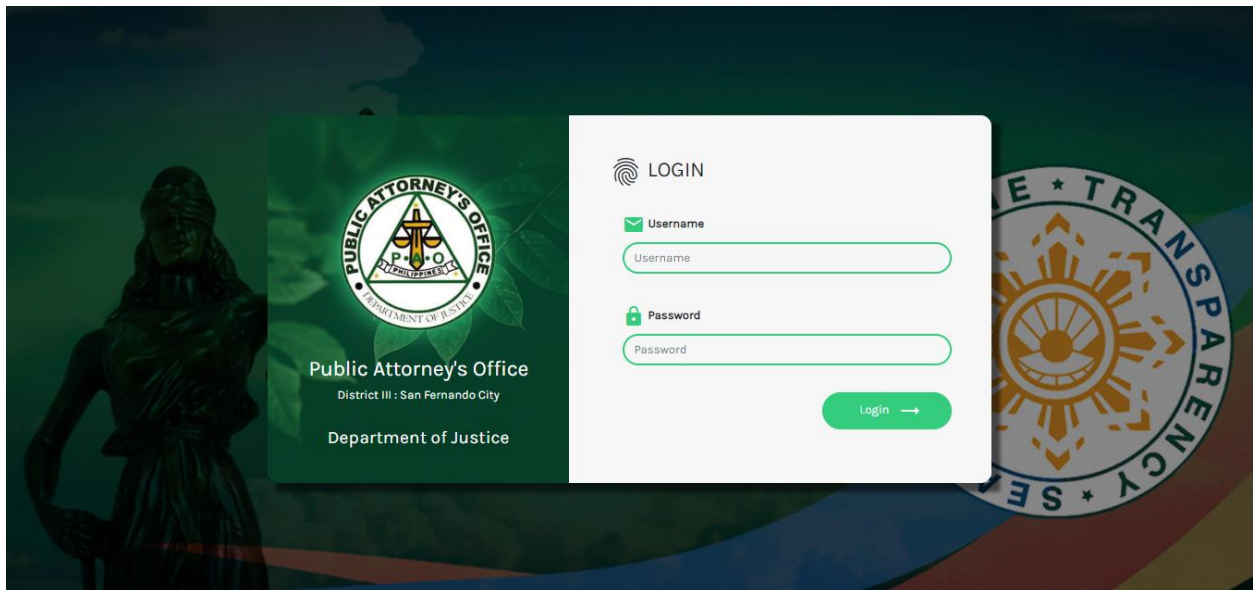User Manual: Staff

Table of Contents
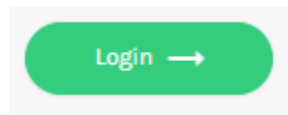
1. Home Page

1.1 Login Section

- This is the landing page of PAO system and click the login at the top to proceed.

1.2 Username and Password Forms

- Input username and password in this form to login in the system.

1.3 Login Button

- Click login button to proceed into client's page.

2. Interview Form

2.1 Step 1

- In step 1 the client will ask all the given fields with the client like they will assign lawyers and choose the nature of request the client needed.

1.1.1 Nature of Request

- If Representation in Court/Quasi-Judicial Bodies is chosen there will be another field to be shown and fill up to become a case. This is the only nature which can be a case in the system.

1.1.2 Nature of the Case

- This is the Nature of the Case in which the client will choose on what kind nature of case he/she belong.
- After choosing it will specify in the textbox what kind of case he/she belong.

2.2 Step 2

- In step 2 the staff will fill up all the client's personal information.
- In this figure the staff chosen the defendant side.

Client's Personal Circumtances

2.2.1 Representative

- The staff will fill up all the client's personal information also and if the staff choose the representative it will show the form of personal circumstances to be fill up.

2.3 Step 3

- In step 3 the staff will fill up the client's classification and case involvement.

2.3.1 Complainant/Victim Radio Button

- Law's will be display once the staff have chosen the Complainant/Victim button.

2.3.2 Client's Classification

- If the OFW checkbox was chose, it will display if land-based or sea-based.

