PharmNews

News Workflow and Analytics System

Documentation and User Manual

Version 3.5

College of Pharmacy
Gulf Medical University
Ajman, United Arab Emirates

October 2026

Contents

If the list below is empty, click in it and press F9 (in Word: right-click → Update Field → Update entire table).

1. About this system

PharmNews is the College of Pharmacy's internal system for producing news items. It takes an item from a drafter's first rough notes to an approved Word document ready to send to the University media team, and keeps a permanent record of every item and its Sustainable Development Goal alignment.

1.1 What it does

Stage	What happens
Draft	A drafter completes a five-step form: date and scope, the story, photos, SDG goals, review.
Improve	The system offers a rewritten version, three title options and a proposed SDG mapping. The drafter accepts or rejects each suggestion.
Illustrate	A collage editor builds an image from the uploaded photos in any of seven sizes, or the drafter uploads their own image.
Approve	The Dean reviews, and may edit directly, approve, or return the item with comments. An approval can later be reverted.
Release	Approval produces the final Word document. The coordinator downloads it and emails the University media team.
Report	Every item feeds an analytics dashboard that exports to Excel or a PDF report.

1.2 What it deliberately does not do

PharmNews stops at a finished, approved Word document plus an email hand-off. It does not publish to the College website, post to social media, or connect to any University system. This keeps it within the College's control and means it needs no institutional IT approval to operate.

1.3 What it costs

Nothing. It runs on Google Apps Script, Sheets, Drive, Docs and Gmail, all included in the Google Workspace licence the University already holds. The AI assistance uses the free tier of Google's Gemini API. There is no subscription, licence or payment mechanism anywhere in the system.

1.4 Who can do what

Role	Permissions
Drafter	Creates news items and submits them for approval. Sees only their own items.
Dean	Sees the approval queue. May edit, approve, or return an item with comments, and may regenerate or revert an approved item.
Coordinator	Sees approved items. Downloads the Word document and image, copies the hand-off email, marks items as sent.
Owner	Everything above, plus managing users and settings and deleting news items. Held by deancop@gmu.ac.ae and the sitting Dean.

> **Note** Roles are set by an Owner in the Manage users screen and take effect immediately. More than one person may hold the Dean role, so approvals continue during travel. These permissions are enforced by the system itself, not just by which buttons appear on screen.

2. Getting started

2.1 Signing in

Open the PharmNews link while signed in to your @gmu.ac.ae Google account. There is no separate password and nothing to install. The system recognises you by your University email address and shows only what your role allows.

If you see "No access", you are signed in with a different Google account — check the account at the top right of your browser — or you have not yet been added. Ask the Dean's office to add you.

2.2 Finding your way around

The bar across the top holds the menu and shows your name, role and the system version. What appears in the menu depends on your role.

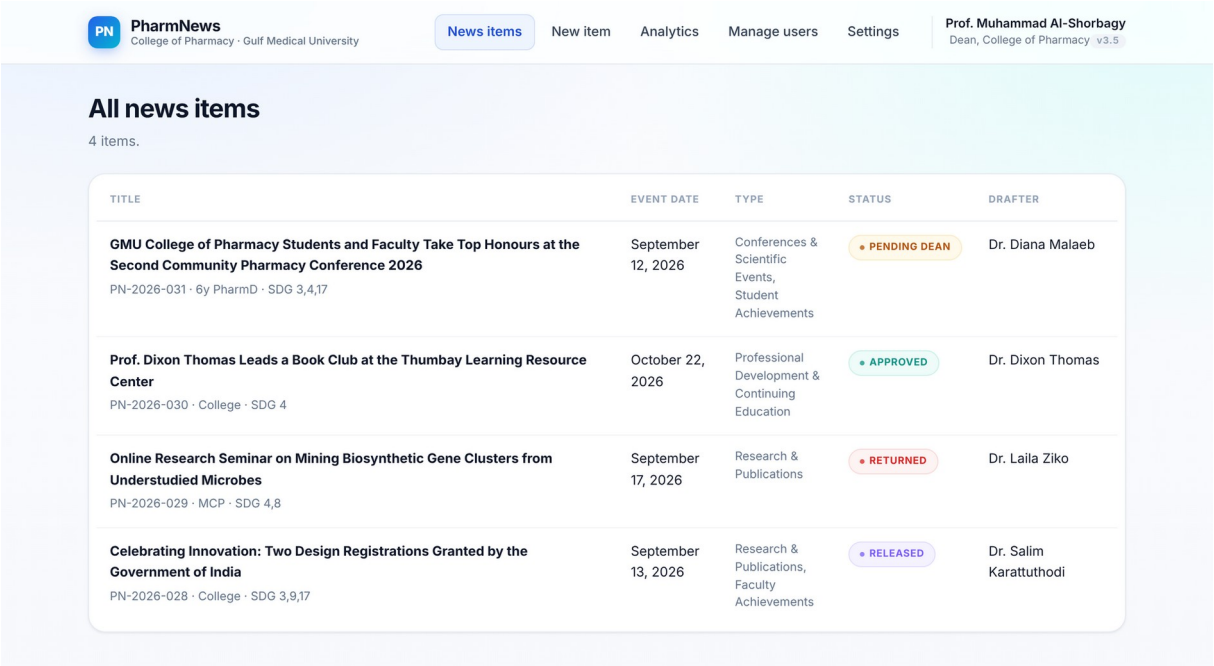


Figure 1. The news items list. Drafters see their own items, the Dean sees the approval queue, Owners see everything.

Each row shows the title, reference number, whether the item is College-wide or tied to a programme, its SDG numbers, the event date, categories, status and drafter. Click any row to open the item.

2.3 The statuses

Status	Meaning
Draft	Being written. Only the drafter (and the Owners) can see it.
AI reviewed	The drafter has run the AI step. Still with the drafter.
Pending dean	Submitted and waiting for approval. The drafter can no longer edit it.
Returned	Sent back by the Dean with comments. Editable again.
Approved	Approved by the Dean, with its Word document generated.
Released	Sent to the University media team by the coordinator.

> **Moving backwards** The Dean can revert an Approved or Released item to Pending dean if it needs changing. See section 6.2.

3. Creating a news item

This chapter follows one real item from blank form to submission. Click New item in the top bar. Your work is saved each time you move between steps, so you can stop at any point and return later; the item waits in your list as a draft.

3.1 Step 1 — What and when

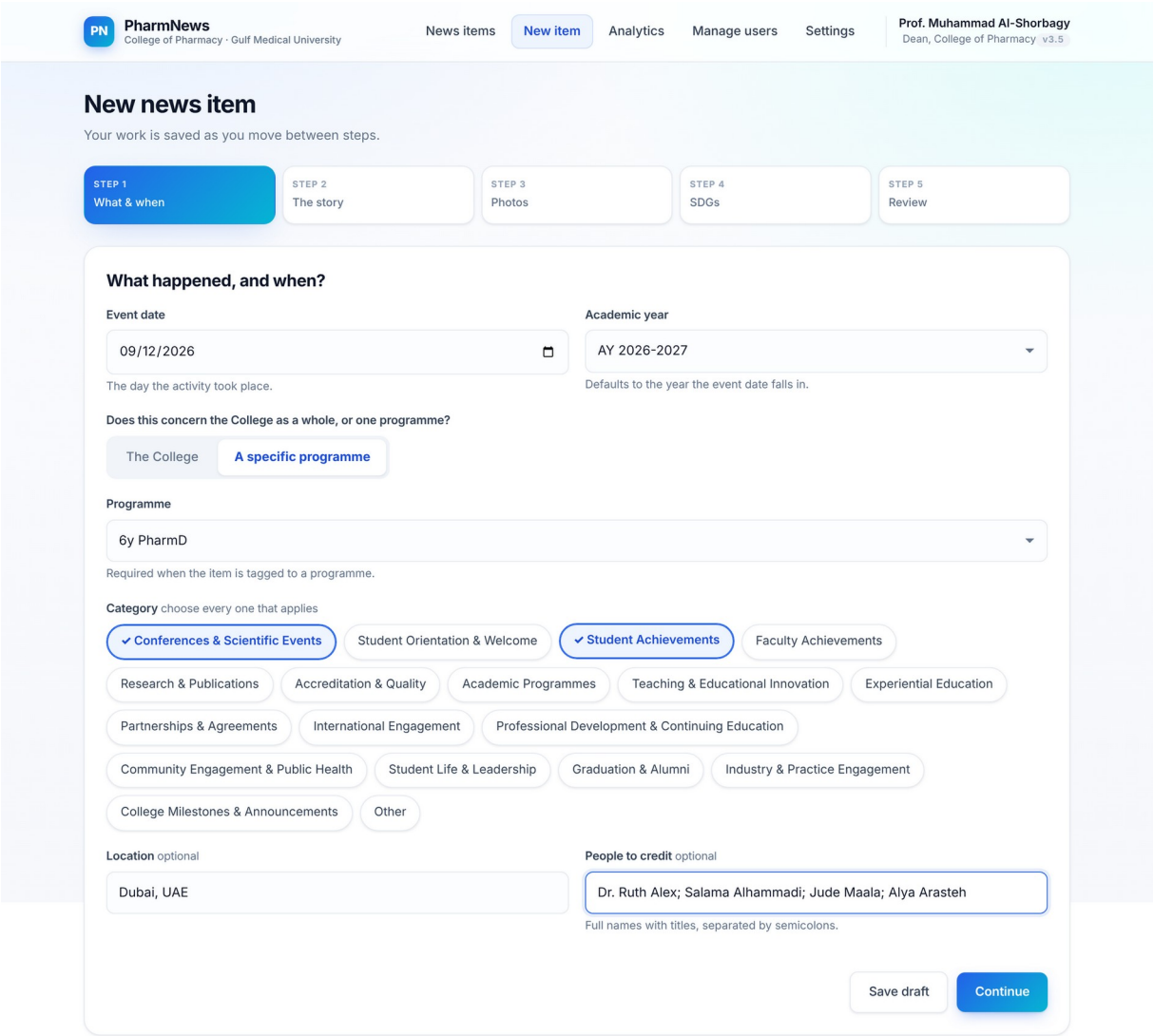


Figure 2. Step 1 completed. The programme dropdown appears only when "A specific programme" is chosen.

