



New Student Information System

User Manual

User Account: College Dean
Function: Overload Workflow

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A. System Overview

- From the Faculty Follow-up menu, the college dean can select the screen “**Overload Workflow**” to search for the staff members with (Request Status, Load, Nationality, Contract)

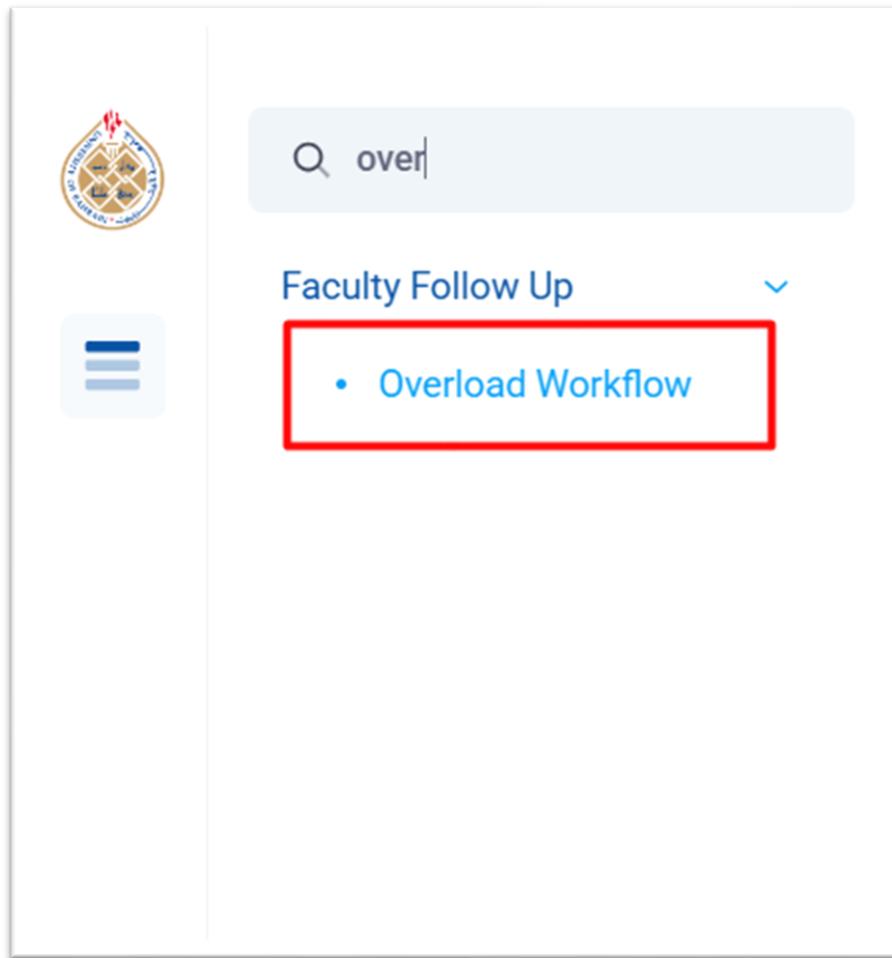


Figure 1 – Overload Workflow

B. Instructions

This screen allows the College Dean to filter staff members based on many criteria, which help him/her to view request details, approve and reject the request.

1. Searching:

- College Dean can select the search criteria.
- Also can filter for specific member as to search for “**Faculty Name**” and select specific one.
- Also can filter the search with (Request Status, Load, Nationality, Contract)
- Then press “**Search**” button
- System display the search result of the faculty members.

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Home / Faculty Follow up / Overload Workflow

College College of Engineering	Department Architecture and Interior Design	Academic Year 2025/2026	Semester First
Scientific Degree All UG PG	All	Faculty Name Faculty Name	Request Status ALL
Load ALL	Contract All	Nationality All Bahrain Non Bahrain	
<input type="checkbox"/> OverLoad more than half <input type="button" value="Search"/> <input type="button" value="Reset"/>			

