



WESTERN MINDANAO STATE UNIVERSITY

Distance Learning Education

Normal Road, Baliwasan 7000 Zamboanga City



Distance Learning: Online Program Application User Manual

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Zamboanga City

NOTE:

This manual serves as a reference guide for navigating the system.

The manual is split into three parts:

1. The first part introduces you to the STUDENT USER profile and interface.
2. The second part introduces you to working with the ADMIN profile and interface.
3. The third part introduces you to working with the PROGRAM ADVISER profile and interface.

STEPS:1

The blue square-shaped icons with a number represent a series of steps for navigating the system's various components.

A. ACCESS & STUDENT USER PROFILE

You can access the website through this link.

<http://wmsu-distance-edu-app.online/>

A.1. Sign In

Enter your registered account in the input fields with your email and password. Then click the **Sign In** button to proceed. To register an account just click the **Sign up here** button.



A.2. Sign Up

For the registration of an account, the user must provide the following details: **first name, last name, valid email address, password, and confirm password**. The user must check the checkbox for the **terms and conditions**. Click the **Register** button to proceed.

A screenshot of the account registration form. The title "ACCOUNT REGISTRATION" is at the top. The form contains several input fields: "First name" (with "Adrian" entered), "Last name" (with "Agcaoili" entered), "Email" (with "adrianagcaoili20@gmail.com" entered), "Password" (with "....." entered), and "Confirm password" (with "....." entered). To the right of each field is a blue box with a number (1 to 5) and an arrow pointing to the field. Below the password fields is a checkbox labeled "I agree with the terms and conditions" with a blue box containing the number 6 and an arrow pointing to it. At the bottom, there is a red "Register" button with a blue box containing the number 7 and an arrow pointing to it, and a "Login" link.

A.3. One Time Password (OTP)

After submitting your account registration, the system will send an OTP code to your email. Enter the code and click the **Validate** button to proceed. Once your account is validated you may now sign in.

VALIDATE YOUR ACCOUNT

An OTP was sent to your email

Input code

1

Validate

2

A.4. Choose a program

After signing in to your account, you must select the program that you want to apply to. First, select a master's program, and second, select a field of specialization. Once done selecting, click the **Submit** button to proceed. You may also visit the website of Distance Learning by clicking the **Page** link and you may also logout your account using the **Logout** link.

Step 1: Choose program

Hi Adrian Agcaoli,

Kindly choose the program you want to apply for

Master of Nursing

Maternal and Child Health Nursing

SUBMIT

1

2

3

For more information, visit our [page](#).

Logout

A.5. Personal Information Form

Fill out the form with the following information:

- **Personal Details**
- **Address**
- **School Attended**
- **Google Drive link of your documents.**

Click the **Proceed to Application** button to submit your information.

Step 2: Personal Info

PERSONAL DETAILS

First name: Adrian

Last Name: Agcaoili

Date of birth: 24/02/1998 (1)

Gender: Male (2)

Civil Status: Single (3)

Alternative Email (or main email): adrianagcaoili027@gmail.com (4)

Mobile number: 09605075322 (5)

Telephone (Optional): optional

ADDRESS

House #: 54568 (6)

Street: Zone 5 (7)

City: Zamboanga (8)

State / Province: Zamboanga Del Sur (9)

Country: Philippines (10)

Postal / ZIP Code: 7000 (11)

SCHOOL ATTENDED

College / University: Western Mindanao State University (12)

Degree: Bachelor of Science in Nursing (13)


NOTE: Kindly create a Google Drive Folder and attach/upload your documents for Proof of Identity and Credentials then paste the link below. Make sure to set the audience to 'Anyone with the Link'.
Example link: <https://drive.google.com/drive/folders/1U7-yRlpsu2DD?usp=sharing>

Google Drive Link: Paste the link here (15)

PROCEED TO APPLICATION > (16)

A.6. Application Form

Fill out the application form by answering the five (5) questions given. All questions should be answered. Click the **Submit** button to submit your application form. After submitting, on your homepage it will show the **status** of your application.



DISTANCE LEARNING

Home

Profile

Logout

Step 3: Application

APPLICATION FORM

1. Why do you want to apply for a master's program for Distance Learning at this university?

Sample Answer A

1

2. Are you satisfied with the Technology and Software you are going to use for Remote Learning? and why?

Sample Answer B

2

3. Is online education as effective as face-to-face instruction? and why?

Sample Answer C

3

4. How well could you manage your time while learning remotely?

Sample Answer D

4


5. How difficult or easy for you to connect to the Internet to access your schoolwork?

Sample Answer E

5

SUBMIT

6




DISTANCE LEARNING

Home

Profile

Logout



Thank you for applying!

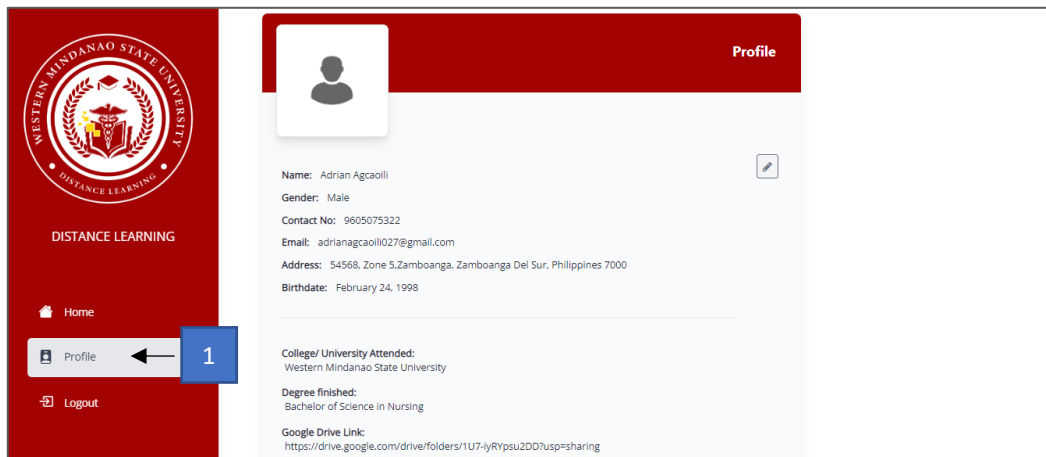
Your application is pending.

