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GETTING STARTED

INTRODUCTION

Welcome to the College of Computing and Information Sciences (CCIS) ComLab System! The CCIS ComLab System is a web-based application for managing the facilities, specifically the computer laboratories. This system provides tools for:

- Managing users
- Monitoring and managing equipment
- Monitoring and managing facilities
- Monitoring and managing supplies and materials
- Monitoring supplies with critical stocks
- Handling borrowing transactions, and
- Viewing graphical reports through dashboards.

This user manual provides details of all the system features. We are sure you will find it easy to use. Let's get started!

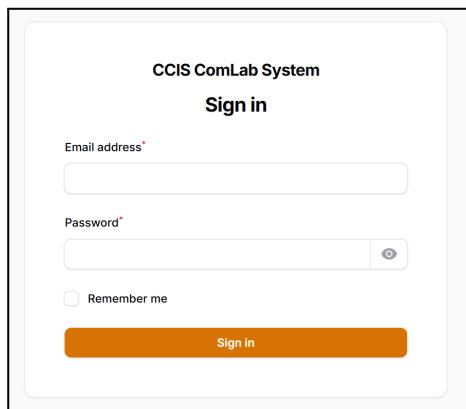
SYSTEM REQUIREMENTS

The system was deployed locally, meaning the access is typically limited to devices connected to the same network (e.g., CCIS Wi-Fi). To use the system, you will need the following:

- Good and stable CCIS internet connection
- A device, such as a laptop or mobile phone, connected to any CCIS Wi-Fi.
- A web browser (Chrome, Firefox, or Edge)
- Login credentials from the administrator

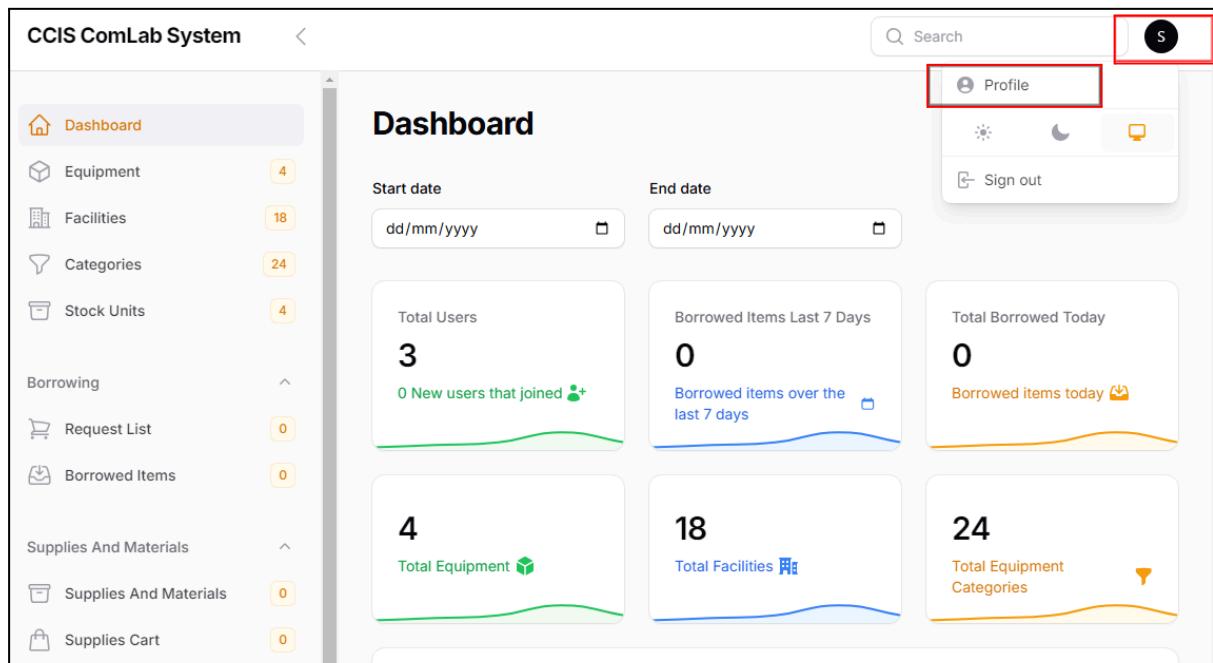
LOGGING IN FOR THE FIRST TIME

1. Open a web browser.
2. Go to the system website: 192.168.128.149.
3. Enter your email and temporary password given by the administrator.
4. Click **Sign In**.



If you do not have login credentials, contact the administrator: Dean, Lab Technicians, and CCIS ComLab Adviser.

5. When you get to the dashboard, click your profile avatar in the top right corner. Then click the word “Profile.” From there, you can update your name, email, and new password.



ROLE-BASED PANEL OVERVIEW

The CCIS ComLab system has the following resource:

- **Dashboard:** Viewing reports and charts
- **Equipment:** Manage ComLab equipment.
- **Facilities:** Manage CCIS facilities
- **Categories:** Manage equipment and supplies and materials' categories
- **Stock Units:** Manage supplies and materials' stock units
- **Borrowing:**

Request List- Requested equipment and facilities are being dropped here while waiting for the request form to be signed.

Borrowed Items- Once the request form is signed, the requested equipment and facilities in the request list are approved, and the admin and staff upload the signed request form as proof. In this resource, the logbook of borrowing can be viewed.

- **Supplies and Materials:**

Supplies and Materials- Manage supplies and materials. Equipment is non-consumable, while supplies are consumable. This resource also displays items with critical stock levels or those that have reached the restocking point.

Supplies Cart- The history of the quantities deducted from the item can be seen here.

- **Monitoring History:**

Equipment Monitoring- View all equipment status and location monitoring performed in the Equipment resource.

Facility Monitoring- View all facility status monitoring performed in the Facility resource.

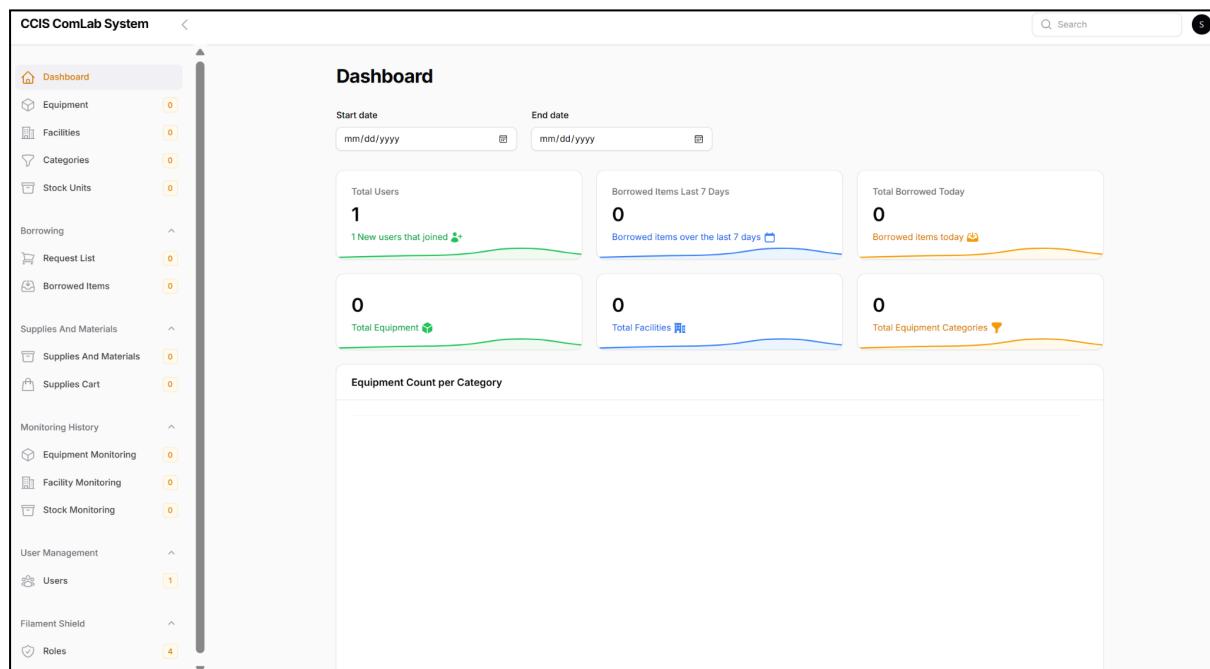
Stock Monitoring- View all restocking activity performed in the Supplies and Materials resource.

- **User Management:**

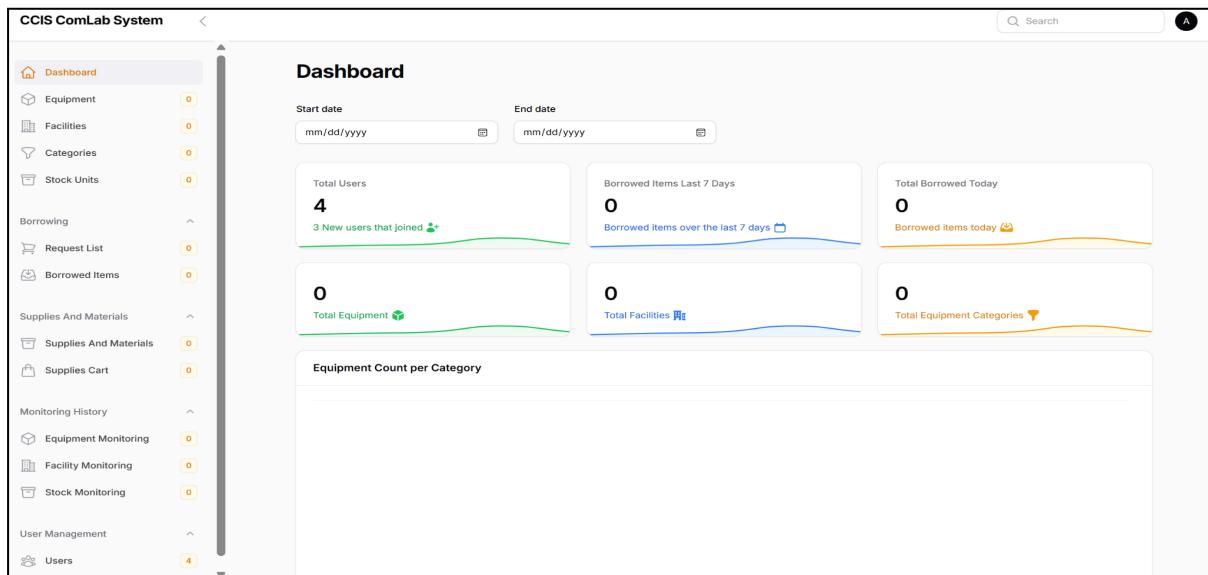
Users- Manage system users

Roles- Manage system roles and its permissions

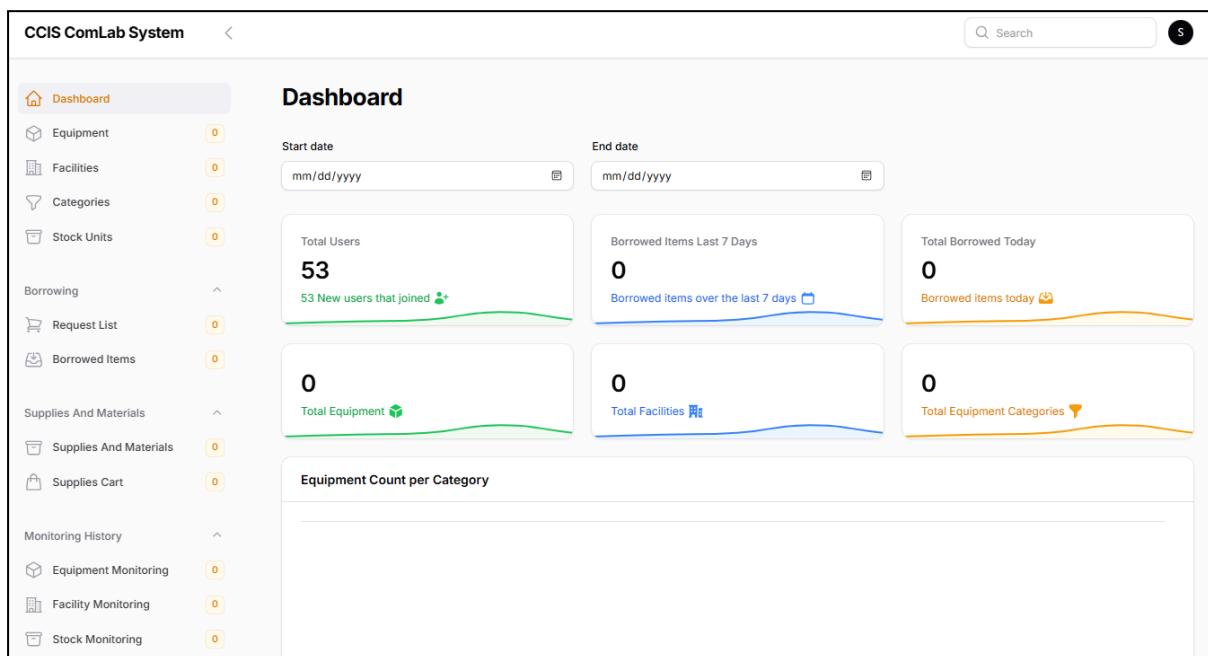
SUPER ADMIN PANEL



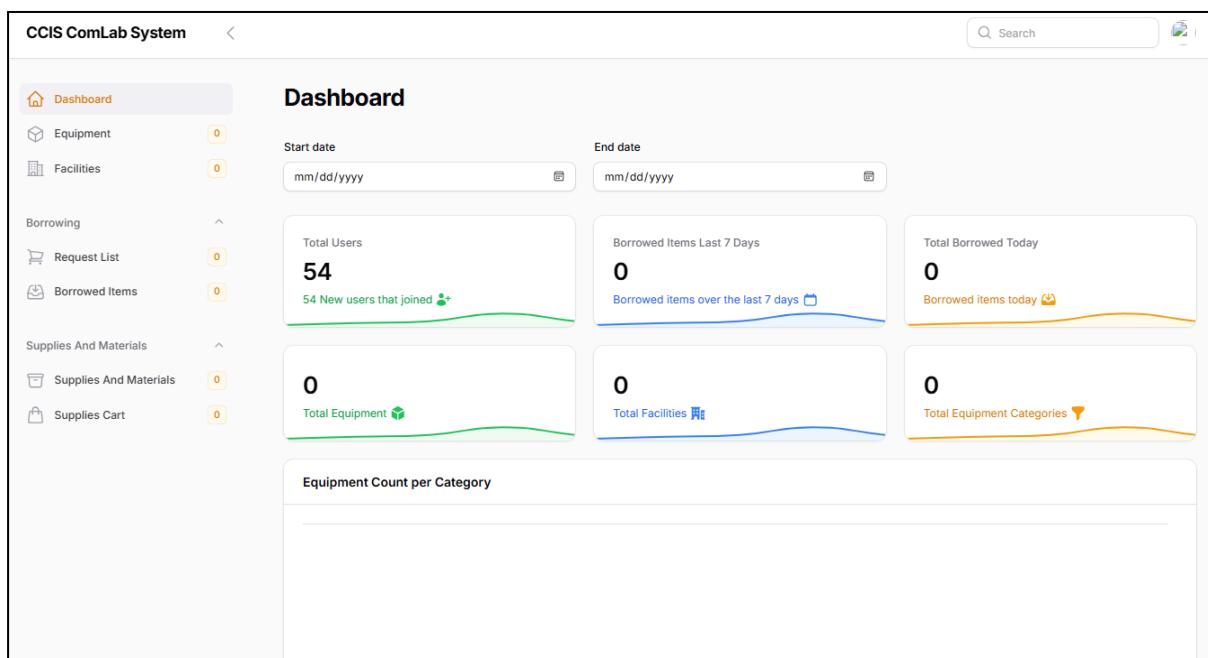
ADMIN PANEL



STAFF PANEL



FACULTY PANEL



ROLES

The web system defines four user roles: super_admin, admin, staff, and faculty. The super_admin role is assigned to the CCIS dean, lab technicians, and Comlab advisers. The admin role is designated for department chairpersons and the associate dean. The staff role includes college clerks and student assistants, while the faculty role covers lecturers and instructors.

