

WHITE PAPER - LDM

White Paper Document
On Learning & development Module (LDM)

ABSTRACT

This document provides an overview of the overall functionalities in **Learning & Development Module** compiled and served to meet Business needs.

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1. Purpose of the document & Its Intended Audience

The purpose of this White Paper Document is to clearly detail down the functionality developed in LDM system to automate the business process with respect to Learning & Development Module. The functionality enumerated in this document are the one which occurs in day to day business with respect to Training Management.

2. The Learning & Development Module (LDM)

Learning & Development Module by DLI, is a robust and interactive packaged web application built to manage employee's training related need.

Request for Training & its monitoring can be managed online through its One Window all operation functionality of "Training Calendar". Further to it, Employee & Manager Request are to boost the employees participation.

Its core part of Training Program & Budgeting renders the control of Training Operation into the hands of HR..

The software is packed with the following high level **Key Feature**:-



3. Stakeholders

This sub-section describes the type of users likely to use the system.

| Sr. No. | Role Name | Significance |
|---------|--------------|---|
| 1 | HRM | HR Manager |
| 2 | Candidate | A candidate / Employee could be the one who will undergo training. |
| 3 | Line Manager | Line manager will mainly be responsible for approving "Training Registration" request transaction |
| 4 | Proxy | A user responsible for carrying out System transactions on behalf of others. Mainly used for – Labour, Security & other Blue color employees. |

4. System Process Flow

- 1.
- 2.
- 2.1.

A high-level process flow diagram of proposed Application depicting various components and flow of events in the system are included herewith.

