



New Student Information System

User Manual

User Account: Head of Department

Function: Overload Workflow

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A. System Overview

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

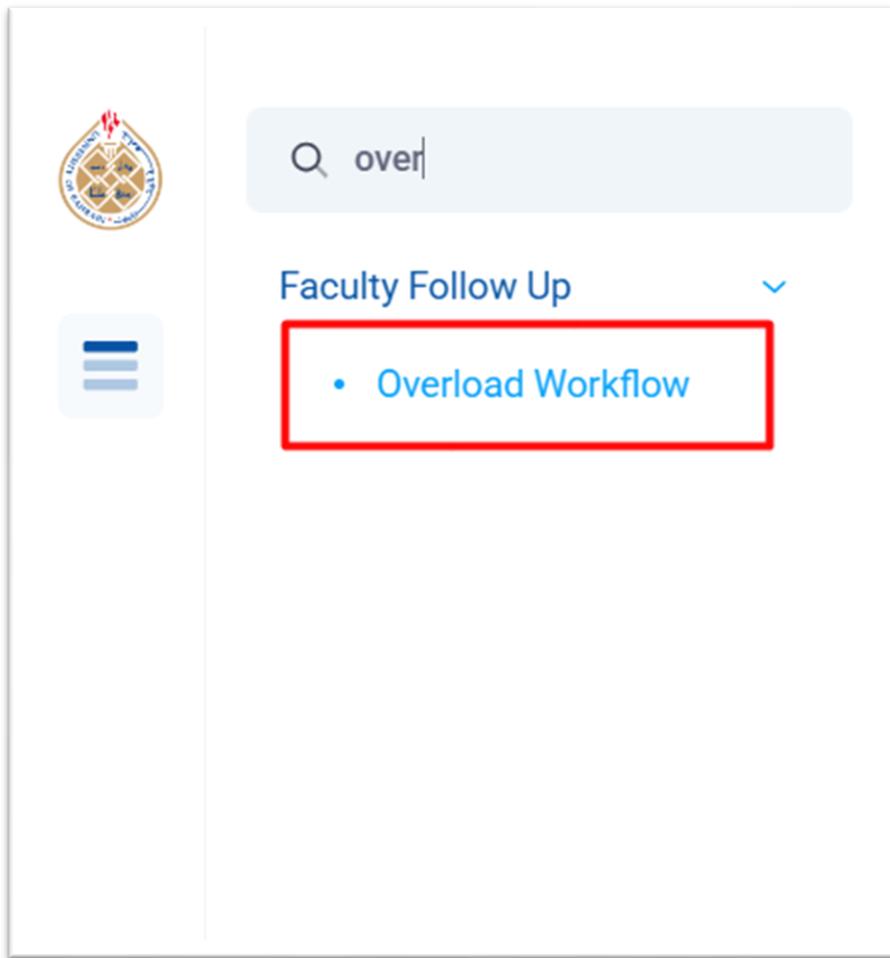


Figure 1 – Overload Workflow

B. Instructions

This screen allows the Head of Department to filter staff members based on many criteria, which help him/her to view request details, re-calculate the staff member academic load and approve the request.

- Head of Department 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.

Home / Faculty Follow Up / Overload Workflow

College	Department	Academic Year	Semester
College of Engineering	Architecture and Interior Design	2023/2024	First
Scientific Degree	All	Faculty Name	Request Status
<input checked="" type="radio"/> All <input type="radio"/> UG <input type="radio"/> PG	All	Faculty Name	ALL
Load	Contract	Nationality	
ALL	All	<input checked="" type="radio"/> All <input type="radio"/> Bahrain <input type="radio"/> Non Bahrain	
<input type="button" value="Search"/> <input type="button" value="Reset"/>			

