

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

# Final Project

## Training & Development - 5

**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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**Final Project :Training & Development**

ملئ الاستبيان

- لملئ الاستبيان :

1 - الدخول علي: الوحدات > الموارد البشرية > مساحات العمل > خدمة الموظف الذاتية

**Modules >Human resources > Workspaces > Employee self service**

Description	Training	م
اختيار الاستبيانات المخصصة للمتدرب	Questionnaires assigned to me	1
الاختيار لبدء حل الاستبيان	Start	2
للذهاب للسؤال التالي	Forward	3
للعودة للسؤال السابق	أو	
بعد الانتهاء من اخر سؤال لإتمام الاستبيان	Back	
	end	4

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Finance and Operations    Human resources > Courses > Courses

USMF    ?    AE

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

Expand all    Collapse ...

Workspaces    ↙ 2

- > Benefits
- > Task management
- > Compensation
- > Business process
- > Absence
- > User defined links
- > Configure links
- > Recruitment
- > Competencies
- > Setup
- > Learning
- > Personnel management
- > Compensation management
- > Benefits
- > Employee self service    ↙ 3
- > Training courses requisition
- > Training plans
- > Recruitment management
- > Courses
- > Task management
- > Registration list report
- > Course confirmation report
- > Business processes for human resources
- > Course participants
- > Workers
- > List of participants report
- > Positions
- > Waiting list report
- > Jobs
- > Course statistics
- > Departments
- > Course questionnaire result report
- > Setup

# Instructor/ MR . Mohamed Yasser Othman

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### Final Project :Training & Development

Finance and Operations

My view ▾

**fatma elsayed abou hegazy P002016**

Employee  
Contoso Entertainment System USA

[Edit personal details](#)

0.9  
Years of service | Reports to | Position type

**My information** My team

**Summary** Questionnaires assigned to me

Work items assigned to me | Spotlight wall | Questionnaire assigned to me | Company directory | Open jobs | Team absence calendar

1

**My career information**

Leaves	Missions	Expenses	Courses	Total Skills
+ New leave request	+ New request	-- Unattached expenses	0 courses overdue	6
My leave requests	My missions	-- Unattached receipts	0 courses due soon	Most recent update to skills
@ My leave change requests	Medical	+ New report	2 courses assigned	23/10/2025
Excuse Requests	+ New case	@ View reports	<a href="#">View courses</a>	+ Add more skills
		Timesheets	You do not have any certificates set to expire	Certificates
		No timesheets found for the current		Compensation
				<a href="#">Show</a>

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Finance and Operations      Human resources > Workspaces > Employee self service      USMF      ?      AE

Start | Options

Filter 2

Questionnaires assigned to me

Questionnaire	Description	Type of questionnaire
استبيان FF5	استبيان عن البرامج التدريبي EPR	Course FF5

Details

Mode: Planned

Name: Mohamed Yasser Othman

No

**Answer the Following question**

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

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Finance and Operations      Human resources > Workspaces > Employee self service      USMF      ?      AE

Credit and collections  
Demo data  
Engineering change management  
Expense management  
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

Questionnaire      Question 1 of 3

استبيان عن البرنامج التدريسي EPR

ما مدى رضاك عن المحاضر؟

ما مدى رضاك عن المحاضر؟

ضعيف  
 مقبول  
 جيد  
 ممتاز

3

Overview Add comment < Back Forward > End Cancel



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**Final Project :Training & Development**

Finance and Operations    Human resources > Workspaces > Employee self service    USMF    Options    AE

Credit and collections  
Demo data  
Engineering change management  
Expense management  
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

Questionnaire    Question 2 of 3

اسئل عن البرنامج التدريسي EPR

هل تلقين المهام التي تساعدك على التطوير؟  
هل تلقين المهام التي تساعدك على التطوير؟

نعم  
 لا

3

Overview   Add comment   Back   Forward   End   Cancel

**Instructor/ MR . Mohamed Yasser Othman**  
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**Final Project :Training & Development**

Finance and Operations      Human resources > Workspaces > Employee self service      USMF      ?      AE

Credit and collections      Demo data      Engineering change management      Expense management      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

