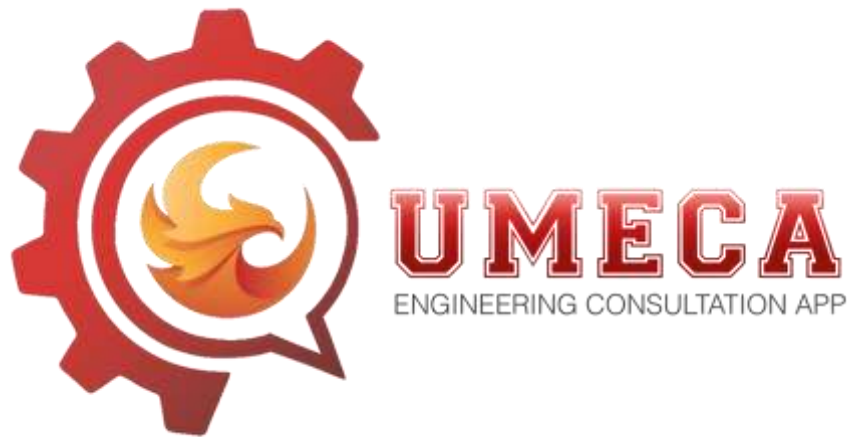


# User Manual (Desktop)



## **University of Mindanao Engineering Consultation App**

Software version 1.0 - October 10, 2025

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## Table of Contents

<b>Introduction.....</b>	<b>3</b>
Software Description.....	3
Purpose and Target Users.....	3
Scope and Limitations .....	3
<b>System Requirements .....</b>	<b>4</b>
Hardware Requirements.....	4
Software Prerequisites.....	4
Supported Platforms .....	4
<b>Installation &amp; Setup Guide .....</b>	<b>4</b>
<b>User Interface Overview.....</b>	<b>4</b>
Login Screen.....	4
Dashboard.....	5
Bulletin Management .....	7
Consultation Management.....	8
User Management .....	10
<b>Feature Usage Instructions .....</b>	<b>13</b>
1. Bulletin Management .....	13
How to Create a Bulletin: .....	13
How to Archive a Bulletin:.....	13
How to Edit a Bulletin: .....	14
2. Consultation Management.....	14
How to Reschedule (Admin):.....	14
How to Archive a Consultation:.....	14
How to Edit a Consultation:.....	14
3. User Management .....	14
How to Add a User: .....	14
How to Edit User Information: .....	14
How to Delete a User: .....	14
<b>FAQs / Troubleshooting.....</b>	<b>15</b>
<b>Glossary .....</b>	<b>15</b>

# Introduction

## Software Description

UMECA (University of Mindanao Engineering Consultation App) is a digital consultation management system developed to streamline academic advising processes within engineering departments. It facilitates the arrangement of one-on-one consultations between engineering students and faculty members, eliminating physical queuing and improving schedule transparency.

## Purpose and Target Users

Purpose:

- Allow students to request academic consultations and check bulletin updates.
- Enable faculty to manage and confirm appointments in real time.
- Automate notifications and reports for both users and admins.

Target Users:

- Academic faculty and advisors
- Academic administrative staff

## Scope and Limitations

Scope:

- Real-time booking and cancellation
- Faculty availability display and consultation management
- Admin tools for bulletins, user management, and system settings

Limitations:

- Internet required for all core functions
- Currently limited to internal College of Engineering use
- No integration with video conferencing or external calendars

# System Requirements

## Hardware Requirements

- Minimum 2GHz dual-core processor
- 4GB RAM
- 500MB free disk space

## Software Prerequisites

- Windows 10 or newer
- .NET 6 Runtime or equivalent runtime environment

## Supported Platforms

- Windows (Desktop only)

# Installation & Setup Guide

1. Download the UMECA installer from the official College 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.

# User Interface Overview

## Login Screen



The login screen allows users to sign in using their University of Mindanao email address and password.



