POLYTECHNIC
UNIVERSITY
OF THE
PHILIPPINES
1904

WEB-BASED INTERNSHIP MANAGEMENT SYSTEM (WIMS)

USER'S MANUAL

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INTRODUCTION

PURPOSE OF THIS USER'S MANUAL

This user's manual will serve as a guide that explains how to use the web-based internship management system's various features and functions, particularly for new users. This manual includes clear and concise instructions, as well as visual aids, that can enhance the user's experience by increasing their understanding of the system's features and reducing frustration and errors. Additionally, this user's manual can encourage more people to use the system by providing a thorough overview of its advantages and features, making it more user-friendly and intuitive, thereby increasing its adoption and usage.

OVERVIEW OF THE WEB-BASED INTERNSHIP MANAGEMENT SYSTEM

The PUPSJ-WIMS is a web-based system that has been implemented at the Polytechnic University of the Philippines San Juan City Branch to modernize and enhance their outdated management of internships. The system has proven to be very helpful in enabling OJT Advisers to keep tabs on the students' internship progress. Some of its key features include document uploading, submission, download, and printing related to internships and student progress records. It also reduces the workload of the OJT Advisers and OJT Coordinator. The primary aim of PUPSJ-WIMS is to help with monitoring and evaluating students enrolled in practicum courses for a specified term, while also simplifying the tracking of student progress for the OJT program.

SYSTEM REQUIREMENTS

To ensure that the system functions smoothly and without interruption, it is essential that the minimum hardware and software specifications are met. Failure to meet these requirements may result in installation, running, or performance issues. However, users have the freedom to use any device and browser of their choice, as long as they meet the minimum specifications. The system can operate on any device that has a browser and a reliable internet connection. Below are the minimum hardware and software specifications that all users must adhere to:

MINIMUM HARDWARE SPECIFICATIONS		
Particulars	**Desktop Computer**	**Laptop**
Display or Monitor	At least 15 to 20-inch display or monitor	At least 15 to 20-inch display or monitor
Processor	Intel Core i3 or higher	Intel Core i3 or higher
Memory	At least 4 GB	At least 4 GB
Storage	1 TB Hard Disk Drive (HDD) and/or 250 GB and up Solid-State Drive (SSD)	1 TB Hard Disk Drive (HDD) and/or 250 GB and up Solid-State Drive (SSD)
Network Interface	Integrated 10/100/1000 GbE LAN	Integrated 10/100/1000 GbE LAN

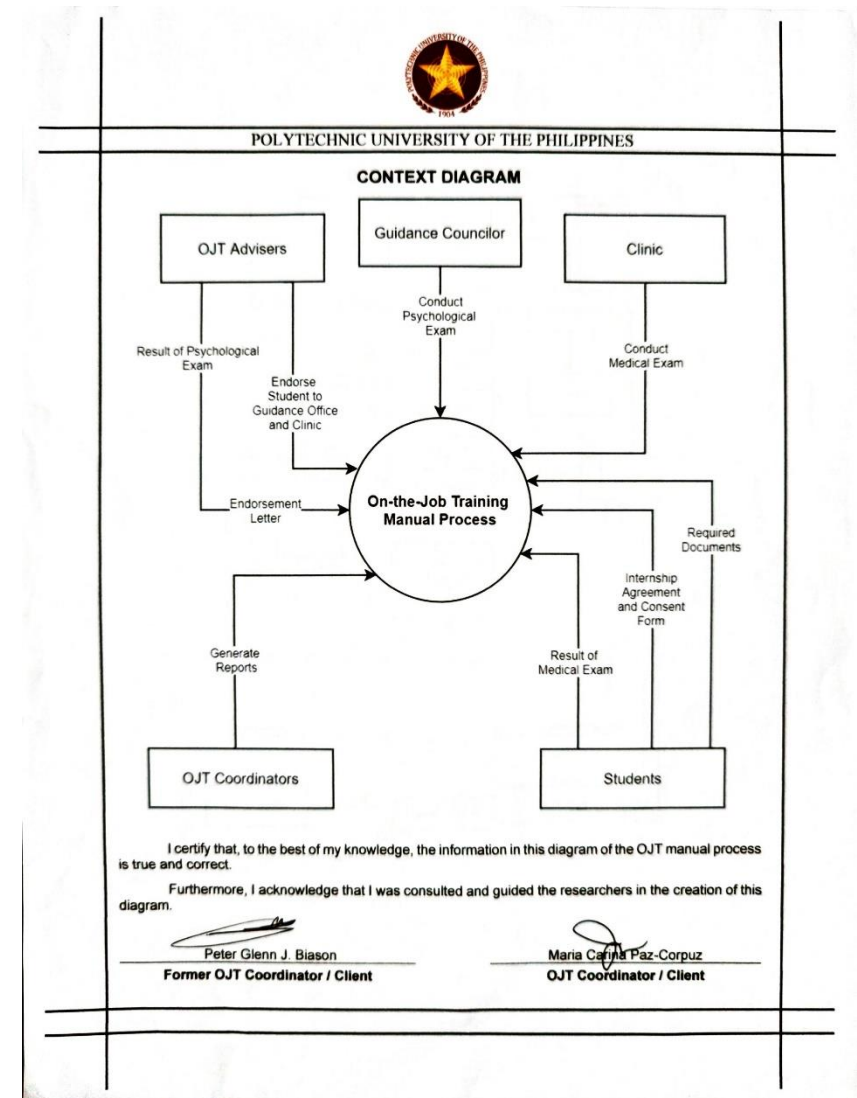| MINIMUM SOFTWARE SPECIFICATIONS		
Operating System	Windows 8 / 8.1 / 10 / 11 Home (64-bit) or Macintosh	Windows 8 / 8.1 / 10 / 11 Home (64-bit) or Macintosh
Browser	Google Chrome or Microsoft Edge or Mozilla Firefox or Safari	Google Chrome or Microsoft Edge or Mozilla Firefox or Safari
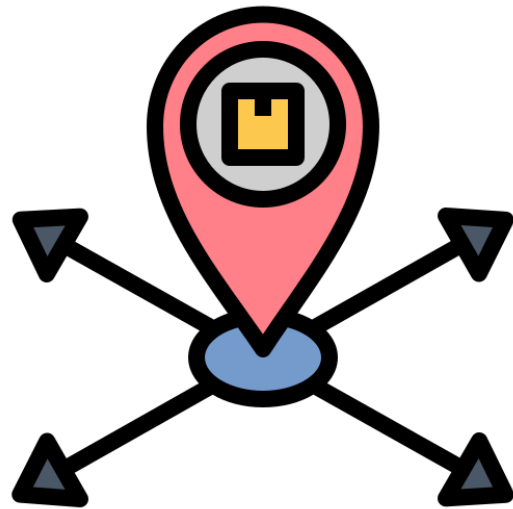
GETTING STARTED

