



SmartCheck  
Mobile

# USER MANUAL

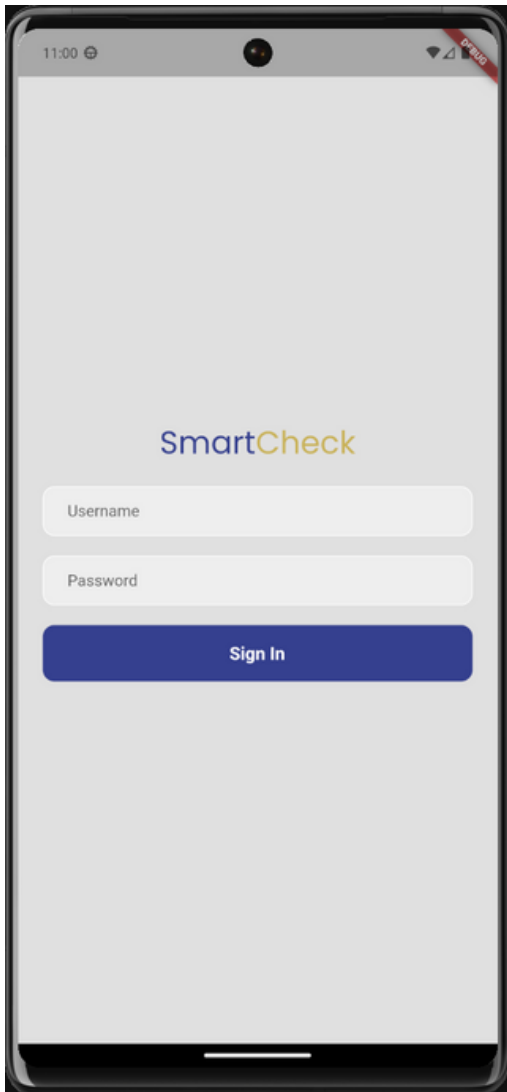
For Admission Office

WELCOME GUIDE

PREPARED BY  
Trojans Group - BSIT-MWA



# Login



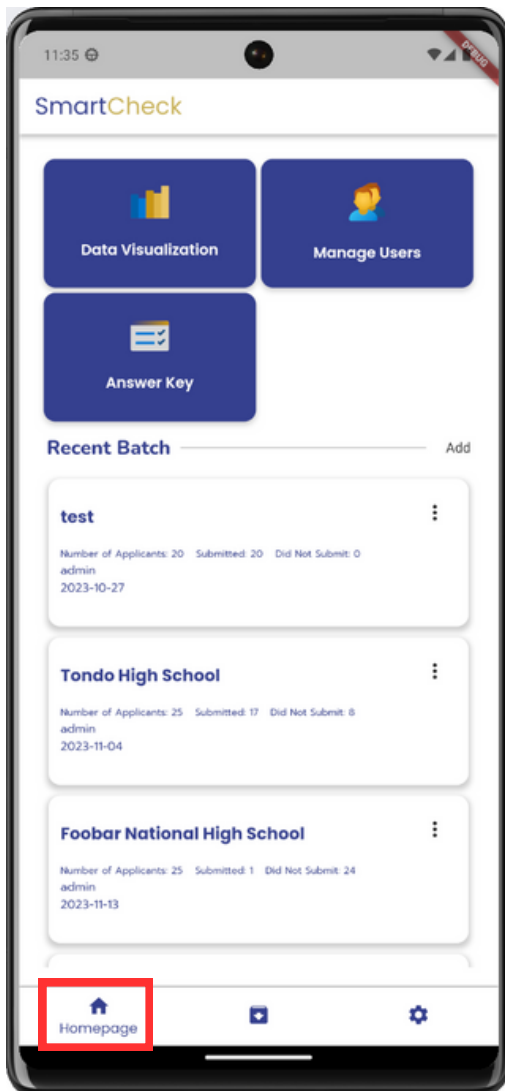
**For Administrator/Supervisor:**  
Ask the developer for the default credentials

