



InternTrail

a web-based
On-The-Job Training (OJT)
Management System

User MANUAL

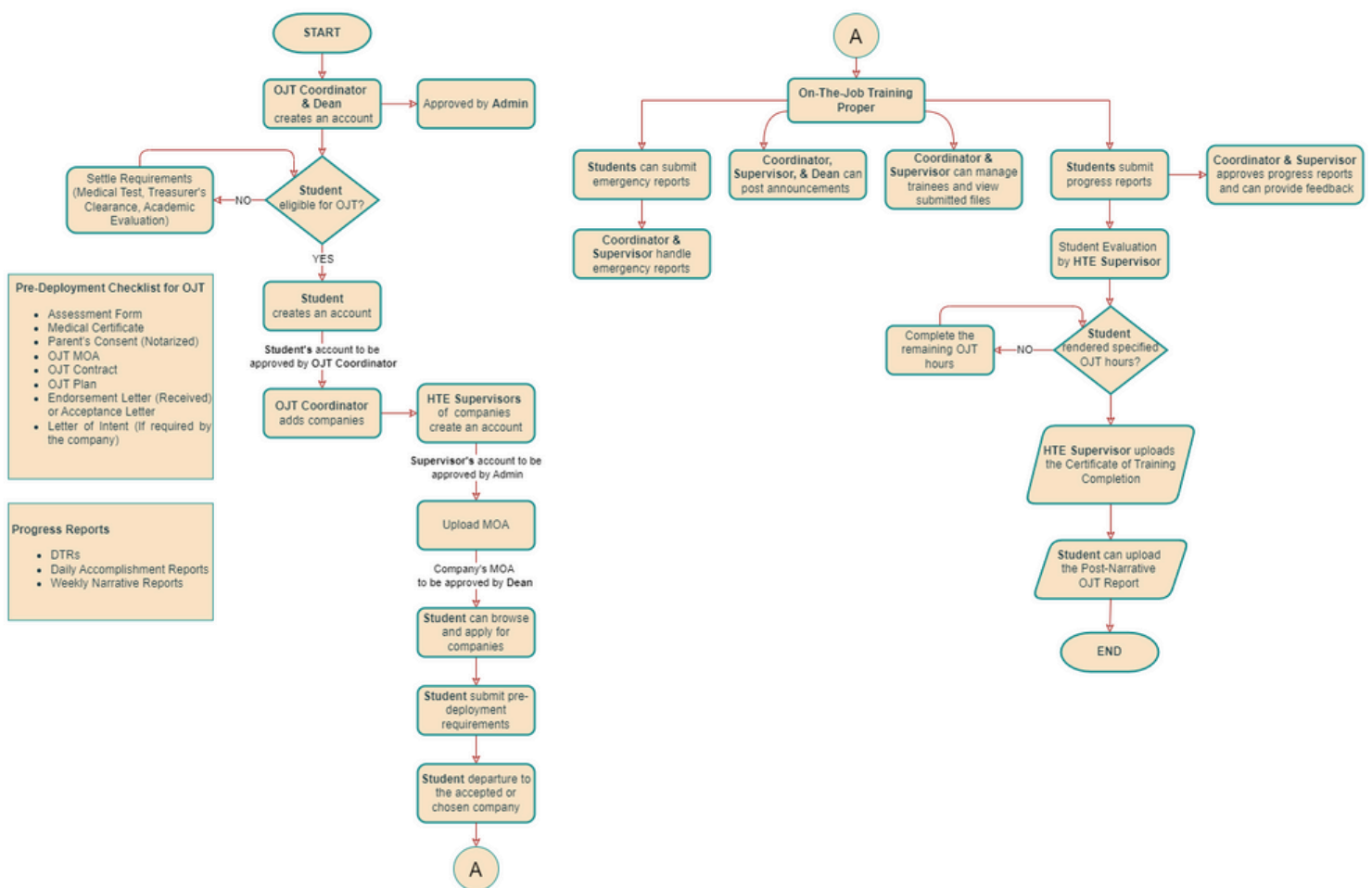
HTE Supervisor

This User Manual provides a comprehensive guide for **HTE Supervisors** to effectively navigate and utilize InternTrail. This manual outlines the features, functionalities, and step-by-step instructions tailored for the HTE Supervisors role, ensuring smooth monitoring and management of the On-The-Job Training (OJT) process within their company.

