OJT COORDINATOR

I. Login

1. Login Credentials

Steps:

*a. Enter your **'Email'** and **'Password'**.*
*b. Click **'Login'**.*

II. Account Information

1. Update Information

Steps:

*a. Click the **'Name'** of the OJT coordinator from the navigation bar.*
*b. Edit the **'Information'** that you want to change.*
*c. Click the **'Update'** button.*
d. Check if the information changes.

2. Change Password

Steps:

*a. Click the **'Name'** of the coordinator from the navigation bar.*
*b. Click the **'Change Password'** button.*
c. The modal will appear.
d. Fill out the necessary information.
*e. Click the **'Update'** button to save changes.*

III. Dashboard

1. Create Announcement

Steps:

*a. Click the **'Dashboard'** from the navigation bar.*
b. Fill out the title and Content for announcement
*c. Click **'Create Announcement'** button.*

IV. Students

1. Generate Report

Steps:

*a. Click the **'Students'** from the navigation bar.*
b. Choose a course for which you want to generate a report.

c. *Click **'Generate Report'** button.*
d. *The modal will appear.*
e. *Click **'Print'** button*

2. *Viewing of Student Information*

Steps:

a. *Click the **'Students'** from the navigation bar.*
b. *Choose a student for whom you want to view their information.*
c. *Click **'View'** button.*
d. *The modal will appear and contain their information.*

3. *Updating Status of Student's MOA*

Steps:

a. *Click the **'Students'** from the navigation bar.*
b. *Choose a student for whom you want to update their status.*
c. *Click **'Status'** button.*
d. *The modal will appear and contain a drop-down menu that includes **'Pending'**, '**Approved and For Notary'**, and **'With Revision'**.*
e. *After selecting status, Click **'Update'** button.*

4. *Notifying the Student*

Steps:

a. *Click the **'Students'** from the navigation bar.*
b. *Choose a student for whom you want to notify.*
c. *Click **'Notify'** button.*

V. Professors

1. *Adding Professor*

Steps:

a. *Click the **'Professors'** from the navigation bar.*
b. *Click **'Add New Professor'** button.*
c. *The modal will appear.*
d. *Fill out the information needed (the email must be active).*
e. *Click the **'Submit'** button.*
f. *Check if the professor is added to the table list.*
g. *Go to the email and check the auto-generated password to verify if it has already been successfully added.*
h. *Just login to the system. [link] https://ojtims.pupt-bsit.net/login*

2. *Editing Information*

Steps:

a. *Click the **'Professors'** from the navigation bar.*
b. *Click the **'Edit'** button.*
c. *The modal will appear.*
d. *Edit the information that you want to change.*
e. *Click the **'Save Changes'** button.*

VI. Upload Templates

1. *Uploading a template*

Steps:

a. *Click the **'Upload Templates'** from the navigation bar.*
b. *Click the **'Upload New Template'** button.*
c. *The modal will appear.*
d. *Add name for your template.*
e. *Click the **'Choose File'** button.*
f. *Click the **'Submit'** button.*

2. *Downloading an Uploaded Template in the System*

Steps:

a. *Click the **'Upload Templates'** from the navigation bar.*
b. *Choose the file that you want to download.*
c. *Click the **'Download'** button.*

3. *Removing an Uploaded Template in the System*

Steps:

a. *Click the **'Upload Templates'** from the navigation bar.*
b. *Choose the file that you want to remove.*
c. *Click the **'Remove'** button.*

VII. Maintenances

1. *Adding Course*

Steps:

a. *Click the **'Maintenance'** from the navigation bar.*
b. *Click the **'Add Course'** button.*
c. *The modal will appear.*
d. *Fill out the information needed.*
e. *Click the **'Submit'** button.*

2. *Removing the Added Course in the System*

Steps:

   a. *Click the **'Maintenance'** from the navigation bar.*
   b. *Choose the course that you want to remove.*
   c. *Click the **'Remove'** button.*

VIII. MOA

1. *Adding a Company*

Steps:

   a. *Click the **'MOA'** from the navigation bar.*
   b. *Click the **'Add New Company'** button.*
   c. *The modal will appear.*
   d. *Fill out the necessary information.*
   e. *Click the **'Choose File'** button (MOA).*
   f. *Choose the student who included that in the MOA or Company.*
   g. *Click the **'Submit'** button.*
   h. *Check if the data elements for the company are added to the table list.*

2. *Adding a Company*

Steps:

   a. *Click the **'MOA'** from the navigation bar.*
   b. *Choose the company that you want to view.*
   c. *Click the 'View' button.*
   d. *Check if the company that you chose to view has been directed to another page.*
   e. *Click the **'Previous'** button to go back.*