2.4 Step 4

- In step 4 the staff will also fill up the adverse party and choose on the given option as well as the fact of the case.

2.5 Step 5

- This is the last step to fill up by the staff and it contains cause of action/nature of offense, if pending in court, other related pending/concluded case(s), and lastly the proof of indigency.

- In VI. Pending in Court, once the radio button chosen it will enable the fields to be fill up.

2.5.1 Proof of Indigency

- If the staff choose no, it will display all the proof of indigency.

2.6 Step 6

- Click submit form button to submit the interview form, click previous if the staff want's to edit other data and click cancel to abort.

2. Clients

2.1 List of Client's

- This will show the list of registered client's and display the information that gathered in interview form.
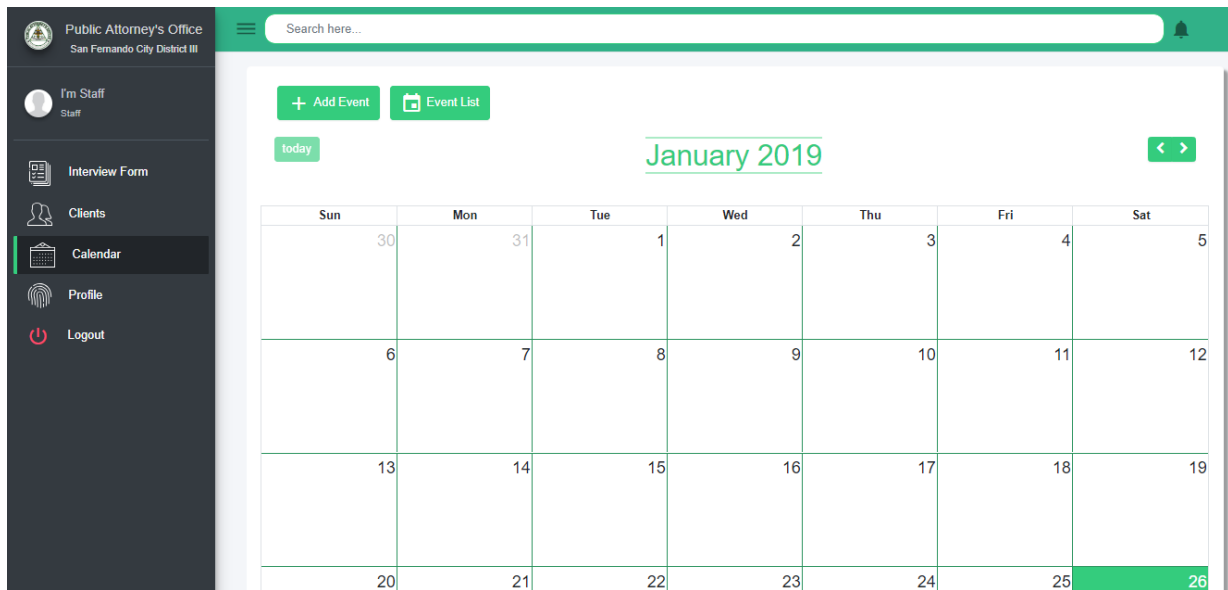

2.2 Order by Button

- This order by button will show different headings and if it is selected the client's or data will be sort accordingly.