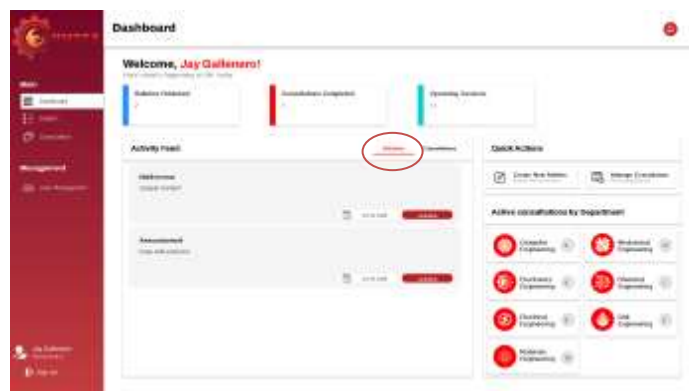
Shows a successful login with the message "Login successful!" displayed in the popup dialog.



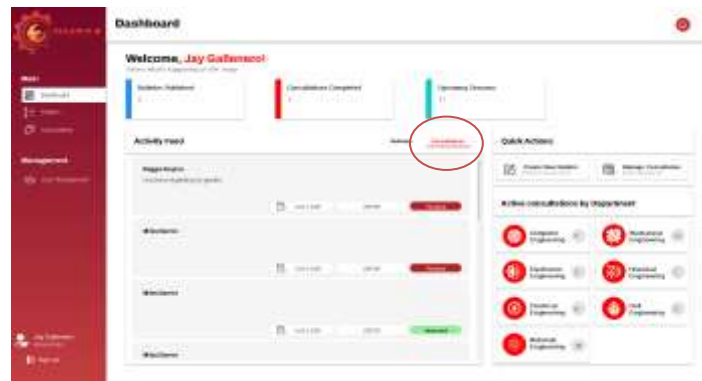
Displays an "Access Denied" error message stating "Only Administrators are allowed to log in to this application." displayed in the popup dialog

## Dashboard

The dashboard serves as the main landing page. It displays key statistics such as bulletins published, pending approvals, completed consultations, and upcoming sessions. Users can also access quick actions and see department-specific consultation analytics.



The Dashboard displays an overview of system activities where the **Bulletins** section in the Activity Feed shows published announcements with their titles, content previews, publication dates, and current status (pending or approved), allowing administrators to monitor and track all bulletin publications in the system.



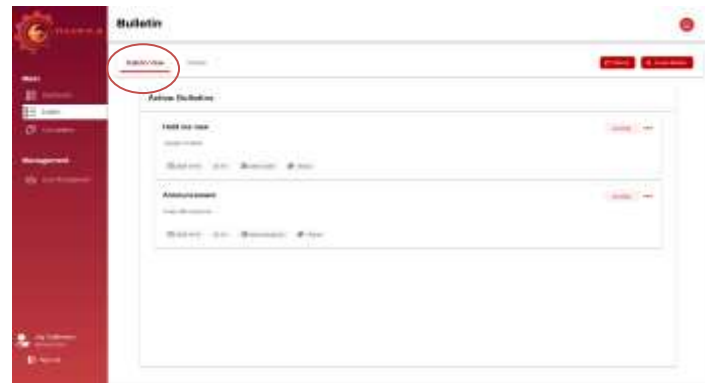
**Consultations** tab in the Activity Feed shows student consultation requests with student names, their concerns or topics, scheduled dates, course codes, and status indicators (pending or approved), allowing administrators to monitor and manage all consultation appointments alongside other metrics including departmental distribution of active consultations across various engineering programs.



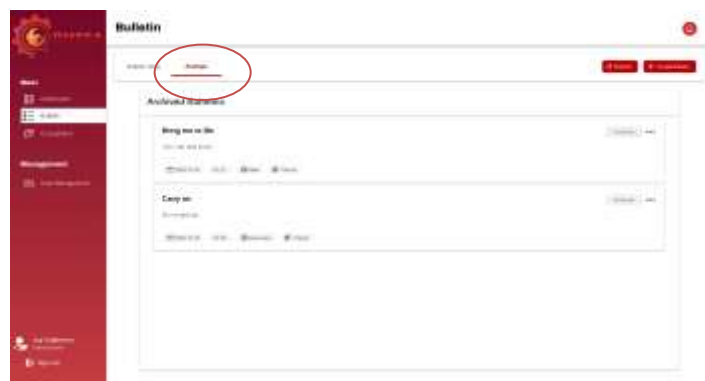
**Quick Actions** through the "Create New Bulletin" feature, which opens a form allowing administrators to compose and publish announcements via drag-and-drop or click-to-upload functionality, with options to either cancel or publish the bulletin using the action buttons in the top-right corner.

