USER MANUAL
FOR
ADMINISTRATOR

Introduction

The Protrack Parent Portal is a secure online website that creates a better partnership and dialogue between parents and the school. It is equipped with a communication tool to allow parents and the school to relay messages between each other. This will also serve as a medium for parents to know their child's progress and for the school to broadcast announcements and reminders relevant to parents.

Product Features

1. Secure
    a) Dedicated school personnel access for site administration and Maintenance
    b) Dedicated parent's access for viewing their children's information as well as the school's activities.
2. User Maintenance
    a) Assigned school personnel have access to view, delete and reset passwords of users
3. Announcement
    a) Parent venue for getting the latest updates from school
    b) School's venue for broadcasting information to parents
4. Viewing of Report Card
    a) Convenient, socially-distanced way for report cards distribution to parents
    b) Parents can view the report cards of their children from the comfort of them home
5. Communication / Notification
    a) Parents and school personnel can communicate with one another through the portal
6. Online Appointment
    a) Schools can post available schedules for consultation meeting with their school personnel
    b) Parents can choose their preferred schedules for the available school personnel they want to talk to.
7. SOA Viewing and Payment Reminder
    a) Parents can view their Statement of Account (SOA)
    b) School personnel can send a reminder to parents regarding their balances
8. School Calendar of Activities
    a) Activities of the school will be made available for the parents here
9. Online Attendance
    a) Students can record their time in and time out.
    b) Parents can view the attendance of their children.
    c) Schools can view the attendance of all students.

Product Requirements

- An internet connection with at least 5 Mbps
- An internet browser (best viewed using the latest Google Chrome)
- A desktop computer/laptop/notebook/tablet, or smartphone connected to internet.

Table of Contents

Accessing Protrack Parent Portal

To access the Protrack Parent Portal, you need a computer, a smartphone, or a tablet that is connected to the Internet. To begin, just follow these steps:

1. Open your browser (e.g. Google Chrome, Safari, Opera, Mozilla Firefox)
2. Type the URL (Uniform Resource Locator) on the address bar provided to you by Protrack Team and press Enter. The URL is usually has the format of https://portal.aralinks.net/xxxx-xxxx where the xxxx-xxxxx represents the school's abbreviation and location.
3. The welcome page similar to the one shown below will appear.
4. Then, click the red labelled "Personnel and Admin login here".

How to Log-In to Parent Portal

1. On the Sign In section of the home page, click the Mobile Number box.
2. Enter the mobile number that PPH personnel provide as site administrator.
3. Enter your password.
4. Click I'm not a robot for reCAPTCHA verification.
5. Press Enter or click the SIGN IN button.

Note: *For first time user, the default password will be provided by the PPH personnel.*

Forgot Password

In case you haven't remembered your password, please contact PPH personnel.

What can you see on Site Administrator Dashboard?

The Site Administrator Dashboard can be accessed by clicking the Home on the navigation panel. You will see the following information:

1. The logo and abbreviation including the complete name of the school.
2. The Notification Bell
3. The active school year and the small people icon where you logout from the system
4. The total number of Posted Events
5. The total number of Pending Appointment
6. The total number of Registered Students
7. The total number of Registered Personnel
8. The total number of Registered Users
9. The Upcoming Events section
10. The Request for Password Reset section
11. The Navigation panel

