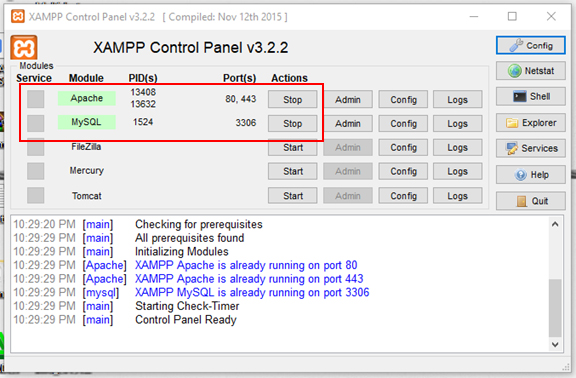
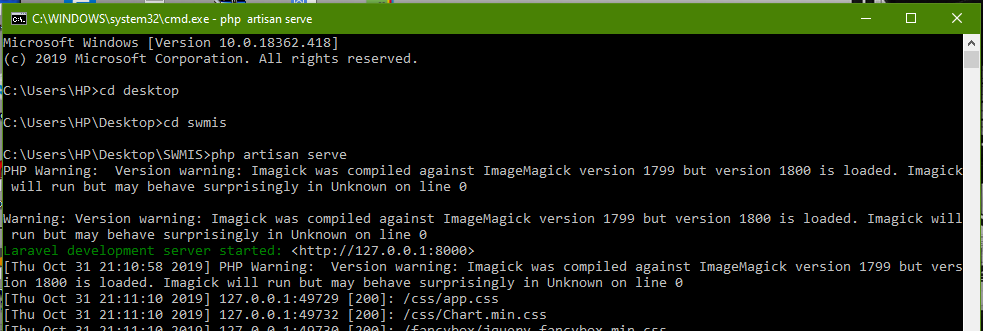
**USER’S MANUAL**

**SYSTEM STARTUP**

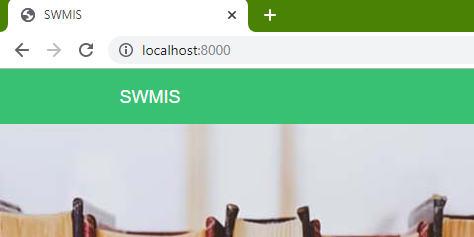
1. First step is open the xampp control panel and then start the Apache and MySQL buttons.



1. Second step is open the command prompt (cmd) and locate on the directory where your folder file is saved, input the folder file name then input the Laravel command “php artisan serve”.

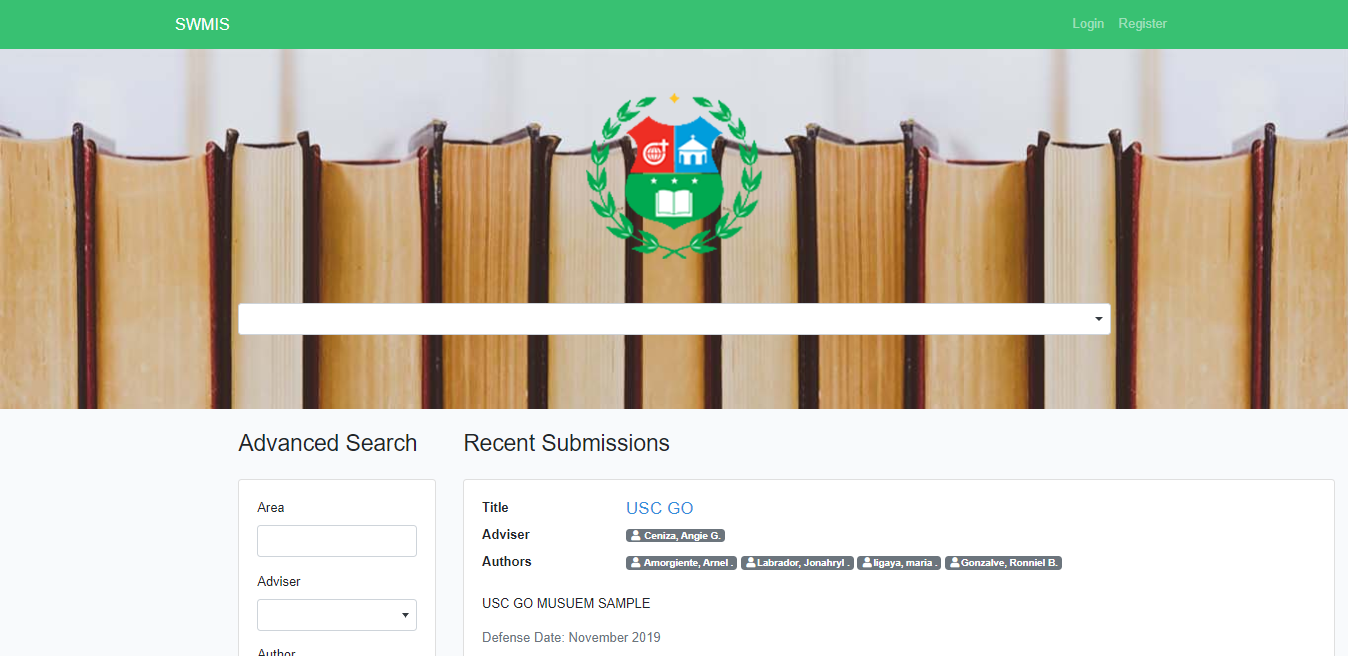


1. Lastly, go to your browser and input on the URL the localhost address which is localhost:8000.

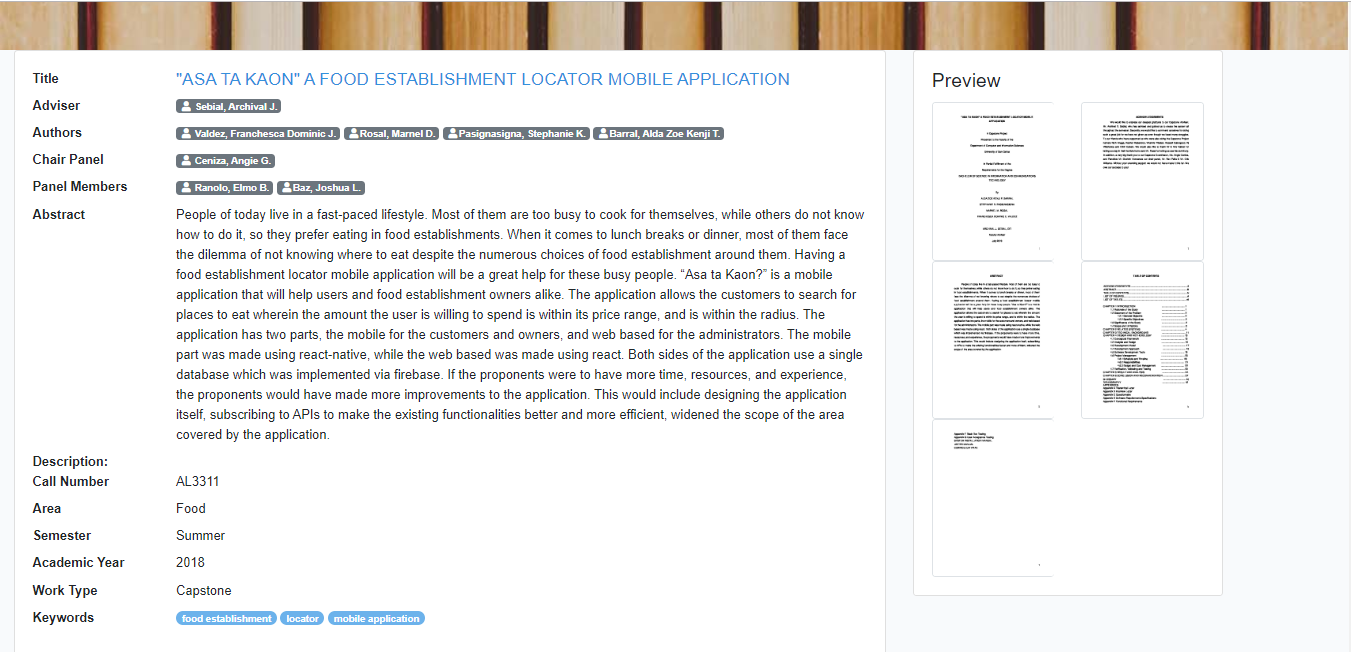


**GUEST**

1. Homepage/ System’s Landing Page - you can view, and search all submitted student’s project works
2. Advance Search & Title Search– you can filter search specific project work by its title, area, adviser, author and keywords.