For more information, visit our [page](#).

status

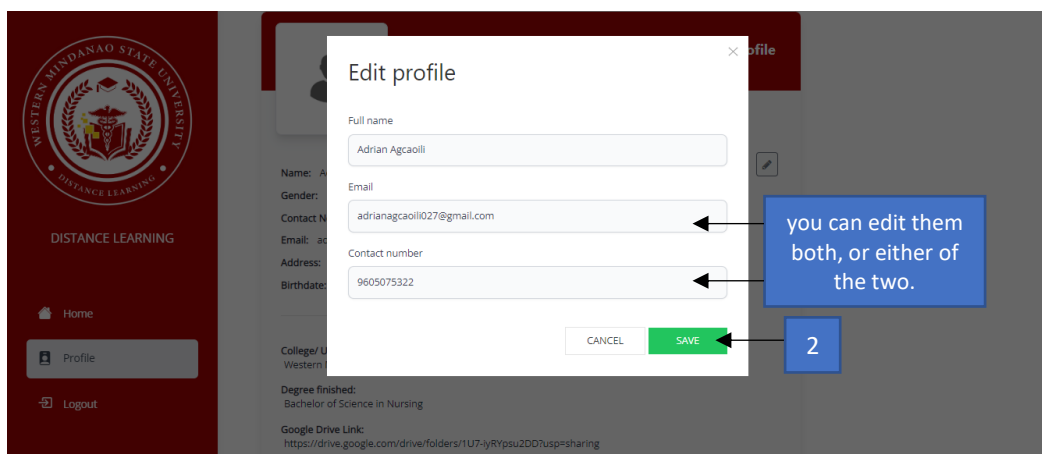
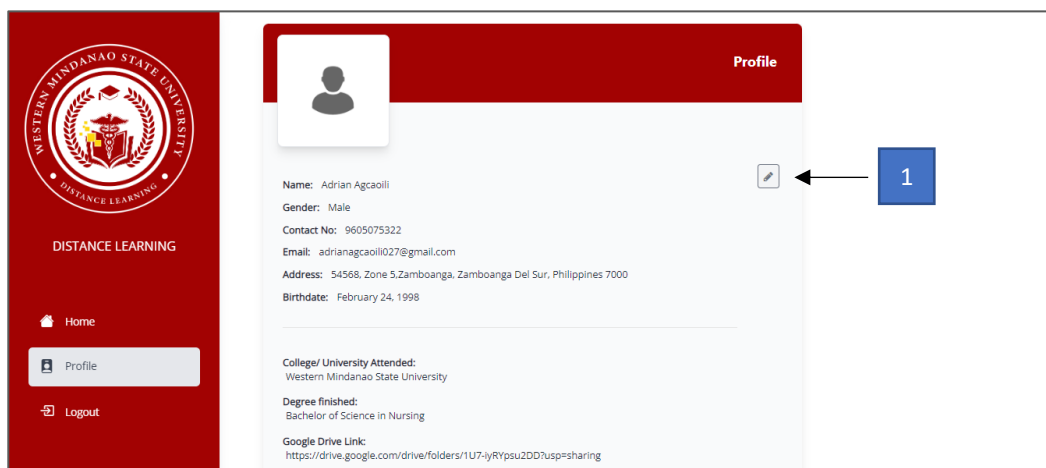
A.7. User Profile

You can visit your profile by clicking the **Profile** button. You will see the information about yourself based on the forms you have submitted.



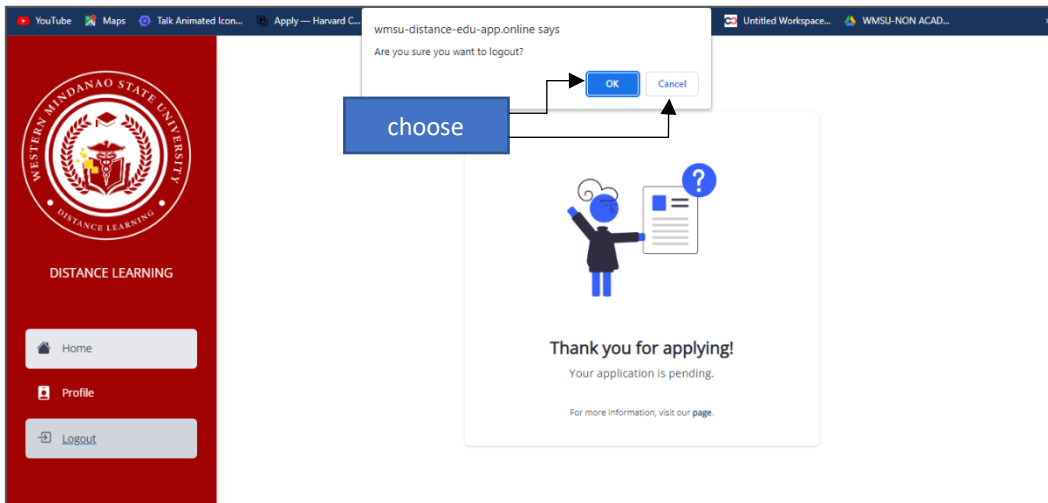
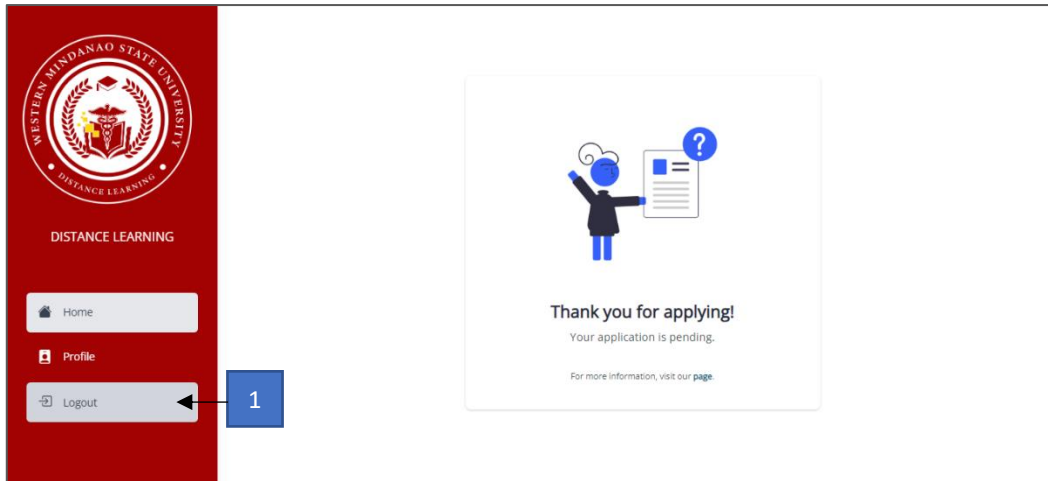
A.7.1 Edit Profile

Click the **pen icon** to edit your profile. You can only edit your **Email**, and **Contact No.** Click the **Save** button if you to save your edit and the **Cancel** button if not.



A.8. Logout

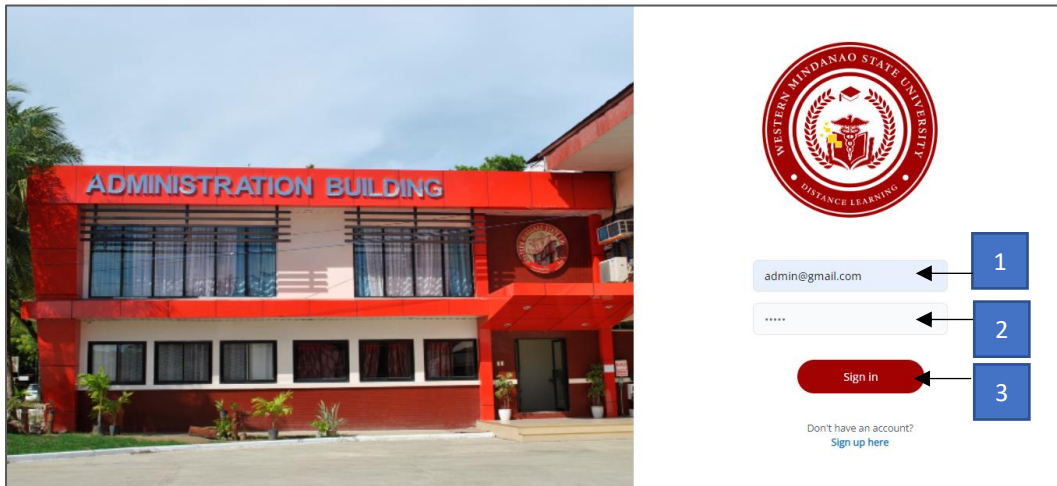
To log out of your account, just click the **Logout** button, and after that, a prompt will appear asking if you want to log out of your account or not. Click **Ok** to proceed and **Cancel** if not.



