

1. About this system (PharmNews)

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

The system replaces a process that ran entirely on email attachments. Its purpose is to give the College one current version of each news item, a visible approval queue, consistent writing and presentation, and reportable data on what the College has published.

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 professionally rewritten version, three title options and a proposed SDG mapping. The drafter accepts or rejects each suggestion.
Illustrate	A collage is built automatically from the uploaded photos, or the drafter uploads their own image.
Approve	The Dean reviews, and may edit directly, approve, or return the item with comments.
Release	On approval the system generates the final Word and PDF documents. The coordinator downloads them and emails the University media team.
Report	Every item feeds an analytics dashboard that exports to Excel or PDF.

1.2 What it deliberately does not do

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

1.3 What it costs

Nothing. The system 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, no licence and no 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 an item directly, approve it, or return it with comments.
Coordinator	Sees approved items. Downloads the final files, copies the hand-off email, marks items as sent.
Owner	Everything above, plus managing users and settings. Held by deancop@gmu.ac.ae and the sitting Dean.

Note A person's role is set by the Owner in the Manage users screen and takes effect immediately. More than one person may hold the Dean role so that approvals continue during travel.

2. Getting started

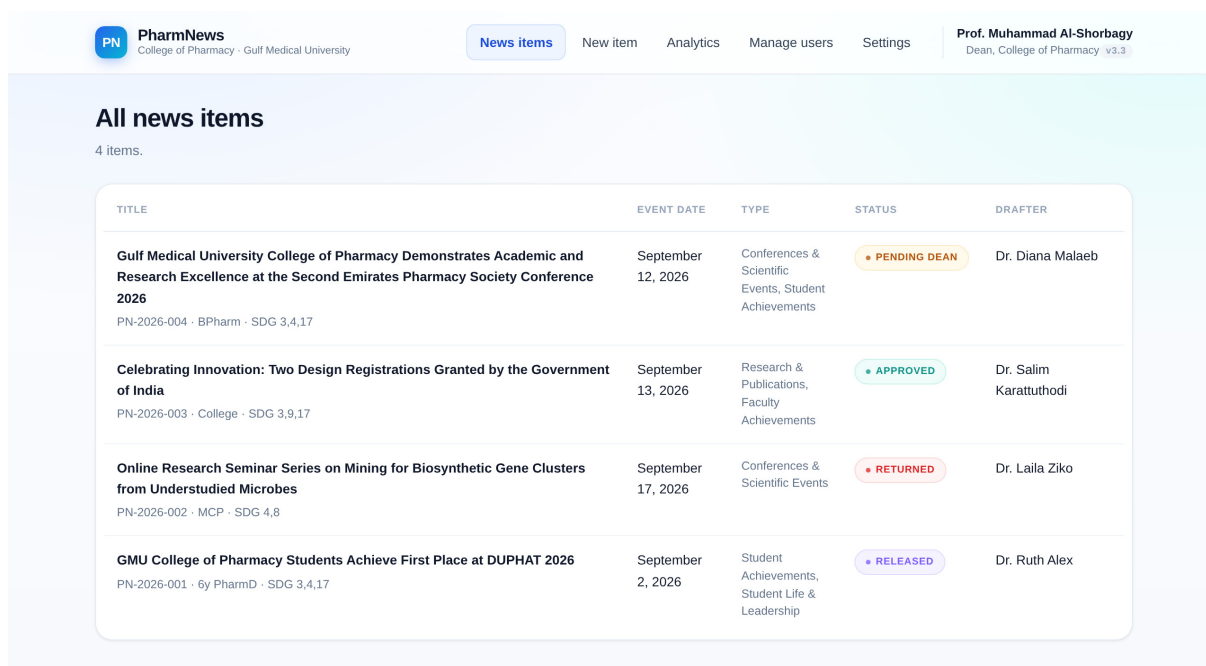
2.1 Signing in

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 a page saying "No access", you are either signed in with a different Google account — check the account shown at the top right of your browser — or you have not yet been added to the system. 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.



TITLE	EVENT DATE	TYPE	STATUS	DRAFTER
Gulf Medical University College of Pharmacy Demonstrates Academic and Research Excellence at the Second Emirates Pharmacy Society Conference 2026 PN-2026-004 · BPharm · SDG 3,4,17	September 12, 2026	Conferences & Scientific Events, Student Achievements	PENDING DEAN	Dr. Diana Malaeb
Celebrating Innovation: Two Design Registrations Granted by the Government of India PN-2026-003 · College · SDG 3,9,17	September 13, 2026	Research & Publications, Faculty Achievements	APPROVED	Dr. Salim Karattuthodi
Online Research Seminar Series on Mining for Biosynthetic Gene Clusters from Understudied Microbes PN-2026-002 · MCP · SDG 4,8	September 17, 2026	Conferences & Scientific Events	RETURNED	Dr. Laila Ziko
GMU College of Pharmacy Students Achieve First Place at DUPHAT 2026 PN-2026-001 · 6y PharmD · SDG 3,4,17	September 2, 2026	Student Achievements, Student Life & Leadership	RELEASED	Dr. Ruth Alex

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, current status and who drafted it. The coloured badge is the status. Click any row to open the item.

2.3 The seven statuses

Status	Meaning
Draft	Being written. Only the drafter 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	The Dean has sent it back with comments. Editable again.

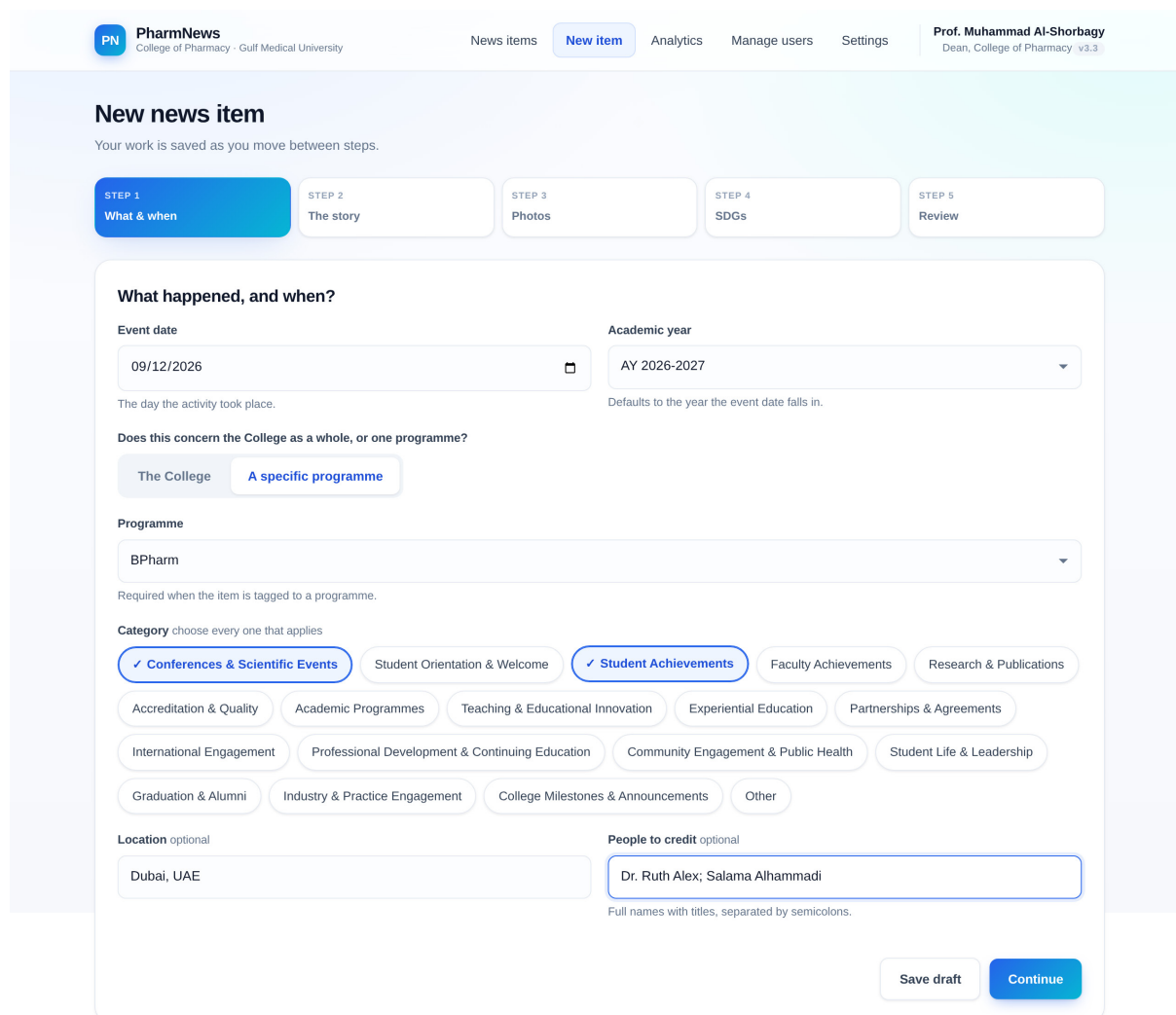
Status	Meaning
Approved	Approved by the Dean. The Word and PDF files have been generated.
Released	Sent to the University media team by the coordinator.

