



# USER MANUAL

## CENTRAL REPOSITORY AND INFORMATION SYSTEM FOR PARTICIPANTS AND PROGRAMS (CRISP)

BIG BANG

# Table of Contents

<b>Preface .....</b>	<b>3</b>
<b>1. Getting Started .....</b>	<b>4</b>
1.1 Log-in to CRISP .....	4
How to log-in to CRISP and overview of the landing page/home page/notifications page.	
1.1.1 Forgot Password.....	7
1.1.2 Activate Account .....	7
<b>2. CRISP Website .....</b>	<b>8</b>
2.1 System's Basic Functionalities.....	8
Details of the main components of the website from Manage Participants to Reports.	
2.1.1 Manage Participants .....	8
2.1.1.1 <i>Student</i> .....	9
2.1.1.2 <i>Teacher</i> .....	11
2.1.1.3 <i>Batch Uploads</i> .....	15
2.1.2 Reports .....	16
2.1.3 Resources.....	17
2.1.4 Reports .....	23
2.2 User Privileges .....	24
The different user privileges.	
2.2.1 For Admin.....	24
2.2.2 For Encoder.....	24
2.2.3 For Guest.....	25
<b>3. Support and Maintenance .....</b>	<b>25</b>
3.1 Support Plans .....	25
The duration of support provided by Big Bang,	
3.2 Maintenance Plans .....	25
The duration of maintenance Big Bang will provide.	
3.3 Contact Us .....	26
In case of any problems with the system, please contact any of the listed persons.	

# Preface

With the rapid advancement of technology nowadays, it is important to equip students and educators alike with the necessary knowledge and skills to enable them to keep up with the trend and excel in this thriving industry. This is why the Business Process Association of the Philippines (BPAP) and Science Education Institute (SEI) partnered with the Committee on Higher Education (CHED) in creating an education and training program aimed to help selected state universities and colleges in offering quality education, especially in areas where Information Technology and Business Administration are concerned.

In line with this, Big Bang, a group of graduating BS Management Information Systems students from the Ateneo de Manila University, developed a web-based system that would help ensure its proper implementation. The Central Reporting and Information Systems for Programs and Participants (CRISP) allows the users to gather all the relevant data needed in producing reports for decision making and monitoring.

This user manual was created to help the user understand the system and to guide him/her further on how to use it in the easiest way possible. Feel free to explore the functionalities of the website and get yourself acquainted with it, ushering in a more positive user experience. Good luck!

# 1. Getting Started

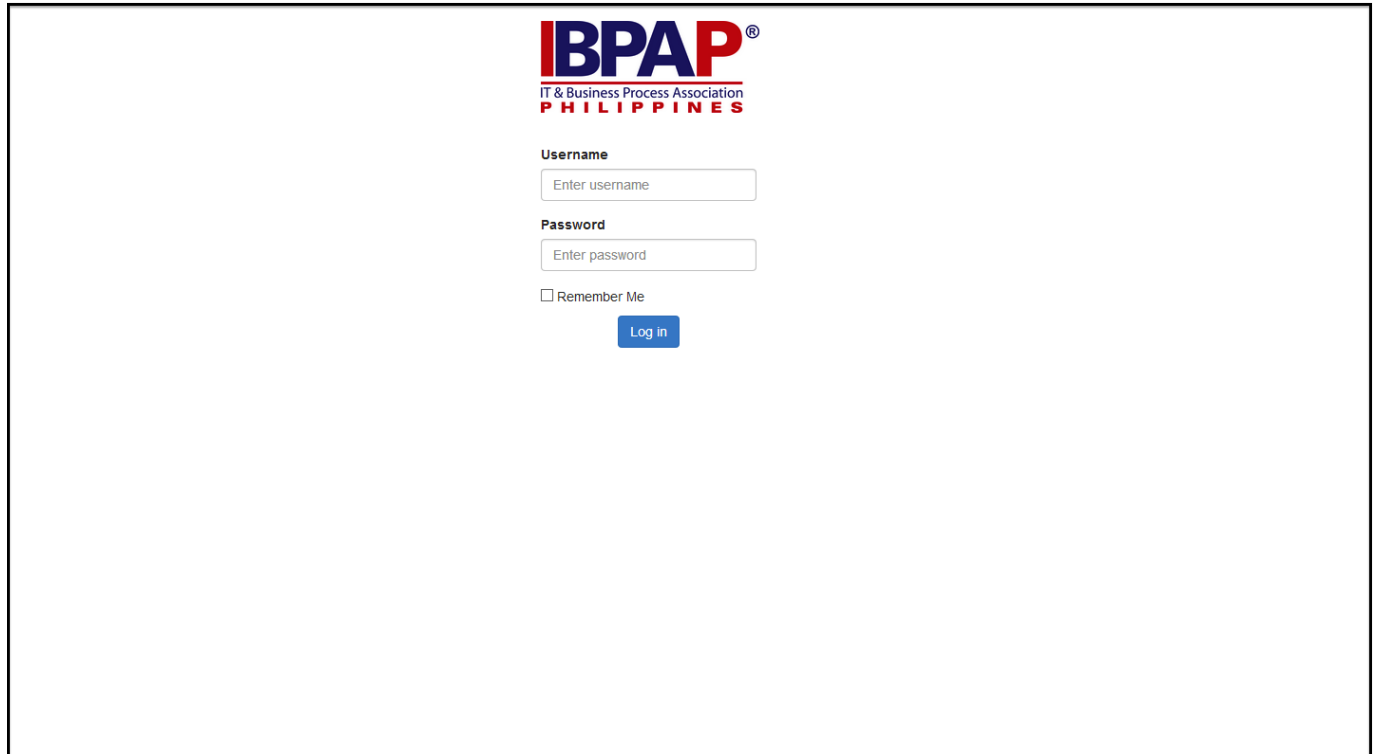
To get you started on exploring the new system, this section provides information on the following topics:

- Log-in to CRISP

After reading this section of the manual, you should be able to be familiar with how to install the software as well as accessing the CRISP system itself through log-in.

