

Instructor/ MR . Mohamed Yasser Othman

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

Final Project :Training & Development

Final Project

Training & Development - 4

Objective: Manage skills improvement programs□

(الهدف: ادارة برامج تطوير المهارات)

group code	ONL3_ERP 8_G3 MSD HCM Application Consultant/Management &ERP
Instructor	MR. Mohamed Yasser Othman
Prepared and delivered by	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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إعداد نوع الاستبيان

- لإنشاء نوع الاستبيان :

1 - الدخول علي: الوحدات <الاستبيان < الاعدادت < نوع الاستبيان

Modules > Questionnaire > Setup > Questionnaire types

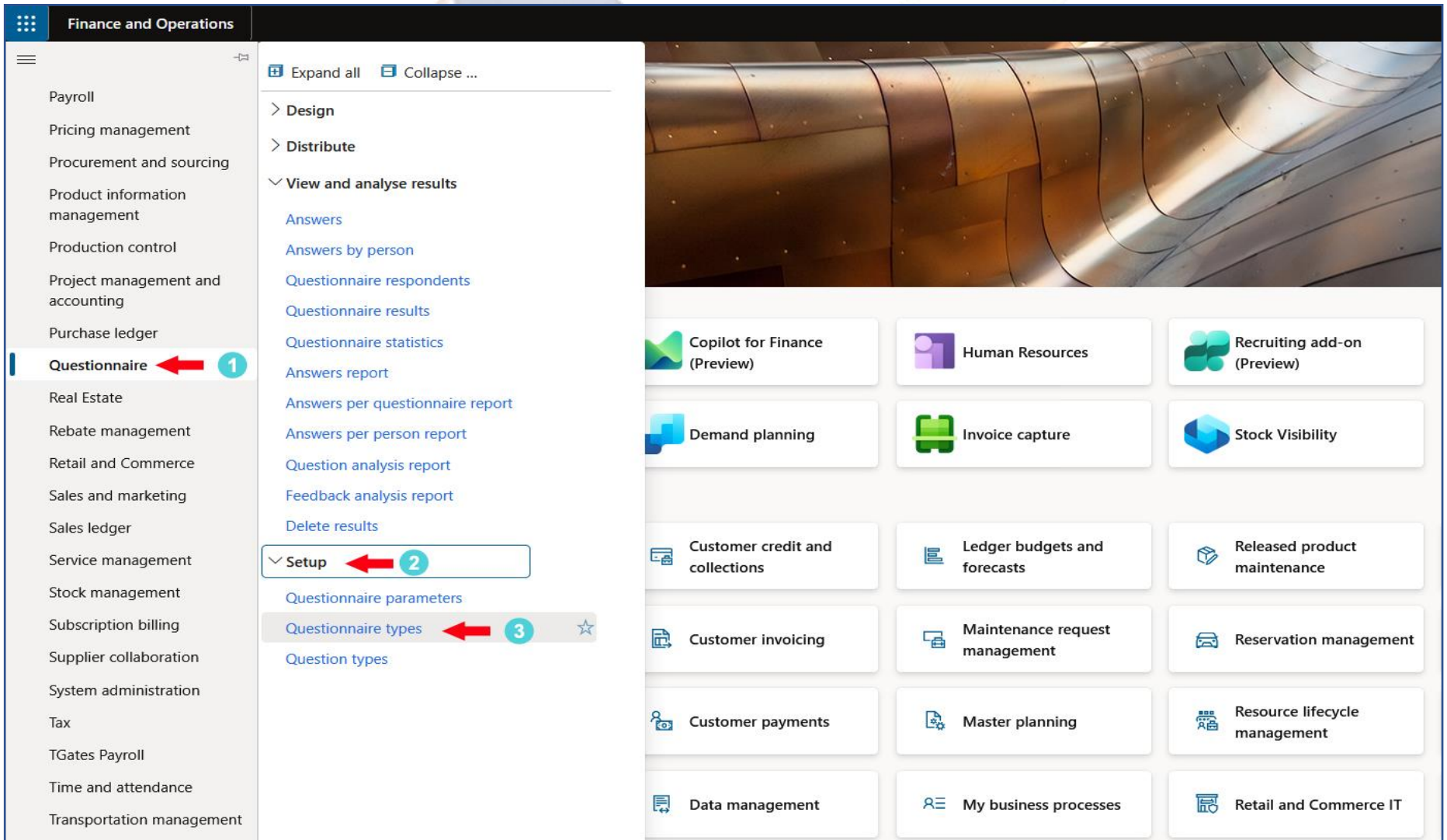
Description	Training	م
اختيار	New	1
كتابة نوع التقييم	Type of questionnaire	2
كتابة الوصف	Description	3
اختيار	Save (حفظ)	4

FemFive

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The screenshot displays the SAP S/4HANA Finance and Operations interface. The left-hand navigation pane is open, showing a list of modules. The 'Questionnaire' module is highlighted with a red arrow and a blue circle containing the number 1. Below it, the 'Setup' option is also highlighted with a red arrow and a blue circle containing the number 2. Within the 'Setup' sub-menu, 'Questionnaire types' is highlighted with a red arrow and a blue circle containing the number 3. The main content area shows a grid of application tiles, including 'Copilot for Finance (Preview)', 'Human Resources', 'Recruiting add-on (Preview)', 'Demand planning', 'Invoice capture', 'Stock Visibility', 'Customer credit and collections', 'Ledger budgets and forecasts', 'Released product maintenance', 'Customer invoicing', 'Maintenance request management', 'Reservation management', 'Customer payments', 'Master planning', 'Resource lifecycle management', 'Data management', 'My business processes', and 'Retail and Commerce IT'.

