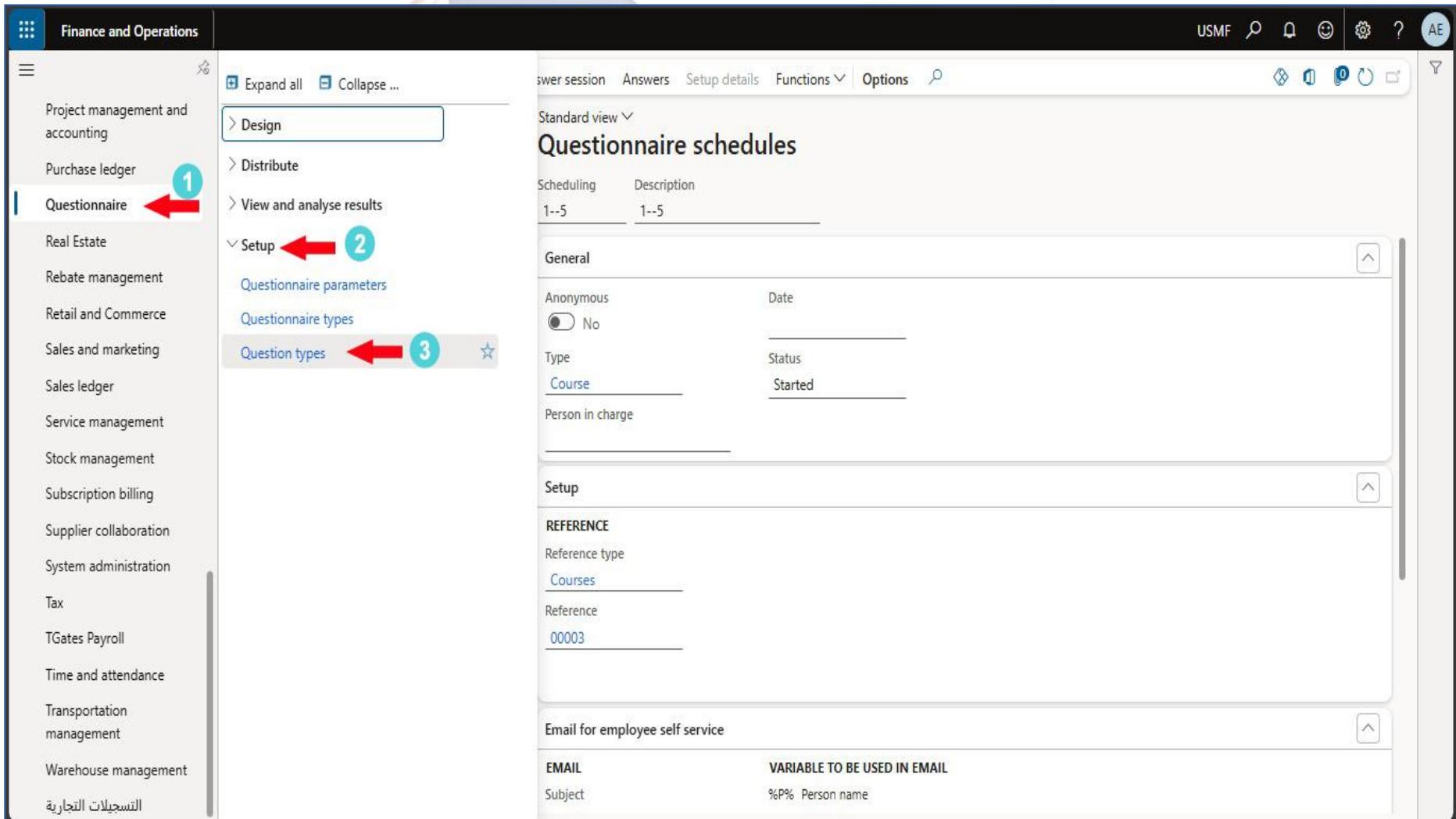
- لإنشاء أنواع الأسئلة جديدة:

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

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

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

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The screenshot shows the SAP ERP interface under the 'Finance and Operations' module. The left sidebar lists various management modules, with 'Questionnaire' highlighted and circled with a red arrow labeled '1'. Under 'Questionnaire', 'Setup' is expanded and circled with a red arrow labeled '2'. Within 'Setup', 'Question types' is selected and circled with a red arrow labeled '3'.