**For Proctor/Associate:**  
Ask your supervisor for your personal username and password

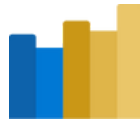
If you clicked the 'Sign In' button,  
There will be a toast that says  
"Logging in.." if the username and  
password are match or else there  
will be a message that says  
"Username or password are not match"

Administrator or Supervisor of the app are able to create  
their own username or password once they access the default  
credentials

# Dashboard/Homepage



## Buttons



Data Visualization



User Management



Answer Key

Recent Batch

Options to 'Add' Batch

Dashboard contain buttons consists of Data Visualization, User Management and Answer Key, as well as Recent Batch and the Applicant Group; beneath it are three buttons for Homepage, Archive, and Settings.

Some of the additional buttons like 'Add' Button to add new applicant group

# Buttons Description



## Data Visualization

Data Visualization/Item Analysis contains charts and a breakdown of items per subject, providing a comprehensive visual representation of data for enhanced analysis.



## User Management

User Management manages user and administrator credentials and can add, edit, or delete the users with utmost efficiency and security.



## Answer Key

Answer Key serves as a reliable guide for correct responses, ensuring accuracy in assessments. It enhances the learning experience by providing users with the right answers

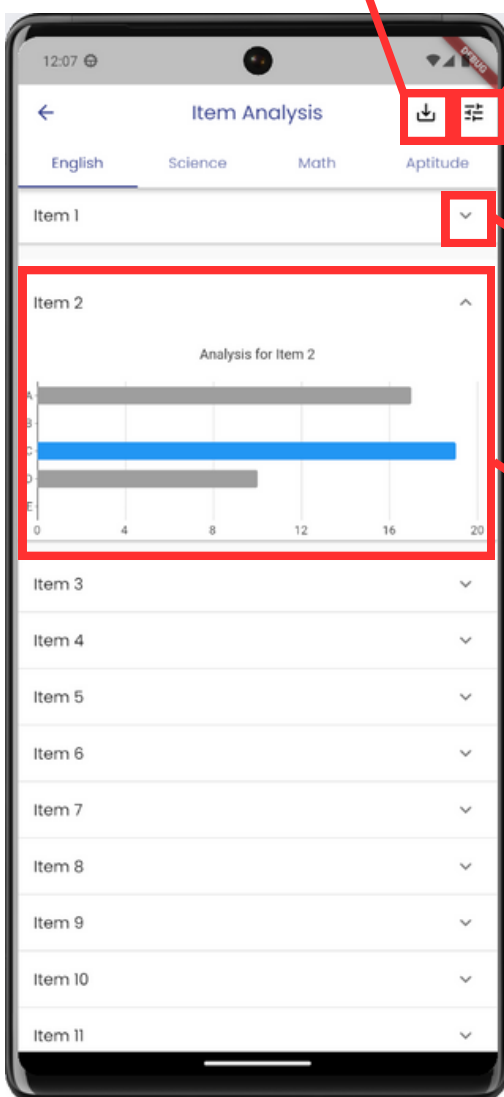
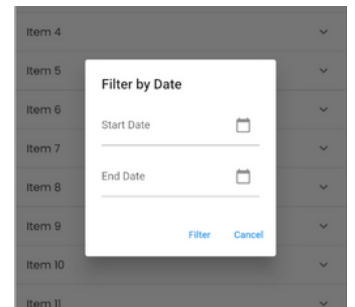
## Recent Batch

Recent Batch features Applicant Group Management and a list of Applicant Groups.