Import Data on the System

The Import Data allows you to put information about the students, parents and employees. And here you can put the Sections and available schedules of all employees for appointment. Also herein is the assigning of Teacher per section to handle on the system.
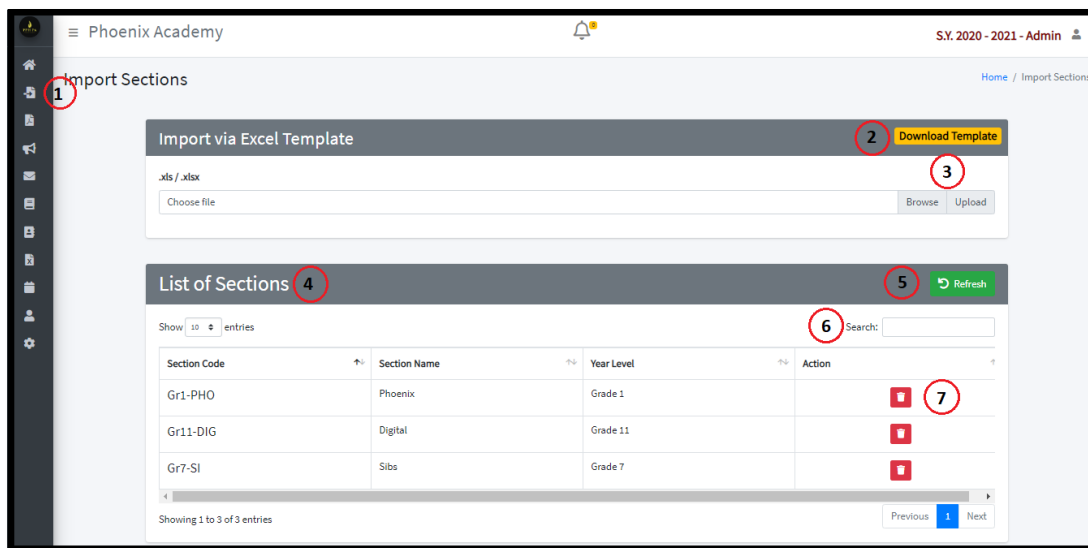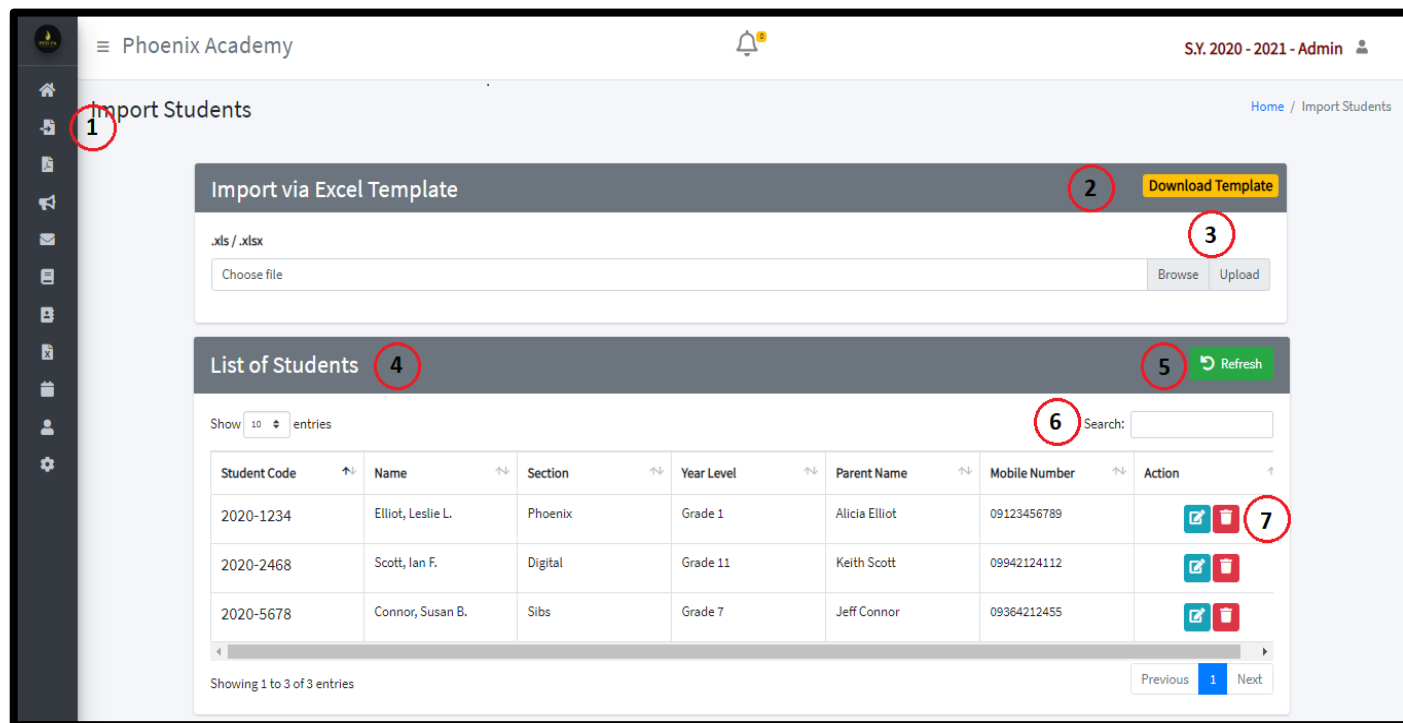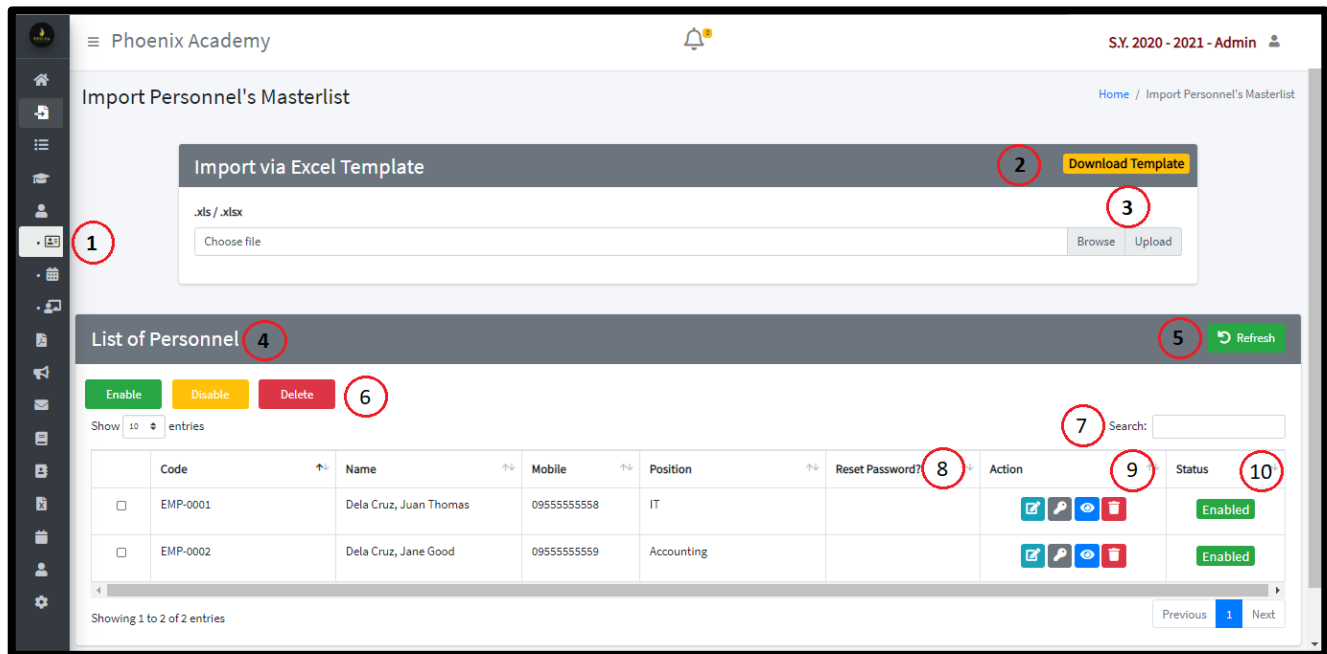
Import Section

