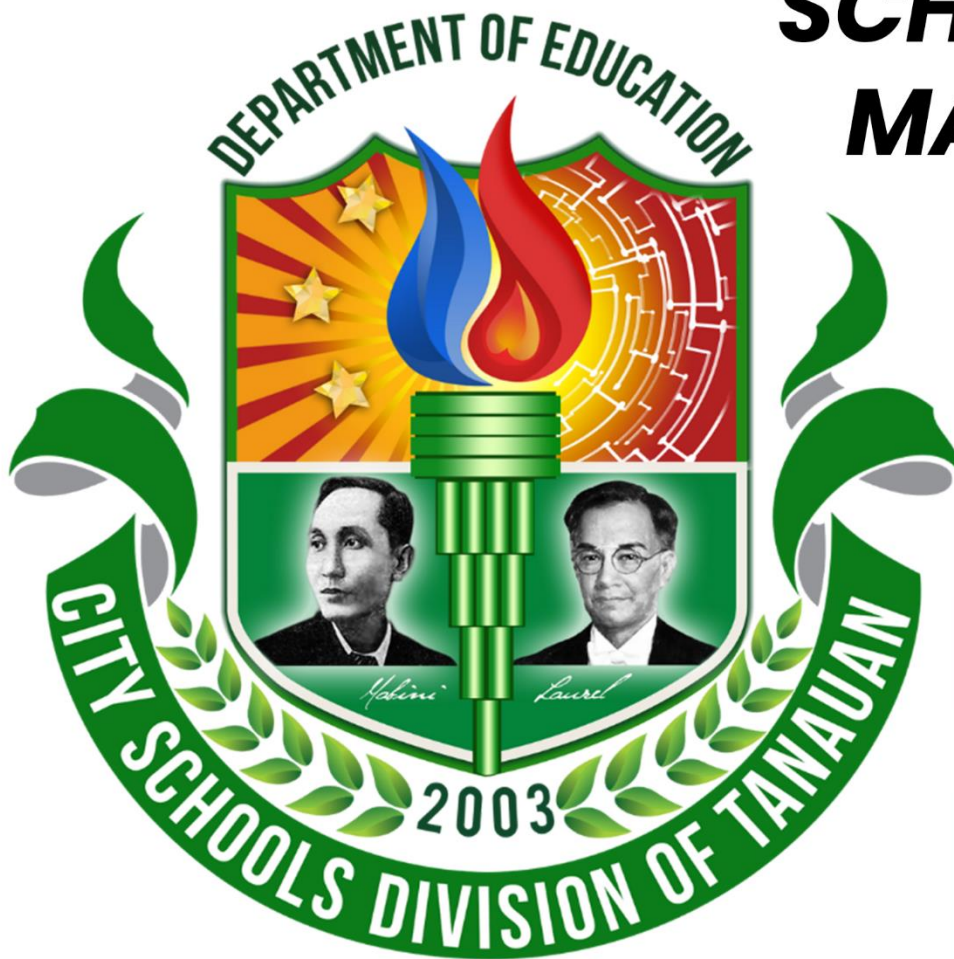


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SCHOOL-BASED MANAGEMENT SYSTEM

OPERATIONS MANUAL

ADMINISTRATOR GUIDE

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IMPORTANT NOTES

The screenshots in this manual may display different names and items than what is implemented for your respective schools.

All functionalities will still be the same.

UPDATE LOGS

v1.0.5.0 – Initial Release

v1.0.5.1 – Functionality Update

- Fixed the filter resetting bug in the Checklist Filter.
- Fixed the application task bar tray icon not updating when uploading/downloading.
- Fixed the Navigation Bar cancelling the upload/download of files being uploaded/downloaded.

v1.0.5.2 – Bug Fixes

- Fixed the “Remove” button on Upload Settings not removing items.

Section 1: The Rationale

The Department of Education (DepEd) has issued DepEd Order No. 7, 2024, to provide comprehensive guidelines on the implementation of the Revised School-Based Management (SBM) System. This order aims to enhance the quality of education by decentralizing decision-making authority to the school level, thereby fostering a culture of continuous improvement and accountability.

The E-SBM (Enhanced School-Based Management) Database Tracking System is designed to store and manage documents efficiently. This system helps streamline the process of providing technical assistance by ensuring that all necessary documents are easily accessible and well-organized. By decentralizing document storage, it becomes much simpler for school leaders and Division Field Technical Assistance Composite Teams (DFTACTs) to retrieve information, track progress, and offer timely support where needed.

DepEd Order No. 7, 2024, represents a significant step towards strengthening the School-Based Management System in the Philippines. By decentralizing decision-making, promoting continuous improvement, providing technical assistance, aligning with national policies, and enhancing accountability, the order aims to create a more responsive and effective educational system.

Section 2: Introduction

The School-Based Management System is an application made to easily submit your school documents requested by your school.

Section 3: Settings

The settings menu offers several options that are responsible for the upload capability of each schools, as well as the segregation of file from category-to-category and batch-to-batch.

There are two available settings in the application:

- Manage Login Credentials – Add/Edit/Delete user and administrator access.
- Manage Active Batch ID – Add/Edit the Batch ID to be assigned on future uploads by your users.