3. *Downloading the MOA of a company.*

Steps:

   a. *Click the **'MOA'** from the navigation bar.*
   b. *Choose the company that you want to download.*
   c. *Click the **'Download'** button.*

4. *Sending MOA in student's email.*

Steps:

   a. *Click the **'MOA'** from the navigation bar.*
   b. *Choose the company that you want to send.*
   c. *Click the **'Send'** button.*

d. *The modal will appear.*
e. *Fill out a verified student email address.*
f. *Click **'Submit'** button.*

5. *Printing the Data Elements of a Company.*

Steps:

a. *Click the **'MOA'** from the navigation bar.*
b. *Choose the company data that you want to print.*
c. *Click the **'Print'** button.*

IX. Reports Tab

i. Student OJT Information

1. *Generate Report for Student OJT Information*

Steps:

a. *Click the **'Reports'** from the navigation bar.*
b. *A submenu will appear. Choose **'Student OJT Information'**.*
c. *Set a date for when you want to generate a report.*
d. *Select a course from the drop-down.*
e. *Click the **'Generate Report'** button.*
f. *Check if the result is added to the table list.*

2. *Print the result of the generated report for student OJT information.*

Steps:

a. *Click the **'Print Preview'** button.*
b. *Check the details.*
c. *Click the **'Print'** button.*

3. *Sending to your Email.*

Steps:

a. *Click the **'Send Email'** button.*
b. *Check your email to see the results.*

ii. Expired MOA

4. *Generate Report for Expired MOA*

Steps:

a. *Click the **'Reports'** from the navigation bar.*
b. *A submenu will appear. Choose **'Expired MOA**.*
c. *Set a date for when you want to generate a report.*

d. *Select a course from the drop-down.*
e. *Click the **'Generate Report'** button.*
f. *Check if the result is added to the table list.*

5. *Print the result of the generated report for Expired MOA.*

Steps:

a. *Click the **'Print Preview'** button.*
b. *Check the details.*
c. *Click the **'Print'** button.*

6. *Sending to your Email.*

Steps:

c. *Click the **'Send Email'** button.*
d. *Check your email to see the results.*

X. Logout

1. *Log out*

Steps:

a. *Click the **'Log Out'** button from the navigation bar.*

OJT PROFESSOR

I. Login

1. *Login Credentials*

Steps:

a. *Enter your **'Email'** and **'Password'**.*
b. *Click **'Login'**.*

II. Account Information

1. *Update Information*

Steps:

a. *Click the **'Name'** of the OJT professor from the navigation bar.*
b. *Edit the **'Information'** that you want to change.*
c. *Click the **'Update'** button.*
d. *Check if the information changes.*

3. *Change Password*

Steps:

a. *Click the **'Name'** of the professor from the navigation bar.*
a. *Click the **'Change Password'** button.*
b. *The modal will appear.*
c. *Fill out the necessary information.*
d. *Click the **'Update'** button to save changes.*

III. Class

1. *Approving the request of the student who joins your class*

Steps:

a. *Click the **'Class'** from the navigation bar.*
b. *Click the **'View'** button from the needing approval.*
c. *Check if the class that you chose to view has been directed to another page.*
d. *Click the **'Approve'** button to accept the request; if not, click the **'Deny'** button.*
e. *Click the **'Previous'** button to go back.*

2. *Viewing Student List*

Steps:

a. *Click the **'Class'** from the navigation bar.*
b. *Click the **'View'** button from the student list.*
c. *Check if the class that you chose to view has been directed to another page.*
d. *Choose the student that you want to view their **'Personal Information'** or **'OJT Information'***
e. *Click the **'View'** button*
f. *The modal will appear.*
g. *Click the **'Close'** button*
h. *Click the **'Previous'** button to go back.*

3. *Adding Announcement*

Steps:

a. *Click the **'Class'** from the navigation bar*
b. *Click **'Add'** button.*
c. *Fill out the title and Content for announcement*
d. *Click **'Create Announcement'** button.*

IV. Uploaded Templates

1. *Uploading a template*

Steps:

a. *Click the **'Upload Templates'** from the navigation bar.*
b. *Click the **'Upload New Template'** button.*
c. *The modal will appear.*
d. *Add name for your template.*
e. *Click the **'Choose File'** button.*
f. *Click the **'Submit'** button.*

2. *Downloading an Uploaded Template in the System*

Steps:

a. *Click the **'Upload Templates'** from the navigation bar.*
b. *Choose the file that you want to download.*
c. *Click the **'Download'** button.*

3. *Removing an Uploaded Template in the System*

Steps:

a. *Click the **'Upload Templates'** from the navigation bar.*
b. *Choose the file that you want to remove.*
c. *Click the **'Remove'** button.*

