CICT-Files

May 2024

User Manual

College of Information Technology and Communication
Profiling System

Prepared By:
CICT-Developers

bulsuinternship@gmail.com

TABLE OF CONTENTS

GENERAL INFORMATION

Introduction

This document serves as a guide for all users of the Research Repository System at the College of Information Technology and Communication, Bulacan State University. It is designed to provide detailed instructions and information on how to effectively utilize the system's features and functionalities, catering specifically faculty members only or faculties that involved in the Bachelor of Science in Information Technology (BSIT), Bachelor of Science in Information Systems (BSIS), and Bachelor of Library and Information Science (BLIS) programs.

Within this manual, users will find step-by-step guides of each function and features for system admin and users. Whether you are a new user seeking basic guidance or an experienced user looking to explore advanced features, this document aims to empower you with the knowledge and skills needed to navigate and leverage the Research Repository System effectively.

System Overview

A CICT Faculty Profiling System is a web-based program created to organize and keep track of specific information about faculty members in Bulacan State University, College of Information Communication Technology.
A faculty profiling system's main goal is to give administrators, department heads, and other stakeholders a centralized platform where they can quickly access and use faculty data for a range of uses, such as:

- Resource Allocation: Facilitating the allocation of faculty resources based on their expertise, availability, and workload.
- Research Collaboration: Facilitating collaboration among faculty members by identifying common research interests and expertise.
- Accreditation and Reporting: Generating reports and documentation required for accreditation purposes or for institutional reporting.

Compatibility and Requirements

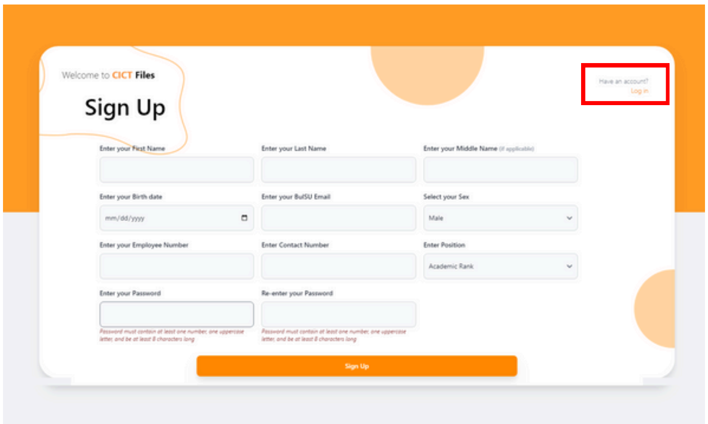
The system is available in all device such as mobile, tablet, laptop and desktop it also run in different browsers like Microsoft Edge and Google Chrome. However, you must have internet connection (Wi-Fi or Mobile data) to access the system.

GET STARTED

How to Access CICT-Files?

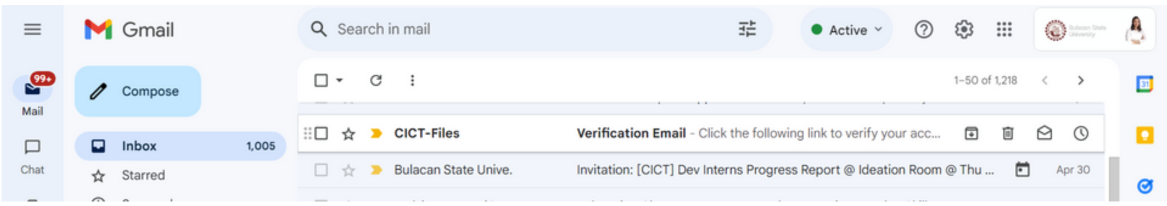
To access the system open your browser and enter the link https://bulsucict.com/ and click the CICT System, or just scan this QR Code and you will be automatically directed to the page.

Account Registration

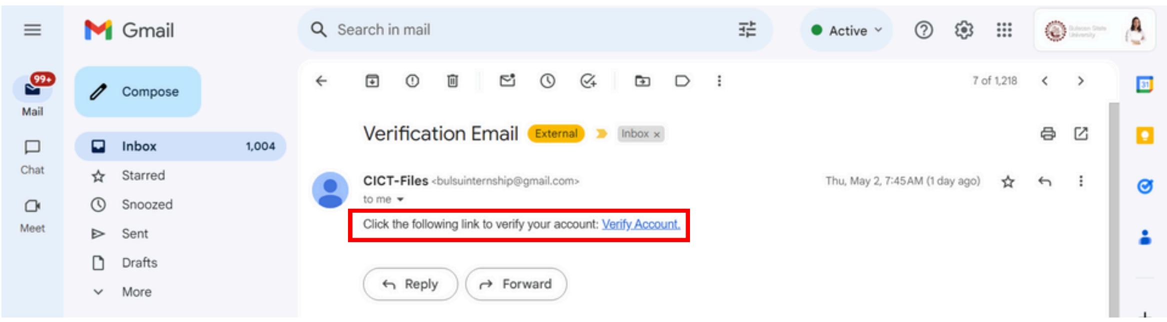


To register your account fill-out the form with your accurate information, make sure that your BulSU Email is existing and active as you will be verifying your email.

However, If you already have an existing account simply click the login button on the upper right of the screen.



On the same browser login your BulSU Gmail account, you will be receiving an email from the system. Open your email and verify your account by clicking the word “Verify Account”.

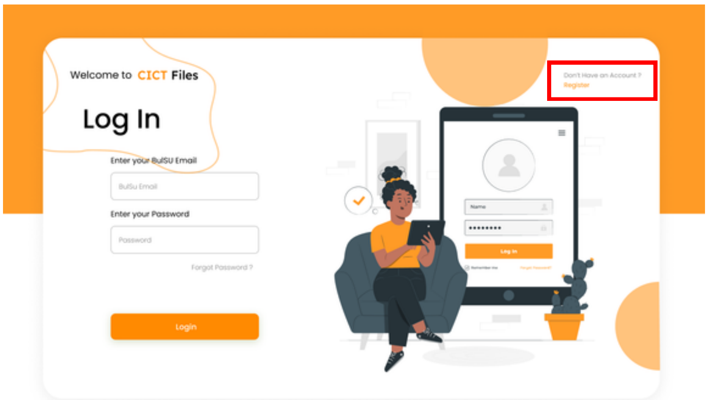


Once you have clicked it, You will be directed to login page where you will be ask to login your account.

