

PRIA - ARC Admin Manual

Login	
Email Address	admin@enrollment.com
Password	•••••
	Remember Me
	Login Forgot Your Password?
	Need an Account? Register here

To Login as an Admin, visit the PRIA Website and click LOGIN.

You will be redirected to the LOGIN Form. Use these credentials to access Administration Management.



Username: <u>admin@enrollment.com</u>

Password: 12345678





REVIEW

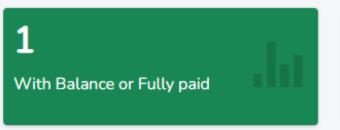
- Review Students
- Review Subject

MOCK

- Mock Students
- Mock Subject
- Instructor
- Schedule
- Partnership School
- **Voucher**

REPORTS

- Mock Reports
- Review Reports
- Exam Results
- List of Registrants
- Enrollment Report
- Collection Report
- Instructor list



Marked by the **BLUE** arrows is the Navigation

Tab and its three section. REVIEW STUDENTS

Section, MOCK STUDENTS Section, and

REPORTS Section. Administrators can use this

tabs to navigate to different part of the

User Registrations

11 Instructors

The GREEN CARD indicates the Students / Users with pending balance or Fully Paid amount. For more information, visit the "Collection Report" page from the Navigation Menu on the left side of the screen, indicated by **(1)** marker.

The YELLOW CARD indicates the number of registered Students / Users. For more information, visit the "List of Registrants" page from the Navigation Menu, indicated by 🚺 marker.

The **RED CARD** indicates the number of registered INSTRUCTORS For more information, visit the "Instructor LISTS" page from the Navigation Menu, indicated by A marker.

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Management Page.



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FUNCTION DEMONSTRATION

REVIEW STUDENTS MANAGEMENT

REVIEW SUBJECTS MANAGEMENT

MOCK STUDENTS MANAGEMENT

MOCK SUBJECTS MANAGEMENT

---- INSTRUCTORS MANAGEMENT

---- SCHEDULE MANAGEMENT

----- PARTNERSHIP SCHOOL MANAGEMENT

----- <u>VOUCHER MANAGEMENT</u>

MOCK REPORTS

---- REVIEW REPORTS

EXAM RESULTS

_____ <u>LIST OF REGISTRANTS</u>

---- ENROLLMENT REPORTS

---- COLLECTION REPORTS

---- INSTRUCTOR LIST

To find out more about the different part of the NAVIGATION PAGES, click the provided <u>LINKS</u> for the details and procedures.

LEGENDS:

SYMBOLS: DEFINITIONS:

<u>LINKS</u> / <u>HyperLinks</u> Jump to another page.

