



VMC ASIAN COLLEGE FOUNDATION, INC.
College of Computer Studies



WEB-BASED SCHOOL MANAGEMENT AND QUEUING SYSTEM OF VMACACFI WITH SMS NOTIFICATION



ADMIN USER'S MANUAL

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Figure 1. Login Page.

Before accessing the system, users must sign up to receive an ID and password. Follow the steps below:

1. Click on “Create New Account” (see Figure 1).
2. Fill out all the required fields in the registration form.
3. Click “Register” to create your account.
4. Go to the “Admin Portal” to log in.
5. Enter your ID and Password.
6. Click the “Login” button to access the system.
7. If the login is successful and the account has admin privileges, you will be directed to the admin interface (see Figure 2).
8. If the login fails, an error message will appear. Re-enter your ID and password to try again.

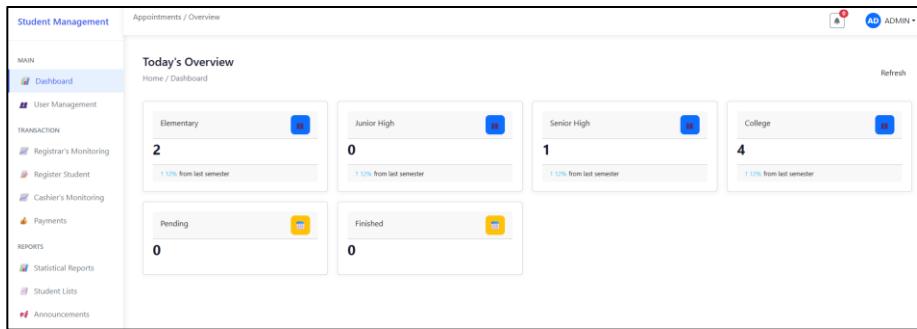


Figure 2. Administrator's Interface.

Once logged in as an administrator, you will be directed to the Administrator's Homepage. This interface features a sidebar with various navigation options.

Dashboard

The Dashboard provides key information about the school. It shows the enrollment progress across different educational stages and displays the status of daily tasks (both pending and completed).

1. Click "Dashboard" on the sidebar.
2. The system will display an overview of enrollment progress and daily task updates.

The screenshot shows the 'User Management' feature. It lists a single user named 'John Doe' with details like ID, Name, Mobile, Email, Department, etc. Below this is a 'Edit User' form with fields for Name, Email, Department, etc., with 'John Doe' entered. A third panel on the right shows a 'Create New User' form with fields for Name, Email, Department, etc., all left blank.

User Management

The User Management feature allows the administrator to create, view, update, and delete user accounts.

1. Click "User Management" on the sidebar to view the list of users.
2. To add a new user, click "Add User", fill out all required fields, and then click "Create User" to complete the registration.
3. To update a user's information, click "Edit", make the necessary changes, and then click "Update User" to save them.
4. To remove a user, click "Delete" next to the corresponding account.

The screenshot displays two main sections: 'Appointment Slots' and 'Queue Management'.
Appointment Slots: Shows a grid of availability slots for 'Transaction 1' from 08:00 to 10:40. The grid is divided into 10 columns and 9 rows, with each slot containing a unique identifier (e.g., Q1-1, Q1-2, ..., Q1-9, Q1-10).
Queue Management: A dashboard showing transaction status: Pending (0), In Process (0), High Priority (0), and Completed Today (0). It also includes a 'View Monitoring' button.

Registrar's Monitoring

The Registrar's Monitoring page allows the admin to monitor appointment types and availability slots created by the registrar's staff. It also shows the current queue status of transactions in the registrar's office. This page is strictly for viewing and monitoring purposes—admins are not allowed to entertain transactions here, even though they can perform CRUD (Create, Read, Update, Delete) operations on the data.

1. Click "Registrar's Monitoring" to view the list of appointment types created by the registrar's staff.
2. Click "View Monitoring" to see the availability slots that have been scheduled.
3. Click "Navigate to Queuing" to check the current queue status of transactions for the registrar's office.

The screenshot shows the 'Student Enrollment Form' under the 'Student Management' section. The form includes fields for personal information (Student ID, Last Name, First Name, Middle Name, Birthdate, Gender, Email, Contact Number), department/program (Year Level, Course/Strand, Select Course, Occupation), and guardian information (Mother's Name, Father's Name, Contact Number, Occupation). A 'Submit Enrollment' button is at the bottom right.

Register Student

The admin can register a student's account through the Register Student feature.

1. Click "Register Student" to open the student registration form.
2. Fill out all the required fields in the form.
3. Click "Submit Enrollment" to successfully create the student's account.

The screenshot displays three main sections of the monitoring interface:

- Existing Appointment Types:** Shows a table of appointment types with columns for Name, Type, Status, and Actions.
- Availability Slots:** A grid showing availability slots from 08:00 to 11:20. Rows represent days (Q1-1 to Q1-9) and columns represent hours (08:00 to 11:20).
- Transaction Management:** A dashboard showing the count of Pending, In Progress, High Priority, and Completed transactions.

