

1.3. New data management and electronic systems oThey manage and handle their data to the fullest extent possible during the cooperative training period. This includes maintaining, updating, reviewing, and verifying the accuracy and completeness of contact information, as well as using the "Rafid" system, cloud computing platforms, databases, and electronic files for beneficiaries. This highlights the importance of technical knowledge in data management, ensuring the integrity and quality of information, and facilitating interaction with digital technologies in the workplace

1. Understanding the "Rafid" system and the mechanism for managing beneficiary data At the start of the training period, participants were introduced to the web-based system known as "Rafid," which stores subscriber data. The training covered how to log in to the system and navigate its various sections to understand its core functions. This included learning how to add new requests, clarify new information, and track the status of requests and available reports within the system. This helped develop an initial understanding of how to organize, use, and submit data and requests electronically. The training also covered the accurate transfer of data, including identifying personal information and attaching the necessary documentation. Participants were emphasized the importance of reviewing and verifying data accuracy before formatting it within the system. Furthermore, they learned about the importance of regularly updating data, such as contact information, income, and marital status. They were also taught how to review and verify data against official documents to ensure consistency and accuracy, thus guaranteeing the validity of records and continued eligibility for services

2. Registering beneficiaries and entering their data into the "Rafid" system The process of registering beneficiaries and entering their information into the "Rafed" system was completed. It began with verifying the submitted information to ensure the required documents were present. Data was then accurately entered into the designated fields, ensuring that the information matched official documents. These procedures included verifying the accuracy of the data before approval, which helps minimize errors and guarantees the quality of the beneficiary database.