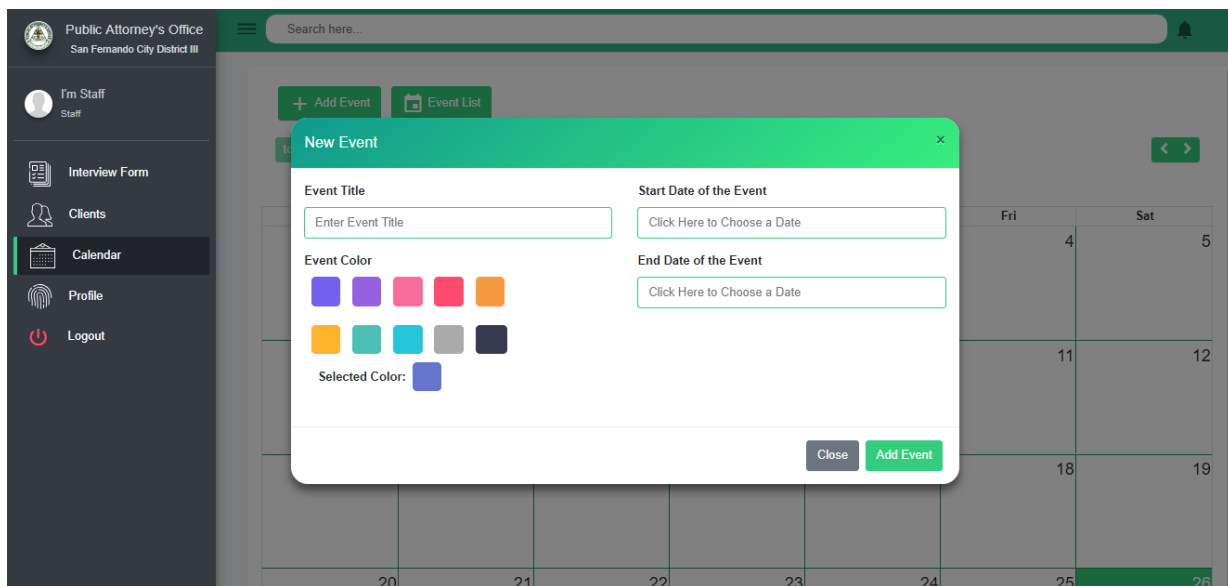**2.3** View Form

- This will show all the inputted data and it can be editable accordingly.
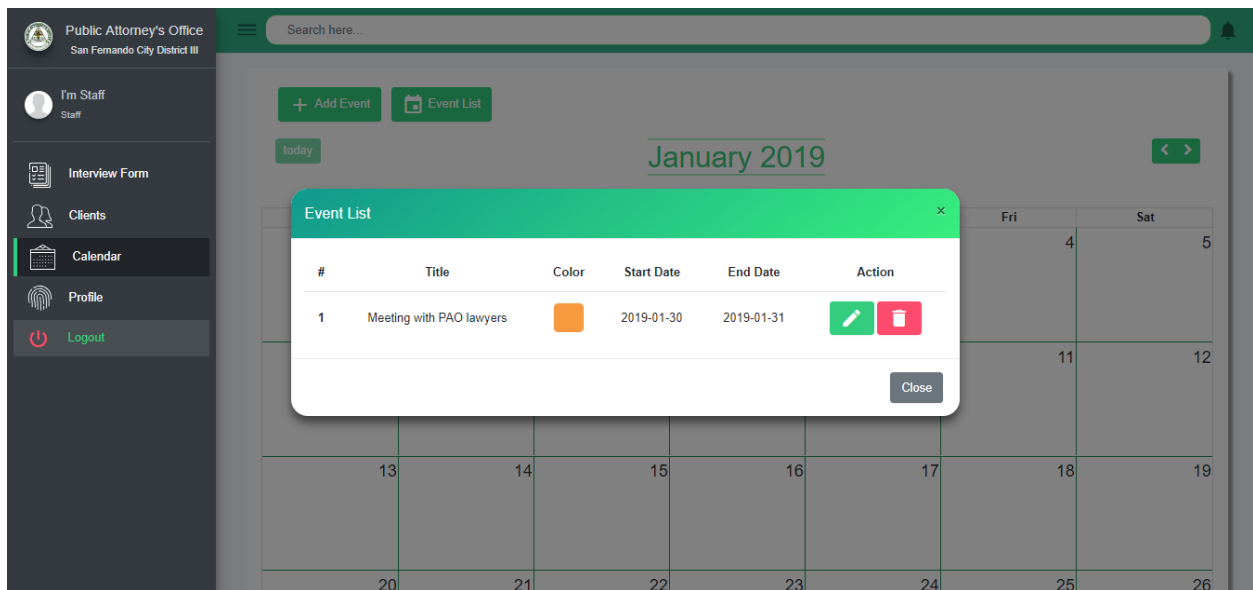
3. Calendar