## 1.1 Log-in to CRISP

Please visit <insert URL> to start exploring the website. Figure 1 below welcomes you, the user, with the IBPAP CRISP System login homepage functionality. The page consists of username text field and a password text field that allows you to sign in once the respective fields are filled with correct information and validated through the Submit button. Also, underneath the Password text field and above the Submit button is the Remember Me checkbox where once you decide to click on it, the system will be able to save the information that you filled in and directs you straight to the main page of the system even if the window is accidentally closed or shut down.



**IBPAP<sup>®</sup>**  
IT & Business Process Association  
**PHILIPPINES**

**Username**

**Password**

☐ Remember Me

[Log in](#)

**Figure 1 Log-in page**

Upon clicking the Submit button, you will be redirected to the CRISP main page (Figure 2), which contains the Notification table and links such as Home, Manage Participants, Reports, and User Management, on the left side of the page. Once you log-in, you will be redirected to the Home page where you can find the notifications table, as seen in Figure 2.

CRISP
tgerobiese (admin)

[Home](#)  
[Manage Participants](#)  
[Reports](#)  
[Resources](#)  
[User Management](#)

## Notifications

Date	User	Description
2014-01-31 00:56:46	jfederico	Deleted Student
2014-01-31 00:56:38	jfederico	Student Profile batch upload
2014-01-31 00:56:26	jfederico	Deleted Student
2014-01-31 00:51:27	jfederico	Added Student
2012-11-15 08:00:00	rcruz	Add Teacher
2011-11-16 08:00:00	pluces	Add Student

BPAP

**Figure 2 Landing Page/Notifications Page/ Home Page**

The Notifications table allows you to view updates and changes, within the CRISP system, that you may have missed. The table contains the Date and Time on the first column wherein you will be able to see the exact date and time when the update/change was created. On the Edited by column, found in the middle, you will be able to see which user did the editing within the system. Lastly, the column found on the right of the table is the Description column where in you will be able to see the description of the update in terms of which user did/added the update/change, and in which location it was placed.

2. Home- allows you to be redirected back to the main page of the system, in every instance you decide to click on it.
3. Manage Participants - allows you to leave the current page you are in and redirects you to the “Manage Participants” function of the system, where you will be able to do events such as view, add, edit, etc. to the database.
4. Reports - allows you to leave the current page you are in and redirects you to the Report function of the system
5. Resources – a repository that allows you to download specific participant forms.
6. User Management - allows you to leave the current page you are in and redirect you to the User Management function of the system, respectively. You will also be able to do events similar to what you can do after clicking the Manage Participants link.

### 1.1.1 Forgot Password

You can retrieve the password by contacting the administrator who has access to user account details.

### 1.1.2 Activate Account

As a new user, you can create your own account by also contacting the administrator to create new user accounts.

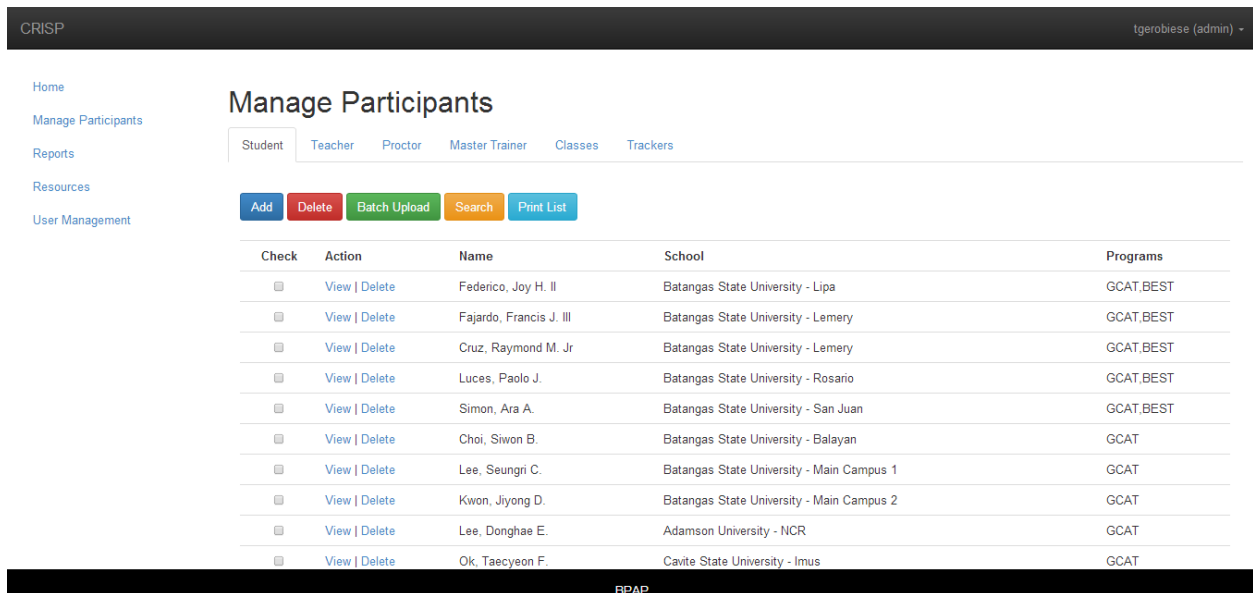
## 2. The CRISP Website

Upon logging in, the CRISP main page (Figure 2) gives you an overview of the CRISP website's main functionalities. The main page contains 3 components: Manage Participants, Reports and User Management.

