



Registrar Super Admin Manual

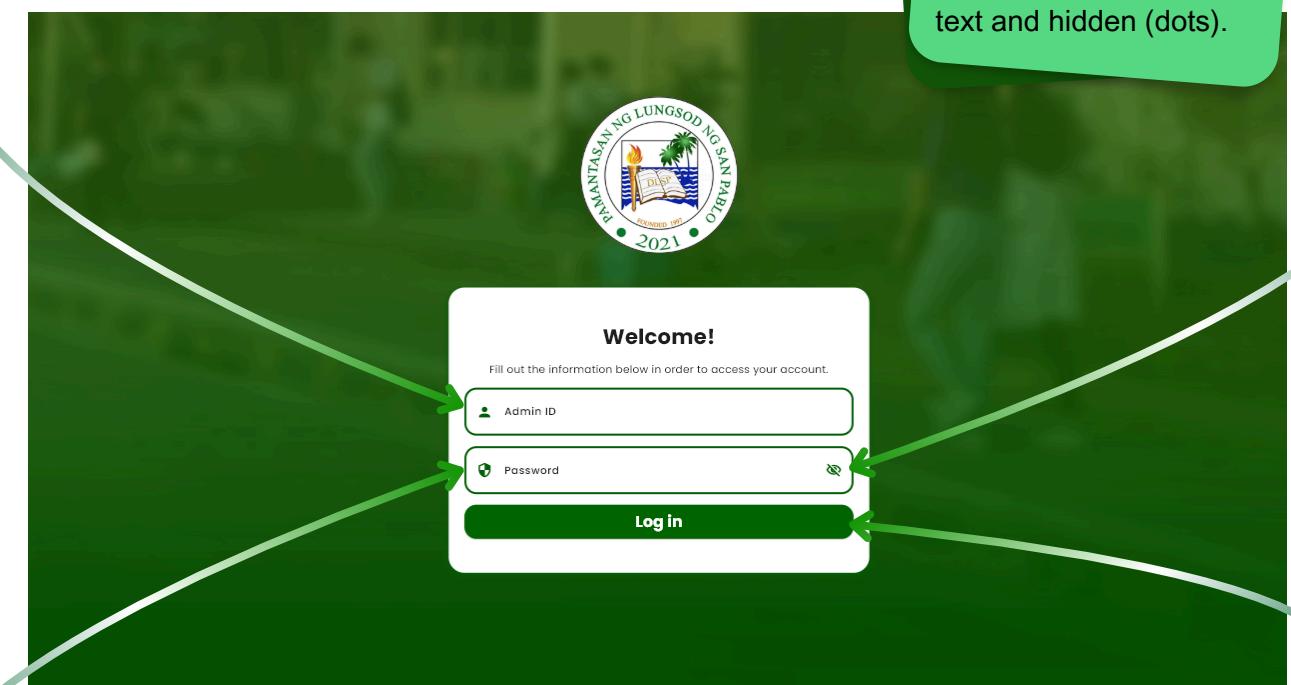
Login Page

Admin ID

Enter your Admin ID

Eye Icon

Clicking the icon toggles visibility between plain text and hidden (dots).



Password

Enter your Password

Login Button

Ensure your Admin ID and password are entered correctly to avoid login errors.

Navigation Bar



Dashboard

This navigation bar provides access to the Dashboard page.

Student Accounts

The navigation bar takes you to the Student Accounts section, where you can approve student accounts.

Documents

The navigation bar takes you to the Documents section, where you can add, update, or delete the documents that can be requested.

Logout

The logout button takes you to the login page and signs you out of your account.

Dashboard

Windows And Programs

Student Accounts

Admin Accounts

Documents

Edit Profile

Windows & Program

The navigation bar opens the Windows and Program section, where you can add courses and assign the course to the designated window which you can also create

Admin Accounts

The navigation bar takes you to the Admin Accounts section, where you can create and delete admin accounts.

