User Manual

## For employees management- Doroob- Establishments

Employees Management- Doroob-Establishments

Establishment employees management in Doroob-Establishments by classifying the employees in groups or sections, creating training tracks from the available content on the e-training program platform "Doroob" in conformity with the training needs of the establishment and assigning training content or training tracks to an employee or a group of employees of the establishment, following up the training performance of the employees of the establishment and finding out about the completion of the training through detailed reports made by the platform.

Steps of Employees Managements

Login to the e-training program platform "Doroob" Establishments through the unified national access of the establishment's authorized person. In case there is no existing account, an account must be created for the establishment.
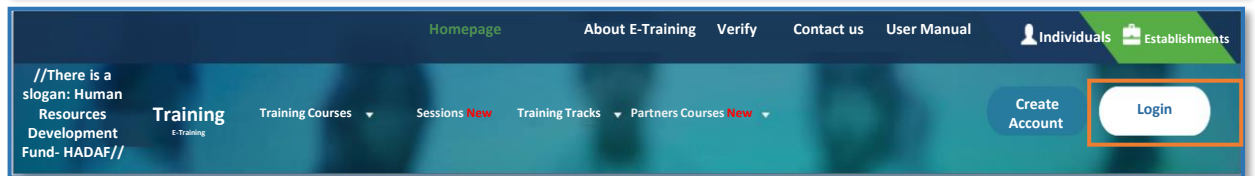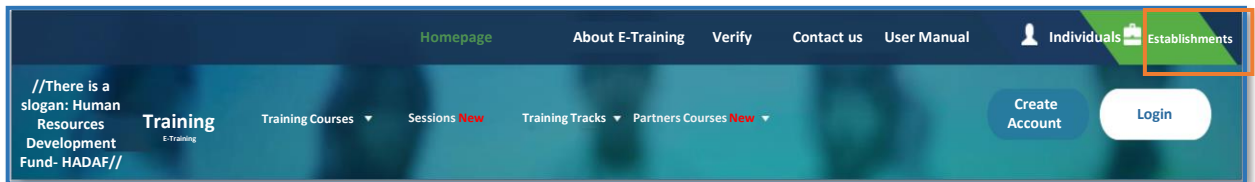
Welcome, dear customer/ HADAF, in unified national access service

