

Doc. No.:	ESK/SP-20:0007 Uen	Classification:	External
Prepared by:	ESK/SP Maen Ameerah	Date:	26-08-2020
Approved by:	ESK/SP Maen Ameerah	Rev.:	PA. 1
Authorised by:	ESK/C	Reference:	

Training Syllabus

ICIEC Takaful System

(ESKA[®] DMS)

1. Training Information

Project Name	ICIEC Takaful System	Project Manager	Laisan Mobaideen
Session Date(s)	20.09.2020	No. of Sessions	1
Trainer	Maen Ameerah	Co. Trainer	-
Session Start Time	10:00 am	Session End Time	03:00 pm
Number of Trainees	5		

2. Training Sessions Outline

Session #: 1
Session : ESKA[®] DMS
Date : 20.09.2020

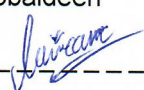
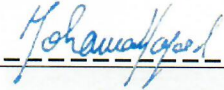
Subject	Details
1. Cabinets	• Create cabinet and security • Create folder and security • Create documents • Link attachment
2. Search Cabinets	• Retrieve document by cabinet and document properties
3. Search Archive	• Retrieve document by document properties
4. Setup	• Link user with signature and stamp • Link user with security level

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5. Mail box	- Incoming mail - Outgoing mail
6. Inward Mail	Create inward mail and sending it to its recipients
7. Outward Mail	Create out ward mail and sending it to its recipients

3. Approvals

ESKADENIA Project Manager	ICIEC Project Manager
Name : Ms. Laisan Mobaideen Date : 20.09.2020 Signature : 	Name : Mr. Mohamad El-Sayed Date : 20 September 2020 Signature : 
ESKADENIA Product Manager	
Name : Mr. Maen Ameerah Date : Signature : 	Mohamad A. El-Sayed Digitally signed by Mohamad A. El-Sayed Date: 2020.09.20 09:15:34 +03'00'