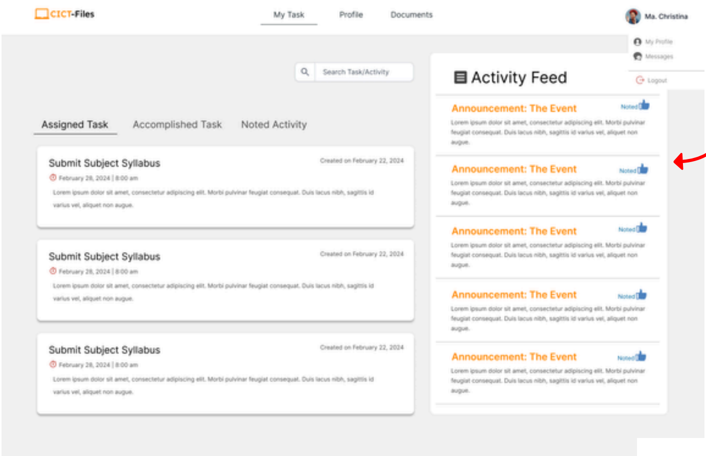
Account Login

Once you access the system you will be directed to our landing page, which is the login page where you can login with your valid and existing account. Enter your BulSU email and password in the text field and click the login button.

If you don't have an existing account, click the register text in the upper right, and you will be directed to the sign-up page.

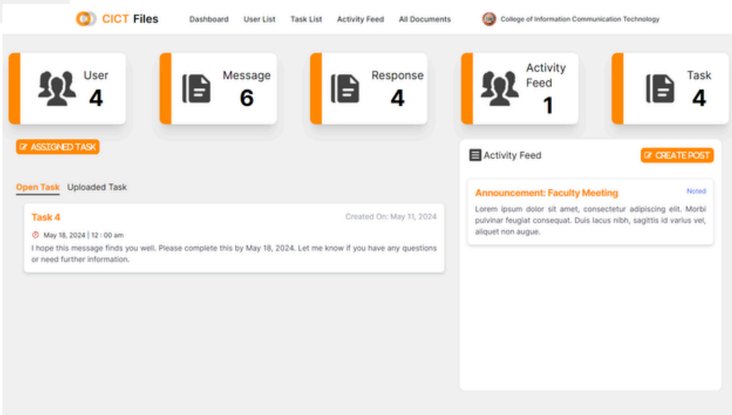


note: if you are an admin, this is also where you login.



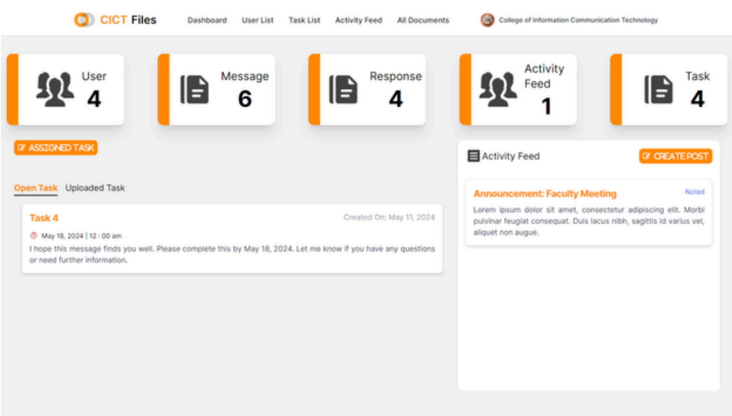
If you are a faculty user, this is what your page looks like once you login.

If you are a system admin, this is what your page looks like once you login.



FEATURES AND FUNCTIONALITY (ADMIN)

Dahboard

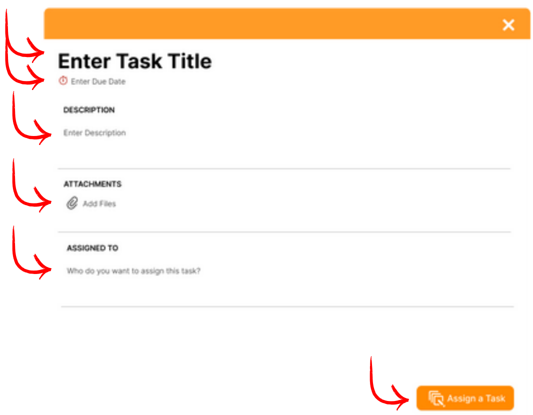


As admin you can view the summary data in the system, In this page you the total of registered user, open task, announcement and documents is displayed.

You can also see here the opened task, uploaded (already closed) and the posted announcement.

