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	PROCEDURES MANUAL	REVISION NUMBER	2
		PAGE NUMBER	1 of 5
SECTION	PRODUCT REALIZATION	EFFECTIVITY DATE	01 July 2023
SUBJECT	Science & Technology Research-Based Openly-Operated KioskS (STARBOOKS) Usage and Monitoring		

1.0 OBJECTIVE

To provide a step-by-step procedure in the usage of STARBOOKS deployed in DOST-IX, recipient-schools, and other institutions in Zamboanga Peninsula.

2.0 SCOPE

This procedure covers all activities involving the usage and monitoring of the STARBOOKS system deployed in Region IX including the risks and opportunities associated with the process.

3.0 ACCESS

This procedures manual is uploaded to the DOST IX Document Management System and accessible to all DOST IX personnel. The original copy of this document is managed by the DOST IX's document custodian.

4.0 DEFINITIONS

STARBOOKS-	Science & Technology Research-Based Openly-Operated KioskS
User log -	A record of computer activity used for statistical purposes as well as backup and recovery.
Zip file -	A file that contains one or more files that have been compressed into the ZIP format.

5.0 RECORDS

- STARBOOKS registration log.

6.0 REFERENCE

6.1 STARBOOKS



<http://www.stii.dost.gov.ph>; and <http://www.starbooks.ph>

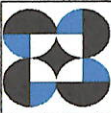
6.2 User log

<http://www.pcmag.com>

6.3 Zip File

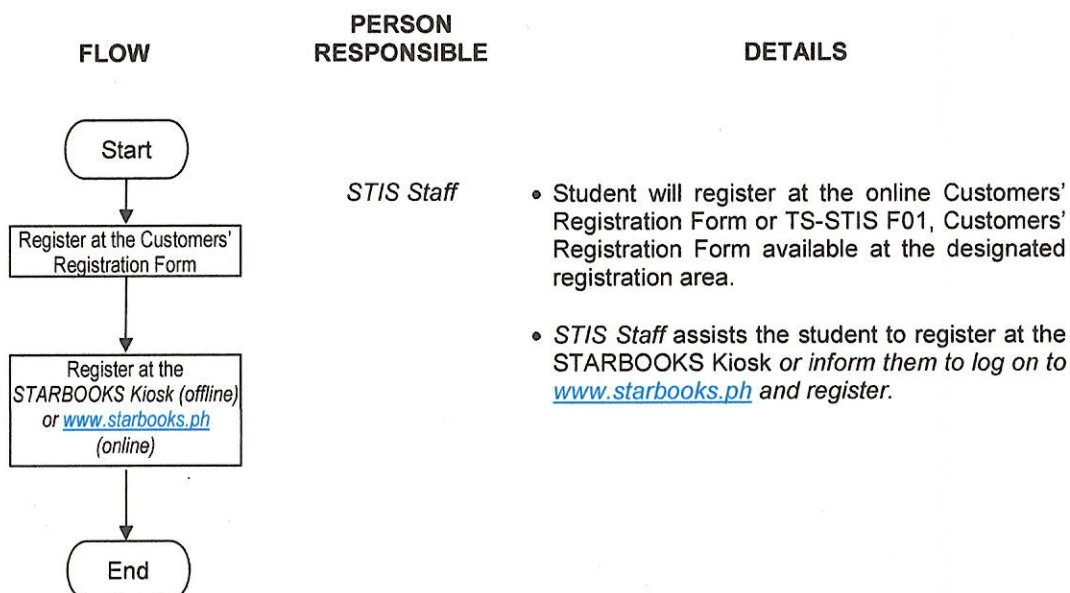
<http://www.pcmag.com>



Prepared by:	Approved by:
	
Unit Manager, S&T Information Services	Quality Management Representative

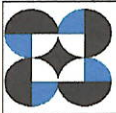
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7.0 PROCEDURE