### 2.1 System's Basic Functionalities

#### 2.1.1 Manage Participants

Upon clicking the Manage Participants component, you will be redirected to the Manage Participants functional page of the system (Figure 3) and there you can view user information organized by student, teacher, proctor, master trainer, and program type.



The screenshot shows the CRISP Manage Participants page with the Student tab selected. The page includes a sidebar with navigation links (Home, Manage Participants, Reports, Resources, User Management) and a top header with the CRISP logo and user information (tgerobiese (admin)). The main content area displays a table of participants with columns for Check, Action, Name, School, and Programs. The table lists 10 participants, each with a checkbox and a 'View | Delete' link. The footer of the page contains the text 'BPAP'.

Check	Action	Name	School	Programs
<input type="checkbox"/>	<a href="#">View   Delete</a>	Federico, Joy H. II	Batangas State University - Lipa	GCAT,BEST
<input type="checkbox"/>	<a href="#">View   Delete</a>	Fajardo, Francis J. III	Batangas State University - Lemery	GCAT,BEST
<input type="checkbox"/>	<a href="#">View   Delete</a>	Cruz, Raymond M. Jr	Batangas State University - Lemery	GCAT,BEST
<input type="checkbox"/>	<a href="#">View   Delete</a>	Luces, Paolo J.	Batangas State University - Rosario	GCAT,BEST
<input type="checkbox"/>	<a href="#">View   Delete</a>	Simon, Ara A.	Batangas State University - San Juan	GCAT,BEST
<input type="checkbox"/>	<a href="#">View   Delete</a>	Choi, Siwon B.	Batangas State University - Balayan	GCAT
<input type="checkbox"/>	<a href="#">View   Delete</a>	Lee, Seungri C.	Batangas State University - Main Campus 1	GCAT
<input type="checkbox"/>	<a href="#">View   Delete</a>	Kwon, Jiyong D.	Batangas State University - Main Campus 2	GCAT
<input type="checkbox"/>	<a href="#">View   Delete</a>	Lee, Donghae E.	Adamson University - NCR	GCAT
<input type="checkbox"/>	<a href="#">View   Delete</a>	Ok, Taecyeon F.	Cavite State University - Imus	GCAT

Figure 3 Student Tab in the Manage Participants Page

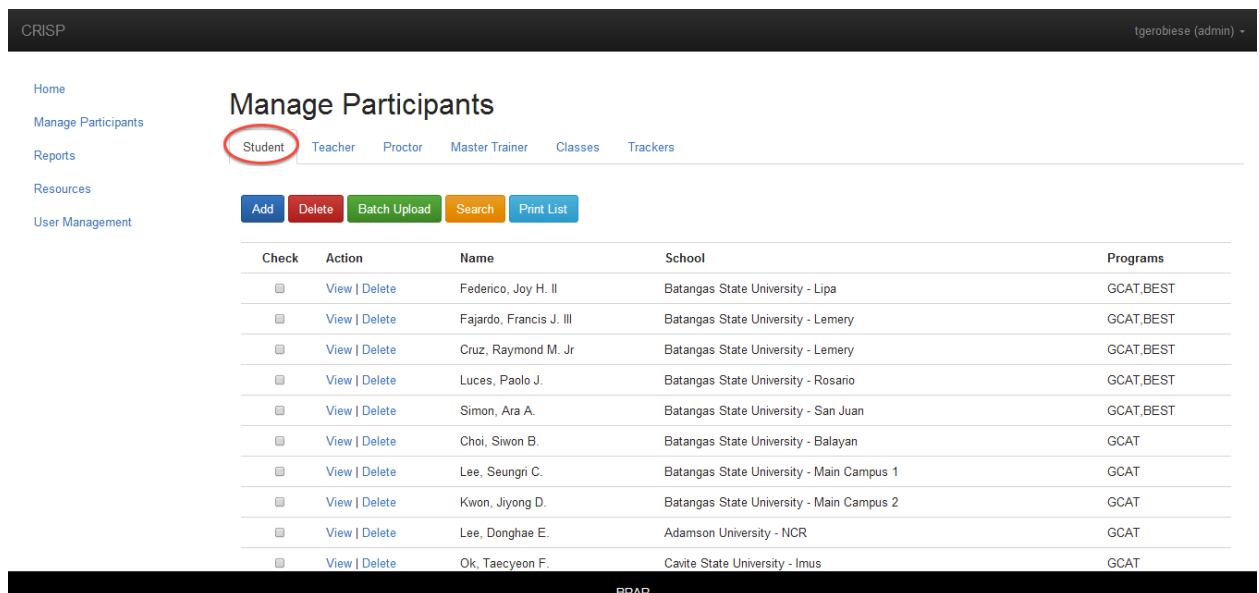
Below is an overview of the Manage Participants page.

- Add - you will be able to add another student by filling up the following information
  - Username

- First Name
  - Last Name
  - Privilege type
- Delete - you will be able to delete single or multiple users by means of just checking one or more checkboxes of the user account(s) you want to delete.
  - Batch Upload - allows you to upload a batch of MS Excel files to the system.
  - Refresh - allows you to refresh the page after each attempted changes.
  - Delete - allows you to directly delete the user account without making use of the checkboxes.

#### 2.1.1.1 Student

A student can be searched by clicking the Students tab (Figure 4). You can enter the name and school in the respective textboxes and program(s) he/she is enrolled by choosing the relevant checkboxes.