Field	What to enter
Event date	The day the activity took place, not the day you are writing.
Academic year	Filled in from the event date. Change it only if the item belongs to a different year.
Scope	Whether the item concerns the College as a whole or one programme.
Programme	Appears for "A specific programme": BPharm, 6y PharmD, PharmD PB, MCP, MDD or DPT. Required.
Category	Tap every category that applies. One or two is usual.
Location	Optional. Where the activity took place.

Field	What to enter
People to credit	Optional. Full names with titles, separated by semicolons. Helps the AI step name people correctly.

3.2 Step 2 — The story

Write what happened. Rough notes are acceptable, because the AI step turns them into finished prose. Concentrate on the facts, names and results rather than the wording.

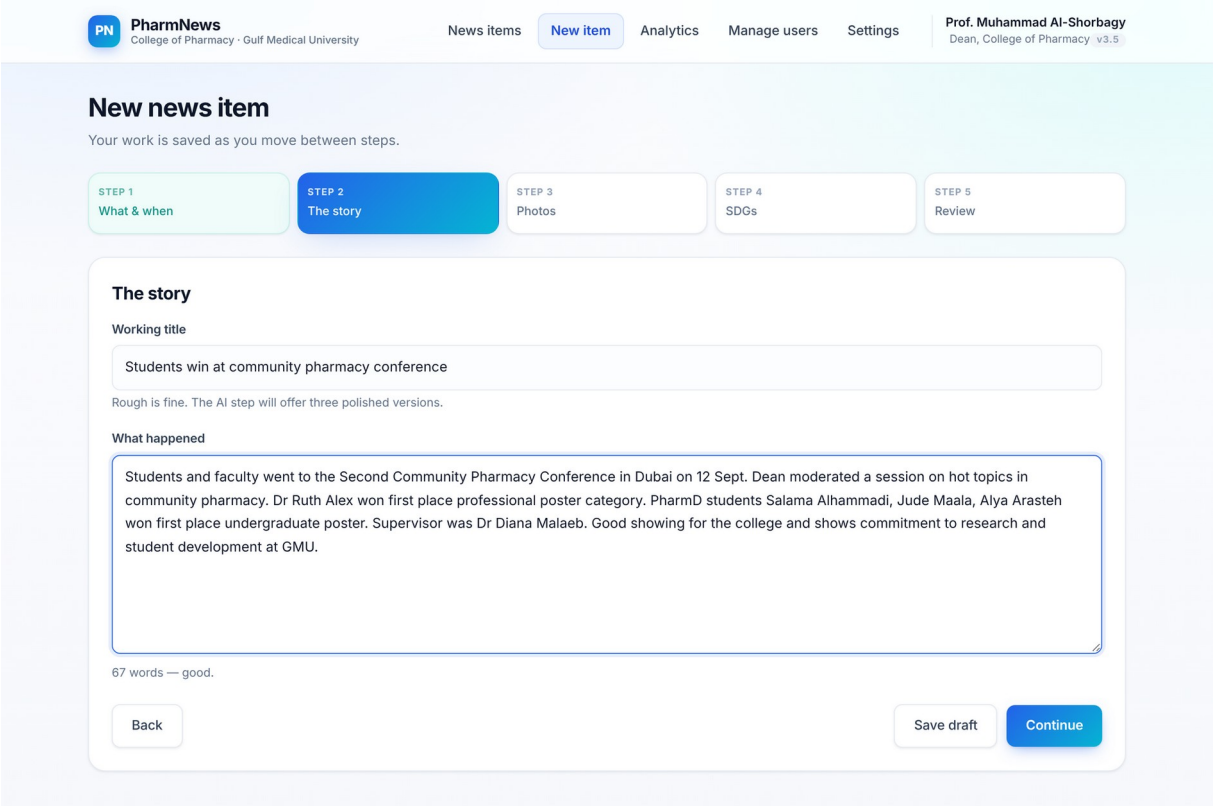


Figure 3. Step 2. Rough notes are fine. The counter below the box tracks the word count.

- Include who took part, what they did, and any results or awards.
- Give people their full names and titles at least once.
- Sixty words is the minimum; more detail gives a better rewrite.

3.3 Step 3 — Photos

Drag photos onto the box, or click it to browse: up to eight images, JPG or PNG, each up to 10 MB. Large photos are reduced automatically before upload.

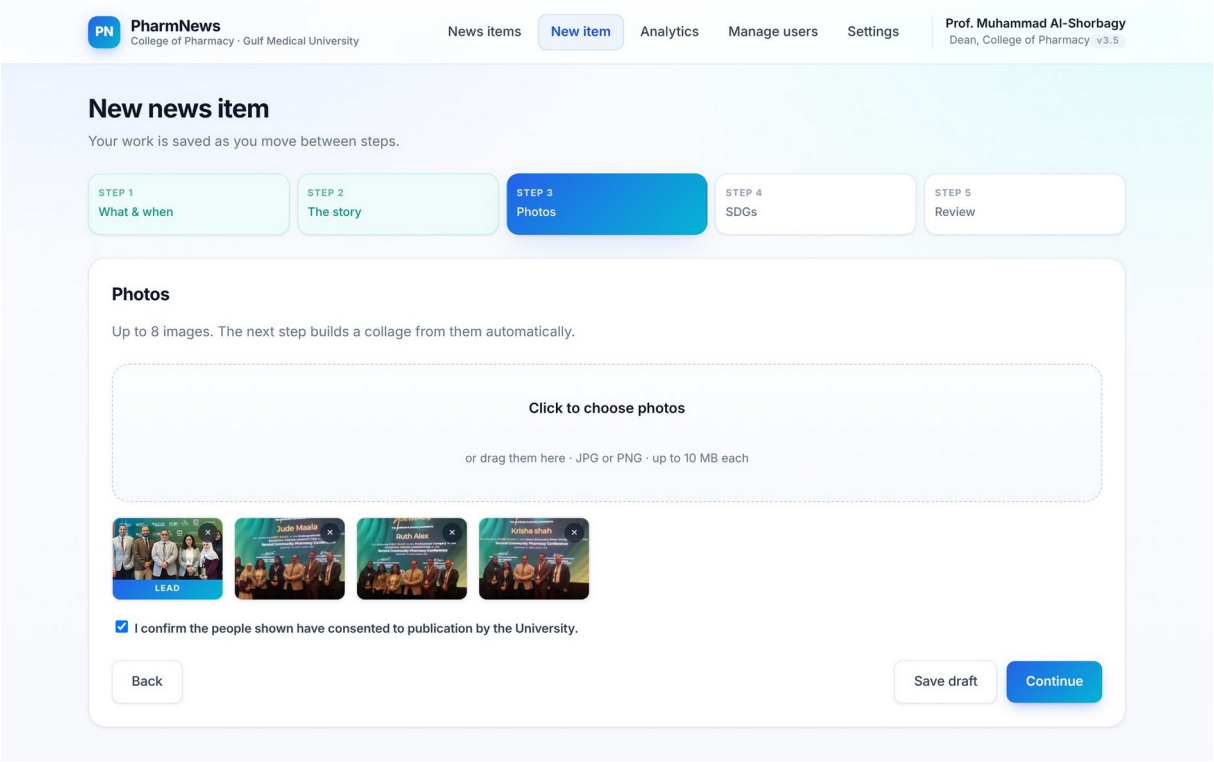


Figure 4. Step 3. Click a thumbnail to make it the lead photo; the cross removes one.

Photo consent You must tick the consent box before continuing. It records, against your name and with a timestamp, that the people shown have agreed to publication by the University.

3.4 Step 4 — Sustainable Development Goals

Select the goals the activity genuinely contributes to — usually two or three. Then write one short sentence per goal in the rationale box. The rationale is required: goal numbers without justification cannot be used in a sustainability or accreditation submission.

