

Institute of Public Administration معهـد الإدارة العامـة Computer Center

Faculty members Personal Blog

[Version 1.0]

[07/06/1435 H]

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Faculty members Personal Blog

Coinciding with the launch of the new service of the faculty member's personal blog on the website of the Institute of

Public Administration, was the preparation of this document is to clarify the mechanism of the use of this service.

The targeted audience: Faculty Members at the Institute of Public Administration.

- * Identifying the content of faculty member's personal blog site: In order to access the home page following these steps:
 - 1- Open a new internet explorer page or any browser you want.
 - Copy and paste IPA link (www.pa.edu.sa) in the address bar, then click on "Training Members", as shown in Image 1.

Note:

You can directly access the page by pasting the following link in the address bar of your internet browser: (www.ipa.edu.sa/Arabic/Knowledge/TrainingMembers/)

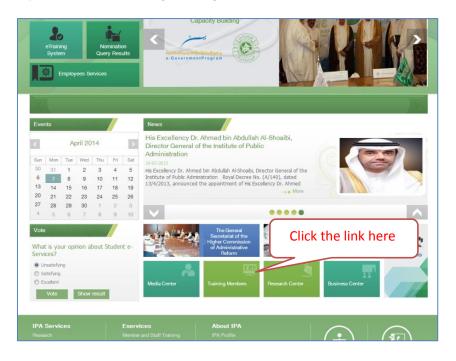


Image (1)

3- You will be re-redirected to the home page of the faculty member's personal blog, **as shown in Image 2.**



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- 4- The home page of faculty member's personal blog website contains the following elements:
 - "Faculty Members" link, this element shows all data for the faculty members with images and names, as



shown in Image 3.

Image (3)

- "Advanced Search" link, from this page you can search for faculty members by different criteria

(Examples: You can search by Branch or Department or Name or Section), as shown in Image (4).



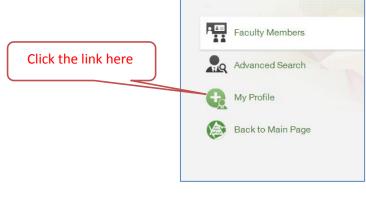
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Faculty Members I	Datal Cli	ck the lir	ık here		bic Administration	
Faculty Members	Trainers Ac	Ivanced Search				
Advanced Search	Branch	Choose	•	Department	Choose	•
My Profile	Section	Choose		Name		
Back to Main Page			QSe	arch		

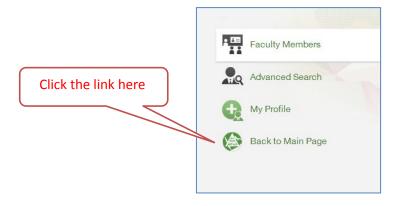


- "My Profile" link, Faculty members can use this element for adding or editing or deleting personal information's, as shown in Image (5).





- "Back to Main Page" link, to return to the home page of IPA website, as shown in Image (6).











- **Performing Advanced Search:** to be able to view the details of a Training Member perform the following steps:
 - 1. Follow the steps of (1-3 in the title of **Identifying the content of faculty member's personal blog site**).
 - 2. Click on "Advanced Search" in order to conduct a search for a Faculty members at the Institute of Public

Administration, as shown in Image (7).

Faculty Members	Click the link here ad to promoting its efficiency, the IPA seeks to recruit highly qualified
Advanced Search	faculties specialized in IPA's fields of interest.
My Profile	Recently Added Members



3. You will notice the appearance of the Advanced Search page, **as shown in Image (8).**

Faculty Members	Trainers Ac	dvanced Search		are: copulate	
Advanced Search	Branch	Choose	Department	Choose	•
	Section	Choose	▼ Name		
Click the link her	e		Q Search		

Image (8)

4. Select the criteria desired to display a member or group of faculty members, and then clicking on the "search"

button to view the search result, observe the search results appeared, as shown in Image (9).

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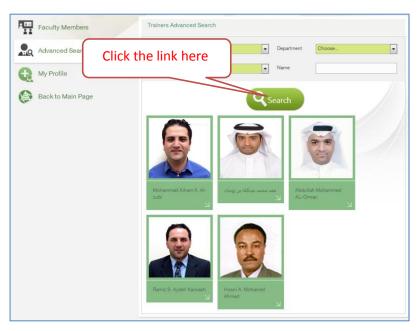


Image (9)

Modifying and Publishing of faculty members information's on the blog: to be able to view and edit the details of private data Training Member at the Institute of Public Administration, perform the following steps:

Modify the Basic Information's of a faculty member:

- 1. Open a new internet explorer browser window.
- 2. Copy & paste the following link (http://www.ipa.edu.sa) in the address bar of the browser.
- 3. Press the "Staff Login" button to authenticate in IPA network as a staff member, as shown in Image

(10), and then fill-in your user name (Your Windows ID) and password, as shown in Image (11).