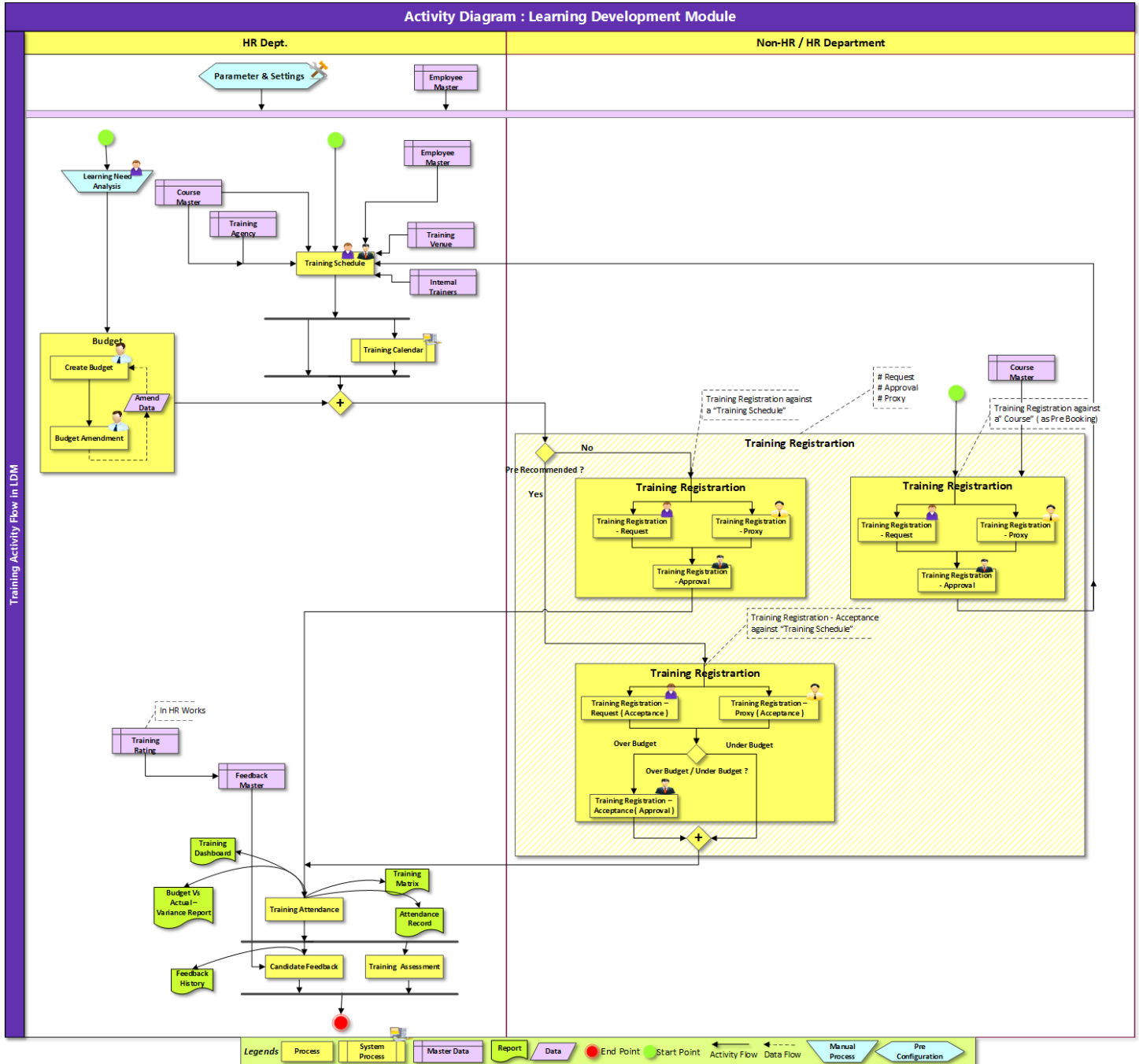


Fig: Process flow – Learning Development Module

1.1 Process Description

Following sub section enlist the System functionalities that were identified during high level business requirement:-

- 1.
- 2.
- 2.1.
- 2.2.

2.2.1.Master Data

2.2.1.1. Course Group

User for defining Courses used for providing training to employees in the organization.

Course Group is a high level categorization of courses.

The screenshot displays the HRWORKS plus web application interface. The top navigation bar includes the HRWORKS plus logo, a user profile (Rangga), and a PMM Demo Company dropdown. The left sidebar contains a menu with options: Administrative Servi..., Self Service, HR Portal, Dashboard, Employee Portal, Clearance Form And E..., Performance Managem..., Learning And Develop..., Configuration, Course Group, Course Master, Training Agency, Internal Trainers, and Internal Venue. The main content area is titled 'Course Group' and shows a 'Course Group List' table. The table has columns for Action, Course Group, and Set Budget At. It lists 'Budgeted Courses' and 'Non Budgeted Courses' under the 'Course Group' column, and 'Sub Company' under the 'Set Budget At' column. The table is paginated to 'Page 1 of 1(2 items)' with a page size of 10. Below the table, there is a 'Course Group - Budgeted Courses' form. This form includes fields for 'Course Group' (set to 'Budgeted Courses') and 'Set Budget At' (set to 'Sub Company'). It also has a section for 'Advertisement/Reminder Email configuration settings' with tabs for 'Advertisement Settings' and 'Reminder Settings'. The 'Advertisement Settings' tab is active, showing fields for 'Who should receive Advertisement Emails?' (set to 'Advertise Employee, Exclude-Registered/Accepted Employee, Nominate') and 'When should Advertisement Emails be sent?' (set to '10 Days after "Training Schedule" transaction getting fully Approved, At'). The form has 'Save' and 'Close' buttons at the bottom right.

2.2.1.2. Course Master

User for defining Courses used for providing training to employees in the organization.