3. Creating a news item

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

3.1 Step 1 — What and when

The first step captures the facts the rest of the system needs in order to file and report on the item.



PharmNews
College of Pharmacy - Gulf Medical University

News items **New item** Analytics Manage users Settings

Prof. Muhammad Al-Shorbagy
Dean, College of Pharmacy v3.3

New news item

Your work is saved as you move between steps.

STEP 1 What & when STEP 2 The story STEP 3 Photos STEP 4 SDGs STEP 5 Review

What happened, and when?

Event date: 09/12/2026
Academic year: AY 2026-2027

Does this concern the College as a whole, or one programme?
The College A specific programme

Programme: BPharm

Category: choose every one that applies
Conferences & Scientific Events Student Orientation & Welcome Student Achievements Faculty Achievements Research & Publications
Accreditation & Quality Academic Programmes Teaching & Educational Innovation Experiential Education Partnerships & Agreements
International Engagement Professional Development & Continuing Education Community Engagement & Public Health Student Life & Leadership
Graduation & Alumni Industry & Practice Engagement College Milestones & Announcements Other

Location optional: Dubai, UAE
People to credit optional: Dr. Ruth Alex; Salama Alhammadi

Save draft Continue

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

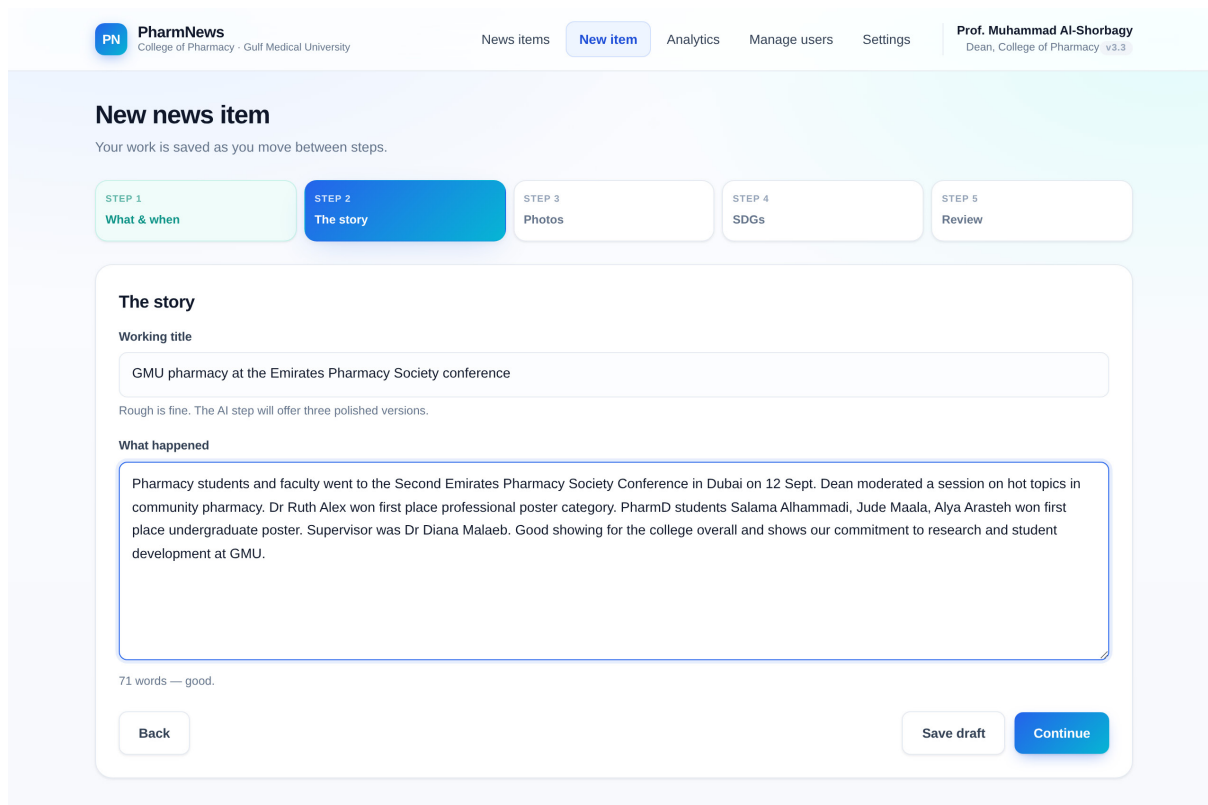
Field	What to enter
Event date	The day the activity took place, not the day you are writing. Everything else is derived from this.
Academic year	Filled in for you from the event date. Change it only if the item belongs to a different year.
Scope	Whether the item concerns the College as a whole or one programme.

Field	What to enter
Programme	Appears only when you choose "A specific programme". One of BPharm, 6y PharmD, PharmD PB, MCP, MDD or DPT. Required.
Category	Tap every category that applies. Most items need one or two; three is occasionally right.
Location	Optional. Where the activity took place.
People to credit	Optional. Full names with titles, separated by semicolons. This helps the AI step name people correctly.

Why scope matters The College/Programme tag is what lets the Dean later answer questions such as "what did the BPharm programme contribute this year?" It takes two seconds to set and is very tedious to reconstruct afterwards.

3.2 Step 2 — The story

Write what happened. This step is deliberately forgiving: rough notes and bullet points are perfectly acceptable, because the AI step will turn them into finished prose. Concentrate on getting the facts, names and figures right rather than on the wording.



PN PharmNews
College of Pharmacy - Gulf Medical University

News items **New item** Analytics Manage users Settings **Prof. Muhammad Al-Shorbagy**
Dean, College of Pharmacy v3.3

New news item

Your work is saved as you move between steps.

STEP 1 What & when **STEP 2 The story** STEP 3 Photos STEP 4 SDGs STEP 5 Review

The story

Working title

GMU pharmacy at the Emirates Pharmacy Society conference

Rough is fine. The AI step will offer three polished versions.

What happened

Pharmacy students and faculty went to the Second Emirates Pharmacy Society Conference in Dubai on 12 Sept. Dean moderated a session on hot topics in community pharmacy. Dr Ruth Alex won first place professional poster category. PharmD students Salama Alhammadi, Jude Maala, Alya Arasteh won first place undergraduate poster. Supervisor was Dr Diana Malaeb. Good showing for the college overall and shows our commitment to research and student development at GMU.

71 words — good.

Back Save draft Continue

Figure 3. Step 2. Rough notes are fine — the word counter turns green once there is enough substance to work with.

- Include who took part, what they did, and any results or awards.
- Give people their full names and titles, at least once.
- The counter below the box tracks your word count. Sixty words is the minimum; more detail produces a better rewrite.
- The title here is a working title. The AI step will offer three polished alternatives.

3.3 Step 3 — Photos

Drag your photos onto the box, or click it to browse. Up to eight images, JPG or PNG, each up to 10 MB. Large photos are automatically reduced before upload, so there is no need to resize anything first.