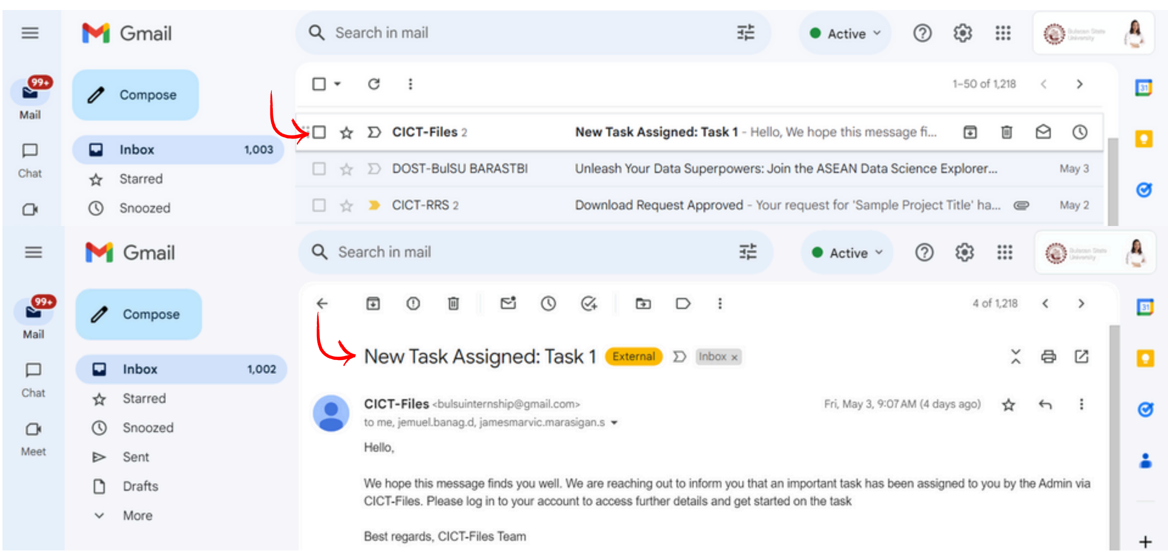
Assign a Task

To assign a task to the user, click the "Assign Task" button on the upper left and a modal will be displayed. You have to fill out the form to assign the task.

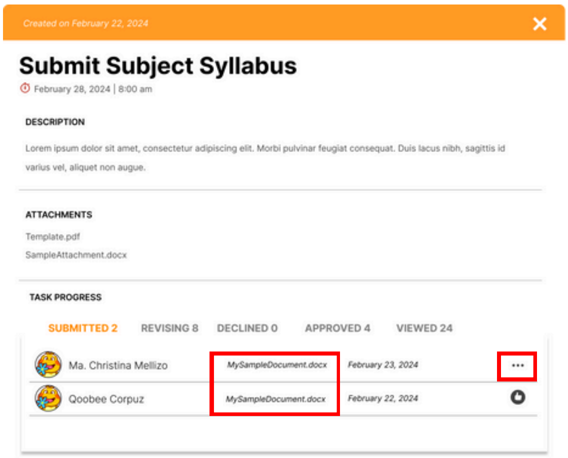


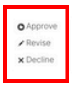
Once the admin successfully upload the task the the user will received an email notification that a task has been assigned to him/her.

The user can check the message to the registered BulSU Email in the system.



FEATURES AND FUNCTIONALITY (ADMIN)





Once admin selects a specific task, the admin can able to **view the details and progress** of the task.

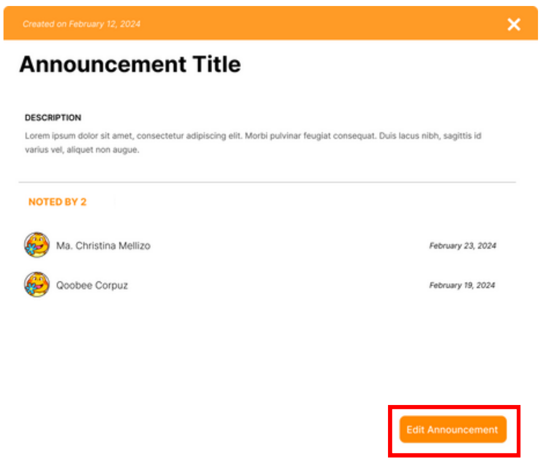
This is where also admin can **approve, revise and decline** the submitted file.

Click on the more icon (three dots) and there is a selection (Approve, Revise, Decline), once admin marked the work, the user will be notified through the registered email. The admin can also view who have open or seen the task, revising, declined and approved. If the admin want to view the submitted work, just click the selected file name.

Announcement

To post an announcement, admin must enter all the information such as the announcement title and description.

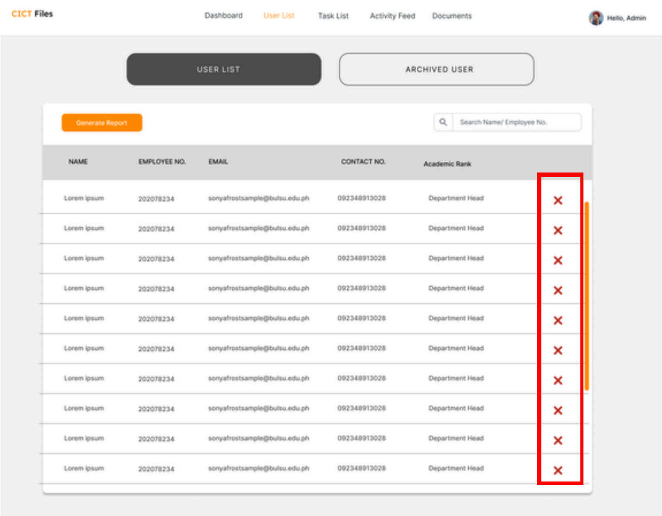
Once the user clicked a posted announcement, a modal will be displayed containing the announcements info such as the title, description and noted user. The admin can also edit the posted announcement by clicking the button “Edit Announcement”



FEATURES AND FUNCTIONALITY (ADMIN)

User List

In this page, admin can view all the registered user and their information in the system, To generate the report, simply click the “Generate Report” button and the file will automatically download in the admin’s device.

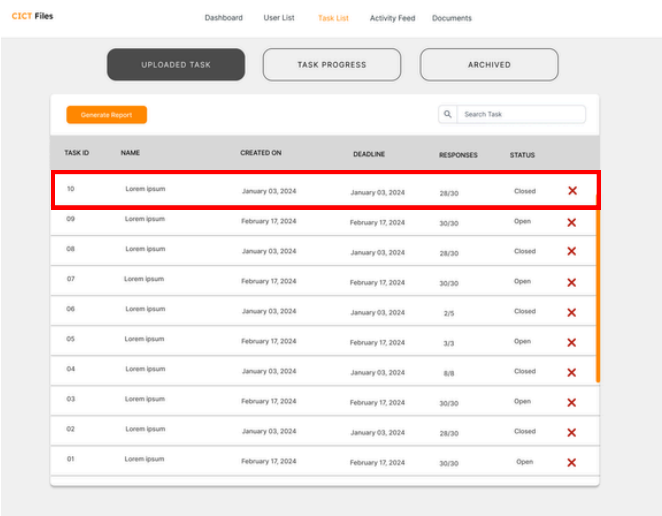


Admin can also archived a user by simply clicking the “X” button and the user will automatically moved in the Archived User tab.

