

SAR Dynamic Form Workflow Documentation

1. Overview

This document explains the workflow for converting the NBA SAR format into a dynamic Laravel-based form system. The system is designed to handle multi-section data entry, dynamic tables, and structured workflows.

2. System Workflow

User logs into the system, accesses the dashboard, selects or creates a SAR form, fills multiple sections step-by-step, adds dynamic rows where required, saves progress, reviews data, and finally submits or exports the report.

3. Dashboard Module

The dashboard allows users to create new SAR forms, edit existing ones, and view submitted reports. It acts as the central control panel.

4. Multi-Step Form Navigation

The SAR is divided into sections like Institutional Info, Programs, Faculty, Students, and Criteria. Navigation is handled using next/previous buttons or sidebar navigation.

5. Institutional Information

This section collects basic details like institution name, type, year of establishment, vision, and mission. It uses static form inputs.

6. Programs Section (Dynamic Table)

Users can dynamically add or remove rows to input program details such as name, year, and intake. This allows flexible data entry.

7. Faculty Section

Faculty data is entered across multiple academic years (CAY, CAYm1, CAYm2). Users input counts for professors, associate professors, and assistant professors.

8. Student Section

Users input student data per department and per academic year. This includes student counts for different time periods.

9. Criteria Section

Each criterion contains descriptive fields and structured tables. Users fill text areas and mapping tables based on NBA requirements.

10. Dynamic Form Behavior

The system supports adding/removing rows dynamically, handling nested inputs, and validating user input before saving.

11. Save and Update Workflow

Users can save forms as drafts and update them later. This ensures flexibility in data entry.

12. Review and Submission

Users review all entered data before final submission. Once submitted, the form is locked for editing.

13. Export Workflow

After submission, the system can generate a PDF report for download.

14. Error Handling

The system highlights missing or invalid fields and provides user-friendly error messages.

15. Conclusion

This workflow ensures structured, dynamic, and user-friendly data entry aligned with NBA SAR requirements.