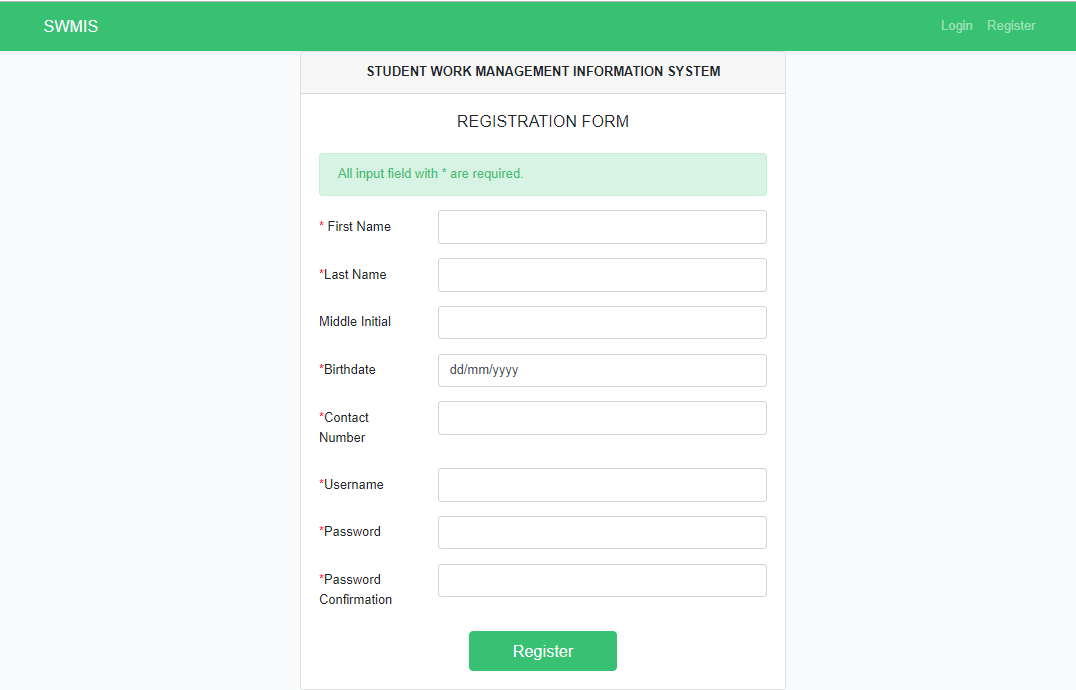


1. View Project Work – you can view the specific project work by clicking the project title from the homepage
2. Preview Document – you can preview the thumbnail of the first five pages of the project work document

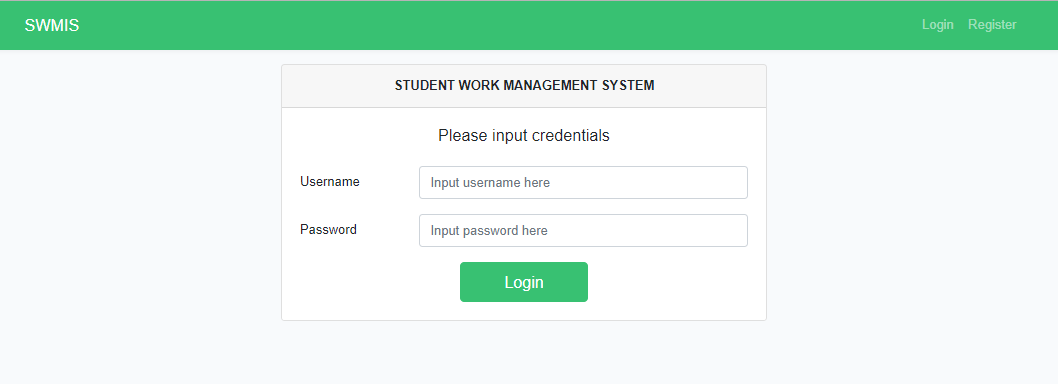


**STUDENT**

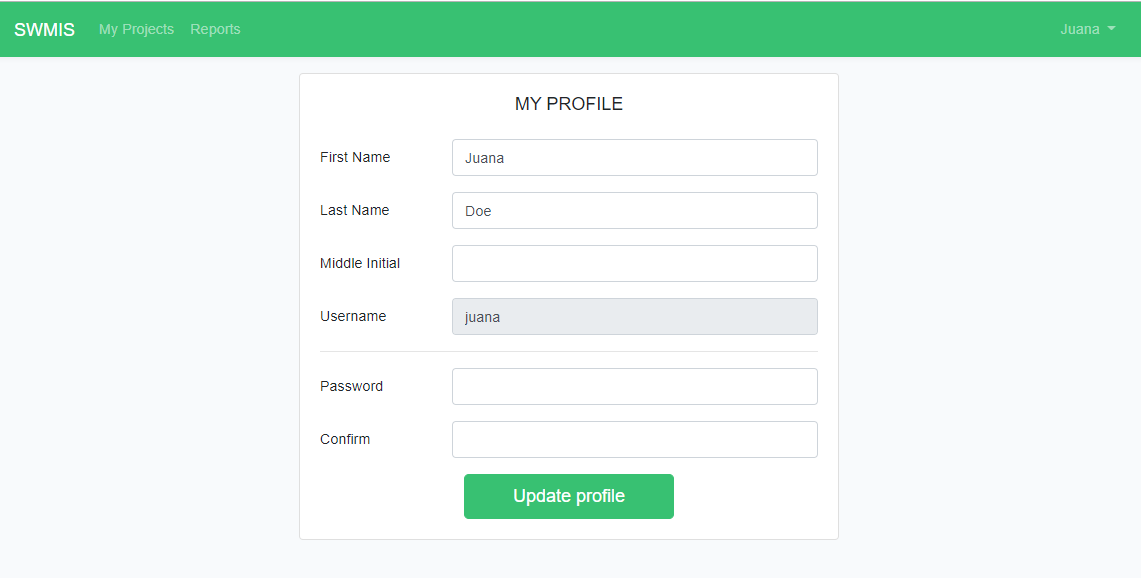
1. Registration – you can create your own account by inputting the required credentials through the registration form



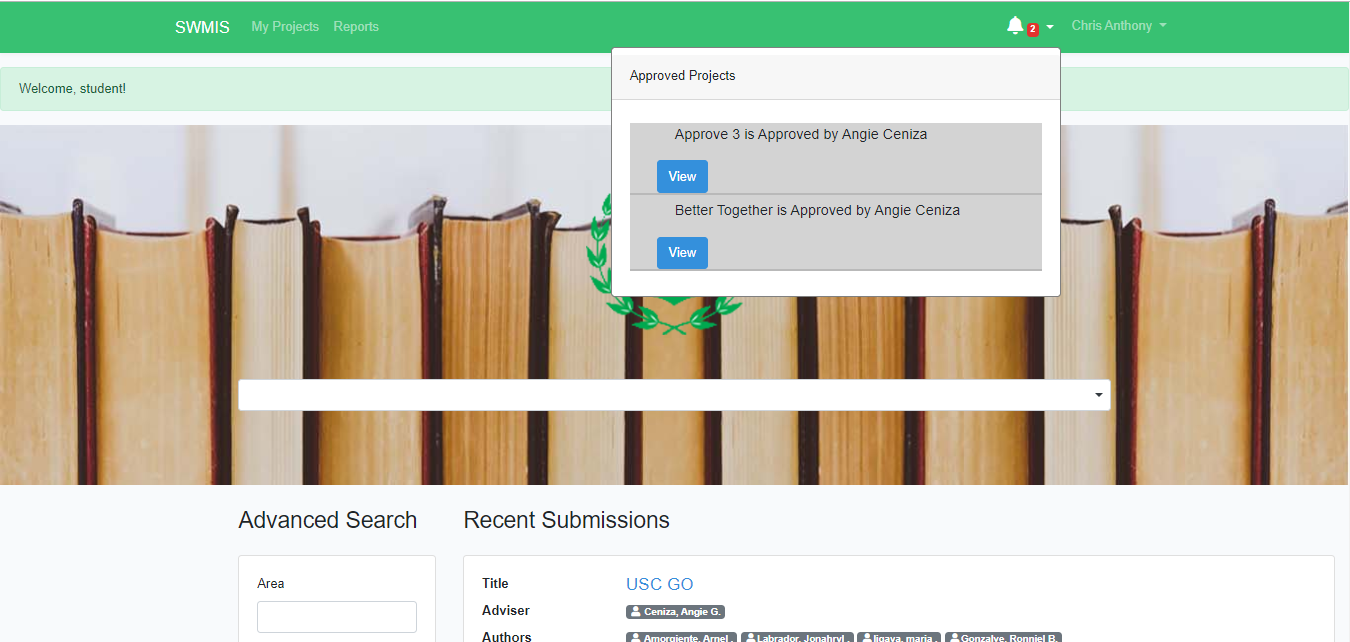
1. Login Form – you can then input your username and password to the login form



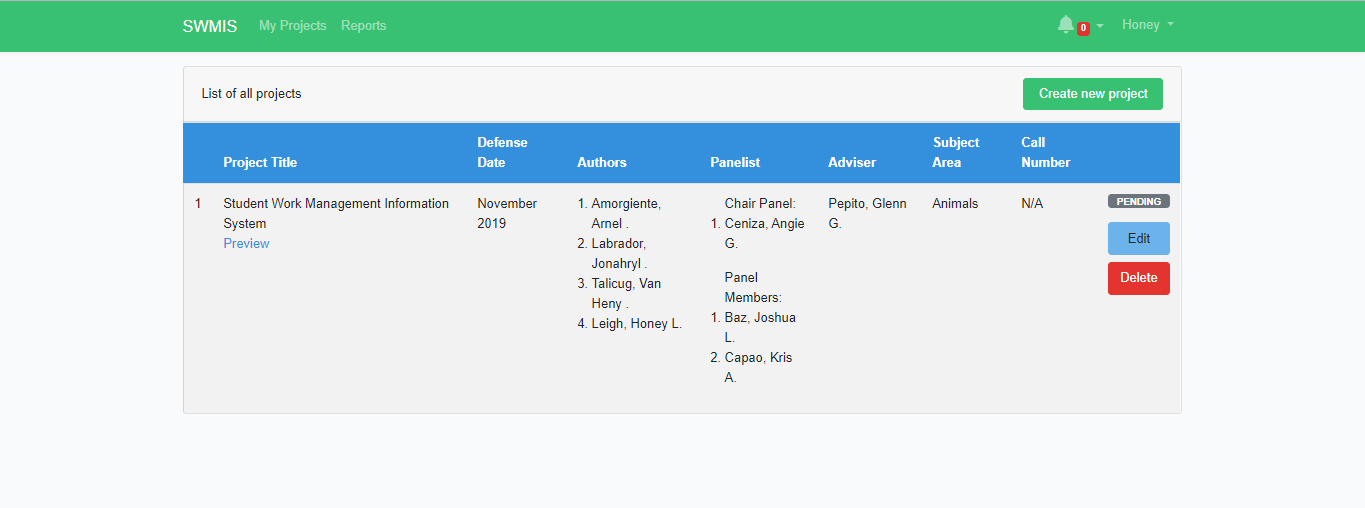
1. My Profile – you can manage your account by updating your credentials