The main area displays the 'Questionnaire schedules' configuration screen. It includes sections for 'General' (Anonymous status set to 'No'), 'Setup' (Reference type set to 'Courses' with reference '00003'), and 'Email for employee self service' (Email subject template: '%P% Person name').

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Screenshot of Microsoft Dynamics 365 Finance and Operations interface showing the Questionnaire > Setup > Question types screen.

The screen displays a list of question types with columns for Type and Description. The rows include:

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 دورات الاعمال الأولى
SATSURVEY	Satisfaction survey
VendEval	Vendor Evaluation
استبيان	استبيان حول دورة في سلامة وصح
تقييم	تقييم الدورة التدريبية
9999	تقييم power point9999
تقييم FF5	<b>بعد التدريب FemFive تقييم</b>
تقييم كورس	تقييم كورس الوقاية من الاشعاع

Annotations on the screen:

- Blue circle with number 1: Standard view dropdown.
- Blue circle with number 2: Type column header.
- Blue circle with number 3: Description column header.
- Blue circle with number 4: Question types link in the top bar.
- Red arrow pointing to the New button in the top bar.
- Green arrow pointing to the last row of the table.

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### إعداد مجموعات الاجابات

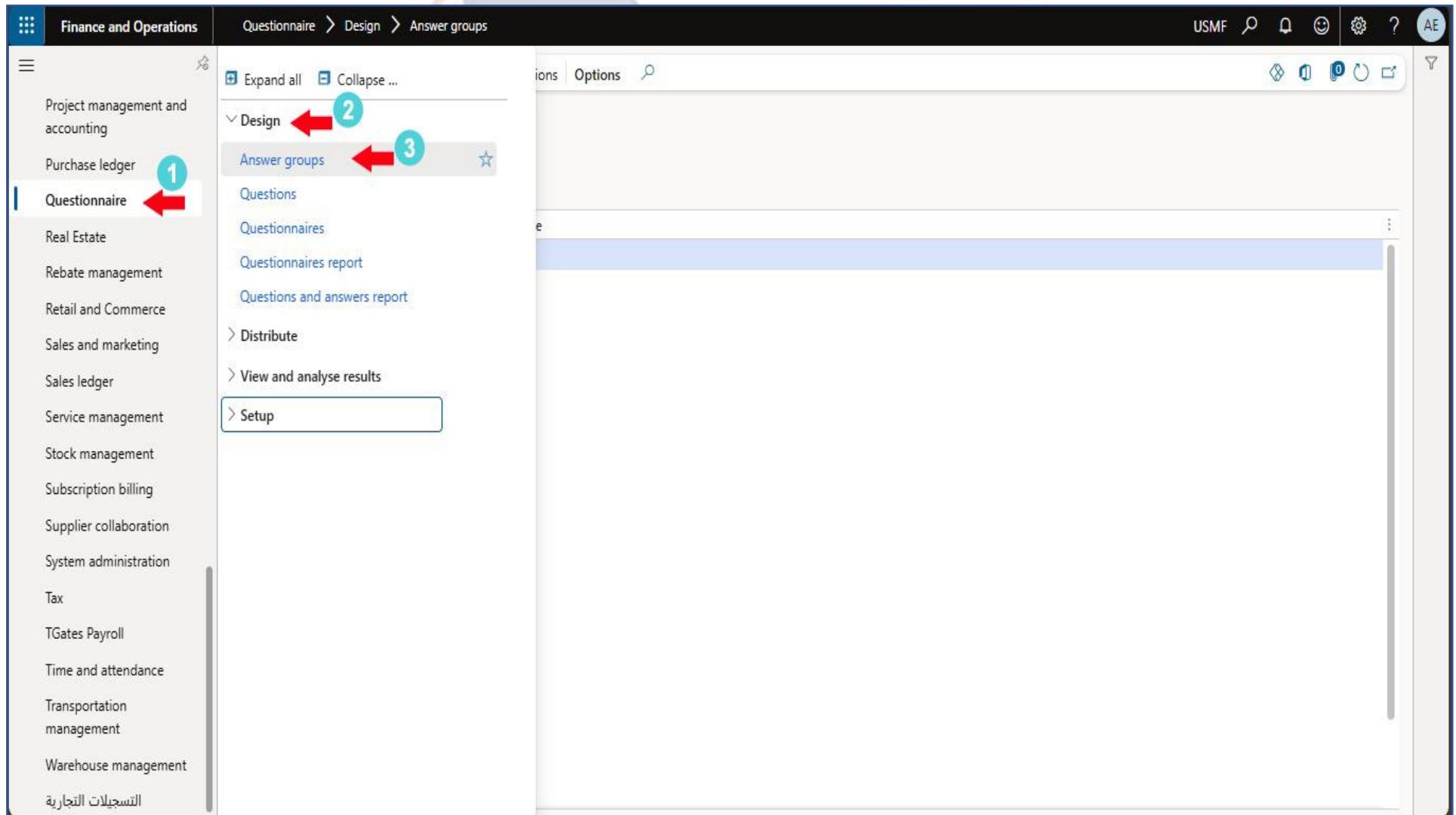
- إنشاء مجموعة الإجابة:

1 - الدخول على: الوحدات > الاستبيان > تصميم > مجموعة الإجابة

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

M	Answer	Description
1	New	كتابة اسم مجموعة الأسئلة (اقتراح FF - استبيان FF - مقياس FF)
2	Answer group	كتابة الوصف (اقتراح FemFive1-5 - استبيان FemFive - مقياس FemFive نعم / لا)
3	Description	لجعل ترتيب مجموعة الإجابات عشوائي
4	Randomise	إنشاء إجابة السؤال
5	Answer	اختيار
6	New	اختيار مجموعة الإجابة المنشأة مسبقا
7	Answer group	اضافة رقم ترتيبي للإجابة
8	Sequence number	اضافة درجات للإجابة
9	Points	اختيار اذا كان هناك اجابة محددة صحيحة للسؤال
10	Correct answer	اختيار
11	(حفظ)Save	

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The screenshot shows the Microsoft Dynamics 365 Finance and Operations interface. The top navigation bar includes 'Finance and Operations', 'Questionnaire > Design > Answer groups', and various system icons. The left sidebar lists various business units, with 'Questionnaire' highlighted and circled with a red number 1. The main content area shows a tree view under 'Design': 'Expand all' (with a red arrow and number 2), 'Design' (selected), 'Answer groups' (selected and circled with a red number 3), 'Questions', 'Questionnaires', 'Questionnaires report', 'Questions and answers report', 'Distribute', 'View and analyse results', and 'Setup' (which is expanded). The right side of the screen is a large, mostly empty workspace.

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Screenshot of Microsoft Dynamics 365 Finance and Operations interface showing the 'Answer groups' screen.

The top navigation bar includes: Save, New, Delete, Answer, Questions, Options, and a search icon.