To look a specific user, use the search bar and enter the user name.

Task List

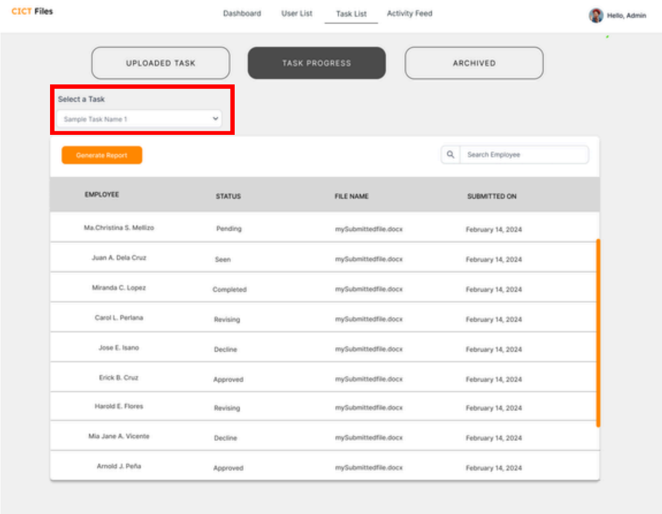
in this page admin can find all about task, such as uploaded task, task progress(who already submitted, date submitted and who haven’t) and the archived task.



In uploaded task tab, admin can find all the uploaded task in the system including the data regarding the task (task name, created date, deadline, total of responses and status). Admin can also generate the reports by clicking the “Generate Report” button and the file will be automatically downloaded in the admin’s device.

Admin can also look a specific task by using the search bar, Admin must enter the task name and press enter in your keyboard. To archive a task just simply click the “X” button and the task will automatically moved in the archived tab.

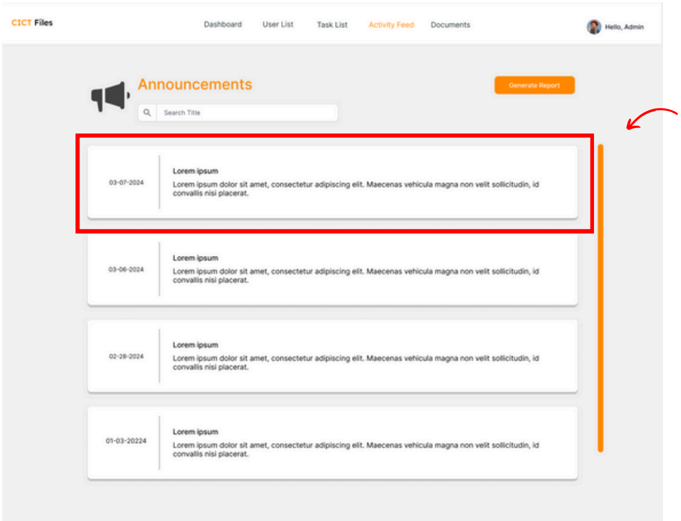
FEATURES AND FUNCTIONALITY (ADMIN)



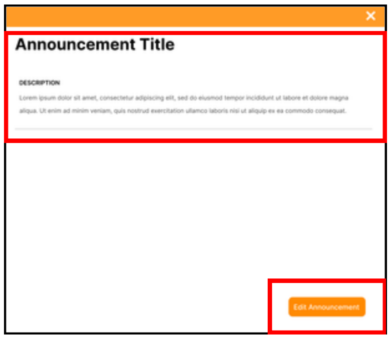
For the **task progress** admin can view a specific task details. Once the user select a task from the dropdown, the table will displays all the respondents info such as the employee name, status (pending, approved, decline, revising) , submitted file name and submitted date.

Activity Feed

In the Activity Feed tab, admin can view all the posted announcement. Admin can search a specific announcement by using search bar. To generate a report simply click the button “Generate Report” and the file will be downloaded automatically in the device.



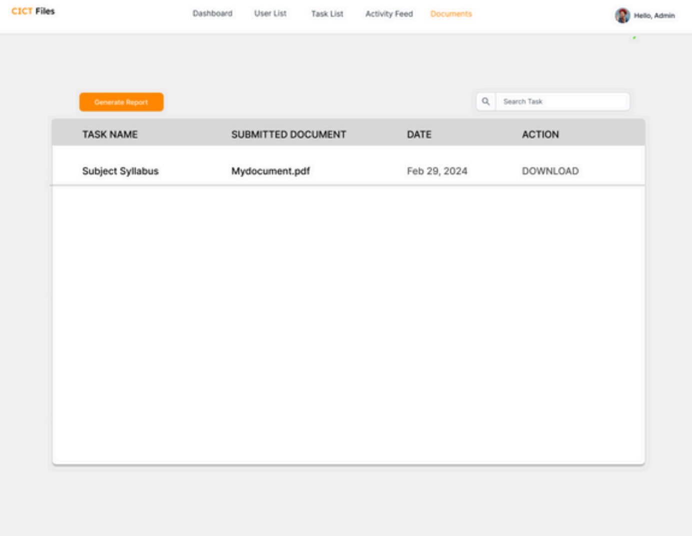
To view all the details of a specific announcement, click the box and a modal will displayed.



Admin can view all the details regarding the posted announcement, Also admin can edit the announcement by clicking the “Edit Announcement” button in the displayed modal.

FEATURES AND FUNCTIONALITY (ADMIN)

Documents



In this page, admin can view all the documents submitted in all task, along with their information.