## Bulletin Management

The bulletin module allows administrators to publish, update, and delete bulletins. Users can view active announcements along with details such as date, bulletin ID, and status.



**Bulletin View** page displays all active bulletins in the system and a three-dot menu for additional actions on each bulletin entry.



**Archive tab** displays all archived bulletins that are no longer active, with options to refresh the list or create new bulletins via action buttons in the top-right corner, and a three-dot menu for additional actions on each archived bulletin entry.



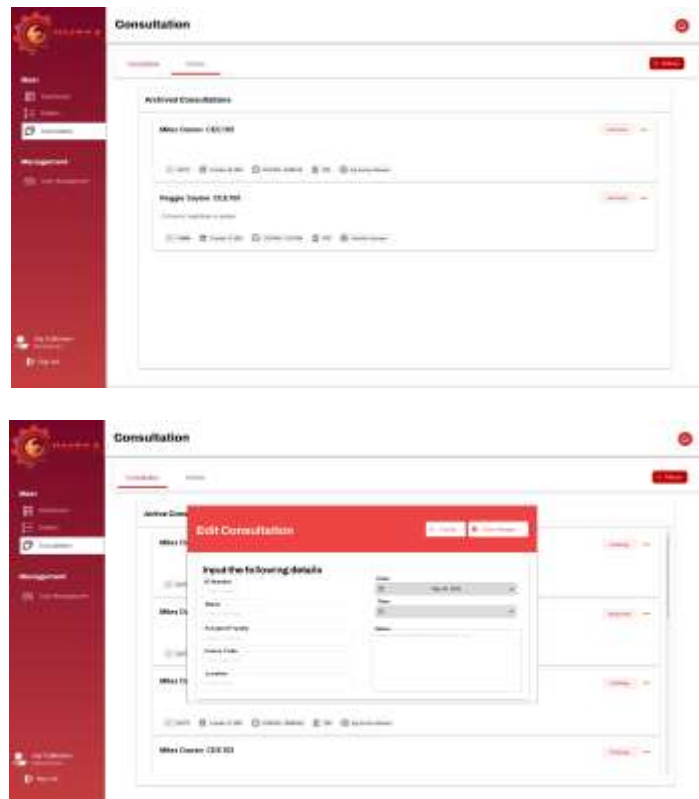
**Create New Bulletin** form allows administrators to compose new announcements by filling in required fields with Cancel and Publish Bulletin action buttons available in the top-right corner and a Back to Bulletins link for navigation.

**Edit Bulletin** form displays pre-populated fields from an existing bulletin with Cancel and Publish Bulletin action buttons in the top-right corner and a Back to Bulletins link for navigation, allowing administrators to update and republish existing announcements.

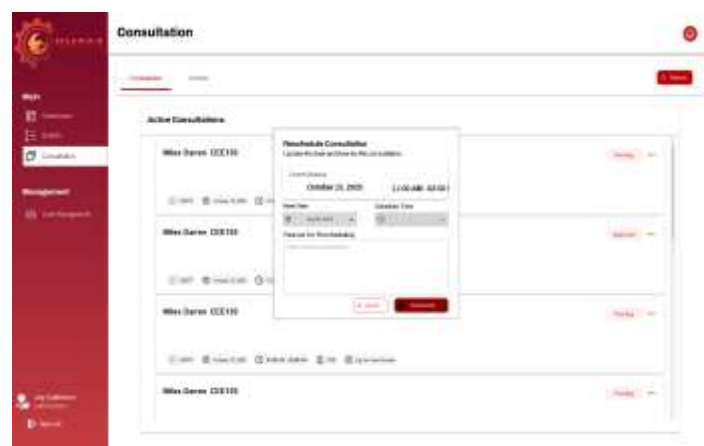
## Consultation Management

The consultation module manages academic advising requests. It provides options to view active consultations, archive past ones, and refresh the list for updates.





