

User Manual

PUP MOA Monitoring System

Version 1.0
March 2025

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1 Introduction

In universities, managing and tracking Memorandums of Agreement (MOAs) is a crucial but often complex task. Some still rely on manual tracking methods, such as spreadsheets and physical documents, to monitor MOAs. However, this approach is prone to human error, data inconsistency, delayed status updates, and difficulties in retrieving specific agreements. Additionally, the lack of automation in tracking MOA statuses can result in agreements expiring unnoticed, leading to compliance issues and administrative inefficiencies. These agreements span various classifications and originate from multiple departments, making it essential to have an efficient system for monitoring their status, ensuring compliance, and maintaining accurate records.

The MOA Monitoring System is designed to streamline the tracking, management, and maintenance of MOAs by providing a centralized, user-friendly, and automated platform for university administrators. This system enhances efficiency, ensures data accuracy, and improves accessibility for personnel involved in MOA administration.

To achieve this, the system digitizes and automates MOA management by offering a structured and accessible platform with key features such as real-time tracking of MOA statuses (Active, Expiring, Expired), document storage and retrieval, and automated status updates based on the current date. It also includes role-based access control to define and manage user access levels and data visualization through dashboards and charts, providing users with a clear and comprehensive overview of MOA records.

2 General Information

To ensure proper functionality, the MOA Monitoring System requires:

- **Compatible Browsers:** The system is a web-based application, accessible from any internet-connected device without requiring installation. It is fully compatible with different browsers such as **Google Chrome**, **Microsoft Edge**, **Safari**, **Mozilla Firefox**, and **Opera**, ensuring a seamless experience across different browsers.
- **Internet Connection:** A **stable internet connection** is necessary for optimal performance. Slower connections may impact loading times and responsiveness.
- **Supported Devices:** The system is optimized for **desktops**, **laptops**, **tablets**, and **mobile devices**, ensuring a responsive and user-friendly experience across various screen sizes.

3 Getting Started

3.1 User Access Levels

- **Super Admin:** Has full control over the system, including viewing, editing, and deleting all types of MOAs and admins.
- **Admin:** There are three types of admins—**Employment, Practicum, and Research**. Each type has limited access, allowing them to edit and delete only the MOAs within their assigned category while still being able to view the complete list of MOAs. Their access to other admins is restricted to viewing only.

Admin Type	MOAs Managed
Employment	Employment MOAs
Practicum	Practicum MOAs
Research	Research MOAs, Scholarship MOAs
Specific admins granted access by the Super Admin	Other MOAs

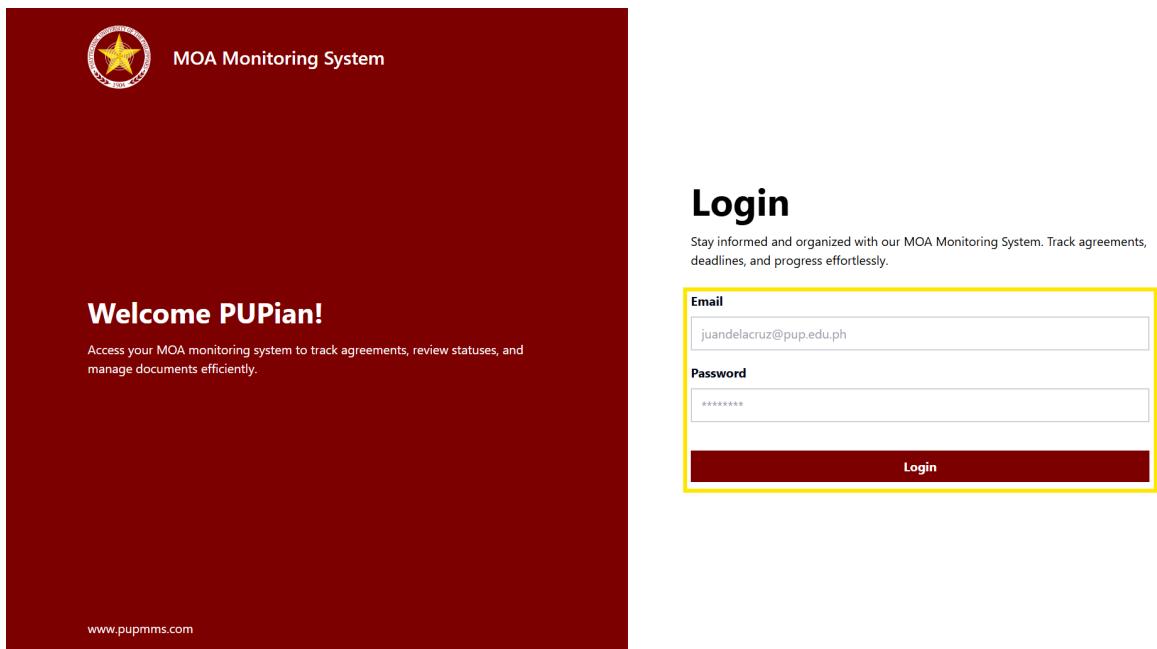
3.2 Creating an account / Signing up

Users **cannot** create an account on their own. To gain access, they must request an account from the **Alumni Relations and Career Development Office (ARCDO)** by providing their **full name** and **email address** for registration. The Super Admin from ARCDO will facilitate the account creation process, and once registered, the **login credentials will be sent** to the user's email via **pupmms@gmail.com**.

4 Using the System

4.1 Login

- (1) To log in, the user must enter the **registered email address** and the **password** that is sent to their email. Then click the **Login** button.



The screenshot shows the login interface of the MOA Monitoring System. At the top left is the PUP logo with a yellow star. Next to it is the text "MOA Monitoring System". Below this is a large red banner with the text "Welcome PUPian!" and a subtext: "Access your MOA monitoring system to track agreements, review statuses, and manage documents efficiently.". At the bottom of the banner is the URL "www.pupmms.com". To the right of the banner is a "Login" form. The form includes fields for "Email" (containing "juandelacruz@pup.edu.ph") and "Password" (containing "*****"). A yellow box highlights the "Login" button at the bottom of the form. To the right of the form is a sidebar with the text: "Stay informed and organized with our MOA Monitoring System. Track agreements, deadlines, and progress effortlessly."

Figure 1. Login Page

- (1) A pop-up message will appear when login is successful.

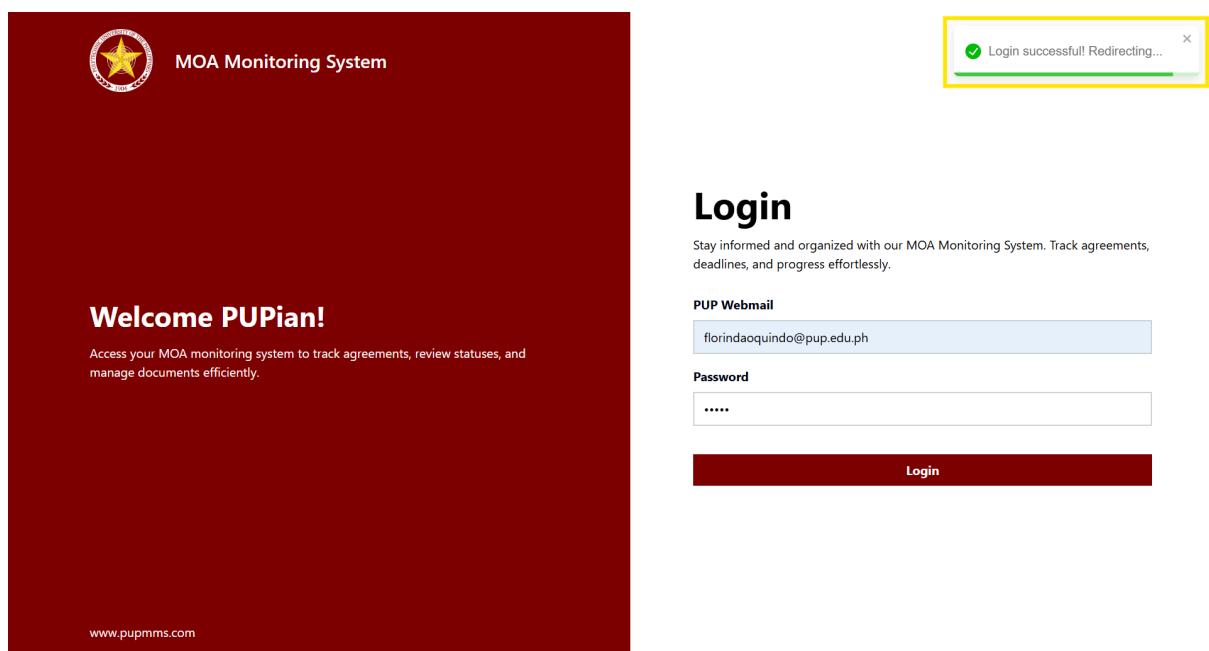


Figure 2. Login Successful

4.2 Landing Page

- (1) After logging in, the user will be directed to the landing page, which displays a short system description and a **button to access the dashboard**.

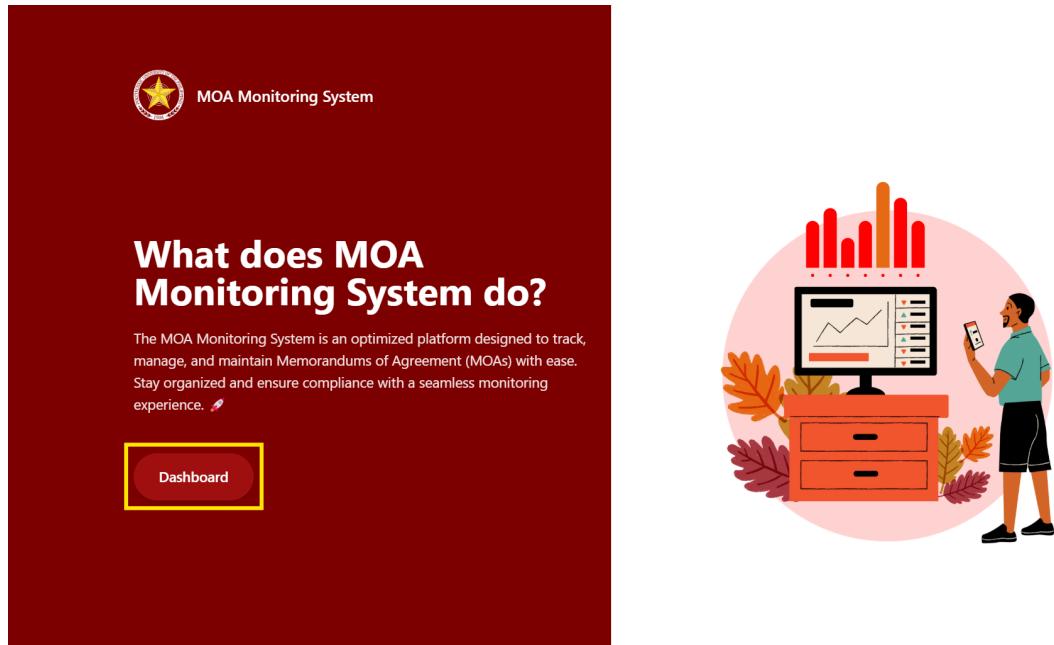


Figure 3. Landing Page

4.3 Navigation

- (1) After clicking the Dashboard button, the user will be directed to the Dashboard page, where a navigation bar is available on the left side.

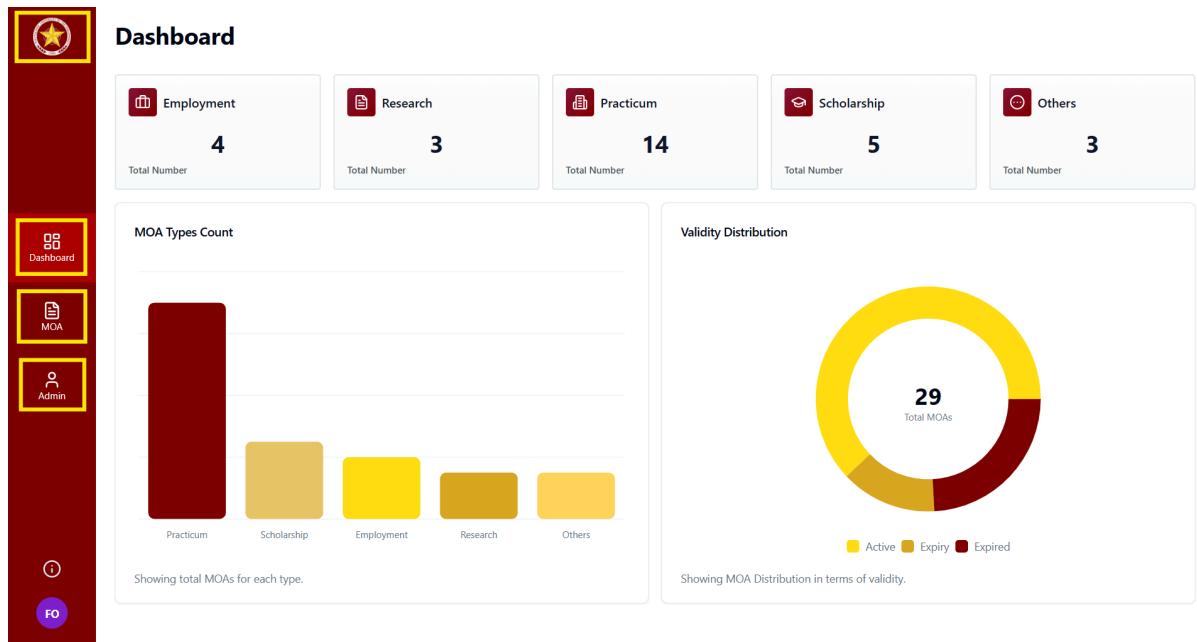


Figure 4. Navigation Bar

- (2) The **logo** at the uppermost part will direct the user back to the landing page once clicked.
- (3) In the middle, the **Dashboard**, **MOA**, and **Admin** tabs are available for navigating between pages.

4.4 Profile

- (1) Below the Navigation bar is a **Profile icon** that displays the user's initials and is color-coded based on the user's role:
 - (a) **Violet** for Super Admin
 - (b) **Blue** for Employment Admin
 - (c) **Green** for Practicum Admin
 - (d) **Gray** for Research Admin

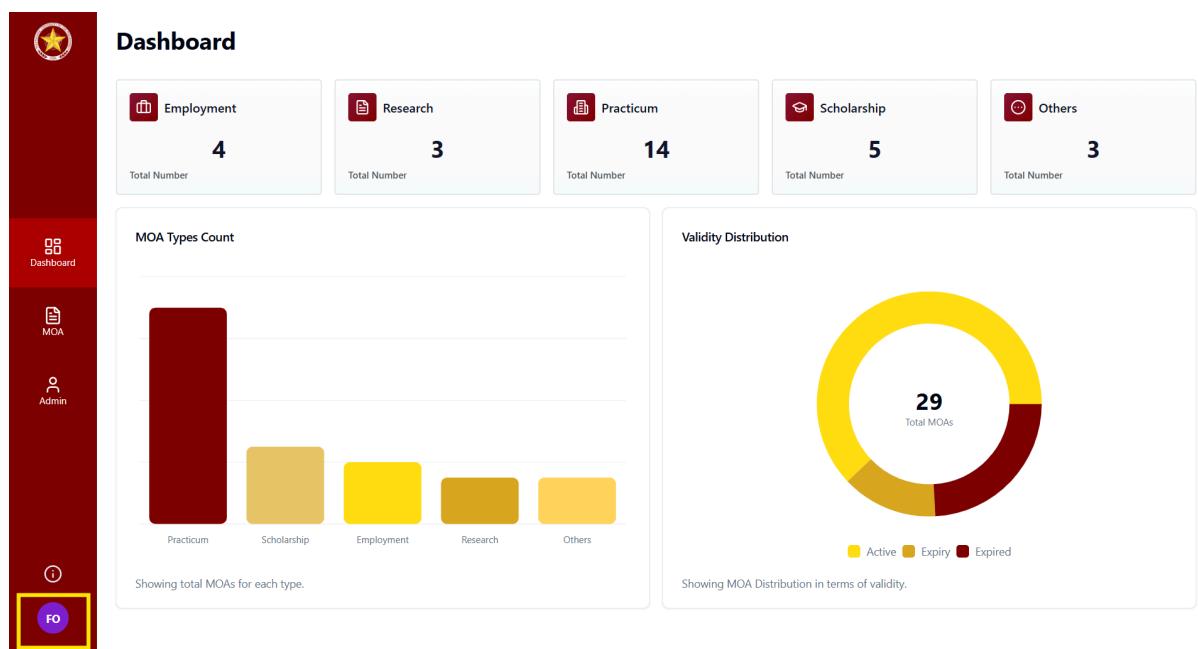


Figure 5. Profile Icon

- (2) When the profile icon is clicked, a **profile window** will appear, displaying the user's **full name, role, and a logout button**.



