Pamantasan ng Lungsod ng Maynila

USER'S MANUAL

Physical Facilities Management Office

Management Information System



User guide for using the system of Physical Facilities Management Office (PFMO)
Management Information System

Date: 03/28/16

Ι





Physical Facilities Management Office (PFMO)

Management Information System

USER'S MANUAL

System is about Information This the Management of PFMO (Physical Facilities Management Office) of Pamantasan ng Lungsod ng Maynila. From adding, to editing, and deleting of Sections, Section Heads, Inventory, and Personnel tasks. It can also archive old blueprints, reports, memos, and other important documents needed for future reference. Report Generation is also a part of this system. It is generated from the information that has been added or changed from the system. Sections are the different sections that are under PFMO. Section Heads are the people who are in-charge of the different sections. Inventory holds the list, quantity, categories, and descriptions of the items or supplies under PFMO. Personnel tasks are the different tasks or duties that are assigned to the personnel of PFMO.

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USE

Physical Facilities Management Office

Start-up!

1



Landing Page

This is where you'll be directed once you entered the URL for PFMO Management Information System.



Log-in and Register

• Log-in



The Log-in Page is where you enter your Email/Username and Password to acquire access within the system.

- 1. Click the Log-in button on the upper part of the Landing page.
- 2. This will result to the Log-in Page to display.



2

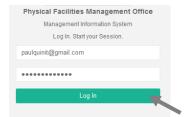
Log-in Page



3. Enter your Email address/Username and Password.

Physical Facilities Management Office
Management Information System
Log In. Start your Session.
paulquinit@gmail.com
•••••

4. Then click Log in.

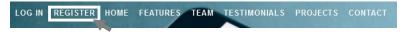


3



Physical Facilities Management Office

Register



The Register page is where you input the required information to have your own personal account when you don't have an existing account yet.

- 1. Click the Register button on the upper part of the Landing page.
- 2. This will result to the Register Page to display.

Register Page

Frystal Facilities Management Office Create Account the En adion.

Ental

First Name
Last Name

Passand

Confirm Passand

Alleging Management

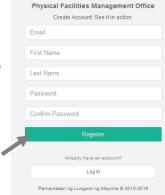
Alleging Name at assument

Lage Name

Alleging Name

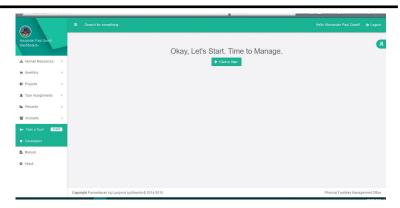
Allegi

- 3. Enter your basic information to create an account. (Email Address, First Name, Last Name and Password)
- 4. Then Click Register, and have your account.





Home Page



This page is where all the modules of the system are listed such as Human Resources, Inventory, Projects, Assignments, Reports, and Accounts.

Also the About and Manual Modules are indicated and can be seen in the Home Page.

Human Resources

This module lets you manage Sections, Section Heads, Personnel, Personnel & Section **Head Designations** and lets you view the details A Human Resources about the Section heads and Personnel. Manage Sections Manage Section Heads Manage Personnels If you click the Human Resources Module., the submodules will then be displayed. Projects Task Assignments Records Take a Tour! Manual

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Physical Facilities Management Office

Manage Sections

This Sub Module lets you View, Add, Edit, and Delete Sections.

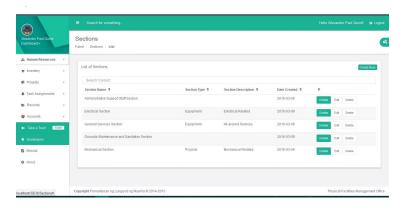


- 1. Click the Manage Sections, to start managing different Sections.
- 2. It will then display the List of Sections.



Manual

List of Sections



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Manage Section Heads

This Sub Module lets you View, Add, Edit, and Delete Sections Heads.

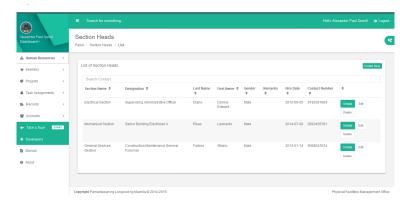


★ Developers

Manual

- 1. Click the **Manage Section Heads**, to start managing different Section Heads.
- 2. It will then display the List of Section Heads.

