

User Manual

Committees and Councils System



بين الحاضر والمستقبل

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Introduction:

Meetings within universities are of great importance, as they are entrusted with making vital decisions through which the university goals for which the university was established are achieved, with the tasks and executive roles available to it. The main role of the university council, college councils, and department councils is to manage the affairs of the university and the scientific and administrative colleges and implement the general policy of the university to serve the educational, research and knowledge process within the university. Therefore, we have developed and implemented the committees and councils' system to serve and transform meeting management from the traditional method to a more productive, effective and easy way of performance by converting all transactions and meetings into fast, simple, attractive and accurate electronic transactions. As it gives all council meetings the ability to accomplish in a wonderful way with full documentation of all procedures so that the system provides a technical service that contributes to the university's accession to the ranks of international universities in the use of information technology.

Overview:

Through this system, the following is done:

Establishment of committees and councils.

Define and manage committee or board members.

Create a meeting and bring up meeting topics.

Send the meeting to members for perusal.

Opening the voting period on the topics of the meeting by the members.

Enter discussion and resolution for each topic.

Request to approve the minutes of the meeting.

Archive approved meetings.

Tagged:

Committee Chairman: He is the user responsible for creating meetings, adding topics, publishing meetings, opening the voting period, requesting approval of the minutes, examining the minutes, and archiving the meeting.

Vice-Chairman of the Committee: Treated as the Chairman of the Committee.

Committee Secretary: Treated as the head of the committee.

Members: It is a user who has the powers to view and vote on the meetings published in his committee.

Approved: He is the user responsible for approving the minutes of the meeting sent by the committee chairman.

Recommendations For Use:

For the best use and design of the system, it is recommended to use the latest version of Google Chrome browser.

The Beginning:

User Access Considerations:

Access to the system is granted to all university employees, including faculty and staff.

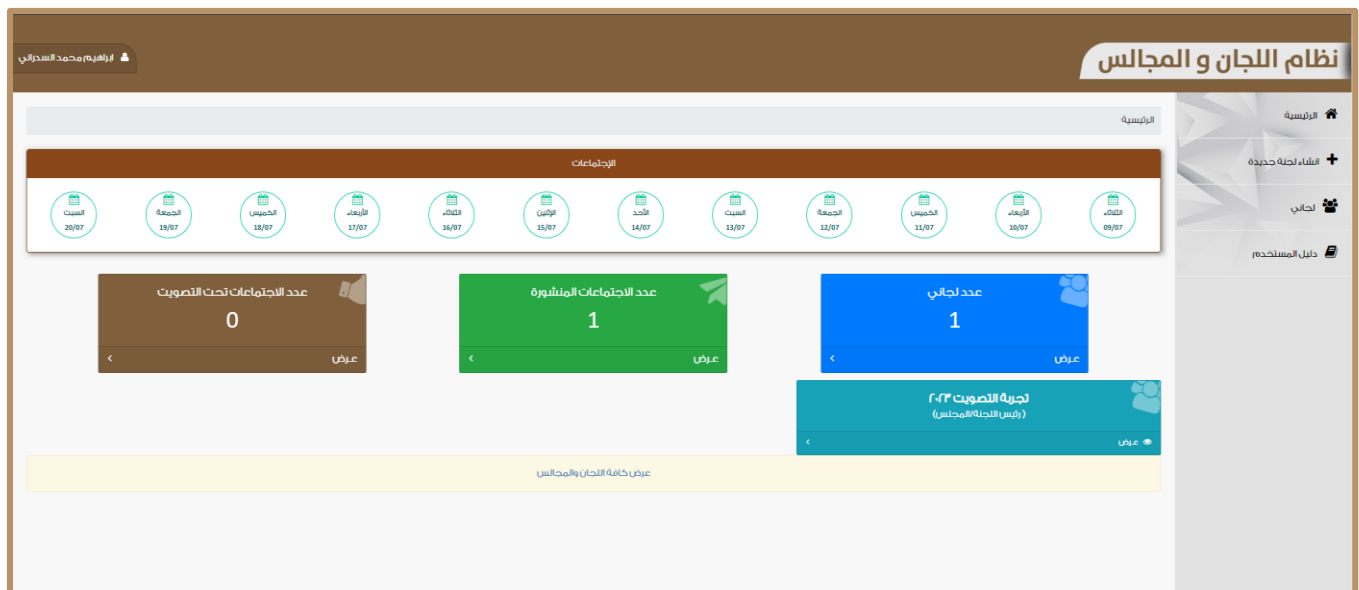
Login to the system

The user can enter the committees and council's system by entering the Diwan system through the single entry, as shown in the following figure:



Organize and navigate screens:

Upon entering the system, the main screen of the system appears, which contains the lists that the user has been granted access to only, as shown in the figure:



Logging out of the system:

To log out of the system, the system is closed, and the Diwan system is completely logged out.

