

SCHOLARLINK Administrator, and Manager Guide

This manual contains information on how to use SCHOLARLINK, the scholar information system that you can access from your web browser, as a SCHOLARSHIP ADMINISTRATOR or SCHOLAR MANAGER.

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Welcome to SCHOLARLINK

Welcome to the SCHOLARLINK Administrator and Manager Guide! As the backbone of the Gado and Jess Jalandoni Scholarship Project, your role in guiding scholars through their educational journey is crucial. This guide is crafted to empower you with the tools and knowledge to efficiently manage scholar data, oversee submission processes, and maintain seamless communication. From setting up scholar accounts to generating insightful reports, you'll find detailed instructions to navigate SCHOLARLINK's comprehensive features. Embrace the journey of simplifying scholarship management, enhancing productivity, and making a significant impact on scholars' success. Let's get started!

Scholarlink, developed by See Solutions, is a streamlined system for managing scholar data effortlessly. It allows scholars to submit their information and documents easily, while the GJJSP Team can efficiently manage this data. With features like SMS and email reminders from Scholar Managers, Scholarlink ensures the GJJSP maintains accurate and up-to-date records, simplifying communication and data handling.

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User Management

User Classes and description:

User Classes	Descriptions
Scholarship Administrator	This user is the one responsible in setting up the scholarship information in the system such as the Scholarship Partners, and Scholarship Categories. They are also the ones managing all the user accounts.
Scholar Manager	These are both the GJJSP Secretariat and Assistant Secretariat Responsible for initiating and overseeing the scholar information management processes. This user class oversees notifying scholars and validating submitted information. They can only manage user accounts of the scholars.
Scholar	The Gado and Jess Jalandoni Scholarship Project has awarded scholarships to these users. The scholars are classified as scholar status: New, Renewing, Graduating, and Alumni. It is their responsibility to submit the required information and documents according to their scholar status when the Scholar Manager requests it.

The following pages contain information about managing accounts as an administrator or manager:

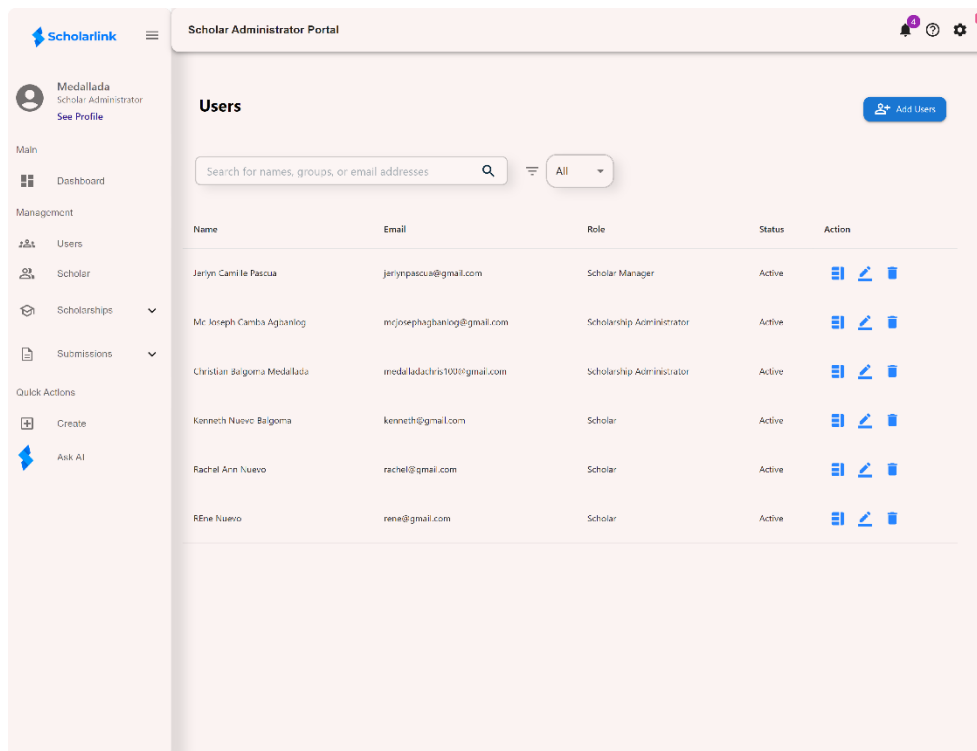
- [Creating User Accounts](#)
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Creating User Accounts

To create a user account:

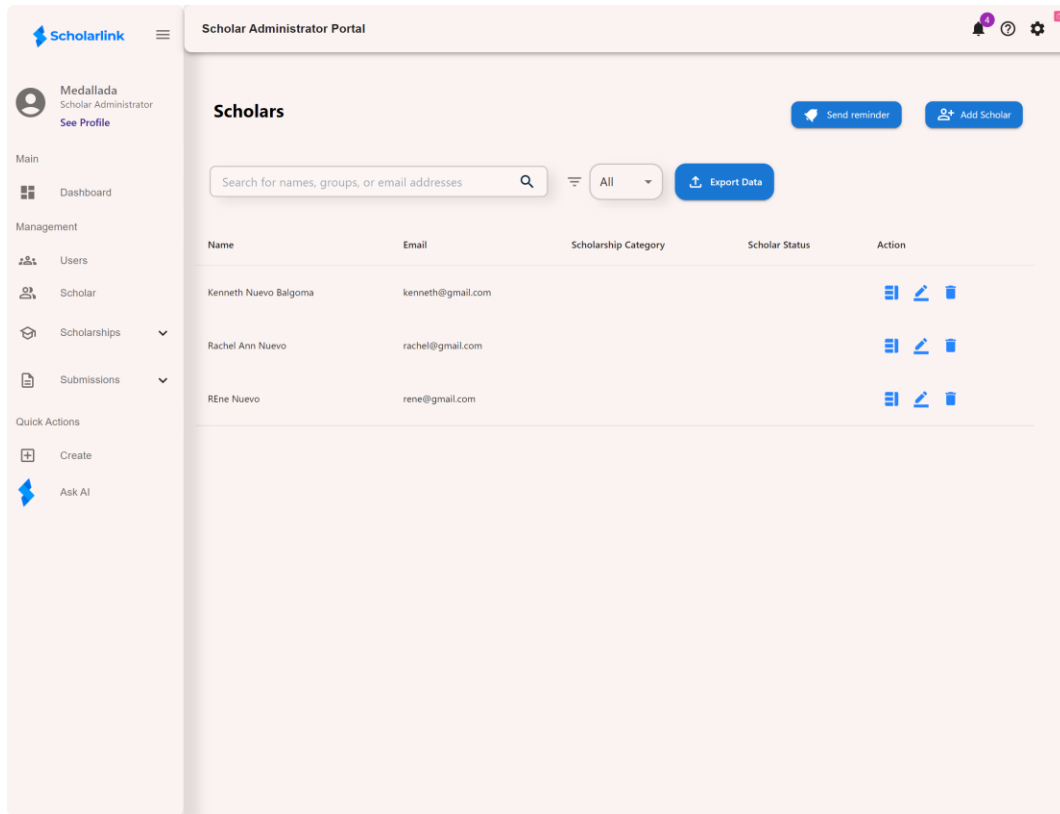
1. Log in as a user with the **Scholarship Administrator** role.
2. Navigate to the **Users** tab in the **Management** section.



3. Click the **Add User** button to open the 'Add New User' dialog box.
4. Enter the **First Name, Middle Name (Optional), Last Name, Email address, and Role**.
5. Click **Add** button and the newly added user will receive an email containing:
 - Their login credentials (email, and temporary password).
 - The link to SCHOLARLINK login page.

To create a scholar account:

1. Log in as a user with the **Scholarship Administrator** or **Scholar Manager** role.
2. Navigate to the **Scholars** tab in the **Management** section.



3. Click the **Add Scholar Button** to open the 'Add New Scholar' dialog box.
4. Enter **First Name, Middle Name (Optional), Last Name, Email address, Scholarship Category, Scholarship Partner, Academic Cycle (Optional), Program Duration (Optional), and Scholar Status.**
5. Click **Add** button and the newly added scholar will receive an email containing:
 - a. Their login credentials (email, and temporary password).
 - b. The link to SCHOLARLINK login page.

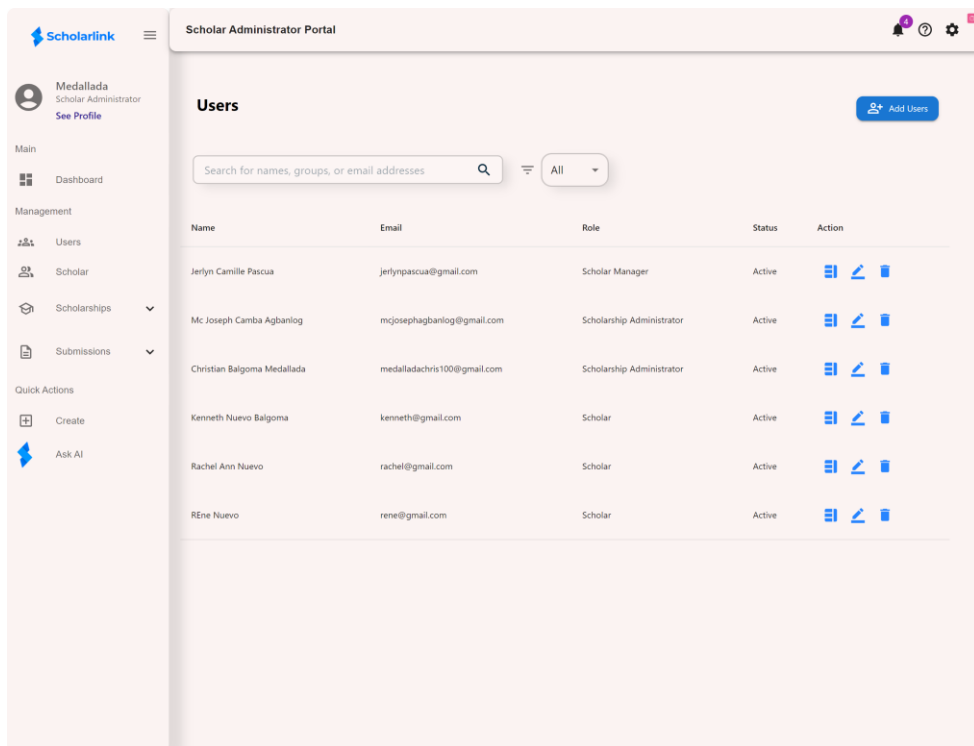
By following these steps, you may quickly view and change user profiles, ensuring that user information is correct and up to date throughout the system.


