



User Manual



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I. Introduction

Welcome to the Website User Guide. This guide is designed to help you navigate, utilize, and troubleshoot all aspects of our website efficiently. Whether you're browsing, exploring papers, or seeking assistance, this guide will ensure you have a smooth experience.

II. System Summary

The online system is built to serve as a central database for university research papers, saving intellectual output and making it visible to a larger audience. Its primary objective is to create a secure, friendly platform for submission, review, and publication of research papers, solving the present absence of a centralized and standardized process. This project shall foster transparency, cooperation, and knowledge exchange between the university's stakeholders, thus contributing to research and innovation culture. Developed through the latest technologies and best practices in web engineering and information protection, the system is anticipated not only to cater to the community of the university but also be a model to other institutions to further advance scientific research and collaboration among academics.

III. System Requirements

The research paper repository can be accessed using a computer, laptop, tablet, or smartphone. It works with modern web browsers like Google Chrome, Microsoft Edge and etc. A stable internet connection is needed for smooth use. No installation is required; users can simply visit the website to upload, review, and view research papers.

IV. User Access Level

The research paper repository system has varying levels of accessibility for users:

- **Regular Users:** Are able to upload research papers, monitor the submission status for their papers, and access available papers.
- **Faculty Members:** Are able to upload papers, handle their own submissions, and see document analytics pertaining to their department.
- **College Admins:** Are able to administer faculty accounts, see all the research papers in their college, and edit the college profile.
- **System Admins:** Can see everything to administer user accounts, college accounts, documents, archives, and system-wide metrics.

All levels of access are intended to limit what users can see and control based on their role in the system.

V. Navigating the Website

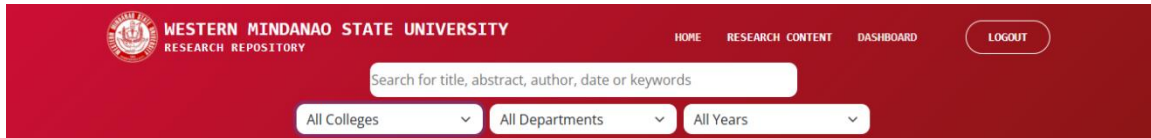
This section explains how to move around our website and find the information you need quickly.

Main Menu

The main menu at the top of the page provides access to key sections like:

- **Home:** Return to the homepage anytime.
- **Research Content:** Browse through the approved research papers.
- **Dashboard:** Access user dashboard.
- **Log out:** Log out from the site
- **Search Bar:** Search specific research paper.
- **Drop down menus:** Select your college, department, and year of study from the dropdown menus.

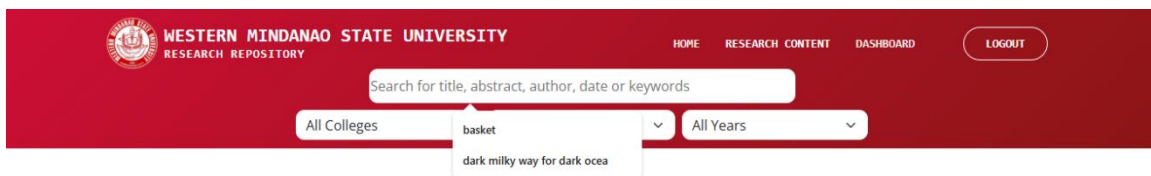
Simply click on any menu item to explore. If you're ever lost, the search bar located in the upper-right corner can also help you find content.



VI. Understanding Website Features

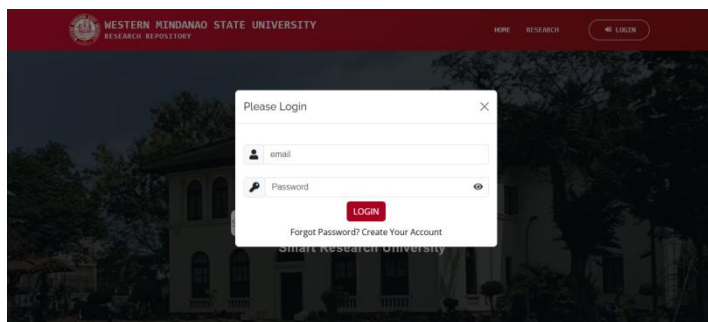
Our website includes several useful features designed to improve your experience. Here's a brief overview:

A.) Advanced Search



You can use the search bar to filter results based on: Title ,Abstract ,Author, Dates ,Keywords. Use the dropdown options to narrow your search for the best results.