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Finance and Operations Questionnaire > Setup > Questionnaire types

USMF

Save + New Delete Options

Questionnaire types

Standard view

Filter

Type of questionn...	Description
A Course	تقييم بعد التدريب
B Course	استبيان قبل التدريب
Course FF5	استبيان بعد التدريب FemFive
CourseExam	Course Exam
Instructor	تقييم المدرس
Perform	Performance Evaluation
ProdList	Product checklist
Qu Course	تقييم دورة الاسعافات الأولية
SatSurvey	Satisfaction Survey
VendorEval	Evaluation of vendor
تقييم	تقييم الدورات
تقييم فني	...ورة فني سلامة وصحة مهنية
تقييم كورس	...يم كورس الوقاية من الاشعاع

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إعداد الاستبيان

- لإنشاء الاستبيان :

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

Modules > Questionnaire > Design> Questionnaires

Description	Training	م
اختيار	New	1
كتابة اسم الاستبيان	Questionnaire	2
تفعيل زر	Active	3
<ul style="list-style-type: none"> Description كتابة وصف التقييم Type of questionnaire اختيار نوع الاستبيان : 1. Questionnaire 2. Distribute 3. Planning types 4. New 5. Type كتابة نوع جدول الاستبيان 6. Description كتابة الوصف 7. Save 	GENERAL	4
لادخال وتصميم مقدمه الاستبيان	INTRODUCTION	5

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Description	Training	م
<p><u>SETTINGS</u></p> <ul style="list-style-type: none"> • Time limit كتابة الوقت المحدد للاستبيان • Save question تفعيل هذا الخيار لحفظ الاسئلة <p><u>QUESTIONS</u></p> <ul style="list-style-type: none"> • Question order اختيار نوعية ترتيب الاسئلة (Sequential) تسلسلي - Random عشوائي • All questions are required تفعيل هذا الخيار اذا كانت جميع الاسئلة الزامية <p><u>RESPONDENT OPTIONS</u></p> <ul style="list-style-type: none"> • Enable back button تفعيل هذا الخيار لإتاحة الرجوع للصفحة السابقة داخل الاستبيان • Enable overview button تفعيل هذا الخيار لإتاحة القاء نظرة عامة علي الاستبيان بعد اتمامه • Allow respondent comments تفعيل هذا الخيار لإتاحة كتابة تعليق داخل الاستبيان 	SETUP	6

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Description	Training	م
<p><u>REPORTING</u></p> <ul style="list-style-type: none"> • Answer report تفعيل هذا الخيار لإصدار تقرير الاجابات • Results report تفعيل هذا الخيار لإصدار تقرير النتائج 	RESULT	7
<p><u>EVALUATION</u></p> <ul style="list-style-type: none"> • Point statistics تفعيل هذا الخيار لخاصية تجميع النقاط داخل الاستبيان • Scoring options يتم اختيار احد الخيارات اذا تم تفعيل خاصية Point statistics 		
اختيار	Questions	8
اختيار	New	9
رقم تسلسلي تلقائي	Question	10
ادخال نص السؤال	Text	11
<ul style="list-style-type: none"> • Sequence number رقم تسلسلي تلقائي • Must be completed تفعيل هذا الخيار لجعل هذا السؤال الزامي • Result calculation لاختيار نتيجة السؤال • Result group 	DETAILS	12

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Description	Training	م
<p><u>RELATION</u></p> <p>Primary question • اختيار السؤال الرئيسي إذا كان السؤال مرتبط بسؤال رئيسي آخر</p> <p>Answer •</p>	DETAILS	12
اختيار	save	13