# Data Visualization

If you want to export the items as a statistical report, click on the Export button

If you want to filter some items depends on the date taken, click on the Filter button, and it will pop up this dialog

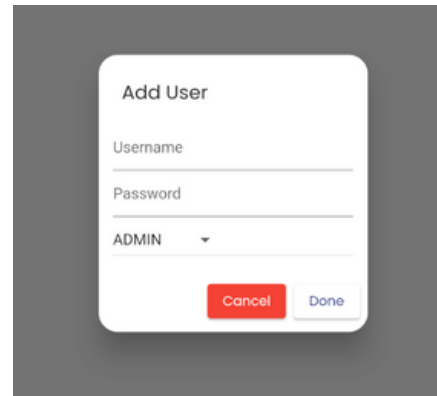
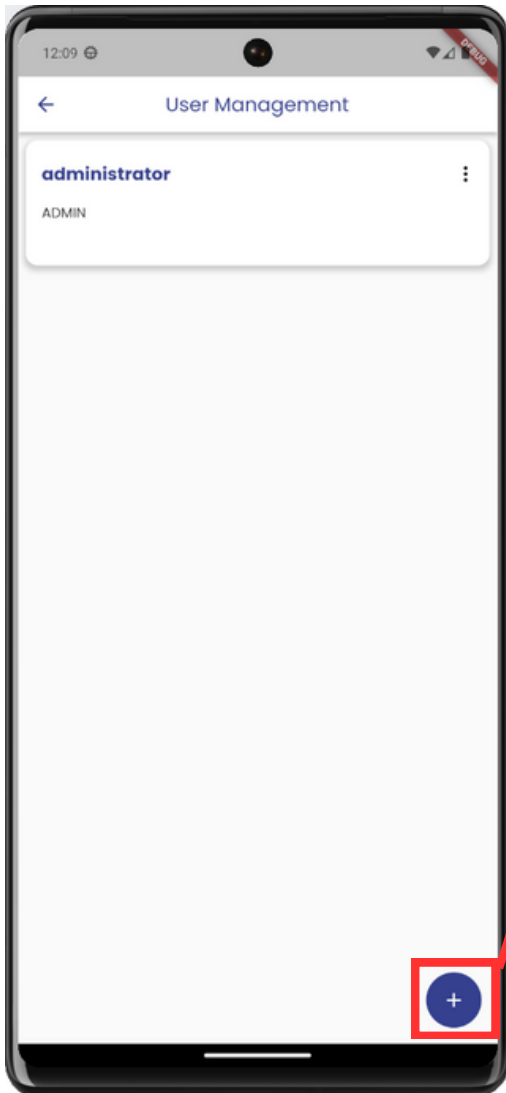


To view the visualization, click on the 'V', which will provide the summary of the item analysis.

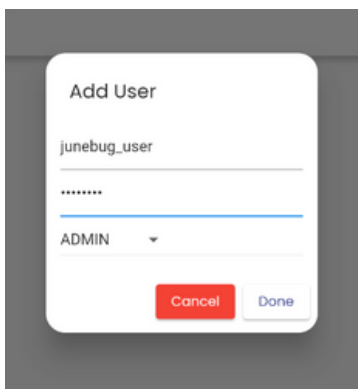
The gray represents the answers of all applicants while the blue indicates the correct answer to the item.