CRISP tgerobiese (admin) -

Home  
Manage Participants  
Reports  
Resources  
User Management

### Manage Participants

Student Teacher Proctor Master Trainer Classes Trackers

Add Delete Batch Upload Search Print List

Check	Action	Name	School	Programs
<input type="checkbox"/>	<a href="#">View</a>   <a href="#">Delete</a>	Federico, Joy H. II	Batangas State University - Lipa	GCAT,BEST
<input type="checkbox"/>	<a href="#">View</a>   <a href="#">Delete</a>	Fajardo, Francis J. III	Batangas State University - Lemery	GCAT,BEST
<input type="checkbox"/>	<a href="#">View</a>   <a href="#">Delete</a>	Cruz, Raymond M. Jr	Batangas State University - Lemery	GCAT,BEST
<input type="checkbox"/>	<a href="#">View</a>   <a href="#">Delete</a>	Luces, Paolo J.	Batangas State University - Rosario	GCAT,BEST
<input type="checkbox"/>	<a href="#">View</a>   <a href="#">Delete</a>	Simon, Ara A.	Batangas State University - San Juan	GCAT,BEST
<input type="checkbox"/>	<a href="#">View</a>   <a href="#">Delete</a>	Choi, Siwon B.	Batangas State University - Balayan	GCAT
<input type="checkbox"/>	<a href="#">View</a>   <a href="#">Delete</a>	Lee, Seungri C.	Batangas State University - Main Campus 1	GCAT
<input type="checkbox"/>	<a href="#">View</a>   <a href="#">Delete</a>	Kwon, Jiyong D.	Batangas State University - Main Campus 2	GCAT
<input type="checkbox"/>	<a href="#">View</a>   <a href="#">Delete</a>	Lee, Donghae E.	Adamson University - NCR	GCAT
<input type="checkbox"/>	<a href="#">View</a>   <a href="#">Delete</a>	Ok, Taeyeon F.	Cavite State University - Imus	GCAT

BPAP

Figure 4 Student Tab in Manage Participants Page



Once a student is added, you will be redirected to Student Form page. You can add the necessary information as seen in Figure 4. There are options whether you want to submit, save draft or cancel as seen on the three buttons on upper right side of the page.

Figure 5 Student Form

### 2.1.1.2 Teacher

#### The Teacher tab in the Manage Participants page

You may search for a teacher using the **Teacher** tab that can be found in the Manage Participants page. This tab will allow also allow you to add, delete, and upload by batch one or more teachers' basic information. If you cannot see what you have recently uploaded, click on the green Refresh button right next to the Print List button. The Print List button allows you to print the list of the teachers whose information are uploaded into the database.

If you wish to view a teacher's basic information, stipend, and attendance, click on the View button under the Action column. If you want to Delete multiple teachers from the database, put a check on the checkboxes that correspond to their names, then click on the red Delete button.

Things you can do in the Teacher Tab found in the Manage Participants page:

- **Add** teacher's application form information
- **Delete** one or more teachers from the database
- **Batch Upload** multiple teachers' basic information
- **Search** for a teacher by name, school, and/or program
- **Print List** of teachers found in the database
- **Refresh** if recently uploaded items do not show

The screenshot shows the 'Manage Participants' page in the CRISP system, specifically the 'Teacher' tab. The page has a dark header with 'CRISP' on the left and 'tgerobiese (admin)' on the right. A sidebar on the left contains links: Home, Manage Participants, Reports, Resources, and User Management. The main content area is titled 'Manage Participants' and has tabs for Student, Teacher (selected), Proctor, Master Trainer, Classes, and Trackers. Below the tabs are buttons: Add, Delete, Batch Upload, Search, and Print List. A table lists teachers with columns: Check, Action, Name, School, and Programs. The table contains 10 rows of teacher data. At the bottom of the page, there is a black bar with 'BPAP' in white text.

Check	Action	Name	School	Programs
<input type="checkbox"/>	<a href="#">View</a>   <a href="#">Delete</a>	Swift, Mike A. Jr.	Batangas State University - Lipa	GCAT,GCAT
<input type="checkbox"/>	<a href="#">View</a>   <a href="#">Delete</a>	Tan, Gillian P.	Batangas State University - Lemery	GCAT,GCAT
<input type="checkbox"/>	<a href="#">View</a>   <a href="#">Delete</a>	Fajardo, Francis B. Jr.	Batangas State University - Malvar	GCAT,GCAT
<input type="checkbox"/>	<a href="#">View</a>   <a href="#">Delete</a>	Calzado, Iza C.	Laguna State Polytechnic University - Sta Cruz	GCAT,GCAT
<input type="checkbox"/>	<a href="#">View</a>   <a href="#">Delete</a>	Cheng, Joy A.	Batangas State University - Lipa	GCAT,GCAT
<input type="checkbox"/>	<a href="#">View</a>   <a href="#">Delete</a>	Chen, Iza B.	Batangas State University - Lemery	GCAT
<input type="checkbox"/>	<a href="#">View</a>   <a href="#">Delete</a>	Chua, Red C.	Batangas State University - Malvar	SC101
<input type="checkbox"/>	<a href="#">View</a>   <a href="#">Delete</a>	Cua, Blue D.	Batangas State University - Rosario	AdEPT
<input type="checkbox"/>	<a href="#">View</a>   <a href="#">Delete</a>	Tan, Green E.	Batangas State University - San Juan	SC101
<input type="checkbox"/>	<a href="#">View</a>   <a href="#">Delete</a>	Tiong, Yellow F.	Batangas State University - Balayan	BEST

**Figure 6 Teacher Tab in Manage Participants**

### *Basic Information tab*

After clicking the Teacher tab, you will also be able to see a list of teachers that you may choose to view or delete. If you wish to view the teacher's information, click the "View" button before the teacher's name, which will redirect you to the Teacher's Form where you

can also edit the teacher's basic information. If you made any changes that you wish to save, do not forget to click on the "Save" button.