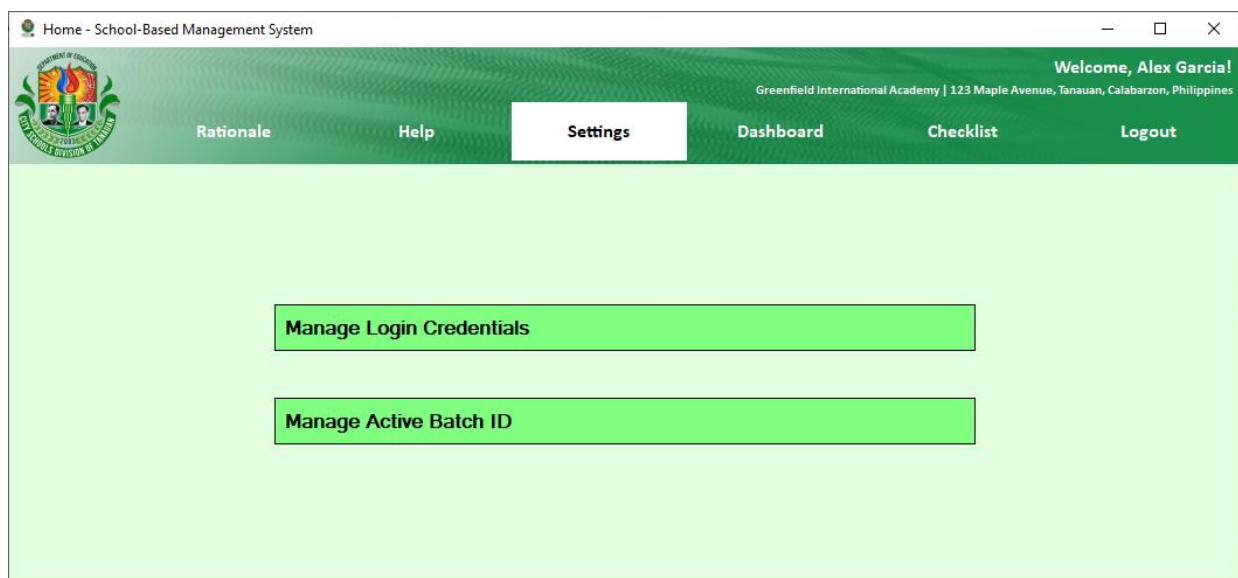


Figure 1.1: The Settings

School-Based Management System – User Manual

You may manage the current list of users who can use your system, aside from having their Access Key installed with the system on their computer, which acts as additional layer of security.

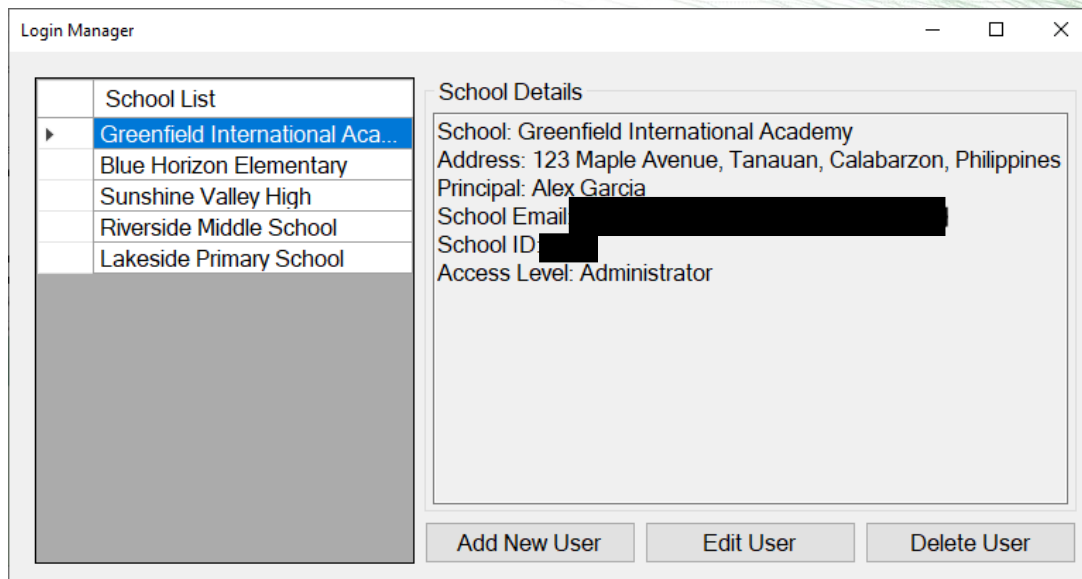


Figure 1.2: Login Manager

To add a user, press the "Add New User" button and fill out the fields that will show up. Press "Confirm" to save your user.

The screenshot shows a window titled "Add User" with a standard Windows interface (minimize, maximize, close buttons). The window contains the following input fields:

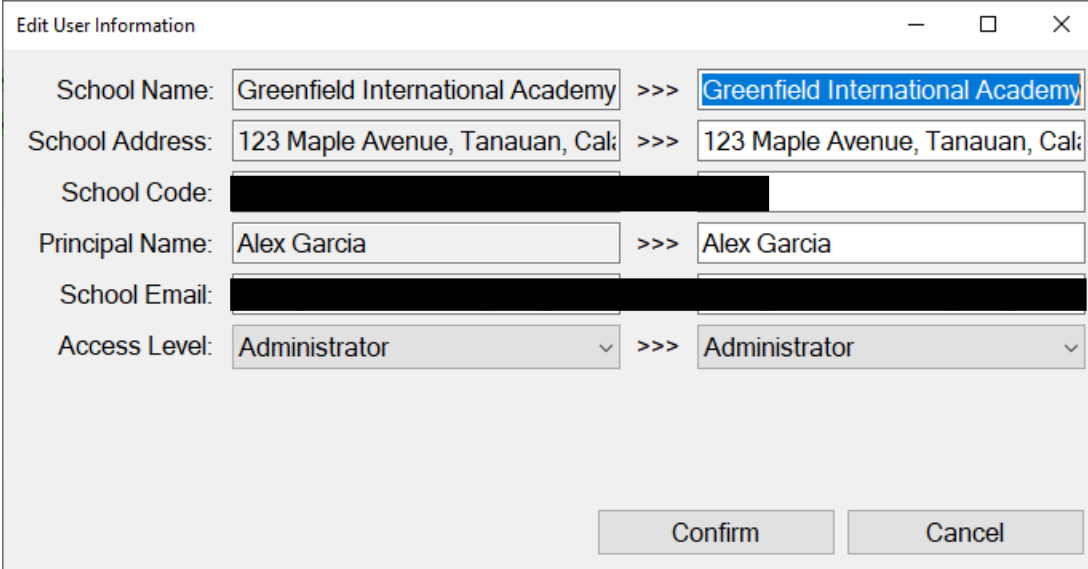
- School Name:
- School Address:
- School Code:
- Principal Name:
- School Email:
- Access Level: (dropdown menu)

