



# New Student Information System User Manual

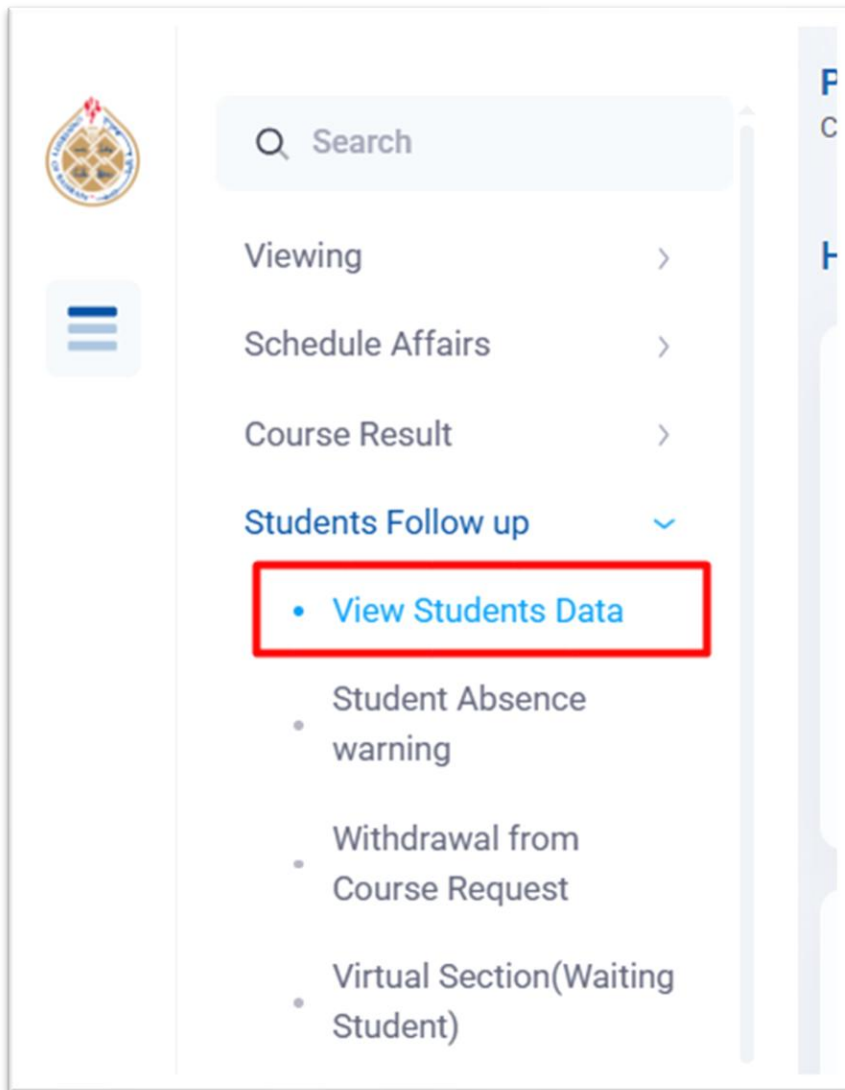
User Account: Head of Department  
Function: View Students Data

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## A. System Overview

- From the Students Follow up menu, the head of department can select the screen **“View Students Data”** to search for the Students.



- Figure 1 – View Students Data

## B. Instructions

This screen allows the Head of Department to search for Students with two options (Student ID – Advanced Search)

### 1. Search with Student ID:

User can enter Student Id for specific one or Search with empty text box for all Students.

Home / Students Follow up / View Students Data

Student ID  
20

1- enter Student ID

→ Advanced Search

2- click on Search button

Search Reset

Search Result  
1 Record

|                          | Student ID | Enrollment Status | Nationality | Major                                                       | Minor/Specialization | CGPA | MGPA | Accum CH | Disabilities and Diseases |
|--------------------------|------------|-------------------|-------------|-------------------------------------------------------------|----------------------|------|------|----------|---------------------------|
| <input type="checkbox"/> | 20         | Enrolled          | BAHRAIN     | Doctor of Philosophy in Business Analytics (Finance) (2021) |                      | 3.87 |      | 39       |                           |