This is the Internship Process signed by the Former OJT Coordinator (which now heads the Office of the Student Affairs and Services) and the Current OJT Coordinator.

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES

CONTEXT DIAGRAM

OJT Advisers

Guidance Councilor

Clinic

Result of Psychological Exam

Conduct Psychological Exam

Conduct Medical Exam

Endorse Student to Guidance Office and Clinic

Endorsement Letter

On-the-Job Training Manual Process

Required Documents

Internship Agreement and Consent Form

Generate Reports

Result of Medical Exam

OJT Coordinators

Students

I certify that, to the best of my knowledge, the information in this diagram of the OJT manual process is true and correct.

Furthermore, I acknowledge that I was consulted and guided the researchers in the creation of this diagram.

Peter Glenn J. Biason
Former OJT Coordinator / Client

Maria Carina Paz-Corpuz
OJT Coordinator / Client
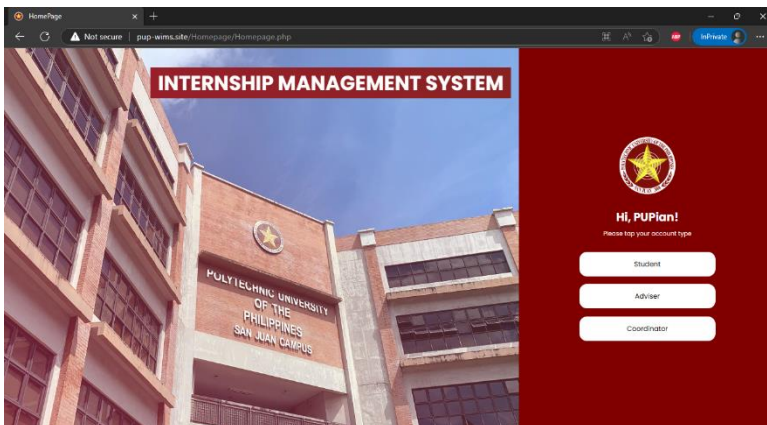
🔐 ACCESSING THE SYSTEM

To access the system, you may **type this URL** in your browser:

pup-wims.site

Or simply scan this **QR Code** using your mobile phones:

Once you've done, you will be redirected to an interface like this:

⚙️ USER LOGIN AND LOGOUT

The users must supply the system correct credentials. If they failed, the system would prompt a message that you've entered wrong credentials. If you forgot your password, you must click the "Forgot Password" link, input your PUP Webmail Account and a temporary password will send in your Webmail Account.
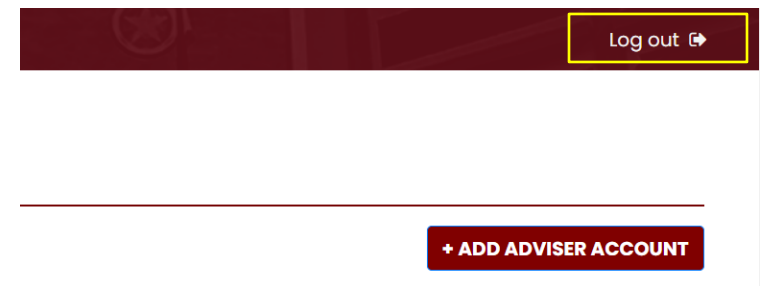
If you want to Logout into the system, you may click the Log out button at the right uppermost part of the system.

HOW TO USE THE SYSTEM:

STUDENT MODULE

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(1) **STUDENT LOGIN**

The student is required to input their Student Number provided by the School, their Birthdate, and Password to be able to be logged into the system. If the student forgot his/her password, the user could click **"Forget Password?"** link to update the user's password.

Note: Student accounts will be sent to the Student's PUP Webmail when the OJT Adviser enrolled the student to their classes.
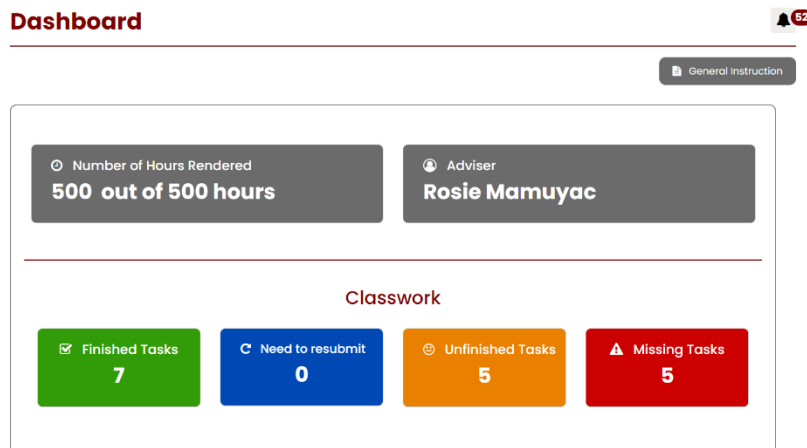
(2) STUDENT CLASS LIST
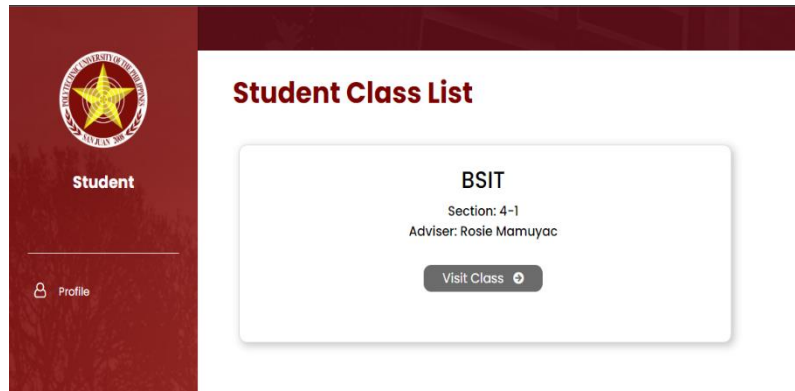
The student will be directed to Student Class List upon logging in. The student can view the class that their OJT Adviser created and where they are enrolled with. By clicking "**Visit Class**", the user will be directed to Student Dashboard. The student can also view his/her profile by clicking "**Profile**" on the sidebar. This allows the student to edit their contact number, email address, and password.

(3) STUDENT DASHBOARD

The student will be directed to the dashboard of the class selected in **Student Class List**. This dashboard offers a numerical summary of Classwork, and the student can track his/her number of hours rendered in the internship, as well as the name of the OJT Adviser. The user is also capable in clicking the cards inside a **Classwork** tab. The student can also be notified about transactions that have occurred inside a system by using the notification bell located on the right side of the dashboard.

(4) GENERAL INSTRUCTION

The **General Instruction** button lets the student view the general instruction within the internship. This instruction will always pop-up through the students end but if they click the "**Do not Show Again**." button, it will stop the auto pop-up feature.