At the bottom of the window are two buttons: "Confirm" and "Cancel".

Figure 1.3: Add User Window

School-Based Management System – User Manual

To edit an existing user, press the “Edit User” currently selected at the side menu (The current details of the user you are trying to edit will be pre-filled for you). You can edit the right-hand side and confirm all changes once done.

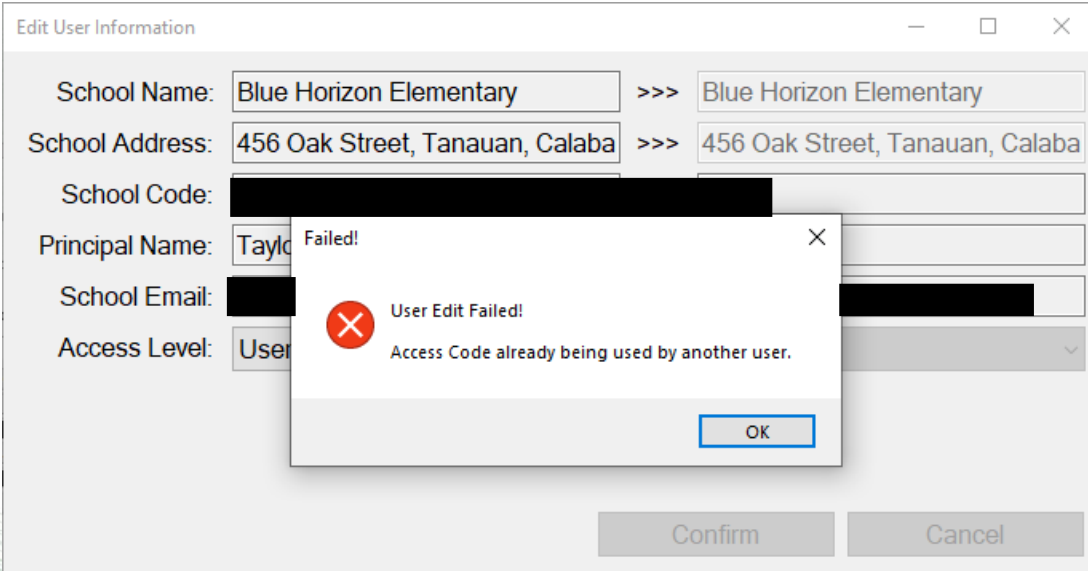


The "Edit User Information" window displays a form for editing user details. It includes fields for School Name, School Address, School Code, Principal Name, School Email, and Access Level. Each field has a current value and a corresponding input field for editing. The School Name and Principal Name fields are pre-filled with "Greenfield International Academy" and "Alex Garcia" respectively. The School Address field is pre-filled with "123 Maple Avenue, Tanauan, Cal". The School Code field is currently empty. The Access Level field is set to "Administrator". The School Email field is currently empty. The "Confirm" and "Cancel" buttons are located at the bottom right of the window.

Field	Current Value	Input Field
School Name:	Greenfield International Academy	Greenfield International Academy
School Address:	123 Maple Avenue, Tanauan, Cal	123 Maple Avenue, Tanauan, Cal
School Code:		
Principal Name:	Alex Garcia	Alex Garcia
School Email:		
Access Level:	Administrator	Administrator

Figure 1.4: Edit User Information Window

If in cases the entered School Code matches with another user other than itself, an error will pop up, preventing any changes from being applied.



The "Edit User Information" window displays a form for editing user details. It includes fields for School Name, School Address, School Code, Principal Name, School Email, and Access Level. Each field has a current value and a corresponding input field for editing. The School Name and Principal Name fields are pre-filled with "Blue Horizon Elementary" and "Taylor" respectively. The School Address field is pre-filled with "456 Oak Street, Tanauan, Calaba". The School Code field is currently empty. The Access Level field is set to "User". The School Email field is currently empty. The "Confirm" and "Cancel" buttons are located at the bottom right of the window. An error message dialog box is displayed over the form, indicating that the user edit failed due to a conflict with another user's code.