← Options      Questionnaire      Question 3 of 3

استبيان عن البرنامج التدريسي EPR

ما هي مقتنياتك لتطوير العملية التدريسية؟

ما هي مقتنياتك لتطوير العملية التدريسية؟

زيادة الأنشطة والتطبيقات

تحسين وسائل العرض المستخدمة

تقليل مدة التدريب

زيادة مدة التدريب

3      4

Overview      Add comment      Back      Forward      End      Cancel

**Instructor/ MR . Mohamed Yasser Othman**
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**Final Project :Training & Development**

طريقه (3)	طريقه (2)	طريقه (1)	م
Questionnaire	Questionnaire	Human resources	1
View and analyze results	View and analyze results	Courses	2
Answers by person	Answers	Courses	3
select Person	Select Answer	Choose course name	5
Answers	<ul style="list-style-type: none"> <li>• Reports</li> <li>• Answer Report</li> </ul>	Course	6
<ul style="list-style-type: none"> <li>• Reports</li> <li>• Answer Report</li> </ul>		Questionnaire schedules	7
		Answers	8
		Reports	9
		Answer Report	10

# FemFive

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### Final Project (Training&Development)

Conditional answer Group results Answer Reports Options

Filter

000005 استبيانIFF5

Arabic English Start

Results report Answer report Incorrect answers

Answer Questionnaire

000005 استبيانIFF5

General

EXECUTED BY

Role Self

Person Shrin Mohamed Baz

Answer

Start date/time 30/10/2025 19:23:38

End date/time 30/10/2025 19:24:15

Courses

delete Planned answer session Answers Setup details Functions Options

Courses : Course | Standard view

### Questionnaire schedules

Scheduling Description

استبيانIFF5 FemFive5

General

Anonymous Person in charge

No nada haroun elhilily

Type Date

FF Courses 06/11/2025

Setup

REFERENCE

Reference type Courses

Reference 00095

Email for employee self service

EMAIL VARIABLE TO BE USED

Subject %P% Person name

Text

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### Final Project : Training & Development

Conditional answer Group results Answer Reports Options

Filter

000001	استبيان 01
000004	تقييم 5-1
000005	استبيان IFF5
000017	BQues
000018	PerformEva
00321	ProdList
00322	ProdList
00347	WorkFH
00371	PerformEva
00372	

Start Results report  
 Answer report  
 Incorrect answers questionnaire  
 General  
**EXECUTED BY**  
 Role Self  
 Person Shrin Mohamed Baz  
**Answer**  
 Start date/time 30/10/2025 19:23:38  
 End date/time 30/10/2025 19:24:15

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

Project management and accounting  
 Purchase ledger  
**Questionnaire**  
 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

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### Final Project :Training & Development

Analyse results > Answers by person

Shri... Group results Answer Reports Options

Results report Standard view

Answer report Incorrect answers

Answer Questionnaire

00005 استبيانIFF5

**General**

EXECUTED BY Scheduling

Role استبيانIFF5

Self Evaluation of Mohamed Yasser Othman

Person Shrin Mohamed Baz

**Answer**

Start date/time Correct answers  
30/10/2025 19:23:38 0

End date/time Points  
30/10/2025 19:24:15 0.00

Answers Evaluations Planned answer session Planned evaluations Vie...

Answers by person

Standard view

Filter

Person	Worker	Knowledge...	Applicant
Sean Stewart	✓	✓	
Shane DeSeranno	✓		
Shannon Dascher	✓		
Sharon Salavarria	✓		
Shawn Richardson	✓		
Sheri Molina	✓		
Shirleen H. Travers		✓	
Shis Shridhar	✓		
<b>Shrin Mohamed Baz</b>	✓		
Shu Ito	✓		
Simon Lam	✓		
Simone Michael	✓		
Soha Kamal	✓		
Srinivas Iragavarapu	✓		
Stefan Hesse	✓		
Sten Faerch	✓		

Project management and accounting

Purchase ledger

**Questionnaire**

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

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

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[← Options](#) [Filter](#)

### Answer on questionnaire

### Answer on questionnaire

Shrin Mohamed Baz

استبيان عن البرامح التدريبي EPR  
**Answer the Following question**

Questions: 1  
ما مدى رضاك عن المحاضر؟  
ممتاز: 1  
Questions: 2  
هل تلقيت المهام التي تساعده على التطوير؟  
نعم: 1  
Questions: 3  
ما هي مقتراحاتك لتطوير العملية التدريبية؟  
زيادة الانشطة والتطبيقات: 1  
تحسين وسائل العرض المستخدمة: 2  
زيادة عدد التدريب: 3