1

Functions

Boxes with details

HOW to USE / Explanations /

Information and Details

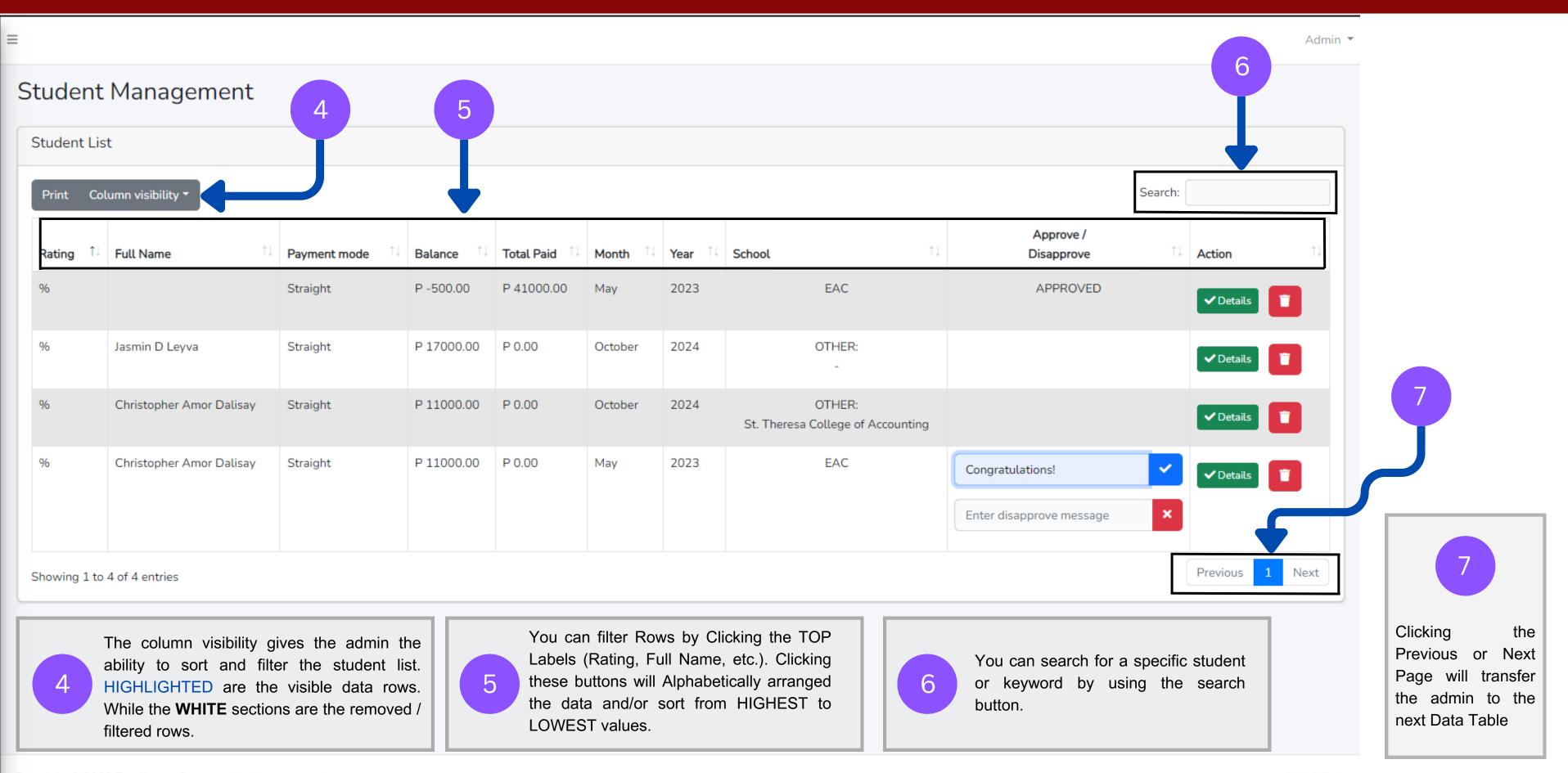


SECTIONS

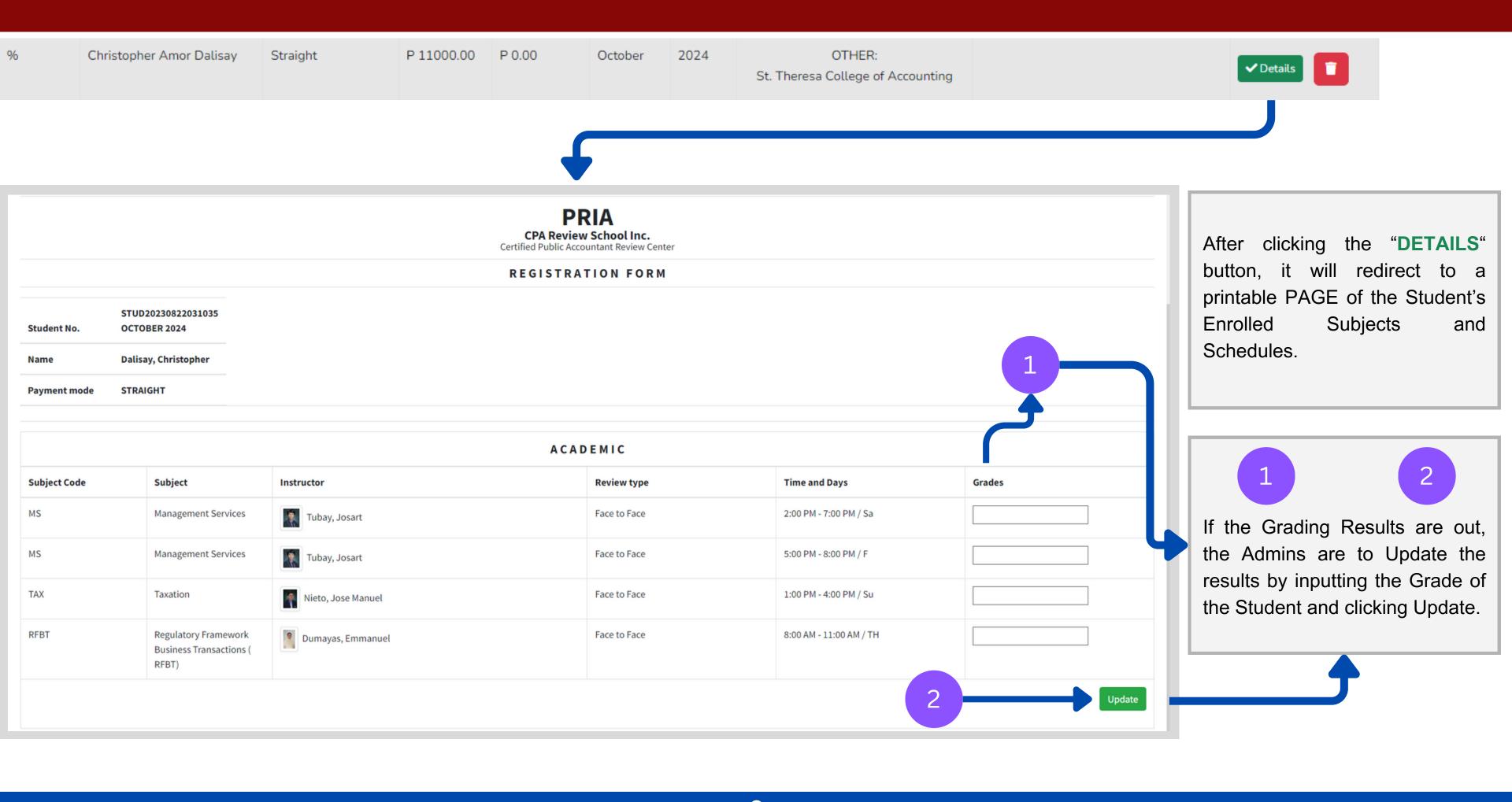
REVIEW STUDENTS MANAGEMENT PAGE



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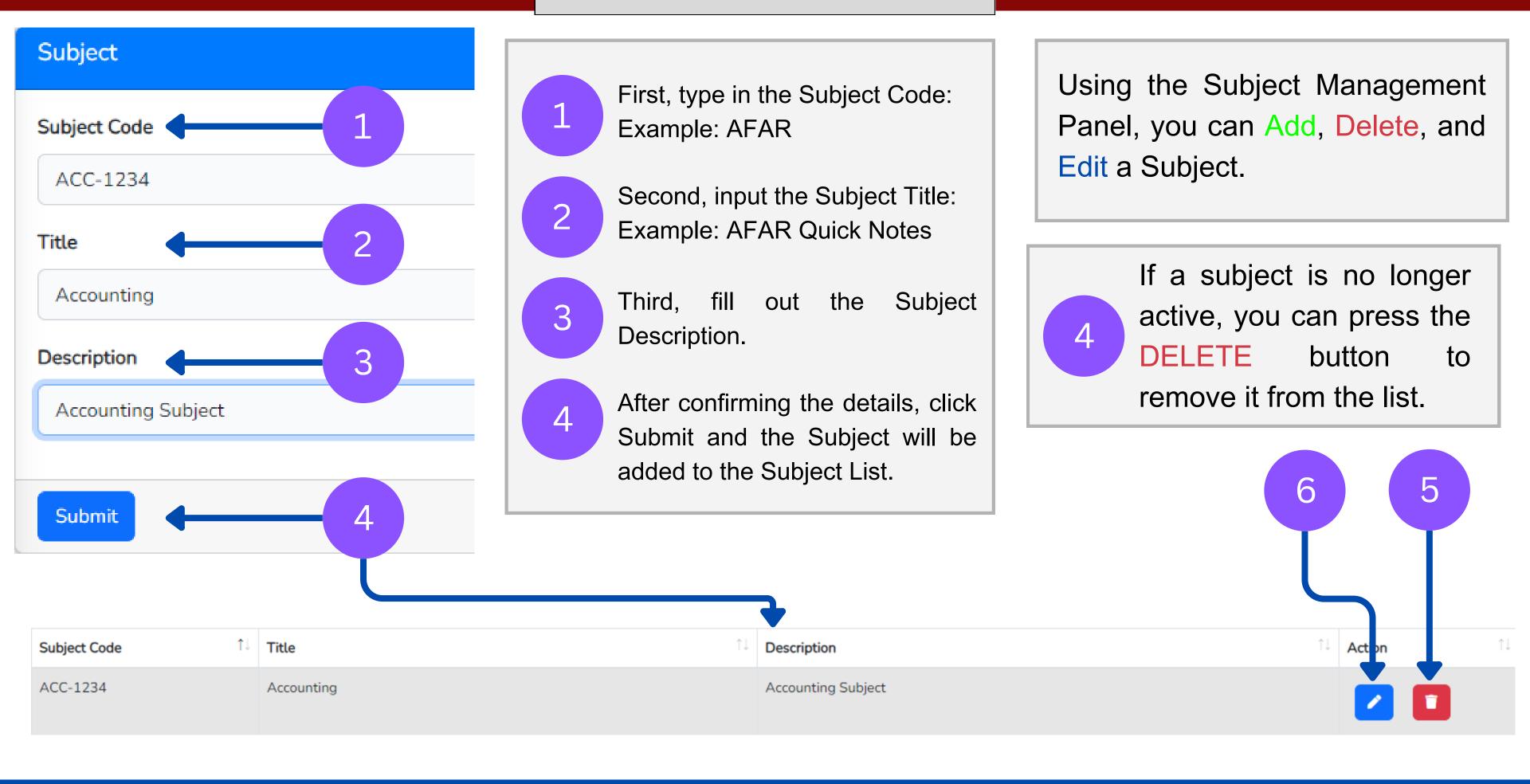
REVIEW SUBJECT MANAGEMENT

Subject Management Subject Subject Code AFAR Title AFAR - Quick Notes Description 2023 Edition Subject List Print Column visibility -Search: ↑↓ Title 1 Description ↑↓ Action Subject Code ACC-1234 Accounting Accounting Subject AFAR AFAR Quick Notes 2023 Edition AUDITING PROBLEMS Auditing Problems A Guide in Understanding the Philippine Standards on Auditing AUDITING THEORY Auditing Theory A Guide in Understanding the Philippine Standards on Auditing BSA 1101 Fundamentals of Accounting Fundamentals of Accounting, and Theories FAR 2023 Edition Financial Accounting & Reporting MS Management Services Management Services Reviewer RFBT Regulatory Framework Business Transactions (RFBT) Reviewer for the Licensure Examination for CPAs TAX Taxation Reviewer for CPAs, Lawyers, and students of Tax Previous Showing 1 to 9 of 9 entries