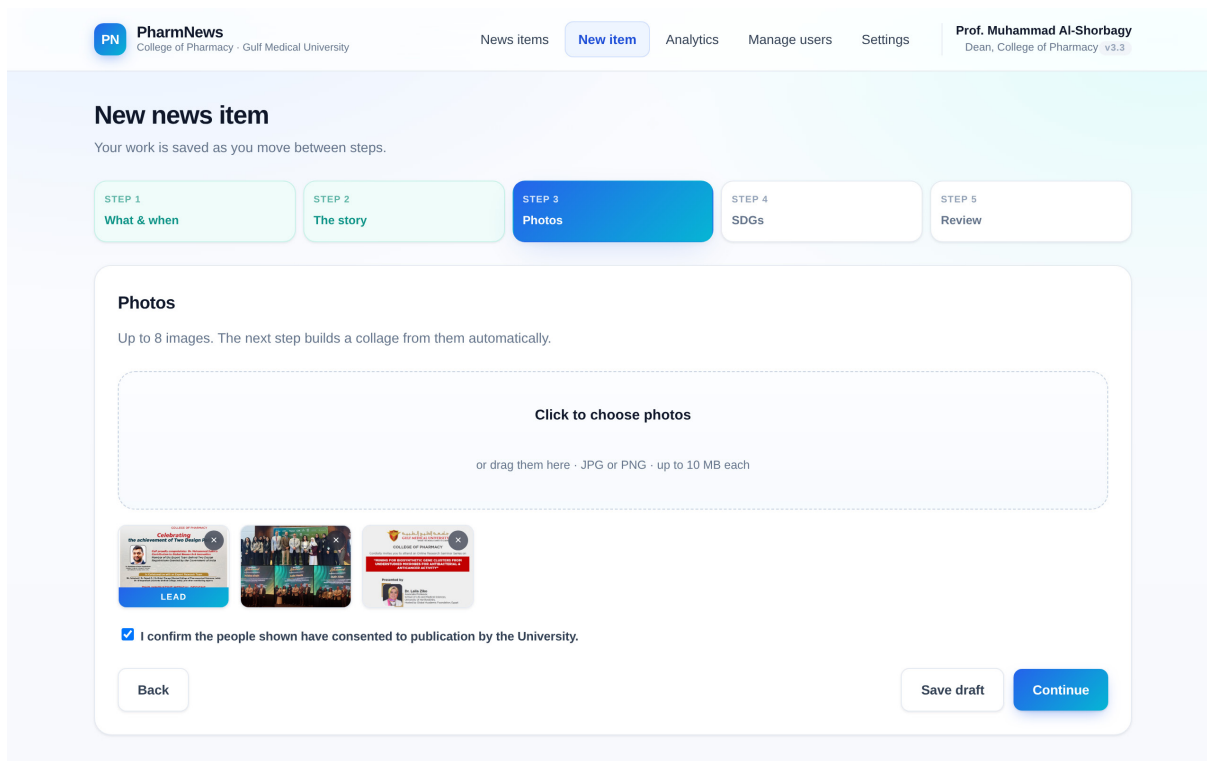


Figure 4. Step 3. Click any thumbnail to make it the lead photo; the cross removes one.

Photo consent You must tick the consent box before you can continue. This records, against your name and with a timestamp, that the people shown have agreed to publication by the University. It is a small step that puts a named, accountable person behind every image the University publishes.

3.4 Step 4 — Sustainable Development Goals

Select the goals this activity genuinely contributes to. Two or three is usually right; mapping an item to many goals weakens rather than strengthens the claim.

PN

PharmNews

College of Pharmacy - Gulf Medical University

News items

New item

Analytics

Manage users

Settings

Prof. Muhammad Al-Shorbagy

Dean, College of Pharmacy v3.3

New news item

Your work is saved as you move between steps.

STEP 1
What & when

STEP 2
The story

STEP 3
Photos

STEP 4
SDGs

STEP 5
Review

Sustainable Development Goals

Select the goals this activity contributes to. Two or three is usually right.

SDG 1 No Poverty	SDG 2 Zero Hunger	SDG 3 Good Health and Well-being	SDG 4 Quality Education	SDG 5 Gender Equality
SDG 6 Clean Water and Sanitation	SDG 7 Affordable and Clean Energy	SDG 8 Decent Work and Economic Growth	SDG 9 Industry, Innovation and Infrastructure	SDG 10 Reduced Inequalities
SDG 11 Sustainable Cities and Communities	SDG 12 Responsible Consumption and Production	SDG 13 Climate Action	SDG 14 Life Below Water	SDG 15 Life on Land
SDG 16 Peace, Justice and Strong Institutions	SDG 17 Partnerships for the Goals			

Why these goals?

SDG 3: advances community pharmacy practice. SDG 4: student research and learning. SDG 17: regional professional partnership.

Back

Save draft

Continue

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

The rationale box is required. Write one short sentence per goal explaining the connection. This is the part that makes the College's SDG data usable: goal numbers without justification cannot be submitted to a sustainability or accreditation review, and reconstructing the reasoning months later is far harder than writing it now.

3.5 Step 5 — Review

A summary of everything entered so far, and the point from which the three finishing actions are launched.

PN

PharmNews

College of Pharmacy - Gulf Medical University

News items

New item

Analytics

Manage users

Settings

Prof. Muhammad Al-Shorbagy

Dean, College of Pharmacy v3.3

New news item

Your work is saved as you move between steps.

STEP 1
What & when

STEP 2
The story

STEP 3
Photos

STEP 4
SDGs

STEP 5
Review

Review

Event date	2026-09-12
Category	Conferences & Scientific Events, Student Achievements
Academic year	AY 2026-2027
Scope	BPharm
Title	GMU pharmacy at the Emirates Pharmacy Society conference
SDGs	3,4,17
Photos	3
Collage	not built yet

Pharmacy students and faculty went to the Second Emirates Pharmacy Society Conference in Dubai on 12 Sept. Dean moderated a session on hot topics in community pharmacy. Dr Ruth Alex won first place professional poster category. PharmD students Salama Alhammadi, Jude Maala, Alya Arasteh won first place undergraduate poster. Supervisor was Dr Diana Malaeb. Good showing for the college overall and shows our commitment to research and student development at GMU.

Polish it

The AI step rewrites the text in College house style, offers three titles and checks your SDG mapping. You approve every change.

Improve with AI

Build the collage

Submit to the Dean

Back

Save draft

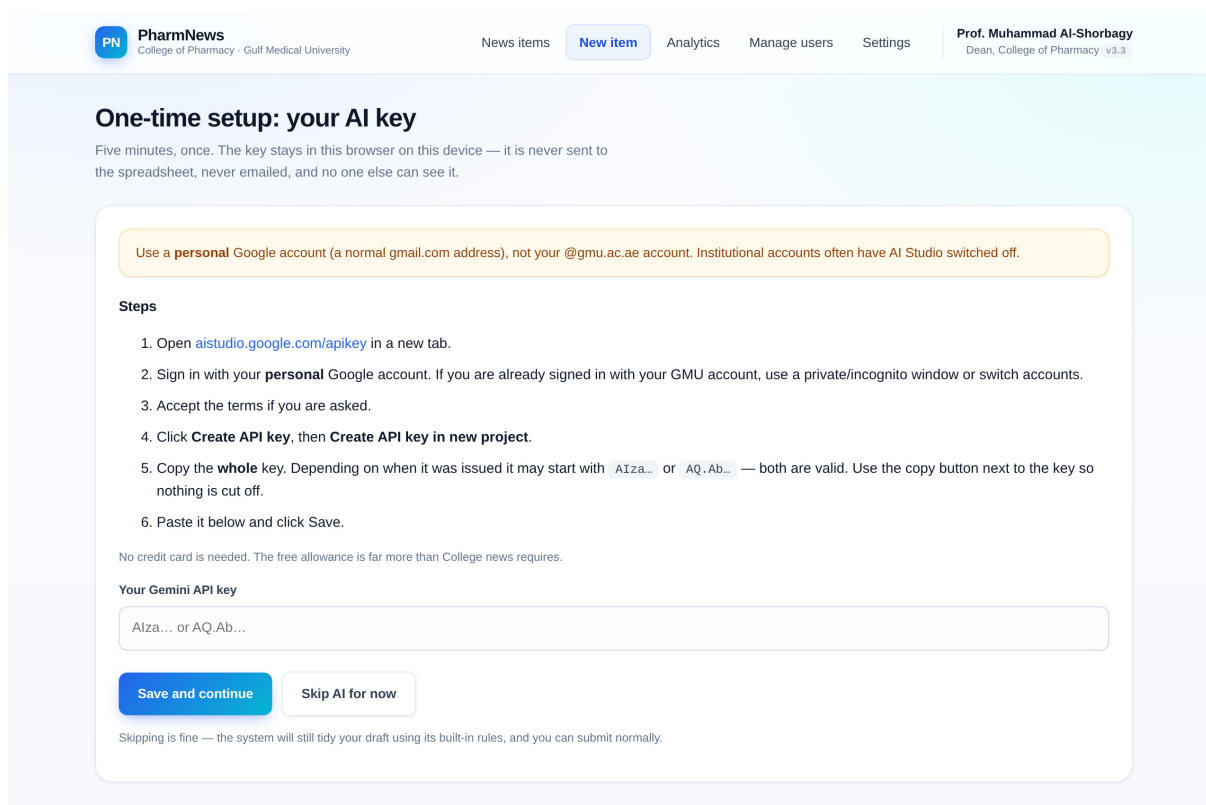
Figure 6. Step 5. From here you can improve the text with AI, build the collage, or submit.

