








E-REPORT

S Y S T E M

WORK INSTRUCTIONS

System Contents

	Record Viewer / Viewer Table	02
	Login Page	03
	Uploader	04-07
	File uploading	04-05
	Changing status	06
	Upload history	07
	Checker & Approver	08-09
	Admin	10-12
	Admin Dashboard	10
	Document Masterlist	11
	Accounts Management	12

Record Viewer / Viewer Table

E-REPORT

VIEWER TABLE

Search By Serial No:

Search By Batch No:

Search By Group No:

Search By Training Group:

Search By Document:

Search By Filename:

Month:

Year:

Search

#	Serial No.	Batch No.	Group No.	Month	Year	Document	Training Group	Filename	Checked By	Checked Date	Approved By	Approved Date	Action
1	1259482901	602	1	May	2024	Final Practice Training Report	Final Practice	Batch 602 FPT Report.xlsx	Mhay Y. Marcuap	2024/08/10	April Lyn C. Matanguihan	2024/08/19	Download
2	1985337366	613	1	July	2024	Initial Practice Training Report	Initial Practice	Batch 613 IPT Report.xlsx	BEBERLY V. LUBIGAN	2024/08/14	April Lyn C. Matanguihan	2024/08/19	Download
3	4484214277	615	1	July	2024	Initial Practice Training Report	Initial Practice	Batch 615 IPT Report.xlsx	BEBERLY V. LUBIGAN	2024/08/14	April Lyn C. Matanguihan	2024/08/19	Download
4	4491391994	612	1	July	2024	Initial Practice Training Report	Initial Practice	Batch 612 IPT Report.xlsx	BEBERLY V. LUBIGAN	2024/08/14	April Lyn C. Matanguihan	2024/08/19	Download
5	5990171796	298	N/a	August	2024	SEP Comprehensive Report	SEP	Batch 298.xlsx			April Lyn C. Matanguihan	2024/08/19	Download
6	6532441731	605	1	June	2024	Final Practice Training Report	Final Practice	Batch 605 FPT Report.xlsx	Mhay Y. Marcuap	2024/08/14	April Lyn C. Matanguihan	2024/08/19	Download
7	658708617	609	1	June	2024	Initial Practice Training Report	Initial Practice	Batch 609 IPT Report.xlsx	BEBERLY V. LUBIGAN	2024/08/09	April Lyn C. Matanguihan	2024/08/19	Download
8	6926806812	611	1	July	2024	Initial Practice Training Report	Initial Practice	Batch 611 IPT Report.xlsx	BEBERLY V. LUBIGAN	2024/08/14	April Lyn C. Matanguihan	2024/08/19	Download
9	7515466984	613	2	July	2024	Initial Practice Training Report	Initial Practice	Batch 613 IPT Report.xlsx	BEBERLY V. LUBIGAN	2024/08/14	April Lyn C. Matanguihan	2024/08/19	Download
10	7518871965	112	N/a	June	2024	SEP Comprehensive Report	SEP	Batch 112.xlsx			April Lyn C. Matanguihan	2024/08/19	Download