Figure 2 – Search with Student ID

## 2. Search with Advanced Search

Also the HOD can search with more options with Advanced option

- Admission Data
- Academic Data
- Basic Data
- Reg. Course
- Student Under Advising
- Sponsor

The screenshot displays the 'Advanced Search' section of a web application. At the top left, there is a 'Student ID' input field. Below it, the 'Advanced Search' link is highlighted with a red arrow and a box labeled '1- click on Advanced Search link'. Under 'Advanced Search', the 'Admission Data' link is highlighted with a red arrow and a box labeled '2- click on Admission Data to open search criteria'. The 'Admission Data' section contains several dropdown menus: 'University/College' (set to 'College of Business Administration'), 'Department' (set to 'Economic and Finance'), 'Scientific Degree' (set to 'All'), 'ADM Year' (set to 'All'), 'Major' (set to 'All'), and 'Minor' (set to 'All'). There are also two checkboxes: 'Orientation Students' and 'Expected to Graduated (Approved by Head of Dep.)'. Below these, a list of other search criteria is shown with right-pointing arrows: 'Academic Data', 'Basic Data', 'Reg. Course', 'Student Under Advising', and 'Sponsor'. At the bottom, a red arrow points to the 'Search' button with a box labeled '3- click on search button'. A 'Reset' button is located next to the 'Search' button.

Figure 3 – Admission Data Search Criteria

The screenshot displays a web interface for searching academic data. At the top, there is a 'Student ID' input field. Below it, a red box labeled '1- click on Advanced Search' points to the 'Advanced Search' link. Under 'Advanced Search', there are two sub-sections: 'Admission Data' and 'Academic Data'. A red box labeled '2- click on Academic Data' points to the 'Academic Data' link. The 'Academic Data' section contains several search criteria: 'CGPA' (From: To), 'Passed CH' (From: To), 'Semester Cr. Attended' (From: To), 'Enrollment Status' (All), 'Academic Warning' (All), 'Level' (All), and 'Academic Status' (All). Below these are two radio buttons: 'Not Registered' and 'Pending Admission Approval'. Further down, there are links for 'Basic Data', 'Reg. Course', 'Student Under Advising', and 'Sponsor'. At the bottom, a red box labeled '3- click on Search button' points to the 'Search' button, which is next to a 'Reset' button.

Student ID

1- click on Advanced Search

Advanced Search

2- click on Academic Data

Academic Data

CGPA

From : To

Passed CH

From : To

Semester Cr. Attended

From : To

Enrollment Status

All

Academic Warning

All

Level

All

Academic Status

All

☐ Not Registered ☐ Pending Admission Approval

Basic Data

Reg. Course

Student Under Advising

Sponsor

3- click on Search button

Search Reset

Figure 4 – Academic Data Search Criteria

The screenshot displays a web application interface for searching student data. At the top, there is a text input field for 'Student ID'. Below it, a section titled 'Advanced Search' is expanded, showing a list of search criteria: 'Admission Data', 'Academic Data', 'Basic Data', 'Reg. Course', 'Student Under Advising', and 'Sponsor'. The 'Basic Data' criterion is selected and expanded, revealing several input fields: 'Student Name' (with a dropdown menu set to 'Contains'), 'Nationality' (dropdown set to 'All'), 'Governorate' (dropdown set to 'All'), 'CPR / National Number' (text input), and 'Gender' (dropdown set to 'All'). At the bottom of the form, there are two buttons: 'Search' (in blue) and 'Reset' (in grey). Three red annotations with arrows point to specific elements: '1- click on Advanced Search' points to the 'Advanced Search' header, '2- click on Basic Data' points to the 'Basic Data' criterion, and '3- click on Search button' points to the 'Search' button.

