



# User Manual

**How to add Services to the Center Account**  
V1.0 – 04/12/2025



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# Introduction

## Introduction

An electronic service that enables the establishment's authorized representative to add services to the center's account based on the license type, age group, service price, additional services, and the number of available seats for each service.



# Adding Services to the Center Account

## Adding services to the center account (1.1)

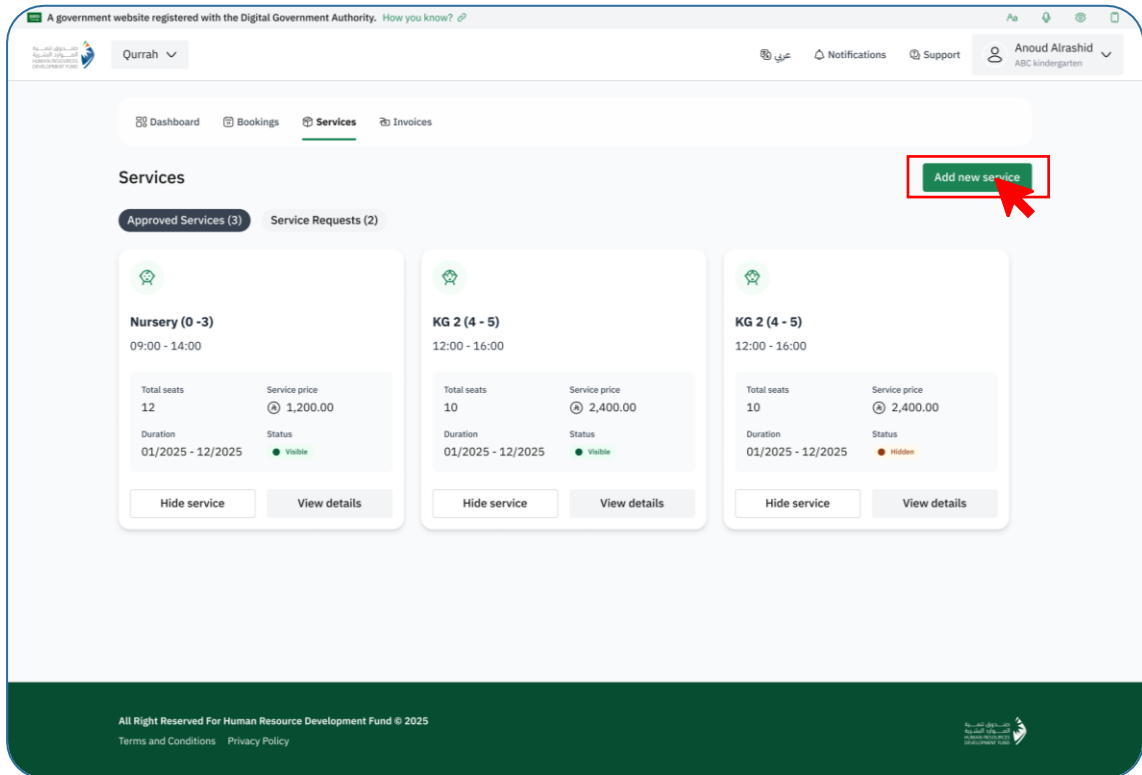
The screenshot shows the user interface of the Qurrah Childcare Support Program. At the top, the user is logged in as Anoud Alrashid, ABC kindergarten. The navigation bar includes 'Dashboard', 'Bookings', 'Services', and 'Invoices'. The 'Services' tab is highlighted with a red box and a red arrow pointing to it. Below the navigation bar, the dashboard displays a greeting 'Hi Anoud,' and a 'Booking requests 1/11' section. The 'Booking requests' section shows a new application for Alia Amin with a total amount of 1,800.00. It lists services like Nursery (0-3) and additional services like Allergies, Potty training, Meal plan, Mobility support, Pick-up/Drop off, and Service 6. Contact details and enrollment details are also visible. Below this, there are sections for 'Active bookings' and 'Enrollment details'.

- From the main page of the Qurrah Childcare Support Program, the center's authorized representative can navigate to the Center Services through the following steps:

Select the **"Services"** option located in the top navigation bar next to **Invoices** and **Bookings**.