⑤ STUDENT CLASS WORK

Classwork

Assignment Title: Creating an Internship Plan Start Date: Mar 12 2023, 01:55:00 AM	**Type: Not Graded** Due Date: Mar 13 2023, 01:55:00 AM Accepted
Assignment Title: Please submit your OJT Documentation Start Date: Mar 4 2023, 01:55:00 AM	**Type: Graded** Due Date: Mar 11 2023, 01:55:00 AM Returned
Assignment Title: Kindly submit your OJT Photos Start Date: Mar 4 2023, 01:54:00 AM	**Type: Not Graded** Due Date: Mar 11 2023, 01:54:00 AM Turned in
Assignment Title: OJT Documentation and Photo Journal Start Date: Mar 5 2023, 01:54:00 AM	**Type: Graded** Due Date: Mar 12 2023, 01:54:00 AM Missing

This interface allows the user to view all classwork that is being created by the OJT Adviser. Upon clicking on the classwork card, the student can submit their assignments through the "**Add or Create**" button inputting required information and files needed. The student can also have an option to unsubmit the submitted classwork.

⑥ OJT DOCUMENTS

On-the-Job Training Requirements

Below are the required documents. By clicking the button, you may view or download the file.

OJT Consent Form
View / Download

OJT Memorandum of ...
View / Download

Internship Agreeme...
View / Download

Internship Student...
View / Download

This interface allows the student to view and download the required documents which need to submit to their OJT Adviser. These documents are linked by the OJT Coordinator for the student to easily access and update every document needed.

⑦ INTERNSHIP EVALUATION (*for the Company*)

Internship Evaluation

← Back

REMINDER:
This evaluation will be important in determining the value of your internship experience, both for you and for future student interns. Your evaluation should be honest and constructive and should include both challenges and successes. Please provide detailed remarks so that your Internship Coordinator can discuss them with the Partner Company to improve and maintain the internship program.

In submitting this form I agree to my details being used for the purposes of improving and maintaining the internship program. The information will only be accessed by necessary Internship Coordinator. I understand my data will be held securely and will not be distributed to third parties. The data will be kept confidential in adherence to the Data Privacy Act of 2013.

Company Name	Student Number
AXA PHILIPPINES INC. – LIFEPROVIDERS BRANCH	2023-0002-SJ-0

Immediate Supervisor	Department
Enter Name of Immediate Supervisor	Enter Company Department

Questions	Strongly Agree	Agree	Disagree	Strongly Disagree
1. My field of interest was realistically introduced to me though this event.*	○	○	○	○
2. I now have a greater understanding of the ideas, theories, and abilities involved in my field of study as a result of my internship.*	○	○	○	○
3. I was given adequate orientation and training.*	○	○	○	○

This interface allows the student to **evaluate his/her company** that they have worked for their internship. The student is required to input information including their Immediate Supervisor name and their department. The student can also input their comments regarding to the behavior of their company towards them. This interface would only be accessed by the student if he/she completed their required hours to be rendered in their internships. If the student is not yet ready to answer the evaluation form, by clicking "**Back**" button.

Note: The student needs to evaluate their partner companies to help the OJT Advisers and the University assess the performance of the company and how well they treat students during the internship.

8 DISCUSSION

Welcome, Michael Camba !

The student can post any announcement and documents to share with his/her classmates or OJT Adviser in this interface. To remind the student about what to consider when posting announcement in the discussion, the user can click "**Rules and Reminder**" and it will display every rule and reminder for every student who wants to post in this module. The student can also "**Edit**" and "**Delete**" what he/she posted. When comments are posted, the user can also comment by clicking "**View Comments**".

9 SCHEDULED MENTORING

Scheduled Mentoring / Monitoring

This interface displays if the student has an upcoming mentoring schedule from their OJT Adviser. The student may access all of the mentoring data, such as the title, type of meeting, OJT Adviser notes, and the date and time of the scheduled mentoring. The student may also view the history of scheduled mentoring by clicking the "**History**" button, which will show the table that the OJT Adviser mentoring schedule created that is already done.

HOW TO USE THE SYSTEM:

ADVISER MODULE

1   **ADVISER LOGIN**

The OJT Adviser is required to input his/her Faculty Number as well as their Password to be able to be logged into the system. If the OJT Adviser forgot his/her password, the OJT Adviser can click "**Forget Password?**" link to update the password.

Note: OJT Adviser accounts will be created by the OJT Coordinator.

2 ADVISER CLASS LIST

Adviser Classes

This is a full view of all created classes by the OJT Adviser where students were enrolled and monitored, and to fully access the section, the OJT Adviser can click "**Visit Class**". To create another class for the students, the user can click "**Create Class**" and will be directed to **Create Class** interface. On the sidebar, aside from Class List, the user can view if the OJT Coordinator have announcement by clicking "**Adviser Work**" and will be directed to that interface.

3 CREATE CLASS

This allows the OJT Adviser to create a class for the students by providing information needed. By clicking "**Create**" button, this will generate the information provided and will create the class itself. The "**Cancel**" button will direct to Adviser Class List.