B.) Account Management

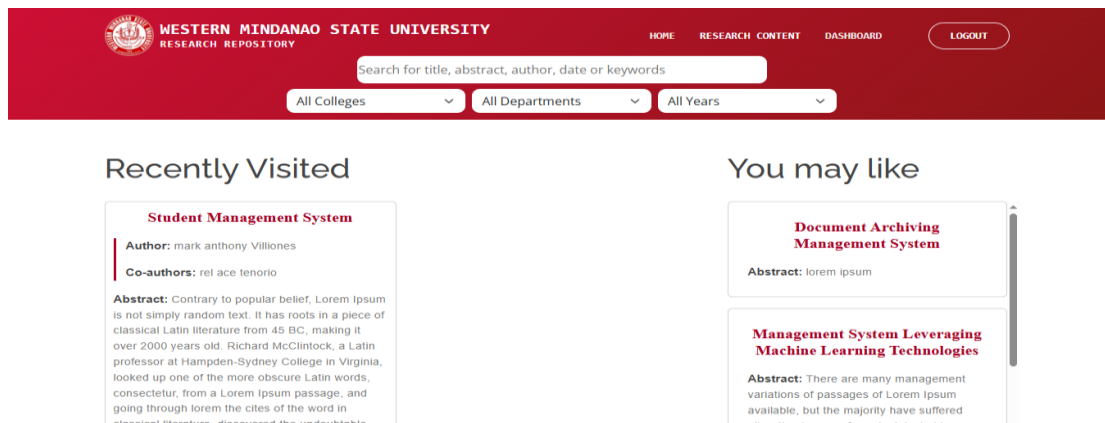


- To access or create an account:
- Click on "Login" in the top right corner.
- If you're new, click "Create Account" to fill out your details.
- For existing users, enter your email and password to log in.

C.) Exploring the Research Paper Page

The research paper page allows users to explore detailed academic papers. It has key features including:

- **Research Paper Abstract Viewer:** Displays the abstract of the selected paper for quick overview.
- **Paper Metadata Section:** Shows important details like authors, publication year, abstract, and keywords.
- **Related Research Recommendations:** Suggests similar papers based on keywords and topics.

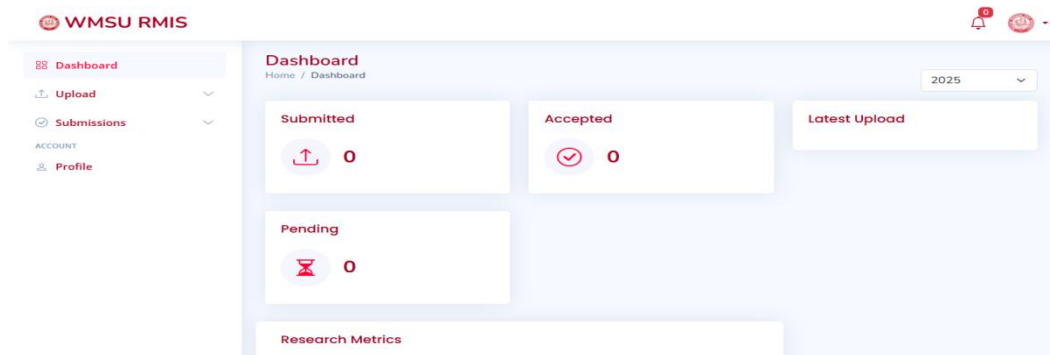


D.) User Dashboard

The user dashboard allows users to manage their research papers and track their submission status. It has key features including:

- **Research Paper Upload:** Users can upload new research papers directly from the dashboard.
- **Submission Status Tracking:** Users can view the status of their submitted papers (pending, accepted, or rejected) through their profile.
- **Submission Statistics:** Displays the total number of submitted, accepted, and pending research papers.

