



Training Guide for Registering Facility Account

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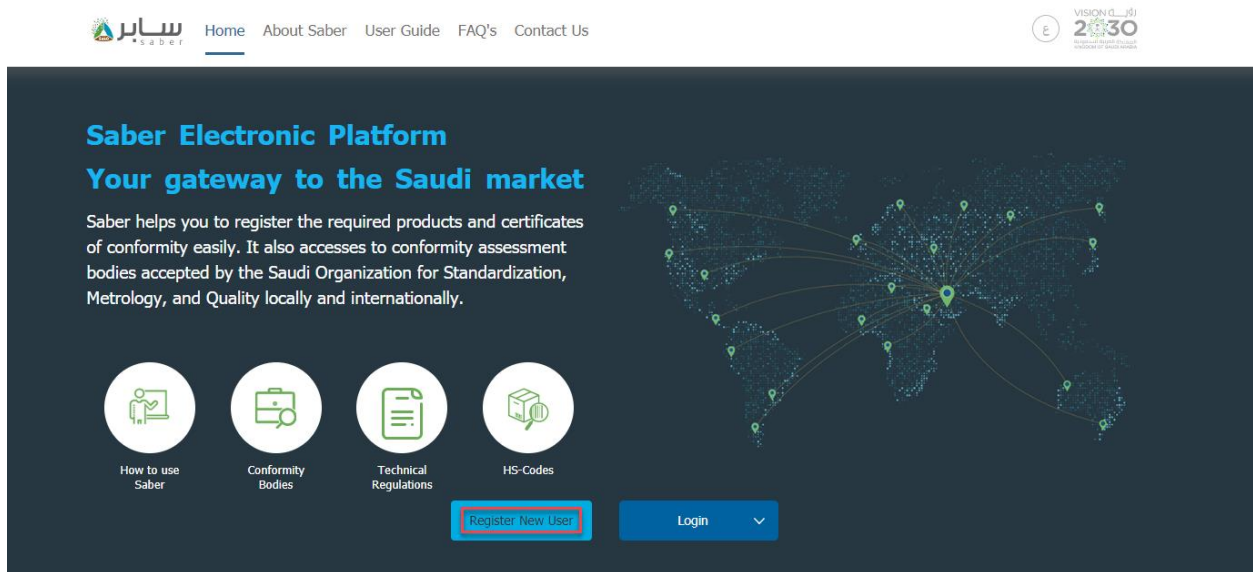
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Purpose of System

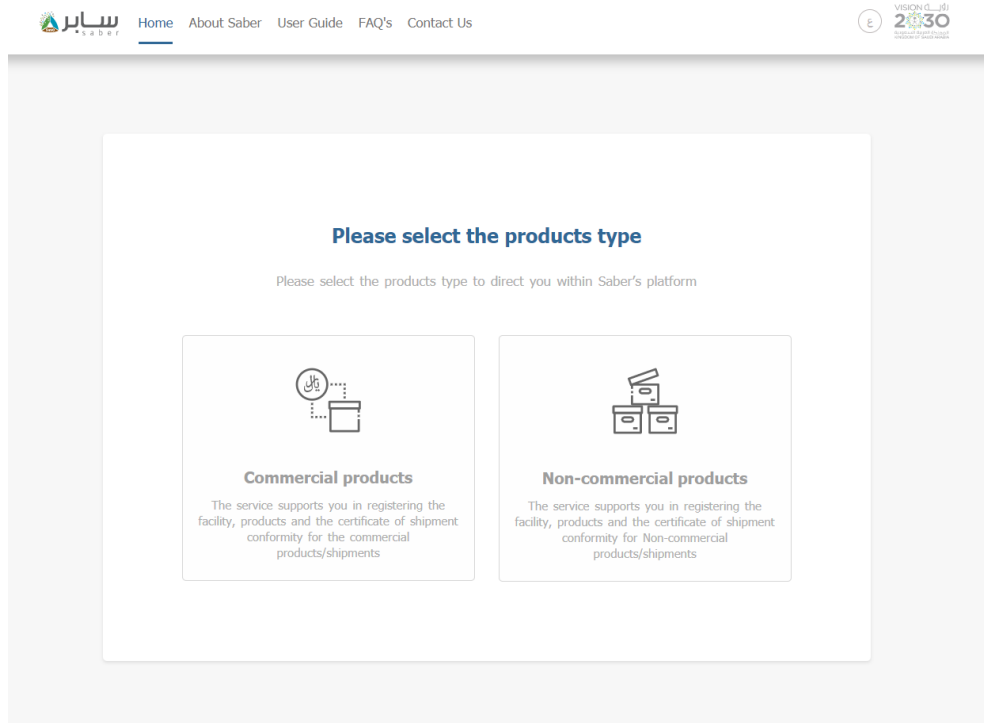
This task is to register new account in the System as Delegated Employee Account.

