

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® Workflow)

1. Training Information

Project Name	ICIEC Takaful System	Project Manager	Laisan Mobaideen
Session Date(s)	21.09.2020 22.09.2020	No. of Sessions	2
Trainer	Maen Ameerah	Co. Trainer	-
Session Start Time	10:00 am	Session End Time	Max by 3:00 pm
Number of Trainees	5		

2. Training Sessions Outline

Session #: 1
Session : Workflow
Date : 21.09.2020

Subject	Details
1. User Side	- Incoming requests. - Outgoing requests. - Finished requests. - E-requests.
2. Workflow Monitor	- Admin Monitor. - End user Monitor. - Forms Search
3. From Builder	- Create new from - Explain the controls and the integration - Export the from

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4. Menu Builder	• Create menu and security • Link forms to user groups
5. Organization chart	• Create positions • Link positions to employee's • Create organization chart (positions) • Employee Substitution

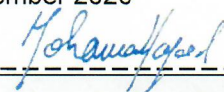
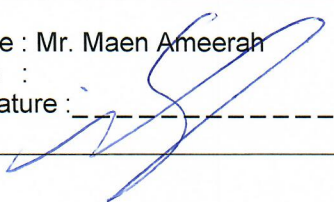
Session #: 2

Session : Workflow

Date : 22.09.2020

Subject	Details
6. Process Designer	• Link form with process • Create process for the created form • Explain the workflow activates and the business conditions
7. Create full cycle	• Create full cycle

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 15:26:14 +03'00'