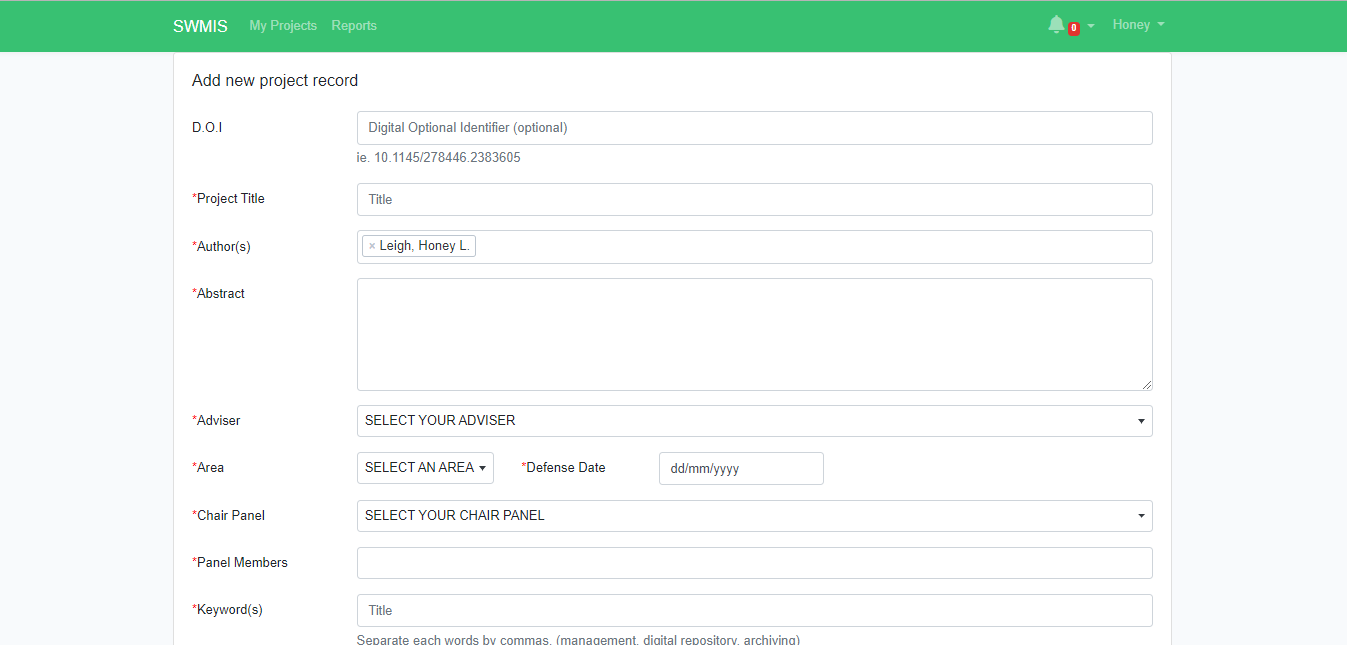
1. Homepage/ Student’s Landing page – you can view and search the recent submissions of the student’s project works and navigate the dashboard on the header.
2. Notification – you can be notified whenever your adviser has already approved your submitted project work. You can also click and view the project work that has been approved.



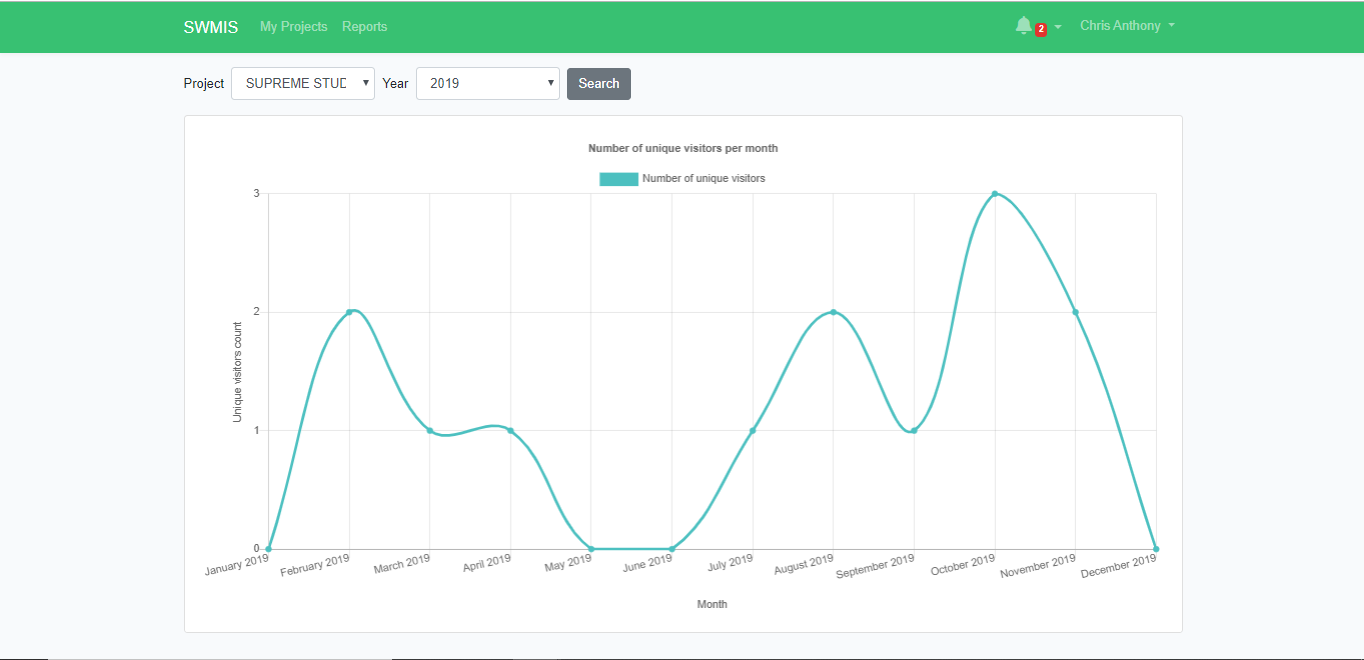
1. List of all projects – you can view the list of project works that you have created and check its status. You can also create and edit all the submitted projects.



1. Add new project record form – you can create new project work by inputting the bibliographical information of the projects to the input field

