User Manual
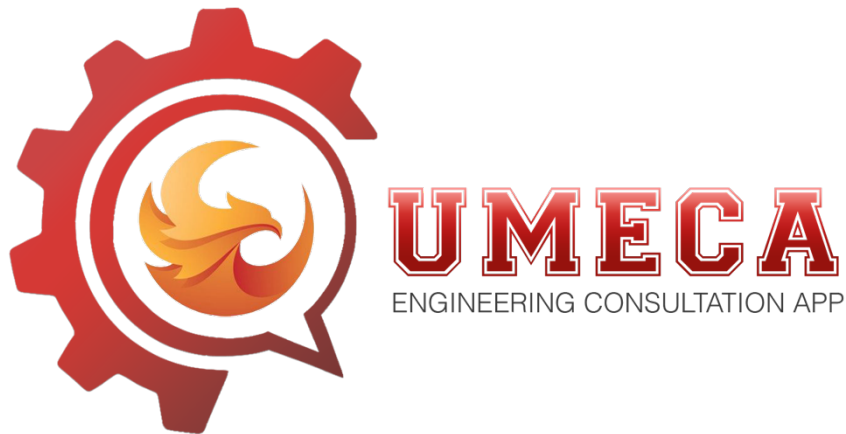

University of Mindanao Engineering Consultation App
Software version 1.0 – October 10, 2025
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A. Introduction

I. Software Description

UMECA is a digital consultation management system developed to streamline academic advising processes within engineering departments. It is a cross-platform scheduling application that facilitates the arrangement of one-on-one academic consultations between engineering students and faculty members. By digitizing the appointment process, UMECA eliminates the inefficiencies associated with physical queuing outside faculty offices, enhancing both student accessibility and faculty workload management.

II. Purpose and Target Users
The system is designed to provide a centralized platform where:

- Students can request academic performance or grade-related consultations.
- Faculty members can view, manage, and confirm appointments in real time.
- Both parties benefit from automated scheduling, notifications, and calendar synchronization.

Target Users Include:

- Undergraduate and graduate engineering students
- Academic faculty and advisors within the College of Engineering
- Administrative staff supporting academic affairs

III. Scope and Limitations

i.   Scope:

- Real-time appointment booking and cancellation
- Availability display and schedule management for faculty
- Automated email and in-app notifications
- Desktop and mobile responsive interface

ii.   Limitations:

- Currently limited to internal use within the College of Engineering

- Internet connection required for all major features
- Does not include in-app video conferencing functionality
- No integration (yet) with external calendar apps (e.g., Google Calendar, Outlook)

B. System Requirements

iOS System Requirements
Minimum Requirements:
- OS: iOS 11 or later
- RAM: 2GB (minimum)
- Processor: A9 Chip (iPhone 6s and later)

Recommended Requirements:
- OS: iOS 14 or later
- RAM: 3GB
- Processor: A11 Bionic Chip (iPhone X and later**)**

Android OS System Requirements
Minimum Requirements:
- OS: Android 11 (Red Velvet Cake) or later
- RAM: 2GB (minimum)
- Processor: Quad-core 1.2GHz+

Recommended Requirements:
- OS: Android 15 (Vanilla Ice Cream) or later
- RAM: 4GB or higher
- Processor: Octa-core, 2.0GHz+

# C. Installation & Setup Guide

Step-by-step Instructions

Installation
1. Download the UMECA installer from the official University server or USB media.
2. Run the installer and follow the on-screen instructions.
3. Once installed, open the application and enter the admin/user credentials provided.
4. Verify successful setup by logging into the dashboard.

Create an Account / Logging In

If you have already signed up, input your Student Email / Faculty Email to login.