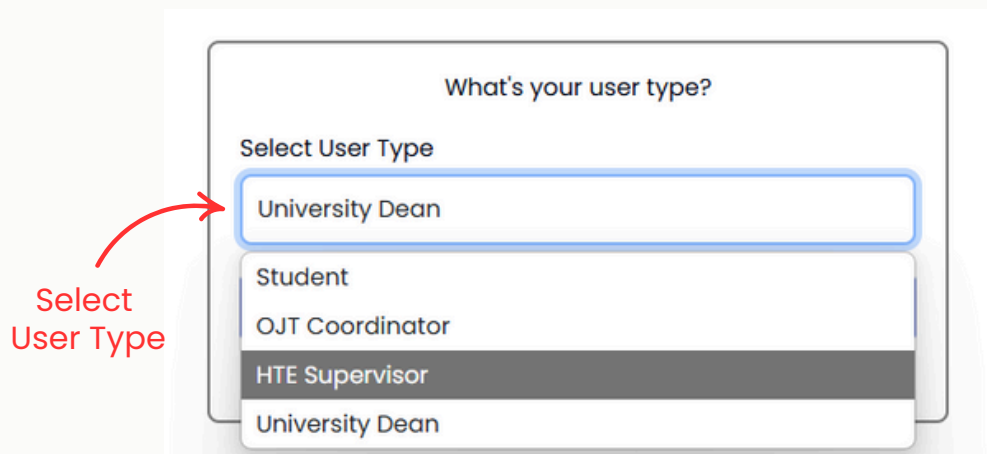
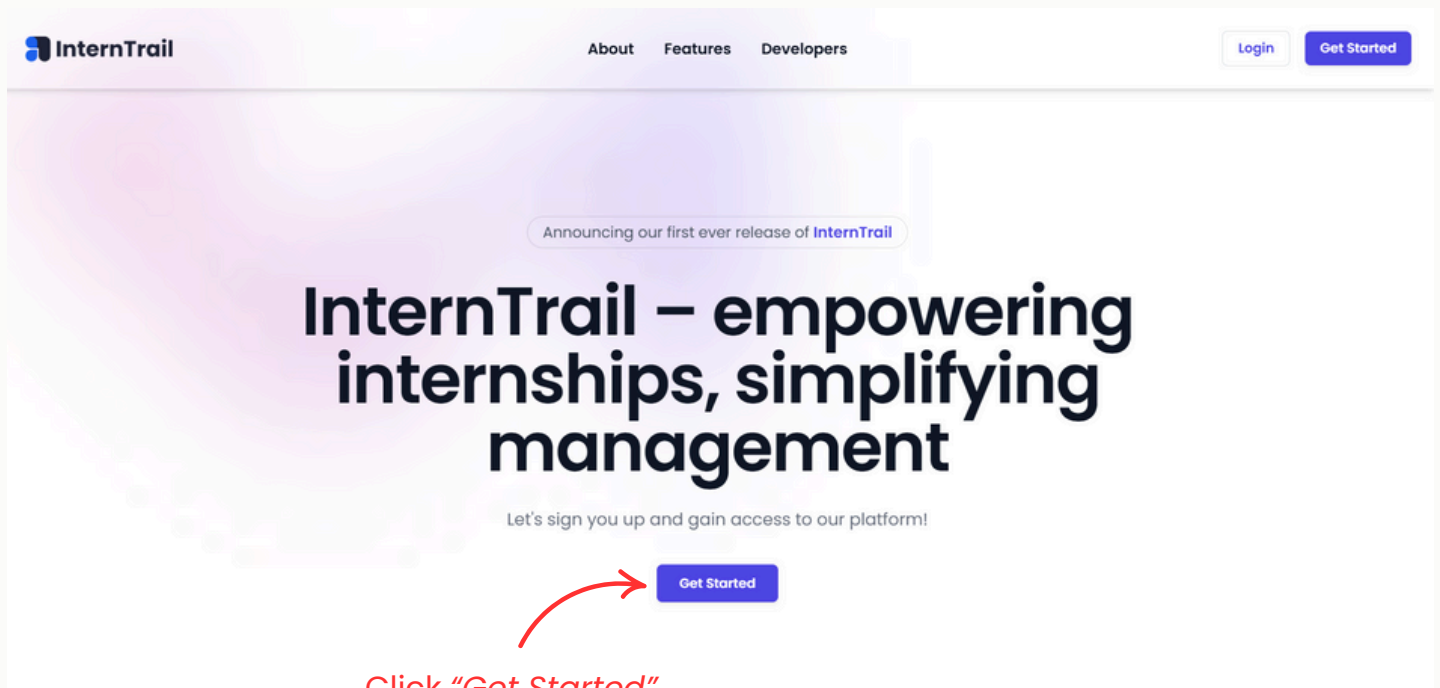
By: InternTrail Team

System Flowchart

InternTrail Flowchart



Registration and Login



Let's set up your account

First Name	Middle Initial	Last Name
<input type="text" value="First name"/>	<input type="text" value="Middle initial"/>	<input type="text" value="Last name"/>

Company Email

Password	Confirm Password
<input type="text" value="Enter your password"/>	<input type="text" value="Confirm your password"/>

Phone Number	Proof of Identity <i>(Company ID)</i>
<input type="text" value="Enter your phone number"/>	<input type="button" value="Choose File"/> No file chosen

Company

Already have an account? [Sign in](#)

Select your company

Fill up the registration form

Account Successfully Registered

Please check your email for verification and wait for your account to be approved.