Figure 6. Profile Window

4.5 Dashboard

- (1) The Dashboard page displays the **total number** of different MOA types—Employment, Research, Practicum, Scholarship, and Others—in the form of **clickable cards**.

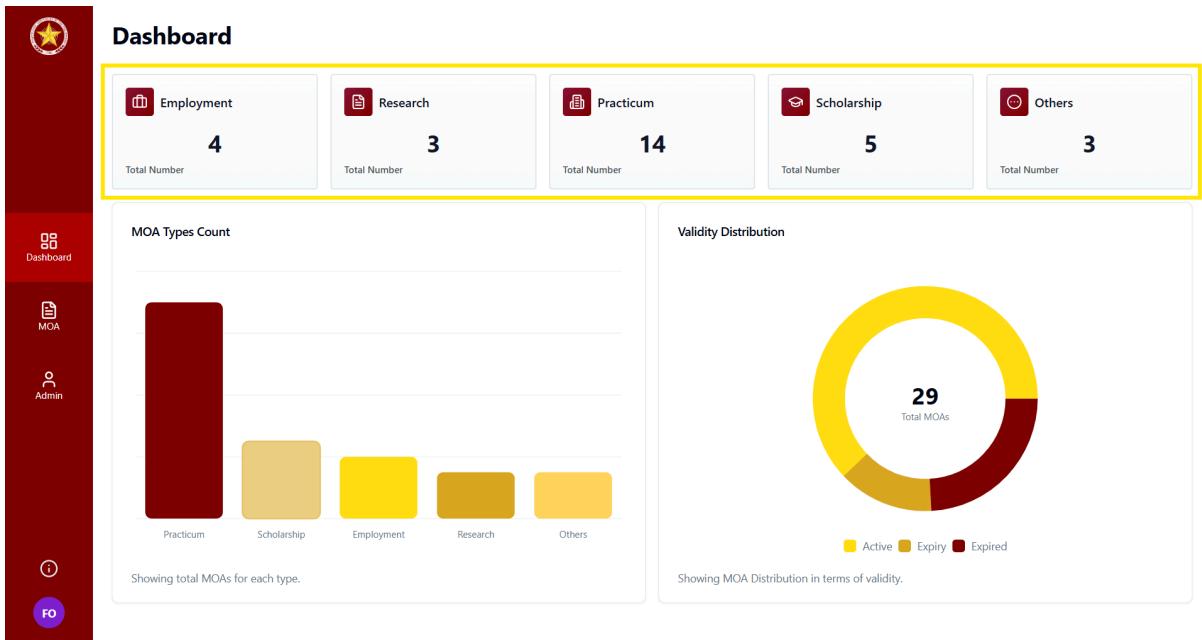
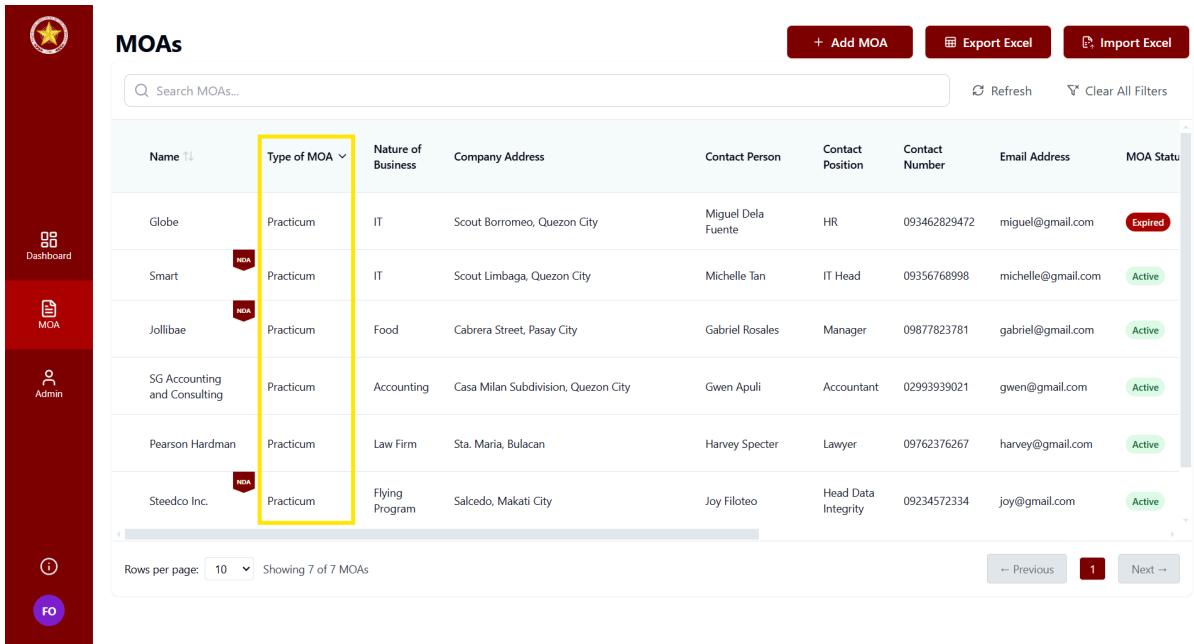


Figure 7. Dashboard Cards

- (2) When a card is clicked, the user will be directed to a **filtered MOA table** based on its MOA type. For example, if the Practicum card is clicked, the user will be redirected to the MOA tab displaying all MOAs under the Practicum type.



The screenshot shows a dashboard with a sidebar containing icons for Dashboard, MOA, Admin, and FO. The main area is titled "MOAs" and contains a table with the following data:

Name	Type of MOA	Nature of Business	Company Address	Contact Person	Contact Position	Contact Number	Email Address	MOA Status
Globe	Practicum	IT	Scout Borromeo, Quezon City	Miguel Dela Fuente	HR	093462829472	miguel@gmail.com	Expired
Smart	Practicum	IT	Scout Limbagha, Quezon City	Michelle Tan	IT Head	09356768998	michelle@gmail.com	Active
Jollibee	Practicum	Food	Cabrera Street, Pasay City	Gabriel Rosales	Manager	09877823781	gabriel@gmail.com	Active
SG Accounting and Consulting	Practicum	Accounting	Casa Milan Subdivision, Quezon City	Gwen Apuli	Accountant	02993939021	gwen@gmail.com	Active
Pearson Hardman	Practicum	Law Firm	Sta. Maria, Bulacan	Harvey Specter	Lawyer	09762376267	harvey@gmail.com	Active
Steedco Inc.	Practicum	Flying Program	Salcedo, Makati City	Joy Filoteo	Head Data Integrity	09234572334	joy@gmail.com	Active

Rows per page: 10 Showing 7 of 7 MOAs

Figure 8. Filtered MOA Table

- (3) A **bar graph** is also present on the dashboard, providing a visual representation of the total MOA count, as well as a **pie chart** displaying the counts of MOA statuses.

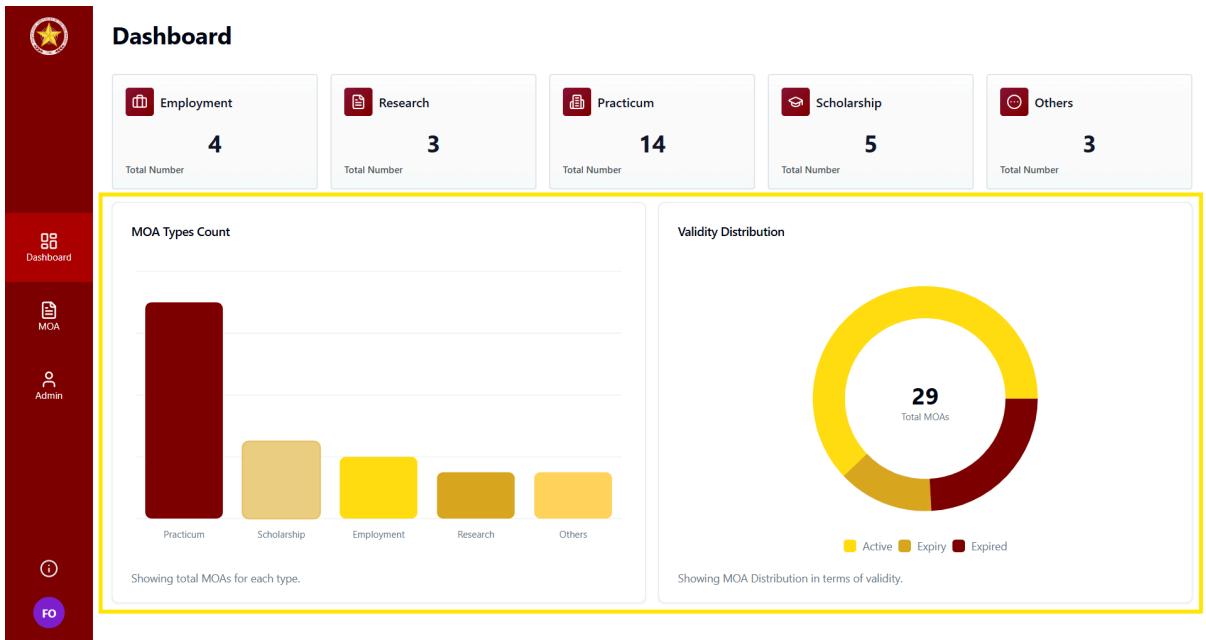


Figure 9. Bar Graph and Pie Graph

4.6. MOA Tab

4.6.1 View MOA

- (1) The MOA tab displays all the MOAs added to the system, which can be viewed in two formats: Table and Modal.
- a) **Table** - MOAs are displayed in a table format with rows representing each MOA and columns containing their respective details.

Name	Type of MOA	Nature of Business	Company Address	Contact Person	Contact Position	Contact Number	Email Address	MO
8box Solutions	Scholarship	Software	Sheraton Grande Walkerhill Hotel, Aston House	Ji-Won Kim	Manager	0928883821	kim12@gmail.com	Ex
Globe	Practicum	IT	Scout Borromeo, Quezon City	Miguel Dela Fuente	HR	093462829472	miguel@gmail.com	Ex
Smart	NDA	Practicum	Scout Limbagha, Quezon City	Michelle Tan	IT Head	09356768998	michelle@gmail.com	Ac
Paymaya	Employment	Fin Tech	Batasan Hills, Quezon City	Andrew Velasco	HR	096238237923	andrew@gmail.com	Ac
Rows per page: 10 Showing 10 of 17 MOAs								
← Previous 1 2 Next →								

Figure 10. MOA Table

- b) **Modal** – MOAs can be viewed individually by clicking on the **MOA name**. This allows users to see detailed information without needing to scroll horizontally through multiple columns.

Main Information

MOA Name 8box Solutions	Type of MOA Scholarship
Nature of Business Software	Company Address Sheraton Grande Walkerhill Hotel, Aston House

Contact Information

Contact Person Ji-Won Kim	Position Manager
Contact Number 0928883821	Email Address kim12@gmail.com

Figure 11. MOA Modal

4.6.2 Add MOA

(1) To add a MOA, the admin or super admin should click the "**Add MOA**" button.

The screenshot shows a user interface for managing MOAs. On the left is a vertical sidebar with icons for Dashboard, MOA, Admin, and PT. The main area has a title "MOAs" and a search bar. At the top right are buttons for "+ Add MOA" (highlighted in yellow), "Export Excel", and "Import Excel". Below is a table with columns: Name, Type of MOA, Nature of Business, Company Address, Contact Person, Contact Position, Contact Number, Email Address, and MOA Status (with icons like Ex, Exp, Ac). The table lists five entries: Accenture (Scholarship, BPO, Cubao, Quezon City, Elsa Manaloto, HR Head, 097346732623, elsa@gmail.com, Ex), Probot (Employment, Robotics, Tandang Sora, Quezon City, Tony Stark, HR Assistant, 092382376332, tony@gmail.com, Exp), ESCA Incorporated (Research, Construction, Ayala Avenue, Makati City, Nick Fury, Civil Engineer, 093874864627, nick@gmail.com, Exp), Jollibee (Practicum, Food, Pasay City, Gabriel Rosales, Manager, 09877823781, gabriel@gmail.com, Ac), and Meralco (Employment, Electricity, Lacson Avenue, Manila, Colet Vergara, Manager, 09929203929, colet@gmail.com, Exp). At the bottom are pagination controls for rows per page (10), showing 10 of 18 MOAs, and links for Previous, Next, and page numbers 1, 2.

Name	Type of MOA	Nature of Business	Company Address	Contact Person	Contact Position	Contact Number	Email Address	MOA Status
Accenture	Scholarship	BPO	Cubao, Quezon City	Elsa Manaloto	HR Head	097346732623	elsa@gmail.com	Ex
Probot	Employment	Robotics	Tandang Sora, Quezon City	Tony Stark	HR Assistant	092382376332	tony@gmail.com	Exp
ESCA Incorporated	Research	Construction	Ayala Avenue, Makati City	Nick Fury	Civil Engineer	093874864627	nick@gmail.com	Exp
Jollibee	Practicum	Food	Pasay City	Gabriel Rosales	Manager	09877823781	gabriel@gmail.com	Ac
Meralco	Employment	Electricity	Lacson Avenue, Manila	Colet Vergara	Manager	09929203929	colet@gmail.com	Exp

Figure 12. Add MOA

(2) Upon clicking the button, a **modal** will pop up where the required MOA information must be entered, including:

- MOA Name
- Type of MOA (dropdown for easier selection)

Note: An admin can only add MOAs within their designated category. For details, refer to Section 3.1. User Access Levels. Additionally, an admin may add MOAs classified as "Other" if granted access by the Superadmin.

- Nature of Business
- Company Address
- Contact Person Name, Position, Contact Number, and Email Address
- MOA Status (dropdown for easier selection)

Note: The MOA status updates automatically and will change to "Expiry" three months before its expiration date.

- Validity (in years)
- Date Noratized (date picker)
- Origin Campus and Course (dropdown for easier selection)
- MOA Document (in PDF)
- NDA Handling

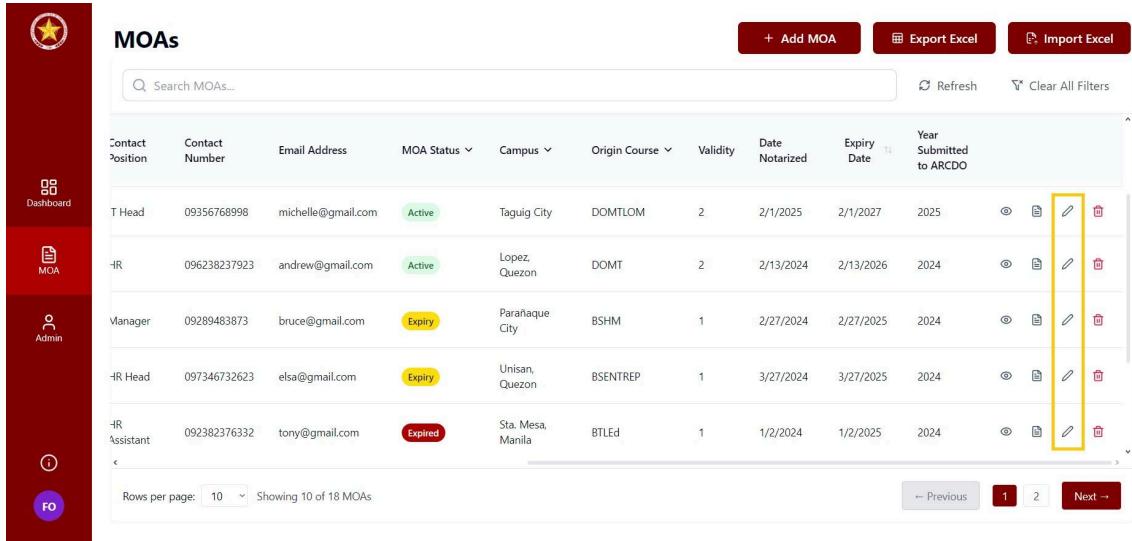
The screenshot shows the PUP MOA Monitoring System interface. On the left, there's a vertical sidebar with icons for Dashboard, MOA, Admin, and PT. The main area has a title 'MOAs' and a search bar 'Search MOAs...'. Below this is a table of existing MOAs with columns: Name, Type of MOA, Nature of Business, Status, Campus, Origin Course, Validity, and Date Notarized. A modal window titled 'Add MOA' is open in the center. It contains fields for 'Type of MOA' (set to Practicum), 'Nature of Business' (text input field), 'Company Address' (text input field), 'Contact Person First Name', 'Contact Person Last Name', and 'Contact Person Position' (each with text input fields), 'Contact Number' (text input field), 'Email Address' (text input field), 'MOA Status' (dropdown menu set to Active), 'Validity' (text input field), 'Date Notarized' (date picker), 'Branch' (dropdown menu), 'Course' (dropdown menu), and an 'Upload Documents' section with a file upload button and a note about PDF format. At the bottom of the modal is a checkbox for 'Has Non-Disclosure Agreement (NDA)' and a red 'Add MOA' button.