If you are a new user, tap the "Create Account" and follow the on-screen instructions to complete the registration process.
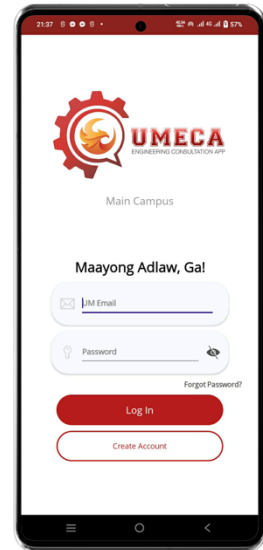
Create an Account

On the "Create Account" page, enter your information, including your Faculty/Student Email, preferred password, phone number and user type.
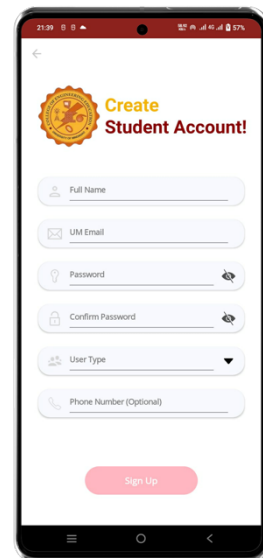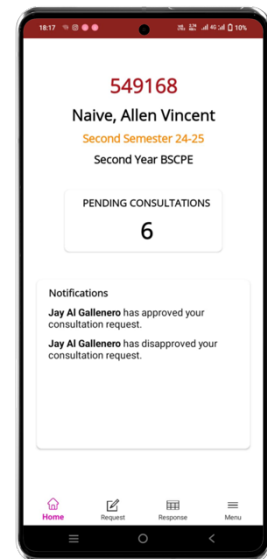
D. User Interface Overview

Main Dashboard and menus

Home

Displays your consultation summary and notifications

Request / Requesting a Consultation

- Allows you to initiate new consultation requests
- Shows available courses and instructors
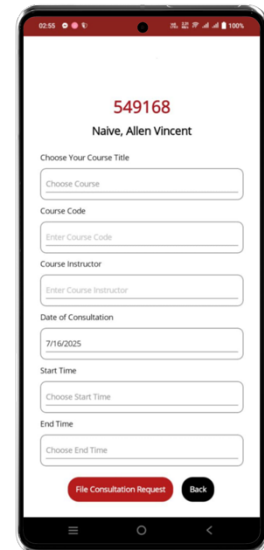- Provides a form to submit consultation details

To request a consultation with an instructor:

1. View the list of available courses and instructors
2. Select "Request Consultation" for your desired course
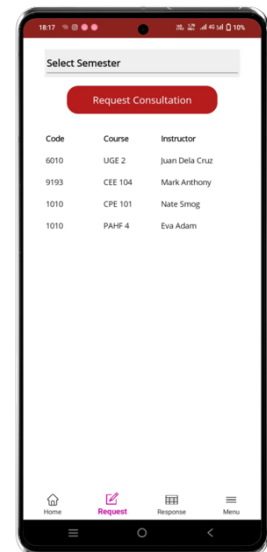
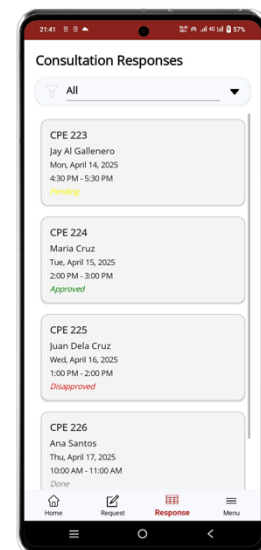3. Complete the consultation request form:

-   Choose course title from dropdown
-   Enter course code
-   Select instructor
-   Specify preferred date and time

4. Review all information for accuracy
5. Submit the request

To check your consultation response:

1. After submitting your consultation request, go to the **"Response"** tab from the bottom navigation bar.
2. View the list of your submitted consultation requests.
3. Each entry will display the following details:
    - Course code (e.g., **CPE 223**)
    - Name of the instructor
    - Date and time of the requested consultation
    - Request status (**Pending**, **Approved**, or **Disapproved**)
4. If the status is:
    - **Pending** – your request is still waiting for instructor approval.
    - **Approved** – your request has been accepted; attend at the scheduled time.
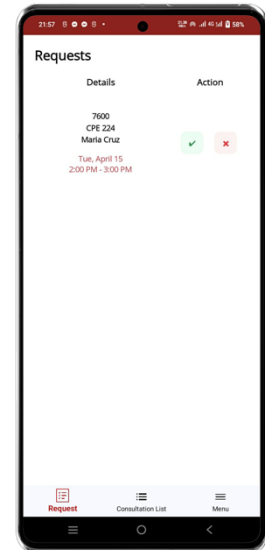   - **Disapproved** – your request was declined; you may submit a new request if needed.

Faculty User Guide: Approving Consultation Requests

1. Accessing the Consultation Requests

- Open the application and log in using your **faculty account**.
- From the bottom navigation bar, tap the **"Request"** icon.
- You will see a list of student consultation requests under the **Requests** page.

2. Viewing Request Details

- Each request shows:
    - Request ID number
    - Course code (e.g., CPE 223)
    - Student name
    - Scheduled date and time

3. Taking Action on Requests

- On the right side of each request, you'll find two action buttons:
    - ✅ **Green check** – to approve the consultation request.
    - ❌ **Red X** – to disapprove the consultation request.
- Tap the appropriate button based on your decision.

4. Both **approved** and **disapproved** requests will appear in the **Consultation List** tab, each showing its corresponding status (e.g., *Approved* in green or *Disapproved* in red).

5. Students will see the updated status of their request under **Consultation Responses** in their account.
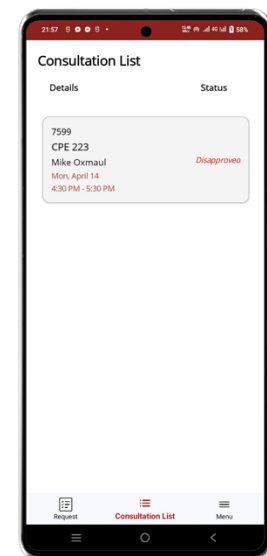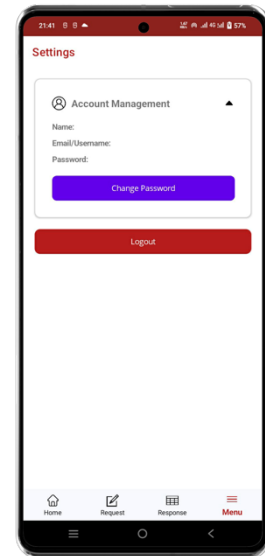
E. Feature Usage Instructions

How-To Guides

To manage your account:

1. Tap your **profile icon** or **Settings** from the bottom navigation bar.
2. Select **Account Management**.
3. You can perform the following actions:
   - **Change Password** – Update your password for security.
   - **Log Out** – Safely exit your account after use.
4. Confirm any changes before exiting the page.

F. FAQs / Troubleshooting

Common Problems and Solutions

Q: I can't log in.
A: Make sure your email is correct and your password is updated.

Q: I submitted a request but it didn't show up.
A: Refresh the app or check your internet connection.

Q: I chose a date but it's marked unavailable.
A: The instructor might not be available on that date. Try another one.

Error Messages and Handling

- **"Invalid Time"**: Enter time within available faculty hours
- **"Missing Field"**: Fill all required fields
- **"No Internet Connection"**: Reconnect and try again

Contact Info for Support

Email: c.lauron.560394@umindanao.edu.ph

G. Glossary

- **UMECA:** University of Mindanao Engineering Consultation App
- **Dashboard:** The main page showing key information
- **Faculty:** University instructor or academic advisor
- **In-app Notification:** Alerts sent within the application
- **Cross-platform:** Works on both Android and iOS