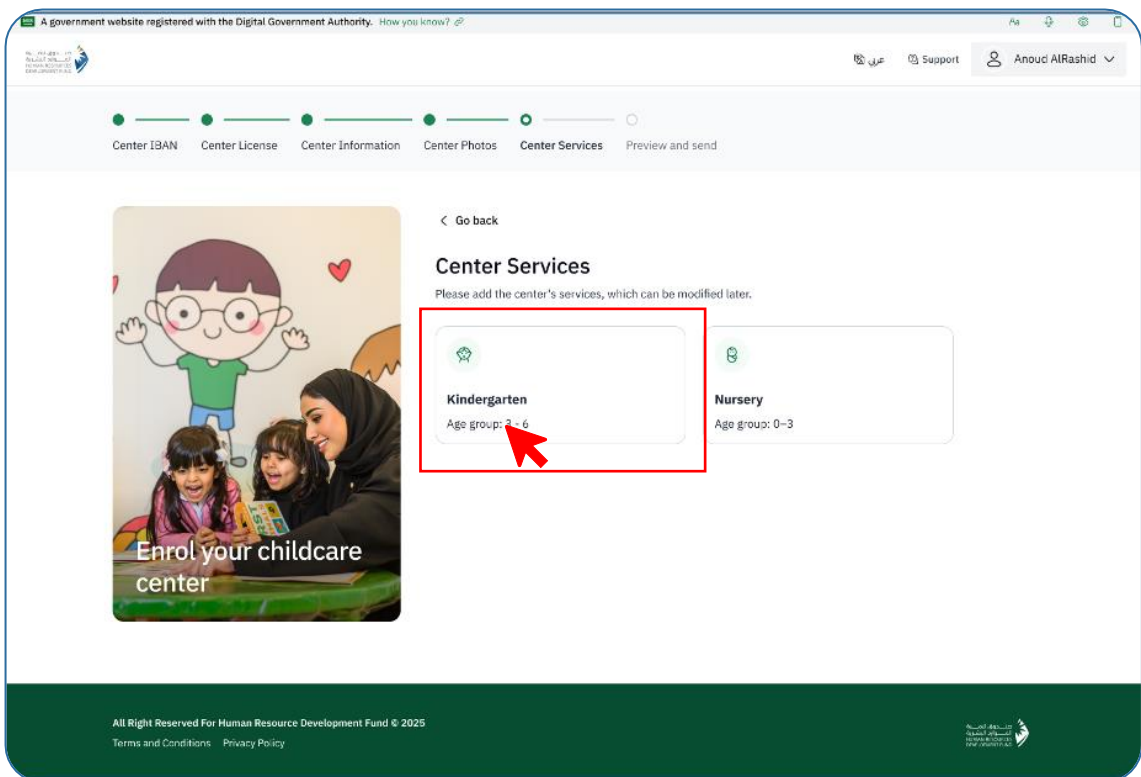
The system will open the **Services** tab to display and manage the current services.

## Adding services to the center account (1.2)



- ◆ To add a new service, the center representative selects the **“Add New Service”** option located at the top of the services list.

## Selecting the New Service Type



On the Center Services page, the age groups that the center is eligible to serve are displayed. The center representative selects the appropriate age group (such as: Kindergarten or Nursery) to begin creating a new service.

When the age group is selected, the system navigates to the **Add Service Details** page, where the representative can enter the price, number of seats, schedule, curriculum, and additional services.

## Filling in service details

Center IBAN Center License Center Information Center Photos **Center Services** Preview and send

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### Center Services

Please add the center's services, which can be modified later.

#### Kindergarten

**General information**

\* Price monthly  \* Available Qurrah seats  \* Age category

\* Start Date  \* End Date

**Service Schedule**

Sun  Mon  Tue  Wed  Thu  Fri  Sat

From  To

**Curriculum**

Speech and Behavior Development  Educational Activities  
 Cognitive Development  Social Development

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In this step, the user fills in the details of the selected service, including:

- Monthly price and number of seats
- Service start and end dates
- Schedule of working days and hours
- Curriculum and required documents
- Supported special needs and additional services
- After entering the required information, the user can proceed to the next step.

## Summary of Added Services

A government website registered with the Digital Government Authority. How you know? [e](#)

عربي Anoud Al Rashid

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### Center Services

Please add the center's services, which can be modified later.