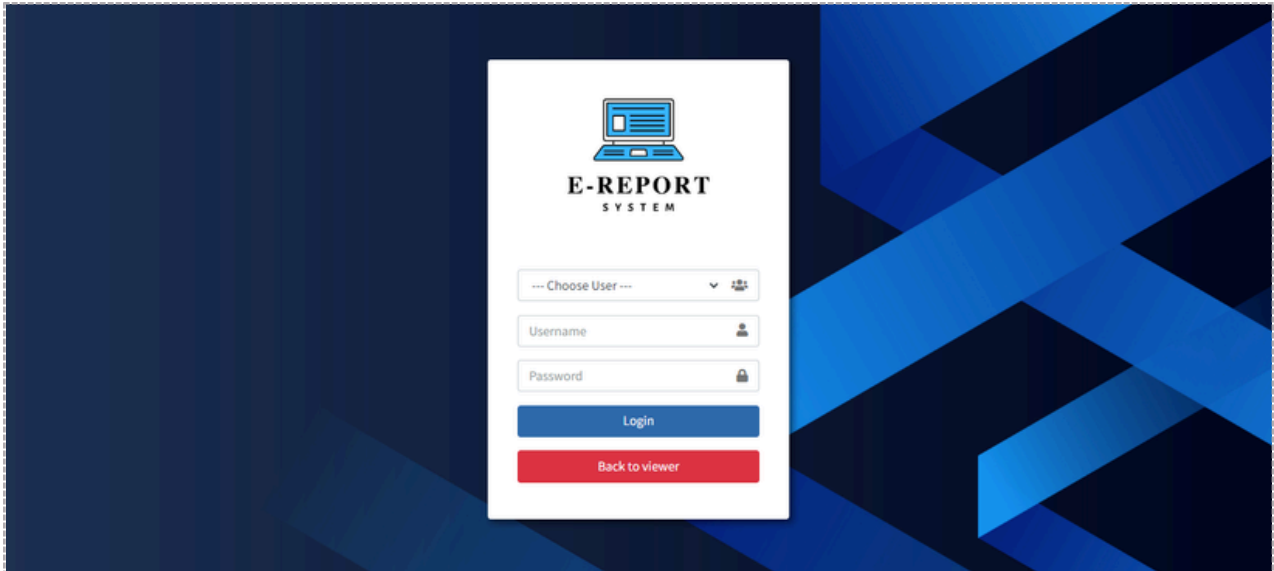
Total: 18

Copyright © 2024, Khenneth Puerto All rights reserved. Version 1.0.0

Upon accessing the system this table displays every approved report for viewing. Files are available for download by authorized users. The uploaded file determines which Download button is displayed. A download button is displayed for Excel files. If the uploaded file is not an Excel file, the button for PDF files changes to View, and the file can still be downloaded.

To log in to the account, click the Login button in the upper right corner of the page.

Login Page



1. **Choose User** role first if you're the Uploader, Checker, Approver, or Admin.
2. Then you can input your **Username** and **Password**.
3. After filling out the input fields, just hit the **Login** button.
4. You can go back to the viewer page by just clicking the red button.

Note: Only administrators can create users an account.

UPLOADER

File/Reports Uploading

The screenshot shows the 'E-REPORT' uploader interface. At the top, there are three status cards: '3 Pending' (yellow), '14 Approved' (green), and '9 Disapproved' (red). Below these are search filters for Status, Serial No., Batch No., Group No., Training Group, Document, Month, Year, and Filename. A table below the filters lists reports with columns for #, Status, Serial No., Batch No., Group No., Month, Year, Document, Training Group, and Filename.

#	Status	Serial No.	Batch No.	Group No.	Month	Year	Document	Training Group	Filename
1	FOR CHECKING	1130737970	1114	N/A	May	2024	Trainers Evaluation Results	Theory Training	TRAINER'S EVALUATION RES
2	FOR CHECKING	3832590524	1116	N/A	July	2024	Training History	Theory Training	TRAINING HISTORY Batch 243
3	FOR APPROVAL	3262507317	1116	N/A	June	2024	Initial Practice Training Report-Special Batch	Initial Practice	INITIAL PROCESS SPECIAL BA

Counts for Pending, Approved, or Disapproved uploaded reports.

This close-up shows the three status count cards: '3 Pending' (yellow), '14 Approved' (green), and '9 Disapproved' (red).

1. Change **Status** to display on the table.



This screenshot shows the uploader interface with the 'Status' dropdown menu set to 'PENDING' (highlighted with a red box and labeled '1'). The 'Upload' button is also highlighted with a red box and labeled '2'.

2. Click Upload button to show modal. (see in page. 5)



#	Status	Serial No.	Batch No.	Group No	Month	Year	Document	Training Group	Filename
1	FOR CHECKING	1130737970	1114	N/A	May	2024	Trainers Evaluation Results	Theory Training	TRAINER'S EVALUATION RES
2	FOR CHECKING	3832590524	1116	N/A	July	2024	Training History	Theory Training	TRAINING HISTORY Batch 243
3	FOR APPROVAL	3262507317	1116	N/A	June	2024	Initial Practice Training Report-Special Batch	Initial Practice	INITIAL PROCESS SPECIAL BA

This table shows the status of reports. Reports that are "For Checking" are highlighted in yellow. Reports that are "For Approval" are highlighted in blue. Reports that are "Approved" are highlighted in green. Reports that are "Disapproved" are highlighted in red.