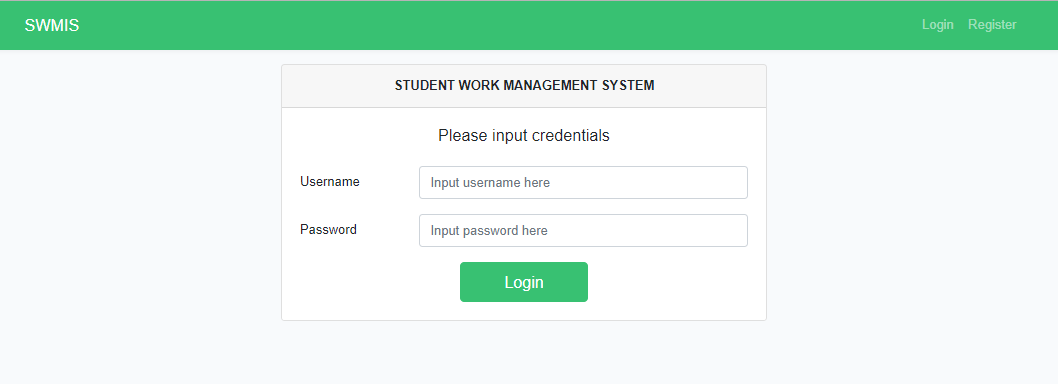


1. Reports – you can view the graph of the total number of visitors who viewed your submitted project per month.

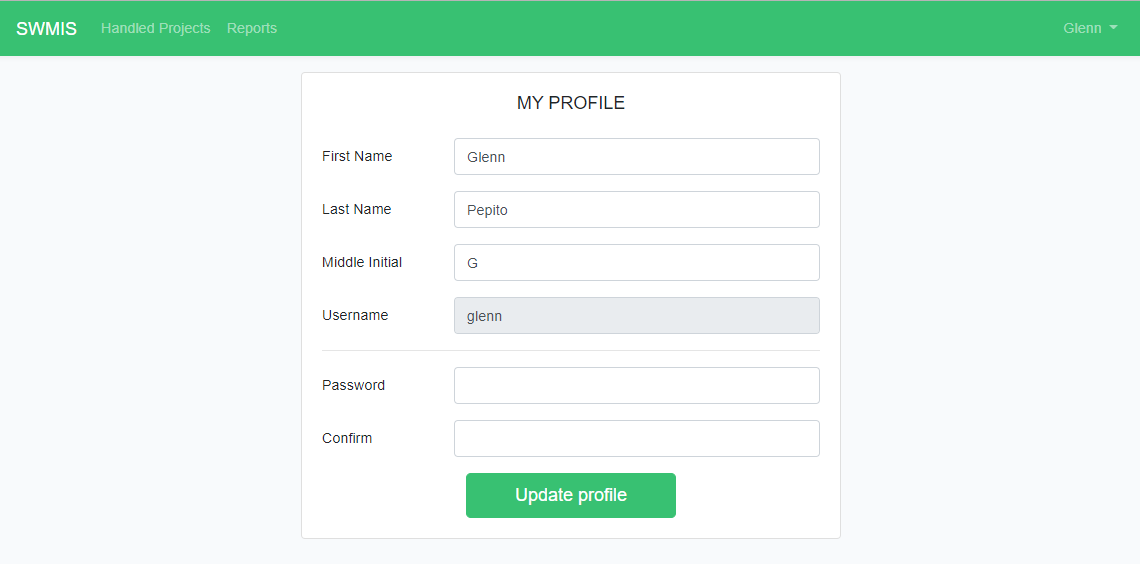


**ADVISER**

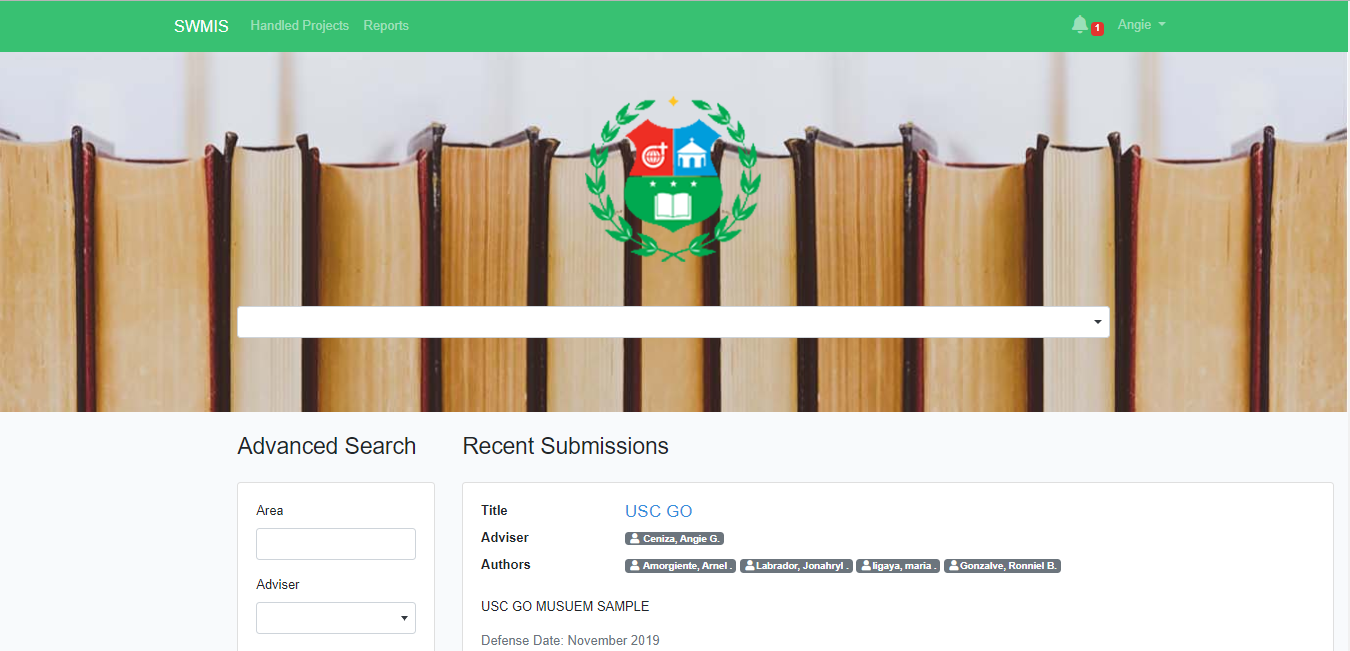
1. Login – enter login credentials (username: adviser’s name in lowercase, default password: usc2018!\*).



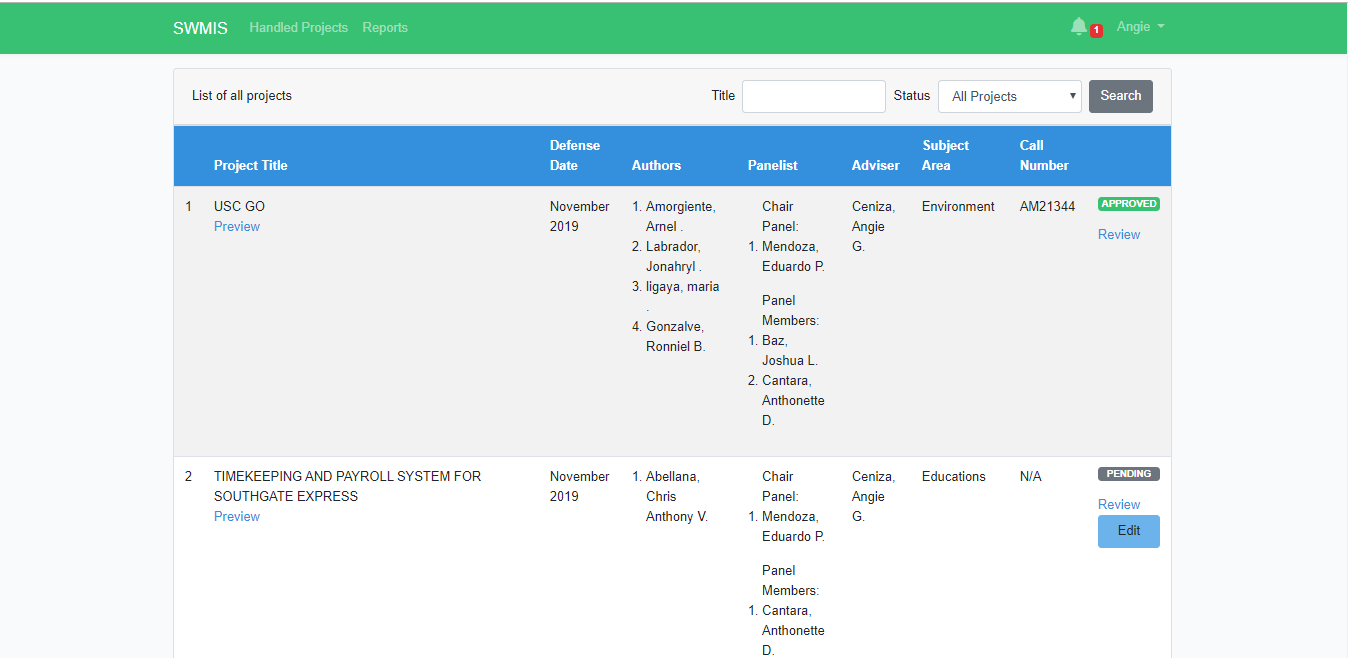
1. My Profile – you can manage your account by updating your credentials



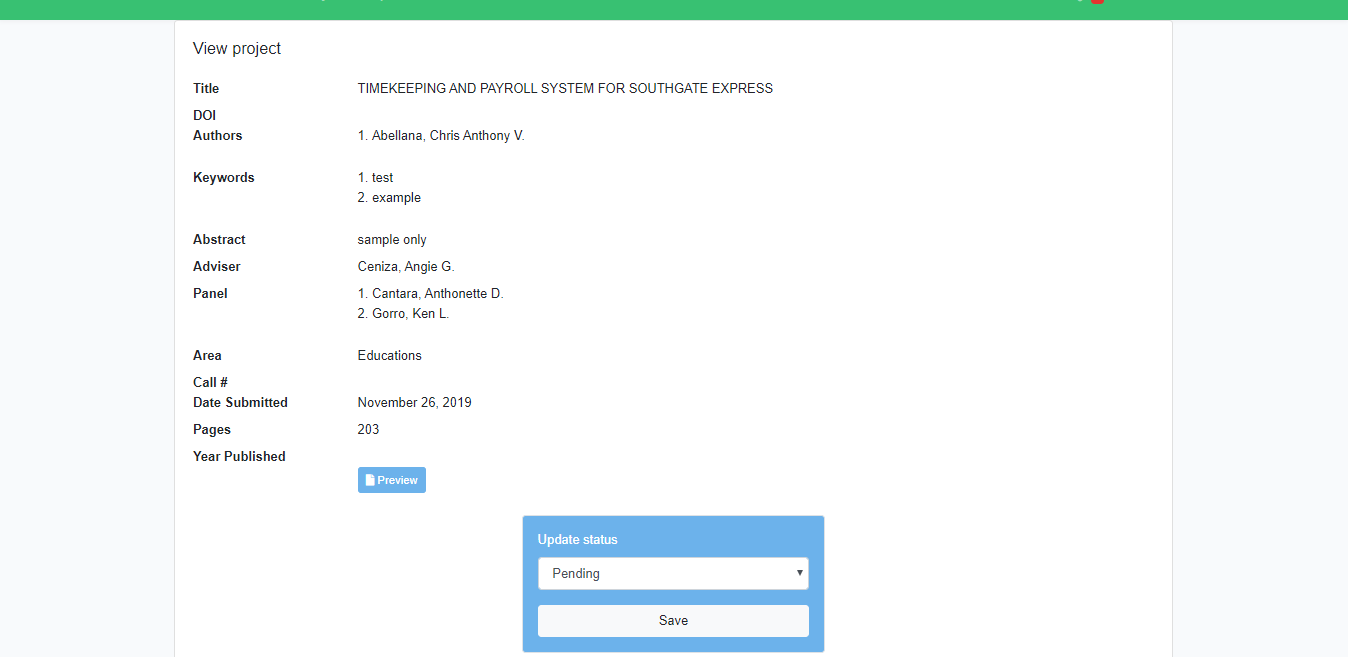
1. Homepage/ Adviser’s Landing page – you can view and search the recent submissions of the student’s project works and navigate the dashboard on the header.
2. Notification – you can be notified when there is a new submitted project work from your advisees that needs to be checked and approved.



