



# New Student Information System User Manual

User Account: Head of Department

Function: Overload Workflow

## Contents

<b>A. System Overview</b> .....	3
<b>B. Instructions</b> .....	4
1. Searching for Specific Staff Member: .....	4
2. Re-calculate Staff Academic Load .....	<b>Error! Bookmark not defined.</b>
3. Request Details .....	<b>Error! Bookmark not defined.</b>
4. Request Follow Up .....	<b>Error! Bookmark not defined.</b>
5. Preview Details .....	<b>Error! Bookmark not defined.</b>
6. Approving Request .....	<b>Error! Bookmark not defined.</b>
7. Bulk Saving .....	<b>Error! Bookmark not defined.</b>

## 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)

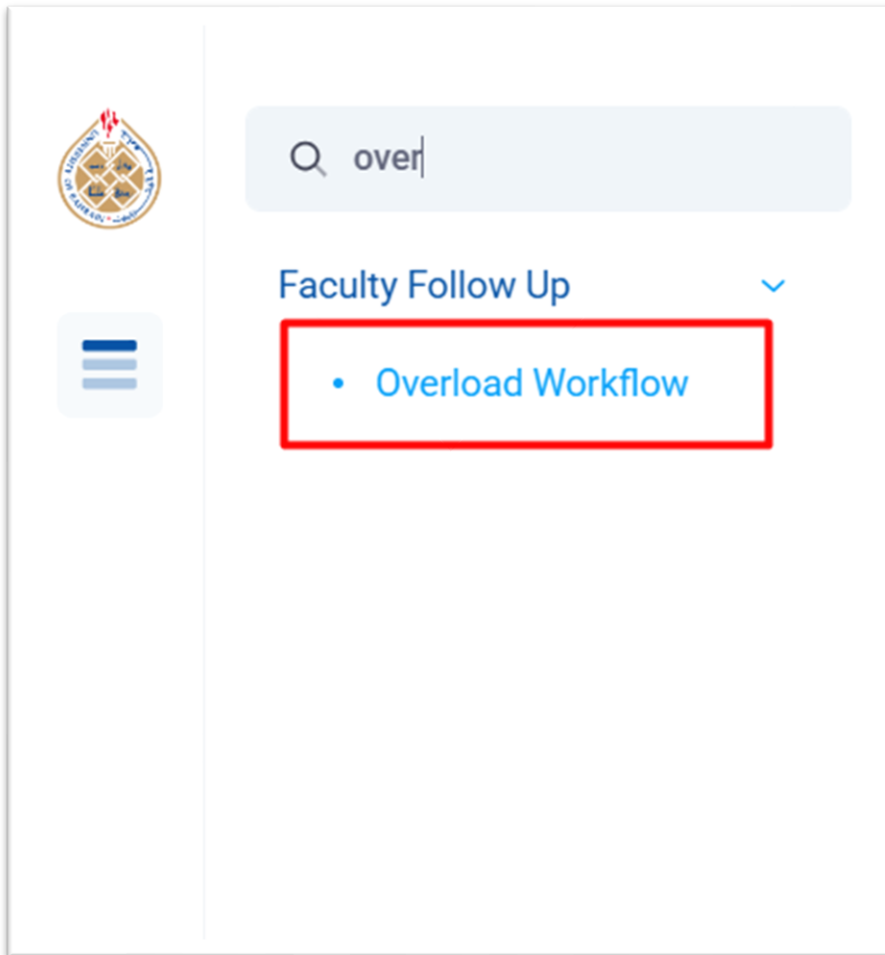


Figure 1 – Overload Workflow

## 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  
College of Engineering

Department  
Architecture and Interior Design

Academic Year  
2023/2024

Semester  
First

Scientific Degree  
☒ All ☐ UG ☐ PG

Faculty Name  
Faculty Name

Request Status  
ALL

Load  
ALL

Contract  
All

Nationality  
☒ All ☐ Bahrain ☐ Non Bahrain

Search

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
<input type="checkbox"/>	2023/2024	1	DR. SAYED MOHSEN AHMED AL-LAWI	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	→	→

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	→	→
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	→	→
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	→	→
2023/2024	1	MS. AFAB EBRAHIM MOHAMMED AHMED	750804076	BH	Architecture and Interior Design	Full Time	OverLoad	Approved By Council	25/2024	6.00	0.00	6.00	→	→
2023/2024	1	MRS NAGLAA	710140487	NBH	Architecture and Interior	Full	OverLoad	Approved	25/2024	16.60	15.00	1.60	→	→