- Latest Uploads: Shows a list of the most recent research papers uploaded by the user.
- Research Metrics: Provides insights such as acceptance rate, average review time, and paper impact scores.



WMSU RMIS

Dashboard

Home / Dashboard

2025

Submitted

0

Accepted

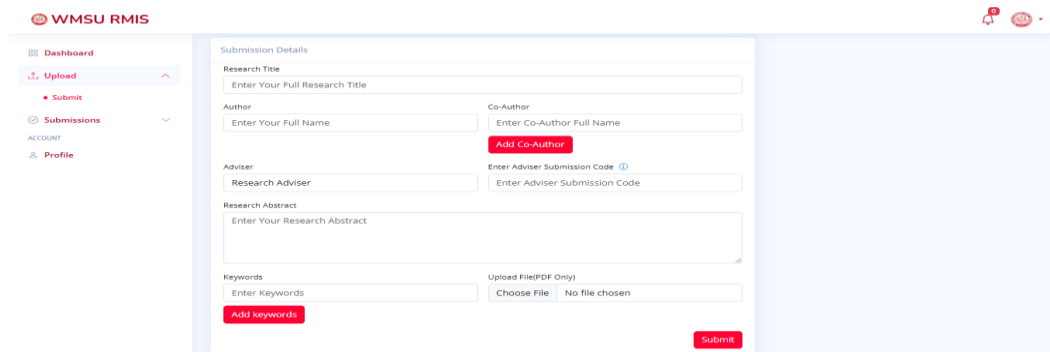
0

Latest Upload

Pending

0

Research Metrics



WMSU RMIS

Dashboard

Submission Details

Research Title
Enter Your Full Research Title

Author
Enter Your Full Name

Co-Author
Enter Co-Author Full Name

[Add Co-Author](#)

Adviser
Research Adviser

Enter Adviser Submission Code

Enter Adviser Submission Code

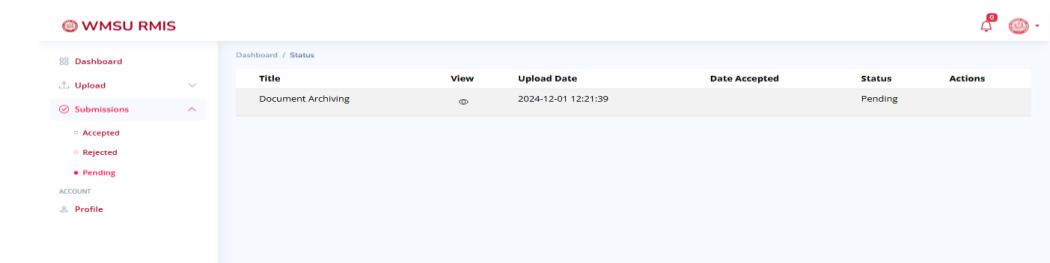
Research Abstract
Enter Your Research Abstract

Keywords
Enter Keywords

[Add keywords](#)

Upload File(PDF Only)
Choose File No file chosen

[Submit](#)

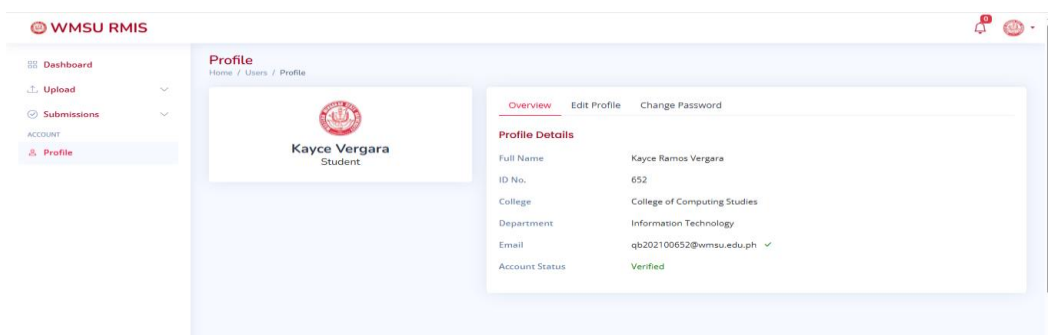


WMSU RMIS

Dashboard

Dashboard / Status

Title	View	Upload Date	Date Accepted	Status	Actions
Document Archiving	View	2024-12-01 12:21:39		Pending	



