

HeroesConnect User Manual

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Administrator User Manual

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Administrator User Manual

Login

Go to <https://heroesconnect.site/>

Enter your valid EMAIL ADDRESS and
PASSWORD

Click the Login button.

Dashboard

The **Dashboard** is the landing page.

The total count for the following will show:

- Total Proposals

- Total Organizations

- Pending Applications

- Total Users

- Budget vs. Expenditure is the

- Comparison of budget and

- expenditure for organizations

- Current Users in Pie Chart view.

To update the School Year details, click the
SY.

Enter the School Year (e.g. 2024-2025)

School Year Start

School Year End

Click the Save Changes button.

Users

To create Users, click the Users module.

Then click the + New User button.

Select User Type: Personnel or Student

Personnel are the Approvers like the
Advisers, Dept. Chair, Dean, SDO

Students are the Officers like the
President, Vice President and
Secretary

To Create a Personnel Account, enter and
select the following details:

First Name

Middle Initial

Last Name

Email

Personnel ID (e.g: 12-123456)

Position

College

Once done, click the Register button.

This will send an email notification to the
user, prompting them to change their
password, and they will be able to access the
system.

To Create a Student Account, enter and
select the following details:

First Name

Middle Initial

Last Name

Email

Student ID (e.g: 12-123456)

Affiliation (RSO or CSC)

Position (PRESIDENT, VICE
PRESIDENT or SECRETARY)

College

Course

Status (APPROVED or PENDING)

APPROVED status: The student will have access to the system.

PENDING status: The student doesn't have access to the system for the time being.

Once done, click the Register button. This will send an email notification to the student, prompting them to change their password, and they will be able to access the system.

Organization

Please note that to be able to create an organization, make sure that the organization's Adviser, President, Vice President, and Secretary are already enrolled in the system.

To create an Organization, click the Organization module.

Then click the + Organization button.

Enter and select the following details:

Name of Organization*

Application Type * (NEW

ORGANIZATION or RENEWAL)

Organization Type * (ACADEMIC or NON-ACADEMIC)

Affiliation * (RSO or CSC)

Select the Org Adviser *

Start Date *

Status * (ACTIVE or INACTIVE)

Select the President *

Select the Vice President *

Select the Secretary *

Description *

Requirements - Upload File (Please upload a ZIP file containing all the required documents, including forms, certificate, list of officers, and any other relevant files.)

Budget Overview - *Admin can only view the Budget Overview*

Points - *Admin can only view the Points.*

Students/Officers User Manual

Login

Go to <https://heroesconnect.site/>

Enter your valid EMAIL ADDRESS and PASSWORD

Click the Login button.

Note: You can sign up by clicking the Sign-Up link. Once submitted, the account will be first reviewed by SDO for approval. Once approved, you will receive an email notification prompting you to change your password. Once done, you can now log in and access the system.

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Budget vs. Expenditure is the Comparison
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Organization

To view the Organization details

Click the Organization module.

Details like:

Name

Organization Type

Level

Remaining Budget

Budget

Total Spent

Organization Adviser

Start Date

End Date

Officers

President

Vice President

Secretary

Other Details

Description

Requirements

Adding Members

Note: As an Org President, you can add members.

To add members, click the Adding Members module

Then click the + New Member button.

Click the Add Row button to add another field row

Enter the member details.

Click the Save Changes button.

Proposal

Click the Proposal module.

Then click the + Create Proposal button.

Enter the following details:

Title of Activity *

Type of Activity *

Organizer (Org Name)

Level *

Collaborator *

Requirements (Please upload a ZIP file containing all the required documents, including forms, letters, memorandum, and any other relevant files.)

Participants & Schedule

Participants *

Venue *

Start Date

End Date

Start Time
End Time
Description of Activity *
Objectives of Activity *
Details of Budget Request *
Item
Price
Quantity
Total (auto-computed)
Click REMOVE - to remove the line item
Budget Limit: 15850
Total Budget: 0
Requested By
President
Secretary
Recommending Approval By (Dept. Chair)
Click the Submit Application button.

Application Status

The Application Status module is a tracker that shows the current stage of an organization's application or proposal in the approval process.

Click the Application Status module.