1. On the navigation panel, click on the import icon (a paper like icon with arrow) and click section on the drop down to import section.

2. Click on the download button to download section template in Excel file.

Note: Fill out the needed data for importing section. It includes sectionCode, sectionName and the yearLevel and don't forget to click on save on excel file. Below are similar to the image.

	A	B	C
1	sectionCode	sectionName	yearLevel
2	Gr1-PHO	Phoenix	Grade 1
3	Gr7-SI	Sibs	Grade 7
4	Gr11-DIG	Digital	Grade 11

3. After filing out section details, click on the browse button to find and select the section template file and click on the upload file.
4. The list of uploaded sections.
5. The refresh button.
6. The list of sections will appear. You may use the Search box to filter the list.
7. The Delete button, to delete section manually.

Import Students and Parents

1. On the navigation panel, click on the import icon (a paper like icon with arrow) and click student on the drop down to import student.
2. Click on the download button to download student template in .xls form.

Note: Fill out the needed data for importing student. It includes Code, LRN, Gender, Lastname, Firstname, Middle name, Suffix, Birthday, ParentName, Address, MobileNo., ParentEmail, SectionCode and don't forget to click on save on excel file. Below are similar to the image.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Code	LRN	Gender	Lastname	Firstname	Middlename	Suffix	Birthday	ParentName	Address	MobileNo	ParentEmail	SectionCode
2	2020-1234	1000000000001	Female	Elliot	Leslie	Lumm		Jan 11, 2008	Alicia Elliot	San Jose del Monte Bulacan	09123456789	alicia.elliot@yahoo.com	Gr1-PHO
3	2020-5678	1000000000002	Female	Connor	Susan	Barr		Sep 17, 2008	Jeff Connor	Quezon Avenue, Quezon Cit	09364212455	conno_jeff@gmail.com	Gr7-SI
4	2020-2468	1000000000003	Male	Scott	Ian	Forbis	Jr	Feb 14, 2008	Keith Scott	East Avenue, Quezon City	09942124112	keithscott@yahoo.com	Gr11-DIG

3. After filing out student details, click on the browse button to find and select the student template file and click on the upload file.
4. The list of uploaded students.
5. The refresh button.
6. The search box, to search students.

7. The Edit and Delete button, to edit and delete students manually


Import Personnel Master list

1. On the navigation panel, click on the import icon (a paper like icon with arrow) and click personnel on the drop down to import personnel.
2. Click on the download button to download personnel template in .xls form.

Note: Fill out the needed data for importing personnel masterlist. It includes Personnel Code, Lastname, Firstname, Middlename, Gender, Position, Mobile number, Email and don't forget to click on save on excel file. Below are similar to the image.

	A	B	C	D	E	F	G	H
1	Personnel Code	Lastname	Firstname	Middlename	Gender	Position	Mobile	Email
2	EMP-0001	Dela Cruz	Juan	Thomas	Male	IT	09555555558	delacruz@gmail.com
3	EMP-0002	Dela Cruz	Jane	Good	Female	Accounting	09555555559	jane@gmail.com

3. After filing out personnel details, click on the browse button to find and select the personnel template file and click on the upload file.
4. The list of uploaded personnel's masterlist.
5. The refresh button.
6. The enable, disable and delete personnel.
7. The search box, to search personnel.

8. The reset password, if the status is "Yes" the personnel is requesting a reset of its password.
9. The action column. The "Key" icon on the action column is the reset password button, the "Eye" Icon refers is for viewing personnel schedule and the "Trash" icon button is to delete personnel.
10. The status column, to view status of personnel.

Import Personnel Appointment Schedule

1. On the navigation panel, click on the import appointment schedule (a paper like icon with arrow) and click personnel on the drop down to import personnel.
2. Click on the download button to download personnel schedule template in .xls form.

Note: Fill out the needed data for importing personnel schedule. It includes Personnel Code, Date Schedule, Time From, Time to, Medium to be use and don't forget to click on save on excel file. Below are similar to the image.

	A	B	C	D	E
1	Personnel Code	Date Schedule	Time From	Time To	Medium to be use
2	EMP-0001	Sept 19, 2020	03:00 PM	04:00 PM	Zoom App
3	EMP-0002	Sept 19, 2020	07:00 AM	08:00 PM	Webex
4	EMP-0002	Sept 19, 2020	09:00 PM	10:00 PM	Taskade

3. After filing out student details, click on the browse button to find and select the student template file and click on the upload file.