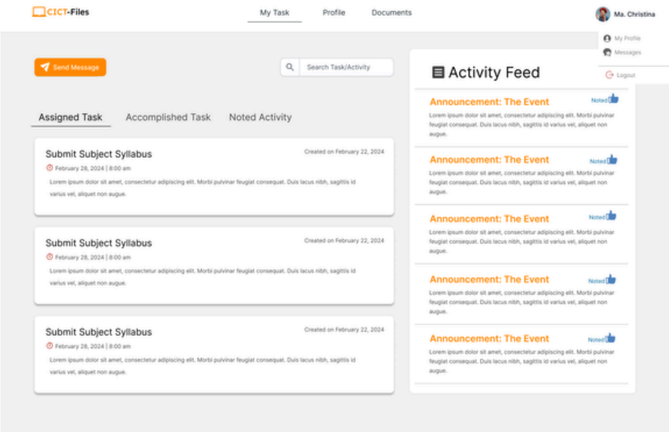
Admin can generate a report in this page by simply clicking the "Generate Report" button

To view the document, you just have to click the file name of your chosen submitted file.

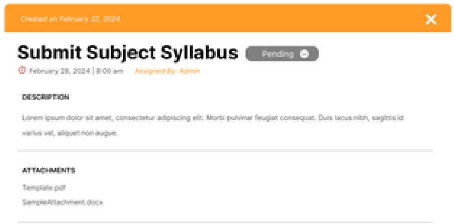
FEATURES AND FUNCTIONALITY (USER)

My Task

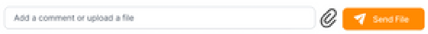
As a faculty user, this is what your page looks like once you have login to your account. You will be able to see the task assign to you, accomplished task and noted activity.



To comply in a task, simply click the selected task and a modal will be displayed.



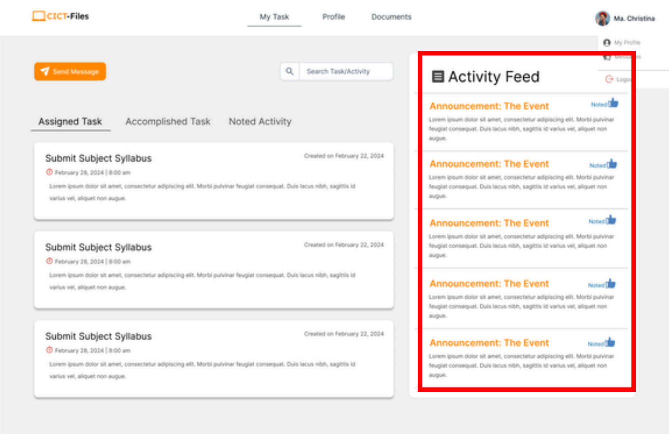
User can view all the details regarding to the task. User can accomplish the task by



by submitting a file, Simply click the *attach file icon* and select your pdf file, user must also enter a description to the text field example (my file) and by completing the requirements click the "Send File" button.

Your submission will be marked as pending as soon as you submit your response, Once the admin marked your work *(approve, revising, decline)* you will be notified thru email and the status in the task modal will be updated.

Activity Feed

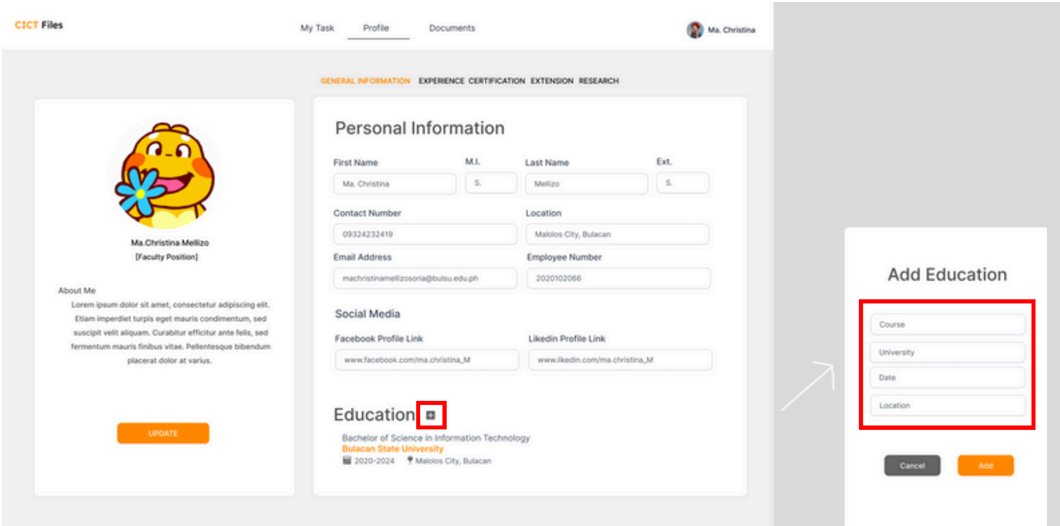


In this side you can see the posted announcement, To inform the admin that you already notified in the announcement, simply click the noted thumbs-up button and the announcement will automatically moved in noted activity tab.

FEATURES AND FUNCTIONALITY (USER)

Profile

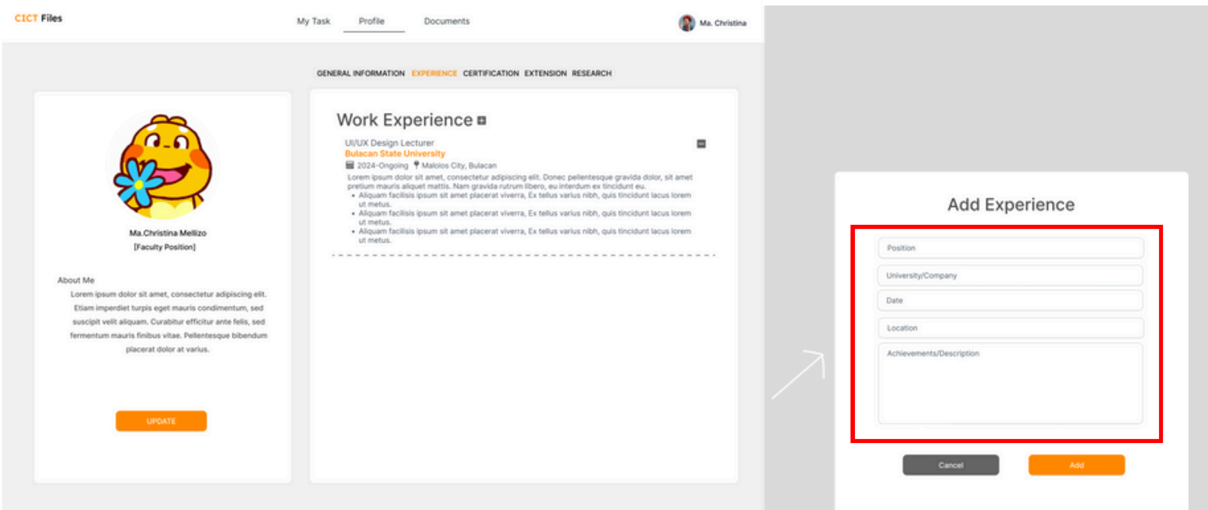
In this page, User can build their profile where they can enter their personal information, experience, certification, extension and research.