Using the system and explaining the screens

The following sections provide a detailed explanation of all parts and functions of the committees and councils system so that all screens are explained.

Main:

The main screen appears upon entering directly, which contains the following:

1. Create a committee "إنشاء لجنة": This icon appears to all university employees, including employees and faculty members, so that they can create a new committee.
2. commissions "لجانتي": A list of all added commissions appears.
3. Meetings: The schedule of meetings scheduled for a period of approximately two weeks appears, where the day in red indicates that there is at least one meeting on that day, and when pressed, a list of all the meeting on that day appears with the basic information of the meeting.

نظام اللجان و المجالس

الرئيسية

الاجتماعات

عدد الاجتماعات تحت التصويت 0

عدد الاجتماعات المنتهية 1

عدد لجان 1

لجنة التصويت ٢٠٢٣
(رئيس اللجنة: الأستاذة)

عرض كافة اللجان والمجالس

Create a new committee:

A screen contains the basic data required to create a new committee or council, and all data must be entered as follows:

نظام اللجان و المجالس

الرئيسية

اسم اللجنة

نوع اللجنة

رئيس اللجنة (الرقم الوظيفي)

سكرتير اللجنة (الرقم الوظيفي)

معلم المحاضر ○ معالي رئيس الجامعة ○ موظف رسمي

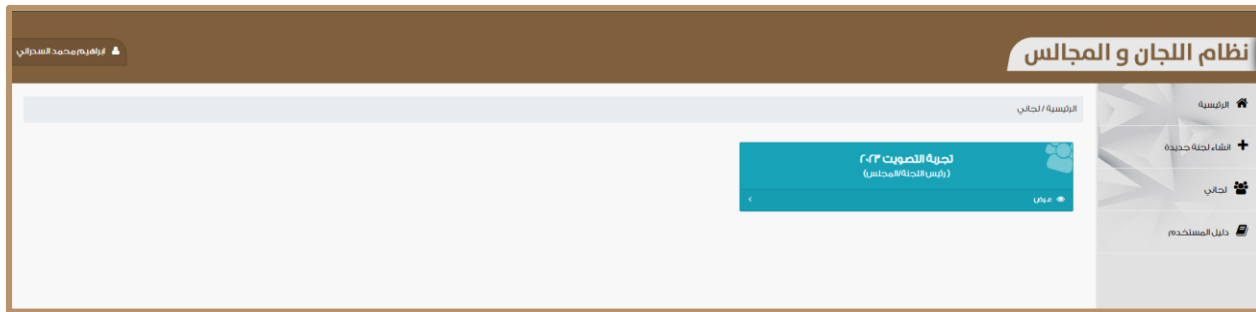
إظهار قائمة الأعضاء داخل الاجتماع

لا نعم

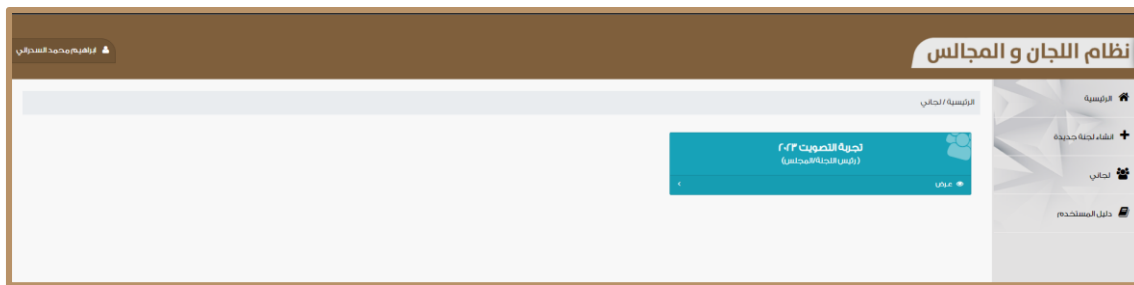
حفظ رجوع

لجاني " Commissions"

When clicking on "لجاني" from the main screen, the user is transferred to the committee screen, and icons appear according to his role in this committee, and the meetings published or under voting appear.