Figure 13. Add MOA Window

4.6.3 Edit MOA

Note: Editing a MOA is **restricted to the Superadmin and designated admins**. Specific types of MOAs can only be edited by their respective admins. For example, the Practicum Admin can only edit practicum-type MOAs. The only exception is the "Other" type of MOA, which can only be edited by Superadmins and **admins who have been granted access by the Superadmin**.

(1.1) The first way to edit MOA details is to locate the **Edit** button on the rightmost part of the table. Click the Edit button in the row corresponding to the MOA you want to modify.



MOAs

+ Add MOA Export Excel Import Excel

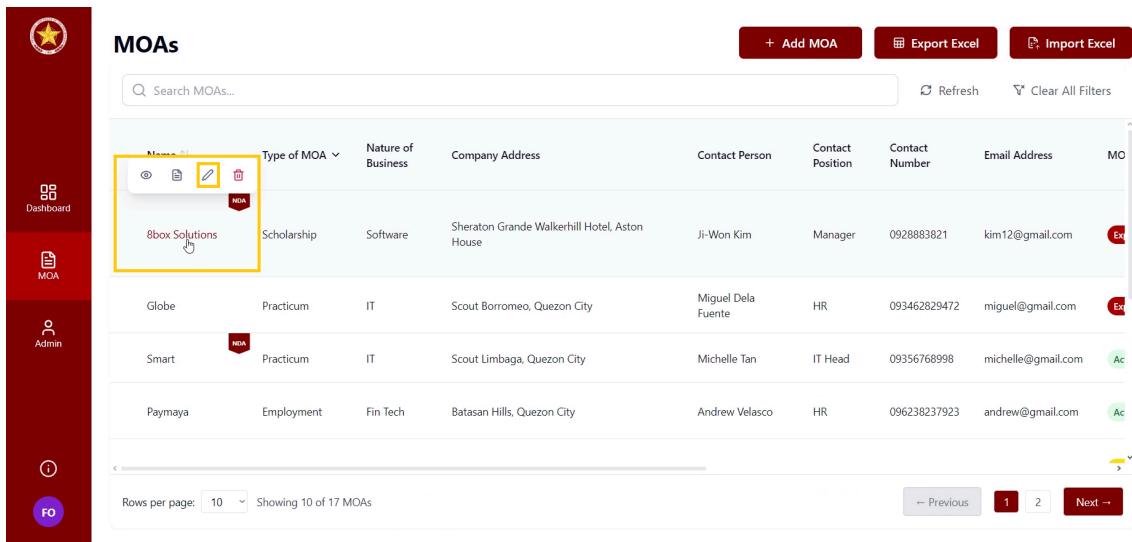
Search MOAs...

Contact Position Contact Number Email Address MOA Status Campus Origin Course Validity Date Notarized Expiry Date Year Submitted to ARCDO

T Head	09356768998	michelle@gmail.com	Active	Taguig City	DOMTLOM	2	2/1/2025	2/1/2027	2025		
-HR	096238237923	andrew@gmail.com	Active	Lopez, Quezon	DOMT	2	2/13/2024	2/13/2026	2024		
Manager	09289483873	bruce@gmail.com	Expiry	Paranaque City	BSHM	1	2/27/2024	2/27/2025	2024		
-HR Head	097346732623	elsa@gmail.com	Expiry	Unisan, Quezon	BSENTREP	1	3/27/2024	3/27/2025	2024		
-HR Assistant	092382376332	tony@gmail.com	Expired	Sta. Mesa, Manila	BTLEd	1	1/2/2024	1/2/2025	2024		

Figure 14. Edit MOA

(1.2) The second way to edit MOA details is to click the **Edit** button in the tooltip that appears when hovering over the MOA name.



MOAs

+ Add MOA Export Excel Import Excel

Search MOAs...

Type of MOA Nature of Business Company Address Contact Person Contact Position Contact Number Email Address MO

8box Solutions	Scholarship	Software	Sheraton Grande Walkerhill Hotel, Aston House	Ji-Won Kim	Manager	0928883821	kim12@gmail.com	
Globe	Practicum	IT	Scout Borromeo, Quezon City	Miguel Dela Fuente	HR	093462829472	miguel@gmail.com	
Smart	Practicum	IT	Scout Limbagha, Quezon City	Michelle Tan	IT Head	09356768998	michelle@gmail.com	
Paymaya	Employment	Fin Tech	Batasan Hills, Quezon City	Andrew Velasco	HR	096238237923	andrew@gmail.com	

Figure 15. Edit MOA in Tooltip

(2) Either method will open the **Edit MOA window**, allowing the user to update the necessary fields.

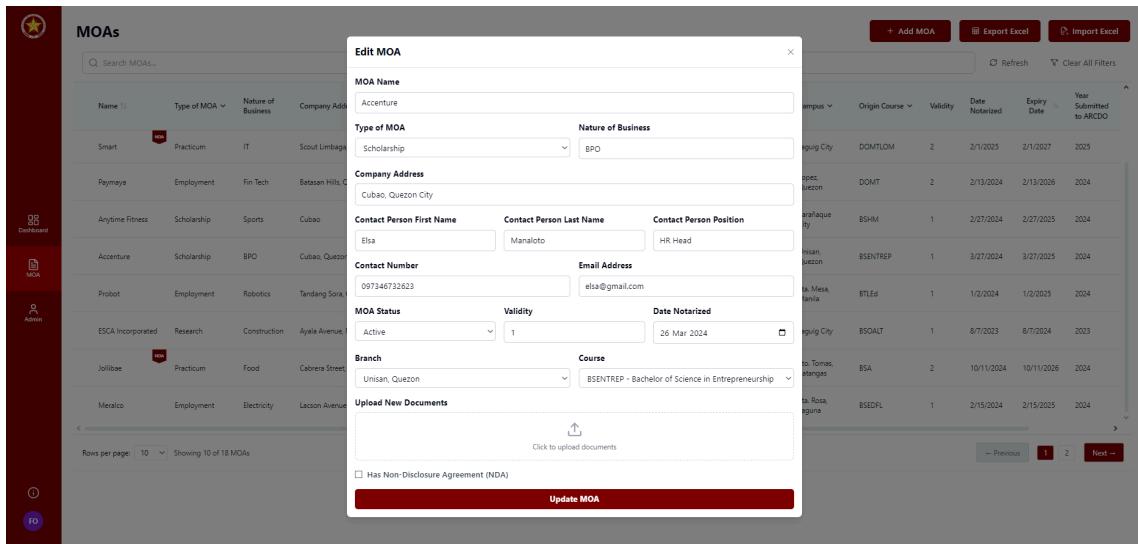


Figure 16. Edit MOA Window

4.6.4 Delete MOA

Note: Deleting a MOA is restricted to the Superadmin and designated admins. Specific types of MOAs can only be deleted by their respective admins. For example, the Practicum Admin can only delete practicum-type MOAs. The only exception is the "Other" type of MOA, which can only be deleted by Superadmins and admins who have been granted access by the Superadmin.

(1.1) The first way to **Delete MOA** is to locate the Edit button on the rightmost part of the table. Click the Delete button in the row corresponding to the MOA you want to modify.

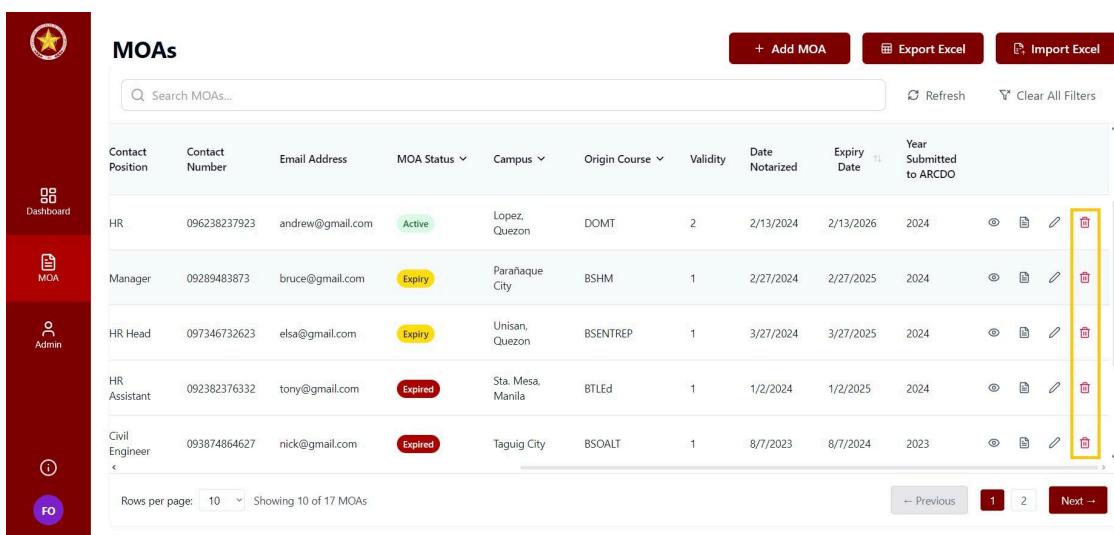


Figure 17. Delete MOA

(1.2) The second way to delete MOA is to click the **Delete** button in the tooltip that appears when hovering over the MOA name.

The screenshot shows a table of MOAs. The first row, labeled 'Smart', has a tooltip with a trash icon and the word 'Delete' appear when the cursor hovers over it. The table includes columns for Contact Person, Contact Position, Contact Number, Email Address, and MOA Status.

Contact Person	Contact Position	Contact Number	Email Address	MOA Status
Michelle Tan	IT Head	09356768998	michelle@gmail.com	Active
Andrew Velasco	HR	096238237923	andrew@gmail.com	Active
Bruce Banner	Manager	09289483873	bruce@gmail.com	Expired
Elsa Manaloto	HR Head	097346732623	elsa@gmail.com	Expired
Tony Stark	HR Assistant	092382376332	tony@gmail.com	Expired

Figure 18. Delete MOA in Tooltip

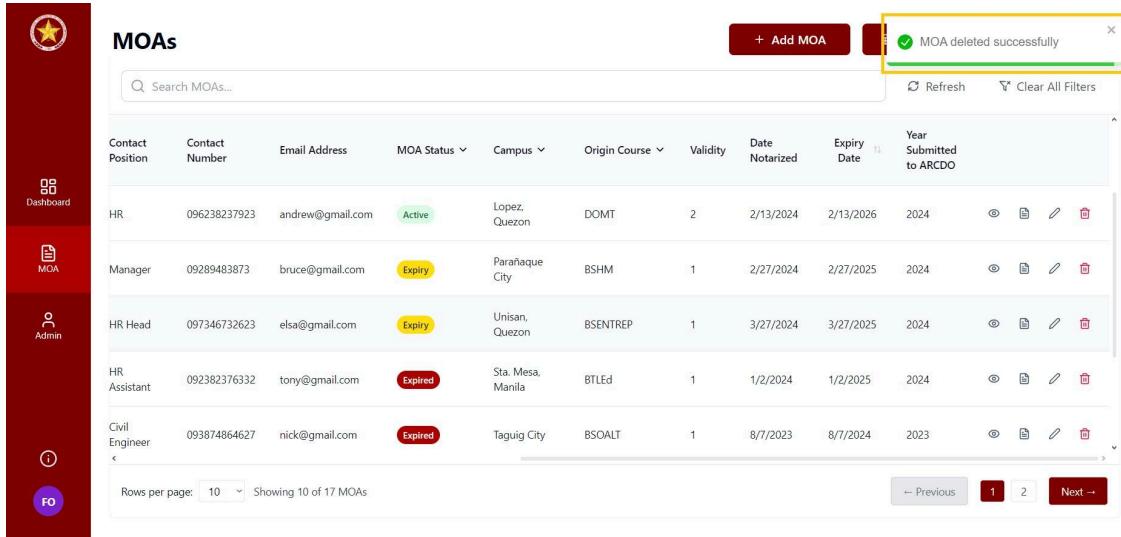
(2) Either method will open a **confirmation window**, prompting the user to confirm or cancel the deletion.

The screenshot shows a confirmation dialog box titled 'Delete MOA' with the message: 'Are you sure you want to delete the MOA with Smart? This action cannot be undone.' It contains 'Cancel' and 'Delete' buttons. The background table lists various MOAs with their details like Contact Person, Contact Position, and Expiry Date.

Contact Person	Contact Position	Contact Number	Email Address	MOA Status	Campus	Origin Course	Validity	Date Notarized	Expiry Date	Year Submitted to ARCDO
Michelle Tan	IT Head	09356768998	michelle@gmail.com	Active	Unisan, Quezon	BSENTREP	1	2/1/2025	2/1/2027	2025
Andrew Velasco	HR	096238237923	andrew@gmail.com	Active	Sta. Mesa, Manila	BTLEd	1	2/13/2024	2/13/2026	2024
Bruce Banner	Manager	09289483873	bruce@gmail.com	Expired				2/27/2024	2/27/2025	2024
Elsa Manaloto	HR Head	097346732623	elsa@gmail.com	Expired				3/27/2024	3/27/2025	2024
Tony Stark	HR Assistant	092382376332	tony@gmail.com	Expired				1/2/2024	1/2/2025	2024

Figure 19. Delete MOA Confirmation

- (3) If the user proceeds to delete the MOA, a pop-up message will appear for confirmation.



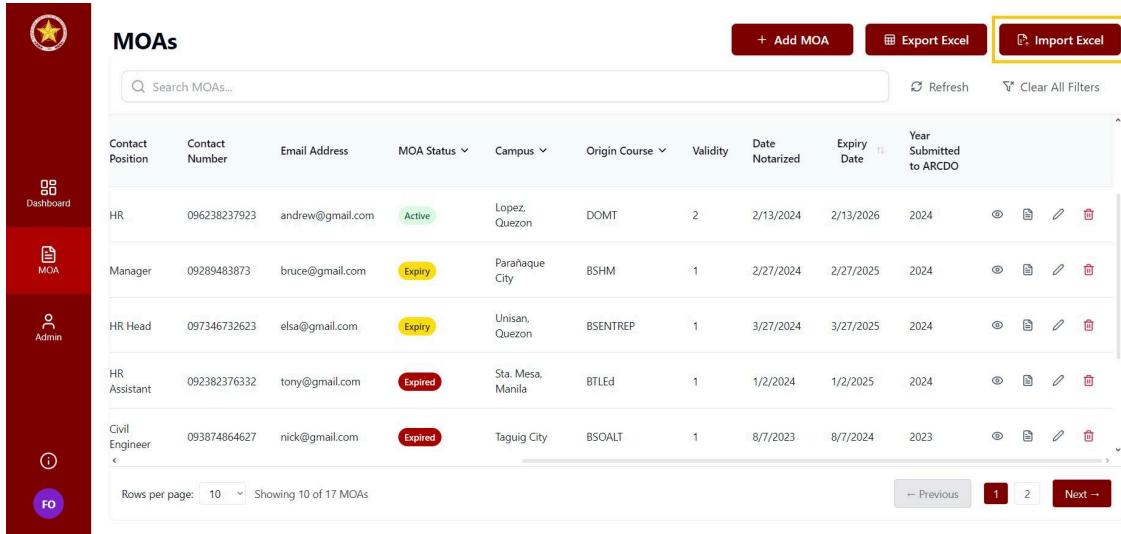
The screenshot shows a table of MOAs with various columns including Contact Position, Contact Number, Email Address, MOA Status, Campus, Origin Course, Validity, Date Notarized, Expiry Date, and Year Submitted to ARCDO. A green success message box at the top right says "MOA deleted successfully". The table lists several entries, including HR, Manager, HR Head, HR Assistant, and Civil Engineer roles, each with their respective contact details and status.