- This calendar page will show the date and it can add event and view the event list as a whole.
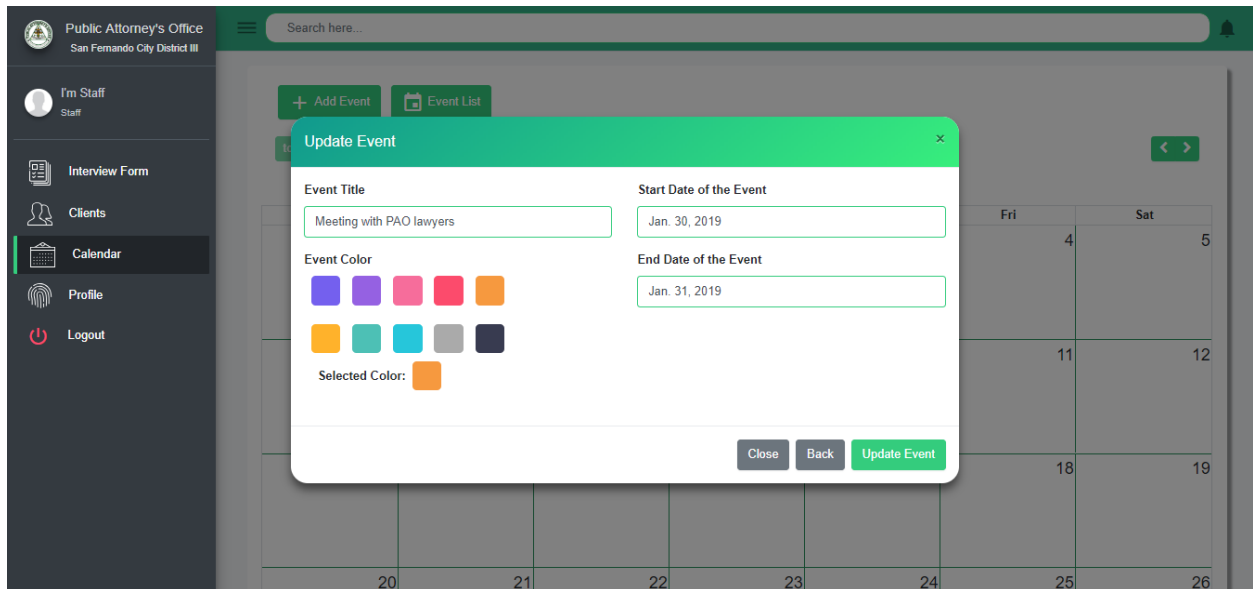

4.1 Add Event Button

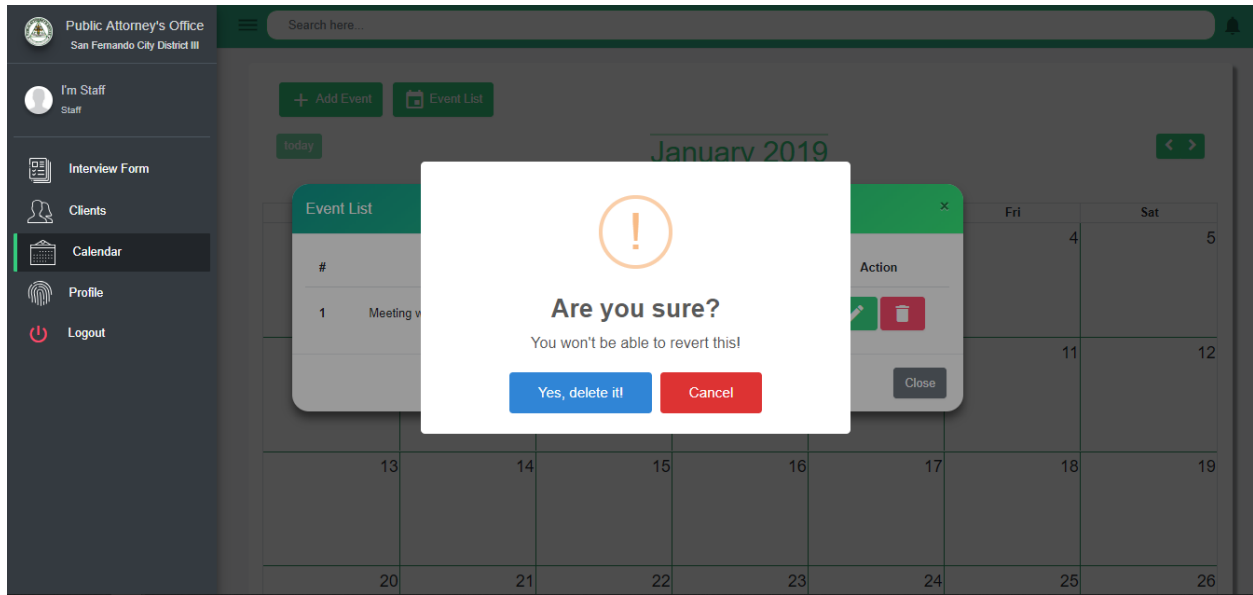- The staff can add event with title, color to use in the calendar, start and end date of the event.