Nafath Application

User Name and Password

User Name/ National Identity

User Name/ National Identity

Password

Password

Login

Reset/ Change Password   New Account
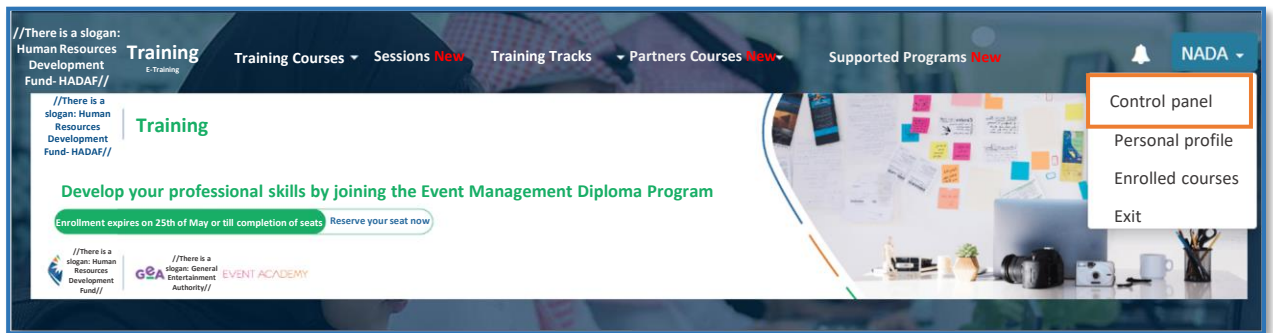
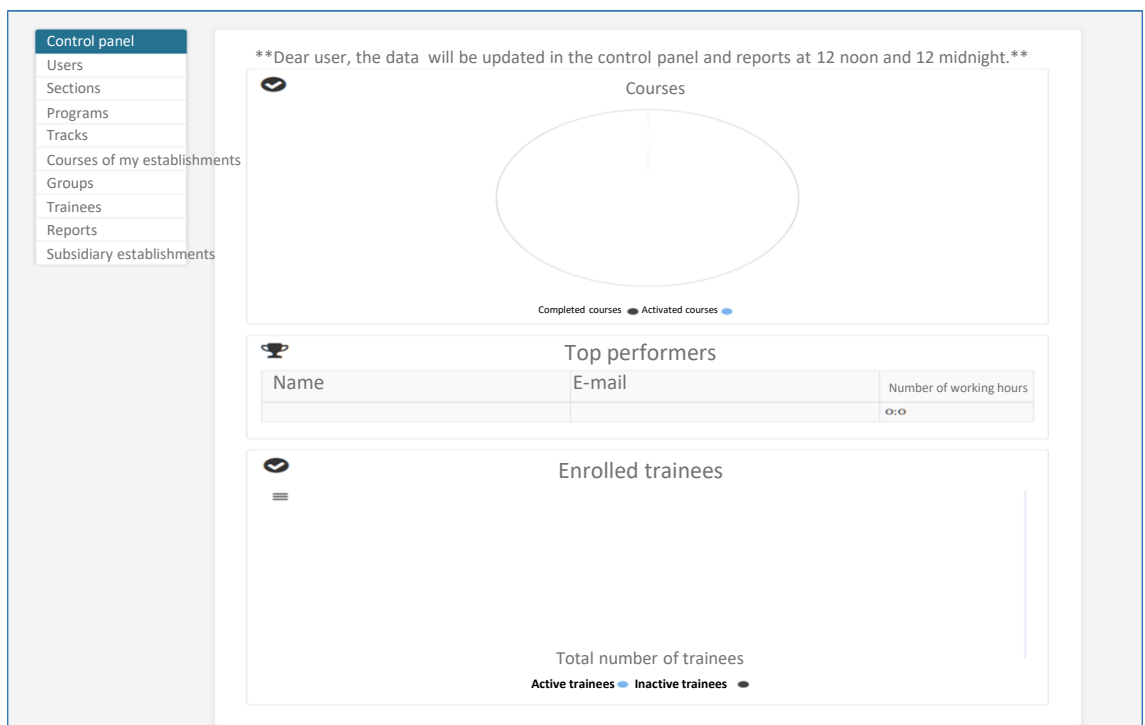Kindly enter the user name, national identity and password, then click login

Steps of Employees Managements

Click the name of the authorized person and select "Control Panel" to get the file of the establishment.

Steps of Employees Managements

The details and statistics of the establishment will appear.

Control panel
Users
Sections
Programs
Tracks
Courses of my establishments
Groups
Trainees
Reports
Subsidiary establishments

Dear user, the data will be updated in the control panel and reports at 12 noon and 12 midnight.

Courses

Completed courses ● Activated courses ●

Top performers

Name	E-mail	Number of working hours
		0:0

Enrolled trainees

Total number of trainees

Active trainees ● **Inactive trainees** ●

Steps of Employees Managements

For supporting the employees of the establishment, click "Users", then "Invite Employee".

Steps of Employees Managements

Enter the e-mail of the employee and select the powers, then click "Confirm" button.

Control panel	Invite the user to the establishment	Go back
Users		
Sections		
Programs	E-mail*	Powers*
Tracks	E-mail	Training supervisor ▾
Courses of my establishments	Confirm	
Groups		
Trainees		
Reports		
Subsidiary establishments		