1. Various Courses can be created as Master List

The screenshot shows the HRWORKS PLUS 'Course Master' interface. On the left is a sidebar with navigation options: Administrative Services, Self Service, HR Portal, Employee Portal, Payroll Transactions, News Letter, Clearance Form And E..., Feedback Reporting, Performance Management, Learning And Development (selected), Configuration, Course Group, Course Master (selected), Training Agency, Internal Trainers, Internal Venue, and Transaction. The main area displays a 'Course List' table with columns: Action, Course, Valid From, Valid To, Classification, and Active. The table contains six rows of course data. Below the table, it indicates 'Page 1 of 17 items' and 'Page Size 10'. A 'Create New' button is visible in the top right corner.

| Action | Course | Valid From | Valid To | Classification | Active |
|--------|-------------------------------|------------|------------|-----------------------|-------------------------------------|
| | CM007-Letthe Machine Training | 01/01/2016 | 31/12/2037 | Instructor Led,Online | <input checked="" type="checkbox"/> |
| | CM001-Fire Fighting Basic | 01/01/2016 | 31/12/2016 | Instructor Led,Online | <input checked="" type="checkbox"/> |
| | CM004-Safety Regulation | 01/07/2008 | 31/07/2029 | Instructor Led,Online | <input checked="" type="checkbox"/> |
| | CM003-BRD Documentation | 01/01/2016 | 31/12/2016 | Instructor Led,Online | <input checked="" type="checkbox"/> |
| | CM002-Autocad | 01/01/2016 | 31/12/2016 | Instructor Led | <input checked="" type="checkbox"/> |
| | CM005-Project Estimation | 01/07/2010 | 31/07/2024 | Instructor Led,Online | <input checked="" type="checkbox"/> |
| | CM006-Visual Basic | 01/01/2016 | 31/12/2017 | Instructor Led | <input checked="" type="checkbox"/> |

2. Further additional information can be mapped viz – Budget rate, Course Material, Applicability Rules (that defines the qualification criteria for employees)

The screenshot shows the HRWORKS PLUS 'Course Master' detail interface. The top section contains form fields for Course Code (CM001), Training Method (On the Job), Course Type (Internal Training/Training Agency), Valid From (01/01/2016), Set Budget At (Department), Training Cost (100 Arab Emirates Dirhams), Course Description (Fire Fighting Basic for fire fighter), Course Name (Fire Fighting Basic), Classification (Instructor Led,Online), Course Duration (11), Valid To (31/12/2016), Course Group (CG001 - SoftwareRelated), and an Active checkbox. Below the form are two tabs: 'Course Material' (selected) and 'Applicability'. The 'Course Material' tab displays a table with columns: Action, Type, File Name, Description, Access To, Access Timing, Attachment, and Active. The table contains one row of material data. At the bottom right, there are 'Save', 'Delete', and 'Close' buttons.

| Action | Type | File Name | Description | Access To | Access Timing | Attachment | Active |
|--------|-------|----------------------------------|------------------------------|------------|-----------------|------------|-------------------------------------|
| | Video | emergency control techniques.flv | emergency control techniques | Instructor | Before Training | | <input checked="" type="checkbox"/> |

2.2.1.3. Internal Venue

This training venue master will be used for maintaining internal Training Venue which is internal to the organization.

used to link with

1 Various External Training agency associated with providing training can be defined.

1 Internal trainees who are eligible to provide training can be nominated and keep as resource pool.

2 One can also see – (1) which program & who associated with the agency.

2 Employee indulged in various courses can be linked so as to keep resource pool.

2.2.2. Transactions

- 1.
2.
 - 2.1.
 - 2.2.
 - 2.2.1.
 - 2.2.2.
 - 2.2.3.
 - 2.2.3.1.

2.2.2.1. Budget

Budgeting can be defined in the system & events leading to overshooting the budget can be tracked and monitored. Thus, by giving full financial control over the Training Business.

Steps

1. Various instances of budget can be maintained at a time
2. Course & Department wise budget can be defined. An overall cap of Course Category can also be maintained.
3. Budget Amendment enhances the Budget functionality by allowing the user to change the Budgeted figure.