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Finance and Operations

Questionnaire > Distribute > Planning types

USMF

Save + New Delete Options

Planning types

Standard view

Filter

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

Organisation administration

Payroll

Pricing management

Procurement and sourcing

Product information management

Production control

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

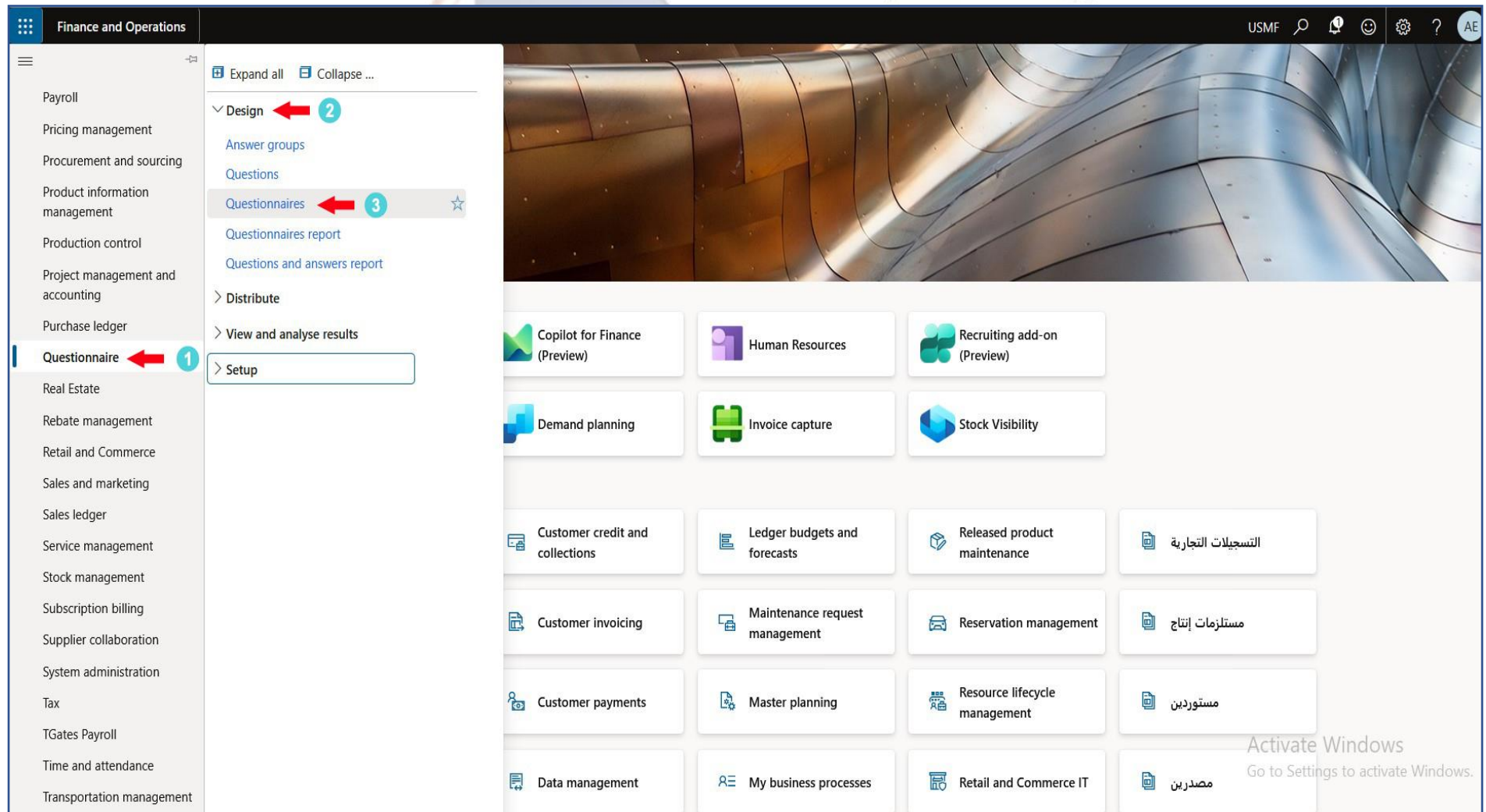
Time and attendance

Transportation

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Finance and Operations

Expand all Collapse ...

Payroll

Pricing management

Procurement and sourcing

Product information management

Production control

Project management and accounting

Purchase ledger

Questionnaire 1

Real Estate

Rebate management

Retail and Commerce

Sales and marketing

Sales ledger

Service management

Stock management

Subscription billing

Supplier collaboration

System administration

Tax

TGates Payroll

Time and attendance

Transportation management

Design 2

Answer groups

Questions

Questionnaires 3

Questionnaires report

Questions and answers report

Distribute

View and analyse results

Setup

Copilot for Finance (Preview)

Human Resources

Recruiting add-on (Preview)

