

TPE PROCESS FLOW

A. Admin Side

1. Administrator Module (Primary Prerequisite)

- ➔ The system has pre-defined Admin User known as Super Admin (SA).
- ➔ To access the system for the first time, use the default SA login credential, which can be changed after login. *Ask system admin for SA's default login.*
- ➔ To add admin user:
 - Click "Administrator" in main navigation.

2. College Module (Prerequisite of Dean, Teacher and Student Module)

- ➔ Click "College" in main navigation to add College.

3. Dean Module (No Prerequisite)

- ➔ Click "Deans" in main navigation to add Dean Account.

4. Teacher (Prerequisite of Class Module)

- ➔ Click "Teachers" in main navigation to add Teacher Account.

5. Student Module (No prerequisite)

- ➔ Click "Students" in main navigation to add Student Account.
- ➔ Subject Reservation Module
 - Click "Subjects" inline with student list to reserve subjects to student.

6. Supervisor Module (No prerequisite)

- ➔ Click "Supervisors" in main navigation to add Supervisor Account.

7. Subject Module (Prerequisite of Class Module)

- ➔ Click "Subjects" from main navigation to add Subjects.

8. Class Module (Prerequisite of Subject Reservation in Student Module)

- ➔ Click "Classes" from main navigation to add Class.

9. Setp of Evaluation Module

- ➔ Click "Evaluation" from main navigation.
- ➔ Click "Questionnaires"
- ➔ Click "Category"
 - Add Category.
 - Categories will be used in classfying Evaluation Questionnaires
- ➔ Click "Students"/"Teachers"/"Supervisors"/"Deans" and add their respective questionnaires.

10. Backup Module (Database Backup)

- ➔ Click "Backup Schedule" to schedule backup.
- ➔ Click "Backup Now" to execute backup.