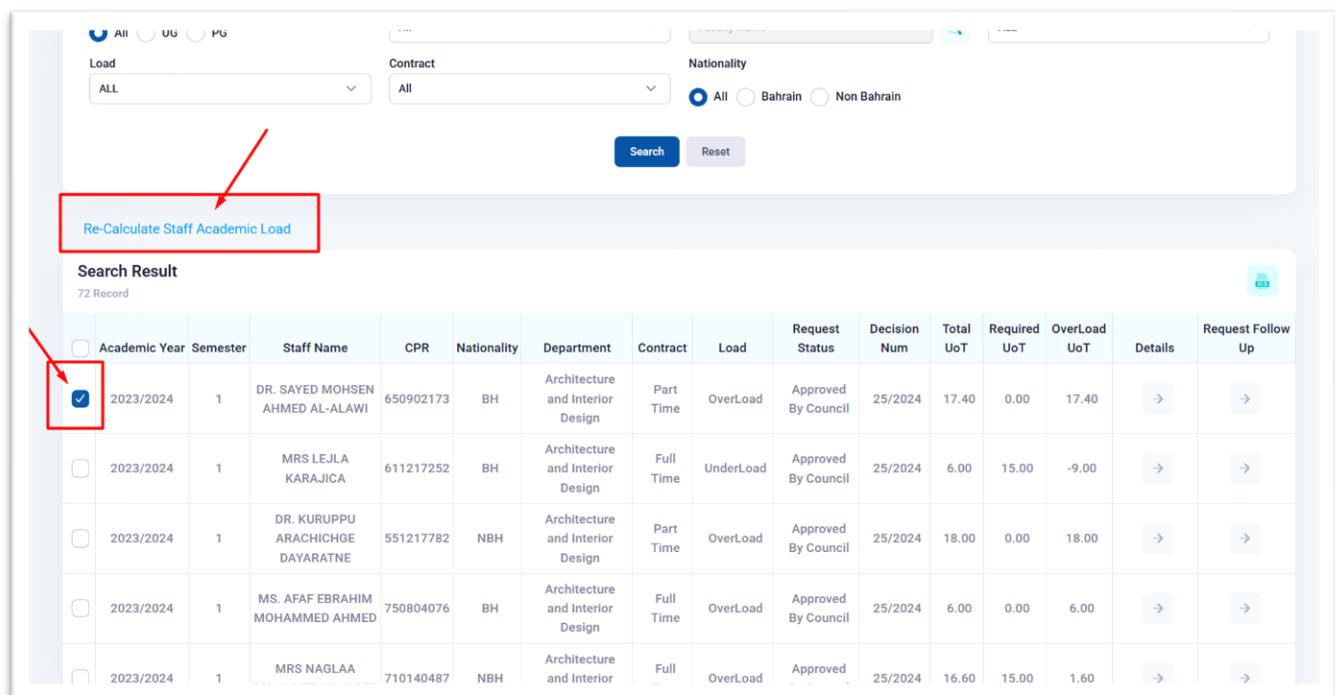
Re-Calculate Staff Academic Load

Search Result														
72 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
2023/2024	1	DR. SAYED MOHSEN AHMED AL-ALAWI	650902173	BH	Architecture and Interior Design	Part Time	OverLoad	Approved By Council	25/2024	17.40	0.00	17.40
2023/2024	1	MRS LEJLA KARAJICA	611217252	BH	Architecture and Interior Design	Full Time	UnderLoad	Approved By Council	25/2024	6.00	15.00	-9.00

Figure 2 – Search for Staff Members

1. Re-calculate Staff Academic Load

- Also the HOD can press the link to “**Re-Calculate Staff Academic Load**” to recalculate the staff academic load.
- System check if Year or Semester selected from not Current, system display message “**Sorry , this function For Current Semester only**”
- If checking is true, System display message “**Data is successfully saved**”, and update the staff member’s record in the search result.
- If false, System display message “**Update Failed**”