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Managing User Profiles

To view a user's profile:

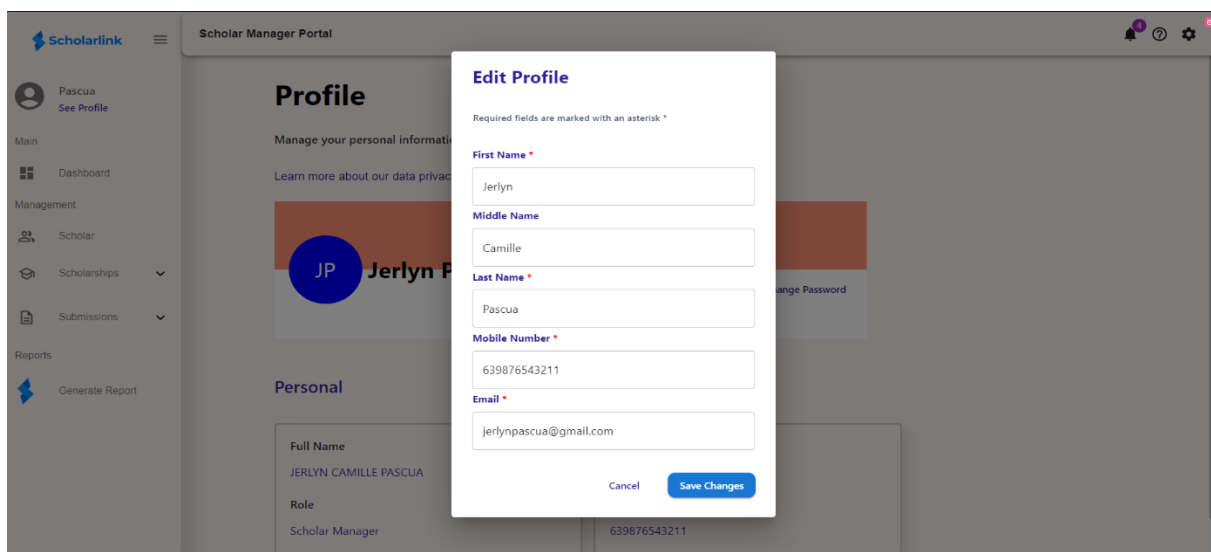
1. Log in as a user with the **Scholarship Administrator** role.
2. Navigate to the **Users** tab.



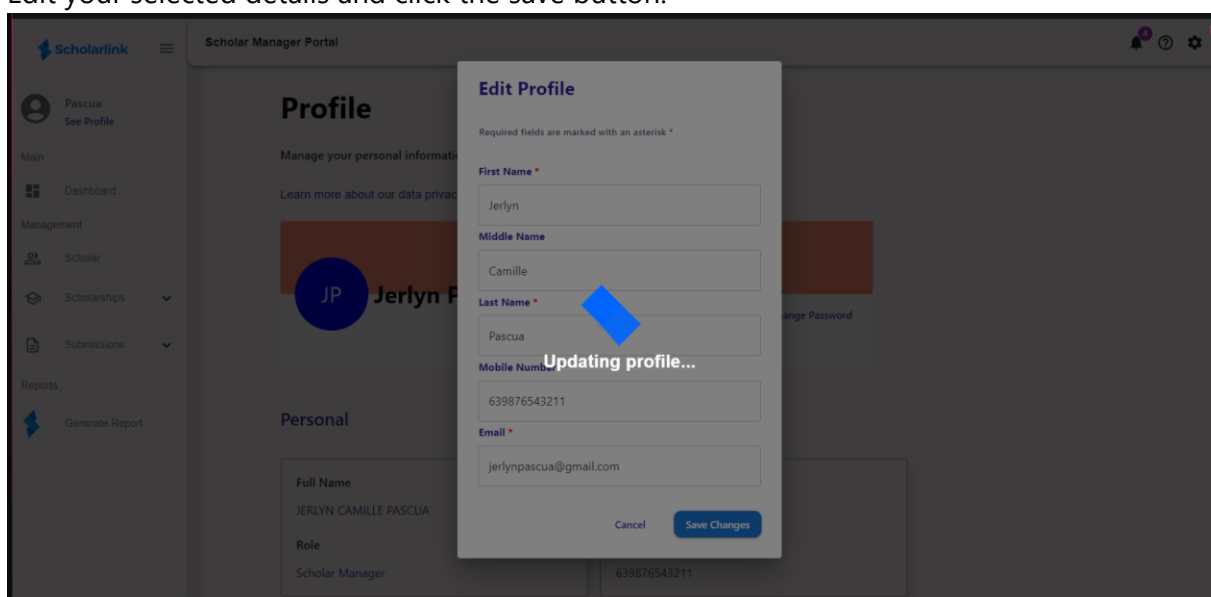
3. Click the  to be redirected to the selected user's profile.

To edit user's profile:

1. Once redirected to the user's profile, click the **Edit profile** button to open the 'Edit this <user>'s profile' dialog box.



2. Edit preferred information and click **Save** button.
3. When routed to the user's profile, click the Edit profile button.
4. Edit your selected details and click the save button.



5. The selected user will receive an email containing their profile edit history.

By following these steps, you may quickly view and change user profiles, ensuring that user information is correct and up to date throughout the system.