UPLOADER

File/Reports Uploading

The screenshot shows the 'E-REPORT' uploader interface. At the top, there's a dashboard with three status boxes: '3 Pending' (yellow), '14 Approved' (green), and '9 Disapproved' (red). Below this is the 'UPLOAD' section with search filters for Status, Serial No., Batch No., Group No., Training Group, Document, and File. A table below shows the list of uploaded documents.

#	Status	Serial No.	Batch No.	Group No.	Month	Year	Document	Training Group	Filename
1	FOR CHECKING	1130737970	1114	N/A	May	2024	Trainers Evaluation Results	Theory Training	TRAINER'S EVALUATION RES
2	FOR CHECKING	3832590524	1116	N/A	July	2024	Training History	Theory Training	TRAINING HISTORY Batch 24
3	FOR APPROVAL	3262507317	1116	N/A	June	2024	Initial Practice Training Report-Special Batch	Initial Practice	INITIAL PROCESS SPECIAL B

Upload Document Modal

Enter data in all the input fields on the form. If the **Group No.** field is empty, enter "N/A." The **Sub Document** field is dependent on the selected Document, and may or may not be empty.

Next, uploader must select the checker who will review the file. Then choose the file you wish to upload, then **submit**.

The 'UPLOAD DOCUMENT' modal form contains the following fields: Batch No., Group No., Month (dropdown), Training Group (dropdown), Document (dropdown), Sub Document (dropdown), Check by (dropdown), and Upload File (file input). There are 'Clear All' and 'Submit' buttons at the bottom.



#	Status	Serial No.	Batch No.	Group No	Month	Year	Document	Training Group	Filename
1	FOR CHECKING	1130737970	1114	N/A	May	2024	Trainers Evaluation Results	Theory Training	TRAINER'S EVALUATION RES
2	FOR CHECKING	3832590524	1116	N/A	July	2024	Training History	Theory Training	TRAINING HISTORY Batch 24
3	FOR APPROVAL	3262507317	1116	N/A	June	2024	Initial Practice Training Report-Special Batch	Initial Practice	INITIAL PROCESS SPECIAL B

All submitted files will be visible in this table and designated as “For Checking”.

UPLOADER

Changed status to Approved and Disapproved

The Status has changed to Approved, which allows viewing of all approved reports uploaded by the current account.

The screenshot shows the 'E-REPORT' upload interface. At the top, there are three status filters: Pending (3), Approved (14), and Disapproved (9). The 'APPROVED' filter is selected. Below the filters, there are search fields for Serial No., Batch No., Group No., Month, Year, Document, and Filename. A table below shows a list of approved reports with columns for Status, Serial No., Batch No., Group No., Month, Year, Document, Training Group, and Filename. The table contains 10 rows of data, all with a status of 'APPROVED'.

The Status has changed to Disapproved, which allows viewing of all disapproved reports uploaded by the current account.

The screenshot shows the 'E-REPORT' upload interface with the 'DISAPPROVED' filter selected. The table below the search fields shows a list of disapproved reports. The table has columns for Status, Serial No., Batch No., Group No., Month, Year, Document, Training Group, Filename, Checked By, and Checked On. The table contains 2 rows of data, both with a status of 'DISAPPROVED'.

To re-upload the disapproved uploads, just click the filename.

File view page for re-uploading disapproved

This is a preview of the uploaded file. Unfortunately, because the uploaded file is an Excel spreadsheet, we cannot preview it on the web. But you can download it using the download button.

The screenshot shows the file view page for re-uploading disapproved. It features a large empty box on the left for the file preview. On the right, there is a form with a 'Serial no.' field, a 'Check by' dropdown menu, and an 'Upload updated file' section with a 'Click or drag file here' instruction. At the bottom, there are 'Submit' and 'OK' buttons.