To add your **education** in your profile kindly click the plus sign and a modal will be displayed where you will be entering your education details.

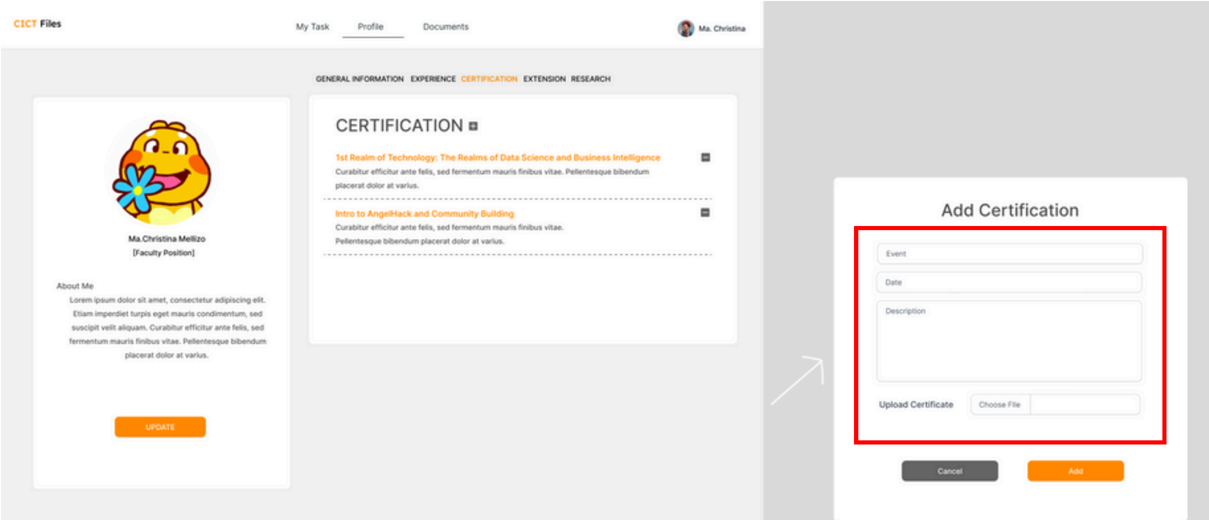
To move in the other tabs like experience, kindly click the text and you will automatically moved in different tab.

In this tab, you can enter you **work or teaching experience.** Like the previous function you can add by simply clicking the plus button and a modal will be displayed. Fill-out the form and click the "Add" button. To delete the added experience kindly click the "minus icon". if you change your mind you can just click the "Cancel" button and the modal will be removed.



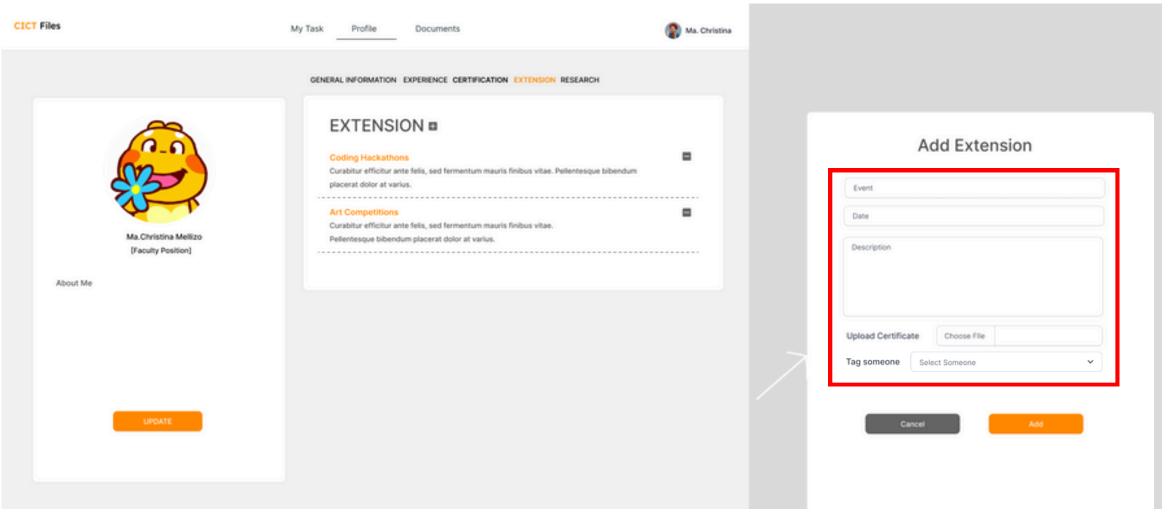
FEATURES AND FUNCTIONALITY (USER)

Profile



To add your **certification** in your profile kindly click the plus sign and a modal will be displayed where you will be entering your certificate details.