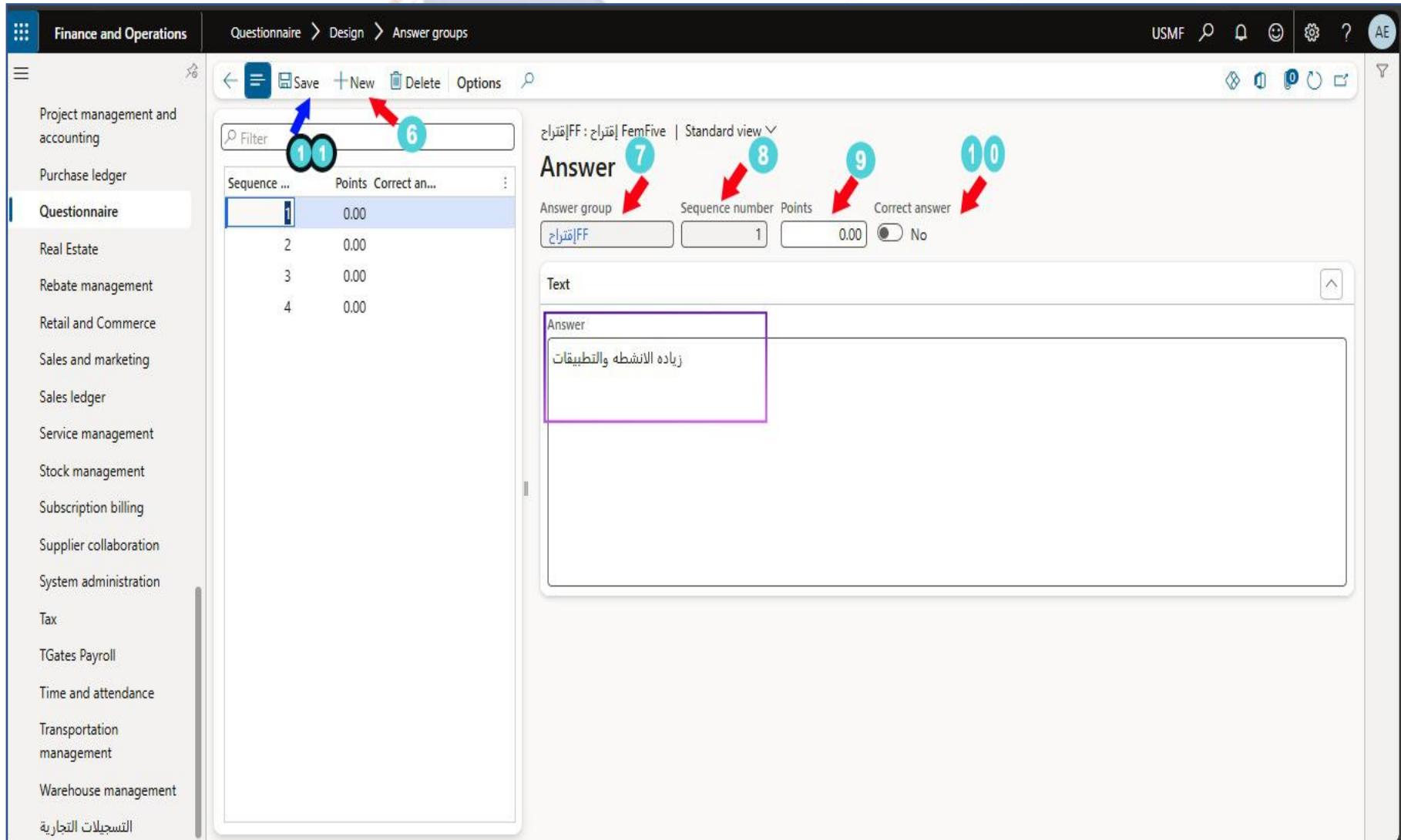
The left sidebar lists various modules: Project management and accounting, Purchase ledger, Questionnaire (selected), Real Estate, Rebate management, Retail and Commerce, Sales and marketing, Sales ledger, Service management, Stock management, Subscription billing, Supplier collaboration, System administration, Tax, TGates Payroll, Time and attendance, Transportation management, Warehouse management, and التسجيلات التجارية (Commercial Registrations).

The main area displays a table of answer groups:

	Description	Randomise
11	اقتراح FemFive	<input type="checkbox"/>
1	1--5	<input type="checkbox"/>
2	A B C D	<input type="checkbox"/>
3	Always/Nvr	<input type="checkbox"/>
4	BCFRRQ	<input type="checkbox"/>
5	Business Conduct Freque...	<input type="checkbox"/>
RATING	Business Q	<input type="checkbox"/>
Receipts	Business Questionnaire	<input type="checkbox"/>
SatLevel	Are receipts required	<input type="checkbox"/>
Test	Business Conduct Freque...	<input type="checkbox"/>
Yes/No	Business Questionnaire	<input type="checkbox"/>
Yes/No/Na	Are receipts required	<input type="checkbox"/>
yes/no9999	Business Questionnaire	<input type="checkbox"/>
استبيان FemFive1--5	Business Questionnaire	<input type="checkbox"/>
تقييم	Business Questionnaire	<input type="checkbox"/>
مقاييس	Business Questionnaire	<input type="checkbox"/>
مقاييس FemFive	Business Questionnaire	<input type="checkbox"/>
مقاييس ليكرت	Business Questionnaire	<input type="checkbox"/>
مقاييس من 1	Business Questionnaire	<input type="checkbox"/>

Annotations with numbers 1-5 highlight specific UI elements: 1 points to the 'Answer groups' button, 2 points to the 'Filter' button, 3 points to the 'Description' column header, 4 points to the 'Randomise' column header, and 5 points to the 'Save' button.

