



## USER MANUAL

### 1. Add New Main Students

The image shows two screenshots of a web application. The first screenshot (left) shows the 'REGISTRAR' dashboard with a sidebar menu. A red box labeled '1' highlights the 'MAIN' button in the sidebar. Another red box labeled '2' highlights the 'ADD-STUDENT' button at the top of the main content area. The second screenshot (right) shows the 'REGISTRAR ARCHIVING' form. A red box labeled '3' highlights the form fields, and a red box labeled '4' highlights the 'ADD STUDENT' button at the bottom of the form.

1.Click 'Main' and wait for the next page to be loaded. By default, a disabled member form is preloaded.

2.Click the 'Add New Student' Button at the upper left side of the screen to enable the student form and show all the information needed in adding a new student.

3.Input all the required information in the field. Use the scrollbar to navigate through the new member page.

4.Click the 'Add Student' button to finalize the process of adding a new Student. All the information will be validated by the system such as checking for duplicate information of the member.



2. Add ESU Students

1

2

COLLEGE CODE	COLLEGE NAME	STATUS	ADMISSIONS	EDUCATION	DEGREE	DEGREE CODE	DEGREE NAME	DEGREE CODE	DEGREE NAME	DEGREE CODE	DEGREE NAME
000001	College of Education	Active	001	001	001	001	001	001	001	001	001
000002	College of Science	Active	002	002	002	002	002	002	002	002	002
000003	College of Arts and Letters	Active	003	003	003	003	003	003	003	003	003
000004	College of Business Administration	Active	004	004	004	004	004	004	004	004	004
000005	College of Engineering	Active	005	005	005	005	005	005	005	005	005
000006	College of Information Technology	Active	006	006	006	006	006	006	006	006	006
000007	College of Health Sciences	Active	007	007	007	007	007	007	007	007	007
000008	College of Law	Active	008	008	008	008	008	008	008	008	008
000009	College of Medicine	Active	009	009	009	009	009	009	009	009	009
000010	College of Dentistry	Active	010	010	010	010	010	010	010	010	010
000011	College of Nursing	Active	011	011	011	011	011	011	011	011	011
000012	College of Pharmacy	Active	012	012	012	012	012	012	012	012	012
000013	College of Veterinary Medicine	Active	013	013	013	013	013	013	013	013	013
000014	College of Agriculture	Active	014	014	014	014	014	014	014	014	014
000015	College of Forestry	Active	015	015	015	015	015	015	015	015	015
000016	College of Fisheries	Active	016	016	016	016	016	016	016	016	016
000017	College of Marine Biology	Active	017	017	017	017	017	017	017	017	017
000018	College of Oceanography	Active	018	018	018	018	018	018	018	018	018
000019	College of Environmental Science	Active	019	019	019	019	019	019	019	019	019
000020	College of Natural Resources	Active	020	020	020	020	020	020	020	020	020

3

4

REGISTRAR ARCHIVING

College Code:

Enter College Code

College Name:

Enter College Name

ADD STUDENT

Back

1. Click 'E.S.U' and wait for the next page to be loaded. By default, a disabled member form is preloaded.
2. Click the 'Add Student' Button at the upper left side of the screen to enable the student form and show all the information needed in adding a new student.
3. Input all the required information in the field. Use the scrollbar to navigate through the new member page.
4. Click the 'Add Student' button to finalize the process of adding a new Student. All the information will be validated by the system such as checking for duplicate information of the member.