000005 | استبيان :IFF5 | Standard view ▾

### Answer on questionnaire

Sequence number Text

1 ما مدى رضاك عن المحاضر؟

Question 00226

Answer

Answer	Points	Correct an...
ممتاز	0.00	

Comments

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لإنتهاء الاستبيان

- لإنتهاء الاستبيان :

1 - الدخول علي: الوحدات > الموارد البشرية > البرامج التدريبيه > البرامج التدريبيه

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

Description	Training	M
اختيار	Choose course name	1
اختيار	Course	2
اختيار	Questionnaire schedules	3
اختيار	Functions	4
اختيار	end	5
اختيار	Ok	6

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### Final Project :Training & Development

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

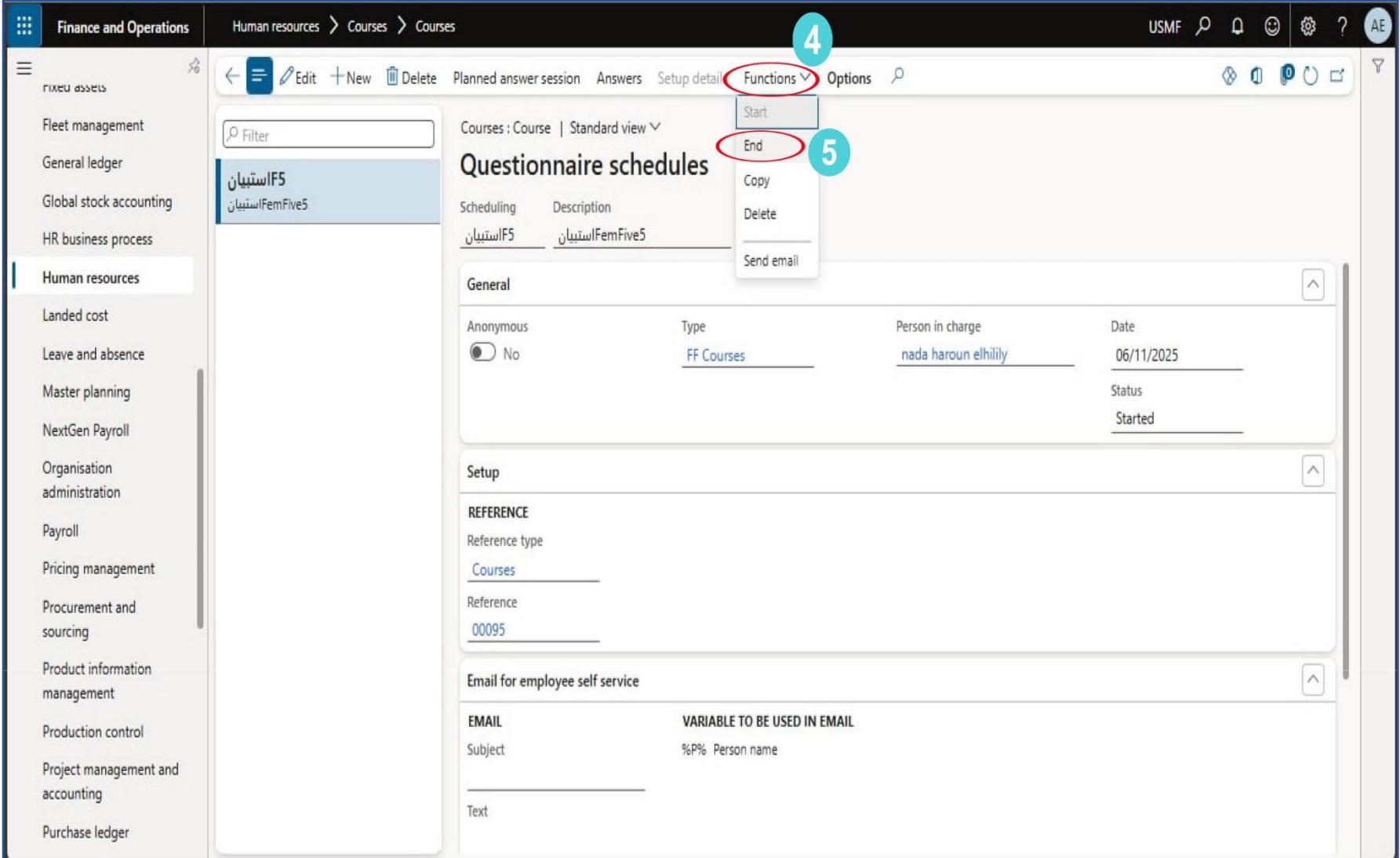
Expand all Collapse ...