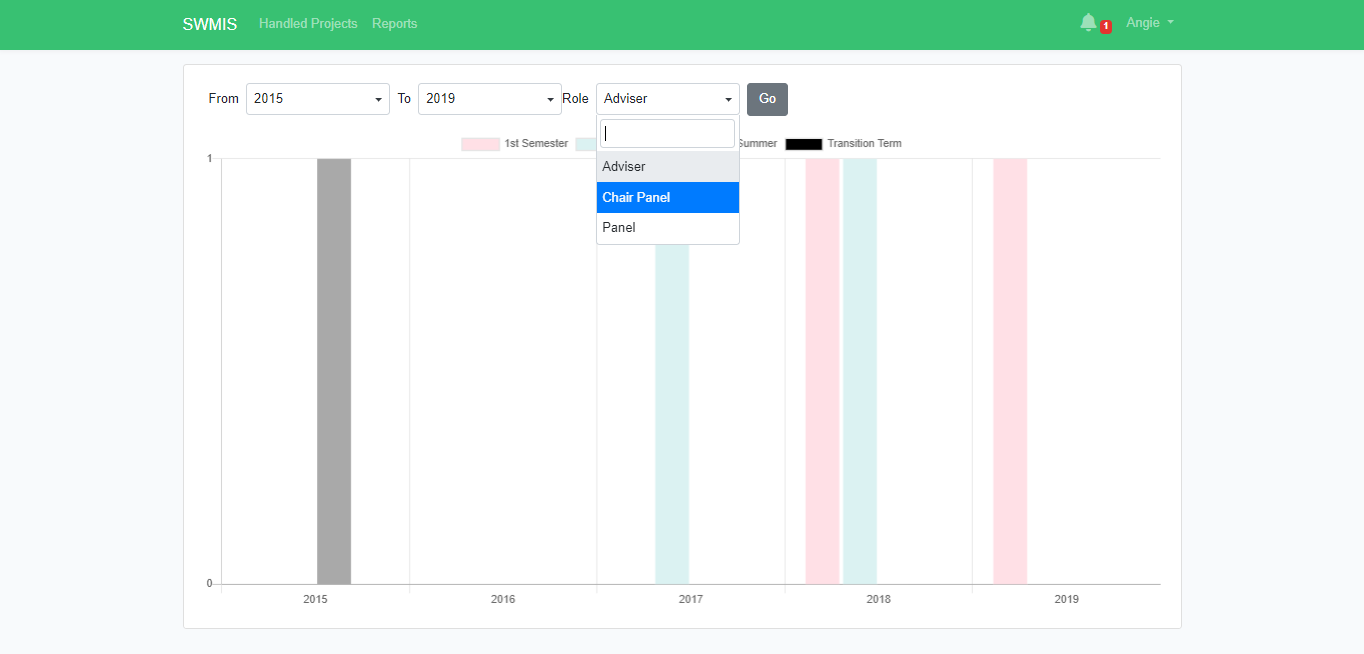
1. List of all projects – you can view the list of all submitted project works from your advisee and its status (pending or approved). You can also search the specific project title, create, edit and review all the submitted projects



1. View projects – you can review the submitted project works, view its status (pending or approved), check and verify its bibliographical information, preview the pdf document and lastly, approved the project work.



1. Reports – you can view the graph of the total number of your advised, chair paneled, and panel member project works per academic year and semester.

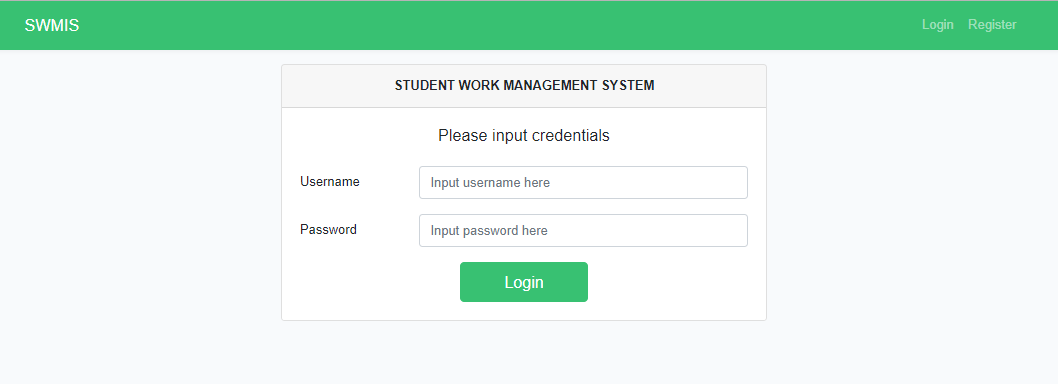


1. Reports table – you can click the graph and preview the project work reports table list under a specific bar per academic year and semester.
2. Print – you can print the reports table list by clicking print button and download the pdf file of the reports.

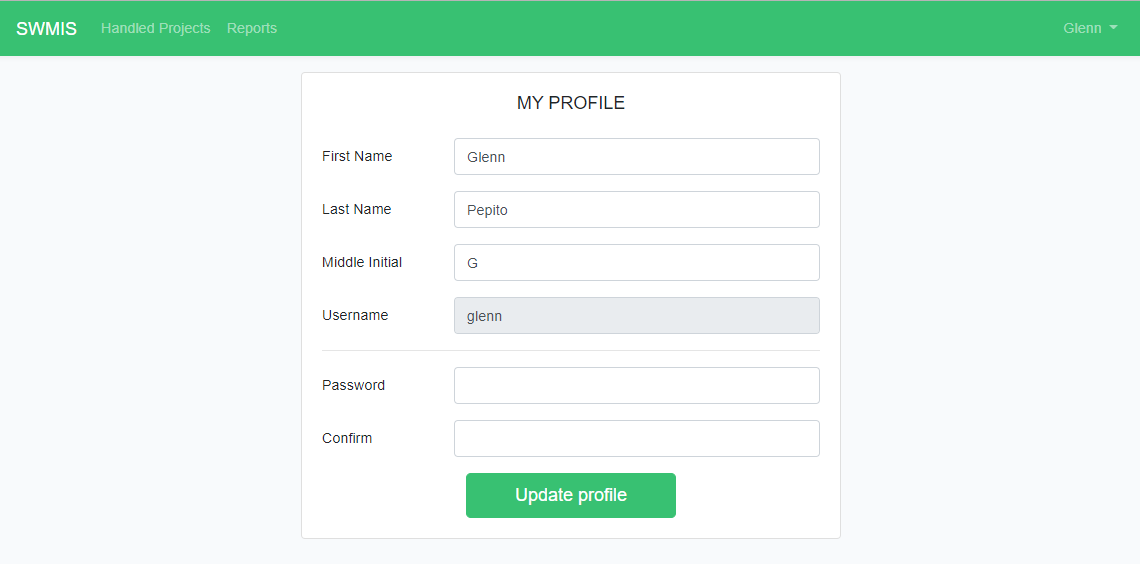


**FACULTY**

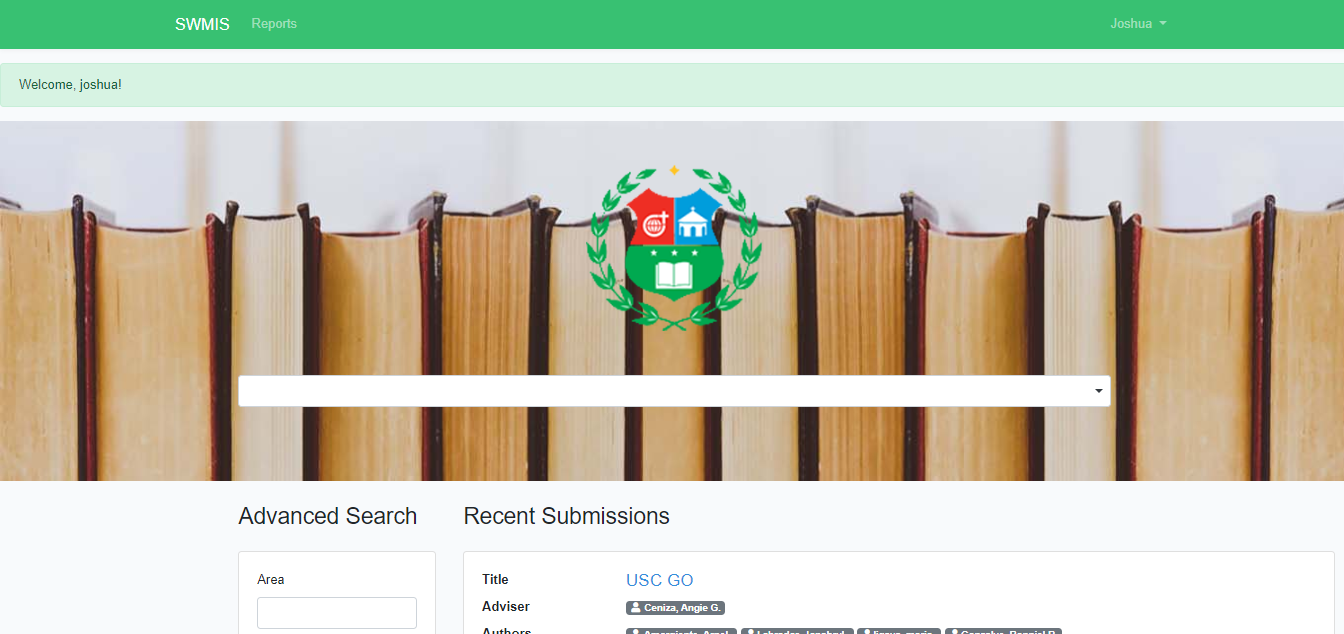
1. Login – enter login credentials (username: teacher’s name in lowercase, default password: usc2018!\*).