4. Improving the draft with AI

The AI step rewrites your draft in the College's house style, offers three title options and proposes an SDG mapping. It is advisory throughout: nothing is changed until you choose it, and the whole process works without it.

4.1 One-time setup: your API key

The first time you use the AI step you are asked for a free Google API key. This takes about five minutes and is done once per device.



PN PharmNews
College of Pharmacy - Gulf Medical University

News items **New item** Analytics Manage users Settings **Prof. Muhammad Al-Shorbagy**
Dean, College of Pharmacy v3.3

One-time setup: your AI key

Five minutes, once. The key stays in this browser on this device — it is never sent to the spreadsheet, never emailed, and no one else can see it.

Use a **personal** Google account (a normal gmail.com address), not your @gmu.ac.ae account. Institutional accounts often have AI Studio switched off.

Steps

1. Open aistudio.google.com/apikey in a new tab.
2. Sign in with your **personal** Google account. If you are already signed in with your GMU account, use a private/incognito window or switch accounts.
3. Accept the terms if you are asked.
4. Click **Create API key**, then **Create API key in new project**.
5. Copy the **whole** key. Depending on when it was issued it may start with `AIza...` or `AQ.Ab...` — both are valid. Use the copy button next to the key so nothing is cut off.
6. Paste it below and click Save.

No credit card is needed. The free allowance is far more than College news requires.

Your Gemini API key

AIza... or AQ.Ab...

Save and continue **Skip AI for now**

Skipping is fine — the system will still tidy your draft using its built-in rules, and you can submit normally.

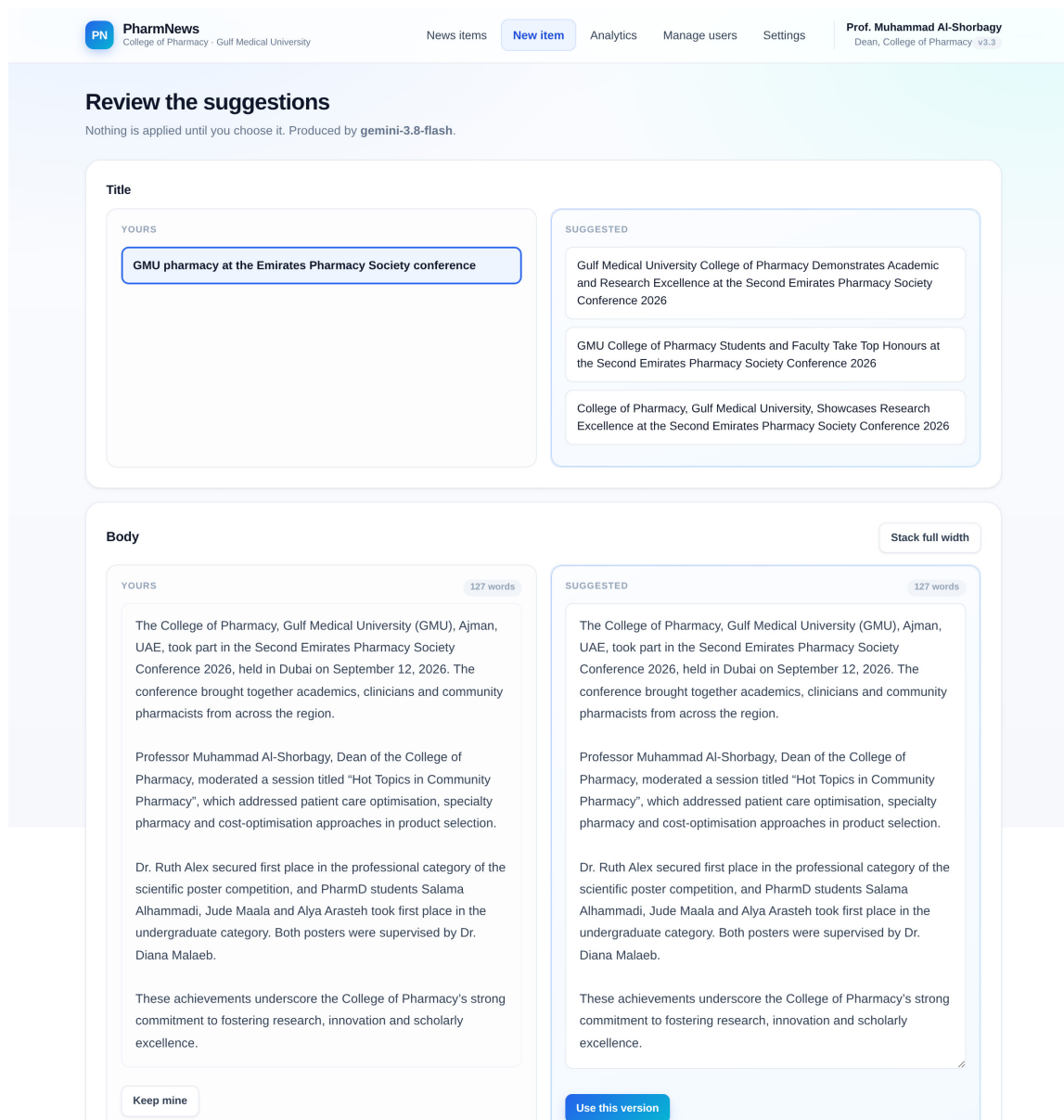
Figure 7. The key setup screen, with the steps shown on screen as you follow them.

1. Open aistudio.google.com/apikey in a new tab.
2. Sign in with a personal Google account — not your @gmu.ac.ae account. Institutional accounts often have AI Studio restricted. If you are already signed in with your GMU account, use a private or incognito window.
3. Accept the terms if you are asked.
4. Click Create API key, then Create API key in new project.
5. Copy the whole key. Depending on when it was issued 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 cannot be seen by the Dean, the coordinator or anyone else. No credit card is required, and College volumes sit far inside the free allowance.

4.2 Reviewing the suggestions

The review screen puts your version and the suggested version side by side. Every element is a separate decision: you can take the new title and keep your own body, or the reverse.



PharmNews
College of Pharmacy - Gulf Medical University

News items **New item** Analytics Manage users Settings

Prof. Muhammad Al-Shorbagy
Dean, College of Pharmacy v3.3

Review the suggestions

Nothing is applied until you choose it. Produced by gemini-3.8-flash.

Title

YOURS

GMU pharmacy at the Emirates Pharmacy Society conference

SUGGESTED

Gulf Medical University College of Pharmacy Demonstrates Academic and Research Excellence at the Second Emirates Pharmacy Society Conference 2026

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

College of Pharmacy, Gulf Medical University, Showcases Research Excellence at the Second Emirates Pharmacy Society Conference 2026

Body

YOURS 127 words

The College of Pharmacy, Gulf Medical University (GMU), Ajman, UAE, took part in the Second Emirates Pharmacy Society Conference 2026, held in Dubai on September 12, 2026. The conference brought together academics, clinicians and community pharmacists from across the region.

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

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.

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

SUGGESTED 127 words

The College of Pharmacy, Gulf Medical University (GMU), Ajman, UAE, took part in the Second Emirates Pharmacy Society Conference 2026, held in Dubai on September 12, 2026. The conference brought together academics, clinicians and community pharmacists from across the region.

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

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.

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

Stack full width

Keep mine **Use this version**

Figure 8. Title and body compared. The suggested text is editable in place, and both sides show a word count.

- Three title options are offered. Click one to select it, or click your own to keep it.
- The suggested body can be edited directly before you apply it — correct anything the model got wrong.
- Stack full width switches to a single full-width column when you would rather read than compare.

Use this version

The suggested text is editable right here — correct anything before applying it. Use **Stack full width** to read it across the whole page.