- > Workspaces List of participants report
- > Workers Waiting list report
- > Positions Course statistics
- > Jobs Course questionnaire result report
- > Departments Setup
- > Benefits Task management
- > Compensation Business process
- > Absence User defined links
- > Recruitment Configure links
- > Competencies Setup
- > Courses 2
  - Training courses requisition
  - Training plans
  - Courses 3
- Registration list report
- Course confirmation report
- Course participants

ED BY

Scheduling	<u>استبيان</u>
Evaluation of	<u>Mohamed Yasser Othman</u>
Discussion	<u>alsayed abou hegazy</u>

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The screenshot shows the Microsoft Dynamics 365 Human Resources application. The left sidebar is titled "Finance and Operations" and includes categories like 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, and Purchase ledger. The "Human resources" category is currently selected.

The main area shows the "Courses" section under "Human resources". The breadcrumb navigation indicates "Human resources > Courses > Courses". The top ribbon has buttons for Edit, New, Delete, Planned answer session, Answers, Setup detail, Functions (with a dropdown menu), Options, and a search icon.

A modal window titled "Questionnaire schedules" is open, showing a list of items. One item is selected: "استبيان FemFive5" (Survey FemFive5). The modal has tabs for "Scheduling" and "Description". The "Description" tab is active, showing the value "استبيان FemFive5". A context menu is open over this item, with options: Start (highlighted with a red circle and number 4), End (highlighted with a red circle and number 5), Copy, and Delete. The "Send email" option is also visible at the bottom of the context menu.

The "General" section of the modal contains the following fields:

- Anonymous: No (radio button)
- Type: FF Courses
- Person in charge: nada haroun elhilily
- Date: 06/11/2025
- Status: Started

The "Setup" section contains:

- REFERENCE: Reference type is set to "Courses", and the reference value is "00095".
- EMAIL: Subject is "%P% Person name".
- Text: A placeholder for the email body.

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إغلاق الدورة ونقل الدورة والشهادات المصحوبة مع الدورة إلى ملف العامل للمشاركين الذين اتموا الدورة بنجاح:

1. الضغط على "إغلاق الدورة التدريبية"

M	Training	Description
1	Close Course	اختر مناسب للدورة التدريبية من
2		<ul style="list-style-type: none"> <li>• اختر المناسب للدورة التدريبية من</li> <li>• Transfer course to the participant's competencies</li> <li>• نقل البرنامج التدريبي للمشتركين الذين اتموا البرنامج بنجاح</li> <li>• Transfer skills from the course type to the participant's competencies</li> <li>• نقل مهارات الدورة التدريبية للمشتركين الذين اتموا البرنامج بنجاح</li> <li>• Transfer certificates from the course type to the participant's competencies</li> <li>• نقل شهادات الدورة التدريبية للمشتركين الذين اتموا البرنامج بنجاح</li> </ul>
3	OK	اختر
تم نقل الدورة الى ملفات كل العاملين المشاركون		