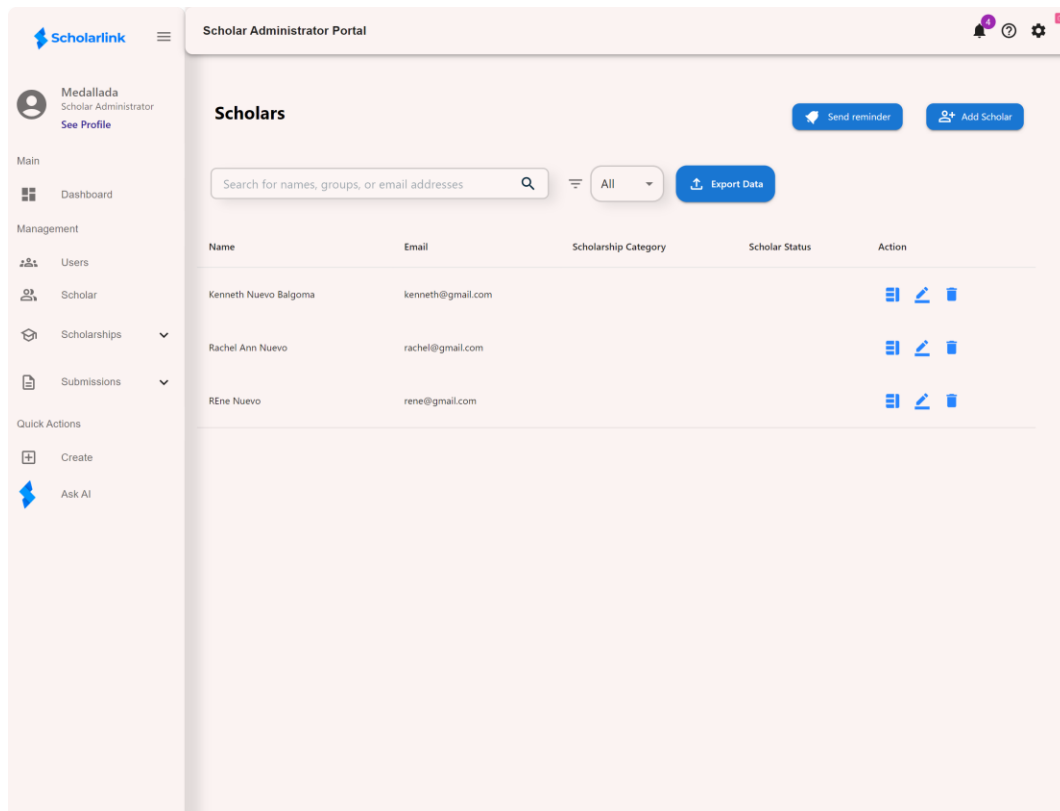
Please Note: If you are a **Scholar Manager**, you can only manage scholar accounts and their profiles.

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Exporting Scholar Information

To export scholar information:

1. Log in as a user with the **Scholarship Administrator** or **Scholar Manager** role.
 - Ensure that you have the necessary user credentials, including administrative rights or Scholar Manager permissions.
2. Navigate to the **Scholars** tab.



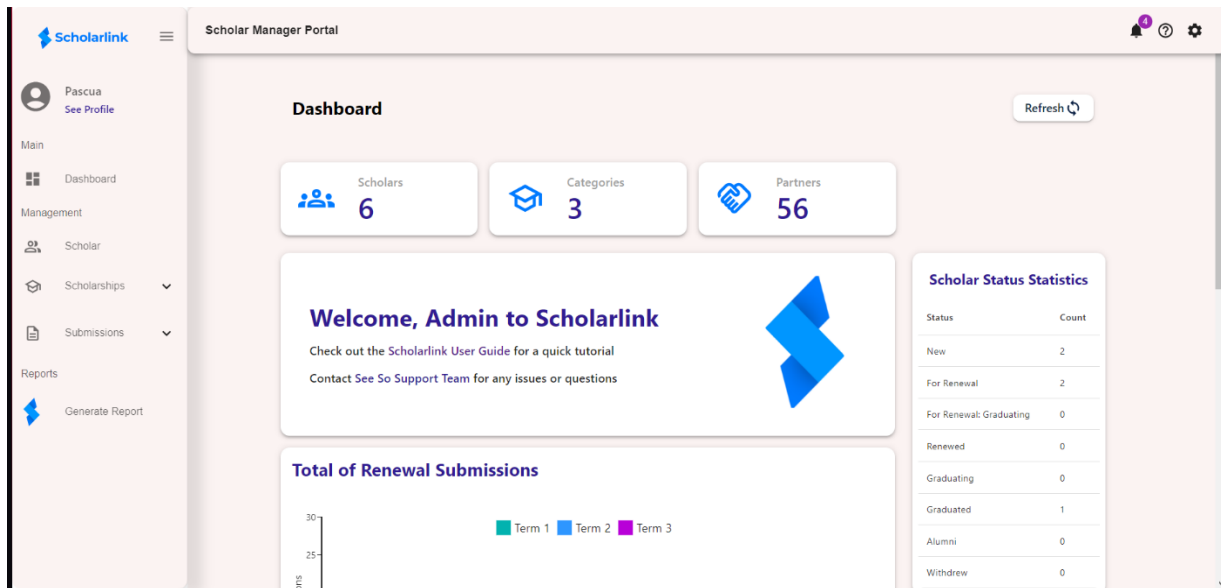
3. Click **Export Data** button to open the 'Select export data parameters' dialog box.
4. Select preferred **School Year**, and **Term** then click **Export** button to download the scholar data in *Microsoft Excel* (.xlsx).
 - In the dialog box, select the desired parameters, such as School Year and Term, from the list of possibilities.
 - After selecting the parameters, click the "Export" button.
 - The system will generate and download the scholar data in Microsoft Excel (.xlsx) format, which includes the provided parameters.