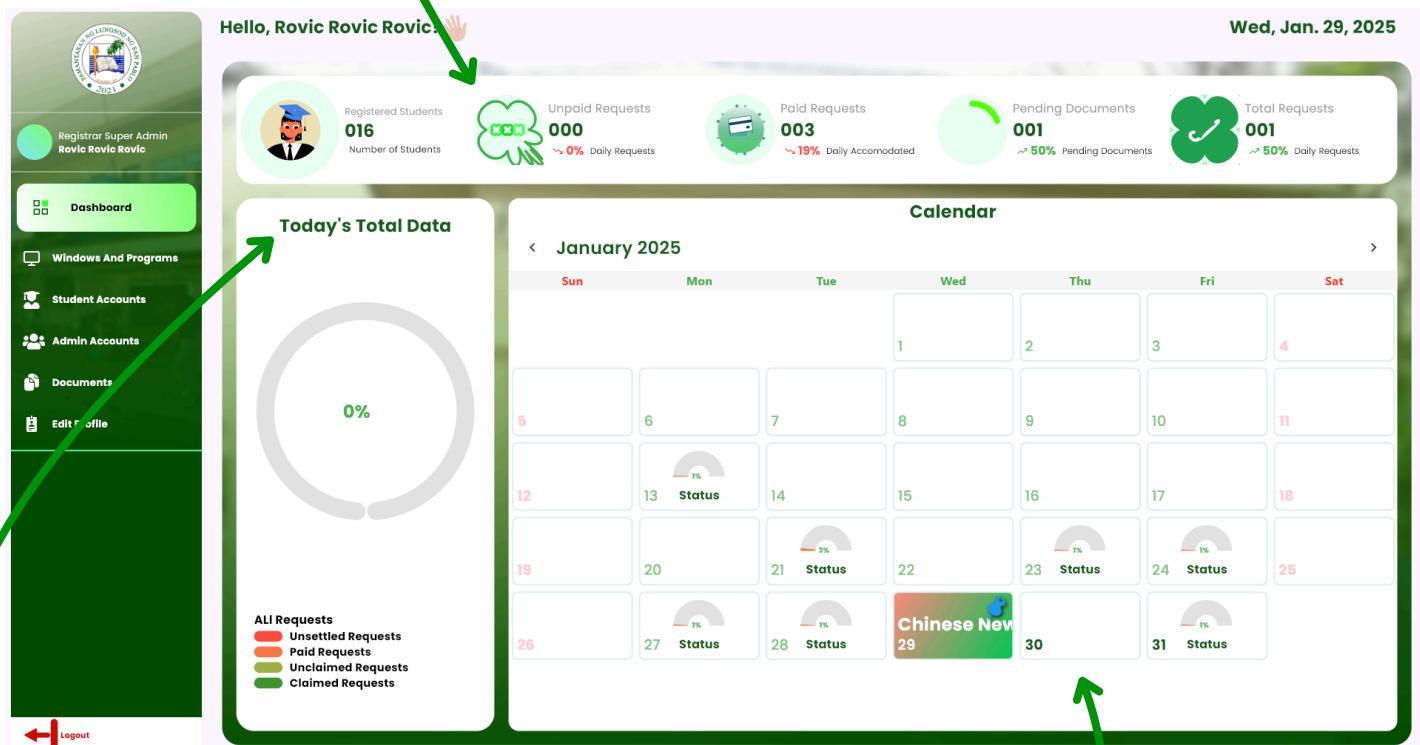
Edit Profile

The navigation bar takes you to the Edit Profile section, where you can update your personal information.

Dashboard Page

Statistical Data

Displays the total number of registered students, unpaid requests with daily request percentage, paid requests with daily accommodation percentage, pending documents with percentage, and total requests with daily request percentage.



Today's Total Data

Displays the present day's status percentages, including unsettled requests, paid requests, unclaimed requests, and claimed requests.

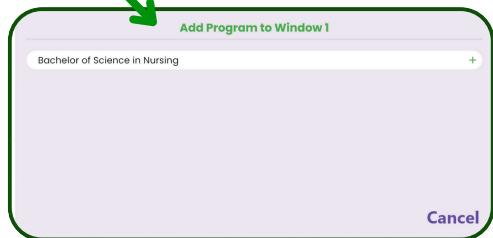
Calendar

Show the current month with status per day to monitor the volume of requests. It also shows holiday dates and the green one is indication that have transaction except to the not highlighted and red shows.

Windows and Program Page

Add Program to Window

This dialog box allows you to add unselected programs to the window.



Delete Window

Click the Delete icon. Confirm to permanently remove it.

Confirm Delete

Are you sure you want to delete "7"?

Cancel **Delete**

Windows

This interface displays all windows and the programs they can access. It also allows adding and deleting program for each respective window

Add Window

Click the Add Icon to add new Window.