3. Add College

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COLLEGE CODE	COLLEGE NAME	STATUS
001	College of Education	Active
002	College of Science and Health Studies	Active
003	College of Business Administration	Active
004	College of Computing Studies	Active
005	College of Forestry and Environmental Science	Active
006	College of Law	Active
007	College of Medicine	Active
008	College of Nursing	Active
009	College of Pharmacy	Active
010	College of Veterinary Medicine	Active
011	College of Agriculture	Active
012	College of Fisheries	Active
013	College of Marine Biology	Active
014	College of Oceanography	Active
015	College of Environmental Science	Active
016	College of Natural Resources	Active

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4

REGISTRAR ARCHIVING

College Code:

Enter College Code

College Name:

Enter College Name

ADD COLLEGE

Back



1. Click 'College' and wait for the next page to be loaded. By default, adisabled member form is preloaded.
2. Click the 'Add College' Button at the upper left side of the screen to enable the student form and show all the information needed in adding a new student.
3. Input all the required information in the field. Use the scrollbar to navigate through the new member page.
4. Click the 'Add College' button to finalize the process of adding a new College. All the information will be validated by the system such as checking for duplicate information of the member.

#### 4. Add Course

The screenshot displays the Registrar Archiving system interface. On the left, a sidebar menu contains options like 'REGISTRAR', 'COURSE', 'STATISTICS', and 'ABOUT'. The 'COURSE' option is highlighted with a blue circle labeled '1'. The main area shows a table of existing courses with columns for 'COURSE NAME', 'COURSE CODE', 'COURSE DESCRIPTION', and 'UPDATE'. An 'ADD COURSE' button is located at the top left of the table area, marked with a blue circle labeled '2'. The table itself is marked with a blue circle labeled '3'. To the right of the table, there is a form titled 'REGISTRAR ARCHIVING' with fields for 'COURSE NAME', 'COURSE CODE', 'COURSE DESCRIPTION', 'COURSE STATUS', 'COURSE TYPE', and 'COURSE LEVEL'. The 'ADD COURSE' button is also present at the bottom of this form, marked with a blue circle labeled '4'.

1. Click 'Course' and wait for the next page to be loaded. By default, adisabled member form is preloaded.
2. Click the 'Add College' Button at the upper left side of the screen to enable the student form and show all the information needed in adding a new student.
3. Input all the required information in the field. Use the scrollbar to navigate through the new member page.
4. Click the 'Add Course' button to finalize the process of adding a new Course. All the information will be validated by the system such as checking for duplicate information of the member.



5. Add User

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1. Click 'User' and wait for the next page to be loaded. By default, adisabled member form is preloaded.
2. Click the 'Add User' Button at the upper left side of the screen to enable the student form and show all the information needed in adding a new student.
3. Input all the required information in the field. Use the scrollbar to navigate through the new member page.
4. Click the 'Add User' button to finalize the process of adding a new User. All the information will be validated by the system such as checking for duplicate in format.