Field	Current Value	Input Field
School Name:	Blue Horizon Elementary	Blue Horizon Elementary
School Address:	456 Oak Street, Tanauan, Calaba	456 Oak Street, Tanauan, Calaba
School Code:		
Principal Name:	Taylor	
School Email:		
Access Level:	User	

Failed!
User Edit Failed!
Access Code already being used by another user.
OK

Figure 1.5: Error when the School Code conflicts with another user's code

Section 4: Dashboard

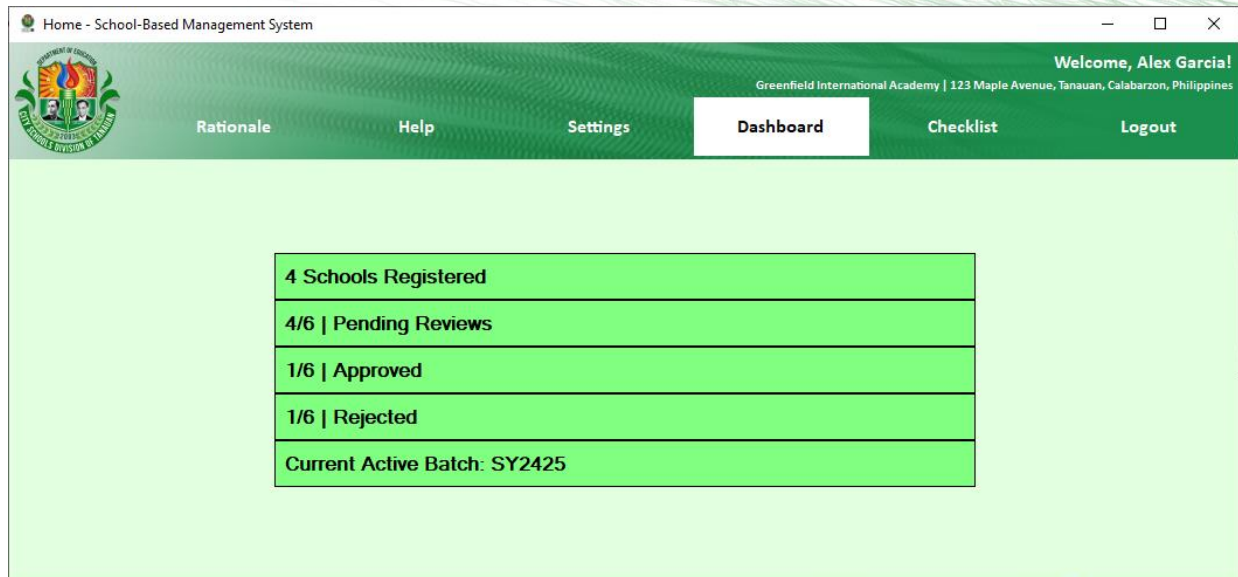


Figure 2.1: The Dashboard

The User Dashboard displays the registered school count, Item count of total documents in the system, and the current active batch. The item count displayed consists of the three statuses:




 Pending - Documents awaiting review.	 Accepted - Documents are approved, no changes are required.	 Denied - Documents are not approved, changes are required to be reuploaded.
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Figure 2.2: The Status Table

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The Dashboard shows the count of items per status. You may click on one of the buttons in the Dashboard Menu to pre-apply a filter to the Checklist Window shown below. (More of checklist filters in [Section 6](#)).

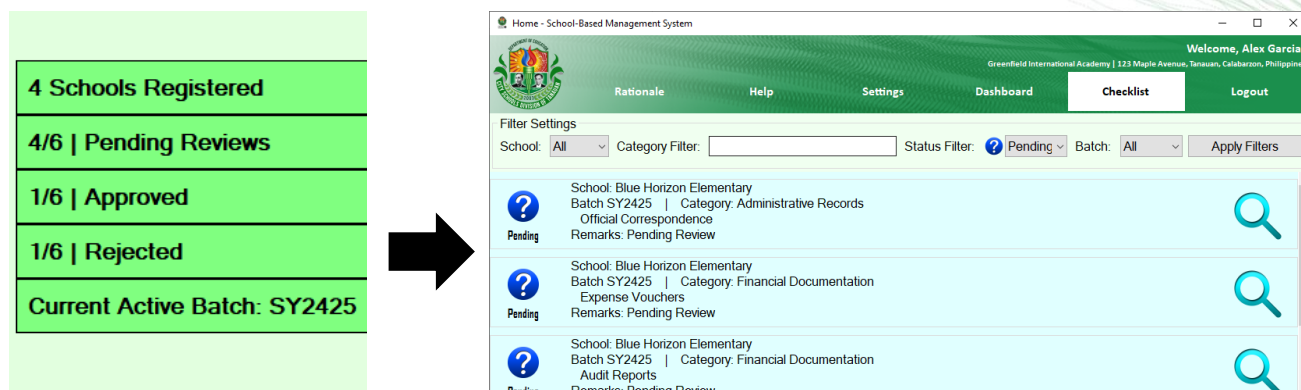


Figure 2.3: Selecting “Pending” Status as shortcut to showing all Pending Items in the Checklist

Section 5: Checklist – Basic Operation

The Checklist shows the items that are uploaded into the system. This window also allows downloading documents per item.

