

# **University of the Philippines**

## **Guidance Website**

**USER MANUAL**

# TABLE OF CONTENTS

## [1.0 General Information](#)

- 1.1 System Overview
- 1.2 Organization of the Manual

## [2.0 System Summary](#)

- 2.1 System Configuration
- 2.2 User Access Levels

## [3.0 Getting Started](#)

- 3.1 Installation and Logging In
- 3.2 System Menu & Usage
- 3.3 Changing Username, Email and Password
- 3.4 Reset Password
- 3.5 Exit System

## [4.0 Using the System's Functions](#)

- 4.1 Using the System
- 4.2 Special Instructions for Error Correction

## [5.0 Student Form Special Input Types](#)

- 5.1 Multiple Choice
- 5.2 Number and Floating Entities



The Homepage

## **1.0 GENERAL INFORMATION**

This section explains the system and the purpose for which it is intended.

### **1.1 System Overview**

The Guidance DB is a web application which allows the user to input and edit Student Information into its own database, using an admin-configurable student form. It can also take surveys from students and give passwords to students (by batch) to grant them access to those surveys.

### **1.2 Organization of the Manual**

The User Manual is divided into four sections: General Information, System Summary, Getting Started, and Using the System's Functions.

- The General Information section explains in general terms the system and the purpose for which it is intended.
- System Summary section provides a general overview of the system. The summary outlines the uses of the system's software requirements, system's configuration, user access levels and system's behavior in case of any contingencies.
- The Getting Started section explains how to get Guidance DB and presents the system's menu & usage.
- Using The System's Functions section provides a detailed description of the system functions.

## **2.0 SYSTEM SUMMARY**

This section provides a general overview of the system. The summary outlines the uses of the system's software requirements, system's configuration, user access levels and system's behavior in case of any contingencies.

### **2.1 System Configuration**

The Guidance DB can operate on any mobile/PC device with any operating system that has a browser. The application does not require a connection to the internet but requires a connection to the server (UP Server at the time of the manual's production) in order to save data onto the database. Data saved can be seen on the server's database and some data can be seen on the site given the right privileges. After accessing the website's URL, the Guidance DB can be used without any further configurations.

### **2.2 User Access Levels**

Everyone connected to the serve can view and access the application, but not everyone can use the website's main functions. Only the administrator can use & access the Student Information Menu while the Survey Menu can be accessed by both the administrator and any "appointed" students.

### **2.3 Contingencies**

In case of an active(in-use) device's disconnection, data are not saved in the internal memory of the device, and users cannot submit the data into the database unless connected again.

### 3.0 GETTING STARTED

This section explains how to get Guidance DB and presents the system's menus briefly.

#### 3.1 Installation and Logging In

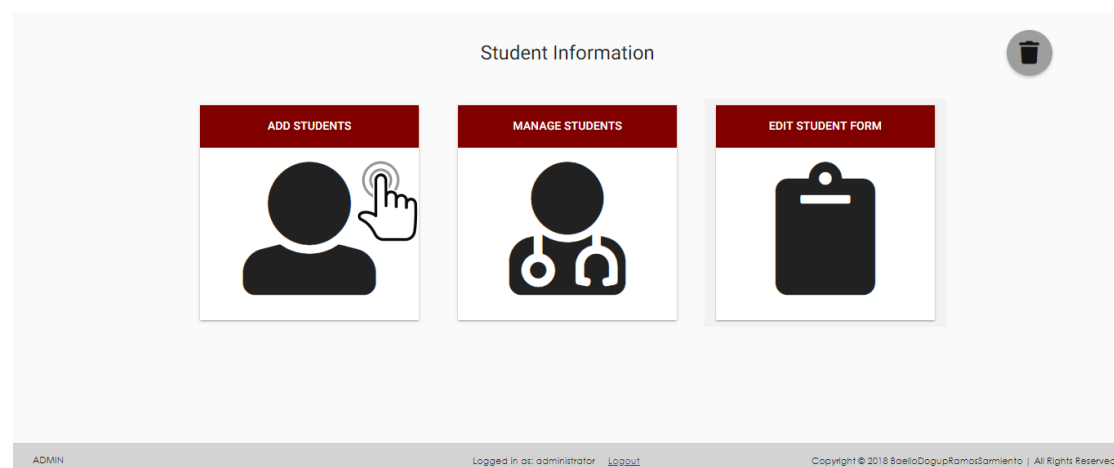
The website can be accessed via a specific URL in any browser on your device (w/ an OS). It can also be saved as an HTML file which opens the URL immediately on-click. User ID and Password are given to the administrators so they can enter these every time they are prompted.