B. ADMIN USER / DISTANCE LEARNING HEAD

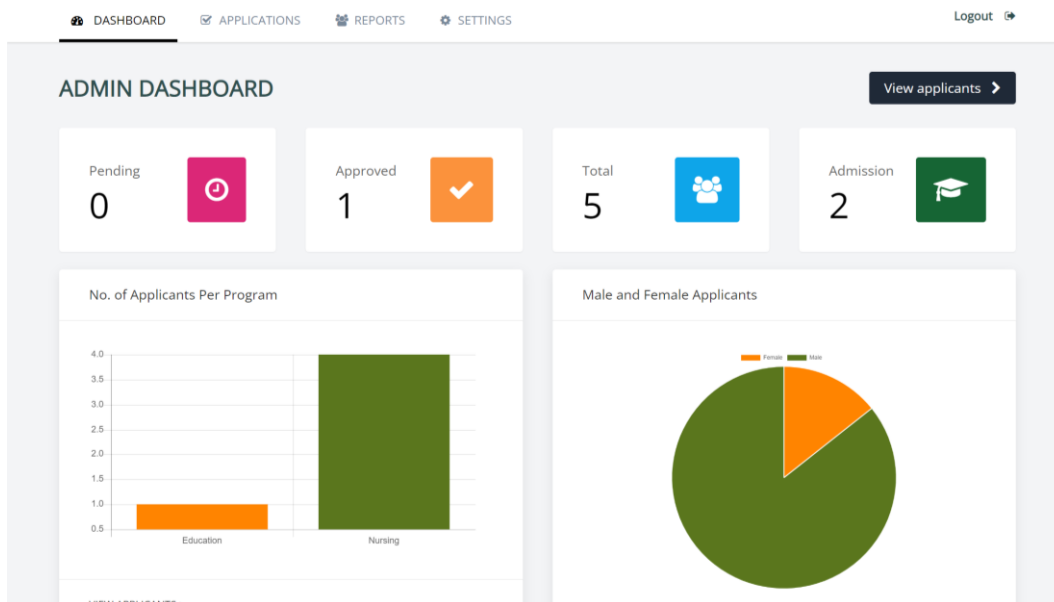
B.1. Sign In (as ADMIN)

Sign in to your admin account by providing your email and password then click the **Sign In** button to proceed and you will be redirected to the **ADMIN DASHBOARD**.



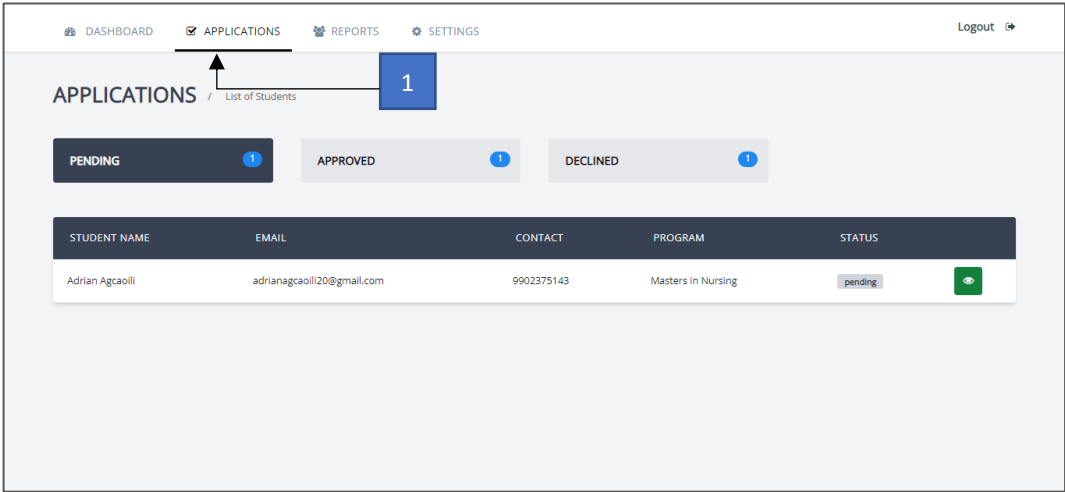
B.2. Admin Dashboard

In the Admin Dashboard you will see the number of pending applicants, total number of applicants, the number of approved applicants. There are also graphical representations of the number of applicants per program and the number of male and female applicants.



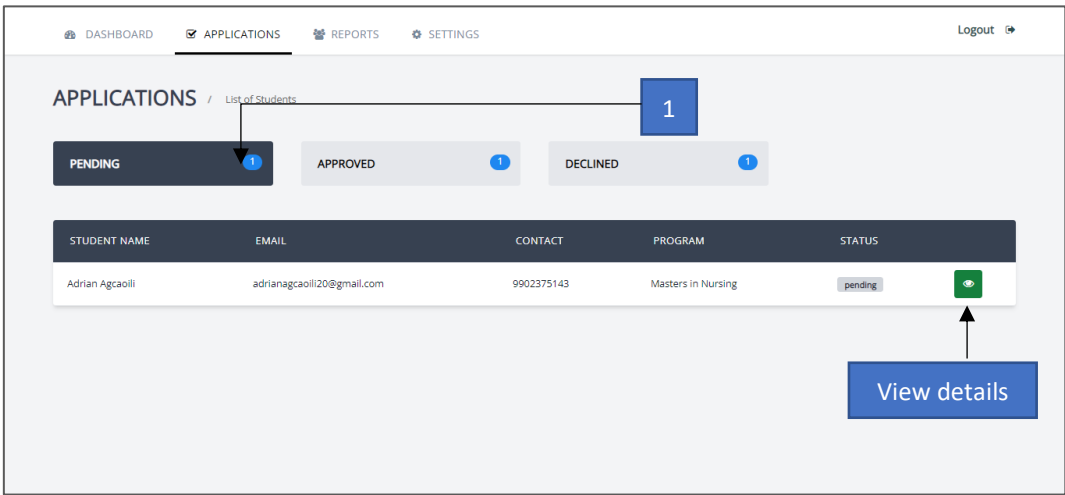
B.3. Applications

To view the applicants just click the **Applications** link and you will be redirected to the of **Pending Applications**.



B.3.1. Pending Applications

Here you will see all the pending applications. To view the details of the applicant just click the **Eye** button.



B.3.1.1 Pending Applications (View Details)

In this page you will see the information about the applicant, the Google Drive link of his documents, and his answers to the questions given on the application form.