4. The list of uploaded personnel schedule.
5. The refresh button.
6. The search box, to search students.
7.   The Edit and Delete button, to edit and delete personnel schedule manually.
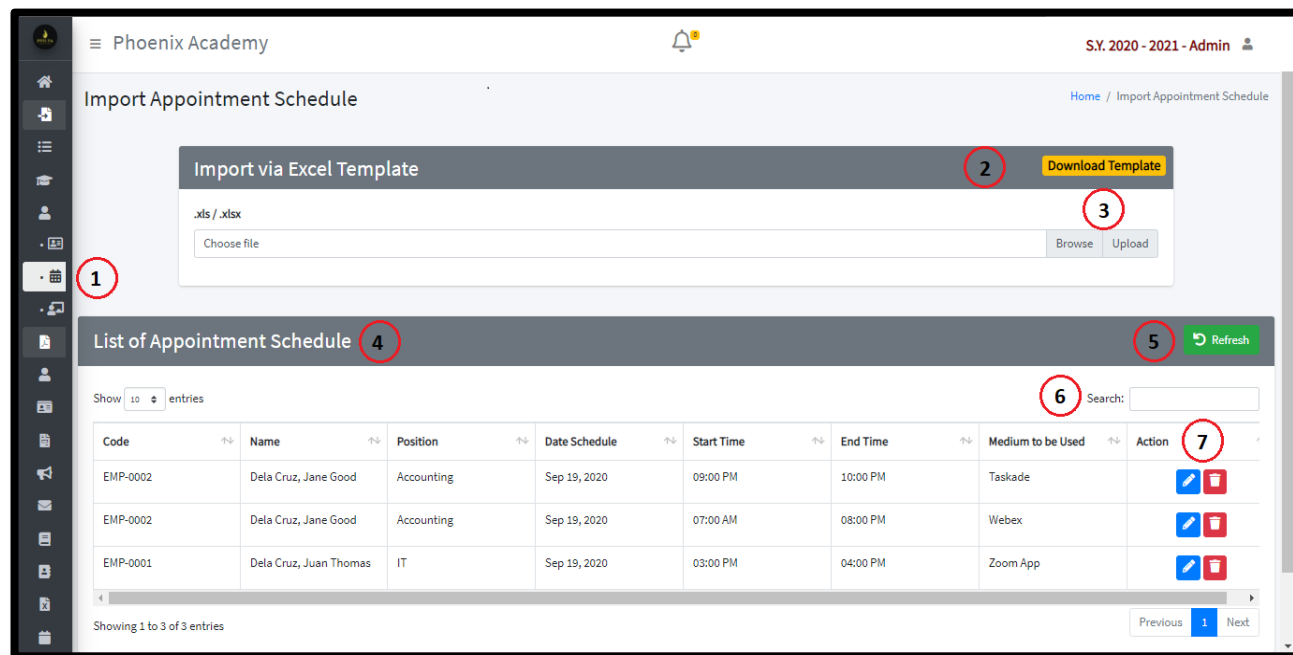
Import List Sections Handled

1. On the navigation panel, click on the import icon (a paper like icon with arrow) and click section handled on the drop down to import personnel.
2. Click on the download button to download personnel section template in .xls form.

Note: Fill out the needed data for importing personnel. It includes Personnel Code and Section Code, also don't forget to click on save on excel file. Below are similar to the image.

3. After filing out student details, click on the browse button to find and select the student template file and click on the upload file.
4. The list of uploaded section handled by the personnel.
5. The refresh button.