# Instructor/ MR . Mohamed Yasser Othman

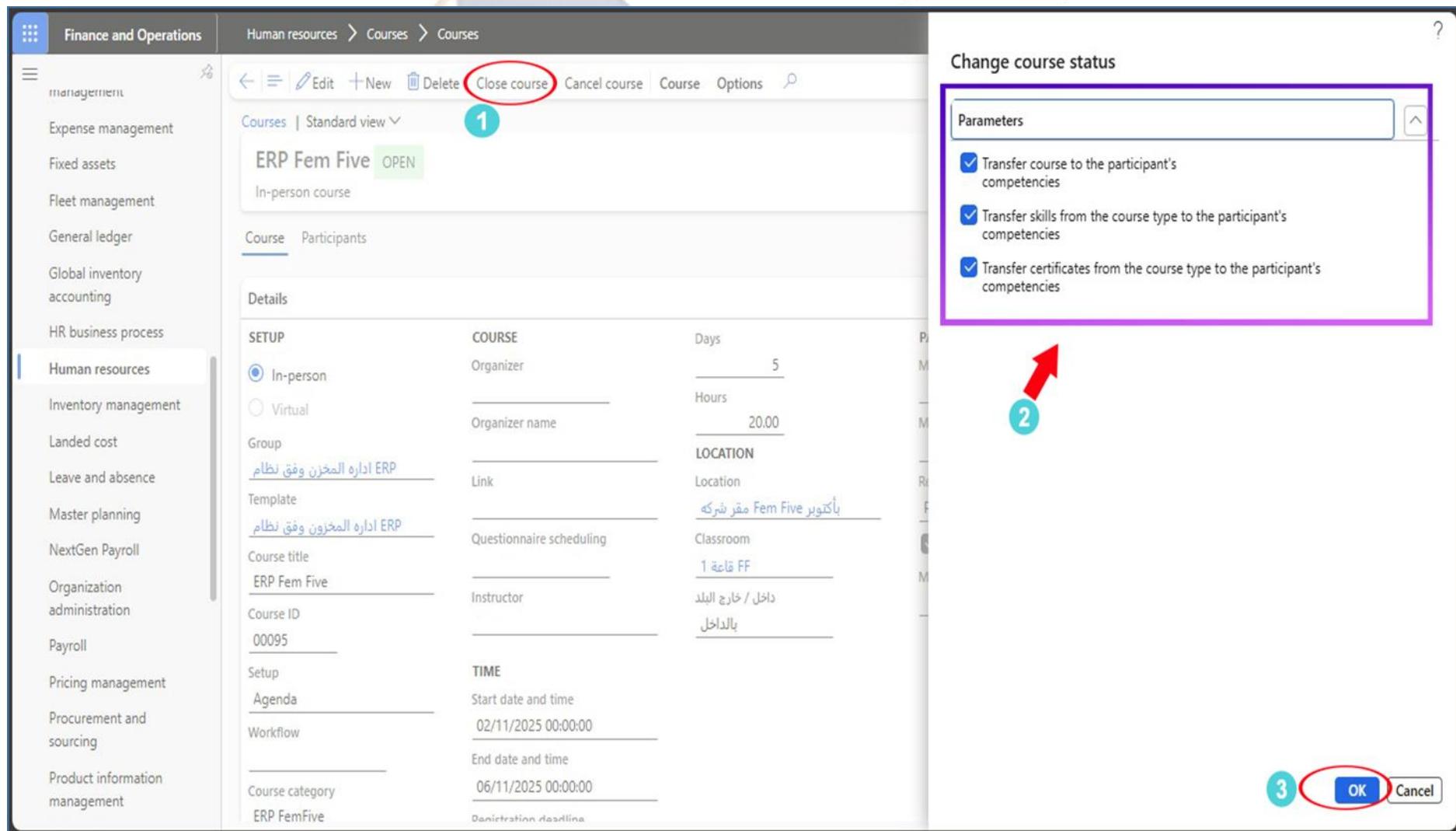
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### Final Project :Training & Development

1

2

3



Human resources > Courses > Courses

Courses | Standard view

ERP Fem Five OPEN

In-person course

Course Participants

Details

SETUP	COURSE	Days
<input checked="" type="radio"/> In-person	Organizer	5
<input type="radio"/> Virtual	Organizer name	20.00
Group	Link	
ادارة المخزون وفق نظام ERP	Questionnaire scheduling	
Template	Classroom	
ادارة المخزون وفق نظام ERP	1 قاعة FF	
Course title	Instructor	
ERP Fem Five		
Course ID		
00095		
Setup	TIME	
Agenda	Start date and time	02/11/2025 00:00:00
Workflow	End date and time	06/11/2025 00:00:00
Course category	Registration deadline	
ERP FemFive		

Change course status

Parameters

Transfer course to the participant's competencies

Transfer skills from the course type to the participant's competencies

Transfer certificates from the course type to the participant's competencies

OK Cancel

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لتتبع حركة وصول الشهادة والمهارات والبرامج التدريبي للموظف

- للتتابع

2 - الدخول علي: الوحدات > الموارد البشرية > مساحات العمل > خدمة الموظف الذاتية

**Modules >Human resources > Workspaces > Employee self service**

Description	Training	M
(اختيار) View courses	Courses	1
(اختيار) View all certificates	Certificates	2
(اختيار) the number shown on the screen for total skills	Total skills	3

FemFive



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The screenshot shows the Microsoft Dynamics 365 Finance and Operations interface. The top navigation bar includes 'Human resources > Courses > Courses'. The left sidebar lists various modules, with 'Human resources' highlighted by a red arrow and circled with a teal border (1). The main content area displays a hierarchical menu under 'Human resources'. A red arrow points to the 'Workspaces' section (2), which is expanded. Another red arrow points to the 'Employee self service' item (3), which is also circled with a teal border. The right side of the screen features a large search bar with various icons.