STUDENT DETAILS

STUDENT NAME:

Adrian Agcaoili

DEGREE:

Masters in Nursing

COURSE:

Masters in Mental Health and Psychiatric Nursing

CONTACT NO:

9902375143

GENDER:

Male

BIRTHDATE:

February 24, 1998

EMAIL:

adrianagcaoili20@gmail.com

ADDRESS:

54543, Zone 2,Zamboanga, Zamboanga Del Sur, Philippines 7000

STATUS: pending

1. Why do you want to apply for a master's program for Distance Learning at this university?

Answer:
Sample Answer A

View next answer

2. Are you satisfied with the Technology and Software you are going to use for Remote Learning? and why?

+

3. Is online education as effective as face-to-face instruction? and why?

+

4. How well could you manage your time while learning remotely?

+

5. How difficult or easy for you to connect to the internet to access your schoolwork?

+

Approve/Decline the application

Approve

Decline

Masters in Mental Health and Psychiatric Nursing

CONTACT NO:

9902375143

GENDER:

Male

BIRTHDATE:

February 24, 1998

EMAIL:

adrianagcaoili20@gmail.com

ADDRESS:

54543, Zone 2,Zamboanga, Zamboanga Del Sur, Philippines 7000

SCHOOL ATTENDED:

Far Eastern University Alabang Campus

DEGREE:

Bachelor of Science in Nursing

GOOGLE DRIVE LINK:

<https://drive.google.com/drive/folders/1U7-IyRYpsu2DD?usp=sharing>

3. Is online education as effective as face-to-face instruction? and why?

+

4. How well could you manage your time while learning remotely?

+

5. How difficult or easy for you to connect to the internet to access your schoolwork?

+

Approve

Decline

View the documents

B.3.1.2 Declining the Application

After clicking the **Decline** button, you have to state the reason why the application will be declined.

The screenshot shows a form titled 'Decline Application' with a 'Back to Application' link. A text area labeled 'Reason for not accepting the application:' contains the text 'Incomplete documents.' An annotation 'State the reason' points to this text area. Below the text area is a note: 'NOTE: This will notify the student via email.' At the bottom are 'Cancel' and 'Decline' buttons. An annotation 'Cancel/Proceed to Decline' points to the 'Decline' button.

B.3.2. Approved Applications

Here you will see all the approved applications. To view the details of the applicant just click the **Eye** button.

The screenshot shows the 'APPROVED' section of the 'APPLICATIONS' page. A blue box with the number '1' points to the 'APPROVED' tab. Below the tabs is a table with columns: STUDENT NAME, EMAIL, CONTACT, PROGRAM, and STATUS. The first row shows 'Lawrence Larano' with email 'zeroalchemist12@gmail.com', contact '9977135647', program 'Masters in Education', and status 'approved'. An annotation 'View details' points to the 'Eye' icon in the 'STATUS' column.

STUDENT NAME	EMAIL	CONTACT	PROGRAM	STATUS
Lawrence Larano	zeroalchemist12@gmail.com	9977135647	Masters in Education	approved

B.3.2.1 Approved Applications (View Details)

In this page you will see the information about the applicant, the Google Drive link of his documents, and his answers to the questions given on the application form.

STATUS: approved

STUDENT DETAILS

STUDENT NAME:
Lawrence Larano

DEGREE:
Masters in Education

COURSE:
Masters in Major in Educational Administration

CONTACT NO.:
9977135647

GENDER:
Male

BIRTHDATE:
May 7, 2022

EMAIL:
zeroalchemist12@gmail.com

ADDRESS:
12, Palmeras Drive Guiwan,Zamboanga City,
Zamboanga Del Sur, Philippines 7000

1. Why do you want to apply for a master's program for Distance Learning at this university?

Answer:
Testing case test

View next answer

2. Are you satisfied with the Technology and Software you are going to use for Remote Learning? and why?

3. Is online education as effective as face-to-face instruction? and why?

4. How well could you manage your time while learning remotely?

5. How difficult or easy for you to connect to the internet to access your schoolwork?

Masters in Major in Educational Administration

CONTACT NO.:
9977135647

GENDER:
Male

BIRTHDATE:
May 7, 2022

EMAIL:
zeroalchemist12@gmail.com

ADDRESS:
12, Palmeras Drive Guiwan,Zamboanga City,
Zamboanga Del Sur, Philippines 7000

SCHOOL ATTENDED:
Western Mindanao State University

DEGREE:
BS Education

GOOGLE DRIVE LINK:
<https://drive.google.com/drive/folders/1U7-lyRYpsu2DD?usp=sharing>

3. Is online education as effective as face-to-face instruction? and why?

4. How well could you manage your time while learning remotely?

5. How difficult or easy for you to connect to the internet to access your schoolwork?

View the documents

B.3.3. Declined Applications

Here you will see all the declined applications. To view the details of the applicant just click the **Eye** button.

The screenshot shows a dashboard with a top navigation bar containing 'DASHBOARD', 'APPLICATIONS' (selected), 'REPORTS', and 'SETTINGS'. A 'Logout' link is in the top right. Below the navigation bar, the page title is 'APPLICATIONS / List of Students'. There are three status filters: 'PENDING' (0), 'APPROVED' (0), and 'DECLINED' (2). A blue box with the number '1' and an arrow points to the 'DECLINED' filter. Below the filters is a table with columns: 'STUDENT NAME', 'EMAIL', 'CONTACT', 'PROGRAM', and 'STATUS'. The table contains two rows, both with a 'declined' status and a green eye icon. A blue button labeled 'View details' with an arrow points to one of the eye icons.

STUDENT NAME	EMAIL	CONTACT	PROGRAM	STATUS
Adrian Agcaoli	adrianagcaoli027@gmail.com	9605075322	Masters in Nursing	declined
Adrian Agcaoli	adrianagcaoli20@gmail.com	9902375143	Masters in Nursing	declined

B.3.3.1 Declined Applications (View Details)

In this page you will see the information about the applicant, the Google Drive link of his documents, and his answers to the questions given on the application form.

The first screenshot shows the 'STUDENT DETAILS' section on the left, listing information for Adrian Agcaoli, including his degree (Masters in Nursing), course (Masters in Mental Health and Psychiatric Nursing), contact number (9902375143), gender (Male), birthdate (February 24, 1998), email (adrianagcaoli20@gmail.com), and address (54543, Zone 2, Zamboanga, Zamboanga Del Sur, Philippines 7000). On the right, there are five questions about applying for a master's program, with a 'View next answer' button. Below the questions is a red box indicating the reason for decline: 'Incomplete documents.' A blue button labeled 'View the documents' points to a Google Drive link in the second screenshot.

STUDENT DETAILS

STUDENT NAME: Adrian Agcaoli

DEGREE: Masters in Nursing

COURSE: Masters in Mental Health and Psychiatric Nursing

CONTACT NO: 9902375143 GENDER: Male

BIRTHDATE: February 24, 1998

EMAIL: adrianagcaoli20@gmail.com

ADDRESS: 54543, Zone 2, Zamboanga, Zamboanga Del Sur, Philippines 7000

1. Why do you want to apply for a master's program for Distance Learning at this university?

Answer: Sample Answer A

2. Are you satisfied with the Technology and Software you are going to use for Remote Learning? and why?

3. Is online education as effective as face-to-face instruction? and why?

4. How well could you manage your time while learning remotely?

5. How difficult or easy for you to connect to the internet to access your schoolwork?

Reason: Incomplete documents.