Cashier's Monitoring

The Cashier's Monitoring page allows the admin to monitor appointment types and availability slots created by the cashier's staff. It also shows the current queue status of transactions in the cashier's office. This page is strictly for viewing and monitoring purposes—admins are not allowed to entertain transactions here, even though they can perform CRUD (Create, Read, Update, Delete) operations on the data.

1. Click "Cashier's Monitoring" to view the list of appointment types created by the cashier's staff.
2. Click "View Monitoring" to see the availability slots that have been scheduled.
3. Click "Navigate to Queuing" to check the current queue status of transactions for the cashier's office.

The screenshot shows two overlapping windows:

- Transaction Details:** Displays student information (Name: BELALO, JANELA CHALICE DUMAGUIT, ID: 081500), transaction ID (98-2025050712121736), OR number (12345), and payment amount (6000). Buttons for Close and Save are visible.
- Manage Payment:** A list of payment transactions. One entry is shown for student BELALO, JANELA CHALICE DUMAGUIT, payment date May-07-2025 09:00, payment details (Or Number: 12345, Amount paid: 6000), and status COMPLETED.

Payment

The admin can click "Payment" to view the list of payment transactions from the cashier's office made by the cashier's staff. The admin can read and update payment details, but cannot add or delete records.

1. Click "Payment" to display the list of payment transactions made by the cashier's staff and students.
2. To find payment records from previous dates, use the date filters and click "Apply Filters". You may also use the Search bar to look up a student's name and check their payment details.
3. To edit payment information, click "Edit Payment", make the necessary changes, and then click "Save" to apply the updates.

Student Management Appointments / Overview

My Transaction History

Transaction Type	Status	From Date	To Date
All Transactions	All Statuses	05/01/2025	05/08/2025

VMC ASIAN COLLEGE TACURONG (Returning City)
Tel: 9 _____

OFFICIAL RECEIPT

Student Name: _____
Student ID: _____
Date & Time: Jan-01-1970 12:00 AM
OR Number: _____
Cashier: admin

Payment For: _____
Amount Paid: P _____
Payment Method: Cash

Barcode: _____

Thank you for your payment!
This is an official receipt. Please keep this for your records.
Computer-generated. No signature required.

Print Receipt

My Transaction History

Transaction type	Status	From Date	To Date
Register	All Statuses	05/01/2025	05/08/2025

Show 10 entries

Trans ID	Student ID	Student Name	Date & Time	Type	Description	Queing No.	Status	Action
100-2025050813135707	00001	CANLAS, CARL ANGELO PANGANTHON	May-08-2025 05:10 PM	CASHIER	MID TERM PAYMENT	QT1-1	PENDING	Print Receipt
100-2025051408045261	00001	CANLAS, CARL ANGELO PANGANTHON	May-14-2025 09:05 AM	CASHIER	SAMPLE PAYMENT	QT1-1	PENDING	Print Receipt

Showing 1 to 2 of 2 entries

Transaction Details

Transaction Info

ID: TR113-2025052508084707
Date: May-25-2025 01:00 PM
Type: undefined
Status: COMPLETE

Payment Details

Amount: P0
Method: Cash
Receipt OR: -

My Transaction History

Transaction Type	Status	From Date	To Date
Cashier	All Statuses	05/01/2025	05/08/2025

Show 10 entries

Trans ID	Student ID	Student Name	Date & Time	Type	Description	Queing No.	Status	Action
100-2025050813135707	00001	CANLAS, CARL ANGELO PANGANTHON	May-08-2025 05:10 PM	CASHIER	MID TERM PAYMENT	QT1-1	PENDING	Print Receipt
100-2025051408045261	00001	CANLAS, CARL ANGELO PANGANTHON	May-14-2025 09:05 AM	CASHIER	SAMPLE PAYMENT	QT1-1	PENDING	Print Receipt

Showing 1 to 2 of 2 entries (Differed from 11 total entries)

APPOINTMENT REPORT
From May 01, 2025 to May 26, 2025
Printed on May 25, 2025 06:22 PM