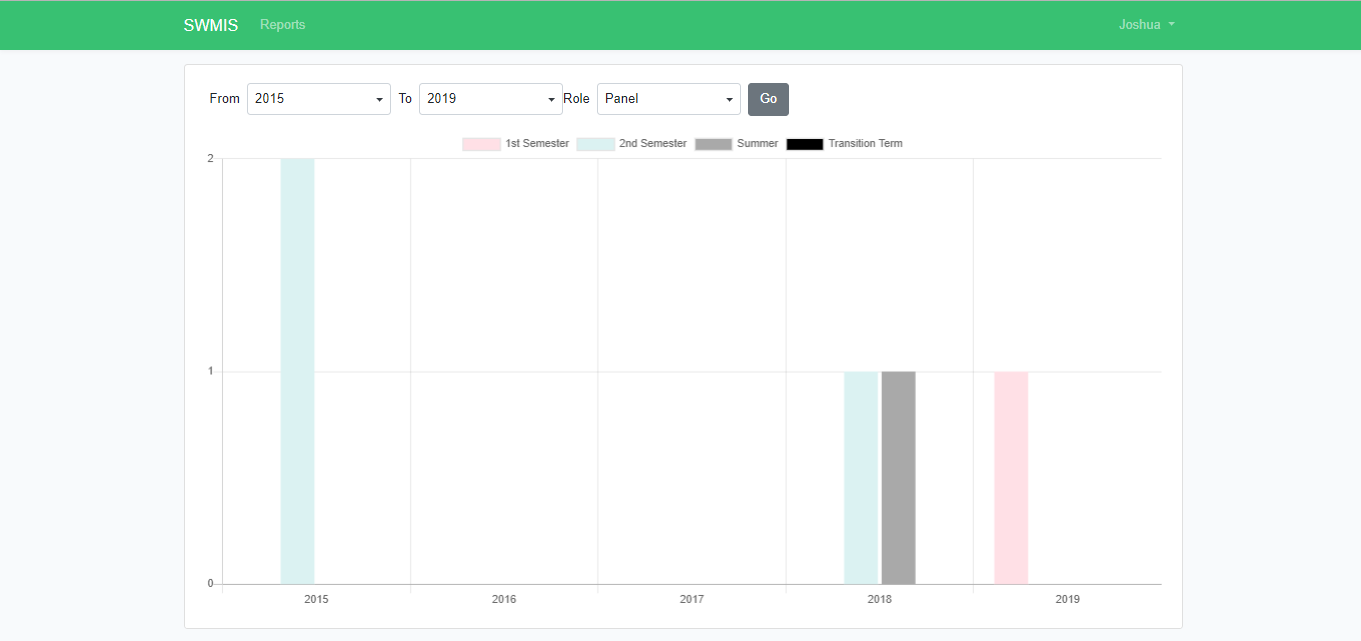
1. My Profile – you can manage your account by updating your credentials



1. Homepage/ Teacher’s Landing page – you can view and search the recent submissions of the student’s project works and navigate the dashboard on the header.



1. Report – you can view the graph of the total number of your panel member project works per academic year and semester.

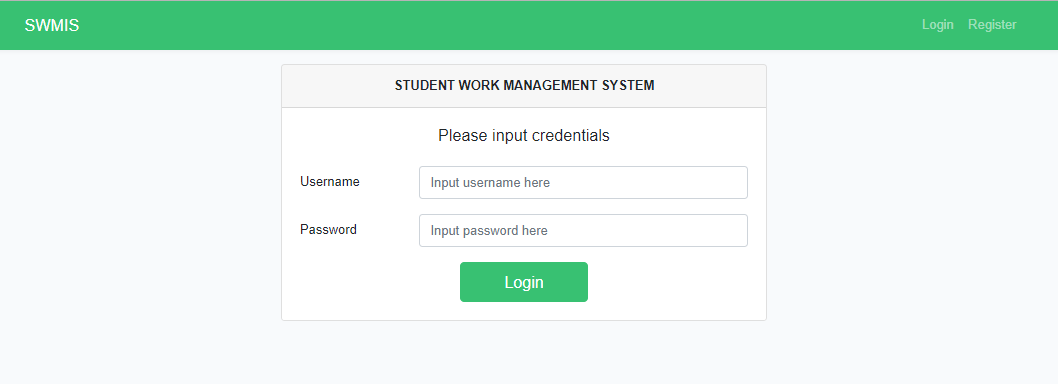


1. Reports table – you can click the graph and preview the project work reports table list under a specific bar per academic year and semester.
2. Print – you can print the reports table list by clicking print button and download the pdf file of the reports.

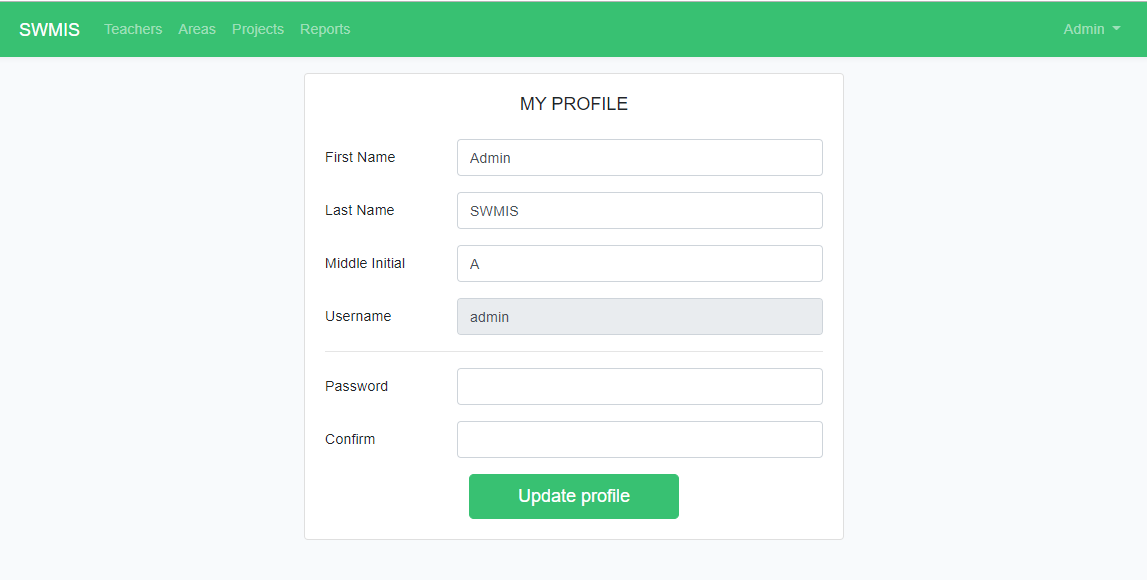


**ADMIN**

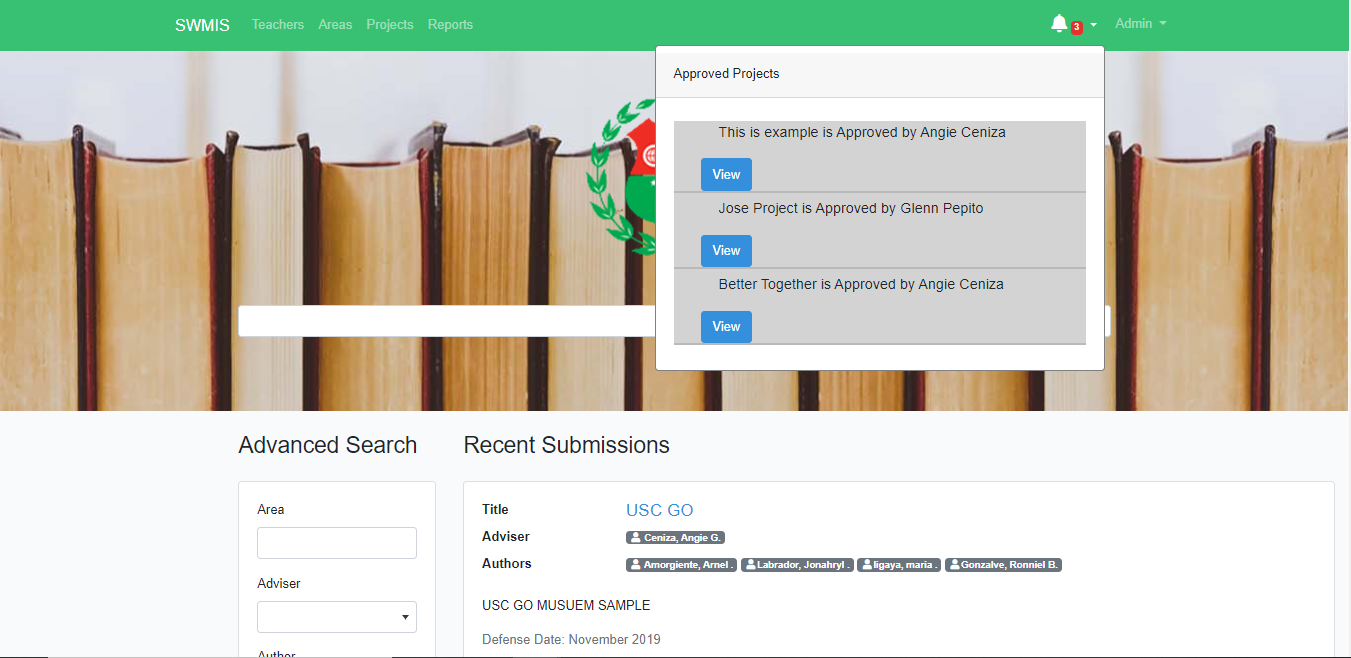
1. Login – enter login credentials (username: admin, default password: admin).