4.2 Event List

- This will display all the specified event that were created.

4.2.1 Edit Event

- This will allow the staff to edit the event data.

4.2.1 Delete Event

- This will allow the staff to delete the event.

4. Profile

4.1 Settings

- This is the profile page of the staff where he/she can see the audit trails in activity and the setting to edit his/her information.
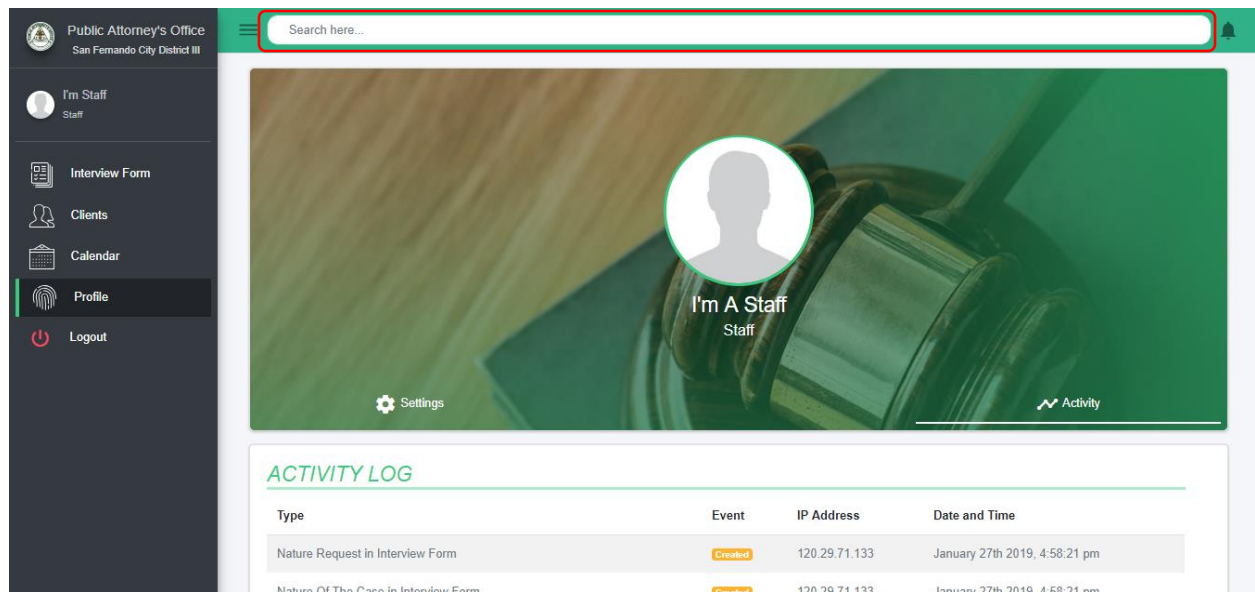

4.2 Activity/Audit

- This is the audit or activity log of the staff which he/she will determine every action made in the system.

5. Search Bar

- The staff can search clients or based on the keyword he/she inputted.

6. Logout Button

Click this button to logout/exit.