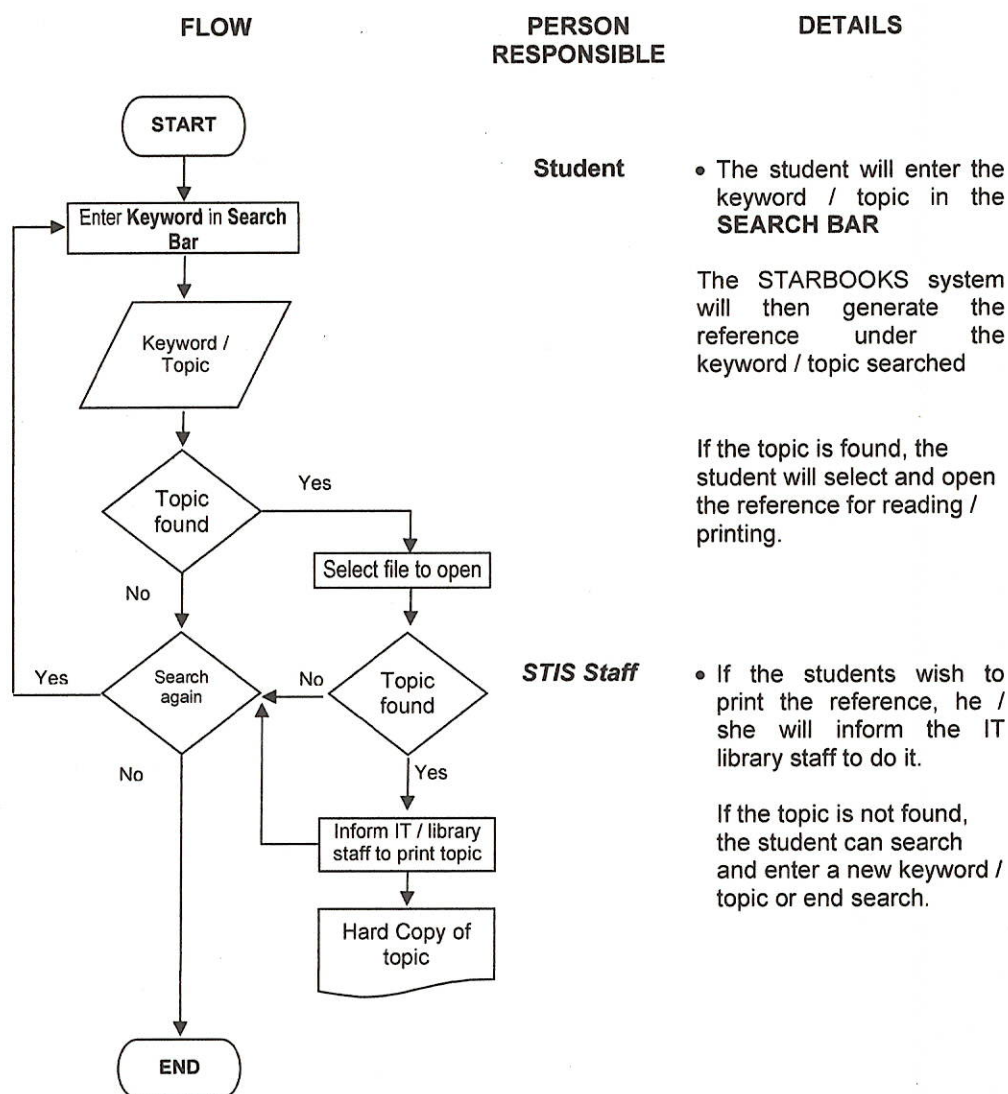
7.1 Student's Registration






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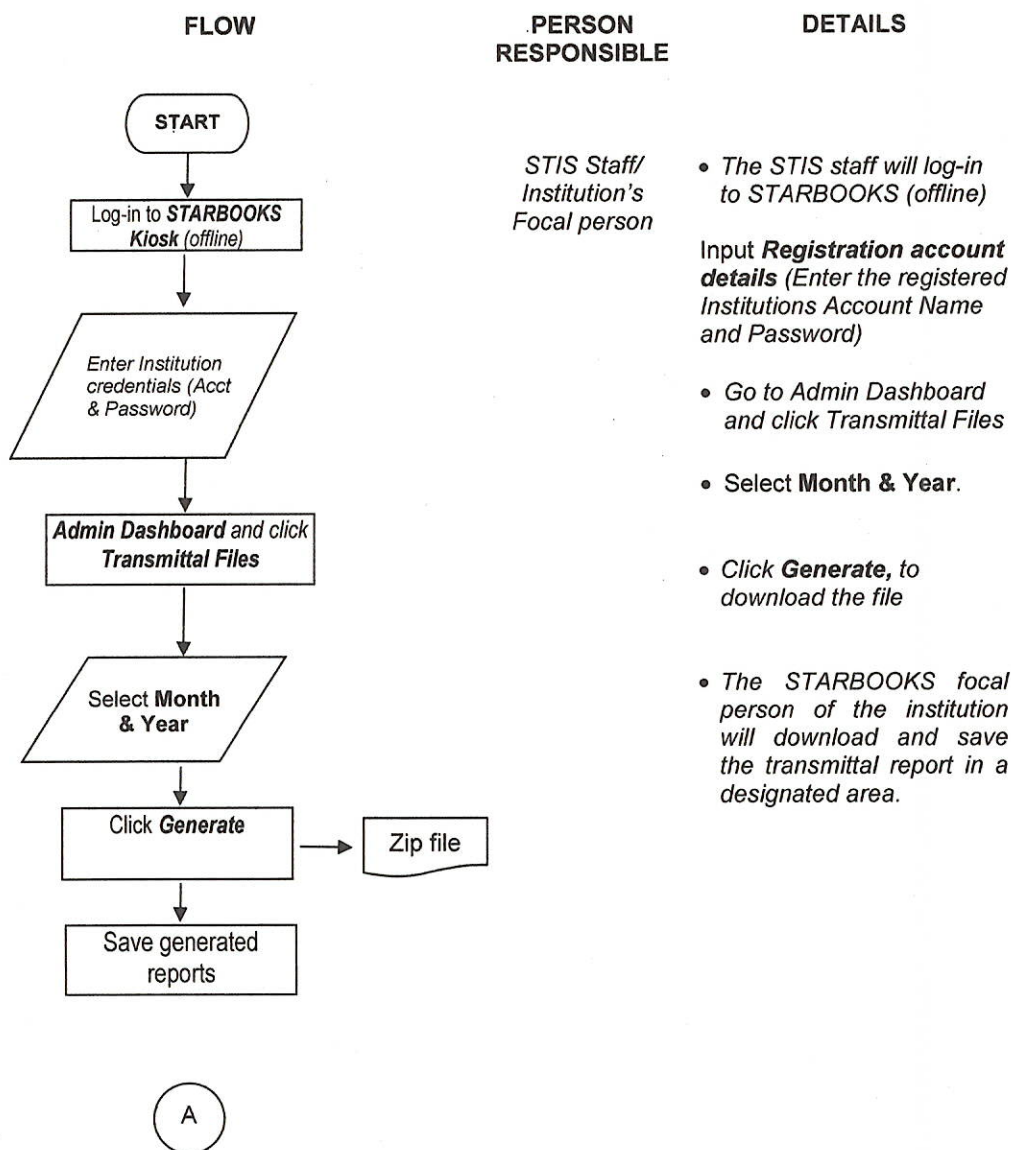
8.0 Reference Search






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 Unit Manager, S&T Information Services	 Quality Management Representative

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9.0 Report Generation



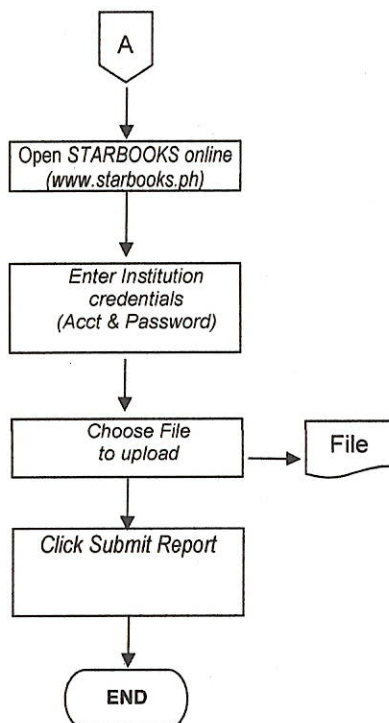
Prepared by:	Approved by:
 Unit Manager, S&T Information Services	 Quality Management Representative

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FLOW



PERSON RESPONSIBLE

DETAILS



STIS Staff/
Institution's
Focal Person

- The STIS staff will login to STARBOOKS online at www.starbooks.ph
- Input Registration account details (Enter the registered Institutions Account Name and Password)
- Click **Choose File** and go to the file destination and click **Open** (to upload the file online). Successful report uploads will reflect at www.starbooks.ph Transmittal section.

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