4 ADVISER WORK
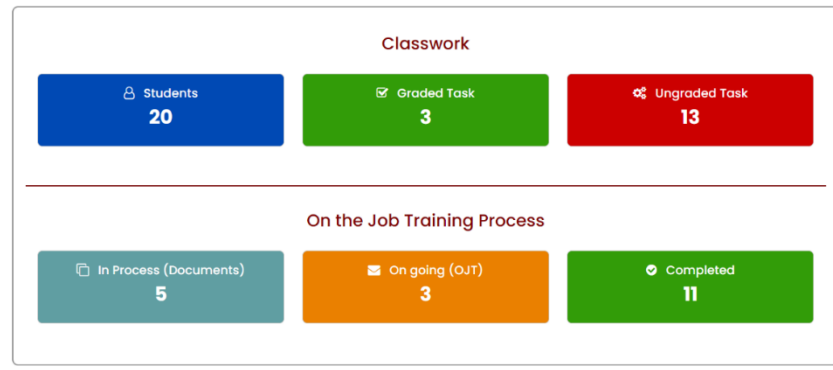
Coordinator Announcement

The OJT Adviser can view announcements and submission bin created by the OJT Coordinator. This includes the title, date added, instructions, and folder attached (*if included*). The OJT Adviser can submit or attach files, file name, and description by clicking "**Submit**" button. If the OJT Adviser needs to unsubmit the work attached, by clicking "**Unsubmit**" button, the system can accept another submission.

⑤ ADVISER DASHBOARD

Dashboard 🔔❾

Classwork

| 👤 Students **20** | ☑ Graded Task **3** | ⚙ Ungraded Task **13** |

On the Job Training Process

| 📄 In Process (Documents) **5** | ✉ On going (OJT) **3** | ✅ Completed **11** |

The OJT Adviser will be directed to the dashboard of the class selected in Adviser Class List. This dashboard offers a numerical summary of Classwork and On the Job Training Process of every student, and the OJT Adviser may click on each card to access the entire list. The OJT Adviser can also be notified about transactions that have occurred inside a system by using the notification bell located on the right side of the dashboard.

⑥ CLASSWORK

Classworks

📄 Export to CSV 🗑 Deleted   + Create Assignment

Assignment Title: Demo for ckeditor
Start Date: Mar 18 2023, 05:41:00 PM   Type: Not Graded
Due Date: Mar 25 2023, 05:41:00 PM

Assignment Title: Demo
Start Date: Mar 11 2023, 04:47:00 PM   Type: Not Graded
Due Date: Mar 18 2023, 04:47:00 PM

Assignment Title: Week 1 Report
Start Date: Mar 4 2023, 09:48:00 AM   Type: Not Graded
Due Date: Mar 4 2023, 09:47:00 AM

This interface allows the OJT Adviser to create assignments for his/her students as well as grade and accept documents submitted by the students and compile it with exporting all data submitted and created inside this module by clicking "**Export to CSV**" button. To create new assignments, by clicking "**Create Assignment**" button, this will generate a form that the OJT Adviser needs to fill out including title of the assignment, notes, files (*if needed*), type of assignment (*if graded or not graded*), start date/time, and lastly, due date/time. When created, it will be displayed below. When the assignment is deleted, it will be directed to "**Deleted**" button for the user to either retrieve or permanently delete the assigned classwork.

⑦ VIEW ASSIGNMENT

Assignment Title: MOA Signed & Notarized
Start Date: (Edit Start Date)   Type: Not Graded
Due Date: (Edit Due Date)

Instructor Rosie Mamuyac   Mar 4 2023, 12:09:16 PM

Notes:
Please attach your file here.
OJT-MOA_TEMPLATE.docx

View Assignment   Delete   Edit

Assignment Title: Medical Exam
Start Date: (Edit Start Date)   Type: Not Graded
Due Date: (Edit Due Date)

Assignment Title: Consent Form
Start Date: (Edit Start Date)   Type: Not Graded
Due Date: (Edit Due Date)

When the OJT Adviser creates an assignment, he/she can view the assignment created by clicking the card itself. This will display all information that is being inputted when assignment created. The OJT Adviser can view the submission of student and returned it back to the student by clicking "**View Assignment**" button, this will display a table where the user can input grades or return the students submitted files if '**Accepted**' or '**Need to Resubmit**'. The OJT Adviser can also "**Delete**" and "**Edit**" the assignment created by clicking its button.

8 STUDENT TAB

Student

This interface allows the OJT Adviser to View, Edit, and Delete students' information including students' email address, contact numbers, their company, etc. By clicking "**ENROLL STUDENT**" this will allow the user to submit **CSV file** containing every student that is included in this class for them to be enrolled. To endorse every student and edit every student's information, the OJT Adviser can click "**Edit Students Information**" to edit multiple information in one run. If the user deleted the student information, there a trash bin button for the user to retrieve or permanently delete the students' information.

