InternTrail

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

User
MANUAL

This User Manual serves as a comprehensive guide for **OJT Coordinators** to efficiently navigate and utilize the InternTrail system. It details the features, functionalities, and step-by-step instructions specific to the OJT Coordinator role, ensuring seamless management of student trainees, progress tracking, and documentation throughout the On-The-Job Training (OJT) process.
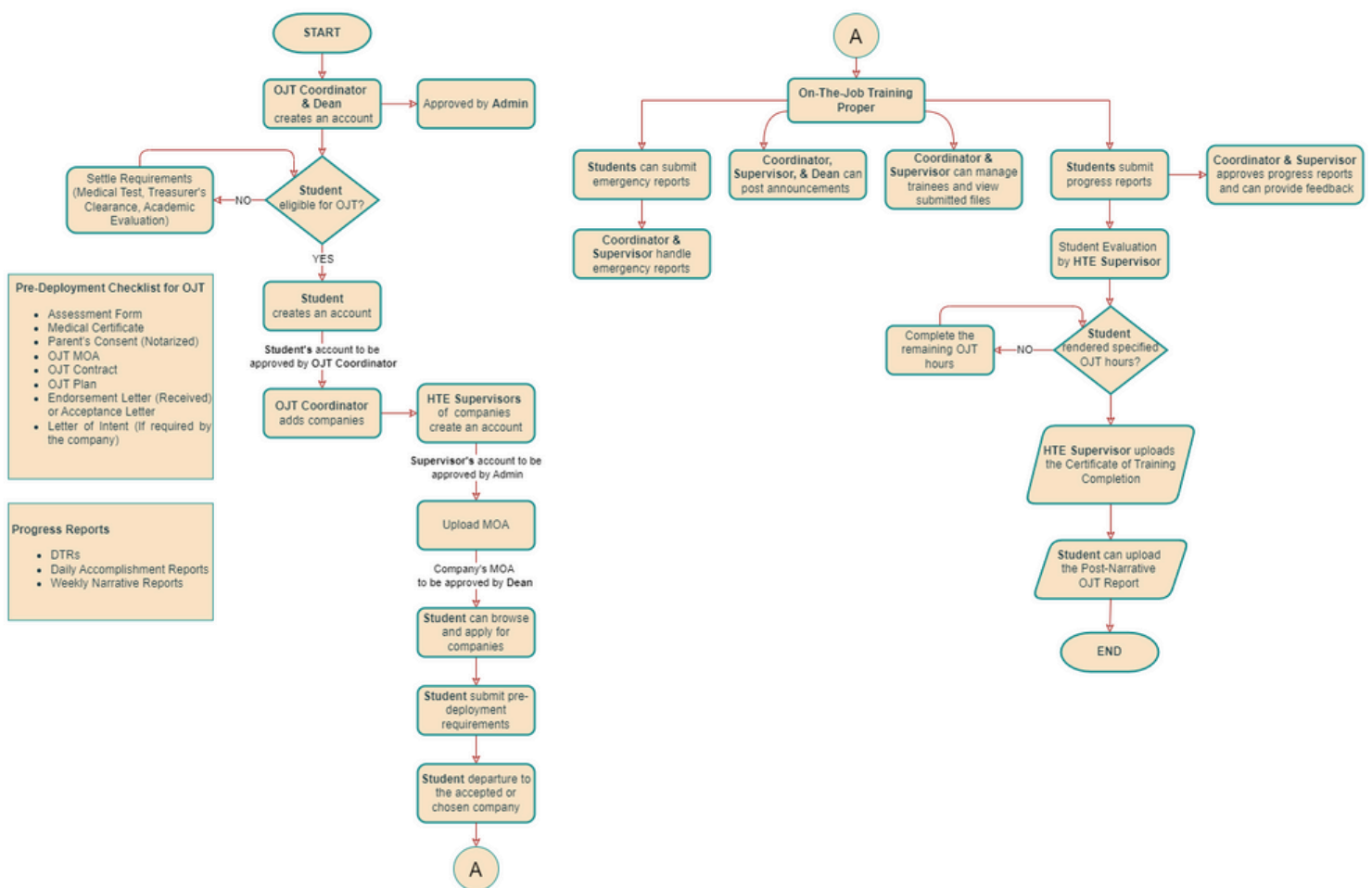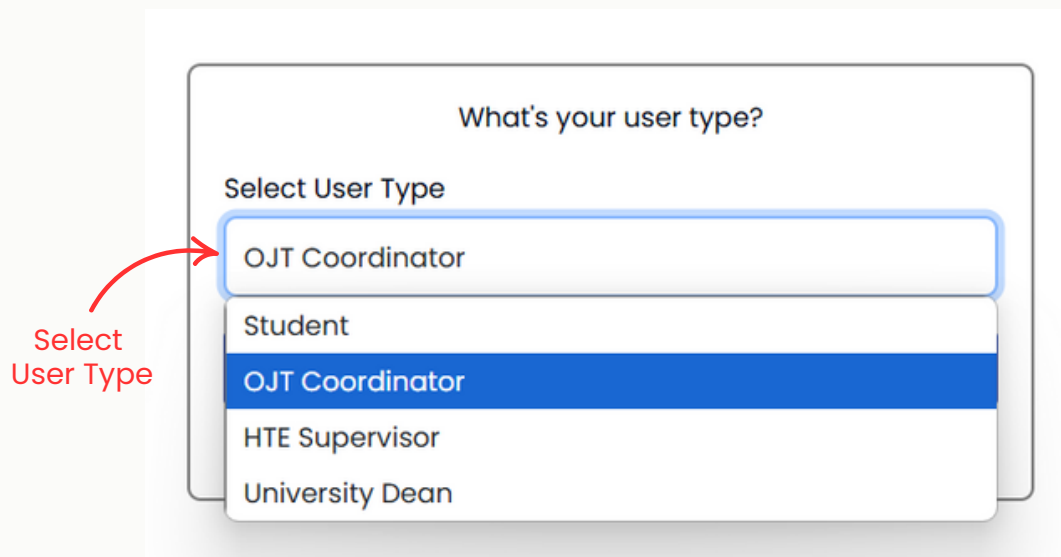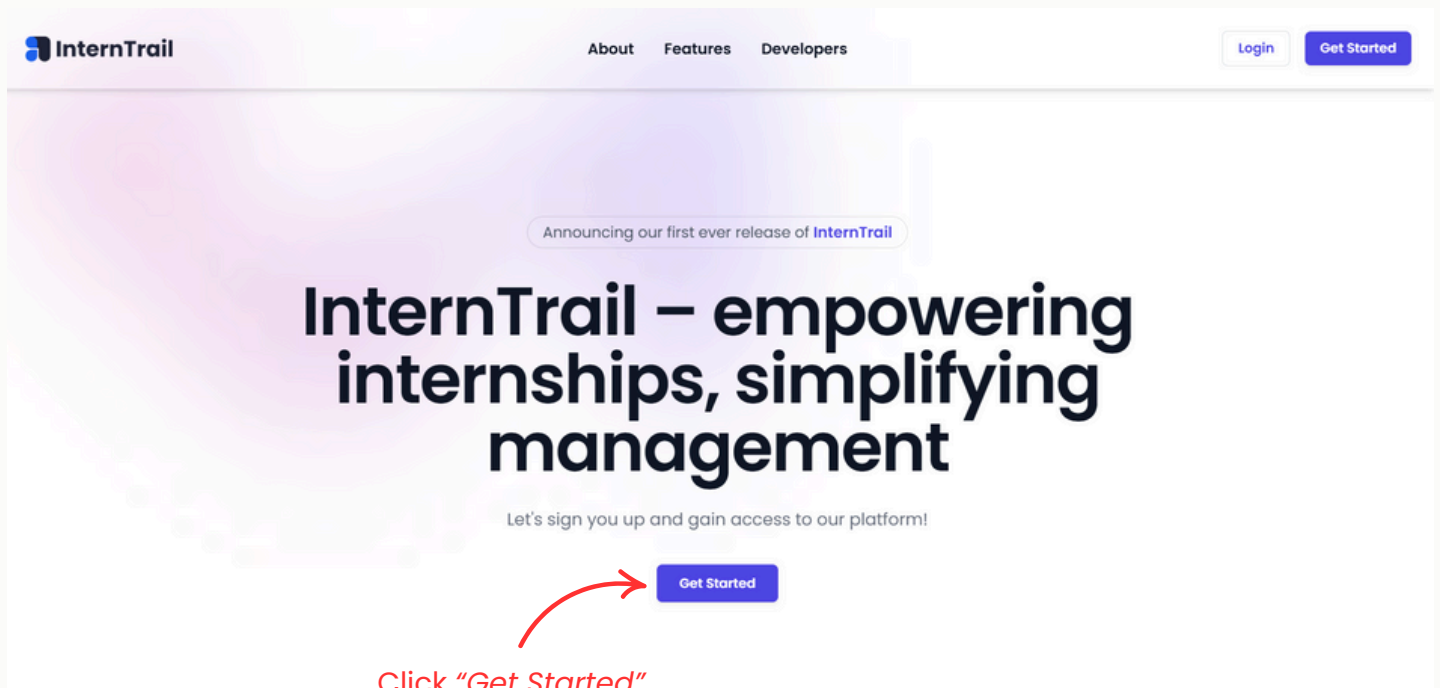
interntrail.onrender.com