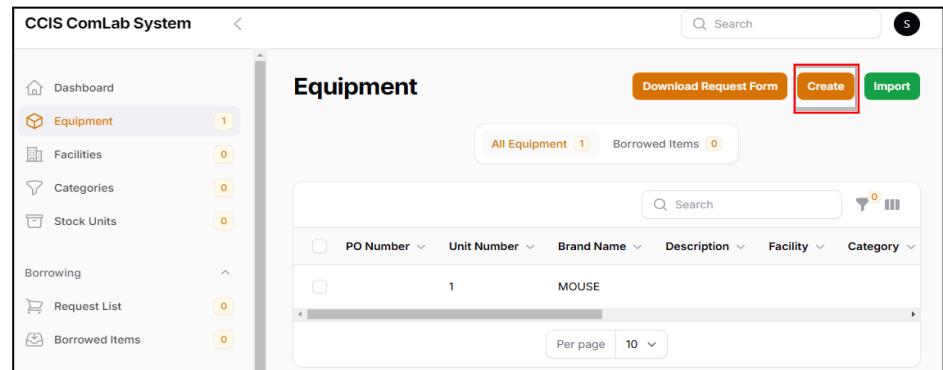
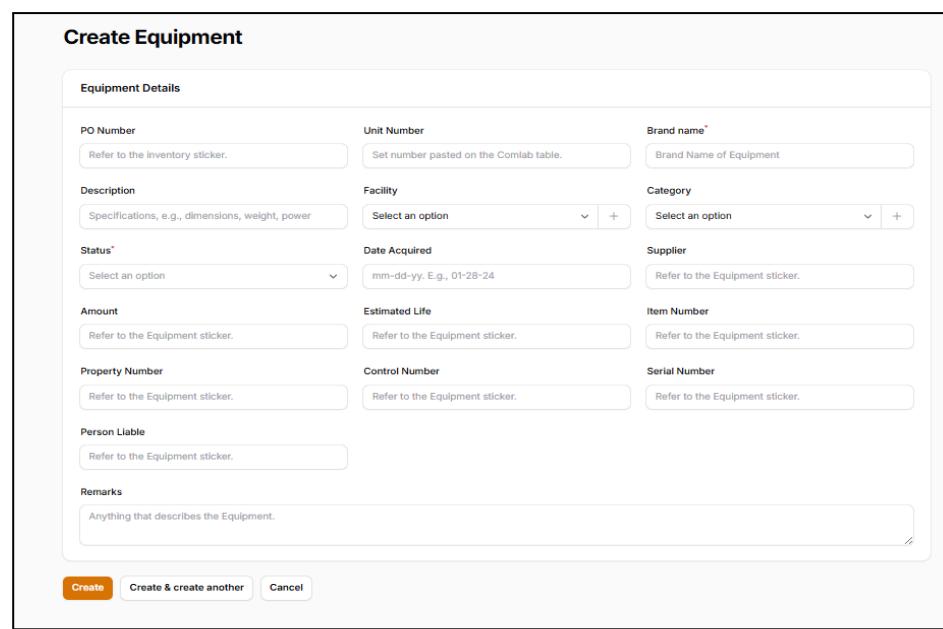
SYSTEM RESOURCES

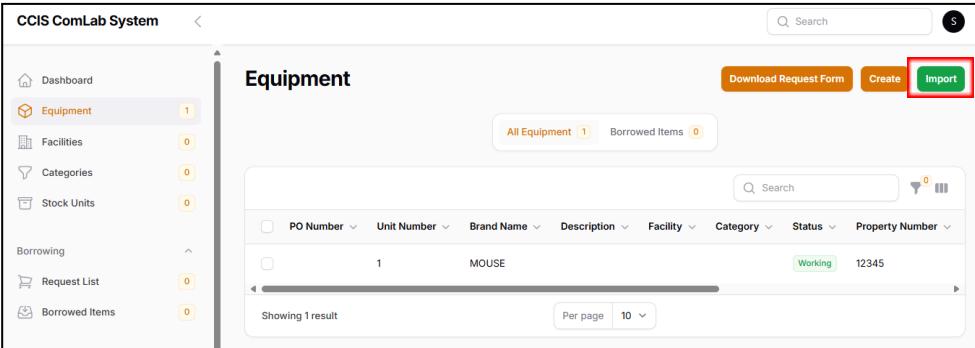
A resource is a sidebar component with an icon beside it. For example, equipment, facilities, categories, stock units, and others.

DASHBOARD

In this resource, users can see visual reports showing the total number of users, equipment, borrowed items, and etc.

EQUIPMENT

Actions	
<p>Create Equipment</p> <p>Click the “Create” button in the top right corner of the equipment resource. You will be redirected to the “Create Equipment” page. Below are the equipment attributes:</p> <p>PO Number: Refer to the inventory sticker given by the supplies’ office. Sometimes, it was labeled as a source of funds.</p> <p>Unit Number: Applicable to Comlab Equipment only. It is a computer set number pasted on a computer table, or monitor.</p> <p>Brand Name: The brand of an equipment.</p> <p>Description: Specifications and description like color, and etc.</p> <p>Facility: The facility where the equipment is located.</p> <p>Category: The category of equipment like keyboard.</p> <p>Status: There are 6 defined equipment statuses: Working, For Repair, For Replacement,</p>	 

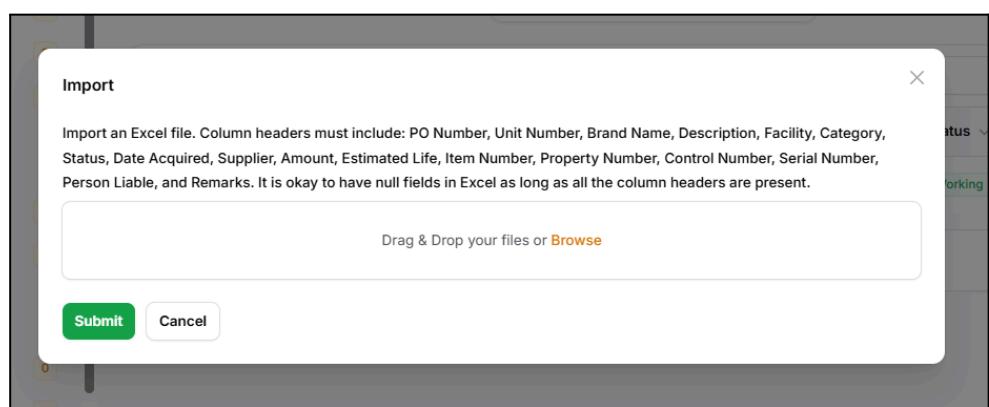
<p>Lost, For Disposal, and Disposed.</p> <p>Date Acquired: Refer to the inventory sticker. The date must be in a MM/DD/YY. For example, 01-28-03.</p> <p>Supplier: Refer to the inventory sticker.</p> <p>Amount: Refer to the inventory sticker.</p> <p>Estimated life: Refer to the inventory sticker.</p> <p>Item Number: Refer to the inventory sticker.</p> <p>Property Number: Refer to the inventory sticker.</p> <p>Control Number: Refer to the inventory sticker.</p> <p>Serial Number: Refer to the inventory sticker. It can also be found on the equipment with its associated barcode.</p> <p>Person liable: Refer to the inventory sticker.</p> <p>Remarks: It's somewhat similar to description but more like a notice, especially for equipment with a "For Repair" status. For example, it could indicate that a laptop needs to be formatted.</p>																	
<p>Import Equipment</p> <p>Click the green "Import" button in the top right corner of the equipment resource. After that, you will be asked to import an Excel File.</p> <p>Note: Import an Excel file. Column headers must include: PO Number, Unit Number, Brand Name, Description, Facility,</p>	 <p>The screenshot shows the CCIS ComLab System interface for managing equipment. On the left, there's a sidebar with links for Dashboard, Equipment (which is selected and shows a count of 1), Facilities, Categories, Stock Units, Borrowing, Request List, and Borrowed Items. The main area is titled 'Equipment' and displays a table with the following data:</p> <table border="1"> <thead> <tr> <th>PO Number</th> <th>Unit Number</th> <th>Brand Name</th> <th>Description</th> <th>Facility</th> <th>Category</th> <th>Status</th> <th>Property Number</th> </tr> </thead> <tbody> <tr> <td></td> <td>1</td> <td>MOUSE</td> <td></td> <td></td> <td></td> <td>Working</td> <td>12345</td> </tr> </tbody> </table> <p>At the top right of the main area, there are buttons for 'Download Request Form', 'Create', and 'Import'. The 'Import' button is highlighted with a red box. There are also search and filter options at the top right of the table.</p>	PO Number	Unit Number	Brand Name	Description	Facility	Category	Status	Property Number		1	MOUSE				Working	12345
PO Number	Unit Number	Brand Name	Description	Facility	Category	Status	Property Number										
	1	MOUSE				Working	12345										

Category, Status, Date Acquired, Supplier, Amount, Estimated Life, Item Number, Property Number, Control Number, Serial Number, Person Liable, and Remarks. It is okay to have null fields in Excel as long as all the column headers are present.

Wait for the "Uploading File" loading. After that, click submit.

View Equipment

The equipment list is shown in a table format, with all columns being toggleable. You can use the search bar to filter the table, or click the funnel icon next to the search bar to apply multiple filters. There are two tabs at the top: "All Equipment" and "Borrowed Items." Pagination at the bottom allows you to customize the number of results.



Edit Equipment

Click the "Edit" button in the table row. After making your changes, click the "Save Changes" button.

Edit ACER (Serial No: MRJPB11007909000265900)

Equipment Details

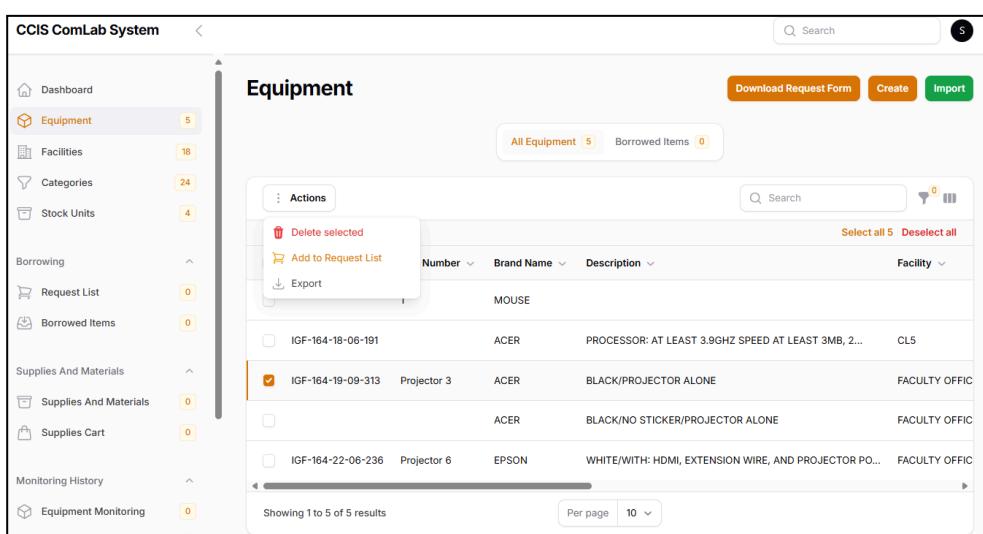
PO Number	Unit Number	Brand name*
IGF-164-19-09-313	Projector 3	ACER
Description	Facility	Category
BLACK/PROJECTOR ALONE	FACULTY OFFICE	Projector
Status*	Date Acquired	Supplier
Working	mm-dd-yy, E.g., 01-28-24	Refer to the Equipment sticker.
Amount	Estimated Life	Item Number
Refer to the Equipment sticker.	Refer to the Equipment sticker.	Refer to the Equipment sticker.
Property Number	Control Number	Serial Number
CCIS-19-8	Refer to the Equipment sticker.	MRJPB11007909000265900
Person Liable	Refer to the Equipment sticker.	
Remarks	Anything that describes the Equipment.	

Save changes

Cancel

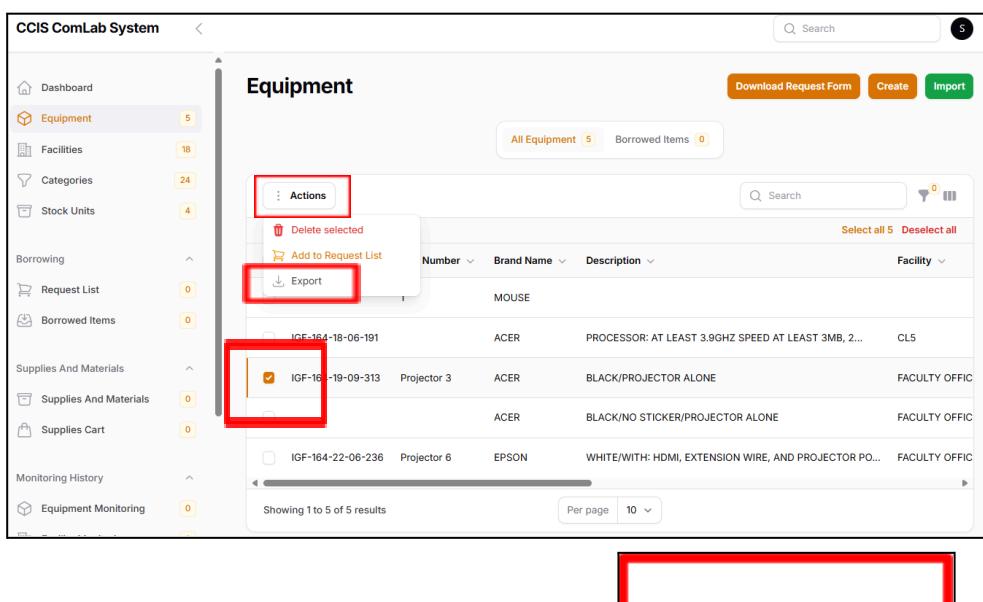
Delete Equipment

First, select the equipment by checking the checkbox. Then, an "Actions" button will appear. Click it and choose "Delete Selected."



Export Equipment

First, select the equipment by checking the checkbox. Then, an "Actions" button will appear. Click it and choose "Export." Only columns being displayed are being exported, the remaining hidden columns will not be exported. You can select the rows you want to export. It also works with table search bar and filters. After clicking export, the file will be downloaded.



automatically
“Equipment.xlsx”.

PO Number	Unit Number	Brand Name	Description	Facility
	1	MOUSE		
IGF-164-18-06-191		ACER	PROCESSOR: AT LEAST 3.9GHZ SPEED AT LEAST 3MB, 2...	CL5
IGF-164-19-09-313	Projector 3	ACER	BLACK/PROJECTOR ALONE	FACULTY OFFIC
		ACER	BLACK/NO STICKER/PROJECTOR ALONE	FACULTY OFFIC
IGF-164-22-06-236	Projector 6	EPSON	WHITE/WITH: HDMI, EXTENSION WIRE, AND PROJECTOR PO...	FACULTY OFFIC

Update Equipment Status

This action is for monitoring purposes. Click the vertical ellipsis in a table row. Then, click “Update Status” to update or monitor the equipment status, new assigned facility, and new remarks.

+ Update status

Add to Request List

To borrow equipment, you must be in the equipment resource. Finalize your selection and choose the equipment you want to borrow. An "Action" button will appear; click it and choose "Add to Request List." The requested equipment will then be transferred to the "Request List" resource under the borrowing group. Download the request form by clicking the "Download Request Form" button and have it signed. Once signed, approach or contact the lab technicians and present the signed form as proof. After that, the admin and staff will approve your requested equipment in the request list and finally move it to the "Borrowed Items".

