

**Silliman University Digital
Repository: A Digital Archive
for Silliman University Academic
Papers**

User Manual

Sept 12, 2022

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User side

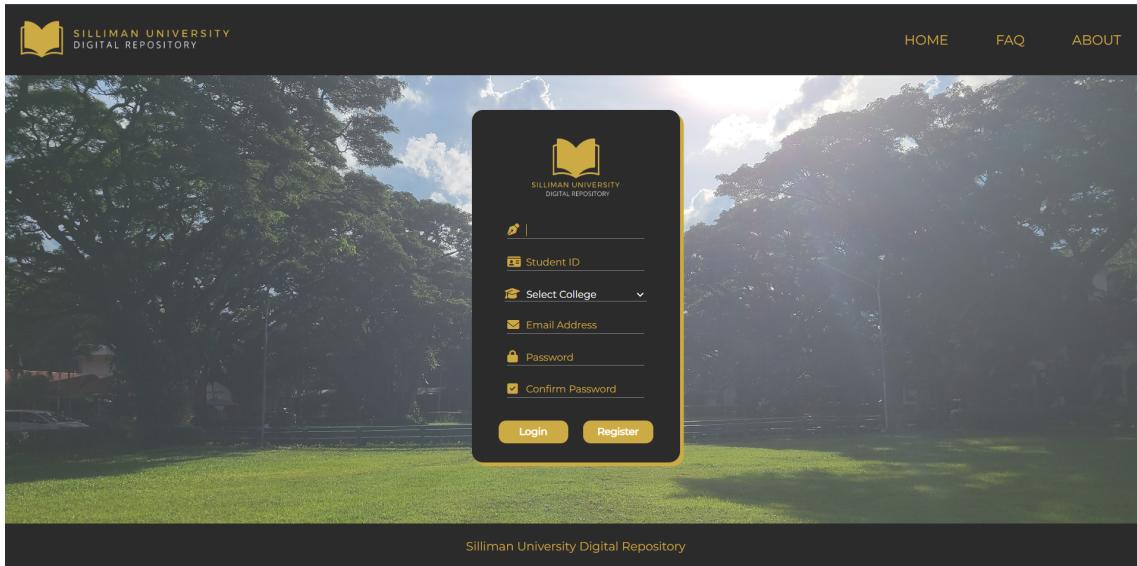


Figure 1.0 User Register

In order to gain access to the digital repository, the user must first register in the digital repository