First, select the checker. Next, select the corrected file. Finally, click the submit button. If success, a modal will pop up, just click OK.

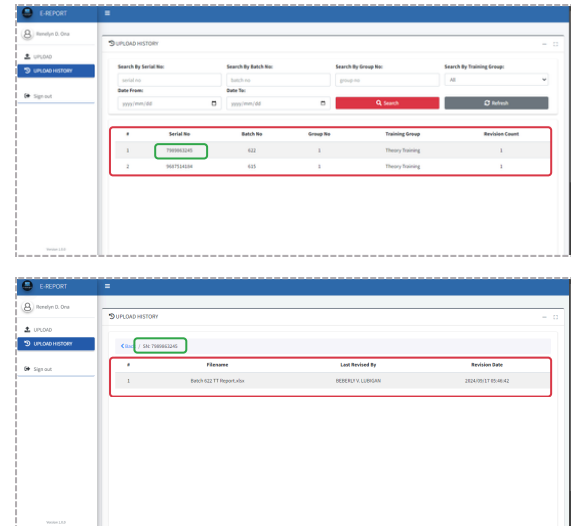
UPLOADER

Upload History

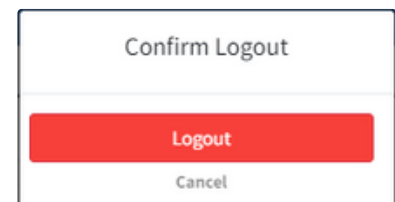
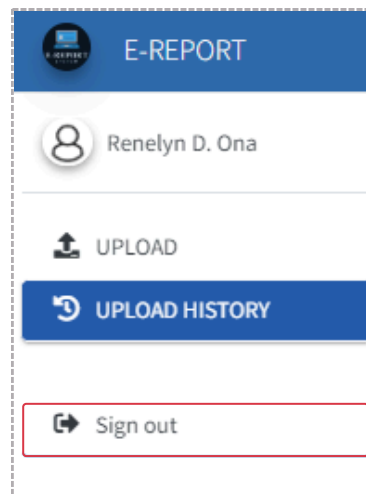
In this part, all disapproved by the Checker and Approver will be listed here. You can also see here the count how many times the files revised.

When you click the row, a new table will appear. This table will show who last revised the file.

The name of the checker or approver will also be displayed in the "Last Revised By" column, which allows you to discern who last revised the file.



To sign out, just click the **sign out** button, then click **Logout** to confirm logout.



CHECKER/APPROVER

Review of Pending File

E-REPORT

3 Pending 8 Approved 3 Disapproved

REQUEST FOR CHECKING

Status: **PENDING** Search By Serial No: Search By Batch No: Search By Group No:

Search By Training Group: Search By Document: Month: Year:

Search By Filename:

#	Status	Serial No.	Batch No.	Group No.	Month	Year	Document	Training Group	FileNames	Upload By	Upld
1	PENDING	7707927029	628	undefined	September	2024	Initial Practice Training Report	Initial Practice	Batch 628-1 IP FOR E.T.REPORT (2).xlsx	Lady Dawn M. Laygo	2024
2	PENDING	8721046237	628		September	2024	Initial Practice Training Report	Initial Practice	Batch 628-1 IP FOR E.T.REPORT (2).xlsx	Lady Dawn M. Laygo	2024
3	PENDING	7657154745	628		September	2024	Initial Practice Training Report	Initial Practice	Batch 628-1 IP FOR E.T.REPORT (2).xlsx	Lady Dawn M. Laygo	2024

Counts for Pending, Approved, and Disapproved

Change the status to change data on the table.

