



User Manual

For request to accredit childcare centers and add services under Qurrah Childcare Support Product

Create an Account on Qurrah Portal (Center)

The system will display fields for the user to fill out, such as "Center Name - Personal Information - Contact Information".

To complete the account creation process, the user shall click "Next" as shown:

Create a New Account

Guardian

Centers

//Logo of: HADAF -
Human Resources
Development Fund//

To accredit your center with Human Resources Development Fund (Hadafl) and add its logo, you shall submit an accreditation request through Qurrah platform and ensure that all required documents and licenses are uploaded.

Register as a Center

Center Name

First Name

Last Name

Email

Password

Mobile Number

+966

Activation via

☐ Email☐ SMS

Next

Do you have an Account? [Log In](#)

Terms and Conditions Approval

The system will display the "Terms and Conditions" for the user to be accepted by clicking "Create An Account" as shown:

Terms and Conditions

The customer service center can be contacted through the "Contact Us" page on the portal or by delivering the submitted notice to the service developer's headquarters. The notice will not be deemed received by the service developer unless the subscriber receives a notice, whether electronic or written, confirming receipt.

2. All notifications related to the Service will be sent to the contact person's address registered in the Subscriber's data in the Subscription Form. Such notification, whether electronic, mailed, or manually, is considered official notification and is effective from the date of receipt.
3. The subscriber is obligated to provide the service developer with any change or modification to his/her address or information.

Fourteenth: General Provisions

1. This Subscription Form and its parts represent all current and prior understandings, negotiations, and agreements between the two parties regarding its subject matter, and supersede and cancel all previous written and/or oral subscriptions, agreements, and understandings between the two parties related to the service subject of this subscription.
2. If any provision of this subscription is terminated by mutual agreement or a court judgment, or if it is deemed unenforceable or impossible to implement, this shall not affect the validity and enforceability of the remaining terms and conditions in the subscription form.
3. The Service Developer may amend or add to these Terms and Conditions as it deems appropriate, and they shall be binding on the Subscriber as of the date of amendment.
4. Arabic is the approved language for this subscription and all attached documents thereto and correspondence exchanged regarding thereon. All correspondence in other languages will be translated into Arabic.
5. The subscriber acknowledges that he/she is legally authorized to represent themselves or the establishment in a legal manner, and assumes all responsibilities if proven otherwise.
6. The official (electronic) address specified by the subscriber on the portal is the one approved for correspondence, contracts, and notifications.

Back

Create an
Account

Complete the Center Information and Activate the Account

The system will display a notification to the user stating:
"General and Banking Information shall be completed."

It will also notify the user that "The Account shall be Activated." To activate, the user shall click on "Activate" as shown:

//Logo of: HADAF - Human Resources Development Fund// //Logo of: Vision 2030//

Childcare Centers Registration Steps About Qurrah Support Program FAQs Contact Us Terms and Conditions EN

Your center will not appear on Qurrah platform until you verify that the following has been completed:

- Complete all general and banking information.
- Attach the required documents.
- If your request is accepted, you shall add services and publish them for the center to appear on the Childcare Centers page.

Account Not Activated.

Activation

Control Panel

My Account

- Control Panel
- Branches
- Bookings
- Services

Bookings
View Bookings 0

Services
View Services 0

Images
View Images 0

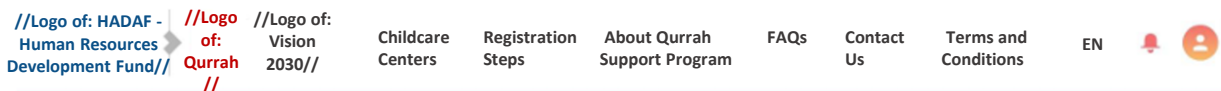
Latest Bookings

View All Bookings

Activate Center Account

When the user chooses to send the activation message via “Email”, the system will display the user that “the Activation Message has been Sent Via Email”.

The user activates the account through the email, as shown:



Activate the Account

Please activate your account

Activation information has been sent. Please activate your account to benefit from the services.

Did not receive the confirmation email? Please check your spam or junk folders.