Re-Calculate Staff Academic Load

Search Result
72 Record

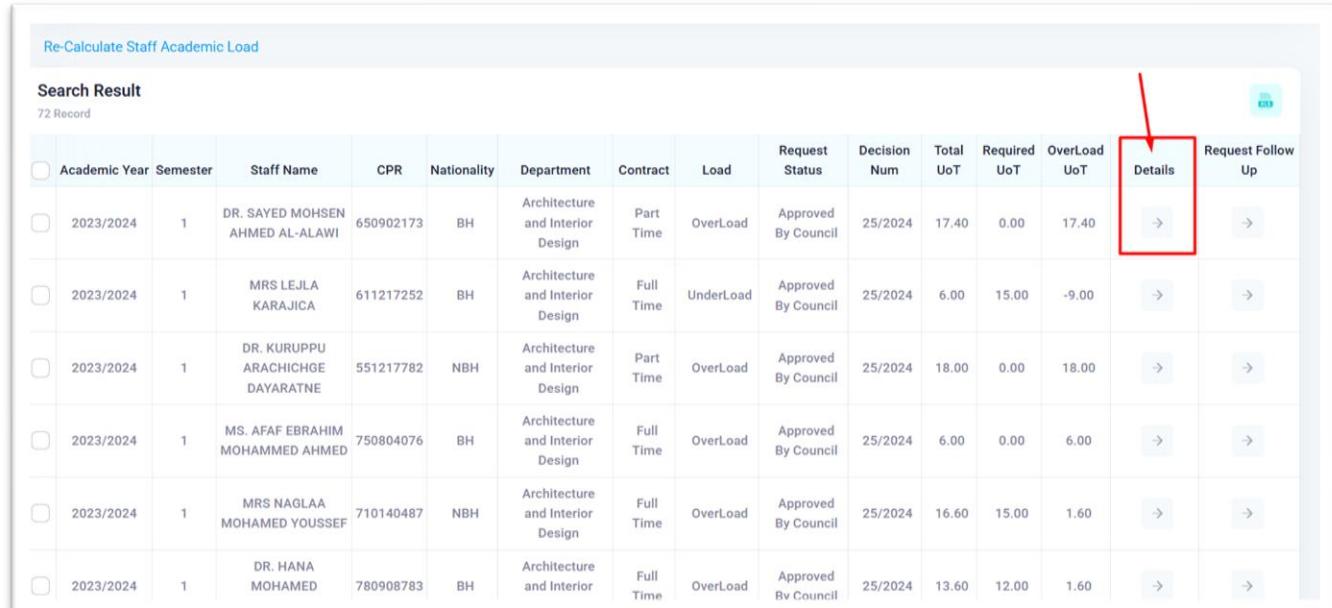
Academic Year	Semester	Staff Name	CPR	Nationality	Department	Contract	Load	Request Status	Decision Num	Total UoT	Required UoT	OverLoad UoT	Details	Request Follow Up
2023/2024	1	DR. SAYED MOHSEN AHMED AL-ALAWI	650902173	BH	Architecture and Interior Design	Part Time	OverLoad	Approved By Council	25/2024	17.40	0.00	17.40	View	Edit
2023/2024	1	MRS LEJLA KARAJICA	611217252	BH	Architecture and Interior Design	Full Time	UnderLoad	Approved By Council	25/2024	6.00	15.00	-9.00	View	Edit
2023/2024	1	DR. KURUPPU ARACHICHGE DAYARATNE	551217782	NBH	Architecture and Interior Design	Part Time	OverLoad	Approved By Council	25/2024	18.00	0.00	18.00	View	Edit
2023/2024	1	MS. AFAF EBRAHIM MOHAMMED AHMED	750804076	BH	Architecture and Interior Design	Full Time	OverLoad	Approved By Council	25/2024	6.00	0.00	6.00	View	Edit
2023/2024	1	MRS NAGLAA	710140487	NBH	Architecture and Interior	Full	OverLoad	Approved	25/2024	16.60	15.00	1.60	View	Edit

Figure 3 – Re-calculate Staff Academic Load

2. Request Details

HOD 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 HOD should enter his notes and press “Save Notes”, system display message **Data is successfully saved**”
- For request status “**Validation Status**”, HOD can press “**Approve**”,
 1. System display message “**Data is successfully saved**”
 2. System change the request type to “**Approved By HOD**”