Demand planning

Invoice capture

Stock Visibility

Customer credit and collections

Ledger budgets and forecasts

Released product maintenance

التسجيلات التجارية

Customer invoicing

Maintenance request management

Reservation management

مستلزمات إنتاج

Customer payments

Master planning

Resource lifecycle management

مستوردين

Data management

My business processes

Retail and Commerce IT

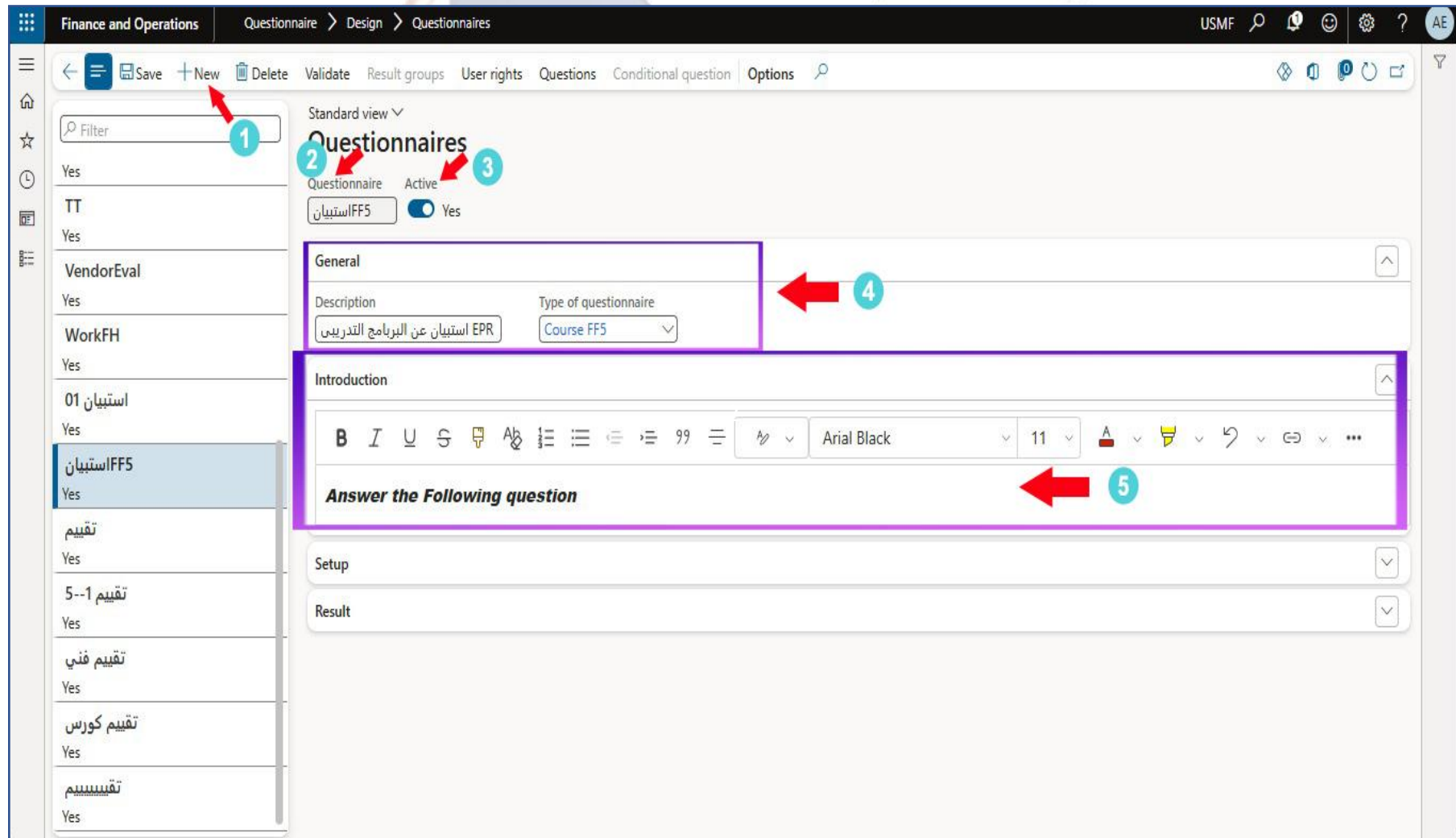
مصدرين

Activate Windows
Go to Settings to activate Windows.

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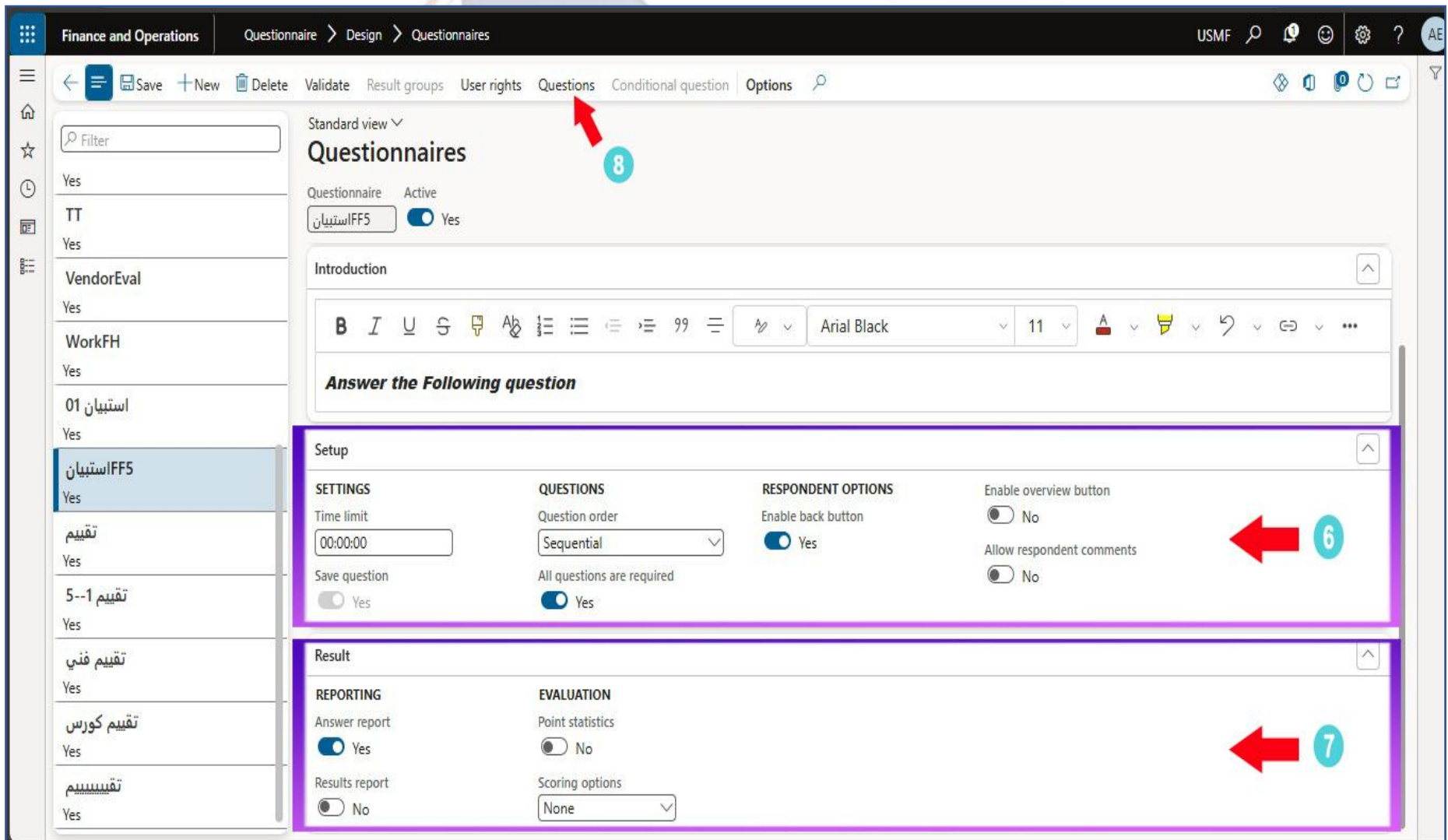