3. Is online education as effective as face-to-face instruction? and why?

4. How well could you manage your time while learning remotely?

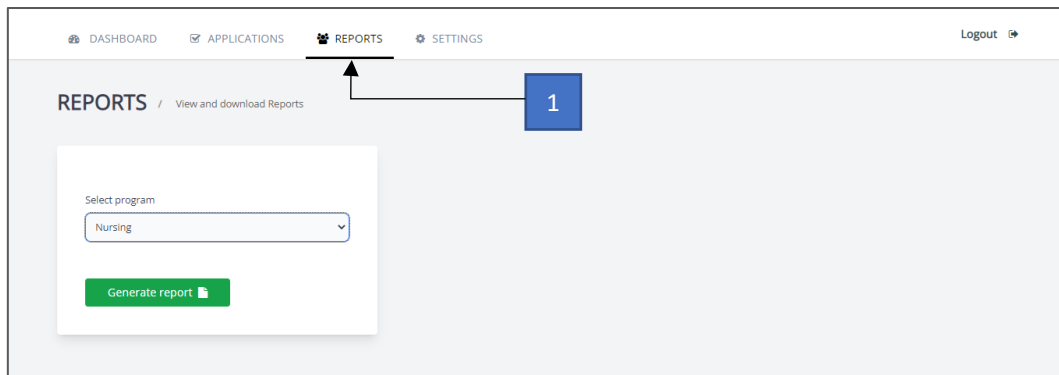
5. How difficult or easy for you to connect to the internet to access your schoolwork?

Reason: Incomplete documents.

Google Drive Link: <https://drive.google.com/drive/folders/1U7-IyRysu2DD?usp=sharing>

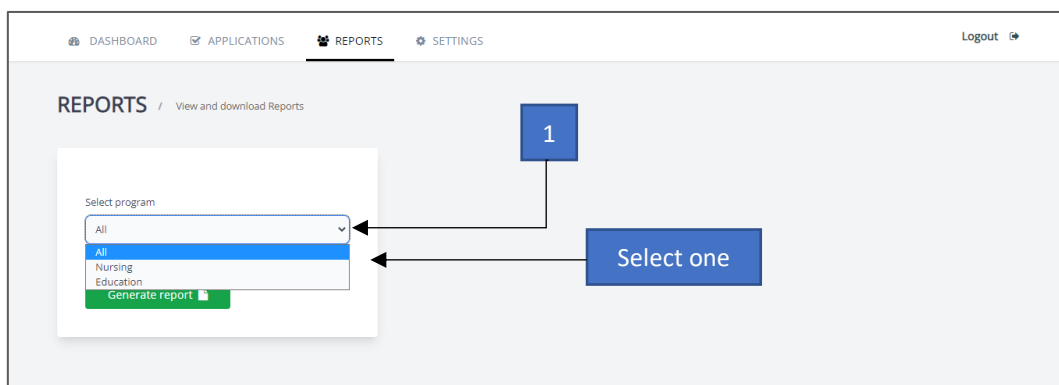
B.4. Reports

To generate reports just click the **Reports** link and you will be redirected to the **Report** page.



B.4.1. Select a program to generate a report

You can generate with all the available programs, and you can also generate a report of a specific program. Just click the dropdown field and select one of the choices.



B.4.1.2. Generate Report

Click the **Generate Report** button to generate a report. You will be redirected to a page that show the content of the report and you can generate a **PDF file** of the report.

DASHBOARDAPPLICATIONSREPORTSSETTINGSLogout

REPORTS / View and download Reports

Select program
Nursing

Generate report



Click to generate report

BackPDF

Click to generate PDF

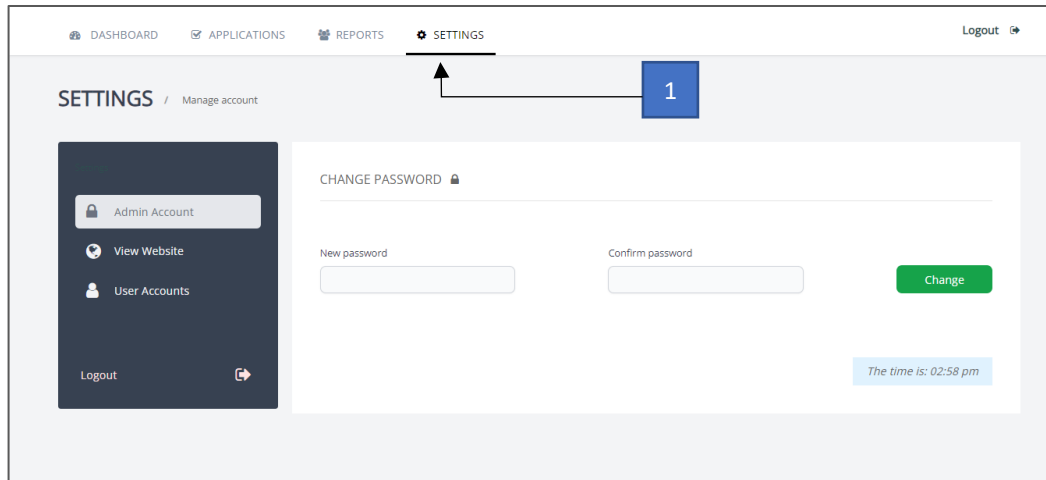
STUDENT NAME	EMAIL	CONTACT	PROGRAM	STATUS
Krizelle Mae Falcasantos	krizellemaeb.falcasantos@gmail.com	9652358742	Masters in Nursing	admission

pdf.php1 / 1100%+

<div><div></div><div>DISTANCE LEARNING EDUCATION Western Mindanao State University <i>Normal Road, Balwasan 7000 Zamboanga City Philippines</i></div><div></div></div>						
ID	STUDENT NAME	EMAIL	CONTACT #	COLLEGE	MAJOR	STATUS
2177835	Krizelle Mae Falcasantos	krizellemaeb.falcasantos@gmail.com	9652358742	Nursing	Medical-Surgical Nursing	admission