#### 3.2 System Menu

The Guidance DB operates as a tabbed application, which consists of three tabs.



**3.2.1 Student Info Tab-** the first tab is the Student Info tab that contains 3 sub-selections which are all only accessible by the administrator. The user will automatically be prompted to login when this tab is selected.



#### [Student Info Tab]- Add Students

This tab contains three selections: "Add Students", "Manage Students" and "Edit Student Form", from left to right respectively.

### Add Students

BACKGROUND INFORMATION

FAMILY DATA

EDUCATIONAL BACKGROUND

FINANCIAL INFORMATION

SUBMIT

#### Student Information: Background Information

Student Number (Must be unique) \*

Last Name \*

First Name \*

Middle Name

Course/Block

Nickname

Sex \*

☐ Male
 ☐ Female

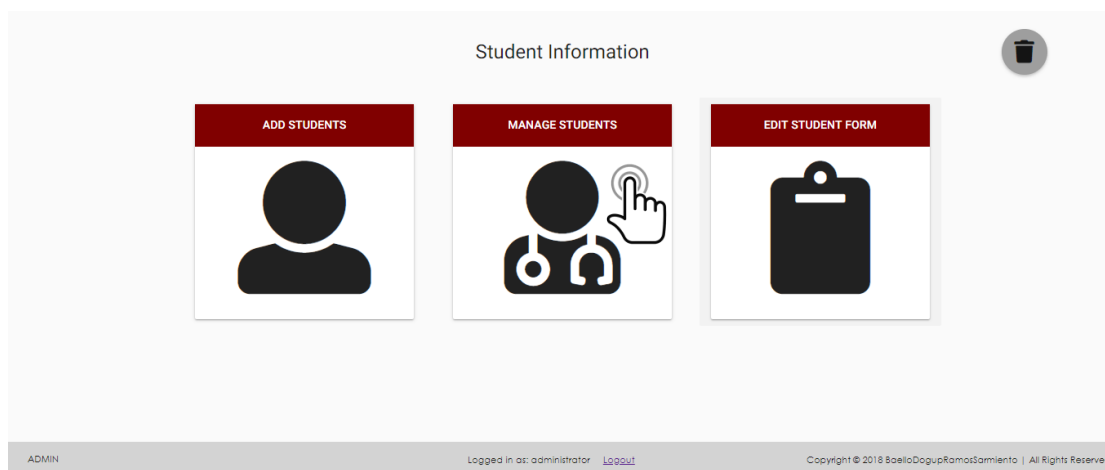
Date of Birth \*

5/18/2018

Place of Birth

Fig 1.0 - Add Students

As seen in Fig 1.0, this is what the “Add Students” selection would look like when clicked. In *default*, there are four tabs on the left and one submit button. These tabs contains all sorts of input fields (text field, radio fields or true or false field, checklists, etc.) with some fields that are required and therefore they must be filled up before they can click the Submit button and register the student into the server’s database.



[Student Info Tab]- Manage Students

<div> <div> <div>×</div> <div>Student Number</div> </div> </div>								
<div> <div>Add Filter: Student Number</div> <div>AND</div> <div>OR</div> <div>Q</div> </div>								
Student Number	Last Name	First Name	Middle Name	Course/Block	Nickname	Place of Birth	Nationality	Citizenship
2015-00001	Paul	Sam	Son	BS Biology	Sampaul	Hospital	Filipino	Filipino
2015-00002	Paul II	Sam	Son	BA Language and Literature	Sam II	Hospital	Filipino	Filipino
2015-00010	Harvey	Steve	Blake	BA Social Sciences	Steve	The International Hospital	American	American
2015-00020	Araullo	Atom		BA Communication	Atom	Philippines	Filipino	Filipino
2015-10000	Lannister	Tyrion	James	BASS Philosophy	Dwarf	Westeros	Westerosi	Westerosi
2015-11110	Morty	Rick	And	BS Physics	Rick & Morty	Alternate Earth	American	American
2015-00900	Lee Sous	Baste	Baby	Pending	Baby Baste	Philippines		
2005-00002	Enriquez	Michael	Ventura	BA Communication	Mike	Philippines		
2006-00012	Mouse	Mickey	Disney	BA Fine Arts	Mickey	Disneyland		
2001-99921	Mouse	Minnie	Disney	BA Fine Arts	Minnie Mouse	Disneyland	Disney Character	Disney Character
<div> <div>Jump To: 1</div> <div> <div>&lt;</div> <div>1</div> <div>&gt;</div> </div> <div>No. of Results Per Page: 10</div> </div>								