6. The search box, to search sections.
7. The Delete button, to delete section manually.
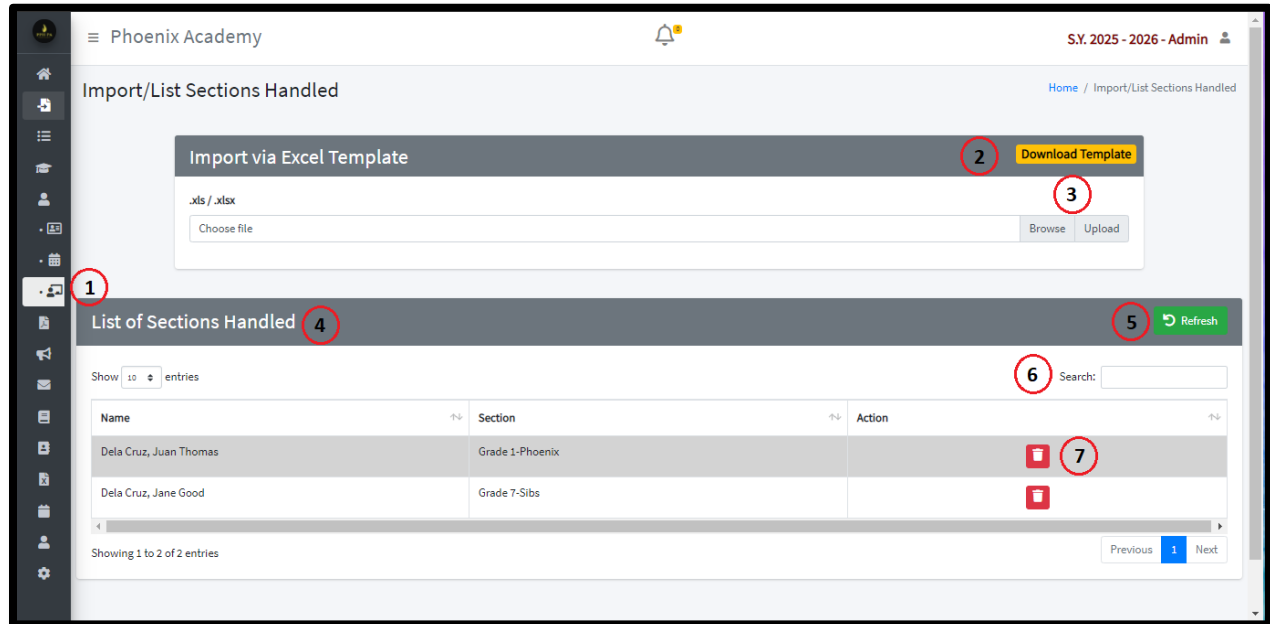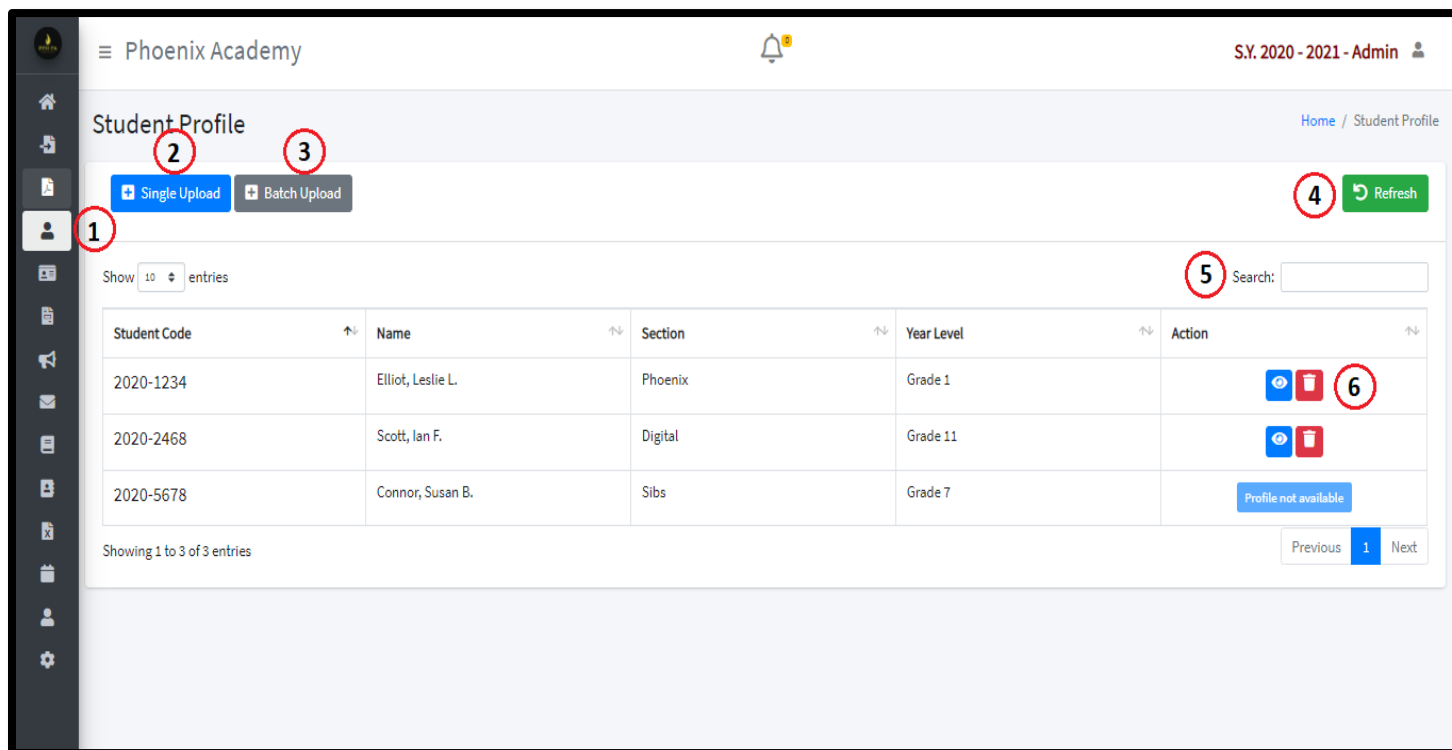
Upload files in the System

The Upload Files module allows you to upload student files such as Student Profile, Report card and SOA. There are two ways to upload to the system, this is the single and batch upload.

How to Upload Student Profile?

1. Click on the PDF icon on the navigation panel and select student profile.
2. Click on the single upload button to upload a single file
3. Click on the batch upload button to upload a batch file. Make sure the files are on the same folders.
4. The refresh button.
5. The search box to search name.
6. Click on the eye like button to view student profile. The trash like button to delete student profile.

How to Upload Report Card?

1. Click on the PDF icon on the navigation panel and select report card.
2. Click on the single upload button to upload a single file
3. Click on the batch upload button to upload a batch file. Make sure the files are on the same folders.
4. The refresh button.
5. The search box to search name.
6. Click on the eye like button to view report card. The trash like button to delete report card.

How to Upload Statement of Account?

1. Click on the PDF icon on the navigation panel and select Statement of account.
2. Click on the single upload button to upload a single file
3. Click on the batch upload button to upload a batch file. Make sure the files are on the same folders.
4. The refresh button.
5. The search box to search name.

6. Click on the eye like button to statement of account. The trash like button to delete statement of account

Announcement

In this module you can create announcement and post it in the system were parent and student can also view.

How to Add Announcement?

