NATIONAL TELECOMMUNICATIONS COMMISSION

EDGE

ELECTRONIC DATA GOVERNANCE AND EVALUATION

USER'S MANUAL

Administrator Module

OVERVIEW

The Electronic Data Governance and Evaluation System (EDGE) is a multi-platform system application designed to bring National Telecommunications Commission (NTC) services. The NTC EDGE Portal is an application for the entire organization of NTC in different regions. It enables real-time and immediate information handling. It is an excellent channel between organizations and clients for approving, declining and verifying the submitted applications for any services.

KEY FEATURES

ALL ACTIVITIES & EVENTS IN ONE PAGE

On the NTC EDGE Portal, the assigned employees can see all the submitted applications of the clients. In just a tap, the employee can approve and decline their application.

RECEIVED NOTIFICATIONS

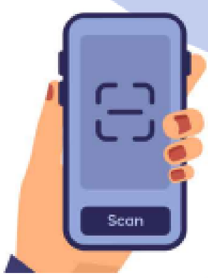
Received notifications are messages delivered by applications to alert NTC employees to in-app communications, either from the app or another user, on the NTC EDGE Portal.

MEETING

It allows the employees to connect with other employees in different regions. It engage in real-time both audibly and visually. By giving participants the impression that they are in the same room, video conferencing improves teamwork.

CHAT WITH ENTIRE THE ORAGANIZATION

Online interaction, such as chat, may help workers improve their social skills and provide them a platform to share their knowledge and assist one another.



SCAN QR CODE

To ease the verification during an examination. The QR code is attached to the admission slip.

ADMINISTRATOR MODULE

The Admin will be assigned to create their user account in the EDGE system, create/edit/modify user accounts, and edit/modify certain system settings in the EDGE System. NTC Personnel assigned/designated to provide technical support in the EDGE System.

LOGGING IN

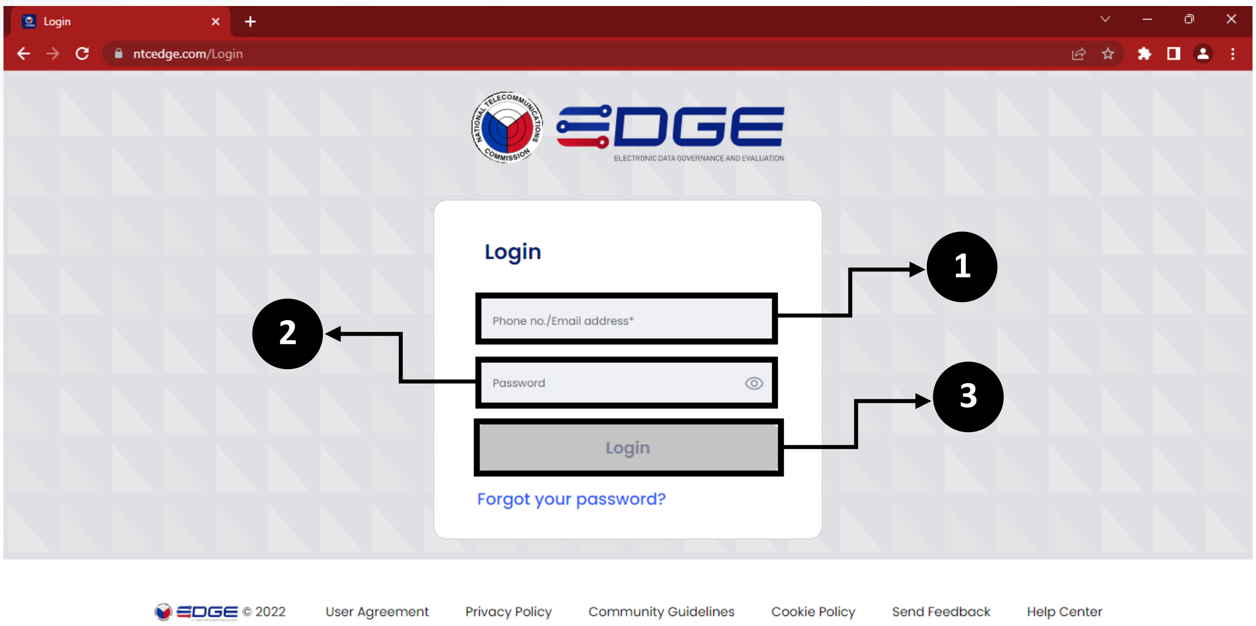


Figure 1: Login Page

How to log in:

1. After acquiring access, the employee may now log in to EDGE System using the username set by the Admin personnel. The employee must type-in the username on the Phone no./Email address.
2. Type your password on the Password field.
3. After filling out the fields for your username and password, click the Sign in button located in your log-in page and you will be directed to the EDGE Home Page.

ADMIN EDGE SYSTEM PORTAL ACCOUNT HOMEPAGE

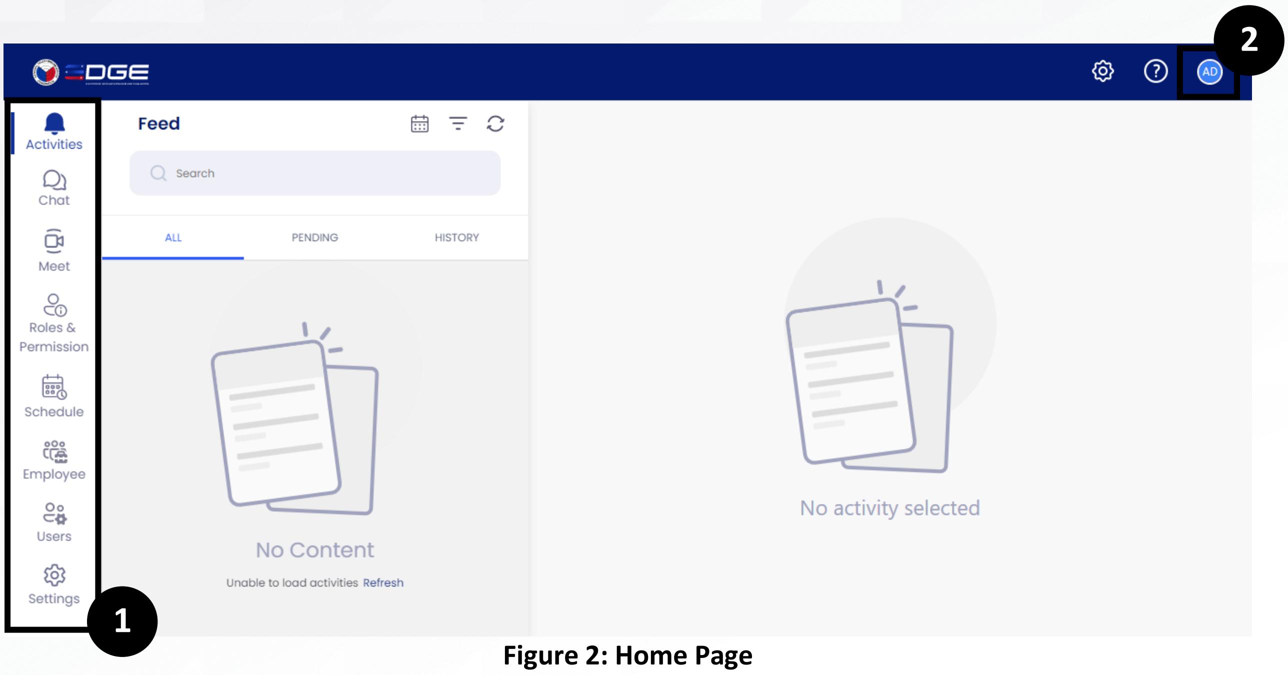
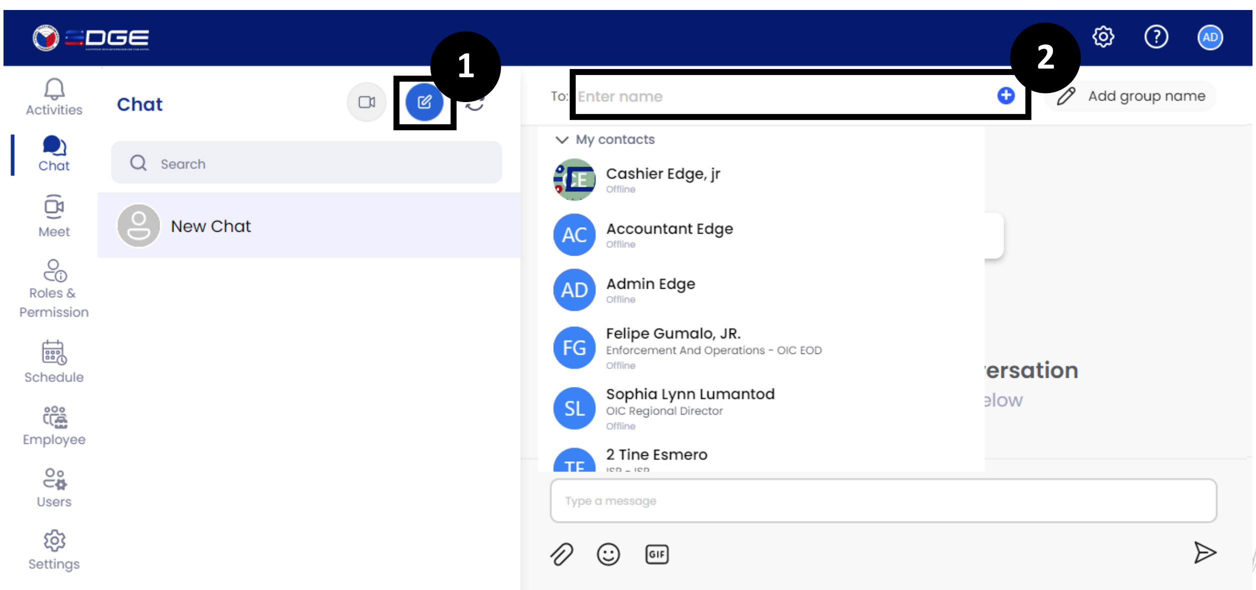