V. MOA

1. *Generate Report for Expired MOA*

Steps:

a. *Click the **'MOA'** from the navigation bar.*
b. *Set a date for when you want to generate a report.*
c. *Select a course from the drop-down.*
d. *Click the **'Generate Report'** button.*
e. *Check if the result is added to the table list.*

2. *Print the result of the generated report for Expired MOA.*

Steps:

a. *Click the **'Print Preview'** button.*
b. *Check the details.*
c. *Click the **'Print'** button.*

3. *Sending to your Email.*

Steps:

a. *Click the **'Send Email'** button.*
b. *Check your email to see the results.*

VI. Log Out

1. Log out

Steps:

*a. Click the **‘Log Out’** button from the navigation bar.*

STUDENT

I. Registration

1. Registration of Account

Steps:

*a. Click the **'Student? Don't have an account?'**.*
b. Check if it is directed to another page.
c. Fill out the necessary information.
*d. Click the **'Register'** button.*
*e. It's successful if there's a message, **'You have registered successfully'**.*
*f. Click the **'Already Registered? Login Here...'**.*

II. Login

1. Login Credentials

Steps:

*a. Enter your **‘Email’** and **‘Password’** that you have used in the registration form.*
*b. Click **‘Login’**.*

III. Account Information

1. Update Information

Steps:

*a. Click the **'Name'** of the student from the navigation bar.*
*b. Edit the **‘Information’** that you want to change.*
*c. Click the **'Update'** button.*
d. Check if the information changes.

2. Change Password

a. *Click the **'Name'** of the student from the navigation bar.*
b. *Click the **'Change Password'** button.*
c. *The modal will appear.*
d. *Fill out the necessary information.*
e. *Click the **'Update'** button to save changes*

IV. OJT Information

1. *Update OJT Information*

Steps:

a. *Click the **'OJT Information'** from the navigation bar.*
b. *Fill out all the information in your OJT.*
c. *Click the **'Update'** button.*
d. *To check if it's already done, go to the '**MOA'** of the student from the navigation bar, then click the sub-menu **'Pending MOA'***

V. Class

1. *Joining a Class*

Steps:

a. *Click the **'Class'** from the navigation bar.*
b. *Click the **'Join'** button.*
c. *Wait for the professor to accept your request to join their class.*
d. *The already-jointed will appear if you have been accepted by the professor.*

2. *Viewing Information of a Class*

Steps:

a. *Click the **'Class'** from the navigation bar.*
b. *Click the **'View'** button.*
c. *The modal will appear.*
d. *Click the **'Close'** button to exit.*

VI. Downloadable Files

1. *Downloading Template*

Steps:

a. *Click the **'Downloadable Files'** from the navigation bar.*
b. *Choose the file that you want to download.*
c. *Click the **'Download'** button.*

VII. MOA

i. Pending MOA

1. Checking Status of Pending MOA

Steps:

a. *Click the **'MOA'** tab.*
b. *A submenu will appear. Choose **'Pending MOA'**.*
c. *Check if the OJT Information are reflected in the **'Pending for Approval MOA'** table list.*
d. *Check status if **'Approved'**, you may now proceed in submitting your Notarized MOA. (It will send a notification to your provided email account when the OJT coordinator informs you about updates on the status.)*

ii. Notarized MOA

1. Adding Notarized MOA

Steps:

a. *Click the **'MOA'** tab.*
b. *A submenu will appear. Choose **'Notarized MOA'**.*
c. *Click **'Add Notarize MOA'** button.*
d. *The modal will appear.*
e. *Fill out the necessary information.*
f. *Click the **'Choose File'** button (MOA).*
g. *Click the **'Print'** button.*
h. *Check if the data elements for the MOA are added to the table list.*

2. Downloading an Uploaded MOA in the System

Steps:

a. *Click the **'MOA'** tab.*
b. *A submenu will appear. Choose **'Notarized MOA'**.*
c. *Choose the file that you want to download.*
d. *Click the **'Download'** button.*

3. Printing Company Details

Steps:

a. *Click the **'MOA'** tab.*
b. *A submenu will appear. Choose **'Notarized MOA'**.*
c. *Click **'Print Company Details'** button.*
d. *The modal will appear.*
e. *Click **'Print'** button.*

4. Voucher for Notarized MOA

Steps:

a. *Click the **'MOA'** tab.*
b. *A submenu will appear. Choose **'Notarized MOA'**.*
c. *Click **'Print Voucher'** button.*
d. *The modal will appear.*
e. *Click **'Print'** button.*

VIII. Log Out

1. *Log out*

Steps:

a. *Click the **‘Log Out’** button from the navigation bar.*