

I mind lang ning mga user type sa taas

Overall users  
QAD- Quality Assurance director   
STAFF-Staff  
PO- Process Owner  
DCC- Document Control Custodian  
IA- Internal Auditor  
ILA- Internal Lead Auditor  
HR- Human Resouce  
CMT- College Management Team

Cridentials

User name:  
quality\_assurance\_director(ADMIN)

staff

process\_owner

document control custodian

internal\_auditor

internal\_lead\_auditor

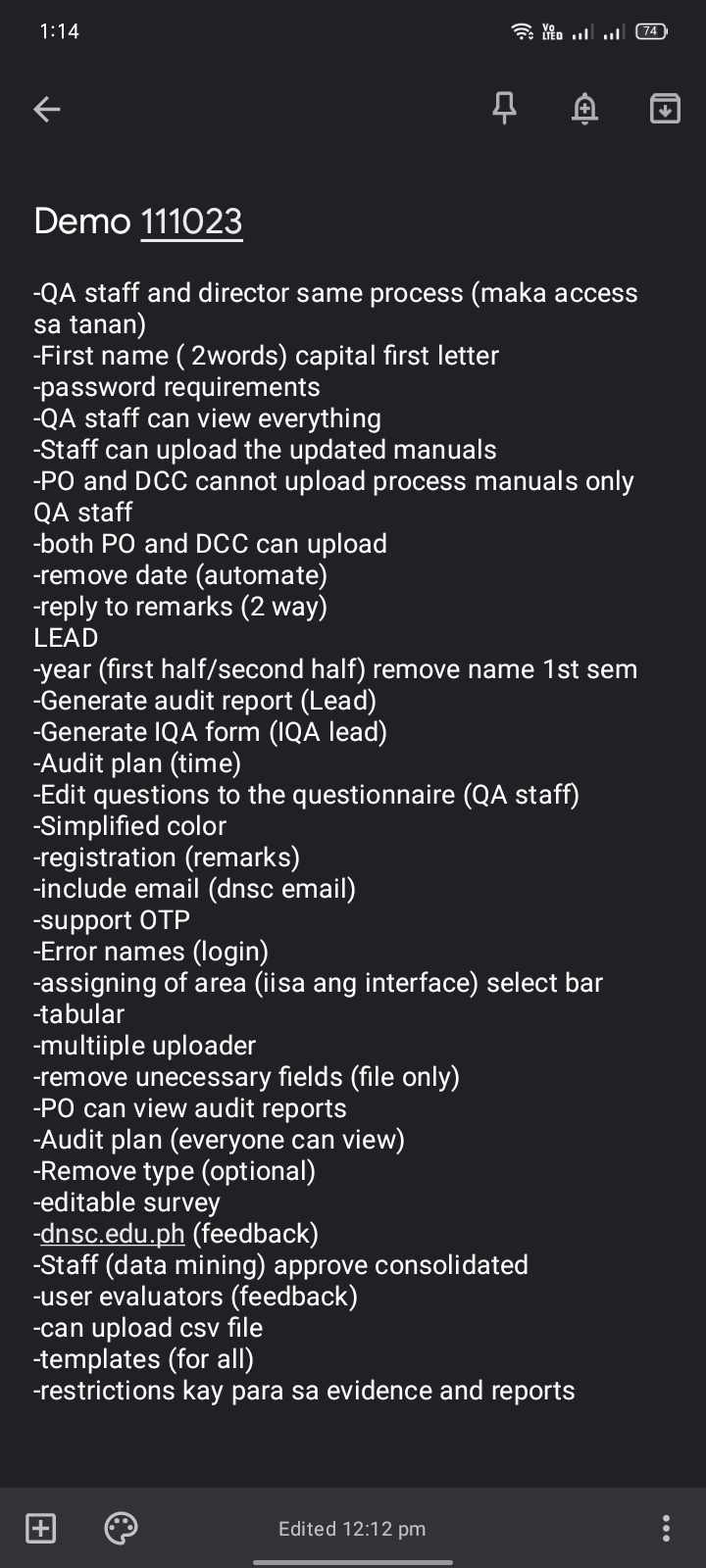
human\_resources

college\_management\_team

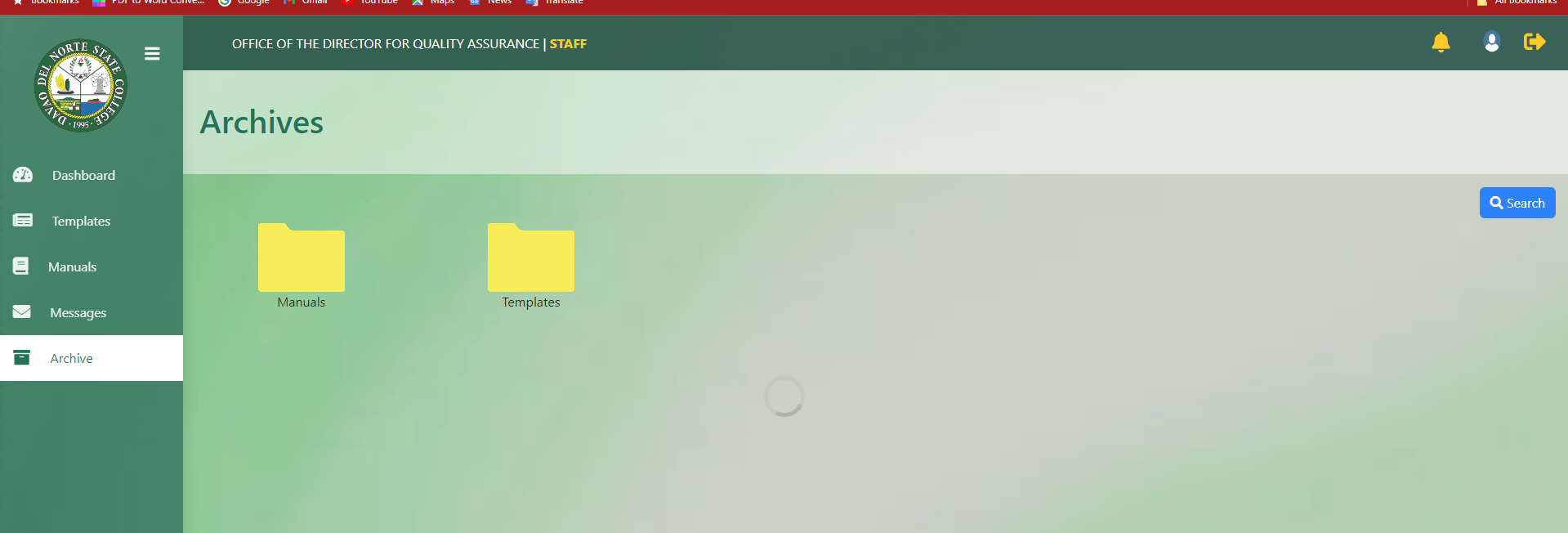
**same lang ug password tanan**

password= admin123