SDG mapping

Yours: 3, 4 · Suggested: 3, 4, 17

SDG 1 No Poverty	SDG 2 Zero Hunger	SDG 3 Good Health and Well-being ✓	SDG 4 Quality Education ✓	SDG 5 Gender Equality
SDG 6 Clean Water and Sanitation	SDG 7 Affordable and Clean Energy	SDG 8 Decent Work and Economic Growth	SDG 9 Industry, Innovation and Infrastructure	SDG 10 Reduced Inequalities
SDG 11 Sustainable Cities and Communities	SDG 12 Responsible Consumption and Production	SDG 13 Climate Action	SDG 14 Life Below Water	SDG 15 Life on Land
SDG 16 Peace, Justice and Strong Institutions	SDG 17 Partnerships for the Goals ✓			

Rationale

SDG 3: advances community pharmacy practice. SDG 4: student research and learning. SDG 17: regional professional partnership.

You are responsible for the accuracy of every fact in this text. Please read it before applying.

Apply my choices

Try again

Cancel

Figure 9. The SDG mapping section, combining your choices with the model's proposal.

The SDG grid shows your selections and the model's proposal together, so you can see where they differ. Adjust as you see fit, then click Apply my choices. Nothing is written to the item until you do.

Accuracy remains yours The model is instructed to invent nothing and to use only the facts you supplied. It can still make mistakes. Read the text before applying it — responsibility for factual accuracy rests with the author, not the system.

4.3 If the AI is unavailable

The system tries the strongest free model first and steps down automatically through a ladder of alternatives if one is busy or unavailable. You see a finished draft either way, with a discreet note saying which model answered.

If every model fails, or you skip the step entirely, the system still tidies your draft using built-in rules — correcting the title case, structuring the body, and suggesting SDGs by keyword. The workflow never stops because AI is unavailable.

5. Building the collage

The collage is composed in your own browser from the photos you uploaded. It appears in under a second and can be re-rolled as often as you like.

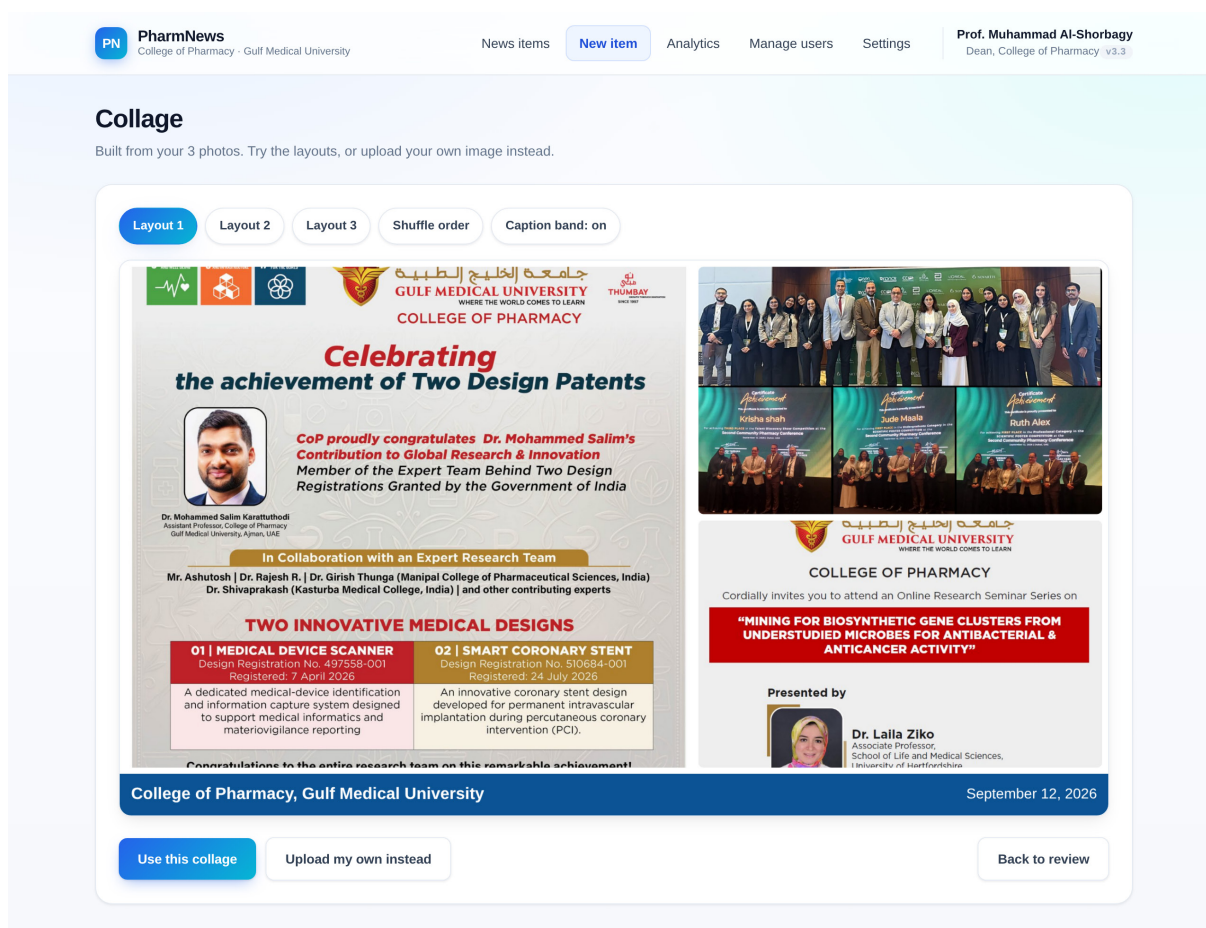


Figure 10. The collage studio. Layouts, photo order and the caption band can all be changed.

Control	What it does
Layout 1, 2, 3	Alternative arrangements for your number of photos.
Shuffle order	Reorders the photos within the current layout.
Caption band	Turns the College name and event date strip at the foot on or off.
Use this collage	Saves the composed image to the item.
Upload my own instead	Replaces it with an image you have designed yourself.

Using your own design Where a poster has already been designed in Canva or PowerPoint, use Upload my own instead and skip the generator entirely. The automatic collage is there for the occasions when someone has a folder of event photos and no time to design anything.

5.1 Submitting

Return to step 5 and click Submit to the Dean. The system checks that everything required is present and tells you precisely what is missing if anything is. Once submitted, the item is locked for editing and the Dean is notified by email — so the Dean can never approve text that has changed since submission.

6. Approving an item (Dean)

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

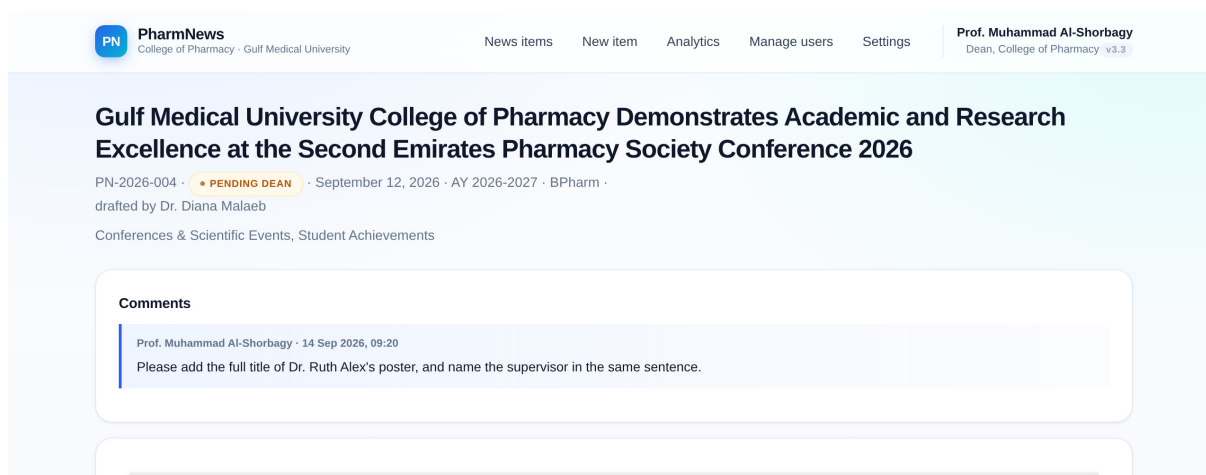


Figure 11. The top of the review screen: title, scope, categories and any previous comments.