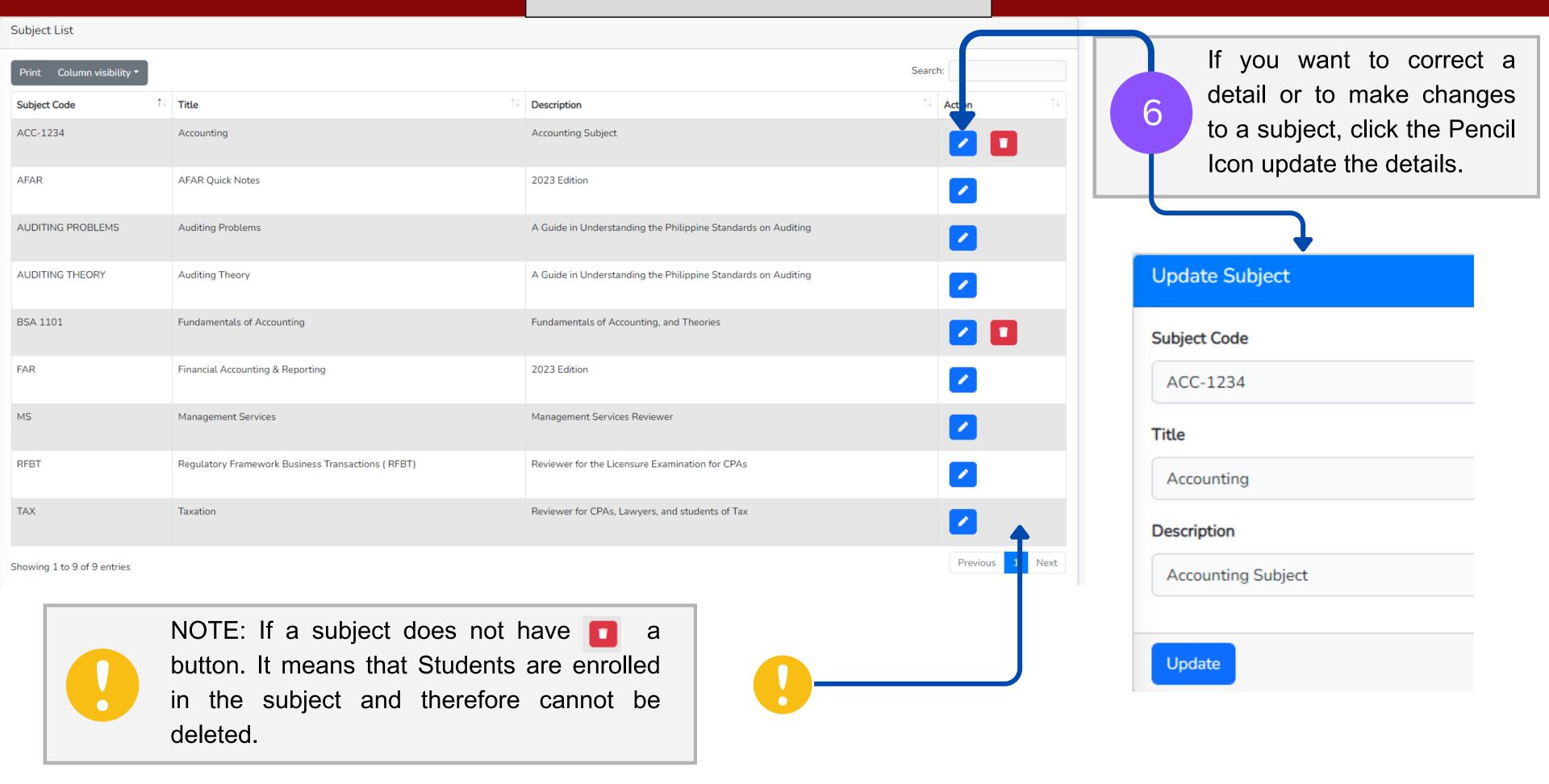
P2

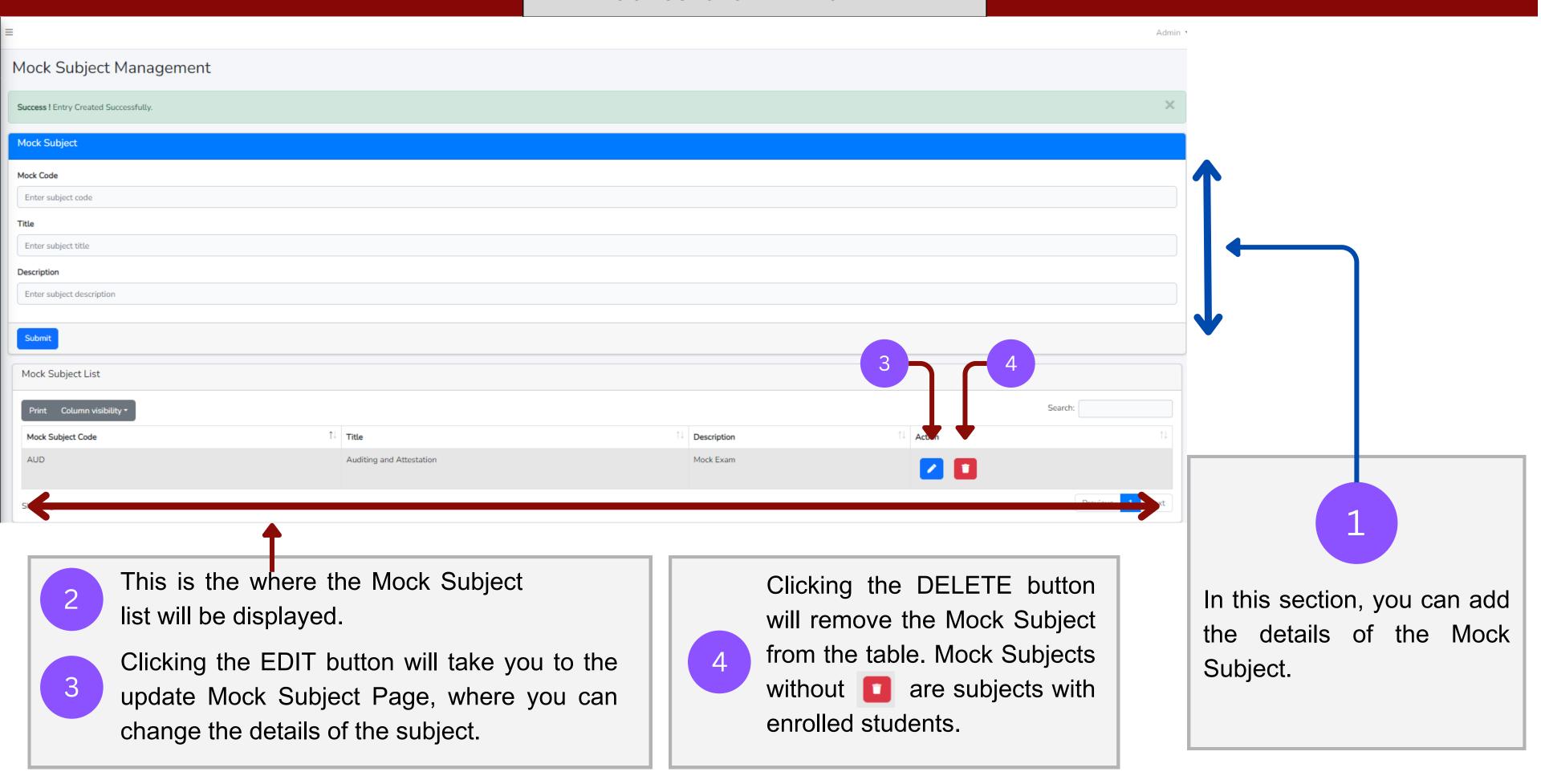
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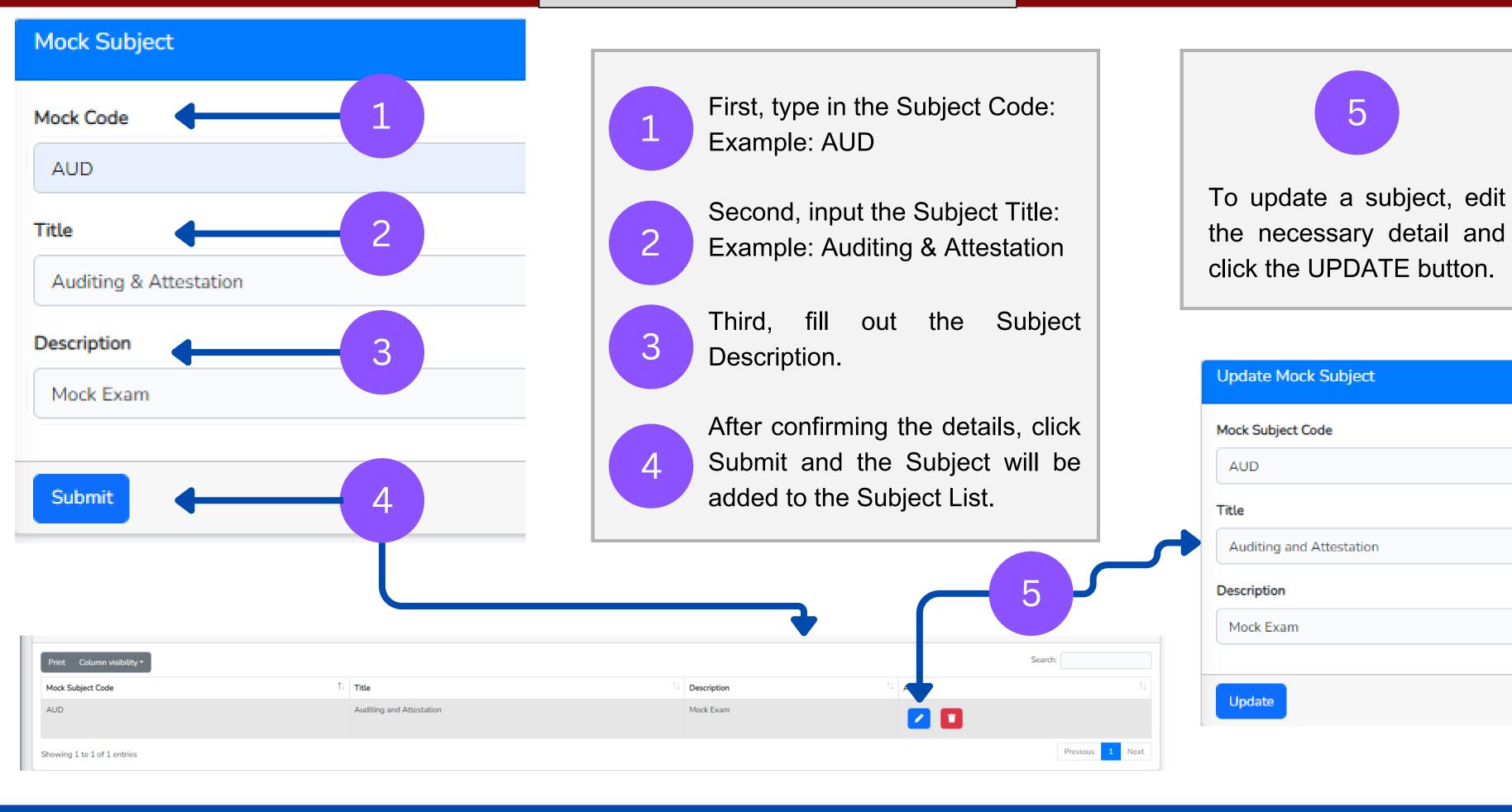
ADDING A SUBJECT