Proceed to [login](#)

Check for email Verification

Check your email's "Spam" folder and mark the message as "Not Spam" to access the verification link.

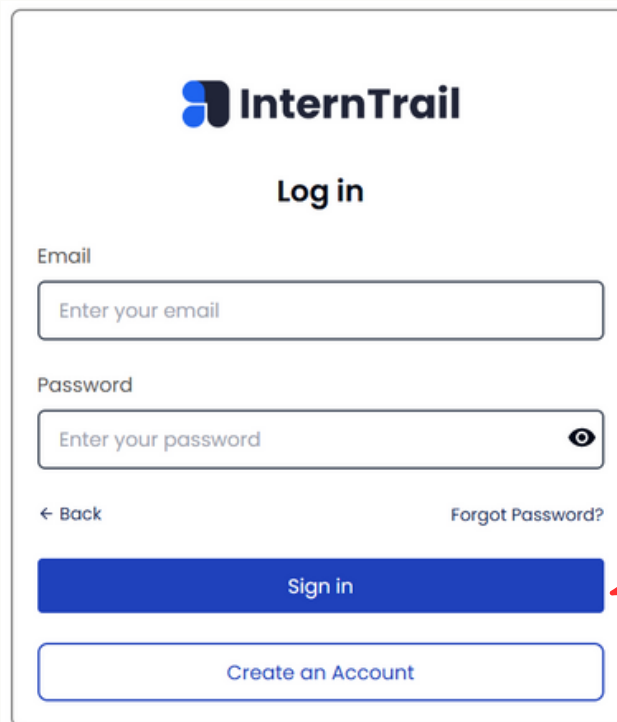
Your email has been successfully verified

Wait for your account to be approved.

Or proceed to [login](#)

Proceed to *login* or wait for your account to be approved

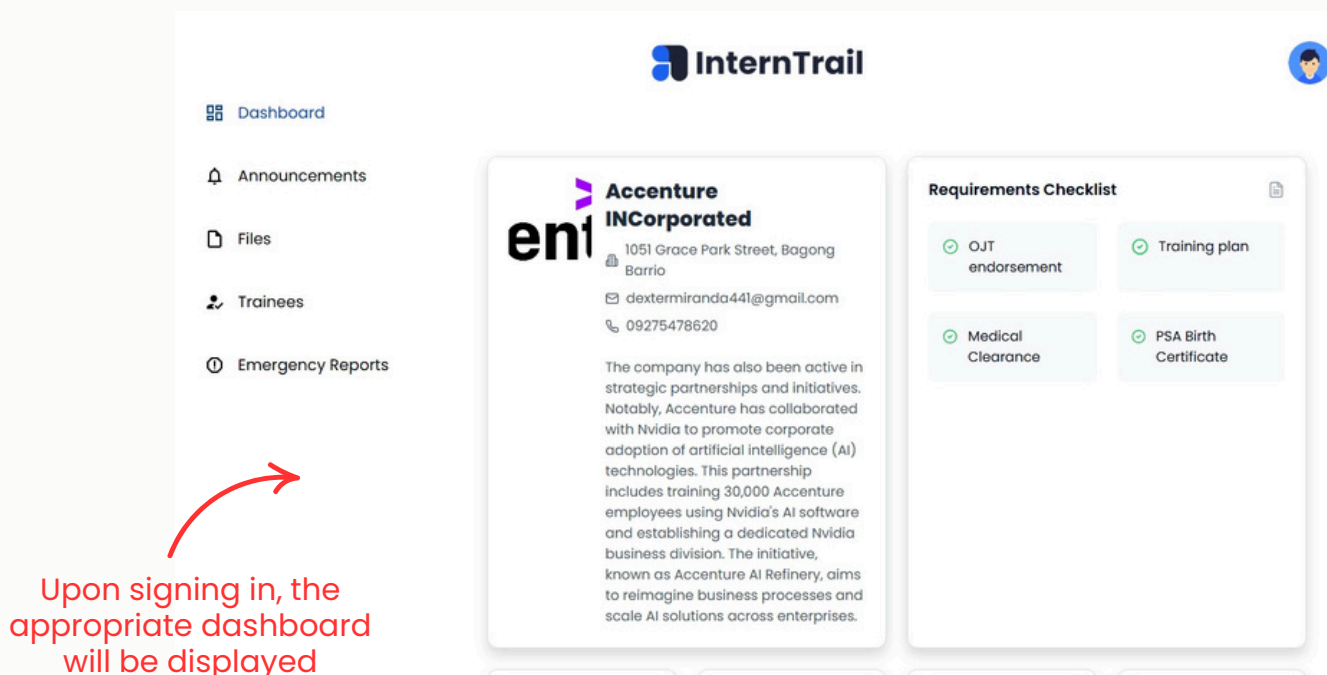
A notification will be sent to your email once your account has been approved.