Contact Position	Contact Number	Email Address	MOA Status	Campus	Origin Course	Validity	Date Notarized	Expiry Date	Year Submitted to ARCDO
HR	096238237923	andrew@gmail.com	Active	Lopez, Quezon	DOMT	2	2/13/2024	2/13/2026	2024
Manager	09289483873	bruce@gmail.com	Expiry	Parañaque City	BSHM	1	2/27/2024	2/27/2025	2024
HR Head	097346732623	elsa@gmail.com	Expiry	Unisan, Quezon	BSENTREP	1	3/27/2024	3/27/2025	2024
HR Assistant	092382376332	tony@gmail.com	Expired	Sta. Mesa, Manila	BTLEd	1	1/2/2024	1/2/2025	2024
Civil Engineer	093874864627	nick@gmail.com	Expired	Taguig City	BSOALT	1	8/7/2023	8/7/2024	2023

Figure 20. Delete MOA Confirmation

4.6.5 Import Excel

- (1) To import MOAs from an Excel file, the user must click the "Import Excel" button.



The screenshot shows a table of MOAs with various columns including Contact Position, Contact Number, Email Address, MOA Status, Campus, Origin Course, Validity, Date Notarized, Expiry Date, and Year Submitted to ARCDO. The "Import Excel" button is highlighted with a yellow box. The table lists several entries, including HR, Manager, HR Head, HR Assistant, and Civil Engineer roles, each with their respective contact details and status.

Contact Position	Contact Number	Email Address	MOA Status	Campus	Origin Course	Validity	Date Notarized	Expiry Date	Year Submitted to ARCDO
HR	096238237923	andrew@gmail.com	Active	Lopez, Quezon	DOMT	2	2/13/2024	2/13/2026	2024
Manager	09289483873	bruce@gmail.com	Expiry	Parañaque City	BSHM	1	2/27/2024	2/27/2025	2024
HR Head	097346732623	elsa@gmail.com	Expiry	Unisan, Quezon	BSENTREP	1	3/27/2024	3/27/2025	2024
HR Assistant	092382376332	tony@gmail.com	Expired	Sta. Mesa, Manila	BTLEd	1	1/2/2024	1/2/2025	2024
Civil Engineer	093874864627	nick@gmail.com	Expired	Taguig City	BSOALT	1	8/7/2023	8/7/2024	2023

Figure 21. Import Excel

(2) A window will open, allowing the user to upload an Excel file by clicking "**Click to upload Excel files.**"

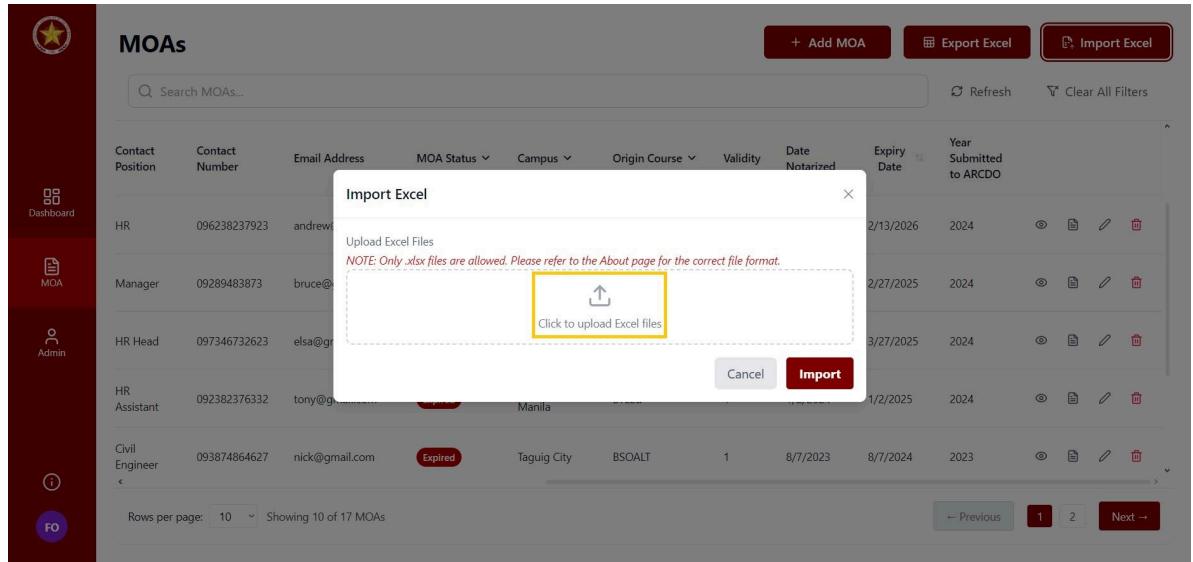


Figure 22. Import Excel Window

(3) After selecting an Excel file, a **parsed preview** of its content will be displayed.

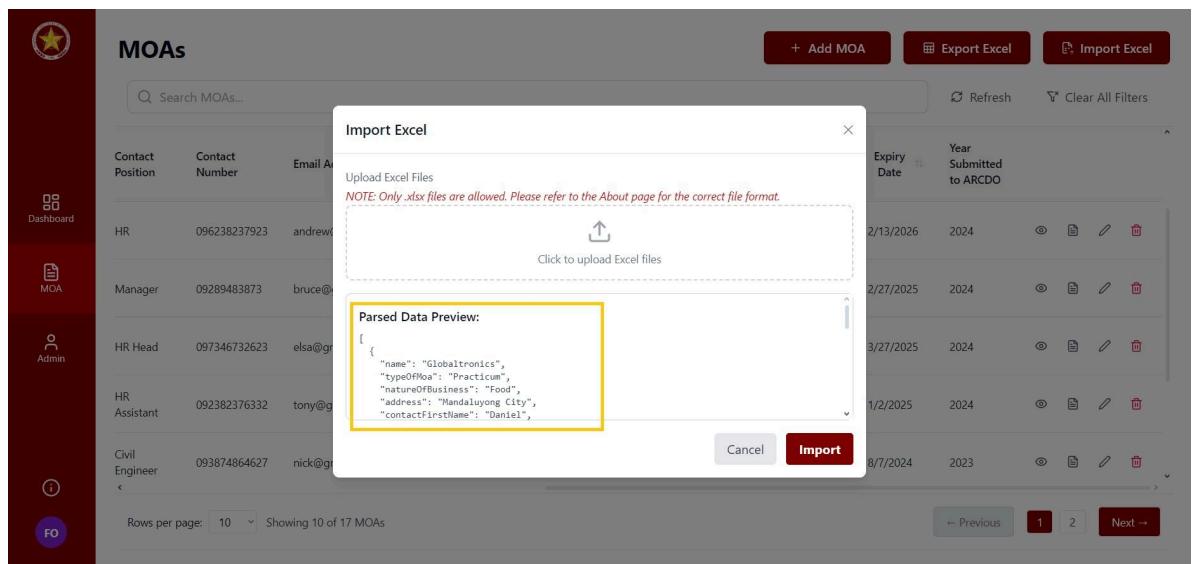
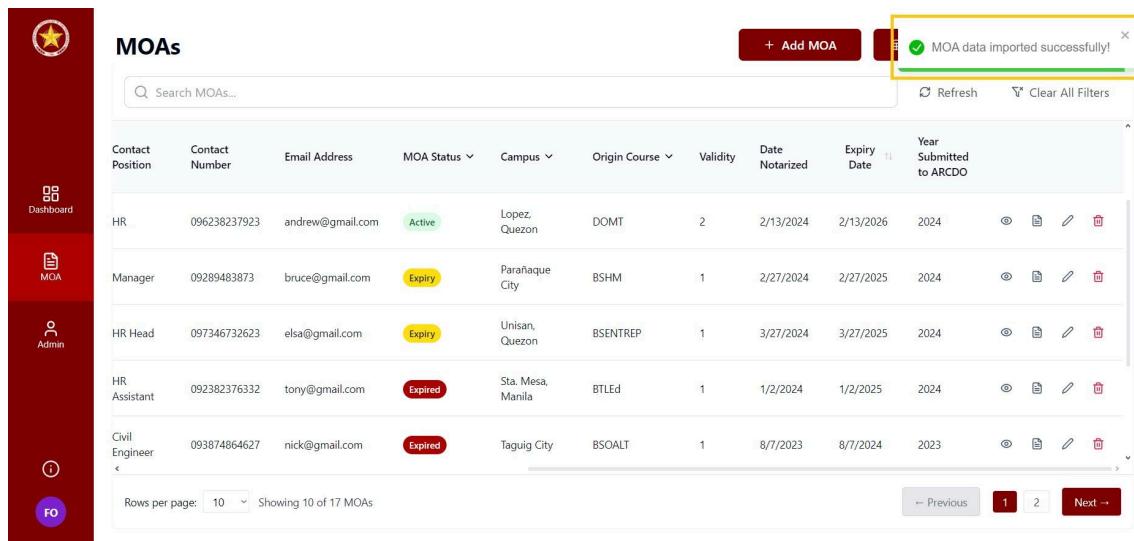


Figure 23. Parsed Data Preview

(4) If the user proceeds with the import, clicking "**Import**" will add the contents to the table, and a **confirmation pop-up** will appear.

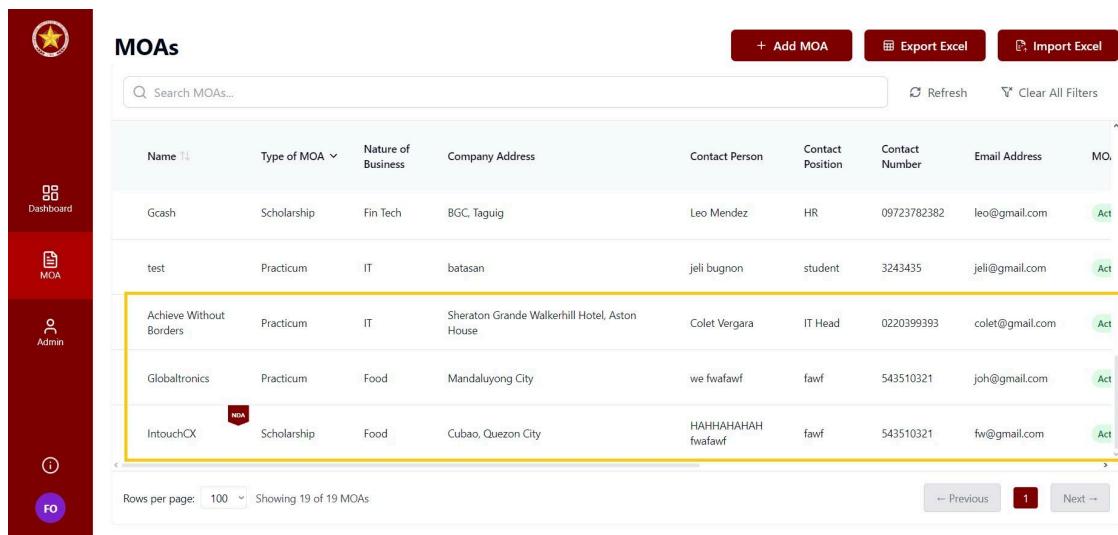


The screenshot shows a table titled "MOAs" with columns for Contact Position, Contact Number, Email Address, MOA Status, Campus, Origin Course, Validity, Date Notarized, Expiry Date, and Year Submitted to ARCDO. There are 17 rows of data. A yellow box highlights a success message at the top right: "MOA data imported successfully!". The interface includes a search bar, filter buttons, and navigation controls at the bottom.

Contact Position	Contact Number	Email Address	MOA Status	Campus	Origin Course	Validity	Date Notarized	Expiry Date	Year Submitted to ARCDO	Actions
HR	096238237923	andrew@gmail.com	Active	Lopez, Quezon	DOMT	2	2/13/2024	2/13/2026	2024	
Manager	09289483873	bruce@gmail.com	Expiry	Parañaque City	BSHM	1	2/27/2024	2/27/2025	2024	
HR Head	097346732623	elsa@gmail.com	Expiry	Unisan, Quezon	BSENTREP	1	3/27/2024	3/27/2025	2024	
HR Assistant	092382376332	tony@gmail.com	Expired	Sta. Mesa, Manila	BTLED	1	1/2/2024	1/2/2025	2024	
Civil Engineer	093874864627	nick@gmail.com	Expired	Taguig City	BSOALT	1	8/7/2023	8/7/2024	2023	
Rows per page:		10	Showing 10 of 17 MOAs							

Figure 24. Import Excel Confirmation

(5) The imported MOAs will be added at the last of the list in the table



The screenshot shows a table titled "MOAs" with columns for Name, Type of MOA, Nature of Business, Company Address, Contact Person, Contact Position, Contact Number, Email Address, and MOA Status. There are 19 rows of data. A yellow box highlights the last four rows, which represent imported data: "Achieve Without Borders" (Practicum, IT, Sheraton Grande Walkerhill Hotel, Aston House), "Globaltronics" (Practicum, Food, Mandaluyong City), "IntouchCX" (Scholarship, Food, Cubao, Quezon City), and another row with unusual values. The interface includes a search bar, filter buttons, and navigation controls at the bottom.

Name	Type of MOA	Nature of Business	Company Address	Contact Person	Contact Position	Contact Number	Email Address	MOA Status
Gcash	Scholarship	Fin Tech	BGC, Taguig	Leo Mendez	HR	09723782382	leo@gmail.com	Act
test	Practicum	IT	batasan	jeli bugnon	student	3243435	jeli@gmail.com	Act
Achieve Without Borders	Practicum	IT	Sheraton Grande Walkerhill Hotel, Aston House	Colet Vergara	IT Head	0220399393	colet@gmail.com	Act
Globaltronics	Practicum	Food	Mandaluyong City	we fwafawf	fawf	543510321	joh@gmail.com	Act
IntouchCX	Scholarship	Food	Cubao, Quezon City	HAHHAHAHAH fwafawf	fawf	543510321	fw@gmail.com	Act
Rows per page:		100	Showing 19 of 19 MOAs					

Figure 25. Display of Imported MOAs

4.6.6 Export Excel

(1) To export an Excel file, the user must click the "Export Excel" button.

The screenshot shows a web-based application interface for managing MOAs (Memorandum of Agreement). On the left is a vertical sidebar with icons for Dashboard, MOA, Admin, and FO. The main area is titled 'MOAs' and contains a table with columns: Name, Type of MOA, Nature of Business, Company Address, Contact Person, Contact Position, Contact Number, Email Address, and MO. There are 19 rows of data. At the top right are buttons for '+ Add MOA', 'Export Excel' (which is highlighted with a yellow border), and 'Import Excel'. Below the table are buttons for 'Refresh', 'Clear All Filters', and 'Rows per page: 100'. A navigation bar at the bottom shows page 1 of 1.

Figure 26. Export Excel

(2) A window will open, allowing the user to **select the columns** to include in the exported file. The user can click "Select All" to include all columns.

Note: The exported data will be based on the filters applied in the column headers (e.g., Type or Status). To export all MOAs, remove any active filters.

This screenshot shows the 'Export Excel' modal window overlaid on the main MOAs list page. The modal has a title 'Export Excel' and a note: 'Select the columns you want to export. NOTE: The data exported will be based on filters selected in the dropdowns in the column header (e.g., type or status). To export all MOAs, remove the filters.' It contains a list of checkboxes for selecting columns: 'Select All' (unchecked), 'Name' (checked), 'Type of MOA' (unchecked), 'Nature of Business' (unchecked), 'Company Address' (unchecked), and 'Contact Person' (unchecked). At the bottom are 'Cancel' and 'Export' buttons.