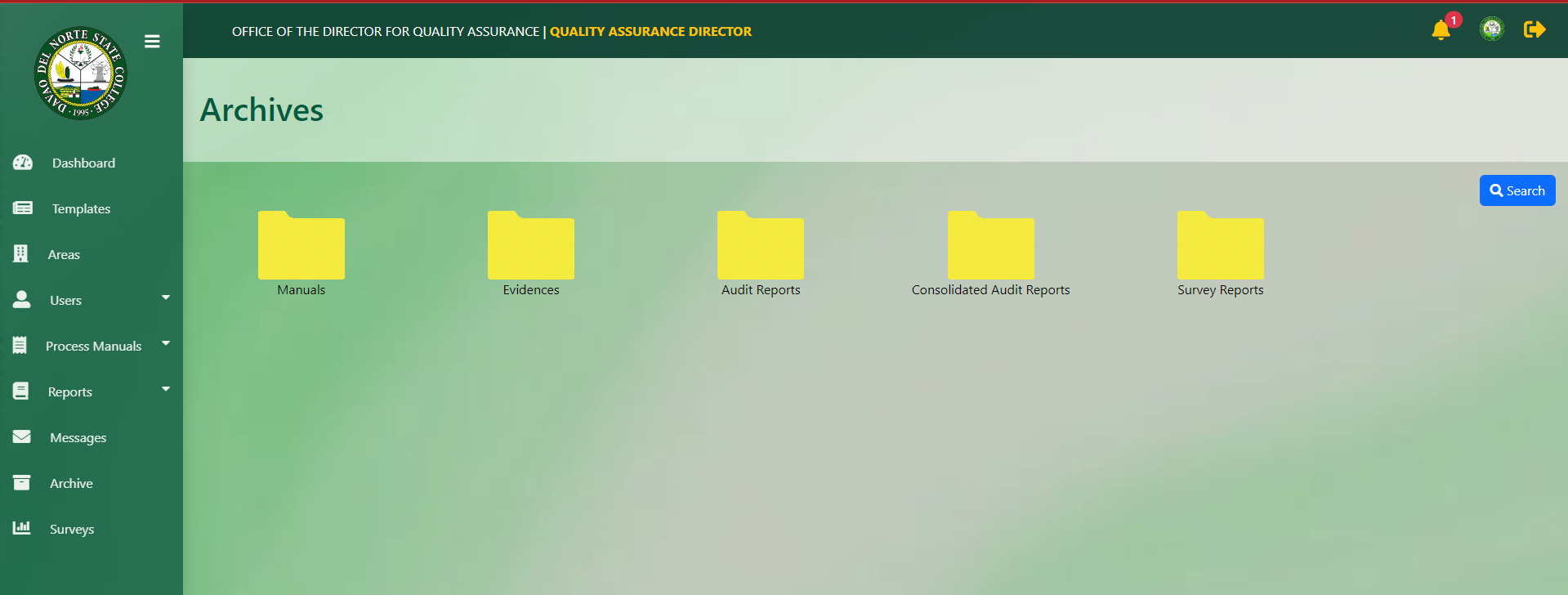
**overall files type**  
TEMPLATES –ACCESSED by all (uploaded by Staff)  
PROCESS MANUALS/ MANUALS – (uploaded by Staff now) (“uploaded by process owner before)  
EVIDENCES- (uploaded by PO and DCC now)(uploaded by process owner only before)  
AUDIT REPORT – (Uploaded by INTERNAL AUDITOR)  
CONSOLIDATED AUDIT REPORT- (uploaded by INTERNAL LEAD AUDITOR)  
CONSOLIDATED SURVEY REPORT – (UPLOADED BY HUMAN RESOURCES)



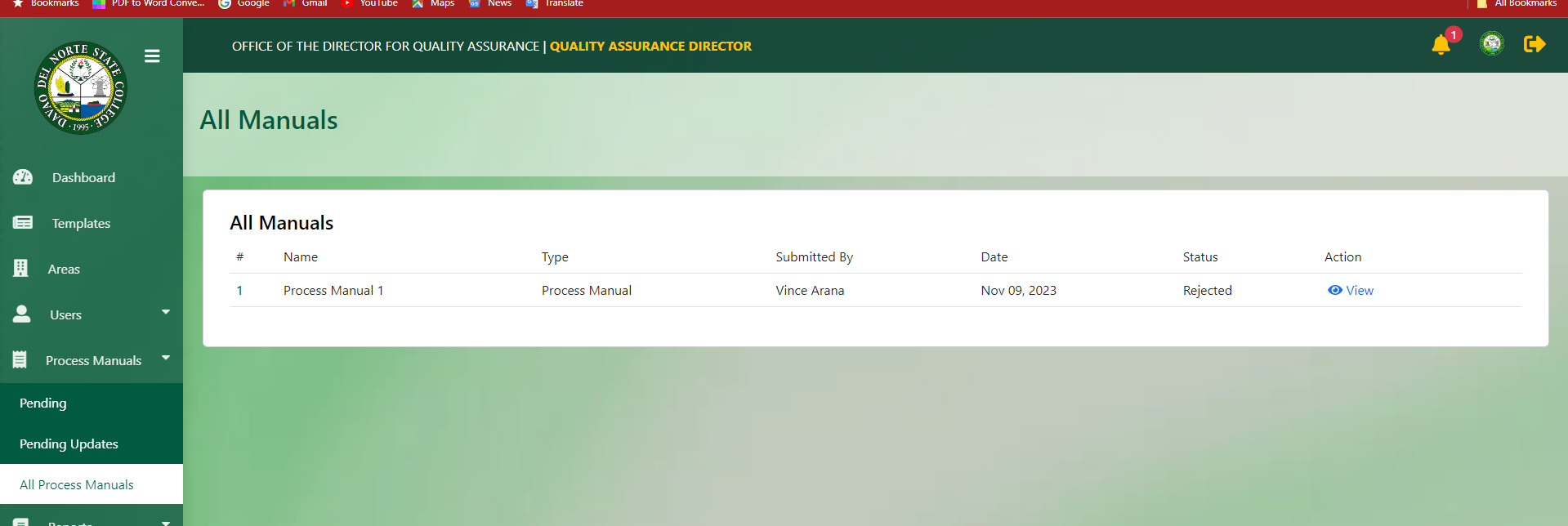




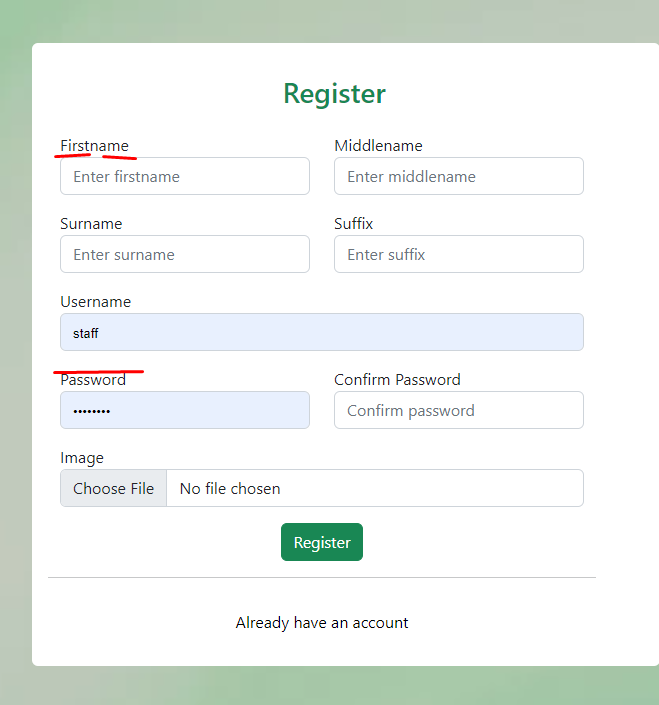
Dapat parehas sa QAD na maka access pud sa tanang files.