9 PARTNER COMPANY LIST

Partner Company List

This interface allows the OJT Adviser to view all Partnered Companies and print the list if needed. To fully access the whole information of specific company, the OJT Adviser can click "**View**" button and it will display every information of that company including Memorandum of Agreement (MOA) and every Permits file submitted. The OJT Adviser can view the Inactive Company List and the reason why it became inactive by clicking "**INACTIVE COMPANY**". To find specific list to be displayed inside the table, the user can click "**ADVANCED FILTER**" to filter the data table.

(10) DISCUSSION

Hello, Instructor Rosie Mamuyac!

The OJT Adviser can post any announcement and documents to share with his/her class in this interface. To remind the OJT Adviser about what to consider when posting announcement in the discussion, the user can click "**Rules and Reminder**" and it will display all rules and reminders for every user who wants to post in this module. The OJT Adviser can also "**Edit**" and "**Delete**" what he/she posted, and the user have the authority to also "**Delete**" student's post. When posted, the user can also comment by clicking "**View Comments**".

(11) MENTORING SCHEDULE

Student Mentoring/Monitoring Schedule

This interface allows the OJT Adviser to set or create a scheduled meeting to monitor and mentor the students that includes to the company being selected by clicking "**CREATE SCHEDULE**" button. The OJT Adviser can also track the history of created schedule by clicking "**HISTORY**" button and it will display the table of created schedule that is beyond the current date for the user to track every mentoring schedule created. The OJT Adviser can also "**Edit**" and "**Delete**" the scheduled mentoring.

HOW TO USE
THE SYSTEM:

COORDINATOR
MODULE

1 **COORDINATOR LOGIN**

The OJT Coordinator is required to input Coordinator Number and Password to be able to be logged into the system. If the user forgot his/her password, the user could click "Forget Password?" link to update the user's password.

2 COORDINATOR DASHBOARD

Dashboard 🔔8

Company List

Number of Company	Active Companies	Expiring Companies	Inactive Companies
24	22	1	1

Record

Advisers Registered	Students Registered	Student Enrolled	Student Unenrolled
5	201	39	162
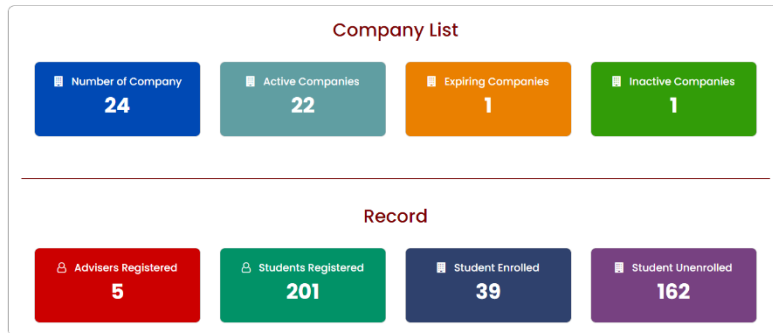
The OJT Coordinator will be directed to the dashboard after logging in. This dashboard offers a numerical summary of Company List and OJT Record, and the OJT Coordinator may click on each card to access the entire list. The OJT Coordinator can also be notified about transactions that have occurred inside a system by using the notification bell located on the right side of the dashboard.

3 PARTNER COMPANY LIST

Partner Company List

📄 PRINT LIST
+ ADD PARTNER COMPANY ENTRY   + ADD PARTNER COMPANY LIST (CSV FILE)   — INACTIVE COMPANY   ▼ ADVANCED FILTER

Show 10 ▾ entries   Search:

Company Name	Contact Person	Date Signed	Expiration Date	MOA Status	Company Status	Action
BIZARMOUR ACCOUNTING SERVICES	MONABETH AYON	Mar 4 2022	Mar 4 2025	MOA Signed	Active	👁 ✏ 🗑
FJGREOPTA BUILDERS AND CONSULTANCY	FRANCIS JULIUS REOPTA	Mar 2 2022	Mar 2 2025	MOA Signed	Active	👁 ✏ 🗑
FLORES FRAGO VELASCO GENERAL BUSINESS SERVICES INCORPORATION	ESTER VELASCO	Mar 1 2022	Jun 4 2022	MOA Signed	Active	👁 ✏ 🗑
FWD LIFE INSURANCE CORPORATIONf	MARVIN JAMES REVILLA	Feb 15 2022	Feb 15 2025	MOA Signed	Active	👁 ✏ 🗑
GOLDWIN MANUFACTURING LABORATORIES CORP.	FLORINDA GO	Feb 10 2022	Feb 10 2026	MOA Signed	Active	👁 ✏ 🗑
MAKATI FINANCE CORPORATION	KAMILLE MAE ILENE GUTCHON	Mar 9 2022	Mar 9 2026	MOA Signed	Active	👁 ✏ 🗑