6. STATISTICS

1

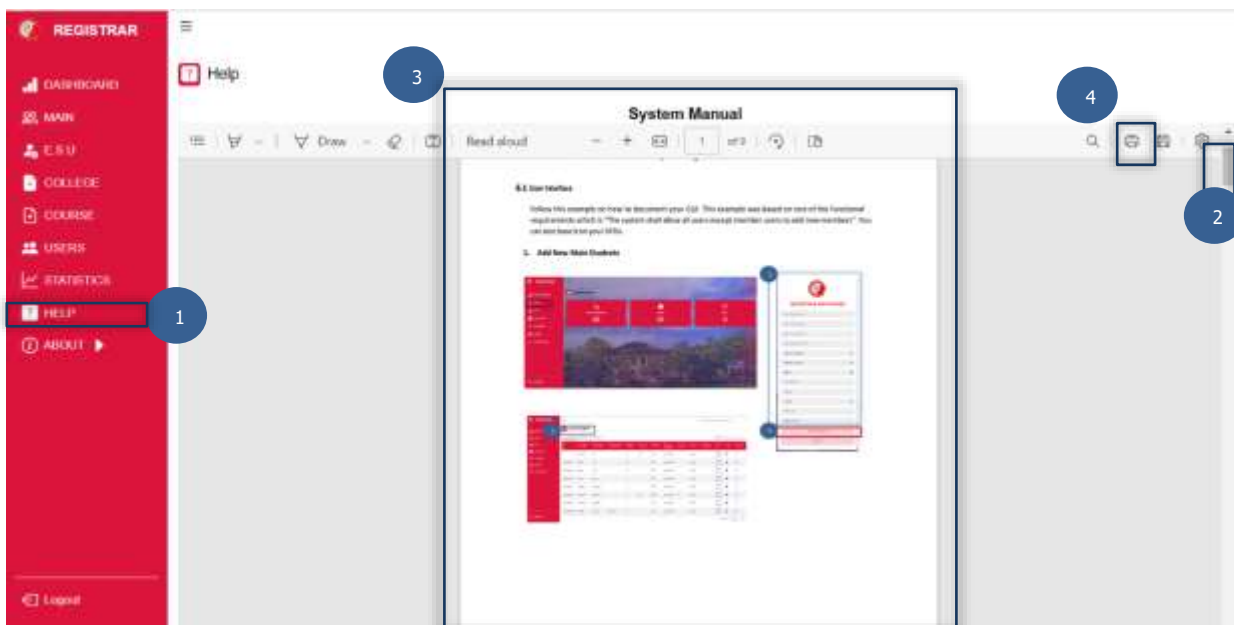
2

1. Click 'Statistics' and wait for the next page to be loaded.
2. Click the 'Select Year' Button at the upper left side of the screen and select the year you want to view the statistics and it will show all the information needed such as the statistics and Account statistics.





7. HELP



1. Click 'Hep' and wait for the next page to be loaded.
2. Click 'scroll bar' button to view more the user manual documents.
3. Browse the user manual and follow all the instruction carefully.
4. If you want to print this manual just click the "print" button.

8. ABOUT CLIENT



1. Click 'ABOUT' and choose from dropdown button "about client."  
This will display all the information about the client.
2. Click the "Next" and "Previous" Icon to browse the image.



## 9. ABOUT DEVELOPERS



1. Click 'ABOUT' and choose from dropdown button "ABOUT DEVELOPERS"

This will display all the information about the developers.

2. Click the "image box" and hold it then drag from left to right depending on your choice and prefer developer to view.



ARCHIVING PROCESS

1. UPLOADING/ARCHIVING DOCUMENTS FOR MAIN AND E.S.U

1

REGISTRAR

ADD STUDENT

NAME	DATE	STATUS	DATE	DATE	DATE	DATE	DATE	DATE	DATE
John Doe	2020-01-01	Active	2020-01-01	2020-01-01	2020-01-01	2020-01-01	2020-01-01	2020-01-01	2020-01-01
Jane Doe	2020-01-01	Active	2020-01-01	2020-01-01	2020-01-01	2020-01-01	2020-01-01	2020-01-01	2020-01-01
John Doe	2020-01-01	Active	2020-01-01	2020-01-01	2020-01-01	2020-01-01	2020-01-01	2020-01-01	2020-01-01
Jane Doe	2020-01-01	Active	2020-01-01	2020-01-01	2020-01-01	2020-01-01	2020-01-01	2020-01-01	2020-01-01
John Doe	2020-01-01	Active	2020-01-01	2020-01-01	2020-01-01	2020-01-01	2020-01-01	2020-01-01	2020-01-01
Jane Doe	2020-01-01	Active	2020-01-01	2020-01-01	2020-01-01	2020-01-01	2020-01-01	2020-01-01	2020-01-01
John Doe	2020-01-01	Active	2020-01-01	2020-01-01	2020-01-01	2020-01-01	2020-01-01	2020-01-01	2020-01-01
Jane Doe	2020-01-01	Active	2020-01-01	2020-01-01	2020-01-01	2020-01-01	2020-01-01	2020-01-01	2020-01-01
John Doe	2020-01-01	Active	2020-01-01	2020-01-01	2020-01-01	2020-01-01	2020-01-01	2020-01-01	2020-01-01
Jane Doe	2020-01-01	Active	2020-01-01	2020-01-01	2020-01-01	2020-01-01	2020-01-01	2020-01-01	2020-01-01