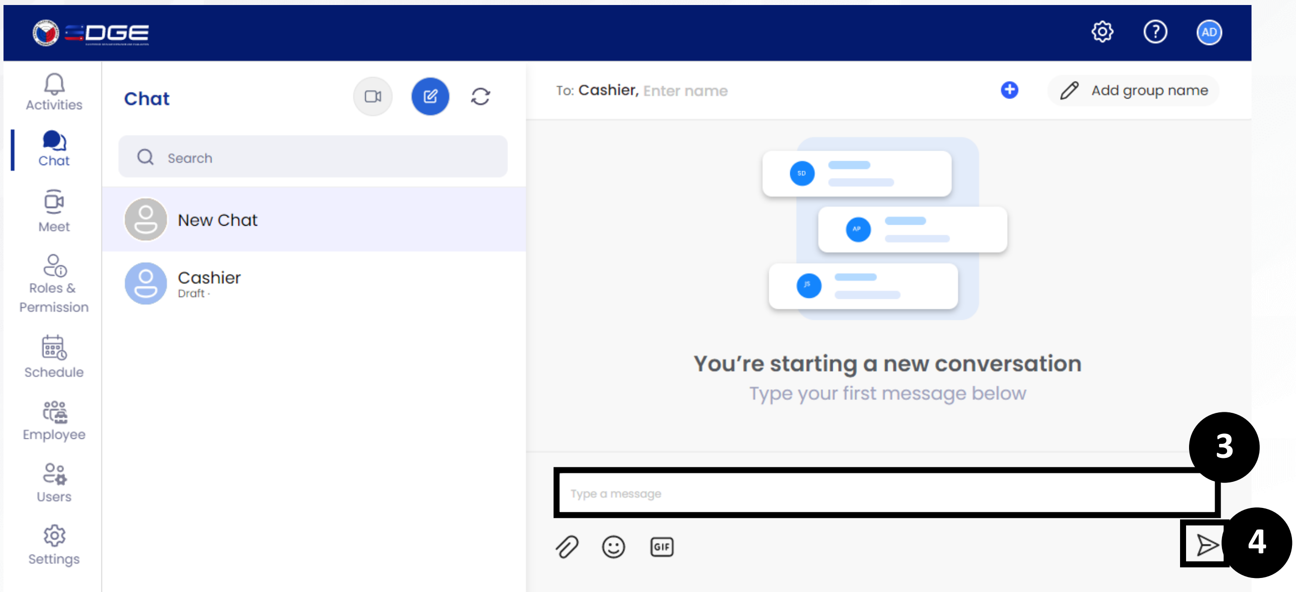
Figure 2: Home Page

1. Main Navigation - this section is a navigation bar found at the left portion of the Homepage (see Figure 2). It is a list that shows: Activities, Chat, Meet, Roles & Permission, Schedule, Employee, Users and Settings.
2. Logged as a button– this button allows the user to change the password using the change password button and to end access to the Admin account using the log off button.

CHAT

- ### Creating message

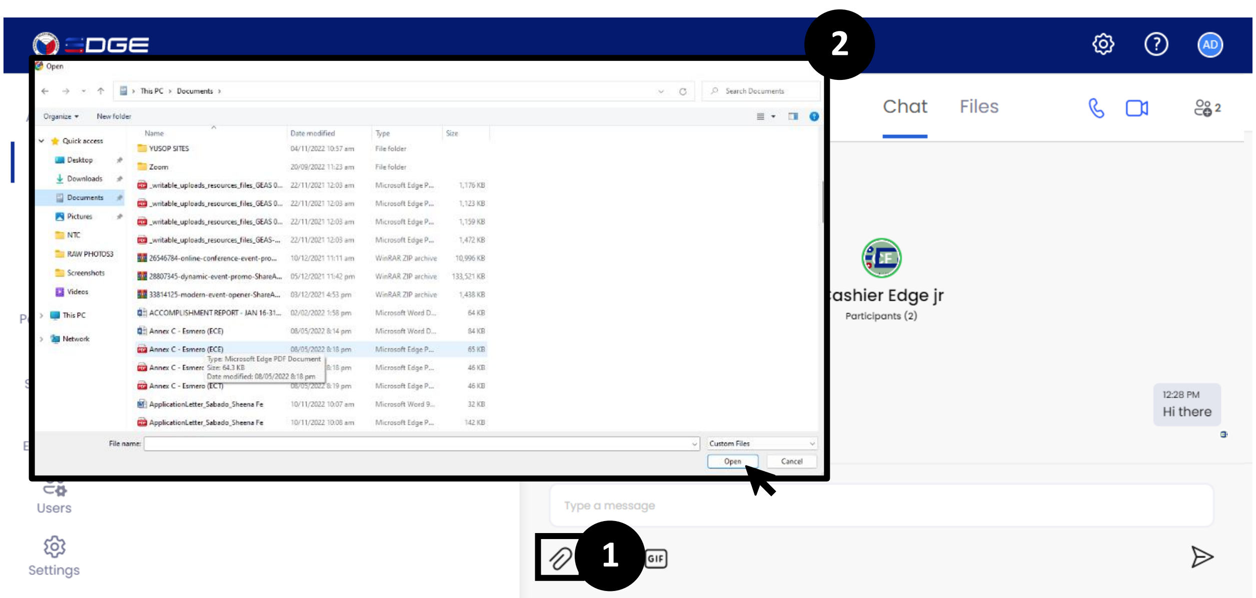


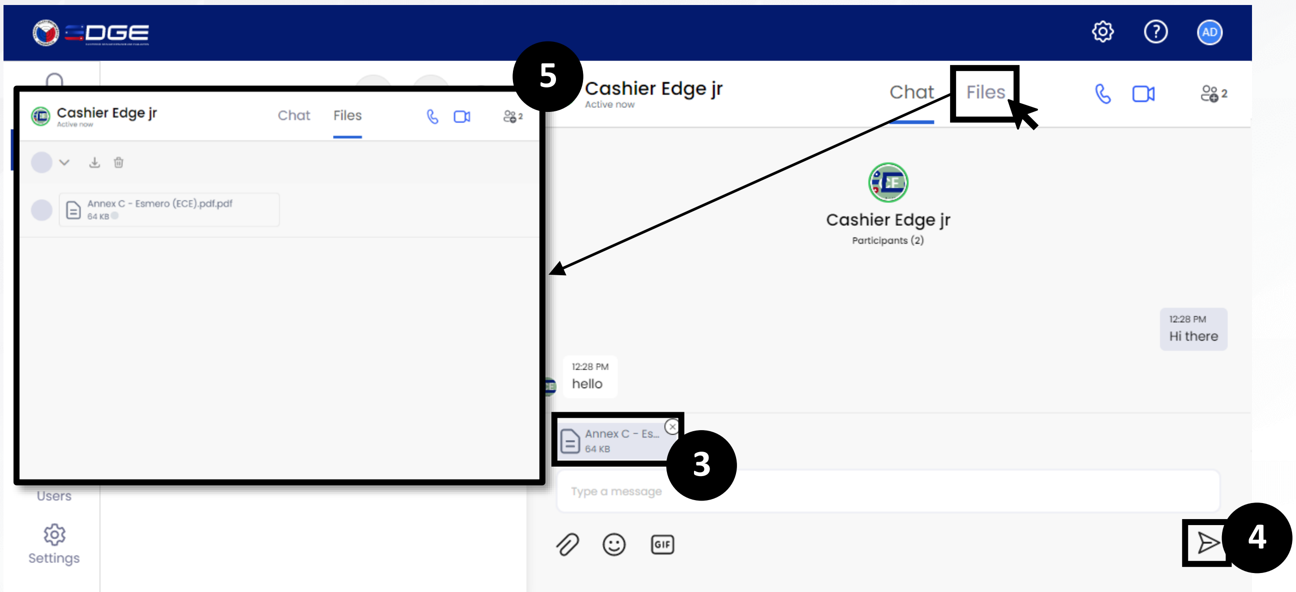


How to create new message:

1. Click the ***Create message*** icon.
2. Select a ***Person*** on the contact list.
3. Click the ***Type a message*** box and start typing a message.
4. To send, click the ***Send*** icon next to the typing box.