**NOTE: Allow access files in order to export data**

# User Management

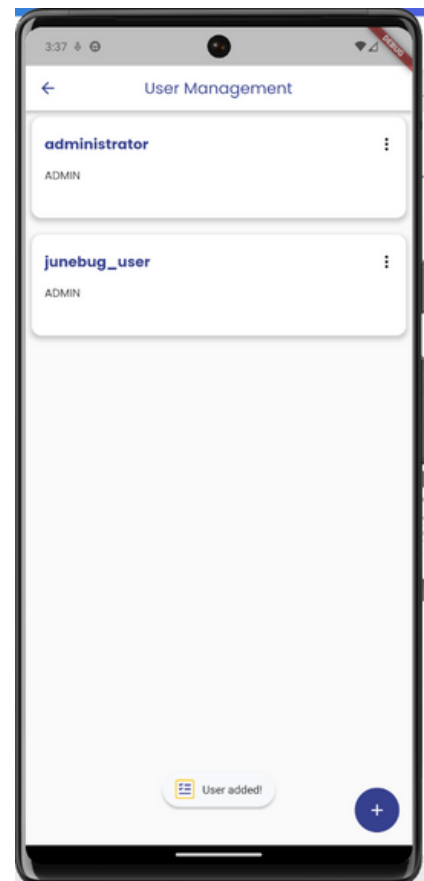


In order to add an User, click on this button and it will pop up this dialog

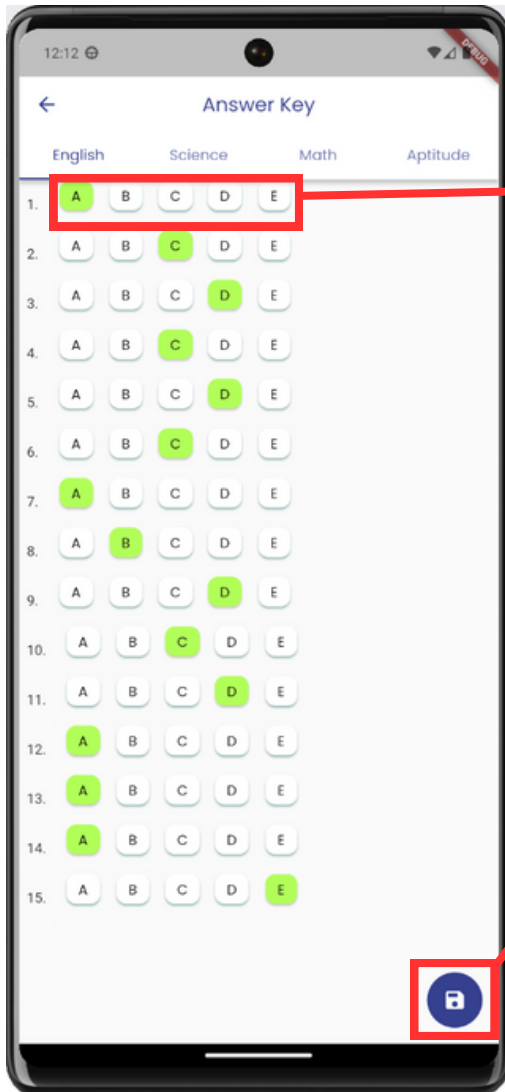


The username must be 8 characters long, and the password must include uppercase, lowercase, and numerals.

After providing all of the credentials, click "Done" and it will display the username and usertype.