By following these steps, you can efficiently export scholar information from the system.

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Dashboard Navigation

1. Accessing the Dashboard
2. Upon logging in, you will be directly led to your personalized dashboard.



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Profile Management

To view your own profile:

1. Log in using your **valid** credentials.
2. Click the **See Profile** button in the navigation bar which will redirect you to your profile.

To edit your own profile:

1. In your profile page, click the **Edit profile** button to open the 'Edit Profile' dialog box.
2. Edit your preferred information, then click **Save**.

To change your password:

1. Navigate to your **Profile**.
2. Click the **Change password** button, then enter your current password and new password.
3. Confirm the new password and click **Change password**, this will send a One-Time password (OTP) to your email.
4. From the 'Enter OTP' dialog box and enter the OTP from the received email.
5. Click **Confirm** to successfully change your password.

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Reviewing Submissions

The following pages contain information on how to review scholar submissions:

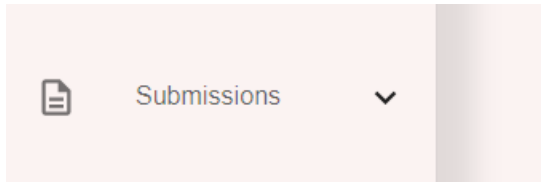
- [Accessing Scholar Submission](#)
- [The Approval Process](#)

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Accessing Scholar Submissions

To access scholar submissions:

1. Log in as a user with the **Scholarship Administrator** or **Scholar Manager** role.
2. Navigate to **Submissions** tab under the **Management** section.



3. Explore the Submissions list to review and manage scholar submissions efficiently.

A screenshot of the Scholarlink Scholar Administrator Portal. The interface shows a sidebar with navigation options: Main (Dashboard, Users, Scholar, Scholarships, Submissions), and Reports (Generate Report). The main content area is titled 'Renewal Submission' and includes filters for 'SY 2023-2024' and 'Term 1'. Below the filters is a search bar and a table of submissions. The table has columns for 'Scholar's Name', 'Status', 'View Submission', and 'Action'. The data rows show four submissions: three with 'For Approval' status and one with 'Approved' status. Each row has a 'Send Reminders' button in the Action column.

Scholar's Name	Status	View Submission	Action
Kenneth Nuevo Balgoma	For Approval	[Icon]	[Send Reminders]
Rachel Anns Nuevo	For Approval	[Icon]	[Send Reminders]
Rachel Anns Nuevo	For Approval	[Icon]	[Send Reminders]
Grace Maistip	Approved	[Icon]	[Send Reminders]

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The Approval Process

As a Scholarship Administrator or Scholar Manager, you have an important role in the approval process. Here's how to navigate it successfully:

1. Navigate to the approval dashboard or the section dedicated to examining submissions.

The screenshot shows the Scholarlink Scholar Administrator Portal. The left sidebar contains navigation links: Medallada (See Profile), Main, Dashboard, Management (Users, Scholar, Scholarships, Submissions), and Reports (Generate Report). The main content area displays the approval process for a submission. At the top, there is a header bar with a 'CLOSE' button, the Scholar Name (Kenneth Nuevo Baigoma), the Renewal Form (For Approval), the SY (2023-2024), and 'APPROVE' and 'DISAPPROVE' buttons. Below this, there are two input fields: '1. General Weighted Average' with the value '2.5' and '2. Add remarks about GWA' with the value 'Pass'. A section titled 'Documentary Requirements' contains a table with two columns: 'Description' and 'File'. The table lists four requirements: 'Copy of Report Card of the previous semester' (renewal_Kenneth_Baigoma_Pagbig Form), 'Copy of School Registration Form (RF)' (renewal_Kenneth_Baigoma_Registration - Confirmatio...), 'Scanned Written Essay' (renewal_Kenneth_Baigoma_Medallada_Activity#1), and 'Letter of gratitude to benefactor' (renewal_Kenneth_Baigoma_Medallada_Resume).

2. View the list of submissions that are awaiting approval.

3. Each submission should be carefully reviewed to ensure that all standards are met, and the material is correct.

4. Approve: If the submission fits all criteria and is correct, approve it to move on to the next level.

This screenshot shows the same Scholarlink Scholar Administrator Portal as the previous one, but with a confirmation dialog box overlaid. The dialog box is titled 'Update Submission Status' and contains the text 'Are you sure you want to approve this submission?'. It has two buttons: 'CANCEL' and 'APPROVE'. The background content is dimmed, showing the same approval process details as before.

5. Reject: If the submission is incomplete, inaccurate, or does not meet the requirements, reject it and provide appropriate comments to the applicant.