[Resend Email](#)

Activate Center Account

When the user chooses to send the activation message via "SMS," the system will send to the user an activation message containing the "Activation Number" to the mobile number registered in the system. The user can then enter the activation number in the field.

To confirm the activation, the user shall click "Activate" as shown:

//Logo of: HADAF -
Human Resources
Development Fund//

//Logo
of:
Qurrah
//

//Logo of:
Vision
2030//

Childcare
Centers

Registration
Steps


About Qurrah
Support Program

FAQs


Contact
Us

Terms and
Conditions

EN





 Please activate your account 

Activate the Account

A text message containing an activation code has been sent to mobile number 1611*****.

Please enter the activation code below.

Activation Code

Activation

Did not receive the message?

[Send again.](#)

Complete General and Banking Information

After completing the account activation, the system will display a notification message to the user stating “General and Banking Data shall be completed.” This can be done by clicking on “Data Completed,” as shown:

The screenshot displays a user interface for a control panel. At the top, there is a navigation bar with logos on the left and links for Childcare Centers, Registration Steps, About Qurrah Support Program, FAQs, Contact Us, Terms and Conditions, and a language selector (EN). A red notification banner at the top left states: "Your center data is incomplete. Please complete the data." with a "Complete the data." button. The main area is titled "Control Panel" and features three large buttons: "Bookings" (with a "View Bookings" link), "Services" (with a "View Services" link), and "Images" (with a "View Images" link). Each button has a circular icon with the number "0". Below these is a section for "Latest Bookings" which currently shows "No bookings are available" and a "View All Bookings" button. A left sidebar contains a user profile icon, "My Account", and a list of menu items: Control Panel, Branches, Bookings, Services, Documents, Images, and Invoices.


Adding Center Data

The user can add the requested data by clicking on
"Get Started," as shown:

Your request has been approved.


Your request has been successfully accepted. You can now add your center's services.

1




Add your Services.

2



Wait for Acceptance.

3



Submit

Get Started.

Adding Center Data

The system will display all required fields for the user to fill out.

After completing all required fields, click “Next” to complete the procedure, as shown:



Main Image Limit: 1 File

Upload Document

Required

Maximum size 5MB Supported file types: jpg/jpeg/png only

Center Name in Arabic*

Enter Center Name in Arabic

Required

Center Name in English*

Center Name in English*

Required

Center Type*

Required

Center Subtype *

Required

Cancel

Next

Adding Center Data

When clicking on "Center Type", the system will display a drop-down list through which the user select the type.

When selecting the center type as "Independent" , the system will display the following data in the "Center Subtype" list:

Center Type*

Required

Center Subtype*

Required

Cancel

Next

Independent

Workplace

Home-based

Duyuf Al-Rahman

Educational

Daycare

Adding Center Data

When clicking on "Center Type", the system will display a drop-down list through which the user select the type.

When selecting the center type as "Workplace", the system will display the following data in the "Center Subtype" list:

Center Type*

Required

Center Subtype *

Required

Independent

Workplace

Home-based

Duyuf Al-Rahman

Private

Governmental

Non-profit

Cancel

Next

Adding Center Data

When clicking on “Center Type”, the system will display a drop-down list through which the user select the type.

When selecting the center type as "Home-based" , the system will display the following data in the "Center Subtype" list:

Center Type*

Required

Center Subtype *

Required

Cancel

Next

Independent

Workplace

Home-based

Duyuf Al-Rahman

Home-based

Center Address

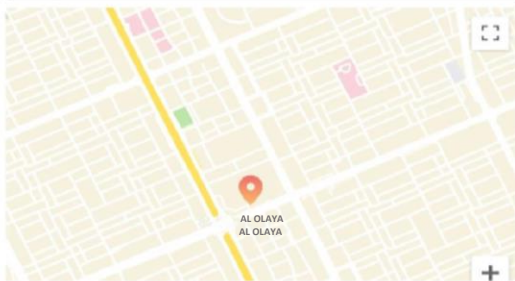
After completing all fields under “Basic Information” and clicking “Next”, the system will display to the user the fields related to the “Center Address”, which shall be filled out by the user.