By: InternTrail Team

InternTrail Flowchart

START

OJT Coordinator & Dean creates an account → Approved by **Admin**

Student eligible for OJT?
- NO → Settle Requirements (Medical Test, Treasurer's Clearance, Academic Evaluation)
- YES → Student creates an account

Student's account to be approved by OJT Coordinator

OJT Coordinator adds companies → HTE Supervisors of companies create an account

Supervisor's account to be approved by Admin

Upload MOA

Company's MOA to be approved by Dean

Student can browse and apply for companies

Student submit pre-deployment requirements

Student departure to the accepted or chosen company

A

Pre-Deployment Checklist for OJT
- Assessment Form
- Medical Certificate
- Parent's Consent (Notarized)
- OJT MOA
- OJT Contract
- OJT Plan
- Endorsement Letter (Received) or Acceptance Letter
- Letter of Intent (If required by the company)

Progress Reports
- DTRs
- Daily Accomplishment Reports
- Weekly Narrative Reports

A

On-The-Job Training Proper
- Students can submit emergency reports → Coordinator & Supervisor handle emergency reports
- Coordinator, Supervisor, & Dean can post announcements
- Coordinator & Supervisor can manage trainees and view submitted files
- Students submit progress reports → Coordinator & Supervisor approves progress reports and can provide feedback

Student Evaluation by HTE Supervisor

Student rendered specified OJT hours?
- NO → Complete the remaining OJT hours

HTE Supervisor uploads the Certificate of Training Completion

Student can upload the Post-Narrative OJT Report

END

InternTrail

About   Features   Developers

Login   Get Started

Announcing our first ever release of **InternTrail**

InternTrail – empowering internships, simplifying management

Let's sign you up and gain access to our platform!

Get Started

Click *"Get Started"*

What's your user type?

Select User Type

OJT Coordinator

Student
OJT Coordinator
HTE Supervisor
University Dean

Select User Type

Let's set up your account

First Name
Middle Initial
Last Name

First name
Middle initial
Last name

School / Institution Email

Enter your school email

Password
Confirm Password

Enter your password
Confirm your password

Phone Number
Proof of Identity *(University ID)*

Enter your phone number
Choose File   No file chosen

College
Program / Course

Select College
Select Program

Sign Up

Already have an account? Sign in

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.

InternTrail

Log in

Email

Enter your email

Password

Enter your password 👁

← Back   Forgot Password?

Sign in

Create an Account

Once approved, enter
your credentials and
"Sign in"

Dashboard

InternTrail

- 🔲 Dashboard
- 🔔 Announcements
- 🏢 Companies
- 📄 Files
- 🏃 Trainees
- 🏆 Progress Reports
- ⓘ Emergency Reports