- ## Uploading Files

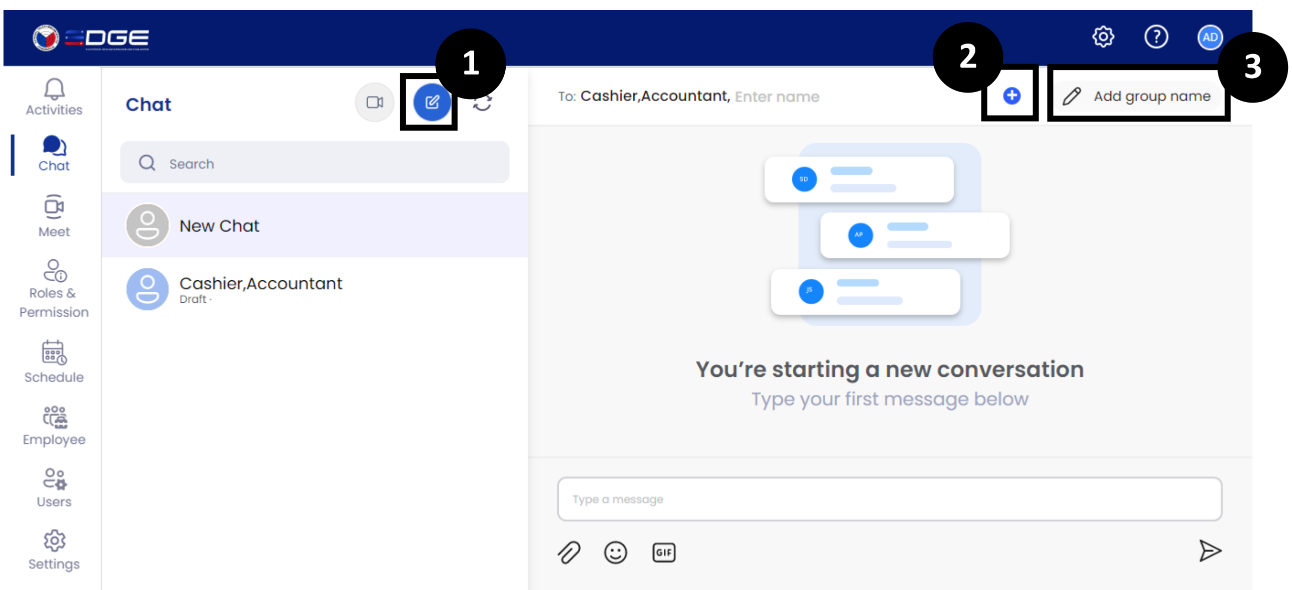


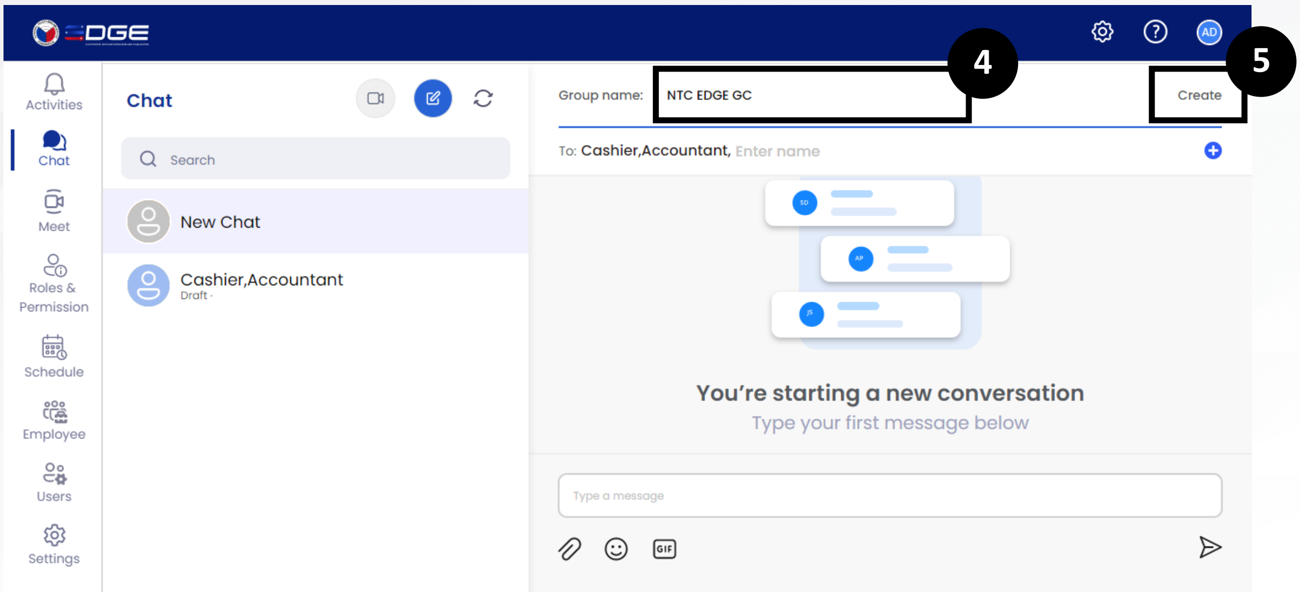


How to upload a file:

1. Open the conversation where to send the attachment and tap the ***Add Attachment*** icon.
2. Choose the file to attach and click the ***Open*** button.
3. The document files should appear.
4. Tap the ***Send*** button to send the file.
5. To see all the files that sent and received, click the ***File*** button located next to Chat.

- ## Creating Group Chat

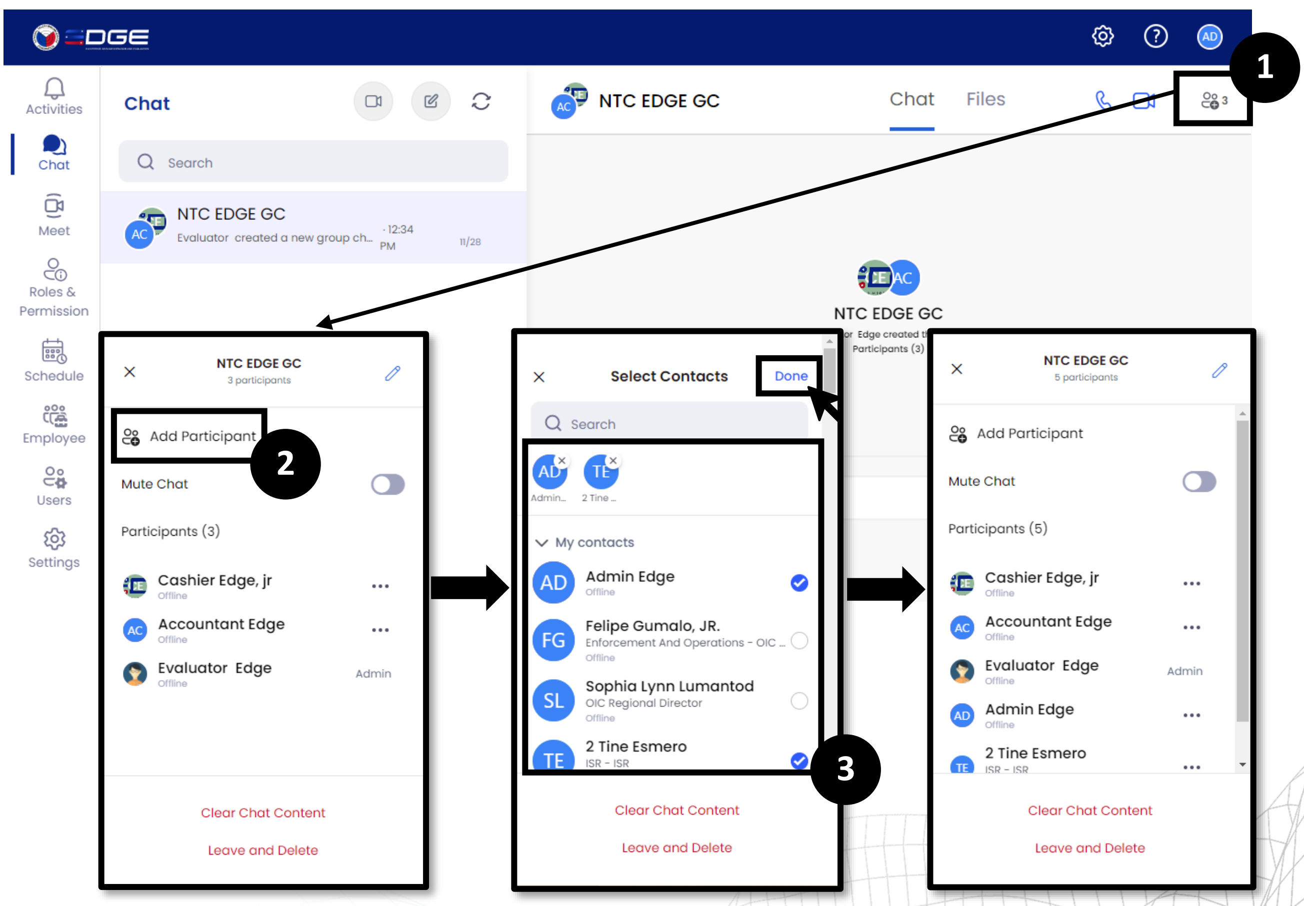




How to create a Group Chat:

1. Click the ***Create message*** icon.
2. Select ***Participants to add*** on the contact list.
3. Click the ***Add group name*** button.
4. Edit the ***Group Name***.
5. Tap the ***Create*** button.

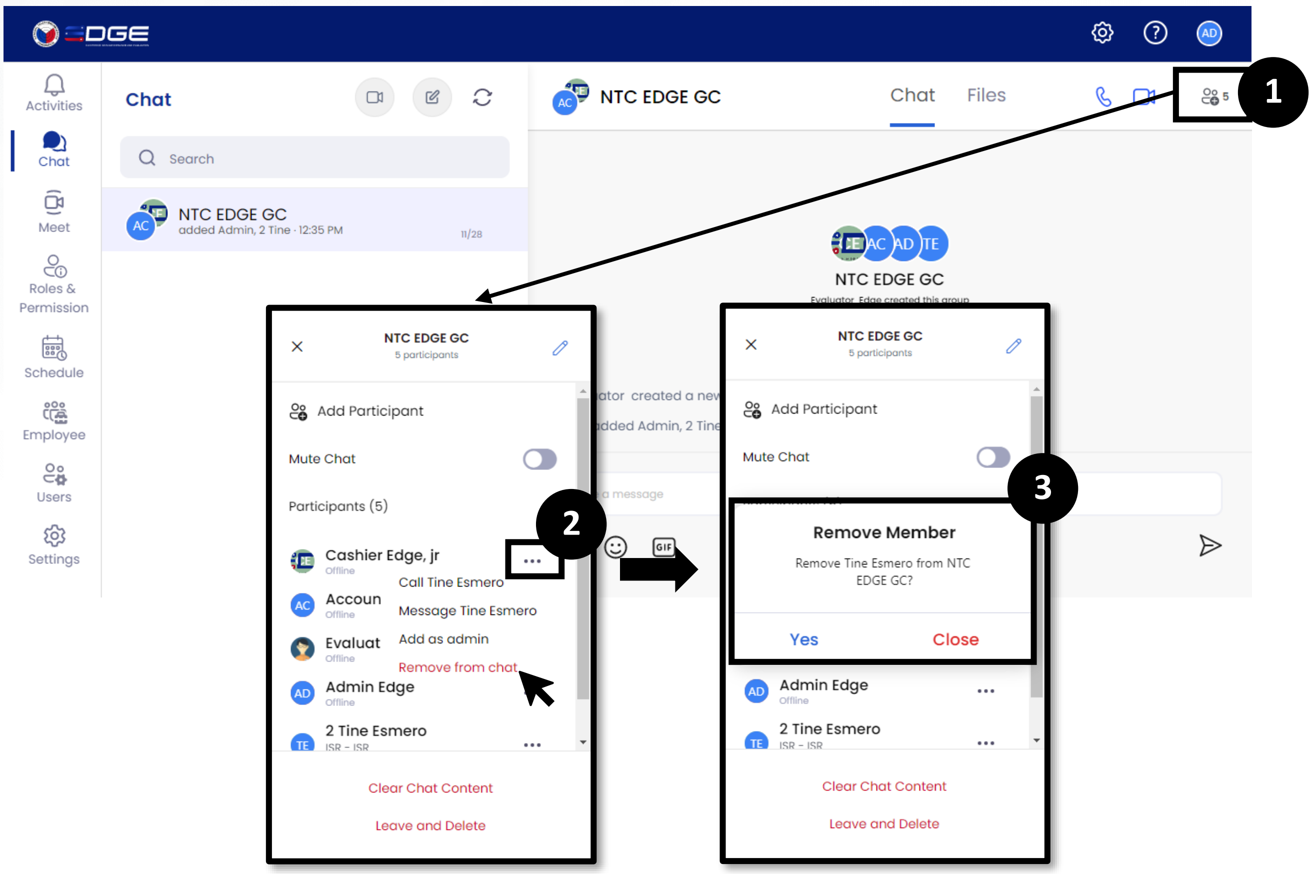
- ## Add Participants/Member to Group Chat