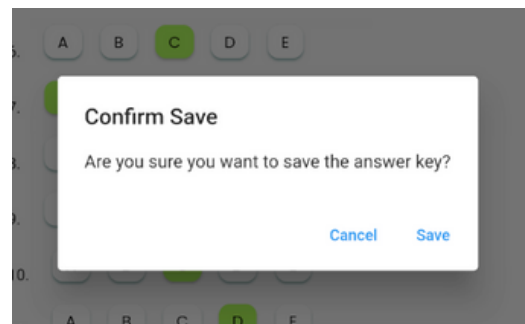


# Answer Key

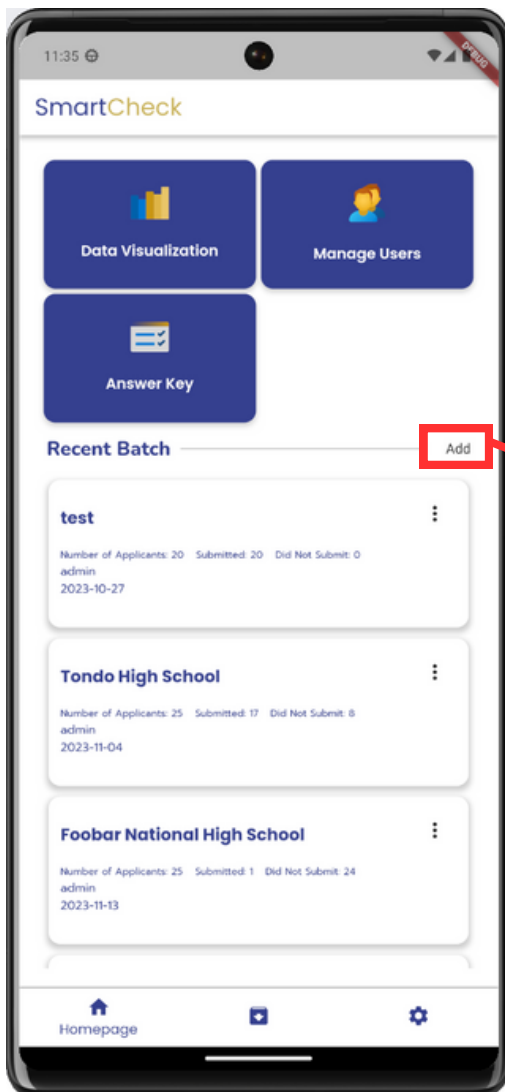


To pick the correct answer, click on the letters; the green represents the right answer.

After selecting all of the correct answers, click the Save button, which will bring up a confirmation box; simply click "Save"; if you are unsure about the answer, click "Cancel".

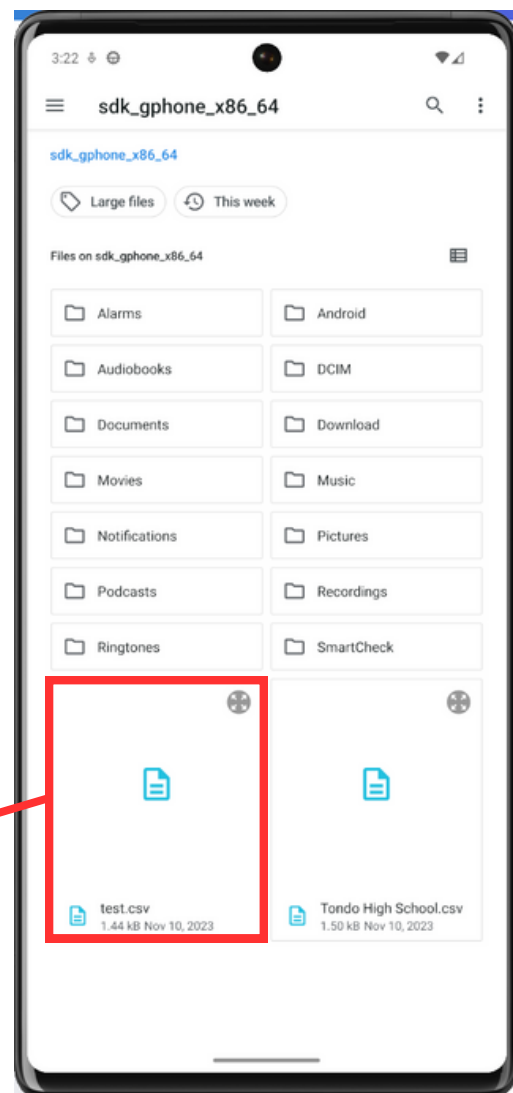


# Applicant Group Management



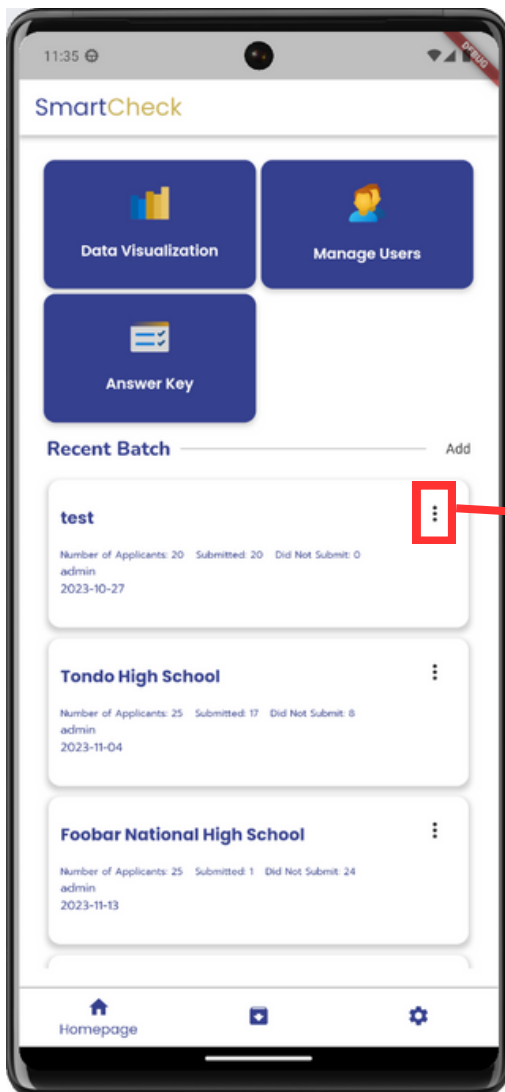
Click on “Add” to export new group to the Applicant Group Management