Student Name	Date & Time	Type	Description	Queing No.	Status
BELALO, JANELA CHALICE DUMAGUIT	May-07-2025 09:00 PM	CASHIER	GRADUATION FEE	QT1-0	PENDING
CANDELARIO, IVAN KLAINE SANTIAGO	May-08-2025 05:00 PM	CASHIER	MID TERM PAYMENT	QT1-0	PENDING
CANDELARIO, IVAN KLAINE SANTIAGO	May-08-2025 05:00 PM	CASHIER	GRADUATION FEE	QT1-0	PENDING
CANDELARIO, IVAN KLAINE SANTIAGO	May-08-2025 05:00 PM	CASHIER	MID TERM PAYMENT	QT1-1	PENDING
AGUMMA, ULYSSES BRYAN CABEJENA	May-08-2025 05:20 PM	CASHIER	MID TERM PAYMENT	QT1-2	PENDING
BELALO, JANELA CHALICE DUMAGUIT	May-14-2025 09:00 AM	CASHIER	RHETORIC	QT1-0	PENDING
BELALO, JANELA CHALICE DUMAGUIT	May-14-2025 09:00 AM	CASHIER	SAMPLE PAYMENT	QT2-0	PENDING
CANLAS, CARL ANGELO PANGANTHON	May-14-2025 09:05 AM	CASHIER	SAMPLE PAYMENT	QT1-1	PENDING
CANDELARIO, IVAN KLAINE SANTIAGO	May-24-2025 01:00 PM	CASHIER	PRIBASA	QT1-0	PENDING
CANDELARIO, IVAN KLAINE SANTIAGO	May-24-2025 01:00 PM	CASHIER	GRADUATION FEE	QT1-1	PENDING
CANDELARIO, IVAN KLAINE SANTIAGO	May-24-2025 01:10 PM	CASHIER	TUTORSHIP	QT1-2	PENDING
CANDELARIO, IVAN KLAINE SANTIAGO	May-24-2025 01:00 PM	CASHIER	PRIBASA	QT1-0	PENDING
CANDELARIO, IVAN KLAINE SANTIAGO	May-25-2025 01:00 PM	CASHIER	TUTOR	QT1-0	PENDING
CANDELARIO, IVAN KLAINE SANTIAGO	May-25-2025 01:00 PM	CASHIER	FORM137	QT1-0	PENDING
CANDELARIO, IVAN KLAINE SANTIAGO	May-25-2025 08:30 AM	CASHIER	TUITION FEE	QT1-0	PENDING

Statistical Reports

The admin can click "Statistical Reports" to view and manage transaction records from both the registrar's and cashier's offices.

- Click "Statistical Reports" to display the complete transaction history for both offices.
- To easily find specific data, use the available filters (e.g., transaction types, status, date range). After setting your desired filters, click "Apply Filters". You may also use the Search bar to quickly find a specific student's transaction data.
- You can print the transaction history by clicking "Print All". Choose whether to print all transactions or only those from a specific office (e.g., cashier or registrar).
- To view more details about registrar transactions, click "View Details."
- To view or print a cashier transaction receipt, click "Print Receipt."

Student Management Appointments / Overview

Student List

Name	Department	Level	Course/Strand	Status	Action
00001 CANLAS, CARL ANGELO PANGANTHON	College	4th Year	BSC	PENDING	Edit
00002 BELALO, JANELA CHALICE DUMAGUIT	College	4th Year	BSC	PENDING	Edit
00003 AGUMMA, ULYSSES BRYAN CABEJENA	Senior High	11HM	-	PENDING	Edit
00004 CANDELARIO, IVAN KLAINE SANTIAGO	College	1ST	BSC	PENDING	Edit
00005 CANDELARIO, IVAN KLAINE SANTIAGO	College	1ST	BSC	PENDING	Edit

Showing 1 to 5 of 6 entries

Print/Excel

Student Lists

The admin can click "Student Lists" to view and manage student accounts. From this page, the admin can view, update, or delete student records.

- Click "Student Lists" to display the list of student accounts.
- To update a student's account, click "Edit", complete or modify the required fields, then click "Submit Enrollment" to save the changes.
- To delete a student's account, click "Delete", then confirm by clicking "Delete" again to permanently remove the account.
- To export student account data, click the "Export" button and choose your preferred document format.
- To quickly find specific student data, use the available filters (e.g., Current Level, Department/Program, Course/Strand), then click "Apply Filters". You may also use the Search bar to locate a student's account by name.

Announcements

On this page, the admin can create, view, update, and delete (CRUD) announcements.

1. Click "New Announcement" to create a new announcement.
2. Fill out the necessary fields, then click "Publish Announcement" to post it successfully.
3. To update an existing announcement, click "Edit", make the necessary changes, and then click "Publish Announcement" to apply the updates.
4. Click "Delete" to remove an announcement.
5. To find a previous announcement, use the Search bar to quickly locate it by title or content.

User Request

On this page, the admin can manage user requests submitted by the registrar's and cashier's staff.

1. Click the notification bell icon to view incoming user requests.
2. Click "Approve" to accept a user's request.
3. Click "Decline" to reject a user's request.
4. Use the Search bar to quickly find a specific request.



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The image contains two side-by-side forms. The left form is titled 'Admin Portal' and 'Student Management System'. It has fields for 'Admin ID' (placeholder: Enter your admin ID) and 'Password' (placeholder: Enter your password). There is a 'Remember me' checkbox, a 'Forgot password?' link, and a large blue 'Login' button. At the bottom is a link 'Create new account'. The right form is titled '+ User Registration'. It has fields for 'Full Name', 'Residence', 'Employment', 'Role' (dropdown), 'Birthdate' (date input), 'Phone Number', 'Email Address', 'Gender' (dropdown), 'Password', and 'Confirm Password'. At the bottom is a large blue 'Register' button and a link 'Already have an account? Log in here'.