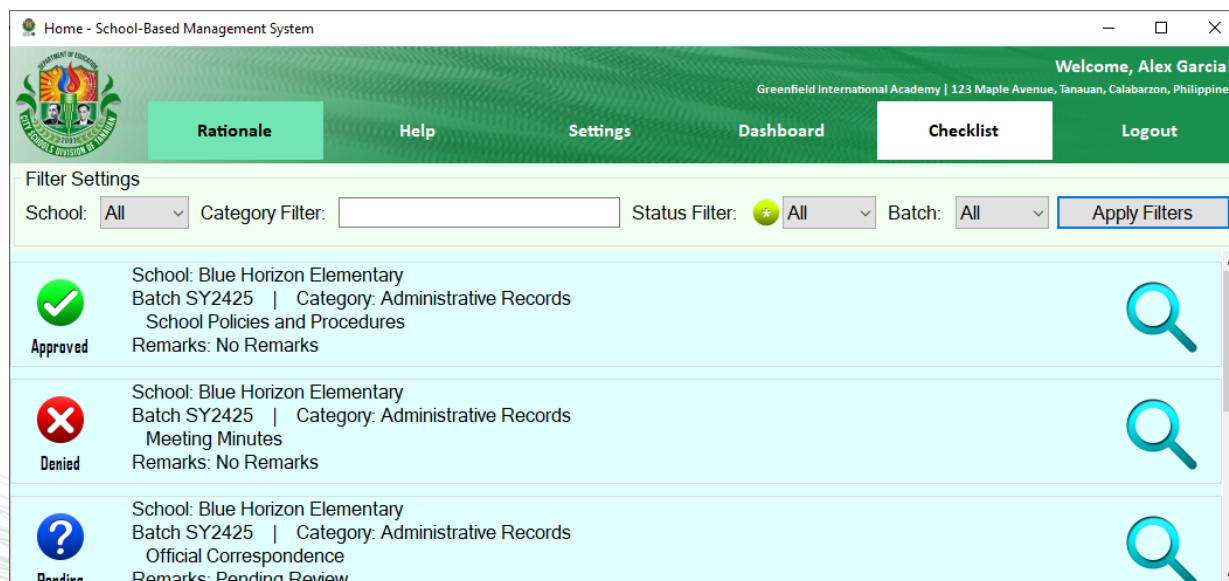
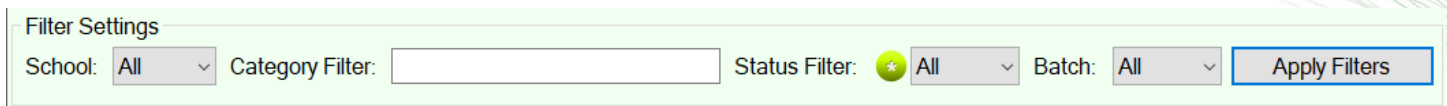


Figure 3.1: The Checklist Window

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The checklist window has a Filter Settings menu, which contains the following:

1. School Filter: This can be used to filter all the submissions list to only a certain school.
2. Category Filter: This field can narrow down the selection by the category name in a partially-matching fashion from the start, middle, or end.
3. Status Filter: Filter your items based on its current status.
4. Apply Button: Set the filters into action.

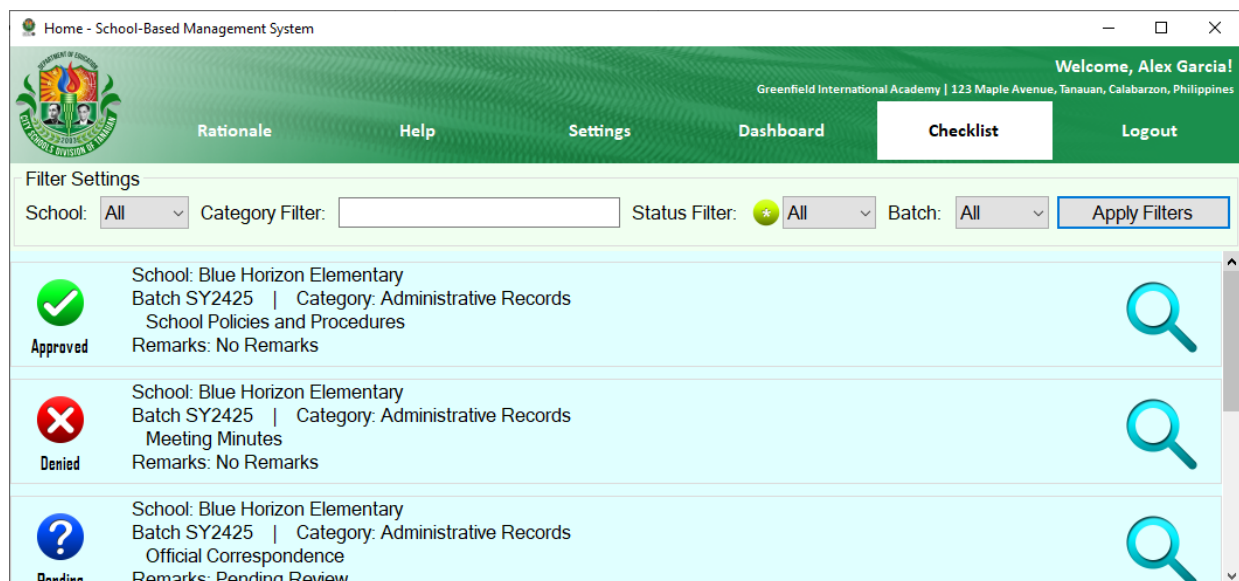


Filter Settings

School: All Category Filter: Status Filter: ★ All Batch: All Apply Filters

Figure 3.2: Checklist Filter Settings Menu

You may view directly from the internet, or download the files for offline viewing of a specific item through the checklist by clicking the  "View" icon at the side of the window.









Home - School-Based Management System		Welcome, Alex Garcia!	
Greenfield International Academy 123 Maple Avenue, Tanauan, Calabarzon, Philippines			
Rationale Help Settings Dashboard Checklist Logout			
Filter Settings			
School: All Category Filter: <input type="text"/> Status Filter: ★ All Batch: All Apply Filters			
 Approved	School: Blue Horizon Elementary Batch SY2425 Category: Administrative Records School Policies and Procedures Remarks: No Remarks		
 Denied	School: Blue Horizon Elementary Batch SY2425 Category: Administrative Records Meeting Minutes Remarks: No Remarks		
 Pending	School: Blue Horizon Elementary Batch SY2425 Category: Administrative Records Official Correspondence Remarks: Pending Review		