The screenshot displays the Scholarlink Administrator Portal interface. At the top, a header bar includes the Scholarlink logo, a menu icon, the title 'Scholar Administrator Portal', and notification, help, and settings icons. Below the header, a summary bar shows 'CLOSE', 'Scholar Name: Kenneth Nuevo Baigoma', 'Renewal Form: For Approval', 'SY: 2023-2024', and 'APPROVE'/'DISAPPROVE' buttons. The main content area is divided into sections: '1. General Weighted Average' with a value of '2.5', '2. Add remarks about GWA' with a value of 'Pass', and 'Documentary Requirements'. A modal window titled 'Update Submission Status' is overlaid, prompting the user to 'Please select a reason for disapproval:' with a dropdown menu labeled 'Disapproval Remarks'. The modal also features 'CANCEL' and 'DISAPPROVE' buttons. The background content includes a table for 'Documentary Requirements' with columns for 'Description' and 'File'.

Description	File
Copy of Report Card of the previous semester	renewal_Kenneth_Baigoma_Pagbig Form
Copy of School Registration Form (RF)	renewal_Kenneth_Baigoma_Registration - Confirmatio...
Scanned Written Essay	renewal_Kenneth_Baigoma_Medallada_Activity#1
Letter of gratitude to benefactor	renewal_Kenneth_Baigoma_Medallada_Resume

6. Request More Information: If additional information is required, request it from the applicant before proceeding with the approval.

7. Update the submission status in the system (e.g., approved, rejected, pending additional information)

Following these procedures will let you efficiently manage the approval process, ensuring only qualifying applications are approved while providing applicants with the appropriate comments.

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Reports and Analytics

The following pages contain information on how to generate reports and view analytical insights:

- [Generating Reports](#)
- [Dashboard Analytics](#)

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Generating Reports

To generate reports:

1. Log in as a user with the **Scholarship Administrator** or **Scholar Manager** role.
2. Click **Generate Report** from the **Quick Actions** section to open the 'Select report parameters' dialog box.

The screenshot displays the Scholarlink Scholarship Administrator Portal. The top navigation bar includes the Scholarlink logo, the text 'Scholarship Administrator Portal', a search bar, and notification, help, and settings icons. The left sidebar shows a user profile for 'KR' with the name 'Welcome Back, Kyle!' and a 'See Profile' link. Below this are menu items: Dashboard, Management (Users, Scholarships, Schools, Submissions, Notifications), Reports (highlighted), Quick Actions (Export Data, Create, Ask AI). The main content area is titled 'Reports' and features a search bar with the placeholder 'Enter Report title, type or period' and a 'Filters' button. A table lists four reports, each with a star icon, title, type, school year (S.Y.), end year, status, and actions. The status for all reports is 'SENT'.

★	Title	Type	S.Y Start	S.Y End	Status	Actions
★	Report title	Scholar Summary Report	S.Y2023-2024	---	SENT	...
★	Report title	Scholar Summary Report	S.Y2001-2002	S.Y2023-2024	SENT	...
☆	Report title	Alumni Summary Report	S.Y1993-1994	S.Y2000-2001	SENT	...
☆	Report title	Scholar Summary Report	S.Y2001-2002	--	SENT	...

Page navigation: < 1 >

3. Select preferred **School Year** and **Document type** (.pdf, or .docx) then click **Generate** button to download the scholar summary report in selected document type.

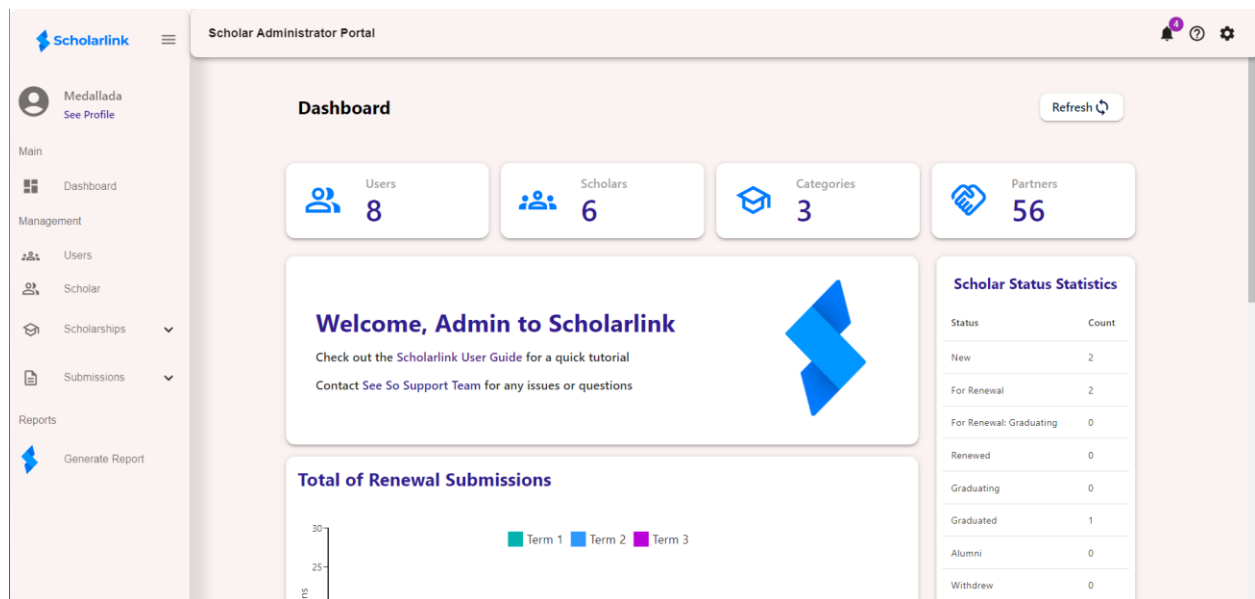
By following these steps, you can simply create scholar summary reports according on your preferences.