Figure 1. Login Page.

Before accessing the system, users must sign up to receive a unique ID and password. Follow the steps below:

1. Click on “Create New Account” (see Figure 1).
2. Complete all required fields in the registration form.
3. Click “Register” to create your account.
4. Navigate to the “Admin Portal” to log in.
5. Enter your ID and Password.
6. Click the “Login” button to access the system.
7. If the login is successful and the account has cashier privileges, you will be directed to the Cashier Interface (see Figure 2).
8. If the login fails, an error message will appear. Re-enter your ID and password to try again.

The screenshot shows the 'Appointments / Overview' page. On the left sidebar, under 'MAIN', 'Dashboard' is selected. Under 'TRANSACTION', 'Cashier's Monitoring' is selected. Under 'REPORTS', 'Statistical Reports', 'Student Lists', and 'Announcements' are listed. The main area displays 'Today's Overview' with two boxes: 'Pending' (0) and 'Finished' (0). A 'Refresh' button is in the top right.

Figure 2. Cashier's Interface.

After logging in as a cashier, the system will direct you to the Cashier's Homepage. This interface includes a sidebar with various navigation options.

Dashboard

The Dashboard provides an overview of the cashier's daily tasks, including both pending and completed transactions.

Steps to Access the Dashboard:

1. Click "Dashboard" on the sidebar.
2. The system will display a summary of daily task updates.

The image contains four screenshots of the 'Cashier - Monitoring' section.
 1. 'Create Appointment Slots': Shows a form for creating slots with fields for Appointment Date (08/07/2023), Start Time (08:00:00), End Time (11:00:00), Duration (30:00), and Duration (min) (0). Buttons include 'Create Slots', 'Close', and 'View Monitoring'.
 2. 'Existing Appointment Types': Shows a table with columns for Title (e.g., 'In Person'), Status (e.g., 'Active'), and Actions. It notes 'No transaction type added!' and shows a time range from 08:00:00 - 12:00:00, duration 25, and date 08/06/2023.
 3. 'Queue Management': A grid showing the status of transactions: 'Pending' (0), 'On Hold' (0), and 'Completed' (0).
 4. 'Appointment Monitoring': A grid showing transaction details for 'Transaction 1' across time slots from 08:00 to 11:20. Some slots are marked as 'Q11' or 'Q12'.

Cashier's Monitoring

The Cashier's Monitoring page allows the cashier to create appointment types and availability slots. Cashiers can only update or delete appointment types if permission has been granted by the admin. A request must be submitted by the cashier's staff before these actions can be performed.

1. To create slots, fill out the required fields (appointment date, start time, end time, and duration), then click the "Create Slots" button to book your availability.
2. Click the blue button in the Action box to create appointment types. Then click "Save" to successfully add the appointment type.
3. Click the "Edit" button to update an appointment type. This function is only available if the admin has granted you permission.
4. Click the "Delete" button to remove an appointment type. This also requires admin permission.
5. Click "View Monitoring" to see the availability slots you have scheduled.
6. Click "Navigate to Queuing" to check the current queue status for transactions in your office.

Payment

The Cashier can click “Payment” to view a list of payment transactions they have processed. While the cashier can view and edit payment details (with admin permission), they cannot add or delete records.

1. Click “Payment” to display the list of payment transactions you have processed with students.
2. To find payment records from previous dates, use the date filters and click “Apply Filters”. You may also use the Search bar to look up a student's name and view their payment details.
3. To edit payment information, click “Edit Payment”, make the necessary changes, and then click “Save” to apply the updates. This feature is only available if the admin has granted you permission.

VMC ASIAN COLLEGE TACURONG
Tacurong City
Tel: 0.....

OFFICIAL RECEIPT

Student Name: BELALO, JANELA CHALICE DUMAGUIT
Student ID: 081500
Date & Time: May-07-2025 12:17 PM
OR Number: 12345
Cashier: JOSEFINA C FELIPE, CPA

Payment For: GRADUATION FEE,
Amount Paid: P 6000
Payment Method: Cash

98-2025050712121736

Thank you for your payment!

This is an official receipt. Please keep this for your records.
Computer-generated. No signature required.