Registration of a delegated employee account

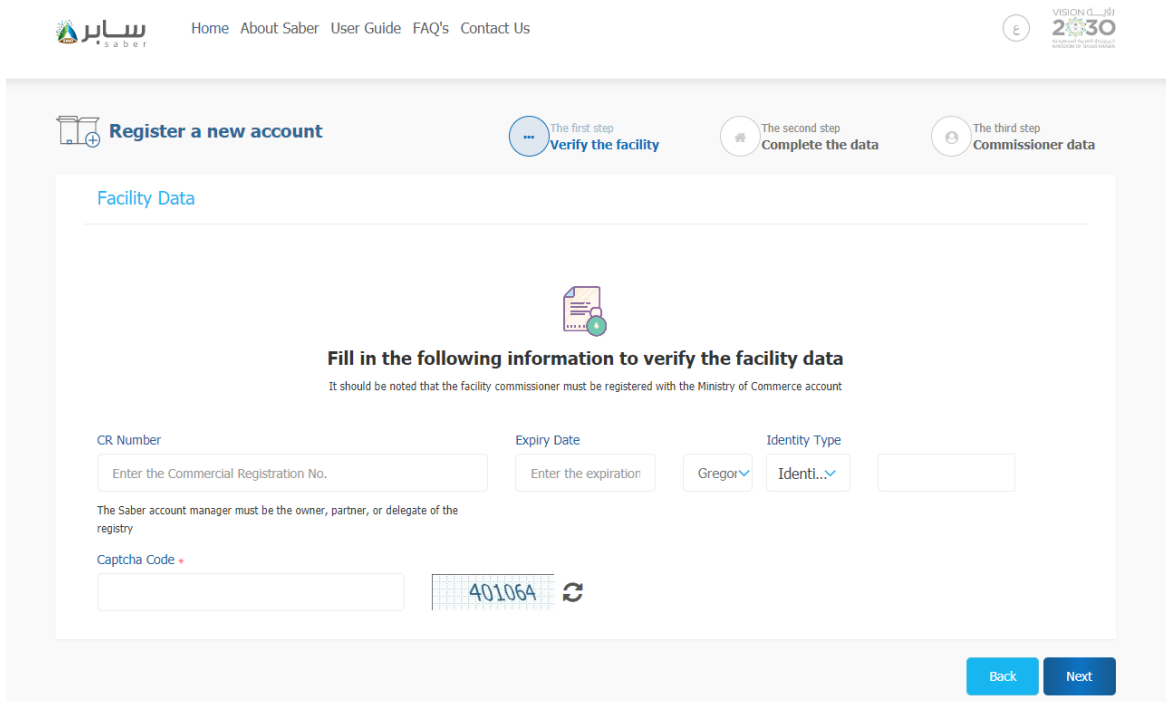
The user opens the system home page so that the following screen will appear:



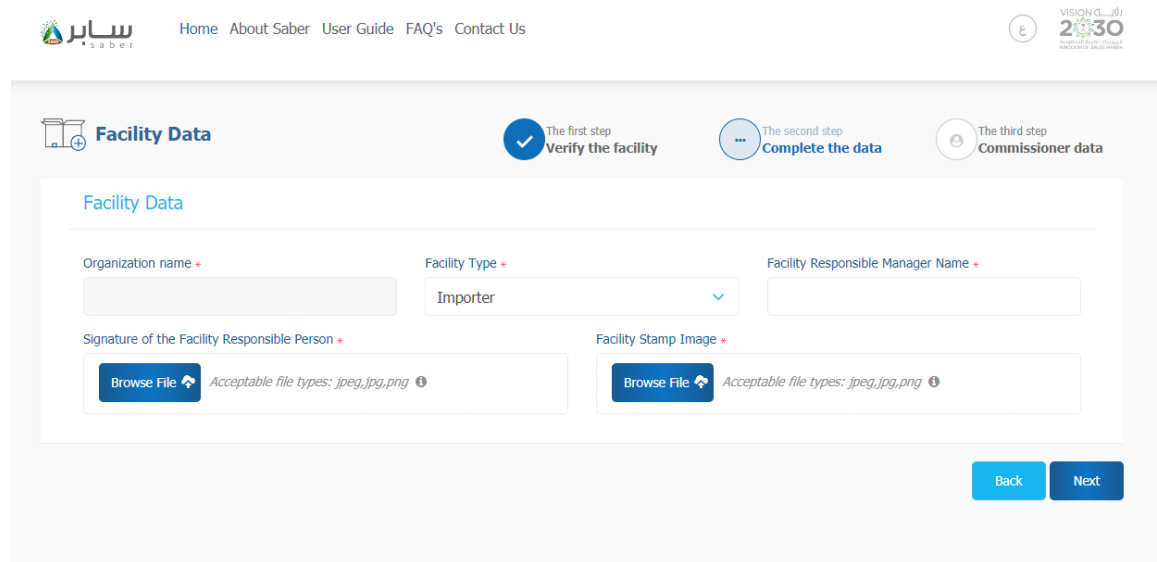
When you click on the "Register New User" icon, the registration page will be opened as shown in the following:



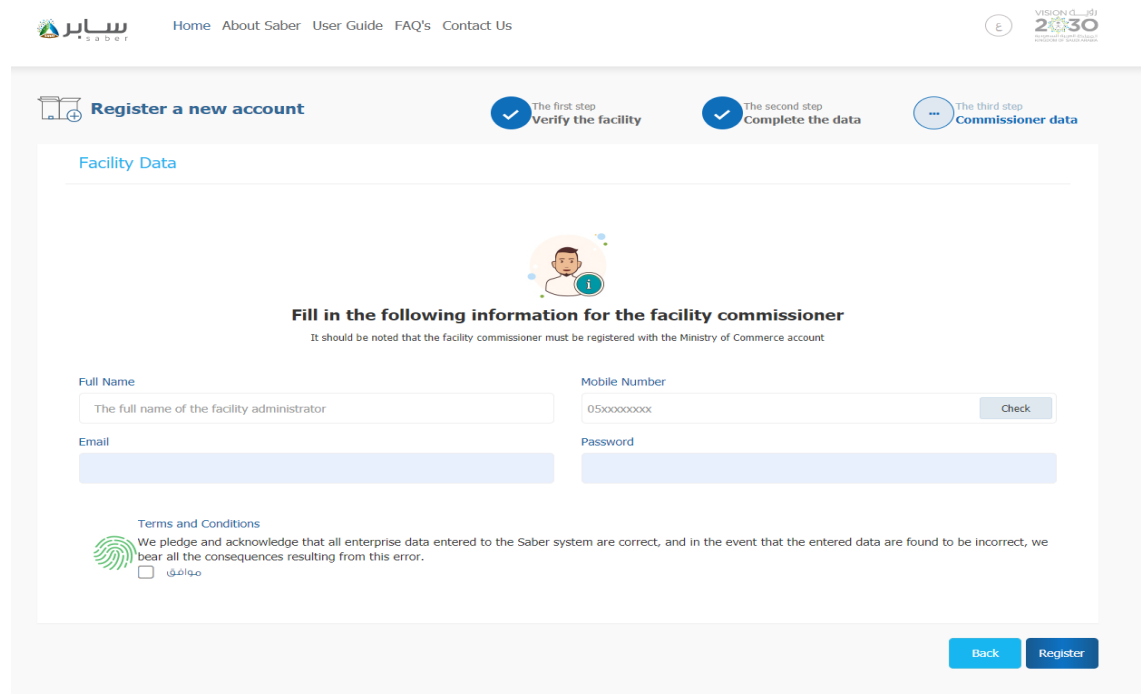
After selecting the products type you should fill in the following information to verify the facility data