The item opens with its final text, the collage, the SDG mapping with rationale, and the name of the drafter. Any earlier comments in the conversation are shown at the top.

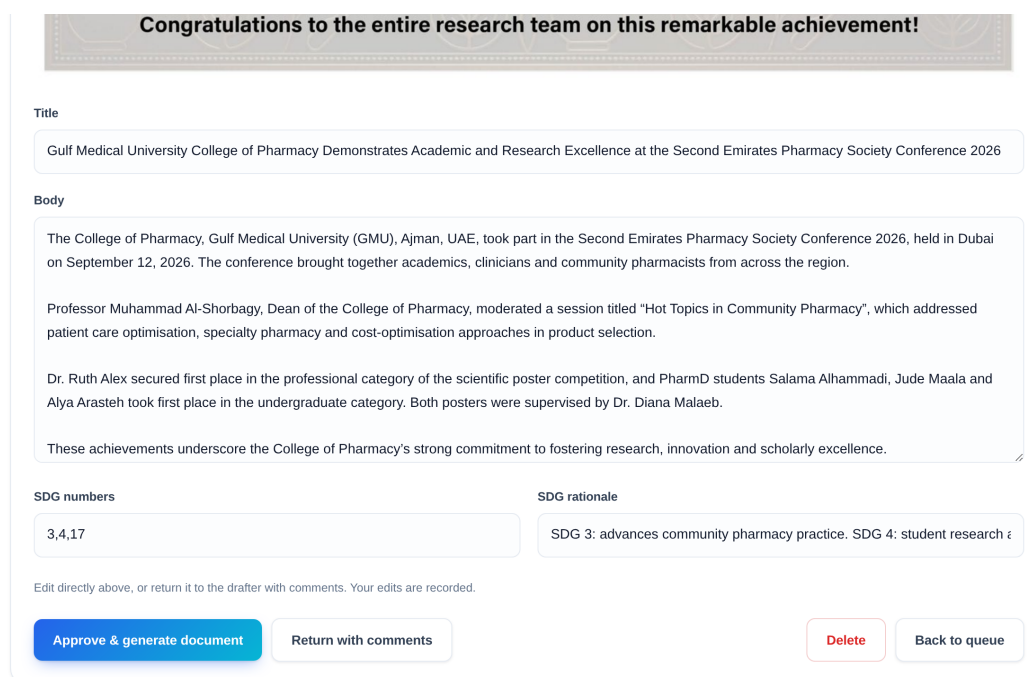


Figure 12. The Dean's editing fields and the four actions.

Action	What happens
Edit the fields directly	Change the title, body, SDGs or rationale in place. Your edits are recorded against your name so the drafter can see exactly what changed.
Approve and generate document	Approves the item and creates the Word and PDF files. The drafter and the coordinator are both notified.

Action	What happens
Return with comments	Sends the item back to the drafter with your comment. A comment is required — the system will not let you return an item without saying why.
Delete	Removes the item. Available to Owners on any item, at any stage. Files go to the Drive bin and remain recoverable for 30 days.

After approval If you spot an error after approving but before the coordinator has sent it, open the item and un-approve it. It returns to your queue and everyone affected is notified.

7. Sending to the media team (Coordinator)

Approved items appear in the coordinator's list, and an email announces each one. The task here is to get two files and one message to the University media team.

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

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

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

PharmNews
College of Pharmacy - Gulf Medical University

News items Analytics Prof. Muhammad Al-Shorbagy
Dean, College of Pharmacy v3.3

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: advances community pharmacy practice. SDG 4: student research and learning. SDG 17: regional professional partnership.

Download Word + PDF Copy email text Mark as sent Download image Delete Back

Email to the University media team

Subject

News for publication — College of Pharmacy, Gulf Medical University — Gulf Medical University College of Pharmacy Demonstrates Academic and Research Excellence

Message

Dear Media and Website Team,

Please find attached a news item from the College of Pharmacy, Gulf Medical University, approved by the Dean, for publication on the College news page and the University social media channels.

Title: Gulf Medical University College of Pharmacy Demonstrates Academic and Research Excellence at the Second Emirates Pharmacy Society Conference 2026
Event date: September 12, 2026
Category: Conferences & Scientific Events, Student Achievements
SDG alignment: 3,4,17

Copy to clipboard Download the files to attach

Paste into Outlook or Gmail, attach the downloaded files, and send.

Figure 13. The hand-off: downloads on the left, and a complete pre-written email ready to copy.

- Click Download Word + PDF. Both files download through the system itself, so they work regardless of Drive permissions.
- Click Download image if the media team has asked for the picture separately.
- Click Copy email text. A complete message is generated with the title, date, categories, SDG alignment, reference number and the attachment list already filled in.
- Paste it into Outlook or Gmail, attach the downloaded files, and send.
- Click Mark as sent. The item moves to Released and the drafter and Dean are notified.

Why the send is manual The final email is deliberately sent by a person rather than by the system. It keeps a human in the loop at the boundary between College and University systems, and means PharmNews needs no access to anything outside the College.

8. The analytics dashboard

The dashboard answers what the College has published, when, by whom, under which programme and against which Sustainable Development Goals. It is available to everyone and always respects what each person is allowed to see.

8.1 Filters and headline figures

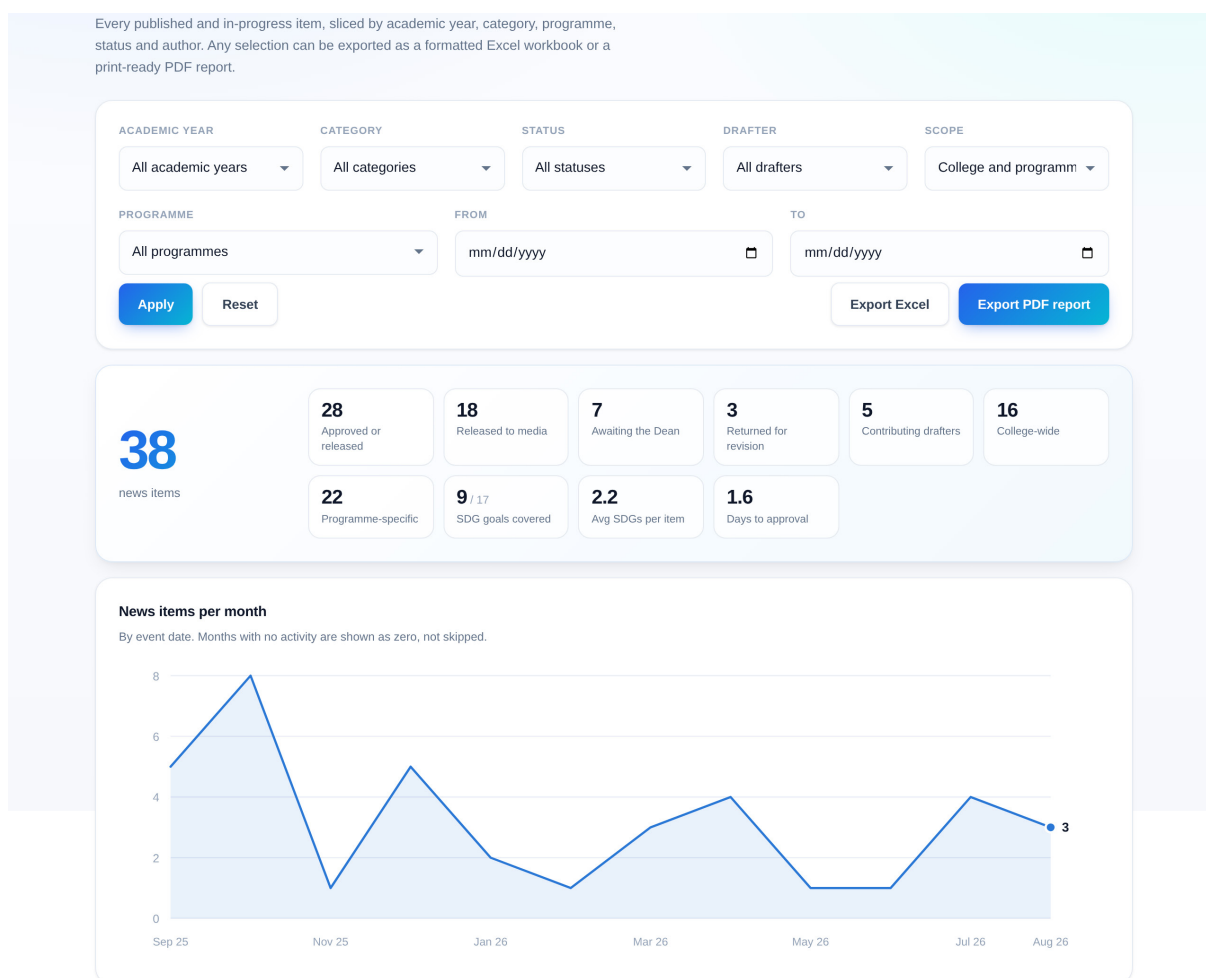


Figure 14. Filters across the top, the headline count and summary tiles, and activity by month.