List of Section Heads

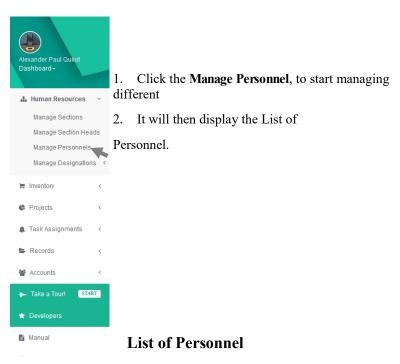


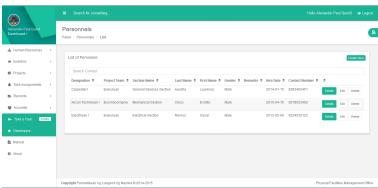
7



Manage Personnel

This Sub Module lets you View, Add, Edit, and Delete Personnel.







Inventory

ProjectsTask Assignments

Records

Accounts

♣ Human Resources

Section Head

Projects

Manage Sections

Manage Designations

This Sub Module lets you View, Add, Edit, and Delete Designations of

Personnel and Section Heads.

It is composed of two sub-modules, namely: **Personnel** and **Section Heads.**

- 1. Click the **Manage Designation**, to start managing different designation of Personnel and Section Heads.
- 2. It will then display the two sub-modules under it: Personnel and Section Heads.
- 3. Click onto your desired sub module, where you want to start the management.



Personnel Designation

Allows you to assign what Project Team and Section the Personnel will be appointed.

- 1. Click the Personnel under the Manage Designations, to start managing different task appointment for the Personnel.
- 2. It will then display the List of

Personnel Designation.



Physical Facilities Management Office

List of Personnel Designation

ersonnel Designations nel / Designations / List			
List of Personnel Designations			Cres
Search Contact			
Designation \$	Description \$	‡	
Aircon Technician I	Mechanical	Details Edit Delete	
Carpenter I	General Services	Details Edit Delete	
Electrician I	Electrical	Details Edit Delete	

Alexander Paul Quinit Dashboard A Human Resources Manage Sections Manage Section Heads Manage Personnels Manage Designations Section Head Personnel The Inventory The Inventory The Task Assignments Section Head Personnel The Inventory The Task Assignments

Records

Section Head Designation

Allows you to assign what Section, the Section Heads would be appointed.

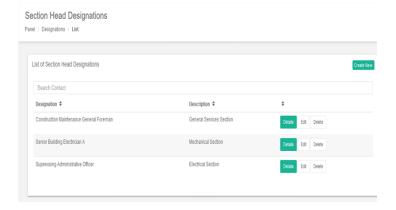
- 1. Click the Section Head under the Manage Designations, to start managing different task appointment for the Section Heads.
- 2. It will then display the List of

Section Head Designation.



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List of Section Head Designation



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Physical Facilities Management Office



CREATE | EDIT | VIEW | DELETE HUMAN RESOURCES

CREATE

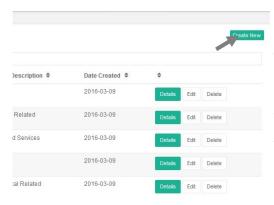
SECTION

Allows you to create: SECTION HEADS,

PERSONNEL

SECTION HEAD &

PERSONNEL DESIGNATION



- 1. Click the Create button at the right side of the page.
- 2. It will then display the page where you can add another data to your system.

3. Enter the needed

details to create.

4. Click Create to finish and save the new data you've made.

Create Section		
Section Name		
Section Type		
Section Description		
Date Created		



12

EDIT

Allows you to edit the details of the existing data within your system.

		Creat
escription \$	Date Created \$	*
	2016-03-09	Details Edit Delete
Related	2016-03-09	Details Edit Delete
Services	2016-03-09	Details Edit Delete
	2016-03-09	Details Edit Delete
al Related	2016-03-09	Details Edit Delete

- 1. Click the Edit button, placed together with the **Details** and **Delete** button.
- 2. It will then display the page where you can start editing the data you want to change.

3. Find the information you want to change.



- 4. Click on the text box, and delete the current information that was saved.
- 5. Enter the new information you want to save.

6. Click save, then all of the changes you've made will be saved.

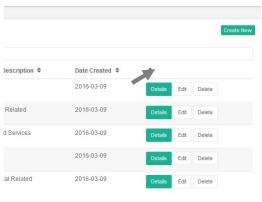


Physical Facilities Management Office

VIEW

13

Allows you to view the details of the saved data.