The screenshot shows the 'Equipment' page in the CCIS ComLab System. On the left, there's a sidebar with various resources like Dashboard, Equipment (selected), Facilities, Categories, Stock Units, Borrowing (Request List, Borrowed Items), Supplies And Materials (Supplies And Materials, Supplies Cart), and Monitoring History (Equipment Monitoring). The main area is titled 'Equipment' and shows a list of items. One item, 'IGF-164-19-09-313 Projector 3', has a checkbox next to it. A red box highlights the 'Actions' dropdown menu, which contains options like 'Delete selected' and 'Add to Request List'. Another red box highlights the 'Add to Request List' option itself. At the top right, there are buttons for 'Download Request Form', 'Create', and 'Import'.

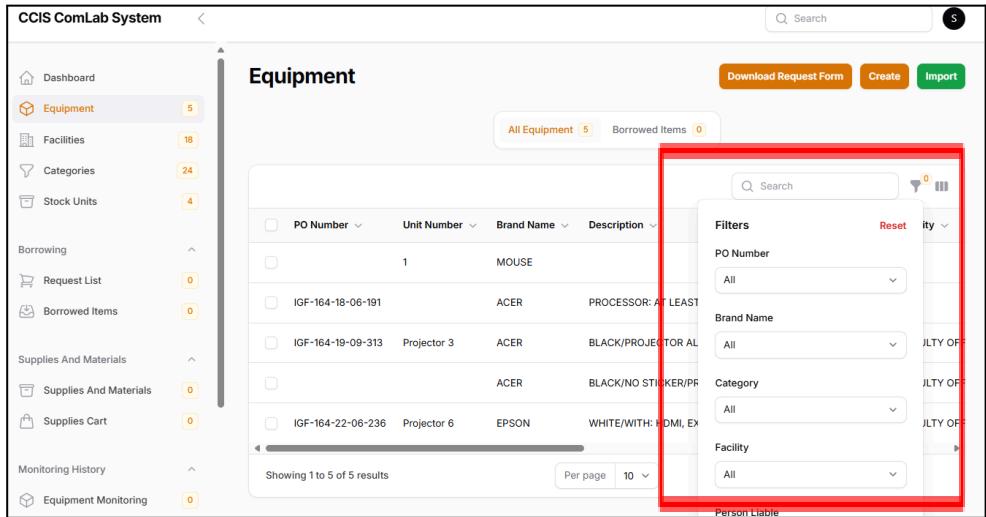
Filter Equipment

Click the funnel icon next to the search bar and implement multiple filters. After setting filters, click anywhere to take effect. To remove filters, just click the funnel icon again and click "Reset".

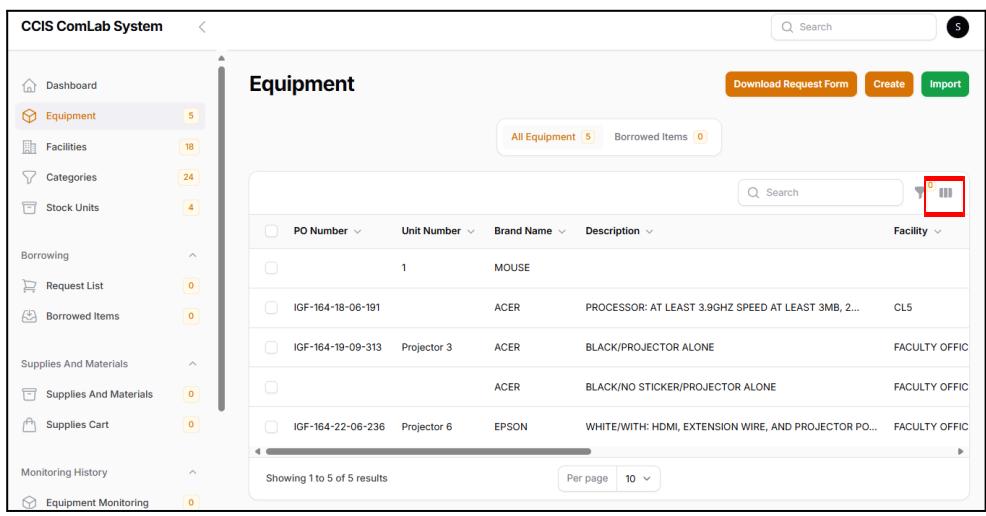
This screenshot is similar to the previous one but shows the search bar with a funnel icon highlighted with a red box. The search bar also has a small '0' icon next to it. The rest of the interface, including the sidebar and the list of equipment, is identical to the first screenshot.

Customized Equipment Columns

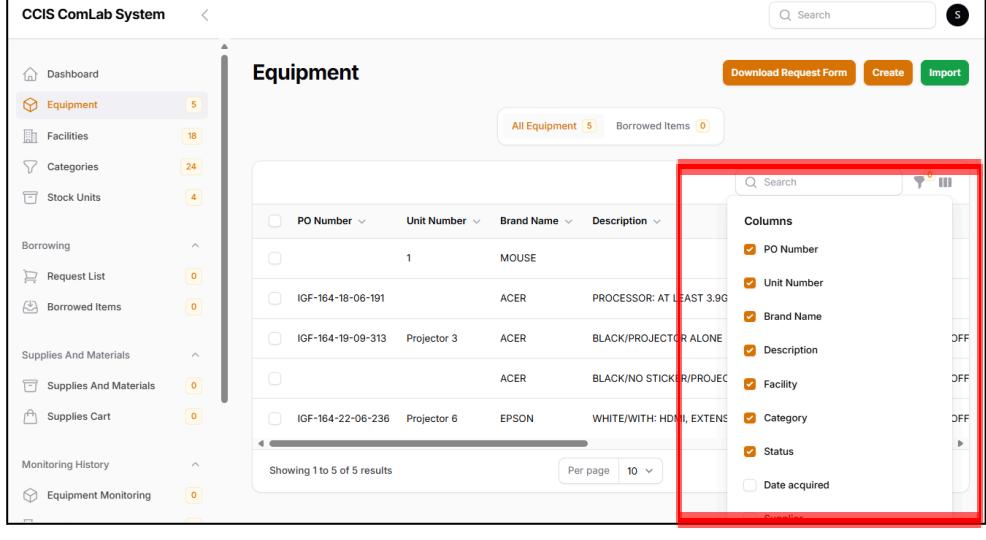
All columns are toggleable, allowing you to choose which columns to display. To do this, click the icon next to the filter icon, then check the columns you want to display and uncheck the ones you want to hide.



The screenshot shows the 'Equipment' list page. On the right, there is a sidebar titled 'Filters' containing dropdown menus for 'PO Number', 'Brand Name', 'Category', and 'Facility'. A red box highlights this sidebar. At the bottom of the sidebar, there is a 'Person Liable' section.



The screenshot shows the same 'Equipment' list page. A red box highlights the column visibility icon (a grid icon with a minus sign) located at the top right of the table header.



The screenshot shows the same 'Equipment' list page. A red box highlights a sidebar titled 'Columns' on the right side. This sidebar lists various columns with checkboxes: 'PO Number' (checked), 'Unit Number' (checked), 'Brand Name' (checked), 'Description' (checked), 'Facility' (unchecked), 'Category' (unchecked), 'Status' (unchecked), and 'Date acquired' (unchecked). The 'OFF' label is visible next to the unchecked columns.

Download Request Form

If you don't have a request form yet, simply click the "Download Request Form" button. The form will then be automatically downloaded as "request_form.pdf."

The screenshot shows the CCIS ComLab System interface. On the left, there's a sidebar with various categories: Dashboard, Equipment (selected), Facilities, Categories, Stock Units, Borrowing, Request List, Borrowed Items, Supplies And Materials, Supplies And Materials, Supplies Cart, Monitoring History, and Equipment Monitoring. The 'Equipment' section shows 5 items. The main area is titled 'Equipment' and displays a list of 5 items. The first item is a mouse. The last item is a projector. The 'Create' button is also highlighted with a red box.

PO Number	Unit Number	Brand Name	Description	Facility
	1	MOUSE		
IGF-164-18-06-191		ACER	PROCESSOR: AT LEAST 3.9GHZ SPEED AT LEAST 3MB, 2...	CL5
IGF-164-19-09-313	Projector 3	ACER	BLACK/PROJECTOR ALONE	FACULTY OFFIC
		ACER	BLACK/NO STICKER/PROJECTOR ALONE	FACULTY OFFIC
IGF-164-22-06-236	Projector 6	EPSON	WHITE/WITH: HDMI, EXTENSION WIRE, AND PROJECTOR PO...	FACULTY OFFIC

FACILITIES

Actions

Create Facility

Click the "Create" button in the top right corner of the facility resource. You will be redirected to the "Create Facility" page. Below are the facility attributes:

Name: The name of the facility and is usually displayed on the entrance door.

Connection Type: The source of internet connection in that specific facility. The defined options are: None, Wi-Fi, Ethernet, Both Wi-Fi and Ethernet, Fiber Optic, Cellular, Bluetooth, Satellite, DSL, and Cable.

Facility Type: The defined options are: Room, office, Computer Laboratory, Incubation Hub, Robotic Hub, and Hall.

Cooling Tools: The tools that cool the specific facility. The defined options are: None, Aircon, Ceiling Fan, Both Aircon and Ceiling Fan.

Floor Level: The specific level or floor of the building where a room or facility is located. The defined options are: 1st Floor, 2nd Floor, 3rd Floor, and 4th Floor.

Building: The name of the college or building or where the specific

The screenshot shows the CCIS ComLab System interface. On the left, there's a sidebar with various categories: Dashboard, Facilities (selected), Categories, Stock Units, Borrowing, Request List, Borrowed Items, Supplies And Materials, Supplies And Materials, Supplies Cart, Monitoring History, Equipment Monitoring, Facility Monitoring, Stock Monitoring, User Management, and Users. The 'Facilities' section shows 18 items. The main area is titled 'Facilities' and displays a list of 18 facilities. Each facility entry includes its name, connection type, facility type, floor level, cooling tools, building, and remarks. The 'Create' button is highlighted with a red box.

Name	Connection type	Facility Type	Floor Level	Cooling Tools	Building	Remarks
CL5					HIRAYA	View Facility Equipment Edit
FACULTY OFFICE					HIRAYA	View Facility Equipment Edit
CL10	Wi-Fi	Computer Laboratory	1st Floor	Aircon	HIRAYA	View Facility Equipment Edit
DEANS OFFICE	Wi-Fi	Office	1st Floor	Aircon	HIRAYA	View Facility Equipment Edit
CONFERENCE ROOM	Wi-Fi	Room	1st Floor	Aircon	HIRAYA	View Facility Equipment Edit
AUDITORIUM	Wi-Fi	Hall	1st Floor	Aircon	HIRAYA	View Facility Equipment Edit
CL1	Wi-Fi	Computer Laboratory	2nd Floor	Aircon	HIRAYA	View Facility Equipment Edit
CL2	Wi-Fi	Computer Laboratory	2nd Floor	Aircon	HIRAYA	View Facility Equipment Edit
CL3	Wi-Fi	Computer Laboratory	2nd Floor	Aircon	HIRAYA	View Facility Equipment Edit
CHCI	Wi-Fi	Office	2nd Floor	Aircon	HIRAYA	View Facility Equipment Edit

facility is located. For example, CL1 is located at the “Hiraya” building.

Remarks: Anything that describes the facility (e.g., Computer Laboratory with space for 30 students). It can also be a note especially indicating a need to repair something inside the facility.

Create Facility

Facility Information

Name*	Facility Name Displayed On The Door (e.g., CL1, CL2)	Connection type*	Select an option
Facility type*	Select an option	Cooling tools*	Select an option
Floor level*	Select an option	Building*	HIRAYA

Facility Image

Facility Image	Drag & Drop your files or Browse
----------------	--

Remarks

Remarks

B I U S Ø Heading Subheading ¶ ¶ ¶ ¶ ¶

Anything that describes the facility (e.g., Computer Laboratory with space for 30 students)

Action Buttons

[Create](#) [Create & create another](#) [Cancel](#)

Import Facility

Click the green “Import” button in the top right corner of the facility resource. After that, you will be asked to import an Excel File.

Note: Import an Excel file. Column headers must include: Name, Connection Type, Facility Type, Floor level, Cooling Tools, Building and Remarks. It is okay to have null fields in Excel as long as all the column headers are present.

The screenshot shows the CCIS ComLab System interface. The left sidebar contains navigation links for Dashboard, Equipment, Facilities (selected), Categories, Stock Units, Borrowing, Request List, Borrowed Items, Supplies And Materials, Supplies Cart, Monitoring History, Equipment Monitoring, Facility Monitoring, Stock Monitoring, User Management, and Users. The main content area is titled "Facilities" and displays a table of facility data. The table has columns for Name, Connection type, Facility Type, Floor Level, Cooling Tools, Building, and Remarks. Data rows include CL5, FACULTY OFFICE, CL10, DEANS OFFICE, CONFERENCE ROOM, AUDITORIUM, CL1, CL2, CL3, and CHCI. Each row has a "View Facility Equipment" link and an edit icon. A search bar and filter buttons for All, 1st Floor, 2nd Floor, 3rd Floor, and 4th Floor are at the top of the table. A red box highlights the "Import" button in the top right corner of the facilities page. A modal window titled "Import" is open in the foreground, instructing users to import an Excel file with specific column headers. It includes a file upload area, a "Submit" button, a "Cancel" button, and a close button.

CCIS ComLab System

Dashboard

Equipment

Facilities

Categories

Stock Units

Borrowing

Request List

Borrowed Items

Supplies And Materials

Supplies And Materials

Supplies Cart

Monitoring History

Equipment Monitoring

Facility Monitoring

Stock Monitoring

User Management

Users

Facilities

All 18 1st Floor 4 2nd Floor 6 3rd Floor 6 4th Floor 0

Name Connection type Facility Type Floor Level Cooling Tools Building Remarks

CL5 HIRAYA [View Facility Equipment](#) [Edit](#)

FACULTY OFFICE HIRAYA [View Facility Equipment](#) [Edit](#)

CL10 Wi-Fi Computer Laboratory 1st Floor Aircon HIRAYA [View Facility Equipment](#) [Edit](#)

DEANS OFFICE Wi-Fi Office 1st Floor Aircon HIRAYA [View Facility Equipment](#) [Edit](#)

CONFERENCE ROOM Wi-Fi Room 1st Floor Aircon HIRAYA [View Facility Equipment](#) [Edit](#)

AUDITORIUM Wi-Fi Hall 1st Floor Aircon HIRAYA [View Facility Equipment](#) [Edit](#)

CL1 Wi-Fi Computer Laboratory 2nd Floor Aircon HIRAYA [View Facility Equipment](#) [Edit](#)

CL2 Wi-Fi Computer Laboratory 2nd Floor Aircon HIRAYA [View Facility Equipment](#) [Edit](#)

CL3 Wi-Fi Computer Laboratory 2nd Floor Aircon HIRAYA [View Facility Equipment](#) [Edit](#)

CHCI Wi-Fi Office 2nd Floor Aircon HIRAYA [View Facility Equipment](#) [Edit](#)

Search

Import

Import

Import an Excel file. Column headers must include: Name, Connection Type, Facility Type, Floor level, Cooling Tools, Building and Remarks. It is okay to have null fields in Excel as long as all the column headers are present.

Drag & Drop your files or [Browse](#)

Submit Cancel

CONFERENCEROOM Wi-Fi Room 1st Floor Aircon HIRAYA

View Facility

The facility list is shown in a table format, with all columns being toggleable. You can use the search bar to filter the table, or click the funnel icon next to the search bar to apply multiple filters. There are five tabs at the top: "All" and four specific floor levels. Pagination at the bottom allows you to customize the number of results.