How to add participants in a conversation:

1. Open the conversation and tap the ***Settings*** icon.
2. Tap the ***Add Participants*** button.
3. Select ***Participants to add*** on the contact list.
4. The user may now see the added participants.

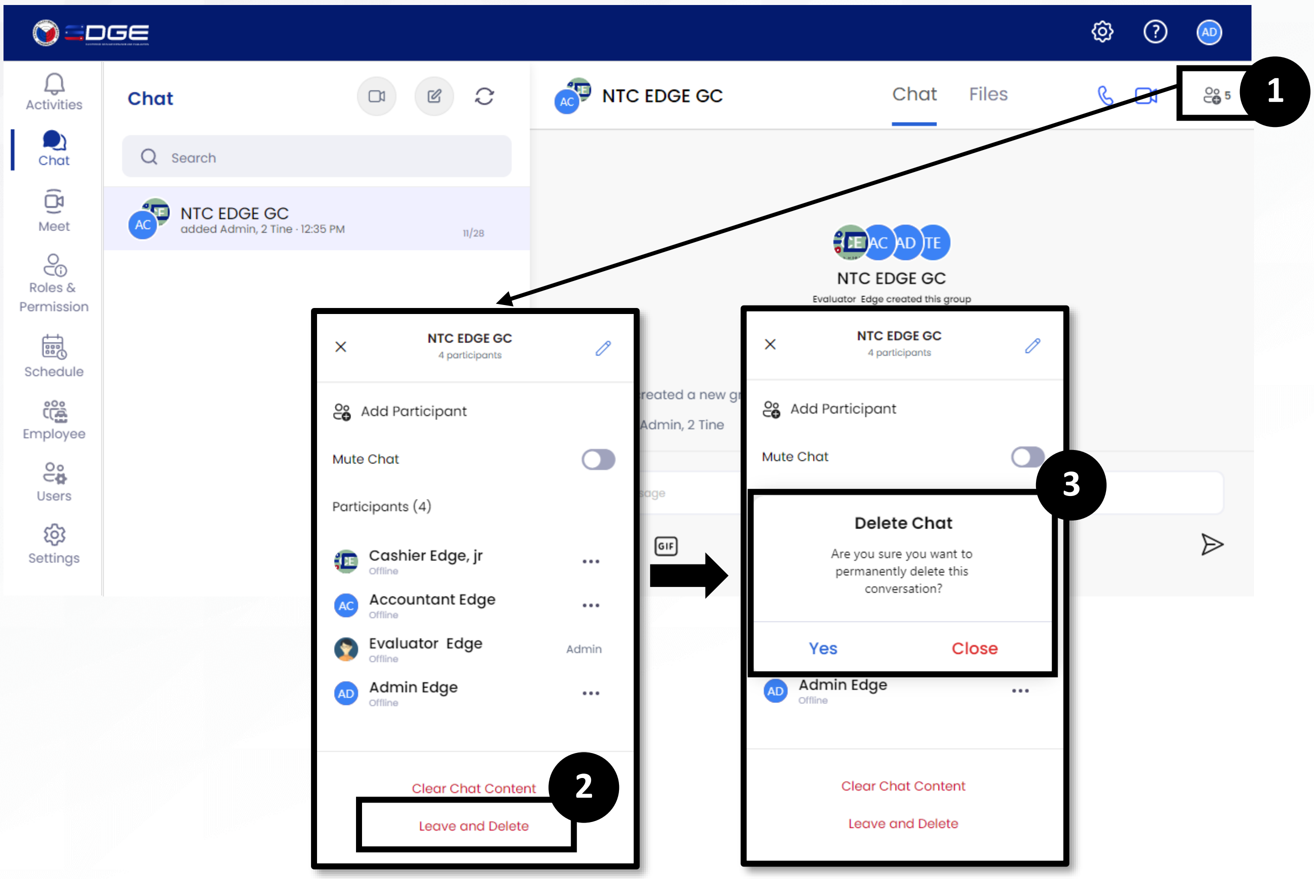
• Removing Participants from The Group Chat



How to remove participant on group chat:

1. Open the group conversation and tap the ***Settings*** icon.
2. Select the participant to remove and click the ***Menu*** icon. Tap the ***Remove from Chat*** button.
3. A command prompt will appear, click ***Yes*** button to proceed and ***Cancel*** button to close.

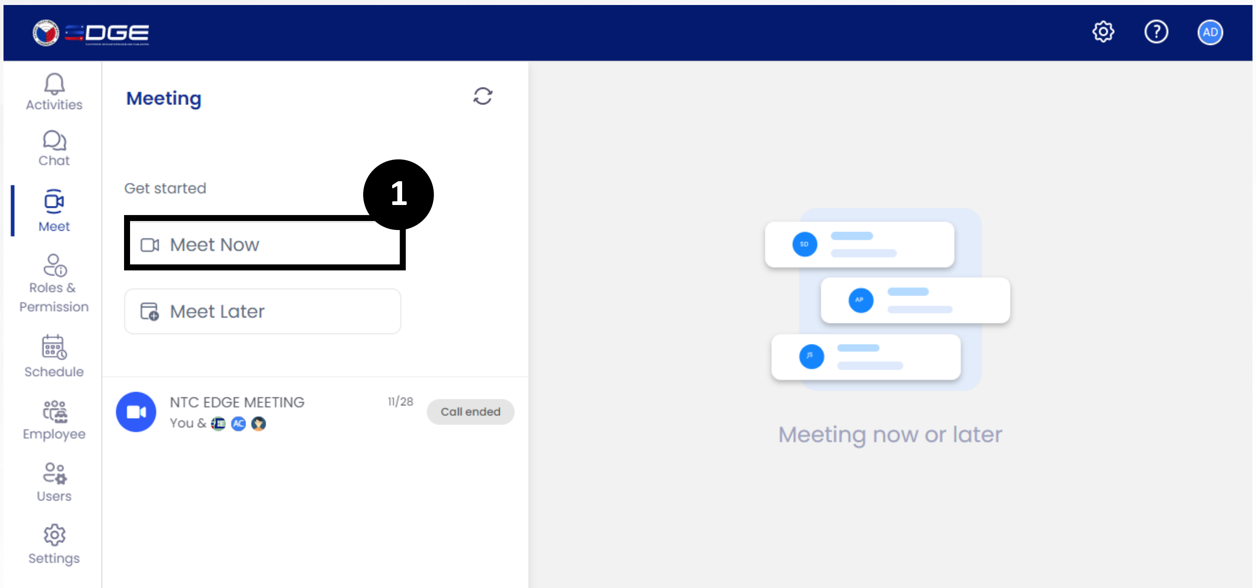
• Leaving the Group Chat

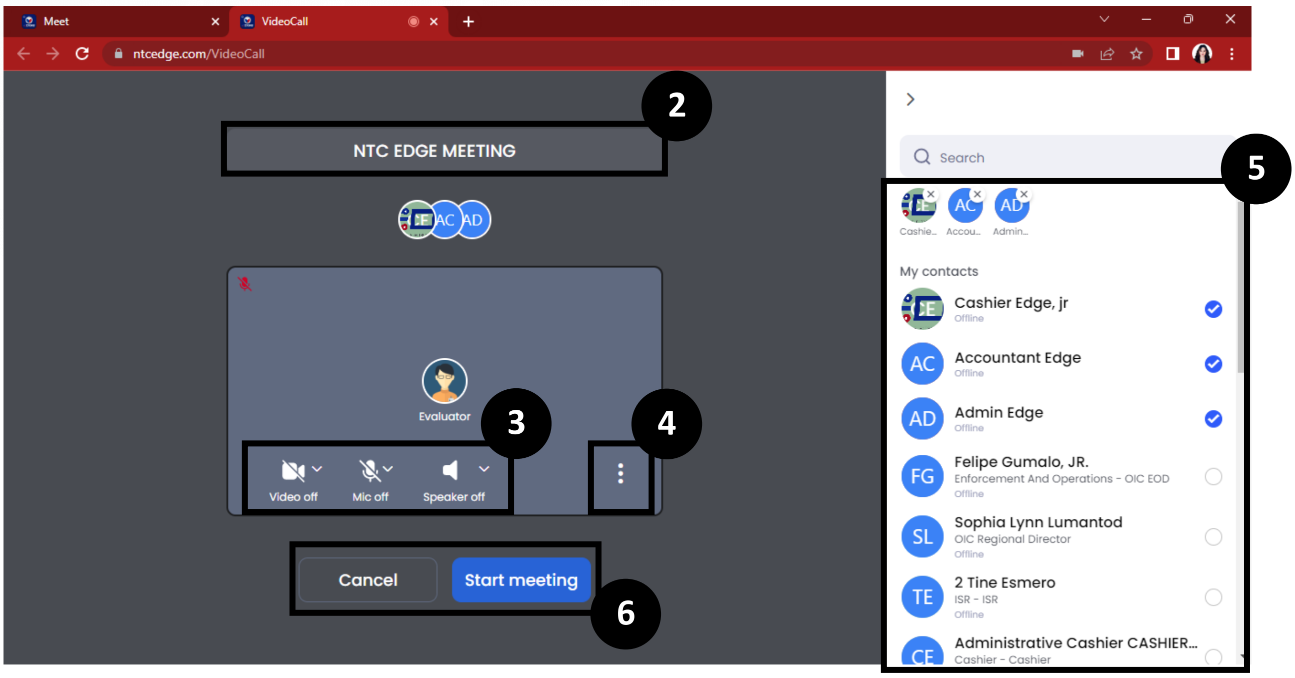


How to leave on the group chat:

1. Open the conversation and tap the ***Settings*** icon.
2. Tap the Leave and Delete button.
3. A command prompt will appear, click ***Yes*** button to proceed and ***Cancel*** button to close.