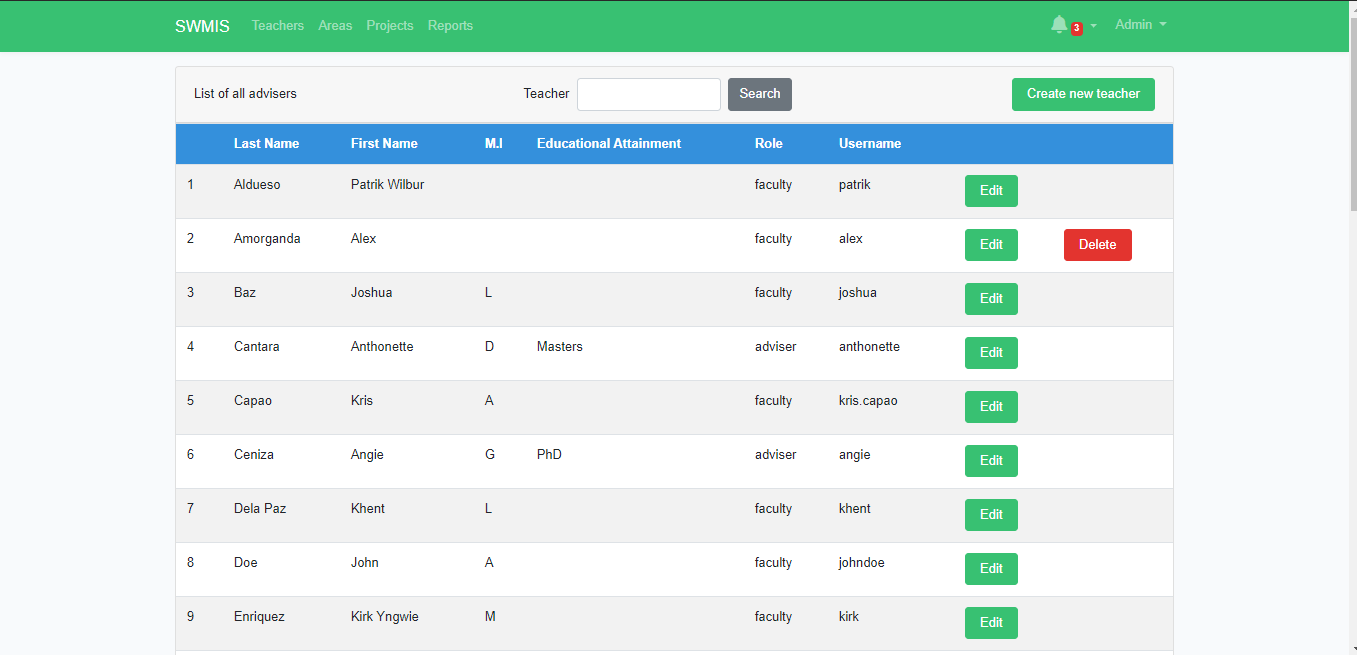
1. My Profile – you can manage your account by updating your credentials



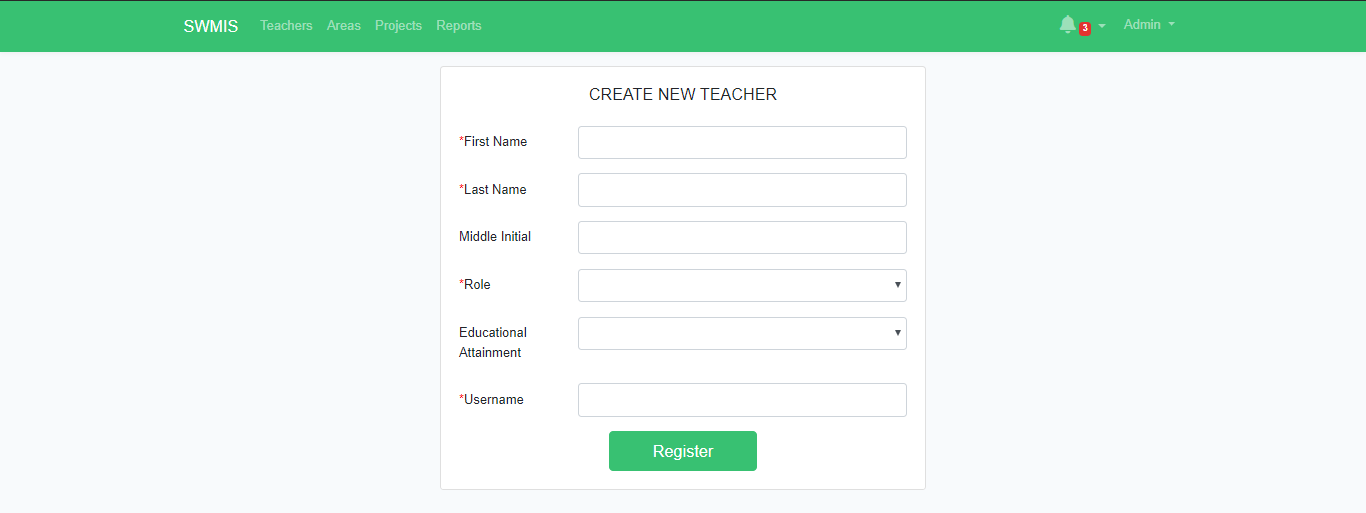
1. Homepage/ Admin’s Landing page – you can view and search the recent submissions of the student’s project works and navigate the dashboard on the header.
2. Notification - you can be notified when there is a new project work that has been approved and you can also view the specific project and input the it’s call number.



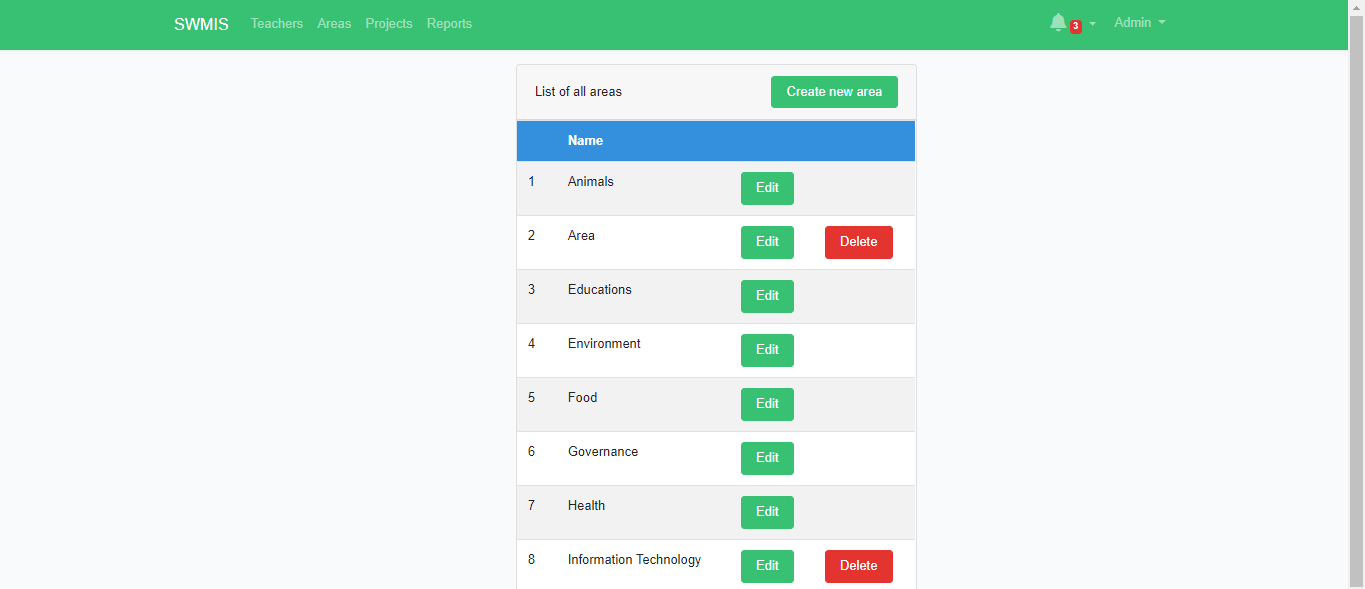
1. List of all advisers – you can search and view the list of all teachers account. You can also create, edit and delete its account.



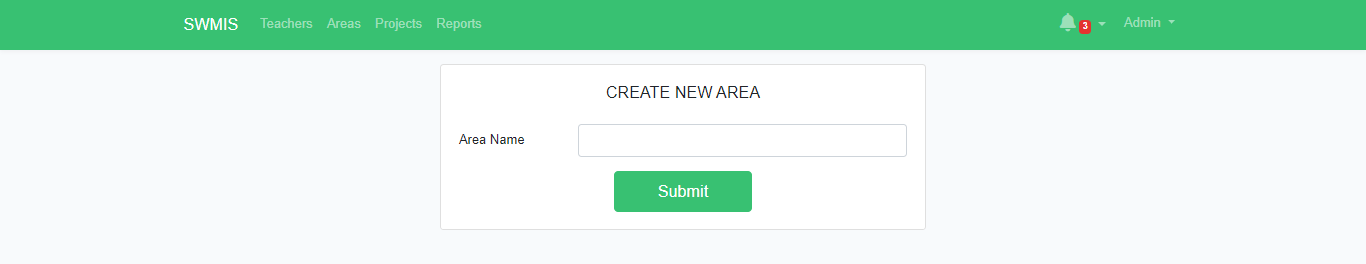
1. Create new teacher form - you can create new account of the teacher by inputting all the required input field and choose its role it the teacher is an adviser or faculty.