Name	Connection type	Facility Type	Floor Level	Cooling Tools	Building	Remarks
CL5					HIRAYA	View Facility Equipment Edit
FACULTY OFFICE					HIRAYA	View Facility Equipment Edit
CL10	Wi-Fi	Computer Laboratory	1st Floor	Aircon	HIRAYA	View Facility Equipment Edit
DEANS OFFICE	Wi-Fi	Office	1st Floor	Aircon	HIRAYA	View Facility Equipment Edit
CONFERENCE ROOM	Wi-Fi	Room	1st Floor	Aircon	HIRAYA	View Facility Equipment Edit
AUDITORIUM	Wi-Fi	Hall	1st Floor	Aircon	HIRAYA	View Facility Equipment Edit
CL1	Wi-Fi	Computer Laboratory	2nd Floor	Aircon	HIRAYA	View Facility Equipment Edit
CL2	Wi-Fi	Computer Laboratory	2nd Floor	Aircon	HIRAYA	View Facility Equipment Edit
CL3	Wi-Fi	Computer Laboratory	2nd Floor	Aircon	HIRAYA	View Facility Equipment Edit
CHCI	Wi-Fi	Office	2nd Floor	Aircon	HIRAYA	View Facility Equipment Edit

View Facility Equipment

It allows you to view the equipment in a specific facility. In each row, click the "View Facility Equipment" action located before the edit action.

Name	Connection type	Facility Type	Floor Level	Cooling Tools	Building	Remarks
CL5					HIRAYA	View Facility Equipment Edit
FACULTY OFFICE					HIRAYA	View Facility Equipment Edit
CL10	Wi-Fi	Computer Laboratory	1st Floor	Aircon	HIRAYA	View Facility Equipment Edit
DEANS OFFICE	Wi-Fi	Office	1st Floor	Aircon	HIRAYA	View Facility Equipment Edit
CONFERENCE ROOM	Wi-Fi	Room	1st Floor	Aircon	HIRAYA	View Facility Equipment Edit
AUDITORIUM	Wi-Fi	Hall	1st Floor	Aircon	HIRAYA	View Facility Equipment Edit
CL1	Wi-Fi	Computer Laboratory	2nd Floor	Aircon	HIRAYA	View Facility Equipment Edit
CL2	Wi-Fi	Computer Laboratory	2nd Floor	Aircon	HIRAYA	View Facility Equipment Edit
CL3	Wi-Fi	Computer Laboratory	2nd Floor	Aircon	HIRAYA	View Facility Equipment Edit
CHCI	Wi-Fi	Office	2nd Floor	Aircon	HIRAYA	View Facility Equipment Edit

PO NUMBER	UNIT NUMBER	BRAND NAME	DESCRIPTION
IQF-164-18-06-191	ACER	ACER	PROCESSOR: AT LEAST 3.0GHZ SPEED AT LEAST 3MB, 2 CO

Showing 1 results

Facility Information

Name	CL5	Connection type	
Facility type		Cooling tools	
Floor level		Building	HIRAYA

Facility Image

Facility Image
Drag & Drop your files or [Browse](#)

Remarks

Remarks

Edit Facility

Click the "Edit" button in the table row. After making your changes, click the "Save Changes" button.

The screenshot shows the CCIS ComLab System interface. On the left is a sidebar with navigation links: Dashboard, Equipment (5), Facilities (18), Categories (24), Stock Units (4), Borrowing, Request List (0), Borrowed Items (0), Supplies And Materials (0), Supplies And Materials (0), Supplies Cart (0), Monitoring History, Equipment Monitoring (0), Facility Monitoring (0), Stock Monitoring (0), and User Management. The main area is titled 'Facilities' and shows a table of facilities. The table has columns: Name, Connection type, Facility Type, Floor Level, Cooling Tools, Building, and Remarks. The first row, 'CL10', is selected and has an edit icon highlighted with a red box. Below this is a detailed edit dialog for 'Edit CL10'. The dialog has sections for 'Facility Information' (Name: CL10, Connection type: Wi-Fi, Facility type: Computer Laboratory, Cooling tools: Aircon, Floor level: 1st Floor, Building: HIRAYA), 'Facility Image' (Facility Image input field with placeholder 'Drag & Drop your files or Browse'), and 'Remarks' (Rich text editor with toolbar and placeholder 'Anything that describes the facility (e.g., Computer Laboratory with space for 30 students)'). At the bottom are 'Save changes' and 'Cancel' buttons.

Delete Facility

First, select a facility by checking the checkbox. Then, an "Actions" button will appear. Click it and choose "Delete Selected."

The screenshot shows the CCIS ComLab System interface. The sidebar and facilities list are identical to the previous screenshot. A context menu is open over the 'CL10' row in the facilities list. The menu has options: 'Add to Request List', 'Delete selected' (which is highlighted with a red box), and 'Select all 18 Deselect all'. The facilities table below shows the same data as before.

Export Facility

First, select a facility by checking the checkbox. Then, an "Actions" button will appear. Click it and choose "Export." Only columns being displayed are being exported, the remaining hidden columns will not be exported. You can select the rows you want to export. It also works with table search bar and filters. After clicking export, the file will be downloaded automatically as "Facility.xlsx".

The screenshot shows the 'Facilities' section of the CCIS ComLab System. On the left is a sidebar with various categories like Dashboard, Equipment, Facilities, Categories, Stock Units, Borrowing, Request List, Borrowed Items, Supplies And Materials, and Monitoring History. The 'Facilities' category is selected. The main area displays a table of facilities with columns: Name, Connection type, Facility Type, Floor Level, Cooling Tools, Building, and Remarks. A row for 'CONFERENCE ROOM' is selected, and an 'Actions' button is visible. A sub-menu from the 'Actions' button includes 'Delete selected', 'Add to Request List', and 'Export'. The 'Export' option is highlighted with a red box.

Update Facility Status

This action is for monitoring purposes. Click the vertical ellipsis in a table row. Then, click "Update Status" to update a facility's remarks.

The screenshot shows the 'Facilities' section of the CCIS ComLab System. The sidebar and table structure are similar to the previous screenshot. In the table, the 'Edit' option in the vertical ellipsis menu for the 'CONFERENCE ROOM' row is highlighted with a red box.

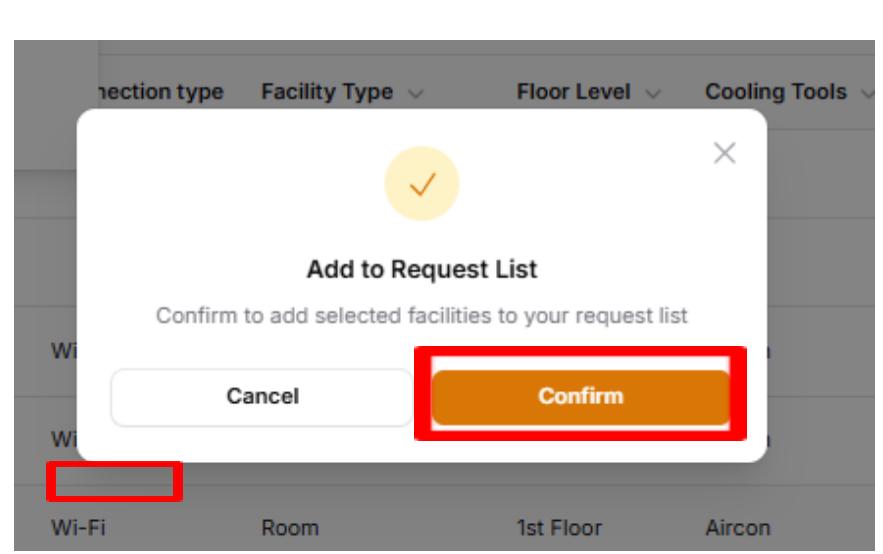
The screenshot shows the 'Facilities' section of the CCIS ComLab System. The sidebar and table structure are similar. In the table, the '+ Update Status' option in the vertical ellipsis menu for the 'CONFERENCE ROOM' row is highlighted with a red box.

Add to request list

To request a facility to use, you must be in the facility resource. Finalize your selection and choose the facility you want to request by checking its checkbox. An "Actions" button will appear; click it and choose "Add to Request List." The requested facility will then be transferred to the "Request List" resource under the borrowing group. Download the

The screenshot shows the 'Facilities' section of the CCIS ComLab System. The sidebar and table structure are similar. In the table, the 'Add to Request List' option in the vertical ellipsis menu for the 'CONFERENCE ROOM' row is highlighted with a red box.

request form by clicking the "Download Request Form" button and have it signed. Once signed, approach or contact the lab technicians and present the signed form as proof. After that, the admin and staff will approve your requested facility in the request list and finally move it to the "Borrowed Items".



Filter Facility

Click the funnel icon next to the search bar and implement multiple filters. After setting filters, click anywhere to take effect. To remove filters, just click the funnel icon again and click "Reset".

Customized Columns

All columns are toggleable, allowing you to choose which columns to display. To do this, click the icon next to the filter icon, then check the columns you want to display and uncheck the ones you want to hide.

The screenshots show the 'Facilities' page in the CCIS ComLab System. The top screenshot shows the standard table view with columns: Name, Connection type, Facility Type, Floor Level, Cooling Tools, Building, and Remarks. The bottom screenshot shows a modal with a 'Columns' section where several checkboxes are checked, indicating they are displayed in the table. The checked columns are: Name, Connection type, Facility Type, Floor Level, Cooling Tools, Building, and Remarks.

CATEGORIES

Actions

Create Category

Click the “Create” button in the top right corner of the categories resource. You will be redirected to the “Create Category” page. Below is a category attribute:

Description: The description or category name. For example, Keyboard, Mouse, Office Supplies

The screenshots show the 'Categories' page and the 'Create Category' page in the CCIS ComLab System. The top screenshot shows the 'Categories' page with a 'Create' button highlighted. The middle screenshot shows the 'Categories' page with a modal overlay. The bottom screenshot shows the 'Create Category' page with a 'Create' button highlighted.

Import Category

Click the green “Import” button in the top right corner of the category resource. After that, you will be asked to import an Excel File.

Note: Import an Excel file. Column headers must include: Description.

Wait for the “Uploading File” loading. After that, click submit.

The screenshot shows the CCIS ComLab System interface. On the left, a sidebar lists various resources: Dashboard, Equipment (5), Facilities (18), Categories (24), Stock Units (4), Borrowing, Request List, Borrowed Items, Supplies And Materials, Supplies And Materials (0), Supplies Cart (0), Monitoring History, Equipment Monitoring (0), Facility Monitoring (0), Stock Monitoring (0), User Management, and Users (1). The 'Categories' item is selected and highlighted with a red box. On the right, a table titled 'Categories' lists items such as Description, System Unit, Projector, Monitor, Mouse, Avr/power Supply, Keyboard, Printer, Extension Wire, Chair, and Table. At the top right of the main area, there are 'Create' and 'Import' buttons, with 'Import' being highlighted with a red box. Below the table, there is a search bar and pagination controls (Showing 1 to 10 of 24 results, Per page: 10, 1 2 3 >). A modal dialog box titled 'Import' is overlaid on the page, containing the instruction 'Import an excel file. Column header must include: Description.' and a file upload area with the placeholder 'Drag & Drop your files or Browse'. At the bottom of the dialog are 'Submit' and 'Cancel' buttons.

View Category

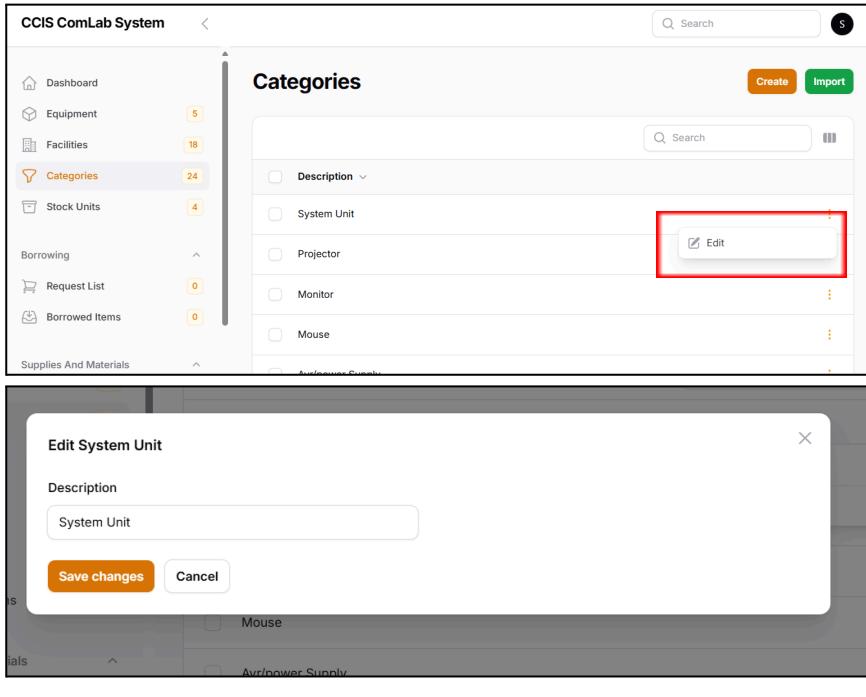
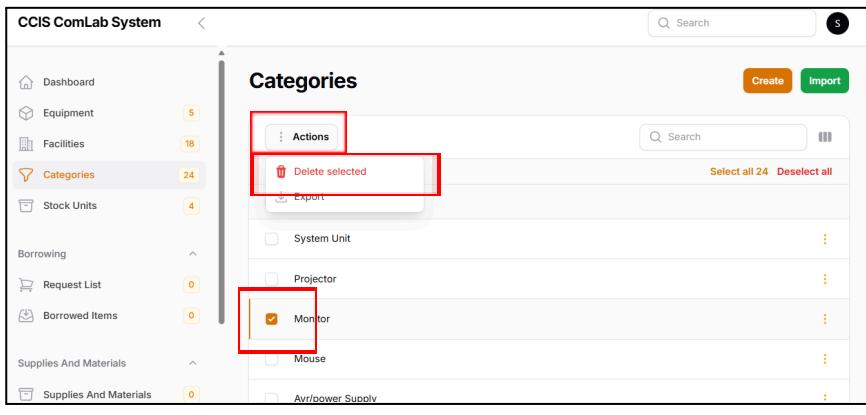
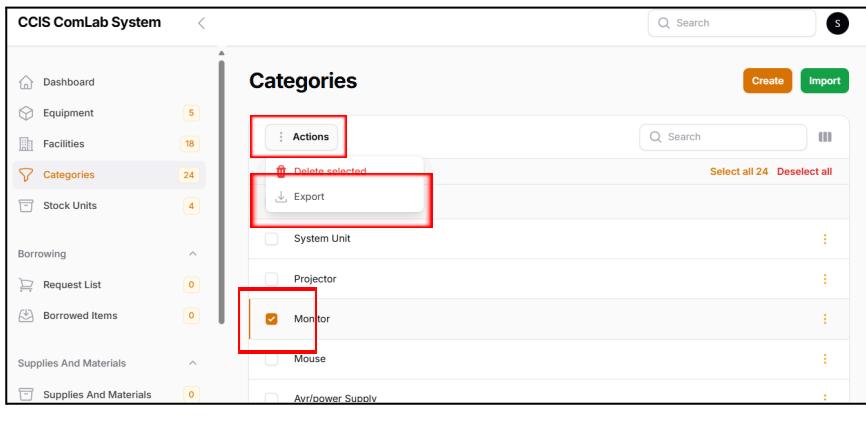
The category list is shown in a table format. You can use the search bar to filter the table. In addition, pagination at the bottom allows you to customize the number of results.

This screenshot shows the same CCIS ComLab System interface as the previous one, but without the 'Import' dialog. The sidebar and table structure are identical, showing the list of categories and their details. The 'Categories' item in the sidebar is also highlighted with a red box.

Edit Category

Click the vertical ellipsis in a table row and click "Edit". After making your changes, click the "Save Changes" button.

This screenshot shows the CCIS ComLab System interface again. The sidebar and table structure remain the same. However, the 'System Unit' row in the table is now highlighted with a red box, indicating it is selected for editing. The vertical ellipsis icon to the right of this row is also highlighted with a red box.

	
Delete Category	
Export Category	

Customized Columns

All columns are toggleable, allowing you to choose which columns to display. To do this, click the icon next to the filter icon, then check the columns you want to display and uncheck the ones you want to hide.