CRISP tgerobiese (admin) ▾

Home  
Manage Participants  
Reports  
Resources  
User Management

**Swift, Mike A. Jr.** Batangas State University - Lipa

Basic Information **Attendance** Stipend Application

**Personal Information**

Name Suffix  Last Name  First Name  Middle Initial

Birth Day  Birth Place

Nationality  Total Years of Teaching

Civil Status  
☐ Married ☐ Single ☐ Separated  
 Gender  
☐ Male ☐ Female  
 Own a Desktop?  
☐ Yes ☐ No  
 Own a Laptop?  
☐ Yes ☐ No  
 Internet Access Outside School?  
☐ Yes ☐ No

Back to Top Save Draft Submit Cancel

BPAP

Figure 7 Basic Information Tab

## Attendance tab

The Attendance tab will allow you view the summary of the teacher(s) attendance.

CRISP tgerobiese (admin) ▾

Home  
Manage Participants  
Reports  
Resources  
User Management

**Swift, Mike A. Jr.** Batangas State University - Lipa

Basic Information **Attendance** Stipend Application

BEST **ADEPT** SMP

Orientation Date

Site Visit

GCAT

Day 1

Day 2

Day 3  
If with the faculty

Total Days Attended

Back to Top Save Draft Submit Cancel

BPAP

Figure 8 Attendance Tab

## Stipend tab

The Stipend tab will allow you to upload the stipend process tracker.

CRISP tgerobiese (admin) ▾

Swift, Mike A. Jr. Batangas State University - Lipa

Home Manage Participants Reports Resources User Management

Basic Information Attendance **Stipend** Application

Add or Edit Stipend

From  
11/10/2013

Subject  
11/10/2013

Stipend

Amount  
100.00

Claimed  
☒ Yes ☐ No

Add to List

List of Stipend

Delete Refresh

Action	From	Subject	Amount	Claimed
<input type="checkbox"/> Edit   Delete	Federico, Joy	BPO101	100	Yes

Back to Top Save Draft Submit Cancel

BPAP

Figure 9 Teacher Stipend Tab

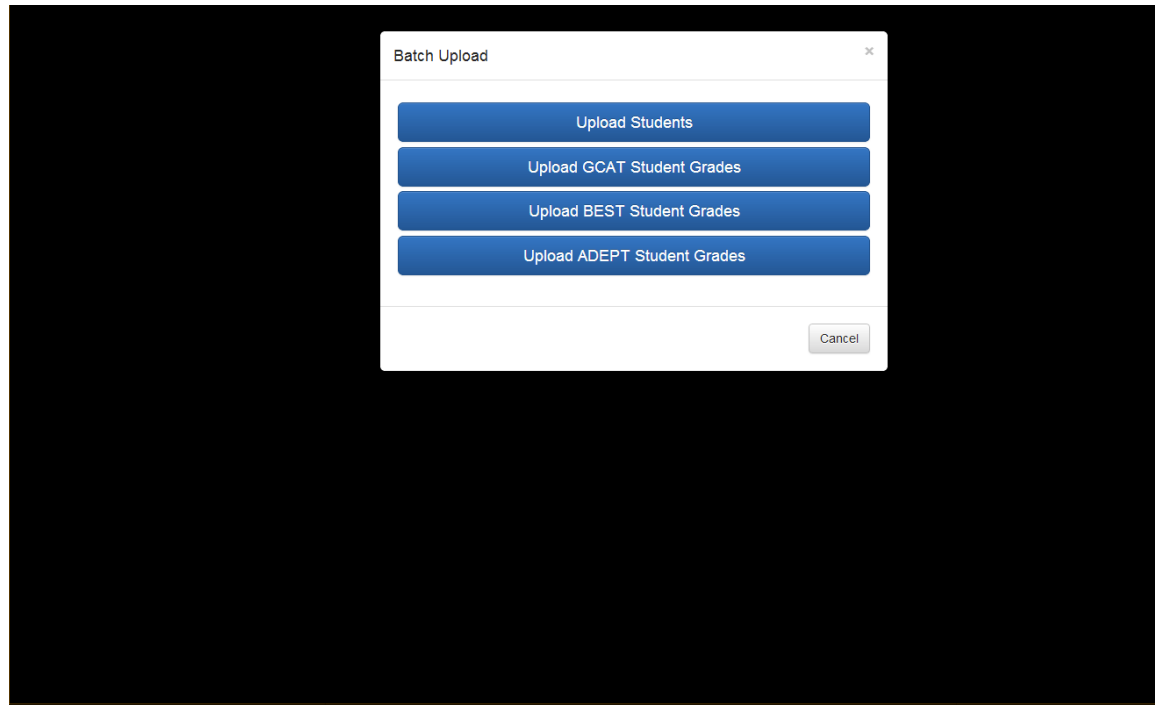
### 2.1.1.3 Batch Uploads

When uploading excel files into the system during batch uploads, the excel files should strictly follow the templates given by Big Bang, otherwise, there will be an error in the batch upload.

Steps for Batch Upload:

1. Check if excel file is consistent with the prescribed template.
2. Batch Upload can be done in the Manage Participants page under the Student and Teacher tabs. Choose either one of the tabs depending on what kind of participant file you are going to upload.
3. Under that tab, click on the Batch Upload button.

4. This is an example of pop up that will appear after clicking Batch Upload under the Student tab:



**Figure 10 Batch Upload Pop-Up (Students)**

5. Choose what kind of file you are going to upload.
6. File will be successfully uploaded when template is followed.

## 2.1.2 Reports

When you click the Reports component, you will be redirected to this page as seen in Figure 4. Since reports are predefined, queries as seen on item # (e.g. Query 1, Query 2 etc.) are already fixed. You can click each query and it will simply display the progress of each report generated.