REQUEST FOR CHECKING

Status: **PENDING** Search By Serial No: Search By Batch No: Search By Group No:

Search By Training Group: Search By Document: Month: Year:

Search By Filename:

#	Status	Serial No.	Batch No.	Group No.	Month	Year	Document	Training Group	FileNames	Upload By	Upld
1	PENDING	7707927029	628	undefined	September	2024	Initial Practice Training Report	Initial Practice	Batch 628-1 IP FOR E.T.REPORT (2).xlsx	Lady Dawn M. Laygo	2024
2	PENDING	8721046237	628		September	2024	Initial Practice Training Report	Initial Practice	Batch 628-1 IP FOR E.T.REPORT (2).xlsx	Lady Dawn M. Laygo	2024
3	PENDING	7657154745	628		September	2024	Initial Practice Training Report	Initial Practice	Batch 628-1 IP FOR E.T.REPORT (2).xlsx	Lady Dawn M. Laygo	2024

To review the file, just click the filename and the file view page will show.

#	Status	Serial No.	Batch No.	Group No.	Month	Year	Document	Training Group	FileNames	Upload By	Upld
1	PENDING	7707927029	628	undefined	September	2024	Initial Practice Training Report	Initial Practice	Batch 628-1 IP FOR E.T.REPORT (2).xlsx	Lady Dawn M. Laygo	2024
2	PENDING	8721046237	628		September	2024	Initial Practice Training Report	Initial Practice	Batch 628-1 IP FOR E.T.REPORT (2).xlsx	Lady Dawn M. Laygo	2024
3	PENDING	7657154745	628		September	2024	Initial Practice Training Report	Initial Practice	Batch 628-1 IP FOR E.T.REPORT (2).xlsx	Lady Dawn M. Laygo	2024

File view page for checking pending

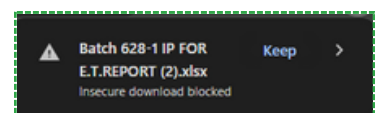
First, select status Approve or Disapprove. Then, select Approver to review the file.

Preview is not available for Excel files.
The file will be downloaded automatically on click the download button.

Serial no: 7707927029

Status: **PENDING** Approval No:

Comment:



Upon opening file view page, the file automatically downloaded. A dialog box will appear asking if you want to keep the file. To keep the file, click **Keep**.

CHECKER/APPROVER

Review of Pending File

If the selected status is "**Disapprove**," you must upload the file for correction and provide a comment. If the status is "Approve," you do not need to do either.

Then, **submit**.

The screenshot shows a web form for reviewing a pending file. At the top, it displays 'Serial no: 7707927029'. Below this, there are two dropdown menus: 'Status:' and 'Approval by:'. The 'Status:' dropdown is currently set to 'Disapprove'. Below these is a 'Comment:' text area. Further down is an 'Upload File:' section with a large rectangular area for file upload, containing the text 'Click or drop file here.' At the bottom of the form are two buttons: a blue 'Submit' button and a black 'Close' button.

Notes:

- The Checker and Approver share the same process for reviewing, approving, and disapproving files. This process includes selecting the status of the file, except in selecting approver.
- All disapproved files will be returned to the uploader. The uploader will then be required to resubmit the files. (See instructions on page 6.)

ADMIN

Dashboard

The admin dashboard table displays the same data as the viewer table. However, you can edit a file in the dashboard table by clicking anywhere in a row.

E-REPORT

Renelyn Ona

Dashboard

Document Masterlist

Accounts Management

Sign out

ADMIN DASHBOARD

Search By Serial No:

Search By Batch No:

Search By Group No:

Search By Training Group:

Search By Document:

Search By Filename:

Month:

Year:

Search

Refresh

#	Serial No.	Batch No.	Group No.	Month	Year	Document	Training Group	Filename	Checked By	Checked Date	App
1	1259482901	602	1	May	2024	Final Practice Training Report	Final Practice	Batch 602 FPT Report.xlsx	Mhay V. Marcuap	2024/08/10	Apr
2	1985337366	613	1	July	2024	Initial Practice Training Report	Initial Practice	Batch 613 IPT Report.xlsx	BEBERLY V. LUBIGAN	2024/08/14	Apr
3	4484214277	615	1	July	2024	Initial Practice Training Report	Initial Practice	Batch 615 IPT Report.xlsx	BEBERLY V. LUBIGAN	2024/08/14	Apr
4	4491391994	612	1	July	2024	Initial Practice Training Report	Initial Practice	Batch 612 IPT Report.xlsx	BEBERLY V. LUBIGAN	2024/08/14	Apr
5	5990171796	298	N/A	August	2024	SEP Comprehensive Report	SEP	Batch 298.xlsx			Apr
6	6532441731	605	1	June	2024	Final Practice Training Report	Final Practice	Batch 605 FPT Report.xlsx	Mhay V. Marcuap	2024/08/14	Apr
7	658708617	609	1	June	2024	Initial Practice Training Report	Initial Practice	Batch 609 IPT Report.xlsx	BEBERLY V. LUBIGAN	2024/08/09	Apr
8	6926806812	611	1	July	2024	Initial Practice Training Report	Initial Practice	Batch 611 IPT Report.xlsx	BEBERLY V. LUBIGAN	2024/08/14	Apr
9	7515466984	613	2	July	2024	Initial Practice Training Report	Initial Practice	Batch 613 IPT Report.xlsx	BEBERLY V. LUBIGAN	2024/08/14	Apr
10	7518871965	112	N/A	June	2024	SEP Comprehensive Report	SEP	Batch 112.xlsx			Apr
11	7863257976	602	2	June	2024	Final Practice Training Report	Final Practice	Batch 602 FPT Report.xlsx	Mhay V. Marcuap	2024/08/13	Apr
Total: 18											



E-REPORT

Renelyn Ona

Dashboard

Document Masterlist

Accounts Management

Sign out

ADMIN DASHBOARD

Search By Serial No:

Search By Batch No:

Search By Group No:

Search By Training Group:

Search By Document:

Search By Filename:

Month:

Year:

Search

Refresh

#	Serial No.	Batch No.	Group No.	Month	Year	Document	Training Group	Filename	Checked By	Checked Date	App
1	1259482901	602	1	May	2024	Final Practice Training Report	Final Practice	Batch 602 FPT Report.xlsx	Mhay V. Marcuap	2024/08/10	Apr
2	1985337366	613	1	July	2024	Initial Practice Training Report	Initial Practice	Batch 613 IPT Report.xlsx	BEBERLY V. LUBIGAN	2024/08/14	Apr
3	4484214277	615	1	July	2024	Initial Practice Training Report	Initial Practice	Batch 615 IPT Report.xlsx	BEBERLY V. LUBIGAN	2024/08/14	Apr
4	4491391994	612	1	July	2024	Initial Practice Training Report	Initial Practice	Batch 612 IPT Report.xlsx	BEBERLY V. LUBIGAN	2024/08/14	Apr
5	5990171796	298	N/A	August	2024	SEP Comprehensive Report	SEP	Batch 298.xlsx			Apr

UPDATE DATA

Serial No:

Batch No:

Group No:

Month:

Year:

Training Group:

Document:

Filename:

Checked By:

Checked Date:

Approved By:

Approved Date:

Cancel

Update

ADMIN

Document Masterlist

Update Documents

Main Document:

Final Practice Training Report

Sub Document:

Training Attendance and Comprehension Practical Result

Delete

Update

Add New Document

Main Document:

--SELECT DOCUMENT--

Sub Document:

e.g. Theory Training...

Submit

To add a new document, click "**Add Document.**" Once a document has been added, it can be edited by clicking three dots in the corresponding row.

E-REPORT

Renelyn Ona

Dashboard

Document Masterlist

Accounts Management

Sign out

Home / Masterlist

DOCUMENT MASTERLIST

+ Add Document

#	Document	Sub Document
1	Final Practice Training Report	Training Attendance and Comprehension Practical Result
2	Final Practice Training Report Special Batch	Training Attendance and Comprehension Practical Result
3	Initial Practice Training Report	Training Attendance and Comprehension Practical Result
4	Initial Practice Training Report Special Batch	Training Attendance and Comprehension Practical Result
5	SEP Comprehensive Report	Expert
6	SEP Comprehensive Report	Jr Staff

+ Add Training

#	Training Title
1	Final Practice
2	Initial Practice
3	WNTT
4	SEP
5	Theory Training

To add a new training title, click "**Add Training**" Once a training title has been added, it can be edited by clicking three dots in the corresponding row.

