

DRMS GUIDELINES FOR THE RECORDS-IN CHARGE AND FRONTLINE OF THE OFFICE OF ADMISSION

The login interface for the Office of Admissions DRMS system. It features a central form with fields for 'Username' and 'Password', both circled in red. Below these fields are two buttons: a green 'Employees' button and a blue 'Dean' button. Arrows point from the buttons to callout boxes: the 'Employees' button points to box 2, and the 'Dean' button points to box 3. Box 1 points to the input fields. The interface also includes the CLSU logo and a copyright notice at the bottom.

1 Enter username and password for the staff credentials to access all the received document requests.

2 Log in button for the Records-in charge and Frontline

3 Log in button for the Dean

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The 'All Requests' interface. On the left is a navigation bar with a sidebar menu containing 'All Requests', 'Pending', 'Incomplete', 'On Delivery', 'Sent', 'Declined', 'Outbox', and 'Reminders'. The main area displays a table of requests. A search bar at the top of the table is circled in red. An arrow points from the search bar to callout box 5. Another arrow points from the navigation bar to callout box 4.

4 Choose what to access on the navigation bar

5 Specify the information you want to find

| Status | Name | Request Type | Date |
|---------|--|---|--------|
| Pending | XYRILLE JHAN CASILLA PAGARIGAN (BSABE) | Certification of Graduation with Academic Honors, Honorable Dismissal & Transfer Credentials, Transcript of Re... | Mar 21 |
| Pending | ANGELIKA SIPINO BALAGOT (BSIT) | Certification of Graduation with Academic Honors, Copy of Diploma Advance Studies | Mar 21 |
| Pending | KURT ANGELO DELE CRUZ SANTIAGO (SCAED) | Certification of Graduation with Academic Honors, Copy of Diploma Advance Studies | Mar 21 |
| Pending | JAMES AMIEL SATURNO PENEYRA (BSCE) | Certification of Graduation with Academic Honors, Copy of Diploma Advance Studies | Mar 21 |
| Pending | CHRISTIAN VILLANUEVA SARMIENTO (BPED) | Honorable Dismissal & Transfer Credentials, Transcript of Re... | Mar 21 |
| Pending | CHARLES LOUIE PENEYRA FELIPE (BSMET) | Certification of Graduation with Academic Honors, Copy of Diploma Advance Studies | Mar 21 |
| Pending | GILLIAN LAUGO ADRIANO (BTLED) | Certification of Graduation with Ranking Personal Use | Mar 21 |

Click the **Pending** on the navigation bar to access the unprocessed requests

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The screenshot shows the CLSU interface. On the left is a navigation sidebar with a 'Pending' button highlighted in green and a red box. An orange arrow points from this button to the main content area. The main content area is titled 'Pending Requests' and contains a table with one row. This row is highlighted with a red box. An orange arrow points from this row to a text box. At the bottom left, a 'Logout' button is highlighted with a red box, and an orange arrow points from it to another text box. The table row contains the following information: a 'Pending' status tag, the name 'JESSICA LAUGO ADRIANO (BSAB)', a description 'Certification of Free Tuition, Certification of No Issued ID, Certification of Course Description | Personal Use', and a timestamp '12:31 AM Apr 01, 2022'.

Pending Requests

Q, Search name

Good day, Phoebe!

Pending JESSICA LAUGO ADRIANO (BSAB) - Certification of Free Tuition, Certification of No Issued ID, Certification of Course Description | Personal Use 12:31 AM Apr 01, 2022

7 Choose and select a particular request you want to process

Click **Logout** to sign out the account

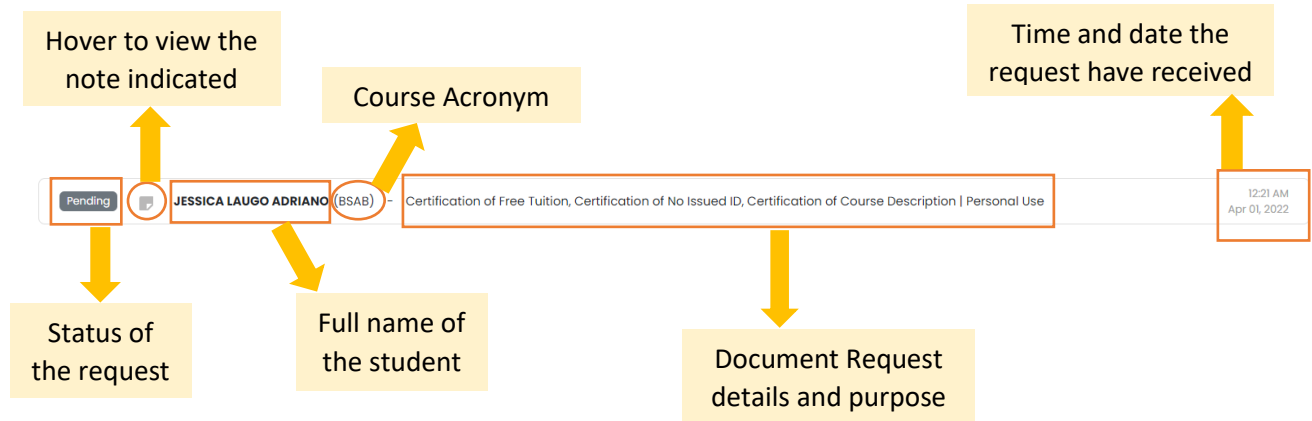
This screenshot shows the same CLSU interface as the previous one, but with a grey background. A white pop-up message box is centered on the screen, containing an orange exclamation mark icon, the text 'REMINDERS!', and a message about the number of pending requests. A blue button labeled 'View requests' is at the bottom of the pop-up. An orange arrow points from the pop-up to a text box on the right. The sidebar and main content area are visible in the background.