The login form for InternTrail features the company logo at the top, followed by a 'Log in' heading. It includes input fields for 'Email' and 'Password', each with a placeholder text 'Enter your email' and 'Enter your password' respectively. A 'Forgot Password?' link is positioned to the right of the password field. Below the fields are two buttons: a blue 'Sign in' button and a white 'Create an Account' button with a blue border. A red arrow points from the 'Sign in' button to the explanatory text on the right.

Once approved,
enter credentials
and "Sign in"

Dashboard



The dashboard interface for InternTrail displays a sidebar menu on the left with options: Dashboard, Announcements, Files, Trainees, and Emergency Reports. The main content area features a profile card for 'Accenture INCorporated' with contact details and a paragraph about their AI partnership with Nvidia. To the right is a 'Requirements Checklist' with four items: OJT endorsement, Training plan, Medical Clearance, and PSA Birth Certificate, all marked as complete with green checkmarks. A red arrow points from the explanatory text below to the 'Dashboard' menu item.

Upon signing in, the
appropriate dashboard
will be displayed

Announcements

Dashboard

Announcements

Files

Applications

Emergency Reports

InternTrail

Announcements

Search announcements

Sort by role

Sort by date

Search announcements.

All Roles

Newest First

Create Announcement

New

Hi Trainees!

March 25th, 2025

Posted by: HTE Supervisor

View

Edit

Delete

Table-Grid

Grid-Table

Fill up the form
to post an
announcement

Create New Announcement

Title

Enter announcement title

Date

March 23rd, 2025

Description

Enter announcement details

Image (Image is optional)

Choose File No file chosen

Cancel

Create Announcement

Files

Dashboard

Announcements

Files

Applications

Emergency Reports

InternTrail

Root

Search files...

Upload File

New Folder

Table-Grid

Grid-Table

NAME	TYPE	SIZE	MODIFIED	TAG	UPLOADED BY	ACTIONS
test file 3-24-25.png	file	2.02 MB	2025-03-25	requirement	Gary Penuliar	Download/Delete
IMG_2045.jpeg	file	2.02 MB	2025-03-25	certificate	Gary Penuliar	Download/Delete

Applications

Dashboard

Announcements

Files

Applications

Emergency Reports

InternTrail

Filter

Trainee Management

Search students...

Filter

Applications (1)

Active

Progress

Total Applications
1

Approved
2

Pending
1

Rejected
0

Student List

Student	College	Program	Status	Actions
Marius Ramirez zpdkfx4@whatisakilowatt.com	College of Engineering and Computer Technology	BSCpE	No	Actions

View Student Applications

Trainee Management

Filter

Applications (1)

Active

Progress

Total Applications

1

Approved

2

Pending

1

Rejected

0

Student List

Student	College	Program	Status	Actions
Marius Ramirez zpdkfx4@whatisakilowatt.com	College of Engineering and Computer Technology	BSCpE	No	Actions

View Details

Progress Report

View Evaluation

View Certificate

View Details

Student Details

Marius Ramirez
zpdkfx4@whatisakilowatt.com 09559632596
Applied: 3/25/2025 College of Engineering and Computer Technology

Submitted Requirements

Parent's Cons...
Mar 25, 2025

Letter of Intent
Mar 25, 2025

Medical Certifi...
Mar 25, 2025

Endorsement ...
Mar 25, 2025

CV
Mar 25, 2025

Reject

Approve

Close


Approve/Reject
Student Application

View Progress Reports of a Student

InternTrail

Progress Reports

Progress Overview



 Print Report

Monthly Progress0.00/360 hours

Daily0.00h

Weekly0.00h

Monthly0.00h

View DTR  **March 2025** 

MON	TUE	WED	THU	FRI	SAT	SUN
24	25	26	27	28	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Time Entry

Thursday, March 27

Time In: --:-- Time Out: --:--

Reports & Feedback

Reports Feedbacks Evaluation Certificate

Monday
March 24, 2025
N/A - N/A Pending 

Add your daily report here...