Search Result
54 Record

	Academic Year	Semester	Staff Name	CPR	Nationality	Department	Contract	Load	Request Status	Decision Num	Total UoT	Required UoT	OverLoad UoT	Details	Request Follow Up
<input type="checkbox"/>	2025/2026	1	MRS LEJLA KARAJICA	611217252	BH	Architecture and Interior Design	Full Time	Normal Load	Validation Status		15.00	15.00	0.00	<input type="button" value=""/>	<input type="button" value=""/>
<input type="checkbox"/>	2025/2026	1	DR. KURUPPU ARACHICHGE	551217782	NBH	Architecture and Interior	Part Time	OverLoad	Validation Status		14.50	0.00	14.50	<input type="button" value=""/>	<input type="button" value=""/>

Figure 2 – Search for Staff Members

2. Request Details

College Dean can press the “>>” to open the screen “**Request Details**”

- System display in the header of it the staff member info,
- Also display a link “**Preview Details**” to preview the college instructor schedule report, which preview the courses of the staff, teaching methods, scheduled days/time
- Also system display in the request details screen, the notes entered by the approvers like (HOD Notes, College Dean notes, Council Notes, HR Notes)
- Then College Dean should enter his notes and press “Save Notes”, system display message **Data is successfully saved**”.

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34 RECORDS

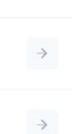
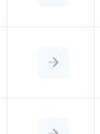
	Academic Year	Semester	Staff Name	CPR	Nationality	Department	Contract	Load	Request Status	Decision Num	Total UoT	Required UoT	OverLoad UoT	Details	Request Follow Up
<input type="checkbox"/>	2025/2026	1	MRS LEJLA KARAJICA	611217252	BH	Architecture and Interior Design	Full Time	Normal Load	Validation Status		15.00	15.00	0.00		
<input type="checkbox"/>	2025/2026	1	DR. KURUPPU ARACHICHGE DAYARATNE	551217782	NBH	Architecture and Interior Design	Part Time	OverLoad	Validation Status		14.50	0.00	14.50		
<input type="checkbox"/>	2025/2026	1	MRS NAGLAA MOHAMED YOUSSEF	710140487	NBH	Architecture and Interior Design	Full Time	OverLoad	Validation Status		17.80	15.00	2.80		
<input type="checkbox"/>	2025/2026	1	DR. HANA MOHAMED ALJAWDER	780908783	BH	Architecture and Interior Design	Full Time	UnderLoad	Validation Status		7.00	12.00	-5.00		
<input type="checkbox"/>	2025/2026	1	Dr. WAFA HASAN ALMADANI	760406995	BH	Architecture and Interior Design	Full Time	UnderLoad	Validation Status		4.80	6.00	-1.20		
<input type="checkbox"/>	2025/2026	1	DR. ISLAM HAMDI ELGHONAIMY	660638878	BH	Architecture and Interior Design	Full Time	OverLoad	Validation Status		20.00	12.00	8.00		
<input type="checkbox"/>	2025/2026	1	MR MAHMOOD KHAN MUSTAFA KHAN NOOR KHAN	700706453	BH	Architecture and Interior Design	Full Time	Normal Load	Validation Status		15.00	15.00	0.00		
<input type="checkbox"/>	2025/2026	1	Dr. WAFA ABDULRAHMAN	701204125	BH	Architecture and Interior	Full	OverLoad	Validation		12.40	12.00	0.40		

Figure 3 - Request Details Icon

Request Details

Staff Name	CPR	Nationality	Request Status	Required UoT	Load in UoT	OverLoad UoT	Total UoT	Preview	Re-Calculate
MRS LEJLA KARAJICA	611217252	BH	Validation Status	15.00	15.00	0.00	15.00	Preview Details	

