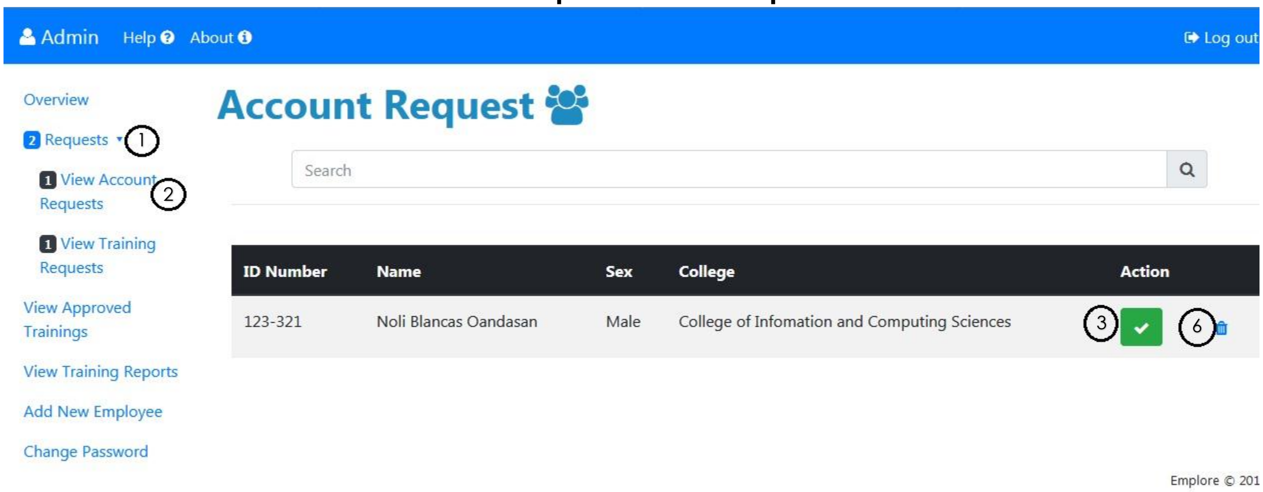
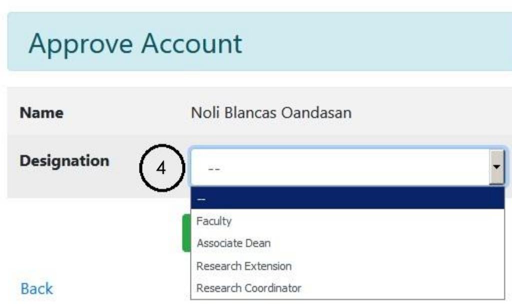
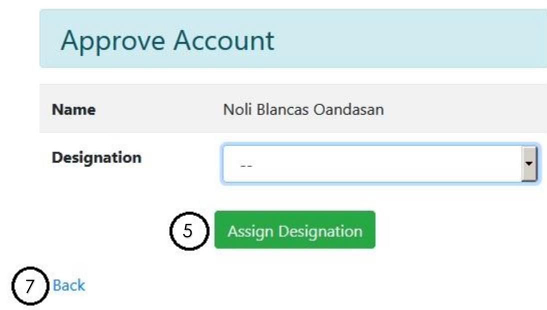
How Accept Account Requests