Re-Calculate Staff Academic Load															
Search Result															
72 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"/>	2023/2024	1	DR. SAYED MOHSEN AHMED AL-ALAWI	650902173	BH	Architecture and Interior Design	Part Time	OverLoad	Approved By Council	25/2024	17.40	0.00	17.40		
<input type="checkbox"/>	2023/2024	1	MRS LEJLA KARAJICA	611217252	BH	Architecture and Interior Design	Full Time	UnderLoad	Approved By Council	25/2024	6.00	15.00	-9.00		
<input type="checkbox"/>	2023/2024	1	DR. KURUPPU ARACHICHGE DAYARATNE	551217782	NBH	Architecture and Interior Design	Part Time	OverLoad	Approved By Council	25/2024	18.00	0.00	18.00		
<input type="checkbox"/>	2023/2024	1	MS. AFAF EBRAHIM MOHAMMED AHMED	750804076	BH	Architecture and Interior Design	Full Time	OverLoad	Approved By Council	25/2024	6.00	0.00	6.00		
<input type="checkbox"/>	2023/2024	1	MRS NAGLAA MOHAMED YOUSSEF	710140487	NBH	Architecture and Interior Design	Full Time	OverLoad	Approved By Council	25/2024	16.60	15.00	1.60		
<input type="checkbox"/>	2023/2024	1	DR. HANA MOHAMED	780908783	BH	Architecture and Interior	Full Time	OverLoad	Approved By Council	25/2024	13.60	12.00	1.60		

Figure 4 - Request Details Icon

Request Details

Staff Name	CPR	Nationality	Request Status	Required UoT	load in UoT	OverLoad UoT	Total UoT	Preview	Re- Calculate
DR. SAYED MOHSEN AHMED AL-ALAWI	650902173	BH	Approved By Council	0.00	0.00	17.40	17.40	Preview Details	

Notes

Entity	Note	
HOD Notes	after checking with Dr. Omar (Head of MEC. E Dep.) confirming his courses ; the load is approved	Save Notes
College Dean Notes		
Council Notes	تم وضع قرار الانباء بناءً على طلبية شعبة الروابط للمصرف المستحدثات	
HR Notes		

Figure 5 – Request Details Screen

3. Request Follow up

HOD can press the ">>" to open the screen "**Request Details**"

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

Search Result															Actions	
	Academic Year	Semester	Staff Name	CPR	Nationality	Department	Contract	Load	Request Status	Decision Num	Total UoT	Required UoT	OverLoad UoT	Details		
<input type="checkbox"/>	2023/2024	1	DR. SAYED MOHSEN AHMED AL-ALAWI	650902173	BH	Architecture and Interior Design	Part Time	OverLoad	Approved By Council	25/2024	17.40	0.00	17.40	Details	>>	Request Follow Up

Figure 6 – Request Follow up

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 7 – Request Follow up Screen

4. Preview Details

The HOD 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 8 – Preview Details Button

5. Approve Request

For the request status “**Validation Status**”, HOD can press “**Approve**”,

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

Search Result
1 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
2023/2024	1	SUKRAN YILMAZ	851073166	NBH	English Language and Literatures	Part Time	OverLoad	Validation Status		15.00	0.00	15.00	→	→

Preview Details

Approve

Note

Bulk Save Selected **Bulk Save For All**

Figure 9 – Approve Request

6. Bulk Saving

Bulk Save Selected:

1. HOD 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**”.

The screenshot shows a table of selected items with checkboxes on the left. A red box highlights the checkboxes for the first four items. A red arrow points from the bottom of this red box to a modal window. The modal has a radio button for 'Approve' and a text input field labeled 'Note' with a red box around it. A red arrow points from the 'Note' field to the 'Bulk Save Selected' button, which is also highlighted with a red box. Below the modal is a 'Bulk Save For All' button. At the bottom of the table, there is a navigation bar with page numbers and a 'Preview Details' button.