The screenshot displays the 'Training Budget' interface. The top section shows a 'Training Budget List' with columns for Action, Trns No, Transaction Date, Budget Period, Total Budget Amount, Currency, and Status. Below this, a detailed view of a specific budget (TB0001-3) is shown, including fields for Trns No, Transaction Date, Budget Period, and Total. The interface also includes a 'Course Group' and 'Course' section with a table of amounts and currencies for various departments and courses.

| Action | Trns No | Transaction Date | Budget Period | Total Budget Amount | Currency | Status |
|--------|----------|------------------|----------------------------|---------------------|----------|----------|
| | TB0001-3 | 27/12/2016 | 01/Jan/2016 To 31/Dec/2016 | 50000 | AED | Approved |
| | TB0001-2 | 26/12/2016 | 01/Jan/2016 To 31/Dec/2016 | 40800 | AED | Amended |
| | TB0001-1 | 26/12/2016 | 01/Jan/2016 To 31/Dec/2016 | 40800 | AED | Amended |
| | TB0001 | 25/10/2016 | 01/Jan/2016 To 31/Dec/2016 | 40800 | AED | Amended |

| Course Group | Course | Amount |
|--------------|------------------------|-----------|
| | Letha Machine Training | 0 |
| | Fire Fighting Basic | 41000 AED |

| Department | Amount | Currency |
|---------------------------|--------|----------|
| Finance Department | 10000 | AED |
| Customer Support - Suppl. | 4000 | AED |
| Customer Support - Mark. | 2000 | AED |
| Customer Support | 3000 | AED |
| Engineering Department | 10000 | AED |
| HR Department | 8000 | AED |
| Accounts Department | 2000 | AED |

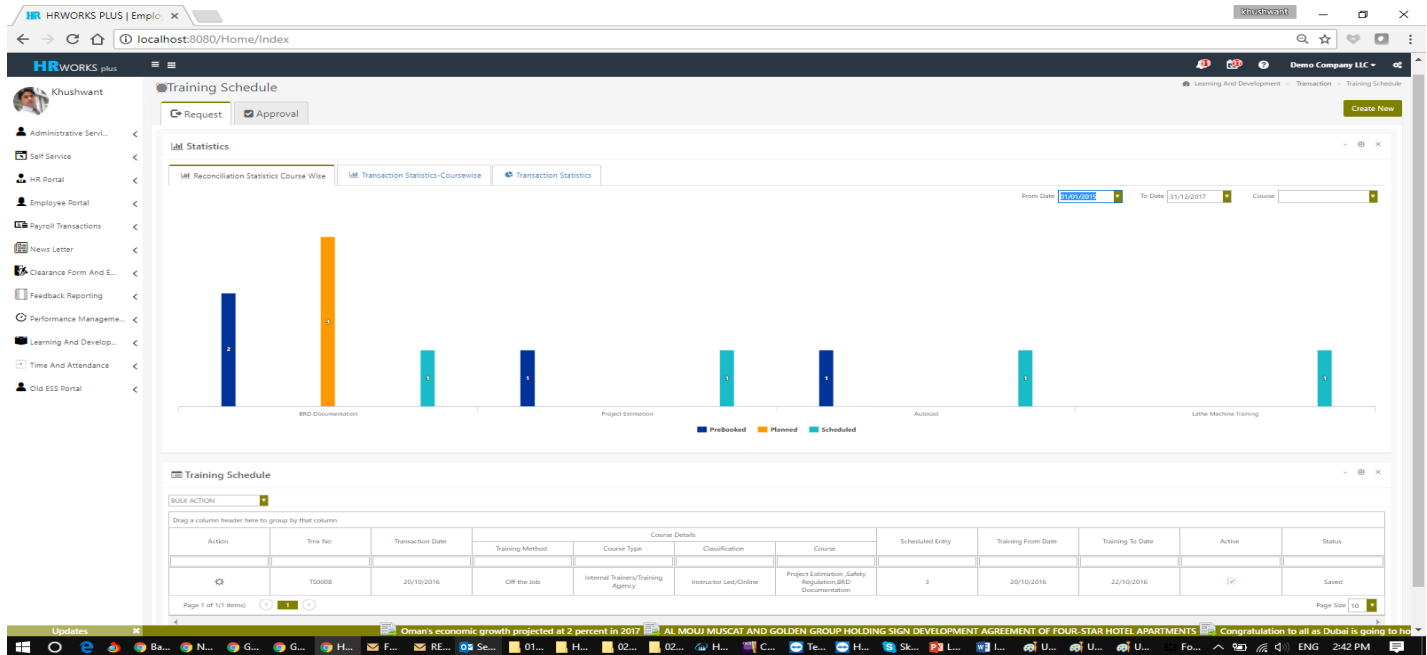
| Course | Amount |
|--------------------|-----------|
| Safety Regulation | 22000 AED |
| BRD Documentation | 7000 AED |
| Autobase | 7000 AED |
| Project Estimation | 7000 AED |
| Visual Basic | 7000 AED |