- 1. Click the Details button, placed together with the **Edit** and **Delete** button.
- 2. It will then display the page where you can view the details of your chosen data.
- 3. You can also edit the details from here.
 - 3.1 Click the Edit button
 - 3.2 Start editing
- 3.3 Click save to successfully update the changes you've made.
- 4. Click Back to list.

Details

Panel / Section Heads / List / Details

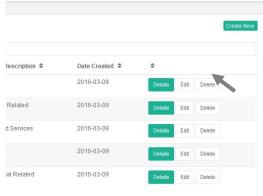




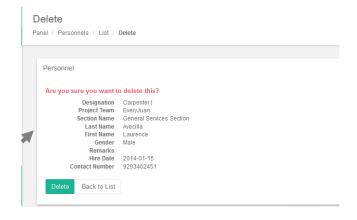
14

DELETE

Allows you to delete some data of your choice.



- 1. Click the Details button, placed together with the **Edit** and **View** button.
- 2. It will then display the page where you can delete the details of your chosen data.
- 3. The system will ask "Are you sure you want to delete this?"
 - 3.1 If you're sure to delete the data, click delete.
- 3.1.1 The data you wished to be deleted, will be eliminated from the system.
- 3.2 If you're not sure to delete the chosen data, click Back to List
 - 3.2.1 You will then be, redirected to the List of the data.



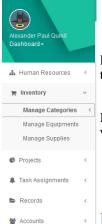
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Physical Facilities Management Office



Inventory



This Module lets you manage Categories, Equipment and Supply and lets you view the details about different Equipment and Supply.

If you click the Inventory Module., the sub-modules will then be displayed.

Manage Categories

Take a Tourl START

★ Developers

Manual

About

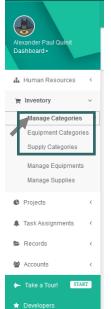
START

This Sub Module lets you View, Add, Edit, and Delete Categories of Equipment and Supply.

It is composed of two sub-

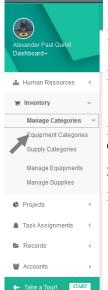
modules, namely: **Equipment Categories** and **Supply Categories**.

- 1. Click the **Manage Categories**, to start managing different categories of Equipment and Supply.
- 2. It will then display the two sub-modules under it: Equipment Categories and Supply Categories.
- 3. Click onto your desired sub module, where you want to start the management.





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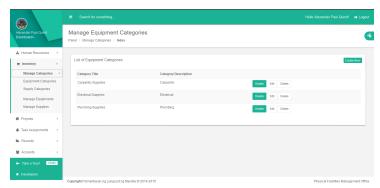
★ Developers

Equipment Categories

Allows you to assign the Categories of Equipment.

- 1. Click the Equipment Categories under the Manage Categories, to start managing different Categories of Equipment.
- 2. It will then display the List of Equipment Categories.

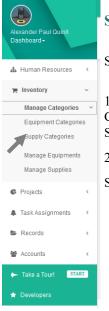
List of Equipment Categories



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Physical Facilities Management Office

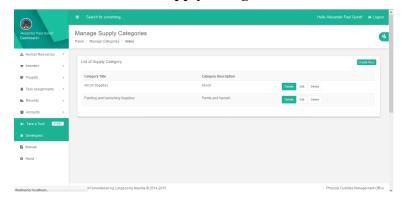


Supply Categories

Allows you to assign the Categories of Supply

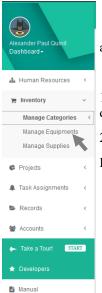
- 1. Click the Supply Categories under the Manage Categories, to start managing different Categories of Supply.
- 2. It will then display the List of Supply Categories.

List of Supply Categories



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Manage Equipment

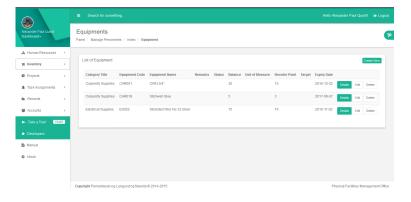


About

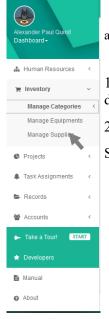
This Sub Module lets you View, Add, Edit, and Delete items under the Equipment.

- 1. Click the **Manage Equipment** to start managing different items under Equipment.
- 2. It will then display the List of Equipments.

List of Equipment



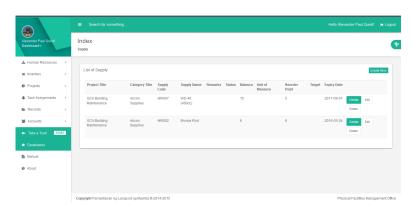
Manage Supply



This Sub Module lets you View, Add, Edit, and Delete items under the Supply.