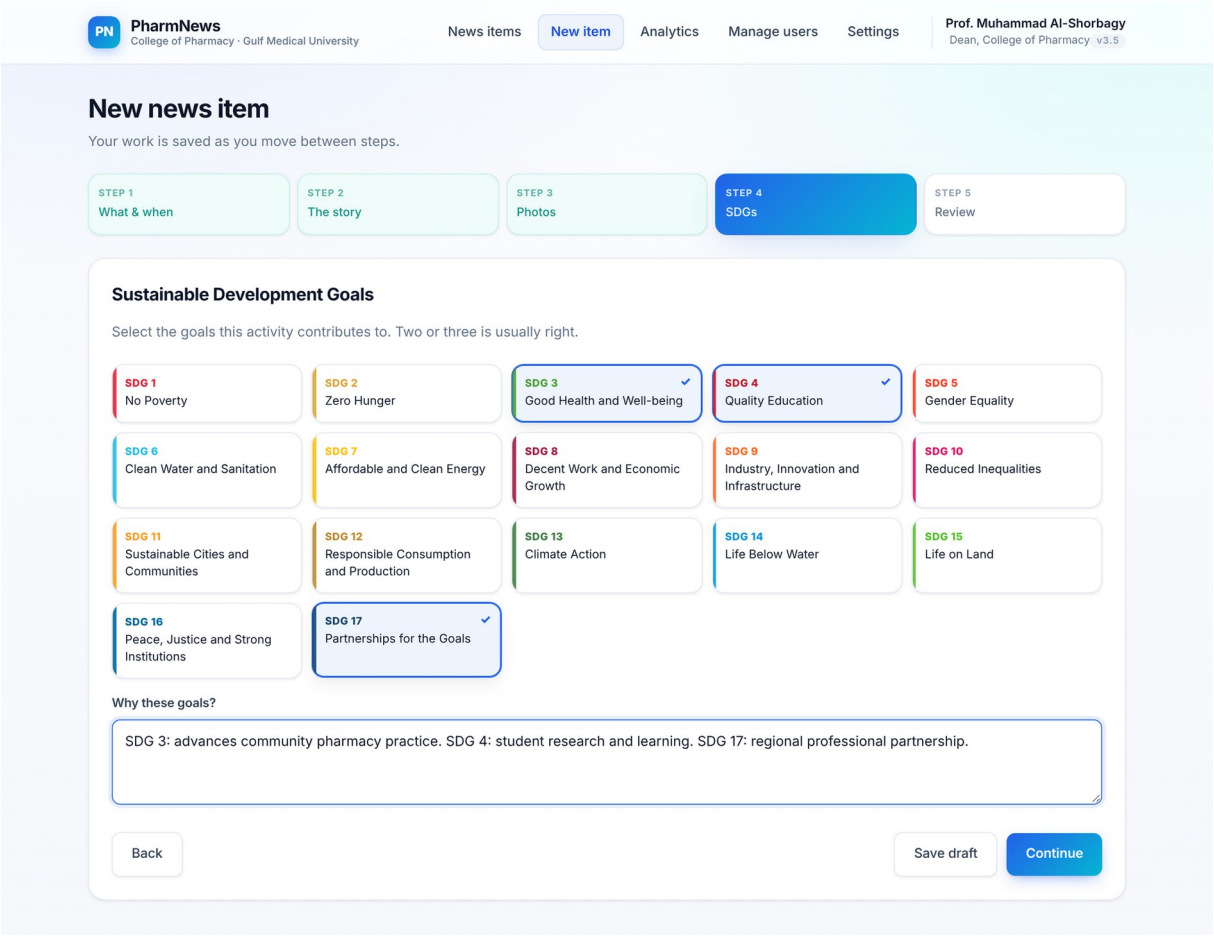


Figure 5. Step 4. Each goal card carries the official UN colour; a tick marks the ones selected.

3.5 Step 5 — Review

A summary of everything entered, and the place from which the three finishing actions start: improve with AI, build the collage, and submit.

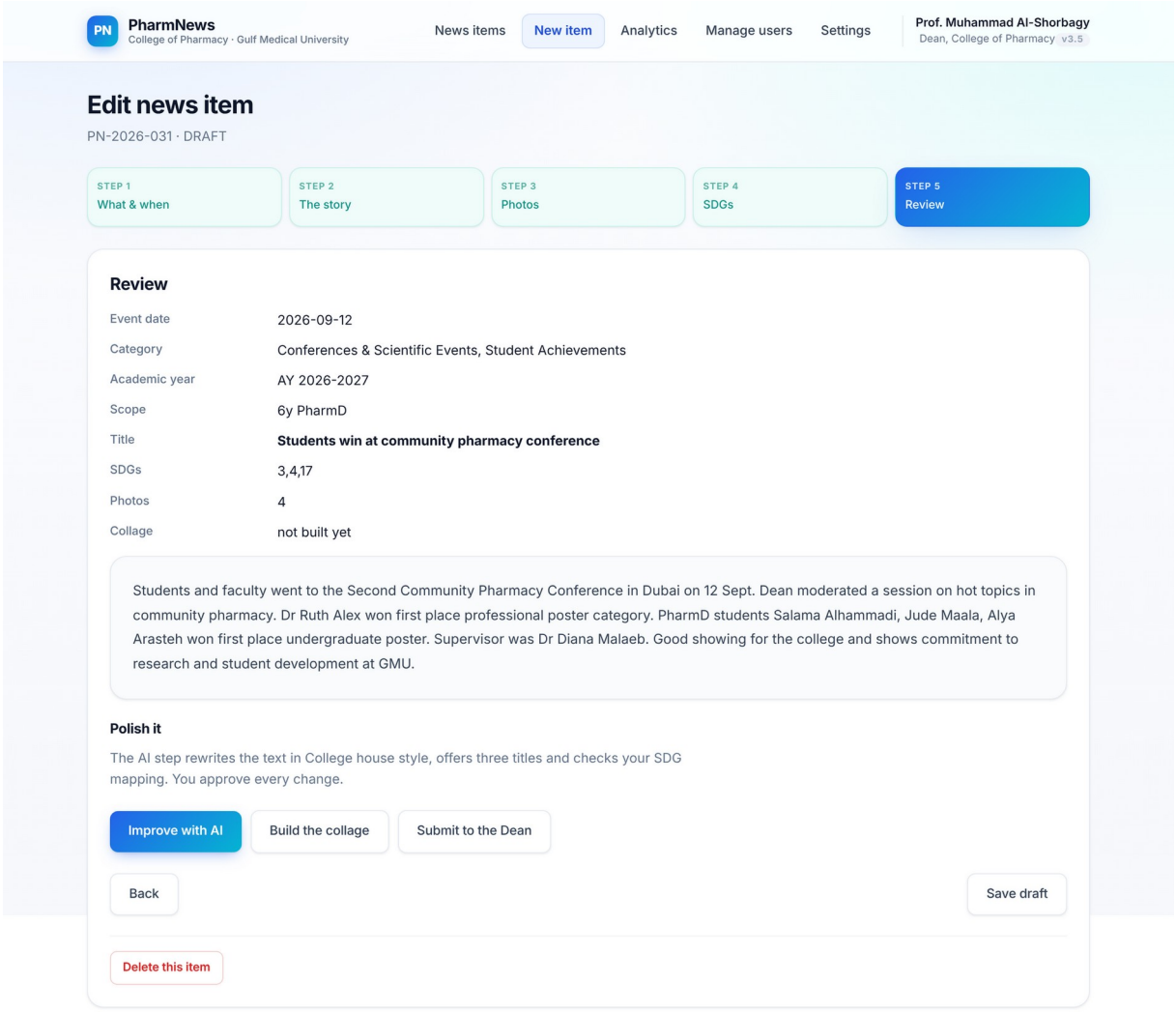


Figure 6. Step 5, with the three finishing actions.

Deleting Only the Dean’s office can delete a news item. If a draft should be removed, ask them.

4. Improving the draft with AI

The AI step rewrites your draft in the College's house style, offers three titles and proposes an SDG mapping. Nothing changes until you choose it, and the whole process works without it.

4.1 One-time setup: your API key

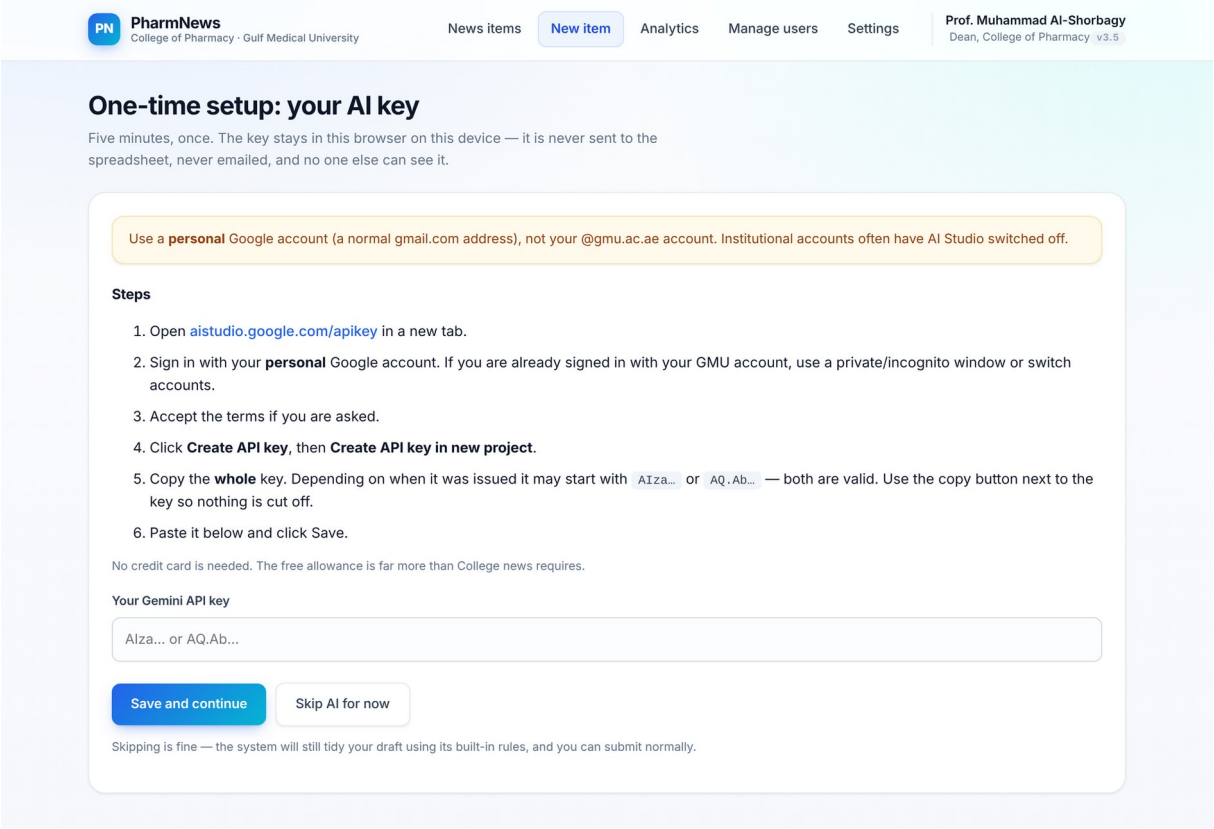


Figure 7. The key setup screen, shown the first time you use the AI step.

1. Open aistudio.google.com/apikey in a new tab.
2. Sign in with a personal Google account, not your @gmu.ac.ae account. If you are already signed in with GMU, use a private or incognito window.
3. Accept the terms if asked.
4. Click Create API key, then Create API key in new project.
5. Copy the whole key. It may begin AIza… or AQ.Ab… — both are valid.
6. Paste it into PharmNews and click Save and continue.

> **Where the key lives** The key is stored in your browser on that device only. It is never written to the spreadsheet, never emailed, and nobody else can see it. No credit card is needed.