Tuesday
March 25, 2025
N/A - N/A Pending 

Add your daily report here...

Wednesday
March 26, 2025
N/A - N/A Pending 

Add your daily report here...

View DTR

View accomplishment reports

Reports & Feedback

Reports **Feedbacks** Evaluation Certificate

Add Feedback

Write your feedback here...

Submit Feedback

Provide feedback

Reports & Feedback


Reports Feedbacks **Evaluation** Certificate

No evaluation available yet

Once available, view Evaluation

Reports & Feedback

Reports Feedbacks Evaluation **Certificate**



No certificates available yet

Once available, view Certificate

Fill up Evaluation Form

Student Performance Evaluation

Student Information

Name:

Marius Ramirez

Program:

BSCpE

College:

College of Engineering and Computer Technology

Evaluation Date:

3/27/2025

A. Quality of Work

☐ Excellent

☐ Above Average

☐ Average

☐ Below Average

☐ Unreliable

B. Quantity of Work

Additional Comments

Please provide any additional feedback or comments about the student's performance...

Evaluator's Signature

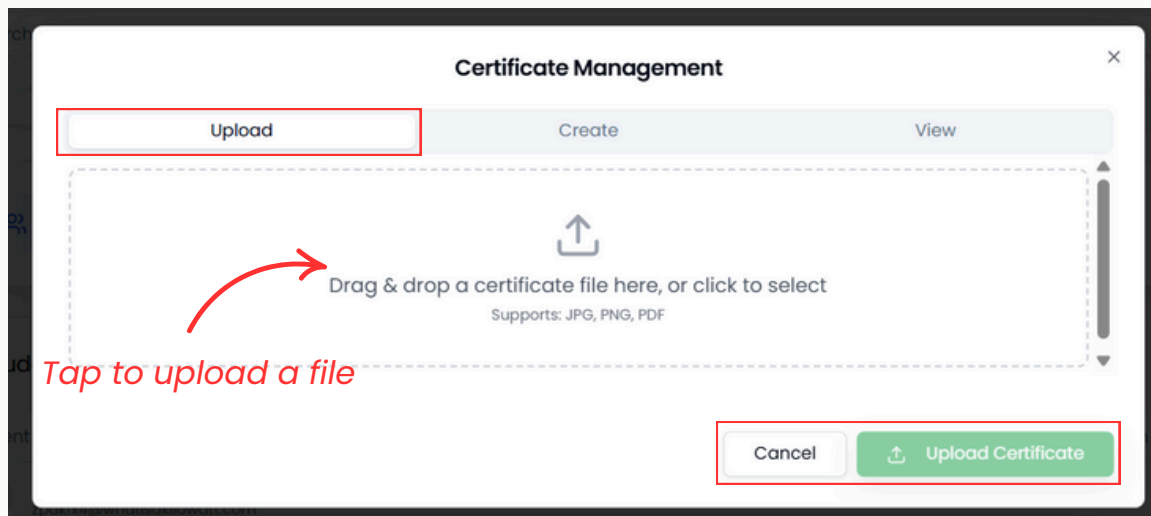
Clear

Save Signature

Cancel

Submit Evaluation

Upload/Create Certificate



The 'Certificate Management' window has three tabs: 'Upload', 'Create', and 'View'. The 'Upload' tab is selected and highlighted with a red box. Below the tabs is a large dashed rectangular area for file upload. Inside this area is an upward-pointing arrow icon and the text 'Drag & drop a certificate file here, or click to select' and 'Supports: JPG, PNG, PDF'. A red curved arrow points from the text 'Tap to upload a file' to the dashed area. At the bottom right of the window are two buttons: 'Cancel' and 'Upload Certificate' (which is green and has an upward arrow icon). Both buttons are highlighted with red boxes.