This interface includes the Partner Company List of PUP San Juan Branch. The OJT Coordinator can print or download as PDF this list by clicking "**PRINT LIST**" located at the top-left side of the system. The OJT Coordinator can add Partner Company List through manually inputting entry or through CSV File by clicking "**ADD PARTNER COMPANY ENTRY**" or "**ADD PARTNER COMPANY LIST (*CSV FILE*)**". The OJT Coordinator can view the Inactive Company List and the reason why it became inactive by clicking "**INACTIVE COMPANY**". To find specific list to be displayed inside the table, the user can click "**ADVANCED FILTER**" to filter the data table. The user can also view, edit, and delete the full information of specific partner company.

4 OJT ADVISER RECORD

Internship Record (Adviser)

+ ADD ADVISER ACCOUNT

Rosie Mamuyac
FA00875SJ2015
Information Technology
Visit Class ➜

Jeremy Passion
FA00112SJ2010
Information Technology
Visit Class ➜

The OJT Coordinator can view the list of OJT Adviser including their Name, Faculty number, and Department. The user can also visit the class that OJT Adviser created by clicking "**Visit Class**" and will direct to OJT Adviser Classes. For registration of Account, the user can add OJT Adviser Account by clicking "**ADD ADVISER ACCOUNT**" and attach CSV File containing required information.

⑤ OJT ADVISER CLASSES

Adviser Classes ← Back

BSED-ENG	BSBAFM
Section: **4-1**	Section: **4-1**
Semester: **2nd**	Semester: **2nd**
School Year: **2022-2023**	School Year: **2022-2023**
Visit Section ➲	Visit Section ➲

BSIT	BSIT
Section: **4-2**	Section: **4-1**
Semester: **1st**	Semester: **2nd**
School Year: **2023-2024**	School Year: **2022-2023**
Visit Section ➲	Visit Section ➲

The OJT Coordinator can now view the list of class/es created by the OJT Adviser which includes the course as its title head, section, semester, and school year. To go back to the OJT Adviser Record, there's a back button at the right side of the system and the user will direct to OJT Adviser Record.

⑥ OJT ADVISER'S STUDENT/S RECORD

Record ← Back

Adviser

Rosie Mamuyac

Students

Show 10 entries   Search:

Student Number	Name	OJT Company	Action
2023-0022-SJ-0	Kelly Rodriguez	TELEPERFORMANCE AYALA	👁
2023-0023-SJ-0	Tommie Soto	Airtrav	👁
2023-0024-SJ-0	Anton Rivera	TrendMicro	👁
2023-0025-SJ-0	Marcus Centeno	TELEPERFORMANCE AYALA	👁
2023-0026-SJ-0	Gary Rodriguez	Ropali Motorcycles	👁

The OJT Coordinator may monitor each student in this interface. By pressing the **"VIEW"** button, the OJT Coordinator may see all of the student's information and determine if the OJT Adviser is keeping track of each student. To go back to the OJT Adviser Class List/s, there's a back button at the right side of the system.

⑦ INTERNSHIP RECORD (*student*)

Internship Record (Student)

+ ADD STUDENT ACCOUNT

Show All entries   Search:

Student Number	Name	Email	Action
2023-0001-SJ-0	Kristel Joy Nietes	kristelnietes@iskolarngbayan.pup.edu.ph	✎
2023-0002-SJ-0	Michael Camba	michaelccamba@iskolarngbayan.pup.edu.ph	✎
2023-0003-SJ-0	Jessie Aguila	jessieaguila@iskolarngbayan.pup.edu.ph	✎
2023-0004-SJ-0	Edsel Blances	edselblances@iskolarngbayan.pup.edu.ph	✎
2023-0005-SJ-0	Aizen Mangilinan	aizenmangilinan@iskolarngbayan.pup.edu.ph	✎
2023-0006-SJ-0	Christian Arce	christianarce@iskolarngbayan.pup.edu.ph	✎
2023-0007-SJ-0	Oliana Cabrera	olianacabrera@iskolarngbayan.pup.edu.ph	✎
2023-0008-SJ-0	Joanna Nieto	joannanieto@iskolarngbayan.pup.edu.ph	✎
2023-0009-SJ-0	Romeo Camacho	romeocamacho@iskolarngbayan.pup.edu.ph	✎

The OJT Coordinator can register student's account by clicking "**ADD STUDENT ACCOUNT**" and attach CSV File containing require information. The OJT Coordinator can also edit the information of the student by clicking "edit" button.