The top screenshot shows the 'Categories' page with a sidebar containing links like Dashboard, Equipment, Facilities, Categories (24), Stock Units (4), Borrowing, Request List, Borrowed Items, Supplies And Materials, and Supplies And Materials (0). The main area is titled 'Categories' with a search bar and 'Create' and 'Import' buttons. A red box highlights the column filter icon (three dots) at the top right of the table header. The bottom screenshot shows the same page after selecting 'Created at' from the filter dropdown. A red box highlights the 'Created at' column in the table, which now includes the date and time of creation.

STOCK UNITS

Actions	
Create Stock Unit Click the "Create" button in the top right corner of the stock units resource. You will be redirected to the "Create Stock Unit" page. Below is the stock units' attribute: Description: The description or stock unit name. For example, cartons, boxes, and etc. Stock units are only applicable to supplies and materials.	<p>The top screenshot shows the 'Stock Units' page with a sidebar containing links like Dashboard, Equipment, Facilities, Categories, Stock Units (4), Borrowing, Request List, Borrowed Items, Supplies And Materials, and Supplies And Materials (0). The main area is titled 'Stock Units' with a search bar and 'Create' and 'Import' buttons. A red box highlights the 'Create' button. The bottom screenshot shows the 'Create Stock Unit' form with a 'Description' input field containing 'Example: Carton, Tray, Ream, etc.' and a 'Create' button highlighted with a red box.</p>

Import Stock Unit

Click the green “Import” button in the top right corner of the facility resource. After that, you will be asked to import an Excel File.

Note: Import an Excel file. Column headers must include: Description.

The screenshot shows the CCIS ComLab System interface. On the left, there is a sidebar with various facility resources: Dashboard (5), Equipment (5), Facilities (18), Categories (24), Stock Units (4), Borrowing, Request List (0), Borrowed Items (0), Supplies And Materials, and Supplies And Materials (0). The Stock Units resource is selected. On the right, the main area displays a table titled "Stock Units" with columns for Description, Carton, Tray, Ream, and Boxes. The "Import" button in the top right corner of the main area is highlighted with a red box. Below it, an "Import" dialog box is open, containing instructions to "Import an excel file. Column header must include: Description.", a file upload area with the placeholder "Drag & Drop your files or Browse", and "Submit" and "Cancel" buttons.

View Stock Unit

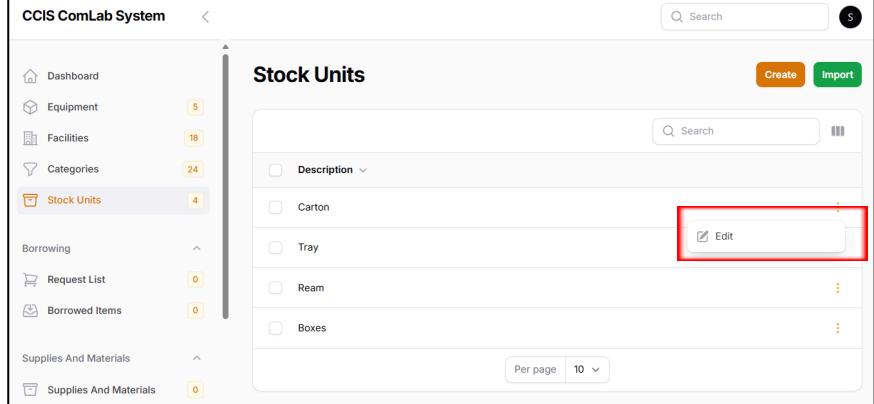
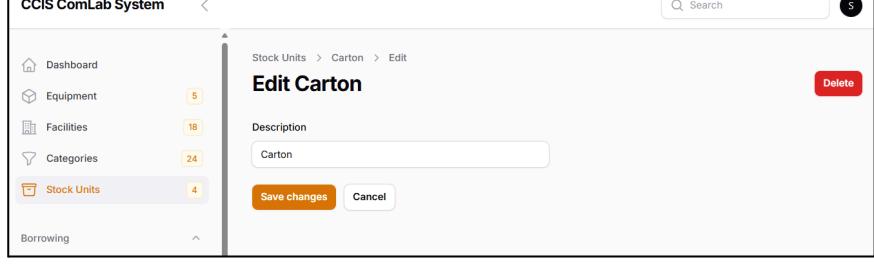
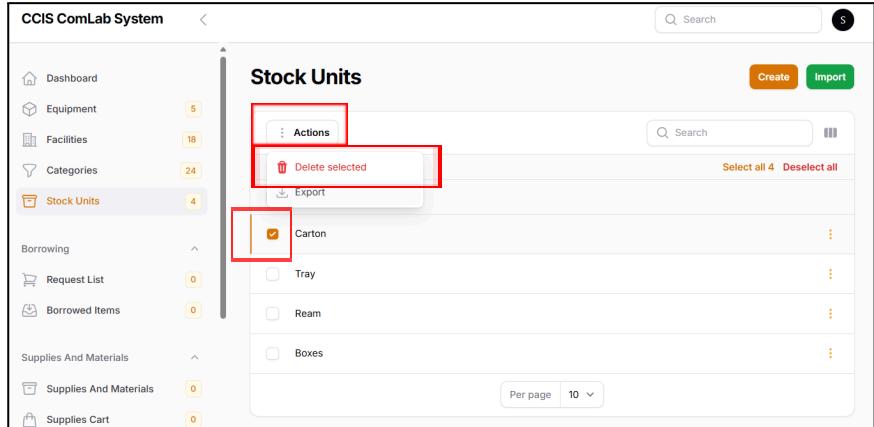
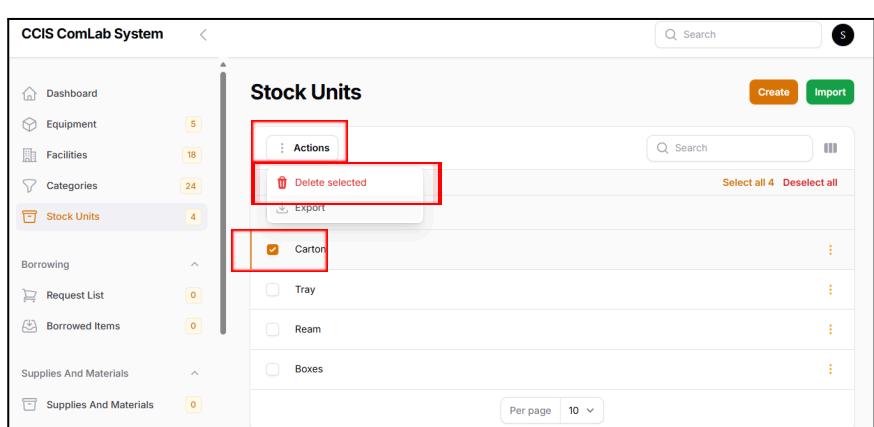
The stock units list is shown in a table format, with all columns being toggleable. You can use the search bar to filter table results. Pagination at the bottom allows you to customize the number of results.

This screenshot shows the Stock Units list from a different perspective. The sidebar on the left has the Stock Units resource selected. The main area displays the same table as the previous screenshot, with the "Stock Units" resource highlighted with a red box in the sidebar.

Edit Stock Unit

Click the "Edit" button in the table row. After making your changes, click the "Save Changes" button.

This screenshot shows the Stock Units list again. The sidebar on the left has the Stock Units resource selected. In the main area, the "Carton" column of the second row is highlighted with a red box, indicating an edit operation. The rest of the table and sidebar are identical to the previous screenshots.

	 <p>The screenshot shows the 'Stock Units' list page. On the right, there is a table with several rows. The first row has a checkbox and the word 'Description'. The second row has a checkbox and the word 'Carton'. The third row has a checkbox and the word 'Tray'. The fourth row has a checkbox and the word 'Rearm'. The fifth row has a checkbox and the word 'Boxes'. To the right of the table is a button labeled 'Edit' with a checkmark icon, which is highlighted with a red box.</p>
Delete Stock Unit	 <p>The screenshot shows the 'Edit Carton' page. It has a breadcrumb navigation 'Stock Units > Carton > Edit'. Below it is a form with a 'Description' field containing 'Carton', a 'Save changes' button, and a 'Cancel' button. The entire page is framed by a red border.</p>
Delete Stock Unit	 <p>The screenshot shows the 'Stock Units' list page again. On the right, there is a table with a checkbox next to 'Carton'. To the right of the table is a 'Actions' button with a dropdown menu. The 'Delete selected' option in this menu is highlighted with a red box. The entire page is framed by a red border.</p>
Export Stock Unit	 <p>The screenshot shows the 'Stock Units' list page once more. On the right, there is a table with a checkbox next to 'Carton'. To the right of the table is a 'Actions' button with a dropdown menu. The 'Export' option in this menu is highlighted with a red box. The entire page is framed by a red border.</p>

Customized Columns

All columns are toggleable, allowing you to choose which columns to display. To do this, click the icon next to the filter icon, then check the columns you want to display and uncheck the ones you want to hide.

The image contains two screenshots of the CCIS ComLab System interface, specifically the Stock Units page. Both screenshots show a sidebar with navigation links: Dashboard, Equipment (5), Facilities (18), Categories (24), Stock Units (4), Borrowing, Request List (0), Borrowed Items (0), Supplies And Materials, and Supplies And Materials (0). The main area is titled 'Stock Units' and displays a list of items with columns for Description, Carton, Tray, Ream, and Boxes. In the top screenshot, a red box highlights the 'Columns' icon (three vertical dots) at the top right of the list area. In the bottom screenshot, a red box highlights the 'Actions' button, and another red box highlights the 'Columns' modal window that has appeared, showing the current selected columns: Description and Created at.

BORROWING

To start borrowing equipment, go to the "Equipment" resource. Select the equipment you want to borrow by checking its checkbox. Note that only equipment marked as "Working" can be borrowed. Equipment that has not been returned cannot be borrowed, as it is still in use. After selecting the equipment, an "Actions" button will appear. Click it, choose "Add to Request List," and confirm your action. Shortly after, a notification will appear, confirming that the equipment has been successfully added to your request list.

Next, click the "Download Request Form" button to download the form and have it signed. Once signed, visit the lab technicians, ComLab adviser, staff, or clerk to get the equipment in your request list approved.

REQUEST LIST

Actions	
Download Request Form Click this button to download the request form and have it signed. Present this to the persons specified above as it will serve as your proof.	<p>The screenshot shows the Request List page with a sidebar containing the same navigation links as the previous screenshots. The main area is titled 'Request List' and displays a message 'No request lists'. A red box highlights the 'Download Request Form' button located in the top right corner of the list area.</p>

Approve

Only super admin, admin, and staff can approve a request for equipment or a facility in the request list. To approve a request, select a row by checking its checkbox. An "Actions" button will appear. Click it and choose "Approve." A modal will appear, prompting you to enter the following details:

Borrowed By: Name of the borrower

Purpose: Reason for borrowing

Start Date and Time of Use: When the borrowing begins

End Date and Time of Use: When the borrowing will end

Expected Return Date: When the equipment is expected to be returned

College/Department/Office: The college, department, or office the borrower belongs to

Signed Request Form/Image for Proof: Upload a PDF of the signed request form for items that require it, or an image for items that do not require a request form.

Finally, click "Confirm." The approved request will automatically move to the "Borrowed Items" resource.

The screenshot shows the 'Request List' page. On the left is a sidebar with navigation links: Dashboard, Equipment (5), Facilities (18), Categories (24), Stock Units (4), Borrowing, Request List (1), and Borrowed Items (0). The main area has a title 'Request List' and a search bar. Below is a table with columns: Unit Number, Facility, Category, Status, and Serial Number. A single row is selected, and a red box highlights the three-dot menu icon in the top right corner of the row.

The screenshot shows the 'Request List' page with the same sidebar. The table now includes a 'Per page' dropdown set to 10. A red box highlights the 'Actions' button in the top right corner of the selected row. A modal window titled 'Actions' is open, showing options: Bulk actions, Delete selected, and Approve. The 'Approve' button is highlighted with a red box.

The screenshot shows the 'Request List' page with the 'Actions' dropdown open. The modal window now contains fields: Created By (SuperAdmin), Equipment (EPSON), and Description (WHITE/WITH: HDMI, EXTENSION WIRE, AND PROJECTOR). A red box highlights the 'Approve' button at the bottom of the modal.

View Request List

The request list is shown in a table format, with all columns being toggleable. You can use the search bar to filter the table, or click the funnel icon next to the search bar to apply multiple filters. Pagination at the bottom allows you to customize the number of results.

The screenshot shows the 'Request List' page with the sidebar. The table has columns: Requested at, Created By, Equipment, and Description. A red box highlights the 'Request List' link in the sidebar. The table shows one item: November 28, 2024 1:53 PM, SuperAdmin, EPSON, WHITE/WITH: HDMI, EXTENSION WIRE, AND PROJECTOR. The bottom of the page has a 'Per page' dropdown set to 10.

Delete Request List

Only super admin, admin, and staff can delete the request list. First, select a row by checking the checkbox. Then, an "Actions" button will appear. Click it and choose "Delete Selected."

The screenshot shows the 'Request List' page within the CCIS ComLab System. On the left is a sidebar with navigation links: Dashboard, Equipment (5), Facilities (18), Categories (24), Stock Units (4), Borrowing, Request List (1), Borrowed Items, and Supplies And Materials. The main area has a title 'Request List' and a search bar. Below the search bar is a 'Bulk actions' dropdown with options: 'Delete selected' (highlighted with a red box) and 'Approve'. A table lists a single item: 'November 28, 2024 1:53 PM' (Created By: SuperAdmin, Equipment: EPSON, Description: WHITE/WITH: HDMI, EXTENSION WIRE, AND PROJECTOR). At the bottom are 'Per page' and '10' dropdowns.

Filter Request List

Click the funnel icon next to the search bar and implement multiple filters. After setting filters, click anywhere to take effect. To remove filters, just click the funnel icon again and click "Reset".

The screenshot shows the 'Request List' page with a filter applied. The sidebar and table structure are identical to the previous screenshot. A red box highlights the funnel icon next to the search bar. The table shows the same single item as before.

The screenshot shows the 'Request List' page with multiple filters applied. The sidebar and table structure are identical. A large red box highlights the 'Filters' section on the right side of the screen, which includes dropdown menus for 'Requested at' (All) and 'Created By' (All).

Customized Columns

All columns are toggleable, allowing you to choose which columns to display. To do this, click the icon next to the filter icon, then check the columns you want to display and uncheck the ones you want to hide.

The screenshot shows the 'Request List' page with customized columns. The sidebar and table structure are identical. A red box highlights the column visibility icon next to the search bar. The table shows the same single item as before.