The user will enter the CR number, expiry date and the ID that related to the facility then enter the Captcha Code then select next . The system will then send the data to verify the CR through the ministry of Commerce system.



If the data are correct, the system displays the commercial registration data then choose the type of facility , enter Name of the responsible manager and Attach a copy of the signature of the official responsible manager and a copy of the facility stamp then select next.



Enter the full name of the facility administrator & the Mobile number, and the system will send a verification code to that number. After then fill the Email & Password.

Note: Your password must consist of 8 digits that contain small and capital English letters with at least one number and symbol.



Register New User

Registration Succeeded

[Back to home page](#)

After completing the previous registration form and pressing the "Register" button, an activation link will be sent to the e-mail entered in the registration data as shown below:



The user must click on the activation link, where the system displays the registration success page as shown below:



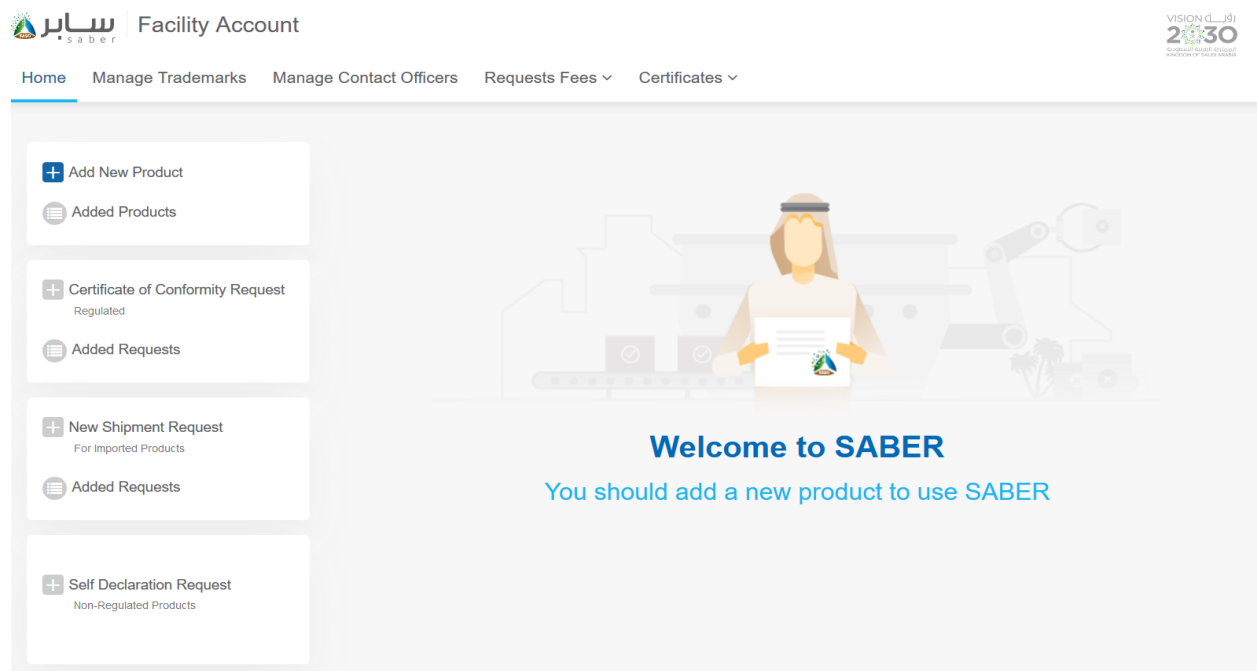
Register New User

Your email address has been confirmed.