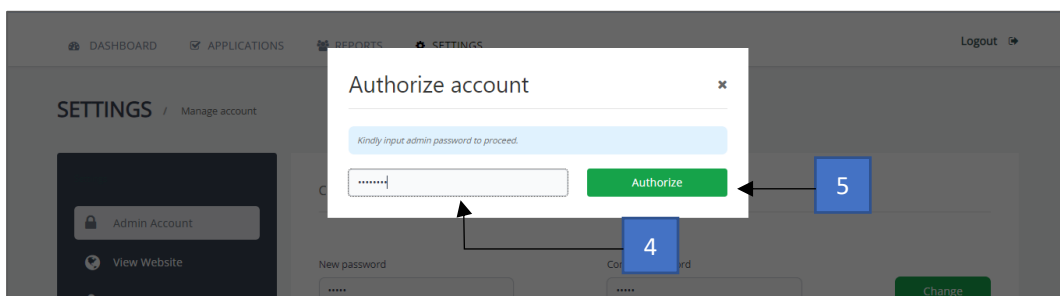
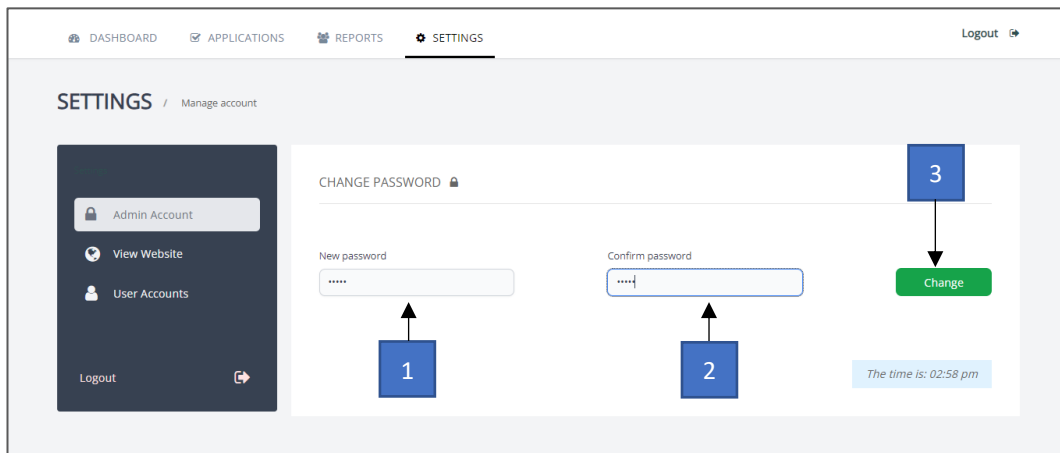
B.5. Settings

Click the **Settings** link and you will be redirected to the **Settings** page.



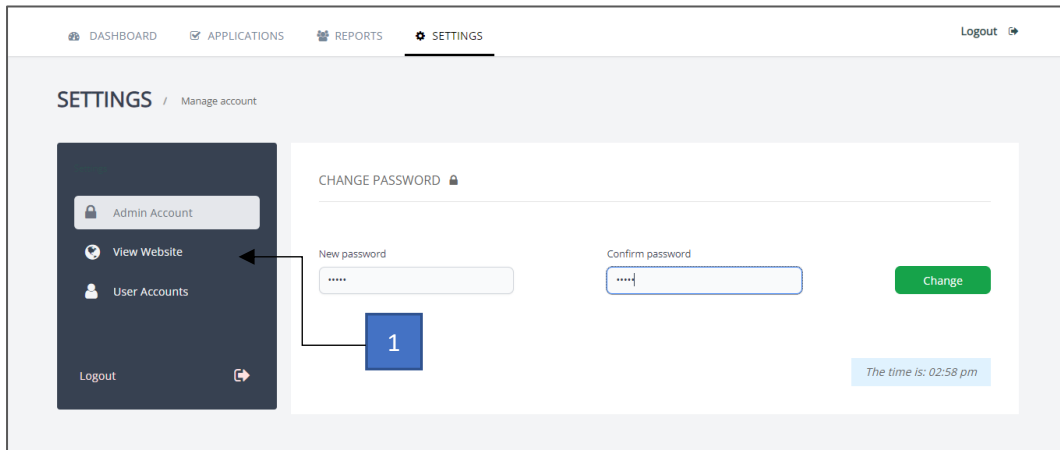
B.5.1. Change Admin Password

To change the **Admin Password**, you must input the **new password** and then **confirm the password**. Click the **Change** button to proceed. After clicking the **Change** button, a modal will appear and will ask for your current **Admin Password** for authorization.



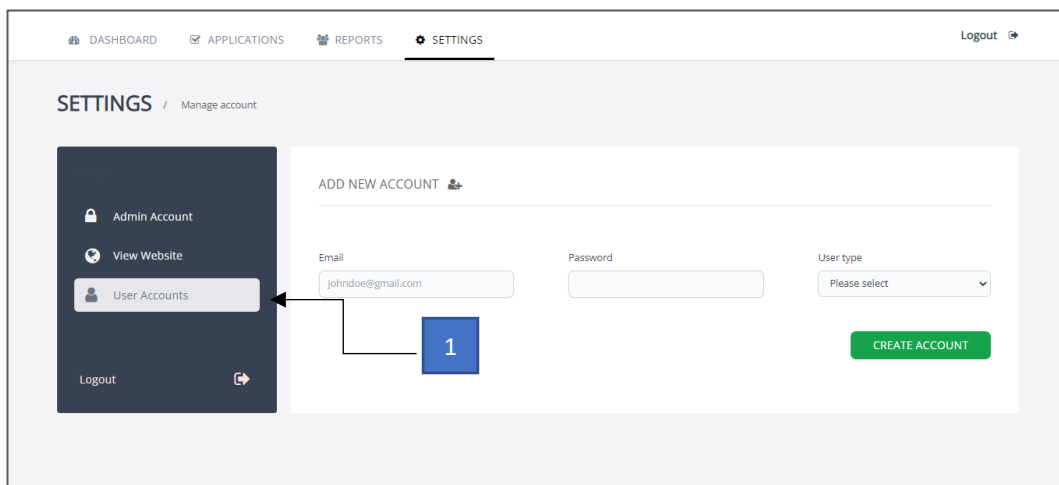
B.5.2. Visit Distance Learning Website

To visit the Distance Learning Website just click the **View Website** link.



B.5.3. User Accounts

Click the **User Accounts** link and you will be redirected to the **User Accounts** page.



B.5.3.1 Add New Account

To add a new account, enter the **email** and **password** of the user. Then select the **user type: Nursing Adviser, Education Adviser, or Admin**. After that click the **Create Account** button. After clicking the **Create Account** button, a modal will appear and will ask for your current **Admin Password** for authorization.

The screenshot shows the 'ADD NEW ACCOUNT' form in the 'SETTINGS / Manage account' section. The form has three input fields: 'Email' (containing 'adrianagcaoil027@gmail.com'), 'Password' (containing 'adnursing2022'), and 'User type' (a dropdown menu set to 'Nursing Adviser'). A green 'CREATE ACCOUNT' button is at the bottom right. Numbered blue boxes indicate the sequence: 1 points to the Email field, 2 points to the Password field, 3 points to the User type dropdown, and 4 points to the CREATE ACCOUNT button. A sidebar on the left contains 'Admin Account', 'View Website', 'User Accounts', and 'Logout'.

The screenshot shows an 'Authorize account' modal overlaid on the 'ADD NEW ACCOUNT' form. The modal contains the text 'Kindly input admin password to proceed.' and a password input field with masked characters. A green 'Authorize' button is next to the input field. Numbered blue boxes indicate the sequence: 5 points to the password input field, and 6 points to the Authorize button. The background form is dimmed.

B.5.4. Logout

To log out of your account, just click the **Logout** button.

The screenshot shows the 'CHANGE PASSWORD' form in the 'SETTINGS / Manage account' section. The form has two input fields: 'New password' and 'Confirm password', followed by a green 'Change' button. A sidebar on the left contains 'Admin Account', 'View Website', 'User Accounts', and a red 'Logout' button. A numbered blue box 1 points to the Logout button. The top right of the page shows a 'Logout' link and the time 'The time is: 04:44 pm'.