Figure 3.3: List of Required Items, filtered

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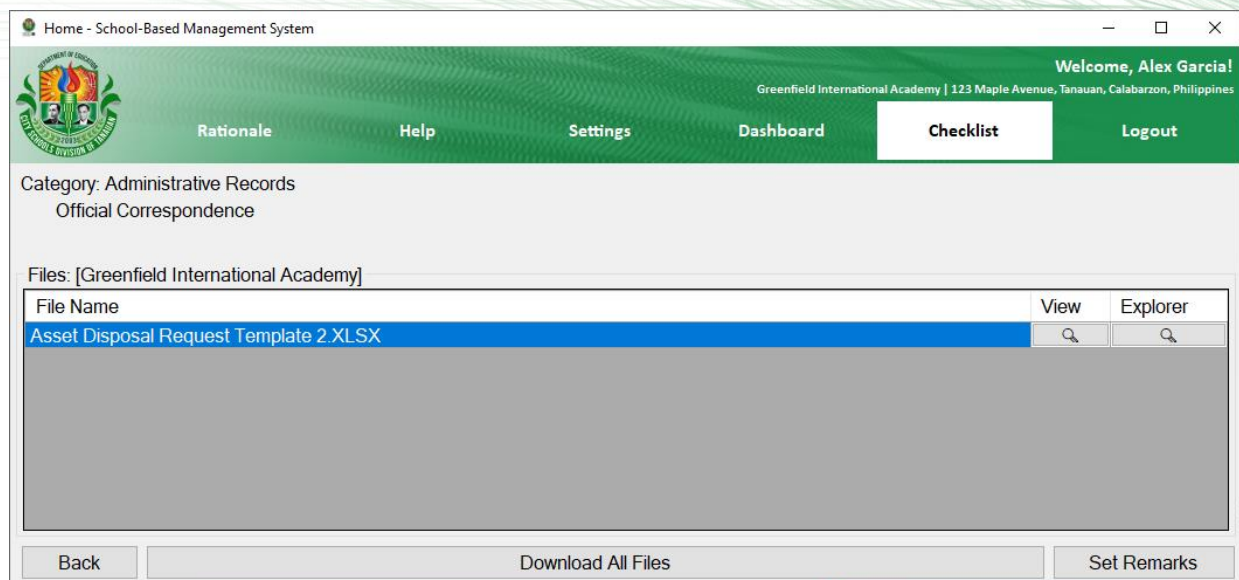


Figure 3.4: View/Download Window

In the View/Download Window, you may choose to View the file right away, or open the Explorer Window to get the file from its local folder. If the “Download All Files” have not been pressed for the selected item or the files has already been deleted manually, or in cases some of the files failed to download due to crash or power loss, a prompt will pop up like the one in the image below. The files will be directly opened in View Mode in Google Drive.