Print Receipt

APPOINTMENT REPORT
From May 01, 2025 to May 26, 2025
Printed on May 20, 2025 07:00 PM

Student Name	Date & Time	Type	Description	Queueing No.	Status
BELALO, JANELA CHALICE DUMAGUIT	May 07, 2025 09:00 AM	CASHIER	GRADUATION FEE	Q11-0	PENDING
CANALAS, CARL ANGELO PANGANTHON	May 08, 2025 06:10 PM	CASHIER	MID TERM PAYMENT	Q11-1	PENDING
CANALAS, CARL ANGELO PANGANTHON	May 14, 2025 09:05 AM	CASHIER	MID TERM PAYMENT	Q11-1	PENDING

Transaction Details

Transaction Info		Payment Details	
ID: TR105-2025050813155707	Amount: P 0	Date: May-08-2025 05:10 PM	Method: Cash
Type: undefined	Status: PENDING		

Statistical Reports

The Cashier can click “Statistical Reports” to view and manage transaction records from their office.

1. Click “Statistical Reports” to display the complete transaction history for your office.
2. To easily find specific data, use the available filters (e.g., status and date range). After setting the desired filters, click “Apply Filters”. You may also use the Search bar to quickly locate a specific student's transaction data.
3. To print the entire transaction history, click “Print All”.
4. To view or print an individual transaction and its receipt, click “Print Receipt.”

Student Lists

The Cashier can click "Student Lists" to view and manage student accounts. From this page, the cashier can view, update, or delete student records only if permitted by the admin.

1. Click "Student Lists" to display the list of student accounts.
2. To update a student's account, click "Edit", complete or modify the required fields, then click "Submit Enrollment" to save the changes. This function is only available with admin permission.
3. To delete a student's account, click "Delete", then confirm by clicking "Delete" again to permanently remove the account. This action is also restricted to those with admin permission.
4. To export student account data, click the "Export" button and select your preferred document format.
5. To quickly locate specific student data, use the available filters (e.g., Current Level, Department/Program, Course/Strand), then click "Apply Filters." You may also use the Search bar to find a student's account by name.

Announcements

On this page, the Cashier can create and view announcements. However, updating or deleting announcements is only allowed if the admin grants permission.

1. Click "New Announcement" to create a new announcement.
2. Fill out the required fields, then click "Publish Announcement" to post it successfully.
3. To update an existing announcement, click "Edit", make the necessary changes, and then click "Publish Announcement" to apply the updates. This option is only available with admin permission.
4. Click "Delete" to remove an announcement. This action is restricted and will only work if the admin permits it.
5. To locate a previous announcement, use the Search bar to quickly find it by title or content.

The screenshot shows a user profile form titled "Profile Info". The fields include:

- Full Name: JOSEFINA C FELIPE, CPA
- Birthday: 01/01/2001
- Gender: Female
- Residence: TACURONG
- Phone Number: 0912345667
- Employment: Head Cashier
- Email: cashier@gmail.com
- Role: Cashier
- Status: Active (radio button selected)
- Password: (input field with placeholder "*****")

At the bottom, there is a note: "Password must contain at least 8 characters." Below the note are two buttons: "Reset" and "Update User".

Profile

On this page, the Cashier can update their personal information.

1. Click the "Cashier" icon, then select "Profile" to view your account details.
2. Make the necessary changes, then click "Update User" to successfully save your updated information.



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The figure consists of two side-by-side screenshots of a web-based application. The left screenshot shows the 'Admin Portal' with a blue header 'Admin Portal' and 'Student Management System'. It has input fields for 'Admin ID' and 'Password', a 'Remember me' checkbox, a 'Forgot password?' link, and a large blue 'Login' button. Below the login form is a link 'Create new account'. The right screenshot shows the 'User Registration' page with a teal header 'User Registration'. It includes fields for 'Full Name', 'Birthdate' (with a date picker icon), 'Residence', 'Phone Number', 'Employment', 'Email Address', 'Role' (a dropdown menu), 'Gender' (a dropdown menu), 'Password', 'Confirm Password', and a large teal 'Register' button. At the bottom of the registration form is a link 'Already have an account? Log in here'.

Figure 1. Login Page.

Before accessing the system, users must sign up to receive a unique ID and password. Follow the steps below:

1. Click on “Create New Account” (see Figure 1).
2. Complete all required fields in the registration form.
3. Click “Register” to create your account.
4. Navigate to the “Admin Portal” to log in.
5. Enter your ID and Password.
6. Click the “Login” button to access the system.
7. If the login is successful and the account has registrar privileges, you will be directed to the Registrar Interface (see Figure 2).
8. If the login fails, an error message will appear. Re-enter your ID and password to try again.

3

The screenshot shows the 'Appointments / Overview' page. The sidebar on the left has sections for 'MAIN' (Dashboard), 'TRANSACTION' (Registrar's Monitoring, Register Student), and 'REPORTS' (Statistical Reports, Student Lists, Announcements). The main area is titled 'Today's Overview' and shows 'Pending' and 'Finished' transaction counts of 0. A 'Refresh' button is in the top right.

Figure 2. Registrar's Interface.

After logging in as a registrar, the system will direct you to the Registrar's Homepage. This interface includes a sidebar with various navigation options.

Dashboard

The Dashboard provides an overview of the registrar's daily tasks, including both pending and completed transactions.