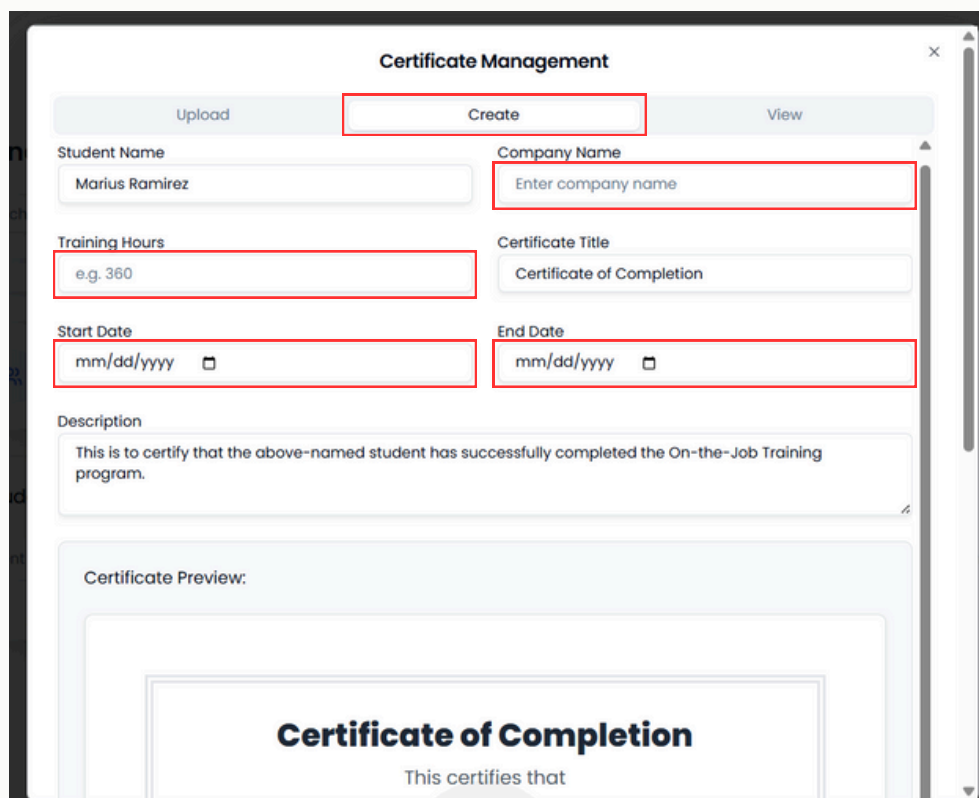
Certificate Management

Upload Create View

Drag & drop a certificate file here, or click to select
Supports: JPG, PNG, PDF

Tap to upload a file

Cancel Upload Certificate



The 'Certificate Management' window now shows the 'Create' tab selected and highlighted with a red box. The form contains several input fields: 'Student Name' (filled with 'Marius Ramirez'), 'Company Name' (placeholder 'Enter company name'), 'Training Hours' (placeholder 'e.g. 360'), 'Certificate Title' (filled with 'Certificate of Completion'), 'Start Date' (placeholder 'mm/dd/yyyy' with a calendar icon), and 'End Date' (placeholder 'mm/dd/yyyy' with a calendar icon). Below these is a 'Description' field with the text 'This is to certify that the above-named student has successfully completed the On-the-Job Training program.' At the bottom is a 'Certificate Preview' section showing a sample certificate with the title 'Certificate of Completion' and the text 'This certifies that'. The 'Create' tab and the 'Company Name' field are highlighted with red boxes.

Certificate Management

Upload Create View

Student Name
Marius Ramirez

Company Name
Enter company name

Training Hours
e.g. 360

Certificate Title
Certificate of Completion

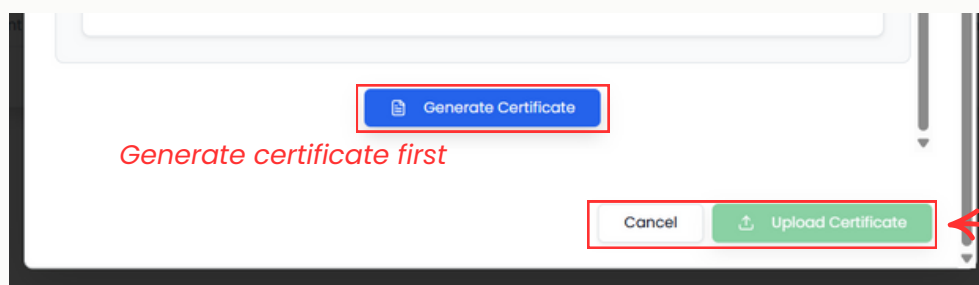
Start Date
mm/dd/yyyy

End Date
mm/dd/yyyy

Description
This is to certify that the above-named student has successfully completed the On-the-Job Training program.