2.2.2.2. Training Schedule

Training Schedule is the core of LDM Module and is a sophisticated tool to Acknowledge, Entertain , Control and Manage Employee's Training Request. a Learning / Training Manager to pre plan and provisionally set the activities to undertake Training.

Steps

1. Main form gives Graphical & interactive usage to manager & handle Employees Training Related request.



2. Execute the Program

- Additional Employees can be nominated to form the best mix of training batch.
- Program date can be assigned.
- External Agency can be involved.
- System send the notification to all the stakeholders – Employee, External Agency & the Trainer.
- Auto alerts can be set.

2.2.2.3. Training Calendar

Training Calendar is the core of LDM Module from an employee perspective and is a sophisticated functionality used to -

(1) Accept a nominated Program (2) Enroll for an Advertised Program & (3) Monitor the status of various Program / Requested training.

It is an interactive calendar where employee can oversee & manage various Training and its related activities.

The screenshot displays the HRWORKS PLUS Training Calendar interface. The browser address bar shows the URL <https://ess.rovehotels.com/ESS/Home/Index>. The page title is "Training Calendar". The interface includes a sidebar with navigation options: "Self Service", "Employee Portal", and "Quality & Brand Experience" (which is expanded to show "Transaction", "Training Registration", and "Training Calendar"). The main calendar view is for September 2017, showing days from Sunday to Saturday. Training events are listed as follows:

- September 20: Emotional Intelligence - Supervisory Devt. (Recommended / Pre Booked)
- September 24: Reverse Thinking Workshop (Accepted)

At the bottom, there are two legends:

- Accepted** (Purple square), **Recommended / Pre Booked** (Green square), **Declined** (Red square)
- Advertisement** (Yellow square), **Approved** (Orange square), **In Progress** (Light Yellow square)
- Pre Booking** (Grey square), **Approved** (Dark Grey square), **In Progress** (Light Grey square)

2.2.2.4. Training Registration

Training Registration empowers an employee (a proxy there of) to carry out multitude of activity – (1) Enrolment against a Course (2) Schedules Program (3) Accepting against Nominated Scheduled Program.

Steps

1. Main form gives Graphical & interactive usage to handle Employees Training Related need.

The screenshot displays the HRWORKS PLUS Training Registration interface. The sidebar on the left contains navigation options for Administrative Services, Self Service, HR Portal, Employee Portal, Payroll Transactions, News Letter, Clearance Form And E..., Feedback Reporting, Performance Management, Learning And Development, Configuration, Transaction, Training Budget, Training Registration, Training Planning, Training Schedule, Training Attendance, and Training Feedback. The main content area is titled 'Training Registration' and includes tabs for 'Request', 'Approval', and 'Proxy'. A 'Statistics' chart shows the number of transactions for 'Approved' (green bar) and 'Submitted' (orange bar) status. Below the chart is a table of training transactions with columns for Action, Trnx No, Transaction Date, Employee, Course, Training Schedule, Training Schedule, Pre Recomm, Pre Booking Trnx, Acceptance Status, Registration Type, and Training Method. The table shows three transactions for EMP1010-Khushwant Singh Sansowa. Below the table is a 'Schedules & Courses' section with tabs for 'Training Schedule' and 'Courses'. The 'Training Schedule' tab shows a table with columns for Action, Trnx No, Transaction Date, Course, Pre Recomm, Pre Booking Trnx No, Maximum S, Registered, Training Method, and Course Type. The table shows one transaction for TS0009.