Image (10)





The server http://ip password.	a.edu.sa:80 r	7 /	ame and	D	
	V				
User Name: Password:			_		
		Log In	Cancel		

4. In Home Page of IPA website **"Training Members"** button in order to view the faculty members at the Institute of Public Administration, **as shown in Image (12).**

	Lo Traini System	m	vees S		ominat ery Re		e-Governme				
Event	ts		-		/		News	/)».
<			pril 21			>		r. Ahmed bin Abdul of the Institute of P		6 5	-
	Mon 31	Tue 1	Wed		Fri	Sat	19-05-2013				
	31	1	2	3 10					Director General of the o. (A/140), dated		
	14	15	16	17	L 1		lick the lin	chere	kcellency Dr. Ahmed	EL C	
	21	22	23	24	L			Chere	More	C. Market	Contraction of the second
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-4	5	6	7	8	9	10	$\mathbf{\vee}$	\setminus /			
Vote What i Service		ur opi	nion a	about	Stude	nt e-	State Has	General ariat of the Commission iministrative Reform		Performance Measurement Cent Of Government Agencies	IPA Forums
Uns		1g						TR.	a 👔		
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	Vote	l	Shov	v result			Media Center	Training Members	Research Center	Business Center	
IPA S Researc		es;			ĺ	Eserv Membe	ices rand Staff Training	About IPA IPA Profile		(\cdot)	(I)

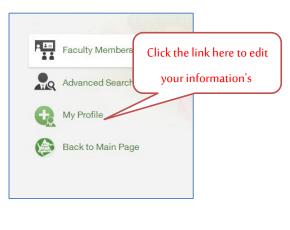
Image (12)

5. Observe that the Faculty Members blog home page opens, click on "My Profile" tab to make changes

in the content of your resume, as shown in Image (13).









6. Your main page will appear, as shown in Image (14), then you can make any update or change the data in your resume, as shown in Image (15), after that click on "save" button to save your update, as shown in Image (16).

Mahmoud Al-Tarav			معهد الددارة العامة Institute of Public Administration
= Basic Information	Welcome to my profile		
	Basic Information		
CV CV	Trainer Photo		Browse
Courses	Preferred Language	Arabic O Eng]
π	Name	Mahmoud Muslem	
Consulting	Branch	Choose	
•*•	Department	Choose	~
Teams and Committees	Section	Choose	~
Research and Publications	Rank	Choose	~
_	Major		
Back to Faculty	Specialization		
	Nationality		
	Phone		
	Address		
	Email	TarawnehM@ipa.eo	du sa
	Mobile		
	Fax		
	Office No.		
	Twitter		

Image (14)





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Mahmoud M Al-Tarawr		Render of Falls Administration	
Basic Information Click the lin	Welcome to my profile	Browse	
Courses	Prefeit ige Name	Anabic Clinic English Mathmoud Muslem Al-Tara	
Teams and Committees	Branch Department Section Rank	Head Office Application and System Computer Programs Trainer	
Research and Publications Back to Faculty	Major Specialization		
	Nationality Phone Address		
	Email Mobile Fax	Tarawneh/M@ipa.edu.sa	
	Office No. Twitter		

Image (15)



Image (16)







7. You will notice changes on your CV, after that choose the confirmation box on the validity of the data

that modify it, then click on "Publish" button, as shown in Image (17).

Basic Information	Welcome to my profile	
Dasic Information	Basic Information	
cv	Name	Mahmoud Muslem Al-Tarawneh
	Branch	Head Office
Courses	Department	Application and System Development Department
	Section	Computer Programs
Consulting	Rank	Trainer
	Major	
Teams and Committees	Specialization	
Research and Publications	Nationality	
	Phone	
Back to Faculty	Address	
	Email	TarawnehM@ipa.edu.sa
	Mobile	
	Fax	
	Office No.	Check the agreement box
	Twitter	
	LinkedIn	
	Facebook	
	Edit	
	Publish /	
lick the publish button	Publish	
		entered in this CV is totally true and IPA does not have any responsiblity about any mistake
	☑ ^I Agree	
	Publish	



8. At the bottom of the page there is a notes message will appear to let you know that the update will be

reviewed from the administrator before publishing, as shown in Image (18).









Notes:

陀 The modifications on the training member data will appears to the browsers only after final approval by

the website administrator.

If the faculty member modified his \ her data in previously, faculty member can click on the "Edit" button under the information section and edit it then publish it again.

- **Update the resume :**
 - Click on "CV" tab, as shown in image (19), You'll notice that the page contains information about the career of faculty member and all the experiences and publications with the possibility of adding or modifying or deleting these information's as follows:

	Mahmoud M Al-Taraw		
Click the link here			
	Basic Information	Courses and Academic Programs	
		there are no information to preview	Click the button here
	Courses	Academic Qualifications	
	Consulting	there are no information to preview	
	Teams and Committees		S
	Research and Publications	Experiences	
	Back to Faculty	there are no information to preview	•
		Field of Interest	
		there are no information to preview	
			₽
		Attachments	
		there are no information to preview	-
			9

Image (19)

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1.1. Materials and programs Courses: which introduces all courses has been taught by the faculty member with the ability to add via button described, as shown in image (19), and when you press it you will observe the display of adding "Courses and Academic Programs" dialog, as shown in image (20).