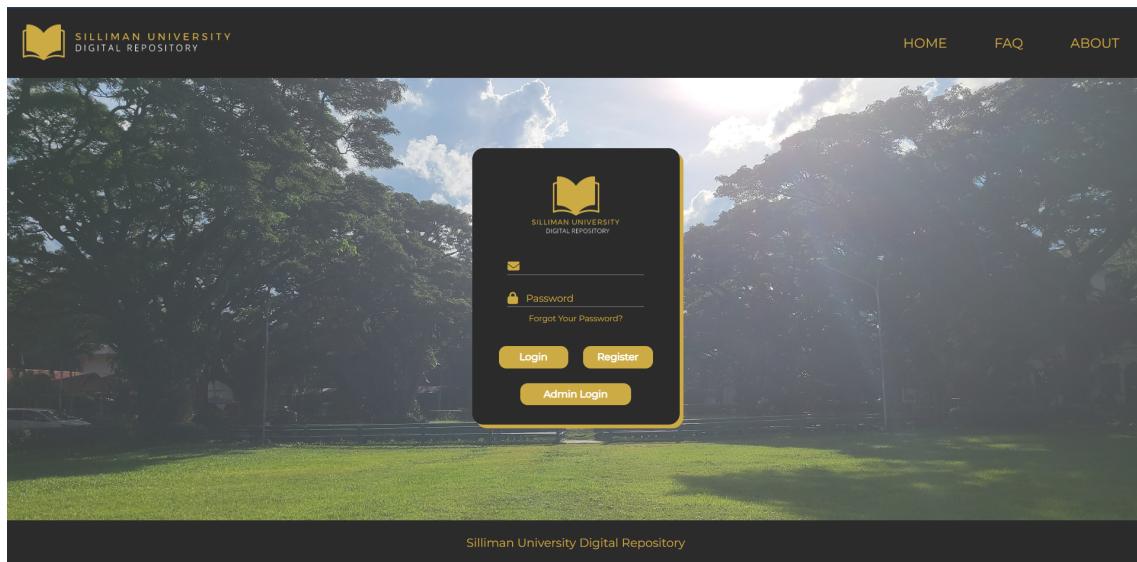


Figure 1.1 User Login

When the user has created an account, enter the user details in the given fields.

The screenshot shows the 'My Profile' section of the digital repository. At the top, there's a dark header bar with the university logo and names for 'HOME', 'FAQ', 'ABOUT', and 'LOGOUT'. On the left, a vertical sidebar features icons for user profile, groups, papers, and bookmarks. The main content area has a light background and displays the following information:

- Full Name: Kyle Angelee Estabillo
- SU Email: kyleestabillo@su.edu.ph
- ID Number: 18200092

Below this, it shows the user's college: College of Computer Studies. There's also a password field with placeholder text '*****01' and a 'CHANGE' button.

Figure 1.2 User Profile

When the user is logged in, displayed on the screen is the information of the user, but it cannot be changed and the only thing that can be configured is the password of the user.

The screenshot shows the 'My Papers' section. The layout is similar to Figure 1.2, with a dark header bar and a sidebar on the left. The main content area is titled 'My Papers' and contains a table-like structure with columns for Title, Paper Type, File, and View. Below this is a prominent yellow 'ADD A PAPER' button.

Figure 1.3 User My Papers screen

In uploading a paper the user must go to the “**My papers**” button displayed on the screen in **figure 1.2**, Once the user is on the "My Papers" page, the user's uploaded papers will appear and an "Add a Paper" button will display, press it to continue to upload a paper.



Upload a Paper

Title:

Paper Type:

Upload PDF:

A vertical sidebar on the left contains icons for user profile, search, upload, and download.

Figure 1.4 User Upload a Paper screen

Once the plus icon is clicked, the “**My papers**(figure 1.3)” screen will be redirected on the “**upload a paper**” screen. The user can write the title of their paper, the paper type, and the button to upload their pdf file. If the user has filled all the required fields for uploading a paper, they can press the “upload paper” button to upload the paper in the digital repository.

My Papers

Title	Paper Type	File	View
Sample Paper	CAPSTONE	1663693198.pdf	View

A vertical sidebar on the left contains icons for user profile, search, upload, and download.

Figure 1.5 User view a Paper screen

Once a paper has been submitted, go to the “**MyPapers** (figure 1.3)” screen. There the user can see the papers that they have submitted, to view a paper, click on the “**View**” link in the view column.