Figure 27. Export Excel Window

(3) After making selections, clicking the "**Export**" button will generate the Excel file and the **download will start automatically**.

Name	Type of MOA	Nature of Business	Company Address	Contact Person	Contact Position	Contact Number	Email Address	MO.
Gcash	Scholarship	Fin Tech	BGC, Taguig	Leo Mendez	HR	09723782382	leo@gmail.com	Act
test	Practicum	IT	batasan	jeli bugnon	student	3243435	jeli@gmail.com	Act
Achieve Without Borders	Practicum	IT	Sheraton Grande Walkerhill Hotel, Aston House	Colet Vergara	IT Head	0220399393	colet@gmail.com	Act
Globaltronics	Practicum	Food	Mandaluyong City	we fwafawf	fawf	543510321	joh@gmail.com	Act
IntouchCX	Scholarship	Food	Cubao, Quezon City	HAAHAHAHAH fwafawf	fawf	543510321	fw@gmail.com	Act

Rows per page: 100 Showing 19 of 19 MOAs

← Previous 1 Next →

Figure 28. Successfully Exported Excel

(4) A **confirmation pop-up** will appear once the export is complete.

Name	Type of MOA	Nature of Business	Company Address	Contact Person	Contact Position	Contact Number	Email Address	MO.
Gcash	Scholarship	Fin Tech	BGC, Taguig	Leo Mendez	HR	09723782382	leo@gmail.com	Act
test	Practicum	IT	batasan	jeli bugnon	student	3243435	jeli@gmail.com	Act
Achieve Without Borders	Practicum	IT	Sheraton Grande Walkerhill Hotel, Aston House	Colet Vergara	IT Head	0220399393	colet@gmail.com	Act
Globaltronics	Practicum	Food	Mandaluyong City	we fwafawf	fawf	543510321	joh@gmail.com	Act
IntouchCX	Scholarship	Food	Cubao, Quezon City	HAAHAHAHAH fwafawf	fawf	543510321	fw@gmail.com	Act

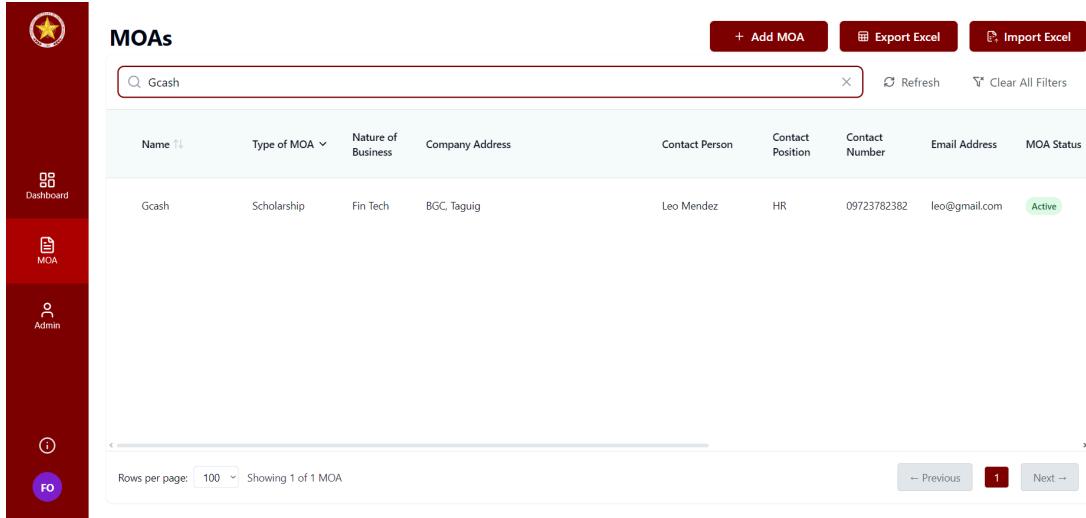
Rows per page: 100 Showing 19 of 19 MOAs

← Previous 1 Next →

Figure 29. Export Excel Confirmation

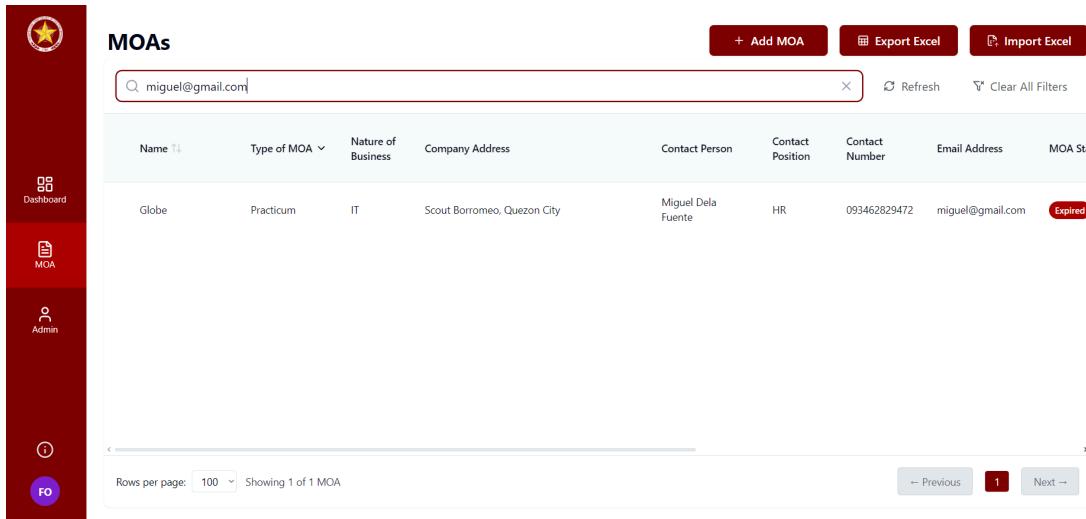
4.6.7 Search MOA

(1) To search for MOA, the user can enter the **MOA name, email address** of the contact person, or **nature of business** in the search bar. The table will update accordingly based on the search results.



The screenshot shows a search results page for 'MOAs'. The search bar at the top contains the text 'Gcash'. Below the search bar is a table with columns: Name, Type of MOA, Nature of Business, Company Address, Contact Person, Contact Position, Contact Number, Email Address, and MOA Status. A single row is displayed for 'Gcash', which is a 'Scholarship' type MOA in 'Fin Tech' business, located at 'BGC, Taguig'. The contact person is 'Leo Mendez' in 'HR' position, with phone number '09723782382' and email 'leo@gmail.com'. The status is 'Active'. At the bottom of the table, it says 'Showing 1 of 1 MOA'.

Figure 30. Search MOA Name



The screenshot shows a search results page for 'MOAs'. The search bar at the top contains the text 'miguel@gmail.com'. Below the search bar is a table with columns: Name, Type of MOA, Nature of Business, Company Address, Contact Person, Contact Position, Contact Number, Email Address, and MOA Status. A single row is displayed for 'Globe', which is a 'Practicum' type MOA in 'IT' business, located at 'Scout Borromeo, Quezon City'. The contact person is 'Miguel Dela Fuente' in 'HR' position, with phone number '093462829472' and email 'miguel@gmail.com'. The status is 'Expired'. At the bottom of the table, it says 'Showing 1 of 1 MOA'.

Figure 31. Search Email of Contact Person

Name	Type of MOA	Nature of Business	Company Address	Contact Person	Contact Position	Contact Number	Email Address	MOA Status
Paymaya	Employment	Fin Tech	Batasan Hills, Quezon City	Andrew Velasco	HR	096238237923	andrew@gmail.com	Active
GCash	Scholarship	Fin Tech	BGC, Taguig	Leo Mendez	HR	09723782382	leo@gmail.com	Active

Figure 32. Search Nature of Business

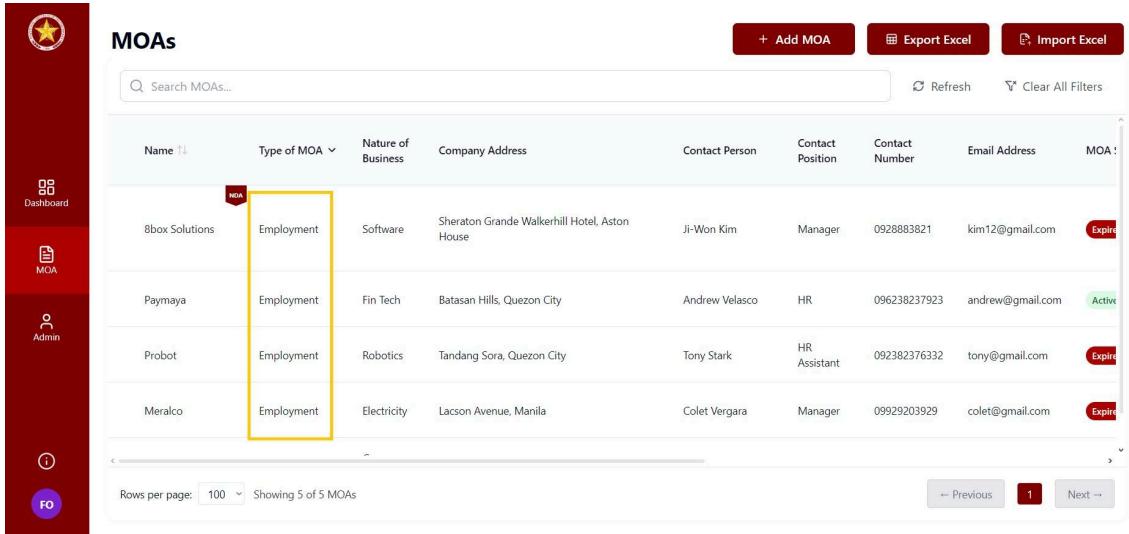
4.6.8 Filter MOA Table

(1) Users can filter MOAs by **Type, Status, Branch, and Course** using **dropdown checkboxes**. The system supports simultaneous filtering, and the table will update dynamically based on the selected filters.

Name	Type of MOA	Nature of Business	Company Address	Contact Person	Contact Position	Contact Number	Email Address	MOA Status
8box Solutions	Employment	Practicum	Sheraton Grande Walkerhill Hotel, Aston House	Ji-Won Kim	Manager	0928883821	kim12@gmail.com	Expired
Paymaya	Employment	Fin Tech	Batasan Hills, Quezon City	Andrew Velasco	HR	096238237923	andrew@gmail.com	Active
Probot	Employment	Robotics	Tandang Sora, Quezon City	Tony Stark	HR Assistant	092382376332	tony@gmail.com	Expired
Meralco	Employment	Electricity	Lacson Avenue, Manila	Colet Vergara	Manager	09929203929	colet@gmail.com	Expired

Figure 33. Filter Function

(2) It will update the table dynamically.

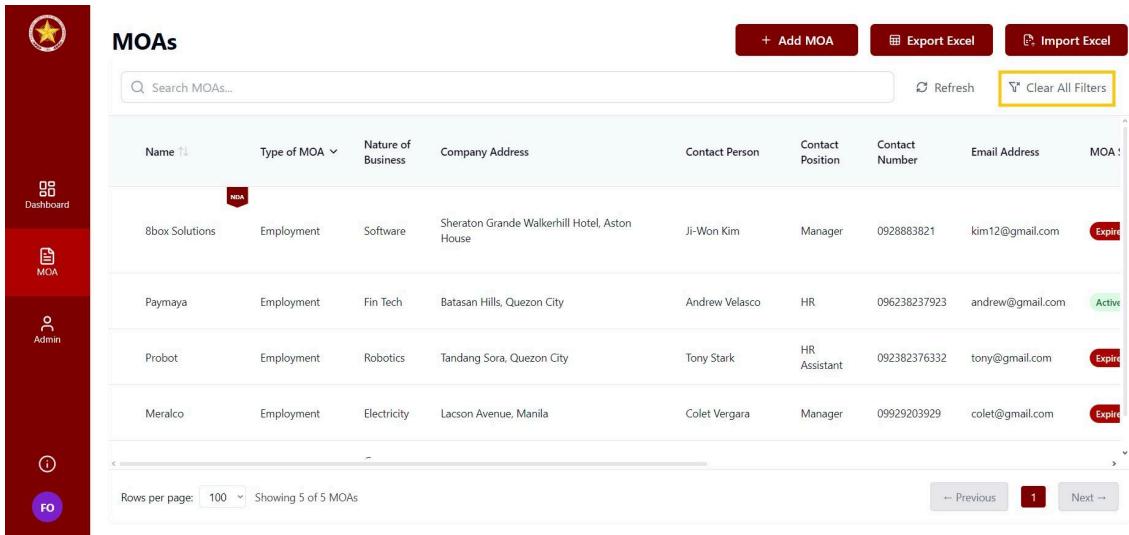


The screenshot shows a table titled "MOAs" with columns: Name, Type of MOA, Nature of Business, Company Address, Contact Person, Contact Position, Contact Number, Email Address, and MOA!. A yellow box highlights the "Type of MOA" column header, which is set to "Employment". The table contains five rows of data. At the top right, there are buttons for "+ Add MOA", "Export Excel", and "Import Excel". Below the table, there are buttons for "Refresh" and "Clear All Filters". At the bottom, there are pagination controls for "Rows per page" (set to 100), "Showing 5 of 5 MOAs", and "Previous/Next" links.

Name	Type of MOA	Nature of Business	Company Address	Contact Person	Contact Position	Contact Number	Email Address	MOA!
8box Solutions	Employment	Software	Sheraton Grande Walkerhill Hotel, Aston House	Ji-Won Kim	Manager	0928883821	kim12@gmail.com	Expired
Paymaya	Employment	Fin Tech	Batasan Hills, Quezon City	Andrew Velasco	HR	096238237923	andrew@gmail.com	Active
Probot	Employment	Robotics	Tandang Sora, Quezon City	Tony Stark	HR Assistant	092382376332	tony@gmail.com	Expired
Meralco	Employment	Electricity	Lacson Avenue, Manila	Colet Vergara	Manager	09929203929	colet@gmail.com	Expired

Figure 34. Filter Results

(3) "Clear Filters" button removes all selected filters.



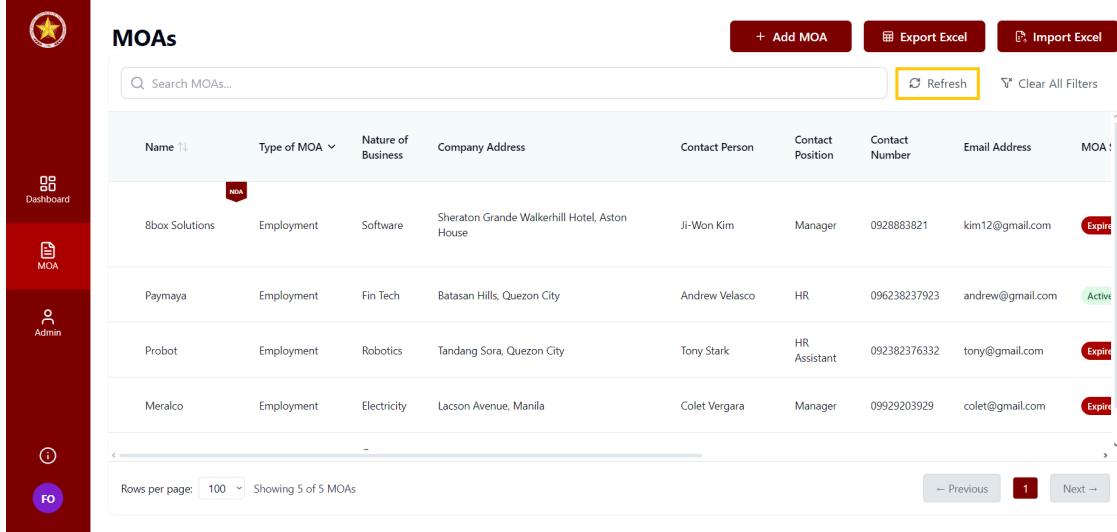
The screenshot shows the same table as Figure 34, but the "Type of MOA" column header is no longer highlighted in yellow. The table still contains the same five rows of data. The "Clear All Filters" button at the top right is highlighted with a yellow box. The rest of the interface is identical to Figure 34.