- 1. Click the **Manage Supply** to start managing different items under Supply.
- 2. It will then display the List of Supply.

List of Supply









CREATE | EDIT | VIEW | DELETE INVENTORY

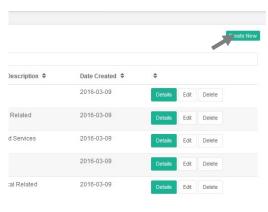
CREATE

Allows you to create: **SUPPLY AND EQUIPMENT**

CATEGORY

ITEMS FOR SUPPLY AND

EQUIPMENT



1. Click the Create button at the right side of the page.

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2. It will then display the page where you can add another data to your system.

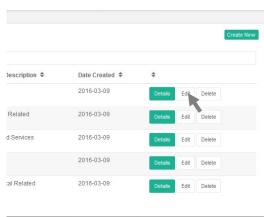
- 3. Enter the needed details to create.
- 4. Click Create to finish and save the new data you've made.



EDIT

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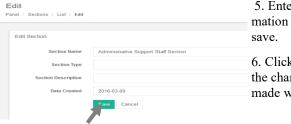
Allows you to edit the details of the existing data within your system.



- 1. Click the Edit button, placed together with the **Details** and **Delete** button.
- 2. It will then display the page where you can start editing the data you want to change.
- 3. Find the infor-

mation you want to change.

4. Click on the text box, and delete the current information that was saved.



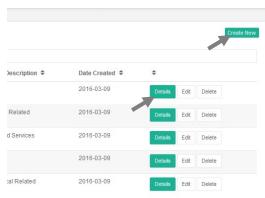
- 5. Enter the new information you want to save.
- 6. Click save, then all of the changes you've made will be saved.



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VIEW

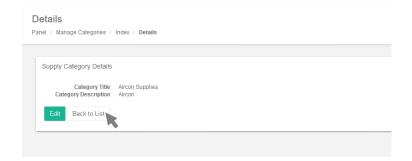
Allows you to view the details of the saved data.



- 1. Click the Details button, placed together with the **Edit** and **Delete** button.
- 2. It will then display the page where you can view the details of your chosen data.
- 3. You can also edit

the details from here.

- 3.1 Click the Edit button
- 3.2 Start editing
- 3.3 Click save to successfully update the changes you've made.
- 4. Click Back to list.

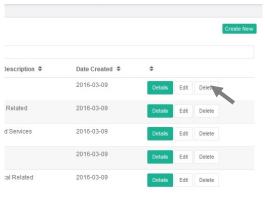


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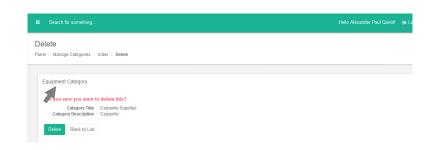


DELETE

Allows you to delete some data of your choice.



- 1. Click the Details button, placed together with the **Edit** and **View** button.
- 2. It will then display the page where you can delete the details of your chosen data.
- 3. The system will ask "Are you sure you want to delete this?"
 - 3.1 If you're sure to delete the data, click delete.
- 3.1.1 The data you wished to be deleted, will be eliminated from the system.
- 3.2 If you're not sure to delete the chosen data, click Back to List
 - 3.2.1 You will then be, redirected to the List of the data.





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Project



This Module lets you manage the Project Team and the progress of all the on-going Projects.



If you click the Project Module., the sub-modules will then be displayed.



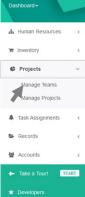
Manage Teams

This sub module allows you to view the Project Teams that are currently doing a project.



And you can also Add new project teams, Edit Team details and Delete the Team.

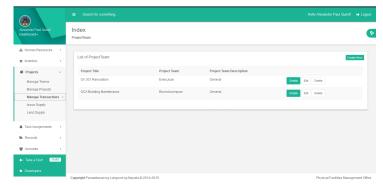
- 1. Click the **Manage Team** to start managing the Project Teams.
- 2. It will then display the List of Project Team.