2

REGISTRAR

ADD STUDENT

3

4

REGISTRAR

ADD STUDENT

3

5

REGISTRAR

ADD STUDENT

4



1. Select first which campus the student belongs to if it is 'MAIN' or 'E.S.U' and wait for the next page to be loaded. By default, adisabled member form is preloaded.
2. Click the 'FILE ICON' folder Button under the FILE Table on the screen to enable File Viewing and show all Lists of Documents needed in uploading the files.
3. Click the "Choose file" button on the screen to enable the browsing of files that you will upload to the system.
4. Click the "Open" button to open the file that will upload to the system.
5. Click the "Upload" button to finalize the process of adding a new document. All the documents that will be uploaded will be stored in the database and will display by the system.

## EDITING/UPDATING DOCUMENTS

This process allows the Head admin and admin to edit student information that requires changes.

### 1. Updating Student information for MAIN and E.S.U

The screenshot shows the Registrar Archiving system interface. On the left, a red sidebar contains a menu with 'ADD STUDENT' highlighted (1). The main area displays a table of students. A 'PEN ICON' button is visible in the table (2). On the right, a form titled 'REGISTRAR ARCHIVING' contains fields for Student ID, Last Name, First Name, Middle Name, Gender, College, Course, S.T. Started, Filler, Status, and Remarks. The 'Save' button at the bottom of the form is highlighted (4).

1. Select first which campus the student belongs to if it is 'MAIN' or 'E.S.U' and wait for the next page to be loaded. By default, adisabled member form is preloaded.
2. Click the 'PEN ICON' button under the UPDATE Table of the screen to enable the File edit and show all the information of the student.
3. Input all the required information in the field.
4. Click the 'Save' button to finalize the process of updating the information of the student. All the information will be validated by the system such as checking for duplicate information of the student.





2. Updating User information

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1. Select the 'USER' icon button and wait for the next page to be loaded.
2. Click the 'PEN ICON' button under the UPDATE Table on the screen to enable the edit and show all the information of the user.
3. Input all the required information in the field.
4. Click the 'Save' button to finalize the process of updating the information the User. All the information will be validated by the system such as checking for duplicate information of the student.

3. Updating College

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1. Select the 'COLLEGE' icon button and wait for the next page to be loaded.
2. Click the 'PEN ICON' button under the UPDATE Table on the screen to



enable the edit and show all the information about the college.

3. Input all the required information in the field.
4. Click the 'Save' button to finalize the process of updating the information in the college. All the information will be validated by the system such as checking for duplicate information of the student.

#### 4. Updating Course

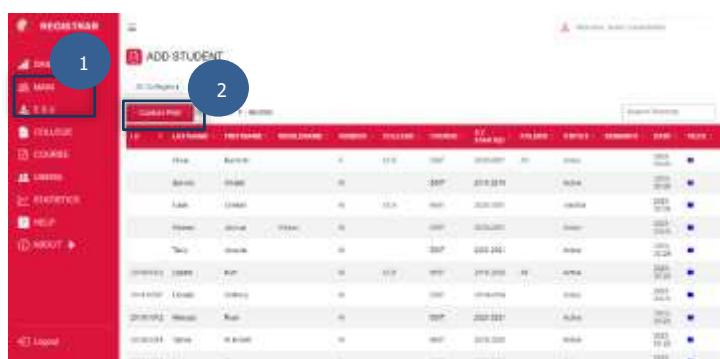
The screenshot displays two parts of the Registrar Archiving system. On the left, the 'ADD COURSE' form is shown with a table of courses. A red box labeled '1' highlights the 'COURSE' icon in the sidebar. A blue box labeled '2' highlights the 'UPDATE' button in the table. On the right, the 'REGISTRAR ARCHIVING' form is shown with a red box labeled '3' highlighting the 'College Code' field and a red box labeled '4' highlighting the 'Save' button.