When you click on "لجاني" from the main screen, then click on "عرض"



Through this screen, a list of meetings appears with the ability to search for a specific meeting by the meeting number, date, or status, noting that members only see published or under voting meetings. Either the committee chairman can view all non-archived meetings. It also enables the committee chairman to add a new meeting, enter its topics, or modify the added meetings.

[illegible]

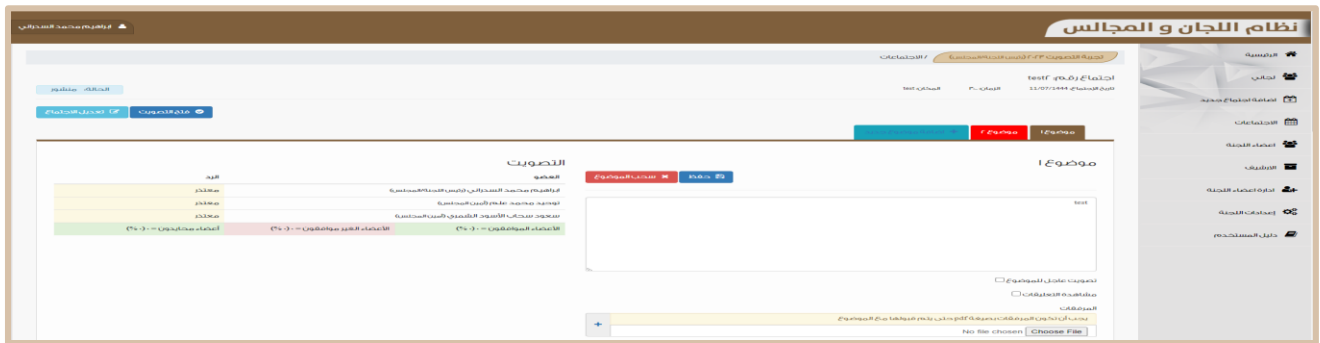
Add a new meeting:

Enter the required meeting information as the meeting number cannot be repeated for the same committee, noting that the introduction and end of the minutes are what will appear in the minutes of the meeting after it is closed.

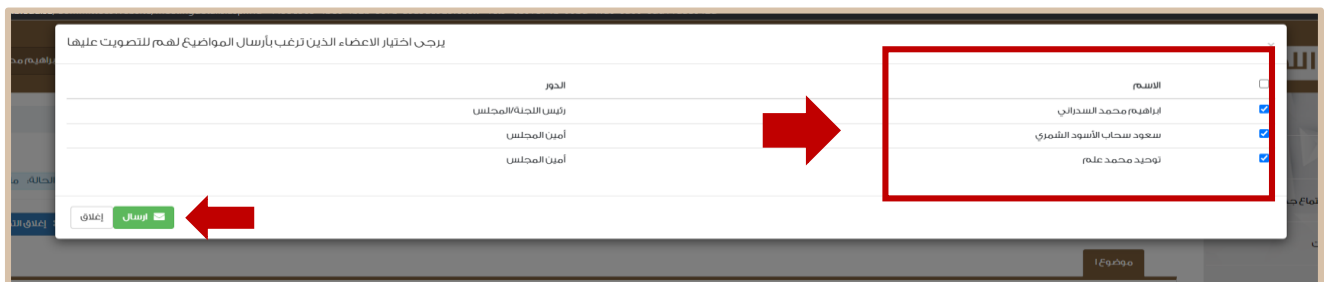
After entering the previous information and making a save, it will move to the Add Topics screen to add a new topic by pressing “إضافة موضوع جديد” as in the following figure:

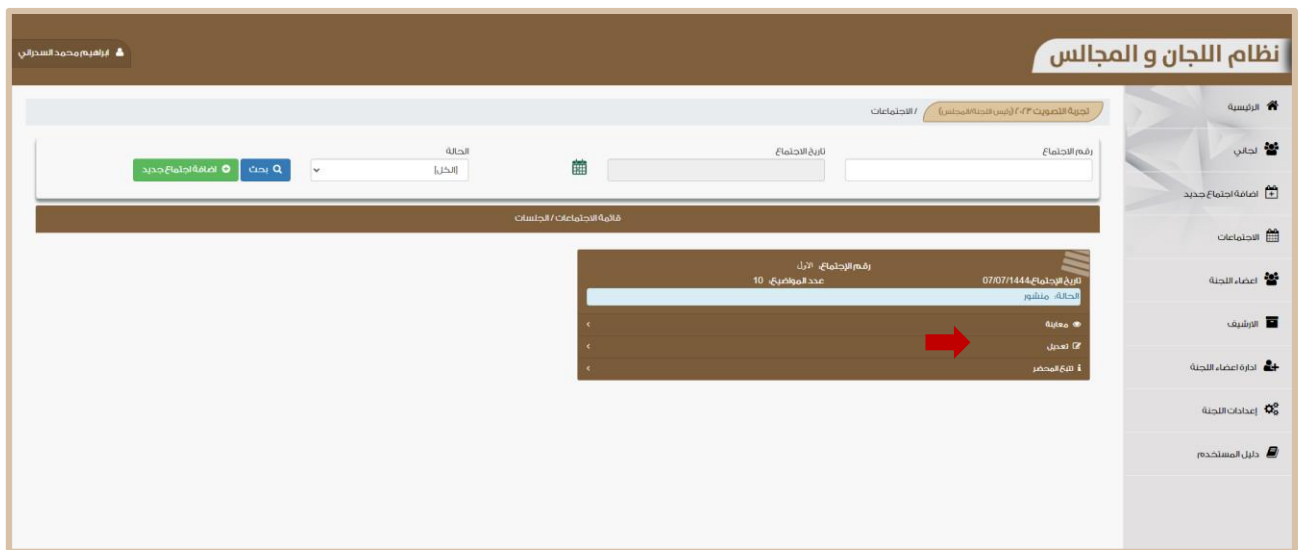
After adding topics, the meeting can be published by clicking on “توجيه دعوة” so that members can view it as follows:

After publishing the meeting, and when you want to open the voting period for the topics, you must make sure that the topic has not been specified as an "تصويت عاجل للموضوع." If an urgent vote for the topic is not specified, the voting is opened by pressing the Open Voting button, as follows:



If an "تصويت عاجل للموضوع" is specified for the topic, the way to open the vote is to click on "select members" and then select the members to vote and send the invitation to vote as shown in the figure:





The committee chairperson can view the votes of all members, but only members can see his own votes, as shown in the figure:

أضف تعليق جديد

إرسال التعليق

الأعضاء الموافقون = (33.3%) الأعضاء الغير موافقون = (0%) أعضاء محايدون = (0%)

الرد	العضو
	سامي نافع حيار المطيري (رئيس اللجنة/المجلس)
	أبراهيم محمد السدري (عضو اللجنة/المجلس)
موافق	سعود صباح الأسود الشمري (رئيس المجلس)

إعادة التصويت

محايد غير موافق موافق

أضف تعليق جديد

إرسال التعليق

الأعضاء الموافقون = (0%) الأعضاء الغير موافقون = (0%) أعضاء محايدون = (0%)

الرد	العضو
	سعود صباح الأسود الشمري (رئيس المجلس)

