

USER DOCUMENTATION
GSO ASSISTANT ACCOUNT
OLONGAPO

Developed and Maintained by:

DANALEX Inc.

Nevada Square Building, Room 8

Loakan Rd, Baguio City, Philippines 2600

SUMMARY CONTENT

DEPARTMENT USER LIST

- Management of user accounts

SETTINGS

- Management of Procurement method and PR Signee

- I. **DEPARTMENT USER LIST**
- Adding of employee
 - Management of department's user accounts
- A. New employee

OLONGAPO

MAIN NAVIGATION

Department User List

GSO Template

BID AND AWARDS COMMITTEE

Settings

GSO Assistant Officer

Employee List

Purchase Order List

+ Add Employee

+ Add Employee Access

Search:

Show 10 entries

No	Last Name	First Name	Middle Name	User Name	Department	Position	Action	Access Logs
1	Pacocha	Enrico	Breanne	root	CMO - City Sport & Youth Development Office		<div><div>Edit Employee</div></div>	<div><div>Access logs</div></div>
2	Sporer	Cristal	Antonette	inventory_root	N-RTC Regional Trial Court 72 , 73		<div><div>Edit Employee</div></div>	<div><div>Access logs</div></div>
3	Brekke	Travon	Teagan	popr_root	CMO - Barangay Affairs Office		<div><div>Edit Employee</div></div>	<div><div>Access logs</div></div>
4	Marvin	Leopoldo	Gia	bac_root	CMO - Public Affairs Office		<div><div>Edit Employee</div></div>	<div><div>Access logs</div></div>
5	Dooley	Oscar	Kristina	abstrct_root	CMO - Business Permit Section		<div><div>Edit Employee</div></div>	<div><div>Access logs</div></div>
6	Huel	Sim	Marilou	gso_assistant	N-MTCC Municipal Trial Court in the City Branch 1 to 5		<div><div>Edit Employee</div></div>	<div><div>Access logs</div></div>
7	Legros	Murray	Shemar	gso_manager	CMO - Task Force		<div><div>Edit Employee</div></div>	<div><div>Access logs</div></div>
8	Doe	John	d	john DOE	CMO - Management Information System	Tester	<div><div>Edit Employee</div></div>	<div><div>Access logs</div></div>

Showing 1 to 8 of 8 entries

Previous

1

Next

Delete Employee Record

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Delete Employee Record

Submit

B. Updating of employee data and user access

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8	Doe	John	d	johndoe	CMO - Management Information System	Tester	<div><div>Edit Employee</div><div>Access logs</div></div>	

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Delete Employee Record

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Submit

II. SETTINGS

A. PROCUREMENT TYPE

OLONGAPO

MAIN NAVIGATION

Department User List

GSO Template

BID AND AWARDS COMMITTEE

Settings

GSO Assistant Officer

GSO Procurement Settings

Description:

MIN VALUE:

MAX VALUE:

Cancel

Submit

Show 10 entries

Search:

Type	Max Value	Min Value	Action
shopping	1	50000	<div><div>update</div><div>delete</div></div>

Showing 1 to 1 of 1 entries

Previous 1 Next

Update Procurement Type

Description:

Supplies

MIN VALUE:

1

MAX VALUE:

50

Cancel

Submit

10

entries

B. PR SIGNEE

OLONGAPO

MAIN NAVIGATION

Department User List

GSO Template

BID AND AWARDS COMMITTEE

Settings

GSO Assistant Officer

GSO PURCHASE REQUEST/ORDER SIGNEE

Employee Full Name:

Enter Employee Full Name

POSITION:

City Mayor

Type:

PURCHASE REQUEST

YEAR START:

2019

YEAR END:

2019

Submit

Show 10 entries

Search:

Type	EMPLOYEE NAME	POSITION	Year	Added	Action
1		City Mayor	2017-2018	2018-02-06 06:11:57	<div>update</div> <div>delete</div>
2		Secretary To The Mayor	2017-2018	2018-02-06 06:12:14	<div>update</div> <div>delete</div>

Showing 1 to 2 of 2 entries

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Update Record



**Employer Full
Name :**

Rolen Paulino

Position :

City Mayor

Type :

PURCHASE REQUEST

Year Start :

2017

Year End :

Cancel

Submit