4.2 Reviewing the suggestions

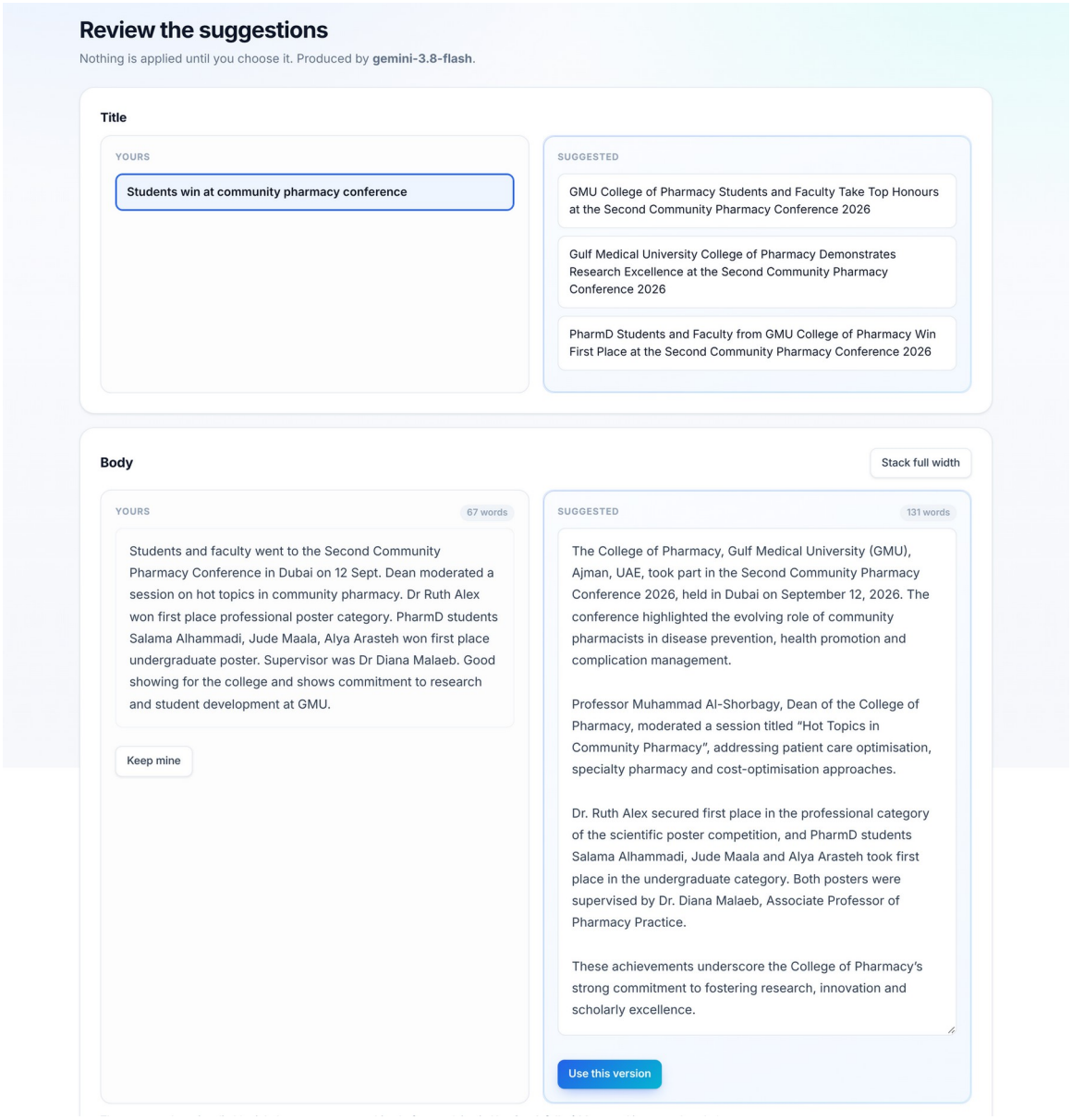


Figure 8. Your version and the suggested version side by side. The suggested text can be edited in place.

- Click one of the three suggested titles, or your own to keep it.
- Edit the suggested body directly before applying it.
- Stack full width switches to one wide column for easier reading.

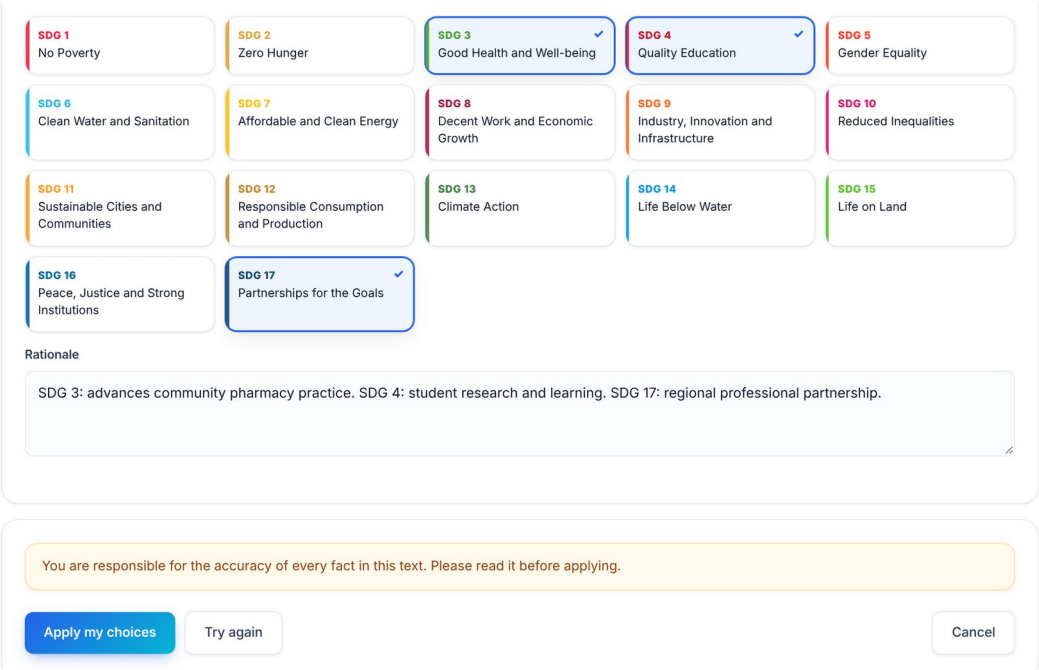


Figure 9. The SDG section combines your choices with the proposal. Nothing is saved until Apply my choices.

> **Accuracy remains yours** The model is told to use only the facts you supplied, but it can still make mistakes. Read the text before applying it.

4.3 If the AI is unavailable

The system tries the strongest free model first and steps down automatically if one is busy, with a note saying which model answered. If every model fails, or you skip the step, the built-in rules still tidy your draft. The workflow never stops because the AI is unavailable.

5. Building the collage

From step 5, click Build the collage. The collage editor works entirely in your browser: choose a size, choose a layout, then position each picture exactly where you want it.

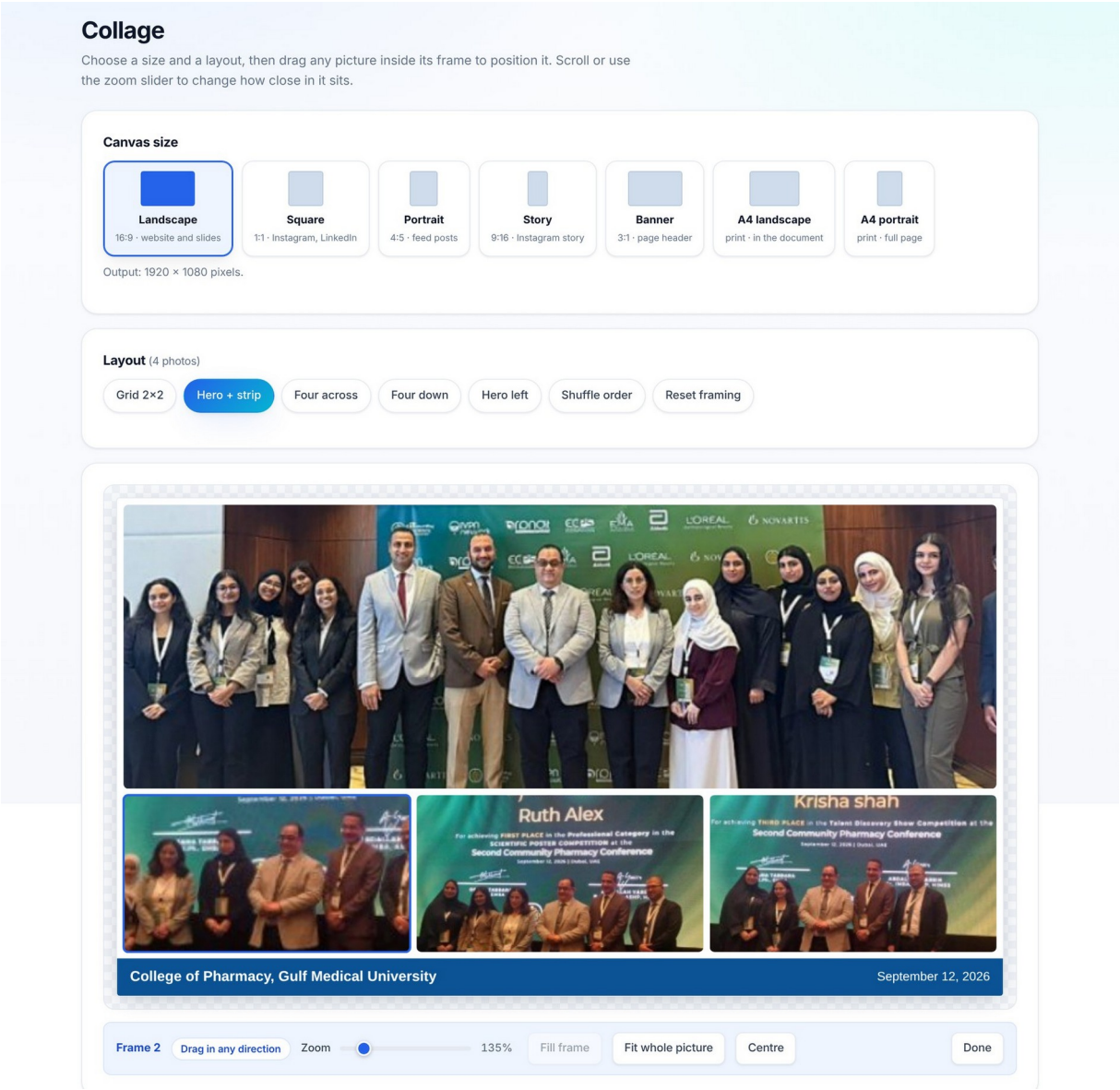


Figure 10. The collage editor. A frame is selected (blue outline) and zoomed in on the people, with its controls underneath.