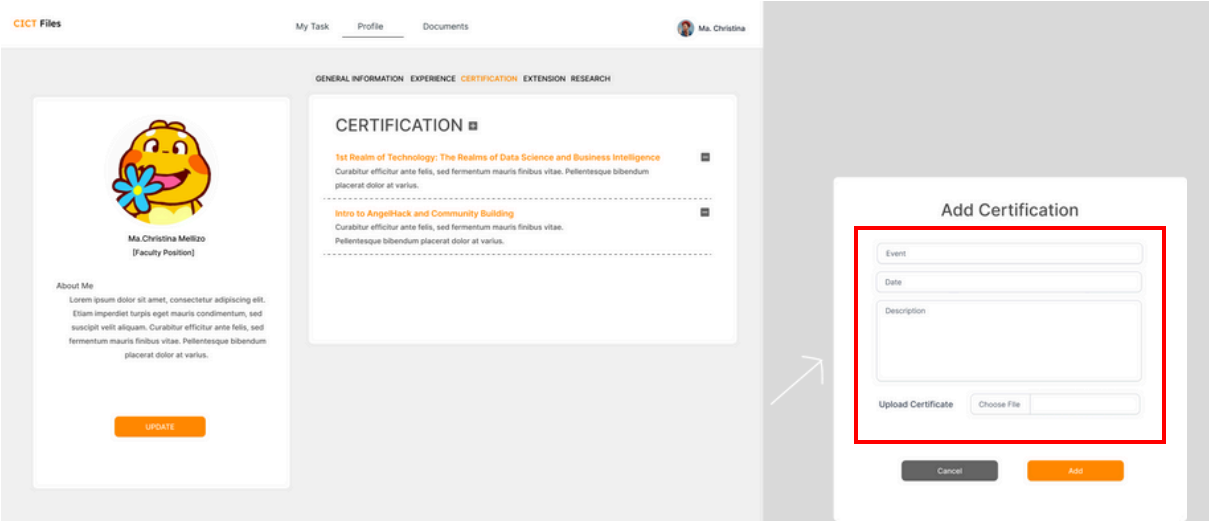
In this tab, you can enter your **extension** activities. Like the previous function you can add by simply clicking the plus button and a modal will be displayed. Fill-out the form and click the “Add” button. To delete the added experience kindly click the “minus icon”. if you change your mind you can just click the “Cancel” button and the modal will be removed.



Tip: You can tag other registered user if you were together in the said extension.

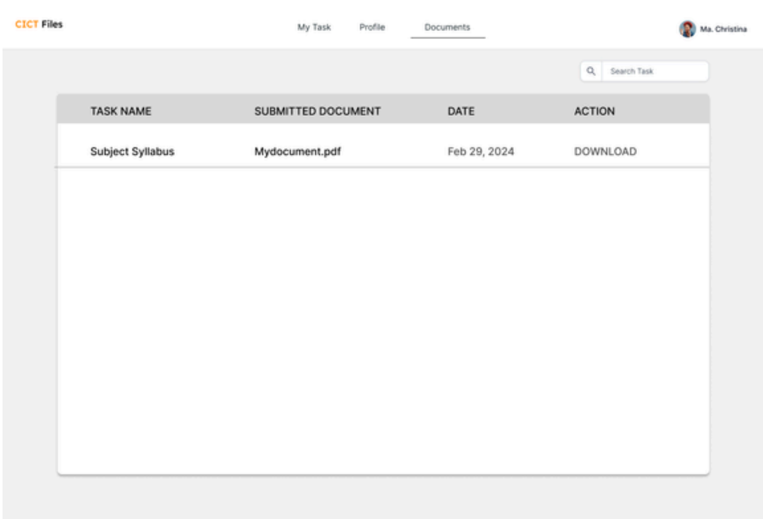
FEATURES AND FUNCTIONALITY (USER)

Profile



In this tab user can add his/her own research paper by simply clicking the add icon and a modal will be displayed where user must input all the needed information. To delete or remove the added research, simply click the minus icon and the selected research will be removed.

Documents



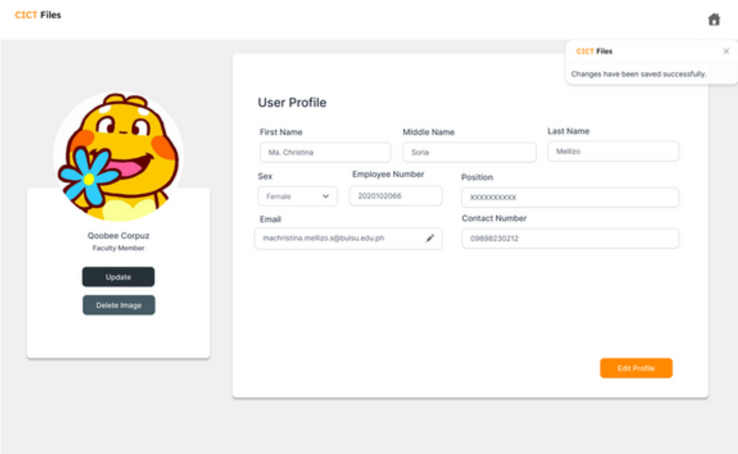
In this page user can view all the submitted documents of all task in the system, The user can search a specific his/her own document or response by entering the task name in the search bar. User can view the task name, file name of the submitted document, date and also able to download the file by clicking the download button of the selected response.

User can also view his/her own submitted file by simply clicking the selected file name, user will be directed to a new tab displaying the submitted pdf file.

ADDITIONAL FEATURES

User Profile – User

This feature allows the user to update or change their profile like profile picture by clicking the “Update” button for changing the profile picture or by clicking the “Delete Image” button to delete your uploaded image.

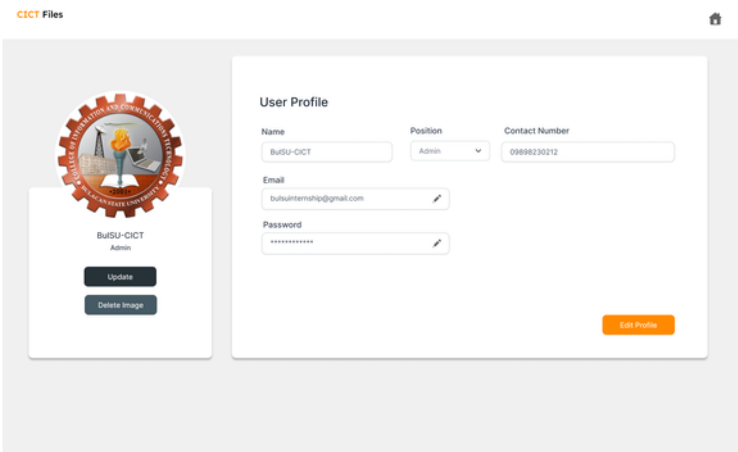


For the other information like Name, Sex, Academic Rank, Email and Contact Number click “Edit Profile” Once you already done click the button “Save Changes” and you will be notified by a toast message “Changes have been saved successfully”.