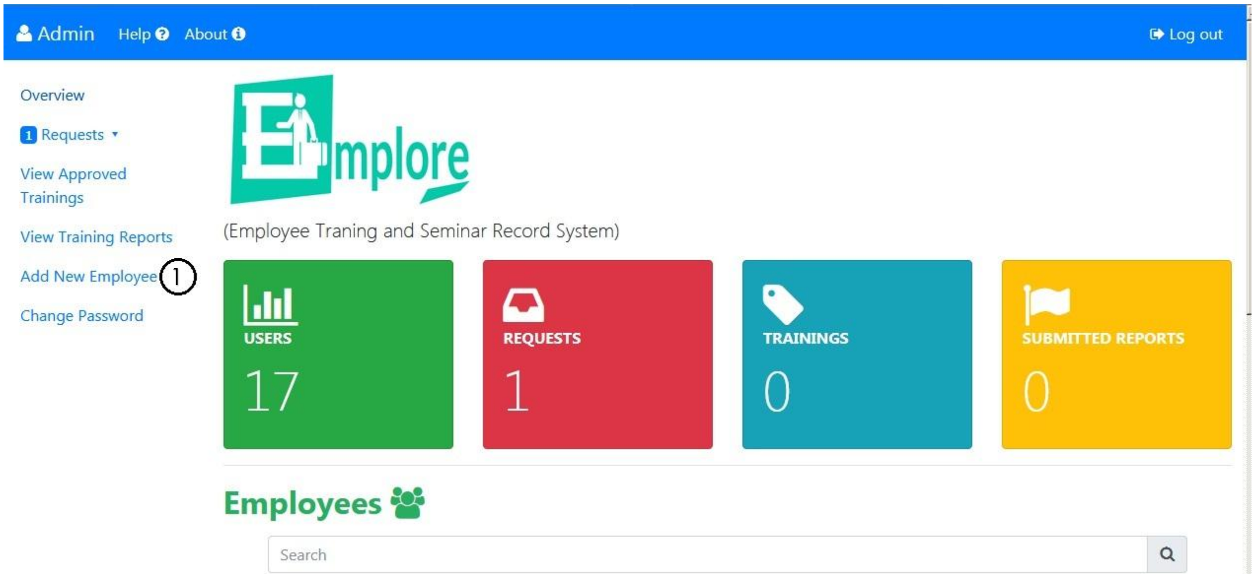


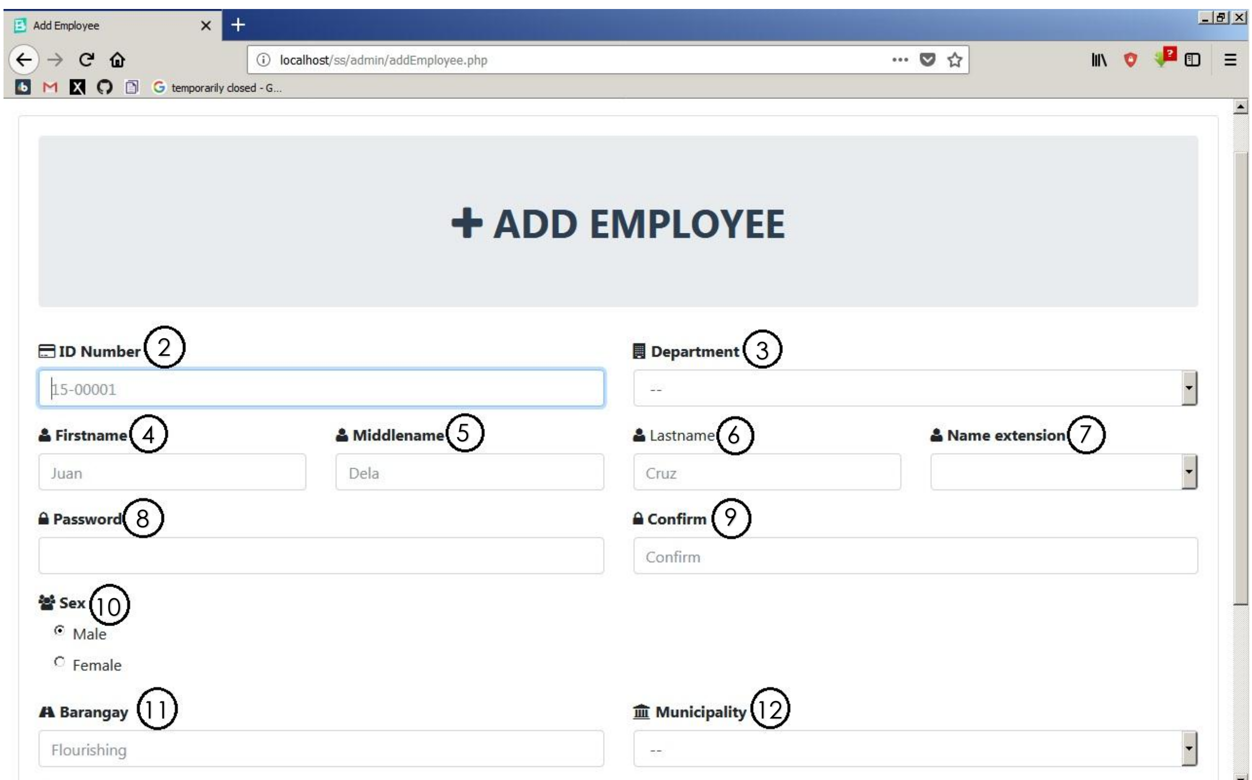


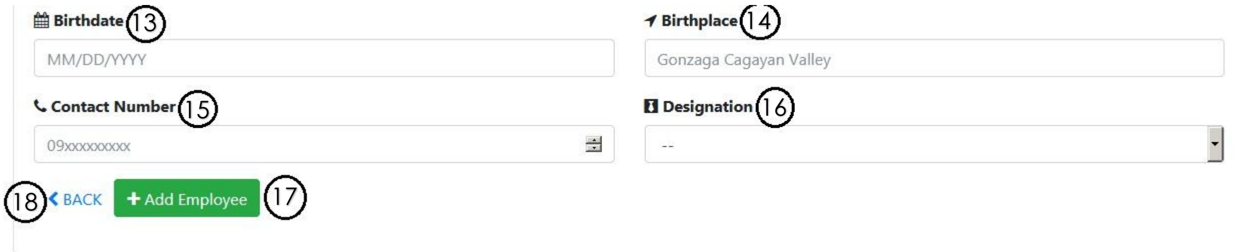
Steps:

1. Click **Requests** tab.
2. Click **View Account Requests** tab.
3. Click button to Assign Designation
4. Assign Designation by selecting the given positions.
    a. Faculty
    b. Associate Dean
    c. Research Extension
    d. Research Coordinator
5. Click button to approve.
6. Click to delete the account request.
7. Click to back.

How to Add Account



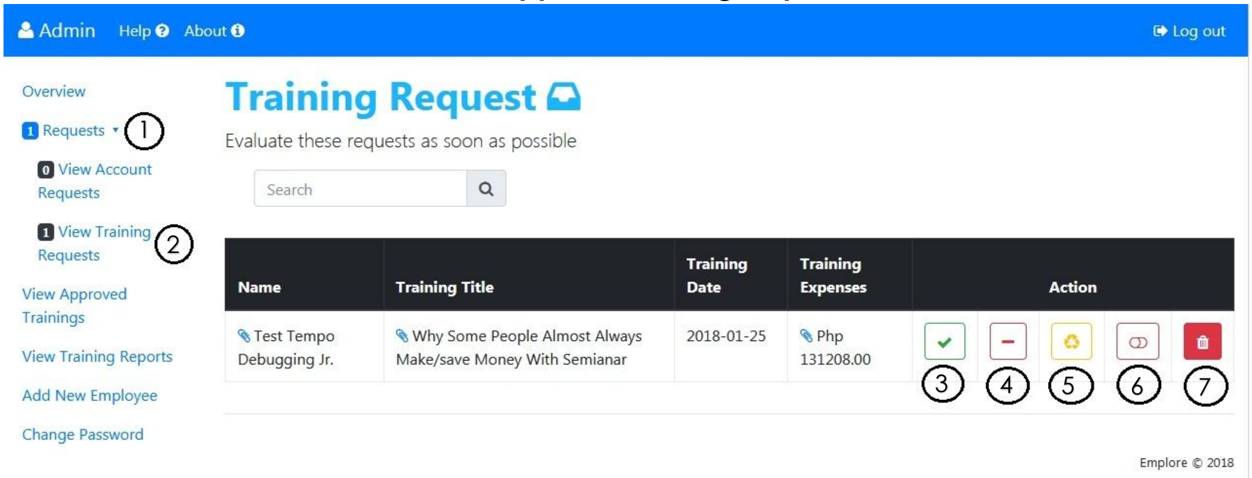




Steps:

1. Click **Add Employee** tab.
2. Enter ID number of the employee.
3. Enter Department where the employee belongs.
4. Enter Employee's First name.
5. Enter Employee's Middle name.
6. Enter Employee's Last name.
7. Enter Employee's extension name.
8. Give a password for the account.
9. Confirm the password.
10. Select gender/sex.
11. Enter the employee's barangay.
12. Enter the employee's municipality.
13. Enter employee's birthdate.
14. Enter the birthplace.
15. Enter employee's contact number.
16. Designate the employee.
17. Click button to add employee.
18. Click to back.