5.1 Choosing a size

Size	Pixels	Best for
Landscape 16:9	1920 × 1080	Website news page and slides. The default.
Square 1:1	1400 × 1400	Instagram and LinkedIn posts
Portrait 4:5	1200 × 1500	Social media feed posts
Story 9:16	1080 × 1920	Instagram stories
Banner 3:1	2100 × 700	Page headers
A4 landscape	2339 × 1654	Print, and the Word document

Size	Pixels	Best for
A4 portrait	1654 × 2339	A full printed page

5.2 Choosing a layout

The layouts offered depend on how many photos you have — up to five choices for each count, such as Hero left, Hero + strip, Grid 2×2 or Mosaic. Layouts reflow to fit whichever size you choose. Shuffle order swaps the photos between frames; Reset framing returns every picture to its starting position.



Figure 11. The same four photos in a Portrait 4:5 collage, using the Grid 2×2 layout.

5.3 Framing each picture

To do this	Do this
Select a picture	Click it on the canvas. A blue outline and a control bar appear.
Move it inside its frame	Drag it. The hint in the control bar says which directions it can move.
Zoom in or out	Use the Zoom slider (100% to 350%), or scroll over the picture.
Show the whole picture	Fit whole picture. Nothing is cropped; the background shows around it.
Fill the frame again	Fill frame.
Recentre	Centre, or double-click the picture to reset it completely.

If a picture will not move At 100% a picture that exactly fills its frame has nowhere to go, and the control bar says "Zoom in to reposition this one". Zoom in slightly and it can be dragged.

5.4 Photos and appearance

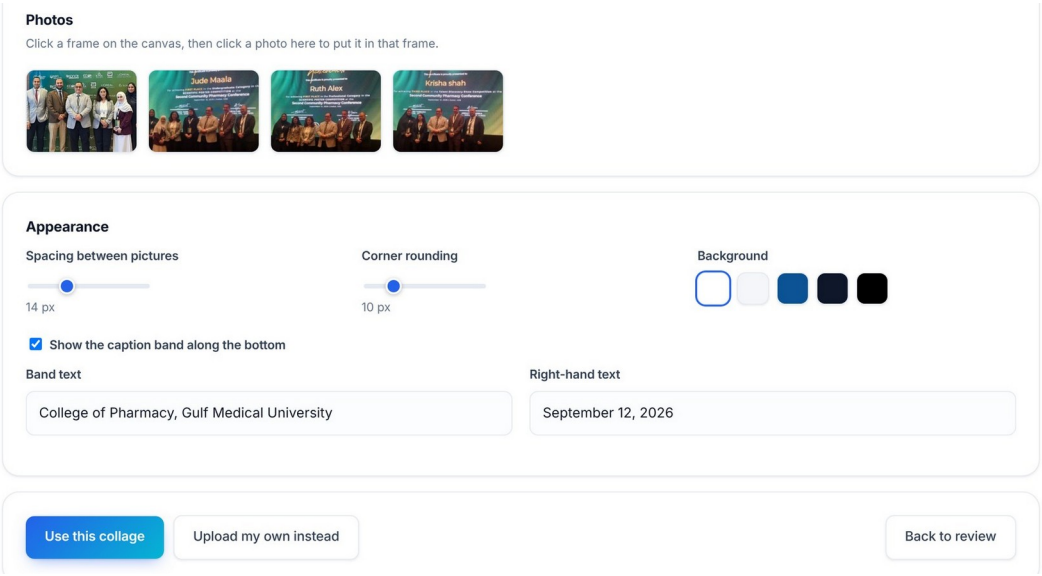


Figure 12. Placing photos, the appearance settings, and the finishing buttons.

- To put a particular photo in a frame, click the frame and then click the photo. Photos not used in the collage are greyed out.
- Spacing and Corner rounding control the gaps and corners between pictures.
- Background offers white, paper, brand blue, navy and black.
- The caption band along the bottom can be turned off, and both its texts can be edited.

Click Use this collage to save it to the item.

5.5 Using your own design

If a poster has already been designed in Canva or PowerPoint, click Upload my own instead. Very large images are reduced to 2,400 pixels on the long edge before upload — still print quality — because oversized images can stop the Word document from being produced.

5.6 Submitting

Return to step 5 and click Submit to the Dean. If anything is missing, the message says exactly what. Once submitted, the item is locked for editing and the Dean is notified, so the Dean never approves text that has changed since submission.

6. Approving an item (Dean)

Submitted items appear in your queue, and you are notified by email. The screens work on a phone, so the queue can be cleared from anywhere.

6.1 Reviewing and approving

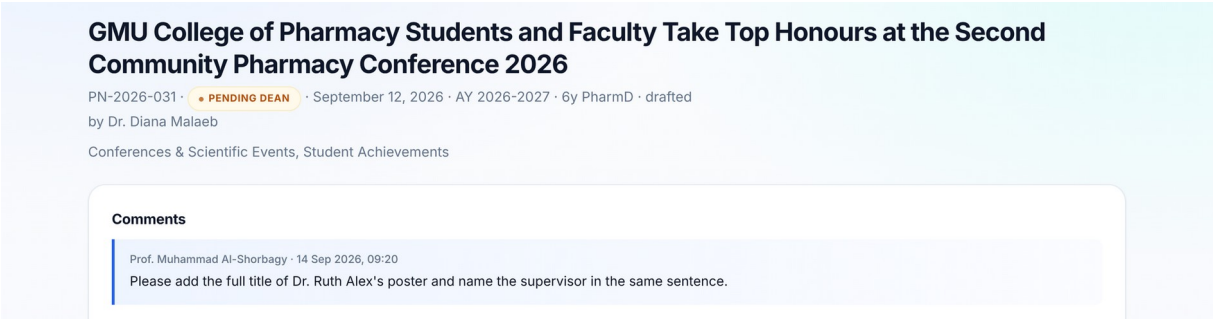


Figure 13. The top of the review screen: title, programme, categories and earlier comments.

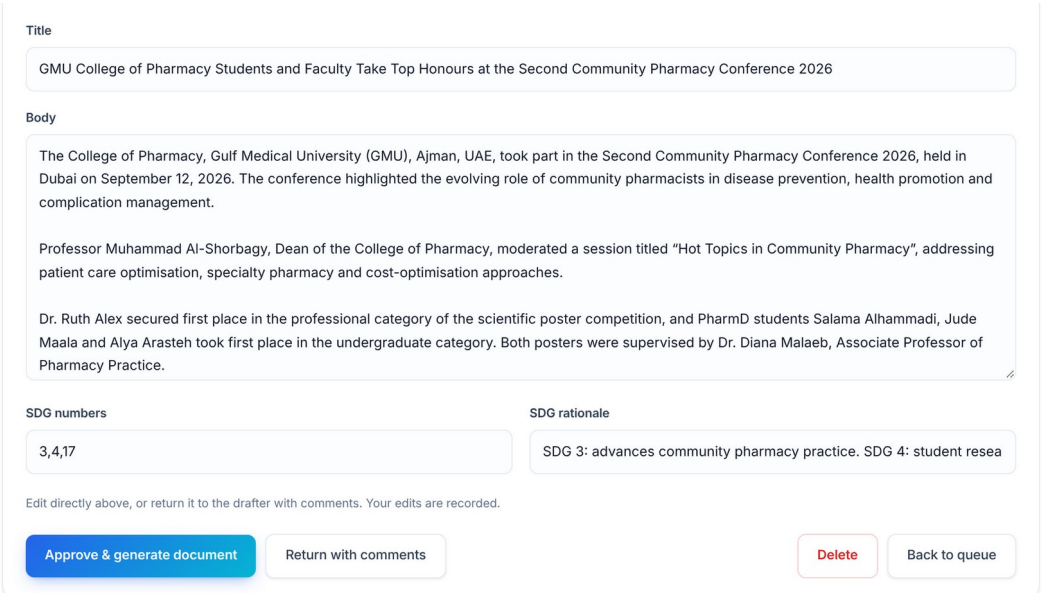


Figure 14. The editing fields and the actions available while an item is waiting for you.

Action	What happens
Edit the fields directly	Change the title, body, SDG numbers or rationale in place. Your edits are recorded against your name.
Approve and generate document	Creates the Word document, then records the approval and notifies the drafter and the coordinator.
Return with comments	Sends the item back to the drafter. A comment is required.
Delete	Owners only. Removes the item; its files go to the Drive bin for 30 days.

If approval does not complete The Word document is created before the approval is recorded. If Google cannot produce it, the approval does not go through: your edits are kept, the item stays in your queue, and the message explains why. Usually it works if you try again a minute later. If the message says the item is too large, the image needs replacing with a smaller one.

6.2 After approval: your tools

When you open an item you have already approved, a panel of Dean's tools appears above it.