COURSE NAME	STATUS	COURSE DESCRIPTION	UPDATE
BS in Education	Active	BS in Education (Bachelor of Science in Education)	
BS in Business Administration	Active	BS in Business Administration (Bachelor of Science in Business Administration)	
BS in Computer Science	Active	BS in Computer Science (Bachelor of Science in Computer Science)	
BS in Information Systems	Active	BS in Information Systems (Bachelor of Science in Information Systems)	
BS in Marketing	Active	BS in Marketing (Bachelor of Science in Marketing)	
BS in Management	Active	BS in Management (Bachelor of Science in Management)	
BS in Accounting	Active	BS in Accounting (Bachelor of Science in Accounting)	
BS in Finance	Active	BS in Finance (Bachelor of Science in Finance)	
BS in Economics	Active	BS in Economics (Bachelor of Science in Economics)	
BS in Political Science	Active	BS in Political Science (Bachelor of Science in Political Science)	
BS in History	Active	BS in History (Bachelor of Science in History)	
BS in English	Active	BS in English (Bachelor of Science in English)	
BS in Psychology	Active	BS in Psychology (Bachelor of Science in Psychology)	
BS in Sociology	Active	BS in Sociology (Bachelor of Science in Sociology)	
BS in Anthropology	Active	BS in Anthropology (Bachelor of Science in Anthropology)	
BS in Geography	Active	BS in Geography (Bachelor of Science in Geography)	
BS in Environmental Science	Active	BS in Environmental Science (Bachelor of Science in Environmental Science)	
BS in Health Science	Active	BS in Health Science (Bachelor of Science in Health Science)	
BS in Nursing	Active	BS in Nursing (Bachelor of Science in Nursing)	
BS in Public Health	Active	BS in Public Health (Bachelor of Science in Public Health)	
BS in Social Work	Active	BS in Social Work (Bachelor of Science in Social Work)	
BS in Criminal Justice	Active	BS in Criminal Justice (Bachelor of Science in Criminal Justice)	
BS in Law	Active	BS in Law (Bachelor of Science in Law)	
BS in Political Science	Active	BS in Political Science (Bachelor of Science in Political Science)	
BS in History	Active	BS in History (Bachelor of Science in History)	
BS in English	Active	BS in English (Bachelor of Science in English)	
BS in Psychology	Active	BS in Psychology (Bachelor of Science in Psychology)	
BS in Sociology	Active	BS in Sociology (Bachelor of Science in Sociology)	
BS in Anthropology	Active	BS in Anthropology (Bachelor of Science in Anthropology)	
BS in Geography	Active	BS in Geography (Bachelor of Science in Geography)	
BS in Environmental Science	Active	BS in Environmental Science (Bachelor of Science in Environmental Science)	
BS in Health Science	Active	BS in Health Science (Bachelor of Science in Health Science)	
BS in Nursing	Active	BS in Nursing (Bachelor of Science in Nursing)	
BS in Public Health	Active	BS in Public Health (Bachelor of Science in Public Health)	
BS in Social Work	Active	BS in Social Work (Bachelor of Science in Social Work)	
BS in Criminal Justice	Active	BS in Criminal Justice (Bachelor of Science in Criminal Justice)	
BS in Law	Active	BS in Law (Bachelor of Science in Law)	

1. Select the 'COURSE' icon button and wait for the next page to be loaded.
2. Click the 'PEN ICON' button under the UPDATE Table on the screen to enable the edit and show all the information about the course.
3. Input all the required information in the field.
4. Click the 'Save' button to finalize the process of updating the information in the course. All the information will be validated by the system such as checking for duplicate information of the student.



5. Printing Documents



1. Select the campus you want to print the record of students on either the “MAIN OR E.S.U” icon button and wait for the next page to be loaded.
2. Click the ‘CUSTOM PRINT” button in the upper left of the screen to enable the print function and show all the information about the students that will be printed.
3. Click the ‘Print’ button and it will allow you to select any screen and fit it to a page to send it to a printer for printing or allows you to save it as a PDF file.