**Fig 2.0 - Manage Students**

In Figure 2.0, we can see the “Manage Students” selection, which is for viewing & editing current students who are registered in the database. In this example, the database is already filled with some sample students, and the “Add Filter” (boxed area on fig 2.0) configuration is already set as the Student Number.

Now, there is a lot to consider in this selection so we will first explain the “Add Filter” configuration. At the start, it would look like this:

Search Student

Add Filter: Student Number

ADD

Q

Last Name

First Name

Middle Name

Course/Block

To configure it, you must first select which detail of the student you are looking for, would you like to narrow down. For example, if we select the “Last Name” from the drop-down menu, and we select Add, it would look like this:



### Search Student

Last Name

x

Add Filter: Last Name

AND

OR

Q

This means that if we write a Last Name we want, for example, Dela Cruz, then click the magnifying glass icon, all students with that last name would appear.

Additionally, we can click “AND” or “OR” so that we can narrow down our search into students with the Last Name: Dela Cruz AND a student number of 2015, or students which either has a Last Name of Dela Cruz OR a student number of 2015.

Now, for the Edit Student tab, we can click the one of the student’s student number (circled in Figure 2.0), and we can see that student’s student information.

For example:

**Manage Student:**  
**2015-00001**

**BACKGROUND INFORMATION**

FAMILY DATA

EDUCATIONAL BACKGROUND

FINANCIAL INFORMATION

**PRINT** **SUBMIT**

**DELETE RECORD**

**Survey Results:**

**Student Information: Background Information**

Student Number (Must be unique) \*

2015-00001

---

Last Name \*

Paul

---

First Name \*

Sam

---

Middle Name

Son

---

Course/Block

BS Biology

---

Nickname

Sampaul

---

Sex \*

☒ Male

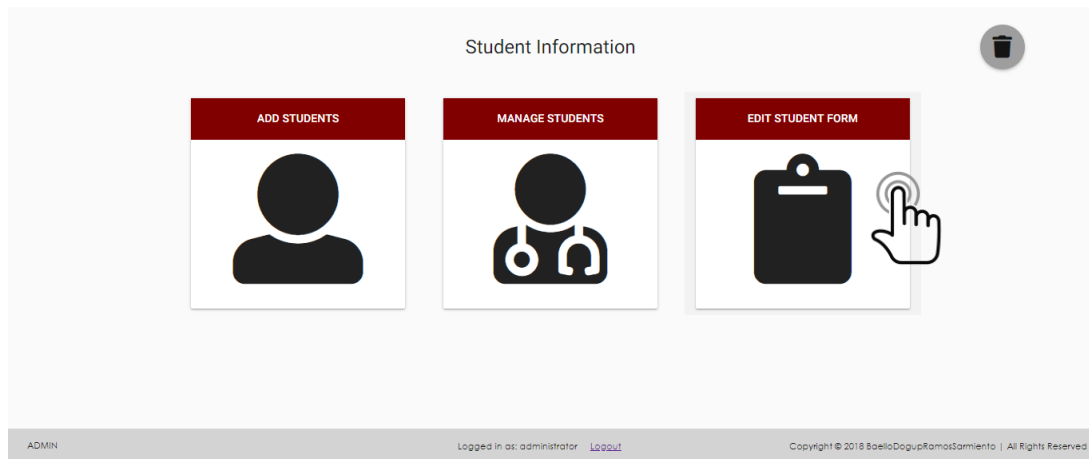
☐ Female

---

Date of Birth \*

1/1/1998

In the Edit Student tab, we can change information about the student, print the student’ info, or delete the student’s whole records.