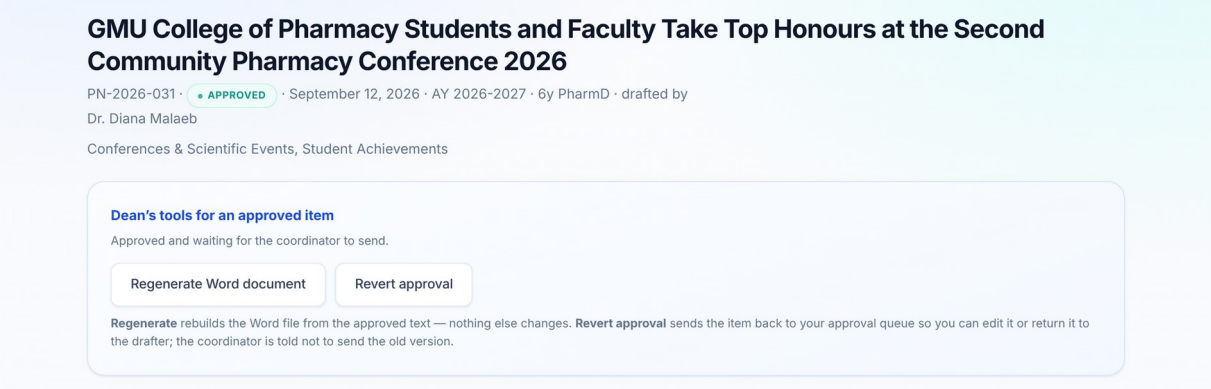


Figure 15. The Dean's tools on an approved item.

Tool	What it does
Regenerate Word document	Rebuilds the Word file from the approved text. The text, status and approval stay exactly as they are.
Revert approval	Asks for a short reason, then returns the item to your approval queue. You can then edit and re-approve it, or return it to the drafter. The old Word file goes to the Drive bin, the coordinator is emailed "HOLD — do not send", and the drafter is told why.

> **Already sent?** Revert approval also works on an item already marked as sent. The coordinator is then told it has been sent, so the media team can be warned that a corrected version will follow.

6.3 If a Word document is missing

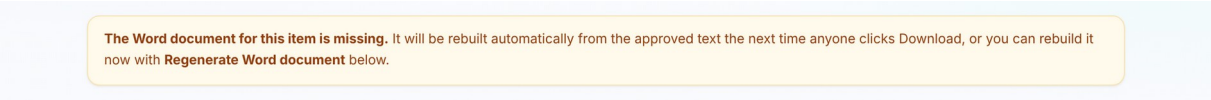


Figure 16. The notice shown when an approved item has no Word document.

This should no longer happen, but if an approved item ever lacks its Word file — for example, if the file was deleted from Drive — nobody needs to do anything special. The next time anyone clicks Download, the document is rebuilt from the approved text and downloaded. The Dean can also rebuild it straight away with Regenerate Word document.

7. The approved Word document

Every approved item produces one Word document, named with the reference, the event date and the start of the title — for example PN-2026-031_2026-09-12_GMU-College-of-Pharmacy-Students-and-Faculty.docx.



College of Pharmacy, Gulf Medical University
Ajman, UAE

GMU College of Pharmacy Students and Faculty Take Top Honours at the Second Community Pharmacy Conference 2026

The College of Pharmacy, Gulf Medical University (GMU), Ajman, UAE, took part in the Second Community Pharmacy Conference 2026, held in Dubai on September 12, 2026. The conference highlighted the evolving role of community pharmacists in disease prevention, health promotion and complication management.

Professor Muhammad Al-Shorbagy, Dean of the College of Pharmacy, moderated a session titled "Hot Topics in Community Pharmacy", addressing patient care optimisation, specialty pharmacy and cost-optimisation approaches.

Dr. Ruth Alex secured first place in the professional category of the scientific poster competition, and PharmD students Salama Alhammadi, Jude Maala and Alya Arasteh took first place in the undergraduate category. Both posters were supervised by Dr. Diana Malaeb, Associate Professor of Pharmacy Practice.

These achievements underscore the College of Pharmacy's strong commitment to fostering research, innovation and scholarly excellence.

Aligned with the United Nations Sustainable Development Goals (SDGs):
SDG 3: Good Health and Well-being; SDG 4: Quality Education; SDG 17: Partnerships for the Goals
[SDG 3 icon] [SDG 4 icon] [SDG 17 icon]

Drafted by Dr. Diana Malaeb | 6y PharmD | Approved October 24, 2026 | Reference PN-2026-031

Figure 17. An example of the approved Word document, showing its structure.

Part	Content
Header	College name and city, in the College blue.
Title	The approved headline.
Image	The collage or uploaded image, full width.
Body	The approved text, justified.
SDG block	"Aligned with the United Nations Sustainable Development Goals (SDGs):", then the goals with their official titles, separated by semicolons.
Icon placeholders	For example [SDG 3 icon] [SDG 4 icon] [SDG 17 icon]. The University media team replaces these with the official UN icons when publishing.
Footer line	Who drafted it, the programme or "College-wide", the approval date and the reference number.

If the image cannot be placed In the rare case an image cannot be embedded, the document says "[Image to be attached separately]" and the Dean is warned on approval. Send the image file alongside the document using Download image.

8. Sending to the media team (Coordinator)

Approved items appear in your list, and an email announces each one.

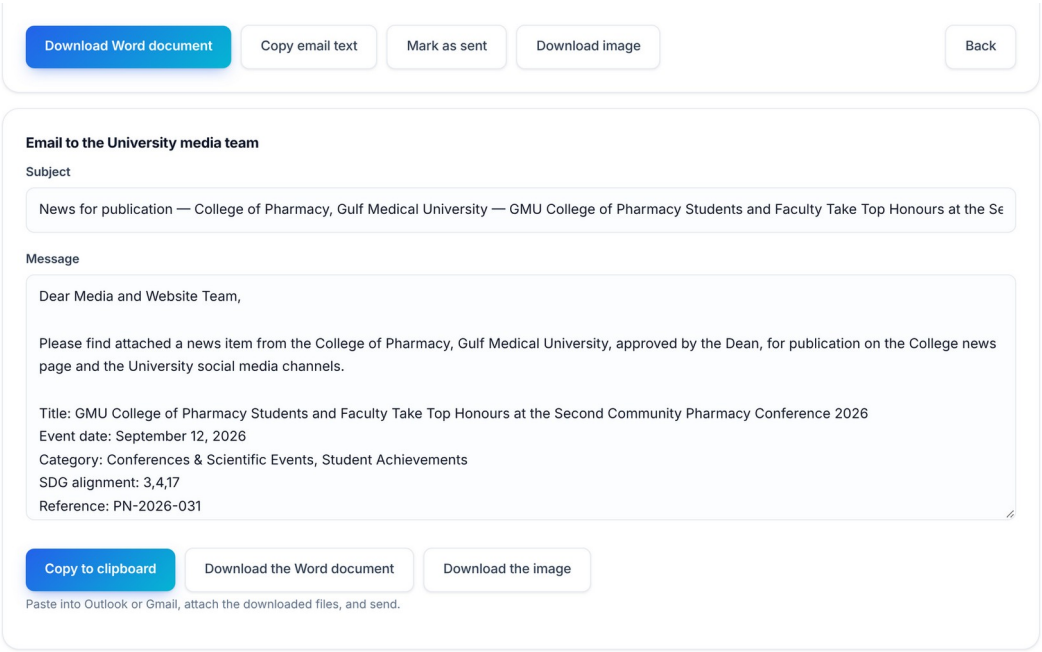


Figure 18. The hand-off: the download buttons, and a complete pre-written email ready to copy.

1. Click Download Word document.
2. Click Download image if the media team wants the picture separately.
3. Click Copy email text. The message is pre-filled with the title, date, categories, SDG alignment, reference number and attachment list.
4. Paste it into Outlook or Gmail, attach the downloaded files, and send.
5. Click Mark as sent. The item moves to Released, and the drafter and Dean are notified.

A "HOLD" email If you receive an email beginning "HOLD — approval withdrawn", the Dean has reverted the approval. Do not send the earlier file. The item will come back to you once it is approved again.

Mark as sent is blocked An item cannot be marked as sent while its Word document is missing. Click Download first — that rebuilds the file — and then mark it as sent.

9. The analytics dashboard

The dashboard answers what the College has published, when, by whom, under which programme and against which Sustainable Development Goals. Each person sees the same items here as in their own News items list: Owners see everything, the Dean sees everything submitted, the coordinator sees approved items, and drafters see their own.