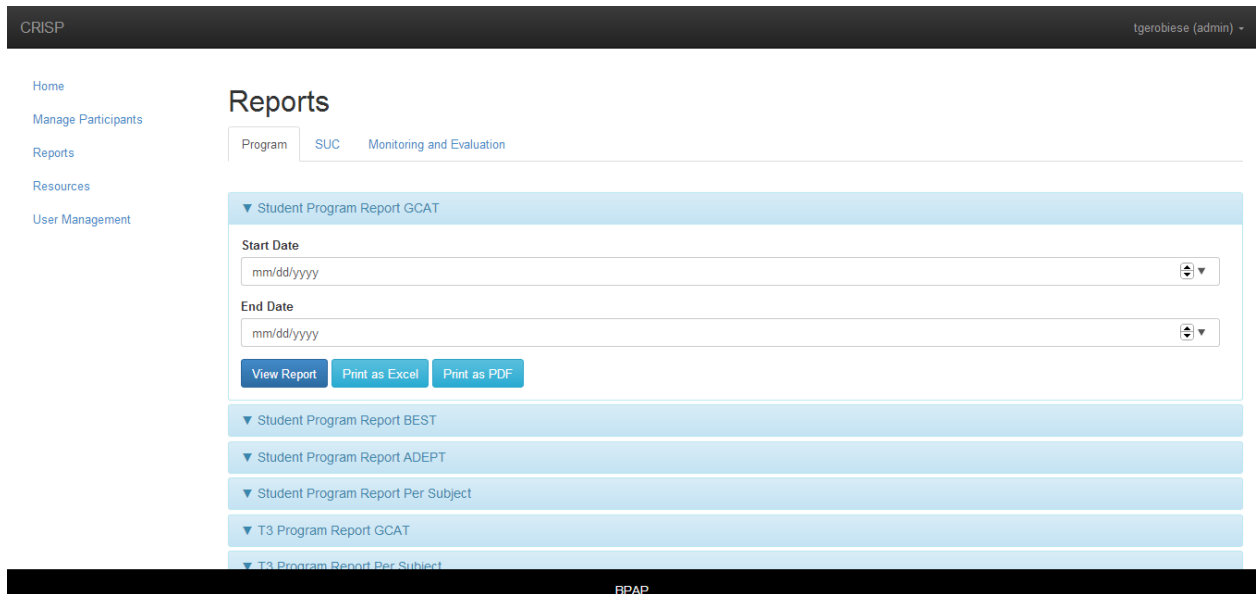


Figure 11 Reports

## 2.1.3 Resources

The Resources page serves as a repository that allows you to view and download different forms about students, teachers, proctors, master trainers, and programs. You may export the forms either as Excel files or PDF files. The following screenshots will show you the available forms that you may access and download:

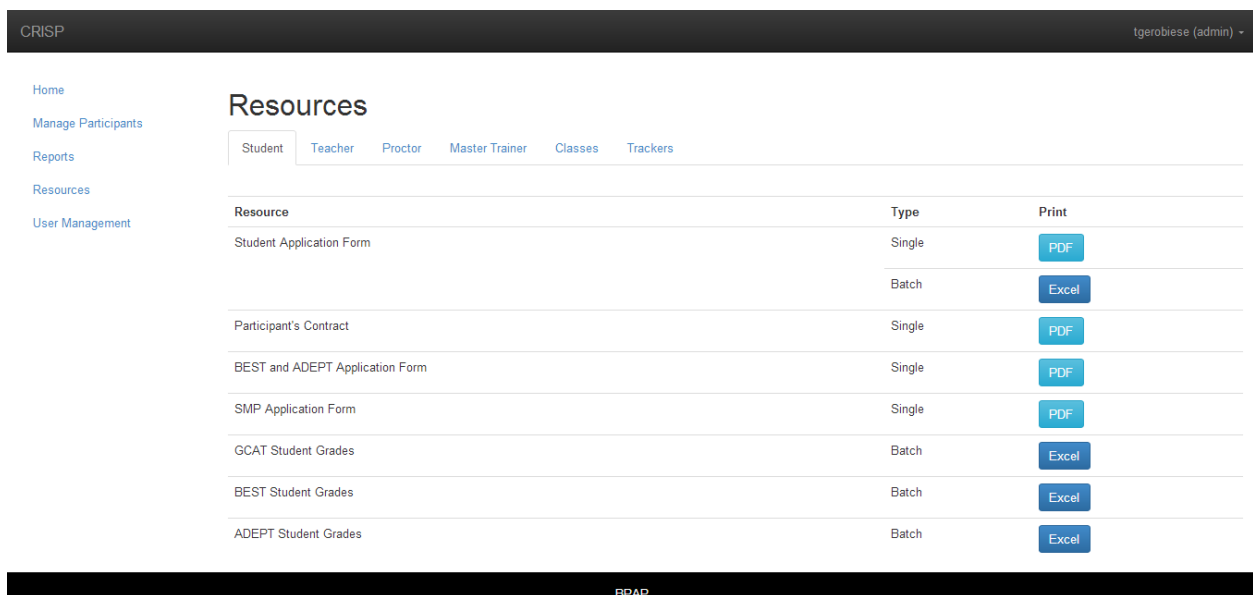


Figure 12 Student Tab in Resources

### Student Tab (Figure 12)

- Student Application Form-Single
- Student Application Form-Batch
- GCAT Student Grades
- BEST Student Grades
- ADEPT Student Grades

CRISP

tgerobiese (admin)

Home

Manage Participants

Reports

Resources

User Management

Resources

Student

Teacher

Proctor

Master Trainer

Classes

Trackers

Resource

Type

Print

Teacher Application Form

Single

PDF

Batch

Excel

Participant's Contract

Single

PDF

BEST Teacher Attendance

Batch

Excel

ADEPT Teacher Attendance

Batch

Excel

SMP Teacher Attendance

Batch

Excel

BPAP

Figure 13 Teacher Tab in Resources

### Teacher Tab (Figure 13)

- Teacher Application Form-Single
- Teacher Application Form-Batch
- BEST Teacher Attendance
- ADEPT Teacher Attendance
- SMP Teacher Attendance