BORROWED ITEMS

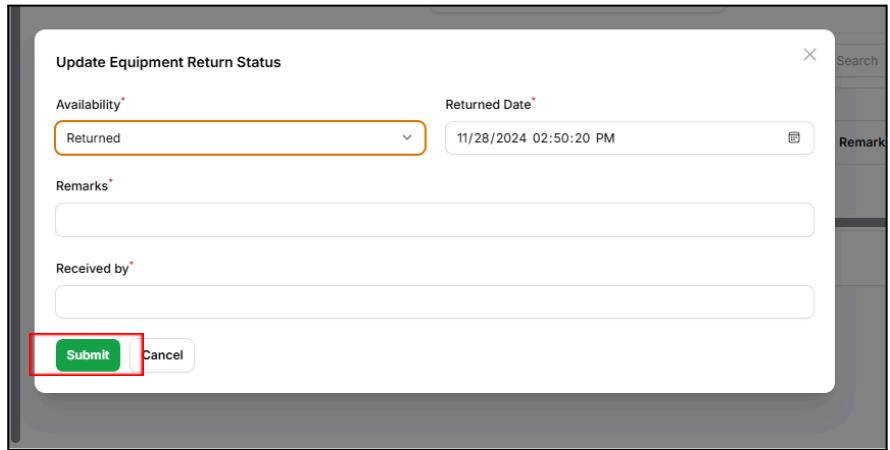
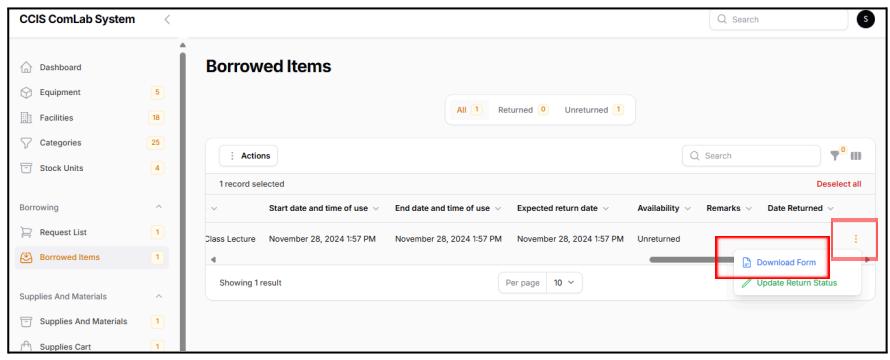
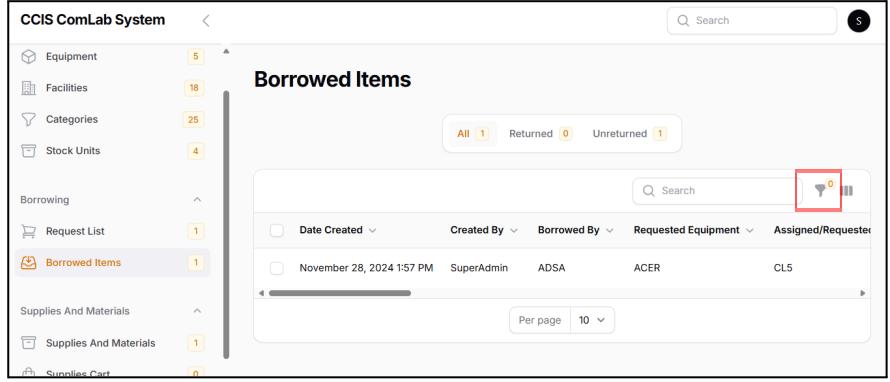
Actions	
<p>View Borrowed Items</p> <p>The borrowed items list is shown in a table format, with all columns being toggleable. You can use the search bar to filter the table, or click the funnel icon next to the search bar to apply multiple filters. There are three tabs at the top: "All" for all borrowed items, "Returned" for returned equipment and "Unreturned" for unreturned equipment. Pagination at the bottom allows you to customize the number of results.</p>	
<p>Delete Borrowed Items</p> <p>First, select the equipment by checking the checkbox. Then, an "Actions" button will appear. Click it and choose "Delete Selected."</p>	

Export Borrowed Items

First, select the rows you want to export by checking the checkbox. Then, an "Actions" button will appear. Click it and choose "Export." Only columns being displayed are being exported, the remaining hidden columns will not be exported. You can select the rows you want to export. It also works with table search bar and filters. After clicking export, the file will be downloaded automatically as "BorrowedItems.xlsx".

Update Return Status

This action is for updating the return status of the borrowed equipment. To start, click the vertical ellipsis and click "Update Return Status". A modal will appear. If the return status is set to "Return", fields like Returned Date, Remarks, and Received By, will show. After that, click "Submit" to update the return status.

	
Download Form	<p>This action is for viewing the uploaded request forms or images. To view, click the vertical ellipsis, and click "Download Form". Then, the file will be automatically downloaded.</p> 
Filter Borrowed Items	<p>Click the funnel icon next to the search bar and implement multiple filters. After setting filters, click anywhere to take effect. To remove filters, just click the funnel icon again and click "Reset".</p> 

Customized Columns

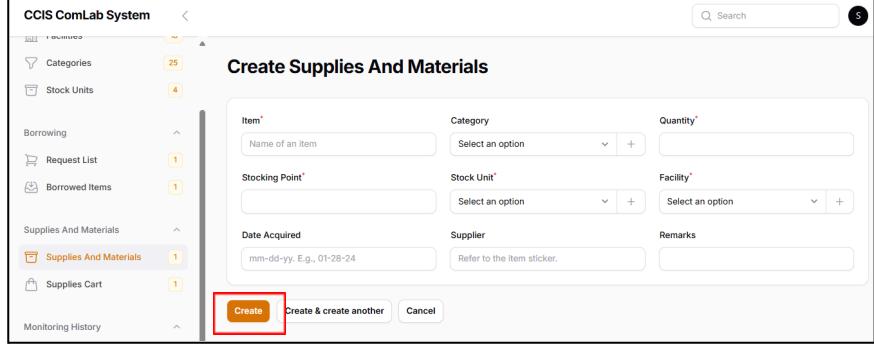
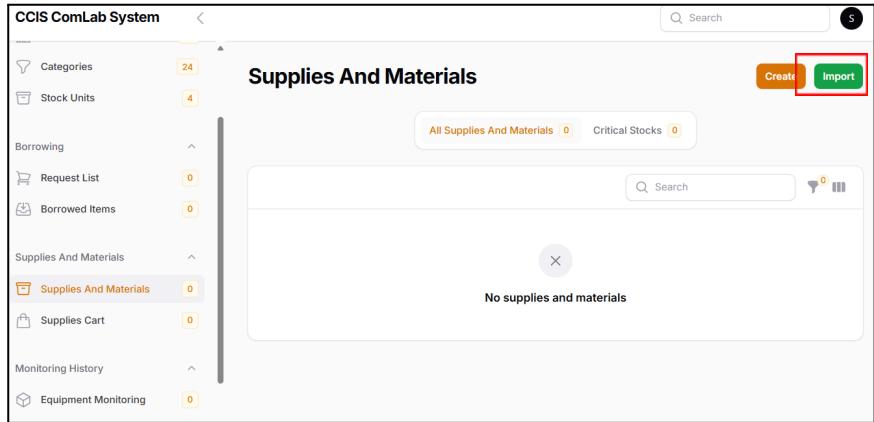
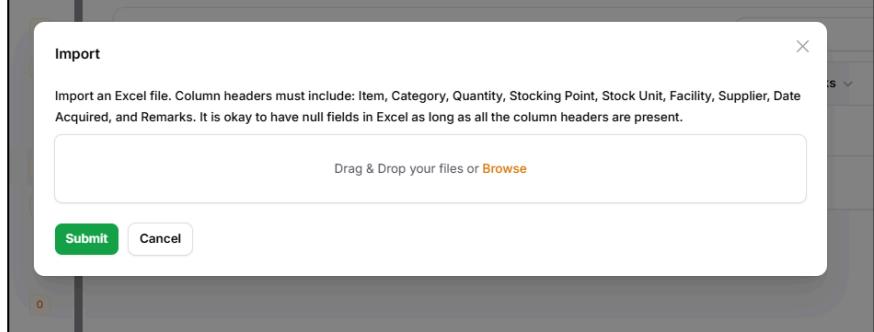
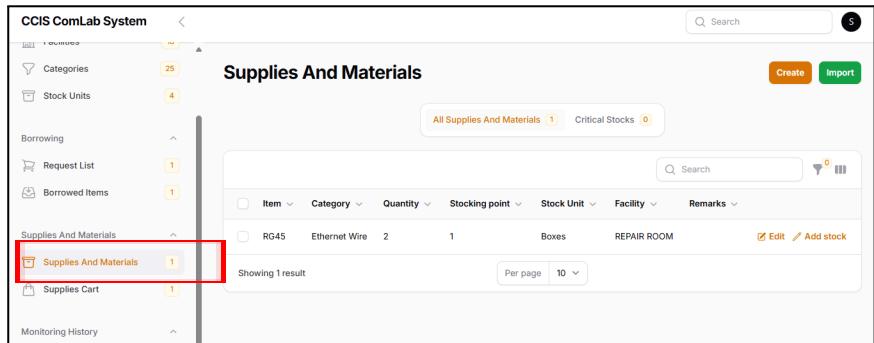
All columns are toggleable, allowing you to choose which columns to display. To do this, click the icon next to the filter icon, then check the columns you want to display and uncheck the ones you want to hide.

The top screenshot shows the 'Borrowed Items' page with standard column headers: Date Created, Created By, Borrowed By, Requested Equipment, and Assigned/Requested Facility. The bottom screenshot shows the same page with a red box highlighting the 'Actions' section. This section includes a 'Columns' dropdown menu where several checkboxes are checked, indicating they are currently displayed in the table.

SUPPLIES AND MATERIALS

SUPPLIES AND MATERIALS

Actions	
<p>Create Supplies and Materials</p> <p>Click the “Create” button in the top right corner of the supplies and materials resource. You will be redirected to the “Create Supplies and Materials” page. Below are the equipment attributes:</p> <p>Item: Name of an item. For example, A4 Bond Paper.</p> <p>Category: Category of an item.</p> <p>Quantity: The quantity of an item. It must be numeric.</p> <p>Stocking Point: It is the quantity point that identifies a specific item having a critical stock and needs to be restocked.</p> <p>Stock Unit: The unit of an item. For example, cartons, boxes, and etc.</p>	<p>The screenshot shows the 'Supplies And Materials' page with a red box around the 'Create' button in the top right corner. The page also displays a sidebar with categories like Categories, Stock Units, and Monitoring History.</p>

<p>Facility: The facility where the equipment is located.</p> <p>Date Acquired: Refer to the inventory sticker. The date must be in a MM/DD/YY. For example, 01-28-03.</p> <p>Supplier: Refer to the inventory sticker.</p> <p>Remarks: Anything that describes an item</p>	
<h3>Import Supplies and Materials</h3> <p>Click the green “Import” button in the top right corner of the supplies and materials resource. After that, you will be asked to import an Excel File.</p> <p>Note: Import an Excel file. Column headers must include: Item, Category, Quantity, Stocking Point, Stock Unit, Facility, Supplier, Date Acquired, and Remarks. It is okay to have null fields in Excel as long as all the column headers are present.</p> <p>Wait for the “Uploading File” loading. After that, click submit.</p>	 
<h3>View Supplies and Materials</h3> <p>The equipment list is shown in a table format, with all columns being toggleable. You can use the search bar to filter the table, or click the funnel icon next to the search bar to apply multiple filters. There are two tabs at the top: "All Supplies and Materials" and "Critical Stocks." An item will only fall to the critical stock tab if its quantity is now less than equal to the stocking point. Pagination at the bottom allows you to customize the number of results.</p>	

Edit Supplies and Materials

Click the "Edit" button in the table row. After making your changes, click the "Save Changes" button.

Delete Supplies and Materials

First, select an item by checking the checkbox. Then, an "Actions" button will appear. Click it and choose "Delete Selected."

Export Supplies and Materials

First, select an item by checking the checkbox. Then, an "Actions" button will appear. Click it and choose "Export." Only columns being displayed are being exported, the remaining hidden columns will not be exported. You can select the rows you want to export. It also works with table search bar and filters. After clicking export, the file will be

downloaded automatically as “SuppliesAndMaterials.xlsx”.

Add Stock

This action is mostly used when restocking items with critical stocks, allowing the procurement officer to add a new quantity of an item. Click the “Add Stock” action in a row to display its modal prompting the user to select monitoring date, quantity to add, and the supplier. Click “Confirm” to save. The history of restocking activities will be stored in the “Stock Monitoring” resource.

Add to Supplies Cart

To request supplies and materials, you must be in the supplies and materials resource. Finalize your selection and choose items you want to borrow. An "Action" button will appear; click it and choose "Add to Supplies Cart." Your request will then be transferred to the "Supplies Cart" resource under the borrowing group.

Filter Supplies and Materials

Click the funnel icon next to the search bar and implement multiple filters. After setting filters, click anywhere to take effect. To remove filters, just click the funnel icon again and click "Reset".

Customized Columns

All columns are toggleable, allowing you to choose which columns to display. To do this, click the icon next to the filter icon, then check the columns you want to display and uncheck the ones you want to hide.

Item	Category	Quantity	Stocking point	Stock Unit	Facility	Supplier	Remarks
RG45	Ethernet Wire	2	1	Boxes	REPAIR ROOM		

SUPPLIES CART

Actions																	
View Supplies Cart <p>The supplies cart list is shown in a table format, with all columns being toggleable. You can use the search bar to filter the table, or click the funnel icon next to the search bar to apply multiple filters. Pagination at the bottom allows you to customize the number of results.</p>	<table border="1"> <thead> <tr> <th>Requested By</th> <th>Item</th> <th>Category</th> <th>Location</th> <th>Quantity Requested</th> <th>Available Quantity</th> <th>Remarks</th> <th>Date Requested</th> </tr> </thead> <tbody> <tr> <td>DADA</td> <td>RG45</td> <td>Ethernet Wire</td> <td>REPAIR ROOM</td> <td>1 Boxes</td> <td>3 Boxes</td> <td></td> <td>November 28, 2024</td> </tr> </tbody> </table>	Requested By	Item	Category	Location	Quantity Requested	Available Quantity	Remarks	Date Requested	DADA	RG45	Ethernet Wire	REPAIR ROOM	1 Boxes	3 Boxes		November 28, 2024
Requested By	Item	Category	Location	Quantity Requested	Available Quantity	Remarks	Date Requested										
DADA	RG45	Ethernet Wire	REPAIR ROOM	1 Boxes	3 Boxes		November 28, 2024										

Delete Supplies Cart

First, select a row by checking the checkbox. Then, an "Actions" button will appear. Click it and choose "Delete Selected."

Supplies Carts							
Actions							
1 record selected							
<input checked="" type="checkbox"/>	DADA	RG45	Ethernet Wire	REPAIR ROOM	1 Boxes	3 Boxes	November 28, 2024

Supplies Carts							
Actions							
<input type="button" value="Delete selected"/> <input type="button" value="Export"/> Category Location Quantity Requested Available Quantity Remarks Date Requested							
<input checked="" type="checkbox"/>	DADA	RG45	Ethernet Wire	REPAIR ROOM	1 Boxes	3 Boxes	November 28, 2024

Export Supplies Cart

First, select a row by checking the checkbox. Then, an "Actions" button will appear. Click it and choose "Export." Only columns being displayed are being exported, the remaining hidden columns will not be exported. You can select the rows you want to export. It also works with table search bar and filters. After clicking export, the file will be downloaded automatically as "SuppliesCart.xlsx".