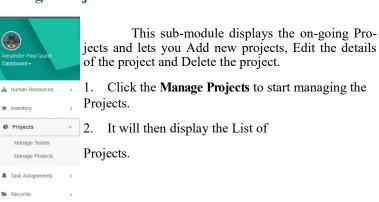
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List of Project Team



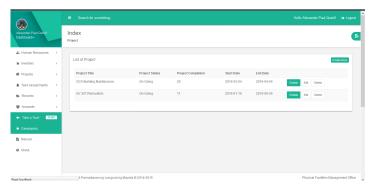
Manage Project





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List of Projects



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Physical Facilities Management Office



CREATE | EDIT | VIEW | DELETE PROJECTS

CREATE

Allows you to create : PROJECTS
PROJECT TEAMS

Description \$	Date Created ◆	•		
	2016-03-09	Details	Edit	Delete
Related	2016-03-09	Details	Edit	Delete
d Services	2016-03-09	Details	Edit	Delete
	2016-03-09	Details	Edit	Delete
:al Related	2016-03-09	Details	Edit	Delete

- 1. Click the Create button at the right side of the page.
 - 2. It will then display the page where you can add another data to your system.

3. Enter the needed

details to create.

4. Click Create to finish and save the new data you've made.

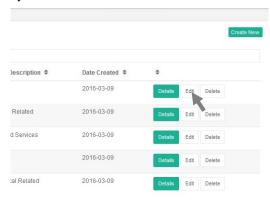




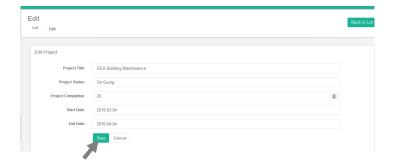
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EDIT

Allows you to edit the details of the existing data within your system.



- 1. Click the Edit button, placed together with the **Details** and **Delete** button.
- 2. It will then display the page where you can start editing the data you want to change.
- 3. Find the information you want to change.
- 4. Click on the text box, and delete the current information that was saved.
- 5. Enter the new information you want to save.
- 6. Click save, then all of the changes you've made will be saved.



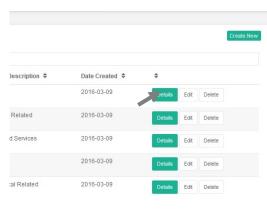
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Physical Facilities Management Office

VIEW

Allows you to view the details of the saved data.

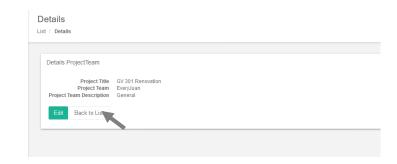


- 1. Click the Details button, placed together with the **Edit** and **Delete** button.
- 2. It will then display the page where you can view the details of your chosen data.

You can also edit

the details from here.

- 3.1 Click the Edit button
- 3.2 Start editing
- 3.3 Click save to successfully update the changes you've made.
- 4. Click Back to list.

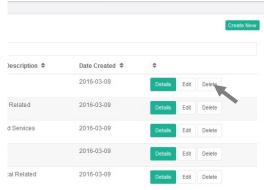




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DELETE

Allows you to delete some data of your choice.



- 1. Click the Details button, placed together with the **Edit** and **View** button.
- 2. It will then display the page where you can delete the details of your chosen data.
- 3. The system will ask "Are you sure you want to delete this?"
 - 3.1 If you're sure to delete the data, click delete.
- 3.1.1 The data you wished to be deleted, will be eliminated from the system.
- 3.2 If you're not sure to delete the chosen data, click Back to List
 - 3.2.1 You will then be, redirected to the List of the data.



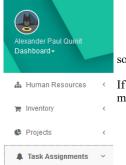




Physical Facilities Management Office



Task Assignments



Section Tasks
Personnel Tasks

About

This module lets you assign tasks to all Personnel and Section.

If you click the Task Assignments Module., the sub-modules will then be displayed.

Section Tasks

► Records

Accounts

displ

Take a Tour!

START

Developers

You

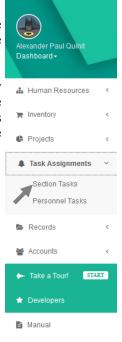
Manual

Manual

This sub module displays the task that the section was assigned to.

You can also Add new task to be assigned in the sections, Edit the details of the task, and delete the task given to the sections

- 1. Click the **Section Tasks**, to start managing the tasks for the sections.
- 2. It will then display the List of Section Tasks.