9.1 Filters and headline figures

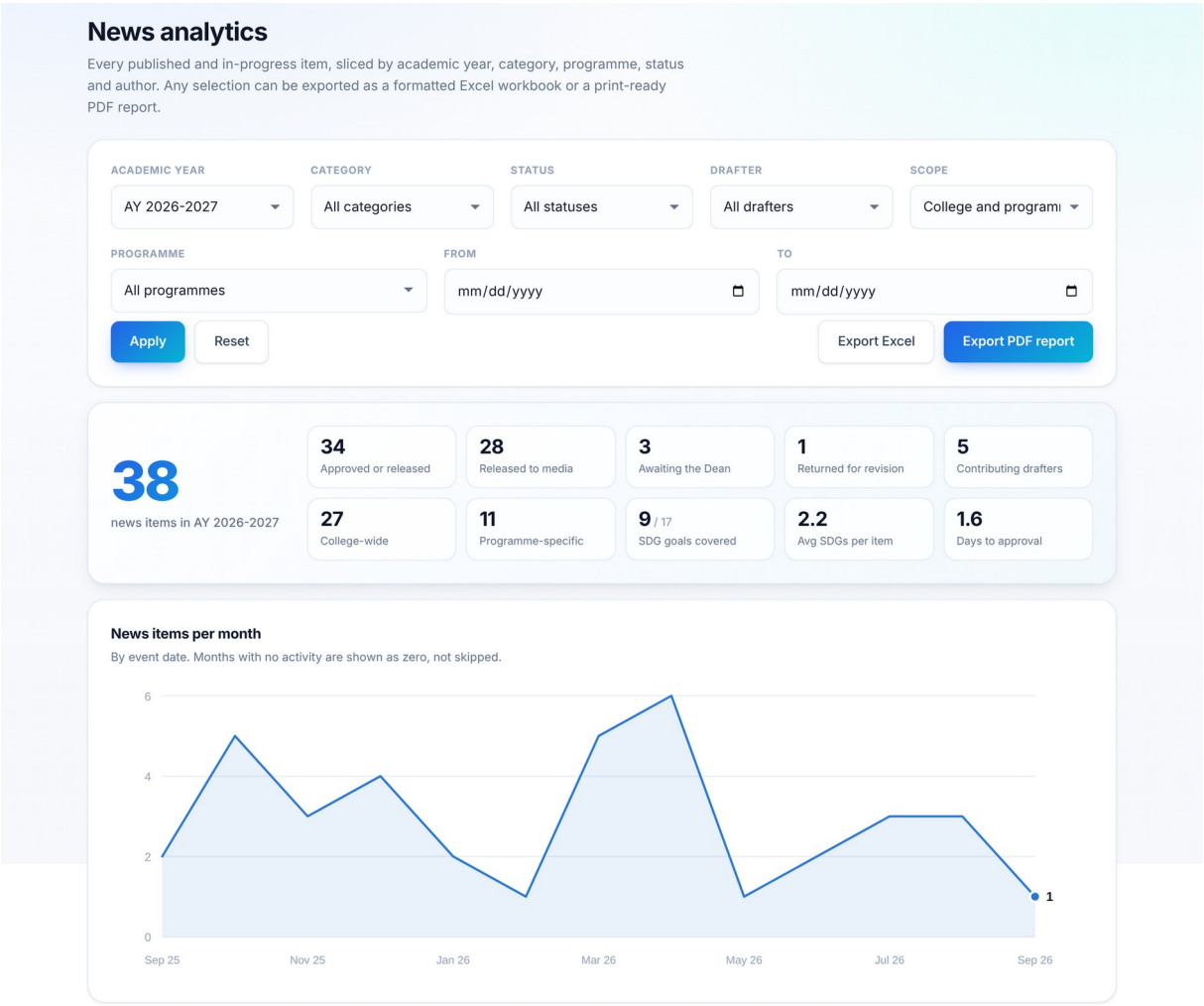


Figure 19. Filters, the headline count and summary tiles, and activity by month.

Seven filters combine freely: academic year, category, status, drafter, scope, programme and a date range. Click Apply after changing them; Reset returns to everything. Both exports follow the filters on screen.

9.2 The charts

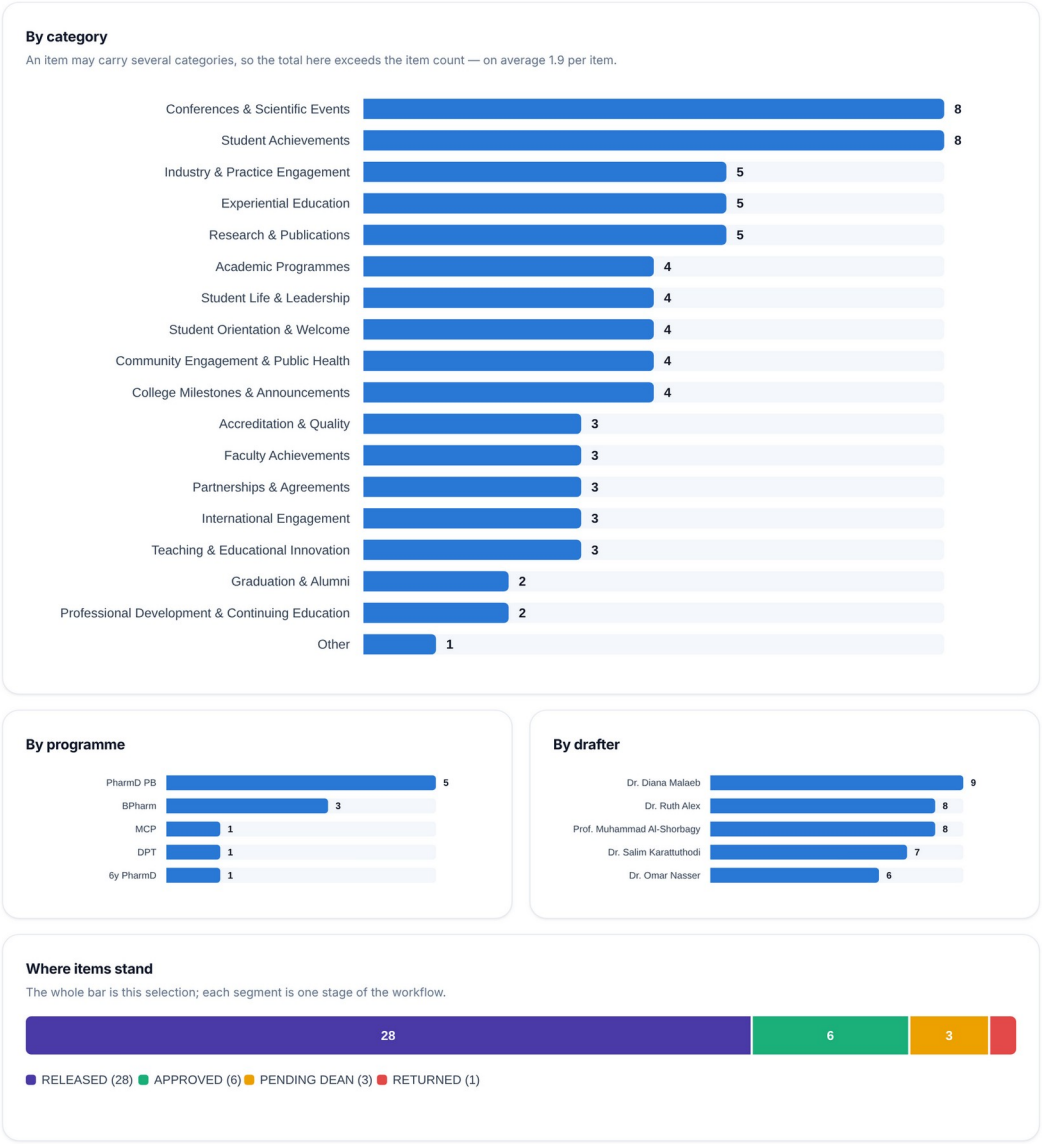


Figure 20. Categories, programmes, drafters, and where items currently stand.

Panel	What it answers
News items per month	Whether output is steady or uneven. Quiet months show as zero.
By category	What kind of news the College produces. Items can carry several categories, so the total exceeds the item count.
By programme	Which programmes are represented, and which are silent.
By drafter	Who is contributing.
Where items stand	The selection as one bar split by workflow stage. A long amber segment means items are waiting on the Dean.

9.3 SDG alignment



Figure 21. Goal coverage in the official UN colours, with the uncovered goals named beneath.

The line beneath the chart names the goals with no news item in the current selection — exactly the gap a sustainability or accreditation submission is marked down on.

9.4 Exporting

Export	What you get
Export Excel	A formatted workbook with ten sheets: Summary, SDG mapping, By type, By programme, College vs programme, By status, By drafter, By month, By academic year, and All items.
Export PDF report	A print-ready A4 report with the filters used, a summary, every chart and the data tables.

10. Administration (Owners)

This chapter is for the two Owner accounts, deancop@gmu.ac.ae and the sitting Dean, who have identical rights.

10.1 Managing users

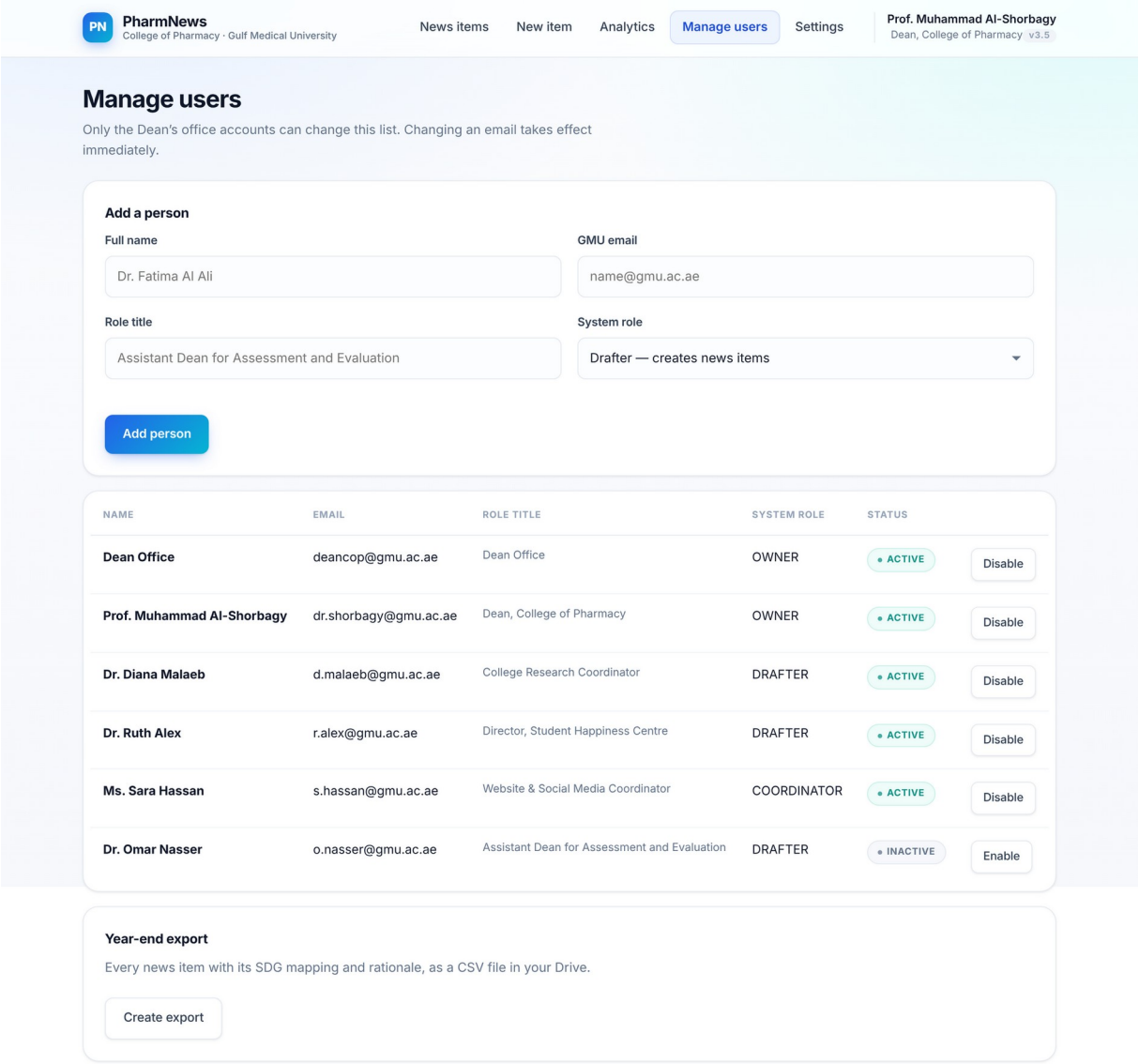


Figure 22. The user list, with the form for adding a person above it.