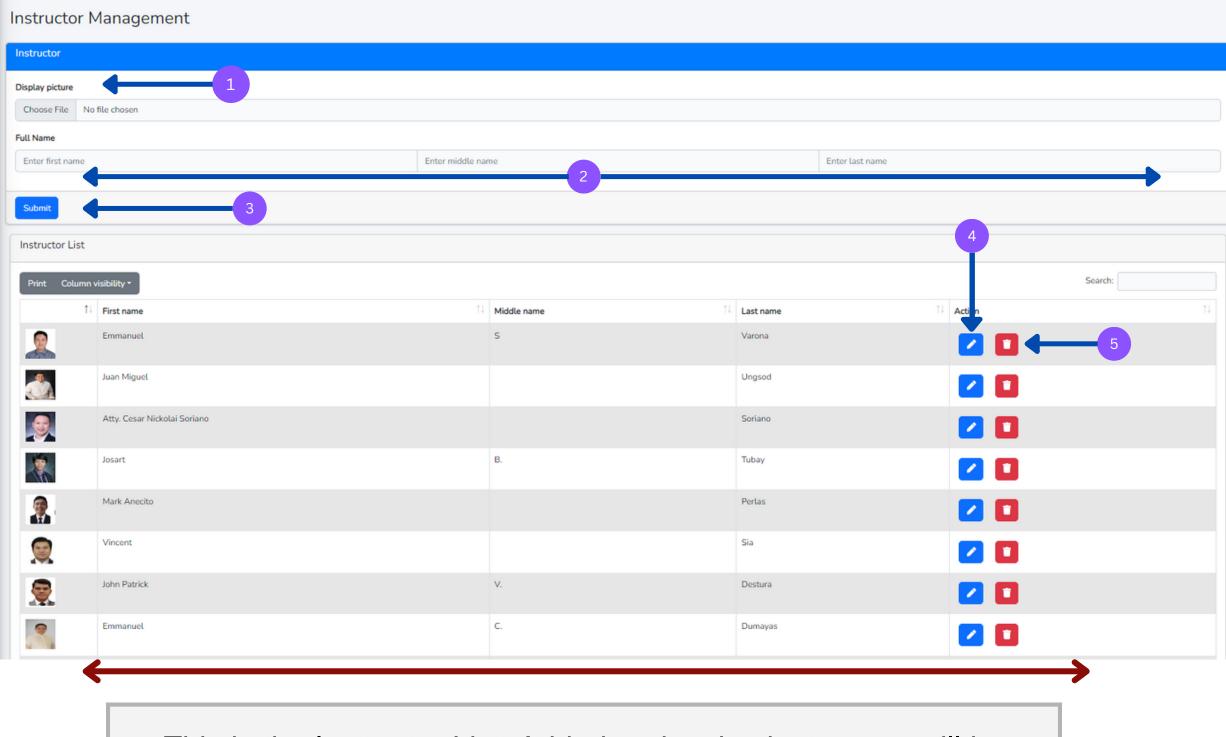
DATA TABLE





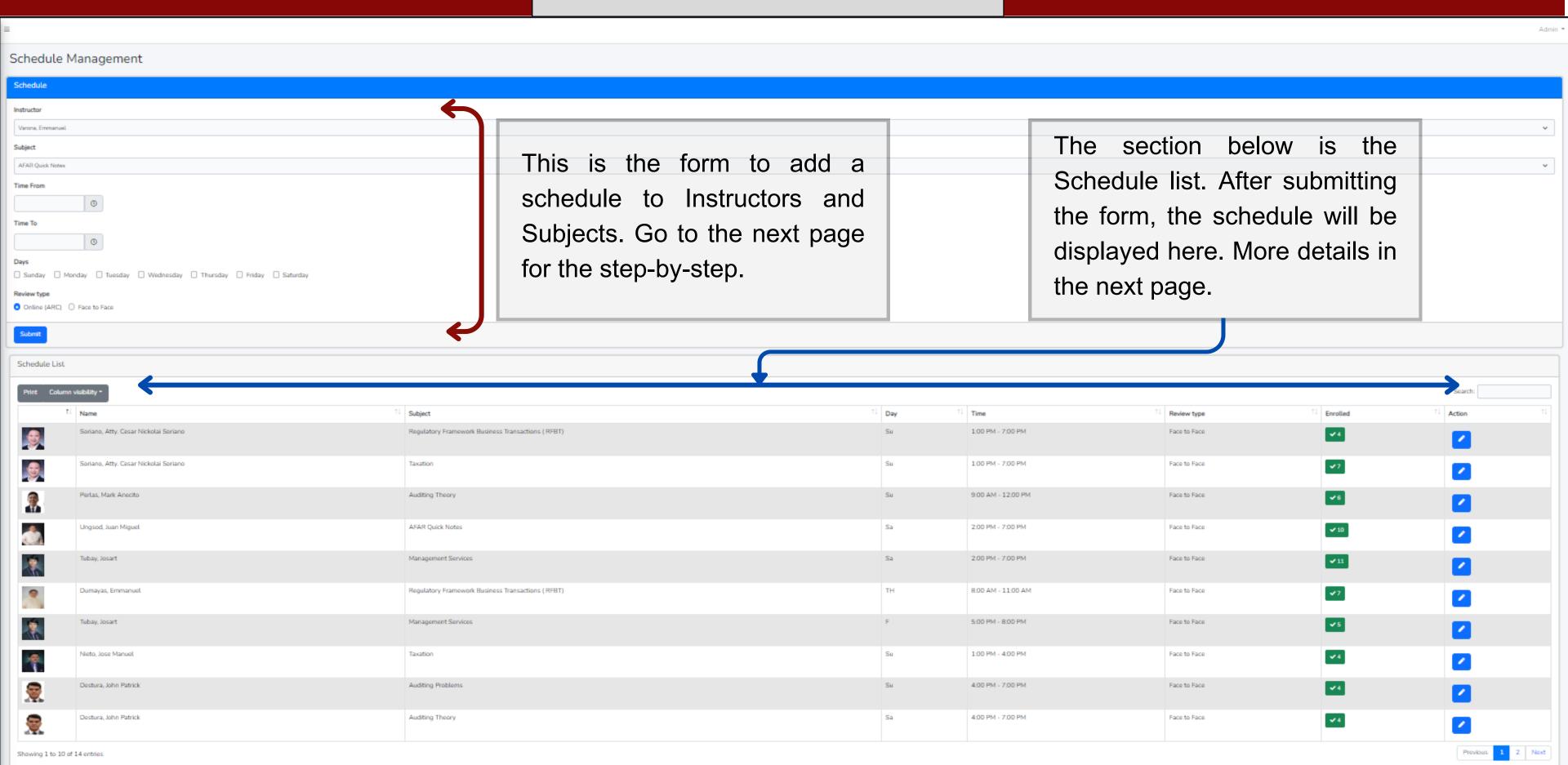


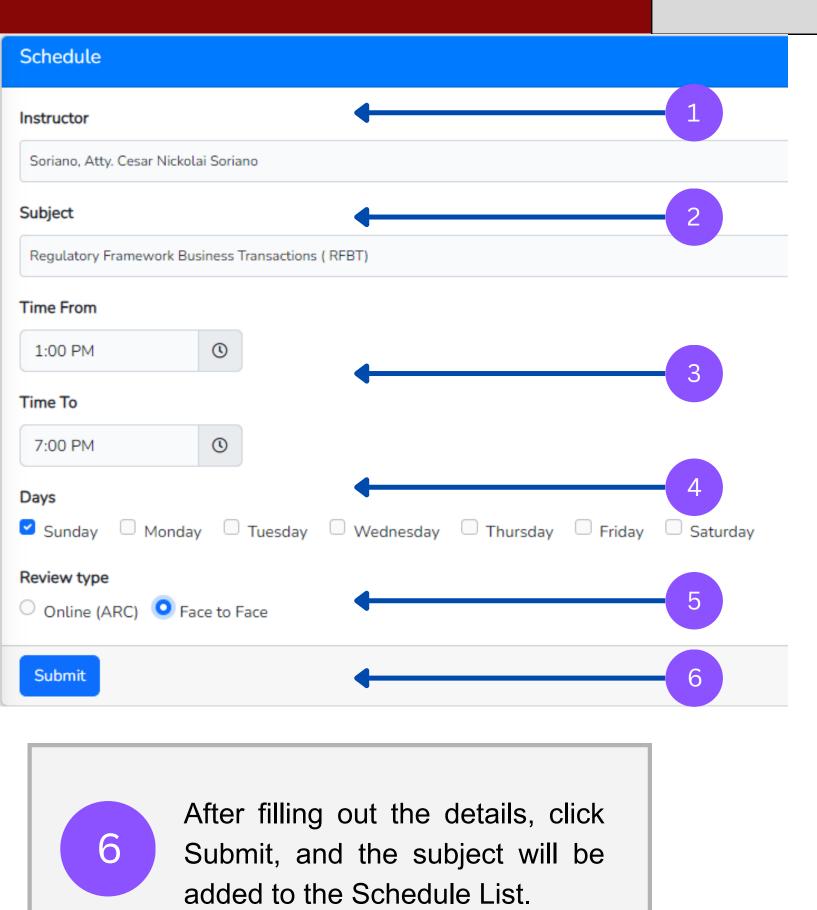
ADDING AN INSTRUCTOR



This is the Instructor List. Added and active instructors will be displayed in this table.

- First, upload the IMAGE of the instructor. Note that you can only upload .jpg, .png, and .jpeg.
- Afterwards, fill out the instructors First, Middle, and Last Name.
- Confirm the details and click submit, and the instructor will be added to the List.
- To update the details, click on the button and follow the same steps above.
- To delete an instructor from the table, click the DELETE button.