Naa puy another process ang manuals tracking sa QAD (wala siya sa staff )

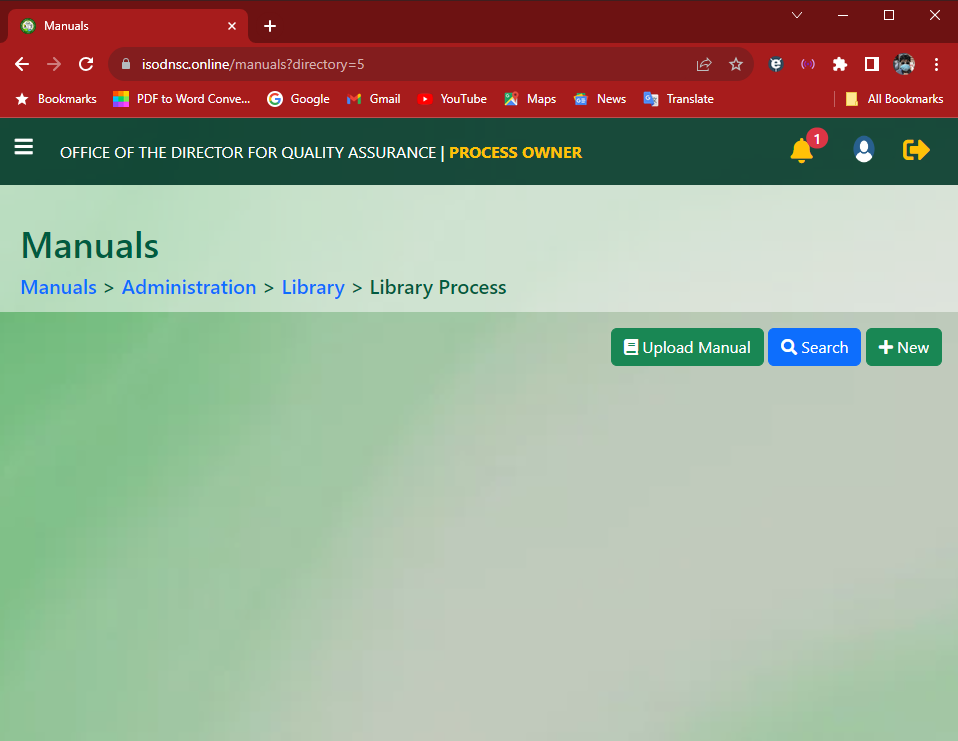
  
maapil pud ni sa Staff access.





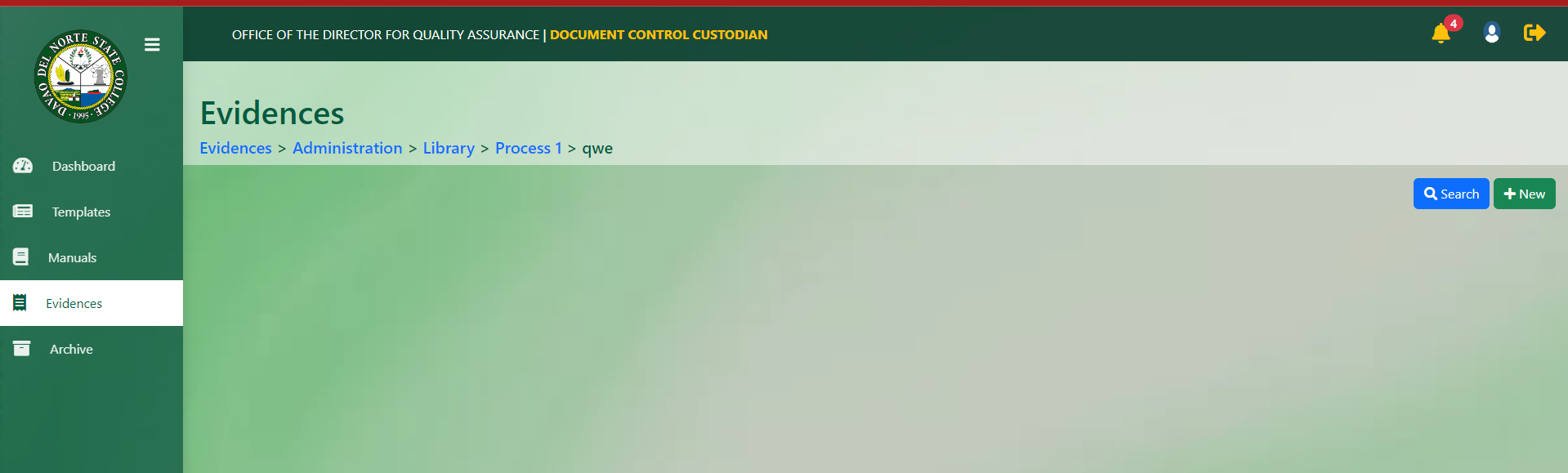
I split ang firstname tas ang password butngan ug requirements . standard requirements(8-10 word, special character etc.)





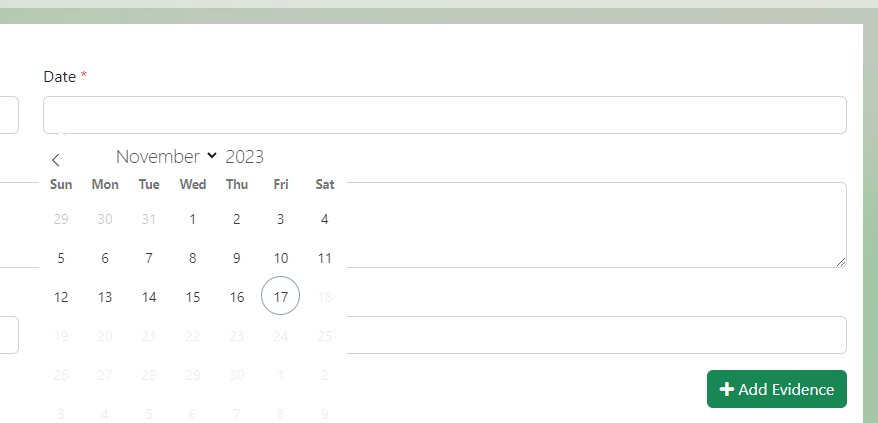
Baleh ang kane na function kay sa STAFF NA. tapos ang PROCESS owner dleh na ka upload ug manuals(dleh na ka upload daan ang DCC so no issue sa iyang part)