Select the specific group, it must be in CSV file in order to export properly



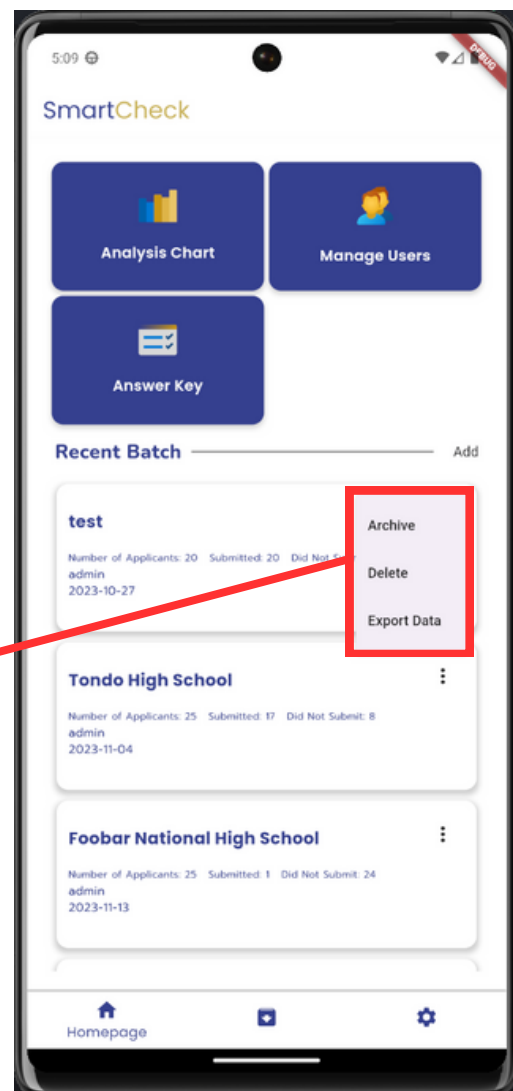


# Applicant Group Management



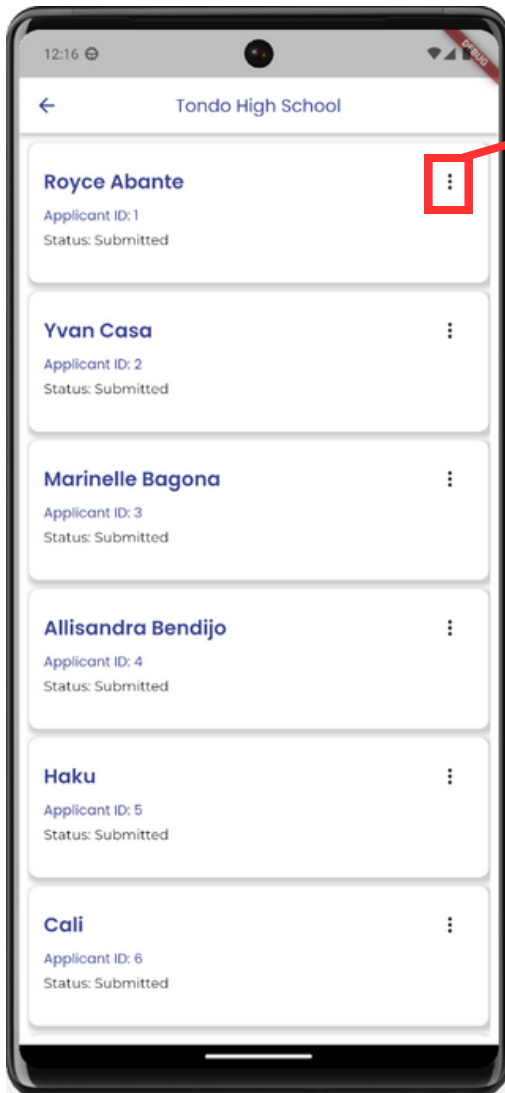
If you want to explore more options, click the three dots and it will pop up the menu, See image below