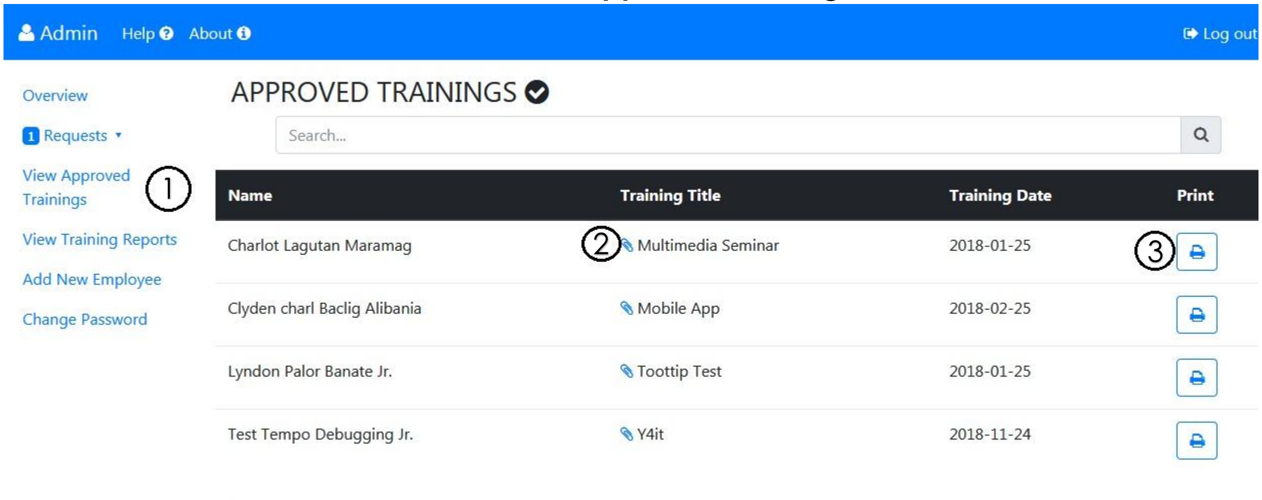
How to approve training requests



Steps:

1. Click **Requests** tab.
2. Click **View Training Requests** tab.
3. Click button to approve.
4. Click button to disapproved.
5. Click button to postpone.
6. Click button to cancel.
7. Click button to delete.

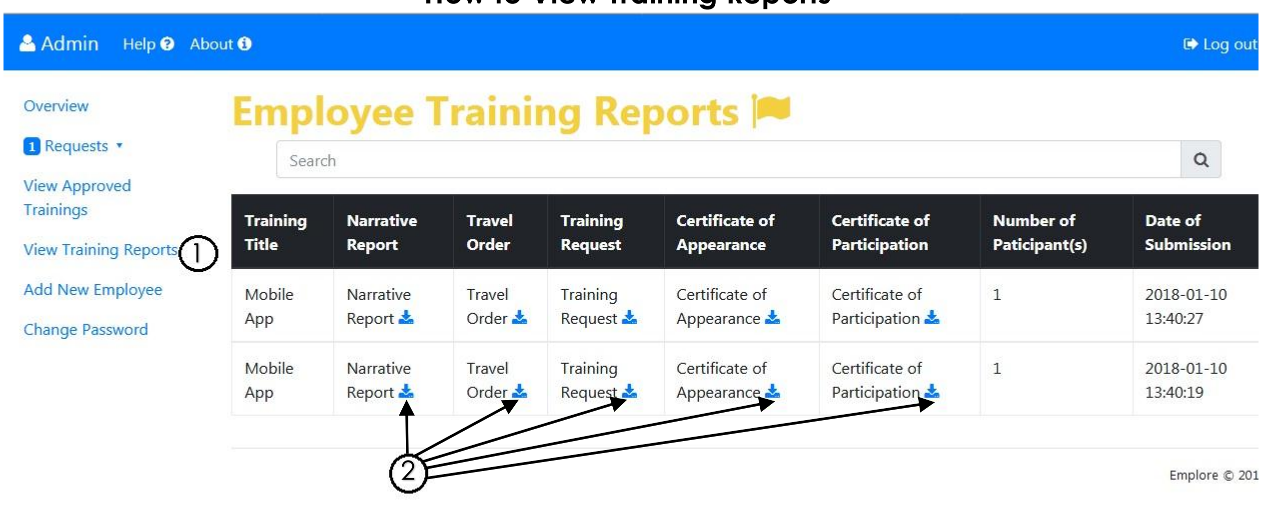
How to view Approved Trainings



Steps:

1. Click **View Approved Training** tab.
2. Click icon to view details of the training.
3. Click to print.

How to View Training Reports



Steps:

1. Click **View Training Reports** tab.
2. Click icons to download the reports.