VIDEO CALL/MEETING



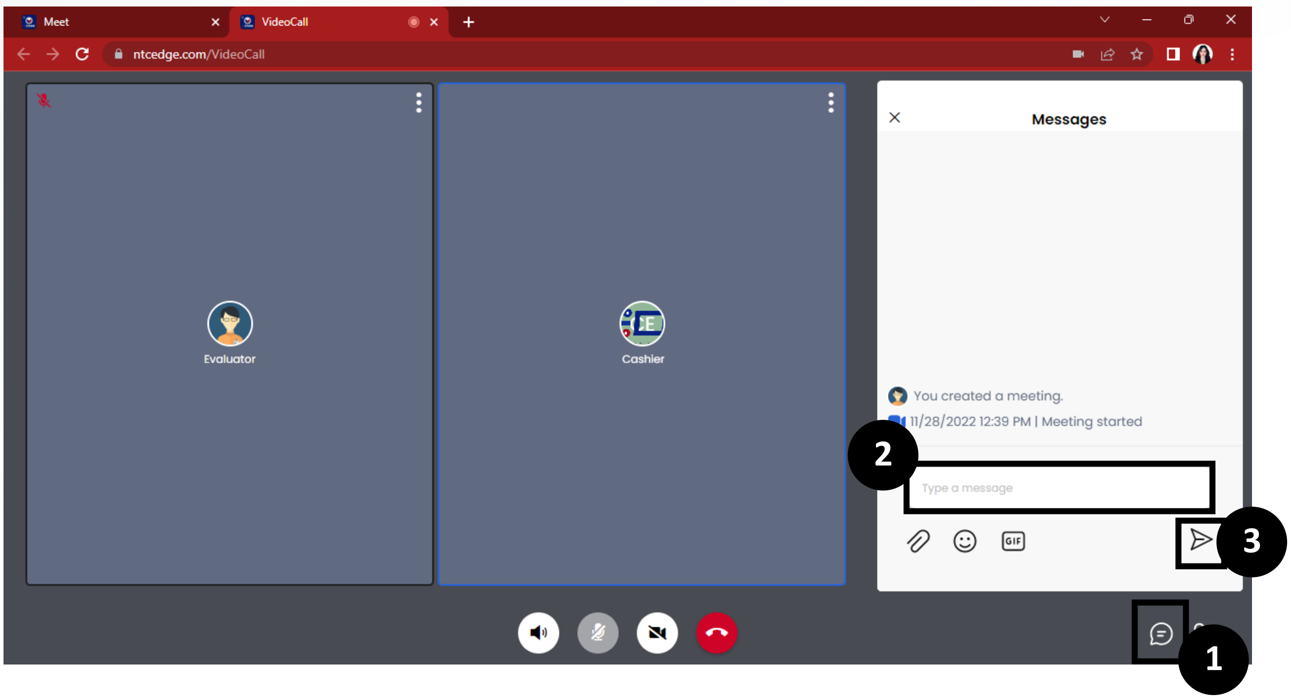


How to create a video call/meeting:

1. On the screen, click the ***Meet Now*** button to create a meeting.
2. To create name of the meeting, tap the ***Meeting Name*** box.
3. On the Screen, it shows the setting of your ***Video, Microphone and Speaker***. The user may enable and disable the microphone and camera before joining the call.
4. Click the ***Add Participants*** icon.

5. Select participant on the contact list. If the profile picture of the other person is not green, the other person cannot currently receive audio calls. This may be because they are offline.
6. To proceed, click the ***Start Meeting*** button.

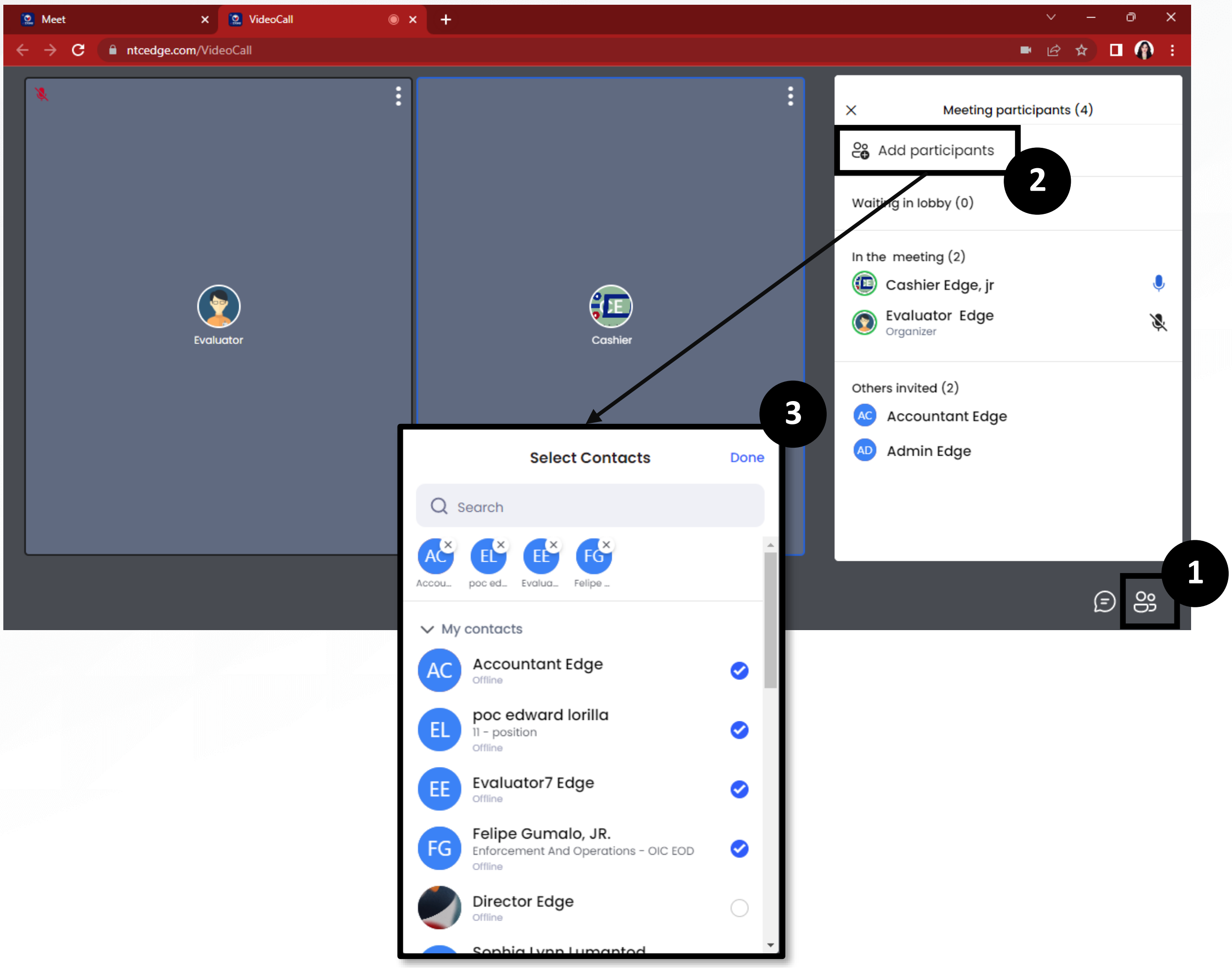
SENDING MESSAGE DURING MEETING



How to send message during meeting:

1. If the user wants to message the other user, tap the Message icon located lower right of the screen. The call screen will be minimized since the user used the message tab.
2. To type a message, click the ***Text box*** and
3. Click the ***Send*** button to send the message.