WMSU RMIS

Dashboard

Profile

Home / Users / Profile

Kayce Vergara
Student

[Overview](#) [Edit Profile](#) [Change Password](#)

Profile Details

Full Name: Kayce Ramos Vergara

ID No.: 652

College: College of Computing Studies

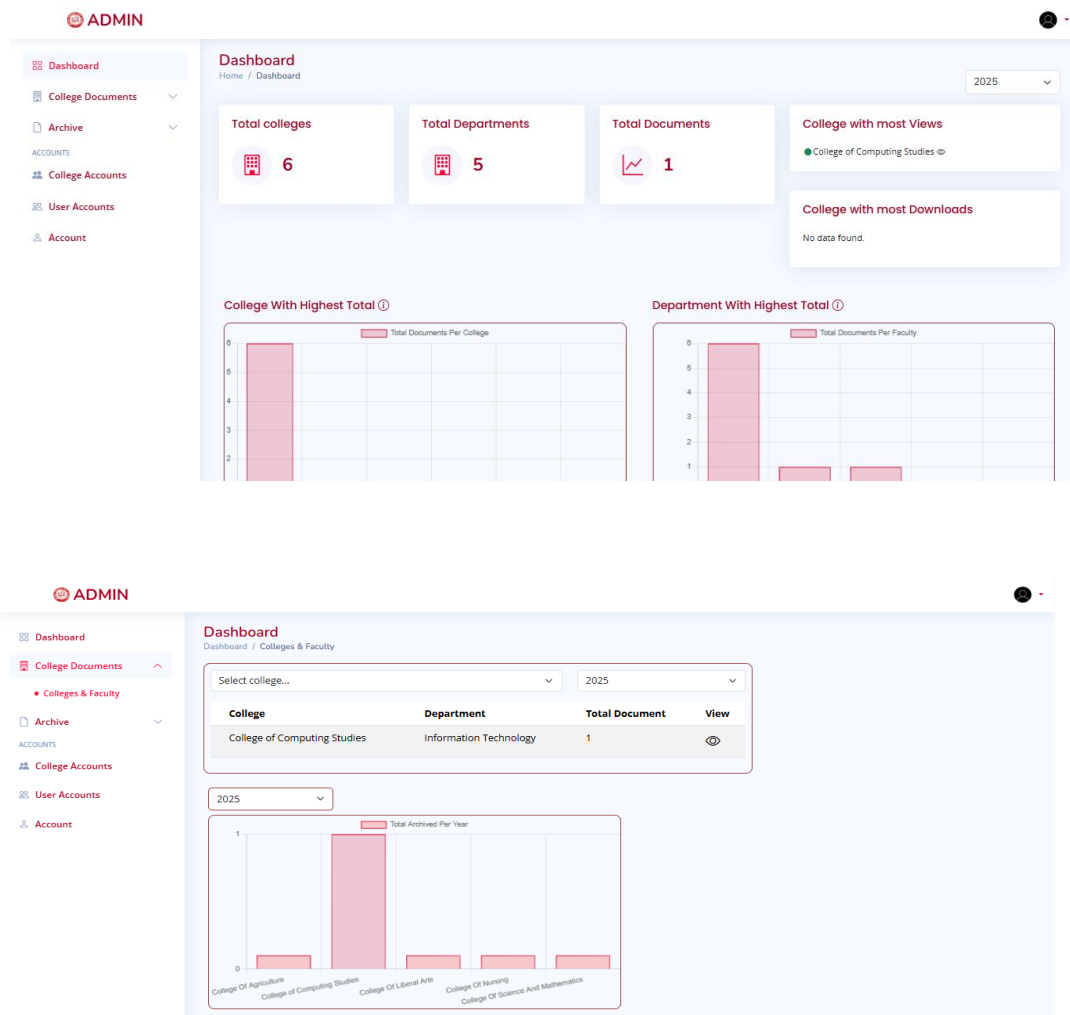
Department: Information Technology

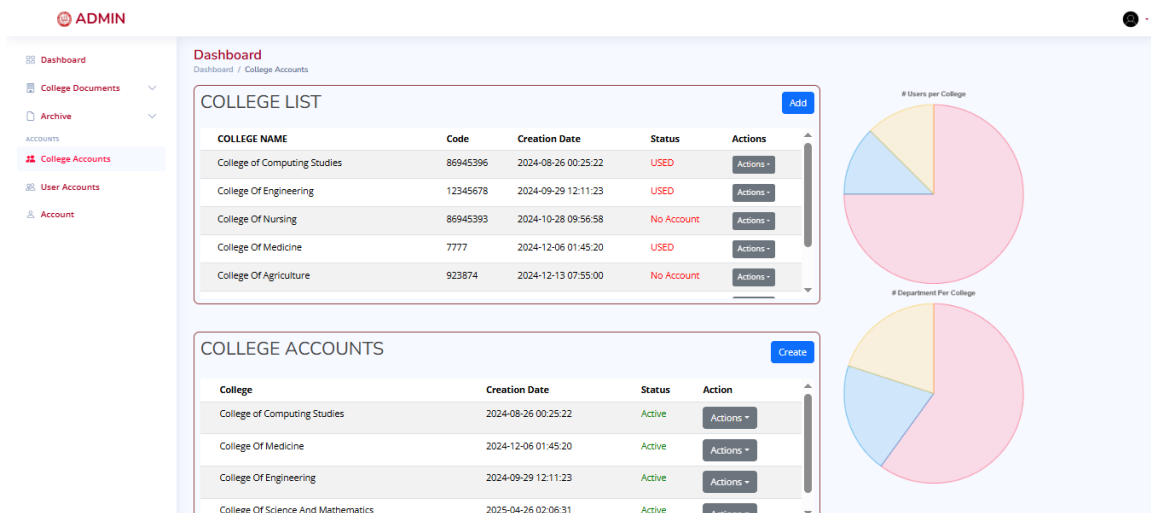
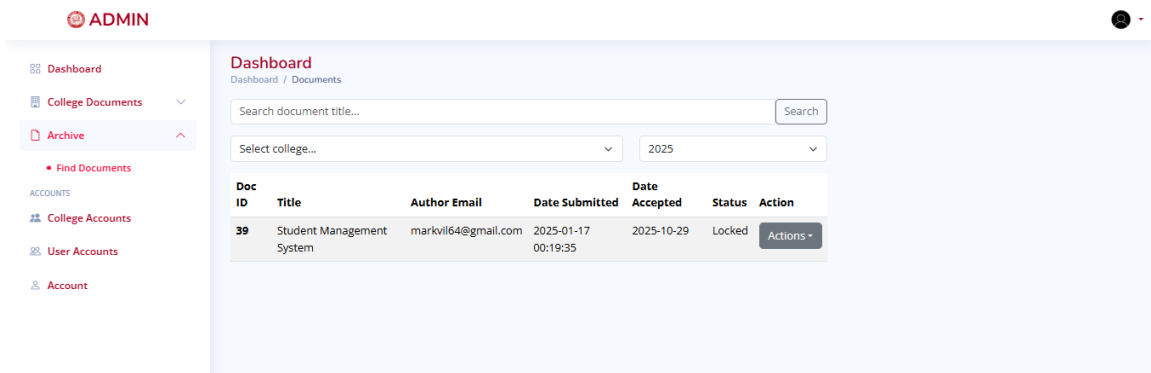
Email: qb202100652@wmsu.edu.ph ✓