**Kindergarten (07:00 - 12:00)** Edit Remove

3 - 4 years · 10 seats

+ Add service

**Continue** Save & continue later

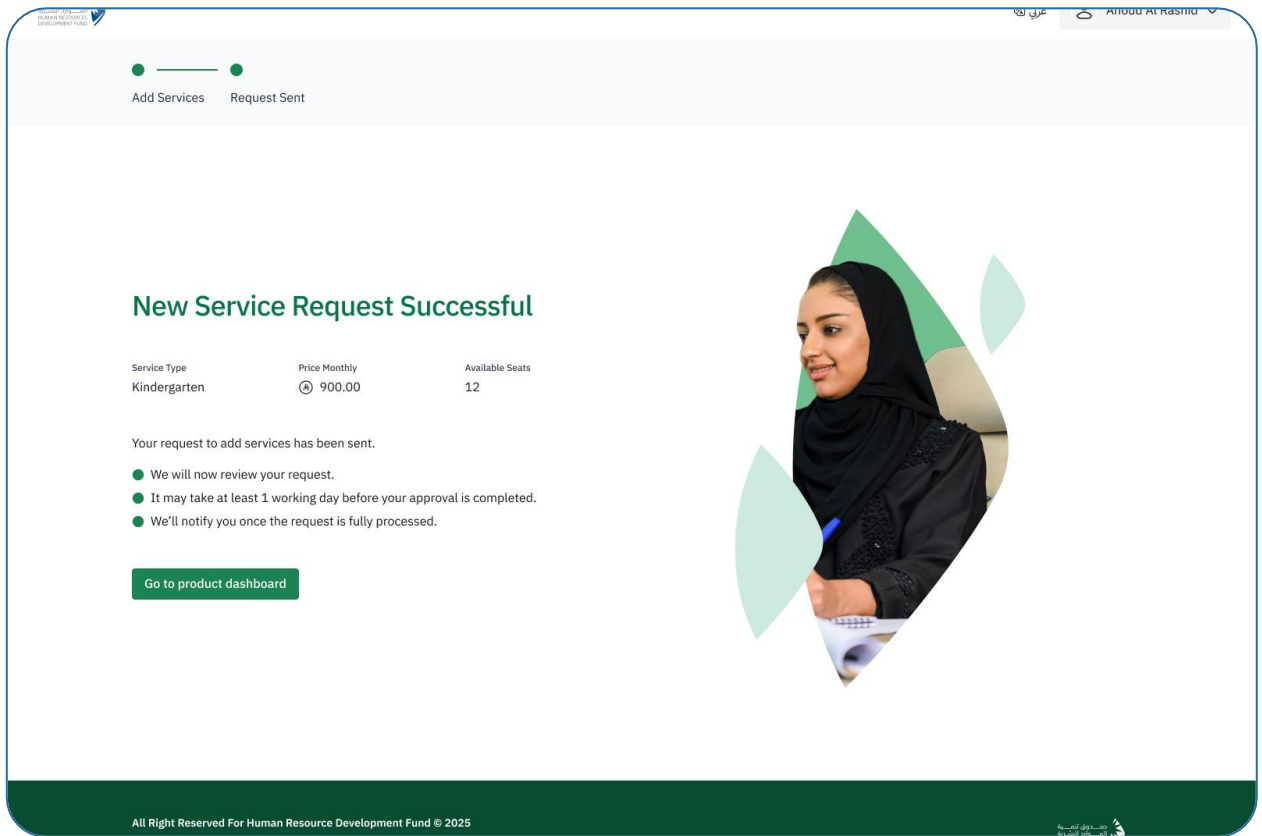
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After adding the service details, the system displays a summary of the added services, including the service type, number of seats, and working hours. The service representative can edit or delete a service or add a new one before proceeding.

Once the services are confirmed, the **Continue** option can be selected to move to the next step.

## Services added to the center account



The screenshot displays a user interface for the Human Resources Development Fund. At the top, there is a navigation bar with the user's name 'Atiyya Al-Rasheed' and a dropdown menu. Below the navigation bar, there are two progress indicators: 'Add Services' (completed) and 'Request Sent' (in progress). The main content area features a green heading 'New Service Request Successful'. Below this, there is a table with the following data:

Service Type	Price Monthly	Available Seats
Kindergarten	900.00	12

Below the table, a message states: 'Your request to add services has been sent.' This is followed by three bullet points: 'We will now review your request.', 'It may take at least 1 working day before your approval is completed.', and 'We'll notify you once the request is fully processed.' A green button labeled 'Go to product dashboard' is positioned below the message. On the right side of the confirmation message, there is a circular image of a woman in a black hijab and abaya, smiling and holding a pen over a document. The footer of the page contains the text 'All Right Reserved For Human Resource Development Fund © 2025' and the organization's logo.

- The system displays a message confirming that the new service request has been successfully submitted and will be reviewed, which may take at least one business day. The system also notifies the center's representative via email about the status of the request. The center representative can navigate to the **Dashboard** to track the request status or add another service.

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