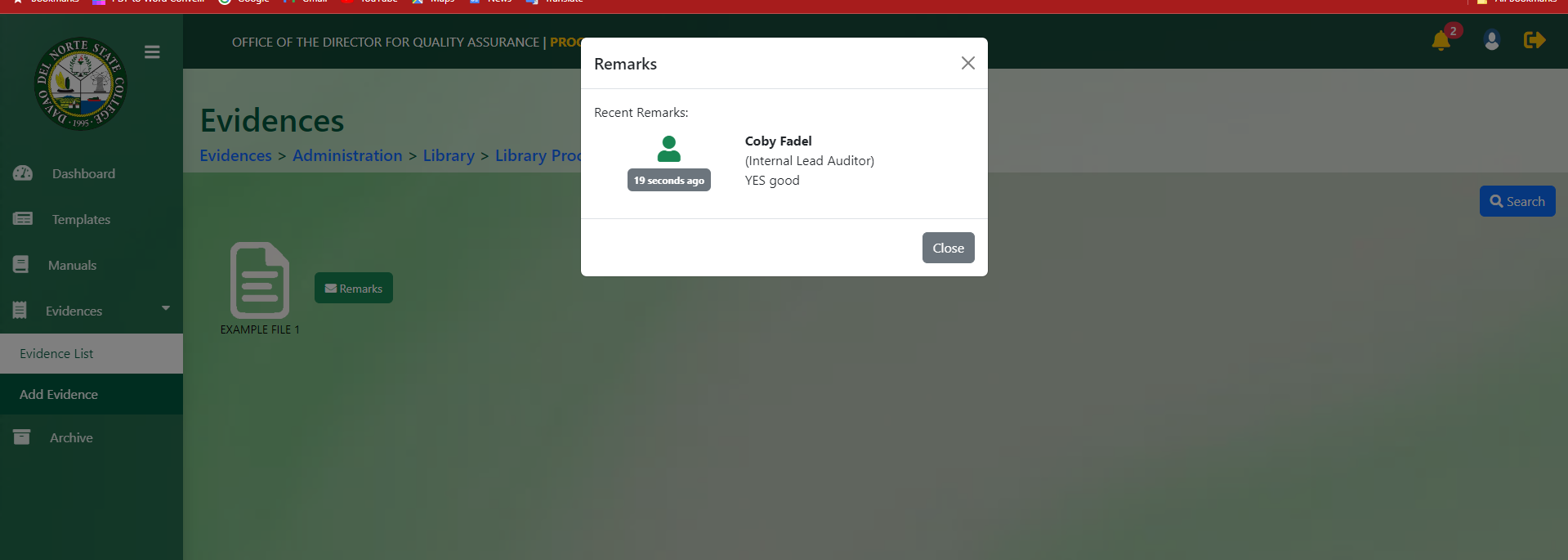
OK na sa PROCESS OWNER sa dcc nalang maka upload ug file.



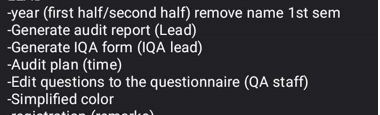


Dleh na sila ka set ug date when mag upload. Automate (aplied ni sa tanang files)

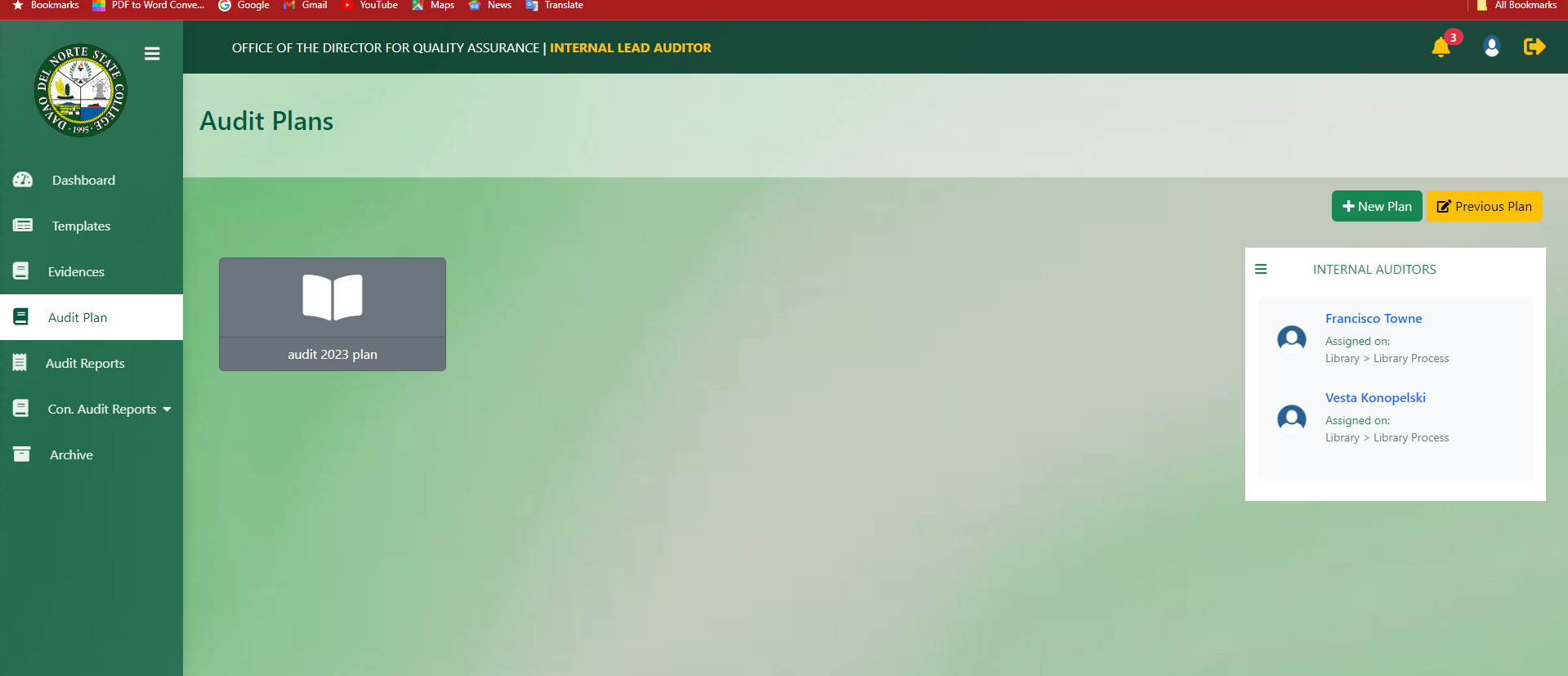


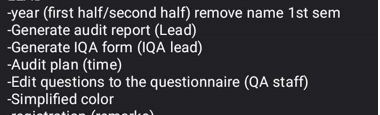


Baleh maka reply lang sa remark ( applied all files)