Login

E-Services of facility delegated employee

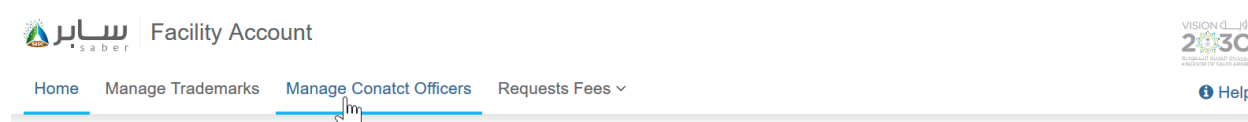
The user can add products, submit certification requests, and add trademarks, and the delegated employee of the facility can add contact officers to give them access to the system.



The screenshot shows the SABER Facility Account dashboard. At the top left is the SABER logo and 'Facility Account'. A navigation menu includes 'Home', 'Manage Trademarks', 'Manage Contact Officers', 'Requests Fees', and 'Certificates'. The main content area features a sidebar with four categories: 'Add New Product' (with 'Added Products'), 'Certificate of Conformity Request Regulated' (with 'Added Requests'), 'New Shipment Request For Imported Products' (with 'Added Requests'), and 'Self Declaration Request Non-Regulated Products'. The main area has a large illustration of a person holding a document, with the text 'Welcome to SABER' and 'You should add a new product to use SABER'. At the top right, there is a 'VISION 2030' logo.

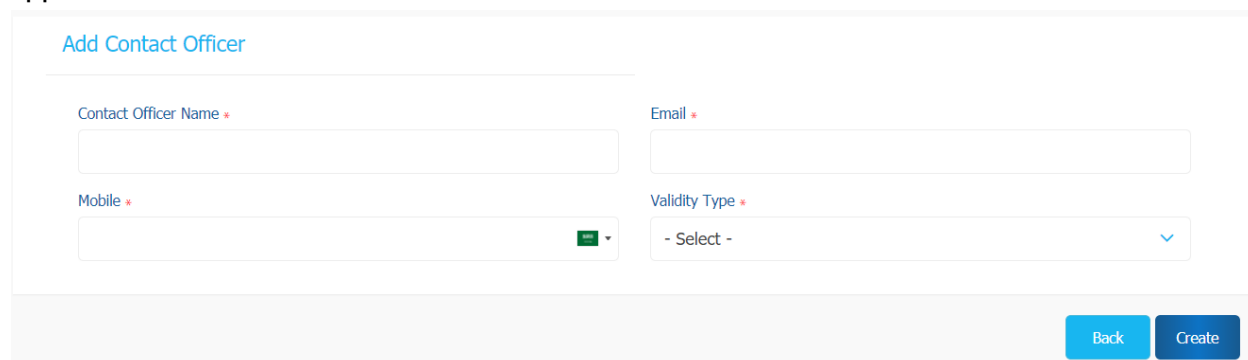
Management of Contact Officers

This feature is to manage the contact officers by adding, deleting and editing the contact officers as follows:



Adding Contact Officer

In order to add the contact officer, click on the "add contact officer" icon and the following page will appear:

The screenshot shows the 'Add Contact Officer' form. It contains four input fields: 'Contact Officer Name *', 'Email *', 'Mobile *', and 'Validity Type *'. The 'Mobile' field has a country code dropdown menu. The 'Validity Type' field is a dropdown menu with '- Select -' as the current selection. At the bottom right, there are two buttons: 'Back' and 'Create'.