إعادة التصويت

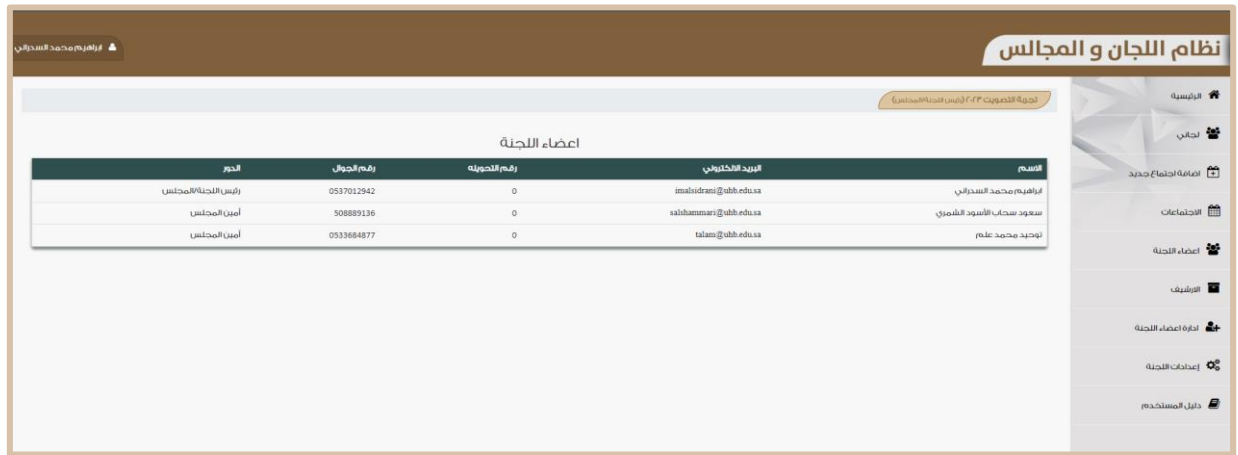
محايد غير موافق موافق

Meeting preview:

This screen appears for members to view and vote on meeting topics during the publishing or voting period, as shown in the following figure:

Committee members:

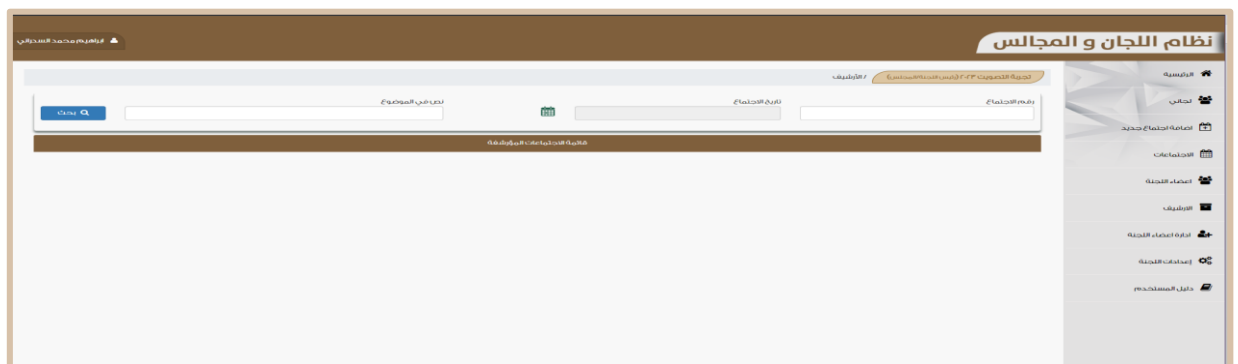
On this screen, the basic information of all the current members of the committee is displayed, along with specifying the role of each member, as follows



الاسم	البريد الإلكتروني	رقم الهوية	رقم الجوال	الدور
د. محمد السعيد	msaid@uh.edu.sa	0	0537012942	رئيس اللجنة
د. أحمد السعيد	ahmed@uh.edu.sa	0	508889136	أمين اللجنة
د. محمد السعيد	talat@uh.edu.sa	0	0533684877	أمين اللجنة

Archives:

This screen appears only to the Chairman of the Committee, and it contains all the approved and archived meetings. The meeting and minutes of the meeting can also be viewed from this screen. As follows:



Managing committee members:

This screen appears only to the committee chairman, and enables him to add or delete committee members, as follows:

الاسم	البريد الإلكتروني	رقم الوظيفة	الدرجة	مستوى التوظيف
أحمد بن محمد السديري	ahmed@hafr.edu.sa	0537012942	0	1
سعود بن عبد الله السديري	saud@hafr.edu.sa	508889136	0	3
محمد بن محمد السديري	mohammed@hafr.edu.sa	0533684877	0	3

Only the job number is added, after which all the employee's private data will be fetched

Technical Support

Technical support for systems is considered one of the important and essential parts for the continuity and success of any system, so this part was added to introduce the user to the mechanism of technical support work and how to deal with error messages that may appear while using the system.

Error messages:

You may see some error messages or strange messages to the user while using the system or perform any of the functions or operations in one of the screens of the program. When this happens, the user should know when the error occurred or what is the process that when the implementation of the error message or message indicating the existence of a technical defect and then must shoot the screen and send it to the officials with a description which is about in any screen the error occurred or when Any action he has taken to make it easier for technicians and technical support officials to find a quick solution to the problem.

Technical Support:

In the event of any problem, please submit a technical support request through the technical support system. Located in Diwan Gate.