Courses and Academic	Programs
Subject	
Description	
Save	Cancel



1.2. Academic Qualifications: which introduces all scientific and academic qualifications obtained by the faculty member with the ability of adding new Academic Qualifications, as shown in image (19) and when you press it you will observe the display of adding "Academic Qualifications" dialog, as shown in image (21).

Academic Qualifications	
University Name	
Certification	
Graduation Year	
Graduation Country	
Major	
Save	Cancel



1.3. Experiences: which introduces all practical experiences and publications of the Faculty Member with the ability of adding new Experiences, **as shown in image (18)** and when you press it you will observe the display of adding "**Experiences**" dialog, **as shown in image (22)**.

1.1



Experiences	
Job	
Job Description	
Company	
Start Date	
End Date	
Save	Cancel

	(22)
Image	221
	(/

1.4. Interests: which introduces adding faculty member fields of interests via the add buttons, as shown in image (19), and when you press it you will observe the display of adding "Field of Interest", as shown in image (23).

Field of Interest	
Interest	
Description	
Save	Cancel



1.5. Attachments: which introduces adding files as attachments along with your resume as images,

or certificate, etc..., Faculty member can choose the file from the PC and type a description of the

file, and then click on the save, as shown in Image (24	ł),
---	-----

Attachments		
File		Browse
Description		
Save	Cancel	







Update Courses, conferences and seminars: This page contains courses, conferences and seminars the

faculty member participated in, with the ability of adding new data, as shown in Image (25).

It consists of the following:

- 1- Courses obtained by a member of the training
- 2- Conferences and seminars in which a member of the training

=:	Basic Information	Course	Click the add button here	
æ	cv	there are no	information to preview	
<u> </u>	Courses	Symposia	a and Conferences	
	Consulting	there are no	information to preview	10
	Teams and Committees			\$
	Research and Publications			
4	Back to Faculty			



1. **Courses:** which introduces courses that obtained by the faculty member, by pressing the "add"

button , **as shown in Image (25)** you will notice the display of add "**Courses**" dialog, **as shown in Image (26)**.

Courses	
Course	
Date	
Save	Cancel

Image (26)

2. Conferences and Seminars: which introduces Conferences that attended by the faculty member, by pressing the "add" button, as shown in Image (25) you will notice the display of add "Courses" dialog, as shown in Image (27).

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Symposia and Conferences		
Title		
Event Type	Choose	~
Date		
Place		
Organizer		
Save	Cancel	

Image (27)

Update Consulting: This page contains the titles of all consultations provided by the faculty member for

=•	Basic Information	Consulting
	cv	there are no information to preview
أ.	Courses	7
Å	Consulting	
	Teams and Committees	
F	Research and Publications	Click the add button here
•	Back to Faculty	

companies or other party with the ability of adding new consultations, as shown in Image (28).

Image (28)

Click on the button, as shown in the picture (28), you will notice the display of add "Consultation"

dialog, as shown in Image (29):

Consulting	
Title	
Recipient	
Date	
Save	Cancel

Image (29)





Update Teams and Committees: This page contains all the teams and committee's faculty member participated in as team member, with the possibility to adding new team and committee, as shown in Image(30).

Basic Information	Teams and Committees
CV CV	there are no information to preview
Courses	70
Consulting	
Teams and Committees	
Research and Publications	Click the add hutton here
Back to Faculty	

Image (30)

Click on the button, as shown in the image (30), you will notice the display of add "Teams and

committee" dialog, as shown in Image (31):

Teams and Committe	es		
Team			
Participation Type			
Start Date			
End Date			
Save	L	Cancel	
	Image (31)	

Update Research and Publication: This page contains all Researches and Publications that the faculty

member performed, with the possibility to adding new "Research and Publications", as shown in Image(32).

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Basic Information	Research and Publications
CV CV	there are no information to preview
Courses	8
Consulting	1
Teams and Committees	
Research and Publications	
Back to Faculty	Click the add button here
h	(22)



Click on the button shown in the image (32), you will notice a box appears, in addition research and published

papers, **as shown in Image (33)**:

Research and Publications	
Research And Publishing	
Publishing Date	
Research URL	
Organizer	
Save	Cancel

Image (33)

Back to Faculty: Click on this link to return to the home page of faculty members website, as shown in

Image (34):







In case of any problems regarding the faculty members blogs, Please Contact Us:

Email: Helpdesk@ipa.edu.sa

Contact numbers : 4745666 / 4745777

Revision history

Version	Initiator	Description	Approved by	Approve Date
1.0	Alaa AlBasatneh Obada Al-Shawaheen	User Manual has been initiated	General Management of Computer Center	10/06/1435



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