Steps of Employees Managements

For creating a new section, click "Sections" from the side list, then click "New Section".
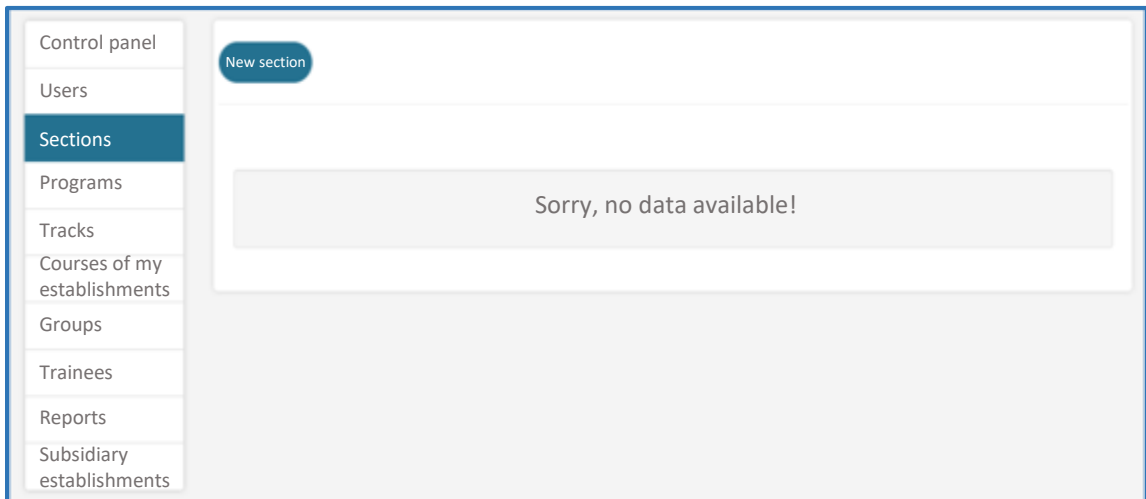
Steps of Employees Managements

Add a name to the section, then click "Confirm" button.

Control panel	
Users	
Sections	
Programs	
Tracks	
Courses of my establishments	
Groups	
Trainees	
Reports	
Subsidiary establishments	

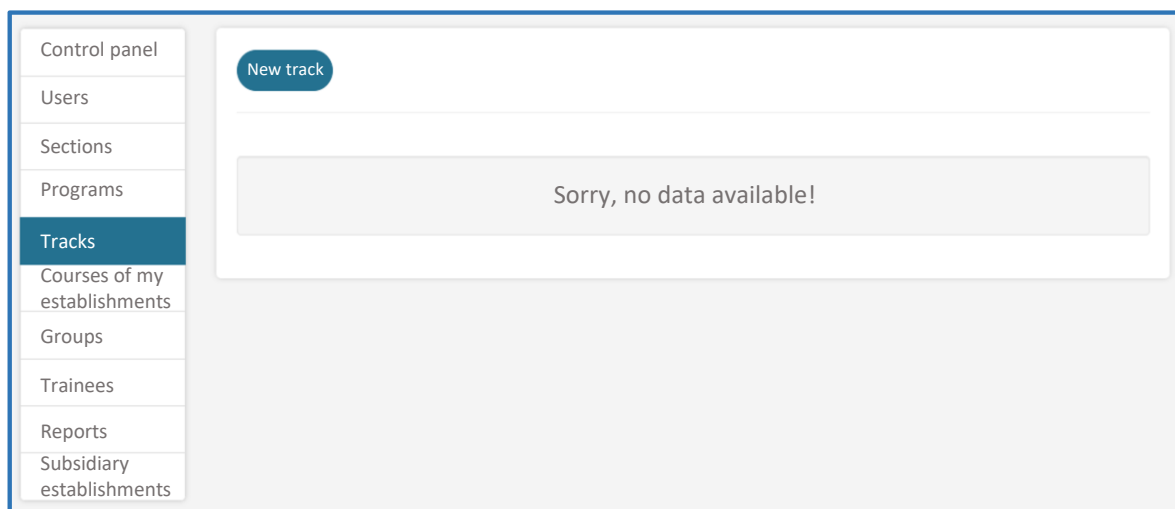## Create section   Go back

Name*

Accounting |

Confirm

Steps of Employees Managements

For creating a new track, click "Tracks" from the side list, then click "New Track".

Steps of Employees Managements

Kindly fill in the required data, then click "Confirm" button.

Control panel	**Create track** Go back
Users	
Sections	
Programs	**Name***
Tracks	
Courses of my establishments	**Description**
Groups	
Trainees	
Reports	**Picture**
Subsidiary establishments	Preview files No file is selected

Program

Confirm

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