- To add someone, fill in the four boxes and click Add person. They are emailed the link and sign in with their GMU account.
- Changing an email address moves that person's access immediately.
- Disable removes access but keeps all of that person's past items.
- Changing a system role is how a drafter becomes a Dean, or a second Dean is added.

10.2 Settings

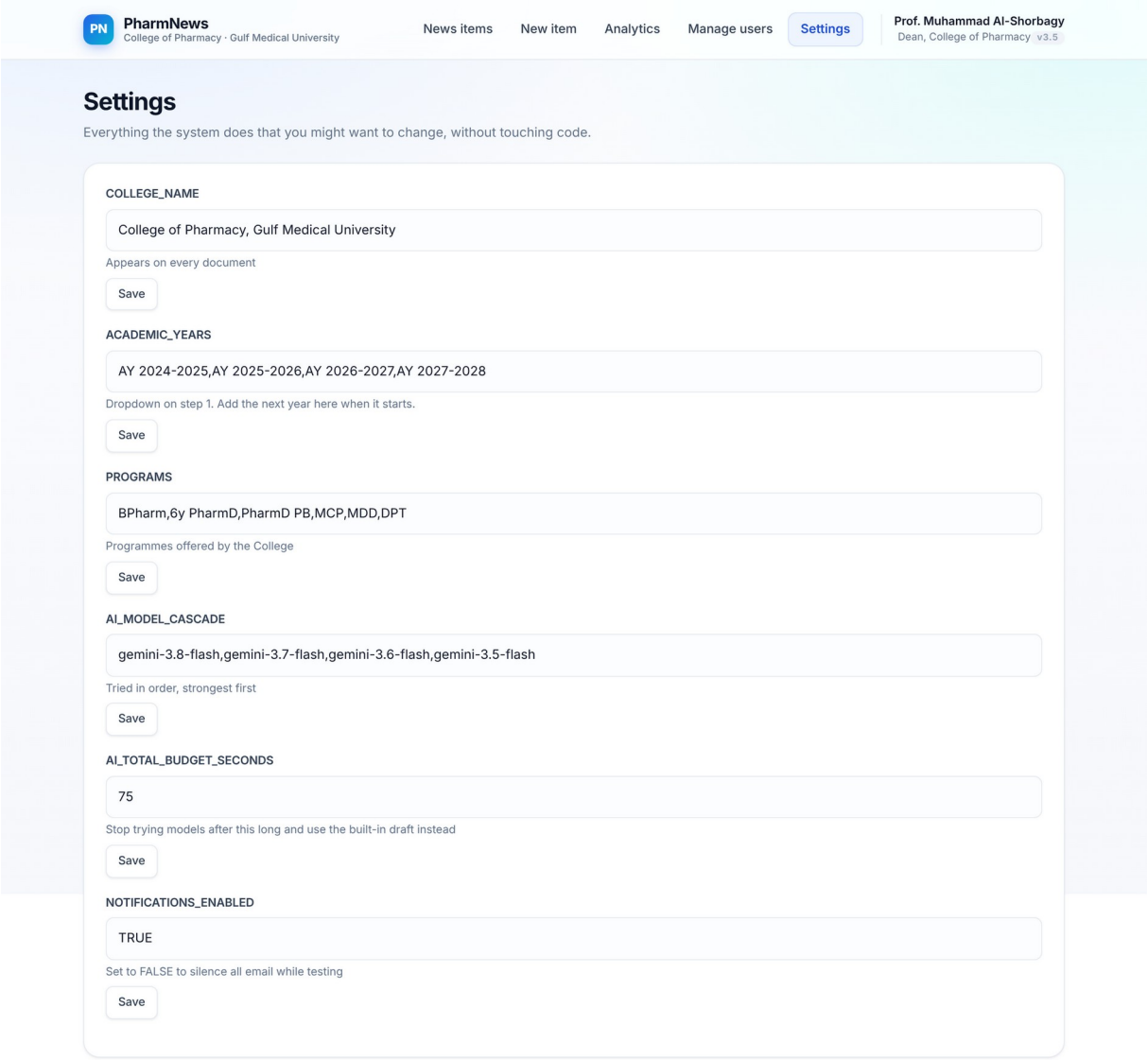


Figure 23. Settings: everything you might reasonably want to change, without touching code.

Setting	Purpose
COLLEGE_NAME	Shown on every Word document and on the collage band.
ACADEMIC_YEARS	The dropdown on step 1. Add the next year when it begins.
PROGRAMS	The programmes offered by the College.
NEWS_TYPES	The category list on step 1.
AI_MODEL_CASCADE	The AI models tried, strongest first. When Google releases a better free model, add its name at the front.
AI_TOTAL_BUDGET_SECONDS	How long to keep trying AI models before using the built-in draft.
NOTIFICATIONS_ENABLED	Set to FALSE to silence all email while testing.

10.3 Deleting a news item

Open the item and click Delete. Deletion is reserved to Owners and is available at any stage. The item’s files go to the Drive bin, where they remain recoverable for 30 days, and if the item had been submitted, the drafter is told. Reference numbers are never reused, so a new item can never inherit a deleted item’s comments or history.

10.4 Year-end routine

1. Open Manage users and click Create export, for a CSV of every item with its SDG mapping and rationale.
2. Review the user list: disable leavers and add new role holders.
3. Confirm both Owner accounts are still correct.

10.5 Protecting the system

Maintenance commands in the Apps Script editor — such as SETUP_ALL, UPDATE_SCHEMA and SET_WEB_APP_URL — run only for the Dean’s office accounts, and the web address used in notification emails must be a script.google.com address. Every failed attempt to produce a Word document is recorded, with its reason, in the AuditLog tab of the PharmNews_DB spreadsheet.

11. Troubleshooting

What you see	What it means and what to do
"No access"	You are signed in with a different Google account, or have not been added. Check the account at the top right of the browser, then ask the Dean's office.
Changes do not appear after an update	The browser is showing a cached copy. Press Ctrl+Shift+R (Cmd+Shift+R on a Mac).
"Approval was not completed"	Google did not produce the Word document. Your edits are saved. Try again in a minute; if it says the item is too large, replace the image.
"The Word document for this item is missing"	Click Download: the file is rebuilt automatically. The Dean can also use Regenerate Word document.
"This item can no longer be changed"	The item has been submitted. Ask the Dean to return it, or to revert the approval.
"PharmNews is finishing another task"	Someone else's save was in progress. Wait a moment and try again.
"That key was rejected"	The Gemini key is incomplete or from a restricted account. Create a fresh key on a personal Google account.
"Stepped down after..." on the AI screen	The stronger models were busy and a lower one answered. Nothing is wrong.
No emails arriving	Check NOTIFICATIONS_ENABLED is TRUE in Settings, and that the address in Manage users is correct.
Submission blocked	The message names what is missing — usually the SDG rationale, the consent tick or the image.

Nothing is permanently lost Every news item, photo and setting lives in an ordinary Google Sheet and Drive folder owned by the Dean's office. Even if the application stopped working, all the data would remain readable and exportable.

12. Quick reference

12.1 Drafter

Task	How
Start an item	New item in the top bar
Save and come back later	Save draft, then find it in your list
Improve the writing	Step 5, Improve with AI
Build the picture	Step 5, Build the collage
Frame a picture	Click it, then drag and zoom
Use my own poster	Collage editor, Upload my own instead
Send for approval	Step 5, Submit to the Dean
Act on the Dean’s comments	Open the returned item, edit, submit again

12.2 Dean

Task	How
See what is waiting	News items: the queue is the default view
Approve as written	Open the item, Approve and generate document
Make a change first	Edit the fields, then Approve
Send it back	Return with comments
Rebuild an approved file	Open it, Regenerate Word document
Undo an approval	Open it, Revert approval, give a reason

12.3 Coordinator

Task	How
Get the file	Open the approved item, Download Word document
Get the image	Download image
Get the message	Copy email text, paste into your mail client
Close the item	Mark as sent

12.4 Owner

Task	How
Add or remove a person	Manage users
Change someone’s role or email	Manage users, edit their row
Remove a news item	Open it, Delete
Change how the system behaves	Settings
Year-end SDG data	Manage users, Create export
Report for one year	Analytics, set the academic year, Export PDF report

Appendix: Installing a new version

For the Owners. When a new version of PharmNews is issued as two files, install it like this. Your news items, users and settings are not affected.

1. Sign in to script.google.com as deancop@gmu.ac.ae and open the PharmNews project.
2. Open each new file in Notepad or TextEdit — never in a browser.
3. Click Code.gs, select everything (Ctrl+A), delete it, and paste the new code file. Do the same for Index.html. Save.
4. If the release notes say so, choose UPDATE_SCHEMA from the function list and click Run.
5. Click Deploy, then Manage deployments, the pencil icon, Version: New version, Deploy, Done. Never use New deployment — it creates a different link.
6. Open PharmNews and press Ctrl+Shift+R. The version shown next to your name should match the new release.