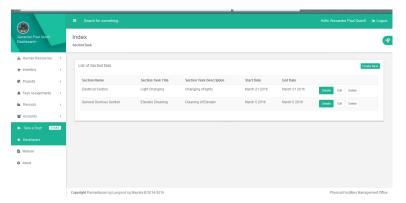


About



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List of Section Tasks





Inventory

Projects

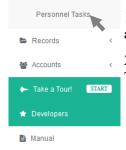
♣ Task Assignments
Section Tasks

Personnel Tasks

This sub module displays all task assigned to all the personnel,

You can also add new task to be assigned to some personnel, Edit the details of the task, and Delete the task assigned.

- 1. Click the **Personnel Tasks**, to start managing the tasks for the personnel.
- 2. It will then display the List of Personnel Tasks.

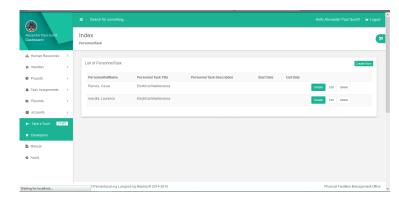


About

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List of Personnel Tasks







CREATE | EDIT | VIEW | DELETE PROJECTS

CREATE

Allows you to create: PERSONNEL TASKS SECTION TASKS

escription \$	Date Created ♦	\$	
	2016-03-09	Details Ed	t Delete
Related	2016-03-09	Details Ed	t Delete
Services	2016-03-09	Details Ed	t Delete
	2016-03-09	Details Ed	t Delete
al Related	2016-03-09	Details Ed	t Delete

1. Click the Create button at the right side of the page.

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- 2. It will then display the page where you can add another data to your system.
- 3. Enter the needed details to create.
- 4. Click Create to finish and save the new data you've made.

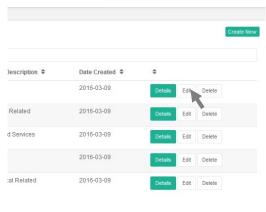
Create List / Create Create SectionTask Section Task Title SectionID Start Date End Date Create Cancel

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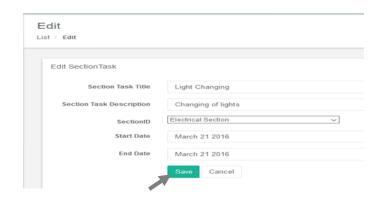


EDIT

Allows you to edit the details of the existing data within your system.



- 1. Click the Edit button, placed together with the **Details** and **Delete** button.
- 2. It will then display the page where you can start editing the data you want to change.
- 3. Find the information you want to change.
- 4. Click on the text box, and delete the current information that was saved.
- 5. Enter the new information you want to save.
- 6. Click save, then all of the changes you've made will be saved.

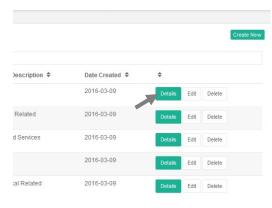




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VIEW

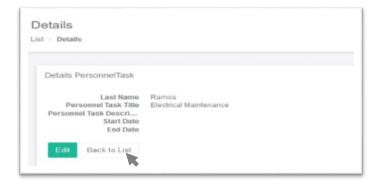
Allows you to view the details of the saved data.



- 1. Click the Details button, placed together with the **Edit** and **Delete** button.
- 2. It will then display the page where you can view the details of your chosen data.
- 3. You can also edit

the details from here.

- 3.1 Click the Edit button
- 3.2 Start editing
- 3.3 Click save to successfully update the changes you've made.
- 4. Click Back to list.

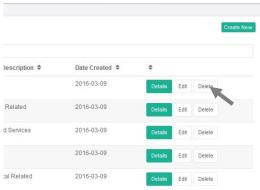


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DELETE

Allows you to delete some data of your choice.



- 1. Click the Details button, placed together with the **Edit** and **View** button.
- 2. It will then display the page where you can delete the details of your chosen data.
- 3. The system will ask

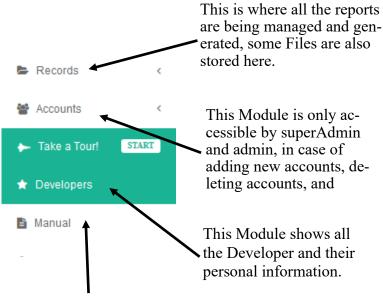
"Are you sure you want to delete this?"

- 3.1 If you're sure to delete the data, click delete.
- 3.1.1 The data you wished to be deleted, will be eliminated from the system.
- 3.2 If you're not sure to delete the chosen data, click Back to List
 - 3.2.1 You will then be, redirected to the List of the data.





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In this module you can download a copy of the user's manual.

Pamantasan ng Lungsod ng Maynila

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