## [Student Info Tab]- Edit Student Form

**Fig 3.0 - Edit Student Form**

Figure 3.0 is how the Edit Student Form tab would look like, in default. There are a lot of buttons in this tab, so buttons would just be highlighted in different colors one by one.

Red Box-Select Table Button- clicking one of these buttons would let you edit fields in that specific table.

Light Blue Box-Add Table Button- this button allows the user to create another table in the student information form.

Light- Green Box-Edit Table Title- this button allows the user to change the table name.

Brown Box-Delete Table- allows the user to delete an existing button in the student info form.

Violet Box-Add Field- adds a field into the current selected table.

Navy Blue Box-Order Menu- shows a drop-down box which you can select from to arrange a field's order.

Black Box- Remove Field- clicking this “x-like” button would delete the field It is in line with.

Green Box- Field settings- clicking this would expand one field so you can set it up, and it looks like this:

The screenshot shows a form for configuring a field named 'Student Number'. The form is titled 'Student Number' and has a 'Order: 1' dropdown and a 'SETTINGS' button. The form contains several input fields: 'Name' (with value 'student\_number'), 'Title' (with value 'Student Number'), 'Input Tip' (with value 'Must be unique'), 'Input Regex' (with value '^\\d{4}-\\d{5}\$'), 'Input Regex Error Message' (with value 'Must follow the format xxxx-xxxxx'), and 'Input Type' (with value 'Text'). A 'SAVE CHANGES' button is at the bottom.

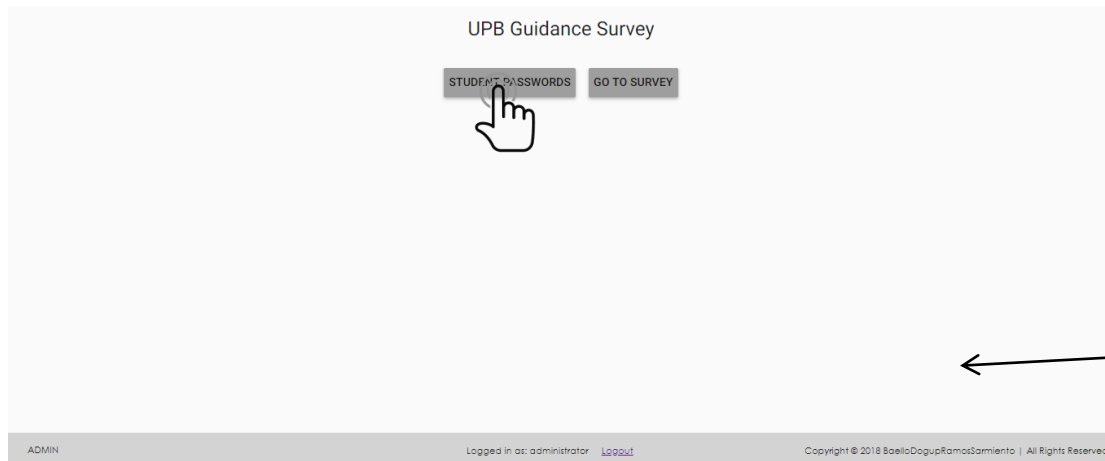
Clicking the “Add Field” which is mentioned a while ago would also look a bit like this. We can see here that we can edit the field's name, title, tip, regex pattern, error message, and input type.

- 1.) Required – Determines whether the field needs to be filled-up before the form can be submitted.
- 2.) Name – Corresponds to the field's name in the database.
- 3.) Title – Represents the field's title as seen in the form.
- 4.) Tip – A message that is shown to give a hint of the field.
- 5.) Regex Pattern – Determines the allowed pattern that the input of this field can have.
- 6.) Regex Error Message – Shows when the regex pattern is not adhered to.
- 7.) Input Type – Determines the type of the input. ([See Chapter 5](#)).

**3.2.2 Home Tab-** the second/middle tab would transfer you to the Guidance DB's Homepage.

**3.2.2 Survey Tab-** the third tab is the Survey Tab and it contains 2 sub-selections one accessible by Students and one only accessible by administrators. The user will automatically be prompted to login when this tab is selected.