The screenshot displays the SAP Questionnaire Design interface. The top navigation bar includes 'Finance and Operations', 'Questionnaire', 'Design', and 'Questionnaires'. The main toolbar contains icons for 'Save', 'New', 'Delete', 'Validate', 'Result groups', 'User rights', 'Questions', 'Conditional question', and 'Options'. A left sidebar lists various questionnaires, with 'استبيان FF5' (Questionnaire FF5) selected. The main area shows the configuration for 'Questionnaires' in 'Standard view'. It includes a 'Questionnaire' field with 'استبيان FF5' and an 'Active' toggle set to 'Yes'. Below this, the 'General' tab is active, showing a 'Description' field with 'استبيان عن البرنامج التدريبي' (Questionnaire about the training program) and a 'Type of questionnaire' dropdown set to 'Course FF5'. The 'Introduction' tab is also visible, showing a rich text editor with the text 'Answer the Following question'. Red arrows and numbered circles (1-5) highlight specific elements: 1 points to the 'New' button, 2 points to the 'Questionnaire' field, 3 points to the 'Active' toggle, 4 points to the 'General' tab, and 5 points to the 'Introduction' tab.

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Finance and Operations | Questionnaire > Design > Questionnaires

USMF

Save + New Delete Validate Result groups User rights Questions Conditional question Options

Standard view

Questionnaires

Questionnaire: Active
استبيان FF5 Yes

Introduction

Answer the Following question

Setup

SETTINGS	QUESTIONS	RESPONDENT OPTIONS
Time limit 00:00:00	Question order Sequential	Enable back button Yes
Save question Yes	All questions are required Yes	Enable overview button No
		Allow respondent comments No

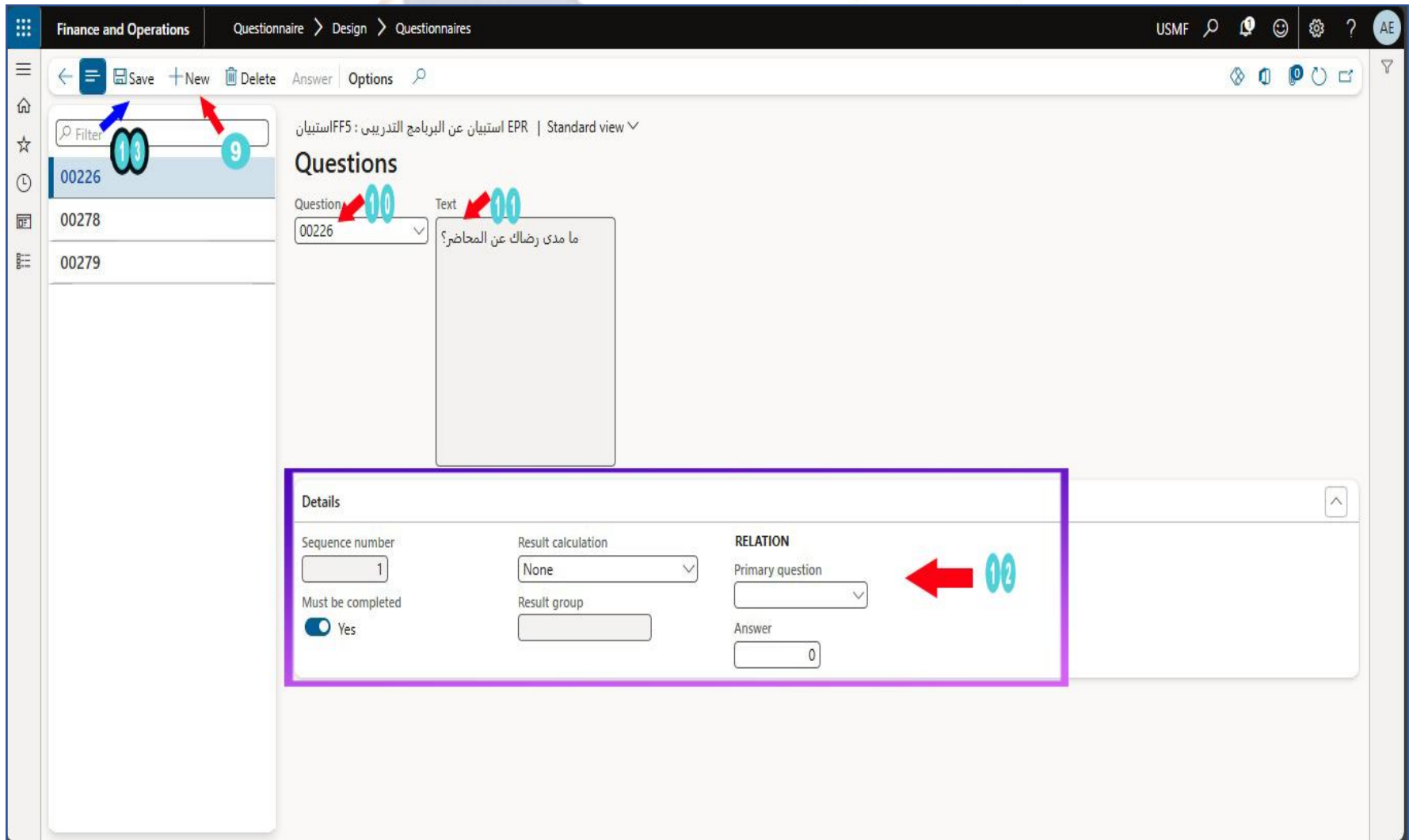
Result

REPORTING	EVALUATION
Answer report Yes	Point statistics No
Results report No	Scoring options None