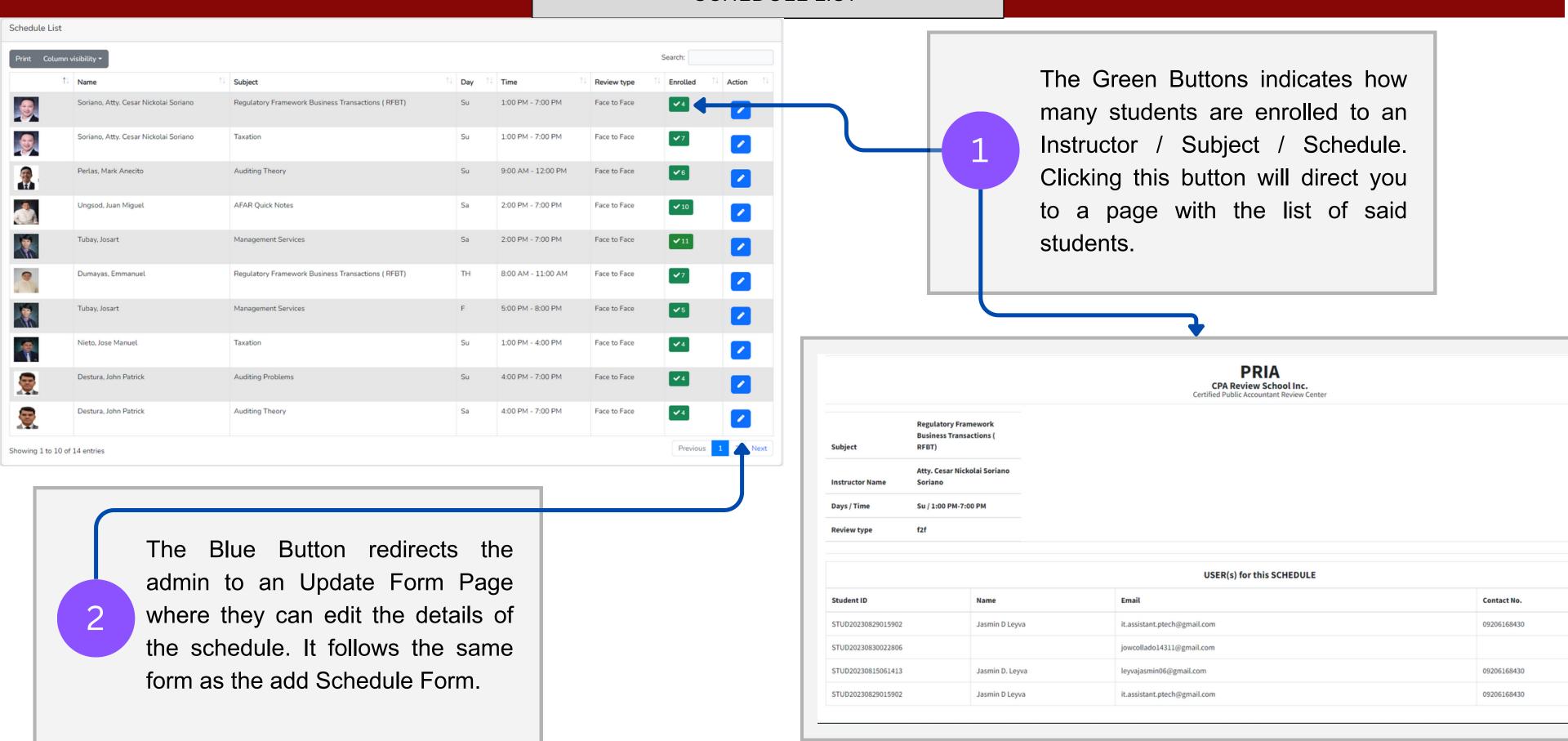


- To select an instructor, click the dropdown menu and choose the appropriate instructor from the list.
- Next, select the appropriate Subject for the Instructor based on their Review Subject.
- Select the Time duration for the Subject and Instructor.
- Afterwards, select the available days for this subject. For this example, Atty. Cesar's subject is for SUNDAY only.
- Select the Review Type.

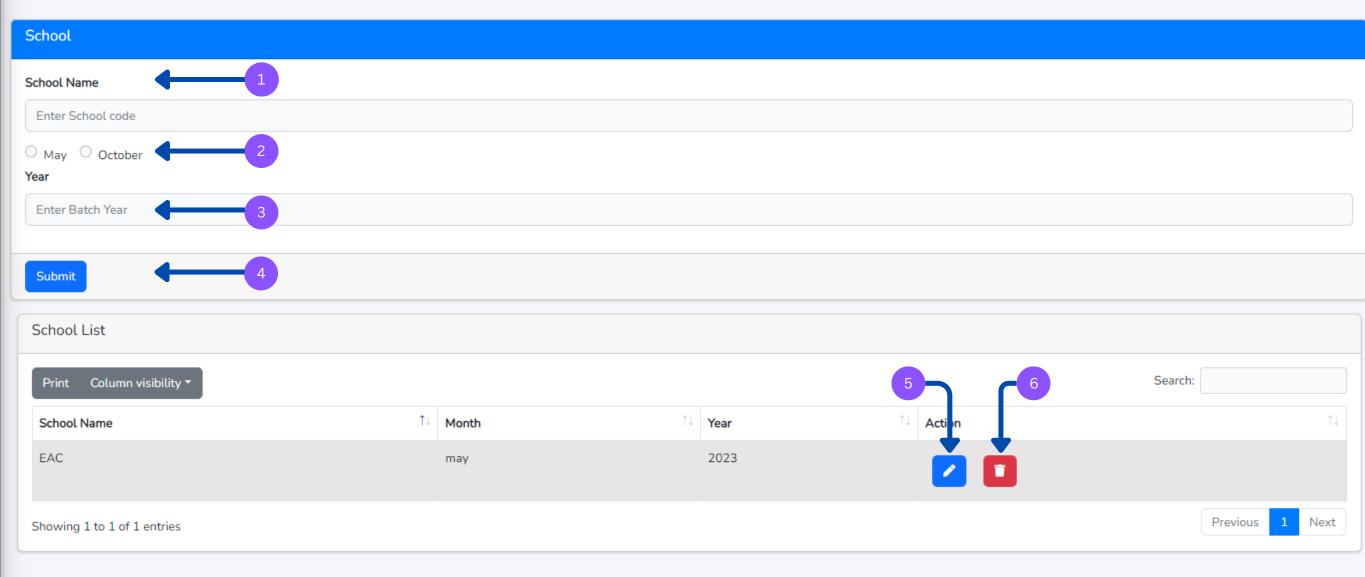
 Whether the professor will be Online Classes or Face-to-Face Classes.

Before adding a schedule, confirm it with the Instructor first, then proceed to this page.

SCHEDULE LIST



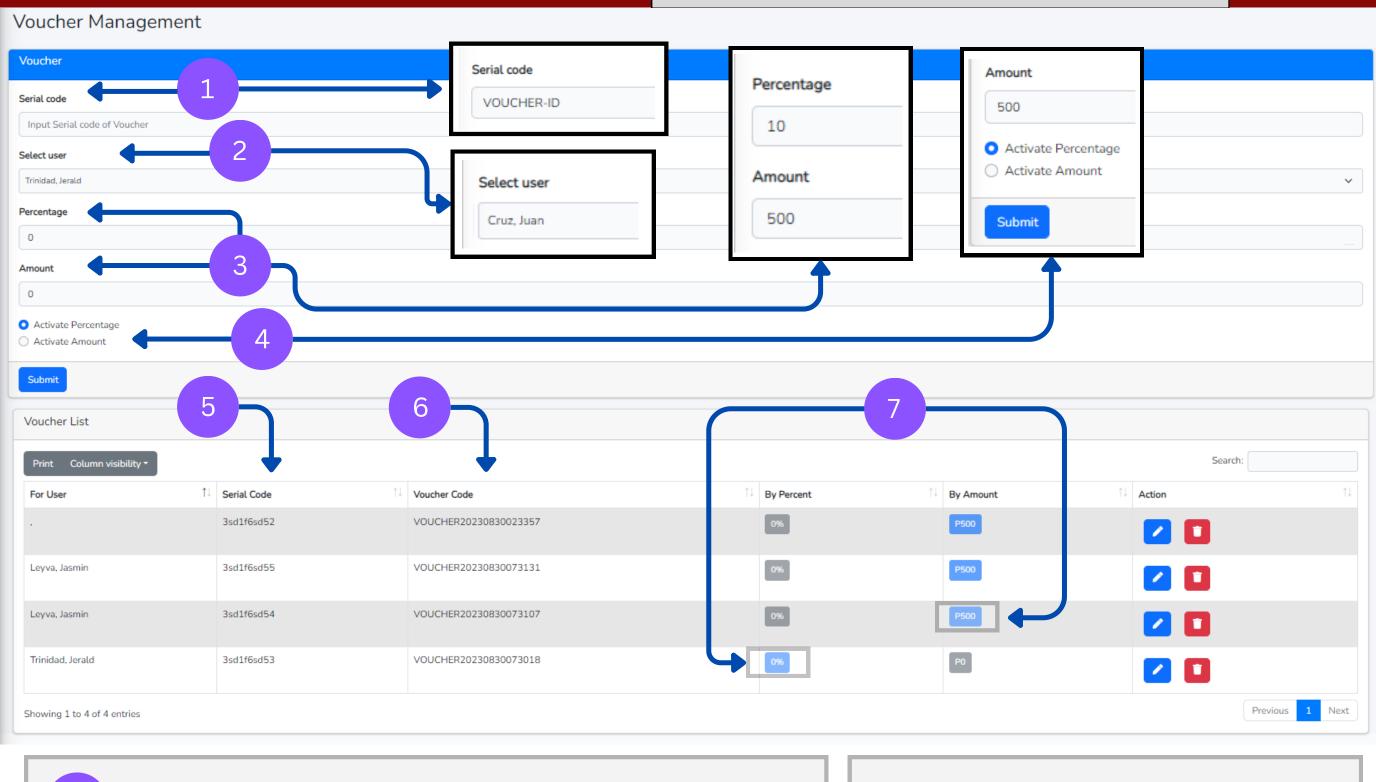
School Management



School Management Page lets the admin add Partnered School to the List of Available Partnered Schools.

Students enrolled under the Partnered School are exempted from Enrollment Fees

- Confirm the name of the School and type it in the School Name text Field.
- Click submit to add the Partnered School the the School List.
- The MONTH and BATCH year specifies the availability of the School Partnership i.e, a EAC, May 2023 is only visible / available to May 2023 Students under EAC.
- The UPDATE and DELETE buttons follow the same format as the previous action buttons.



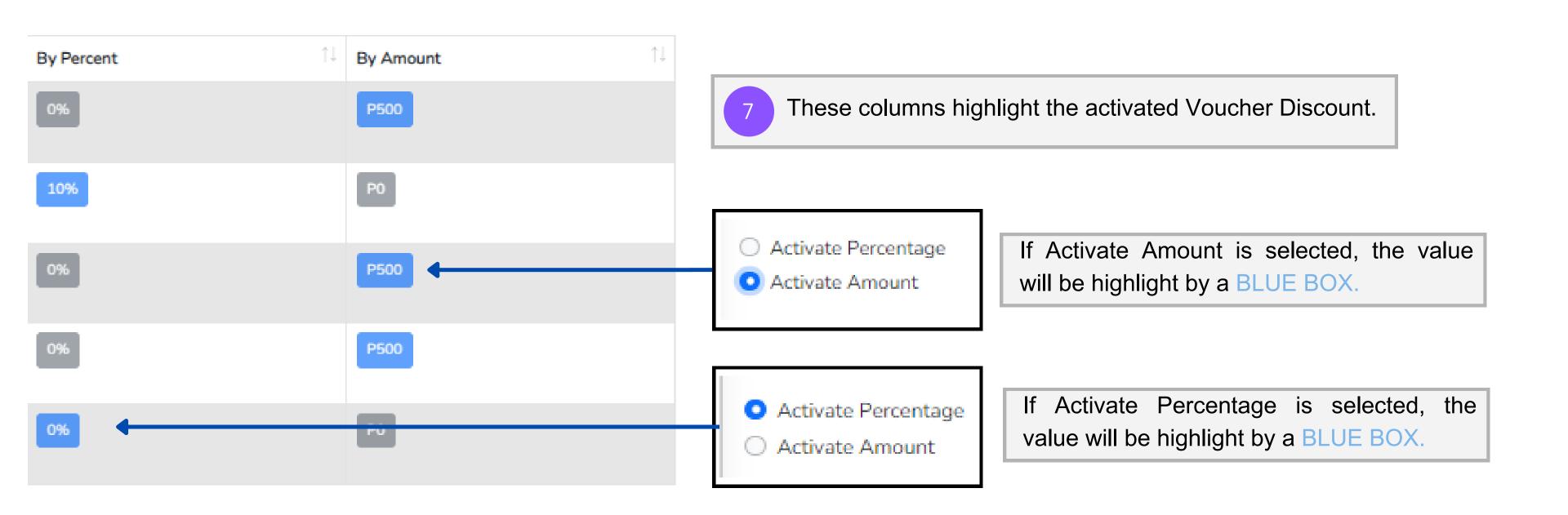
Using the Voucher Management Page, administrators can grant vouchers and/or remove vouchers to/from Students.