- 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

Expand all Collapse ...

Workspaces 2

- > Benefits
- > Task management
- & People
- > Compensation
- & Employee development
- > Absence
- & Learning
- > Recruitment
- & Personnel management
- > Competencies
- & Compensation management
- > Performance
- & Benefits
- Employee self service** 3 ★
- & Recruitment management
- & Task management
- & Business processes for human resources
- > Workers
- > Positions
- > Jobs
- > Departments

Training courses requisition

Training plans

Courses

Registration list report

Course confirmation report

Course participants

List of participants report

Waiting list report

Course statistics

Course questionnaire result report

> Setup

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Finance and Operations    Human resources > Workspaces > Employee self service    USMF    ? AE

Cost accounting  
 Cost management  
 Credit and collections  
 Demo data  
 Engineering change management  
 Expense management  
 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

My view < Options

**fatma elsayed abou hegazy P002016**

Employee  
 Contoso Entertainment System USA

**My information** **My team**

**My career information**

**Leaves**  
 + New leave request  
 My leave requests  
 My leave change requests

**Missions**  
 + New request  
 My missions

**Expenses**  
 0 Unattached expenses  
 0 Unattached receipts

**Courses** **1**  
 0 courses overdue  
 0 courses due soon  
 1 courses assigned  
 View courses

**Total Skills** **3**  
 6 Most recent update to skills  
 23/10/2025  
 Add more skills

**Certificates**  
 You do not have any certificates set to expire  
 View all certificates **2**

**Compensation**  
 Show

**Timesheets**  
 No timesheets found for the current period  
 My timesheets

**Attachments**  
 0  
 Manage attachments

**Medical**  
 + New case  
 Injury or illness incidents

**Other Requests**  
 + New request  
 My excuse requests

**Tasks**  
 0 In progress  
 0 Ready for review

**Next Scheduled Review**

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Finance and Operations    Human resources > Workspaces > Employee self service    USMF    AE

Cost accounting  
 Cost management  
 Credit and collections  
 Demo data  
 Engineering change management  
 Expense management  
 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

Standard view ▾

**Courses**

Assigned Open Completed

+ New Edit Delete

Course ID	Course title	Location	Start date	End date
00088	engineering courses hoss...	alex hossam	01/09/2025	03/10/2025
00095	ERP Fem Five	مقر شركة Fem Five	02/11/2025	06/11/2025
00076	PowerPoint9999	ROXI	21/09/2025	26/09/2025
00076	PowerPoint9999	ROXI	01/10/2025	06/10/2025

1



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**Final Project :Training & Development**

Human resources > Workspaces > Employee self service

USMF    ? AE

Cost accounting  
 Cost management  
 Credit and collections  
 Demo data  
 Engineering change management  
 Expense management  
 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

PowerPoint9999 : 06/10/2025 | Standard view ▾

### Certificates

Filter

My certificates

+ New  

Certificate type	Description	Start date	End date	Notes
PowerPoint9999	PowerPoint9999	26/09/2025		
PowerPoint9999	PowerPoint9999	06/10/2025		
1_engineer mast	engineer master	03/10/2025		
ERP FemFive	ادارة المخزون وفق نظام	06/11/2025		

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# Instructor/ MR . Mohamed Yasser Othman

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

### Final Project :Training & Development

Finance and Operations Human resources > Workspaces > Employee self service

USMF 🔍 🔔 🌟 ? AE

Cost accounting  
Cost management  
Credit and collections  
Demo data  
Engineering change management  
Expense management  
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

Standard view ▾ Skills

Filter

+ New Edit Delete

Skill	Level type	Level	Level date	Years of ex...	Examiner
Technical Skill	Actual	1 Beginner	06/10/2025		
1_critical think	Actual	2 جيد جدا	03/10/2025		
1_engineer	Actual	2 جيد جدا	03/10/2025		
مهارات تقنية	Actual	متوسط	06/11/2025		
مهارات تحليلية	Actual	متوسط	06/11/2025		
مهارة تحكم رقاب	Actual	متوسط	06/11/2025		

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