REMINDERS!

You have a total of "1" requests that are needed to be process.

[View requests](#)

Pop-up message for reminding the staff regarding the document/s request they need to process.



8 After accessing a particular request, here is the preview of the request details: **Personal Information, Nature of Request, Send Document, Set request as on delivery, Decline request and Add Notes.**

The screenshot displays the 'Pending Requests' interface in the CLSU system. The left sidebar shows navigation options: All Requests, Pending (1), Incomplete (1), On Delivery (0), Sent, Declined, Outbox (0), and Reminders (0). The main content area shows details for a request received on Apr 01 2022, 12:21:20 AM (1 hour ago).

Actions: Send Document, Set request as on delivery, Decline request, Add Notes.

Personal Information:

- Identification: [Click here to view identity](#)
- Student ID: 22-0002
- Request ID: 2100201
- Full Name: JESSICA LAUGO ADRIANO
- Course: Bachelor Of Science In Agribusiness
- Year: Third Year
- Email: peneyra.phoebe@clsu2.edu.ph
- Phone: +639215467854
- Address: BARANGAY 660-A, ERMITA, NCR, CITY OF MANILA, FIRST DISTRICT, NATIONAL CAPITAL REGION (NCR)

Nature of Request:

- Payment File: [Click here to view payment](#)
- Purpose: Personal Use
- Delivery Opt.: Send Through Courier
- Message: (Empty text area)
- Document Requested:
 - x2 Certification of Free Tuition
 - x2 Certification of No Issued ID
 - x2 Certification of Course Description

Good day, Phoebe!

Logout

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Choose where to process and set the document request

Send Document
Set request as on delivery
Decline request
Remove Notes

Notes
 Type your notes here ...

(Optional) Provide a note if you want during the processing of the request

Mar 25 2022, 6:30:03 PM (10 hours ago)

Personal Information

Identification

[Click here to view identity](#)

Nature of Request

Payment File

[Click here to view payment](#)

To view the proof of payment uploaded by the student, click the text indicating “[Click here to view payment](#)” under the Payment File column.

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Upon processing the request, click the text indicating “[Click here to view identity](#)” under the Identification column to view the proof of identity uploaded by the student.

Upon processing the request for the incomplete details, click the [Payment Received](#) button if the student already uploaded a copy of receipt for the proof of payment

Payment Received
Decline request
Add Notes

Mar 31 2022, 11:42:37 PM (2 hours ago)

Personal Information

Identification
[Click here to view identity](#)

Nature of Request

Payment File
[Payment is not yet uploaded](#)

If the Payment File in not yet submitted by the student

Pending Requests

Send Document **Set request**

Notes

Select **Send Document** button, if the delivery option of the request is through email address.

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Send Document

- If the delivery option is through email address, kindly enclose all the requested documents to complete the transaction. To include additional message, you can use the provided text box below.

Optional

Click the **Attach Files** button to select document/s you want to upload

Attach Files **Send**

Click the **Send** button to upload and send the document/s for the completion of the request.

Set request as on delivery

12 Select **Set request as on delivery** button, if the delivery option of the request is through courier or drop box

Set as On Delivery

- If the requested documents have been processed and ready to be drop to the courier or at the CLSU Main Gate drop box, kindly select request as on delivery. To include additional message, you can use the provided text box below. (This is exclusive only if the delivery option is through courier or drop box.)

Optional

Click the **On Delivery** button after processing the request

Click the **Dismiss** button to cancel

Dismiss **On Delivery**



Select **Set request as delivered** button, if the staff already dropped the document/s to the courier or drop box.

A screenshot of a dialog box titled 'Delivered Request'. It contains a text area with the instruction: 'If the requested documents have been dropped to the courier or at the CLSU Main Gate drop box, you can set the request as delivered. To include additional message, you can use the provided text box below.' Below this is a text box labeled 'Optional'. At the bottom are two buttons: 'Dismiss' and 'Delivered'.

Click the **Delivered** button after processing the request

Click the **Dismiss** button to cancel

Decline request

13 Select **Decline request** button, if there's an incorrect detail from the request

A screenshot of a dialog box titled 'Decline Request'. It contains a text area with the instruction: '- If the personal information and nature of request are found to have incorrect details and/or the requested documents are not available, declining the request would be possible. Kindly specify the reason why the request is opting to be decline.' Below this is a text box labeled 'Required'. At the bottom are two buttons: 'Dismiss' and 'Decline'.

(Required) Specify the reason why the request is opting to be decline

Click the **Dismiss** button to cancel

Click the **Decline** button for the completion of the transaction