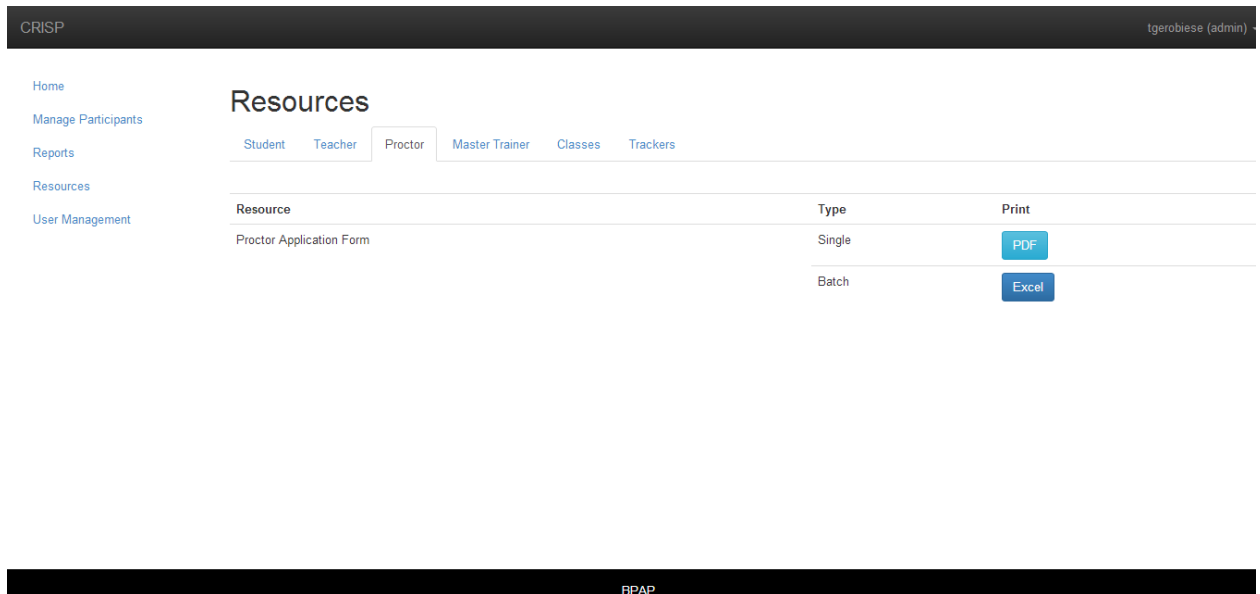


Figure 14 Proctor Tab in Resources

### Proctor Tab (Figure 14)

- Proctor Application Form-Single
- Proctor Application Form-Batch

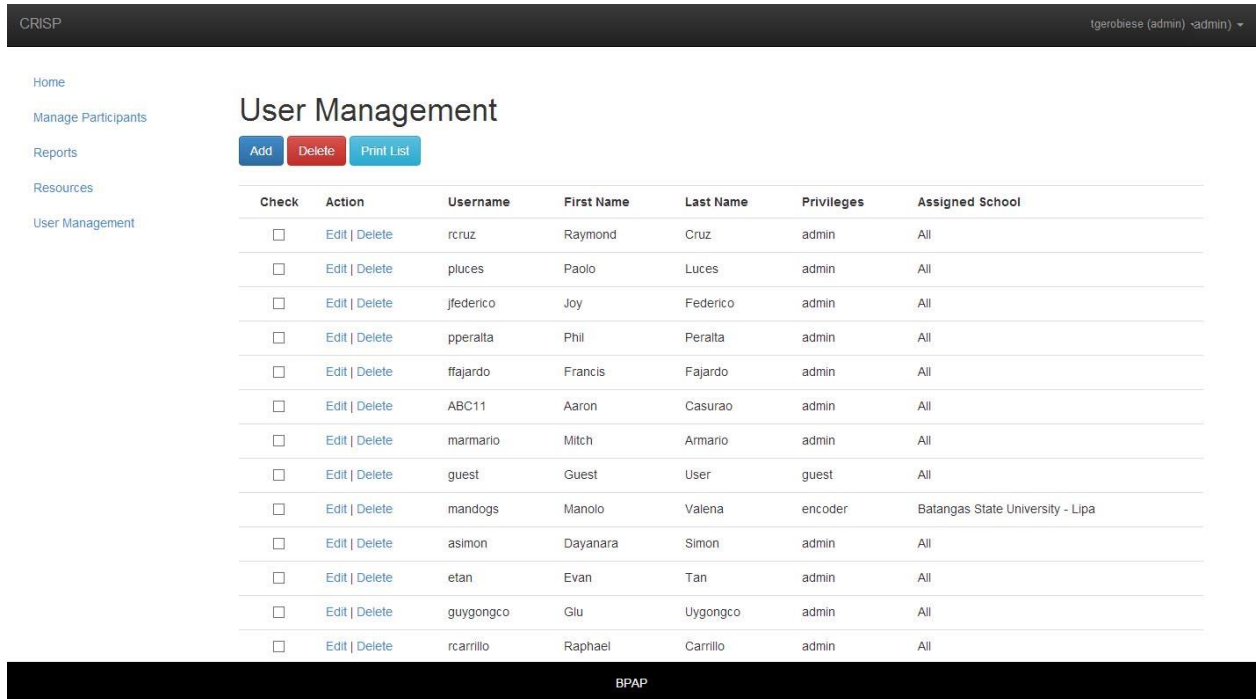


Figure 15 Master Trainer Tab in Resources

### Master Trainer Tab (Figure 15)



- Master Trainer Application Form-Single
- Master Trainer Application Form-Batch

0

[Home](#)
[Manage Participants](#)
[Reports](#)
[Resources](#)
[Test](#)

## Resources

[Student](#)
[Teacher](#)
[Proctor](#)
[Master Trainer](#)
[Programs](#)