2. Various transaction can be carried out at fingertip which shall then be controlled by Approving Authority.

The screenshot displays the HRWORKS PLUS Training Registration - TR0019 form. The form includes fields for Trnx No (TR0019), Employee (EMP1010-Khushwant Singh Sansowa), Registration Type (Pre Booking), Course (O4302-Autocad), Comments (Please approve the following request), Attachment, Transaction Date (06/11/2016), Training Method (On the Job), and Expected Training Date (01/11/2016). A 'Workflow' section shows a green bar with a '01' status and a 'Transaction History' section. The form also includes a 'Workflow' section with a 'Transaction History' section.

2.2.2.5. Training Attendance

Training Attendance can be marked by the authorized user. This completes the process of training ailment by the employee and create an audit record in his employee master.

HRWORKS PLUS | Emplo... x

localhost:8080/Home/Index

HRWORKS plus

Employee Portal < Training Attendance

Payroll Transactions <

News Letter <

Clearance Form And E... <

Feedback Reporting <

Performance Manage... <

Learning And Develop... >

Configuration

Transaction

Training Budget

Training Registration

Training Planning

Training Schedule

Training Attendance

Training Feedback

Time And Attendance <

Request Approval

Statistics

Attendance Statistics Transaction Statistics

Training Attendance

Drag a column header here to group by that column

| Action | Training Attendance | Training Attendance Trnx D | Status | Training Schedule | Training Schedule Trnx Date | Batch | Training Method | Course Type | Classification |
|--------|---------------------|----------------------------|-----------|-------------------|-----------------------------|-------|-----------------|------------------------------------|-----------------------|
| ⚙ | TA002 | 26/12/2016 | Submitted | TS0010 | 26/12/2016 | 1 | On the job | Internal Training, Training Agency | InstructorLed, Online |
| ⚙ | | | | TS0009 | 07/11/2016 | 2 | On the job | Internal Training, Training Agency | InstructorLed |
| ⚙ | | | | TS0009 | 07/11/2016 | 1 | On the job | Internal Training, Training Agency | InstructorLed |
| ⚙ | TA001 | 09/10/2016 | Approved | TS0007 | 28/09/2016 | 2 | Off the job | Internal Training, Training Agency | InstructorLed, Online |
| ⚙ | | | | TS0007 | 28/09/2016 | 1 | Off the job | Internal Training, Training Agency | InstructorLed, Online |

Page 1 of 1 (5 items)

Page Size 10

Updates

Oman's economic growth projected at 2 percent in 2017

AL MOUJ MUSCAT AND GOLDEN GROUP HOLDING SIGN



HRWORKS plus

Training Attendance - TA002

Trnx No: TA002

Transaction Date: 26/12/2016

Training Schedule Trnx No: TS0010

Batch: 1

Trainers: Rishi

Course: Lathe Machine Training

Training From Date: 26/12/2016 02:00:00

Training To Date: 26/12/2016 06:00:00

BULK ACTION

| Employee | Date | Remarks |
|-------------------------|------------|---------|
| Khushwant Singh Sanjiva | 26/12/2016 | |

Comments: I am marking myself as present

Attachment: Upload

Close

2.2.2.6. Training Feedback

Training feedback will be provided by the employee in the system.