User Profile-Admin

This feature allows the admin update or change their profile like profile picture by clicking the “Update” button for changing the profile picture or by clicking the “Delete Image” button to delete your uploaded image.

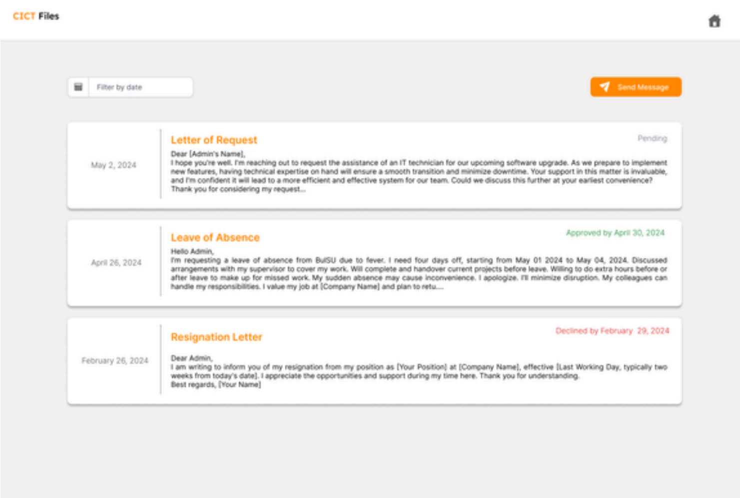
Admin also have this feature however it only offers minimal changes in profile like name, contact number, email and password.



To edit the profile simply click the “Edit Profile” button and change the details you want. However make sure that what you have entered is accurate information.

ADDITIONAL FEATURES

Messages – User

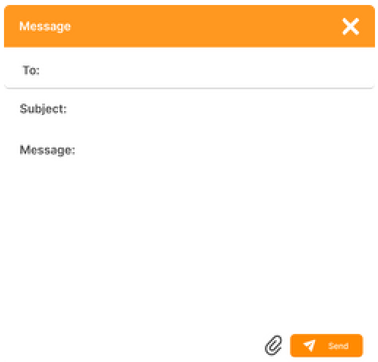


This features allows the user to send a message/document to the system admin, the message the document can be about (Letter of Request or Leave of Absence).

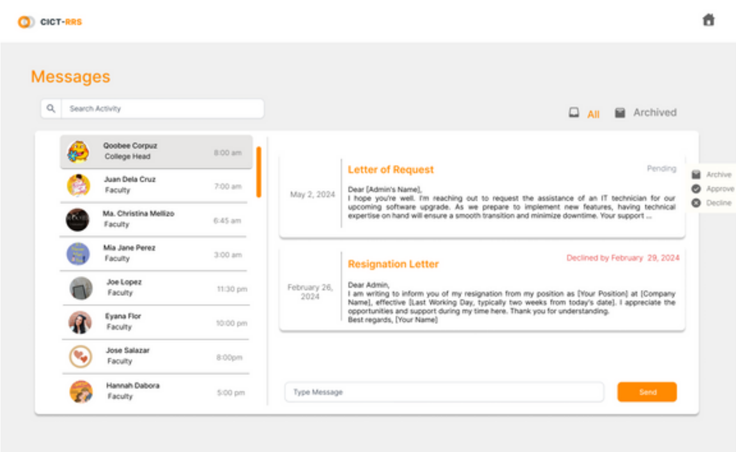
User can be notified thru email once the submitted letter marked as (approved or decline).

To send a document, simply click the “Send Message” button and a modal will be displayed where user can upload his/her letter and the other details.

note: user can only submit a message and document to the system admin.



Messages -Admin



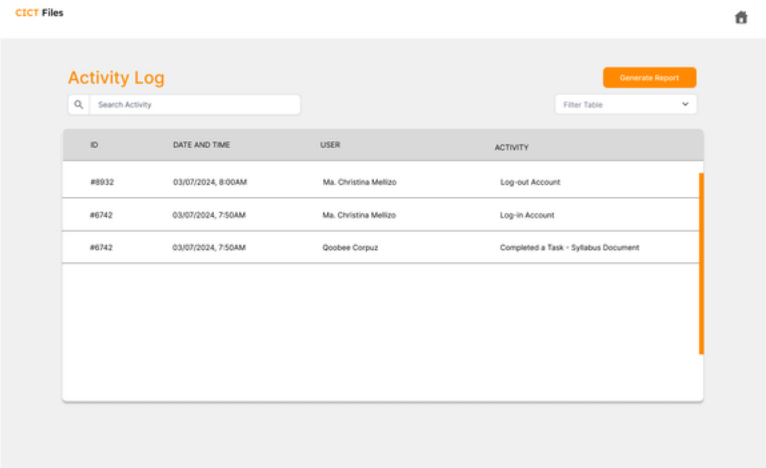
Admin also have a message feature where the system admin can received all messages from the user. Admin can view the message and mark it as approve and decline. Once the admin marked the message, user will be notified thru their email whether if its approved or decline.

To view a message admin should click the selected user and the message will be displayed in right side containing the details and status. To mark the letter, click the “pending” button, admin can now select in the given options.

ADDITIONAL FEATURES

Activity Log - Admin

This feature can only be found in admin side, where admin can view the activity logs of the system user. Admin can search an activity in search bar and use the dropdown to filter the table. We made sure that this features acknowledge the user privacy that only records the user activity such as log-in, log-out, completed task etc.



To generate the report, admin can simply click the "Generate Report" button and the file will be automatically downloaded to the admin's device.

CICT-Files

User Manual

College of Information Technology and Communication
Profiling System

2024