To complete the procedures, click “Next” as shown:

Add Your Center

Basic Information Address License Information Banking Information Images

Search Term for Center Location



Region* City*
Street * Zip Code *

Back

Cancel

Next

License Information

After completing all fields under “Center Address” and clicking “Next”, the system will display to the user the fields related to the “License”, which shall be filled out by the user.

To complete the procedures, click “Next” as shown:

Add Your Center

Basic Information Address **License Information** Banking Information Images

License Type

Ministry of Education
Ministry of Human Resources and Social Development
Ministry of Sports

License Number*

Required

License expiration date *

Required

License file *

Limit: 1 File

Drag and drop the file here or click to add a file
OR
Choose File

Required

Back Cancel **Next**

When the field “The Above Banking Information Belongs to the Parent Company” is activated, the system will display the following fields, as shown:

Cardholder Name*

Enter Cardholder Name

Required

SWIFT Number *

Required

☐ The above banking information belongs to the parent company.

☐ I want to accredit the center.

The center will be accredited after verifying the license and banking information.

Back

Cancel

Next

Banking Information

When the “The Above Banking Information Belongs to the Parent Company” is activated, the system will display the following fields, to add the “Commercial Registry Information”. To complete the procedures, the beneficiary shall click “Next” as shown:

SWIFT Number *

Alrajhi Bank

☒ The above banking information belongs to the parent company

Commercial Registry Number*

Enter the Commercial Registry Number

Commercial Registry Expiry Date*

Commercial Registry File*

Limit: 1 File

Upload Document

☐ I want to accredit the center.

The center will be accredited after verifying the license and banking information.

Back

Cancel

Next

Center Images

After completing all the fields under “Banking Information, and clicking on the “Next”,

the system will display to the user the fields related to the “Images” to upload the center's images. To complete the procedures and register, click "Submit" as shown:

Add Your Center

Basic Information

Address

License Information

Banking Information

Images

Center images*

Limit: 10 Files

Drag and drop the file here or click to add a file.

OR

Choose File

New logo
design HRDF
png.
//Logo of: Human
Resources
Development Fund//

☒ * I agree to the [Terms and Conditions](#).

Back

Cancel

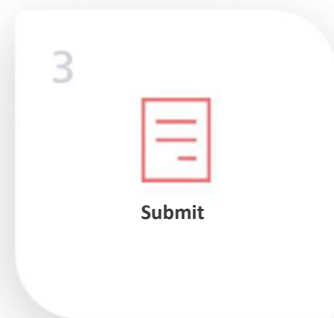
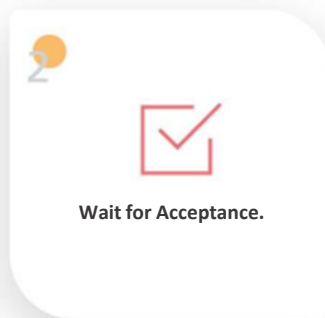
Submit

Review Data and Approve Request

The system will notify the user with “Registration Request has been Successfully Submitted”, until it is reviewed by Qurrah team to determine whether it will be approved or rejected.

Your request has been successfully submitted.

Your request to add a new center has been successfully submitted. Please wait up for 7 days for your request to be accepted.



Review Data and Approve Request

The system will display to the user that “Your Request is under Review” until it is reviewed by Qurrah Program team, as shown:

The screenshot displays a web application interface for the 'Control Panel'. The top navigation bar includes links for 'Childcare Centers', 'Registration Steps', 'About Qurrah Support Program', 'FAQs', 'Contact Us', 'Terms and Conditions', 'EN', and a 'Center' profile icon. A notification dropdown is open, showing the message: 'Your request is under review.' The left sidebar contains a user profile icon and links for 'Control Panel', 'Branches', 'Bookings', 'Services', 'Documents', and 'Images'. The main content area features three cards: 'Bookings' (0), 'Services' (0), and 'Images' (0), each with a 'View' link. Below these is a 'Latest Bookings' section with a 'View All Bookings' button. A message at the bottom states: 'No bookings are available.'

View Branches

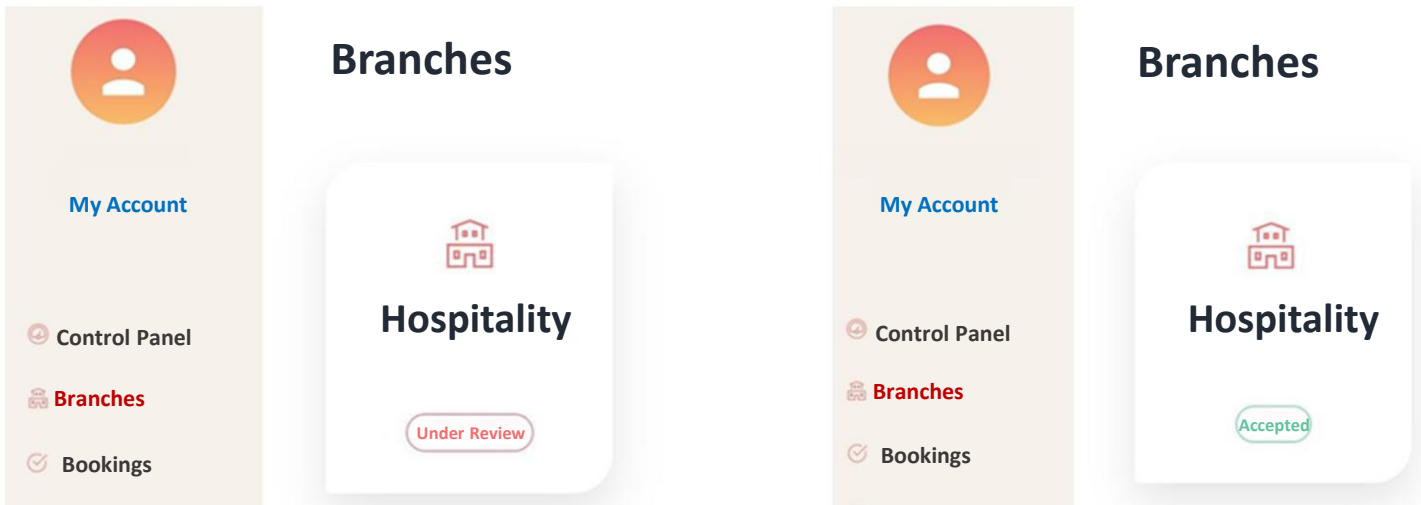
The user can view private branches for the Childcare Center by clicking on "Branches," as shown:

The screenshot displays the user interface of the Al Dar Center. At the top, there is a navigation bar with various links: Childcare Centers, Registration Steps, About Qurrah Support Program, FAQs, Contact Us, Terms and Conditions, EN, and a user profile icon labeled 'Center'. Below this is a large orange banner with the text 'Control Panel'. Under the banner, there are three white cards: 'Bookings' (with a 'View Bookings' link and a circular counter showing '0'), 'Services' (with a 'View Services' link and a circular counter showing '0'), and 'Images' (with a 'View Images' link and a circular counter showing '0'). On the left side, there is a vertical sidebar menu with icons and labels: 'Al Dar Center My Account', 'Control Panel' (highlighted with a red box), 'Branches' (highlighted with a red box), 'Bookings', 'Services', 'Documents', and 'Images'. At the bottom of the main content area, there is a section titled 'Latest Bookings' with a 'View All Bookings' button. Below this section, a message states 'No bookings available'.

View Branches

If the request is still under review, the system will display to the user the branch status as "Under Review."

If the request is accepted, the system will display to the user the branch status as "Accepted," as shown:



View Branch Data

The user can view branch data by clicking on the "Branch" icon, as shown:

//Logo of: HADAF -
Human Resources
Development Fund//

//Logo
of:
Qurrah
//

//Logo of:
Vision
2030//

Childcare
Centers

Registration
Steps

About Qurrah
Support Program

FAQs

Contact
Us

Terms and
Conditions

EN

My Account

Control Panel

Branches

Bookings

Services

Documents

Images

Branches

Trail Center
T-HRDF
Accepted

Edit Branch Data

The system will display the previously registered branch data to the user. The user can edit the branch data by clicking on "Edit" as shown:

//Logo of: HADAF -
Human Resources
Development Fund//

//Logo
of:
Qurrah
//

//Logo of:
Vision
2030//

Childcare
Centers

Registration
Steps

About Qurrah
Support Program

FAQs

Contact
Us

Terms and
Conditions

EN

2

My Account

Control Panel

Branches

Bookings

Services

Documents

Images

Back to
Branches

T-HRDF

Accepted

Edit

Basic Information

Center Type

Independent

Center Subtype


Educational

Edit Branch Data

The user can edit branch data such as (address - basic information).

Once the required edits are made, the user can save the changes by clicking on "Save" as shown:

Address Information



Region*

City*


Street *

Zip code*

Cancel

Save

[Back to Branches](#)



Trail Center

T-HRDF

Accepted

Basic Information

Center Type

☐ Independent

Center Subtype

☐ Educational

About the Center

200 characters remaining

Required

Add Services

The user can view private services for the Childcare Center and add a new service by clicking on "Services," as shown:

//Logo of: HADAF - Human Resources Development Fund//

//Logo of: Vision 2030//

Childcare Centers Registration Steps About Qurrah Support Program FAQs Contact Us Terms and Conditions EN

Center

Control Panel

Al Dar Center
My Account

Control Panel

Branches

Bookings

Services

Documents

Images

Bookings
View Bookings

Services
View Services

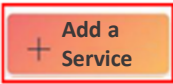
Images
View Images

Latest Bookings

View All Bookings

No bookings are available.

To add a new service to the Childcare Center, the user clicks on “Add a Service” as shown:



Add a New Service

The system will display the available services for the user, enabling them to select from them by clicking on the "Service" icon.

Note: All services involve the same "Add a New Service" procedure as shown:

Add a Service

Start adding services to your center. Choose the type of service provided to add to the center. If you have more than one service, you can add them from the control panel.



Preschool



Kindergarten



Daycare



Nursery

Add a New Service

The user shall fill out all fields related to the “Basic Information”.

To complete the “Add a New Service” procedure, the user shall click
“Next”.

Add a Service

Basic Information Booking Type Available times Curriculum Facilities Terms and Conditions



Service Date*

07/11/2023

Maximum age is: 1 year

07/11/2023

Maximum age is: 1 years

Age Group*

3-6 Years

Number of Seats Available for this Service *

Required

Documents required to book the service*

- ☐ Child's Photo
- ☐ Child's Birth Certificate
- ☐ Family Card
- ☐ Vaccination Certificate
- ☐ Health Report

Cancel

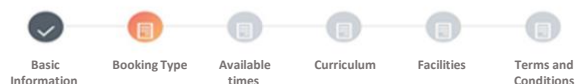
Next

Add a New Service

The user shall fill in all fields related to “Booking Type” and select “Booking Value”.

To complete “Add a New Service” procedures, the user shall click "Next" as shown:

Add a Service



Booking Type and Price*

<input type="checkbox"/> Hour	<input type="text"/>	SAR
<input type="checkbox"/> Day	<input type="text"/>	SAR
<input checked="" type="checkbox"/> Monthly	<input type="text"/>	SAR
	Required Please add the price including VAT, if any.	
<input type="checkbox"/> Term	<input type="text"/>	SAR

Determined by the Ministry of Education

First Term

20/3/2023

16/1/2023

Second Term

26/1/2023

22/2/2024

Third Term

03/3/2024

06/0/2024

☐ Summer Term

SAR

Please select one option at least

Back

Cancel

Next

Add a New Service

The user shall fill in all fields related to “Available Times” and select “Working Days”.

To complete “Add a New Service” procedures, the user shall click "Next" as shown:

The screenshot displays a multi-step form for adding a new service. At the top, a progress bar shows six steps: Basic Information, Booking Type, Available times (highlighted with an orange circle), Curriculum, Facilities, and Terms and Conditions. The main form area is titled 'Available times' and contains two sections: 'Working days*' and 'Working hours*'. The 'Working days*' section has checkboxes for Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday. The 'Working hours*' section has 'From' and 'To' time input fields, both marked as 'Required' in red. To the right of these fields is a 'Time' dropdown menu showing a list of times from 09:30 to 12:30 in 30-minute increments. At the bottom of the form, there are three buttons: 'Back' (in a red-bordered box), 'Cancel', and 'Next' (in an orange-bordered box).

Basic Information Booking Type Available times Curriculum Facilities Terms and Conditions

Working days*

☐ Sunday ☐ Monday
☐ Tuesday ☐ Wednesday
☐ Thursday ☐ Friday
☐ Saturday

Working hours*

From To

Required Required

Time

09:30
10:00
10:30
11:00
11:30
12:00
12:30

Back Cancel Next

Add a New Service

The user shall fill in all fields related to "Curriculum" and select "Activity Type".

To complete "Add a New Service" procedures, the user shall click "Next" as shown:

The screenshot displays a multi-step form for adding a new service. At the top, a progress bar shows six steps: Basic Information, Booking Type, Available times, Curriculum, Facilities, and Terms and Conditions. The 'Curriculum' step is currently active, indicated by an orange icon. Below the progress bar, the 'Curriculum*' section contains five unchecked checkboxes: Educational Activities, Mathematics and Logic Development, Social Development, Language and Literature Development, and Knowledge and Verbal Expression Development. A red text prompt below these options states 'Please select one option at least.' At the bottom of the form, there are three buttons: 'Back' (outlined), 'Cancel' (text), and 'Next' (highlighted with a red border).

Basic Information Booking Type Available times **Curriculum** Facilities Terms and Conditions

Curriculum*

- ☐ Educational Activities
- ☐ Mathematics and Logic Development
- ☐ Social Development
- ☐ Language and Literature Development
- ☐ Knowledge and Verbal Expression Development

Please select one option at least.

Back Cancel **Next**

Add a New Service

The user shall fill in all fields related to “Facilities” and select “Facilities Provided by the Center”.

To complete “Add a New Service” procedures, the user shall click "Next" as shown:

Basic Information Booking Type Available times Curriculum **Facilities** Terms and Conditions

Center Facilities*

☒ Provide Child Transportation Service ☐ Free of charge ☒ Additional Price

☒ Month ☐ Term-based ☐ Daily ☐ Hourly

☒ Sleep Facilities ☒ Free of charge ☐ Additional Price

☐ Health care provider ☐ Free of charge ☐ Additional Price

☐ Catering ☐ Free of charge ☐ Additional Price

☐ Special Needs ☐ Free of charge ☐ Additional Price

☐ Diaper Changing ☐ Free of charge ☐ Additional Price

☐ Toilet Training ☐ Free of charge ☐ Additional Price

☐ Other ☐ Free of charge ☐ Additional Price

Back

Cancel

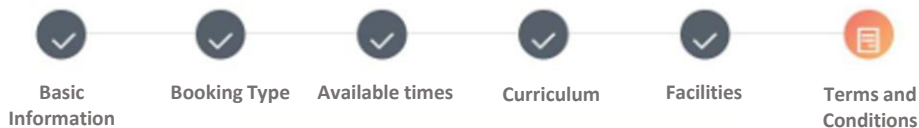
Next

Terms and Conditions Approval

The system will display the “Terms and Conditions”. The user shall read the terms and conditions by clicking on “Go to Terms and Conditions”.

To complete “Add a New Service” procedures, the user shall click "Submit" as shown:

Add a Service



Terms and Conditions

By continuing, you agree to the terms and conditions of Qurrah program.

[Go to Terms and
Conditions Approval](#)

[Back](#)

[Cancel](#)

[Next](#)

Completing Service Addition and Viewing Services

After completing “a Add New Service” procedures, the system will display a message to the user stating “The service has been successfully added.”

To view the services added by the user, the user shall click on “Browse All Your Center’s Services”, as shown below:



The service has been successfully added.

Add a Service

Browse All Your Center’s Services

View Services

The system will display to the user the request as "Waiting," meaning the request is still "Under Review" by Qurrah Program team.

Services

① Please update the service details added to the center to avoid any booking difficulties.



Daycare

6-10 Years

11:30 AM - 6:00 PM

Waiting



Preschool

3-6 Years

11:30 AM - 01:00 PM

Waiting

View Services

The system will display to the user all services added by the "Childcare Center".



The user can view one of services by clicking on the "Service" icon, as shown:

//Logo of: HADAF - Human Resources Development Fund// //Logo of: Qurrah // //Logo of: Vision 2030//

Childcare Centers Registration Steps About Qurrah Support Program FAQs Contact Us Terms and Conditions EN

Services [Add a Service](#)

Please update the service details added to the center to avoid any booking difficulties.

 Daycare 6-10 Years 11:30 AM - 6:00 PM Displayed	 Preschool 3-6 Years 11:30 AM - 01:00 PM Displayed
--	--

My Account

- Control Panel
- Branches
- Bookings
- Services**
- Documents
- Images
- Invoices

Edit Service

The system will display to the user the service data previously entered during the service addition process.

The user can edit the service data by clicking on “Edit”, as shown:

The screenshot displays a user interface for editing a service. On the left is a vertical sidebar with a 'My Account' header and a list of menu items: Control Panel, Branches, Bookings, Services, Documents, Images, and Invoices. The main content area features a 'Back to Services' link at the top left. Below it is a service card for 'Daycare' with a child icon, the age range '6-10 Years', and a 'Displayed' status tag. An 'Edit' button with a pencil icon is located in the top right corner of this card and is highlighted with a red rectangle. Below the service card is a list of six expandable sections: Basic Information, Booking Type, Available times, Curriculum, and Services, each with a right-pointing chevron icon.

Edit Service

The user can edit the service status to make it “Displayed - Draft - Not Displayed” as shown:

//Logo of: HADAF - Human Resources Development Fund//

//Logo of: Vision 2030//

Childcare Centers

Registration Steps

About Qurrah Support Program

FAQs

Contact Us

Terms and Conditions

EN

2

My Account

Control Panel

Branches

Bookings

Services

Documents

Images


Invoices

Delete Service

Cancel

Save

< Back to Services

 **Daycare**

6-10 Years

Status

Displayed

Draft

Not displayed

> Information

> Booking Type

Changing Service Status (Displayed / Not Displayed)

The user can change the service status by clicking on "Status" list, selecting the status, and then clicking on "Save".

If the status is changed to "Displayed," the system will display "Service was successfully edited," as shown:

Note: "Displayed" means the user wants the service to be displayed to beneficiaries female and benefit from the service.



[Back to Services](#)



Preschool

3-6 Years

Status

Displayed

Draft

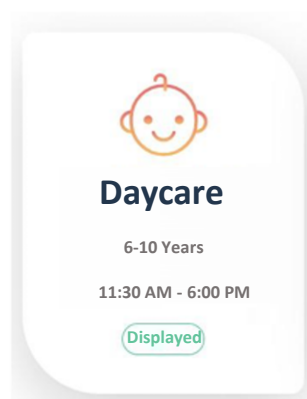
Not displayed

Basic Information



Requests related to it

cannot be deleted.

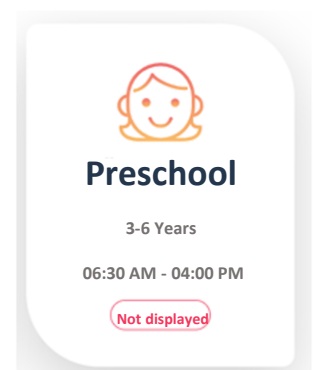


Changing Service Status (Displayed / Not Displayed)

The user can change the service status by clicking on "Status" list, selecting the status, and then clicking on "Save".

If the status is changed to "Not Displayed," the system will display "Service was successfully edited," as shown:

Note: "Not displayed" means that the user does not want the service to be visible to the beneficiaries female.



Delete Service

The user can delete the service from the Childcare Center by clicking on “Delete Service.”

Note: The “Childcare Center” cannot delete a service if there are requests associated therewith.


//Logo of: HADAF - Human Resources Development Fund//

//Logo of: Qurrah

//Logo of: Vision 2030//

[Childcare Centers](#)[Registration Steps](#)[About Qurrah Support Program](#)[FAQs](#)[Contact Us](#)[Terms and Conditions](#)[EN](#)

4



My Account

Control Panel

Branches


Bookings

Services

Documents

Images

[Back to Services](#)



Daycare

6-10 Years

Status

Basic Information

Service Type

DAYCARE

Age Group

6-10 Years

Delete Service

Cancel

Save

صندوق تنمية
الموارد البشرية
HUMAN RESOURCES
DEVELOPMENT FUND

