TABLE OF CONTENTS

Login & Authentication
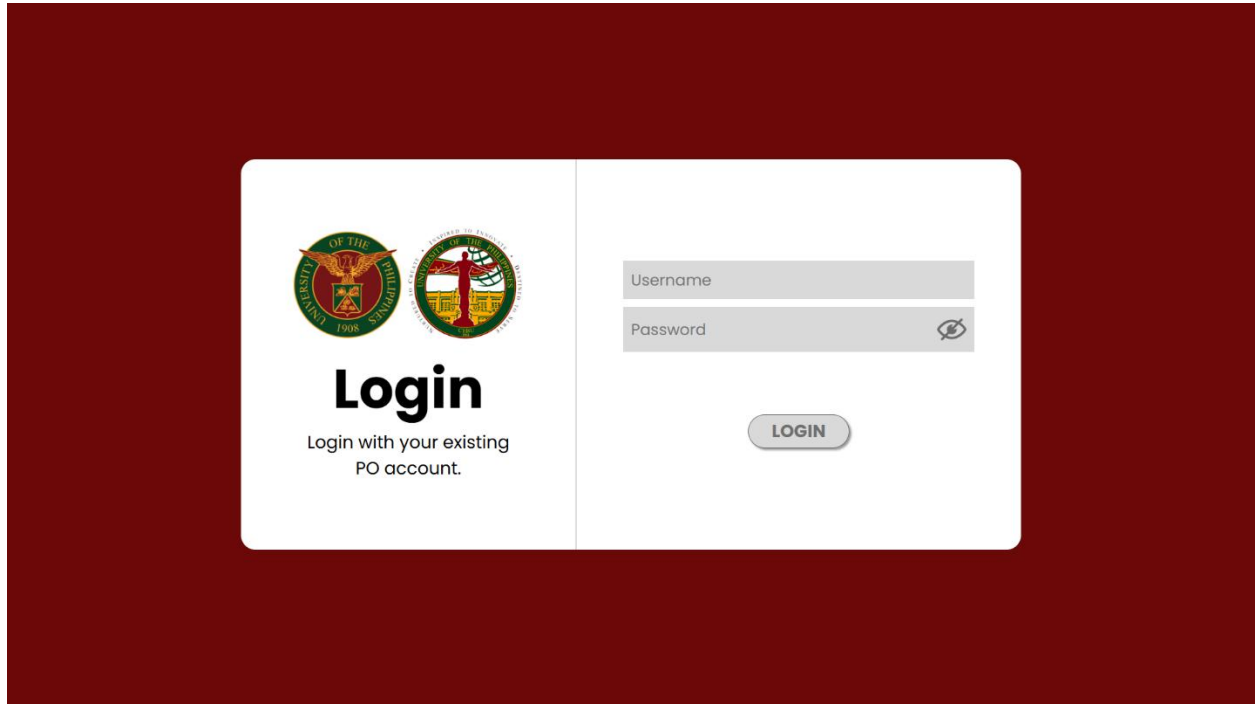
- User/Admin/Approver Login Page

User Side

- User Dashboard

- Requisition Page

- Approved Requisition Page

- Shopping Cart Page

Approver Side

- Approve Requisition Page

Admin Side

- Super Admin Dashboard

- User Management Page

- Audit Logs

This is the login page for the admin, approvers and users where they will enter their username and password credentials.

University of the Philippines Cebu Procurement System

ORDER SUMMARY

No orders yet.

* Item Description — Enter your order details...

* Attachment for Item Description — Choose File | No file chosen

* Quantity — ...

* Unit of Measure — ...

* Unit Price — ...

Close   Submit

This is the user dashboard after the user logged in, he/she will redirect to the dashboard where the user can request for the items the user needs.

Procurement ≡

- Dashboard
- My Requistions
- Approved Requisitions
- Cart
- Settings

University of the Philippines Cebu Procurement System

Requistions

Requisition Number	Purpose	Need by Date	Deliver to Location	Status	Option
No Requisitions Yet.					

Rafael Sanoria
Lab Tech

This is the requisitions page where the all the users order requests will be displayed here.

This is the approved requisitions page where after the approvers approved the users order request it will be displayed here so that the user can be notified that the request has been approved.

This is the shopping cart page where the user will input all the information needed for the requisition to proceed. The user can also click the continue shopping if he/she

wants to request for another item. Also edit the information if it has errors and save if the user doesn't want to proceed yet with the checkout.

This is the approver dashboard where all the users' requisitions will be displayed here and reviewed by the approver whether the requisition will be approved or declined.

This is the super admin dashboard where all the registered users will be displayed.

This is the manage users page where the super admin will add, edit, and delete user accounts. And the super admin will also manage the roles, unit in where the role of the user belongs and the approver accounts.

AUDIT LOGS

User ID	Username	Actions	Target ID	Target Type	Description	Date & Time
32	superadmin	Login		User Account	User [superadmin] logged into the system.	2025-11-06 17:32:11
	superadmin	Failed Login		User Account	Failed login attempt for user [superadmin]	2025-11-05 19:13:18
	superadmin	Failed Login		User Account	Failed login attempt for user	2025-11-05 19:12:29

This is the audit logs page where all the activities of the super admin, users and approvers will be displayed. This is for tracking purposes and security.