C. PROGRAM ADVISER USER

PROGRAM ADVISER ACCOUNT (sample account)

NURSING:

Email: ad.nursing@gmail.com

Password: adnursing2022

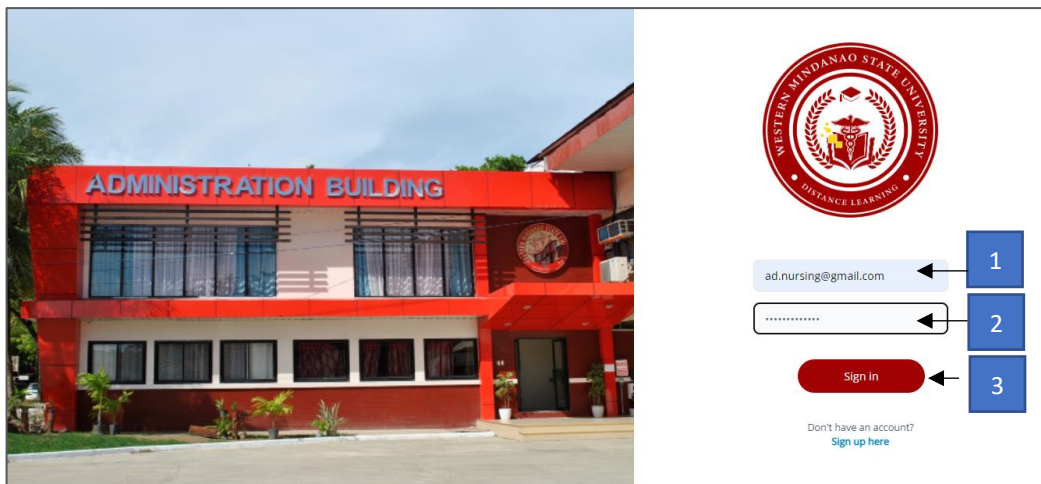
EDUCATION:

Email: ad.edu@gmail.com

Password: adedu2022

C.1. Sign In (as Program Adviser)

Sign in to your adviser account by providing your email and password then click the **Sign In** button to proceed and you will be redirected to the **ADVISER DASHBOARD**.



C.2. Adviser Dashboard

In the Adviser Dashboard you will see the number of applicants, number of declined applicants, the number of approved applicants, and number applicants under Admission. There are also graphical representations of the number of applicants for application status and the number of male and female applicants of a specific program.



C.3. Applications

To view the applicants just click the **Applications** link and you will be redirected to the page of application approved by the head of Distance Learning.

APPLICATIONS / Masters in Nursing

NOTE: The following list are approved by the Distance Learning Education. [Click here](#) to view declined applications.

STUDENT NAME	EMAIL	CONTACT	PROGRAM	STATUS	Icons
Adrian Agcaoli	bg201801585@wmsu.edu.ph	9605075322	Masters in Nursing	approved	👤 📄

Callout box 1 points to the 'APPLICATIONS' link in the breadcrumb.

C.3.1. View Applicant Information

Click the 👤 icon and you will be redirected to the page of the personal information of the applicant.

APPLICATIONS / Masters in Nursing

NOTE: The following list are approved by the Distance Learning Education. [Click here](#) to view declined applications.

STUDENT NAME	EMAIL	CONTACT	PROGRAM	STATUS	Icons
Adrian Agcaoli	bg201801585@wmsu.edu.ph	9605075322	Masters in Nursing	approved	👤 📄

Callout box 1 points to the 👤 icon in the 'Icons' column of the table row.

← Back to Application

Applicant Information
Application status:

Full name	Adrian Agcaoili
Program Enrolled	Masters in Nursing
Email address	bg201801585@wmsu.edu.ph
Contact Number	9605075322
Gender	Male
Address	54568, Guiwan,Zamboanga City, Zamboanga Del Sur, Philippines 7000
School Attended	Western Mindanao State University
Degree	Bachelor of Science in Nursing
Google Drive Link	https://drive.google.com/drive/folders/1U7-iyRypsu2DD?usp=sharing

C.3.2. View Applicants' Application

To view the application of the applicant just click the **Eye** button.

DASHBOARD APPLICATIONS ADMISSION REPORTS Logout

APPLICATIONS / Masters in Nursing

NOTE: The following list are approved by the Distance Learning Education. [Click here](#) to view declined applications.

STUDENT NAME	EMAIL	CONTACT	PROGRAM	STATUS		
Adrian Agcaoili	bg201801585@wmsu.edu.ph	9605075322	Masters in Nursing	approved	1	👁️

C.3.2.1. View Applicant's Application

In this page you will see the information about the applicant, the Google Drive link of his documents, and his answers to the questions given on the application form.

← Back to Application APPLICATION FOR NURSING

STATUS: **approved**

STUDENT DETAILS

STUDENT NAME: Adrian Agcaoili

DEGREE: Masters in Nursing

COURSE: Masters in Mental Health and Psychiatric Nursing

CONTACT NO: 9605075322 GENDER: Male

BIRTHDATE: February 24, 1998

EMAIL: bg201801585@wmsu.edu.ph

ADDRESS: 54568, Guiwan,Zamboanga City, Zamboanga

1. Why do you want to apply for a master's program for Distance Learning at this university?

Answer: Sample Answer A

View next answer

2. Are you satisfied with the Technology and Software you are going to use for Remote Learning? and why?

3. Is online education as effective as face-to-face instruction? and why?

4. How well could you manage your time while learning remotely?

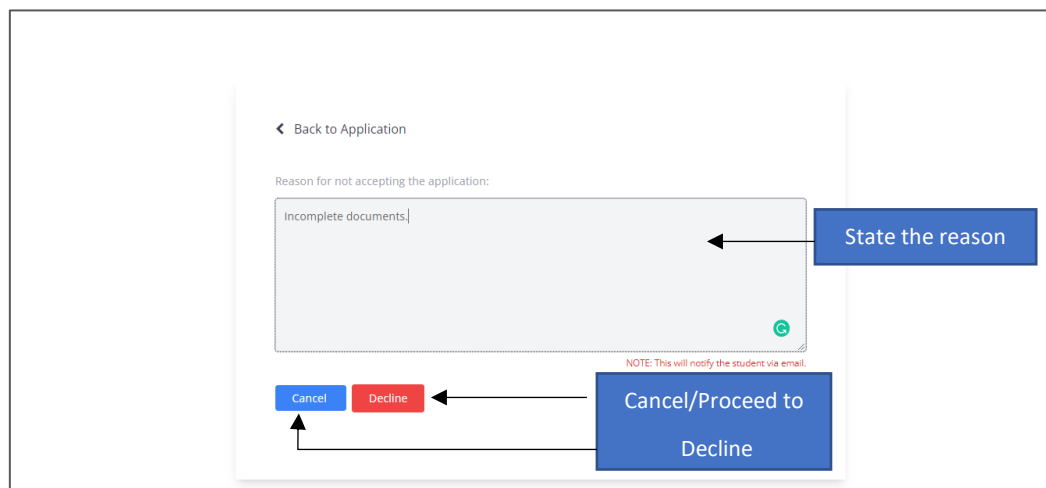
5. How difficult or easy for you to connect to the internet to access your schoolwork?