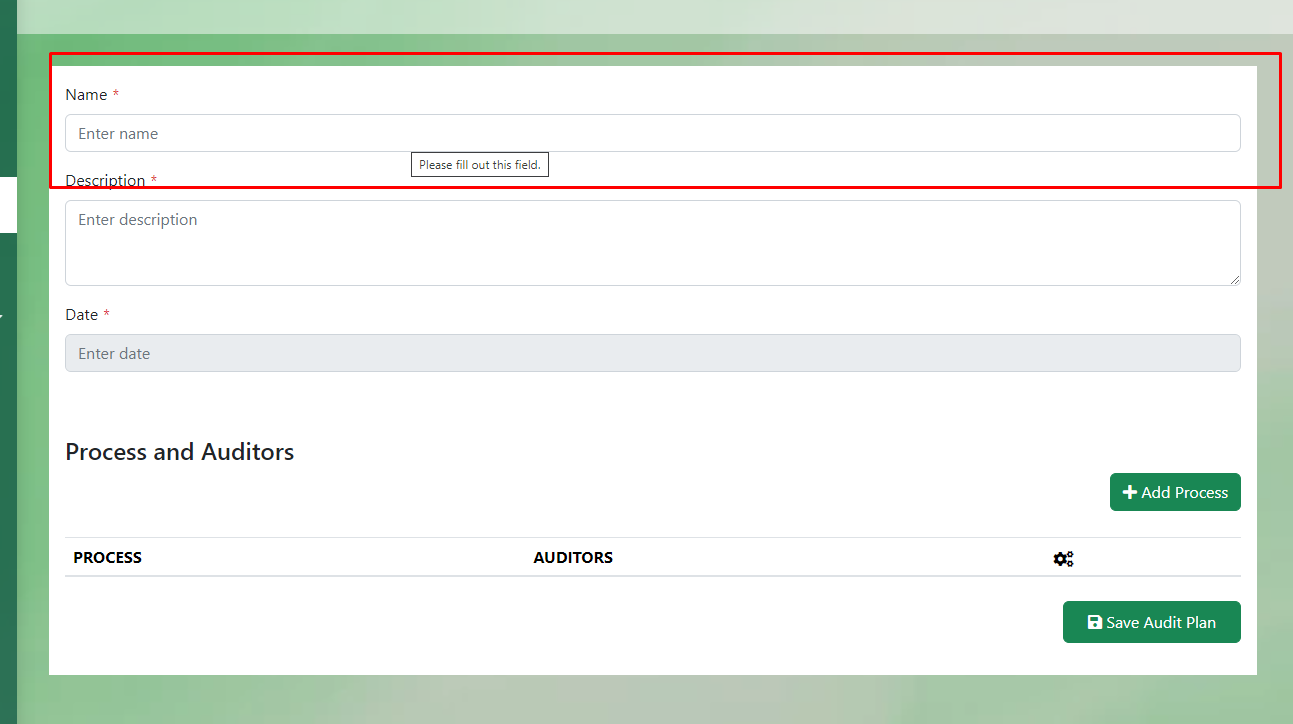


SA INTERNAL LEAD AUDITOR









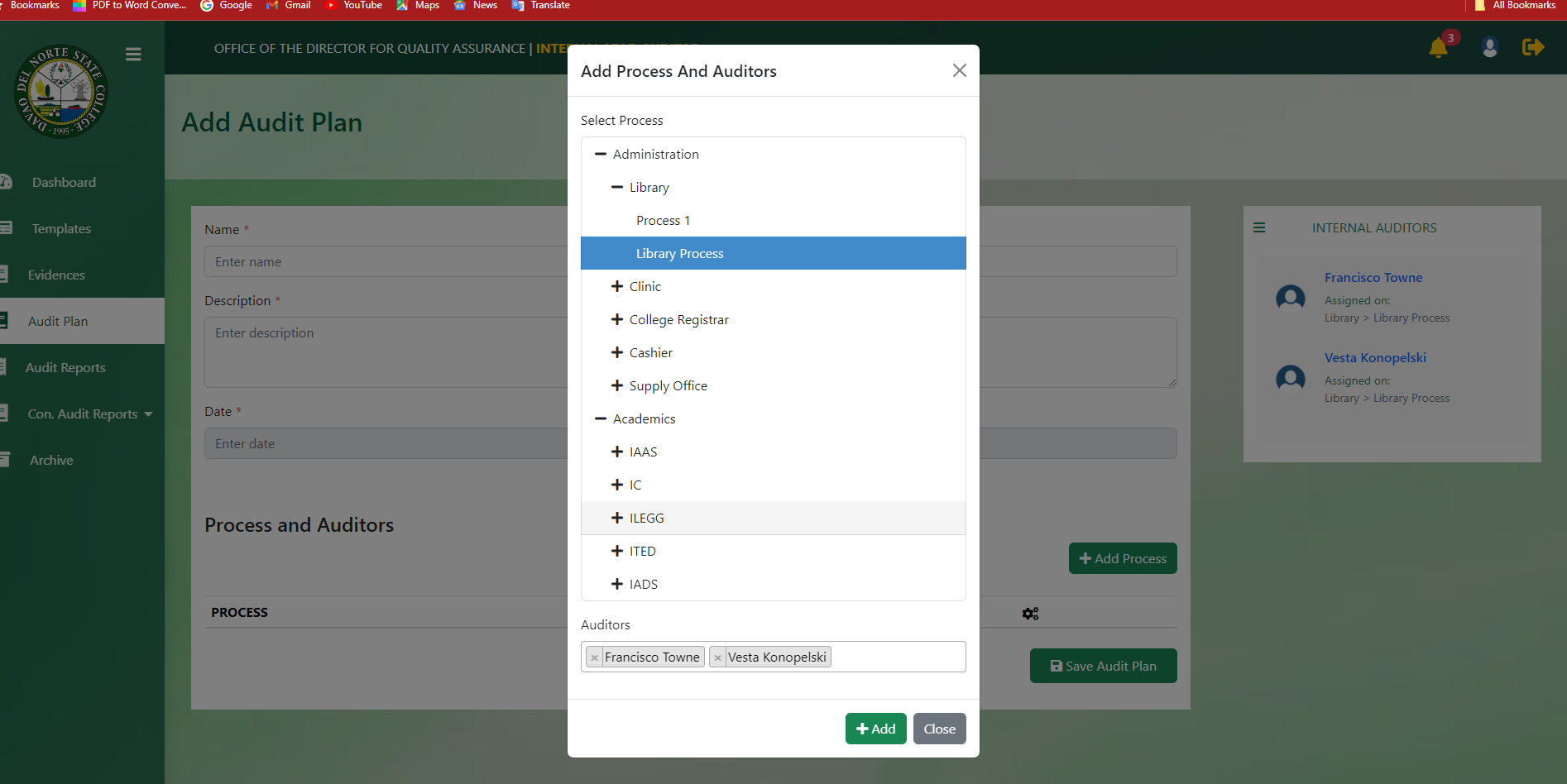
Pag I choose ang 1st half (January-August) tas pag 2nd (September-December)

first half ug 2nd half.

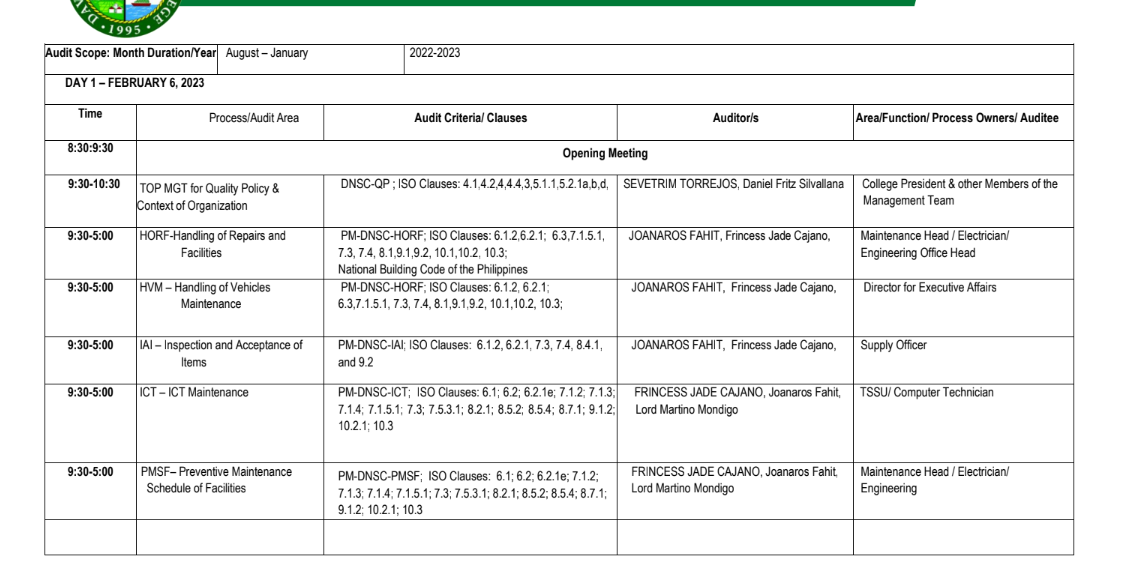
Ang kanang Generate kay sa next nana na   
ang kanang AUDIT PLAN TIME