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Finance and Operations Questionnaire > Design > Questionnaires USMF

Save + New Delete Answer Options

Filter 00226 00278 00279

Questions

Question 00226 Text ما مدى رضاك عن المحاضر؟

Details

Sequence number 1

Must be completed Yes

Result calculation None

Result group

RELATION

Primary question

Answer 0

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اضافه الاستبيان على البرنامج التدريبي

- اضافة الاستبيان:

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

Modules > Human resources> Courses> Courses

Description	Training	م
اختيار	Choose course name	1
اختيار	Course	2
اختيار	Questionnaire schedules	3
كتابة اسم الجدول	Scheduling	4
كتابة الوصف	Description	5
<ul style="list-style-type: none"> Anonymous (للاخفاء) Type ادخال نوع الجدول المنشأ مسبقا Person in charge اختيار الشخص المسئول Date اختيار تاريخ الاستبيان Status حالة الاستبيان 	GENERAL	6

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Description	Training	م
<ul style="list-style-type: none"> Reference type • اختيار تلقائي (رقم تسلسلي تلقائي) Reference • اختيار تلقائي 	SETUP	7
<ul style="list-style-type: none"> يتم ارسال بريد الكتروني بميعاد الاستبيان لكل موظف تم اختياره لملئ هذا الاستبيان Subject • كتابة عنوان للبريد الالكتروني Text • كتابة محتوى للبريد الالكتروني 	Email for employee self service	8
اختيار	Planned answer session	9
اختيار	New	10
رقم تسلسلي تلقائي	Answer	11
اختيار الاستبيان المنشأ مسبقا	Questionnaire	12

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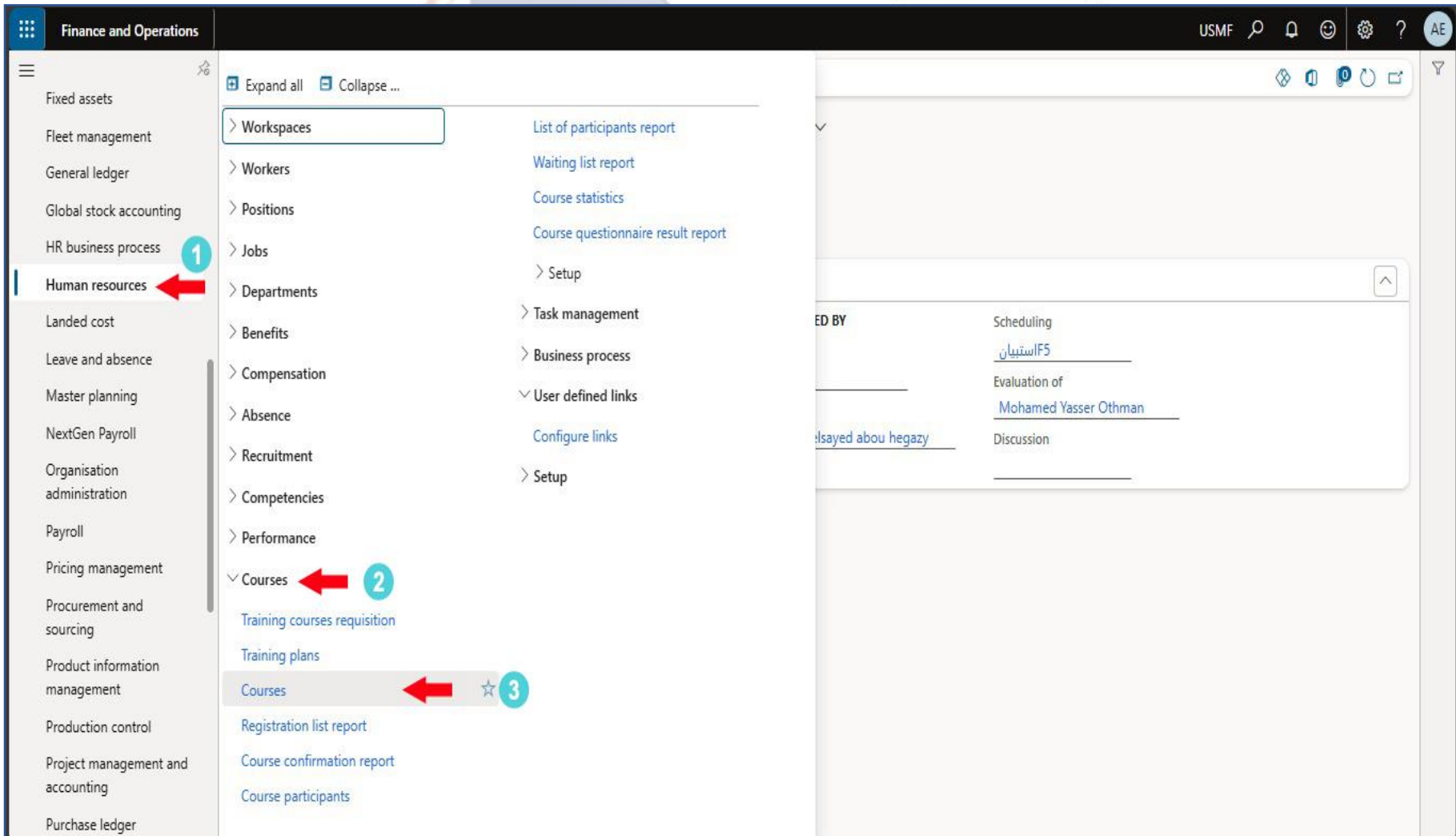
Description	Training	م
<ul style="list-style-type: none"> • Role اختيار من الذي سيتم الاستبيان Self (الموظف نفسه Management - الادارة - • Colleague زميل Other- اخري) • Person اختيار المتدرب الذي سيتم الاستبيان • Scheduling اختيار الجدول المنشأ مسبقا • Evaluation of اختيار الشخص الذي سيقوم الاستبيان 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