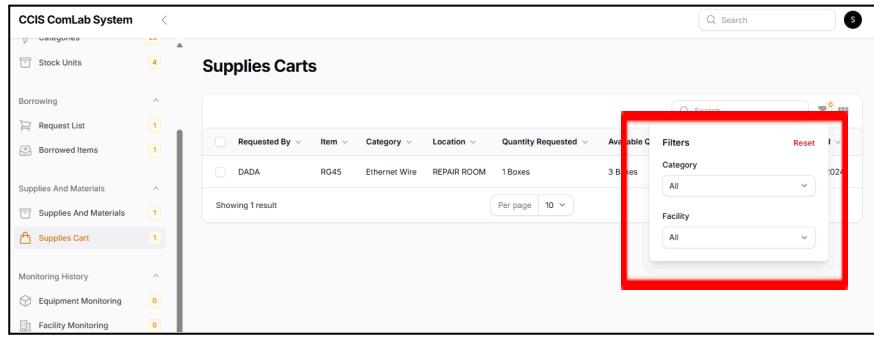
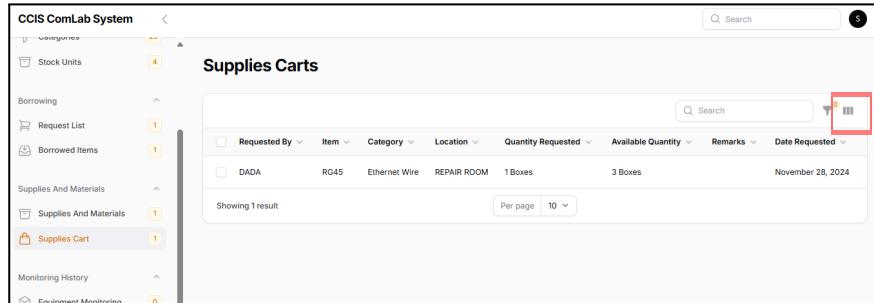
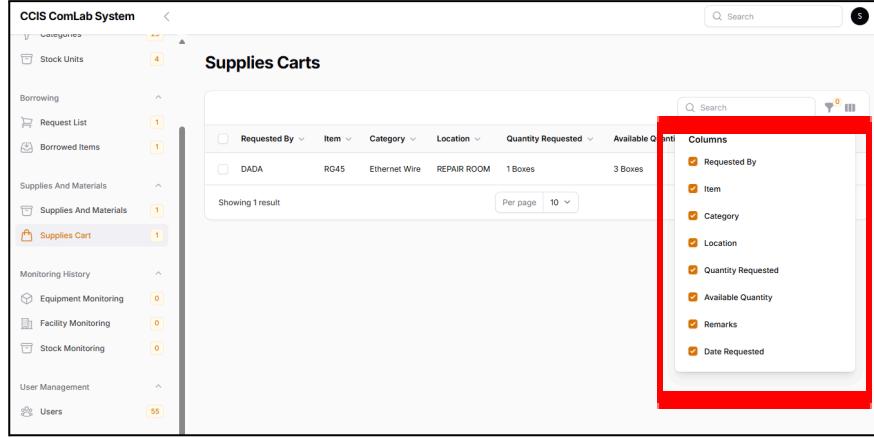
Supplies Carts							
Actions							
1 record selected							
<input checked="" type="checkbox"/>	DADA	RG45	Ethernet Wire	REPAIR ROOM	1 Boxes	3 Boxes	November 28, 2024

Supplies Carts							
Actions							
<input type="button" value="Delete selected"/> <input type="button" value="Export"/> Category Location Quantity Requested Available Quantity Remarks Date Requested							
<input checked="" type="checkbox"/>	DADA	RG45	Ethernet Wire	REPAIR ROOM	1 Boxes	3 Boxes	November 28, 2024

Filter Supplies Cart

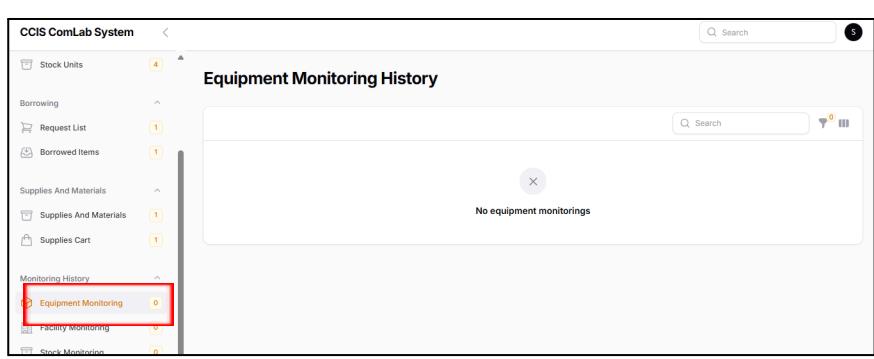
Click the funnel icon next to the search bar and implement multiple filters. After setting filters, click anywhere to take effect. To remove filters, just click the funnel icon again and click "Reset".

Supplies Carts							
Search <input type="button" value="Filter"/> Requested By Item Category Location Quantity Requested Available Quantity Remarks Date Requested							
<input type="checkbox"/>	DADA	RG45	Ethernet Wire	REPAIR ROOM	1 Boxes	3 Boxes	November 28, 2024

	
Customized Columns	<p>All columns are toggleable, allowing you to choose which columns to display. To do this, click the icon next to the filter icon, then check the columns you want to display and uncheck the ones you want to hide.</p>  

MONITORING HISTORY

EQUIPMENT MONITORING

Actions	
View Equipment Monitoring History <p>The equipment monitoring list is shown in a table format. You can use the search bar to filter the table. In addition, pagination at the bottom allows you to customize the number of results.</p>	

Delete Equipment Monitoring History

First, select a row by checking the checkbox. Then, an "Actions" button will appear. Click it and choose "Delete Selected."

	Monitored date	Monitored By	Equipment	Facility	Category	PO Number	Serial No.
<input checked="" type="checkbox"/>	November 28, 2024	SuperAdmin	ACER	CLS	System Unit	IGF-164-18-06-191	*S/N: (188) MONITOR: ANII21A008248, KEYBOARD:

Export Equipment Monitoring History

First, select a row by checking its checkbox. Then, an "Actions" button will appear. Click it and choose "Export." Only columns being displayed are being exported, the remaining hidden columns will not be exported. You can select the rows you want to export. It also works with table search bar filters. After clicking export, the file will be downloaded automatically

as "EquipmentMonitoring.xlsx".

	Monitored date	Monitored By	Equipment	Facility	Category	PO Number	Serial No.
<input checked="" type="checkbox"/>	November 28, 2024	SuperAdmin	ACER	CLS	System Unit	IGF-164-18-06-191	*S/N: (188) MONITOR: ANII21A008248, KEYBOARD:

Filter Equipment Monitoring History

Click the funnel icon next to the search bar and implement multiple filters. After setting filters, click anywhere to take effect. To remove filters, just click the funnel icon again and click “Reset”.

The screenshot shows the 'Equipment Monitoring History' page. On the left is a sidebar with categories like Stock Units, Borrowing, and Monitoring History. The main area says 'No equipment monitorings'. A search bar at the top right has a funnel icon highlighted with a red box. Below it is a 'Filters' section with dropdowns for 'Date Monitored' and 'Monitored By', also highlighted with a red box.

This screenshot is similar to the one above, but the 'Filters' section on the right side is explicitly highlighted with a large red box. It contains dropdown menus for 'Date Monitored' and 'Monitored By'.

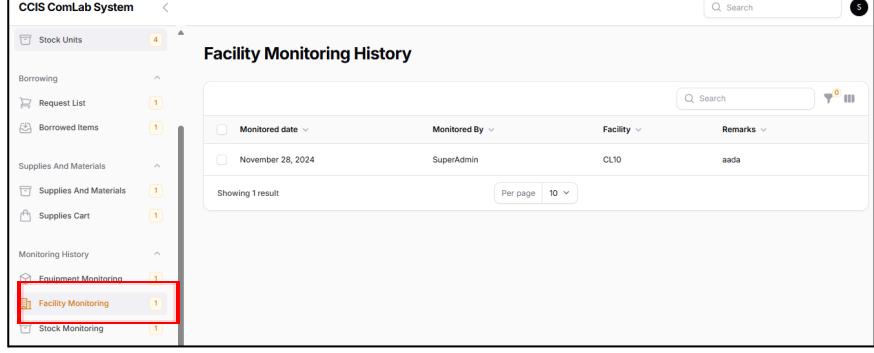
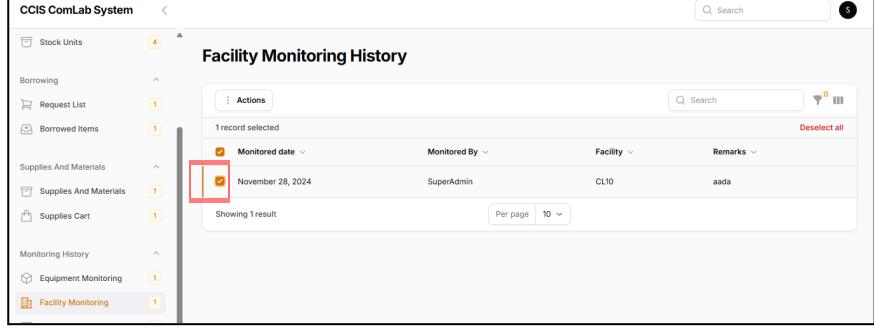
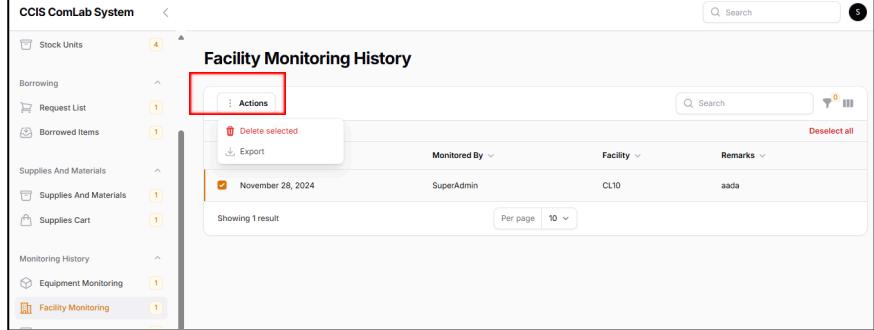
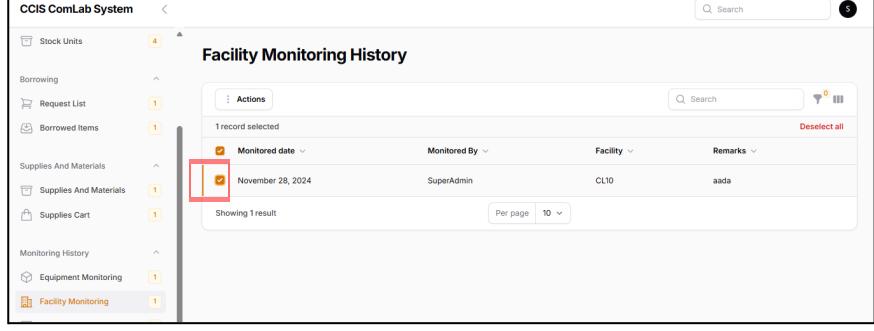
Customized Columns

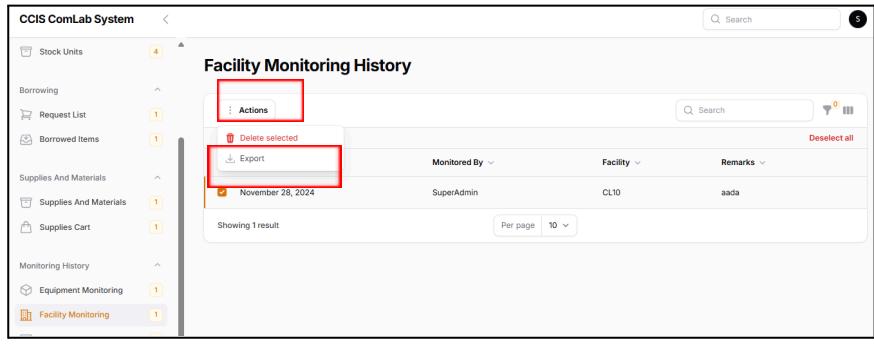
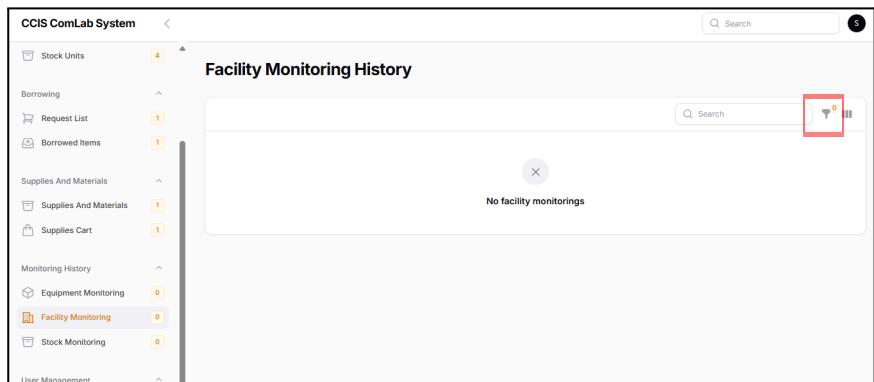
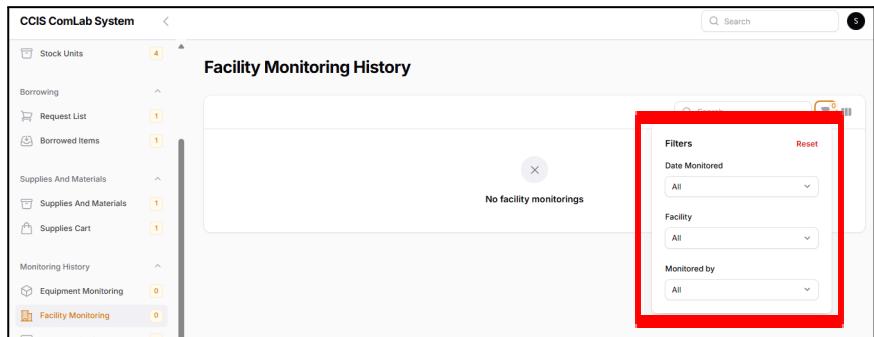
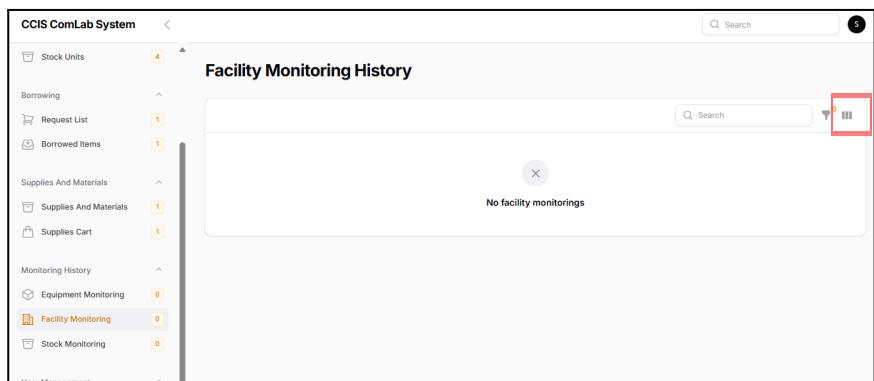
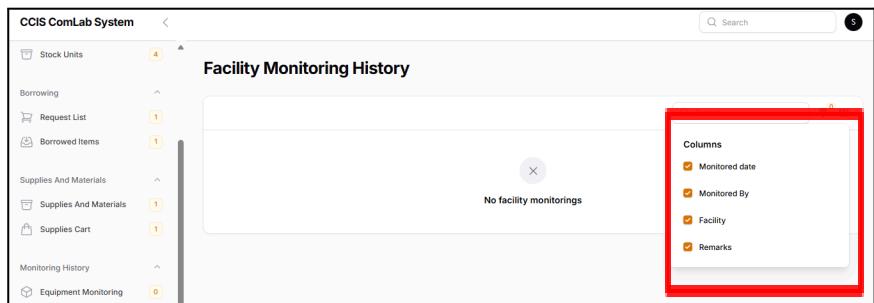
All columns are toggleable, allowing you to choose which columns to display. To do this, click the icon next to the filter icon, then check the columns you want to display and uncheck the ones you want to hide.

The screenshot shows the 'Equipment Monitoring History' page with the sidebar and main area. A search bar at the top right has a funnel icon highlighted with a red box. The 'Filters' section on the right is also highlighted with a red box.