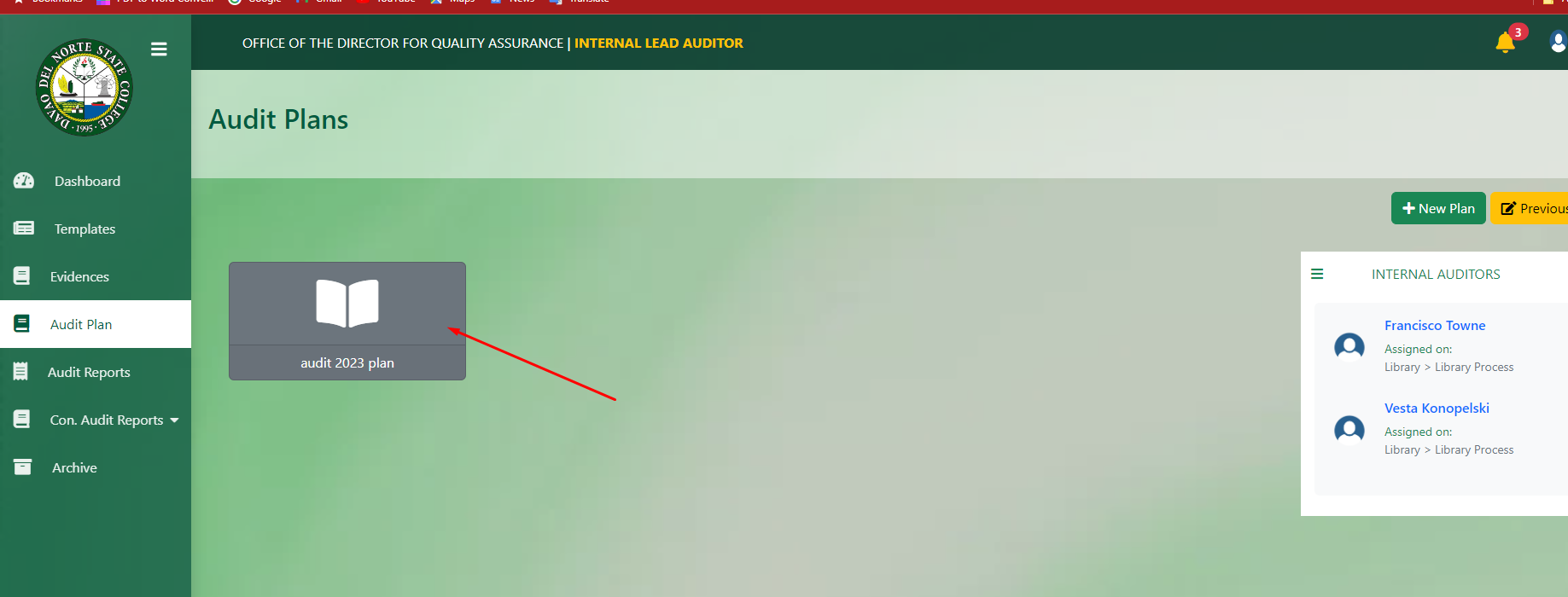
ang kanang AUDIT PLAN TIME

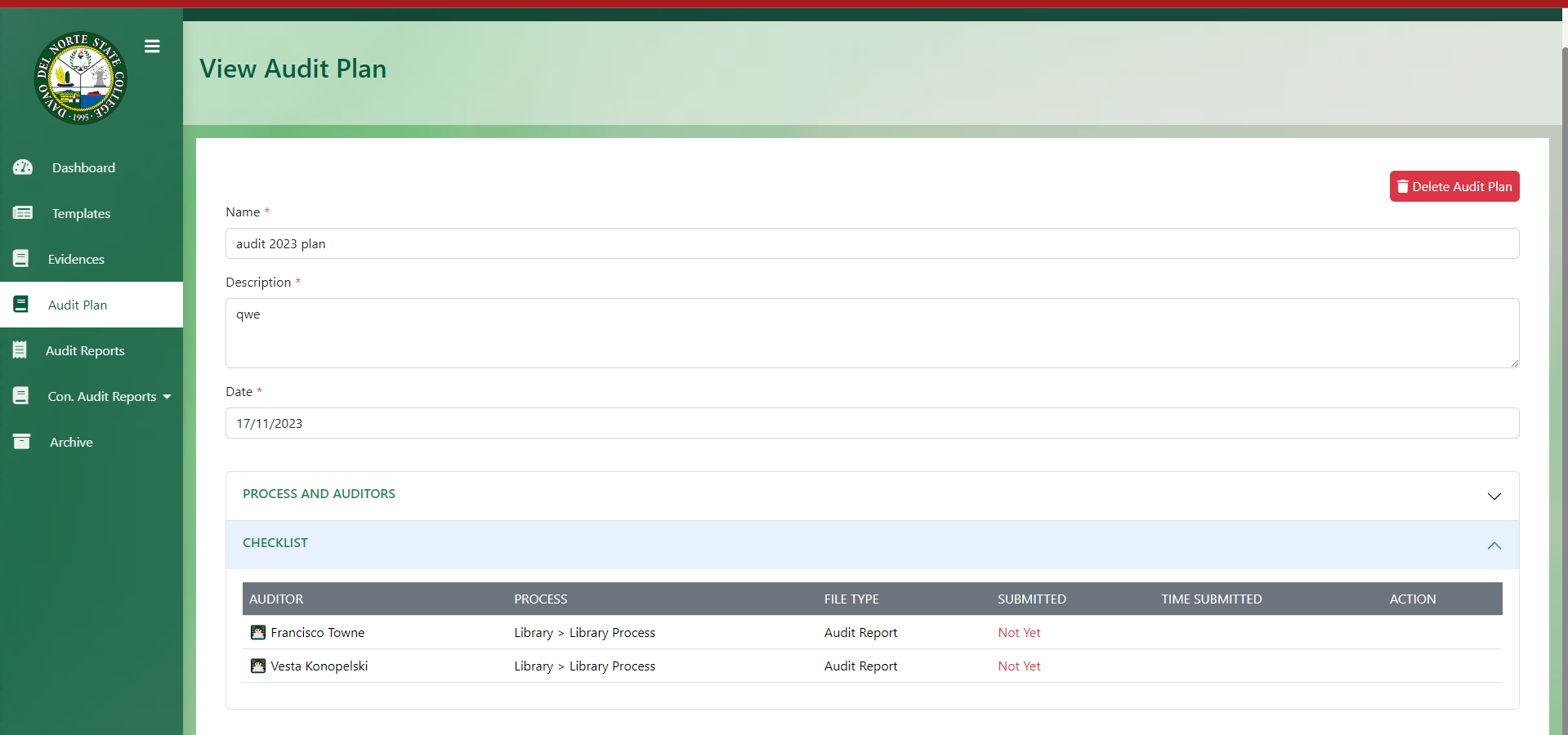


Drea na part. Human niya ug choose ug process ug mga auditor, naay time input kanus a mag start.  
depende pud kung 1st half (jan- august ) 2nd (sept – december) choices