🏫 **College of Engineering and Computer Technology**
College Code: CECT

Total Programs
3

Total Companies
2

Program Distribution

Active Trainees
9   👥
↗ 100% from last month

Partner Companies
2   🏢
↗ 100% from last month

Pending DTRs   🕐

Emergency Reports
0   ⚠

Weekly Activity
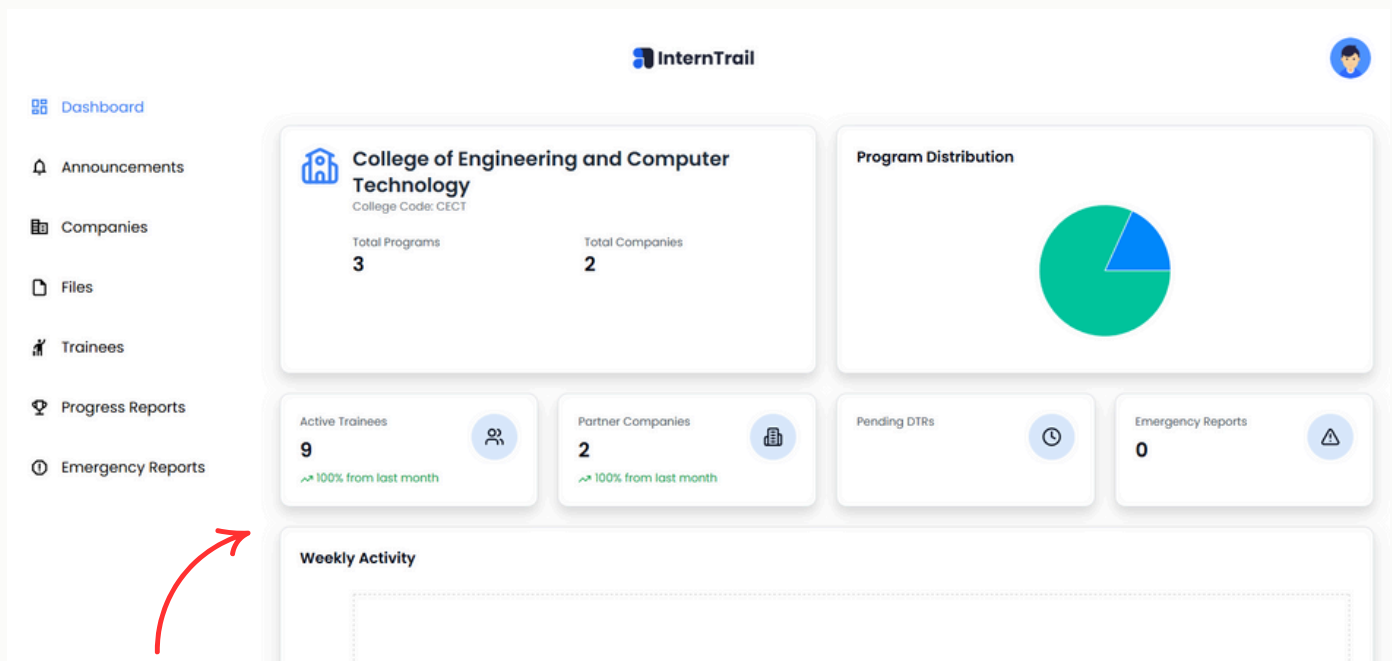
Upon signing in, the
appropriate dashboard
will be displayed

Announcements

InternTrail

- Dashboard
- **Announcements**
- Companies
- Files
- Trainees
- Progress Reports
- Emergency Reports

Announcements

Search announcements...

Sort by role
All Roles

Sort by date
Newest First

Table to Grid
Grid to Table

Create Announcement

New **Welcome Upcoming Student Trainees!**

March 24th, 2025
Posted by: Dean

You may now proceed to look for potential or prospect companies. Goodluck!!

View

New **Pre-Deployment Seminar**

March 24th, 2025
Posted by: Coordinator

We will have pre-deployment seminar later this afternoon

View   Edit   Delete

Create New Announcement

Title

Enter announcement title

Date

March 23rd, 2025

Fill up the form to post an announcement

Description

Enter announcement details

Image *(Image is optional)*

Choose File   No file chosen

Cancel   Create Announcement

Companies
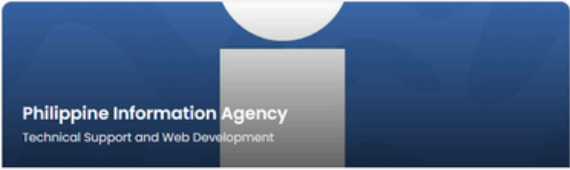
Companies

College of Engineering and Computer Technology   BSCpE

Search companies...   All MOA Status ▼

+ Add New Company

Philippine Information Agency
Technical Support and Web Development

✉ gary.penuliar@pia.gov.ph
◉ Quezon City

MOA Status
Approved

★★★☆☆ (9)   ☆ Rate

✎ Edit   ✉ Email   📄 MOA

Give Feedback to a company

iSynergies Inc.
Web Development

✉ isynergies@aski.com.ph
◉ #105 Maharlika Highway, Cabanatuan City, Philippines

MOA Status
Approved

★★☆☆☆ (12)   ☆ Rate

✎ Edit   ✉ Email   📄 MOA

Click to Email a company

View MOA file

🏢 Add New Company
Please provide detailed information about the company to help us manage it effectively.

