

How Accept Account Requests

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Requests

View Account Requests

View Training Requests

View Approved Trainings

View Training Reports

Add New Employee

Change Password

Account Request

Search

ID Number	Name	Sex	College	Action
123-321	Noli Blancas Oandasan	Male	College of Information and Computing Sciences	<div>3</div> <div>6</div>

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Approve Account

Name

Noli Blancas Oandasan

Designation

4

--

Faculty

Associate Dean

Research Extension

Research Coordinator

Back

Approve Account

Name Noli Blancas Oandasan

Designation

5 Assign Designation

7 [Back](#)

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

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Emplore
(Employee Training and Seminar Record System)

USERS
17

REQUESTS
1

TRAININGS
0

SUBMITTED REPORTS
0

Employees

Search

+ ADD EMPLOYEE

ID Number 2
15-00001

Department 3
--

Firstname 4
Juan

Middlename 5
Dela

Lastname 6
Cruz

Name extension 7
--

Password 8
--

Confirm 9
Confirm

Sex 10
☒ Male
☐ Female

Barangay 11
Flourishing

Municipality 12
--

Birthdate 13 <input type="text" value="MM/DD/YYYY"/>	Birthplace 14 <input type="text" value="Gonzaga Cagayan Valley"/>
Contact Number 15 <input type="text" value="09xxxxxxxx"/>	Designation 16 <input type="text" value="--"/>
18 ← BACK + Add Employee 17	

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

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0 View Account Requests

1 View Training Requests

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Training Request

Evaluate these requests as soon as possible

Search

Name	Training Title	Training Date	Training Expenses	Action
Test Tempo Debugging Jr.	Why Some People Almost Always Make/save Money With Semianar	2018-01-25	Php 131208.00	<div><div>3</div><div>4</div><div>5</div><div>6</div><div>7</div></div>

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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

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APPROVED TRAININGS

Search...

Name	Training Title	Training Date	Print
Charlot Lagutan Maramag	2 Multimedia Seminar	2018-01-25	3
Clyden charl Baclig Alibania	Mobile App	2018-02-25	
Lyndon Palor Banate Jr.	Toottp Test	2018-01-25	
Test Tempo Debugging Jr.	Y4it	2018-11-24	

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

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Employee Training Reports

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Training Title	Narrative Report	Travel Order	Training Request	Certificate of Appearance	Certificate of Participation	Number of Participant(s)	Date of Submission
Mobile App	Narrative Report	Travel Order	Training Request	Certificate of Appearance	Certificate of Participation	1	2018-01-10 13:40:27
Mobile App	Narrative Report	Travel Order	Training Request	Certificate of Appearance	Certificate of Participation	1	2018-01-10 13:40:19

2

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Steps:

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