When you click this tab, it would look like this:



## [Survey Tab]- Student Passwords


Student Passwords

Display password(s) of: Batch ▼ Year\* \_\_\_\_\_

Generate password(s) for: Batch ▼ Year\* 2015

SEARCH

SUBMIT

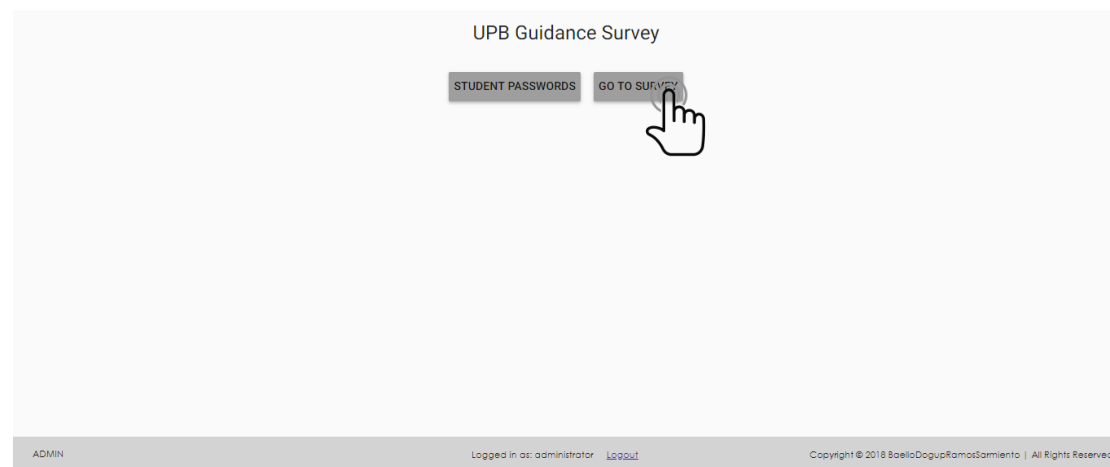


Student Number	Last Name	First Name	Middle Name	Password
2015-00001	Paul	Sam	Son	69d77b6b
2015-00002	Paul II	Sam	Son	fa005850
2015-00010	Harvey	Steve	Blake	d6208153
2015-00020	Araullo	Atom		4db557ee
2015-10000	Lannister	Tyrion	James	2178a884
2015-11110	Morty	Rick	And	c3d8392a
2015-00900	Lee Sous	Baste	Baby	0b4acdb4
2015-11965	Ramos	Peter John	Mamaril	bbf59ab8

**Figure 4.0- Student Passwords**

Figure 4.0 represents the “Student Passwords” selection, which has the purpose of generating and displaying passwords for any batch of students or any individual student. In this example, we already have a database of sample students and we have already given them a password by typing our desired batch and then clicking submit. After generating a password, they would automatically displayed in a table.

We can also export these passwords in case they are needed to be distributed to the students using the download button, which is encircled in Figure 4.0.



LOGGED-IN AS: administrator ( [Logout](#) )

### UPB Risk\_Protective Assessment Survey

The following is a list of statements about life in general and its challenges that college students like you may have thought about. Kindly read the statements carefully and decide how it is applicable to you. There are no correct or incorrect answers.

#### Demographic Factors: A. Risk Factors

In the past six months, I have:

1.) Felt so hopeless that there are no solution to my problems

☐ Yes ☐ No

2.) Felt so alone that there is no one to help me

☐ Yes ☐ No

3.) Experienced financial difficulties

☐ Yes ☐ No

4.) Experienced personal and/or family health challenges

☐ Yes ☐ No

[Survey Button]- Go to Survey

Figure 5.0 - Go To Survey

In figure 5.0, we can see the “Go to Survey” selection, or simply the Survey tab, which contains the Survey questionnaire that is answerable by the current logged in user. The user must simply answer all questions presented and click the submit button in the lowermost portion of the questionnaire.