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The screenshot displays the SAP Finance and Operations interface. The left-hand navigation menu is visible, with the 'Human resources' option highlighted by a red arrow and a blue circle containing the number '1'. Below 'Human resources', the 'Courses' option is also highlighted by a red arrow and a blue circle containing the number '2'. The 'Courses' option is further highlighted by a red arrow and a blue circle containing the number '3'. The main content area shows a list of reports and links, including 'List of participants report', 'Waiting list report', 'Course statistics', 'Course questionnaire result report', 'Setup', 'Task management', 'Business process', 'User defined links', 'Configure links', and 'Setup'. The right-hand side of the interface shows a table with columns for 'ED BY' and 'Scheduling', containing entries for 'استبيان F5', 'Evaluation of Mohamed Yasser Othman', and 'Discussion'.

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Finance and Operations

Human resources > Courses > Courses

USMF

AE

Standard view

Filter

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

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Finance and Operations Human resources > Courses > Courses

USMF

Course Options

Related information: Questionnaire schedules

Setup: Agenda, Track, Sessions

Reports: Course confirmation report, List of participants, Waiting list

Course Participants

Details

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

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Finance and Operations Human resources > Courses > Courses

USMF

AE

Filter

Questionnaire schedules

Scheduling Description

استبيان استبيان FemFive5

General

Anonymous ☐ No Person in charge nada haroun elhilily Status Started

Type FF Courses Date 06/11/2025

Setup

REFERENCE

Reference type Courses

Reference 00095

Email for employee self service

EMAIL VARIABLE TO BE USED IN EMAIL

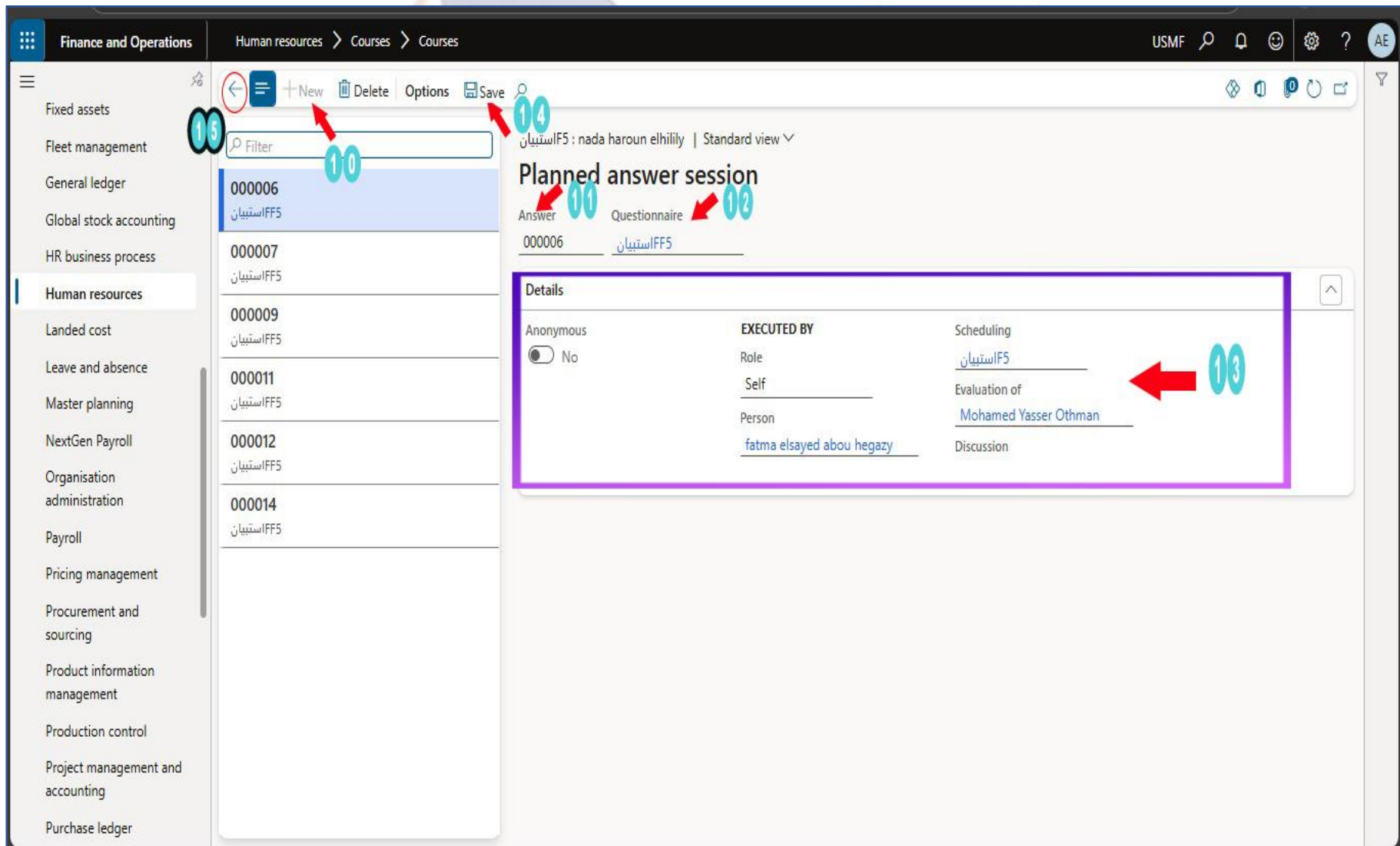
Subject %P% Person name

Text

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Finance and Operations Human resources > Courses > Courses USMF