Add New Training Title

Training Title:

e.g. Final Practice...

Submit

Update Training Title

Training Title:

Final Practice

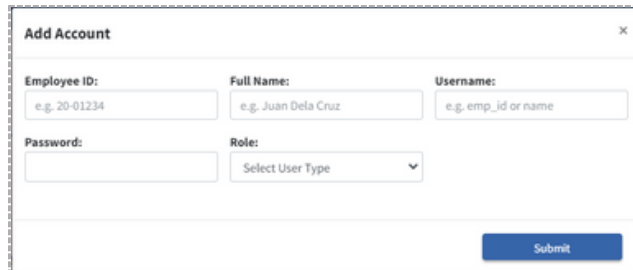
Delete

Submit

ADMIN

Accounts Management

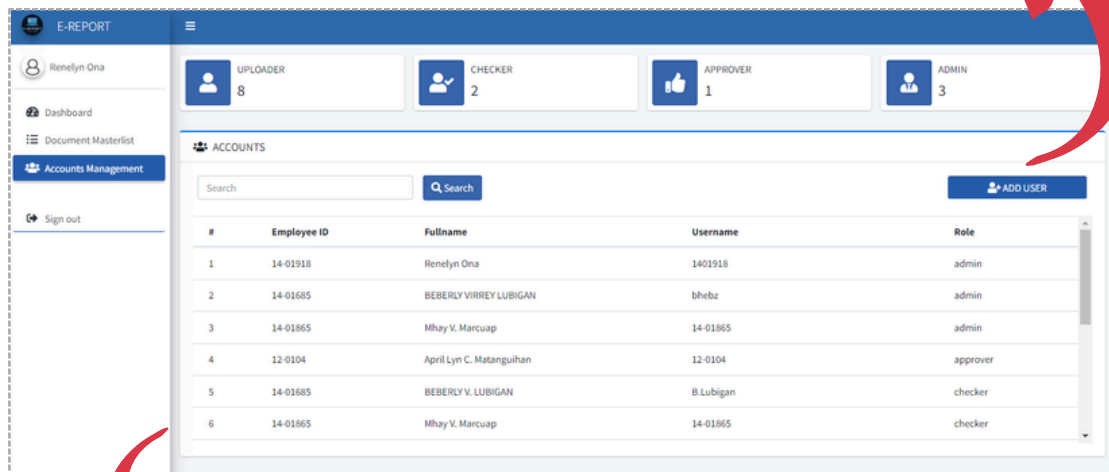
To add a new account, click **"Add User."** Once an account has been added, it can be edited by clicking in the corresponding row.



Add Account

Employee ID: Full Name: Username:

Password: Role:



E-REPORT

Renelyn Ona

Dashboard

Document Masterlist

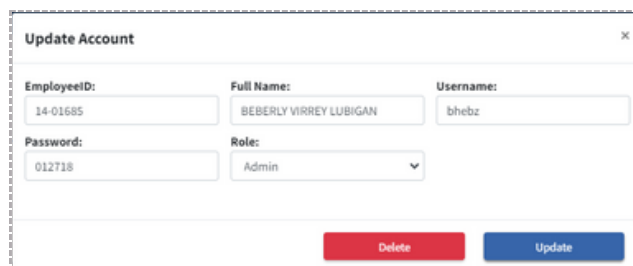
Accounts Management

Sign out

ACCOUNTS

Search

#	Employee ID	Fullname	Username	Role
1	14-01918	Renelyn Ona	1401918	admin
2	14-01685	BEVERLY VIRREY LUBIGAN	bhebz	admin
3	14-01865	Mhay V. Marcuap	14-01865	admin
4	12-0104	April Lyn C. Matanguihan	12-0104	approver
5	14-01685	BEVERLY V. LUBIGAN	B.Lubigan	checker
6	14-01865	Mhay V. Marcuap	14-01865	checker



Update Account

EmployeeID: Full Name: Username:

Password: Role:

