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 (Hadaf) 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 b
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: Qurrah // | //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:

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

✓ Please activate your account ✕
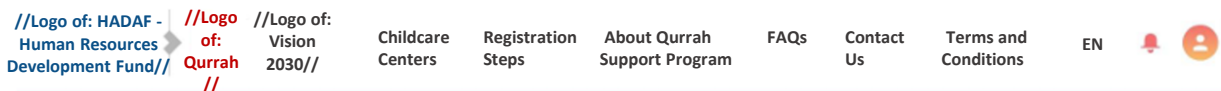
Activate the Account

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:

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:

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

ⓘ **Your center data is incomplete. Please complete the data.**   Complete the data.

Control Panel

My Account

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

Bookings	0	Services	0	Images	0
View Bookings		View Services		View Images	

Latest Bookings   View All Bookings

ⓘ No bookings are available

Adding Center Data

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

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

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:

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

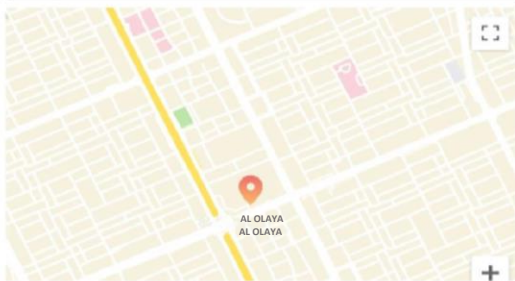Next

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

Cancel

Next

Independent
Workplace
Home-based
Duyuf Al-Rahman

Private
Governmental
Non-profit

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

Independent
Workplace
Home-based
Duyuf Al-Rahman

Home-based

Cancel

Next

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

AL OLAYA
AL OLAYA

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:

Banking Information

The system will display, to the user, the fields related to "Banking Information", which shall be filled out by the same. To complete the procedures, click "Next".

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

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.

1 Add your Services.

2 Wait for Acceptance.

3 Submit
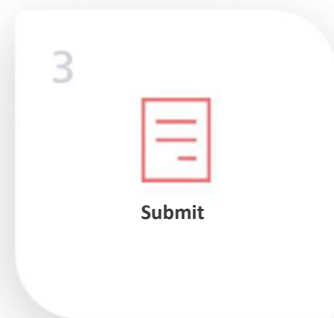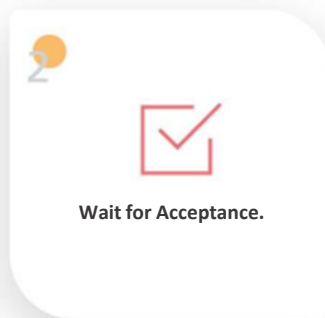
Review Data and Approve Request

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

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

Notifications 🗑

Your request is under review.

Control Panel

Al Dar Center
My Account

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

Bookings (0)
View Bookings

Services (0)
View Services

Images (0)
View Images

Latest Bookings

View All Bookings

ⓘ No bookings are available.

View Branches

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

| 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   0

Services
View Services   0

Images
View Images   0

Latest Bookings

View All Bookings

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:
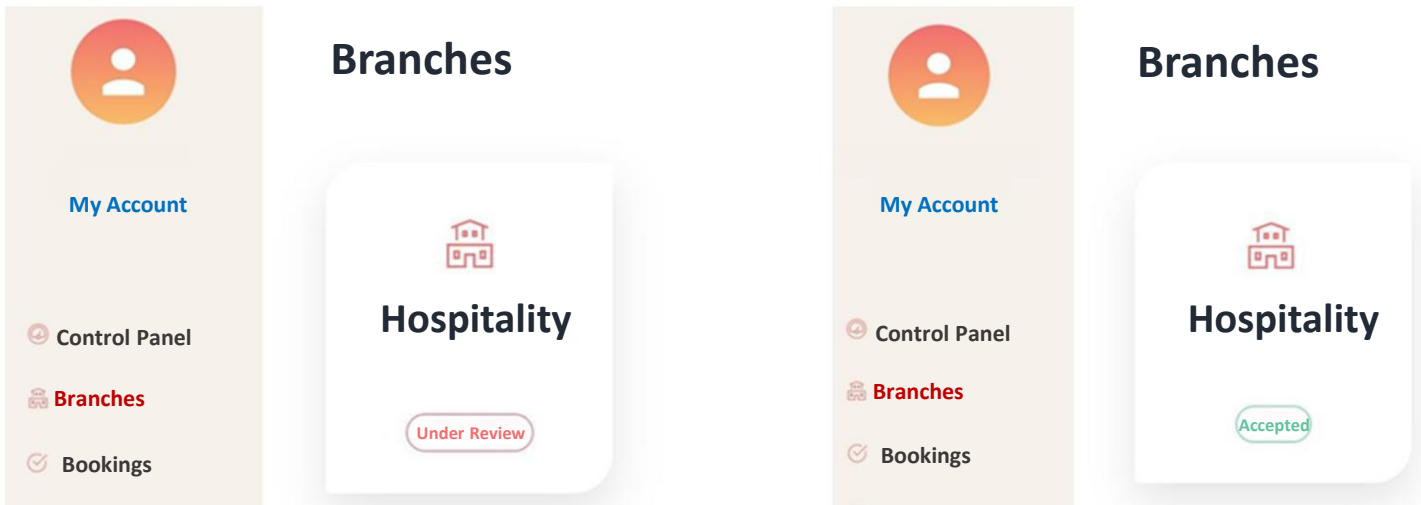
View Branch Data