Student ID

↓ Advanced Search

→ Admission Data

→ Academic Data

↓ Basic Data

Student Name: Contains

Nationality: All

Governorate: All

CPR / National Number: CPR / National Number

Gender: All

→ Reg. Course

→ Student Under Advising

→ Sponsor

Search Reset

1- click on Advanced Search

2- click on Basic Data

3- click on Search button

Figure 5 – Basic Data Search Criteria

The screenshot displays a web form titled "Reg. Course Search Criteria". At the top left, there is a text input field labeled "Student ID". Below this, a sidebar menu on the left contains several options: "Advanced Search", "Admission Data", "Academic Data", "Basic Data", "Reg. Course", "Student Under Advising", and "Sponsor". The "Reg. Course" option is selected and expanded, showing sub-options for "UG" (selected with a radio button) and "PG". To the right of the sidebar, there are four dropdown menus: "College" (set to "College of Business Administration"), "Department" (set to "Economic and Finance"), "Reg. Course" (set to "All"), and "Section" (set to "All"). At the bottom right, there are two buttons: "Search" and "Reset". Three red boxes with arrows point to specific elements: "1- click on Advanced Search" points to the "Advanced Search" menu item; "2- click on Reg. Course" points to the "Reg. Course" menu item; and "3- click on Search button" points to the "Search" button.

Figure 6 –Reg. Course Search Criteria

The screenshot shows a web application interface for searching students under advising. At the top, there is a text input field for 'Student ID'. Below it, a list of search criteria is shown with expandable arrows. The criteria are: 'Advanced Search', 'Admission Data', 'Academic Data', 'Basic Data', 'Reg. Course', 'Student Under Advising', and 'Sponsor'. The 'Student Under Advising' criterion is expanded, revealing a dropdown menu for 'Academic Advisor' with 'All' selected. At the bottom right of the criteria list are 'Search' and 'Reset' buttons. Red boxes and arrows highlight three steps: 1. Click on Advanced Search, 2. Click on Student Under Advising, and 3. Click on Search button. Below the criteria list, a 'Search Result' section shows '1 Record' and a table with columns: Student ID, Enrollment Status, Nationality, Major, Minor/Specialization, CGPA, MGPA, Accum CH, and Disabilities and Diseases. A small 'E19' icon is visible in the top right corner of the search result area.

Student ID

1- click on Advanced Search

2- click on Student Under Advising

3- Click on Search button

Search Result

1 Record

| Student ID | Enrollment Status | Nationality | Major | Minor/Specialization | CGPA | MGPA | Accum CH | Disabilities and Diseases |
|------------|-------------------|-------------|-------|----------------------|------|------|----------|---------------------------|
|------------|-------------------|-------------|-------|----------------------|------|------|----------|---------------------------|

Figure 7 –Student Under Advising Search Criteria

The screenshot shows a web application interface for searching by Student ID. At the top, there is a text input field labeled "Student ID". Below it is a list of search criteria categories, each preceded by a downward arrow icon. The categories are: "Advanced Search", "Admission Data", "Academic Data", "Basic Data", "Reg. Course", "Student Under Advising", and "Sponsor". The "Sponsor" category is currently expanded, showing a text input field for the sponsor name, a magnifying glass icon, and a "Cancel" button. At the bottom of the interface, there are two buttons: "Search" (in blue) and "Reset" (in grey). Three red boxes with arrows point to specific elements: the first box points to "Advanced Search" with the text "1- click on Advanced Search"; the second box points to the "Sponsor" category with the text "2- Click on Sponsor"; and the third box points to the "Search" button with the text "3- click on Search button".

Student ID

↓ Advanced Search

→ Admission Data

→ Academic Data

→ Basic Data

→ Reg. Course

→ Student Under Advising

↓ Sponsor

Sponsor

Search Cancel

Search Reset

Figure 8 – Sponsor Search Criteria

Home / Students Follow up / View Students Data

Student ID

Advanced Search

- Admission Data
- Academic Data
- Basic Data
- Reg. Course
- Student Under Advising
- Sponsor
  - Sponsor

Search Result

1 Record

|                                     | Sponsor Name | Sponsor Code |
|-------------------------------------|--------------|--------------|
| <input checked="" type="checkbox"/> | A*****L      | AAAC         |
| <input type="checkbox"/>            | A*****I      | AAAMA        |
| <input type="checkbox"/>            | AB*****SS    | AAN          |
| <input type="checkbox"/>            | A*****L      | AANC         |
| <input type="checkbox"/>            | A*****n      | AB           |

1 2 3 4 5 6 ... 64 > 5

Search Result

1 Record

|                          | Student ID | Enrollment Status | Nationality |
|--------------------------|------------|-------------------|-------------|
| <input type="checkbox"/> |            |                   |             |

Select Cancel

Figure 9 – Select Sponsor