Steps to Access the Dashboard:

1. Click "Dashboard" on the sidebar.
2. The system will display a summary of daily task updates.

4

The screenshot shows two overlapping windows. The top window is 'Registrar - Create Appointment Slots' with fields for 'Appointment Date' (05/26/2025), 'Start Time', 'End Time', and 'Duration (min)'. It has 'Create Slots', 'Clear', and 'View Monitoring' buttons. The bottom window is 'Registrar - Appointment Monitoring' showing a grid of availability slots for 'Transaction 1' and 'Transaction 2' from 08:00 to 18:00. Buttons include 'Navigate to Queuing', 'Edit', 'Delete', and 'Save'.

Registrar's Monitoring

The Registrar's Monitoring page allows the registrar to create appointment types and availability slots. Registrars can only update or delete appointment types if permission has been granted by the admin. A request must be submitted by the registrar's staff before these actions can be performed.

1. To create slots, fill out the required fields (appointment date, start time, end time, and duration), then click the "Create Slots" button to book your availability.
2. Click the blue button in the Action box to create appointment types. Then click "Save" to successfully add the appointment type.
3. Click the "Edit" button to update an appointment type. This function is only available if the admin has granted you permission.
4. Click the "Delete" button to remove an appointment type. This also requires admin permission.
5. Click "View Monitoring" to see the availability slots you have scheduled.
6. Click "Navigate to Queuing" to check the current queue status for transactions in your office.

5

Student Enrollment Form

Personal Information

Student ID	Last Name	First Name	Middle Name
mm/dd/yyyy	Gender	Email	Contact Number
Password	Retype Password		

Complete Address

Department/Program

Select Level

Father's Name

Mother's Name

Guardian Information (if not parent)

Register Student

The registrar can register a student's account through the Register Student feature.

1. Click "Register Student" to open the student registration form.
2. Fill out all the required fields in the form.
3. Click "Submit Enrollment" to successfully create the student's account.

6

Transaction Details

Transaction Info

ID: TR98-202505140404227
Date: May 14-2025 09:00 AM
Type: undefined
Status: COMPLETE

APPOINTMENT REPORT

From May 1, 2025 to May 31, 2025
Printed in May 15, 2025 03:57 PM

Date & Time	Type	Description	Queuing No.	Status
May 14-2025 09:00 AM	RESERVE	SAMPLE 1	QF2-0	COMPLETE
May 15-2025 09:00 AM	RESERVE	SAMPLE 1	QF2-0	COMPLETE
May 15-2025 09:00 AM	RESERVE	SAMPLE 1	QF2-0	COMPLETE

My Transaction History

Transaction Type: Registrar Status: All Statuses From Date: 05/01/2025 To Date: 05/26/2025

Trans ID	Student ID	Student Name	Date & Time	Type	Description	Queuing No.	Status	Action
111-202505140404227	1738	CAGLEARIO, VANILAE SANTIAGO	May 14-2025 09:00 AM	RESERVE	TOR FORM1ST	QF2-0	PENDING	<input type="button" value="View Details"/>
18-202505140404227	001500	BELAID, JANELA CHALICE DUMAGUIT	May 14-2025 09:00 AM	RESERVE	SAMPLE 1	QF2-0	PENDING	<input type="button" value="View Details"/>

Showing 1 to 2 of 2 entries (Filtered from 2 total entries)

My Transaction History

Transaction Type: Registrar Status: All Statuses From Date: 05/01/2025 To Date: 05/26/2025

Trans ID	Student ID	Student Name	Date & Time	Type	Description	Queuing No.	Status	Action
98-202505140404227	001500	BELAID, JANELA CHALICE DUMAGUIT	May 14-2025 09:00 AM	RESERVE	SAMPLE 1	QF2-0	PENDING	<input type="button" value="View Details"/>

Showing 1 to 1 of 1 entries (Filtered from 2 total entries)

Statistical Reports

The Registrar can click "Statistical Reports" to view and manage transaction records from their office.

1. Click "Statistical Reports" to display the complete transaction history for your office.
2. To easily find specific data, use the available filters (e.g., status and date range). After setting the desired filters, click "Apply Filters". You may also use the Search bar to quickly locate a specific student's transaction data.
3. To print the entire transaction history, click "Print All".
4. To view more details about registrar transactions, click "View Details."

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Student Lists

The Registrar can click "Student Lists" to view and manage student accounts. From this page, the registrar can view, update, or delete student records only if permitted by the admin.

1. Click "Student Lists" to display the list of student accounts.
2. To update a student's account, click "Edit", complete or modify the required fields, then click "Submit Enrollment" to save the changes. This function is only available with admin permission.
3. To delete a student's account, click "Delete", then confirm by clicking "Delete" again to permanently remove the account. This action is also restricted to those with admin permission.
4. To export student account data, click the "Export" button and select your preferred document format.
5. To quickly locate specific student data, use the available filters (e.g., Current Level, Department/Program, Course/Strand), then click "Apply Filters." You may also use the Search bar to find a student's account by name.