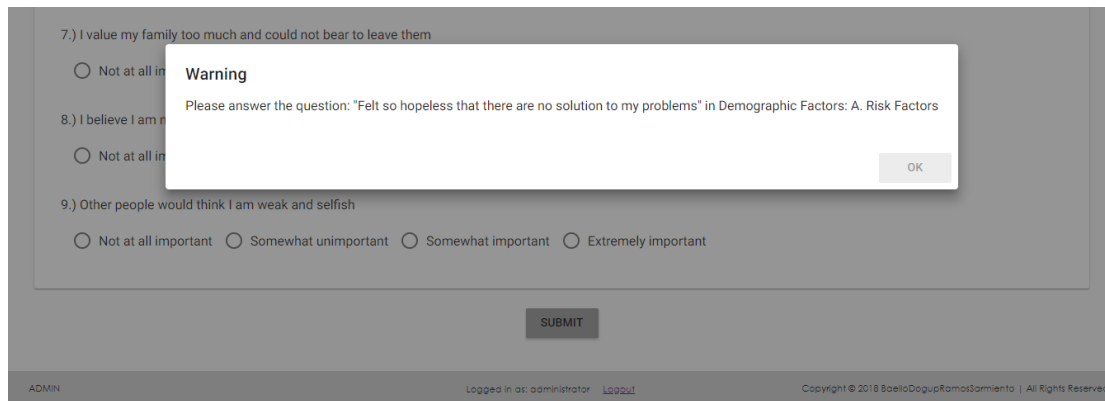


Figure 6.0 - Survey Submit Button

We can see an example of a warning/error message in Figure 6.0 that is produced when submitting an incomplete survey, indicating which question isn't answered yet.

### 3.3 Changing Username, Email and Password

Changing Username, Email and Password can only be done by the administrator in the "Admin" Page, which is located in the bottom-left corner of the page.



If you click that, the “Admin Page” would appear, which would look like this:

Change Admin Account Details	
Change Username	<div>Current Username: administrator</div> <div>New Username</div> <div>Password</div> <div>CHANGE</div>
Change Email	<div>Current Email: admin@admin.com</div> <div>New Email</div> <div>Password</div> <div>CHANGE</div>
Change Password	<div>New Password</div> <div>Input New Password Again</div>

Figure 7.0 - Admin Page

In this page, you can “Change your username”, “Change your Email”, or “Change your Password”, which means exactly that. You can change the administrator’s username, email and password, but you can only change the student’s student number and password, using the Student Information tab and using the Student Passwords tab, respectively.

### 3.4 Reset Password

In the event that the administrator forgets his/her password, a reset-password sequence can be activated by entering ‘forgot’ as username and ‘password’ as password in the login form. A code will be sent to the administrator’s email which can then be used in the appearing form.

**Reset Password**

A code was sent to your e-mail account. Use it to fill-up the form below.

Code \*

New Password \*

Confirm New Password \*

CANCEL SUBMIT

Figure 8.0 – Forgot Password Form



## **4.0 USING THE SYSTEM'S FUNCTIONS**

Since we've already discussed how to use the system in the previous sections, in this section, it will be discussed how they are all interlinked and some special instructions in case of error.

### **4.1 Using the System**

1. ) When using the system for the first time, it is recommended to add some students first in the Add Students section of the Student Info tab, as most of the application's functions would be useless if there are no students in the database.
2. ) When you're filling-up the Student Information form and you are not satisfied with the questions/fields, you can always change that in the Edit Student Form section.
3. ) After registering some students in the database, you can always view them in case you want to check if there's any error and also print them when needed. These can be done in the Manage Students section, by simply searching for the student/s and clicking their student number. There, you can see his/her information and there's a print button when you need to export their information.
4. ) In case you want the currently registered students to answer some survey for you, you should go into the Students Passwords section of the Survey Tab first, and generate a password for a student, or a whole batch of students if needed (e.g. batch 2015). Once the password has been generated, you can print the passwords and give it out to the students one by one or you can simply tell them their passwords when they ask them. Note that these passwords are deleted once the student logs out of their accounts.
5. ) If the students already has their passwords, they can be instructed to login to the site and go to the Survey tab and click the Go To Survey section. There, you can immediately see the questionnaire which is already ready to be answered.