To do this, follow the steps below.

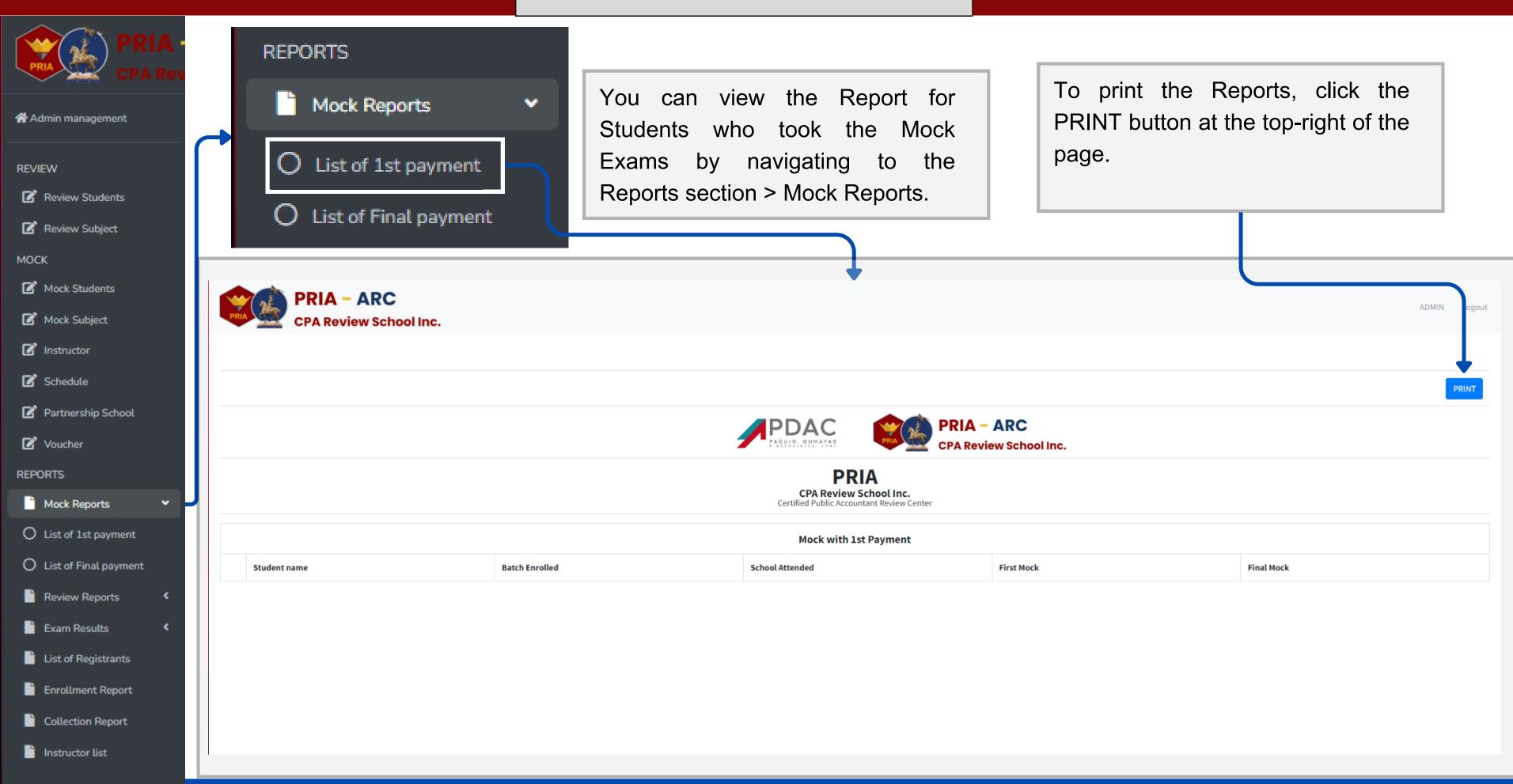
- Input the Serial Code from the Voucher Ticket then input the code. For example: VOUCHER-ID
- Using the Dropdown Menu, select the student who gave the voucher or the student to grant a voucher.

- 5 You can find the entered Serial Code by looking at this column.
- The Voucher Code can be found in this column.

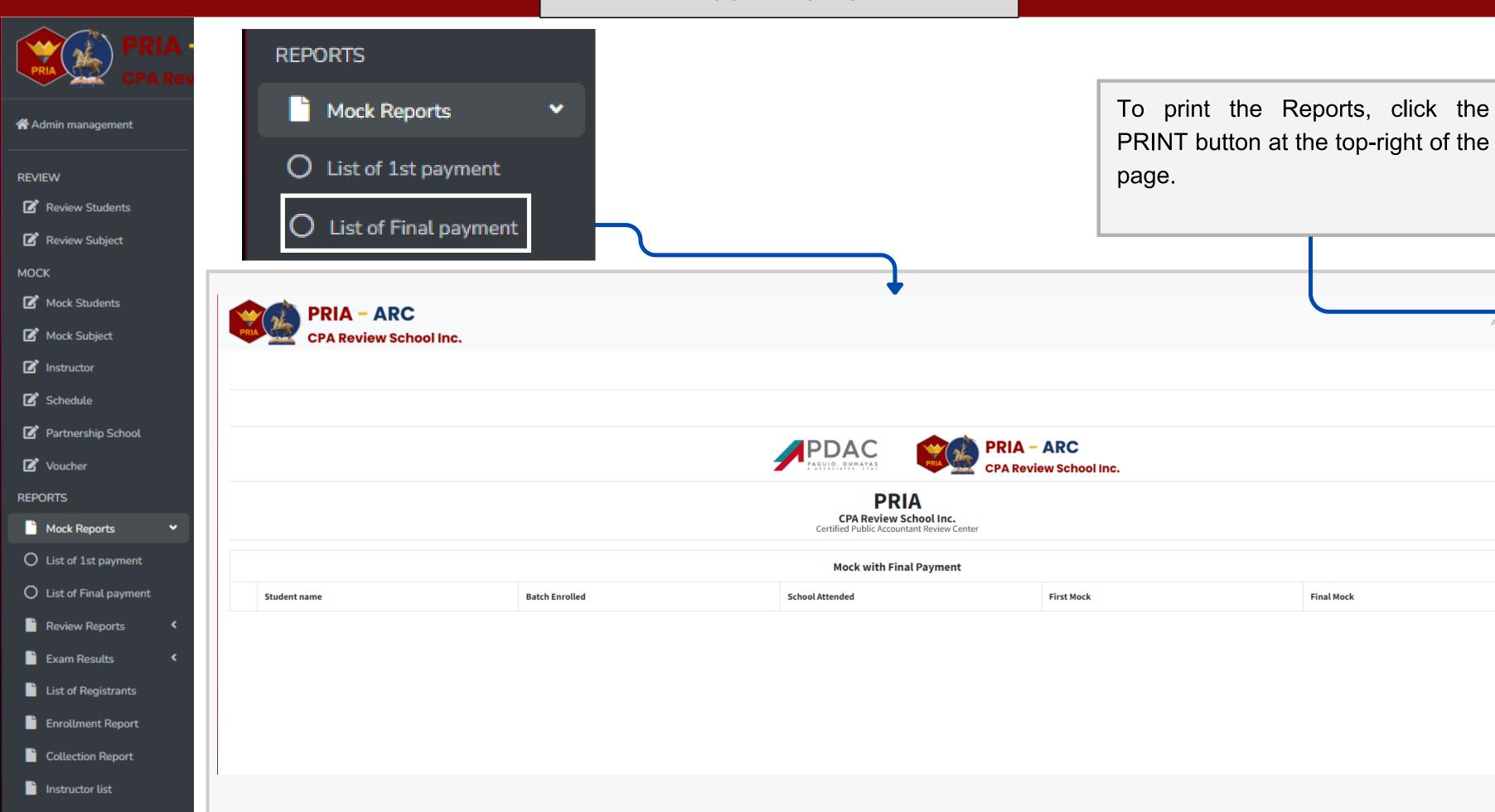
- if the discount in their voucher is Percentage: Click Activate Percentage. Otherwise, click Activate Amount.
- Input the specified Discount of their Vouchers by typing it in the Percentage or Amount fields.