Consultation page features an **"Edit Consultation"** modal that allows administrators to modify consultation details by entering or updating information, time dropdowns on the right side, and a notes text area for adding important details or preparation notes, with Cancel and Save Changes action buttons to either discard or apply the modifications to the consultation record.



**Reschedule Consultation** modal that shows the current scheduled date and time, allows selection of a new date via dropdown and schedule time picker, and provides Cancel and Reschedule action buttons to either discard or confirm the changes to the consultation appointment.



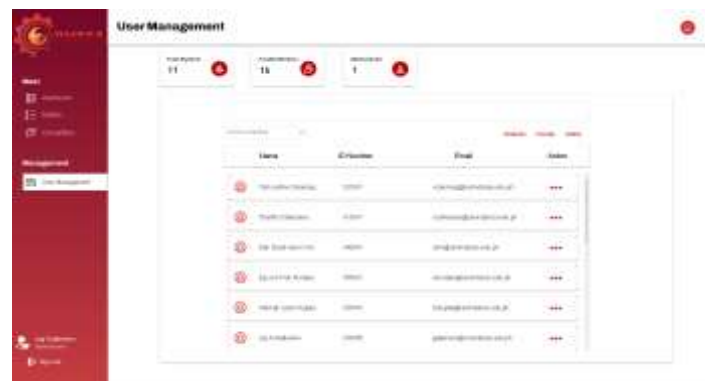
**View Consultation** modal that displays comprehensive consultation details organized in a left panel, while the right panel provides Quick Actions with three buttons (Reschedule, Edit, and Delete) that allow administrators to modify the appointment schedule.

## User Management

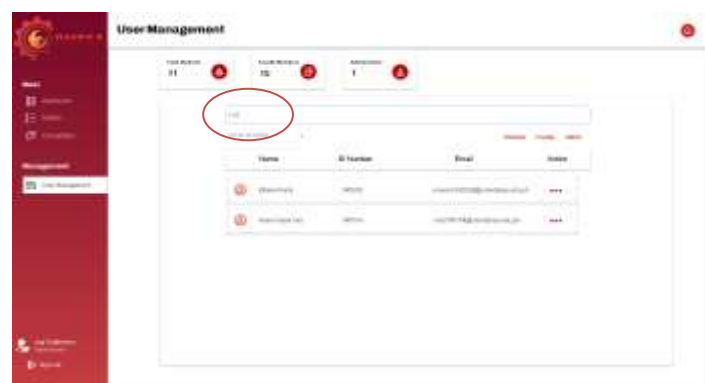
The User Management page displays summary statistics for different user types at the top, followed by a searchable and sortable table with filtering tabs that lists user information allowing administrators to view and manage all system users with additional options accessible through a menu button on each entry.



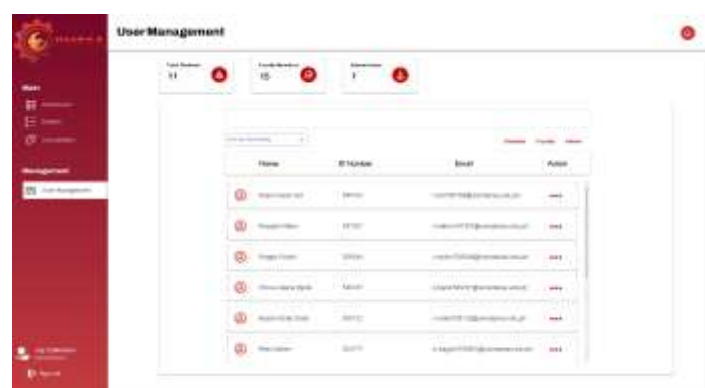
**Edit User Profile** modal with a two-column form layout containing personal information fields and organizational details with dropdown selections, along with action buttons to save or cancel modifications.