The screenshot displays the HRWORKS PLUS interface for the 'Training Feedback' section. The left sidebar shows the 'Learning And Develop...' menu. The main area displays a 'Training Completion Snapshot' and a 'Training Feedback' table. The table has columns for Action, Training Feedback, Training Feedback Trnx Date, Training Attendee, Training Attendance Trnx Date, Training Schedule, Training Schedule Trnx Date, Batch, Training Method, Course Type, and Classification. The table shows two rows of data for training transactions TF0001 and TF0002.

| Action | Training Feedback | Training Feedback Trnx Date | Training Attendee | Training Attendance Trnx Date | Training Schedule | Training Schedule Trnx Date | Batch | Training Method | Course Type | Classification |
|--------|-------------------|-----------------------------|-------------------|-------------------------------|-------------------|-----------------------------|-------|-----------------|------------------------------------|----------------|
| | TF0001 | 09/10/2016 | TA001 | 09/10/2016 | TS0007 | 28/09/2016 | 2 | Off the job | Internal Training, Training Agency | InstructorLe |
| | | | TA002 | 26/12/2016 | TS0010 | 26/12/2016 | 1 | On the job | Internal Training, Training Agency | InstructorLe |



The screenshot displays the 'Training Feedback - TF0001' form. The form includes fields for Time No, Batch, Training From Date, Transaction Date, Trainer, Training To Date, Training Schedule Time No, and Course. Below these fields is a table for questions and answers. The questions are: 1. Was the trainer knowledgeable?, 2. Was the Training Material helpful?, 3. How was the training?, and 4. Give a brief description of training experience? The answers are: 1. Yes, 2. Yes, 3. Good, and 4. The training was useful, I have been waiting long for this training and finally it delivered to my expectation.

| Sl.No | Questions | Answer |
|-------|--|---|
| 1 | Was the trainer knowledgeable? | Yes |
| 2 | Was the Training Material helpful? | Yes |
| 3 | How was the training? | Good |
| 4 | Give a brief description of training experience? | The training was useful, I have been waiting long for this training and finally it delivered to my expectation. |

2.2.2.7. Training Assessment

Line Manager will be able to evaluate an employee based on assessment.

The screenshot displays the HRWORKS plus interface for Training Assessment. The left sidebar contains navigation options: News Letter, Clearance Form And E..., Feedback Reporting, Performance Manage..., Learning And Develop..., Configuration, Transaction, Training Budget, Training Registration, Training Planning, Training Schedule, Training Attendance, Training Feedback, Training Calendar, TrainingAssessment, Time And Attendance, Old ESS Portal, Accommodation Manage..., and Recruitment Manage... The main content area shows the TrainingAssessment section with a table of training assessments. The table has columns for Action, TrainingAssessmentTrmxNo, TrainingAssessmentTrmxDate, Training Attendance Trmx No, Training Attendance Trmx Date, Training Schedule Trmx No, Training Schedule Trmx Date, Employee Code and Name, and Status. The table shows one item: TA0007, 04/09/2018, TA001, 09/10/2016, TS0007, 28/09/2016, EMP1010-Khushwant Singh..., and Saved. Below the table is a PendingTrainingAssessment section with a similar table showing multiple items. The bottom of the screenshot shows a Windows taskbar with various open applications and a system clock showing 17:09 on 09/10/2016.



The screenshot displays the HRWORKS plus interface for Training Assessment - TAS0007. The form shows the following details:

- Employee: EMP1010-Khushwant Singh Sansowa
- Transaction Date: 04/09/2018
- Training Schedule Trmx No: TS0007
- Training Schedule Trmx Date: 28/09/2016
- Training Attendance Trmx No: TA001
- Training Attendance Trmx Date: 09/10/2016

The Assessment Details table shows the following rows:

| Sr.No | Assessment Details | Assessment Score |
|-------|-------------------------------|---|
| 1 | Method Adopted for Assessment | Interview |
| 2 | Assigned Score | Pass |
| 3 | Final Score | Pass |
| 4 | Assessment Remarks | The employee has consistently shown the progress in learning. |

The Remarks section has a text input field labeled "Type Remarks Here ...". The Attachment section has a text input field and a "Browse..." button. The bottom of the form has "Create", "Submit", and "Close" buttons.

2.2.3 Reports

2.2.3.1 Training Feedback Report

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 - 2.2.
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 - 2.2.2.
 - 2.2.3.
 - 2.2.4.
 - 2.2.4.1.

- 1.
2.
 - 2.1.
 - 2.2.
 - 2.2.1.

Report out of feedback provided by the trainee for a Training provided.

HRWORKS plus

Yaser

Administrative Servi...
Self Service
HR Portal
Employee Details
Report Center
Employee Portal
Payroll Transactions
News Letter
Clearance Form And E...
Feedback Reporting
Performance Manage...
Learning And Develop...
Time And Attendance
Old ESS Portal
Accommodation Manage...
Recruitment Manage...

Training Feedback Report

From Date 01/06/2017 To Date 04/09/2018 Run Report Clear Save Report

Drag a column header here to group by that column

| Employee Code | Training Feedback | Training Schedule | Course Details | | | |
|---------------------------------|-------------------|-------------------|-----------------|------------------------------------|----------------------|---------------------------|
| | | | Training Method | Course Type | Classification | Course |
| EMP1001-Javed Anwar | TA50001 | TS0007 | Off the job | Internal Training, Training Agency | InstructorLed,Online | Project Estimation |
| EMP1010-Khushwant Singh Sansowa | TA50007 | TS0007 | Off the job | Internal Training, Training Agency | InstructorLed,Online | Project Estimation |
| EMP1010-Khushwant Singh Sansowa | TF0002 | TS0010 | On the job | Internal Training, Training Agency | InstructorLed,Online | Lathe Machine Training |
| EMP1002-Sini Thomas | TA50002 | TS0012 | On the job | Training Agency | InstructorLed | Group Discussion Learning |
| EMP1010-Khushwant Singh Sansowa | TF0003 | TS0017 | On the job | Internal Training, Training Agency | InstructorLed,Online | Fire Fighting Basic |

Page 1 of 15 items Page Size 10

2.2.3.2 Training Tracker Report

3.

4.

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4.2.4.

4.2.4.1.

3.

4.

4.1.

4.2.

4.2.1.

Report about – What, When and to Whom a training was provided.

| Full Name | Date Of Birth | Hire Date | Termination Date | Fire Fighting Basic | Autocad | BRD Documentation | Project Estimation | Lathe Machine Training |
|---------------------------------|---------------|-------------|------------------|---------------------|------------|-------------------|--------------------|------------------------|
| EMP1001-Javed Anwar | 19-Sep-1969 | 11-Jun-2012 | | | 14/09/2017 | 28/11/2017 | 28/11/2017 | |
| EMP1002-Sini Thomas | 18-Feb-1979 | 08-Nov-2006 | | 13/12/2017 | | | | 14/12/2017 |
| EMP1003-Barbara Samardzja | 27-Sep-1975 | 01-Mar-2012 | | | | | | |
| EMP1004-Vishnu Rajin | 01-Jan-1977 | 01-Mar-2012 | | 07/12/2017 | | | | |
| EMP1005-Rethesh Babu | 22-Nov-1979 | 27-Aug-2008 | | 13/12/2017 | | 28/11/2017 | 28/11/2017 | 14/12/2017 |
| EMP1008-Alicia | 17-Jul-1983 | 01-Mar-2012 | | | | 28/11/2017 | 28/11/2017 | |
| EMP1010-Khushwant Singh Sansowa | 28-Jun-1981 | 01-Mar-2012 | | 07/12/2017 | | | | |
| EMP1011-Thomas Antony | 17-Aug-1974 | 01-Mar-2012 | | | 14/09/2017 | | | |
| EMP1012-Arfan P | 05-Aug-1990 | 01-Mar-2012 | | 13/12/2017 | | | | 13/12/2017 |
| EMP1013-Yaser Muhammad | 11-Nov-1979 | 01-Mar-2012 | | 13/12/2017 | | 28/11/2017 | 28/11/2017 | 14/12/2017 |

---- The End----

2.0

1.

1.1.