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														
<input type="checkbox"/>	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	<a href="#">-&gt;</a>
<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	<a href="#">-&gt;</a>
<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	<a href="#">-&gt;</a>
<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	<a href="#">-&gt;</a>
<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	<a href="#">-&gt;</a>
<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	<a href="#">-&gt;</a>

Figure 4 - Request Details Icon

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**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	<div style="border: 2px solid red; padding: 5px; display: inline-block;"> <b>Preview Details</b> </div>	

**Notes**

Entity	Note	
HOD Notes	after checking with Dr. Omar (Head of MEC. E Dep.) confirming his courses ; the load is approved	<b>Save Notes</b>
College Dean Notes		
Council Notes	تم وضع قرار الانهاء بناديا على طلبية شعبة الرواتب للصرف المستحقات	
HR Notes		

Figure 5 – Request Details Screen

### 3. Request Follow up

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

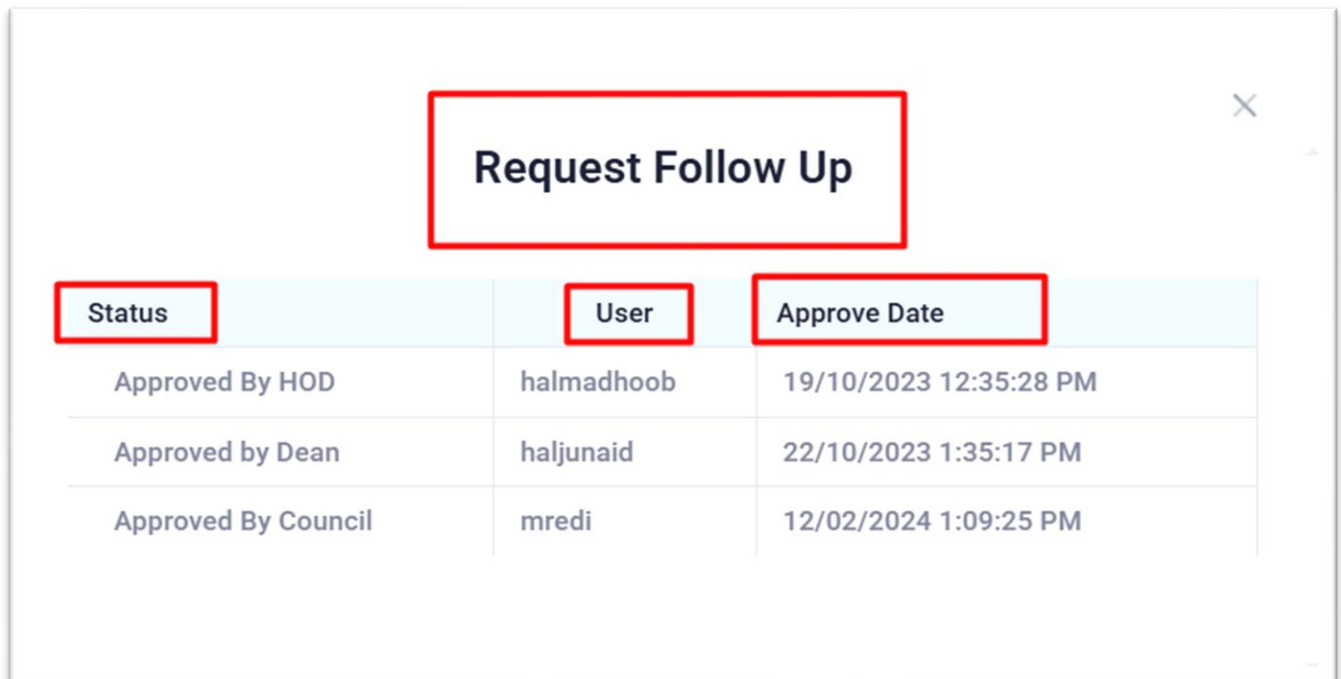
- System display in the header of it the **"Request Status"** , **"User"** and **"Approve Date"**.



Search Result  
72 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"/>	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	>	>

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	→	→	

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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
<input checked="" type="checkbox"/>	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

Note

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

Figure 9 – Approve Request

## 6. Bulk Saving

### Bulk Save Selected:

1. HOD 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"/>	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 10 – Bulk Save Selected

ALJAWDER	ALJAWDER	ALJAWDER	ALJAWDER	ALJAWDER	ALJAWDER	ALJAWDER	ALJAWDER	ALJAWDER	ALJAWDER	ALJAWDER	ALJAWDER	ALJAWDER	ALJAWDER	ALJAWDER	ALJAWDER
✓	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	→	→
✓	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	→	→
✓	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	→	→
✓	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 11 – Bulk Save For All