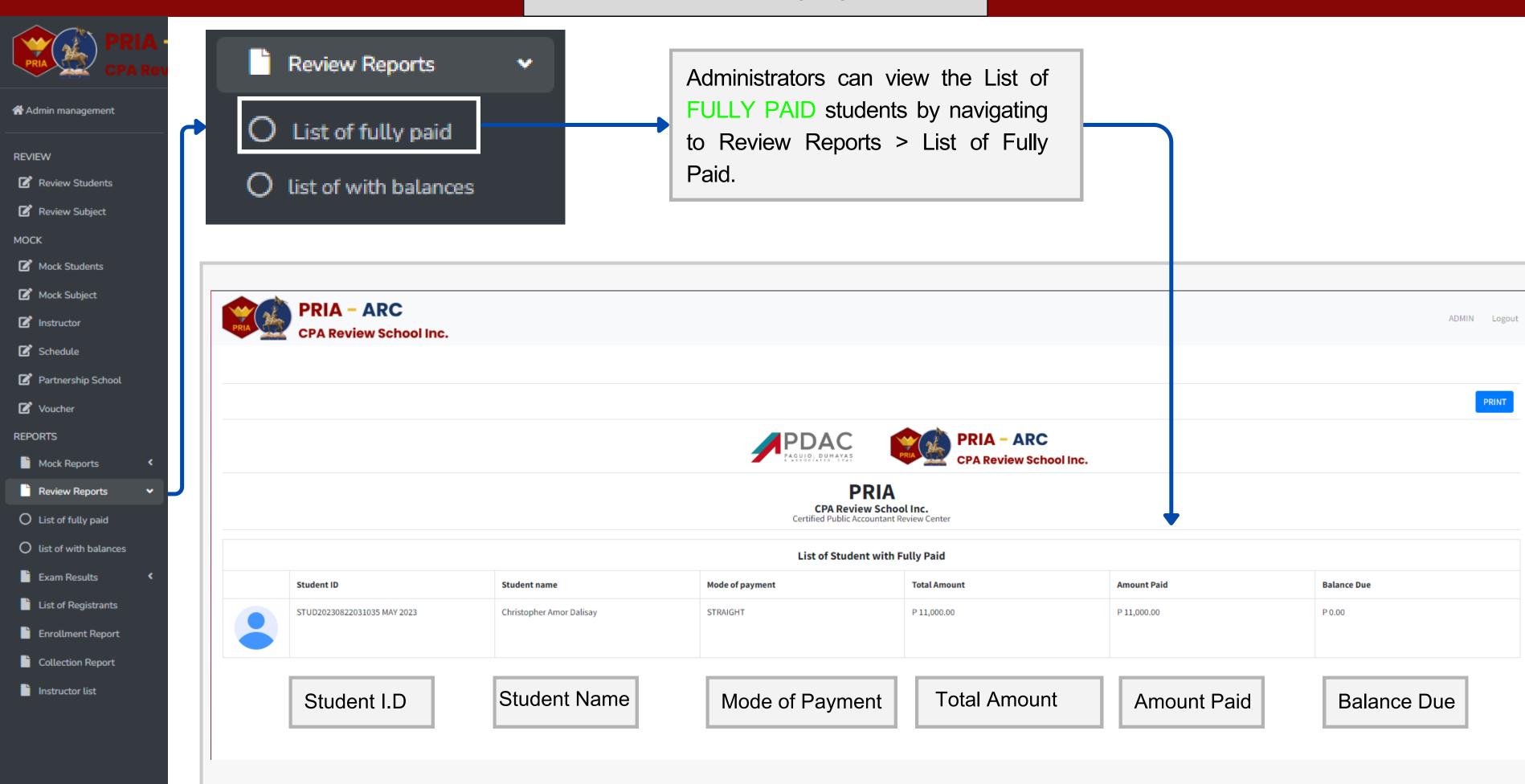
MOCK REPORTS

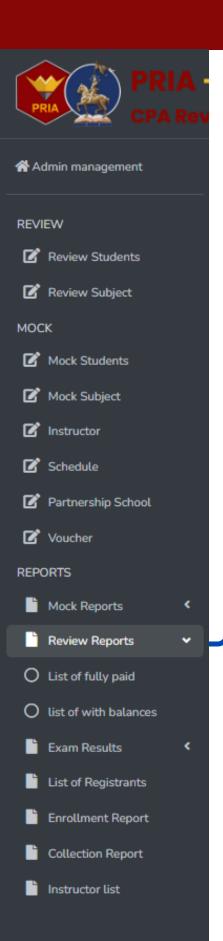


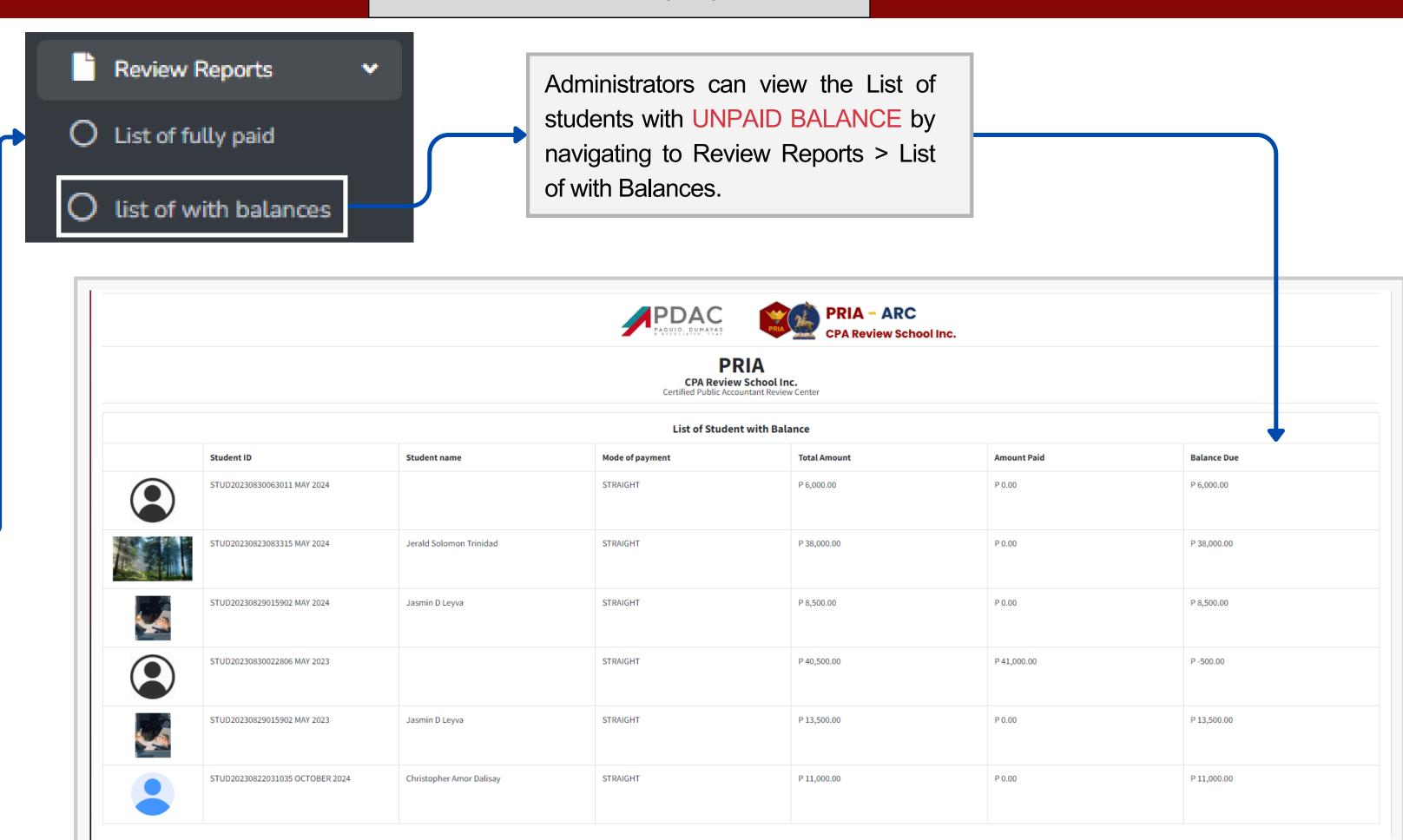
MOCK REPORTS

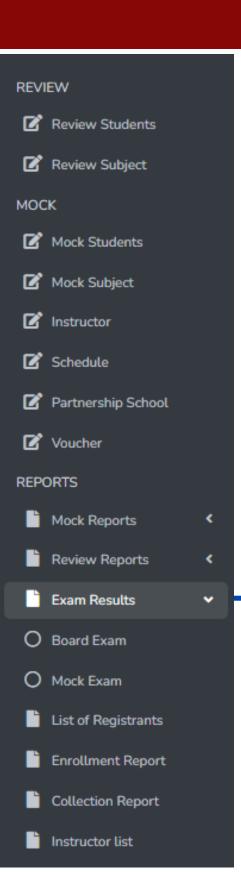


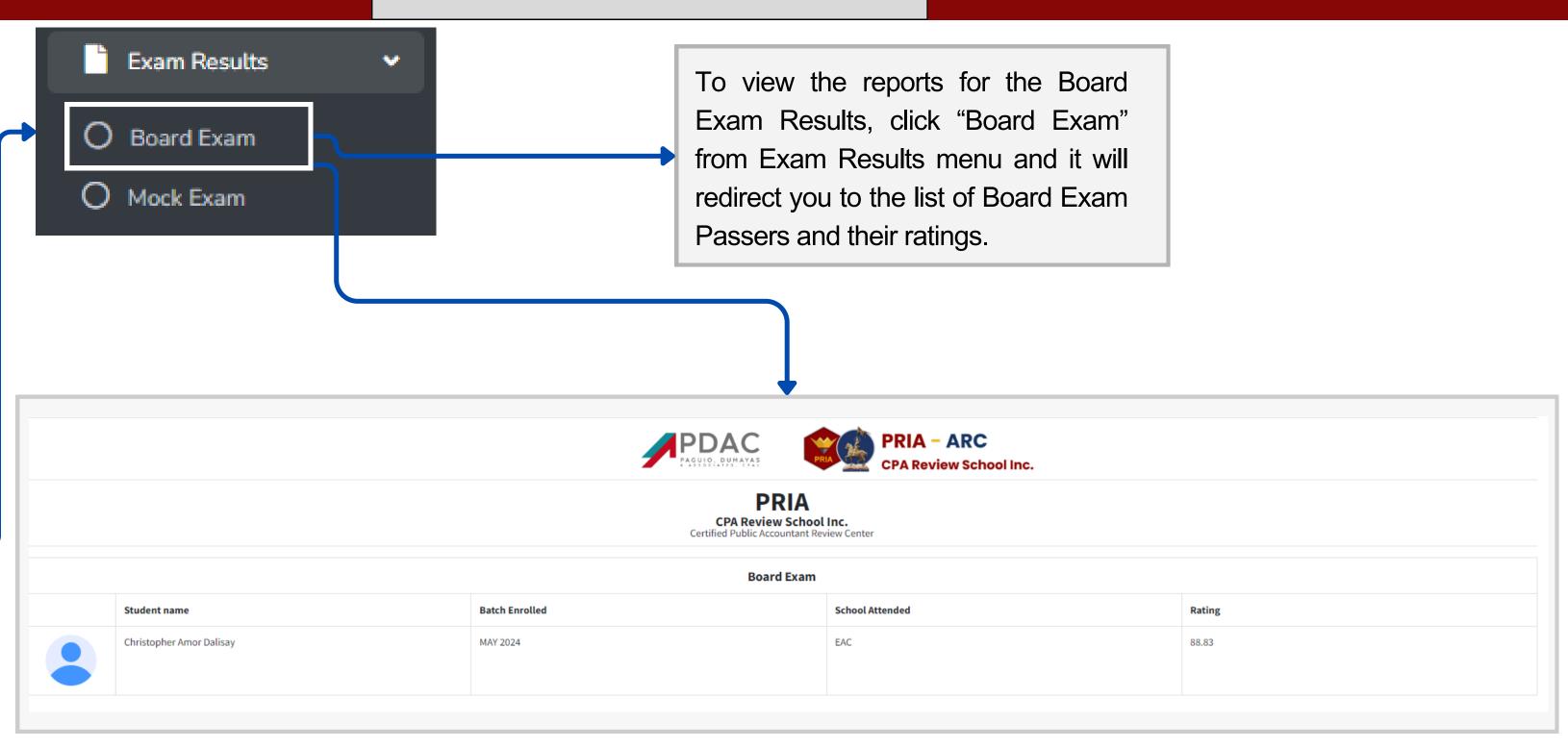
REVIEW REPORTS



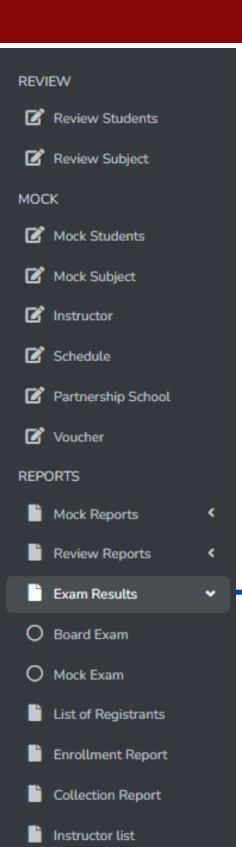


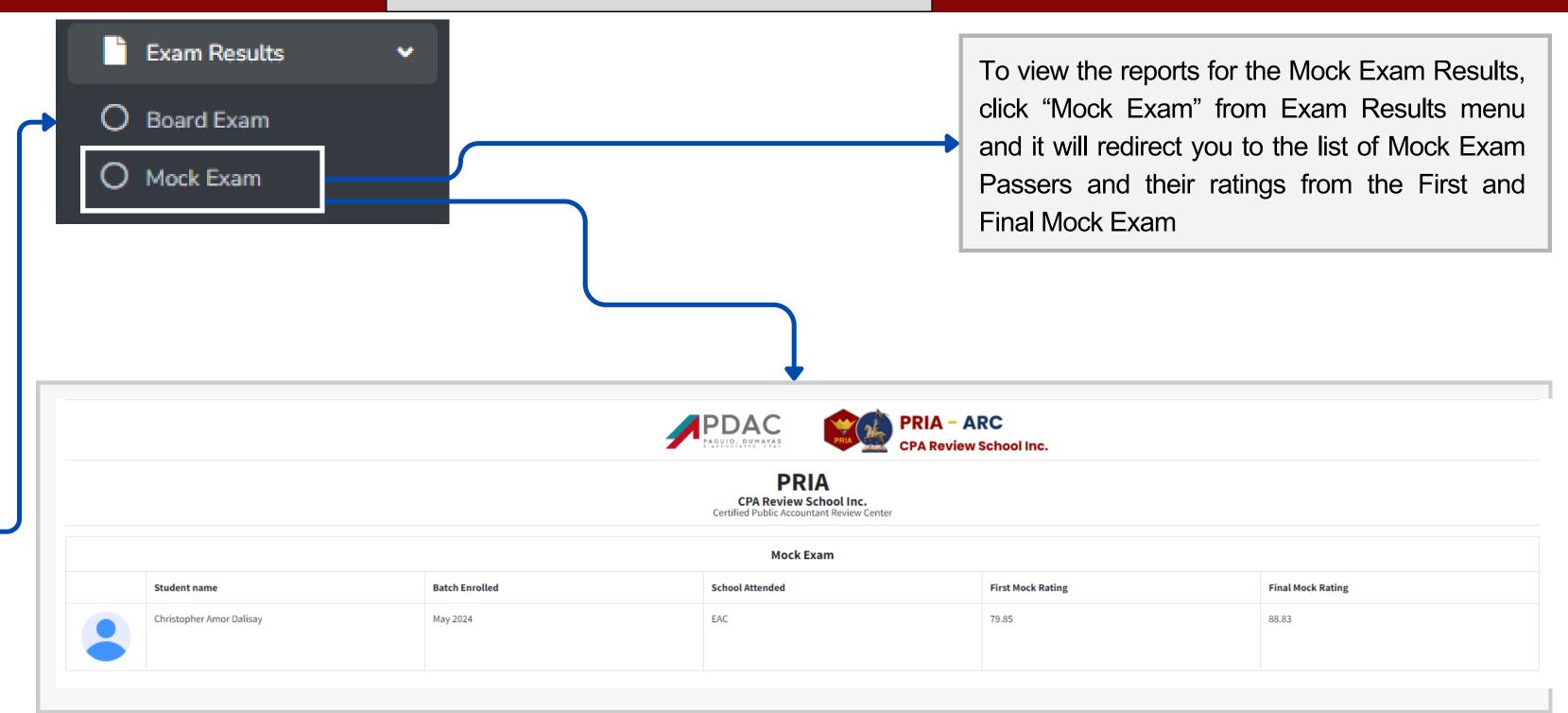






EXAM RESULTS







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Clicking the List of Registrants will take you to a list of the Registered Students and their information.





PRIA CPA Review School Inc. Certified Public Accountant Review Center

STUDENT LIST						
	Student name	Email	Birthdate	Contact No.		
	Jerald Solomon Trinidad	jeraldtrinidad@gmail.com	08/23/2023	0905582		
	Juan Dela Cruz	pria-student@gmail.com	08/29/2001	09457843110		
	Jasmin D. Leyva	leyvajasmin06@gmail.com	02/02/2000	09206168430		
	Jas D. Leyva	canva.ptechinc@gmail.com	02/02/2000	0920616840		
	Christopher Amor Dalisay	top.dalisay@gmail.com	05/18/2001	09457843110		
	Jasmin D Leyva	it.assistant.ptech@gmail.com	08/29/2000	09206168430		
		iousollado14211@gmail.com				



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Clicking the Collection Report will take you to a list of Students' mode of payment, fully paid Students, and Students with Balance.

PRIA

CPA Review School Inc.

Certified Public Accountant Review Center