	Year	Count	Name	ID	Category	Designation	Full Time	UnderLoad	Approved By Council	25/2024	5.00	6.00	-1.00	→	→
<input checked="" type="checkbox"/>	2023/2024	1	Dr. WAFA HASAN ALMADANI	760406995	BH	Architecture and Interior Design	Full Time	UnderLoad	Approved By Council	25/2024	5.00	6.00	-1.00	→	→
<input checked="" 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 checked="" 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 checked="" 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	→	→

1 2 3 4 5 6 ... 8 > 10

Preview Details

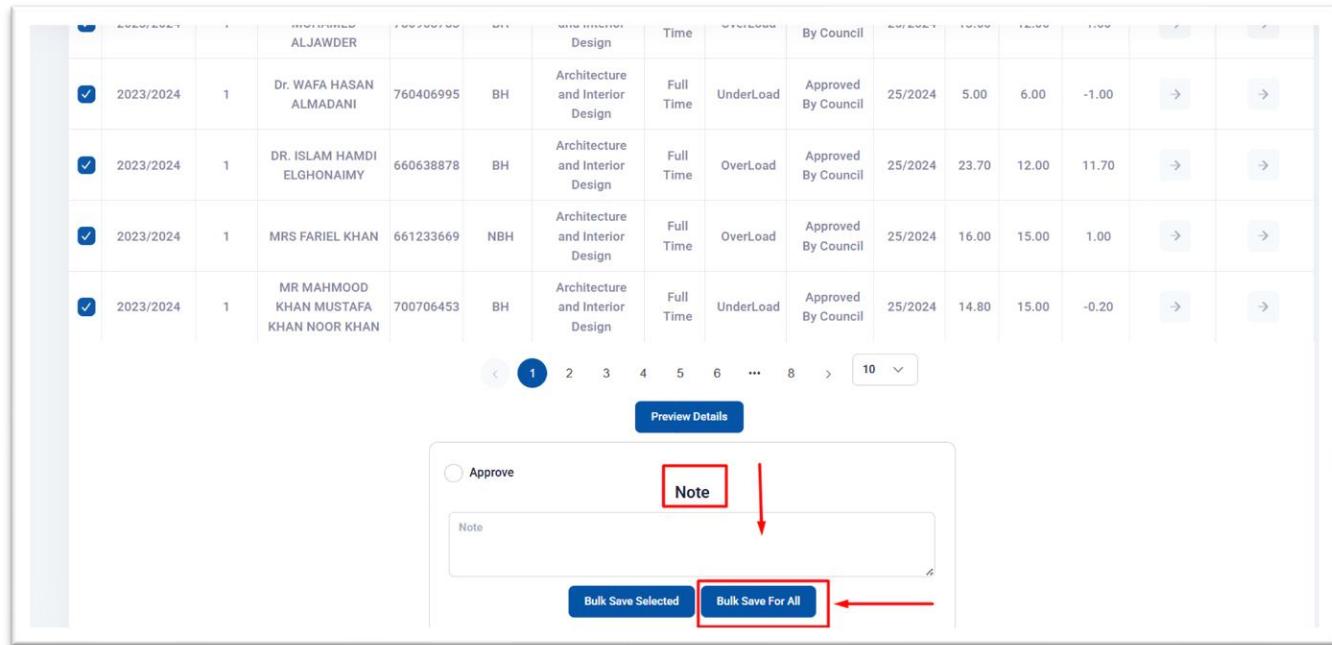
Approve

Note

Bulk Save Selected

Bulk Save For All

Figure 10 – Bulk Save Selected



The screenshot shows a table with 10 rows of data. Each row contains a checkbox, a year, a count, a name, an ID, a location, a department, a time type, a status, a council approval, a date, a time, and a note. The table includes a navigation bar with page numbers and a dropdown for page size. Below the table is a modal window titled 'Preview Details' with an 'Approve' button, a 'Note' input field, and two buttons at the bottom: 'Bulk Save Selected' and 'Bulk Save For All'. The 'Bulk Save For All' button is highlighted with a red box and a red arrow pointing to it.

			ALJAWDER			Design	Time		By Council						
<input checked="" type="checkbox"/>	2023/2024	1	Dr. WAFA HASAN ALMADANI	760406995	BH	Architecture and Interior Design	Full Time	UnderLoad	Approved By Council	25/2024	5.00	6.00	-1.00	→	→
<input checked="" 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 checked="" 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 checked="" 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	→	→

1 2 3 4 5 6 ... 8 > 10 ▾

Preview Details

Approve

Note

Note

[Bulk Save Selected](#) [Bulk Save For All](#)

Figure 11 – Bulk Save For All