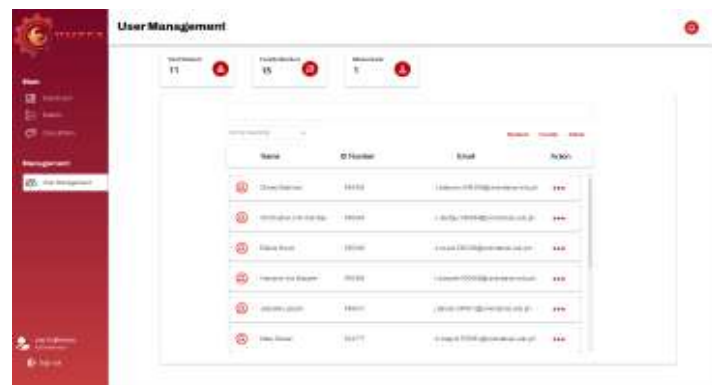
**Students** tab selected, displaying multiple student accounts in the table with their respective information organized in columns for easy viewing and management.



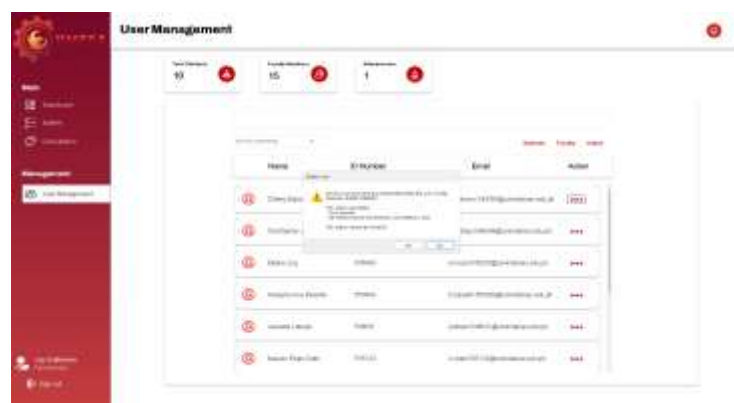
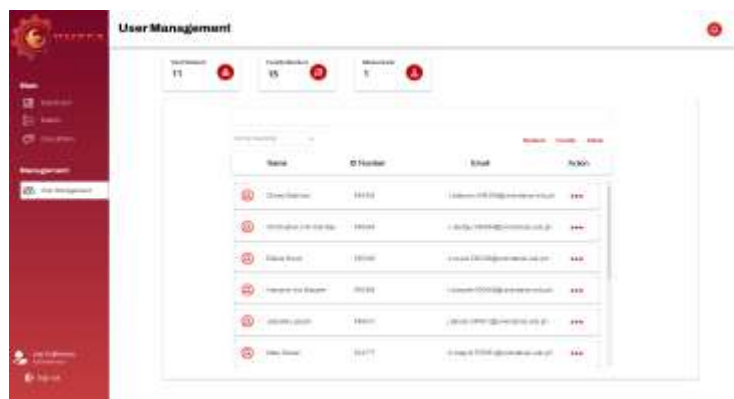
**Search functionality** with filtered results displayed in the table based on the search query entered in the search bar.



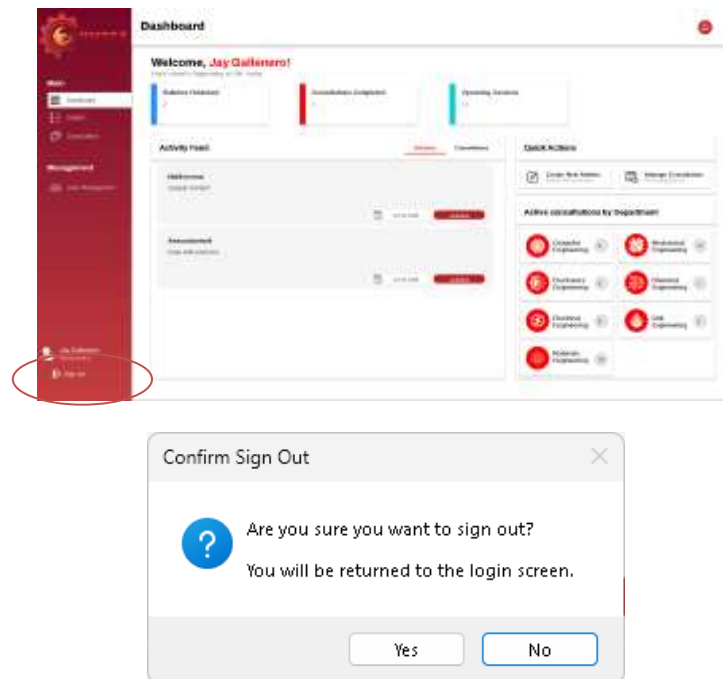
**Descending Sort Order** shows the user table sorted in descending order, demonstrating the sorting functionality available through the sort dropdown menu.