Scope Confirmation
This company will be created within your assigned scope:
   College: College of Engineering and Computer Technology
   Program: BSCpE

Fill up the form to add a company

🏢 Company Name

✉ Contact Email

📞 Contact Phone

◉ Address

☆ Expertise

ⓘ Description

Cancel   Save Company

Navigation Menu
- 🔲 Dashboard
- 🔔 Announcements
- 📖 Companies
- 📄 Files
- 🏃 Trainees
- 🏆 Progress Reports
- ⓘ Emergency Reports

Files

Files

Current directory

Root

Table to Grid
Grid to Table

Search files...

Upload File   New Folder

NAME	TYPE	SIZE	MODIFIED	TAG	UPLOADED BY	ACTIONS
Coordinator	folder	-	2025-03-24	-	Hilda Santos	🗑
DTR - Lastname.pdf	file	0.05 MB	2025-03-24	requirement	Hilda Santos	⬇ 🗑
Picture1.png	file	2.42 MB	2025-03-24	important	Hilda Santos	⬇ 🗑

Download/Delete

Dashboard
Announcements
Companies
Files
Trainees
Progress Reports
Emergency Reports

InternTrail

Upload File
Select a tag for the file before uploading.

File   n2a2logo.png

Select the tag of
a file to upload

Tag   Select a tag ⌄

MOA
Parental Consent
Requirement
Accomplishment
Personal
Important
Archive

Trainees

Trainee Applications
Manage and review trainee applications

Sort by status

Search trainees...

All Status ⌄

Table   Grid

Aldrine Castro   Verified

Email
aldrinecastro.29@gmail.com

College
College of Engineering and Computer Technology

👁 View Details

Onin John Paul P Binuya   Verified

Email
oninbinuya26@gmail.com

College
College of Engineering and Computer Technology

👁 View Details

Wendell Lopez   Verified

Email

Raizen R de Guzman   Verified

Email

Onin John Paul P Binuya   Verified

View assessment form

Info   Proof of Identity   Files

View submitted files

Email
oninbinuya26@gmail.com

Phone
09496894172

College
College of Engineering and Computer Technology

Program
BSCpE

OJT Hours Required   Modify OJT hours

Update Hours

Current remaining hours: 360.00

⊗ Reject   ⊘ Approve

Progress Reports

Trainee Management

Search students...   [Filter]

📈 Progress (4)

Progress Reports

Trainee	Progress	Last Update	Remaining Hours	Actions
Wendell Lopez wendell.lopez23@yahoo.com	0% Complete	No updates	360.00 hours	Actions ⌄
Raizen R de Guzman deguzman.christiangeordel@wesleyan.edu.ph	0% Complete	No updates	360.00 hours	Actions ⌄
Aldrine Castro aldrinecastro.29@gmail.com	0% Complete	No updates	360.00 hours	Actions ⌄
Edrick Pili vincent.pili1131@gmail.com	0% Complete	No updates	360.00 hours	Actions ⌄

📈 View Progress

Click to view student's progress

Progress Reports

Progress Overview   🖨 Print Report

Monthly Progress   40.48/360 hours

Daily	Weekly	Monthly
22.98h	**40.48h**	**40.48h**

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 17.5h	25 23.0h	26	27	28	29	30
31	1	2	3	4	5	6

Reports & Feedback

[Reports] [Feedbacks] [Evaluation] [Certificate]

Approve Reports

Monday
March 24, 2025   02:00 - 20:30   pending ✏

- Started creating a request form in the Parts Request section of the mechanic dashboard.This form allows the user (mechanic) to request parts for vehicle maintenance and repair.
- Created a model file named PartsRequestModel.
- Developed a function within this model to insert user-submitted data into the

Tuesday
March 25, 2025   00:00 - 23:59   pending ✏

- Started creating a request form in the Parts Request section of the mechanic dashboard.This form allows the user (mechanic) to request parts for vehicle maintenance and repair.
- Created a model file named PartsRequestModel.
- Developed a function within this model to insert user-submitted data into the

Reports & Feedback

| Reports | **Feedbacks** | Evaluation | Certificate |

RDG **AI Assistant**
AI   Mar 24, 2025

Overall, the intern has made great progress in their project by successfully creating a request form in the Parts Request section of the mechanic dashboard. Developing a model file, creating a function to insert user-submitted data, and adding a controller function to call the model file demonstrate a strong understanding of software development concepts.

Their attention to detail in ensuring proper handling of the parts request process through the controller is commendable. This indicates a good understanding of system architecture and functionality.