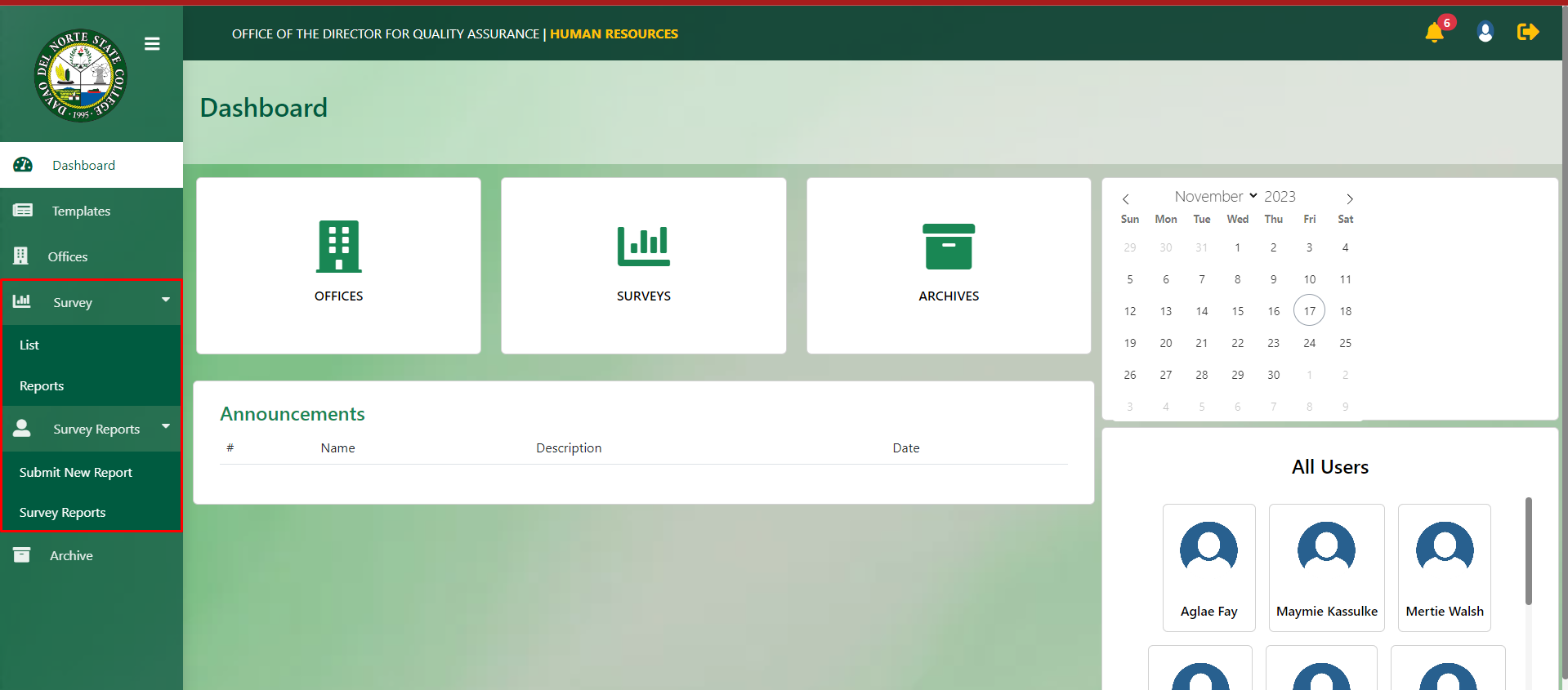
Mao ni isa sa mga I generate na file haha daghan kaau(naa may contract na pwede ra ma delay ni



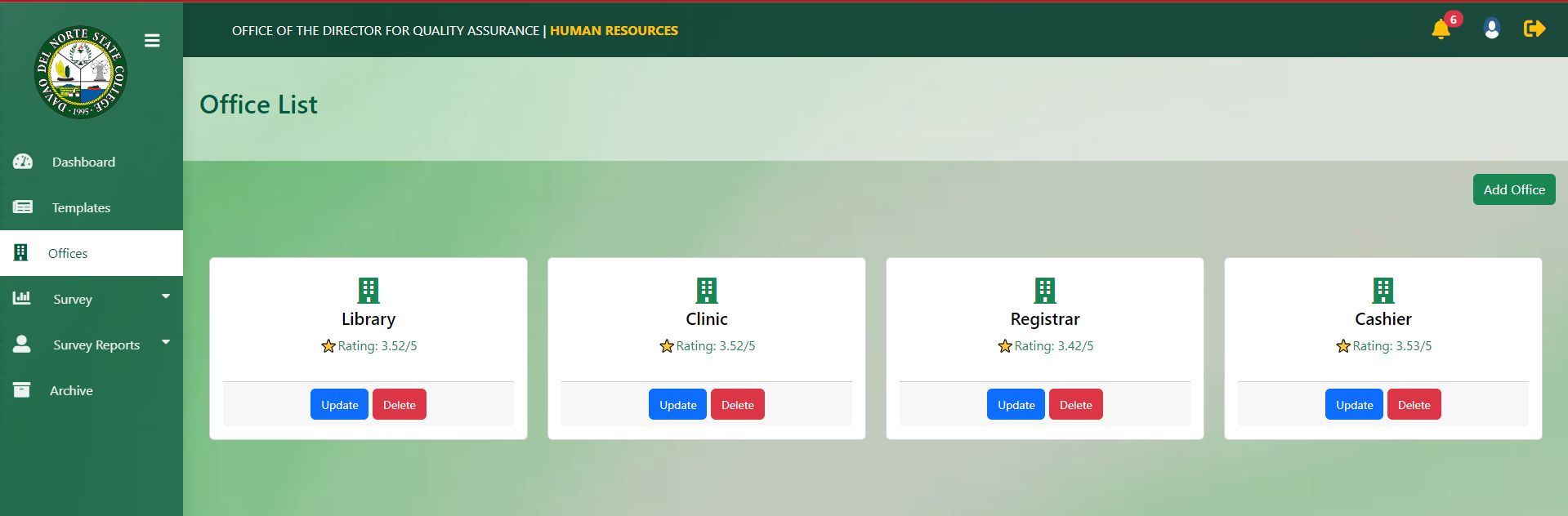


Audit plan naay checklist  
  
raname the checklist into submission status  
add other variable sa table na naay mark kung late or on time

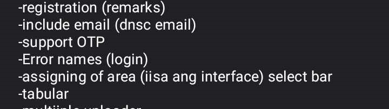




Kana na function. Naa napuy ing ana ang maka access ang staff.