Account Status: Verified

E.) Admin dashboard

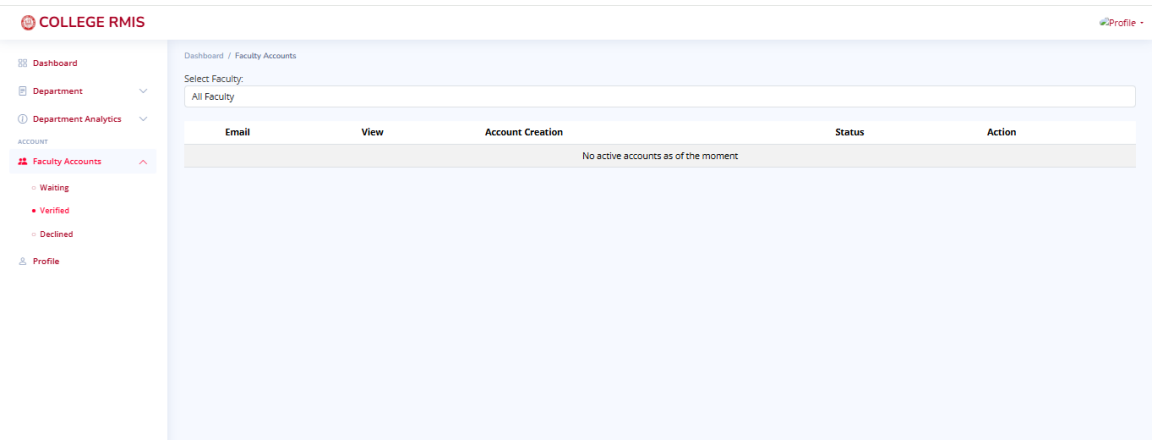
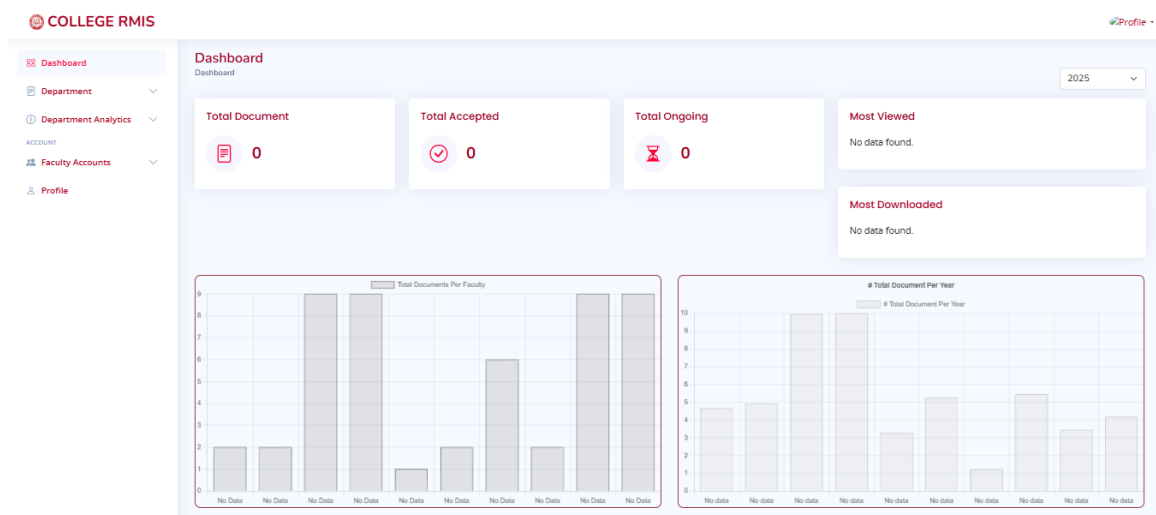
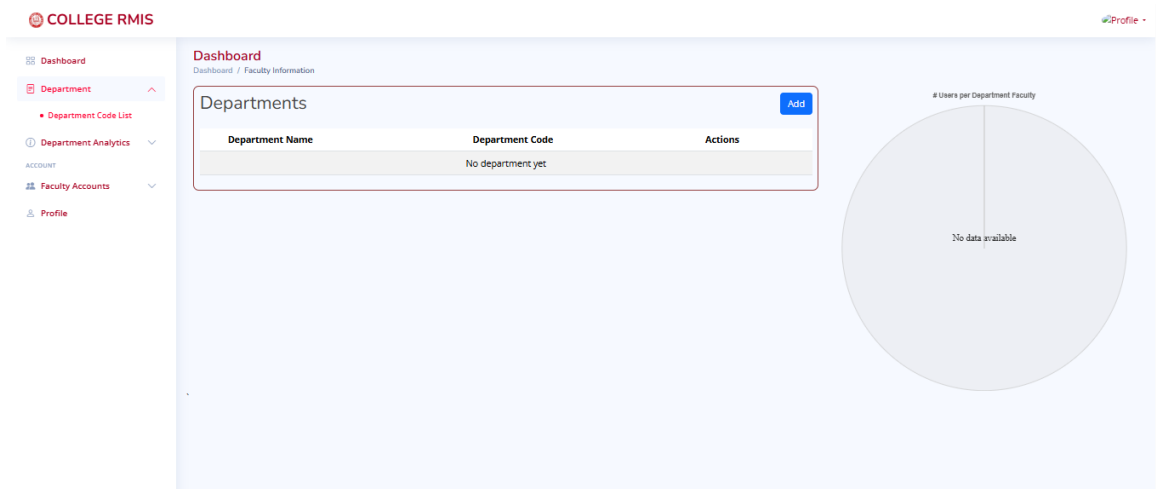
The admin dashboard provides full control over the platform's activities. It features a sidebar with sections for Dashboard, Archive, College Accounts, User Accounts, and Admin Accounts. In the Dashboard, admins can view totals for colleges, departments, and documents, along with the college with the most views and downloads. It also highlights the college and department with the highest total submissions. The Archive section manages stored papers, while College, User, and Admin Accounts allow the admin to manage different profiles and access levels.