ADDING PARTICIPANTS ON THE MEETING

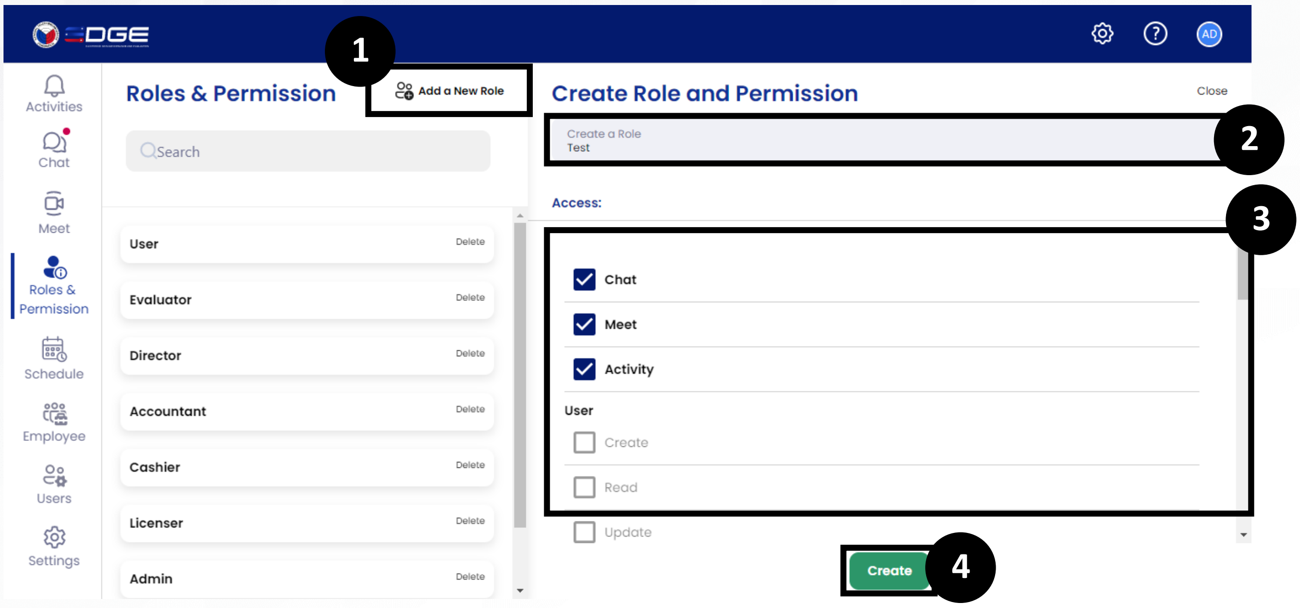


How to add participants on the meeting:

1. On the meeting screen, click the ***Add participant*** icon.
2. Click the ***Add participants*** button.
3. Select participants on the contact list. If the profile picture of the other person is not green, the other person cannot currently receive audio calls. This may be because they are offline.

ROLES AND PERMISSION

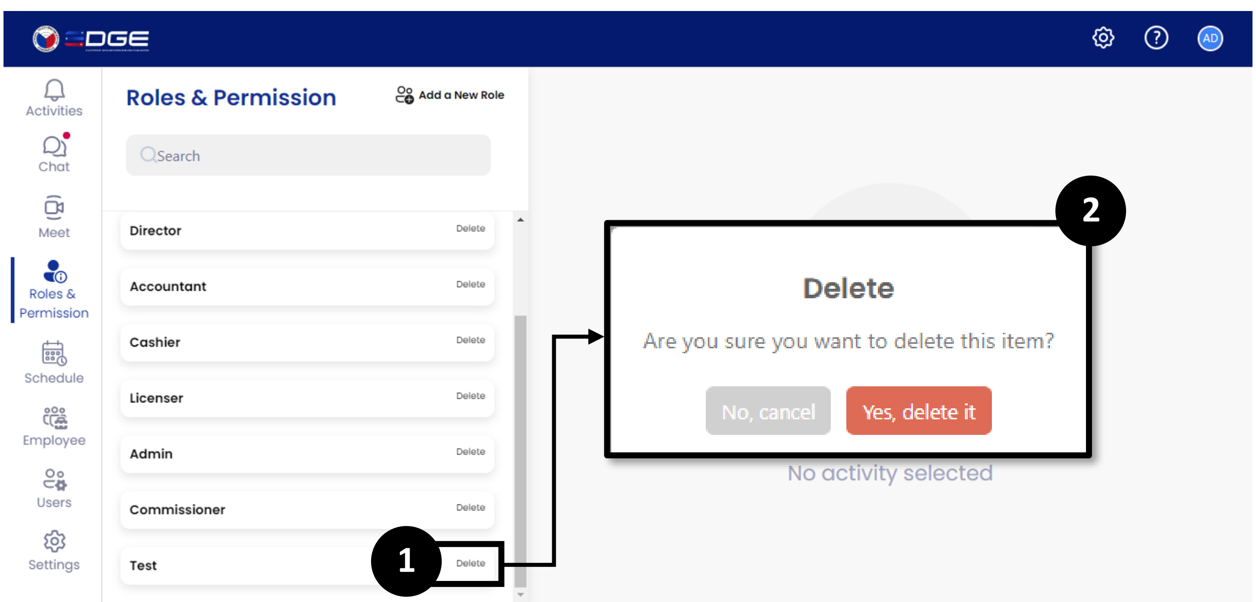
- ## Add a New Role



How to add role:

1. On the Role & Permission tab, click ***Add a New Role*** button.
2. Type the Role to add.
3. Select features to access to the New Role.
4. To successfully create new role, click the ***Create*** button.

- ## Delete Role



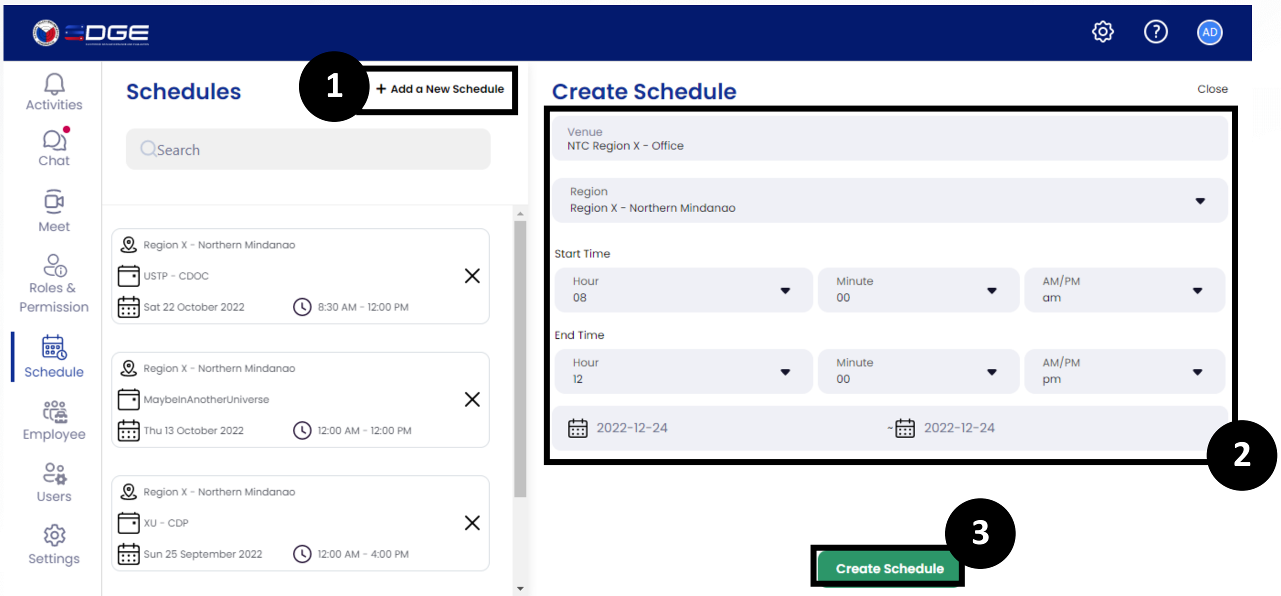
How to add role:

1. Select role to delete then click the ***Delete*** button.

2. A command prompt will appear, click ***Yes, delete it*** to proceed and ***No,Cancel*** to close the command prompt.

SCHEDULE

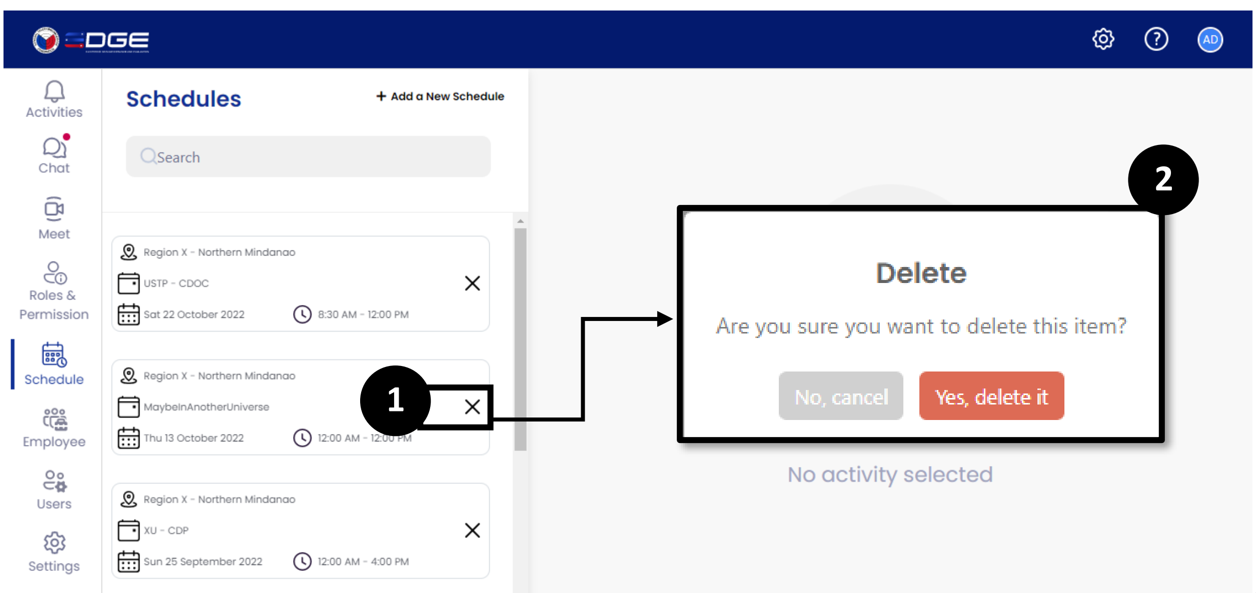
• Add a New Schedule



How to add Schedule:

1. On the Schedule tab, click ***Add a New Schedule*** button.
2. Enter all the required details on the field.
3. To successfully create new role, click the ***Create Schedule*** button.