Apila pud diay add office ma access sa staff

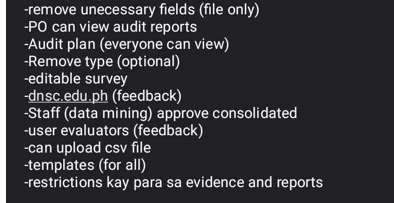


Ang registration remarks. Ambot lang unsa na ignore rana

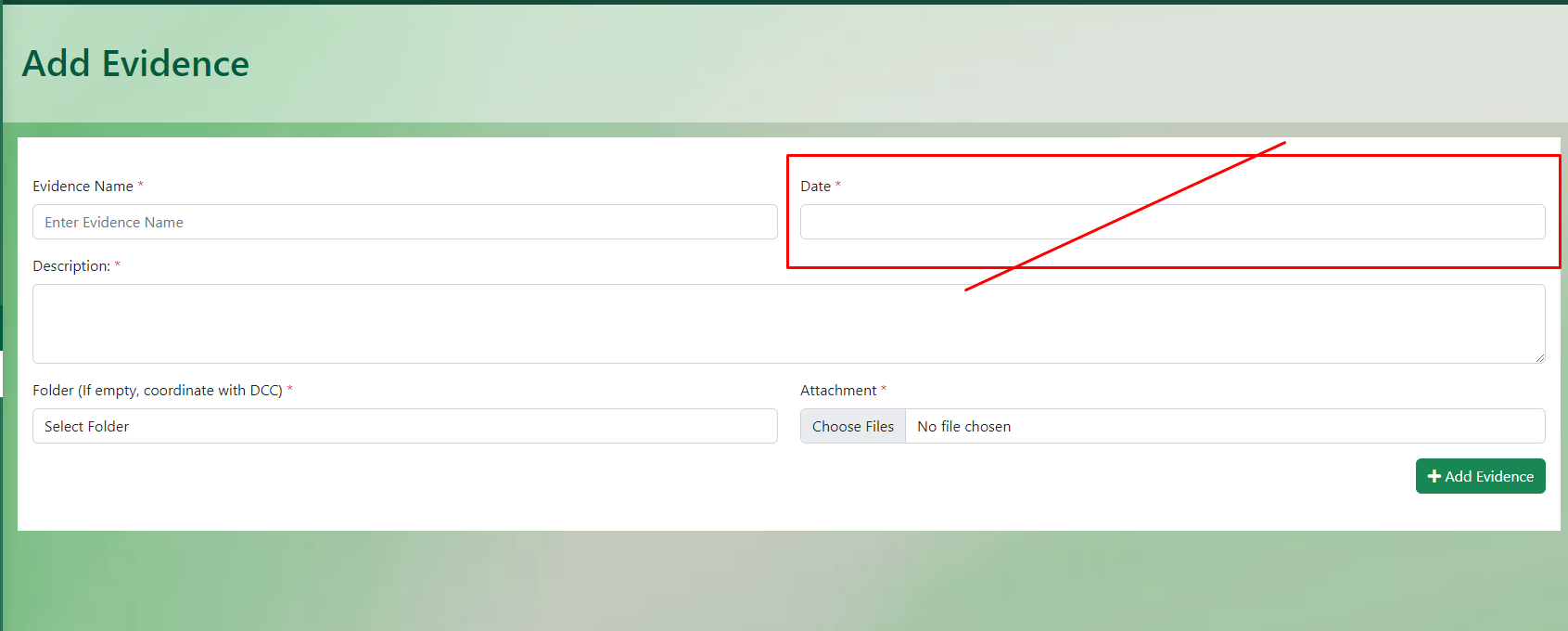


Possible pa ba ni ma impliment?

  
ayaw sa ni iinclude kay klarohon pani





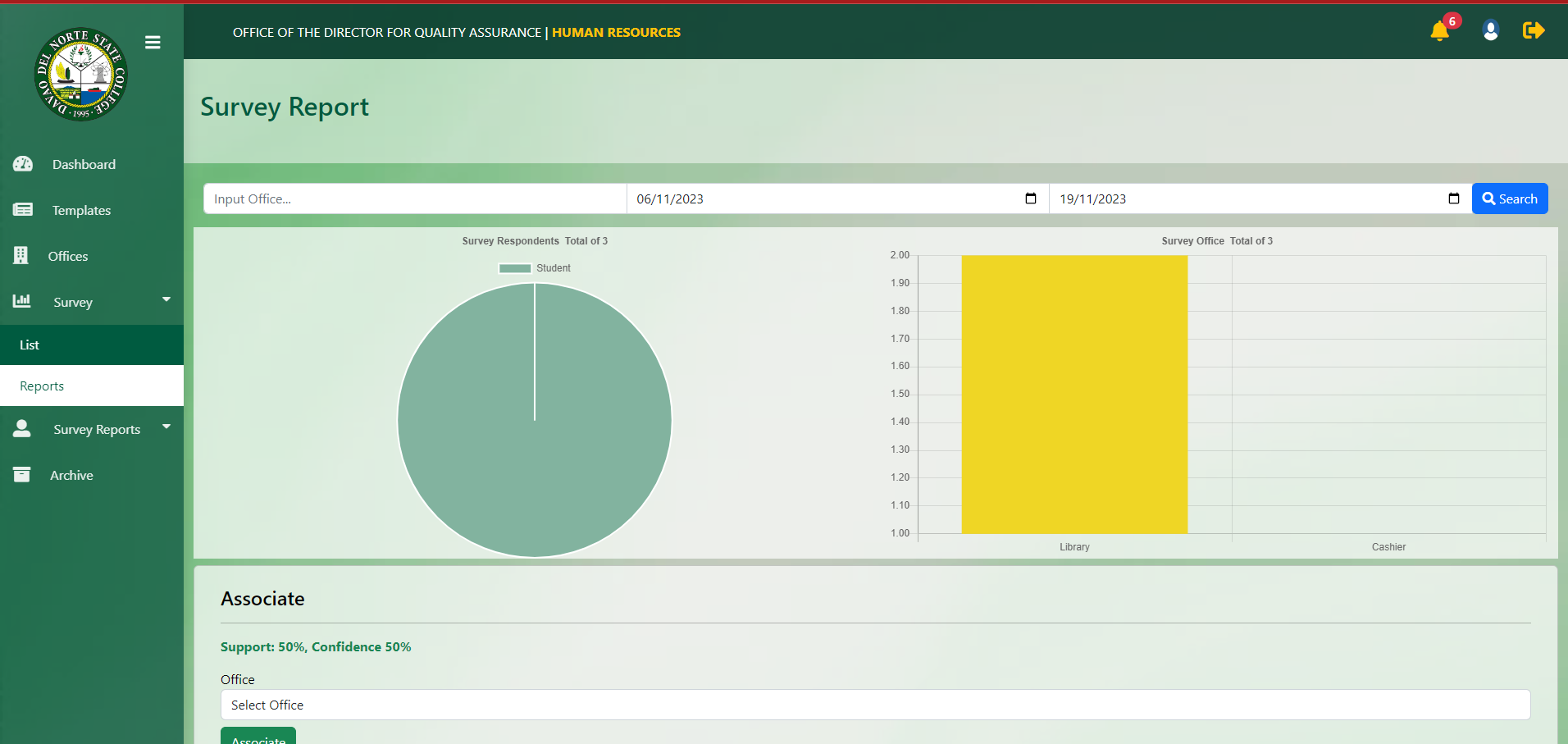


Sa files ramani ni walaon na ang date input



Isa ni sa Generated File(EVALUATION) ma access sa process owner





Baleh dre pwede ka upload export ug import na function sa csv file (sa staff ug human resources)  
kay maka acess napud ang staff sa survey lists

NEEDED TO GENERATE FILE

EVALUATION

AUDIT REPORT  
  
  
AUDIT CHECKLIST  
  
  
AUDIT PLAN