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The screenshot shows the Microsoft Dynamics 365 Finance and Operations interface, specifically the 'Answer groups' section under 'Questionnaire > Design > Answer groups'. The left sidebar lists various business units, with 'Questionnaire' selected. The main area displays a table of answer groups and a detailed view of one group.

**Table Headers:** Sequence ..., Points, Correct an...

**Table Data:**

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

**Detailed View:**

- Answer group:** [7] قتراح FemFive | Standard view
- Sequence number:** [8] 1
- Points:** [9] 0.00
- Correct answer:** [10] No

**Text Area:**

Answer  
زيادة الانشطة والتطبيقات

Red numbered callouts point to specific UI elements: 11 points to the 'New' button in the toolbar; 6 points to the 'Delete' button in the toolbar; 7 points to the 'Answer group' label; 8 points to the 'Sequence number' input; 9 points to the 'Points' input; 10 points to the 'Correct answer' toggle.

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### إعداد الأسئلة

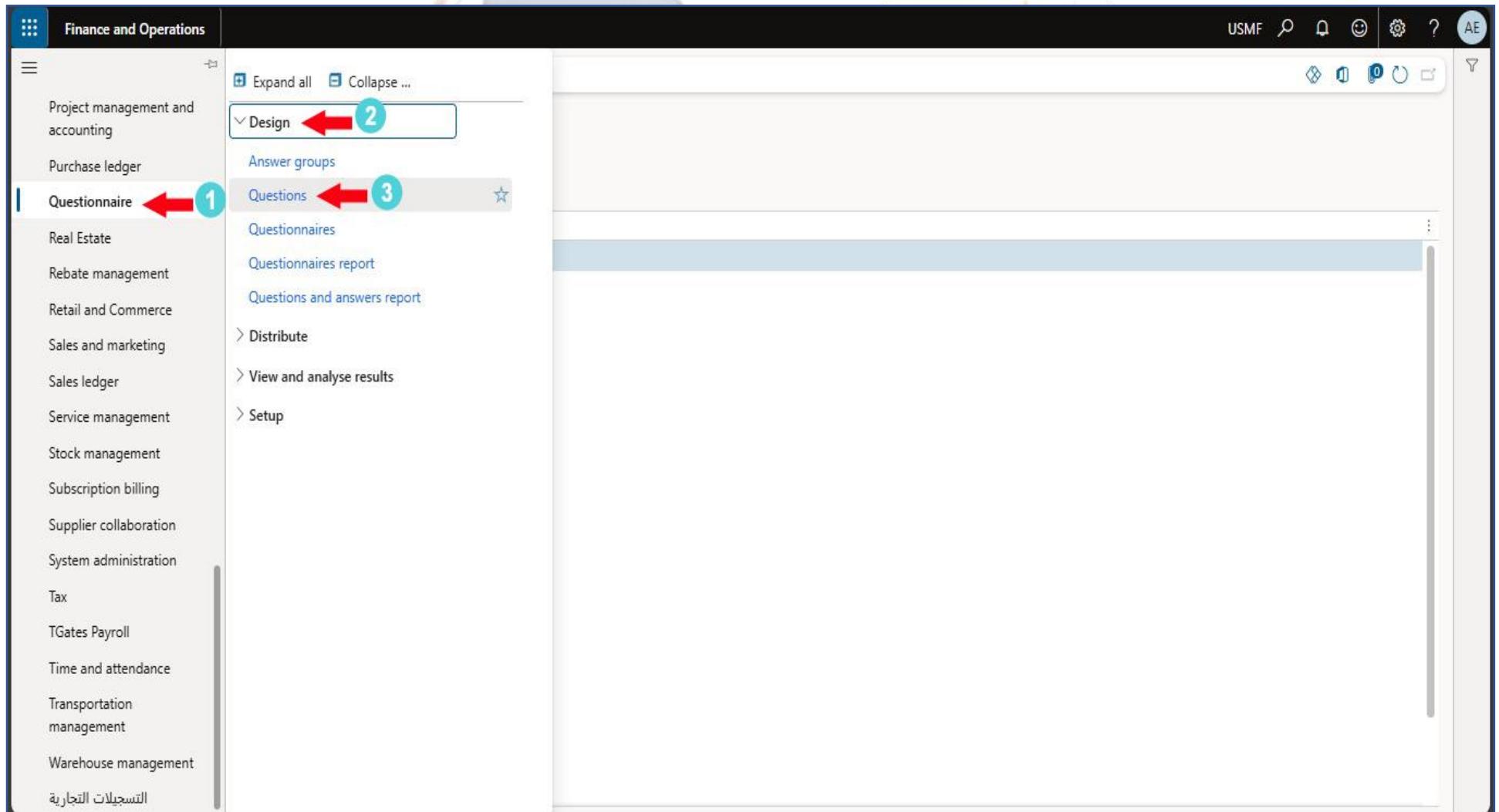
- إنشاء الأسئلة :