**Ascending Sort Order** displays the user table in ascending sort order, showing the default alphabetical arrangement of user entries with the sort option clearly indicated in the dropdown.



**User Details** modal that displays comprehensive user information including basic profile details, contact information, role assignment, and organizational affiliation, with a Quick Actions panel on the right offering Edit User Profile and Delete buttons for managing the selected user account.



## Feature Usage Instructions

### 1. Bulletin Management

#### How to Create a Bulletin:

1. From the sidebar, click **Bulletin**.
2. Select **Create New Bulletin** from the action menu.
3. Fill in the Title, Author, Bulletin Content, and add attachments if needed.
4. Choose **Publish Bulletin** to save or **Cancel**

#### How to Archive a Bulletin:

1. Open the Bulletin List.
2. Select the bulletin you want to archive.
3. Click the **Options (:)**
4. Click the Archive button to move it out of the active list.

### How to Edit a Bulletin:

1. Open the Edit Bulletin List
2. Fill in the Title, Author, Bulletin Content, and add attachments if needed
3. Choose **Publish Bulletin** to save or **Cancel**

## 2. Consultation Management

### How to Reschedule (Admin):

1. Open the Consultation tab.
2. Review the pending requests.
3. Click Reschedule to suggest a new time.
4. The student will be notified automatically.

### How to Archive a Consultation:

1. Go to Consultations → Completed.
2. Select a finished consultation.
3. Click Archive to store it for record-keeping.

### How to Edit a Consultation:

1. Click the **Options (:)** in the left side → Consultation
2. Select Edit Consultation
3. Input the following details such as ID Number, Name, Assigned Faculty, Course Code, Location, date, time and add Notes if needed.
4. Click **Save Change** to save or **Cancel**.

## 3. User Management

### How to Add a User:

1. Click **User Management** from the side panel.
2. Select **Add New User**.
3. Enter the user's details (Name, ID number, Email, Role).
4. Save to register the user.

### How to Edit User Information:

1. Locate the user in the list.
2. Click the **Options (:)** menu.
3. Select **Edit**, update details, and save changes.

### How to Delete a User:

1. Find the user in the list.
2. Open the **Options (:)** menu.
3. Select **Delete**.

## FAQs / Troubleshooting

### Q: I can't log in. What should I do?

- Make sure you entered the correct University of Mindanao email and password.
- Check that your internet connection is stable.
- If the issue persists, contact the system administrator for guidance.

### Q: I created a bulletin, but students can't see it.

- Ensure that the bulletin is set to **Published**.
- Refresh the dashboard to update the list.

### Q: The application is running slowly.

- Close unused programs to free up memory.
- Ensure your device meets the minimum system requirements.
- Restart the application and reconnect to the internet.

**Support Contact:** [c.yee.542837@umindanao.edu.ph](mailto:c.yee.542837@umindanao.edu.ph)

## Glossary

- **Bulletin** – A public announcement or notice shared with all users.
- **Consultation** – A scheduled academic advising session between student and faculty.
- **Archive** – Storage area for past or inactive items such as bulletins or consultations.
- **Dashboard** – The main landing screen that provides access to all system features.
- **User Management** – A module where administrators can add, update, or remove user accounts.
- **Notifications** – Alerts (in-app or email) that inform users about important updates.
- **Settings** – A configuration area where users and admins manage preferences, permissions, and backups.
- **Pending** – A status indicating that an item (bulletin or consultation) is awaiting approval.

- **Published** – A status indicating that a bulletin is live and visible to all users.