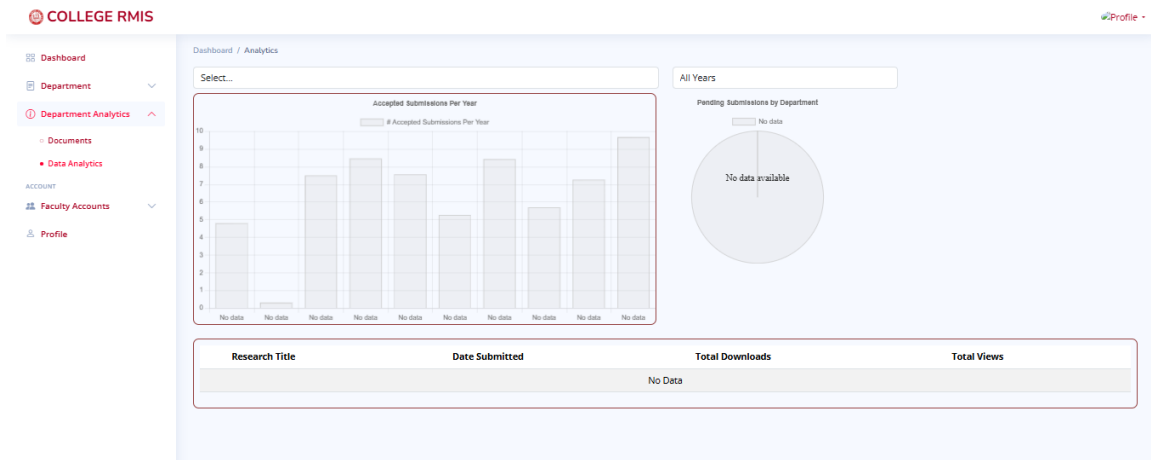




F.) College Dashboard

The college admin account features a sidebar with sections including Dashboard, Department Code List, Document Analytics, Faculty Accounts Status, and College Profile. The Dashboard displays key statistics such as total documents, total accepted papers, total ongoing submissions, most viewed documents, and most downloaded documents. The other sections help manage departments, analyze document performance, monitor faculty account statuses, and update the college's profile information.





COLLEGE RMIS

Profile

Home / Users / Profile

Change Profile

College Of Science And Mathematics
Admin

Overview Change Password

Profile Details

College	College Of Science And Mathematics
College Code	58508296
Email	csm@gmail.com

VII. Troubleshooting Tips

If you experience any issues, try the following solutions before contacting support.

Problem	Solution
Page not loading	Refresh the page or check your internet connection.
Unable to log in	Ensure you're using the correct email and password.

For additional help, visit our **Support** section or reach out to customer service.