Notes

Entity	Note
HOD Notes	
College Dean Notes	Save Notes
Council Notes	
HR Notes	

Figure 4 – Request Details Screen

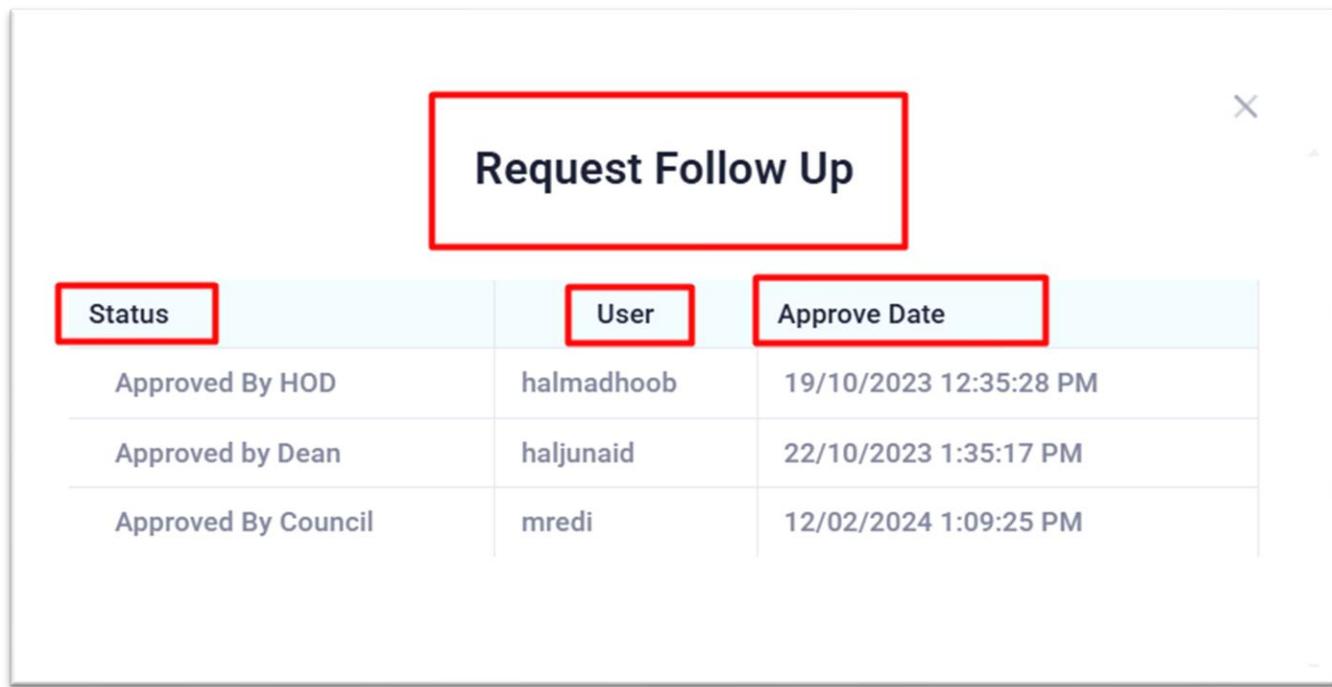
3. Request Follow up

College Dean can press the ">>" to open the screen "**Request Follow up**"

- System display in the header of it the "**Request Status**" , "**User**" and "**Approve Date**".

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Search Result															54 Record		
<input type="checkbox"/>	Academic Year	Semester	Staff Name	CPR	Nationality	Department	Contract	Load	Request Status	Decision Num	Total UoT	Required UoT	OverLoad UoT	Details	Request Follow Up		
<input type="checkbox"/>	2025/2026	1	MRS LEJLA KARAJICA	611217252	BH	Architecture and Interior Design	Full Time	Normal Load	Validation Status		15.00	15.00	0.00				

Figure 5 – Request Follow up Icon



The screenshot shows a 'Request Follow Up' interface. At the top, there is a title 'Request Follow Up' enclosed in a red box. Below the title is a table with three columns, also enclosed in a red box. The columns are labeled 'Status', 'User', and 'Approve Date'. The table contains three rows of data:

Status	User	Approve Date
Approved By HOD	halmadhoob	19/10/2023 12:35:28 PM
Approved by Dean	haljunaid	22/10/2023 1:35:17 PM
Approved By Council	mredi	12/02/2024 1:09:25 PM

Figure 6 – Request Follow up Screen

4. Preview Details

The College Dean can press the “**Preview Details**” to view the “**College Instructor Schedule**”.