Name	Type of MOA	Nature of Business	Company Address	Contact Person	Contact Position	Contact Number	Email Address	MOA!
8box Solutions	Employment	Software	Sheraton Grande Walkerhill Hotel, Aston House	Ji-Won Kim	Manager	0928883821	kim12@gmail.com	Expired
Paymaya	Employment	Fin Tech	Batasan Hills, Quezon City	Andrew Velasco	HR	096238237923	andrew@gmail.com	Active
Probot	Employment	Robotics	Tandang Sora, Quezon City	Tony Stark	HR Assistant	092382376332	tony@gmail.com	Expired
Meralco	Employment	Electricity	Lacson Avenue, Manila	Colet Vergara	Manager	09929203929	colet@gmail.com	Expired

Figure 35. Clear All Filters

4.6.9 Refresh MOA Table

(1) To retrieve the latest data, the user can click the **Refresh** button.

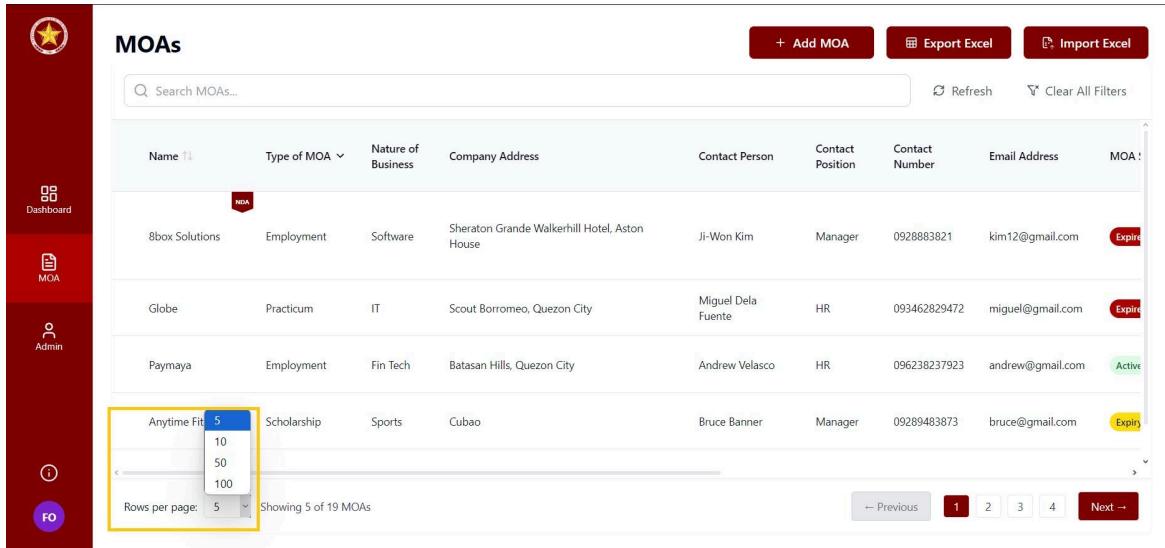


Name	Type of MOA	Nature of Business	Company Address	Contact Person	Contact Position	Contact Number	Email Address	MOA Status
8box Solutions	Employment	Software	Sheraton Grande Walkerhill Hotel, Aston House	Ji-Won Kim	Manager	0928883821	kim12@gmail.com	Expired
Paymaya	Employment	Fin Tech	Batasan Hills, Quezon City	Andrew Velasco	HR	096238237923	andrew@gmail.com	Active
Probot	Employment	Robotics	Tandang Sora, Quezon City	Tony Stark	HR Assistant	092382376332	tony@gmail.com	Expired
Meralco	Employment	Electricity	Lacson Avenue, Manila	Colet Vergara	Manager	09929203929	colet@gmail.com	Expired

Figure 36. Refresh MOA Table

4.6.10 Pagination

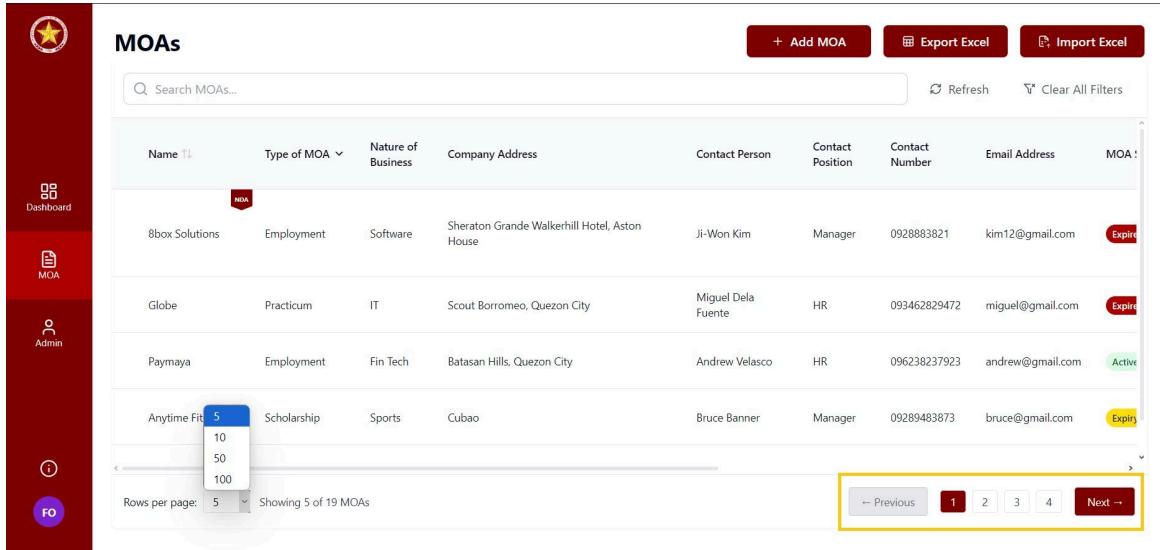
(1) The **MOA page** has a pagination feature where the user can choose how many rows to display by selecting an option from the "**Rows per Page**" dropdown. The total number of pages will adjust based on the selected rows per page.



Name	Type of MOA	Nature of Business	Company Address	Contact Person	Contact Position	Contact Number	Email Address	MOA Status
8box Solutions	Employment	Software	Sheraton Grande Walkerhill Hotel, Aston House	Ji-Won Kim	Manager	0928883821	kim12@gmail.com	Expired
Globe	Practicum	IT	Scout Borromeo, Quezon City	Miguel Dela Fuente	HR	093462829472	miguel@gmail.com	Expired
Paymaya	Employment	Fin Tech	Batasan Hills, Quezon City	Andrew Velasco	HR	096238237923	andrew@gmail.com	Active
Anytime Fit	Scholarship	Sports	Cubao	Bruce Banner	Manager	09289483873	bruce@gmail.com	Expired

Figure 37. Pagination Rows Per Page

- (2) Users can navigate through pages using the **Next**, **Previous**, and **specific page number** buttons to view other entries.



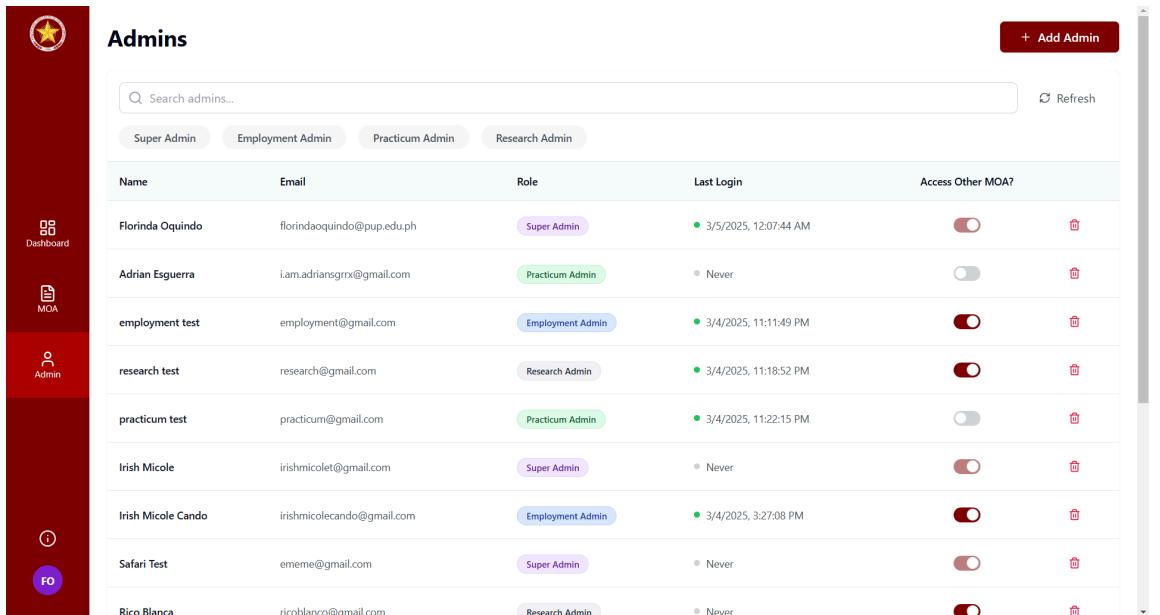
The screenshot shows a table titled "MOAs" with columns: Name, Type of MOA, Nature of Business, Company Address, Contact Person, Contact Position, Contact Number, Email Address, and MOA Status. There are 19 entries listed. A dropdown menu for "Rows per page" is open, showing options 5, 10, 50, and 100, with 5 selected. At the bottom right, there is a set of navigation buttons: "← Previous" (disabled), "1" (highlighted in red), "2", "3", "4", and "Next →".

Figure 38. Pagination Navigation Buttons

4.7 Admin Tab

4.7.1 View Admins

- (1) The Admin tab displays a list of **all accounts** created in the system, including their **name**, **email**, **role**, **last login**, and whether it has **access to Other MOAs**.



The screenshot shows a table titled "Admins" with columns: Name, Email, Role, Last Login, and Access Other MOA?. There are 10 entries listed. Each row includes a "Super Admin" button, an "Employment Admin" button, a "Practicum Admin" button, and a "Research Admin" button. The "Access Other MOA?" column contains toggle switches, all of which are currently off (red). The "Last Login" column shows dates ranging from March 4, 2025, to March 5, 2025.

Figure 39. Admin Tab

4.7.2 Add Admin (Super admin only)

(1) To add an Admin, the Super Admin must click the “**Add Admin**” button.

The screenshot shows the 'Admins' page with a sidebar containing icons for Dashboard, MOA, Admin, and FO. The main area has a title 'Admins' and a search bar. Below the search bar are tabs for 'Super Admin', 'Employment Admin', 'Practicum Admin', and 'Research Admin'. A table lists eight users with columns for Name, Email, Role, Last Login, and Access Other MOA? (with a toggle switch). A yellow box highlights the red '+ Add Admin' button in the top right corner of the table header.

Name	Email	Role	Last Login	Access Other MOA?
Florinda Oquindo	florindaoquindo@pup.edu.ph	Super Admin	3/5/2025, 12:07:44 AM	<input checked="" type="checkbox"/>
Adrian Esguerra	i.am.adriansgrx@gmail.com	Practicum Admin	Never	<input type="checkbox"/>
employment test	employment@gmail.com	Employment Admin	3/4/2025, 11:11:49 PM	<input checked="" type="checkbox"/>
research test	research@gmail.com	Research Admin	3/4/2025, 11:18:52 PM	<input checked="" type="checkbox"/>
practicum test	practicum@gmail.com	Practicum Admin	3/4/2025, 11:22:15 PM	<input type="checkbox"/>
Irish Micole	irishmicolet@gmail.com	Super Admin	Never	<input checked="" type="checkbox"/>
Irish Micole Cando	irishmicolecando@gmail.com	Employment Admin	3/4/2025, 3:27:08 PM	<input checked="" type="checkbox"/>
Safari Test	ememe@gmail.com	Super Admin	Never	<input checked="" type="checkbox"/>
Rico Blanca	ricoblanco@gmail.com	Research Admin	Never	<input checked="" type="checkbox"/>

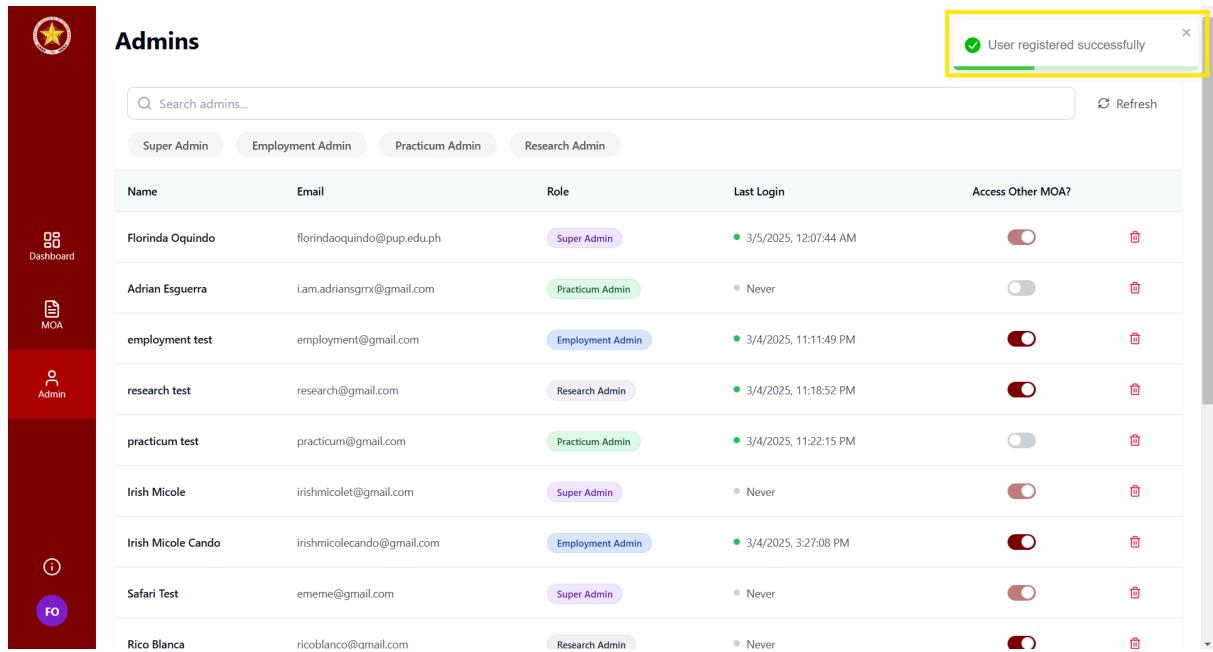
Figure 40. Add Admin

(2) When the 'Add Admin' button is clicked, a pop-up window appears, allowing the user to enter details for a new admin account. The Super Admin can add another **Super Admin or any other admin role** of their choice. The set password will be **sent to the user's email** for login.

The screenshot shows the 'Admins' page with the same sidebar and table as Figure 40. A modal window is overlaid on the table, also with a yellow box highlighting it. The modal contains fields for 'First Name' (Ex: John), 'Last Name' (Ex: Dela Cruz), 'Email' (Ex: johndelacruz@pup.edu.ph), 'Role' (Super Admin dropdown), 'Contact Number' (Ex: 09123456789), 'Password' (*****), 'Confirm Password' (*****), and a checkbox for 'Has Access to Other MOA'. At the bottom of the modal is a red '+ Add Admin' button.

Figure 41. Add MOA Window

- (3) A pop-up message will appear saying '**User registered successfully**,' and the newly created account will be added to the Admin table.