2 - الدخول على: الوحدات > الاستبيان > تصميم > الأسئلة

**Modules > Questionnaire > Design > Questions**

M	Type	New Question	Description
1	Text	Number	اختر رقم تسلسلي تلقائي
2	Text	Text	نوع السؤال المنشأ مسبقا
3	Text	Input type	اخيار هيئة الاسئلة
4	Text	Check box	نص- اختيار خانة اختيار من متعدد
5	Text	Answer group	اخيار مجموعة الاجابة المنشأ مسبقا
6	Text	Several rows	تفعيل هذه الخاصية ام لا
	Text	Instruction	ادخال السؤال
	Text	Text	تعليق على السؤال او كيفية الاجابة
	Text	Save	اخيار حفظ

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The screenshot shows the Microsoft Dynamics 365 Finance and Operations interface. The left sidebar lists various modules under 'Finance and Operations'. The 'Questionnaire' module is highlighted with a red arrow and a blue circle containing the number 1. The 'Design' section under 'Questionnaire' is also highlighted with a red arrow and a blue circle containing the number 2. The 'Questions' section within 'Design' is highlighted with a red arrow and a blue circle containing the number 3. The main content area is currently empty.

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Screenshot of the Microsoft Dynamics 365 F&O Questionnaire Design interface showing the configuration of a survey question.