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

15 10 14 11 12 13

000006
استبيان FF5

000007
استبيان FF5

000009
استبيان FF5

000011
استبيان FF5

000012
استبيان FF5

000014
استبيان FF5

Planned answer session

Answer 000006 استبيان FF5

Questionnaire

Details

Anonymous ☐ No

EXECUTED BY

Role Self

Person fatma elsayed abou hegazy

Scheduling استبيان FF5

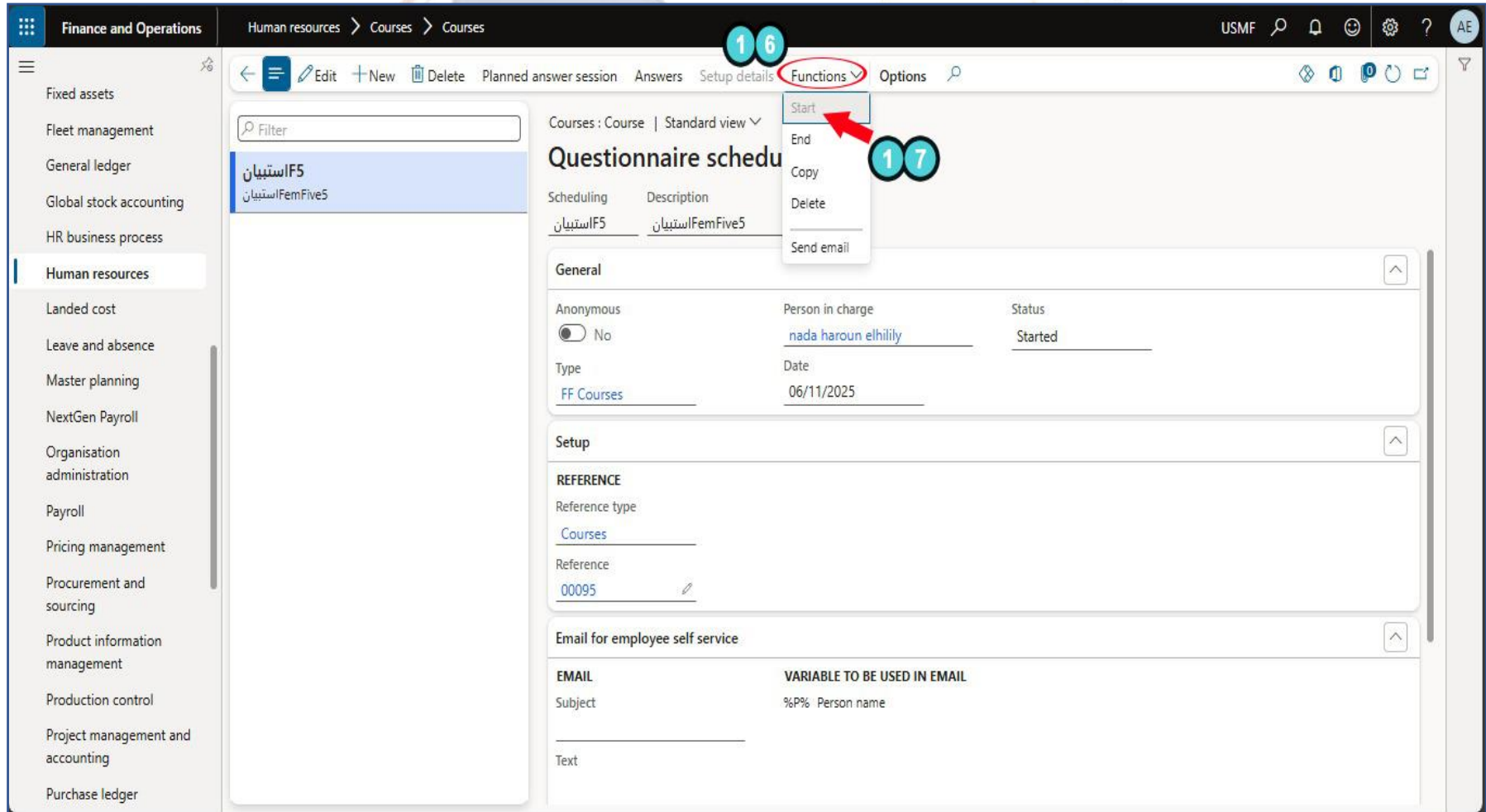
Evaluation of Mohamed Yasser Othman

Discussion

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Finance and Operations

Human resources > Courses > Courses

USMF

16

Functions

Options

17

Start

End

Copy

Delete

Send email

Questionnaire schedule

Scheduling

Description

استبيانIF5

استبيانFemFive5

General

Anonymous

No

Person in charge

nada haroun elhilily

Status

Started

Type

FF Courses

Date

06/11/2025

Setup

REFERENCE

Reference type

Courses

Reference

00095

Email for employee self service

EMAIL

Subject

Text

VARIABLE TO BE USED IN EMAIL

%P% Person name