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Announcements

On this page, the Registrar can create and view announcements. However, updating or deleting announcements is only allowed if the admin grants permission.

1. Click "New Announcement" to create a new announcement.
2. Fill out the required fields, then click "Publish Announcement" to post it successfully.
3. To update an existing announcement, click "Edit", make the necessary changes, and then click "Publish Announcement" to apply the updates. This option is only available with admin permission.
4. Click "Delete" to remove an announcement. This action is restricted and will only work if the admin permits it.
5. To locate a previous announcement, use the Search bar to quickly find it by title or content.

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The screenshot shows a user profile update form titled "Profile Info". It includes fields for Full Name (LEONOR V. CANDELARIO, MBA, MAED), Birthdate (01/01/2001), Gender (Female), Residence (Tokyo, Japan), Phone Number (09112223445), Employment (Head Registrar), Email (registrar@gmail.com), Role (Registrar), Status (Active), and Password (a masked password). A note at the bottom states "Password must contain at least 8 characters." At the bottom right are "Reset" and "Update User" buttons.

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Profile

On this page, the Registrar can update their personal information.

1. Click the “Registrar” icon, then select “Profile” to view your account details.
2. Make the necessary changes, then click “Update User” to successfully save your updated information.



VMC ASIAN COLLEGE FOUNDATION, INC.
College of Computer Studies



WEB-BASED SCHOOL MANAGEMENT AND QUEUING SYSTEM OF VMACACFI WITH SMS NOTIFICATION



STUDENT USER'S MANUAL

NAME OF RESEARCHERS:

PLARIDEL CEDRIK GUERRERO
IVAN KLAINE CANDELARIO
JANELA CHALICE BELALO
ULYSSES BRYAN AGDUMA
JEANNE ARANDILLA JR.

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The image displays two web-based forms for student management. The left form, titled 'Student Login', features a blue header with a graduation cap icon. It includes fields for 'Student ID' and 'Password', a 'Remember me' checkbox, and a prominent blue 'Login' button. Below the form are links for 'Forgot password?' and 'Register new account'. The right form, titled 'Student Registration', has a teal header with a user icon. It contains a 'Personal Information' section with fields for Student ID, Last Name, First Name, Middle Name, Birthdate, Gender, Email, and Contact Number. It also includes fields for 'Password' and 'Re-type Password', and a 'Save' button. At the bottom of this form is a link to 'Log in here'.

Figure 1. Login Page.

Before accessing the system, users must sign up to receive a unique ID and password. Follow the steps below:

1. Click “Register New Account” (see Figure 1).
2. Complete all required fields in the registration form.
3. Click “Save” to create your account.
4. Navigate to the “Student Login” page to log in.
5. Enter your ID and Password.
6. Click the “Login” button to access the system.
7. If the login is successful and your account has student privileges, you will be directed to the Student Interface (see Figure 2).
8. If the login fails, an error message will appear. Re-enter your ID and password to try again.

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Appointments / Overview 98

BELALO, JANELA CHALICE DUMAGUIT

Welcome, Student!

Cashier

Pending	In-Progress	Completed
0	0	0
Waiting for approval		

Pending	In-Progress	Completed
0	0	0
Includes all scheduled appointments		

Pending	In-Progress	Completed
0	0	0
Successfully attended		

Registrar

Pending	In-Progress	Completed
0	0	0
Waiting for approval		

Pending	In-Progress	Completed
0	0	0
Includes all scheduled appointments		

Pending	In-Progress	Completed
0	0	0
Successfully attended		

Latest Announcements

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Appointments / Overview 98

BELALO, JANELA CHALICE DUMAGUIT

Student Management

MAIN

- Dashboard
- Announcements
- Registrar's Appointment
- Cashier's Appointment

REPORTS

- Transaction Reports

Latest Announcements

For your information and awareness

Figure 2. Student's Interface.

After logging in as a student, the system will direct you to the Student Homepage. This interface includes a sidebar with various navigation options.

Dashboard

The Dashboard provides an overview of the current queue status for both the Registration Office and the Cashier's Office and it also shows the glimpse of latest announcements.

Steps to Access the Dashboard:

1. Click "Dashboard" on the sidebar.
2. The system will display a summary of the queue status for both offices and the glimpse of latest announcements.

Announcement

Students can view all announcements posted by the admin, cashier, and registrar on this page.