### **4.2 Special Instructions for Error Correction**

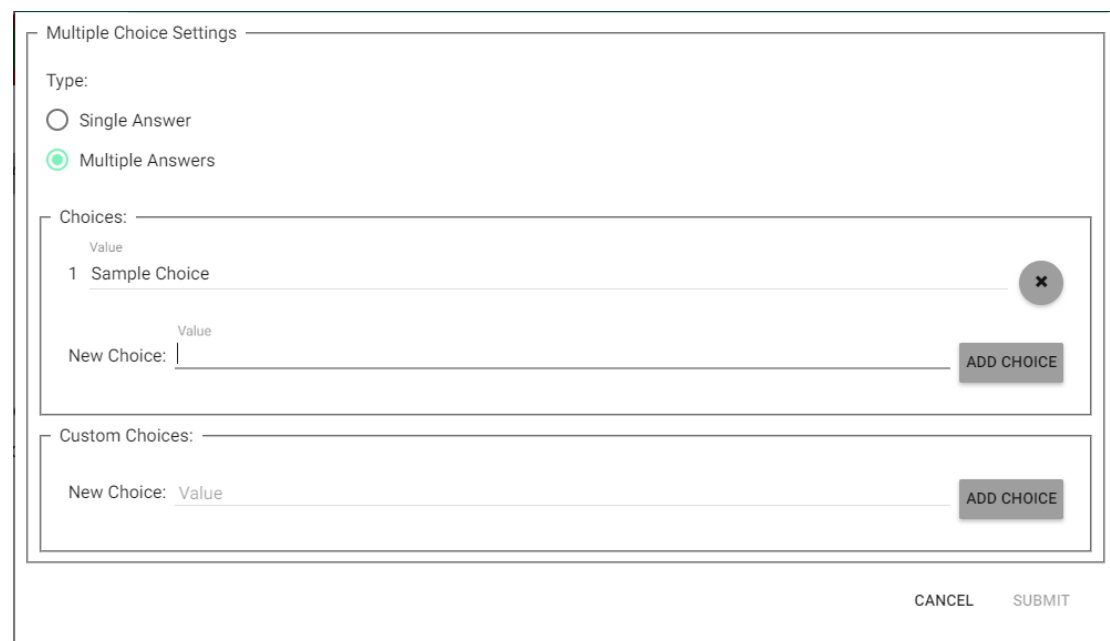
In case the user was disconnected, it is recommended that they reconnect to the server or go to the server's range (in case it's out of reach) to avoid an unnecessary loss of data.

## 5.0 STUDENT FORM SPECIAL INPUT TYPES

In this section, we discuss the possible input types that a field in the student form can have.

### 5.1 Multiple Choice

Multiple choice inputs are fields that can only be answered with preset choices. These fields can be setup in the 'Edit Student Form' using the form below.



The form is titled 'Multiple Choice Settings'. It contains two radio buttons under the 'Type:' label: 'Single Answer' and 'Multiple Answers'. The 'Multiple Answers' option is selected. Below this is a 'Choices:' section with a list of choices. The first choice is '1 Sample Choice' with a 'Value' label above it. To the right of the list is a close button (X). Below the list is a 'New Choice:' label followed by a text input field with a 'Value' label above it, and an 'ADD CHOICE' button. Below this is a 'Custom Choices:' section with a 'New Choice:' label followed by a text input field with a 'Value' label above it, and an 'ADD CHOICE' button. At the bottom right of the form are 'CANCEL' and 'SUBMIT' buttons.

Figure 9.0 – Multiple Choice Settings

In here the admin can set whether the field can be answered with multiple choices or just a single one. To add a new choice, simply enter its value in the 'New Choice' field and press 'Enter', or simply click the 'Add Choice' button.

A Custom Choice only applies to a multiple-answer fields. They represent choices where the user can input their own answer.

### 5.2 Number and Floating Entity

Floating entities represent a sub-table of existing tables, so as to create multiple instances of them. Examples are parents and children. They can be setup using the form below.

Input Type: Floating Entity

Floating Entity Settings

Referenced Table: Emergency Contact

Cardinality Field: test

Default Cardinality  
1

CANCEL

SUBMIT

**Figure 10.0 – Multiple Choice Settings**

The 'Referenced Table' represents the table that the field can make multiple instances of. Only tables with the floating attribute can be selected in this field.

The 'Cardinality Field' represents the field that determines the number of instances of the table. Only fields with an input type of 'Number' can be selected.