• Delete a Schedule

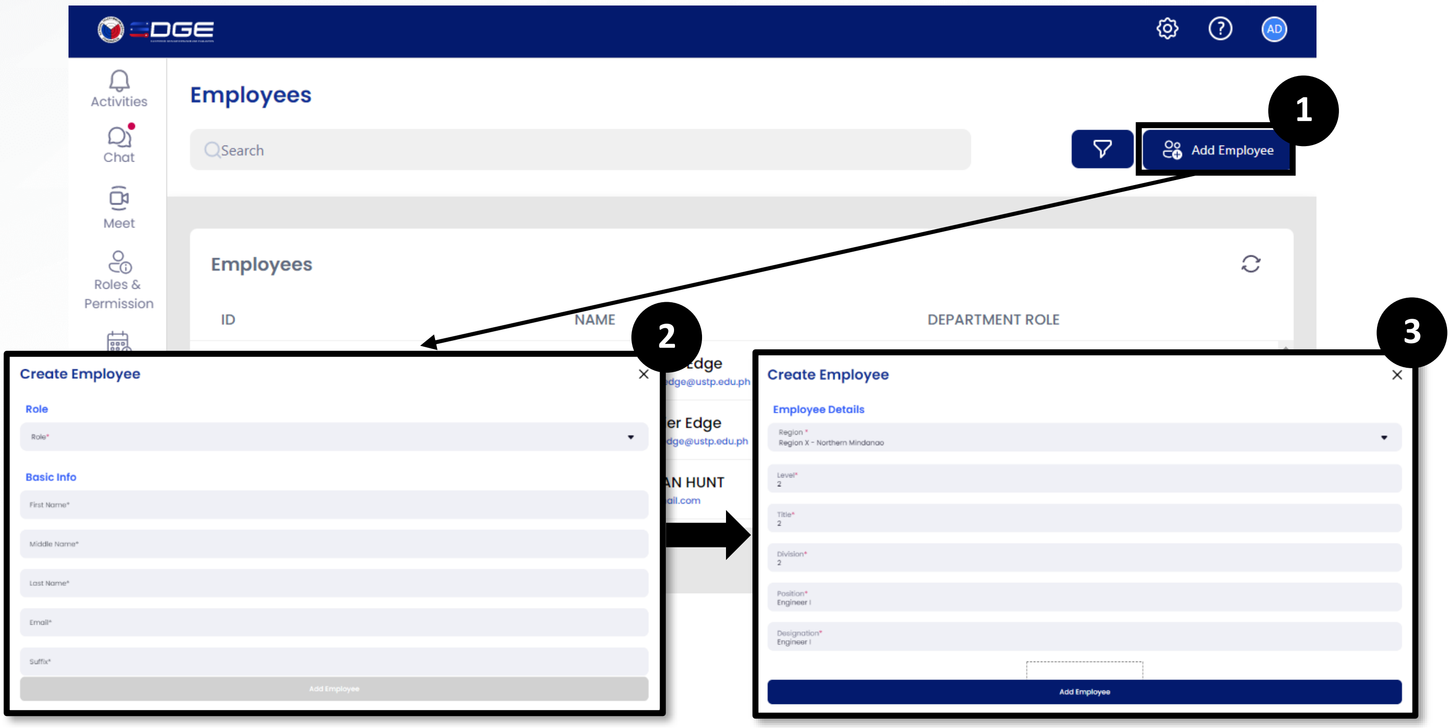


How to add role:

1. Select schedule to delete then click the ***Delete*** button.
2. A command prompt will appear, click ***Yes, delete it*** to proceed and ***No, Cancel*** to close the command prompt.

EMPLOYEE

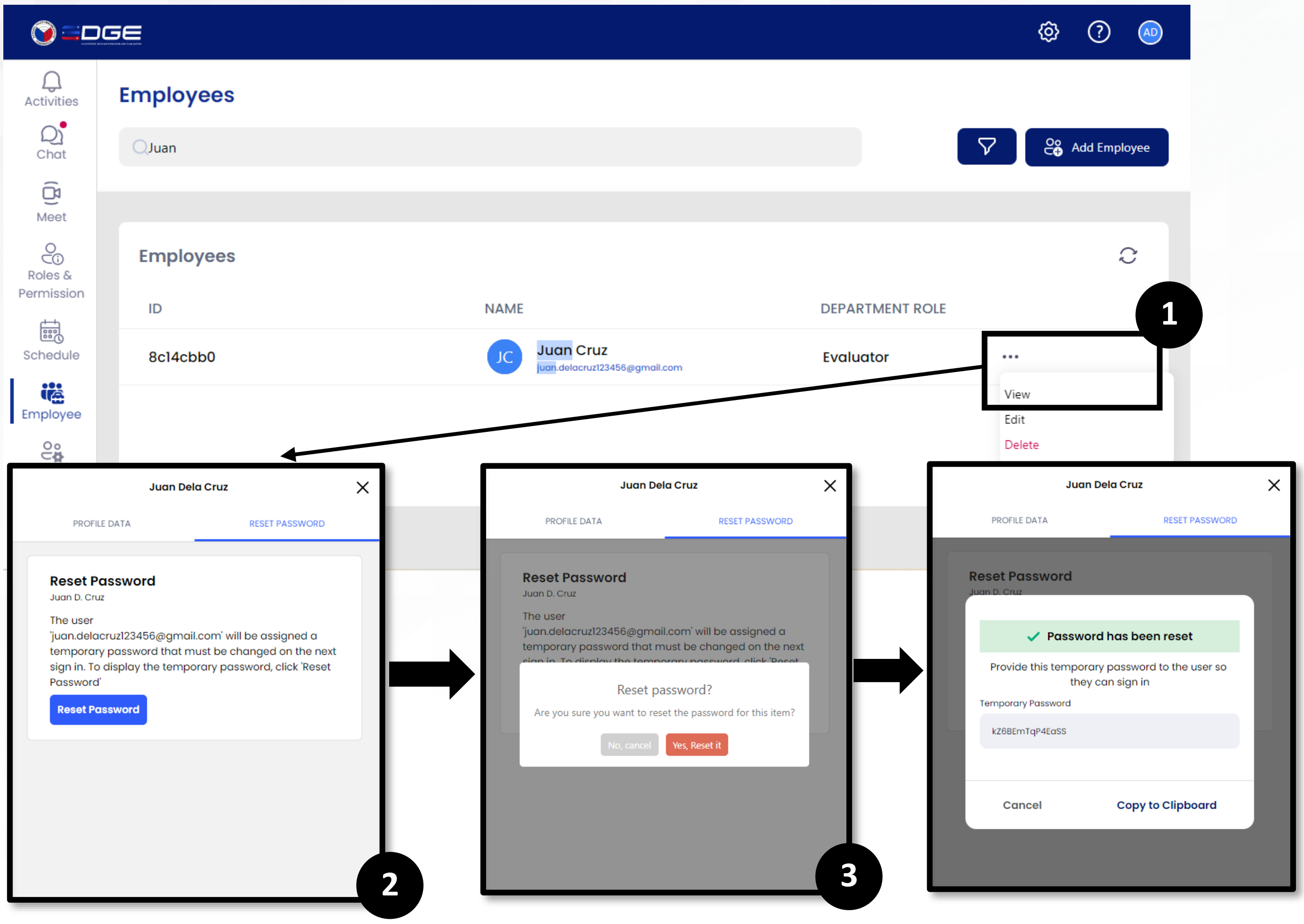
- ## Add Employee



How to add Employee:

1. On the Employee tab, click ***Add Employee*** button.
2. Enter all the required details on the field.
3. To successfully create new role, click the ***Add Employee*** button.

- ## Reset Password

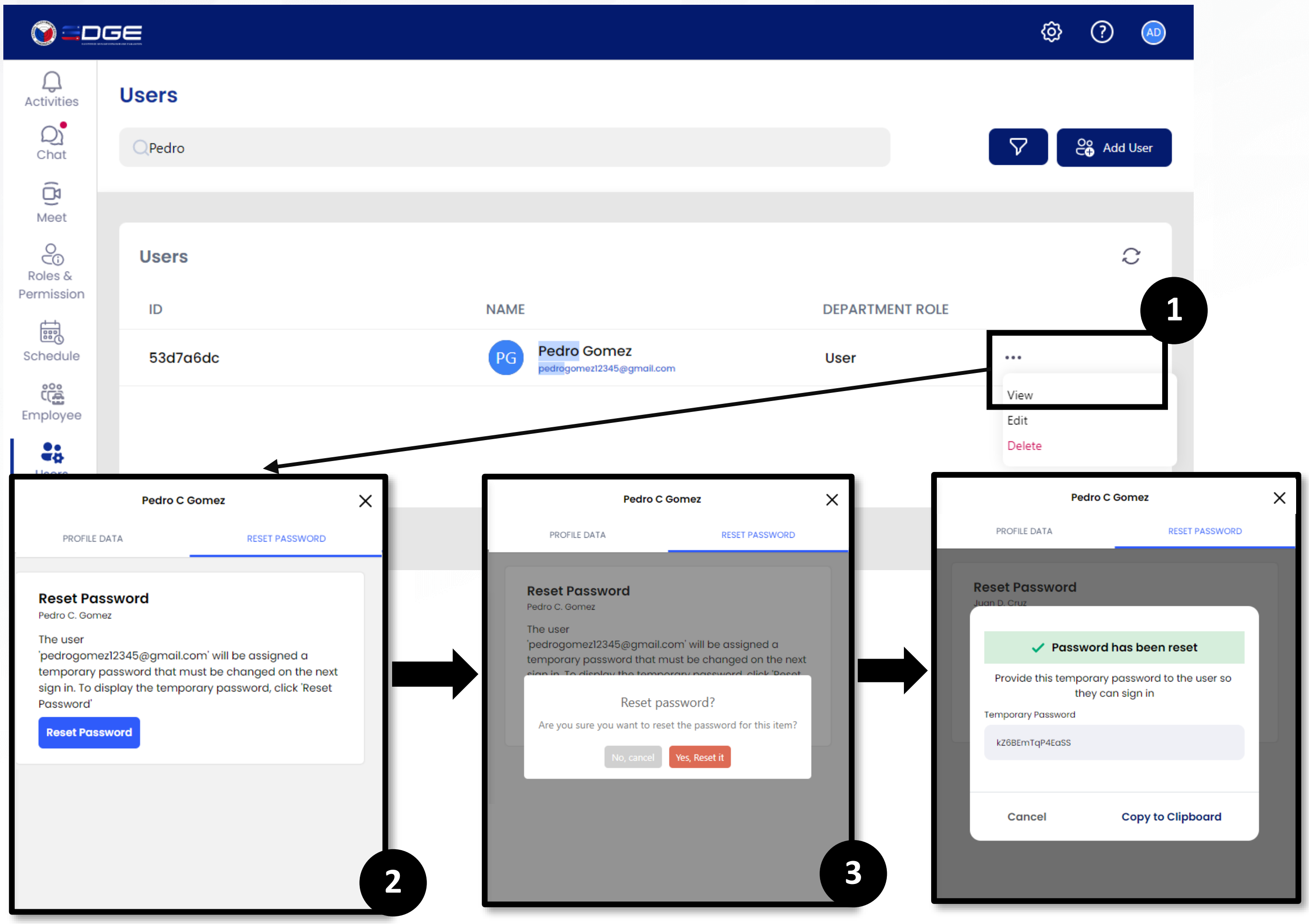


How to reset password:

1. Select Employee then click the ***Menu*** and ***View*** button.
2. Click the ***Reset Password*** button.
3. A command prompt will appear, click ***Yes, reset it*** to proceed and ***No, Cancel*** to close the command prompt.

USERS

- ## Reset Password

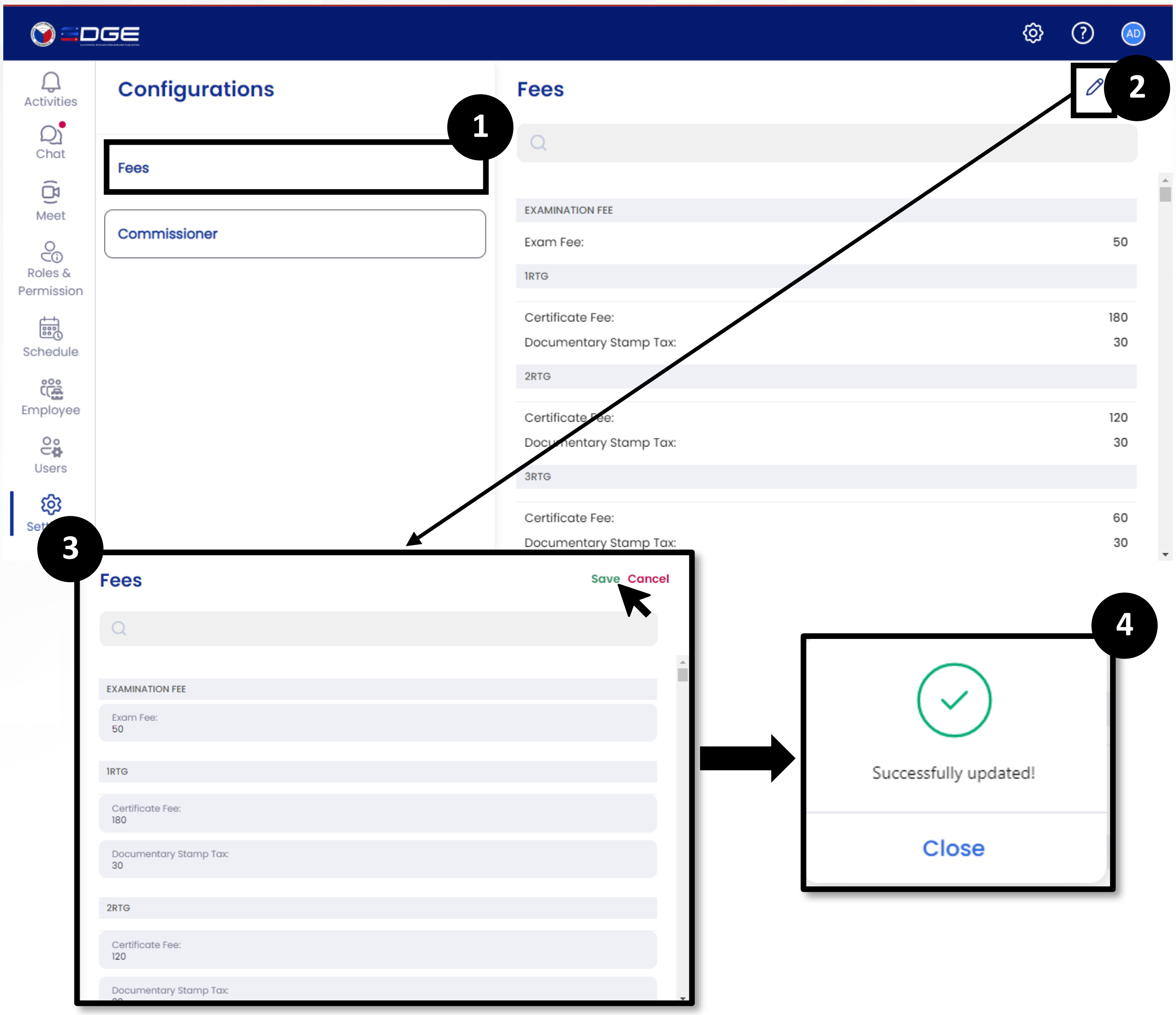


How to reset password:

1. Select User then click the ***Menu*** and ***View*** button.
2. Click the ***Reset Password*** button.
3. A command prompt will appear, click ***Yes, reset it*** to proceed and ***No, Cancel*** to close the command prompt.

SETTINGS

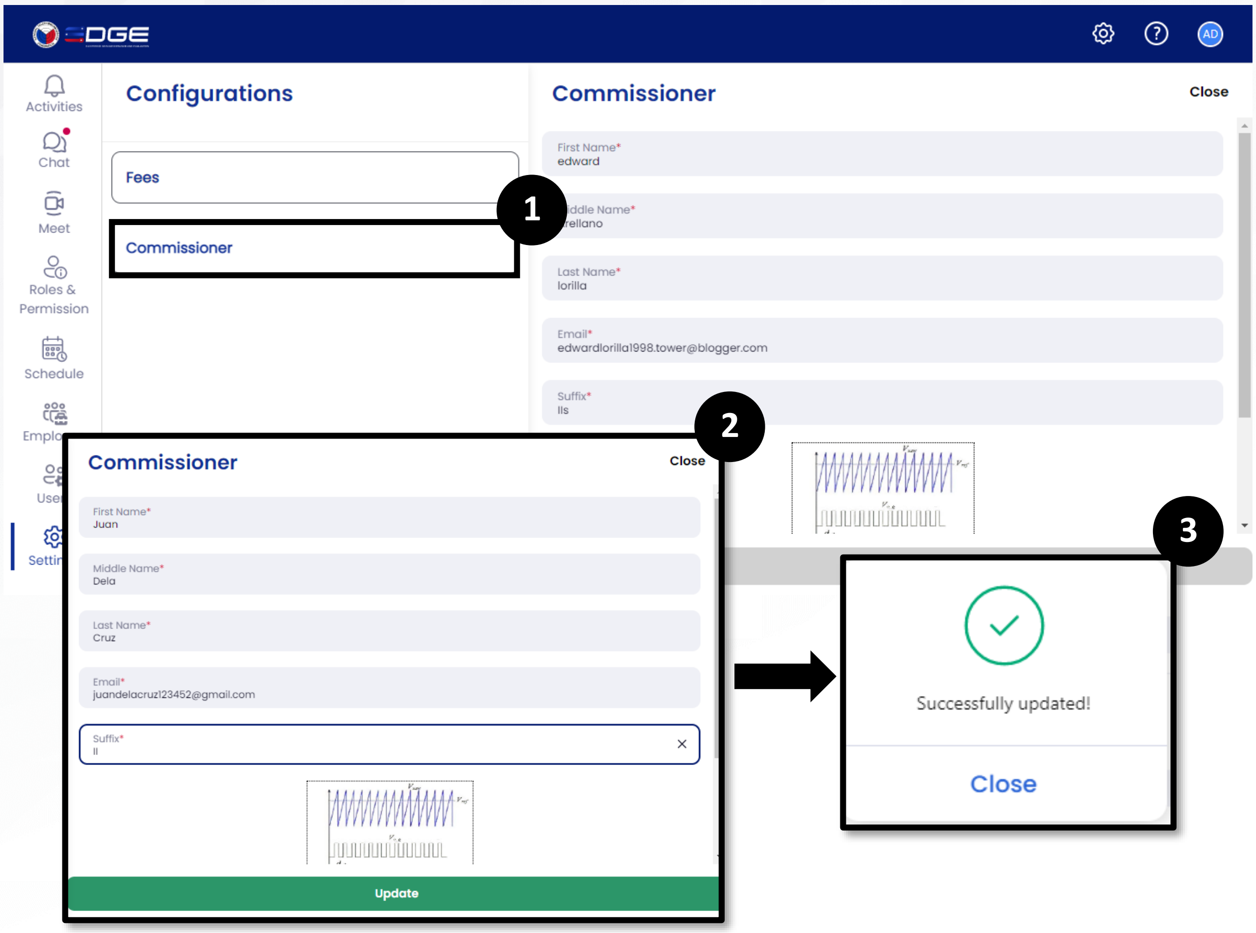
- **Fees Configuration**



How to edit the fees:

1. On the Settings tab, click the ***Fees*** button.
2. Click the ***Edit*** button.
3. Edit the fees and to save the edited fees, click the ***Save*** button.
4. To proceed, click the ***Close*** button.

- **Commissioner**



How to update the Commissioner:

1. On the Settings tab, click the ***Commissioner*** button.
2. Edit the fields and to update the commissioner's details, click the ***Update*** button.
3. To proceed, click the ***Close*** button.