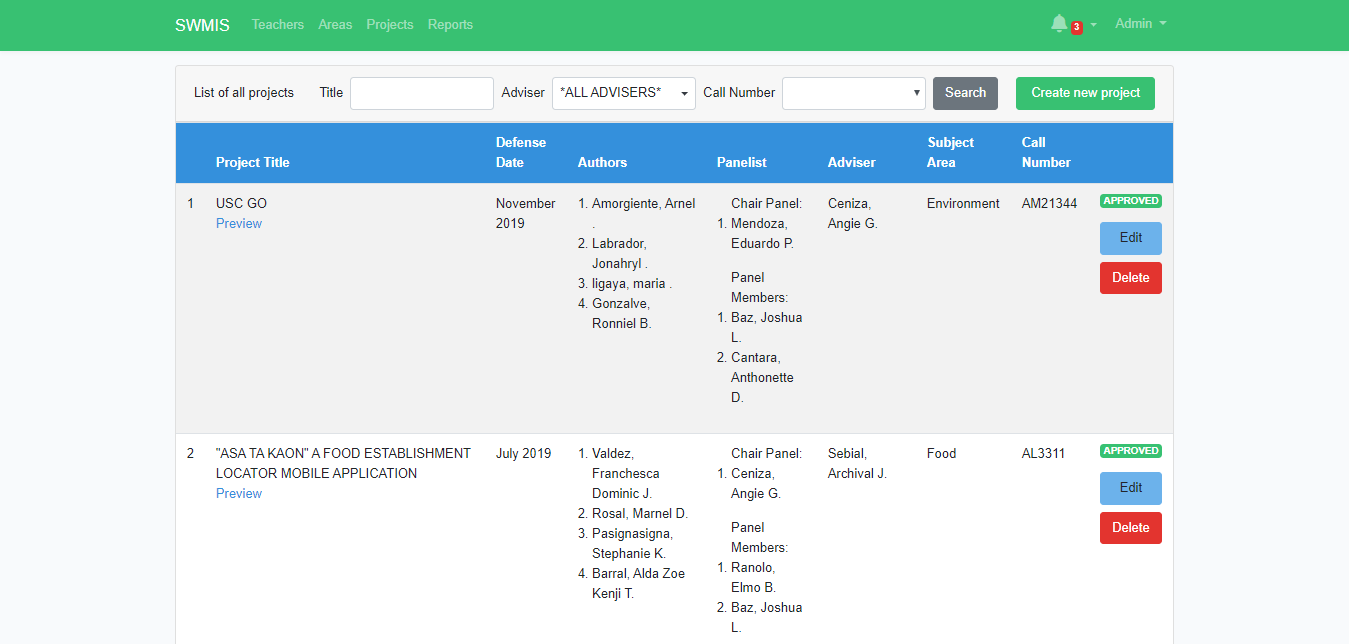
1. List of all areas – you can view the list of all area’s and create, edit and delete its information,



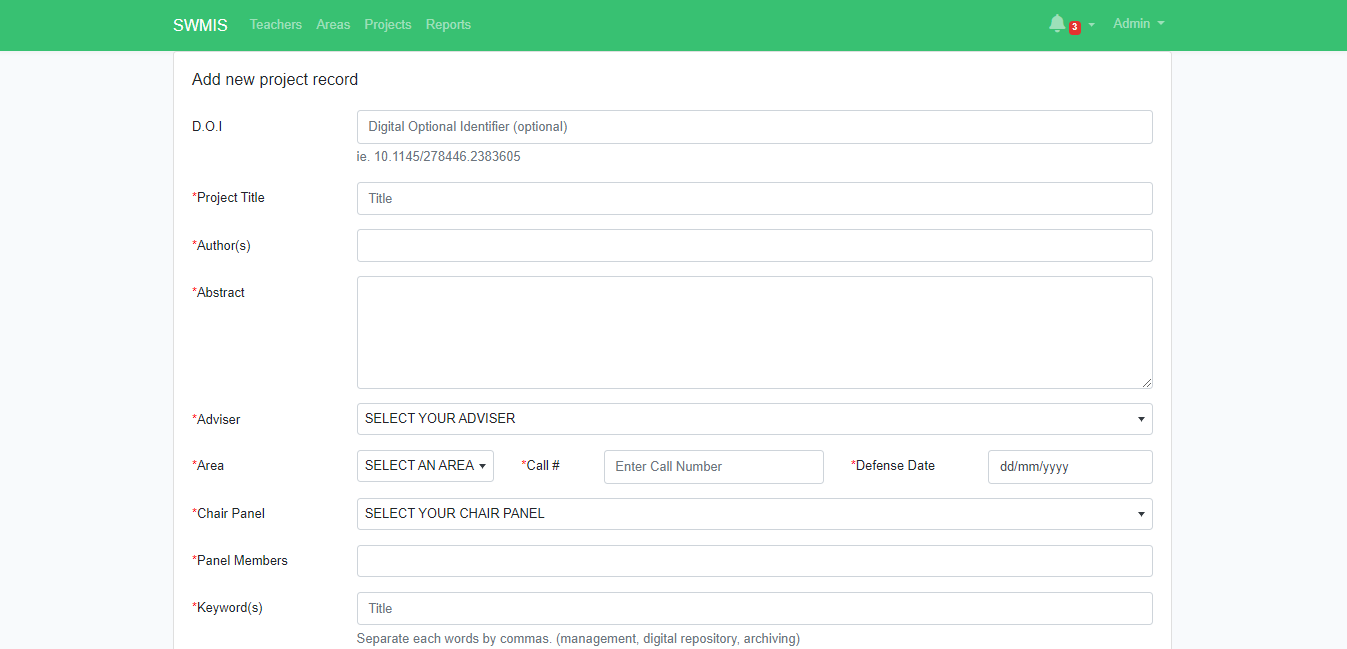
1. Create New Area Form - you can create new area by inputting on the field form and click register



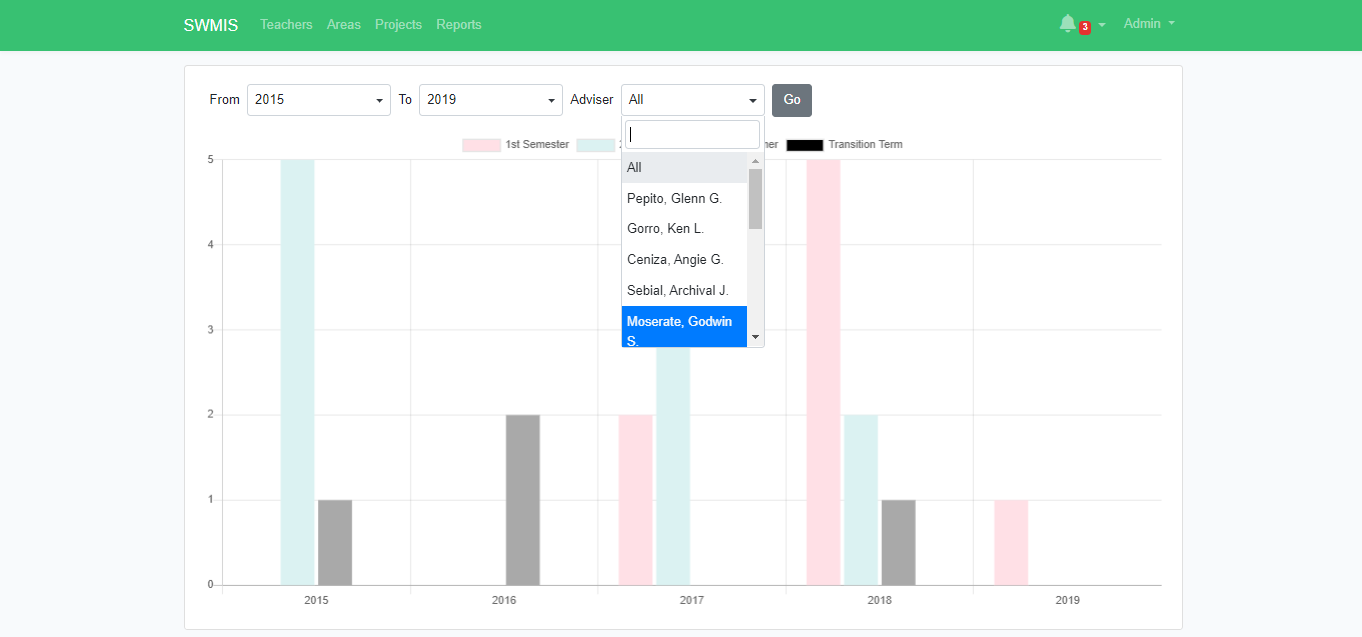
1. List of all projects – you can view the list of all approved project works and its status, search specific project title and you can also create, edit and delete all the approved submitted projects. You can also filter it by advisers and project works that has and don’t have call number.



1. Add new project record form – you can create new project work by inputting the bibliographical information of the projects to the input field



1. Reports – you can view the graph of the total number of your project works approved by the advisers per academic year and semester and filter show from all advisers and specific adviser.



1. Reports table – you can click the graph and preview the project work reports table list under a specific bar per academic year and semester.
2. Print – you can print the reports table list by clicking print button and download the pdf file of the reports.

