



New Student Information System User Manual

User Account: College Dean

Function: Overload Workflow

Contents

A. System Overview	3
B. Instructions	4
1. Searching for Specific Staff Member:	4
2. Request Details	Error! Bookmark not defined.
3. Request Follow Up	Error! Bookmark not defined.
4. Preview Details	Error! Bookmark not defined.
5. Approving Request	Error! Bookmark not defined.
7. Rejecting Request	Error! Bookmark not defined.
7. Bulk Saving	Error! Bookmark not defined.

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)

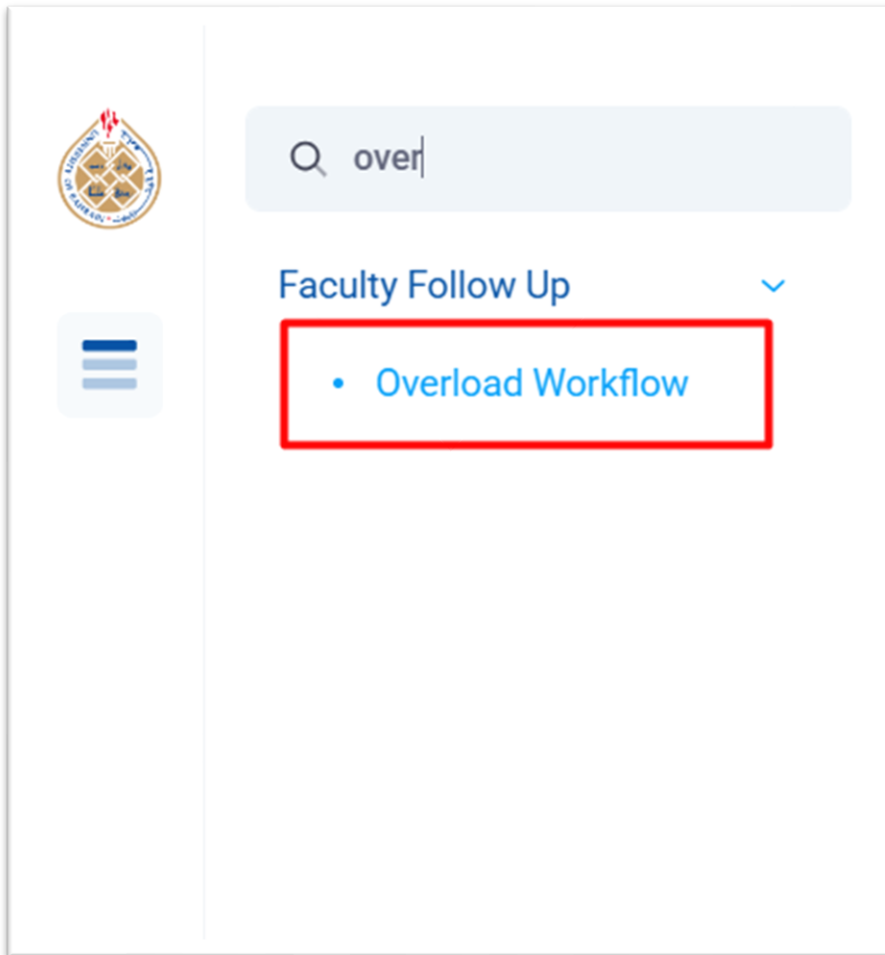


Figure 1 – Overload Workflow

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
Load: ALL
Contract: All
Faculty Name:
Request Status: ALL
Nationality: ☒ All ☐ Bahrain ☐ Non Bahrain

☐ OverLoad more than half

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="checkbox"/>	2025/2026	1	DR. KURUPPU ARACHICHGE	551217782	NBH	Architecture and Interior	Part Time	OverLoad	Validation Status		14.50	0.00	14.50	->	->

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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	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

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QW PROCEED

Academic Year

2025/2026

2025/2026

2025/2026

2025/2026

2025/2026

2025/2026

2025/2026

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		

Details

Request Follow Up

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

Request Follow Up

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	→	→	

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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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<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 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

Preview Details

☐ Approve ☐ Reject

Note

Note

Bulk Save Selected Bulk Save For All

Figure 7 – Approve / Reject Request

6. Bulk Saving

Bulk Save Selected:

1. College Dean can select multiple requests form 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 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

Bulk Save Selected Bulk Save For All

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

Bulk Save Selected

Bulk Save For All

Figure 9 – Bulk Save For All