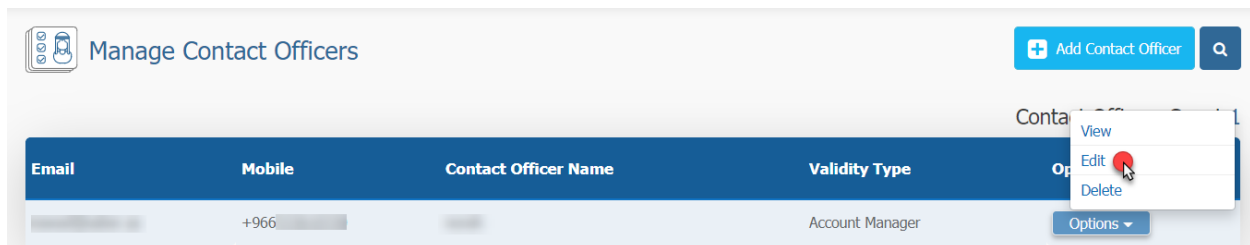
The user should fill the contact officer data and choose the validity type given to the contact officer, then click on the "create" button. The contact officer then must click on the activation link that will be sent to the registered E-mail.

validity type (contact officers) will be as follows:

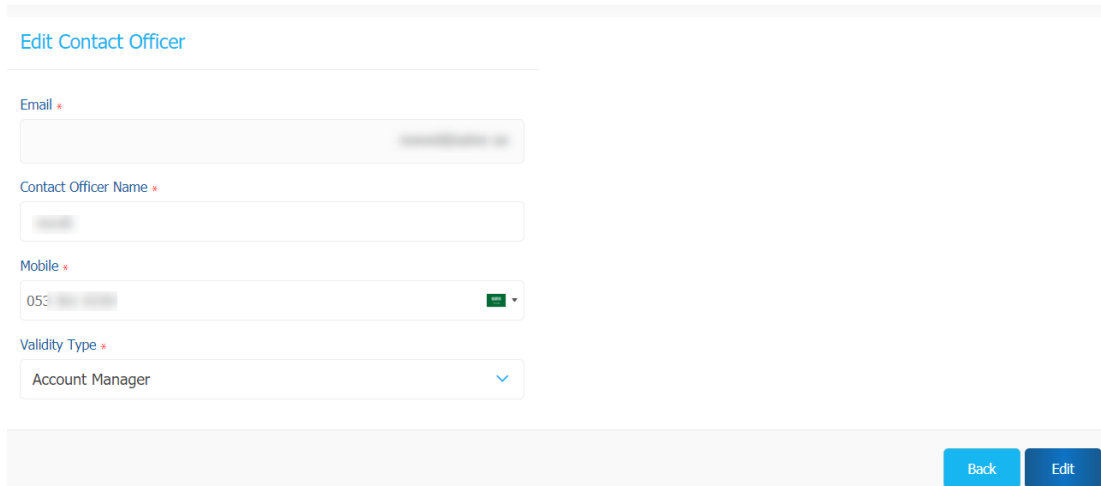
Validity Type	Account Manager	Conformity And Shipment Requests Manager	Shipment Requests Manager	Conformity Requests Manager	Product Manager
Manage products and trademarks					
Adding and managing products and trademarks	✓	✓	✗	✓	✓
Managing conformity requests					
Submit a new request / manage previously added request	✓	✓	✗	✓	✗
Search requests	✓	✓	✗	✓	✗
Create a new invoice	✓	✗	✗	✗	✗
Self-declaration request	✓	✓	✗	✓	✗
Manage shipment requests					
Submit a shipment request / manage previously added request	✓	✓	✓	✗	✗
Search in shipment requests	✓	✓	✓	✗	✗
Issuing a shipment request	✓	✗	✗	✗	✗
Managing requests fee's					
Search invoices	✓	✓	✗	✗	✗
view invoice details	✓	✓	✗	✗	✗
Manage facility data					
view / amend the facility data	✓	✗	✗	✗	✗

Editing contact officer data

The user will click on the “manage contact officer”, then clicks the "Edit" button from the contact options as shown on the following page:



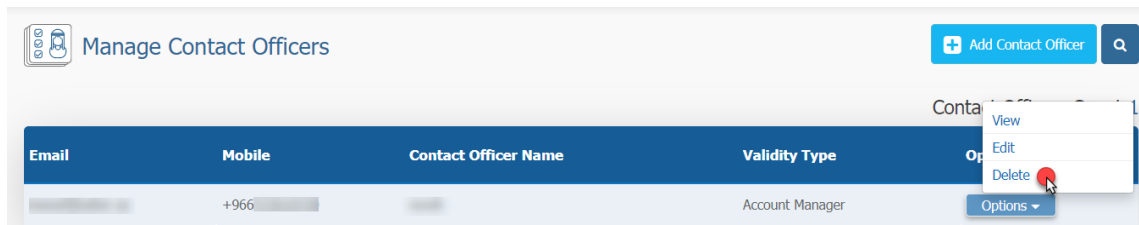
When the user clicks on “edit “button, the system displays a contact officer data form as shown below:



The user modifies the data for the contact officer, then clicks the "Edit" button.

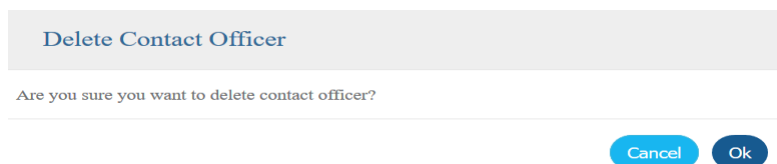
Deleting contact officer

The user clicks on “manage contact officer”, then clicks the "Delete" button from the contact options as shown on the following page:



Email	Mobile	Contact Officer Name	Validity Type	Options
[Redacted]	+966 [Redacted]	[Redacted]	Account Manager	View Edit Delete Options

When the user presses the "Delete" button, the system displays an alert message to confirm the delete action as shown below:

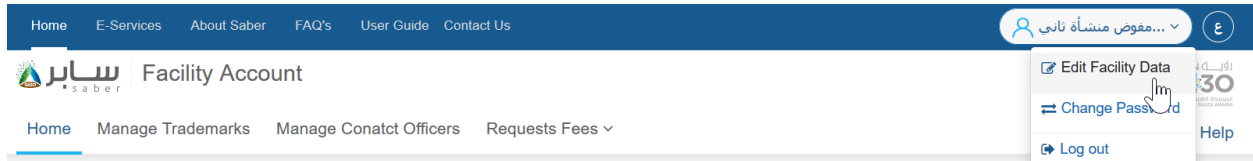


The user clicks OK to delete the user where the confirmation message appears successfully.

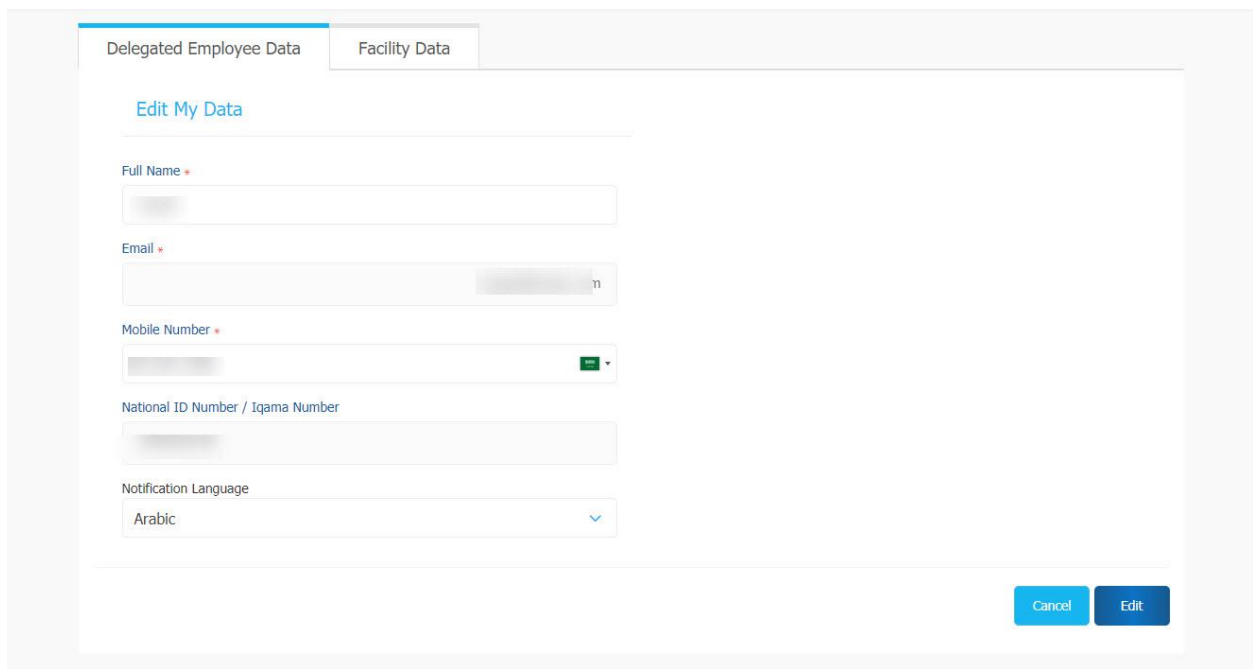
Editing the facility data

The user can edit the facility data by entering the list of options at the top of the page by selecting

"Edit facility data" as shown below:



The user can edit the delegated employee data (name, mobile number, and identity number) as follows:



The user can also edit the facility data (facility type, name of the responsible manager, copy of the signature of the responsible manager, image of the facility stamp) as follows:

Delegated Employee Data
Facility Data

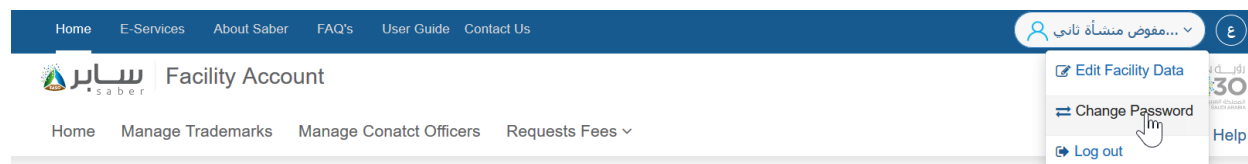
Basic Information

CR Number *	10	Expire Date *	14/06/2019
Organization name *		Address	الرياض حي الملك عبدالعزيز شارع الملك عبدالعزيز
Zip Code	11526	Phone	
Fax		PO box	063928
Facility Type *	Importer or Distributer Contracted with Factory	Responsible Manager Name *	
Signature of the Facility Responsible Person	<div style="border: 1px solid #ccc; padding: 5px;"> <p>Browse... No file selected.</p> <p>< Allowed file types: jpeg,jpg,png</p> <p>< Maximum file size 2 MB</p> <p>< Maximum allowed image height is1200 px</p> <p>< Maximum allowed image width is1200 px</p> <p>< In case you did not upload new file. The old file will be kept unchanged</p> <p>< Download File</p> </div>		
	<div style="border: 1px solid #ccc; padding: 5px;"> <p>Browse... No file selected.</p> <p>< Allowed file types: jpeg,jpg,png</p> <p>< Maximum file size 2 MB</p> <p>< Maximum allowed image height is1200 px</p> <p>< Maximum allowed image width is1200 px</p> <p>< In case you did not upload new file. The old file will be kept unchanged</p> <p>< Download File</p> </div>		

Back Edit

Changing the password

The Change Password option enables the user to change the password of a user who is already registered in the system by clicking “Change password” from the options menu at the top of the page as follows:



Change Password

Current Password *

Password *

Confirm Password *

Back

Edit