Click on a line item to view the tracker

Nominate Proposal

After the Approval workflow has been completed (All Approved), the officer can Nominate the proposal for the following categories:

Talinong Rizal Award for Educational
Excellence Contribution.
Talentong Rizal Award for Outstanding
Achievement
Tatag Rizal Award for Collaboration
Excellence
Taos Pusong Rizal Award for Community
Outreach of the Year
Select the Category.
Click the Submit button.
Once submitted, it will now go through the
evaluation process by the SDO.

Narrative report (Post-Activity Requirements)

Once the proposal has expired (based on the
proposal end date) – the SDO can trigger the
Post-Activity Requirements Submission.
Once triggered by SDO (AUDIT), the
officer will receive an email.

To upload your Post Activity Requirements,
go to your proposal
Then, upload your files for SDO review.

Personnel/Approvers User Manual

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SDO Director Approval

To approve proposals Click “SDO Director”

Navigate to Proposal Approval

Click “View”, After clicking “View” you may see the following information of the proposals from Title of the proposal to the Proposal Approval Status.

To Download the Proposal Requirements just click the “Download” button.

To give “Feedback”, navigate at the bottom and click on the open space inside the comment box.

To Approve, Reject or Revise the proposal, just Click the buttons provided at the bottom of the proposal then click save.

Budget Overview - Viewing of Budget per Organization

Point System

To give points to a proposal first click on the “Points”.

In the points module you can see the list of proposals and the qualified organizations to be evaluated.

To evaluate the proposal, click “View” to view the proposal to be evaluated.

On the top right corner of the screen, Click the “Evaluate” button.

As you can see there is a corresponding score for each criteria when evaluating the

proposal. Make sure that when giving a score the range is within the limit score for each criteria. (Evaluation 0-40, Reach 0-30, Promptness 0-30).

After Giving a Score, Click the “Submit” button.

The system will display a prompt message stating “The Proposal has been marked successfully”

To download the Proposal Requirements just click the “Download’ button in the proposal details

Reports

Navigate to the “Reports” module then click.

After Clicking the reports module will expand.

Proposal History Report

Proposal Status Report

Narrative Report

Profile and Change Password

To see profile click on the bubble head at the top right corner of the screen.

You will see your current email and the “Change Password” setting.

To change password click on the “Change Password’ button and fill the necessary data needed. Then click “Save password

Log-out

To log-out the account press the profile head then click “Logout” Button.

Student Coordinator Login

Go to <https://heroesconnect.site/>

Enter your valid EMAIL ADDRESS and
PASSWORD

Click the Login button.

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Student coordinator module

To approve proposals Click “Student
Coordinator”

Navigate to Proposal approval

Click “View”, After clicking “View” you
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just click the “Download” button.

To give “Feedback”, navigate at the bottom
and click on the open space inside the
comment box.

To Approve, Reject or Revise the proposal,
just Click the buttons provided at the bottom

of the proposal then click save. See the figure below

Budget Overview - Viewing of Budget per Organization

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After Giving Score, Click the “Submit” button.

The message “The Proposal has been graded” will show

Reports

Navigate to the “Reports” module then click.

After Clicking the reports module will expand.

Proposal History Report
Proposal Status Report
Narrative Report

Dean Module

To approve proposals Click “Dean”

Navigate to Proposal Approval

Click “View”, After clicking “View” you may see the following information of the proposals from Title of the proposal to the Proposal Approval Status.

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To give “Feedback”, navigate at the bottom and click on the open space inside the comment box.

To Approve, Reject or Revise the proposal, just Click the buttons provided at the bottom of the proposal then click save.

Department Chair Module

To approve proposals Click “Department Chair”

Navigate to Proposal Approval
Click “View”, After clicking “View” you may see the following information of the proposals from Title of the proposal to the Proposal Approval Status.

To Download the Proposal Requirements just click the “Download” button.

To give “Feedback”, navigate at the bottom and click on the open space inside the comment box.

To Approve, Reject or Revise the proposal, just Click the buttons provided at the bottom of the proposal then click save.

Adviser Module

To approve proposals Click “Adviser”

Navigate to Proposal Approval

Click “View”, After clicking “View” you may see the following information of the

proposals from Title of the proposal to the Proposal Approval Status.

To Download the Proposal Requirements just click the “Download” button.

To give “Feedback”, navigate at the bottom and click on the open space inside the comment box.

To Approve, Reject or Revise the proposal, just Click the buttons provided at the bottom of the proposal then click save.

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