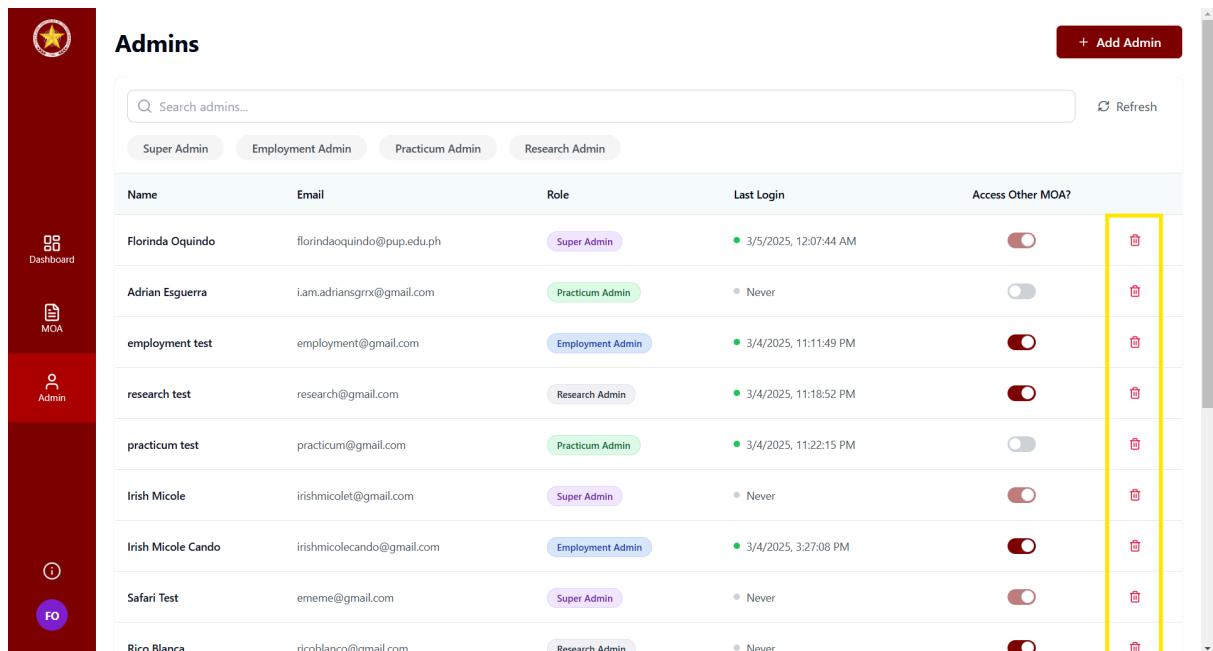
The screenshot shows the 'Admins' page with a sidebar containing icons for Dashboard, MOA, Admin, and FO. The main area has a title 'Admins' and a search bar. Below is a table with columns: Name, Email, Role, Last Login, and Access Other MOA?. A yellow box highlights a green success message at the top right: 'User registered successfully' with a checkmark icon.

Name	Email	Role	Last Login	Access Other MOA?
Florinda Oquindo	florindaquoindo@pup.edu.ph	Super Admin	3/5/2025, 12:07:44 AM	<input checked="" type="checkbox"/> 
Adrian Esguerra	i.am.adriansgrx@gmail.com	Practicum Admin	Never	<input checked="" type="checkbox"/> 
employment test	employment@gmail.com	Employment Admin	3/4/2025, 11:11:49 PM	<input checked="" type="checkbox"/> 
research test	research@gmail.com	Research Admin	3/4/2025, 11:18:52 PM	<input checked="" type="checkbox"/> 
practicum test	practicum@gmail.com	Practicum Admin	3/4/2025, 11:22:15 PM	<input checked="" type="checkbox"/> 
Irish Micole	irishmicole@gmail.com	Super Admin	Never	<input checked="" type="checkbox"/> 
Irish Micole Cando	irishmicolecando@gmail.com	Employment Admin	3/4/2025, 3:27:08 PM	<input checked="" type="checkbox"/> 
Safari Test	ememe@gmail.com	Super Admin	Never	<input checked="" type="checkbox"/> 
Rico Blanca	ricoblanco@gmail.com	Research Admin	Never	<input checked="" type="checkbox"/> 

Figure 42. User registered successfully

4.7.3 Delete Admin (Super admin only)

- (1) To delete an admin, the **Super Admin** must click the **delete icon** at the rightmost part of the row.



The screenshot shows the 'Admins' page with a sidebar containing icons for Dashboard, MOA, Admin, and FO. The main area has a title 'Admins' and a search bar. Below is a table with columns: Name, Email, Role, Last Login, and Access Other MOA?. A yellow box highlights the delete icons (red square with a white trash bin) in the last column of every row.

Name	Email	Role	Last Login	Access Other MOA?
Florinda Oquindo	florindaquoindo@pup.edu.ph	Super Admin	3/5/2025, 12:07:44 AM	 
Adrian Esguerra	i.am.adriansgrx@gmail.com	Practicum Admin	Never	 
employment test	employment@gmail.com	Employment Admin	3/4/2025, 11:11:49 PM	 
research test	research@gmail.com	Research Admin	3/4/2025, 11:18:52 PM	 
practicum test	practicum@gmail.com	Practicum Admin	3/4/2025, 11:22:15 PM	 
Irish Micole	irishmicole@gmail.com	Super Admin	Never	 
Irish Micole Cando	irishmicolecando@gmail.com	Employment Admin	3/4/2025, 3:27:08 PM	 
Safari Test	ememe@gmail.com	Super Admin	Never	 
Rico Blanca	ricoblanco@gmail.com	Research Admin	Never	 

Figure 43. Delete Admin

- (2) When the delete icon is clicked, a pop-up message appears, asking for confirmation with options to **delete** or **cancel**.

The screenshot shows the 'Admins' page with a list of users. A modal dialog titled 'Delete Admin' is open over the user 'Irish Micole'. The dialog asks, 'Are you sure you want to delete Irish Micole? This action cannot be undone.' It has 'Cancel' and 'Delete' buttons. In the top right corner of the main table header, there is a '+ Add Admin' button.

Name	Email	Role	Last Login	Access Other MOA?
Florinda Oquindo	florindaoquindo@pup.edu.ph	Super Admin	3/5/2025, 12:07:44 AM	<input checked="" type="checkbox"/>
Adrian Esguerra	i.am.adriansgrx@gmail.com			<input checked="" type="checkbox"/>
employment test	employment@gmail.com		3/4/2025, 11:11:49 PM	<input checked="" type="checkbox"/>
research test	research@gmail.com		3/4/2025, 11:18:52 PM	<input checked="" type="checkbox"/>
practicum test	practicum@gmail.com	Practicum Admin	3/4/2025, 11:22:15 PM	<input checked="" type="checkbox"/>
Irish Micole	irishmicole@gmail.com	Super Admin	Never	<input checked="" type="checkbox"/>
Irish Micole Cando	irishmicolecando@gmail.com	Employment Admin	3/4/2025, 3:27:08 PM	<input checked="" type="checkbox"/>
Safari Test	ememe@gmail.com	Super Admin	Never	<input checked="" type="checkbox"/>
Rico Blanca	ricoblanco@gmail.com	Research Admin	Never	<input checked="" type="checkbox"/>

Figure 44. Delete Admin confirmation

- (3) If the user proceeds with deleting the admin, a **pop-up message** will appear to confirm the action.

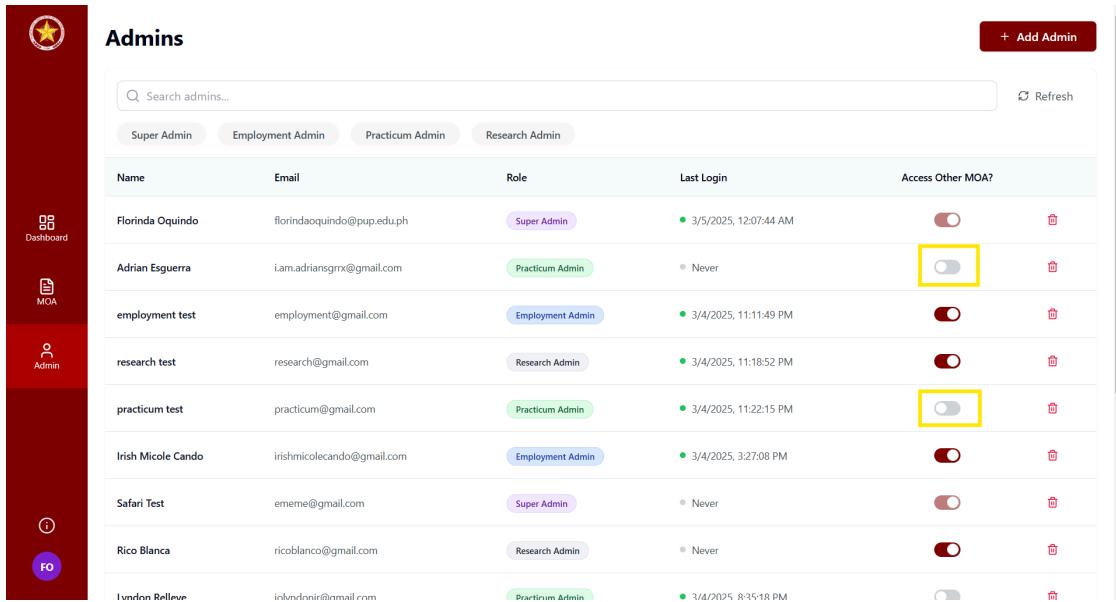
The screenshot shows the 'Admins' page with the same list of users as Figure 44. A green success message 'User deleted successfully' is displayed in the top right corner of the screen, enclosed in a yellow box. The user 'Irish Micole' is no longer present in the list.

Name	Email	Role	Last Login	Access Other MOA?
Florinda Oquindo	florindaoquindo@pup.edu.ph	Super Admin	3/5/2025, 12:07:44 AM	<input checked="" type="checkbox"/>
Adrian Esguerra	i.am.adriansgrx@gmail.com	Practicum Admin	Never	<input checked="" type="checkbox"/>
employment test	employment@gmail.com	Employment Admin	3/4/2025, 11:11:49 PM	<input checked="" type="checkbox"/>
research test	research@gmail.com	Research Admin	3/4/2025, 11:18:52 PM	<input checked="" type="checkbox"/>
practicum test	practicum@gmail.com	Practicum Admin	3/4/2025, 11:22:15 PM	<input checked="" type="checkbox"/>
Irish Micole Cando	irishmicolecando@gmail.com	Employment Admin	3/4/2025, 3:27:08 PM	<input checked="" type="checkbox"/>
Safari Test	ememe@gmail.com	Super Admin	Never	<input checked="" type="checkbox"/>
Rico Blanca	ricoblanco@gmail.com	Research Admin	Never	<input checked="" type="checkbox"/>
Lyndon Relieve	olyndonor@gmail.com	Practicum Admin	3/4/2025, 8:35:18 PM	<input checked="" type="checkbox"/>

Figure 45. Delete Admin confirmation

4.7.4 Access Other MOA

- (1) To grant an admin access to "Other" types of MOAs, **toggle the switch** in the "Access Other MOA" column.



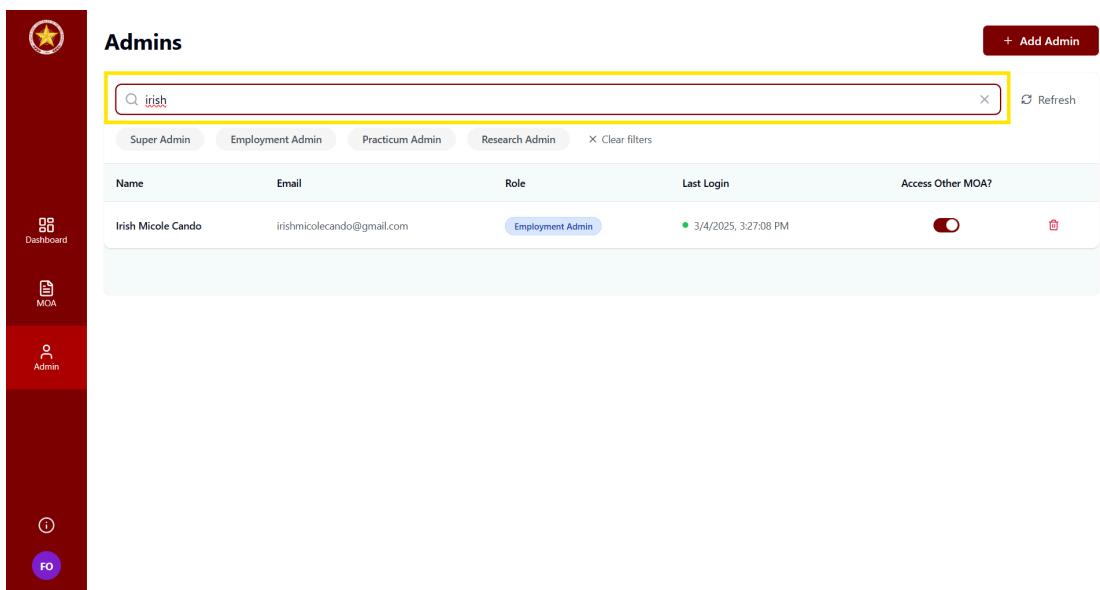
Name	Email	Role	Last Login	Access Other MOA?
Florinda Oquindo	florinda.oquindo@pup.edu.ph	Super Admin	3/5/2025, 12:07:44 AM	<input checked="" type="checkbox"/>
Adrian Esguerra	i.am.adriansgrrx@gmail.com	Practicum Admin	Never	<input checked="" type="checkbox"/>
employment test	employment@gmail.com	Employment Admin	3/4/2025, 11:11:49 PM	<input checked="" type="checkbox"/>
research test	research@gmail.com	Research Admin	3/4/2025, 11:18:52 PM	<input checked="" type="checkbox"/>
practicum test	practicum@gmail.com	Practicum Admin	3/4/2025, 11:22:15 PM	<input checked="" type="checkbox"/>
Irish Micole Cando	irishmicolecando@gmail.com	Employment Admin	3/4/2025, 3:27:08 PM	<input checked="" type="checkbox"/>
Safari Test	ememe@gmail.com	Super Admin	Never	<input checked="" type="checkbox"/>
Rico Blanca	ricoblanco@gmail.com	Research Admin	Never	<input checked="" type="checkbox"/>
Ivonne Relieve	ivonne.lennie@gmail.com	Practicum Admin	3/4/2025, 8:35:18 PM	<input checked="" type="checkbox"/>

Figure 46. Access Other MOA

Note: Superadmins have **default access** to "Other" MOAs. Admins granted access by a Superadmin can **add, edit, and delete** "Other" MOAs; otherwise, they are limited to **viewing** them.

4.7.5 Search Admin

- (1) To search for an admin, click the **search bar** and type the **name** or **email**; the results will appear dynamically.