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Dashboard Analytics

Dashboard analytics provides vital information on numerous areas of the scholarship program. Here's how Scholar Administrators and Managers can use dashboard analytics:

1. Log in to your account using the Scholar Administrator or Manager credentials.
2. Navigate to the Analytics or Reports area of the dashboard.



Scholar Administrators and Managers can use dashboard analytics to get useful insights that support informed decision-making and contribute to the scholarship program's success.

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Scholarship Information Management

The following pages contain information about managing scholarship information:

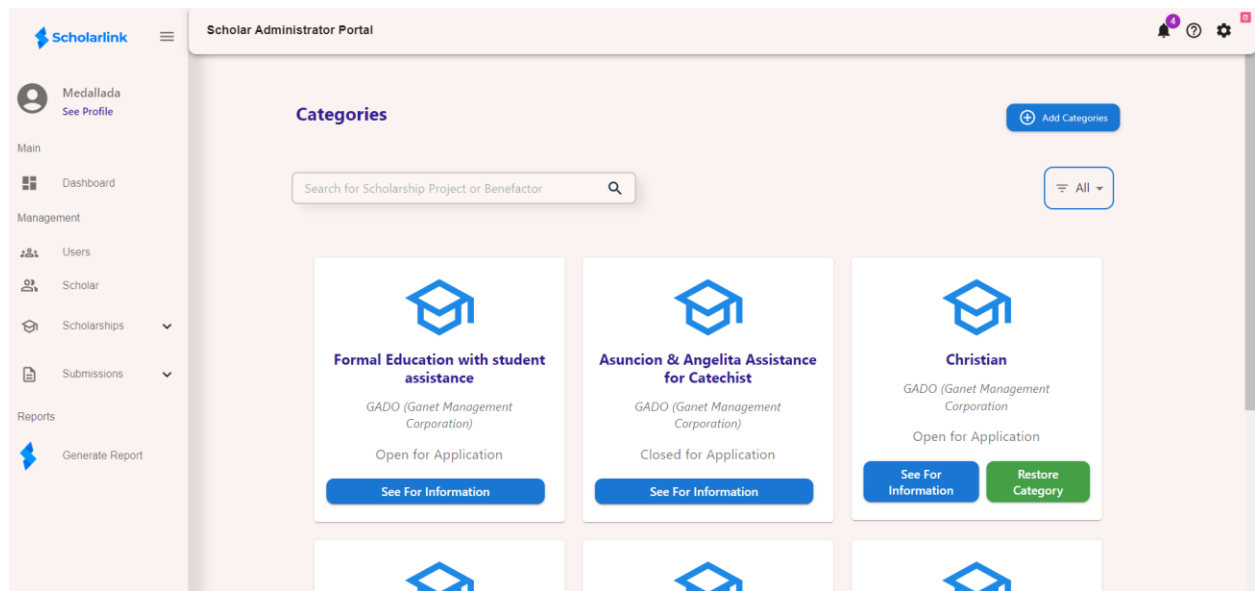
- [Managing Scholarship Categories](#)
- [Managing Scholarship Partners](#)
- [Configuring the Current School Year and Term](#)

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Managing Scholarship Categories

Use the following procedures to efficiently manage scholarship categories:

1. Navigate to the area dedicated to managing scholarship categories.



2. Examine the list of existing scholarship categories.

3. Take note of their names, descriptions, and other relevant criteria.

4. To update the category list, save your changes after adding or modifying them.

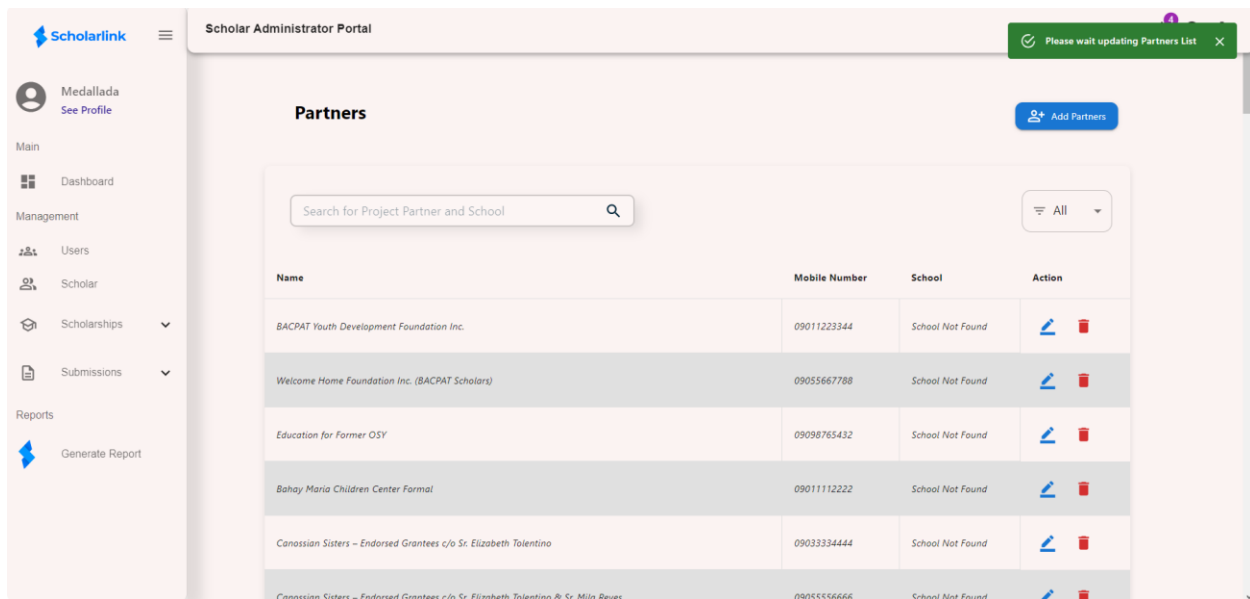
By following these procedures, you can efficiently manage scholarship categories while ensuring they are in line with program objectives and standards.