Steps to View Announcements:

1. Click "Announcement" from the sidebar to view the full list of announcements.

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Student Management
Appointments / Overview 00
BIAAO, JAMIELA CHALICE DUMAGAT

Register - Appointment Monitoring
Filter by Date: 05/26/2025 Apply Filters

Transaction 1
08:00 08:20 08:40 09:00 09:20 09:40 10:00 10:20 10:40
Q11.8 Q11.1 Q11.2 Q11.3 Q11.4 Q11.5 Q11.6 Q11.7 Q11.8
11:00 11:20 11:40 12:00
Q11.9 Q11.10 Q11.11 Q11.12

Transaction 2
02:00 02:20 02:40 03:00 03:20 03:40 04:00 04:20 04:40
Q11.5 Q11.6 Q11.7 Q11.8 Q11.9 Q11.10 Q11.11 Q11.12 Q11.13
05:00
Q11.14

Choose Appointment Type
Select Date and Time: 2025-05-26 08:00
Priority Level: Regular
Select Transaction Types: TUITION FEE, PRISAA, SCHOOL ID
Close Save

Registrar's Appointment

Students can book available time slots with the Registrar through this page. Booking is done by selecting a time slot that matches the student's queue number.

Steps to Book an Appointment:

1. Click the green box that corresponds to your queue number and preferred time slot.
2. From the dropdown options, select your priority level, then choose the transaction type you want to book.
3. Click "Save" to successfully book your appointment.

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Student Management
Appointments / Overview 00
BIAAO, JAMIELA CHALICE DUMAGAT

Cashier - Appointment Monitoring
Filter by Date: 05/25/2025 Apply Filters

Transaction 1
08:30 08:50 09:10 09:30 09:50 10:10 10:30 10:50 11:10
Q11.0 Q11.1 Q11.2 Q11.3 Q11.4 Q11.5 Q11.6 Q11.7 Q11.8
09:15 09:20 09:25 09:30 09:40 09:45 09:55 09:50 09:55
Q11.9 Q11.10 Q11.11 Q11.12 Q11.13 Q11.14 Q11.15 Q11.16 Q11.17
10:00 10:05 10:10 10:15 10:20 10:25 10:30 10:35 10:40
Q11.18 Q11.19 Q11.20 Q11.21 Q11.22 Q11.23 Q11.24 Q11.25 Q11.26
10:45 10:50 10:55 11:00 11:05 11:10 11:15 11:20 11:25
Q11.27 Q11.28 Q11.29 Q11.30 Q11.31 Q11.32 Q11.33 Q11.34 Q11.35
11:30
Q11.36

Choose Appointment Type
Select Date and Time: 2025-05-25 08:35
Priority Level: Regular
Select Transaction Types: TUITION FEE, PRISAA, SCHOOL ID
Close Save

Cashier's Appointment

Students can book available time slots with the Cashier through this page. Booking is done by selecting a time slot that matches the student's queue number.

Steps to Book an Appointment:

1. Click the green box that corresponds to your queue number and preferred time slot.
2. From the dropdown options, select your priority level, then choose the transaction type you want to book.
3. Click "Save" to successfully book your appointment.

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VMC ASIAN COLLEGE TACURONG
Tacurong City
Tel: 9.....

OFFICIAL RECEIPT

Student Name: BELALO, JANELA CHALICE DUMAGUIT
Student ID: 081500
Date & Time: May-07-2025 12:17 PM
OR Number: 12345
Cashier:

Payment For: GRADUATION FEE,
Amount Paid: ₱ 6000
Payment Method: Cash

Barcode: 98-2025050712121736

Thank you for your payment!
This is an official receipt. Please keep this for your records.
Computer-generated. No signature required.

Print Receipt

Transaction Details

Transaction Info

ID: TR98-202505140404227
Date: May-14-2025 09:00 AM
Type: undefined
Status: COMPLETE

Close

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Student Information

Student ID: 081500 **Last Name:** BELALO
Middle Name: DUMAGUIT **First Name:** JANELA CHALICE
Birthdate: 08/15/2000 **Gender:** Female
Email: janelabelalo@gmail.com **Contact Number:** 09280690957
Password: **Re-type Password:**

Clear Form **Save Information**

Profile

On this page, students can update their personal information.

Steps to Update Your Profile:

1. Click your name icon, then select "Profile" to view your account details.
2. Make the necessary changes, then click "Save Information" to successfully update your details.

APPOINTMENT REPORT
From May 01, 2025 to May 26, 2025
Printed on: May 25, 2025 09:47 PM

Student Name	Date & Time	Type	Description	Quering No.	Status
BELALO, JANELA CHALICE DUMAGUIT	May-07-2025 09:00 PM	CASHIER	GRADUATION FEE	QT1-0	COMPLETE

transaction records from both the Registrar's Office and the Cashier's Office.

1. Click "Transaction Reports" to display your complete transaction history from both offices.
2. To easily find specific data, use the available filters (e.g., transaction type, status, or date range). After setting your filters, click "Apply Filters." You may also use the Search bar to quickly locate a specific transaction.
3. To print your transaction history, click "Print All." You can choose to print all transactions or filter them by office (e.g., Cashier or Registrar).
4. To view more details about a registrar transaction, click "View Details."
5. To view or print a cashier transaction receipt, click "Print Receipt."