To archive the applicant group, click “Archive”; To delete the entire group, click “Delete”, If you want to export data into CSV, click “Export Data”



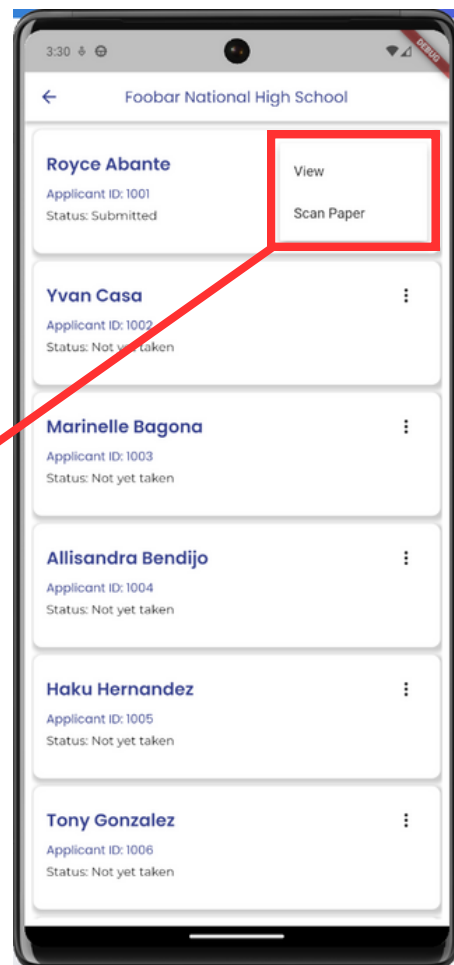
**NOTE:** Allow access files in order to export data

# Applicant Group Management



To show more options, click on : Button and it will view all of the options in the image below

To view the answers, click on “View; If you want to scan the answer of the applicant, click “Scan Papers” and it will proceed to the Camera Scanner



# Archives

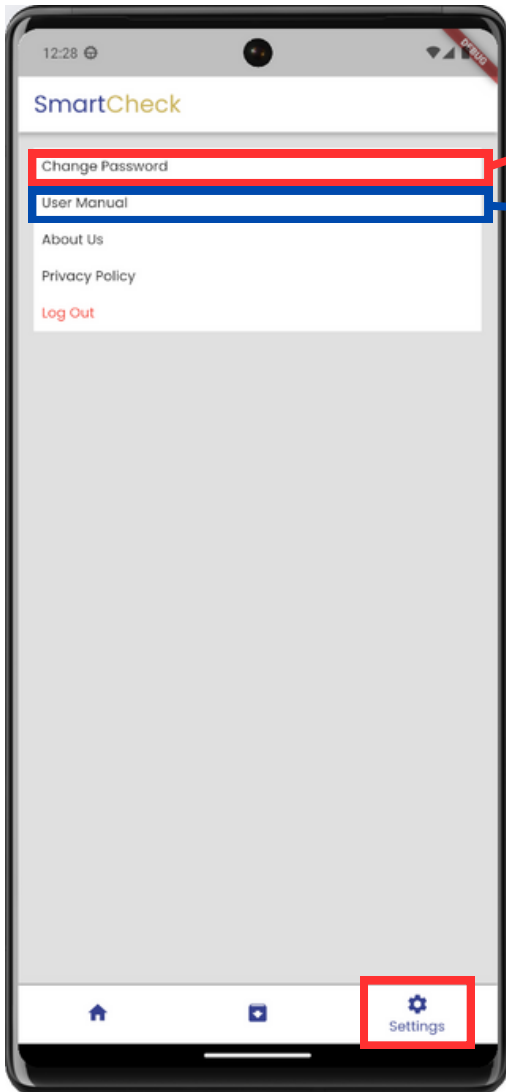
If you want to Unarchive the Applicant Group, click on the three dots and choose “Unarchive” or else “Delete”.