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Managing Scholarship Partners

To efficiently manage your scholarship partnerships, follow these steps:

1. Navigate to the section dedicated to managing scholarship partners.



2. To add a new partner, look for the Create a New Partner Entry option.
3. Enter the partner's name, contact information, and relationship details.
4. If adjustments are required for current partners, find the option to amend partner information.
5. Make updates as needed, ensuring that all information is correct and up to date.
6. If a partnership is no longer relevant, look for the option to eliminate partners.
7. When eliminating partners, exercise caution and make sure it's essential.
8. To update the partner list, save your changes after adding or modifying them.

Follow these steps to efficiently manage your scholarship partnerships, develop positive relationships, and maximize chances for your scholarship program.

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Configuring the Current School Year and Term

Set up the current school year and term with the following steps:

1. Go to the Configuration or Settings area.
2. Look for choices to configure the current school year and term.
3. Select the current school year from the available options.
4. Make sure it corresponds to the academic calendar used by your university.
5. Choose the current phrase from the list presented. This could be a semester, quarter, or another academic term.
6. After selecting the current school year and term, save your changes to update the system settings.
7. Double-check the chosen school year and term to guarantee accuracy. Confirm that the settings correspond to the current academic period.

Following these procedures will let you configure the current school year and term in the system, ensuring it complies with academic schedules and requirements.

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Communications

The following pages contain information about communication within the system as an administrator or manager:

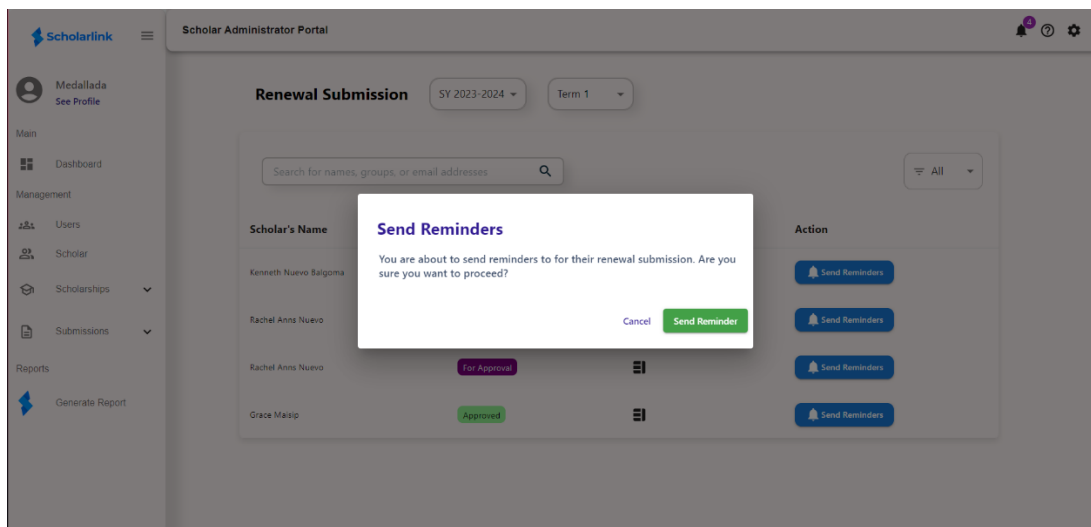
- [Sending Reminders](#)
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Sending Reminders

Sending reminders is critical for keeping people informed and on task. Here's how you can send reminders effectively:

1. Navigate to the reminder or scheduling section.
2. Choose who should receive the reminders.
3. Determine how frequently reminders should be sent out.
4. Set the schedule for sending out reminders.



5. Check the reminder settings and messages for accuracy.

By following these steps, you can ensure that reminders are delivered efficiently, allowing users to stay informed and organized.

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Managing Reminders

To manage reminders:

1. Navigate to the reminder management section of the system.
2. Examine the list of reminders that are currently set up in the system.
3. Examine the list of reminders that are currently configured in the system.
4. If current reminders need to be updated, locate the edit option.
5. If any reminders are no longer needed, find the option to erase them.
6. When eliminating reminders, use caution and make sure they are no longer needed.

By following these steps, you can effectively manage reminders and ensure that users receive timely and relevant messages.

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