COLLECTION REPORT							
	Student ID	Student name	Mode of payment	Amount	Amount Paid	Balance Due	
	STUD20230830063011 MAY 2024		STRAIGHT	P 6,000.00	P 0.00	P 6,000.00	
	STUD20230823083315 MAY 2024	Jerald Solomon Trinidad	STRAIGHT	P 38,000.00	P 0.00	P 38,000.00	
	STUD20230829015902 MAY 2024	Jasmin D Leyva	STRAIGHT	P 8,500.00	P 0.00	P 8,500.00	
	STUD20230830022806 MAY 2023		STRAIGHT	P 40,500.00	P 41,000.00	P -500.00	
	STUD20230829015902 MAY 2023	Jasmin D Leyva	STRAIGHT	P 13,500.00	P 0.00	P 13,500.00	
	STUD20230822031035 OCTOBER 2024	Christopher Amor Dalisay	STRAIGHT	P 11,000.00	P 0.00	P 11,000.00	



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Clicking the Instructor List will take you to the list of all enlisted / registered Instructors.



INSTRUCTOR LIST				
Instructor ID	Instructor name			
INSTRUCTOR20230707042109	Emmanuel S Varona			
INSTRUCTOR20230707042218	Juan Miguel Ungsod			
INSTRUCTOR20230707050349	Atty. Cesar Nickolai Soriano Soriano			
INSTRUCTOR20230714005411	Josart B. Tubay			
INSTRUCTOR20230714010037	Mark Anecito Perlas			
INSTRUCTOR20230724023810	Vincent Sia			
INSTRUCTOR20230819082820	John Patrick V. Destura			
INSTRUCTOR20230819084825	Emmanuel C. Dumayas			
INSTRUCTOR20230819085428	Josart B. Tubay			
INSTRUCTOR20230819085720	Juan Miguel Santos Ungsod			
INSTRUCTOR20230819090858	Jose Manuel V. Nieto			