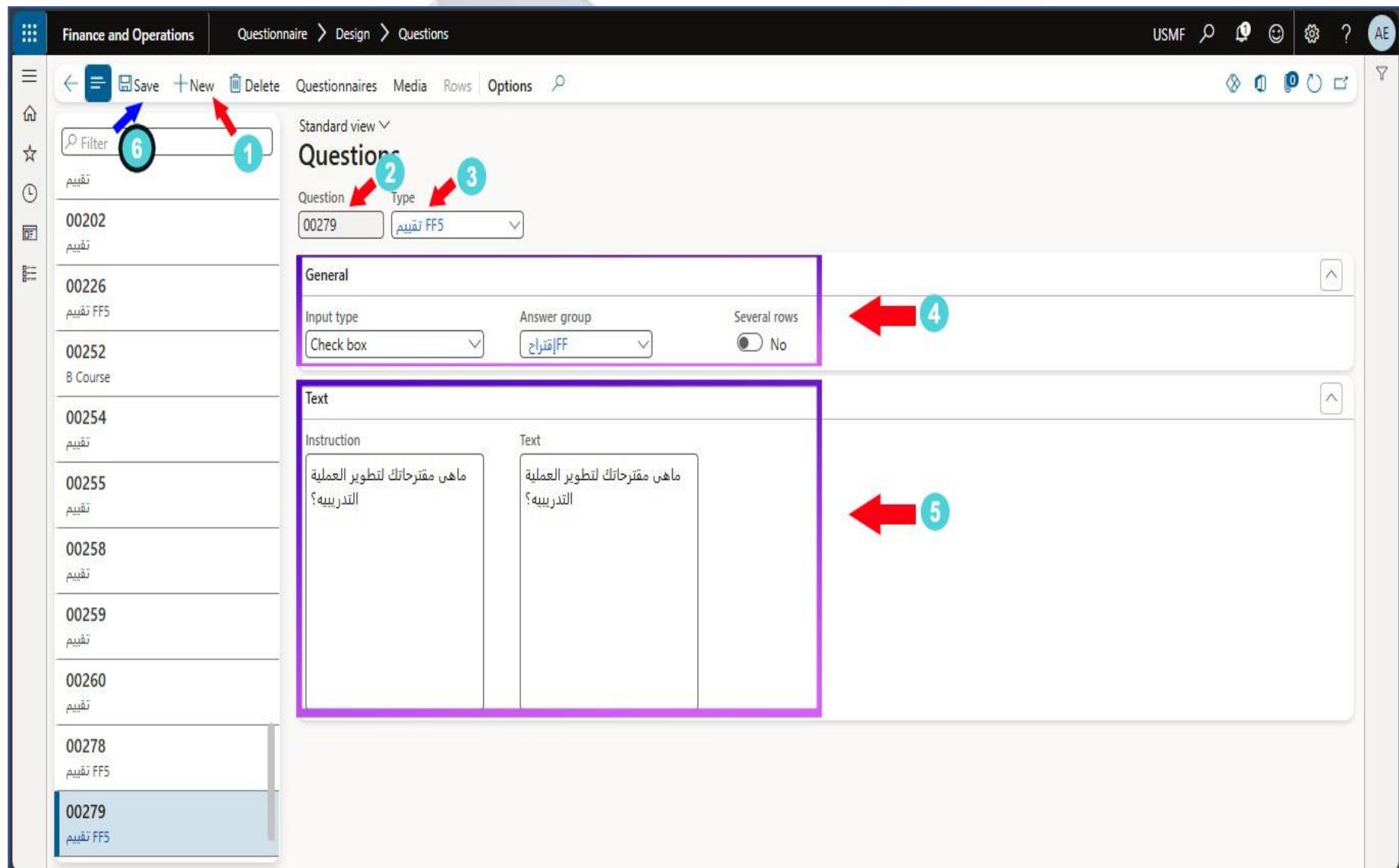
The interface includes the following elements:

- Top Navigation:** Finance and Operations, Questionnaire > Design > Questions.
- Toolbar:** Save, New, Delete, Filter (circled 6), Question (circled 2), Type (circled 3).
- Question List:** A list of questions with their IDs and types (e.g., 00202, 00226, 00252, 00254, 00255, 00258, 00259, 00260, 00278, 00279). The question 00226 is selected and highlighted with a purple border.
- General Settings:** Input type (Alternative button), Answer group (استبيان FF), Several rows (No).
- Text Section:** Instruction (ما مدى رضاك عن المحاضر؟) and Text (ما مدى رضاك عن المحاضر؟).

Red arrows and numbers indicate specific steps or highlights:

- Save icon (1)
- Question icon (2)
- Type icon (3)
- General settings (4)
- Text section (5)
- Filter icon (6)

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**Final Project :Training & Development**



The screenshot shows the Microsoft Dynamics 365 Questionnaire Design interface. The top navigation bar includes 'Finance and Operations', 'Questionnaire', 'Design', 'Questions', and various system icons like 'USMF', 'Search', and 'Help'.

The main area displays a list of questions on the left and a detailed configuration pane on the right.

**Left Panel (List of Questions):**

- 00202
- 00226
- 00252 B Course
- 00254
- 00255
- 00258
- 00259
- 00260
- 00278
- 00279 (Selected)

**Right Panel (Question Configuration):**

**General Tab:**

- Question ID: 00279
- Type: نقيمة FF5
- Input type: Check box
- Answer group: إقتراح FF
- Several rows: No (radio button selected)

**Text Tab:**

**Instruction:** ما هي مقترحاتك لتطوير العملية التدريبية؟

**Text:** ما هي مقترحاتك لتطوير العملية التدريبية؟

Red numbered arrows indicate specific steps or highlights:

- Red arrow pointing to the 'New' button in the toolbar.
- Red arrow pointing to the 'Type' dropdown in the General tab.
- Red arrow pointing to the 'Several rows' radio button in the General tab.
- Red arrow pointing to the 'Text' tab header.
- Red arrow pointing to the 'Instruction' text area.
- Blue circle with the number 6 is positioned above the 'Save' button in the toolbar.