Add Program

To add a program, enter the Program Name and Acronym in the required fields, then click 'Add Program' to confirm

Delete Program
Click the Delete icon. Confirm to permanently remove it.

Confirm Delete

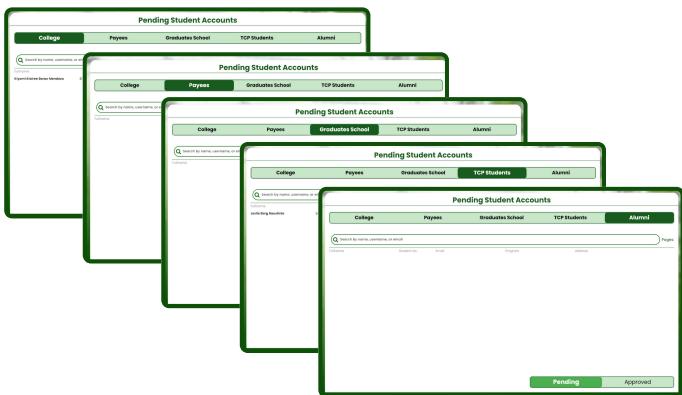
Are you sure you want to delete this program?

Cancel **Delete**

Program

This interface displays a list of programs. You can add new programs or delete existing ones.

Student Accounts Page (Pending)



Pending Student Accounts

Displays all pending student registrations. You can approve or reject applications based on the provided credentials. Using tab bar it is filtered by student type :

- College Students
- Payees Students
- Graduate School Students
- TCP Students
- Alumni Students

Hello, Rovic Rovic Rovic! Hand icon

Wed, Jan. 29, 2025

Pending Student Accounts

College	Payees	Graduates School	TCP Students	Alumni
Kiyomi Klairee Borac Mendoza	21-01227	kiyomi@gmail.com	Bachelor of Science in Psychology	Brgy. Paull 2, Rizal, 4003 Laguna

Pending Approved

APPROVE REJECT

Approve Button

The 'Approve Registration' button allows you to approve a student's registration after verifying their credentials.

Confirm Request Rejection

Would you provide various reason to reject the request.

Reason

Reject Confirmation

The 'Reject' confirmation dialog prompts you to provide a reason for rejecting the student's registration.

Search Bar and Pagination

You can search student accounts by Student ID, Full Name, or Email. The results are displayed with pagination, showing 10 students per page.

Pending and Approved Tab Bar

Allows you to switch between viewing pending student registrations and approved students .

Student Accounts Page (Approved)



Student Accounts

Displays all student account information, including full name, student number, email, program, and address, with the option to delete accounts. Using the tab bar, accounts are filtered by student type:

- College Students
- Payees Students
- Graduate School Students
- TCP Students
- Alumni Students

Fullname	Student No.	Email	Program	Address
Rovic Sancon Espiritu	21-00138	rovic.espiritu0729@gmail.com	Bachelor of Science in Information Technology	Brgy. Talaga, Rizal, 4003 Laguna
Ashley Joy Sancon Espiritu	21-20011	rovic.espiritu0729@gmail.com	Bachelor of Science in Office Administration	Brgy. Talaga, Rizal, 4003 Laguna
Takeshi Coronado Yoshikawa	21-00461	yoshikawa.takeshi99@gmail.com	Bachelor of Science in Information Technology	Brgy. Sta Maria, San Pablo City, 4000 Laguna
Jeremie Garil Sotero	21-12345	jeremico03132001@gmail.com	Bachelor of Science in Information Technology	Brgy. Santa Monica, San Pablo City, 4000 Laguna
Andrey Osayan Din	21-00048	garrr@gmail.com	Bachelor of Science in Information Technology	Brgy. Corazon, San Antonio, 4324 Quezon
Joshua Cabreza Compacion	21-00070	joshua.compacion08@gmail.com	Bachelor of Science in Information Technology	Brgy. Brgy. Bambang, Nagcarlan, 4002 Laguna
Mark Ivan Mendoza	21-01448	ivann.mendoza1227@gmail.com	Bachelor of Science in Information Technology	Brgy. Paul 2, Rizal, 4003 Laguna
Rizal Ryan Arapiles Alimago	21-00141	yanalimago1738@gmail.com	Bachelor of Science in Information Technology	Brgy. Brgy. San Gregorio, San Pablo City, 4000 Laguna
Joseph Piseña Fresco	21-00043	smbmhoine05@gmail.com	Bachelor of Science in Information Technology	Brgy. Masikop, Liliw, 4004 Laguna
Jay-R Real Jones	20-0087	jonesjayr@gmail.com	Bachelor of Science in Information Technology	nagaorian

Confirm Delete Account

Would you provide various reason to delete the account.