Seven filters combine freely: academic year, category, status, drafter, scope, programme, and a date range. Set them and click Apply; Reset returns to everything. Both exports obey whatever filters are on screen, so setting the academic year and exporting gives you that year's report.

8.2 The charts

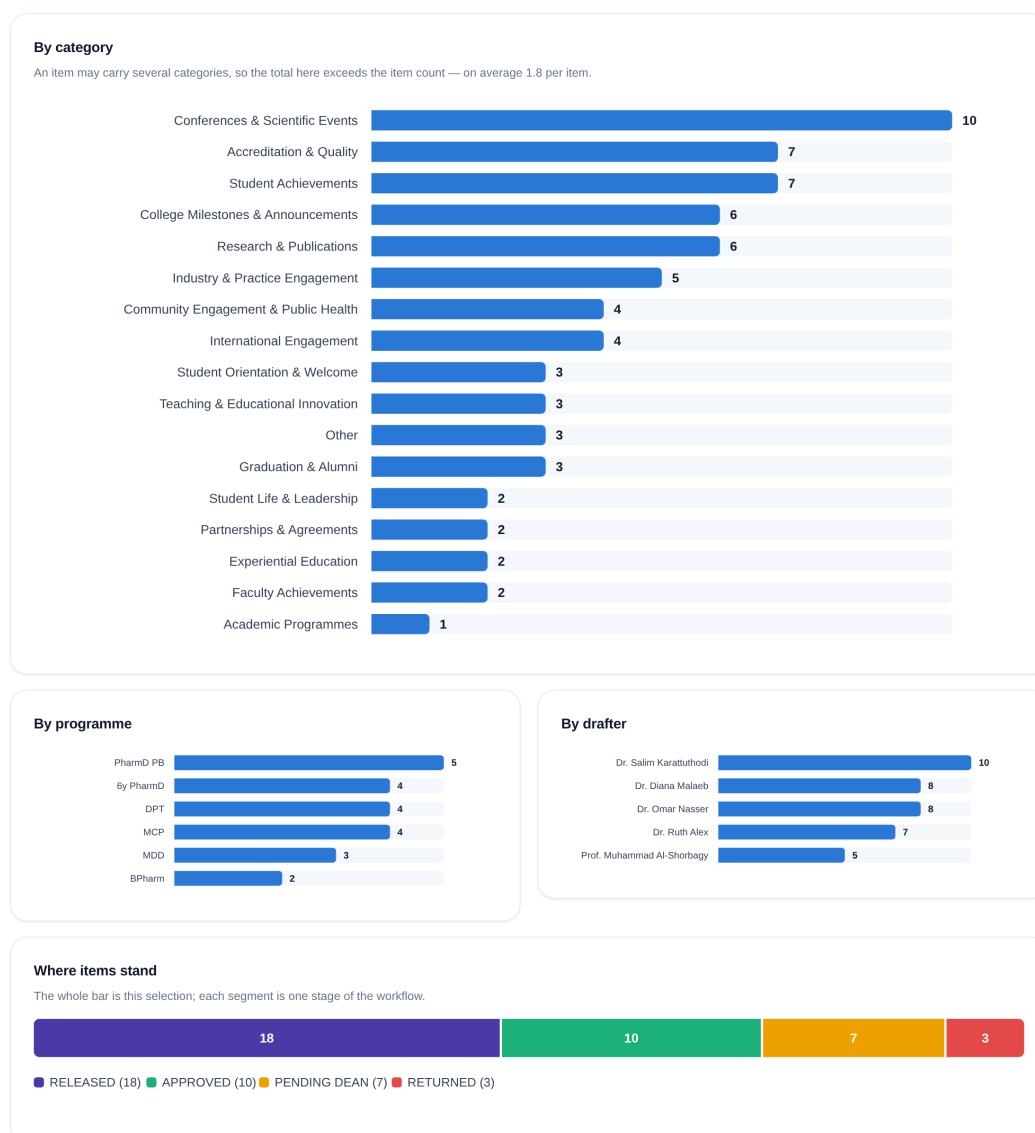


Figure 15. Categories, programmes, drafters, and where items currently stand.

Panel	What it answers
News items per month	Whether output is steady or lumpy. Quiet months appear as zero rather than vanishing.
By category	What kind of news the College actually produces. An item may carry several categories, so the total exceeds the item count — the caption gives the average per item.
By programme	Which programmes are represented, and which are silent.
By drafter	Who is contributing, and who has gone quiet.
Where items stand	The whole selection as one bar, split by workflow stage. A long amber segment means items are waiting on the Dean.

8.3 SDG alignment

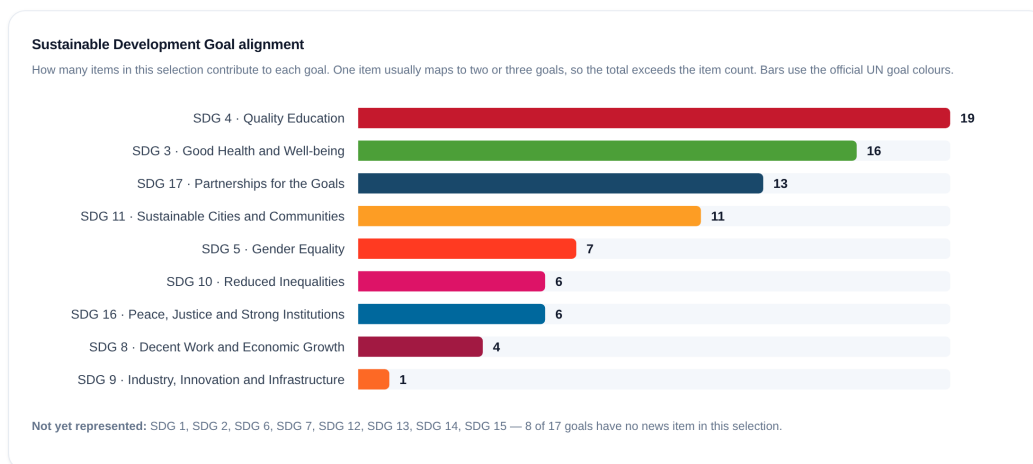


Figure 16. Goal coverage in the official UN colours, with the uncovered goals named beneath.

This is the most useful panel for institutional reporting, and the line beneath the chart is the most useful part of it: it names the goals with no news item at all in the current selection. That is precisely the gap a sustainability or accreditation submission is marked down on, and it is visible here at a glance rather than after a week of searching mailboxes.

8.4 Exporting

Export	What you get
Export Excel	A formatted .xlsx 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. Headers styled, rows banded, percentages as real percentages.
Export PDF report	A print-ready A4 report: title block, the filters that produced it, a summary grid, every chart, and the full data tables. Charts are scaled to exactly the page width so nothing is clipped.

9. Administration

The two screens in this chapter are visible only to the Owner accounts — deancop@gmu.ac.ae and the sitting Dean. They have identical rights.

9.1 Managing users

Manage users

Only the Dean's office accounts can change this list. Changing an email takes effect immediately.