1. Click on the megaphone like icon on the navigation panel.
2. Select **Add Announcement,** pencil like icon.
3. Select Audience**.**
4. Select a specific date range on which the announcement will be posted.
5. Enter your announcement's content in the body.
6. You can also add an image to your announcement and position it at the Top or Bottom of the content though it is also merely optional.
7. Press Create button.

How to View Announcement?

1. Click on the megaphone like icon on the navigation panel.
2. Select **View Announcement,** target like icon.
3. Create new Announcement.
4. The refresh button.
5. The search box to search name.
6. Click View/Edit like button in view/edit announcement. The trash like button to delete the announcement.

Message

In this module the administrator allows to compose and send message to parent or user. It has contact number of the parents. The administrator can also receive reply.

How to Create Message?

1. Click on na envelope like icon on the navifgation panel and select compose message.
2. Click on the contact button to select contact.
3. Compose the the message in a text box.
4. Click on the send button to sent message.

How to check inbox?

1. Click on the evelope like icon on the navigation panel and select inbox.
2. In the inbox shows the name of the recipient.
3. And the other one is the preview of the message
4. The search box to search recipients.
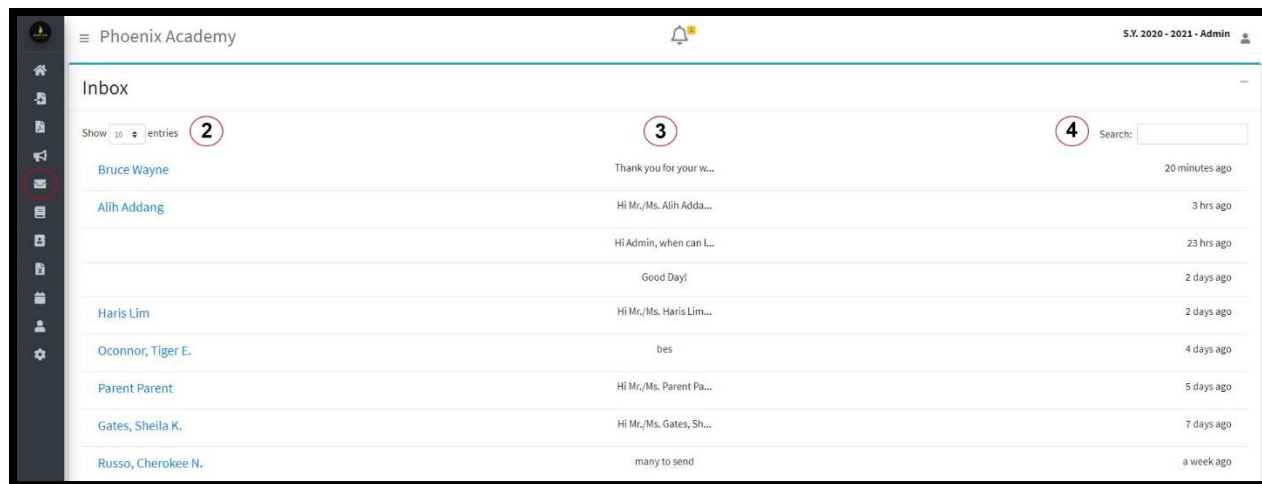
How to read message?

1. Click on the name of the recipients in inbox section to view full message.
2. The preview is similar to the image below.
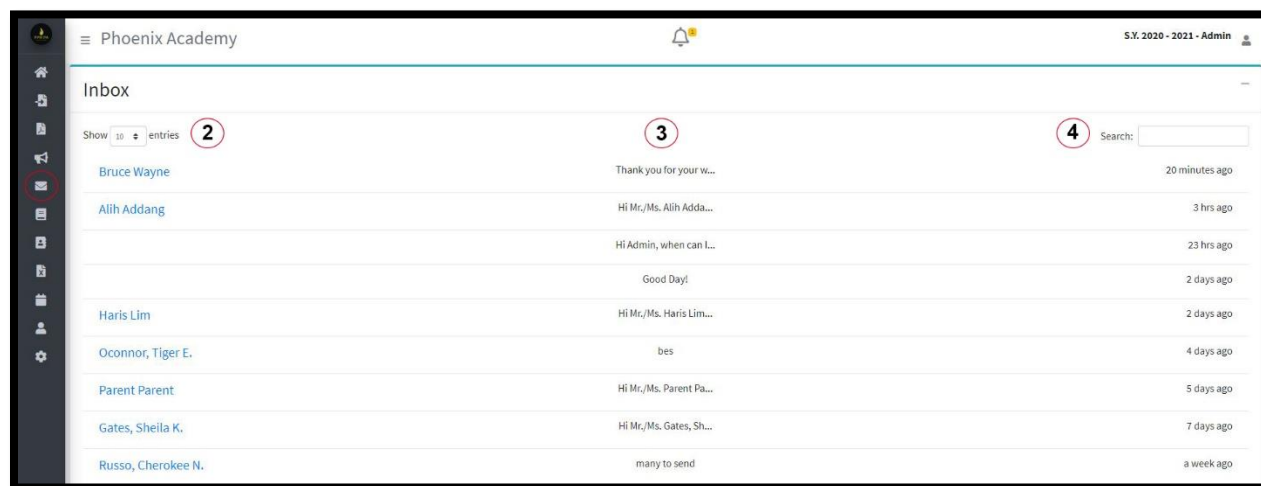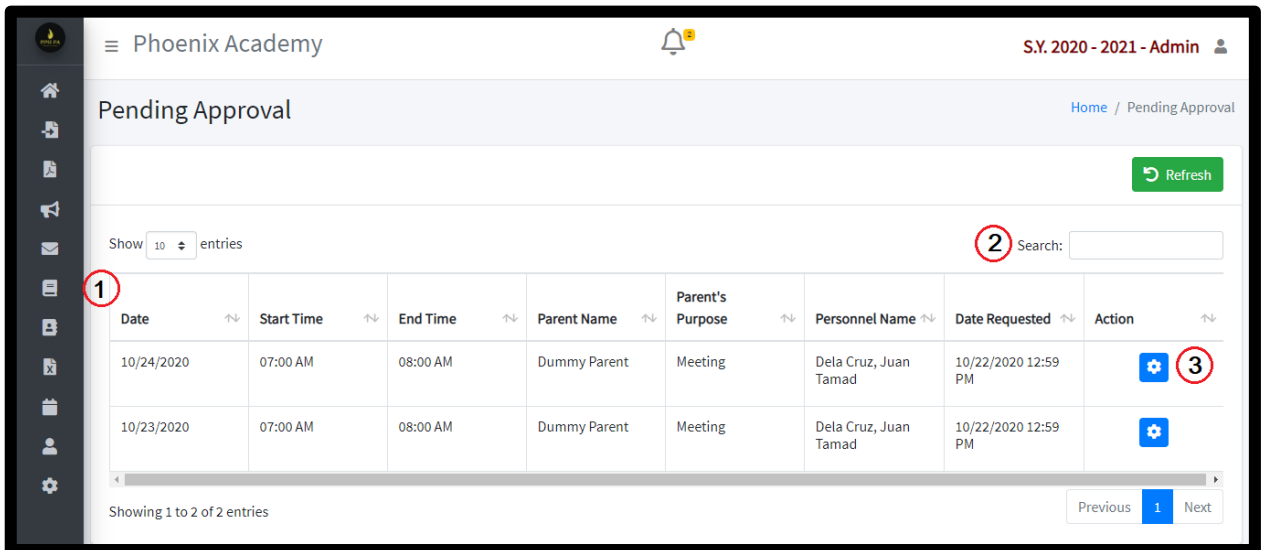
Appointment Request