Reason

Cancel **Delete**

Pending and Approved Tab Bar

Allows you to switch between viewing pending student registrations and approved students .

Delete Confirmation
The 'Delete Account' confirmation dialog prompts you to provide a reason for deleting the student's account.

Search Bar and Pagination
You can search student accounts by Student ID, Full Name, or Email. The results are displayed with pagination, showing 10 students per page.

Admin Accounts Page

Admin Accounts

Displays a list of all finance admin accounts, including their profile image, full name, Admin ID, email address, and their assigned window.

Admin Profile Information

Displays the profile data of the selected finance admin, including their image, full name, email, and contact information. A delete function is available to remove the admin account if needed.

Hello, Rovic Sancon Espiritu!

Thu, Jan. 30, 2025

Admin Accounts

Profile	Fullscreen	Admin User ID	Email	Assign Window
		reg1	rovic.espiritu0729@gmail.com	Window 1
		reg2	jeffreymrz07@gmail.com	Window 2
		reg3	ellendejarescol985@gmail.com	Window 2



Profile Information

Admin ID: reg2
Full Name: Jeffrey Sandro
Email: jeffreymrz07@gmail.com
Phone No.: +639562658654

Account Confirmation

Please enter your password to add new admin account.

Password

Submit

Verification

Enter your password to verify to add a new admin account by providing the required details.

Add New Admin

Let's get started! Fill out first the Admin ID and Password

Admin ID

Password

Next, please enter the new admin's full name

Given Name

Middle Name

Last Name

Enter the new admin's email, where the Admin ID and password will be sent, and select their assigned window.

Email

Window No. :

Select Window

Create

Add New Registrar's Admin

To add a new admin, fill in the required details: Admin ID, password, given name, middle name, last name, and email and set assigned window. The Admin ID and password will be sent to the provided email.

Documents Page

Search Bar

You can search student accounts by Document Name.

All Documents List

Displays all the documents that can be requested, including document name, price, and requirements 1 and 2. If no requirements are needed, requirements 1 and 2 will be null or empty.

Good Day, Rovic Sancon Espiritu! 🖐️

Thu, January 30, 2025

All Documents (8)

Document Name	Price	First Requirement	Second Requirement
Authentication	Php 50.00	Document Type	Purpose
(Certification, Authentication, Verification)	Php 50.00	Purpose	Document Type:
Certification of Grades	Php 50.00	Year	Semester
Certification of Graduation	Php 50.00	Year Started-Graduated	N/A
Certification of Honors/ Awards Received	Php 50.00	Document Type	Purpose
Certified True Copy	Php 50.00	Document Type:	Number of Pages:
Honorable Dismissal/Transfer Credential	Php 50.00	Document Type	N/A
Transcript of Records	Php 100.00	Year Started-Graduated	Purpose

Edit Document

Document Name:

Price:

First Requirement:

Hint for the First Requirement:

Second Requirement:

Hint for the Second Requirement:

Update

Delete

Add Document

Document Name:

Price:

First Requirement:

Hint for the First Requirement:

Second Requirement:

Hint for the Second Requirement:

Save

Cancel

Add and Edit Document

Allows you to add new documents or edit existing ones. To add a document, click the 'Add Icon' button, and to save changes to an existing document, click the existing document to update document. You can also cancel any changes by clicking the 'Cancel' button or delete a document by clicking the 'Delete' button."

Edit Profile Page

Profile Edit

Allows you to view your personal details and modify your credentials, such as email and contact number



Welcome back, Rovic Sancon Espiritu!
Feel free to update your profile information below.



Email _____
rovic.espiritu0729@gmail.com

Contact Number _____
09300829077

Update Account

Update Button

The Update button lets you save any changes made to your information or settings. After editing your details, click this button to apply and store the changes.

Profile Image

This displays your current profile image, which is editable. The image icon is used for selecting image file.

Contact No. Field

This displays your current phone number, which is editable. Please note, only Philippine phone numbers are accepted.

Email Field

This displays your current email, which is editable. Please note, only Gmail addresses are accepted.