Certificate Preview:

Certificate of Completion
This certifies that

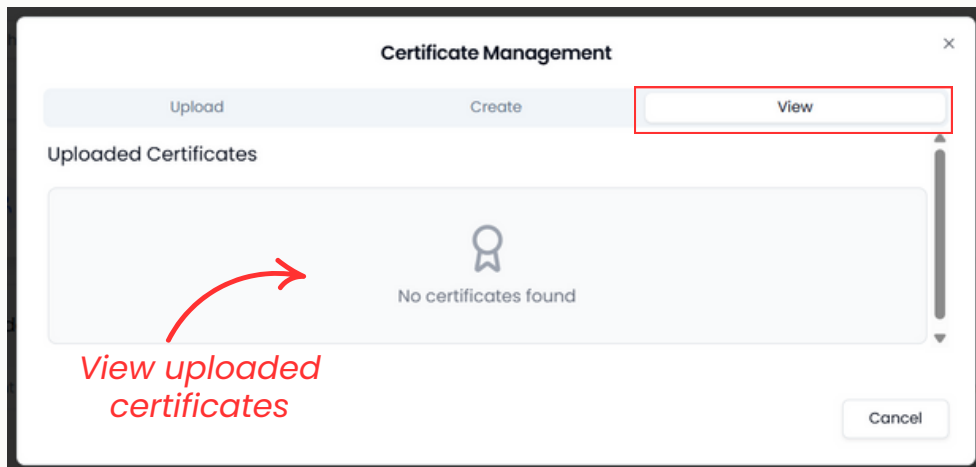


This is the bottom portion of the 'Create' tab form. It shows the 'Generate Certificate' button (blue with a document icon) highlighted with a red box. Below it are the 'Cancel' and 'Upload Certificate' buttons, with the 'Upload Certificate' button highlighted with a red box. A red curved arrow points from the text 'Click to upload' to the 'Upload Certificate' button.

Generate Certificate

Cancel Upload Certificate

Click to upload



Emergency Reports

Dashboard

Announcements

Files

Applications

Emergency Reports

InternTrail

Emergency Reports Management

Review and manage student emergency reports


Search reports...

Sort by status

All Reports


Type	Reporter	Location	Date & Time	Status	Severity	Actions
Medical	Onin John Paul Binuya	Canteen	March 26, 2025 at 08:58 AM	Pending	Moderate	<div>View details</div> <div>Perform actions</div>
Harassment	Onin John Paul Binuya	2nd Floor	March 25, 2025 at 07:46 PM	Pending	Critical	<div>View details</div> <div>Perform actions</div>
Disaster	Lawrence Gabriel Torres	Pond	March 25, 2025 at 03:37 PM	Resolved	Critical	<div>View details</div> <div>Perform actions</div>


User Profile





College of Engineering and Computer Technology (CECT)

Managing 3 Programs

**8**
8 Deployed

**4**
4 MOA Approved

**3**
With Certificates

**0**
0 Pending

Program Overview

BS-IT
1 of 1 Deployed

BSCpE
4 of 4 Deployed


BSEcE
3 of 3 Deployed

Recent Announcements


Hi from Dean March 23
Posted by Dean Dean

Hi from IT Coordinator
May seminar kayo
Posted by Cathy Tugaff

Hi from Dean
Test 1
Posted by Dean Dean



Click to view
"Profile Settings"
or "Logout"