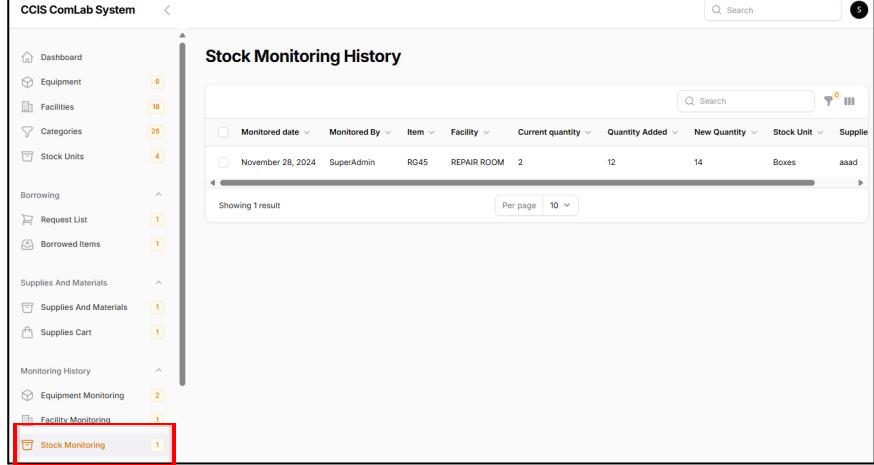
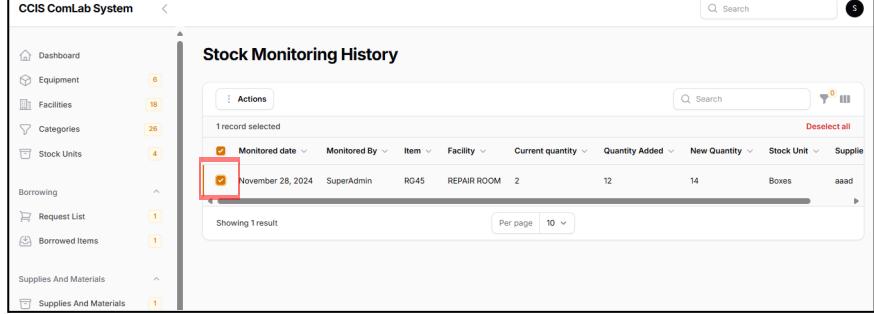
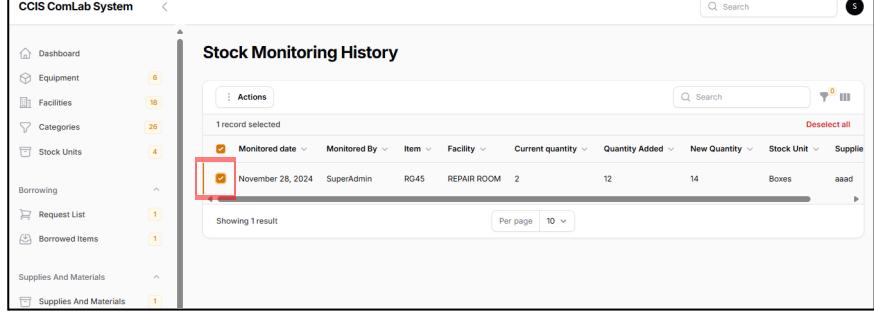
This screenshot shows the 'Equipment Monitoring History' page with the sidebar and main area. A search bar at the top right has a funnel icon highlighted with a red box. The 'Filters' section on the right is highlighted with a red box. Additionally, a 'Columns' dropdown menu on the far right is highlighted with a large red box, listing various monitoring parameters like 'Monitored date', 'Monitored By', 'Equipment', etc.

FACILITY MONITORING

Actions	
View Facility Monitoring History <p>The facility monitoring list is shown in a table format. You can use the search bar to filter the table. In addition, pagination at the bottom allows you to customize the number of results.</p>	
Delete Facility Monitoring History <p>First, select a row by checking the checkbox. Then, an "Actions" button will appear. Click it and choose "Delete Selected."</p>	 
Export Facility Monitoring History <p>First, select a row by checking its checkbox. Then, an "Actions" button will appear. Click it and choose "Export." Only columns being displayed are being exported, the remaining hidden columns will not be exported. You can select the rows you want to export. It also works with table search bar filters. After clicking export, the file will be downloaded automatically as "FacilityMonitoring.xlsx".</p>	

	
Filter Facility Monitoring History	<p>Click the funnel icon next to the search bar and implement multiple filters. After setting filters, click anywhere to take effect. To remove filters, just click the funnel icon again and click “Reset”.</p>  
Customized Columns	<p>All columns are toggleable, allowing you to choose which columns to display. To do this, click the icon next to the filter icon, then check the columns you want to display and uncheck the ones you want to hide.</p>  

STOCK MONITORING

Actions	
View Stock Monitoring History <p>The stock monitoring list is shown in a table format. You can use the search bar to filter the table. In addition, pagination at the bottom allows you to customize the number of results.</p>	
Delete Stock Monitoring History <p>First, select a row by checking the checkbox. Then, an "Actions" button will appear. Click it and choose "Delete Selected."</p>	
Export Stock Monitoring History <p>First, select a row by checking its checkbox. Then, an "Actions" button will appear. Click it and choose "Export." Only columns being displayed are being exported, the remaining hidden columns will not be exported. You can select the rows you want to export. It also works with table search bar filters. After clicking export, the file will be downloaded</p>	

automatically
“StockMonitoring.xlsx”.

as

The screenshot shows the 'Stock Monitoring History' page within the CCIS ComLab System. On the left is a sidebar with navigation links like Dashboard, Equipment, Facilities, Categories, Stock Units, Borrowing, Request List, Borrowed Items, Supplies And Materials, and another Supplies And Materials link. The main area has a title 'Stock Monitoring History'. At the top right are 'Actions' (with a 'Delete selected' button) and 'Export' buttons, both highlighted with red boxes. Below them are dropdown filters for Monitored date, Monitored By, Item, Facility, Current quantity, Quantity Added, New Quantity, Stock Unit, and Supply. A single result row is shown: November 28, 2024, SuperAdmin, RG45, REPAIR ROOM, 2, 12, 14, Boxes, and aad. At the bottom are 'Showing 1 result' and 'Per page 10' buttons.

Filter Stock Monitoring History

Click the funnel icon next to the search bar and implement multiple filters. After setting filters, click anywhere to take effect. To remove filters, just click the funnel icon again and click “Reset”.

This screenshot shows the same 'Stock Monitoring History' page as above, but the filter icon (a funnel icon) next to the search bar is highlighted with a red box. The rest of the interface is identical to the first screenshot.

This screenshot shows the 'Stock Monitoring History' page with the filter sidebar open. The sidebar contains sections for Date Monitored (with 'All' selected), Item (with 'All' selected), and Monitored by (with 'All' selected). The main content area is identical to the previous screenshots.

Customized Columns

All columns are toggleable, allowing you to choose which columns to display. To do this, click the icon next to the filter icon, then check the columns you want to display and uncheck the ones you want to hide.

This screenshot shows the 'Stock Monitoring History' page with the column visibility icon (a small icon with three horizontal lines) highlighted with a red box. The rest of the interface is identical to the previous screenshots.

The screenshot shows the 'Stock Monitoring History' section of the system. On the left is a sidebar with various monitoring categories like Dashboard, Equipment, Facilities, Categories, Stock Units, Borrowing, Request List, Borrowed Items, Supplies And Materials, Monitoring History, Equipment Monitoring, Facility Monitoring, and Stock Monitoring. The main area displays a table with one result: 'Monitored date' (November 28, 2024), 'Monitored By' (SuperAdmin), 'Item' (RG45), 'Facility' (REPAIR ROOM), 'Current quantity' (2), and 'Quantity Added' (12). Below the table are buttons for 'Showing 1 result' and 'Per page 10'. A red box highlights the 'Columns' dropdown menu on the right, which lists all the columns from the table.

USER MANAGEMENT

USERS

Actions	
<p>Create User</p> <p>Click the “Create” button in the top right corner of the users resource. You will be redirected to the “Create User” page. Below are the user attributes:</p> <p>Name: The user’s full name</p> <p>Email: Must be unique, and end with @carsu.edu.ph.</p> <p>Role: Select roles based on defined options: super_admin(CCIS Dean, Lab Technicians, ComLab Adviser), admin(Department Chairpersons, Associate Dean), staff(College Clerks, Student Assistants), and faculty(lecturers and instructors).</p> <p>Department: Select either a user belongs to the department of IS, IT, or CS.</p> <p>Designation: For example, he/she is a CCIS Dean, Department Chairperson, Associate Dean, Comlab Adviser, and others.</p> <p>Password: When creating a new user account, create a temporary password for that user. Once a user uses his login credentials, he can edit his password in the profile by clicking the profile avatar.</p>	<p>The first screenshot shows the 'Users' page with a list of users and their details. The second screenshot shows the 'Create User' form, which includes fields for Name, Email, Role, Department, Designation, Password, and Password confirmation. Both screenshots have a red box highlighting the 'Create' button.</p>

<h3>View Users</h3> <p>The list of users is shown in a table format, with all columns being toggleable. You can use the search bar to filter the table, or click the funnel icon next to the search bar to apply multiple filters. There are five tabs at the top: "All" and four specific floor levels. Pagination at the bottom allows you to customize the number of results.</p>	
<h3>Edit User</h3> <p>Click the "Edit" button in the table row. After making your changes, click the "Save Changes" button.</p>	

Delete User

First, select a user by checking the checkbox. Then, an "Actions" button will appear. Click it and choose "Delete Selected."

Name	Email	Role	Department	Designation
SuperAdmin	superadmin@carsu.edu.ph	Super Admin	Information System	Developer
Dr. Vicente A. Pitogo	vicente.pitogo@carsu.edu.ph	Super Admin		
Jay-Ar Escrin	jayarescrin@carsu.edu.ph	Super Admin		
Herbert O. Madrid	herbert.madrid@carsu.edu.ph			
Apple Caponan	apple.caponan@carsu.edu.ph			
Elbert S. Moyon	elbert.moyon@carsu.edu.ph			
Roland P. Abao	roland.abao@carsu.edu.ph			
Jayrhem Almonteros	jayrhem.almonteros@carsu.edu.ph			

Export Users

First, select a facility by checking the checkbox. Then, an "Actions" button will appear. Click it and choose "Export." Only columns being displayed are being exported, the remaining hidden columns will not be exported. You can select the rows you want to export. It also works with table search bar and filters. After clicking export, the file will be downloaded automatically as "User.xlsx".

Name	Email	Role	Department	Designation
SuperAdmin	superadmin@carsu.edu.ph	Super Admin	Information System	Developer
Dr. Vicente A. Pitogo	vicente.pitogo@carsu.edu.ph	Super Admin		
Jay-Ar Escrin	jayarescrin@carsu.edu.ph	Super Admin		
Herbert O. Madrid	herbert.madrid@carsu.edu.ph			
Apple Caponan	apple.caponan@carsu.edu.ph			
Elbert S. Moyon	elbert.moyon@carsu.edu.ph			
Roland P. Abao	roland.abao@carsu.edu.ph			
Jayrhem Almonteros	jayrhem.almonteros@carsu.edu.ph			

Filter Users	<p>Click the funnel icon next to the search bar and implement multiple filters. After setting filters, click anywhere to take effect. To remove filters, just click the funnel icon again and click "Reset".</p>
Customized Columns	<p>All columns are toggleable, allowing you to choose which columns to display. To do this, click the icon next to the filter icon, then check the columns you want to display and uncheck the ones you want to hide.</p>

Name	Email	Role	Department	Information
SuperAdmin	superadmin@carsu.edu.ph	Super Admin		
Dr. Vicente A. Pilogo	vicente.pilogo@carsu.edu.ph	Super Admin		
Jay-Ar Escrin	jayarescrin@carsu.edu.ph	Super Admin		
Herbert O. Madrid	herbert.madrid@carsu.edu.ph			
Apple Caponan	apple.caponan@carsu.edu.ph			
Elbert S. Moyon	elbert.moyon@carsu.edu.ph			
Roland P. Abao	roland.abao@carsu.edu.ph			
Jayrhom Almonteros	jayrhom.almonteros@carsu.edu.ph			

ROLES

This resource is for super admin only.

Actions																					
View Roles <p>The list of roles is shown in a table format, with all columns being toggleable. You can use the search bar to filter results.</p>	<table border="1"> <thead> <tr> <th>Name</th> <th>Guard Name</th> <th>Permissions</th> <th>Updated At</th> </tr> </thead> <tbody> <tr><td>Super Admin</td><td>web</td><td>160</td><td>Nov 27, 2024 15:14:27</td></tr> <tr><td>Admin</td><td>web</td><td>160</td><td>Nov 27, 2024 15:14:27</td></tr> <tr><td>Staff</td><td>web</td><td>160</td><td>Nov 27, 2024 15:14:27</td></tr> <tr><td>Faculty</td><td>web</td><td>160</td><td>Nov 27, 2024 15:14:27</td></tr> </tbody> </table>	Name	Guard Name	Permissions	Updated At	Super Admin	web	160	Nov 27, 2024 15:14:27	Admin	web	160	Nov 27, 2024 15:14:27	Staff	web	160	Nov 27, 2024 15:14:27	Faculty	web	160	Nov 27, 2024 15:14:27
Name	Guard Name	Permissions	Updated At																		
Super Admin	web	160	Nov 27, 2024 15:14:27																		
Admin	web	160	Nov 27, 2024 15:14:27																		
Staff	web	160	Nov 27, 2024 15:14:27																		
Faculty	web	160	Nov 27, 2024 15:14:27																		
Edit Roles <p>Click the "Edit" button in the table row, then toggle on 'Select All.' This will automatically apply all the permissions for each role. After making your changes, click the 'Save Changes' button.</p>	<table border="1"> <thead> <tr> <th>Name</th> <th>Guard Name</th> <th>Permissions</th> <th>Updated At</th> </tr> </thead> <tbody> <tr><td>Super Admin</td><td>web</td><td>160</td><td>Nov 27, 2024 15:14:27</td></tr> <tr><td>Admin</td><td>web</td><td>160</td><td>Nov 27, 2024 15:14:27</td></tr> <tr><td>Staff</td><td>web</td><td>160</td><td>Nov 27, 2024 15:14:27</td></tr> <tr><td>Faculty</td><td>web</td><td>160</td><td>Nov 27, 2024 15:14:27</td></tr> </tbody> </table>	Name	Guard Name	Permissions	Updated At	Super Admin	web	160	Nov 27, 2024 15:14:27	Admin	web	160	Nov 27, 2024 15:14:27	Staff	web	160	Nov 27, 2024 15:14:27	Faculty	web	160	Nov 27, 2024 15:14:27
Name	Guard Name	Permissions	Updated At																		
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Staff	web	160	Nov 27, 2024 15:14:27																		
Faculty	web	160	Nov 27, 2024 15:14:27																		

The top screenshot shows the 'Edit staff' page. It has a sidebar with categories like Stock Units, Borrowing, Supplies And Materials, Monitoring History, User Management, and Filament Shield. The main area shows a form for a 'staff' role with fields for 'Name' (staff) and 'Guard Name' (web). A 'Select All' button with a red border is highlighted. Below the form are sections for 'Borrowed Items' and 'Category' with various permissions checkboxes.

The bottom screenshot shows the 'Edit Roles' page. It has a similar sidebar. The main area shows sections for 'Supplies Cart', 'User', and 'Category' with permission checkboxes. A 'Save changes' button with a red border is highlighted at the bottom.

USER PROFILE

Actions	
Edit Profile	<p>All users can edit their personal information. To edit profile info, click your profile avatar at the top right, then click "Profile". You will be redirected to the "Edit Profile" page. Finally, save changes to update your profile info.</p>

	<p>Dashboard</p> <ul style="list-style-type: none"> Equipment: 72 Facilities: 21 Categories: 28 Stock Units: 4 Borrowing: <ul style="list-style-type: none"> Request List: 1 Borrowed Items: 1 <p>Total Users: 55 Borrowed Items Last 7 Days: 1 Total Borrowed Today: 1</p>
	<p>Profile</p> <p>Name*: SuperAdmin</p> <p>Email address*: superadmin@carsu.edu.ph</p> <p>New password</p> <p>Save changes Cancel</p>
Sign Out Account	<p>Click your profile avatar, then select "Sign Out". Additionally, you will be automatically signed out of the system after 30 minutes of inactivity.</p> <p>Dashboard</p> <ul style="list-style-type: none"> Equipment: 76 Facilities: 21 Categories: 28 Stock Units: 4 Borrowing: <ul style="list-style-type: none"> Request List: 1 Borrowed Items: 1 Supplies And Materials: <ul style="list-style-type: none"> Supplies And Materials: 1 Supplies Cart: 1 Monitoring History: <ul style="list-style-type: none"> Equipment Monitoring: 2 Facility Monitoring: 1 <p>Total Users: 55 Borrowed Items Last 7 Days: 1 Total Borrowed Today: 1</p> <p>76 Total Equipment 21 Total Facilities 28 Total Equipment Categories</p> <p>Equipment Count per Category</p> <p>DESKTOP COMPUTER Projector Avr/power Supply</p>

THAT'S ALL!

THANK YOU FOR READING