In this module admin will approve or deny the appointment request of the parent for the personnel.

How to View Pending Approval

1. Click on the book like icon on the navigation panel and select pending approval. It views the details from who request an appointment. It also include Schedule date, Time From, Time To, Parent Name, Parent's Purpose, Personnel Name, Date request and the action button.
2. The search box.
3. The action button.

How to approve an Appointment?

1. Click on the action button to approve an appointment and click on the approve button to approve appointment or Deny button to deny the request appointment.

View Appointment History

1. Click on the book like icon on the navigation panel and select appintment history.
2. The search box search appointment.
3. The appointment history is similar to the image below. It includes The date, Start time, End time, Parent namne, Parent's purpose Personnel Name, Date Requested and the status of the requested appointment.

Student attedance

1. Click on the notebook like icon and select student attendace. It includes the Student Code, Name, Date and Time and the status.
2. Click on the calendar like icon to set the date range to filter student attendance.
3. Click on the search button to filter the date range

4. The refresh button

Personnel attendance

1. Click on the notebook like icon and select personnle attendace. It includes the Personnel Code, Name, Date and Time and the status.
2. Click on the calendar like icon to set the date range to filter personnel attendance.
3. Click on the search button to filter the date range
4. The refresh button.

How to Add/View Events?

1. Click on the calendar like icon on the navigation calendar.
2. Click on the less than or greater than sign symbol to browse month