 Options

Logout

Profile Settings

General

Security



Giovanni Lacabe
dean

First Name

Giovanni

Middle Initial

L

Last Name

Lacabe

Email

dean@gmail.com

Phone

09475478620

Click each field
to edit personal
information

Change Password
settings

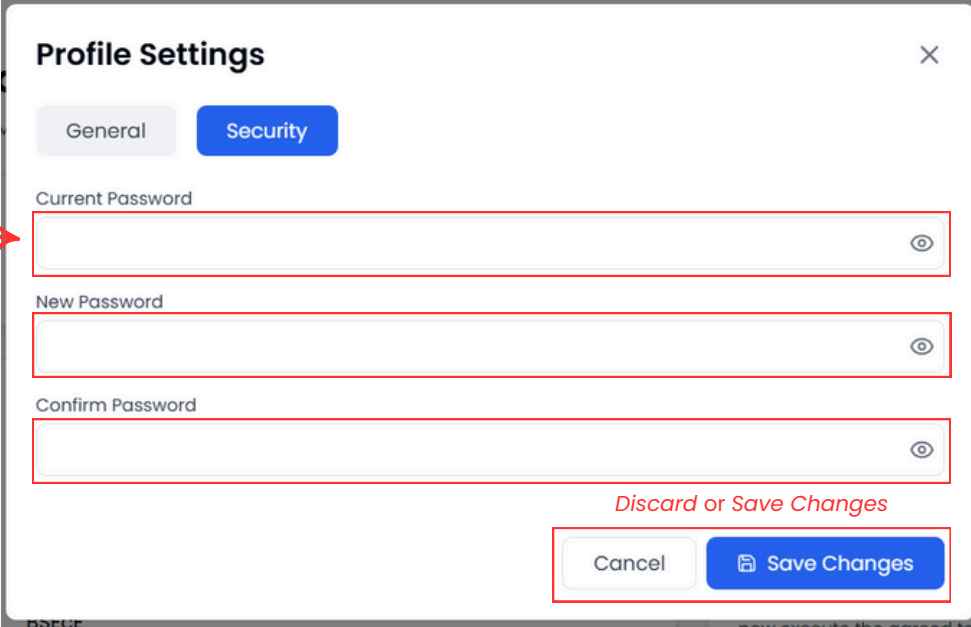
Discard or Save Changes

Cancel

Save Changes

Change/Forgot Password

Fill up required fields to change password



The screenshot shows the 'Profile Settings' dialog with the 'Security' tab selected. It contains three password input fields: 'Current Password', 'New Password', and 'Confirm Password'. Each field has a red border and an eye icon for toggling visibility. At the bottom right, there are 'Cancel' and 'Save Changes' buttons, also highlighted with a red border. A red arrow points from the text 'Fill up required fields to change password' to the 'Current Password' field.

Profile Settings

General Security

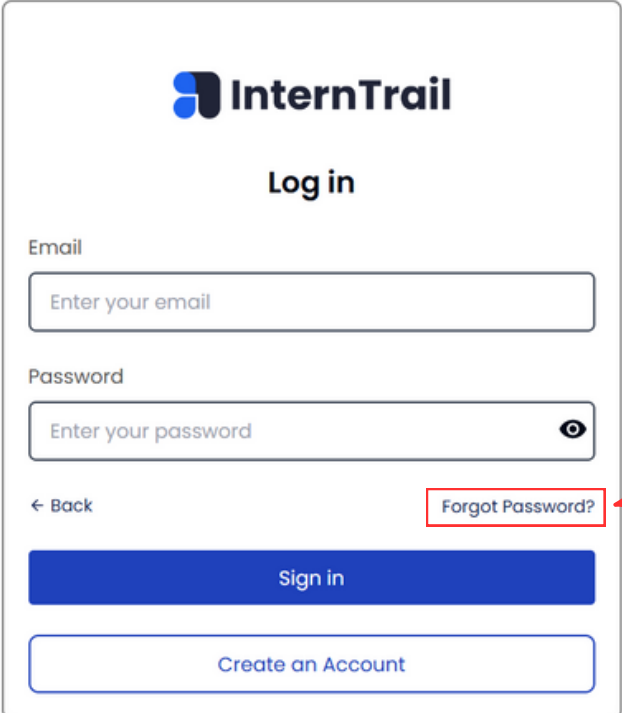
Current Password

New Password

Confirm Password

Discard or Save Changes

Cancel Save Changes



The screenshot shows the 'InternTrail Log in' page. It has a logo at the top, followed by the text 'Log in'. Below this are two input fields: 'Email' with the placeholder 'Enter your email' and 'Password' with the placeholder 'Enter your password' and an eye icon. At the bottom left is a '← Back' link. At the bottom right is a 'Forgot Password?' link, which is highlighted with a red border and a red arrow pointing to it from the text 'Click "Forgot Password"'. Below the input fields are two buttons: a blue 'Sign in' button and a white 'Create an Account' button.

InternTrail

Log in

Email

Enter your email

Password

Enter your password

← Back

Forgot Password?

Sign in

Create an Account

Click "Forgot Password"

The image shows two sequential screens for password reset. The first screen, titled "Enter your Email", features an "Email" label above a text input field. Below the input field is a blue button labeled "Send Reset Link". At the bottom of the screen is a link that says "Proceed to login". A red arrow points from the text "Enter the email address associated to your account" to the input field. Another red arrow points from the text "Click 'Send Reset Link'" to the blue button. The second screen displays the message "A reset link has been sent to your email" in bold black text, with a blue button labeled "Back to Login" centered below it.

Enter your Email

Email

Enter the email address associated to your account

Send Reset Link

Click "Send Reset Link"

Proceed to [login](#)

A reset link has been sent to your email

Back to Login

Check your email for the reset password link. Then, [click the link](#)

The image shows two sequential screens for password reset. The first screen, titled "New Password", features two text input fields: "Enter your new password" and "Confirm your new password". Each input field has a small eye icon to its right. Below the input fields is a blue button labeled "Reset Password". A red arrow points from the text "Enter new password and confirm it" to the first input field. Another red arrow points from the text "Click 'Reset Password'" to the blue button. The second screen displays the word "Success" in large green text, followed by the message "Your password has been reset successfully." in black text. A red arrow points from the text "Password reset successfully" to the message.

New Password

Enter your new password

Confirm Password

Confirm your new password

Enter new password and confirm it

Reset Password

Click "Reset Password"

Success

Your password has been reset successfully.

Password reset successfully

You may now login using your new password.