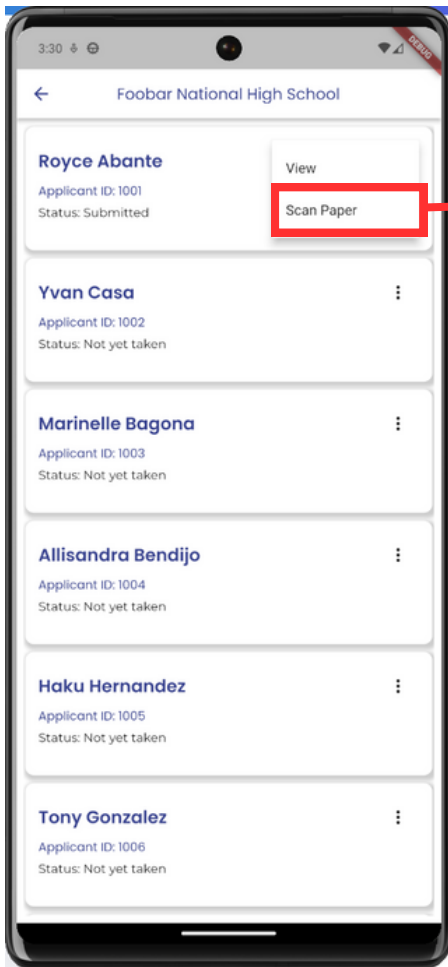
# Settings

If you want to change your password, click “Change Password”

To access the user manual or user guide of this application, click on “User Manual”

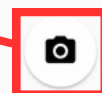
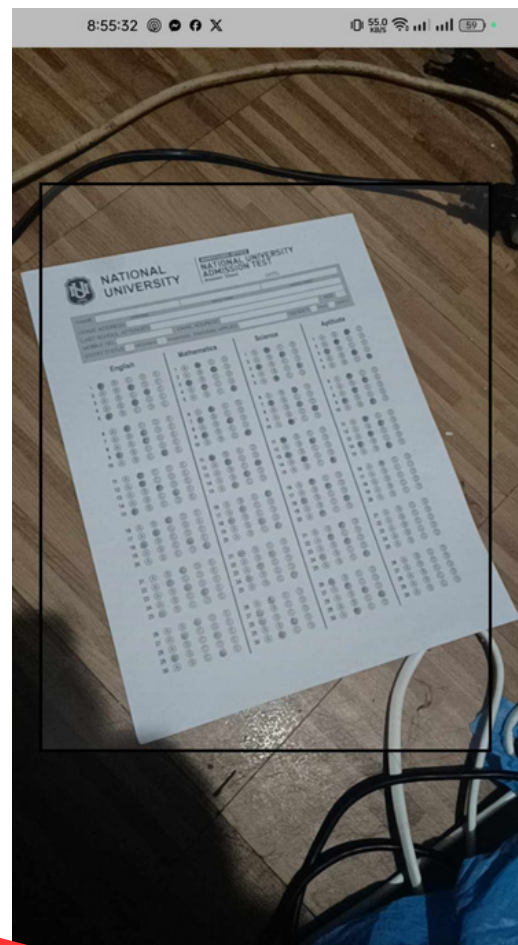


# Camera Scanner



To proceed to the **Camera Scanner**, click on **"Scan Paper"**, please see the Applicant more options on Applicant Group Management

If the paper is inside the shape, click on the Camera icon and it will pop up the loading for checking the paper, wait for a second depends on the internet



**QUESTIONS?  
CONTACT US.**

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