PN

PharmNews

College of Pharmacy - Gulf Medical University

[News items](#)
[New item](#)
[Analytics](#)
[Manage users](#)
[Settings](#)

Prof. Muhammad Al-Shorbagy

Dean, College of Pharmacy v3.3

Full name

Dr. Fatima Al Ali

GMU email

name@gmu.ac.ae

Assistant Dean for Assessment and Evaluation

Drafter — creates news items

Add person

NAME	EMAIL	ROLE TITLE	SYSTEM ROLE	STATUS
Dean Office	deancop@gmu.ac.ae	Dean Office	OWNER	ACTIVE Disable
Prof. Muhammad Al-Shorbagy	dr.shorbagy@gmu.ac.ae	Dean, College of Pharmacy	OWNER	ACTIVE Disable
Dr. Diana Malaeb	d.malaeb@gmu.ac.ae	College Research Coordinator	DRAFTER	ACTIVE Disable
Dr. Ruth Alex	r.alex@gmu.ac.ae	Director, Student Happiness Centre	DRAFTER	ACTIVE Disable
Ms. Sara Hassan	s.hassan@gmu.ac.ae	Website & Social Media Coordinator	COORDINATOR	ACTIVE Disable
Dr. Omar Nasser	o.nasser@gmu.ac.ae	Assistant Dean for Assessment and Evaluation	DRAFTER	INACTIVE Enable

Year-end export

Every news item with its SDG mapping and rationale, as a CSV file in your Drive.

Create export

Figure 17. 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 receive an email with the link immediately and sign in with their GMU account — there is no password to issue.

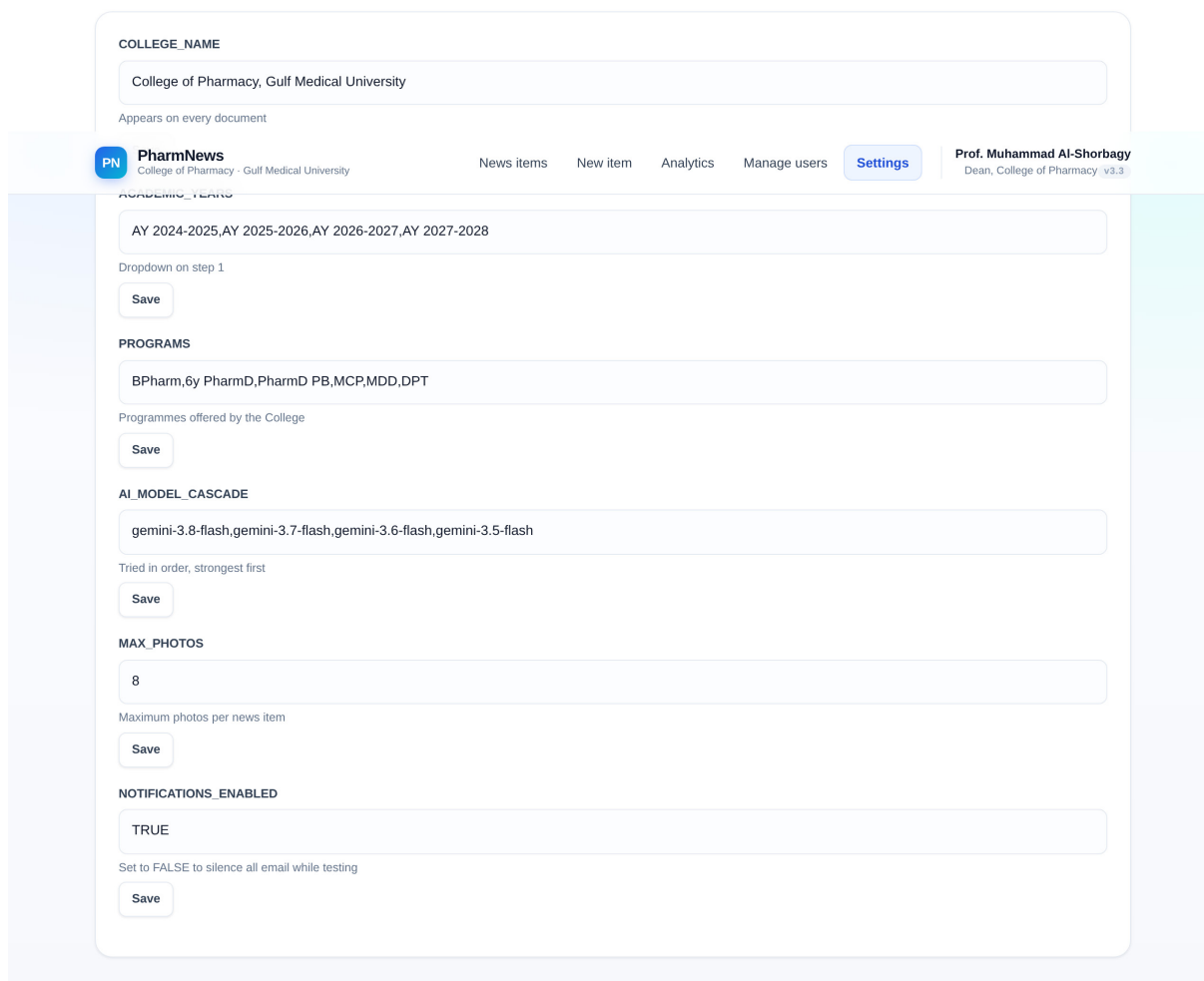
- Changing an email address moves that person's access straight away.
- Disable removes access while keeping all of that person's past items intact. Use this when someone leaves.
- Changing a system role is how a drafter becomes a Dean, or a second Dean is appointed.
- Every change is recorded in the audit log against the Owner who made it.

Why only the Dean's office Access to College communications is a Dean's-office decision rather than an operational one, so the coordinator cannot change the user list.

9.2 Settings

Settings

Everything the system does that you might want to change, without touching code.



COLLEGE_NAME
College of Pharmacy, Gulf Medical University
Appears on every document

ACADEMIC_YEARS
AY 2024-2025,AY 2025-2026,AY 2026-2027,AY 2027-2028
Dropdown on step 1
Save

PROGRAMS
BPharm,6y PharmD,PharmD PB,MCP,MDD,DPT
Programmes offered by the College
Save

AI_MODEL_CASCADE
gemini-3.8-flash,gemini-3.7-flash,gemini-3.6-flash,gemini-3.5-flash
Tried in order, strongest first
Save

MAX_PHOTOS
8
Maximum photos per news item
Save

NOTIFICATIONS_ENABLED
TRUE
Set to FALSE to silence all email while testing
Save

Figure 18. Settings. Everything the system does that you might reasonably want to change.

Setting	Purpose
COLLEGE_NAME	Appears on every generated document and on the collage band.
ACADEMIC_YEARS	The dropdown offered on step 1. Add the next year here when it begins.
PROGRAMS	The six programmes offered by the College.
NEWS_TYPES	The category list shown on step 1.
AI_MODEL_CASCADE	The AI models tried, in order, strongest first. When Google releases a better free model, add its name at the front and every drafter gets it immediately.
NOTIFICATIONS_ENABLED	Set to FALSE to silence all email while testing.

Setting	Purpose
MAX_PHOTOS, MAX_PHOTO_MB	Upload limits per item.

9.3 Year-end routine

12. Open Manage users and click Create export. This produces a CSV of every item with its SDG mapping and rationale — hand it straight to whoever prepares the sustainability or accreditation submission.

13. Review the user list: remove leavers, add new role holders.

14. Confirm that both Owner accounts are still correct.

That is the entire maintenance routine, and it takes about five minutes a year.

10. Troubleshooting

What you see	What it means and what to do
"No access"	You are signed in with a different Google account, or you have not been added yet. Check the account at the top right of your 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).
"That key was rejected"	The Gemini key is incomplete, expired, or from an account where AI Studio is restricted. Create a fresh key on a personal Google account.
"Stepped down after..." on the AI screen	Nothing is wrong. The stronger models were busy and a lower one answered. This is the fallback ladder working as designed.
No emails arriving	Check NOTIFICATIONS_ENABLED is TRUE in Settings, and that the address in Manage users is correct.
Submission blocked	The message names exactly what is missing — usually the SDG rationale, the consent tick, or an image.
SDG icons missing from the document	The icon files are not in the Drive folder, or are misnamed. They must be SDG-01.png through SDG-17.png, with the leading zero.

Nothing can be 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 entirely, all of the data would remain readable and exportable.

11. Quick reference

11.1 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
Use my own poster	Collage screen, 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

11.2 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 (a comment is required)
Undo an approval	Open the approved item and un-approve it
Remove an item	Open it and click Delete

11.3 Coordinator

Task	How
Get the files	Open the approved item, Download Word + PDF
Get the message	Copy email text, then paste into your mail client
Close the item	Mark as sent

11.4 Owner

Task	How
Add or remove a person	Manage users
Change someone's role or email	Manage users, edit their row
Change how the system behaves	Settings
Year-end SDG data	Manage users, Create export

Task	How
Report for one year	Analytics, set the academic year, Export PDF report