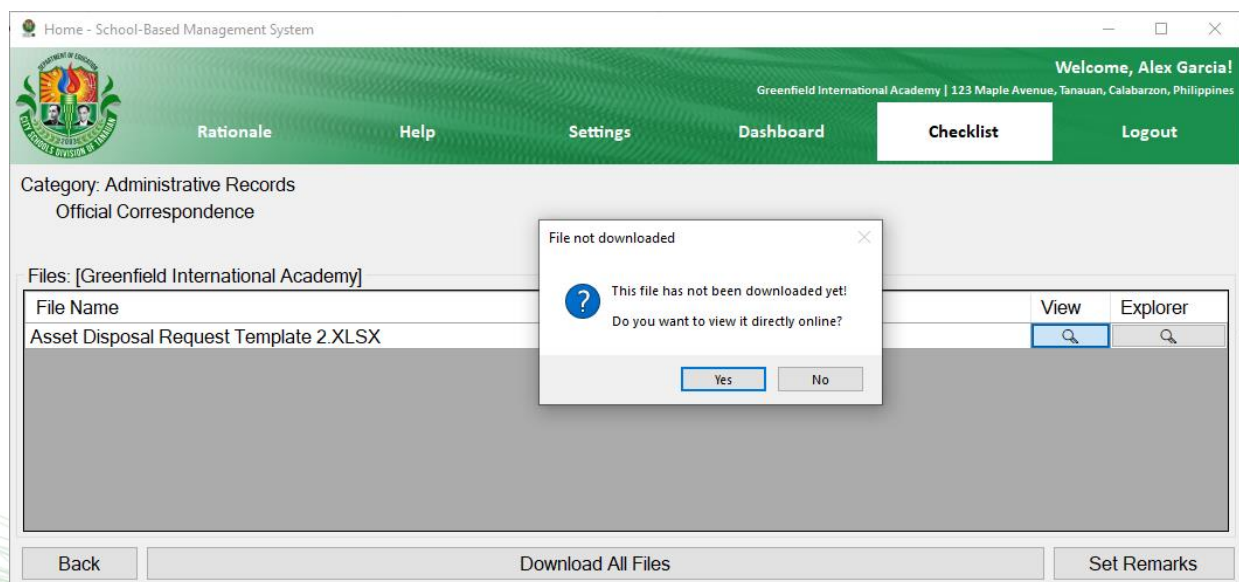


Figure 3.5: Prompt when viewing if the file does not exist locally

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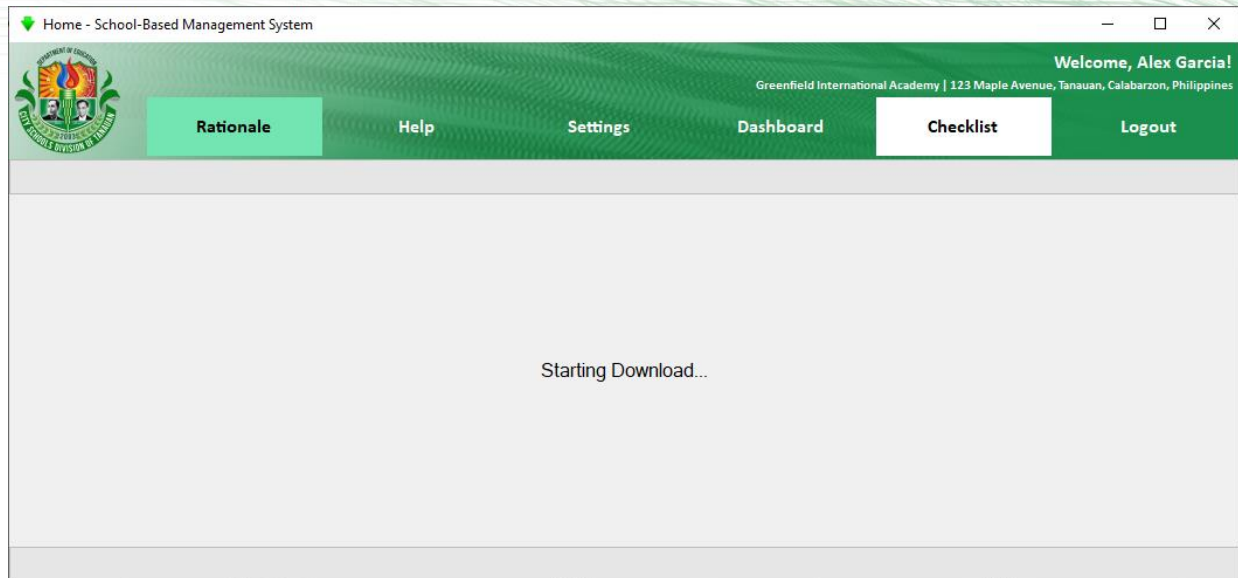


Figure 3.6: Download Start Window

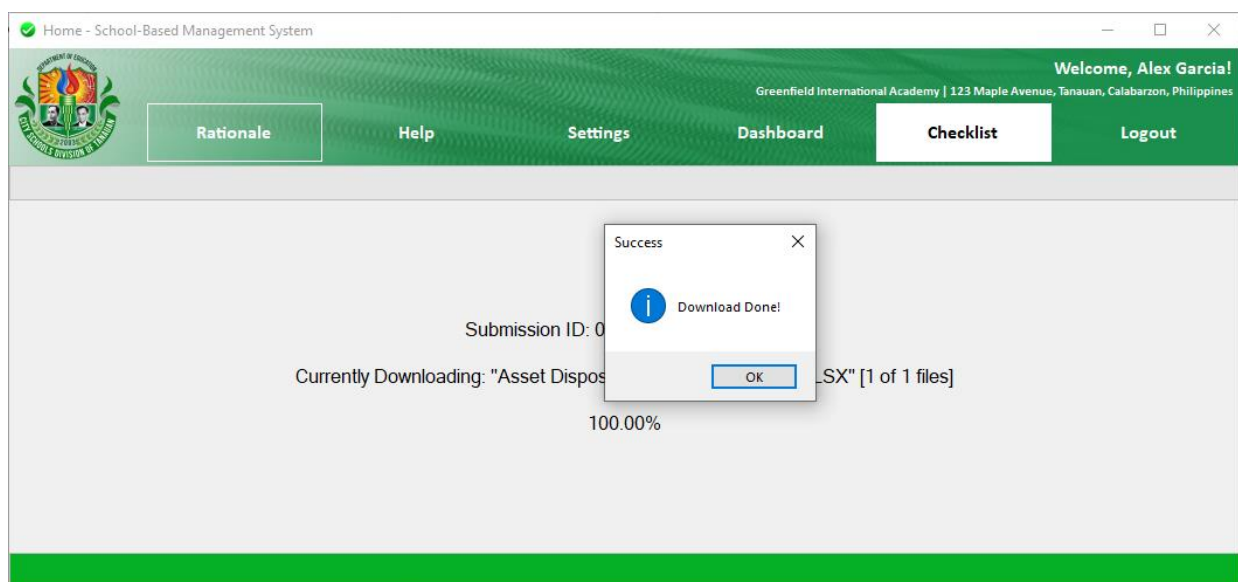


Figure 3.7: Download Finished

After downloading the files, you may view the files without needing an internet connection.

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NOTE: You must not close the application while it is downloading the files of the item you selected. If the internet is somehow cut and the download of a file fails, it will retry in intervals and can resume uploading when internet is restored.

Section 6: Checklist – Filter Usage

The Checklist Filter Menu contains 2 filters for the user, (See [Figure 3.5](#))

- School Filter - Allows the search of items based on the school who uploaded the submissions.