Admin side

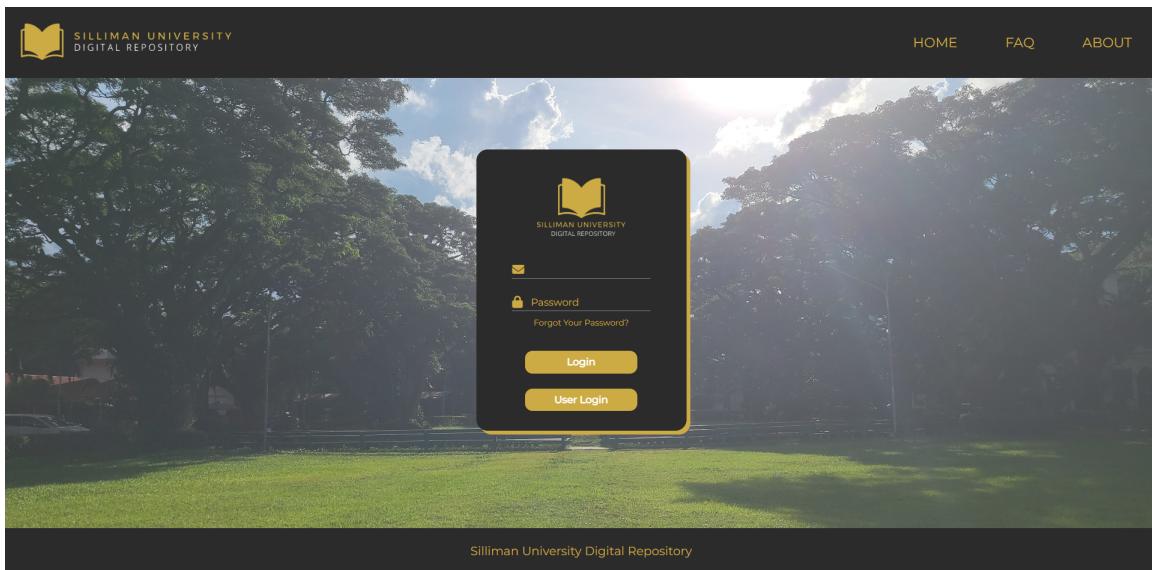


Figure 2.0 Admin Login

The only way an admin can login is if the “super-admin” has created an account for the admin to login in the admin side of the digital repository.

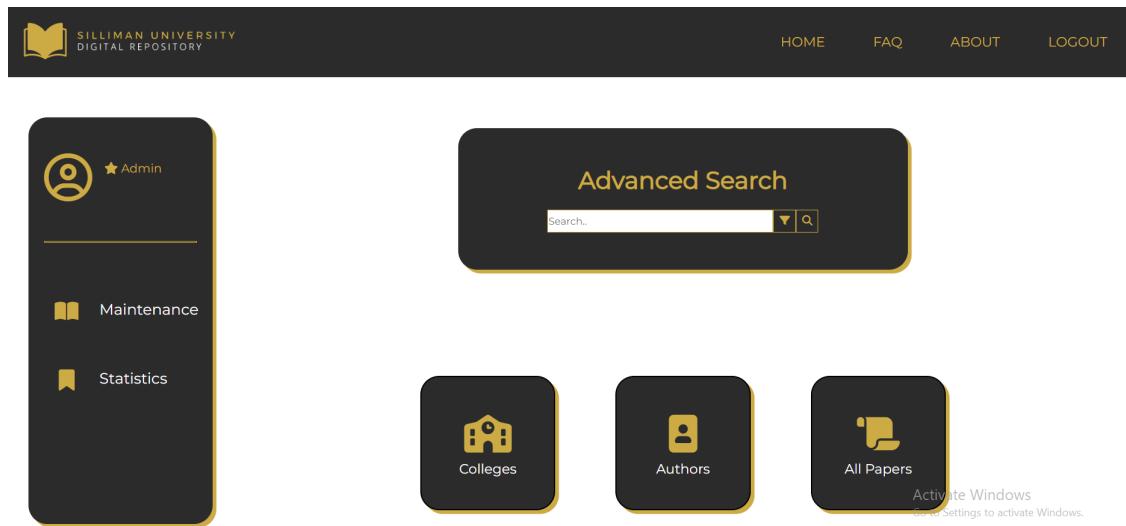


Figure 2.1 Admin main screen

Same as the user layout, the admin can also do the same features when searching for a paper, college or an author the only difference is the admin can maintain the papers that have been submitted and generate statistics on how many papers have been submitted on a monthly, semi-annual, and annually basis.

This image shows a screenshot of a web application interface. On the left side, there is a vertical sidebar with three yellow-outlined icons: a person icon at the top, a document icon in the middle, and a bookmark icon at the bottom. The main content area has a dark header bar with the text "Maintain Papers" in white. Below this is a table with a single row of data. The table has five columns with the following data:

Title	Paper Type	File	View	Delete
Sample Paper	Thesis	1663512376.pdf	View	Delete

Figure 2.2 Admin maintain paper screen

When the “**Maintain Papers**” button is clicked in **figure 2.1** the screen will be redirected on the “**Maintain Papers**” screen, the admin can view, update, or delete the papers that users have submitted in the digital repository if it needs an update or it must be deleted.