In terms of areas for improvement, the intern could work on documenting their code more thoroughly to improve readability and maintainability. They should also consider testing the functionality of their code to ensure its reliability and robustness.

Overall, the intern is showing promise in their role and with continued dedication to learning and improving their skills, they have the potential to excel in the field of software development.

Add Feedback

Write your feedback here...

Type feedback here

💬 Submit Feedback

Reports & Feedback

| Reports | Feedbacks | **Evaluation** | Certificate |

Performance Evaluation

View Evaluation

Reports & Feedback

| Reports | Feedbacks | Evaluation | **Certificate** |

Uploaded Certificates

Raizen de Guzman_Certificate.pdf
Uploaded on 3/24/2025 by Gary Penuliar

👁 View   ⬇ Download

Emergency Reports

User Profile

InternTrail

College of Engineering and Computer Technology (CECT)

Managing 3 Programs

Total Trainees **8** 8 Deployed	Partner Companies **4** 4 MOA Approved	Completed Training **3** With Certificates	Emergency Reports **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   New
Posted by Dean Dean

Hi from IT Coordinator   New
May seminar kayo
Posted by Cathy Tugaff

Hi from Dean   New
Test 1
Posted by Dean Dean

Click to view
"Profile Settings"
or *"Logout"*

⚙ Options

⇥ Logout

Profile Settings   ✕

| General | Security |

Change Password
settings

Giovanni Lacabe
dean

First Name
Giovanni

Middle Initial
L

Click each field
to edit personal
information

Last Name
Lacabe

Email
dean@gmail.com

Phone
09475478620
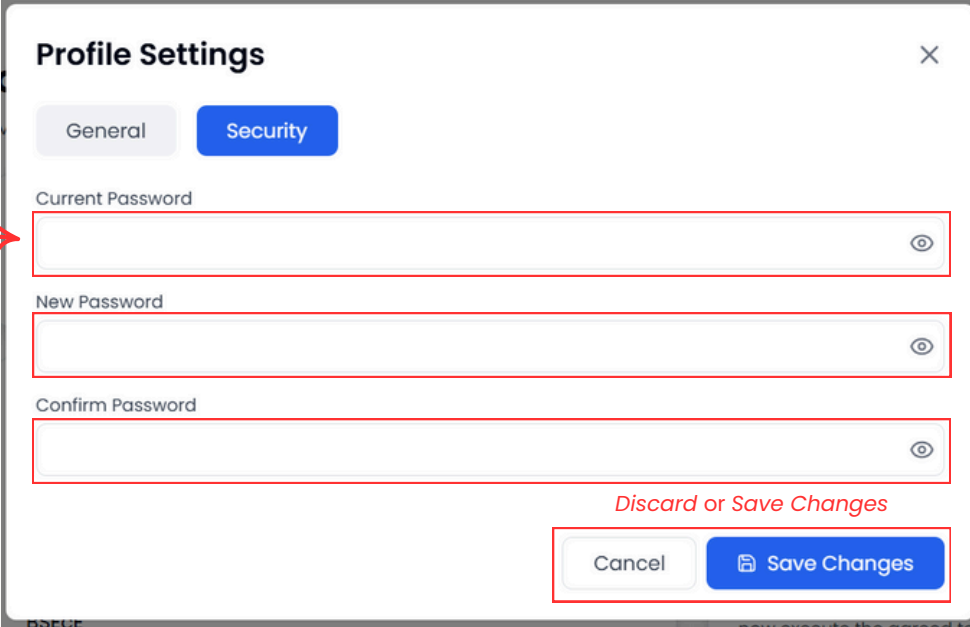
Discard or *Save Changes*

Cancel   🖫 Save Changes

Change/Forgot Password

Profile Settings

General   Security

Current Password

New Password

Confirm Password

Fill up required fields to change password

Discard or *Save Changes*

Cancel   💾 Save Changes

InternTrail

Log in

Email

Enter your email

Password

Enter your password

← Back   Forgot Password?

Sign in

Create an Account

Click *"Forgot Password"*

Enter your Email

Email

[   ]

Send Reset Link

Proceed to login

Enter the email address associated to your account

Click *"Send Reset Link"*

A reset link has been sent to your email

Back to Login

Check your email for the reset password link. Then, click the link

New Password

[Enter your new password   👁]

Confirm Password

[Confirm your new password   👁]

Reset Password

Enter new password and confirm it

Click *"Reset Password"*

Success

Your password has been reset successfully.

Password reset successfully

You may now login using your new password.