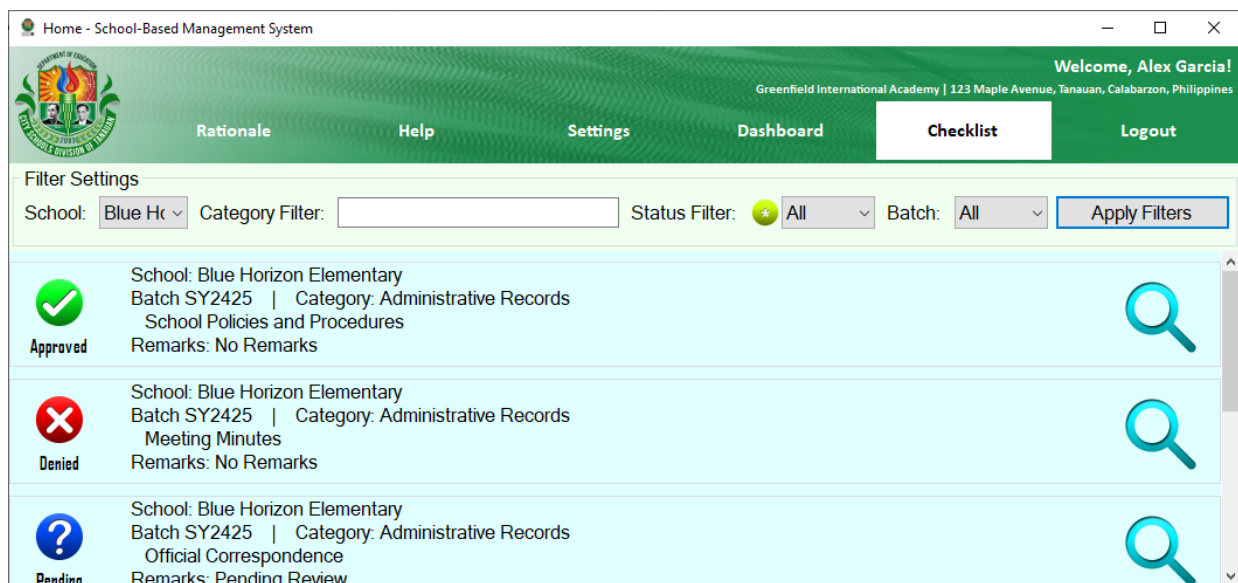


Figure 4.1: Category Filter set to find submissions that was uploaded by “Blue Horizon Elementary”

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- Category Filter - Allows the search of relevant items based on the matching word inside the field.

The screenshot shows the 'Home - School-Based Management System' window. The top navigation bar includes 'Rationale', 'Help', 'Settings', 'Dashboard', 'Checklist', and 'Logout'. The 'Checklist' tab is active. Below the navigation bar, the 'Filter Settings' section shows 'School: All', 'Category Filter: Records', 'Status Filter: All', and 'Batch: All'. An 'Apply Filters' button is present. The results table displays three items, all with 'Remarks: No Remarks' and a magnifying glass icon:

Status	School	Batch	Category	Remarks
Approved	Blue Horizon Elementary	SY2425	Administrative Records	No Remarks
Denied	Blue Horizon Elementary	SY2425	Meeting Minutes	No Remarks
Pending	Blue Horizon Elementary	SY2425	Official Correspondence	Pending Review

Figure 4.2: Category Filter set to find categories with the word “Record”

- Status Filter - Allows the search of items based on the status alone.

The screenshot shows the 'Home - School-Based Management System' window. The top navigation bar is the same as in Figure 4.2. The 'Filter Settings' section shows 'School: All', 'Category Filter: ' (empty), 'Status Filter: Approved', and 'Batch: All'. An 'Apply Filters' button is present. The results table displays one item with 'Remarks: No Remarks' and a magnifying glass icon:

Status	School	Batch	Category	Remarks
Approved	Blue Horizon Elementary	SY2425	Administrative Records	No Remarks

Figure 4.3: Status Filter set to find categories that have the “Approved” Status

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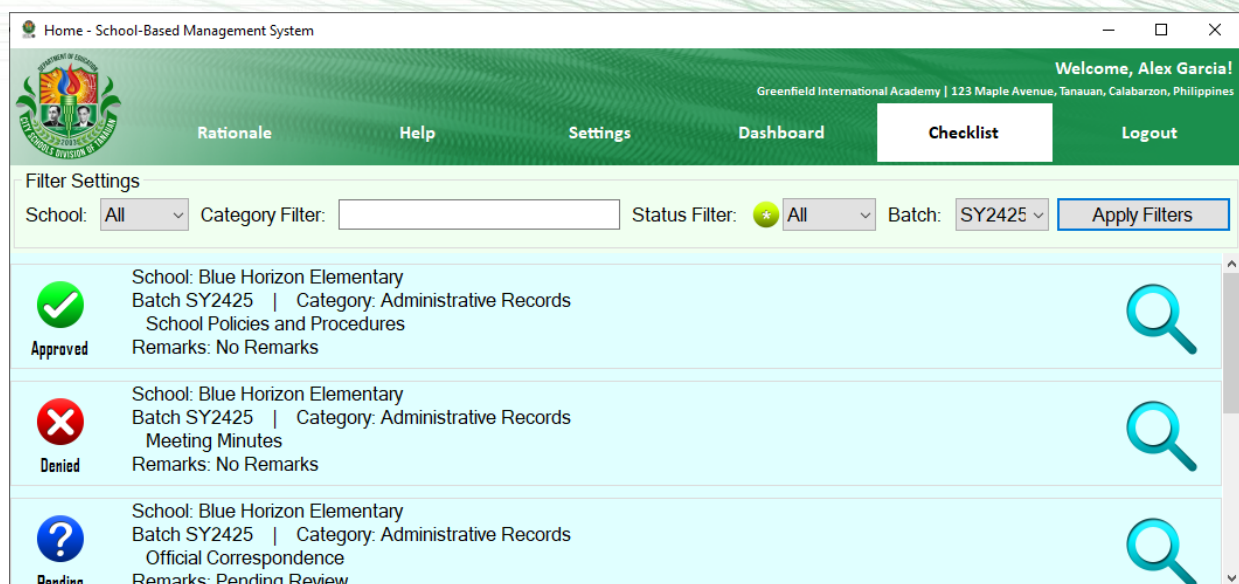


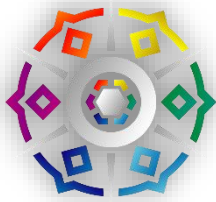
Figure 4.4: Batch Filter set to find items that have been uploaded under Batch “SY2425”

Manual Version: v1.0

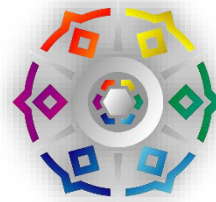
Last Update: November 04, 2024

Author: Marc John O. Benamera

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