DECLINE APPLICATION ❌ CLICK HERE FOR ADMISSION >>



C.3.1.2 Declining the Application

After clicking the **Decline Application** button, you have to state the reason why the application will be declined.



C.3.2. View Declined Applications

To view the declined applications just click the **Click here** link.

The screenshot shows the 'APPLICATIONS' page with a navigation bar at the top containing 'DASHBOARD', 'APPLICATIONS', 'ADMISSION', and 'REPORTS'. A 'Logout' link is in the top right. The page title is 'APPLICATIONS / Masters in Nursing'. A green note box states: 'NOTE: The following list are approved by the Distance Learning Education. [Click here](#) to view declined applications.' A blue box with the number '1' and an arrow points to the 'Click here' link. Below the note is a table with columns: STUDENT NAME, EMAIL, CONTACT, PROGRAM, and STATUS. The table contains one row for Adrian Agcaoili with status 'approved'. To the right of the status are two icons: a blue 'i' (info) and a green eye (view).

STUDENT NAME	EMAIL	CONTACT	PROGRAM	STATUS
Adrian Agcaoili	bg201801585@wmsu.edu.ph	9605075322	Masters in Nursing	approved

View the application and information of the applicant.

The screenshot shows the 'DECLINED APPLICATIONS' page. A 'Back to Application' link is in the top left. The page title is 'DECLINED APPLICATIONS'. A blue box labeled 'Application' with an arrow points to the 'Application' link in the top right. Below the title is a table with columns: STUDENT NAME, EMAIL, CONTACT, PROGRAM, and STATUS. The table contains two rows for Adrian Agcaoili, both with status 'declined'. To the right of each status are two icons: a blue 'i' (info) and a green eye (view). A blue box labeled 'Info' with an arrow points to the 'Info' icon of the first row.

STUDENT NAME	EMAIL	CONTACT	PROGRAM	STATUS
Adrian Agcaoili	adrianagcaoili027@gmail.com	9605075322	Masters in Nursing	declined
Adrian Agcaoili	adrianagcaoili20@gmail.com	9902375143	Masters in Nursing	declined

C.4. Admission

To view the admission just click the **Admission** link and you will be redirected to the admission page of applications approved by the Program Adviser.

The screenshot shows the 'ADMISSION' page with a navigation bar at the top containing 'DASHBOARD', 'APPLICATIONS', 'ADMISSION', and 'REPORTS'. A 'Logout' link is in the top right. The page title is 'ADMISSION / List of Students for Admission'. A green note box states: 'NOTE: The following list are ready for admission. You can download the list [here](#).' A blue box with the number '1' and an arrow points to the 'ADMISSION' link in the navigation bar. Below the note is a table with columns: STUDENT NAME, EMAIL, CONTACT, PROGRAM, and STATUS. The table contains one row for Krizelle Mae Falcasantos with status 'admission'. To the right of the status are two icons: a blue 'i' (info) and a green eye (view).

STUDENT NAME	EMAIL	CONTACT	PROGRAM	STATUS
Krizelle Mae Falcasantos	krizellemaeb.falcasantos@gmail.com	9652358742	Masters in Nursing	admission

View the application and information of the applicant.

The screenshot shows the 'ADMISSION' page with a navigation bar containing 'DASHBOARD', 'APPLICATIONS', 'ADMISSION', and 'REPORTS'. The 'ADMISSION' tab is active. Below the navigation bar, there is a breadcrumb 'ADMISSION / List of Students for Admission' and a green note: 'NOTE: The following list are ready for admission. You can download the list [here](#).' Below the note is a table with columns: STUDENT NAME, EMAIL, CONTACT, PROGRAM, and STATUS. The table contains one row for 'Krizelle Mae Falcasantos' with email 'krizellemaeb.falcasantos@gmail.com', contact '9652358742', and program 'Masters in Nursing'. The status is 'admission'. To the right of the status is a blue 'i' icon and a green 'e' icon. A blue callout box labeled 'Application' has an arrow pointing to the green 'e' icon. Another blue callout box labeled 'Info' has an arrow pointing to the blue 'i' icon.

STUDENT NAME	EMAIL	CONTACT	PROGRAM	STATUS
Krizelle Mae Falcasantos	krizellemaeb.falcasantos@gmail.com	9652358742	Masters in Nursing	admission

C.5. Reports

Click the **Reports** link and you will be directed to the report page.

The screenshot shows the 'ADMISSION' page with a navigation bar containing 'DASHBOARD', 'APPLICATIONS', 'ADMISSION', and 'REPORTS'. The 'ADMISSION' tab is active. Below the navigation bar, there is a breadcrumb 'ADMISSION / List of Students for Admission' and a green note: 'NOTE: The following list are ready for admission. You can download the list [here](#).' Below the note is a table with columns: STUDENT NAME, EMAIL, CONTACT, PROGRAM, and STATUS. The table contains one row for 'Krizelle Mae Falcasantos' with email 'krizellemaeb.falcasantos@gmail.com', contact '9652358742', and program 'Masters in Nursing'. The status is 'admission'. To the right of the status is a blue 'i' icon and a green 'e' icon. A blue callout box labeled 'Generate report' has two arrows: one pointing to the 'REPORTS' tab in the navigation bar and another pointing to the table.

STUDENT NAME	EMAIL	CONTACT	PROGRAM	STATUS
Krizelle Mae Falcasantos	krizellemaeb.falcasantos@gmail.com	9652358742	Masters in Nursing	admission

C.5.1. Generate Reports

Click the **Generate Report** button to proceed.

The screenshot shows the 'REPORTS' page with a navigation bar containing 'DASHBOARD', 'APPLICATIONS', 'ADMISSION', and 'REPORTS'. The 'REPORTS' tab is active. Below the navigation bar, there is a breadcrumb 'REPORTS / View and download Reports'. Below the breadcrumb is a form with a 'Select program' dropdown menu showing 'Nursing'. Below the dropdown is a green 'Generate report' button with a document icon. A blue callout box labeled '1' has an arrow pointing to the 'Generate report' button.

C.5.1.1. Generate Reports

Click the **Save as PDF** button to generate a PDF file of the report.

Back

Save as PDF

1

NOTE: The following list are applicants that were either **approved** / **for admission** . You can download the list by pressing the button **Save as PDF**.

STUDENT NAME	EMAIL	CONTACT	PROGRAM	STATUS
Krizelle Mae Falcasantos	krizellemaeb.falcasantos@gmail.com	9652358742	Masters in Nursing	admission
Lawrence Larano	zeroalchemist12@gmail.com	9977135647	Masters in Education	admission
Adrian Agcaoili	bg201801585@wmsu.edu.ph	9605075322	Masters in Nursing	approved

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DISTANCE LEARNING EDUCATION

Western Mindanao State University

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2177835

Krizelle Mae Falcasantos

krizellemaeb.falcasantos@gmail.com

9652358742

Nursing

Medical-Surgical Nursing

admission

2815547

Lawrence Larano

zeroalchemist12@gmail.com

9977135647

Education

Major in Educational Administration

admission

4124554

Adrian Agcaoili

bg201801585@wmsu.edu.ph

9605075322

Nursing

Mental Health and Psychiatric Nursing

approved

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