						Design														
<input type="checkbox"/>	2023/2024	1	DR. ISLAM HAMDI ELGHONAIMY	660638878	BH	Architecture and Interior Design	Full Time	OverLoad	Approved By Council	25/2024	23.70	12.00	11.70	→	→					
<input type="checkbox"/>	2023/2024	1	MRS FARIEL KHAN	661233669	NBH	Architecture and Interior Design	Full Time	OverLoad	Approved By Council	25/2024	16.00	15.00	1.00	→	→					
<input type="checkbox"/>	2023/2024	1	MR MAHMOOD KHAN MUSTAFA KHAN NOOR KHAN	700706453	BH	Architecture and Interior Design	Full Time	UnderLoad	Approved By Council	25/2024	14.80	15.00	-0.20	→	→					

[Preview Details](#)

Figure 6 – Preview Details Button

5. Approve / Reject Request

For the request status “**Validation Status**”, College Dean can press “**Approve**” or “**Reject**” buttons.

- System display message “**Data is successfully saved**”.
- System change the request status to “**Approved By College Dean**”.
- System change the request status to “**Rejected By College Dean**”.

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	2025/2026	1	MR MAHMOOD KHAN MUSTAFA KHAN NOOR KHAN	700706453	BH	Architecture and Interior Design	Full Time	Normal Load	Validation Status		15.00	15.00	0.00		
<input type="checkbox"/>	2025/2026	1	Dr. WAFA ABDULRAHMAN ALGHATAM	701204125	BH	Architecture and Interior Design	Full Time	OverLoad	Validation Status		12.40	12.00	0.40		
<input type="checkbox"/>	2025/2026	1	MRS ANAMIKA VISHAL JIWANE	740650343	NBH	Architecture and Interior Design	Full Time	OverLoad	Validation Status		20.20	15.00	5.20		
<input checked="" type="checkbox"/>	2025/2026	1	MRS DALIA SHAM UDDIN SHAMSDDIN	760204438	BH	Architecture and Interior Design	Full Time	Normal Load	Validation Status		15.00	15.00	0.00		

< 1 2 3 4 5 6 > 10 ▾

Approve Reject

Note

Bulk Save Selected

Figure 7 – Approve / Reject Request

6. Bulk Saving

Bulk Save Selected:

1. College Dean can select multiple requests from the search result
2. Write in the “**Notes**” text.
3. Then press “**Bulk Save Selected**” button
4. System display message “**Data is successfully saved**”.

Bulk Save for All:

1. Write in the “**Notes**” text.
2. Then press “**Bulk Save for All**” button
3. System display message “**Data is successfully saved**”.

<input checked="" type="checkbox"/>	2025/2026	1	MRS ANAMIKA VISHAL JIWANE	740650343	NBH	Architecture and Interior Design	Full Time	OverLoad	Validation Status	20.20	15.00	5.20	<input type="button" value="→"/>	<input type="button" value="→"/>
<input checked="" type="checkbox"/>	2025/2026	1	MRS DALIA SHAM UDDIN SHAMSDDIN	760204438	BH	Architecture and Interior Design	Full Time	Normal Load	Validation Status	15.00	15.00	0.00	<input type="button" value="→"/>	<input type="button" value="→"/>

1 2 3 4 5 6 > 10

Approve Reject

Note

Figure 8 – Bulk Save Selected

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		KHAN	Design	TIME	LOAD	STATUS								
<input checked="" type="checkbox"/>	2025/2026	1	Dr. WAFA ABDULRAHMAN ALGHATAM	701204125	BH	Architecture and Interior Design	Full Time	OverLoad	Validation Status	12.40	12.00	0.40		
<input checked="" type="checkbox"/>	2025/2026	1	MRS ANAMIKA VISHAL JIWANE	740650343	NBH	Architecture and Interior Design	Full Time	OverLoad	Validation Status	20.20	15.00	5.20		
<input checked="" type="checkbox"/>	2025/2026	1	MRS DALIA SHAM UDDIN SHAMSDDIN	760204438	BH	Architecture and Interior Design	Full Time	Normal Load	Validation Status	15.00	15.00	0.00		

1 2 3 4 5 6 > 10

Preview Details

Approve Reject

Note

Note

Bulk Save Selected **Bulk Save For All** Bulk Save For All

Figure 9 – Bulk Save For All