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

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:

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

‹ **Back to Branches**

Trail Center

T-HRDF

Accepted

Edit

My Account

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

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:

Add Services

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

| 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	0	Services	0	Images	0
View Bookings		View Services		View Images	

Latest Bookings

View All Bookings

No bookings are available.

Add a New Service

The system will display the services provided by the Childcare Cent

To add a new service to the Childcare Center, the user clicks on "Ad a Service" as shown:

Al Dar Center

My Account

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

Services

Add a Service

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

No services are currently available.
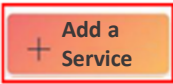
Add a New Service

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 clic
"Next".

Add a Service

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

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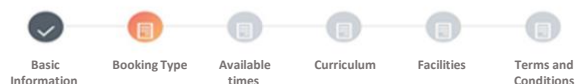
Booking Type and Price*

☐ Hour		SAR
☐ Day		SAR
☑ Monthly		SAR

Required
Please add the price including VAT, if any.

☐ Term		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:

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:

Add a New Service

The user shall fill in all fields related to "Facilities" and select "Facilities Provided by the Center".
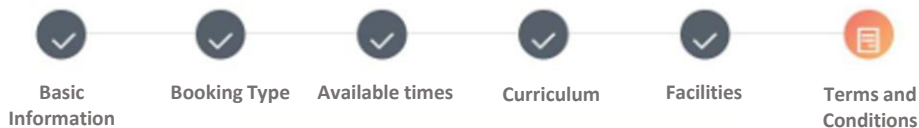To complete "Add a New Service" procedures, the user shall click "Next" as shown:

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

Basic Information	Booking Type	Available times	Curriculum	Facilities	Terms and Conditions
✓	✓	✓	✓	✓	▤

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

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

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

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

Services

Add a Service

My Account

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

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

Daycare

6-10 Years

11:30 AM - 6:00 PM

Displayed

Preschool

3-6 Years

11:30 AM - 01:00 PM

Displayed

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:

My Account

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

‹ Back to Services

Daycare
6-10 Years
Displayed

Edit

> Basic Information

> Booking Type

> Available times

> Curriculum

> Services

Edit Service

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

 //Logo of: Vision 2030//

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

Delete Service   Cancel   **Save**

‹ **Back to Services**

Daycare

6-10 Years

Status

Displayed
Draft
Not displayed

› **Information**

› **Booking Type**

My Account

⊙ Control Panel

⊟ Branches

◎ Bookings

⊞ Services

⊟ Documents

⊟ Images

⊟ Invoices

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.
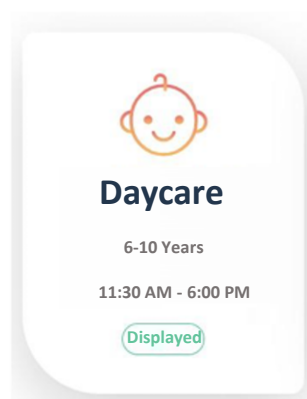
Changing Service Status (Displayed / Not Displayed)

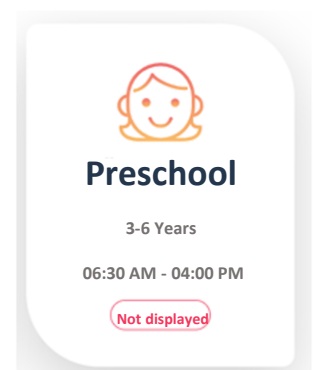The user can change the service status by clicking on "Status" list, selecting the status, and then clicking on "Save".
If the status is changed to "Not Displayed," the system will display "Service was successfully edited," as shown:

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.

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

Delete Service   Cancel   Save

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

صنــــدوق تنمــية
المـــوارد البشـرية
HUMAN RESOURCES
DEVELOPMENT FUND