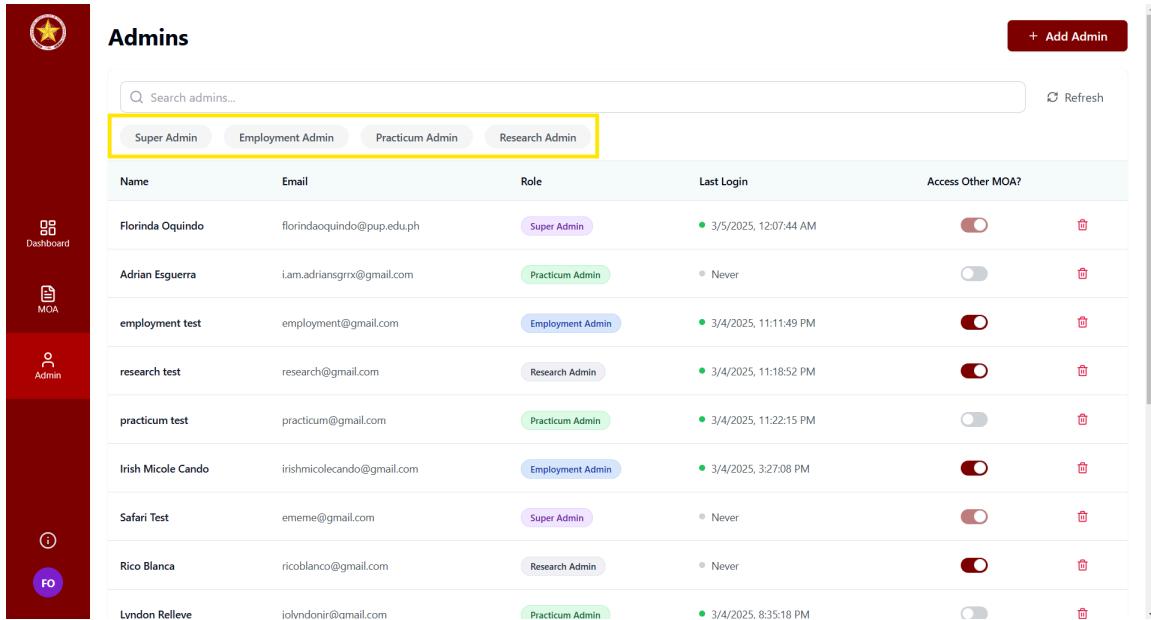


Name	Email	Role	Last Login	Access Other MOA?
Irish Micole Cando	irishmicolecando@gmail.com	Employment Admin	3/4/2025, 3:27:08 PM	<input checked="" type="checkbox"/>

Figure 47. Search Admin

4.7.6 Filter Admin Table

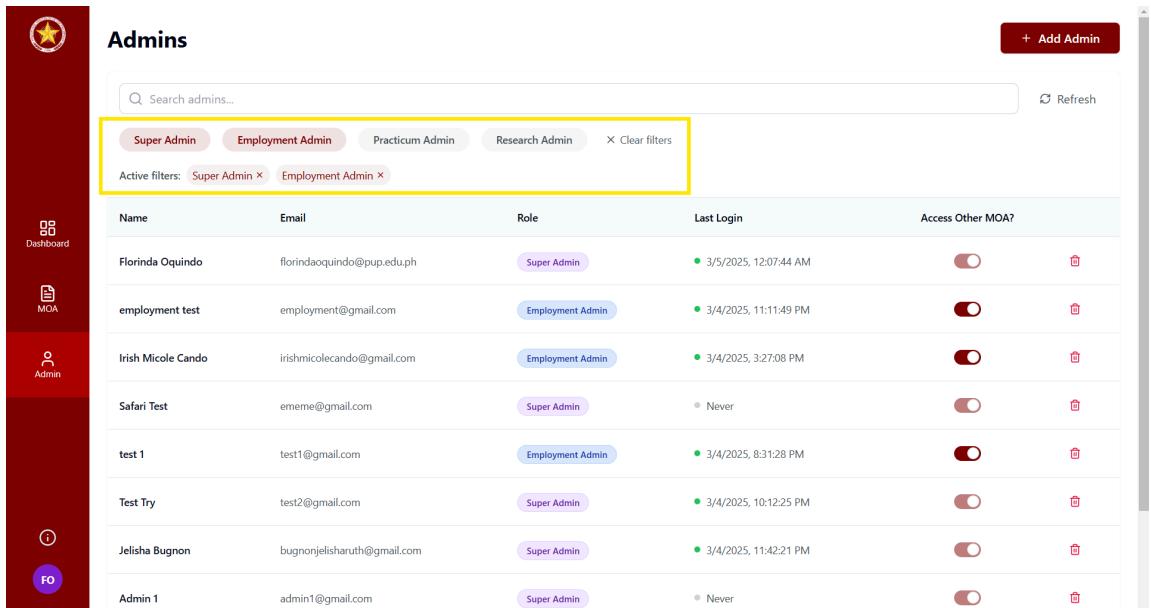
- (1) **Four buttons** are present above the Admin table, serving as filters for specific admin roles.



Name	Email	Role	Last Login	Access Other MOA?
Florinda Oquindo	florindaquindo@pup.edu.ph	Super Admin	3/5/2025, 12:07:44 AM	<input checked="" type="checkbox"/> trash
Adrian Esguerra	i.am.adriansgrx@gmail.com	Practicum Admin	Never	<input checked="" type="checkbox"/> trash
employment test	employment@gmail.com	Employment Admin	3/4/2025, 11:11:49 PM	<input checked="" type="checkbox"/> trash
research test	research@gmail.com	Research Admin	3/4/2025, 11:18:52 PM	<input checked="" type="checkbox"/> trash
practicum test	practicum@gmail.com	Practicum Admin	3/4/2025, 11:22:15 PM	<input checked="" type="checkbox"/> trash
Irish Micole Cando	irishmicolecando@gmail.com	Employment Admin	3/4/2025, 3:27:08 PM	<input checked="" type="checkbox"/> trash
Safari Test	ememe@gmail.com	Super Admin	Never	<input checked="" type="checkbox"/> trash
Rico Blanca	ricoblanco@gmail.com	Research Admin	Never	<input checked="" type="checkbox"/> trash
Lyndon Relieve	iolvndonir@gmail.com	Practicum Admin	3/4/2025, 8:35:18 PM	<input checked="" type="checkbox"/> trash

Figure 48. Admin Filter

- (2) When a filter button is selected, the Admin table displays the filtered roles. A '**Clear Filters**' button is available to remove the filters, or the user can manually clear them in the **Active filters** section.

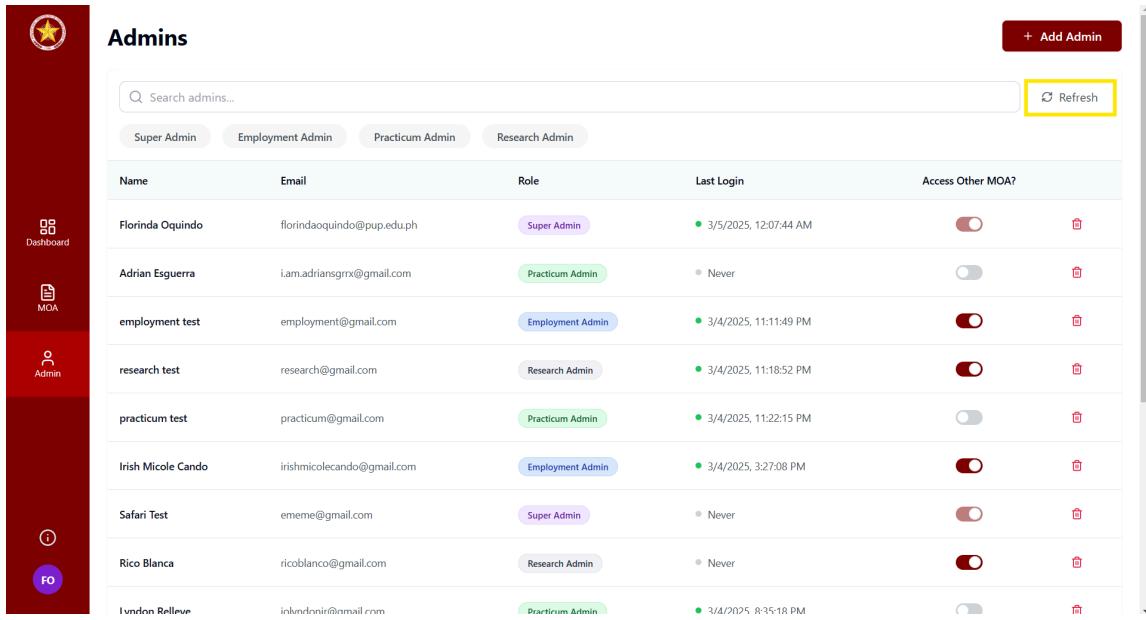


Name	Email	Role	Last Login	Access Other MOA?
Florinda Oquindo	florindaquindo@pup.edu.ph	Super Admin	3/5/2025, 12:07:44 AM	<input checked="" type="checkbox"/> trash
employment test	employment@gmail.com	Employment Admin	3/4/2025, 11:11:49 PM	<input checked="" type="checkbox"/> trash
Irish Micole Cando	irishmicolecando@gmail.com	Employment Admin	3/4/2025, 3:27:08 PM	<input checked="" type="checkbox"/> trash
Safari Test	ememe@gmail.com	Super Admin	Never	<input checked="" type="checkbox"/> trash
test 1	test1@gmail.com	Employment Admin	3/4/2025, 8:31:28 PM	<input checked="" type="checkbox"/> trash
Test Try	test2@gmail.com	Super Admin	3/4/2025, 10:12:25 PM	<input checked="" type="checkbox"/> trash
Jelisha Bugnon	bugnorjelisharuth@gmail.com	Super Admin	3/4/2025, 11:42:21 PM	<input checked="" type="checkbox"/> trash
Admin 1	admin1@gmail.com	Super Admin	Never	<input checked="" type="checkbox"/> trash

Figure 49. Active Admin Filters

4.7.7 Refresh Admin Table

- (1) To retrieve the latest data, the user can click the **Refresh** button.



Name	Email	Role	Last Login	Access Other MOA?	Action
Florinda Oquindo	florindaquoindo@pup.edu.ph	Super Admin	3/5/2025, 12:07:44 AM	<input checked="" type="checkbox"/>	
Adrian Esguerra	i.am.adriansgrxx@gmail.com	Practicum Admin	Never	<input type="checkbox"/>	
employment test	employment@gmail.com	Employment Admin	3/4/2025, 11:11:49 PM	<input checked="" type="checkbox"/>	
research test	research@gmail.com	Research Admin	3/4/2025, 11:18:52 PM	<input checked="" type="checkbox"/>	
practicum test	practicum@gmail.com	Practicum Admin	3/4/2025, 11:22:15 PM	<input type="checkbox"/>	
Irish Micole Cando	irishmicolecando@gmail.com	Employment Admin	3/4/2025, 3:27:08 PM	<input checked="" type="checkbox"/>	
Safari Test	ememe@gmail.com	Super Admin	Never	<input checked="" type="checkbox"/>	
Rico Blanca	ricoblanco@gmail.com	Research Admin	Never	<input checked="" type="checkbox"/>	
Ivonne Relieve	ivonneirene@gmail.com	Practicum Admin	3/4/2025, 8:35:18 PM	<input type="checkbox"/>	

Figure 50. Refresh Admin Table

4.8 About

- (1) The "About" page button is located above the Profile icon in the navigation bar.

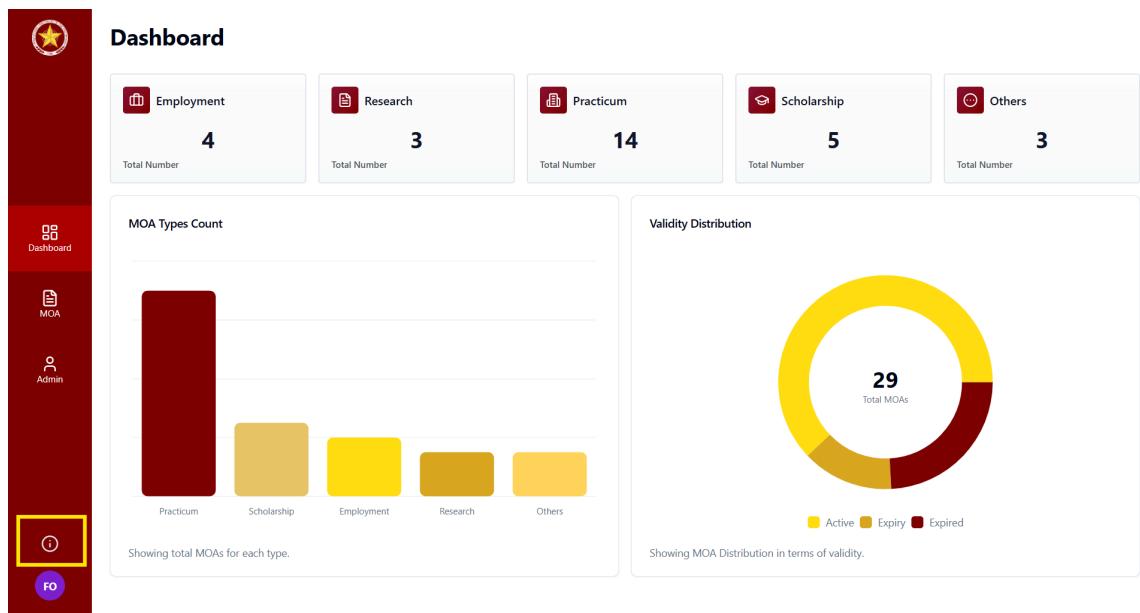


Figure 51. About Icon

- (2) Once clicked, the user will be directed to the About page, which provides a guide on how to use the system and information about the contributors.

The PUP MOA Monitoring System is an optimized platform designed to track, manage, and maintain Memorandums of Agreement (MOAs) for the Polytechnic University of the Philippines. It provides a user-friendly interface for end-users to efficiently track and manage MOAs to stay organized and ensure seamless monitoring experience. ↗

How to Use the PUPMMS?

To effectively use the PUP MOA Monitoring System, refer to the guides below. The User Manual provides instructions for end-users, the Developer Manual includes technical details, and the Excel file contains the accurate column names in importing excel. It is recommended to use the PUPMMS Excel file as a difference in column names may likely cause issues.

[User Manual](#) [Developer Manual](#) [PUPMMS Excel File](#)

Contributors

The developers and contributors to this system are Bachelor of Science in Computer Engineering students from Section BSCOE 4-2, Batch 2021. This system is part of the Database System Implementation (CMPE 40173) course requirement under Engr. Florinda Oquendo, Associate Professor II, Director of Alumni Relations and Career Development. Below are the developers and contributors of the PUP MOA Monitoring System, along with their respective roles.

Jelisha Ruth Bugnon Project Manager	Irish Micole Cando Full Stack Developer	John Ric Merque Backend Developer	Jo Lyndon Relieve Backend Developer
Christian Kevin De Vega Backend Developer	Angela Corpuz Frontend Developer	Ma. Jensen Nicole Dela Rosa Quality Assurance Engineer	Adrian Esquerra UI/UX Designer

Figure 52. About Page

- (3) There are buttons available to download the **User Manual**, **Developer Manual**, and a sample file format for importing Excel files.

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[User Manual](#) [Developer Manual](#) [PUPMMS Excel File](#)

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Figure 53. About Page Guide Files

5 Frequently Asked Questions

5.1 How do I change my email address, name, or admin role?

Your email address, name, and admin role are fixed after account creation and cannot be changed. If you need to update any of these details, you may request a new account at the Alumni Relations and Career Development Office (ARCDO). The credentials for your newly created account will be sent to your registered email via pupmms@gmail.com.

5.2 What should I do if I forget my password?

The password sent to your email address after account registration is fixed and cannot be changed. It is recommended to keep it saved for future reference.

5.3 Why can't I view MOAs with an NDA?

MOAs with an NDA are only accessible to users with the Super Admin role. If you are unable to view an MOA, it is likely due to your current user role. If you need information about that MOA, you may contact Alumni Relations and Career Development Office (ARCDO) or the originating course representative.

5.4 Why do I have an error creating MOA?

The system does not accept duplicates. Kindly ensure that the MOA you are creating does not have the same name or email as an existing record.

5.5 Why can't I edit or delete other MOAs?

You can only edit or delete MOAs that fall under the category assigned to your admin role. While you have access to view the full list of MOAs, those outside your designated category cannot be edited or deleted. For a detailed list of categories, please refer to [3.1 User Access Levels](#).

5.6 Can I restore a deleted MOA?

Once a MOA is deleted, it cannot be restored. Please double-check that you have selected the correct MOA before confirming the deletion.

5.7 Why is my Excel import failing?

If your Excel import fails, check the file's content to ensure that the columns match the required format and that there are no incorrect or improperly formatted entries. To prevent this issue, refer to the About page for the correct file format before uploading.

5.8 Why is my exported Excel file missing some data?

The exported data reflects the filters applied in the column headers. If some MOAs are missing, review and clear any active filters before exporting.

6 Appendices

6.1 Definition of Terms

- **Memorandum of Agreement (MOA)** - A formal document that outlines the terms, conditions, and responsibilities agreed upon by two or more parties. In the system, MOAs refer to PUP's agreements with external organizations, detailing collaborations, partnerships, or commitments.
- **Non-Disclosure Agreement (NDA)** - A legal contract that ensures certain information remains confidential and cannot be disclosed to unauthorized parties. In the system, MOAs containing an NDA are restricted and can only be accessed by the Super Admin.

6.2 About the Team

The system was developed by a group of students from the Bachelor of Science in Computer Engineering program as part of their academic requirements. Dedicated to innovation and efficiency, the team designed and built the system to streamline document management and enhance user experience. Their collaborative efforts focused on creating a reliable and user-friendly platform to meet the needs of the institution.

Jelisha Ruth Bugnon

Project Manager

Jo Lyndon Rellevé

Backend Developer

Adrian Esquerra

UI/UX Designer

Christian Kevin De Vega

Backend Developer

Angela Corpuz

Frontend Developer

Irish Micole Cando

Full Stack Developer

John Ric Merque

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