

Doc. No.:	ESK/BS-20:0082 Uen	Classification:	External
Prepared by:	ESK Mohammad Malhas	Date:	29-08-2020
Approved by:	ESK Firas Sirhan	Rev.:	PA. 1
Authorised by:	ESK/C	Reference:	

Training Syllabus

ICIEC Takaful System

(Core System)

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1. Training Information

Project Name	ICIEC Takaful System	Project Manager	Laisan Mobaideen
Session Date(s)	17.09.2020	No. of Sessions	1
Trainer	Mohammed Malhas	Co. Trainer	Belal Serhan
Session Start Time	10:00 am	Session End Time	3:00 pm
Number of Trainees	5		

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2. Training Sessions Outline

Session #: 1

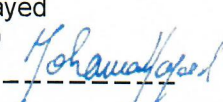
Topic: Core System Administration

Date : 15.09.2020

Subject	Topic	Details
1. System Introduction	System Introduction	• What is the Core?
2. Fields		• Fields Coloring Schema
3. Page Structure		• Left and Top Menu Bar
4. Page Layout		• Search, Results, and Entry
5. Forget Password	User Self Care	• Forget Password
6. Sign-in		• Sign in using SSO
7. Change Password		• Change Password
8. Company information		• Change Company Information
9. Branches	Organization	• Define New Company Branch(es)
10. Departments		• Define New Department(s)
11. Working Hours		• Limited users working hours and days
12. Password policy		• Configure password policies preferences
13. Profiles		• Define profiles for login preferences
14. Countries		• Add or modify countries information's
15. Currencies		• Add or modify currencies information's
16. Domains		• Create and Update description for any existing Domains.
17. Menus	Menu & Applications	• Creating Menu • Assign Menu to a Company
18. Users	Users & Groups	• Create New User • Update User Information • Assign User to Branch
19. Groups		• Create New Group • Update Group Information • Assign Menu to Group
20. Users Groups / Groups Users		• Assign a User to Group • Assign a User to Multiple Groups • Assign a Multiple Users to Group
21. Group Actions		• Apply controls security per Groups and pages
22. Logs		• See all logs (users status ,login status, password history)
23. Users access reports / Group access reports	Reports	• Allow User to Access a Report • Allow Group to Access a Report
24. Reports Viewer		• Opening and viewing
25. Reports Scheduler		• One Time Reports • Recurring Reports
26. Reports History		• View Reports History

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3. Approvals

ESKADENIA Project Manager	ICIEC Project Manager
Name : Ms. Laisan Mobaideen Date : 16.09.2020 Signature : 	Name : Mr. Mohamad El-Sayed Date : 16 September 2020 Signature : 
ESKADENIA Product Manager	
Name : Mr. Firas Sirhan Date :  Signature : 	

Mohamad A. El-Sayed
Digitally signed
by Mohamad A.
El-Sayed
Date: 2020.09.16
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