Resource	View	Print
Student Class List	<a href="#">View</a>	<a href="#">Excel</a> <a href="#">PDF</a>
SMP Tracker - Single	<a href="#">View</a>	<a href="#">Excel</a> <a href="#">PDF</a>
SMP Tracker - Batch	<a href="#">View</a>	<a href="#">Excel</a> <a href="#">PDF</a>
GCAT Tracker - Batch	<a href="#">View</a>	<a href="#">Excel</a> <a href="#">PDF</a>
ADEPT Tracker - Batch	<a href="#">View</a>	<a href="#">Excel</a> <a href="#">PDF</a>

BPAP

Figure 16 Programs Tab in Resources

### Programs Tab (Figure 16)

- Student Class List
- SMP Tracker-Single
- SMP Tracker-Batch
- GCAT Tracker-Batch
- ADEPT Tracker-Batch

## 2.1.4 User Management

Upon clicking the User Management component, you will be redirected to the User Management functional page of the system (Figure 6) and there you can view user information and their privilege types and start to do various events such as:

Check	Action	Username	First Name	Last Name	Privileges	Assigned School
<input type="checkbox"/>	<a href="#">Edit</a>   <a href="#">Delete</a>	rcruz	Raymond	Cruz	admin	All
<input type="checkbox"/>	<a href="#">Edit</a>   <a href="#">Delete</a>	pluces	Paolo	Luces	admin	All
<input type="checkbox"/>	<a href="#">Edit</a>   <a href="#">Delete</a>	jfederico	Joy	Federico	admin	All
<input type="checkbox"/>	<a href="#">Edit</a>   <a href="#">Delete</a>	pperalta	Phil	Peralta	admin	All
<input type="checkbox"/>	<a href="#">Edit</a>   <a href="#">Delete</a>	ffajardo	Francis	Fajardo	admin	All
<input type="checkbox"/>	<a href="#">Edit</a>   <a href="#">Delete</a>	ABC11	Aaron	Casurao	admin	All
<input type="checkbox"/>	<a href="#">Edit</a>   <a href="#">Delete</a>	marmario	Mitch	Armario	admin	All
<input type="checkbox"/>	<a href="#">Edit</a>   <a href="#">Delete</a>	guest	Guest	User	guest	All
<input type="checkbox"/>	<a href="#">Edit</a>   <a href="#">Delete</a>	mandogs	Manolo	Valena	encoder	Batangas State University - Lipa
<input type="checkbox"/>	<a href="#">Edit</a>   <a href="#">Delete</a>	asimon	Dayanara	Simon	admin	All
<input type="checkbox"/>	<a href="#">Edit</a>   <a href="#">Delete</a>	etan	Evan	Tan	admin	All
<input type="checkbox"/>	<a href="#">Edit</a>   <a href="#">Delete</a>	guygongco	Glu	Uygongco	admin	All
<input type="checkbox"/>	<a href="#">Edit</a>   <a href="#">Delete</a>	rcarrillo	Raphael	Carrillo	admin	All

Figure 17 User Management Page

- Add - you will be able to add another user by filling up the following information
  - Username
  - First Name
  - Last Name
  - Privilege type

- Delete – allows you to delete single or multiple users by means of just checking one or more checkboxes of the user account(s) you want to delete.
- Print - allows you to print a hard copy of the list of users of the CRISP system.
- Edit - allows you to edit and change the information which was filled for each user.
- Delete - allows you to directly delete the user account without making use of the checkboxes.

## 2.2 User Privileges

The CRISP system has 3 different account types and their respective privileges. This section provides information on the privileges of the following account types:

- Administrators
- Encoders
- Guests

### 2.2.1 For Administrators

Administrators can access all the functionalities of the system—Manage Participants, Reports and User Management—without any restrictions. Admin accounts are as follows: project managers and BPAP administrators.

### 2.2.2 For Encoders

Encoders have limited access to the CRISP system such as Manage Participants and Reports. However, encoders can only access the reports of their respective programs. Encoder accounts are can access all modules: Home, Manage Participants, Reports, Resources, and User Management.

### 2.2.3 For Guests

Guests can only access the Reports component but not the Manage Participants and User Management functionalities. Guest accounts are as follows: the providers such as Edulynx etc.

## 3. Support and Maintenance

This section will discuss how Big Bang plans on supporting the CRISP website and registration system and maintenance plans.

### 3.1 Support Plans

Big Bang's support for the website will hold for 90 days after final installation. Support will include system maintenance and system corrections if necessary. If you find any bugs or glitches, we will be more than happy to repair them for you. However, we regret to inform you that once the system is implemented, we will no longer accept any request for additional features.

For contact information, please refer to the Section on Contact Us.

### 3.2 Maintenance Plans

Upon installation, Big Bang will be covering the corrective maintenance for CRISP for 90 days. Depending on the error(s) encountered, BPAP will be responsible for contacting the point person within Big Bang.

After the 90-day period, Big Bang will no longer be responsible for maintaining CRISP. CRISP is open for improvement and from this period on, Big Bang will turn over the project to the next group that will be working on CRISP's expansion.

### 3.3 Contact Us

If ever you have any questions or concerns, please feel free to contact us. As much as possible, please contact Joy Federico (Project Manager) first, the group's point person. If ever Joy is not available, feel free to contact any other member of the group. For concerns about the system code, contact RJ Cruz, Dayanara Simon or John Philip Peralta. Thank you!

Email Address	Contact Number	Name
joi_4real@yahoo.com	09064939966	<b>Joy Federico</b> (Project Manager)
rjncruz@gmail.com	09178316188	<b>RJ Cruz</b> (Development Team)
dayanarasimon@yahoo.com	09053633495	<b>Dayanara Simon</b> (Development Team)
jpaperalta@gmail.com	09159403688	<b>John Philip Peralta</b> (Development Team)