8 ANNOUNCEMENT

Announcement for Adviser

If the OJT Coordinator wants to announce something or need files or information to the OJT Adviser, the OJT Coordinator can create assignment/announcement for every OJT Adviser by clicking "**CREATE ASSIGNMENT/ANNOUNCEMENT**" button. To view OJT Adviser submission, the OJT Coordinator can click "**View Adviser Submission**" that is placed inside a card. The user can also "**Delete**" or "**Edit**" the information that is being created. And when deleted, the OJT Coordinator can "**Retrieve**" or "permanently delete" the deleted announcement.

9 DOCUMENT

On-the-Job Training Requirements
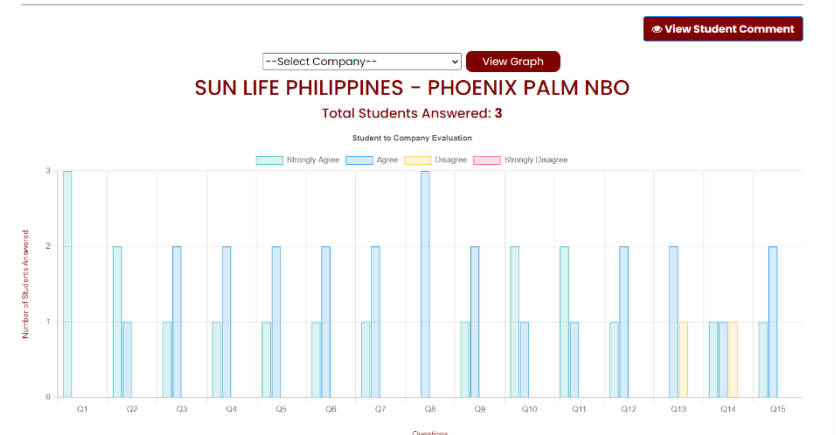

The OJT Coordinator can add Document link for the requirements files that every student/s need by clicking "**ADD DOCUMENT**" inputting document name and link. If there's a change on the link or the file is not valid anymore, the user can "**Edit**" and "**Delete**" the document list.

10 COMPANY EVALUATION

Company Evaluation

This interface allows the OJT Coordinator to follow the Company's assessment. The OJT Coordinator may pick a company from the selection and then click "**View Graph**" to produce the report using a graph. The graph shows the total number of students who responded below to the company name that was chosen. By clicking "**View Student Comment**", the OJT Coordinator may also read the student's comment/note in their company to monitor if the company had a good or bad influence on all students who attended that company.

TROUBLESHOOTING TECHNIQUES

COMMON ISSUES AND SOLUTIONS

The system is not responding. What should I do?

Check to see if your link to the internet is stable. You might want to log out and then back in again or try refreshing the page. Get in touch with the system support if the issue continues.

The system is not sending email notifications. What should I do?

To ensure that messages are not being classified as spam or going to the wrong folder, check your email settings. Contact your OJT Adviser if the issue continues.

I can't upload a file to the system. What should I do?

Verify that the file complies with the system's file size and format specifications. Try shrinking the file or uploading a reduced version if it's too big. Convert the file to a supported format if the original format is not supported. Get in touch with the system support if the issue continues.

I'm having trouble accessing a particular feature in the system. What should I do?

Ensure that the web browser you are using is supported and that the most recent version is installed. If the issue still exists, try deleting the cache and cookies on your browser. Talk to the system support if the problem is still present.

I can't log in to the system. What should I do?

Initially, confirm that you are entering the proper credentials and password. Use the "forgot password" link to recover it if you've lost your password. Contact the system support if you're still having trouble logging in.

The system is displaying an error message. What should I do?

It is important to thoroughly read the error message to determine the issue. Make sure you've entered the right information or taken the right action. Get in touch with the system support if the error notice still appears.

I'm having trouble with the system on my mobile device. What should I do?

Check to see if the mobile browser you're using is supported and that it's installed in its most recent version. Try logging in to the system from a desktop or laptop computer to see if the issue still exists. Contact the system support if the problem still exists.

SYSTEM SUPPORT

If you encounter any issues that are not listed or discussed in the troubleshooting guidelines, or experience difficulties in using the Web-based Internship Management System (WIMS), immediately contact our system support team using the information provided below:

Name	Email
Aguila, Jessie Vincent R.	aguilajessievincent@gmail.com
Arce, Christian Jay D.	ca485291@gmail.com
Blances, Edsel Ian T.	ianblances@gmail.com
Camba, Michael C.	michaelcamba123@gmail.com
Mangilinan, Aizen Louise V.	aznmnglnn@gmail.com
Nietes, Kristel Joy E.	kristeljoynietes@gmail.com