3. Click on week to change view in week or Day to change view in day.
4. Double click on the highlighted event title in the calendar to view details in calendar.
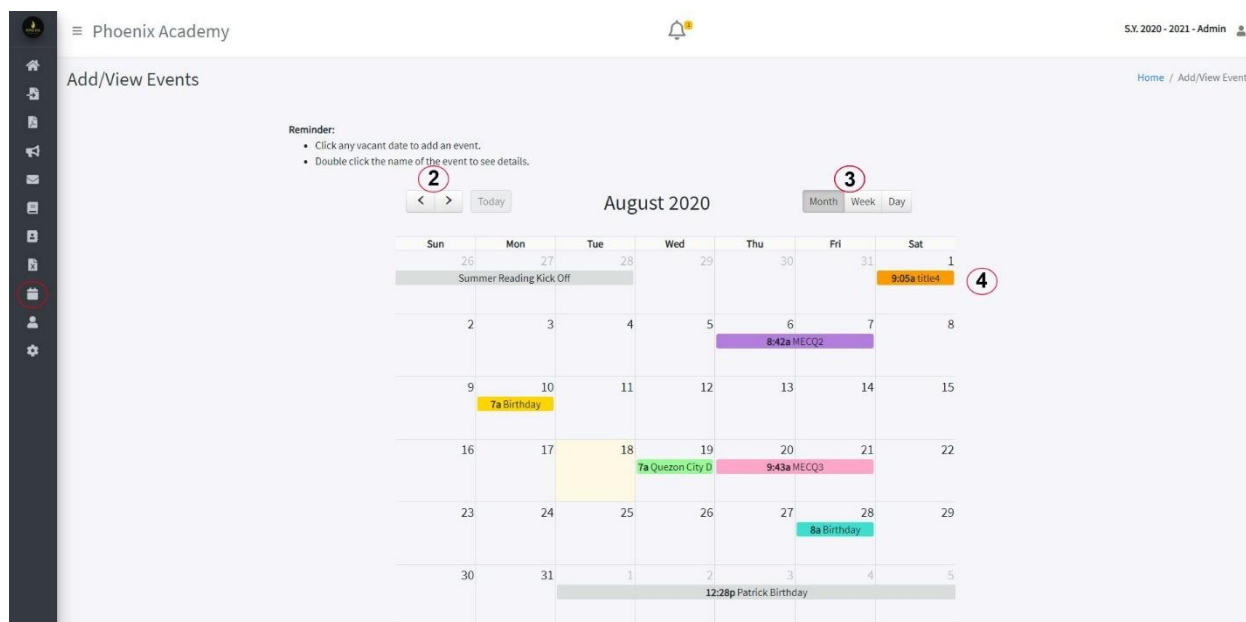
Import/ List Event
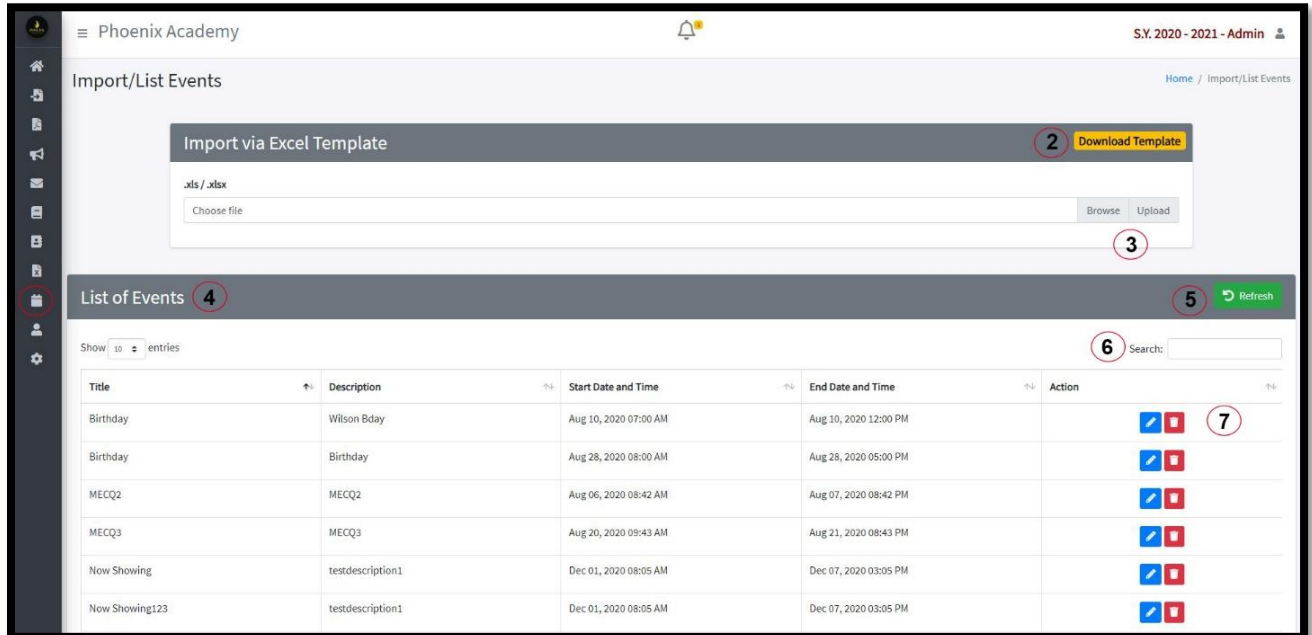
1. On the navigation panel, click on the calendar icon and click import/list event on the drop down to import event
2. Click on the download button to download event template in .xls form.

Note: Fill out the needed data for importing student. It includes the title, description, color, Start Date and Time, End Date and Time and don't forget to click on save on excel file. Below are similar to the image.

3. after filing out student details, click on the browse button to find and select the student template file and click on the upload file.
4. The list of uploaded students.
5. The refresh button.

6. The search box, to search students.
7. The Delete button, to delete students manually.

User Maintenance

1. Click on the people like icon on the navigation panel.
2. User maintenance includes Full name, Mobile, Email and also some actions like Reset password, Action, Change Status and Status of a user.
3. The refresh button.
4. The search bar to refresh list of user.
5. If the status for reset password indicates yes, the user is requesting to reset its password
6. The first action button is to view user information. The second one is to reset password of a user. The third one is the payment reminder and the last one is the delete button were system administrator can delete a user manually.
7. The Status column can also identify if the user is enable or disable.

Settings

Change Password

1. Click on the gear button icon on the navigation panel and select change password.
2. Type the current password.
3. Enter the new password
4. Re-enter new password
5. Click on the update to save changes or click on clear button to cancel chages

Change School year

1. Click on the gear button icon on the navigation panel and select change School year.
2. Click on the activate button to activate created school year.
3. To create new school year enter school year "from" and "to"
4. Click on add button to add created school year.

Edit Account Information

1. Click on the gear button icon on the navigation panel and select Account Information.
2. Click on the first name to edit first name.
3. Click on the last name to edit last name.
4. Click on the designation to edit designation.
5. Enter current password.
6. Click on save button to save changes.

≡ Phoenix Academy   🔔   S.Y. 2020 - 2021 - Admin 👤

Account Information   Home / Account Information

Edit Information

kim ②   capuno ③

IT-Staff ④

🔒 Enter current password ⑤

Save ⑥